

AGENDA

MEETING NO. 6

April 24, 2025

**P.O. BOX 820
BURNS LAKE, BC V0J 1E0
PHONE: (250) 692-3195 OR 1-800-320-3339
FAX: (250) 692-3305
www.rdbn.bc.ca**

VISION

“A World of Opportunities
Within Our Region”

MISSION

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

2022-2026 Strategic Plan

1. Relationships with First Nations
2. Advocacy with the Province
3. Housing Supply
4. Community and Economic Sustainability



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, April 24, 2025

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
-----------------	----------------------	---------------

First Nations Acknowledgement

AGENDA – April 24, 2025

Approve

SUPPLEMENTARY AGENDA

Receive

MINUTES

7-16	Board Meeting Minutes – March 27, 2025	Approve
------	--	---------

17-21	Committee of the Whole Minutes – April 10, 2025	Receive
-------	--	---------

22-24	Rural Services Committee Meeting Minutes - April 10, 2025	Receive
-------	--	---------

DELEGATIONS

UPPER FRASER FISHERIES CONSERVATION ALLIANCE

Lisa Krebs, Registered Professional Planner

Re: Endako Weir Project

WESTERN LNG

Rebecca Scott, Senior Director, Communications & Public Affairs

Leah Caldow, Senior Manager, Public Engagement and
Communication

Aaron Hunt, Project Manager

Steve Campbell, Senior Director, Lands

Adair Rigney, Senior Director, Regulatory and Environment

Re: Prince Rupert Gas Transmission Project

<u>PAGE NO.</u>	<u>DEVELOPMENT SERVICES</u>	<u>ACTION</u>
	<u>ALR Application</u>	
25-39	Danielle Patterson, Senior Planner ALR Non-Farm Use Application 1273 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Land Referral</u>	
40-42	Rowan Nagel, GIS/Planning Technician Crown Land Referral No. 6409512 Electoral Areas A (Smithers/Telkwa Rural) D (Fraser Lake Rural), and G (Houston/Granisle Rural)	Recommendation
	<u>Water Referrals</u>	
43-45	Rowan Nagel, GIS/Planning Technician Water Referral No. 7003313 Electoral Area F (Vanderhoof Rural)	Recommendation
46-59	Jason Llewellyn, Director of Planning and Development Services - Endako Weir Project - Electoral Area B (Burns Lake Rural)	Recommendation
	<u>PARKS AND TRAILS</u>	
	<u>Bylaw Adoption</u>	
60-62	Maria Sandberg, Planning and Parks Coordinator Park Use Bylaw Amendment	Recommendation
	<u>BYLAW ENFORCEMENT</u>	
	<u>Bylaw Adoption</u>	
63-92	Jason Llewellyn, Director of Planning and Development Services - Bylaw Notice Enforcement Bylaw	Recommendation

Meeting No. 6
April 24, 2025

<u>PAGE NO.</u>	<u>Other</u>	<u>ACTION</u>
93-104	Jason Llewellyn, Director of Planning and Development Services – Bylaw Enforcement Policy	Recommendation
	<u>REGIONAL TRANSIT</u>	
105-106	Regional Transit Service Funding Letter from the Ministry of Transportation and Transit	Receive
	<u>ENVIRONMENTAL SERVICES</u>	
107-108	Alex Eriksen, Director of Environmental Services – Purchase of Two New Skid Steers	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
109	Cheryl Anderson, Director of Corporate Services – Committee Meeting Recommendations – April 10, 2025	Recommendation
110-113	Cheryl Anderson, Director of Corporate Services – Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073	Recommendation
114-115	John Illes, Chief Financial Officer - Telkwa Rural Fire Service Update	Recommendation
116	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Canada Community Building Fund Electoral Area C (Fort St. James Rural) – District of Fort St. James	Recommendation
117	Shari Janzen, Community Development Coordinator – Neighbourlink Vanderhoof -Letter of Support	Recommendation

Meeting No. 6
April 24, 2025

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
118	Shari Janzen, Community Development Coordinator – Vanderhoof International Airshow Society -Letter of Support	Recommendation
119-165	Cheryl Anderson, Director of Corporate Services – Departmental Quarterly Reports -1 st Quarter	Receive

ADMINISTRATION CORRESPONDENCE

166	Bulkley Valley Amateur Radio Society - Implications of Possible withdrawal of Support for Rebroadcast Societies	Receive
167-169	Minister of Energy and Climate Solutions -Environmental Assessment Process Exemptions	Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

IN-CAMERA MOTION

That this meeting be closed to the public pursuant to Sections 90(1)(k), and 90(2)(d) of the *Community Charter* for the Board to deal with matters relating to Solid Waste.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 5****Thursday, March 27, 2025**

PRESENT:	Chair	Mark Parker
	Directors	Gladys Atrill Shane Brien Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon – via zoom Chris Newell – via zoom Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Director Absent	Kevin Moutray, District of Vanderhoof
	Alternate Director	Brian Frenkel, District of Vanderhoof
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning Nellie Davis, Manager of Strategic Initiatives and Rural Services – left at 10:50 a.m. returned at 2:20 p.m., left at 2:21 p.m. Jason Blackwell, Regional Fire Chief – left at 12:08 p.m. Chris Walker, Emergency Services Manager – left at 10:50 a.m. Trina Bysouth, Protective Services Assistant - left at 10:50 a.m.
	Others	Andy Muma, President, Houston Search and Rescue – left at 10:50 a.m. Lance Barrowman, Volunteer, Houston Search and Rescue – left at 10:50 a.m. Frank McDonald, Houston Search and Rescue – left at 10:50 a.m. John Rustad, MLA Nechako Lakes – arrived at 1:00 pm, left at 2:07 p.m.

CALL TO ORDER

Chair Parker called the meeting to order at 10:21 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA

Moved by Director Stoltenberg
 Seconded by Director Dekens

2025-5-1

"That the Board Meeting Agenda of March 27, 2025 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**

Board Meeting Minutes
- March 13, 2025

Moved by Director McGuire
 Seconded by Director Storey

2025-5-2

"That the Board Meeting Minutes of March 13, 2025 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rural Services Committee
Meeting Minutes
- March 13, 2025

Moved by Director Stoltenberg
 Seconded by Director Riis-Christianson

2025-5-3

"That the Rural Services Committee Meeting Minutes of March 13, 2025 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DELEGATION**

HOUSTON SEARCH AND RESCUE – Andy Muma, President, Lance Barrowman, Frank McDonald – Re: Canine Unit Update

Mr. Muma thanked the Board for their advocacy following last year's presentation where they presented challenges they were facing in developing a canine team.

Mr. Muma advised that in 2023, Mr. Barrowman acquired a puppy (Jagger) and began the initial training. He outlined the certification and approval process:

- Jagger, a canine team member, received certification through the BC Search Dog Association (BCSDA)
- The team's initial application to Emergency Management and Climate Readiness (EMCR) was rejected due to a three-year moratorium, despite no canine SAR teams existing north of Kamloops
- The team sent advocacy letters to the Premier, Minister, Deputy Minister, and media and met with Nathan Cullen and Taylor Bachrach to advocate for policy changes
- The Board's support was acknowledged and appreciated
- Policy revisions enabled local-level decisions for canine teams, leading to Jagger's official certification in October 2024.

DELEGATION (CONT'D)

Houston SAR – Canine Response Vehicle

- The Houston SAR team successfully secured funding for a canine response vehicle.

Mr. Barrowman provided a Canine SAR Team Overview

- Current Teams: ~20 validated SAR K9 teams in BC
- Oversight by RCMP E Division
- Dogs undergo training through BCSDA or Canadian Avalanche Rescue Dog Association (CARDA)
- Operational readiness takes 2–3 years, with handlers investing approximately 2,000 hours
- Annual revalidation is required
- Capabilities:
 - Air scent/wilderness validation
 - Trained for contaminated area searches
 - Locate strongest human scent; while not cadaver dogs, they can alert to deceased subjects (e.g., scent on clothing)
- Deployment:
 - Operate primarily in the Regional District of Bulkley-Nechako (RDBN), with mutual aid agreements outside the region
 - Can search previously covered areas and large territories with a dog, preserving SAR resources
 - Close coordination with RCMP; Police Dog Service (PDS) handlers deploy canine teams.

K9 Validation and Training Process

- Phases:
 - Puppy assessment
 - Intermediate course upon passing
 - Validation
 - BCSARA Status
 - Ongoing training
 - Annual re-validation.

Funding and Expenses

- Self-funded expenses: Breeder fees, food, veterinary care, and basic equipment
- Some equipment is supplied by BCSDA after successful validation
- Houston SAR operational funds cover training camps and some obedience training
- Sponsorships for K9 response vehicle and training.

Chair Parker stated that the canine SAR issue was presented at the Union of British Columbia Municipalities (UBCM) Convention in 2024 to raise awareness and support.

Mr. Muma mentioned recent policy changes and the formation of an advisory committee with representation from all 78 SAR groups. He highlighted the committee's role in shaping provincial policy and advocating for local decision-making and expressed optimism about the committee's influence and acknowledged the Board's support in driving these changes.

DELEGATION (CONT'D)

Mr. Barrowman commented on Jagger's lifestyle:

- Trains almost daily
- Highly energetic and thrives on working
- Friendly with people but less so with other dogs
- Lives with him permanently and has downtime with three companion dogs
- Previous search lasted three days in deep snow, demonstrating endurance and dedication.

Chair Parker thanked the delegation for their presentation.

ELECTORAL AREA PLANNING

Official Community Plan (OCP) Moved by Director Newell
Review – Electoral Area G Seconded by Director Brien
(Houston/Granisle Rural)

2025-5-4 "That the Board approve the work plan and consultation and consideration checklist for the Area G OCP review."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Membership Update - Area A Moved by Director Stoltenberg
Advisory Planning Commission Seconded by Director Atrill

2025-5-5 "That the Board appoint Darren Jakubec to the APC for Electoral Area A (Smithers/Telkwa Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Referral

Necoslie & Nautley Road Moved by Director Greenaway
Name Changes – Electoral Seconded by Director Storey
Area C (Fort St. James Rural)
and D (Fraser Lake Rural)

2025-5-6 "That staff inform the Ministry of Transportation and Transit (MOTT) that the RDBN has no objections to renaming Necoslie Road to Nak'azdli Road, and Nautley Road to Nadleh Road."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other

RDBN Wildfire Resiliency Plan Recommendations

Moved by Director Stoltenberg
 Seconded by Director Dekens

2025-5-7

"That the Board receive the memo from the Director of Planning titled RDBN Wildfire Resiliency Plan Recommendations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Jason Blackwell, Regional Fire Chief advised that he would invite Wildfire Risk Reduction Program staff to attend an upcoming meeting.

Illegal Dumping Mitigation Strategy

Moved by Director Moon
 Seconded by Director Riis Christianson

2025-5-8

1. "That the letter regarding Illegal Dumping on Crown Land be sent to the Minister of Environment and Parks.
2. That staff implement a community clean-up program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Recent Agricultural Land Commission Decisions

Moved by Alternate Director Frenkel
 Seconded by Director Stoltenberg

2025-5-9

"That the Board receive the memo from the Planning Technician titled Recent Agricultural Land Commission Decisions."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Parks and Trails

Parks Use Regulations Bylaw Amendment

Moved by Director Storey
 Seconded by Director Greenaway

2025-5-10

"That Regional District of Bulkley-Nechako Parks Use Regulations Amendment Bylaw No. 2074, 2025 be given first, second and third reading this 27th day of March, 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw Enforcement

Bylaw Notice Enforcement
Bylaw and Dispute
Adjudication Registry

Moved by Director Riis-Christianson
 Seconded by Director Wiebe

2025-5-11

"1. That Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025 be given first, second, and third reading this 27th day of March, 2025.
 2. That staff be authorized to execute the Bylaw Notice Dispute Adjudication Registry Agreement with the Village of Burns Lake upon adoption of Bylaw No. 2041, 2025.
 3. And, that the Regional District of Bulkley-Nechako Screening Officer Policy be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community Resiliency
Investment Program
- 2025 FireSmart Community
Funding & Support
Application

Moved by Director Brienien
 Seconded by Director McGuire

2025-5-12

"That the Board support the submission of a grant application to the Union of British Columbia Municipalities (UBCM) Community Resiliency Investment (CRI) Program – FireSmart Community Funding & Support, to extend the FireSmart Program for an additional two year term.
 And that the Board authorizes staff and understands that if the grant is approved, the RDBN will receive and manage all grant funding, and commits to any associated ineligible costs and cost overruns."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for lunch at 12:08 pm

Reconvened at 1:00 pm

DELEGATION - JOHN RUSTAD, MLA Nechako Lakes

Mr. Rustad discussed economic and trade concerns. He spoke to the potential economic consequences, including a 25% tariff impact on multiple sectors, rising lumber prices, and challenges in softwood lumber agreements. Additional issues included proposed levies on carbon emissions, potential trucking tolls, and the vulnerability of BC's economy due to reliance on U.S. imports such as jet fuel, electricity, and refined products. He indicated the need for greater investment in resource industries like mining, LNG, and agriculture to drive down costs and improve self-sufficiency.

DELEGATION (CONT'D)

Healthcare challenges were also a significant topic, with discussion on ER closures, staff shortages, and the inefficiencies of the current healthcare model. It was suggested that empowering ER nurses and paramedics and reforming the health authority structure could help address these issues.

Concerns about crime, addiction recovery, and public safety were raised, emphasizing the need for better solutions beyond harm reduction.

Mr. Rustad commented on resource management, mining and forestry in the context of permitting delays, First Nations consultation requirements, and the need to retain more resource value within BC agriculture and food security. He spoke of the need for improved infrastructure, changes to land-use policies, and restrictions on foreign farmland ownership to strengthen local production.

Discussion took place on local governance, funding for communities without direct resource access, and the need for Northern BC representation in decision-making.

Mr. Rustad requested being copied on letters that the Board sends to the Province.

Chair Parker thanked Mr. Rustad for his presentation.

ADMINISTRATION REPORTS

Mail Ballot Voting

Moved by Director Moon
 Seconded by Alternate Director Frenkel

2025-5-13

"That the Board authorize region-wide Mail Ballot Voting for both elections and referenda, and further;
 That staff be directed to prepare a Mail Ballot Voting bylaw for the Board's consideration."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025

Moved by Director Dekens
 Seconded by Director Stoltenberg

2025-5-14

"That Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025 be given first, second and third reading this 27th day of March, 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

CWF for Village of Fraser Lake – Ammonia Chiller Replacement

Moved by Director Riis-Christianson
Seconded by Director Dekens

2025-5-15

1. "That the Board authorize contributing up to \$100,000 in Canada Community Building Fund BC monies from Area D (Fraser Lake Rural) to the Village of Fraser Lake for a Recreation Infrastructure project, and further,

(All/Directors/Majority)

2. That the Board authorize the withdrawal of up to \$100,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

2025 Budget Approval
RDBN Five Year Financial
Plan Bylaw No. 2070, 2025

Moved by Director Stoltenberg
Seconded by Director Dekens

2025-5-16

"That Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2070, 2025 be given third reading as amended and be adopted this 27th day of March 2025."

(All/Directors/Weighted) CARRIED UNANIMOUSLY

Northwest BC Regional
Funding Agreement (RBA)

Moved by Director Dekens
Seconded by Director Greenaway

2025-5-17

"That the Board approve the Long-term Development Plan and the 2025 Annual Development Plan."

(All/Directors/Weighted) CARRIED UNANIMOUSLY

VERBAL REPORTS

District of Houston – Update

Director Brien reported that the Northwest Regional Hospital District meeting took place last Saturday. A letter was sent to the Province urging them to keep working on a process for hiring medical professionals from the United States and from out of province.

Electoral Area F (Vanderhoof Rural) Update

Director Moon advised that there will be a meeting in early May with the water project consultant. The meeting will be open to producers. She added that she is still involved in the Primary Care and the public consultation process.

VERBAL REPORTS (CONT'D)

Electoral Area A (Smithers Rural) - Update

Director Stoltenberg reported that he will be working with the three community halls in his area regarding upgrades.

Electoral Area B (Burns Lake Rural) - Update

Director Riis-Christianson thanked the rural directors for for ongoing discussions on the Rural Director Survey.

District of Vanderhoof - Update

Alternate Director Frenkel encouraged Directors to forward their comments regarding BC Timber Sales.

District of Fort St. James - Update

Director Elphee reported that arena renovations will begin next week. He added that the hospital is running well. He noted that their Recreation Director has played an important role in welcoming professionals to the area.

Village of Fraser Lake - Update

Director Storey advised that she had toured the Fraser Lake arena. She noted that the 2nd phase upgrade should be completed in May. She commented that she, along with Director Greenaway, would be attending UBCM Advocacy days next week.

Village of Granisle – Update

Director McGuire reported that senior housing in Granisle is progressing and they anticipate completion in August. She added that last year Granisle received funding from Pacifican to upgrade the municipal campground. The sites will all have electrical service. She added that they are working on their budget and due to rising costs, an increase is necessary.

Village of Burns Lake – Update

Director Wiebe reported that there are 2 new doctors in Burns Lake, however, the hospital remains 5 doctors short from being fully staffed. Construction of a golf course is being planned. Three commercial lots at Richmond Loop subdivision have been sold.

Village of Telkwa – Update

Director Dekens commented that council continues to work on their budget.

Electoral Area C (Fort St. James Rural) - Update

Director Greenaway advised that the Extreme Weather Shelter in Fort St. James will be shutting down. It was a successful season and discussions have begun with BC Housing for the reopening in the fall.

Electoral Area G (Houston Rural) - Update

Director Newell noted challenges with FSR road use and maintenance as a result of the downturn in the forest industry. He added that he will be attending the upcoming Minerals North Conference.

VERBAL REPORTS (CONT'D)

Town of Smithers - Update

Director Atrill reported the Town of Smithers has approved a taxation increase of 6.13%. She added that Smithers hosted over 300 skiers and over 200 hockey players during spring break. An Airport Capital Assistance Program (ACAP) grant has been approved in the amount of \$3.64 million to support lights at the airport. With RBA funding, the Town of Smithers is able to fully fund Princess Street rebuild.

Chair/Electoral Area D (Fraser Lake Rural) Update

Chair Parker thanked the Board for open communication and feedback before and after meetings. He thanked staff for assistance with the legislative review survey. He added that he walked the new trail at Stellako and he is committed to providing funding for lighting the trail.

Receipt of Verbal Reports

Moved by Director Brien
 Seconded by Director Stoltenberg

2025-5-18

"That the Board receive the various Directors' verbal reports."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Storey
 Seconded by Director Stoltenberg

2025-5-19

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

- Labour Relations
- Enforcement Action
- Northwest BC Resource Benefits Alliance (RBA)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director McGuire
 Seconded by Director Dekens

2025-5-20

"That the meeting be adjourned at 2:48 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Cheryl Anderson, Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, April 10, 2025**

PRESENT:	Chair	Mark Parker
	Directors	Gladys Atrill – via Zoom Shane Brienens -arrived at 10:53 a.m. Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Staff	Curtis Helgesen, Chief Administrative Officer – arrived via Zoom at 10:55 a.m. Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning
	Others	Aman Parhar, Senior Advisor, Communities and Social Performance, Rio Tinto – left at 11:14 a.m. Alec Mercier, Engineering Analyst, Water Resources, Rio Tinto – via Zoom – left at 11:14 a.m. Megan D'Arcy, Regional Agriculture Coordinator – via Zoom

CALL TO ORDER Chair Parker called the meeting to order at 10:44 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA Moved by Director Moutray
Seconded by Director Stoltenberg

C.W.2025-2-1 “That the Agenda of the Committee of the Whole meeting of April 10, 2025 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – January 9, 2025

Moved by Director Stoltenberg
 Seconded by Director Storey

C.W.2025-2-2

“That the Committee of the Whole Meeting Minutes of January 9, 2025 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

RIO TINTO

Aman Parhar, Senior Advisor, Communities and Social Performance and Alec Mercier, Engineering Analyst, Water Resources re: Business Update

Ms. Parhar thanked the Board for allowing time to provide a business update. She advised that the presentation would cover hydrology, Communities and Social Performance Report, recruitment, a new public feedback portal, and social investment.

Mr. Mercier provided the following information:

Snowpack & Reservoir Update:

- Manual snow surveys conducted once per month at several locations
- Snowpack currently well below normal
 - Slightly higher than this time last year
 - 68% of long-term average
 - 132 mm below normal
 - Conditions worse south of Nechako watershed
 - Several locations in the region with well below average snowpacks
- Reservoir elevation:
 - Over 2 feet below normal water levels
 - Recent snowmelt may indicate a shift in trends
- Forecast:
 - Spring freshet has not started yet so just a forecast
 - Expecting 77% of long-term average
 - Reservoir typically peaks in July – expected to remain below average.

Ms. Parmar provided an overview of the Communities and Social Performance Report.

- Report is available online
- In 2024 RT contributed \$490 million to the BC Economy through wages, taxes, supply chain expenditures and community investments
- Over 1,000 employees and 20 active apprenticeships
- Recruitment in 2024:
 - BC Works is still hiring
 - 102 positions filled so far in 2024
- New Public Feedback Portal:
 - Allows anonymous comments
 - Messages sent directly to communications team

DELEGATION (CONT'D)

- Shift in social investment strategy:
 - Long-term, outcome-based partnerships
 - Education: partnership with SD 91
 - Health & wellbeing: focus on resilient, healthy communities
 - Cultural preservation and environment: multi-year funding (3–4 years)
- Lianne Olson will be leading a focus group regarding social investment efforts
- \$1.75 million partnership with UNBC to fund climate change research – supports long-term watershed stability.

Discussion took place regarding the dredging of Tahtsa Narrows. This project is in the early stages and is subject to feasibility and approvals.

A question was raised regarding future power purchasing sources. Power will continue to be imported from the U.S. The goal is to maintain operations by continuing power imports.

Discussion took place regarding tariffs:

- No current concerns
- BC Hydro considered a good partner
- Tariffs being monitored closely
- Rio Tinto engaged with all levels of government
- Global operations including U.S.

Chair Parked thanked Ms. Parhar and Mr. Mercier for their update.

DEVELOPMENT SERVICES

Draft Bylaw Enforcement Policy

Moved by Director Riis-Christianson
Seconded by Director Moutray

C.W.2025-2-3

“That section 39 be removed from the Bylaw Enforcement Policy and that the policy be reviewed in one year.”

Opposed: Dir. Dekens CARRIED
 Dir. Greenaway
 Dir. Lambert
 Dir. Moon
 Dir. Newell
 Dir. Stoltenberg

(All/Directors/Majority)

ADMINISTRATION REPORTS

Lakes District Fair Association Moved by Director Storey
- Letter of Support Request Seconded by Director McGuire

C.W.2025-2-4 "That the Committee recommend that the Board provide a letter of support to the Lakes District Fair Association to support its funding application to the Destination Events Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Historic Farm Credit Canada Moved by Director Lambert
Farmland Values Report Seconded by Director RC
2025

C.W.2025-2-5 "That the report from the Regional Agriculture Coordinator, titled Historic FCC Farmland Values Report 2025, be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Non-profit, Agriculture Moved by Director Dekens
Organization Gathering Seconded by Director Stoltenberg

C.W.2025-2-6 "That the report from the Regional Agriculture Coordinator, titled Non-profit, Agriculture Organization Gathering, be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

CN-CN Right-of-Way Moved by Director Storey
Vegetation Management Seconded by Director Moon

C.W.2025-2-7 "That the April 3, 2025 letter from CN regarding CN Right-of-Way Vegetation Management be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE (CONT'D)

Columbia Shuswap Regional
 District – Changes to the
 Community Works Fund
 Eligibility

Moved by Director Greenaway
 Seconded by Director Lambert

C.W.2025-2-8

“That the March 18, 2025 letter from the Columbia Shuswap Regional District regarding changes to the Community Works Fund Eligibility be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Columbia Shuswap Regional
 District – Short Term Rental
 Challenges and Concerns

Moved by Director Storey
 Seconded by Director Moon

C.W.2025-2-9

“That the March 18, 2025 letter from the Columbia Shuswap Regional District regarding changes to the Community Works Fund Eligibility be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for lunch 12:04 pm

Reconvene at 12:54 pm

IN-CAMERA MOTION

Moved by Director Brienon
 Seconded by Director Storey

C.W.2025-2-10

“That this meeting be closed to the public pursuant to Sections 90(1)(k) and 90(2)(d) of the *Community Charter* for the Board to deal with matters relating to solid waste.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Wiebe
 Seconded by Director Lambert

C.W.2025-2-11

“That the meeting be adjourned at 12:55 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Cheryl Anderson, Director of Corporate
 Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL SERVICES COMMITTEE MEETING****Thursday, April 10, 2025**

PRESENT:

Chair	Michael Riis-Christianson
Directors	Judy Greenaway Clint Lambert Shirley Moon Chris Newell Mark Parker Stoney Stoltenberg
Staff	Curtis Helgesen, Chief Administrative Officer – via Zoom Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning and Development Services – arrived at 2:12 p.m. – left at 2:14 p.m.
Others	Linda McGuire, Granisle Kevin Moutray, Vanderhoof

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 2:08 p.m.

AGENDAMoved by Director Greenaway
Seconded by Director ParkerRSC.2025-4-1

“That the Rural Services Committee Agenda for April 10, 2025 be approved as amended.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**Rural Services Committee
Meeting Minutes
-March 13, 2025Moved by Director Greenaway
Seconded by Director MoonRSC.2025-4-2

“That the minutes of the Rural Services Committee meeting of March 13, 2025 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Crown Land Referral Nos.
 6409020 and 6409527

Moved by Director Newell
 Seconded by Director Stoltenberg

RSC.2025-4-3

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Nos. 6409020 and 6409527."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Director Travel Budgets
 and Conference Attendance

Moved by Director Stoltenberg
 Seconded by Director Moon

RSC.2025-4-4

"That the Committee receive the report from Nellie Davis, Manager of Strategic Initiatives and Rural Services, titled Director Travel Budgets and Conference Attendance."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Degrading Cell Service on Hwy 16

Discussion took place regarding degrading cell service along Highway 16. It was suggested that deciduous growth impacts cellular signals, so summer would be the best time to assess it.

Staff commented that cell towers were initially installed for LTE and 3G. New 5G phones experience more instances without service.

Moved by Director Parker
 Seconded by Director Newell

RSC.2025-4-5

"That a letter be sent to the Minister of Citizens' Services requesting that cell service be tested and monitored along Highway 16 due to degrading cell service."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director Greenaway

RSC.2025-4-6

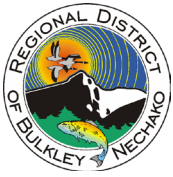
"That the meeting be adjourned 2:45 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Cheryl Anderson, Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: April 24, 2025
Subject: **ALR Non Farm Use Application No. 1273**

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

That Agricultural Land Reserve Non Farm Application No. 1273 be recommended to the Agricultural Land Commission for approval.

EXECUTIVE SUMMARY

The applicants are requesting Agricultural Land Commission (ALC) approval to allow the following Non-Farm Uses:

1. Waterfront park improvements with parking area.
2. Round Lake Community Hall public amenity uses, that include an underground water tank for firefighting response and a future looped driveway.

The use of the area between Round Lake Road and Round Lake has been used as a waterfront park for approximately 100 years. This park is located on MoTT highway RoW, a portion of private property (proposed for inclusion into the highway RoW), and Crown land. The RDBN is working with the Round Lake Community Association (RLCA) to upgrade the park and improve vehicle and pedestrian safety. The RDBN then intends to take over ownership and operation of the park. This application is necessary to allow park improvements as well as the use of an existing parking area across the road on the RLCA's property.

As part of this application the RLCA is also asking for ALC approval for the RLCA's continued use of their Community Hall property as a community amenity, including an overnight camping area, a gazebo, a play area, and a firefighting water tank, as well as a proposed driveway loop. The gravel parking area north of the Round Lake Community Hall is proposed to be used as a parking area for waterfront park users.

The proposals appear to be of overall benefit to the community with little or no impact on agriculture. Staff recommend the application be forwarded to the ALC with a recommendation of support.

APPLICATION SUMMARY

Name of Agent / Owner:	Agent: Maria Sandberg, Planning and Parks Coordinator Owners: Round Lake Community Association/Cornelius and Judith Van Der Meulen/Province
Electoral Area:	A (Smithers Telkwa Rural)
Subject Properties	13706 Round Lake Road , legally described as Lot A, District Lot 782, Range 5, Coast District, Plan EPP724 (PID 027-593-657) MoTT Right-of Way/Crown Foreshore along Round Lake A portion of the lands legally described as District Lot 782 , Range 5, Coast District, Except Plans 6878, PRP13624 and EPP24 (PID 015-008-185)
Parcel Areas:	13706 Round Lake Road: 0.652 ha (~1.611 ac) MoTT Right-of-Way (RoW)/Crown Foreshore: Roughly 0.11 ha (~0.27 ac) Portion of District Lot 782: Approximately 455 m ² (~0.11 ac)
OCP Designation:	Agricultural (AG) in the "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" (the OCP)
Zoning:	13706 Round Lake Road: Civic/Institutional Zone (P1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw) All other lands: Agricultural Zone (Ag1) in the Zoning Bylaw
Existing Land Uses:	13706 Round Lake Road: Community Recreation (community hall and public recreation, public parking, underground water tank) MoTT RoW: parking/road/waterfront park Crown Foreshore: waterfront park Portion of District Lot 782: waterfront park
Location:	13706 Round Lake Road adjacent lands south of Round Lake Road used as a waterfront park. The area is surrounded primarily by farmland. To the west is a residential property. The closest dwelling to the Non-Farm Use area is approximately 240 m.
Non-Farm Use Area:	13706 Round Lake Road: Approximately 0.652 ha (~1.611 ac) MoTT RoW/Crown Foreshore: Roughly 0.11 ha (~0.27 ac) Portion of District Lot 782: 455 m ² (~0.11 ac)

Proposed Non Farm Uses: Waterfront park and Round Lake Community Hall use

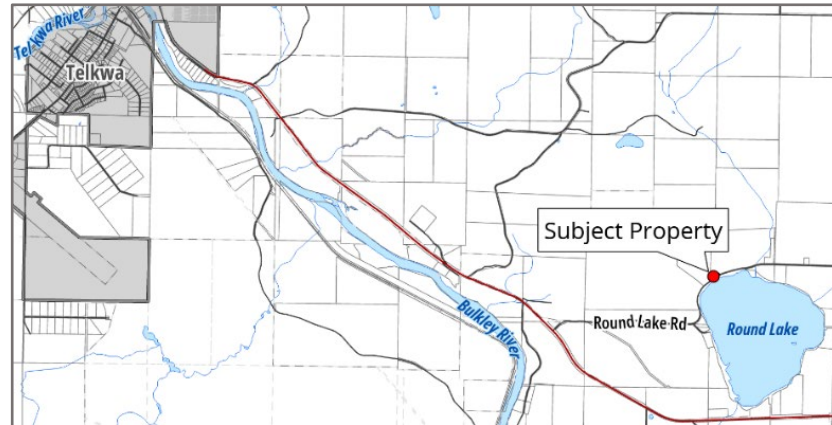
Proposed Fill Placement: Waterfront park (boat launch and access ramp) = 295 m³

Completed water tank/parking area = 225 m³

Community hall driveway loop = 150 m³

BACKGROUND

The Round Lake Community Hall has been located at 13706 Round Lake Road since 1921. The community hall and the property are owned and managed by the Round Lake Community Association (RLCA) ([see link](#) for details). The RLCA also maintains the waterfront park across the road from the community hall. The waterfront park is a popular recreation spot for swimming, picnicking, and boating. This is a well-documented historic use that dates to the construction of the community hall. The waterfront park currently has a small boat launch, a day use area, a beach area, and a sandspit that extends into Round Lake.



PROPOSAL

The RDBN is working with the RLCA to upgrade the waterfront park and improve vehicle and pedestrian safety. The RDBN intends to take over ownership and operation of this waterfront park. This application is necessary to allow park improvements as well as the use of an existing parking area across the road on the RLCA's property.

The RLCA is also asking for ALC approval for the RLCA's continued use of their Community Hall property as a community amenity, including an overnight camping area, a gazebo, a play area, and a firefighting water tank, as well as a proposed driveway loop. The gravel parking area north of the Round Lake Community Hall is proposed to be used as a parking area for waterfront park users.

NFU #1 - Waterfront park

The proposed waterfront park improvements include the following:

- relocated boat launch;
- reclamation of the existing boat launch;
- building of a ramp from the road to the beach;

- construction of a retaining wall along the road;
- installing a pedestrian road crossing and pedestrian- road separation barriers;
- use of the land north of the community hall for public parking; and
- installing traffic calming signs.

The above proposed improvements were developed in partnership between the RLCA, the RDBN, the MoTT, and the community.

The waterfront park improvements include the following estimated fill placement:

- Boat launch = 215 m³
- Access ramp = 80 m³
- Water tank/parking area (completed) = 225 m³



The RDBN would seek to secure the parking area on the RLCA property for waterfront park users by way of easement or RoW. As part of the waterfront park improvement project the RDBN will be obtaining a license of occupation from the MoTT to allow for RDBN ownership and operation of the park within the highway RoW.

The MoTT have provided a letter of support for the proposed design to enhance the existing beach and day-use area ([see link](#)) of the waterfront park, and have authorized this application.

NFU #2 - Round Lake Community Hall public amenity uses

Existing community recreation facilities

The RLCA property contains the community hall, a gazebo, and a lawn area which is occasionally used for primitive camping. As the community hall was constructed in 1921, the use of the property by the community for recreation and other associated community uses is longstanding. The RLCA is seeking to have the ALC approve this legal non-conforming use of their property.

Existing underground water tank and parking area fill

In 2023, the RDBN installed an underground 10,000-gallon water tank and expanded the gravel parking area north of the community hall for use by the Telkwa Volunteer Fire Department for rural firefighting purposes as there are no community fire hydrants. This area has historically served as overflow parking for the Round Lake Community Hall and is proposed as a parking area for waterfront park users.

The installation of this water tank and expansions of the parking area involved the deposit of approximately 225 m³ of fill. This included approximately 24 loads of 75 mm minus crush. This was done without the required Notice of Intent (NOI) or Non-Farm Use application to the ALC prior. Given this oversight, a request is now being made to permit this NFU.

Community hall driveway extension

The RLCA requests ALC approval to develop an extended gravel driveway to loop to connect the parking area north of the community hall to Round Lake Road. This loop driveway extension is anticipated to require a deposit of approximately 150 m³.

The proposed uses discussed above are shown on the attached [concept plan](#), and [final report](#) for the waterfront park project.

DISCUSSION

Official Community Plan (OCP)

The subject lands are designated Agriculture (AG) under the OCP. The intent of the designation is to protect and preserve farm land and soil having agricultural capacity, and facilitate the appropriate utilization of that land for agricultural purposes. Section 3.1.2 contains the following OCP policies relevant to the application:

“(1) Agriculture and other compatible uses of land may be permitted.

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

(a) There is limited agricultural potential within the proposed area.

(b) Soil conditions are not suitable for agriculture.

(c) Neighbouring uses will not be compromised.

(d) Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.

(e) The application is in the best interest of the community.

(f) The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.

(g) And, traffic management issues will be considered and addressed appropriately.

(16) The Province is encouraged to support local agricultural operations to ensure their long-term viability."

Zoning

The waterfront park project portion of the NFU application is proposed on provincial lands and 455 m² of private lands that are zoned Agricultural Zone (Ag1). While the waterfront project is not listed as a permitted use in the Ag1 Zone, it is considered a Park, which is permitted in all zones.

The Round Lake Community Hall at 13706 Round Lake Road is zoned Civic/Institutional (P1) pursuant to the Zoning Bylaw. The community hall is a permitted Principal Use. The gazebo, primitive camping use, and associated recreation uses are considered Secondary and Accessory Uses to the Principal Use. The water tank is considered a Utility, which is permitted in all zones.

Agricultural capability and ALC application history

Canada Land Inventory (CLI) mapping indicates that the application area has an agricultural capability of Class 3X, limited by cumulative and minor adverse conditions (see Appendix A for more details). CLI Classes 1 to 3 are considered prime agricultural land.

The Round Lake Community Hall property was part of a larger parent parcel. In 2006, the owners of that parent parcel applied to the ALC to subdivide the portion of the parcel used for the Round Lake Community Hall. The RDBN Board recommended support for the application and it was approved by the ALC in 2006 (ALC Resolution #510/2006), with the requirement that the subdivision occur within three years. Prior to that, the lands were leased for approximately 100 years for community hall use.

Planning staff comments

Waterfront ownership

It was previously assumed, based on the available information, that all lands lying between Round Lake Road and the Round Lake foreshore were owned by the Province. During the draft surveying stage, it was discovered that 455 m² of the lands between Round Lake Road

and Round Lake are part of the privately owned District Lot 782, which is the parent parcel of the Round Lake Hall property. It is planning staff's understanding that 287 m² of these lands will become MoTT RoW and 168 m² will be returned to Crown.

Recommendation

While the proposed uses and development of the land does not provide a direct benefit for agriculture, they provide an important benefit to the adjacent agricultural community. The existing community gathering and recreation uses have been ongoing on the subject properties for over 100 years. This application allows those uses to be formally recognized and upgraded.

In staff's opinion the proposed uses and development of the lands is of notable benefit to the surrounding agricultural community and has little or no negative impact on agriculture. Staff recommend the application be forwarded to the ALC with a recommendation of support.

Open house and referral comments

On March 5, 2025 an open house was held at Round Lake Hall to present the proposed waterfront park project. An estimated 30 to 35 people attended and 13 surveys were completed. Attendees and survey responders were in strong support of the project.

The **MoAF** provided a letter noting the Crown foreshore is not ideal for agricultural use. Given this and the noted longstanding importance of the community centre, MoAF stated they have no objections to the application moving forward (see Attachments).

At their October 7, 2024 meeting, the **Area A Advisory Planning Commission** recommended the proposals be approved.

The **RDBN Rural Agriculture Coordinator** commented, *"there is no agriculture production taking place on this property. As such, my only comment is that Round Lake Hall is frequently used for agriculture-focused workshops, meetings, and other events. Any plans to ensure the viability of Round Lake Hall as a community resource are a benefit to local agriculture."*

The **RDBN's Protective Services Department** and **Economic Development** staff had no comments.

ATTACHMENTS

- Appendix A – Agriculture Capability
- Appendix B – Surrounding ALR Applications

- [ALC NFU application](#) (link)
- [ALC preliminary NFU application – concept plan](#) (link)
- [ALC preliminary NFU application – final report](#) (link)
- [ALC preliminary NFU application site photos and historic use description](#) (link)
- [Letter of Support – MoTT](#) (link)
- Area A APC meeting minutes for 2024 October 7
- Referral response letter from the MoAF dated 2024 October 23

Appendix A: Agricultural Capability based on Canada Land Inventory Mapping

100% of the subject lands is Class 3X (Limited by cumulative and minor adverse conditions)

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

Agricultural Capability Map

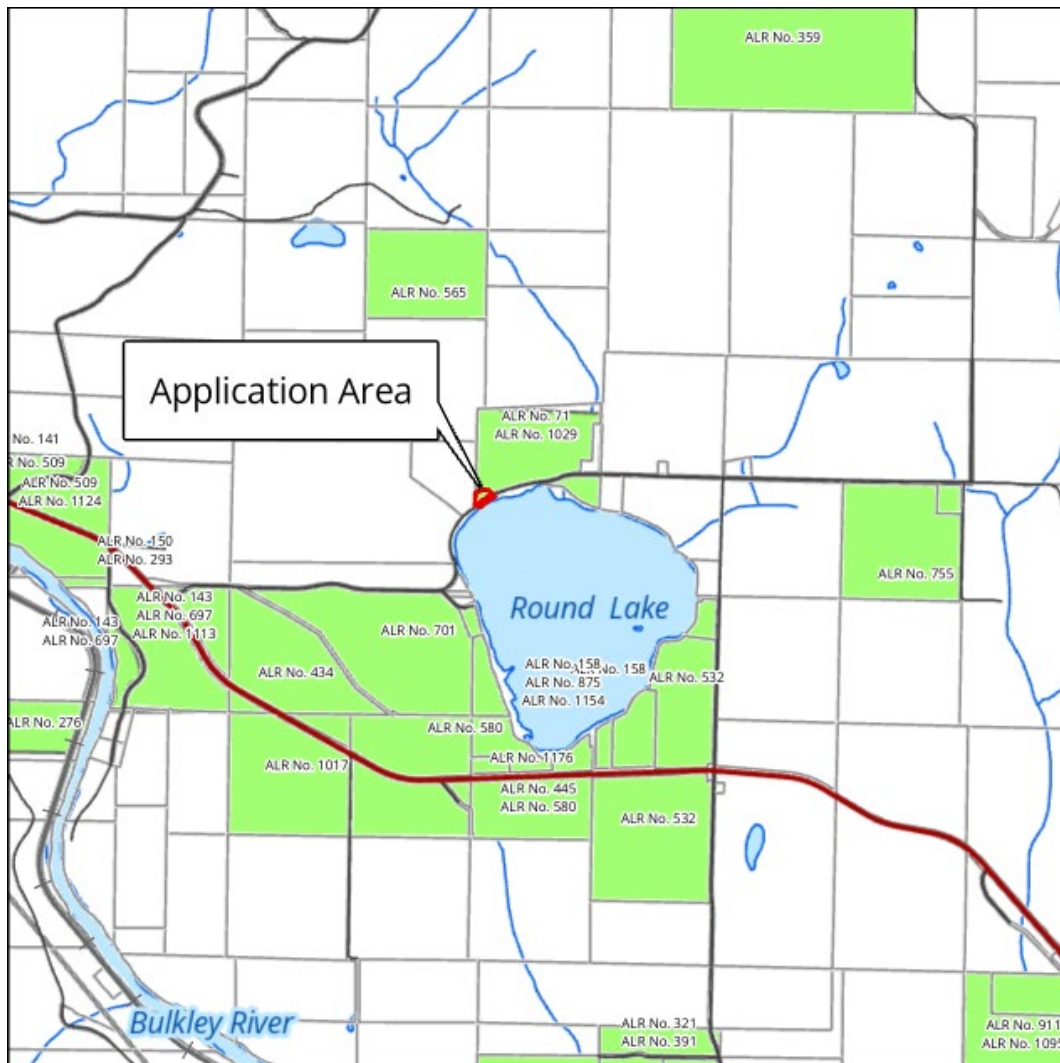
Appendix B: Surrounding Applications

ALR Application	Legal Description	Summary	Recommendation
71	District Lot 782, Range 5, Coast District	Application to move a second dwelling in the form of a mobile home on the subject property.	Staff: Approval
			Board: Approval
			ALC: Approved
141	Part of Lot A, District Lot 1143, Range 5, Coast District	Application to subdivide the property described above into 2- 5± ac lots.	Staff: Approval
			Board: Approval
			ALC: Approved
143	Lot 767, Range 5, Coast District	Application to subdivide into 2 parcels of ± 25 ac and ± 135 ac as divided by Bourgon Rd.	Staff: Approval
			Board: Approval
			ALC: Denied
150	Lot 1, Plan 5685, District Lot 1144, Range 5, Coast District	Application to build a second dwelling on the 5.09 ac of the property.	Staff: Denial
			Board: Approval
			ALC: Denied
158	Lot 1, Plan 4188, Lot 755, Range 5, Coast District	Application to subdivide 1 lot of 4.2 ac and one lot of 4.5 ac from the forty ac of the property.	Staff: Denial
			Board: Approval
			ALC: Approved
276	N½ of District Lot 1145, lying west of the Bulkley River, except part included in Plan 1166, Range 5, Coast District	Application to subdivide property in half.	Staff: Denial
			Board: Denial
			ALC: Denied
293	Lot 1, Plan 5685, District Lot 1144, Range 5, Coast District	Request to locate a mobile home on the property.	Staff: Approval
			Board: Approval
			ALC: Approved
321	Fractional NE ¼ Section 3, Township 6, Range 5, Coast District	Application to subdivide subject property.	Staff: Approval
			Board: Approval
			ALC: Approved
359	District Lot 1218, Range 5, Coast District	Application to subdivide the 320 ac into 1 parcel of 80 ac and 1 parcel of 240 ac.	Staff: Denial
			Board: Approval
			ALC: Denied
391	Fractional NE ¼ Section 3, Township 6, Range 5, Coast District, and Portion of the S½ of Section 3, lying to the North of the Bulkley River, Township 6, Range 5, Coast District, except Plan 9464	Application to subdivide 1 parcel of 6.796 ha.	Staff: Approval
			Board: Record Missing
			ALC: Approved with conditions
434	Block A, District Lot 756, Range 5, Coast District, Plan 2045	Application to subdivide into 1 parcel of 2.35 ha and 1 parcel of 49.18 ha, along Hwy 16.	Staff: Approval
			Board: Approval
			ALC: Denied
445	Lot 1, Plan 4481, District Lot 771, Range 5, Coast District	Request to place a mobile home on the 2.78 ha parcel.	Staff: Approval
			Board: Approval
			ALC: Approved
509			Staff: Denial

	Portion of District Lot 1142, lying East of the Bulkley River, Range 5, Coast District	Application to subdivide 57.3 ha into 1 parcel of 12.15 ha and 1 parcel of 45.15 ha.	Board: Denial ALC: Approved
532	District Lot 755, Range 5, Coast District, except Plan 1639, 4188, & 9464	Application to subdivide 1 parcel of 3-4 ha from the north end of the 109.7 ha property.	Staff: Approval Board: Approval ALC: Approved
565	Fractional NE ¼ Section 21, Township 6, Range 5, Coast District	Application to subdivide 47.75 ha into 1 parcel of 29.56 ha and 1 parcel of 18.23 ha.	Staff: Denial Board: Denial ALC: Denied
580	District Lot 771, Range 5, Coast District	Application to subdivide 1 parcel of 6.0 ha from 51.85 ha.	Staff: Approval Board: Approval ALC: Approved
697	District Lot 767, Range 5, Coast District	Application to subdivide about 10 ha for a home site.	Staff: Denial Board: Approval ALC: Approved
701 (subject property - parent parcel)	Lot A, District Lot 756, Range 5, Coast District except Plan 6929, & Block B, District Lot 756, Plan 2045, Range 5, Coast District, except Plan 6929	Application to subdivide a 2 ha lot and a consolidation of subject properties.	Staff: Approval Board: Approval ALC: Approved
755	District Lot 763, Range 5, Coast District	Application to subdivide 1 parcel of approximately 2.02 ha from the NE corner of the parcel.	Staff: Approval Board: Approval Board: Approved
875	Lot A, District Lot 755, Plan PRP13548, Range 5, Coast District	Application to operate a campground.	Application withdrawn before processed.
911	District Lot 1233, Range 5, Coast District	The owner is proposing to subdivide the subject property into 2 lots of 160 ac/64 ha each.	Staff: Denial Board: Denial ALC: Denied
1017	District Lot 733, Range 5, Coast District, except Plan 4758	Application to subdivide 1 parcel of ±5.31 ha (±13.1 ac) and 1 of ±57.6 ha (±142 ac).	Staff: Approval Board: Approval ALC: Denied
1029 (subject property)	District Lot 782, Range 5, Coast District, except Plan 6878 and PRP13624	Application to subdivide a ±0.8 ha (±2 ac) parcel for community recreation use.	Staff: Approval Board: Approval ALC: Approved
1095	District Lot 7922, Range 5, Coast District	Application to subdivide into a 24 ha lot and a 64 ha lot OR a 16.8 ha lot and a 71.2 ha lot.	Staff: Denial Board: Denial ALC: Approved with conditions
1113	District Lot 767, Except Plans 4838, 12520, 12534, & PRP42962, Range 5, Coast District	To subdivide property along Hwy 16 to create 2 lots 13 and 38 ha in size.	Staff: Approval Board: Approval ALC: Approved
1124	That portion of District Lot 1142, lying to the East of the		Staff: Approval Board: Approval

	Bulkley River, Range 5, Coast District, except Plans 4838 & 11365	To allow the subdivision of the property into two parcels as divided by Highway 16.	ALC: Refused
1154	Lot A, District Lot 755, Range 5, Coast District, Plan PRP13548	To allow the subdivision of the property into 2 parcels.	Staff: Denial
			Board: Denial
			ALC: Denied
1176	District Lot 771, Range 5, Coast District, except Plan 448, 11526, 4758, & PRP46321	To allow the subdivision of the property into 2 parcels as divided by the highway.	Staff: Approval with covenant
			Board: Approval with covenant
			ALC: Approved with conditions: compliance with subdivision plan & covenants forwarded to ALC

Surrounding Applications Map



**Advisory Planning Commission
Meeting Minutes**

Electoral Area A	Meeting Date: Monday Oct 7, 2024	Meeting Location: Virtually via Zoom						
Attendance								
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>APC Members</u> <input checked="" type="checkbox"/> Natalie Trueit-MacDonald <input checked="" type="checkbox"/> Bob Posthuma <input checked="" type="checkbox"/> Sandra Hinchliffe <input type="checkbox"/> Andrew Watson <input checked="" type="checkbox"/> Alan Koopman </td> <td style="width: 50%; vertical-align: top;"> <u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Stoney Stoltenberg <input type="checkbox"/> Alternate Trevor Krisher <u>Other Attendees</u> <input checked="" type="checkbox"/> Jason Llewellyn, Director of Planning, RDBN <input checked="" type="checkbox"/> Cameron Kral, Planner, RDBN <input checked="" type="checkbox"/> Danielle Patterson, Senior Planner, RDBN <input checked="" type="checkbox"/> Russell Buri <input checked="" type="checkbox"/> Leigh Norton </td> </tr> </table>			<u>APC Members</u> <input checked="" type="checkbox"/> Natalie Trueit-MacDonald <input checked="" type="checkbox"/> Bob Posthuma <input checked="" type="checkbox"/> Sandra Hinchliffe <input type="checkbox"/> Andrew Watson <input checked="" type="checkbox"/> Alan Koopman	<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Stoney Stoltenberg <input type="checkbox"/> Alternate Trevor Krisher <u>Other Attendees</u> <input checked="" type="checkbox"/> Jason Llewellyn, Director of Planning, RDBN <input checked="" type="checkbox"/> Cameron Kral, Planner, RDBN <input checked="" type="checkbox"/> Danielle Patterson, Senior Planner, RDBN <input checked="" type="checkbox"/> Russell Buri <input checked="" type="checkbox"/> Leigh Norton				
<u>APC Members</u> <input checked="" type="checkbox"/> Natalie Trueit-MacDonald <input checked="" type="checkbox"/> Bob Posthuma <input checked="" type="checkbox"/> Sandra Hinchliffe <input type="checkbox"/> Andrew Watson <input checked="" type="checkbox"/> Alan Koopman	<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Stoney Stoltenberg <input type="checkbox"/> Alternate Trevor Krisher <u>Other Attendees</u> <input checked="" type="checkbox"/> Jason Llewellyn, Director of Planning, RDBN <input checked="" type="checkbox"/> Cameron Kral, Planner, RDBN <input checked="" type="checkbox"/> Danielle Patterson, Senior Planner, RDBN <input checked="" type="checkbox"/> Russell Buri <input checked="" type="checkbox"/> Leigh Norton							
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald						
Call to Order: 7pm								
<u>Agenda</u> <table style="width: 100%;"> <tr> <td style="width: 15%;">7:00 pm</td> <td>DVP A-03-24</td> </tr> <tr> <td>7:15 pm</td> <td>TUP A-01-23</td> </tr> <tr> <td>7:30 pm</td> <td>ALR 1273</td> </tr> </table>			7:00 pm	DVP A-03-24	7:15 pm	TUP A-01-23	7:30 pm	ALR 1273
7:00 pm	DVP A-03-24							
7:15 pm	TUP A-01-23							
7:30 pm	ALR 1273							
<p>Applications (Include application number, comments, and resolution)</p> <p>7-7:18pm – DVP A-03-24 – Russell Buri – APC recommends approval</p> <p>7:18pm – 7:30pm – TUP A-01-23 – Leigh Norton – West Fraser – APC recommends approval</p> <p>7:30pm – 7:50pm – ALR 1273 – Jason Llewellyn - Round Lake Hall – APC recommends approval</p>								
Meeting Adjourned: 7:55pm		Secretary Signature: <i>NT-Mac</i>						

October 23, 2024

Deneve Vanderwolf
Planning Technician/Regional Transit Coordinator
Regional District of Bulkley-Nechako

Sent by email: deneve.vanderwolf@rdbn.bc.ca

Re: ALC File #100877; Local Government File #ALR 1273 – Non-Farm Use at 13706 Round Lake Rd (PID: 027-593-657) – The Subject Property

Dear Deneve Vanderwolf,

Thank you for providing the opportunity for Ministry of Agriculture and Food (Ministry) staff to comment on File #ALR 1273, that seeks non-farm use for a waterfront park improvement project and an underground water tank located on the Subject Property. From a land use planning perspective, Ministry staff offer the following comments:

- The 0.65 ha Subject Property is located in the Agricultural Land Reserve (ALR) and was subdivided from the parent property, a 40.9 ha farm, in 2006 (ALC File #36913). Since 1921 the primary use of the Subject Property has been Round Lake Community Hall and related community uses.
- The application seeks non-farm use approval for recreation and utility purposes on the Subject Property, including a gravel access road and parking, a gazebo, space for primitive camping, as well as retroactive approval for placement of an underground water tank for rural firefighting.
- The application would benefit from further information about the use of the Subject Property for camping, including a site map showing where the sites are located and any planned improvements for this purpose.
- The application also requests permission to make modifications to the segment of Round Lake Road adjacent to the Subject Property and Crown foreshore directly across the road from the Subject Property. The foreshore

is in the ALR but is not ideal for agricultural production due to the small size and long-standing use as a community recreation site. The improvements proposed include a set of stairs, an accessibility ramp, retaining wall, and a new gravel boat launch ramp.

- While the application does not directly benefit agriculture in the community, Ministry staff understand that this is a longstanding and important community centre that has existed for over 100 years. Ministry staff have no objection to this application being forwarded to the Agricultural Land Commission for consideration.

Please contact Ministry staff if you have any questions regarding the above comments.

Sincerely,



Chelsey Andrews, MCP

Land Use Planner
Strengthening Farming Program
Ministry of Agriculture and Food

chelsey.andrews@gov.bc.ca

Phone: 1 250-850-1854

CC: Agricultural Land Commission – ALC.Referrals@gov.bc.ca



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Rowan Nagel, GIS Technician
Date: April 24, 2025
Subject: Crown Land Application Referral No. 6409512

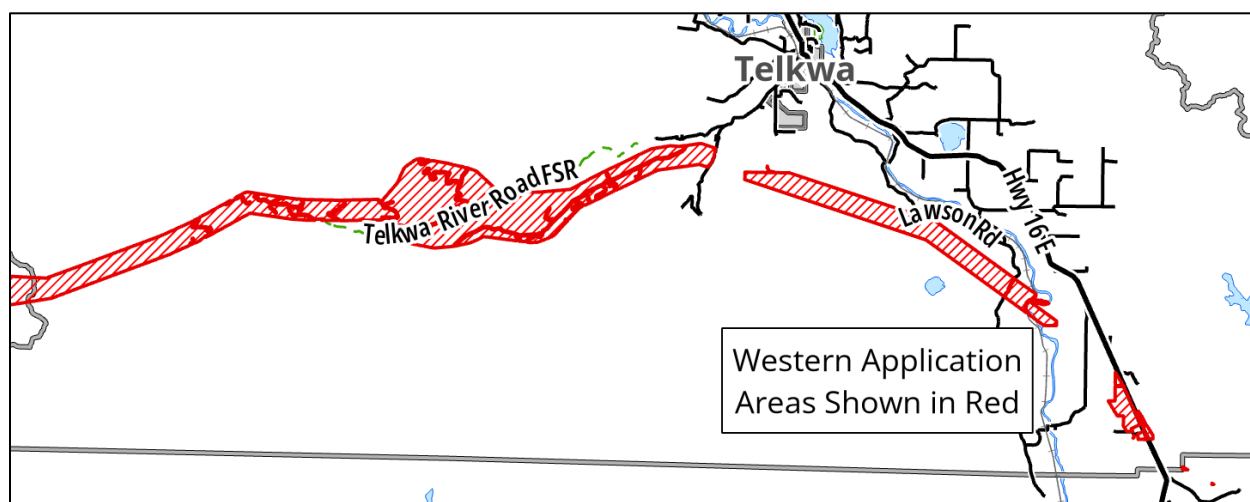
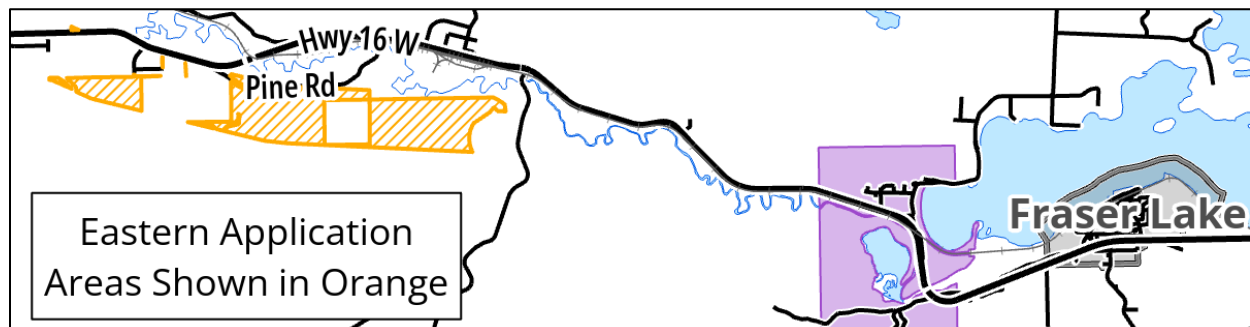
RECOMMENDATION:

(all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6409512.

BACKGROUND

The RDBN has received a request for comments on an application for a Temporary License over Crown land. The license is for a period of up to two years, for the purpose of finding an optimal route for the Glenannan to Terrace Transmission Project. The application areas are located approximately 9.5 km west of Fraser Lake and 2.4 km south of Telkwa.



The Glenannan to Terrace Transmission Project is an initiative to upgrade electricity transmission capacity to the North Coast beyond the capabilities of the existing 500 kV line. The existing line connects the Williston Substation in Prince George to the Skeena Substation in Terrace. There are two parts to the project, the first being the installation of additional 500 kV lines. This will create a total transmission capacity of 2500 kV. Secondly, they plan to upgrade two existing substations along the route to handle the increased transmission load.

This application would grant BC Hydro the right to conduct foundational geotechnical, environmental, and archeological studies in preparation for the planned upgrades. The planned geotechnical studies will require boreholes and test pits to be excavated, and there may be additional ground disturbance related to road maintenance and upgrades. The results of these studies will inform the route chosen for the final project. Where feasible, investigative locations will be chosen to minimize impact on vegetation and wildlife. The management plan outlines several mitigation strategies they plan to use, such as having a Qualified Environmental Professional (QEP) Assessment prior to work causing disturbances.

Access to the application areas will be by existing roads where feasible. For more remote areas, the applicant plans to use helicopter access. The use of existing roads may involve clearing, surfacing, or replacing culverts, and helicopter access may require aluminum helipads to be constructed.

BC Hydro has consulted with First Nations whose traditional territory is affected. Construction is expected to begin in 2028, with a goal to begin transmitting power in 2032.

ATTACHMENT:

- Comment Sheet
- [Management Plan \(link\)](#)



Electoral Areas:	Electoral Areas A, D, and G
Applicant:	BC Hydro
Existing Land Use:	Electricity Transmission Line
Zoning:	The application area includes lands zoned Agriculture (Ag1), Country Residential (R5), Small Holdings (H1), Large Holdings (H2), Rural Resource (RR1), Heavy Industrial (M2), and unzoned areas.
OCP Designation:	The application area includes lands designated Agriculture (Ag), Resource (RE), Rural Residential (RR), and undesignated areas.
Proposed Use Comply with Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	Partial
Access:	Existing roads, and by helicopter where necessary.
Building Inspection:	Partial
Fire Protection:	No
Other comments:	N/A



Regional District of Bulkley-Nechako Board of Directors

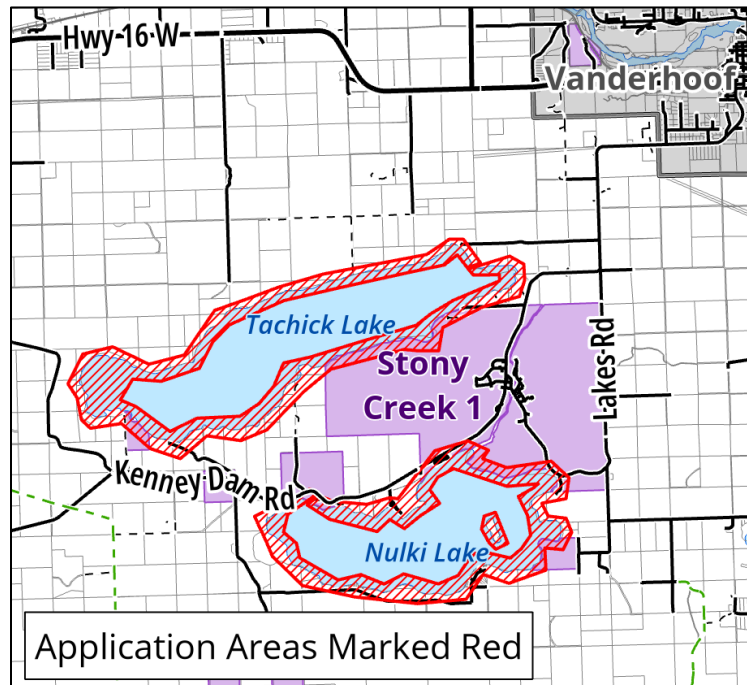
To: Chair and Board
From: Rowan Nagel, GIS Technician
Date: April 24, 2025
Subject: Water Referral No. 7003313

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

That the attached comment sheet be provided to the Province as the Regional District's comments on Water Referral No. 7003313.

BACKGROUND

The RDBN has received a request for comments on an application regarding Changes In and About a Stream under Section 11 of the *Water Sustainability Act*. The Nulki-Tachick Lakes Stewardship Society (NTLSS) has requested comments on a proposed annual macrophyte harvesting program to address nutrient loading in Nulki and Tachick Lakes, 3.5 km south-east of Vanderhoof. The project will reduce phosphorus by removing aquatic vegetation, mostly in the western bays of each lake.



The applicants propose using an Aquamarine H5-200 Marine Harvester to remove vegetation (Canadian Waterweed, Hornwort, and others) which result from high phosphorus accumulation in the lake. The harvest is planned for the growing season of the targeted vegetation, between Jun. 15 and Oct. 15 of each year. The applicant notes the project is located on Crown land over which they do not hold tenure.

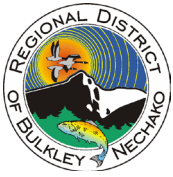
The method of accessing Tachick Lake is unknown at this time. The applicant is in discussions with Saik'uz Nation to secure access to Nulki Lake via the Boat Launch on the Stony Creek 1 Reservation.

ATTACHMENTS:

- Comment Sheet
- [Applicant's Harvest Areas \(Link\)](#)



Electoral Area:	Electoral Area F (Vanderhoof Rural)
Applicant:	Nulki/Tachick Lakes Stewardship Society
Existing Land Use:	Waterbody
Zoning:	Harvest area not zoned. Neighbouring zones: Agricultural (Ag1), Rural Resource (RR1), Recreation (P2), and Waterfront Residential I (R3)
OCP Designation:	Harvest area not designated. Neighbouring designations: Agriculture (Ag), Parks and Recreation (P), Rural Residential (RR), Resource (RE)
Proposed Use Comply with Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	Yes
Building Inspection:	No
Fire Protection:	Partial
Other comments:	N/A



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Development

Date: April 24, 2025

Subject: **Endako Weir Project**

RECOMMENDATION:

(all/directors/majority)

That staff send a letter to the Province outlining the concerns and comments discussed in the April 24, 2025 staff report on the Endako Weir.

BACKGROUND

The Upper Fraser Fisheries Conservation Alliance (UFFCA) is proposing the construction of a passive rock weir on the Endako River at the outlet of Burns Lake. The purpose of the weir is to slow the release of water from Burns Lake and Decker Lake during the summer resulting in increased flows in the Endako River to improve habitat conditions during the Chinook and Kokanee spawning window from the last week of August to the end of September.

According to the UFFCA website all First Nations communities with territories that lie within the Upper Fraser watershed are eligible for UFFCA membership, as well as organizations that represent one or more of these communities. There are 23 distinct First Nations communities in the Upper Fraser eligible for membership, including First Nations from the southwestern Sekani, southeastern Dakelh (Carrier), Wet'suwet'en, Tsilhqot'in, and Northern Shuswap territories. The list of active members is not listed.



The Endako Weir was first proposed to the RDBN in 2021. The following chronology outlines the history of the RDBN's involvement with the Endako Weir project.

- May 11, 2021 - The RDBN received the attached letter from the UFFCA requesting support for the weir project.

- May 28, 2021 - The RDBN Board responded to the attached letter which encouraged the UFFCA and Province to consider public input and requested that the impacts associated with higher water levels in Burns Lake and Decker Lake be evaluated by qualified professionals and appropriately considered as part of the provincial approval process.

- June 7, 2022 - The UFFCA provided the attached letter which contained an update on the public engagement process and outlined the additional research being undertaken.

- May 17, 2024 - The Province issued a License of Occupation for the Endako Weir. This was required to proceed with their Water Sustainability Act application. The development of the weir is contingent on the outcome of that application process; this Land Act license does not allow any development without an approval under the Water Sustainability Act.

- March 21, 2025 - The Province provided the attached letter requesting that the RDBN review the available information available regarding the project and in preparation for future discussion regarding the project.

PROJECT DOCUMENTATION AND STUDIES

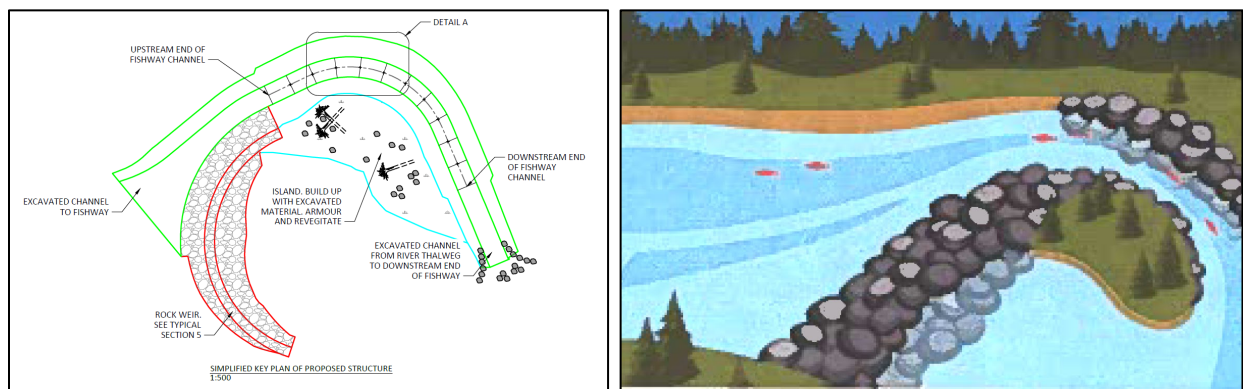
The following reports have been provided to the RDBN in support of the project.

Document Title	Produced	Updated
Environmental Management Plan	March 2021	March 2022
Detailed Design Report	April 2021	Jan. 2022
Preliminary Dam Consequence Assessment	April 2021	Feb. 2022
Effectiveness Monitoring Plan	April 2021	Nov. 2024
Engagement Plan	May 2021	
Preliminary Review of Potential Effects on Shallow Groundwater and Sanitary Infrastructure (draft)	June 2021	
Shoreline Erosion and Water Quality Risk Assessment	Jan. 2022	

Burns and Decker Lake Shoreline Erosion Overview	Feb. 2022	
Burns Lake Shallow Aquifer Surface Water Connectivity Assessment	Nov. 2022	
Summary Report	Feb. 2024	

ESTIMATED LAKE ELEVATION CHANGES AND EXPECTED IMPACTS

The weir includes a curved rock dam and nature like slot fishway. The slotted fishway controls the releases of water during the seasonal low flow periods when the lake level is below the crest of the weir. The design is a passive structure with no mechanical or operable components.



The following water elevation changes are identified in the [Endako River Weir Detailed Design Report](#) (pages ii and iii).

1. "Maximum lake elevation for the entire period of record essentially remained the same. The average annual high water level was calculated to be 13 cm higher
2. Minimum lake elevation over the period of record was 34 cm higher; the average annual low-water level was 38 cm higher as the fishway outlet flows requires additional elevation to discharge flow (e.g., head losses).
3. Average lake elevation over the whole period of record went from 698.51 m to 698.86 m, up by 35 cm.
4. Extreme event lake elevations are relatively unchanged with the weir constructed, varying between 2 to 10 cm higher, depending on the return period."

The report notes (page iii) that "The hydraulic models used to generate the estimated water elevation changes estimates are functional and accurate, but the results are subject to uncertainty that results largely from the data and model limitations. In some cases, the cumulative uncertainty may be larger than the calculated differences between pre and post project conditions."

Flooding

The [*Endako Weir Summary Report*](#) (page 5) states that “During spring runoff (freshet) extreme high-water lake level will be unchanged following weir construction, meaning the high-water mark will not change. Water level in the spring will be similar before and after Weir construction, meaning the high-water mark will not change.”

The [*Endako River Weir Detailed Design Report*](#) (page 16) estimates that the “extreme event lake elevations are relatively unchanged with the weir constructed, varying between 2 to 10 cm higher, depending on the return period.”

Staff note that the footnote on page 13 of the design report states that “The hydraulic model created in designing the weir is not suitable for accurately estimating the lake levels for peak flow conditions because it does not consider floodplain storage and overflow, and several other key factors. The model is limited to the available survey data downstream of the lake.”

The [*A Shoreline Erosion and Water Quality Risk Assessment for the Proposed Endako River Weir*](#) report (page 20) noted that at least two private properties on Burns Lake could experience extended periods of flooding when the duration of high-water periods is increased. That report recommended that these landowners be contacted to determine if their properties have had issues related to flooding in the past and what their concerns are regarding the proposed increase in water levels. It is not known if these residents were contacted.

Bank Erosion

The [*Endako Weir Summary Report*](#) (page 5) states that “the weir has been designed to allow water to flow over the top during freshet, therefore, erosion and water quality impacts of the weir are not expected, but there is no way to predict this with certainty.”

The [*Endako River Weir Detailed Design Report*](#) (page 18) states that the “weir may cause unintended changes to the banks and bed of the river, or the upstream shoreline around Burns and Decker Lakes.”

The [*Burns and Decker Lake Shoreline Erosion Overview Report*](#) prepared a hazard assessment for shoreline erosion on Burns Lake. The hazard assessment identified areas where factors that create the risk of erosion were present. Gerow Island, the area directly west of Radley Beach Park, and the Nourse Subdivisions were identified as having a very high erosion hazard rating based on this assessment (page 16). It is noted (page 14) that the hazard assessment identified risk factors, but did not evaluate “probability of occurrence and magnitude of damage”. And that “implications and possible mitigation of erosion hazards are beyond the scope of this assessment.”

The report concludes (page 20) that “changes to the shoreline are possible in elevation bands where significant change to duration is recorded post project. Based on Table 4-2, this potential exists between lake elevations of 698.60 to 699.00 m.” This is the area of land near the average lake elevation.

The report notes (page 21) that the effects may be limited; however, the study was “data-limited” and factors such as increased boating activity, and the removal of shoreline vegetation may increase the risk.

Septic Systems

No information has been provided regarding the impact of the Endako Weir on on-site sewage disposal systems. It may be that that on-site sewage disposal systems built under permit through Northern Health or in accordance with current Northern Health guidelines would not be impacted by the estimated water elevation changes.

Municipal Infrastructure.

RDBN staff have not evaluated or included in this report information regarding the potential impact of weir construction on municipal infrastructure such as the sewage treatment plant. The Village of Burns Lake has been provided with a referral and will be responding directly to the Province.

STUDY UNCERTAINTY, FUTURE STUDY, AND MONITORING

Given the uncertainty associated with the estimated water elevation changes and the potential for erosion and flooding impacts many of the studies and reports provided recommend monitoring of the impacts associated with weir construction. An adaptive management process is also recommended to respond to any negative impacts caused by the weir.

The [*Endako Weir Summary Report*](#) (page 5) states that “the weir has been designed to allow water to flow over the top during freshet, therefore, erosion and water quality impacts of the weir are not expected, but there is no way to predict this with certainty. Therefore, there are active monitoring programs for both lakeshore erosion and water quality. This will allow the UFFCA to detect any changes following weir construction. Modifications can be made to the weir as needed should any issues be identified.”

The [*Endako River Weir Detailed Design Report*](#) (page iii) states that “the structure has been designed with inherent design flexibility and with selected materials to allow changes to the weir and fishway structure and adaptation to future conditions. With the adaptive management and monitoring, the passive design can operate and provide instream flow benefits downstream in the Endako River now and into the future.”

The [*Burns and Decker Lake Shoreline Erosion Overview Report*](#) (page 22) made the following recommendations:

1. Significant data gaps were encountered in this study that affected the scale and granularity of the overview assessment. More details and insight can be achieved with improved spatial data, surveys, and site surveys to better identify and classify shoreline types, sediments, underlying processes, and issues.
2. Investigation of local sites of reported shoreline erosion around Burns and Decker Lakes should be conducted by Qualified Registered Professionals (QRP) with experience in the assessment of shoreline erosion to determine the probable causes of active erosion and possible mitigation options.
3. Given the possible long-term effect of the changes to the mean lake elevations due to the Endako River Weir Project, collection of baseline data is suggested. This would include spatial data set capturing current conditions of the shoreline, as well as site-specific data at representative sites over a range of shoreline types around the lake.
4. Assessment and mitigation of shoreline erosion sites should be determined through a risk assessment, hazard analysis, and prioritization scheme based on ongoing long-term erosion monitoring.
5. Emphasis should be placed on shoreline bioengineering and riparian revegetation stabilization measures as long-term, cost effective mitigation at active erosion sites along Burns and Decker Lakes. A shoreline management plan and stewardship program would assist in reducing future shoreline modifications and vegetation removal.

ENDAKO WEIR EFFECTIVENESS MONITORING PLAN

The [*Endako Weir Effectiveness Monitoring Plan*](#) (pages 4-7, 12-14) proposes the following monitoring activities for water elevation and flooding and erosion.

Lake Elevation Monitoring Summary

Four hydrometric stations were established in 2021 (two in Burns Lake and two in the Endako River) to monitor lake elevation levels. A fifth station was constructed in Decker Lake in 2022. The Burns Lake and Decker Lake stations will be used to monitor lake levels following weir construction. The Endako River stations will be used to monitor stream discharge.

Erosion Monitoring Plan Summary

A survey of the shoreline in areas with a high or very high erosion hazard was completed in 2021 to establish a baseline. Monitoring stations will be established in 15 locations using erosion stakes. These locations will be monitored annually to determine erosion and vegetation redistribution using drone images. This monitoring is proposed to occur for a minimum of two years post weir construction.

STAFF COMMENT

The technical studies and reports provided were completed based on modeling using limited data. Therefore, there is notable uncertainty regarding the predicted impacts of the weir. Given this uncertainty, adequate post construction monitoring is important. Equally important is the need for an adaptive management strategy which outlines the process to be followed should unexpected impacts occur as a result of the weir. If unexpected erosion is observed there is no discussion of the actions to be taken to mitigate the impacts. If the lake elevation estimates are not correct, and there is flooding or other impacts what is the process to require changes to the weir design? What are the triggers for action? Who is responsible for costs and decision making? Is there funding available for shoreline armoring or revegetation? These questions should be addressed.

Given the high level of public interest in this project staff see the need for additional community engagement on the project. The community should be given an opportunity to consider and comment on updated project information including the monitoring plan and an adaptive management strategy.

Staff recommend that a letter be sent to the Province containing the following recommendations in response to the Endako Wier referral.

1. The proposed two years of erosion monitoring is not adequate. Erosion monitoring should continue for at least 5 years or longer to ensure the impact of higher than average lake levels on erosion are evaluated.
2. The erosion monitoring plan should allow for public reporting of erosion.
3. The Province should require the applicant to commit to an active management strategy which does the following:
 - a. outlines a process to identify unacceptable negative impacts associated with the Endako Weir and implement appropriate actions to mitigate those impacts;
 - b. identifies minimum monitoring requirements including the ability for community reporting of negative impacts;

- c. assigns responsibility for identification and implementation of appropriate mitigation actions; and
 - d. requires the Province to play an oversight role ensuring appropriate implementation of the adaptive management strategy.
- 4. The community should be given an opportunity to comment on updated project information including the monitoring plan and an adaptive management strategy.
- 5. The Province should ensure that the private properties identified as being at risk of extended periods of flooding during high-water periods have been adequately consulted to ensure that their issues have been adequately addressed.

ATTACHMENTS:

- 1. May 11, 2021 letter from the UFFCA
- 2. May 28, 2021 letter from the RDBN
- 3. June 7, 2021 letter from the UFFCA
- 4. March 21, 2025 referral letter from Province
- 5. [Endako River Weir Project Environmental Management Plan, 2022 link](#)
- 6. [Endako River Weir and Fishway Detailed Design Report, 2022 link](#)
- 7. [Endako River Weir Preliminary Dam Consequence Assessment, 2022 link](#)
- 8. [Endako River Weir Engagement Plan, 2021 link](#)
- 9. [Proposed Endako Weir – Preliminary Review of the Potential Effects on Shallow Groundwater and District of Burns Lake Sanitary Infrastructure, 2021 link](#)
- 10. [Shoreline Erosion and Water Quality Risk Assessment for the Proposed Endako River Weir, 2022 link](#)
- 11. [Burns and Decker Lake Shoreline Erosion Overview, 2022 link](#)
- 12. [Burns Lake Shallow Aquifer Surface Water Connectivity Assessment, 2022 link](#)
- 13. [Endako Weir Summary Report, 2024 link](#)
- 14. [Endako Weir Effectiveness Monitoring Plan, 2024 link](#)



UFFCA
upper fraser fisheries conservation alliance

Mr. Jason Llewellyn, RPP, MCIP,
Director of Planning
Regional District of the Bulkley Nechako
Email: jason.llewellyn@rdbn.bc.ca

RE: Endako Weir Project

Dear Jason,

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

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

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

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

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

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

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

Thanks again,



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

Attachments:

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

CC: Gord Sterritt, ED UFFCA



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

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

May 28, 2021

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

RE: Endako Weir Project

Dear Lisa,

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

The RDBN Board appreciates the engagement efforts being undertaken to gain public, First Nations, and local government input on this project. The RDBN Board encourages the UFFCA and the Province to consider the public input received. In addition, the RDBN Board requests that the impacts associated with higher water levels in Burns Lake and Decker Lake are evaluated by qualified professionals and appropriately considered as part of the Provincial approval process. Of particular concern to the RDBN are impacts to low lying on-site sewage disposal systems, and increased waterfront erosion.

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

Gerry Thiessen,
RDBN Board Chair

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

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

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

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



UPPER FRASER FISHERIES CONSERVATION ALLIANCE

Gordon Sterritt
Executive Director
Upper Fraser Fisheries Conservation Alliance
298A Mission Road
Williams Lake, BC V2G 5K9

June 7, 2022

Michael Riis-Christianson, Director, Electoral Area B
Jason Llewellyn, Director of Planning
Regional District of Bulkley Nechako
37 3rd Avenue / PO Box 820
Burns Lake, BC
V0J 1E0

Sent via email: michael.riischristianson@rdbn.bc.ca; jason.llewellyn@rdbn.bc.ca

Dear Director Riis-Christianson, Director Llewellyn, Representatives, and Staff:

Re: Endako Weir Project Update

I'm writing to provide an update on our work toward improving salmon habitat in the Endako River. As you may recall, last year we discussed the construction of a weir with the Regional District, the Village of Burns Lake, the Ts'il Kaz Koh First Nation, and local stakeholders (focusing on lakeshore property owners). The engagement report can be accessed at www.upperfraser.ca/endako-weir.html.

During the engagement sessions, we heard that high water was the greatest concern expressed by participants. The UFFCA responded to this concern by engaging experts to conduct further assessments and research, including:

- A shoreline assessment by boat to determine which areas are currently at high risk of erosion;
- A LiDAR (light detection and ranging) flight over Burns and Decker lakes to establish a current shoreline condition;
- Water quality assessment including literature review on potential impacts of weirs to water quality, summary of available water quality baseline data, and recommendations for additional monitoring;

- Acquisition of a turbidity monitor at the outflow of Burns Lake (turbidity is the amount of sediment in the water) that will collect hourly data, to be installed summer 2022;
- In-person data collection of turbidity and water quality at various depths beginning this fall and continuing for one year after weir construction;
- Pressure transducers in existing groundwater wells to confirm the relationship between lake water levels and groundwater levels.

Using the data, researchers are currently relating historic water levels to forecasted water levels with the proposed weir, and tying these predictions to concerns identified by area residents through engagement such as erosion and seasonal flooding.

The results of these studies, as well as the engineering design of the weir, were included in application packages submitted to the Provincial and Federal governments. These applications, which are for a Provincial Water License and DFO Authorization for Work are currently under review.

Prior to developing a more detailed construction design, UFFCA will be undertaking a geotechnical assessment at the weir site. There will also be an archaeological assessment in the area.

As this work progresses, UFFCA will continue to inform and discuss the project with our First Nations partners such as the Ts'il Kaz Koh First Nation, stakeholders, and residents in the area. We would be appreciative if we could schedule a meeting with the Regional District of Bulkley Nechako to discuss the project in the coming weeks.

Thank you,

A handwritten signature in black ink, appearing to be 'G. Sterritt', with a stylized flourish at the end.

Gordon Sterritt,
Executive Director
Upper Fraser Fisheries Conservation Alliance



File: 20021732

March 21, 2025

Regional District of Bulkley-Nechako
P.O. Box 820
Burns Lake, BC V0J 1E0
Email: jason.llewellyn@rdbn.bc.ca

Jason Llewellyn,

Re: Upper Fraser Fisheries Conservation Alliance Endako Weir Proposal

The Upper Fraser Fisheries Conservation Alliance (UFFCA) has applied for a water licence under the *Water Sustainability Act* in support of a proposed weir to be installed at the outlet of Burns Lake. The project is intended to increase late season flows in the Endako River to improve spawning conditions for Chinook salmon and a resident population of Kokanee.

UFFCA originally submitted the application on May 4, 2021. The Province's preliminary review of the original application identified a number of potential concerns related to shoreline erosion in Burns and Decker Lakes, impacts to groundwater wells, impacts to the village of Burns Lake's liquid waste facility, impacts to water quality, impacts to transportation infrastructure, unrealistic construction timelines, the requirement for land tenure and access, requirement to provide notice to potentially impacted property owners etc. UFFCA has since worked to address these concerns and has submitted numerous reports documenting these efforts.

I would suggest reviewing the attached summary document to gain a preliminary understanding of the project and the work that has been completed to date. The related technical reports can then provide additional detail for topics of interest or concern.

As we discussed on the phone, I am not requesting a response date for this referral. My goal is to ensure that stakeholders are informed and have genuine opportunity to participate in discussions and help inform outcomes.

I look forward to subsequent discussion. Please don't hesitate to contact me if you have questions or concerns.

Kind Regards,

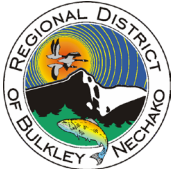
Jeremy Roscoe
Water Authorizations Section Head
Smithers, B.C.
jeremy.roscoe@gov.bc.ca
(250) 877-0089

**Ministry of Water, Land and
Resource Stewardship**

Permitting Transformation Division
Authorizations Branch
Skeena Region

Mailing Address:
Bag 5000
3726 Alfred Avenue
Smithers BC V0J 2N0

Location Address:
3726 Alfred Avenue
Telephone: 250 847-7260



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Maria Sandberg, Planning and Parks Coordinator
Date: April 24, 2025
Subject: **Parks Use Regulations Bylaw Amendment**

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

That "Regional District of Bulkley-Nechako Parks Use Regulations Amendment Bylaw No. 2074, 2025" be adopted.

DISCUSSION

"Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023" was adopted in September 2023 to establish regulations regarding public use of the Regional District's parks and trails. The bylaw contains the following fee schedule:

Park Use	Fee	Damage Deposit
Park Use Permit up to 50 participants	\$100	\$500
Park Use Permit up to 100 participants	\$200	\$750
Park Use Permit over 100 participants	\$250	\$750

Non-profit groups have noted that the requirement for a damage deposit and application fee pose an obstacle to applying for park use permits for events in Regional District parks and trails. Staff therefore propose to add the following options to the park use regulations fee schedule:

- To exempt registered non-profit societies from park use permit application fees for events with up to 50 participants.
- To exempt registered non-profit societies from the requirement to provide a damage deposit for events with up to 20 participants.

This bylaw was given first, second and third reading at the March 27th Board meeting and is now presented to the Board for consideration of adoption.

ATTACHMENT:

- Bylaw No. 2074, 2025



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2074

A Bylaw to Amend "Regional District of Bulkley-Nechako
Parks Use Regulations Bylaw No. 1989, 2023"

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

That "Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023" be amended such that Schedule A is deleted and replaced with the following:

Fees and Charges
Schedule A to
"Regional District of Bulkley-Nechako
Parks Use Regulations Bylaw No. 1989, 2023"

Park Use	Fee	Damage Deposit
Park Use Permit up to 20 participants for registered non-profit society	Exempt	Exempt
Park Use Permit up to 50 participants for registered non-profit society	Exempt	\$500
Park Use Permit up to 50 participants	\$100	\$500
Park Use Permit up to 100 participants	\$200	\$750
Park Use Permit over 100 participants	\$250	\$750

Prices are inclusive of applicable taxes

This bylaw may be cited as "Regional District of Bulkley-Nechako Parks Use Regulations Amendment Bylaw No. 2074, 2025".

READ A FIRST TIME this 27 day of March, 2025

READ A SECOND TIME this 27 day of March, 2025

READ A THIRD TIME this 27 day of March, 2025

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Parks Use Regulations Amendment Bylaw No. 2074, 2025".

DATED AT BURNS LAKE this day of , 2025

Corporate Administrator

ADOPTED this day of , 2025

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: April 24, 2025
Subject: Bylaw Notice Enforcement Bylaw and Dispute Adjudication Registry

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

That "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" be adopted.

DISCUSSION

In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act*, creating a framework for a streamlined non-judicial system for local governments to deal with bylaw notice (ticket) disputes. The Act was developed to create a simple, fair, and cost-effective system for dealing with minor bylaw infractions. Currently more than 100 jurisdictions in BC are using the system. The bylaw notice system reduces demands on the court system, is less expensive to administer, and there is a better balance between the amount of the penalty imposed (limited by regulation to a maximum of \$500) and the cost of pursuing the bylaw contravention in court. Having this adjudication system in place will not remove the RDBN's ability to pursue more serious bylaw matters through the courts where necessary.

"Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" (the Bylaw) was given three readings on March 27th, 2025. Staff were also authorized to execute the Bylaw Notice Dispute Adjudication Registry Agreement with the Village of Burns Lake upon adoption of Bylaw No. 2041, 2025. Staff now recommend that "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" be adopted.

Screening Officers

Screening Officers are one of the unique features of bylaw notice and adjudication system designed to reduce the number of bylaw notices forwarded to adjudication. The bylaw identifies RDBN senior staff as screening officers. A Screening Officer would typically explain the adjudication process to the notice recipient and conduct a review of the notice.

The Screening Officer has the authority to cancel a bylaw notice if they believe that the infraction did not occur, or that the notice was otherwise not justified. It is required in the agreement that each jurisdiction appoint their own Screening Officer. To gain future compliance, the Screening Officer may enter into compliance agreements with a person who has received a bylaw notice. A compliance agreement will include acknowledgment of the bylaw contravention and may set out remedies or conditions on actions to be taken within a designated period of time to achieve future compliance. There is also the ability of the Screening Officer to reduce or waiving the fine as part of a compliance agreement.

If the Screening Officer does not agree to the cancellation of a bylaw notice or a compliance agreement, and the person still wishes to dispute the notice, the disputant must confirm this and indicate if they plan to appear at the adjudication hearing in person, in writing or electronically. The disputant is then advised of the date and time of the next adjudication hearing. The Act allows for a \$25.00 surcharge, on top of the regular fine amount, to be applied to all Bylaw Notices upheld by the adjudicator to help offset the costs associated with the process.

Adjudicators

Adjudicators are chosen on a rotating basis from a list established by the Ministry of Attorney General. While the adjudicator is paid by the local government, they are appointed by the Province to ensure greater objectivity and system credibility. Local Governments decide how many adjudication hearings to hold in a year and set the schedules in consultation with the adjudicator. All adjudication hearings must be open and accessible to the public.

At the adjudication hearing the adjudicator hears from both the disputant and the local government to decide whether they are satisfied that the contravention occurred as alleged. When considering the matter, the adjudicator can review documents submitted by either party or hear from the parties or witnesses in person, or electronically. The function of the adjudicator is strictly to confirm or cancel the bylaw notice. The adjudicator has no discretion to reduce or waive the fine amount or jurisdiction to deal with challenges to the bylaw or other legal issues. The standard of proof at adjudication is based on a balance of probabilities (civil as opposed to criminal scale).

Regional Cooperation

Local governments are responsible for the costs of setting up and administering the dispute adjudication system within their jurisdiction. The Act allows local governments to jointly administer a bylaw notice dispute system to allow for greater efficiency and cost

effectiveness. It is proposed in the bylaw that the RDBN operate the adjudication registry as the 'host local government', sharing the administration and overhead costs of bylaw notice dispute adjudication.

Financial Implications

Adjudicators are scheduled for either a half day (\$293) or a full day (\$585) of hearings, which may be held in person or electronically. Other costs associated with the adjudication system are the Screening Officer's time, the provision of a public venue for the adjudication, and staff time administering the adjudication process. It is also noted that the Province has a limited number of adjudicators in the north. Therefore, there may be notable travel costs for adjudicators required to attend in person hearings.

Staff do not anticipate more than a handful of adjudication hearings a year. However, this number is dependent on the number of notices issued by each participant and the number of bylaw notices challenged. The workload is not anticipated to result in the need for additional staffing in the Planning Department at this time. However, there will be an increase to the workload of existing staff which will have an incremental impact on future staffing needs. The fees to participating municipalities are designed to cover the cost of that municipality's participation in the service.

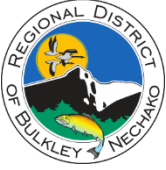
Next Steps

Upon adoption of Bylaw No. 2041, 2025 the RDBN may issue Bylaw Notices for any infractions covered by the bylaw. Staff do not plan to issue tickets in the short term to allow the adjudication system to be fully established and in cooperation with participating municipalities.

Staff will work with the Village of Burns Lake to enter into the Dispute Adjudication Registry Agreement. Once this agreement is in place the Dispute Adjudication Registry will be established, and adjudications may occur pursuant to the agreement. Other municipalities may subsequently request joining when they are ready.

ATTACHMENTS:

- Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NOTICE ENFORCEMENT BYLAW NO. 2041, 2025**

*A bylaw to regulate the enforcement of Bylaw Notices
in the Regional District of Bulkley-Nechako*

WHEREAS under section 415(1) of the *Local Government Act* the Regional District of Bulkley-Nechako may enforce by bylaw notice in accordance with the *Local Government Bylaw Notice Enforcement Act*;

AND WHEREAS the Lieutenant Governor in Council enacting Order in Council No. 167, made under section 29 of the *Local Government Bylaw Notice Enforcement Act* has added the Regional District of Bulkley-Nechako as a local government to which the Act applies;

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

1. CITATION

- 1.1 This bylaw may be cited as "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025".

2. TERMS

- 2.1 Unless otherwise defined, the terms used in this bylaw have the same meaning as the terms defined in the Act

3. DEFINITIONS

- 3.1 In this Bylaw, unless the context otherwise requires:

"Act" means the *Local Government Bylaw Notice Enforcement Act*, as amended, or replaced from time to time.

"Regional District" means the Regional District of Bulkley-Nechako;

"Registry" means the Regional District of Bulkley-Nechako Registry established pursuant to this bylaw.

4. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY

- 4.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to Bylaw Notices.

- 4.2 The civic address of the Registry is 37 3rd Avenue, Burns Lake, British Columbia, V0J 1E0.
- 4.3 The Regional District is authorized to enter into, and its Chief Administrative Officer is authorized to execute a Bulkley Nechako dispute adjudication registry agreement with one or more local authorities, in substantially the form attached as Schedule C to this bylaw. A registry established under this agreement becomes the Registry for the purposes of this Bylaw.

5. DESIGNATED BYLAW CONTRAVENTIONS

- 5.1 The bylaws and bylaw contraventions designated in Schedule A of this bylaw may be dealt with by Bylaw Notice in addition to and without limiting other enforcement options available to the Regional District under the *Local Government Act, Community Charter* and all other applicable legislation, including legislation referenced within the *Local Government Act* and *Community Charter*.
- 5.2 If a bylaw contravention specified in Schedule A is a continuing contravention, each day that the contravention is continued constitutes a separate and distinct contravention.
- 5.3 Whether or not a bylaw contravention has occurred shall be determined based on the wording of the bylaws referred to in Schedule "A", rather than the summary description of the contravention in Schedule "A" of this bylaw.

6. PENALTIES

- 6.1 The penalties for a bylaw contravention referred to in Section 5 are as follows:
- a) the amount set out in Column 3 of Schedule A if payment of the penalty is received by the Regional District within fourteen (14) days of the person receiving, or being presumed to have received, the Bylaw Notice; or
 - b) the amount set out in Column 4 of Schedule A if payment of the penalty is received by the Regional District more than fourteen (14) days after the person received, or is presumed to have received, the Bylaw Notice.

7. PERIOD FOR PAYING OR DISPUTING BYLAW NOTICE

- 7.1 A person who receives a Bylaw Notice must, within fourteen (14) days of the Bylaw Notice being received or being presumed to have been received:

- a) pay the penalty to the Regional District in any manner prescribed on the Bylaw Notice; or
- b) request Bylaw Notice dispute adjudication by completing the appropriate portion of the Bylaw Notice and delivering it to the Registry, either in person during regular office hours or by mail.

8. NO DISPUTES ACCEPTED AFTER TIME LIMIT

- 8.1 Subject to Section 9 of this bylaw, no person may request Bylaw Notice dispute adjudication after fourteen (14) days of the Bylaw Notice being received or being presumed to have been received.

9. TIME LIMITS IF BYLAW NOTICE NOT RECEIVED

- 9.1 Where a person is not served personally with a Bylaw Notice and advises the Regional District in accordance with Section 25 of the Act that the person did not receive the Bylaw Notice, the time limits for paying and disputing the Bylaw Notice shall not begin to run until the Bylaw Notice is redelivered to the person in accordance with the Act.

10. SCREENING OFFICERS

- 10.1 The position of Screening Officer is established.
- 10.2 The following positions are appointed as Screening Officers:
- a) Director of Planning;
 - b) Director of Environmental Services;
 - c) Director of Finance;
 - d) Director of Corporate Services;
 - e) Deputy Director of Corporate Services; and
 - f) Chief Administrative Officer
- 10.2 No person may act as a Screening Officer in respect of a Bylaw Notice if that person:
- a) issued or signed the Bylaw Notice;
 - b) is a complainant in respect of the Bylaw Notice;
 - c) is or is likely to be a witness in respect of the Bylaw Notice; or
 - d) is or is likely to provide evidence in respect of the Bylaw Notice

11. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS

11.1 The powers, duties and functions of Screening Officers are as set out in the Act, and include, but are not limited to, the following.

- a) Where requested by the person against whom the contravention is alleged, communicate information respecting:
 - i. the nature of the bylaw contravention;
 - ii. the provision of the bylaw contravened;
 - iii. the facts on which the bylaw contravention allegation is based;
 - iv. the penalty for the bylaw contravention;
 - v. the opportunity to enter into a compliance agreement;
 - vi. the opportunity to proceed to the Bylaw Notice dispute adjudication system; and
 - vii. the fees payable in relation to the Bylaw Notice enforcement process.
- b) Communicate with any person relevant to the performance of their powers, duties and functions under this bylaw or the Act, including but not limited to:
 - i. the person against whom a bylaw contravention is alleged or their representative;
 - ii. the person who issued the Bylaw Notice;
 - iii. the complainant or their representative; and
 - iv. Regional District staff and other advisors regarding bylaw interpretation, applicable enactments, and records regarding the disputant's history of bylaw compliance.
- c) Cancel a notice, or prepare and enter into a compliance agreement pursuant to the Act with persons who dispute Bylaw Notices where allowed under Column 5 of Schedule A. An example compliance agreement is provided in Schedule B.
- e) Reduce the penalty for a bylaw contravention in a compliance agreement.
- f) The maximum duration of a compliance agreement is one year.

12. FEE FOR UNSUCCESSFUL DISPUTES

12.1 In addition to any penalty imposed, every person who is unsuccessful in dispute adjudication in relation to a Bylaw Notice or compliance agreement must pay the Regional District an additional fee of twenty-five dollars (\$25.00) for the purpose of recovering the costs of the adjudication system.

13. BYLAW ENFORCEMENT OFFICER

13.1 Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purpose of this bylaw and the Act:

- a) Members of the Royal Canadian Mounted Police; and
- b) Bylaw Enforcement Officers, Building Inspectors, the Regional Fire Chief, the Planning and Parks Coordinator, and any other person acting in an official capacity on behalf of the Regional District for the purpose of enforcing one or more of its bylaws.

14. SCHEDULES

14.1 Any schedules attached to this bylaw form a part of this bylaw.

15. SEVERABILITY

15.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, then the portion shall be severed, and the severance shall not affect the validity of the remainder of this bylaw.

16. FORMS

16.1 The Regional District may, from time to time, provide forms of Bylaw Notices and compliance agreements.

READ A FIRST TIME this 27 day of March,

READ A SECOND TIME this 27 day of March,

READ A THIRD TIME this 27 day of March,

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025".

DATED AT BURNS LAKE this ___day of _____, 2025

Corporate Administrator

ADOPTED this ___day of _____, 2025

Schedule "A"
to Regional District of Bulkley-Nechako
Bylaw Notice Enforcement Bylaw No. 2041, 2025

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Building Bylaw No. 1634, 2012				
6.1	Building without a building permit	\$400	\$500	No
6.2	Concealing uninspected work	\$400	\$500	No
6.3	Building contrary to permit	\$400	\$500	Yes
6.4	Occupying a building without an occupancy permit	\$300	\$400	Yes
6.5	Occupying a building contrary to terms of an occupancy permit			
6.6	Tampering with a building permit, notice or order	\$300	\$400	No
6.7	Obstructing a building official	\$400	\$500	Yes
6.8	Placing a manufactured or modular home without a building permit	\$400	\$500	No
6.9	Solid fuel stove, heater or chimney without a building permit	\$400	\$500	No
6.10	Submitting false information	\$400	\$500	Yes
6.11	Changing occupancy without permit	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Floodplain Management Bylaw No. 1878, 2020				
8	Obstructing an authorized representative	\$400	\$500	Yes
7 and 14(a)	Habitable area below flood construction level	\$400	\$500	No
7 and 14(b)	Floor system below flood construction level	\$400	\$500	No
7 and 14(c)	Equipment below flood construction level	\$400	\$500	No
7 and 15	Fill or structural support within floodplain setback	\$400	\$500	No
7 and 18	Building within a non-standard flood area	\$400	\$500	No

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011				
5.1	Obstructing the RDBN from carry out bylaw provisions or inspecting water works	\$400	\$500	Yes
5.2	Unauthorized person connecting to a water system	\$500	\$500	No
5.3	Interfering with water system appurtenances without authority	\$400	\$500	Yes
5.4	Increasing water pressure in Service lines without permission	\$400	\$500	Yes
5.5	Selling, disposing, or using water on another lot	\$400	\$500	Yes
5.6	Unauthorized work on a water system	\$400	\$500	Yes
5.7	Additional connection to a service without permission	\$400	\$500	No
5.8	Connection to an external water source without permission	\$400	\$500	Yes
5.9	Swimming pool without recirculation and filtration system	\$400	\$500	Yes
5.10	Change to fixtures for a commercial or industrial enterprise without permission	\$400	\$500	Yes
5.11	Installation of a device introducing substance into water without permission	\$400	\$500	Yes
5.12	Use of water for livestock in excess of 5 animals	\$400	\$500	Yes
5.13	Use of water for filling swimming pool or reservoirs contrary to the bylaw	\$400	\$500	Yes
5.14	Use of water for unreasonable sprinkling	\$400	\$500	Yes
5.15	Installation of any water connection, fixture or fitting not in accordance with the bylaw	\$400	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Fort Fraser Water Sewer Service Regulatory Bylaw No. 1576, 2011				
5.1	Release of any matter other than wastewater into the sanitary sewer system	\$400	\$500	Yes
5.2	Release of prohibited waste	\$500	\$500	No
5.3	Connecting or draining clear-water waste, rainwater, roof drains, surface water or groundwater into the sanitary sewer system	\$400	\$500	Yes
6.1	Discharge of wastewater diluted for the purpose of compliance with Section 5.2	\$400	\$500	Yes
7.1	Connection to the sewer system without written approval	\$400	\$500	No
8.1	Plumbing system not in compliance with the BC Building Code	\$400	\$500	Yes
8.3	Covering service pipes or fittings not inspected and approved by the Regional District	\$400	\$500	Yes
8.5	Service pipes not installed in compliance with Schedule F	\$400	\$500	Yes
9.1.1 or 9.1.3	Oil and grease interceptor not installed, operated or maintained as required	\$400	\$500	Yes
9.1.2	Discharge of emulsifiers	\$400	\$500	Yes
9.1.4	Failure to keep proof of interceptor cleanout on request	\$300	\$400	Yes
9.1.5 or 9.2.6	Failure to maintain a required alarmed monitoring device	\$300	\$300	Yes
9.2.1 or 9.2.2	Oil and grease interceptor not installed, operated or maintained as required	\$400	\$500	Yes
9.2.3	Discharge of emulsifiers	\$400	\$500	Yes
9.2.4	Failure to provide a maintenance schedule and record of maintenance	\$300	\$400	Yes
9.2.5	Failure to keep proof of interceptor cleanout on request	\$300	\$400	Yes
9.3.1	Failure to take necessary measures to prevent sediment from entering the drain or sewer	\$400	\$500	Yes
9.3.2	Failure to maintain and regularly test sediment interceptors	\$300	\$400	Yes
9.3.3	Failure to provide a maintenance schedule and record of maintenance for a sediment interceptor	\$300	\$400	Yes
9.4.1	Failure to install a required back-water valve	\$400	\$500	No

11.1	Failure to pay rates established in Schedule A for the service	\$300	\$400	Yes
13.1	Discharge of hauled wastewater contrary to conditions for discharge	\$400	\$500	Yes
13.2	Discharge of hauled wastewater at an unapproved location	\$400	\$500	No
13.3	Discharger to a wastewater Treatment Facility without a required Waste Discharge Permit	\$400	\$500	No
14.1 or 14.3	Failure to notify and provide information to the Regional District regarding a spill to a wastewater works	\$400	\$500	No
14.2	Failure to notify other government agencies about a spill as required	\$300	\$400	No
14.4	Failure to do everything reasonably possible to contain the spill, protect safety, minimize damage, and protect the environment	\$400	\$500	Yes
14.5	Failure to pay the costs arising as a result of the spill.	\$400	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Mobile Home Park Bylaw No. 740, 1993				
1.5(a) and 3.3 or 1.5(b) and 3.3	Development not in compliance with regulations and bylaws	\$400	\$500	Yes
1.5(a) and one of the following: 3.4(1); 3.4(2); 3.4(3); or 4.9	Unlawful location of mobile home	\$400	\$500	Yes
1.5(b) and one of the following: 3.4(1); 3.4(2); 3.4(3); or 4.9	Unlawful location of mobile home	\$400	\$500	Yes
1.5(a) and 3.5	Plans and bylaw not posted	\$300	\$400	Yes
1.5(a) and 3.6; or 1.5(b) and 3.6	Heating equipment and appliances not in accordance with regulations	\$400	\$500	Yes
1.5(a) and 3.7; or 1.5(b) and 3.7	Mobile home standards not met	\$400	\$500	Yes
1.5(a) and 3.8; or 1.5(b) and 3.8	Connections not to BC Building Code	\$400	\$500	Yes
1.5(a) and 4.1; or 1.5(b) and 4.1	Unlawful Use	\$400	\$500	Yes
1.5(a) and 4.2	Unlawful Sign	\$300	\$400	Yes
1.5(a) and 4.5(4)	Failure to Mark Off	\$300	\$400	Yes
1.5(a) and 4.5(5)(a)	Space not adequately drained	\$300	\$400	Yes
1.5(a) and 4.5(5)(b)	Space not numbered	\$300	\$400	Yes
1.5(a) and 4.5(5)(c)	Space not adequately surfaced	\$300	\$400	Yes
1.5(a) and 4.6; or 1.5(b) and 4.6	Site coverage exceeded	\$400	\$500	Yes
1.5(a) and 4.7(2)(c)	Building in a buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(d)	Garbage or sewage disposal in buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(e)	Removal of plant material in buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(f)	Vehicle parking in buffer area	\$300	\$400	Yes
1.5(a) and 4.10; or 1.5(b) and 4.10	Skirtings not installed	\$300	\$400	Yes
1.5(a) and 4.12; or 1.5(b) and 4.12	Parking not provided	\$300	\$400	Yes
1.5(a) and 4.14; or 1.5(b) and 4.14	Recreation areas not properly surfaced or landscaped	\$300	\$400	Yes
1.5(a) and 4.14 (b) or 4.18 (a)	Inadequate number or type of solid waste containers	\$300	\$400	Yes
1.5(a) and 4.15.(3); or 1.5(b) and 4.15.(3)	Roads not properly surfaced, drained, or maintained	\$300	\$400	Yes
1.5(a) and 4.16 or 1.5(b) and 4.16	Failure to meet water supply requirements	\$400	\$500	Yes
1.5(a) and 4.17(1) or 4.17(2)	Failure to meet sewage disposal requirements	\$400	\$500	Yes
1.5(a) and 4.19	Fails to meet fire hydrant and reservoir requirements	\$400	\$500	Yes
1.5(a) and one of the following: 4.20(1), 4.20(2), 4.20(3), or 4.20(4)	Unlawful street lighting	\$400	\$500	Yes
1.5(a) and 4.21	Unclean or unsafe equipment	\$300	\$400	Yes
1.5(a) and 4.22	Unlawful flammable debris	\$400	\$500	Yes
1.5(a) and 4.23	Unlawful fires	\$400	\$500	Yes
2.2(1)	Development without permit	\$500	\$500	No

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Parks Use Regulation Bylaw No. 1989, 2023				
4.2	Authorized person interference	\$400	\$500	Yes
4.4	Failure to comply with an order from an Authorized Person	\$300	\$400	Yes
4.6	Failure of a person in charge of a minor to take control measures	\$400	\$500	Yes
7.1	Contravention of bylaw, park sign, traffic control device or park use permit	\$300	\$400	Yes
7.3	Allowing a minor to contravene the bylaw, park sign, traffic control device or park use permit	\$400	\$500	Yes
9.1.1	Noise disturbance	\$400	\$500	Yes
9.1.2	Sound amplification	\$400	\$500	Yes
9.1.3	Dangerous activity	\$400	\$500	No
9.1.4	Disorderly, violent, lewd, sexual or offensive activity	\$500	\$500	No
9.1.5	Advertising without a permit	\$300	\$400	Yes
9.1.6	Special use without a permit	\$400	\$500	Yes
9.1.7	Defecating in a park	\$400	\$500	No
10.1 or 10.2	Littering	\$300	\$400	Yes
10.3	Abandoning a chattel	\$400	\$500	Yes
11.1.1	Damaging vegetation or natural park feature	\$300	\$400	No
11.1.2	Building or altering a trail	\$400	\$500	Yes
11.1.3	Damaging a facility	\$400	\$500	No
11.1.4	Damaging a park sign or traffic control device	\$400	\$500	No
11.1.5	Building a structure	\$400	\$500	Yes
11.1.6	Release, feed, molest, disturb, frighten, injure, kill, catch, or trap any wildlife	\$400	\$500	Yes
11.1.7	Hunt or discharge a firearm	\$500	\$500	No
11.1.8	Removal or deposit of soil	\$400	\$500	Yes
12.1	Uncontrolled dog	\$400	\$500	Yes
12.2.1	Unleashed dog in on-leash area	\$300	\$400	Yes
12.2.2	Dog excrement deposit	\$400	\$500	Yes
12.2.3	Dog disturbing or molesting wildlife	\$400	\$500	Yes
12.3	Failure to remove a dog as ordered by an authorized person	\$400	\$500	No
13.1	Uncontrolled horse	\$400	\$500	No
13.2.1	Horse in area not identified for a horse	\$300	\$400	Yes
13.2.2	Horse riding in area not identified for riding	\$300	\$400	Yes

13.2.3	Horse riding contrary to a park sign or traffic control device	\$300	\$400	Yes
13.2.4	Horse riding or action that may injure or molest	\$500	\$500	No
14.1.1	Fire outside of a fire pit ring	\$400	\$500	No
14.1.2	Burning garbage or park vegetation	\$400	\$500	No
14.1.3	Leaving a fire or barbecue unattended	\$400	\$500	No
14.1.4	Discarding material that may start a fire	\$500	\$500	No
14.1.5	Fireworks or explosive materials without a permit	\$400	\$500	Yes
15.1.1	Operating a motor vehicle off road	\$300	\$400	Yes
15.1.2	Operating a motor vehicle in excess of 15 kilometers per hour	\$300	\$400	Yes
15.1.4	Operating a motor vehicle contrary to a park sign or traffic control device	\$300	\$400	Yes
15.1.5	Operating an unlicensed motor vehicle	\$300	\$400	Yes
15.1.6	Washing or repairing a motor vehicle	\$300	\$400	Yes
16.1.1	Camping in an area not designated for camping	\$300	\$400	Yes
16.1.2	Camping contrary to a park sign	\$300	\$400	Yes
17.1.1	Riding a bicycle or mobility aid in excess of 15 kilometers per hour	\$300	\$400	Yes
17.1.2	Riding a bicycle or mobility aid contrary to a park sign or traffic control device	\$300	\$400	Yes
18.1.1	Launching a boat outside of a boat launch	\$300	\$400	Yes
18.1.2	Operating a boat within a designated swimming area	\$400	\$500	No
18.1.3	Mooring a boat in a manner that impedes or endangers pedestrians	\$300	\$400	Yes
19.1.1	Remaining or entering into any park during nighttime hours	\$300	\$400	Yes
19.1.2	Enter any place where a park sign prohibits admittance or trespassing	\$300	\$400	Yes
20.3.1	Failure to produce a park use permit at the request of an authorized person	\$300	\$400	Yes
20.3.5	Failure to maintain liability insurance coverage for activities authorized under a park use permit	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Solid Waste Management Facility and User Fee Bylaw No. 1764, 2016				
8.4(b)	Non-compliance with posted or verbal rules or instruction	\$300	\$400	Yes
8.4(a) and 8.5	Refusal to provide identification	\$300	\$400	Yes
8.4(a) and 8.8	Not paying user fees	\$300	\$400	Yes
8.4(a) and 8.9	Not providing invoicing information	\$300	\$400	Yes
8.4(a) and 8.11(a); or 8.4(b) and 8.11(a)	Deposit of materials contrary to bylaw or posted rules	\$300	\$400	Yes
8.4(a) and 8.11(b)	Deposit of prohibited waste without authorization	\$500	\$500	No
8.4(a) and 8.11(c)	Deposit of industrial waste without authorization	\$500	\$500	No
8.4(b) and 8.11(d)	Deposit of municipal solid waste contrary to direction	\$500	\$500	Yes
8.4(a) and 8.11(e)	Deposit of out of region waste without authorization	\$500	\$500	Yes
8.4(a) and 8.11(f); or 8.4(b) and 8.11(f)	Deposit of waste outside of hours of operation	\$500	\$500	Yes
8.4(a) and 8.11(g)	Verbal abuse of a person	\$500	\$500	Yes
8.4(a) and 8.11(h)	Threatening or reckless act	\$500	\$500	Yes
8.4(b) and 8.11(i)	Acting contrary to direction	\$300	\$400	Yes
8.4(a) and 8.11(j)	Removal or alteration of a sign	\$300	\$400	Yes
8.4(b) and 8.11(k)	Dangerous operation of motor vehicle	\$500	\$500	No
8.4(b) and 8.11(l)	Operation of a motor vehicle off road	\$400	\$500	Yes
8.4(a) and 8.11(m)	smoking	\$300	\$400	Yes
8.4(a) and 8.11(n)	Removal of salvage	\$400	\$500	Yes
8.4(a) and 8.11(o)	Release of ozone depleting substance	\$500	\$500	Yes
8.4(a) and 8.11(p)	Ignite a fire	\$500	\$500	No
8.4(a) and 8.11(q)	Discharge a firearm	\$500	\$500	No
8.4(a) and 8.11(r)	Children under 10 or pets outside of vehicle	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Special Events Bylaw No. 1194				
4	Special Event without Board approval	\$500	\$500	No
5	Special Event without licence	\$500	\$500	No
6	Special event contrary to licence	\$500	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Unsightly Premises Bylaw No. 1649, 2012				
4.1(a)	Automobile wreck on property	\$500	\$500	Yes
4.1(b)	More than 2 derelict motor vehicles	\$500	\$500	Yes
4.2	Filth, discarded material and rubbish on a property	\$500	\$500	Yes
4.3	Unsightly property	\$500	\$500	Yes
6.3	Obstruct bylaw enforcement officer	\$500	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Zoning Bylaw 1800, 2020				
2.0.2.1 and one of the following: 3.0.2.1; 3.0.2.2(a); 3.0.2.2(b); 3.0.2.2(c); 3.0.2.2(d)(i) to (xvii); 3.0.2.3(a) to (g); or 3.0.2.4(a) to (h)	Fails to meet home occupation requirements	\$300	\$400	Yes
2.0.2.1 and one of the following: 3.0.3.1(a) to (f)	Fails to meet portable sawmill requirements	\$400	\$500	Yes
2.0.2.1 and 3.0.4.1	Unlawful storage or parking of derelict motor vehicles	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.5.1(a); or 3.0.5.1(b)	Unlawful accessory building	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.8.1(a) to (e);	Failure to meet natural boundary setbacks	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.14.1; 3.0.14.2; 3.0.14.3(a) to (c); or 3.0.1.14.44(a) to (c)	Unlawful wind turbine	\$400	\$500	Yes
2.0.2.1 and one of the following: 29.0.1.1; 29.0.1.2; 29.0.1.3 (a) to (e); 29.0.1.4; or 29.0.1.5	Fails to meet off-street parking requirements	\$400	\$500	Yes
2.0.2.1 and one of the following: 29.0.2.1; 29.0.2.2; 29.0.2.3(a) to (c); or 29.0.2.4	Failure to meet off-street loading requirements	\$400	\$500	Yes
2.0.2.3 and one of the following: 5.0.1; 6.0.1; 7.0.1; 8.0.1; 8.0.3; 9.0.1; 10.0.1; 11.0.1; 12.0.1; 12.0.3.1; 12.0.3.2; 12.0.3.3; 12.0.3.4; 12.1.1; 12.1.3.1; 12.1.3.2; 12.1.3.3; 12.1.3.4; 12.2.1; 12.2.3.1; 12.2.3.2; 12.2.3.3; 12.2.3.4; 12.2.3.5; 12.2.3.6; 13.0.1; 13.0.3.1; 13.0.3.2; 14.0.1; 14.0.3.1; 14.1.1; 14.1.3.1; 14.1.3.2; 14.1.3.3; 14.2.1; 14.2.3.1; 14.2.3.2; 15.0.1; 15.0.3.1; 15.0.3.2; 16.0.1; 17.0.1; 18.0.1; 18.1.1; 19.0.1; 19.1.1; 20.0.1; 21.0.1; 22.0.1; 22.1.1; 23.0.1; 24.0.1; 25.0.1; 25.1.1; 26.0.1; 26.1.1; 27.0.1; or 28.0.1	Unlawful use or development of land or structure for a use not permitted	\$400	\$500	Yes
2.0.2.4 and one of the following: 9.0.1.2; 10.0.1.2; 11.0.1.2; 13.0.1.2; 14.0.1.2; 14.1.1.2; 14.2.1.2; 15.0.1.2; 16.0.1.2; 17.0.1.2; 18.0.1.2; 18.1.1.2; 19.0.1.2; 19.1.1.2; 20.0.1.2; 21.0.1.2; 22.0.1.2; 22.1.1.2; 23.0.1.2; 24.0.1.2; 25.0.1.2; 25.1.1.2; 26.0.1.2; 26.1.1.2; or 27.0.1.2	Unlawful use or development of land or structure for a secondary use not permitted	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.2; 6.0.2.1; 6.0.2.2; 7.0.2; 8.0.2; 9.0.2.1; 9.0.2.2; 10.0.2; 11.0.2.1; 11.0.2.2; 11.0.2.3; 12.0.2; 12.1.2; 12.2.2.1; 12.2.2.2; 12.2.2.3;	Exceeds maximum density	\$400	\$500	Yes

13.0.2.1; 13.0.2.2; 13.0.2.3; 14.0.2.1; 14.0.2.2; 14.0.2.3; 14.1.2; 14.2.2.1; 14.2.2.2; 14.2.2.3; 15.0.2.1; 15.0.2.2; 16.0.2.1; 16.0.2.2; 17.0.2.1; 17.0.2.2; 18.0.2; 18.1.2; 19.0.2; 19.1.2; 20.0.2.1; 20.0.2.2; 21.0.2.1; 21.0.2.2; 21.0.2.3; 21.0.2.4; 22.0.2; 22.1.2.1; 22.1.2.2; 23.0.2; 24.0.2; 25.0.2; 25.1.2; 26.0.2.1; 26.0.2.2; 26.1.2.1; 26.1.2.2; or 27.0.2				
2.0.2.5 and one of the following: 5.0.4; 6.0.5; 7.0.5; 8.0.6; 9.0.4; 12.1.5; 12.2.5; 13.0.5; 18.0.4; 18.1.4; 19.0.4; 19.1.4; 22.0.4; 22.1.4; 23.0.4; 24.0.4; 25.0.4; or 25.1.4	Exceeds parcel coverage restriction	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.5.1(a) to (e); 6.0.6.1(a) to (e); 7.0.6.1(a) to (d); 8.0.7.1(a) to (d); 9.0.5.1(a) to (c); 11.0.4; 12.0.5.1(a) to (d); 12.1.6; 12.2.6.1 (a) to (c); 12.2.6.2; 13.0.6.1(a) to (b); 13.0.6.2; 14.0.5.1(a) to (c); 14.1.5.1 (a) to (c); 14.2.5.1(a) to (c); 15.0.5.1; 15.0.5.2(a); 16.0.4.1; 16.0.4.2(a); 17.0.4.1; 17.0.4.2(a); 18.0.5.1(a) to (e); 18.1.5.1(a) to (e); 19.0.5.1(a) to (f); 19.1.5.1(a) to (f); 20.0.4.1; 21.0.4.1; ; 21.0.4.2 (a) to (b); 21.0.4.3; 22.0.5.1(a) to (b); 22.1.5.1(a) to (b); 23.0.5.1(a) to (b); 23.0.5.2(a); 24.0.5.1(a) to (b); 24.0.5.2(a); 25.0.5.1(a) to (c); 25.1.5.1(a) to (c); 25.1.5.2(a) to (b); 26.0.4.1(a) to (c); 26.1.4.1(a) to (c); 27.0.4; or 28.0.2	Structure located within setback from parcel line	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.6.1; 6.0.7.1; 7.0.7.1; 8.0.8.1; 11.0.5.2; 12.1.7.3; 12.2.7.2; or 13.0.7.2	Fence exceeds maximum height	\$400	\$500	Yes
2.0.2.5 and one of the following: 11.0.5.1; 12.0.6; 12.1.7.1; or 12.1.7.2; 12.2.7.1; or 13.0.7.1	Structure or building exceeds maximum height	\$400	\$500	Yes
2.0.2.5 and one of the following: 15.0.5.2(b); 16.04.2(b); 17.0.4.2(b) 23.0.5.2(b), or 24.0.5.2(b)	Failure to meet natural boundary setbacks in a zone	\$400	\$500	Yes
2.0.2.1 and 3.0.11	Unlawful placement within sight triangle	\$400	\$500	Yes
2.0.2.5 and one of the following: 3.0.13.1; 3.0.13.2; 3.0.13.3(a); 3.0.13.3(b); or 3.0.13.4	Unlawful livestock, poultry, and beekeeping	\$400	\$500	Yes
2.0.2.5 and 11.0.6	Fails to meet standards of manufactured home park bylaw	\$400	\$500	Yes
2.0.2.5 and one of the following: 11.0.7.1 or 11.0.7.2	Fails to meet minimum permitted separation	\$400	\$500	Yes

	between manufactured homes			
2.0.2.5 and 12.0.7.1	Unlawful fence	\$400	\$500	Yes
2.0.2.5 and one of the following: 12.2.8.1; or 12.2.8.2	Fails to meet parking requirements	\$400	\$500	Yes
2.0.2.5 and one of the following: 22.0.6; 22.1.6, or 23.0.6	Fails to meet screening requirements	\$400	\$500	Yes
2.0.3.1	Unlawful use or development of land or structures contrary to bylaw	\$300	\$400	Yes
2.0.3.2	Obstructing an authorized representative	\$400	\$500	Yes

Schedule "B"
to Regional District of Bulkley-Nechako
Bylaw Notice Enforcement Bylaw No. 2041, 2025

Compliance Agreement

pursuant to the **Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025**

I, _____ of _____
 (Name) (Civic Address)

acknowledge receipt of Bylaw Notice(s) # _____ (the "Bylaw Notice"), and wish to enter into this Compliance Agreement whereby I agree to fulfill certain conditions in exchange for a reduced penalty of \$ _____, which I have now paid.

Specifically, I agree to comply with the following terms and conditions of this Agreement:

1. On or before _____ I will: _____

 and

2. On or before _____ I will: _____

I understand that this Agreement is binding upon me for one year from the date of this Agreement. I also understand that if I breach a term of this Agreement, or fail to observe or perform the above terms and conditions, the Regional District's Screening Officer may rescind this Agreement.

I understand that if this Agreement is rescinded, I will have 14 days to dispute the Screening Officer's decision to rescind the Agreement and that, if I do not dispute this decision in that time, the balance of the penalty stated in the Bylaw Notice(s) in the amount of \$ _____ will be immediately due and payable and subject to all fees and penalties as if the Bylaw Notice was not disputed.

 Screening Officer Name (Printed)

 Screening Officer Signature

 Date signed

 Bylaw Notice Recipient Signature

 Date signed



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NOTICE DISPUTE ADJUDICATION
REGISTRY AGREEMENT**

BETWEEN

REGIONAL DISTRICT OF BULKLEY-NECHAKO

AND

VILLAGE OF BURNS LAKE

Schedule C to Bylaw No. 2041, 2025

THIS AGREEMENT made this day of , 2025 (the "Agreement").

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO (RDBN)

Box 820
37 3rd Avenue
Burns Lake, BC, V0J 1E0

AND:

VILLAGE OF BURNS LAKE

Box 570
Burns Lake, British Columbia, V0J 1E0

AND:

ADDITIONAL LOCAL GOVERNMENTS (to be included in Schedule A, without further modification of this Agreement)

(hereinafter called the "Parties")

WHEREAS the *Local Government Bylaw Enforcement Act* (the "Act") provides that a local government may, by bylaw, deal with a bylaw contravention by bylaw notice in accordance with the Act;

WHEREAS the Act also provides that two or more local governments may enter into an agreement adopted by a bylaw of each local government that is party to it, to provide for the joint administration of a local government bylaw notice dispute adjudication system and the sharing of costs.

NOW THEREFORE in consideration of the mutual promises contained herein, the Parties agree as follows:

Definitions

1. In this Agreement, the following definitions apply:

"Act" means the *Local Government Bylaw Notice Enforcement Act*.

"Adjudication" means the process where the Disputant and the local government are provided opportunity to present evidence to the adjudicator who will decide whether they are satisfied that the contravention occurred as alleged.

"Adjudication Fee" means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.

"Agreement" means this Agreement.

"Authorizing Bylaw" means a bylaw adopted by the Council or Board of each Party authorizing this Agreement.

"Parties" means the Regional District of Bulkley-Nechako, the Village of Burns Lake, and any additional local government that may be included later in Schedule A in accordance with Section 21 of this Agreement.

"Party" means any one of the Parties.

"Registry" means the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry established by this agreement.

"Regulation" means the Bylaw Notice Enforcement Regulation.

"Roster Organization" has the same meaning as the Regulation.

"Screening Officer" has the same meaning as the *Act*.

The Registry

2. Subject to the *Act* and to the adoption of the Authorizing Bylaws, the Parties to this Agreement agree that the notice dispute adjudication system, to be known as the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry, is hereby established.
3. The RDBN will operate the Registry on behalf of the Parties.
4. The RDBN will establish, fund and operate the Registry, and will recover its costs of operating the Registry by charging the other Parties on a per-adjudication basis and their proportional use of the Registry's services as outlined in this Agreement.
5. The Registry will be located at the RDBN Offices at 37 3rd Avenue, PO Box 820, Burns Lake, BC, V0J 1E0.

Screening Officer

6. A Bylaw Notice must be reviewed by the Screening Officer for the Party that issued the Bylaw Notice before a dispute adjudication may be scheduled.
7. Each Party is responsible for appointing its Screening Officers in accordance with the Act, and for administering and funding the Screening Officer positions. The Screening Officer positions and responsibilities are in no way a function of the Registry.

Administrative Services

8. The RDBN will provide and supervise the administrative services required by the Registry, subject to Sections 10 and 11 of this agreement.
9. The collection of penalties will be the responsibility of the applicable Party if not collected by the Registry immediately following an in-person adjudication.
10. The RDBN will not present evidence on behalf of, or represent, any other Party in support of a Bylaw Notice issued by that Party.

Oversight Committee

11. The Parties agree to establish an Oversight Committee to advise the RDBN regarding administrative procedures and policy relating to the operation of the Registry.
12. Each Party will appoint one representative to serve on the Oversight Committee. The Parties agree that the representatives will be paid employees of the Parties they represent and will not be remunerated by the Registry.
13. The Oversight Committee representative appointed by a Party shall serve as that Party's contact person for RDBN staff with respect to this agreement and the provision of administrative services required by the Registry.

Payments and Disbursements

14. The RDBN will prepare an annual operating budget for the Registry as part of the RDBN's corporate budgeting process and will fund the operation of the Registry from this budget.
15. The RDBN will recover its costs of operating the Registry from the Parties by charging the fees outlined in Schedule B, and by each Party paying their proportionate costs of

the fees charged by the Roster Organization based on the number of adjudications for each Party.

16. The RDBN will issue an invoice to the applicable Party within 60 days of service being rendered. Amounts owing are due and payable within 60 days of receipt of the invoice.
17. Any fees or penalties collected by the Registry will be credited to the relevant Party and subtracted from the amount owing by that Party for their participation in the Registry.
18. All costs relating to legal services, witnesses, Screening Officers and bylaw enforcement officers as they pertain to the dispute adjudication process, and to the activities of the Registry more generally, will be borne by the applicable Party which issued the Bylaw Notice in question and will not be borne by the Registry or by the RDBN on behalf of the Registry.

Municipal Participation and Agreement Amendments

19. The Parties will negotiate in good faith any proposed amendments to this Agreement upon request of any Party. All amendments must be in writing, approved by a two-thirds majority of the Parties in writing and executed by each party and listed as an itemized Amendment in Schedule C.
20. Subject to adoption of the required Authorizing Bylaw additional member municipalities of the RDBN may be added to this agreement in Schedule A without further modification of this Agreement by RDBN Board resolution, and execution of Section 28 of this Agreement by that municipality.
21. A Party may withdraw from this agreement by providing written notice to the other Parties 90 days in advance of that Party's withdrawal.

Dispute Resolution

22. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by a Party, written notice may be provided by a Party to the Parties describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the Parties will:

- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
- b. if a resolution satisfactory to all Parties is not achieved within 60 (sixty) days of the first written notice being delivered to the other Parties, then either Party may serve a second written notice upon the other Parties that the matter is to be referred to binding arbitration; and
- c. a single arbitrator shall be appointed by agreement of the Parties within 90 (ninety) days of the second written notice being delivered, and failing such agreement, the arbitrator shall be appointed pursuant to the *Arbitration Act* to hear all Parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on all Parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Term

23. This Agreement comes into effect on _____ and continues in effect until December 31, 2030. With the consent of a two-thirds majority of the Parties, the effect of this agreement can be extended until a new agreement is in place or until December 31, 2031, whichever comes first. Any Party may withdraw from this Agreement upon 30 days' written notice to the other Parties.

Law Applicable:

24. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement will negate or fetter the legal authority of a Party to this Agreement.
25. The Parties agree that in the event that the RDBN is named in a legal action arising in any way, directly or indirectly, from the operation or administration of the Registry or any adjudication conducted pursuant to this Agreement, then the Party who issued the Bylaw Notice associated with or giving rise to the legal action will indemnify the RDBN for all of its costs, including staff time and solicitors and professional fees and disbursements, for responding to and defending against such legal action except in the case of dishonesty, gross negligence or malicious or wilful misconduct by the RDBN. Such costs will be paid within 30 days of receipt of an invoice for same from the RDBN.
26. Each Party is responsible for maintaining its own liability insurance in respect of its participation in this Agreement. Such insurance must cover any liability that may arise

from the negligence of such Party related directly or indirectly to or arising in any way from participation in this Agreement.

- 27 Each Party must immediately inform the other Parties if the insurance coverage required herein is cancelled, expired or has otherwise lapsed.

Execution of Agreement

28. This Agreement may be executed in counterparts through original copies, facsimile copies, or by emailed PDF copies. Each counterpart will be deemed to be an original that, together with the other counterparts, constitutes one agreement having the same effect as if the parties had signed the same document.

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

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

Chairperson

Chief Administrative Officer

The Corporate Seal of the
VILLAGE OF BURNS LAKE
was affixed hereto in the
presence of:

Mayor

Chief Administrative Officer

SCHEDULE A (ADDITIONAL LOCAL GOVERNMENTS)

The following local governments have been added as parties to this Agreement as additional local governments:

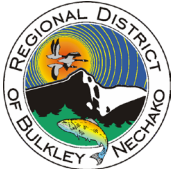
Local Government	Date Joined

SCHEDULE B (FEES)

Hearing Scheduling Fee	\$50.00 per hearing
Hearing Fee	\$50 per quarter hour of hearing time

BYLAW AMENDMENTS

Date Approved	RDBN Board Resolution	Description



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Directors
From: Jason Llewellyn, Director of Planning and Development
Date: April 24, 2025
Subject: **Draft Bylaw Enforcement Policy**

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

That the Board approve the Bylaw Enforcement Policy.

DISCUSSION

A draft Bylaw Enforcement Policy was reviewed at the April 10 Committee of the Whole and direction was given to staff to make amendments and bring the policy forward at the next Board meeting. The proposed bylaw enforcement policy is attached to this report for the Board's consideration. This policy is a comprehensive guide for RDBN staff regarding the manner in which bylaw enforcement is undertaken in the RDBN. The policy deals with the receipt and investigation of bylaw complaints, the enforcement of bylaw infractions, and staff's engagement and information sharing with the public.

The intent is a bylaw enforcement process which is impartial, fair, efficient, reasonable, and predictable. The policy takes a progressive approach which recognizes that enforcement action is discretionary and complaint driven, and that a certain level of tolerance is necessary given the size of the region, the low density of development, community character, and the RDBN's limited bylaw enforcement capacity.

ATTACHMENTS:

Bylaw Enforcement Policy



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW ENFORCEMENT POLICY

Approved: "date"

POLICY STATEMENT

1. This policy establishes the procedures and practices by which the Regional District of Bulkley-Nechako (RDBN) undertakes bylaw enforcement in the RDBN's electoral areas. This policy provides direction to staff, Board members, and the public regarding the following:
 - a. the RDBN's guiding principles for bylaw enforcement
 - b. how enforcement action may be initiated
 - c. the investigation and enforcement process
 - d. public communication regarding bylaw enforcement issues
2. The Chief Administrative Officer may waive this policy or authorize an exemption on a case-by-case basis.

DEFINITIONS

3. The following definitions apply to this policy:
 - a. "Complainant" means the person making a complaint regarding a potential bylaw infraction
 - b. "Alleged Offender" means a person who is under investigation for causing a bylaw infraction and / or the owner of a property on which a potential bylaw infraction may have occurred

BYLAW ENFORCEMENT OFFICERS

4. Bylaw Enforcement Officers for the RDBN include the persons employed in the following positions: Director of Planning and Development, Deputy Director of Planning and Development, Director of Environmental Services, Bylaw Enforcement Officer, Senior Building Inspector, Building Inspector, Planning and Parks Coordinator, Senior Planner, Planner, and any other person acting in an official capacity on behalf of the Regional District for the purpose of enforcing one or more of its bylaws. The

following positions are authorized to perform the following bylaw enforcement duties:

- a. Director of Planning / Deputy Director of Planning
 - i. All bylaw enforcement activities including the issuance of Bylaw Notices
 - ii. Reporting to the Board on bylaw enforcement issues
- b. Bylaw Enforcement Officer Position
 - i. All bylaw enforcement activities including the issuance of Bylaw Notices
 - ii. Reporting to the Board on bylaw enforcement issues
- c. Director of Environmental Services
 - i. All bylaw enforcement activities related to Environmental Services Department operations including the issuance of Bylaw Notices
- d. Senior Building Inspector / Building Inspector
 - i. Investigation of compliance to bylaws adopted under the authority of Part 9 of the *Local Government Act*
 - ii. Issuance of written warnings regarding bylaw compliance to alleged offenders
 - iii. Issuance of a Stop Work Order or Do Not Occupy Notice pursuant to the Building Bylaw
- e. Planning and Parks Coordinator
 - i. Investigation of compliance to bylaws adopted under the authority of Part 14 of the *Local Government Act* and the Parks and Trails service
 - ii. Issuance of written warnings regarding bylaw compliance to alleged offenders
- f. Senior Planner / Planner
 - i. Investigation of compliance to bylaws adopted under the authority of Part 14 of the *Local Government Act*
 - ii. Issuance of written warnings regarding bylaw compliance to alleged offenders

BYLAW ENFORCEMENT GUIDING PRINCIPLES

5. The RDBN takes a progressive bylaw enforcement approach with a focus on achieving voluntary compliance through education and public awareness.
6. The RDBN has no duty to investigate complaints regarding potential bylaw infractions or take enforcement action to enforce bylaws. Given the size of the region, the low density of development, and the RDBN's limited bylaw enforcement capacity bylaw enforcement is discretionary.

7. Bylaw Enforcement Officers have the discretion to exercise judgement in determining when, where, and how to apply the RDBN's limited bylaw enforcement resources. This discretion is to be exercised in general compliance with this policy and in a manner which is impartial, fair, efficient, reasonable, and predictable.
8. The following factors will be considered by the Bylaw Enforcement Officers when setting enforcement priorities and making decisions regarding enforcement.
 - a. The impact to public safety
 - b. The impact to the environment
 - c. The impact to resident quality of life
 - d. The community standards
 - e. The potential for permanent change to the built or natural environment
 - f. The Alleged Offender's history of non-compliance
 - g. The scale of the infraction
 - h. The duration of the infraction
 - i. The available enforcement resources and associated enforcement costs
 - j. The probability of successful enforcement
 - k. Any general directives from the RDBN Board

COMPLAINTS

9. The RDBN bylaw enforcement process relies primarily on public complaints to identify bylaw infractions. However, a bylaw enforcement investigation may be initiated based on the following:
 - a. Direction from the RDBN Board of Directors or Chief Administrative Officer
 - b. A complaint from a member of the public
 - c. A complaint from a member of staff that has Bylaw Enforcement Officer responsibilities
 - d. A complaint from a Board member
 - e. A complaint from a third party such as a First Nation, municipality, RCMP, utility, or Provincial Ministry
10. All complaints must be provided in writing by letter or e-mail. Staff may use a bylaw enforcement complaint form to facilitate the complaint receipt process.

Bylaw Infraction Complaints from the Public

11. Complaints from a member of the public may not be accepted if the complainant refuses to provide their name, address, and telephone number.
12. An anonymous complaint may be acted upon at the discretion of a Bylaw Enforcement Officer if the bylaw infraction is a priority enforcement situation.
13. Complaints from a member of the public may not be accepted if the complainant does not provide a clear description of the location of the infraction and a description of the infraction.
14. A Bylaw Enforcement Officer will respond to a complainant to acknowledge receipt of a complaint. However, staff will not proactively update a complainant regarding the status of an investigation or enforcement action. General information regarding the active or inactive status of an enforcement situation, and reasons enforcement activity is not being pursued, may be shared when requested by a complainant.

Bylaw Infraction Complaints from Staff

15. Complaints can be made by any staff that have Bylaw Enforcement Officer responsibilities at their discretion based on consideration of the priority enforcement factors; however, there is no requirement that a staff member shall make a complaint if a bylaw infraction is observed.
16. A staff person processing a development application under Part 9 or 14 of the Local Government Act may initiate an investigation if a potential bylaw infraction is identified as part of the development application process.

Bylaw Infraction Complaints from a Board Member

17. Complaints can be made by any Board member to the Chief Administrative Officer, Director of Planning and Development, or Deputy Director of Planning and Development at their discretion based on consideration of the priority enforcement factors; however, there is no requirement that a Board member shall make a complaint if a bylaw infraction is observed.
18. Complaints from a Board member should not be made on behalf of an anonymous member of the public. Where a Board member is making a complaint on behalf of a member of the public the Board member should obtain that persons consent to

release their name and address to staff, and the complaint shall be treated as a complaint from a member of the public.

Bylaw Infraction Complaints from a Third Party

19. A complaint from a third party such as a First Nation, municipality, RCMP, utility, or Provincial Ministry must be made on behalf of that organization.
20. Where a member of that organization is making a complaint on their own behalf or on behalf of a member of the public that person's name and address should be provided (if their consent has been obtained), and the complaint shall be treated as a complaint from a member of the public.

Frivolous, Vexatious and Repeat Complaints

21. Complaints made for vexatious or retaliatory purposes may not be acted upon at the discretion of the Bylaw Enforcement Officer based on their evaluation of the situation including consideration of the priority enforcement factors.
22. Frivolous or repeat complaints may not be acted upon at the discretion of the Bylaw Enforcement Officer based on their evaluation of the situation including consideration of the priority enforcement factors and the results of previous investigations.

INVESTIGATIONS

23. Upon acceptance of a complaint an investigation will be initiated by a Bylaw Enforcement Officer. This investigation may include among other things a site visit, taking pictures, a conversation with the complainant, and a conversation with the alleged offender.
24. When conducting a site visit to investigate compliance to a bylaw the following procedure shall be followed (subject to compliance with the authority provided in the applicable bylaw).
 - a. Private property may be inspected from a public space or adjacent property at any time without notice to the property owner or occupant.
 - b. Private property may be entered at any reasonable time without advance notice if necessary to investigate a potential bylaw infraction. Upon entering a property, the Bylaw Enforcement Officer will proceed directly to any dwelling on the

property, or other building which may be occupied, to inform any occupant of the property of their presence and to request an inspection. The Bylaw Enforcement Officer should leave the property if requested.

- c. A drone may be used to investigate compliance to a bylaw or document a bylaw infraction provided that the property owner has been provided with notice at least 2 days in advance of the drones use.
 - d. Where the inspection requires entry into a building which is not open to the public the Bylaw Enforcement Officer shall endeavor to obtain consent to enter.
25. A Bylaw Enforcement Officer may end an investigation if the preliminary review shows that:
- a. There is no apparent bylaw infraction.
 - b. The complaint is vexatious, retaliatory, or frivolous.
 - c. The infraction is not significant, is not an enforcement priority, and spending resources on enforcement is not in the best interest of the RDBN.
26. Where a complaint is received regarding an issue which does not have the potential to be an infraction of an RDBN bylaw the Bylaw Enforcement Officer may investigate that complaint, at their discretion, to determine if it is appropriate to forward that complaint on to another agency. In this situation the investigation should not involve the entering of private property.
27. Prior to initiation of any enforcement action the Bylaw Enforcement Officer should confirm that a bylaw infraction has occurred with the Director of the Department responsible for the bylaw in question.

ENFORCEMENT

28. Should an investigation confirm that a bylaw infraction may have occurred, or continues to occur, and further enforcement action is required a Bylaw Enforcement Officer shall take the following progressive enforcement steps:
- a. Step 1: verbal education and request for compliance
 - b. Step 2: written warning and Stop work Orders
 - c. Step 3: Bylaw Notice
 - d. Step 4: Board directed action

Step 1: Verbal Education and Requests for Compliance

29. The first step in the enforcement process is to attempt to make contact with the alleged offender to explain the bylaw requirements, request compliance, or identify an acceptable path towards compliance. The Bylaw Enforcement Officer has discretion regarding the time spent at step 1 attempting to gain compliance where the bylaw infraction is not an enforcement priority.
30. Where the bylaw infraction is not an enforcement priority, and escalation to step 3 or 4 is unlikely given the nature of the infraction the enforcement process may be ended at step 1, and the situation may be monitored.

Step 2: Written Warnings and Stop Work Orders

31. The second step in the enforcement process is to provide the alleged offender with a letter detailing the bylaw infraction and explaining the remedy requested. The issuance of a Stop Work Order or Do Not Occupy Notice pursuant to the Building Bylaw is considered a step 2 enforcement action.
32. The Bylaw Enforcement Officer has discretion regarding the time spent at step 2 and the number of letters sent based on the level of enforcement priority given to the infraction.
33. Where the bylaw infraction is not enough of an enforcement priority to proceed to step 3 or 4 the enforcement process may be ended at step 2, and the situation may be monitored.
34. A written warning, Stop Work Order or Do Not Occupy Notice may be issued upon confirmation of a bylaw infraction without first proceeding through step 1 where appropriate. Examples of where this may be appropriate are:
 - a. An alleged offender cannot be contacted verbally
 - b. The alleged offender has a history of non-compliance with bylaws
 - c. The bylaw infraction is a high enforcement priority and there is a negative impact that may continue or worsen if the infraction continues
 - d. Issuance of a Stop Work Order or Do Not Occupy Notice

Step 3: Bylaw Notice

35. The third step in the enforcement process is to provide the alleged offender with a Bylaw Notice where an infraction has been confirmed and as authorized under the RDBN's Bylaw Notice Enforcement Bylaw.
36. A Bylaw Notice may be issued immediately upon confirmation of a bylaw infraction without first proceeding through steps 1 and 2. Examples of where this may be appropriate are:
 - a. The bylaw infraction is occurring at an RDBN facility such as a park, trail, or transfer station
 - b. The bylaw infraction is committed by a person with a history of non-compliance with bylaws, or by a person who knows or ought to have known that their actions contravene a bylaw.
 - c. The bylaw infraction is a high enforcement priority and there is a notable negative impact that may continue or worsen if the infraction continues
37. Where a bylaw infraction is a high enforcement priority and there is a negative impact that may continue or worsen if the infraction continues the Bylaw Enforcement Officer may issue a ticket each day over multiple days.
38. The registration of a notice on title under section 57 of the *Community Charter* is not a bylaw enforcement action subject to this policy.

Step 4: Board Directed Action

39. The Chief Administrative Officer or Director of Planning and Development may consider, at any time, recommending to the RDBN Board that the RDBN take the following enforcement actions:
 - a. An application for an injunction or court order requiring compliance with RDBN bylaws
 - b. Long form prosecution asking the court to find a person guilty of an offence under the Offence Act
 - c. Remedial Action to address an unsafe condition or contravention of the Building Code or Building Bylaw
 - d. Direct action under the Unsightly Premises Bylaw.

40. Where court proceedings have been authorized by the Board staff shall proceed at their discretion in consultation with legal counsel. This discretion includes Chief Administrative Officer decisions regarding waiving of legal costs and agreeing to consent orders.
41. To maintain impartiality members of the Board shall remain uninvolved in specific bylaw enforcement decisions until the matter is put before the Board for consideration. Board member inquiries relating to bylaw enforcement matters shall be directed to the Chief Administrative Officer, the Director of Planning and Development or the Deputy Director of Planning and Development.
42. A Senior Building Inspector or Building Inspector may seek Board direction regarding enforcement action as part of the process to register a notice on title pursuant to Section 57 of the *Community Charter*.

CONFIDENTIALITY

43. Maintaining the confidentiality of members of the public making a complaint regarding a bylaw infraction helps to ensure that those persons are not subject to retaliatory action.
44. Subject to the *Freedom of Information and Protection of Privacy Act* and the provisions of this policy, the RDBN will not release to any alleged offender or member of the public the identity of a complainant who made their complaint as a member of the public, or personal information or other information which may help identify a complainant who made the complaint as a member of the public, except as required by law (see section 47).
45. The RDBN will release to any alleged offender or member of the public the name of a Bylaw Enforcement Officer or Board member who has made a complaint regarding a bylaw contravention.
46. Subject to the *Freedom of Information and Protection of Privacy Act* the response of an alleged offender and other information regarding their enforcement history shall not be disclosed to a complainant who is a member of the public. However, this information may become publicly available should staff report to the Board on the issue, or should enforcement proceed to court or an adjudication hearing for a Bylaw Notice (see section 47).

47. The situations in which complainant information or an offender's enforcement history may be disclosed include:
 - a. If required by Court Order
 - b. If required under the *Freedom of Information and Protection of Privacy Act*
 - c. If required as part of the disclosure process in the event of a prosecution or civil proceedings
 - d. If the person to whom the personal information pertains consents to the disclosure
48. A complainant may be requested to sign an affidavit and / or be prepared to stand as a witness should enforcement action proceed to court or an adjudication hearing for a Bylaw Notice.
49. A Bylaw Enforcement Officer will only collect personal information that is necessary for the investigation, or the monitoring and enforcement of an alleged bylaw infraction.
50. If a request is made under the *Freedom of Information and Protection of Privacy Act*, for the disclosure of the identity of a complainant or for other personal information the RDBN will refuse disclosure under Section 15 of the *Act*, unless consent is obtained from the persons who supplied the information and who would otherwise be assured of confidentiality under this policy and provided that the complaint has not been publicly disclosed by the complainant. The RDBN may disclose the substance of a complaint with redactions made in accordance with the *Freedom of Information and Protection of Privacy Act*. The RDBN is also subject to orders issued by a court and by the Information and Privacy Commissioner under the *Freedom of Information and Protection of Privacy Act* and the RDBN may decide to not appeal an order for disclosure of the complainant's information.

SAFETY

51. Staff safety is a priority. A Bylaw Enforcement Officer should not undertake any site visit where they believe an unsafe condition may exist and may request the presence of a second Bylaw Enforcement Officer at their discretion.
52. If a Bylaw Enforcement Officer is threatened verbally or physically while administering bylaws the Bylaw Enforcement Officer may take the following actions:

- a. The Bylaw Enforcement Officer may refrain from verbal communication with the individual
- b. The RDBN may be contacted and informed of the threat
- c. Any required future site visits may be undertaken with an RCMP escort

ENFORCEMENT APPEALS

- 53. Discretionary decisions of a Bylaw Enforcement Officer may be appealed by members of the public to the Director of Planning and Development. An appeal must be made in writing by letter or email and must include a description of the situation, and the reasons for the appeal.
- 54. Appeals relating to Bylaw Notices are considered as outlined in the RDBN's Bylaw Notice Enforcement Bylaw. In those disputes the decisions of the screening officer and adjudicator are final.



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

Reference: 332167

Dear Curtis Helgesen:

Re: Regional Transit Service Funding

I am writing to provide an update on funding for the regional transit service along Highway 16.

As you know, the Highway 16 regional transit service began in 2017 as part of the Highway 16 Transportation Action Plan aimed at improving safe transportation along Highway 16 for First Nations and other people. The Action Plan was in response to *Foresaken: The Report of the Missing Women Commission of Inquiry*, which urged the provincial government to immediately commit to developing and implementing an enhanced public transit system to provide a safer travel option connecting the Northern communities, particularly along Highway 16.

Our government previously committed to this service to March 31, 2025, and I am pleased to let you know that the Highway 16 Regional Transit service, with the current funding model, is included in BC Transit's base operating budget for the 2025/26 fiscal year and the next two fiscal years. Going forward, the operating budget for the regional service will be built based on current service levels, which is consistent with current practice for BC Transit systems. The ministry will no longer have a separate agreement with BC Transit for the Highway 16 regional transit service; however the ministry will continue to monitor the service and is interested in ensuring that it continues to meet community needs. Please continue to work with BC Transit on the details of the service for next fiscal year and future years.

.../2

If you have questions regarding this letter or would like to discuss transportation services in your region more broadly, please contact Gillian Moxham, Project Director in the Transit Strategy and Policy Branch, at gillian.moxham@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to be 'KM', with a long horizontal stroke extending to the right.

Kate Mukasa, Executive Director
Transit Strategy and Policy Branch
Policy, Programs and Partnerships Division
Ministry of Transportation and Transit

Copy to: Reg Bawa, Assistant Deputy Minister
Policy, Programs and Partnerships Division

Gillian Moxham, Project Director
Transit Strategy and Policy Branch



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Alex Eriksen, Director of Environmental Services

Date: April 24, 2025

Subject: Purchase of Two New Skid Steers

RECOMMENDATION: (all/directors/majority)

That the Board approve the purchase of two (2) new 2024 Case SV280B skid steers for a total of \$220,891 plus applicable taxes.

BACKGROUND

The 2025 Environmental Service Capital Budget includes the purchase of two (2) new skid steers to replace an ageing machine at the Knockholt Landfill and our regional spare. Skid Steers are integral to the operation of RDBN Transfer Stations and reliable machines are necessary for consistent service. The proposed 2025 budget allocation for this purchase is \$220,000.

The current asset management strategy for skid steers is to replace 2 machines per year and maintain a fleet with reasonable hours and wear.

RDBN Transfer Station Equipment Fleet - March 2025						
Unit	Type	Make/Model	Site	Hours	Condition	Replace (5000hr)
M1	Skid steer	2019 Bobcat S650	SPARE	6200	Poor	2025
M3	Skid steer	2016 Bobcat S650	PARTS	6990	NA	NA
M9	Skid steer	2018 Bobcat S650	PARTS	NA	NA	NA
M11	Skid steer	2020 Bobcat S76	VTs	5005	Good	2026
M12	Skid steer	2014 Bobcat S650	SPARE	7310	Poor	2028
M13	Skid steer	2020 Bobcat S76	VRD	5408	Good	2026
M18	Skid steer	2017 Bobcat S650	KLF	7850	Poor	2025
M19	Skid steer	2009 Bobcat S185	SSTS	3626	Fair	2028
M20	Skid steer	2014 Bobcat S650	GTS	4080	Fair	2028
M23	Skid steer	2022 Kubota SSV75P	STRD	2387	Excellent	2027
M24	Skid steer	2022 Kubota SSV75P	STTS	4625	Excellent	2027
M25	Skid steer	2023 John Deere 324G	FSJRD	1794	Excellent	2029
M26	Skid steer	2023 John Deere 324G	FSJTS	2513	Excellent	2029
M27	Skid steer	2023 John Deere 324G	FLTS	1741	Excellent	2030
M28	Skid steer	2024 John Deere 324G	BLTS	940	Excellent	2030
M29	Skid steer	2024 John Deere 324G	BLTS	601	Excellent	2030

The highlighted units will be “disposed” of in 2025, once the replacement units arrive.

PURCHASE OF TWO NEW SKID STEERS

Staff issued an RFQ on BCBid for two (2) new skid steers in March 2025 and received seven (7) quotes for comparable skid steers. Quotes were evaluated based on the cost, specifications, service package with a heavy emphasis on local serviceability and the quality of quote as per the below table.

Cost	30
Specifications	20
Service Package	20
Delivery Date	20
Quote Quality	10
Total Points	100

Staff familiar with the heavy equipment operation evaluated and ranked the quotes.

All but one of the machines quoted came in under budget. The following table summarizes the evaluation.

New Skid Steer Evaluations			
Company	Model	Score	Rank
Inland Truck & Equipment	2024 Case SV280B	87.24	1
Williams Machinery	2025 Bobcat S64	85.85	2
Brandt Tractor	2025 John Deere 324G	85.52	3
Anchored Firm Ventures	2025 Hyundai HS120V	84.42	4
Power Tractor	2024 Kioti SL750	78.30	5
Prairie Coast Equipment	2025 John Deere 324G	74.20	6
Huber Farm Equipment	2024 Kubota SSV70P	72.60	7

The evaluation ranked the Case SV280B as the winning bid.

ATTACHMENTS - None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: April 24, 2025
Subject: **Committee Meeting Recommendations – April 10, 2025**

RECOMMENDATION: (all/directors/majority)

Recommendations 1 and 2 as written.

BACKGROUND

The following are the recommendations from the April 10, 2025 Committee Meetings for the Board's consideration and approval.

Committee of the Whole Meeting – April 10, 2025

Recommendation 1:

Re: Lakes District Fair Association- Letter of Support Request

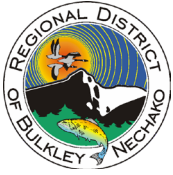
"That the Board provide a letter of support to the Lakes District Fair Association to support its funding application to the Destination Events Program."

Rural Services Committee – April 10, 2025

Recommendation 2:

Re: Degrading Cell Service on Hwy 16

"That a letter be sent to the Minister of Citizens' Services requesting that cell service be tested and monitored along Highway 16 due to degrading cell service."



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: April 24, 2025
Subject: **Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025**

RECOMMENDATION: (all/directors/majority)

That Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025 be adopted this 24th day of April, 2025.

BACKGROUND

Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025 was given three readings by the Board at its March 27, 2025 meeting. The Board may now adopt the bylaw.

ATTACHMENTS:

Bylaw 2073



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2073

A bylaw to amend the boundaries of the Telkwa Rural Fire Protection Service Area within a portion of Electoral Area "A"

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 668 a service of fire protection to a portion of Electoral Area "A" known as the "Telkwa Rural Fire Protection Local Service Area";

AND WHEREAS the Regional District may amend a Local Service Establishment Bylaw;

AND WHEREAS the Regional District has received a request from owners of the property to be included in the Telkwa Rural Fire Protection Service Area;

AND WHEREAS the Director of Electoral Area "A" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein;

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

- 1) That the Regional District hereby amends the boundaries of the Telkwa Rural Fire Protection Service Area by including the following property:

THAT PORTION OF THE NORTH 1/2 OF DISTRICT LOT 1145 RANGE 5
COAST DISTRICT LYING WEST OF THE BULKLEY RIVER EXCEPT PLAN 1166

and that the resulting boundaries of the Telkwa Rural Fire Protection Service Area are as shown on Schedule "A";

- 2) This bylaw may be cited as "Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025."

Bylaw No. 2073

Page 2 of 2

READ A FIRST TIME this 27 day of March, 2025

READ A SECOND TIME this 27 day of March, 2025

READ A THIRD TIME this 27 day of March, 2025

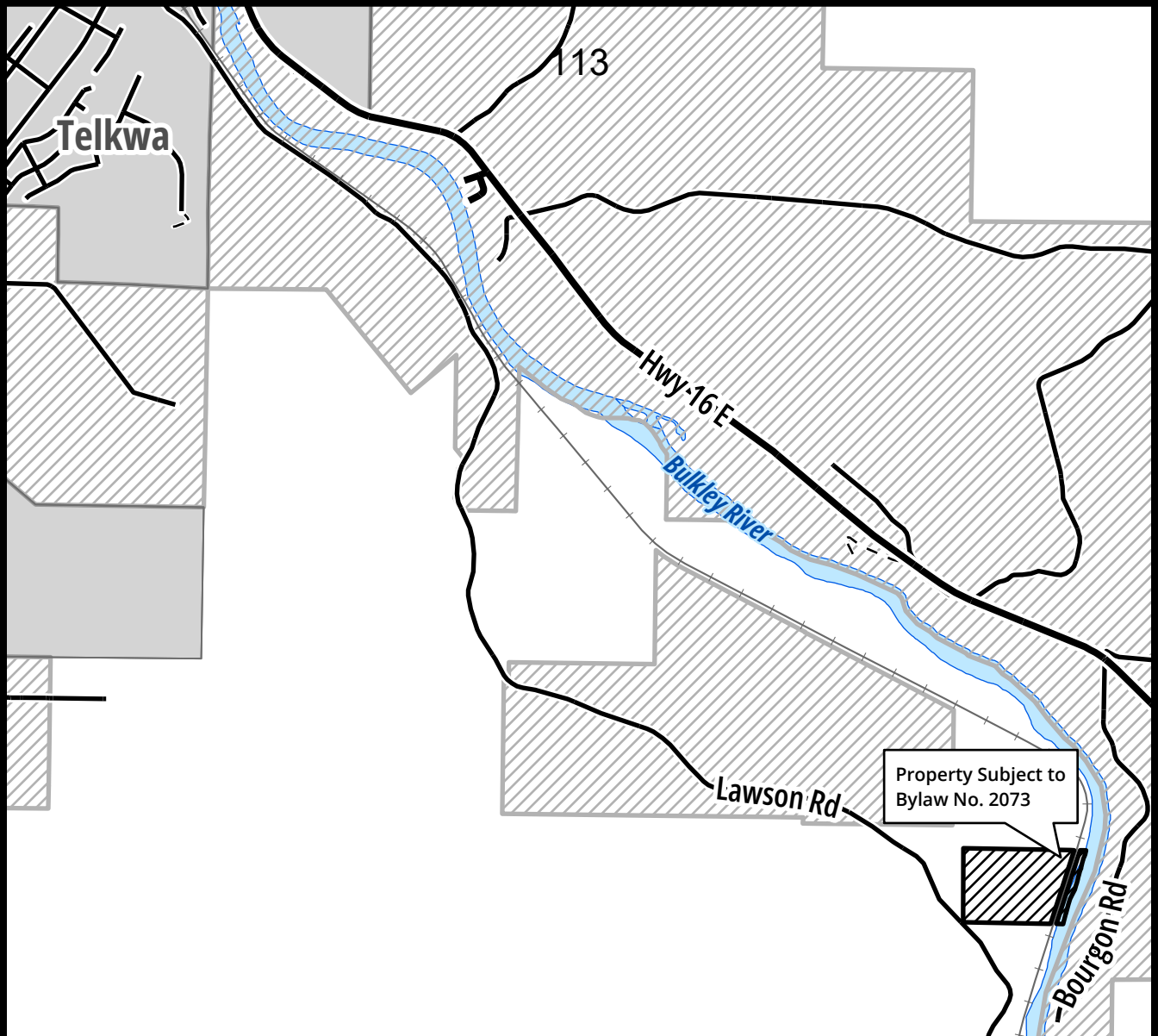
ADOPTED this day of , 2025

Chairperson

Corporate Administrator


I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2073 as adopted.

Corporate Administrator



Bylaw 2073: Schedule A
Regional District of Bulkley-Nechako
Produced: 2025-03-11

 Telkwa Rural Fire Protection Area

0 250 500 1,000

Meters



Regional District of Bulkley-Nechako Board Meeting

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: April 24, 2025
Subject: Telkwa Rural Fire Service Update

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

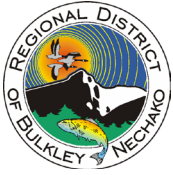
That the Board authorize payment for the Regional District's share of the Fire Chief's Truck and that this proposed change be included in the next Fire-Year Financial Plan amendment

BACKGROUND

There was a change in the Village of Telkwa's Fire Department budget after the Regional District's budget was adopted. Council approved the purchase of a crew cab fire services truck for use by the department. The total cost excluding GST is \$104,397.56. The Regional Districts share of this purchase is 46.53% or \$48,036.87.

This proposal is to forward the Regional District's share to the Village of Telkwa in 2025 and pay this amount by borrowing from general reserves. The service will "repay" this amount back to general reserves over three years. The Local Government Act requires a suitable interest rate be utilized for borrowing from reserves. An interest rate of 3.00% is used in this proposal. In this manner the increase in the tax rate for the Rural Service will not vary significantly year to year.

Attachment: Updated Telkwa Rural Service Budget



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: April 24, 2025
Subject: **Canada Community Building Fund Electoral Area C (Fort St. James Rural)
– District of Fort. St. James**

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

- 1) That the Board authorize contributing up to \$41,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to the District of Fort St. James for a Drinking Water Infrastructure project, and

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$41,000 from the Federal Gas Tax Reserve Fund.

BACKGROUND

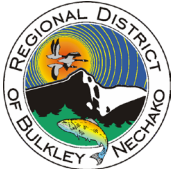
This project will see the purchase of a year-round, metered water filling station for residential and commercial clients. It will ensure access to potable water for rural residents during drought conditions.

This request is for 50% of the total project budget of \$82,000.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area C allocation is \$184,282.

Director Greenaway is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$41,000 from Area C for this Drinking Water Infrastructure project.

A Board resolution is required to contribute Canada Community-Building BC Funds to this project.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Community Development Coordinator
Date: April 24, 2025
Subject: Neighbourlink Vanderhoof – Letter of Support Request

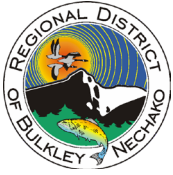
RECOMMENDATION:**(all/directors/majority)**

That the Board provide a letter to Neighbourlink Vanderhoof to support its funding application for the Neighbourlink Building Purchase project.

BACKGROUND

Neighbourlink Vanderhoof is applying to multiple funders for funding to support the purchase of the building they are currently in and has requested a letter of support to accompany their funding applications.

Neighbourlink is a Non-profit, charitable organization comprised of multiple churches in the community that offers social services including a food bank, thrift store, community lunch, moms group, and emergency housing to individuals and families.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Community Development Coordinator
Date: April 24, 2025
Subject: **Vanderhoof International Airshow Society – Letter of Support Request**

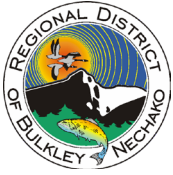
RECOMMENDATION:**(all/directors/majority)**

That the Board provide a letter of support to the Vanderhoof International Airshow Society for its funding applications for the 100 Years of Vanderhoof International Airshow.

BACKGROUND

The Vanderhoof International Airshow Society is applying to multiple funders for funding to support the 100 Years of Vanderhoof International Airshow and has requested letters of support to accompany their funding applications.

In 2026, as a corner stone of the 100-year celebration of the establishment of Vanderhoof, the Bi-annual Airshow will be hosting a two-day event tied in with Chamber of Commerce and other District of Vanderhoof events. The society anticipates the return of the Snowbirds, and other military assets, together with an amazing assortment of flying and related performers from across North America.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: April 24, 2025
Subject: Departmental Quarterly Reports – 1st Quarter

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 1st Quarter of 2025 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, 2025 – March 31, 2025

Table of Contents

Staffing	3
Strategic Priorities	3
Relationships with First Nations	4
Advocacy with the Province	5
Stuart-Nechako Regional Hospital District.....	5
Economic Development/Rural Services	5
Community and Economic Stability	5
Agriculture	6
Rural Services	6
Human Resources	7
Staffing and Onboarding.....	7
Safety Message	7

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

Tori Hallman, First Nations Liaison

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Cameron Hart, Economic Development Assistant

Megan D'Arcy, Agriculture Coordinator

Strategic Priorities

2023-2026 STRATEGIC PRIORITIES	
Relationships with First Nations	<ul style="list-style-type: none"> ➤ To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities. <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ➤ To advocate and build relationships with provincial ministries to ensure the needs of the region are represented, impacts on our communities from their decisions and policies are understood, and adequate resources are made available to support new and increasing expectations of local government. <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ➤ To ensure there is an adequate supply and variety of housing options for our citizens. <ul style="list-style-type: none"> ○ 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

Community and Economic Sustainability

- To identify and pursue opportunities to support and diversify our economy.
 - Convene a tourism summit to better-understand the needs of the tourism sector and explore how the regional district can support and advance tourism in the region
 - Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator
 - Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners.

Relationships with First Nations

During the first quarter of 2025, foundational work was completed to support stronger and more intentional relationships between the RDBN and the 14 First Nations in the region.

Key activities included:

- Newly appointed First Nations Liaison sent introductory letters to all 14 Nations, introducing herself and the role, the district's number one strategic goal, and inviting future collaboration. A few responses were received, and a relationship-building action plan is in development to support ongoing engagement with each Nation.
- Organized and attended three Chief and Council meetings with leadership from the following Nations:
 - Wet'suwet'en First Nation – Meet and Greet with Chief Luggi & GM Jade Irwin.
 - Nak'azdli Whut'en
 - Stelat'en First Nation

These meetings included participation from Chair Mark Parker, Rural Area Directors, and the CAO. Each meeting included a short presentation to the Chief and Council about RDBN's structure and the services we provide. These sessions helped establish early relationships and opened the door for future government-to-government dialogue.
- Created a new First Nations Engagement Template to support the coordination of outreach and relationship-building. The sheet combines information from a previous engagement log and is used to track initial contacts, meeting dates, and follow up actions with each Nation.
- Indigenous Relations Action Plan was drafted to guide the RDBN approach to reconciliation and engagement. The Action plan is informed by the Truth and Reconciliation Commission's Call to Action, UNDRIP, and DRIPA. It also aligns with the RDBN's first strategic goal, focusing on cultural competency, economic development, and intergovernmental relationships. The draft plan will be presented to the Board in the coming months.

- Initiated revisions to the RDBN's land acknowledgment and began developing a language and land acknowledgment. Each Nation will be contacted to gather their input on the guideline, ensuring it is reflective of their preferences and traditions.

Advocacy with the Province

The RDBN Board and staff met with the following Ministers at the BC Natural Resources Forum in Prince George:

- The Honourable Randene Neill, Minister of Water, Land and Resource Stewardship
- The Honourable Tamara Davidson, Minister of Environment and Parks

The following resolutions were submitted to the North Central Local Government Association for consideration at its upcoming Convention:

- Essential Service Levels of Inland Ferries
- Twinning of Highway 15

The Honourable Ravi Parmar, Minister of Forests attended an RDBN Board meeting to discuss key issues impacting the region.

The Honourable Brittny Anderson, Minister of State for Local Governments and Rural Communities met with elected officials and staff to discuss matters of importance to the region.

Stuart-Nechako Regional Hospital District

The Stuart-Nechako Regional Hospital District Board sent a joint letter to the Honourable Josie Osborne requesting a meeting regarding current funding challenges that northern Regional Hospital Districts are experiencing. A subsequent letter was sent to Minister Osborne requesting an emergency meeting regarding emergency room closures in the region.

Economic Development/Rural Services

Community and Economic Stability

Economic Development Staff hosted a Spring Regional Communications Meeting for Economic Development professionals from municipalities, First Nations offices, Community Futures, and NDIT to facilitate collaboration and information sharing. Topics included economic impacts of events such as tariffs and wildfire seasons. The meeting was held at the RDBN office on April 9.

Agriculture

The Regional Agriculture Coordinator is working with Upland Consulting on the Agriculture Water Assessment and Community Irrigation Feasibility project, in-person meeting in the Vanderhoof area are being discussed for late April.

The Regional Agriculture Coordinator hosted a meeting for producer - serving non-profit organizations in Burns Lake on March 22. Additional conversations and a report with action items are included in the follow-up plan from the meeting.

Rural Services

Staff supported presentations to municipal councils about the 2025 RDBN budget.

Human Resources

Staffing and Onboarding

During the first quarter of 2025, the RDBN initiated recruitment efforts for a total of 16 positions. These included three permanent, two temporary, three casual positions and 8 summer student roles. A structured interview process was engaged to ensure consistency, transparency, and equity in candidate evaluation.

All positions have now been successfully filled, with new hires scheduled to commence employment in the upcoming month. In preparation for their arrival, the Human Resources department is prioritizing the implementation of a comprehensive and seamless onboarding process. Effective onboarding is essential for fostering early employee engagement, supporting integration into the organization, and promoting long-term retention. The goal is to ensure that all new employees feel welcomed, well-informed, and supported as they begin their roles at the RDBN.

Safety Message

As part of its continued commitment to workplace safety, the Joint Health and Safety Committee (JHSC) has implemented an initiative to distribute monthly safety messages. These communications are aligned with existing procedures or are based on established safety guidelines to reinforce best practices across the organization.

Human Resources has played a key role in this initiative by regularly sharing new and existing procedures to all staff. This proactive approach is intended to elevate safety awareness, support compliance, and cultivate a culture of continuous improvement in occupational health and safety. By maintaining a strong focus on safety, RDBN aims to minimize risk and ensure a secure and healthy work environment for all employees.

2025 Board Meeting Attendance

Directors	09-Jan	23-Jan	13-Feb	27-Feb	13-Mar	27-Mar
Stoney Stoltenberg	x	x	x	x	x	x
Michael Riis-Christianson	x	x	Absent	x	x	x
Judy Greenaway	x	x	x	x	x	x
Mark Parker	x	x	x	x	x	x
Clint Lambert	x	x	x	x	x	x
Shirley Moon	x	Zoom	Zoom	Alt	x	Zoom
Chris Newell	x	x	x	x	Zoom	Zoom
Gladys Atrill	x	x	x	x	x	x
Shane Brien	Zoom	x	x	x	x	x
Kevin Moutray	x	x	x	x	x	Alt
Henry Wiebe	x	x	x	x	x	x
Sarrah Storey	Zoom	x	Alt	Alt	x	x
Martin Elphee	x	x	x	x	x	x
Leroy Dekens	x	x	Absent	x	x	x
Linda McGuire	x	x	x	x	x	x

128
**Electoral Area Funding Summaries
to April 14, 2025**

Area A (Smithers/Telkwa Rural)

Economic Development Service

2025 Starting Balance:	\$57,902	Current Balance:	\$52,902
------------------------	-----------------	------------------	-----------------

Grants approved:

Smithers Chamber Business Excellence Awards - \$5,000

Grant in Aid

2025 Starting Balance:	\$252,323	Current Balance:	\$246,823
------------------------	------------------	------------------	------------------

Grants approved:

Pacific Regional Science Fair 2025 - \$1,500

Valley Youth Fiddlers 2025 Camp - \$4,000

Area B (Burns Lake Rural)

Economic Development Service

2025 Starting Balance:	\$20,000	Current Balance:	\$12,500
------------------------	-----------------	------------------	-----------------

Grants approved:

Village of Burns Lake Website Redesign - \$5,000

Village of Burns Lake Faces and Places Project - \$2,500

Grant in Aid

2025 Starting Balance:	\$77,049	Current Balance:	\$66,729
------------------------	-----------------	------------------	-----------------

Grants approved:

Spirit North Trail Maintenance - \$5,000

Special Olympics BC – Burns Lake 2025 Bocce Provincials - \$2,320

Lakes District Kennel Club 2025 Dog Show and Obedience Trial - \$3,000

Area C (Fort St. James Rural)**Economic Development Service**

2025 Starting Balance:	\$50,000	Current Balance:	\$48,500
------------------------	-----------------	------------------	-----------------

Grants approved:

Fort St. James Primary Care Society Resource Manual - \$1,500

Grant in Aid

2025 Starting Balance:	\$57,176	Current Balance:	\$50,676
------------------------	-----------------	------------------	-----------------

Grants approved:

FSJSS Bursary - \$1,500

District of Fort St James Food Cyclor Program - \$5,000

Area D (Fraser Lake Rural)**Economic Development Service**

2025 Starting Balance:	\$125,000	Current Balance:	\$125,000
------------------------	------------------	------------------	------------------

Grants approved:

None to date

Grant in Aid

2025 Starting Balance:	\$72,576	Current Balance:	\$67,576
------------------------	-----------------	------------------	-----------------

Grants approved:

Spirit North Trail Grooming Equipment - \$5,000

Area E (Francois/Ootsa Lake Rural)**Economic Development Service**

2025 Starting Balance:	\$100,000	Current Balance:	\$77,500
------------------------	------------------	------------------	-----------------

Grants approved:

VBL Healthcare Recruitment - \$15,000

VBL Tourism Website Redesign - \$5,000

VBL Faces and Places Project - \$2,500

Grant in Aid

2025 Starting Balance:	\$68,286	Current Balance:	\$63,286
------------------------	-----------------	------------------	-----------------

Grants approved:

Spirit North Trail Grooming Equipment - \$5,000

Area F (Vanderhoof Rural)**Economic Development Service**

2025 Starting Balance:	\$68,370	Current Balance:	\$68,370
------------------------	-----------------	------------------	-----------------

Grants approved:

None to Date

Grant in Aid

2025 Starting Balance:	\$158,873	Current Balance:	\$158,873
------------------------	------------------	------------------	------------------

Grants approved:

None to Date

Area G (Houston/Granisle Rural)**Economic Development Service**

2025 Starting Balance:	\$28,313	Current Balance:	\$28,313
------------------------	-----------------	------------------	-----------------

Grants approved:

None to Date

Grant in Aid

2025 Starting Balance:	\$37,756	Current Balance:	\$37,756
------------------------	-----------------	------------------	-----------------

Grants approved:

None to Date



Finance

January 1st to March 31st, 2025

Staffing

Fulltime permanent:

John Illes, Chief Financial Officer

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, Asset Management Planning Clerk

Harpinder Singh, Accounting Clerk I (Accounts Payable – Temporary)

Statistic Highlight for the 1st Quarter 2025

Accounts payable paid a total of \$3,216,587 in invoices for the three months of the year. A total of \$12,312,386 was paid in 2024.

Accounts Receivable balance as of March 31st is \$185,270 with \$83,603 over 60 days (\$312,573 with \$101,544 over 60 days last quarter).

Accounting

The requisitions for member municipalities and the provincial government (for rural areas) were requested in early April.

Reporting

The directors' remuneration and travel expenses report to the end of March is included with this memo as an attachment. There are no concerns noted.

Attachments: **Directors Remuneration and Expenses**

GENERAL GOVERNMENT

REMUNERATION	Acutal		Budget	
	3 Months		12 Months	
Director's Remuneration - "A"	\$ 4,976	\$	20,544	24%
Director's Remuneration - "B"	\$ 4,654	\$	20,811	22%
Director's Remuneration - "C" *	\$ 6,556	\$	26,622	25%
Director's Remuneration - "D"	\$ 11,823	\$	54,819	22%
Director's Remuneration - "E"	\$ 4,695	\$	19,119	25%
Director's Remuneration - "F"	\$ 4,387	\$	19,569	22%
Director's Remuneration - "G"	\$ 4,750	\$	19,569	24%
Director's Remuneration - SMITHERS	\$ 5,456	\$	20,544	27%
Director's Remuneration - TELKWA	\$ 4,618	\$	20,319	23%
Director's Remuneration - HOUSTON	\$ 6,870	\$	28,080	24%
Director's Remuneration - GRANISLE	\$ 4,875	\$	19,869	25%
Director's Remuneration - BURNS LAKE	\$ 4,938	\$	20,061	25%
Director's Remuneration - FRASER LAKE	\$ 4,073	\$	19,494	21%
Director's Remuneration - FORT ST. J	\$ 5,145	\$	21,182	24%
Director's Remuneration - VANDERHOOF	\$ 4,639	\$	19,644	24%
ALTERNATE Director's Remuneration	\$ 1,389	\$	-	
Total	\$ 83,844	\$	350,246	24%

TRAVEL	Acutal		Budget	
	3 Months		12 Months	
Electoral Area "A" Travel	\$ 1,053	\$	5,075	21%
Electoral Area "B" Travel	\$ -	\$	1,750	0%
Electoral Area "C" Travel	\$ 723	\$	6,125	12%
Electoral Area "D" Travel	\$ 1,163	\$	15,450	8%
Electoral Area "E" Travel	\$ 542	\$	1,750	31%
Electoral Area "F" Travel	\$ 357	\$	2,800	13%
Electoral Area "G" Travel	\$ 538	\$	2,800	19%
SMITHERS Travel	\$ 865	\$	5,075	17%
TELKWA Travel	\$ 885	\$	4,550	19%
HOUSTON Travel	\$ 562	\$	2,975	19%
GRANISLE Travel	\$ 823	\$	3,500	24%
BURNS LAKE Travel	\$ -	\$	-	
FRASER LAKE Travel	\$ 289	\$	2,625	11%
FORT ST. J Travel	\$ 720	\$	6,563	11%
VANDERHOOF Travel	\$ 933	\$	2,975	31%
ALTERNATE TRAVEL	\$ 365			
Total	\$ 9,815	\$	64,013	15%

RURAL GOVERNMENT

REMUNERATION	Acutal		Budget	
	3 Months		12 Months	
Director's Remuneration - "A"	\$ 3,141	\$	17,070	18%
Director's Remuneration - "B"	\$ 4,289	\$	19,360	22%
Director's Remuneration - "C"	\$ 3,623	\$	13,199	27%
Director's Remuneration - "D"	\$ 2,713	\$	13,260	20%
Director's Remuneration - "E"	\$ 3,399	\$	13,381	25%
Director's Remuneration - "F"	\$ 2,625	\$	15,461	17%
Director's Remuneration - "G"	\$ 2,663	\$	12,679	21%
Total	\$ 22,453	\$	104,410	22%

TRAVEL	Acutal		Budget	
	3 Months		Full Year	
Electoral Area "A" Travel	\$ -	\$	12,000	0%
Electoral Area "B" Travel	\$ 1,472	\$	12,000	12%
Electoral Area "C" Travel*	\$ 2,615	\$	14,000	19%
Electoral Area "D" Travel	\$ 50	\$	12,000	0%
Electoral Area "E" Travel	\$ 1,870	\$	12,000	16%
Electoral Area "F" Travel	\$ -	\$	12,000	0%
Electoral Area "G" Travel	\$ 3,042	\$	12,000	25%
Total	\$ 9,049	\$	86,000	11%

* includes a \$2,000 allowance for SNRHD travel



Protective Services Department

January 1, 2025 – March 31, 2025

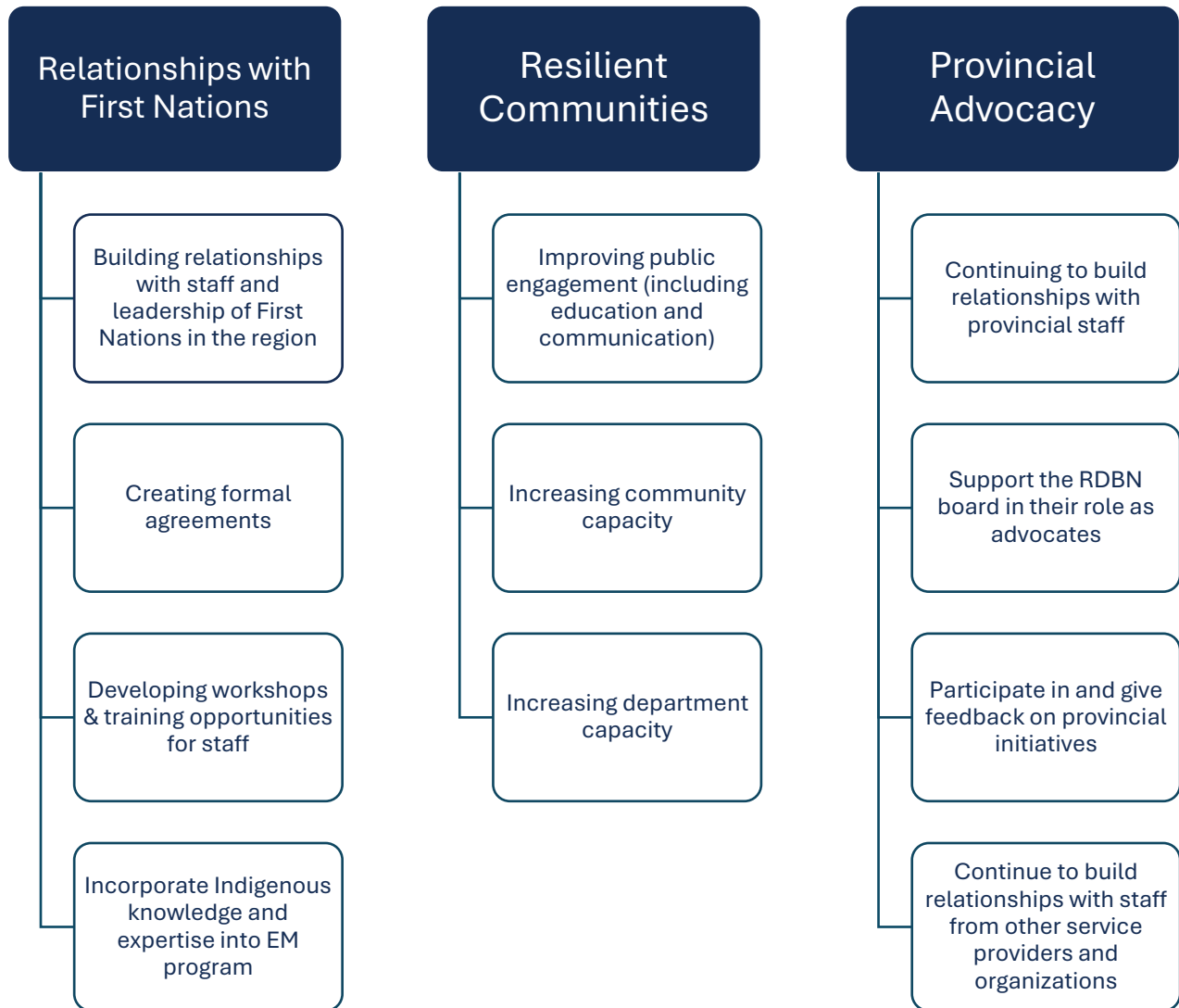
Table of Contents

General	3
Strategic Goals	3
Staffing.....	4
Fulltime permanent	4
Full/Part time temporary	4
Indigenous Engagement	4
911 Service	5
Bulkley-Nechako Voyent Alert system	6
Rural Fire Protection.....	9
Expansion of Fire Protection Areas	9
Administration, Training, and Support.....	9
Fire Department Response	10
Emergency Management Program	11
Mitigation.....	11
Preparedness	11
Regional Community Wildfire Resiliency Plan	11
Development and Review of Emergency Plans	11
Staff and volunteer training	11
Program to Enhance Rail Safety Engagement (PERSE).....	12
Public Education	12
Community Groups.....	12
Response	12
Administration of Emergency Support Services Program	12
Emergency Operation Centre.....	13
Recovery	13
Advocacy.....	13

General

The Protective Services Department is responsible for facilitating the RDBN's Emergency Management Program, 911 Service and Rural Fire Protection. This report provides a brief update on the 2025 Protective Services Strategic Goals as well as the status of the workplan and the ongoing operations of the services provided to residents.

Strategic Goals



Staffing

Fulltime permanent

- Director of Protective Services – Scott Zayac
- Regional Fire Chief – Jason Blackwell
- Emergency Services Manager– Christopher Walker
- Protective Services Assistant – Trina Bysouth

Full/Part time temporary

- FireSmart Educator – Mike Huntley

The department is currently in the process of hiring an Emergency Management Technician, FireSmart Coordinator and FireSmart Summer Student. These are all temporary positions.

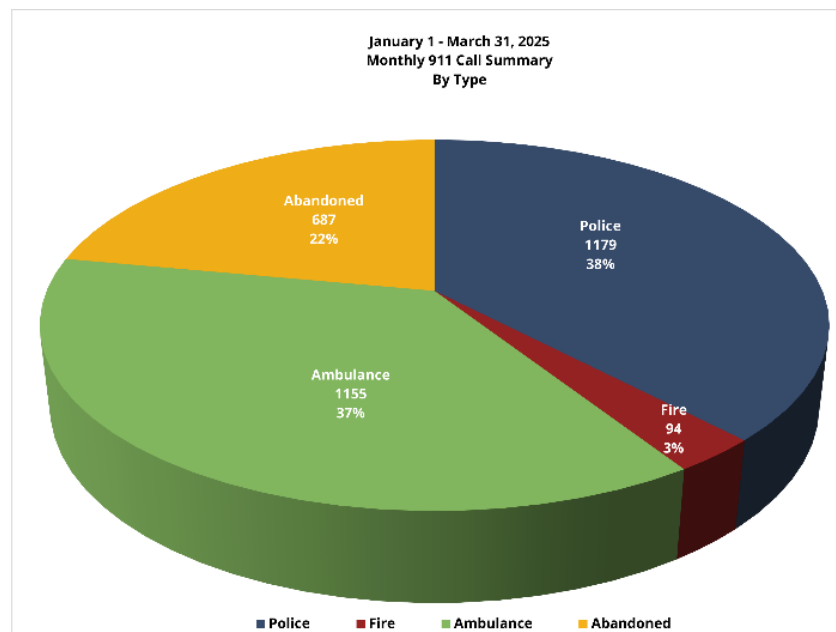
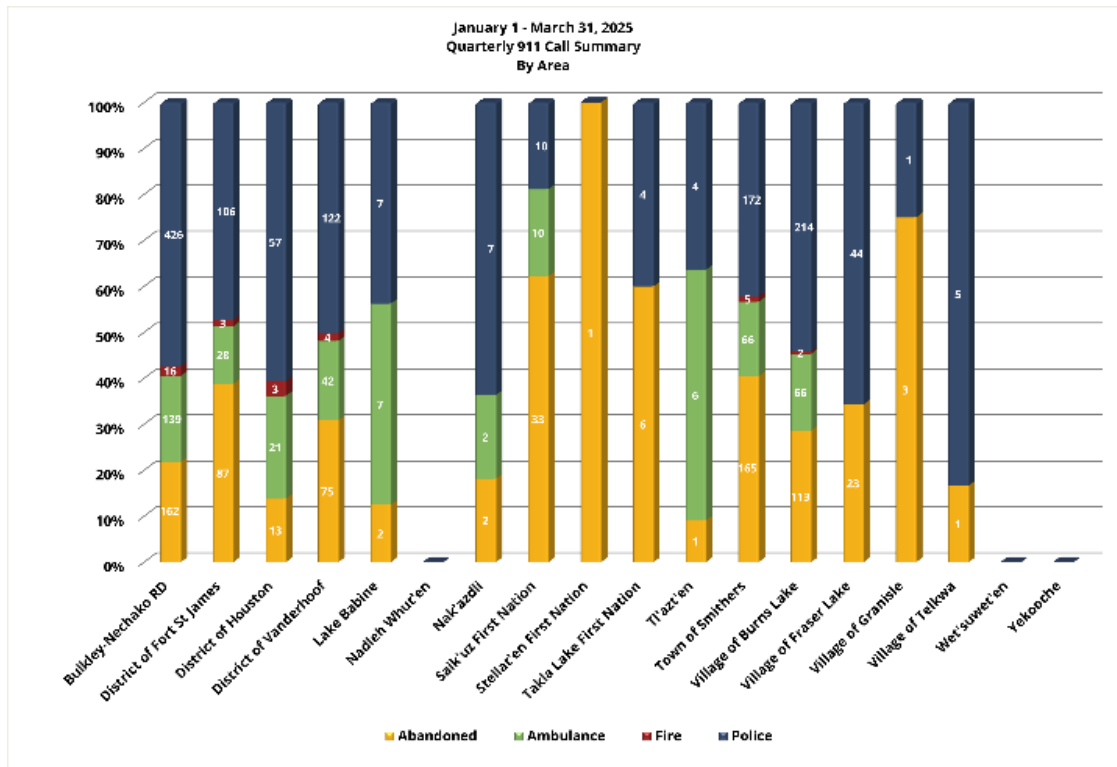
Indigenous Engagement

In keeping with the Regional Districts 'Strategic Focus Areas', the Protective Services Department is working to enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of communities. This quarter, staff visited 4 First Nation communities (Saik'uz First Nation, Nadleh Whut'en, Stelat'en First Nation and Nee Tahi Buhn Band and talked with 4 other Nations.

Staff are participating in Indigenous led cultural safety and competency training throughout 2025. This is part of the reconciliation and decolonization work staff are committed to. Increasing partnerships and improving cooperation with regional First Nations as well as incorporating Indigenous knowledge into the department is a priority.

911 Service

E-COMM received **3,115** during the first 3 months of the year. The charts below show the 911 calls received by jurisdiction and call type. Currently 1 in 5 calls to 911 are abandoned. This is a significant strain on resources and there needs to be a renewed effort in educating the public on what to do if 911 is called by accident.



Transition to NG911

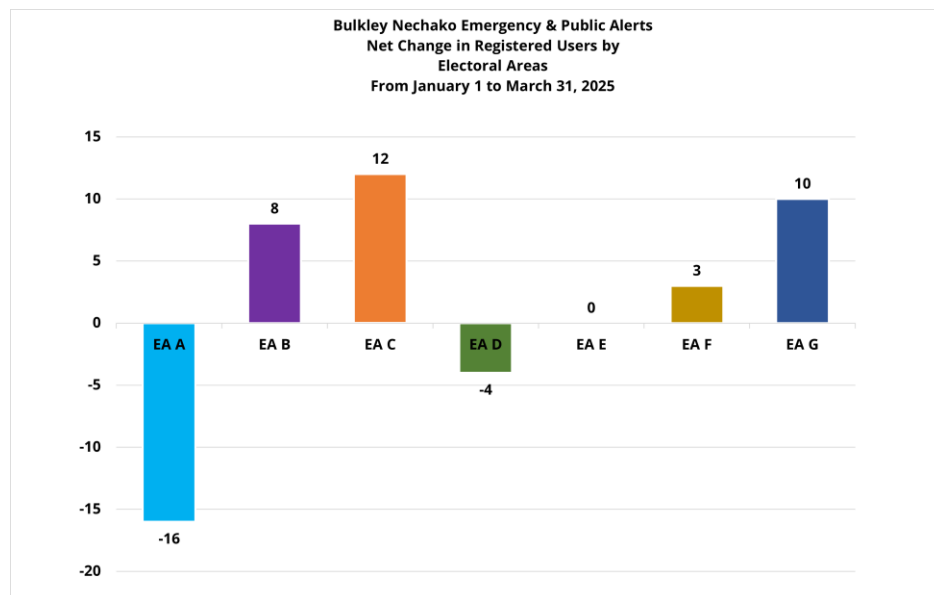
Staff continue to work with the Regional District of Fraser-Fort George and Tower Communications to coordinate the purchase and installation of upgraded dispatch consoles in all the Fire Halls to support the increased functionality of NG911. To date new Radio over IP dispatch consoles have been installed in Smithers, Houston, Granisle, Burns Lake, Fort St. James, Telkwa, Vanderhoof, Southside and Cluculz Lake.

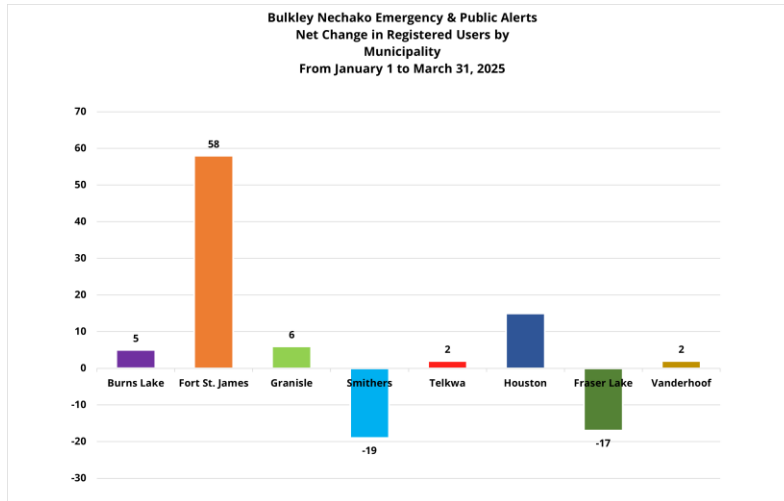
Funding was secured to install a new repeater tower in the Cluculz Lake area in 2025. This will increase the functionality and range of their current radio network.

Staff are continuing to engage with communities and other local governments to determine how to best utilize the NG911 grant funding.

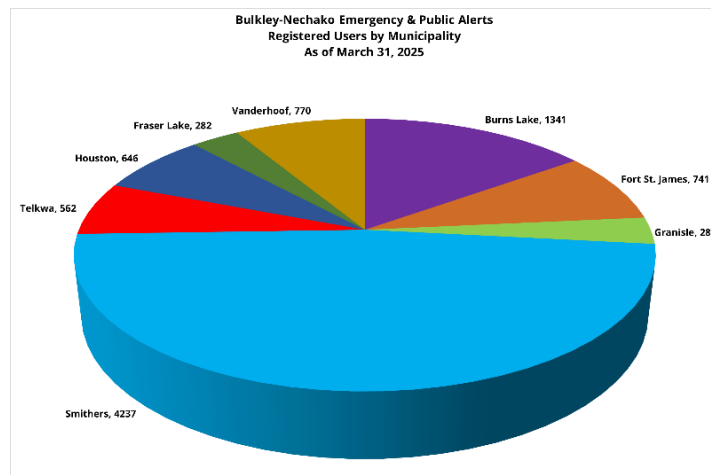
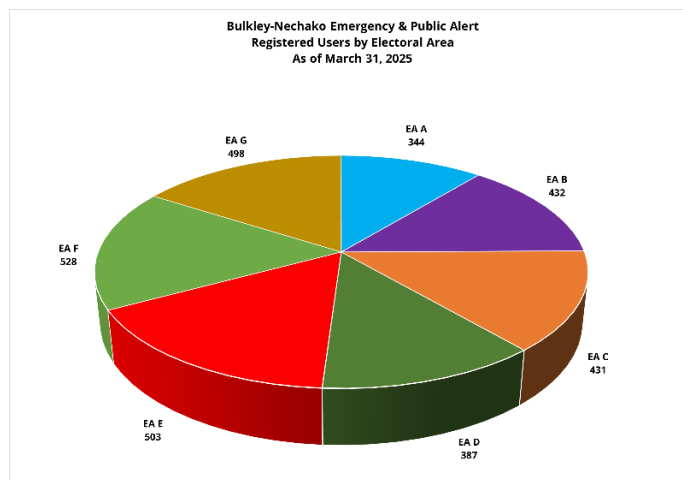
Bulkley-Nechako Voyent Alert system

The RDBN's emergency and public alert platform is called Voyent Alert. This is a key part of the Regional District's crisis communication plan. In Q1 there were **13** new net users in the electoral areas and **52** new users in the municipalities.





There are a total of **3,123** users signed up in the electoral areas and **8,862** users signed up in the municipalities, an increase of 78 users this quarter.



Approximately 39% of the RDBN population over the age of 15 are signed up with the platform. The Protective Services department is working with the Communication department on new promotional material and a rebranding plan to encourage residents to sign up for this free service. The new name of the service is Bulkley-Nechako Voyent Alert.



Evacuation Alerts will no longer be delivered door-to-door, so Voyent Alert will be one of the primary ways in which residents receive trusted and reliable information during an emergency event.

Staff continue to participate in monthly training sessions to increase the efficiency and functionality of the platform.

The user agreements between the RDBN and participating municipalities for Voyent Alert expired on March 31, 2025. Renewal agreements have been sent out for signatures.

Rural Fire Protection

Expansion of Fire Protection Areas

Three properties located on McCabe Rd have been included in the Smithers Rural Fire Protection Area. The Bylaw amendments received three readings and were passed at recent Board meetings.

A request for an expansion to the Telkwa Rural Fire Protection Area on Lawson Rd has been approved by the Village Council. The Bylaw amendments were drafted and received three readings at the March Board meeting. Staff are continuing to work with the Telkwa Fire Department to add a few homes at the end of Jackpine subdivision into the Fire Protection Area.

Administration, Training, and Support

The wildland firefighting skid units and trailers have been delivered to the rural fire departments. These will be operational for the upcoming fire season.

New water tenders for the Southside Fire Department and the Cluculz Lake Fire Department ordered through Fort Garry Fire Trucks are now entering production with an estimated delivery of the first truck in May. The first truck to arrive will be delivered to Cluculz Lake.

Funding was secured to replace the aging generator at the Luck Bay firehall as well as install one at the Topley firehall.

Staff attended monthly conference calls as the Zone 5 rep for the BC Fire Training Officers Association.

Staff are working on updating the regulatory documents that apply to the rural fire departments. Bylaws, Level of Service Policy, and Standard Operating Guidelines are being looked at. Some of these changes will help outline the requirements and reporting standards for both the fire departments and/or societies, as well as the Regional District.

Three additional underground water tanks will be installed for fire suppression purposes in 2025. The location of the tanks will be in Telkwa Rural South, Burns Lake Rural East, and Luck Bay in Fort St. James Rural. Staff will be drafting the RFP for the installation this spring.

The radio range in the Cluculz Lake Fire Protection Area is quite limited and this poses safety concerns. There are several locations in the area where there is no radio or cell connection with the Fire Operations Communications Centre. Tower Communications completed testing of two possible repeater locations and staff will be working with CLVFD to weigh the pros and cons of each location to determine which site suits their needs best. Staff will be working to complete this project in 2025.

In January, the first region wide fire chiefs meeting was held at the Burns Lake fire hall. Majority of the fire chiefs were able to attend with discussions centred around funding,

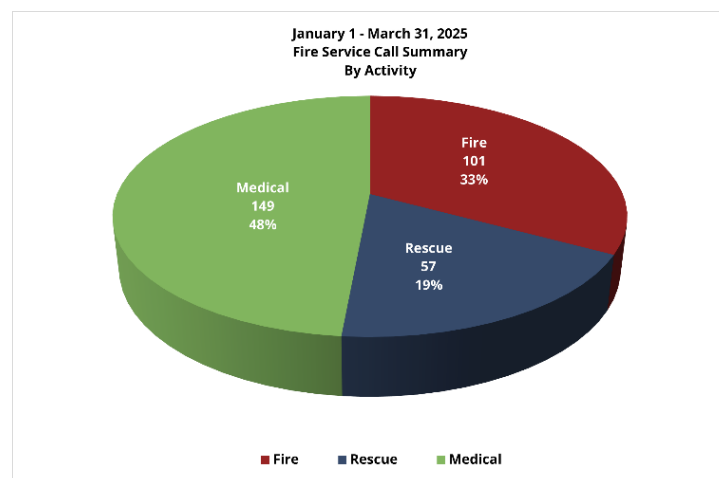
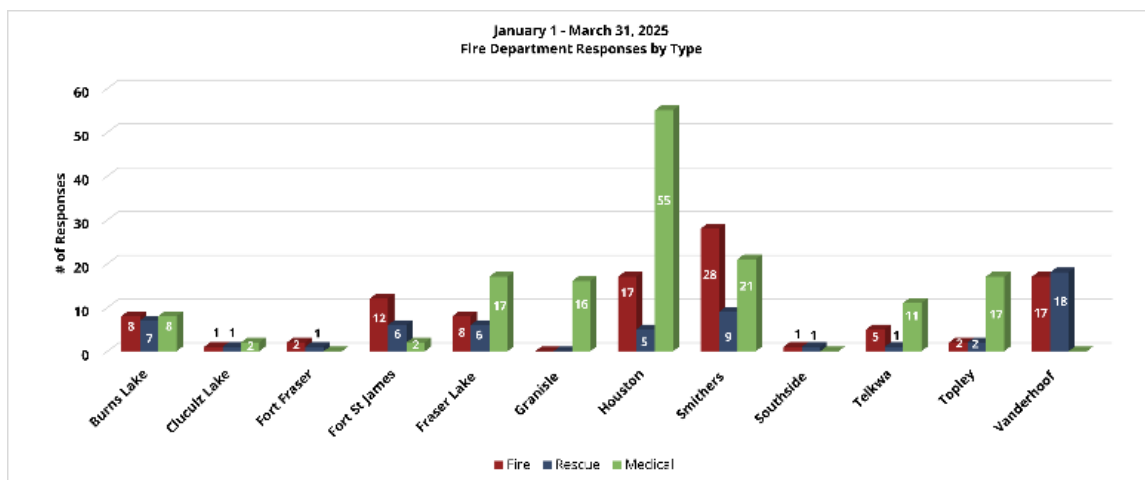
training, agreements, and ESS. The next meeting is scheduled for May 1st with Smithers Fire Department hosting.

At the Board meeting in March, \$30,000 per year for the next three years of RBA funding was secured to help assist the four rural fire departments with capital purchases. Funding was also set aside to replace the ageing apparatus in Topley in 2027 and Cluculz Lake in 2029.

Fire Department Response

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

Of the **3,115** 911 calls received from January - March, **307** were forwarded to the Fire Operation Communication Centre for Fire Department response. The charts below show the 911 calls received by call type and Department.



Emergency Management Program

Mitigation

FireSmart Home Partners Program

The FireSmart program continues to be an important part of mitigation in the region. The Regional District is planning on conducting Home Assessments in the rural areas again this year and is currently preparing the FireSmart Community Funding and Support grant. This 2-year plan includes increasing capacity to perform home assessments as well as community education.

A total of **10** Home Assessments applications have already been received this year and the team is anticipating a busy season.

Preparedness

Regional Community Wildfire Resiliency Plan

The plan and supporting documents have been submitted to UBCM for approval and a few minor amendments were made to the document as requested. Staff will be working with the document moving forward to complete and implement some of the highlighted recommendations. An approved plan is a UBCM requirement to access any future Community Resiliency Investment Funding which is what funds the FireSmart Program.

Development and Review of Emergency Plans

The Comprehensive Emergency Management Plan is in development and is being amended to align with the EDMA. Documents in development and awaiting department review include:

- Policy Document (on hold while regulations are being developed)
- Flood Plan (completed)
- Wildfire Plan (drafted)
- Re-Entry Plan (drafted)
- Demobilization Plan
- Livestock and Pet Plan (on hold while regulations are being developed)
- Air quality plan

Staff and volunteer training

RDBN staff continue to train and prepare for EOC activations. Staff have completed training in:

- Hazard, Risk & Vulnerability Analysis
- Emergency Operations Centre – Operations
- Emergency Operations Centre - Logistics

One Staff Member completed an Incident Command Systems (ICS) 200 Train-the-Trainer course. Once approved, the staff member will be recognized by EMCR as a certified

instructor. This will allow the staff member to provide ICS levels 100 and 200 training in the region.

Program to Enhance Rail Safety Engagement (PERSE)

Staff continue to work with other departments in the prioritization and completion of recommendations from the final report. The final report was submitted to and approved by Transport Canada.

Public Education

Emergency preparedness and FireSmart continue to be a focus on the Bulkley Nechako Emergency Information Facebook page. Another key component is education around changes to the process of delivering Evacuation Alerts. Evacuation Alerts will be distributed through Voyent Alert, Facebook and the RDBN website.

Community Groups

A 'Community Group Toolkit' was created and published on the website. The Toolkit will be a resource for communities or neighborhoods wanting to organize and better prepare for emergencies.

The Cooperative Community Wildfire Response Group 'Expression of Interest' is being finalized. Five different community groups have expressed interest in this program and the regional district will be applying for approximately \$70,000 through UBCM. Consultation continues with the Northwest and Prince George Fire Centres as well as community groups.

Response

Administration of Emergency Support Services Program

The regional ESS program continues to grow and develop. There are currently 4 ESS teams in the region:

- Bulkley ESS
 - Covers Electoral Area A and G as well as Town of Smithers, Village of Granisle, and District of Houston
- Burns Lake ESS
 - Covers Electoral Area B and E as well as Village of Burns Lake
- Vanderhoof ESS
 - Covers Electoral Area D and F as well as Village of Fraser Lake and District of Vanderhoof
- Fort St. James ESS
 - Covers Electoral Area C and District of Fort St. James

Burns Lake and Vanderhoof ESS provided support to rural residents in Q1.

Staff attended two ESS training events (Smithers and Vanderhoof).

The 2024 Emergency Support Services Equipment and Training grant report is completed and the 2025 proposal has been submitted.

Emergency Operation Centre

The EOC was not activated in Q1. The 2024 Emergency Operations Centre Equipment and Training grant report is completed and the 2025 proposal has been submitted.

Recovery

2023 Wildfire recovery is nearing completion, currently waiting for fencing repairs of one resident in Electoral Area E for range tenure. This process is longer than expected due to complicated funding streams involving both the Federal and Provincial governments, currently the aim is to have it resolved in the spring of 2025.

Advocacy

Staff continue to work with Chair Parker with the LGAC table and have joined the Post Disaster Building Assessment research project at the request of BC housing. BC Housing is looking for input from an emergency management and Regional District lens.



Planning Department

January 1 – March 31, 2025

Table of Contents

Staffing	3
Land Use Applications and Referrals	3
Agricultural Land Reserve Applications	3
Official Community Plan Amendments and Rezoning Applications.....	3
Temporary Use Permits.....	3
Development Variance Permits	4
Land Use Reviews	4
Other Referrals.....	4
Confirmation Letters.....	4
Special Projects	5
Long Range Planning	5
Building Inspection	6
Bylaw Enforcement	7
Parks and Trails	7
Cycle 16 Trail	7
Round Lake Park and Boat Launch.....	7
Trout Creek.....	8
Telegraph Cabin	8
Imeson's Beach.....	8
Electoral Areas C and G Parks and Trails Master Plans.....	8
Geographic Information Systems (GIS)	9
Mapping and Inquiries.....	9
House Numbering	9
Transit	9

Staffing

Jason Llewellyn, Director of Planning and Development
 Vacant, Deputy Director of Planning and Development
 Maria Sandberg, Planning and Parks Coordinator
 Danielle Patterson, Senior Planner
 Cameron Kral, Planner
 Jason Berlin, Senior Building Inspector
 Steve Davis, Building Inspector
 Daryn Larson, Building Inspector
 Fiona Richardson, Development Services Clerk
 Jason Thompson, Bylaw Enforcement Officer
 Deneve Vanderwolf, Transit Coordinator / Planning Technician
 Rowan Nagel, GIS / Planning Technician

The Planning Department includes 12 full-time positions, and a summer student 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 received six new ALR applications in the first quarter of 2025. There are two Non-Farm Use (Removal of Soil) applications for gravel pits, one Non-Adhering Residential Use application to exceed the maximum total floor area of an additional dwelling, and one Non-Farm Use application for recreation uses. The remaining two applications were cancelled early in the application process. Two applications from the fourth quarter of 2024 remain in progress.

Official Community Plan Amendments and Rezoning Applications

The Planning Department received two Zoning amendment applications in the first quarter of 2025. Planning staff are working on a third department-initiated combined OCP amendment and rezoning proposal. Four applications have been carried over from previous quarters.

Temporary Use Permits

The Planning Department received no temporary use permit (TUP) applications in the first quarter of 2025. One TUP for commercial use and two TUPs for industrial use are carried over from 2024.

Development Variance Permits

The Planning Department received no development variance permit (DVP) applications in the first quarter of 2025. One DVP is carried over from a previous quarter as it requires outstanding information to process.

Subdivision Referrals and Parcel Frontage Reductions

The Planning Department received three subdivision referrals in the first quarter of 2025. They were processed and comments were provided to the Ministry of Transportation and Infrastructure.

The Planning Department received one request for an exemption to the 10 percent parcel frontage requirement for subdivisions fronting a highways during the first quarter of 2025. This is the second request received since the board repealed the delegation to the Ministry of Transportation and Transit (MoTT). The first request was reviewed (and approved) concurrently with a combined OCP and rezoning application that received third reading on June 20, 2024.

Land Use Reviews

The Planning Department completed 27 land use reviews for building projects in the first quarter of 2025.

Other Referrals

A total of 15 miscellaneous referrals were received in the first quarter of 2025. Eight related to natural resource extraction/energy infrastructure/energy investigations, two referrals were from member municipalities, two were for recreation uses, two were for road names changes, and one was for a surface water licence.

Confirmation Letters

The Planning Department began tracking confirmation letter requests this quarter. These include letters requests to confirm information required by Northern Health, the MoTT, the Provincial Short-Term Rentals Registry, insurance providers, for real estate transactions, and other agencies. These were previously tracked as “enquiries”. Given the staff resources it takes to respond to these confirmations and the more formal nature of the responses, the decision was made to begin tracking confirmations separately.

The Planning Department received a total of eight confirmation requests in the first quarter of 2025. Four of the eight requests were regarding confirmation that subdivision requirements have been met.

Special Projects

Special Projects refers to a wide variety of projects that do not fit within the regular day to day work program of the Planning Department. In the first quarter of 2025 the Planning Department had the following special project accomplishments.

- In January the Planning Department provided an Antimony Forest Service Road access update report to the Board.
- In March the Planning Department provided a report to the Board for the RDBN Wildfire Resiliency Plan recommendations that relate to Planning Services.
- In March the Planning Department provided a report to the Board on recommendations for an illegal dumping mitigation strategy.

Long Range Planning

The Houston, Topley, Granisle Rural OCP review was initiated in March when the Board approved a consultation and consideration strategy. Preliminary consultation efforts are underway, and public engagement will start off with open houses in Houston, Granisle and Topley in the spring. The public events will introduce the process, as well as provide an opportunity for the public to ask questions and provide input regarding land use and community development related issues.



Building Inspection

The RDBN received a total of 50 building permit applications in the first quarter of 2025, with a total construction value of **\$19,975,945**. This is an increase compared to the 37 building permit applications with a total construction value of \$8,009,423 received in the first quarter of 2024. This included 17* new dwellings being built in the rural areas and one in a municipality receiving building inspection services.

First Quarter Building Permit Data for 2025

Area	Total Permits	Total Construction Value (\$)
A	23	7,667,100
B	7	709,000
C	0	0
D	2	336,545
E	0	0
F	1	325,000
G	0	0
Burns Lake	2	2,504,000
Fort St. James	4	1,010,000
Fraser Lake	2	16,500
Granisle	0	0
Houston	7	7,042,800
Telkwa	2	365,000
First Quarter RDBN Totals	50	19,975,945
Smithers**	12	1,451,700
Vanderhoof	7	14,968,500
Total	69	36,396,145

**The BC Building Code was updated on March 10, 2025, with lateral bracing requirements for all buildings throughout the province. This change is also coming to the National Building Code in the near future. The change is intended to ensure that buildings are suitably braced for high winds and seismic events and is the most significant change to the Building Code in the last 30 years. This change should have minimal impact on actual house design in the RDBN, but it does mean that building designers will need to take the new requirements into account when designing walls and openings (like windows and doors) in those walls, especially near corners. The RDBN received a significant number of new building permit applications for single family dwellings before the Code change, as property owners and contractors wanted to take advantage of the previous version of the BC Building Code.*

***March data not available at the time of writing this report*

Bylaw Enforcement

The focus during the first quarter of 2025 has been the development of a Bylaw Notice Bylaw for the RDBN and the establishment of associated procedures and policy.

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

Bylaw enforcement services continue to be provided to the District of Houston under agreement. These statistics do not include the District of Houston issues.

2025 First Quarter Bylaw Data

Year 2025	Carried Forward	New Files	Total Unresolved	Resolved
1 st Quarter	43	8	39	12

Formal Bylaw Enforcement

Staff are in the process of evaluate the need for a contractor to clean up a property on Sweder Road in Electoral Area C (Fort St. James Rural).

Legal action to obtain an injunction regarding a non-conforming use at Mackenzie Road in Electoral Area A (Smithers/Telkwa Rural) is underway.

Parks and Trails

Cycle 16 Trail

Staff are working with the Town of Smithers and the Ministry of Transportation and Transit to secure maintenance, including garbage and recycling pick-up and sweeping, of Phase 1 for the 2025 season.

Staff are still waiting for the Province to confirm their intention to own and operate the Cycle 16 trail once construction of additional phases are completed.

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 the final report and drawings to the Regional District in March. The RLCA and the Regional District held a well-attended open

house at the Round Lake Hall on March 5, 2025, to introduce the waterfront improvement design plan to residents and gather community input on the project.

Trout Creek

A Trout Creek Advisory Group meeting was held in February and discussed how the site is operating and the plans for the 2025 season, including outhouse construction. The general feedback continues to be that the site experiences significant use and functions well as a user-maintained site.

A Request for Proposals (RFQ) has been issued for the construction and installation of an accessible outhouse on the river side of the Trout Creek property. The outhouse project is anticipated to be completed by fall.

A certified tree assessor has been engaged to undertake a danger/hazard tree assessment of the river side of the property in May, before outhouse construction occurs.

Telegraph Cabin

The Telegraph Cabin is in significant need of repairs including replacing the roof; installing new concrete steps; and repairing the concrete foundation, windows, doorway, and fencing. The renovation project is anticipated to be completed by June.

Staff are also working on issuing a park use permit to the Quick Women's Institute for their use of the building in exchange for light caretaking and monitoring duties for the 2025 season, once building repairs are completed.

Imeson's Beach

Staff are in discussions with a contractor located in Northern BC to obtain a rough estimate of crossing improvements for budgeting purposes. Once this quote is obtained staff shall report to the Board for direction regarding construction in 2025.

Staff are also working with CN to complete a Standard Crossing Construction Agreement.

Electoral Areas C and G Parks and Trails Master Plans

Staff have issued a request for proposals (RFP) in March for the development of master plans for Electoral Areas C and G. It is expected that posting the RFPs at the same time will allow consultants to bid on both projects at the same time, potentially resulting in efficiencies and cost savings.

Geographic Information Systems (GIS)

Mapping and Inquiries

In the first quarter, the GIS Technician completed 90 tasks for RDBN staff. These tasks included 61 for the Planning Department, 13 for Protective Services, 12 for Administration & Finance, and four for Environmental Services. In addition, 16 public and 19 intergovernmental GIS inquiries were answered.

House Numbering

A total of 100 addressing changes were processed in the first quarter of 2024. The majority were corrections or updates to the road network. Eight new addresses were issued in the rural area, 20 new addresses were issued by municipalities, and two by First Nations.

Transit

First quarter ridership numbers are as follows. Overall ridership has increased on both Route 161 and Route 162 from the first quarter in 2024.

Route	Year	January	February	March	Total
161 Prince George	2025	444	329	415	1188
	2024	366	350	348	1064
162 Smithers	2025	200	212	239	651
	2024	200	182	205	587



Environmental Services

January 1 to March 31, 2025

Table of Contents

Priorities	3
Services Provided	3
Staffing	4
Notable Department Activity	5
Administration	5
Operations	5
Water & Sewer	5
Environmental Compliance	5
WorkSafe Compliance	6
Diversion & Disposal	6
Solid Waste Management Plan Monitoring	6
2025 Capital Projects	8

Priorities

All efforts made by Environmental Services staff are continually 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 – Alex Eriksen
- Waste Diversion Supervisor – Janette Derksen
- Operations Supervisor – Cole Minger
- Training & Safety Supervisor – Will Roberts
- Environmental Technician – Jay Finstad
- Recycling Program Coordinator – Sarah Brand
- Environmental Services Office Assistant – vacant (under review) - dormant
- Field Assistant West – Philip Peters
- Field Assistant East – Ken Wiebe
- 12 x Transfer Station & Recycling Depot Attendants (0 vacant, 1 retired)
- 2 x Landfill Operators (0 vacant)
- 4 x Landfill Attendants (0 vacant)
- 3 x Waste Haul Drivers (0 vacant)

Part-time Permanent

- 1 x Landfill Attendant (0 vacant)
- 8 x Transfer Station & Recycling Depot Attendants (0 vacant, 1 retired)
- 1 x Waste Haul Drivers (0 vacant)

Casual (holiday and sick coverage):

- 6 x Transfer Station and Recycling Depot Attendants (0 vacant)
- 2 x Landfill Attendant (0 vacant)
- 2 x gate check (0 vacant)

Temporary

- 2 x gate-check (0 vacant)

Notable Department Activity

Administration

- 2025 operations and capital project planning including budget development
-

Operations

- Management Staff focus on continuing operations
- Supervisors have prioritized visiting each site weekly to monitor and evaluate operations, address inconsistencies and support field staff.
- Maintenance project planning including design, budgeting, equipment scheduling, material procurement and personnel scheduling.
- Fleet management:
 - completed several major repairs to various trailers and equipment that will ensure reliability and extend the lifetime of the units several years.
- Air Curtain Brush Burning at Knockholt Landfill - 2-year stockpile reduced by 70%.
- Evaluate air curtain burning procedures, logistics and efficiency.
- Introduced several new procedures and trained staff
- Cross-training of Transfer Station and Recycling Depot Attendants continues
- Continued monitoring of the gate-check and load screening process
- Manson Creek inspection on March 4.

Water & Sewer

- Somerset sewer system:
- Fort Fraser Water:
 - Planning for maintenance and capital projects.
- Fort Fraser Sewer:
 - Finalize operations and maintenance manual for the aeration system
 - Planning for capital repair project
- Knockholt Leachate
 - Treatment: working with BC Hydro to finalize the necessary documentation for connection.
 - Finalize the operation and maintenance manual for the aeration system.

Environmental Compliance

- Quarterly ground water sampling of active landfills
- Efforts to complete backlogged landfill reporting

Environmental Services

Q1 Quarterly Report – 2025

- Currently in progress are updates to several Landfill operational documents to support current operations
- Various applications initiated to support operational adjustments and/or construction projects

WorkSafe Compliance

- Worked to comply with WorkSafe orders to address fall hazards and equipment emergency escape systems
- Worked to apply the compliance actions from past site-specific WorkSafe orders, to other sites if necessary.
- In progress are multiple procedures that will support the safe operation of RDBN facilities
- Developed a new mechanism for updating procedure manuals at facilities and a more effective means of recording employee training.

Diversion & Disposal

- Integration of Recycling Coordinator in day-to-day operations
 - Regular visits to recycling depots to increase consistency in procedures
 - Streamline communications with recycling contractors
 - Assume data collection and tracking
 - General department support
- Monitored the existing and new Extended Producer Responsibility (EPR) recycling programs
- Renewal of Contracts with recycling stewards

Solid Waste Management Plan Monitoring

The 2018 Solid Waste Management Plan (SWMP) is a long-term vision of how the RDBN would like to manage its solid waste in accordance with the pollution prevention hierarchy (Reduce, Reuse, Recycle, Recover and Residuals Management). Section 4 of the SWMP gives clear direction on how to achieve our regions goals via a series of strategies and recommendations, listed below along with an implementation update for this quarter.

Reduce, Reuse, Recycle Strategies

Strategy 1: Increase Reduction and Reuse

- Ongoing operations
- Planning for 2025 improvements to facilities

Strategy 2: Expand Access to Residential Recycling

- Continue to operate 8 Recycling Depots
- Planning for 2025 SSTs and GTS program expansion

Environmental Services

Q1 Quarterly Report – 2025

Strategy 3: Increase Industrial Commercial Institution (ICI) Sector Recycling

- No actions

Strategy 4: Increase Organics Diversion

- Continue to accept brush and yard waste at Transfer Stations
- Support the Town of Smithers composting feasibility study
- Develop and implement intensive clean wood burning program
- Continue to search out opportunities for diverting brush to energy recovery facilities

Strategy 5: Increase Construction and Demolition (C&D) Waste Diversion

- No actions

Strategy 6: Support Expansion of Extended Producer Responsibility Programs

- Continue operating full range of available EPR programs
- Monitor recent implementation of Electronics, small appliances and power tools, CO2/smoke detectors, paint, lights/lamps and fixtures
- Planning for implementation of additional programs

Strategy 7: Support Household Hazardous Waste (HHW) Diversion

- Supplies have been received for program improvements preparing training program
- Improve safety procedures around HHW programs and preparing training program

Strategy 8: Support Recycling and Diversion of Agricultural Plastics

- Continued to host the CleanFarms agricultural plastics pilot program. This 3-year pilot program was scheduled to end on December 31 2024. The cost for an additional year (June 2024 to June 2025) is \$48,500.
- The Board approved \$50,000 for the extension of the program through 2025 as there is promising expansion of this program province wide which is positive for the establishment of a provincial EPR program.

Strategy 9: Expand Regional Education and Behaviour Change Programs

- Staff has been working closely with communications to update the website, develop new and relevant educational material, and finalizing signage at sites

Supporting Policies and Bylaws

Assess Cost Recovery Through User Fees

- No actions

Update Current Facility Regulation and User Fee Bylaw

- Evaluated current fees and discussion for updates and improvements

Implement Disposal Charges for Camp Waste and Other Industries

- Completed in 2020. No new updates

Mitigate Illegal Dumping

Environmental Services

Q1 Quarterly Report – 2025

- Communicated with local Conservation officers to understand how to obtain illegal dumping data (locations) from reports to the RAPP line.
- Strategies for mitigation have been discussed

2025 Capital Projects

- 2025 Capital Projects – Planning and design of various projects
- 2025 Capital - Early 2025 purchase RFQ development
- Purchase of a new mid-sized excavator

The first quarter of 2025 has been used primarily for planning and design.

Environmental Services Capital - Q1 - January 1 to March 31, 2025					
Reference	Site	Project	Status	Budget	Cost
Rolling stock	LANDFILLS	Dozer	Planning	\$400,000	\$0
Rolling stock	KLF	Excavator	Complete	\$405,000	\$405,000
Rolling stock	KLF	Skid Steer	RFQ	\$110,000	\$0
Rolling stock	FIELD OPS	Dump Truck	RFQ	\$250,000	\$0
Rolling stock	FIELD OPS	Skid Steer	RFQ	\$110,000	\$0
Rolling stock	ADMIN	1/2 ton pickup	Planning	\$90,000	\$0
*Rolling stock	HAUL	New Roll-off Truck	TBD	\$300,000	\$0
Landfill	CLF	Leachate Collection & Expansion	In-progress	\$500,000	\$0
Major Improvement	FLTS	Transtor Bin Removal	Planning	\$175,000	\$0
*Major Improvement	Houston	Relocate TS & RD	TBD	\$650,000	\$0
Minor Improvements	Various	18 projects	Planning	\$345,000	\$15,000
Safety	ADMIN	2 projects	In-progress	\$50,000	\$26,000
Capital Repairs	Vehicles	3 projects	In-progress	\$80,000	\$59,000
Total				\$3,465,000	\$505,000

*TBD – Projects that are currently not confirmed, but have place marked budgets

166
Bulkley Valley Amateur Radio Society
Affiliated with Radio Amateurs of Canada
Provincial Emergency Radio Communications Service
www.bvars.org

March 24, 2005

Re: Implications of Possible Withdrawal of Support for Rebroadcast Societies

Dear RDBN Board of Directors.

We understand that the Regional District may be considering withdrawing support for TV/Radio rebroadcast societies, in particular the Houston-Smithers Rebroadcast Society. We would like to bring to your attention some implications to our regional emergency communications preparedness. Please accept this letter as 'for information'.

First, a brief bit of background. The registered non-profit BV Amateur Radio Society, in conjunction with other northern BC groups, provides a volunteer back-up and supplemental communications service through the EMCR 'Life-Line' Volunteer program. We are licensed by the federal government (non-commercial Amateur Service, and Land Mobile Service). We have developed a sophisticated communications system here in the north available to support local and provincial government and NGOs (eg., Search and Rescue). We often are working in the background, 'under the radar'. Part of that system is an interconnected network of hill-top voice and data repeaters, largely funded by provincial Gaming Grants and our volunteer technical labour. These allow coverage of much the Regional District by VHF radio all the way from the western edge of the RDBN (and beyond to Terrace-Kitimat), to Prince George, MacKenzie, Fort St. James, Granisle and Fort Babine. Additionally, we maintain High Frequency voice and email capabilities across the province and beyond if needed. In addition to these fixed assets we maintain field deployable equipment for use as and where needed. We maintain radio equipment at the RDBN office allowing access to this network and which is linked into Terrace, (soon Smithers), and Prince George Provincial Regional Emergency Operations Centres.

The connection to rebroadcasting is that the Houston-Smithers Rebroadcast Society, recognizing our volunteer public service function, gives us access to their buildings and power for our equipment. Especially important to us are the Harry Davis (Houston), Tyhee (Telkwa). and Hudson Bay Mountain sites. Without these sites our northern communications network would be severely compromised, as these are vital linking and local access points. Our coverage of Houston, Smithers, Telkwa, Rural A and G would be most directly affected. We also host and maintain a dedicated Search and Rescue repeater at the Tyhee site, and have provided radio links for them into the Fort Babine area and elsewhere through our network. Loss of these sites would thus also impact SAR. We suggest our access to these sites provides a high value, at minimal cost, to the RDBN and taxpayers in the event of needing communications support.

To get a better appreciation of the scope and sophistication of our capabilities, I would suggest visiting our web site www.bvars.org, I am also available to expand on this letter or answer questions (if any) you may have.

To sum up, the loss of the rebroadcast sites would entail a serious disruption to backup communications services we provide.

Thank you for your consideration.

Sincerely,



Doug Steventon
Secretary, BV Amateur Radio Society
NW Coordinator, Emergency Radio Communications (Amateur)
250-847-4469, Doug.Steventon@yahoo.com



March 31, 2025

144257

Via email: cheryl.anderson@rdbn.bc.ca

Mark Parker
Chair
Regional District of Bulkley-Nechako
37 - 3 Ave, PO Box 820
Burns Lake BC V0J 1E0

Dear Mark Parker:

Thank you for your letter of March 4, 2025 regarding environmental assessment process exemptions and fast-tracking permitting processes.

The British Columbia (BC) Government is committed to developing the power necessary to meet energy needs for a clean future while lowering greenhouse gas emissions through electrification. The transition to clean energy needs to happen quickly and the BC Government is taking urgent action to get more clean and affordable power online faster, including through removing the requirement for land-based wind clean energy projects to go through an environmental assessment.

The BC Government remains committed to maintaining robust environmental standards for energy projects including during the development of the nine wind farms announced through BC Hydro's Call for Power. While these nine wind farm projects will not undergo environmental assessments, each project will still be subject to rigorous permitting requirements through a single window permitting process for renewable energy projects led by the BC Energy Regulator (BCER).

...2

- 2 -

The BCER is an experienced organization that has demonstrated expertise at providing robust regulatory oversight through the lifecycle of projects and will bring this experience and capacity to the BC Government's broader stewardship efforts for water, land and resources. The BCER has a commitment to First Nation consultation, management of landowner and local community interests, and stewardship in the public interest. The BCER will apply these commitments to support the province's transition to low-carbon energy.

The BC Government is currently reviewing the permitting process to ensure that the overview and development of clean energy projects uphold provincial environmental standards and commitments to reconciliation and engagement.

Thank you again for sharing the regional district's feedback on BC Government's recent announcements. I have noted your letter and will share your feedback with the relevant permitting agencies.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Adrian Dix', is written over a faint, circular blue stamp or watermark.

Adrian Dix
Minister



March 4, 2025

Honourable David Eby
PO Box 9041
STN PROV GOVT
Victoria, BC V8W 9E1
Via email: Premier@gov.bc.ca

Dear Premier Eby,

Environmental Assessment Process Exemptions and Fast Tracking

This letter is regarding the Province's recent announcements regarding the exemption of land-based wind energy projects from the environmental assessment process, and the fast tracking of resource projects through the environmental assessment and permitting process.

The RDBN understands the need to streamline approvals and move resource projects forward in a timely manner given our need for increased economic and energy independence. However, it is important that projects are subject to an adequate review process to ensure that they do not have unacceptable impacts on the environment and communities across British Columbia.

It is critical that local governments and First Nations have an adequate opportunity to comment on these projects within their jurisdictions and territories, as part of any new review process. This local knowledge and perspective are critical and should not be lost as a result of process streamlining.

Sincerely,

Mark Parker
Chair, Regional District of Bulkley-Nechako

cc: Honourable Adrian Dix, Minister of Energy and Climate Solutions