



**Regional District of Bulkley-Nechako
Committee of the Whole
AGENDA
Thursday, May 8, 2025**

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>AGENDA – May 8, 2025</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
3-7	Committee of the Whole Meeting Minutes - April 10, 2025	Approve
	<u>DELEGATION</u>	
	<u>BULKLEY VALLEY LAKES DISTRICT AIRSHED MANAGEMENT SOCIETY – via Zoom</u> Susan Brookes, Coordinator Re: Update Clean Air Plan	
	<u>BYLAW ENFORCEMENT</u>	
8-52	Jason Llewellyn, Director of Planning and Development - Enforcement Policy and Bylaw Notice Enforcement Bylaw	Receive/ Discussion
	<u>ADMINISTRATION REPORTS</u>	
53	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Lakes District Arts and Culture Funding – Lakes District Fair Association	Recommendation
54-65	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Grant in Aid – Omineca Ski Club	Recommendation
66	Cheryl Anderson, Director of Corporate Services – Bylaw Review Process	Receive

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

PRESENT:	Chair	Mark Parker
	Directors	Gladys Atrill – via Zoom Shane Brienen -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 Brienens
 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 Committee of the Whole

To: Chair and Committee
From: Jason Llewellyn, Director of Planning
Date: May 8, 2025
Subject: Bylaw Enforcement Policy and Bylaw Notice Enforcement Bylaw

RECOMMENDATION: (all/directors/majority)

Receipt and Discussion

DISCUSSION

At the April 24, 2025 Board meeting the Board deferred consideration of the proposed draft Bylaw Enforcement Policy to the May 8, 2025 Committee of the Whole meeting. The Board also deferred consideration of "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" (the Bylaw Notice Bylaw) to the May 22 Board meeting.

The draft Bylaw Enforcement Policy is intended to serve as a comprehensive guide for RDBN staff regarding the way bylaw enforcement is undertaken in the RDBN, including the issuance of bylaw notices (tickets). 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.

The Bylaw Notice Bylaw authorizes the RDBN to issue bylaw notices for the specified contraventions of the existing bylaws listed in Schedule A of the Bylaw Notice Bylaw. The Bylaw Notice Bylaw also authorizes the RDBN to operate an adjudication registry as the 'host local government', sharing the administration and overhead costs of bylaw notice dispute adjudications for RDBN member municipalities.

The bylaws for which bylaw notices may be issued tickets (if the proposed Bylaw Notice Bylaw is adopted) are listed below with a brief description. A link to each bylaw is attached.

Hard copies of the bylaws will also be made available at the May 8, 2025 Committee meeting.

SCHEDULE A BYLAWS

[Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012](#)

- This bylaw applies to most of the developed areas of the RDBN. The exceptions are that it does not apply to any part of Electoral Area E and portions of Electoral Area D in the Francois Lake area.

[Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020](#)

- This bylaw applied to all areas of the RDBN. However, there is policy that these regulations are not enforced in areas where there is no Building Inspection Service.

[Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011](#)

- This bylaw applies to the operation of, and connection to, the Fort Fraser Water System.

[Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011](#)

- This bylaw applies to the operation of, and connection to, the Fort Fraser Sewer System.

[Regional District of Bulkley-Nechako Mobile Home Park Bylaw No. 740, 1993](#)

- This bylaw regulates the development and operation of mobile home parks in the RDBN.

[Regional District of Bulkley-Nechako Parks Use Regulation Bylaw No. 1989, 2023](#)

- This bylaw regulates the use of RDBN parks. At this time RDBN parks include:
 - Hospital Point (a waterfront park on the Southside of Electoral Area E)
 - Trout Creek (a riverfront park north of Smithers in Electoral Area A)
 - Cycle 16 Trail (phase 1 of a trail to connect Smithers and Teklwa in Electoral Area A)
 - Telegraph Cabin (a property with an historic cabin in Quick in Electoral Area A)
 - Imesons Beach (a future waterfront park east of Burns Lake in Electoral Area B)

[Regional District of Bulkley-Nechako Solid Waste Management Facility and User Fee Bylaw No. 1764, 2016](#)

- This bylaw regulates the operation of the RDBN landfills and transfer stations.

[Regional District of Bulkley-Nechako Special Events Bylaw No. 1194](#)

- This bylaw requires the issuance of a permit for special events attended by 1000 or more persons in a day.

[Regional District of Bulkley-Nechako Unsightly Premises Bylaw No. 1649, 2012](#)

- This bylaw regulates unsightly premises and noxious materials in all Electoral Areas with the exception of Electoral Area E.

[Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020](#)

- This bylaw regulates land use, building siting, and parking in most developed areas of the RDBN. The exception is that it does not apply to the portions of Electoral Area E that are in the Agricultural Land Reserve.

ATTACHMENTS:

- April 24, 2025 staff report regarding the draft Bylaw Enforcement Policy
- April 24, 2025 staff report regarding proposed Bylaw Notice Bylaw
- [Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012 link](#)
- [Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020 link](#)
- [Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011 link](#)
- [Regional District of Bulkley-Nechako Fort Fraser Water Sewer Service Regulatory Bylaw No. 1576, 2011 link](#)
- [Regional District of Bulkley-Nechako Mobile Home Park Bylaw No. 740, 1993 link](#)
- [Regional District of Bulkley-Nechako Parks Use Regulation Bylaw No. 1989, 2023 link](#)
- [Regional District of Bulkley-Nechako Solid Waste Management Facility and User Fee Bylaw No. 1764, 2016 link](#)
- [Regional District of Bulkley-Nechako Special Events Bylaw No. 1194 link](#)
- [Regional District of Bulkley-Nechako Unsightly Premises Bylaw No. 1649, 2012 link](#)
- [Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020 link](#)



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.



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:

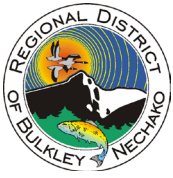
Local Government	Date Joined

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



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Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: May 8, 2025
Subject: **Lakes District Arts and Culture Funding – Lakes District Fair Association**

RECOMMENDATION:

(all/directors/majority)

That the Committee recommend that the Board approve entering into a funding agreement for \$10,500 per year for five years with the Lakes District Fair Association through the Lakes District Arts and Culture Fund.

BACKGROUND

The Lakes District Arts and Culture Fund is an RDBN service that includes all of Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) and the Village of Burns Lake.

The Lakes District Fair Association was approved for Lakes District Arts and Culture grants in 2023 and 2024 for \$18,000 and \$31,650 respectively.

As reflected in the RDBN's approved 2025 budget, the participants in this service have approved a request for a five-year funding commitment in the amount of \$10,500.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: May 8, 2025
Subject: **Grant in Aid – Omineca Ski Club**

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

That the Committee recommend that the Board approve a grant of \$20,000 to Omineca Ski Club, split equally between Electoral Areas B (Burns Lake Rural), and E (Francois/Ootsa Lake Rural) from Regional Grant in Aid.

BACKGROUND

Please see the attached application for further detail.

Directors are supportive of a \$10,000 contribution from their Electoral Area.

The Regional Grant in Aid balances tracked for the Electoral Areas included in the application are:

Area B (Burns Lake Rural) \$60,610

Area E (Francois/Ootsa Lake Rural) \$57,167

Nellie Davis

From: website@rdbn.bc.ca
Sent: April 15, 2025 3:35 PM
To: Nellie Davis
Subject: Website Form Submission – Online Grant in Aid Application Form

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

There has been a submission of the form Online Grant in Aid Application Form through your concrete5 website.

Organization Legal Name:
 Omineca Ski Club

Contact Email Address:
 accounting@chinookcomfor.ca

Contact Phone Number:
 250-692-6823 (preferred)

Organization Mailing Address:
 Box 1008, Burns Lake Bc V0J 1E0

Project or purpose for which you require assistance:
 Financial support for the construction of a new 1,200 sq ft wax and rental cabin at the Omineca Ski Club. Our request is for \$10,000 each from Area B & E.

Amount of Grant Requested:
 20000

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

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

Our main service is supporting and developing cross-country skiing in the area. The club was formed in 1927 and became a society in 1968, with this mission statement, which still holds true: "to promote amateur skiing in the Burns Lake area" We organize non-competative events in addition to annual ski races. Spirit North provides cross-country ski programming at local schools, and we provide the facility for free for school events.

Is your organization voluntary and non-profit?:
 Yes

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

No remuneration is paid to members or officers of our organization.

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

The club was started in 1927. During the 2024/25 season, we had 227 members, including 55 Jackrabbit and Track Attack members. Each of the elementary schools in our district brings its children to the facility several times a year. Spirit North hosts an annual Ski Rodeo at the facility; last year, 110 elementary aged children participated.

2027 we will celebrate 100 years, BC's longest operating cross-country ski club!

Assistance is being requested for::
Capital project and/or equipment

Other Purpose:

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

The current wax and rental building (wax cabin) was donated in 1974 by a local family. The 700 sq ft building came from Burns Lake's outdoor ice rink and was a players (skaters) bench, it was brought to its current location by two local men. The current building is not on a foundation, is poorly insulated and layout is far from ideal. We have "made do" for decades. The cost to make the necessary improvements outweighs the benefits of new construction. The propane and construction heaters do not provide adequate heat, and the space is often too cold to use our waxing machine to wax the fleet of rental skis. Prior to the 2024 season, heating costs were \$3,000 per season. The new wax cabin building will be 24' x 50' (1200sq ft) and will contain an area for ski rentals, storage, ski wax tables, and a common area with seating for meetings and socializing. The building will be heated using a heat pump and in-floor heating, which will provide continuous heat at a relatively low cost compared to the current propane furnace.

With the new space up and running, we plan to use the additional capacity to improve the social and community aspects of the club. It will allow for easier rentals for newcomers, provide a welcoming space for gatherings before and after skiing, and provide a central location into which we can welcome the community.

This space will support the expansion of our programming, enabling our club to offer events in the early fall and late spring.

Drawings are attached

Describe how this proposal will benefit the community.:

Improvements to infrastructure will support the ski club's growth. Our current facility is cold and crowded. Our facility and programming contribute to resident attraction and retention. When moving to a small town, people need activities. Our club prides itself on seeking out new residents and first time skiers to introduce them to cross-country skiing through "Give It a Try:", learn to ski, ski ambassador, and the always popular Women's Ski event.

Ski rentals are very popular, providing a cost-effective way to determine whether cross-country skiing is the sport for you. The children's rentals are very popular as parents don't need to buy equipment everytime their child grows.

With the new space up and running, we plan to use the additional capacity to improve the social and community aspects of the club. It will allow for easier access to rentals for newcomers, provide a welcoming space for gatherings before and after skiing, and provide a central location (with heat!) into which we can welcome the community.

We have a strong volunteer base. A new energy-efficient building will reduce operational costs and volunteer time.

Have you applied for a grant/funding from other source(s)?:
Yes - please provide information below

Name of Grant or Funding Agency:
BI Comfor

Amount applied for:
20000

Status of application:
Pending

Name of Grant or Funding Agency:
BVUCU

Amount applied for:
5000

Status of application:
Pending

Name of Grant or Funding Agency:
Chinook Comfor

Amount applied for:
10000

Status of application:
Pending

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

If yes, please provide the year, the amount, and the purpose for the assistance.:
2024 - \$3,295 Trail and Ski Maintenance Equipment

Does your Organization: (Please check all that apply):
Provide an opportunity for individuals to make direct contributions?

Contact Name:
Valerie Anderson

Attach supporting financial information, ie: budget/financial report. Ensure all information is clearly itemized,
including: total cost of project, grants/funding from other sources, funding contributed by applicant, total expenses
for the fiscal year.:
8979,8980,8981

Contact Name:
Randy Hamp

Contact Phone Number:
250-692-6669

Contact Email Address:
randyhamp@hotmail.com

Which RDBN electoral area(s) receive services or benefits from your organization?:
Electoral Area B (Burns Lake Rural)
Electoral Area E (Francois/Ootsa Lake Rural)

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?:
No, we prefer a cheque.

To view all of this form's submissions, visit
https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___YzFjOnJkYm46YzpvOml1YWE0ZjkxOGY5ZjRlYjI1OWNjYWZlZTl3OWVlNWY3Ojc6ZDhlYjpmMGYzYzVIY2VkNGU3OGVhMWEyMWU4OWUwZjc0NTY5YTZkOTNjNTdhNzU3NDUyYzM1OTEzOTY4MDdhNzQwMzM4OnA6VDpO

Budget

Quote

Confirmed Funding

Property Ownership

Omineca Ski Club
Wax Cabin and Rental Shop Construction

Project		Fundors	
		NKDF	31,080 pending
		BL Comfor	20,000 pending
Wax Cabin Quote	\$322,412	BVCU	5,000 pending
		Chinook Comfor	10,000 pending
donor acknowledgement signage	400	NDIT - recreation infrastructure	100,000 pending
Total Project Expenses	<u>322,812</u>	RDBN - Area B	10,000 pending
		RDBN - Area E	10,000 pending
		Drax	10,000 pending
		Omineca Ski Club	<u>126,732 confirmed</u>
			<u>322,812</u>
In-kind Expenses		in-kind	
Project Management	30,000	OSC Ski Club Members	30,000
Demolition of old cabin	18,980	OSC Ski Club Members	18,980
Total project expenses incl. in-kind	<u>352,812</u>		<u>352,812</u>
* Omineca Ski Club is a GST registrant and will pay all GST costs			
* Omineca Ski Club will be responsible for any and all cost overruns.			



1472 Echo Valley Road
Burns Lake, BC V0J 1E2
Tim Martens: 250-251-0970
Email: hitsconstruction@gmail.com

December 30, 2024

OSC - Wax Cabin

Below is a quote for the construction of a new wax cabin at Omineca Ski Club, located at 3242 Ski Club Road.

Scope of work:

Foundation

4' ICF foundation with a three zone heated slab. The building will have three slab decks, 1 covered one in the back, an 8' by 50' slab in the front and an 8' by 32' slab on the side.

Framing

The building will be framed with 2x6 walls and sheeted with ½ ply or 7/16" OSB (depending on the market). The building will have 5 - 8x8 fir beams running from front to back for aesthetic (non-structural) purposes. The roofline will be sloped per drawings with ½ ply or 7/16" OSB (depending on market) and finished with EPDM roofing or equivalent. It will be insulated up to code and drywalled throughout.

Windows and Doors

The building will have 28 exterior windows, 2 exterior doors with windows. The doors have self closers and a panic bar opener from the inside. The 2 interior walls both have a 4x4 window and a full glass door leading to the side rooms.

Finishing

The floor will be a rubber flooring picked out by the customer and depending on the price point may have to be re-quoted. The walls and ceiling will be painted and the beams will be stained to customers' selections. The window and door trim will be 1x4 trim painted white. The floor trim will be vinyl wall base trim. There will be a corner drink bar with upper and lower cabinets and laminate countertops in the meeting room. The siding will be Hardie panel, metal siding or a mix of both with a stained tongue and groove 1x6 board soffit.

Heating

Arctic heat pump with IBC 10k boiler. Infloor heating throughout the entire building in 3 zones.

Electrical

125 amp underground service (electrician recommendation) not more than 100 feet from new pole service. 2 exterior lights positioned by the doors and 2 exterior plugs. Wax room will have 15 pot lights and 8 plugs. Race storage will have 8 pot lights. 2 lights in the mechanical room. Meeting room will have 15 pot lights and 6 plugs. Rental room will have 10 pot lights and 8 plugs. The heating will be wired to specs.

Subtotal:	\$322,411.50
GST (5%):	\$16,120.58
Grand Total:	\$338,532.08

This quote is valid for 10 days. Increases in material costs due to market changes are the responsibility of the client.

If you have any questions or need any clarification, please don't hesitate to call or email.

General Liability Policy #619550

BC Housing Warranty # EVAN179



1472 Echo Valley Road
Burns Lake, BC V0J 1E2
Tim Martens: 250-251-0970
Email: hitsconstruction@gmail.com

December 31, 2024

Demolition of old wax cabin

Scope of work:

Dismantling the existing wax cabin and hauling the material away to the landfill in Houston. This includes testing for asbestos in the existing structure. Not quoted is the abatement cost if asbestos is present.

Not included is the removal of items that the club wishes to keep/reuse/repurpose which would be completed prior to work commencing.

Subtotal:	\$18,920.00
GST (5%):	\$946.00
Grand Total:	\$19,866.00

This quote is valid for 10 days. Increases in material costs due to market changes are the responsibility of the client.

If you have any questions or need any clarification, please don't hesitate to call or email.

General Liability Policy #619550

BC Housing Warranty # EVAN179



Nechako Kitamaat Development Fund Society

manager@nkdf.org

Dear NKDF Board of Directors,

On behalf of the Omineca Ski Club, we confirm funding of \$126,732 for the Wax and Ski Rental Cabin project.

We also confirm that the Omineca Ski Club will pay all taxes and project overruns.

A handwritten signature in blue ink, appearing to read "Chey Murray", written over a horizontal line.

Chey Murray, Treasurer

A handwritten signature in blue ink, appearing to read "Randy Hamp", written over a horizontal line.

Randy Hamp, Vice-President

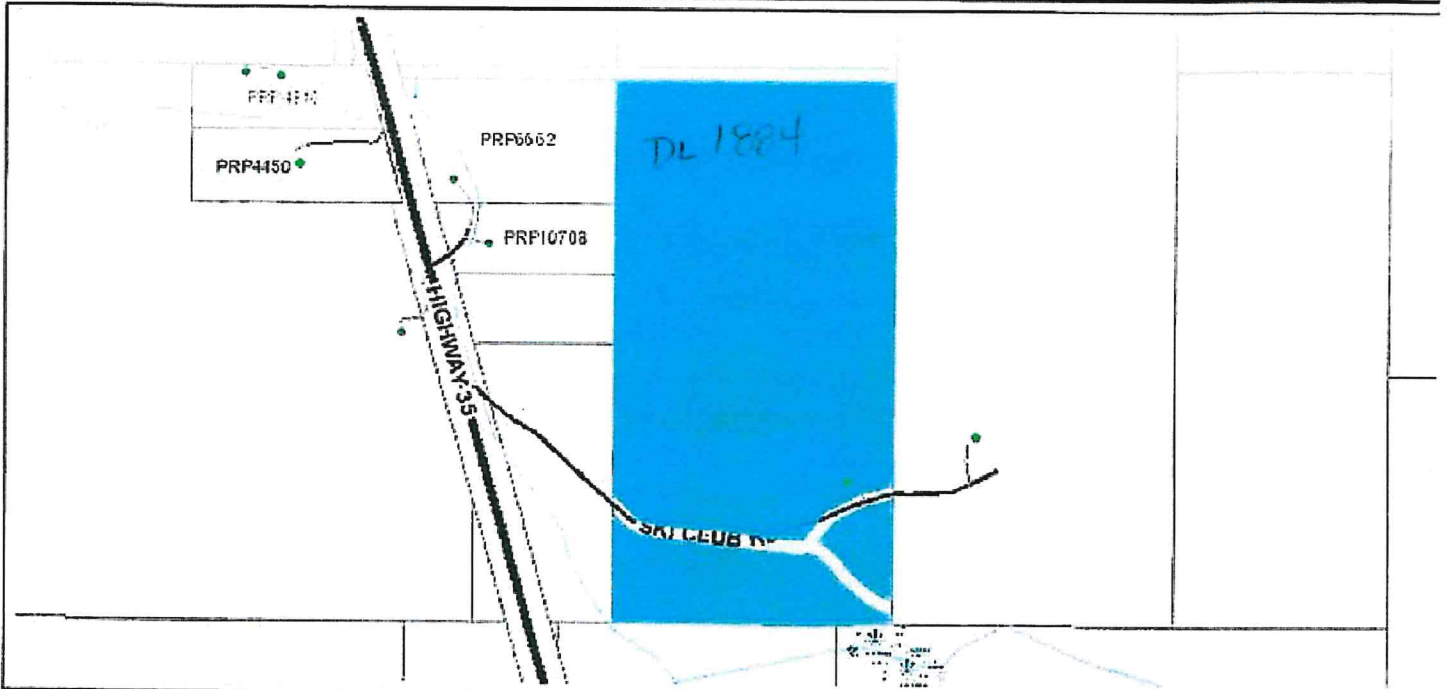
A handwritten signature in blue ink, appearing to read "Valerie Anderson", written over a horizontal line.

Valerie Anderson, Director



RDBN Internal Web Map Property Report

Report Generated: 3/28/2025



Ownership Information

Name: OMINECA SKI CLUB Address 1: ATTN ALISON PATCH Address 2: PO BOX 1008 Address 3: BURNS LAKE BC 1E0

Property Information

PID: 015109810 Parcel Map BC Area AC: 75.07
 JUROL: 2675512051000 Parcel Map BC Area HA: 30.38
 Legal Plan: NO_PLAN Ownership Type: PRIVATE
 Civic Address(es): 3040 SKI CLUB RD
 Legal Description: BLOCK B DISTRICT LOT 1884 RANGE 5 COAST DISTRICT

Land Use Information

Electoral Area/Municipality: B - Burns Lake Rural Rural Fire Protection Area: BURNS LAKE FIRE
 Is all or part of this property within the Rural Building Inspection Area? YES Is all or part of this property within the Agriculture Land Reserve? NO
 Regional District Zoning Designation(s) on this property? Recreation (P2), Large Holdings (H2)
 Regional District OCP Name & Designation(s) on this property? Burns Lake Rural & Francois Lake (North Shore) OCP Parks and Recreation (P)

Warning: This map is a composite of data from many sources. While all reasonable efforts are made to ensure the accuracy and currency of this map, the Regional District of Bulkley-Nechako makes no warranties regarding its suitability for a particular purpose nor for the validity of the base data from which it was compiled. Reliance on this information without verification from original records is done at the user's own risk.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Cheryl Anderson, Director of Corporate Services
Date: May 8, 2025
Subject: **Bylaw Review Process**

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

Receive.

BACKGROUND

As requested at the April 24 Board meeting, staff will begin the bylaw review process in June. The initial focus will be on bylaws included under the Bylaw Notice Enforcement Bylaw.

To provide context, the very first bylaw—Directors Remuneration—was adopted by the Board on September 19, 1966. Our bylaw database currently includes 2,075 bylaws, although some have been rescinded and replaced over the years. As a result, only active bylaws will be brought forward for review.

Each bylaw will be accompanied by a one-page summary outlining the who, what, when, where, and why of the bylaw to support Board review and discussion. Staff will not be presenting recommendations as part of this review process. If and when the Board directs further review of any bylaws brought forward, staff will complete a comprehensive review of the bylaw and may suggest further recommendations.

We look forward to the Board's discussion and direction as this review progresses.

ATTACHMENTS

None



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Tori Hallman, First Nations Liaison
Date: May 8, 2025
Subject: **Red Dress Day – May 5**

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

Receive.

BACKGROUND

May 5th marked Red Dress Day, the National Day of Awareness for Missing and Murdered Indigenous Women, Girls, Two-Spirited + people. This day is dedicated to raising awareness about the disproportionate violence against Indigenous women, girls, and Two-Spirit + people, and acknowledging the ongoing crisis across Canada. The RDBN office is located along Highway 16, known as the Highway of Tears, a tragic corridor where many Indigenous women and girls have gone missing or been murdered.

While Red Dress Day has passed, it remains vital that we continue to reflect on and raise awareness about MMIWG2S+ crisis beyond the symbolic day itself. The Chair will be recording a statement that will be distributed through the RDBN social media channels.

RECOMMENDED ACTIONS FOR FUTURE YEARS:

RDBN staff are encouraged to wear red, learn about the significance of Red Dress Day, and participate in events hosted by local First Nation communities or businesses as part of our ongoing commitment to reconciliation and awareness of MMIWG2S+.

ATTACHMENTS

- Red Dress Day Backgrounder: Reclaiming Power and Place: [Final Report | MMIWG](#)
- MMIWG2S+ Calls for Justice Summary: [Calls for Justice](#)
- Resource Guide: Supporting MMIWG2S+ Awareness and Action: [MMIWG2S+ Resource Guide](#)



April 25, 2025

File: 0280-30

Ref: 204470

Mark Parker, Chair
 Regional District of Bulkley-Nechako
 37 3rd Ave
 PO Box 820
 Burns Lake, BC V0J 1E0
cheryl.anderson@rdbn.bc.ca

Dear Chair Parker and Board of Directors:

Thank you for your letter of March 21, 2025, regarding BC Agricultural Council (BCAC) and BC Food & Beverage representation of agricultural producers and food processors in central and northern areas of British Columbia (B.C.), and for taking the time to discuss your concerns on our recent phone call on March 18, 2025.

We recognize this task force has generated significant interest in the agriculture community here in B.C. and feel encouraged by the response to this meaningful work we are undertaking. With over two hundred land-based and one hundred seafood commodities and the desire to have representation from across the food value chain from farming and processing to distribution and retail, we had a daunting task of selecting a limited number of industry representatives.

Although not every commodity and region have direct representation, the task force is being co-chaired by Danielle Synotte, Executive Director of BCAC, who will continue to engage her membership to ensure the primary agriculture sector's perspectives are included. We are also committed to ensuring the appropriate industry voices are a part of consultations through participation in topic specific sessions of interest to the sector. For example, in our upcoming meeting on water security we have invited Kevin Boon, General Manager of the BC Cattlemen's Association to help provide context and inform recommendations regarding the impacts that drought and water access has had on producers from northern B.C. We will be taking the same approach in future sessions to ensure the diversity of agriculture perspectives across the province are represented.

.../2

Thank you again for taking the time to contact us and please let me know if you have any other questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Koski". The signature is fluid and cursive.

Michelle Koski
Deputy Minister

cc: David Eby, Premier of British Columbia
Paul Squires, Assistant Deputy Minister of Agriculture and Food