

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 2

FEBRUARY 24, 2022

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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, February 24, 2022

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – February 24, 2022</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-21	Board Meeting Minutes – January 27, 2021	Approve
22-27	Committee of the Whole Meeting Minutes - February 10, 2022	Receive
28-32	Committee of the Whole Budget Meeting Minutes - January 20, 2022	Receive
33-35	Connectivity Committee Meeting Minutes - February 10, 2022	Receive
36-39	Rural/Agriculture Committee Meeting Minutes - February 10, 2022	Receive
40-43	Waste Management Committee Meeting Minutes - February 10, 2022	Receive

DELEGATION

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

Colleen Gellein, Senior Resource Coordination Officer, North
Regional Negotiations Team

RE: Indigenous Reconciliation in British Columbia – History &
Resources (45 minutes)

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (All Directors)</u>	<u>ACTION</u>
	<u>Bylaw for 1st and 2nd Reading</u>	
44-50	Danielle Patterson, Senior Planner Rezoning Application RZ D-02-21 1st and 2nd Reading Rezoning Bylaw No. 1970 Electoral Area "D"	Recommendation
	<u>DEVELOPMENT SERVICES (All Directors)</u>	
	<u>Other</u>	
51-53	Jason Llewellyn, Director of Planning Watershed Security Strategy and Fund Discussion Paper	Recommendation
54-63	Lindsay King, Planner Cannabis and Liquor Policy	Recommendation
64-65	Deneve Vanderwolf, Planning Technician ALR Applications – Recent Decisions	Receive
66-70	Darrell Hill, Bylaw Enforcement Officer Illegal Scrapping Operation Aspen Road Consent Order Filed Electoral Area "A"	Receive
	<u>BUILDING INSPECTION (All Directors)</u>	
71-79	Steve Davis, Building Inspector Section 57 Notice on Title 1919 Aveling Coalmine Road Electoral Area "A" (receive any written submissions)	Recommendation
80-91	Steve Davis, Building Inspector Section 57 Notice on Title 27872 Walcott Quick Road Electoral Area "A" (receive any written submissions)	Recommendation
92-102	Steve Davis, Building Inspector Notable Recent Building Bylaw Non-compliance Issues	Receive

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<u>PAGE NO.</u>	<u>PARKS AND TRAILS (All Directors)</u>	<u>ACTION</u>
103-120	Maria Sandberg, Parks and Planning Coordinator - Cluculz Lake Boat Launch Survey Results	Recommendation
<u>ADMINISTRATION REPORTS</u>		
121-128	Nellie Davis, Manager of Regional Economic Development – BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot	Receive
129-131	Wendy Wainwright, Deputy Director of Corporate Services - Committee Meeting Recommendations - February 10, 2022	Recommendation
132-177	Cheryl Anderson, Director of Corporate Services - RDBN Board of Director Remuneration	Recommendation
178	John Illes, Chief Financial Officer - 2022 Salary and Remuneration CPI Increase	Recommendation
179-184	John Illes, Chief Financial Officer - 2022 Parks and Trails Budgets	Recommendation
185-187	John Illes, Chief Financial Officer - Smithers Rural Fire and Smithers Parks and Recreation Budgets	Recommendation
188	John Illes, Chief Financial Officer - Taxation Transfer Request	Recommendation
189-195	John Illes, Chief Financial Officer - Parcel Tax Budgets for 2022	Receive
196	Nellie Davis, Manager of Regional Economic Development – Area “A” (Smithers Rural) Economic Development Service Funds Request	Recommendation
197-209	Nellie Davis, Manager of Regional Economic Development – Regional Economic Development Plan	Recommendation
210-211	Jason Blackwell, Regional Fire Chief -Community Resiliency Investment Program -2022 FireSmart Community Funding & Support Application	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
212-213	Christopher Walker, Emergency Program Services – Union of BC Municipalities Community Emergency Preparedness Fund – Emergency Operations Centre Application	Recommendation
214-215	Christopher Walker, Emergency Program Services – Union of BC Municipalities Community Emergency Preparedness Fund – Emergency Support Services Application	Recommendation
216-221	Cheryl Anderson, Director of Corporate Services -Items to be brought forward to the public agenda from Special (In-Camera) Meeting	Receive
222-223	Taddea Kunkel, First Nations Liaison - Truth and Reconciliation Calls to Action	Discussion/ Receive
224-227	Michelle Roberge, Regional Agriculture Coordinator – Growing Opportunities Newsletter Update	Receive
<u>CORRESPONDENCE</u>		
228-231	Nellie Davis, Manager of Regional Economic Development – Regional Business Liaison Report CF Nadina	Receive
232-244	The Honourable Lisa Beare, Minister of Citizens' Services – Broadband Internet Speed Study 2021 -Understanding Internet Speed Discrepancies: A Summary of Findings – Winter 2021/22	Receive
245-246	Recycle BC Letter – Response to RDBN - - Supply Chain Disruptions	Receive
247-248	BC Hydro – LNG Canada's Phase 2 Development	Receive
249	Enbridge – Purchase of the Pacific Trail Pipeline Project	Receive
250-262	TC Energy – Prince Rupert Gas Transmission Project Permit Extension Application	Receive

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VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 1****Thursday, January 27, 2022**

PRESENT:	Chair	Gerry Thiessen
	Directors	Gladys Atrill Shane Brienen Mark Fisher Dolores Funk Tom Greenaway Clint Lambert – via Zoom Linda McGuire Annette Morgan – via Zoom – arrive at 10:25 a.m. Bob Motion Chris Newell – via Zoom – left at 12:08 p.m. 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 – left at 10:05 a.m. Alex Eriksen, Director of Environmental Services – arrived at 12:55 p.m. Justin Greer, Economic Development Assistant – left at 10:04 a.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services – arrived at 10:05 a.m. Taddea Kunkel, First Nations Liaison – arrived at 1:50 p.m., left at 1:55 p.m. Jason Llewellyn, Director of Planning Maria Sandberg, Planning and Parks Coordinator – via Zoom Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator – arrived at 11:42 a.m., left at 1:40 p.m. Wendy Wainwright, Executive Assistant/Recording Secretary
	Others	Taylor Bachrach, MP, Skeena Bulkley Valley – left at 11:10 a.m. Jenn Cara, Operations, Enbridge – left at 10:35 a.m. Graham Genge, Sr. Community and Indigenous Engagement Advisor, Enbridge – left at 10:35 a.m. Sandy Mackay, Housing Research & Policy Lead, M'Akola Development Services – left at 11:39 a.m. Emma Shea, Sr. Community and Indigenous Engagement Advisor, Enbridge – left at 11:11 a.m.
	Media	Eddie Huband, LD News – via Zoom

FIRST NATIONS ACKNOWLEDGEMENT**CALL TO ORDER**

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

STAFF INTRODUCTION

Nellie Davis, Manager of Regional Economic Development introduced Justin Greer, Economic Development Assistant.

**AGENDA &
SUPPLEMENTARY AGENDA**

Moved by Director Petersen
Seconded by Director Storey

2022-1-1

“That the Board Meeting Agenda of January 27, 2022 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
December 16, 2021

Moved by Director Brien
Seconded by Director Atrill

2022-1-2

“That the Board Meeting Minutes of December 16, 2021 be adopted as amended.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Business Arising out of the Minutes

Director McGuire requested an update regarding follow-up from BCEHS presentation to the Board December 16, 2021. Staff will continue to follow-up. She also requested an update regarding Motion 2021-15-3 Recommendation #3. Jason Llewellyn, Director of Planning indicated staff have sent communication to the proposed operator and landowner and are awaiting a response. Staff will continue to follow-up.

Committee Meeting
Minutes- January 13, 2022

Moved by Director Parker
Seconded by Director McGuire

2022-1-3

“That the following Committee Meeting Minutes be received:

- Committee of the Whole Minutes
-January 13, 2022
- Natural Resources Committee Minutes
-January 13, 2022
- Rural Agriculture Committee Minutes
-January 13, 2022
- Waste Management Committee Minutes
-January 13, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

ENDBRIDGE – Graham Genge, Sr. Community and Indigenous Engagement Advisor and Emma Shea, Sr. Community and Indigenous Engagement Advisor RE: Westcoast Connector Gas Transmission Project Overview

Chair Thiessen welcomed Graham Genge, Sr. Community and Indigenous Engagement Advisor, and Emma Shea, Sr. Community and Indigenous Engagement Advisor, Enbridge.

Mr. Genge provided a PowerPoint Presentation.

British Columbia LNG Opportunities

- About Enbridge
- Values in Action – Enbridge’s Sustainability Goals
- Achieving Net Zero by 2050
- Enbridge in British Columbia
- Lifecycle Engagement: Community Investment
- Community Opportunities

DELEGATION (CONT'D)

ENDBRIDGE – Graham Genge, Sr. Community and Indigenous Engagement Advisor and Emma Shea, Sr. Community and Indigenous Engagement Advisor RE: Westcoast Connector Gas Transmission Project Overview (Cont'd)

- Westcoast Connector Gas Transmission (WCGT) Project
 - The WCGT Project – Supporting Potential LNG Export Initiatives
 - Environmental Assessment Certificate
 - Revised Project Scope
 - Environmental Fieldwork Programs
 - WCGT Project Condition Plans
 - Social and Economic Effects Management Plan
 - Pacific Trail Pipeline (PTP) Project.

The following was discussed:

- Pipeline route
 - Doesn't traverse through Khutzeymateen area
 - Environmental Assessment certified corridor
 - Starting Cypress in northeast BC to Ridley Island
 - Two route options
 - New terminal location yet to be determined
- Perspective and views regarding future use of fossil fuels
- Enbridge – delivery agent - has an opportunity to support project development
 - Westcoast Connector
 - Investigated corridors of least disturbance in consultation with Indigenous groups
- Acquisition of Pacific Trail Project
 - No timeline for development currently
 - Purchased the rights to the project – no terminal component
 - Working with First Nations Limited partnership to determine interest
- Electrification needs
 - Opportunity to have multiple pipelines
 - Investigating one pipeline with the opportunity to grow
 - Environmental Assessment Certificate - project currently has five gas driven turbine compressor stations
 - Investigated the volumes/flow and advancement in technology
 - Determined that could build one compressor station that is electric driven in the Willow Flats area (northeast BC)
 - Future expansion will require working with BC Hydro for an additional compressor station in remote areas
- Pipelines are new infrastructure in the northwest
 - Discussing with the Province the Northwest BC Resource Benefits Alliance (RBA)
- Working through previous process with building pipeline infrastructure a number of reassurances were given
 - Impacts to transportation, waste management, healthcare
 - Working with the Province
 - Industry benefits along with a number of impacts
- Having further discussions regarding the Socio-economic Effects Management Plan
- Importance of discussing the Socio-economic Effects Management Plan
 - Mr. Genge indicated the desire to work with the Regional District to find solutions and opportunities regarding healthcare, transportation, waste management, etc.
 - Employment – help support and ensure the key components are in place to ensure a strong employment base
- Continued frequent dialogue.

Chair Thiessen thanked Mr. Genge and Ms. Shea for attending the meeting.

DELEGATIONS (CONT'D)

Taylor Bachrach, MP, Skeena Bulkley Valley RE: Update

Chair Thiessen welcomed Taylor Bachrach, MP Skeena Bulkley Valley.

MP Bachrach provided the following update:

1. Rail Safety
 - Relationship with railroad important and at times challenging
 - House of Commons Committee on Transport, Infrastructure and Communities - Parliamentary Study on rail safety
 - A result of advocacy from communities in the northwest
 - Volunteer fire departments
 - Want to make sure have what is needed to protect communities
 - A series of hearings took place in Ottawa
 - Chair Thiessen provided a virtual presentation
 - Prime Minister called an election stopping all work – the report was unable to be tabled in Parliament
 - MP Bachrach pleased to be reappointed as NDP Transport critic
 - Looking forward to bringing the report forward
 - Wanting two additional days of hearings
 - Will provide an update in the future.
2. Bus Service
 - Discussions in the region since 2012 and in relation to the Highway of Tears
 - Board advocacy
 - Community Bus Program and Bulkley Nechako Transit
 - Northwest BC has some of the best intercommunity transportation
 - Busing is an issue being discussed nationally with the withdrawal of Greyhound Bus Services
 - Major service level gaps
 - Greyhound provided a connection nationally
 - Federal Government needs to show leadership and provide transit
 - Currently sponsoring a petition in the Federal Government to determine a plan for a busing system that connects rural Canada
 - Planning a Town Hall Meeting February 22, 2022.
3. Northern Residence Reduction
 - Topic was raised in Granisle
 - Some northern and remote community residents receive a tax reduction to account for higher cost of living
 - Haida Gwaii – push the boundary to have northern residence reduction
 - Received comments from other communities wanting to be able to participate
 - Need to review eligibility criteria for communities and what criteria determines remoteness
 - Opportunity to collaborate across party lines
4. Rural Internet
 - Connected Coast Project
 - Connecting with Fraser Lake and hearing about their partnership with CityWest
 - Great way to find solutions/innovation
 - Aware of the work the Regional District is doing regarding connectivity
 - Keen to hear from the Board as to where the gaps are
 - Telecom companies putting forward projects where can make a business case
 - Leaving out rural areas
 - Need government to provide direction/leadership to ensure no one is left out

DELEGATIONS (CONT'D)

Taylor Bachrach, MP, Skeena Bulkley Valley RE: Update (CONT'D)

5. Climate Action/Energy efficiency
 - Greener homes initiative \$2.6 million over 6 years
 - Important initiative
 - Expressed concern that northern /rural communities are left out
 - In order to access – have to have an energy assessment
 - Not many energy advisors in western BC
 - Attempting to determine the actual number of advisors
6. Second year of pandemic – everyone is tired /frustrated
 - Keenly aware of truckers protest across Canada
 - People frustrated
 - Also hear from others that are frustrated not meeting vaccination rates
 - Need to be patient/compassionate – everyone is coming at it from a different angle
 - Aspect of the supply chain
 - Challenges
 - Federal government needs to build resiliency in the supply chain.

The following was discussed:

- The Village of Fraser Lake brought forward a resolution to NCLGA in 2018 re: Rural Living Allowance
- Connectivity in Fraser Lake and the inability to apply for grant funding
 - Addressing the Federal connectivity mapping issues
- Lack of communication from CN during a train blocking the tracks on Park Drive in Fraser Lake
- Appreciation for MP Bachrach's continued work regarding rail safety
- Level rail crossing upgrades and costs to municipalities
 - Needs to be reviewed
 - Costs need to be borne by users and Federal Government
- Frustration regarding lengthy approval process for grant applications
- Village of Granisle Community Energy Rebate Program for appliances
- Vaccine mandates
 - MP Bachrach expressed willingness to meet regarding concerns
 - NDP support the advice of the Provincial Health Officer and public health measures to combat the pandemic
- Climate Change initiatives and the need for the Federal Government to understand the uniqueness of rural BC and Canada.

Chair Thiessen thanked Mr. Bachrach for attending the meeting.

DELEGATIONS (CONT'D)

M'AKOLA DEVELOPMENT SERVICES - Sandy Mackay, Housing Research & Policy Lead RE: Housing Needs Report Project

Chair Thiessen welcomed Sandy Mackay, Housing Research & Policy Lead, M'Akola Development Services.

RDBN Housing Needs Report

- Report Structure
 - Introduction and Regional Summary
 - Electoral Area Housing Needs Reports
 - Local Appendices
- Study Area
- Starting Context
- Population and Households
- Older Residents
- Renting
- Cost of Ownership
- Agriculture Housing
- Ways Forward
- Next Steps.

Discussion took place regarding:

- Examples of municipality and rural area housing partnerships
- Regional growth
- Increase supply of stock housing without increasing land base
- Electoral Area "G" (Houston Rural) Cost of Ownership decrease and cost of housing increase
 - Low sales volume may have contributed to the cost of ownership decrease
- Smaller/intensive agriculture land use
- Affordable housing issues and the need to find alternative solutions – thinking outside the box
- Most projections of population based on 2016 census data due to timing of report
- New census information will be released in the next month
- Cost of building and finding contractors a challenge.

Chair Thiessen thanked Mr. Mackay for attending the meeting.

ELECTORAL AREA PLANNING (All Directors)

Bylaw for 1st and 2nd Reading

Rezoning Application
RZ A-09-21 1st & 2nd Reading
Rezoning Bylaw No. 1969
-Electoral Area "A"

Moved by Director Fisher
Seconded by Director Funk

2022-1-4

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1969, 2022 be given 1st and 2nd reading this 27th day of January, 2022 and subsequently be taken to Public Hearing.

2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1969, 2022 be delegated to the Director or Alternate Director for Electoral Area A."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Temporary Use Permit

Temporary Use Permit TUP A-01-21, Electoral Area "A"

Moved by Director Fisher
 Seconded by Director Atrill

2022-1-5

1. "That the Board approve the issuance of Temporary Use Permit TUP A-01-21 to allow a temporary expansion of "True North Raw," a raw pet food and prepackaged meat business.
2. That the Board direct staff to issue the permit, when staff have received either:
 - a. a copy of an approved Commercial Access Highway Use Permit for the commercial business from Ministry of Transportation and Infrastructure, or
 - b. written confirmation from the Ministry of Transportation and Infrastructure that Commercial Access Highway Use Permit is not required for the commercial business."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

ALR Application

Subdivision in the ALR Application No. 1234 -Electoral Area A

Moved by Director Fisher
 Seconded by Director Atrill

2022-1-6

"That Agricultural Land Reserve Non-Farm Use Application No. 1234 be recommended to the Agricultural Land Commission for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Referral

Village of Telkwa Referral for OCP Amendment Bylaw 746, 2022 and New Zoning Bylaw No. 747, 2022

Moved by Director Morgan
 Seconded by Director Fisher

2022-1-7

"That staff inform the Village of Telkwa that the Regional District of Bulkley-Nechako has no concern with the referral request for the proposed OCP Amendment Bylaw No. 746, 2022 and new Zoning Bylaw No. 747, 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mines Application Referral No. 139611557-006 -Electoral Area D

Moved by Director Parker
 Seconded by Director Storey

2022-1-8

"That Regional District of Bulkley-Nechako comment sheet on Mines Application Referral No. 139611557-006 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Referral (Cont'd)

Crown Land Application
Referral No. 7410220
-Electoral Area D

Moved by Director Parker
Seconded by Director Storey

2022-1-9

“That Regional District of Bulkley-Nechako comment sheet on Crown Land Application Referral No. 7410220 be provided to the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OTHER

Electoral Area Housing Needs Report

Jason Llewellyn, Director of Planning noted staff will bring forward a report to the Board with recommendations regarding the Electoral Area Housing Needs Report.

The following was discussed:

- Potential amendment to H1 zoning to allow second dwellings
- ALR regulations regarding housing
 - Applying the ALR definition for Total Floor Area (TFA)
 - RDBN defining TFA or utilizing ALR definition
- Regional Growth Management Plan
 - Some services strained within municipalities due to rural residential development outside municipal boundaries
 - Residential development just outside community – strain inside community
 - Legislation under the *Local Government Act* regarding Regional Growth Strategies
- Review Regional Growth Management Plans during an Official Community Plan review
- Coordinating discussions with municipalities during their OCP review processes
 - Town of Smithers is currently reviewing its OCP
- Grant funding and staff time for future housing needs reports
- Regional housing reports.

Electoral Area Housing Needs Report

Moved by Director Brienon
Seconded by Director Fisher

2022-1-10

“That the Board receive the RDBN Electoral Area Housing Needs Report 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for lunch at 12:08 p.m.

Reconvened at 12:59 p.m.

2021 Planning Department
Year End Report

Moved by Director Motion
Seconded by Director McGuire

2022-1-11

“That the Board receive the 2021 Planning Department Year End Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OTHER (CONT'D)

**Bulkley Nechako Transit
 Service Summary Report**

2022-1-12

Moved by Director Motion
 Seconded by Director Brienen

“That the RDBN Board direct staff to:

1. Renew the Community Transit Partnership Agreement with the City of Prince George for a further 5 years.
2. Work with First Nations and the Provincial and Federal Governments to establish a consistent, equitable, and manageable long term funding arrangement for transit service to First Nations communities.
3. Direct staff to discuss the Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016 at the Rural/Agriculture Committee and report back to the Board with recommendations regarding amendments to the Bylaw including any increase to the requisition limit.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Fort St. James
 - Challenges of transit service levels
 - Inability to connect with the Highway 16 Transit System
- Granisle Community Bus also unable to connect with the Highway 16 Transit system
- Northern Development Initiative Trust Northern Community Shuttle Program
 - Granisle has applied
- Electoral Areas contributing if service levels are unavailable
- Provincial and Federal Government Funding Model
 - The need for all levels of government participation
- Staff to provide a comprehensive report
- Notable percentage of riders from Electoral Areas
- Utilizing Grant in Aid and other methods of funding e.g. Federal Gas Tax
- Clearly identify who is responsible for all aspects of the service, including bus shelters, signage, garbage clean up, infrastructure implementation, capital planning, etc.
- Including Northern Health and School Districts in Transit discussions
- Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016

OTHER (CONT'D)

- Buses being at capacity and riders unable to access along the route
 - The issue has been brought forward to BC Transit
 - Asked to address it in BC Transit's Service Review of the Highway 16 Transit System and the safety concerns
 - BC Transit indicated there is a formula used to determine ridership
- Continuation with the Transit Service Agreement with BC Transit will continue for a year if no action is taken by the Board
- Electoral Area "E" (Francois/Ootsa Lake Rural) – request no additional taxation for residents for service
- Town of Smithers support transit opportunities.

ADMINISTRATION REPORTS

Committee Meeting
 Recommendations
 -December 16, 2021
 and January 13, 2022

Moved by Director Parker
 Seconded by Director Greenaway

2022-1-13

"That the Board approve recommendations 1 to 5 as written:

Rural/Agriculture Committee – December 13, 2021

Recommendation 1: Re: Minor Service Budgets

"That the budgets discussed in the Chief Financial Officer's Minor Services memorandum be included in the 2022 Financial Plan."

Natural Resources Committee – January 13, 2022

Recommendation 2: Re: Write a Letter RE: Harmonizing Stumpage Policy for Community Forests

"That the Board write a letter in regard to the concerns and impacts of Harmonizing the Stumpage Policy for Community Forests."

Rural/Agriculture Committee – January 13, 2022

Recommendation 3: Re: Minor Fire Services

"That the budgets discussed in the Minor Fires Services memorandum be included in the 2022 Financial Plan."

Recommendation 4: Re: COVID-19 Relief Funds – Application Approval

"That the Board approve the following applications for COVID-19 Relief Funds:

- Electoral Area C (Fort St. James Rural)
 - Fort St. James Curling Club - Utilities and Ice Preparation - \$4,932.18
 - Fort St. James Speed Skating Club – Ice Fees for 2021/22 Session - \$5,000.00."

ADMINISTRATION REPORTS (CONT'D)

Waste Management Committee – January 13, 2022

Recommendation 5: Re: Write a Letter to Recycle BC

“That the Board write a letter to Recycle BC providing an outline of the current supply issues RDBN Recycling Depots are experiencing and what is required to address the issue; and further, that the letter be cc'd to Ministry of Environment and Climate Change Strategy, Green for Life Environmental Inc., John Rustad, MLA Nechako Lakes and Nathan Cullen, MLA Bulkley Stikine.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Budget Bylaw – Five Year
 Financial Plan (2022-2026)**

Moved by Director Riis-Christianson
 Seconded by Director Atrill

2022-1-14

“That the Board give first and second reading to RDBN Five Year Financial Plan Bylaw No. 1971, 2022 this 27th day of January, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Cluculz Lake Fire Protection
 Service Reserve Bylaw
 No. 1967, 2021**

Moved by Director Petersen
 Seconded by Director Greenaway

2022-1-15

“That Cluculz Lake Fire Protection Service Reserve Bylaw No. 1967, 2021 be adopted this 27th day of January, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Smithers Rural Recreation and
 Culture Service Area
 Amendment Bylaw No. 1968, 2021**

Moved by Director Fisher
 Seconded by Director Atrill

2022-1-16

“That Smithers Rural Recreation and Culture Service Area Amendment Bylaw No. 1968, 2021 be adopted this 27th day of January, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Northern Development
 -Nechako Valley Sporting
 Association Application**

Moved by Director Petersen
 Seconded by Director Parker

2022-1-17

“That the Board supports the application to Northern Development Initiative Trust from the Nechako Valley Sporting Association for the Grooming Shed Project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Northern Development - Stuart Moved by Director Greenaway
Lake Nordic Society Application Seconded by Director Motion

2022-1-18

“That the Board supports the application to Northern Development Initiative Trust from the Stuart Lake Nordic Society for the Trail Groomer Project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Pre-Approval of the 2022 Fort Fraser Rural Fire Protection Service Budget to Purchase Two Fire Apparatus

Moved by Director Parker
 Seconded by Director Petersen

2022-1-19

“That the Board pre-approve the 2022 Fort Fraser Rural Fire Protection Service Budget to purchase two fire apparatus.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Smithers Rural Fire Protection And Recreation and Culture Agreement – January 1, 2022 to December 31, 2026

Moved by Director Fisher
 Seconded by Director Atrill

2022-1-20

“That the Board authorize the Board Chair and the Chief Administrative Officer to sign the Smithers Rural Fire Protection and Recreation and Culture Agreement for a 5-year term.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Sunset Beach Service Agreement

Moved by Director Parker
 Seconded by Director Storey

2022-1-21

“That the Board authorize the Chair and the Corporate Officer to sign the Sunset Beach Service Agreement between the Regional District and the Nadleh Whut'en Band for an additional 5-year term expiring on December 31, 2026.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Write a Letter to Recycle BC

Moved by Director Petersen
 Seconded by Director Parker

2022-1-22

“That the Board ratify the letter written to Recycle BC regarding Recycle BC's Service Disruption.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Administration Reports & Correspondence

Moved by Director McGuire
Seconded by Director Riis-Christianson

2022-1-23

"That the Board receive the following

Administration Reports

-the First Nations Liaison's Truth and Reconciliation Calls to Action memorandum."
-Regional Agriculture Coordinator's (East) Growing Opportunities Newsletter Update memorandum

Administration Correspondence:

-Ministry of Transportation and Infrastructure – UBCM Meeting 2021
-Ministry of Transportation and Infrastructure -Lloyd Drive Intersection
-Enbridge – Westcoast Connector Gas Transmission Project Certificate Condition and Plans and Upcoming Engagement."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Highway 118 – Logging Truck Traffic

Director McGuire mentioned that she reached out to the sawmills, Lakes District Maintenance (LDM) and RCMP to discuss safety concerns and practices of logging trucks travelling on Highway 118. The sawmills indicated they would address the issue and travel on Highway 118 has improved.

Access to Natural Gas

Director McGuire commented that it is cost prohibitive to have natural gas brought to Granisle. The Village of Granisle has sent letters to the BC Utilities Commission, Provincial Ministers and MLA regarding the issue.

Village of Granisle Energy Efficient Appliance Program

Director McGuire reported that the Village of Granisle provides its residents an Energy Efficiency Appliance Program. If a resident purchases a new appliance between \$500-\$1,000 a year they may provide their receipt to the municipal office for a rebate.

Property Tax Assessments -Village of Granisle

Director McGuire noted that the Village of Granisle is receiving attention regarding its Property Tax Assessment increase of 14% and still being the cheapest location in BC to purchase a home.

The Village of Granisle has also completed its Lands Inventory Study and will be investigating ways to help owners to develop empty lots. They are also researching a frontage tax.

Caledonia Classic Sled Dog Races – February 4-6, 2022

Director Greenaway invited the Board to attend the Caledonia Classic Sled Dog Races in Fort St. James on February 4-6, 2022.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Hay Delivery to Southern BC Director Lambert spoke with John Anderson, his counterpart in Southern BC regarding the delivery of hay from the Southside, Burns Lake, as well as neighbouring communities to those impacted by flooding. He thanked all the donors and those delivering the hay to Southern BC. He mentioned that it has given people impacted by the floods hope. Chair Thiessen thanked Director Lambert for his role in collecting and organizing donations. Director Parker also mentioned Vanderhoof and Fraser Lake have donated a number of semi loads of hay.

Veterinarian Shortage Director Parker provided an update regarding the veterinarian shortage in the Province. He spoke of an upcoming meeting with Lara Beckett, Director, Regional District of Fraser-Fort George, members of the Veterinarian Association, University of Northern BC to discuss resolutions to be brought forward for the Board's consideration regarding veterinarian shortages. He will also be attending a meeting with stakeholders from the Robson Valley through to the RDBN. Director Parker mentioned that he has been receiving a lot of positive feedback and support. He will bring forward updates at future meetings.

Receipt of Verbal Reports Moved by Director Brien
Seconded by Director Greenaway

2022-1-24 "That the verbal reports of the various Board of Directors be received."

(All/Directors/Majority) CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Storey
Seconded by Director McGuire

2022-1-25 "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(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 (Northwest Resource Benefits Alliance and Proposed Boundary Expansion) may be closed to the public therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Storey
Seconded by Director McGuire

2022-1-26 "That the meeting be adjourned at 2:09 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, February 10, 2022**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill – via Zoom
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert – arrived at 12:03 p.m.
Linda McGuire
Annette Morgan – via Zoom
Bob Motion – via Zoom
Chris Newell – via Zoom
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey – via Zoom

Director Absent Clint Lambert, Electoral Area “E” (Francois/Ootsa Lake Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Jason Blackwell, Regional Fire Chief – via Zoom – arrived at 11:20 a.m., left at 11:26 a.m.
Nellie Davis, Manager of Regional Economic Development – left at 11:26 a.m.
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – left at 11:15 a.m.
Taddea Kunkel, First Nations Liaison – arrived at 11:20 a.m., left at 12:00 p.m.
Jason Llewellyn, Director of Planning – via Zoom
Wendy Wainwright, Deputy Director of Corporate Services

Media Eddie Huband, LD News

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:02 a.m.

AGENDA & SUPPLEMENTARYMoved by Director Parker
Seconded by Director Greenaway**C.W.2022-2-1**

“That the Agenda of the Committee of the Whole meeting of February 10, 2022 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole Minutes – January 13, 2022

Moved by Director Petersen
Seconded by Director Brienen

C.W.2022-2-2

“That the Committee of the Whole meeting minutes of January 13, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Bulkley Nechako Emergency and Public Alerts Breakdown

Moved by Director McGuire
Seconded by Director Parker

C.W.2022-2-3

“That the Committee receive the Regional Fire Chief’s Bulkley Nechako Emergency and Public Alerts Breakdown memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher mentioned the use of the Bulkley Nechako Emergency and Public Alerts for the closure of the Transfer Station due to supply chain issues was beneficial. He suggested the use of RDBN facilities to advertise the Alert System.

North Central Local Government Association Resolution Submission Guidelines and Deadlines

Moved by Director Greenaway
Seconded by Director Riis-Christianson

C.W.2022-2-4

“That the Committee receive the Director of Corporate Services’ North Central Local Government Association Resolutions Submission Guidelines and Deadlines memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Business Liaison Update

Moved by Director Brienen
Seconded by Director Petersen

C.W.2022-2-5

“That the Committee receive the Manager of Regional Economic Development’s Regional Business Liaison Update memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the Community Futures Nadina Regional Business Liaison in the western portion of the region. Staff will follow up and provide an update at a future meeting.

Draft Regional Economic Development Strategy

Moved by Director Brienen
Seconded by Director Fisher

C.W.2022-2-6

“That the Committee receive the Manager of Regional Economic Development’s Draft Regional Economic Development Strategy memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

The following was discussed regarding the Draft Regional Economic Development Strategy:

- The report was produced in house
- Province provided a toolkit and support from Regional Economic Development Managers
- The report will be used to create annual work plans and budgets
- Tourism/Attraction and Retention
 - o Individual communities with support from the RDBN
 - o RDBN Tourism provides a platform for communities that may not be represented within tourism in the region – high impact for small communities
 - o Component of the Highway 16 corridor
- Parks and Trails
 - o Economic Development provides support to secure grant funding opportunities
- Stakeholders that participated in the drafting of the Draft Regional Economic Development Strategy
- Providing support to the First Nations Liaison
 - o A number of Provincial Agreements with First Nations include economic development e.g. Carrier Sekani Pathways Forward 2.0 Agreement
- Food Security
- Forestry industry
- Sample OCP – Economic Development Section
 - o Connects to the work being done with the Northwest BC Resource Benefits Alliance (RBA).

Truth and Reconciliation Calls to Action

Discussion took place regarding:

- Future memorandums potentially aligning the Truth and Reconciliation Calls to Action to RDBN policies and plans e.g. Land Use Planning
- 2017 federal budget, the government committed \$120.7 million over five years to address the over representation of Indigenous Peoples in the criminal justice and corrections system
 - o The following questions were asked:
 - Have any regional programs received funding?
 - Are there any policies that the RCMP are utilizing/implementing?
 - Decisions the RDBN can make to support current and or new programs/policies
- Recent meeting in Vanderhoof with RCMP, social services agencies, court services, mental health, medical stakeholders, etc.
 - o Fetal Alcohol Spectrum Disorder (FASD)
- Mental health and addictions impacts all segments of society
- Developing a discussion paper to utilize in meeting with the Minister of Mental Health and Addictions and Minister of Health at the Union of BC Municipalities Convention
 - o Request Ministers work with the RDBN regarding the Truth and Reconciliation Calls to Action
 - o Staff will develop a discussion paper

REPORTS (CONT'D)

- Car 60 Pilot Project in Prince George
 - o Partnership between Northern Health and the RCMP – plainclothes police officer and a psychiatric nurse ride together in an unmarked police car responding to mental health crisis calls
- Individuals struggling to find supports regarding mental health and addictions
 - o RCMP contacts may not always be the most successful point of contact
 - o Communities in the region are experiencing challenges.

Federal Government Committed funding & UBCM Discussion Paper

Moved by Director Funk
 Seconded by Director McGuire

C.W.2022-2-7

“That the Committee recommend that the Board direct staff to research the funding available, allocation and programs currently in place in the region in relation to the 2017 federal government committed \$120.7 million over five years to address the overrepresentation of Indigenous Peoples in the criminal justice and corrections system; and further, that a Discussion Paper be drafted when meeting with the Minister of Mental Health and Addictions, Minister of Health and Minister of Indigenous Relations and Reconciliation at the Union of BC Municipalities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Truth and Reconciliation Call to Action

Moved by Director Parker
 Seconded by Director Greenaway

C.W.2022-2-8

“That the Committee receive the First Nations Liaison’s Truth and Reconciliation Calls to Action memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Watershed Security Strategy and Fund Discussion Paper

Discussion took place regarding:

- Providing feedback to the Province
 - o Regional District willing to provide input through its Official Community Plan Process and Land Use Planning
- Legislation - Province to implement which will provide the requirement standards
- Province needs to lead the process
- Ensure First Nation Communities are included in the process.

Director Funk provided an outline of the process undertaken in Saskatchewan in her past work role regarding water sustainability plans. She spoke of the importance of having all key stakeholders at the table together. She mentioned that the Province of Saskatchewan provided leadership and technical knowledge through the process and information from the Watershed Plan would be included in OCP’s and land use planning.

REPORTS (CONT'D)

Watershed Security Strategy and Fund Discussion Paper

Moved by Director Funk
Seconded by Director Parker

C.W.2022-2-9

“That the Committee recommend that the Board submit a response to the Ministry of Environment and Climate Change Strategy in regard to Watershed Security Strategy and Fund Discussion Paper; and further, that staff provide a report to the Board prior to submission.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Watershed Security Strategy and Fund Discussion Paper

Moved by Director McGuire
Seconded by Director Petersen

C.W.2022-2-10

“That the Committee receive the Director of Planning’s Watershed Security Strategy and Fund Discussion Paper staff report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Ministry of Mental Health and Addictions – Union of BC Municipalities Convention Follow Up

Moved by Director Parker
Seconded by Director Fisher

C.W.2022-2-11

“That the Committee receive the correspondence from the Ministry of Mental Health and Addictions – Union of BC Municipalities Convention Follow Up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORT

Skeena Roundtable Design Workshop

Moved by Director Parker
Seconded by Director Fisher

C.W.2022-2-12

“That the Regional District of Bulkley-Nechako Board appoints the Chief Administrative Officer or First Nations Liaison to attend the Skeena Roundtable Design Workshop on their behalf.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

North Central Local Government Association AGM & Convention May 3-6, 2022 – Fort St. John

Director McGuire brought forward the possibility of chartering a plane from Burns Lake to Fort St. John for the North Central Local Government Association AGM & Convention May 3-6, 2022. Discussion took place in regard to the Board chartering a plane to Fort Nelson for a past NCLGA AGM & Convention, the potential for the Convention to be held virtually and in person and the potential costs.

NEW BUSINESS (CONT'D)

North Central Local
 Government Association
 AGM & Convention
 May 3-6, 2022 – Fort St. John

Moved by Director Fisher
 Seconded by Director Lambert

C.W.2022-2-13

“That the Committee recommend that the Board write a letter to the North Central Local Government Association requesting that a virtual option be considered for its AGM and Convention on May 3-6, 2022 in Fort St. John.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NCLGA AGM & Convention
 May 3-6, 2022 – Fort St. John
 Charter Flight

Moved by Director McGuire
 Seconded by Director Petersen

C.W.2022-2-14

“That the Committee recommend that the Board direct staff to investigate the costs of a charter flight from Burns Lake to Fort St. John for the North Central Local Government Association AGM and Convention on May 3-6, 2022 in Fort St. John.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
 Seconded by Director Brien

C.W.2022-2-15

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE**
BUDGET MEETING
(Virtual)**Thursday, January 20, 2022**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen – arrived at 10:13 a.m.
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Annette Morgan
Bob Motion
Mark Parker
Jerry Petersen
Michael Riis-Christianson – arrived at 11:10 a.m.
Sarrah Storey – left at 12:00 p.m., returned at 12:50 p.m.

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

Alternate Director Andrea Newell, Electoral Area “G” (Houston Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Nellie Davis, Manager of Regional Economic Development – left at 12:00 p.m.
Janette Derksen, Waste Diversion Supervisor
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – left at 12:00 p.m., arrived at 1:56 p.m.
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant/Recording Secretary

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:05 a.m.

AGENDAMoved by Director Storey
Seconded by Director McGuire**C.W.2022-2-1**

“That the Agenda of the Committee of the Whole Budget meeting of January 20, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Budget and Work Plan Process**

CAO Helgesen provided an overview of the Budget and work plan review process.

REPORTS

John Illes, Chief Financial Officer provided an overview of the 2022 Budget Update memorandum.

The following was discussed:

- Statistics Canada released the Consumer Price Index of 3.9%
- Average market increases and non-market change
- Requisition amounts for municipalities and electoral areas
- Minor Services
- Pipeline development in Electoral Areas E, F and G
 - o Balancing residential property increases
- Pipeline taxation over the long-term
- Weighted market change
- Residential property price increases
- Providing a Terms of Use and Definitions at time of budget presentation
- Balancing CPI, pipeline and residential property assessment increase
- Providing examples using different house assessments in the rural areas
- Providing outlines of the following:
 - o Region-wide services
 - o Rural services
 - o Grant in aid – increases/decreases – impacts to budget in dollars
 - o Staff will provide the information at a future meeting
- Adjusting taxation classes and factors
 - o Set by the Province for Regional Districts
 - o Municipalities have the ability to make adjustments
 - o Board advocacy
- Increase in residential construction rivaled pipeline construction in 2021
- Increase in residential construction indicates greater service levels will be required
- General budgets
 - o 2022 Local Government Elections
- Schedule 1 – Projected Tax Rates for Regional Services
 - o Tax amount increase for a \$200,000 and \$224,000 Assessment for Rural and Municipal Taxpayers
- Exhibit A – Environmental Services
- Tax requisition payments from the Province in August
 - o Local Government borrowing for the first half of a year until tax requisition payments are received
- Grant in Lieu of Alcan Taxes
 - o Electoral Areas D and E
 - o Agreement with the Province, RDBN and Regional District of Kitimat-Stikine
 - Renewal in 2024/2025
 - Staff have reached out to the Province to begin discussion
- Fort St. James Seniors Helping Seniors and Fort St. James TV Rebroadcasting Society
 - o Staff will provide Director Greenaway additional information
- Review of the Solid Waste Management Facility Regulation and User Fee Amendment Bylaw 1879
 - o Consultation with the Ministry of Environment and Climate Change Strategy is required
 - o Approximately a six-month process for potential changes
- Impacts from market changes
 - o Percentage in which see impacts to taxation
- Communication
 - o Providing speaking notes for the Board regarding assessments and taxation
 - o BC Assessment Information on their website
 - o Staff will provide information for the Board

2022 Departmental Work Plans

Administration

Cheryl Anderson, Director of Corporate Services provided an outline of the Administration Work Plan and highlights for 2022. She spoke of the new filing system and Boardroom technology as well as the First Nations Liaison position.

Regional Economic Development and Agriculture.

Nellie Davis, Manager of Regional Economic Development provided an overview of the Regional Economic Development Department and Agriculture Coordinators Work Plan.

The following was discussed:

- Regional Business Coordinator
 - o Grant funded position ending in June 2022
 - o Staff will provide a summary to the Rural/Agriculture Committee of work completed
- RDBN Grant Writers brought in over \$2 million dollars in grant funding to groups within the RDBN and the RDBN.
- Challenge for 2021 - inability to move forward with the Business Forum due to the pandemic
- Participation on the Bulkley-Nechako Workforce Opportunities Table (formerly SWOT)
 - o Value
 - o No formal meetings in 2021 due to COVID-19
 - o Co-Chairs from other participating organizations
 - o Workforce Analysis Report released at the start of the pandemic in March 2020
 - Director Funk requested the report
- BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot
 - o RDBN recently joined 2nd phase of the pilot
 - o Minimal staff time required
 - o Nominees
 - o Concerns regarding the value of the program
 - o Potential challenges to withdraw from the program
 - o Advocacy
- Labour shortages
 - o Recruitment and need for entry level labour as well as recruitment of skilled labour
 - o Programs required for service level employment
- Potential for staff to provide a report at a future Board meeting regarding the continuation of the BNWOT and P&P program
- Young Agrarians mentorships and programs
- Options to support labour shortages through other programs and areas requiring services.

BNWOT and BC Provincial
 Nominee Program
 Entrepreneur Immigration
 Regional Pilot

Moved by Director Riis-Christianson
 Seconded by Director Funk

C.W.2022-2-2

“That the Committee recommend that the Board withdraw from the Bulkley-Nechako Workforce Opportunities Table and the BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot.”

Opposed: Director Lambert

CARRIED

(All/Directors/Majority)

2022 Departmental Work Plans (CONT'D)

Finance

Mr. Illes provided a summary of the Finance Departmental Work Plan. He spoke of bringing forward an update for the reserve contribution policy and the investment policy as well as investigating a living wage policy, social procurement policy and Gas Tax Asset Management Plan and Policy.

Protective Services

Deborah Jones-Middleton, Director of Protective Services provided a review of the Protective Services Department notable projects that took place in 2021 and proposed projects for 2022.

Discussion took place regarding:

- Bulkley Nechako Emergency & Public Alerts System
 - o Increasing number of registrants
 - o 2022 work plan includes increasing advertising and public promotion of the system
 - o Staff to provide number of registrants for each municipality and rural area.

Planning Services

Jason Llewellyn, Director of Planning provided an overview of the following Planning Functions:

- Planning and Land Use
- Building Inspection
- Bylaw Enforcement
- GIS and House Numbering
- Parks and Trails
- Bulkley Nechako Transit.

Mr. Llewellyn identified some of the highlights from 2021.

Discussion took place regarding:

- 2022 Proposed Notable Projects
- Future discussions regarding the opportunity for potential development of Parks and Trails areas in the region.

Environmental Services (Work Plan)

Alex Eriksen, Director of Environmental Services provided a summary of the Environmental Services Work Plan. He spoke of improving business continuity through 2021 by improving the departments management structure, adding technical skills and field capacity. Mr. Eriksen also noted work regarding landfill compliance.

The following was discussed:

- Summary Table of Proposed Change in Operational Hours for 2022
- Increasing Recycling Depot hours to match Transfer Station hours
- Increasing staff capacity at Recycling Depots
 - Training programs
 - Implementation of cross training all staff
 - Support for standardized hours at Fort St. James Recycling Depot and Transfer Station
 - Potential options for standardization of hours
 - Rural and Municipal Directors input regarding standardization of hours at Recycling Depots
 - Area D Transfer Station
 - Illegal dumping

2022 Departmental Work Plans (CONT'D)

- Region wide projects outlined similar to Exhibit A – Environmental Services
- Recycling costs
 - Volumes of recycling
 - Per Tonne disposal rate – potential savings
 - In the future staff will bring forward a summary of recycling costs and a proposed cost summary quantifying benefits and losses
- Environmental Services Department staffing capacity
 - Positive moving forward in 2022
- Environmental Services capital items
 - Air curtain burner
- Further discussion regarding standardization prior to implementation.

2022 Operational Budget Impacts – “One-Stop-Shop”

Moved by Director Fisher
Seconded by Director Motion

C.W.2022-2-3

“That the Board support the proposed changes to the Environmental Services operations and include these amounts in the 2022 budget.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Environmental Services Capital Items

Mr. Eriksen provided an outline of the Environmental Services capital items and the environmental services budget along with landfill construction, landfill closure reserves and utilizing Federal Gas Tax for eligible projects.

Discussion took place regarding:

- Staff providing an itemized capital costing report showing taxation impacts
- Large project development in northern BC
 - Bringing more people
 - Anticipating costs for development and impacts to services.

2022 Budget Update

Moved by Director Atrill
Seconded by Director Petersen

C.W.2022-2-4

“That the Committee recommend that the Board have staff proceed with the budget with the current operational and capital proposals and bring back the 2022 budget for first and second reading on January 27, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Morgan
Seconded by Director McGuire

C.W.2022-2-5

“That the meeting be adjourned at 2:01 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKO**CONNECTIVITY COMMITTEE MEETING****Thursday, February 10, 2022**

PRESENT: Chair Michael Riis-Christianson

Directors Tom Greenaway
Clint Lambert
Chris Newell
Mark Parker
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Nellie Davis, Manager of Regional Economic Development
Justin Greer, Economic Development Assistant
John Illes, Chief Financial Officer
Wendy Wainwright, Deputy Director of Corporate Services

Others Mark Fisher, Electoral Area "A" (Smithers Rural)
Linda McGuire, Village of Granisle
Annette Morgan, Village of Telkwa – via Zoom
Bob Motion, District of Fort St. James – via Zoom
Jerry Petersen, Electoral Area "F" (Vanderhoof Rural)

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 1:50 p.m.

AGENDAMoved by Director Lambert
Seconded by Director Parker**BBC.2022-1-1**

"That the Connectivity Committee Agenda for February 10, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Connectivity Committee
Meeting Minutes
–October 7, 2021**Moved by Director Lambert
Seconded by Director Parker**BBC.2022-1-2**

"That the Broadband Committee Meeting Minutes of October 7, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**REPORT****Prioritization Criteria Metrics**Moved by Director Parker
Seconded by Director Greenaway**BBC.2022-1-3**

"That the Connectivity Committee receive the Manager of Regional Economic Development's Prioritization Criteria Metrics memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT (CONT'D)

Nellie Davis, Manager of Regional Economic Development provided an overview of the Prioritization Criteria Metrics memorandum. The following was discussed:

- Staff developed and tested costing formula
 - o Assist in ranking projects in an area based on lowest cost per home passed
- #2 Population density – terminology
 - o Amend to Density
- Determining a balance of priorities
 - o All priorities may not be equal
 - o In some areas the only access to internet may be satellite
 - o Intention factors considered equally
 - o Prioritization metrics will be determined by each Electoral Area Director
- Prioritization Criteria Metrics a part of the RDBN Connectivity Strategy
- Provides a framework and tool for future Boards
- Design Phase
 - o Staff to reach out for information and collaboration with First Nations partners
- Telecommunication companies speeds are often not the minimally set federal mandate of 50/10 Mbps
- Utilizing different funding for projects
- CityWest
 - o No one left behind model
 - o Ensure lines of communications remain open and RDBN brings forward its priorities.

VERBAL UPDATES

Chair Riis-Christianson – Update

- Meetings with CityWest – encouraging
- Regional Connectivity Network.

Verbal Reports

Moved by Director Lambert
 Seconded by Director Greenaway

BBC.2022-1-4

“That the Connectivity Committee receive the verbal report as presented.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Regional Economic Development – Introductory Meeting with Rogers

- Ms. Davis and CAO Helgesen met with three representatives from Rogers
- Preliminary meeting
- Merger with Shaw still moving forward
 - o Federal decision expected March to June, 2022
 - o Included in the merger Rogers committed capital investment to establishing Rural Indigenous Fund
- Investigating areas in western Canada for potential clusters of homes to serve
- Work contingent with merger with Shaw
- Highway of Tears (Highway 16) successful application for 12 towers east of Smithers to Prince Rupert
- Staff provided an overview of RDBN expectations.

IN-CAMERA MOTION

Moved by Director Lambert
Seconded by Director Greenaway

BBC.2022-1-4

“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Committee that matters pertaining to Section 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Connectivity), must be closed to the public, therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
Seconded by Director Parker

BBC.2022-1-5

“That the meeting be adjourned at 2:20 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Deputy Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, February 10, 2022**

PRESENT: Chair Mark Parker

Directors Mark Fisher
Tom Greenaway
Clint Lambert – arrived at 9:42 a.m., left at 10:00 a.m., returned at 10:12 a.m.
Chris Newell – via Zoom
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen – left at 9:55 a.m.

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Megan D'Arcy, Agriculture Coordinator (West) – via Zoom
Nellie Davis, Manager of Regional Economic Development
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning – via Zoom – arrived at 9:55 a.m.
Danielle Patterson, Senior Planner – arrived at 9:40 a.m.
Michelle Roberge, Agriculture Coordinator (East) – via Zoom
Wendy Wainwright, Deputy Director of Corporate Services

Others Penni Adams, Program Manager, Northwest Invasive Plant Council – via Zoom – left at 10:10 a.m.
Gladys Atrill, Town of Smithers – via Zoom – arrived at 9:55 a.m.
Dolores Funk, Village of Burns Lake – arrived at 10:23 a.m.
Bob Motion, District of Fort St. James – via Zoom
Mike Pangman, Field Coordinator, Northwest Invasive Plant Council – via Zoom – left at 10:10 a.m.

Media Eddie Huband, LD News

CALL TO ORDER

Chair Parker called the meeting to order at 9:30 a.m.

AGENDA & SUPPLEMENTARYMoved by Director Riis-Christianson
Seconded by Director Greenaway**RDC.2022-2-1**

“That the Rural/Agriculture Committee Agenda for February 10, 2022 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural/Agriculture Committee Meeting Minutes -January 13, 2022**Moved by Director Petersen
Seconded by Director Fisher**RDC.2022-2-2**

“That the minutes of the Rural/Agriculture Committee meeting of January 13, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

NORTHWEST INVASIVE PLANT COUNCIL– Penni Adams, Program Manager RE: Update

Chair Parker welcomed Penni Adams, Program Manager, Northwest Invasive Plant Council.

Ms. Adam provided a PowerPoint Presentation.

- Overview of the Northwest Invasive Plant Council
- Partnerships – funding, strategic, collaborative
- Provincial overview
- NWIPC Invasive Plant Management Areas (IPMA)
- What is an ‘invasive plant’?
- How does NWIPC manage invasive plants?
- Priorities for operational invasive plant management
- Regional containment – Field Scabious
- Priorities for education & outreach
- Recommendations for 2022
- Bulkley IPMA
- Lakes District IPMA
- Nechako IPMA
- Resources for Invasive plant questions and identifications.

Discussion took place regarding:

- Ministry of Transportation and Infrastructure right of ways
 - o Minimal treatment
 - o Funding
 - o Providing treatment to strategically identified areas
- Challenging to find a solution to address areas that the Province no longer identifies as a priority invasive plant species
- Landowner rebate
- Yellow and orange hawkweed are no longer a priority
- Field Scabious issues
 - o Options to treat
 - Soil enhancements
 - Intensive grazing
 - Early riser – need to be treated prior to seeding
 - o Disturbed areas of ground – uptake of field scabious
 - NWIPC does not have a mandate or funding to provide/develop seed mixtures.

Ms. Adams will be meeting with RDBN Agriculture Coordinators to review the budget for 2022.

Chair Parker thanked Ms. Adams for attending the meeting.

DEVELOPMENT SERVICES

Crown Land Application
Referral No. DL398

Moved by Director Lambert
 Seconded by Director Riis-Christianson

RDC.2022-2-3

“That the Comment Sheet for Crown Land Application Referral No. DL398 be provided to the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE REPORTS

Verbal Report – Chair Parker – Veterinary Shortages

- Making progress
- Awareness of the topic
- Expanding through B.C.
- Meeting last week with Lara Beckett, Director, Regional District of Fraser-Fort George, University of Northern BC, College of Veterinarians of BC, College of New Caledonia
- Securing the 20 seats available released by Alberta released for the four-year Doctor of Veterinary Medicine program at the Western College of Veterinary Medicine at the University of Saskatchewan
- Meeting next week with local vets in the region – from Valemount to Smithers
- Veterinary Technicians are also needed
- Washington State University reached out to the RDBN and discussed with staff their interest in the work being done at the Regional District and investigating potential bridging education programs.

Veterinary Shortage Recommendations

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2022-2-4

1. “That the Committee recommend that the Board support the following resolution being submitted to NCLGA and UBCM:

WHEREAS there is a CRITICAL shortage of Veterinarians, particularly for large animals, in BC; and

WHEREAS the Province of BC sponsors 20 IPA (Inter-Provincial Agreement) students (out of the 140+ who apply) per year for the four-year Doctor of Veterinary Medicine program at the Western College of Veterinary Medicine at the University of Saskatchewan, and has the option to sponsor an additional 20 students under the IPA;

THEREFORE BE IT RESOLVED that NCLGA and UBCM request the Minister of Advanced Education and the Government of BC commit to funding a total of 40 Veterinary students under the Inter-Provincial Agreement in each year for four years at the Western College of Veterinary Medicine.

2. That the Committee recommend that the Board request a meeting with Premier Horgan to discuss the veterinary shortage in BC.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Meat & Greet Summary

Moved by Director Riis-Christianson
 Seconded by Director Fisher

RDC.2022-2-5

“That the Committee receive the Regional Agriculture Coordinator (East) Meat & Greet Summary memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RURAL REPORTS

Fort Fraser Local Community Budgets

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2022-2-6

“That the Fort Fraser local budgets be included in the Regional District overall budget.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

COVID-19 Relief Fund Applications

Moved by Director Fisher
 Seconded by Director Greenaway

RDC.2022-2-7

“That the Committee recommend that the Board approve the following applications for COVID-19 Relief Funds:

-Electoral Area “A” (Smithers Rural)

-Round Lake Community Hall – Insurance - \$3,263.00

-Electoral Area “B” (Burns Lake Rural)

-Lakes District Festival Association- Insurance and Fees - \$1,443.73

-Electoral Area “F” (Vanderhoof Rural)

- Vanderhoof Curling Club – Utilities, Insurance, Ice Supplies - \$17,474.33

-Electoral Area “G” (Houston Rural)

-Topley Community Club – Insurance and Hydro - \$3,520.34.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

CORRESPONDENCE

RDBN Housing Needs Report Release and Information Session

Moved by Director Fisher
 Seconded by Director Riis-Christianson

RDC.2022-2-8

“That the Committee receive the Correspondence RDBN Housing Needs Report Release and Information Session.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Fisher
 Seconded by Director Greenaway

RDC.2022-2-9

“That the meeting be adjourned at 10:23 a.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**WASTE MANAGEMENT COMMITTEE MEETING****Thursday, February 10, 2022**

PRESENT: Chair Mark Fisher

Directors Gladys Atrill – via Zoom
Shane Brienen
Chris Newell - via Zoom
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Janette Derksen, Waste Diversion Supervisor
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Wendy Wainwright, Deputy Director of Corporate Services

Others Dolores Funk, Village of Burns Lake - left at 1:40 p.m.
Annette Morgan, Village of Telkwa – via Zoom
Bob Motion, District of Fort St. James – via Zoom
Clint Lambert, Electoral Area “E” (Francois/Ootsa Lake Rural)
Linda McGuire, Village of Granisle
Mark Parker, Electoral Area “D” (Fraser Lake Rural)

Media Eddie Huband, LD News – via Zoom – left at 1:25 p.m.

CALL TO ORDER

Chair Fisher called the meeting to order at 1:00 p.m.

AGENDAMoved by Director Petersen
Seconded by Director Brienen**WMC.2022-2-1**

“That the Waste Management Committee Agenda for February 10, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Waste Management
Committee Meeting Minutes
January 13, 2022**Moved by Director Riis-Christianson
Seconded by Director Petersen**WMC.2022-2-2**

“That the Minutes of the Waste Management Committee for January 13, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

COMMUNITY ADVOCACY

Verbal Update – Youth Member Recruitment

Alex Eriksen, Director of Environmental Services

- Received a few applications from Vanderhoof and one from Burns Lake.

SOLID WASTE ADVISORY COMMITTEE (SWAC) UPDATE

Verbal Report re: Recruitment

Alex Eriksen, Director of Environmental Services

- Outreach to the Solid Waste Management Committee members
- Received two applications from the public
- Awaiting response from First Nations Communities
- Extended the deadline for submissions.

POLICY REVIEW

None

DIVERSION & RECYCLING

Clean Farms – Agriculture Plastics Pilot 2021 Update

- Soft start for the program
- Began shipping material late December 2021/early January 2022
- Areas with higher success
- Budget actuals for the year
- Staff will provide quarterly updates moving forward
- Users of the systems finding good setup
 - o Issue with the size of the bags
 - o CleanFarms is addressing the bag size and working to find a solution.

Clean Farms – Agriculture Plastics Pilot 2021 Update Report

Moved by Director Brienen
 Seconded by Director Riis-Christianson

WMC.2022-2-3

“That the Committee receive the CleanFarms Agriculture Plastics Pilot 2021 Update Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Verbal Report – Recycle Depot Supply Challenges

Janette Derksen, Waste Diversion Supervisor has had discussions with Recycle BC, Green for Life Inc. and local haulers to mitigate supply issues. The Smithers Telkwa Recycling Depot had to close for a short period and staff utilized the Bulkley Nechako Emergency and Public Alerts system to provide information to area residents. Discussion took place regarding the benefit of using the Alert System to notify residents.

Mr. Eriksen noted that the letter sent by the Board to Recycle BC in regard to the issue assisted in furthering discussions regarding the supply chain issues.

MISCELLANEOUS

Coast Waste Management Society Meeting

Chair Fisher mentioned he attended a teleconference on February 9, 2022 with the Coast Waste Management Society and discussion took place regarding Construction and Demolition (C&D) Waste. He spoke of programs in Alberta and BC that are cost neutral to address demolition of large infrastructure. Chair Fisher indicated good examples exist to utilize for future reference.

FUTURE MEETING TOPICS

- Metal Salvage Discussion – March 2022
- Revenue vs. Diversion Discussion Including Airspace & Development Costs-March 2022
- Legacy Projects – Funding Request Updates – March 2022
- Wood Waste Operations Update – April 2022
- Cost Recovery Plan – Review and Update – April 2022
- Disposal Fee Bylaw Changes – April 2022

NEW BUSINESS

NCLGA 2022 Resolution

Chair Fisher will work with staff to draft a resolution for the NCLGA AGM and Convention in May 2022 regarding Extended Producer Responsibility (EPR) Programs and the importance of the Ministry of Environment and Climate Change Strategy's focusing on repairs and reuse.

ADJOURNMENT

Moved by Director Brien
 Seconded by Director Petersen

WMC.2022-2-5

"That the meeting be adjourned at 1:47 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services

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

TO: Chair Thiessen and Board of Directors
FROM: Danielle Patterson, Senior Planner
DATE: February 24, 2022
SUBJECT: Rezoning Application RZ D-02-21
1st and 2nd Reading for Rezoning Bylaw 1970, 2022

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1970, 2022” be given 1st and 2nd reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1970, 2022” be delegated to the Director or Alternate Director for Electoral Area D.

VOTING

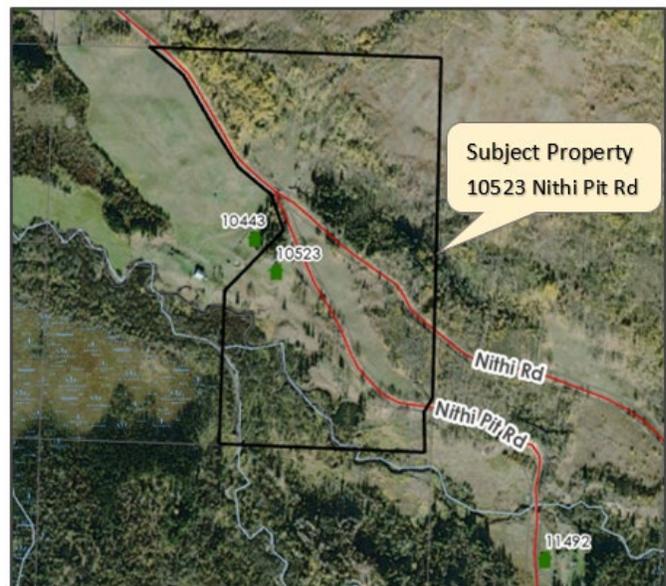
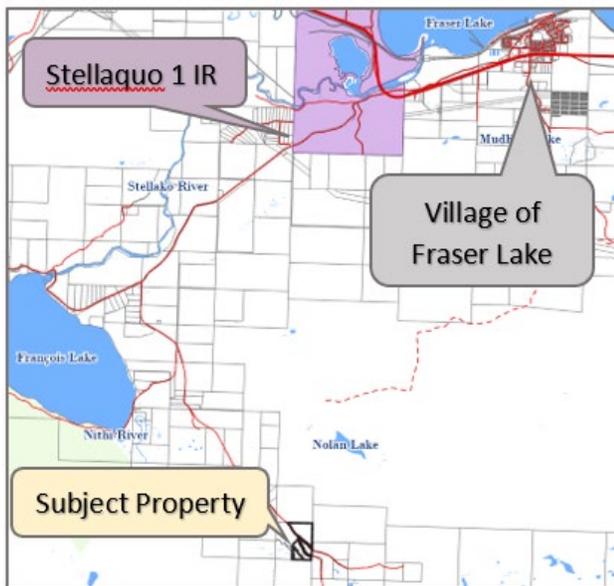
All / Directors / Majority

EXECUTIVE SUMMARY

The proposed rezoning of the subject property from the Rural Resource 1 (RR1) Zone to the Large Holdings (H2) Zone will allow the potential subdivision of the property into 3 parcels, each of which may contain up to 2 dwellings. The rezoning to H2 is in accordance with the applicable Official Community Plan. Staff recommend Rezoning Amendment Bylaw No. 1970, 2022 be given 1st and 2nd Reading and taken to Public Hearing.

APPLICATION SUMMARY

Name of Agent/Owner:	Lloyd Voth
Electoral Area:	D
Subject Property:	Lot 2, District Lot 77, Range 4, Coast District, Plan BCP39103
Property Size:	30.46 ha (75.27 ac)
OCP Designation:	Resource (RE) Designation in the “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019”
Zoning:	Rural Resource (RR1) Zone in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
ALR Status:	Not in the ALR
Existing Land Use:	Residential/Agricultural
Location:	10523 Nithi Pit Road, approximately 4 km from Francois Lake, 8 km from Stellaquo 1 IR, and 11 km from the Village of Fraser Lake

Subject Property Maps:**Proposed Rezoning**

The applicant requests a rezoning of the subject property from the Rural Resource (RR1) Zone to the Large Holdings (H2) Zone. This rezoning would allow the building of a second dwelling on the property and its potential subdivision into three parcels. The applicant has provided the attached site plan showing a 2 parcel subdivision.

Official Community Plan

The area is designated Resource (RE) in the “Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865.”

The objectives of the RE designation are to support sound resource management while preserving lands for agriculture and grazing, mineral or aggregate extraction, fish and wildlife management, trapping, wilderness-oriented recreation and necessary institutional, public, utility or transportation services.

OCP Policy Sections 3.9.2(1-4) for the Resource Designation state,

“1) Only uses directly associated with agriculture and grazing, mineral or aggregate extraction, fish and wildlife management, wilderness-oriented recreation, and necessary institutional, public, utility or transportation services use will be permitted in the Resource (RE) designation. A very limited amount of low-density residential use may be permitted within this designation, where appropriate.

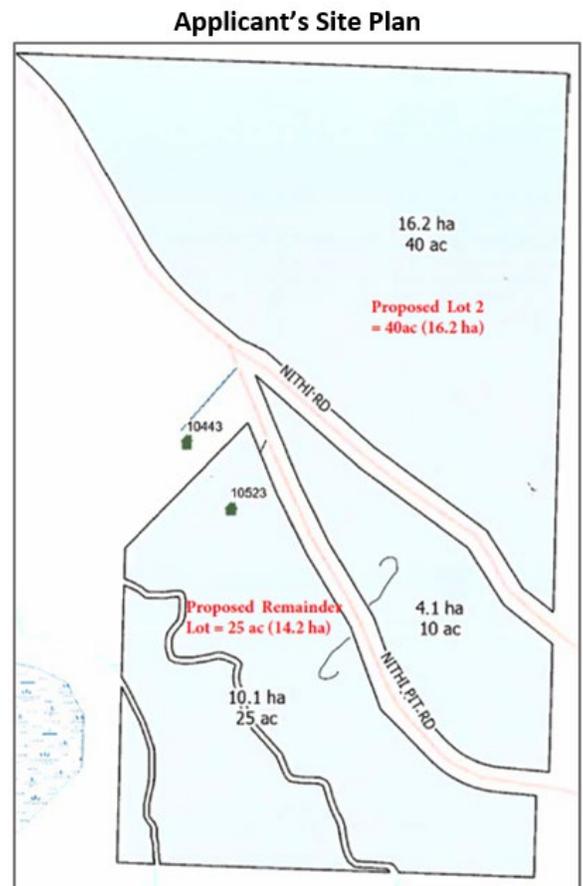
2) The minimum parcel size within the Resource (RE) designation shall be 8 hectares (19.77acres).

3) Wherever possible established routes used by cattle or wildlife; recreation lands; and rare or unique fish and wildlife habitats will be protected from incompatible land uses.

4) Access to timber and recreation lands will be preserved wherever possible.”

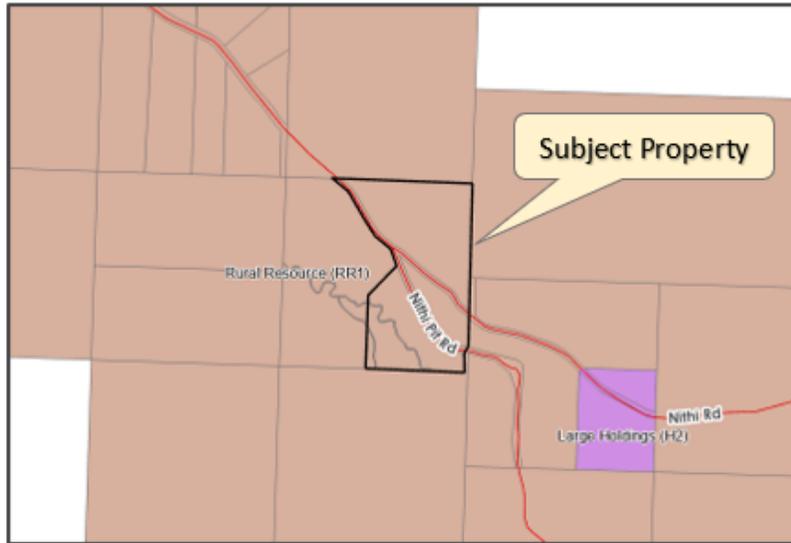
Zoning

The Rural Resource (RR1) Zone has a minimum parcel size at subdivision of 28 ha (69 ac). The minimum parcel size in the Large Holdings (H2) Zone is 8 ha (19.77 ac).



Zoning Map

Brown = Rural Resource (RR1) Zone; Purple = Large Holdings (H2) Zone; & White = No Zoning



The RR1 and H2 Zones have different maximum permitted densities. The H2 Zone allows a maximum of two (2) single family dwellings or one (1) two family dwelling. The RR1 Zone allows the following maximum density combinations:

- one (1) single family dwelling and three (3) cabins,
- one (1) two family dwelling and three (2) cabins, or
- four (4) cabins.

The permitted uses in the H2 Zone and RR1 Zone are shown below:

Permitted Uses in H2 Zone		Permitted Uses in RR1 Zone	
Principal	Secondary	Principal	Secondary
<ul style="list-style-type: none"> • agriculture • portable sawmill • single family dwelling • two family dwelling • rural retreat • intensive agriculture (properties ≥ 8 ha) 	<ul style="list-style-type: none"> • guest ranch (when agriculture is a principal use) • kennel (properties ≥ 2 ha) • large kennel (properties ≥ 8 ha with a dwelling) 	<ul style="list-style-type: none"> • agriculture • portable sawmill • single family dwelling • two family dwelling • rural retreat • intensive agriculture • large kennel • cabin • farmers' market • primitive campground • veterinary clinic 	<ul style="list-style-type: none"> • guest ranch (when agriculture or intensive agriculture is a principal use)

Staff Comments

Nithi River and Burns Creek run through the southwest corner of the subject property. The Zoning Bylaw does not allow the construction of a building or structure within 15 m of these

watercourses. The RDBN Floodplain Management Bylaw sets construction elevation and setback requirements that apply to all properties in the RDBN.

A restrictive covenant on Title for the subject property in favour of the Ministry of Transportation and Infrastructure states the subject property may be affected by flooding and indemnifies the Crown from losses or damages related to flooding. The applicant was a signatory (as Grantee) to the original restrictive covenant and is familiar with these restrictions.

The subject property is outside of the RDBN's building inspection and fire protection areas.

REFERRAL COMMENTS

Electoral Area D Advisory Planning Commission: supports the application.

Protective Services Department: No records related to site-specific flooding. As the subject property is outside of a fire protection area, Protective Services recommends the applicant use sprinklers for any new homes but does not recommend sprinklers as a condition of rezoning.

Stellat'en First Nation: No comments received at the writing of this report.

Village of Fraser Lake: No comments received at the writing of this report.

Any comments received will be included on the supplementary agenda.

ATTACHMENTS

- Bylaw No. 1970, 2022



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1970

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 “Rural Resource 1 (RR1) Zone to the “Large Holdings (H2)” Zone.

Lot 2, District Lot 77, Range 4, Coast District, Plan BCP39103 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. 1970, 2022”.

READ A FIRST TIME this ____ day of ____, 2022

READ A SECOND TIME this ____ day of ____, 2022

PUBLIC HEARING HELD this ____ day of ____, 2022

READ A THIRD TIME this ____ day of ____, 2022

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1970, 2022”.

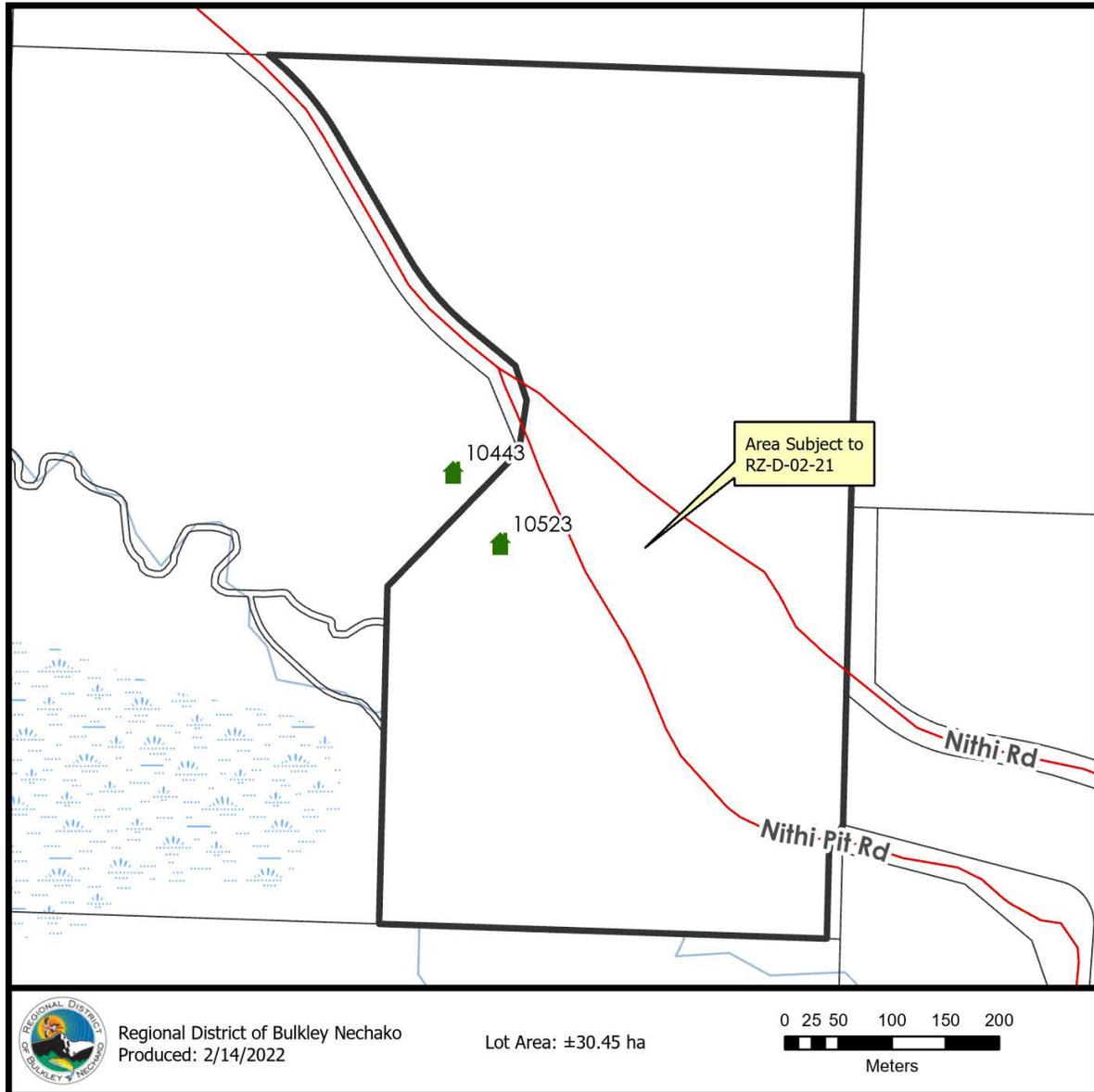
DATED AT BURNS LAKE, BC this ____ day of ____, 2022

Corporate Administrator

ADOPTED this ____ day of ____, 2022

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1970

'Lot 2, District Lot 77, Range 4, Coast District, Plan BCP39103', comprising ± 30.45 ha, rezoned from the "Rural Resource (RR1)" Zone to the "Large Holdings (H2)" Zone.

I hereby certify that this is Schedule "A" of Bylaw No. 1970, 2022.

Corporate Administrator

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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: February 24, 2022
SUBJECT: Watershed Security Strategy and Fund Discussion Paper

RECOMMENDATION

That the Board approve the letter attached to the February 24, 2022 staff report as the Board's submission to the Province regarding the "Watershed Security Strategy and Fund Discussion Paper."

VOTING

All / Directors / Majority

DISCUSSION

At the February 10th Committee of the Whole meeting the Committee received a [staff report](#) regarding the "Watershed Security Strategy and Fund Discussion Paper" released by the Province. The Committee requested that staff draft a written submission to the Province for the Board's consideration at their February 24th meeting. The requested draft letter is attached.



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

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

February 25, 2022

Water Protection and Sustainability Branch
Ministry of Environment and Climate Change Strategy
PO Box 9362 STN PROV GOVT
Victoria B.C. V8W 9M2

E-mail: livingwatersmart@gov.bc.ca

Re: RDBN Comment on the "Watershed Security Strategy and Fund – Discussion Paper."

Please accept this letter sent on behalf of the Board of the Regional District of Bulkley-Nechako (RDBN's) regarding the "Watershed Security Strategy and Fund – Discussion Paper."

The RDBN is in support of the Province's efforts to improve water governance. The Watershed Security Strategy, and the manner in which the watershed governance is structured, may have notable impacts on the RDBN and other local governments. Therefore, we offer the following comments for consideration.

- Watersheds exist across multiple jurisdictions and territories and require specialized expertise in several fields. Watersheds are critically important to First Nation's interests. Watershed management is intimately connected with the operations of numerous Provincial Ministries and other agencies. Therefore, the Province has the appropriate jurisdiction, expertise, and capacity to manage water resources most efficiently and effectively.
- The governance structure must include a Provincially managed decision-making process that engages in a meaningful way with First Nations, local governments and community stakeholders.
- The governance structure must be flexible to ensure it is appropriate for the unique circumstances that exist across the province. Solutions designed to address water related issues in one part of the province may not be appropriate for the north or its residents.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

- If the Province is considering the delegation or downloading of responsibilities for the management of water resources to local governments, there must be an opportunity for local governments to have meaningful input. The RDBN has limited resources and financial capacity to assume increased water management responsibilities, and we would like the opportunity to ensure that our future role in water management is appropriate and sustainable.

The RDBN appreciates the opportunity to provide this comment on the “Watershed Security Strategy and Fund – Discussion Paper” and looks forward to the opportunity to provide input on the draft strategy.

Yours truly,

Gerry Thiessen
Chair

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

TO: Chair Thiessen and Board of Directors
FROM: Lindsay King, Planner
DATE: February 24, 2022
SUBJECT: Cannabis and Liquor Licensing Policy

RECOMMENDATION

That the RDBN Board approve the attached “Cannabis and Liquor Licensing Policy” and that the old Liquor Licencing Policy be rescinded.

VOTING

All / Directors / Majority

DISCUSSION

The proposed new “Cannabis and Liquor Licensing Policy” establishes the process for review of alcohol and cannabis license application referrals that the RDBN may receive from the Liquor and Cannabis Regulation Branch.

This policy is updated to accommodate cannabis referral under the *Cannabis Control and Licensing Act* (2018), and changes to the liquor license categories in *the Liquor Control and Licensing Regulation* (2021).

This policy would replace the RDBN’s 2003 Liquor Licensing Policy.

ATTACHMENTS

1. Cannabis and Liquor Licensing Policy
2. 2003-RDBN Liquor Policy



Regional District of Bulkley-Nechako Board Policy

SUBJECT: Cannabis and Liquor Licencing Policy
 CATEGORY: Cannabis and Liquor
 APPROVED BY: Board
 LAST REVIEW: 2022

1. PURPOSE

To establish the process and procedure for the Regional District of Bulkley-Nechako (RDBN) to follow when responding to cannabis and liquor license referrals from the Province of British Columbia's Liquor and Cannabis Regulation Branch (LCRB).

2. BACKGROUND

This policy has been developed in consideration of new Cannabis legislation as stipulated in the *Cannabis Control and Licensing Act (2018)* and new Liquor Licencing regulations as stipulated in the *Liquor Control and Licensing Regulation (2021)*.

This policy is applicable to referrals for the following types of applications that may be referred to the RDBN for a Board resolution:

- Non-medical cannabis retail licence applications
- New liquor primary and liquor primary (club) licence applications
- Liquor primary licence amendment
- Food primary licence
- Manufacturing Licence Endorsement
- Rural Licensee Retail Store Licence

3. POLICY STATEMENT

Application Process

Before an application shall be accepted for review by the RDBN the applicant must do the following:

- Complete the Application Form provided by the Planning Department.
- Pay the applicable application fee identified in Schedule "A".

Referrals and Public Consultation

Upon accepting an application, Planning Department staff will refer the application and undertake public input as outlined in Schedule “A”.

Where written comment is required notice of the opportunity to provide comment shall be provided to tenants and owners of property located within 200 meters of the property that is subject to the license or permit at least fourteen (14) days prior to the Board’s consideration of an application.

The RDBN may require additional consultation at its discretion.

Rezoning Applications

Where a Rezoning Application is associated with an application under this policy, the Public Hearing associated with the rezoning may serve as the public consultation for the application.

Application Review

Where a Board Resolution is required, staff will present the Board with:

- the application;
- a copy of all written public comments received; and,
- a staff report which provides comment on the application and makes recommendations regarding the content of the resolution required by the LCRB.

Where staff have been delegated authority to comment as noted in Schedule “A” staff will consult with the applicable Electoral Area Director as part of their review process.

Attachments

Schedule “A”

Schedule "A"

Non-Medical Cannabis Retail License Referrals	
Application Type:	New License
Application Fee:	\$700
Public Input Process:	Written Comment and APC Review
Response Method:	Board Resolution

Rural Licensee Retail Store Applications	
Application Type:	New License
Application Fee:	\$700
Public Input Process:	Written Comment and APC Review
Response Method:	Board Resolution

Liquor Primary Licensee Referrals			
Application Type:	New License, Relocation of License	Permanent Change in Hours, Increased Capacity	Temporary Use Area (golf course or ski hill only), Temporary Change in Hours
Application Fee:	\$700	\$500	\$200
Public Input Process:	Written Comment and APC Review	Written Comment	None
Response Method:	Board Resolution	Board Resolution	Delegated to Staff

Food Primary Licensee Referrals		
Application Type:	Permanent Change in Hours, Patron-Participation Entertainment	Temporary Change in Use Area (golf course or ski hill only) , Temporary Change in Hours
Application Fee:	\$500	\$200
Public Input Process:	Written Comment	None
Response Method:	Board Resolution	Delegated to Staff

Manufacturing Lounge Referrals			
Application Type:	New Lounge Endorsement, Permanent Change in Hours	New Special Event Area, Increased Capacity to Special Event Area, Temporary Change to Hours	Temporary Extension of License Area
Application Fee:	\$700	\$500	\$200
Public Input Process:	Written Comment and APC Review	Written Comment	None
Response Method:	Board Resolution	Board Resolution	Delegated to Staff



REGIONAL DISTRICT OF BULKLEY-NECHAKO

LIQUOR LICENSING POLICY

Resolution No. 2003-7-5
Adopted: April 10, 2003

1. Purpose and Intent

The purpose and intent of the Regional District of Bulkley – Nechako Liquor Policy is to provide a coordinated approach, with member municipalities and local RCMP detachments, with respect to liquor licensing applications.

2. Applicability

The Regional District of Bulkley-Nechako Liquor Policy will apply to:

- a. Requests received for local government input regarding Rural Agency Stores.
- b. Requests received for local government resolution and comment as determined by the Liquor Licensing and Control Branch for the following liquor license applications:
 - i. Liquor Primary – applications and amendments
 - ii. Food Primary – applications and amendments
 - iii. Winery License Endorsements – applications and amendments
 - iv. Special Occasion Licenses

3. Application Forms and Fees

The applicant shall complete the appropriate application form as provided by the Regional District of Bulkley-Nechako.

An application fee will be submitted to the Regional District as stated on Schedule “A” and in accordance with Regional District of Bulkley-Nechako Liquor Licensing Application Fee Bylaw No. 1253, 2003. These fees will be used by the Regional District to off-set administrative and advertisement costs incurred by processing the application.

An application fee will not be required for Rural Agency Store Referrals or Special Occasion Licenses.



4. Rural Agency Store Referrals

Upon receipt of referral notice from the LCLB the Regional District will:

1. Refer the application to the Advisory Planning Commission
2. Arrange a public meeting, chaired by the respective Electoral Area Representative or designate of the Board of Directors, to be held in the appropriate Electoral Area by:
 - a. Placing notices in two consecutive issues of the local newspaper no less than three weeks and no more than 10 days before the public meeting date advertising the purpose, date, time and place of the public meeting and soliciting letters of support or opposition to the application; and,
 - b. Notifying the applicant of the date, time and place of the public meeting.
3. Prepare a report to the Planning Committee for its consideration including the following:
 - a. Zoning and Official Community Plan designations (if applicable);
 - b. Summarizing public input regarding the proposal as gathered from written submissions and the public meeting; and,
 - c. Planning Department Recommendation.

The Planning Committee will consider the referral and provide a recommendation regarding the proposed Rural Agency Store.

4. Submission to the LCLB

The Regional District will submit to the LCLB a resolution from the Planning Committee regarding the respective application within 60 days of the Regional District receiving the information package from the LCLB.

5. Liquor License Applications

5.1 Types of Applications

The following liquor license applications will be subject to the policy outlined in this section (Section 5):

- New Liquor Primary Applications
- Amendments to Existing Liquor Primary Licenses
- New Food Primary Applications
- Amendments to Existing Food Primary Licenses
- Winery License Endorsements
- Amendments to Existing Winery License Endorsements



5.2 Application Forms and Fees

Upon submission of a Summary Report from the LCLB the Regional District will inform the applicant, by written notification, that an application form and application fee must be submitted to the Regional District. A completed application form and application fee must be submitted to the Regional District within 30 days of the date of the correspondence from the Regional District. Once the application form and application fee have been received the Regional District will begin the following process:

5.3 Referrals

In order to provide a coordinated approach to liquor licensing the Regional District will refer the application to the following agencies:

- a. Local RCMP Detachment
- b. Nearest Municipality (or Municipalities)
- c. Advisory Planning Commission
- d. Others as deemed necessary

5.4 Public Hearing and Public Notification

A public hearing will be held to obtain comments from the public regarding the liquor license application or amendment. The meeting will be held in the applicable Electoral Area and will be chaired by the respective Electoral Area Representative or designate of the Board of Directors.

The Regional District will notify the applicant of the date, place and time of the meeting. Further, notification will be given to the public based on the attached Schedule "A".

Notices will state the following:

- a. the purpose of the meeting
- b. the type of application
- c. the proposed person capacity
- d. proposed hours of liquor service
- e. the date, time, and place of the public meeting

The notice will also solicit written comments to the application to accommodate members of the public that will not be able to attend the public meeting.

Where an application for local government resolution is associated with an application for rezoning, the Public Hearing for the rezoning shall be used to obtain public input.



5.5 Report Preparation

After the public meeting is held staff will prepare a report containing relevant information, in accordance with Schedule "A", regarding the application.

5.6 Local Government Resolution

The report will be submitted to the Planning Committee for its consideration. The resolution will then be presented to the Board of Directors for ratification. The Planning Committee and Board of Directors resolution will only consider and comment on the items identified in Schedule "A".

5.7 Submission to the LCLB

The Regional District will submit to the LCLB a resolution from the Board of Directors regarding the respective application within 90 days of the Regional District receiving the Summary Report from the LCLB.

6. Special Occasion Licenses

The Planning Committee will review public special occasion license applications. A public special event is defined, by the LCLB, as a community or public celebration held in a place open to, or in view of, the public such as a park, an open room in a community center, a business open to the public or an outdoor locations such as a causeway, and, anyone may attend.

Notification for local government comment or resolution must be received by the Regional District no less than thirty (30) days prior to the event. The request will then be forwarded, along with a brief report prepared by staff, to the Planning Committee for review and comment at the next available Planning Committee meeting. A copy of the resolution will then be forwarded to the applicant and the LCLB.



 Schedule "A"						
	Liquor Primary		Food Primary		Winery License Endorsements	
	New Application	Amendment to an Existing License	New Application	Amendment to an Existing License	New Endorsement	Amendment to an Existing Endorsement
Application Fee	\$525	\$335	\$335	\$335	\$335	\$335
Application Form	Schedule "B"	Schedule "C"	Schedule "D"	Schedule "E"	Schedule "F"	Schedule "G"
Definition (i.e. the RDBN will provide comments if the application or amendment concerns:)	A license given to an establishment that is primarily in the hospitality, entertainment or beverage service business.	An amendment to an existing liquor primary license wherein the amendment concerns: <ul style="list-style-type: none"> • an extension of liquor service; • an increase in person capacity; and/or, • the addition of a patio. 	Primary licenses that request: <ul style="list-style-type: none"> • liquor service beyond midnight; and / or, • patron participation. 	An amendment to an existing food primary license that requests: <ul style="list-style-type: none"> • liquor service beyond midnight; and / or, • patron participation. 	New Winery License Endorsements for the following: <ul style="list-style-type: none"> • picnicking endorsement (allowing the consumption of wine at a designated outdoor area on the winery site); and, • winery lounge endorsement (allowing the consumption of wine in an indoor area and / or patio on the winery site). 	An amendment to an existing winery endorsement (picnicking or winery lounge endorsements) wherein the amendment concerns: <ul style="list-style-type: none"> • an extension of the hours of liquor service; and / or, • the addition of a patio.
Public Hearing Notification	Place notices in two consecutive issues of a local newspaper no more than three weeks nor less than 10 days before the date of the public meeting Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property	Place notice in one issue of a local newspaper no more than two weeks or less than 10 days before the date of the public meeting. Provide written notification to property



	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date	owners within 200 meters from the subject property at least fourteen (14) days prior to the public meeting date
<p>Application Considerations</p> <p>(the RDBN report and Board Resolution will comment on the following:)</p>	<p>the location of the establishment</p> <p>the proximity of the establishment to other social or recreational facilities and public buildings</p> <p>the person capacity and hours of liquor service</p> <p>the number and market focus or clientele of liquor-primary license establishments within a reasonable distance of the proposed location</p> <p>traffic, noise, parking and zoning;</p> <p>population, population density and population trends;</p> <p>relevant socio-economic information; and,</p> <p>the impact on the community.</p>	<p>the potential for noise; and,</p> <p>the impact on the community</p>	<p>the potential for noise;</p> <p>the impact on the community; and,</p> <p>whether the application will result in the establishment operating in a manner contrary to the purpose of the establishment, i.e. the service of food.</p>	<p>the potential for noise;</p> <p>the impact on the community; and,</p> <p>whether the application will result in the establishment operating in a manner contrary to the purpose of the establishment, i.e. the service of food.</p>	<p>the location of the winery lounge or picnicking area;</p> <p>how close the winery lounge or picnicking area is to other social or recreational facilities and public buildings;</p> <p>the person capacity of the proposed winery lounge;</p> <p>hours of liquor service;</p> <p>traffic, noise, parking and zoning; and,</p> <p>the impact of the winery lounge or picnicking area on the community.</p>	<p>the potential for noise; and,</p> <p>the impact on the community.</p>



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: February 24, 2022
SUBJECT: Recent Agricultural Land Commission Decisions

RECOMMENDATION

Receipt

VOTING

All / Directors / Majority

DISCUSSION

The following is a summary of decisions received, (since the previous Decision Summary in January 2020) handed down by the Agricultural Land Commission. Please contact the Planning Department if you would like a copy of the ALC Minutes or Resolution for these applications.

Recent Agricultural Land Commission Decisions Table

File #	Electoral Area	Applicant	Description	Board Recommendation	ALC Decision
1219	F	Boon	Inclusion application to use property as cattle pasture.	Approval	Approved
1222	A	Landry	Non-Adhering Residential Use Application to allow new construction of an addition to pre-existing additional residence	Approval	Approved
1223	F	Stephen	Non-Farm Use (Removal of Soil)	Approval	Denied
1224	F	CSFS	Non-Farm Use	Approval	Conditional Approval
1225	A	Tersago	Non-Farm Use to allow equipment repair and commercial vehicle inspection business	Approval	Denied
1229	F	Tait	Non-Adhering Residential Use Application so that the property owner can live in the existing older manufactured home on the subject property while a new 93 m ² dwelling is constructed.	Approval	Conditional Approval
1230	F	CSFS	Exclusion	Approval	Denied – Approved Non-farm use
1232	A	Dodds	Non-farm use to allow the continued operation of a metal fabrication business (Skeena Blower & Sheet Metal Ltd.).	Approval	Conditional Approval
1233	G	Wilson	Non-Adhering Residential Use (Principal Residence More that 500 m ²) application to allow the applicant to build walls on an existing covered walkway that connects the residence to the garage.	Approval	Conditional Approval
1235	B	Hart/Ross	Application for boundary adjustment and to allow the road dedication required by the Province. The land area required by the Province is currently used as a road. The road dedication area is shown on the map below.	Approval	Denied application as submitted, proposed alterative subdivision.
1240	A	Penner	Inclusion	N/A	Approved

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

TO: Chair Thiessen and Board of Directors
FROM: Darrell Hill, Bylaw Enforcement Officer
DATE: February 24, 2022
SUBJECT: Illegal Metal Scraping Operation at 5200 Aspen Road

RECOMMENDATION

Receipt

VOTING

All / Directors / Majority

DISCUSSION

In 2013 the RDBN received a complaint of a metal scraping operation, being operated out of a residential area. Multiple attempts were made to gain voluntary compliance, and at times the scraping operation did abate only to resume after staff stopped checking in and the complaints would start coming in again.

In 2020 the RDBN Board passed a resolution directing staff to work with a solicitor to gain compliance. The property owners Wesley Schultz and Kerry Lynn Desautels-Schultz have now signed a consent order from the Supreme Court of BC agreeing not to use their property at 5200 Aspen Road as a metal scrap yard. The Consent order was sealed on February 11, 2022. Staff will continue to monitor the property as time allows, for now the file is being closed.

ATTACHMENTS

Supreme Court of BC Consent Order # VIC-S-S-2128



No.: VIC-S-S-212829
Victoria Registry

IN THE SUPREME COURT OF BRITISH COLUMBIA

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

PETITIONER

AND:

WESLEY GRANT SCHULTZ dba WES SCHULTZ TRUCKING,
KERRY LYNN DESAUTELS-SCHULTZ and
KELVIN KENNETH SCHULTZ

RESPONDENTS

CONSENT ORDER

BEFORE) A JUDGE OF THE COURT) 11 FEBRUARY 2022

ON THE APPLICATION of the Petitioner, Regional District of Bulkley-Nechako, without a hearing and **BY CONSENT:**

THIS COURT DECLARES that:

1. The respondents, Wesley Grant Shultz dba Wes Schultz Trucking and Kerry Lynn Desautels-Schultz have allowed, caused, or permitted the property located at the civic address of 5200 Aspen Road, Smithers, British Columbia, more particularly known and described as:

Legal Description: LOT 2, SECTION 3, TOWNSHIP 1A, RANGE 5,
COAST DISTRICT PLAN 8813

Parcel Identifier: 006-807-631

(the "Property"), to be used for the collection, demolition, dismantling, storage, salvage, recycling, reclamation, reuse, remanufacture or sale of waste materials including one or more of the following: scrap metal; inoperable vehicles; vehicle parts; tires; building material; machinery; appliances; worn out, used or discarded materials; junk; filth; noxious, offensive, or unwholesome matter; unused or dismantled electronic equipment; mechanical or metal parts; or, bottles, cans, or other containers.

THIS COURT ORDERS:

2. The respondents are enjoined from using the Property or allowing the Property to be used in a manner contrary to the provisions of the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020, as amended, and the Regional District of Bulkley-Nechako Unsightly Premises Bylaw No. 1649, 2012, as amended, except as expressly authorized in writing by the Regional District of Bulkley-Nechako (the "RDBN") and, without limiting the generality of the foregoing, the respondents are enjoined from allowing, causing or permitting the Property to be used for:
 - a. the collection, demolition, dismantling, storage, salvage, recycling, reclamation, reuse, remanufacture or sale of waste materials including one or more of the following: scrap metal; inoperable vehicles; vehicle parts; tires; building materials; machinery; appliances; or, worn out, used or discarded materials; and,
 - b. the storage, collection or accumulation of filth, discarded materials and rubbish including, but not limited to: any and all manner of refuse or garbage; discarded or disused items; junk; filth; noxious, offensive, or unwholesome matter; unused or dismantled electronic equipment, aircraft, trailers, boats, vessels, automobiles, trucks, machinery, mechanical or metal parts; bottles, cans, or other containers; dilapidated furniture; and unused, inoperative or dismantled appliances.

3. This Order may be signed in counterparts.

THE FOLLOWING PARTIES APPROVE THE FORM OF THIS ORDER AND CONSENT TO EACH OF THE ORDERS NOTED ABOVE.

Jon: Boudeau

Signature of Andrew W. Buckley
Lawyer for the Petitioner,
Regional District of Bulkley-Nechako

K. Desautels-Schultz

Signature of the Respondent,
Kerry Lynn Desautels-Schultz

Wesley Grant Schultz

Signature of the Respondent,
Wesley Grant Schultz

*Petition previously discontinued as against
Kelvin Kenneth Schultz

Digitally signed by
Tindale, J

BY THE COURT

Registrar

No.: VIC-S-S-212829
Victoria Registry

IN THE SUPREME COURT OF BRITISH COLUMBIA

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

PETITIONER

AND:

WESLEY GRANT SCHULTZ dba WES SCHULTZ TRUCKING,
KERRY LYNN DESAUTELS-SCHULTZ and
KELVIN KENNETH SCHULTZ

RESPONDENTS

CONSENT ORDER

STEWART McDANNOLD STUART
Barristers & Solicitors
2nd Floor, 837 Burdett Avenue
Victoria, BC V8W 1B3

Phone: 250.380.7744
Email: abuckley@sms.bc.ca
Attention: Andrew W. Buckley



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Steve Davis, Building Inspector
DATE: February 24, 2022
SUBJECT: Section 57 Notice on Title, 1919 Aveling Coalmine Road
Electoral Area "A"

RECOMMENDATIONS

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 6, District Lot 221, Range5, Coast District, Plan 10216 (1919 Aveling Coalmine Road).

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

A building at 1919 Aveling Coalmine Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012" (the Building Bylaw).

The Building Inspector recommends that a notice be placed on title of the subject property in accordance with Section 57 of the *Community Charter*. This notice serves to advise interested parties, including potential buyers, of the situation.

BACKGROUND

The property owner has constructed two “treehouses” type buildings, one of which is being rented as Temporary Accommodation, without the required building permits and no action has been taken to comply with the Building Bylaw. The following is a chronology of events leading to the recommendation for a Section 57 notice on title.



November 10, 2020

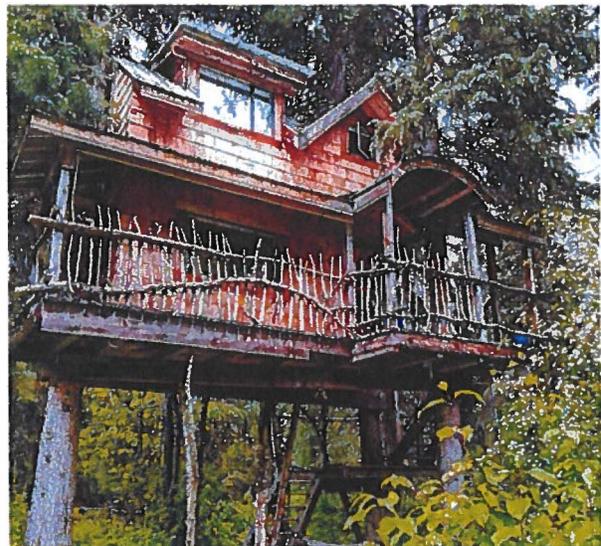
As a result of a complaint from the public the Building Inspector became aware of the buildings built without a building permit. The buildings are supported by trees and the larger one is being advertised on the internet as rental accommodation.

November 17, 2020

A letter (attached) was mailed to the property owner outlining the requirement for a building permit, including the requirement for an engineer to review and approve the structural aspects of the buildings. Given the unique nature of the buildings there are notable questions regarding compliance to the BC Building Code.

December 4, 2020

The Building Inspector conducted a site visit and confirmed with the property owner that the larger structure was being rented as accommodation. The larger building has two floors, and the upper floor was described as a bedroom accessed by a ladder. There are no plumbing



or cooking facilities. The Building Inspector outlined the need for a building permit and potential rezoning to legalize the buildings and their use. The property owner said he would submit the required applications.

December 7, 2020

An email (attached) was sent to the property owner outlining the issues discussed at the site meeting on December 4th, 2021. The property owner was asked not to rent out the units to the public until such time as the building permit and zoning requirements had been met.

December 16, 2020

The property owner reached out to the RDBN Planning Department to discuss applying for rezoning. He was encouraged to work with an engineer to determine if it was possible to bring the buildings into compliance with the BC Building code prior to expending effort on resolving zoning issues.

April 7, 2021

As no further correspondence was received from the property owner, a letter (attached) was sent by registered mail asking for immediate action. The letter was returned unclaimed.

The property owner still has the building listed online as available to rent, along with numerous reviews from renters indicating that the rental usage may be ongoing.

January 28, 2022

Notice (attached) was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing or electronically at the Regional District Board meeting concerning the matter. This notice was sent by registered mail.

SECTION 57 REQUIREMENTS

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices.

This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the notice on title can be removed from title.

FURTHER ENFORCEMENT ACTION

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the buildings removed.

The Bylaw Enforcement Officer will monitor the online rental use on the property for compliance to the Zoning Bylaw and report back to the Board if further enforcement action is recommended.



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

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Jason James
1919 Aveling Coalmine Rd
Telkwa, B.C.

November 17, 2020

Dear Mr. James,

**Re: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,
CONTRAVENTION AT 1919 AVELING COALMINE RD – LOT 6, DISTRICT LOT 221, RANGE
5, COAST DISTRICT, PLAN 10216**

It has come to our attention that development on the above noted property is in contravention of "Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012" and "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020." The contravention relates to the construction and rental of 2 buildings built onto trees without the benefit of building permits.

Structures to be used as dwellings require building permits. Also, the property is zoned as Large Holdings (H2). The H2 zone permits a maximum of two dwellings per property. We ask that you discontinue any illegal use of these structures and obtain the necessary building permits or remove the structures.

Please note that given the unique nature of these structures an Engineer licensed to practice in B.C. will be required to sign off on the structural aspects of the buildings in order to ensure they meet the requirements of the 2018 BC Building Code. You may wish to consult with an Engineer when determining how to best proceed.

Please contact me at steve.davis@rdbn.bc.ca or at 250-692-3195 if you have any questions.

Regards,

Steve Davis
Building Inspector

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

Steve Davis

From: Steve Davis
Sent: Monday, December 7, 2020 2:50 PM
To: 'Jason'
Cc: Jason Berlin; Richard Wainwright; Maria Sandberg; Deneve Vanderwolf
Subject: Site Visit to 1919 Aveling Coalmine Rd

Good afternoon Jason,

This letter is in response to my recent site visit to 1919 Aveling Coalmine Rd. on Friday December 4, 2020. As pointed out in the letter dated November 17, 2020, both building permit applications and rezoning applications are required for the treehouse rental units located on your property. I confirmed with our Planning Department, the current use of the treehouse as a bed and breakfast does not comply with RDBN Zoning Bylaw 1800, 2000, as the H2 Zone does not allow bed and breakfast facilities to exist outside of a principal dwelling. If you wanted to use the larger treehouse as a second dwelling it would need to not be for tourist accommodation. If you would like to speak with the Planning Department about the requirements to apply for re-zoning you can reach out to Deneve Vanderwolf at deneve.vanderwolf@rdbn.bc.ca or call 250-692-3195.

If you were to be granted a building permit and have the property re-zoned, there are some potential issues that would need to be resolved before the treehouse could meet the requirements of the BC Building Code. Other than the structural support issues, which an Engineer may be able to sign off on, these issues include but are not limited to the following:

- The stair configuration from the bottom storey to the upper storey does not include the minimum rise and run;
- The lack of minimum ceiling height in the upper storey;
- The lack of heating season mechanical ventilation;
- The gaps in the guards on the balcony that do not prevent a 100mm sphere from passing through;
- Insulation in the roof space not meeting required values for a cathedral ceiling (R-28).

These issues would need to be resolved prior to occupancy being granted. Until such time as the requirements as stated above have been met, we would ask you not to rent out the units to the public. If you have any questions about any of these requirements, please let me know.

Regards,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220



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

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

Jason James
1919 Aveling Coalmine Rd
Telkwa, B.C.

April 7, 2021

Dear Mr. James,

**RE: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,
CONTRAVENTION AT 1919 AVELING COALMINE RD – LOT 6, DISTRICT LOT 221, RANGE
5, COAST DISTRICT, PLAN 10216**

We have not received any building permit applications from you for the unpermitted dwellings on your property, or any re-zoning applications. Due to the lack of response on your part in contacting our office as requested, further action will be taken. This may include notice on property title, pursuant to Section 57 of the Community Charter. In order to avoid this action, please contact our office immediately.

Thank you in advance for your cooperation with this matter. I look forward to hearing from you.

Please contact me at steve.davis@rdbn.bc.ca or at 250-692-3195 if you have any questions.

Regards,

Steve Davis
Building Inspector

Copy: Mark Fisher- Rural Director Electoral Area A;
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

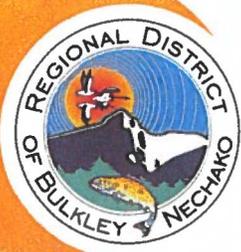
SMITHERS FORT ST. JAMES
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REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 28, 2022

Jason James
1919 Aveling Coalmine Road
Telkwa, B.C.

Registered owner of Lot 6, District Lot 221, Range 5, Coast District, Plan 10216 (1919 Aveling Coalmine Road)

**Re: Section 57 Community Charter Notice
Contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012.***

Dear Property Owners:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on February 24, 2022 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 6, District Lot 221, Range 5, Coast District, Plan 10216 (1919 Aveling Coalmine Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a dwelling has been constructed at 1919 Aveling Coalmine Road without the required building permit.

As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at their February 24, 2022 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to inquiries@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, Wednesday, February 23, 2022. You may also make verbal representations to the RDBN Board at their February 24, 2022 Board meeting by zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on February 23, 2022, to make arrangements to provide input at the meeting.

After hearing the representations of the Building Inspector and the owners, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may **be inspected by interested parties at the RDBN Office.**

MUNICIPALITIES:

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

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INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

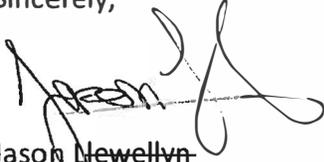
PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

A copy of the Building Inspector's report and section 57 of the *Community Charter* is enclosed. Further information may be obtained from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 am to 4:30 p.m. Monday through Friday, except statutory holidays.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Lewellyn", with a large, stylized flourish extending to the right.

Jason Lewellyn
Director of Planning



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Steve Davis, Building Inspector
DATE: February 24, 2022
SUBJECT: Section 57 Notice on Title, 27872 Walcott Quick Rd
Electoral Area "A"

RECOMMENDATIONS

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 2, District Lot 5827, Range 5, Coast District, Plan 8294 (27872 Walcott Quick Road)

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

A residence at 27872 Walcott Quick Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

The Building Inspector recommends that a notice be placed on title of the subject property in accordance with Section 57 of the *Community Charter*. This notice serves to advise interested parties, including potential buyers, of the situation.

BACKGROUND

The following is a chronology of events leading to the recommendation for a Section 57 notice on title.

November 13, 2020

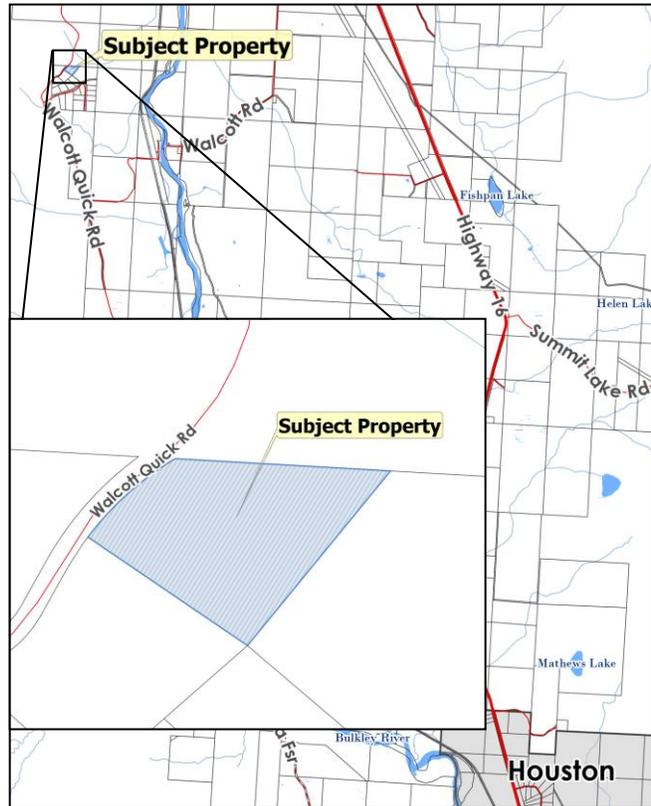
The Building Inspector became aware of the dwelling being constructed without a required building permit after an interested party contacted the Regional District for more information about the property, which was for sale.

November 18, 2020

After finding the property listing containing photos and a description of the dwelling, a Stop Work notice was sent by registered mail to the property owners along with a letter explaining the need for a building permit (attached).

November 23, 2020

A copy of the Stop Work notice was placed on the building along with a copy of the letter that had been mailed to the property owners.



January 5, 2021

The property owner phoned to discuss the building permit process and said they would submit the building permit application before the end of the month.

March 22, 2021

As no building permit application was received a letter (attached) was sent by registered mail to the property owners requesting a building permit application be submitted. The letter was mailed to the mailing address on file with BC Assessment and the address listed on the Certificate of Title. Both letters were returned unopened.

April 21, 2021

An email (attached) with copies of the Stop Work notice and the March 22nd letter was sent to an email address for the property owners obtained from BC Housing.

May 12, 2021

A second email was sent to another email address. A response (attached) was received from the property owner who promised that a building permit application would be submitted.

June 22, 2021

An reminder email (attached) was sent to the property owners asking for a building permit application to be submitted.

June 23, 2021

An email (attached) was received from the property owner explaining that COVID-19 travel restrictions had caused a delay in submitting the building permit application.

June 25, 2021

An incomplete building permit application was received by email. The outstanding information was promised once the property owner had the opportunity to travel to the property to retrieve the building plans.

September 13, 2021

An email (attached) was sent to the property owner outlining the outstanding items required to complete the building permit application. No reply was received.

January 28, 2022

Notice (attached) was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing or electronically at the Regional District Board meeting concerning the matter. This notice was sent by registered mail.

SECTION 57 REQUIREMENTS

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the notice can be removed from title.

FURTHER ENFORCEMENT ACTION

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the building removed.



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

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

November 17, 2020

Daniel DeJong
Rejeanne DeJong

ATTENTION:

REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012, CONTRAVENTION ON LOT 2, DISTRICT LOT 5827, RANGE 5, COAST DISTRICT, PLAN 8294

It has come to our attention that the developments on the above noted property are in contravention of the Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012. Specifically, the items in contravention are:

- Construction of a residence without a valid building permit.

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the above noted structure as per Building Bylaw No. 1634, 2012, Section 19 (enclosed). The Building Inspector shall not remove the stop work order until supplied with satisfactory evidence that the violation giving rise to the order has been corrected, or a proposal for correction of the violation is approved by the Building Inspector. If a building permit is not obtained within 30 days further action will be taken.

Please contact the undersigned if you have any questions regarding this matter.

Yours truly,

Jason Berlin,
Chief Building Inspector

copy: Mark Fisher – Rural Director Electoral Area 'A';
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA
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REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Daniel DeJong
Rejeanne DeJong

March 22, 2021

ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012, CONTRAVENTION AT 27872 WALCOTT QUICK ROAD

We have not had a reply to our Stop Work Notice and letter from November 17, 2020 (copy enclosed) regarding the developments on your property known as 27872 Walcott Quick Road - Lot 2, District lot 5872, Range 5, Coast District, Plan 8294

Specifically, the item in contravention is:

- Construction of a residence without the benefit of a building permit.

Please complete a building permit application along with the required documentation and submit it to the RDBN within the next 30 days to prevent further enforcement action. Please contact the undersigned if you have any questions regarding this matter. You can reach me at steve.davis@rdbn.bc.ca or at 250-692-3195.

Regards,

Steve Davis,
Building Inspector

copy: Mark Fisher – Rural Director Electoral Area 'A';
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

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

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INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

From: Steve Davis
Sent: Wednesday, April 21, 2021 2:38 PM
To:
Cc: Jason Berlin; Richard Wainwright
Subject: Unpermitted Residence at 27872 Walcott Quick Rd
Attachments: Scanned Immediate Action letter March 22 2021 .pdf; Scanned Stop Work Notice Nov 17 2020.pdf

Good afternoon Daniel and Rejeanne,
 The Regional District of Bulkley Nechako has sent several letters to you mailing address listed on the Certificate of Title for your property, but we have not received any replies. Specifically, the letters indicate that we have not had a reply to our Stop Work Notice and letter from November 17, 2020. I have attached copies of both that November 17, 2020 letter and a follow-up letter mailed March 22, 2021. As mentioned in the letters, further enforcement action may be taken if a building permit application is not received from you soon. Luiza Urbanczyk at BC Housing said she had been in touch with you and that you were planning to reach out to us, so please don't hesitate to do so.
 Regards,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC V0J 1E0
 Tollfree: 1-800-320-3330
 Phone: 250-602-3193
 Fax: 250-692-1220

From: Steve Davis
Sent: Wednesday, May 12, 2021 11:31 AM
To: Jason Berlin
Subject: FW: [EXTERNAL]: RE: Unpermitted Residence at 27872 Walcott Quick Rd

From: Rejeanne dejong
Sent: Wednesday, May 12, 2021 11:16 AM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: [EXTERNAL]: RE: Unpermitted Residence at 27872 Walcott Quick Rd

Hi Steve,
 Thank you for getting back to me on info in regards to permits. There has been no registered mail sent to our address. The last mail we received my husband called your office and spoke to Jason. None of the staff even saw anyone come in when I asked. We live on site and I am on property teaching everyday or in barns. The house property has no one at it and we are in Aldergrove so we would not know of anything being left at the place. The driveway does not even get opened or plowed. No people should be at the house besides family that checks for damage or as states you. Please email or call (Rejeanne DeJong) if email does not work. My husband will email you this evening. He spoke with Jason in early spring about the property. He will Recap that from his notes tonight and organize with you on getting the next steps done.
 Rejeanne
 Sent from Mail for Windows 10

From: Steve Davis
Sent: Tuesday, June 22, 2021 11:08 AM
To: 'Rejeanne dejong';
Cc: Jason Berlin; Richard Wainwright
Subject: RE: [EXTERNAL]: RE: Unpermitted Residence at 27872 Walcott Quick Rd

Good morning Rejeanne and Daniel,
 I am still waiting to receive a building permit application for your residence at 27872 Walcott Quick Rd. I will be moving forward with enforcement unless I receive an application with the required documentation by the end of this week.
 Regards,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC V0J 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220

From: Rejeanne dejong
Sent: Wednesday, June 23, 2021 6:37 AM
To: Steve Davis
Subject: Re: [EXTERNAL]: RE: Unpermitted Residence at 27872 Walcott Quick Rd

Morning,

As I had stated before, the paperwork for starting the permit you asked for is sitting in the house and since we were not allowed to travel until last Friday outside our area, we were not able to get the blueprints of the house layout. I also need and have been trying to find the zoning information for 2011 and 2012 that is asked for in the permit. Would you have any info on where I can find this. It would be greatly appreciated. The house is not occupied or for sale and is not causing any problems to anyone. As no one is near it or using it, we are doing as you have asked and are putting together what is needed. It is a bit hard without being able to acquire the information from afar with respecting covid rules. Now that it has been lifted, we will be traveling that way as soon as possible.

I cannot get you an application this week as we don't have everything you have told us to get. I hope you can help with this.

Rejeanne

Sent from my iPhone

Steve Davis

From: Steve Davis
Sent: Monday, September 13, 2021 10:14 AM
To: 'Rejeanne dejong'
Cc: Jason Berlin; Richard Wainwright; 'Luiza Urbanczyk'
Subject: RE: [EXTERNAL]: RE: Unpermitted Residence at 27872 Walcott Quick Rd
Attachments: building bylaw 1634, 2012 ScheduleC.pdf; building bylaw 1634, 2012 ScheduleD.pdf

Good morning Rejeanne,

I am still waiting to receive a number of items to complete the building permit application for the cabin at 28782 Walcott Quick Rd. The items outstanding include:

- Copy of the Certificate of Title dated within 30 days of the date of the application as proof of property ownership and copies of any covenant, easement, right of way charges registered on title. These can be downloaded from the Land Transfer and Survey Authority at <https://myltsa.ltsa.ca/explorer>
- Application fee of \$585.00. You can submit the fee by cheque payable to the RDBN, or this can be paid online if you want at Credit Union online banking by searching for Bulkley-Nechako, RD – Utilities as the payee and use your permit number 872021 as the account number. Please let me know when this has been paid so I can let the Accounting department know to look for it. We also now have a credit card option available for payment, you can find it by going to our website at www.rdbn.bc.ca and looking for the OptionPay tab . They do add a small surcharge to pay for the transaction.
- Completed Schedule “C” Owner’s Undertaking of Building Foundation (attached);
- Completed Schedule “D” Owner’s Undertaking of Building Siting (attached);
- Paperwork from BC Housing showing you have completed the Owner Builder Exam. You can find more information at the BC Housing website at www.bchousing.org/licensing-consumer-services;
- A valid permit to construct a sewage disposal system for the building, or evidence that an Authorized Person has filed plans and specifications pursuant to Section 8 of the *BC Sewage Regulations*; or details of connection to a community sewage disposal system
- Photographs of the building during construction;
- Site plan drawn to a scale showing the following:
 1. Measurements from the proposed building from all the property lines
 2. location and name of road(s) adjacent to the property
 3. size and location of all existing and proposed buildings, structures, and uses on the site
 4. existing and proposed parking and driveways
 5. topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
 6. north arrow and scale
- Building plans drawn to a scale showing the following:
 1. foundation plan
 2. floor plans of each level, including proposed and/or existing uses of all rooms
 3. exterior elevations
 4. cross sections showing all structural details and finishes

Please submit the rest of the documentation within the next 30 days or we may proceed with further enforcement. Please let me know if you have any questions about any of these items.

Regards,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220



From: Steve Davis
Sent: Friday, June 25, 2021 10:36 AM
To: 'Rejeanne dejong'
Cc: Jason Berlin <jason.berlin@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: RE: Unpermitted Residence at 27872 Walcott Quick Rd

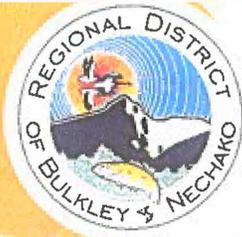
Hi Rejeanne,

The permit process is the same for a cabin as for a house. There is no separate process for a retroactive permit.

Regards,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220





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BURNS LAKE, BC
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REGIONAL DISTRICT
OF BULKLEY & NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 28, 2022

Daniel DeJong
Rejeanne DeJong

Registered owners of Lot 2, District Lot 5827, Range 5, Coast District, Plan 8294 (27872 Walcott Quick Road)

**Re: Section 57 Community Charter Notice
Contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012.***

Dear Property Owners:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on February 24, 2022 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 2, District Lot 5827, Range 5, Coast District, Plan 8294 (27872 Walcott Quick Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a dwelling has been constructed at 27872 Walcott Quick Road without the required building permit.

As the registered property owners you have the opportunity to provide comment to the RDBN Board for their consideration at their February 24, 2022 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to inquiries@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, Wednesday, February 23, 2022. You may also make verbal representations to the RDBN Board at their February 24, 2022 Board meeting by zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on February 23, 2022, to make arrangements to provide input at the meeting.

After hearing the representations of the Building Inspector and the owners, if any, the Regional

MUNICIPALITIES:

SMITHERS FORT ST JAMES
VANDERHOOF FRASER LAKE
HOUSTON TLEKWA
BURNS LAKE GRANVILLE

ELECTORAL AREAS:

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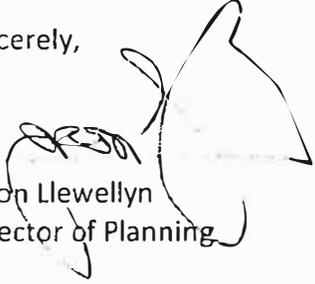
INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

A copy of the Building Inspector's report and section 57 of the *Community Charter* is enclosed. Further information may be obtained from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 am to 4:30 p.m. Monday through Friday, except statutory holidays.

Sincerely,



Jason Llewellyn
Director of Planning



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Steve Davis, Building Inspector
DATE: February 24, 2022
SUBJECT: Notable Recent Building Bylaw Non-compliance Issues

RECOMMENDATION

That the Board receive this report for discussion.

VOTING

All / Directors / Majority

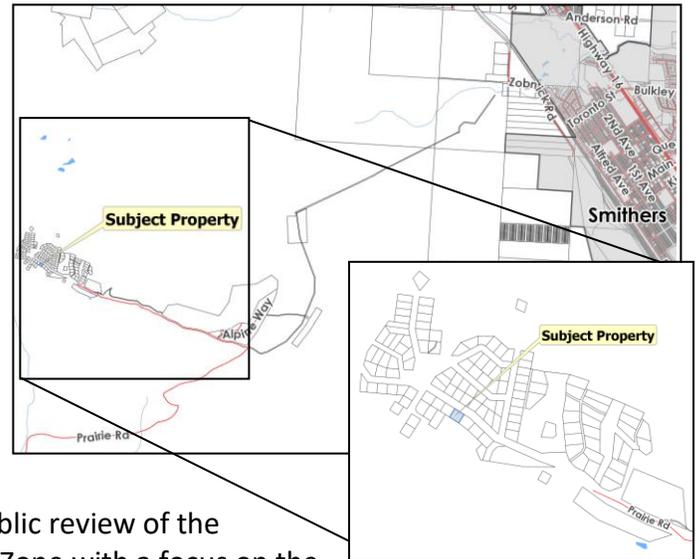
EXECUTIVE SUMMARY

At the November 18, 2021, Board Meeting the Board discussed the adequacy of registering Section 57 notices on title pursuant to the *Land Title Act* and considered whether further action should be taken to resolve non-compliance with “Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012” (the Building Bylaw). The Board asked staff to provide a list of the most notable unresolved Building Bylaw compliance situations where Section 57 notices have been registered on title.

This report provides a summary of the most notable Building Bylaw compliance situations where further enforcement action may be most warranted (in staff’s opinion). Several situations have been left off the list because the applicants are working towards compliance.

233 PRAIRIE ROAD (ELECTORAL AREA A)

In 2015 the property owner began construction of a Cabin on the subject property on Hudson Bay Mountain without a building permit and a stop work order was issued. The structure was an addition to an existing Cabin and the new structure exceeded the maximum floor area requirement in “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993” (the Zoning Bylaw). The property owner applied to the Board for a Development Variance Permit to allow the proposed larger Cabin. This application was denied by the Board.



This building issue resulted in a comprehensive public review of the Hudson Bay Mountain Recreation Residential (R8) Zone with a focus on the maximum building size appropriate for the area. Amendments were made to the R8 Zone in response to the review, but the maximum building sizes were maintained for environmental and community character reasons.

In 2016 a Building Permit was issued for the new Cabin subject to the condition that the existing Cabin would be removed to assure compliance with the Zoning Bylaw limitation on building size. The new Cabin was built but the existing Cabin was not removed resulting in the building remaining oversized and contrary to the Zoning Bylaw.

Despite several requests to comply with the terms of the building permit and remove the original Cabin the property owner did not comply. Occupancy for the building was not granted, and the building permit expired. A Section 57 notice was placed on title in 2021.

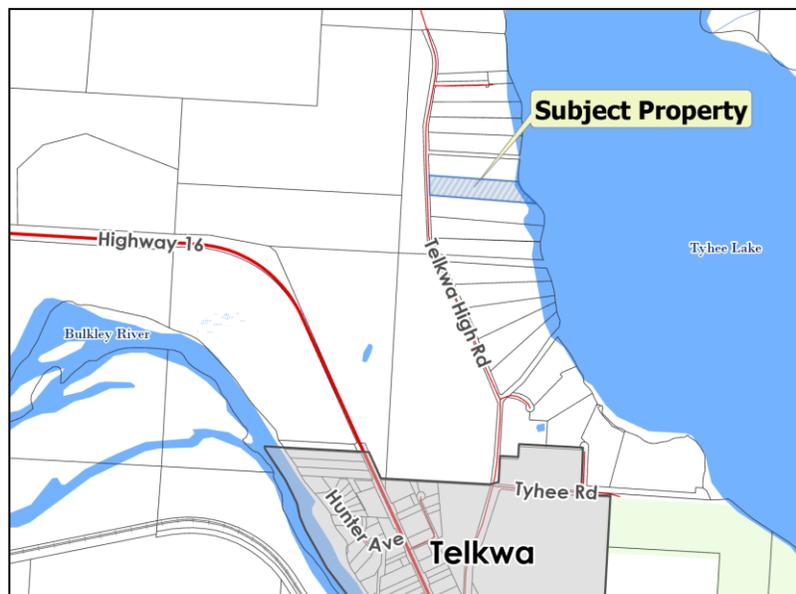
This is a notably high-profile Building Bylaw contravention given the public involvement in the R8 Zone review and the public awareness that the review was triggered by this illegally constructed oversized building.



2400 TELKWA HIGH ROAD (ELECTORAL AREA A)

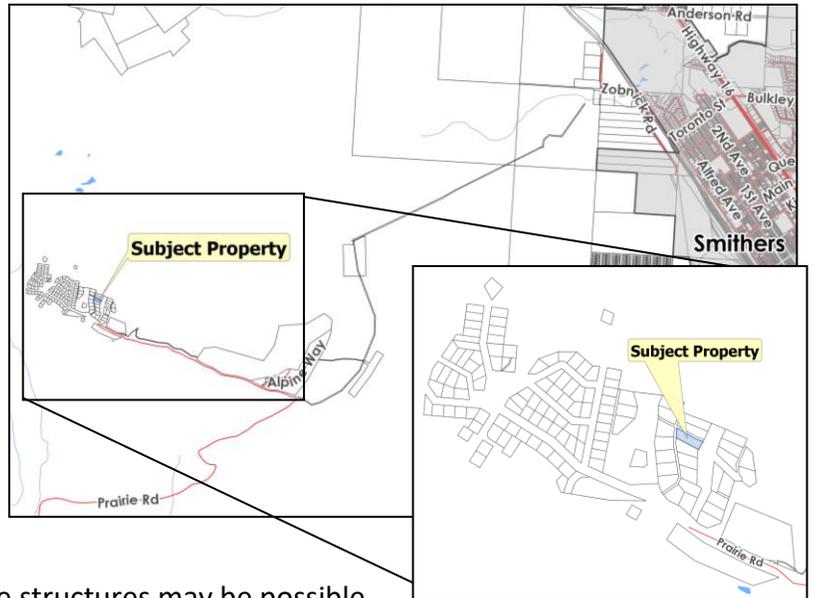
In 2019 staff became aware of a large two storey shop with upstairs offices, and a storage building, recently constructed without the required building permits or inspections. The building inspectors made multiple attempts to have the property owner comply with the Building Bylaw in 2019 and 2020 with no success. A Section 57 notice was placed on title in 2021.

It is noted that the properties at 233 Prairie Road and 2400 Telkwa High Road are under the same ownership. The property owner operates Bulkley Valley Electric from the buildings.



135 PRAIRIE ROAD (ELECTORAL AREA A)

The property owners built 2 Cabins on the subject property on Hudson Bay Mountain some time prior to 2016 without building permit. This was noted during the R8 Zone review previously mentioned. At this time the property owners were informed of the need for Building Permits. A third Cabin was subsequently built without permit in 2019. The building inspectors made multiple attempts to have the property owner comply with the Building Bylaw in 2019 and 2020 with no success.



It is not expected that legalization of these structures may be possible as they do not appear to be built to the BC Building Code. Also, the Zoning Bylaw only allows one dwelling per parcel. A Section 57 notice was registered on title in January 2020.



20251 MCKENZIE ROAD (ELECTORAL AREA A)

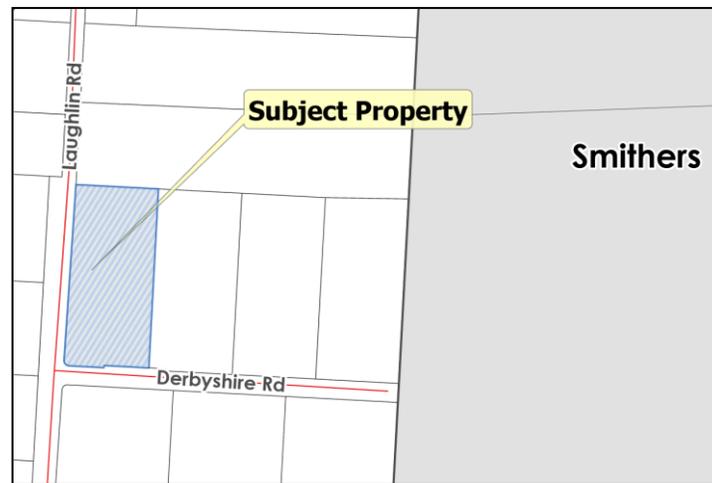
Three dwellings and a substantial addition to another dwelling were built without building permits on land within the ALR. The buildings are being rented out as part of a commercial recreation business (advertised as the Last Dollar Ranch Lodge and Cabins). The use of the property is also contrary to the Zoning Bylaw. Staff have made multiple attempts to have the property owner comply with RDBN bylaws in 2020 with no success. A Section 57 notice was registered on the title in February 2021.



4910 LAUGHLIN RD (ELECTORAL AREA A)

In 2020 the Building Inspectors became aware that a dwelling was being constructed without the required building permit and a Stop Work Order was issued. The property owner was advised to stop building without permit and take steps to legalize the construction. Construction of the dwelling continued in 2021 and construction of an additional building was begun without permit.

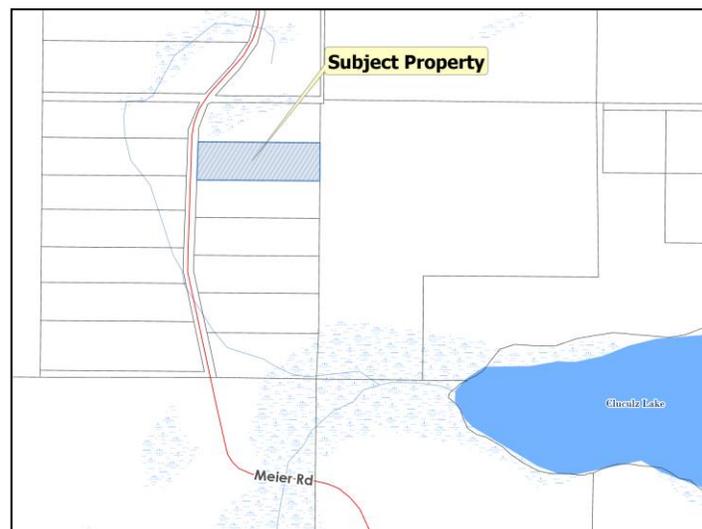
The property owner has indicated that they do not intend to obtain permits for the structures. A Section 57 notice on title was registered on the property title in November 2021.



2294 MEIER ROAD (ELECTORAL AREA F)

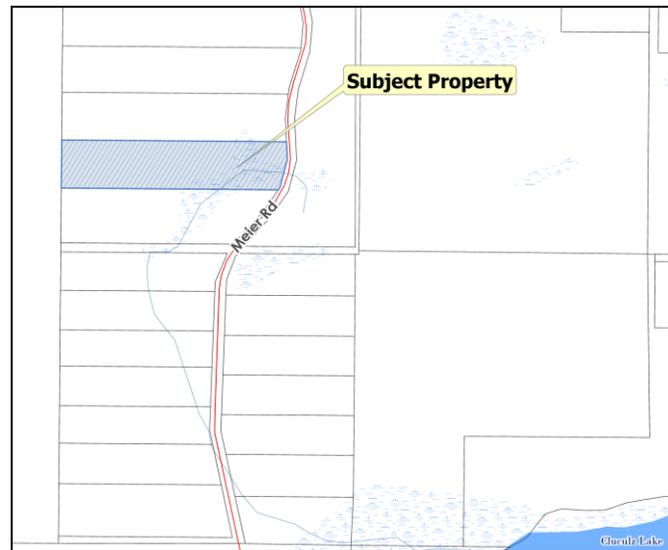
In 2016 the Building Inspectors became aware that 2 dwellings and an accessory building were being constructed without the required building permit and a Stop Work Order was issued. The property owner was advised to stop building without permit and take steps to legalize the construction. Building without permits continued.

Over the next three years the Building Inspectors made multiple attempts to have the property owner comply with the Building and Zoning Bylaws with no success. A Section 57 notice was registered on title in April 2019. It appears that additional accessory buildings have been constructed without building permit following the registration of a Section 57 on title.



1755 MEIER RD (ELECTORAL AREA F)

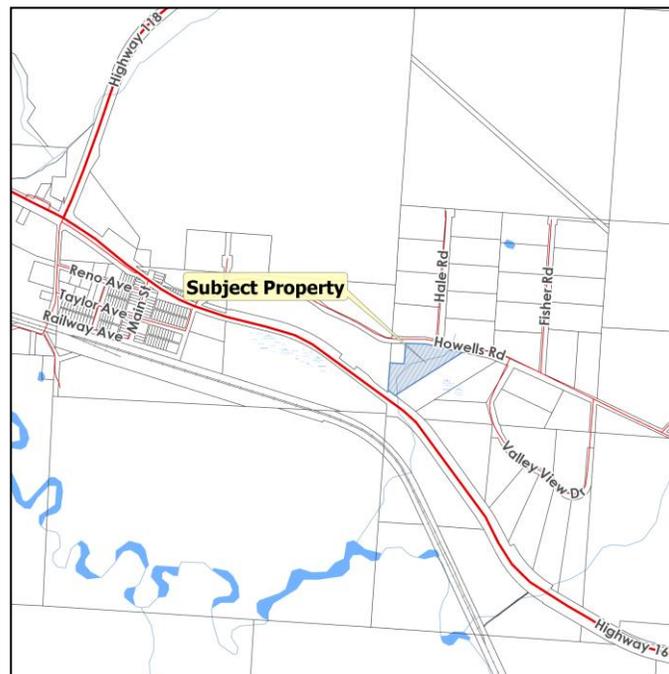
In 2019 the Building Inspectors became aware that a dwelling had been constructed on the property without the required building permit and a Stop Work Order was issued. Over the next year the Building Inspectors made multiple attempts to have the property owner comply with the Building and Zoning Bylaws with no success. A Section 57 notice was registered on title in April 2019. It appears that an addition has been made to the dwelling following the registration of a Section 57 notice on title.



23285 HOWELLS RD (ELECTORAL AREA G)

In early 2019 the property owner began construction of a two-story building that appeared to be a dwelling without a building permit, and a stop work order was issued. The building inspectors made multiple attempts to have the property owner comply with the Building Bylaw in 2019 with no success. In early 2020 it was noted that additional construction had occurred without building permits.

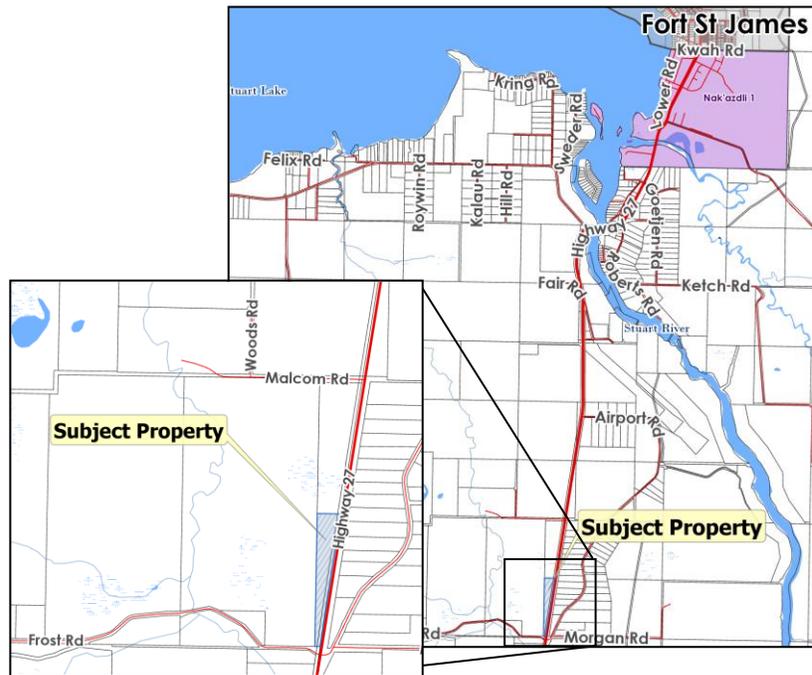
A Section 57 notice was placed on title in March 2020. In November 2021 it was noted that an addition had been added to the original building constructed in 2019 without permit, and new buildings had been constructed.



8679 HIGHWAY 27 (ELECTORAL AREA C)

In 2014 the property owner built an accessory building without a building permit, and a stop work order was issued. It was also discovered that there was an existing dwelling on the property that had been built without a permit. The building inspectors made multiple attempts to have the property owner comply with the Building Bylaw in 2014 with no success.

In early 2020 it was noted that additional construction, including additions to the dwelling and to the accessory building, had occurred without building permits and a Section 57 notice was placed on title in March 2020.



ENFORCEMENT OPTIONS

Compliance to the Building Bylaw is not anticipated for any of the situations listed in this report, without further enforcement action. Other than making additional requests for voluntary compliance the Board currently has 2 additional enforcement options. These are described below.

“Remedial action” is an option provided to Regional Districts through the *Local Government Act* and the *Community Charter*. This grants the power to the Regional District to order that buildings be demolished if they do not comply with *BC Building Code* requirements or our local Building Bylaws. Under the Remedial Action option, the Board may pass a resolution to impose remedial action requirements on the property. The property owner is then given time to request reconsideration. It is common practice to allow them to be heard at a Board Meeting. If the remedial work is not carried out in the time frame provided the Regional District has the authority to enter onto the property and undertake the remedial action required. Cost recovery options allow any costs incurred to be charged back to the property owner.

Civil Injunction through the BC Supreme Court is another option available to the Board that is authorized by the *Local Government Act* and the *Community Charter*. This option allows the Regional District to bring a case before the Supreme Court to enforce, or prevent, or restrain the contravention of any bylaw. This option would provide the Board, if the action was upheld in Court, with a Court ordered remedial action (removal of the building).

Should the Board wish to consider remedial action, or a civil injunction to demolish buildings discussed in this report, staff could provide a follow-up report making specific recommendations regarding that process.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planning and Parks Coordinator
DATE: February 24, 2022
SUBJECT: Cluculz Lake Boat Launch Survey

RECOMMENDATION

Receipt

VOTING

All / Directors / Majority

INTRODUCTION

In consultation with the Director of Electoral Area F, staff undertook a public engagement process in the Cluculz Lake area to determine the level of support for a formal boat launch developed and operated by the RDBN.

A survey was undertaken in October 2021 with 909 letters sent to all property owners around the lake. The letter directed property owners to an on-line survey with three questions:

1. *Do you support the construction of a public access boat launch? Yes/No*
2. *Why?*
3. *If you support the construction of the boat launch, please mark on the included map where you think it should be constructed.*

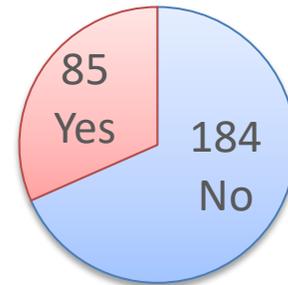
Hard copy mail-in forms were available on request. The survey remained open until the end of December. A total of 270 responses were received.

SURVEY QUESTIONS

Do you support the construction of a public access boat launch?

The majority of respondents, 68% (184) indicated that they do not support the construction of a public boat launch on Cluculz Lake. The remaining 32% (85) indicated that they are in support of a new boat launch.

Survey Results

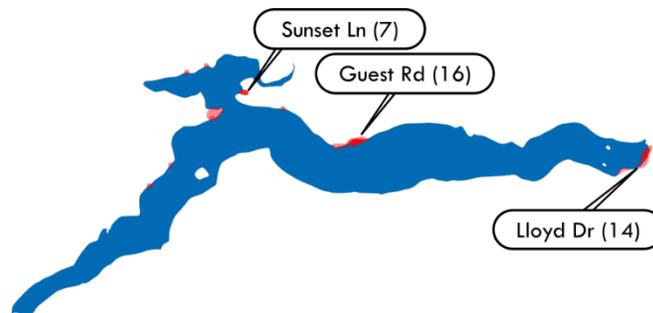


Why do you support or not support the construction of a public access boat launch?

A summary of the answers to this question is attached to this report.

If you support the construction of the boat launch, please mark on the included map where you think it should be constructed.

There were 72 responses to this question indicating a preferred location for a boat launch. Many suggestions matched the location of existing informal boat launches located on Guest Rd, Sunset Lane and Lloyd Drive.



A map showing all identified location is also attached to this report.

DISCUSSION

Staff have the following comments on the survey results.

- Most respondents do not support increased or improved boat access to the lake. The primary concern being that this will increase boat traffic on the lake resulting in increased noise and environmental impacts.
- Most respondents think that the existing informal boat launches adequately meet the community's needs; however, there are mixed feelings whether minor improvements should be made to existing informal boat launches.

- Some respondents said they were not in favour of constructing a new boat launch because a specific location had not been identified.
- The respondents supportive of constructing an improved boat launch had the following concerns with the existing situation:
 - Limited lake access for bigger boats;
 - Environmental impact from existing unpaved boat launches; and
 - Inadequate parking and other facilities at existing boat launches.
- Although not clear from the survey results, staff are aware from direct discussions with residents that some of the demand for a formalized boat launch is motivated by a desire to reduce the use of an existing boat launch because of impacts to nearby properties.

ATTACHMENTS

Survey

A summary of survey responses to the second question

Survey results map



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

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

CLUCULZ LAKE BOAT LAUNCH SURVEY

Thank you for your interest in the proposed Cluculz Lake Boat Launch. Please answer the following questions, and return this letter to:

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

1. Do you support the construction of a public access boat launch on Cluculz Lake?

Yes / No

2. Why?

3. If you support the construction of the boat launch, please mark on the included map where you think it should be constructed.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

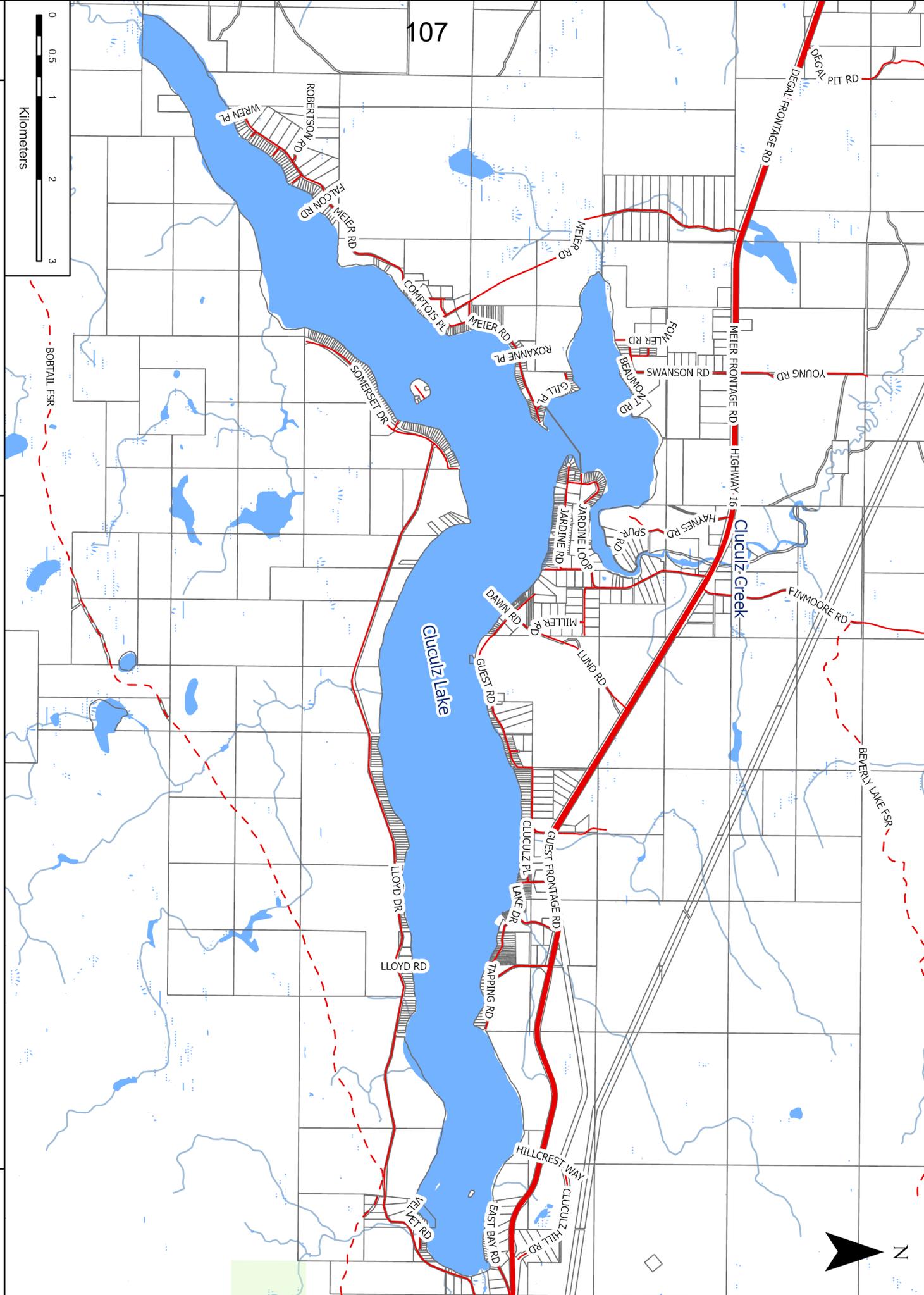
FX: 250-692-3305

TF: 800-320-3339



Cluculz Lake Boat Launch

If you support the construction of a boat launch, please mark where you would like to see it built.



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Summary question 2 - Cluculz Lake Boat Launch Consultation

Do you support the construction of a public boat launch on Cluculz Lake?	
No	Too many boats out there already, someone with a small vessel is not safe, been there done that.
No	There is far too much boat traffic on the lake at this point. The damage is clear. I am a volunteer for the BC lake monitoring group with the Ministry of Environment.
No	Have access to boat launch in resort
No	Speeding, noise and shore erosion would increase. Boating rules and enforcement of them would be need. Trespass is also a possibility as there are no parks on the lake.
No	There are enough boat launches for lake access. Residents end up cleaning up the garbage from day users. Lack of respect from these users racing around the lake without concern for others on the water, and the pollution they leave behind is not welcome.
No	Lake is too busy already
No	Safety concern the lake is already over crowded with boats
No	The lake is already busy enough!
No	The existing boat launches require parking lots and outhouses before new development is undertaken.
No	Cluculz lake does not need any more fishing pressure or any more boats on the lake. The lake is already very busy with faster, noisier and larger boats and any more pressure would not be good for the lake.
No	There are already 4 public-access boat launches on the lake and many private ones. This relatively small lake already as significant congestion during summer weekends. If a new location is in mind this may impact quiet enjoyment of existing properties.
No	If there is a known public boat launch the already busy lake will become more populated, therefore it will become more polluted as people do not clean up after themselves when they do not reside at the location.
No	It would depend on where that launch was located. Do you have a site in mind. There are already lots of launches on the lake. Maybe the one on Guest Road could be improved. I would say that is all that is required.
No	We already have people coming on the lake and disrespectful it by throwing their beer cans and other debris into the lake. There is also a lot of dangerous boating. Adding a public boat launch would pollute the lake at a greater speed.
No	The Owners around Cluculz Lake Have Spent Billions of Dollars For their Property on or near the Lake ;;;Only to be Bombarded with Public who Don't Care
No	As far as I know, there are already several public boat launches on the lake. Maybe do improvements on what is already there,
No	Fear of more damage to lakeshore and creek. Fear of added pollution to lake. Fear of overfishing with more people on the lake. The lake seems to be crowded enough.
No	We don't want the lake congested with more boat traffic. It's getting bad as it is.
No	It would case more people to come and abuse the lake and not care about it. We value our property and the fact that it's private. The lake is also busy enough. More traffic more vandalism more people roaming onto properties. I value my private property
No	Lake is too congested with boat traffic already

No	There's already too many boats on the lake
No	Would encourage more problems: people abusing it, littering, being disrespectful to lake residents and boating dangerously (ie close to docks, chasing ducks)
No	The boat launches bring drunken day trippers, thieves, losers, and generally nothing good. There are already places to launch boats readily available.
No	How can anyone support a proposal when NO INFORMATION is provided as to the location.
No	Currently we have too many pollutants in the lake causing Algae more boats and more people just adds to that. Fish in the lake are already in danger as per the catch and release order. Too much chance of wildfire as the RDBN hasn't FS'ed
No	Lake too crowded as is, damaging water flow areas and lake is becoming dirtier with items thrown off of boats. No respect for any shorelines. I totally disagree.
No	First because you have not indicated possible locations of boat launch. Second because there is already enough boat traffic on the lake
No	It has been shown in the past that folks that do not own property in an area and chose to use the same area do not respect the space. Nothing but a mess will be left behind
No	There are already at least 2 public boat launches on the lake that I know of and I am new to the lake. Why do we need another one and where would it be located?
No	There is already an adequate number of public access points on the lake, and any additional access points or additional developments on existing access points should be prohibited.
No	Non resident people don't respect the lake. Garbage, excessive noise, abusing wildlife etc.
No	There are an adequate number of public access points already, and any additional access points or additional development on the existing access points would be undesirable.
No	The boat traffic is busy enough, and there's already 2 launches. That's plenty!
No	Water quality is already a problem. More boats will not help.
No	Lake is busy enough with property owners
No	Cluculz Lake is already too busy. There is already very high boat traffic. There are approximately 70 pontoon boats as well as approximately 300 power boats. There are already 5 public boat launches plus some private boat launches on the lake.
No	There are already enough.
No	Already enough boaters on the lake. More boats, more pollution. We pay high enough taxes out here (for a pool in Vanderhoof that none of us property owners will ever use). We don't need boat launches for the public who don't care about the community.
No	Lake water quality has decreased, lots of algae, Weekenders are throwing trash along roads and dumping sewage. Overfishing has depleted the amount of fish. The turnoffs from the highway are already too dangerous with poorly placed passing lines.
No	Too much road and boat traffic already. Enough public launches at other lakes already.
No	Opens the lake up to a larger population, endangering the already precious ecosystem.
No	There are already public boat launches at Somerset and Jardine .
No	There are many boat launches already on the lake we do not need to spend more tax money on new public boat launches I would prefer to upgrade the already existing ones
No	Because will let people on the lake who don't care about others properties, and add to many boats on a long weekend

No	1The increase in use the lake would suffer would be disastrous. More pollution..ie boats dumping sewage in the lake to name one plus many other pollutants..ie garbage etc. Introduction of criminal elements from nearby towns. Etc .
No	There is already one off of Summerset Rd. Our taxes are already outrageously high. This survey does not give a location for this new boat launch either. Who is going to pay for this new boat launch? Need more information.
No	A public launch promotes day use and would make the lake even more busy than it already is.
No	The lake has heavy use and traffic already
No	The lake is already very busy with speeding boats of all sizes. We have issues with large waves and an eroding shoreline. We are worried another "more public" boat launch may cause even more traffic on the lake.
No	There is enough public boat launches available now.
No	Noise pollution and water pollution is already very high on this lake, adding more people won't help reduce this
No	Lake is plenty busy already. Day trippers have no respect for the lake and its residents. Without washroom facilities and garbage, the disgusting mess they leave at other boat launches around the lake , is disgusting.
No	Cluculz Lake is too busy already and pollution is a huge concern for irresponsible users.
No	There is already public access to the lake, more access would be unnecessary. People frequent their lake properties for peace and solitude. There are numerous lakes around the PG area that already have public access.
No	Because one of the best things about owning at this lake is the limited amount of boat traffic on the water. We bought our property hugely based on this fact. It's what separates this lake from the other lakes in the surrounding areas.
No	Increased traffic without additional supports to prevent overfishing, increase in algae booms, and fire smarting of surrounding forest.
No	Too many boats already high traffic pollution and garbage left from users ...don't want to pay for it through taxes depletes wifi and cell service when adding more people for those of us who actually live here full time and worry about lake health
No	Cabin Security and increased boat traffic. Having public access to the lake opens up our properties to even more potential for thieves and vandals. At least at our driveways we have gates and chains to prevent access. The boat traffic is enough as it is
No	The Lake is very crowded in terms of boats already. This would make that situation much much worse. As a taxpayer I believe we have the right to choose not to have public access.
No	There are already enough boat launches. We don't want to overburden the lake with more boats, especially since they don't pay property taxes and ours keep increasing.
No	There are enough access points on the lake for people that do not live on it. And there are enough boats on the lake already.
No	We have a public boat launch on Jardine already.
No	More boats on the lake mean (to me } more noise , more pollution and a higher chance of accidents ,theft etc

No	Would like more information as to exactly where this public-access boat launch will be located. We have many many residents who use the lake and it is already polluted enough with boats and jet skis. Too many boats disturb the water fowl habitat.
No	There are currently various boat launching opportunities already and the lake is at times quite busy, no need for more.
No	The lake is way too developed already. Any new boat launches would be for non residents to use.
No	I would prefer that the current spots where boats can launch be properly maintained instead of creating something new. We don't want to have to drive another 30 minutes to put our boat in.
No	i feel that there are to many boats on the lake already and it is becoming a safety issue
No	There is enough boats on the lake from lake lot owners. no need for more boats from PG
No	Too much boat traffic now
No	Almost all properties are lake front access, most owners would have the ability to already gain direct access to the shore. The occasional use is already handled by the few existing locations where boats are launched.
No	Already lots of access There is a fair amount of boat traffic on the lake which Interferes with the waterfowl on the lake. With the amount of algae on the lake each summer more people and watercraft would only increase the pollution
No	There is more than enough action and people on that lake. There is already a very good boat launch at the end of Lloyd. People that don't live out there party at the boat launch and leave all kinds of mess behind. NO MORE PLEASE!!!!
No	There is already enough boat launches to handle the number of boats the lake can handle without causing more shoreline deterioration and added pollution to the lake which is causing the increase in increase of algae and weeds in the last few years.
No	It will increase the boat traffic on the lake potentially beyond what the lake can safely withstand. As it it now without a public launch the lake still faces extremely high traffic throughout the summer months.
No	I do not want more boat traffic.
No	There is too much traffic and pollution from people through beer cans, garbage overboard as well WAKE Boats are destroying our shorelines.
No	There are quite a few boat launches at Cluculz already that people can access. Having a public boat launch will cause more congestion on the lake, having more people parking on roads that residents live on by the public and more pollution.
No	Too many problems now with lack-of-enforcement on boater safety & fishing, leftover garbage, sewage dumping, theft, vandalism, trespassing etc. Calling the RCMP is of no benefit. They either take too long to arrive or do not come at all.
No	I feel it would bring to many boats to the Lake and have a big effect on the erosion to shore.
No	Lake is busy I think we have enough lake access
No	I feel that public boat launches open us up to more water problems, more garbage left behind and more abuse of the area.
No	Cluculz is already a high usage recreational area. Add to that a lack of boater safety and etiquette, shore erosion, alcohol consumption while boating, fishing pressure, water quality issues, noise issues—some of us don't just party here, we live here

No	There is already too much environmental damage to this lake that is not being mitigated or rectified. Increased traffic will only make this worse. Please develop a plan to rectify the damage (ie algae bloom/septic). This is already a high traffic lake
No	Should be private to Cluculz lake residents
No	Unwanted increased road usage, theft and just don't want more boat traffic on the lake. It would also increase pollution on the lake
No	Boaters leave fires, waste, tp, garbage & feces at launch sites, ask neighbors to use their facilities & tie up to their docks while they load & unload (without permission), leave vehicles & boat trailers on site for remainder of the day blocking access
No	People end up spending the night or weekend, leaving behind waste and garbage. They block important access routes for the residents of Cluculz lake. Rules never seem to follow the rules regardless of signs posted
No	Makes for additional traffic and blocks routes on the lake with vehicles parked for the entire day or weekends. Rarely clean up after themselves and often the residents are left cleaning up the mess and waste (feces tp & garbage included)
No	Lake has a number of public launches now (4 that I'm aware of) no need for more.
No	with increased traffic of random people who do not respect or even know the current land owners it will be dangerous to even entertain the idea of going for an evening walk along that road. not too mention the increased risk of vandalism or theft.
No	The lake is not large enough for more boats. Already it is too rough to canoe, kayak and paddle board.
No	There are already boat launches on the lake
No	Too many boats and launches already
No	The lake is already very busy on weekends, I think another boat launch will only make it worse
No	There are reasonable options already in place. Why waste more tax dollars? The lake is congested as it is during the summer months.
No	It will introduce much more traffic and lake pollution to a lake that already has traffic and lake pollution issues. It also introduces a security issues to property owners that visit seasonally on weekends or for holidays only.
No	There are at least 3 locations for the public to launch boats on the lake and I don't see the benefit to the taxpayers on the lake.
No	We believe that that providing an "official" public boat launch is not needed! The many access points currently available are adequate. Believe CL is nearing maximum usage as it is right now.
No	I do not support the construction of a public boat launch on Cluculz Lake due to the increase in lake activity, the impacts on migrating waterfowl, and the impacts on property taxes.
No	Where is the location and for what reasons? Let me know
No	The lake is busy enough
No	The lake has enough boat and skidoo traffic as it is and with a new public launch, the number of boats would increase. There are already public boat launches available and more are not needed in our opinion.
No	Based on lack of information we cannot support this. I need more information, where is the boat launch to be located , will our taxes be increased, when will it be built, how will it be maintained.
No	We have a boat launch. It depends on where the boat launch would be. I would need more info.

No	Do not need any more boat traffic or lake use
No	There is already 5 on the lake I can think of and that doesn't include Myer rd...
No	Feel it will cause to much traffic and pollution in lake and surrounding area with little or no economic gain or improvement to infrastructure
No	This has enough going on plus there are public lunches already. I disagree the lake is getting over populated
No	Money would be better spent fixing up the existing boat launches.
No	We already have a very nice boat launch on Lloyd drive, also a boat launch on Jardin loop, and also one at the boy scout property, Lake is already getting very crowded, our tax money would be better used with the up keep of the roads ,
No	There's enough boat launches on the lake already and don't want more traffic on the lake
No	There are several launches on the lake , be nice to fix one of those several are in good working condition, don't need extra traffic on the lake
No	There is already a lot of vehicle (boat) and fishing pressure on the lake as is. This will only encourage further activity.
No	Jet boats cause considerable damage to the boat launches. The existing boat launches are not properly repaired and maintained from the damage caused by jet boats. Why do we want a new boat launch when we do not fix existing ones.
No	I would support it if an environmental report indicated the lake is healthy.
No	there are enough boat launches
No	Too much pollution on the lake and if it is on lloyd drive there is no respect of the littering and speed limits where people, dogs and quads are out. I personally am not a fisherman but I am aware of the decline in fish stocks and the abuse of the Char
No	This I believe will increase boat activity which is already overloaded on weekends. A public beach development for families similar to that made available by the old Lakeside Resort would be preferable.
No	No location specified in survey, and will increase population and disrespect on the lake.
No	There are already boat launches in the lake. I do not support making it easier to access do to the extra amount of boaters this will bring in
No	Will increase boat traffic with day trippers, many of whom are not respectful of property owners. Also believe this will further increase our taxes which are already excessive
No	there is already public access boat launches on the lake. Somerset has a boat launch. Jardine Loop has a boat launch. Guest rd has a boat launch .
No	Will bring too much traffic on an already busy lake
No	excess garbage, gets abused, where is this new boat launch, it will absolutely affect the neighbors, urine smell garbage, clean up.....
No	The lake is stressed enough. We have algae from Spring to fall now. This has greatly increased in the last few years. No more pollution please. Save our lake.
No	Too many issues come with people polluting, mischief, being rude, partying, and being disrespectful of the locals and their property
No	I have concerns around the current health status of the lake, including pollution and algae levels, as well as overcrowding since it is already a very crowded, busy lake and a general lack of awareness of what actions are needed to maintain a healthy lake

No	already there are too many boaters who do not respect wildlife/fisheries and we do not need any more. They boat too close to shore ruining the shoreline and fish habitats etc.
No	There are too many boaters who do not respect water rules, wildlife and fisheries. They speed too close to shore causing deterioration of the shore line, damaging docks and ruining fish habitats.
No	There are more than enough watercraft on Cluculz Lake now. I think parking for a public boat launch would become a gong show for residents living close to said launch. Just go to any public boat launch, it's always the same.
No	The past 3 years has seen exponential boat traffic on the lake and in my opinion the lake is at capacity. More traffic will result in deaths.
No	We already have 6 public boat launches on the Lake that I know of, we just need them to be taken care of, no need to add another new one, the lake has way to much boat traffic already.
No	I can't support something that you haven't defined. You haven't provided any details: where, is there moorage, how large an area
No	Increase in boating volume. Concern about safety, shoreline erosion, water quality, habitat destruction, parking of trailers, large footprint of lakefront developed, accumulative impact. Old launches will need to be decommissioned.
No	after every long weekend we end up picking garbage such as beer cans and plastics out of the water
No	The lake is not able to support the # of boats that are already on the lake. It is getting too polluted.
No	There are too many fast and loud boats creating hazards already. I do support increased enforcement of the boating and fishing regulations.
No	There are already four public access launches, and a lot of boats on the water. I would rather they put the tax dollars into fixing the roads around Cluculz.
No	not enough information on where or how much my taxes will go up
No	I feel that the number of small boat launches already on the lake support the number of boats that are currently on the lake
No	I have been at the lake for 15 years. there is already enough boat traffic in the summer. The waves are eroding my property, the lake turns green slime every year now, too many people on the lake.
No	The lake is overpopulated now. We too much noise of the boats now with erosion of shores from waves. Most of fishing is catch and release. So much algae floating around.
No	Boat traffic has increased to the point where fishing is impossible on the lake most weekends. It is too busy now. Additional load adds to safety concerns.
No	We currently have 3 boat launch areas that work well. We do not want to see an increase in boat traffic on the lake. If it's not broken don't fix it but additionally we don't need an influx of boats from other areas compromising our shore line.
No	too many people using with no respect for lake in the spring they launch and cruse at top speed close to shore and all the wave action erodes the shore line. People that live there are mor considerate
No	There already are boat launches at Cluculz Lake, so we don't need another one. Traffic flow and noise will increase. And I suspect this is a backdoor way into the original development proposal that was voted down by the property owners in this area.

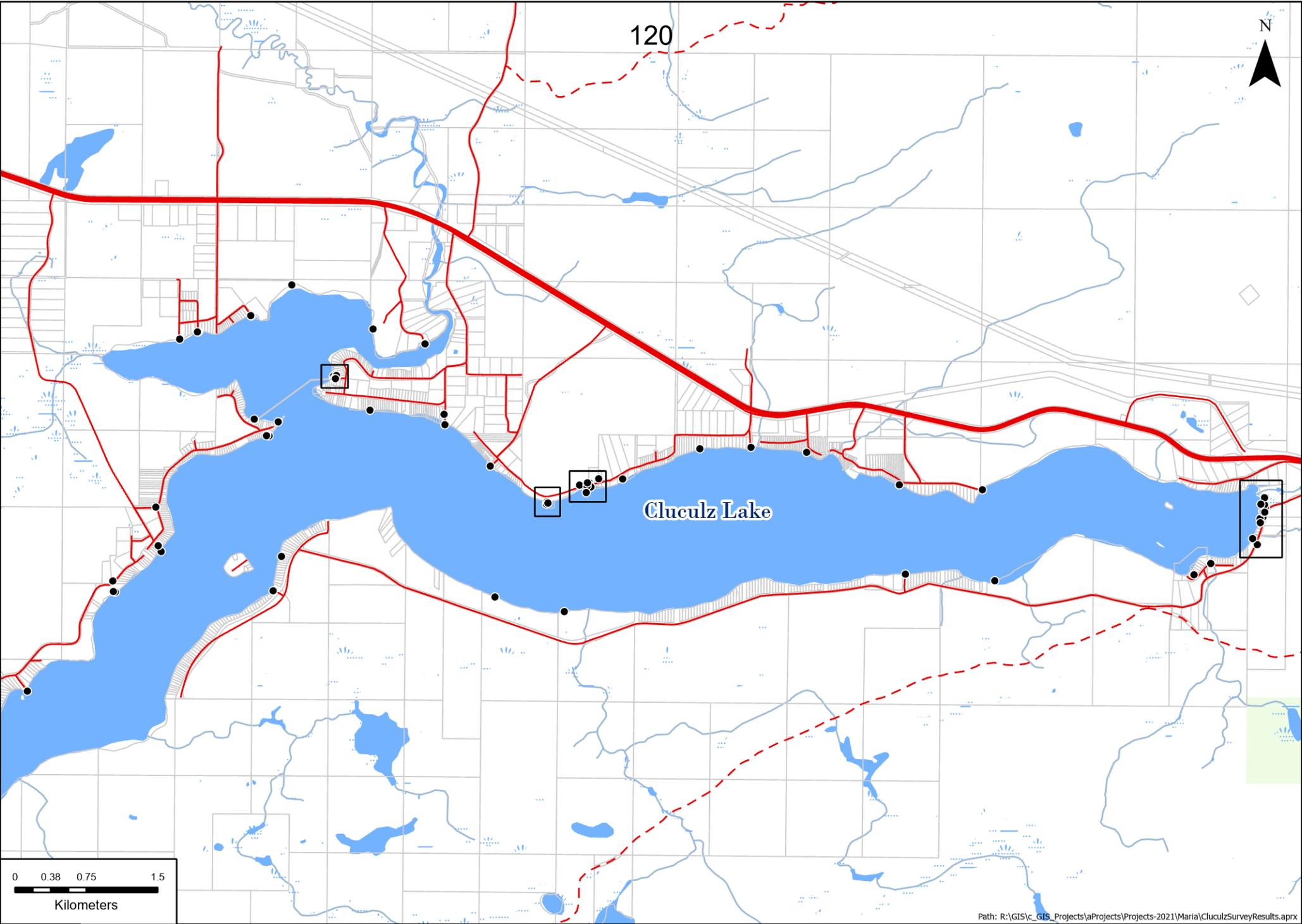
No	We already have far too many boats on the lake. A public launch will only increase that volume and create more pollution. The lake is also being overfished and more boats will exasperate this problem.
No	we have enough public boat launches on the lake and we do not need our taxes increased, they are already too high
No	Ruin lake life with out of towners littering and wrecking boat launch
No	Already a busy lake. Too much traffic.
No	We don't want more boats on the lake creating pollution. There is such a problem with toxic algae bloom. We would rather have money spent removing all of the weeds & taking care of the algae issue.
No	The traffic on the lake is already maximized in my opinion. Even with the number of unofficial public launches a proper, cement launch would be a game changer I think.
No	I feel that the lake is already too busy and there is already access to it. Making it Public would just encourage more water traffic. I am happy the way it is. Thank you.
No	There are already challenges with thefts of personal property in our area as well as a disregard for the safety of others and damage to property on shore lines when there are strangers constantly running our shorelines resulting in damages to property
No	I would possibly have said yes if you showed where the proposed boat launch is going to go
No	We need to protect our lake. Currently our lake is unhealthy and needs more effort to deal with the algae, weeds and declining fish populations under the current public access plan. Further to this the lake is very busy on weekends and long weekends.
No	Environmental
No	Because people leave there garbage everywhere and I don't want people parked all down the road I strongly oppose this project
No	Lake is already overpopulated with local property owners. If anything, the boat launch at Somerset estates should be repaired properly as it is the most used launch on the lake and is damaged every year due to weekend visitors s.
No	Too much disruption to wildlife
No	already too many boats on lake causing too much congestion and pollution
No	As far as we are aware, there are already multiple boat launches that are accessible to the public.
No	I do not support this public boat launch as I'm sure our property taxes will go up to pay for it. Another reason is the lake has no public beaches so we are going to end up having people think they can dock their boats anywhere.
No	There's already to many people there, the roads already can't handle the traffic on them. The lake isn't big enough for more people. And we already pay enough taxes for the pool in town. Plus there is enough theft that does not get dealt with for u
No	The lake is already too crowded with boats. There is already lots of noise pollution, garbage pollution, and at times it is almost impossible to pull a water skier during peak days as there are already too many watercraft on the lake
No	Lots of boats access the lake now, appears to be sufficient as is, all is well.
No	There are at least 3 public-access boat launches now that need repair and design improvement. Get those improved first...!!!!

No	That is inviting more crime to the lake. There is enough thief out there now. We do not need anymore. There is also a lot of boat activity on the lake now. increasing the boat activity will bring more danger to the water.
No	I agree that there should be public access to all local lakes. I am aware of at least 3 existing public access launch sites on the lake, most of which are probably within Ministry of Transportation road right-of-ways. Work with them to make improvement
No	We enjoy the natural state of the lake, quiet, wildlife. We think that a public beach will encourage noise and pollution, also dangerous boating
No	The lake is already too busy and the roads/infrastructure do not support any public access. Crime/theft is becoming a serious problem, more public access will likely increase that problem.
No	the lake is extremely busy already, people's safety is an issue, water and other environmental issues are already a problem on the lake,
No	Currently, the public access used in the east bay is making an environmental impact on the area. Garbage and fuel spillage is affecting what is supposed to be a protected area. Also, the boats roaring in and out are eroding the shorelines.
No	the cost of construction but mostly the rise in our taxes, our taxes were increased for the pool in Vanderhoof that we will never us.
No	there is already enough access to the lake. more boats on the lake will increase pollution with increased boat usage.
No	The lake is currently too busy with boats and we do no need to increase the numbers. Locals can gain access to the lake via their neighbors.
No	Too congested already, and getting more milfoil and weeds.
No	Too much traffic on the lake already with present issues, day users may have a lot less respect for the lake than invested people. Fix up the existing launch areas as they are in horrible shape (Somerset)
No	The lake is crowded enough with residences that own property at the lake already.
No	The lake is already very busy
No	I feel that there is enough boat launch access on the lake already.
No	The lake is busy enough with all of the property owners and their guests. Overcrowding is going to lead to more pollution of an already unhealthy lake.
No	Cluculz Lake has enough boating and fishing pressure at this time especially in the last few years. Any increase of boating activity could result in a terrible accident especially since the speed and size of the boats has dramatically increased.
Yes	More is needed
Yes	Adds value and access
Yes	Two things: 1) the existing boat launch on Somerset should be repaired/upgraded before a new boat is commenced. It is in terrible shape. 2) Thereafter, the boat launch should be along the Hwy 16 side, to facilitate traffic.
Yes	We need a properly built and maintained boat launch.
Yes	I need it to launch my boat
Yes	There is a need for a boat launch where parking is available now where most launches are done it impedes residence driveways or people are parking boats and trailers on the road making it very dangerous.

Yes	Because the lake is getting busier and the environmental impact of repeated launches is destroying lakebed and fish habitat in our area
Yes	A legal and to code public launch is desperately lacking. using a lake access road as a boat launch is an environmental problem because of its soft bottom and shallowness. We see damage to the lake bed and fish habitat
Yes	I would use it
Yes	A proper access for people is crucial to the safety if people loading and unloading boats at the lake.
Yes	The existing boat launches are absolutely terrible. This would give people who do not have a place on the lake to come and enjoy it. I was unable to navigate the map. My suggestion would be to build it on the north side of the lake for the best access.
Yes	Lakes should be for everyone
Yes	it would be nice to have a public dock again
Yes	Cluculz belongs to everyone not those who own land on it. Right access is limited.
Yes	We live on a property that has no direct access to the lake unless able to use public boat launches, we feel that having more access and availability to park vehicles with trailers is key.
Yes	No proper launch pad on the north or west end
Yes	There is no boat launch near the west end of the lake
Yes	I believe it will bring more opportunity to the area and will be beneficial to the area so other will get to enjoy such a beautiful lake
Yes	Cluculz is a big lake with very poor lake access. Many residents block off property that is not their own to prevent the public from accessing the water.
Yes	A public boat launch would allow both residents and guests to have a safe place to launch their motor crafts - supporting tourism and lifestyle that is promoted by the region for residents and visitors in the area.
Yes	We do not have an accessible boat launch due to steep terrain. *please make it handicap accessible
Yes	There are no decent boat launches on the lake. the few that exist are dangerous and not maintained especially for larger boats. We pay hefty taxes for a property with no lake access as our lot is very steep and we have a heavy boat.
Yes	The lake is busy and there is not enough access to the lake for others from town.
Yes	No official launch on lake
Yes	The lake is not private
Yes	Because current boat launches aren't maintained. It should be located on Guest Rd because its central on the lake and there aren't houses right next to it that would be effected by more public use. It seems to already be the most popular to use.
Yes	be nice to have a properly engineered and constructed boat launch on the lake.
Yes	It is needed.
Yes	Currently the Somerset's boat launch is broken down and difficult to launch at due to a massive gravel hump
Yes	There is no "good"access to lake for anyone right now. Especially for those who live here and don't have access to the lake. . People are always accused of trespassing. We need a public beach too please.
Yes	People need a proper place to load there boat and park their vehicle.

Yes	There needs to be a good launching site for boats with a parking area for day users.
Yes	Because there is a single, usable launch right now on the complete opposite side of the lake from my house. It's a 45 minute drive around the lake just to launch a boat! Also, everyone that he knows around him (around Meier) supports the construction.
Yes	Current boat launch I use is in very poor condition.
Yes	Opportunities for all to enjoy the lake.
Yes	Support IF: a public parking lot, plus a mooring thing, perhaps a dock/pier. aim for a place in deeper water.
Yes	It would be great to have a proper boat launch installed that is safe to use.
Yes	No decent launch anywhere close to where we live
Yes	Launching the boat in a designated spot would be safer
Yes	We need more access to the lake for bigger boats.
Yes	I plan to visit
Yes	We do not have a proper boat launch on such a big lake
Yes	Because the property I have does not have a location to launch a boat.
Yes	People need to launch their boats.
Yes	As a resident who does not have lakefront a public launch would be appreciated. However I also have observed that there are too many boats on the lake already.
Yes	The lake needs a proper designated area for the public to launch their watercrafts.
Yes	It will allow more people to get out and enjoy the lake without owning waterfront.
Yes	People living in the Regional District should be able to go boating on a regional lake, Cluculz Lake, even if they do not own property on the lake but do live near by.
Yes	A lunch with a concrete pad would be nice for everyone. Where is the issue so I'll mark on the map approximately knowing it can't be on private land.
Yes	Because I have a boat and it would be nice to have a good public boat launch.
Yes	You don't own a lake. A real boat launch is at almost all lakes this size. A hard surface would create less rutting with vehicles and jet wash from boats.
Yes	It is a big lake that is well used. Back in the pre 1980's there were 3 resorts that had boat launches. They were strategically spaced and accommodated people without having to go far from their cabins. The only boat launch now is far for most.
Yes	We feel these natural resources should be for everyone to use not just the property owners
Yes	It would be nice for residents who do live at Cluculz Lake but not on the water to have access to usage of the lake also whether it's boat, kayak or paddle boards.
Yes	We don't have one. There's plenty of lake access but no actual lot. This is the best location as it is double ~300ft. We want a concrete launch w/ garbage cans, and parking lot. guest rd access is better for bigger boats, but req more infrastructure.
Yes	It is necessary.
Yes	I believe that the lake is large enough to support a boat launch, parking lot and a park for day camping, like the one at west lake
Yes	The current "boat launches" are terrible
Yes	I think a new boat launch is a good idea. The existing boat launch at Dorset lane, off of Somerset drive should be upgraded. It is too shallow and can cause damage when launching.

Yes	It will improve access to the lake for non-waterfront property owners and make the area more enjoyable.
Yes	We need one badly. I live on sunset lane which is used as launch right now. The water is too low to launch, and is very muddy there.
Yes	Easy access to the boat launch from the highway for the public
Yes	Access to the lake for the public should be considered. Providing a boat launch for the public will make the lake accessible to a wider population for people to enjoy.
Yes	There is poor public access to Cluculz lake and residents have been allowed to block/deny access in the places that currently exist.
Yes	It should be on the highway side as there isn't a proper one
Yes	Sounds like it would be a good feature for properties in the area
Yes	There is lots of traffic on the lake now and there seems to be lots of problems at the current boat launches with parking of vehicles and boat trailers and the blocking of driveways. If it is done properly with lots of parking and is patrolled.
Yes	We need a public boat launch. Even if you own property on the lake, you may not be able to launch your boat there.
Yes	Thought there was public access when they bought in 2007 for them and their children, realized there wasn't and haven't been back since. Were abused by the residents.
Yes	Current boat launch sites cause boat and environmental damage and are not suitable. Use of lake justifies a proper launch.
Yes	It is a public lake - maintenance is the most important question - we want lake pride.
Yes	A new launch would be better for the environment rather than using old run down launches that can be hard on environment
Yes	I think the lake needs another dedicated public boat launch on the highway side. I do not agree with a park with it, though.
Yes	I believe a public-access boat launch would increase the value of my property.
Yes	Then it will be maintained at all times
Yes	1) The non-cabin owning public should be able to easily access the lake. Existing public access spots to launch boats are not readily obvious, and are not of particularly good quality.
Yes	I support it because I have a boat. It should be somewhere on the North side by Meir Rd.
Yes	A public boat launch near the east end of the lake would be welcome. Location and access are the main reasons.
Yes	AS one boat launch on lake and all riverboaters are wrecking and also to busy
Yes	Launch sites are inadequate and too few, with inadequate parking
Yes	Because the couple places you can put in a boat are shallow and not the best access points.
Yes	Very few people have access to their own private boat launch.
Yes	Wants to be able to access the lake because doesn't have lakefront property.
Yes	There is one on sunset but very shallow
Yes	Voted yes only if it built away from streets and property owners.
Yes	It is needed in an area that has a low incline to the water.



Path: R:\GIS\c_GIS_Projects\Projects\Projects-2021\Maria\CluculzSurveyResults.aprx



Cluculz Lake Survey Results

n=72 out of 270 survey responses
Responses have been moved to lakeshore if placed inland, or removed if placed in outside of map extent

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User: rowan.nagel



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
 From: Nellie Davis, Manager of Regional Economic Development
 Date: February 24, 2022
 Regarding: BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot

Recommendation:

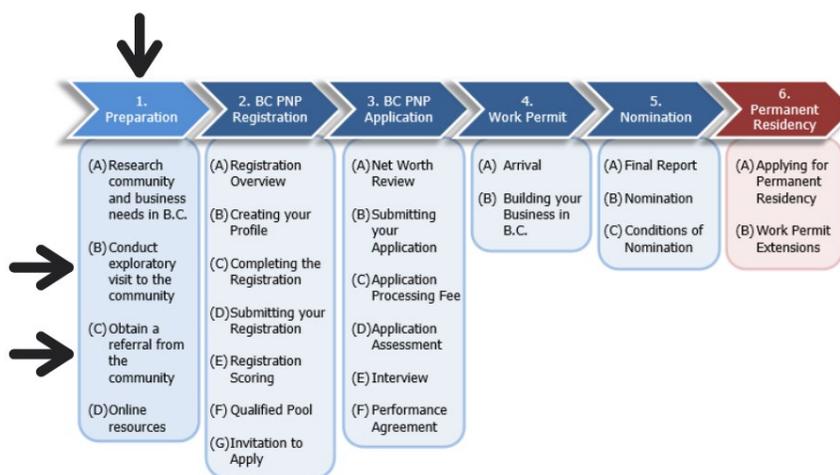
Receipt.

Background:

Following conversation at the January 20th Committee of the Whole Budget Meeting staff are bringing a summary of the RDBN's participation in the BC PNP EI Regional Pilot Program.

The Program, offered through the Ministry of Municipal Affairs Immigration Programs Branch, provides an opportunity for local governments to participate in the review of applicants wishing to immigrate as entrepreneurs to their area. Nominees who receive a referral from a local government are reviewed by the Province based on a calculation of several factors, including net worth, job creation potential, and language proficiency. Applicants who meet the criteria are invited to apply to the program and, upon approval, enter into a two-year agreement with the Province to meet their stated business goals. After the two-year agreement is complete nominees are invited to apply for Permanent Residency.

Local governments participate early in the process, as indicated on our website [here](#):



We also have a commitment to participate with Item A of Step 4 above (Arrival) for nominees for whom we have provided a referral. The RDBN has one active referral with the Province and will maintain our requirement to support the arrival process should the applicant be successful.

Each Electoral Area registered independently. The RDBN can only support nominees whose proposed business meets the economic priorities as identified by NAICS code. These priorities were updated with the RDBN's participation renewal in May 2021. They are as follows:

Priority Sectors:

- 111 - Crop production (Areas A, B, C, D, E, F, G)
- 112 - Animal production and aquaculture (Areas A, B, C, D, E, F, G)
- 113 – Forestry and Logging (Areas C, D, G)
- 115 - Support activities for agriculture and forestry (Areas A, E)
- 321 - Wood product manufacturing (Areas B, C, D, E, F, G)
- 3391 - Miscellaneous manufacturing (Areas A, B, C, D, E, F, G)
- 7139 - Other amusement and recreation industries (Area B)
- 721 – Accommodation Services (Area A)

The BC PNP EI Regional Pilot is now in Phase Two. A second phase of the Pilot was initiated by the Province as the original program was highly impacted by COVID-19. Provincial reporting for Phase 1 included 103 applications to the Provincial program, with 90% of invited registrants submitting an application. Of those applicants, 63 were approved by the Province to receive work permits and come to BC. At the end of 2021, 17 Regional Pilot entrepreneurs had arrived with their families in BC.

The RDBN has received 63 inquiries about the Program via our online form. Each of those inquiries received a reply, with approximately 20 of them communicating ineligibility due to invalid NAICS codes for our region. Business proposals with valid NAICS code were invited to submit a business plan. Nine plans were submitted in total with two plans considered viable businesses for the zoning, climate and terrain. Both nominees (one in 2019 and one in 2021) completed exploratory visits and received a referral to the program from the RDBN.

Staff estimate the monthly time commitment for program participation to be 6 hours. This includes an optional 3 hour monthly call with program participants to share learnings and successes, as well as 3 hours per month to respond to inquiries.

Since joining the program in 2019, the RDBN has made two referrals to the Province. The status of the first is unknown, and the second is currently in the Application Assessment stage with the Province.

As per Committee recommendation to the Board on January 20th, should Directors so choose, staff will immediately convey the decision to remove Electoral Areas from the program. The RDBN's commitment to the active nominee will remain in effect even if participation is withdrawn from the Program moving forward.

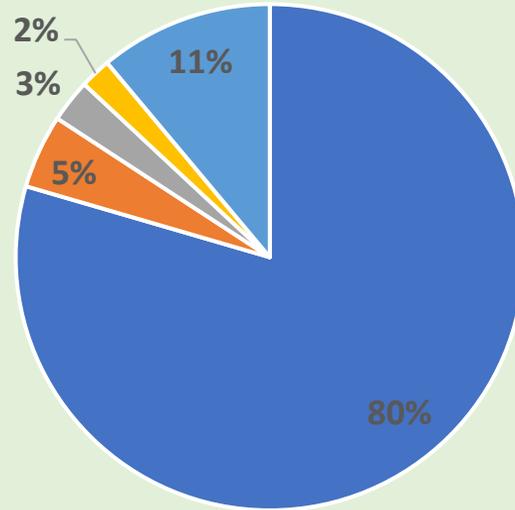
Attachments: BC PNP EI Regional Pilot Community Briefing Slides
RDBN BC PNP EI Regional Pilot Referral Process Flow Chart
BC PNP EI Regional Pilot Referral Form

Link: [RDBN Regional Pilot Communities Page](#)

Why was a Regional Pilot introduced?

Benefits of immigration not provincewide

- Vancouver
- Victoria
- Abbotsford - Mission
- Kelowna
- All other



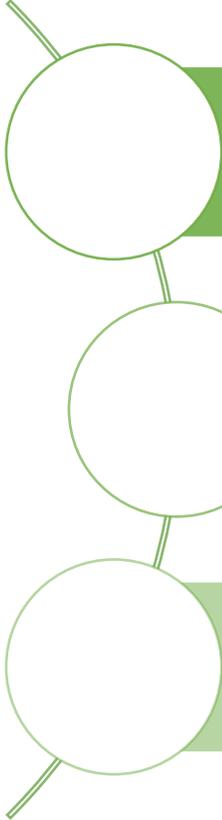
Admissions of Permanent Residents by Intended Destination 2019

Communities didn't know about immigrant entrepreneurs setting up a business in their community

Entrepreneurs and families arrived with no business or community connections

Entrepreneurs were setting up businesses that may not be a fit with local needs

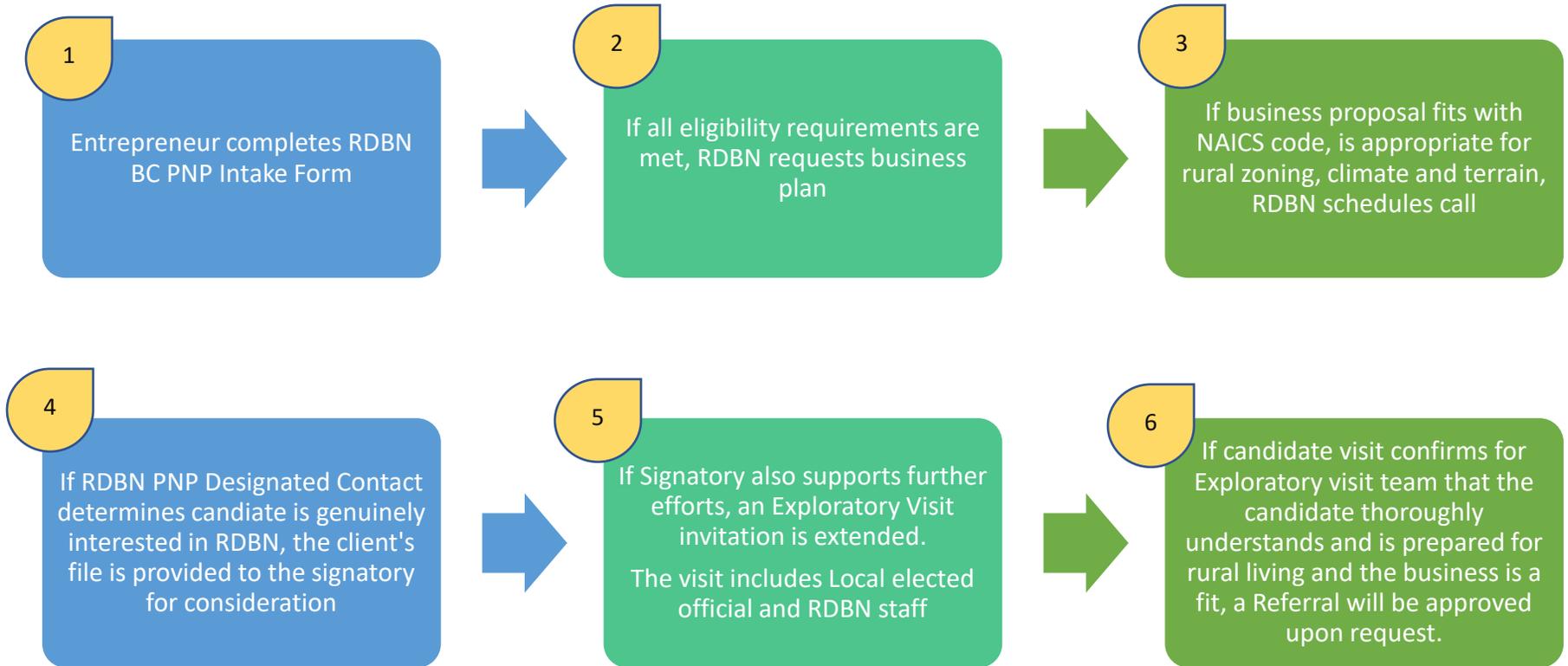
Goals of the ¹²⁴Regional Pilot



To support the economic development priorities of rural communities in B.C.

To leverage local resources and expertise so that entrepreneurs flourish and succeed

To maximize the economic benefits of immigration across all regions of the province.





Submission instructions:

1. Email a completed copy of this form to the BC PNP: PNPConcierge@gov.bc.ca
2. Provide a completed copy of this form to the prospective foreign entrepreneur

IMPORTANT INFORMATION FOR COMMUNITIES

The BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration - Regional Pilot enables communities to have an active role in attracting and retaining foreign entrepreneurs to support local economic development.

- **This form MUST be signed by the Signatory who has legal authority to act on behalf of this community (as identified on the Community Enrolment Form).**
- Once the Referral Form has been signed by the community's Signatory, the Community will provide a digital copy to the foreign entrepreneur.
- Communities should retain a copy of all referral documents for their own records.

For further details about the criteria and process, please refer to the [Entrepreneur Immigration - Regional Pilot Program Guide](#).

Community questions about the Entrepreneur Immigration - Regional Pilot can be directed to: PNPConcierge@gov.bc.ca

A. PROSPECTIVE FOREIGN ENTREPRENEUR INFORMATION

FIRST NAME:	LAST NAME:	DATE OF BIRTH (dd-mmm-yyyy):
Industry of Proposed Business (6-Digit NAICS) <i>Communities to ensure that the NAICS is consistent with one of their active NAICs.</i>		
Brief description of proposed business:		

B. EXPLORATORY VISIT DETAILS

Date of in-person exploratory visit for the BC PNP Entrepreneur Immigration - Regional Pilot:

FROM (dd-mmm-yyyy):

TO (dd-mmm-yyyy):

Summary of the exploratory visit(s):

Please describe all activities that occurred during the formal exploratory visit conducted for the purposes of the EI-Regional Pilot.

Summary of formal meeting with the foreign entrepreneur and the Designated Contact Person:

Please include date and duration of meeting, who participated (submit list of participants, provide list of meeting participants for the Exploratory Visit and include names, position titles, company, involvement in project), what was discussed including any material provided (business concept, proposed job creation, investment and/or potential business site), and why the entrepreneur chose your community.

C. COMMUNITY ACKNOWLEDGEMENT

By signing this referral form, I confirm that:	
The information provided in this referral form may be used by BC PNP staff during the assessment of the foreign entrepreneur's registration and/or application to the BC PNP. The BC PNP has sole discretion to assess the application.	I understand <input type="checkbox"/>
My community received consent from the foreign entrepreneur for the collection and sharing of personal information with the BC PNP for the purposes of assessing their application and for administering the BC PNP.	I understand <input type="checkbox"/>
A referral does not guarantee an invitation to apply (ITA) nor does an ITA guarantee application approval.	I understand <input type="checkbox"/>
Neither I, nor my immediate family members, has any vested interest or other conflict of interest in this referral.	I understand <input type="checkbox"/>
Should there be any potential, real or perceived vested interest or other conflict of interest in this referral, I will disclose this information to the BC PNP immediately.	I understand <input type="checkbox"/>
The BC PNP reserves the right to limit the number of referrals from individual communities	I understand <input type="checkbox"/>
LEGAL NAME OF ENROLLED COMMUNITY:	
NAME OF LOCAL GOVERNMENT SIGNATORY:	
POSITION TITLE:	EMAIL:
SIGNATURE:	DATE (dd-mmm-yyyy):

NEXT STEPS:

- Send digital copies of the following documents to the BC PNP (at the email address at the top of page 1):
 - Foreign Entrepreneur Referral Form
 - Request for Referral Form (signed by the foreign entrepreneur)
- Send a digital copy of the Referral Form to the foreign entrepreneur

The foreign entrepreneur is responsible for the following:

- Review the [BC PNP Entrepreneur Immigration - Regional Pilot Program Guide](#) to understand the requirements and process for applying to the BC PNP.
- Create and submit an Entrepreneur Immigration - Regional Pilot registration through [BCPNP Online](#), pay the registration [processing fee](#) and upload the following documents:
 - Foreign Entrepreneur Referral Form (required)
 - Language test results (required)
 - Use of Representative Form (if applicable)

If the foreign entrepreneur's registration qualifies, they may be invited to submit a full application. **Please note that a referral from a community does not guarantee that they will be invited to apply.**

For more details on the process, please refer to the [Entrepreneur Immigration - Regional Pilot Program Guide](#)

Entrepreneur questions about the Entrepreneur Immigration - Regional Pilot criteria or process can be directed to: En.imm@gov.bc.ca

The personal information on this form is collected by the Province of British Columbia (the "Province") for the purposes of administering, and assessing applications under, the British Columbia Provincial Nominee Program (the "BC PNP"), as authorized by section 8 of the Provincial Immigration Programs Act and under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, email: PNPInfo@gov.bc.ca or in person at Suite 450 – 605 Robson Street, Vancouver B.C.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Deputy Director of Corporate Services

DATE: February 24, 2022

SUBJECT: Committee Meeting Recommendations
– January 20, 2022 and February 10, 2022

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendations 1 to 11 as written.

The following are the recommendations from the January 20, 2022 Committee of the Whole Budget Meeting and the February 10, 2022 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole Budget Meeting – January 20, 2022

Recommendation 1:

Re: BNWOT and BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot

“That the Board withdraw from the Bulkley-Nechako Workforce Opportunities Table and the BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot.”

Recommendation 2:

Re: 2022 Operational Budget Impacts – “One-Stop-Shop”

“That the Board support the proposed changes to the Environmental Services operations and include these amounts in the 2022 budget.”

Recommendation 3:

Re: 2022 Budget Update

“That the Board have staff proceed with the budget with the current operational and capital proposals and bring back the 2022 budget for first and second reading on January 27, 2022.”

Committee of the Whole Meeting – February 10, 2022

Recommendation 4:

Re: Federal Government Committed Funding & UBCM Discussion Paper

“That the Board direct staff to research the funding available, allocation and programs currently in place in the region in relation to the 2017 federal government committed \$120.7 million over five years to address the overrepresentation of Indigenous Peoples in the criminal justice and corrections system; and further, that a Discussion Paper be drafted when meeting with the Minister of Mental Health and Addictions, Minister of Health and Minister of Indigenous Relations and Reconciliation at the Union of BC Municipalities.”

Recommendation 5:

Re: Watershed Security Strategy and Fund Discussion Paper

“That the Board submit a response to the Ministry of Environment and Climate Change Strategy in regard to Watershed Security Strategy and Fund Discussion Paper; and further, that staff provide a report to the Board prior to submission.”

Recommendation 6:

Re: Skeena Roundtable Design Workshop

“That the Regional District of Bulkley-Nechako Board appoints the Chief Administrative Officer or First Nations Liaison to attend the Skeena Roundtable Design Workshop on their behalf.”

Recommendation 7:

Re: North Central Local Government Association AGM & Convention – May 3-6, 2022 – Fort St. John

“That the Board write a letter to the North Central Local Government Association requesting that a virtual option be considered for its AGM and Convention on May 3-6, 2022 in Fort St. John.”

Recommendation 8:

Re: NCLGA AGM & Convention – May 3-6, 2022 – Fort St. John Charter Flight

“That the Board direct staff to investigate the costs of a charter flight from Burns Lake to Fort St. John for the North Central Local Government Association AGM and Convention on May 3-6, 2022 in Fort St. John.”

Rural/Agriculture Committee Meeting – February 10, 2022

Recommendation 9:

Re: Grant in Aid Allocation

1. “That the Board support the following resolution being submitted to NCLGA and UBCM:

WHEREAS there is a CRITICAL shortage of Veterinarians, particularly for large animals, in BC; and

WHEREAS the Province of BC sponsors 20 IPA (Inter-Provincial Agreement) students (out of the 140+ who apply) per year for the four-year Doctor of Veterinary Medicine program at the Western College of Veterinary Medicine at the University of Saskatchewan, and has the option to sponsor an additional 20 students under the IPA;

THEREFORE BE IT RESOLVED that NCLGA and UBCM request the Minister of Advanced Education and the Government of BC commit to funding a total of 40 Veterinary students under the Inter-Provincial Agreement in each year for four years at the Western College of Veterinary Medicine.

2. That the Board request a meeting with Premier Horgan to discuss the veterinary shortage in BC.”

Recommendation 10:

Re: Fort Fraser Local Community Budgets

“That the Fort Fraser local budgets be included in the Regional District overall budget.”

Recommendation 11:

Re: COVID-19 Relief Fund Applications

“That the Board approve the following applications for COVID-19 Relief Funds:

- **Electoral Area “A” (Smithers Rural)**
 - Round Lake Community Hall – Insurance - \$3,263.00
- **Electoral Area “B” (Burns Lake Rural)**
 - Lakes District Festival Association- Insurance and Fees - \$1,443.73
- **Electoral Area “F” (Vanderhoof Rural)**
 - Vanderhoof Curling Club – Utilities, Insurance, Ice Supplies - \$17,474.33
- **Electoral Area “G” (Houston Rural)**
 - Topley Community Club – Insurance and Hydro - \$3,520.34.”



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Director of Corporate Services

DATE: February 24, 2022

SUBJECT: RDBN Board of Directors Remuneration

RECOMMENDATION: (all/directors/majority)

That the Board direct staff to bring forward Regional District Board Remuneration for consideration prior to October 2022 Local Government Elections.

BACKGROUND

The RDBN Directors' Remuneration Bylaw identifies the effort, energy, and commitment in fulfilling the roles of Chair, Vice-Chair, Committee Chair, and Director. It provides fair and reasonable compensation for sitting on a number of Committees, representing the Regional District on external agencies, and fulfilling jurisdictional responsibilities.

In 2014, a comprehensive review of Directors' Remuneration was conducted prior to Local Government Elections.

Subsequently, a new Director's Remuneration Bylaw was adopted in 2018 prior to Local Government Elections. This bylaw reflected changes to the Canadian Revenue Agency's *Income Tax Act* which removed the municipal Officer's allowance. The bylaw increased remuneration to balance the loss of the allowance, included compensation for travel time, reimbursement for vehicle insurance, communication expenses, and flexibility regarding attendance at conventions and other events.

In 2019, further amendments were made in regard to meal reimbursement and remuneration for the Vice-Chair.

The last amendments were adopted in October 2021 which included updates to the per diem rate for meal expenses, extended health and dental benefits, and updated wording for Electoral Area Directors meeting expenses.

Should the Board support a review of the Remuneration Bylaw, staff would also recommend that meal reimbursement be removed from the bylaw and be provided as a "stand-alone" travel policy for both staff and Directors.

Attached, for information, is UBCM's Council & Board Remuneration Guide (First Edition, September, 2019).

It is important to conduct regular reviews regarding remuneration. Staff is recommending that a review be conducted prior to the 2022 Local Government Elections and that this Board set the remuneration rates for the next term of office.

Attachment:

Union of BC Municipalities Council & Board Remuneration Guide



UNION OF BC MUNICIPALITIES

COUNCIL & BOARD REMUNERATION GUIDE

FIRST EDITION
SEPTEMBER, 2019

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INTRODUCTION

In British Columbia, local governments are responsible for providing a broad range of local services to address infrastructure needs, regulate land use, move people and goods, tackle challenging social issues, promote active living, protect the natural environment, and deal with a host of other issues. The elected officials that sit on the municipal councils and regional district boards collectively make, and accept responsibility for, the funding, policy, and service delivery decisions that are required in order for local government to work. Local elected officials also have responsibility for ensuring that the councils and regional district boards themselves function effectively as democratic, representative governing bodies.

Effective governance requires the elected officials to make decisions regarding the structure and operation of the governing bodies. One of the more difficult decisions that must be made by the officials involves the setting of their own remuneration.

Local elected officials in BC endorsed a resolution at the 2018 Union of BC Municipalities (UBCM) Convention that tasked UBCM with developing a resource to support local decision makers in the development of remuneration packages that are defensible and fair. This *Council & Board Remuneration Guide* presents best practices for local governments to consider.

Development of Guide

The *Guide* was developed through a five-stage process:

- > *Stage 1: Background Research* — Research was conducted to identify and understand the challenges faced by local governments in setting remuneration levels for council members and board directors. Remuneration approaches for elected officials in other orders of government were briefly explored as part of the research.
- > *Stage 2: Survey* — A survey was sent to every municipality and regional district in the province to understand elected official remuneration policies and practices in place today, to learn about approaches that appear to work well, and to understand lessons learned. A total of 75 local governments responded to the survey, which translates into a response rate of 39%. Included in the list of respondents were eleven of the twenty largest municipalities (by population), five

LOCAL GOVERNMENT AUTONOMY

The best practices set out in the Guide recognize that local governments have autonomy to develop approaches to remuneration that reflect local needs and circumstances. The Guide offers practical advice, based on research findings and the experiences of municipalities and regional districts, for local governments to consider. Each local government will need to determine, based on its own review of the information, its preferred course of action.

of the smallest municipalities, and twelve regional districts. All regions of the province were well represented (see sidebar).

- > *Stage 3: Interviews* — Approximately twenty follow-up interviews were conducted with a subset of the municipalities and regional districts that responded to the survey. Written materials from these local governments were obtained and reviewed; materials from other places identified through the research were also reviewed.
- > *Stage 4: Best Practices* — Based on the background research, survey results, and discussions with individual local governments, a set of best practices was developed for the *Guide*.
- > *Stage 5: Guide* — The UBCM Executive approved the scope and approach for the *Guide*. The final draft, complete with recommended best practices, was reviewed by UBCM's Presidents Committee. Input provided by the Presidents Committee was used to finalize the document.

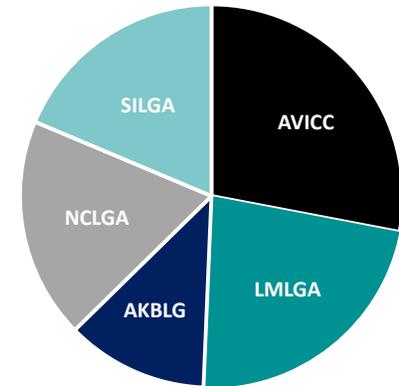
Organization of Guide

The *Council & Board Remuneration Guide* is organized into six separate sections. Section 1 sets the stage by exploring why remuneration for elected officials is important, and why local governments need to review remuneration levels periodically. Sections 2, 3, and 4 then focus on remuneration reviews themselves. Section 2 begins by considering who should conduct such reviews. Three options are identified and assessed. Section 3 addresses the question of "when" — specifically, when to review remuneration, and when to implement the results of a review. The distinction between a full review and an adjustment is explained in this section. Section 4 examines how to conduct a review. The development of comparison groups, the collection of data, and the use of simple formulas are all topics that are addressed the text. Advice on expenses and benefits is also provided. Section 5 addresses the importance of communication. Information to communicate, audiences to reach, and methods of communication to consider are outlined.

Best practices for local governments to consider in addressing remuneration for elected officials are presented throughout the *Guide*. Section 6 brings the practices together into one summary table.

SURVEY OF LOCAL GOVERNMENTS

In total, 75 municipalities and regional districts participated in the survey on elected official remuneration. As illustrated in the accompanying chart, all regions of the province (identified using UBCM Area Associations) were represented.



Use by Local Governments

It is important to emphasize that the *Guide* does not prescribe or suggest specific levels of remuneration or particular expense and benefits packages for local elected officials. The *Guide* is focused, instead, on helping local governments develop approaches that can be used by decision-makers to establish compensation programs that are fair both for elected officials and local taxpayers.

It should be noted, as well, that the *Guide* recognizes the autonomy of local governments in the development of approaches that reflect local needs and circumstances. The *Guide* offers practical advice for local governments to consider, based on research findings and the experiences of municipalities and regional districts around the province. Each local government, however, will need to determine, based on its own review of the information, its preferred course of action.

On a related note, the *Guide* recognizes that there is significant variability among local governments in British Columbia. Considerable differences in population, area, scope of services, size of administration, location, growth rate, local economy, and other factors mean that local governments will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. To assist local governments in this task, care has been taken to provide advice that can be applied in a variety of local settings.

Key Terms

Certain terms are used repeatedly throughout the *Guide*. Key terms and their meanings are presented in Figure I.1 in alphabetical order.

VARIABILITY AMONG LOCAL GOVERNMENTS

Considerable differences among local governments in population, area, scope of services, size of administration, location, economy, growth rate, and other factors mean that jurisdictions will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. Care has been taken to provide advice that can be applied in a variety of local settings.

Figure I.1
Key Terms in the Guide

Term	Meaning
Benefits	Benefits are the incentives, services and protections provided to local government elected officials during their time in office.
Expenses	Expenses are charges incurred by local government officials in the course of their duties, and are necessary in order to perform their duties.
Local Governments	Local governments include municipalities, governed by councils, and regional districts, governed by boards of directors.
Local Government Elected Officials	Local government elected officials include members of municipal councils, and directors of regional district boards. Members of council include mayors and councillors. Regional district directors include chairs and vice chairs.
Remuneration	In a narrow sense, the term remuneration in the <i>Guide</i> refers specifically to money that is paid to local elected officials as compensation for the duties they perform. Remuneration in this sense includes base salaries, but also supplemental payments that typically take the form of per-meeting stipends. Remuneration is also used in a broader sense to include expenses and benefits packages, in addition to money. The exact usage of the term throughout the text is context-specific.
Remuneration Adjustment	This term refers to increases that are automatically applied, usually on an annual basis, to an elected official's base salary. The level of adjustment is determined by a pre-determined index (e.g., consumer price index), or combination of indices.
Remuneration Review	A remuneration review is a formal assessment of existing remuneration provided to elected officials. In most cases, reviews include a consideration of pay, expenses, and benefits.

SECTION 1

IMPORTANCE OF REMUNERATION

Most people who seek election to a municipal council or regional district board are driven, first and foremost, by a strong sense of public service and a desire to make their communities better. Remuneration is not, in most cases, an important motivating factor. Individuals who do make the commitment to serve as local elected officials, however, should be able to expect fair and reasonable compensation. This section of the *Guide* explains why remuneration is both warranted and important.

FACTORS TO CONSIDER

Time Commitment

Local government elected officials are expected to commit considerable time (and energy) to their roles on municipal councils and regional district boards. In larger municipalities and in some regional districts, the roles of mayor and chair are full-time positions in which incumbents typically work more than full-time hours. Even in places where such positions are part-time in nature, the time requirements can be significant, as they are for councillors and directors. Time must be spent reviewing comprehensive agenda packages, attending council or board meetings and public hearings, engaging with residents, participating in civic events, and handling a variety of other tasks. For elected officials who serve on more than one governing body, on committees and commissions, and as appointees to external agencies and associations, the time commitment is even greater.

Councils and boards need people who are willing and able to commit the time needed to serve. Remuneration reflects and compensates individuals for the time they must spend to do the job.

Employment and Financial Impacts

The time required to serve on a municipal council or regional district board will reduce the amount of time available to spend on other paid work. For individuals who are mid-career, this reality can negatively impact their current employment situation, as well as their total earned income. In some cases the impact may extend to affect future career development and earning potential, since time spent on a council or board translates into less time available to apply to building a career path.

TIME COMMITMENT

“Municipal politics is different than the rest in that Council members are always on the clock. Businesses close at the end of a day, people go home from work and provincial and federal politicians have staff and deputies to assist with their very demanding schedules. City Council members are on their own and take ownership of all issues and concerns from the community. They are never off the clock.”

*Remuneration Task Force
City of Kamloops*

Remuneration for local elected officials will not fully offset the employment and financial impacts experienced in every case. In keeping with the public service motivation of people who choose to run for local office, there is arguably a tacit acceptance by those in office of some level of sacrifice. Remuneration should, however, be fair as well as sufficient in order to mitigate any sacrifice required. Unfair and insufficient remuneration may render elected office off-limits to a variety of prospective candidates.

Responsibility

Municipal councils and regional district boards are responsible for increasingly broad and complex portfolios of local government services. The elected officials who sit on these governing bodies contribute to and accept responsibility for funding, policy, and service delivery decisions that are taken to meet infrastructure needs, promote land use goals, tackle social issues, provide opportunities for sport and recreation, protect sensitive environments, regulate activities, and deal with a host of other issues. These decisions, which even in small jurisdictions can be weighty and contentious, affect the lives of residents and the long-term prosperity of communities. Fair remuneration for persons who are willing to accept such responsibility is warranted.

Representative Government

As representative governing bodies, it is important that municipal councils and regional district boards reflect, to the extent possible, the diversity of the communities they serve. Inadequate remuneration, either in terms of pay and/or benefits, stands as a potential barrier to participation for people who are without other sources of income. Fair remuneration is important in helping to reduce barriers, and in attracting capable people from a variety of backgrounds, demographic groups, socio-economic classes, and employment types.

IMPORTANCE OF REVIEWS

The factors outlined thus far help to explain why remuneration for local government elected officials is both warranted and important. The factors also highlight the need for local governments to regularly review their elected official remuneration programs in order to ensure that they remain fair over time as expectations and circumstances change. Remuneration levels that are left static in the face of changing circumstances, including shifts in the cost-of-living, risk becoming barriers to participation.

GOVERNING BODY DIVERSITY

Municipal councils and regional district boards are representative governing bodies. Their legitimacy is strengthened when they reflect the diversity of the communities they serve. Inadequate remuneration is a potential barrier to participation for individuals who may wish to serve, but who lack other sources of income and/or benefits. In these cases, diversity in the membership of local governing bodies may be difficult to achieve.

SECTION 2

WHO SHOULD CONDUCT REVIEWS?

In an effort to ensure that remuneration levels for local elected officials remain fair over time, local governments undertake remuneration reviews. Reviews are the focus of Sections 2, 3, and 4 of the *Guide*. Section 2 — this section — begins by exploring who should conduct a review.

OPTIONS TO CONSIDER

In some jurisdictions, elected official remuneration is reviewed by the municipal council or regional district board itself, or by a committee of the council or board. In most places, however, reviews are assigned to other parties in order to relieve elected officials from the difficult task of having to develop their own levels and terms of compensation. The three most common options are local government staff, an independent task force, and experienced consultants.

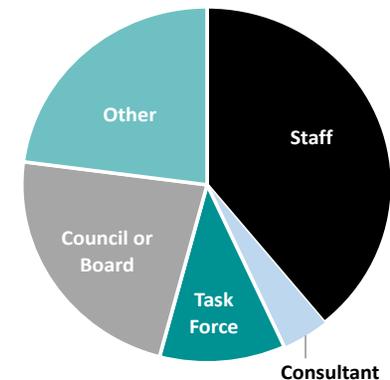
- > *Local Government Staff* — According to the survey of local governments that was conducted for the *Guide*, the use of local government staff to review elected official remuneration is the most popular option.¹ Most of the jurisdictions that reported using their own staff, it is worth noting, are small in size.
- > *Experienced Consultant* — This decision to assign a review to an outside, external consultant is less common, but is used in certain communities. Under the approach, a consultant is hired to conduct the relevant research, examine options, and recommend remuneration and benefit levels.
- > *Independent Task Force* — This option of an independent task force, comprised largely or entirely of local residents, is used by some local governments across the province, including large cities, small villages and towns, and regional districts.² The size and composition of the task force are important points to consider; so, too, is the mandate of the committee, its methodology, and the support it is provided.

¹ In all, 39% of responding local governments reported using local government staff to conduct reviews.

² The body is referred to as a Working Group, Advisory Group, Panel, Task Force, or Committee.

ASSIGNMENT OF REVIEWS

The accompanying chart based on the survey results shows that many jurisdictions today assign local elected official remuneration reviews to local government staff.



Pros & Cons

The choice of option may be informed by past experiences, and by local expectations and views regarding elected official compensation. The choice will also be influenced, however, by an assessment of the pros and cons that are associated with each of the alternatives. Figure 2.1 presents some of the key pros and cons that local governments may wish to consider.

Figure 2.1
Options to Consider

Options	Pros	Cons
Local Government Staff	<ul style="list-style-type: none"> > understand roles, responsibilities, and workload of elected officials > understand local context > easy access to data from other communities, particularly where benchmark group exists > cost effective 	<ul style="list-style-type: none"> > perceived as being less-than-independent from governing body > may be perceived or actual conflict of interest in cases where linkage (formal or informal) between elected official and staff remuneration
Experienced Consultant	<ul style="list-style-type: none"> > independent from elected officials > familiar with use of data and metrics, and with local government practices > option enables decision-makers to point to and rely on expert advice 	<ul style="list-style-type: none"> > may not understand or be sensitive to local context > may be costly
Independent Task Force	<ul style="list-style-type: none"> > independent from elected officials > places in hands of community (members from community) > understands local context > cost effective > different perspectives involved > potential to raise profile of local government, and importance of remuneration 	<ul style="list-style-type: none"> > may lack understanding of the roles, responsibilities, and workload of elected officials > relies on credibility of committee members > governing body may have difficulty rejecting recommendations

INDEPENDENT TASK FORCE

The use of an independent task force provides for a high degree of separation for elected officials from the development of their own remuneration packages.

PREFERRED APPROACH

The independent task force emerges in Figure 2.1 as the preferred option for undertaking elected official remuneration reviews. The task force's independence from decision-makers, as well as staff, enables it to operate in a way that is free of local government involvement and — more importantly — *perceived* to be free of such involvement. This freedom adds to the credibility of recommendations that come forward, and protects elected officials and their staff from conflict of interest issues and other controversies. The independence also allows the task force to speak to the roles, responsibilities and expectations of elected officials, and the importance of appropriate remuneration, in ways that the elected officials and staff would find difficult to do.

It is worth noting that the use of independent task forces and panels to determine elected official remuneration is widespread at the provincial and federal government levels in Canada. These jurisdictions recognize the value of the approach in protecting elected officials from challenges related to conflict of interest that inevitably arise in the development of their own remuneration.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Membership

To the extent possible, diversity in the membership of the task force is important. A common practice is to include, at a minimum, representation from the local business community, as well as the non-profit or public sector. Many governments also find the appointment of an individual with past experience in local government as an elected official or senior staff person to be advantageous. These individuals bring a local government perspective, and can help ensure a clear understanding on the task force of the roles and responsibilities of elected officials. Individuals with human resources experience or a legal background are considered to add value in some places. Citizens-at-large are included on many task forces.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Other considerations related to membership are as follows:

- > *Size* — Some places (e.g., Tofino, Metro Vancouver, Alberni-Clayoquot Regional District) limit the number of members to three; others (e.g., Abbotsford) allow for a maximum of five; still others (e.g., Kamloops) appoint seven. Larger bodies allow for greater diversity and a broader range of perspectives; smaller groups may be more nimble and able to reach consensus more easily. In relatively small jurisdictions, smaller task forces may be more practical to assemble given the smaller number of candidates relative to the situation in larger centres.
- > *Appointment* — In most jurisdictions that use independent task forces, members are appointed by the Chief Administrative Officer of the local government. This approach reinforces the group's independence from the governing body whose remuneration the task force is reviewing.

Terms of Reference

As with any advisory body, formal terms of reference for the task force are important. Task force terms should set out:

- > the purpose of the task force
- > the task force's membership, including number and qualifications of members, and the designation of a chair
- > the method and term of appointment
- > the task force's mandate, or scope of review, including the specific items (e.g., base remuneration, expenses, benefits, annual adjustments) on which the task force is expected to provide recommendations
- > a methodology to guide the task force, including any specific factors, bases of comparison, and criteria for the task force to consider in developing its recommendations
- > expectations regarding consultation, including consultation with the public
- > the expected number of task force meetings, and the meeting procedures to follow
- > support resources available to the task force in conducting its work
- > the task force's reporting schedule

GUIDANCE TO TASK FORCE

Even when task forces are free to choose their own approaches, it is useful for jurisdictions to provide guidance on methodology, and identify specific items for task forces to consider in their work.

The terms of reference for Abbotsford's Council Remuneration Citizen Task Force state that "the Task Force will research and consider all aspects of compensation that it believes are relevant to making its recommendations, but will specifically consider [certain] matters..."

- > policies, bylaws, and other documents of the local government that govern the task force's work and conduct

To underscore the importance of autonomy, some jurisdictions allow their task forces to themselves choose the data, factors, and criteria to use in developing recommendations. Even in these cases, however, jurisdictions will provide guidance on methodology or, more commonly, identify specific items for task forces to consider in addition to any others that the task forces determine to use.

Task Force Support

The primary value of a remuneration task force is its independence from the local government. The elected officials who receive and who are affected by the task force's recommendations benefit from this independence. The task force is not expected, however, to conduct its work completely on its own, without assistance from the organization. Indeed, for the task force to succeed, it must be able to rely on staff to collect and analyze data, organize meetings, conduct research, and draft the task force's report. It is important for local governments to assign a senior manager as a liaison to the task force, and sufficient staff resources to give the task force the support it needs to fulfill its mandate.

Another form of support for the task force is education. To make meaningful recommendations that reflect the duties, workload, and expectations of elected officials, task force members need to have a good understanding of local government, and of the roles and responsibilities of mayors/chairs, and councillors/directors. Local government staff can assist by providing an orientation to task force members at the beginning of their mandate. Alternatively, or in addition, task force members can be given reference materials such as the booklet available online at the Ministry of Municipal Affairs, titled *Thinking About Running for Local Office?*

BEST PRACTICE

- > *Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.*

TASK FORCE SUPPORT

*"The District Chief
Administrative Officer and
Director of Financial Services
shall serve as non-voting
resources to the [citizen]
Advisory Group."*

*Council Remuneration
Advisory Group
District of Tofino*

SECTION 3

TIMING AND FREQUENCY OF REVIEWS

Local governments interviewed for the *Guide* highlighted the need to consider timing and frequency in the review of elected official remuneration. These issues are explored in this section of the text. Also explored is the question of timing as it relates to the implementation of the outcomes of reviews.

TIMING OF REVIEWS

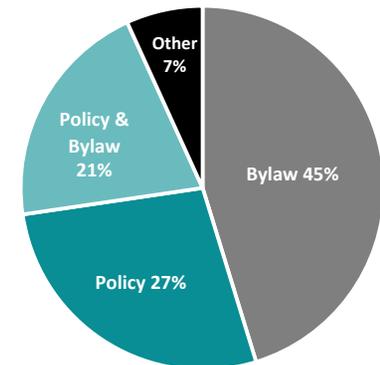
Local governments do not follow a single common practice with respect to the timing of remuneration reviews. An examination of existing approaches over the past decade shows that some councils and boards (e.g., Vancouver) have conducted reviews early in their terms, whereas others (e.g., Comox Valley Regional District, Oak Bay, Esquimalt, Prince George) wait until the final year of their mandate. Some local governments (e.g., Kamloops, Abbotsford, Metro Vancouver) initiate reviews closer to the middle of their terms. In general, most councils and boards that undertake reviews initiate them in the second half of their terms.

The preferred timing for a review will depend on a number of factors, including local economic conditions, reliance on established policy, the election cycle, and tax system changes over which local governments have no control. Each of these points is considered, as follows:

- > *Local Conditions* — In all of their initiatives, remuneration reviews included, councils and boards need to be sensitive to local economic conditions. Elected officials' compensation and benefits, it is important to remember, are paid for by local taxpayers. In times of economic growth and optimism, when local employment is strong and consumer confidence is high, news of a remuneration review for elected officials will be greeted much differently than during periods of economic stress. A council or board would be well-advised, for example, to postpone a review, no matter how warranted one may be, in a single-industry community that is dealing with the loss of a major employer.
- > *Established Policy* — The survey conducted for the *Guide* found that 27% of responding local governments have a formal policy in place on elected official remuneration, 45% have a remuneration bylaw, and 21% have both (see sidebar). Several of these policies and bylaws

ESTABLISHED POLICY

Most local governments that responded to the survey have either a formal policy in place on elected official remuneration, a bylaw, or both. Several policies and some bylaws address the timing and frequency of reviews.



speak to the timing of future remuneration reviews. When such schedules are applied consistently, local governments are perceived to have less discretion over the question of when to review. The issue of timing in these cases tends to attract less attention than it would otherwise.

- > *Election Cycle* — Change to elected officials' remuneration is an item of interest and discussion in many communities across the province. It is important for local governments to recognize remuneration as a legitimate issue for scrutiny and discussion, and to allow opportunities for discussion to occur. It may not be useful, however, for remuneration to dominate public discourse, particularly in the lead-up to an election when other important issues also deserve attention. To avoid this situation, local governments should consider conducting reviews, and reporting results, at least one year before the next election.
- > *Tax System Changes* — Changes to the *Federal Income Tax Act* were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration. The need to review remuneration and change base amounts to maintain after-tax compensation was driven by changes that were beyond local government control. The timing of the review to initiate the changes was also driven by events outside of local government.

BEST PRACTICE

- > *Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.*

FREQUENCY OF REVIEWS

Regular reviews of elected official remuneration levels should be undertaken in order to ensure that remuneration remains fair over time as job conditions, expectations, and circumstances change.

ELECTION CYCLE

Change to elected officials' remuneration is a legitimate issue for public scrutiny and discussion. To avoid having remuneration dominate public discourse in the lead-up to elections, however, at the expense of other important issues, local governments should consider conducting reviews, and reporting results, at least one year before the next election.

Failure to do so may undervalue the time spent by elected officials, and the level of responsibility associated with the job. Failure could also result in remuneration becoming a barrier to participation, and make it difficult for a diverse range of individuals to stand for election.

As noted earlier, several local governments that responded to the survey have policies or bylaws that set out schedules for formal reviews of base remuneration levels. In some of these documents the frequency of reviews is set out — once-per-term appears to be the most commonly prescribed schedule in these documents. Regular adherence to these schedules ensures that reviews happen on a regular basis, and helps to ensure that remuneration does not become a barrier to elected office. Local governments with policies and/or bylaws that do not identify a specific frequency typically experience longer intervals between reviews.

Relying on policies and bylaws to automatically trigger a review, in keeping with a prescribed frequency, is a useful practice to follow. It relieves councils and boards — as well as their individual members — from having to take the politically-difficult decision to request a review.

BEST PRACTICES

- > *Local governments should consider conducting remuneration reviews once per term.*
- > *Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.*

Annual Adjustments

Local governments undertake remuneration reviews to assess the fairness of elected officials' pay, expenses, and benefit packages. When done properly, reviews take time, energy, and other resources to complete. A best practice, identified earlier, is to conduct a full review once per term — it is neither necessary nor reasonable to schedule reviews more frequently.

In the years between reviews, it is common for councils and boards with policies and/or bylaws in place to automatically adjust elected official pay to reflect changes in the cost of living. In almost

ANNUAL ADJUSTMENTS

It is common for municipalities and regional districts with policies and/or bylaws in place to automatically adjust remuneration to reflect changes in the cost of living. The year-over-year change to the consumer price index is the default adjustment factor.

every case, the previous year's Consumer Price Index (CPI) for British Columbia, Vancouver, or Victoria is the adjustment factor applied by local governments, depending on their location within the province.³ Automatic adjustments, defined and set out in policies and/or bylaws, ensure that the real value of elected officials' remuneration remains stable between formal reviews, and can help to reduce the need for more significant increases at the time of review. Failure to make annual adjustments may place a burden on future councils and boards to address remuneration levels that have been left to stagnate in the face of regular cost-of-living increases. For these reasons, annual adjustments using a CPI index is a best practice.

BEST PRACTICE

- > *Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.*

IMPLEMENTATION OF CHANGES

When considering the issue of timing as it relates to the implementation of changes, it is important to distinguish among the types of changes being put forward. The three key types include: changes to base remuneration that emerge from full reviews; changes that are prompted by shifts in the tax system; and annual adjustments to reflect increases in the cost of living.

- > *Base Remuneration* — Councils and boards have full control over the timing of their remuneration reviews, even in cases where timing is prescribed by policy and/or bylaw. Similarly, councils and boards have full authority to choose when to implement any changes that emerge from reviews. In general, it is preferable to have such changes take effect at the beginning of the following term. This best practice is particularly important to follow when reviews conclude that significant increases to base pay and/or benefit packages are warranted. A decision to implement changes immediately, or even during the existing term, can create perceived conflicts of interest.

IMPLEMENTATION

It is preferable for councils and boards to implement the outcomes of remuneration reviews at the beginning of the following council or board term. A decision to implement changes earlier, during the existing term, can easily create perceived conflicts of interest.

³ Other indices include annual increases to general wages in BC, and increases to unionized or exempt staff wages.

There will be some cases where implementation during the existing council or board term is considered necessary, perceptions of conflict notwithstanding. Consider the situation in which a council or board entered office following an election in which stagnant compensation was portrayed as a barrier to participation. The council or board could decide that implementation of changes that emerged from a review conducted early in the new term is necessary.

- > *Tax System* — Councils and boards have no control over changes to the income tax system — the elimination of the federal tax exemption for local government elected officials that took effect on January 1, 2019, is an example of one such change. In anticipation of this change — it was announced in 2017 — some local governments designed remedies, before the 2018 local general election, to take effect on January 1, 2019, in the new term. Several local governments, however, delayed taking action until after the federal tax change came into force. Immediate implementation of changes designed to protect elected officials from financial loss is considered reasonable and defensible by most.

- > *Annual Adjustments* — As explained earlier, annual adjustments to remuneration are designed to protect base rates from erosion as a result of inflation. These adjustments, which result in nominal rather than real increases, are expected to be implemented immediately.

BEST PRACTICES

- > *Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.*
- > *Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.*
- > *Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.*

FEDERAL TAX SYSTEM

Local governments have no control over shifts in the federal income tax system. Offsetting changes to base remuneration levels that are designed to protect council and board members from financial loss are reasonable. Local governments should consider implementing such changes immediately.

SECTION 4

SETTING REMUNERATION

On a regular or periodic basis, local governments undertake remuneration reviews to determine the remuneration, expense payments, and benefits to provide to elected officials. The previous two sections of the *Guide* tackled a number of issues related to remuneration reviews, including:

- > who should conduct the reviews
- > when, during an elected body's term of office, reviews should be initiated
- > how frequently reviews should occur
- > when changes to remuneration that result from reviews should be implemented

This section of *Guide* — Section 4 — explores the factors that local governments should consider using in their reviews to determine remuneration levels that are fair and defensible. The text deals separately with the three main components of a complete remuneration package, namely remuneration (i.e., pay), expenses, and benefits.

REMUNERATION

Remuneration consists, first and foremost, of a base amount of pay for mayors, board chairs, councilors, municipal directors, and electoral area directors. Base amounts are intended to reflect the expectations and duties associated with the specific roles, and for that reason are expected to differ by role. Remuneration also includes any payments that are made to elected officials, on top of base pay, for attending different types of meetings, leading committees, sitting as appointees on external bodies, performing the roles of deputy mayor or deputy chair, and undertaking other duties. These supplemental payments, where offered, recognize differences in workload and responsibility among elected officials in the same role.

Bases of Comparison

For many jobs in our economy, wages and salaries are set through a process of comparison — that is, a process that takes into account remuneration associated with other jobs that are deemed to be comparable. The approach to setting remuneration for local elected officials is no different. The most common basis of comparison used by local governments across the province is remuneration paid to

elected officials in other, similar local governments. Some councils and boards, however, look to additional bases for guidance. Four bases to consider, including remuneration paid in similar jurisdictions, are as follows:

- > *Similar Jurisdictions* — Remuneration levels paid to elected officials across a set of other, similar local governments can be used to approximate an "industry rate". The use of comparable remuneration data, as noted, is widespread across municipalities and regional districts, and is considered a defensible approach. The challenge faced by those who use the approach, however, comes in choosing jurisdictions that are truly comparable. Population, the most common factor, goes some way toward establishing similarity, but may not be adequate on its own. Other factors may need to be combined with population to establish a more valid comparison group. Such factors could include location, geographic size, scope of services provided, growth rate, the urban (vs. suburban or rural) nature of a jurisdiction, economic make-up, tax base, average house price, size of operating budget, and number of staff (full-time equivalents).
- > *Local Labour Force* — A few jurisdictions in the province determine remuneration for council and board members using local earnings data collected by Statistics Canada — specifically, the average employment income earned by individuals aged 15 and over, who work year-round and full-time.
- > *Provincial MLAs* — Only one of the local governments in the survey pointed to remuneration paid to Members of the Legislative Assembly as a basis for determining local elected official pay. A few other jurisdictions, however, believe the comparison may be useful.
- > *Local Government Staff* — Changes to staff pay are used in some jurisdictions as an index to adjust council and board pay each year. Base pay for staff, however, is not generally used to help set elected official pay.

Each of the four bases identified here — as well as others not identified — has both strengths and shortcomings. Figure 4.1 highlights some of the pros and cons.

COLLECTING DATA

It is important to ensure that data on other local governments are comparable. Care must be taken to confirm that data have been collected using similar methodologies, and that data sets measure the same factors. Sources of data include CivicStats (accessed through CivicInfo), and Statistics Canada. Direct contact with comparison group local governments may be warranted in some cases to produce "apples to apples" comparisons.

Figure 4.1
Pros and Cons of Alternative Bases

Alternative Bases	Pros	Cons
Similar Jurisdictions	<ul style="list-style-type: none"> > jobs of local elected officials in similar jurisdictions, while not identical, are comparable ("apples to apples") > large enough comparison set can neutralize outliers 	<ul style="list-style-type: none"> > difficult to establish truly comparable set of jurisdictions (may be subject to accusations of "cherry picking") > potential for salary escalation if other places in comparison set initiate significant increases
Local Labour Force	<ul style="list-style-type: none"> > attempts to create strong linkage to local community that pays elected body's remuneration > sensitive to local economic conditions 	<ul style="list-style-type: none"> > jobs of elected officials not comparable to majority of other jobs in the community in terms of time commitment, duties, responsibility > not clear that average salary of entire workforce reflects value of elected officials' work
Provincial MLAs	<ul style="list-style-type: none"> > remuneration reflects need in both orders of government to attract diversity of people to serve in elected office 	<ul style="list-style-type: none"> > role of MLA considerably different than roles of mayor and chair (much different than councillor/director) > invites linkage to full MLA remuneration and benefits package
Local Government Staff	<ul style="list-style-type: none"> > both groups (elected officials and staff) involved in same organization > comparison to staff used in other orders of government to help set elected official remuneration 	<ul style="list-style-type: none"> > roles of staff considerably different than roles of elected officials > perceived conflict on part of elected officials who approve staff salaries > invites linkage to full staff remuneration and benefits package

Arguably, there may be no single best basis of comparison to use in setting council and board remuneration. As suggested in Figure 4.1, however, some bases are better than others.

Remuneration levels paid to elected officials in similar local government jurisdictions represents the preferred basis, and the best practice for local governments.

BEST PRACTICE

- > *Local governments should consider using base remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.*

Comparison Group

In establishing a valid comparison group of similar jurisdictions, local governments will need to give careful thought to the most important measures to use. Population is a good starting point in every case — it is a useful proxy for elected official workload, and is easy to explain. As well, data on population are easy to obtain. Other measures can be combined with population to make the comparison set more defensible. Factors that influence elected officials' workload and level of responsibility are particularly useful to consider. The list of such factors will vary by jurisdiction, but may include:

- > location
- > geographic size
- > scope of services
- > growth rate
- > operating budget

Finally, local governments will need to give some thought to the number of jurisdictions to include in the comparison set. Larger sets will allow for a more robust comparison, and will make it easier to neutralize the impact of outliers (i.e., jurisdictions that have significantly high or low pay levels, relative to those of other places). If the set is too large, however, it may be difficult to obtain the necessary comparative data, especially in cases where a range of measures, in addition to population, are used. Given these points, a practicable and defensible minimum size is five to seven jurisdictions. The maximum size will depend on the number of factors being considered, and the capacity of the body conducting the remuneration review. Comparison set sizes vary considerably across local

SIZE OF COMPARISON GROUP

The size of comparison groups that are used to help determine elected official remuneration varies considerably across local governments. The City of Prince George uses a peer review group of ten municipalities for the purposes of its quadrennial review. The group includes cities with similar populations — Chilliwack, Kelowna, Saanich, Langley Township, Delta, Kamloops, North Vancouver District, Nanaimo, Victoria, and Coquitlam.

governments. Kamloops has used 14 municipalities; Comox Valley Regional District recently used nine. Metro Vancouver bases the salary of its Chair on the median salary of mayors in 21 municipalities (all Metro municipal jurisdictions).

BEST PRACTICE

- > *Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility.*
- > *Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.*

Using the Data

Once the remuneration data from comparable jurisdictions have been obtained, local governments need to determine how to best use the data to determine pay levels for the range of elected officials in place. It is useful at this stage to make the exercise as straightforward as possible so that it can be undertaken easily (and relatively quickly), and so that it is easy to explain and understand. Simple formulas can be effective in meeting these goals.

For municipal councils, the following formula-based approach — or variations of it — is used in a number of places:

- > Set the salary for the mayor as the median value of all mayors' salaries from the comparison set of municipalities. Calculate the salary for councillors as a percentage (e.g., 40%) of the mayor's salary to reflect the part-time nature of the councillor position, as well as its lower workload and level of responsibility relative to those of the mayor.

Figure 4.2 illustrates, using hypothetical data from a comparison set of seven municipalities, how this formula works in practice. To be clear, all numbers, including the percentage factor, are hypothetical examples only, presented solely for the purpose of illustration.

SIMPLICITY

When determining how to use comparison data to calculate remuneration levels, it is preferable to apply simple formulas. Formulas allow the exercise to be undertaken easily and relatively quickly. Approaches based on formulas are easy to explain, easy to understand, and defensible.

Figure 4.2
Sample Formula for Municipal Elected Officials

Comparison Set		Subject Municipality		
Mayors	Median Value	Mayor's Salary	%	Councillor Salary
\$ 101,000	\$ 92,000	\$ 92,000	40	\$ 36,800
\$ 92,000				
\$ 100,500				
\$ 90,000				
\$ 72,500				
\$ 93,000				
\$ 83,000				

In applying the formula, local governments should consider the following points:

- > *Percentage Factor* — The percentage factor that is applied to identify an appropriate councillor salary needs to be set after careful consideration of the position's workload, time commitment, and level of responsibility relative to those of the mayor. In municipalities where the mayor's role is full-time (or greater), the difference between the positions may be greater, and the percentage factor may be lower than 40%. Jurisdictions that use this formula (or variations of it) tend to apply percentages that range from 30% to 50%, depending on local conditions. Forty percent is a reasonable starting point.
- > *Median Value* — The median value effectively neutralizes low and high outliers, and is therefore preferable to the average value.
- > *Applying the Outcome* — It is possible, particularly if a new comparison set is used, that the resulting, recommended salaries for mayor and councillor will be lower than the actual salaries being paid. If the difference is significant, local governments may choose to "red circle" existing salaries for a period of time. In the calculated salaries are higher than those being paid, either a one-time adjustment, or a phased increase may be required.

- > *Alternative Percentile* — The median value represents the 50th percentile in the comparison set. Some local governments may determine, based on local circumstances, that remuneration should be set higher — for example, at the 75th percentile. In this situation, careful thought would need to be given to the rationale for such an approach.

While less common among regional districts, formulas may be just as useful in providing a relatively simple, easy to understand, defensible approach. In developing a formula for regional boards, provision needs to be made for a greater number of elected roles. In most cases, four specific roles should be considered, including the chair, vice chair, electoral area director, and municipal director. The distinction between electoral area and municipal directors is particularly important to recognize. Regional districts are the local government for electoral areas, responsible for providing all basic local services. Electoral area directors are accountable directly to their local electors, and are expected to consult directly with electors on local service and other topics. Many electoral area directors represent vast geographic areas, often with numerous small communities or settlements to serve. The time commitment required to provide proper contact and representation can be considerable. Electoral area directors' full local government salary comes from their regional districts.

The role of municipal director is also important and can be demanding. Municipal directors, however, are accountable to their councils and do not face the same expectations as their electoral area counterparts regarding consultation with residents on regional district matters. Residents of municipalities receive most of their local services from their municipal councils. Municipal directors sit on these councils, and are paid separately as council members to perform municipal duties.

A reasonable formula that takes into account the differences between electoral area and municipal directors, as well as the unique duties, expectations, and responsibilities of the chair and vice chair, is as follows:

- > Set the salary for municipal director based on the median value of all municipal directors' salaries from the comparison set of regional districts. Calculate the salary for electoral area director by applying a multiplier (e.g., 2.0). Calculate a stipend for the chair by applying a multiplier (e.g., 2.5) to the municipal director salary. Use a separate multiplier (e.g., 0.5) to determine a stipend for vice chair.

Figure 4.3 illustrates how this formula works in practice, using hypothetical data for a comparison set of seven regional districts. All numbers, including the multipliers, are examples only.

Figure 4.3
Sample Formula for Regional District Elected Officials

Comparison Set		Subject Regional District				
Municipal Director	Median Value	Mun Director Base Salary	X	EA Director Base Salary	Chair Stipend*	Vice Chair Stipend*
\$ 17,000	\$ 12,500	\$ 12,500	2.0	\$ 25,000	\$ 31,250	\$ 6,250
\$ 11,000			2.5			
\$ 12,200			0.5			
\$ 9,000						
\$ 12,500						
\$ 15,000						
\$ 16,500						

* These stipends would be paid in addition to the base director pay.

The considerations raised for municipal council remuneration formulas regarding percentage factor, median value, applying the outcome, and alternative percentile apply to the regional board formula as well. In addition, it is important in the regional district context to consider the need for supplemental payments, over and above the base salary amounts.

BEST PRACTICE

- > *Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.*

Regional District Supplemental Payments

On a municipal council, the expectations on a councillor in terms of workload, time commitment, and responsibilities, are, in general, the same for all councillors. Almost all councils, as a consequence, pay councillors the same base salary without additional payments for committee meetings. Supplemental fees may be paid in some cases to councillors who participate in external agencies on behalf of council; however, these payments are the exception rather than the rule. Approximately 25% of municipalities that responded to the survey pay stipends to council members for time spent as deputy mayor or acting mayor. In most cases, these stipends tend to be nominal in value.

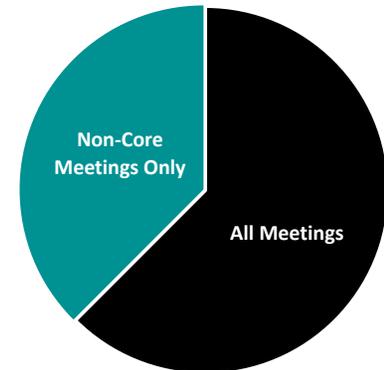
The situation for regional district directors is different. As noted already, the base remuneration for role of electoral area director is typically greater than the base remuneration paid to the municipal director role — the gap is intended to reflect the inherent differences in the roles. Differences in workload, time commitment, and level of responsibility, and level of interest also exist, however, among individual directors. Some directors may represent large jurisdictions that participate in a broad range of regional district services, some of which may have committees or commissions in place. These directors may be compelled to play, or be interested in playing, an especially active role in regional district service governance. Other directors will represent jurisdictions that are less involved in, or reliant on, their regional districts. These directors may not be involved in regional district matters to the same degree as others.

To account for differences among individual directors, regional districts may choose to provide supplemental payments, over and above base remuneration levels. Where provided, payments take the form of per-meeting stipends that are paid to directors who attend specified regional district meetings, as well as external meetings to which directors are sent to represent their local governments. The amounts of the supplemental payments vary; most regional districts, however, pay between \$75 and \$200 per meeting.⁴

⁴ An exception is Metro Vancouver, which pays \$397 to each director for every board, committee and other approved meeting attended. For all Metro Vancouver directors other than the (sole) electoral area director, board chair, board vice chair, committee chairs, and committee vice-chairs, however, the meeting stipend constitutes the entire remuneration (i.e., there is no base amount). Central Coast Regional District and Peace River Regional District also pay higher per-meeting rates in lieu of base salaries for directors.

SUPPLEMENTAL PAYMENTS

Fifteen of the 24 regional districts that pay base remuneration to directors also provide supplemental payments for board, committee of the whole, and all other meetings. Nine of the regional districts provide supplemental payments for non-core meetings only.



The use of supplemental, per-meeting payments is not uniform across regional districts. A review of the 24 regional districts in the province that pay base remuneration to directors shows that, while almost all provide payments to attend meetings of external agencies, 15 of the 24 also provide payments to attend board and committee of the whole meetings. Nine (9) regional districts provide no supplemental payments for these "core" regional district meetings — remuneration for attendance at these meetings is included in the directors' base salaries.⁵

Supplemental payments are intended to reflect workload differences among individual directors. It is not clear that such payments are also intended, however, to provide additional compensation to directors for attending core regional district meetings of the board, including committee of the whole meetings. Indeed, it may be argued that all board members are expected to attend these meetings as a basic requirement of their roles as directors.

In setting regional district board remuneration, careful attention needs to be given to the use of supplemental payments. Regional districts may wish to consider targeting such payments to non-core meetings, and structuring base levels to include attendance at board, committee of the whole, and any other core meetings.

BEST PRACTICE

- > *Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.*

Alternate Directors

It is important to note that all regional districts use per-meeting payments to remunerate alternate directors for attendance at all meetings, including core meetings, that the director would normally

⁵ Travel expenses for all meetings are paid (see later).

attend. These payments are the only form of remuneration for alternate directors; alternates do not receive a base salary.

EXPENSES

Local government elected officials regularly incur expenses to travel to meetings, attend conferences and sanctioned events, communicate with residents and the local government office, and deal with the broad variety of other duties associated with the job. It is both important and legitimate that expenses which are incurred by council and board members on the job, and in order to do the job, be reimbursed by the local government. Policies and bylaws on expenses are used to set out the types of expenses that are eligible for reimbursement, the conditions under which reimbursements will be made, and the procedures that must be followed to obtain reimbursement.

A guiding principle for councils and boards on the matter of expenses is as follows:

- > Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.

A related principle, however, is that compensation paid to elected officials for expenses incurred on the job should not be viewed as an additional source of remuneration. This point requires local governments, first, to identify the specific types of expenses for which elected officials can expect reimbursement.

Eligible Expenses

Local governments have similar, but not identical, lists of expenses that are eligible for reimbursement. In the case of municipalities, expenses that are reimbursed by councils tend to be limited to those that are incurred by members on out-of-town business. Such expenses include:

- > travel by personal automobile (paid as a rate per kilometre) to out-of-town meetings
- > travel by taxi, bus, train, ferry, rental car, or air to out-of-town meetings
- > accommodation
- > conference fees
- > per diem payments for meals and incidentals

GUIDING PRINCIPLES (EXPENSES)

Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. Compensation paid to elected officials for expenses incurred on the job should not, however, be considered or pursued as an additional source of remuneration.

Some councils also provide funding for a smartphone, tablet, and/or computer (or provide the hardware itself), and the associated communications plan. Some will provide transportation costs within the municipality, including a mileage rate for personal car use, taxi and/or transit fees, and parking. Monthly car allowances for mayors are common; similar allowances for councillors are less common but do exist in some centres.

Regional district boards, similar to councils, reimburse members for smartphones and for attendance at out-of-town meetings. Most regional districts also, however, pay for travel, travel time, meals, and accommodation for attendance regional district board and committee meetings. These additional items reflect the large geographic size of many regional districts, and the need for directors to spend considerable time to travel to core meetings. Monthly transportation allowances provided by some regional districts to electoral area directors also reflect geographic realities.

Most local governments provide additional expense amounts for their mayors or chairs. A monthly car allowance, noted earlier, is standard for mayors and is becoming common for chairs. Hosting allowances are also recognized by several jurisdictions.

Regional district expense policies should anticipate and provide special direction to municipal directors to avoid instance of "double dipping". In some cases, expenses that are incurred by municipal directors can and should be reimbursed by the directors' municipal councils, not charged to the regional district. An example of such an expense is attendance at the UBCM annual conference. Council members who serve as municipal directors attend the annual conference, first and foremost, as representatives of their municipalities.

Local Considerations

Lists of eligible expenses are common across most jurisdictions, as noted earlier. When developing expense policies and bylaws for a specific local government, however, it may be important to explore particular types of expenses that, while less widespread, are appropriate given the local context. Some regional districts (e.g., Squamish Lillooet) provide differential mileage rates to account for travel on unpaved roads. Others (e.g., Cariboo) provide reimbursement to replace car windshields that are damaged during regional district travel on winter roads. Parking in many urban centres is expensive.

FEDERAL TAX SYSTEM

Changes to the Federal Income Tax Act were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. The exemption was in place to recognize that, in the course of their duties, elected officials incur various expenses for which they may not be reimbursed (e.g., home office costs, meals while meeting with constituents, etc.). This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration.

Municipalities and regional districts in these centres may feel it necessary to reimburse parking costs to elected officials.

Evolving Lists

Finally, local governments should not view eligible expense lists as static documents. Indeed, in order to ensure that costs do not become barriers to participation, it is incumbent on local governments to periodically consult elected officials and review eligibility considerations. One potential expense that stands out is childcare. Councils and boards that have, or that seek to attract, young parents as members may find it both fair and necessary to reimburse child care expenses that are incurred to attend council and board meetings.

BEST PRACTICES

- > *Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments.*
- > *Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.*
- > *Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.*
- > *Local governments should ensure that lists of eligible expenses reflect unique local conditions.*
- > *Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.*

BENEFITS

Medical services plan premiums, extended health and dental plans, employee and family assistance programs, and life and accidental death insurance are common examples of benefits that local governments may choose to make available to all or some of their elected officials. Current practices across the province vary with respect to the provision of benefits. Some local governments provide full benefits to all elected officials at no cost to the members. In a number of places, benefits are made available only to the mayor, since this position is the only one considered full-time. Councillors and directors in some of these places may opt-in to packages, but only at their own cost, or on a cost-share basis with the municipality. Certain regional districts provide benefit packages at the local government's cost to electoral area directors, but require municipal directors to pay all premiums. Other regional districts pay 50% of the cost of packages for all directors who opt-in. Family members of elected officials are entitled to join benefit programs in some jurisdictions, but must pay the full cost. Almost all local governments provide personal accident insurance to elected officials who are traveling on local government business.

Provision of Benefits

The provision of benefits to elected officials is becoming an increasingly important topic of consideration in local governments, particularly because of the potential barriers — real or perceived — that a lack of benefits pose for some. In an effort to avoid this situation, local governments may wish to consider making benefits available. Eligibility and responsibility for cost are two factors to include in any such consideration.

- > *Eligibility* — There is a strong rationale for providing benefits to mayors, and to other elected officials who occupy what are considered to be full-time positions. Many individuals who may wish to put their names forward for these positions would need, upon election to office, to leave other full-time employment in which they may receive benefits coverage. The prospect of giving up such coverage, and facing four or more years without replacement benefits, would prevent some from running.

The argument for benefits may not be as strong for elected positions that are structured and paid as part-time roles. In these cases, there is an assumption that individuals with access to benefits through their employment will be able to retain at least some access to those benefits

simply because they will not be need to leave their existing employment entirely. This reasoning fails in cases where existing benefits would be lost as a result of an individual being converted to part-time status with their employer after being elected to office.

An additional point in the discussion on eligibility concerns the position of municipal director on regional district boards. Municipal directors are, first and foremost, municipal councillors. The municipalities, as the local governments to which the councillors are elected to serve, should be responsible for addressing the benefits issue with these elected officials. Electoral area directors, by contrast, are directly elected to the regional district boards. Electoral area directors should look to these bodies for benefits.

- > *Responsibility for Cost* — Local governments should consider paying for elected official benefits on a pro-rated basis. Using this approach, municipalities would pay 100% of the benefit premiums for mayors, and 50% of the premiums for councilors. Regional districts would pay 50% of the cost of benefits for electoral area directors. Regional districts could also choose to pay 100% of the cost of premiums for regional district chairs who are deemed to occupy full-time roles, irrespective of whether the chairs are also electoral area or municipal directors.

In all, the principle governing the provision of benefits is that, in an effort to reduce barriers to participation, local governments should make benefits available to their elected officials, and should contribute to the cost of associated premiums on a pro-rated basis, in accordance with the full- or part-time nature of the positions.

Smaller Jurisdictions

Smaller local governments who wish to provide some level of benefits coverage for their elected officials may have concerns regarding the cost of premiums. In an effort to minimize costs, local governments may consider extending existing staff programs to include elected officials, or joining with other local governments to create larger beneficiary pools. To that end, UBCM offers comprehensive group insurance coverage to all local government elected officials in the province. To join the plan, however, at least three officials from a local government must opt-in to the coverage.

Evolving Range of Benefits

Finally, as with expenses, the list of benefits provided to local elected officials will change over time in response to local needs, societal trends, and other forces. In many jurisdictions today, standard benefits such as extended health and dental coverage, counselling services, and accidental death and dismemberment insurance will address needs. Some other local governments, however, may be under pressure to provide some form of parental leave, RRSP contributions, education allowances, and other benefits that prospective candidates for election receive in their existing careers. In the coming years, the number of local governments that will need to consider these types of benefits is likely to increase. And, to the extent that failure to provide them creates barriers to participation, local governments may need to consider taking action.

► Transition Payments

One specific benefit that may receive greater attention in the coming years is a transition allowance for local elected officials who leave office at the end of a term, either through their own choice, or as the result of an unsuccessful re-election bid. This benefit, which may be referred to as a retirement allowance, a separation payment, a pension, deferred remuneration, or a retraining and adjustment payout, is not offered in many jurisdictions today in the province — indeed, there are only eight municipalities that provide the benefit, and all of them are within Metro Vancouver. The benefit is provided to local elected officials on a broader basis, however, in other parts of Canada, namely Quebec and Ontario.

In some of the BC jurisdictions that offer a transition allowance, the benefit is intended as a bridge to help individuals re-enter the workforce, either in a new occupation, or back into a career that may have been placed on hold. In other cases, the benefit is presented in lieu of pension contributions that would have been paid by an employer if the elected officials had been considered employees and eligible for the existing municipal pension plan. Some transition allowances are intended to achieve both purposes. Consider some current examples:

- > The City of Vancouver provides one week of salary for every year of office served (provided that the departing council member served his or her full term). This benefit translates to 1.9% of the member's annual salary, and is intended to help facilitate the member's return to the workforce.

TRANSITION ALLOWANCES

Elected official transition allowances — referred to in some places as retirement allowances, separation payments, pensions, deferred remuneration, or adjustment payouts — are not common in British Columbia's local government system today. Experiences in other provinces and in the Metro Vancouver area, however, suggest that the benefit may become a matter for greater attention, at least for larger cities, in the coming years. The lack of transition and pension-like benefits could be a barrier to participation for different groups of individuals (e.g., mid-career professionals).

- > The City of Port Coquitlam provides one month of salary for every year in office to the departing mayor (persons who served as councillors are not eligible). The benefit payment is capped at six months.
- > The City of New Westminster provides the equivalent of 10% of the annual indemnity for each year of service, to a maximum of 12 years of service. This benefit is a form of pension.
- > The City of Burnaby structures its benefits as an ongoing, annual payment to service council members. The payments reflect the employer contributions to the municipal pension plan that would be made if the council members were eligible for the plan. Payments can be invested by members as annual RRSP contributions.

Transition allowances may be most relevant and defensible in local governments with elected officials in roles that require a *de facto* full-time commitment (even though some roles may be paid at part-time rates). Individuals in these positions place their existing careers and jobs on hold while in office, and may not, as a consequence, be able to participate in a work-related pension or savings program. Individuals in full-time elected positions may also have more difficulty than others in transitioning back into the workforce following their time in elected office.

Experience in Ontario and Quebec supports the view that such benefits may be of most interest to positions that require significant time commitments. In Ontario, the majority of municipalities with populations over 100,000 offer pensions to elected officials, whereas only 7% of centres with populations under 10,000 provide the benefit.⁶ It is generally the case that elected positions in larger centres are more demanding in terms of time than the same positions in smaller centres. In Quebec, the municipal pension plan is made available to all municipalities; however, local governments in centres with populations under 20,000 may choose to provide the benefit to the position of mayor only — the one position that typically requires a greater time commitment than others.

⁶ Metro Vancouver, *Board Remuneration Review Findings and Recommendations*, Board Remuneration Independent Review Panel, April 17, 2019, Page 9.

This *Guide* does not provide advice to local governments on whether or not to provide a transition allowance to departing, or serving, elected officials. The *Guide* recognizes, however, that the lack of such a benefit may discourage some individuals from considering public office, and may become more of a barrier in future years, at least in some centres. Local governments that wish to explore the development of a transition allowance, may want to consider the following questions:

- > Does the lack of a transition benefit stand as a significant barrier to participation? Which groups of individuals may view the benefit as being particularly important?
- > What is the primary purpose of the benefit? Is it to provide a bridge for departing elected officials to re-enter the workforce? Or is it to provide pension contributions in lieu of contributions that elected officials could earn outside of office?
- > What is a reasonable cap on the benefit, expressed either in terms of benefit paid, or eligible service time?
- > Is there any rationale for regional districts to provide the benefit to municipal directors, or should the issue of transition allowance to municipal elected officials be addressed directly by the local governments (i.e., the municipalities) to which the officials are elected?

BEST PRACTICES

- > *Local governments should consider providing access to extended health, dental, vision and insurance benefits to all local elected officials.*
- > *Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions.*
- > *Local governments should consider extending benefits coverage to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.*
- > *Local governments should periodically re-examine the benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.*

SECTION 5 COMMUNICATION

Local governments in British Columbia have long recognized the importance of strong communication in local governance. Municipalities and regional districts regularly communicate in proactive ways with their communities on a broad range of public policy, service, and governance matters. Remuneration for elected officials is one additional item on which clear communication is necessary. This section of the *Guide* highlights information that is important to communicate, identifies audiences with which to communicate, and provides advice on how to communicate.

As in all communication efforts, information on elected official remuneration is provided, in part, as a way to report on actions and decisions that are underway or that have been taken. Communication is also undertaken, however, to explain why initiatives are important to take, and to promote transparency in local government.

INFORMATION TO COMMUNICATE

The pieces of information that are important to communicate have been identified in the earlier sections of the *Guide*. In all, the key pieces are as follows:

- > *Nature of Elected Official Roles* — The level of knowledge in communities on the roles of local elected officials is not uniformly high across the province. Information to help residents understand the duties and responsibilities of the roles, the expectations on council members and regional board directors, and the time required to perform the jobs properly may provide important context for reviews of remuneration, and may help to pave the way for broad acceptance of their outcomes.
- > *Purpose of Remuneration* — The reasons for providing remuneration to elected officials, and the factors that inform the setting of remuneration levels, are important to communicate. Residents and prospective candidates, in particular, may find it helpful to understand the importance of representative decision-making bodies, and the need to identify and reduce barriers to participation that some groups in the community may encounter.

EXPLAINING IMPORTANCE

The Cariboo Regional District opens its Directors' Remuneration and Expenses Bylaw with a statement of principles. The statement begins as follows:

"It is important for local governments to ensure their elected official positions are compensated fairly and equitably to attract and encourage a variety of citizens from different economic and demographic backgrounds... to run for office and represent their communities..."

- > *Guiding Principles* — The communication of principles to guide council and board decisions on remuneration can help to speak to the purpose of remuneration, and can also minimize any suggestion of arbitrariness in the remuneration levels selected.
- > *Remuneration Details* — Clear and complete listings of base remuneration levels, supplemental payments, the situations in which supplemental payments are made, annual adjustments, eligible expenses and the process for claiming them, and benefit programs are important to communicate. Such details bolster transparency.
- > *Remuneration Reviews* — Where determined, the process and timing of remuneration reviews, along with any guiding principles for reviews to follow, can help to de-politicize the efforts. Details on reviews underway, as well as the results of such reviews, are also important.
- > *Expenditures Made* — Finally, efforts above and beyond basic statutory reporting requirements to make available information on remuneration received and expenses claimed can enhance transparency and build trust.

AUDIENCES TO REACH

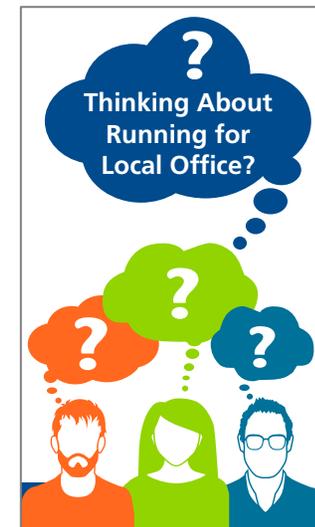
Residents in the community constitute the primary audience for communication efforts on elected official remuneration. Other audiences that may be targeted in communication strategies include ratepayer associations, business associations, and any other defined group that has expressed, or that may express, strong views on remuneration. An additional audience is the pool of prospective candidates for upcoming local government elections. This group should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work.

COMMUNICATION TOOLS

Many local governments regularly make use of a range of different tools to connect with different audiences. For information on remuneration, councils and boards may find a combination of written materials, presentations, and information meetings to be most effective. Consider the following points:

UNDERSTANDING ROLES

Prospective candidates for local government elected office should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work. Resources such as "Thinking About Running for Local Office?" can help.



- > *Written Materials* — Providing information in writing is a useful way to ensure accuracy of message, and to promote transparency. Written materials can also be made available in a number of formats in order to allow for distribution to various audiences. Examples of written materials to provide include:
 - remuneration policies and bylaws, complete with user-friendly introductions to explain the purpose and contents of the documents
 - information pamphlets on the reasons for, importance of, and principles in place to guide elected official remuneration
 - education booklets on the duties and responsibilities of local elected officials, as well as the time commitment involved
 - terms of reference to guide remuneration reviews
 - reports on the outcomes of remuneration reviews
 - regular disclosure of remuneration and expenses paid

Public surveys represent an additional written item that can be used not only to solicit public views on remuneration, but also to communicate the reasons for remuneration, and the existing remuneration, expense, and benefit programs in place.

- > *Presentations* — Public presentations (i.e., at open council and board meetings) of the results of remuneration reviews are effective communication methods, particularly when reviews have been completed by an independent panel, and presentations are made by the panel chair.
- > *Information Meetings* — Information meetings are used in several local governments to help prospective candidates understand the duties and responsibilities of the elected official jobs. Where not already the case, these meetings could include a component on remuneration. The reasons for remuneration, and the principles guiding remuneration, would be important to communicate in addition to the remuneration levels.

PUBLIC INVOLVEMENT

Kamloops' Council Remuneration Task Force solicited input from the public through a carefully-constructed and -implemented engagement program. Five community events were attended by Task Force members. A survey was also provided for all interested residents.

Information meetings can also be used as part of remuneration reviews. Such meetings are held in some centres to educate audiences on elected official remuneration, and to solicit views on appropriate packages to provide.

BEST PRACTICES

- > *Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.*
- > *Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.*

SECTION 6

BEST PRACTICES SUMMARY

This *Guide* has presented a series of best practices to assist local governments in setting elected official remuneration. Figure 6.1 pulls the best practices together into one table.

Figure 6.1
Remuneration Best Practices

Section	Topic	Best Practices
Section 2: Conducting Reviews	Independent Task Force	> Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.
Section 3: Timing and Frequency	Timing of Reviews	> Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.
	Frequency of Reviews	> Local governments should consider conducting remuneration reviews once per term. > Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.
	Annual Adjustment	> Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.
	Implementation of Changes	> Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term. > Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.

Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.
Section 4: Setting Remuneration	Bases of Comparison	<ul style="list-style-type: none"> > Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.
	Comparison Group	<ul style="list-style-type: none"> > Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility. > Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.
	Using the Data	<ul style="list-style-type: none"> > Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.
	Regional District Supplemental Payments	<ul style="list-style-type: none"> > Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.
	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. > Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.

Section	Topic	Best Practices
Section 4: Setting Remuneration	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments. > Local governments should ensure that lists of eligible expenses reflect unique local conditions. > Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.
	Benefits	<ul style="list-style-type: none"> > Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials. > Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions. > Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage. > Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"> > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
	Methods of Communication	<ul style="list-style-type: none"> > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.



Regional District of Bulkley-Nechako

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
Date: February 24, 2022
Re: 2022 Salary and Remuneration CPI Increase

Recommendation (All/Directors/Majority):

Receipt

Discussion:

Statistics Canada has released the Consumer Price Index for December to December. This is the statistic that the Regional District uses to set the CPI increase for Remuneration and Salary each year. The CPI increase is 3.9% for British Columbia.

The 2022 budget includes this increase for Director Remuneration and staff wages.

As per the *Salary Administration Policy*, the Financial Department will implement a 3.9% Cost of Living increase for the Regional District's employees effective January 1, 2021. The Directors have also received a 3.9% increase in remuneration effective January 1st, as set out in the current Remuneration Bylaw.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 24, 2022
Re: 2022 Parks and Trails Budgets

Recommendation (All/Directors/Majority):

That the Board receive the Parks and Trails budgets for 2022.

That the surplus from the 2021 year be placed in operational reserves for each service area.

Discussion:

In this discussion service areas are as follows:

Service area A is Electoral Area A and Smithers
 Service area B/E is Electoral Areas B, E, and the Village of Burns Lake
 Service area C is Electoral Area C and Fort St. James
 Service area G is Electoral Area G, Houston and Granisle.

Approximately \$75,500 of staff time and \$30,500 of staff benefits and expenses are estimated to be spent on Parks and Trails in 2022. Of this amount 30% is estimated to be utilized in service area A, 20% in service area G, 30% in service area B/E, and 20% in service area C. These amounts are based on the development of general policies and on identifying future “on the ground” projects.

Capital projects are planned for service area A – Highway 16 Bike Connector Trail, service area B/E – Beach and Parking Lot Development and Hospital Point Development.

In addition, a parks and trails “master plan” is planned to be complete for service areas A and B/E in 2022.

Both the capital items and the master plans are proposed to be paid for using the Northern Capital and Planning Grant.



A preliminary estimate of last year's surplus amounts are as follows:

	Surplus	Taxation 2021	Actual Staff time 2021
A	\$ 49,039	\$104,698	73%
BE	\$ 28,419	\$ 41,806	20%
C	\$ 3,543	\$ 6,833	4%
G	\$ 4,045	\$ 6,833	3%
Total	\$ 85,046		

The total actual staff time spent in each jurisdiction in 2021 was used to allocate staff costs to each service area for the 2021 year end.

Staff are recommending that these amounts be placed in operational reserves for future projects for these recreation areas. At the discretion of the Directors involved with each service, these amounts can also be utilized to reduce 2022 taxation.

Attachments:

Parks and Trails Budgets (4)

REGIONAL DISTRICT OF BULKLEY-NECHAKO**Regional Parks and Trails 10902****Smithers Area A****Bylaw No. 1927 No Limit**

Taxation on Improvements Only

	2022	2023	2024	2025	2026
	Budget	Budget	Budget	Budget	Budget
400001 Taxation	97,530	87,641	81,641	81,641	81,641
446001 Grants in Lieu of Taxes					
446002 Grant in Lieu of Alcan Taxes					
420001 Transfer from NCPG Reserve	80,000				
480001 Miscellaneous Revenue	1,465,940				
450001 Rent	9,000	9,000	9,000	9,000	9,000
499999 Prior Year's Surplus					
TOTAL REVENUE:.....	1,652,470	96,641	90,641	90,641	90,641

EXPENDITURE:

601001 Share of Salaries	47,553	47,553	47,553	47,553	47,553
601101 Benefits	6,324	6,324	6,324	6,324	6,324
601201 Overtime		0	0	0	0
601301 As Above Staff Education	1,000	1,000	1,000	1,000	1,000
601401 As Above Staff Travel	2,500	2,500	2,500	2,500	2,500
601801 Association Dues		0	0	0	0
602001 Utilities and Property Taxes	6,000	6,000	6,000	6,000	6,000
606001 Communications		0	0	0	0
608001 Property Insurance		0	0	0	0
608002 Liability Insurance	3,000	2,000	2,000	2,000	2,000
606003 Advertising	2,500	2,500	500	500	500
607001 Legal	5,000	5,000	1,000	1,000	1,000
609001 Supplies	5,000	5,000	5,000	5,000	5,000
609011 Meeting Expenses		0	0	0	0
605006 Contribution to Invasive Plants	2,000	2,000	2,000	2,000	2,000
612801 Special Projects	50,000	0	0	0	0
781001 Capital Costs	1,495,940	0	0	0	0
651010 Administration Charges	22,812	13,923	13,923	13,923	13,923
Shared Services	2,840	2,840	2,840	2,840	2,840
Total Expenses	1,652,470	96,641	90,641	90,641	90,641
Revenues less Expenditures	0	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO**Regional Parks and Trails 10903****Houston Granisle Area G****Bylaw No. 1928 No Limits**

Taxation on Improvements Only

	2022	2023	2024	2025	2026
	Budget	Budget	Budget	Budget	Budget
400001 Taxation	15,400	15,400	15,400	15,400	15,400
446001 Grants in Lieu of Taxes					
446002 Grant in Lieu of Alcan Taxes					
480001 Miscellaneous Revenue					
446110 Admin Recovery					
499999 Prior Year's Surplus					
TOTAL REVENUE:.....	15,400	15,400	15,400	15,400	15,400
EXPENDITURE:					
601001 Share of Salaries	7,926	7,926	7,926	7,926	7,926
601101 Benefits	4,216	4,216	4,216	4,216	4,216
601201 Overtime		0	0	0	0
601301 As Above Staff Education	100	100	100	100	100
601401 As Above Staff Travel	500	500	500	500	500
601801 Association Dues		0	0	0	0
606001 Communications		0	0	0	0
608001 Property Insurance		0	0	0	0
608002 Liability Insurance		0	0	0	0
608003 Vehicle Insurance		0	0	0	0
609001 Supplies		0	0	0	0
609011 Meeting Expenses		0	0	0	0
612801 Special Projects		0	0	0	0
651010 Administrative Recovery	765	765	765	765	765
Shared Services	1,894	1,894	1,894	1,894	1,894
Total Expenses	15,400	15,400	15,400	15,400	15,400
Revenues less Expenditures	0	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO
Regional Parks and Trails 10905

Fort St. James, Area C

Bylaw No. 1930 No Limits

Taxation on Improvements Only

	2022	2023	2024	2025	2026
	Budget	Budget	Budget	Budget	Budget
400001 Taxation	15,400	15,400	15,400	15,400	15,400
446001 Grants in Lieu of Taxes					
446002 Grant in Lieu of Alcan Taxes					
480001 Miscellaneous Revenue					
446110 Admin Recovery					
499999 Prior Year's Surplus					
TOTAL REVENUE:.....	15,400	15,400	15,400	15,400	15,400

EXPENDITURE:

601001 Share of Salaries	7,926	7,926	7,926	7,926	7,926
601101 Benefits	4,216	4,216	4,216	4,216	4,216
601201 Overtime		0	0	0	0
601301 As Above Staff Education	100	100	100	100	100
601401 As Above Staff Travel	500	500	500	500	500
601801 Association Dues		0	0	0	0
606001 Communications		0	0	0	0
608001 Property Insurance		0	0	0	0
608002 Liability Insurance		0	0	0	0
608003 Vehicle Insurance		0	0	0	0
609001 Supplies		0	0	0	0
609011 Meeting Expenses		0	0	0	0
612801 Special Projects		0	0	0	0
651010 Administrative Charges	765	765	765	765	765
Shared Services	1,894	1,894	1,894	1,894	1,894
Total Expenses	15,400	15,400	15,400	15,400	15,400
Revenues less Expenditures	0	0	0	0	0



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 24, 2022
Re: Smithers Rural Fire and Smithers Parks and Recreation Budgets

Recommendation (All/Directors/Majority):

That the Board approve the Smithers Rural Fire and Smithers Parks and Recreation Budgets to move forward into the overall Regional District budget.

The following budgets are based on the Smithers proposed Fire Department and Recreation budgets that will be presented to Smithers council on February 22, 2022.

The amount of requisition for this service area has increased this year (from the 2021 budget) due to the relative increase in property assessments between Smithers and Electoral Area A and due to the large number of housing starts in Electoral Area A.

Discussion:

Attachments:

Smithers Rural Fire Service
Smithers Parks and Recreation Service

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SMITHERS RURAL RECREATION AND CULTURE**

BC ASSESSMENT F 754 25 LSA #16 PORTION OF A

BYLAW 1185 LIMIT 0.85 PER \$1000

10301

Five Year Financial Plan:

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Converted Hospital Assessments (Revised Roll)	36,668,737	40,214,739	44,043,079		48,273,727		60,375,391				
Estimated Residential Tax Rate (cents per \$1,000)	0.80	0.76	0.7361		0.8069		0.7551				
REVENUE:											
400004 Taxation	292,362	303,842	324,202	324,202	389,497	389,497	455,887	462,018	468,270	474,648	481,153
499999 Surplus				147	110	110	1				
TOTAL REVENUE.....	292,362	303,842	324,202	324,349	389,606	389,607	455,888	462,018	468,270	474,648	481,153

EXPENDITURE:

Converted Hospital Assessment (Revised Roll)											
Town of Smithers	101,183,803	105,719,566	111,925,115	-	120,560,370		139,454,639				
Rural	36,668,737	40,214,739	44,043,079	-	48,273,727		60,375,391				
Total	137,852,540	137,852,540	155,968,194	-	168,834,097		199,830,030				
Rural Share	26.6%	26.6%	28.2%	-	28.6%		30.2%	30.2%	30.2%	30.2%	30.2%
<i>Net shareable Rec/Culture Budget</i>	635,032	676,334	727,740	-	912,970		1,014,421	1,034,709	1,055,404	1,076,512	1,098,042
<i>Rural share</i>	168,918	179,905	205,503	-	261,040		306,491	312,621	318,873	325,250	331,755

612201 Annual Grant to Town of Smithers	179,905	188,870	205,503	205,503	261,040	261,040	306,491	312,621	318,873	325,250	331,755
Library Operating Costs			304,480	-	313,584		351,484	358,514	365,684	372,998	380,458
612220 Monthly Grant to Smithers Public Library	83,041	83,564	85,981	86,018	89,661	89,661	106,195	106,195	106,195	106,195	106,195
Museum Operating Costs			76,250	-	76,321		79,450	81,039	82,660	84,313	85,999
612203 Annual Grant to BV Museum & Historical Society	19,361	20,624	21,532	21,532	21,822	21,822	24,005	24,005	24,005	24,005	24,005
Arts Council Operating Costs			5,240	-	5,240		5,432	5,541	5,651	5,764	5,880
612204 Annual Grant to BV Community Arts Council	1,330	1,417	1,480	1,480	1,498	1,498	1,641	1,641	1,641	1,641	1,641
Art Gallery Operating Costs			34,370	-	34,370		35,809	36,525	37,256	38,001	38,761
612205 Annual Grant to Smithers Art Gallery	8,726	9,296	9,706	9,706	9,827	9,827	10,819	10,819	10,819	10,819	10,819
651010 Administration Service Charge				-	5,758	5,758	6,737	6,737	6,737	6,737	6,737
799999 Prior Year's Deficit		1	1	1							
TOTAL EXPENDITURE.....	292,363	303,772	324,202	324,239	389,606	389,606	455,888	462,018	468,270	474,648	481,153
Revenues minus Expenditures	(1)	147	0	110	(0)	1	-	-	-	-	-



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 24, 2022
Re: Taxation Transfer Requests

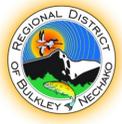
Recommendation (All/Directors/Majority):

That the Board approve the taxation changes requested

Discussion:

The Electoral Area E Director wishes to utilize \$60,874 of the areas Northern Capital and Planning Grant to support capital expenses for the Environmental Services department in 2022. Electoral Area E also wishes to spend \$60,874 in taxation in the 911 and Protective Services Departments to support fire department water access in Electoral Area E. This will result in a taxation increase of \$60,874 in the 911 service and a taxation decrease of \$60,874 in the Environmental Services department. There will be no impact to the taxpayer to support this request.

The Electoral Area C Director wishes to utilize \$45,573 of the areas Northern Capital and Planning Grant to support capital expenses for the Environmental Services department in 2022. Electoral Area C also wishes to spend \$45,573 in taxation for Regional District Grant in Aid in the administration budget. Similar to the above proposal, there will be no impact to the tax payer to support this request as the participants in both services are the same.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 24, 2022
Re: Parcel Tax Budgets

Recommendation (All/Directors/Majority):

That the Board receive the Parcel Tax Budgets for 2022.

Discussion:

Parcel Tax requisitions must be submitted to the Provincial Government by February 28, 2022.

A parcel tax review meeting will be held at 12:00 PM on February 24 that will review any concerns that a property owner may have about if their property is either in or out of a parcel tax service. For example, this may happen if a parcel is recently subdivided. There have been no concerns raised with regard to parcel tax rolls since the creation of the Regional District's parcel tax services.

These budgets have all been reviewed during Committee meetings.

Attachments:

Fort Fraser Sewer
Fort Fraser Water
Cluculz Lake Sewer
Decker Lake Street Lighting
Lake Kathlyn Aquatic Weed Harvesting
Glacier Gulch Water Diversion

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER SEWER SYSTEM 6101**

	Five Year Financial Plan:									
	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
REVENUE:										
400003 Frontage Tax	39,359	49,045	45,278	48,143	48,143	45,474	47,999	47,927	47,864	47,809
442101 Other Grant Revenue			20,000							
450001 Connection Fees	100	100	0							
450002 User Fees (2022 \$156.00)	25,566	26,003	26,698	26,732	26,913	28,005	28,565	29,136	29,719	30,314
490001 Transfer from Equity in TCA										
499999 Prior Year's Surplus	38,530	22,486	10,844	47,259	47,258	33,105	0	(0)	0	0
40										
TOTAL REVENUE	103,555	97,634	102,820	122,134	122,314	106,585	76,565	77,064	77,583	78,123
EXPENDITURE:										
601001 Salaries (split 1/2 of operator with water)	8,066	7,585	7,551	9,168	3,542					
601101 Benefits (split 1/2 of operator with water)	848	1,137	772	1,714	416					
601301 Staff Education (split 1/2 with water)		904	0	1,500						
601401 Staff Travel	715	640	305	1,000	333					
601801 Association Dues	44	30	0	150		150	150	150	150	150
602001 Utilities	7,548	9,917	9,137	12,800	10,251	12,000	12,480	12,979	13,498	14,038
603008 R & M System	19,637	17,167	9,387	31,700	5,481	32,000	32,000	32,000	32,000	32,000
651010 Admin Service Charge to Enviro						12,500	12,500	12,500	12,500	12,500
605301 Environmental Monitoring	983	637	692	1,000	541	1,000	1,000	1,000	1,000	1,000
605999 Contingency			0	10,000						
606001 Communications - (split 1/2 office phone/fax with water)	669	634	702	700	84	700	700	700	700	700
606003 Advertising	67	120	93	250	59	250	250	250	250	250
608001 Property Insurance	28	29	18	30	30	30	30	30	30	30
608002 Liability Insurance	829	926	764	845	1,639	1,000	1,000	1,000	1,000	1,000
608003 Permits/Fees	541	341	5	325	210	325	325	325	325	325
781001 Contribute to Capital Reserve	41,000	41,000	26,000							
781004 Contribute to Insurance Reserve	93	136	136							
651010 Administration Fees			0	4,871	4,871	4,047	4,047	4,047	4,047	4,047
799999 Prior Year's Deficit										
TOTAL EXPENDITURE	81,068	81,203	55,561	76,052	27,427	64,003	64,483	64,982	65,501	66,041
Revenues minus Expenditures	22,487	16,431	47,259	46,082	94,887	42,582	12,082	12,082	12,082	12,082
RESERVE BUDGET										
Transfer from Reserves										
420001 Transfer from Capital or NCPG Reserve				60,000		45,000				
Transfer to Reserves										
781001 Contribution to Capital Reserve				46,000	46,000	42,500	12,000	12,000	12,000	12,000
781003 Contribute to Vehicle Reserve										
781004 Contribute to Insurance Reserve				82	82	82	82	82	82	82
781009 Contribute to Major Equipment Reserve										
Net Reserves										
CAPITAL BUDGET										
780001 New Capital Items				60,000	15,700	45,000				
490001 Use of Capital Items				16,000		16,000	16,000	16,000	16,000	16,000
780101 Amortization				16,000		16,000	16,000	16,000	16,000	16,000
NET BUDGET SUPPLUS - (DEFICIT)				(0)	33,105	0	(0)	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER WATER SYSTEM**

6201

Parcel Tax

	Five Year Financial Plan:					2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual					
REVENUE:										
400003 Frontage Tax	67,945	47,275	61,465	60,799	64,101	63,196	52,410	51,831	51,246	50,656
450001 Connection Fees	100	190	10							
450002 User Fees (2022 \$281.00)	40,445	40,744	42,626	41,889	42,570	44,306	45,192	46,096	47,018	47,958
499999 Prior Year's Surplus	571,858	68,447	17,960	47,705	47,705	4,788				
TOTAL REVENUE.....	3,528,597	163,465	222,061	150,393	154,376	112,290	97,602	97,927	98,264	98,614
EXPENDITURE:										
601001 Salaries (split 1/2 with sewer)	8,066	7,585	7,392	9,168	3,542					
601101 Benefits (split 1/2 with sewer)	848	1,137	755	1,714	427					
601201 Overtime										
601301 Staff Education (split 1/2 with sewer)		904		1,500						
601401 Staff Travel	715	640	305	1,000	333					
601801 Association Dues	44	30		150		150	150	150	150	150
602001 Utilities	4,364	3,663	4,938	6,913	4,931	7,190	7,477	7,776	8,087	8,411
603008 R & M System	29,186	1,202	6,253	19,256	42,062	22,500	22,500	22,500	22,500	22,500
651010 Admin charge to Enviro Services						12,500	12,500	12,500	12,500	12,500
605999 Contingency				10,000		10,000	10,000	10,000	10,000	10,000
606001 Communications - (control line & 1/2 phone/fax)	1,527	1,419	1,434	1,600	155	1,600	1,600	1,600	1,600	1,600
606003 Advertising	99	151	123	500		500	500	500	500	500
608001 Property Insurance	963	1,023	628	1,224		1,249	1,274	1,299	1,325	1,352
608002 Liability Insurance	1,843	2,059	1,697	1,875	1,875	1,000	1,000	1,000	1,000	1,000
608004 Permits, Licenses & Fees	440	240	215	500	350	500	500	500	500	500
609001 Supplies			23	500	162	500	500	500	500	500
609011 Meeting Expenses			1							
779999 Miscellaneous Expense					1,256					
651010 Administration Service Charge				4,354	4,354	4,461	4,461	4,461	4,461	4,461
799999 Prior Year's Deficit										
TOTAL EXPENDITURE.....	3,460,152	367,073	174,066	60,254	59,448	62,150	62,462	62,787	63,124	63,474
Revenues minus Expenditures				90,140	94,928	50,140	35,140	35,140	35,140	35,140
RESERVE BUDGET										
Transfer from Reserves										
420001 Transfer from Capital or NCPG Reserve				100,000		100,000				
Transfer to Reserves										
781001 Contribution to Capital Reserve		50,000	50,000	90,000	90,000	50,000	35,000	35,000	35,000	35,000
781004 Contribute to Insurance Reserve	206	302	302	140	140	140	140	140	140	140
Net Reserves										
CAPITAL BUDGET										
780001 New Capital Items	3,315,451	296,718		100,000		100,000				
490001 Use of Capital Items	96,400		100,000	100,000		100,000	100,000	100,000	100,000	100,000
780101 Amorization	96,400		100,000	100,000		100,000	100,000	100,000	100,000	100,000
NET BUDGET SUPPLUS - (DEFICIT)	68,445	(203,608)	47,995	(0)	4,788	0	0	0	(0)	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
CLUCULZ LAKE - SOMERSET ESTATES SEWER**

6301

BYLAW 1860 LIMITATION \$11,250

Five Year Financial Plan:

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
REVENUE:										
Number of Parcels	88	88		88		88				
Parcel Tax per Parcel				73.86		96.59				
450001 Connection Fees										
400003 Taxation		2,600	4,500	6,500	6,500	8,500	11,250	11,250	14,063	14,063
499999 Prior Years Surplus	3,358	2,608	5,119	9,526	9,526	15,386				
TOTAL REVENUE	3,358	5,208	9,619	16,026	16,026	23,886	11,250	11,250	14,063	14,063
EXPENDITURE:										
606003 Advertising		89	93	150	140	150	150	150	150	150
651010 Administration Fee				500	500	500	500	500	500	500
651010 Administration Fee (Enviro)		0	0	500		10,000	10,400	10,400	10,400	10,400
781001 Contribution to Sewer Reserve	3,358	0	0	14,876		13,236	200	200	3,013	3,013
TOTAL EXPENDITURE	3,358	89	93	16,026	640	23,886	11,250	11,250	14,063	14,063
Revenues minus Expenditures	-	5,119	9,526	-	15,386	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DECKER LAKE STREET LIGHTING**

Specified portion of Electoral Area B

9101

BYLAW 123 NO LIMITATION

Parcel Tax	Five Year Financial Plan:										
	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
REVENUE:											
Number of Parcels	58	58	58		58		58				
Parcel Tax per Parcel	162.33	171.65	169.96		186.23		204.54				
400003 Taxation	9,415	9,956	9,858	9,858	10,801	10,801	11,863	11,547	11,547	11,547	11,547
450001 School District # 91 CHARGE FOR 2 LIGHTS	350	350	350		350	350	350	350	350	350	350
499999 Prior Year's Surplus	326	275	476	475	264	264					
				-							
TOTAL REVENUE	10,091	10,581	10,684	10,333	11,416	11,415	12,213	11,897	11,897	11,897	11,897
EXPENDITURE											
602001 Utilities - Hydro	9,666	9,797	10,384	9,752	10,591	11,072	11,072	11,072	11,072	11,072	11,072
606003 Advertising	150	308	300	317	325	159	325	325	325	325	325
651010 Administration Service Charge					500	500	500	500	500	500	500
799999 Prior Year's Deficit							316				
TOTAL EXPENDITURE	9,816	10,105	10,684	10,069	11,416	11,731	12,213	11,897	11,897	11,897	11,897
Revenues minus Expenditures	275	476	-	264	-	(316)	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
LAKE KATHLYN AQUATIC WEED HARVESTING**

PORTION OF A

5902

BYLAW 969 NO LIMITATION

Five Year Financial Plan:

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Number of Parcels	54	54		54		54				
Parcel Tax per Parcel	153.19	152.00		0.00		\$ 151.52				
REVENUE:										
400003 Parcel Tax	8,272	8,191	8,310			8,182	8,765	8,765	8,765	8,765
450002 Fees from Watson's Landing	544	544	0	544	1,088	600	600	600	600	600
400001 Other Revenue			0	226						
450001 Payment in lieu of taxes - Town of Smithers	150	150	0	150	300	150	150	150	150	150
499999 Prior Year's Surplus	9	90	0			583	-	-	-	-
TOTAL REVENUE	8,975	8,975	8,310	920	1,388	9,515	9,515	9,515	9,515	9,515
EXPENDITURE:										
606003 Advertising - parcel tax local court of revision	166	189	201	215	100	215	215	215	215	215
612201 Annual Contribution to Society	8,000	8,800	8,800	0		8,800	8,800	8,800	8,800	8,800
651010 Administration Fees			14	705	705	500	500	500	500	500
799999 Prior Year's Deficit										
TOTAL EXPENDITURE	8,166	8,989	9,015	920	805	9,515	9,515	9,515	9,515	9,515
Revenues minus Expenditures	809	(14)	(14)	-	583	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY NECHAKO
GLACIER GULCH WATER DIVERSION**

PORTION OF A
5903

BYLAW 1816 LIMIT \$6,250
PARCEL TAX

Five Year Financial Plan:

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget																											
<table border="1" style="width: 100%;"> <tr> <td>Number of Parcels</td> <td>55</td> <td>55</td> <td>55</td> <td></td> <td></td> <td>55</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Parcel Tax per Parcel</td> <td>48.40</td> <td>48.00</td> <td>46.00</td> <td></td> <td></td> <td>57.58</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Number of Parcels	55	55	55			55					Parcel Tax per Parcel	48.40	48.00	46.00			57.58														
Number of Parcels	55	55	55			55																															
Parcel Tax per Parcel	48.40	48.00	46.00			57.58																															
REVENUE:																																					
400003 Portion of Electoral Area "A"	2,662	2,662	2,618	2,530	2,530	3,167	3,228	3,228	3,228	3,228																											
450002 Fee from Watson's Landing	180	180	180	180	180	180	180	180	180	180																											
450001 Fees in lieu of taxes - Town of Smithers	25	25	25	25	25	25	25	25	25	25																											
499999 Prior Year's Surplus	13,485	10,148	5,609	3,231	3,231	61																															
TOTAL REVENUE	16,352	13,015	8,432	5,966	5,966	3,433	3,433	3,433	3,433	3,433																											
EXPENDITURE:																																					
603004 Maintenance/Reconstruction of Water Diversion	6,120	2,217	0	2,600	2,335	2,600	2,600	2,600	2,600	2,600																											
606003 Advertising - parcel tax local court of revision	85	189	201	333	100	333	333	333	333	333																											
607001 Legal			0		16																																
781004 Capital/Equipment Reserve		5,000	5,000	2,400	2,954																																
Prior Years Deficit			0	0																																	
651010 Administration Service Charge			0	500	500	500	500	500	500	500																											
608004 Water Licence				133		0	0	0	0	0																											
TOTAL EXPENDITURE	6,205	7,406	5,201	5,966	5,905	3,433	3,433	3,433	3,433	3,433																											
Revenues minus Expenditures	10,147	5,609	3,231	0	61	-	-	-	-	-																											



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
 From: Nellie Davis, Manager of Regional Economic Development
 Date: February 24, 2022
 Regarding: Area "A" (Smithers Rural) Economic Development Service Funds Request

Recommendation:

That the Board approve allocating \$5,000.00 from Electoral Area "A" (Smithers Rural) Economic Development Service funds to Northern BC Tourism Association for an Economic Impact Study.

Background:

Tourism Smithers, in partnership with Northern BC Tourism Association, are conducting an Economic Impact Study for filming of "The Mother", a Netflix Original Movie partly filmed in Smithers in 2021.

The Study will provide data as well as story elements to quantify the economic impact to the area as a result of the film project. It will help inform investment and attraction activities for similar projects in the future.

Budget: The project is anticipated to cost \$25,000.00

Funding Organization	Amount
Tourism Smithers	\$15,000.00
Northern BC Tourism	\$5,000.00
Electoral Area "A" (Smithers Rural) Economic Development Service	\$5,000.00

There is \$24,500.00 available in the Electoral Area "A" (Smithers Rural) Economic Development Service. Director Mark Fisher is supportive of the request.



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: February 24, 2022
Regarding: Regional Economic Development Plan

Recommendation:

That the Board approve the Regional Economic Development Plan 2022-2024.

Background:

Attached is the Regional Economic Development Plan for approval. The updated Plan includes recommendations and comments from the February 10, 2022, Committee of the Whole meeting. The updates include:

- More information about Economic Reconciliation activities and collaboration with First Nations
- Highlighting Food Security as a regional priority
- Inclusion of Industry (ie: Forestry) related activity and advocacy



Regional Economic Development Plan 2022-2024

"A World of Opportunities within our Region"

INTRODUCTION

The Regional Economic Development Department Annual Workplan and Budget are guided by this overarching document. This Plan is created in consultation with Economic Development stakeholders across the region, including Municipal, First Nations and Provincial Economic Development Staff, Community Futures, and others. It incorporates RDBN Board Priorities as well as Economic Development priorities from the region's Official Community Plans.

The RDBN undertakes Economic Development Planning to guide the work of the Regional Economic Development Department. In addition to the fluid and responsive work identified in this plan, the Department also provides RDBN Grant Services in the region, including facilitating the Grant in Aid and Federal Gas Tax programs, as well as Grant Writing Support for RDBN initiatives and Non-Profit Organizations in the region.

The Regional Economic Development Action Plan covers a period of three years, which provides an opportunity to approach economic development with a medium and long-term lens while recognizing the changing nature of regional opportunities and trends to remain flexible and adaptable to changing circumstances.

Projects and initiatives designed to meet the goals identified in this plan will be proposed annually as part of the Department Workplan and Budgeting Process.



WHERE ARE WE NOW? - Quick Stats

- We are home to eight Municipalities and seven Electoral Areas.
- The RDBN is located within the traditional territory of nearly 30 First Nations, of which 14 Nations have communities on the land. These communities represent Dakelh, Nedut'en and Wet'suwet'en people.
- The RDBN population is 37,896, with 2.5% growth from 2006-2011 and 3.3% decline from 2011-2016.
- RDBN Age demographics trend the same as Northern BC, with 25-54 years comprising over 35% of the population.
- Median household income is consistent with Northern BC stats, with 2016 reporting a median of around \$75,000.

Board Direction

The RDBN Board is committed to providing opportunities to increase the vibrancy, diversity, and sustainability of the regional economy. There is a strong understanding of the connectedness between rural and urban areas, and a high level of commitment to seeing development happen in a way that reflects and preserves the natural, cultural, and built amenities, and ensures balance and compatibility between future economic activity and the rural character of the Plan areas.¹

Current Activities

- Support advancing Reconciliation through the First Nations Liaison position
- Support regional Economic Development capacity building through the Regional Communications Team
- Support for Agriculture Sector through the Agriculture Coordinator Position
- Support for Business and Entrepreneurship through Regional Business Forum
- Support collaborative Tourism Marketing initiatives through the Tourism Working Group and other partner cost-shared initiatives

¹ Source: RDBN Electoral Area Official Community Plan (Economic Development)



Past Activities

- Website and Marketing focused on Mining Activity
- Tourism web-based itinerary generator
- Region-wide Business Directory
- Support for Beyond the Market Agriculture Initiative
- Investment Readiness Action Plan Development
- BC Provincial Nominee Program - Entrepreneur Immigration

WHERE DO WE WANT TO GO?

Vision

Regional Economic Development Stakeholders were interviewed, and a brainstorming session was hosted to help create a vision for the future of the RDBN.

"The RDBN will be home to a growing, diverse population. Critical infrastructure needs are being addressed and support the development of healthy communities. The region is working towards adapting to climate change impacts, which includes a strong agriculture sector and food security, as well as new, green technology, and job opportunities. Strong commitment to Reconciliation is demonstrable through relationships and partnerships in the region, and small and medium businesses are being supported to thrive."



Strategic Areas and Goals

Strategic Areas were gleaned from consultation and RDBN Board Priorities.

1) Connectivity and Infrastructure

Reliable, high-speed internet, cellular service, and other critical infrastructure were identified as barriers to economic and social development. This also includes opportunities to research and secure funding to address housing gaps, increase access to recreation infrastructure, and support green energy projects or climate change adaption/mitigation infrastructure projects.

2) Agriculture, Labour Force, and Small Business Development

Support for Agriculture, including climate change adaptation and food security, was considered a high priority. This includes exploring opportunities for local skills training and job or business opportunities related to food processing and green technology. Small business development and entrepreneur support were also highly ranked.

3) Collaboration

Many participants indicated a strong commitment to regional collaboration, including collaboration between local and First Nations governments and joint education. Proposed projects included studies related to the regional economy, movement towards a circular economy, as well as improved information sharing processes and repositories.

4) Tourism, Attraction, and Retention

Topics identified as priorities include ongoing work of collaborative marketing within the region, as well as planning and development of Tourism related infrastructure and signage. Retaining, supporting, and attracting a diverse, youthful population, including entrepreneurs was identified as a priority. This includes ensuring programs and process are in place to support a diverse workforce, including access to childcare and transportation.



HOW ARE WE GOING TO GET THERE?

Connectivity and Infrastructure

Goal: Improve or Develop Critical Infrastructure to Support Economic and Social Development.

Actions

- Pursue P3 Partnerships to facilitate broadband infrastructure development.
- Complete RDBN Connectivity Strategy.
- Support collaboration with partners for tourism infrastructure.
- Support Funding applications for RDBN housing, green energy, and recreation initiatives.

Details

- Connectivity work will be guided by the RDBN Connectivity Committee and implemented by staff.
- RDBN will facilitate communication and support planning and funding strategies for new or improved tourism infrastructure.
- Grant writing staff will support infrastructure-related applications.

Agriculture, Labor Force, and Small Business Development

Goal: To support stability and growth in the Agriculture Sector and for Small Business

Actions

- Support the implementation of the RDBN Food and Agriculture Plan.
- Facilitate small business support through the Regional Business Forum and Start-up Business Contest.
- Counter the boom-and-bust cycle by supporting and cultivating economically diverse business opportunities.
- Ensure businesses and Agriculture producers are well supported to plan for emergency events.
- Work with producers, associations, residents, municipalities, and First Nations to increase food security in the region.

Details

- Support for the Agriculture sector is facilitated through the Regional Agriculture Coordinators and the Connecting Consumers and Producers program.
- Support diversification within and outside of traditional economic industries will help support vibrant, sustainable communities.
- Emergency support planning will be approached in partnership with RDBN Protective Services and other business support agencies, such as Community Futures.
- Ensure support, education and communication is available to help all producers and local consumers make choices that strengthen local food supply chains.



Collaboration

Goal: To increase and streamline communication and partnerships within and outside the region.

Actions

- Maintain and grow Regional Economic Development Communications Group.
- Identify and facilitate opportunities for partnership projects between several stakeholders.
- Expand educational opportunities available to grow the economic development capacity in the region.
- Facilitate projects for research and studies of regional benefit to support economic and social development.
- Prioritize relationship building with and among First Nations and local governments in the region through meaningful dialogue opportunities.
- Explore opportunities for collaboration with economic development initiatives relating to First Nations agreements, such as Pathway Forward 2.0 and Lake Babine Nation Foundation Agreement.
- Explore opportunities for advocacy as well as participation in the development and implementation of programs related to industry transitions impacting the region.

Details

- Regional Communications Meetings will be expanded to include additional, diverse educational opportunities. This group is a highly valuable collaboration to ensure communication and information sharing among economic development professionals in the region.
- Research and studies will be pursued at the recommendation of the Regional Communications Team to ensure regionally beneficial projects are completed and shared widely.
- Formal and informal opportunities will be prioritized to develop trust and the development of relationships.
- Opportunities to work together to implement actions and priorities identified through Agreements will be explored through relationship with signatories.
- Remain apprised of current and anticipated industry transitions (increases and decreases).
- Advocate for input and involvement in the discussion, development and implementation of support programs, education and training opportunities and local procurement processes related to industry activity.



Tourism, Attraction, and Retention

Goal: To develop and market the incredible built and natural amenities in the region.

Actions

- Develop and implement Attraction and Retention marketing initiative for the region.
- Facilitate the Tourism Working Group to assist the RDBN in understanding the needs and desires of member municipalities and First Nations regarding Tourism work. This group helps direct RDBN tourism initiatives.
- Promotion of the established #visitbulkleynechako brand and website through media channels.
- Continue participation in regional partnerships to leverage marketing opportunities.
- Continue to support RDBN and local community group infrastructure development initiatives through grant writing support.
- Support Northern BC Tourism to develop regional strategies and marketing content.

Details

- A well-researched understanding of target markets and strong collaboration with Northern BC Tourism ensures that the RDBN participates appropriately in marketing efforts in the region.
- Collaboration with partners along Highway 16 allows the RDBN to leverage minimal contributions for maximum impact in Tourism marketing.
- Marketing initiatives can be easily tweaked to also function as resident or targeted skilled labor attraction and retention, as community attributes that attract visitors also attract residents.
- Participation in the NBCTA Signage Strategy, Northwestern BC Destination Development, and Northwest BC Coop advisory committees ensures that the RDNB contributes to and is represented in regional strategy development and implementation.



IMPLEMENTATION PLAN

The annual Regional Economic Development Work Plan will detail activities associated with each Strategic Area. The annual Work Plan and Budget development occur in the Fall for the upcoming calendar year.

ARE WE GETTING THERE?

Monitoring

Grant Writing Support for Non-Profit organizations is reported annually to NDIT.

Progress on the RDBN Food and Agriculture Plan is reported quarterly to the Board.

Project reporting occurs annually to the Board or as required.

Project reporting for particular stakeholder groups is reported as required, including the Regional Communications Group and the Tourism Working Group.

Performance measurement

Performance of social media and websites is measured via appropriate tracking for those mediums (impressions, site traffic, Click-through-rate).

RDBN Grant Program performance is tracked by dollars allocated (Grant in Aid, Federal Gas Tax, CCP Community Event Grants). The COVID-19 Relief Grant Program will also continue into 2022.

Public engagement is measured via the appropriate metrics for the initiative (e.g.: newsletter distribution, survey responses, feedback forms, social media engagement, public meeting attendance).

APPENDICES

- Sample OCP - Economic Development Section
- Implementation Strategy (Current Year)
- Link to [RDBN and Community Profiles and Industrial Land Use Inventories](#)
- Link to [Visit Bulkley-Nechako Tourism Website](#)
- Link to [Connecting Consumers and Producers Online Directory](#)



Sample OCP - Economic Development Section

4.8. Economic Development ¹

It is recognized that in order to achieve the goals contained in the Plan the region must provide opportunities for the creation of a vibrant, diverse, and sustainable economy. To do so requires maintenance and enhancement of the region's quality of life, as well as its natural, cultural, and built amenities. Future economic development is closely tied to the maintenance of a well-planned rural area.

Industrial activity in the Plan area is supported in select areas and circumstances, and local commercial and tourist commercial uses are also supported where appropriate. The Plan also recognizes the importance of a healthy home based business sector to the regional economy. The Plan supports the maintenance of existing, and the increased establishment of new, home based businesses that are compatible with the rural residential and agricultural character of the area, and do not negatively impact the quality of life of area residents.

4.8.1. Objectives

(1) To concentrate commercial and industrial development in existing centres of activity, and to direct most of that activity within the Town of Smithers and the Village of Telkwa, with the understanding that certain commercial and industrial activities are necessary in the rural area and must be accommodated in accordance with the policy contained in this Plan.

(2) To increase the attractiveness of the Plan area to new residents, entrepreneurs, and business by protecting and enhancing the aspects of the social, cultural, natural, and built environment that contribute to the quality of life of residents.

(3) To support home based business activity that fits within the rural character of the area and does not negatively impact resident quality of life.

4.8.2. Policies

(1) Home based business activity that is compatible with the rural residential character of the Plan area may be supported. The Regional District especially encourages consulting, technology and information based home based business to locate in the Plan area.

(2) The Regional District encourages service providers to improve cell phone service and high speed internet service in the areas where this service is limited or non-existent.

(3) The opportunity to establish home based business with a personal service, retail, or industrial character shall be limited in order to protect rural residential areas from impacts associated with noise and traffic, and to help protect the integrity of existing commercial and industrial areas.

¹ Smithers Telkwa Rural Official Community Plan 43 RDBN Bylaw No. 1704, 2014 Section 4: General Application Objectives and Policies

Regional Economic Development Plan - Implementation Strategy

Strategic Area	Goals	Year One (2022) Implementation
Connectivity and Infrastructure	<ul style="list-style-type: none"> - Pursue P3 partnerships for connectivity infrastructure - Complete RDBN Connectivity Strategy - Support collaboration with partners for tourism infrastructure - Support Funding applications for RDBN infrastructure initiatives - Support Parks and Trails Planning staff to secure funding for new RDBN recreation assets 	<ul style="list-style-type: none"> - Complete AAP for Regional Broadband Service - Complete first iteration of RDBN Connectivity Strategy - Facilitate meetings in early 2022 for identified partnerships (eg: Trails in Area G, Granisle and Lake Babine Nation) to prepare for Grant opportunities
Collaboration	<ul style="list-style-type: none"> - Maintain and grow Regional Economic Development Communications Group - Identify and facilitate opportunities for partnership projects between several stakeholders - Expand educational opportunities available to grow the economic development capacity in the region - Facilitate projects for research and studies of regional benefit to support economic and social development - Prioritize relationship building with and among First Nations and local governments in the region through meaningful dialogue opportunities 	<ul style="list-style-type: none"> - Research and secure funding for Regional Economic Leakage Study - Research education opportunities for RCM - Data warehouse update and training (expand to Ag data) - Update information on Economic Development website (opportunities@rdbn.bc.ca) - Update Community Profiles with new Census Data - Increase participation and collaborative work with Chambers in the region. - include purposeful Reconciliation conversations and education opportunities in planned events.
Tourism Attraction and Retention	<ul style="list-style-type: none"> - Facilitate the Tourism Working Group to assist the RDBN in understanding the needs and desires of member municipalities and First Nations regarding Tourism work. This group helps direct RDBN tourism initiatives. - Promote through the region and the established #visitbulkleynechako brand and website through social media and print media - Continue participation in regional partnerships to leverage marketing opportunities 	<ul style="list-style-type: none"> - Create Attraction and Retention Campaign to target major urban centres - NBCTA Signage Strategy Advisory Committee Participation - Complete region-wide Geotagged Asset Map and market to locals and visitors - Social Media Plan update - Ongoing participation in advisory groups for Northwest BC Co-op Marketing, Ride North, Route 16, GO North RV

	<ul style="list-style-type: none"> - Continue to support RDBN and local community group infrastructure development initiatives through grant writing support - Support Northern BC Tourism to develop regional strategies and marketing content 	
<p style="text-align: center;">Agriculture, Labour Force and Small Business Development</p>	<ul style="list-style-type: none"> - Support the implementation of the RDBN Food and Agriculture Plan - Support the work of the Bulkley-Nechako Opportunities Table - Facilitate small business support through the Regional Business Forum and Start-up Business Contest - Support and cultivate economically diverse business opportunities - Implement the Business Façade Improvement Program in partnership with NDIIT in Electoral Areas 	<ul style="list-style-type: none"> - facilitate community conversations about slaughter licenses and meat cutting capacity - Podcast and YouTube Series Production/ Ag Newsletter - Ongoing marketing and promotion of Connecting Consumers and Producers Directory and Events - ongoing advocacy for resolutions to the veterinarian shortages - Plan and run Regional Business Forum with learning opportunities - Plan and run Start-Up Business Contest -support ongoing work of developing components of a Food Hub network



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

TO: Chair Thiessen and Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: February 24, 2022
SUBJECT: **Community Resiliency Investment Program – 2022 FireSmart Community Funding & Support Application**

RECOMMENDATION:

That the Board support the submission of an application to the Union of British Columbia Municipalities (UBCM) Community Resiliency Investment Program – FireSmart Community Funding & Support (CRI Funding), for the 2022 funding stream.

Further, if the grant is approved the Board authorizes staff to receive and manage all grant funding, and commits to any associated ineligible costs and cost overruns.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

UBCM is offering the CRI Funding Program for 2022 – 2023. Staff have prepared an application for the 2022 intake to renew the funding for the RDBN's FireSmart program. A resolution from the RDBN Board is required to submit the application.

The CRI Funding has enabled the development of a robust FireSmart program within the RDBN. The Department of Protective Services would like to continue to develop this program and increase public awareness regarding wildfire preparedness.

The CRI Funding Program contributes 100% of the cost of the eligible activities. The RDBN 2022 Application includes base program funding and additional funding for the Electoral Areas for a total of \$231,500. This application has already been approved by the UBCM review board 'In Principal'.

Written by,

Jason Blackwell
Regional Fire Chief

Approved by,

Deborah Jones-Middleton
Director of Protective Services

BACKGROUND:

The RDBN's FireSmart program was initiated in May 2020 with funding from the CRI Funding program. The FireSmart Educator has increased public awareness on wildfire preparedness by hosting FireSmart webinars, promoting FireSmart at farmers markets, and by organizing community outreach events. Utilizing the 2021 – 2022 CRI funding the RDBN FireSmart Program has completed 168 assessments and provided \$30,572.19 to residents for work completed so far, this funding will end March 10, 2022.

DISCUSSION:

The CRI Funding will contribute 100% of the cost of the eligible activities. The RDBN applications included \$113,250 for base funding, \$1,500 for fuel management prescriptions, and \$116,500 Electoral Area activities. Some of the proposed activities for this program include:

1. public outreach and education:
 - a. at farmers markets;
 - b. through on-line webinars; and,
 - c. at public schools;
2. distributing FireSmart information:
 - a. with mail packages targeting high risk residents;
 - b. emailed to previous FireSmart clients; and,
 - c. using RDBN social media platforms.
3. conducting FireSmart home assessments and providing recommendations;
4. administering the FireSmart Home Rebate Program; and,
5. finalizing the RDBN Community Wildfire Resiliency Plan.

Under the direction of the Director of Protective Services, the Regional Fire Chief and the FireSmart Educator will manage this program.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and the Board of Directors
FROM: Christopher Walker, Emergency Program Coordinator
DATE: February 24, 2022
SUBJECT: Union of BC Municipalities Community Emergency Preparedness Fund – Emergency Operations Centre Application

RECOMMENDATION:

That the Board supports the submission of an application to the Union of BC Municipalities Community Emergency Preparedness Fund Emergency Operations Centre for the 2022 funding stream.

Further, if the grant is approved the Board authorizes staff to receive and manage all grant funding, and commits to any associated ineligible costs and cost overruns.

VOTING: All/Directors/Majority

Executive Summary:

The application deadline for the Union of BC Municipalities' (UBCM) Community Emergency Preparedness Fund (CEPF) Emergency Operations Centre (EOC) intake is February 25, 2022. Up to \$25,000.00 is available per local government to build local emergency response capacity through the purchase of equipment, supplies, training, and exercises.

The grant funding provides an opportunity for the RDBN to improve technical capacity within the EOC for communications with the public and provide funds to create a long-term EOC Exercise Program for staff training and exercises to test their ability to execute the RDBN's emergency plans.

The grant application requires a resolution from the local government indicating support for the activities in the proposed project.

Written by:

C Walker

Christopher Walker
Emergency Program Coordinator

Reviewed by:

DJM

Deborah Jones-Middleton
Director of Protective Services

DISCUSSION

The maximum amount that the RDBN can apply for is \$25,000.00 and staff has received quotes to finalize the budget. Applying for this grant will help ensure that the EOC has the necessary equipment required to efficiently respond and provide up-to-date communications to the public and affected residents during an emergency, and an EOC Exercise Program to guide staff training and exercises over the next five years. The application will include the following equipment:

➤ EOC Printers

The purchase of smaller printers for EOC positions that can be used at individual workstations and be portable if redeployment or moving of the EOC is necessary.

➤ Lapel Microphones

To continue building our communications ability that was started in 2021, the microphones will be used for video recordings and interviews with the goal of improving our technical ability for communicating to the public through social media and video streaming platforms.

➤ Green Screen backdrop

The green screen backdrop will provide a clean backdrop for our technical capacity of creating public informational videos during emergencies, it allows for maps, pictures, information, and videos to be added to recording of information briefings.

➤ Projector

The projector will provide the ability to display information pertinent to the emergency at town hall briefings.

➤ Speaker and Microphone

The speaker and wireless microphone will be beneficial in town hall briefings to address larger groups of people and provide a speaker for any officials or Subject Matter Experts that want to address the public but cannot attend in person.

➤ Information Display Banners

The banners will be utilized at public events and townhall meetings to display information about the emergency preparedness program.

➤ EOC Exercise Program

The development of an multi-year program for an emergency preparedness training and exercise program to test staffs ability to execute the RDBN's emergency plans.



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

TO: Chair Thiessen and the Board of Directors
FROM: Christopher Walker, Emergency Program Coordinator
DATE: February 24, 2022
SUBJECT: Union of BC Municipalities Community Emergency Preparedness Fund –
Emergency Support Services Application

RECOMMENDATION:

That the Board supports the submission of a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund (UBCM) – Emergency Support Services (ESS) funding stream for the 2022 grant on behalf of the Regional District of Bulkley-Nechako (RDBN), District of Fort St. James, District of Vanderhoof, Village of Burns Lake, and Village of Granisle,

Further, if the grant is approved the Board authorizes staff to receive and manage all grant funding, and commits to any associated ineligible costs and cost overruns.

VOTING: All/Directors/Majority

Executive Summary:

The application deadline for the UBCM Community Emergency Preparedness Fund – ESS funding stream was January 28, 2022. Up to \$25,000 is available per local authority to build local emergency response capacity for ESS through volunteer recruitment, retention and training, and the purchase of ESS equipment. The total amount included in this regional application is \$77,694.68.

This grant funding provides an opportunity for collaboration between local authorities in the creation of a regional application to better support our ESS teams. The RDBN has received confirmation of participation in a regional application from the District of Fort St. James, District of Vanderhoof, Village of Burns Lake, and the Village of Granisle.

The grant application requires a resolution from each involved local authority indicating support for the activities proposed and a resolution from the coordinating local government indicating willingness to provide overall management of this project.

Written by,

C Walker

Christopher Walker
Emergency Program Coordinator

Approved by,

DJM

Deborah Jones-Middleton
Director of Protective Services

DISCUSSION

By submitting a regional application, it eliminates the duplication of research on the products needed by multiple teams and allows the RDBN to provide administrative support to the involved teams as required by the Regional ESS Agreement.

The proposed project consists of purchasing equipment and items needed to ensure the involved ESS teams are fully prepared to conduct team recruitment, volunteer training, and respond to emergency events and disasters as outlined below.

- Computers, Printers and an iPad – They are essential for use in Reception Centres for the ERA Tool. With the budgeted computers and printers in this project, all ESS Teams in the Bulkley-Nechako Region will be fully equipped to handle large and small scale ESS events and use the ERA tool efficiently.
- Cargo Trailer – Granisle had applied for the purchase of a trailer under the 2021 grant, due to supply of trailers in the North a trailer was not purchased. The trailer is to be used for equipment storage and transportation between communities in the region when needed.
- Trailer outfitting – shelving units, equipment carts, cargo ramp and awning installed to increase the storage and transportation ability for more efficient deployment of ESS.
- Generator – portable generator for a backup power source when a reception centre is not in a building or during a power outage.
- ESS branded clothing – jackets, coats, sweaters and hats are to be used while volunteers are fulfilling their ESS role, ensuring public recognition during recruitment, public education, and emergency response events.
- Reception Centre Equipment – folding tables and chairs, room dividers for privacy during evacuee intake, water cooler and water storage rack for reception centres that may not have running water. Wireless speaker system is for ease of addressing large groups of people in a noisy environment and sharing critical urgent messages when needed. Sign boards for directing the evacuees to the Reception Centres.
- Information Displays – two TVs, a projector, and projector screen to be used to display the most current information such as mapping, weather forecasts, and information bulletins.
- Power/Surge Bars – to protect and charge the computers and other technology used during response.
- Portable Lights – floodlights and scene lights that are powered by internal chargeable batteries to provide backup lighting in case of power outage and lack of power when generators are being used for heating. These lights will also provide lighting when responding outside, increasing safety and reducing injury risks.
- Stand up hand sanitizer – to mitigation of illnesses between evacuees and volunteers.
- Gear Bags and Storage Bins – provide storage, protection, and transportation of ESS equipment to responses and the ability to transport equipment to other locations in the region when required.
- Go Bags – outfitting volunteers with a bag for computer, printer, and documents for Level 1 response.
- Recruitment Events – Granisle will be holding several recruitment and education events for the ESS Program, with the goal of increasing volunteer capacity and awareness of ESS.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Director of Corporate Services

DATE: February 24, 2022

SUBJECT: Items to be brought forward to the public agenda from Special (In-Camera) Meeting

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

Receive.

Background

As per the Regional Board recommendation, the following motions are being brought forward from the Special (In-Camera) meeting of January 27, 2022:

Recommendation 1:

RE: Sick & Family Leave Policy

“That the attached Regional District of Bulkley-Nechako Sick and Family Leave Policy be approved;

And that the old Sick Leave Policy and all the sections of the Work Place Leave Policy, excluding the Vacations and Leaves of Absence section, be rescinded.

Recommendation 2:

RE: Bereavement Leave Policy

“That the Board approve the amended Bereavement Leave Policy as presented.”

Recommendation 3:

RE: Jury and Witness Duty Policy

That the Board approve the amended Jury and Witness Duty Policy as presented.”

Attachments:

1. Sick and Family Leave Policy
2. Bereavement Leave Policy
3. Jury and Witness Duty Policy



REGIONAL DISTRICT OF BULKLEY-NECHAKO SICK & FAMILY LEAVE POLICY

Sick Leave

Sick leave means the period of time an eligible employee is absent from their regularly scheduled work as a result of being sick or disabled; or under direction, examination, or treatment of a physician, dentist or qualified medical practitioner; or because of an accident for which compensation is not payable under the Workers' Compensation Act.

Family Leave

Family leave means the period of time an eligible employee is absent from their regularly scheduled work as a result of providing health care of immediate family members, defined as spouse (including common-law), children (including adopted and/or foster children), mother, father, or any other family member residing with and under the care of an employee.

Where an employee needs to attend to an immediate family member requiring critical care for a life-threatening or terminal illness, the employee must firstly use accumulated overtime, in the event that the employee has not accrued any overtime, they may use sick leave credits available on the basis of one & one-half days for every day of leave requested (1 day taken = 1 & 1 ½ days deducted). Requests for such leave must be made to the Chief Administrative Officer, followed up by a written request when practically possible.

Sick Leave Accrual

(1) Permanent Full-Time & Part-Time Employees:

- a) Full-Time employees shall be entitled to accumulate paid sick leave at the rate of one and one-half (1 ½) days per month, (calculated bi-weekly) on hours worked, to a total of eighty-four (84) days to coincide with the waiting period for Long Term Disability Insurance. Accumulated paid sick leave, when used, will be paid out at the same hourly rate as regular work hours. Part-Time employees will have their entitlement pro-rated based on hours worked.
- b) Employees shall not be entitled to use their accumulated sick leave credits until they have completed two months' service.
- c) After 90 days of consecutive employment, employees are immediately entitled to five (5) days of paid sick leave and three (3) days of unpaid sick leave a year, even if their sick leave accrual, as calculated in 1 (a) above has not yet reached a balance to cover the five (5) days of paid sick leave.
- d) Sick leave will not be accrued for any leave of absence without pay.
- e) Employees may use their sick leave accrual for time off for the health care of immediate family members as described in the Family Leave section above.
- f) Employees will not be entitled to be paid any portion of the accumulated sick leave days upon termination of employment.



(2) Temporary, Casual, or Contract Employees:

- a) Temporary, casual, or contract employees are not entitled to the same paid sick leave as permanent (full-time & part-time) employees.
- b) Temporary, casual or contract employees are only entitled to sick leave for personal illness or injury.
- c) Temporary, casual, or contract employees are entitled to five (5) days paid sick leave and three (3) days unpaid sick leave. The paid days used will be calculated based on the "average day's pay" formula and are not accumulated nor carried over from year to year if not used within the employment year.
- d) Definitions and calculations for paid sick leave in this section is as per the Employment Standards Act.

(3) Average Day's Pay Formula

$$\text{amount paid} \div \text{days worked}$$

where

amount paid is the amount paid or payable to the employee for work that is done during and wages that are earned within the 30 calendar day period preceding the leave, including vacation pay that is paid or payable for any days of vacation taken within that period, less any amounts paid or payable for overtime, and

days worked is the number of days the employee worked or earned wages within that 30 calendar day period.

Deductions from Sick Leave

An employee claiming sick leave shall notify their supervisor as soon as possible, but no later than the start of their regular working day, advising of the time they expect to be absent due to illness or medical/dental appointment, except where this is not reasonably possible. In the event the employee's supervisor cannot be reached, a message shall be left with the department receptionist or main reception.

A deduction shall be made from accumulated sick leave of all normal working hours absent for sick leave.

Proof of Illness

An employee may be required to produce a certificate from a licensed medical practitioner for any illness in excess of five (5) consecutive working days or five (5) full or partial days in any four (4) week period certifying that they were unable to carry out their duties due to illness and an estimated date of return.



Sick Leave Without Pay

As described above, all employees are eligible for three (3) unpaid sick leave days per employment year. Further sick leave without pay may be granted to an employee who does not qualify for sick leave with pay or has utilized their three (3) unpaid sick leave days. In determining eligibility for sick leave without pay, the employer is entitled to request a medical certificate from a licensed medical practitioner setting out one or each of the following:

- a) the diagnosis of the medical condition that could affect the employee's ability to perform the total duties outlined in the job description;
- b) confirmation that the employee is following a prescribed treatment plan;
- c) an estimated date of return to full employment in the assigned duties and anticipated restrictions, if any.

Sick Leave During Leave of Absence or Layoff

When an employee is laid off or during a leave of absence or layoff without pay, they shall not receive sick credits for the period of such absence but shall retain their cumulative credit, if any.

Sick Leave Records

A record of each employee's used and unused sick leave and accrual is maintained by the employer and recorded.



Regional District of Bulkley-Nechako
Corporate Policy Manual

REGIONAL DISTRICT OF BULKLEY-NECHAKO BEREAVEMENT LEAVE POLICY

All permanent employees shall be entitled to a maximum of five (5) regularly scheduled consecutive workdays paid compassionate leave in case of bereavement in his or her immediate family. All non-permanent employees shall be entitled to a maximum of three (3) regularly scheduled consecutive workdays unpaid compassionate leave in case of bereavement in his or her immediate family. "Immediate family" will include: father, father-in-law, mother, mother-in-law, step parent, spouse, children, brothers, sisters, grandparents, and grandparents-in-law. Where travel time will preclude a reasonable time in attendance at the location (greater than 500 km) of the service, the Chief Administrative Officer may authorize a reasonable extension of the leave without pay.



Regional District of Bulkley-Nechako
Corporate Policy Manual

REGIONAL DISTRICT OF BULKLEY-NECHAKO JURY AND WITNESS DUTY POLICY

Any employee called for jury duty will be allowed time off work with pay during the period of jury services and is entitled to allowances for lodging, meals and travel if that service is away from home, provided the employee provides proof of attendance and turns over their jury pay to the Regional District.

Proof of attendance on jury duty shall consist of a statement showing the actual days served signed by a responsible court official.

Employees subpoenaed to act as a witness at a trial shall receive the same benefits as for jury duty and must turn over witness fees and other court allowances to the Regional District.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Taddea Kunkel, First Nations Liaison

DATE: February 24, 2022

SUBJECT: Truth and Reconciliation Calls to Action

RECOMMENDATION: (all/directors/majority)

To receive/discuss.

BACKGROUND

As part of the RDBN's efforts for creating space to discuss the Truth and Reconciliation Commissions' 94 Calls to Action and how to support local First Nations in their advocacy for reconciliation efforts in the region, staff has prepared this memo to discuss the Calls to Action that focus on the legacy of Residential Schools and justice.

The five Calls to Action brought forward in this report continue on the theme from the last — specifically looking at ways in which the systemic disparities within our Canadian legal system disproportionately affect Indigenous Peoples. These Calls seek to bolster alternatives to the mainstream justice system that would provide Indigenous communities with autonomy and self-determination over their own legal system and supports for Indigenous offenders.

As tracked by CBC News' Beyond 94, Call 39 has been completed, and Statistics Canada's annual homicide report now includes an analysis of homicides of Indigenous women and girls¹. The report findings show that the rate of violent victimization among Indigenous people was more than double that of non-Indigenous people, specifically amongst Indigenous females². Calls 36, 37, 38, and 40 are still reported to be in-progress. These Calls require an in-depth look at "the impacts of foster care, residential schools' displacement, cultural disruption, adoption, gangs and urbanization"³ has on Indigenous communities, the needed changes to the *Youth Criminal Justice Act*⁴, and supporting existing federal programs that aim to address overrepresentation⁵.

¹ CBC News. Beyond 94 – Call 39. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=39>

² Ibid.

³ CBC News. Beyond 94 – Call 36. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=36>

⁴ Call 38: <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=38>

⁵ CBC News. Beyond 94 – Calls 36 & 37. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=36>; <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=37>

Since the 2017 federal commitment to three funding streams for the committed \$120.7 million over five years, the Indigenous Community Corrections Initiative (ICCI), which is overseen by Public Safety Canada and supports the development of alternatives to custody and reintegration projects for Indigenous offenders, has provided funding to 16 organizations across the country⁶. The Prince George Urban Aboriginal Justice Society was one of the 16 that received funding to deliver an *Aboriginal Wellness Reintegration Program*⁷. Aside from the program offered in Prince George, there are no ICCI funded programs in Northern BC.

These Calls require changes to the Canadian legal system and increased local funding for community support programs and healing centres that are designed as an alternative to mainstream justice options for Indigenous Peoples.

CALLS TO ACTION FOR DISCUSSION

Legacy of Residential Schools and Justice

36. We call upon the federal, provincial, and territorial governments to work with Aboriginal communities to provide culturally relevant services to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused.

37. We call upon the federal government to provide more supports for Aboriginal programming in halfway houses and parole services.

38. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to eliminating the overrepresentation of Aboriginal youth in custody over the next decade.

39. We call upon the federal government to develop a national plan to collect and publish data on the criminal victimization of Aboriginal people, including data related to homicide and family violence victimization.

40. We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.

⁶ Public Safety Canada. Indigenous Community Corrections Initiative.

<https://www.publicsafety.gc.ca/cnt/cntrng-crm/crrctns/cmmnt-ccrctns-nttv-prjcts-en.aspx>

⁷ Prince George Urban Aboriginal Justice Society. Aboriginal Wellness Reintegration Program. <https://pquajs.ca/services/aboriginal-wellness-reintegration-program>



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Michelle Roberge, Regional Agriculture Coordinator, East
Date: February 24, 2022
Regarding: Growing Opportunities Newsletter Update

Recommendation:

Receipt.

Background:

Attached is Issue # 8 (February 2022) of the Growing Opportunities Newsletter for your receipt.

The Agriculture Coordinators encourage all Directors to subscribe to the newsletter.

The online subscription link is available on our website here:

<https://www.rdbn.bc.ca/departments/agriculture/growing-opportunities-rdbn-ag-newsletter>

GROWING OPPORTUNITIES

Bulkley-Nechako Agriculture Update



February 2022, Issue 8

AG TEAM UPDATE

With the beginning of a new year comes lots of meetings! Lots of ideas, collaborations and planning is happening for our Ag Team. As well, the team will be attending (virtually) the Invasive Species Forum in February. There are many opportunities for producers to attend a range of online webinars and conferences coming up in the next two months.

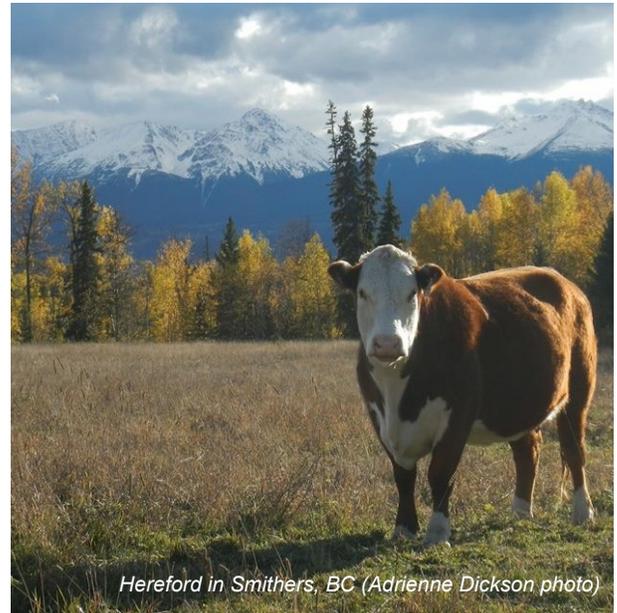
Meat & Greet SERIES

PART 1 - INDUSTRY MEETING: At the end of January the Ag Team met with representatives from different touch points within the meat processing industry in the RDBN. This included abattoir and cut & wrap owners, government staff, educational institutes, and our Agriculture/Economic Development Team. The goal was to identify successes, challenges, and opportunities of the local meat industry and to develop actions that promote the sustainability of the industry in the RDBN. The key challenges that were identified in the meeting were:

- limited access to trained/skilled meat cutters for slaughter and processing facilities;
- incredible demand for slaughter and cut & wrap services in the fall putting added pressure on these facilities, especially with limited skilled staff.

The RDBN will facilitate additional conversations with this group to explore new ideas for local training and trades certification, and ways to support a shift away from the pressure experienced in the fall.

PART 2 - OPEN HOUSE: We want to hear from you! As a follow-up and to share information about licensing for both slaughter and cut & wrap, accessing abattoir services, and careers in meat-cutting the RDBN is hosting a virtual Meat & Greet Open House in early March 2022! The Open House will be a virtual space to ask questions and exchange information for both producers and consumers interested in the local meat industry. **COMING SOON** - check the [RDBN website](#) and [Connecting Consumers and Producers Facebook page](#) for the official date and registration information.



Hereford in Smithers, BC (Adrienne Dickson photo)

Please let us know what you'd like to see in the next Growing Opportunities eNewsletter!

Megan D'Arcy

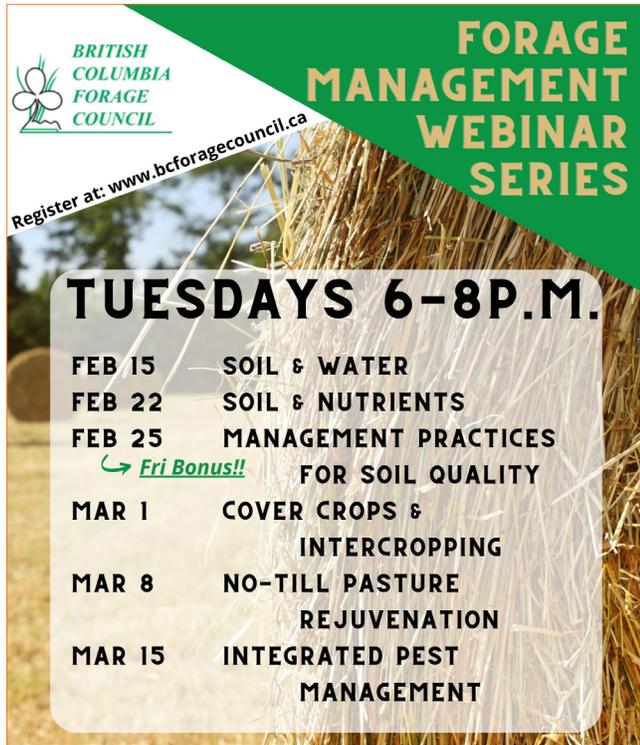
(West - Areas A, B, E, G; Smithers, Telkwa, Houston, Granisle, Burns Lake, South Side)
250-692-0783 • megan.darcy@rdbn.bc.ca

Michelle Roberge

(East - Areas C, D, F; Vanderhoof, Fort St. James, Fort Fraser, Fraser Lake, Endako)
250-570-8772 • michelle.roberge@rdbn.bc.ca

February and March are great months to take in a webinar or conference to learn something new or help with planning for the year. Below are some that might be of interest for producers within the RDBN:

BC FORAGE COUNCIL – From February 15 to March 15, the BC Forage Council is hosting 6 webinars focused on supporting forage and livestock producers in the central interior of BC. You can register for these webinars by going to the [BC Forage Council website](http://www.bcforagecouncil.ca).



BRITISH COLUMBIA FORAGE COUNCIL

FORAGE MANAGEMENT WEBINAR SERIES

Register at: www.bcforagecouncil.ca

TUESDAYS 6-8P.M.

FEB 15	SOIL & WATER
FEB 22	SOIL & NUTRIENTS
FEB 25	MANAGEMENT PRACTICES
↳ Fri Bonus!!	FOR SOIL QUALITY
MAR 1	COVER CROPS & INTERCROPPING
MAR 8	NO-TILL PASTURE REJUVENATION
MAR 15	INTEGRATED PEST MANAGEMENT

BC ORGANICS – On Feb 27 and March 6 this virtual conference includes a series of 11 podcasts, plus talks on soil health and mental health, and a virtual trade show. [More info!](#)



CHAOS & CONVERGENCE
2022 CONFERENCE
ORGANICBC

Farmers' Markets & More

Selling at a Farmers' Market is a great way to:

- increase farm sales,
- get exposure to new customers, and
- meet other producers.

There are Farmers' Markets right across the RDBN from Fort St. James to Smithers. Many of the Farmers' Markets will be holding their Annual General Meetings and/or planning meetings for the coming market season soon.

If you have ever considered being part of a Farmers' Market or want to learn more, go to the [RDBN 'Local Agriculture Interests'](#) page to find links to each of the Farmers' Markets in the RDBN (as well as other ag organizations).

Groundwater License

Deadline March 1st

If you use groundwater for non-domestic use (i.e., for farm-use) then you need to obtain a license. If you apply on or before March 1, 2022, the application fee is waived and you will maintain your first-in-time, first-in-right status. If you don't apply by the deadline, you will have to stop using groundwater or it will be considered illegal use after March 1st.

To apply or check on the status of your application contact FrontCounter BC at 1-877-855-3222 or frontcounterbc@gov.bc.ca. Also visit the link below.

[Groundwater License Requirements](#)

4-H Animals

Many families are in search of animals for their 4-H projects for 2022. If you have a new litter of piglets or are expecting chicks or lambs this spring, get a hold of your local 4-H club to see what the need is for this year. Visit the [Agriculture Organizations](#) page on the RDBN website to link to 4-H BC.



Large Black piglets, Vanderhoof, BC

Producer Organization Spotlight!



Groundbreakers ► bvgroundbreakers.ca

Groundbreakers Agriculture Association is a charitable organization made up of volunteers, teachers, cooks, facilitators, and advocates that work together to engage people, particularly students, in all aspects of local food production in the Smithers and Telkwa areas. As indicated on the website, the charity's has as one of its goals to: *"help develop food producing gardens in each school yard across the region. Groundbreakers is currently active in delivering programming and supporting gardens at Muheim, Heartwood and Walnut Park Elementary schools in Smithers, as well as at Telkwa Elementary."*

Groundbreakers has an informative website and it outlines some of their projects like Groundbreakers Wild, where students go out on local trails to learn about wild plants and foods through sensory exploration. Their website also has a great resource list for anyone to use including Newsletters to download to find out more about local food initiatives, gardening, and cooking with kids including lesson plans and recipes.

The past 4 summers have seen Groundbreakers support local farmers and producers through the Youth on Farms program by helping over a dozen of young people be employed on local farms to help increase production while learning about farming as a possible future career.

Groundbreakers Agriculture Association also supports at-home food production by owning and maintaining a Good Food Tool Library consisting of canners, shredders, dehydrators etc., available for rent. This is a great, low cost way to explore and learn new skills before purchasing your own equipment.

Last but not least, a local food recipe book with recipes submitted by Smithers and area children and youth is available at Out of Hand in Smithers.



CCAP Directory Upgrade

We have added two new information fields to the [Connecting Consumers and Producers online Directory](#) to make it easier for consumers to know where and when to buy foods and goods from local producers.

NEW FIELDS: Along with showing your contact information, products, and a description of your operation, the CCAP listing will now include:

Where to Buy: List of the physical and/or online locations where customers can buy your products.

When to Buy: Lists the time of year your products are available. You can be as specific as you need.

Where to buy: Email to order. Online Order form coming soon. Pick-up available in Vanderhoof and at the Vanderhoof Farmers' Market June-September

When to buy: Beef, Pork and Lamb meat sales: Check in year-round, Livestock sales: June-October, Vegetables and Flowers: June-September, Hatching eggs: March-April, Eggs and other products: Year-round

HOW TO GET YOUR INFO UPDATED: The Ag Coordinators will be contacting producers that are already in the directory to gather the information. But you can also email economic.development@rdbn.bc.ca with your information and we'll get it online!



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: February 24, 2022
Regarding: Regional Business Liaison Report – CF Nadina

Recommendation:

Receipt.

Background:

Following inquiry at the February 10, 2022, Committee of the Whole meeting, please find attached a report on Community Futures Nadina's Regional Business Liaison position. The position is in place from September 2020 to March 2022.



Ph: (250) 845-25221
800 556-5539
Fax: (250) 845-2528

2430 Butler Avenue
Box 236
Houston BC V0J 1Z0

Regional Business Liaison Report – CF Nadina

Feb. 14th, 2022

To: Mayor Gladys Atrill, Town of Smithers / Regional District of Bulkley Nechako Director

Prepared By: Kim Martinsen, General Manager, CF Nadina

Regional Business Liaison (RBL): Shannon Clarke, BComm, CPA, CGA
September 2020 to March 2022

The Regional Business Liaison position was funded by **Northern Development Initiative Trust (NDIT)** and was designed as an offering on behalf of NDIT to provide additional community-based resources to support small and medium enterprises (SME) in accessing support programs made available in response to the COVID-19 pandemic. **Community Futures Development Corporation of Nadina (CF Nadina)** provided RBL services within the Nadina region* which does not cover the entire RDBN area. The RDBN RBL position complemented Nadina's work to ensure all areas of the regional district had access to RBL services.

Initially with the various government program responses, businesses were experiencing information overload. Taking a personal approach, our RBL conducted business walks in Smithers, Houston, Granisle and Burns Lake. This was followed by contacting businesses individually by sending a private introduction email inviting owners to contact Nadina should they be looking for any assistance with regards to all the programs. This proved to be successful; business owners responded well and were interested in a variety of supports.

Total number of businesses interactions: 1,471

Most businesses had some form of support even if it was one conversation for information or just to listen to their story. Referrals were made when the specific support matched the client.

All the businesses had or have less than 30 employees; most under 5 employees; many sole proprietors.

55% of these businesses were women lead.

Approximately 10% of clients during the early part of the pandemic required extensive support with applications for grants as they lacked computer capabilities.

Businesses Sectors Assisted

Home based, tourism, retail, personal services, manufacturing, food and beverage, manufacturing, accommodation, personal health services, agriculture, service contractors, forestry contractors, professional services, non-profit and indigenous businesses.

Support Types

The RBL and Nadina provided many types of business coaching, examples are:

- Business Continuity Planning, focusing on the ability of a business to prepare for and respond to unexpected disruptions.
- Coaching with bookkeeping and financial planning. In summary, most of the business wanted coaching and access to financial resources
- Training for entrepreneurs needing to create marketing materials and may not have design or strong computer skills.
- Online marketing support or grants, training, education, and general business coaching.
- Assistance with research,
- Businesses referred to different programs or resources
- Assistance for application processing (filling out application)
- Referrals for education purposes

The RBL contacted businesses when programs became available, or program deadlines were approaching. Small Business BC was a valuable resource for many of these businesses.

Most Utilized Programs

The 3 federal programs, Regional Relief and Recovery Fund (RRRF) administered by CFDC, the Canadian Emergency Business Account (CEBA) administered by Credit Unions and Banks, followed by requests for information regarding the CEWS (Canada Emergency Wage Subsidy).

Most Common Request - Direct grants to get through the challenging times.

Programs Referred, Requested and Used

- RRRF and CEBA
- CERS (Canada Emergency Rent Subsidy)
- CEWS (Canada Emergency Wage Subsidy)
- Small Medium Business BC Recovery Grant
- Northern Tourism Resiliency Program
- Process of hiring foreign workers
- Rapid Response + Resiliency Program (DER3) – assists to identify changes you can make today so you can better engage with the digital economy – Hubspace
- Online marketing support or grants, training, education, and business coaching.
- Women's Enterprise (now WeBC)
- Buy BC program
- BC Launch Online Program
- BC Circuit Breaker Grant

- WorkBC
- BC Employer Training Grant
- NDIT: Northern Industries Innovation Fund was the primary, Love Northern BC, Small Business Recovery Consulting Rebate (SBR), Business Façade
- Community Futures: Taking Care of Business workshops; BC Business Match; Consulting Hive; CF BC EDP Program
- Export Navigator – BC and CF partnership

Most (not all) businesses we interacted with experienced negative impact with reduced revenue, several benefiting from government support programs to meet their payments and operating expenses. Any businesses that launched (start-ups) in March or April 2020, were not eligible for federal and provincial supports. They either closed or had slow difficult starts. Some retail businesses experienced higher revenues during the pandemic than in previous years.

The general impression overall was the tourism industry was hit extremely hard and continues to struggle. Some of these businesses lost 100% of their revenue due to an international client base and all tourism businesses that we interacted with have had a drastic reduction in revenue.

It is the consensus that many businesses are suffering from a severe shortage of workers. There was a shortage prior to the pandemic, however, the pandemic has only exasperated the situation and it continues to be a significant area preventing businesses from remaining viable and expanding. In addition, there is also a significant global supply chain disruption affecting all businesses. Another critical issue for business is a lack of professional help or support for financial records and record keeping, we have an extreme shortage of bookkeepers locally.

In working with businesses today, a few businesses continue to struggle, businesses are reporting that they are weary of the pandemics longevity and most things related to it. We are seeing requests for financial coaching more regularly as financial assistance programs decrease.

We will continue to connect with our community partners, business owners and clients advocating our availability for assistance and informing them of programs. We will be promoting the Community Futures Taking Care of Business website over the next few weeks. This is a great resource for online learning with an excellent focus on the needs of small business.

If you have any questions, please feel free to contact either myself or Shannon Clarke at Nadina.

*The geographical boundaries of the area served by the Community Futures Development Corporation of Nadina include Broman Lake, Broman Lake Band, Burns Lake, Burns Lake Band, Cheslatta, Carrier Nation, Colleymount, Decker Lake, Forestdale, Granisle, Grassy Plains, Houston, Lake Babine Band, Nee Tahi Buhn Band, Nora Lee, Old Fort, Ootsa Lake, Palling, Perow, Quick, Rose Lake, Southbank, Smithers, Streathen, Tachet, Telkwa, Tintagel, Topley, Topley Landing, Wistaria, Woye.



February 14, 2022

Ref: 116736

His Worship Gerry Thiessen
 Mayor, District of Vanderhoof and
 Chair, Bulkley Nechako Regional District
 PO Box 900
 Vanderhoof, BC V0J 3A0
 Via email: mayor@district.vanderhoof.ca

Dear Mayor Thiessen:

I hope you and your team are enjoying a healthy and happy start to the year. Thank you for participating in the Broadband Internet Service Speed Study conducted in 2021 to better understand the factors contributing to the difference between internet speed data published on the federal government's [National Broadband Internet Service Availability Map](#) (the map) and community experiences in B.C. Our report is now complete, and I am pleased to share with you some insights gained, actions being taken, and further information specific to your area.

Following an update to the map in January 2021, we heard directly from local governments including your community, Burns Lake, Fort. St. James, Fraser Lake, Houston and the Nak'azdli Whut'en and Saik'uz First Nations who expressed concerns regarding the reported level of available broadband service speeds indicated in the federal map, and the connectivity levels that community stakeholders report they were experiencing.

Responding to this call for action by local governments, my Ministry partnered with UBCM and Northern Development Initiative Trust to contract TANEx Engineering to better understand the issues and determine the extent of possible discrepancies. The study found that in some areas there may be discrepancies; and there are multiple reasons for why a discrepancy might be experienced by community residents. TANEx identified a number of factors including:

- Technical or network challenges, including the quality of the network, congestion, etc.;
- Consumer preference and technology; and
- Inconsistent ways of measuring internet speeds in the home and on the map.

These factors are outlined in more detail in the report summary included in this package.

.../2

The insights from the report helped us to identify steps we can take now:

1. Review report findings for specific locations directly with service providers

We've reached out to service providers with the findings from the report and asked them to advise on any technical, network or other issues that would impact speeds to communities, specifically for the communities or locales highlighted by TANEx with a high potential of experiencing slower speeds than those stated on the map.

2. Support British Columbians to get the most out of available internet

We've established a new partnership with the Canadian Internet Registration Authority (CIRA) to work with my Ministry and UBCM to develop educational resources to help consumers and communities get the most out of available internet speeds. CIRA will support communities to navigate service providers and their packages, and the different technologies being used in the home that can affect the internet speed experienced. Online resources as well as webinars with CIRA will be available, and we'll have more information on this next month.

3. Proactive internet speed monitoring

The TANEx study identified 106 locales, or clusters of homes as areas where possible discrepancies might exist and may warrant further investigation and action. Through our partnership with CIRA we are digging deeper into communities that may have a discrepancy by examining all available speed test data. We will be able to provide more insights for these communities which will identify anomalies and gaps in the surrounding area to help identify potential underlying causes for the differences in internet speeds.

Over the longer term, we will use available CIRA data to assist with monitoring speeds in communities benefiting from provincially funded connectivity projects. We are building into our connectivity program the ability to proactively monitor the speed promised from these projects to ensure they are delivered as planned, and communities are getting the speeds they are expecting when a funded project is complete.

4. Working with our federal colleagues

We are also engaging Innovation, Science and Economic Development (ISED) Canada, who manages the map and sharing the TANEx report with them to discuss ways of ensuring the speeds reported by service providers reflected in the federal map are representative of the speeds experienced by community residents. We are pleased that ISED has already taken steps to significantly advance the map with the recent announcement of their plans to provide next-generation mapping data in support of the deployment of high-speed Internet across rural Canada. Using AI-based mapping systems to mine a variety of geospatial datasets, they will identify broadband serviceable locations across rural Canada – including many locations in remote and Indigenous communities, and the data will be used to identify connectivity gaps and accelerate the deployment of broadband infrastructure across the country. The map is currently in production and will be delivered by March 2022.

Mayor Gerry Thiessen

Page 3

The profile of the Vanderhoof, Fraser Lake, Fort St. James, Nak'azdli Whut'en and Saik'uz First Nations areas in the TANEx report is a good illustration of the report findings and I extend my gratitude for the role the regional district and these communities played in helping my ministry to understand this issue more fully and determine courses of action.

As part of the TANEx report, 106 locales were identified that had a medium-high to high potential of having a discrepancy with the map. The District of Vanderhoof and Houston were not identified as having a discrepancy, however 16 other locales are in the Regional District of Bulkley Nechako were. My Ministry staff have worked with CIRA to compile a report on each of these locations that you will find attached for your information. The CIRA data supported possible discrepancies in Fraser Lake and Fort St. James. I'm pleased that steps to expand connectivity in Fraser Lake are in progress with Mascon and CityWest, and my Ministry staff will continue to work directly with Fort St. James and Nak'azdli Whut'en on a path forward.

I hope this information is helpful. My staff is available to answer any questions and will continue to work with you on future connectivity planning in your area and to look at ways to address any outstanding issues you are experiencing. Please contact [Jeanne Holliss](#), A/Executive Director, Connected Communities at 250 516-3848.

Thank you once again for your collaboration in support of improving connectivity and I look forward connecting with you again soon.

Sincerely,



Lisa Beare
Minister

pc: Alexander McKinnon, Chief, Nak'azdli Whut'en
Priscilla Mueller, Chief, Saik'uz First Nation
Shane Brienens, Mayor, District of Houston
Roly Russell, Parliamentary Secretary for Rural Development
Connected Communities, ConnectedCommunitiesBC@gov.bc.ca

Understanding Internet Speed Discrepancies

A Summary of Findings

| WINTER 2021 / 22



Ministry of
Citizens' Services

➤ Minister's Message

From the Honourable Lisa Beare — Minister of Citizens' Services



Hon. Lisa Beare

BRITISH COLUMBIANS NEED access to dependable, high-speed internet to be able to work and access the vital services they count on. This is particularly important in rural and Indigenous communities where reliable connectivity can still be a challenge.

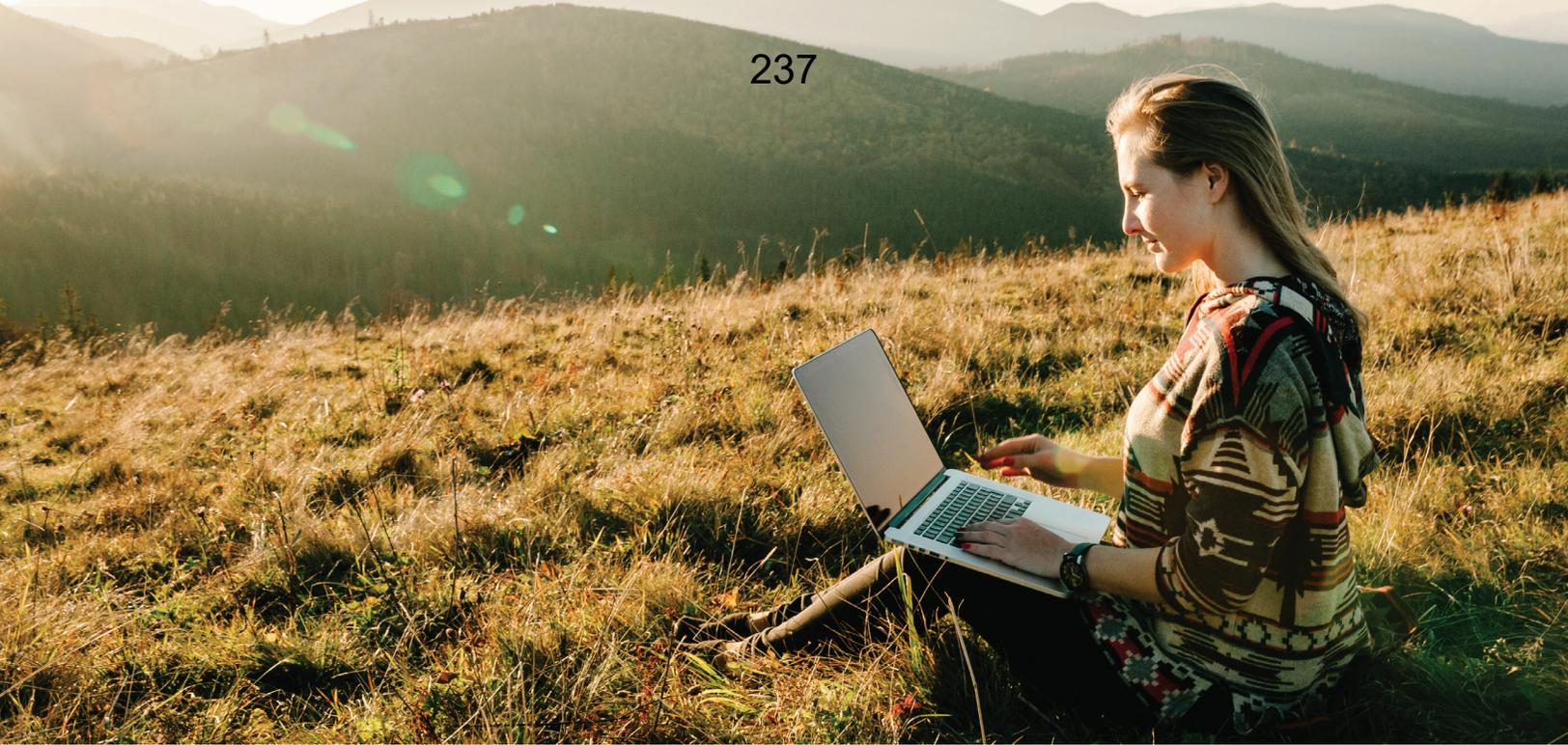
In 2021 we heard from communities that they were not receiving the internet speeds reported as being available on the federal National Broadband Internet Service Availability Map. We responded to these concerns by undertaking research into the issue in partnership with the Union of British Columbia Municipalities (UBCM) and Northern Development Initiative Trust. I am pleased to present a summary of the research findings here.

A special note of recognition goes to local government and Indigenous partners who took time to participate in measuring speeds in what was a busy summer and fall. Thank you. This research is a good first step to understanding some of the factors associated with reduced internet speed and the findings will inform some immediate actions from my Ministry to address this issue in our communities.

Honourable Lisa Beare
Minister of Citizens' Services

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➤ Introduction

THIS REPORT SUMMARIZES the findings of a study that aims to better understand the possible discrepancies of internet speeds shown on the [National Broadband Internet Service Availability Map](#) (the map)* and the experience of communities in rural and remote British Columbia.

The study by TANEx Engineering Corporation was commissioned in response to concerns raised by a number of local governments in rural and remote communities that internet speeds reported on the map appeared not to reflect actual speeds experienced in some communities or areas surrounding the communities. Speeds outlined on the map are one factor (among others) that determine eligibility for federal funding.

TANEx was asked to examine the nature and potential cause of possible discrepancies with the goal to better understand the issue and ultimately provide a compass for actions. The full technical report [can be found here](#).

DEFINITION

*** National Broadband Internet Service Availability Map:** Describes availability of retail broadband internet services and wholesale backbone infrastructure in Canada. The data plotted on the map is collected in partnership between the Canadian Radio-television and Telecommunications Commission (CRTC) and the federal government's Innovation,

Science, and Economic Development (ISED) through annual surveys and consultation with key stakeholders, including internet service providers, federal partners, industry associations, and provinces.

This data is collected and used for the statistical measure of broadband Internet service availability in Canada as well as the administration of various broadband related contribution programs.

➤ Context

IN THE WAY that building roads and highways became essential to economic prosperity in the 19th century, access to reliable high-speed internet and cellular connectivity has become inexplicably tied to British Columbia's health, education, public safety, prosperity and social well-being in the 21st century.

While most British Columbians live in urban centres where internet coverage is well established, many remote, rural, and less densely populated areas and Indigenous communities that are major contributors to our economy and food production, do not have access to basic high-speed internet to, for example, run a business or have a video call. This creates a digital divide between those who have reasonable access and those who do not. Local governments and Indigenous leaders are understandably keen to close that divide, and both the federal and B.C. governments are committed to programs and funding to improve connectivity in those areas.

What minimum internet speed should consumers and businesses be able to access? The Canadian Radio-television and Telecommunications Commission (CRTC) through regulation aims to facilitate affordable and high-quality telecommunication service for all Canadians. It has established a Universal Service Objective* that says service subscribers should be able to access speeds of at least 50 megabits per second (Mbps) download and 10 Mbps upload*, which throughout this summary will be referred to as 50/10.

To track how many parts of Canada have reached that Universal Service Objective, the federal government's Innovation, Science, and Economic Development (ISED) documents reported internet speeds on the map which also informs funding eligibility for government connectivity programs.

DEFINITION

*Universal Service Objective:

Canadians, in urban areas as well as in rural and remote areas, have access to voice services and broadband Internet access services, on both fixed and mobile wireless networks. To measure the successful achievement of this objective, the CRTC has established several criteria, including:

- Canadian residential and business fixed broadband Internet access service subscribers should be able to access speeds of at least 50 megabits per second (Mbps) download and 10

Mbps upload, and to subscribe to a service offering with an unlimited data allowance; and

- The latest generally deployed mobile wireless technology (currently LTE) should be available not only in Canadian homes and businesses, but on as many major transportation roads as possible in Canada.

***Mbps:** Stands for Megabits per second, or millions of bits per second. This is a measurement of how much data can be transmitted through a connection.



Mapping the level of internet service across Canada — right down to details in small rural communities and clusters of homes — is understandably a significant task, and as service providers* offer new services the map needs to be updated periodically. When it was updated in January 2021, community leaders raised concerns, believing there may be discrepancies in some areas indicating 50/10 service which may warrant an examination.

With governments at all levels aspiring to the goal of affordable and high-quality telecommunications for citizens, the Province, Union of BC Municipalities and Northern Development Initiative Trust collaborated on the independent study to understand the nature of this concern including its magnitude and factors contributing to potential discrepancies.

DEFINITION

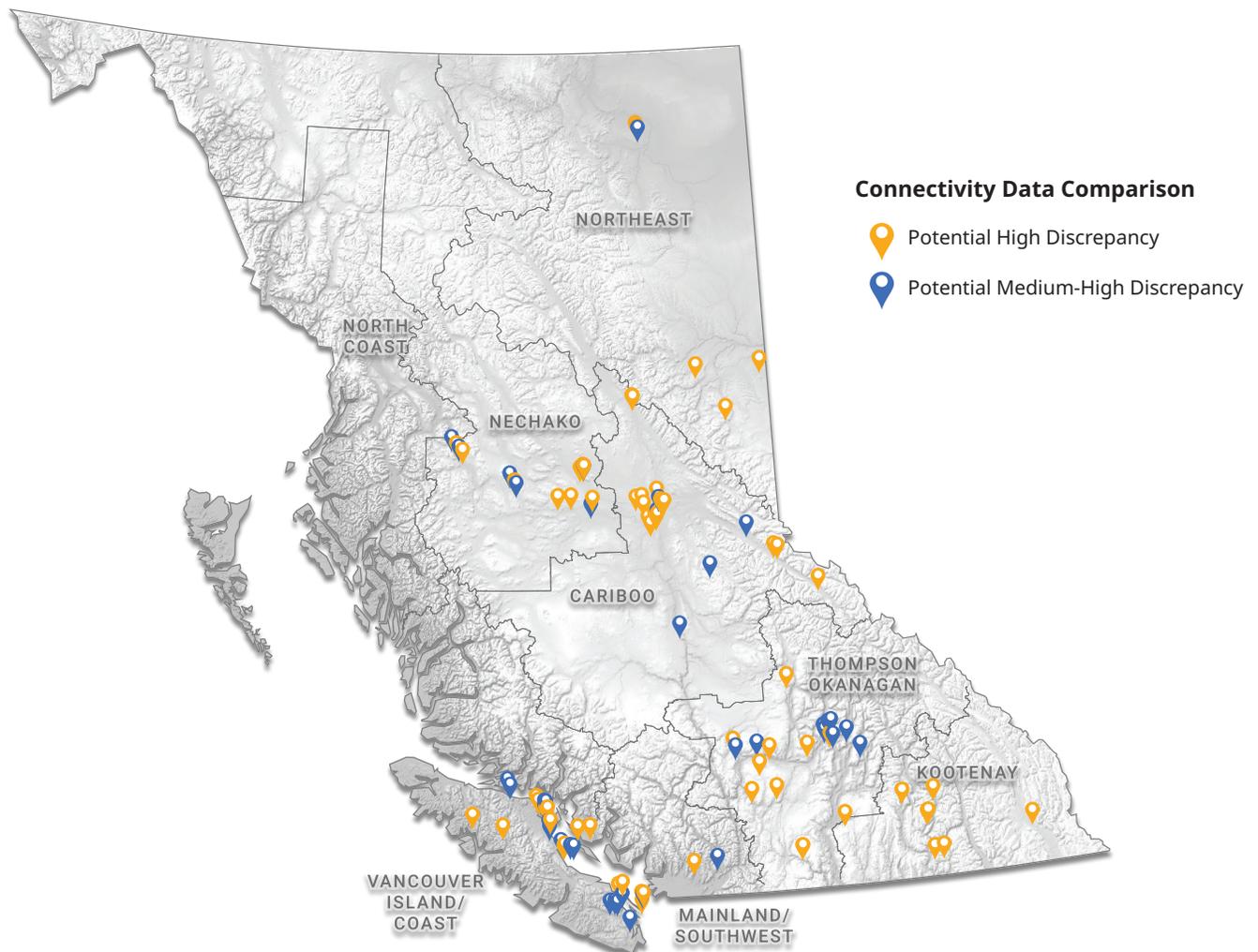
***Service Providers:** A generic term that refers to an organization that delivers telecommunication services, including internet services, to its customers.

➤ What the Study Found

THE STUDY LOOKED at 940 rural locales — communities and/or clusters of homes — that were marked on the map as having 50/10 service. These represent different community types such as incorporated municipalities, non-incorporated rural locales and Indigenous communities.

The study found that discrepancies between service speeds reflected on the map, and speeds experienced at the local level may exist in some locales. In particular, there was medium to high evidence of possible discrepancies in 106 locales.

The study found that the reasons for any discrepancies are complex, multifaceted and likely differ from place to place. In some locations, further analysis will be required to confirm the causes and determine an effective solution or remediation path for the community or locale.





➤ Factors Influencing Internet Speed

THERE ARE A wide range of factors that contribute to internet speeds experienced, and differences in reported internet speeds.

The factors fall into three general categories:

- Technical or network challenges, including the quality of the network;
- Consumer preference and/or whether internet service in their home or business is optimized; and
- Inconsistent ways of measuring internet speeds.

Technical or network challenges

Technology is a powerful enabler and ever changing. Not all technologies are created equal; changes in needs happen over time and the capability of service provider components or technology in the consumer's premises can impact performance. Its capacity to perform in optimal ways depends on ideal conditions which may change for a range of reasons and might cause discrepancies in speed.

Conditions affecting the ability for technology to perform optimally include:

- Operating factors like over subscription, network congestion, level of maintenance, and type and condition of the cable;
- Environmental factors like topography and/or foliage that block line of sight access to wireless; and
- Business/cost factors might include the lack of a business case for a service provider to provide the same service everywhere in a locale. For example homes in a downtown core may receive 50/10, but some outlying homes in the locale, where there is less of a business case for network expansion, do not.

Consumer preference and/or whether internet service in the home or business is optimized

The consumer internet speed experience can be affected by factors beyond the control of service providers and this reduction of speed will not be reflected on the map. These range and can include:

- Number of users accessing the internet at the same time on a consumer's network;
- Consumer purchasing choices such as the internet plan purchased and service provider;
- Compatibility with network and the number and age of devices such as computers, laptops, TVs, telephones, personal tablets and mobile devices, gaming systems, security monitoring systems and others; and
- Issues related to the wireless technology of WiFi such as quality, distances signals need to span, and construction materials used in buildings where it is being used.

Some of the choices around the types of technology used — perhaps made without full appreciation or knowledge of their impact on internet speed — can be driven by consumer preferences, brand loyalty, cost, and the desire to bundle services. The study noted, however, that consumer-related factors would not explain discrepancies found throughout a community or larger area.

While the study did not make suggestions for consumers on ways to evaluate their internet service, things to consider when wanting to improve internet speeds are:

- | | |
|---|--|
| <p>OPTION</p> <p>01</p>  <p>Consider if your router is outdated, or too far away from your devices.</p> | <p>OPTION</p> <p>04</p>  <p>Reboot your modem and router.</p> |
| <p>OPTION</p> <p>02</p>  <p>Gather factual information on whether upgrading service could improve service.</p> | <p>OPTION</p> <p>05</p>  <p>Be informed about the number of providers offering service in an area.</p> |
| <p>OPTION</p> <p>03</p>  <p>Review the details of the service plan purchased including speed to be delivered. Terms like "... up to 50 Mbps" may be used in the service agreement meaning the provider does not guarantee that level of service.</p> | <p>OPTION</p> <p>06</p>  <p>Conduct a speed test available through the Canadian Internet Registration Authority (CIRA) https://www.cira.ca. Conduct the test at different times of the day because speeds can be slower depending on the number of people using it at any one time.</p> |



Inconsistent ways that internet speeds are measured and reported

Service providers, consumers and governments talk about internet speed in different ways. Furthermore, there is an inconsistent approach to 50/10 measurement and reporting. How, when, and where internet speeds are measured, and who is doing the measuring, varies widely, contributing to discrepancies in some areas. Service providers report measurements taken from sections in the network they own to confirm 50/10. Yet there may be components along the chain — and outside of the scope of the internet service provider — that affect the consumer experience. The provider's measurement may be accurate but does not reflect the metric that matters most to the consumer: how fast the internet functions using one of their devices.

Specifically the study identified that:

- Definitions intended to guide service providers in their internet speed reporting that help form the map are inconsistent;
- The map relies on reports that are not validated by a third party;
- Map updates may reflect new services before completion of a project. For example, a service provider might be in the midst of a new fibre* project for a community and reports 50/10 Mbps, yet that speed is not available to the consumer at the time of reporting and map update;
- There is no consistent agreement of where along the internet supply chain that 50/10 should be measured; and
- Service speeds alone do not reflect the experience of the end-user, and thus there will, understandably, be dissonance between what the map indicates, and what end-users experience.



➤ In Conclusion

SINCE 2017, THE BC government has invested \$190 million into expanding connectivity (internet and cellular), with almost \$90 million committed to new connectivity projects throughout B.C. since October 2020 as part of Stronger BC.

The internet speed experience by consumers in B.C. is among the best in Canada, yet similar to other provinces there is a service gap between urban and rural areas where work still needs to be done.

A plan to ensure that all communities are connected with the minimum standard speed of 50/10 will be more complex than ever, and have to address all the factors affecting speed raised in the study, and ultimately require a collective approach spanning all levels government, service providers and, in some instances, the consumer.





February 14, 2022

Attn: Gerry Thiessen
 Chair, Regional District of Bulkley Nechako Board
 37 3rd Ave
 Burns Lake, BC
 V0J 1E0
 Via: Email

Dear Mr. Thiessen,

Thank you for your letter dated January 19, 2022.

As noted in your letter, there have been several supply chain disruptions over the last months that have impacted the availability of depot supplies at depots operated by the Regional District of Bulkley-Nechako (RDBN) under the Recycle BC program. We have been working closely with staff at the RDBN throughout these supply chain disruptions and we appreciate the forbearance the RDBN has shown thus far as we work to find a solution to what is likely to be a longer-term issue.

As you may be aware, a significant trucking shortage throughout the province of BC is impacting the movement of all goods and this includes the movement of recyclable materials and supplies. This lack of availability means that our network of receiving facilities is sitting on larger than normal inventories of material as movement to the final processing facilities has become challenging. This is affecting our ability to rapidly empty and turn over depot collection bags at receiving facilities, resulting in a lack of depot supplies for RDBN depots.

The COVID-19 pandemic has significantly affected the transportation industry, with strained supply chains further compounding existing labour shortages. Trucking HR Canada released a report in January of this year identifying 4,280 driver vacancies in British Columbia alone. This has led to supply chain disruptions and delays in many different industries and is occurring not only in BC but across North America.

We are working diligently with our post-collection partner to find solutions to these challenges. In the next month, the receiving facility we are using for the communities of Smithers and Telkwa will be moving to a larger site with more space both covered and outdoors, which should temporarily provide some relief. Further, we have just received the first of two delayed shipments of depot supplies (super sacks) at the Port of Vancouver this week. These delays stemmed from supply chain issues affecting industries around the world. We will be working to expedite delivery of additional supplies to the RDBN as quickly as possible. We are also exploring other more long-term solutions to ensure consistency in the movement of materials.



The challenges we are facing with transporting materials are challenges many industries are facing and are likely to be persistent for some time. Nonetheless, we are committed to finding a long-term solution that will allow the RDBN to consistently deliver access to recycling services to their residents through our program. We appreciate that these challenges have had a major impact on the RDBN's depots and staff, and we apologize for the inconvenience this has caused. We are thankful to the staff at the RDBN for their continued commitment to recycling during these service interruptions.

Thank you.

Sincerely,

Jordan Best
Western Canada Director, Collection
Recycle BC
604 314 4084
jbest@recyclebc.ca

CC :

The Honourable George Heyman, Minister of Environment and Climate Change Strategy
Nathan Cullen, MLA Stikine
John Rustad, MLA Nechako Lakes
Tamara Burns, Executive Director, Western Canada (Recycle BC & MMSW)
Brendan McShane, Director, Collection, Recycle BC
David Lefebvre, Director Public Affairs West, Recycle BC
Craig Bartlett, Executive Director – Recycle BC Post Collection Program, GFL Environmental Inc.
Todd Gillard, Director, Commodity Marketing & Procurement Western Canada, GFL Environmental Inc.

February 3, 2022

mayor@district.vanderhoof.ca

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

Hello Chair Thiessen and Directors,

LNG is an important economic development opportunity for BC and we're working to meet the electricity needs of LNG Canada's export facility and other potential industrial development in the province.

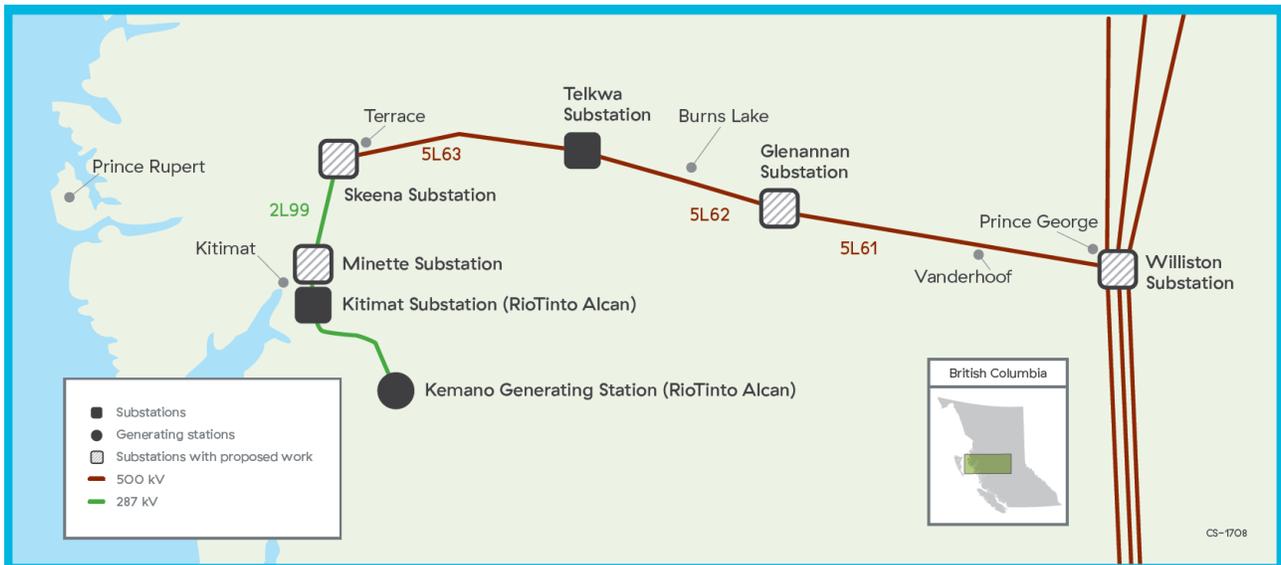
LNG Canada is developing a liquefied natural gas facility in Kitimat, BC and has requested electricity supply from BC Hydro. They have asked BC Hydro to advance the work for the potential second phase of their project, which involves two additional processing trains to cool natural gas to liquid state (LNG Canada Phase 2). If their project proceeds, we would be upgrading the required transmission infrastructure to support this development. The two planned projects below would increase power supply to LNG Canada as well as improve reliability and availability of power.

Minette Substation Upgrade Project

The Minette Substation Upgrade Project aims to upgrade the capacity and allow for the addition of LNG Canada's Phase 2 load. Two new capacitor banks would be added to the Minette Substation. All work would take place within the existing, expanded substation fence.

Northwest Substations Outage Mitigation Project

The objective of the Northwest Substations Outage Mitigation Project is to increase power availability to LNG Canada by mitigating line outages required for substation maintenance. To meet this, BC Hydro is planning to replace disconnect switches, circuit breakers, and other electrical equipment at Minette, Skeena, Glenannan, and Williston Substations. All work would be located within existing substations except for the relocation of transmission line structures within the transmission line right-of-way outside of Minette Substation.



Project schedule

We anticipate further detailed design work to continue in preparation for a Final Investment Decision by the LNG Canada and a potential In-Service Date around 2026 or later.

Questions

If you have any questions or if you wish to discuss, please do not hesitate to contact me at projects@bchydro.com or call 1 866 647 3334.

Sincerely,

Johnson Lee
Stakeholder Engagement Advisor

CC: Mark Alexander, Project Manager, Minette Substation Project and NSOM Project
Bob Gammer, Community Relations Manager North
Dave Mosure, Community Relations North



Enbridge
200, 425 – 1st Street SW
Calgary, Alberta T2P 3L8
Canada

January 31, 2022

Dear Recipient;

Re: Purchase of the Pacific Trail Pipeline Project

At Enbridge, our goal is to deliver the energy that people need and want to heat their homes, run their businesses and fuel their lives. Our success is rooted in understanding energy fundamentals, adapting to market and consumer trends, and continuing to transition our business to align with the changing energy landscape.

As part of this work, Enbridge has recently purchased the Pacific Trail Pipeline (PTP) project from Chevron and Woodside Petroleum as a strategic investment as we continue to evaluate and develop our B.C. Liquefied Natural Gas (LNG) strategy.

The PTP is a proposed natural gas pipeline that runs 471 km from Summit Lake, B.C. to a previously proposed LNG facility site near Kitimat. This project could supply up to 3 billion cubic feet of LNG exports. The purchase gives Enbridge the rights for the proposed pipeline, which includes all engineering, early development work, and related project assets and permitting for the pipeline, including those from the B.C. Oil and Gas Commission and B.C. Environmental Assessment Office.

As part of this purchase, Enbridge intends to maintain the partnership agreements put in place as part of the PTP project, including with Indigenous groups who negotiated agreements with the project. We are excited to continue to work with these Indigenous groups and local communities as their expertise and input has been an important part of the project and will continue to be in the future.

At this time, we are continuing to evaluate the PTP project and have no update on timing or whether the project will proceed but we are excited about how this potential project fits into the energy transition and may be used to help countries to achieve their climate change commitments. B.C. LNG will play a significant role in supplying global energy demand and meeting the world's greenhouse gas emission reduction targets. B.C. is a natural choice for LNG development due to its environmental performance, Indigenous inclusion and commitment to sustainability.

Enbridge is a strong partner for new natural gas development initiatives to support LNG development in B.C. due to our world class project execution expertise, our more than 60 years of experience operating natural gas transmission infrastructure in the province, and our leadership in the energy transition. As a company, Enbridge has committed to achieve net zero greenhouse gas emissions by 2050 and we are continuing to undertake work to meet that goal.

Contact Us

Enbridge will continue to engage with potentially impacted parties to discuss specific interests and to develop a path forward that incorporates local input and involvement should the project proceed. If you require further information at this time or have any questions, please contact:

BCLNG@enbridge.com

Media inquiries: media@enbridge.com / 1-888-992-0997

Tyler Semashkewich
Supervisor Lands & ROW Projects CAN
Tel: 780-969-6174

RECEIVED

FEB 08 2022

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

TC Energy
 450 - 1 Street S.W. Calgary, AB
 Canada, T2P 5H1
 Tel: 403-920-6491
princerupertgas@tcenergy.com



February 18, 2022

Sent Via Email

Bulkley-Nechako Regional District
 37 3rd Avenue
 PO Box 820
 Burns Lake, BC V0J 1E0
inquiries@rdbn.bc.ca

RE: NOTIFICATION LETTER
Prince Rupert Gas Transmission Project (“the Project”)
Permit Extension Application
Location: Section 2 from b-89-C, 93-O-10 to a-18-A, 93-N-1
RN File: 130316 PRGT File: 2-933
Disposition: Official Community Plan
Map ID: 10036 / 11020 / 12017 / 13015 / 14017 / 15014 / 16021 / 17034 / 18022 /
19022 / 20011

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act (OGAA)* Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015 and there are no changes to the pipeline and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the community of Hudson’s Hope, BC. to the proposed meter site on Lelu Island, near Port Edward, BC. The current permit approval will expire on May 6, 2022 and will be renewed for a total of one year.

Should you have any questions regarding this application, please do not hesitate to contact one of the following representatives.

Company Contact

Any questions or objections regarding this project can be directed to the following personnel:

Tammy Dickson – Project Manager
Email: tammy.dickson@roynorthern.com

Roy Northern Land Service
Phone: 250-261-2300

Sheri Wannamaker – Senior Land Representative
Email: sheri_wannamaker@tcenergy.com

Prince Rupert Gas Transmission Limited Partnership

TC Energy
450 - 1 Street S.W. Calgary, AB
Canada, T2P 5H1
Tel: 403-920-6491
princerupertgas@tcenergy.com



Phone: 403-920-3767

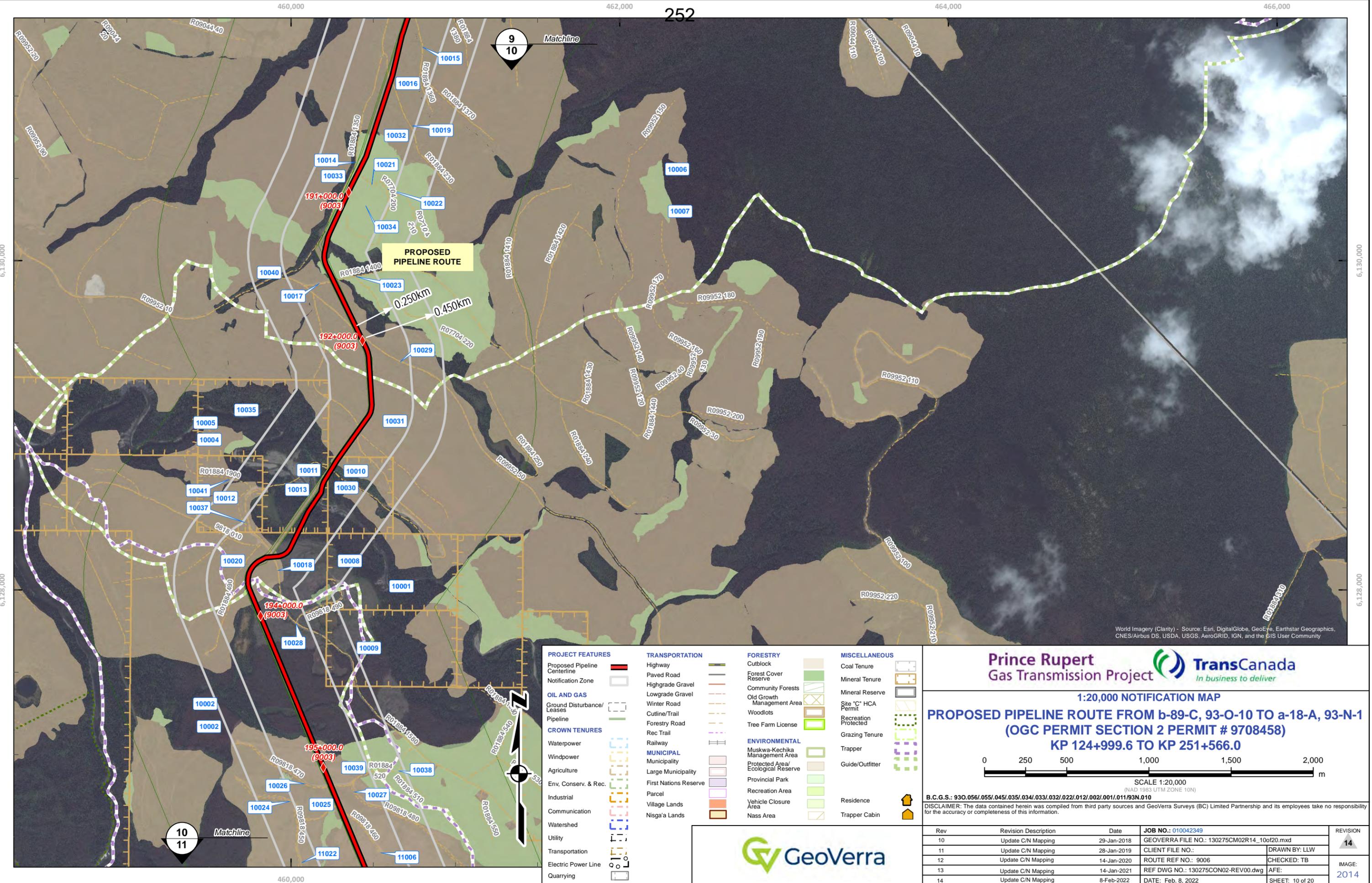
Yours truly,

**Prince Rupert Gas Transmission
Limited Partnership**

A handwritten signature in blue ink, appearing to read "Sheri Wannamaker", enclosed in a thin black rectangular border.

Sheri Wannamaker
Senior Land Representative

/dp
Encl.



9
10
Matchline

10
11
Matchline

PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centerline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
Ground Disturbance/Leases	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
Pipeline	Winter Road	Woodlots	Recreation Protected
CROWN TENURES	Cutline/Trail	Tree Farm License	Grazing Tenure
Waterpower	Forestry Road	ENVIRONMENTAL	Trapper
Windpower	Rec Trail	Muskwa-Kechika Management Area	Guide/Outfitter
Agriculture	Railway	Protected Area/ Ecological Reserve	Residence
Env. Conserv. & Rec.	MUNICIPAL	Provincial Park	Trapper Cabin
Industrial	Municipality	Recreation Area	
Communication	Large Municipality	Vehicle Closure Area	
Watershed	First Nations Reserve	Nass Area	
Utility	Parcel		
Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			

Prince Rupert Gas Transmission Project **TransCanada**
In business to deliver

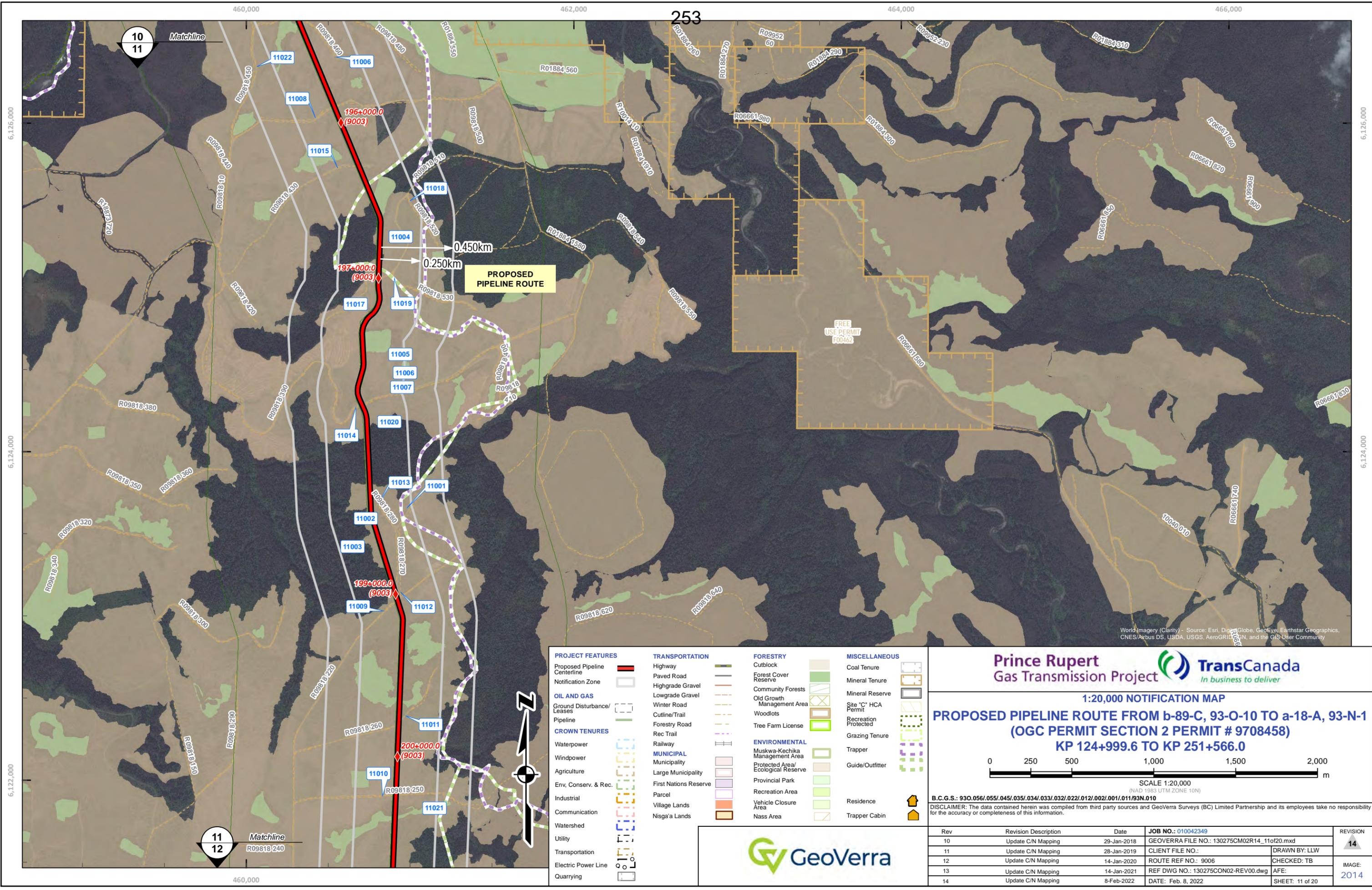
1:20,000 NOTIFICATION MAP
PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1 (OGC PERMIT SECTION 2 PERMIT # 9708458) KP 124+999.6 TO KP 251+566.0



SCALE 1:20,000 (NAD 1983 UTM ZONE 10N)
B.C.G.S.: 930.056/.055/.045/.035/.034/.033/.032/.022/.012/.002/.001/.011/93N.010
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Rev	Revision Description	Date	JOB NO.: 010042349	REVISION
10	Update C/N Mapping	29-Jan-2018	GEOVERRA FILE NO.: 130275CM02R14_10of20.mxd	14
11	Update C/N Mapping	28-Jan-2019	CLIENT FILE NO.:	DRAWN BY: LLW
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13	Update C/N Mapping	14-Jan-2021	REF DWG NO.: 130275CON02-REV00.dwg	AFE:
14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	SHEET: 10 of 20



10
11
Matchline

11
12
Matchline

253

PROPOSED PIPELINE ROUTE

0.450km

0.250km

196+000.0
(9003)

197+000.0
(9003)

199+000.0
(9003)

200+000.0
(9003)

PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centerline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
Ground Disturbance/Leases	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
Pipeline	Winter Road	Woodlots	Recreation Protected
CROWN TENURES	Cutline/Trail	Tree Farm License	Grazing Tenure
Waterpower	Forestry Road	ENVIRONMENTAL	Trapper
Windpower	Rec Trail	Muskwa-Kechika Management Area	Guide/Outfitter
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Utility	Parcel		
Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			

Prince Rupert Gas Transmission Project **TransCanada**
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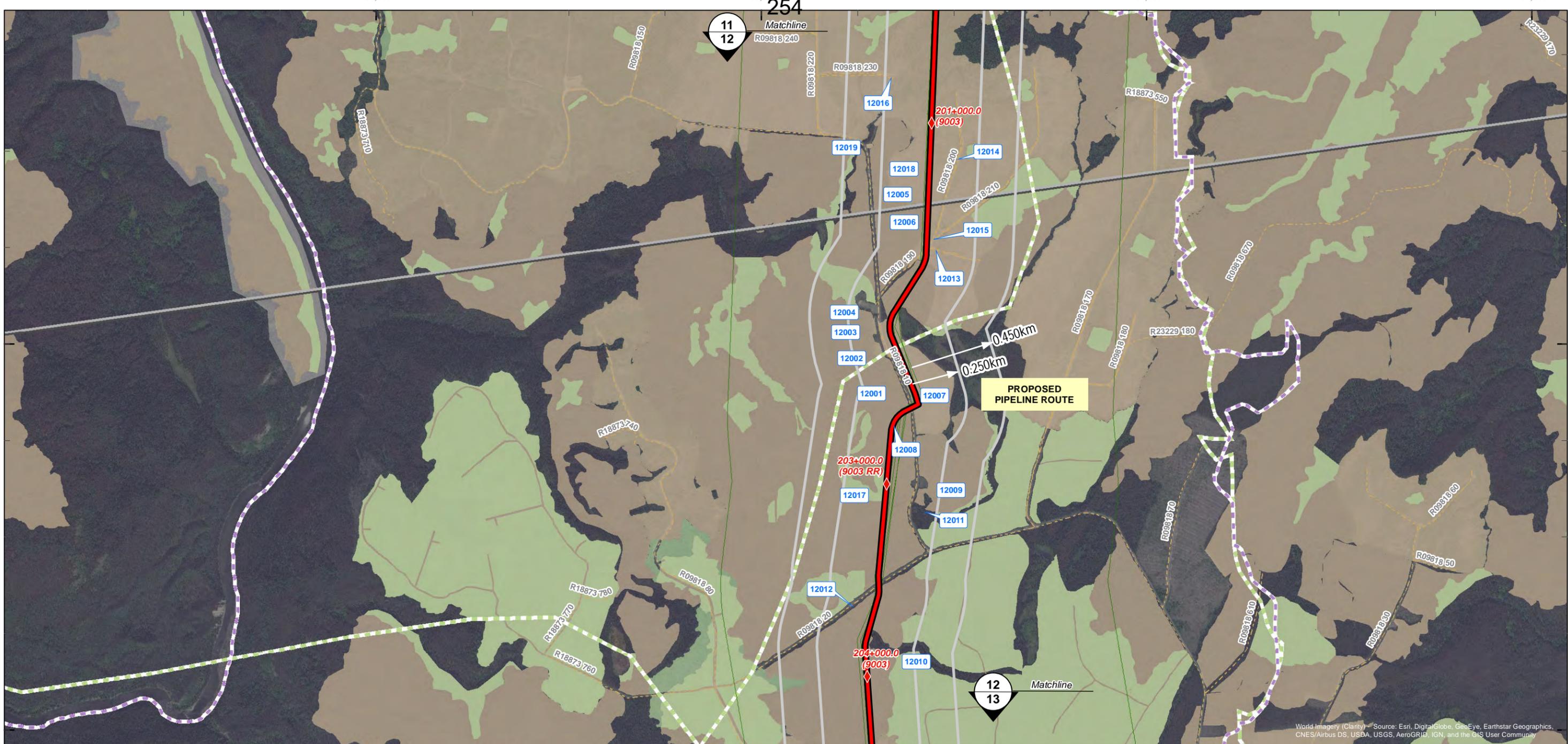
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KP 124+999.6 TO KP 251+566.0



SCALE 1:20,000
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World Imagery (Clarity) Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centerline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
Ground Disturbance/Leases	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
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Windpower	Rec Trail	Muskwa-Kechika Management Area	Guide/Outfitter
Agriculture	Railway	Protected Area/Ecological Reserve	Residence
Env. Conserv. & Rec.	MUNICIPAL	Provincial Park	Trapper Cabin
Industrial	Municipality	Recreation Area	
Communication	Large Municipality	Vehicle Closure Area	
Watershed	Parcel	Nass Area	
Utility	Village Lands		
Transportation	Nisga'a Lands		
Electric Power Line			
Quarrying			



Prince Rupert Gas Transmission Project  **In business to deliver**

1:20,000 NOTIFICATION MAP
PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1
(OGC PERMIT SECTION 2 PERMIT # 9708458)
KP 124+999.6 TO KP 251+566.0

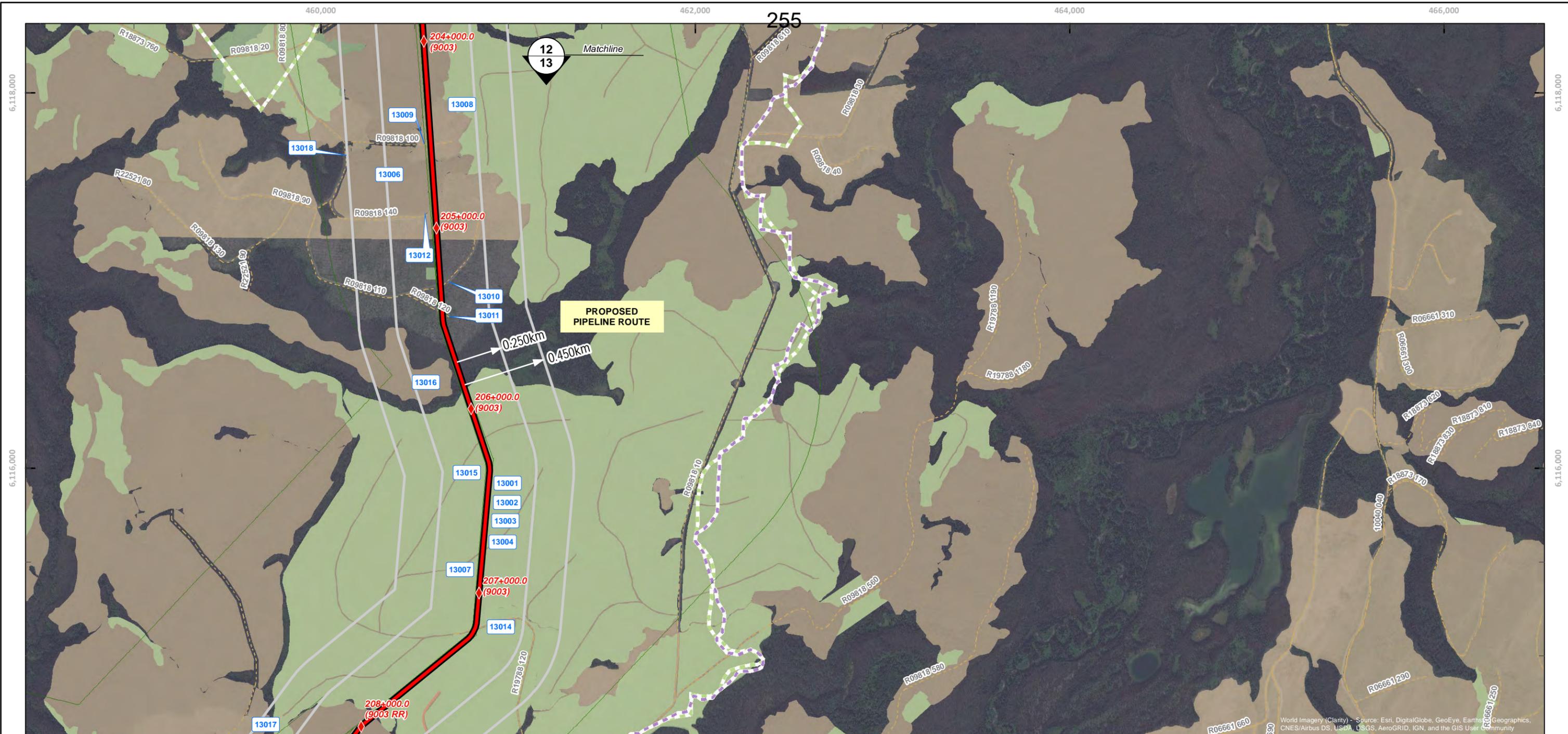


SCALE 1:20,000 (NAD 1983 UTM ZONE 10N)
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14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	SHEET: 12 of 20

IMAGE: 2014



PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
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Communication	Large Municipality	Vehicle Closure Area	
Watershed	First Nations Reserve	Nass Area	
Utility	Parcel		
Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			




1:20,000 NOTIFICATION MAP

PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1 (OGC PERMIT SECTION 2 PERMIT # 9708458)

KP 124+999.6 TO KP 251+566.0



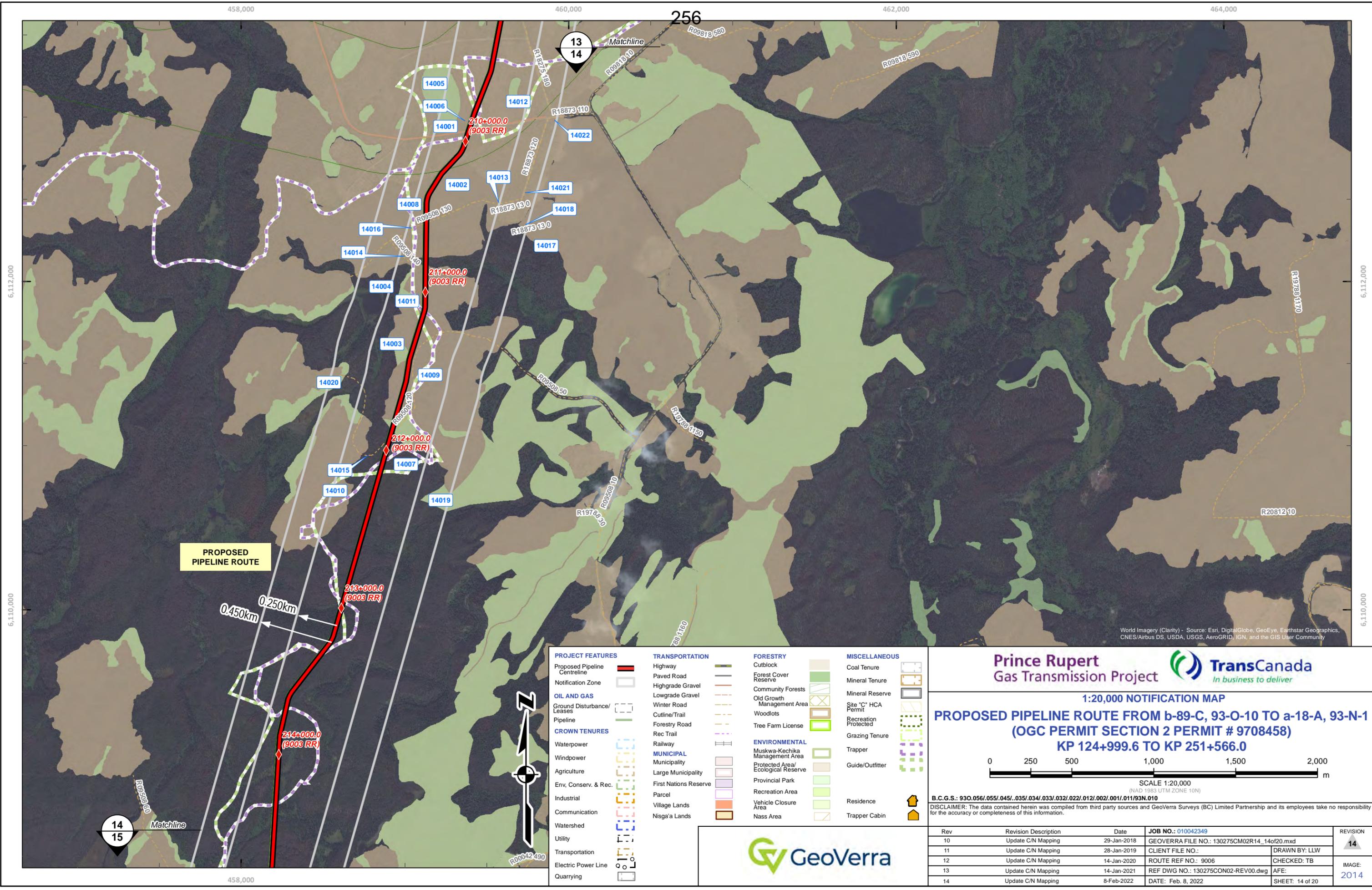
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B.C.G.S.: 930.056/.055/.045/.035/.034/.033/.032/.022/.012/.002/.001/.011/93N.010

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14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	SHEET: 13 of 20



PROPOSED PIPELINE ROUTE

0.450km
0.250km

210+000.0
(9003 RR)

211+000.0
(9003 RR)

212+000.0
(9003 RR)

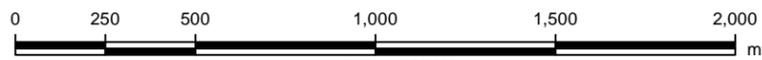
213+000.0
(9003 RR)

214+000.0
(9003 RR)

PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
Ground Disturbance/Leases	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
Pipeline	Winter Road	Woodlots	Recreation Protected
CROWN TENURES	Cutline/Trail	Tree Farm License	Grazing Tenure
Waterpower	Forestry Road	ENVIRONMENTAL	Trapper
Windpower	Rec Trail	Muskwa-Kechika Management Area	Guide/Outfitter
Agriculture	Railway	Protected Area/ Ecological Reserve	Residence
Env. Conserv. & Rec.	MUNICIPAL	Provincial Park	Trapper Cabin
Industrial	Municipality	Recreation Area	
Communication	Large Municipality	Vehicle Closure Area	
Watershed	First Nations Reserve	Nass Area	
Utility	Parcel		
Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			

Prince Rupert Gas Transmission Project
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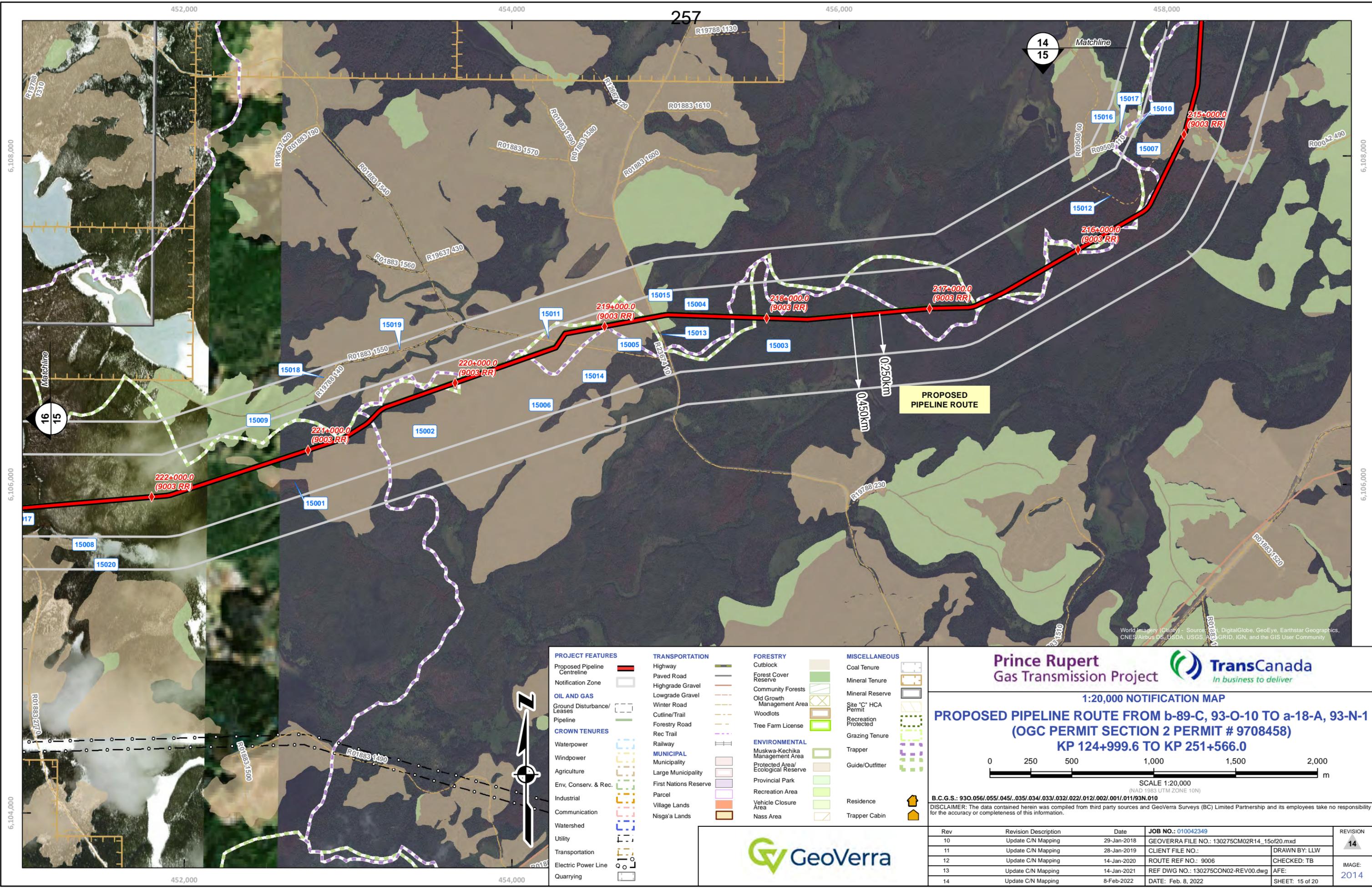
1:20,000 NOTIFICATION MAP
PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1 (OGC PERMIT SECTION 2 PERMIT # 9708458) KP 124+999.6 TO KP 251+566.0



SCALE 1:20,000
(NAD 1983 UTM ZONE 10N)
B.C.G.S.: 930.056/.055/.045/.035/.034/.033/.032/.022/.012/.002/.001/.011/93N.010
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11	Update C/N Mapping	28-Jan-2019	CLIENT FILE NO.:	DRAWN BY: LLW
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13	Update C/N Mapping	14-Jan-2021	REF DWG NO.: 130275CON02-REV00.dwg	AFE:
14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	SHEET: 14 of 20



Prince Rupert Gas Transmission Project  **TransCanada**
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1:20,000 NOTIFICATION MAP
PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1
(OGC PERMIT SECTION 2 PERMIT # 9708458)
KP 124+999.6 TO KP 251+566.0



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PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
Ground Disturbance/Leases	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
Pipeline	Winter Road	Woodlots	Recreation Protected
CROWN TENURES	Cutline/Trail	Tree Farm License	Grazing Tenure
Waterpower	Forestry Road	ENVIRONMENTAL	Trapper
Windpower	Rec Trail	Muskwa-Kechika Management Area	Guide/Outfitter
Agriculture	Railway	Protected Area/Ecological Reserve	Residence
Env. Conserv. & Rec.	MUNICIPAL	Provincial Park	Trapper Cabin
Industrial	Municipality	Recreation Area	
Communication	Large Municipality	Vehicle Closure Area	
Watershed	First Nations Reserve	Nass Area	
Utility	Parcel		
Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			



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14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	SHEET: 15 of 20



PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
	Highgrade Gravel	Community Forests	Mineral Reserve
OIL AND GAS	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
Ground Disturbance/Leases	Winter Road	Woodlots	Recreation Protected
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Agriculture	MUNICIPAL	Protected Area/ Ecological Reserve	Trapper Cabin
Env. Conserv. & Rec.	Municipality	Provincial Park	
Industrial	Large Municipality	Recreation Area	
Communication	First Nations Reserve	Vehicle Closure Area	
Watershed	Parcel	Nass Area	
Utility	Village Lands		
Transportation	Nisga'a Lands		
Electric Power Line			
Quarrying			

Prince Rupert Gas Transmission Project

1:20,000 NOTIFICATION MAP

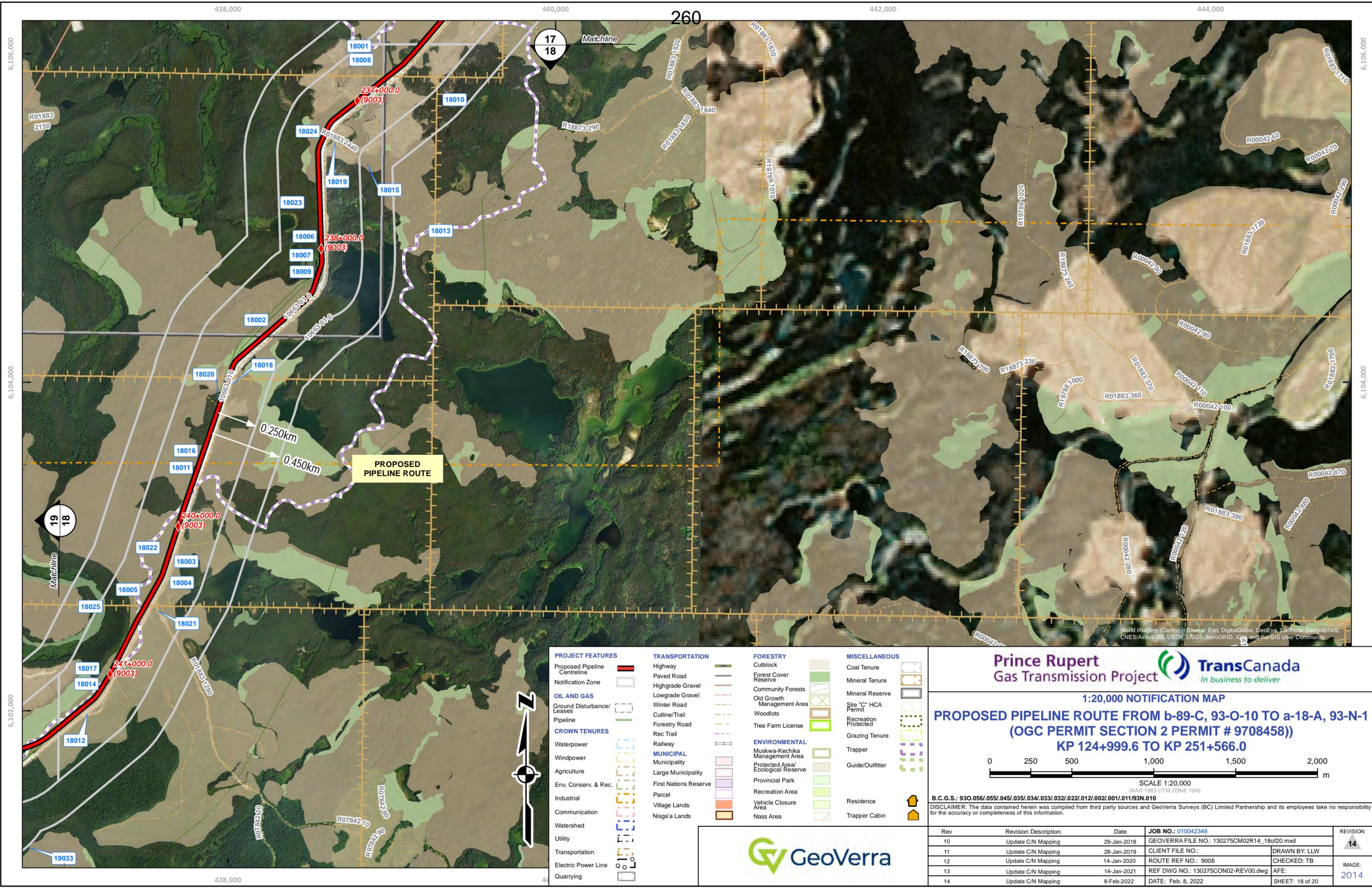
PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1 (OGC PERMIT SECTION 2 PERMIT # 9708458) KP 124+999.6 TO KP 251+566.0

SCALE 1:20,000 (NAD 1983 UTM ZONE 10N)

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11	Update C/N Mapping	28-Jan-2019	CLIENT FILE NO.:	
12	Update C/N Mapping	14-Jan-2020	ROUTE REF NO.: 9006	CHECKED: TB
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World Imagery (Clarity) - Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1
(OGC PERMIT SECTION 2 PERMIT # 9708458))
KP 124+999.6 TO KP 251+566.0



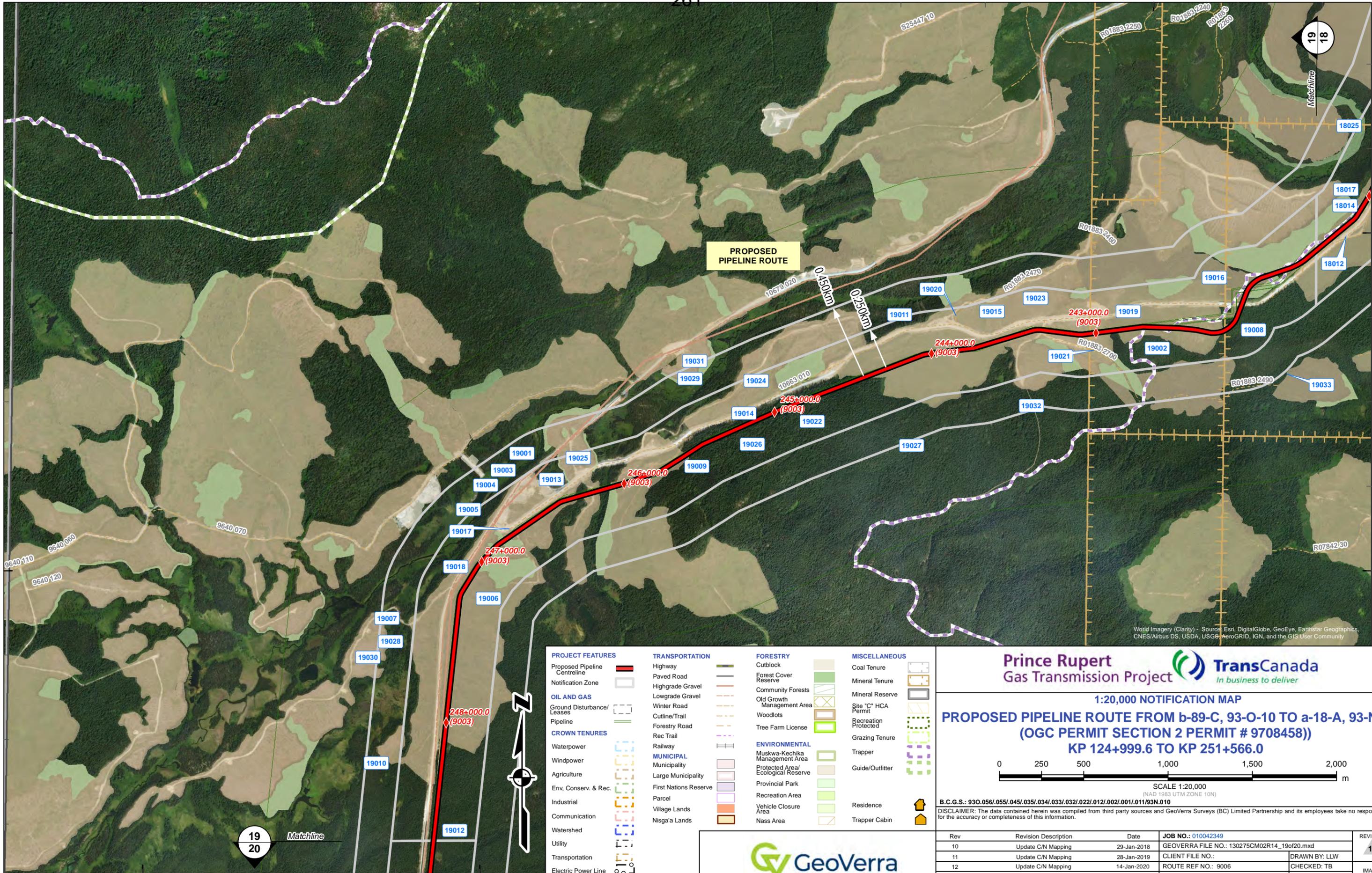
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PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
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Communication	First Nations Reserve	Vehicle Closure Area	
Watershed	Parcel	Nass Area	
Utility	Village Lands		
Transportation	Nisga'a Lands		
Electric Power Line			
Quarrying			



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10	Update C/N Mapping	29-Jan-2018	GEOVERRA FILE NO.: 130275CM02R14_18of20.mxd	14
11	Update C/N Mapping	28-Jan-2019	CLIENT FILE NO.:	DRAWN BY: LLW
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IMAGE: 2014



PROPOSED PIPELINE ROUTE

PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
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Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			

Prince Rupert Gas Transmission Project **TransCanada**
In business to deliver

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PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1 (OGC PERMIT SECTION 2 PERMIT # 9708458))
KP 124+999.6 TO KP 251+566.0



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19
20 Matchline

19
18 Matchline

World Imagery (Clarity) - Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

