

# AGENDA

MEETING NO. 11

October 26, 2023

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**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, October 26, 2023**

### First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - October 26, 2023</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-25	Board Meeting Minutes - September 28, 2023	Approve
26-32	Committee of the Whole Meeting Minutes - October 12, 2023	Receive
33-43	Regional Solid Waste Advisory Committee Meeting Minutes - September 12, 2023	Receive

### DELEGATION

#### TC Energy - Coastal GasLink (1 Hour)

Tanner Moulton, Public Affairs Advisor

Natasha Westover - Public Affairs Manager

Ian McLeod, Senior Community & Socio-Economic Advisor

Nicole Stuckert - Team Lead Land - BC Projects

Neil Gibbs - Project Engineer - Phase 2

RE: - Phase 1 Project Update

- Socio-Economic Effects

- Phase 2 Outlook

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Bylaw for 3rd Reading</u>	
44-50	Cameron Kral, Planning Technician Rezoning Application RZ A-02-23 3 <sup>rd</sup> Reading Report Rezoning Bylaw No.2020, 2023 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>PARKS AND TRAILS</u>	
51-73	Jason Llewellyn, Director of Planning Cycle 16 Trail Phase 3 Update and Detailed Design Drawings Review	Recommendation
	<u>REGIONAL TRANSIT</u>	
74-102	Jason Llewellyn, Director of Planning Bulkley-Nechako Transit Service (Bylaw 1790) Amendment Bylaws	Recommendation
	<u>ENVIRONMENTAL SERVICES</u>	
103-104	Alex Eriksen, Director of Environmental Services – Houston and Fraser Lake Recycling Depot Storage Buildings	Recommendation
105-106	Alex Eriksen, Director of Environmental Services – Knockholt Landfill Hours of Operation	Receive
107-127	Janette Derksen, Waste Diversion Supervisor -Regional Solid Waste Advisory Committee Summary - September 12 Meeting	Receive
	<u>ADMINISTRATION REPORTS</u>	
128	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations – October 12, 2023	Recommendation

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<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>	<b><u>ACTION</u></b>
129	Cheryl Anderson, Director of Corporate Services – Canada’s Rural and Remote Broadband Community Conference -Kelowna, BC – November 2-3, 2023	Recommendation
130-135	John Illes, Chief Financial Officer – Associate Insurance Member Burns Lake & District Rebroadcasting Society	Recommendation
136-137	Jason Llewellyn, Director of Planning -Northern Development – Northern Healthy Communities Fund RDBN Application for Regional Housing Capacity Initiative	Recommendation
138-139	Jason Llewellyn, Director of Planning -Letter of Support – Nechako Environment and Waster Stewardship Society	Recommendation
140	Nellie Davis, Manager of Regional Economic Development – Canada Community – Building Fund BC – Areas B and E Village of Burns Lake – Tom Forsythe Memorial Arena	Recommendation
141-150	Cameron Hart, Economic Development Assistant – Northern Development Initiative Trust Business Façade Improvement Program Application	Recommendation
151-153	Shari Janzen, Economic Development Assistant -Letter of Support Request – District of Houston	Recommendation
154	Shari Janzen, Economic Development Assistant -Letter of Support Request – Houston Mountain Bike Association	Recommendation
155	Shari Janzen, Economic Development Assistant -Letter of Support Request – Town of Smithers	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
156-157	Christopher Walker, Emergency Program Coordinator- Houston Search and Rescue Canine Search Capability	Recommendation
158	Cheryl Anderson, Director of Corporate Services – Item to be brought forward to the Public Agenda from In-Camera Meeting Re: HVAC Upgrades	Receive
159-195	Cheryl Anderson, Director of Corporate Services – Departmental Quarterly Reports -3 <sup>rd</sup> Quarter	Receive
196-199	John Illes, Chief Financial Officer – Financial Statements (Ending September 30)	Receive
200-201	Megan D’Arcy, Regional Agriculture Coordinator – CN Draft Pest Management Plans (2024-2029)	Receive

#### ADMINISTRATION CORRESPONDENCE

202	Village of Granisle – RDBN Director and Alternate Appointments	Receive
203	Ministry of Forests – Follow-up UBCM Meeting	Receive

#### SUPPLEMENTARY AGENDA

#### VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

#### RECEIPT OF VERBAL REPORTS

Meeting No. 11  
October 26, 2023

## **NEW BUSINESS**

### **IN-CAMERA MOTION**

**That this meeting be closed to the public pursuant to Section 90 (1)(a),(c) and (2)(b) of the *Community Charter* for the Board to deal with matters relating to the following:**

- **Committee Appointment**
- **Connectivity**
- **Labour Relations**

### **ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 10****Thursday, September 28, 2023**

**PRESENT:** Chair Mark Parker

Directors Gladys Atrill  
Shane Brienen  
Leroy Dekens  
Martin Elphee  
Judy Greenaway  
Clint Lambert  
Linda McGuire – via Zoom  
Shirley Moon  
Kevin Moutray  
Chris Newell  
Michael Riis-Christianson  
Stoney Stoltenberg  
Sarrah Storey  
Henry Wiebe

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Deputy Director of Corporate Services

Others Jennifer Dyson, Chair, Agricultural Land Commission – via Zoom – left at 11:23 a.m.  
Kim Grout, Chief Executive Officer, Agricultural Land Commission – via Zoom  
Janice Tapp, North Panel Chair, Agricultural Land Commission – via Zoom – arrived at 10:28 a.m., left at 11:23 a.m.

Media Saddman Zaman, LD News – arrived at 10:03 a.m.

**CALL TO ORDER**

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

**FIRST NATIONS ACKNOWLEDGEMENT****AGENDA &****SUPPLEMENTARY AGENDA**

Moved by Director Stoltenberg

Seconded by Director Storey

2023-10-1

“That the Board Meeting Agenda of September 28, 2023 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **MINUTES**

### Board Meeting Minutes August 10, 2023

Moved by Director Stoltenberg  
Seconded by Director Atrill

2023-10-2

"That the Board Meeting Minutes of August 10, 2023 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Committee Meeting Minutes

Moved by Director Riis-Christianson  
Seconded by Director Lambert

2023-10-3

"That the Board receive the following Committee Meeting Minutes:

- Committee of the Whole Meeting Minutes
  - September 7, 2023
- Connectivity Committee Meeting Minutes
  - July 13, 2023
- Rural/Agriculture Committee Meeting Minutes
  - September 7, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DELEGATION**

### **AGRICULTURAL LAND COMMISSION – Jennifer Dyson, Chair, Janice Tapp, North Panel Chair and Kim Grout, Chief Executive Officer – via Zoom**

Chair Parker welcomed Jennifer Dyson, Chair, Janice Tapp, North Panel Chair and Kim Grout, Chief Executive Officer, Agricultural Land Commission.

Ms. Dyson provided a PowerPoint presentation.

#### **Agricultural Land Commission**

- Agricultural Land Reserve (ALR)
- 4.9% of the Province is ALR
- Private vs. Crown Ownership
- North Administrative Region
  - o 48% of BC's ALR is in the North Region
  - o 3.6% of Region in the ALR
- Governance Structure: ALC & Local Government
- Decision Making Structure
- ALC Mandate – Section 6 *Agricultural Land Commission Act (ALCA)*
- Application Process
- Soil and Fill Regulation.

**DELEGATION (CONT'D)**

**AGRICULTURAL LAND COMMISSION – Jennifer Dyson, Chair, Janice Tapp, North Panel Chair and Kim Grout, Chief Executive Officer – via Zoom (Cont'd)**

Jason Llewellyn, Director of Planning provided a PowerPoint presentation.

**The ALR and the RDBN**

- Presentation Overview
- 2014 – Bill 24
- 2019 – Bill 52 and 15
- 2021 – Regulation Changes
- Local Government Responsibilities
- Local Government Implementation
- Accessory Buildings
- Fill Deposit and Soil Removal 1/2
- Fill Deposit and Soil Removal 2/2
- Dwelling Size Total Floor Area (TFA) Definitions
- Local Government Considerations
- ALC Considerations.

The following was discussed:

- Soil removals
- ALC Zones
  - o Recommendations are more successfully in the hands of the Panel that understands agriculture
- Challenges regarding ALC Information Bulletins and amendment changes
- Workshop with regional local government planning staff to discuss challenges and developing guidelines
- ALC recognizes local government challenges
- Accessory buildings and farm building debate
  - o ALC appreciation of comments and work with the RDBN to achieve clarity
- Subdivision in Telkwa and ALC process
  - o ALC will follow up with Village of Telkwa staff
- Administration Tribunal and role independent of government influence
- Intensive farming options within the region
  - o Options to lease
- Members of the ALC North Administrative Region
  - o Janice Tapp, Vice-Chair & Panel Chair – Fraser Lake
- Understanding the ALC
- Requests for subdivision
- Challenging to access Crown land for farming
- Are there plans to resurvey ALR lands?
  - o Boundary reviews were started in the Kootneys but due to time and costs haven't continued
- Has the ALR increased in recent years?
  - o Has decreased due to government's removal of lands for large projects such as Site C
- ALC keeps statistics regarding ALR lands

## **DELEGATION (CONT'D)**

### **AGRICULTURAL LAND COMMISSION – Jennifer Dyson, Chair, Janice Tapp, North Panel Chair and Kim Grout, Chief Executive Officer – via Zoom (Cont'd)**

- Logged ALR Land within a grazing licence
  - o Reduce number of stems planted per hectare to allow for grazing within that grazing lease
    - Intense replanting makes it challenging for livestock to graze
  - o BC Cattlemen’s Association also working on issue
  - o Fire suppression and grazing
  - o Discussed with Ministry of Water, Land and Resource Stewardship staff
  - o Two of the ALC Panel Members actively work on the issue
  - o Benefits when livestock are introduced to the lands
- Working together to ensure the best management of agriculture land values
- Relationship between the ALC and other Provincial Ministries
  - o Memorandum of Understanding with the Ministry of Energy, Mines and Low Carbon Innovation.

Chair Parker thanked Mses. Dyson, Tapp and Grout for attending the meeting.

## **ELECTORAL AREA PLANNING**

### **Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading**

Rezoning Application RZ  
B-01-23 – 1<sup>st</sup> & 2<sup>nd</sup> Reading  
Report Rezoning Bylaw  
No. 2019 – Electoral  
Area B (Burns Lake Rural)

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2023-10-4

1. “That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2019, 2023 be given first and second reading this 28<sup>th</sup> day of September, 2023 and subsequently be taken to Public Hearing.

2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2019, 2023 be delegated to the Director or Alternate Director for Electoral Area B.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (CONT'D)**

**Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading (Cont'd)**

Rezoning Application RZ                      Moved by Director Stoltenberg  
A-02-23 – 1<sup>st</sup> & 2<sup>nd</sup> Reading              Seconded by Director Atrill  
Report Rezoning Bylaw  
No. 2020 – Electoral  
Area A (Smithers/Telkwa Rural)

2023-10-5

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2020, 2023 be given first and second reading this 28<sup>th</sup> day of September, 2023 and subsequently be taken to Public Hearing.

2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2020, 2023 be delegated to the Director or Alternate Director for Electoral Area A."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OCP Amendment Application              Moved by Director Riis-Christianson  
RDBN-02-22 – 1<sup>st</sup> & 2<sup>nd</sup>                      Seconded by Director Storey  
Reading Report Bylaw Nos.  
2000, 2001, 2002 and 2003

2023-10-6

1. "That the Board consider and approve the consultation identified in the consultation checklist.

2. That Smithers and Telkwa Rural OCP Amendment Bylaw No. 2000, 2023, Burns Lake Rural and Francois Lake (North Shore) OCP Amendment Bylaw No. 2001, 2023, Endako, Fraser Lake and Fort Fraser Rural OCP Amendment Bylaw No. 2002, 2023 and Houston, Topley, Granisle Rural OCP Amendment Bylaw No. 2003, 2023 be given first and second reading this 28<sup>th</sup> day of September, 2023 and subsequently be taken to Public Hearing.

3. That the Public Hearing for Smithers and Telkwa Rural OCP Amendment Bylaw No. 2000, 2023, Burns Lake Rural and Francois Lake (North Shore) OCP Amendment Bylaw No. 2001, 2023, Endako, Fraser Lake and Fort Fraser Rural OCP Amendment Bylaw No. 2002, 2023 and Houston, Topley, Granisle Rural OCP Amendment Bylaw No. 2003, 2023 be delegated to the Director or Alternate Director for Electoral Area B."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Bylaw for 3<sup>rd</sup> Reading and Adoption**

Rezoning Application  
RZ D-01-23 - 3<sup>rd</sup> Reading  
& Adoption Report  
Rezoning Bylaw Nos. 2006,  
& 2007 -Electoral Area D  
(Fraser Lake Rural)

Moved by Director Storey  
 Seconded by Director Lambert

2023-10-7

1. "That the Board receive the Report of the Public Hearing for Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2006, 2023 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 2007, 2023 on the Supplementary Agenda.

2. That Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 2006, 2023 be given third reading and adoption this 28<sup>th</sup> day of September, 2023.

3. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2007, 2023 be given third reading and adoption this 28<sup>th</sup> day of September, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT VARIANCE PERMIT**

Development Variance  
Permit A-01-23 – Electoral  
Area A (Smithers Rural)

Moved by Director Stoltenberg  
 Seconded by Director Dekens

2023-10-8

"That the Board approve Development Variance Permit A-01-23 for the property located at 25055 Highway 16 to allow the following variances to Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 for the purpose of constructing a vault privy:

- vary Section 16.0.4.1 by reducing the setback of a structure from any Parcel Line from 7.5 m to 4.5 m,
- vary Section 3.0.8.1(b) by reducing the setback of a building or other structure from the Natural Boundary of the Bulkley River from 30 m to 15 m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**TEMPORARY USE PERMIT**

Temporary Use Permit  
A-03-20 Renewal Request

Moved by Director Stoltenberg  
Seconded by Director Dekens

2023-10-9

“That the Board approve the renewal of Temporary Use Permit A-03-20 for aggregate processing on the property legally described as the Northeast 1/4 of Section 5, Township 4, Range 5, Coast District, Except Plans 8393 and PRP14394 for a three-year duration.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**OTHER**

Advisory Planning  
Commission Minutes  
-Electoral Area B (Burns Lake  
Rural)

Moved by Director Riis-Christianson  
Seconded by Director Storey

2023-10-10

“That the Board receive the Advisory Planning Commission Minutes for Electoral Area B (Burns Lake Rural).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Advisory Planning  
Commission Minutes  
-Electoral Area E (Francois/  
Ootsa Lake Rural)

Moved by Director Lambert  
Seconded by Director Riis-Christianson

2023-10-11

“That the Board receive the Advisory Planning Commission Minutes for Electoral Area E (Francois/Ootsa Lake Rural).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES**

### **ALR Applications**

ALR Application 1258  
ALR Non-Farm Use (Removal  
of Soil) – Electoral Area A  
(Smithers/Telkwa Rural)

Moved by Director Stoltenberg

Seconded by Director Dekens

2023-10-12

1. "That Agricultural Land Reserve Application No. 1258 be recommended to the Agricultural Land Commission (ALC) for approval.

2. That the ALC and the Ministry of Energy, Mines and Low Carbon Innovation (MoEMLCI) be requested to ensure adequate invasive plant management and phased remediation plans on the subject property.

3. That the ALC and the MoEMLCI be requested to ensure the appropriate maintenance of the 20 m tree buffer abutting the Highway 16 right of way."

Opposed: Director Greenaway CARRIED

(All/Directors/Majority)

### **Municipal Referral**

District of Fort St. James  
Official Community Plan and  
Zoning Bylaw Amendments  
-Proposed Stones Bay Road  
Subdivision

Moved by Director Greenaway

Seconded by Director Elphee

2023-10-13

"That staff inform the District of Fort St. James that the Regional District of Bulkley-Nechako has no concerns with Official Community Plan Bylaw No. 872, 2010, and Zoning Bylaw No. 738, 2001."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Telecommunications Referrals**

Rogers Communications  
Telecommunications  
Installation (W6823) Referral  
Request for Concurrence

Moved by Director Moon  
Seconded by Director Moutray

2023-10-14

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **PARKS AND TRAILS**

#### **Bylaw for Adoption**

Parks and Trails Bylaw  
Adoption

Moved by Director Riis-Christianson  
Seconded by Director Stoltenberg

2023-10-15

"That Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023 be adopted this 28<sup>th</sup> day of September, 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS**

Committee Meeting  
Recommendations  
September 7, 2023

Moved by Director Stoltenberg  
Seconded by Director Lambert

2023-10-16

"That the Board approve recommendations 1 through 3 as written:

#### **Committee of the Whole – September 7, 2023**

#### **Recommendation 1: Re: National Day for Truth and Reconciliation: September 30, 2023**

"That the Regional District of Bulkley-Nechako recognize the National Day for Truth and Reconciliation on Monday, October 2, 2023."

#### **Recommendation 2: Re: Late Resolution to UBCM – RE: 2023 Wildfire Season – Economic Impacts to the Forestry Sector – Request for Inventory**

"That the Board submit the following late resolution to the 2023 Union of B.C. Municipalities Convention:  
Whereas 2023 has been the worst wildfire season in BC's history with over 2.2 million hectares burnt, and close to

**ADMINISTRATION REPORTS (CONT'D)**

\$1 billion spent to combat the wildfires; And whereas in April 2018 the Province received the Abbott/Chapman report titled Addressing the New Normal: 21st Century Disaster Management in British Columbia whereby recommendation 104 states: "Following wildfire events, promptly undertake timber supply reviews to enable industry response and adaptation to a new allowable annual cut, and to allow BC to better understand and respond to impacts on habitat, fibre availability and community stability."

And whereas there has not been a provincial inventory of land base assets since the 2007 fire season; however, within the last 2 years the Province has undertaken several new forest and land based initiatives such as the Old Growth Strategic Review, Forest Landscape Plans, and B.C. Biodiversity and Ecosystem Health Framework proposals that are being conducted in the absence of accurate inventory data;

Therefore be it resolved that the Province of BC immediately defer its current land base initiatives until a comprehensive inventory is conducted after the 2023 wildfire season recognizing that the impacts of wildfire to wildlife habitat, timber, fish, water, First Nations Reconciliation, and community stability need to be examined and prioritized to understand if the current land base initiatives remain in the best interest of the Province."

**Rural/Agriculture Committee Meeting – September 7, 2023**

**Recommendation 3: Re: Canada Community – Building Fund BC – Area A (Smithers/Telkwa Rural) Smithers Curling Club – Ice Plant Replacement Project 1**

"That the Board approve an additional \$75,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to an Ice Plant Replacement project at the Smithers Curling Club, and further,

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

North Central Local  
Government Association  
2024 AGM & Convention  
Organizing Committee  
Appointment

Moved by Director Riis-Christianson  
Seconded by Director Greenaway

2023-10-17

"That the Board enter into the North Central Local Government Association 2024 AGM & Convention Memorandum of Understanding; and further, that the Board authorize Director Stoltenberg's appointment to the NCLGA 2024 AGM & Convention Organizing Committee."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BC Natural Resources Forum  
-January 16-18, 2024, Prince  
George, B.C.

Moved by Director Lambert  
Seconded by Director Stoltenberg

2023-10-18

"That the Board authorize attendance of Rural Directors at the BC Natural Resources Forum, January 16-18, 2024 in Prince George, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Union of BC Municipalities  
Regional Community to  
Community Program

Moved by Director Atrill  
Seconded by Director Elphee

2023-10-19

"That the Board approve the RDBN to apply for, receive, and manage grant funding from the Union of BC Municipalities Regional Community to Community Program Fund to host a forum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

HVAC System Tender

Moved by Director Elphee  
Seconded by Director Stoltenberg

2023-10-20

"That the Board ratify the award of the contract for the HVAC Upgrades for the Administrative Office to BV Jet Controls for \$245,115.63."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE**

Ministry of Citizens' Services Moved by Director Dekens  
-Northern B.C. Connectivity Seconded by Director Atrill  
Benefits Study

2023-10-21 "That the Board receive the Administration Correspondence from the Ministry of Citizens' Services – Northern B.C. Connectivity Benefits Study."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Ministry of Forests - Decision Moved by Director Riis-Christianson  
Rationale for Lakes Timber Seconded by Director Dekens  
Supply Area

2023-10-22 "That the Board receive the Administration Correspondence from the Ministry of Forests – Decision Rationale for Lakes Timber Supply Area."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2023-10-23 "That the Board invite the Ministry of Forests to a future Board Meeting to discuss the Decision Rationale for the Lakes Timber Supply Area."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding:

- No discussion with communities included in the three scenarios under Major Forest Companies
- Two Community Forests within the Lakes TSA
  - What are the impacts to the Community Forests and local government partners
- Impacts to communities that lose sawmills
  - More sawmills in the Province will potentially close
- Impacts from the loss of appurtenancy – wood for mills was tied to local communities from which that wood was harvested
- RBA Agreement to help diversify economy
- Houston's challenges expanding its Community Forest over the past nine years

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

- Apportionment decision establishes the Minister's direction to ministry staff for allocating the allowable annual cuts (AAC) to different forms of forest tenure in the Timber Supply Area (TSA)
  - Houston requested that the apportionment be allocated from the large forest companies and not from First Nations or BC Timber Sales (BCTS) AACs
- Omineca Beetle Action Coalition is no longer in place but is missed
- Frustrations regarding communities' roles in forestry
- Clarity regarding companies' roles during changes to apportionment and how licenses work
- No longer having community sawmills but super mills that are a significant distance apart from one another and timber being moved from communities
- Minister decision made regarding tenure and supply with the Timber Supply Area released afterwards
- Additional challenges in the future due to wildfires
- Follow up from meeting at Minister of Forests meeting at UBCM
- Need mechanism to impact sustainable forestry with local jobs.

**Break for lunch at 12:18 p.m.**

**Reconvened 12:54 p.m.**

Discussion continued regarding Ministry of Forests – Decision Rationale for Lakes Timber Supply Area:

- Village of Fraser Lake challenges with Community Forest expansion
- Importance of woodlots to communities
- Community Forests contribution to local economies
- Total TSA should be divided between First Nations, Community Forests and community companies
- Concerns regarding connector between the Quesnel and Vanderhoof area
- Emissions to transport timber out of communities to be processed
- Minister of Forests was not in attendance for District of Fort St. James meeting at UBCM
- Impact to community tax base when mills close
- Consideration that if fibre leaves a community stumpage should increase for every mill it passes.

## **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

### 2023 UBCM Conference

#### -Update

The Board provided the following comments:

- Northwest BC Resource Benefits Alliance
  - Province set a timeframe for steps towards finalizing an agreement
  - Thank you to Director Brienens for his work with the RBA
- Directors attending their first UBCM
- Village of Granisle requested a mental health outreach counselor return more frequently to the community
- Director McGuire presented at the Small Talk Community Panel regarding the Granisle Marina upgrades
- Director Storey elected to the UBCM Board of Directors
- Mental Health Issues
- Homeless camp in the Town of Smithers
- Director Atrill participated on the Decriminalization Panel
- Wildfire discussions and focus on southern B.C.
  - Frustrations regarding the value lost in the forest industry
  - Advocate for northern B.C.
- Appreciation for Municipal Directors' support
- Meeting with Ministers and the Premier outside of the UBCM Conference may be more beneficial
  - Send delegates to Victoria
  - Directly contact Ministers
- Due to meeting schedules it is challenging to attend any of the learning sessions provided or support resolutions being brought forward.

### District of Houston – Update

Director Brienens provided the following update:

- Canfor announced it will rebuild its mill in Houston
  - Determining flow of timber to ensure contractors continue moving forward during the rebuild phase
  - Barbeque planned for October 3, 2023 at 12:00 p.m. at the Canfor Site – Board is welcome to attend.

### Electoral Area C (Fort St.James

#### Rural) – Update

Director Greenaway noted the following:

- Private property issues in her area
- Assisting with Emergency Support Services (ESS) due to the wildfires.

### Village of Burns Lake

#### -Update

Director Wiebe provided the following update:

- Attended Coastal GasLink's (CGL) Community Barbeque to thank the community for hosting the company while they built the pipeline
- New CN Rail Crossing on Highway 35 will be complete by end of day today.

### **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

#### Electoral Area G (Houston Rural) – Update

Director Newell spoke of the following:

- Met with CGL at the UBCM Conference
  - Productive meeting regarding internet for the Buck Flats area
  - Planning a trip to visit a compressor station in October
  - Community Barbeque Celebration October 25<sup>th</sup>
- Peacock Wildfire continues to burn near the Buck Flats
- Upcoming meeting planned with CityWest.

#### District of Vanderhoof -Update

Director Moutray provided the following update:

- CGL Community Barbeque Celebration October 20<sup>th</sup>
- September 12<sup>th</sup> was the second Regional Solid Waste Advisory Committee Meeting
  - Discussed illegal dumping and suggested service levels at RDBN Transfer Stations.

#### Electoral Area A (Smithers/Telkwa Rural) – Update

Director Stoltenberg commented that he looks forward to working on the NCLGA Organizing Committee for the 2024 NCLGA AGM and Conference in Smithers with Director Atrill.

#### Village of Granisle – Update

Director McGuire mentioned the following:

- Granisle received funding from the Federal and Provincial Government to bring fibre to all homes in Granisle
  - Will discuss with Director Newell and RDBN staff about providing current service to rural residents.

#### Village of Fraser Lake – Update Director Storey provided the following update:

- Meeting with CN regarding fires in the Fraser Lake area being caused by lack of maintenance along the railway
- Coastal GasLink Community Barbeque Celebration Event planned for October 12<sup>th</sup>
- Nadleh Whut'en is hosting National Truth and Reconciliation Day
- Arena Upgrade
  - Phase 1 to be completed in October
  - Phase 2 to move forward
- Fraser Lake Medical Clinic is fully staffed.

#### Electoral Area B (Burns Lake Rural) – Update

Director Riis-Christianson spoke of emergency rooms in the region being closed recently due to staffing levels as well as a lack of ambulances.

#### Village of Telkwa – Update

Director Dekens provided the following update:

- Telkwa Coal has been purchased by another company and is changing its name
- Water main project nearing completion
- Tyee Lake Road has been repaired.

### **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

#### Electoral Area F (Vanderhoof Rural) – Update

Director Moon noted the following:

- Increased number of cattle being sold at auction and being shipped to other areas
- Concerns regarding the potential loss of cattle breeding stock in the region
- Vanderhoof Children's Choir registrants rivalling Minor Hockey's registrants
- Blackwater Mine Project continues to move forward with construction.

#### District of Fort St. James -Update

Director Elphee provided the following update:

- CAO Posting has closed
- Nak'azdli Whut'en held a candlelight vigil for the Wildland Fire Fighters killed in a motor vehicle accident returning home from fighting fires in the Fort St. James Area
- Fort St. James Arena
  - Hack to Hack system to install lines for ice – good system
  - Investigating a similar water upgrades system being installed in the Fraser Lake arena.

#### Electoral Area E (Francois/Ootsa Lake Rural) – Update

Director Lambert noted the following:

- Increased fire activity at the beginning of September
  - Chinook Emergency Response Society (CERS) responded and provided security checkpoint coverage
  - Thanked Chair Parker for his recognition of CERS
  - BC Wildfire Services recognition of CERS.

#### Town of Smithers – Update

Director Atrill mentioned the following:

- Town of Smithers has increased its paving budget
- North Central Local Government Association AGM and Conference will be hosted in Smithers in 2024
  - Organizing Committee is meeting and planning the event
  - Will elevate the profile of the area
- Smithers Civic Centre Arena has a delayed opening due to a chiller issue
  - The New Arena is operational
- Commercial angling season was able to take place
- Kalum Kabs Taxi Service has begun Operation in Smithers
- Reconnecting the Perimeter Trail due to a landslide that occurred a number of years ago
- National Truth and Reconciliation Day – Walnut Park Pole Raising Ceremony will take place September 29<sup>th</sup>
  - Thanked Director Stoltenberg for his grant funding support for the Totem Pole.

**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

Chair Parker – Update

Chair Parker provided the following update:

- Letters were sent to the First Nations Communities in the region to meet and discuss the RDBN Strategic Plan and initiatives
  - Met with Nak'azdli Whut'en on September 8<sup>th</sup> with Director Greenaway, Justin Greer, First Nations Liaison and CAO Helgesen
  - Very productive meeting
  - Opportunities to follow up and work together
- Veterinarian Shortages
  - Continuing to work on advocacy
  - Western College of Veterinarian Medicine
    - Met with Chair Parker, Lara Beckett, Chair, RDBN and veterinarians throughout the north
    - BC has 40 student seats available in the Veterinarian Program and over 100 students are denied a seat per year
    - Indicated they would like to come to the area and are planning to meet in Prince George in October 2023
- 2023 Wildfire Event
  - Chinook Emergency Response Society
    - Promoting CERS
    - Proven success rate – stopped fires and saved money and forests
    - Residents taking responsibility
  - Lack of resources in northern B.C. when fires in southern B.C. become a priority
  - Advocacy with Ministry of Forests and BC Wildfire Services
  - RDBN will be hosting a debrief with Ministry of Forests and BC Wildfire Services staff in attendance
- AgriRecovery
  - Drought recovery
    - assist with transportation
    - slow process
  - Province advocating – don't want to lose breeding stock in the region.

Receipt of Verbal Reports

Moved by Director Stoltenberg  
 Seconded by Director Wiebe

2023-10-24

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

National Truth and Reconciliation Event September 29<sup>th</sup> at 10 a.m. in Smithers

Director Stoltenberg extended an invitation to the Board to attend the National Truth and Reconciliation Event in Smithers, September 29<sup>th</sup> at 10 a.m.

Northwest Invasive Plant Council

Director Moon requested staff follow up with the Northwest Invasive Plant Council regarding weed control in the region.

**IN-CAMERA MOTION**

Moved by Director Brienen  
 Seconded by Director Greenaway

2023-10-25

"That this meeting be closed to the public pursuant to Section 90 (1)(a),(c) and (2)(b) of the Community Charter for the Board to deal with matters relating to the following:

- Committee appointment
- Contract negotiations
- Labour Relations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Stoltenberg  
 Seconded by Director Newell

2023-10-26

"That the meeting be adjourned at 1:55 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, October 12, 2023**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Gladys Atrill – left at 12:52 p.m. Shane Brienen – arrived at 11:21 a.m. Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Director Absent	Leroy Dekens, Village of Telkwa
	Alternate Director	Annette Morgan, Village of Telkwa – via Zoom
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development – arrived at 12:42 p.m., left at 1:00 p.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services – arrived at 12:03 p.m., left at 12:42 p.m. Jason Llewellyn, Director of Planning Wendy Wainwright, Deputy Director of Corporate Services
	Others	David deWit, Natural Resources Manager, Office of the Wet’sutwet’en – via Zoom 12:00 pm Ryan Holmes, Director, Resource Stewardship Operations, Ministry of Water, Land and Resource Stewardship – via Zoom 12:00 p.m. Justin Schroff, P.Geo., Regional Director, NW Region, Ministry of Energy, Mines and Low Carbon Innovation – via Zoom 11:00 a.m., left at 11:33 a.m.
	Media	Saddman Zaman, LD News

**CALL TO ORDER**

Chair Parker called the meeting to order at 11:00 a.m.

## **FIRST NATIONS ACKNOWLEDGEMENT**

**AGENDA & SUPPLEMENTARY AGENDA** Moved by Director McGuire  
 Seconded by Director Newell

C.W.2023-7-1 "That the Agenda of the Committee of the Whole meeting of October 12, 2023 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 – September 7, 2023 Moved by Director Stoltenberg  
 Seconded by Director Greenaway

C.W.2023-7-2 "That the Committee of the Whole Meeting Minutes of September 7, 2023 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION – Justin Schroff, P.Geo., Regional Director, NW Region RE: Gravel Extraction and Processing – via Zoom**

Chair Parker welcomed Justin Schroff, P.Geo., Regional Director, NW Region, Ministry of Energy, Mines and Low Carbon Innovation (MoEMLCI).

Mr. Schroff provided a PowerPoint presentation.

### **Notice of Work Applications**

- Is it a Mine?
- Generalized NOW process flow
- Intake – don't worry too much about this!
- Review, referral and consultation
- Referrals to Regional Districts
- Permit decisions
- Reclamation Security
- Other Agency decisions.

## **DELEGATIONS**

### **MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION – Justin Schroff, P.Geo., Regional Director, NW Region RE: Gravel Extraction and Processing – via Zoom (Cont'd)**

Discussion took place regarding the following:

- Values
  - o Official Community Plans (OCP) are in response to existing interests and goals for community
  - o MoEMLCI recognizes the OCP but the *Mines Act* doesn't recognize the *Local Government Act* or local authorities
  - o MoEMLCI allows the ability to develop framework to review community and OCP values e.g. tourism
  - o Referral process can be lengthy managing all interests
  - o Dialogue is the best possible way to manage interests
  - o Limited volume of advocating for interests in northern communities vs. lower mainland communities
  - o Referral Process
    - Ideally engaging directly with stakeholders in the area to discuss values
    - Assistance from local governments and municipalities
    - Working to refine a community process
    - Inspector of Mines can provide notification using newspapers or the BC Gazette
    - Working on a community engagement portal to allow for more engagement
    - Beneficial to have follow-up discussion
  - o Compliance
    - Relies heavily on the referral process
    - Compliance framework only as long as permits
    - Permits need to be robust to manage because the Inspector of Mines also relies on them when going to a site
    - Attempt to inspect gravel pits every 1 to 2 years.

Chair Parker thanked Mr. Schroff for attending the meeting.

**Break for lunch at 11:33 a.m.**

**Reconvened at 12:03 p.m.**

## **DELEGATIONS (CONT'D)**

### **MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP AND OFFICE OF THE WET'SUWET'EN - David deWit, Natural Resources Manager, Office of the Wet'sutwet'en and Ryan Holmes, Director, Resource Stewardship Operations, Ministry of Water, Land and Resource Stewardship – RE: Widzin Kwah Water Sustainability Project – via Zoom**

Chair Parker welcomed David deWit, Natural Resources Manager, Office of the Wet'sutwet'en and Ryan Holmes, Director, Resource Stewardship Operations, Ministry of Water, Land and Resource Stewardship.

Messrs. Holmes and deWit provided a PowerPoint Presentation.

#### **Widzin Kwah Water Sustainability Project**

- Agenda
- Purpose
- Background
- WWSP Governance Structure
- Project Area
- Project Phases
- Water Working Group Purpose
- What watershed values and uses have been identified by the project team?
- Watershed Objectives
- Engagement.

The following was discussed:

- Water Working Group
  - o RDBN representation
    - Elected representatives and staff
      - Importance of reporting to the Board
      - Primary representative and alternate
  - o Time commitment
    - Virtual, in-person and hybrid meetings
- Ecosystems - relationships between water and other plant systems –water that will reach the river and other systems reliant on the river
  - o Healthy ecosystems in the watershed that interlinks values
  - o Connection to the land and wildfire resiliency
    - Conceptual framework – triggers, usages, objective values
  - o Future realities of climate – create and design ecosystems more resilient to climate
- Information sharing
- Will bring forward at a future Board meeting to determine RDBN participation and representation.

Chair Parker thanked Messrs. deWit and Holmes for attending the meeting.

## **DEVELOPMENT SERVICES**

### **Referral**

Mines Referral No.  
161384335 – Electoral  
Area A (Smithers/Telkwa Rural)

Moved by Director Stoltenberg  
 Seconded by Director Storey

C.W.2023-7-3

1. "That the Committee receive the additional information on the Supplementary Agenda.

2. That the comment sheet be provided to the Province as the Regional District's comments on Mines Referral No. 161384335."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Follow-up and RDBN request to receive and time to consider additional information regarding the application
- Staff followed up with the Province and there is no decision pending prior to the October 28<sup>th</sup> Board meeting
- Staff will forward information to the Town of Smithers.

## **REPORTS**

Gravel Extraction and  
Processing

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

C.W.2023-7-4

"That the Committee receive the Director of Planning's Gravel Extraction and Processing memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bursary Policy Revision

Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg

C.W.2023-7-5

"That the Committee recommend that the Board approve the RDBN Bursary Policy."

(All/Directors/Majority)

DEFEATED

## **REPORTS (CONT'D)**

### Letter of Support Request -District of Houston

Moved by Director McGuire  
 Seconded by Director Stoltenberg

### C.W.2023-7-6

"That the Committee recommend that the Board approve the District of Houston's request for a Letter of Support for a Rural Economic Development Infrastructure Program application for the Bymac Park and Campground Revitalization project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Letter of Support Request -Town of Smithers

Moved by Director Brienens  
 Seconded by Director Greenaway

### C.W.2023-7-7

"That the Committee recommend that the Board approve the Town of Smithers request for a Letter of Support for a BC Active Transportation Grant application for the Smithers Cycle 16 Connector Trail project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DISCUSSION**

### **Bulkley Nechako Regional Transit - Follow-up - Meeting with the Honourable Rob Fleming, Minister of Transportation and Infrastructure**

The following was discussed:

- Follow-up with MoTI staff
- Minister Fleming indicated he will provide a letter confirming MoTI's commitment to Bulkley Nechako Regional Transit
- Allocation amount for buses
  - o Funding gaps to provide sufficient service levels to accommodate ridership
- Increasing bus capacity to accommodate ridership
  - o Advocating for larger buses
  - o Using a number of smaller buses and adjusting timelines to provide different schedules
- Parking for those travelling to bus stops
- Northern Development Initiative Trust reviewing booking system.

**ADJOURNMENT**

Moved by Director Lambert  
Seconded by Director Newell

C.W.2023-7-8

“That the meeting be adjourned at 1:10 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of  
Corporate Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****REGIONAL SOLID WASTE ADVISORY COMMITTEE MEETING****Tuesday, September 12, 2023**

**PRESENT:** Chair Kevin Moutray

Directors Judy Greenaway – via zoom – left at 11:15 a.m., returned at 1:15 p.m.

Stakeholders Cindi Pohl, BBRD Blue Bin Recycling and Disposal – arrived at 10:10 a.m.  
Norm Delong, Electoral Area D (Fraser Lake Rural)  
Chris Lawrence, Director of Operations, Town of Smithers  
Luis Gonzalas, District Manager, Waste Management – via Zoom – left at 1:30 p.m.  
Lev Hartfell, Director of Operations, Village of Telkwa

Absent Gladys Atrill, Town of Smithers  
John Alderliesten, Vanderhoof  
Mark Fisher, Electoral Area A (Smithers/Telkwa Rural)  
Rory McKenzie, Burns Lake  
Michael Riis-Christianson, Electoral Area B (Burns Lake Rural)  
Kathy Russell, Education Assistant, School District 91 Nechako Lakes

Alternate Director Frank Wray, Town of Smithers

Staff Janette Derksen, Waste Diversion Supervisor  
Alex Eriksen, Director of Environmental Services – left at 1:55 p.m.  
Wendy Wainwright, Deputy Director of Corporate Services

**CALL TO ORDER**

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

**AGENDA**Moved by Norm Delong  
Seconded by Chris Lawrence**RSWAC.2023-2-1**

"That the Committee Agenda for September 12, 2023 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****RSWAC Meeting Minutes  
-September 12, 2023**Moved by Norm Delong  
Seconded by Chris Lawrence**RSWAC.2023-2-2**

"That the Regional Solid Waste Committee Meeting Minutes for June 20, 2023 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **PRESENTATION**

Janette Derksen, Waste Diversion Supervisor provided a PowerPoint Presentation.

### **Meeting Goals**

1. Define the service level for RDBN waste management
2. Is it time to change local government's role in regional ICI recycling?

### **What is Illegal Dumping?**

- A snapshot from the Province
- Looking forward – How should the RDBN react on Illegal Dumping?
- Options to consider:
  - Do nothing approach (Report All Poachers and Polluters (RAPP) Program)
  - Include funding to the budget to assist local groups to clean up hot spots
  - Host Clean-up events
  - Implement education programs in some capacity
  - Monitor/collect data before program changes and/or bylaw amendments
  - Full level of service incorporating the last 4 points.

Discussion took place regarding:

- Comox Strathcona Regional District's approach to illegal dumping
- RDBN Environmental Services staffing levels
  - o Two positions currently vacant
  - o Once positions are filled Waste Diversion Supervisor will manage education
- Illegal Dumping
  - o Historically, Regional Districts that implement user fee systems have an increase in illegal dumping activities with levels returning to normal over time
  - o RDBN Solid Waste Management Plan (SWMP)
    - Review options concerning illegal dumping
    - Investigate education programs and strongly focus on creating better behaviour
  - o Bring forward for further discussion in the future
  - o No current data of illegal dumping in the region
  - o Free to dump at RDBN waste management facilities currently and there is illegal dumping taking place
  - o Consider creating a program if decision to move forward with data collection
    - Discuss illegal dumpsites with organizations in the region to determine a tally of areas
      - Hunters on the land base may be aware of areas
      - Encourage to take photos of areas to provide information for data collection
  - o Working with First Nation communities as stewards of the land to assist in helping the RDBN determine illegal dumping sites
- RDBN Bylaw Enforcement Officer
  - o Unsightly premises
  - o Utilizing for Environmental Services matters
    - Discussion taking place with Senior Management and will review moving forward
- Gradual implementation and education process for user pay system

### What is Illegal Dumping? (Cont'd)

- Regional Districts of Kitimat-Stikine and Fraser-Fort George's different approaches to implementation of user pay systems
- Reviewing service levels wanted, funding models and gaps when determining tipping fees.

### Waste Characterization Summary

Alex Eriksen, Director of Environmental Services provided a PowerPoint presentation.

#### What is in our Garbage?

- How much does the RDBN generate?
- Waste Characterization
- Feedstock Inventory (Phase 2)
- Total Mixed Residential & Commercial Construction & Demolition (C&D) Solid Waste Collected During the 2022/23 Audits by Weight (total weight: 6580kg)
- 2008 and 2022/23 Comparison of RDBN Overall Waste Composition Summary
  - o Staff will provide the Committee with the reports for review.

The following was discussed:

- Organics diversion
  - o Included in the RDBN SWMP
  - o No plan in place as of yet
  - o Funding would need to be considered
  - o RDBN staff is aware Smithers is working towards organics diversion and the potential to partner and investigate economies of scale would be beneficial
    - Include in conversations when exploring service levels.

### REPORTS

RDBN's Level of Service for Waste Management

Moved by Norm Delong  
 Seconded by Cindi Pohl

RSWAC.2023-1-3

"That the Committee receive the Waste Diversion Supervisor's RDBN's Level of Service for Waste Management memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## RDBN's Level of Service for Waste Management – Exercise: Evaluating Waste Reduction Strategies

Ms. Derksen provided the Summary of the Solid Waste Management Plan.

	<b>Service</b>	<b>A-No Service</b>	<b>B-Basic</b>	<b>C- Good</b>	<b>D-Better</b>	<b>E-Best</b>
1	Increase Reduction and Reuse	Current Service		<b>Future Service level</b>		
2	Expand Access to Residential Recycling			Current Service	<b>Future Service Level</b>	
3	Increase Industrial Commercial Institution (ICI) Sector Recycling	Current Service		<b>Future Service Level</b>		
4	Increase Organics Diversion	Current Service			<b>Future Service Level (review costs)</b>	
5	Increase C&D Waste Diversion	Current Service		<b>Future Service Level</b>		
6	Support Expansion of Extended Producer Responsibility Programs			Current Service		<b>Future Service Level</b>
7	Support Household Hazardous Waste (HHW) Diversion		Current Service	<b>Future Service Level</b>		
8	Support Recycling and Diversion of Agricultural Plastics		Current Service	<b>Future Service Level</b>		
9	Expand Regional Education and Behaviour Change Programs	Current Service				<b>Future Service Level</b>

**A-No Service** - No material bans, promote private businesses or municipality

**B-Basic** - Minimal education/promote initiative, fund some aspect of initiative, minimal to no bans, facilitate 3rd party participation

**C-Good** - Educate/promote, fund/lobby for and support more diversion, facilitate 3rd party as needed

**D-Better** - Increased education program, support all ways to divert, fund programs and build reserves

**E-Excellent** - Worldclass operations relative to area, run a high level of standards, fund and support new initiatives, build reserves.

### 1. Increase Reduction and Reuse

- Improvement wanted
- Food waste
  - o Education needed on benefits to the community
  - o Loop – diverting unsaleable food away from landfill
    - Burns Lake – Save-on-More
    - less produce being transferred to the RDBN Transfer Station and being diverted to farms
    - To incentivize grocers – tip fees are needed
  - o Food best before dates – food usage

## **RDBN's Level of Service for Waste Management – Exercise: Evaluating Waste Reduction Strategies (Cont'd)**

- Reuse programs throughout the region
  - o Reuse sheds
  - o Men's Sheds
    - Tracking of items received vs. being brought to Transfer Station
      - Not an RDBN operation – not tracked
      - Challenging to track – paperwork intensive
      - Potential
  - o Bring forward for further discussion
- Improve service level from A-No Service" to C- Good service

### **2. Expand Access to Residential Recycling**

- In past lobbied Province regarding curbside collection
- Recycle BC Policy – does not include implementation of curbside collection for populations under 5,000
  - o Indicated may potentially be willing to review communities along the Highway 16 corridor to develop curbside collection programs
- Village of Telkwa's curbside collection system was grandfathered
- Recycling Depots
  - o Increase education to promote use
  - o Increase on-site education
  - o Roads to some sites require maintenance
    - Potentially lobby Ministry of Transportation and Infrastructure for improved road maintenance
- Potential Improvements
  - o Implementation of curbside collection for smaller communities and member municipalities if it is cost effective
    - RDBN relationship with Recycle BC to work on implementation of curbside collection for smaller communities
    - Collection points if curbside collection is not feasible
  - o Increase education program
    - Costs to increase staffing levels to implement education programs
    - Increase education programs utilizing current staffing
    - Municipalities increase education
  - o Rural garbage collection
- Board lobby Provincial Government for a higher standard of operation for Recycle BC
- BC Product Stewardship Council work through EPR (Extended Producer Responsibility) Programs
- Improve service level from C- Good service to D – Better service

### **3. Increase Industrial Commercial Institution (ICI) Sector Recycling**

- Overview of SWMP ICI
- ICI currently a level A, should be level B
- Minimal options
- Agriculture Plastics Pilot Project
- Future initiatives
- Potentially increase education

### **RDBN's Level of Service for Waste Management – Exercise: Evaluating Waste Reduction Strategies (Cont'd)**

- Minimal options for small business with low volumes of cardboard
  - o RDBN potentially funding bins
  - o 3<sup>rd</sup> Party Options
- Lack of space for small businesses to install bins
  - o Creating a central location for communal bins
  - o Options to share bins
    - Billing options available
    - Challenges - some small businesses use more than others
  - o Stuart Lake Recycling Cooperative in Fort St. James
    - Good example of an option of commercial, industrial and institutional ICI recycling
    - Encourage other communities to develop solutions
    - RDBN support in finding a solution
  - o Regional Strategy or local strategy
- Current motion of the Board – not to support ICI
  - o Is that sufficient in doing our part
  - o Provincial downloading
  - o Waiting for province to move forward with additional initiatives
  - o Cardboard is cardboard
    - Board has lobbied that residential cardboard is the same as ICI cardboard
- Amazon packaging
  - o Residential cardboard can be recycled at the RDBN Recycling Depots
  - o Business cardboard cannot be recycled at the RDBN Recycling Depot due to being categorized under ICI through provincial regulations
- Including materials beyond cardboard e.g. plastics
  - o Potential options for plastics processing
    - utilize Canadian Community-Building Fund (Federal Gas Tax)
    - funding to assist municipalities in the interim
  - o Investigate other more attainable goals
  - o Retail stores seeing increase in plastic wrapping
- Collaboration with municipalities and be leaders in developing programs
- RDBN Cardboard Ban
  - o Implementation
  - o No solutions or options for small businesses
- Improve Service level from A – No service to C – Good service.

**Lunch at 11:50 a.m.**

**Reconvened at 12:28 p.m**

## **RDBN's Level of Service for Waste Management – Exercise: Evaluating Waste Reduction Strategies (Cont'd)**

### **4. Increase Organics Diversion**

- Biggest component of waste diversion strategy
- Overview of SWMP
- Providing backyard composting rebate program in specific areas is more successful than others – no information available to determine use
- Town of Smithers taking strides towards organics diversion
  - o Want RDBN to play a role
  - o Possible regional facility and depots
  - o Collection area
    - Determining centralized location
  - o Working towards a feasibility study
    - Investigate support from a regional level
- Would like to see level of service increase
  - o Potential pilot program between the RDBN and Town of Smithers
- Benefits for the Regional District
  - o Less hauling and landfilling
  - o Reduction of landfill gases
- Potential grant funding available
- RDBN Collection or 3<sup>rd</sup> party collection
- Organics diversion part of 2030 Canada's Climate goals
- 2018/2019 work with University of Northern BC research students
  - o Organics matter – lack of sufficient material in western portion of the RDBN but looked at incorporating the region and centralizing a facility
- Environmental Services Budget is regional – funded from all taxpayers
- Different levels of organics
  - o What is the goal?
  - o What materials will be accepted and diverted
  - o Circular economy
  - o Options available
- Improve Service level from A – No service to D – Better service.

### **5. Increase Construction and Demolition (C&D) Waste Diversion**

- RDBN Solid Waste Management Regulation and User Fee Amendment Bylaw Fees
- Diversion of clean wood and wood waste
- Increase education
- SWMP overview of C&D waste
- Wood waste
  - o Challenges
    - Clean wood waste is required for co-generation facilities
- Concrete/Asphalt
  - o Currently separated
  - o Plant in Prince George that can take concrete and asphalt for recycling
- Currently at level B- Basic move towards level C- Good.

## **RDBN's Level of Service for Waste Management – Exercise: Evaluating Waste Reduction Strategies (Cont'd)**

### **6. Support expansion of Extended Producer Responsibility Programs**

- Implementing one stop shop
- Within a year will establish a number of EPR programs
  - o Support all programs that come forward
- Improve service from level C – Good service to E – Excellent service.

### **7. Support Household Hazardous Waste (HHW) diversion**

- Supporting components
- Additional initiatives coming forward from the Province
  - o pesticides/household cleaners etc.
- With no provincial program in place a cost would be associated with implementing programs within the RDBN
- Province is amending regulations regarding HHW and criteria will be brought forward in the fall of 2023
- Improve service from level B- Basic service to level C- Good service.

### **8. Support Recycling and Diversion of Ag Plastics**

- Since the inception of the program the agriculture sector has had some changes
- If Cleanfarms pilot project is successful will promote the program to the Ministry of Environment and Climate Change to implement an EPR Program
- If the RDBN wants to continue with the program at the completion of the pilot in 2024 funding will be required
- Costs and funding allocation for the implementation of the Pilot Program
- Ranchers in the region have indicated they support the program
- Improve service from level B – Basic service to C – Good service.

### **9. Expand Regional Education and Behavior Change Programs**

- SWMP overview
- Improve service from level A – No service to E – Best service.

## **Remaining Strategies that do not Benefit from a Level of Service**

### **10. Illegal Dumping**

- Begin data collection
- Investigate Bylaw Officer capacity to assist
- Implementation of tipping fees will increase illegal dumping
- Currently a level A – No Service move to a level D Better Service
- Staff will bring forward costing options to the Committee.

Metal Pilot 2024

Moved by Director Greenaway  
 Seconded by Mr. Lawrence

RSWAC.2023.2.4

“That the Committee receive the Waste Diversion Supervisor’s Metal Pilot 2024 memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## REPORTS (CONT'D)

Discussion took place regarding the following Metal Salvage Options:

- Option 5 – Sell Metal to the Public
- Option 2 – Open Salvage
  - Challenges of open salvage in the past
  - Option similar to Metal Pilot Program proposed in 2023
  - Relatively simple
  - Minimal cost
  - Promote some reuse
- Option 1 - Current
  - Best option from a risk management perspective
  - No capital required
  - Higher net revenue compared to the other options
  - Allows some salvage.

Metal Pilot 2024 – Option 1  
 -Current

Moved by Cindi Pohl  
 Seconded by Chris Lawrence

RSWAC.2023.2.5

“That the Committee recommend that the Board consider Metal Salvage Option 1 – Current.”

Opposed: Director Greenaway      CARRIED  
 Norm Delong

Industrial, Commercial, and  
 Institutional (ICI) Recycling in

Moved by Chris Lawrence  
 Seconded by Cindi Pohl

RSWAC.2023.2.6

“That the Committee receive the Waste Diversion Supervisor’s Industrial, Commercial, and Institutional (ICI) Recycling in the RDBN memorandum.”

(All/Directors/Majority)      CARRIED UNANIMOUSLY

The following was discussed:

- Overview of the memorandum
- Need for better options for small and medium-sized businesses
  - Affordability challenges
  - 3<sup>rd</sup> party provision
    - Gaps between businesses and haulers
  - Sharing cardboard recycling bins
- Bringing forward ICI to the RDBN Board for reconsideration
- Stuart Lake Recycling Co-op in Fort St. James a good example of ICI recycling in a community
  - Invitation to provide a presentation at a future Committee meeting
- Consider supporting municipalities and rural areas

## **REPORTS (CONT'D)**

- Consider supporting and funding businesses
  - *Local Government Act* restricts local government to provide assistance to business
- Clarity regarding requirements for other sectors within ICI e.g. Agriculture Sector
- What level of service is it possible for the Regional District provide
  - Potentially provide space for bins
  - Option to collect and sell cardboard
- Incentivize local businesses to provide cardboard recycling
  - Challenging due to low commodity prices
- RDBN budget includes funding for collection centres
- District of Vanderhoof has cardboard drop off bins at the Vanderhoof Transfer Station for small and medium businesses
  - Costs captured through utility billing
- Including cardboard in organics recycling
- Regional initiatives
- Providing education regarding options for recycling cardboard for small and medium sized businesses
- Committee directed staff to provide education to businesses regarding local options and local contractors in the region that can provide services.

## **VERBAL REPORT**

### **RDBN Participation on ICI Working Group – ICI Pilot**

- Limited information is publicly available at this time
- Small businesses linked to larger companies
- Interviewed as part of Pilot Project development
- Considering comments from northern regional districts and other regional districts in the province.

## **NEW BUSINESS**

### **Knockholt Landfill Accepting Biosolids**

Mr. Hatfield brought forward Knockholt Landfill accepting biosolids in the future. With the phase development of Knockholt landfill it has been delayed. The RDBN will work with the Ministry of Environment and Climate Change Strategy regarding its Operational Certificate for the facility in relation to accepting biosolids. Staff will bring forward the initiative for inclusion in the 2024 budget.

**ADJOURNMENT**

Moved by Director Greenaway  
Seconded by Norm DeLong

RSWAC.2023-2-7

"That the meeting be adjourned at 3:32 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Kevin Moutray, Chair

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Wendy Wainwright, Deputy Director  
of Corporate



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planning Technician  
**Date:** October 26, 2023  
**Subject:** **Rezoning Application RZ A-02-23**  
**Third Reading for Rezoning Bylaw No. 2020, 2023**

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**RECOMMENDATION:** **(all/directors/majority)**

1. That the Board receive the Report of the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2020, 2023”.
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2020, 2023” be given third reading.

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**EXECUTIVE SUMMARY**

The proposed rezoning of the subject property from the Small Holdings (H1) Zone to the Small Holdings – Additional Dwelling (H1A) Zone will allow the applicant to construct a second single family dwelling on the subject property. The proposal aligns with the OCP’s policies for considering a second single family dwelling. No negative impacts are expected from this rezoning.

Planning Department staff recommend Bylaw No. 2020, 2023 receive third reading.

Pursuant to Section 52(3)(a) of the *Transportation Act*, the proposed bylaw requires approval from the Ministry of Transportation and Infrastructure after third reading and before adoption because the property is within 800 m of an intersection on Highway 16.

**APPLICATION SUMMARY**

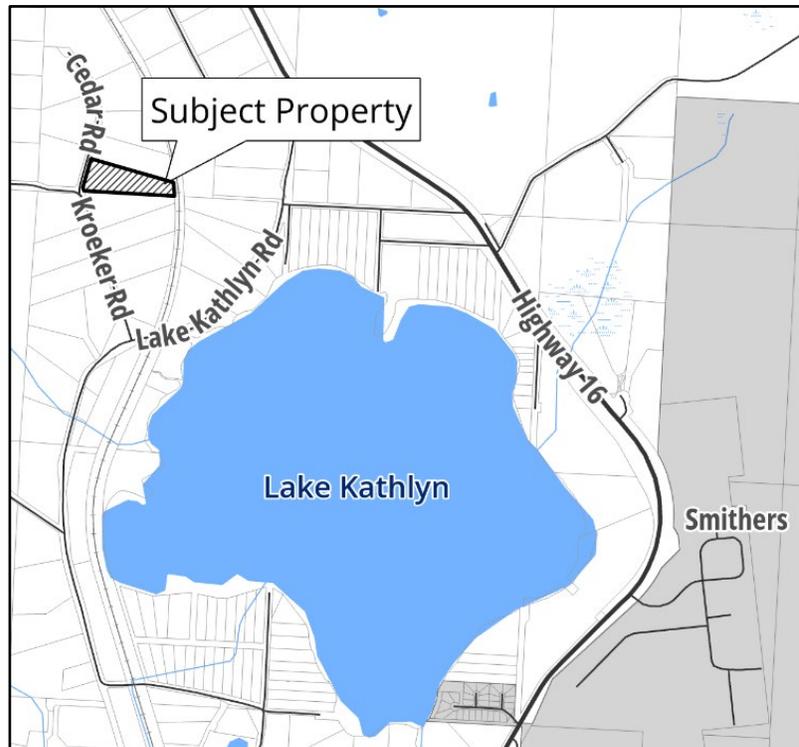
<b>Name of agent/owner:</b>	Alan Baxter & Debra Turton
<b>Electoral area:</b>	Electoral Area A (Smithers/Telkwa Rural)
<b>Subject property:</b>	6998 Cedar Road, Lot 1, Section 15, Township 1A, Range 5, Coast District, Plan 10261 (PID: 005-381-738)
<b>Property size:</b>	2.053 ha (5.073 ac)
<b>OCP designation:</b>	Rural Residential (RR) Designation in Smithers Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014 (the OCP)
<b>Zoning:</b>	Small Holdings (H1) Zone in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
<b>ALR status:</b>	Not in the ALR
<b>Building inspection:</b>	Within the building inspection area
<b>Fire protection:</b>	Smithers rural fire protection area
<b>Existing land use:</b>	Residential
<b>Location:</b>	1.5 km west of the Town of Smithers

**Proposed rezoning**

The applicant is applying to rezone the subject property from the Small Holdings (H1) Zone to the Small Holdings – Additional Dwelling (H1A) Zone to allow the construction of a second single family dwelling.

The subject property contains the applicant's primary residence. The applicant wishes to construct a second one-bedroom dwelling with an attached shop.

The H1 Zone permits a maximum density of one single family dwelling on the subject property. Therefore, the applicant is proposing to rezone to the H1A Zone.

**Location Map**

## DISCUSSION

### Official Community Plan (OCP)

The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural OCP. The RR designation is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area. OCP policy 3.4.2(7) states that rezoning applications to allow a second single family dwelling on a parcel under the RR designation may only be considered under the following circumstances:

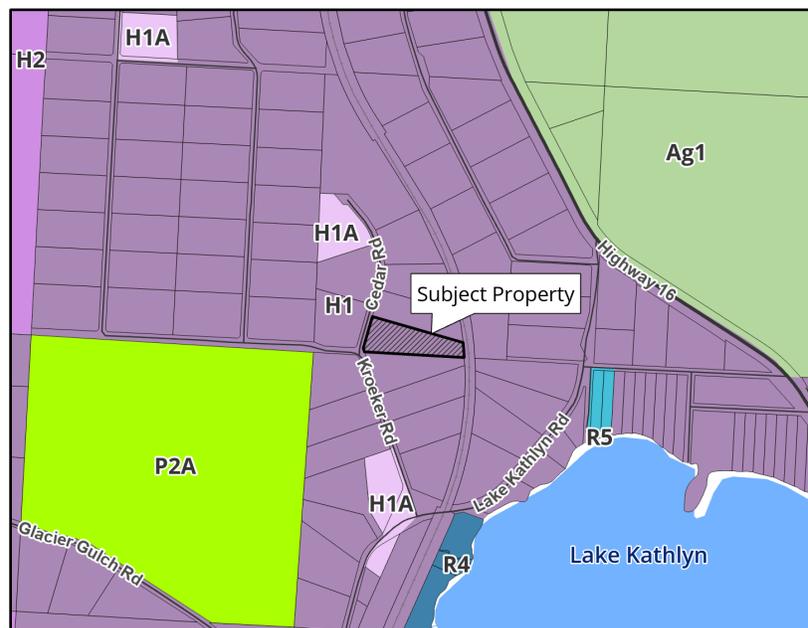
- “(a) The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2<sup>nd</sup> single family dwelling exists and is legal but non-conforming to zoning.*
- (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c)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

The applicant has provided a letter from a Registered Onsite Wastewater Practitioner stating that the subject property can support onsite septic for the proposed second dwelling by expanding the existing lagoon. Conformity with Northern Health regulations is ensured as part of the building permit process.

There are no known notable wildlife or ecological values on the subject property and there are no known hazards.

### Zoning

The current H1 Zone allows one single family dwelling on properties smaller than 4 ha (9.88 ac). Under the proposed H1A Zone, up to two single family dwellings would be permitted, but only one can exceed a gross floor area of 120 m<sup>2</sup> (1,290 ft<sup>2</sup>). The minimum parcel size in both



the H1 and H1A Zone is 2 ha (4.94 ac), preventing further subdivision of the subject property.

The subject property is in a rural subdivision and surrounded by properties in the H1 Zone. Multiple properties in the area have already rezoned from H1 to H1A. Approximately 150 m west is a property in the Special Recreation Zone (P2A) which contains the Bulkley Valley Rod and Gun Club (see zoning map on next page).

### **Staff Comments**

The proposal aligns with the OCP's Rural Residential policies for considering a second single family dwelling on the subject property. No negative impacts are anticipated from this rezoning.

Planning Department staff recommend Bylaw No. 2020, 2023 receive third reading.

### **REFERRAL RESPONSES**

On September 11, 2023, the **Electoral Area A Advisory Planning Commission** held an unofficial meeting without quorum. The two members in attendance supported the application.

No response was received from the **Town of Smithers** at the time of writing this report.

The **Ministry of Transportation and Infrastructure** stated:

*"The Ministry sees little-to-no impact with the proposed rezoning from Small Holdings Zone (H1) to Additional Dwelling Zone (H1A).*

*As per section 52 of the Transportation Act, the Ministry is prepared to endorse the bylaw after its third reading".*

### **PUBLIC HEARING**

The Public Hearing for proposed Bylaw No. 2020, 2023 was held on Tuesday, October 17, 2023. The report of the Public Hearing will be provided to the Board on the Supplementary Agenda.

### **ATTACHMENTS:**

- Bylaw No. 2020, 2023



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2020**

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

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

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

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

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2020, 2023".

READ A FIRST TIME this 28<sup>th</sup> day of September, 2023.

READ A SECOND TIME this 28<sup>th</sup> day of September, 2023.

PUBLIC HEARING HELD this 17<sup>th</sup> day of October, 2023.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2020, 2023".

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

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

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

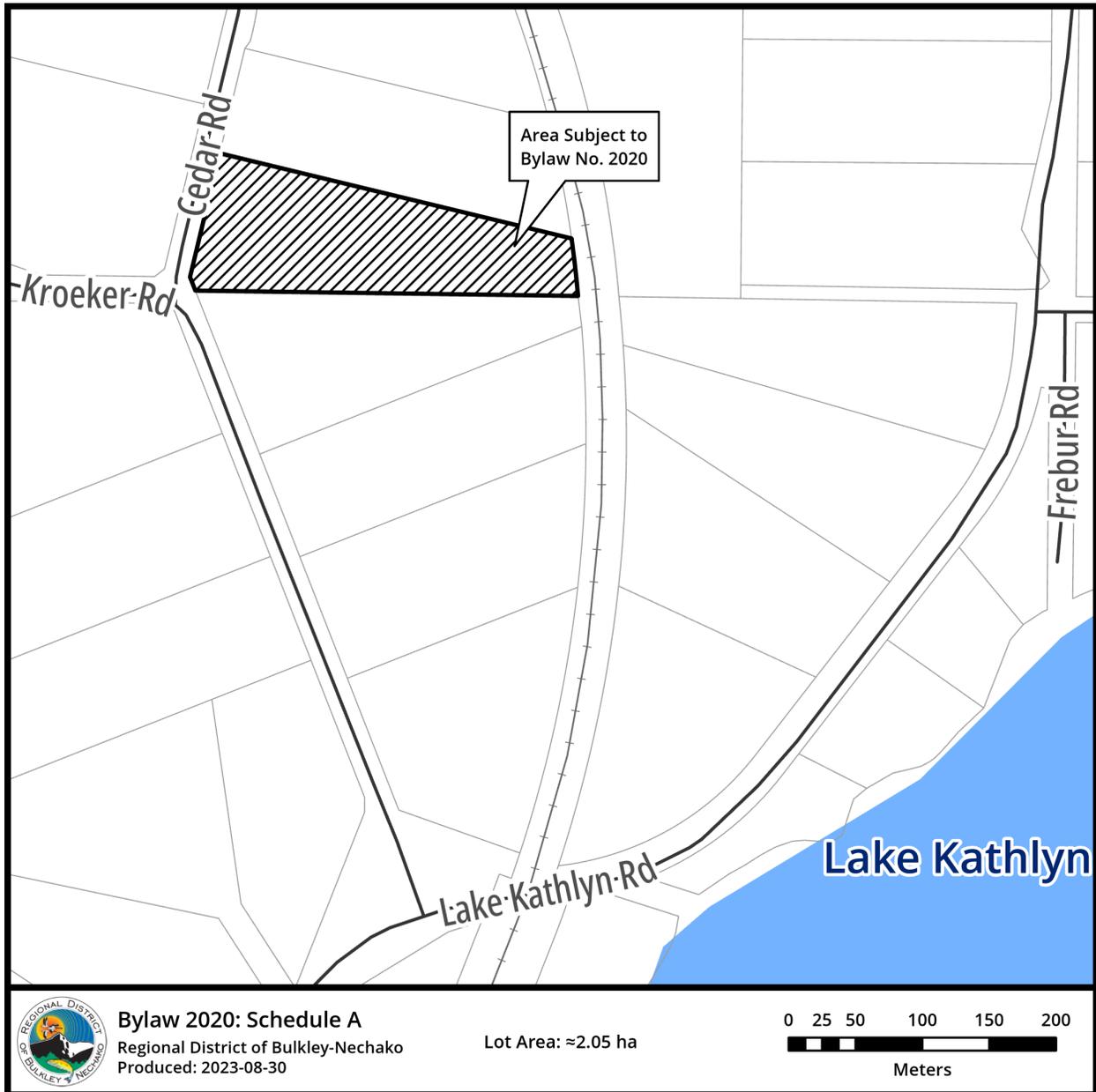
\_\_\_\_\_

Chairperson

\_\_\_\_\_

Corporate Administrator

**SCHEDULE "A" BYLAW NO. 2020**



Lot 1, Section 15, Township 1A, Range 5, Coast District, Plan 10261, being rezoned from the Small Holdings Zone (H1) to the Small Holdings – Additional Dwelling Zone (H1A).

I hereby certify that this is Schedule "A" of Bylaw No. 2020, 2023.

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** October 26, 2023  
**Subject:** **Cycle 16 Trail Phase 3 – Update and Detailed Design Drawings Review**

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**RECOMMENDATION:** **(all directors / majority)**

That the Board receive the detailed design drawings (90%) for Phase 3 of the Cycle 16 Trail.

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### INTRODUCTION

At the Board's August 10, 2023 Board meeting the following motion was passed.

1. "That the Board support moving forward with Phase 3 of the Cycle 16 Trail prior to Phase 2 in order to make application to the REDIP grant program.
2. That the Board direct staff to apply to the Rural Economic Diversification and Infrastructure Program (REDIP) for a grant of up to \$1,000,000 for the construction of Phase 3 of the Cycle 16 trail; and that the Board agree in principle to fund up to \$500,000 of the project from Electoral Area A Gas Tax Reserve Funds."

The Cycle 16 Trail Society and the RDBN are working towards Phase 3 trail construction in 2024 / 2025. This report provides the Board with an update on the project, the outstanding issues, and the anticipated process moving forward.

### PROJECT OVERVIEW

The Cycle 16 Trail Society is a community group that has been working on establishing a 12 km trail adjacent to Highway 16, predominantly within the Highway Right of Way. The RDBN entered into a [Memorandum of Understanding \(MoU\)](#) with the Cycle 16 Society in July 2020. This MoU outlines how the RDBN and the Society plan to work together towards the establishment of the proposed Cycle 16 Commuter Trail.

The paved trail is approximately 3 metres wide and is divided into three Phases. The construction of Phase 1 of the Trail, from Smithers to Laidlaw Road, is now complete.

WSP Canada Ltd, on behalf of the Cycle 16 Trail Society have been completing detailed design for Phase 2 and 3 of the trail. Phase 2 design work has been funded by a grant to Cycle 16 from the Federal Active Transportation Fund Grant Program. Phase 3 detailed design has been funded by the 2022/2023 Rural Economic Diversification and Infrastructure Program (REDIP).

## **DISCUSSION**

### **Phase 3 Detailed Design**

Detailed design drawings (90%) for Phase 3 of the Cycle 16 Trail are attached for the Board's consideration. Staff note the following aspects of the design.

- Drawings C-101 to C-103 include an alternative route over Crown Land. This alternate route would be preferred and discussions with the Province are ongoing.
- Drawings C-105 to C106 show the location of billboards and a fence encroaching onto Highway Right of way that will have to be removed to accommodate trail construction.
- Drawings C-108 to C-110 show the private property required to complete the trail.

The Board is encouraged to identify any concerns or questions regarding the proposed trail alignment with staff prior to or during the Board meeting.

### **Private Land Acquisition**

A strip of private property along the Highway is required to construct Phase 3 of the trail as designed. The Cycle 16 Trail Society hopes to reach a compensation agreement with the property owner by the end of the year, and it is hoped that the Ministry of Transportation and Infrastructure (MoTI) can complete the formal purchase agreement with the property owners by April 2024. The financial cost to the RDBN associated with land acquisition is unknown at this time.

### **ALC Approval**

Agricultural Land Commission (ALC) approval is required to allow the trail to be constructed on land in the Agricultural Land Reserve (ALR). ALC approval is also required to transfer the private land into the Provincial Highway. The ALC requires detailed design of the trail to be completed, and detailed information regarding soil removal and deposit associated with the trail before they will consider the application. This information has recently been compiled and the application submitted to the ALC.

The ALC must approve the completed survey plans prior to registration with the Land Title Office. It is anticipated that these plans will be completed by April 2024 for submission to the ALC for approval. It is anticipated that the ALC will not have any conditions of approval that will require notable trail re-design.

### **Archaeological Impact Assessment (AIA)**

MoTI required an Archaeological Overview Assessment (AOA) of the Highway Right of Way prior to allowing the trail to be in the Highway Right of Way. The AOA was completed in 2021 and identified areas with potential for archaeological resources in Phase 3. The identification of this area has triggered the Provincial requirement for an AIA to be completed prior to any trail development in the area. Prior to undertaking the AIA a Heritage Inspection Permit must be issued by the Archaeological Branch pursuant to the *Heritage Conservation Act*.

The required AIA work for Phase 1 and 2 of the Cycle 16 trail was allowed under an existing Heritage Inspection Permit issued to MoTI for AIA work in their Highway Right of Way. The AIA work for Phase 1 and 2 (approx. \$20,000) was paid for by the Cycle 16 Trail Society. MoTI has confirmed that the Archaeological Branch has refused to allow the Phase 3 AIA work to be completed under the MoTI permit, and the Branch expects that the RDBN will apply for a new Heritage Inspection Permit.

WSP Canada Ltd. prepared the Heritage Inspection Permit application which was submitted on behalf of the RDBN in October. Once the permit is issued (hopefully in April – May 2024) the RDBN will engage an Archaeologist to undertake the AIA work. The ±\$6000 cost to prepare the Heritage Inspection Permit application was covered by the Cycle 16 Trail Society. The RDBN will be responsible for the AIA cost which is anticipated to be more than \$20,000. Costs may increase notably if archaeological resources are found.

### **REDIP Funding and Project Timing**

The REDIP Program states that funding must be spent within two years of the funding being awarded. Funding decisions are anticipated to be announced in the spring of 2024. This allows the RDBN to issue the tender for construction in the fall of 2024, and potentially complete construction in the summer of 2025.

Staff are hopeful that the following issues can be resolved in 2024 in time for issuance of the tender for construction later that year. The following is a list of the key actions which should be completed prior to issuance of the tender for Phase 3 trail construction.

- ALC approvals

- AIA process and Archaeological Branch approvals
- Private land transfer into the Provincial Highway
- MoTI License of Occupation for Phase 3
- BC Hydro RW approvals.

### **Construction Funding**

The roughly estimated cost of construction for Phase 3 of the Cycle 16 Trail is \$1,600,000. The REDIP grant application for \$1,000,000 in construction funding will be submitted by the RDBN by the end of October. Cycle 16 has indicated the ability to contribute \$100,000 to the cost of construction. The RDBN must cover the remaining costs.

The Board has agreed in principle to use Electoral Area A Gas Tax funds for the project. However, the REDIP program requires that a minimum of 20% of the grant amount (\$200,000) must come from the RDBN. Therefore, only \$40,000 of Gas Tax can be contributed to the project. The \$100,000 Cycle 16 contribution counts towards the \$20% RDBN funding. The RDBN Finance Department is evaluating possible funding sources for the outstanding \$100,000 without relying on RDBN taxation.

#### Preliminary Budget

REDIP Grant	\$1,000,000
Gas Tax	\$400,000
Cycle 16 Society	\$100,000
<u>RDBN</u>	<u>\$100,000</u>
TOTAL	\$1,600,000

### **PROCESS TO FOLLOW**

Staff will report back to the Board as appropriate regarding the License of Occupation, property owner negotiations, AIA costs, and the construction tender process prior to making any commitments on behalf of the RDBN.

### **ATTACHMENTS:**

1. July 31, 2023 letter from the Cycle 16 Trail Society's consulting engineer
2. Detailed design drawings (90%) for Phase 3 of the Cycle 16 Trail
3. [Cycle 16 / RDBN Memorandum of Understanding - link](#)

July 31<sup>st</sup>, 2023

Regional District of Bulkley-Nechako  
P.O. Box 820  
37 3rd Avenue  
Burns Lake, B.C. V0J 1E0

Via email to: jason.llewellyn@rdbn.bc.ca

**Attention: Jason Llewellyn**  
**Subject: Cycle 16 Phase 2 & Phase 3 Project Update**

I am writing to provide an update on the status of the Cycle 16 Phase 2 as well as an overview of Cycle 16 Phase 3 including a new strategic approach being proposed by Cycle 16 to seek grant funding for construction of Phase 3 of the trail.

## PHASE 2 UPDATE

Work on Phase 2 of the Cycle 16 trail is ongoing. The most recent milestones achieved on this phase of the project include:

- Receipt of the Ministry of Transportation's 75% design review comments,
- In person meetings to review the 75% design with three of the five private property owners,
- Completion of the Phase 2 Archaeological Impact Assessment,
- Completion of the Geotechnical investigation,
- Commencement of the Environmental Assessment and permitting work by McElhanney.

As we move forward with Phase 2 over coming months, we will look to meet with the remaining two property owners and then conduct broad public consultation in an open house type event. We will then continue to progress the design towards the 100% stage, at which point we will seek final approval of the design by the Ministry of Transportation. Given the complexity of Phase 2, which includes a highway crossing and 5 private property acquisitions, progress on this phase of the project has been slower than originally anticipated. However, we continue to make strong progress and the property owner discussions that we have had so far have all been positive.

### PHASE 3 UPDATE

Phase 3 of the Cycle 16 Trail is approximately 3.2km in length and is proposed to be located on the North side of Highway 16. This phase of the trail starts at the highway pullout between Raymond Road and Donaldson Road (where Phase 2 ends) and continues east until the edge of the Village of Telkwa municipal boundary. This piece of the Cycle 16 project is least complex section of the trail, benefiting from a consistently wide highway ROW for the majority of the alignment limiting the number of private property conflicts along the route. The image below, outlines the section of Highway where Phase 3 of the Cycle 16 trail is located. Refer to the last page of this letter for a larger scale map of Phase 3.



### PROJECT FUNDING

The Detailed Design of Phase 3 was awarded to WSP by the Cycle 16 Trail Society in April of this year. The majority of the design project has been funded by the 2022/2023 Rural Economic Development Infrastructure Program (REDIP), which Cycle 16 applied for last December. The remaining funding for the design is being provided by Cycle 16’s general fund-raising efforts.

Funding for construction of Phase 3 has not yet been secured, however there is an opportunity to apply for construction funding through the 2023/2024 intake of the REDIP Grant Program which is currently open for intakes and closes at the end of October.

### DETAILED DESIGN SCOPE

The scope for the detailed design of Phase 3 of the Cycle 16 trail, which will be completed by WSP includes the following items;

- Stakeholder engagement (RDBN, MoTI, BC Hydro, PNG, & Property Owners)
- Detailed Design of the 3.2km long Multi-Use Pathway
- Geotechnical Investigation & Reporting
- Topographical Survey of the Project Area

Excluded from the Phase 3 detailed design scope is the completion of an Archaeological Impact Assessment (AIA). An AIA has been identified as being required following the completion of an Archaeological Overview Assessment (AOA) conducted by Archer in 2021. The AOA found that the final section of Phase 3 crosses through an area which is deemed to have high archaeological potential, therefore initiating the requirement for an AIA to be completed before Phase 3 of the trail will be ready

for construction. Cycle 16 has received funding for the AIA of Phase 3 and intends on moving forward with this work in the near future.

**PROPERTY IMPACT SUMMARY**

Phase 3 of the Cycle 16 trail has a direct impact on one private property. This property is along the final section of the trail as it approaches the Village of Telkwa municipal boundary (shown in the image below). The existing ROW along this section of the highway 16 corridor is extremely narrow at only 10m wide. As such, acquisition of a portion of the neighboring property is required to facilitate the construction of this portion of the Cycle 16 trail.

Based on the existing width of the highway ROW, we anticipate that a property acquisition could be as wide as 10m wide and about 600m long (1.4 acres). The current parcel size of the property is 142 acres, which means the acquisition would be approximately 1% of the parcels land. The portion of the property the project would be looking to acquire consists of a combination of hay field and forested land (as seen in the image below).

The Cycle 16 Trail Society is currently working on developing relations with the property owner and is optimistic about the acquisition process.



**STAKEHOLDER ENGAGEMENT**

The approach to stakeholder engagement for Phase 3 would be similar to that of Phase 2. As the detailed design of Phase 3 progresses, design review meetings will be held between WSP, Cycle 16, the RDBN and MoTI to obtain general acceptance of the design as it progresses. Once the design has been completed to a 75% stage and has been reviewed by MoTI, the design drawings will then be reviewed with the one property owner along the route to discuss the limits of the proposed property acquisition. Following discussions with the private property owner, broader public consultation would occur to inform the public about the RDBN’s plans for Phase 3 and to provide an opportunity for the public to comment on the proposed design prior to the design being finalized.

As the design of Phase 3 is progressed to the 100% stage, the final construction drawings would be reviewed and approved by MoTI, at which point the RDBN and MoTI could move forward with finalizing the property acquisition. Followed by this the RDBN would complete the License of Occupation agreement with MoTI in order to prepare for construction and be permitted to own and operate Phase 3 of the trail within the Ministry’s ROW.

**PROJECT SCHEDULE**

Outlined below is the projected schedule for Phase 3 of the Cycle 16 trail below which identifies the critical milestones required in order to construct this phase of the trail in 2024/2025. Please note, that the proposed schedule is contingent on a number of factors such as prioritization of the Phase 3 detailed design over Phase 2, support from the Regional District on the REDIP application, acquisition of property and successfully obtaining construction funding through REDIP.

- Complete Geotechnical Investigation for Phase 3 (**completed**) (6/15)<sup>2023</sup>
- Complete the Topographical Survey for Phase 3 (**completed**) (7/15)<sup>2023</sup>
- Begin the Detailed Design of Phase 3\* (7/25)<sup>2023</sup>
- Complete the AIA for Phase 3\*\* (9/1 – 10/30)<sup>2023</sup>
- Complete Phase 3 Conceptual Design for ALC Application (9/15)<sup>2023</sup>
- Complete the Detailed Design of Phase 3 (10/15)<sup>2023</sup>
- Submit Grant Application to REDIP for Phase 3 (10/30)<sup>2023</sup>
- ALC Non-Farm Use Application and Private Property Transfer to ROW (9/15 – 4/30)<sup>2024</sup>
- Finalize Private Property Transfer to ROW Phase 3 (9/30 – 4/30)<sup>2024</sup>
  - Negotiating Compensation<sup>(2 months)</sup>
  - Legal Survey Plan for Transfer & Property Appraisal<sup>(3 months)</sup>
  - Purchase and Sale Agreement with MoTI/Property Owner<sup>(1 month)</sup>
  - Land Title Office Registration<sup>(1 month)</sup>
- Finalize License of Occupation Agreement with MoTI for Phase 3 (10/30 – 3/31)<sup>2024</sup>
- Finalize ROW Agreement with BC Hydro for Phase 3 (10/30 – 3/31)<sup>2024</sup>
- REDIP Funding Announcement\*\*\* (3/31 – 5/30)<sup>2024</sup>
- Tender Contract for Phase 3 Construction (5/30 – 8/30)<sup>2024</sup>
- Begin Construction of Phase 3\*\*\*\* (7/1 – 10/30)<sup>2024</sup>
- Complete Construction of Phase 3\*\*\*\*\* (11/1 – 9/1)<sup>2024-2025</sup>

*\*WSP will pause the design of Phase 2, to complete the design of Phase 3 within the proposed timeline.*

*\*\*Timeline is based on the Archaeological Impact Assessment being completed under MoTI's Arch Branch Permit.*

*\*\*\*REDIP Program states funding decisions for the 2023-24 intake will be announced in the spring of 2024.*

*\*\*\*\*REDIP Program states funding must be spent within 2-years of the funding award. This provides flexibility to Tender the project later in the 2024 calendar year, and complete construction during the 2025 calendar year if the RDBN experiences delays in the ALC approval process, or the property acquisition / land transfer process.*

We believe the schedule proposed above is reasonable and fits within the REDIP grant funding timelines and allows Cycle 16 and the Regional District to take advantage of a significant amount of grant funding to continue pushing the Cycle 16 project forward.

**PHASE 3 COST OF CONSTRUCTION**

The construction cost of Phase 3 is currently not informed by any level of engineering design as no conceptual design was completed for Phase 3.

However, based on the known construction cost of Phase 1 (\$1,740,000), which was completed earlier this year, we can infer that the average cost of trail is approximately \$470/m. Based on the average cost of trail per meter (from Phase 1), an adjustment for trail complexity (0.93)\* and the length of Phase 3 (3,200m), we have estimated that the construction cost of Phase 3 is approximately \$1,392,000 (pre-escalation). Provided the construction costs noted above for Phase 1 are based on costs from 2022, and Phase 3 would be tendered in 2024, we would expect there to be escalation in the costs of construction for Phase 3 when comparing to the costs of Phase 1. As such, for the purposes of estimating the costs of construction for Phase 3, we recommend assuming the construction costs will be 15% higher than Phase 1. This would put the estimated cost of construction for Phase 3 at **\$1,600,000**.

Please note, that as a part of WSP’s scope for the Detailed Design of Phase 3, a cost estimate will be developed to a Class “A” level cost estimate (±10-15%). WSP will complete this cost estimate once the detailed design of Phase 3 is sufficiently progressed, prior to the submission of the REDIP grant application.

*\*Phase 3 of the Cycle 16 trail is considerably less complex than Phase 1. Phase 1 had several factors that increased the complexity of construction, such as: large cut/fills, switchbacks, cattle underpass, multiple road crossings, etc. As such, when estimating costs for Phase 3 using Phase 1 costs, we made an adjustment of 0.93 to account for the reduced complexity.*

**GRANT FUNDING OPPORTUNITY**

There is currently an opportunity for the Cycle 16 Trail Society and the Regional District to pursue construction funding for the Cycle 16 trail through the 2023-24 REDIP-ED grant program. The application for construction funding can be applied for either by the Cycle 16 Trail Society or by the Regional District. The maximum funding amount for the grant program is \$1,000,000, which is why Phase 3 is more suitable for this grant opportunity than Phase 2. As noted, the detailed design of Phase 3 was also funded by the 2022-23 REDIP-ED grant program earlier this year. We believe that an application for construction funding for Phase 3 through this same program would be viewed positively as the grant authority will see that their funding is leading to tangible outcomes.

If the Regional District has any further questions or seeks any additional information from WSP on this project update, please let us know, we are happy to provide any additional information or context that may be required. Thank you for your ongoing support of the Cycle 16 project. We look forward to continuing to work closely with the Regional District on this and other exciting regional projects.

Yours sincerely,



Allan Kindrat, P.Eng, PMP  
Project Manager

AK/pw  
cc: Paul Wellington, WSP  
WSP ref.: 221-11670-00





# CYCLE 16 PHASE 3 DETAILED DESIGN

## PHASE 3

SMITHERS, BC

## 90% DESIGN - ISSUED FOR REVIEW

WSP Project No: CA0002431.4-61

Date: 2023-10-06

### DRAWING INDEX:

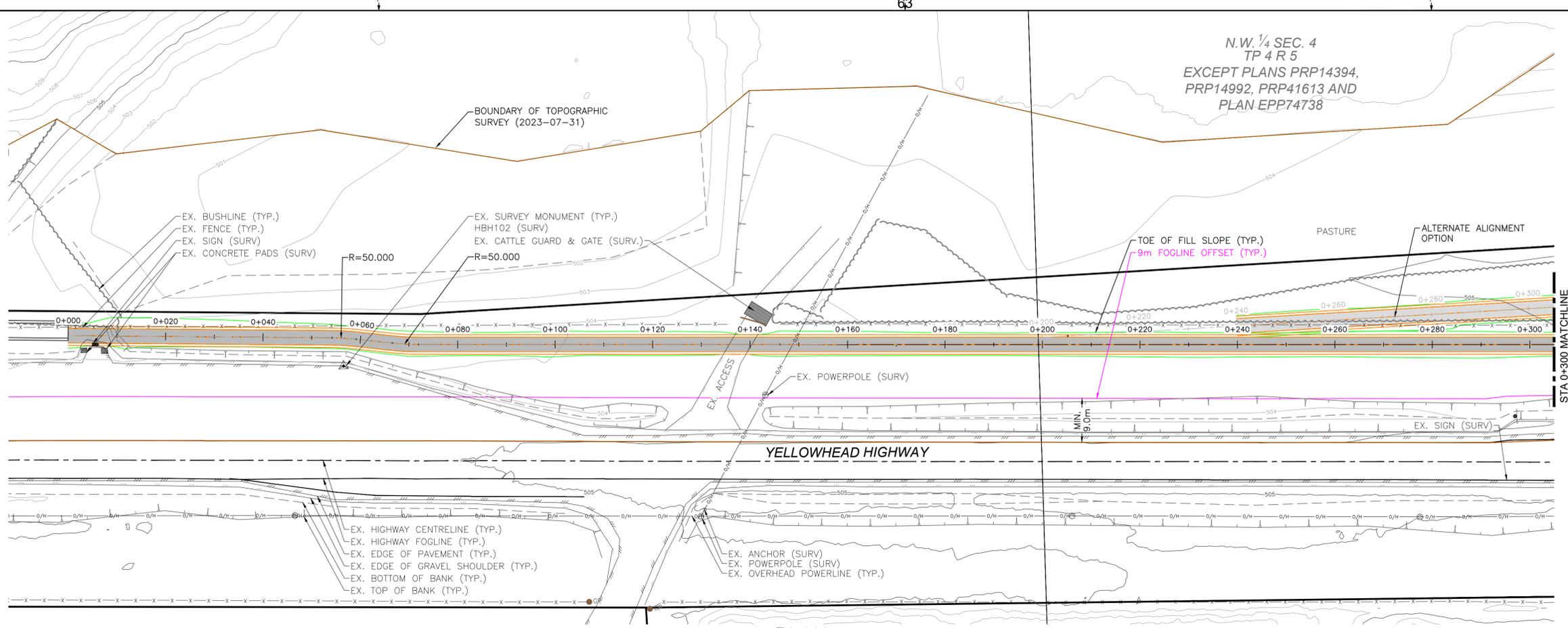
SHEET NUMBER	Sheet Title
CA0002431.4-61- C-000	TITLE SHEET
CA0002431.4-61- C-001	KEY PLAN
CA0002431.4-61- C-100	PLAN & PROFILE - STA 0+000 TO STA 0+300
CA0002431.4-61- C-101	PLAN & PROFILE - STA 0+300 TO STA 0+600
CA0002431.4-61- C-102	PLAN & PROFILE - STA 0+600 TO STA 0+900
CA0002431.4-61- C-103	PLAN & PROFILE - STA 0+900 TO STA 1+200
CA0002431.4-61- C-104	PLAN & PROFILE - STA 1+200 TO STA 1+500
CA0002431.4-61- C-105	PLAN & PROFILE - STA 1+500 TO STA 1+800
CA0002431.4-61- C-106	PLAN & PROFILE - STA 1+800 TO STA 2+100
CA0002431.4-61- C-107	PLAN & PROFILE - STA 2+100 TO STA 2+400
CA0002431.4-61- C-108	PLAN & PROFILE - STA 2+400 TO STA 2+700
CA0002431.4-61- C-109	PLAN & PROFILE - STA 2+700 TO STA 3+000
CA0002431.4-61- C-110	PLAN & PROFILE - STA 3+000 TO STA 3+300
CA0002431.4-61- C-300	SECTIONS - STA 0+000 TO STA 0+280
CA0002431.4-61- C-301	SECTIONS - STA 0+300 TO STA 0+560
CA0002431.4-61- C-302	SECTIONS - STA 0+580 TO STA 0+840
CA0002431.4-61- C-303	SECTIONS - STA 0+860 TO STA 1+070
CA0002431.4-61- C-304	SECTIONS - STA 1+080 TO STA 1+330
CA0002431.4-61- C-305	SECTIONS - STA 1+340 TO STA 1+540
CA0002431.4-61- C-306	SECTIONS - STA 1+560 TO STA 1+800
CA0002431.4-61- C-307	SECTIONS - STA 1+820 TO STA 2+100
CA0002431.4-61- C-308	SECTIONS - STA 2+110 TO STA 2+300
CA0002431.4-61- C-309	SECTIONS - STA 2+320 TO STA 2+600
CA0002431.4-61- C-310	SECTIONS - STA 2+610 TO STA 2+860
CA0002431.4-61- C-311	SECTIONS - STA 2+880 TO STA 3+140
CA0002431.4-61- C-312	SECTIONS - STA 3+160 TO STA 3+320

We see the future more clearly and design for it today.





N.W. 1/4 SEC. 4  
TP 4 R 5  
EXCEPT PLANS PRP14394,  
PRP14992, PRP41613 AND  
PLAN EPP74738



PLAN



LEGEND:

EXISTING	PROPOSED	MONUMENT
<ul style="list-style-type: none"> <li>Sanitary Manhole</li> <li>Storm Cleanout</li> <li>Storm Chamber (S.A.)</li> <li>Sanitary</li> <li>Storm</li> <li>Water</li> <li>Irrigation</li> <li>Foreman</li> <li>Fence</li> </ul>	<ul style="list-style-type: none"> <li>Storm Manhole</li> <li>Sanitary Manhole</li> <li>Storm Cleanout</li> <li>Storm Chamber (S.A.)</li> <li>Sanitary</li> <li>Storm</li> <li>Water</li> <li>Irrigation</li> <li>Foreman</li> <li>Fence</li> </ul>	<ul style="list-style-type: none"> <li>Survey Mark</li> <li>Telephone Vault</li> <li>Hydro Vault</li> <li>Hydro Profile</li> <li>Telephone Vault</li> </ul>

REVISION:

REV	DATE	DESCRIPTION	BY
A	2023-07-XX	PRELIMINARY - NOT FOR CONSTRUCTION	AIP

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CHECKED BY: AK

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25mm

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**wsp**

WSP Canada Inc.  
#1-3772 4th Avenue, Smithers, BC V0J 2N0  
T 250-847-1913 | www.wsp.com

PROJECT NUMBER: CA0002431.4-61

CLIENT:

**REGIONAL DISTRICT OF BULKLEY NECHAKO**

CLIENT REF. #:

PROJECT:

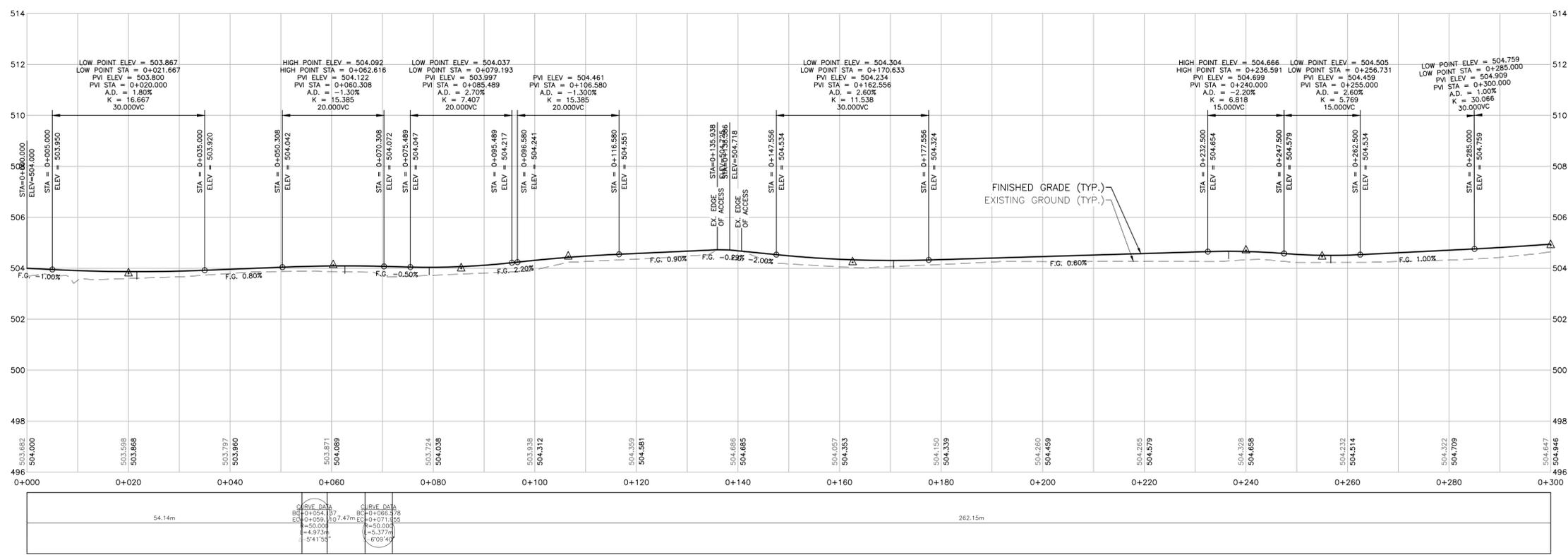
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DETAILED DESIGN**

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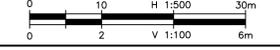
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TO STA 0+300**

DRAWING NUMBER: C-100

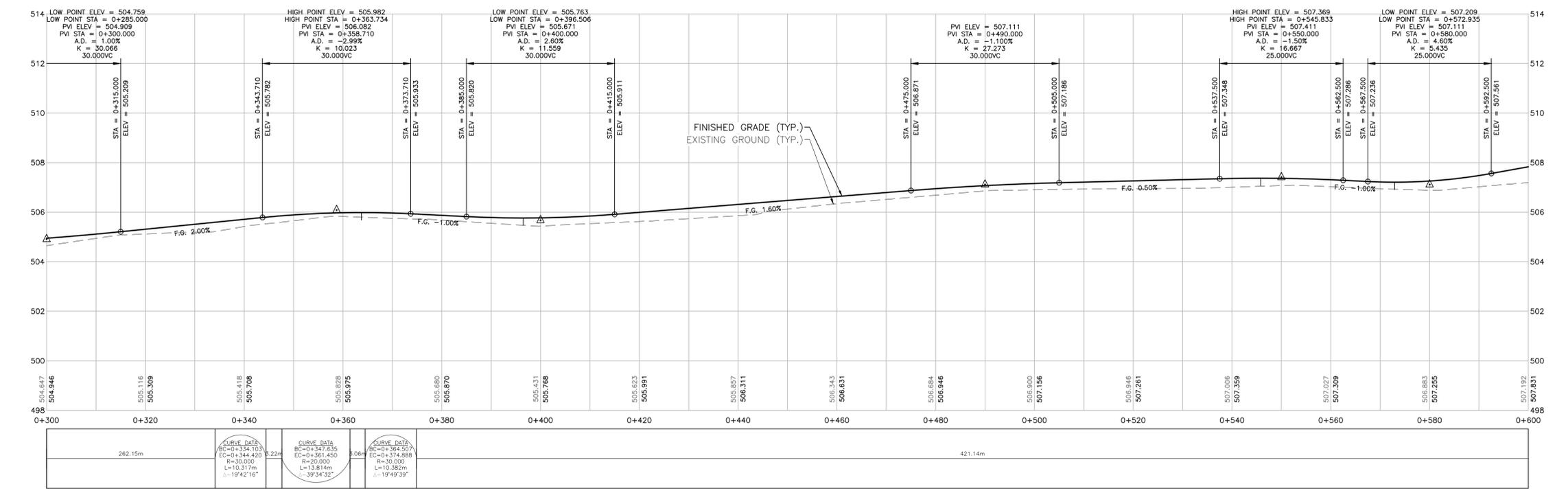
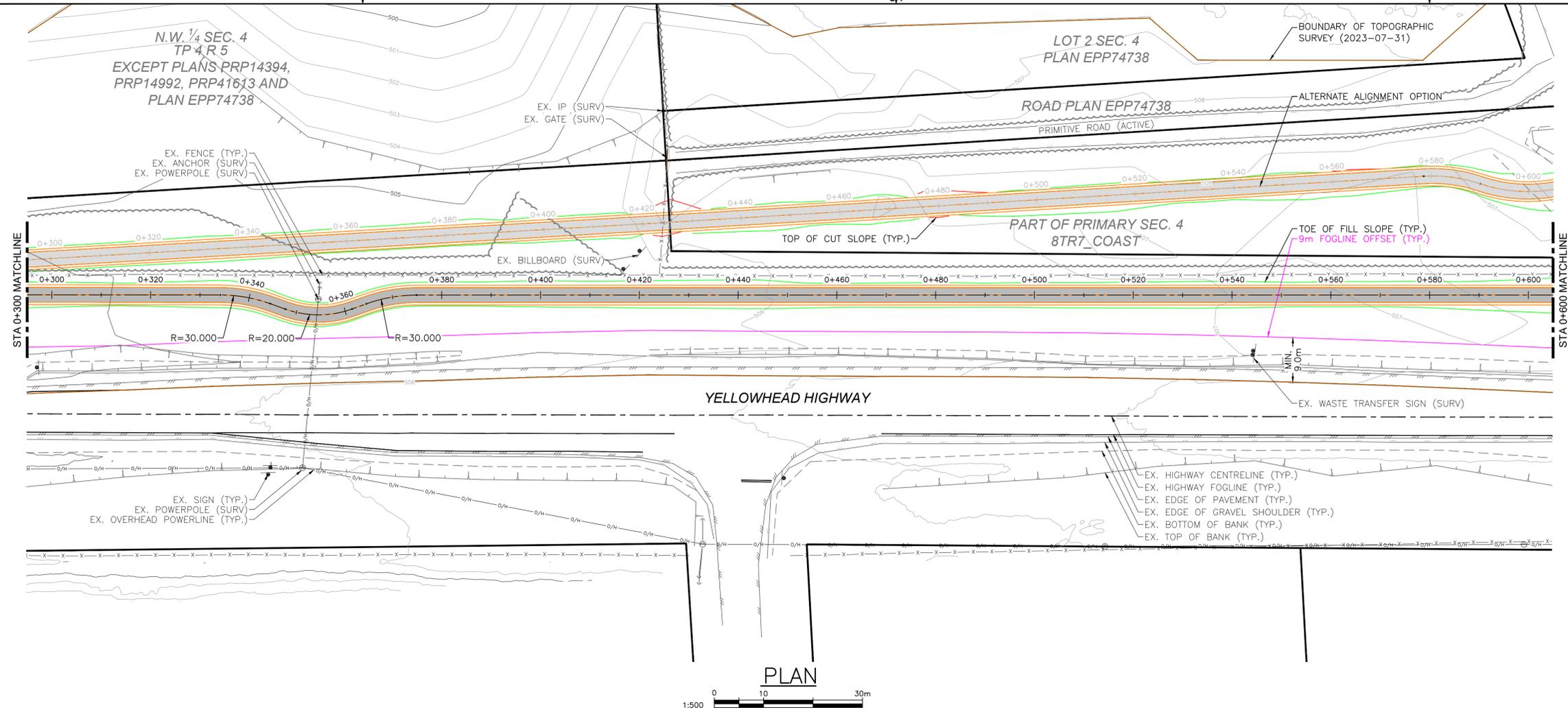
REV: A



PROFILE



**"NOT FOR CONSTRUCTION"  
FOR REVIEW 2023-07-XX**



**LEGEND:**

EXISTING	PROPOSED	NEW PROP. INFRA.
Sanitary Manhole	Sanitary Manhole	Sanitary Manhole
Storm Manhole	Storm Manhole	Storm Manhole
Fire Hydrant	Fire Hydrant	Fire Hydrant
Water Valve	Water Valve	Water Valve
Gas Valve	Gas Valve	Gas Valve
Electric Pole	Electric Pole	Electric Pole
Telephone Pole	Telephone Pole	Telephone Pole
... (Other symbols and line types)	...	...

**REVISION:**

REV	DATE	DESCRIPTION	BY
A	2023-07-XX	PRELIMINARY - NOT FOR CONSTRUCTION	AJP

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**ORIGINAL SCALE:** AS NOTED

**DATE:** 2023-07-XX

**APPROVED BY:** AK

**CHECKED BY:** AK

**DRAWN BY (OPTIONAL):** AJP

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**wsp**

WSP Canada Inc.  
#1-3772 4th Avenue, Smithers, BC V0J 2N0  
T 250-847-1913 | www.wsp.com

**PROJECT NUMBER:** CA0002431.4-61

**CLIENT:** REGIONAL DISTRICT OF BULKLEY NECHAKO

**CLIENT REF. #:**

**PROJECT:** CYCLE 16 PHASE 3 DETAILED DESIGN

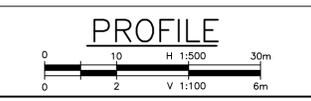
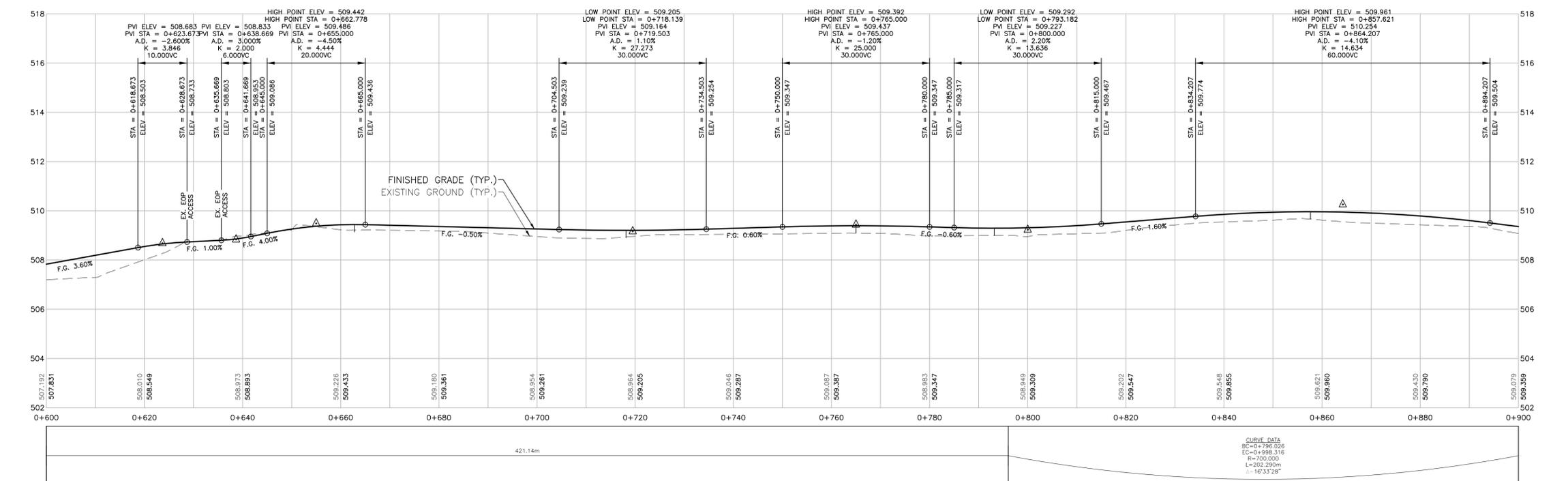
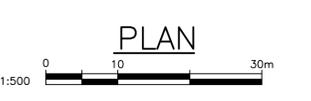
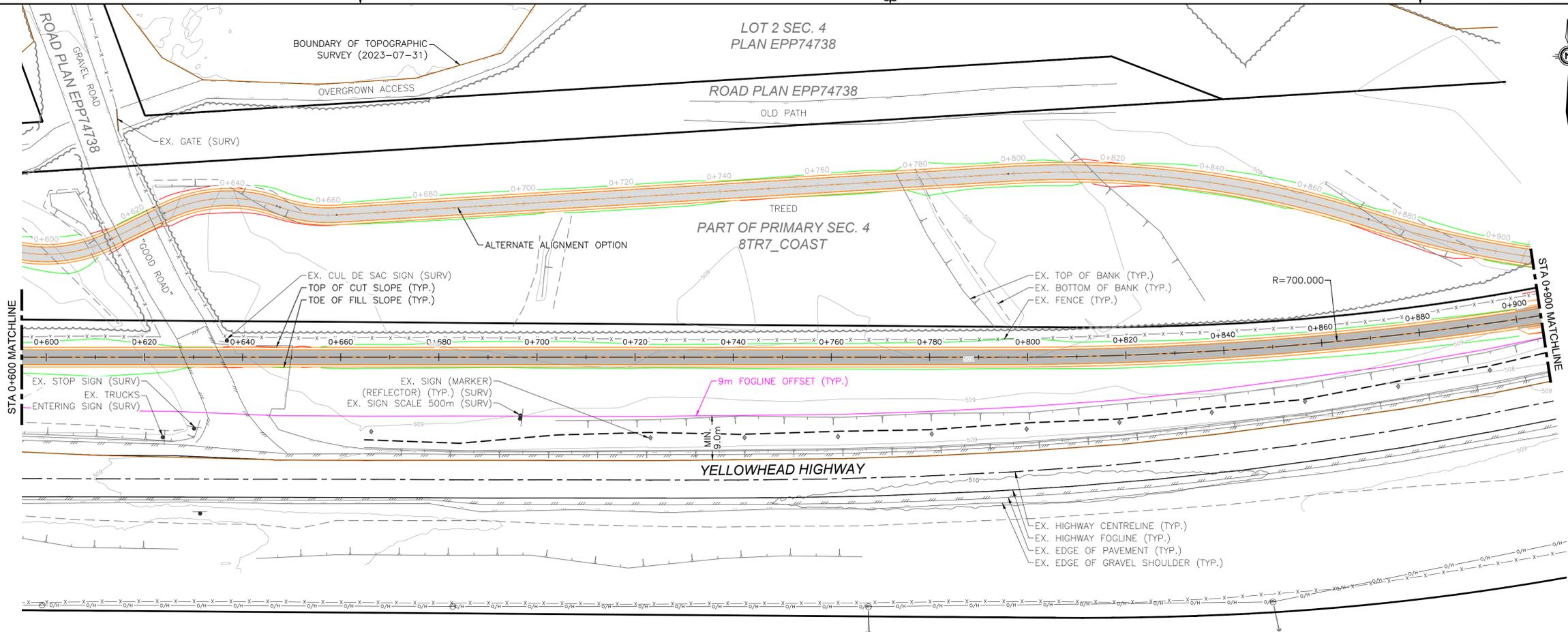
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**DRAWING NUMBER:** C-101

**REV:** A

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**FOR REVIEW 2023-07-XX**

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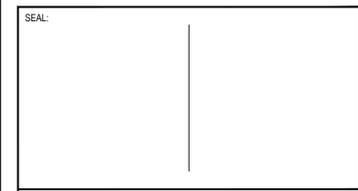


LEGEND:

EXISTING	PROPOSED	NEW
Sanitary Manhole	Sanitary Manhole	Sanitary Manhole
Storm Manhole	Storm Manhole	Storm Manhole
Storm Cleanout	Storm Cleanout	Storm Cleanout
Inspection Chamber (Elev.)	Inspection Chamber (Elev.)	Inspection Chamber (Elev.)
Fire Hydrant	Fire Hydrant	Fire Hydrant
Water Valve	Water Valve	Water Valve
Cap W/Flow-Off	Cap W/Flow-Off	Cap W/Flow-Off
Test Pit	Test Pit	Test Pit
Monitoring Well	Monitoring Well	Monitoring Well
Edge of Pavement	Edge of Pavement	Edge of Pavement
Edge of Right-of-Way	Edge of Right-of-Way	Edge of Right-of-Way
Top of Slope	Top of Slope	Top of Slope
Bottom of Slope	Bottom of Slope	Bottom of Slope
Spot Elevation	Spot Elevation	Spot Elevation

REVISION:

REV	DATE	DESCRIPTION	BY
A	2023-07-XX	PRELIMINARY - NOT FOR CONSTRUCTION	AIP



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DATE: 2023-07-XX

APPROVED BY: AK

CHECKED BY: AK

DRAWN BY (OPTIONAL): AIP

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T 250-847-1913 | www.wsp.com

PROJECT NUMBER: CA0002431.4-61

CLIENT:

REGIONAL DISTRICT OF BULKLEY NECHAKO

CLIENT REF. #:

PROJECT:

CYCLE 16 PHASE 3  
DETAILED DESIGN

TITLE:

PLAN & PROFILE - STA 0+600 TO STA 0+900

DRAWING NUMBER: C-102

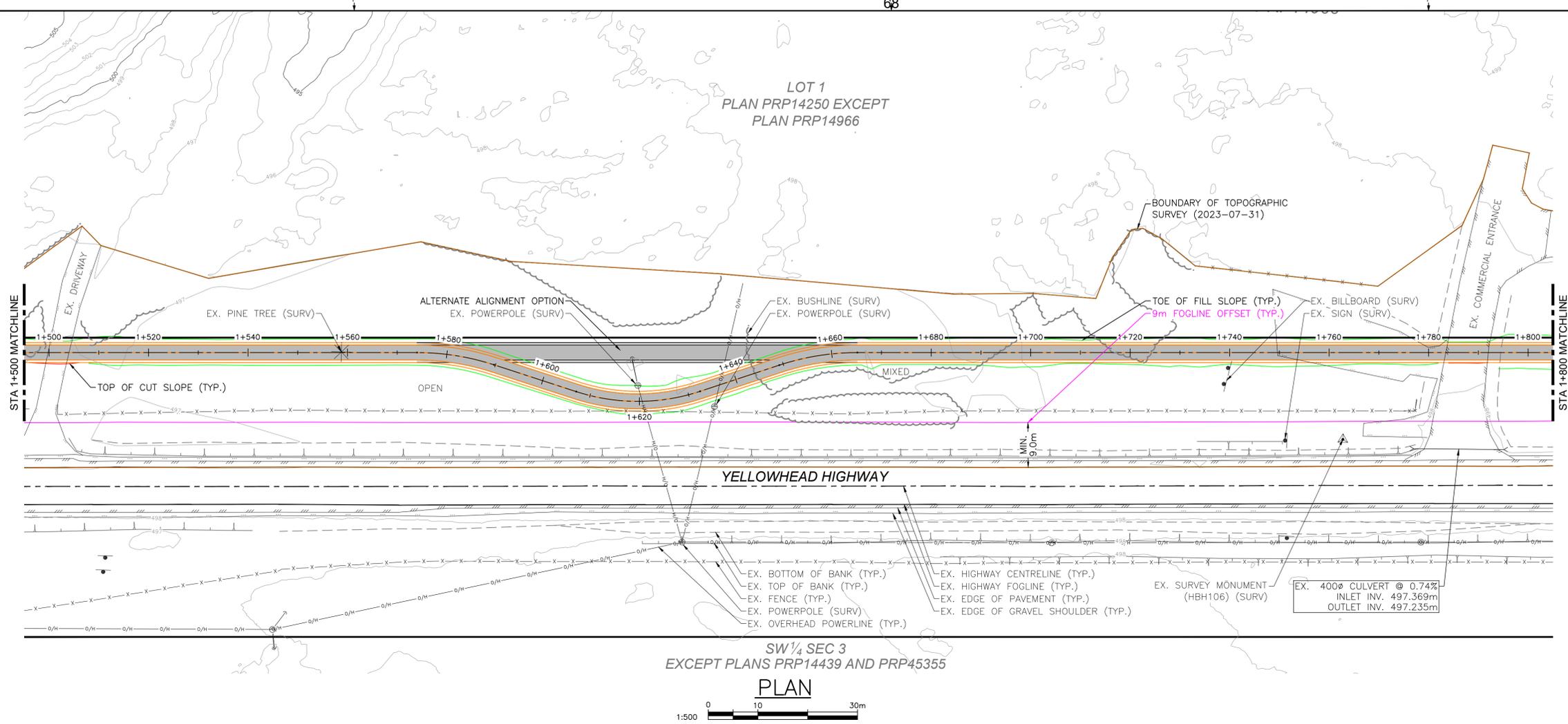
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FOR REVIEW 2023-07-XX



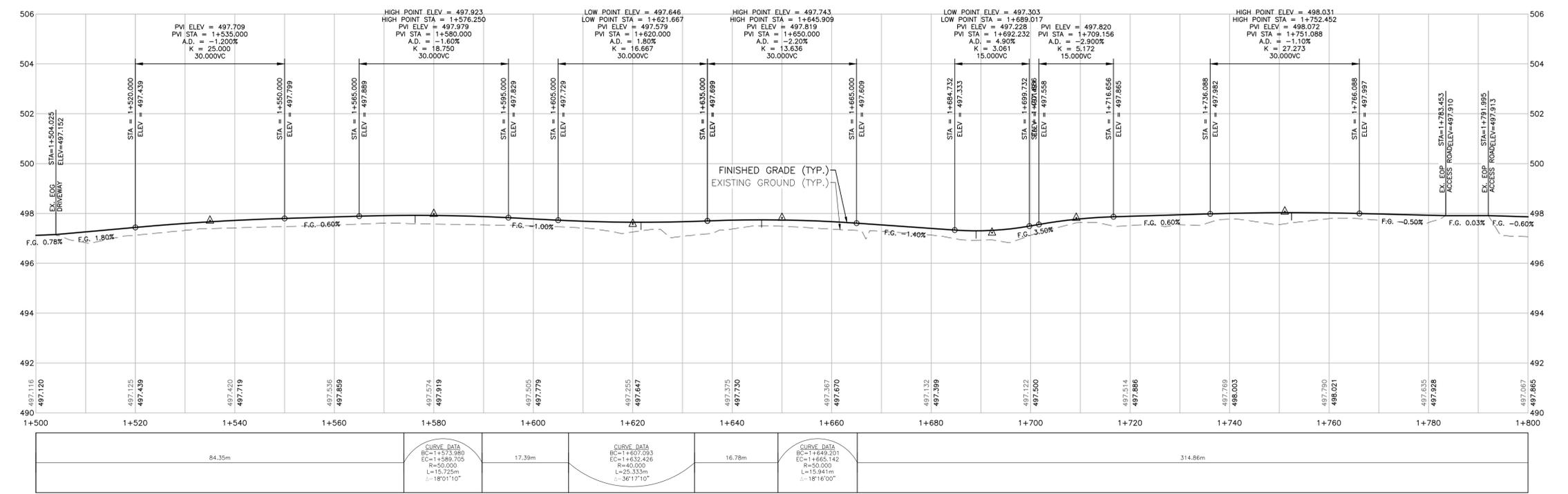


LOT 1  
PLAN PRP14250 EXCEPT  
PLAN PRP14966



SW 1/4 SEC 3  
EXCEPT PLANS PRP14439 AND PRP45355

PLAN



PROFILE



LEGEND:

EXISTING	PROPOSED
Sanitary Manhole	Sanitary Manhole
Storm Manhole	Storm Manhole
Storm Cleanout	Storm Cleanout
Fire Hydrant	Fire Hydrant
Water Valve	Water Valve
Gas Valve	Gas Valve
Electric Pole	Electric Pole
Telephone Pole	Telephone Pole
Spot Elevation	Spot Elevation
Top of Slope	Top of Slope
Bottom of Slope	Bottom of Slope
Edge of Pavement	Edge of Pavement
Edge of Shoulder	Edge of Shoulder
Centerline	Centerline
Right of Way	Right of Way
Proposed Right of Way	Proposed Right of Way
Proposed Roadway	Proposed Roadway
Proposed Pavement	Proposed Pavement
Proposed Gravel	Proposed Gravel
Proposed Concrete	Proposed Concrete
Proposed Asphalt	Proposed Asphalt
Proposed Bituminous	Proposed Bituminous
Proposed Gravel	Proposed Gravel
Proposed Concrete	Proposed Concrete
Proposed Asphalt	Proposed Asphalt
Proposed Bituminous	Proposed Bituminous

REVISION:

NO.	DATE	DESCRIPTION	BY
A	2023-07-XX	PRELIMINARY - NOT FOR CONSTRUCTION	AJP

SEAL:

DATE	2023-07-XX
APPROVED BY:	AK
CHECKED BY:	AK
DRAWN BY (OPTIONAL):	AJP

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ORIGINAL SCALE: AS NOTED

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WSP Canada Inc.  
#1-3772 4th Avenue, Smithers, BC V0J 2N0  
T 250-847-1913 | www.wsp.com

PROJECT NUMBER: CA0002431.4-61

CLIENT: REGIONAL DISTRICT OF BULKLEY NECHAKO

CLIENT REF. #:

PROJECT: CYCLE 16 PHASE 3  
DETAILED DESIGN

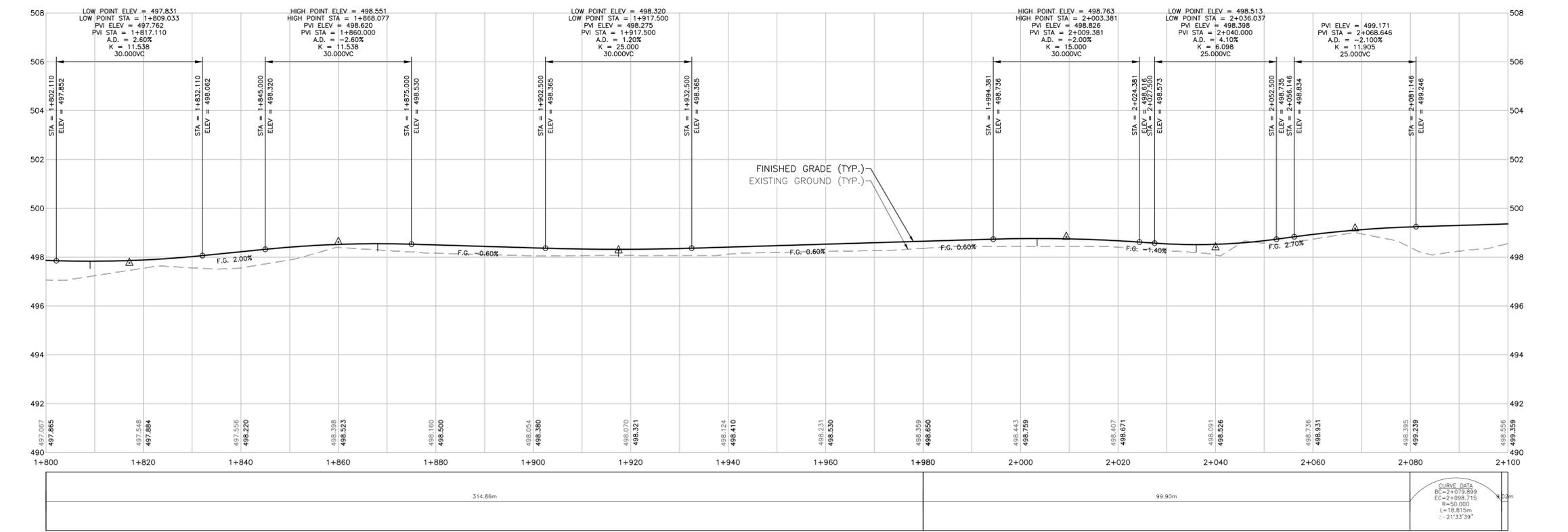
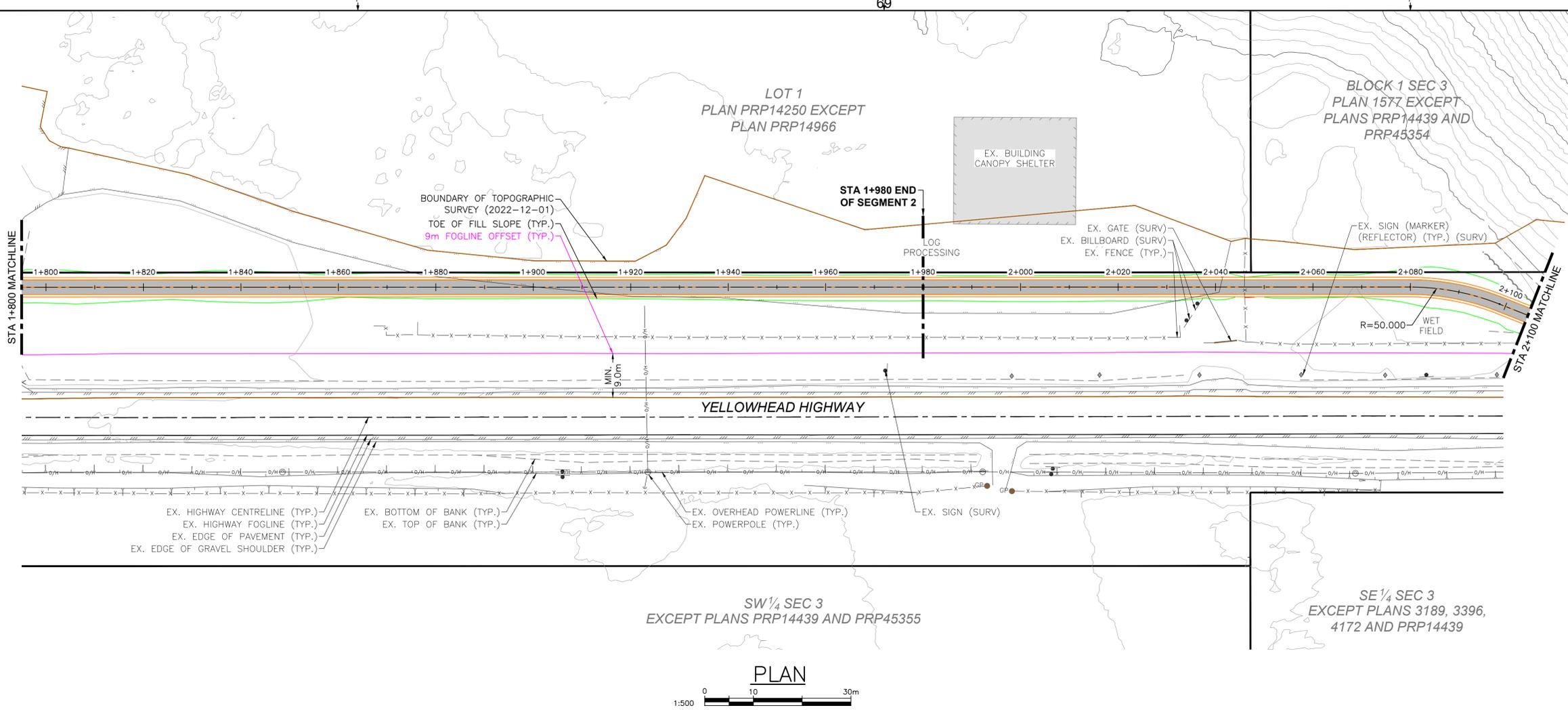
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DRAWING NUMBER: C-105

REV: A

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FOR REVIEW 2023-07-XX

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10:19 AM



LEGEND:

EXISTING	PROPOSED
<ul style="list-style-type: none"> <li>Sanitary Manhole</li> <li>Storm Manhole</li> <li>Storm Cleanout</li> <li>Respec. Chamber (S.A.)</li> <li>Sanitary</li> <li>Storm</li> <li>Water</li> <li>Irrigation</li> <li>Force Main</li> <li>Fence</li> </ul>	<ul style="list-style-type: none"> <li>Sanitary Manhole</li> <li>Storm Manhole</li> <li>Storm Cleanout</li> <li>Respec. Chamber (S.A.)</li> <li>Sanitary</li> <li>Storm</li> <li>Water</li> <li>Irrigation</li> <li>Force Main</li> <li>Fence</li> </ul>

REVISION:

NO.	DATE	DESCRIPTION	BY
A	2023-07-XX	PRELIMINARY - NOT FOR CONSTRUCTION	AIP

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DATE: 2023-07-XX

APPROVED BY: AK

CHECKED BY: AK

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**wsp**

WSP Canada Inc.  
#1-3772 4th Avenue, Smithers, BC V0J 2N0  
T 250-847-1913 | www.wsp.com

PROJECT NUMBER: CA0002431.4-61

CLIENT:  
**REGIONAL DISTRICT OF BULKLEY NECHAKO**

CLIENT REF. #:

PROJECT:  
**CYCLE 16 PHASE 3  
DETAILED DESIGN**

TITLE:  
**PLAN & PROFILE - STA 1+800  
TO STA 2+100**

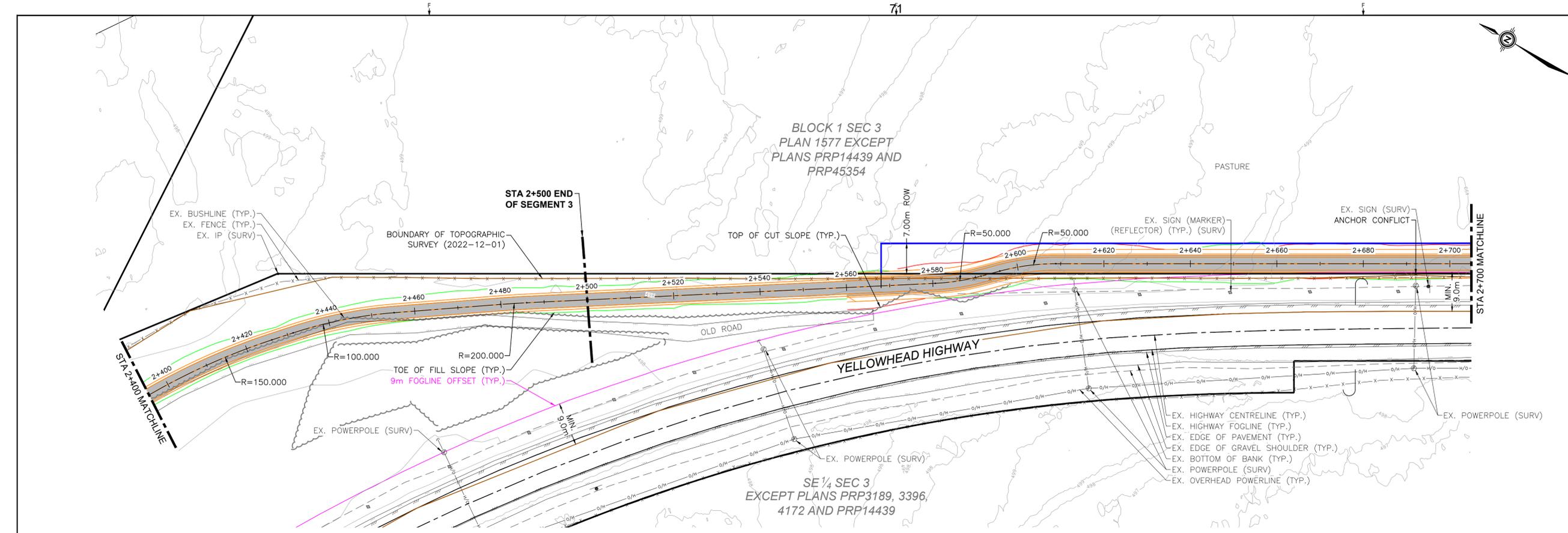
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REV: A

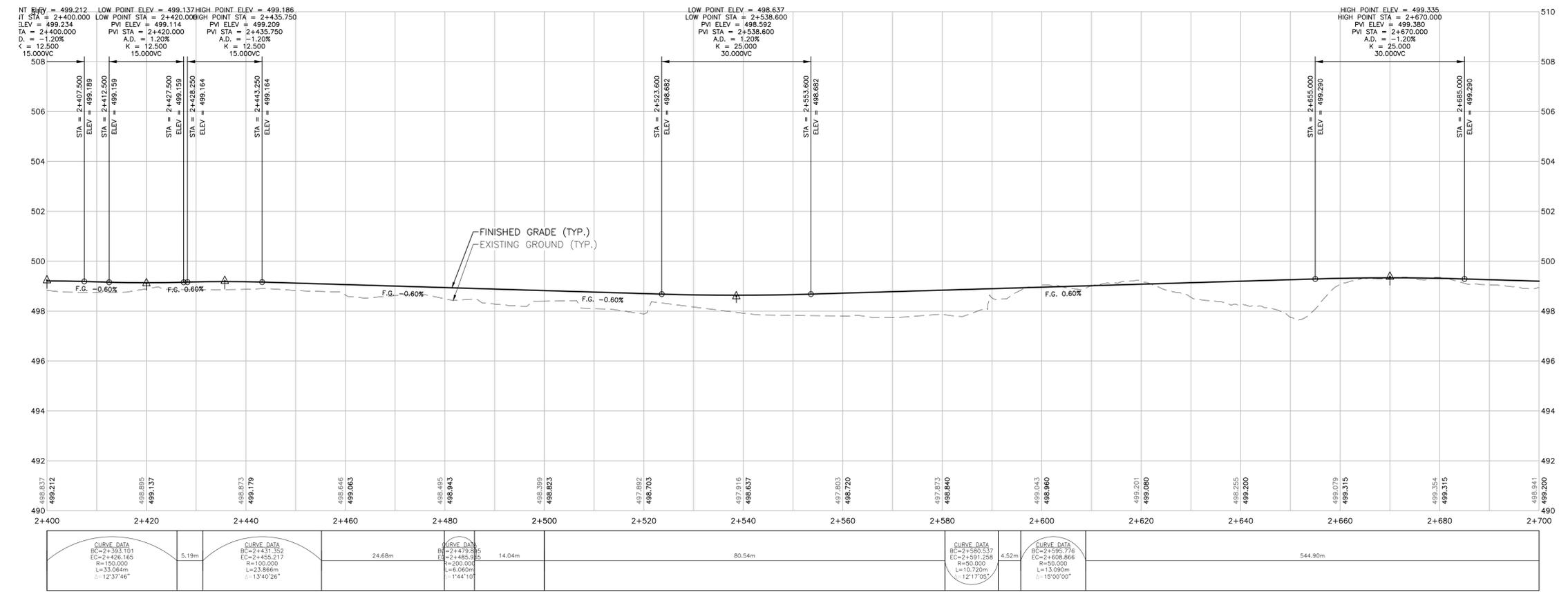
**"NOT FOR CONSTRUCTION"  
FOR REVIEW 2023-07-XX**

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**PLAN**



**PROFILE**



**LEGEND:**

EXISTING	PROPOSED
Sanitary Manhole	Sanitary Manhole
Storm Manhole	Storm Manhole
Storm Cleanout	Storm Cleanout
Fire Hydrant	Fire Hydrant
Gate Valve	Gate Valve
Cap W/Flow-Off	Cap W/Flow-Off
Test Pit	Test Pit
Monitoring Well	Monitoring Well
Water	Water
Irrigation	Irrigation
Force Main	Force Main
Electric	Electric
Gas	Gas
Freeze Pipe	Freeze Pipe
Relief	Relief
Telephone	Telephone
Cable	Cable
Edge of Pavement	Edge of Pavement
Edge of Shoulder	Edge of Shoulder
Top of Slope	Top of Slope
Bottom of Slope	Bottom of Slope
Spot Elevation	Spot Elevation

**REVISION:**

REV	DATE	DESCRIPTION	BY
A	2023-07-XX	PRELIMINARY - NOT FOR CONSTRUCTION	AJP

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**ORIGINAL SCALE:** AS NOTED

**DATE:** 2023-07-XX

**APPROVED BY:** AK

**CHECKED BY:** AK

**DRAWN BY (OPTIONAL):** AJP

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**wsp**

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T 250-847-1913 | www.wsp.com

**PROJECT NUMBER:** CA0002431.4-61

**CLIENT:**

**REGIONAL DISTRICT OF BULKLEY NECHAKO**

**CLIENT REF. #:**

**PROJECT:**

**CYCLE 16 PHASE 3  
DETAILED DESIGN**

**TITLE:**

**PLAN & PROFILE - STA 2+400  
TO STA 2+700**

**DRAWING NUMBER:** C-108

**REV:** A

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FOR REVIEW 2023-07-XX**

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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** October 26, 2023  
**Subject:** Bulkley-Nechako Transit Service (Bylaw 1790) Amendment Bylaws

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### RECOMMENDATION:

1. That the following Bylaws be given 3<sup>rd</sup> Reading:
    - a) "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2011, 2023" to include **Electoral Area B** (Burns Lake Rural);
    - b) "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2012, 2023" to include **Electoral Area C** (Fort St. James Rural);
    - c) "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2013, 2023" to include **Electoral Area D** (Fraser Lake Rural);
    - d) "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2015, 2023" to include **Electoral Area F** (Vanderhoof Rural);
    - e) "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2016, 2023" to include **Electoral Area G** (Houston/Telkwa Rural).
  2. That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2017, 2023" be given 3<sup>rd</sup> Reading to amend the requisition and cost recovery formula.
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### RECOMMENDED CONSIDERATION PROCESS

It is suggested that the Board consider staff's recommendations as follows:

**Recommendation 1:** Ask the Directors for Electoral Areas B, C, D, F, and G to make a motion regarding 3<sup>rd</sup> reading of the bylaw applicable to their Electoral Area. This may be a motion to give 3<sup>rd</sup> reading as recommended, or a motion to defeat the bylaw.

Voting: Applicable Electoral Area Directors and Municipal Directors / 2/3 Majority

**Recommendation 2:** Ask for a motion regarding 3<sup>rd</sup> reading of Bylaw No. 2017. This may be a motion to give 3<sup>rd</sup> reading as recommended; a motion to defeat the bylaw; or a motion to amend the bylaw and give 3<sup>rd</sup> reading as amended.

Voting: Municipal Directors / 2/3 Majority

This process allows current participants in the service (Municipal Directors) to consider 3<sup>rd</sup> reading of Bylaw 2017 in light of future Electoral Area participation in the service.

Bylaw No. 2017 proposes to amend the maximum taxation requisition to \$200,000. The bylaw may be amended to reduce the maximum requisition amount if the Board is not comfortable with the \$200,000 maximum. Staff anticipate that a requisition amount of \$135,000 is required for 2024 to maintain current service levels without having to use reserve funds.

### **ALTERNATIVE ACTIONS**

Should the Board not approve Bylaw No. 2017, 2023, to increase the current maximum requisition amount of \$90,000 staff will require direction from the Board regarding operation of the transit service moving forward. Staff have identified the following two options for the Board's consideration.

- Option 1: Direct staff to work with the Ministry of Transportation and BC Transit to identify the level of service that may be supported by RDBN taxation and amend the Annual Operating Agreement accordingly. This work may extend into 2025 if the Board agrees to use reserve funds to cover the cost of operating the system in 2024.
- Option 2: Direct staff to explore the process and implications associated with cancelation of the Transit Service Agreement between the RDBN and BC Transit, and not provide transit service in the region.

It is noted that the following bylaws for Electoral Areas A and E participation in the Transit Service may be considered at a later date, should the interest arise.

- a) "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2010, 2023" to include **Electoral Area A** (Smithers/Telkwa Rural);
- b) "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2014, 2023" to include **Electoral Area E** (Francois/Ootsa Lake Rural).

## **MINISTER DISCUSSIONS**

The Board deferred consideration of 3<sup>rd</sup> reading of the above bylaws to allow for discussions with the Ministry of Transportation and Infrastructure regarding long term funding for the transit service. The RDBN attempted to secure a meeting with the Minister at UBCM. Unfortunately, this meeting request was declined, and RDBN staff met with Ministry Staff. Board members were able to meet with the Minister electronically on October 5, 2023.

At these meetings the Ministry was made aware of the RDBN's concerns regarding the long term taxation implications and benefits of the service to rural residents. To help address these concerns the RDBN asked the Ministry to do the following:

- commit to maintain Provincial funding of 66.7% of operational costs for the BNTS for the life of the service;
- commit to funding future capital costs for buses, bus stops, and bus shelters for the life of the service; and
- work with the RDBN to secure adequate long-term funding to cover the cost of providing transit service for on-reserve populations and provide certainty regarding responsibility for the cost of building and maintaining infrastructure on-reserve.

On October 13<sup>th</sup> the RDBN received the attached letter from the Minister which confirmed in writing the Federal and Provincial contribution towards the new busses for the service but offered no new Provincial support.

## **PROCESS TO DATE**

At the June 4, 2020 Rural/Agriculture Committee Meeting the Committee received a staff report recommending amendments to "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" to include Electoral Areas and increase the maximum requisition amount. The issue was deferred by the Board.

At the November 5, 2020 Rural/Agriculture Committee Meeting the Committee received the staff report recommending amendments to Bylaw No. 1790 to include Electoral Areas and increase the maximum requisition amount. No direction was provided to staff.

At the January 27, 2022 Board meeting the Board received a staff report recommending that Bylaw No. 1790, 2016 be amended to include Electoral Areas and increase the requisition limit. The Board directed staff to consult with the Rural/Agriculture Committee.

At the May 18, 2023, Board meeting the Board directed staff to initiate the process to amend Bylaw No. 1790 to increase the requisition limit to \$200,000 and include interested Electoral Areas as identified at the June 8, 2023 Rural/Agriculture Committee Meeting.

At the June 8, 2023 Rural/Agriculture Committee Meeting the Board received a staff report asking each Rural Director to identify whether they support being included in the transit service area. No direction was provided.

At the July 13, 2023 Board meeting the Board gave 1<sup>st</sup> and 2<sup>nd</sup> readings to “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw Nos. 2011, 2012, 2013, 2015, and 2016, 2023” to include Electoral Areas B, C, D, F, and G in the transit service area. Electoral Areas A and E were not included at this time. The Board also gave first and second readings to “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2017, 2023 to achieve the following:

- increase the maximum requisition amount from \$90,000 to \$200,000; and
- apply the following cost apportionment formulas:

Participant Population (A) x Benefit Factor (8) = C

C (for each participant)/ TOTAL C =%requisition for each participant

The Benefit Factor for on-corridor municipal participants is 5.

The Benefit Factor for off-corridor municipal participants is 1.

The Benefit Factor for on-corridor electoral area participants is 3.33

The Benefit Factor for off-corridor electoral area participants is 0.66.

The weighting factor for on-corridor and off-corridor participants remains unchanged; however, the charge to Electoral Area participants is based on 2/3 value of land and improvements. This was done to address Electoral Area concern regarding reduced use of the service by rural residents.

## **PROCESS TO FOLLOW**

Should the Board approve amendments to Service Establishment Bylaw No. 1790 the following timeline for consideration of adoption of the amendment bylaws is as follows:

Step 1 - 3<sup>rd</sup> reading of amendment bylaws (October 26, 2023)

Step 2 - Municipal Council’s authorization of amendment bylaw (November, 2023)

Step 3 - Adoption of amendment bylaws (December, 2023)

Step 4 - Submission of amendment bylaws to the Province (December, 2023)

Step 5 - Provincial approval of amendment bylaws 60 day estimate (February, 2023)

Step 6 - Board adoption of amendment bylaws (February, 2023)

Electoral Area Directors may wish to obtain elector approval from eligible electors through an Alternative Approval Process (AAP). Should Directors wish to pursue this option, the bylaws would need to be amended reflecting that elector assent is being sought. Once the bylaws have been given three readings, they must be sent to the province for Statutory Approval. This usually takes 6-8 weeks. Upon approval, the RDBN must advertise the AAP for two consecutive weeks. Following the second notice, a 30-day period must be established where the RDBN will receive Elector Response Forms (indicating their opposition to the proposed bylaw). If less than 10% of the eligible electors submit response forms, the Board may proceed with adoption of the bylaw.

Should an Electoral Area Director wish to obtain elector approval it is not certain that the bylaw to include that Electoral Area into the service would be completed in time for the 2024 budget.

## TAXATION SCENARIOS

**Table 1**

MUNICIPAL PARTICIPATION ONLY (current situation under Bylaw 1790)				MUNICIPAL AND EA PARTICIPATION (with amendments to Bylaw 1790)		
Contributor	Assist Factor	\$135,000 Taxation	%	Assist Factor	\$135,000 Taxation	%
Smithers	5	\$42,166	31%	5	\$ 32,276	23.9%
Telkwa	5	\$11,557	8.5%	5	\$ 8,846	6.6%
Houston	5	\$23,929	17.5%	5	\$ 18,317	13.6%
Granisle	1	\$528	0.5%	1	\$ 405	0.3%
Burns Lake	5	\$13,007	9.5%	5	\$ 9,957	7.4%
Fraser Lake	5	\$7,566	5.5%	5	\$ 5,792	4.3%
Fort St. James	1	\$2,173	1.6	1	\$ 1,664	1.2%
Vanderhoof	5	\$34,074	25%	5	\$ 26,083	19.3%
Electoral Area "A"				3.33	0	0
Electoral Area "B"				3.33	\$ 6,819	5.1%
Electoral Area "C" (1/5 cost)				0.66	\$ 1,018	0.8%
Electoral Area "D"				3.33	\$ 6,423	4.8%
Electoral Area "E" (1/5 cost)				0.66	0	0
Electoral Area "F"				3.33	\$ 14,058	10.4%
Electoral Area "G"				3.33	\$ 3,342	2.5%
TOTAL		\$135,000	100%		\$135,000	100%

Table 1 shows the projected taxation breakdown required to raise the \$135,000 necessary for the Bulkley-Nechako Transit Service in 2024. The table shows the projected taxation based on the current municipal participation only, and with the inclusion of all Electoral Areas wishing to consider participating at this time.

**Table 2**

<b>MUNICIPAL AND EA TAXATION (based on current \$90,000 max requisition)</b>			
<b>Contributor</b>	<b>Assist Factor</b>	<b>\$90,000 Taxation</b>	<b>%</b>
Smithers	5	\$ 21,517	23.9%
Telkwa	5	\$ 5,898	6.6%
Houston	5	\$ 12,211	13.6%
Granisle	1	\$ 270	0.3%
Burns Lake	5	\$ 6,638	7.4%
Fraser Lake	5	\$ 3,861	4.3%
Fort St. James	1	\$ 1,109	1.2%
Vanderhoof	5	\$ 17,389	19.3%
Electoral Area "A"	3.33	0	0
Electoral Area "B"	3.33	\$ 4,546	5.1%
Electoral Area "C"	0.66	\$ 679	0.8%
Electoral Area "D"	3.33	\$ 4,282	4.8%
Electoral Area "E"	0.66	0	0
Electoral Area "F"	3.33	\$ 9,372	10.4%
Electoral Area "G"	3.33	\$ 2,228	2.5%
<b>TOTAL</b>		<b>\$90,000</b>	<b>100%</b>

**Table 3**

<b>MUNICIPAL AND EA TAXATION (based on \$200,000 max requisition)</b>			
<b>Contributor</b>	<b>Assist Factor</b>	<b>\$200,000 Taxation</b>	<b>%</b>
Smithers	5	\$ 47,819	23.9%
Telkwa	5	\$ 13,106	6.6%
Houston	5	\$ 27,136	13.6%
Granisle	1	\$ 599	0.3%
Burns Lake	5	\$ 14,751	7.4%
Fraser Lake	5	\$ 8,580	4.3%
Fort St. James	1	\$ 2,465	1.2%
Vanderhoof	5	\$ 38,642	19.3%
Electoral Area "A"	3.33	0	0
Electoral Area "B"	3.33	\$ 10,102	5.1%
Electoral Area "C"	0.66	\$ 1,508	0.8%
Electoral Area "D"	3.33	\$ 9,516	4.8%
Electoral Area "E"	0.66	0	0
Electoral Area "F"	3.33	\$ 20,826	10.4%
Electoral Area "G"	3.33	\$ 4,950	2.5%
<b>TOTAL</b>		<b>\$200,000</b>	<b>100%</b>

Table 2 shows the projected taxation breakdown based on the maximum requisition amount of \$90,000), and the inclusion of Electoral Areas B, C, D, F, and G in the service.

Table 3 shows the projected taxation breakdown based on the \$200,000 maximum requisition proposed under "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2017, 2023, and the inclusion of Electoral Areas B, C, D, F, and G in the service.

**Table 4**

<b>MUNICIPAL TAXATION (based on current municipal taxation levels)</b>			
<b>Contributor</b>	<b>Assist Factor</b>	<b>115,000 Taxation</b>	<b>%</b>
Smithers	5	\$ 27,494	23.9%
Telkwa	5	\$ 7,536	6.6%
Houston	5	\$ 15,603	13.6%
Granisle	1	\$ 345	0.3%
Burns Lake	5	\$ 8,482	7.4%
Fraser Lake	5	\$ 4,934	4.3%
Fort St. James	1	\$ 1,417	1.2%
Vanderhoof	5	\$ 22,219	19.3%
Electoral Area "A"	3.33	0	0
Electoral Area "B"	3.33	\$ 5,809	5.1%
Electoral Area "C"	0.66	\$ 867	0.8%
Electoral Area "D"	3.33	\$ 5,472	4.8%
Electoral Area "E"	0.66	0	0
Electoral Area "F"	3.33	\$ 11,975	10.4%
Electoral Area "G"	3.33	\$ 2,847	2.5%
<b>TOTAL</b>		<b>\$115,000</b>	<b>100%</b>

Table 4 shows the projected taxation breakdown based on maintenance of the 2023 municipal taxation levels into 2024 and the inclusion of Electoral Areas B, C, D, F, and G in the service. Based on this scenario the taxation raised in 2024 would be approximately \$115,000. Operational reserve funds (\$195,608) could be used to make up the anticipated budget deficits moving forward.

### **TRANSIT AND STRATEGIC PLANNING PRIORITIES**

The Board's recently approved strategic plan for the 2022-26 term identifies enhanced relationships and collaboration with First Nations as its first goal and lists as an objective the identification of opportunity to provide specific services to First Nations communities.

Staff note that the provision of transit service in the region is an important service to First Nation communities and the RDBN's commitment to the service represents a significant opportunity to implement the 2022-26 strategic plan. The importance of transit to First

Nations is reflected in The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls which includes the following call to action.

*"We call upon all governments to ensure that adequate plans and funding are put into place for safe and affordable transit and transportation services and infrastructure for Indigenous women, girls, and 2SLGBTQQIA people living in remote or rural communities. Transportation should be sufficient and readily available to Indigenous communities, and in towns and cities located in all of the provinces and territories in Canada. These plans and funding should take into consideration:*

- *ways to increase safe public transit;*
- *ways to address the lack of commercial transit available;*
- *and special accommodations for fly-in, northern, and remote communities".*

Staff's opinion is that the BNTS functions as a regional service and is important to the rural residents and the region's First Nations. Therefore, it is reasonable for the Electoral Areas to participate in support of the service - if it is to continue. Electoral Area participation would also help resolve infrastructure funding challenges associated with maintaining infrastructure (capital cost-bus replacement) and improving service outside of municipalities.

## **OVERVIEW OF THE TRANSIT SERVICE**

### **Service Establishment Bylaw No. 1790, 2016**

The BNTS was established with the adoption of ["Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit \(Highway 16\) Service Establishment Bylaw No. 1790, 2016"](#). The service started operation in June of 2017. A component of the Province's Highway 16 Action Plan, the service was established by the RDBN at the Province's request, to address the lack of public transportation along Highway 16 and to reduce hitchhiking along the Highway 16 corridor. The BNTS has seen consistent ridership and has proven itself to be a valuable service to the region.

The service includes two routes that are based out of Burns Lake. Route 161 travels on Tuesday, Thursday, and Saturday making a round trip to Prince George. Route 162 travels on Monday, Wednesday, and Friday making a round trip to Smithers, with an additional midday run to Houston and back to Smithers before returning to Burns Lake. The cost of a ticket is \$5 and there is an option for riders to purchase a sheet of 10 tickets for \$45.

<b>Bus Stop Locations</b>	<b>Bus Stop Numbers</b>
Vanderhoof	4 locations / 1 shelter
Fraser Lake	3 locations / 1 shelter
Burns Lake	9 locations / 2 shelters
Houston	10 locations / 2 shelters
Telkwa	2 locations / 1 shelter
Smithers	6 locations / 2 shelters
Electoral Area A	Laidlaw Road / shelter Quick Road West / sign
Electoral Area B	Broman Lake Rd. / sign Decker Lake / sign Tintagel rest stop / sign Palling Reserve / shelter
Electoral Area D	Endako Pub /sign Fort Fraser / sign Nautley Reserve / sign Stellaquo Reserve / shelter
Electoral Area F	Cluculz Lake rest stop / sign
Electoral Area G	Topley / shelter

Electoral Areas are not part of the service and do not contribute taxation to the operation of the service. However, grant in aid support from Electoral Areas has been provided in past years. The Bylaw authorizes a maximum annual requisition of \$90,000 for the cost of the service. The cost is apportioned between municipalities based on their population with a benefit factor for on-corridor participants of 5 and for off-corridor participants of 1. This means that off-corridor residents (Fort St. James and Granisle) are taxed at 1/5 the rate of residents along Hwy. 16.

### **Transit Service Agreement and Annual Operating Agreement**

The service is a partnership between the RDBN and BC Transit. The terms of the partnership are outlined in the [Transit Service Agreement \(TSA\)](#) entered into in 2017, and Annual Operating Agreements (AOAs) entered into annually.

The TSA outlines the respective RDBN and BC Transit responsibilities as follows:

- The RDBN is responsible for reviewing and approving service and performance standards based on operating and capital budgets set by BC Transit, establishing and collecting the fares and other revenues, and recommending the annual operating budget for BC Transit approval.
- BC Transit is responsible for setting the annual budget, leasing transit vehicles to the transit service operator, managing the contract with the transit service operator,

marketing, and conducting service audits and recommending standards of service to the RDBN.

The TSA and AOA do not contain any agreement regarding the cost sharing formula between the RDBN and BC Transit. The agreement is by [letter from the Minister of Transportation and Infrastructure \(MoTI\)](#). The Ministry has agreed to maintain their funding of 66.7% of operational costs for the BNTS until March 31, 2025. A conventional transit system is funded by BC Transit at 46.69%. There is no agreement for cost sharing for future capital costs.

### **Bus Stops and Transit Shelters**

When the transit service was established in 2017 MoTI entered into written agreements with municipalities (Vanderhoof, Fraser Lake, Burns Lake, Houston) and First Nations (Wet'suwet'en First Nation) that MoTI would build the Bus Stops and Transit Shelters and that the municipality and First Nation would be responsible for maintenance and any associated liability for the shelters.

MoTI built the bus stops and transit shelters in the rural area. The RDBN has not agreed to be responsible for replacement or maintenance of any of the infrastructure in the rural area as it is outside of the service area. However, BC Transit staff have indicated a desire for the RDBN to take responsibility for the infrastructure in the rural area. This is an area for future negotiation under the AOA process as the RDBN and BC Transit must agree on any new bus stop or transit shelter related costs. Snow clearing around bus stops in the rural area is undertaken by MoTI contractors, and the Town of Smithers empties the garbage at the Laidlaw Road bus stop.

Requests for all new bus shelters or bus stops in the rural area, in municipalities and on First Nations reserves must be made by the RDBN according to Provincial policy, and only the RDBN can access grant funding annually for 80% of new shelters through BC Transit's Shelter Program. Under the grant program 20% of shelter construction and installation costs and cost overruns is the responsibility of the RDBN unless a different funding arrangement is negotiated in the AOA. This includes new infrastructure on reserve.

Inclusion of Electoral Areas within the service establishment bylaw would allow the RDBN to formalize its role regarding transit infrastructure in the rural area and allow for improved rural infrastructure.

### **Bus Replacement**

In a conventional system lease fees are a cost share between the local government partner and BC Transit. The total monthly lease cost for each of the light duty buses that are in

service for the BNTS would be \$3,092. This is the standard lease fee rate charged for all light duty buses, then depending on the funding agreement with BC Transit, the Local Government would pay their share. If the BNTS was a conventionally funded system this would translate to an annual cost to the RDBN of \$24,488 per bus and if lease payments were funded under the current funding formula the annual cost to the RDBN would be \$12,244 per bus.

When the transit service was established in 2017 BC Transit supplied the 3 buses required to operate the service. The buses have a 30-passenger capacity and are equipped with wheelchair lifts. These buses are scheduled for replacement in 2023. The Minister has confirmed in writing that the busses will be replaced in 2024 with Provincial and Federal funding.

### Ridership

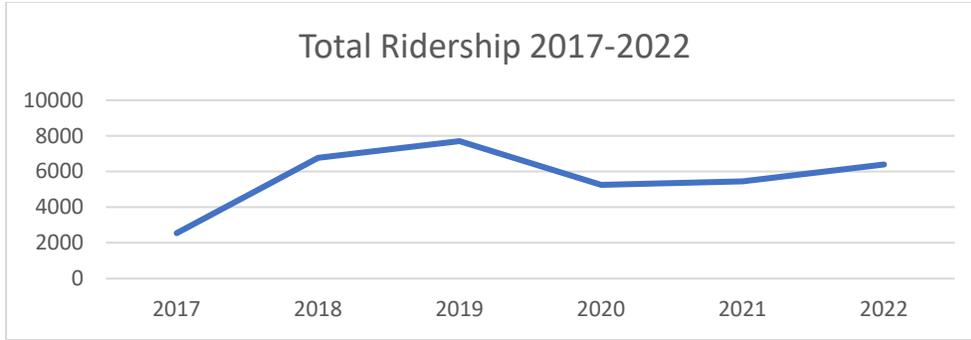
The following table provides 2022 ridership numbers. The BNTS was one of the few systems in the province where Covid-19 had little effect on ridership numbers.

#### Route 161 – Burns Lake to Prince George

YR	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2022	318	306	427	290	310	368	293	446	319	440	399	402	<b>4318</b>
2021	227	249	353	253	295	301	364	357	285	324	249	312	<b>3569</b>
2020	423	430	328	112	198	275	258	170	268	326	228	273	<b>3289</b>
2019	443	272	451	432	420	395	496	249	413	503	554	512	<b>5140</b>
2018	361	299	394	306	491	410	433	368	364	460	473	374	<b>4733</b>
2017							261	316	288	339	275	362	<b>1841</b>

#### Route 162 – Burns Lake to Smithers

YR	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2022	130	110	204	182	186	164	173	241	144	175	174	195	<b>2078</b>
2021	125	118	164	158	136	242	176	163	118	150	161	135	<b>1846</b>
2020	166	239	158	114	107	190	194	97	192	189	182	144	<b>1972</b>
2019	216	161	210	266	228	226	232	86	206	185	325	227	<b>2568</b>
2018	230	95	121	160	211	195	166	189	166	175	190	148	<b>2046</b>
2017							153	123	90	131	90	120	<b>707</b>



The bus from Burns Lake to Prince George is on average 47% full and the bus from Burns Lake to Smithers is 23% full. A survey of riders was conducted in 2017 (November), 2018 (March, July, and December), and 2019 (May and November) to better understand where transit riders live. A total of 23% of riders filled out the survey. Results indicate that rural ridership was slightly higher than municipal ridership. The survey report was presented at the [October 2020 Regional Transit Committee meeting](#) (link).

### Operating Costs

A breakdown of the budget for the transit service in 2023 is outlined below.

<b>Revenue</b>	
Municipal Taxation	\$89,500
City of PG / First Nations Partners	\$52,500
BC Transit Grant	\$9,000
User Fees	\$24,000
2022 surplus	\$36,500
Total	\$211,500
<b>Expenses</b>	
BC Transit AOA	\$170,000 (net \$140,000 after revenue)
Salary and Benefits	\$22,000
Other	\$24,000
Total	\$211,500

The surplus from 2022 was due to Covid Grant Funding of \$37,572

### First Nations Contribution

First Nations participation in the service is limited. Of the six on-route First Nation communities 4 do not contribute consistently. First Nation funding for the last two years has totalled \$2,500 annually. None of the off-route communities contribute. First Nations participation is on an annual basis and is not secured by agreement.

Staff have initiated preliminary discussions with BC Transit's Manager of Indigenous Relations regarding First Nations participation in the service that is consistent, equitable, and manageable for the RDBN.

### **Transit Service Future Plan**

BC Transit has recently completed a draft Transit Service Future Plan based on a review of the performance of the system and customer's input. The plan identifies measures that may be taken to further support and improve the service moving forward. BC Transit presented this draft plan at the June 8, 2023, Regional Transit Committee meeting.

### **ATTACHMENTS**

1. "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2011, 2023" to include **Electoral Area B** (Burns Lake Rural);
2. "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2012, 2023" to include **Electoral Area C** (Fort St. James Rural);
3. "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2013, 2023" to include **Electoral Area D** (Fraser Lake Rural);
4. "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2015, 2023" to include **Electoral Area F** (Vanderhoof Rural);
5. "RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2016, 2023" to include **Electoral Area G** (Houston/Telkwa Rural).
6. "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2017, 2023"
7. October 13, 2023 letter from Minister Fleming
8. UBCM Briefing Notes
9. ["Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit \(Highway 16\) Service Establishment Bylaw No. 1790, 2016" \(link\)](#)
10. [Transit Service Agreement \(TSA\) \(link\)](#)
11. [October 2020 Regional Transit Committee meeting \(link\)](#).

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2011, 2023**

**A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**

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WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area B (Burns Lake Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area B (Burns Lake Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2011, 2023."

READ A FIRST TIME this 13 day of July, 2023

READ A SECOND TIME this 13 day of July, 2023

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023

I hereby certify that this is a true and correct copy of Bylaw No. 2011.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2012, 2023**

**A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**

---

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016” be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area C (Fort St. James Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area C (Fort St. James Rural) as a Participating Area.

This bylaw may be cited as “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2012, 2023.”

READ A FIRST TIME this 13 day of July, 2023

READ A SECOND TIME this 13 day of July, 2023

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023

I hereby certify that this is a true and correct copy of Bylaw No. 2012.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Bylaw No. 2012

Page 2 of 2

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2013, 2023****A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**


---

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area D (Fraser Lake Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area D (Fraser Lake Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2013, 2023."

READ A FIRST TIME this 13 day of July, 2023

READ A SECOND TIME this 13 day of July, 2023

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023

I hereby certify that this is a true and correct copy of Bylaw No. 2013.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Bylaw No. 2013

Page 2 of 2

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2015, 2023****A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**


---

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area F (Vanderhoof Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area F (Vanderhoof Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2015, 2023."

READ A FIRST TIME this 13 day of July, 2023

READ A SECOND TIME this 13 day of July, 2023

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023

I hereby certify that this is a true and correct copy of Bylaw No. 2015.

---

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_ day of \_\_\_\_\_, 2023

Corporate Administrator

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2016, 2023****A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**


---

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to include the boundaries of Electoral Area G (Houston/Granisle Rural) as being within the boundaries of the Service Area.
2. Section 4 is amended to include Electoral Area G (Houston/Granisle Rural) as a Participating Area.

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2016, 2023."

READ A FIRST TIME this 13 day of July, 2023

READ A SECOND TIME this 13 day of July, 2023

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023

I hereby certify that this is a true and correct copy of Bylaw No. 2016.

---

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2017, 2023****A bylaw to amend the maximum requisition amount and apportionment of costs formula in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**


---

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained from each of the participants;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that.

1. The maximum requisition amount identified in Section 6 is increased from \$90,000 (Ninety Thousand Dollars) to \$200,000 (Two Hundred Thousand Dollars).
2. Section 7 is deleted and replaced with the following:

"Apportionment

In accordance with Section 380 of the *Local Government Act*, the costs of providing the service will be apportioned among the participating areas based on the following formula:

Participant Population (A) x Benefit Factor (8) = C

C (for each participant)/ TOTAL C = %requisition for each participant

Participant Population is based on the most recent BC Stats Population Estimates.

The Benefit Factor for on-corridor municipal participants is 5.

The Benefit Factor for off-corridor municipal participants is 1.

The Benefit Factor for on-corridor electoral area participants is 3.33

The Benefit Factor for off-corridor electoral area participants is 0.66."

This bylaw may be cited as “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2017, 2023.”

READ A FIRST TIME this 13 day of July, 2023

READ A SECOND TIME this 13 day of July, 2023

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023

I hereby certify that this is a true and correct copy of Bylaw No. 2010.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Chairperson

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



October 13, 2023

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

Reference: 321211

Dear Curtis Helgesen:

**Re: Regional Transit Service Funding**

I am pleased to follow up on our meeting of October 5, 2023, regarding regional transit service funding. I am glad you also had the opportunity to discuss this matter with ministry staff at the recent Union of British Columbia Municipalities Convention in Vancouver.

Support for better access to affordable and reliable transit, including in rural areas of B.C., is a high priority for our government, and the ministry remains committed to working with the Regional District to meet the transportation needs of people living in the North. As indicated during our recent meeting, the Province and Government of Canada is funding the six light-duty replacement buses for service along Highway 16. These buses are expected to be ready for delivery in 2025/26.

The Province has also previously committed to funding transit services along Highway 16, with current funding identified until March 31, 2025. This funding model is unique to BC Transit services, with the provincial government paying 66.67 per cent of operating costs, or up to \$520,000 annually. We recognize the importance of these services in ensuring safety for travellers along the Highway 16 corridor, and we are continuing to work closely with BC Transit and local partners like the Regional District of Bulkley-Nechako towards developing the long-term policy and funding strategy prior to March 31, 2025, to support the ongoing delivery of these services within the transportation ecosystem in Northern B.C.

.../2

An important input to this work is the regional engagement recently conducted by Northern Development Initiative Trust (NDIT) on rural, regional, and intercity passenger transportation in the North. [NDIT published the results of their engagement in August](#), and the ministry is reviewing this report along with others conducted by two additional regional trusts. NDIT continues to administer the Northern Community Shuttle Program, which provides connections to the Highway 16 transit service. NDIT will also be launching a short-term funding program this fall, which will include capacity funding for transportation planning.

I hope that this letter provides the certainty that you are looking for in the short term. Thank you for bringing this important topic to my attention.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

Rob Fleming  
Minister



## UBCM Briefing Notes Continued Operation of the Bulkley-Nechako Transit Service

### **The Issue**

The Bulkley Nechako Transit Service (BNTS) started operations in June of 2017, and was negotiated at the request of the Province under tight timelines just prior to the 2017 Provincial Election. The BNTS provides public transit service along the Highway 16 corridor from Burns Lake to Smithers and Burns Lake to Prince George. The BNTS service participants are the RDBN's member municipalities.

In 2024 the RDBN's operational costs for the service are predicted to exceed the maximum requisition amount of \$90,000 established in Service Establishment Bylaw No. 1790 by approximately \$45,000. The RDBN's electoral areas are considering joining the service, and service participants are considering a bylaw amendment to increase the maximum taxation requisition necessary to support the service long term.

The RDBN Board is concerned that the cost of providing the service to taxpayers may be too great given the perceived limited benefits to those taxpayers. The cost / benefit considerations are of particular concern for the rural areas. There is also concern that the service levels provided to on-reserve populations are being subsidized at too great a level by RDBN taxpayers.

The Transit Service Agreement and Annual Operating Agreements between the RDBN and BC Transit do not commit the Province long term to the current cost sharing formula. The Ministry of Transportation and Infrastructure (MoTI) has agreed by letter from the Minister to maintain their funding of 66.7% of costs for the BNTS until March 31, 2025 for operational costs only. This short term commitment from the Province is of concern to the RDBN.

There is no agreement between the RDBN and Province for future capital costs. This long term uncertainty is of particular concern to the RDBN as the cost of bus replacement would represent a further strain on RDBN taxpayers. When the transit service was established in 2017 the Province supplied the three buses required to operate the service. These buses are scheduled for replacement in 2023 / 2024 and the RDBN has not received formal confirmation that the buses will be replaced at the cost of the Provincial and / or Federal governments.

When the transit service was established in 2017 MoTI entered into written agreements with municipalities and First Nations that MoTI would build the bus stops and transit shelters and that the municipality and First Nation would be responsible for maintenance and any associated liability for the shelters. MoTI built the bus stops and transit shelters in the rural area. The RDBN has not agreed to be responsible for replacement or maintenance of any of the infrastructure on-reserve or in the rural area as these areas are outside of the service area. MoTI has indicated a desire for the RDBN to take responsibility for the infrastructure in the rural area, and operational responsibility for new on-reserve infrastructure is unclear. These issues need to be addressed.

**The Request**

The RDBN requests that the Province do the following:

- commit to maintain Provincial funding of 66.7% of operational costs for the BNTS for the life of the service;
- commit to funding future capital costs for buses, bus stops, and bus shelters for the life of the service; and
- work with the RDBN to secure adequate long-term funding to cover the cost of providing transit service for on-reserve populations and provide certainty regarding responsibility for the cost of building and maintaining infrastructure on-reserve.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Alex Eriksen, Director of Environmental Services  
**Date:** October 26, 2023  
**Subject:** **Houston and Fraser Lake Recycling Depot Storage Buildings**

---

**RECOMMENDATION:** (all/directors/majority)

That the Board approve the budget scope change with Sliptube Enterprises Ltd. to include full installation at a total estimated price of \$112,000 per storage building.

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**BACKGROUND**

The 2023 capital budget included \$125,000 and \$120,000 for the new recycling depot storage shelters at Knockholt and Fraser Lake Transfer Station respectively. Quotes for the supply and install of fabric Quonset building were received from 5 companies.

**Quotes and Cost**

All structures met the design and engineering criteria for permit approvals; however, only one company was able to manufacture the trusses and cover within the RDBN's required timeframe (supply and install in 2023). The RDBN entered into an agreement with Sliptube Enterprises Ltd. who would supply the buildings and supervise the construction for \$95,000 per project. This price was based on the RDBN subcontracting some of the labour directly (foundation preparation, construction contractor etc.) using local contractors.

Currently, the RDBN has completed the ground preparation and lock-block footing placement and both sites are ready for the structure install. The structures and covers are ready and the install is planned for the middle of November. Sliptube has had difficulties securing experienced local labour (to be subcontracted directly under the RDBN) to assist with the installation of the buildings. While there are ongoing efforts to find a suitable contractor, the window for project completion is closing fast, and Sliptube offered to utilize their own labour for efficiency. The additional cost for labour and expenses for the installation at both sites is approximately \$34,000. This will bring the total cost per building from a single vendor up to \$112,000 (\$95K + \$17K).

As per the purchasing policy, the CAO has spending authority up to \$100,000, and therefore, with the scope change on these projects, staff is seeking approval from the Board.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Alex Eriksen, Director of Environmental Services  
**Date:** October 26, 2023  
**Subject:** **Knockholt Landfill Hours of Operation**

---

**RECOMMENDATION:** (all/directors/majority)

Receive

---

### **BACKGROUND**

The Knockholt Landfill in Houston operates both the landfill and a Transfer Station and recently a Recycling Depot was added. The entire site is currently open to the public from 10am to 6pm, 7 days per week. For reference, the Clearview Landfill is open to the public from 10am to 4pm, Monday to Friday.

The Landfill portion of the site is utilized mainly by commercial haulers between Monday and Friday and rarely on the weekends. From April to September 2023, only 25 loads of garbage were scaled in over the 21 weekends.

With the introduction of a Recycling Depot at the site, and no additional weekend labour, staff will be closing the landfill to the public on weekends. This will allow the attendant to focus on the operation of the Transfer Station and Recycling Depot including public engagement.

### **NEW HOURS OF OPERATION**

Currently, the landfill is open from 10am to 6pm. Landfill Staff start their day at 8am and use the 2 hours in the morning for maintenance, special projects and landfill cover. With the new re-usable landfill mats, the landfill will be able to comply with daily cover requirements; however, time at the end of the day must be set aside for this. It is also common at the landfill to have a line up of commercial vehicles (including RDBN haul trucks) waiting at the gate in the mornings. Shifting the hours without reducing public access during the weekdays, will provide better service for haulers and allow the landfill attendants time to cover the active face each day.

Since the Landfill will be open at 9am, the site gates will also be open, thus giving the public access to the Transfer Station and Recycling Depot at that time as well. This portion of the site will remain open until 6pm.

Although there will be some adjustments to daily routines and weekend tasks, changing the hours makes good operation sense and should have a positive impact on service delivery to the public.

The below table shows the change in **public** hours. Notice that these changes will not affect the labour requirements at the site.

<b>Knockholt Proposed New Operating Hours</b>			
	<b>Current Public Hours</b>	<b>Proposed Public Hours</b>	
<b>Day</b>	<b>Landfill, TS and RD</b>	<b>Landfill</b>	<b>TS and RD</b>
Monday	10am-6pm	9am - 5pm	9am - 6pm
Tuesday	10am-6pm	9am - 5pm	9am - 6pm
Wednesday	10am-6pm	9am - 5pm	9am - 6pm
Thursday	10am-6pm	9am - 5pm	9am - 6pm
Friday	10am-6pm	9am - 5pm	9am - 6pm
Saturday	9am-6pm		9am - 6pm
Sunday	9am-6pm		9am - 6pm
<b>Labour (hours)</b>	<b>153</b>	<b>153</b>	

Staff is planning on implementing the new hours on January 1, 2024. This will allow staff ample time to inform the public and commercial haulers through various media and direct messaging. Clear signage will be placed around the site and the attendants will actively inform frequent and infrequent customers.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** October 26, 2023  
**Subject:** **RSWAC Summary - September 12 Meeting**

---

**RECOMMENDATION:** (all/directors/majority)

Receive.

---

### MEETING SUMMARY

The Regional Solid Waste Advisory Committee (RSWAC) met September 12<sup>th</sup> for their 2<sup>nd</sup> meeting of 2023. Staff presented the topics of Illegal Dumping and the RDBN's 2022/23 Waste Characterization Study. The Meeting Goals were to discuss and recommend the levels of service for waste management in the RDBN, provide comments on the Metal Salvaging Pilot Strategy, and the role of the RDBN for ICI recycling in the Region.

### Level of Service

The Committee was presented the staff report on the Level of Service to begin defining the level of service for waste diversion initiatives from the 2018 Solid Waste Management Plan (SWMP). Besides assisting with decision-making and planning, these levels of service will also become beneficial when determining the financial model of the upcoming user pay system. The level of service was defined by the following 5 categories: A – No service, B – Basic service, C – Satisfactory, D – Good and E- Excellent service. Please See Memo attached for reference.

The Committee decided that the level of service for any of the waste reduction strategies (SWMP 2018) should not be below satisfactory (Level C), however, some initiatives were at level E-Excellent. Staff will be using this discussion and the defined levels to put together Cost Estimates for the Committee. These estimates will be used to guide discussion around the adoption of the new financial model for the user pay system. These will be presented to the Board in January 2024.

### **Metal Salvage Pilot**

The second discussion item was the Metal Pilot for 2024, for which staff presented 5 options. The options were developed with the evaluation criteria and the range of levels outlined in the attached memo. After thorough discussion, the Committee voted for Option 1: to stay at the current level of service. The motion was carried with 2 in opposition. At this present time, the Committee felt that from a risk management perspective, the current system was most efficient in terms of staff capacity and recycling and that the current revenue model was the most sound when considering potential impacts of the upcoming user pay system. The Committee recommended that the Board allocate \$60,000 in the 2024 budget to improve the existing program by establishing proper segregation (barrier fences) and enforcement on waste facility sites. Staff will be preparing a memo to present to the Board in November with further updates and information so final decisions can be made prior to the 2024 budget.

### **ICI Recycling**

The final discussion of the meeting was on the Industrial, Commercial, and Institutional (I.C.I) Recycling in the RDBN, with a focus on cardboard. A staff report was presented to the Committee on the background information from pre-2014 (Recycle BC) to RDBN's current status with ICI recycling. An update was provided on the RDBN's participation on the Provincial ICI working Group and the proposed ICE pilot, which has been delayed due to the complexity of the issue and implementation of a Pilot Program to test theories.

The questions of: if and what role should municipalities play in this to support their businesses? and: if and how can RDBN funds best be utilized to support this ICI recycling initiative (level of service), were discussed. The Committee was in favour of the municipalities stepping up to support ICE cardboard recycling financially and the RDBN remaining as-is with the motion (from 2015) to not support local businesses financially with cardboard recycling and instead advocate to the provincial government to find a solution.

### **ATTACHMENTS:**

- 1) RDBN's Level of Service for Waste Management
- 2) Metal Pilot 2024
- 3) Industrial, Commercial, and Institutional (I.C.I) Recycling in the RDBN



## Regional District of Bulkley-Nechako RSWAC

**To:** Chair and Committee  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** September 12, 2023  
**Subject:** **RDBN's Level of Service for Waste Management**

---

**RECOMMENDATION:** (all/directors/majority)

Discussion.

---

### OBJECTIVE

Environmental Services staff wish to begin defining the level of service for waste diversion initiatives to assist with decision-making and planning. We can pursue each item (SWMP waste reduction strategy) at different levels of service that best fit the specific needs or wants of the RDBN. These defined levels of service will also become beneficial when determining the financial impacts of the upcoming user pay system and to understand how the steps needed to provide the service with a different funding model (ratio of tax to user fees). Defining the level of service desired for specific strategies or initiatives will help staff prioritize and allocate time and resources.

Definition: Level of service is the defined service quality for a particular activity or service area against which service performance maybe measured. (The International Infrastructure Management Manual)

Commonly used levels of service relate to quality, reliability, responsiveness, sustainability, time, accessibility, equality, and cost. These may not all relate perfectly to waste management but will help clarify the concept and build a functional scale.

### WASTE MANAGEMENT

As a regional district, the RDBN is required to generally manage the waste generated by the region as a service, in some form or fashion. Typically, an overarching governance for waste management as they are mandated by the provincial government to develop Solid Waste Management Plans unlike municipal governments who are to follow regional guidance.

The Solid Waste Management Plan, as the guidance document for the RDBN, provides itemized strategies for regional waste management goals that implies the types of initiatives that fall into that service. Technically, the Board agrees to carryout these strategies by endorsing the SWMP, but of course is subject to funding capacity.

Each strategy in the SWPM can be implemented on a continuum and so it is important to clearly define the level of service specific to a strategy or initiative. Without understanding what level of service that the RDBN is aiming for, staff could pursue a path that does not align with the Board's goals and objectives. Consider the strategy of Organics Diversion as listed in the SWMP, which has several potential models.

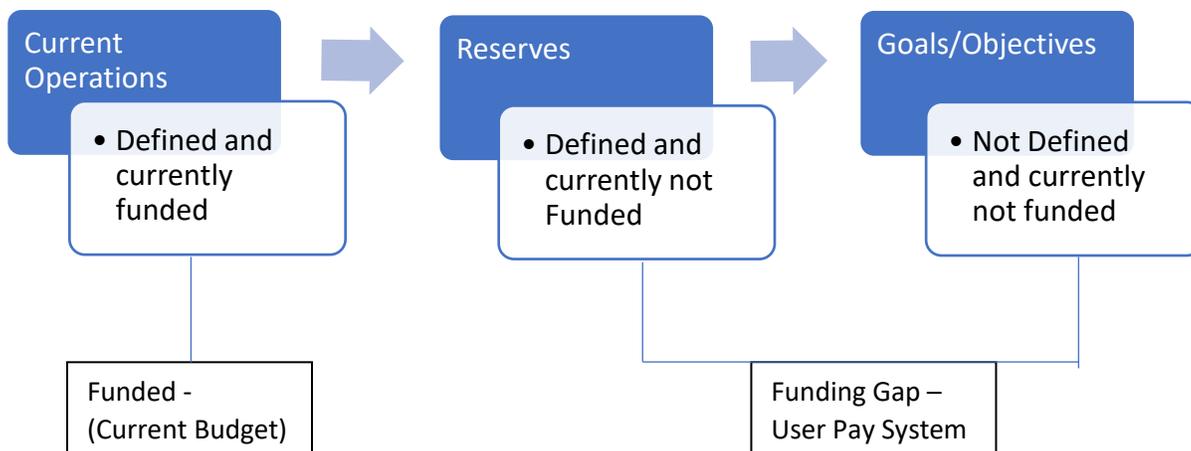
For example, options for organics could be to assist municipalities to pursue small scale composting; only assisting with guiding the project to align with the RDBN's SWMP. Or it could be to continue our current service level which is promoting backyard composting and providing small rebates on local composter purchase. Maybe the RDBN can facilitate a private operator establish a composting facility or collection business. The best approach might be to fully engaging with a region-wide composting program, with the goal of diverting all of the organics (38% of waste) from the landfill. There are countless other possible ways to increase organics diversion all requiring different funding models and staff resources.

**LEVEL OF SERVICE**

Below is an example of a progressive table showing the level of service that could be assigned to each item. Each level can be defined in more detail to suit the specific initiative, but as a starting point this will show the progression. Typically, with increased level of service, comes increased complexity, staff time and cost.

<b>A-No Service</b>	<b>No material bans, promote private businesses or municipality</b>
<b>B-Basic</b>	<b>Minimal education/promote initiative, fund some aspect of initiative, minimal to no bans, facilitate 3rd party participation</b>
<b>C-Satisfactory</b>	<b>Educate/promote, Fund/lobby for and support more diversion, facilitate 3rd party as needed</b>
<b>D-Good</b>	<b>Increased education program, support all ways to divert, fund programs and build reserves</b>
<b>E-Excellent</b>	<b>Worldclass operations relative to area, run a high level of standards, fund and support new initiatives, build reserves</b>

As mentioned above, there are costs associated with each level of service on the scale, and these must be considered carefully in relation to the existing budget, especially for new initiatives. The Funding gap refers to the required monies needed to pay for additional services (that do not currently exist) or other financial requirements (that are currently underfunded). Current operations are defined and budgeted but funds for new initiatives and appropriate reserves shall be reviewed in conjunction with the User Pay System.



The specific financials for initiatives are intentionally left out of this report as its intent is to provide a conceptual basis for determining level of service only. This will still provide staff with guidance for defining the financial impact of the user pay system.

## **DISCUSSION**

Staff would like to initiate discussion to define the level of service, evaluating the levels of service for each item on Table 1 below. After each level is defined, staff will propose the estimated cost to deliver that service at that level. The costs will be worked into the funding model and its impacts to financials will be brought to the Board to provide clarity on the funding gap in the user pay proposal.

## **ATTACHMENTS**

1. Page 4 of SWMP – Table of Contents



# Regional District of Bulkley-Nechako RSWAC

Table 1. Summary of strategies and Service Levels

	Service	Level of Service					
		A-No Service	B-Basic	C-Good	D-Better	E-Best	
<b>Reduce, Reuse, and Recycle Strategies</b>	Increase Reduction and Reuse	Current Service					<b>Funding Gap Except level C items</b>
	Expand Access to Residential Recycling .			Current Service			
	Increase Industrial Commercial Institution (ICI) Sector Recycling	Current Service					
	Increase Organics Diversion .	Current Service					
	Increase Construction and Demolition (C&D) Waste Diversion	Current Service					
	Support Expansion of Extended Producer Responsibility Programs			Current Service			
	Support Household Hazardous Waste (HHW) Diversion.		Current Service				
	Support Recycling and Diversion of Agricultural Plastics		Current Service				
	Expand Regional Education and Behaviour Change Programs	Current Service					
<b>Residual Waste Management Strategies</b>	Continue to Operate the Clearview Sub-Regional Landfill				Current Service		<b>Current Operations</b>
	Continue to Operate the Knockholt Sub-Regional Landfill				Current Service		
	Continue to Operate the Manson Creek Landfill			Current Service			
<b>Supporting Policies and Bylaws</b>	Assess Cost Recovery Through User Fees		Current Service				<b>Future Capital/Current Administration</b>
	Update Current Facility Regulation and User Fee Bylaw		Current Service				
	Implement Disposal Charges for Camp Waste and Other Industries			Current Service			
	Mitigate Illegal Dumping	Current Service					
As Complexity, Engagement, Operations, Labour increases, so does cost							

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## Regional District of Bulkley-Nechako RSWAC

**To:** Chair and Committee  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** September 12, 2023  
**Subject:** **Metal Pilot 2024**

---

**RECOMMENDATION:** (all/directors/majority)

Receipt

---

### **BACKGROUND**

In 2017, the Board enacted a metal salvage ban at RDBN waste facilities.

In the spring of 2022, staff was directed by the Board to reconsider public metal salvage and to propose, implement and evaluate a pilot salvage program at the Burns Lake Transfer station by December of that year.

In 2022 the RDBN sold approximately 5000MT of scrap metal for a total of \$315,000 in revenue.

At the April 20, 2023 Board meeting, staff provided a summary of the development and implementation process of a metal salvage program at the Burns Lake Transfer Station. The evaluation of the program components was presented as justification for not implementing the proposed plan. Following a discussion, the following motion was made:

*"That the Board direct staff to proceed with the metal salvage pilot program at the Burns Lake Transfer Station as originally outlined; and further, that the program be implemented prior to the end of the 2023 fiscal year.*

*(All/Directors/Majority) CARRIED UNANIMOUSLY*

*Staff will bring forward a reevaluated and updated plan to provide for resource allocation for a one-year pilot program in the 2024 budget."*

Direction from the CAO was given that the pilot project plan was to be finalized in 2023 with the necessary resources included in the 2024 budget to conduct the one-year pilot in 2024.

At the June 21, 2023 RSWAC meeting, a brainstorming exercise was conducted to help reimagine and develop a new strategy and plan for a Metal Salvage Pilot Project at the Burns Lake Transfer Station in 2024. It is expected that a functional metal pilot program will have a financial impact to the RDBN. For reference, a 1% increase to the Environmental Services annual operational budget is approximately \$55,000.

### **METAL SALVAGE OPTIONS**

Using ideas from the exercise, staff developed the following five (5) Options:

#### **Option 1 – Current**

- Continue to enforce the 2017 metal salvaging metal ban.
- Public Rules: no salvage. Re-usable intact items can be placed in, and taken from the re-use area
- Infrastructure: Barriers to restrict access to the metal stockpile are necessary for more effective enforcement.
- Labour: use existing site staff to help educate, instruct and monitor the public
- Procedures: the metal pile is pushed up periodically throughout the day. The stockpile will be recycled annually.
- Other: Clear signage and public media campaign
- Capital: \$10k
- Operational cost: \$0
- Revenue: \$120k (700MT mixed metal at 2023 rate)

#### **Option 2 – Open Salvage**

- Similar to the 2022 proposal which includes a drop & salvage zone, signage, functional push zone, barriers to restrict access to the stockpile and procedures for clearing the drop-zone.
- Public Rules: no hoarding, no high-grading, no mass volume salvage, no climbing.
- Infrastructure: 200m<sup>2</sup> concrete slab or 1000m<sup>2</sup> asphalt surface for the drop and push zone, moveable barriers for the main stockpile.

- Labour: use existing site staff to help educate, instruct and monitor the public
- Procedure: metal in the drop & salvage will be pushed up into the stockpile as needed using existing site equipment. The stockpile will be recycled annually.
- Other: Clear signage and public media campaign
- Capital cost: \$100k
- Operational cost: \$0
- Revenue: \$61k (600MT mixed metal at 60% of 2023 rate)

### **Option 3 – Manual Sorting with Additional staff**

- Build on option 2, includes an additional full-time staff member, manual sorting, drop & salvage zone, signage, functional push zone, barriers to restrict access to the stockpile and procedures for clearing the drop-zone.
- Public Rules: no hoarding, no high-grading, no mass volume salvage, no climbing.
- Infrastructure: 200m<sup>2</sup> concrete slab or 1000m<sup>2</sup> asphalt surface for the drop and push zone, moveable barriers for the main stockpile.
- Labour: use new full-time attendant during all site hours (66hrs/week) to help educate, instruct and monitor (detailed data collection for the pilot) the public.
- Procedure: The attendant would manually separate re-usable metal items or building materials from the drop zone, and time permitted, separate re-usable wood for salvage as well. The attendant would also engage and instruct each individual customer. Metal in the drop & salvage will be pushed up into the stockpile as needed using existing site equipment. The stockpile will be recycled annually.
- Other: Clear signage and public media campaign
- Capital cost: \$100k
- Operational cost: \$120k per year (site attendant)
- Revenue: \$51k (600MT mixed metal at 50% of 2023 rate)

### **Option 4 – “Red” Metal Recovery**

- Builds on option 3, includes a additional full-time staffing, manual sorting, collection of “Red” metals, drop & salvage zone, signage, functional push zone, barriers to restrict access to the stockpile and procedures for clearing the drop-zone.

- Public Rules: no hoarding, no high-grading, no mass volume salvage, no climbing.
- Infrastructure: 200m<sup>2</sup> concrete slab or 1000m<sup>2</sup> asphalt surface for the drop and push zone, moveable barriers for the main stockpile. Bins and secure storage for “Red” metals.
- Labour: use new full-time attendant during all site hours (66hrs/week) to help educate, instruct and monitor (detailed data collection for the pilot) the public. Additional labour for the transport of “Red” metals to recycler.
- Procedure: The attendant would manually separate re-usable metal items or building materials from the drop zone. Time permitted, the attendant separate re-usable wood for salvage as well. The attendant would also engage and instruct each individual customer. Valuable “red” metals (copper, brass, bronze) would be collected by the attendant, securely stored and periodically recycled. Metal in the drop & salvage will be pushed up into the stockpile as needed using existing site equipment. The remaining stockpile will be recycled annually.
- Other: Clear signage and public media campaign
- Capital cost: \$150k (\$120k for site attendant and \$30k for transport cost)
- Operational cost: \$150k per year
- Revenue: \$158k (35MT Red Metals = \$100k at 2023 rate and 565MT = \$58K at 60% of 2023 rate )

### **Option 5 – Sell Metal to the Public**

- Builds on option 4, includes an additional full-time staffing, the sale of salvaged metal, manual sorting, collection of “Red” metals, drop & salvage zone, signage, functional push zone, barriers to restrict access to the stockpile and procedures for clearing the drop-zone.
- Public Rules: select metal materials taken from site will be purchased, no hoarding, no high-grading, no mass volume salvage, no climbing.
- Infrastructure: 200m<sup>2</sup> concrete slab or 1000m<sup>2</sup> asphalt surface for the drop and push zone, moveable barriers for the main stockpile. Bins and secure storage for “Red” metals. Racks for sale metals. Scales, shelter and tables for sale of metals.
- Labour: use new full-time attendant during all site hours (66hrs/week) to facilitate the sale of metal, help educate, instruct and monitor (detailed data collection for the pilot) the public. Additional labour for the transport of “Red”

metals to recycler. Additional administrative labour will be required to manage the financial and operational aspect of the retail system.

- Procedure: The attendant would manually separate re-usable metal items or building materials from the drop zone. Metals for sale would be placed in a separate area. The attendant would operate the scales. The attendant would also engage and instruct each individual customer. Valuable “red” metals (copper, brass, bronze) would be collected by the attendant, securely stored and periodically recycled. Metal in the drop & salvage will be pushed up into the stockpile as needed using existing site equipment. The remaining stockpile will be recycled annually.
- Other: Clear signage and public media campaign. Point-of-sale equipment, subscriptions and management.
- Capital cost: \$250k
- Operational cost: \$175k per year
- Revenue: \$182k (35MT Red Metals = \$100k at 2023 rate and 400MT = \$41K at 60% of 2023 rate and 165MT at \$0.25/kg = \$41k)

## **EVALUATION AND DISCUSSION**

Staff developed evaluation criteria to help assess the success of the original program. Below are the criteria with slight modification to allow them to be more broadly applied to the above options.

- 1) Public Perception: Will the public use and value the ability to salvage re-usable metal items?
- 2) Safety: Will the program providing a safe place and procedure for the public to drop-off and salvage metal items and for staff to manage the program?
- 3) Site operations: Will the new infrastructure negatively impact site operations or obstruct other areas of the site?
- 4) Enforcement: Will new rules and procedures associated with the program be followed by the public with minimal conflict, causing a higher level of enforcement?
- 5) Staff Capacity: Will current site and management staff be utilizing excessive time managing the program properly, educating the public, dealing with conflict, or adjusting existing operational procedures to accommodate?

In addition to the above criteria, it is helpful to consider the above 5 options in terms of “Level of Service” as discussed in the previous agenda item. The five levels of service are: no service, Basic, Satisfactory, Good, Excellent. Currently, the RDBN has

basic to satisfactory level of service with the existing re-use bay program. When considering the financial impacts of each option, it is important to remember that if successful, there would be a similar cost associated with implementation at the other seven (7) sites in order to provide equitable access region-wide, a preliminary estimate of the cost to implement region-wide is approximately six (6) times the cost of the chosen option for the Burns Lake pilot, as summarized in the below table.

<b>Estimated Cost for Region-wide Implementation</b>				
<b>Proposed</b>	<b>One-time Capital</b>	<b>Annual</b>		
		<b>Operational</b>	<b>Revenue</b>	<b>Net</b>
Option 1	\$60,000	\$0	\$720,000	\$720,000
Option 2	\$600,000	\$0	\$366,000	\$366,000
Option 3	\$600,000	\$720,000	\$306,000	-\$414,000
Option 4	\$900,000	\$900,000	\$948,000	\$48,000
Option 5	\$1,500,000	\$1,050,000	\$1,092,000	\$42,000

Review and discuss.

## **ATTACHMENTS**

1. Board Memo: Update: Metal Salvage – Pilot Program for Burns Lake Transfer Station April 20, 2023



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** April 20, 2023  
**Subject:** Update: Metal Salvage – Pilot Program for Burns Lake Transfer Station

---

### **RECOMMENDATION:**

**(all/directors/majority)**

That the Board direct staff not to proceed with further metal salvaging programs and maintain the metal salvage ban at all sites within the Regional District.

---

### **BACKGROUND**

Metal salvage has a history at the RDBN and was banned in 2017 for public safety, to minimize conflict, and to maximize revenue.

In March 2022 Staff presented several strategies for increasing re-use options at the Transfer Stations and one option included revisiting a salvage mechanism for metal for re-use and repair.

At the June 16, 2022 Waste Management Committee meeting, and the subsequent June 30, 2022 Board meeting, the Board approved the concept for a metal salvage pilot program, and staff was directed to implement and provide an evaluation of the program at the end of 2022.

### **REVENUE UPDATE**

The RDBN currently and historically outsources metal recycling to the highest bidder in a given year. Revenue from metal recycling fluctuates greatly from year-to-year as it is dependant on the commodity market at the time of bid.

In mid March 2023, the annual metal recycling contract was awarded to Schnitzer Steel who will purchase the RDBN's metal piles with the understanding that the piles have not been salvaged by the public or any other parties. This equals approximately \$410,000 of revenue for the RDBN in 2023 based on the estimated tonnes of metal currently stockpiled. 3 bids in total were received.

Staff reached out to Schnitzer Steel and Richmond Steel (2 of the bidders), both very experienced recycling companies within BC, to adjust their submitted quotes for the hypothetical scenario that our metal piles were openly salvaged by the public. Schnitzer

estimated a “40% or more” reduction in value and Richmond Steel’s response was “30% to 50%” reduction in value.

With respect to the 2023 recycling contract, a 40% reduction in value would equal a loss of about \$164,000 in revenue. A 40% reduction of the 2022 metal recycling revenue (\$314,000) would have equaled a \$125,000 loss of revenue.

There is clearly a financial benefit to keeping the metal salvage ban in place.

## **PILOT PROGRAM UPDATE**

In July 2022, management staff discussed options with site staff for feedback and formally met with the staff at the Burns Lake Transfer Station as this would be the host site. Staff also monitored the flow and habits of the public in and around the metal pile. The concept was also discussed with various site users, gathering more pros and cons of having the program running on site for the public. The feedback was taken into consideration and after several adjustments to the original concept, a final plan was completed in August 2022.

### **Evaluation**

Testing the procedure began in late August 2022. The following evaluation parameters for the pilot project are addressed:

- 1) Public Perception: Does the public use and value the ability to salvage re-usable metal items?
  - Staff assumes yes, however little information is available
- 2) Safety: Is the program providing a safe place and procedure for the public to drop-off and salvage metal items and for staff to manage the program?
  - It was observed that if the drop/salvage area fills up too fast, people tend to climb on the material posing a risk.
- 3) Site operations: Are the new zones interfering with site operations or obstructing other areas of the site?
  - Testing the procedure promptly identified a significant obstacle to operations at the designated area. A large area with soft soils under and around the metal pile was identified which would make the proposed procedure for clearing the salvage area a challenge. In dry conditions there was some success, but wet condition was not possible. Winter conditions were predicted to be a challenge due to slippery ground surfaces. The purpose of the program was to allow deposited metal at the salvage area to accumulate and be accessible for enough time for residents to salvage. The quantity of metal that was determined reasonable to allow for salvaging was not manageable for the site equipment, as it was too heavy and too far to push to the metal pile, while avoiding the softest areas. The

procedure also resulted in excessive soils being pushed into the metal pile which, in turn created more soil issues as the machine churned and removed dirt. The current site layout limited alternate locations without significant site re-design and capital funding.

- 4) Enforcement: Are the rules and procedures of the program being followed by the public with minimal conflict?
  - Not enough information
  
- 5) Staff Capacity: Is site and management staff utilizing excessive time managing the program properly, educating the public, dealing with conflict, or adjusting existing operational procedures to accommodate?
  - If the program were to proceed as designed, current staff would utilize too much time managing the physical operation, including landscaping and corrective measures.
  - There is not enough information to determine how much staff time would be required to accommodate and educate the public.

### Discussion

The general outcome of the evaluation was that the site layout, current staffing level and required infrastructure needed to properly accommodate this pilot program was far beyond the original scope and the pilot project needed to be re-evaluated.

Staff expects that the other RDBN Transfer Stations would face similar challenges with poor ground conditions and that only asphalt or concrete surfaces would be suitable for drop/push zones. This would be even more true for the busiest sites (Vanderhoof and Smithers) where metal would accumulate faster, thus impacting site staff capacity to a higher degree.

Historically, the RDBN's transfer stations were mainly set up and used for the public to drop off waste only. Over time, more waste diversion and recycling programs have been established on the sites allowing the public to safely browse the re-use shed and bays. Since 2021, both the recycling and transfer station attendants have been actively moving re-usable metal items from the metal pile to the re-use bays that is in good condition, highly sought after or has other known re-use value. This has continued to prove itself successful.

Enforcement is another issue that was discussed at length with site staff. Their concern was the amount of time expected to be used to prevent residents from accessing the main metal pile which poses a safety hazard. History has proven that this happens even during a "salvage ban" and enforcing the specific salvage area would likely result in conflict with the public.

**CLOSURE**

In recognizing the financial benefit of the salvage ban, the operational challenges observed at the Burns Lake Transfer Station and expecting the same results at other sites, Staff would like to conclude this pilot project and rescind the March 17, 2022 motion. Even though the program fits with the RDBN's goals for increasing re-use, this approach will over-utilize valuable staff capacity with little return and probable conflict. Staff would like to continue to focus on improving the "re-usable metal items" program which is proving successful and has potential to grow with more public education.

**Attachments:**

1. MEMORANDUM - RDBN Salvage and RE-use Programs - March 17, 2022
2. MEMORANDUM - Reusable Metal Salvage – Pilot Program for Burns Lake Transfer Station – June 16, 2022



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## Regional District of Bulkley-Nechako RSWAC

**To:** Chair and Committee  
**From:** Janette Derksen, Waste Diversion Supervisor  
**Date:** September 12, 2023  
**Subject:** **Industrial, Commercial, and Institutional (I.C.I) Recycling in the RDBN**

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**RECOMMENDATION:** (all/directors/majority)

Receive and discuss

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The purpose of this memo is to bring discussion back to the topic of the RDBN's service level for I.C.I recycling in the RDBN. Currently, there are many challenges that our member municipality's businesses are facing with cardboard recycling. Some of the most common challenges are: lack of recycling options, cost effective options for small to medium business, economic pressure and lack of willing participants. The RDBN has not funded recycling services for this material since 2016 except for a few years of Mixed paper recycling (2018). All funding of ICI recycling has been the sole responsibility of the businesses themselves. Expanding recycling for the commercial sector is one of the waste reduction strategies in the Solid Waste Management Plan (SWMP), therefore staff would like to investigate both short term and long term solutions to tackle these issues.

### BACKGROUND

Pre-2014 – funding was provided to recycling groups assisting with recycling programs for the region with very few conditions.

2014 – Recycle BC (Formally known as MMBC) adopted the new Residential Recycling EPR program in BC. Only Smithers and Burns Lake signs on depots and the Town of Smithers and Village of Telkwa Signed on curbside collection.

2015 – RDBN expanded funding to support community recycling groups that were not hosting the Recycle BC program. RDBN Board decision to support a Ban on Corrugated Cardboard.

2016 – RDBN initiated the Cardboard ban July 1<sup>st</sup>.

2018 – SWMP was adopted, and two Recycle BC depots were opened under the RDBN service at the Smithers/Telkwa and Vanderhoof Transfer Stations.

2019 – The baling facility in Smithers was lost in a structural fire. This impacted many businesses, depots, and municipalities as well as the Knockholt Landfill (cardboard ban was

temporarily lifted in the western part of the region to accommodate). Considerations for RDBN operated consolidation centers were set aside in favour of allowing private businesses to step forward. Two more Recycle BC depots were opened under the RDBN services at the Burns Lake and Fort St. James Transfer Stations.

2020 - Conversations were held with the Ministry of Environment requesting action on ICI recycling in the rural north, including ICI inclusion into the current EPR incentive program. The RDBN offered to become a pilot site to allow for data collection and program understanding. At the 2020 UBCM conference, a resolution was passed to lobby the province to treat all cardboard in the province equally, as follows:

**Cardboard Recycling**

**Regional District of Bulkley-Nechako**

**WHEREAS** cardboard is cardboard;

**AND WHEREAS** all cardboard in the Province of BC should be treated equally;

**THEREFORE BE IT RESOLVED** that UBCM request that the Province of BC immediately incorporate all cardboard into the existing Extended Producer Responsibility Program operated by Recycle BC.

2021 – The cardboard ban was reinstated which forced private business's to step forward and a baling facility in Telkwa was opened. Two Recycle BC Satellite depots were opened up at the Southside and Granisle Transfer Stations to collect Cardboard. The RDBN joined the Northern Waste Forum which supported letters to the Minister from other RD's and lobbied the Minister himself at UBCM meetings, calling for action on the issue.

2022 - Lobbied the Minister at the UBCM meetings, calling for action on the issue. Baling facility in Telkwa moved to Wit'set as there was a better facility and partnership with First Nations. MOECC issued a 5-year plan stating that ICI recycling will be considered.

2023 - RDBN was chosen to sit on the MOECC steering committee for ICI Print Paper and Packaging Recycling Pilot. Recently, RDBN has been engaging with the ministry on whether the RD would be suitable for the pilot that has been presented.

**THE RDBN BAN ON OLD CORRUGATED CARDBOARD (OCC)**

After numerous conversations in 2015 around the low participation by RDBN member municipalities with Recycle BC's 2014 onboarding event for residential PPP recycling, the RDBN began investigating options to divert waste from the landfill. Staff's recommendations to place a ban on all Corrugated Cardboard generated from residential, and commercial sectors, was intended to:

1. Minimize the amount of garbage landfilled in the RDBN.

2. Assist in developing the demand for cardboard recycling across the region and thereby help facilitate the potential for new “green” business opportunities. (July 23, 2015 Memo – Region Wide Cardboard Ban)

The ban was also an incentive for residents and businesses in the RDBN, to choose to recycle and not landfill this material as emerging cardboard initiatives were, at that time, beginning to stagnate. With the cardboard ban motion, the Board requested that the RDBN work to ensure that, at minimum, drop off cardboard recycling options were available for residential customers, this is reflected in the timeline above. Furthering that motion, the board stated that the ICI sector will be responsible for its own cardboard recycling service with local collectors and recycling providers implying that the RDBN will not be funding ICI OCC recycling.

### **CURRENT STATUS OF ICI RECYCLING**

Currently, many businesses must rent bins and pay for collection services, often at great expense due to the distance to receiving facilities (Smithers and Prince George). Aside from cost, there are also barriers to accessing collection services including lack of space for a bin, low volumes, and no options to share. It is assumed that many small businesses utilize the RDBN’s residential recycling depots without being discovered and many more hide their cardboard in their regular garbage. The status of ICI recycling is bleak in our region. Although the province may implement some sort of EPR program for the commercial sector within 5 years, business are currently struggling to do the right thing and will continue to do so without assistance. Local businesses have reached out to the RDBN and possibly the local councils on the matter and have asked for the cardboard ban to be lifted or create collection service to be charged to their taxes. Lifting the cardboard ban goes against the SWMP goals and is not an option. Taxing businesses for a collection service would divert OCC from the waste stream in a more convenient way, however at a high cost.

### **DISCUSSION**

With the RDBN pursuing a user pay system in the next few years, an important diversion principle has been brought forward: when introducing fees on waste or disposal bans on recyclables, one should provide equal opportunity to recycle that material for free or lower cost. This principle was only applied to residential waste in 2016 and not the ICI sectors. Considering this principal, it is fair to ask if there are currently enough options available for everyone, residential and ICI, in the region to properly incentivize diversion of cardboard and other materials? It is important to note that the RDBN is not the only district that has implemented a material ban without providing recycling options. It is also important to note that this issue is predominantly a problem in rural areas.

### **Examples**

Currently, the District of Vanderhoof, has lost a small but integral part of their 'commercial' sectors cardboard recycling. A Local not-for-profit group, Conexus has chosen to close its services. They provided door to door collection services for small businesses and some residential folks for a fee. Prior to their closing, the community suffered from ineffective recycling of this material anyways, but this was a small service with a big impact. Small "mom and pop" shops are now left managing their recycling with no place to turn.

The privately owned Fort St. James Co-op Recycling Service currently operates similar to the Conexus model and is an asset to the community.

### **Questions**

What is the level of service that the RDBN is able/willing to provide? (no service, basic, satisfactory, good, excellent)

What role should municipalities play in supporting their businesses?

How can funds best be utilized to support OCC recycling?

Temporary or permanent?

New ideas?

### **ATTACHMENTS**

None



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Wendy Wainwright, Deputy Director of Corporate Services  
**Date:** October 26, 2023  
**Subject:** **Committee Meeting Recommendations – October 12, 2023**

---

**RECOMMENDATION:** (all/directors/majority)

Recommendation 1 and 2 as written.

---

### **BACKGROUND**

The following are the recommendations from the October 12, 2023 Committee Meetings for the Regional Board's consideration and approval.

#### **Committee of the Whole – October 12, 2023**

##### **Recommendation 1:**

**Re: Letter of Support Request – District of Houston**

“That the Board approve the District of Houston's request for a Letter of Support for a Rural Economic Development Infrastructure Program application for the Bymac Park and Campground Revitalization project.”

##### **Recommendation 2:**

**Re: Letter of Support Request – Town of Smithers**

“That the Board approve the Town of Smithers request for a Letter of Support for a BC Active Transportation Grant application for the Smithers Cycle 16 Connector Trail project.”

**ATTACHMENTS:** None



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** October 26, 2023  
**Subject:** **Canada's Rural and Remote Broadband Community Conference - Kelowna, BC - November 2-3, 2023**

---

**RECOMMENDATION:** **(all/directors/majority)**

That Director Riis-Christianson be authorized to attend Canada's Rural and Remote Broadband Community Conference in Kelowna, BC on November 2-3, 2023.

---

**BACKGROUND**

Director Riis-Christianson is seeking authorization to attend Canada's Rural and Remote Broadband Community Conference in Kelowna, BC on November 2-3, 2023 as Chair of the RDBN Connectivity Committee.

Conference details can be found here [Western Conference 2023 | Canada's Rural & Remote Broadb \(crrbc.ca\)](https://www.westernconference2023.ca/)

**ATTACHMENTS:**

None



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** October 26, 2023  
**Subject:** **Associate Insurance Member Burns Lake & District Rebroadcasting Society**

---

**RECOMMENDATION:** **(all/directors/majority)**

That the Board approve the Municipal Insurance Association Service Provider Agreement between the Regional District of Bulkley-Nechako and the Burns Lake & District Rebroadcasting Society.

---

**BACKGROUND**

Many of the smaller societies that provide services with the regional district where the regional district provides the majority of the operating funds, have been approved by the board to become associate members under the regional district's liability insurance with the Municipal Insurance Association. The current associate members are listed on the attached membership certificate.

The primary risk of allowing associate members is that the regional district will be required to pay the deductible for any successful claim. If a successful claim is made, the established regional district service which provides the society's funding will be required to pay the amount of the deductible.

The Rebroadcasting Society has low liability risk as it provides its service remotely and an associate membership is a good fit for both the society and the regional district financially.

**Attachments:** **MIA Provider Agreement**  
**Request Letter from Burns Lake & District Rebroadcasting Society**  
**MIA Membership Certificate**



MUNICIPAL INSURANCE ASSOCIATION  
OF BRITISH COLUMBIA

## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 26 day of October, 2023 by and in between the Regional District of Bulkley-Nechako (the “Local Government”) and Burns Lake & District Rebroadcasting Society (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- TV and Radio Rebroadcasting Services in the Lakes District
- The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- The term of the Agreement is perpetual commencing the 1st day of January 2024 .

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF *THE REGIONAL DISTRICT OF BULKLEY-NECHAKO***

**ON BEHALF OF *BURNS LAKE & DISTRICT REBROADCASTING SOCIETY***

Name:

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Title:

---

Signature:

---

Date:

---

Name:

---

Title:

---

Signature:

---

Date:

---

Box 784  
Burns Lake, BC  
V0J 1E0

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

To whom it may concern:

Re: Nonprofit Society Directors Liability Insurance

The Directors of the Burns Lake & District Rebroadcasting Society would be interested to know if there is Directors Liability Insurance available from or through the Regional District of Bulkley Nechako.

This Society is funded by tax payers through the Regional District, is a completely nonprofit organization. Its transmissions of TV and Radio signals are available at no cost to anyone in Burns Lake and the Lakes District who is able to access signals from the Society's transmit sites on Boer Mountain and Verdun Mountain.

The Society currently transmits 8 TV stations - CBC Vancouver, Global Vancouver, PBS Seattle, CTV Vancouver, Knowledge Network, APTN, CHEK TV Victoria and CKPG Prince George. It also transmits 3 FM Radio stations - CBC Radio 2 from Boer, CBC Radio 1 from Verdun and CJFW Terrace Country Radio from Verdun.

The Society currently has five volunteer Directors who do what they can to maintain these services for the community.

A qualified TV transmission technician, Al Ewanchuk has been contracted by the Society for many years to assist with technical repairs and upgrades. This has been very helpful in ensuring compliance with all transmission standards and regulations.

The Directors would very much like to have a Directors Liability Insurance if it is available and hope that it might even help in finding new volunteer directors for the Society.

Sincerely,



Doug Campbell  
Volunteer Secretary/Treasurer  
Burns Lake & District Rebroadcasting Society



Notwithstanding any requirement, term or condition of any agreement, whether oral or in writing, or the requirement of any document, with respect to which this certificate is issued or may pertain, the insurance evidenced by this certificate is subject to all terms and exclusions and conditions of the Liability Protection Agreement.

7) Cluculz Lake Volunteer Fire Department : with respect to the provision of emergency services as set out in the Cluculz Lake Rural Fire Protection Agreement dated July 23, 2020. This certificate perpetual, subject to renewal.	Limit: \$5,000,000 From: 2021.01.28 To: 2023.12.31
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**ADDITIONAL INSUREDS**

Coverage for the following Additional Insureds is solely for the vicarious liability of the Additional Insured arising from damages caused by the Subscriber and does not extend to any direct liability of the Additional Insured.

8) His Majesty the King in Right of the Province of British Columbia, His employees, servants and agents : with respect to all Land Act Tenures.	Limit: \$2,000,000 From: 2009.01.01 To: 2023.12.31
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9) His Majesty the King and Land and Water British Columbia Inc. : with respect to file 7406922 for use and occupancy of Provincial Lands as described in the licence.	Limit: \$2,000,000 From: 2009.01.01 To: 2023.12.31
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10) The Regional District of Fraser-Fort George : with respect to the Named Subscribers participation in the 9-1-1 Service Agreement wherein the RDFFG provides a 9-1-1 emergency telephone service consisting of 9-1-1 call answer, fire/rescue dispatch, computer aided dispatch, records management and supporting GIS. This certificate is in effect until December 31, 2017, subject to renewal.	Limit: \$10,000,000 From: 2015.06.03 To: 2023.12.31
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11) Encorp Pacific Canada and Electronic Products Recycling Association : with respect to the End-of-Life Electronics Agreement. Subject to renewal.	Limit: \$2,000,000 From: 2019.05.22 To: 2023.12.31
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12) Recycle BC	Limit: \$2,000,000 From: 2019.05.23 To: 2023.12.31
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13) District of Fort St. James : with respect to the Agreement to store items on District premises	Limit: \$1,000,000 From: 2019.08.16 To: 2023.12.31
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In witness whereof, this Certificate has been executed this October 17, 2023 by the Municipal Insurance Association of British Columbia in Vancouver, B.C.



\_\_\_\_\_  
Attorney-in-fact



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** October 26, 2023  
**Subject:** **Northern Development – Northern Healthy Communities Fund  
RDBN Application for Regional Housing Capacity Initiative**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board supports the Regional District of Bulkley Nechako's application to Northern Development Initiative Trust – Northern Healthy Communities Fund Capacity Program for the Regional Housing Capacity Initiative.

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### **BACKGROUND**

Staff has prepared an application to Northern Development Initiative Trust's Northern Healthy Communities Fund – Capacity Program for the Regional Housing Capacity Initiative. This program was approved by the Board in June of 2023 with a budget of \$400,000. This application would offset the contribution from the Growing Communities Fund.

The Regional Housing Capacity Initiative will support the RDBN's member municipalities in meeting the region's housing challenges in a coordinated and proactive manner. As presented in the report of June 22, 2023, new single family housing is increasing at a greater rate in rural areas than it is in municipalities, and higher density housing including non-market housing is not being adequately developed anywhere in the region. This situation is not sustainable. The challenge regionally is to facilitate increased residential subdivision and housing development within municipal boundaries for the benefit of all residents.

This application is asking for \$100,000 a year for three years to fund the wages and expenses for a Housing Planner on a 3-year term. This planner will work exclusively on housing capacity related initiatives. This planner will establish a regional housing working group; work on partnerships for housing needs assessments; facilitate the creation of non-profit societies to work on housing projects; support the planning and development of housing projects; collaborate with municipal or senior government to identify and acquire land that could be used to support development goals; and review plans, bylaws, and development approval procedures in partnership with municipalities.

A resolution from the Board is necessary for NDIT to consider the application. NDIT also requires resolutions of support from member municipalities, requests for which will be sent out upon approval of this report. The application deadline is October 31<sup>st</sup>, with approval decisions expected later in the year.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** October 26, 2023  
**Subject:** **Letter of Support - Nechako Environment and Water Stewardship Society**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board approve the Nechako Environment and Water Stewardship Society's (NEWSS) request for a letter of support for their application to the Nechako Environmental Enhancement Fund (NEEF) for \$300,000 over 3 years to install Beaver Dam Analogs (BDAs) on streams within the Nechako Valley agricultural community.

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**BACKGROUND**

Please see the attached letter for available details.

**ATTACHMENTS:**

Letter dated October 18, 2023 from the NEWSS.



October 18, 2023

Dear NEWSS supporter,

NEWSS is applying to the Nechako Environmental Enhancement Fund (NEEF) for \$300,000 over 3 years to install Beaver Dam Analogs (BDAs) on streams within the Nechako Valley agricultural community. The **vision** of NEWSS is to act in an advisory capacity for both landowners and government, to serve as a vehicle for the delivery of incentives and investments in to the Nechako watershed and to act as a trust that continually works to inspire people, landowners and industry to demonstrate high quality land and water stewardship.

In this regard and after two years of drought we see a need and an opportunity to strengthen our relationship with the farming and ranching community by creating a mosaic of wetland corridors throughout the agricultural belt along multiple streams that work towards the recovery of the salmon population while providing water in these streams that help agriculture and those needs.

NEWSS will create an agreement with landowners that creates the opportunity to build BDA's within their land and in places that do not hinder their farming operation. Where required, BDA's will include pond levelers to control pond height and where needed all ponds will be fenced in a manner that allows livestock watering but not hinder the desired growth of deciduous species that will eventually be beaver food.

NEWSS would appreciate a letter of support for our application to NEEF for this project. Letters of support from organizations like yours help to demonstrate the positive impact watershed restoration has on the entire community.

Our application for this project is due November 1, 2023. If possible, we would appreciate a response on or before October 27<sup>th</sup>. We understand this is a tight timeframe and have attached a template as a starting point. Thank you for your consideration and support.

Kind Regards,

Wayne Salewski



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** October 26, 2023  
**Subject:** **Canada Community-Building Fund BC - Areas B and E  
Village of Burns Lake - Tom Forsythe Memorial Arena**

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**RECOMMENDATION:** **(all/directors/majority)**

- 1) That the Board authorize contributing up to \$100,000 of Electoral Area B (Burns Lake Rural) and \$25,000 of Electoral Area E (Francois/Ootsa Lake Rural) Canada Community-Building Fund BC allocation monies to the Village of Burns Lake for a Recreation Infrastructure project at the Tom Forsythe Memorial Arena, and further,

**(participants/weighted/majority)**

- 2) That the Board authorize the withdrawal of up to \$125,000 from the Federal Gas Tax Reserve Fund.
- 

### **BACKGROUND**

At the end of August, it was determined that the Tom Forsythe Memorial arena chiller had suffered a critical failure. The plant was shut down due to a freon refrigerant leak inside the chiller. It is suspected that an internal defect was the cause of this failure.

Village staff have received approval to move forward with an upgraded plate-and-frame style chiller. This option will have a significantly longer expected lifespan and increase redundancy by replacing one large unit with two smaller ones so that future service issues can be attended to without loss of arena functionality. The total project budget is \$265,000.

Contractors are expected on site in Mid-November to begin the work of removing the old chiller and preparing for the new one. The new chiller is expected to arrive in early December, and installation will begin. The target for the arena ice to be ready for public use is early in January. Curling ice is projected to be ready for use by the end of January.

The available Canada Community Building Fund allocation in Area B is \$594,145.

The available Canada Community Building Fund allocation in Area E is \$473,025.

Directors Riis-Christianson and Lambert are supportive of the request.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Hart, Economic Development Assistant  
**Date:** October 26, 2023  
**Subject:** **Northern Development Initiative Trust  
Business Façade Improvement Program Application**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board supports the application to Northern Development Initiative Trust (NDIT) for a grant of up to \$10,000 for the Business Façade Improvement Program from the Prince George and Northwest Regional Accounts.

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

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**BACKGROUND**

The RDBN is submitting a funding application to Northern Development Initiative Trust's Building Façade Improvement Program. In 2023, this fund was not available in the Northwest RAC. In 2024, it is again open to all regions. This program provides grants to appropriately-zoned businesses in RDBN Electoral Areas to make visual improvements to their storefronts. A resolution from the Board is necessary to make the application.

The Business Façade Improvement Program has been offered in the RDBN for four years and promotes economic development by encouraging private sector investment in façade improvements. The business owner provides 50% of their own funding, and the NDIT grant provides the remaining 50% up to a maximum of \$5,000 for each façade. The grants are awarded to eligible applicants on a first-come, first-served basis. The awarding and administration of the grant funding is the responsibility of the RDBN.

Staff are recommending an application for up to \$10,000 for 2024.

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

**ATTACHMENTS:**

2024 Draft RDBN Business Façade Improvement Program Application Guidelines



# **Business Façade Improvement Program 2024 Guidelines**



**NORTHERN**  
DEVELOPMENT

## Program Purpose and Goal

The Business Façade Improvement Program provides grant funding to business and property owners to improve retail and building frontages.

Eligible businesses are able to receive a 50% reimbursement up to a maximum of \$5,000 to complete exterior improvements such as building façades, signage, murals, architectural features, siding, lighting and awnings.

The goal of this program is to provide an incentive to business owners to improve the look and feel of their business frontages. Vibrant commercial areas have the potential to attract new customers, clients, visitors and potential investors. The Regional District of Bulkley-Nechako (RDBN) is pleased to deliver this program with funding provided by Northern Development.

## The Program

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The Regional District of Bulkley-Nechako will provide up to a maximum 50% reimbursement grant up to a maximum of \$5,000 per project/building to improve the facades of commercial buildings.

Each building is eligible for an annual grant to a maximum of \$5,000. Each year a building may access the Business Façade Improvement program for new/incremental façade improvements.

Projects must have a minimum total cost of \$2,500

Application deadline is Wednesday, July 31, 2024.

## Eligible Properties

- Appropriately zoned properties (please contact the RDBN if you have any questions about zoning);
- Must have an operating business on the property; and
- Must be within RDBN boundaries, but outside the boundaries of a municipality.

## Eligible Applicants

- Property owners or business owners (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant);
- Non-profit Societies occupying commercial locations; and
- Home based businesses without a commercial storefront (eligible for wayfinding signage only).

## Eligibility Requirements

- All property taxes pertaining to the property are fully paid and current;
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and

### Ineligible Applicants

- Residential homes located in the commercial area are not eligible;
- Government owned buildings (even if they have business tenants);
- Properties outside the specified area (as defined in the community's program guidelines);
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening); and
- Apartment buildings.

### Eligible Façade Improvements

Eligible improvements may consist of, but are not limited to:

- Exterior lighting (new but not replacement);
- Exterior architectural features;
- Exterior surfaces and details (decorative details, moldings, trims etc.);
- Windows (only if part of larger enhancements, no stand-alone window replacement);
- New siding;
- Façade painting;
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement);
- Awnings;
- Signage (affixed on building);
- Wayfinding signage (sign located on the business property i.e. at the bottom of a driveway);
  - Wayfinding signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations.
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only; and
- Patios (please contact RDBN to discuss eligible patio projects).

### Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance;
- Structural repairs;
- Roofs or patios;
- Non-permanent fixtures (benches, planters, patio heaters etc.);
- Landscaping;
- Paving;
- Fencing;
- Interior improvements;
- Any improvements not visible from the public right of way; and
- Any improvements that have been started prior to application approval.

### Eligible Costs/ Expenses

- Direct project labor costs;
- Design, architectural or engineering fees (related to facade only);
- Contractor fees;
- Rental of tools and equipment;
- Project related materials and supplies;
- PST; and
- Shipping/freight.

### Ineligible Costs/ Expenses

- Staff wages and/or benefits;
- Purchase of construction tools or equipment;
- Utilities (hydro, gas etc.);
- GST (must be excluded from calculations);
- Duties;
- Permit fees;
- Expenses related to improvement to the building façade not visible from the public right of way; and
- Façade improvements expenses started prior to application approval.

### Design Guidelines

In order to be eligible for this grant, the applicant must submit designs and costing for the project.

Grants for projects meeting eligibility requirements will be awarded on a first come, first eligible basis.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.

Building, sign, and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Façade Improvement Program and should be applied for prior to, or concurrently with, application for this program.

### Business Façade Application and Project Approval Process

- 1) Complete project applications are to be submitted to the RDBN no later than **July 31, 2024**.
- 2) Completed applications can be submitted by e-mail to [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca) or can be mailed or dropped off at the RDBN office in Burns Lake.  
(PO Box 820, 37 3<sup>rd</sup> Avenue, Burns Lake, BC V0J 1E0)
- 3) Applications will be reviewed and evaluated by RDBN staff to ensure projects meet the program eligibility criteria. RDBN staff may contact the applicant to discuss the application, if required.

4) Funding will be allocated based on project eligibility and availability of program funds. Funding will be committed on a first-come, first-eligible basis.

5) All applicants will be advised in writing as to whether their application has been approved, denied or approved with conditions.

6) For successful applications, a Letter of Understanding will be sent to the applicant which must be signed by the owner/tenant and a representative of the RDBN.

7) The Owner/Tenant will acquire any required permits and complete the project.

The Project Review Committee will consist of the Regional Economic Development Coordinator and the applicable Electoral Area Director. Applications will be reviewed, and a recommendation made to the RDBN Board for final approval. All eligible applications will be evaluated using the following ranked criteria:

- Does the project for which the funds are being sought meet the applicable Official Community Plan and Bylaw requirements? (These can be found on the RDBN website.)
- Will the project, once complete, have a noticeable impact on Highway 16?
- Will the renovation offer a noticeable improvement on Highway 16?

### **Project Reporting & Business Reimbursement Process**

1) Owner/Tenant provides verification of expenses (including invoices or other confirmations of payment) and submits their totals on the provided Expense Reporting Form.

2) Owner/Tenant provides the Certification of Completion on the Expense Reporting Form signed by the applicant or contractor, indicating that all work described in the application/approval is complete and has been paid in full, as well as before and after photos, and any other supporting documentation.

3) Owner/Tenant provides proof that the improvements have passed final permit inspections (where required) and meets all building standards and codes (where required).

4) RDBN staff verify that the renovations meet the Letter of Understanding requirements and approves reimbursement. The project must meet the Program Guidelines and Letter of Understanding.

5) Applicant is issued a payment as outlined in the Letter of Understanding.

#### **Please note:**

***Projects/funding cannot carry over from one calendar year to the next. Approved projects and reporting must be completed before year end — December 31, 2024.***

**2024 Business Façade Improvement Program**  
**Regional District of Bulkley-Nechako**  
**Project Application**

**Applicant Information**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Building Address: \_\_\_\_\_

(If different than above)

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the building owner stating that you are permitted to make these changes.

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Description**

Describe the proposed project – Please attach any extra sheets, photos, designs, samples, etc. Describe the work to be done and materials to be used.

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Planned Start Date: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

Total Project Cost (estimated): \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_

**Applicant Checklist**

- \_\_\_ Property taxes paid
- \_\_\_ Utility account paid (if applicable)
- \_\_\_ Building owner authorization

**Attach to Application**

- \_\_\_ Photos of existing conditions (before)
- \_\_\_ Contractor's cost estimates
- \_\_\_ Drawings/designs
- \_\_\_ Signed Terms and Conditions

**Business Façade Improvement Program**

**Terms and Conditions**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Applicant) (Business / Building)

have read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections, and hiring of contractors as necessary.

I will allow the Regional District of Bulkley-Nechako and Northern Development to use before and after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the Regional District of Bulkley-Nechako or Northern Development in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the Regional District of Bulkley-Nechako to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the Regional District of Bulkley-Nechako with proof of final completion of proposed improvements along with verification of expenditures and proof of final inspections (when required).

Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE	
Application Received by:	Date:

**Business Façade Improvement Program**





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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Shari Janzen, Economic Development Assistant  
**Date:** October 26, 2023  
**Subject:** **Letter of Support Request – District of Houston**

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**RECOMMENDATION:**

**(all/directors/majority)**

That the Board provide a Letter of Support to the District of Houston for its Rural Economic Development Infrastructure Program application for the Houston Economic Diversification project.

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**BACKGROUND**

Please see the attached letter for additional details.

**ATTACHMENTS**

Letter of Support Request



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

September 26, 2023

Dear Board of Directors,

**RE: Request for Letter of Support for the Houston Economic Diversification Project**

I am writing to kindly request RDBN's support in the form of a letter for our application to the Rural Economic Diversification and Infrastructure Program (REDIP) – Forest Impact Transition (FIT) Stream for the Houston Economic Diversification Project.

**Project Overview:**

The Houston Economic Diversification project is a strategic initiative aimed at steering Houston's economy from traditional forestry manufacturing towards a diverse, sustainable, and future-proofed economic landscape. This endeavor, scheduled from January 1, 2024, to June 30, 2025, revolves around crafting a comprehensive economic development and diversification strategy. By examining the present economic scenario, our goal is to identify potential growth areas and formulate policies that promote investments and job creation.

**Key Objectives:**

1. Develop a forward-thinking economic development strategy, addressing Houston's current economic challenges.
2. Utilize strengths in investment attraction, land-use planning, workforce development, and support for small business expansion.
3. Aim to establish Houston as an ideal locale for investment, employment, and residency.

**Community Need & Strategy:**

The urgency to cultivate economic diversification in Houston has been accentuated by the recent Canfor sawmill shutdown. Our approach revolves around the creation of a comprehensive vision for Houston, placing it within the broader regional economic context. This involves forging partnerships with key stakeholders in the Northwest.

By capitalizing on Houston's integral role in the region's economy, our ambition is to bolster small business growth and refine land-use planning to draw in investments. Our goal is to support Houston in building a stable economic foundation, ensuring consistent employment



opportunities and essential services for its residents. Ultimately, we aim for Houston to experience steady economic growth and to play an active role in the regional economy.

In light of the above, your letter of support would strengthen our application and validate our project's objectives. Your endorsement would highlight the project's benefit to Houston's and the region's economies during its duration and in the future. For your convenience, we have attached a template for you to sign and return, should you prefer. Please adjust this template to align with your organization's preferences.

I would be happy to provide any further information or details that you might require. Please do not hesitate to reach out to me directly at [anewell@houston.ca](mailto:anewell@houston.ca) or 250-845-2238.

Thank you for considering our request, and we deeply appreciate your continued support and belief in our community's potential.

Warm regards,



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Andrea Newell  
Director of Economic and Community Development  
District of Houston



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Shari Janzen, Economic Development Assistant  
**Date:** October 26, 2023  
**Subject:** **Letter of Support Request – Houston Mountain Bike Association**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board provide a Letter of Support to the Houston Mountain Bike Association for its Rural Economic Development Infrastructure Program application for the Mount Harry Davis Trail Upgrade and Expansion project.

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### **BACKGROUND**

The Houston Mountain Bike Association (HMBA) is applying to the Rural Economic Development Infrastructure Program (REDIP) for its Mount Harry Davis Trail Upgrade and Expansion project and have requested a letter of support.

HMBA is a non-profit society that has been building, maintaining, and managing the local mountain bike trails since 2016. The society is committed to providing enhanced recreation opportunities in Houston through the sport of mountain biking and recognizes that quality trails are important in attraction and retention and supporting the local economy.

The Mount Harry Davis Trail Upgrade and Expansion project includes two parts.

1. Upgrade some of the existing trails on Mount Harry Davis, including upgrading Lower Padawan, rebuilding Chutes and Roots, and building a new uptrack from Parking Lot 1 to the new Family Riding Hub.
2. Create and install new signage for trail riders on all established and proposed trails.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Shari Janzen, Economic Development Assistant  
**Date:** October 26, 2023  
**Subject:** **Letter of Support Request – Town of Smithers**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board provide a Letter of Support to the Town of Smithers for its Rural Economic Development Infrastructure Program application for the Smithers Regional Airport Contaminated Lands Clean-up project.

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### **BACKGROUND**

The Town of Smithers is applying to the Rural Economic Development Infrastructure Program (REDIP) for its Smithers Regional Airport Contaminated Lands Clean-up project and have requested a letter of support.

The Town of Smithers recently completed its Strategic Plan for 2022-2026. One of the strategic priorities in the plan is to provide continued support to the Smithers Regional Airport as a traditional home for services to support the resource industry, entrepreneurs, and employees.

The Smithers Regional Airport has historic contamination on several sites. The project will ensure that contaminated sites will be treated and can continued to provide economic development opportunities for the region.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Christopher Walker, Emergency Program Coordinator  
**Date:** October 26, 2023  
**Subject:** **Houston Search and Rescue Canine Search Capability**

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**RECOMMENDATION:** **(all/directors/majority)**

To write letter of support for Houston Search and Rescue application to be recognized as having Canine Search Capability by Emergency Management and Climate Readiness.

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**BACKGROUND**

Houston Search and Rescue (HSAR) is asking tasking agencies to provide a letter of support for their application to Emergency Management and Climate Readiness (EMCR) for the reams Canine Search Capability (CSC) in order for HSAR to pursue and develop a Canine Search Team (CST) to build capacity within the geographic boundaries of the RDBN.

Currently, there are only two trained dogs available for search efforts with RCMP North District that serve the entire North District area. These dogs perform a wide range of duties and availability is limited for Search and Rescue (SAR) deployment. Certified search canines are strictly for certified SAR team use. Certification of a CST cannot be completed until HSAR is successfully recognized for the CSC by EMCR. Having a SAR team with a CST would greatly assist search efforts within the region.

**ATTACHMENTS:**

Email request from Houston Search and Rescue for Letter of support.

**From:** [Houston SAR](#)  
**To:** [Christopher Walker](#)  
**Cc:** [lance Jill Barrowman](#)  
**Subject:** HSAR - Canine Search Capability Application- letter of recommendation request  
**Date:** Tuesday, October 10, 2023 12:32:43 PM

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[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Hello Chris

Houston Search and Rescue would like to pursue and develop a canine search team. Our K9 handler, Lance Barrowman, has acquired a suitable dog which has passed the BCSDA puppy assessment with impressive distinction. Our team now has in-training status with BCSDA however, validation cannot be approved until our team's Canine Search Capability has been approved by EMCR.

As such Houston SAR is preparing an application for official approval for Canine Search Capability and we plan to submit it in the next few weeks. The BCSDA was very impressed by Lance and his puppy and is encouraging us to pursue this application in earnest given the tremendous lack of search dog resources in the northern 2/3 of our province. RCMP is also encouraging us to pursue this capability as their assets are extremely limited with only 2 dogs for this entire area. Wait times for these dogs are often measured in days. Both agencies are offering letters of recommendation for our capability application.

We are seeking letters of recommendations from our tasking agencies for this capability application to EMCR and are hoping you would be willing to provide us with a letter. Both the BCSDA and RCMP have agreed to provide letters of support but we are hoping for letters from all tasking agencies.

Your support would be very much appreciated.

Sincerely

Andy Muma  
President Houston Search and Rescue  
[REDACTED]

Lance Barrowmand  
Vice-President Houston Search and Rescue  
[REDACTED]



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** October 26, 2023  
**Subject:** **Item to be brought forward to the public agenda from In-Camera Meeting re: HVAC Upgrades**

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**RECOMMENDATION:** (all/directors/majority)

Receive.

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### **BACKGROUND**

At the September 28, 2023 In-Camera meeting, the Board resolved to release the following motion to the public:

I.C.2023-10-3 That the Board delegate the award of the HVAC Upgrades for the Administrative Office to the CAO subject to the following limitations: That the award price does not exceed \$340,000 including all contingencies and excluding GST.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** October 26, 2023  
**Subject:** **Departmental Quarterly Reports – 3<sup>rd</sup> Quarter**

---

**RECOMMENDATION:** (all/directors/majority)

Receive.

---

### **BACKGROUND**

Departmental Quarterly Reports for the 3<sup>rd</sup> Quarter of 2023 have been prepared to keep the Board apprised of the status of strategic priorities, departmental work plans, and normal operations.

### **ATTACHMENTS:**

1. Administration Quarterly Report
2. Finance Quarterly Report
3. Protective Services Quarterly Report
4. Planning Quarterly Report
5. Environmental Services Quarterly Report



# Administration

July 1, 2023 – September 30, 2023

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## Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Danielle Sapach, Administration Clerk

Justin Greer, First Nations Liaison

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Cameron Hart, Economic Development Assistant

Megan D'Arcy, Agriculture Coordinator (part-time)

Marissa Moroski, Custodian

## Strategic Priorities

2023-2026 STRATEGIC PRIORITIES
<p><b>Relationships with First Nations</b></p> <ul style="list-style-type: none"> <li>➤ To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.           <ul style="list-style-type: none"> <li>○ Extend invitations for informal meetings/meals with each First Nations government in the region</li> <li>○ Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest</li> <li>○ Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities</li> </ul> </li> </ul>
<p><b>Advocacy with the Province</b></p> <ul style="list-style-type: none"> <li>➤ To advocate and build relationships with provincial ministries to ensure the needs of the region are represented, impacts on our communities from their decisions and policies are understood, and adequate resources are made available to support new and increasing expectations of local government.           <ul style="list-style-type: none"> <li>○ Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province</li> <li>○ Identify and prioritize topics and issues for provincial advocacy and advance our interests by developing strategic and consistent messaging, and offering solutions that are aligned with mutual goals</li> <li>○ Extend invitations to ministers or senior ministry staff to visit our region so they can observe and discuss our issues and interests in-person</li> </ul> </li> </ul>
<p><b>Housing Supply</b></p> <ul style="list-style-type: none"> <li>➤ To ensure there is an adequate supply and variety of housing options for our citizens.           <ul style="list-style-type: none"> <li>○ Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives</li> <li>○ Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents</li> <li>○ Investigate opportunities for the Regional District to plan for and/or support the development of workforce housing</li> </ul> </li> </ul>

### **Community and Economic Sustainability**

- To identify and pursue opportunities to support and diversify our economy.
  - Convene a tourism summit to better-understand the needs of the tourism sector and explore how the regional district can support and advance tourism in the region
  - Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator
  - Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners.

### **Relationships with First Nations**

During the third quarter of 2023, the First Nations Liaison sent letters to all First Nations requesting meetings to share the Board's Strategic Plan.

- A meeting was held with Nak'azdli Whut'en on September 8<sup>th</sup>

Staff submitted a C2C Forum application for an event in May 2024.

Staff continue to attend Southside First Nations, Skeena Roundtable, Lake Babine Nation Inter-Agency, and Water Engagement Initiative meetings.

### **Advocacy with the Province**

- Building Bylaw Enforcement resolution endorsed at UBCM Convention
- Clean Transportation resolution endorsed at UBCM Convention
- 2023 Wildfire Season – Economic Impacts to the Forestry Sector – Request for Inventory Emergency resolution endorsed at UBCM Convention
- Healthcare Worker Shortage resolution not endorsed at UBCM Convention

### **Union of BC Municipalities (UBCM) Convention**

Directors met with the following Ministers/ministry staff/Shadow Ministers during the Convention:

- Premier Eby (RBA)
- Honourable Bruce Ralston, Minister of Forests
- Honourable Pam Alexis, Minister of Agriculture and Food
- Honourable Selina Robinson, Minister of Post-Secondary Education and Future Skills
- Arman Singh, Parliamentary Secretary for Environment
- Honourable Katrine Conroy, Minister of Finance
- Honourable Anne Kang, Minister of Municipal Affairs
- Tom McCarthy, Deputy Minister of Indigenous Relations and Reconciliation
- Honourable Nathan Cullen, Minister of Land, Water and Resource Stewardship
- Staff, Ministry of Transportation and Infrastructure

- Honourable Rob Fleming, Minister of Transportation (virtual meeting following UBCM)
- Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness
- Roly Russell, Parliamentary Secretary for Rural Development
- Kevin Falcon, Leader of the Opposition
- Coralee Oakes, Shadow Minister for Post Secondary Education
- Michael Lee, Shadow Minister for Indigenous Relations and Reconciliation
- Ciro Panessa, President and Colleen Nyce, CEO, Northern Health
- BC Hydro

## Housing Supply

The Board met with Roly Russell, Parliamentary Secretary for Rural Development at the UBCM Convention regarding a Housing Supply Pilot Project to advocate for funding towards the initiative.

## Economic Development

### Connectivity

Staff continue to advocate and work on developing projects that ensure all residents receive access to affordable, highspeed internet.

### Recruitment

Staff are participating in engagement sessions with the Provincial Nominee Program regarding additional collaboration opportunities for skilled worker attraction through immigration programs. This has included hosting in-person sessions during the summer tour by Ministry staff as well as virtual sessions.

### Funding Requests

Staff are working on applications with several groups for infrastructure and operational applications for multiple application intakes.

### Agriculture

The Agriculture Coordinator supported emergency response for both wildfires and drought, as well as participated in ongoing regional engagement activities around climate change initiatives.

Staff are supporting upcoming engagement sessions with representatives from the Western College of Veterinary Medicine as part of the ongoing advocacy for trained veterinarians.

## Administration

July 1, 2023 to September 30, 2023

[Bulkley-Nechako Joint Accessibility Advocacy Committee](#)

The Chair, Alternate Chair, and members have been appointed to the Bulkley-Nechako Joint Accessibility Advocacy Committee, and planning is underway for the inaugural meeting.



# Finance

July 1, 2023 to September 30, 2023

## Staffing

Fulltime permanent:

John Illes, Chief Financial Officer

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, Accounting Clerk I Accounts Payable and Receivable

## Statistic Highlight for the 3rd Quarter 2023

Accounts payable paid a total of \$12,710,744 in invoices in the first nine months of 2023.

Accounts Receivable balance as of September 30th is \$336,412 with \$83,730 over 60 days (\$291,523 with \$67,795 over 60 days last quarter). There is an increase in accounts receivable as a result of the summer construction season and its impact on landfilling.

## Accounting

The Finance Department has received the 2023 requisition and the annual grants to member municipalities for services provided by the municipalities such as rural fire services have been completely transferred. The Financial Statements for the nine months ending September 30<sup>th</sup> are included in this agenda for discussion and review.



# Protective Services Department

July 1, 2023 – September 30, 2023



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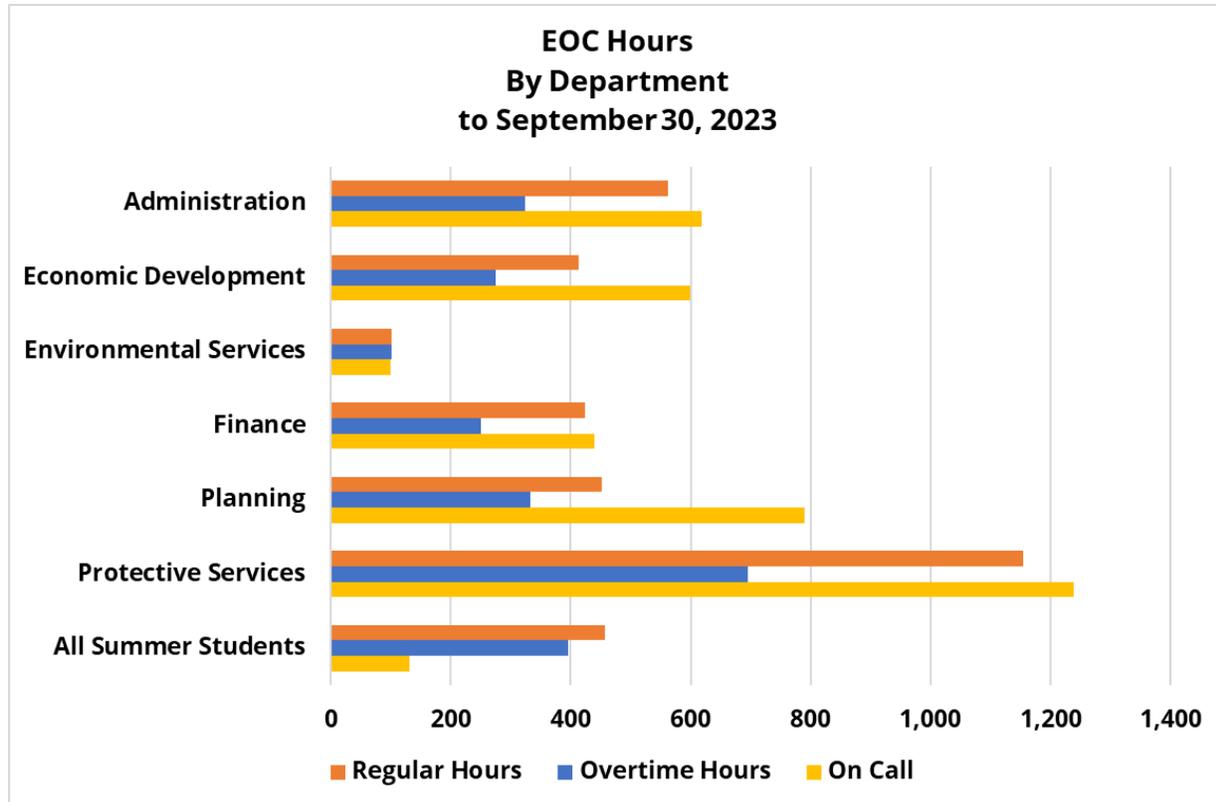
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## General

The Protective Services Department is responsible for the following services: 911, Rural Fire Protection, Emergency Preparedness and Administration projects. The following information provides a brief update on the status of the 2023 Protective Services Workplan and the ongoing operations of the services provided to residents.

During the third quarter the Protective Services Department, and many of the office staff from other departments were primarily engaged in response to wildfires as outlined below.



The Emergency Operations Centre was activated for 106 days from June 27<sup>th</sup> until September 30<sup>th</sup>. The total staff regular hours worked during that time were 3,714.25 which is equivalent to 7.3 Full Time Employees. The hours worked are broken down by department as follows:

- Administration 568.25
- Economic Development 414.75
- Environmental Services 100.50
- Finance 424.25
- Planning 463.50
- Protective Services 1,285.25
- All Summer Students 457.75

This time spent in the EOC has greatly impacted the ability for staff to meet their work plans; for example, the GIS Technician spent 237 regular hours and 114.75 overtime hours in the EOC.



During the response several staff members contributed new ideas and changes to established systems to improve the efficiency of the EOC.

## Staffing

### Fulltime permanent:

- Director of Protective Services – Deborah Jones-Middleton
- Regional Fire Chief – Jason Blackwell
- Emergency Program Coordinator – Christopher Walker
- Protective Services Assistant – Trina Bysouth

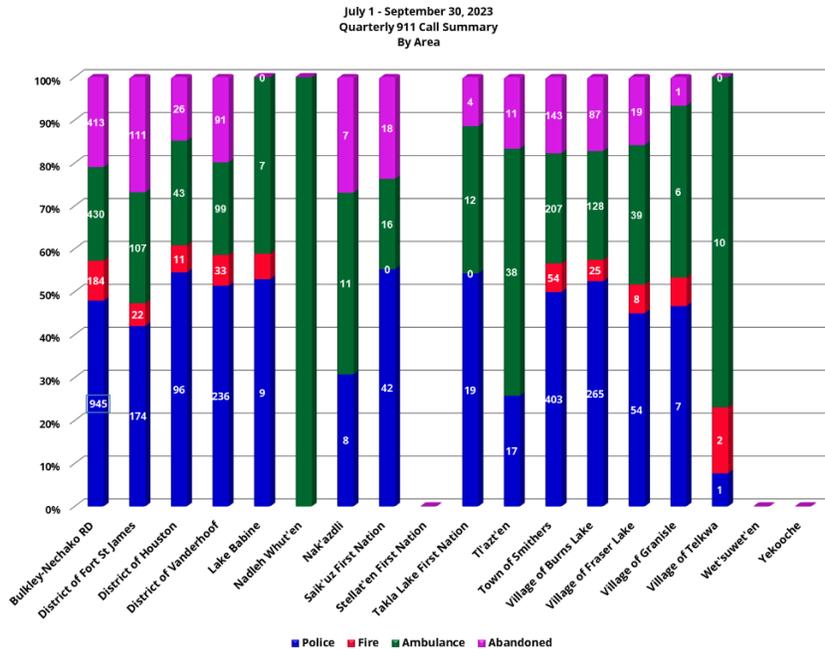
### Staffing changes since last report

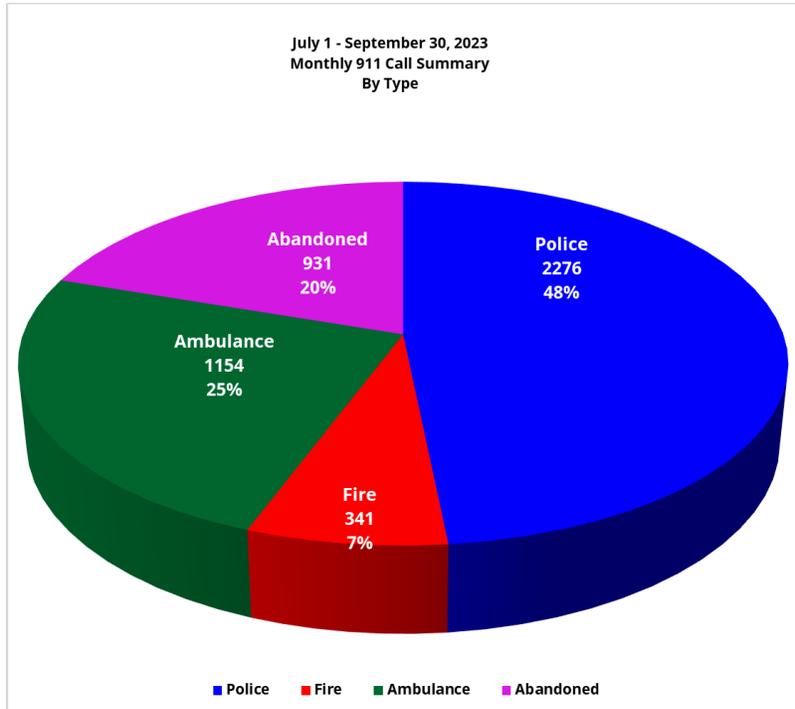
The following positions were vacated:

- Temporary Fulltime FireSmart Educator, Ryann Van Tine; position to be filled in 2024.
- Summer students: Emma Moore, Jordan Illes, and Grace Zayac (Grace will be returning in October as the temporary Emergency Management Technician).

## 911 Service

E-COMM received **4,702** 911 calls for the months of July, August, and September 2023 from within the geographic boundaries of the Regional District of Bulkley-Nechako. The charts below show the 911 calls received by jurisdiction and call type.



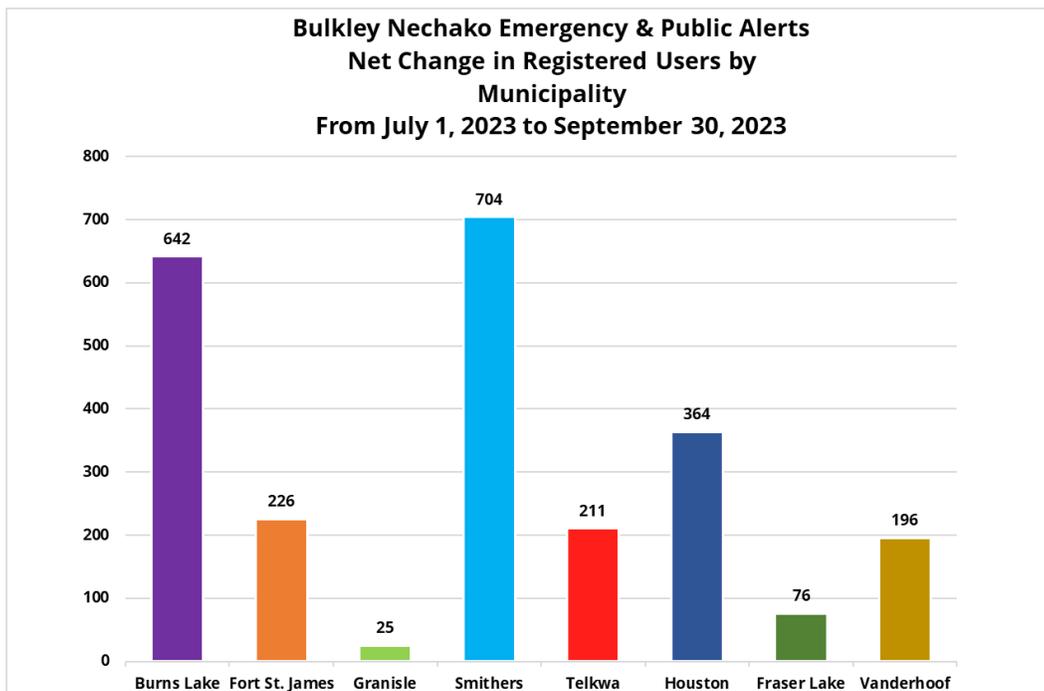
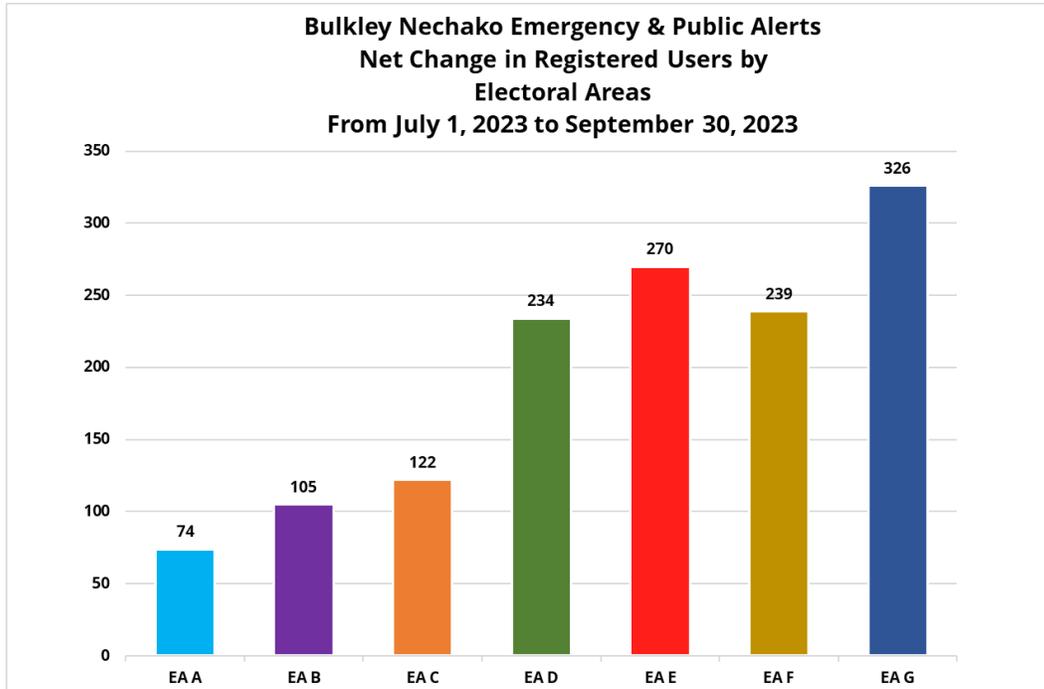


### Transition to NG911

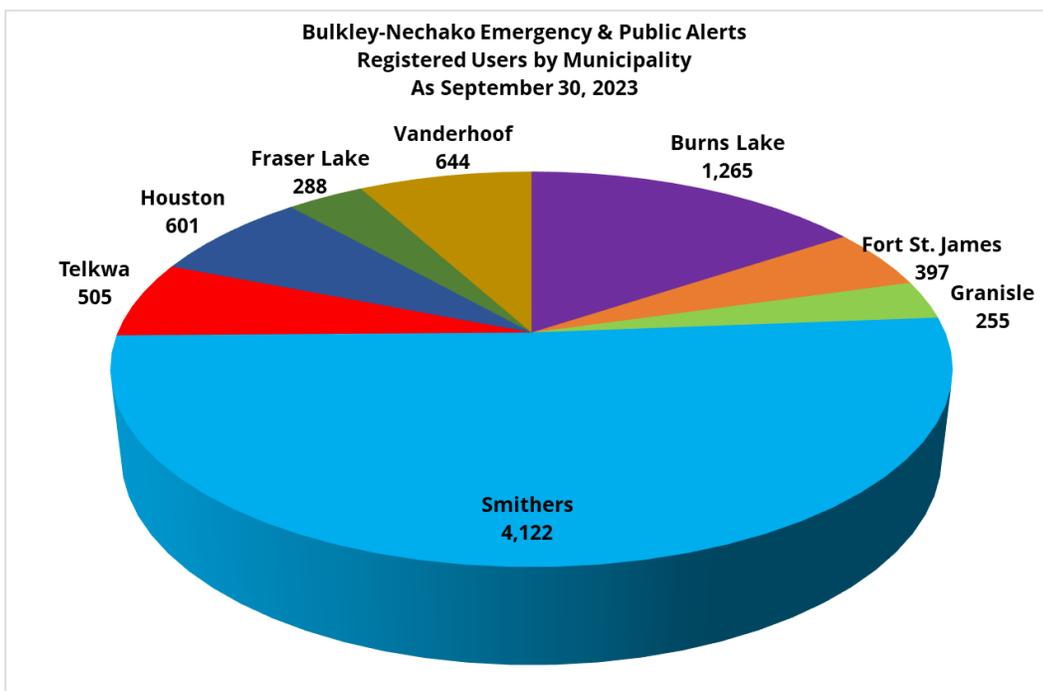
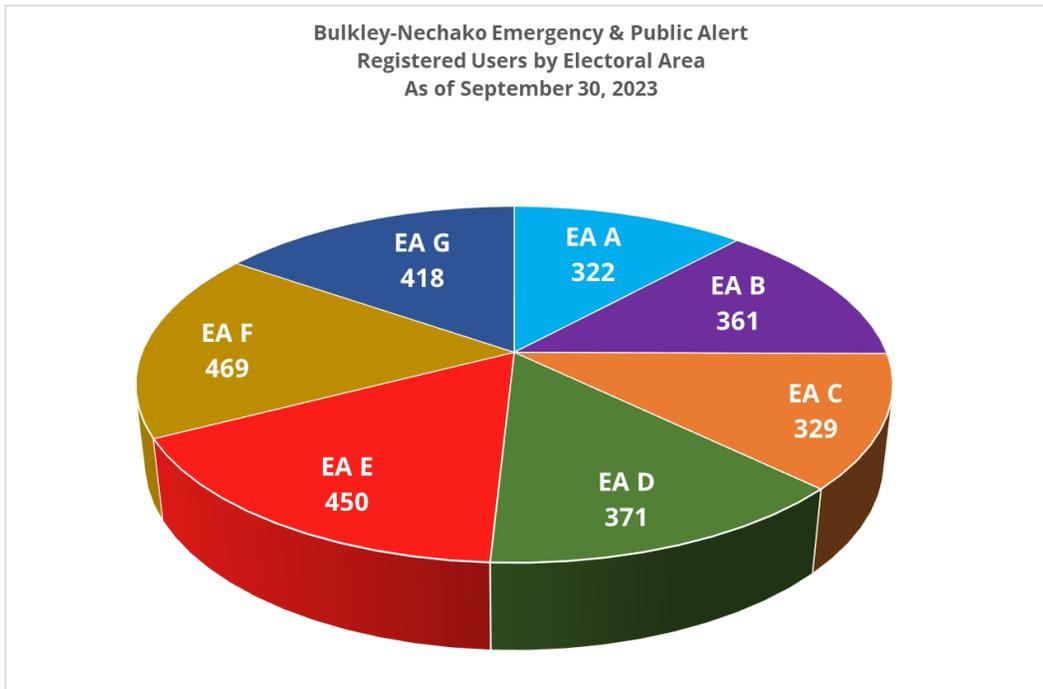
Funding of \$45,000 per local authority was sent to each of the municipalities and the RDBN to use for the NG911 transition. Staff are working with the Regional District of Fraser-Fort George to determine the best use of these funds to support the RDBN 911 Service. Once a plan and budget are finalized staff will invite the municipalities to discuss the transition plan and budget.

### Bulkley Nechako Emergency & Public Alerts

During the wildfire events we saw significant growth in the number of people signing up for Bulkley Nechako Emergency & Public Alerts. There have been **1,370** new users for the electoral areas and **2,444** new users for the municipalities in the third quarter, which is reflected in the two graphs below.



There are a total of **2,720** users signed up for the electoral areas and **8,077** participants signed up for the municipalities as reflected in the two graphs below.



Monthly refresher training sessions are continuing for all the administrators, and individual sessions can be set up at any time.

## Rural Fire Protection

### Administration of Rural Fire Protection Agreements

Staff are continuing to work on drafting Fire Service Agreements with Cheslatta Carrier Nation, Nee Tahi Buhn Band, and Skin Tye First Nation for fire protection services



provided by the Southside Volunteer Fire Department. The completion of these agreements was delayed due to the wildfire season that occurred.

A bylaw was passed to add 1 property to the Telkwa Rural Fire Protection Area.

### Administration, Training, and Support for Rural Fire Departments

- The Request for Proposal to install underground water tanks closed and Groot Bros Contracting Ltd was awarded the contract. Installation will begin at the Topley Volunteer Fire Department and Round Lake Community Hall in mid-October.
- The extrication equipment for the Southside Volunteer Fire department has been delivered and is now in service. The installation of the backup generator is still outstanding; however, the fire department is working with the electrical contractor to complete the project.
- Fort Fraser Volunteer Fire Department took delivery of a new water tender in September and the Fire Department held an open house and conducted a traditional push in ceremony on September 10<sup>th</sup>.



- The 2022 Community Emergency Preparedness Fund project will be wrapping up in November. Equipment that was ordered has been delivered and many individuals took advantage of the 5 training courses that were hosted.
- The province is supporting an intake for the 2023 Community Emergency Preparedness fund and each rural fire department has been made aware of the deadline and requirements. The Economic Development Department is assisting with their applications.

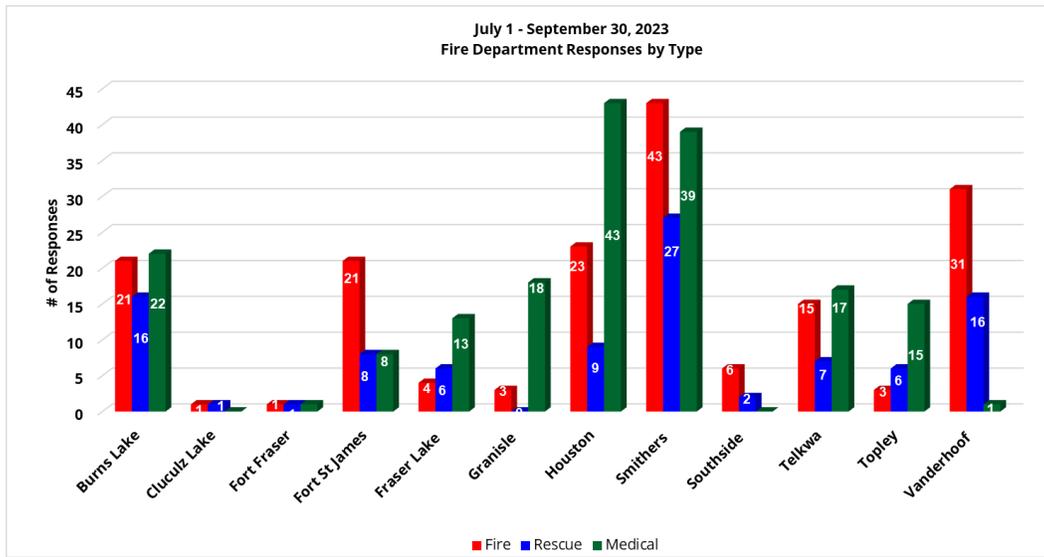
### Fire Department Response

Fire department responses vary in type and frequency across our region.

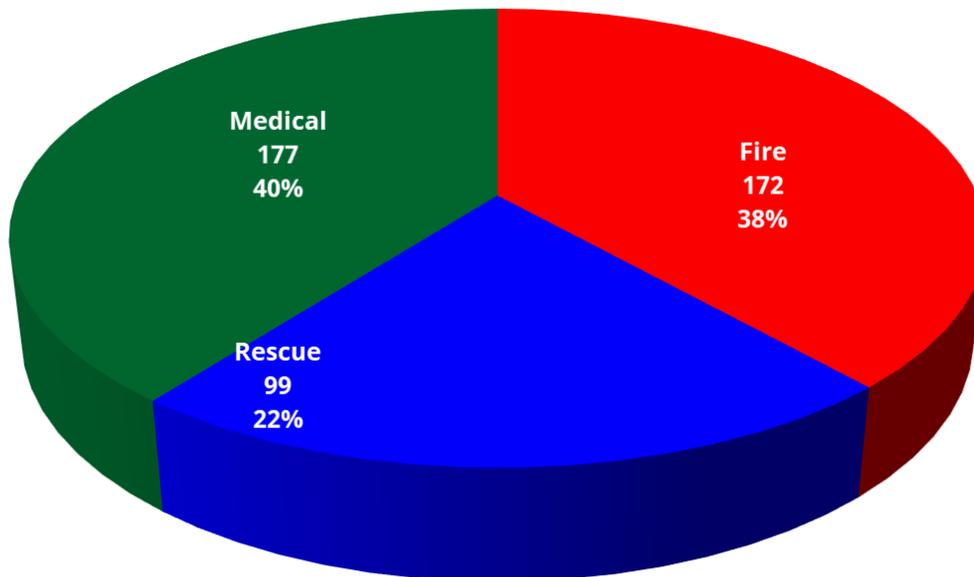
Of the **4,702** 911 calls received from July to September, **341** were forwarded to the Fire Operation Communication Centre, either from E-Comm, BC Ambulance, RCMP, or Mutual



Aid Departments, for Fire Department response. The charts below shows the 911 calls received by call type and by each Fire Department.



July 1 - September 30, 2023  
Fire Service Call Summary  
By Activity



## Emergency Preparedness Planning Service

### Response to Wildfire and Drought

- During the third quarter the Emergency Operations Centre (EOC) was active due to wildfire and drought conditions from Level 1 to Level 3. The EOC is still active as of September 30<sup>th</sup>.



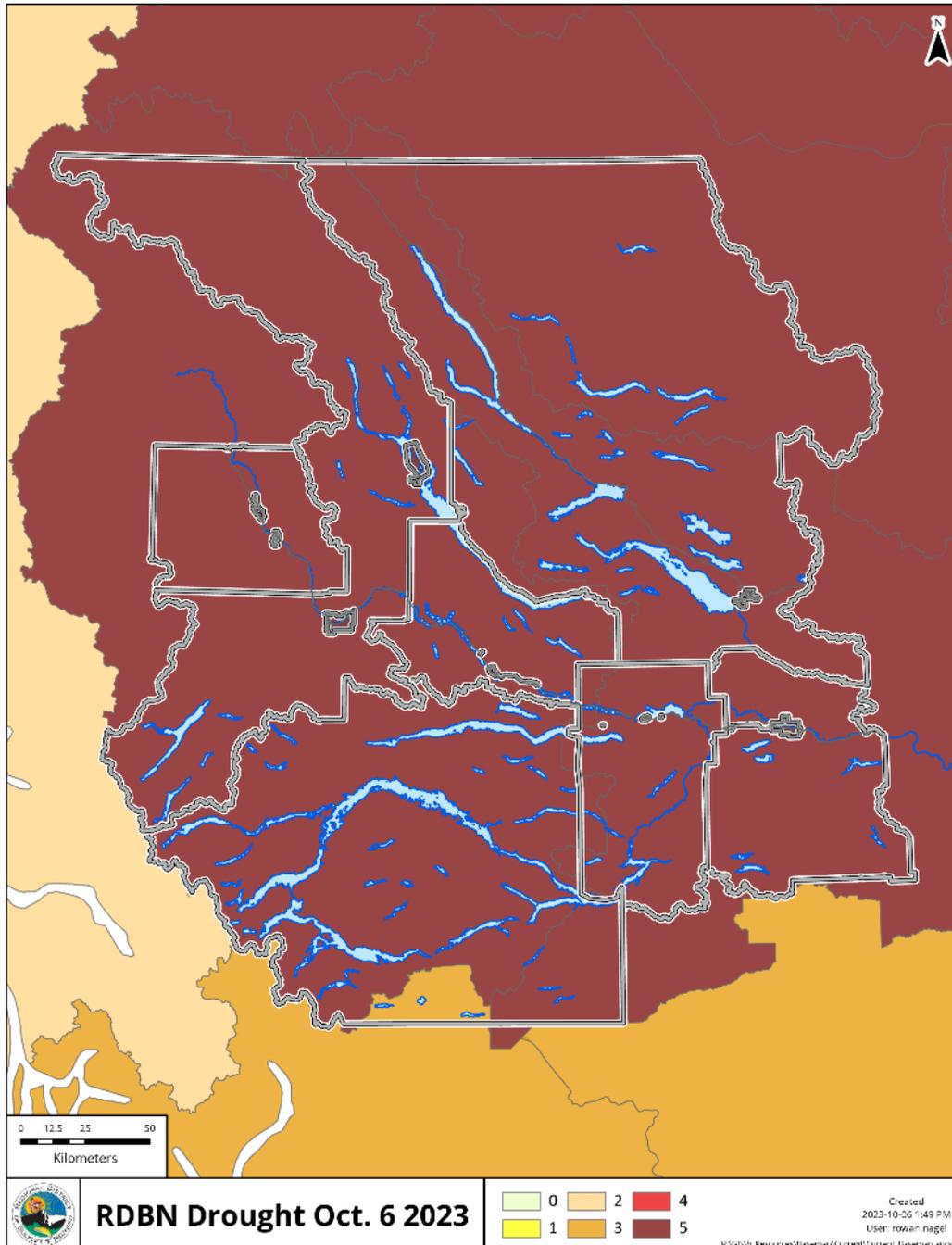
- Activation of the EOC for wildfire response to the following fires:

<b>Number of Days with Evacuation Orders/Alerts in Place by Fire as of September 30, 2023</b>			
<b>Fire</b>	<b>Total # of Days</b>	<b>Days on Alert</b>	<b>Days on Order</b>
Albert Lake (G51411)	28	28	0
Andrews Bay (R21673)	13	0	13
Big Creek (G60666)	93	78	55
Bivouac Creek (G52955)	25	25	0
Finger Lake (G41195)	64	49	25
Gatcho Lake (G41158)	19	19	0
Heading Creek FSR (R21250)	27	27	29
John Brown Creek (R31512)	23	23	0
Justine Lake (G41588)	4	4	0
Klawi Lake (G50872)	22	22	0
Lucas Lake Wildfire (G41380) (G41502)	80	50	59
Nechako Southeast Area Fires	21	21	0
Nilkitkwa (R31465)	10	5	5
Noonlang Lake (G51344)	69	15	22
Parrot Lookout (R21234)	20	20	17
Peacock Creek (R21178)	85	80	23
Pinkut Lake/Creek (R11428) (R11274) (R11277)	41	37	18
Powers Creek (R31228)	7	7	4
Tatuk Lake (G41307)	40	32	40
Tatin Lake (G41208)	11	11	0
Tekaiziyis Ridge (R21377)	27	23	23
Tintagel (R11244 & R11247)	20	20	20
Tsah Creek (G41149)	9	8	9
Wells Creek (R11387)	28	25	3
West Creek (G51474)	12	12	0

- In total there were 53 Evacuation Alerts and 34 Evacuation Orders issued between June 27<sup>th</sup> and September 30<sup>th</sup>.
  - As of September 30<sup>th</sup> there were:
    - ✓ 6 Evacuation Alerts in place.
    - ✓ 2 Evacuation Orders in place.
  - There was a State of Local Emergency in effect for 82 of the 93 Days from June 30<sup>th</sup> until August 8<sup>th</sup> and from August 21<sup>st</sup> until October 3<sup>rd</sup>.
- Emergency Management and Climate Readiness has approved the following moving forward:
- \$15,000 for an After-Action Review, the project has been awarded to Safer Alliance for Emergency Resilience.



- \$90,000 for a Recovery Manager, interviews are underway for this position.
- The current drought map for the RDBN shows that a majority of the regional district is at Drought Level 5, and one small section in the south is at drought level 3.



## Training Staff and Volunteers

During the wildfire response the EOC provided hands on learning experience for 5 staff members who have not worked in the EOC before. In addition, staff attended the following formal training:

- Evacuee Registration Assistance Tool for Responders
- Evacuee Registration Assistance Tool for Management

Protective Services: July 1, 2023 to September 30, 2023



- Emergency Operations Centre Operations Section
- Rapid Damage Assessment Certification
- Emergency Support Services Registration and Referrals
- Crisis Communication Training

## Engagement with Partners of Emergency Management

During the wildfire response we partnered with First Nations, local authorities, and provincial agencies to issue Evacuation Orders & Evacuation Alerts as follows:

Evacuation Order & Alert Partners	Order	Alert
BC Parks	5	2
Cheslatta Carrier Nation	0	1
Fraser Lake	0	2
Lake Babine Nation	1	3
Nazko First Nation	0	1
Recreation & Trails BC	9	8
Regional District of Fraser Fort George	2	2
Saik'uz First Nation	5	3
Skin Tyee Nation	6	6
Takla Nation	3	4
Tl'azt'en Nation	0	1
Wet'suwet'en First Nation	6	7

## FireSmart

### 2023/2024 FireSmart Community Funding & Supports

A 2-year grant approval for \$547,254.65 was received.

### Public Outreach

- Promoted the FireSmart program at 17 public events.

### Home Partners Program

- Conducted 115 home assessments and reports this year to date.
- Issued 34 rebates amounting to \$25,314 this year to date.

### Community Wildfire Resiliency Plan (CWRP)

- Engaged Frontera Forest Solutions, Inc to work with the RDBN to develop the CWRP.



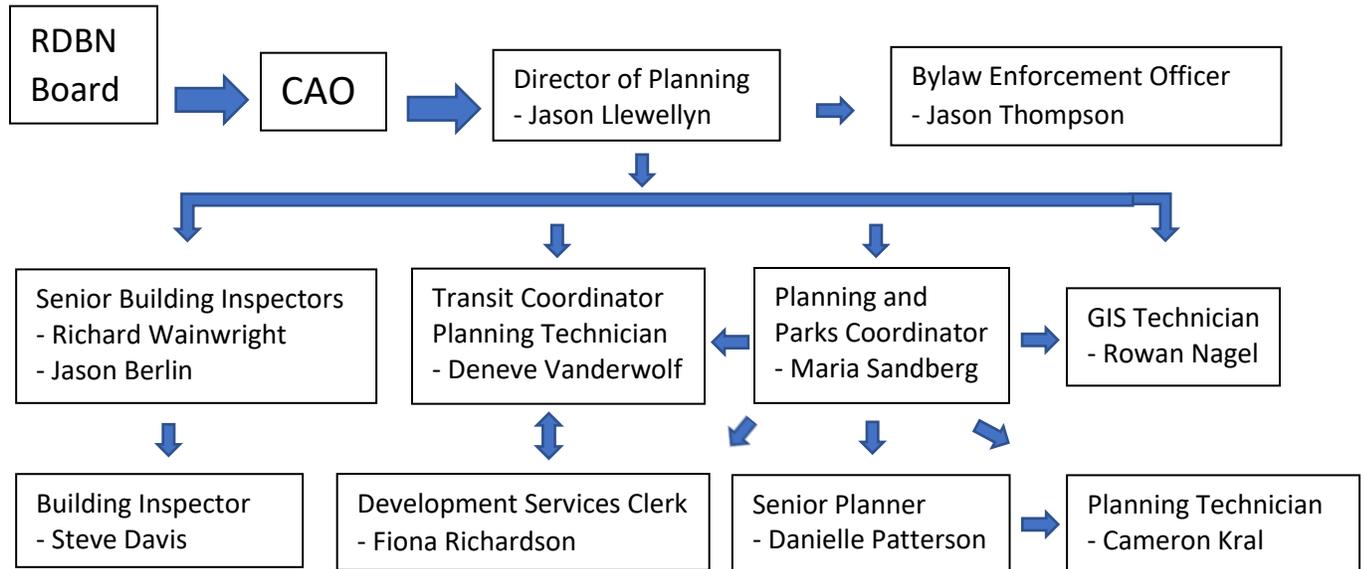
# Planning Department

July 1 – September 30, 2023

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## Staffing



The Planning Department includes eleven full-time positions providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection, Bylaw Enforcement and Planning Services are also provided to municipalities on a contract basis.

## Land Use Applications and Referrals

### Agricultural Land Reserve Applications

The Planning Department has received three ALR applications in the third quarter of 2023 and process four ALR applications.

### Official Community Plan Amendments and Rezoning Applications

The Planning Department has received one new rezoning and zero OCP amendment applications in the third quarter of 2023. Three applications were completed (two adopted; one denied) and two more rezoning applications received first and second readings.

### Temporary Use Permits

The Planning Department received one temporary use permit (TUP) application in the third quarter of 2023 and two Temporary Use Permits were processed.

### Development Variance Permits

The Planning Department received no new development variance permit (DVP) applications in the third quarter of 2023 and processed two Development Variance Permits.

## Subdivision Referrals

The Planning Department received two subdivision referrals in the third quarter of 2023.

## Land Use Reviews

The Planning Department completed 27 land use reviews for building projects in the third quarter of 2023.

## Other Referrals

A total of 14 miscellaneous referrals were received in the third quarter of 2023 and ten were processed.

## Other Projects

Digitization of Planning Department Records – From May to August 2023 the Planning Department Summer Student worked on digitizing the Regional District's Planning Department records. This process will continue over the next few years.

Board Presentation on the ALR and the RDBN – Director of Planning gave a presentation to the Board of Directors on ALC regulations changes, the RDBN's role, and the key implementation challenges created by these regulations.

## Long Range Planning

The Rural Fort St James OCP and District of Fort St James OCP reviews are in progress and the plan drafts are nearing completion. Stakeholder, First Nation and public consultation on the draft plans is anticipated to occur in late fall/winter.



## Building Inspection

The RDBN received a total of 50 building permit applications in the third quarter of 2023, with a total construction value of \$16,713,575.

To date there have been 176 building permits issues with a total construction value of \$41,604,987. This is a decrease from the 75 building permits issued during the same period in 2022.

In the third quarter there are seven new single-family dwellings being built in the rural areas and none in the municipalities receiving building inspection services.

**Third Quarter Building Permit Data for 2023**

<b>Area</b>	<b>Total Permits</b>	<b>Total Construction Value (\$)</b>
A	7	2,185,000
B	5	160,000
C	4	1,089,000
D	5	1,263,843
E	0	0
F	9	1,383,032
G	2	35,000
Burns Lake	7	10,108,500
Fort St. James	2	32,700
Fraser Lake	1	50,000
Granisle	0	0
Houston	4	140,000
Telkwa	4	266,500
<b>Third Quarter RDBN Totals</b>	<b>50</b>	<b>16,713,575</b>
Smithers	25	6,999,233
Vanderhoof	11	696,781

## Parks and Trails

### Cycle 16 Trail

The Smithers to Laidlaw Rd section (Phase 1) of the Multi-use Commuter Trail is open to the public. The Cycle 16 Trail Society is working with WSP Canada Limited to complete detailed design for Phase 2 and 3 of the trail. Grant funding is being sought for Phase 3 construction as early as 2024/2025.

### Round Lake Park and Boat Launch

The consultant for the Waterfront Upgrade Project has obtained a legal survey of the site and developed a preliminary design for the project. A meeting between the consultant, the Round Lake Community Association and Regional District staff to discuss the proposed design is scheduled for mid-October.

### Trout Creek

Maintenance work was done on site in August, including access improvements, removing the gate and gateposts at the highway entry, and moving downed trees from the parking area.

A preferred location has been identified for an outhouse on the river side of the property. The proposed location intrudes into the RDBN Zoning Bylaw parcel line setback and the Bulkley River natural boundary setback, and a development variance permit has been obtained for the location.



The outhouse location is also within a Ministry of Environment setback covenant area. Ministry staff has reviewed the proposal and have no concerns with the proposed location. Staff are continuing to work with the Province to identify the process to amend or remove the covenant in preparation for park development.

## Imeson's Beach

The beach area was frequently used during the warm summer months. The Imeson's Beach Parking Lot and Pedestrian Railway Crossing Project continue has seen progress as CN has started to respond to crossing designs presented for review. Staff are hopeful this process will continue.



## Hospital Point

The outhouse facility has been maintained weekly during the summer season by the Lakes Outdoor Recreation Society under contract for the 2023 season. The outhouse will be closed for the season at the end of October.

## Highway 35 Multi-use Path

In September the consultant and staff had a meeting to discuss the initial conceptual design that outlines the key issues and constraints impacting the design options for the trail. This discussion will help determine the trail alignments for the 90% design report. The consultant has also started the stakeholder engagement process to solicit comments and feedback.



## Parks and Trails Master Plan for Electoral Area B and E

This summer, following the initial public and stakeholder engagement, the consultant developed a Draft Parks and Trails Master Plan including a vision, goals, and recommendations. Consultation consisting of stakeholder outreach, a survey, and an on-line workshop to get feedback on the draft was completed at the end of September. It is anticipated that a draft plan will be presented to the Board in December, 2023.

## Bylaw Enforcement

In the third quarter Bylaw complaints increased significantly compared to the second quarter of 2023. Most of the complaints involved unsightly premises. There were 90 official

complaints and 30 inquiries. The Bylaw Enforcement Officer has been working with Environmental Services at Transfer Stations to ensure appropriate public behavior.

## Geographic Information Systems (GIS)

### Inquiries & Requests

In the third quarter, the GIS Technician fulfilled 129 internal requests. These included 76 for the Planning Department, 16 for Protective Services, three for Administration, and one for Economic Development. In addition, the GIS Technician responded to 22 public and 11 government inquiries.

### House Numbering

Twenty-three new addresses were issued in the rural area and 10 new addresses were issued for municipalities and First Nations in the third quarter of 2023. Seven addresses changes were made.

### Emergency Response

The GIS technician provides critical support to the RDBN's emergency response activities. Highlights of this work include the following:

- Development of a web app containing an interactive map of the RDBN for public display of evacuation alerts and orders.
- Collection of remote addresses for emergency purposes.
- Completion of BC Rapid Damage Assessment training.
- Substantial data formatting work to meet provincial standards.

### Conclusion

In the 3<sup>rd</sup> quarter approximately 50% of the GIS Technician's time was dedicated to protective services (EOC and other projects). Approximately 40% of the time was dedicated to Planning Department work. And 10% was of time was distributed among other departments.

In the 3<sup>rd</sup> quarter a total of 59% of the GIS Technician's mapping requests were generated by the Planning Department, 16% was for other RDBN departments, 16% was for the public, and 9% for other government entities.

## Transit

Ridership numbers to date are as follows. Overall ridership has increased from 2022.

Route	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
161 Prince George	2023	415	384	390	447	383	349	406	517	401	<b>3692</b>
	2022	318	306	427	259	310	368	292	406	320	<b>3006</b>
162 Smithers	2023	217	157	217	155	173	208	158	210	146	<b>1641</b>
	2022	130	186	204	182	186	164	173	241	144	<b>1610</b>

The Planning Department continues to work with the Board to amend the Service Establishment Bylaw to increase to maximum taxation requisition as necessary to fund continued long-term operation of the service.



# Environmental Services

July 1 to September 30, 2023

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## Priorities

All efforts made by Environmental Services staff are working towards improving “the 5 C’s”:

- Continuity – Minimize the impact of disruptive events/circumstances
- Capacity – Ensure that there is manpower and resources to maintain the services we provide
- Compliance – Ministry of Environment and Climate Change Strategy and WorkSafe BC
- Consistency – Establish equal and consistent region-wide access to diversion services
- Competency – Ensure a high level of competency of RDBN staff with a reliable training program

## Services Provided

Solid Waste Management:

- Operation of two (2) sub-regional landfills located near Houston (Knockholt) and Vanderhoof (Clearview) and one (1) local landfill in Manson Creek.
- Operation of eight (8) transfer stations located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St. James and Vanderhoof,
- Operation of eight (8) recycling depots located in Smithers/Telkwa, Knockholt, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St James and Vanderhoof.
- Waste hauling operations transport waste from Transfer Stations to Landfills
- Environmental monitoring and reporting to the Ministry of Environment and Climate Change Strategy as per RDBN Operational Certificates.

Liquid Waste Management:

- Operation of septage receiving facilities at Smithers/Telkwa, Houston, Burns Lake and Fort Fraser.

Fort Fraser Water and Wastewater Systems:

- Operation of a small water supply and distribution system
- Operation of small wastewater collection and treatment system

Somerset Sewer Collection & Distribution System

- July 1<sup>st</sup> 2023: acquired the system from developer
- Operation of small sewage collection and leach field distribution system

## Staffing

### Full-time Permanent:

- Director of Environmental Services
- Waste Diversion Supervisor
- Operations Supervisor
- Training & Safety Supervisor
- Environmental Technician – vacant
- Environmental Services Office Assistant - vacant
- Field Assistant West
- Field Assistant East
- 15 x Transfer Station & Recycling Depot Attendants
- 2 x Landfill Operators
- 3 x Landfill Attendants
- 2 x Waste Haul Drivers

### Part-time Permanent

- 1 x Landfill Attendant
- 6 x Transfer Station & Recycling Depot Attendants
- 2 x Waste Haul Drivers

### Casual (holiday and sick coverage):

- 5 Transfer Station and Recycling Depot Attendants

### Summer Students:

- 1 x Field

## Notable Department Activity

- Management Staff focus on continuing operations during recruitment process
- Recruited and Trained new Operations Supervisor from within – Former East Field Assistant has assumed this position.
- Recruited and trained a Training & Safety Supervisor
- Recruited a new East Field Assistant from within – former Clearview Landfill Operator
- Recruitment and trained a new Landfill Operator at Clearview Landfill.
- Recruitment for an Environmental Technician/Coordinator continues
- Recruitment and Training of casual attendants and cross-training of current Transfer Station and Recycling Depot Attendants continues
- Established Residential recycling Depots at the Fraser lake Transfer Station and Knockholt Landfill. The Construction of the storage buildings is in-progress.
- Waste Characterization Study - Staff is working with the consultant to develop the feedstock inventory.
- Quarterly ground water sampling of active landfills
- Planning the expansion of recycling programs
- Clearview: Sub-cell 5, the final cell in Phase 1 of the landfill was constructed in early August. This will provide disposal airspace until 2029 or longer.
- User Fee Implementation: initiated talks with consultants on path forward
- Regional Solid Waste Advisory Committee meeting was held September 12
- 2023 Capital Projects – Planning, procurement and completion of various projects.
- 2024 Capital Projects – Budget Planning
- Wood waste volumes have been extremely high this year and additional resources have been utilized to catch up with hauling.
- Fort Fraser Capital Plan – Sewage Treatment planning, procurement and preparation

## 2023 Capital Projects Update

The third quarter of 2023 has been used for planning projects, purchasing equipment, and completing construction.

<b>ES Capital Q3 - July 1 to September 30, 2023</b>					
<b>Site</b>	<b>Project</b>	<b>Budget</b>	<b>Status</b>	<b>Cost</b>	<b>Variance</b>
FIELD	2 Skidsteers - 2022 Project Paid in 2023	\$100,000	Complete	\$91,000	\$9,000
KLF	Skidsteer	\$110,000	Complete	\$113,000	-\$3,000
KLF	Perimeter Fence	\$100,000	Complete	\$87,000	\$13,000
BLTS	Skidsteer	\$110,000	Complete	\$113,000	-\$3,000
KLF	Recycle depot	\$125,000	In-Progress	\$50,000	\$75,000
KLF	Lagoon Hydro	\$100,000	In-Progress	\$10,000	\$90,000
KLF	Lagoon Aeration system	\$175,000	In-Progress	\$135,000	\$40,000
FLTS	Recycle depot	\$120,000	In-Progress	\$9,000	\$111,000
CLF	Sub-Cell 5 expansion	\$150,000	Complete	\$72,000	\$78,000
OTHER	Various Projects Under \$100,000	\$345,000	Complete	\$435,000	-\$90,000
OTHER	Various Projects Under \$100,000	\$190,000	In-Progress	\$11,000	\$179,000
OTHER	Various Projects Under \$100,000	\$109,000	Design/Planning	\$0	\$109,000
OTHER	Various Projects Under \$100,000	\$80,000	Cancelled	\$0	\$80,000
<b>Total</b>		<b>1,734,000</b>		<b>\$1,126,000</b>	<b>\$608,000</b>

## Special Reports

### Wood Waste Disposal

Throughout 2022 and 2023, the volumes of wood waste (contaminated wood and brush) received at RDBN transfer Stations have been abnormally high. The Brush volumes can be attributed to the Fire Smart campaign, however, it is unknown exactly what the reason for increased construction/demolition wood waste. Normal operations would see each site cleared out once per year, but this year we are on track to clear every site twice. In 2022 we began passive wood hauling from Fraser Lake and continuous wood hauling from Smithers/Telkwa to alleviate the incoming material, but additional resources were still required to keep up. Improvements to several sites will improve wood waste hauling moving forward, utilizing existing labour.

An additional challenge was the lengthy fire ban in the region which did not allow the RDBN to burn our clean wood waste, leaving a backlog to be burned over the winter.

On a positive note, after a trial run early in the year, Nechako Lumber in Vanderhoof, has agreed to receive RDBN brush to incorporate in their co-gen process, thus alleviating some of the burden at the Clearview Landfill. Because of the success of the trial in Vanderhoof, staff has explored similar options in the western RDBN and several companies are willing to start a brush burning trial. Although these types of partnerships do not reduce hauling needs significantly, they do reduce the labour need for our Air curtain burning operations at the landfills.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** October 26, 2023  
**Subject:** **Financial Statements (Ending September 30)**

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**RECOMMENDATION:** (all/directors/majority)

Receipt

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### BACKGROUND

Attached to this memo are the financial statements for the first nine months of the year.

It is important to note that the budget amounts are for the full year while the actual amounts are only for nine months. A  $\frac{3}{4}$  Budget column is included for reference. When this column is blank for a particular account, the “yearly” budget column is the most appropriate reference point to utilize for that account. In general, the actuals should be three quarters of the budget amount.

Provincial Grants are much higher than expected because of the Growing Communities Grant of \$1,765,000 that was received in late March. Grants expected from NDIT and UBCM will mostly be received after September 30 and will appear on the December 31 statement of operations.

Investment revenue is not recognized in the Regional District’s budget; however, this amount of \$231,239, has been matched by an offsetting contribution to our capital reserves. This method ensures that our capital reserves receive an appropriate return on investment (that is required by the Provincial and Federal Governments as part of the receipt of funds).

An important variance to note is the amount received from building permits compared to the expected amount. This is an indicator that the total value of construction has somewhat slowed compared to estimates based off of last year.

An additional variance is found in employee salaries. This is higher than expected because of the overtime and extra hours paid during the activation of the emergency operation centre. The overtime costs occurred as a result of the emergencies are expected to be

recovered from the provincial emergency operations centre. Similarly emergency services and operations is currently much higher than in the budget and the additional amounts are expected to be recovered.

A detailed report on emergency operations centre costs and recoveries will be presented in a meeting later this year.

**Attachment:           Financial Statements ending September 30, 2023**

# Regional District of Bulkley-Nechako

## Statement of Operations

For the Nine Months Ending September 30, 2023

<b>Income</b>	<b>Budget</b>	<b>Budget (3/4)</b>	<b>Actual</b>	<b>Variance</b>
Requisition	12,719,848		12,719,848	0
Service Agreements	69,908		83,327	13,419
Investment Revenue	500		231,239	230,739
Transfer from Reserves	2,708,029		1,007,728	(1,700,301)
Donations Received	-		79,000	79,000
Provincial Grants	436,082		2,195,586	1,759,504
UBCM Grants	760,126		28,969	(731,157)
NDIT Grants	98,500		29,075	(69,425)
Grant in lieu of Taxes	1,227,939		21,620	(1,206,319)
EMBC Expense Reimbursement	250,000	187,500	963	(249,037)
Fees and Charges	39,425	29,569	13,625	(25,800)
Utility Fees	81,121		80,626	(495)
Recycling Revenue	369,500	277,125	117,971	(251,529)
Tipping Fee Revenue	1,127,368	845,526	1,293,292	165,924
Sale of Services	-	-	169	169
Building Permits	160,000	120,000	90,217	(69,783)
ALR Fees	-	-	16,200	16,200
Transit Fares	24,000	18,000	19,080	(4,920)
Telus Fees (911)	75,000	56,250	60,620	(14,380)
Service Cost Sharing	298,824	224,118	203,723	(95,101)
Municipal Debt Repayment	739,800	554,850	407,675	(332,125)
Gain on Sale of Asset	-		1,208	1,208
Prior Year's Surplus Brought Forward	2,776,629		2,773,084	(3,545)
<b>Total Income</b>	<b>23,962,599</b>		<b>21,474,846</b>	<b>(2,487,753)</b>

<b>Expenses</b>	<b>Budget</b>	<b>Budget (3/4)</b>	<b>Actual</b>	<b>Variance</b>
Directors' Remuneration	754,833	566,125	329,322	(425,512)
Directors' Travel	200,769	150,577	76,641	(124,128)
Directors' Other Expenses	23,504	17,628	54,683	31,179
Grant in Aid	522,183	391,637	135,977	(386,206)
Gas Tax Grants	1,000,000	750,000	422,620	(577,380)
Elections	5,000	3,750	-	(5,000)
Employees' Salaries	5,084,716	3,813,537	3,925,175	(1,159,541)
Employees' Benefits	1,793,016	1,344,762	1,100,317	(692,699)
Municipal Service Grants	2,283,334		2,283,334	0
Society Service Grants	2,115,538	1,586,654	1,317,912	(797,626)
Agreement with BC Transit	170,434	127,826	62,602	(107,832)
Utilities	211,998	158,999	125,029	(86,969)
Vehicle and Machinery Expenses	369,000	276,750	262,191	(106,809)
Vehicle and Machinery Fuel	487,500	365,625	323,412	(164,088)
Office Costs	477,433	358,075	290,070	(187,363)
Office Operations	664,871	498,653	324,224	(340,647)
Landfill and Transfer Station Costs	1,059,741	794,806	426,463	(633,278)
911 Costs	308,564	231,423	126,690	(181,874)
Emergency Services and Operations	312,000	234,000	406,094	94,094
Insurance	276,741		242,730	(34,011)
Legal	75,500	56,625	43,580	(31,920)
Audit	39,500		25	(39,475)
Special Projects	924,685	693,514	245,487	(679,198)
Miscellaneous expenses	11,032	8,274	9,033	(1,999)
Capital Expenditures	3,527,312	2,645,484	2,446,750	(1,080,562)
Contribution to Reserves	456,225		687,464	231,239
Long term Borrowing Expenses	780,840		256,444	(524,396)
Prior Year's Deficit Brought Forward	26,330		26,331	1
<b>Total Expenses</b>	<b>23,962,599</b>		<b>15,950,601</b>	<b>(8,011,998)</b>
<b>Net Surplus (Deficit)</b>	<b>0</b>		<b>5,524,244</b>	<b>5,524,244</b>



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Megan D'Arcy, Regional Agriculture Coordinator  
**Date:** October 26, 2023  
**Subject:** **CN Draft Pest Management Plans (2024-2029)**

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**RECOMMENDATION:** (all/directors/majority)

Receive.

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### BACKGROUND

CN has notified the Regional District of Bulkley-Nechako that it has completed draft Pest Management Plans outlining CN's intent for vegetation management over the next five years (2024-2029). There are two draft Pest Management Plans that cover the Regional District of Bulkley-Nechako. One includes CN subdivisions between Prince Rupert and Prince George (see Figure 1 below). This plan reference number is CN-24/29-BCW. The second draft PMP includes the Takla and Stuart subdivisions (Figure 2); reference number CN-24/29-BCE. Both PMP's can be found at: <https://www.cn.ca/en/delivering-responsibly/environment/Biodiversity-and-Land-Management/Vegetation-Management/Development-of-Pest-Management-Plans>.

The consultation period for both draft Pest Management Plans is open until Saturday, November 11, 2023. Input can be emailed to [contact@cn.ca](mailto:contact@cn.ca) before the deadline and should include the appropriate reference number. It is not clear from the draft PMP's if CN intends on having consultation periods after the plans are approved, although there is a reference to documenting public complaints regarding vegetation (page 12), and a notification process that is outlined in Section 6.0 of the draft plan, Reporting and Notification.

The main vegetation treatment zones discussed in the draft PMP's are the ballast section, the track right-of-way, and CN yard areas.

In addition to chemical and mechanical control methods, biological control is mentioned in the draft PMP's. Biological control in integrated pest management often refers to the use of beneficial insects, but in this instance, CN is using it to describe the process of cultivating desirable plants to outcompete undesirable vegetation. Although the use of beneficial insects has some limitations in our area, it still may be worth exploring.

Mitigating the impact of vegetation management activities is referenced in both draft plans. Organic operations are responsible for establishing their own buffers (page 32). No mention is made for the consideration of honeybee operations.

There are no specific details in the draft PMP's regarding how CN intends to respond to public feedback regarding the establishment and spread of noxious plant species. An adaptive management approach, particularly where the CN right-of-way is juxtaposed with agricultural land, would benefit both parties.

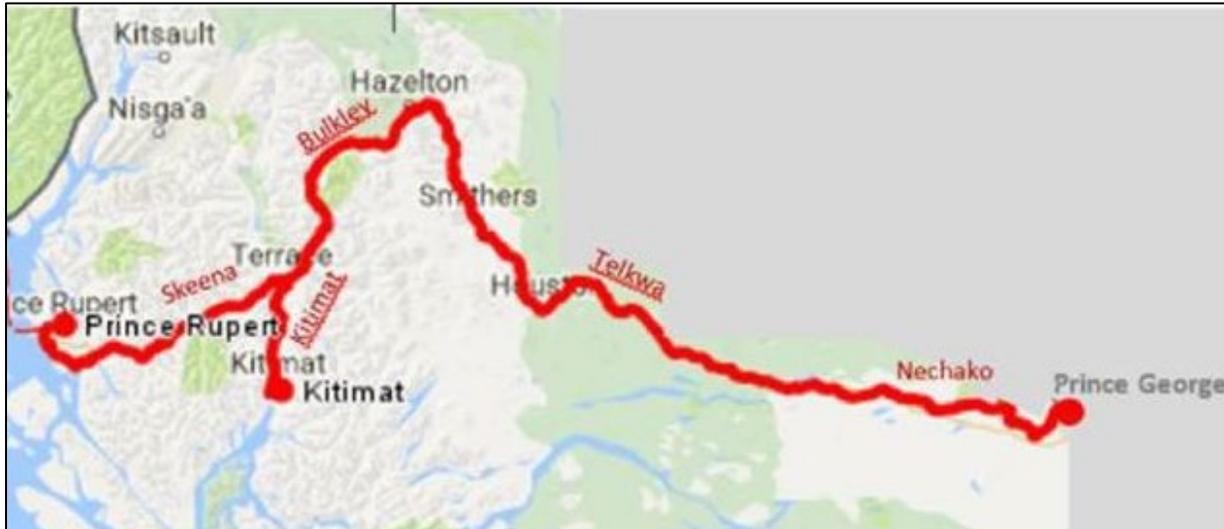


Figure 1. Map showing CN subdivisions that are included in the draft Pest Management Plan CN-24/29-BCW (CN, 2023).



Figure 2. Map showing CN subdivisions that are included in the draft Pest Management Plan CN-24/29-BCE (CN, 2023).

Inquiries regarding CN's PMP can also be directed to the BC Ministry of Environment by emailing [IPMreporting@gov.bc.ca](mailto:IPMreporting@gov.bc.ca).

#### ATTACHMENTS:

Draft CN Pest Management Plan (PMP Confirmation #: CN-24/29-BCW)

Draft CN Pest Management Plan (PMP Confirmation #: CN-24/29-BCE)

October 19,2023

Regional District of Bulkley-Nechako  
37 3<sup>rd</sup> Ave., PO Box 820  
Burns Lake, BC  
VOJ 1E0

RE: RDBN Director and Alternate appointments

Good Afternoon,

At its regular meeting of council held October 18,2023 Council for the Village of Granisle appointed Councillor Marilyn Berglund for alternate as representative for the Village of Granisle

contact information is as follows:

Mayor Linda McGuire, Director  
PO Box 128  
Granisle, BC  
VOJ 1W0  
250-845-1006 (cell)  
Email: [lmcguire@villageofgranisle.ca](mailto:lmcguire@villageofgranisle.ca)

Councillor Marilyn Berglund, Alternate  
PO Box 128  
Granisle, BC  
VOJ 1W0  
250-600-5145  
Email: [mberglund@villageofgranisle.ca](mailto:mberglund@villageofgranisle.ca)

If you require any other information, please do not hesitate to contact our office at 250-697-2248.

Regards,



Lorna Eftodie  
Chief Administrative Officer  
Village of Granisle

VILLAGE OF GRANISLE



Fax: 1 888 335 4682



Phone: 250 697 2248



Email: [general@villageofgranisle.ca](mailto:general@villageofgranisle.ca)





October 18, 2023

**VIA EMAIL: [mark.parker@rdbn.bc.ca](mailto:mark.parker@rdbn.bc.ca)**

Mark Parker, Chair  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake, British Columbia  
V0J 1E0

Dear Mark Parker:

Thank you to your delegation for meeting with myself and other Ministry of Forests representatives at the annual UBCM Convention held September 18-22 in Vancouver. I am writing to recap the conversations and commitments made at our meeting, which I hope you found as productive and beneficial as we did.

During our meeting, we discussed your concerns around the availability of information about archaeological sites for landowners and buyers to make purchasing and development decisions. You also expressed concerns with permit review and approval timelines. As mentioned, the ministry is aware of current permitting delays. We continue working to address this issue and are committed to examining how to improve information availability to assist decision-making for private landowners.

Again, I appreciate you taking the time to meet. I am pleased our governments had the opportunity to connect about these important topics.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bruce Ralston', with a stylized flourish at the end.

Bruce Ralston  
Minister

pc: Nathan Cullen, MLA, Stikine