

AGENDA

MEETING NO. 6

April 25, 2024

P.O. BOX 820
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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, April 25, 2024

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - April 25, 2024</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-12	Board Meeting Minutes - April 11, 2024	Approve

DELEGATION

Ministry of Water, Land and Resource Stewardship (Virtual)

Laura Greene, Senior Conservation Planning Biologist

Marta Vegas Coletas, Land and Resource Coordinator

Re: Tweedsmuir-Entiako Caribou Wildlife Habitat

Area 6-291

Rio Tinto

Aman Parhar, Advisor, Communities and Social Performance

Andrew Czornohalan, Director - Energy and Watershed

Partnerships (Virtual)

Re: Update

ELECTORAL AREA PLANNING

Bylaw for Third Reading

13-21	Danielle Patterson, Senior Planner Rezoning Application RDBN 02-21 Third Reading and Adoption of Bylaw No. 2034; Third Reading for Bylaw No. 2033 & Bylaw No. 2035	Recommendation
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<u>PAGE NO.</u>	<u>Other</u>	<u>ACTION</u>
22-33	Jason Llewellyn, Director of Planning RDBN 01-01-24 Bill 44 Zoning Bylaw Text Amendments - Small Scale Multi-Unit Housing Zoning Bylaw Amendments (Part 2)	Recommendation
	<u>DEVELOPMENT SERVICES</u>	
	<u>ALR Applications</u>	
34-42	Cameron Kral, Planning Technician Non-Farm Use (Removal of Soil) ALR Application 1267 Electoral Area G (Houston/Granisle Rural)	Recommendation
	<u>Mine Referral</u>	
43-49	Rowan Nagel, Planning/GIS Technician Notice of Work Referral No. 0200321 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Other</u>	
50-55	Jason Llewellyn, Director of Planning Mount Milligan Amendment Application Technical Advisory Committee	Recommendation
	<u>REGIONAL TRANSIT</u>	
56-70	Jason Llewellyn, Director of Planning 2024/2025 Annual Operating Agreement with BC Transit	Recommendation
	<u>BUILDING INSPECTION</u>	
	(Call for comments from the gallery)	
71-87	Steve Davis, Building Inspector Section 57 Notice on Title 6684 Tyhee Lake Road Electoral Area A (Smithers/Telkwa Rural)	Recommendation

Meeting No. 6
April 25, 2024

<u>PAGE NO.</u>	<u>BUILDING INSPECTION (CONT'D)</u>	<u>ACTION</u>
	(Call for comments from the gallery)	
88-103	Steve Davis, Building Inspector Section 57 Notice on Title 15725 Babine Lake Road Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
104-110	John Illes, Chief Financial Officer - Burns Lake Medical Recruitment Pilot	Recommendation
111	John Illes, Chief Financial Officer - Directors AD&D Insurance	Recommendation
112-113	John Illes, Chief Financial Officer - Vehicle Update	Recommendation
114-117	Nellie Davis, Manager of Regional Economic Development – Grant in Aid for Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) - Burns Lake Youth Soccer Association	Recommendation
118	Shari Janzen, Economic Development Assistant - Driftwood School Restoration Committee - NDI Resolution of Support	Recommendation
119	Shari Janzen, Economic Development Assistant - Grassy Plains Community Hall Association - NDI Resolution of Support	Recommendation
120-122	Nellie Davis, Manager of Regional Economic Development – UNBC Spring 2024 Community Engagement Forum	Receive
123-157	Cheryl Anderson, Director of Corporate Services – Departmental Quarterly Reports - 1 st Quarter	Receive

Meeting No. 6
April 25, 2024

<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
158-160	Minister of Housing – Bill 16 Housing Statutes Amendment Act, 2024	Receive
161-162	Minister of Housing – Bills 44, 46 and 47	Receive
163	Minister of Emergency Management and Climate Readiness – Response to RDBN Letter Re: Emergency and Disaster Management Act	Receive
164	Ministry of Agriculture and Food - BC Vegetable Marketing Commission Changes	Receive
165-168	Everyone At the Table letter to Regional District of Fraser-Fort George – BC Vegetable Marketing Commission North	Receive
169-182	The Premier’s Expert Task Force on Emergencies – Summary of Recommendations	Receive
183	Letter from Resident re: Community Recycling – District of Houston	Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

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

- Labour Relations

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 5 (VIRTUAL)****Thursday, April 11, 2024**

PRESENT:	Chair	Mark Parker
	Directors	Shane Brienen - arrived at 10:34 a.m. Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Directors Absent	Gladys Atrill, Town of Smithers Leroy Dekens, Village of Telkwa Martin Elphee, District of Fort St. James
	Alternate Directors	Judith Friesen, District of Fort St. James Frank Wray, Town of Smithers
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning
	Others	Lindsay Taylor, BC Transit – left at 10:43 a.m.
	Media	Saddman Zaman, LD News

CALL TO ORDER Chair Parker called the meeting to order at 10:30 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA Moved by Director Stoltenberg
Seconded by Alt. Director Wray

2024-5-1 “That the Board Meeting Agenda of April 11, 2024 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
-March 21, 2024

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2024-5-2

"That the Board Meeting Minutes of March 21, 2024 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING

Bylaw for 1st, 2nd and 3rd Reading

Rezoning Application RZ
RDBN 01-24 – Small Scale
Multi-Unit Housing Zoning
Bylaw Amendments
Bylaw No. 2039

Moved by Director Riis-Christianson
 Seconded by Director Storey

2024-5-3

1. "That the Board consider the Provincial Policy Manual and Site Standards document and the site standards discussed in this report.

2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2039, 2024" be given first, second, and third reading this 11th day of April, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Mine Referral

Notice of Work Referral
No. 2000409
Electoral Area C
(Fort St. James Rural)

Moved by Director Greenaway
 Seconded by Director Stoltenberg

2024-5-4

"That the comment sheet be provided to the Province as the Regional District's comments for Notice of Work Referral No. 2000409."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OTHER

Parcel Frontage on a Highway

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2024-5-5

1. "That the Board repeal the decision made at the February 20, 1986 Board meeting to delegate the Board's authority to exempt subdivisions from the 10% minimum frontage requirement for subdivision applications.

2. That the 1986 Board delegation remain applicable to all subdivision applications received by the Province before April 12, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL TRANSIT

BC Transit Bus Service Funding

Moved by Director McGuire
 Seconded by Alt. Director Wray

2024-5-6

"That the Board send a letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure regarding Public Transportation in the RDBN."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Canada Community-Building Fund BC – Area E (Francois/Ootsa Lake Rural) Grassy Plains Hall Foundation Repair Project

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2024-5-7

1. "That the Board authorize contributing up to \$160,000 of Electoral Area E (Francois/Ootsa Lake Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Grassy Plains Community Hall, and further,

2. That the Board authorize the withdrawal of up to \$160,000 from the Federal Gas Tax Reserve Fund."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

<u>BC Farmers' Market</u>	Moved by Director Storey
<u>Economic Impact Study</u>	Seconded by Director Stoltenberg
<u>2024-5-8</u>	"That the Board receive the report from Megan D'Arcy, Regional Agriculture Coordinator titled BC Farmers' Market Economic Impact Study."
	(All/Directors/Majority) <u>CARRIED UNANIMOUSLY</u>

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Director Riis-Christianson, Chair, Connectivity Committee re: Ministry of Citizens' Services Meeting Update

Director Riis-Christianson reported that he, along with Chair Parker and Cheryl Anderson, Director of Corporate Services met with Susan Stanford, Assistant Deputy Minister, Dave Christie, Regional Manager, Bulkley-Nechako Regional Economic Operations, Ministry of Jobs, Economic Development and Innovation, and Ethan Fredeen, CAO, Village of Fraser Lake. Discussion took place on the following:

- Transparent mapping
 - o Province is looking at a program that will show connectivity information for each property
- Recognition of communication challenges with Internet Service Providers (ISPs)
 - o Federal Government is in control of the process
- Challenges with developing and moving projects forward with ISPs
- ADM spoke about one cell phone provider that is working with StarLink to develop a process where cell phone users can utilize the StarLink system (new technology)

Chair Parker added that the following was also discussed:

- Grant funding for NG911
 - o Limitations to using the funding – need more flexibility
 - o ADM Stanford will look into and get back to RDBN

Chair Riis-Christianson mentioned that some projects identify costs of up to \$75,000 per household. He added that the last 1-2% of households may require a system such as Low Earth Orbit (LEO) satellite service. Households may be considered served if using satellite systems.

Director Clint Lambert, Chair, Rural/Agriculture Committee re: Ministry of Agriculture and Food Meeting Update

Director Lambert reported that he, along with Chair Parker, Director Moon, and Megan D'Arcy, Agriculture Coordinator met with Michelle Koski, Assistant Deputy Minister and Brent Barclay, Director, Regional Development, Ministry of Agriculture and Food.

Discussion took place on the following:

- Vet File
- Wildfires
 - o Range Officer being taken out of Emergency Operations Centre

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

- Assistance for hay
- Irrigation – pipes, dams, infrastructure
 - o Community irrigation systems
 - o Need to build a case to ensure that project money is provided in the north
 - Consider exploring larger systems in our region
- Three Phase Power
- Vegetable Market
- ALR – 2 Zone system
 - o Discussed how it worked in the past
 - o Had mechanism to discuss economic, cultural and social aspects
- Telkwa Abattoir in transition
 - o discussed options
- Farmgate and Farmgate Plus licensing
 - o Both are uninspected
 - o Requirements for infrastructure and training
 - o 25 animal unit cap on Farmgate Plus licenses might be too low if there isn't other processing capacity

Chair Parker – Chair/CAO Forum

Chair Parker reported that he attended the Chair/CAO Forum along with Curtis Helgesen, CAO.

Discussion took place on the following:

- Session on culture of conduct
- How to deal with public – attendance at public meetings
- Sunshine Coast Regional District- app – input address and it populates services provided
- Fire Safety Act – challenges with RDs doing inspections
- EDMA – lots of concerns from RDs re regulations
- Unity among RDs – re need for influence on regulations
- Update on legislative changes for RDs
- Ongoing discussion re powers of RDs – concerns about what works in the south doesn't necessarily work in the north
 - o Legislation written using 'you may' instead of 'you must'

Other

Director McGuire reported that last year Minister Dix announced that there would be changes to BC Ambulance in 2024. The changes representing 3 different models were implemented on April 1. BC Emergency Health Services requested a quote from Mayor McGuire regarding their news release titled "More ambulance services in rural and remote communities in northern B.C."

Receipt of Verbal Reports

Moved by Director Stoltenberg
 Seconded by Director Wiebe

2024-5-9

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Stoltenberg
Seconded by Director Wiebe

2024-5-10

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

- Connectivity Projects
- Labour Relations
- Northwest Resource Benefits Alliance

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director McGuire
Seconded by Director Stoltenberg

2024-5-11

“That the meeting be adjourned at 11:16 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Cheryl Anderson, Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson
Date: April 25, 2024
Subject: **Rezoning Application RDBN 02-21
Third Reading and Adoption of Bylaw No. 2034; Third Reading for Bylaw
No. 2033 & Bylaw No. 2035**

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

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2034, 2024" be given third reading and adoption.
 2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2033, 2024" be given third reading.
 3. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2035, 2024" be given third reading.
-

EXECUTIVE SUMMARY

In 2020, the Regional District adopted "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw). Planning staff discovered that the new Zoning Bylaw has had unintended consequences for two properties.

The Motor Vehicles Rental use was removed from the Light Industrial – Contracting Zone (M1A), which impacted the vehicle rentals business at 3844 Henry Road, Electoral Area A (Smithers/Telkwa Rural) and the Veterinary Clinic use was removed from the Small Holdings Zone (H1), which impacted the existing veterinary clinic at 2450 Fountain Frontage Road, Electoral Area B (Burns Lake Rural). Bylaw No. 2033 adds Motor Vehicle Rental as a use at 3844 Henry Road, and Bylaw No. 2035 adds Veterinary Clinic as a use at 2450 Fountain Frontage Road.

Bylaw 2034 proposes to amend the P1 Zone to remove Multi-Family Dwelling as a permitted use at the Hospital Point Park at 2411 Hospital Point Road, Electoral Area E (Francois/Ootsa Lake Rural). This use, and the housing agreement on title, are no longer needed now that the land is a Regional District Park.

Pursuant to Section 52(3)(a) of the Transportation Act, Bylaw No. 2034 and Bylaw No. 2035 require approval from the Ministry of Transportation and Infrastructure after third reading

and prior to adoption as the properties are within 800 m of a controlled access intersection on Highway 16.

Staff recommend Bylaw No. 2034 receive third reading and adoption. Staff recommend Bylaw No. 2033 and Bylaw No. 2035 receive third reading.

OVERVIEW OF THE PROPOSED AMENDMENTS

Bylaw 2033 – Electoral Area A (Smithers/Telkwa Rural)

Subject Property: 3844 Henry Road,
approximately 580 m
northwest of the Town of
Smithers

Lot 3, Section 2, Township
1A, Range 5, Coast District,
Plan 4733 (PID 006-776-973)

Property Area: 1.35 ha (3.33 ac)

OCP Designation: Commercial (C) in the
Smithers Telkwa Rural
Official Community Plan
Bylaw No. 1704, 2014

Zoning: M1A in the Zoning Bylaw

ALR Status: Not in the ALR

Existing Land Use: Motor Vehicle Rentals

Proposed Amendment: Motor Vehicle Rentals in the M1A Zone at 3844 Henry Road

The Special Light Industrial – Agricultural Zone (M1A) and the Light Industrial – Contracting Service Zone (M1B) from repealed Zoning Bylaw No. 700, 1993 were combined into a single zone named the Light Industrial – Contracting Zone (M1A Zone) in the new Zoning Bylaw (Bylaw No. 1800, 2020). The Motor Vehicle Rentals use was removed from the M1A Zone in error, making the use at 3844 Henry Road non-conforming to zoning.

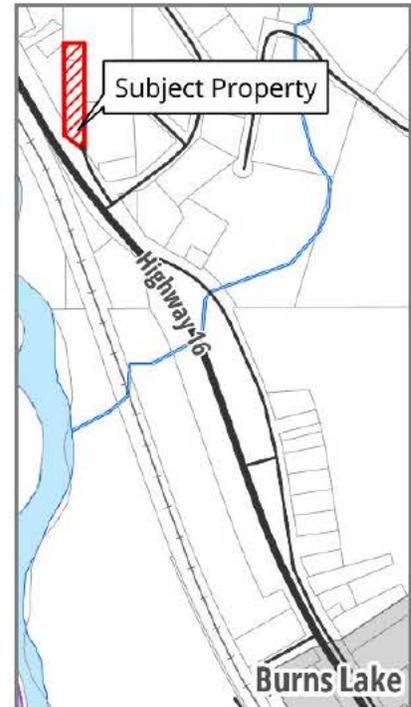
There are two parcels in the RDBN zoned M1A. Only 3844 Henry Road has a Motor Vehicle Rentals use. Staff propose that Bylaw 2033 add Motor Vehicle Rentals to the Permitted Uses in the M1A zone only for this particular property. Motor Vehicle Rentals use is defined as follows.

MOTOR VEHICLE RENTALS means the use of land, Building or other Structure for the rental or lease of new or used motor vehicles, trailers, Camping Vehicles, boats, all terrain vehicles, snowmobiles, and motorcycles, and may include as an incidental and subordinate use, the service and repair of only those items being rented or leased provided that the service and repair of vehicles occurs inside of a Building. This use does not include Service Station.



Bylaw 2035 – Electoral Area B (Burns Lake Rural)

Subject Property:	2450 Fountain Frontage Road, approximately 800 m north of the Village of Burns Lake. Lot 2, District Lot 2511, Range 5, Coast District, Plan 3885 (PID 005-731-241)
Property Area:	0.43 ha (1.07 ac)
OCP Designation:	Rural Residential (RR) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1704
Zoning:	H1 in the Zoning Bylaw
ALR Status:	Not in the ALR
Existing Land Use:	Burns Lake Veterinary Clinic
Proposed Amendment:	Veterinary Clinic in H1 Zone at 2450 Fountain Road

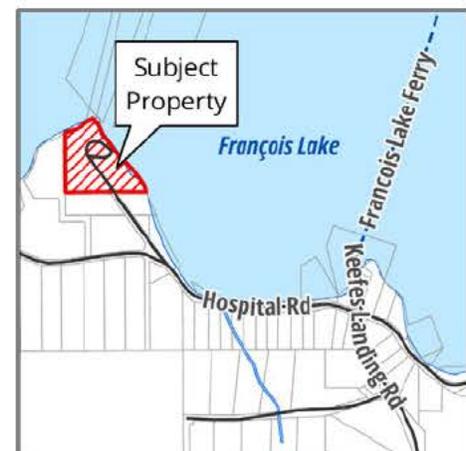


The Zoning Bylaw removed Veterinary Clinic from the Permitted Uses of the Small Holdings Zone (H1), making the use at 3844 Henry Road non-conforming to zoning. Planning staff propose that Bylaw 2035 add Veterinary Clinic to the Permitted Uses in the H1 Zone only for this particular property. Veterinary Clinic use is defined as follows.

VETERINARY CLINIC means the use of land, Building or other Structure for the medical, surgical, dental, diagnostic, and therapeutic treatment of non-human animals, and the overnight stay of animals receiving treatment.

Bylaw 2034 – Electoral Area E (Francois/Ootsa Rural)

Subject Property:	2411 Hospital Road, approximately 800 m northwest of the southside Francois Lake ferry landing. Lot B, District Lot 716, Range 4, Coast District, Plan 1379 (PID 004-868-471)
Property Area:	4.44 ha (10.97 ac)
OCP Designation:	Not applicable
Zoning:	P1 in the Zoning Bylaw



ALR Status:	Not in the ALR
Existing Land Use:	Park
Proposed Amendment:	Remove Multiple Family Dwelling at 2411 Hospital Road in P1 Zone

The Zoning Bylaw permits a 12-unit Multi-Family Dwelling in the P1 Zone only at 2411 Hospital Road. This use, and the housing agreement registered on title, was introduced by the former property owner in a 2014 Zoning Bylaw amendment for a seniors housing development. This use, and the housing agreement, are no longer necessary given the use of the property as a regional park, which is owned by the Regional District. As such, Bylaw No. 2034 proposes to remove the 12-unit Multi-Family Dwelling use from the P1 Zone.

REFERRAL RESPONSES

Bylaws No. 2033 and 2035 were referred to the **Ministry of Transportation and Infrastructure (MoTI)**. MoTI provided a Preliminary Approval letter stating, *"Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the Transportation Act. Please provide a copy of the bylaw (sic) after 3rd reading for approval"*.

Bylaw No. 2034 (2450 Fountain Frontage Road – H1) was referred to the **Regional District Agriculture Coordinator** who stated, *"I am not very familiar with the process for establishing or changing property zoning, but veterinary services are critical for both agriculture producers and other community members, so the proposed action in bylaw amendment 2035 makes sense to me."*

Given the housekeeping nature of these Bylaws they were not referred to the Advisory Planning Commissions (APCs).

PUBLIC HEARING

The Public Hearing for the three bylaws was held on Monday, April 8, 2024 (see Attachments for Public Hearing Report).

ATTACHMENTS:

- Bylaw No. 2033, 2024; Bylaw No. 2034, 2024; & Bylaw No. 2035, 2024
- Public Hearing Report for Bylaw No. 2033, 2024; Bylaw No. 2034, 2024; & Bylaw No. 2035, 2024



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2033

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended by adding the following to the Section 22.1.1.1. Permitted Uses of the Light Industrial – Contracting Zone (M1A):

"f) Motor Vehicle Rentals only on the Parcel legally described as Lot 3, Section 2, Township 1A, Range 5, Coast District, Plan 4733."

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2033, 2024".

READ A FIRST TIME this 21st day of March 2024.

READ A SECOND TIME this 21st day of March 2024.

PUBLIC HEARING HELD this 8th day of April 2024.

READ A THIRD TIME this ___ day of _____.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2033, 2024".

DATED AT BURNS LAKE this ___ day of _____.

Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this ___ day of _____, 2024

for Minister of Transportation & Infrastructure

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2034

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended by repealing Section 25.0.1.1.g) of the Civic/Institutional Zone (P1).

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2034, 2024".

READ A FIRST TIME this 21st day of March 2024.

READ A SECOND TIME this 21st day of March 2024.

PUBLIC HEARING HELD this 8th day of April 2024.

READ A THIRD TIME this ___ day of _____.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2034, 2024".

DATED AT BURNS LAKE this ___ day of _____.

Corporate Administrator

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2035

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended by adding the following to Section 14.0.1.1. Permitted Uses of the Small Holdings Zone (H1):

"f) Veterinary Clinic only on the Parcel legally described as Lot 2, District Lot 2511, Range 5, Coast District, Plan 3885, Except Any Portion of the Right of Way of the Dominion Telegraph Line Having a Width of 100 Feet Which May Lie Within the Boundaries of This Land and Except Plan 8676."

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2035, 2024".

READ A FIRST TIME this 21st day of March 2024.

READ A SECOND TIME this 21st day of March 2024.

PUBLIC HEARING HELD this 8th day of April 2024.

READ A THIRD TIME this ___ day of _____.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2035, 2024".

DATED AT BURNS LAKE this ___ day of _____.

Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this ___ day of _____, 2024

for Minister of Transportation & Infrastructure

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 2033, BYLAW 2034, & BYLAW
NO. 2025

Report of the Public Hearing held at 7:00 pm, Monday, April 8, 2024 by electronic/ telephone video (Zoom) for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2033, 2024," "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2034, 2024," and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2035, 2024".

ATTENDANCE:

Members of the Public:

David Lalik, 3885 Lund Avenue

Public Hearing Chair:

Michael Riis-Christianson, Director, Electoral Area B (Burns Lake Rural)

RDBN Staff:

Danielle Patterson, Senior Planner (Recording Secretary)

Cameron Kral, Planning Technician

CORRESPONDENCE: No written submissions to this Public Hearing were received.

CALL TO ORDER: The meeting was called to order by Chair Riis-Christianson at 7:04 pm.

BUSINESS:

Chair Riis-Christianson Chair Riis-Christianson provided an overview of Bylaw No. 2033, Bylaw No. 2034, and Bylaw No. 2035 and noted the bylaws were initiated by the Regional District. Chair Riis-Christianson explained the Public Hearing process and stated that the Public Hearing package is available in Zoom chat and on the Regional District's website.

Chair Riis-Christianson Asked if there were any comments for Bylaw No. 2035 affecting the H1 Zone for 2450 Fountain Frontage Road.

David Lalik No comments.

Chair Riis-Christianson Asked if there were any comments for Bylaw No. 2034 affecting the P1 Zone for 2411 Hospital Road.

David Lalik No comments.

Chair Riis-Christianson Asked if there were any comments for Bylaw No. 2033 affecting the M1A Zone for 3844 Henry Road.

David Lalik Stated they neighbour the subject property and they wanted to know more about the rezoning proposed. Stated they spoke with D. Patterson (staff) who explained the proposal. D. Lalik

said they wanted to clarify the bylaw proposed to add Motor Vehicle Use only for 3844 Henry Road.

- Director Riis-Christian Confirmed Bylaw No. 2033 proposes adding Motor Vehicle Use only for 3844 Henry Road only.
- Chair Riis-Christianson Asked for any additional comments for Bylaw Number 2033, Bylaw Number 2034, or Bylaw Number 2035 for a first time. No comment received.
- Chair Riis-Christianson Asked for any additional comments for Bylaw Number 2033, Bylaw Number 2034, or Bylaw Number 2035 for a second time. No comment received.
- Chair Riis-Christianson Asked for any additional comments for Bylaw Number 2033, Bylaw Number 2034, or Bylaw Number 2035 for a third time. No comment received.
- Chair Riis-Christianson Asked for any additional comments for Bylaw Number 2033, Bylaw Number 2034, or Bylaw Number 2035 for a fourth time. No comment received.
- Chair Riis-Christianson Adjourned the Public Hearing at 7:13 pm.

Michael Riis-Christianson, Chairperson

Danielle Patterson, Recording Secretary

Regional District of Bulkley-Nechako Board of Directors



TO: Chair and Board

FROM: Jason Llewellyn, Director of Planning

DATE: April 25, 2024

SUBJECT: RDBN 01-24 Bill 44 Zoning Bylaw Text Amendments
Small Scale Multi-Unit Housing Zoning Bylaw Amendments (Part 2)

RECOMMENDATION

(all/directors/majority)

That the Board direct staff to undertake preliminary consultation with member municipalities, First Nations, Electoral Area Advisory Planning Commissions, Northern Health, and the Ministry of Transportation and Infrastructure regarding proposed draft Bylaw No. 2040 and report back to the Board with recommendations regarding further consideration of the bylaw.

BACKGROUND:

In the fall of 2023, the Province introduced changes to the *Local Government Act (LGA)* requiring “at least one additional housing unit (Secondary Suite) within a detached dwelling that would otherwise be a single-family dwelling” or “at least one additional housing unit within another building on the same parcel or parcels of land on which a detached single-family dwelling is located.” The Province commonly refers to this as Small Scale Multi-Unit Housing (SSMUH). The *LGA* requires all zoning bylaws in BC to comply with the *LGA* SSMUH requirements by June 30, 2024.

Most residential zones in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw) already comply with the *LGA* requirements as Secondary Suites are generally permitted in Single-Family Dwellings. However, the R10 and R11 Zones do not permit Secondary Suites. Also, several commercial, industrial, institutional, and recreation zones limit residential use to one Dwelling Unit. “Regional District of Bulkley Nechako Rezoning Bylaw No. 2039, 2024” was proposed by staff to amend the Zoning Bylaw to bring these zones into compliance with the *LGA* SSMUH requirements by the June 30, 2024 deadline imposed by the Province. Bylaw No. 2039 was given first, second, and third reading by the Board at their April 11th meeting.

As noted, most residential zones already comply with the *LGA* SSMUH requirements. However, staff are proposing to amend the R3-R6, H1, H1A, H1B, H2, Ag1, and RR1 zones to

increase residential flexibility and align regulations across all zones. These amendments are contained in “Regional District of Bulkley Nechako Rezoning Bylaw No. 2040, 2024”

The mandated zoning bylaw amendments in Bylaw No. 2039 were separated from the discretionary changes proposed in Bylaw No. 2040 to facilitate adoption of Bylaw No. 2039 prior to the June 30th deadline. This provides the Board with greater flexibility in dealing with the discretionary changes in Bylaw No. 2040.

It is noted that the RDBN’s Official Community Plans must be amended to remove policies relating to the rezoning of land to allow second dwellings on parcels. These OCP amendments are necessary prior to adoption of Bylaw No. 2040. These Bylaws will require a Public Hearing prior to third reading and adoption.

This project was completed with the assistance of Amy Wainwright of Plan North Consulting.

SECONDARY SUITES AND TWO FAMILY DWELLINGS

The *BC Building Code* previously defined a Secondary Suite as “a dwelling unit:

- having a total floor space of not more than 90 m² in area,
- having a floor space less than 40 per cent of the habitable space of the building,
- located within a building of residential occupancy containing only one other dwelling unit, and
- located in and part of a building which is a single real estate entity.”

To remove barriers to the creation of more affordable rental housing the Province amended the *BC Building Code* in 2019 to remove the size restrictions for secondary suites.

The existing definition of a secondary suite in the BC Building Code is:

“Secondary suite means a self-contained dwelling unit located within a building or portion of a building completely separated from other parts of the building by a vertical fire separation that has a fire-resistance rating of not less than 1 h and extends from the ground or lowermost assembly continuously through or adjacent to all storeys and spaces including service spaces of the separated portions, of only residential occupancy that contains only one other dwelling unit and common spaces, and where both dwelling units constitute a single real estate entity.”

The *BC Building Code* does not require the building owner to occupy either of the units, but the two units must not be sold separately, which increases the likelihood that at least one

of the units is rented. The *BC Building Code* standard for secondary suites includes reduced requirement for fire separation and sound transmission compared to the standard for a Two-Family Dwelling where the units may be sold separately. It is noted that in the rural area the opportunity to sell Dwelling Units in a Two Family Dwelling separately is limited.

Bylaw No. 2040 proposes to remove the size restriction on a Secondary Suite from the Zoning Bylaw resulting in the primary difference between a Secondary Suite and a Two Family Dwelling being the standard to which the dwellings are built and tenure. When an application for a building permit is submitted the applicant will have to identify if they are proposing to build a Single Family Dwelling with a Secondary Suite or a Two Family Dwelling.

ALLOWING TWO FAMILY DWELLINGS

Given the proposed change to the definition of Secondary Suite and the reduced difference between a Single Family Dwelling with a Secondary Suite and a Two Family Dwelling, it is proposed that the Two Family Dwelling use be added to the R3 Zone. The Two Family Dwelling use is not proposed for the R1 Zone given its small parcel area, or the R2 Zone given its intended use for a Multiple Family Dwelling.

ALLOWING TWO SINGLE FAMILY DWELLINGS

In staff's opinion there is little land use justification to prohibit the building of two Single Family Dwellings on larger rural Parcels where a Single Family Dwelling (with a Secondary Suite) or a Two Family Dwelling are permitted. Therefore, it is proposed that two Single Family Dwellings be allowed in the R3-R6, R9, H1, and H1B Zones.

With the proposed change to allow two Single Family Dwellings in the H1 Zone the H1A (Small Holdings – Additional Dwelling) Zone will be, in staff's opinion, unnecessary. Therefore, it is proposed at this time that the H1A Zone be deleted and all lands zoned H1A be rezoned to H1.

There are 25 Parcels zoned H1A. Twenty of these parcels are in Electoral Area A, three are in Electoral Area B, one is in Electoral Area F, and one is in Electoral Area C. Staff will send a letter advising the owners of land Zoned H1A of the proposed change and provide an opportunity to comment. Staff do not anticipate notable objection to rezoning H1A zoned parcels to the proposed new H1 Zone and the new H1 Zone would provide more flexibility.

PROTECTING COMMUNITY CHARACTER

To ensure community character is protected and rural residential density is maintained staff are proposing to restrict the total number of Dwelling Units permitted on a Parcel. In the R3-R6, R9, H1(under 4 ha) and H1B (under 4 ha) zones the proposed maximum number of Dwelling Units permitted on a Parcel is two. It is up to the property owner to determine the form of those Dwelling Units. The property owner can choose to build the following:

- one Single Family Dwelling (with or without a Secondary Suite)
- one Two Family Dwelling, or
- two Single Family Dwellings (without Secondary Suites).

In the H1 and H1B (4 ha and over), H2, and RR1 zones the maximum number of Dwelling Units permitted on a Parcel is four. The property owner can choose to build the following:

- two Single Family Dwellings (with or without Secondary Suites)
- two Two Family Dwellings
- two Single Family Dwellings (without Secondary Suites) and one Two Family Dwelling, or
- one Single Family Dwelling with Secondary Suite and one Two Family Dwelling

The Zoning Bylaw regulations regarding housing with the above noted changes are summarised in the table below.

Zone	Single-Family Dwelling	Two-Family Dwelling	Max Total Dwellings
R1 and R2*	SFD with SS (1)	No	2
R3-R6	SFD with SS (1) SFD no SS (2)	YES (1)	2
R9	SFD with SS (1) SFD no SS (2)	Yes (1)	2
H1 and H1B (< 4 ha)	SFD with SS (1) SFD no SS (2)	Yes (1)	2
H1 and H1B (>=4 ha)	SFD with SS (2) SFD no SS (2)	Yes (2)	4
H2	SFD with SS (2) SFD no SS (2)	Yes (2)	4

Ag1**	SFD with SS (1)	No	3
	SFD no SS (1)		
RR1***	SFD with SS (2)	Yes (2)	4
	SFD no SS (4)		

* The R2 zone allows multiple-family dwellings where there is community sewer and water systems.

** Additional dwellings and Two Family Dwellings only allowed subject to ALC approval.

***The RR1 Zone allows an additional Cabin in addition to 4 Dwelling Units.

In addition to the above noted density regulations a maximum combined Total Floor Area has been established for each zone as follows:

Zone	R3, R4, R5, R6	H1, H1B	H2, RR1
Total Floor Area	400 m ² (4305 ft ²)	600 m ² (6458 ft ²)	800 m ² (8611 ft ²)

BYLAW 2040 EXPLAINED

The specific changes proposed to the definition of Secondary Suite and to each zone, are summarized below.

1. The following new definition of Secondary Suite replaces the existing definition: "SECONDARY SUITE means the use of a portion of a Single Family Dwelling as a separate second Dwelling Unit, subject to the regulations contained in a specific zone."
2. Waterfront Residential 1 Zone (R3)
 - add Two Family Dwelling as a permitted use
 - establish a maximum of two Dwelling Units on a Parcel
 - establish a maximum combined Total Floor Area of 400 sq. m (4305 sq. ft).
3. Waterfront Residential 2 Zone (R4)
 - establish a maximum of two Dwelling Units on a Parcel, with an exemption for a land use contract accommodation.
 - establish a maximum combined Total Floor Area of 400 sq. m (4305 sq. ft).
4. Country Residential Zone (R5)
 - establish a maximum of two Dwelling Units on a Parcel.
 - establish a maximum combined Total Floor Area of 400 sq. m (4305 sq. ft).
5. Rural Residential Zone (R6)
 - establish a maximum of two Dwelling Units on a Parcel.
 - establish a maximum combined Total Floor Area of 400 sq. m (4305 sq. ft).

6. Hudson Bay Mountain Recreational Residential Zone (R8)
 - moving the maximum combined Total Floor Area restriction for a Cabin from the Density section to Limitations on Use Section.
7. Hudson Bay Mountain Single Family Residential Zone (R9)
 - establish a maximum of two Dwelling Units on a Parcel.
 - Remove the restriction on Secondary Suites.
8. Small Holdings Zone (H1)
 - establish a maximum of two Dwelling Units on a Parcel less than 4 ha.
 - establish a maximum of 4 Dwelling Units on a Parcel 4 ha. or larger
 - establish a maximum of two SFD on a Parcel 4 ha. or larger.
 - establish a maximum combined Total Floor Area of 600 sq. m (6458 sq. ft).
9. Small Holdings – Additional Dwelling Zone (H1A)
 - zone is removed from the bylaw and all lands zoned H1A are rezoned to H1.
10. Small Holdings – Industrial Shop Zone (H1B)
 - establish a maximum of two Dwelling Units on a Parcel less than 4 ha.
 - establish a maximum of 4 Dwelling Units on a Parcel 4 ha. or larger
 - establish a maximum of two SFD on a parcel 4 ha. or larger.
 - establish a maximum combined Total Floor Area of 600 sq. m (6458 sq. ft).
11. Large Holdings Zone (H2)
 - establish a maximum of four Dwelling Units on a Parcel.
 - establish a maximum of two SFD on a parcel.
 - establish a maximum combined Total Floor Area of 800 sq. m (8611 sq. ft).
12. Agricultural Zone (Ag1)
 - establish a maximum of two Single Family Dwellings on a Parcel unless additional dwellings are permitted pursuant to the *Agricultural Land Commission Act*.
13. Rural Resource Zone (RR1)
 - a) establish a limit of 4 Dwelling Units on a Parcel.

THE POTENTIAL IMPLICATIONS

Rental Housing Supply – The changes noted above would allow increased opportunity for rental housing in the rural area. Currently, many property owners do not take advantage of the opportunity to develop a Secondary Suite or Two Family Dwelling because they do not want a tenant in such proximity to their home. It is expected that more property owners would develop a second Single Family Dwelling as a rental if it was an option.

This is expected to have a positive impact on the amount and diversity of rental housing supply in the region. However, it is noted that given the location of the rental accommodation in the rural area the rental housing may not be suitable for all renters.

Illegal Second Single-Family Dwellings and Enforcement – One of the most common contraventions of the Zoning Bylaw is the building of illegal second Single Family Dwellings. These dwellings are frequently located in accessory buildings such as a garage or shop. Enforcement in these situations can be challenging as compliance can be achieved by removing appliances and apparent removal of the tenant; however, the dwelling use can be easily re-established in the future. Allowing second dwellings as proposed would allow for these dwellings to be legalized and would facilitate their development in accordance with applicable safety and health related regulations.

Rural Population Growth – According to RDBN Building Permit data over the last 10 years approximately half of the new housing starts in the region are in the rural area. A growth pattern where the rural population is growing as fast as its municipalities is not sustainable. Allowing for too much housing in the rural area is not advised. Staff do not advise accommodating rural housing beyond that recommended in this report. It is anticipated that increased zoning flexibility for housing in municipalities, required pursuant to Bill 44 will mitigate this impact.

Community Character – Increased rural density and rental accommodation can negatively impact the character of rural residential neighbourhoods, and lead to increased demand for regulation (sewage system monitoring, animal control, etc.). As discussed previously in this report it is anticipated that the limits placed on Total Floor Area will mitigate community character impacts.

Environmental Impact - Increased rural density near or adjacent to lakes and watercourses may increase the impact of development on riparian areas and water quality. The impact on water quality associated with increased demand for on-site sewage disposal may be of particular concern. As discussed previously in this report it is anticipated that the limits placed on Total Floor Area will mitigate potential environmental impacts.

PROCESS TO FOLLOW

To better understand these and other potential implications staff are recommending a preliminary consultation process with member municipalities, First Nations, Electoral Area Advisory Planning Commissions, Northern Health, and the Ministry of Transportation and Infrastructure. Following this consultation staff will report back to the Board with recommendations regarding Bylaw No. 2040, and the associated OCP amendments.

ATTACHMENT

- Draft Zoning Amendment Bylaw 2040



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2040

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended as follows:

1) Interpretation and Definitions

The definition of "Secondary Suite" in Section 1.0.2 Definitions is deleted and replaced with the following:

"SECONDARY SUITE means the use of a portion of a Single Family Dwelling as a separate second Dwelling Unit, subject to the regulations contained in a specific zone."

2) Waterfront Residential I Zone (R3)

a) Section 7.0.1.1. Principal Uses is amended by adding the following:

"(b) Two Family Dwelling"

b) Section 7.0.2.1. is deleted and replaced with the following:

"Not more than two Dwelling Units shall be located on a Parcel."

c) The following new Section is added to the Waterfront Residential 1 Zone (R3):

"Limitations on Use

The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 400 square metres (4,305 square feet)."

3) Waterfront Residential II Zone (R4)

a) Section 8.0.2.1. is deleted and replaced with the following:

"Not more than two Dwelling Units shall be located on a Parcel, with the exception that three Dwelling Units are permitted on the Parcel legally described as Lot 2, Plan 3309, District Lot 314, Range 5, Coast District in accordance with Section 8.0.1.1.c.)"

b) Section 8.0.3.1 is deleted and replaced with the following:

"The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 400 square metres (4,305 square feet)."

4) Country Residential Zone (R5)

a) Section 9.0.2. Density is deleted and replaced with the following:

"1. Not more than two Dwelling Units shall be located on a Parcel, with the exception that Two Single Family Dwellings with Secondary Suites are permitted on the Parcel legally described as Parcel A, Section 26, Township 5, Range 5, Coast District, Plan BCP8721."

b) The following new Section is added to the Country Residential Zone (R5):

"Limitations on Use

The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 400 square metres (4,305 square feet)."

5) Rural Residential Zone (R6)

a) Section 10.0.2. Density is deleted and replaced with the following:

"1. Not more than two Dwelling Units shall be located on a Parcel.

b) The following new Section is added to the Rural Residential Zone (R6):

"Limitations on Use

The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 400 square metres (4,305 square feet)."

6) Hudson Bay Mountain Recreational Residential Zone (R8)

a) Section 12.0.2.2 is deleted.

b) Section 12.0.3 Limitations on Use is amended by adding the following:

"3. The maximum combined Total Floor Area permitted for a Cabin is 167.23 square metres (1,800 square feet)."

7) Hudson Bay Mountain Single Family Residential Zone (R9)

a) Section 12.1.2.1. is deleted and replaced with the following:

Not more than two Dwelling Units shall be located on a Parcel."

b) Section 12.1.3.1 is deleted.

8) Small Holdings Zone (H1)

a) Section 14.0.2 Density is deleted and replaced with the following:

1. Not more than two Dwelling Units shall be located on a Parcel which is less than 4 hectares (9.88 acres) in area."
2. Not more than 4 Dwelling Units shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater."
3. Not more than two Single Family Dwellings shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater."

b) The following new Section is added to the Small Holdings Zone (H1):

"Limitations on Use

The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 600 square metres (6,458 square feet)."

9) Small Holdings – Additional Dwelling Zone (H1A)

a) Section 14.1 Small Holdings Zone is deleted. (H1).

b) All lands zoned Small Holdings – Additional Dwelling Zone (H1A) are rezoned to the Small Holdings Zone (H1).

10) Small Holdings – Industrial Shop Zone (H1B)

a) Section 14.2.2 Density is deleted and replaced with the following:

"1 Not more than two Dwelling Units shall be located on a Parcel which is less than 4 hectares (9.88 acres) in area."

1. Not more than 4 Dwelling Units shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater.
2. Not more than two Single Family Dwellings shall be located on a Parcel which is 4 hectares (9.88 acres) in area or greater."

b) Section 14.2.3 Limitations on Use is amended by adding the following:

"2 The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 600 square metres (6,458 square feet)."

11) Large Holdings Zone (H2)

a) Section 15.0.3. Density is deleted and replaced with the following:

1. Not more than 4 Dwelling Units shall be located on a Parcel.
2. Not more than two Single Family Dwellings shall be located on a Parcel.

b) Section 15.2.3 Limitations on Use is amended by adding the following::

“2 The maximum combined Total Floor Area permitted for all Dwelling Units on a Parcel is 800 square metres (8,611square feet).”

12) Agricultural Zone (Ag1)

a) Section 16.0.2.1. is deleted and replaced with the following:

“Not more than two Single Family Dwellings shall be located on a Parcel unless additional dwellings are permitted pursuant to the Agricultural Land Commission Act.”

13) Rural Resource Zone (RR1)

a) Section 17.0.2.1.is deleted and replaced by the following:

a) Not more than 4 Dwelling Units and Cabins which are Sleeping Units shall be located on a Parcel.

This bylaw may be cited as “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024”.

READ A FIRST TIME this ___ day of _____.

READ A SECOND TIME this ___ day of _____.

PUBLIC HEARING HELD this ___ day of _____.

READ A THIRD TIME this ___ day of _____.

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2040, 2024”.

DATED AT BURNS LAKE this ___ day of _____.

Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this ___ day of _____, 2024

for Minister of Transportation & Infrastructure

ADOPTED this ____ day of _____.

Chairperson

Corporate Administrator

DRAFT



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: April 25, 2024
Subject: **ALR Non-Farm Use (Removal of Soil) Application No. 1267**

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

That Agricultural Land Commission Application 1267 be recommended to the Agricultural Land Commission for approval with the further recommendation that the ALC ensure appropriate remediation throughout the life of the gravel pit.

EXECUTIVE SUMMARY

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use – Removal of Soil (NFU) application to extract approximately 350,000 m³ of aggregate from a NFU area of 7.6 ha (18.8 ac). The NFU area contains an existing sand and gravel pit which has operated for over 20 years. The reclamation plan states the end land use objective for the site will be agriculture (grazing).

Staff recommend the application be forwarded to the ALC with a recommendation to support, with the request that the ALC ensure appropriate remediation throughout the life of the gravel pit.

APPLICATION SUMMARY

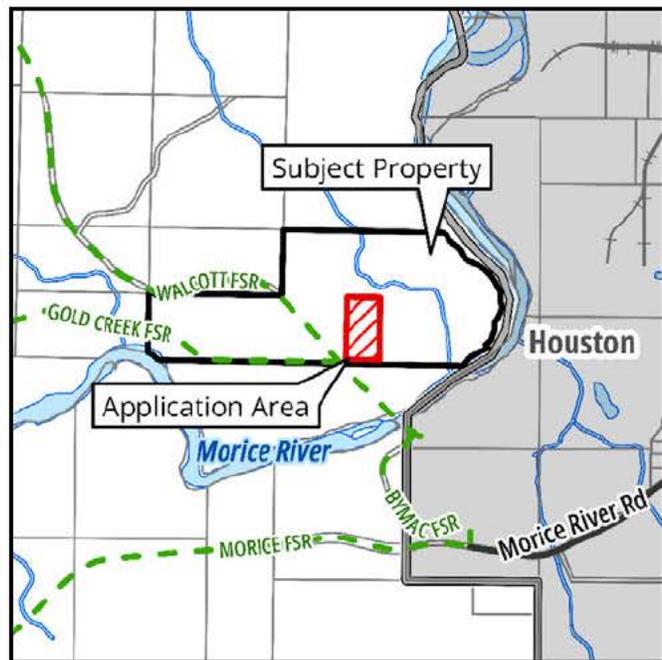
Name of Agent/Owner:	Ron Groot, R. Groot Contracting Ltd.
Electoral Area:	Area G (Houston/Granisle Rural)
Subject Property:	Part of District Lot 4107, Range 5, Coast District (PIN 2497560)
Property size:	130.96 ha (323.61 ac)
OCP Designation:	Agriculture (AG) in "Regional District of Bulkley-Nechako Houston, Topley, Granisle Rural OCP Bylaw No. 1622, 2011" (the OCP)
Zoning:	Agricultural (Ag1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Existing Land Use:	Sand and gravel pit
Location:	Accessed from Walcott FSR off Bymac FSR and Morice River Rd, approximately 850 m west of the District of Houston's municipal boundary (see Location Map below).
Non-Farm Use Area:	7.6 ha (18.8 ac)

Location Map:

PROPOSAL

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use – Removal of Soil (NFU) application to continue operating an existing gravel pit on the subject property. The existing pit has been operating for over 20 years.

The applicant is proposing to extract approximately 350,000 m³ of aggregate from a NFU area of 7.6 ha (18.8 ac), at a maximum annual extraction rate of 46,000 m³ (see Attachments for ALC Submission).



Operations would involve convention methods utilizing an excavator, loader and tandem dump trucks to deepen the existing pit by an additional 7 m. No additional clearing or stripping of vegetation is required. The gravel pit is expected to operate intermittently from April to November, depending on demand, with hours of operation from 8 am to 6 pm, Monday to Saturday. Staff have informed the applicant that any washing, screening or crushing would require the issuance of a Temporary Use Permit from the Regional District.

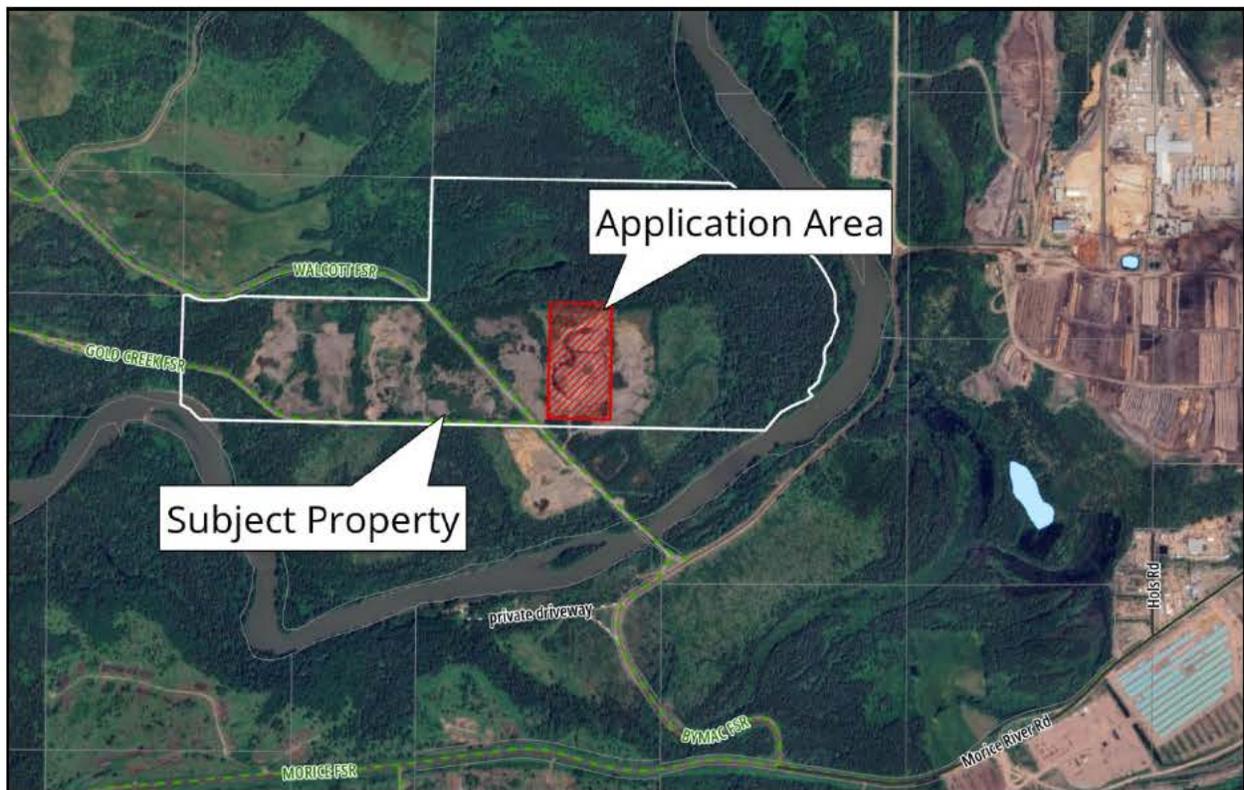
DISCUSSION

Site and Location Details

The proposed NFU area covers the applicant's Licence of Occupation and is located on a parcel of Crown land that contains several other active sand and gravel pits. To the north is a ranch, several forage/hay fields and forest; to the east is a gravel pit, forest and the Canfor mill complex; to the south is a gravel pit, forest and industrial park; and to the west are several other gravel pits and forest (see Attachments for Site Photos).

The application states the NFU area has only been used for aggregate extraction and no agricultural improvements have been made, besides tree clearing.

The nearest dwellings are located approximately 2.1 km from the application area.



Official Community Plan (OCP)

The subject property is designated Agriculture (AG) under the OCP. The intent of this designation is to preserve these lands for the purposes of farming and other related activities. Section 3.1.2 contains the following OCP policies relevant to the application:

"(2) Silviculture practices and aggregate extraction that allows for the restoration of land for agriculture are supported within the Agricultural (AG) designation."

“(6) Applications for exclusions, subdivisions, and non-farm uses to allow industrial development within the Agricultural Land Reserve may be supported if:

- (a) there is limited agricultural potential within the proposed area;*
- (b) soil conditions are not suitable for agriculture;*
- (c) neighbouring uses will not be compromised;*
- (d) there is a demonstrated need for the proposed development; and,*
- (e) the community benefits outweigh the value of the land for agriculture.”*

Zoning

The subject property is zoned Agricultural (Ag1) pursuant to the Zoning Bylaw. The Zoning Bylaw cannot regulate the removal or deposit of soil. However, zoning can regulate aggregate processing, such as the screening and crushing of gravel, which is not a permitted use in the Ag1 Zone.

Reclamation and Agricultural Capability

The applicant has provided a reclamation plan to reclaim the proposed NFU area for an end land use of agriculture (grazing). Reclamation would include stockpiling soil; resloping to a 3:1 gradient; and ripping, levelling, tilling, rolling and revegetating the site (see Attachments for Reclamation Plan).

Both Canada Land Inventory mapping and the applicant’s Land Capability Assessment indicate that the application area has an agricultural capability of class 5P, limited by stoniness (see Appendix A for more details). The applicant’s Land Capability Assessment indicates the capability is improvable to class 4A, limited by soil moisture deficiency.

Staff Comments

The applicant provided staff with their updated Mine Plan for 2025 to 2034 which states invasive plants will be managed by minimizing soil disturbance, cleaning all onsite equipment, seeding all soil and overburden stockpiles and spraying and/or manually removing noxious weeds on an annual basis. The plan also indicates the groundwater level is at least 1 m below the projected pit floor. The applicant stated to staff that the previous operator, Grouse Mountain Trucking, had ALC approval through ALC File No. 31469 but staff were unable to verify this.

Staff recommend the application be forwarded to the ALC with a recommendation to support, with the request that the ALC ensure appropriate remediation throughout the life of the gravel pit.

Referral Comments

The **RDBN Rural Agriculture Coordinator** provided the following comments:

Regarding ALR 1267 Referral documents, ongoing invasive species management is important as the proposed non-farm use application is for land that has already been disturbed. As per the recommendation in the reclamation plan, the Northwest Invasive Plant Council may be able to assist with invasive species management, information resources in particular, but it would be good for the applicant to have a current, detailed integrated pest management plan as well if they don't already have one.

Ground water quality monitoring protocols would be beneficial if they are not already established; a portion of the south-east corner of the application area is over top of a high vulnerability aquifer [\[Link\]](#) (BC iMap is here [\[Link\]](#)).

The **Area G Advisory Planning Commission** reviewed the application on April 17, 2024 and their comments are included in the supplemental agenda.

Referral responses from the **District of Houston** and the **Ministry of Agriculture and Food** were not yet received at the time of writing this report. Any comments received will be included in the supplemental agenda.

ATTACHMENTS

- Appendix A – Agricultural Capability
- Appendix B – Surrounding ALR Applications
- [Applicant ALC Submission \(Link\)](#)
- [Reclamation Plan \(Link\)](#)
- Applicant Site Photos

Appendix A

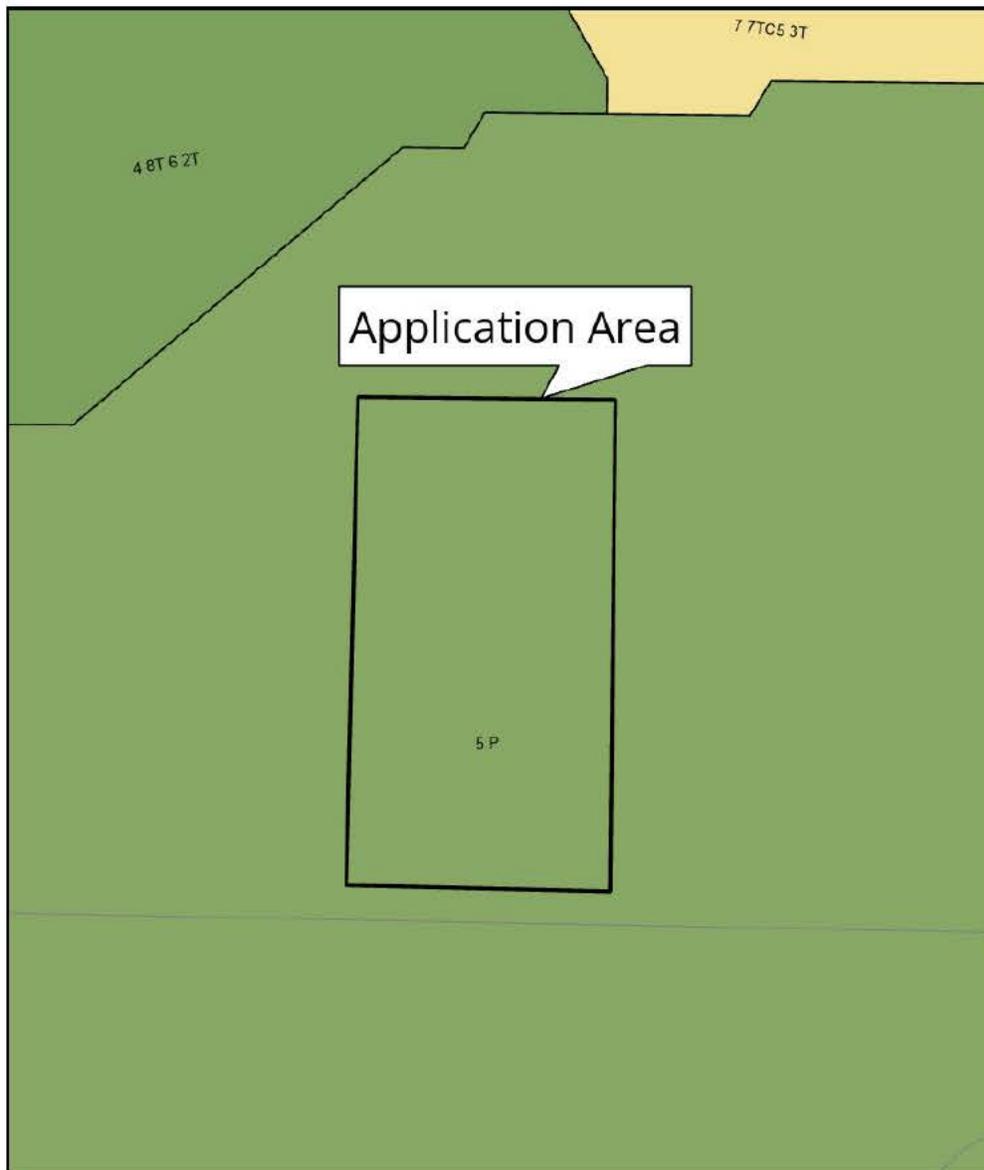
Agricultural Capability based on Canada Land Inventory Mapping

100% of the subject lands are:

Class 5P (limited by stoniness).

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

Agricultural Capability Map



APPENDIX B:

Surrounding Applications

ALR Application	Legal Description	Summary	Recommendation
534	Portions of District Lots 738, 741, 742, 2602, 5828, 6591 and unsurveyed Crown Land; All of Range 5, Coast District as well as District Lots 711A, 1949, 2601, 2604, 2605, 2606, 2613, 2614, 2615, 2616, 3468, 4107, 4108, 5413, 5414, and 5415	Applications for mass inclusion into the ALR.	Staff: Approval
			Board: Approval
			ALC: Approved
1111	Block A, District Lot 5104, Range 5, Coast District	Application for inclusion into the ALR.	Staff: N/A (Interests unaffected)
			Board: N/A (Interests unaffected)
			ALC: Approved

Surrounding Applications Map



Applicant Submitted Site Photos



Looking north at mining area circa 2023



Looking south across existing pit floor – circa 2023



Looking at southern end of property, with adjoining pit wall located on the left (note: Soil S/P located in brush area behind product S/P – circa 2023)



Picture 1. View to the south of Walcott Pit from the northern boundary. Note soils reclamation stockpiles in foreground. Access road to pit is from south.



Picture 2. Forage fields ~1.0 km north of Walcott gravel pit. View east from Morice - Walcott FSR



Picture 3. Planted forest ~1.0 km south of Walcott pit boundary. View to the southeast



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Regional District of Bulkley-Nechako Board of Directors

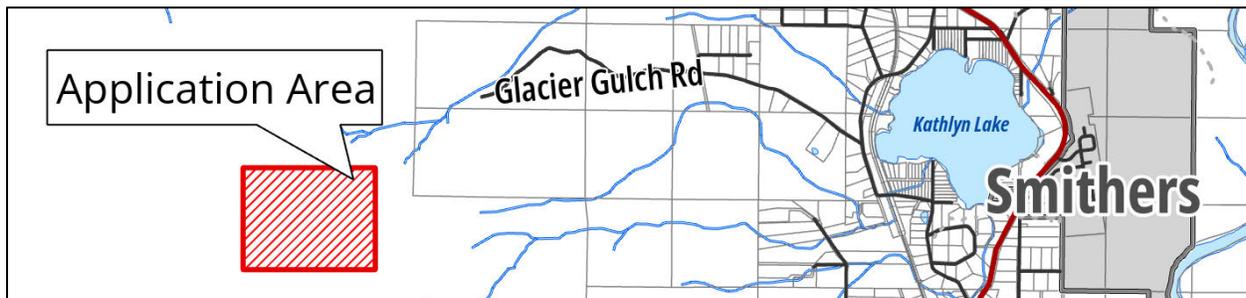
To: Chair and Board
From: Rowan Nagel, Planning/GIS Technician
Date: April 25, 2024
Subject: Notice of Work Referral No. 0200321

RECOMMENDATION: (all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments for Notice of Work Referral No. 0200321.

BACKGROUND

This application is for a two-year Notice of Work (NoW) by Moon River Capital Corporation. The NoW would grant rights to perform mineral exploration activities in the application area for the next two years. The application area is located near Glacier Gulch, west of Smithers, with access via helicopter only. As part of the exploration, the applicant will extract between 1000 and 2000 kg of rock to determine the viability of Molybdenum, Tungsten, and other rare earth mineral deposits in the area.



The exploration area is an undeveloped section of predominantly unforested alpine land approximately 7 km west of Smithers Airport. The nearest dwelling is approximately 3 km away, and the area is zoned Small Holdings (H1) and designated Resource (RE). The application area is within provincially designated Mountain Goat Habitat.

The applicant plans to construct three separate drill sites, with approximate coverage of 0.02 ha each. As ground disturbance will be limited, site reclamation plans focus on the removal of equipment and decommissioning of drill sites.

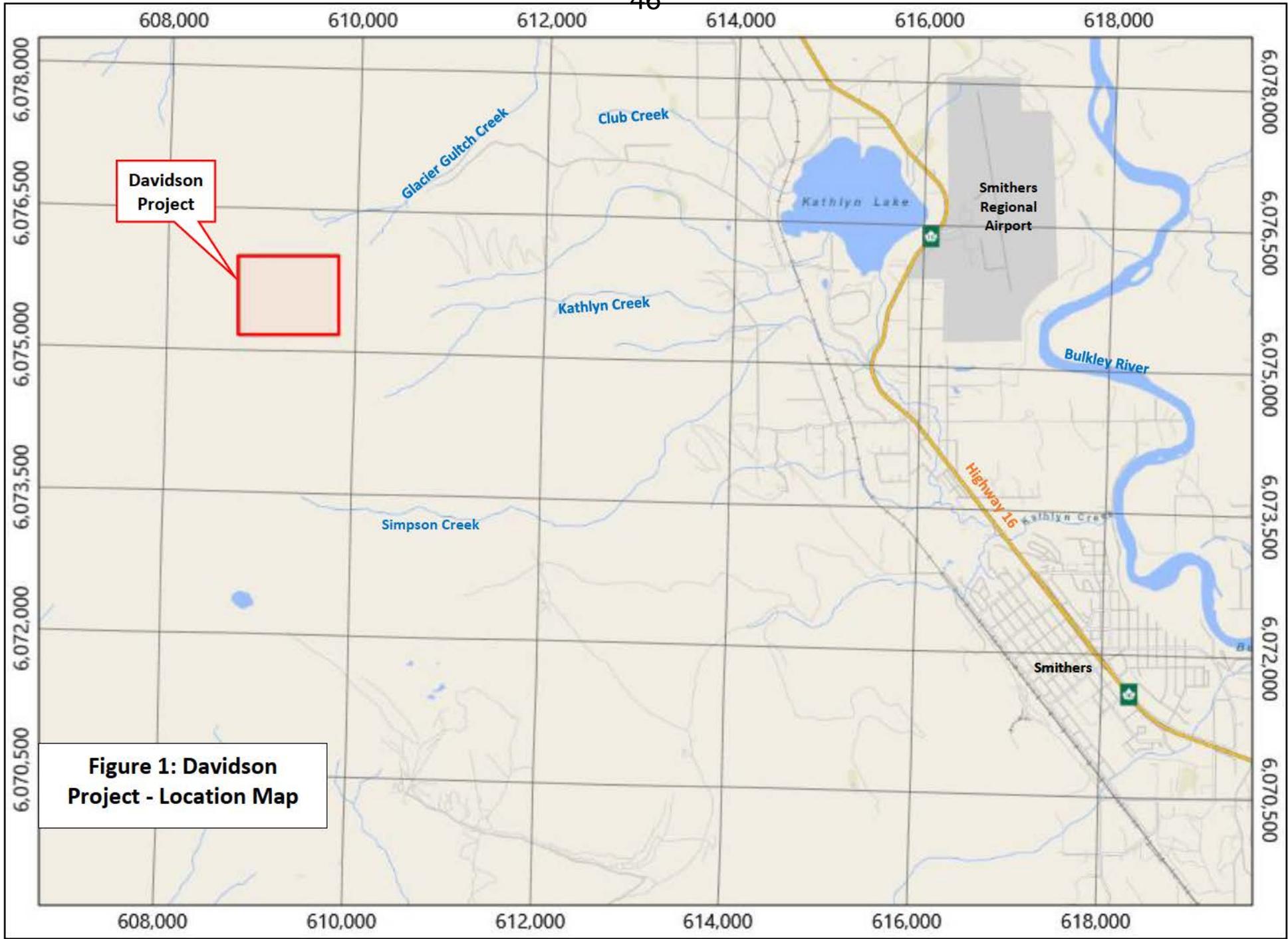
ATTACHMENTS

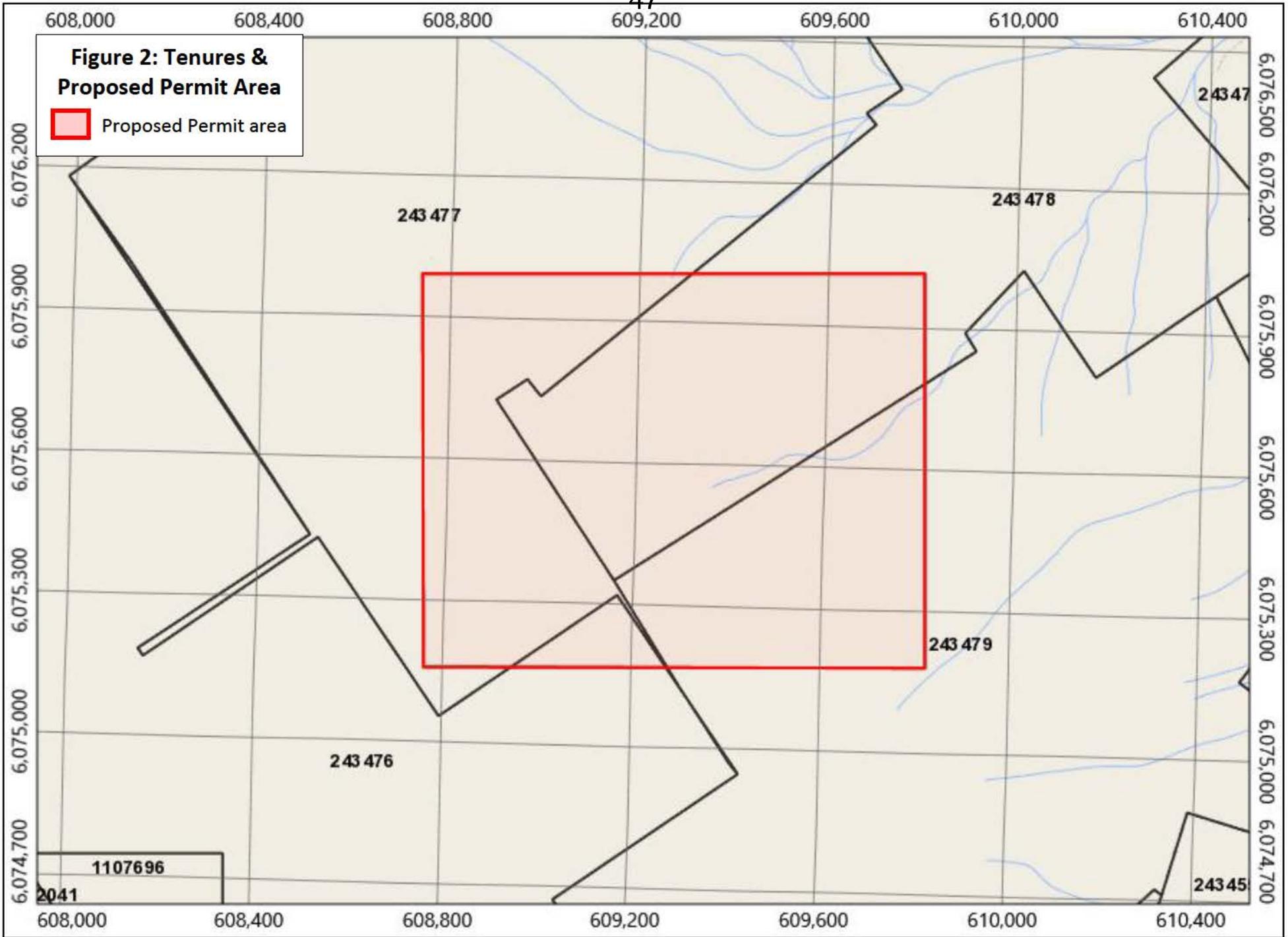
- Comment Sheet

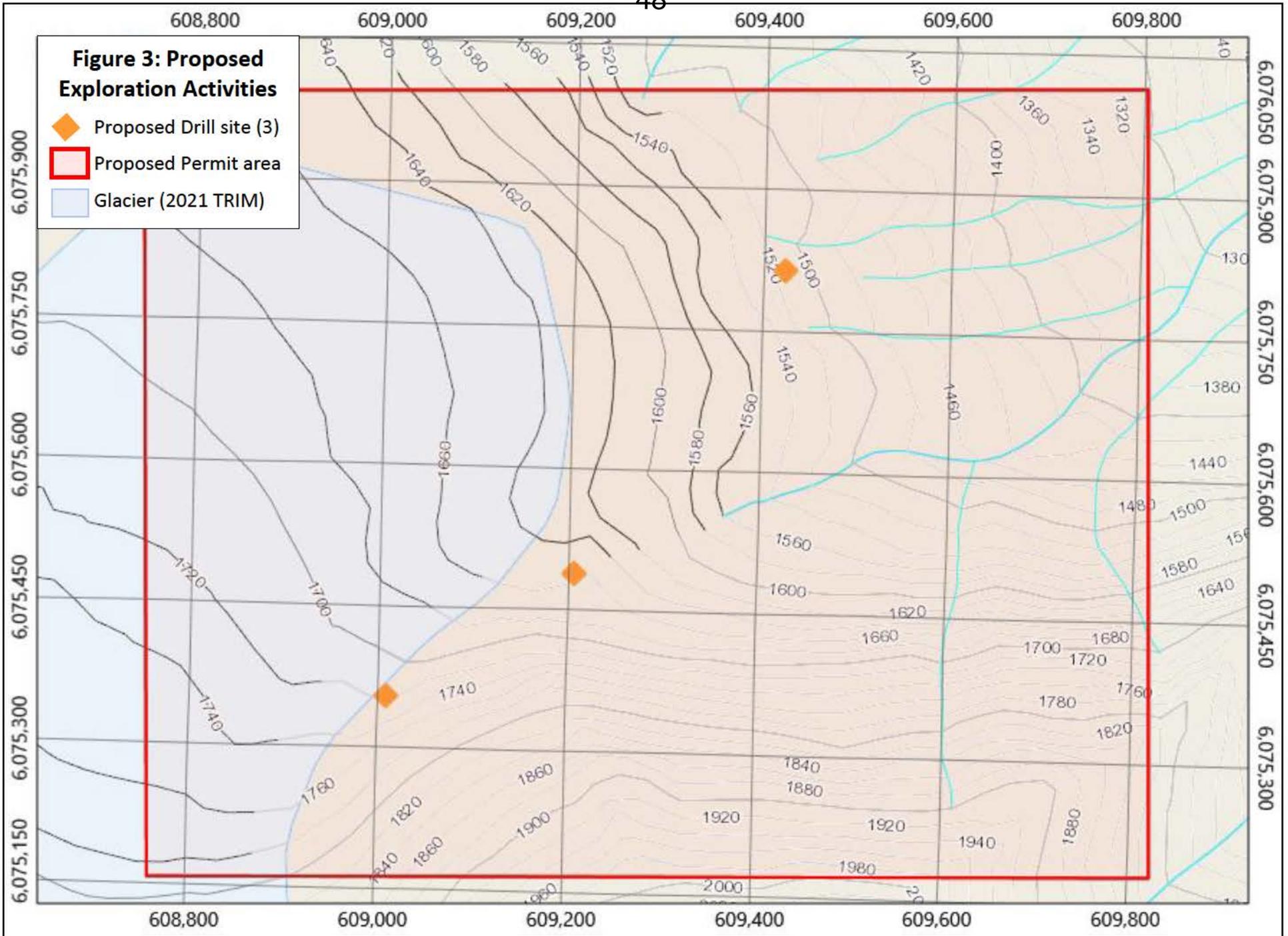
- Applicant's Location Maps

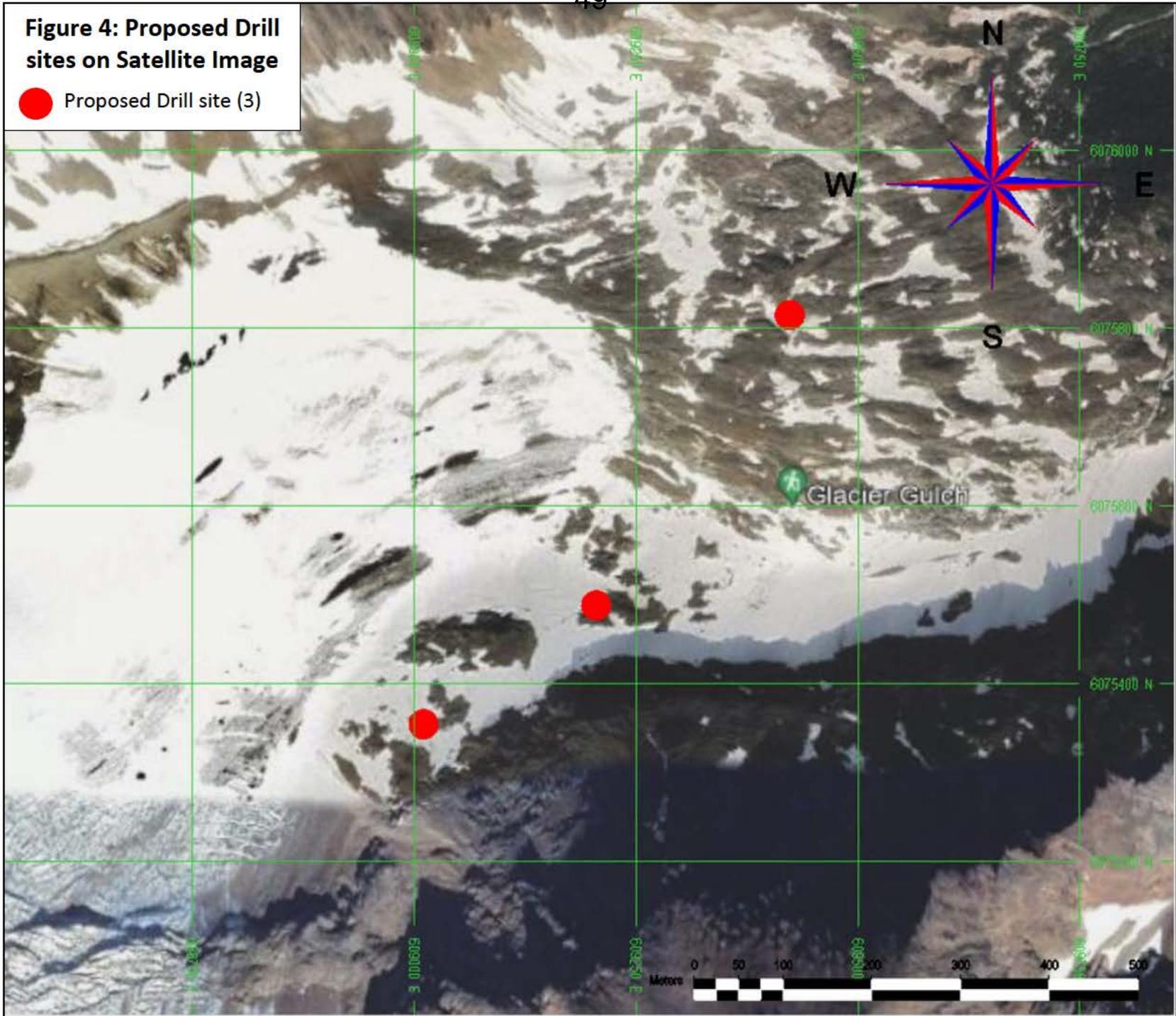


Electoral Area:	Electoral Area A (Smithers/Telkwa Rural)
Applicant:	Moon River Capital Corp.
Existing Land Use:	N/A
Zoning:	Large Holdings (H2)
OCP Designation:	Resource (RE)
Proposed Use Comply with Zoning:	N/A
Agricultural Land Reserve:	No
Access:	Air Access Only
Building Inspection:	Yes
Fire Protection:	No
Other comments:	None











Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: April 25, 2024
Subject: Mount Milligan Amendment Application Technical Advisory Committee

RECOMMENDATION:

(all/directors/majority)

That the Board Direct staff to participate in the Mount Milligan Environmental Assessment Certificate Amendment review process as an observer, and report back to the Board on the process as appropriate.

BACKGROUND

The Mount Milligan Mine Project was issued an Environmental Assessment (EA) Certificate in March of 2009. The RDBN participated in the EA review process as a working group member (now Technical Advisory Committee). The Project is located approximately 155 kilometres (km) northwest of Prince George and 90 kilometres northeast of Fort St. James. The Board policy regarding RDBN participation in the EA review process is attached.

DISCUSSION

Thompson Creek Metals Company Inc. (TCMC) is proposing to amend their Environmental Assessment (EA) Certificate as follows:

- operate the Mine for an estimated ten additional years (extended life-of-mine till 2038) with an annual production rate of approximately 65,000 tonnes/day;
- additional tailings storage capacity and raising the dam height from the existing permitted dam height of 1,095 to 1,121 metres above sea level;
- construction of a Mineralized Waste Stockpile;
- updates to the existing reclamation and closure plan;
- changes to concentrate transportation;
- expanded groundwater withdrawal area;
- expansion of a borrow pit;
- retention and expansion of the previously constructed construction camp;
- updates to EAC Schedule A to reflect the constructed location of the landfill;

- and, clarification that residual seepage is authorized under the EAC, as presently registered and regulated under the federal Metal and Diamond Mining Effluent Regulation.

The Provincial Environmental Assessment Office (EAO) is providing the RDBN the opportunity to participate in the amendment review process as a member of the Technical Advisory Committee. Alternatively, the RDBN can participate as an observer. Observers are included in all technical advisor correspondences but are not expected to provide input during the review. Staff recommend that the RDBN participate as an observer as staff do not have the expertise to contribute in a meaningful way to discussions on the bulk of the issues being considered.

ATTACHMENTS:

- Email from the EAO dated April 9, 2024 inviting the RDBN to participate on the Technical Advisory Committee for the Mount Milligan Mine amendment application.
- Regional District of Bulkley-Nechako Environmental Assessment Participation Policy, 2013

From:
To:

Cc:
Subject: Mt.Milligan Copper Gold Project Amendment - TAC members
Date: April 9, 2024 8:46:16 AM
Attachments: [image001.png](#)
[image002.png](#)

[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

Good Morning,

I'm writing regarding the proposed Amendment for the Mt.Milligan Copper Gold Project (Mt.Milligan). **You have been identified as a key contact for your organization who can identify the appropriate staff members to participate as technical advisors for the upcoming Mt.Milligan review.**

Thompson Creek Metals Company Inc. (TCMC) a wholly owned subsidiary of Centerra Gold Inc. (Centerra), proposes to expand the existing Mt.Milligan mine. The Project is located approximately 155 kilometres (km) northwest of Prince George and is an open pit copper-gold mine with an average estimated production rate of 60,000 tonnes/day of ore over a projected 15-year mine life (till 2028).

The proposed Amendment is seeking approvals to operate the Mine for an estimated ten additional years (extended life-of-mine till 2038) with an annual production rate of approximately 65,000 tonnes/day. TCMC is also requesting additional tailings storage capacity and raising the dam height from the existing permitted dam height of 1,095 to 1,121 metres above sea level. The Amendment will also include construction of a Mineralized Waste Stockpile, updates to the existing reclamation and closure plan, changes to concentrate transportation, expanded groundwater withdrawal area, and expansion of a borrow pit. TCMC intends to alter existing items such as:

- Retention and expansion of the previously constructed construction camp;
- Updates to EAC Schedule A to reflect the constructed location of the landfill; and
- Clarification that residual seepage is authorized under the EAC, as presently registered and regulated under the federal Metal and Diamond Mining Effluent Regulation.

On March 11, 2024, TCMC submitted a Project Description (PD) and draft Amendment Application Information Requirements (dAAIR), which, if approved, would mark the beginning of the review for Mt.Milligan Amendment. The EAO will require the assistance of Technical Advisors to review and provide comments on the early drafts of documents such as the dAAIR.

Next Steps

1. **Confirmation of Technical Advisors (Action Requested)**

If your organization wishes to participate in this EA as a technical advisor, **please respond by end of day April 19, 2024**, with the name, position, address, phone number and email address of your designated Technical Advisor(s).

If your organization is **not** interested in participating as a technical advisor, or receiving future updates about the project **please respond by April 19, 2024** and I will remove you from the distribution list. Note that you or someone from your organization may wish to participate in the review as an observer. Observers are included in all technical advisor correspondences but are not expected to provide input during the review.

2. Review of dAAIR

The EAO will send you another email to let you know we are seeking your review of the dAAIR. This is anticipated to occur in May, 2024, and we would provide approximately one month for review.

For additional information on the Technical Advisory Committee, including the roles and responsibilities of technical advisors, please review the EAO's [Technical Advisory Committee Guideline](#). If you have any questions or require further information, please contact Project Assessment Director Katherine St.James by telephone at 778 698-9338 or by email at Katherine.StJames@gov.bc.ca.

Kind regards,

WARD VAN PROOSDIJ, M.Sc., P.GEO.

Project Assessment Officer
Environmental Assessment Office
Government of British Columbia

OFFICE: 250-356-7479

[Twitter.com/BC_EAO](https://twitter.com/BC_EAO)



The EAO respectfully acknowledges that it carries out its work on the territories of First Nations throughout British Columbia.

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

Section 7 – Environmental Assessment Participation Policy

ADOPTED 2013



POLICY # H-7
ADOPTED: June 20, 2013

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
ENVIRONMENTAL ASSESSMENT PARTICIPATION POLICY**

1. Purpose

The provisions of this policy are intended to formalize procedures regarding the Regional District of Bulkley-Nechako's (RDBN's) involvement in the provincial Environmental Assessment (EA) process. The policy deals with the following:

- a) The manner in which the RDBN determines whether it will participate in an EA process;
- b) The role of staff as a participant in the process on behalf of the RDBN; and
- c) Staff's reporting on the process to the RDBN Board of Directors.

2. Requests for Participation in the EA Process

Requests to the RDBN to participate as a member of a Working Group to advise the Environmental Assessment Office (EAO) in its assessment of an application for an EA Certificate shall be provided to the RDBN Board at a regular meeting. At that meeting, the RDBN Board may direct staff to participate as a member of the Working Group on behalf of the RDBN.

If the RDBN Board provides no direction regarding the request to participate as a member of a Working Group, staff shall not participate in the EA Process.

3. RDBN Receipt of Project Information

Where the RDBN Board does not respond to, or declines, a request to participate as a member of a Working Group the EAO typically continues to provide the RDBN with detailed information regarding the project and Working Group meetings. Due to the volume of information this information will not be forwarded to the Board unless the Board, or a specific RDBN Director, requests this information. The RDBN Board will be made aware of final decisions regarding the issuance of a certificate, and correspondence addressed to the Board.



4. Staff Participation

Where the RDBN Board has directed staff to participate as a member of a Working Group the Planning Department, or designate as directed by the CAO, shall be responsible for participation in the process and reporting to the RDBN Board.

A Planning Department staff person, or designate, shall attend Working Group meetings as necessary, and review related documents and information related to the project as necessary. At Working Group meeting staff may provide opinions and comment related to RDBN land use and planning as part of the discussion process at their discretion; however, the RDBN Board shall make decisions on substantive issues or formal positions taken by the RDBN.

5. Reporting to the Board

Where the Board has directed staff to participate as a member of a Working Group staff shall report to the RDBN Board regarding the process and to receive direction as appropriate, in staff's judgement. Reporting to the Board may typically occur at the following stages in the process:

- a) Draft Application Information Requirement Stage
At this stage the Working Group participants are provided with an opportunity to comment on a draft Application Information Requirement document to be submitted with their application. Staff shall report to the RDBN Board seeking direction on information required in relation to an RDBN interest, if any.
- b) Application Screening Stage
At this stage the Working Group screens the application information to determine if all necessary information has been provided. Staff shall report to the Board at this stage if staff determines that information important to an RDBN interest is missing.
- c) Application Analysis Stage
Once the application and associated information has been submitted and reviewed the Working Group members are given an opportunity to comment on the application. Staff shall report to the RDBN Board requesting comment on the application in relation to an RDBN interest, if any.
- d) Applicant Response Stage
At this stage the applicant responds to comments received and concerns raised during the application review. Staff may not report to the RDBN Board at this stage if the RDBN had not raised any issues requiring a response.
- e) EA Decision stage. Staff will forward to the RDBN Board any decisions made in a timely manner.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: April 25, 2024
Subject: 2024/2025 Annual Operating Agreement with BC Transit

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

That the Regional District of Bulkley-Nechako Board of Directors receive the 2024/2025 Annual Operating Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Agreement with BC Transit.

DISCUSSION

Attached is the 2024-2025 Annual Operating Agreement (AOA) that formalizes the partnership with BC Transit to operate the Bulkley-Nechako Regional Transit Service. The table below shows the historical Local Government share of the costs indicated in Schedule "C" of the Annual Operating Agreements.

OPERATING YEAR	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024-2025
Net RDBN Share (AOA Sch. "C")	\$100,410	\$92,259	\$109,981	\$102,077	\$139,609	\$146,916

ATTACHMENTS:

- Cover Letter from BC Transit
- 2024/2025 Annual Operating Agreement



March 19, 2024

BY EMAIL: jason.llewellyn@rdbn.bc.ca

Jason Llewellyn
Director of Planning
Regional District Bulkley Nechako
37 3rd Avenue
Burns Lake V0J 1E0

Dear Jason Llewellyn,

Re: FY2025 Annual Operating Agreement - Regional District Bulkley Nechako

As we provide you with your 2024-2025 Annual Operating Agreement (AOA), we want to take the opportunity to update you on changes reflected in your agreement and highlight key pieces of information for your consideration.

In recent years, our primary objective has been to provide public transit services that meet the needs of the travelling public throughout BC, and we were pleased to announce our full recovery to pre-pandemic ridership levels in fall 2023 for conventional transit. In addition to the ongoing provision of essential transit services and supporting economic recovery in your community, we can now look to the future of transit service delivery and the transformative changes on the horizon. This includes a focus on supporting transit-oriented development and associated transit-supportive infrastructure, introducing new and innovative service types, and leveraging new technological innovations to enhance the customer experience.

To support this effort, the Provincial operating grant for BC Transit in 2024-25 will allow many of our local government partners to expand service levels to meet increased demand. BC Transit is making significant progress on innovative projects that will enhance the efficiency and effectiveness of our transit service, including the implementation of our Umo electronic fare collection system and our new technology-driven on demand service model in the Kelowna Regional Transit system. There is also significant work underway as we prepare to integrate new battery electric buses into our fleet. Investments being made through our capital infrastructure program in new and upgraded transit passenger exchanges, operating facilities and transit priority infrastructure will further support BC Transit in the delivery of service across the province. All of this work will be guided by a refreshed strategic plan in 2024 that will reflect the changes to our operating environment since our previous plan was published in 2020.

The language contained in the Annual Operating Agreement is regularly reviewed and updated to reflect any material changes to our funding model or other special circumstances. You will note a minor change in your 2024-2025 agreement under *Local Contributions and Reserves* that reflects a change to our Provincial Operating Contribution Agreement. The change allows

the budgeted costs for BC Transit Management Services that appear in the Annual Operating Agreement budget to be the cap for each system, and that each local government partner will pay either the lower amount of actual or budgeted costs.

Finally, a reminder that the information contained in your Detailed Schedule C budget includes commercially confidential information from our operating company and is subject to protection afforded by the *Freedom of Information & Protection of Privacy Act*. Any reports to Council or Regional District Boards, or any discussions which may be made within the public realm must be limited to the line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs. The schedules attached to your Annual Operating Agreement have been modified accordingly.

As required by the Provincial Operating Contribution Agreement, all AOAs must be signed and returned to BC Transit no later than June 30, 2024.

If you have any questions regarding your agreement or the associated budget, please contact me at ltaylor@bctransit.com at your earliest convenience so I can provide you with any additional information that you require.

Sincerely,



Lindsay Taylor
Manager, Government Relations

Enclosed: FY2025 Annual Operating Agreement - Regional District Bulkley Nechako

ANNUAL OPERATING AGREEMENT

between

Regional District of Bulkley-Nechako

and

British Columbia Transit

Effective
April 1, 2024

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ANNUAL OPERATING AGREEMENT

April 1, 2024 – March 31, 2025

BETWEEN: **Regional District of Bulkley-Nechako**
(the "Municipality")

AND: **British Columbia Transit**
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "*Annual Operating Agreement*" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "*Transit Service Agreement*" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "*Incurred*" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2024, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2025, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;

- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

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

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 - 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards lease fees.
 - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

- a) As an allocation towards the Municipality's share of eligible operating expenses in the fiscal year of the contribution;
- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Strategy and Public Affairs
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

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

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2024.

Regional District of Bulkley-Nechako

British Columbia Transit

Vice President, Strategy and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

Passenger Categories: There shall be the following passenger categories:

- a) Child - a person who is under six (6) years of age.
- b) Student - a person, other than a child, who is:
 - a) under the age of 21 years; and
 - i. regularly attending classes at a public or private school at or below the level of Grade 12; and
 - ii. the holder of a current Student I.D. Card or other identification approved by the Municipality.
- c) Senior - a person who is sixty-five (65) years of age or over and the holder of valid identification.
- d) Adult - a person not defined as a child, student or senior.

Mode of Payment: There shall be the following modes of payment:

- a) Fare - an entitlement to ride upon the services of the Public Passenger Transportation System, as defined in terms of the Passenger Category, time and Zones of travel.
- b) Cash - legal tender issued by the authority of the Government of Canada for use as money, or the equivalent in legal tender issued by the authority of the Government of the United States of America for use as money
- c) Ticket - a prepaid form of fare, issued by the Municipality, for use in lieu of cash, for payment of a single fare.
- d) Single Fare - payment of a fare by means of cash or ticket, for individual travel within designated zones, and within a specified period of time.
- e) BC Bus Pass - a Pass available to BC residents who receive:
 - Federal Guaranteed Income Supplement with the Old Age Security Pension or Spouse's Allowance (60 years and older); or
 - Disability allowance under BC Benefits (18-64 years of age)
- f) Canadian National Institute of the Blind Pass – a pass available to those who are certified by the Institute and are residents of B.C.

Terms and Conditions: There shall be the following terms and conditions:

- a) Young Children - Not more than four children under five years of age who board a vehicle with, and who are at all times accompanied by an Adult, Student or Senior, shall be carried free.
- b) Proof of fare when boarding - Each passenger boarding a transit vehicle must present proof of a valid fare by means of either:
 - i) deposit of correct Fare in the farebox, plus presentation of any entitlement to a reduced fare; or
- c) BC Bus Pass - A Provincial Pass honoured only upon compliance with all of the following conditions:
 - i) valid only for year indicated;
 - ii) valid only when presented face-up and unfolded; void if mutilated or altered;
 - iii) valid only when presented with signature of bearer.
- d) CNIB Pass - A Canadian National Institute of the Blind pass will be honoured only upon compliance of the following conditions:
 - i) valid only for year indicated;
 - ii) valid only when presented face-up and unfolded; void if mutilated or altered;
 - iii) valid only when presented with signature of bearer.

Fares: For each one-way passenger trip

Effective as of September, 2021

- | | | |
|--|--|---------|
| a) Cash Fares | | |
| Adult/Students/Seniors | | \$5.00 |
| Child (12 or under) | | Free |
| b) Tickets (sheet of 10): | | |
| Adult/Students/Seniors | | \$45.00 |
| c) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program. | | |
| d) CNIB Identification Card available from the local office of the CNIB. | | |
| f) BC Transit Employee Bus Pass | | |

Fares valid on Regional Service only.

SCHEDULE B: SERVICE SPECIFICATIONS

The Local Transit Service Area for the Bulkley-Nechako Regional Transit service shall be coterminous with the boundaries of the Town of Smithers, the Village of Telkwa, the District of Houston, the Village of Granisle, the Village of Burns Lake, the Village of Fraser Lake, the District of Fort St. James, and the District of Vanderhoof, as per Regional District of Bulkley-Nechako Bylaw No. 1790.

The Annual Service Level for Bulkley-Nechako Regional Transit Service shall be **2,700** Revenue Service Hours.

The Exception Days recognized annually for the Bulkley-Nechako Regional Transit Service are:

Exception Day	Service Level
Good Friday	No Service
Easter Monday	Regular Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	Regular Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

BULKLEY-NECHAKO

	OFFICIAL AOA 2024/25
TOTAL REVENUE	28,728
TOTAL OPERATING COSTS	545,281
TOTAL COSTS (including Local Government Share of Lease Fees)	546,236
NET LOCAL GOVERNMENT SHARE OF COSTS	146,916



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Steve Davis, Building Inspector
Date: April 25, 2024
Subject: Section 57 Notice on Title, 6684 Tyhee Lake Road, Electoral Area "A"

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as the East ½ of the Southeast ¼ of Section 1, Township 4, Range 5, Coast District (6684 Tyhee Lake Road).

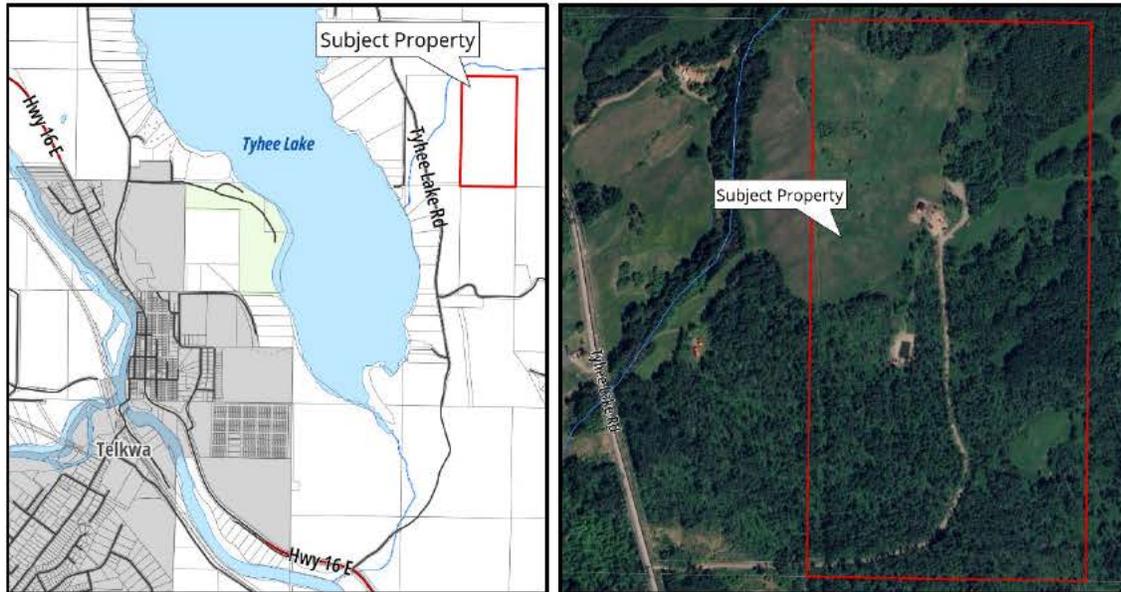
EXECUTIVE SUMMARY

A dwelling at 6684 Tyhee Lake Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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

BACKGROUND

The property owner built a new dwelling on the property without the required building permits and inspections. Staff worked with the property owner for several years to obtain a complete building permit application so that a building permit could be issued. A complete application has not yet been received.



HISTORY

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

January 15, 2020

The Building Inspector became aware that a new dwelling was being constructed without the required building permits or inspections. A site visit confirmed the construction, and a message was left for the property owner.

January 17, 2020

The Building Inspector spoke with the property owner by phone and explained the process of applying for a building permit.



February 6, 2020

A Building Inspector met with the property owner on site and explained that an engineer would be required to report on the concealed foundation and timber framed portions of the building.

February 7, 2020

An incomplete building permit application was submitted to the RDBN. Over the next few months building inspectors worked to obtain the required information.

June 12, 2020

A set of incomplete building plans was received from the property owner. An email (attached) was sent by a building inspector to the property owner listing the required information.

October 21, 2020

An email (attached) was sent by a building inspector to the property owner requesting the outstanding information required to complete the building permit application.

December 9, 2020

A payment for the building permit application was received from the property owner.

January 14, 2021

Updated plans were received from the property owner.

January 31, 2022

An email was sent to the property owner requesting outstanding information. The property owner questioned the need for an engineer. The reasons were explained in an email (attached).

January 13, 2023

A letter was sent to the property owner notifying them that the building permit application had expired, and that an extension application was required.

January 23, 2023

An email was received from the property owner questioning the engineering requirements.

February 1, 2023

The Building Inspector reviewed the construction and reconfirmed by email (attached) the need for an engineer's report.

February 29, 2024

An email was sent to the property owner asking if they had obtained the services of an engineer.

March 2, 2024

The property owner responded with an email (attached) noting that they were not able to find an engineer and that he was aware that the RDBN would move forward with a notice on the property title.

March 25, 2024

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

SECTION 57 REQUIREMENTS

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

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

- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

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

FURTHER ENFORCEMENT ACTION

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

From: [Steve Davis](#)
To: [Blaine Smit](#)
Subject: RE: [EXTERNAL]: 6684 Tyhee Lake Rd Building Plans
Date: Friday, June 12, 2020 9:33:00 AM

Good morning Blaine,
Thanks for submitting the plans. I will need some additional construction details when you get a chance.

- How deep are the concrete blocks for the foundation? Is there a footing under the blocks, or what do they sit on?
- Is there any perimeter drainage for the foundation?
- How are the floor joists attached to concrete blocks?
- What size are the footings for the 8"x8" support posts in the center of the home?
- Is there a vapour barrier or air barrier between the insulation and the drywall? Is it sealed at the joints and around the windows and doors?
- Is there any ventilation in the soffits and at the peak of the roof?
- Is there building wrap over the sheathing?
- How far apart is the strapping on the roof?

Thanks again,

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

From: Blaine Smit <[REDACTED]>
Sent: Friday, June 12, 2020 7:57 AM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: [EXTERNAL]: 6684 Tyhee Lake Rd Building Plans

Hi Steve,

I've attached building plans for my house at 6684 Tyhee Lake Rd. I'm still planning to get together a picture folder to send as well to show construction stages. Just a little short on time right now.

I'll let you know once I've completed the owner builder exam. Planning to schedule it for end of June.

Thanks,
Blaine

From: [Steve Davis](#)
To: [Blaine Smit](#)
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: [EXTERNAL]: 6684 Tyhee Lake Rd Building Plans
Date: Wednesday, October 21, 2020 3:48:00 PM
Attachments: [Building permit application April 23 2019.pdf](#)

Good afternoon Blaine,

I am still waiting for your reply concerning the additional construction details for your home at 6684 Tyhee Lake Rd. Besides the construction details I asked for (in the email below), the other items we are still waiting for are:

- Completed and signed application form (copy attached)
- Application fee of \$460. You can submit the fee by cheque payable to the RDBN, or this can be paid online if you want at Credit Union online banking by searching for Bulkley-Nechako, RD – Utilities as the payee and use your permit number 072020 as the account number. Please let me know when this has been paid so I can let the Accounting department know to look for it. We also now have a credit card option available for payment, you can find it by going to our website at www.rdbn.bc.ca and looking for the OptionPay tab . They do add a small surcharge to pay for the transaction.
- A valid permit to construct a sewage disposal system for the building, or evidence that an Authorized Person has filed plans and specifications pursuant to Section 8 of the *BC Sewage Regulations*
- A copy of your BC Housing Owner Builder authorization.

Please get these documents to me as soon as possible to avoid any enforcement actions. Let me know if you have any questions.

Regards,

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

From: Steve Davis
Sent: Friday, June 12, 2020 9:33 AM
To: 'Blaine Smit' <[REDACTED]>
Subject: RE: [EXTERNAL]: 6684 Tyhee Lake Rd Building Plans

Good morning Blaine,

Thanks for submitting the plans. I will need some additional construction details when you get a chance.

- How deep are the concrete blocks for the foundation? Is there a footing under the blocks, or what do they sit on?

Is there any perimeter drainage for the foundation?

- How are the floor joists attached to concrete blocks?
- What size are the footings for the 8”x8” support posts in the center of the home?
- Is there a vapour barrier or air barrier between the insulation and the drywall?
Is it sealed at the joints and around the windows and doors?
- Is there any ventilation in the soffits and at the peak of the roof?
- Is there building wrap over the sheathing?
- How far apart is the strapping on the roof?

Thanks again,

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

From: Blaine Smit <[REDACTED]>
Sent: Friday, June 12, 2020 7:57 AM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: [EXTERNAL]: 6684 Tyhee Lake Rd Building Plans

Hi Steve,

I've attached building plans for my house at 6684 Tyhee Lake Rd. I'm still planning to get together a picture folder to send as well to show construction stages. Just a little short on time right now.

I'll let you know once I've completed the owner builder exam. Planning to schedule it for end of June.

Thanks,
Blaine

Email secured by Check Point

From: [Steve Davis](#)
To: [Blaine Smit](#)
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: [EXTERNAL]: 6684 Tyhee Lake Rd Building Plans
Date: Monday, January 31, 2022 1:43:00 PM
Attachments: [image001.png](#)

Hi Blaine,

I apologize if these requirements were not communicated to you earlier. Usually a building permit is not approved, or construction started, prior to all the requirements being met. In your case we started with a mostly completed house, and so the usual process got confused. As the site visit had taken place some time ago, I had assumed all of the requirements were brought up then.

Timber framed components always require an engineer as they fall outside of the prescriptive parts of the Building Code. The foundation requires an engineer as there are point loads from the timber framing that have been transferred down to the foundation, and those require an engineer to review them as well to determine if the footings are large enough to support those point loads. If your design had come for a plan review prior to the permit being approved these same requirements would exist. We may also need the engineer to review some of the foundation, wall and roof assemblies that have concealed components. Any photographs you can send of construction would be appreciated.

Regards,

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



From: Blaine Smit <[REDACTED]>
Sent: Monday, January 31, 2022 12:39 PM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Cc: Jason Berlin <jason.berlin@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>
Subject: Re: [EXTERNAL]: 6684 Tyhee Lake Rd Building Plans

From: [Steve Davis](#)
To: [Blaine Smit](#)
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: [EXTERNAL]: Building Permit No. 7-2020 Extension or Inspection
Date: Wednesday, February 1, 2023 2:19:00 PM
Attachments: [image001.png](#)

Good afternoon Blaine,

Thanks very much for the PowerPoint. The photos and explanations are very helpful. There are still a number of items that need the review of an engineer, as they fall outside of the prescriptive portions of the BC Building Code. These include:

- The tall wall in the living room is over 12 feet tall;
- The foundation footing is less than the required 4 feet below grade;
- The foundation wall is partially concrete block and partially preserved wood;
- There are numerous ungraded timber beams and structural members (for example the 6 x 8 rafters).

For these reasons, an engineer is required to review the structural aspects of the building and submit a copy of "Schedule B - Assurance of Professional Design and Commitment for Field Review", and then a Schedule C-B Assurance of Professional Field Review and Compliance."

The engineer will be able to review much of what you have done with the photos, so they will be helpful.

Kind regards,

Steve Davis

Building Inspector

steve.davis@rdbn.bc.ca

This message is intended for the addressee(s) named and is confidential.

The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.

From: Blaine Smit <[REDACTED]>
Sent: February 1, 2023 12:19 PM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: Re: [EXTERNAL]: Building Permit No. 7-2020 Extension or Inspection

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

On Wed, Feb 1, 2023 at 12:18 PM Blaine Smit <brsmit18@gmail.com> wrote:

Hi Steve,

I'll send it again right now as a smaller file- let me know if you get it.

Thanks,
Blaine

From: [Steve Davis](#)
To: [Blaine Smit](#)
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: [EXTERNAL]: Building Permit No. 7-2020 Extension or Inspection
Date: Wednesday, February 1, 2023 3:36:00 PM
Attachments: [image001.png](#)

Hi Blaine,

The engineer will have copies of the schedules, it is a regular part of their work. As part of their work, the engineer will provide stamped and sealed drawings. The engineer works for you, so they will submit the documents to you, then you submit them to us. There is only one engineering company doing structural work in Smithers at the moment, Erik Lilles of Bulkley Valley Engineering, although he has some other engineers who work under him. There are also engineers in Prince George who regularly work in Smithers and area. These include Scouten Engineering, Struo Consulting, and Access Engineering.

There are no other fees, you have submitted the building permit application fee so that is complete. The engineering is the last item required for the building permit application to be completed.

Kind regards,

Steve Davis

Building Inspector

steve.davis@rdbn.bc.ca

This message is intended for the addressee(s) named and is confidential.

The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.

From: Blaine Smit <[REDACTED]>
Sent: February 1, 2023 2:53 PM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Cc: Jason Berlin <jason.berlin@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>
Subject: Re: [EXTERNAL]: Building Permit No. 7-2020 Extension or Inspection

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Thanks Steve, a couple follow up questions for you:

- Are the "schedule" forms available online, or is this something the engineer will have?
- Does the engineer submit them directly to you, or can I? Are there any other forms or documents that will need to be completed by the engineer, or is it just the Schedule B and Schedule C-B?
- Do you have any recommendations for someone in the valley who does this kind of work?
- What other documents or fees will be outstanding once the engineer review is complete?

Regards,

Blaine

On Wed, Feb 1, 2023 at 2:19 PM Steve Davis <steve.davis@rdbn.bc.ca> wrote:

Good afternoon Blaine,

From: [Blaine Smit](#)
To: [Steve Davis](#)
Cc: [Jason Berlin](#); [Daryn Larson](#)
Subject: Re: [EXTERNAL]: Building Permit No. 7-2020 Extension or Inspection
Date: Saturday, March 2, 2024 6:53:42 PM
Attachments: [image004.png](#)
[image001.png](#)

[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Hi Steve,

I haven't been able to locate an engineer that is willing to take on the work.

As we'd discussed previously, I'm OK to go ahead with putting a notice on the property title.

Thank you,
Blaine

On Thu, Feb 29, 2024 at 2:56 PM Steve Davis <steve.davis@rdbn.bc.ca> wrote:

Good afternoon Blaine,

I am going through our expired permits. Have you managed to find an engineer to work with you?

Kind regards,



Steve Davis

Building Inspector

Regional District of Bulkley-Nechako | www.rdbn.bc.ca

steve.davis@rdbn.bc.ca

37 3rd Avenue | PO Box 820, Burns Lake BC V0J 1E0
Office Phone: 250-692-3195 | 1-800-320-3339

I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.

This message is intended for the addressee(s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.

From: Steve Davis
Sent: Wednesday, February 1, 2023 3:36 PM
To: Blaine Smit <[REDACTED]>
Cc: Jason Berlin <jason.berlin@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: Building Permit No. 7-2020 Extension or Inspection

Hi Blaine,

The engineer will have copies of the schedules, it is a regular part of their work. As part of their work, the engineer will provide stamped and sealed drawings. The engineer works for you, so they will submit the documents to you, then you submit them to us.



March 25, 2024

Blaine Smit
6684 Tyhee Lake Road
Smithers, B.C.
VOJ 2X1

Registered owner of the East ½ of the Southeast ¼ of Section 1, Township 4, Range 5, Coast District (6684 Tyhee Lake Road)

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

Dear Property Owners:

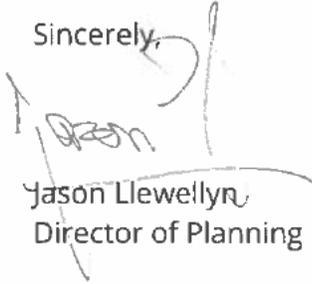
NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on April 25, 2024 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of the East ½ of the Southeast ¼ of Section 1, Township 4, Range 5, Coast District (6684 Tyhee Lake Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a residence has been constructed 6684 Tyhee Lake Road without the required building permit.

As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at their April 25, 2024 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to inquiries@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, April 24, 2024. You may also make verbal representations to the RDBN Board at their April 25, 2024 Board meeting in person, or by Zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on April 24, 2024, to make arrangements to provide input at the meeting.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jason", is written over a horizontal line. The signature is stylized and somewhat cursive.

Jason Llewellyn
Director of Planning

Community Charter

[SBC 2003] CHAPTER 26

Part 3 — Additional Powers and Limits on Powers

Division 1 — Partnering and Other Agreements

Note against land title that building regulations contravened

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

(2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a) give notice to the registered owner of the land to which the recommendation relates, and

(b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the [Land Title Act](#), and

(b) the assurance fund or the minister charged with the administration of the [Land Title Act](#) as a nominal defendant is not liable under Part 20 of the [Land Title Act](#).

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

Cancellation of note against land title

58 (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

- (2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.
- (3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.
- (4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.
- (5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.
- (6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Steve Davis, Building Inspector
Date: April 25, 2024
Subject: Section 57 Notice on Title, 15725 Babine Lake Road, Electoral Area 'A'

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Block A, District Lot 1048, Range 5, Coast District, Except Plan 12421 – 15725 Babine Lake Road.

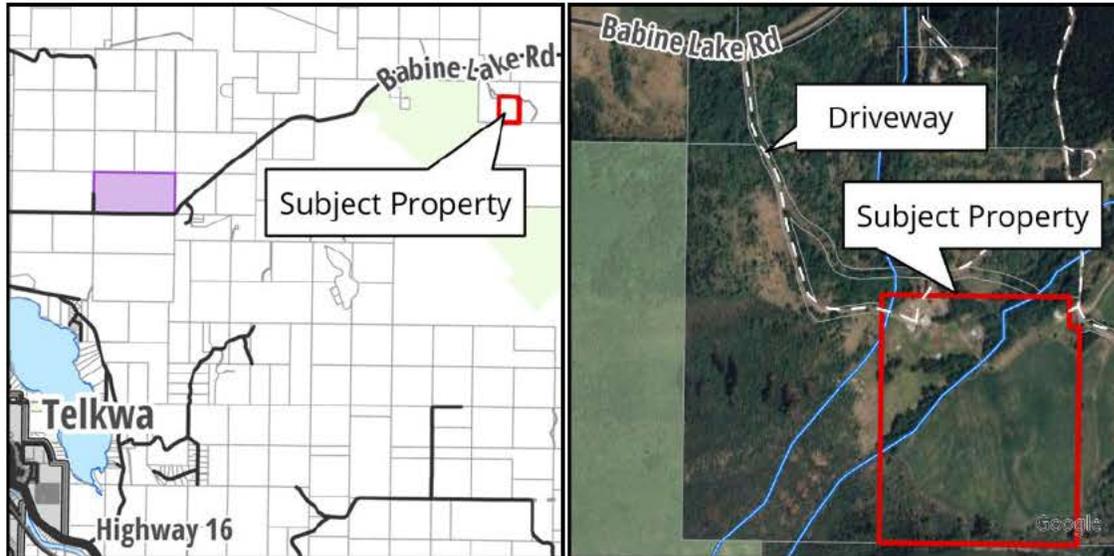
EXECUTIVE SUMMARY

A manufactured home at 15725 Babine Lake Road was moved onto the property without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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

BACKGROUND

The property owner moved a manufactured home onto the property without the required building permit. An incomplete building permit application was received, with documentation showing that the home does not meet the local snow load requirements.



HISTORY

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

November 25, 2021

The Building Inspector became aware that a manufactured home had been placed on the property without the required building permits or inspections. A site visit confirmed the construction, and a business card and a copy of the building permit application were left at the dwelling.

November 29, 2021

A Stop Work Notice (attached) outlining the requirement for a building permit was posted on the building and mailed to the property owner.



January 24, 2022

The property owner submitted an incomplete building permit application for the manufactured home.

January 26, 2022

The Building Inspector sent an email (attached) to the property owner with a list of the outstanding information required to complete the application.

January 27, 2022

The property owner sent an email containing the manufactured home specification, showing that the home was not built to the required snow load requirements.

January 27, 2022

The Building Inspector sent an email (attached) explaining the need for an engineer to confirm that the snow load requirements were being met or to offer an alternative solution.

March 15, 2022

The Building Inspector sent an email (attached) to the property owners requesting a complete building permit application.

March 29, 2023

The Building Inspector sent an email (attached) to the property owners requesting a complete building permit application.

December 8, 2023

The Building Inspector sent a letter (attached) to the property owner requesting immediate action to prevent further enforcement action.

March 25, 2024

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

SECTION 57 REQUIREMENTS

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

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate

Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

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

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

FURTHER ENFORCEMENT ACTION

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



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

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

Jesse Lillies
Krisa Lillies

██████████
Telkwa, B.C.
VOJ 2X0

November 29, 2021

ATTENTION:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,
CONTRAVENTION ON BLOCK A, DSIDISTRICT LOT 1048, RANGE 5, COAST DISTRICT,
EXCEPT PLAN 12421 – 15725 BABINE LAKE ROAD**

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

- Relocation of a manufactured home without a valid building permit.

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

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

Yours truly,

Steve Davis,
Building Inspector / Bylaw Enforcement Officer

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

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

From: [Steve Davis](#)
To: [Debbie Lillies](#) [REDACTED]
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: [EXTERNAL]: Fwd: 15275 Babine Lake Rd on Google Maps
Date: Wednesday, January 26, 2022 9:57:00 AM
Attachments: [Property Report 15725 Babine Lake Rd.pdf](#)
[image001.png](#)
[building bylaw 1634, 2012 ScheduleC.pdf](#)
[building bylaw 1634, 2012 ScheduleD.pdf](#)

Hi Jesse and Krisa,

Thanks for submitting a building permit application for the manufactured home you installed at 15725 Babine Lake Road. To complete the application, we will need the following items:

- Copy of the Certificate of Title dated within 30 days of the date of the application as proof of property ownership and copies of any covenant, easement, right of way charges registered on title. These can be downloaded from the Land Transfer and Survey Authority at <https://myltsa.ltsa.ca/explorer>
- Application fee of \$200.00. You can submit the fee by cheque payable to the RDBN, or this can be paid online if you want at Credit Union online banking by searching for Bulkley-Nechako, RD – Utilities as the payee and use your permit number 062022 as the account number. Please let me know when this has been paid so I can let the Accounting Department know to look for it. We also now have a credit card option available for payment, you can find it by going to our website at www.rdbn.bc.ca and looking for the OptionPay tab . They do add a small surcharge to pay for the transaction;
- Completed Schedule “C” Owner’s Undertaking of Building Foundation (attached);
- Completed Schedule “D” Owner’s Undertaking of Building Siting (attached);
- A valid permit to construct a sewage disposal system for the building, or evidence that an Authorized Person has filed plans and specifications pursuant to Section 8 of the *BC Sewage Regulations*; or details of connection to a community sewage disposal system ;
- Site plan drawn to a scale showing the following:
 1. Measurements from the proposed building from all the property lines
 2. location and name of road(s) adjacent to the property
 3. size and location of all existing and proposed buildings, structures, and uses on the site
 4. existing and proposed parking and driveways
 5. topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
 6. north arrow and scale
- I have included a copy of the property report map, you can indicate the dimensions on there if you like.
- Building plans drawn to a scale showing the following:
 1. foundation plan showing the required positions of the wooden cribbing supporting the home – should be available from the manufacturer

2. floor plans of each level, including proposed and/or existing uses of all rooms - should be available from the manufacturer

Please let me know if you have any questions about any of these items. Once I get the rest of the information I can forward the application on to the Planning Department for their review of zoning and land use.

Regards,

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



From: Debbie Lillies <[REDACTED]>
Sent: Monday, January 24, 2022 4:42 PM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: [EXTERNAL]: Fwd: 15275 Babine Lake Rd on Google Maps

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

This is a link to the google map layout of the Jesse Lillies Farm The property line is 250 ft from the road to the house.

----- Forwarded message -----

From: **Google Notifications** <notify-noreply@google.com>
Date: Mon, Jan 24, 2022 at 4:37 PM
Subject: 15275 Babine Lake Rd on Google Maps
To: [REDACTED]

Google



From: [Steve Davis](#)
To: [jesse lillies](#)
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: [EXTERNAL]: Fwd: 15275 Babine Lake Rd on Google Maps
Date: Thursday, January 27, 2022 9:44:00 AM
Attachments: [image001.png](#)

Hi Jesse and Krisa,

The information on the manufactured home specifications nameplate you provided shows that the home you have installed is not built to the local snow load requirements. Homes in this area need to be built to a ground snow load of 3.4 kPa, this label shows this home is designed for only 1.9 kPa. I am very sorry, but we will not be able to permit this home due to it not meeting the requirements. The roof of the home could collapse under load as it has not been built to withstand the amount of snow we get in this area.

You have the following options:

- Speak with the manufacturer and see if they can issue an adjusted ground snow load;
- Get an engineer licensed in BC to review the home and state in a letter or report that it meets the local snow load requirements;
- Build a separate roof over the home with trusses that will meet the local snow load requirements.

If the home cannot meet the requirements to have a building permit issued, our next step would be enforcement.

Please let me know if you have any questions. I understand this information may be upsetting.

Kind regards,

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



From: jesse lillies <[REDACTED]>

Sent: Wednesday, January 26, 2022 3:38 PM

From: [Steve Davis](#)
To: [jesse lillies](#)
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: [EXTERNAL]: Fwd: 15275 Babine Lake Rd on Google Maps
Date: Tuesday, March 15, 2022 11:59:00 AM
Attachments: [image001.png](#)

Good afternoon Jesse and Krisa,

I have not heard back from you regarding the building permit application for the unpermitted manufactured home at 15275 Babine Lake Rd. If the building permit application is not completed we will need to move forward with enforcement actions, which could include a notice on title or other actions.

Please let me know your plans.

Regards,

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



From: Steve Davis
Sent: Thursday, January 27, 2022 9:44 AM
To: 'jesse lillies' <[REDACTED]>
Cc: Jason Berlin <jason.berlin@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: Fwd: 15275 Babine Lake Rd on Google Maps

Hi Jesse and Krisa,

The information on the manufactured home specifications nameplate you provided shows that the home you have installed is not built to the local snow load requirements. Homes in this area need to be built to a ground snow load of 3.4 kPa, this label shows this home is designed for only 1.9 kPa. I am very sorry, but we will not be able to permit this home due to it not meeting the requirements. The roof of the home could collapse under load as it has not been built to withstand the amount of snow we get in this area.

You have the following options:

From: [Steve Davis](#)
To: "jesse lillies"
Cc: [Jason Berlin](#); [Richard Wainwright](#)
Subject: RE: Building Permit application for 15275 Babine Lake Rd
Date: Wednesday, March 29, 2023 1:41:00 PM
Attachments: [image002.png](#)
[image004.png](#)
[image001.png](#)

Good afternoon Jesse and Krisa,
I have not heard back from you regarding the email below from January 27, 2022.
Please respond as soon as possible to prevent enforcement action.
Kind regards,

Steve Davis
Building Inspector
Regional District of Bulkley-Nechako | www.rdbn.bc.ca
steve.davis@rdbn.bc.ca
37 3rd Avenue | PO Box 820, Burns Lake BC V0J 1E0
Office Phone: 250-692-3195 | 1-800-320-3339

I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.

This message is intended for the addressee(s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation

From: Steve Davis
Sent: January 27, 2022 9:44 AM
To: jesse lillies <[REDACTED]>
Cc: Jason Berlin <jason.berlin@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: Fwd: 15275 Babine Lake Rd on Google Maps

Hi Jesse and Krisa,

The information on the manufactured home specifications nameplate you provided shows that the home you have installed is not built to the local snow load requirements. Homes in this area need to be built to a ground snow load of 3.4 kPa, this label shows this home is designed for only 1.9 kPa. I am very sorry, but we will not be able to permit this home due to it not meeting the requirements. The roof of the home could collapse under load as it has not been built to withstand the amount of snow we get in this area.

You have the following options:

- Speak with the manufacturer and see if they can issue an adjusted ground snow load;
- Get an engineer licensed in BC to review the home and state in a letter or report that it meets the local snow load requirements;
- Build a separate roof over the home with trusses that will meet the local snow load requirements.



December 8, 2023

Jesse & Krisa Lillies
15725 Babine Lake Road
Smithers, B.C.
V0J 2N7

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,
CONTRAVENTION AT 15725 BABINE LAKE ROAD.**

We have not received any replies from you regarding the missing items required to complete the building permit application for the unpermitted manufactured home on your property known as 15725 Babine Lake Road – Block A, District Lot 1048, Range 5, Coast District, Except Plan 12421.

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

Regards,

Steve Davis,
Building Inspector

copy: Stoney Stoltenberg – Rural Director Electoral Area 'A';
Jason Llewellyn – Director of Planning.



March 25, 2024

Jesse Lillies
 Krisa Lillies
 15725 Babine Lake Road
 Smithers, B.C.
 V0J 2N7

Registered owner of Block A, District Lot 1048, Range 5, Coast District, Except Plan 12421 (15725 Babine Lake Road)

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

Dear Property Owners:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on April 25, 2024 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Block A, District Lot 1048, Range 5, Coast District, Except Plan 12421 (15725 Babine Lake Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a manufactured home has been placed at 15725 Babine Road without the required building permit.

As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at their April 25, 2024 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to inquiries@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, April 24, 2024. You may also make verbal representations to the RDBN Board at their April 25, 2024 Board meeting in person, or by Zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on April 24, 2024, to make arrangements to provide input at the meeting.

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Llewellyn", is written over the typed name and title.

Jason Llewellyn
Director of Planning

Community Charter

[SBC 2003] CHAPTER 26

Part 3 — Additional Powers and Limits on Powers

Division 1 — Partnering and Other Agreements

Note against land title that building regulations contravened

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

(2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a) give notice to the registered owner of the land to which the recommendation relates, and

(b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the [Land Title Act](#), and

(b) the assurance fund or the minister charged with the administration of the [Land Title Act](#) as a nominal defendant is not liable under Part 20 of the [Land Title Act](#).

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

Cancellation of note against land title

58 (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

- (2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.
- (3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.
- (4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.
- (5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.
- (6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: April 25, 2024
Subject: **Burns Lake Medical Recruitment Pilot**

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

That the Board accept the Terms of Reference for the Village of Burns Lake Joint Recruitment and Retention of Medical Professionals Committee;

And that Electoral Area B and Electoral Area E Directors be assigned to the Committee;

And further that the Board advise the Village of Burns Lake that our participation on the Committee is conditional upon one or both Electoral Area Directors and/or the RDBN non-voting member being included in the hiring process for the medical recruitment position.

BACKGROUND and SUMMARY

The Village of Burns Lake has invited the Regional District to partner with them on a pilot project for the recruitment and retention of medical professionals in the Lakes District.

The current 2024 budget contains up to \$30,000 to support this pilot project (\$15,000 from Electoral Area B and \$15,000 from Electoral Area E Economic Development budgets).

While the terms of reference state the participation of the Electoral Area directors, appointment of the Electoral Area B and Electoral Area E directors to this committee must be made by the Board if the directors are to represent the Regional District. As stated in the draft terms of reference the directors will not receive remuneration or mileage for attending these meetings.

The hiring of the medical recruitment champion position has been determined to be of critical importance. The Directors involved wish to ensure the Regional District has influence over the hiring process.

The draft terms of reference for this pilot project is included as an attachment to this memo.

Attachment: Draft Terms of Reference (from the Village of Burns Lake)



The Village of Burns Lake

Joint Recruitment and Retention of Medical Professionals Committee

TERMS OF REFERENCE

PURPOSE

The Purpose of the Recruitment and Retention of Medical Professionals Committee is:

The Village of Burns Lake (“Village”) Joint Recruitment and Retention of Medical Professionals Committee (“Committee”) is an advisory committee of the Council of the Village of Burns Lake for matters related to the development, implementation and progress monitoring of a sustainable solution for the recruitment and retention of Medical Professionals (“Professionals”) for the Committee membership catchment population.

MANDATE

The Mandate of the Recruitment and Retention of Medical Professionals Committee is to:

1. Undertake strategic planning, program development, implementation and evaluation of initiatives for the recruitment and retention of new and existing medical professionals, including, but not limited to, physicians, medical student locums and/or resident physicians within the area served by the Committee membership catchment population;
2. Educate the Council, community and stakeholders of the Village of Burns Lake and the Regional District of Bulkley Nechako Areas E and B, with regard to the Mandate of the Committee;
3. Connect with stakeholders who may assist in the recruitment and retention of medical professionals, including Medical Schools and their respective Post Graduate programs, local healthcare providers, local Chambers of Commerce and other applicable stakeholders;
4. Connect with community stakeholders that may be able to provide in-kind support;
5. Actively work with the local medical community, health care providers and the Northern Health Authority in developing, supporting and sustaining a physician mentoring/training program;
6. Make recommendations by May 21, 2024, as to the job specifications and scope of services for the Community Champion/ Medical Professionals Recruiter, who will be retained to aid the Committee in meeting its specified mandate, including:
 - a. Establishing the set of skills and competencies required;

- b. Establishing the costs associated with delivering the medical professionals recruitment and retention strategy;
 - c. The Community Champion/ Medical Professionals Recruiter shall be governed and managed by the terms and conditions of a separate agreement with the Village of Burns Lake;
7. Recognize that this mandate cannot be undertaken in isolation of other health care professionals given the interprofessional nature of current and, more importantly, future primary health care delivery models that Medical Professionals are educated to practice within;
 8. Recommend to Council and the Regional District of Bulkley Nechako on an annual basis, an operational budget that will also contemplate a long-term strategy for funding recruitment efforts.

COMMUNICATION POLICY & PROTOCOL

The purpose is to establish guidelines for effective communication practices and tactics to support the activities between the Committee, the respective governing bodies, the public and the media.

Definition

Communication protocols of the Committee include social media, interviews, advertisements and other relevant correspondence, etc., and will be conducted by the Committee Chair and/or support staff of the Village, to promote the progress of initiatives and to communicate all/any engagement activities.

To achieve successful communication practices, a coordinated approach will reflect consistent standards, messaging and branding and will be conducted in collaboration with the staff of the Village on all communication regarding what the Committee is doing.

Protocol Objectives

The Committee will have a profile in the community and the areas governed by the participating local authorities, and as a result, members may be engaged in activities that put them in direct contact with citizens and various organizations. The primary responsibility for communication of information is held by the Committee Chair.

All Committee members are expected to know and abide by relevant conduct policies of their respective organizations and the Village. In addition, the following guidelines should be understood by advisory Committee members:

1. Only the Committee Chair can speak on behalf of the Committee.
2. Committee members shall not direct any messaging without the approval of the Chair.
3. The Committee Chair plays an important role in ensuring that a functional

relationship with high integrity exists within the Committee, between the public and the Council, and the Board and staff of participating local authorities. Conflict can be a constructive part of the group decision-making process. When conflict becomes ongoing, inappropriate, unconstructive, or offensive, the Chair may need to intervene with an appropriate dispute resolution mechanism.

Policy Directives

1. Communications produced from the Committee cannot be contradictory to the policies and by-laws of participating local authorities.
2. Any communication of a policy nature shall be recommended to the Council and the Regional District Board for their ratification.
3. If a staff liaison is uncomfortable with a proposed communication from the Committee, the staff member should direct it to the Department Head for guidance.

ACCOUNTABILITY

The Committee will report to and/or provide recommendations to the Council and Board of participating local authorities on a twice-per-year basis through accessible reports. The Council or Board of participating local authorities may request update reports at any time on specific projects or initiatives.

MEMBERSHIP / VOTING

The Committee will be defined by the number of participating local authorities.

The Board or Council of each participating local authority will appoint up to two (2) members for a term that runs concurrently with its respective organization. The composition from each participating local authority is noted below:

- Two (2) Council members from the Village of Burns Lake and one (1) alternate, representing two (2) votes.
- One (1) Member of the Regional District of Bulkley Nechako Area B and one (1) alternate, representing one (1) vote.
- One (1) Member of the Regional District of Bulkley Nechako Area E and one (1) alternate, representing one (1) vote.
- One (1) Member from the Northern Health Authority and one (1) alternate, representing one (1) vote.

The Chair shall remain in place for the remaining 2024-2025 term of Council.

A Vice Chair shall be elected and remain in place for the remaining 2024-2025 term of Council. After the 2024-2025 term of Council, the Committee shall, from among its members,

choose a Committee Chair and Vice Chair. The Vice-Chair will become the Chair for the following year, and a new Vice Chair will be chosen and affirmed.

Openings for any non-voting community membership shall be publicly advertised as appointment opportunities arise, and is the responsibility of the respective municipality.

Non-Voting Members:

- Northern Interior Rural Division of Family Practice representative.
- Chief Administrative Officers of each participating local authority or their designate.
- Practicing/Retired Local Family Physician(s) acting in an advisory role.
- Additional Village staff as approved.

Community Members will:

4. Have demonstrated interest and/or expertise in healthcare;
5. Be able to allocate sufficient time for participation in regularly scheduled meetings;
6. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
7. Demonstrate a strong interest in and commitment to remaining informed on current and emerging health trends that impact the recruitment and retention of medical professionals;
8. Participate as a team member;
9. Be capable of an ambassador role.

QUORUM

Quorum for the Committee, per the standards of the *Community Charter*, is the Majority of the members.

Council members appointed to the Committee count towards quorum. Any non-voting members present do not count toward quorum.

SUB-COMMITTEES

Should the Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. Membership on sub-committees may include additional individuals with specific expertise who are not Council appointed Committee members. Sub-committees must include a member of Council in their composition and shall be composed such that a quorum of the

membership is not met (maximum sub-committee membership of quorum minus 1). Sub-committees will not have the support of an Administrative Assistant and will provide an accessible report on sub-committee matters to the Committee on a minimum of a quarterly basis.

REMUNERATION

No compensation shall be made to members of the Joint Recruitment and Retention of Medical Professionals Committee for their participation. As a member of the Committee there is no remuneration reward.

MEETING DETAILS, AGENDA, MINUTES & PROCEDURE

10. The committee will meet monthly. Additional meetings of the Committee may be called by the Chair. Meetings will be held in the Council Chambers at the Village of Burns Lake. If the Council Chambers are not available an appropriate alternative location will be selected.
11. Meetings are open to the public.
12. Agenda items will be set by the Chair and the Vice Chair.
13. Minutes will be kept by the staff of the Village who will distribute them to Committee members.
14. All meetings shall be conducted in accordance with the Village of Burns Lake's Procedural By-law.
15. Administrative Staff and Resources provided by the Village of Burns Lake will be included in the operational budget (services provided by Village staff will be included in the tracking of the operational budget for the Committee).
16. The Committee must establish clear goals and objectives that are measurable. Upon an ability to hire a Medical Professional Recruiter/ Community Champion, as appropriate, these goals and objectives will transfer to this role. Reporting arrangements prior to the hiring of a Medical Professional Recruiter/ Community Champion will be established with the members of the Committee.
17. The Terms of Reference is a living document and will be reviewed once per term of Council at a minimum and may be revised as required by approval of Council.

RELATED POLICIES & TRAINING REQUIREMENTS

PER 8 Standards of Conduct

GG13 The Village Of Burns Lake Open Meetings Policy Gg13

GG21 Council Chambers Protocol Policy GG 21 With Addendum

GG3 Media Relations GG3

GG1 Agenda Preparation GG1.

PER 14 Anti-Racism Policy - approved Nov. 17 2020

PER 10 Village Anti-Bullying Policy PER 10



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: April 25, 2024
Subject: **Directors AD & D Insurance**

RECOMMENDATION: (all/directors/weighted)

That the Regional District negotiate a similar AD&D policy for Directors similar to that previously held.

BACKGROUND and SUMMARY

The insurance provider that most recently provided Directors' AD & D insurance has exited the market. This leaves the Directors without AD&D insurance. This insurance covers accidents while traveling only for Regional District business for Directors, Alternate Directors, and Commissioners.

The current estimate to replace the lost insurance with a very similar policy is approximately \$2,600 annually. The current cost was \$2,350 annually.

Alternatively, the Regional District can arrange for similar AD&D coverage that is provided to employees. This coverage provides for all accidents and not only those associated with Regional District business, and so is much more broad. This coverage could not be provided to alternate directors or commissioners. The estimate for this coverage is \$1,800 annually.

Another option would be to let the AD&D coverage for directors to lapse. Directors likely have accident coverage for vehicle travel through ICBC or other automobile insurance provider, and travel by motor vehicle encompasses most of the Business travel undertaken by Directors. Municipal Directors may also have AD&D insurance through their municipalities.

The coverage for all options is only available for those directors under 80 years of age.

This insurance coverage is a taxable benefit for those directors that are covered.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: April 25, 2024
Subject: **Vehicle Update**

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

That the Board authorize staff to purchase two new light vehicles and include this purchase in the next 2024 financial plan amendment and authorize the disposal of unit B11 and unit A2.

BACKGROUND and SUMMARY

In January, the Regional District used the administrative vehicle reserve to procure two new units (unit A7 and A8) from Glacier Toyota located in Smithers.

In March, Building Inspection unit B11's transmission failed with an estimated repair cost of \$9,000. Building Inspection vehicles tend to make longer trips per day (up to 400 km per day) and the need for a new vehicle will be most critical in the summer months. Unit B11 was planned for replacement in 2025. The Building Inspection vehicle reserve has sufficient funds to replace this vehicle in 2024. This memo proposes to move forward the replacement of B11 to 2024 from 2025 and utilize reserves to pay for this new vehicle.

In March the Protective Services Department was able to hire a Fire Smart coordinator that will be primarily based out of Electoral Area F. This position will be assigned, on a more permanent basis, unit A2 taking this vehicle out of the administrative fleet pool. This vehicle was due for replacement in 2025. This memo proposed to move the procurement of a new vehicle to replace unit A2 to 2024 from 2025 and dispose of unit A2 after the summer field season in the fall of 2024 or in the winter of 2025. The Regional District will soon be onboarding several summer field staff (summer students) placing pressure on administration's fleet beginning in May. The administrative vehicle reserve is currently exhausted having paid for units A7 and A8 in January; however, \$100,000 is budgeted in 2024 to contribute to this reserve. If the Board agrees with the recommendation of this memo, this amount will be reduced to \$50,000 and the remaining \$50,000 will be used to procure the new vehicle.

The Regional District has received quotes for a RAV 4, Escape, and Equinox. All prices range between \$40,000 and \$45,000 excluding tax.

Unit	Year	Make	Model	Department	Kilometers	Condition
A2	2015	Ford	Escape	Admin	161,357	Fair
A4	2017	Dodge	Ram 1500	Admin	75,864	fair
A5	2020	Toyota	Rav 4 Hybrid	Admin	86,358	fair
A6	2022	Toyota	Rav 4 Hybrid	Admin	36,040	excellent
A7	2024	Toyota	RAV 4 GAS	Admin	new	excellent
A8	2024	Toyota	RAV 4 GAS	Admin	new	excellent
BE1	2021	Toyota	Rav 4 Hybrid	Bylaw Enforcement	88,684	excellent
BI1	2017	Ford	Escape	Building Inspection	170,773	Failed
BI2	2020	Toyota	Rav 4 Hybrid	Building Inspection	167,148	excellent
BI3	2022	Ford	Escape Hybrid	Building Inspection	32,724	excellent
			Reserve Balance	Contribution in 2024		
Administrative Reserve			0	\$ 100,000	<i>2023 Admin balance was</i>	
Bylaw Enforcement Reserve			\$ 20,862	\$ 10,000	<i>used for units A7 and A8</i>	
Building Inspection reserve			\$ 45,345	\$ 10,000		



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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: April 25, 2024
Subject: **Grant in Aid for Areas B (Burns Lake Rural) and
E (Francois/Ootsa Lake Rural) – Burns Lake Youth Soccer Association**

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

That the Board approve allocating \$4,500 in Electoral Area B (Burns Lake Rural) and Electoral Area E (Francois/Ootsa Lake Rural) Grant in Aid monies (\$2,250 each) to the Burns Lake Youth Soccer Association for equipment for the 2024 season.

BACKGROUND

Please see the attached application for further detail.

The Grant in Aid Balance for Area B as of March 31, 2024 is \$27,680.69

The Grant in Aid Balance for Area E as of March 31, 2024 is \$30,258.66

Directors Michael Riis-Christianson and Clint Lambert are supportive of the application.

ATTACHMENTS:

- 1) Grant in Aid Application Form

Organization Legal Name:

Burns Lake Youth Soccer Association

Contact Email Address:

naomileehan@gmail.com

Contact Phone Number:

2506926495

Organization Mailing Address:

23524 ager rd

Project or purpose for which you require assistance:

To purchase Team bench and enclosure for the LDSS track for soccer season as well as for locals to use for a place to rest when using the track or get out of the rain if need be.

Amount of Grant Requested:

4500

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business:

Yes

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

Burns Lake Youth Soccer provides grass roots Soccer opportunities to the children of the Lakes District. BLYSA host an annual soccer season, that consists of 8 weeks of 2 days a week instruction on the fundamentals of soccer, as well as host a series of tournaments and events pertaining to soccer. As well we help facilitate and support the local schools with anything pertaining to soccer. I.E LDSS uses nets purchased by BLYSA, as well as we have donated nets to WKE.

Is your organization voluntary and non-profit?:

Yes

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

There is one paid position within the Association and that is to the Administrator, who is responsible for all aspects of the club, like securing funds and paying all expenses pertaining to the club. As well as insuring there is adequate coaches, refs and officials for each season, as well as a plethora of other responsibilities.

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

We have 200 players give or take 20, annually sign up for soccer each year.

We recruit 30-36 coaches, refs and linesmen each year who between them all put in at least 750 volunteer hours.

BLYSA has been a club since 2007.

Assistance is being requested for::

Capital project and/or equipment

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

BLYSA is applying for financial assistance in purchasing 1 of 2 team benches with a roof system over it for the LDSS track field. It is part of a bigger project that we are undertaking at the field this year. Our track project consists of:

- Purchasing 2- 8 seat benches with roof system -pouring 4 cement pads, 2 for the benches to be secured to, and 2 for the existing bleachers to be secured to. This is in hopes of preventing the above-mentioned benches and bleachers from being moved about the field and damaging the field, as well as the track.
- As well BLYSA is looking to provide some flower bins to help beautify the space, as our board has noticed how well used our track is and would like to help make it more esthetically pleasing.
- BLYSA will be providing the flowers and soil to fill said bins, as well as doing the planting. The village has graciously agreed to do the tending to the flowers over the summer.

Describe how this proposal will benefit the community.:

As a whole we see these benches being utilized by many user groups in our community.

- BLYSA and its players
- LDSS soccer players, and rugby players will use these benches
- Local residents who use the track for walking, roller-blading and various other recreational activities.
- BL firefighter's who use the field for training purposes can store their gear in the shelter on rainy days etc

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

Yes - please provide information below

Name of Grant or Funding Agency:

Comfor

Amount applied for:

7149.99

Status of application:

Pending

Name of Grant or Funding Agency:

BL&DCF

Amount applied for:

4500

Status of application:

Pending

Name of Grant or Funding Agency:

BLYSA

Amount applied for:

3149.98

Status of application:

Approved

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

Yes

If yes, please provide the year, the amount, and the purpose for the assistance.:

Last year in 2023 we applied for funding and received \$4500 for the purchase of more nets for the fields.

Which RDBN electoral area(s) receive services or benefits from your organization?:

Electoral Area B (Burns Lake Rural)

Electoral Area E (Francois/Ootsa Lake Rural)



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Economic Development Assistant
Date: April 25, 2024
Subject: **Driftwood School Restoration Committee – NDIIT Resolution of Support**

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

That the Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Driftwood School Restoration Committee for the Schoolhouse Upgrades project.

BACKGROUND

The Driftwood School Restoration Committee is applying to Northern Development Initiative Trust's Community Spaces Fund for its Schoolhouse Upgrades project.

The Driftwood Schoolhouse, built in 1944, closed in 1965. Now owned by the Glenwood Hall Committee and maintained by the Driftwood School Restoration Committee, the Driftwood Schoolhouse is used as an affordable community space for private and public events. Popular events include weddings, group meeting space, and coffeehouses.

The proposed project work includes foundation repairs and roof replacement. Additional project work will include new decking and wheelchair accessibility.

The Driftwood School Restoration Committee is requesting \$30,000 from Northern Development Initiative Trust's Community Spaces Fund towards this \$55,000 project.

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Economic Development Assistant
Date: April 25, 2024
Subject: **Grassy Plains Community Hall Association – NDIT Resolution of Support**

RECOMMENDATION: (all/directors/majority)

That the Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Grassy Plains Community Hall Association for the Grassy Plains Hall Foundation Project.

BACKGROUND

The Grassy Plains Community Hall Association is applying to Northern Development Initiative Trust's Community Spaces fund for its Grassy Plains Hall Foundation Project.

The Grassy Plains Community Hall has experienced significant deterioration of the foundation due to rot caused by water. A structural review performed on the Hall indicated that, due to the foundation damage, the building is not safe for use by the public unless/until repairs are completed.

The Hall Society, based on the engineer's reports, has decided to pursue repairs to the foundation to ensure the ongoing use of the facility.

Funding Organization	Amount	Status
NDIT	30,000	Pending
Bulkley Valley Credit Union	10,000	Pending
Nechako-Kitamaat Development Fund	50,000	Confirmed
Burns Lake Community Forest	20,000	Confirmed
Four Rivers Co-op	10,000	Confirmed
RDBN	185,000	Confirmed
Total	\$305,000	

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



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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: April 25, 2024
Subject: **UNBC Spring 2024 Community Engagement Forum**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

On April 5, 2024 Staff attended UNBC's Spring 2024 Community Engagement Forum (CEF) in Prince George. The forum is a relatively new endeavor at the main campus in Prince George but has been occurring in a slightly different format in other campus communities for many years.

UNBC uses the CEF to develop relationships with local communities in all the regions it serves. The CEF is an important mechanism to learn about UNBC activities, but also to provide input on program, projects, and potential partnerships. Ongoing participation is encouraged for all local governments in the region.

Spring 2024 Community Engagement Forum

Date: April 4, 2024

Location: UNBC Conference Centre 6-205

UNBC Campus

3333 University Way

Prince George, British Columbia

Description

The CEF is instrumental in fostering robust relationships between the University of Northern British Columbia (UNBC) and its local communities in the Prince George, South-Central, Northwest, and Northeast regions. These forums provide a platform for both sharing updates on UNBC activities with regional collaborators and obtaining input from them on programs, projects, and potential partnerships. With the objective of forging meaningful integrations within local communities, the CEF plays a pivotal role in UNBC's mission to serve and impact northern British Columbia.

Itinerary

April 4, 2024

Tabletop Discussion

2:00pm – Welcome: Dr. Wendy Rodgers, Vice-President Academic and Provost

2:05pm - Traditional Opening: Elder & Chancellor Darlene McIntosh

2:10pm – 4:00pm Tabletop Discussion

Presentations/Networking Reception

5:00pm – 5:05pm Welcome: Dr. Wendy Rodgers

5:05pm – 5:30pm Student Speakers: Madison Oud; Mya Schouwenburg; Angus Ball

5:30pm - 6:00pm Faculty Research Presentation: Dr. Hart Banack

6:00pm – 6:30pm Networking Reception

Faculty Research Presentation

Dr. Hart Banack

Assistant Professor

School of Education, UNBC



Dr. Hart Banack is an Assistant Professor in the School of Education at UNBC. He has a passion for local and outdoor learning and has worked to shift teaching and learning practices to increase time spent outdoors. His research interests include: climate change education, environment/sustainability education, outdoor education, philosophy of education, and health and wellbeing. Hart looks to embrace diversity and meaning making through sharing and communal participation.

Presentation Title: Common Sense of Community

Presentation Description: Often, we consider what community means, but this presentation asks, “what does community feel like?” From this question, we will explore common aspects of how community feels through examples from Dr. Banack’s work at UNBC since 2021. The presentation aspires to inspire community feelings through common sense.

Student Speakers

2024 Three-Minute Thesis Top 3 Winners

Madison Oud – 1st Place 3MT

Avian Family Planning: Investigating Nest Timing and Urban Living Influence on Nestling Chickadee Mouth Colour.

Mya Schouwenburg - 2nd place on 3MT

Crumbling Stability: Measuring chromium(III) and chromium(VI) in workplace air.

Angus Ball - People’s choice 3MT

Methane, Microbes, and Mine pollution: The melting pot of Quesnel lake after the Mount Polley Mine disaster.

Logistics

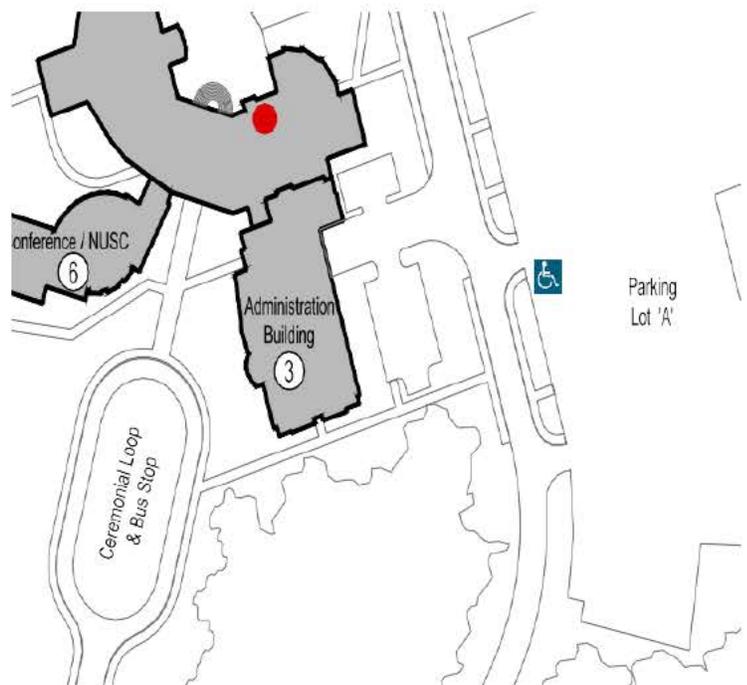
Parking: Please use code:CEF2024 as parking will be covered.

The red dot on the map shows where the closest parking meter is located.

If arriving by taxi, guests can be dropped off in the Ceremonial Loop and go to Building 6, Conference Centre

Contact Information:

Brenda Sitter, Executive Administrator
Office of Provost Office 250 960-5610
email: Provost@unbc.ca





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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: April 25, 2024
Subject: **Departmental Quarterly Reports – 1st Quarter**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 1st Quarter of 2024 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

January 1, 2024 – March 31, 2024

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Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Anusha Rai, Human Resources Advisor

Danielle Sapach, Administration Clerk

Justin Greer, First Nations Liaison (Paternity Leave)

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

Relationships with First Nations

- To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.
 - Extend invitations for informal meetings/meals with each First Nations government in the region
 - Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest
 - Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities

Advocacy with the Province

- 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.
 - Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province
 - 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
 - Extend invitations to ministers or senior ministry staff to visit our region so they can observe and discuss our issues and interests in-person

Housing Supply

- To ensure there is an adequate supply and variety of housing options for our citizens.
 - Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives
 - Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents
 - Investigate opportunities for the Regional District to plan for and/or support the development of workforce housing

Administration

January 1, 2024 to March 31, 2024

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

In January at the Natural Resources Forum in Prince George, the RDBN was able to facilitate a meeting regarding the health of the Nechako River and the possible renewal of the MOU with the Nechako First Nations. In attendance was Minister Murray Rankin and staff from the Ministry of Indigenous Relations and Reconciliation, Minister Nathan Cullen and staff from the Ministry of Water, Land and Resource Stewardship, Chief Priscilla Mueller and representatives from the Saik'uz First Nation, Chief Robert Michell and representatives from Stellat'en First Nation, Chief Martin Louie and representatives from Nadleh Whuten, Chief Corrina Leween and representatives from Cheslatta Carrier Nation, along with the RDBN and the District of Vanderhoof. The meeting was well received with good dialogue and will hopefully lead to united collaboration between the Province, the Nations and local government. An amended MOU is being worked on with the hopes of renewal later in 2024 with all parties at the meeting represented.

The RDBN has received a grant of \$56,000 from the Ministry of Emergency Management and Climate Readiness to assist in the implementation of the Emergency and Disaster Management Act, and is intended to:

- support relationship building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experiences of Indigenous Peoples; and,
- address the disproportionate impacts on Indigenous Peoples during emergency events.

Advocacy with the Province

The Chair and staff met with ADM Eamon O'Donoghue, Ministry of Forests and other members of the Premiers' Expert Task Force regarding the Emergency Disaster Management Act (EDMA).

The Chair, Directors, and staff met with ADM Michelle Koski, Ministry of Agriculture and Food (see Agriculture below).

Administration

January 1, 2024 to March 31, 2024

The Chair, Directors and staff met with ADM Susan Stanford, Ministry of Citizens' Services (see Connectivity below).

The Board submitted resolutions to the North Central Local Government Association for consideration at the upcoming Annual General Meeting and Convention.

- Healthcare Worker Shortage – Reducing Barriers to Training
- Housing Support in Northern and Small Communities
- Industry Shutdown – Timber Rights
- Search and Rescue – Capability Approval Process
- Vaccine Mandate for Healthcare Workers

Housing Supply

The RDBN hired a Housing Planner to support activities or projects local governments must undertake to meet the new legislative requirements.

Economic Development

Connectivity

Staff supported Directors meeting with ADM Susan Stanford regarding connectivity in the region. Connectivity project progress is ongoing.

Recruitment

Staff participated in the UNBC Community Engagement Forum in Prince George. The Forum provides an opportunity for input into programs, projects, and potential partnerships.

Funding Requests

Staff continue to support groups in the region on applications.

Agriculture

Staff supported Directors meeting with ADM Michelle Koski from the Ministry of Agriculture and Food regarding veterinary file, wildfire emergency management, 2024 hay shortage, irrigation and agricultural water infrastructure, BC Vegetable Marketing Commission, and ALR regulations.

Bulkley-Nechako Joint Accessibility Advocacy Committee

The first draft of the Accessibility Plan has been reviewed by the Committee and work continues toward finalization.

Administration

January 1, 2024 to March 31, 2024

Human Resources

Joint Health and Safety Committee

One of the key priorities for Human Resources has been to focus on employee well-being and workplace safety and to enhance the efficiency of the joint health and safety committee (JH&SC). The Committee has successfully implemented several initiatives aimed at enhancing safety protocols, conducting risk assessments, and promoting a culture of safety awareness among all staff members. Additionally, the JH&SC initiated monthly on-site meetings, providing a valuable opportunity to engage with the field staff and strengthen safety practices.

Onboarding New Employees

A centralized approach to onboarding has been established which helps maintain consistency and efficiency. A comprehensive employee handbook has been developed for new employees which includes resources and support.

Performance Management Evaluation Guidelines and Forms

In an effort to streamline the performance management process, comprehensive Performance Management Evaluation Guidelines and accompanying practices have been developed and are under review.



Finance

January 1, 2024 to March 31, 2024

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 1st Quarter 2024

Accounts payable paid a total of \$2,691,997 in invoices.

Accounts Receivable balance as of December 31st is \$453,061 with \$65,068 over 60 days (\$238,815 with \$63,645 over 60 days last quarter).

Accounting

The Finance Department has completed the 2024 property tax requisition and has forwarded this information to member municipalities and the Surveyor of Taxes. The finance department is working with the Auditor to complete the audited financial statements.

The 1st quarter financial report is attached for receipt.

Regional District of Bulkley-Nechako

Cash Based Statement of Operations

For the Three Months Ending March 31, 2024

Revenue	Budget	Budget (1/4)	Actual	Variance
Requisition	14,434,051		-	
Service Agreements	104,908		-	
Investment Revenue			159,720	
Transfer from Reserve	2,650,994		-	
Donations Received	-	-	9,750	
Provincial Grants	297,082	74,271	335,408	261,138
UBCM Grants	326,185	81,546	(10,272)	(91,819)
NDIT Grant	313,000	78,250	(29,000)	(107,250)
Other Grant Revenue	300,442	75,111	198,964	123,854
Grant in Lieu of Taxes	1,299,869		-	
EMBC Expense Reimbursement	316,000		-	
Fees and Charges	99,365	24,841	8,550	(16,291)
Building Permits	120,000	30,000	11,980	(18,020)
Recycling Revenue	392,000	98,000	42,115	(55,885)
Land Filling Revenue	266,000	66,500	339,149	272,649
Misc Revenue	227,850	56,963	292,242	235,279
ALR Fees	22,000	5,500	4,100	(1,400)
Transit Revenue	36,500	9,125	9,868	743
Telus 911 Fees	72,000	18,000	20,025	2,025
Service Cost Sharing	254,072	63,518	62,109	(1,409)
Municipal Debt Repayment	739,800		244,104	
Gain on Sale of Asset	-		-	
Prior Year Surplus Brought Forward	2,690,143		-	
	<u>24,962,261</u>		<u>1,698,811</u>	

Expenditures	Budget	Budget (1/4)	Actual	Variance
Directors' Remuneration	500,469	125,117	112,135	(12,982)
Directors' Travel	180,403	45,101	19,557	(25,543)
Grant in Aid	461,334	115,334	65,067	(50,266)
Elections	6,000		-	
Employees Salaries	5,659,794	1,414,949	1,471,517	56,568
Employees Benefits	1,780,736	445,184	435,409	(9,775)
Municipal Service Grants	2,457,744	614,436	24,156	(590,280)
Society Service Grants	3,097,500	774,375	519,994	(254,381)
Agreement with BC Transit	163,002	40,751	27,715	(13,035)
Utilities	209,307	52,327	30,134	(22,193)
Vehicle and Machinery Expense	209,000	52,250	72,901	20,651
Vehicle and Machinery Fuel	485,000	121,250	72,576	(48,674)
Office Costs	1,137,555	284,389	250,566	(33,822)
Landfill and Transfer Station Costs	713,763	178,441	75,631	(102,810)
911 Costs	272,200	68,050	-	(68,050)
Emergency Services and Operations	391,500	97,875	15,606	(82,269)
Insurance	289,849	72,462	224,226	151,763
Legal	45,000	11,250	4,567	(6,683)
Audit	42,500	10,625	4,500	(6,125)
Special Projects	1,685,851	421,463	159,588	(261,875)
Misc Expenses	53,711	13,428	2,379	(11,049)
Capital Expenses	3,495,000	873,750	390,234	(483,516)
Contribution to Reserves	801,480		-	
Long term Borrowing Expenses	777,016		-	
Prior Year's Deficit Brought Forward	46,547		-	
Total Expenses	<u>24,962,261</u>		<u>3,978,457</u>	
Net Surplus (Deficit)	-		<u>(2,279,646)</u>	



Protective Services Department

January 1, 2024 – March 31, 2024



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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 2024 Protective Services Workplan and the ongoing operations of the services provided to residents.

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

Fulltime temporary:

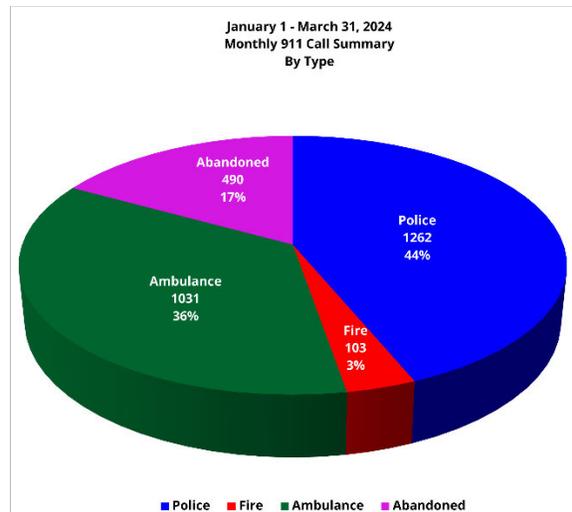
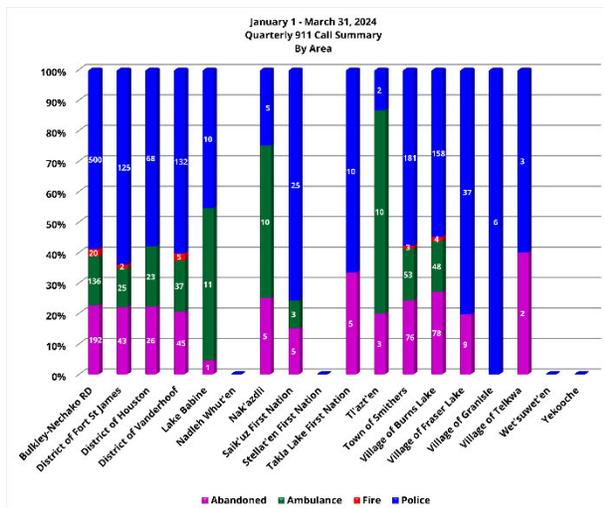
- Emergency Management Technician – Grace Zayac
- FireSmart Educator – Mike Huntley

EOC Contractor:

- Wildfire Recovery Manager – Trevor Kier

911 Service

E-COMM received **2,886** 911 calls for the months of January, February, and March 2024 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

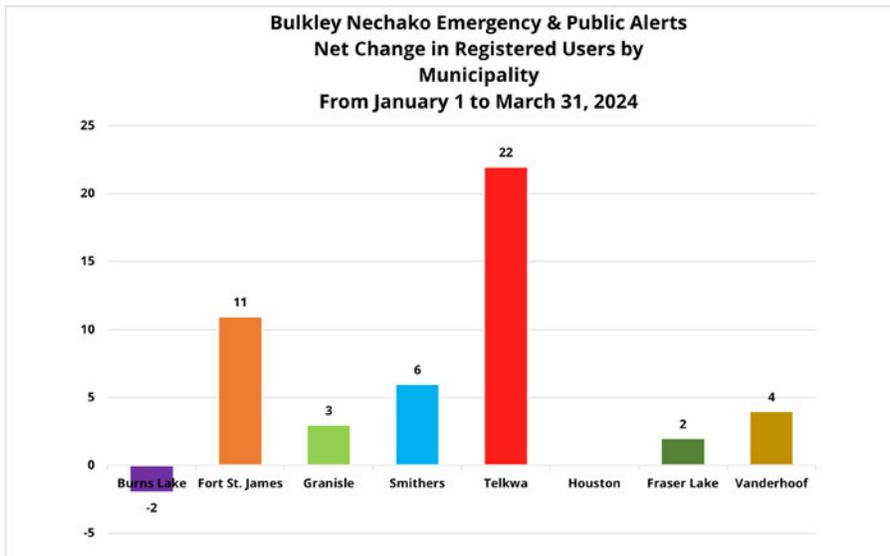
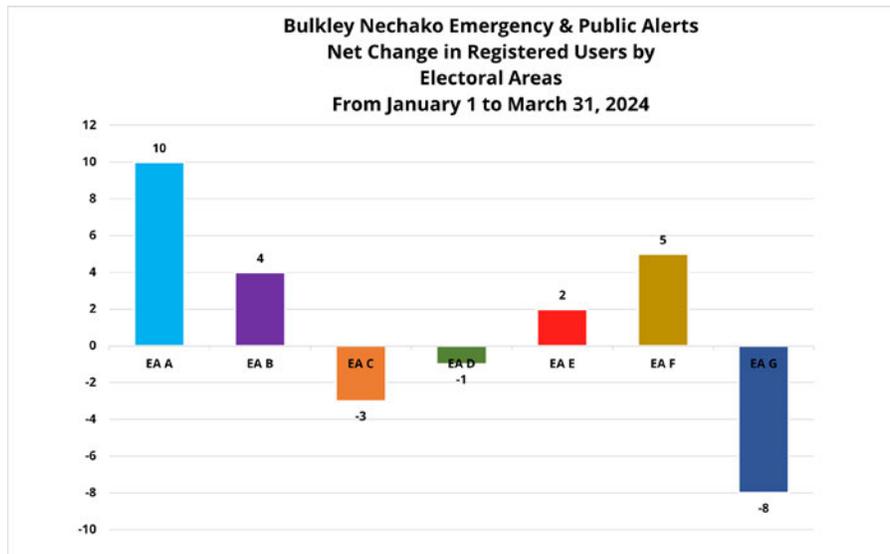
Staff continue to work with the Regional District of Fraser-Fort George and Tower Communications to coordinate the upgraded dispatch consoles that will be installed in all



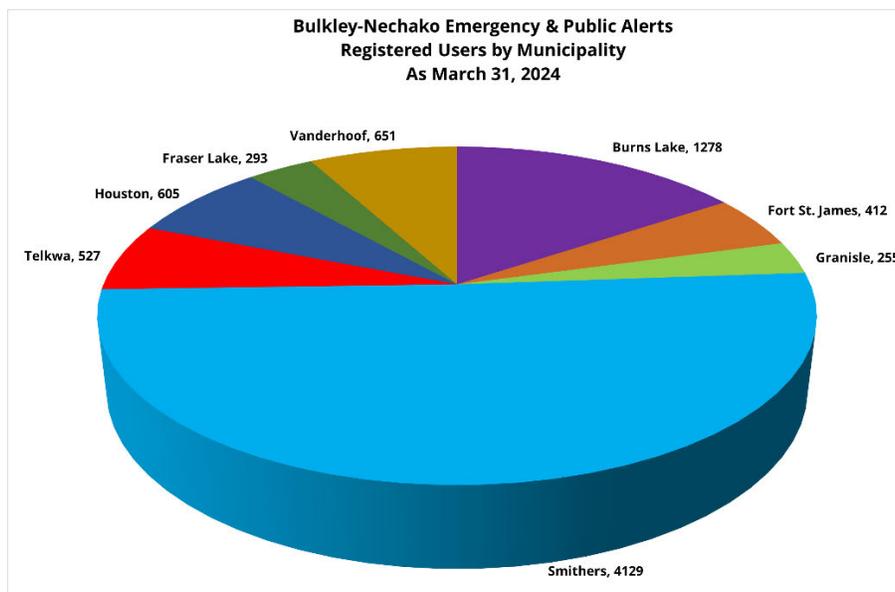
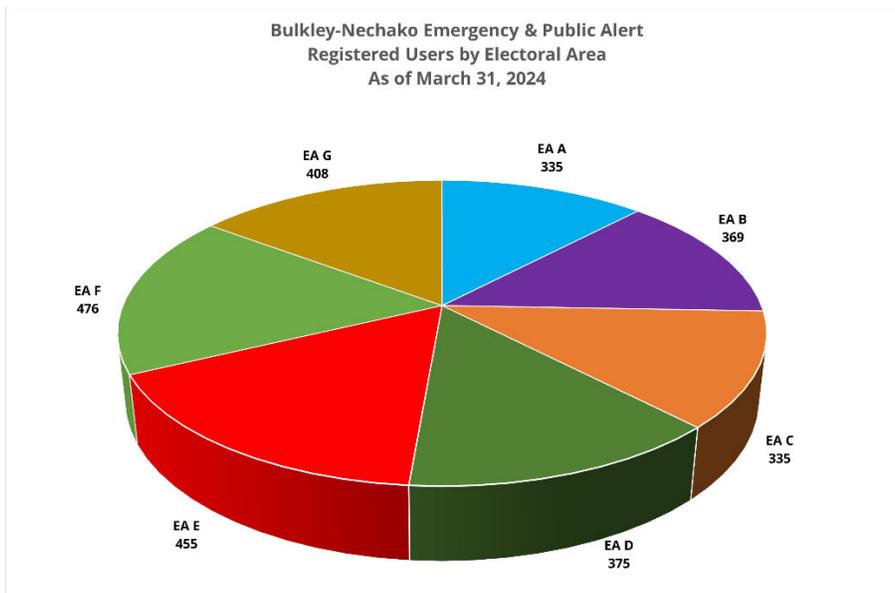
the Fire Halls to support the increased functionality of NG911. To date the new dispatch consoles have been installed in Smithers, Houston, Granisle, Burns Lake, and Fort St James. Staff will be engaging communities and other local governments to determine how to best utilize the NG911 grant funding.

Bulkley Nechako Emergency & Public Alerts

The RDBN continues to promote the use of the BNE&PA across the region. There have been **9** new users for the electoral areas and **46** new users for the municipalities in the first quarter, which is reflected in the two graphs below.



There are a total of **2,753** users signed up for the electoral areas and **8,150** 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

The Rural Fire Service Agreements with both the District of Houston and the District of Vanderhoof have been approved by the Board.

Administration, Training, and support for the four Rural Fire Departments

Protective Services
January 1, 2024 to March 31, 2024



The underground water tanks at Round Lake and Topley are near completion. The fittings to connect to the standpipes were backordered and arrived in February. These will be installed in conjunction with the concrete bollards once the ground is frost free. This contract has been 90% paid, with a 10% holdback until the project is completed.

The 2022 Community Emergency Preparedness Fund final report was submitted to UBCM and the remaining funds have been received.

The \$17,000 Integris Credit Union grant that was awarded to the Cluculz Lake Volunteer Fire Department has been spent on new personal protective equipment.

Cluculz Lake Fire Department has trained a portion of its members to be medical first responders. They are now being dispatched out to the highest acuity calls to BC Emergency Health Services. This will assist the residents of Cluculz Lake as it will provide timely medical assistance while an ambulance is dispatched from Vanderhoof.

Southside and Topley have recently held their AGM and elections. Evan Plesko was elected as Fire Chief for the Southside Fire Department, and Byron Sketchley was elected in Topley. Fort Fraser will be holding their AGM in April, and Cluculz Lake in May.

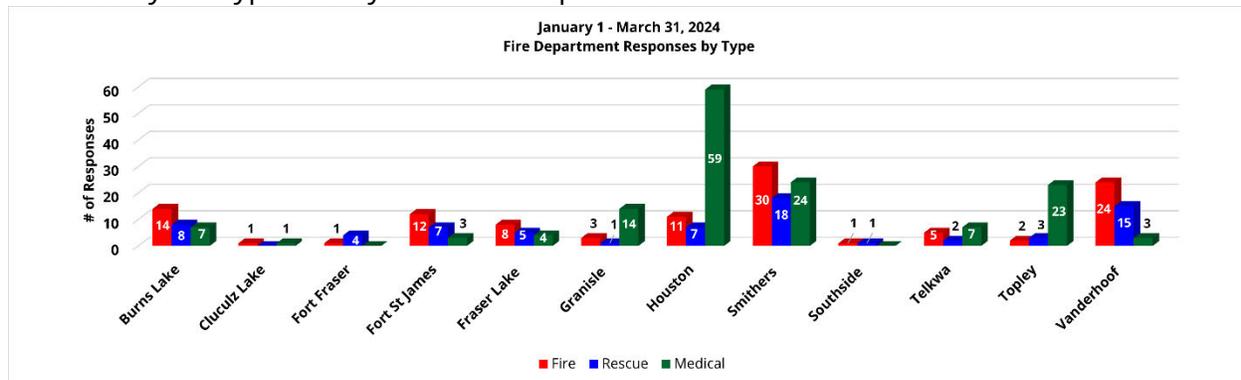
A backup generator has been installed at the Southside Fire Hall. The contractor is waiting for the gas fitter to make the connections before this project is complete.

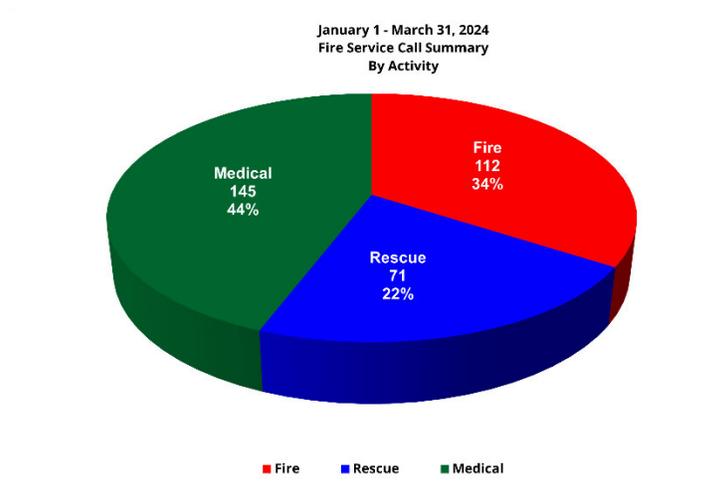
Staff met with Dado construction at the Luck Bay fire hall to discuss some needed upgrades and maintenance to the hall. Staff are awaiting the quote before the project moves forward. This will be paid for with Electoral Area C Northern Capital and Planning funds.

Fire Department Response

Fire department responses vary in type and frequency across our region.

Of the **2,886** 911 calls received from January - March, **328** 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 show the 911 calls received by call type and by each Fire Department





Emergency Preparedness Planning Service

Emergency Management Mission Statement

Building a safer future through effective partnerships with local government, First Nations, emergency services agencies, private sector, volunteer agencies, and the residents of the Regional District of Bulkley-Nechako to save lives, protect property, and reduce the effects of disasters through mitigation, preparedness, response, and recovery activities.

Responding to emergencies affecting rural residents

2023 Wildfire Recovery Management

- Engaged Wildfire Recovery Manager January 8th, 2024

People / Communities / Health

- Continued supporting residents who lost primary residences to the wildfires
 - Advocacy to Canadian Red Cross for additional financial supports
 - Outreach to building supplies businesses for donations and discounts on materials. To date, five business have offered and or provided assistance.
- Supporting residents with less severe property impacts such as surface disturbances, fallen timber debris, fire guards, fencing and water supply disruptions brought about by wildfire suppression activities.
- Assessed the need for mental health and well-being supports for the general populace and agriculture sector operators as a result of the wildfires. Discussions with: community representatives, Health Emergency Management British Columbia (HEMBC), Ministry of Agriculture, SD 91, EMCR, RDBN personnel and other agencies/organizations.



- No feedback received indicating additional levels of mental health support or initiatives needed at this time for residents.
- Acknowledgment of added stress in agriculture sector as a result of 2023 wildfires and ongoing drought.
- Overall, most notations of stress and concern relate to the ongoing drought and upcoming 2024 wildfire season
- Looked into food security considerations as a result of direct and indirect impacts of the wildfires to individual properties, the landscape and wildlife.
 - Currently, no concerns of note.

Economy

- Researching economic impacts of 2023 wildfires
 - Ongong discussions with local, regional, and provincial economic development and tourism personnel as well as agriculture and forest sector representatives.
 - Impacts to medium and long term timber supply still being assessed by provincial personnel.

Environment

- Ongoing discussions with provincial ministry officials regarding wildfire impacts on land, forests, water bodies/riparian areas.
 - Ministry of Forests and Ministry of Water, Land and Resource Stewardship personnel are still assessing impacts and planning rehabilitation activities.
 - Initiated discussion with the province re Post-Wildfire Natural Hazard Risk Assessments for Germansen Landing and Colleymount Area. These will be taking place in April-May.
 - Advising community representatives of ministry rehabilitation plans as the information becomes available.
- Initiated discussions with province regarding plans for burnt timber fallen and decked along roadways in various areas causing concern for residents.

Development and review of emergency plans

- The Comprehensive Emergency Management Plan has been in development, amending to align with EDMA, document in development and awaiting department review include:
 - Policy document.
 - Wildfire Plan.
 - Evacuation Branch Coordinator role and responsibilities.
 - Evacuation procedure.
 - Re-Entry Plan.

Protective Services

January 1, 2024 to March 31, 2024



- Demobilization Plan.

Training staff and volunteers

- The following EOC Staff training courses have been completed:
 - Developing Emergency Plans.
 - Information Officer Course.
 - Information Officer and EPC completed Micro-Credential in Crisis Communications.
- Staff delivered ICS – 100 training to Vanderhoof ESS team.

Administration of the Bulkley-Nechako Emergency Support Services Program

- Completed the UBCM ESS 2023 grant report.
- Submitted the UBCM ESS 2024 grant application, RDBN was successful in the application.

Network of Emergency Support Services Teams Conference

- Conference attendance
 - 290 people registered for In-Person.
 - 42 people registered for Virtual.
 - 103 people registered for the ESSD/EPC Pre-Conference Session.
- Keynote Speakers
 - Jay Chalke, Ombudsperson of British Columbia spoke on his report “Fairness in a Changing Climate: Ensuring disaster supports are accessible, equitable and adaptable”
 - Mel Kotyk – How Small Communities Can Respond to Large Events and Succeed - A Case Study of the South Okanagan Similkameen
 - Tanya Spooner – Premier’s Expert Task Force on Emergencies
 - The Honourable Minister Ma, Emergency Management & Climate Readiness – Changes to the Emergency Support Services Registration System and Volunteer Appreciation.

Public Education

- Held public sessions regarding EDMA and impacts to communities at the request of community groups.
- Continued with Social Media education campaign for preparedness.

Engagement with Partners of Emergency Management

- Two staff attended training in Terrace as mentors for an Emergency management exercise for the communities west of Smithers.
- Attended the EMCR Partnership table for two days in Burns Lake for local government and First Nations in the Northwest EMCR Region.



FireSmart

Mike Huntley has been awarded the FireSmart Educator position and will be starting in the role on April 15th. Mike brings a wealth of knowledge and experience, and staff are excited to have him in this role.

Regional Community Wildfire Resiliency Plan Development

Frontera Forest Solutions continues to make progress on the Regional Community Wildfire Resiliency plan. Monthly updates are provided to staff, and the field portion of their work plan is scheduled to begin in May.

Home Partners Program

The Regional District will be conducting the Home Partners assessments again this year. The new FireSmart Educator will spend his first week taking the Wildfire Mitigation Specialist training which is required to conduct these assessments.



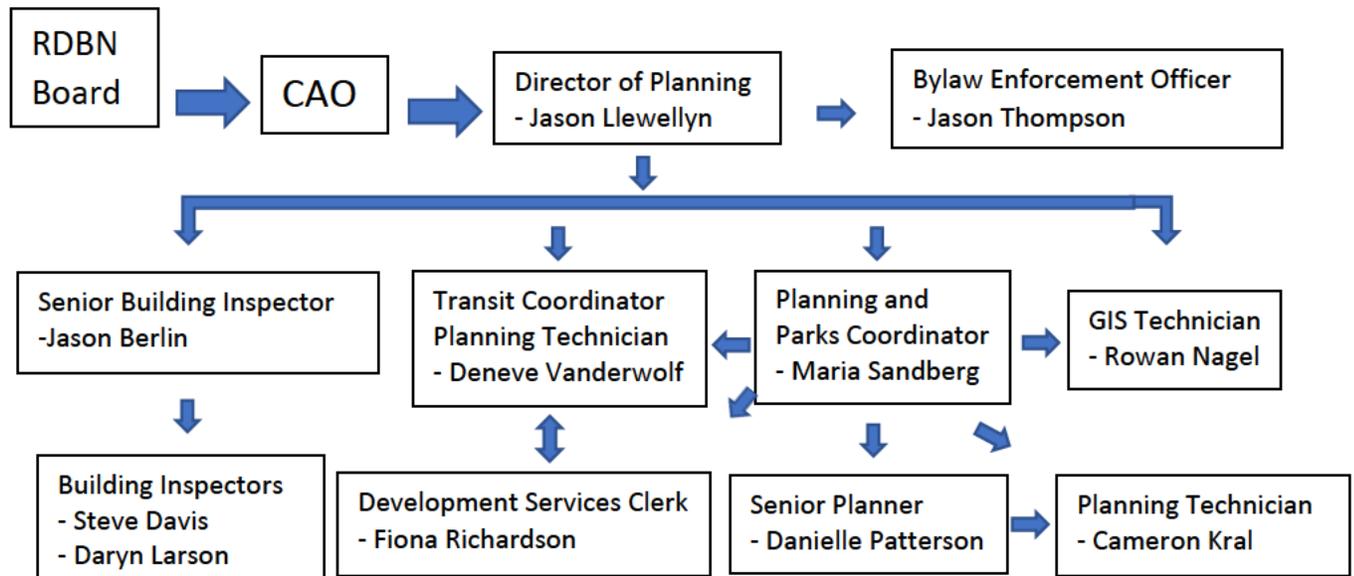
Planning Department

January 1 – March 31, 2024

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Staffing



The Planning Department includes ten full-time positions providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection and Bylaw Enforcement Services are also provided to select municipalities on a contract basis.

Land Use Applications and Referrals

Agricultural Land Reserve Applications

The Planning Department has received four new ALR applications in the first quarter of 2024. There are two Non-Farm Use (Removal of Soil) applications for gravel pits, one Non-Farm Use application for a dwelling, and a subdivision application. The Regional District also received one request for ALR exclusion for a residential development.

Official Community Plan Amendments and Rezoning Applications

The Planning Department has received four OCP amendment and rezoning applications in the first quarter of 2024.

Temporary Use Permits

The Planning Department received zero temporary use permit (TUP) applications in the first quarter of 2024. Two TUPs for industrial uses are carried over from 2023 as they are on hold by the applicants.

Development Variance Permits

The Planning Department received two development variance permit (DVP) applications in the first quarter of 2024. One DVP is carried over from 2023 as it is on hold by the applicant.

Subdivision Referrals

The Planning Department received two subdivision referrals in the first quarter of 2024. Both were processed and comments were provided to the Ministry of Transportation and Infrastructure.

Land Use Reviews

The Planning Department completed eighteen land use reviews for building projects in the first quarter of 2024.

Other Referrals

A total of 19 miscellaneous referrals were received in the first quarter of 2024. Three referrals were for surface water licences and thirteen related to natural resource extraction/energy infrastructure. Eighteen referrals were processed in the first quarter, including one referral carried over from 2023. Two referrals remain in process.

Policy Development

Public Notice Bylaw and Public Notice Policy

In 2024 the Planning Department lead the development of a Public Notice Bylaw and Public Notice Policy for the Regional District which were adopted/approved by the Board in March 2024.

Long Range Planning

The Fort St James Rural OCP review process is moving forward. The draft OCP, including maps, was referred to the OCP working group for comments in February. The draft plan was also presented to the Electoral Area C Advisory Planning Commission at a meeting on February 27. The draft was further amended based on comments received from the APC.

Referral letters requesting comment on the draft have been sent to First Nations, community groups, the District of Fort St. James, School District 91 (Nechako Lakes), and various provincial ministries. Staff are anticipating taking the draft to an open house in Fort St James in the late spring/early summer.

Building Inspection

The RDBN received a total of 37 building permit applications in the first quarter of 2024, with a total construction value of **\$8,009,423**. This is comparable to the 36 building permit applications with a total construction value of \$7,803,000 received in the first quarter of 2023. This included three new dwellings being built in the rural areas and one in a municipality receiving building inspection services.

First Quarter Building Permit Data for 2024

Area	Total Permits	Total Construction Value (\$)
A	9	\$1,002,500
B	2	\$80,000
C	3	\$1,236,858
D	0	\$0
E	0	\$0
F	5	\$630,000
G	1	Not available
Burns Lake	5	\$115,000
Fort St. James	3	\$1,295,000
Fraser Lake	1	\$2,970,893
Granisle	0	\$0
Houston	3	\$201,672
Telkwa	5	\$477,500
First Quarter RDBN Totals	37	\$8,009,423
Smithers	14	\$3,869,600
Vanderhoof	14	\$850,300
Total	48	\$12,729,323

Bylaw Enforcement

The focus during the first quarter has been cleaning up and closing files that are no longer active. A new filing system has been developed and implemented, and existing policies are being reviewed. By law enforcement services continue to be provided to the District of Houston under agreement.

First Quarter Bylaw Data

Year 2024	Carried Forward	New Files	Total Unresolved	Resolved
1 st Quarter	19	9	28	6

Staff continue to work on a draft bylaw establishing a bylaw dispute adjudication system which would allow for the issuance of tickets for bylaw offences. Staff are also discussing with municipalities the establishment of a regional registry for ticket adjudication administered by the RDBN.

Parks and Trails

Cycle 16 Trail

Staff are working with Cycle 16 on the remaining land acquisition and archeological issues.

In January, a Licence of Occupation application was submitted to FrontCounter BC for the 525-metre-long alternate route over Crown Land, that is included in the Phase 3 detailed design.

The ALC granted conditional approval for the construction of Phase 3 in March.

Round Lake Park and Boat Launch

Staff continue to work with the Round Lake Community Association (RLCA) on their Waterfront Upgrade Project. The consultant submitted revised drawings to the Regional District in February. Some further revisions are required based on comments by the RLCA. Once the drawings are finalized, they will be submitted to the Ministry of Transportation and Infrastructure for review.

Trout Creek

A preferred location has been identified for an outhouse on the river side of the Trout Creek property. The outhouse location is within a Ministry of Environment setback covenant area. The Province has agreed to amend the covenant to allow the outhouse. A

covenant amendment document has been prepared and signed by the Regional District and is now with the Province for signatures.

Imeson's Beach

Staff continue to work with our consultant and CN to review the rail crossing design. In February staff were notified that CN's internal team and senior management are discussing the feasibility of a crossing at this location.

Hospital Point

Plans are underway for improvement of the area adjacent to the beach at Hospital Point, including clearing the ground and installment of fire rings and picnic tables.

Recreation Contribution Service Bylaws

Staff have worked with the members of the four Advisory Committees to establish the process to distribute grant funds to non-profit recreation service providers. Staff plan to issue a call for applications in late April or early May.

Highway 35 Multi-use Trail

The consultant has developed a 90% concept design for the Highway 35 Multi-use Trail. These plans were reviewed with the Ministry of Transportation and Infrastructure staff and regional district staff. An open house to introduce the plans to residents and stakeholders is scheduled for April 24th in Burns Lake.

The trail is proposed to run between the Village of Burns Lake and Tchesinkut Lake.

Geographic Information Systems (GIS)

Mapping and Inquiries

In the first quarter, the GIS Technician completed 54 tasks for RDBN staff. These requests included 48 for the Planning Department, 4 for Protective Services, 2 for Administration & Finance, and 0 for Environmental Services. In addition, 25 public and 2 municipal mapping related requests were completed.

House Numbering

A total of 259 addressing changes were processed in the first quarter of 2024. Of these, 144 were new or changed addresses associated with an ongoing initiative to identify unaddressed properties. Of the remaining 115, 24 new addresses were issued in the rural area and 68 new addresses were issued for municipalities and First Nations. Addressing

data for the Yekooche reserve was created this quarter. Six existing addresses were corrected.

Transit

First quarter ridership numbers are as follows. Overall ridership has decreased slightly on Route 161 and remained similar on Route 162 from the first quarter in 2023.

Route	Year	January	February	March	Total
161 Prince George	2024	366	350	348	1064
	2023	415	384	390	1,189
162 Smithers	2024	200	182	205	587
	2023	217	157	217	591



Environmental Services

January 1 to March 31, 2024

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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 that ensures a safe work environment.

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, Houston, 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

- 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
- Environmental Services Office Assistant – vacant (under review)
- Recycling Program Coordinator - vacant
- Field Assistant West
- Field Assistant East
- 10 x Transfer Station & Recycling Depot Attendants (2 vacant)
- 2 x Landfill Operators
- 3 x Landfill Attendants (1 vacant)
- 2 x Waste Haul Drivers

Part-time Permanent

- 1 x Landfill Attendant - vacant
- 8 x Transfer Station & Recycling Depot Attendants (1 vacant)
- 2 x Waste Haul Drivers

Casual (holiday and sick coverage):

- 4 x Transfer Station and Recycling Depot Attendants
- 1 x Landfill Attendant
- 1 x Waste haul driver

Summer Students:

- None at this time

Notable Department Activity

- Management Staff focus on continuing operations
- Addressed several WorkSafe concerns, including the improvement of facilities, procedures, equipment and staff training
- Asbestos related training, procedures development and documentation have been a significant focus for management
- An environmental Technician was hired in January
- Recruitment for a Recycling Program Coordinator
- Improve orientation process for new staff to ensure professionalism and safety
- Recruitment and Training of permanent and casual attendants and cross-training of current Transfer Station and Recycling Depot Attendants continues
- Implemented and monitored adjustments to landfilling techniques to ensure compliance.
- Quarterly ground water sampling of active landfills
- Continued the expansion of Extended Producer Responsibility (EPR) recycling programs
- Drafting annual reports for landfills and transfer stations
- Regional Solid Waste Advisory Committee meeting was held on March 19.
- Public Education Program: staff has worked on various information campaigns to be rolled out in 2024
- Developing a Unified Sign system for RDBN waste facilities was ongoing and has been through a lengthy review process.
- Wood waste (brush) diversion to local sawmills has continued in the East and is being explored in the West.
- Development of video surveillance program for waste facilities
- 2024 Capital Projects – Completion of various projects and purchases.
- 2024 Capital Projects – Planning and design of various projects

2024 Capital Projects Update

The first quarter of 2024 has been used for planning projects, acquiring quotes for capital purchases and completing small projects.

Environmental Services Capital - Q1 - January 1 to March 31, 2024					
Reference	Site	Project	Budget	Status	Cost
Rolling Stock	BLTS	Skidsteer for RD	\$110,000	Tendered	\$0
Rolling Stock	FSJTS	Skidsteer for RD	\$110,000	Tendered	\$0
Rolling Stock	HAUL	New Walking Floor Trailer for FLTS	\$220,000	Tendered	\$0
Rolling Stock	Field Ops	New flat deck - replace P3	\$130,000	Tendered	\$0
Rolling Stock	Field Ops	3/4 Ton Pick Up	\$95,000	Not Tendered	\$0
Excavator	Field Ops	mini excavator (4.5MT or less)	\$110,000	Tendered	\$0
Floor resurfacing	VTS	Floor resurfacing	\$300,000	Tendered	\$0
Clearview	CLF	Leachate collection lagoon	\$400,000	Planning & Design	\$0
Fraser Lake Transfer Station	FLTS	Transtor removal and roof structure	\$170,000	Planning & Design	\$0
Required Safety		Safety Improvement (5 Projects)	\$125,000	In Progress	\$9,750
Minor Site Improvements		Minor Site Improvements (18 Projects)	\$490,000	In Progress	\$223,500
	Total		\$2,260,000		\$233,250

**BRITISH
COLUMBIA**

VIA EMAIL

Ref: 66489

April 8, 2024

Mark Parker, Chair
Regional District Bulkley-Nechako
Email: mark.parker@rdbn.bc.ca

Dear Mark Parker:

On April 5, 2024, I introduced new legislation, Bill 16, intended to support local governments in their efforts to build more affordable and liveable communities. The proposed legislation strengthens the shift towards pro-active zoning by providing local governments with new authorities to secure affordable housing units and site-level infrastructure in new developments and to enable municipalities to adopt bylaws to help tenants facing eviction from redevelopment.

These changes are part of the broader set of local government changes that started in fall 2023 with Bills 44, 46 and 47 to help get more housing built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Those changes will result in fewer site-by-site rezonings, which many local governments currently rely on to secure key outcomes such as affordable housing, tenant protections, and site-level infrastructure. If passed, Bill 16 will provide authorities to local governments to secure these outcomes within a pro-active zoning framework.

Bill 16 will establish a new **Inclusionary Zoning** tool that allows local governments to require affordable housing in new development without relying on the rezoning process and to accept cash-in-lieu of affordable housing or affordable units on a different site by agreement. Local governments will need to undertake a financial feasibility analysis and consultation when developing Inclusionary Zoning bylaws to ensure that enough density is provided to offset the costs of providing affordable housing. They will also need to report annually on the outcomes of Inclusionary Zoning bylaws for transparency and to support provincial monitoring of implementation.

.../2

**Office of the
Minister of Housing**

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

Mark Parker, Chair
Page 2

The **Density Bonus** tool will be updated to clarify how it is used and to help ensure it works effectively with Inclusionary Zoning. Financial feasibility analysis and consultation will now be required to ensure that Density Bonus provisions are achievable and calibrated to local conditions. The proposed legislation clarifies that local governments can accept cash-in-lieu of affordable units and/or units on a different site. It also clarifies use of Density Bonus authorities in Transit-Oriented Areas (TOAs).

By mid-2025 (or a later date prescribed by regulation) local governments will be required to update all existing density bonus bylaws to comply with the new legislation, and density bonus authorities will only be able to be used above the minimum allowable densities in TOAs.

Bill 16 will also provide municipalities with the authority to develop **Tenant Protection Bylaws** that are implemented at the development permit stage. Municipalities will be able to withhold development permits until owners meet the conditions of the tenant protection bylaws. In addition, municipalities will be able to request information about the effect of proposed redevelopments on tenants, which will give municipalities more data to design tenant protection bylaws.

Lastly, Bill 16 proposes new authorities for local governments to secure site-level infrastructure to service new development without relying on the rezoning process. These changes will give local governments clearer authority to require **works and services** for infill developments (i.e. at the building permit stage). As well, the legislation provides local governments with an expanded list of works and services they can require, including, for example, benches, street lamps, parklets, and sustainable design features like rain gardens. Local governments will also be able to require developments provide land adjacent to developments for new or upgraded roads without subdivision to support alternative transportation, accessibility and safety (such as wider sidewalks, bike lanes, and street trees). The legislation also gives local governments a new authority to define and require **Transportation Demand Management** measures within new developments, which can include, for example, charging stations or secure bicycle parking facilities.

Mark Parker, Chair
Page 3

If Bill 16 is passed, local governments can use the capacity funding distributed in January to adopt these new tools.

The Province will continue to engage and collaborate with local governments to support implementation of the new legislative tools and requirements. Later this year, we will provide guidance for adoption of the new authorities: Inclusionary Zoning and Density Bonus, Works and Services and Transportation Demand Management, and Tenant Protection Bylaws. In the coming months, we will also be providing further guidance to support the implementation of the fall 2023 legislation, including guidance on the Interim Housing Needs Reports and comprehensive guidance on the development finance tools.

I appreciate all the work being undertaken to transition to a pro-active zoning planning framework and to help get more homes built for British Columbians.

Sincerely,



Ravi Kahlon
Minister of housing

pc: The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Curtis Helgesen, City Manager/CAO (curtis.helgesen@rdbn.bc.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 16 Announcement: <https://news.gov.bc.ca/releases/2024HOUS0049-000471>



BRITISH
COLUMBIA

VIA EMAIL

Ref. 66386

April 10, 2024

Mark Parker

Chair of the Regional District of Bulkley-Nechako

Email: mark.parker@rdbn.bc.ca

Dear Chair Mark Parker:

British Columbia is facing an unprecedented housing shortage. We need every local government in the province to work with us to enable the development of more housing in every community. We need all types of housing; rental housing, family housing, housing that is appropriate and accessible for seniors and housing that presents real opportunities for ownership to first time buyers. That is why in the 2023 fall legislative session, we passed three legislative packages (Bills 44, 46 and 47) designed to shift land use planning away from site-by-site rezoning decisions that slow down the delivery of housing and amenities toward more 'up-front' planning and zoning practices.

Collectively, these legislative changes will help to address the housing crisis in BC by promoting greater diversification of the housing stock to address the unique needs for homes across a variety of demographics, tenures, household lifecycles, and income ranges. They will enable more efficient and predictable planning for housing need, reduce administrative and negotiation costs, help deliver more housing options for a range of incomes, and contribute to economic growth.

In our consultations on the Small-Scale Multi-Unit Housing legislation with planning staff and home builders, we heard clearly that this type of housing, four to six units on a single-family lot, can be challenging to realize within overly prescriptive site guidelines. Allowing for maximum flexibility on site will ensure we have the best chance of seeing "gentle" density realized in our communities. And because we know this type of development can be challenging and that streamlined development approvals process will help, Bill 44 also requires that you do not unreasonably restrict or prohibit the development of Small Scale Multi-Unit Housing.

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Office of the
Minister of Housing

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
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Location:
Parliament Buildings
Victoria BC V8V 1X4
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Mark Parker
Page 2

We also expect many Small-Scale Multi-Unit Housing Developments will be strata titled and provide more accessible pathways to homeownership for people who would not be able to afford a single-family home in many communities. The Province recommends local governments allow stratification at every opportunity.

Alongside these bills, we also published the [Provincial Policy Manual](#) and [Site Standards](#) for Small Scale Multi-Unit Housing. This manual provides a framework that will create a healthy development environment to realize the diverse housing types needed to meet the unit level density required by Bill 44. I would like to remind you that Bill 44 requires that you consider this policy guidance when crafting your zoning bylaw amendments. We strongly encourage you to adopt the provincial site standards around lot coverage, building height and setbacks and to allow as many unit types as possible in as many residential zones as you can so we can build more homes for people.

I know your staff are already working hard to prepare your bylaw amendments to meet the compliance deadline of June 30, 2024, and I appreciate the work and thought that you are putting into this process.

Thank you for working with us to address restrictive zoning and make it easier for people to build small scale, multi-unit homes.

Sincerely,



Ravi Kahlon
Minister of Housing

pc: Curtis Helgesen, Chief Administrative Officer (curtis.helgesen@rdbn.bc.ca)

BRITISH
COLUMBIAApril 10th, 2024

Reference: 640629

Mark Parker
Chair
Regional District of Bulkley-Nechako
Email: cheryl.anderson@rdbn.bc.ca

Dear Chair Mark Parker:

Thank you for your correspondence received on January 31st, 2024, addressed to the Honourable David Eby, Premier, and myself, concerning the *Emergency and Disaster Management Act* (EDMA).

In response to the questions and feedback that I have received from a range of local governments, I have sent a letter dated March 12th, 2024, to all mayors and regional district chairs across the Province that provides clarity on the most common concerns raised. We are also working to produce and publish helpful guidance on the EDMA (gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/local-gov-operations), and technical questions can be referred to your local regional office or to modernizeEM@gov.bc.ca

I am sincerely grateful to all of the local governments that provided a submission in response to engagement that took place from October 2023 through January 2024 on the modernization of regulations for local authorities and for disaster financial assistance. All feedback we have received from local governments will be considered as part of our work to develop regulations under the EDMA. There is also a five-year review of the Act that is mandated under the legislation.

Our web page dedicated to the legislation also includes some up-to-date information that you may find useful. You can find this page at gov.bc.ca/EmergencyManagementAct.

Thank you again for taking the time to write.

Sincerely,

Bowinn Ma
Minister of Emergency Management
and Climate Readiness

CC: The Honourable David Eby, Premier
The Honourable George Heyman, Minister of Environment and Climate Change Strategy
Nathan Cullen, MLA, Stikine
Taylor Bachrach, MP, Skeena-Bulkley Valley
Todd Doherty, MP, Cariboo-Prince George
John Rustad, MLA, Nechako
Kevin Falcon, MLA, Vancouver-Quilchena

From: [Mark Parker](#)
To: [Curtis Helgesen](#)
Cc: [Cheryl Anderson](#)
Subject: FW: BC Vegetable Marketing Commission changes
Date: April 17, 2024 8:16:39 AM
Attachments: [image001.png](#)

Last one on the Vegetable subject.

From: Barclay, Brent S AF:EX <Brent.Barclay@gov.bc.ca>
Sent: Monday, April 15, 2024 10:57 AM
To: Mark Parker <mark.parker@rdbn.bc.ca>; Shirley Moon <Shirley.Moon@rdbn.bc.ca>; Clint Lambert <Clint.Lambert@rdbn.bc.ca>; Megan D'Arcy <megan.darcy@rdbn.bc.ca>
Cc: Koski, Michelle AF:EX <Michelle.Koski@gov.bc.ca>; Hansen, Erin AF:EX <Erin.Hansen@gov.bc.ca>; Raymond, Mark AF:EX <Mark.Raymond@gov.bc.ca>
Subject: BC Vegetable Marketing Commission changes

[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

Good Morning

Thanks for joining Michelle in Prince George last week for a great conversation.

Michelle has asked me to advise that she spoke with the Chair for the B C Vegetable Marketing Commission regarding the role out of the changes. The Commission recognized that they did not do a good job with communications and will be doing outreach and FAQ in the very near future to better explain who will be impacted and how it will work for producers.

We would be happy to have feedback on how the outreach occurred and received from producers.

Brent

Brent Barclay, P.Ag.
Director, Agriculture Development (North)
Ministry of Agriculture and Food
AgriServiceBC@gov.bc.ca or 1-888-221-7141





April 11, 2024

To: Lara Beckett, chair of the RDFFG

From: the Everyone At the Table (EAT) collective

Good morning Lara,

We are writing you today as allies of a coalition of regional vegetable growers that is organizing to respond to the recent expansion of the BC Vegetable Marketing Commission North. We are opposing this expansion and we are requesting any assistance that the Regional District and more specifically the Agriculture Standing committee may give us.

The expansion North of the BCVMC came without warning and without consultation. One day the North was not under their jurisdiction and the next it was without care for the impacts of that on our fragile regional food security and sovereignty.

Most of us found out sometime in February/March when we got around to reading our Country Life that this had become effective as of January 1 2024. [Bc-veg-expands-mandate](#) published Feb 7. Farmers who have grown here for many decades tell us that the North historically had been exempt. This change happened with no warning and no consultations.

The following bulletin sums up the changes but did not come to our attention until mid-March [bulletin-bcvmc-expands-regulated-area-2024.02.02.pdf](#). Note that the commission did not contact any of the agricultural organizations that vegetable growers would be likely to belong to, like Farmers' Institutes.

The bulletin did not bring us much clarity about impact on growers (time and money), so some of us started contacting both the new regional BCVMC Northern commissioner, Randy Cox, and the provincial general manager of the commission, Andre Solymosi, by phone and email. Many emails, including one from Everyone At the Table, that was asking for clarifications on who specifically these changes apply to, remain unanswered. We collectively became clearer about the potential impacts of this expansion by sharing our notes from phone calls with both the Northern commissioner and the provincial regional manager.

What we understand:

- Any grower who grows 1 metric tonne of any combination of regulated storage crops (<https://bcveg.com/regulated-vegetables/>) needs to apply for a license with the BCVMC. This newbie licensee will be considered a "new entrant".
 - New entrants need to pay a \$525 application fee. (note that this fee was later waived for 2024, we believe in response to our collectively expressed frustration)
 - The application may not be approved. If so, the fee is not refundable. The application may be resubmitted.
 - Once approved the grower needs to pay an annual \$225 licensing fee.
 - None of this information or application forms are available online. You have to call to get it.
 - If approved and if the farmer is selling direct to the consumer only, then all they need to do is continue to pay \$225 per year. The farmer has so far spend \$750 forwhat?
- If approved and if the farmer plans to sell to restaurants and grocery stores, then the farmer will need to find a Marketing Agency to work with. This means more fees, plus levies that are collected on behalf of the BCVMC. The northern commission says there may be an exemption for sales to small community local restaurants and grocery stores, but could not say whether P.G. is a small community.
 - Note that Northern producers will have to apply to existing marketing agencies / find one that manages the crops they are selling with no guarantee they will take you on.
 - There is no Northern marketing agency
 - To create one is a 30K application: 21K is non-refundable and 9 is processed after approval
 - Has to be established by minimum 2 or more farmers
 - Any grower who sells to a restaurant or grocery store needs to have GAP certification. Any grower who sells direct to the consumer (farmgate or farmers market) does not.
- Those who purchase regulated vegetables, wholesalers, grocery stores and restaurants must buy from licensed growers only. The northern commissioner said that *hopefully* small restaurants will be exempted from this.

We still have no clarity about the rules/procedures around what happens with the Marketing Agencies. Possibly a quota system where each grower is allowed to sell up to a certain amount and minimum prices growers must charge?

Many regional growers are distressed by this new development, one said "any grower who grows 1 metric tonne combined of potatoes, cabbage, etc is a pretty dang small farmer. It sounds like enough of a runaround that a veggie farmer might just stop growing veggies and get a regular job." Another: "We need support, not more barriers". Understandably most are choosing to stay anonymous when it comes to communicating with the BCVMC but they are communicating their frustration to us loud and clear. We are told by the Northern Commissioner

that this will not be enforceable because of lack of capacity, our growing friends in the southern part of the province confirm that. Many of them are neither registered, nor licensed. Why create a system that is not only a barrier, but also not enforceable?

Asked if BCVMC considers Good Food Box programs to be direct-to-consumer or if they are in the grocery/restaurant category, since usually they are non-profits that are trying to promote local growers, the northern Commissioner said the commission would have to consider that. That question was also asked of the provincial manager in the email from EAT sent mid-march that he has yet to respond to.

The BCVMC issues the following clarification bulletin on Feb 29th here:

[Preview attachment BCVMC Clarification Regarding Expanded Area.pdf](#)[BCVMC Clarification Regarding Expanded Area.pdf](#)135 KB

This bulletin is nearly impossible to find on the commission's website but was sent to us in March in response to one of our inquiries. The bulletin says: "This decision was made in consideration of climate change and changes in agricultural practices that utilize controlled environment structures". But fails to expand on how this new barrier to small scale growing will contribute to climate change mitigation.

It has taken weeks to gather this little bit of information with still many unanswered emails. We have asked District C Farmers institute, the umbrella institute for all the farmers' institutes in the Regional District to take lead in organizing a forum with the provincial manager of the BCVMC. The district C Farmers' Institute president reports that he seemed open to the idea, but no date has materialized yet.

In the meantime the coalition has approached the BC Farm Industry Review Board to file an appeal of the decision. The FIRB responded that the 30 days window to file an appeal has already passed as this expansion became effective on January 1. "Under its NPMA mandate, the BC Farm Industry Review Board can hear appeals from anyone who is aggrieved by or dissatisfied with an order, decision or determination of an agricultural commodity board in BC. The person must file a written notice of appeal with BCFIRB within 30 days of the commodity boards' order, decision or determination, or they may lose the right to file an appeal. You can find more information on BCFIRB's appeal process on the [BCFIRB website](#)."

As no effort was made by the BCVMC to inform Northern growers directly or through their organizations, by the time we found out about the expansion, the 30 days window had already closed, but we plan to go through with an appeal anyhow.

Late March, James Steidle wrote the following op-ed which brought which had more growers reach out to us about their concerns.

<https://www.princegeorgecitizen.com/opinion/james-steidle-local-growers-could-take-financial-hit-8529763>

In summary:

- This expansion was done in a retroactive manner with NO consultation of Northern growers or their organizations such as Farmer's Institutes. Most growers are EXTRAORDINARILY displeased with this expansion of the BC Veg Marketing Commission. What we need is SUPPORT for farmers. Not more barriers.
- Supply management programs work to support farmers in situations where you have TOO MANY producers. That's NOT a problem we have in northern BC (and not a problem we have anywhere in Canada!). This is a totally inappropriate and unnecessary direction to take.
- We have connected with growers in the southern part of the province and many small growers who meet the commission's registration and licensing criteria are neither registered, nor licensed. This creates an unfair system where only those who volunteer to register or those who get caught are paying. In fact many do not even know that they "should" be. We suggest the BCVMC work out the bugs in the Southern region they are already 'managing' before expanding further in the province.
- Furthermore, the roll-out of the expansion is poorly planned and poorly managed. The commission does not have clear policies in place that it can direct new entrants to. Each grower is having to contact the commission one at a time because of this and many questions remain unanswered. We suggest that the commission work with regional growers as it should have before this decision.
- The commission will have to demonstrate to us that this expansion is desirable and will not harm our regional food security and sovereignty. They need to spell out exactly what growers or consumers will be getting out of growers being part of the BCVMC.
- The commission should review the thresholds. The thresholds proposed for producers and commercial producers are very low. The thresholds should be set at a much higher level so as not to be an unreasonable burden on those who produce small amounts of produce. An aggregate tonne does not a living make so why add the burden of registration and licensing.
- We would argue that veg growers who only sell regionally should not be regulated by the BCVMC
- Regional Growers who have negotiated understandings with regional stores should not be interfered with by BCVMC. Stores such as Safeway already have stringent requirements that have to be met. We should be encouraging minimal transportation of food. Let's eat it close to home!

We know that you are with us in caring about our regional food security and sovereignty so we ask for any and all support that you can provide us in asking for a continuation of the Northern Exemption and that you connect with other northern regional districts to coordinate our efforts to protect our regional food sovereignty, And for any other way of helping us work through this unwelcome new hurdle thrust upon us in the middle of planting season.

In solidarity for improved regional food security and sovereignty,

Alex Rowan, Roanne Whitticase, Anne Hogan, Emma Faulkner, Terri McClymont
For the Everyone At the Table collective

**SUMMARY OF
RECOMMENDATIONS**

**THE PREMIER'S
EXPERT TASK FORCE
ON **EMERGENCIES****



Message from the Premier of British Columbia



LAST SUMMER, BRITISH COLUMBIANS ENDURED THE WORST WILDFIRE SEASON OUR PROVINCE HAS EVER SEEN.

Thousands of people were evacuated from their communities, hundreds of homes were destroyed and six brave firefighters tragically lost their lives.

After visiting several affected communities and meeting with local leaders, residents and first responders, I launched an expert task force on emergencies to help our government apply lessons learned to better prepare for what may be a tough season ahead as well as future climate emergencies.

The task force – comprised of experts from First Nations, local governments, wildfire and emergency management organizations, and the Province – focused on providing real-time, action-oriented advice that we could implement before and during the upcoming season.

I am now pleased to share a summary of their recommendations, including their advice to further develop our wildfire and emergency management workforce. One way we are doing this is through our flagship action to establish an innovative wildfire training and education centre. Located at Thompson Rivers University, this centre will be the first of its kind in

North America to offer credits for basic wildfire training courses that can be put toward diploma and degree programs. The centre will prepare our future wildfire professionals for the critical work of protecting our forests, our communities and our families in a rapidly changing climate.

Many of the task force's 31 recommendations are already underway, including actions to increase the use of new technology, better support evacuees, streamline volunteer training, enhance wildfire recruitment and boost our firefighting fleet and equipment.

I extend my deepest gratitude to the task force members who worked hard to provide recommendations that will have a direct impact on people and communities by strengthening the way we prepare for and respond to emergencies, particularly wildfires.

By continuing to work together, I am confident that we will be ready to respond to the challenges of climate change and better able to protect our province for future generations.

A handwritten signature in blue ink, reading "David Eby". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

DAVID EBY
Premier of British Columbia

Background

THE PREMIER'S EXPERT TASK FORCE ON EMERGENCIES was announced by Premier David Eby in September 2023. The Task Force was asked to provide recommendations to government on wildfire and emergency management, with a focus on improvements that could be implemented before and during the 2024 season. The Task Force began meeting in October 2023 and concluded its work at the end of February 2024.

DIVERSE EXPERTISE: The Task Force consisted of experts appointed by the Premier, and senior staff from the Premier's Office, Ministry of Forests, and Ministry of Emergency Management and Climate Readiness:

Kukpi7 Rosanne Casimir,
Tk'emlúps te Secwepemc First Nation

Dan Derby, *Fire Chiefs Association of BC*

Scott Hildebrand, *Thompson-Nicola Regional District*

Chief Corrina Leween, *Cheslatta Carrier Nation*

Thom Porter, *California Department of Forestry and Fire Protection (retired)*

Wayne Schnitzler,
First Nations Emergency Services Society

Tanya Spooner, *City of Prince George*

Teresa Dobmeier (*co-chair*), *Associate Deputy Minister, Emergency Management and Climate Readiness*

Eamon O'Donoghue (*co-chair*),
Associate Deputy Minister, Forests

Doug Caul, *Deputy Minister, Premier's Office*

Madeline Maley, *Assistant Deputy Minister, Emergency Management and Climate Readiness*

Ian Meier, *Assistant Deputy Minister, BC Wildfire Service*

Shannon Salter, *Deputy Minister to the Premier*

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SCOPE: The Task Force was asked to identify improvements related to nine deliverables:

1. Enhance Wildfire Predictive Services current technology including the use of Artificial Intelligence and other technologies.
2. Planning for incorporation of local volunteer resources for wildfire response.
3. Improve integration of rural and municipal fire departments into BC Wildfire Service response in the wildland urban interface.
4. Review and update the Wildfire Emergency Response Strategy.
5. Strengthen community participation in all disciplines of FireSmart.
6. Identify effective expansion opportunities in wildfire prevention programs.
7. Enhance the Evacuation Registration Assistance (ERA) tool to provide fully digital support for evacuees.
8. Modernize and enhance community delivery of Emergency Support Services (ESS), including post-wildfire support.
9. Identify opportunities to assist First Nations and local authorities to improve evacuation order and alert awareness and compliance.

THESE DELIVERABLES REFLECTED COMMON TOPICS that emerged as provincial officials met with First Nations, local governments, emergency managers and community during the 2023 wildfire season.

Over the course of the Task Force process, mental health and resilience also emerged as a common theme in Task Force discussions and engagement with partners and stakeholders, and the Task Force provided recommendations for action on this topic.

“Emergency management partners” is used throughout this document. This term includes all agencies and organizations with responsibilities for emergency management functions or that can contribute to emergency management as part of an organized collaborative approach, including First Nations, provincial agencies, local authorities, fire departments, and non-governmental organizations.

A Real-Time, Action-Oriented Process: Recognizing a need to act on practical and achievable improvements during a limited window before the 2024 season, the Task Force was asked to provide real-time, action-oriented advice. Senior provincial agency staff participated on the Task Force to ensure a clear bridge from advice to action. Delivery teams from provincial agencies were established for each of the nine deliverables, and these teams met with the Task Force to receive advice and feedback that was translated into real-time planning and implementation.

The Task Force met thirteen times between October 2023 and February 2024. The Task Force also carried out targeted engagement with over sixty emergency management partners and stakeholders that were impacted by recent emergency events, and with other groups that offered to share their perspectives to the Task Force.

While it was not possible to meet with all First Nations, local authorities and other partners, provincial agencies continue to engage with many partners as they prepare for the 2024 season and implement Task Force recommendations.

This document summarizes the consensus advice and recommendations provided by the Task Force throughout this process.

Summary of Recommendations

BETTER INTELLIGENCE: In recent years BC has witnessed how climate change is driving extreme conditions and unprecedented fire behaviour. These conditions are pushing the boundaries of the models used to predict how fire moves across the landscape. New modelling tools and platforms, augmented by artificial intelligence, offer an opportunity to improve the predictive intelligence emergency managers rely on to plan and make decisions before and during emergencies.

The Task Force recommended expanding the use of, and access to, digital tools to improve predictive and real-time intelligence. Investments in new tools should build toward a longer-term goal of applying these tools in an all-hazard context to inform mitigation, preparedness, and advanced planning as well as response actions and decisions.

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ENHANCING A COMMON OPERATING PICTURE: In addition to future-focused predictive information, shared access to real-time intelligence is critical to enable faster and better-informed decisions and coordination among emergency management partners. Real-time intelligence also helps emergency managers communicate clearly with the public.

The Task Force recommended strengthening processes and tools for sharing real-time intelligence that provide a common operating picture among emergency management partners.

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SHARED TRAINING: With more and more information being accessed through digital means, including social media, there is a significant public appetite for real-time information, especially in emergencies. Trust can be eroded when accurate and timely information is not provided by knowledgeable and credible sources. A common foundation of knowledge is needed for all emergency managers to be able to apply predictive and real-time intelligence in decision-making and communicate the risks posed by emergencies to the public.

The Task Force recommended expanding training for emergency managers to interpret, understand, apply and communicate predictive and real-time intelligence, and understand its limitations.

CLEAR INNOVATION PRIORITIES: With technological innovation and artificial intelligence unlocking the potential for digital solutions, it is important that these solutions are guided by the knowledge and experience of people working on the front lines of emergencies.

The Task Force recommended setting clear research and innovation priorities for predictive and other technologies based on the needs identified by BC's first responders and emergency managers, and partner with other jurisdictions and technology innovators to shape, trial, assess and adopt new technologies.

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LOCAL AND INDIGENOUS KNOWLEDGE: While digital solutions offer new opportunities to strengthen the intelligence used in emergency management planning and decision-making, they do not replace the local and Indigenous knowledge of people who live and work on the land. Model-based and people-based information are both essential, and complement each other.

The Task Force recommended all emergency management partners recognize the value of and apply local and Indigenous knowledge, and develop clear and consistent guidance for incorporating it into operational wildfire and emergency management decision-making.

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COLLABORATIVE FIRST NATIONS FIRE STEWARDSHIP: First Nations play a unique role in partnership-based emergency management and are demonstrating leadership in building community-based capacity for fire stewardship based on Indigenous knowledge and cultural practices, as well as protecting their communities through mitigation, preparedness and response

The Task Force recommended defining clear pathways and strengthening supports for First Nations to build community-based capacity to lead wildfire preparedness, response and mitigation and fire stewardship activities in their territories.

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PATHWAYS FOR LOCAL COMMUNITY INVOLVEMENT: Local people with working knowledge of the land can play a role in partnership-based wildfire response. Safety is paramount and the work begins well before the season with organizing, training, and preparing, based on a foundation of communication, co-operation and trust.

Some of the most important roles local people can play to help protect their communities do not involve high-risk work on the fire line; local leadership is critical to promoting FireSmart, gathering local knowledge, supporting evacuation readiness, and making sure community members receive accurate and timely information.

The Task Force recommended defining clear pathways for organized and trained local people to play a role in wildfire preparedness and response, based on consistent safety, pre-season training and readiness standards and plans, and integration into the BC Wildfire Service or local emergency management structure with appropriate coordination, accountability and oversight.

The Task Force recommended taking a laddered approach that matches opportunities with local capabilities and allows communities to build their capacity over time. Initial opportunities should focus on strengthening and empowering local expertise and leadership for preparedness, FireSmart, mitigation and recovery activities, such as prescribed burning and evacuation readiness.

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BUILD ON THE INTER-AGENCY AGREEMENT FOUNDATION: Historically, structural and wildland firefighters operated under separate authorities and systems. Today, climate-driven wildfires in the wildland-urban interface are requiring them to work together continuously and seamlessly through an integrated approach. This requires strong relationships, but relationships alone are not enough. Structural and wildland firefighters require a common concept of operations and common processes, systems and tools.

The Task Force recommended continuing to improve the Inter-Agency Agreement between the BC Wildfire Service and the Fire Chiefs' Association of BC, based on learnings identified through joint pre-season preparedness and post-season debrief processes.

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CROSS-TRAINING AND DEPLOYMENTS: To continue to build an integrated approach to firefighting in the wildland-urban interface, firefighters must have opportunities to training and work together to gain a detailed working knowledge of wildland and structural firefighting systems, processes and procedures. These opportunities should span the full range of roles, from front-line crews to senior commanders.

The Task Force recommended expanding crew-to-command cross-training and cross-deployment opportunities to enable structural and wildland firefighters to learn from each other, and test and refine integrated command models and operations.

CLEAR AND CONSISTENT ROLES AND PROCESSES: A whole-of-society approach is already being implemented through relationships and arrangements among provincial agencies, First Nations, local governments and fire departments, the forest industry and forestry contractors, the ranching community and other partners. As BC continues to strengthen this partnership-based approach, everyone must have a common understanding of how to work together effectively.

The Task Force recommended government develop guidance to improve the clarity, consistency and accessibility of the roles, processes and procedures for partnership-based wildfire response for all emergency management partners so that everyone has a clear understanding of how they can contribute effectively. These guidelines should evolve into joint annual operational planning among partners as a longer-term strategy.

COLLABORATION BEFORE, DURING AND AFTER INCIDENTS AND SEASONS: As emergency management becomes a year-round activity, success requires a strong commitment to shared learning and continuous improvement. Learning cannot occur in silos; partners must come together to rapidly identify successes and challenges and implement improvements as part of a continuous learning and planning cycle.

The Task Force recommended establishing a consistent and inclusive practice of local and regional joint preparedness briefings and post-incident/season debriefs among emergency management partners as part of a planning cycle, to review and confirm coordination and collaboration practices and procedures and identify opportunities for continuous improvement.

VERSATILITY: As fire patterns shift across the landscape, firefighting agencies must adapt by expanding their capabilities to fight fire under different conditions, and configuring and deploying people and equipment flexibly to meet a diverse range of challenges.

The Task Force recommended government maintain a proactive operational posture that is prepared for more frequent extreme seasons, and expand the types of firefighting tools – from fireline equipment to airborne resources and technology – to provide broader and more agile response capabilities in a wider range of conditions.

INITIAL RESPONSE: Initial response to newly detected fires remains a critical element of effective wildfire management, especially when weather and fuel conditions pose an elevated risk of extreme fire behaviour and growth. There is an opportunity to leverage partnerships to strengthen initial response capabilities by enabling trained and qualified firefighters from provincial agencies, First Nations and local fire departments, and appropriately trained forestry contractors to contribute to initial response, based on clear and commonly understood roles and procedures.

The Task Force recommended clarifying, streamlining and strengthening guidance, roles and responsibilities for initial response for newly detected fires based on a “nearest qualified crew” principle, supported by proactive communication and coordination.

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SIMPLIFY AND STREAMLINE FUNDING: FireSmart has seen widespread adoption in BC in recent years among local communities and other partners. Sustaining this momentum will require ongoing investment and a more stable and accessible approach to funding longer-term community-based delivery.

The Task Force recommended improving accessibility, streamlining administrative requirements, and providing more year-over-year certainty for communities applying for FireSmart funding.

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MEASURING AND COMMUNICATING PROGRESS: Sustaining investments in FireSmart for the long-term will require a clear framework for measuring progress and evaluating outcomes. Clearly demonstrating and communicating how FireSmart activities at the household, neighbourhood and community level contribute to community resilience will also help drive public awareness and action.

The Task Force recommended developing metrics to demonstrate the effectiveness of FireSmart practices in reducing risk to homes and communities and develop evidence-based communication strategies to strengthen public awareness and action.

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FOUNDATION FOR CONTINUED FIRESMART GROWTH: FireSmart’s growth to date is a success story. Continued success will require a strong organizational model that continues to leverage a partnership-based approach while providing a stable platform and clear accountability for continued investments in communities.

The Task Force recommended government review FireSmart governance to provide a strong foundation for continued growth.

BUILDING FIRESMART COMMUNITIES: To proactively address wildfire risk at the community level planning and development in the wildland-urban interface must integrate FireSmart principles from the outset. The FireSmart disciplines focused on legislation and development require additional focus for proactive mitigation to be effective. The insurance industry is also a key partner in strengthening FireSmart adoption at the local level.

The Task Force recommended a strengthened focus on integrating FireSmart principles into community development policies and building codes, and exploring opportunities to strengthen partnerships with the insurance industry to support broader adoption of FireSmart practices.

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LANDSCAPE RESILIENCE STRATEGY: Whether managed for conservation, recreation, resource development or other values, every ecosystem across BC will be impacted by climate change and fire. Managing for resilience will require coordinated efforts across multiple initiatives and programs, based on a recognition that fire is a natural process that will continue to play a role in these ecosystems and, if managed appropriately, can have positive effects on ecosystem health and help mitigate the risks of catastrophic wildfires. It is also critical to create the enabling conditions for the forest industry, the ranching community, and other land users to apply their knowledge and capacity to contribute to landscape resilience, through an all-of-society approach.

The Task Force recommended government initiate a landscape resilience strategy that brings together land management partners to align existing initiatives, define shared priorities for action, and establish collaborative pathways to strengthen landscape resilience. The strategy should address policy barriers to delivering resilience outcomes on the ground and encourage economically sustainable models for risk reduction and recovery that align with utilization goals. As part of the strategy, meaningful metrics should be defined to measure progress toward resilience outcomes.

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EXPAND AND EMPOWER LOCAL PARTNERSHIPS: As FireSmart and wildfire risk reduction programs and projects have expanded over recent years, multiple planning committees and tables have been established to coordinate among various partners at a local and regional level. Improving the alignment of these initiatives will improve strategic outcomes across jurisdictional boundaries.

The Task Force recommended rationalizing and better coordinating risk reduction and preparedness processes at a local and regional level to improve strategic outcomes.

LARGE-SCALE TREATMENTS: First Nations, local communities, community forests, provincial agencies and other partners have all ramped up risk reduction initiatives in recent years, with a focus on the most urgent, high-risk priority areas. There is now an opportunity to build on the learning, capacity and relationships developed through these initiatives to scale up planning and implementation of treatments to a broader watershed level based on a longer-term, strategic planning focus on landscape resilience.

The Task Force recommended developing landscape-level, partnership-based resilience investment projects to demonstrate how to deliver risk reduction in the natural and built environment at the watershed scale.

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ENABLING POLICIES: The ability to deliver resilience outcomes at scale will require an efficient process for planning, reviewing and approving risk reduction projects, supported by enabling policies. Continued effort is needed to address barriers, remove disincentives, and create a more expedited process for project delivery.

The Task Force recommended government continue to streamline administrative processes, remove policy obstacles and build capacity to expedite wildfire risk reduction projects, including prescribed burning, increased utilization, and other risk reduction and resilience practices.

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EXPAND PATHWAYS TO ACCESS SUPPORTS USING THE EVACUEE REGISTRATION AND ASSISTANCE (ERA) TOOL:

In rapid, large-scale evacuations, local authorities and Indigenous governing bodies can be challenged to provide timely access to appropriate supports and look to neighboring communities and the Province to help. Emergency Support Services (ESS) needs to be more accessible and responsive to surges in demand for support so that evacuees who need support, have their basic needs met in a timely manner.

The Task Force recommended government further develop ERA-enabled pathways to improve timely access to supports for evacuees during large-scale evacuations, and reduce congestion at in-person reception centres, including virtual and digital options.

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STREAMLINE FOUNDATIONAL ESS RESPONDER TRAINING: ESS rests on a foundation of trained, committed and compassionate staff and volunteers who have the knowledge and tools to provide support to evacuees in their time of need.

The Task Force recommended government consolidate and improve accessibility to ESS training so that responders can be trained quickly and effectively to deliver supports in a culturally safe, trauma-informed manner.

CONTINUED COMMITMENT TO IMPROVED SUPPORTS AND EVACUEE-CENTERED CARE:

Evacuations affect people across a spectrum of backgrounds, means and needs. Not all evacuees require the same level or kinds of support. Services should be evacuee-centered and provide flexibility to allow evacuees to make their own decisions about how to meet their needs.

The Task Force recommended government review rates and make more supports available through e-Transfer so that evacuees can decide how to best meet their needs, based on the principle that evacuees are experts in their own needs.

SEAMLESS INFORMATION-SHARING: Decisions to issue evacuation alerts and orders draw on the analysis, expertise and advice of multiple partners spanning numerous jurisdictions. As information flows among these partners, technological issues, unclear processes and unnecessary steps can inadvertently cause delays.

The Task Force recommended eliminating unnecessary communication lags between emergency management partners so critical evacuation decisions can be made and communicated quickly.

ONE SOURCE, ONE VOICE: People need quick and direct access to clear and reliable information from authoritative sources, to plan for and act during an evacuation. This information needs to be clear and consistent, regardless of where people go to find it.

The Task Force recommended establishing and strengthening simple, intuitive ways to access trusted information people need to understand their role and make informed decisions before, during and after an evacuation. This includes creating shared platforms and processes that allow emergency management partners to share the same evacuation information through multiple communication channels.

TEMPORARY AUTHORIZED ACCESS TO ORDER AREAS: While evacuation orders are issued to protect peoples' lives and safety, there are circumstances where, with appropriate planning and communication, temporary access to order areas may be authorized. There are opportunities to develop clearer and more consistent guidance for managing this access.

The Task Force recommended government collaborate with local authorities and First Nations to improve the consistency of guidance and strengthen coordination processes for residents who may require access to areas under evacuation order.

SHARING MENTAL HEALTH AND RESILIENCE RESOURCES: All emergency management partners face challenges supporting the mental health and resilience of their people as they confront more frequent, longer and more intensive climate-driven emergencies. These challenges are also faced by impacted communities. A proactive, compassionate and collaborative approach is needed.

The Task Force recommended engaging mental health agencies and organizations to develop shared, proactive strategies and resources for supporting mental health and resilience across responders, emergency management partners and people in impacted communities. All emergency management partners should demonstrate leadership by normalizing mental health self-care and compassion.

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SURGE CAPACITY FOR RESPONSE: Prolonged and extreme seasons can put significant strain on responders and emergency managers and pull staff away from other public service duties. The ability to bring in additional capacity to backstop local and regional response during intensive and extended activations is a vital feature of partnership-based emergency management.

The Task Force recommended expanding and strengthening mechanisms to enable the rapid deployment of qualified staff to support emergency management partners where critical needs during intensive or extended activations exceed available local capacity.

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CAPACITY AND WORKFORCE DEVELOPMENT: Emergency management will require a dedicated and trained workforce for the future. The time to begin building this workforce is now, with a focus on creating accessible and sustained training and career development opportunities for Indigenous and rural people from communities that are disproportionately affected by emergencies like wildfires.

The Task Force recommended strengthening recruitment and career pathways for wildfire and emergency management that apply a progressive and modular qualifications model that recognizes on-the-job learning and experience. These pathways should be designed with a specific focus on strengthening accessibility to First Nations and rural people, particularly youth.

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SHARED LEARNING AND CONTINUOUS IMPROVEMENT: As emergency management becomes year-round, learning and continuous improvement must be built into the annual cycle of planning, responding and debriefing. The doers are the experts and most solutions will emerge from a regular practice of collaborative dialogue among emergency management partners.

The Task Force recommended establishing consistent, inclusive, and collaborative processes for lesson-sharing and shared learning among emergency management partners, that help identify leading practices, recognizing successes, and considering opportunities for improvement. It is also important to identify opportunities to communicate the successes of emergency management to the public.



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Houston, BC
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March 28, 2024

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Regional District of Bulkley Nechako
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RECEIVED

APR 03 2024

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Community Recycling – District of Houston

This letter is in regard to residential recycling in Houston.

As you are aware, a full recycling depot has recently been installed at the Knockholt Landfill and the Regional District is to be commended for taking this action. Prior to this, all soft plastics and Styrofoam had to be taken to Telkwa as the recycling depot located at the Return It in Houston only took cardboard, containers and paper. Soft plastics and Styrofoam products were not accepted.

However, with the opening of the recycling depot at Knockholt, the Return It on N. Nadina Ave in the industrial area of Houston was closed. I now need to drive 24 kms return in order to drop off any residential recycling!

I would have hoped that the decision to open the Recycling Depot at Knockholt was driven by a concern for the environment, but it does seem that factors other than the environment were at play. In exchange for getting recyclables out of the landfill, a considerable amount of carbon emissions are being put into the atmosphere in return!

Many other communities have "blue boxes" for recycling which are picked up by the municipal trucks. This service is not available in Houston either, so I think it is reasonable to expect a significant increase in the amount of recycling being dumped in the landfill or ending up on the streets or in the stomachs of wildlife. I have had personal conversations with residents who are just chucking their recycling in the garbage – they have neither the time nor the resources to drive 24 kms every time they need to recycle plastics, cardboard, paper and containers.

I beg you to reconsider the decision to have a recycling drop off within the community of Houston. There must be options available other than trekking out to Knockholt. Other communities have non-profits who run recycling depots, or at minimum, a convenient drop off area for residents.

Yours truly

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Elsie Wain