



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
AGENDA  
Thursday, September 18, 2025**

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**CALL TO ORDER**

**First Nations Acknowledgement**

**AGENDA & SUPPLEMENTARY AGENDA**

**MINUTES**

**Board Meeting Minutes - August 14, 2025**

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Approve

**Committee of the Whole Meeting Minutes - September 4, 2025**

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Receive

**ELECTORAL AREA PLANNING**

**Bylaw for First, Second and Third Reading**

Cameron Kral, Planner - Rezoning Application RZ B-02-25 First,  
Second and Third Reading for Rezoning Bylaw No. 2082, 2025  
Electoral Area B (Burns Lake Rural)

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Recommendation

Danielle Patterson, Senior Planner - RDBN Development Procedures  
Bylaw No. 2076, 2025 First, Second, and Third Readings - All  
Electoral Areas

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Recommendation

**Bylaw for Third Reading**

Cameron Kral, Planner - Rezoning Application RZ F-03-25 Third  
Reading for Rezoning Bylaw No. 2081, 2025 Electoral Area F

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(Vanderhoof Rural)

Recommendation

### **Bylaw for Third Reading and Adoption**

Danielle Patterson, Senior Planner - Rezoning Application RZ F-01-25 Third Reading and Adoption for Rezoning Bylaw No. 2080, 2025 - Electoral Area F (Vanderhoof Rural)

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Recommendation

### **Other**

Jason Llewellyn - Director of Planning and Development - Planning and Development Department Bylaw Review

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Area B Advisory Planning Commission Meeting Minutes - August 28, 2025

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Receive

Area F Advisory Planning Commission Meeting Minutes - June 24, 2025

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Receive

## **DEVELOPMENT SERVICES**

### **Land Referral**

Danielle Patterson, Senior Planner - Referral - Permit Application to Discharge Ash onto Agricultural Lands (Tracking No. 7410378) Electoral Area A (Smithers/Telkwa Rural)

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Recommendation

### **Other**

Jason Llewellyn - Director of Planning and Development - ALR Application Process Policy

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Recommendation

Jason Llewellyn, Director of Planning and Development -  
Heritage Conservation Act Transformation Project

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Receive

## **BUILDING INSPECTION**

**Jason Llewellyn, Director of Planning - Building Inspection  
Procedures Policy**

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Recommendation

## **PARKS AND TRAILS**

**Jason Llewellyn, Director of Planning and Development - Dominion  
Telegraph Line Research Report**

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Recommendation

## **ADMINISTRATION REPORTS**

**Anusha Rai, HR Advisor AI (Artificial Intelligence) Governance  
Policy**

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Recommendation

**Cheryl Anderson, Director of Corporate Services - RDBN Mail Ballot  
Authorization and Procedure Bylaw No. 2066, 2025 - Adoption**

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Adopt

**John Illes, Chief Financial Officer - Sale of Surplus Vehicles**

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Recommendation

**John Illes, CFO, Cheryl Anderson, Director of Corporate Services, Alex  
Eriksen, Director of Environmental Services - Fort Fraser Sewer and  
Water Update**

Page 154

Recommendation

**John Illes, Chief Financial Officer - Bulkley Valley Regional Pool and  
Racquet Courts Update and Review**

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Recommendation

## **ADMINISTRATION CORRESPONDENCE**

**Minister of Forests - Response to July 23, 2025 letter Re: Dugouts on Crown Land** Page 242

Receive

## **SUPPLEMENTARY AGENDA**

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

## **RECEIPT OF VERBAL REPORTS**

## **NEW BUSINESS**

## **IN-CAMERA MOTION**

That this meeting be closed to the public pursuant to Sections 90(1)(c), and 90(1)(e) of the Community Charter for the Board to deal with matters relating to:

- Labour relations
- Land acquisition

## **ADJOURNMENT**

### **VISION**

"A World of Opportunities  
Within Our Region"

### **MISSION**

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



**2022-2026 Strategic Plan**

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

Thursday, August 14, 2025

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**MEETING MINUTES**  
**Thursday, August 14, 2025**

Directors Present: Chair Mark Parker

Gladys Atrill

Shane Brien

Martin Elphee

Judy Greenaway

Clint Lambert

Linda McGuire

Shirley Moon

Kevin Moutray

Chris Newell

Michael Riis-Christianson

Stoney Stoltenberg

Sarrah Storey

Henry Wiebe

Directors Absent: Leroy Dekens, Village of Telkwa

Alternate Director: Annette Morgan, Alternate Director

Staff: Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Jason Blackwell, Regional Fire Chief – arrived at 12:50 p.m.  
Megan D'Arcy, Regional Agriculture Coordinator – arrived at 12:52 p.m., left at 1:37 p.m.  
Nellie Davis, Manager of Strategic Initiatives and Rural Services – arrived at 12:52 p.m., left at 1:37 p.m.  
John Iles, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Deputy Director of Corporate Services  
Scott Zayac, Director of Protective Services  
Amy Wainwright, Deputy Director of Planning and Development Services

Others: Wade Abbott –Director of Regulatory Strategy - BC Energy Regulator - via Zoom - left at 11:51 a.m.  
Katie Cunningham, Environmental Advisor, TC Energy - left at 11:51 a.m.  
Kari Dressler, Business Intelligence Analyst, BC Energy Regulator - via Zoom - left at 11:51 a.m.  
Claire Gibbs – Executive Director Energy Resources Division - Ministry of Energy and Climate Solutions (ECS) - via Zoom - left at 11:51 a.m.  
Sara Gregory, Chief Legal Counsel, Governance & Regulatory Affairs from the BC Energy Regulator - via Zoom - left at 11:51 a.m.  
Sharon Hartwell, MLA Bulkley Valley-Stikine - left at 10:27 a.m.  
Vicky Hoskins, Assistant to MLA Hartwell - left at 10:27 a.m.  
Justine Johnson, Community Relations- BC Energy Regulator - via Zoom - arrived at 10:36 a.m., left at 11:51 a.m.  
Tanner Moulton, Community Relations Advisor, TC Energy - left at 11:51 a.m.  
Parker Nesdoly, Operations Planning Engineer, TC Energy - left at 11:51 a.m.  
Jackson Porreca – Senior Policy Analyst – BC Energy Regulator- via Zoom - left at 11:51 a.m.  
Ian Swan – Manager of Regulatory Engagement – BC Energy Regulator - via Zoom - left at 11:51 a.m.  
Garth Thoroughgood – VP Public Trust – BC Energy Regulator - left at 11:51 a.m.  
Kim Walters – Director of Renewable Resources – BC Energy Regulator - via Zoom - left at 11:51 a.m.

Media: Jake Wray, Lakes District News

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### **CALL TO ORDER**

Chair Parker called the meeting to order at 10:03 a.m.

### **First Nations Acknowledgement**

**AGENDA****2025-BM-085**

Moved by Director Stoltenberg

Seconded by Director McGuire

That the Agenda for August 14, 2025 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.

CARRIED UNANIMOUSLY

**MINUTES****Board Meeting Minutes - July 10, 2025****2025-BM-086**

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Board Meeting Minutes of July 10, 2025 be approved.

CARRIED UNANIMOUSLY

**DELEGATIONS****SHARON HARTWELL, MLA BULKLEY VALLEY-STIKINE Re: Update**

MLA Hartwell spoke of her time in the Bulkley Valley and provided an overview of her history in local government.

MLA Hartwell provided an update since being elected as MLA for Bulkley Valley-Stikine.

- Visits from Official Opposition Critics
  - Showcased the vastness of the north
  - Ian Patton, Critic for Agriculture, Fisheries and Agricultural Land Commission
  - Harman Bhangu, Critic for Transportation
  - Pete Davis, Critic for Mining, Critical Minerals and Columbia Treaty is planning to visit in the future
- Topics of focus:
  - Forestry
    - Toured local woodlot and heard concerns regarding old growth and stagnation
      - Drax unable to take blowdown fibre due to old growth designation
      - Reviewing changes to legislation

- Healthcare in the region
  - Need for new hospital in Smithers
- Working to establish a constituency office.

Discussion took place regarding the following:

- Transportation challenges in the Bulkley Valley
- Director Atrill is attending a meeting regarding the Smithers Hospital and will provide an update
- Recognizing the differences between southern and northern BC and implementing legislation that respects the differences
- Value of a collective voice
- Village of Telkwa concerns:
  - Support for water infrastructure upgrades
  - Access to land
  - Increasing transportation
  - Telkwa Bridge upgrade/replacement
  - Meetings with the Province at UBCM and outside of UBCM are inadequate and inequitable
    - receive little or no response
    - Have opportunities for growth in the community
    - Having a voice, sharing and negotiating with the province is a priority
    - Mayor and Council's message to constituents- "Committed to working 7 days a week"
  - BC Utilities Commission
    - Concerns about the Pacific Natural Gas increased rates
    - Village of Telkwa intervenor status declined
      - Alternate Director Morgan was accepted as an intervenor personally
      - Audit of PNG and costs to residents
  - After hours support for seniors care and seniors in crisis
    - return of Public Health Nurse for Seniors health and wellness care
  - Northwest Resource Benefits Alliance (RBA)
    - support for the renewal and increase of the Northwest Benefits Agreement with the Province.

Chair Parker thanked MLA Hartwell for attending the meeting.

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**BC ENERGY REGULATOR - via Zoom**

Wade Abbott, Director of Regulatory Strategy, Sara Gregory, Chief Legal Counsel, Governance & Regulatory Affairs, Justine Johnson, Community Relations, Kari Dressler, Business Intelligence Analyst, Ian Swan, Manager of Regulatory Engagement, Jackson Porreca, Senior Policy Analyst, Garth Thoroughgood, VP Public Trust, Kim Walters, Director of Renewable Resources and Clair Gibbs, Executive Director Energy Resources Division, Ministry of Energy and Climate Solutions (ECS) Re: Renewables Framework: Policy Intention

A PowerPoint Presentation was provided.

**Renewables Framework: Policy Intention**

- Who is the BC Energy Regulator (BCER)
- BCER Regulatory Approach
- What does the *Renewable Energy Projects Act* (REPA) do?
- What does REPA Not do?
- Regulatory Framework
- Legislative & Regulatory Timeline
- Context for Initial Engagement
- Theme 1: Environmental Assessment & Protection
  - o Water, Land & Wildlife
  - o Birds & Bats
  - o Cumulative Effects Management
  - o Agriculture Land Use
  - o Decommissioning & Restoration
- Theme 2: Supporting Reconciliation
  - o Pre-Engagement
  - o Consensus – Seeking & Decision Making
  - o Capacity Funding
  - o Protecting Cultural Heritage Sites
  - o Incorporation of Indigenous Knowledge
- Theme 3: Social Well-Being
  - o Assessment of Community Impacts
  - o Shadow Flicker
  - o Solar Panel Glare
  - o Noise
  - o Crown Land Access
  - o Community Engagement
- Theme 4: Protecting Public Safety
  - o Technical Hazards & Risks
  - o Natural Hazards & Climate Risks
- The Path Forward
- Summary.

The following was discussed:

- No mention of consultation with local governments during the presentation
  - BCER's envision of local governments within the Renewables Framework and in the future
    - Intention to introduce a consultation requirement to submit an application to the local authority or jurisdiction
  - Value of local government engagement
- Process to bring forward concerns during engagement with proponents has been unsuccessful at times during past experience with resource developers
  - Consultation and comments are submitted to BCER as well as the requirements under *REPA*
- Consultation process required for proposed projects
  - Regulatory framework
  - Investigative Use Permits
    - Applicants seeking a wind resource
    - Meteorological testing
    - May include archeological testing
    - Determining if a project has value
    - Notification feedback valuable
- BCER funding structure
  - Under *Energy Resource Activities Act* the BCER receives and functions through fees charged to applicants for permits
  - Have ability to charge levies throughout life cycle of activity
  - Fees are determined - 100% cost recovered
  - Fees and levies are subject to approval through the Provincial Treasury Board
- Streamlining regulatory oversight
- Use of private land for wind and solar resources requires an agreement with the private landowner
- Cumulative impacts and the tracking of all projects on the land base
  - BCER's current cumulative management process and the new Renewables Framework
    - Includes information regarding the impacts of multiple activities
- Concerns regarding the complete lack of response or acknowledgement to over 50+ formal comments sent by the Regional District to the BCER (formally BC Oil

& Gas Commission)

- Suggest the new Renewables Framework include a more meaningful process
- BCER spoke of trying to build a process different than the Environmental Assessment process and lessons learned regarding consultation
- First Nations capacity funding to provide input and comments
- BCER not subsidized by taxpayers, but it requires taxpayers dollars for the Regional District to review projects in the region
  - Local governments also require capacity funding
- Encourage the use of existing resource corridors for future resource development.

Chair Parker thanked the BC Energy Regulator and Ministry of Energy and Climate Solutions for attending the meeting.

## **ELECTORAL AREA PLANNING**

### **Bylaw for First and Second Reading**

**Cameron Kral, Planner - Rezoning Application RZ F-03-25 First and Second Reading for Rezoning Bylaw No. 2081, 2025 Electoral Area F (Vanderhoof Rural)**

**2025-BM-087**

Moved by Director Moon

Seconded by Director Moutray

1. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025 be given first and second reading this 14<sup>th</sup> day of August, 2025 and subsequently taken to public hearing.
2. That the public hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025 be delegated to the Director or Alternate Director for Electoral Area F (Vanderhoof Rural).

**CARRIED UNANIMOUSLY**



**Danielle Patterson, Senior Planner - Rezoning Application RZ F-01-25 First and Second Readings for Rezoning Bylaw No. 2080, 2025 - Electoral Area F (Vanderhoof Rural)**

**2025-BM-088**

Moved by Director Moon

Seconded by Director Brien

1. That the Senior Planner's Rezoning Application RZ F-01 25, First and Second Readings for Rezoning Bylaw No. 2080, 2025 - Electoral Area F (Vanderhoof Rural) memorandum be amended.
2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025 be given first and second reading this 14<sup>th</sup> day of August, 2025.
3. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025 be delegated to the Director or Alternate Director for Electoral Area F (Vanderhoof Rural).

CARRIED UNANIMOUSLY

**Amy Wainwright, Deputy Director of Planning and Development OCP Amendment and Rezoning Application RZ RDBN-01-25 First and Second Reading for OCP Amendment Bylaw No. 2083, 2025 and Rezoning Bylaw No. 2084, 2025**

**2025-BM-089**

Moved by Director Wiebe

Seconded by Director Stoltenberg

1. That the Board consider and approve the consultation identified in the consultation checklist.
2. That Regional District of Bulkley-Nechako OCP Amendment Bylaw No. 2083, 2025 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 2084, 2025 be given first and second reading this 14<sup>th</sup> day of August, 2025.
3. That the Public Hearing for Regional District of Bulkley-Nechako OCP Amendment Bylaw No. 2083, 2025 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 2084, 2025 be delegated to the Director or Alternate Director for Electoral Area G (Houston/Granisle Rural).

CARRIED UNANIMOUSLY

**Bylaw for Third Reading**

**Danielle Patterson, Senior Planner - Rezoning Application RZ G-01-25 Third Reading for Rezoning Bylaw No. 2075, 2025 - Electoral Area G (Houston/Granisle Rural)**

**2025-BM-090**

Moved by Director Newell

Seconded by Director Riis-Christianson

1. That the Public Hearing Report for Bylaw No. 2075 - Electoral Area G (Houston/Granisle Rural) on the Supplementary Agenda be received.
2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2075, 2025 be given third reading this 14<sup>th</sup> day of August, 2025.

CARRIED UNANIMOUSLY

**Bylaw for Adoption**

**Cameron Kral, Planner - Rezoning Application RZ F-02-25 Adoption for Rezoning Bylaw No. 2077, 2025 -Electoral Area F (Vanderhoof Rural)**

**2025-BM-091**

Moved by Director Moon

Seconded by Director Moutray

That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2077, 2025 be adopted this 14<sup>th</sup> day of August, 2025.

CARRIED UNANIMOUSLY

**Danielle Patterson, Senior Planner - Rezoning Application RZ A-01-25 Adoption for Rezoning Bylaw No. 2079, 2025 - Electoral Area A (Smithers/Telkwa Rural)**

**2025-BM-092**

Moved by Director Stoltenberg

Seconded by Director Newell

That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2079, 2025 be adopted this 14<sup>th</sup> day of August, 2025.

CARRIED UNANIMOUSLY

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**Other**

**Jason Llewellyn, Director of Planning and Development Services – OCP Bylaws Review  
2025-BM-093**

Moved by Director Riis-Christianson  
Seconded by Director Brien

That the Board receive the Director of Planning and Development Services' OCP Bylaws Review memorandum.

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES**

**ALR Applications**

**Jason Llewellyn, Director of Planning and Development - ALR Non-Adhering Residential Use Application No. 1281  
2025-BM-094**

Moved by Director Stoltenberg  
Seconded by Director Elphee

That the Board not authorize the submission of Agricultural Land Reserve Non-Adhering Residential Use Application No. 1281 to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

**Lunch break at 12:06 p.m., reconvened at 12:50 p.m.**

**Land Referral**

**Chloe Taylor, Planning Summer Student - Crown Land Application Referral  
No. 6404813 - Electoral Area B (Burns Lake Rural)**

**2025-BM-095**

Moved by Director Riis-Christianson

Seconded by Director Stoltenberg

That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6404813.

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS**

**Cheryl Anderson, Director of Corporate Services - Q2 Quarterly Report**

**2025-BM-096**

Moved by Director Stoltenberg

Seconded by Director Storey

That the Board receive the Director of Corporate Services' Q2 Quarterly Report memorandum.

CARRIED UNANIMOUSLY

**Cheryl Anderson, Director of Corporate Services - Glacier Gulch Water  
Diversion Local Service Establishment Amendment Bylaw No. 2078 -  
Adoption**

**2025-BM-097**

Moved by Director Stoltenberg

Seconded by Director Atrill

That Glacier Gulch Water Diversion Local Service Establishment Amendment Bylaw No. 2078, 2025 be adopted this 14<sup>th</sup> day of August, 2025.

CARRIED UNANIMOUSLY

**Cheryl Anderson - Director of Corporate Services - RDBN Mail Ballot**

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**Authorization and Procedure Bylaw No. 2066, 2025 – 1st, 2nd, and 3rd Reading****2025-BM-098**

Moved by Director Moon

Seconded by Director Stoltenberg

That Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 2066, 2025 be given 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading this 14<sup>th</sup> day of August, 2025.

CARRIED UNANIMOUSLY

**John Illes, Chief Financial Officer - Bulkley Valley Regional Pool and Racquet Courts Update and Review****2025-BM-099**

Moved by Director Atrill

Seconded by Director Stoltenberg

1. That the Board publish a Notice of Intent that it plans to enter a five-year management agreement with the Bulkley Valley Aquatic Management Society to manage the operations of the pool.
2. That the Board accept the proposed donation of funds from the Bulkley-Valley Aquatic Management Society and direct staff to prepare an RFP for the Engineering and Architectural Design of the new proposed entrance to the pool.
3. That staff bring back a bylaw to a future meeting increasing the scope of Bylaw No. 1350 (to include the climbing wall and the fitness studio room).

**2025-BM-100**

Moved by Director Stoltenberg

Seconded by Alternate Director Annette Morgan

That Motion 2025-BM-099 be amended to defer items 2 and 3 to a future meeting.

CARRIED UNANIMOUSLY

That the question be called on Motion 2025-BM-099 as amended.

CARRIED UNANIMOUSLY

**John Illes, Chief Financial Officer - Cancellation of Credit Facilitation**

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**2025-BM-101**

Moved by Director Riis-Christianson  
Seconded by Director Brien

That the Board authorize the cancellation of the \$400,000 Credit Facility with the Bulkley Valley Credit Union.

CARRIED UNANIMOUSLY

**Jason Blackwell, Regional Fire Chief - Topley Fire Department  
Communications Tower****2025-BM-102**

Moved by Director Newell  
Seconded by Director Riis-Christianson

That the Board authorize staff to utilize 911 Capital Reserves to relocate and upgrade Topley Volunteer Fire Department's communications equipment.

CARRIED UNANIMOUSLY

**Nellie Davis, Manager of Strategic Initiatives and Rural Services - Canada  
Community-Building Funds for Village of Fraser Lake Bulk Water Station****2025-BM-103**

Moved by Director Riis-Christianson  
Seconded by Director McGuire

1. That the Board authorize contributing up to \$22,000 of Electoral Area D (Fraser Lake Rural) Canada Community-Building Fund BC allocation monies to the Village of Fraser Lake for a Drinking Water Infrastructure project, and **(participants/weighted/majority)**
2. That the Board authorize the withdrawal of up to \$22,000 from the Federal Gas Tax Reserve Fund.

CARRIED UNANIMOUSLY

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**2025-BM-104**

Moved by Director Stoltenberg

Seconded by Director Wiebe

That the Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Northern Summit Volleyball Club for the Tyhee Lake Beach Volleyball Court Project.

CARRIED UNANIMOUSLY

**Megan D'Arcy, Regional Agriculture Coordinator - Growing Opportunities Newsletter - Issue 28, July 2025****2025-BM-105**

Moved by Director Lambert

Seconded by Director Moon

That the Board receive the Regional Agriculture Coordinator's Growing Opportunities Newsletter - Issue 28, July 2025 memorandum.

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Bringing forward a meeting request at the 2025 UBCM Convention regarding impacts of invasive plants to agriculture and agriculture lands
  - Invasive plants are thriving due to the drought conditions
- Increase advocacy to address invasive plants along transportation corridors, railways and highways and in highway gravel/sand pits
- Addressing invasive plants within municipalities
- Funding for the Northwest Invasive Plant Council (NWIPC).

**ADMINISTRATION CORRESPONDENCE****Northern Development - 2025 Grant Writing Support Approval****2025-BM-106**

Moved by Director Stoltenberg

Seconded by Director Storey

That the Board receive the correspondence from Northern Development regarding 2025 Grant Writing Support Approval.

CARRIED UNANIMOUSLY

**Ministry of Tourism, Arts, Culture and Sport - Community Gaming Grants**

**Program****2025-BM-107**

Moved by Director McGuire

Seconded by Director Moon

That the Board receive the correspondence from the Ministry of Tourism, Arts, Culture and Sport regarding Community Gaming Grants Program.

CARRIED UNANIMOUSLY

**Minister of Emergency Management & Climate Readiness - Response to ESS Team Leads RDBN Letter****2025-BM-108**

Moved by Director Riis-Christianson

Seconded by Director Stoltenberg

That the Board receive the letter from the Minister of Emergency Management & Climate Readiness in response to the ESS Team Leads RDBN Letter.

CARRIED UNANIMOUSLY

**Neighbourlink Vanderhoof - Request for Support - Building Purchase****2025-BM-109**

Moved by Director Moon

Seconded by Director Moutray

That the Board receive the correspondence from Neighbourlink Vanderhoof regarding a Request for Support - Building Purchase.

CARRIED UNANIMOUSLY

**Union of BC Municipalities - 2023 CRI - FireSmart Community Funding Supports - 2023 RDBN FireSmart Program****2025-BM-110**

Moved by Director Storey

Seconded by Director Greenaway

That the Board receive the correspondence from the Union of BC Municipalities regarding the 2023 CRI - FireSmart Community Funding Supports - 2023 RDBN FireSmart Program.

CARRIED UNANIMOUSLY



**Union of BC Municipalities - 2023 CEPF: Indigenous Cultural Safety and Cultural Humility Training - Cultural Competence in Emergency Response**  
**2025-BM-111**

Moved by Director Storey

Seconded by Director McGuire

That the Board receive the correspondence from the Union of BC Municipalities regarding 2023 CEPF: Indigenous Cultural Safety and Cultural Humility Training - Cultural Competence in Emergency Response.

CARRIED UNANIMOUSLY

**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

Village of Granisle - Update

Director McGuire commented:

- Universal Broadband Funding is being utilized to bring fibre to the home starting next week
- Houses continue to sell
- Regional Economic Diversification and Infrastructure Program (REDIP) funding is being utilized to remediate the strip mall
  - The roof is complete with next steps being the windows and doors
- Ellis Ross, MP Skeena-Bulkley Valley and John Rustad, MLA Nechako Lakes participated in the Granisle Day Parade on August 9<sup>th</sup>. MP Ross also judged the pie eating contest.

Village of Burns Lake

Director Wiebe provided the following update:

- 3rd Avenue and Government Street paving are complete
- Attended meeting with Lake Babine Nation for the official signing of some of the timber license from Houston Canfor being transferred to West Fraser. The Honourable Ravi Parmar, Minister of Forests was in attendance
- Lakes District Hospital and Health Centre Emergency Room closure concerns
  - Director Wiebe has been invited to participate on a panel regarding the issue at the 2025 UBCM Convention in September
- Light Up the Lake and Rock the Dock Music event will take place at Spirit Square on August 23<sup>rd</sup>
- Village Heights installment of services is approximately 50% complete
- Planning for the proposed golf course is moving forward.

Electoral Area E (Francois/Ootsa Lake Rural)

Director Lambert noted the following:

- Attended a meeting with the First Nations communities on the Southside on August 6<sup>th</sup>
- Attended Cheslatta Carrier Nation's Annual Campout August 13<sup>th</sup>

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- Helicopter pilot recently moved to the Southside and has been training with Search and Rescue, Southside Ambulance and Southside Volunteer Fire Department

#### Electoral Area C (Fort St. James Rural)

Director Greenaway advised:

- Union of BC Municipalities will be addressing Regional District legislative reform as a special project
- Attended a meeting with the Honourable Brittney Anderson, Minister of State for Local Government and Rural Communities and Evan Brown, Executive Advisor to discuss Regional District legislative reform
- Met with RDBN Planning and Parks staff to review a potential recreation site
- Parks and Trails Master Plan for Electoral Area C (Fort St James Rural) Public Meeting is being planned for the near future.

#### Electoral Area G (Houston/Granisle Rural)

Director Newell commented that he attended a meeting regarding road use with Ministry of Forests staff and spoke about the use of Forest Service Roads (FSRs) for recreational purposes and specifically the funding for the Morice FSR.

#### Town of Smithers

Director Atrill reported the following:

- Mainstreet Market was a success with approximately 50 vendors
- Cycle 16 and the cycling paths from Smithers, Telkwa and Electoral Area A (Smithers/Telkwa Rural) are being connected and completed
- Princess Street development moving forward utilizing RBA funding
- Smithers and District Transit
  - Conducting a survey to determine the future of transit
- Hudson Bay Mountain Ride to Sky weekends
  - Chair lift rides to the top of the mountain with a barbeque
- Bulkley Valley Fall Fair Exhibition - August 21-24
- Encampment fire incident
  - Challenging for everyone involved, including first responders and business
  - Continued advocacy
- North Central Local Government Association (NCLGA)
  - Mental Health Symposium - October 15, 2025 - Prince George
  - 2025 AGM - May 20-22, 2025.

#### District of Houston

Director Brien provided the following update:

- Paving projects are being completed utilizing RBA funding
- Two subdivision developments are underway
- The Honourable Ravi Parmar, Minister of Forests was in Houston last week
- Attended a wonderful performance by the Prince George Symphony Orchestra in

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Houston.

#### Electoral Area F (Vanderhoof Rural)

Director Moon commented:

- Nechako Valley Exhibition took place August 8-10
- District of Vanderhoof is working on celebrating its 100<sup>th</sup> Birthday in 2026
- St. John Hospital Emergency Room closure concerns
  - Worked to adjust schedules to ensure staffing was sufficient during the Nechako Valley Exhibition
- Cattle prices remain high
- Hay challenges in the Peace River and northern Alberta.

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

Director Stoltenberg commented regarding the following:

- Work is continuing at the Round Lake Hall and Paul Lychak Hall
- Installation of an accessibility outhouse at Trout Creek
- Cycle 16 Trail Phase 3 being completed by the Ministry of Transportation and Transit.

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

Director Riis-Christianson noted:

- Concerns regarding the emergency room closures at the Burns Lake Hospital
- Area B funded potable water station is nearing completion.

### **RECEIPT OF VERBAL REPORTS**

#### **2025-BM-114**

Moved by Director Storey

Seconded by Director Elphee

That the Board receive the various Directors' verbal reports.

CARRIED UNANIMOUSLY

### **NEW BUSINESS**

#### 2025 UBCM Convention Ministry Staff Meetings

- Deadline to submit meeting request is August 20<sup>th</sup>
- Awaiting confirmation of Minister meetings
- Regional District Legislative Reform
  - Sent a letter to the Honourable Brittney Anderson, Minister of State for Local Government and Rural Communities
- Health Authority meetings included in Ministry staff meeting requests
  - Request Northern Health Meeting
  - Critical issues

Thursday, August 14, 2025

19

- Emergency room closures
- Recruitment and retention.

**IN-CAMERA MOTION**

**2025-BM-115**

Moved by Director Brien

Seconded by Director Stoltenberg

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

- Solid Waste.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

**2025-BM-116**

Moved by Director Lambert

Seconded by Director Greenaway

That the meeting be adjourned at 2:29 p.m.

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**COMMITTEE OF THE WHOLE MEETING**

**MINUTES**

**Thursday, September 04, 2025**

Directors Present: Chair Mark Parker  
Gladys Atrill  
Shane Brien  
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  
Cheryl Anderson, Director of Corporate Services  
John Illes, Chief Financial Officer  
Wendy Wainwright, Deputy Director of Corporate Services  
Scott Zayac, Director of Protective Services  
Nellie Davis, Manager of Strategic Initiatives and Rural Services  
Anusha Rai, HR Advisor – left at 11:48 a.m.  
Megan D'Arcy, Agriculture Coordinator – left at 12:05 p.m.

---

Thursday, September 04, 2025

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## **CALL TO ORDER**

Chair Parker called the meeting to order at 10:54 a.m.

## **First Nations Acknowledgement**

## **AGENDA**

### **2025-COWM-001**

Moved by Director Stoltenberg

Seconded by Director McGuire

That the Agenda be approved; and that the Supplementary Agenda be dealt with at this meeting.

CARRIED UNANIMOUSLY

## **MINUTES**

### **Committee of the Whole Meeting Minutes - June 5, 2025]**

### **2025-COWM-002**

Moved by Director Stoltenberg

Seconded by Director McGuire

That the Committee of the Whole Minutes of June 5, 2025 be approved.

CARRIED UNANIMOUSLY

## **ADMINISTRATION REPORTS**

### **John Illes, Chief Financial Officer - Chinook Community Forest Update**

### **2025-COWM-003**

Moved by Director Lambert

Seconded by Director Greenaway

That the Committee receive the Chief Financial Officer's Chinook Community Forest Update memorandum.

CARRIED UNANIMOUSLY

Thursday, September 04, 2025

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**John Illes, Chief Financial Officer - Statutory Reserve Update  
2025-COWM-004**

Moved by Director Stoltenberg

Seconded by Director Storey

That the Committee receive the Chief Financial Officer's Statutory Reserve Update memorandum.

CARRIED UNANIMOUSLY

**John Illes, Chief Financial Officer and Nellie Davis, Manager of Strategic Initiatives and Rural Services - Television Rebroadcasting Survey Data  
2025-COWM-005**

Moved by Director Riis-Christianson

Seconded by Director Wiebe

That the Committee receive the Chief Financial Officer's and the Manager of Strategic Initiatives and Rural Services' Television Rebroadcasting Survey Data memorandum.

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Information has been provided to the Television Rebroadcasting Societies
- Minimal responses to the survey
- Different numbers of channels provided for each society
- Gathering additional information such as radio usage
- History of television rebroadcasting to television viewing to date
- Challenging to determine actual usage of service and viability of the service
- Upgrade from analog to digital services
- Responses from Area E
- If any interruptions to the service, the RDBN receives input.

**Anusha Rai, HR Advisor - Introduction of AI (Artificial Intelligence)  
Governance Policy for the RDBN**

**2025-COWM-006**

Moved by Director Storey

Seconded by Director Stoltenberg

That the Committee receive the HR Advisor's Introduction of AI (Artificial Intelligence) Governance Policy for the RDBN memorandum.

CARRIED UNANIMOUSLY

Thursday, September 04, 2025

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The following was discussed regarding Artificial Intelligence (AI):

- AI spam received
- Protection and privacy of confidential and sensitive information
- Monitoring AI usage
  - Providing licenses for AI tools utilizing RDBN log in information
  - Importance of monitoring
  - Rigorous monitoring
- Staff considerations
  - Creating efficiencies
  - Responsible use of AI
- Process in place if a negative occurrence takes place
- Implications of the use of AI
- Using 'shall' rather than 'should' in areas of the Policy
- Financial protections with AI
- AI data advancements
- AI usage disclaimer
- Cybersecurity training
- Organization champions to continue into the future

**Megan D'Arcy, Agriculture Coordinator - Growing Opportunities Newsletter  
- Issue 29, August 2025**

**2025-COWM-007**

Moved by Director Moon

Seconded by Director Brien

That the Committee receive the Agriculture Coordinator's Growing Opportunities Newsletter Issue 29, August 2025 memorandum.

CARRIED UNANIMOUSLY

Director Moon expressed interest in the Young Agrarians program and providing information to the region. Staff will follow-up.

Director Moon brought forward the Premier's Task Force on Agriculture and Food Economy. She noted the recommendations coming forward from the Task Force. Additional information will be brought forward at a future Committee of the Whole meeting.



Thursday, September 04, 2025

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**Cheryl Anderson, Director of Corporate Services - Union of B.C.  
Municipalities – Meeting Update**

**2025-COWM-008**

Moved by Director Stoltenberg

Seconded by Director Storey

That the Committee receive the Director of Corporate Services Union of B.C.  
Municipalities Meeting Update memorandum.

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Chair and staff will review meeting confirmations and determine speakers
- Staff will be providing meeting information and calendar invitations to all Directors
- Requesting meetings with the Premier and Ministers outside of the UBCM Convention
  - BC Natural Resources Forum in Prince George
- Prioritize advocacy topics to discuss with the Province
- Utilizing the learning opportunity and advocacy while attending the Annual UBCM Convention.

**Lunch at 12:13 p.m., reconvened at 12:52 p.m.**

**ADMINISTRATION CORRESPONDENCE**

**Coastal GasLink Socio-economic Effects Management Plan Engagement,  
June to November 2025**

**2025-COWM-009**

Moved by Director Storey

Seconded by Director Dekens

That the Board receive the correspondence from Coastal GasLink regarding the Socio-economic Effects Management Plan Engagement, June to November 2025.

CARRIED UNANIMOUSLY

Thursday, September 04, 2025

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**UBCM - Canada Community-Building Fund BC - First Community Works Fund Payment for 2025/2026****2025-COWM-010**

Moved by Director Stoltenberg

Seconded by Director Moon

That the Committee receive the correspondence from UBCM - Canada Community-Building Fund BC - First Community Works Fund Payment for 2025/2026.

CARRIED UNANIMOUSLY**SUPPLEMENTARY AGENDA****CIHR Application 'Community of Practice on Climate Displacement' Letter of Support****2025-COWM-011**

Moved by Director Moutray

Seconded by Director Riis-Christianson

That the Committee recommend that the Board approve the Letter of Support for the application to the Canadian Institutes of Health Research for a Community of Practice on Climate Displacement project.

CARRIED UNANIMOUSLY**Minister of Forests - Forest Service Road Usage Response****2025-COWM-012**

Moved by Director Greenaway

Seconded by Director Dekens

That the Committee receive the correspondence from the Minister of Forests regarding Forest Service Road Usage.

CARRIED UNANIMOUSLY

Director Newell spoke of continued advocacy for the use and maintenance of Forest Service Roads (FSRs) for recreational purposes. Director Lambert brought forward the use of FSRs for evacuation routes outlined in the letter. Discussion took place regarding gathering data of usage for the roads.

Thursday, September 04, 2025

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## **NEW BUSINESS**

### **Canadian Federation of Independent Business - An Examination of Regional District Spending Growth**

Director Riis-Christianson spoke of report released by the Canadian Federation of Independent Business regarding

## **IN-CAMERA MOTION**

### **2025-COWM-013**

Moved by Director Brien

Seconded by Director Stoltenberg

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

- Labour relations

CARRIED UNANIMOUSLY

## **ADJOURNMENT**

### **2025-COWM-014**

Moved by Director Newell

Seconded by Director Brien

That the meeting be adjourned at 1:04 p.m.

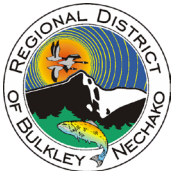
CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cameron Kral, Planner

**Date:** September 18, 2025

**Subject:** **Rezoning Application RZ B-02-25**  
**First, Second and Third Reading for Rezoning Bylaw No. 2082, 2025**  
**Electoral Area B (Burns Lake Rural)**

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

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2082, 2025" be given first, second, and third readings.
  2. That staff report to the Board with further information regarding the legal status of the rail crossing at Hope Road prior to the Board's consideration of adoption of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2082, 2025."
- 

### EXECUTIVE SUMMARY

This application proposes to amend the Zoning Bylaw by amending the text of the Waterfront Residential II Zone (R4) to allow two Single Family Dwellings without Secondary Suites on the subject property. The purpose of the proposal is to allow the applicants to construct a second Single Family Dwelling on the property.

The proposal does not increase the potential maximum number of permitted Dwelling Units on the property. Planning Department staff recommend that Bylaw No. 2082, 2025 receive first, second, and third readings.

In response to the public notice provided for first reading of the bylaw residents of Hope Road have raised concerns regarding the legal status of the rail crossing connecting Hope Road to Highway 16, and associated liability issues. Should the Board support the staff recommendation further information regarding the legal status of the rail crossing at Hope Road Road will be provided prior to the Board's consideration of adoption of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2082, 2025."

Alternatively, the Board could defer consideration of first, second, and third readings until the next Board meeting.

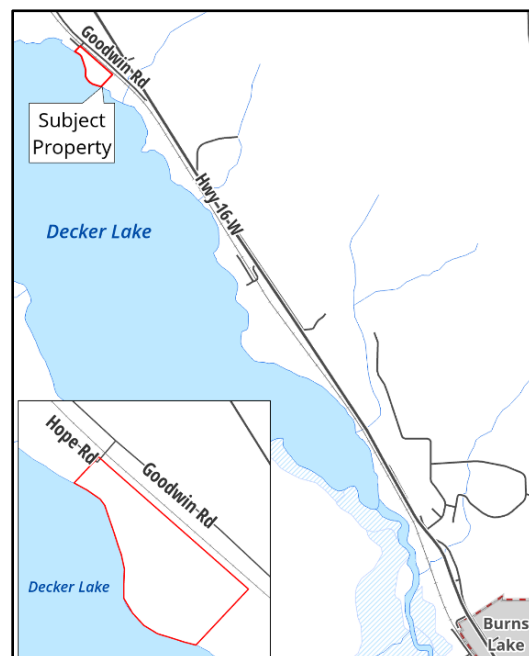
## APPLICATION SUMMARY

<b>Name of Agent / Owners:</b>	Mark and Brandy-Ann Martens
<b>Electoral Area:</b>	Electoral Area B (Burns Lake Rural)
<b>Subject Property:</b>	4215 Hope Road, legally described as Lot 2, District Lot 2545, Range 5, Coast District Plan 3722 (PID 011-785-101)
<b>Property Size:</b>	2.9 ha (7.2 ac)
<b>OCP Designation:</b>	Lakeshore (L) Designation in "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017" (the OCP)
<b>Zoning:</b>	Waterfront Residential II Zone (R4) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Building Inspection</b>	Within the Building Inspection area
<b>Fire Protection</b>	Within the Burns Lake Rural Fire Protection Area
<b>Existing Land Uses:</b>	Single Family Dwelling, two storage buildings, a waterfront gazebo/storage building, and several small sheds. The RDBN has no building permit records for the two storage buildings.
<b>Location:</b>	5 km northwest of the Village of Burns Lake, between the CNR track and Decker Lake.

## PROPOSAL

The applicants wish to construct a second 900 to 1600 ft<sup>2</sup> (83.6 to 148.6 m<sup>2</sup>) Single Family Dwelling, on the property resulting in two Single Family Dwellings on the property.

The R4 Zone allows one Single Family Dwelling, (which may contain a Secondary Suite), or one Two Family Dwelling. It does not permit two Single Family Dwellings. Therefore, the applicants are proposing to amend the R4 Zone to allow two Single Family Dwellings without Secondary Suites on the subject property. The proposal would not increase the maximum number of Dwelling Units permitted on the subject property.



## DISCUSSION

### Official Community Plan (OCP)

The subject property is designated **Lakeshore (L)** pursuant to the OCP. The intent of the L Designation is to accommodate the demand for residential development in close proximity to lakes within the Plan area.

OCP policy 3.5.2 (7) states rezoning applications to allow a second Single Family Dwelling on a parcel in a Residential Zone may only be considered under the following circumstances:

- (a) It has been demonstrated that any existing on-site sewage disposal system is authorized by Northern Health and is in good working order.*
- (b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c) The development is compatible with adjacent land uses and maintains the rural character of the area.*
- (d) And, the parcel is not located within a floodplain or on other hazard lands.*

The applicants have provided a report from a Registered Onsite Wastewater Practitioner (ROWP) stating the subject property has an authorized on-site sewage disposal system with no observable deficiencies, and the subject property can accommodate an on-site sewage disposal system for a second detached dwelling.

Conformity with Northern Health regulations is ensured during the Building Permit process. There are no known notable wildlife or ecological values on the subject property and no known hazards.

### Zoning

As noted, the R4 Zone allows one Single Family Dwelling, which may contain a Secondary Suite, or one Two Family Dwelling.

The minimum parcel size that may be created by subdivision in the R4 Zone is 8,000 m<sup>2</sup> (1.98 ac) and the minimum Water Frontage that may be created subdivision in the R4 Zone is 60 m (197 ft).

Zoning in the area is shown on the adjacent map.



## PUBLIC NOTICE

Pursuant to Section 464(3) of the Local Government Act (LGA), a local government must not hold a public hearing on a proposed zoning bylaw if:

- (a) an official community plan is in effect for the area that is the subject of the zoning bylaw,
- (b) the bylaw is consistent with the official community plan,
- (c) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
- (d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development."

The applicant's proposed rezoning meets the requirements of Section 464(3) of the LGA; therefore, a public hearing is not permitted.

Notice of this application was published on the RDBN's website, the RDBN Official Facebook page, the RDBN's Public Notice Posting Place, and in the September 3, 2025 edition of the Lakes District News. The notice informed the public of the date and location of the Board's consideration of first reading of the bylaw and their ability to provide written input. Property owners and tenants within 200 m of the subject property were sent a similar notice and the applicant has posted a sign visible along Goodwin Road.

A letter received in response to the public notice is attached. The letter raises concerns regarding the legal status of the rail crossing connecting Hope Road to Highway 16. and associated liability issues. Should the Board support the staff recommendation further information regarding the legal status of the rail crossing at Hope Road will be provided prior to the Board's consideration of adoption of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2082, 2025."

Any additional submissions will be presented to the Board in the supplemental agenda for consideration.

## REFERRAL RESPONSES

The **Electoral Area B Advisory Planning Commission** unanimously supported the application at their August 28, 2025 meeting.

The **Ministry of Transportation and Transit** has no concerns. Pursuant to Section 52 of the Transportation Act, the proposed bylaw requires approval from the Ministry of Transportation and Infrastructure after third reading and prior to adoption as the property is within 800 m of an intersection on Highway 16.

The **Village of Burns Lake** has no concerns. The Village's Protective Services Department provided the following comment:

*"Consider FireSmart principles in all new construction materials, particularly roofing materials, and utilize FireSmart vegetation guidelines for any landscaping works".*

**ATTACHMENTS:**

- Zoning Amendment Bylaw No. 2082, 2025
- Applicant Site Plan
- Letter from residents
- [Applicant Submission](#) (Link)
- [Site Visit Photos](#) (Link)

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
3. Housing Supply





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2082, 2025**

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following text is added to Section 8.0.2 Density as:

- (2) Notwithstanding Section 8.0.2 (1), two Single Family Dwellings where each Single Family Dwelling contains only one Dwelling Unit, are permitted on the Parcel legally described as Lot 2, District Lot 2545, Range 5, Coast District, Plan 3722.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2082, 2025".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2082, 2025".

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Corporate Administrator

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

\_\_\_\_\_  
for Minister of Transportation & Transit

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Corporate Administrator



39

Hope Rd

Driveway/Access

Goodwin Rd

Storage Building #1

Storage Building #2

Sheds

Single Family Dwelling

Utility Shed & Septic Field

Second Dwelling Location  
(Approximate)

**Decker Lake**

Waterfront Storage/Gazebo

Regional District of Bulkley Nechako

Re: Rezoning of property on Hope Road

RZ B-02-25

September 7, 2025

We are the residents abutting the property requesting rezoning on Hope Road. We have no concerns with what the owners plan to do on their property, our concern is the potential increase in traffic over the crossing, which is our name, and the liability we would incur if there was an incident on that crossing. CN has deemed it a **private restricted** crossing and has at one time requested that we put a gate up, which we have not done yet. We simply want our concerns over the crossing in writing and to be addressed.

Ann Mussick  
Ken Giesbrecht  
Christina Giesbrecht

4230/4220  
Hope Road  
Burns Lake BC





CN ENGINEERING SERVICES  
 WESTERN CANADA REGION  
 OPERATIONS BUILDING, 5<sup>TH</sup> FLOOR  
 BOX 13, 10229 - 127<sup>TH</sup> AVENUE  
 EDMONTON, ALBERTA T5E 0B9  
 PHONE: (780) 472-4078  
 FAX: (780) 472-4082

DATE: DECEMBER 16, 2003  
 FILE: 4710-TKW-39.09



**RE PROPOSED DESIGNATION OF EXISTING PRIVATE CROSSING AT  
 MILE 39.09 TELKWA SUBDIVISION  
 AGREEMENT NO. MR1802 JDE NO. 137242  
 PROPOSED DESIGNATION: RESTRICTED**

Due to impending legislation from Transport Canada, there will be a change in the designation and safety requirements of private crossings. The crossings will now be defined as either "restricted" or "unrestricted" crossings. This letter is to advise you of the proposed changes and additional costs that will be incurred by yourself once this legislation is passed. This will likely happen sometime in 2004.

CN has completed a preliminary review of the crossings in this area and have determined that your crossing is a RESTRICTED crossing.

Restricted private crossings will have the following characteristics:

- Gate with lock installed on one or both sides of crossing which must be locked and gated when not actively in use.
- Are for the use of the leasee and/or employees.
- Are not open for use by the general public.

Unrestricted private crossings will fall within one or more of the following categories:

- A recreational road, trail, pedestrian path, bike path maintained by a club or association including snowmobile or hiking trail.
- A road, pedestrian, or bicycle path to a commercial business that is used by persons others than the owner and his employees.
- A road that services three or more principal or seasonal residences.
- A road that connects two public roads.
- A road that is maintained by a resource company such as mining, logging, etc and is open for use to the public.

Page 2  
MUSSICK  
December 16, 2003  
4710-TKW-39.09

Restricted Crossings will be required to have, at the leasee's expense:

- Private crossing signs.
- Gates with locks on one or both sides of track that are closed when not actively in use.
- Sightlines that meet Transport Canada G4-A Minimum Sightline Requirements.
- Stop signs.

Unrestricted crossing will be required to have, at the leasee's expense:

- Reflectorized crossing signs with posts and private crossing signs and any other applicable signage deemed necessary by CN to improve the safety of the crossing. Dependant on signage, estimated cost for above should fall within the range of \$2,500 to \$3,000 per crossing.
- Sightlines that meet Transport Canada G4-A Minimum Sightline Requirements.
- Stop signs or reduction in vehicle speed designated by speed signs.

If you disagree with the crossing designation, please respond in writing with your explanation for CN's further review.

If you have any questions please call me at (780) 472-4078 or fax (780) 472-4082 or email at Theresa.doolittle@cn.ca.

Yours truly,



Theresa Doolittle  
For: Roger Stenvold  
Manager, Engineering Services

cc: Sylvia Klawitter, CN Real Estate



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Danielle Patterson, Senior Planner

**Date:** September 18, 2025

**Subject:** **RDBN Development Procedures Bylaw No. 2076, 2025 First, Second, and Third Readings - All Electoral Areas**

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

That Regional District of Bulkley-Nechako Development Procedures Bylaw No. 2076, 2025 receive first, second, and third readings.

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### BACKGROUND

In 2020, the Regional District adopted Development Procedures Bylaw No. 1898, 2020 (the current [Development Procedures Bylaw](#)). Since adopting the current Development Procedures Bylaw, the Province's Bill 44 Housing Statutes created several legislative changes to the *Local Government Act (LGA)* and the *Community Charter (CC)*. The changes affected the accuracy of the current Development Procedures Bylaw substantially enough that the Planning Department has developed a new Development Procedures Bylaw No. 2076, 2025 (proposed Development Procedures Bylaw) for the Board's consideration. In addition to these legislative changes, the proposed Development Procedures Bylaw reorders, clarifies, and corrects some regulations based on planning staff's experience working with the current Development Procedures Bylaw.

Staff recommend that the Board give first, second, and third readings to "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 2076, 2025".

### DISCUSSION

#### Bylaw Content

Section 460 of the *LGA* requires local governments to adopt a bylaw that defines procedures for the receiving and processing of applications to amend an official community plan or zoning bylaw, or the issuance of a permit. Section 462 of the *LGA* requires a local government to establish fees by bylaw. It is noted that a public input process is not required for the adoption of this bylaw.

The proposed bylaw applies to the following types of applications.

- Official Community Plan (OCP) Bylaw Amendments, Zoning Bylaw Amendments, and Combined OCP and Zoning Bylaw Amendments;

- Land Use Permits (Development Permits, Development Permit Amendments, Development Variance Permits, Temporary Use Permits, and Temporary Use Permit Renewals);
- Approval for Strata Conversions and Marketing of Shared Interest in Land;
- Exemption from Floodplain Specifications;
- Approval of Parcel Frontage Exemptions;
- Discharges or Amendments of Covenants; and
- Board of Variance Applications.

Development Permit Amendments, Temporary Use Permit Renewals, and Approval of Parcel Frontage Exemptions are new application categories that are not addressed in the current Development Procedures Bylaw.

The proposed Development Procedure Bylaw includes the following topics.

- General Provisions, including the types of land use matters that require an application;
- Definitions;
- Application procedures, including, who must authorize an application, the application forms, and the required application information;
- Application fees and refunds;
- OCP and rezoning notice requirements, including notice of Public Hearings or when a Public Hearing is not held pursuant to Section 464 (2) or Section 464 (3) of the *LGA*;
- Land Use Permit notice requirements;
- Signature requirements for permits and bylaw amendments;
- The re-application process;
- Fees and fee refunds; and
- Enforcement.

### **Proposed Changes**

In addition to the above noted application types, the changes in the proposed Development Procedures Bylaw are summarized as follows (see Attachments for a detailed breakdown of changes in [Appendix A: Current and Proposed Development Procedures Bylaw Comparison Table](#)).

1. Reference to Land Use Contracts has been removed as the Province terminated all Land Use Contracts effective June 30, 2025 (S. 547 of the *LGA*).



2. The requirement to submit a Site Disclosure Statement, where required pursuant to Section 40 (1) (b) of the *Environmental Management Act* (contaminated sites) has been added.
3. The Bylaw is reorganized to group all fees together in one section. A separate section has been created to group all fee refunds together.
  - Fee refunds for Board of Variance applications, Marketing of Shared Interest applications, and Strata Conversion applications have been added.
  - The fee refund for land use permits and flood plain specifications have been separated and clarification added that there is no notice for flood plain specifications.
4. Signage requirements for applications have been grouped together under a new Section 7 - "Signage Requirements". Other Sign Requirement changes are as follows.
  - The signage regulation has been changed to add that applicants will make an effort to ensure a sign is not obstructed by snow.
  - Language has been added to make it clear that the location of the sign must be within three metres of the property line abutting a public road on a property under consideration in the application. The current regulation does not specify the location of the property.
  - The deadline for removing signs after a Public Hearing has concluded has been changed from three days to five days.
  - The deadline for removing signs after consideration of a land use permit has been changed from three days to five days.
  - If a land use permit application affects more than one property, a second sign may be required at the discretion of the Director.
5. For clarity, the required time for re-application under Section 8.1 – Application Lapses and Re-Application, has been changed from one year to "365 days after Board's consideration".
6. For clarity, Schedule A: Fees has been amended by adding the sign fee to the fee table.
7. The application fee has been reduced for the following applications:
  - Zoning Bylaw Amendment: Reduced to \$1,000.  
The previous application fee was \$1,000 plus \$20 per parcel for parcels 1-50 and \$10 per parcel for parcels 51 and up.
  - Combined OCP / Zoning Bylaw Amendment: Reduced to \$1,500.  
The previous application fee was \$1,500 plus \$20 per parcel for parcels 1-50 and \$10 per parcel for parcels 51 and up.

It has been difficult to determine these fees with any real accuracy without an approved subdivision plan in place. In practice, staff typically have not had enough information to apply these fees.

8. New application categories (and new associated fees) have been added as follows:

- Development Permit Amendment: \$100
- Temporary Use Permit Renewal: \$500
- Approval of Parcel Frontage Exemption: No fee.

The current Development Procedures Bylaw does not contemplate Development Permit Amendments or Temporary Use Permit Renewals. Parcel Frontage Exemption request was delegated to the Provincial Approving Officer prior to April 14, 2024 and the LGA does not offer a mechanism to charge a fee for considering them.

Copies of any referenced legislation are available from the Planning Department upon request.

### **Title Searches**

Section 4.3 of both the current and proposed Development Procedures Bylaws require the applicant to provide a current Certificate of Title. It is noted that staff frequently order this Title from the Land Title Office for residents at a cost to the RDBN. Staff plan to continue this practice (unless directed otherwise by the Board) as the staff time required to help applicants obtain the documents themselves is notable, and in certain situations it is more cost effective for staff to directly order the documents.

### **ATTACHMENTS:**

- Proposed Development Procedures Bylaw No. 2076, 2025
- [Current Development Procedures Bylaw No. 1898, 2020](#) (link)
- [Appendix A: Current and Proposed Development Procedures Bylaw Comparison Table](#) (link)

### **STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
Not Applicable.



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO DEVELOPMENT PROCEDURES BYLAW NO. 2076, 2025**

*A bylaw to establish procedures for  
land use and development applications*

**WHEREAS** Section 460 of the *Local Government Act* requires that a local government define by bylaw the procedures under which an Owner of land may apply for an amendment to the official community plan or zoning bylaw, or for the issuance of a permit under Part 14 of the *Local Government Act*;

**AND WHEREAS** under Section 462 of the *Local Government Act* a local government may adopt a bylaw which imposes certain application, administration, inspection, and other fees;

**AND WHEREAS** the *Local Government Act* provides local governments with various authorities pertaining to matters dealt with in this Bylaw;

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

### **1. TITLE**

- 1.1. This Bylaw may be cited as "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 2076, 2025".

### **2. REPEAL**

- 2.1. "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020" and any amendments thereto are hereby repealed.

### **3. GENERAL PROVISIONS**

- 3.1. This Bylaw shall apply to all lands within the Regional District of Bulkley-Nechako.
- 3.2. Any person wishing to do any of the following must make an application to the Regional District in accordance with this Bylaw.
  - 3.2.1 Amend an official community plan bylaw or zoning bylaw.
  - 3.2.2 Receive a land use permit (development permit, development permit amendment, temporary use permit, temporary use permit renewal, or development variance permit).
  - 3.2.3 Receive an exemption to the minimum frontage on a highway required pursuant to Section 512 of the *Local Government Act*.



- 3.2.4 Obtain Board approval for a strata conversion, or the marketing of a shared interest in land.
- 3.2.5 Obtain an exemption from a flood plain specification pursuant to Section 524 (7) of the *Local Government Act*.
- 3.2.6 Obtain the Board's approval for an amendment to, or discharge of, a Covenant.
- 3.3. In this Bylaw the following definitions apply:
 

**"Applicant"** means the property Owner(s), or the property Owner's agent, making application pursuant to this Bylaw.

**"Board"** means the elected and appointed Directors of the Regional District of Bulkley-Nechako acting as the Regional District of Bulkley-Nechako Board of Directors in assembled meetings thereof.

**"Director"** means the Director or Deputy Director of Planning and Development for the Regional District of Bulkley-Nechako, the deputies of the Director of Planning and Development as appointed by the Director of Planning and Development, or another person appointed by the Regional District of Bulkley-Nechako to act in place of the Director or Deputy Director of Planning and Development.

**"Owner"** means the registered owner of land as verified by the Regional District through a title search, state of title certificate or the BC Assessment Roll.

**"Regional District"** means the Regional District of Bulkley-Nechako.
- 3.4. Unless otherwise defined in this Bylaw, all words and phrases in this bylaw shall have the meaning given to them in the *Local Government Act* and the *Community Charter*.

#### **4. APPLICATION PROCEDURES**

- 4.1. Applications must be made using the application form prescribed by the Director.
- 4.2. The application form must be signed by all Owner(s) of the land involved or an agent acting on behalf of the Owner(s) provided that the agent has written authorization to represent the Owner(s) regarding the application. All joint tenants and tenants in common must sign the application form or provide written authorization to an agent acting on their behalf. Sections 4.1. and 4.2. do not apply to application forms submitted by the Regional District.



- 4.3. The following information shall be submitted, at the property Owner's expense, with an application form, where applicable. The Director or the Board may waive the requirement to provide information if the Director or the Board determines the information is not necessary to assist in evaluation or consideration of the application.
  - 4.3.1 A copy of the certificate of title or state of title certificate dated within 30 days of the date the application is submitted, and copies of applicable charges on title.
  - 4.3.2 A complete application form.
  - 4.3.3 Documents and site plans that clearly describe the application, and any proposed use or development.
  - 4.3.4 Documents and plans that clearly demonstrate compliance with the existing or proposed regulations, as applicable.
- 4.4. A complete Site Disclosure Statement shall accompany applications where required pursuant to Section 40 (1) (b) of the *Environmental Management Act*.
- 4.5. The Director or the Board may request additional information determined to be necessary to assist the Director or the Board in their consideration of the application.
- 4.6. Every application shall be made to and be processed under the direction of the Director.
- 4.7. Where an Owner is registering a Covenant or other charge involving the Regional District on the title of a property in association with an application, the Regional District must sign the Covenant prior to registration, and it shall be the Owner's responsibility to prepare and file the document and provide proof of Land Title registration to the satisfaction of the Regional District. The Owner shall reimburse the Regional District for its legal fees to prepare or review these legal documents.

## **5. OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT NOTICE REQUIREMENTS**

- 5.1. Where notice of a public hearing is required to be mailed or otherwise delivered in accordance with Section 466 (4) of the *Local Government Act* that notice must be delivered to parcels within a distance of 200 metres of the area that is subject to the bylaw alteration.
- 5.2. Where a public hearing is not being held pursuant to Section 464 (2) or Section 464 (3) of the *Local Government Act* and notice is required to be



mailed or otherwise delivered in accordance with Section 467 of the *Local Government Act*, that notice must be delivered to parcels within a distance of 200 metres of the area that is subject to the bylaw alteration.

- 5.3. Where notice of a public hearing is required in accordance with Section 466 (4) of the *Local Government Act* the Applicant shall post, and maintain, in accordance with Section 7.1. of this Bylaw, a sign at least ten days before the public hearing.
- 5.4. If no members of the public attend a public hearing at the time and location of the public hearing, the public hearing shall be adjourned after 15 minutes and the public hearing shall be considered to have been held as required.

## **6. LAND USE PERMIT NOTICE AND SECURITY**

- 6.1. Where notice relating to a land use permit is required to be mailed or otherwise delivered in accordance with Section 494 or 499 of the *Local Government Act* that notice must be delivered to parcels within 100 metres of the area that is subject to the permit.
- 6.2. Where an application for a development variance permit proposes to reduce a minimum parcel area requirement the Applicant shall post and maintain, in accordance with Section 7.1. of this Bylaw, a sign at least ten days before the Board considers the permit.
- 6.3. Where an application for a temporary use permit is made, the Applicant shall post and maintain, in accordance with Section 7.1. of this Bylaw, a sign at least ten days before the Board considers the permit.
- 6.4. Security required by permits shall be in the form of a certified cheque, or an irrevocable letter of credit that is clean and unconditional, automatically renewing, and redeemable at a bank or credit union located within the boundaries of the Regional District of Bulkley-Nechako. The letter of credit may be subject to additional conditions specified by the Director of Planning and Development, Chief Administrative Officer or the Board.

## **7. SIGNAGE REQUIREMENTS**

- 7.1. A sign required under Sections 5.3., 6.2., and 6.3. must be posted and removed, in accordance with the following:
  - 7.1.1 The sign shall be a minimum of 1.2 x 0.9 metres in dimension.
  - 7.1.2 The sign shall be constructed of plywood, corrugated plastic, or other such durable material.



- 
- 7.1.3 The sign shall have clearly visible lettering that is not less than 5.5 centimetres in height.
  - 7.1.4 The sign shall contain the following wording.  
*"This site is the subject of an application that may impact the use or development of land. For further information please contact the Regional District of Bulkley-Nechako at (insert Regional District phone number)."*
  - 7.1.5 The sign shall be located within three metres of a property line of a property that is subject to the application and the sign shall be located on a property line abutting a public road in a location facing and clearly visible from the road.
  - 7.1.6 The sign shall be placed so as not to interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway, lane, walkway, or driveway.
  - 7.1.7 If the placement of the notice in accordance with Section 7.1.5 or 7.1.6. is not feasible, the sign shall be located on the nearest abutting road or in another location approved by the Director.
  - 7.1.8 The sign shall be installed in a safe and sturdy manner and be capable of withstanding typical wind and other weather conditions. When applicable, effort shall be made to ensure the sign is not obstructed by snow.
  - 7.1.9 If the application involves more than one subject property, a second sign may be required, at the discretion of the Director.
  - 7.1.10 Failure to post and keep posting the sign in accordance with this Bylaw may result in the postponement of the relevant public hearing or consideration of the land use permit.
  - 7.1.11 Any additional notification costs incurred by the Regional District resulting from a failure to post, and keep posted, a sign shall be paid by the Applicant prior to the advertising of the applicable public hearing or consideration of the land use permit.
  - 7.1.12 Prior to the Board's consideration of the related bylaw amendment or land use permit, the Applicant shall provide the Director with a letter signed by the Applicant stating the sign has been posted in accordance with this Bylaw, and a photograph of the posted sign.
  - 7.1.13 Where a sign required under this Bylaw is removed, destroyed, or altered due to vandalism or theft the validity of any bylaw or land use permit that is the subject of the relevant application shall not



be impacted.

7.1.14 The sign shall be removed as follows:

- i. For official community plan and zoning bylaw amendment applications subject to a public hearing, within five days of the conclusion of the related public hearing(s).
- ii. For land use permits, within five days of the consideration of the related land use permit.

## **8. APPLICATION LAPSE AND RE-APPLICATION**

- 8.1. Where the Board has considered an application that is subject to this Bylaw, and that application is denied or defeated, the Board shall not consider another application that is the same or similar for a period of 365 days after the date of the Board's consideration of that application.
- 8.2. The time limit specified in Section 8.1. may be varied in relation to a specific re-application by an affirmative vote of at least two-thirds (2/3) of Board Members eligible to vote.
- 8.3. If a bylaw amending an official community plan or zoning bylaw is not adopted within a period of 36 months after the date of first reading of that bylaw, the bylaw shall lapse and will be of no force or effect and the application shall be cancelled. A new application and fee shall be required to proceed with the amendment that was the subject of the lapsed bylaw.

## **9. FEES**

- 9.1. Applications shall include the fees identified in Schedule 'A', which forms part of this Bylaw. Fees are not required for applications submitted by the Regional District.
- 9.2. The application fees prescribed in Schedule 'A' may be waived or reduced by an affirmative vote of at least two-thirds (2/3) of Board members eligible to vote.
- 9.3. An application shall be deemed not to have been made until the required application fees and information required pursuant to Sections 4.1. to 4.4. of this Bylaw have been received by the Regional District.
- 9.4. Where an Applicant uses a sign provided by the Regional District, a sign fee is required as prescribed in Schedule 'A'.
- 9.5. Where a public hearing is required prior to the amendment of a Covenant, an "Additional Public Hearing" fee is required as prescribed in Schedule 'A'.





- 9.6. The application fee for an official community plan bylaw amendment or zoning bylaw amendment includes the holding of one public hearing in association with the application, where applicable. Where another public hearing is required, as a result of the actions of the Applicant, an additional fee is required as prescribed in Schedule 'A'.
- 9.7. Where an application is for the purpose of legalizing an existing bylaw(s) contravention, the application fee shall be increased as prescribed in Schedule 'A'.

## **10. FEE REFUNDS**

- 10.1. Application fees are non-refundable once the application review process has been initiated by staff, except as stated in Section 10. of this Bylaw.
- 10.2. The application fee for an official community plan bylaw amendment, a zoning bylaw amendment, or an amendment to a Covenant shall be refunded as follows.
  - 10.2.1 When a public hearing shall be held pursuant to Section 464 of the *Local Government Act*, 50 per cent of the fee shall be refunded if the application is withdrawn or denied by the Board prior to the provision of notice of a public hearing.
  - 10.2.2 When a public hearing shall not be held pursuant to Section 464 of the *Local Government Act*, 50 per cent of the fee shall be refunded if the application is withdrawn or denied by the Board prior to the provision of notice pursuant to Section 467 of the *Local Government Act*.
  - 10.2.3 No fee shall be refunded once notice has been provided.
- 10.3. The application fee for a land use permit shall be refunded as follows.
  - 10.3.1 50 per cent of the fee shall be refunded if the application is withdrawn prior to the provision of notice of Board consideration of a permit.
  - 10.3.2 No fee shall be refunded once notice of a permit has been provided, or the permit has been considered by the Board.
- 10.4. Upon returning a Regional District sign in good condition to the Regional District, a \$75 refund shall be issued.
- 10.5. The application fee for an exemption from a flood plain specification shall be refunded as follows.
  - 10.5.1 50 per cent of the fee shall be refunded if the application is withdrawn prior to the consideration of the flood plain specification



by the Board.

10.5.2 No fee shall be refunded once the flood plain specification has been considered by the Board.

10.6. The application fee for a strata conversion or the marketing of a shared interest in land shall be returned as follows.

10.6.1 50 per cent of the fee shall be refunded if the application is withdrawn prior to the consideration of the strata conversation or shared interest in land by the Board.

10.6.2 No fee shall be refunded once the strata conversion or the marketing of a shared interest in land has been considered by the Board.

10.7. The application fee for an application to the Board of Variance shall be refunded as follows.

10.7.1 50 per cent of the fee shall be refunded if the application is withdrawn prior to the provision of notice of Board of Variance consideration of the application.

10.7.2 No fee shall be refunded once notice of Board of Variance consideration has been provided.

## **11. SEVERABILITY**

11.1. If any section, subsection, paragraph, subparagraph or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this Bylaw.

## **12. ENFORCEMENT**

12.1. The Director or Bylaw Enforcement Officer may enter any land, building or other structure at any reasonable time for the purpose of ascertaining whether this Bylaw, a land use regulation, or any terms or conditions of a land use permit issued pursuant to this Bylaw are being observed, or have been met.

12.2. No person shall interfere with or obstruct the entry of the Director or Bylaw Enforcement Officer onto any land or into any building or other structure to which entry is made or attempted pursuant to the provisions of this Bylaw.

12.3. No person shall suffer or permit any land, building or other structure to be



used, occupied, developed, constructed, erected, altered, modified, replaced, located, enlarged, or maintained in a manner contrary to any term or condition of an exemption from a flood plain specification or a land use permit issued pursuant to this Bylaw.

12.4. Every person who violates any provision of this Bylaw; permits, suffers or allows any act to be done in violation of any provision of this Bylaw; or neglects to do anything required to be done by any provision of this Bylaw; commits an offence punishable upon summary conviction and is subject to a fine not less than \$2,000.00 and not more than \$10,000.00.

12.5. Each day during which any violation, contravention or breach of this Bylaw continues shall be deemed a separate offence.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_, 2025

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_, 2025

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2025

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 2076, 2025".

DATED AT BURNS LAKE this \_\_\_\_ day of \_\_\_\_ 2025.

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

ADOPTED this \_\_\_\_ day of \_\_\_\_ 2025.

\_\_\_\_\_  
Chairperson

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

**Schedule A**  
**to Regional District of Bulkley-Nechako**  
**Development Procedures Bylaw No. 2076, 2025**

**APPLICATION FEES**

<b>Application Type</b>	<b>Fee – Standard</b>	<b>Fee – Legalize existing bylaw contravention</b>
Official Community Plan (OCP) Bylaw Amendment	\$1,000	\$1,500
Zoning Bylaw Amendment	\$1,000	\$1,500
Combined OCP and Zoning Bylaw Amendment	\$1,500	\$2,250
Exemption from a Flood Plain Specification	\$500	\$750
Development Variance Permit	\$500	\$750
Development Permit	\$200	\$300
Development Permit Amendment	\$100	\$150
Temporary Use Permit	\$700	\$1,050
Temporary Use Permit Renewal	\$500	\$750
Parcel Frontage Exemption	N/A	N/A
Strata Conversion or Marketing of a Shared Interest in Land	\$500	\$750
Covenant Amendment	\$500	\$750
Board of Variance*	\$1,000	\$1,500
<b>Miscellaneous Items</b>	<b>Fee (where applicable)</b>	
Sign Fee**	\$100 per sign	
Additional Public Hearing	\$800 per additional public hearing	

\* Refer to Bylaw No. 1623, 2022 for Board of Variance application procedures.

\*\* Sign fee applies for use of a Regional District provided sign.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cameron Kral, Planner

**Date:** September 18, 2025

**Subject:** **Rezoning Application RZ F-03-25**  
**Third Reading for Rezoning Bylaw No. 2081, 2025**  
**Electoral Area F (Vanderhoof Rural)**

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

1. That the Board receive the Report of the Public Hearing Report for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025".
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025" be given third reading.

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**EXECUTIVE SUMMARY**

This application proposes to amend the Zoning Bylaw by adjusting the area of the subject property zoned Civic/Institutional (P1) to allow the construction of an approximately 929 m<sup>2</sup> (10,000 ft<sup>2</sup>) addition to the Woodland Centre Congregation's church (the Congregation). The total area of the subject property zoned P1 would remain approximately 3.0 ha (7.4 ac).

It appears the location of a church, the proposed addition, a portable classroom, and an ice rink on the property do not fully align with existing zoning. The proposed rezoning boundary adjustment would bring these uses into conformity with the Zoning Bylaw as well as better separate the agricultural use of the property from the institutional uses.

The proposal aligns with the Official Community Plan (OCP), and no negative impacts are expected. Planning Department staff recommend that Bylaw No. 2081, 2025 receive third reading.

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

## APPLICATION SUMMARY

<b>Name of Agent / Owner:</b>	Jonathan Toews (Agent) Woodland Centre Congregation (Owner)
<b>Electoral Area:</b>	Electoral Area F (Vanderhoof Rural)
<b>Subject Property:</b>	7360 & 7362 Highway 16 East, legally described as the Northeast ¼ of the Southwest ¼ of Section 23, Township 2, Range 4, Coast District, Except Plan 3756 (PID: 015-719-189)
<b>Property Size:</b>	≈16.03 ha (39.6 ac)
<b>OCP Designation:</b>	Agriculture (AG) Designation in "Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 (the OCP)
<b>Zoning:</b>	Agricultural Zone (Ag1) and Civic/Institutional Zone (P1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Building Inspection</b>	Within the Building Inspection area
<b>Fire Protection</b>	Within the Vanderhoof Rural Fire Protection area
<b>Existing Land Uses:</b>	Institutional, Agriculture, Residential
<b>Location:</b>	Approximately 3 km south of the District of Vanderhoof, off Highway 16.

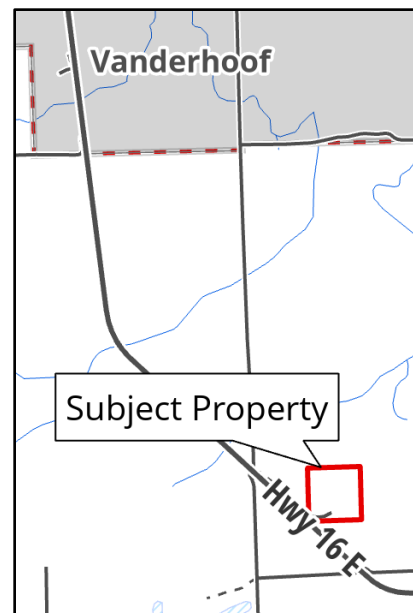
## PROPOSAL

The subject property contains a church, cemetery, portable classroom, ice rink, baseball field and a residence for teaching staff. The northern half of the property is farmed by members of the Congregation (see Attachments for Site Plan).

The Congregation is planning to construct an approximately 929 m<sup>2</sup> (10,000 ft<sup>2</sup>) addition to the existing church. However, the proposed addition does not fit within the current P1 Zone area on the subject property (see Attachments for Preliminary Floor Plan).

During preliminary discussions with RDBN staff, a discrepancy was discovered between the P1 Zone boundary and the Non-Farm Use (NFU) area approved by the Agricultural Land Commission (ALC). It also appears the church, portable classroom and ice rink are not fully within the P1 Zone. Therefore, the applicant is applying to adjust the P1 Zone boundary to align with the ALC's NFU approval area, to accommodate the proposed addition, and to bring all the institutional uses on the property into full conformity with the Zoning Bylaw.

**Location Map**



## DISCUSSION

### Background

In March 2002, the ALC gave NFU approval to develop a church/school building, a separate church building, and a cemetery on a 3.0 ha (7.4 ac) portion of the subject property.

In September 2002, the RDBN Board rezoned a 3.0 ha portion of the subject property from the Agricultural Zone (Ag1) to the P1 Zone to allow the construction of the existing church, resulting in the current P1 Zone boundary (the ALC Decision and 2002 rezoning Staff Report are available from staff on request).

### Official Community Plan

The subject property is designated Agriculture (AG) pursuant to the OCP. The intent of the AG Designation is to preserve these lands for the purposes of farming and other related activities.

Section 3.1.2(1) of the OCP states:

*"Agriculture, grazing, and other compatible uses of land provided within the Agricultural Land Commission Act and Regulations will be permitted"*

Section 3.5.2(2) of the OCP states:

*"The Regional Board will permit additional Civic Institutional uses by way of rezoning, without the requirement for an OCP amendment subject to the following criteria:*

- (a) there is a demonstrated need for the proposed service;*
- (b) The proposed civic institutional use will not create an amount of traffic that will adversely affect the rural character of the area;*
- (c) The proposed civic institutional development will minimize negative impacts on the environment;*
- (d) The proposed civic institutional use will minimize negative impacts on neighbouring land uses or property owners; and*
- (e) The proposed civic institutional use has the support of the Agricultural Land Commission if the land is in the ALR."*

In staff's opinion, the proposed rezoning aligns with the OCP and an OCP amendment is not required.

**Proposed P1 Zone Boundary**



## Zoning

The subject property is zoned Agricultural (Ag1) and Civic/Institutional (P1) pursuant to the Zoning Bylaw and is in an area of mostly medium to large farm parcels.

## Staff Comments

No negative impacts are anticipated from this rezoning. Planning Department staff recommend that Bylaw No. 2081, 2025 receive third reading.

## REFERRAL RESPONSES

The **ALC** has no concerns.

The **Ministry of Agriculture and Food's** interests are unaffected provided the rezoning complies with the ALC's existing approval.

The **Ministry of Transportation and Transit** has no objections.

The **Electoral Area F Advisory Planning Commission** meeting on August 7, 2025 did not have quorum.

The **District of Vanderhoof** Council has no concerns.

## PUBLIC HEARING

The Public Hearing for Bylaw No. 2081, 2025 was held on Tuesday, September 2, 2025. This Public Hearing also served as the Public Hearing for Bylaw No. 2080, 2025. No written submissions were received associated with this application, and five members of the public (all applicant representatives for Bylaw Nos. 2080 and 2081) were in attendance.

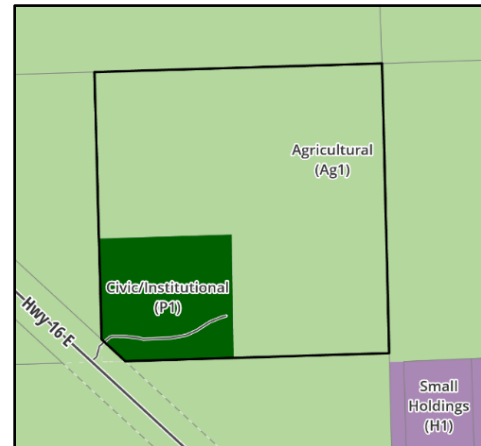
## ATTACHMENTS:

- Bylaw No. 2081, 2025
- Report of the Public Hearing for Bylaw No. 2081, 2025
- Applicant Submission
- [Site Visit Photos](#) (Link)

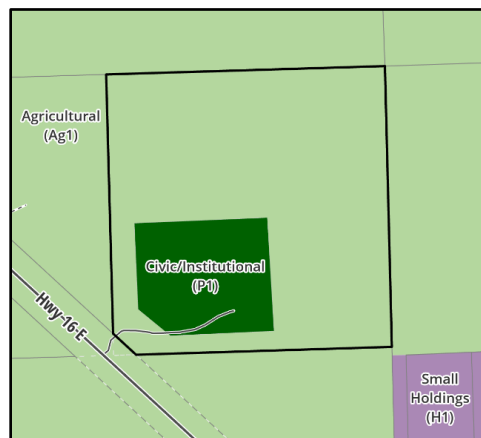
## STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
4. Community and Economic Sustainability

## Current Zoning



## Proposed Zoning







**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2081, 2025**

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

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

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the portion of the following lands totalling  $\pm 0.92$  ha are rezoned from the Agricultural Zone (Ag1) to the Civic/Institutional Zone (P1); and the portion of the following lands totalling  $\pm 1.02$  ha are rezoned from the Civic/Institutional Zone (P1) to the Agricultural Zone (Ag1), as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

The Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 23, Township 2, Range 4,  
Coast District, Except Plan 3756.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025".

READ A FIRST TIME this 14<sup>th</sup> day of August, 2025.

READ A SECOND TIME this 14<sup>th</sup> day of August, 2025.

PUBLIC HEARING HELD this 2<sup>nd</sup> day of September, 2025.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025".

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

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

\_\_\_\_\_  
for Minister of Transportation & Transit

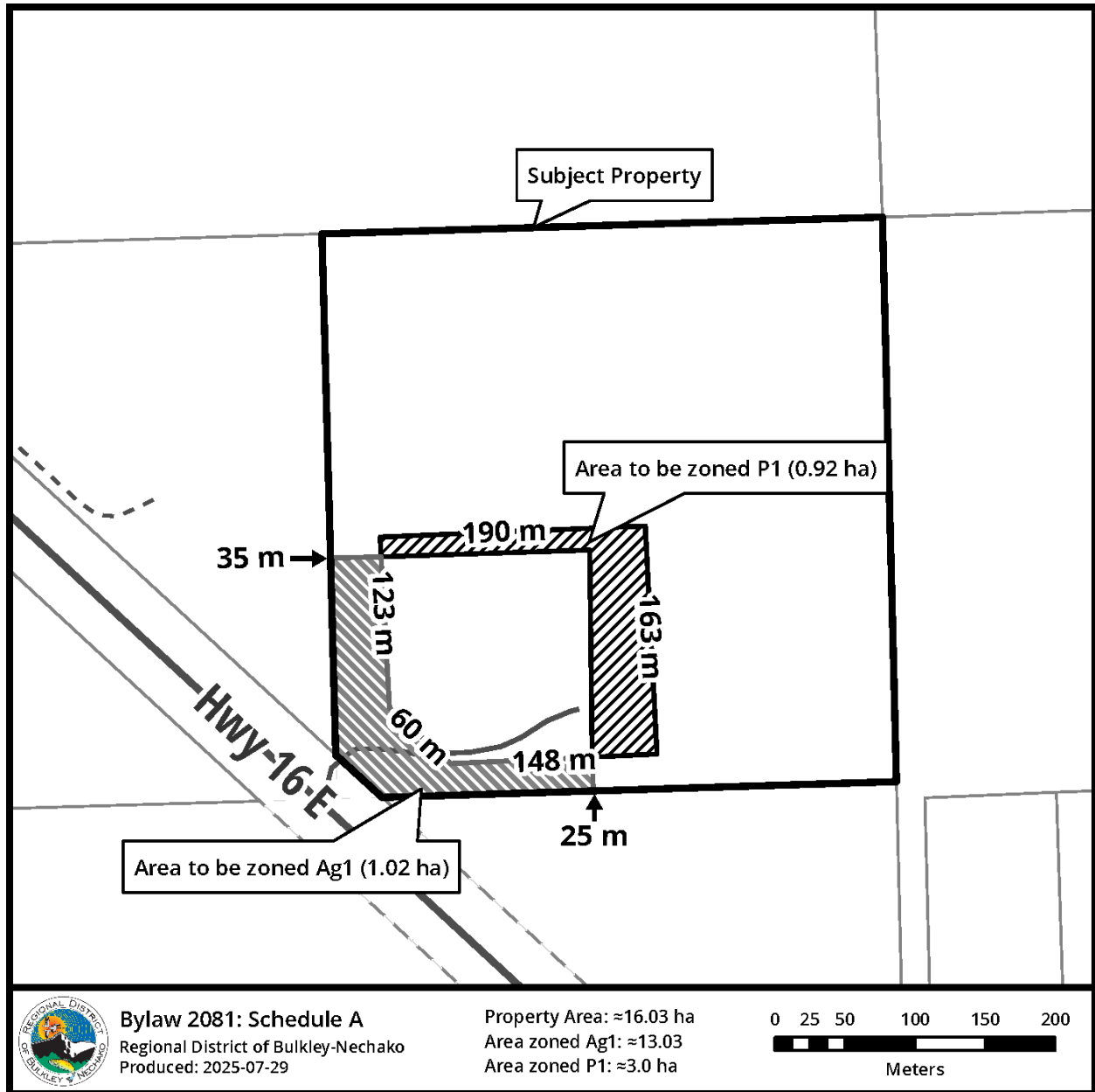
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Corporate Administrator

**SCHEDULE "A" BYLAW NO. 2081**

The ±0.92 ha portion of the lands legally described as The Northeast ¼ of the Southwest ¼ of Section 23, Township 2, Range 4, Coast District, Except Plan 3756 being rezoned from the Agricultural Zone (Ag1) to the Civic/Institutional Zone (P1); and the ±01.02 ha portion being rezoned from the Civic/Institutional Zone (P1) to the Agricultural Zone (Ag1), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 2081, 2025

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 2080 AND BYLAW NO. 2081**

Report of the Public Hearing held at 7:00 pm, Tuesday, September 2, 2025 by Zoom video/conference call regarding "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025"

**ATTENDANCE:**

**Members of the Public:**

Jonathan Toews, Woodland Centre Congregation, 7360 Highway 16 East, BC  
(agent)

Frank Toews, Woodland Centre Congregation, 5623 Highway 16 East, BC

Tanner Moulton, TC Energy, 201 - 760 Kinsmen Place, Prince George, BC  
(applicant representative)

Parker Chong, TC Energy, 201 - 760 Kinsmen Place, Prince George, BC  
(applicant representative)

Nicole Stuckert, TC Energy, 201 - 760 Kinsmen Place, Prince George, BC  
(applicant representative)

**RDBN Director:**

Shirley Moon, Public Hearing Chair, Director, Electoral Area F (Vanderhoof Rural)

**RDBN Staff:**

Danielle Patterson, Senior Planner

Cameron Kral, Planner (Recording Secretary)

**CORRESPONDENCE:** TC Energy Noise Control Information (See Appendix A).

**CALL TO ORDER:** The meeting was called to order by Chair Moon at 7:00 pm.

**BUSINESS:**

Danielle Patterson	Provided an overview of Bylaw No. 2080 and Bylaw No. 2081, along with the Public Hearing process. Danielle Patterson stated that Public Hearing packages are available on the Regional District's website and the chat section in Zoom.
Chair Moon	Asked if the applicant for Bylaw No. 2081 wished to provide comment.
Jonathan Toews	Stated they are not proposing to increase the total area of the property in the P1 Zone, and they are only proposing to adjust the P1 Zone boundary on the property to allow an addition to the church.
Chair Moon	Asked for any additional comments on Bylaw No. 2081. No response received.
Chair Moon	Asked if the applicant for Bylaw No. 2080 wished to provide comment.

Tanner Moulton	Stated that TC Energy had conducted a community information session in January 2025 regarding their application and that all the information regarding their proposal was included in their application.
Chair Moon	Asked for any additional comments on Bylaw No. 2080. No response received.
Chair Moon	Asked if there were any additional comments on Bylaw No. 2080 or Bylaw No. 2081 a first time. No response received.
Chair Moon	Asked if there were any additional comments on Bylaw No. 2080 or Bylaw No. 2081 a second time. No response received.
Chair Moon	Asked if there were any additional comments on Bylaw No. 2080 or Bylaw No. 2081 a third and final time. No response received.
Chair Moon	Adjourned the Public Hearing at 7:09 pm.

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Shirley Moon, Chairperson

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Cameron Kral, Recording Secretary





Agriculture

Septic lagoon

Ice rink

Baseball field

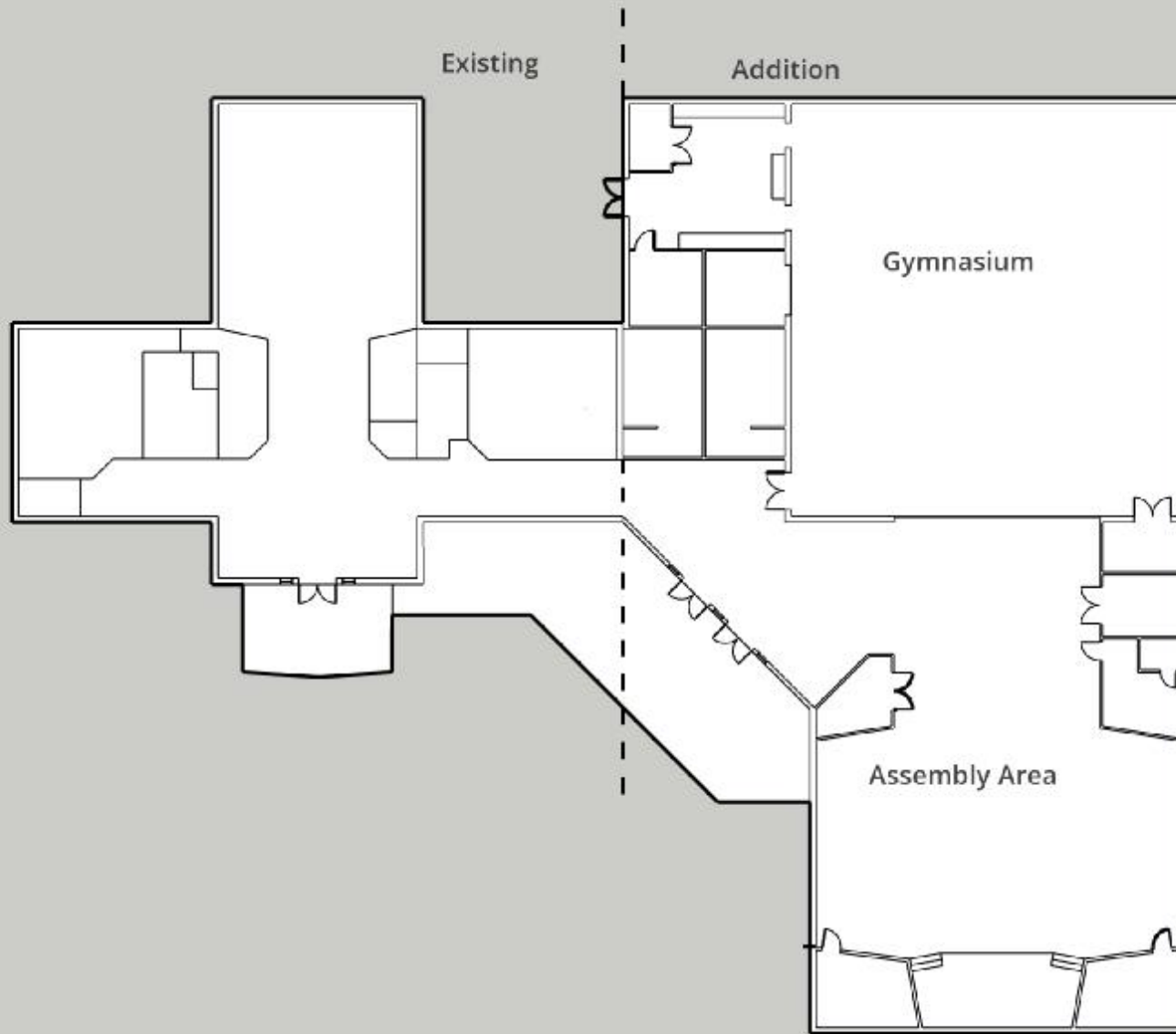
Portable classroom

Single family dwelling

Utility sheds

Church

Cemetery





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Danielle Patterson, Senior Planner

**Date:** September 18, 2025

**Subject:** **Rezoning Application RZ F-01-25**  
**Third Reading and Adoption for Rezoning Bylaw No. 2080, 2025 - Electoral Area F (Vanderhoof Rural)**

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

1. That the Board receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025".
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025" be given third reading and adoption.

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**EXECUTIVE SUMMARY**

TC Energy, on behalf of Coastal GasLink Pipelines Ltd. (CGL) has submitted a zoning amendment application to rezone an approximately 16.02 hectare portion of two Crown land parcels located at 15682 Highway 27 from the Rural Resource Zone (RR1) to the Light Industrial Zone (M1). The purpose of the request is to permit the construction of a compressor station as part of Phase 2 of the Coastal GasLink Pipeline Project.

The initial construction and set-up may have impacts to traffic and noise associated with the construction process. Longer-term impacts, particularly with respect to noise on adjacent residents is unclear and these uncertainties have to be balanced against the available information for the compressor station and its site location.

The proposal area is close to Highway 27, reducing potential traffic onto secondary rural roads. The area is not densely populated and the few dwellings in the area are a fair distance away from the compressor station. BCER Noise Management Plan requirements and approval of the site noise levels; the availability of a site noise complaint process; the Board members' experience with a site visit of quiet compressor station outside of the RDBN; and the proposal alignment with the OCP have been considered by Planning Department staff. Given the balance of these uncertainties against the available information and requirements, staff recommend Bylaw No. 2080, 2025 be given third reading and adoption.



## APPLICATION SUMMARY

<b>Name of Agent / Owner:</b>	Nicole Stuckert, TC Energy for Coastal GasLink Pipelines Ltd./ Province of BC (owner)
<b>Electoral Area:</b>	Electoral Area F (Vanderhoof Rural)
<b>Subject Properties:</b>	<b>15682 Highway 27 South</b> , legally described as Section 22, Township 19, Range 5 Coast District and Section 21, Township 19, Range 5, Coast District (PINs 2188860 & 2188730)
<b>Property Sizes:</b>	<b>Section 21:</b> ~ 259 ha (640.7 ac) <b>Section 22:</b> ~ 259 ha (640.7 ac)
<b>Size of Rezoning Area:</b>	~16.02 ha (~41.3 ac)
<b>OCP Designation:</b>	Resource (RE) pursuant to "Vanderhoof Rural Official Community Plan" (the OCP)
<b>Zoning:</b>	Rural Resource Zone (RR1) pursuant to "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Existing Land Use:</b>	Partially cleared land / pipeline Statutory Right-of-Way (RoW)

### Location:

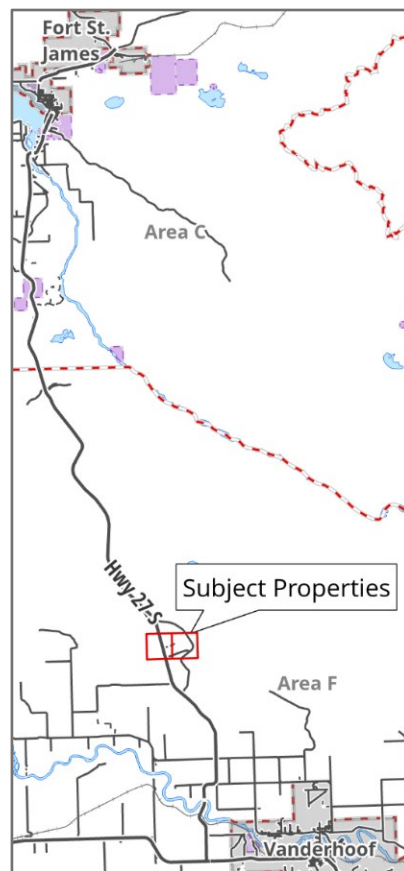
Approximately 12 km northwest of the District of Vanderhoof; approximately 32 km south of the District of Fort St. James; and approximately 500 m from Highway 27, situated between Blue Mountain Road and Fourteen Mile Road. There are 15 known dwellings within 3 km of the proposed site. Of these dwellings, one dwelling is approximately 1 km away and five dwellings are approximately 1.1 km to 2 km away. While most parcels of land within a 200 m buffer of the subject lands are Crown owned, three parcels within the buffer are privately owned.

### Proposal:

Coastal GasLink Pipelines Ltd. (CGL) plans to construct the "Clear Creek Compressor Station" on an approximately 16.02 ha portion of two parcels of Crown land shown below.

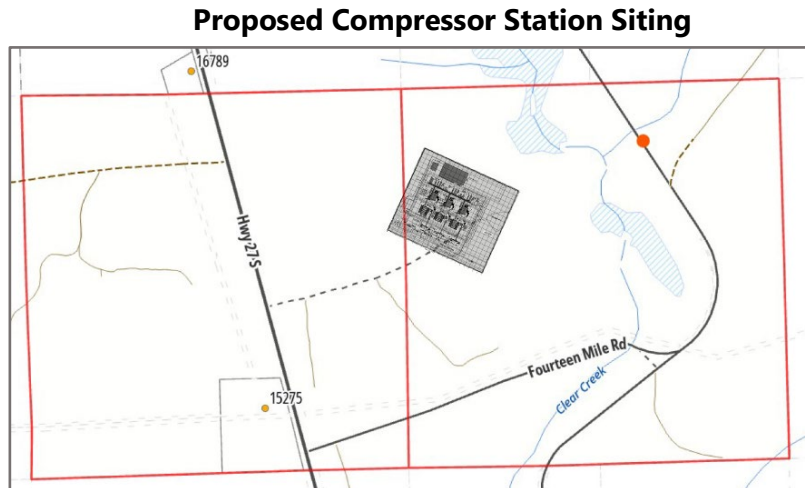
The compressor station is proposed to consist of up to three gas turbines driven by 30 Megawatt compressor units. The compressor station would be designed to allow for conversion to electric power, in the future, if applicable.

The purpose of the compressor station is to increase natural gas capacity through the CGL pipeline as part of



Phase 2 of the CGL Pipeline Project (see Applicant's Submission for further details). The applicant provided an example of a similar compressor station from another site as a visual (see Figure 1 and the Applicant's submission).

The subject lands are currently zoned Rural Resource (RR1), which does not permit compressor stations. Given this, the applicant is requesting to rezone the lands to the Light Industrial Zone (M1) to facilitate the construction of the compressor station. The area proposed for rezoning overlaps with CGL's Statutory RoW.



CGL anticipates the compressor station will be constructed over a three-to-five-year period between 2025 and 2030. During construction there will be a requirement for equipment, material stockpile sites, and temporary workforce housing which are not part of this rezoning proposal. Given the temporary nature of these proposed uses, CGL is only applying to rezone the lands for the compressor station facility and will apply for a Temporary Use Permit (TUP) in the future for these uses. Planning staff have informed TC Energy that a Development Variance Permit may also be required.

## DISCUSSION:

### Official Community Plan (OCP)

The subject property is designated Resource (RE) under the OCP. It is the intent of this designation to protect the resource values of the designated area and to minimize resource conflicts among recreation, grazing, mining and wildlife by discouraging settlement on Resource designated lands.

RE Designation Policy 3.7.2(1)

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



Figure 1: TC Energy Operating Compressor Station (Note: This figure depicts a 2 unit facility, and the Proposed Clear Creek Compressor Station may have up to 3 units)

Given that Compressor Stations are defined in the Zoning Bylaw as a Utility Use, an OCP amendment is not required as part of this application.

### Existing and Proposed Zoning

Table 1 below provides a comparison of the permitted uses in the existing RR1 Zone and the permitted uses in the proposed M1 Zone. The applicant's BC Energy Regulator's (BCER's) permitting limits activities that may be carried out to "oil and gas or storage activities and related activities."

The M1 Zone also includes a forty percent parcel coverage limit and a requirement that industrial activity and all associated materials to be enclosed within a 2 m or higher Landscape Screen.

<i>Table 1 – Comparison of RR1 and M1 Zones</i>			
<b>RR1 Zone (current)</b>		<b>M1 Zone (proposed)</b>	
<u>Principal Uses</u>		<u>Principal Uses</u>	
- Agriculture	- Cabin	- Agriculture	- Utility
- Large Kennel	- Farmers' Market	- Large Kennel	- Aggregate Processing
- Rural Retreat		- Veterinary Clinic	- Agricultural Feed Store
- Veterinary Clinic		- Contracting	- Crematorium
- Portable Sawmill		- Light Manufacturing	- Service Station
- Primitive Campground		- Motor Vehicle Repair	- Motor Vehicle Wash
- Intensive Agriculture		- Warehousing	- Transportation Terminal
- Single Family Dwelling		- Building and Garden Supplies	- Light Equipment Repair and Sales
- Two Family Dwelling		- Recreational Vehicle Storage	- Heavy Equipment Repair and Sales
<u>Secondary Uses</u>		<u>Secondary Uses</u>	
- Guest Ranch only on a Parcel where Agriculture or Intensive Agriculture is a Principal Use		- Dwelling Unit in a building with a Principal Use	
		- Single Family Dwelling	

### Local Impacts

The application states, "the project has been designed in accordance with the applicable codes, standards and regulations on noise including the BCER Noise Control and Best Practices Guideline (Version 2.2, July 21, 2021). An assessment of the potential noise impact of the proposed facility has been completed, indicating that noise at the facility will meet the BCER permissible sound level requirements during operation. Various mitigation measures will be integrated into the design of the facility to support compliance with the BCER Guideline including (but not limited to):

- using silencers on equipment where applicable
- building enclosures and utilizing sound dampeners around the turbine
- keeping doors closed to prevent noise from escaping during operations."

It was noted by CGL representatives during the Advisory Planning Commission meeting that compressor station sites experience a substantial increase in the level of noise during the approximately first 100 hours of operations. TC Energy also state in their application that issues with air, odour, or dust control are not anticipated as a result of the operation of the CGL Clear

Creek Compressor Station; if an air, odour, or dust complaint is received from the public, CGL would investigate it in association with BCER.

On August 25, 2025 TC Energy submitted a letter providing additional information related to noise levels during operations at the proposed Clear Creek Compressor Station stating all new energy-related facilities are required to meet daytime and nighttime permissible sound levels and the compressor station will be *“designed in accordance with applicable codes, standards and regulations on noise including the BCER Noise Control and Best Practices Guideline (Version 2.2, July 21, 2021)”* (BCER Best Practices Guide).

The BCER Best Practices Guide outlines acceptable daytime (7:00 am to 10:00 pm) and nighttime (10:00 pm to 7:00 am) sound levels (dBA Leq) based on proximity of site from transportation and dwelling units per quarter section of land, as shown in Table 1. The applicant has stated that the sound levels in the 1 -8 dwellings per quarter section apply to this property. The application of Category 1 to Category 3 sounds levels may vary (seasonality and specific site locations). The compared 60 dBA Leq to the sound level of the typical refrigerator.

Table 1: Basic Sound Levels measured in dBA Leq for Nighttime and Daytime, adapted from BCER Best Practices Guide, Version 2.2, July 21, 2021.			
Dwelling Unit Proximity to Transportation	Dwelling unit density per quarter section of land		
	1 - 8 dwellings; nighttime (daytime)	9 – 160 dwellings; nighttime (daytime)	> 160 dwellings; nighttime (daytime)
<b>Category 1</b> 500 m from heavily travelled roads and/or rail lines and not subject to frequent aircraft flyovers.	40 (50)	43 (53)	46 (56)
<b>Category 2</b> More than 100 m but less than 500 m from heavily travelled roads and/or rail lines and not subject to frequent aircraft flyovers.	45 (55)	48 (58)	51 (61)
<b>Category 3</b> Less than 100 m from heavily travelled roads and/or rail lines and/or subject to frequent aircraft flyovers.	50 (60)	53 (63)	56 (66)

The BCER Best Practices Guide requires permit holders to implement a Noise Management Plan. The Guide provides guidance on construction noise, advising nearby residents, using acoustic screening and noise mitigation innovations, and recommends construction activity during daytime hours. If there are noise complaints the guide states permit holders are *“to work expeditiously with the complainant to resolve or come to a mutually agreed upon resolution”*.

Section 4.2. of the BC Best Practices Guide outlines Complaint Response Procedures includes the following.

*“1. Once the permit holder is aware of a complaint or noise concern, the permit holder is expected to make direct contact with the complainant to understand the concerns and to establish a dialogue.”*

2. The permit holder should explain the requirements of this guideline and clearly outline the process, including timelines it intends to follow.

3. If a Comprehensive Sound Level Survey is to be performed, the permit holder and the complainant should complete Part 1 and 2 of the Noise Complaint Investigation Form (see Appendix C & D.) to determine the representative conditions that exist when noise is affecting the resident. For example, if a facility was modeled in the NIA to operate with doors and windows closed, this is a condition of operation to ensure that the PSL is met.”

The letter and the full BCER Best Practices Guide, which includes noise complaint response plans and investigation forms (Section 4.1-4.2; Appendix C; and Appendix D) is available in the Report of the Public Hearing.

### **Staff Comments**

The initial construction and set-up may have impacts to traffic and noise associated with the construction process. Longer-term impacts, particularly with respect to noise on adjacent residents is unclear and these uncertainties have to be balanced against the available information for the compressor station and its site location.

The proposal area is close to Highway 27, reducing potential traffic onto secondary rural roads. The area is not densely populated and the few dwellings in the area are a fair distance away from the compressor station. BCER Noise Management Plan requirements and approval of the site noise levels; the availability of a site noise complaint process; the Board members’ experience with a site visit of a compressor station outside of the RDBN; and the proposal alignment with the OCP have been considered by planning staff. Given the balance of these uncertainties against the available information and requirements, planning staff recommend Bylaw No. 2080, 2025 be given third reading and adoption.

### **REFERRAL RESPONSES**

At their June 24, 2025 meeting, the Electoral Area F Advisory Planning Commission (APC) unanimously passed a motion recommending the Board support the proposal.

At their June 23, 2025 meeting, the District of Vanderhoof Council passed a resolution stating, *“THAT staff be directed to inform the Regional District of Bulkley-Nechako that District of Vanderhoof Council has no concerns with RDBN rezoning application RZ F-01-25.”*

The Ministry of Transportation and Transit (MoTT) provided a letter dated July 11, 2025 stating MoTT has no objections to the proposal. MoTT included information for the applicant for structure setbacks, drainage, and industrial access use permit requirements.

No response was received from the District of Fort St. James.

### **PUBLIC HEARING**

The attached Public Hearing for Bylaw No. 2080, 2025 was held on Tuesday, September 2, 2025, which also served as the Public Hearing for Bylaw No. 2081, 2025 for an unrelated zoning amendment. TC Energy submitted a written submission for noise standards, as discussed above.

No other written submissions were received. Five members of the public were in attendance; all were applicant representatives.

During the Public Hearing, TC Energy stated they had a community outreach meeting in January 2025 for the residents surrounding the compressor station site.

**ATTACHMENTS:**

- Bylaw No. 2080, 2025
- Report of the Public Hearing
- [Public Hearing Package](#) (link)
- [RR1 and M1 Zones](#) (link)

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
4. Community and Economic Sustainability



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2080, 2025**

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

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

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that a  $\pm 0.68$  ha portion of the following lands as shown on Schedule "A", which is incorporated in and forms part of this bylaw are rezoned from the "Rural Resource Zone (RE)" to the "Light Industrial Zone (M1)".

Section 21, Township 19, Range 5, Coast District.

2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that a  $\pm 16.02$  ha portion of the following lands as shown on Schedule "A", which is incorporated in and forms part of this bylaw are rezoned from the "Rural Resource Zone (RE)" to the "Light Industrial Zone (M1)".

Section 22, Township 19, Range 5, Coast District.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025".

READ A FIRST TIME this fourteenth day of August 2025.

READ A SECOND TIME this fourteenth day of August 2025.

PUBLIC HEARING HELD this second day of September 2025.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025".

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

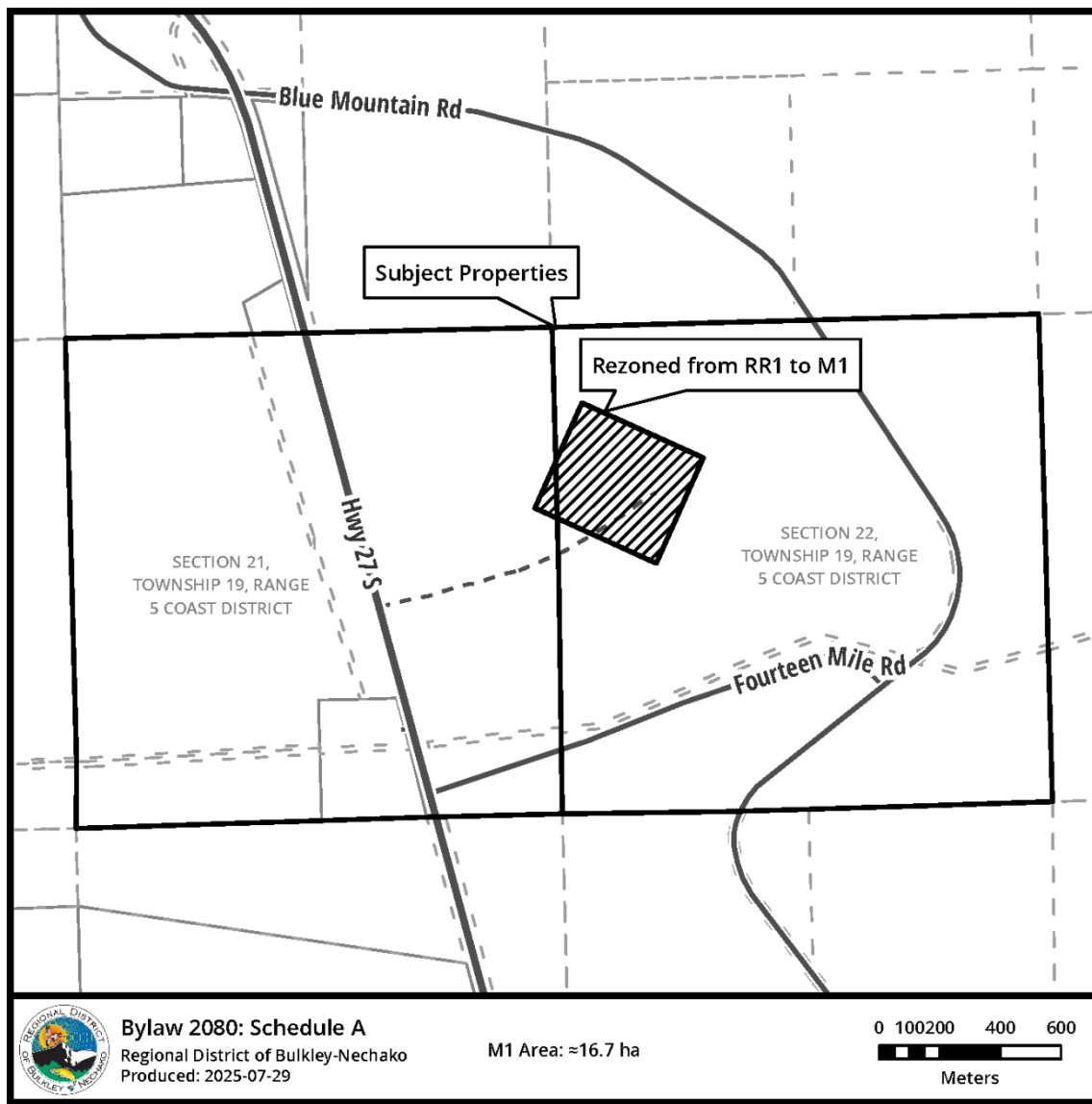
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

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

**SCHEDULE "A" BYLAW NO. 2080, 2025**





A  $\pm 0.68$  ha portion of lands legally described as Section 21, Township 19, Range 5, Coast District and a  $\pm 16.02$  ha portion of the lands legally described as Section 22, Township 19, Range 5 Coast District, be rezoned from “Rural Resource Zone (RE)” to the “Light Industrial Zone (M1)”.

I hereby certify that this is Schedule “A” of Bylaw No. 2080, 2025.

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



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

### **REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 2080 AND BYLAW NO. 2081**

Report of the Public Hearing held at 7:00 pm, Tuesday, September 2, 2025 by Zoom video/conference call regarding "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2080, 2025" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025"

#### **ATTENDANCE:**

##### **Members of the Public:**

Jonathan Toews, Woodland Centre Congregation, 7360 Highway 16 East, BC  
(agent)

Frank Toews, Woodland Centre Congregation, 5623 Highway 16 East, BC

Tanner Moulton, TC Energy, 201 - 760 Kinsmen Place, Prince George, BC  
(applicant representative)

Parker Chong, TC Energy, 201 - 760 Kinsmen Place, Prince George, BC  
(applicant representative)

Nicole Stuckert, TC Energy, 201 - 760 Kinsmen Place, Prince George, BC  
(applicant representative)

##### **RDBN Director:**

Shirley Moon, Public Hearing Chair, Director, Electoral Area F (Vanderhoof Rural)

##### **RDBN Staff:**

Danielle Patterson, Senior Planner

Cameron Kral, Planner (Recording Secretary)

**CORRESPONDENCE:** TC Energy Noise Control Information (See Appendix A).

**CALL TO ORDER:** The meeting was called to order by Chair Moon at 7:00 pm.

#### **BUSINESS:**

Danielle Patterson	Provided an overview of Bylaw No. 2080 and Bylaw No. 2081, along with the Public Hearing process. Danielle Patterson stated that Public Hearing packages are available on the Regional District's website and the chat section in Zoom.
Chair Moon	Asked if the applicant for Bylaw No. 2081 wished to provide comment.
Jonathan Toews	Stated they are not proposing to increase the total area of the property in the P1 Zone, and they are only proposing to adjust the P1 Zone boundary on the property to allow an addition to the church.
Chair Moon	Asked for any additional comments on Bylaw No. 2081. No response received.
Chair Moon	Asked if the applicant for Bylaw No. 2080 wished to provide comment.

Tanner Moulton	Stated that TC Energy had conducted a community information session in January 2025 regarding their application and that all the information regarding their proposal was included in their application.
Chair Moon	Asked for any additional comments on Bylaw No. 2080. No response received.
Chair Moon	Asked if there were any additional comments on Bylaw No. 2080 or Bylaw No. 2081 a first time. No response received.
Chair Moon	Asked if there were any additional comments on Bylaw No. 2080 or Bylaw No. 2081 a second time. No response received.
Chair Moon	Asked if there were any additional comments on Bylaw No. 2080 or Bylaw No. 2081 a third and final time. No response received.
Chair Moon	Adjourned the Public Hearing at 7:09 pm.

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Shirley Moon, Chairperson

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Cameron Kral, Recording Secretary



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning and Development  
**Date:** September 18, 2025  
**Subject:** **Planning and Development Department Bylaw Review**

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

Receipt.

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### DISCUSSION

During the Board's consideration of the Bylaw Notice Bylaw for the RDBN the Board indicated an interest in reviewing all bylaws. This report presents the service establishment and regulatory bylaws administered by the Planning and Development Department for the Board's information.

#### **RDBN Parks Use Regulations Bylaw No. 1989, 2023**

The bylaw was developed in 2023 with the establishment of the RDBN's Parks and Trails Service. The bylaw establishes procedures regarding the operation of RDBN parks and trails, and regulations regarding use by the public.

"Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023" does the following:

- establishes the authority for posting and enforcing rules, and managing parks and trails operations;
- authorizes the enforcement options available to the RDBN including ticketing;
- outlines prohibited activities and behaviors in parks and on trails;
- provides regulations regarding the use of motor vehicles, e-bikes, and boats;
- establishes hours of operations; and
- establishes a process for the issuance of park use permits.

**Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022**

**Electoral Area B / E Recreation Contribution Service Establishment Bylaw No. 1977, 2022**

**Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022**

**Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022**

These bylaws implement a service where funds are raised for distribution to recreation service providers within the 4 service areas.

**Smithers and Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020**

**Houston, Granisle, Electoral Area G Parks and Trails Service Establishment Bylaw No. 1928, 2020**

**Burns Lake, Electoral Area B, Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020**

**Fort St. James and Electoral Area C Parks and Trails Service Establishment Bylaw No. 1930, 2020**

These bylaws establish the service allowing the creation and operation of Regional Parks and Regional Trails within the 4 service areas.

**RDBN Zoning Bylaw No. 1800, 2020**

The Zoning Bylaw is the most important regulation used to manage the use and development of land and to implement the goals and objectives of the Official Community Plans. The Zoning Bylaw divides areas and properties into zones. Each zone includes regulations regarding the permitted uses on the land; the density of those uses; and the number, size, and siting of buildings and structures on the land.

The RDBN has had zoning regulations since 1970. The existing zoning bylaw was adopted in 2020 and updated in 2024. The bylaw applies to most developed areas of the RDBN except for the areas within Electoral Area E that are in the ALR, and area D around Francois Lake.

**RDBN Floodplain Management Bylaw No. 1878, 2020**

The Floodplain Management Bylaw directs new development away from flood prone areas by establishing setbacks from waterbodies and watercourses and establishing flood construction levels. The intent is to prevent injury and loss of life, as well as minimize property damage during flood events.

The RDBN has had zoning regulations in place since 2004. The existing bylaw was adopted in 2020. This bylaw is being reviewed in light of new provincial floodplain mapping released in 2025. The RDBN Board has a policy to enforce this bylaw only in areas where Building Inspection Service is provided.

**RDBN Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**

The RDBN Transit Service was established with the adoption of "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" in 2017. A component of the Province's Highway 16 Action Plan, the service was established by the RDBN at the Province's request to address the lack of public transportation along Highway 16 and to reduce hitchhiking along the Highway 16 corridor. The service involves municipalities only and provides service between municipalities.

The service includes two routes that are based out of Burns Lake. Route 161 travels on Tuesday, Thursday, and Saturday making a round trip to Prince George. Route 162 travels on Monday, Wednesday, and Friday making a round trip to Smithers, with an additional midday run to Houston and back to Smithers before returning to Burns Lake.

The bylaw was amended in 2024 to remove the Village of Telkwa as a participant in the service, and to increase the maximum requisition amount from \$90,000 to \$115,000. It is anticipated that staff will ask the Board to review the funding of the service as costs grow to exceed the maximum requisition amount.

### **RDBN Board of Variance Bylaw No. 1623, 2012**

Where a local government has adopted a zoning bylaw it must also establish a Board of Variance (BoV) by bylaw, pursuant to Section 536 of the *Local Government Act*. That bylaw must set out the procedures to be followed by the local government and BoV in receiving and considering applications and providing notice.

The BOV is authorized to consider three types of applications:

1. Applications requesting a "minor variance" from persons who allege they are caused "undue hardship" by:
  - enforcement of the zoning bylaw regulation concerning the siting, size or dimension of a building or the siting of a manufactured home;
  - enforcement of subdivision servicing requirements related to water, sewage and drainage services in areas zoned for agricultural or industrial use; or
  - the prohibition on structural alterations or additions to a building or structure while a "non-conforming use" is continued in all or part of it.
2. Applications from people who allege that the Building Inspector made an error in determining the amount of damage to a building, which is, in whole or part, a "non-conforming use". If a building or structure, which is non-conforming to a bylaw, is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the Building Inspector (Subsection 911(7) of the *Local Government Act*) the repair or reconstruction of that building or structure may not occur. The BOV may set aside the decision of the Building Inspector on the extent of damage, and make its own determination.
3. Applications from landowners requesting an extension to a date set by a bylaw that terminates land use contracts early within 6 months after adoption of that bylaw if the owner alleges that the early termination of the land use contract would cause hardship. The BOV may for reasons of undue hardship order that the provisions of the land use

contract continue to apply beyond the early termination bylaw date but not beyond the 10-year sunset date

Since 2012 the Planning Department has made several requests to the RDBN Board for people to be nominated for appointment to the BoV. In October 2015 two names were brought forward by a director for appointment. The Board resolved in January 2017 to nominate a third candidate when necessary. The Planning Department made further requests in 2019 and 2022 that the Board nominate people for appointment to the BoV.

The RDBN does not currently have a Board of Variance appointed.

### **RDBN Unsightly Premises Bylaw No. 1649, 2012**

The service establishment bylaws and regulatory bylaws for unsightly properties were adopted in 2012. The Unsightly Premises Bylaw sets the standard for unsightly property and authorizes the RDBN to hire a contractor to undertake the work to clean up a property at the expense of the property owner if bylaw compliance is not achieved. The RDBN has never had to follow through with this process.

These bylaws do not apply to Electoral Area E.

### **RDBN Building Bylaw No. 1634, 2012**

The Building Bylaw regulates construction within the Regional District with the intent to provide oversight to the building process to check for compliance to the BC Building Code. The intention is to protect health and safety of persons, protect property, and make the public aware that it is in their interest to comply with the BC Building Code. Several RDBN and provincial building and development related regulations rely on the building inspection process for administration (ALR, sewerage system regulations, floodplain regulations, contaminated sites regulations, homeowner protection regulations, etc..

The RDBN has had zoning regulations in place since 1969. The existing bylaw was adopted in 2012 and updated in 2020. The bylaw applies to most developed areas of the RDBN except for Electoral Area E. The bylaw is scheduled for review upon completion of a new model building bylaw by MIABC.

### **RDBN Advisory Planning Commission Bylaw No. 1501, 2009**

The *Local Government Act* requires local governments to adopt an Advisory Planning Commission bylaw to establish the procedures and processes around the appointment and function of an advisory planning commission. The first bylaw was adopted in 1987. The existing bylaw was adopted in 2009 and updated in 2014.

### **RDBN Development Procedures Bylaw No. 1422, 2007**

The *Local Government Act* requires a local government to adopt a development procedures bylaw to define procedures regarding the receiving and processing of applications to amend an official community plan or zoning bylaw, or the issuance of a permit. The bylaw also establishes fees for applications.

The RDBN's first development procedures bylaw was adopted in 1990. The existing bylaw was adopted in 2007. This bylaw is currently under review and a new bylaw will be presented to the Board for consideration this fall.

### **Special Events Bylaw No. 1194, 2002**

This bylaw requires the issuance of a license for the holding of a special event in the RDBN. A Special Event is any public show, exhibition, carnival, fair, concert, or commercial performance attended by more than 1000 people daily. It does not apply to a congregation or gathering on lands zoned for that use.

The permit requires a review by the RCMP, MOTT, Northern Health, local Fire Department, and building inspectors. Once a permit is issued the event becomes compliant with zoning. Permits are rarely issued as events of this size on facilities not appropriately zoned are rare. It is noted that some event organizers voluntarily apply for a permit even though they do not meet the size threshold.

### **Pump and Haul Sewage Disposal Regulation Bylaw No. 1101, 1999**

In 1998 the Health Unit developed a policy to not issue holding tank permits in most situations unless the local government adopted a bylaw that regulated the operation and maintenance of the holding tank. The Board adopted "Regional District of Bulkley-Nechako Pump and Haul Sewage Disposal Regulation Bylaw No. 1101, 1999" to regulate the operation and maintenance of holding tanks within the service area. To obtain a permit the applicant was required to register a covenant on title with maintenance related requirements for the pump and haul system.

The bylaw only came into play when Northern Health refused to approve a holding tank permit until a property comes into compliance with the RDBN bylaw. In 2008 Northern Health changed their policy refusing to issue holding tank permits without local government regulation. The result is that property owners no longer make requests to be included in the service area for the bylaw. Therefore, the bylaw remains unused.

To properly end the service the RDBN Board could direct staff to rescind the 10 service establishment bylaws for individual properties, rescind Bylaw No. 1101, and allow the properties with permits to remove the required covenant registered on title.

### **RDBN Manufactured Home Park Bylaw No. 740, 1993**

This bylaw regulates the development and design of manufactured home parks in the rural area. The RDBN has had manufactured home park regulations in place since 1978. The existing bylaw was adopted in 1993 and was updated in 2004. The bylaw applies to all areas of the RDBN. The bylaw applies to the development of a new mobile home park, or the expansion of an existing park.

The bylaw needs an update; however, given its limited use this is not a Planning Department priority.

#### **ATTACHMENTS:**

[RDBN Parks Use Regulations Bylaw No. 1989, 2023](#)

[Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022](#)

[Electoral Area B / E Recreation Contribution Service Establishment Bylaw No. 1977, 2022](#)

[Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022](#)

[Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022](#)

[Smithers and Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020](#)

[Houston, Granisle, Electoral Area G Parks and Trails Service Establishment Bylaw No. 1928, 2020](#)

[Burns Lake, Electoral Area B, Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020](#)

[Fort St. James and Electoral Area C Parks and Trails Service Establishment Bylaw No. 1930, 2020](#)

[RDBN Zoning Bylaw No. 1800, 2020](#)

[RDBN Floodplain Management Bylaw No. 1878, 2020](#)

[RDBN Public Transit and Para-Transit \(Highway 16\) Service Establishment Bylaw No. 1790, 2016](#)

[RDBN Board of Variance Bylaw No. 1623, 2012](#)

[RDBN Unsightly Premises Bylaw No. 1649, 2012](#)

[RDBN Building Bylaw No. 1634, 2012](#)

[RDBN Advisory Planning Commission Bylaw No. 1501, 2009](#)

[RDBN Development Procedures Bylaw No. 1422, 2007](#)



[Special Events Bylaw No. 1194, 2002](#)

[Pump and Haul Sewage Disposal Regulation Bylaw No. 1101, 1999](#)

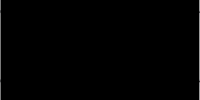
[RDBN Manufactured Home Park Bylaw No. 740, 1993](#)

**STRATEGIC PLAN ALIGNMENT:**

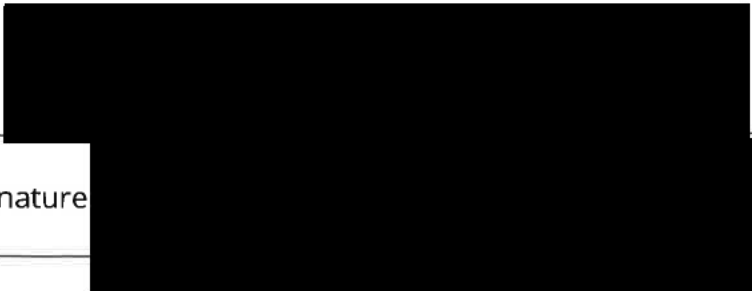
This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

Not Applicable

## Advisory Planning Commission Meeting Minutes

<b>Electoral Area B</b>	<b>Meeting Date: August 28, 2025</b> 7:00 pm	<b>Meeting Location: RDBN Office</b>		
<b>Attendance</b>				
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>APC Members</b>  <input checked="" type="checkbox"/> Marvin Strimbold <i>2nd</i>  <input checked="" type="checkbox"/> Ed Martens  <input checked="" type="checkbox"/> Robert Currie  <input type="checkbox"/> Lynn Synotte  <input type="checkbox"/> Valerie Anderson  <input type="checkbox"/> Corrine George  <input checked="" type="checkbox"/> Bob Saul  <input checked="" type="checkbox"/> Daniella Oake <i>motion</i> </td> <td style="width: 50%; vertical-align: top;"> <b>Electoral Area Director</b>  <input checked="" type="checkbox"/> Director Michael Riis-Christianson  <input type="checkbox"/> Alternate Director Doug Bysouth   <b>Other Attendees</b>  <input checked="" type="checkbox"/> Cameron Kral, Planner  <input checked="" type="checkbox"/> <i>Chloe (planning student)</i>  <input type="checkbox"/> _____  <input type="checkbox"/> _____ </td> </tr> </table>			<b>APC Members</b> <input checked="" type="checkbox"/> Marvin Strimbold <i>2nd</i> <input checked="" type="checkbox"/> Ed Martens <input checked="" type="checkbox"/> Robert Currie <input type="checkbox"/> Lynn Synotte <input type="checkbox"/> Valerie Anderson <input type="checkbox"/> Corrine George <input checked="" type="checkbox"/> Bob Saul <input checked="" type="checkbox"/> Daniella Oake <i>motion</i>	<b>Electoral Area Director</b> <input checked="" type="checkbox"/> Director Michael Riis-Christianson <input type="checkbox"/> Alternate Director Doug Bysouth  <b>Other Attendees</b> <input checked="" type="checkbox"/> Cameron Kral, Planner <input checked="" type="checkbox"/> <i>Chloe (planning student)</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>APC Members</b> <input checked="" type="checkbox"/> Marvin Strimbold <i>2nd</i> <input checked="" type="checkbox"/> Ed Martens <input checked="" type="checkbox"/> Robert Currie <input type="checkbox"/> Lynn Synotte <input type="checkbox"/> Valerie Anderson <input type="checkbox"/> Corrine George <input checked="" type="checkbox"/> Bob Saul <input checked="" type="checkbox"/> Daniella Oake <i>motion</i>	<b>Electoral Area Director</b> <input checked="" type="checkbox"/> Director Michael Riis-Christianson <input type="checkbox"/> Alternate Director Doug Bysouth  <b>Other Attendees</b> <input checked="" type="checkbox"/> Cameron Kral, Planner <input checked="" type="checkbox"/> <i>Chloe (planning student)</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____			
Chairperson: <i>Bob Saul</i>		Secretary: <i>Robert Currie</i>		
Call to Order: <i>7:00 pm</i>				
<b>Agenda</b> 7:00 Election of Chair and Secretary 7:15 RZ B-02-25				
<b>Applications (Include application number, comments, and resolution)</b>  RZ B-02-25 <ul style="list-style-type: none"> <li>- not to be subdivided at this time</li> <li>- covered all bases on soil, sewage, in planning &amp; design</li> <li>- Unanimous decision in favor for 2nd detached building secondary suite</li> </ul>				
Meeting Adjourned: <i>7:11 pm</i>		Secretary Signature 		

## Advisory Planning Commission Meeting Minutes

<b>Electoral Area F</b>	<b>Meeting Date: June 24, 2025 6:00 pm</b>	<b>Meeting Location: District of Vanderhoof Office</b>
<b>Attendance</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>APC Members</u></p> <p><input type="checkbox"/> Mike Pritchard</p> <p><input checked="" type="checkbox"/> Henry Klassen</p> <p><input checked="" type="checkbox"/> Ben Rodts</p> <p><input type="checkbox"/> Barb Ephrom</p> <p><input checked="" type="checkbox"/> Kelly Gehrmann</p> </div> <div style="width: 45%;"> <p><u>Electoral Area Director</u></p> <p><input checked="" type="checkbox"/> Director Shirley Moon</p> <p><input checked="" type="checkbox"/> Alternate Director Alex Kulchar</p> <p><u>Other Attendees</u></p> <p><input type="checkbox"/> Danielle Patterson, Senior Planner RDBN Staff</p> <p><input checked="" type="checkbox"/> Cameron Kral, Planner RDBN Staff</p> <p><input checked="" type="checkbox"/> Nicole Stuckert, applicant</p> <p><input checked="" type="checkbox"/> Parker Chong, applicant</p> <p><input checked="" type="checkbox"/> Tanner Moutlon, applicant</p> </div> </div>		
Chairperson: Henry Klassen		Secretary: <b>RECEIVED</b>
Call to Order: 6:08 pm		<b>AUG 14 2025</b>
Agenda: 6:00-6:30 Rezoning RZ F-01-25		<b>REGIONAL DISTRICT OF BULKLEY-NECHAKO</b>
<p>Applications (Include application number, <b>comments</b>, and <b>resolution</b>):</p> <p><u>RZ F-01-25</u></p> <ul style="list-style-type: none"> <li>- C.G.L. representatives gave a summary of the application.</li> <li>- Comments were made on: Initial noise at start of compressor, waste disposal from work camp, number of people required for construction + operations, use of local contractors + suppliers.'</li> <li>- Moved/Seconder - Kelly Gehrmann/Ben Rodts - That the Electoral Area F APC recommend that the rezoning application of file RZ F-01-25 be approved - CARRIED.</li> </ul>		
Meeting Adjourned: 6:31 pm		Secretary Signature 



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Danielle Patterson, Senior Planner

**Date:** September 18, 2025

**Subject:** **Referral: Permit Application to Discharge Ash onto Agricultural Lands (Tracking No. 7410378) - Electoral Area A (Smithers/Telkwa Rural)**

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### RECOMMENDATION:

(all/directors/majority)

That the attached comment sheet be provided to West Fraser Mills Ltd. as the Regional District's comments on the Permit Application to Discharge Ash on Agricultural Lands (Tracking Number 7410378).

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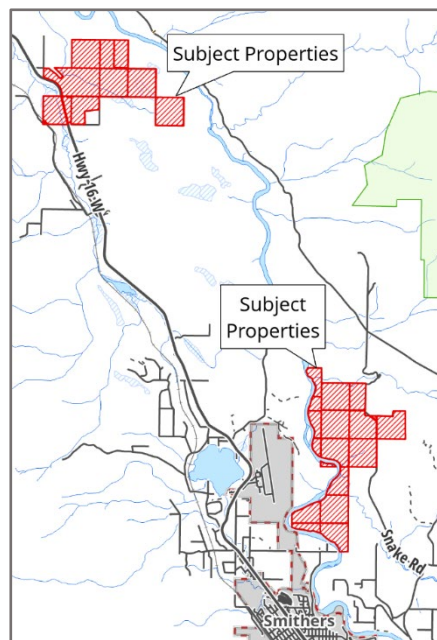
### BACKGROUND

West Fraser Mills Ltd. (DBA Pacific Inland Resources) is submitting an application to the Ministry of Environment and Parks (MoEP) for an Authorization under the *Environmental Management Act* to discharge a blend of fly and bottom ash from the Pacific Inland Resources biomass energy system onto Agricultural Lands.

The proponent proposes discharging no more than 150 bulk tonnes per hectare per year of ash onto 25 parcels of land and cover approximately 425 hectares on two farms in rural Smithers for an indefinite period of time.

The proponent states the farmers are interested in the ash as it has *"important properties [to] raise soil pH and secondarily it contains nutrients such as potassium, nitrogen, and sulfur,"* and offsets some of the farms' fertilizer needs.

West Fraser Mills Ltd. would truck an estimated two truckloads of ash per week, when required, to the properties during business hours and the farmers would apply it using standard manure application equipment. As is typically re-applied every three to four years based on soil and



crop requirements. The proponent states the air quality impact would be no different than that from typical farm practices for enriching soil (manure).

All 25 parcels are within the Agricultural Land Reserve and are zoned and designated for agricultural use. Planning staff made an enquiry with the Agricultural Land Commission as to whether a notice of intent (NOI) or soil and fill use application are required. The ALC has confirmed that the deposit of the ash is permitted without the need for an application or NOI.



*Photo: Ash post-application. Provided by West Fraser Mills. Ltd.*

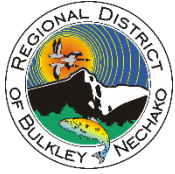
Notice of the proposed discharge has been posted in Interior News, posted at the entrance of both farms, provided to adjacent property owners, the Town of Smithers, and on the websites for West Fraser Ltd. and MoEP. The proponent has confirmed that while a final application has not been made to the MoEP, this referral request is the Board's opportunity to comment on the proposal.

#### **ATTACHMENTS:**

- Comment sheet
- [Referral letter dated August 13, 2025 received August 14, 2025](#) (link)

#### **STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
Not Applicable



## Regional District of Bulkley-Nechako

### Comment Sheet for Permit Application to Discharge Ash on Agricultural Lands (Tracking Number 7410378)

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<b>Electoral Area:</b>	Electoral Area A (Smithers/Telkwa Rural)
<b>Applicant:</b>	McDougall Environmental Consulting Inc. on behalf of West Fraser Mills Ltd. DBA Pacific Inland Resources
<b>Existing Land Uses:</b>	Agriculture
<b>Zoning:</b>	Agricultural Zone (Ag1)
<b>OCP Designation:</b>	Agriculture (AG) in Smithers Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014
<b>Proposed Use Comply with Zoning:</b>	Not applicable
<b>If not, why?</b>	Not applicable
<b>Agricultural Land Reserve:</b>	Yes
<b>Access:</b>	Various, including Hwy 16 W, Engman Road, Fah Road, and Snake Road.
<b>Building Inspection:</b>	Yes
<b>Fire Protection:</b>	No
<b>Other comments:</b>	

As the proposal area is within the Agricultural Land Reserve, the proponent is encouraged to confirm with the Agricultural Land Commission whether a notice of intent or soil and fill use application are required.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Jason Llewellyn, Director of Planning and Development

**Date:** September 18, 2025

**Subject:** **ALR Application Process Policy**

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

That the Board approve the Agricultural Land Reserve Application Process Policy

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### PROPOSED POLICY DISCUSSION

The proposed Agricultural Land Reserve Application Process Policy is attached to this report for the Board's consideration. This policy outlines the procedures and practices of the Planning Department for the processing of requests for exclusions from the Provincial Agricultural Land Reserve (ALR) and applications for non-adhering residential use, non-farm use, subdivision, soil or fill use, and inclusion of lands within the ALR.

Sections 4 to 11 of the policy reflect longstanding Planning Department practice. Section 12a proposes a simplified staff review process for ALR applications which are not recommended for submission to the ALR. Section 12b proposes a simplified staff review process for ALR applications which involve additional dwellings which are allowed by Zoning or involves fill necessary for construction of buildings which are allowed by Zoning. In staff's opinion these application types are not controversial and are always supportable. The streamlined process will allow for reduced processing timelines and reduced staff workload. Section 13 is a repeat of Board Policy #H-9 from 2005.

Policy #H-10 from 2009 states that "All requests for an additional residence on a parcel of land in the ALR are to be considered as non farm applications through the ALC". This policy is irrelevant as additional dwellings requiring approval must go through the non-adhering residential use application process. The attached policy would replace policy H-9 and H-10.

### ALC APPLICATION DECISION DISCUSSION

The following is an overview of the ALC decisions received since January 2023 and the associated Board recommendations to the ALC. A table with additional information on the applications is attached.

Board Recommendation to Support	Board Recommendation to Deny	ALC Support	ALC Denial	Total ALC Decisions
33	3	22	14	36

- Approximately 92% of ALR applications are supported by the Board.
- Approximately 61% of ALR applications are supported by the ALC.
- The ALC denied 49% of the applications (13) which were supported by the Board.
- The ALC supported 66% of the applications (2) which were recommended to the ALC for denial.
- The ALC's position on applications differed from the RDBN Board's position on 42% of the applications.

The high percentage of Board support for applications does not indicate that the RDBN is "rubber stamping" ALR applications. Staff work hard assisting applicants in submitting applications that are as supportable as possible, from the RDBN perspective. It is unclear how much weight the ALC gives to the RDBN's staff reports and recommendations.

The ALC is less accommodating in their approval process for ALR applications as they are following their legislated mandate giving "priority to protecting and enhancing all of the following in exercising its powers and performing its duties under this Act:

- (a) the size, integrity and continuity of the land base of the agricultural land reserve;
- (b) the use of the agricultural land reserve for farm use."

The RDBN considers a wider range of factors related to land use planning and community need in its evaluation of applications. The ALC appears to give notable weight to non-agriculture related factors in their decision-making process if they relate to a provincial government priority.

The processing of Non-Adhering Residential Use, Non-Farm Use, and subdivision applications form a notable part of the Planning Department's workload. Staff assist applicants in developing applications which are complete, accurate, and well presented. Staff also evaluate ALC applications to a high standard to ensure that the Board can rely on staff recommendations as being based on a good understanding of the potential impact on agriculture.

Staff undertake this work based on our understanding of the Board's interest in supporting its farmers, agriculture, and broader land use planning issues. However, in staff's opinion certain



types of applications could be processed with much less work without notable impact to the ALC decision. Section 12b of the proposed policy is in part based on the desire to reduce staff time spent on ALR applications, where that work is not necessary.

**ATTACHED**

Agricultural Land Reserve Application Process Policy

Policy H9 and H10

[ALC Decision Table \(report link\)](#)

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
Not Applicable



# REGIONAL DISTRICT OF BULKLEY-NECHAKO AGRICULTURAL LAND RESERVE APPLICATION PROCESS POLICY

Approved: "date"

## **POLICY STATEMENT**

1. This policy establishes the procedures and practices by which the Regional District of Bulkley-Nechako (RDBN) processes requests for exclusion from the Provincial Agricultural Land Reserve (ALR) and applications for non-adhering residential use, soil or fill use, inclusion, subdivision and non-farm use of lands within the ALR.
2. This policy is provided as a guideline only. The RDBN Director of Planning and Development may waive this policy or authorize an exemption on a case-by-case basis, and the RDBN Board is not obligated to consider this policy during its decision-making process.

## **EXCLUSIONS REQUESTS**

3. As of September 30, 2020, the Agricultural Land Commission (ALC) no longer accepts applications to exclude land from the Agricultural Land Reserve (ALR) from private landowners. Only governments or prescribed public bodies can apply for ALR exclusions.
4. If a property owner requests that the RDBN initiate an exclusion application for their land, the property owner shall submit a request in writing. The request must provide a rationale for the exclusion as well as a description of the proposed non-agricultural land use for the land.
5. Planning Department staff will prepare a report to the Board regarding a request for exclusion from the ALC with a recommendation based on the following considerations:
  - a. whether another ALC application type is more suitable;
  - b. the estimated cost of application to the RDBN, including application fees, notifications, public hearing, staff time, etc.;
  - c. the validity of the justification for exclusion from the ALR;
  - d. a land use assessment of the exclusion, including but not limited to parcel size, continuity of the ALR, impacts to surrounding land uses, overall soil and agricultural capability; farm classification; and impacts to the public interest; and,

- e. the alignment of the proposed land use with the applicable Official Community Plan.
- 6. Where the proposed land use is not supported by the applicable Official Community Plan an OCP amendment bylaw accommodating the proposed use should be supported by the Board at third reading prior to the RDBN proceeding with an application to exclude the land from the ALR.
- 7. The public hearing for the OCP amendment referenced in Section 6 should be organized to serve as the public hearing required by the ALC for the exclusion application.

**NON-ADHERING RESIDENTIAL USE, NON-FARM USE, SUBDIVISION, AND SOIL USE APPLICATIONS**

- 8. Planning Department staff will prepare a report to the Board regarding applications for non-adhering residential use, non-farm use, subdivision, and soil and fill use, within the ALR with a recommendation based on the following considerations (except as varied by this policy):
  - a. the impact of the proposal on agriculture on the subject property;
  - b. the impact of the proposal on agriculture on surrounding lands; and
  - c. the direction provided by the applicable Official Community Plan.
- 9. Planning Department recommendations regarding non-adhering residential use, non-farm use, subdivision, and soil or fill use applications should not typically focus on non-agricultural related community impacts (noise, traffic, smell, views, aesthetics, etc); however, broader community land use planning priorities should be a primary consideration.
- 10. The Planning Department may (at its discretion) recommend that the Board not authorize the submission of a use or subdivision application to the Agricultural Land Commission (where required) in any one of the following situations:
  - a. the proposal is not supported by the applicable Official Community Plan;
  - b. the proposal will have a notable negative impact on agriculture on the subject property or on surrounding lands; or
  - c. the applicant for a non-adhering residential use has not made a reasonable argument that an additional residence is necessary for a farm use

11. Planning Department staff reports for applications to the ALC which fall within the following categories may proceed to the Board for consideration without referral to Advisory Planning Commissions or other agencies, and with limited staff review:
  - a. applications where staff are recommending that the Board not authorize the submission of a use or subdivision application to the Agricultural Land Commission;
  - b. applications for a non-adhering residential use to allow an Additional Residence, or an increase in the size of a Principal or Additional Residence where those dwellings are permitted by Zoning.
  - c. Applications for soil or fill use where the soil deposit is required for access to, or for the construction of, a building which is permitted by Zoning.

### **INCLUSION APPLICATIONS**

12. If an ALC inclusion application is subject to the standing agreement between the ALC and the Province that application will be forwarded directly to the ALC by staff, without Board consideration.

## *Section 9 – Agricultural Land Commission Inclusion Applications Policy*

**NEW POLICY - DRAFT VERSION IN PROGRESS**



POLICY # H-9  
ADOPTED: \_\_\_\_\_

### **REGIONAL DISTRICT OF BULKLEY-NECHAKO AGRICULTURAL LAND COMMISSION INCLUSION APPLICATION REFERRAL POLICY**

#### **PURPOSE:**

To provide direction to staff regarding the processing of Agricultural Land Commission (ALC) inclusion applications from Land and Water BC (LWBC) that are subject to the standing agreement between the ALC and LWBC.

#### **POLICY:**

If an Agricultural Land Commission (ALC) inclusion application from Land and Water BC (LWBC) is subject to the standing agreement between the ALC and LWBC, that application will be forwarded directly to the ALC by staff, without Board consideration, with a notification that the Regional District of Bulkley-Nechako's interests are unaffected.

**NEW POLICY - DRAFT VERSION IN PROGRESS**

*Section 10 – Additional Dwellings for Farm Use in the ALR Policy***NEW POLICY - DRAFT VERSION IN PROGRESS**POLICY # H-10  
ADOPTED: \_\_\_\_\_**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
ADDITIONAL DWELLINGS FOR FARM USE IN THE AGRICULTURAL LAND RESERVE POLICY****PURPOSE**

To provide direction to staff regarding the processing of Agricultural Land Commission requests for an additional residence on a parcel of land in the Agricultural Land Reserve.

**POLICY**

All requests for an additional residence on a parcel of land in the Agricultural Land Reserve are to be considered as non-farm use applications through the Agricultural Land Commission.

**NEW POLICY - DRAFT VERSION IN PROGRESS**



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning and Development  
**Date:** September 18, 2025  
**Subject:** **Heritage Conservation Act Transformation Project**

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

Receipt

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### BACKGROUND

The Province is undertaking engagement regarding the proposed changes to the *Heritage Conservation Act* (HCA) and associated legislation, regulations, and policy. The proposed changes are described by the Province in general terms, and the legislation and regulations are not available for review. Therefore, it is difficult for staff to provide any meaningful evaluation or comment regarding the anticipated impact of the proposed changes.

The proposed changes to the HCA are outlined below and organized into the following categories by the Province. Additional information relating to the proposals is available in the attached document and links in the attached email from the Province.

#### **Making Permitting Faster and Easier**

Proposal 1: Replace the HCA's current three permit structure with a single project-based permit model.

Proposal 2: Create a regulation-making authority to allow for modified permitting requirements for specific or specified circumstances. (e.g., low impact activities such as small footprint developments or rebuilding within the same footprint, where First Nations are seeking modified permitting requirements, etc.).

Proposal 3: Require First Nations consent prior to issuance of a permit or other statutory decision under the Act.

Proposal 4: Require permit applicants to demonstrate a record of engagement with First Nations as part of a permit application process.

Proposal 5: Where impacts to archeological sites are unavoidable, bolster the provincial government's ability to issue permits that include terms and conditions

surrounding compensatory conservation work (e.g., enhanced site recording, sampling and analyses, monitoring, other offsets).

Proposal 6: Regulate the archaeology sector, and enable the charging of fees for registered archaeologists.

### **Helping People and Communities Quicker after Disasters**

Proposal 7: Allow the minister to make exemptions to the permitting regime (e.g., where there is an imminent threat to life or public health) to support urgent emergency/disaster response and recovery activities, with circumstances to be prescribed.

Proposal 8: Create a disaster response and recovery permit.

Proposal 9: Allow modified permitting requirements for specific or specified circumstances.

### **Strengthening the Role of First Nations in Management of their Cultural Heritage**

Proposal 10: Affirm First Nations' inherent right to self-determination, including self government, recognized and affirmed by section 35 of the *Constitution Act, 1982* and the UN Declaration, which include jurisdiction/law-making authority in relation to the protection, management, and development of their heritage.

Proposal 11: Include principles related to First Nations' data sovereignty, place names, repatriation, avoidance/non-disturbance/minimizing disturbance of cultural heritage.

Proposal 12: Expand the definition of heritage to include a broader spectrum of First Nations values, including intangible heritage values.

Proposal 13: Create an opt-in process for First Nations to be the decision-makers regarding where ancestors and belongings collected under permits are held and cared for.

Proposal 14: Protect confidentiality of Indigenous knowledge and heritage data that is provided in confidence by ensuring that it is only used for the purposes for which it was shared and identifying a limited suite of circumstances in which it may be disclosed.

Proposal 15: Clarify that certain heritage-related activities conducted by First Nations on Crown land do not constitute an offence or require a permit (clam garden maintenance, Heritage trail maintenance, collection of objects at imminent risk of loss or destruction).

Proposal 16: Enable the implementation of the *Declaration Act* agreements to ensure that First Nations are involved in a range of cultural heritage decisions made under the HCA. These agreements could include the delegation of certain compliance and



enforcement powers, permitting decisions, etc. A *Declaration Act* agreement will require a mandate from Cabinet.

Proposal 17: Enable agreements recognizing jurisdictional authority of First Nations, where a First Nation's cultural heritage law would vary application of the HCA in certain circumstances. Negotiating a jurisdictional agreement will require a mandate from Cabinet.

Proposal 18: Expand the scope of agreements with First Nations to conserve and protect heritage sites and objects that hold cultural significance on Crown or private lands to cover more operational matters related to a First Nations' heritage.

Proposal 19: Reduce procedural barriers to access and enter into agreements by removing the requirement for a Cabinet mandate, allowing for approval by the minister, and setting pre-conditions, such as mutual readiness, for entering into agreements.

### **Protecting Heritage More Effectively – Modernizing the Protective Framework**

Proposal 20: Enhance the definition of heritage (and related definitions) to include a broader suite of First Nations values (tangible and intangible). Examples include: cultural landscapes, mortuary landscapes, intangible cultural heritage including oral histories, place names, language, knowledge, objects and places within indigenous worldview (see proposal 10).

Proposal 21: Clarify what is recognized and/or protected, what the pathways are, and what actions are prohibited without authorizations.

Proposal 22: Ancestral remains, burial places, and rock art are automatically protected, regardless of their age. Retain 1846 as a baseline for age-based automatic protections for other site types. Clarify the automatic protection criteria for certain site types: culturally modified trees, heritage wrecks that have identified heritage value or may contain human remains.

Proposal 23: Clarify criteria, process, and procedures for designation of sites identified by First Nations (including intangible heritage) or other groups with post-1846 heritage in the province, including procedural requirements. Reduce administrative barriers to seeking protections via designations.

Proposal 24: Create more opportunities for communities to celebrate, commemorate, or mark heritage in an impactful way.

Proposal 25: Explore, via regulation, the ability to vary protection criteria and permitting requirements based on heritage value and conservation goals, in consultation and cooperation with First Nations.

Proposal 26: Clarify administrative site boundary criteria for entry into the Provincial Heritage Register to reflect that the presence of heritage sites that likely extend beyond areas of recorded evidence.

Proposal 27: Establish “heritage management zones” with prescribed additional requirement within the Provincial Heritage Register. These could include areas that are reported to contain heritage value but are not verified.

Proposal 28: Clarify that fossils are included in the definition of a heritage object, and that fossil sites can be designated as a protected site and can be included in the duty to report.

### **Protecting Heritage More Effectively – Due Diligence and Greater Awareness of HCA Requirements Early in the Process**

Proposal 29: Require local governments to see proof of an archaeological data check prior to issuing development and building-related permits and authorizations.

Proposal 30: Require subdivision approval authorities to see proof of an archaeological data check prior to subdivision approvals.

Proposal 31: Create a regulation-making authority to require mandatory archaeological data checks for prescribed circumstances (e.g., sale of property, infrastructure projects).

Proposal 32: Create a specific data layer that shares limited details such as presence/absence of recorded sites that can be checked on a plot-by-plot basis in advance of property sales and ground disturbance.

Proposal 33: Clarify and prescribe circumstances in which existing authority to compel archaeological work may be exercised (e.g., heritage management plans, agreements, sites at risk from development activities).

### **Protecting Heritage More Effectively – Enhancing the Compliance and Enforcement Toolkit**

Proposal 34: Enable First Nations to exercise HCA compliance and enforcement by agreement with the Province.

Proposal 35: Create the ability to issue violation tickets for minor contraventions of the HCA. Fines are proposed to be set at a range of up to \$1,000 but could be issued daily if a contravention continues.

Proposal 36: Create the ability to issue administrative monetary penalties (AMPs) for more severe contraventions to the HCA, with specific amounts and additional details outlined in a future regulation. These fines are proposed to be up to a maximum

of \$100,000 for an individual, and up to a maximum of \$1,000,000 for a corporation.

Proposal 37: Explore opportunities to direct fine and penalty revenue to a First Nation to support remediation of impacted heritage sites.

Proposal 38: Implement a legal "duty to report" for archaeological and significant heritage finds and clarify the circumstances and entities to whom it applies.

Proposal 39: Prohibit possession, sale, and trade of heritage objects.

Proposal 40: Enhance the HCA to address the collection, treatment, care and disposition of collected, seized and forfeited heritage objects.

Proposal 41: Enable the minister to order compensatory conservation work for loss of heritage value and harms to affected First Nations.

Proposal 42: Clarify rules for issuance and extension of stop work orders, enhance civil remedy orders to include requirements to consult and cooperate with First Nations.

Proposal 43: Clarify authority to publicly disclose specific information related to contraveners and offenders of the HCA.

## **DISCUSSION**

### **Making Permitting Faster and Easier**

Staff are encouraged by the Province's recognition of the challenges associated with the existing permitting process, and are hopeful that Proposals 1 and 2 can help streamline and simplify the process. The timelines associated with the issuance of permits may be dependent on the Province having the staff available to appropriately implement the HCA. However, the proposals may result in a notable increase in the number of permit applications.

There does not appear to be any proposals related to the notable cost associated with retaining the services of archeologists, and the limited availability of archeologists. Many of the proposals are likely to increase the demand for their services.

There does not appear to be any proposals related to the level of Provincial government staffing available to oversee the permitting process.

### **Helping People and Communities Quicker after Disasters**

Staff support the efforts to allow for quicker redevelopment after a disaster.

### **Strengthening the Role of First Nations in Management of their Cultural Heritage**

Staff are supportive of the Province's efforts to strengthen the role of First Nations. In staff's opinion this needs to be approached with consideration given to the capacity of the First Nation to efficiently and effectively play a role in the heritage conservation process; and the necessity of the Province to manage the process to ensure that First Nation's authority is appropriately exercised.

### **Protecting Heritage More Effectively**

It is difficult to evaluate the impact of Proposals 20 to 33 given the information available. There is concern that the proposals may impact costs and development timelines depending on the specific wording of the legislation and regulations, the processes implemented, and Provincial staffing levels.

Proposals 29 to 33 are not anticipated to have a notable impact on Planning Department operations provided that the required archaeological data check is limited to review of the Province's Remote Access to Archeological Data (RADD) database, and that the database identified in Proposal 32 is established and made available to realtors and property owners. Staff currently check the RADD database prior to issuing development and building-related permits or processing land use applications. However, a requirement for Local Government confirmation of an archaeological data check prior to the sale of property would have workload implications.

Proposal 33 has the potential for impact on the community if archaeological work is required on private property to confirm there is no archeological site prior to development.

Staff have no comments regarding the enforcement related proposals provided that there is adequate oversight of First Nations use of compliance and enforcement authority.

### **Surveys**

The Province has invited local governments to complete the 6 detailed surveys provided in the attached email from the Province. Unless alternative direction is received from the Board staff will complete the surveys based on the above noted comments.

### **ATTACHMENTS:**

- Phase 3 Session Primer for Engagement with Local Governments and Stakeholders.
- Email from the Province dated September 4, 2025

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

1. Relationships with First Nations
2. Advocacy with the Province
4. Community and Economic Stability

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):

- 1.3 Investigate and identify opportunities for the RDBN to provide specific services to First Nations.

# ***HERITAGE CONSERVATION ACT*** **TRANSFORMATION PROJECT**

## **PHASE 3 SESSION PRIMER FOR ENGAGEMENT WITH LOCAL GOVERNMENTS AND STAKEHOLDERS**

This document provides details on the proposed changes to the Heritage Conservation Act. This session primer is designed to prepare registrants for engagement sessions. The consultation and cooperation process with First Nations and engagement with local governments and stakeholders in earlier phases of the HCATP identified priority areas for change (Phase 1) and defined the scope of reform (Phase 2). Feedback from these earlier phases has informed the proposed changes, categorized into four core outcomes, that are detailed below.

Phase 3 of engagement will focus on determining how these proposals can be implemented through legislation, regulations, or policy. Questions are posed throughout the document to guide feedback and discussion at the upcoming sessions and each session will cover the proposed changes under each of the four core outcomes identified below. Feedback will be used to translate proposals into a Request for Legislation.

Written feedback is also welcome until October 1, 2025.

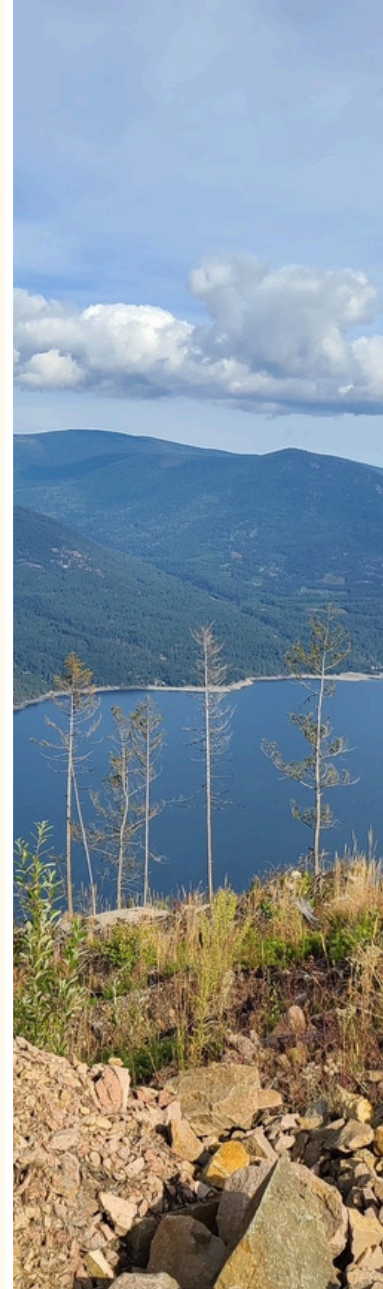


Photo: Kootenay Region, BC.  
(Kevin Floyd 2023)

## **KEY ENGAGEMENT QUESTIONS**

The following questions will be asked during this phase of engagement:

- How does the policy direction support or impact your local government's/ organization's/sector's/interests?
- Are there possible unintended consequences of the proposals? How can these be addressed?
- What kinds of guidance, education, or outreach would be needed to support implementation?
- Are there any alternatives we should consider to achieve these outcomes? Is there anyone else we should talk to?

In addition to these broad questions, specific questions and considerations are posed in the right-hand column of the detailed policy proposal table.

## MAKING PERMITTING FASTER AND EASIER

The current HCA permitting regime is administratively burdensome and complex—projects require up to three different permits, resulting in long wait-times. These issues have created difficulties for all British Columbians in navigating the permitting process. The objectives of the policy proposals under this core outcome are to make permitting more transparent and efficient for all parties, including enhancing and clarifying First Nations’ role in permitting decisions.

Detailed Policy Direction/Mechanisms	Specific Questions and Considerations
<p><b>What is intended to be achieved:</b> Reduce administrative burden and complexity of permit process.</p>	
<p><b>How this can be achieved:</b></p> <ul style="list-style-type: none"> <li>• Replace the HCA’s current three permit structure with a single project-based permit model.</li> <li>• New permitting processes will not compromise or reduce opportunities for meaningful consultation with First Nations at key project junctures.</li> <li>• Create several fit-for-use permit types:             <ul style="list-style-type: none"> <li>◦ A conservation and research permit</li> <li>◦ A multi-assessment permit framework with enhanced notice of intent process</li> <li>◦ A disaster response and recovery permit (this proposed change also supports a core outcome “Helping people and communities rebuild quicker after disasters” described below)</li> </ul> </li> </ul>	<p><i>What benefits and/or risks can you identify with a single project-based permit model?</i></p> <p><i>The conservation and research permit is primarily intended to advance First Nations’ interests to investigate and conserve their own sites. Are there other activities that this permit type could support?</i></p> <p><i>How should the permitting process for these types of permits be different?</i></p> <p><i>What steps can be taken to improve the use of multi-assessment permits (e.g., notice of intent process)?</i></p>

**How this can be achieved:** Create a regulation-making authority to allow for modified permitting requirements for specific or specified circumstances (e.g., low impact activities such as small footprint developments or rebuilding within the same footprint, where First Nations are seeking modified permitting requirements, etc.)

\* This proposed change also supports a core outcome “Helping people and communities rebuild quicker after disasters” described below.

*What circumstances could you imagine needing modified permitting requirements?*

**What is intended to be achieved:** Enhance First Nations’ influence in permitting decisions and enhance transparency about how permit decisions are made

**How this can be achieved:**

Bolster HCA permit decision-making criteria:

- Include a process for seeking consent on statutory decisions
- Decision-making criteria could include consideration of:
  - First Nations information, knowledge, policies and/or laws
  - Statements of site significance and heritage value  
Whether principles of site avoidance/non-disturbance/minimizing disturbance of cultural heritage have been followed
  - Cumulative impacts to affected sites
  - Whether or not affected First Nations have provided their consent
  - Negotiated mitigations/accommodations
  - Any existing agreements and/or heritage management plans
  - Public interest
  - Proponent performance history

*Decision-making criteria would be considered by decision-makers when deciding whether or not to issue a permit.*

*What items would you like to see included as criteria?*



**How this can be achieved:**

Create a legislative requirement to submit a record of engagement conducted by proponents as part of a permit application

\*This process will not replace existing consultation requirements.

*How have you seen early engagement with First Nations support timely permitting decisions?*

*Do you already create a record of engagement for some projects?*

*Should a record of engagement be required for all projects or only certain types of projects?*

*What items/considerations should be included in a record of engagement?*

**How this can be achieved:** Where impacts to sites are unavoidable, bolster the provincial government's ability to issue permits that include terms and conditions surrounding compensatory conservation work (e.g., enhanced site recording, sampling and analyses, monitoring, other offsets)

*What compensatory conservation work is already being negotiated between your local government/organization/sector and First Nations?*

*How would a legislative provision support those negotiations?*

**What is intended to be achieved:** Ensure greater regulation of the archaeology profession

**How this can be achieved:**

- Clarify authorities in the HCA to regulate the archaeology sector.
- Enable the charging of fees for registered archaeologists.

Further engagement on regulation of the archaeology profession will take place in early 2026.

*What should be considered regarding the regulation of the archaeology profession in B.C.?*

## HELPING PEOPLE AND COMMUNITIES REBUILD QUICKER AFTER DISASTERS

HCA requirements have created challenges during disaster response and recovery. In the current state, when a homeowner needs to rebuild their home (located on a known or potential heritage site) after a disaster, they often have to get multiple HCA permits and hire an archaeologist, even when rebuilding occurs within existing footprints and/or is considered to minimally impact a heritage site. The objective of the policy proposals under this core outcome is to support disaster-impacted communities by providing greater flexibility to respond and recover from disasters such as wildfires and floods and allow people impacted by disasters to return home faster.

Detailed Policy Direction/Mechanisms	Specific Questions and Considerations
<b>What is intended to be achieved:</b> Allow for flexibility in the permitting structure in disaster situations	
<b>How this can be achieved:</b> Create an authority allowing the minister to make exemptions to the permitting regime (e.g., where there is an imminent threat to life or public health) to support urgent emergency/disaster response and recovery activities, with circumstances to be prescribed	<i>What types of situations do you think warrant an exception from permitting?</i>  <i>What mechanisms should be put in place to ensure this authority is used appropriately?</i>
<b>How this can be achieved:</b> Create a fit-for-use disaster response and recovery permit For more information see “Making Permitting Faster and Easier” above.	
<b>How this can be achieved:</b> Create a regulation-making authority to allow for modified permitting requirements for specific or specified circumstances For more information see “Making Permitting Faster and Easier” above.	

## STRENGTHENING THE ROLE OF FIRST NATIONS IN MANAGEMENT OF THEIR CULTURAL HERITAGE

The current HCA does not expressly acknowledge or respect First Nations' rights to maintain, control, protect, and develop their heritage, traditional knowledge, and traditional cultural expressions. Recognition and affirmation of First Nations' values and rights in the transformed HCA is a key objective of the HCATP to support consistency with the UN Declaration.

Additionally, the current HCA has limited mechanisms to recognize First Nations' authority and jurisdiction as decision-makers regarding the care and management of their heritage. The HCA currently includes the ability to enter into s. 4 agreements for the purposes of shared decision-making and the protection of sites not otherwise automatically protected. These agreement types have been underutilized and do not sufficiently address the broader interests of First Nations.

The objectives of the policy proposals under this core outcome are:

- To recognize and affirm First Nations' rights regarding their heritage in the HCA, which will guide how the HCA should be interpreted and administered.
- To create a framework that acknowledges multiple legal orders and is grounded in respect for the authority of First Nations to self-determine and self-govern.
- Ensure First Nations values are embedded throughout the Act, including how heritage is defined and the various pathways to protect and conserve it.
- Affirm First Nations as decision-makers regarding the care and management of their heritage and to formalize and address First Nations' unique and distinct interests under the HCA.

### Detailed Policy Direction/Mechanisms

### Specific Questions and Considerations

**What is intended to be achieved:** Affirm First Nations' rights in relation to their cultural heritage. The interpretation and administration of the HCA is guided by statements affirming First Nations' rights.

Embed additional principles related to First Nations data sovereignty, use of First Nations place names, repatriation/rematriation, and conservation of cultural heritage through avoidance and non-disturbance.

**How this can be achieved:** Amend the HCA to affirm First Nations' inherent right to self-determination, including self-government, recognized and affirmed by section 35 of the Constitution Act, 1982 and the UN Declaration, which include jurisdiction/law-making authority/responsibility in relation to the protection, management, and development of their heritage

Include in the HCA principles related to First Nations' data sovereignty, place names, repatriation/rematriation, avoidance/non-disturbance/minimizing disturbance of cultural heritage

**What is intended to be achieved:** Expand the definition of heritage to include a broader spectrum of First Nations values, including intangible heritage values

Examples are included within the "Protecting Heritage More Effectively" core outcome.

This item is discussed in more detail within the "Protecting Heritage More Effectively" core outcome.

**What is intended to be achieved:** Affirm First Nations as decision-makers regarding where ancestors and heritage belongings that are collected under permits are held and cared for

**How this can be achieved:** Create an opt-in process for First Nations to be the decision-makers regarding where ancestors and belongings collected under permits are held and cared for

*What should be considered to support successful implementation of this opt-in process?*

**What is intended to be achieved:** Protect confidentiality of Indigenous knowledge and heritage data that is provided in confidence by ensuring that it is only used for the purposes for which it was shared and identifying a limited suite of circumstances in which it may be disclosed

**How this can be achieved:** The suite of circumstances could include:

- Information that is already publicly available
- With written consent of the First Nation
- Exercise of a power or duty under the HCA if the information is required
- To support investigation of a contravention
- To legal counsel to support obtaining legal advice
- If required by court order
- Circumstances to be prescribed in regulation

*What should be considered regarding the circumstances where the Province may need to disclose First Nations' heritage data?*

**WHAT is intended to be achieved:** Remove barriers for First Nations when maintaining and accessing heritage sites on Crown land in certain circumstances (e.g., clam garden use, trail maintenance) and to collect objects at imminent risk of loss or destruction

**HOW this can be achieved:** In legislation, clarify that certain heritage-related activities conducted by First Nations on Crown land do not constitute an offence or require a permit:

- Clam garden maintenance
- Heritage trail maintenance
- Collection of objects at imminent risk of loss or destruction

*What should be considered in the implementation of this proposed change?*

### **WHAT is intended to be achieved:**

Enable a suite of agreement types in the HCA:

- Joint or consent-based decision-making agreements for Crown land
- Jurisdictional agreements for Crown land
- Operational agreements that expand the scope of s. 4 agreements on Crown/private land

\*Joint or consent-based decision-making agreements and jurisdictional agreements are not being considered for private land.

### **How this can be achieved:**

#### **Joint or consent-based decision-making (Declaration Act) Agreements:**

- Enable the implementation of Declaration Act agreements to ensure that First Nations are involved in a range of cultural heritage decisions made under the HCA
  - Broadly enabled, could include delegation of certain compliance and enforcement powers, permitting decisions, etc.
  - Negotiating a Declaration Act agreement will require a mandate from Cabinet.

#### **Jurisdictional Agreements:**

- Enable agreements recognizing jurisdictional authority of First Nations, where a First Nation's cultural heritage law would vary application of the HCA in certain circumstances.
  - Negotiating a jurisdictional agreement will require a mandate from Cabinet.
  - Through regulation, the circumstances in which a jurisdictional agreement can be negotiated will be laid out.

#### **Operational Agreements:**

- Expand the scope of the existing HCA s.4 agreements to cover more operational matters related to a First Nations' heritage
- Apply to Crown and/or private lands
- Seeking to change provincial approval level from Cabinet to Minister (depending on scope)

- Items that could be included in operational agreements:
  - Heritage sites and objects to receive protections (current s. 4(a) and (b))
  - Additional/alternative permitting requirements for protected heritage sites and objects (current s. 4(d))
  - Actions that would damage or take away from the value of those sites and objects (current s. 4(5))
  - Decision-making criteria
  - Information sharing protocols
  - Cultural protocols
  - Provisions around the collection, care, and management of heritage objects and ancestral remains
  - Archaeological methods for identifying and recording sites
  - Continued use of sites
  - Certain aspects of heritage management plans
  - Public engagement agreements

*What should be considered regarding implementation of this agreements framework?*

**What is intended to be achieved:** Reduce procedural barriers to access and enter into agreements

**How this can be achieved:**

- Operational agreements will not require a Cabinet mandate and can be approved more easily.
- Simplify procedural requirements for agreement extensions (to be approved by the minister instead of Cabinet)
- Explore what potential pre-conditions, such as mutual readiness, could be for entering into s.6 and s.7 agreements

## PROTECTING HERITAGE MORE EFFECTIVELY

There are three key themes under this core outcome: modernizing the protection framework, due diligence and greater awareness of HCA requirements early in the process, and enhancing the compliance and enforcement toolkit.

### Modernizing the Protection Framework

The HCA currently contains several pathways toward recognition and protection of heritage values, including automatic protections, Order-in-Council designations, and agreements with First Nations. However, these pathways are not always clearly understood and have been underutilized. The objective is to provide greater protection of First Nations' values, rather than just scientific values, and enhance the clarity on the range of heritage values protected under the HCA and the pathways for seeking protections, including for intangible heritage.

#### Detailed Policy Direction/Mechanisms

#### Specific Questions and Considerations

**What is intended to be achieved:** Ensure greater protection of First Nations' values, rather than just scientific values.

Create greater clarity on the range of heritage values under the HCA and the pathways for seeking protections, including for intangible heritage.

#### How this can be achieved:

- Enhance the definition of heritage (and related definitions) to include a broader suite of First Nations values (tangible and intangible).
- Examples include: cultural landscapes, mortuary landscapes, intangible cultural heritage including oral histories, place names, language, knowledge, objects and places within Indigenous worldview. Include recognition of fossils.
- Reorganize the Act to clarify what is recognized and/or protected, what the pathways are, and what actions are prohibited without authorizations.

*What should be considered regarding how heritage-related definitions are worded in the HCA?*

*Which heritage-related definitions need refinement?*



**What is intended to be achieved:** Maintain automatic protection for ancestral remains, burial places, and rock art, regardless of age, and clarify automatic protection criteria for certain site types.

**How this can be achieved:**

- Ancestral remains, burial places, and rock art are automatically protected, regardless of their age.
- Retain 1846 as a baseline for age-based automatic protections for other site types
- Clarify the automatic protection criteria for certain site types:
  - Culturally modified trees
  - Heritage wrecks that have identified heritage value or may contain human remains

*Culturally modified trees are critically important, yet the current protection framework does not align well with their distinct characteristics. How should automatic protection apply to culturally modified trees?*

*Are there other heritage sites or objects for which the current protection framework doesn't align well?*

*Protections for heritage wrecks are currently overly broad. What criteria for protecting heritage wrecks is appropriate?*

**What is intended to be achieved:** Recognizing that First Nations have called for extending the protection of heritage sites which post-date 1846, create clearer and easier pathways for protecting sites that do not receive automatic protection, including sites of intangible heritage.

**How this can be achieved:**

- Clarify criteria, process, and procedures for designation of sites identified by First Nations (including intangible heritage) or other groups with post-1846 heritage in the province, including procedural requirements.
- Reduce administrative barriers to seeking protections via designations (reduce Provincial approval levels).

*What kind of process could support seeking protection designations for post-1846, intangible, or other non-automatically protected sites?*

**What is intended to be achieved:** Clarify and broaden processes for the recognition and promotion of diverse cultural heritage in B.C.

**How this can be achieved:**

Currently, s.18 of the HCA “Promotion of heritage value” is done through certificates and plaques. It is proposed to modernize this provision to create more opportunities for communities to celebrate, commemorate, or mark heritage in an impactful way.

- When signs related to heritage recognitions are erected, clarify that this must be done in consultation and cooperation with First Nations
- Clarify that heritage recognition and promotion goes beyond physical sites, but could include intangible cultural heritage practices (e.g., songs, ceremonies, food, traditions)

*What should the Province consider regarding the recognition and promotion of the diversity of cultural heritage in B.C.?*

**What is intended to be achieved:** Explore mechanisms for distinct protections based on heritage value.

**How this can be achieved:**

Explore, via regulation, the ability to vary protection criteria and permitting requirements based on heritage value and conservation goals, in consultation and cooperation with First Nations.

Protection criteria and permitting requirements could include:

- Site criteria (e.g., Indigenous cemeteries) which receive greater protection (enhanced avoidance and mitigation measures)
- Site criteria for sites to be preserved by record (e.g., culturally modified trees impacted by wildfire or pine beetle)

These variations to protections would take place through a regulation. Engagement on this regulation would take place at a future date.

**What is intended to be achieved:** Clarify how the presence of sites and site boundaries are determined, including how Indigenous knowledge and other reported information is considered.

**How this can be achieved:**

In legislation, clarify administrative site boundary criteria for entry into the Provincial Heritage Register. These will continue to be based on recorded presence of heritage sites and objects.

To reflect that the presence of heritage sites likely extend beyond areas of recorded evidence, establish “heritage management zones” within the Provincial Heritage Register. These could include areas that are reported to contain heritage value but are not verified.

In regulation, prescribe any additional requirements associated with heritage management zones. This could include the ability to require archaeological data checks, or to compel additional archaeological work within a heritage management zone.

*How do you see heritage management zones supporting the conservation of heritage sites?*

*What else should be considered in the implementation of heritage management zones and potential associated requirements?*

**What is intended to be achieved:** Clarify the scope of tools to support reporting and conservation of fossil finds.

**How this can be achieved:** Clarify that fossils are included in the definition of heritage object.

Clarify that fossils and fossil sites can be designated as a protected site and can be included in the duty to report.

*Is there anything you would like to share about including fossils within the Heritage Conservation Act?*

More engagement will take place when the Duty to Report Regulation is being drafted.

## Due Diligence and Greater Awareness of HCA Requirements Early in the Process

There is a lack of awareness about the HCA and potential risks to heritage from development activities. Heritage considerations are often identified late in the project planning process, leading to: project delays; cost increases; contraventions of the HCA; and/or damage to, or desecration of, First Nations heritage.

The objective of these policy proposals is to ensure greater awareness of risks to heritage in advance of land use decisions.

Detailed Policy Direction/Mechanisms	Specific Questions and Considerations
<p><b>What is intended to be achieved:</b> Ensure early awareness about heritage site potential and responsibilities under the HCA for people making land use decisions and project investments.</p>	
<p><b>How this can be achieved:</b></p> <ul style="list-style-type: none"> <li>• In legislation, require local governments to see proof of an archaeological data check prior to issuing development and building-related permits and authorizations.</li> <li>• Require subdivision approval authorities to see proof of an archaeological data check prior to subdivision approvals.</li> <li>• Create a regulation-making authority to require mandatory archaeological data checks for prescribed circumstances (e.g., sale of property) and/or entities (e.g., Crown corporations, critical infrastructure operators).</li> </ul>	<p><i>What challenges have you experienced regarding lack of awareness of risks to heritage sites prior to applying for development or building-related permits, or if a local government, issuing a development or building-related permit?</i></p> <p><i>What additional circumstances should require people to conduct an archaeological data check?</i></p> <p><i>What other ideas do you have to enhance due diligence about heritage sites?</i></p>

**What is intended to be achieved:** Explore opportunities to enhance access to some archaeological data to a broader set of user groups, without compromising data confidentiality requirements

**How this can be achieved:**

Explore the creation of a specific data layer (that only shares limited details such as presence/absence of recorded sites) that can be checked on a plot-by-plot basis in advance of property sales and ground disturbance.

*How could increasing access to some archaeological information for property owners/realtors/ developers reduce the risk of unintended damage to heritage sites?*

**What is intended to be achieved:** Clarify tools that enable requiring additional archaeological work.

**How this can be achieved:**

Clarify and prescribe circumstances in which existing authority to compel archaeological work may be exercised (e.g., heritage management plans, agreements, sites at risk from development activities).

**What is intended to be achieved:** Enable in legislation a framework for “heritage management plans” to proactively manage heritage.

**How this can be achieved:**

Heritage management plans could be developed with multiple parties (e.g. First Nations, local governments, the Province, proponents).

Further details to be prescribed in regulation.

*How could heritage management plans support consideration of heritage in land use planning and decisions?*

*How could heritage management plans support your community’s/sector’s interests and processes?*

*What would you like to see incorporated into, or considered with respect to heritage management plans?*

## Enhancing the Compliance and Enforcement Toolkit

All parties have identified the need for a more comprehensive compliance and enforcement toolkit in the HCA. The existing toolkit is limited to stop work orders, civil remedies, voluntary restorative justice processes, and prosecuting major offences through the courts. This leaves gaps in enforcement options, resulting in less effective enforcement of contraventions.

Detailed Policy Direction/Mechanisms	Specific Questions and Considerations
<p><b>What is intended to be achieved:</b> Enhance the role of First Nations in compliance and enforcement activities</p>	
<p><b>How this can be achieved:</b></p> <p>Enable First Nations to exercise HCA compliance and enforcement by entering into agreements with the Province</p>	
<p><b>What is intended to be achieved:</b> Expand the compliance and enforcement toolkit</p>	
<p><b>How this can be achieved:</b></p> <ul style="list-style-type: none"> <li>• Create the ability to issue violation tickets for minor contraventions of the HCA (by amending the Violation Tickets and Fine Administration Regulation under the Offence Act). Fines are proposed to be set at a range of up to \$1,000 but could be issued daily if a contravention continues.</li> <li>• In the HCA, create the ability to issue administrative monetary penalties (AMPs) for more severe contraventions to the HCA, with specific amounts and additional details outlined in a future regulation. These fines could be substantial and are proposed to be up to a maximum of \$100,000 for an individual and to a maximum of \$1,000,000 for a corporation.</li> </ul>	<p><i>Based on severity, are there HCA contraventions that should have higher or lower violation ticket and administrative monetary penalty fines than others?</i></p>

**What is intended to be achieved:** Divert revenue from fines and penalties to a fund to support remediation of heritage sites

**How this can be achieved:**

Explore opportunities to direct fine and penalty revenue to support remediation of impacted heritage sites, including through First Nations

**What is intended to be achieved:** Implement a duty to report heritage finds

**How this can be achieved:**

Through regulation, implement a legal “duty to report” for archaeological and significant heritage finds and clarify the circumstances and entities to whom it applies

Further engagement will follow when regulation is developed

**What is intended to be achieved:** Deter commodification and unauthorized private ownership of heritage objects

**How this can be achieved:**

Prohibit possession, sale, and trade of heritage objects

*What belongings should be prohibited from possession, sale, and trade?*

*What unintended consequences can you foresee that should influence how this is drafted?*

*Who should be exempt from these rules and under what circumstances?*

**What is intended to be achieved:** Clarify and enhance the compliance and enforcement regime under the HCA

**How this can be achieved:**

- Amend and enhance the HCA to address and guide the collection, treatment, care and disposition of collected, seized and forfeited heritage objects to a repository and/or descendent communities
- Enhance permit enforcement and auditing measures, including enabling the minister, in consultation and cooperation with First Nations, to order compensatory conservation work for loss of heritage value and harms to affected First Nations
- Clarify rules for issuance and extension of stop work orders
- Enhance civil remedy orders to include requirements to consult and cooperate with First Nations, without interfering with prosecutorial independence
- Clarify authority to publicly disclose specific information related to contraveners and offenders of the HCA

*What should be considered with respect to the implementation of these proposed changes?*



**From:** [Engage HCA FOR:EX](#)  
**Subject:** Heritage Conservation Act Transformation Project - Engagement Opportunities  
**Date:** September 4, 2025 2:53:06 PM  
**Attachments:** [image001.png](#)  
[HCATP Phase 3 Session Primer for Engagement with Local Governments and Stakeholders - Aug.pdf](#)  
[HCATP Phase 3 Backgrounder for Engagement with Local Governments and Stakeholders - Aug.pdf](#)

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

Hello,

Thank you for your continued interest and contributions in the Heritage Conservation Act Transformation Project. There are various opportunities available for local governments to participate and contribute to this initiative.

### **Engagement Sessions**

The local government and first stakeholder engagement session were held on August 12 and August 20. A second offering of the broader stakeholder session is being held on September 17 from 1-4pm PDT. The content presented at the September 17 session will be the same, but discussion may vary depending on participants.

To register for the September 17 session, please click on the link: [HCATP Stakeholder Engagement Session #2](#)

### **Written Feedback**

The Heritage Conservation Act Transformation Project has developed feedback forms to support submissions of written feedback on proposed changes to the *Heritage Conservation Act*. This includes a survey about how local governments currently manage heritage resources. Links to the forms are shared below. We have also reattached the Project Backgrounder and Session Primer to support your feedback.

Each form corresponds to a section in the Primer. Submissions are welcomed until end of day October 1.

- Local Government Survey - <https://submit.digital.gov.bc.ca/app/form/submit?f=deb818dd-59c8-499b-a495-ac4a1eca56d6>
- Making Permitting Faster and Easier and Helping People and Communities Rebuild Quicker After Disasters - <https://submit.digital.gov.bc.ca/app/form/submit?f=257ec9a4-bd74-4c30-99ca-ee2e6b83003e>
- Strengthening the Role of First Nations in the Management of their Cultural Heritage - <https://submit.digital.gov.bc.ca/app/form/submit?f=12b7fe18-3960-4c02-b8b5-c86072343874>
- Protecting Heritage More Effectively, Protection Framework -

<https://submit.digital.gov.bc.ca/app/form/submit?f=d89d0369-d74a-4660-a266-765b490f20b4>

- Protecting Heritage More Effectively, Due Diligence -  
<https://submit.digital.gov.bc.ca/app/form/submit?f=6959b9e4-f159-4f38-aa8f-77732d5dfe83>
- Protecting Heritage More Effectively, Compliance and Enforcement -  
<https://submit.digital.gov.bc.ca/app/form/submit?f=71517910-4132-4e4a-9b1d-7b798d87cba3>

Your participation in the feedback form is voluntary. Written input on the project in other formats is also welcome. Please direct written feedback by October 1, to [EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca).

### **Support Public Engagement**

We have recently launched a new public survey to provide an opportunity for the general public to submit feedback on proposed changes to the *Heritage Conservation Act*. We encourage you to share the link to the survey with your community, neighbours, and contacts, so we can hear from diverse perspectives: [Heritage Conservation Act Survey](#).

New information is available on the project website to support a greater understanding of the project. This includes:

- Intended outcomes – to learn more about what this project aims to achieve through modernizing the Heritage Conservation Act (HCA) ([Intended outcomes - Heritage Conservation Act Transformation Project](#))
- Practical Examples – to see how proposed changes could look in real-world scenarios ([Practical examples - Heritage Conservation Act Transformation Project](#))

Thank you once again for your participation in this important project. We look forward to continuing to work with you.

Sincerely,

### **HCA Transformation Project Team**

Ministry of Forests

Email: [EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca)

Project Website: [HCATP Webpage](#)



#### Collection Notice

Your personal information is collected under section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act for the purposes of contacting you and collecting information for the Heritage Conservation Act Transformation Project (HCATP). If you have any questions about the collection of your information, please contact HCATP Team Staff at [EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca).



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning and Development  
**Date:** September 18, 2025  
**Subject:** **Building Inspection Procedures Policy**

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

That the Board approve the Building Inspection Procedures Policy

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**DISCUSSION**

The attached Building Inspection Procedures Policy is proposed to replace the existing policy approved by the Board in 2012. This new policy contains the same general policies contained in the existing policy, as well as additional policies which are based on the recommendations of the Municipal Insurance Association of BC (MIABC).

The policy is designed to ensure that building officials understand their role in administering "Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012" (the Building Bylaw). The policy confirms the RDBN's approach to the administration and enforcement of the Building Bylaw based on consideration given to the appropriate balance between the need to protect the public from life safety and other risks associated with Building Code deficiencies against the other needs of the community (including economic, social, and political priorities). As noted in the policy, the critical factor in finding this balance is the broad geographic area to which the Building Bylaw applies, and the limited resources available to perform the building inspection service. The policy also lets the public and development community know what to expect from the building officials throughout the building permit process. The Board's approval of this policy will assist the RDBN in defending against possible claims for compensation from members of the public following the discovery of a building defect.

Staff have worked within the MIABC template to create a policy that reflects local conditions, procedures, staffing and budgetary resources. The rates in Section 38 of the policy used as a basis for determining the value of construction in calculating the building permit fee have also been updated in this policy.

The existing Building Inspection Policy from 2012 is attached for the Boards reference.

**ATTACHMENTS:**

[2012 Building Inspection Policy \(link\)](#)

Proposed 2025 Building Inspection Procedures Policy

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
4. Community and Economic Sustainability



# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BUILDING INSPECTION PROCEDURES POLICY

**Approved: "date"**

### **POLICY STATEMENT**

1. The intent of this policy is to establish a consistent approach to the administration and enforcement of "Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012," (the Building Bylaw). The RDBN requires that Building Inspectors undertake their work with consideration given to the appropriate balance between the need to protect the public from life safety and other risks associated with Building Code deficiencies against the other needs of the community (including economic, social, and political priorities). A critical factor in finding this balance is the broad geographic area to which the Building Bylaw applies, and the limited resources available to perform the building inspection service.
2. The Board of the Regional District of Bulkley-Nechako (RDBN) believes, after considering its economic, social, political, and budgetary priorities, that the system of enforcement established by this policy is a reasonable allocation of the RDBN's budgetary resources and personnel.

### **PLAN REVIEW**

3. Prior to the issuance of a building permit, the Building Inspector will refer the building permit application to the Planning Department for a review of compliance to land use regulations. The review will also include the checking of title for relevant charges.
4. The Planner will utilize a checklist for plan review and will affix their name, the date, and the permit number to each completed checklist. The checklist shall be in a form approved by the Director of Planning and Development, as amended from time to time.
5. The Building Inspector will utilize a checklist for plan review and will affix their name, the date, and the permit number to each completed checklist. The checklist shall be in a form approved by the Senior Building Inspector, as amended from time to time.
6. The Building Inspector will confirm that all mandatory requirements set out in Section 8 of the Building Bylaw have been met prior to the issuance of a building permit. None of the requirements in this section of the Building Bylaw may be waived unless the discretion to do so is expressly established in the bylaw.
7. The Building Inspector will notify the owner in writing that the building permit is being issued in reliance on the certification by the registered professionals confirming that their design and plans submitted in support of the application fully comply with the Building Code.

8. The Building Inspector will not issue a building permit for a "new home" (as defined in the Homeowner Protection Act) unless the applicant provides evidence, in the prescribed form, that the proposed new home is covered by home warranty insurance, or will be built by an owner builder with approval from BC Housing, or is otherwise exempted by regulation from the requirement to be covered by home warranty insurance; and, that the proposed new home will be built by a licensed residential builder, or by an owner builder or a person who is otherwise exempted by regulation from the requirement to be licensed as a residential builder.
9. The Building Inspector is not required to verify if a filing has been made or permit is required or has been applied for or has been issued under: (a) the *Safety Standards Act* or its regulations, (b) the *Public Health Act* or its regulations, or (c) other Provincial enactments unless expressly stipulated in this policy or the Building Bylaw.
10. The Building Inspector will confirm if an architect is required pursuant to section 5 of the Architects Regulation of the *Professional Governance Act*.
11. The Building Inspector may require an applicant for a building permit to have a surveyor confirm the location of a building on the property where there is a reasonable concern that the Zoning Bylaw setbacks may not be met.

#### **INSPECTIONS (COMPLEX BUILDINGS)**

12. In lieu of conducting on-site inspections of the work, the Building Inspector will rely on field reviews and letters of assurance conducted by or submitted by the Registered Professionals of Record to ensure that the building construction complies with the Building Code, the Building Bylaw, and the approved plans.
13. The Building Inspector may from time to time, at their sole discretion, attend the site to monitor the process of field reviews undertaken by the registered professionals of record.
14. The Building Inspector will not monitor or audit workmanship or good construction practice. The purpose of any site visit by the Building Inspector is to monitor the process of oversight by the registered professionals of record to ensure a reasonable level of code conformance for public safety, accessibility, and health.
15. Any deficiencies in the work or in the process noted by the Building Inspector will be recorded in a written inspection report and delivered to the Owner (or their Agent) and the relevant registered professional of record.
16. The Building Inspector may require a follow-up inspection to confirm that a cited deficiency has been addressed, but in most cases, the Building Inspector will rely on the registered professional of record's subsequent submission of a Schedule C as confirmation that all cited deficiencies have been corrected.

17. The Building Inspector is not required to monitor the job site or the construction process for compliance with the British Columbia Workers Compensation Act the Canadian Hazardous Products Act or the British Columbia Occupational Health and Safety Regulation.

### **INSPECTIONS (SIMPLE BUILDINGS)**

18. A Building Inspector will not assess the bearing adequacy or stability of soil. If there is objective evidence of a soil capacity issue, the Building Inspector will require the Owner to retain a geotechnical engineer and will require that engineer to provide Schedule B and C letters of assurance as well as proof of insurance.
19. The Building Inspector is not required to enter an excavation for the inspection of: perimeter drains, the sanitary service, the storm service, the water service, or damp proofing. The Building Inspector may rely on limited spot checks of such services in lieu of inspecting the entire installation.
20. The Building Inspector is not required to enter an attic or confined space to conduct an inspection.
21. The Building Inspector is not required to go onto a roof to conduct an inspection.
22. The Building Inspector will rely on the report of the Energy Advisor to confirm compliance with the Step Code, and is not required to be on site for tests performed by the Energy Advisor.
23. The Building Inspector will utilize a checklist for inspections. The checklist shall be in a form approved by the Senior Building Inspector, as amended from time to time.
24. The Building Inspector is not required to monitor the job site or the construction process for compliance with the *British Columbia Workers Compensation Act* the *Canadian Hazardous Products Act* or the British Columbia Occupational Health and Safety Regulation.
25. Building Inspectors shall endeavor to make weekly inspection trips to the eastern portion of the Regional District each Tuesday and to the western portion of the Regional District each Thursday. This schedule may be altered if the level of building activity warrants either more or fewer trips.
26. If a property owner or agent requests an inspection and a Building Inspector is unable to travel to the building site on the date requested, the Building Inspector may, at their discretion, as an alternative to an inspection ask questions over the telephone relating to the method of construction utilized, record responses, and determine whether it is acceptable to conceal the construction based upon the telephone responses. In all cases, photographs of the construction shall be taken of the construction prior to the construction being concealed and shall subsequently be submitted to the Building Inspector for review. In this situation the property owner and agent shall be informed that they assume all risk and cost associated with repairing

any deficiency identified upon review of the photographs, or exposing the work if adequate photographs are not taken.

27. Where buildings or structures have been constructed without the benefit of a building permit or inspections, critical components of the construction may have been concealed. When applicants apply for a building permit for these buildings or structures it is difficult for Building Inspectors to determine whether compliance with the Building Code has been achieved. If the Building Inspector is unable to undertake an inspection because the construction has been concealed the Building Inspector may, at their discretion, accept photographs which adequately show the concealed work.

## **GENERAL**

28. Building Inspectors may provide occupancy load determinations for liquor license applications for establishments located within a Building Inspection service area.
29. Every 5 years, the Senior Building Inspector or their delegate will collaborate with the Fire Chief for every Fire Protection service area or their delegate to identify any areas in the RDBN which a 10-minute response time by the Fire Department is consistently achieved.
30. Where the owners of a property which is the subject of a building permit application has appointed an agent the Building Inspectors may communicate with the owner regarding any aspect of their application at any time at the Building Inspector's discretion.
31. All submissions and approvals of changes or directions given by a Building Inspector will either be made in writing or will be subsequently confirmed in writing.
32. All inspection records and photographs are to be kept in the digital building permit file. Field notes are to be kept in a bound notebook provided by the RDBN and the notebooks are to be accessible to RDBN staff.

## **ENFORCEMENT**

33. Due to the limited fiscal resources available to the Regional District for building inspection service, the vast area to be covered and the large number of inspections required by those who have received a building permit pursuant to the requirements of the Building Bylaw, the Regional District is limited in its capacity to inspect and resolve situations involving buildings constructed without the required building permit or inspections. The Regional District is under no obligation to undertake any enforcement action and may, at its discretion, not initiate any enforcement action. The Regional District may also, at its discretion, initiate any enforcement action that is considered appropriate at any time.
34. The RDBN's Bylaw Enforcement Policy applies to Building Bylaw Enforcement and the issuance of "Stop Work Orders" and "Do Not Occupy" notices.



35. The Building Inspector may require that the property owner, at their expense, obtain the services of a qualified professional as appropriate (engineer, architect, electrical inspector, gas inspector, environmental Health offices, Office of the Fire Commissioner official) to determine that the building is safe, or to identify the construction required to make the structure safe, prior to the removal of a "Stop Work Order" or "Do Not Occupy" notice.

## **SECTION 57 NOTICE ON TITLE**

36. The Building Inspector shall consider recommending that the Regional District Board consider filing a notice on a property title, pursuant to Section 57 of the *Community Charter*, in the following situations.
- The non-compliant construction is an accessory building built within the 24 months prior to discovery by the building Inspector.
  - The non-compliant construction is a dwelling built within the 48 months prior to discovery by the building Inspector.
  - The non-compliant construction is associated with non-compliance with another regulation, such as zoning, unless that construction occurred 10 years or more prior to discovery of the construction by the building Inspector.
  - The Building Inspector is aware that the non-compliant construction may result in a notable reduction in the expected life of the structure.
  - The building permit for a building has expired and no occupancy permit has been issued.
37. The Regional District or Building Inspector is under no obligation to undertake any action related to the filing of a notice on a property title. Notwithstanding Section 36 the Regional District or Building Inspector may, at their discretion, facilitate the filing of a notice on any property title.

## **ESTIMATED VALUE OF CONSTRUCTION**

38. Residential Permit Fees are calculated at 6% of construction value (\$6.00 per thousand dollars of construction value). The following rates may be used by the Building Inspector, at his/her discretion, as a basis for determining the value of construction used in calculating the building permit fee:

Single Storey	\$250.00 per sq. ft. (\$2690.00 per sq. meter) @ .6%
2 <sup>nd</sup> Storey	\$150.00 per sq. ft. (\$1614.00 per sq. meter) @ .6%
Additions	\$150.00 per sq. ft. (\$1614.00 per sq. meter) @ .6%
Garage/ Shop	\$100.00 per sq. ft. (\$1076.00 per sq. meter) @ .6%

Carport	\$70.00 per sq. ft. (\$753.00 per sq. meter) @ .6%
New Foundations (Below Existing Buildings)	\$125.00 per sq. ft. (\$1345.00 per sq. meter) @ .6%
Sundeck	\$50.00 per sq. ft. (\$538.00 per sq. meter) @ .6%
Covered deck	\$100.00 per sq. ft. (1076.00 per sq. meter) @ .6%

39. Industrial, Commercial and Institutional Permit fees are calculated at 6% of contract price (\$6.00 per thousand dollars) or if there is no contract price, at the cost estimated by the Building Inspector with due regard for work of a similar nature.

**Note:** This policy replaces the previously approved Building Inspection Procedures Policy.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning and Development  
**Date:** September 18, 2025  
**Subject:** **Dominion Telegraph Line Research Report**

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

That the Board support staff's completion of the Dominion Telegraph Line research project.

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### DISCUSSION

The Planning Department has completed phase 1 of a project to accurately map portions of the Dominion Telegraph Line through the RDBN. This research is contained in the attached document titled "Dominion Telegraph Line Research Report" completed by Chloe Taylor, Summer Student with the Planning Department.

The line has never been surveyed and with each passing year the line will become harder to locate. Therefore, staff consider this project a worthwhile use of resources, if only to document the location of the trail on Crown Land.

### Trail History

The Dominion Telegraph Line operated in the RDBN from 1900 to 1936. The Dominion Telegraph Company operated a large telegraph network across Canada and into the United States. The company developed the line from Quesnel to Dawson City overlapping much of the old Collins Overhead Telegraph line through the region, which was abandoned in 1867. The section of the line running through the RDBN is also referred to as the Yukon Telegraph Line.

### Project Overview

Should the Board be supportive of this project moving forward staff propose to continue with phase 2 of the project, which is outlined below. Phase 1 of the project is the attached report.

#### Phase 1- Preliminary Route Research

Research and map the most likely location of the Dominion Telegraph Line through Crown Land in the RDBN based on historical records such as maps, survey plans, and written records.

#### Phase 2- Ground Truthing

Confirm the actual location of the line on the ground on Crown Land and record the location using GPS. This phase may be completed in 2026 using a summer student to undertake the work with the RDBN's GIS Technician. It is estimated that this work would take up 20 work days (4 weeks) or 1/3 of the summer students time, and 7 days of GIS Technician time. The estimated budget for 18 weeks of summer student employment is \$16,000.

Completion of phase 2 of the project will be subject to the Board's approval of the 2026 budget.

### **Phase 3- Use Options**

Identification of options for use of the Dominion Telegraph Line. Potential options to be evaluated include establishing portions of the line as a historic trail, establishing historical / educational signage, designating the line as a heritage site. This phase may be completed in 2026-2027 using summer students and Parks and Trails staff. This portion of the project may involve use of the Telegraph Trail cabin which is located on a small RDBN park in Electoral Area A.

### **ATTACHMENTS:**

[Dominion Telegraph Line Research Report – August 2025 \(Link\)](#)

### **STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

4. Community and Economic Sustainability



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** AI Committee, Anusha Rai, Human Resources Advisor  
**Date:** September 18, 2025  
**Subject:** **AI (Artificial Intelligence) Governance Policy**

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

That the Board approve the AI Governance Policy

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### BACKGROUND

The RDBN AI Committee has reviewed the feedback provided by the Board at the Sep. 4<sup>th</sup> Committee of the Whole meeting and amended the AI Policy. We identified six instances of "should" and changed them to "shall." We also changed two instances of "should" to "must" and "will." All these changes have been highlighted in the policy.

As AI tools become more widely used in daily work, it is important that they are applied in ways that support service delivery while protecting privacy, fairness, and public trust.

The policy sets clear expectations for the use of AI across RDBN functions and includes safeguards to help manage risks. These safeguards emphasize human oversight, compliance, and accountability.

### Summary of key points:

- The policy applies to all RDBN personnel, including the Board, employees, contractors, and consultants who use, develop, or oversee AI systems.
- Language throughout the policy was reviewed and updated for consistency, including words such as shall, should, and must.
- Employees using AI are responsible for the outcomes generated by the system. Regular risk assessments and system audits will be carried out. A process is in place to respond to AI-related errors or concerns.
- The incident response protocol for AI systems will be expanded as more is learned from system performance and failures.
- Risk management and monitoring will be supported through RDBN-licensed accounts for employees. The use of personal accounts for AI tools is discouraged.
- The Human Resources Advisor will provide employees with information on AI developments, relevant laws, and best practices to support ongoing improvement in AI governance.

- Training resources will be provided. Mandatory training may be required for staff involved in decision-making, communications, or regulatory functions.
- RDBN is committed to transparency in its use of AI in public services. Feedback may be gathered through surveys, meetings, or online portals. Clients will be informed when they are interacting with AI tools and will have the opportunity to raise concerns.
- The policy will be reviewed annually and updated as needed, with input from staff and the public considered in future revisions.

**ATTACHMENTS:**

AI Governance Policy



## AI Governance Policy for the Regional District of Bulkley-Nechako

### PURPOSE

This policy is designed to provide a clear guideline for ethical, responsible, and effective use of artificial intelligence (AI) technologies by the Regional District of Bulkley-Nechako (RDBN). It aims to ensure that AI is used in a way that supports public services, enhances operational efficiency, while preserving transparency and privacy.

### SCOPE

This policy applies to all RDBN personnel, including the Board, employees, contractors, and consultants involved in the use, development, or oversight of AI systems in the RDBN's operations. It covers AI applications across all departments and functions, including but not limited to service delivery, planning, data management, and decision-making.

### DEFINITIONS

Term	What It Means for You
<b>Artificial Intelligence (AI)</b>	Technology that helps computers do tasks that normally require human thinking, like solving problems, creating content, or making decisions.
<b>Generative AI</b>	AI that creates new content - like writing, creating images, or sounds based on your input. Examples include ChatGPT, Microsoft Co-Pilot, and Google Gemini.
<b>Automated Decision-Making</b>	Automated decision-making occurs when an AI system independently makes decisions without human review or approval at each step. It refers to systems that make or assist in making decisions that would otherwise be made by a person. For all uses human oversight must be maintained.
<b>Anonymization</b>	Removing personal information in data so that no one can tell who it belongs to. This protects people's privacy.
<b>FIPPA</b>	<i>Freedom of Information and Protection of Privacy Act</i> which protects people's personal information and gives them the right to access public records. You must follow this legislation when using AI.
<b>Human-in-the-Loop (HITL)</b>	A person must always be involved when AI is used for important decisions. Even if AI suggests something, a human must review, check and approve it.
<b>Ethical AI</b>	Using AI in a way that is fair, safe, respectful, and legal. This means protecting privacy, avoiding harm, and making sure everyone is treated equally.

### ROLES AND RESPONSIBILITIES

Role	Responsibilities
<b>All RDBN Employees</b>	- Use AI tools in line with this policy
	- Review, edit, and verify AI-generated content before use



## AI Governance Policy for the Regional District of Bulkley-Nechako

	- Maintain human oversight for high-impact decisions
	- Report potential AI misuse, bias, or system failure to the AI Committee
<b>Managers/Supervisors</b>	- Ensure team members understand their responsibilities
	- Support training efforts and AI policy compliance
	- Monitor AI usage within departments
<b>AI Committee</b>	- Evaluate proposed AI use cases
	- Conduct risk assessments, audits, and bias reviews
	- Collaborate with FOI Head/Privacy Officer on legal compliance
<b>FOI Head/Privacy Officer</b>	- Ensure compliance with privacy and data protection laws
	- Review data practices and handle AI-related privacy breaches
<b>IT Department</b>	- Support technical implementation and monitoring of AI systems
	- Assist in system audits, bias detection, and risk mitigation efforts
<b>Human Resources</b>	- Facilitate AI training programs
	- Communicate updates, ethics, and best practices

### GUIDING PRINCIPLES

RDBN's use of AI technologies shall be governed by the following principles:

#### 1. Principles for the Use of AI

##### a. Transparency

- Employees must ensure that AI systems are transparent in their purpose and functioning.
- When possible, AI decisions should be explainable, understand how outcomes are determined particularly if they affect individual rights or opportunities.

##### b. Accountability

- Employees and departments using AI are responsible for the outcomes generated by the AI systems. You must review, edit, fact check, and fix any issues in AI-generated content before using or sharing it. There must be clear oversight mechanisms and designated personnel to monitor AI performance, address issues, and ensure responsible use.
- Human oversight or Human-in-the-loop (HITL) must be maintained in key decision-making processes where AI is used, particularly in sensitive areas such as public safety, resource allocation, or regulatory enforcement to ensure that personal information and intellectual property rights are maintained according to legal guidelines.

##### c. Fairness and Non-Discrimination

- When employees use AI to create content or make decisions, they must read and review the output to ensure it is fair and unbiased.





## AI Governance Policy for the Regional District of Bulkley-Nechako

- Employees using AI systems must comply with BC's legal requirements concerning human rights, non-discrimination, and equity. Additionally, employees **shall** refrain from using AI-generated content if they believe it is inappropriate or violates these principles.

### d. Privacy and Data Protection

- Employees must comply with the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Personal Information Protection Act* (PIPA), the Canadian Charter of Rights and Freedoms, and human rights legislation when using AI, ensuring that personal data is handled responsibly and with consent where required.
- For clarification, please contact the RDBN FOI Head/Privacy Officer, or their designate.
- Data used in AI systems must be anonymized to avoid collecting or retaining any personal data.

## 2. AI Use Cases for RDBN Employees

The RDBN employees may use AI in the following areas and any other areas as deemed appropriate, while adhering to this policy:

- **Service Delivery Improvement:** Automating responses to resident inquiries, resource allocation, and operational logistics (e.g., waste collection optimization, utility management).
- **Data Analysis and Decision Support:** Using AI for data-driven planning, forecasting, and scenario analysis in areas such as land use, emergency preparedness, and environmental management.
- **Infrastructure Management:** Employing AI for predictive maintenance of infrastructure such as water and sewer systems, fleets, and public facilities to improve service continuity and reduce costs.
- **Public Engagement:** Leveraging AI to analyze public sentiment and feedback for better policy development and service improvements.

## 3. Ethical Guidelines

### a. Human-Centered Design

- AI systems **shall** augment, not replace, human decision-making particularly in scenarios involving ethical considerations or high-stakes outcomes. Employees must ensure that AI supports staff in delivering services, with human discretion (HITL) remaining essential in final decision-making processes.
- **Prohibition on Creating Autonomous AI Agents:** As part of our ethical guidelines, users are strictly prohibited from creating, deploying, or training autonomous AI agents or systems that can make decisions or take actions without human oversight. This includes but not limited to: AI systems that operate continuously without human



## AI Governance Policy for the Regional District of Bulkley-Nechako

intervention. AI agents that interact with users, information, environments, or other systems in an unsupervised or self-directed manner. AI designed to replicate or simulate human autonomy for decision-making, negotiation, or control.

### b. Bias Mitigation

- Employees must use their judgment to spot bias and not use the data and/ or report it to the AI Committee.
- If there are concerns reported to the AI Committee in collaboration with Information Technology, they will review AI models and datasets at least once a year to identify and address bias.
- The AI Committee is encouraged to collaborate with the FOI Head and IT Head to promote the ethical use of AI.

### c. Public Accountability

- AI systems used in public services or decisions that impact residents should be accompanied by clear communication about their use and impact. Public input such as surveys, focus groups, or online portals should be sought where possible, and channels should be provided for feedback and redress.
- Periodic public reports or audits may be prepared, detailing AI usage, outcomes, and improvements.

### d. Sustainability

- Employees should consider the environmental impact of AI tools and use them responsibly to support sustainability goals.

## 4. Training and Awareness

- Training resources are available for employees interested in learning about mitigating bias, ethics in the Age of AI etc., please reach out to your Human Resources Advisor to learn more about these trainings.
- To ensure the responsible use of AI in sensitive areas, mandatory training will be required for employees involved in decision-making processes, public communications or messaging, and policy development or regulatory enforcement. These roles carry elevated risks and ethical considerations, and the specialized training will focus on bias awareness, legal compliance, and the importance of maintaining human oversight.
- Employees shall use their FIPPA training to understand potential impacts and avoid using personal information while using AI.
- The Human Resources Advisor will share information to help employees stay updated on AI advancements, relevant laws, and best practices to support ongoing improvement in AI governance.



## AI Governance Policy for the Regional District of Bulkley-Nechako

### 5. Risk Management and Monitoring

Periodic internal reviews should be conducted to assess the effectiveness and ethical compliance of AI systems.

#### a. Risk Assessment

- AI Committee, in collaboration with IT, must conduct periodic risk assessments to identify potential legal, ethical, and operational risks. This includes evaluating risks such as data breaches, unintended consequences of AI decisions, and system failures.

#### b. System Audits

- AI systems **shall** undergo periodic audits to ensure they remain effective, accurate and compliant with this policy. Audits should focus on, but not limited to, accuracy, bias, privacy protections, and the impact on service delivery.
- AI breaches must be reported to the FOI Head/ Privacy Officer or designate.

#### c. Contingency Planning

- Employees **shall** ensure that appropriate contingency plans are in place in case of AI system malfunctions, errors, or breaches.
- AI breaches must be reported to the FOI Head/ Privacy Officer or designate.

#### d. Data Quality and Integrity

- Verify the quality and accuracy of any AI generated data. If the data cannot be confirmed as reliable, it should not be used.

### 6. Legal Compliance

- Employees must ensure that all AI systems comply with existing local, provincial, and federal laws, including but not limited to the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Personal Information Protection Act* (PIPA), the BC Human Rights Code, and other relevant legislation. Legal consultation may be sought when implementing new AI technologies or expanding the use of existing systems.
- AI tools must not be used to create content for in-camera meetings in order to maintain confidentiality and comply with privacy regulations.
- Employees **must** avoid directly copying **and using** AI-generated content, and must review it thoroughly to avoid plagiarism, copyright violations, and potential legal or reputational risks. Use plagiarism detection tools like Grammarly Premium, Quetext, or Copyscape to ensure content integrity.
- The organization will purchase licensed accounts for employees to ensure secure logins are used. Employees must not use personal accounts, as this poses a security risk. If you are considering using an AI tool, please complete an AI Use Form for review and approval before proceeding.



## AI Governance Policy for the Regional District of Bulkley-Nechako

### 7. Incident Response Protocol for AI Systems

In the event of an AI system failure, misuse, or the generation of inappropriate or harmful content, the following **AI Incident Response Protocol** must be followed:

#### a. Initial Assessment

- The Corporate Officer, along with IT, and if required legal advisors, will review the incident to assess its scope, impact, and severity.
- All personnel must report the incident to their supervisor and the AI Committee immediately.
- Any privacy-related issues must also be reported to the FOI Head/Privacy Officer.
- Any significant incident must be reported to the Municipal Insurance Association – Cyber Insurance section. The insurance provider may choose to lead the investigation and mitigation.

#### b. Containment and Correction

- If necessary, the affected AI system will be suspended or restricted until corrected.
- Inappropriate outputs must be removed, retracted, or corrected.

#### c. Communication

- For incidents affecting public services, the Communications Officer will coordinate a public response.
- Affected individuals will be informed if the incident involves personal data or decisions impacting them directly.

#### d. Post-Incident Review and Update

- The AI Committee will document lessons learned, update the risk register, and recommend improvements to avoid recurrence.
- Policy and training materials may be revised based on incident findings.

### 8. Governance and Oversight

#### a. AI Committee

- An internal AI Committee is established to oversee the use of AI systems within the RDBN. This committee is responsible for reviewing AI use cases, evaluating risks, and ensuring compliance with ethical standards and legal requirements in coordination with the FOI Head/Privacy Officer.
- The committee should include representatives from various departments, including IT, human resources, and public policy, along with external experts when necessary.

#### b. Review and Record Output

- Employees **must** monitor the results generated by AI systems and evaluate their effectiveness to gain insights. This ongoing process supports continuous learning,



## AI Governance Policy for the Regional District of Bulkley-Nechako

helps in training and improving the AI system, and allows for refining search queries or inputs to achieve more accurate and relevant outcomes.

### 9. Public Engagement and Transparency

- The RDBN should engage with the public regarding its use of AI when applicable, providing transparency into how AI impacts public services and decision-making processes.
- In the future, when RDBN adopts an AI system or chatbot on their website, a public feedback mechanism **shall** be established. This will allow residents to raise concerns or provide input regarding AI systems. Such feedback **will** be used to inform the ongoing development and improvement of AI policies and practices.
- The RDBN will utilize public meetings, surveys, and online platforms to gather resident input and address concerns regarding AI systems.
- Disclosure to the public or stakeholders must occur if/when a client is interacting with a chatbot or AI system, or when AI is used for RDBN purposes.

### POLICY REVIEW AND UPDATES

- This AI policy should be reviewed annually or as needed to reflect changes in AI technology, legal frameworks, and societal expectations.
- Employees are encouraged to provide feedback on how this policy impacts their work and its alignment with operational needs.
- Feedback from employees and the public will be systematically evaluated and integrated into policy updates where feasible.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cheryl Anderson, Director of Corporate Services

**Date:** September 18, 2025

**Subject:** **RDBN Mail Ballot Authorization and Procedure Bylaw No. 2066, 2025 - Adoption**

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

That Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 2066, 2025 be adopted this 18<sup>th</sup> day of September, 2025.

---

**BACKGROUND**

Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 2066, 2025 was given three readings by the Board at its August 14, 2025 meeting. The Board may now adopt the bylaw.

**ATTACHMENTS:**

Bylaw No. 2066

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
Not Applicable



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BYLAW NO. 2066

#### **A Bylaw to Allow for Mail Ballot Authorization and Procedures**

**WHEREAS** pursuant to Section 110 of the *Local Government Act*, a Regional District may, by bylaw, permit voting by mail ballot and establish procedures therefor;

**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 for all purposes as "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 2066, 2025."

#### **2. AUTHORIZATION**

- 2.1 Pursuant to Section 110 of the *Local Government Act*, voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized for those electors who meet the following criteria:
  - a) Those persons who have a physical disability, illness or injury that affect their ability to vote at another voting opportunity;
  - b) Persons who expect to be absent from the jurisdiction on general voting day and at times of all advance voting opportunities.

#### **3. APPLICATION PROCEDURE**

- 3.1 The Chief Election Officer is hereby authorized to establish time limits in relation to voting by mail ballot.

- 3.2 Upon receipt of a valid application for a mail ballot, the Chief Election Officer or designate shall:
- a) if the request for a mail ballot is delivered to the Chief Election Officer before the deadline that the Chief Election Officer has established, send to the applicant a mail ballot package as specified in Section 110(7) of the *Local Government Act*, together with an application for registration as an elector, and
  - b) immediately record and, upon request, make available for inspection the name and address of the person to whom the mail ballot package was issued.
- 3.3 The Chief Election Officer or designate is not responsible for failing to deliver a mail ballot and elector registration package if a request is not received, or not received before a time limit that may be set by the Chief Election Officer for applying for a package, and is not responsible for any delay or failure in the elector's receipt of the package or the elector's return of the package to the Chief Election Officer.
- 3.4 In accordance with an Applicant's direction, the Chief Election Officer may distribute the mail ballot in the following ways:
- a) Sending the mail ballot package by Canada Post (regular mail); or
  - b) Having the mail ballot package picked up by an Applicant (or their designate) at the RDBN office in Burns Lake.
  - c) Having the mail ballot package picked up by an Applicant (or their designate) at any identified member municipalities at a designated time.



#### **4. VOTING PROCEDURE**

- 4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer or designate.
- 4.2 After marking the ballot, the elector shall:
- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
  - b) place the secrecy envelope in the certification envelope and complete and sign the certification printed on such envelope and then seal the certification envelope;
  - c) place the certification envelope, together with a completed elector registration application in the outer envelope and then seal the outer envelope;
  - d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer or designate at the address specified in accordance with the time limits established by the Chief Election Officer.

#### **5. CHALLENGE OF ELECTOR**

- 5.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act* before close of voting on general voting day and prior to the Chief Election Officer or designate opening the certification envelope.
- 5.2 The provisions of Section 126(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

**6. MAIL BALLOT – REPLACEMENT OF SPOILED BALLOT**

- 6.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or designate, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- 6.2 The Chief Election Officer or designate shall, upon receipt of the spoiled ballot package, record such fact, and issue a replacement ballot package in accordance with section 3.2 of this bylaw.

**7. BALLOT ACCEPTANCE OR REJECTION**

- 7.1 Before close of voting on general voting day, the Chief Election Officer or designate shall, in the presence of at least one other election official, proceed as follows:
- a) immediately record the date of receiving the returned mail ballot in the Register of Mail Ballots; and
  - b) Open the outer envelope and remove and examine the certification envelope and the application to register as an elector.
  - c) If the elector's certification and application to register as an elector are complete, the Chief Election Officer or designate shall mark the certification envelope as "ACCEPTED."
  - d) If the elector's certification and application to register as an elector are not complete, the Chief Election Officer or designate shall mark the certification envelope as "REJECTED" and the Chief Election Officer will note the reasons therefore in which case the certification envelope

shall not be opened and the ballots contained therein shall not be counted.

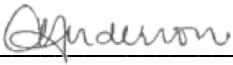
- e) Unless an elector's right to vote has been challenged, the Chief Election Officer shall open the certification envelopes marked as "accepted," and the secrecy envelopes contained therein shall be placed in a ballot box designated for that purpose.
- f) Mail ballots received after the close of voting on general voting day shall remain unopened and the Chief Election Officer or designate shall mark "REJECTED" on the outer envelopes, and shall note thereon the reasons for rejection, and the ballot contained therein shall not be counted in the referendum.
- g) The Chief Election Officer will retain in their custody all accepted and rejected certification envelopes in order to manage any challenges made in accordance with Section 5.
- h) If fewer than twenty-five (25) secrecy envelopes are received, they may be placed in any other ballot box in order to preserve secrecy.
- i) After close of voting on general voting day, the ballot box containing the secrecy envelopes and the secrecy envelopes contained therein shall be opened and the ballots shall be counted in the same manner as other ballots.

READ A FIRST TIME this 14<sup>th</sup> day of August 2025

READ A SECOND TIME this 14<sup>th</sup> day of August 2025

READ A THIRD TIME this 14<sup>th</sup> day of August 2025

Certified a true and correct copy of Bylaw No. 2066.

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

ADOPTED this            day of            , 2025

\_\_\_\_\_  
Chairperson

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, CFO  
**Date:** September 18, 2025  
**Subject:** **Sale of Surplus Vehicles**

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

That the Board authorize the disposal of units P1, P8, and A2.

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**BACKGROUND**

The following vehicles have been replaced with new units purchased in 2025 and staff are recommending that these vehicles be sold by auction with notifications being provided to the public through the Regional District's website and social media channels as well as a notice published in local newspapers.

Unit – Partial Serial #	Year and Model	km	Condition
P1- 1C6RR7GT5ES20....	– 2014 Dodge Ram 1500	Kilometers- 334,957	Poor
P8 - 1FMCU93178KB0....	– 2008 Ford Escape	Kilometers – 228,707	Fair
A2 - 1FMCU9G95FUA9....	– 2015 Ford Escape	Kilometers – 185,244	Fair

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:  
Not Applicable



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** John Illes, CFO  
Cheryl Anderson, Director of Corporate Services  
Alex Eriksen, Director of Environmental Services

**Date:** September 18, 2025

**Subject:** **Fort Fraser Sewer and Water Update**

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

That "Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025" be given first, second, and third reading this 18<sup>th</sup> day of September, 2025.

That the "Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 2087, 2025" be given first, second, and third reading this 18<sup>th</sup> day of September, 2025.

That the "Regional District of Bulkley-Nechako Sewer Service Regulatory Amendment Bylaw No. 2088, 2025" be given first, second, and third reading this 18<sup>th</sup> day of September, 2025.

---

### BACKGROUND

The provision of water services was established by Supplementary Letter Patent on May 1, 1980 and for sewer services was established on December 18, 1980.

#### Water Service

Bylaw 1243 converted the Water Service from the Letters Patent establishing bylaw on October 7, 2004. This bylaw was subsequently amended by Bylaw 1593 (to increase the maximum taxation limit to \$62,500) and then most recently by Bylaw 1789 (to increase the maximum taxation limit further to \$78, 125). Bylaw 1243 is included as an attachment to this memo.

In 2011 the Regional District adopted Bylaw 1575, a more comprehensive bylaw to regulate the service including the setting of annual user fees and fees for connection and minor services. Bylaw 1575 replaced Bylaws 285, 376, 403, 422, 464, 510, 558, 773, and 828, that were previously used to adjust the user fees for this service.

Bylaw 1575 was amended later by Bylaw 1625 and then by Bylaw 1858 to update and set the annual user fees. Bylaw 1858 set the user rates for 2019 and then set the 2020 rate and for the subsequent years to be increased by the Consumer Price Index for that year.

Bylaw 2087 proposes to amend Bylaw 1575 to clarify that user fees will be rounded to the nearest whole dollar and to provide a penalty for late payment. The penalty for late payment was discussed by the Fort Fraser Local Commission on June 27, 2025 and the Commission recommended that this change be included in the next regulatory bylaw amendment.

### **Sewer Service**

The Sewer Service is still managed under the Letters Patent. Bylaw 2086 is a service establishment bylaw that proposes to formally convert this service away from the Letters patent.

In 2011 the Regional District adopted Bylaw 1576, a more comprehensive bylaw to regulate the service including the setting of annual user fees and fees for connection and minor services. Bylaw 1576 replaced Bylaws 286, 375, 404, 421, 511, 772, 827 and 949 that were previously used to adjust the user fees for this service.

Bylaw 1576 was amended later by Bylaw 1626 and then by Bylaw 1859 to update and set the annual user fees. Bylaw 1859 set the user rates for 2019 and then set the 2020 rate and for the subsequent years to be increased by the Consumer Price Index for that year.

Bylaw 2088 proposes to amend Bylaw 1576 to clarify that user fees will be rounded to the nearest whole dollar and to provide a penalty for late payment. The penalty for late payment was discussed by the Fort Fraser Local Commission on June 27, 2025 and the Commission recommended that this change be included in the next regulatory bylaw amendment.

### **ATTACHMENTS:**

#### **New Bylaws for Consideration**

Bylaw 2086 Fort Fraser Sewer System Establishment Bylaw  
 Bylaw 2087 Fort Fraser Water Service Regulatory Amendment Bylaw  
 Bylaw 2088 Fort Fraser Sewer System Regulatory Amendment Bylaw

#### **Current (not repealed or superseded) Water Service Bylaws**

Bylaw 1243 Water Service Establishment Bylaw  
 Bylaw 1789 Water Service Establishment Amendment Bylaw  
 Bylaw 1575 Fort Fraser Water Service Regulatory Bylaw  
 Bylaw 1858 Fort Fraser Water Service Regulatory Amendment Bylaw

#### **Current (not repealed or superseded) Sewer Services Bylaw**

Bylaw 1576 Fort Fraser Sewer Service Regulatory Bylaw  
 Bylaw 1859 Fort Fraser Water Service Regulatory Amendment Bylaw

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

Not Applicable



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BYLAW NO. 2086

#### **A bylaw to convert the Fort Fraser Sewer Specified Area Sewer Frontage Tax Bylaw function to a service**

**WHEREAS** under Section 341 of the Local Government Act, if a Regional District proposes to amend a service established by Supplementary Letters Patent, it must convert that service by adopting a bylaw respecting that service which:

- a) meets the requirement of Section 339 of the Local Government Act for an establishing bylaw, and
- b) is adopted in accordance with the requirements of Section 349 of the Local Government Act as if it were a bylaw amending an establishing bylaw;

**AND WHEREAS** the Regional District of Bulkley-Nechako was granted the function of the Fort Fraser Sewer Specified Area which service was provided under the function of Division XV as established by Supplementary Letters Patent dated December 18, 1980;

**AND WHEREAS** the Director of Electoral Area "D" has consented in writing to the adoption of this bylaw in accordance with Section 350 of the Local Government Act;

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

1. The function of Division XV – Fort Fraser Sewer Specified Area as established by Supplementary Letters Patent dated December 18, 1980, is hereby established as a service to be known as the "Fort Fraser Sewer Service;
2. The annual cost of the service shall be recovered by a sewer user fee against the owner or occupier of land or real property whose property is connected to the sewer system and a parcel tax upon the owners of land or real property within the Fort Fraser Sewer Service Area which is capable of being connected with any sewer main, whether or not the parcel of land is connected with such sewer main.

3. The maximum amount of taxation that may be requisitioned annually for this service, under Section 388 of the Local Government Act, shall be EIGHTY THOUSAND (\$80,000) DOLLARS from the property owners within the Fort Fraser Sewer Service Area.
4. This bylaw may be cited as "Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025."

READ A FIRST TIME this       day of       , 2025.

READ A SECOND TIME this       day of       , 2025.

READ A THIRD TIME this       day of       , 2025.

I hereby certify that this is a true and correct copy of Bylaw No. 2086.

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

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this  
day of       , 2025.

RECEIVED APPROVAL FROM THE INSPECTOR OF MUNICIPALITIES this  
day of       , 2025.

ADOPTED this       day of       , 2025

...3

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2087****A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011"**


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**WHEREAS** the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011";

**AND WHEREAS** the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

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

1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. Section 10.3 is hereby repealed and replaced with the following:  
"10.3 The rate shall be due and payable annually on the first business day in July. A penalty of 5% shall be incurred for any amount not paid by this date. A further 5% penalty shall be incurred for any amount not paid by the first business day in October. "
3. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 2087, 2025."

READ A FIRST TIME this                      day of                      , 2025

READ A SECOND TIME this                      day of                      , 2025

READ A THIRD TIME this                      day of                      , 2025

ADOPTED this                      day of                      , 2025

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Chairperson

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Corporate Administrator

Certified a true and correct copy of Bylaw No. 2087 as adopted.

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Corporate Administrator

**SCHEDULE "A" – WATER USER AND CONNECTION FEES**  
**Fort Fraser Water System**

**A. USER FEES**

<u>Category of Consumer</u>		<u>Annual User Fee Beginning on January 1, 2025</u>
1	Residential Dwelling	318.00
2	Café or Restaurant	530.00
3	Laundromat (per washer)	132.00
4	Motel or Hotel (per unit)	132.00
5	School (per classroom)	424.00
6	Service Station	530.00
7	Churches and Community Halls	207.00
8	Commercial Users	530.00
9	Truck Shop, Car or Truck Wash	1067.00

\*\* The 2025 rate (and the rate beginning on January 1<sup>st</sup> for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonally adjusted) from end of December to the end of December for all items and services and rounded to the nearest whole dollar.

**B. CONNECTION/DISCONNECTION FEES**

<u>CATEGORY</u>	<u>CHARGE</u>
New Connection	Actual Cost plus \$100.00 connection Fee
Permanent Disconnection Fee	Actual Cost plus \$100.00 disconnection Fee

Turn-On / Turn-Off

Requests associated with repair:

- |   |           |
|---|-----------|
| 1) Emergency – outside normal operators work schedule | \$ 100.00 |
| 2) Requests – scheduled with operators work schedule  | \$ 50.00  |
| 3) Other requests not associated with repair works    | \$ 50.00  |

Repair works may include; repair or replace defective pipes, fittings, valves, tanks or appliances.

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 2088****A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011"**


---

**WHEREAS** the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1576, 2011";

**AND WHEREAS** the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

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

1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. Section 11.3 is hereby repealed and replaced with the following:  
"11.3 The rate shall be due and payable annually on the first business day in July. A penalty of 5% shall be incurred for any amount not paid by this date. A further 5% penalty shall be incurred for any amount not paid by the first business day in October. "
3. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Sewer Service Regulatory Amendment Bylaw No. 2088, 2025."

READ A FIRST TIME this                      day of                      , 2025

READ A SECOND TIME this                      day of                      , 2025

READ A THIRD TIME this                      day of                      , 2025

ADOPTED this                      day of                      , 2025

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Chairperson

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Corporate Administrator

Certified a true and correct copy of Bylaw No. 2088 as adopted.

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Corporate Administrator



**SCHEDULE "A" – SEWER USER AND CONNECTION FEES**  
**Fort Fraser Sewer System**

**A. USER FEES**

<u>Category of Consumer</u>		<u>Annual User Fee Beginning on January 1, 2025</u>
1	Residential Dwelling	176.00
2	Café or Restaurant	352.00
3	Laundromat (per washer)	88.00
4	Motel or Hotel (per unit)	130.00
5	School (per classroom)	689.00
6	Service Station	352.00
7	Churches and Community Halls	130.00
8	Commercial Users	352.00
9	Truck Shop, Car or Truck Wash	704.00

\*\* The 2025 rate (and the rate beginning on January 1<sup>st</sup> for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonally adjusted) from end of December to the end of December for all items and services and rounded to the nearest whole dollar.

**B. CONNECTION/DISCONNECTION FEES**

<b>Category</b>	<b>Charge</b>
New Connection	Actual Cost plus \$100.00 Connection
Permanent Disconnection	Actual Cost plus \$100.00 disconnection Fee

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.

# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1243

### **A bylaw to convert the Fort Fraser Water function to a service area and extend the boundaries**

---

**WHEREAS** under Section 774.2(3) of the Local Government Act, if a Regional District proposes to amend a service established by Supplementary Letters Patent, it must convert that service by adopting a bylaw respecting that service which:

- a) meets the requirement of Section 800.1 of the Local Government Act for an establishing bylaw, and
- b) is adopted in accordance with the requirements of Section 802 of the Local Government Act as if it were a bylaw amending an establishing bylaw;

**AND WHEREAS** the Regional District of Bulkley-Nechako was granted the function of the Fort Fraser Water Specified Area which service was provided under the function of Division XV as established by Supplementary Letters Patent dated May 1, 1980;

**AND WHEREAS** the Regional Board of the Regional District of Bulkley-Nechako wishes to convert the aforesaid function to a service under Section 800.1 of the Local Government Act in order to extend the boundaries of the Fort Fraser Water Service Area;

**AND WHEREAS** a request has been received by the Regional District of Bulkley-Nechako to extend the boundaries of the Fort Fraser Water Service Area;

**AND WHEREAS** the Director of Electoral Area "D" has consented in writing to the adoption of this bylaw in accordance to Section 802 (1) (b) of the Local Government Act;

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

1. The function of Division XV – Fort Fraser Water Specified Area as established by Supplementary Letters Patent dated May 1, 1980, is hereby established as a service to be known as the "Fort Fraser Water Service;

## Page 2 of Bylaw No. 1243

2. The boundaries of the Fort Fraser Water Service Area are hereby extended to include "Part E ½ of SE ¼, Section 26, Township 15, Range 05, Coast Range 5 Land district, Except Plan 1906 3221 4170 PRP 44513, Part Lying N PL 1152 EX W CHNS EX DTL SEE R/W 13573 D" as outlined in Schedule "A" which is attached hereto and forming part of this bylaw;
3. The annual cost of the service shall be recovered by a water user fee against the owner or occupier of land or real property whose property is connected to the water system and a parcel tax upon the owners of land or real property within the Fort Fraser Water Service Area which is capable of being connected with any water main, whether or not the parcel of land is connected with such water main.
4. The maximum amount of taxation that may be requisitioned annually for this service, under Section 806.1(1)(b) of the Local Government Act, shall be FIFTY THOUSAND (\$50,000) DOLLARS from the property owners within the Fort Fraser Water Service Area.
5. This bylaw may be cited as "Fort Fraser Water Service Establishment Bylaw No. 1243, 2004."

READ A FIRST TIME this 19<sup>th</sup> day of August, 2004.

READ A SECOND TIME this 19<sup>th</sup> day of August, 2004.

READ A THIRD TIME this 19<sup>th</sup> day of August, 2004.

I hereby certify that this is a true and correct copy of Bylaw No. 1243.

  
Corporate Administrator

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this 30<sup>th</sup> day of August, 2004.

RECEIVED APPROVAL FROM THE INSPECTOR OF MUNICIPALITIES this 23<sup>rd</sup> day of September, 2004.

...3

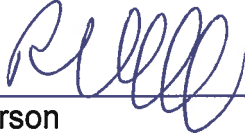
Page 3 of Bylaw No. 1243

ADOPTED this

7<sup>th</sup>

day of October, 2004

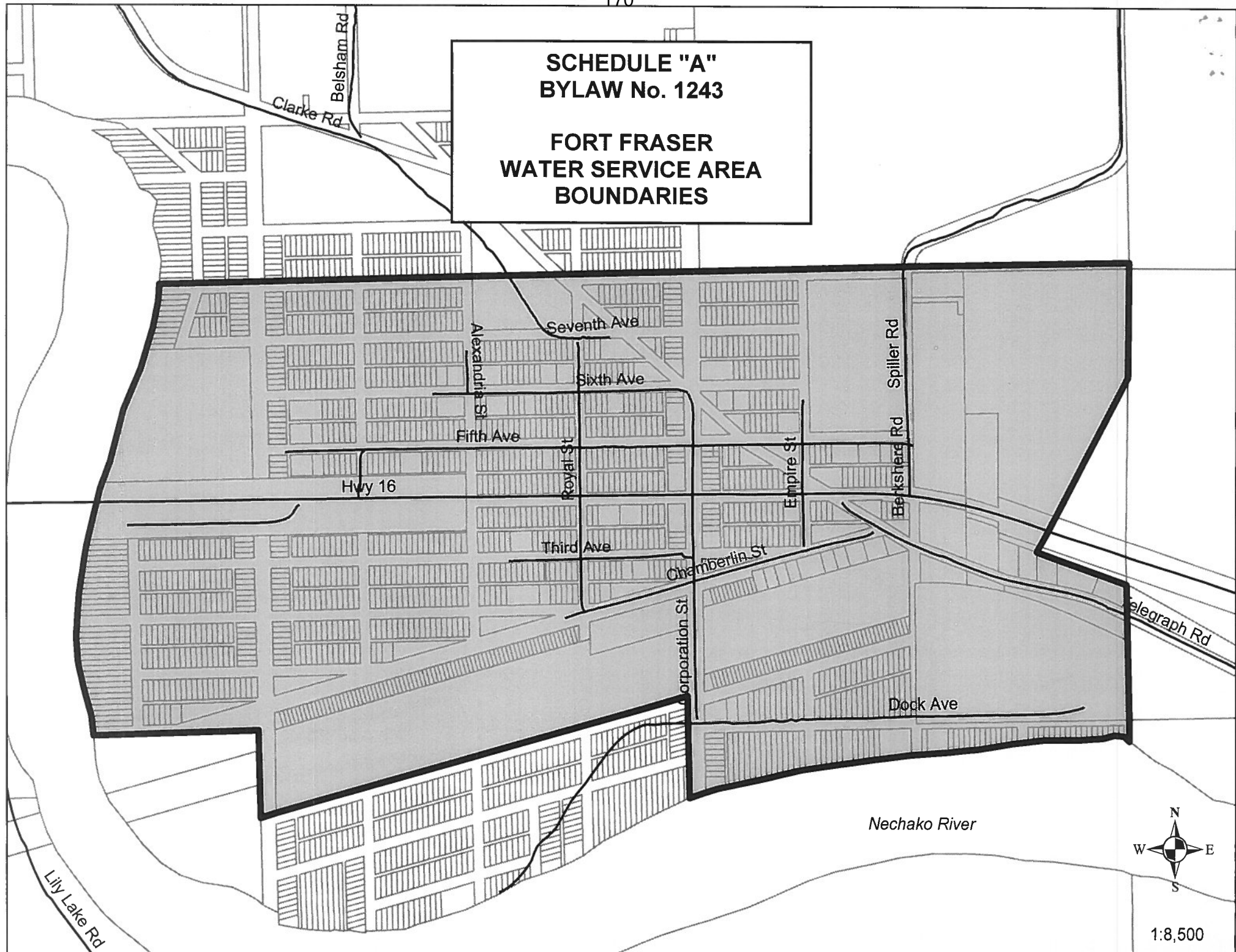
Chairperson



Gail Chapman  
Corporate Administrator

**SCHEDULE "A"**  
**BYLAW No. 1243**

**FORT FRASER**  
**WATER SERVICE AREA**  
**BOUNDARIES**



1:8,500

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## CONSENT FORM

Fort Fraser Water Service Establishment  
Bylaw No. 1243, 2004

I, Ralph Roy, the elected member of the Board of Directors of the Regional District of Bulkley-Nechako for Electoral Area "D", do hereby consent to the adoption of Bylaw No. 1243, cited as "Fort Fraser Water Service Establishment Bylaw No. 1243, 2004.



Ralph Roy,  
Director, Electoral Area "D"

  
Date



RECEIVED

SEP 30 2004

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

September 23, 2004

Gail Chapman  
Corporate Administrator  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake BC V0J 1E0

Dear Gail Chapman :

**Re: Fort Fraser Water Service Establishment Bylaw No. 1243**

Enclosed herewith is one copy of the above bylaw approved under the provisions of sections 801 and 802 of the *Local Government Act*. The Regional Board may now adopt the bylaw.

Once the Board has adopted the above bylaw, please forward one certified copy of the bylaw to this office as required under section 802(7) of the *Local Government Act*. Also, please forward 4 copies of a map outlining the boundaries of the service area, as amended, in order that we may commence procedures to have BC Assessment provide the necessary coding for taxation purposes.

Yours truly,

Allen Taylor  
Advisory Officer

Enclosure

File :RD02-272





No. \_\_\_\_\_

## Statutory Approval

**Under the provisions of section** \_\_\_\_\_ **801(1) and 802**

**of the** \_\_\_\_\_ **Local Government Act**

**I hereby approve Bylaw No.** \_\_\_\_\_ **1243**

**of** \_\_\_\_\_ **the Regional District of Bulkley-Nechako**,

**a copy of which is attached hereto.**

**Dated this** 23<sup>rd</sup> **day**  
**of** September **, 2004**

Brenda M. Licko

**Deputy Inspector of Municipalities**

# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1789

### A bylaw to amend the tax limit for the Fort Fraser Water Service

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1243 the Fort Fraser Water Service within a portion of Electoral Area "D";

**AND WHEREAS** the Regional District wishes to increase the maximum annual tax requisition for this service from \$62,500 to \$78,125;

**AND WHEREAS** under Section 347 of the *Local Government Act*, the sole participant has consented to the adoption of this Bylaw;

**AND WHEREAS** under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 4 of Bylaw No. 1243, is hereby repealed and the following substituted therefore:

"4. The maximum amount that may be requisitioned annually for this service, under Section 388(1)(a) of the *Local Government Act*, shall be SEVENTY-EIGHT THOUSAND ONE HUNDRED TWENTY-FIVE (\$78,125) DOLLARS."

2. This bylaw may be cited as the "Fort Fraser Water Service Establishment Amendment Bylaw No. 1789, 2016".

READ A FIRST TIME this 24 day of November, 2016

READ A SECOND TIME this 24 day of November, 2016

READ A THIRD TIME this 24 day of November, 2016

CONSENT OF THE DIRECTOR OF ELECTORAL AREA "D" received this 24 day of November, 2016.

ADOPTED this 15 day of December, 2016

  
\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1789 as adopted.

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

# **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

## **BYLAW No. 1575, 2011**

### **A BYLAW TO REGULATE AND MANAGE THE FORT FRASER WATER SERVICE**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1243 the Fort Fraser Water Service within a portion of Electoral Area "D";

**AND WHEREAS** the Regional District of Bulkley-Nechako owns and operates a community water system for the Fort Fraser Local Community in Electoral Area 'D' (Fraser Lake Rural);

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

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## 1. DEFINITIONS

1.1. For the purpose of this bylaw, the following terms shall have the meanings indicated:

**“Authorized Person”** means the Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District of Bulkley-Nechako.

**“Board of Directors”** means the Board of Directors of the Regional District of Bulkley-Nechako.

**“Building”** means any structure used or intended for supporting or sheltering any use or occupancy.

**“Chairperson”** means the Chairperson of the Board of Directors.

**“Commission”** means the Fort Fraser Local Community Commission established by the Regional District of Bulkley-Nechako.

**“Disconnection”** means the complete removal of a water connection.

**“Dwelling Unit”** means one or more rooms used or intended for the domestic use of one or more individuals living as a single housekeeping unit.

**“Fort Fraser Water Service Area”** means the area established to which water services are provided.

**“Highway”** means a street, road, land, bridge, viaduct, and any other way open to the use of the public, but does not include a private right-of-way on private property.

**“Livestock”** means cows, sheep, horses, pigs, buffalos, llamas, poultry, or other similar animals.

**“Owner”** in respect of real property means the registered owner and includes the owner’s agent, a tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, and the holder or occupier of Crown land or municipal land (other than the Crown or a municipality).

**“Person”** means an individual, association, partnership, corporation, municipality, or an agent or employee of such a person.

**“Premises”** means any residence, building or structure connected to the water system.

**“Private Water Connection”** means that part of any pipe or system of pipes lying within the limits of the private lands and leading to a Water Connection.

**“Property”** means any and all parcels of land contained within the boundaries of the Fort Fraser Water Service Area.

**“Regional District”** means the Regional District of Bulkley-Nechako.

**“Service”** means water service.

**“Swimming Pool”** means an artificially created body of water having a depth of half (0.5) metres or more, used for recreational or physiotherapy purposes, but excludes bathtubs.

**“Turn-Off”** means the closing of the valve in the standpipe located at or near where the water line crosses the property line.

**“Turn-On”** means the opening of the valve in the standpipe located at or near where the water line crosses the property line.

**“Water Connection”** means a connection to a main supply line and extending to the property line of the Owner for the purpose of conveying water to the said Owner, and may include a water meter, and may include a shut-off valve and shall be the property of the Regional District.

**“Water System”** means the Fort Fraser Local Community water wells, pump house, water tower, distribution system and associated appurtenances.

- 1.2. All words in this bylaw referring to any person, consumer, or applicant shall be taken to be of such number and gender as the context and the facts may require and shall also include a partnership, association, company, society, or corporation.

## **2. ADMINISTRATION**

- 2.1. The Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District shall administer and ascertain whether this bylaw is being observed.
- 2.2. Every person to whom water Service is supplied under this bylaw shall at all reasonable times allow any Authorized Person to enter into and upon the premises in respect of which such water service is supplied for the purpose of inspecting the water pipes, fixtures, and fittings used in connection with such water Service.

## **3. OWNERSHIP OF WATER SYSTEM**

- 3.1. All water pipes, connections, appurtenances, or facilities required for water supply to the Owner's property line which are constructed, whether at the Owner's expense or the

Regional District's expense, in present or future public highways or within Regional District right-of-way property shall be the property of the Regional District.

- 3.2. Nothing contained in this bylaw shall be construed to impose any liability on the Regional District or the Commission to give a continuous supply of water to any person or premises and the Regional District and the Commission hereby reserve the right at any time to shut off the water to any premises without giving notice to any person from whose premises the water may be shut off.
- 3.3. Every person to whom water is supplied under this bylaw shall at all reasonable times allow any authorized person to enter into and upon the premises in respect of which such water is supplied for the purpose of inspecting the water pipes, fixtures, and fittings used in connection with such water supply.

#### **4. CONDITIONS OF SERVICE**

- 4.1. The Regional District shall have the right to limit the number of connections to the water system.
- 4.2. The Regional District shall have the authority to inspect all properties and works with respect to the water system.
- 4.3. The Regional District may, without notice, disconnect the water system to any premises for the following reasons, and neither the Regional District nor the Commission shall be liable for damages by reason of discontinuing water service for such reason:
  - 4.3.1. Non-payment of fees;
  - 4.3.2. Failure to repair or replace defective pipes, fittings, valves, tanks, or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste water;
  - 4.3.3. In an emergency where the failure to disconnect the water system would be likely to cause or continue damage to property;
  - 4.3.4. Unnecessary or wasteful use of water, or violation of any regulations concerning watering or sprinkling; and
  - 4.3.5. Should there be an identified or suspected discharge of prohibited waste to the Regional District sewer system.
- 4.4. The Regional District may, in the interest of efficient operation of the water system and equitable distribution of water and whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the water system, or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
- 4.5. When any fees or charges for water services are overdue for a period of six months, such water services may, without notice, be turned off to the Premises in respect to which such rates or charges are overdue, or when service is discontinued under Section



4.3 above, such service shall not be turned on again to the said Premises until the following amounts have been paid to the Regional District:

4.5.1. The fees and charges overdue;

4.5.2. The Turn-Off and Turn-On fees prescribed by Schedule 'A' of this bylaw; and

4.5.3. Any additional cost incurred by the Regional District in order to prevent improper use of water.

- 4.6. Where, in the opinion of the Regional District, the quantity of water being used or the rate which it is being used from time to time, through any Service is in excess of that contracted for or otherwise considered adequate, the Regional District may take such measures as are considered necessary to limit the supply to the said Service. These measures may include regulating the rate and time at which water may be used, installation of a water meter and establishing special charges for water used in excess of a stipulated quantity or rate. The cost of any measures deemed necessary by the Regional District under this section shall be paid by the Owner or Owners concerned.
- 4.7. The Regional District does not guarantee a specific pressure or a continuous supply of water quality to meet the requirements of individual users. The Regional District reserves the right to interrupt water service at any time for the purpose of making repairs or alterations to the water distribution system. If service is expected to be interrupted for more than six consecutive hours, due notice shall be given to the water users affected.

## **5. PROHIBITIONS**

- 5.1. No person shall obstruct or prevent the Regional District from carrying out any or all of the provisions of this bylaw, nor shall any person refuse to grant the Regional District permission to inspect any water works at any reasonable time.
- 5.2. No person other than those persons authorized by the Regional District shall tap into nor make connection to the Water System.
- 5.3. No person or persons shall interfere in any way with any Water System appurtenances without first obtaining authority from the Regional District.
- 5.4. No pump, booster, or other device shall be employed by any consumer or Owner without permission in writing from the Regional District for the purpose of or having the effect of increasing water pressure in Service lines to a higher pressure than the normal water pressure in the said Service lines, and the Regional District may, without notice, discontinue Service to any Owner employing such pump, booster, or other device.
- 5.5. No Owner, occupier, tenant, or person shall sell or dispose of any water, or permit same to be carried away, or use water or allow it to be used on a lot other than that lot for which the Water Connection has been provided.



- 5.6. No work of any kind connected with the Water System, either for the laying of new or repair of old service pipes, shall be done on or under any street or lane within the Service area by any other person or persons except as shall be authorized by the Regional District.
- 5.7. No person to whose Premises water is supplied shall make, or permit to be made, any additional connection to his Service of either temporary or permanent nature, for the purpose of supplying water to another building on his property without permission of the Regional District.
- 5.8. No person shall interconnect any portion of works on private property which are supplied by the Regional District with an external source of water, such as a well, except with written permission of the Regional District. Wherever works on private property are connected to a body of contaminated water, such as a swimming pool, a hot tub or a livestock watering trough, in such a way that, if a reverse flow were to be induced, a health hazard could result, the Owner of the private property shall install and maintain a back-flow preventer on every such potentially dangerous cross-connection to the approval of the Regional District.
- 5.9. An approved Swimming Pool shall be equipped with a recirculation and filtration system as set out in Part V of the swimming pool, spray pool, and wading pool regulations under the *Health Act*.
- 5.10. No change or addition to the number or type of fixtures on a Premises, for the purpose of expanding a commercial or industrial enterprise, shall be made until notice thereof has been given in writing to the Regional District and written permission therefore obtained. Any extra charge or higher fee payable due to the change or addition shall be paid before the change or addition is commenced.
- 5.11. No device designed to introduce a substance into the water in the connection between the building and the water supply main shall be installed without written permission of the Regional District.
- 5.12. No person shall use water from the water system for watering livestock in excess of 5 animals from any parcel of land on which there is a connection to the water system.
- 5.13. No person shall use water from the water system for the filling of swimming pools or reservoirs or for any purpose other than that required for normal domestic use, except as otherwise permitted by this bylaw or by written permission of the Regional District, which shall state the purpose, time of use, and quantity of water to be used and additional charges, if any, and any special works required to be altered or installed.
- 5.14. Notwithstanding the lack of or limited form of sprinkling regulations, no person shall, without permission of the Regional District:
- 5.14.1. Use water for sprinkling in excess of reasonable requirements as determined by the Regional District.

- 5.15. No person shall install, place, or maintain in any Premises any water connection, fixture or fitting not in accordance with the requirements of this bylaw or the *British Columbia Building Code*.

## **6. WATER CONNECTION**

- 6.1. Prior to connecting to the Water System, approval in writing must be obtained from the Regional District.
- 6.2. Prior to connecting to the Water System, every building must be connected to a public sanitary sewer or a private sewage disposal system approved by Northern Health.
- 6.3. All applications for Water Connection shall be made in writing to the Regional District on an "Application for Water Connection" in the form attached hereto as Schedule "B" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 6.4. All applications for Water Connection shall state the following:
- 6.4.1. The use of the building for which the water is to be connected;
  - 6.4.2. The legal description and location (including street address) of the property or building to which the installation is to be made; and
  - 6.4.3. The name and contact information of the certified contractor hired to complete the Private Water Connection work.
- 6.5. When required by the Regional District, the applicant shall furnish a site plan and specifications which shall show:
- 6.5.1. The purpose of the water service, the size of pipes, and the number of water supply outlets related or connected thereto; and
  - 6.5.2. A description of the material which the applicant proposes to use.
- 6.6. Each new application for Water Connection shall give a full and true statement on the form provided by the Regional District of the size and description of the Premises, the number of dwelling units therein and all other information that may be necessary to determine the annual fee to be charged against the applicant for the said Premises. If the statement given is not accurate, any additional charge required to be made by reason that the statement is inaccurate shall be payable forthwith.
- 6.7. When a new Water Connection is required, the connection fee prescribed by Schedule 'A' of this bylaw shall be paid by the applicant at the time application for connection is made.

- 6.8. Each new Water Connection shall be provided, at the expense of the Owner, with a shut-off valve of a pattern to be approved and location determined by the Regional District, for use in case of leaky or defective pipes or fixtures, or in case the Premises are vacated.
- 6.9. If required by the Regional District, a water meter shall be installed at the Owner's expense.
- 6.10. The Regional District reserves the right to refuse any application for water connection because of water supply and distribution reasons or because of unpaid fees or costs due.
- 6.11. The Regional District reserves the right to refuse to make any Water System extensions and/or install water service pipe to any Owner's property line under frost conditions in the winter months.
- 6.12. No application shall be considered approved until it has been signed by the Regional District.

## **7. GENERAL CONNECTION AND USE REQUIREMENTS**

- 7.1. Every plumbing system shall conform to the *British Columbia Building Code*.
- 7.2. Notwithstanding the provisions of Section 7.1, plumbing systems that pre-exist this bylaw and which do not conform to the appropriate Provincial regulations shall be required to conform should the plumbing system be renovated or replaced or should the system fail to withstand the normal water pressure of the Water System.
- 7.3. Each Service shall be provided with a pressure reducing valve, at the Owner's expense, if deemed necessary by the Regional District, and neither the Regional District nor the Commission shall be responsible for damages caused for non-compliance with this section.
- 7.4. A check valve or back flow preventer, or both, may be required to be installed, at the Owner's expense, if deemed necessary by the Regional District, and neither the Regional District nor the Commission shall be responsible for damages caused for non-compliance with this section.
- 7.5. All Service pipes, including that portion of the Service pipe between the Owner's property line and the Premises, shall be installed in accordance with Schedule 'E' of this bylaw.
- 7.6. No Service pipes or fittings shall be covered until they have been inspected and approved by the Regional District. The Regional District reserves the unfettered right to not turn on the water thereto without such inspection and approval.
- 7.7. All persons using water shall protect their Service pipes, shut-off valves, and other fixtures from frost and other damage at their own risk and expense.
- 7.8. The occupant of any Premises shall notify the Regional District immediately upon becoming aware of any leaky pipes on the Premises. Upon notification by the Regional District, the

occupant must complete the necessary repairs or alterations to leaky or imperfect pipes within five working days. If the necessary repairs or alterations are not completed within five working days, and the conditions of the pipes or fixtures, in the opinion of the Regional District, could cause serious waste of water or damage to property, the Regional District may, without further notice, turn off the water supply to the Premises. The water to the premises shall not be turned on until such repairs or alterations have been made to the pipes or fixtures at the occupant or Owner's expense and to the satisfaction of the Regional District and the charge for turning the water off and on shall have been paid. No person whose water is turned off pursuant to this section shall have any claim against the Regional District or the Commission by reason of such discontinuance of supply.

## **8. RESPONSIBILITIES OF THE OWNER**

- 8.1. Every Owner shall ensure that all Service pipes and plumbing systems from the outlet side of the water system's curb stop or standard water distribution system service valve at the property line to the plumbing fixture comply with this bylaw and the *British Columbia Building Code*.
- 8.2. The Owner shall be responsible for the safekeeping, maintenance, repair, and replacement of all Service pipes and plumbing systems from the outlet side of the water system's curb stop (or standard water distribution system service valve at the property line) to the plumbing fixture. The Owner shall protect the Service pipes and plumbing fixtures from frost or other damage, and shall promptly repair frozen, leaky, or imperfect pipes or fixtures.
- 8.3. Every Owner shall be responsible for the cost of repair of any damage to the Water System that occurs as a result of work performed by the Owner or under his direction.
- 8.4. In the event that damage which is the Owner's responsibility is not resolved by the Owner within 30 days, or the damage requires the involvement of the Regional District staff to resolve, the costs so incurred by the Regional District shall be paid by the Owner.
- 8.5. When required by the Regional District, the Owner shall uncover and replace, at his expense, any Service lines that have been covered prior to inspection by the Regional District.
- 8.6. The Owner shall ensure that all Service line or plumbing installations are confined within the boundaries of his property and do not affect adjacent properties.

## **9. DISCONNECTION/TURN-OFF AND TURN-ON**

- 9.1. All applications for Disconnection of any water Service shall be made in writing to the Regional District on an "Application for Water Disconnection" in the form attached hereto as

Schedule "C" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.

- 9.2. All applications for Turn-Off/Turn-On any water Service shall be made in writing to the Regional District on an "Application for Turn-Off / Turn-On of a Water Service" in the form attached hereto as Schedule "D" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 9.3. When a water Disconnection or water Turn-On/Turn-Off is requested, the applicable fee prescribed by Schedule 'A' of this bylaw shall be paid by the applicant at the time the application is made.
- 9.4. The Regional District reserves the right, at its sole discretion, to refuse any application for water Disconnection or water Turn-Off / Turn-On because of unpaid fees or costs due.
- 9.5. The Regional District reserves the right, at its sole discretion, to refuse to conduct any water Disconnection or water Turn-Off / Turn-On work under extreme weather conditions.
- 9.6. No application shall be considered approved until it has been signed by the Regional District.

## **10. BILLING, PAYMENTS & RATES**

- 10.1. Every person being the Owner of lands and premises to which water Service is provided shall pay to the Regional District the rates established for the Service in accordance with Schedule 'A' as attached hereto, and in the manner herein provided.
- 10.2. All accounts shall be rendered to the Owner of the lands and premises to which water service is supplied, and every leaseholder shall be jointly liable with the Owner for same.
- 10.3. The rate shall be due and payable annually on the due date as established by the Regional District.
- 10.4. In the case of any Water Connection or water Turn-On being made during any year, the user fee charge imposed shall begin with the month during which the final inspection of the water connection was made or the date the Turn-On work was completed. If made on or before the 15<sup>th</sup> of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used.
- 10.5. In the case of a water Disconnection or Turn-Off being made during any year, the charge imposed shall end with the month during which the final inspection of the water disconnection was made or the date the Turn-Off work was completed. If made on or before the 15<sup>th</sup> of the month, the full month shall be charged, and the charge shall be

pro-rated for the number of months used. Any excess payments shall be refunded by the Regional District.

## **11. ARREARS**

- 11.1. All user charges applicable to a water Service area in which real property is situated shall be paid by the property Owner, and any balance or charge that is due and payable on or before the 31<sup>st</sup> day of December that remains unpaid on the 31<sup>st</sup> day of December shall be deemed to be taxes in arrears in respect of the property and be entered on the Tax Roll by the Provincial Collector as taxes in arrears.

## **12. PUBLIC HEALTH**

- 12.1. The Health Inspector of the governing Health Authority shall be the authority to be consulted in all matters pertaining to public health resulting from the operation of the water system.

## **13. OFFENCES**

- 13.1. Any person or corporation who violates any provision of this bylaw commits an offence and is punishable in accordance with the *Offence Act*.

## **14. ACCESS TO INFORMATION**

- 14.1. All information submitted to and collected by the Regional District that is contained in the plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Freedom of Information and Protection of Privacy Act* of BC.
- 14.2. In the event that any person submitting information to the Regional District, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* of BC, the person submitting the information shall so identify that information upon its submission to the Regional District and where such information is confidential or proprietary or otherwise, may be exempt from disclosure.



## 15. SEVERABILITY

15.1. If any section, subsection, paragraph, subparagraph, or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

## 16. REPEAL

16.1. The Regional District of Bulkley-Nechako Bylaw No. 828, 1994, cited as "Fort Fraser Water Specified Area Rates Bylaw No. 828, 1994" and amendments thereto are hereby repealed.

## 17. CITATION

17.1. This bylaw may be cited as "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011."

READ a FIRST time this 24 day of February, 2011.

READ a SECOND time this 24 day of February, 2011.

READ a THIRD time this 24 day of February, 2011.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1575 at third reading cited as "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011."

Gail Chapman  
Corporate Administrator

ADOPTED this 24 day of February, 2011.

[Signature]  
Chairperson

Gail Chapman  
Corporate Administrator





## SCHEDULE "A" – WATER USER AND CONNECTION FEES

### Fort Fraser Water System

#### A. USER FEES

Category of Consumer	Annual User Fee	
	<i>Beginning January 1, 2011</i>	<i>Beginning January 1, 2012</i>
1. Residential Dwelling	\$185.40	\$247.20
2. Café or Restaurant	\$310.50	\$414.00
3. Laundromat (per Washer)	\$77.40	\$103.20
4. Motel or Hotel (per Unit)	\$77.40	\$103.20
5. School (per Classroom)	\$247.50	\$330.00
6. Service Station	\$310.50	\$414.00
7. Churches & Community Halls	\$123.30	\$164.40
8. Commercial Users	\$310.50	\$414.00
9. Truck Shop, Car or Truck Wash	\$621.00	\$828.00

#### B. CONNECTION / DISCONNECTION / TURN-ON / TURN-OFF FEES

Category	Charge
New Connection	Actual Cost plus \$100 Connection Fee
Permanent Disconnection	Actual Cost
Turn-On / Turn-Off	\$25.00

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



## SCHEDULE "B" – APPLICATION FOR WATER CONNECTION

### Fort Fraser Water System

I, \_\_\_\_\_, hereby apply for water connection to the premises  
(Applicants Name)  
situated at \_\_\_\_\_ on  
(Street Address)

\_\_\_\_\_  
(Legal Description)

Size of Service: \_\_\_\_\_ mm

Type and Use of Building: \_\_\_\_\_

Name and Contact Information of Certified Contractor to Complete Private Water Connection work:

\_\_\_\_\_  
I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Owner)

Mailing Address of Owner:

\_\_\_\_\_  
Telephone Number of Owner: \_\_\_\_\_

#### **FOR REGIONAL DISTRICT USE ONLY**

Connection Fee Paid: \$ \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Approved (circle one): Yes / No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## SCHEDULE "C" – APPLICATION FOR DISCONNECTION OF WATER SERVICES

### Fort Fraser Water System

I, \_\_\_\_\_, hereby apply for water disconnection to the premises  
(Applicants Name)  
situated at \_\_\_\_\_ on  
(Street Address)

\_\_\_\_\_  
(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: \_\_\_\_\_

#### **FOR REGIONAL DISTRICT USE ONLY**

Disconnection Fee Paid: \$ \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Approved (circle one): Yes / No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## SCHEDULE "D" – APPLICATION FOR TURN-OFF/ TURN-ON OF WATER SERVICES

### Fort Fraser Water System

I, \_\_\_\_\_, hereby apply for water Turn-Off / Turn-On to the premises  
(Applicants Name)  
situated at \_\_\_\_\_ on  
(Street Address)

\_\_\_\_\_  
(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Owner)

Mailing Address of Owner:

\_\_\_\_\_  
Telephone Number of Owner: \_\_\_\_\_

#### **FOR REGIONAL DISTRICT USE ONLY**

Turn-Off/Turn-On Fee Paid: \$ \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Approved (circle one): Yes / No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## **SCHEDULE "E" – SPECIFICATION OF MATERIALS**

### **Water Service Piping Shall:**

- Either be copper tubing, conforming to ASTM B88, Type K annealed and with a pressure rating of 150 psi (1035 kPa), or Polyethylene Tubing, conforming to CAN/CSA B137.1, Series 160, or equivalent;
- Have a minimum diameter of  $\frac{3}{4}$ " (19 mm);
- All underground pipes on any premises shall be placed below the frost line, and in all cases, not less than 6 feet (1.8 m) below the surface of the ground or if placed under a driveway, sidewalk or other area that will be cleared of snow, not less than 9 feet (2.7 m) below the surface of the ground. It is mandatory that the property owner adequately protect pipes from freezing;
- Be joined, bedded, and backfilled in accordance with the manufacturers specifications, with at least a minimum of 6 inches of sand used as bedding material;
- Be installed greater than 10 feet (3 m) away from any sewer lines.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1858

**A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011"**

---

**WHEREAS** the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011";

**AND WHEREAS** the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

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


1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 1858, 2019."

READ A FIRST TIME this 21 day of February, 2019

READ A SECOND TIME this 21 day of February, 2019

READ A THIRD TIME this 21 day of February, 2019

ADOPTED this 21 day of February, 2019

  
Chairperson

  
Corporate Administrator

Certified a true and correct copy of Bylaw No. 1858 as adopted.

  
Corporate Administrator

## SCHEDULE "A" – WATER USER AND CONNECTION FEES Fort Fraser Water System

### A. USER FEES

<u>Category of Consumer</u>	<u>Annual User Fee Beginning on January 1</u>		
	<u>2016</u>	<u>2019</u>	<u>2020+</u>
1. Residential Dwelling	\$ 257.18	\$262.32	**
2. Café or Restaurant	\$ 430.73	\$439.34	**
3. Laundromat (per washer)	\$ 107.37	\$109.52	**
4. Motel or Hotel (per unit)	\$ 107.37	\$109.52	**
5. School (per Classroom)	\$ 343.33	\$350.20	**
6. Service Station	\$ 430.73	\$439.34	**
7. Churches & Community Halls	\$ 171.04	\$174.46	**
8. Commercial Users	\$ 430.73	\$439.34	**
9. Truck Shop, Car or Truck Wash	\$ 861.45	\$878.68	**

\*\* The 2020 rate (and the rate beginning on January 1<sup>st</sup> for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonably adjusted) from end of December to the end of December for all items and services.

**B. CONNECTION/DISCONNECTION FEES**CATEGORY

New Connection

Permanent Disconnection Fee

CHARGE

Actual Cost plus \$100.00 connection Fee

Actual Cost

Turn-On / Turn-Off

Requests associated with repair:

- |   |          |
|---|----------|
| 1) Emergency – outside normal operators work schedule | \$ 15.00 |
| 2) Requests – scheduled with operators work schedule  | \$ 5.00  |
| 3) Other requests not associated with repair works    | \$ 25.00 |

Repair works may include; repair or replace defective pipes, fittings, valves, tanks or appliances.

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW No. 1576, 2011**

**A BYLAW TO REGULATE AND MANAGE THE FORT FRASER SEWER SYSTEM**

---

**WHEREAS** the Regional District of Bulkley-Nechako was granted the function of Division XV – Specified Area – by Supplementary Letters Patent dated May 1, 1980 which established a specified area to be known as the Fort Fraser Sewer Specified Area being the former Fort Fraser Water-works District;

**AND WHEREAS** the Regional District of Bulkley-Nechako owns and operates a community sewer system for the Fort Fraser Local Community in Electoral Area “D” (Fraser Lake Rural)

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



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## 1. DEFINITIONS

1.1. For the purpose of this bylaw, the following terms shall have the meanings indicated:

**“Accredited Laboratory”** means any laboratory accredited by an authorized accreditation body in accordance with a standard based on *“CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories”* established by the Standards Council of Canada, as amended, or *“ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories”* established by the International Organization for Standardization, as amended.

**“Authorized Person”** means the Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District of Bulkley-Nechako.

**“Biomedical Waste”** means biomedical waste as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

**“Blowdown Water”** means recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

**“Board of Directors”** means the Board of Directors of the Regional District of Bulkley-Nechako.

**“Clear-Water Waste”** – means and includes cooling water and other water that has not come into contact with wastewater contaminant sources.

**“Combustible Liquid”** means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.

**“Commission”** means the Fort Fraser Local Community Commission established by the Regional District of Bulkley-Nechako.

**“Connection”** or **“Drain”** means that part or those parts of any pipe or system of pipes leading directly to a wastewater works.

**“Cooling Water”** means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

**“Domestic Wastewater”** means wastewater produced on a residential premises or sanitary waste and wastewater from showers and restroom washbasins produced on commercial or institutional property.



**“Fuel”** means alcohol, gasoline, naphtha, diesel oil, or any other ignitable substance intended for use as a fuel.

**“Grab Sample”** means a volume of wastewater, uncontaminated water, or effluent which is collected over a period not exceeding 15 minutes.

**“Ground Water”** means water beneath the earth’s surface accumulating as a result of seepage.

**“Hauled Wastewater”** means waste removed from a wastewater system, including a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a wastewater (sewage) holding tank.

**“Hazardous Waste”** means hazardous waste as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

**“Ignitable”** means ignitable as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

**“Industrial”** means of or pertaining to manufacturing, commerce, trade, or business as distinguished from domestic, residential, commercial or institutional.

**“Industrial Wastewater”** means any wastewater from an industry, excluding hauled wastewater.

**“Industry”** means any owner or operator of industrial premises.

**“Institution”** means a facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, and military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, and industrial processes.

**“Matter”** means any solid, liquid, or gas.

**“Multiple Regional District Sewer Connection”** means a Regional District sewer connection providing service to two or more premises.

**“Non-Domestic Wastewater”** means all wastewater except domestic wastewater, sanitary wastewater, storm water, uncontaminated water, and septic tank waste;

**“Owner”** in respect of real property means the registered owner and includes the owner’s agent, a tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, and the holder or occupier of Crown land or municipal land (other than the Crown or a municipality).

**“Pathological Waste”** means human body parts; blood and other body fluids.

**“Polychlorinated Biphenyls (PCBs)”** means any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

**“Person”** means an individual, association, partnership, corporation, municipality, or an agent or employee of such a person.

**“Pest Control Product”** means a pest control product as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

**“Premises”** means any residence, building, or structure connected to the sewer system.

**“Property”** means any and all parcels of land contained within the boundaries of the Fort Fraser Local Sewer Service Area.

**“Private Sewer Connection”** means that part of any drain or system of drains lying within the limits of the private lands and leading to a Regional District sewer connection.

**“Prohibited Waste”** means prohibited waste as defined in Schedule “B” of this bylaw.

**“Radioactive Waste”** means substances defined in the federal *Nuclear Safety and Control Act* and the regulations passed thereunder, as amended from time to time.

**“Reactive”** means reactive as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

**“Regional District”** means the Regional District of Bulkley-Nechako.

**“Regional District Sewer Connection”** means that part of any drain leading from the private sewer connection and connected to the Regional District sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.

**“Sanitary Sewer”** means a sewer for the collection and transmission of residential, commercial or institutional wastewater or any combination thereof.

**“Sanitary Wastewater”** means wastewater that contains human feces, urine, blood, or body fluids originating from sanitary conveniences or other sources.

**“Septic Tank Waste”** means any waste extracted from a septic tank, sewage holding tank, or other containment for human excretion and wastes.

**“Sewer”** means a pipe, conduit, or drain for the collection and transmission of wastewater.



**“Sewer System”** means the Fort Fraser Local Community wastewater collection and treatment system.

**“Spill”** means a direct or indirect discharge into the wastewater works which is abnormal in quantity or quality in light of all the circumstances of the discharge.

**“Standard Methods”** means a procedure or method set out in *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association, and the Water Environment Federation, latest edition or approved in writing by an Authorized Person.

**“Storm Water”** means the water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

**“Subsurface Drainage Pipe”** means a pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.

**“Subsurface Water”** means groundwater including foundation drain water.

**“Toxic Substance”** means any substance defined as toxic under the *Canadian Environmental Protection Act*, 1999, c. 33, as amended from time to time.

**“Waste Disposal Site Leachate”** means the liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.

**“Wastewater”** means the composite of water and water-carried wastes from residential, commercial, or institutional premises.

**“Wastewater Sludge”** means the solid material recovered from the wastewater treatment process.

**“Wastewater Treatment Facility”** means any structure or thing used for the physical, chemical, biological, or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage, and disposal facilities.

**“Wastewater Works”** means any works for the collection, transmission, treatment, and disposal of wastewater including a sanitary sewer or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

- 1.2. All words in this bylaw referring to any person, consumer, or applicant shall be taken to be of such number and gender as the context and the facts may require and shall also include a partnership, association, company, society, or corporation.



## **2. ADMINISTRATION**

- 2.1. The Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District shall administer and ascertain whether this bylaw is being observed.
- 2.2. Every person to whom sewer service is supplied under this bylaw shall at all reasonable times allow any Authorized Person to enter into and upon the Premises in respect of which such sewer service is supplied for the purpose of inspecting the sewer pipes, fixtures, and fittings used in connection with such sewer service.

## **3. AUTHORITY OF AUTHORIZED PERSON**

- 3.1. An Authorized Person has the authority to carry out any investigation reasonably required to ensure compliance with this bylaw, including but not limited to:
  - 3.1.1. Take samples of Wastewater flowing within a private sewer connection;
  - 3.1.2. Collect and analyze samples of hauled Wastewater coming to a discharge location;
  - 3.1.3. Investigate the Premises where a release of prohibited waste or of water containing prohibited waste has been made or is suspected of having been made, and to sample any or all matter that in his/her opinion could have been part of the release.
- 3.2. An Authorized Person may issue a discharge abatement order to:
  - 3.2.1. Require a person to alter the quantity, composition, duration, and timing of the discharge or cease discharge of Hauled Wastewater to a Wastewater Treatment Facility; and
  - 3.2.2. Include any terms or conditions that could be included in a waste discharge permit; and
  - 3.2.3. Shut down all non-compliant releases; and
  - 3.2.4. An Authorized Person may amend or cancel a discharge abatement order.
- 3.3. No person shall hinder or prevent an Authorized Person from carrying out any of his/her powers or duties.



#### **4. OWNERSHIP OF SEWER SYSTEM**

- 4.1. All sewer pipes, connections, appurtenances, or facilities required for sewer service to the Owner's property line which are constructed, whether at the Owner's expense or the Regional District expense, in present or future public highways, or within Regional District right-of-way property shall be the property of the Regional District.
- 4.2. Nothing contained in this bylaw shall be construed to impose any liability on the Regional District or the Commission to provide continuous sewer service to any person or Premises, and the Regional District and the Commission hereby reserve the right at any time to disconnect the sewer service from any Premises without giving notice to any person from whose Premises the service may be disconnected.

#### **5. SANITARY SEWER REQUIREMENTS**

- 5.1. No person shall release, or permit the release of, any matter into the sanitary sewer system except:
  - 5.1.1. Domestic Wastewater that complies with the requirements of this bylaw;
  - 5.1.2. Hauled Wastewater, including septage, that complies with the requirements of this bylaw;
- 5.2. No person shall release, or permit the release of, any prohibited waste listed in Schedule "B" of this bylaw.
- 5.3. No person shall in any way connect to the sanitary sewer system, drain or permit to be drained into the sanitary sewer system, any clear-water waste, roof drains, rainwater run-off, storm water, surface water or groundwater.

#### **6. PROHIBITION OF DILUTION**

- 6.1. No person shall discharge directly or indirectly, or permit the discharge or deposit of Wastewater into a sanitary sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "B" of this bylaw.

#### **7. SEWER CONNECTION**

- 7.1. Prior to connecting to the sewer system, approval in writing must be obtained from the Regional District.





- 7.2. All applications for sewer connection shall be made in writing to the Regional District on an "Application for Sewer Connection" in the form attached hereto as Schedule "C" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 7.3. All applications for sewer connection shall state the following:
  - 7.3.1. The use of the building for which the sewer service is to be connected;
  - 7.3.2. The legal description and location (including street address) of the property or building to which the installation is to be made; and
  - 7.3.3. The name and contact information of the certified contractor hired to complete the Private Sewer Connection work.
- 7.4. When required by the Regional District, the applicant shall furnish a site plan and specifications which show:
  - 7.4.1. The purpose of the sewer service, the size of pipes, and the number of Wastewater outlets related or connected thereto; and
  - 7.4.2. A description of the material which the applicant proposes to use.
- 7.5. Each new application for service shall give a full and true statement on the form provided by the Regional District of the size and description of the Premises, the number of dwelling units therein, and all other information that may be necessary to determine the annual fee to be charged against the applicant for the said Premises. If the statement given is not accurate, any additional charge required to be made by reason that the statement is inaccurate shall be payable forthwith.
- 7.6. When a new service connection is required, the connection fee prescribed by Schedule "A" of this bylaw shall be paid by the applicant at the time application for connection is made.
- 7.7. The Regional District reserves the right, at its sole discretion, to refuse any application for sewer connection because of sewer treatment capacity reasons or because of unpaid fees or costs due.
- 7.8. No application shall be considered approved until it has been signed by the Regional District.
- 7.9. The Regional District reserves the right, at its sole discretion, to refuse to make any sewer collection system extensions and/or install sewer service pipe to any Owner's property line under extreme weather conditions.



## **8. GENERAL CONNECTION AND USE REQUIREMENTS**

- 8.1. Every plumbing system shall conform to the *British Columbia Building Code*.
- 8.2. Notwithstanding the provisions of Section 8.1, plumbing systems that pre-exist this bylaw and which do not conform to the appropriate Provincial regulations shall be required to conform should the plumbing system be renovated or replaced.
- 8.3. No service pipes or fittings shall be covered until they have been inspected and approved by the Regional District.
- 8.4. All persons using the sewer service shall protect their service pipes and other fixtures from frost and other damage at their own risk and expense.
- 8.5. All service pipes, including that portion of the service pipe between the Owner's property line and the Premises shall be installed in accordance with Schedule "F" of this bylaw.
- 8.6. The occupant of any Premises shall notify the Regional District immediately upon becoming aware of any leaky pipes on the Premises. Upon notification by the Regional District, the occupant must complete the necessary repairs or alterations to leaky or imperfect pipes within five working days.

## **9. ADDITIONAL CONNECTION REQUIREMENTS**

### **9.1. Food-Related Oil and Grease Interceptors**

- 9.1.1. The Owner or operator of a restaurant or other commercial, or institutional Premises where food is cooked, processed or prepared, at the request of the Regional District, shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its Premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.
- 9.1.2. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.
- 9.1.3. All interceptors shall be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor shall meet the requirements of CAN/CSA B-481.



9.1.4. The Owner or operator of the restaurant or other commercial or institutional Premises where food is cooked, processed or prepared, at the request of the Regional District, shall keep the document of proof for interceptor cleanout and oil and grease disposal for review if requested by an Authorized Person.

9.1.5. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of an Authorized Person, an Authorized Person may require an alarmed monitoring device to be installed, at the expense of the Owner.

## **9.2. Vehicle Service Oil and Grease Interceptors**

9.2.1. The Owner or operator of a motor vehicle service station, repair shop or garage or of a commercial or institutional Premises or any other establishment where motor vehicles are repaired, lubricated or maintained, at the request of the Regional District, shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its Premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).

9.2.2. All oil and grease interceptors and separators shall be maintained *in good working order* and according to the manufacturer's recommendations and shall be tested regularly to ensure performance is maintained to the manufacturer's specifications for performance.

9.2.3. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.

9.2.4. A maintenance schedule and record of maintenance shall be made available to an Authorized Person, upon request, for each oil and grease interceptor installed.

9.2.5. The Owner or operator of a motor vehicle service station, repair shop or garage or a commercial or institutional Premises or any other establishment where motor vehicles are repaired, lubricated or maintained, shall keep the document of proof for interceptor cleanout and oil and grease disposal for review if requested by an Authorized Person.

9.2.6. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of an Authorized Person, an Authorized Person may require an alarmed monitoring device to be installed, at the expense of the Owner.



### 9.3. Sediment Interceptors

- 9.3.1. Every Owner or operator of a Premises from which sediment may directly or indirectly enter a sewer, including but not limited to Premises using a ramp drain or area drain and car and vehicle wash establishments, at the request of the Regional District, shall take all necessary measures to ensure that such sediment is prevented from entering the drain or sewer.
- 9.3.2. All sediment interceptors shall be maintained in good working order and according to manufacturer's recommendations and shall be tested regularly to ensure performance is maintained to the manufacturer's specifications for performance.
- 9.3.3. A maintenance schedule and record of maintenance shall be submitted to an Authorized Person, upon request, for each sediment interceptor installed.

### 9.4. Back-flow Prevention

- 9.4.1. When required by the Regional District, and when connected to the municipal water supply, a building's main sanitary sewer service line must be equipped with a back-water valve located inside the building foundation at a point downstream of all building laterals and at a location approved by the building official. The back-water valve must be of the full-port (normally open) type and be in accordance with the *British Columbia Building Code*.

## 10. SEWER DISCONNECTION

### 10.1. Where Wastewater which:

- a) Is hazardous or creates an immediate danger to any person;
- b) Endangers or interferes with the operation of the Wastewater collection system; or
- c) Causes or is capable of causing an adverse effect;

is discharged to the Wastewater collection system, an Authorized Person may, in addition to any other remedy available, disconnect, plug or seal off the sewer line discharging the unacceptable Wastewater into the Wastewater collection system or take such other action as is necessary to prevent such Wastewater from entering the Wastewater collection system.

- 10.2. The Wastewater may be prevented from being discharged into the Wastewater collection system until evidence satisfactory to the Regional District has been produced to assure that no further discharge of hazardous Wastewater will be made to the Wastewater collection system.

- 10.3. Where the Regional District takes action pursuant to subsection 10.1, an Authorized Person may by notice in writing advise the Owner or occupier of the Premises from which the Wastewater was being discharged, of the cost of taking such action and the Owner or



occupier, as the case may be, shall forthwith reimburse the Regional District for all such costs which were incurred.

- 10.4. Upon approval in writing from the Regional District, a sewer connection may be permanently disconnected.
- 10.5. All applications for sewer disconnection shall be made in writing to the Regional District on an "Application for Sewer Disconnection" in the form attached hereto as Schedule "D" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 10.6. All applications for sewer disconnection shall state the following:
- 10.6.1. The use of the building for which the sewer service is to be disconnected; and
  - 10.6.2. The legal description and location (including street address) of the property or building to which the disconnection is to be made.
- 10.7. When a service disconnection is required, the disconnection fee prescribed by Schedule "A" of this bylaw shall be paid by the applicant at the time application for disconnection is made.
- 10.8. The Regional District reserves the right, at its sole discretion, to refuse any application for sewer disconnection because of unpaid fees or costs due.
- 10.9. No application shall be considered approved until it has been signed by the Regional District.
- 10.10. The Regional District reserves the right, at its sole discretion, to refuse to conduct any sewer disconnection work under extreme weather conditions.

## **11. BILLING, PAYMENT AND RATES**

- 11.1. Every person being the Owner of lands and Premises to which sewer service is provided shall pay to the Regional District the rates established for the service in accordance with Schedule "A" as attached hereto, and in the manner herein provided.
- 11.2. All accounts shall be rendered to the Owner of the lands and Premises to which sewer service is supplied, and every leaseholder shall be jointly liable with the Owner for same.
- 11.3. The rate shall be due and payable annually on the due date as established by the Financial Administrator of the Regional District.
- 11.4. If an Owner of lands and Premises to which sewer service is provided wishes to apply for a change in classification, application may be made in format prescribed by the Regional



District. The Regional District shall at its sole discretion determine the classification and subsequently the user fee annual rate applicable to the property to which sewer service is provided.

- 11.5. In the case of any connection being made during any year, the charge imposed shall begin with the month during which the final inspection of the water connection was made. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used.
- 11.6. In the case of a permanent disconnection being made during any year, the charge imposed shall end with the month during which the final inspection of the sewer disconnection was made. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used. Any excess payments shall be refunded by the Regional District.

## **12. ARREARS**

- 12.1. All user charges, connection or disconnection fees applicable to a sewer service area in which real property is situated shall be paid by the property Owner, and any balance or charge that is due and payable on or before the 31<sup>st</sup> day of December that remains unpaid on the 31<sup>st</sup> day of December shall be deemed to be taxes in arrears in respect of the property and be entered on the Tax Roll by the Provincial Collector as taxes in arrears.

## **13. HAULED WASTEWATER**

- 13.1. No person shall discharge hauled Wastewater to the Wastewater Treatment Facility unless the discharger meets all conditions for discharge that are or may be set from time to time with respect to the haulage of Wastewater by the Regional District.
- 13.2. No person shall discharge or permit the discharge of hauled Wastewater at a location other than a hauled Wastewater location approved by the Regional District.
- 13.3. If required by the Regional District, Hauled Wastewater dischargers shall not discharge to the Wastewater Treatment Facility, until the discharger has obtained a "Waste Discharge Permit", which can be applied for using Appendix "E" of this bylaw.
- 13.4. An Authorized Person may issue, and amend, a Waste Discharge Permit to allow the discharge of Hauled Wastewater into a Wastewater Treatment Facility upon such terms and conditions as an Authorized Person considers appropriate and, without limiting the generality of the foregoing, may in the Waste Discharge Permit:
- 13.4.1. Place limits and restrictions on the quantity, composition, frequency, and nature of the waste permitted to be discharged;



- 13.4.2. Provide that the Waste Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.

## 14. SPILLS

- 14.1. In the event of a spill to a Wastewater works, the person responsible or the person having the charge, management, and control of the spill shall immediately notify the Regional District and provide any information with regard to the spill that is requested.
- 14.2. The person responsible for the spill and the person having the charge, management, and control of the spill shall also notify other government agencies, including federal and provincial as required and appropriate for the material and circumstances of the spill.
- 14.3. The person shall provide a detailed report on the spill to the Regional District, within five days after the spill, containing the following information to the best of his or her knowledge:
- (1) Location where spill occurred;
  - (2) Name and telephone number of the person who reported the spill and the location and time where they can be contacted;
  - (3) Date and time of spill;
  - (4) Material spilled;
  - (5) Characteristics of material spilled;
  - (6) Volume of material spilled;
  - (7) Work completed and any work still in progress in the mitigation of the spill;
  - (8) Duration of spill event;
  - (9) Preventive actions being taken to ensure a similar spill does not occur again;
  - (10) Name of all other government agencies notified regarding the spill.
- 14.4. The person responsible for the spill and the person having the charge, management, and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue, and restore the affected area to its condition prior to the spill.
- 14.5. The Regional District may invoice the person responsible for the spill to recover the costs of time, materials and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.



## **15. SAMPLING AND ANALYTICAL REQUIREMENTS**

15.1. Where sampling is required for the purposes of determining the concentration of constituents in the Wastewater, the sample may:

- 15.1.1. Be collected manually or by using an automatic sampling device; and
- 15.1.2. Contain additives for its preservation.
- 15.1.3. Any single grab sample may be used to determine compliance with Schedule "B" of this bylaw.

15.2. All tests, measurements, analyses and examinations of Wastewater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with "Standard Methods" and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of an Authorized Person.

## **16. PUBLIC HEALTH**

16.1. The Health Inspector of the governing Health Authority shall be the authority to be consulted in all matters pertaining to public health resulting from the operation of the sewer system.

## **17. OFFENCES**

17.1. Any person or corporation who violates any provision of this bylaw commits an offence and is punishable in accordance with the *Offence Act*.

## **18. ACCESS TO INFORMATION**

18.1. All information submitted to and collected by the Regional District that is contained in the plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Freedom of Information and Protection of Privacy Act* of BC.

18.2. In the event that any person submitting information to the Regional District, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* of BC, the person submitting the information shall so identify that information upon its submission to the Regional District and where such information is confidential or proprietary or otherwise, may be exempt from disclosure.





## 19. SEVERABILITY

19.1. If any section, subsection, paragraph, subparagraph, or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

## 20. REPEAL

20.1. The Regional District of Bulkley-Nechako Bylaw No. 949, 1996, cited as "Fort Fraser Sewer Specified Area Rates Bylaw No. 949, 1996" and amendments thereto are hereby repealed.

## 21. CITATION

21.1. This bylaw may be cited as the "Regional District of Bulkley-Nechako - Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011."

READ a FIRST time this 24 day of February, 2011.

READ a SECOND time this 24 day of February, 2011.

READ a THIRD time this 24 day of February, 2011.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1576 cited as "Regional District of Bulkley-Nechako – Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011."

Gail Chapman

Corporate Administrator

ADOPTED this 24 day of February, 2011.

W. Hamill

Chairperson

Gail Chapman

Corporate Administrator



## SCHEDULE "A" – SEWER USER AND CONNECTION FEES

### Fort Fraser Sewer System

#### A. USER FEES

Category of Consumer	Annual User Fee	
	<i>Beginning January 1, 2011</i>	<i>Beginning January 1, 2012</i>
1. Residential Dwelling	\$75.00	\$100.00
2. Café or Restaurant	\$150.00	\$200.00
3. Laundromat (per Washer)	\$37.50	\$50.00
4. Motel or Hotel (per Unit)	\$55.50	\$74.00
5. School (per Classroom)	\$294.00	\$392.00
6. Service Station	\$150.00	\$200.00
7. Churches & Community Halls	\$55.50	\$74.00
8. Commercial Users	\$150.00	\$200.00
9. Truck Shop, Car or Truck Wash	\$300.00	\$400.00

#### B. CONNECTION / DISCONNECTION FEES

Category	Charge
New Connection	Actual Cost plus \$100.00 Connection Fee
Permanent Disconnection	Actual Cost

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



## **SCHEDULE "B" – PROHIBITED WASTES**

No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of Wastewater into a sanitary sewer or private sewer connection to any sanitary sewer in circumstances where:

1. To do so may cause or result in:

- a) A health or safety hazard to a person authorized by the Regional District to inspect, operate, maintain, repair, or otherwise work on a Wastewater Works;
- b) An offence under the British Columbia *Environmental Management Act*, as amended from time to time, or any regulation made thereunder from time to time;
- c) Wastewater Sludge from the Wastewater Treatment Facility works to which either Wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as listed in the British Columbia *Environmental Management Act*, as amended from time to time;
- d) Interference with the operation or maintenance of a Wastewater Works, or which may impair or interfere with any Wastewater treatment process;
- e) A hazard to any person, animal, property or vegetation;
- f) An offensive odour to emanate from Wastewater Works, and without limiting the generality of the foregoing, Wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines, or ammonia in such quantity as may cause an offensive odour;
- g) Damage to Wastewater Works;
- h) An obstruction or restriction to the flow in Wastewater Works.

2. The Wastewater has one or more of the following characteristics:

- a) A pH less than 6.0 or greater than 11.5;
- b) Two or more separate liquid layers; or
- c) A temperature greater than 60 degrees Celsius

3. The Wastewater contains:

- a) Biomedical Waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended;



- b) Blowdown Water;
- c) Combustible Liquid;
- d) Dyes or colouring materials which may or could pass through a Wastewater Works and discolour the Wastewater works effluent, except where authorized by the Regional District;
- e) Fuel;
- f) Hazardous Waste;
- g) Hauled Wastewater, except where authorized by the Regional District;
- h) Ignitable waste;
- i) Industrial Waste;
- j) Industrial Wastewater;
- k) Pathological Waste;
- l) Pest Control Product;
- m) Polychlorinated Biphenyls (PCBs);
- n) Radioactive Waste;
- o) Reactive waste;
- p) Specified risk material for bovine spongiform encephalopathy as defined in the Federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;
- q) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure;
- r) Toxic substance;
- s) Waste Disposal Site Leachate.



## SCHEDULE "C" – APPLICATION FOR SEWER CONNECTION

### Fort Fraser Sewer System

I, \_\_\_\_\_, hereby apply for Sewer connection to the premises  
(Applicants Name)  
situated at \_\_\_\_\_ on  
(Street Address)

\_\_\_\_\_  
(Legal Description)

Size of Service: \_\_\_\_\_ mm

Type and Use of Building: \_\_\_\_\_

Name and Contact Information of Certified Contractor to Complete Private Water Connection work:

\_\_\_\_\_

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako – Fort Fraser Sewer System Regulatory Bylaw No. 1576, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Owner)

Mailing Address of Owner:

\_\_\_\_\_

Telephone Number of Owner: \_\_\_\_\_

#### **FOR REGIONAL DISTRICT USE ONLY**

Connection Fee Paid: \$ \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Approved (circle one): Yes / No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## **SCHEDULE "D" – APPLICATION FOR SEWER DISCONNECTION**

### **Fort Fraser Sewer System**

I, \_\_\_\_\_, hereby apply for a Sewer disconnection to the premises  
(Applicants Name)  
situated at \_\_\_\_\_ on  
(Street Address)

\_\_\_\_\_  
(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako – Fort Fraser Sewer System Regulatory Bylaw No. 1576, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Owner)

Mailing Address of Owner:

\_\_\_\_\_  
Telephone Number of Owner: \_\_\_\_\_

### **FOR REGIONAL DISTRICT USE ONLY**

Disconnection Fee Paid: \$ \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Approved (circle one): Yes / No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## SCHEDULE "E" – APPLICATION FOR WASTE DISCHARGE PERMIT

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

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

Telephone: \_\_\_\_\_

Email and/or Fax: \_\_\_\_\_

Type and source of waste to be disposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Capacity of Hauling Truck: \_\_\_\_\_

Number of times per week you wish to dispose of waste: \_\_\_\_\_

### **FOR REGIONAL DISTRICT USE ONLY**

Application Number: \_\_\_\_\_

Application Approved (circle one): Yes / No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## **SCHEDULE "F" – SPECIFICATION OF MATERIALS**

Sewer Service Piping Shall:

- Be PVC, SRD 35, conforming to CAN/CSA B182.1, or equivalent;
- Buried sewer pipe shall be joined using rubber gasket joints (the use of glued joints for buried pipe is not permitted);
- Have a minimum diameter of 4" (100mm);
- It is mandatory that the property owner adequately protect pipes from freezing;
- Be at a minimum gradient (slope) of 2% (1/4 inch per foot) and a maximum gradient of 15% (1 and 3/4 inch per foot);
- Be installed and backfilled in accordance to manufacturer's specifications, with at least a minimum of 6 inches of sand used as bedding material;
- Be installed greater than 10 feet (3 m) away from any water lines.



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1859

**A bylaw to amend "Regional District of Bulkley-Nechako - Fort Fraser  
Sewer Service Regulatory Bylaw No. 1576, 2011"**

**WHEREAS** the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako-Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011";

**AND WHEREAS** the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

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

1. Schedule "A" of "Regional District of Bulkley-Nechako-Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Sewer Service Regulatory Amendment Bylaw No. 1859, 2019."

READ A FIRST TIME this 21 day of February, 2019

READ A SECOND TIME this 21 day of February, 2019

READ A THIRD TIME this 21 day of February, 2019

ADOPTED this 21 day of February, 2019

  
Chairperson

  
Corporate Administrator

Certified a true and correct copy of Bylaw No. 1859 as adopted.

  
Corporate Administrator

**SCHEDULE "A" – SEWER USER AND CONNECTION FEES****Fort Fraser Sewer System****A. USER FEES**

Category of Consumer	Annual User Fee Beginning January 1		
	2016	2019	2020
1. Residential Dwelling	\$142.80	\$145.66	**
2. Café or Restaurant	\$285.60	\$291.31	**
3. Laundromat (per Washer)	\$71.40	\$ 72.83	**
4. Motel or Hotel (per Unit)	\$106.08	\$108.20	**
5. School (per Classroom)	\$559.98	\$571.18	**
6. Service Station	\$285.60	\$291.31	**
7. Churches & Community Halls	\$106.08	\$108.20	**
8. Commercial Users	\$285.60	\$291.31	**
9. Truck Shop, Car or Truck Wash	\$571.20	\$582.62	**

\*\* The 2020 rate (and the rate beginning on January 1st for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonably adjusted) from end of December to the end of December for all items and services.

**B. CONNECTION / DISCONNECTION FEES**

Category	Charge
New Connection	Actual Cost plus \$100.00 Connection
Permanent Disconnection	Actual Cost

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, CFO  
**Date:** September 18, 2025  
**Subject:** **Bulkley Valley Regional Pool and Racquet Courts Update and Review**

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

That the Board accept the proposed donation of funds from the Bulkley-Valley Aquatic Management Society and direct staff to prepare an RFP for the Engineering and Architectural Design of the new proposed entrance to the pool.

That staff bring back a bylaw to a future meeting increasing the scope of Bylaw No. 1350 (to include the climbing wall and the fitness studio room).

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### BACKGROUND

**The two above recommendations were deferred from the August 14, 2025, Board meeting.**

After the August 14<sup>th</sup> meeting, as directed, staff have prepared a Notice of Intent to direct award the staffing and running of the pool to the Bulkley Valley Aquatic Management Society. At the Pool Advisory meeting held on September 9<sup>th</sup>, the advisory board made a motion to support publishing the notice of intent. This notice will be published the week of September 15<sup>th</sup>.

**The body of the August 14<sup>th</sup> memo follows:**

The Bulkley Valley Regional Pool was built in 1990 with an initial cost of \$2.8 million. In 2002 an additional \$425,000 was spent to add Racquet Courts to the pool complex. In 2006 another \$250,000 was spent to add hot tubs. The pool was expected to last 50 years with the pool being rebuilt in 2040. For the purposes of asset management planning, replacement was assumed to be 2045 (20 years from now) based on the current condition of the building.

Since the pool was opened, the Regional District has contracted the operations (the staffing and the normal maintenance to the Bulkley Valley Aquatic Management Society). The Society currently manages the pool on a month-to-month basis for \$60,417 per month.

### Asset Management

Early this year the Regional District contracted Suncorp Valuations to complete an assessment of RD Assets. The assessment on the pool is attached. The current replacement cost of the pool is approximately \$10 million, and the depreciated value of the pool based on its age is \$5.2 million. The replacement cost of the building adding in the features currently expected by the public (such as larger pools for swimming laps and lazy rivers for children's entertainment) is estimated to be \$15.0 million.

Using an inflationary construction factor of 5%, the replacement cost of the pool is estimated to be approximately \$40 million in 2045. Increasing the reserve contributions to \$1 million a year starting in 2028 will allow for a contribution of \$33 million based on the Regional District's current investment returns. While this amount is at least \$7 million short of the expected costs, the difference can likely be made up through grants or borrowing. The costs associated with major capital repair or maintenance projects and capital improvements will also increase this shortfall.

This scenario is included in the 2025 to 2029 financial plan (that has been revised for the years 2026 to 2029 to show a steady increase in the contribution to replacement reserves).

This will have a significant impact on the taxpayers from the service area as shown on the estimated change in requisitions for each area:

	2025	2026	2027	2028	2029
<b>Smithers</b>	698,840	868,370	1,038,341	1,208,594	1,220,897
<b>Area A</b>	343,366	426,662	510,175	593,827	599,872
<b>Telkwa</b>	61,879	76,890	91,940	107,015	108,105
<b>Total Taxation</b>	1,104,086	1,371,922	1,640,456	1,909,436	1,928,874

Rebuilding in 2045 is only one scenario for the pool. Another option would be to extend the life of the pool as long as possible by strategically investing in improvements that will increase the lifespan and thereby reduce the annual contribution to reserves for replacement.

Still another option would be the planned closure of the facility at a specified year in the future. This would reduce the reserve amounts to only the amount necessary for capital repairs to allow the building to operate until its planned closure date.

### **Services under the Bylaw**

Bylaw 1350 currently allows the Regional District to operate a swimming pool and racquetball courts at the swimming pool complex. This Regional District service bylaw does not allow for the operation of other activities other than those specifically stated in the bylaw.

Since the adoption of the bylaw in 2005, climbing walls and fitness studio room (weightlifting room) have been placed in the complex. Consideration should be given to amending Bylaw

1350 to ensure that the operation of the climbing wall and the fitness studio room is included in the service.

The addition of other services to this Bylaw in the future must be carefully considered as the electorate did not endorse other services when they initially approved this service under the referendum to establish the initial two services.

Further, the Regional District currently has Bylaw 886 "Smithers Rural Recreation and Culture Local Service Area" that provides a service to support all Parks and Recreation programs within the Town of Smithers by providing the Town an annual operating and capital grant. The provision of any additional recreation services within the Town of Smithers would be provided by the Town with a portion of the costs being provided to the municipality through Bylaw 886.

### **Pool Operation**

The Regional District has contracted with the Bulkley Valley Aquatic Management Society to provide the labour and knowledge to operate the pool since its construction. With the current budget of \$725,000 per annum for this contract the direct award for this service should be published as a Notice of Intent (NOI). In 1990, agreements such as the New West Partnership Trade Agreement governing transparency were yet to be in effect. While the Board can still directly enter into an agreement with a not-for-profit organization under the current trade agreements, it is best practice to publish a notice. This is now more important as the YMCA of Northern BC, also a society, manages the pool in Vanderhoof thereby demonstrating that there may be more than one not-for-profit party interested in the opportunity. However, because of the long-term working relationship between the Regional District and the Society, staff are recommending that the Board proceed with issuing a NOI, and if there is no response from other organizations, to negotiate a new agreement with the Bulkley-Valley Aquatic Management Society.

The Society has requested that the Board proceed with the engineering and architectural designs for a new entrance to the pool. The Board of the society has indicated that it will donate all the funds required to cover the expenses related to this project. Please see the attached letter.

### **ATTACHMENTS:**

2025 to 2029 Financial Plan (Updated with Asset Management Information)  
Building Cost Analysis (prepared for the RD by Suncorp Valuations)  
Bylaw No. 1350 "Bulkley Valley Regional Pool and Racquet Courts Service Area"  
Bylaw No. 1324 (Previous Bylaw Included for background information)  
Bylaw No. 886 "Smithers Rural Recreation and culture Local Service Area"  
Letter from the Bulkley Valley Aquatic Management Society

**STRATEGIC PLAN ALIGNMENT:**

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

**Not Applicable**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BULKLEY VALLEY REGIONAL POOL 10101**  
**AND RECREATION CENTRE**  
**BYLAW 1350 LIMITATION \$0.85 PER \$1,000**

**Five Year Financial Plan:**

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget 0.40	2026 Budget 0.49	2027 Budget 0.59	2028 Budget 0.68	2029 Budget 0.69
<b>REVENUE:</b> (Taxation \$/\$1,000)									
400002 Requisition	956,583	1,035,365	1,069,114	1,069,114	1,104,086	1,371,924	1,640,458	1,909,438	1,928,876
441001 Donations Received	\$2,000	4,000		5,000					
442101 Other Grant Revenue (Gas Tax)	27,750								
446001 Grants in Lieu of Taxes	16,265	16,937	17,000	17,027	17,000	17,000	17,000	17,000	17,000
.....	<b>1,002,598</b>	<b>1,056,302</b>	<b>1,086,114</b>	<b>1,091,141</b>	<b>1,121,086</b>	1,388,924	1,657,458	1,926,438	1,945,876
<b>EXPENDITURE:</b>									
601401 Staff Travel									
602001 Utilities (Natural Gas)	54,467	49,647	55,000	62,485	60,000	61,800	63,654	65,564	67,531
603008 Repairs and Maintenance				2,268					
307001 Legal Expense				3,208					
608001 Property Insurance	36,735	37,262	38,000	32,617	36,000	37,800	39,690	41,675	43,758
608002 Liability Insurance (share of MIA)	10,250	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
608004 Permits & Fees	721	636	750	310	750	750	750	750	750
612220 Monthly Contribution to BVR Pool	550,694	684,980	708,269	712,417	725,000	739,500	754,290	769,376	784,763
779999 Miscellaneous Expense									
651010 Administration Service Charge	36,284	37,535	40,386	40,386	37,474	37,474	37,474	37,474	37,474
799999 Prior Year's Deficit			17,109	17,109	262				
<b>TOTAL EXPENDITURE.....</b>	<b>689,151</b>	<b>821,060</b>	<b>870,514</b>	<b>881,800</b>	<b>870,486</b>	<b>888,324</b>	<b>906,858</b>	<b>925,838</b>	<b>945,276</b>
<b>Revenues minus Expenditures</b>	<b>313,447</b>	<b>235,242</b>	<b>215,600</b>	<b>209,341</b>	<b>250,600</b>	<b>500,600</b>	<b>750,600</b>	<b>1,000,600</b>	<b>1,000,600</b>
<b>RESERVE BUDGET</b>									
<b>Transfer from Reserves</b>									
420003 Withdrawal from Operational Reserve			35,000	35,000					
420003 Withdrawal from Capital Reserves			130,000	85,000					
499999 Transfer from Prior Year Surplus	55,000	30,675	0	0	0	0	0	0	0
<b>Transfer to Reserves</b>									
781001 Contribution to Capital Reserve	200,000	75,675			250,000	500,000	750,000	1,000,000	1,000,000
781004 Contribute to Insurance Reserve	600	600	600	600	600	600	600	600	600
781007 Contribution in Operational Reserve									
<b>Net Reserves</b>	<b>-145,600</b>	<b>-45,600</b>	<b>164,400</b>	<b>119,400</b>	<b>-250,600</b>	<b>-500,600</b>	<b>-750,600</b>	<b>-1,000,600</b>	<b>-1,000,600</b>
<b>CAPITAL BUDGET</b>									
780001 New Capital Items	137,171	206,751	380,000	329,003	0	0	0	0	0
490001 Use of Capital Items	159,663	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
780101 Amorization	159,663	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
<b>NET BUDGET SUPPLUS - (DEFICIT)</b>	<b>30,675</b>	<b>-17,109</b>	<b>0</b>	<b>-262</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-0</b>	<b>0</b>

## APPENDIX F

### BUILDING COST ANALYSIS

REGIONAL DISTRICT OF BULKLEY NECHAKO  
SMITHERS SPORTS COMPLEX  
1316 TORONTO STREET  
SMITHERS, BRITISH COLUMBIA V0J 2N3

YEAR BUILT:	CIRCA 1986	EFFECTIVE DATE:	FEBRUARY 13, 2025
TOTAL GROSS FLOOR AREA:	17,012 FT <sup>2</sup>	APPRAISAL BUILDING NUMBER:	B57
ABOVE GRADE AREA:	1,225 FT <sup>2</sup>	CONSTRUCTION CLASS:	C
AT GRADE (GROUND FLOOR):	15,787 FT <sup>2</sup>	NUMBER OF STOREYS:	ONE (1) PLUS MEZZANINE
BASEMENT AREA:	N/A		
OCCUPANCY:	INDOOR POOL AND SPORTS COMPLEX		

BUILDING CONSTRUCTION AND SERVICES - BELOW GRADE ASSETS	CRN	CRNLD
EXCAVATION, BACKFILL AND SITE PREPARATION	200,000	100,000
FOUNDATIONS	223,000	111,000
ARCHITECT OR ENGINEERING FEES	34,000	17,000
<b>TOTAL BELOW GRADE ASSETS</b>	<b>\$ 457,000</b>	<b>\$ 228,000</b>

BUILDING CONSTRUCTION AND SERVICES - ABOVE GRADE ASSETS		
BUILDING FRAMING	205,000	103,000
FLOOR STRUCTURE	365,000	182,000
INTERIOR CONSTRUCTION, MEZZANINES, STAIRS	1,678,000	839,000
FLOORS AND CEILING FINISHES	651,000	326,000
PLUMBING SYSTEMS, FIXTURES, AND SEWERAGE	498,000	249,000
HEATING, VENTILATION AND AIR CONDITIONING	633,000	317,000
ELECTRICAL AND LIGHTING	734,000	367,000
EXTERIOR WALL CONSTRUCTION, BALCONIES	712,000	356,000
ROOF STRUCTURE, ROOF COVERING, AND CANOPIES	1,232,000	616,000
FIRE PROTECTION	N/A	N/A
ELEVATORS	N/A	N/A
ADDITIONAL CONSTRUCTION	1,672,000	836,000
ARCHITECT OR ENGINEERING FEES	670,000	335,000
<b>TOTAL ABOVE GRADE ASSETS</b>	<b>\$ 9,050,000</b>	<b>\$ 4,526,000</b>
<b>TOTAL BUILDING CONSTRUCTION AND SERVICES</b>	<b>\$ 9,507,000</b>	<b>\$ 4,754,000</b>
<b>TOTAL YARD IMPROVEMENTS</b>	<b>N/A</b>	<b>N/A</b>

BUILDING CODES AND BYLAWS		
PARKING SPACES	MEETS CODE	MEETS CODE
SPECIAL NEEDS ACCESS	MEETS CODE	MEETS CODE
FIRE PROTECTION - BUILDING CODES	232,000	232,000
<b>TOTAL BUILDING CODES AND BYLAWS</b>	<b>\$ 232,000</b>	<b>\$ 232,000</b>
<b>TOTAL DEMOLITION AND DEBRIS REMOVAL COSTS</b>	<b>\$ 244,000</b>	<b>\$ 244,000</b>
<b>TOTAL</b>	<b>\$ 9,983,000</b>	<b>\$ 5,230,000</b>

<b>FOUNDATIONS</b>	REINFORCED CONCRETE FOUNDATION
<b>FRAMING</b>	CONCRETE BLOCK FRAME
<b>FLOOR STRUCTURE</b>	CONCRETE SLAB ON GRADE ELEVATED WOOD JOIST AND DECK
<b>INTERIOR CONSTRUCTION</b>	STUD FRAME WITH DRYWALL AND CONCRETE BLOCK INTERIOR WALLS
<b>PLUMBING SYSTEM</b>	STANDARD QUALITY FIXTURES AND DRAINAGE
<b>H.V.A.C.</b>	HOT WATER HEATING WITH AIR EXCHANGE SYSTEM
<b>ELECTRICAL AND LIGHTING</b>	STANDARD QUALITY FIXTURES AND ELECTRICAL SYSTEM
<b>EXTERIOR WALLS</b>	PAINTED STUCCO AND CONCRETE BLOCK MASONRY CONSTRUCTION
<b>ROOF</b>	WOOD STRUCTURE WITH SEALED MEMBRANE
<b>FIRE PROTECTION</b>	NIL - STANDARD FIRE DETECTION INCLUDED IN ELECTRICAL
<b>ELEVATORS</b>	NIL
<b>ADDITIONAL CONSTRUCTION</b>	INCLUDES POURED CONCRETE FORMED IN PLACE POOL, PROCESS MECHANICAL SYSTEMS SUCH AS CHLORINATORS, FILTERS, HEATERS, PIPING, CONTROLS AND SIMILAR IMPROVEMENTS



# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1350

### **A bylaw to expand the boundaries and amend the annual tax limit of the Bulkley Valley Regional Pool and Racquet Courts Service Area**

---

**WHEREAS** the Regional District of Bulkley-Nechako was granted the function of the Bulkley Valley Regional Pool which service was provided under the function of Division XXI as established by Supplementary Letters Patent dated October 6, 1988;

**AND WHEREAS** the aforesaid function was converted to a service under Section 800.1 of the *Local Government Act* in order to amend the tax limit from ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) to TWO HUNDRED THOUSAND DOLLARS (\$200,000) by Regional District of Bulkley-Nechako Bulkley Valley Regional Pool Service Establishment Bylaw No 1204, 2001;

**AND WHEREAS** the tax limit was further increased from TWO HUNDRED THOUSAND DOLLARS (\$200,000) to TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$270,000) by Bulkley Valley Regional Pool Service Area Amendment Bylaw No. 1286, 2004;

**AND WHEREAS** the tax limit was further increased from TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$270,000) to THREE HUNDRED FORTY THOUSAND DOLLARS (\$340,000) by Bulkley Valley Regional Pool Service Area Amendment Bylaw No. 1328, 2005;

**AND WHEREAS** the Bulkley Valley Regional Pool Service Area and the Smithers Public Racquet Courts Service Area were merged into a single service area by Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005;

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako, by resolution adopted by at least 2/3 of the votes cast as required by section 801(4) of the *Local Government Act*, provided that the participating area approval be obtained for the entire proposed service area;

**AND WHEREAS** the assent of the electors has been obtained in accordance with Section 801.2(1)(b) of the *Local Government Act*;

Bylaw No. 1350

**AND WHEREAS** the Board, by resolution under section 139 of the *Community Charter*, deemed Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005, to be a consolidation of Regional District of Bulkley-Nechako Bulkley Valley Regional Pool Service Establishment Bylaw No 1204, 2001 and all amendments to it, omitting provisions that have been repealed or expired, up to and including the said Bylaw No. 1324, 2005, and directed the Corporate Administrator to act accordingly.

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

1. Section 3 of Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005 is hereby repealed and the following substituted therefore:

"3. The boundaries of the service area shall be the boundaries of the Town of Smithers, the Village of Telkwa and Electoral Area "A";"

2. Section 5 of Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005 is hereby repealed and the following substituted therefore:

"5. The maximum amount of taxation that may be requisitioned annually for this service, under Sections 805.1(1)(a) and 806.1(1)(a) of the *Local Government Act* is \$0.85 per \$1,000 (EIGHTY-FIVE CENTS PER THOUSAND DOLLARS) of the net taxable value of land and improvements in the participating area."

3. The following Section 6 is added to Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005:

"6. The cost of providing this service shall be apportioned among participants on the basis of ONE HUNDRED PERCENT (100%) of the converted value of land and improvements in the Town of Smithers and sixty percent (60%) of the converted value of land and improvements in Electoral Area "A" and the Village of Telkwa."

4. The previous Section 6 of Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005 is hereby renumbered as Section 7.

Bylaw No. 1350

5. This bylaw may be cited as the "Bulkley Valley Regional Pool and Racquet Courts Service Area Amendment Bylaw No. 1350, 2005".

READ A FIRST TIME this 8<sup>th</sup> day of September, 2005

READ A SECOND TIME this 8<sup>th</sup> day of September, 2005

READ A THIRD TIME this 8<sup>th</sup> day of September, 2005

THIRD READING RESCINDED this 22<sup>nd</sup> day of September, 2005

READ A THIRD TIME this 22<sup>nd</sup> day of September, 2005

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1350.

Gail Chapman  
Corporate Administrator

RECEIVED APPROVAL FROM THE INSPECTOR OF MUNICIPALITIES this  
30<sup>th</sup> day of September, 2005

ASSENT OF ELECTORS OBTAINED this 19<sup>th</sup> day of November, 2005

ADOPTED this 24 day of November, 2005

R. L. L.  
Chairperson

Gail Chapman  
Corporate Administrator



No. \_\_\_\_\_

## Statutory Approval

**Under the provisions of section** \_\_\_\_\_ **802**

**of the** \_\_\_\_\_ **Local Government Act**

**I hereby approve Bylaw No.** \_\_\_\_\_ **1350**

**of** \_\_\_\_\_ **the Regional District of Bulkley-Nechako**, \_\_\_\_\_

**a copy of which is attached hereto.**

**Dated this** 30<sup>th</sup> **day**  
**of** September **, 2005**

Brenda K. Lib...

**Deputy Inspector of Municipalities**

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BYLAW NO. 1324

#### A Bylaw to Merge the Bulkley Valley Regional Pool Service Area and the Smithers Public Racquet Courts Local Service Area into One Service Area

#### WHEREAS:

- A. Under Bylaw No. 1204, the Regional District of Bulkley-Nechako converted the Bulkley Valley Regional Pool Function under Division XXI of its Supplementary Letters Patent dated October 6, 1988, to a service known as the Regional District of Bulkley-Nechako Regional Pool Service;
- B. The Smithers Public Racquet Courts service was established by Bylaw No. 1110 of the Regional District of Bulkley-Nechako;
- C. The Regional Board of the Regional District of Bulkley-Nechako desires to merge the aforesaid services into one service and to reconstitute the service areas as one combined service area;
- D. Under Sections 802(1)(b) and (2), 801.4 and 801.5(2) to (4) of the Local Government Act, all of the participants have consented to the adoption of this Bylaw.

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

- 1. The Regional District of Bulkley-Nechako Bulkley Valley Regional Pool Service Establishment Bylaw No. 1204, 2001 and Smithers Public Racquet Courts Local Service Establishment Bylaw No. 1110, 1999 are hereby amended by merging the services respectively established by them into one service to be known as the "Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service".
- 2. The participants in the combined service shall be the Town of Smithers, the Village of Telkwa and Electoral Area "A".
- 3. The boundaries of the service area shall be the boundaries of the Town of Smithers, the Village of Telkwa and the portion of Electoral Area "A" outlined on Schedule "A" attached hereto and forming part of this Bylaw (the "**Service Area**") and shall be known as the "Bulkley Valley Regional Pool and Public Racquet Courts Service Area".

4. The annual costs of the service shall be recovered by one or more of the following:
  - (a) a property value tax on land and improvements in the Service Area;
  - (b) fees and charges imposed under section 363 of the *Local Government Act*;
  - (c) revenues raised by other means authorized under this or another Act;
  - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.
5. The maximum amount of taxation that may be requisitioned annually for this service, under Sections 805.1(1)(a) and 806.1(1)(a) of the Local Government Act, shall be \$340,000 from all participants.
6. This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005".

READ A FIRST TIME this 24 day of March 2005.

READ A SECOND TIME this 24 day of March 2005.

READ A THIRD TIME this 24 day of March 2005.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1324 cited as "Regional District of Bulkley-Nechako Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 1324, 2005".

Gail Chapman  
Corporate Administrator

CONSENT OF THE TOWN OF SMITHERS RECEIVED this 14<sup>th</sup> day of April, 2005

CONSENT OF THE VILLAGE OF TELKWA RECEIVED this 14<sup>th</sup> day of April, 2005

CONSENT OF ELECTORAL AREA "A" DIRECTOR RECEIVED this 31 day of March, 2005

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 18<sup>th</sup> day of April 2005.

Gail Chapman

ADOPTED this 21 day of April, 2005

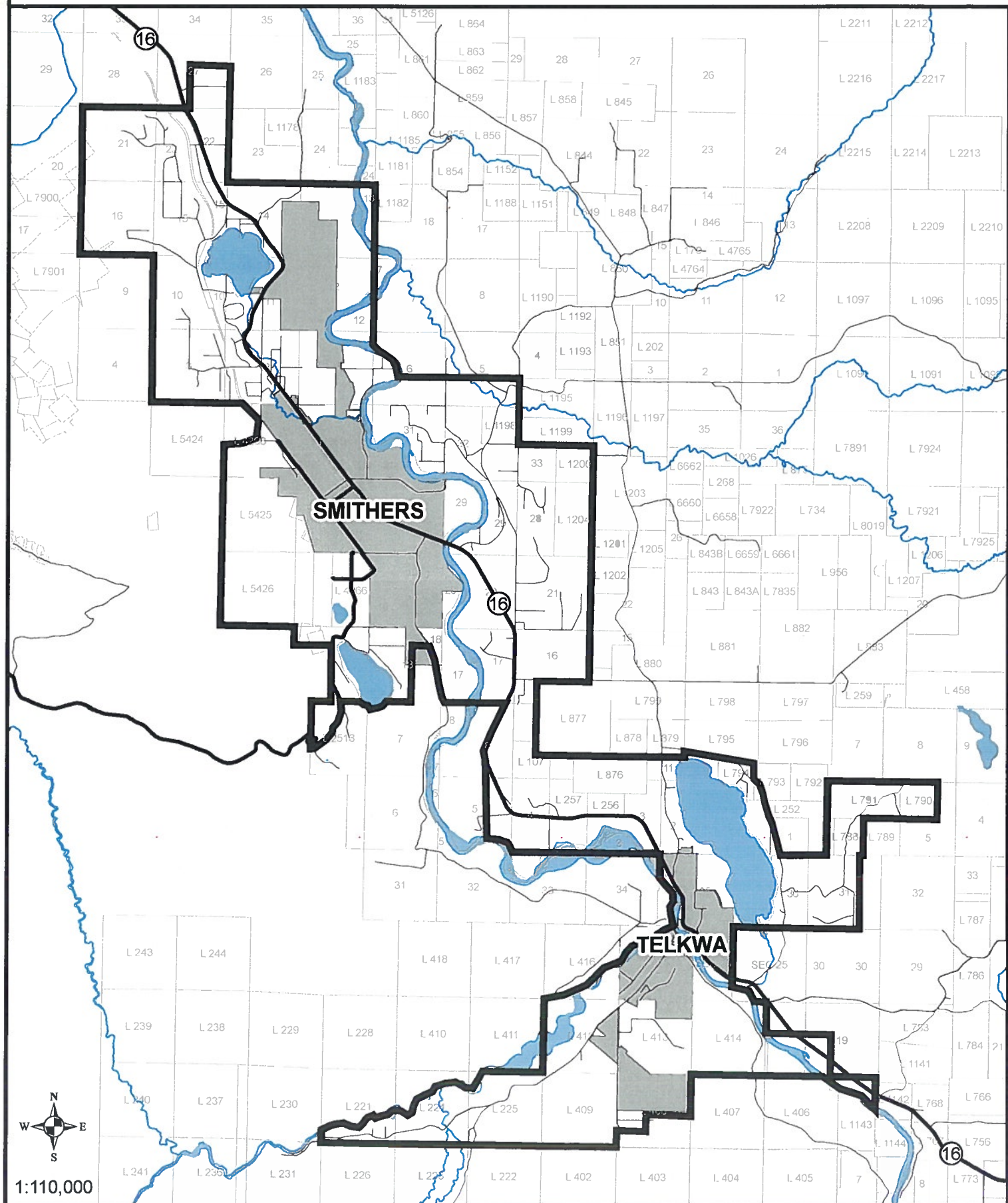
[Signature]  
CHAIR

Gail Chapman  
CORPORATE ADMINISTRATOR





# **SCHEDULE A** **BYLAW NO. 1324, 2005** **BULKLEY VALLEY REGIONAL POOL & PUBLIC** **RACQUET COURTS SERVICE AREA AMENDMENT**







No. \_\_\_\_\_

## Statutory Approval

**Under the provisions of sections** \_\_\_\_\_ 801(1) and 802

**of the** \_\_\_\_\_ *Local Government Act*

**I hereby approve Bylaw No.** \_\_\_\_\_ 1324

**of** \_\_\_\_\_ the Regional District of Bulkley-Nechako \_\_\_\_\_,

**a copy of which is attached hereto.**

Dated this 18<sup>th</sup> day  
of April, 2005

Deputy Inspector of Municipalities

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 886**

Being a Bylaw to Establish a Local Service within a  
Portion of Electoral Area "A" for Recreation and Culture

**WHEREAS** a Regional District may, by bylaw, establish and operate a local service under Section 788 (1) (m) of the Municipal Act to provide a financial contribution to a person or association that is providing community parks and services for pleasure, recreation and other use, including libraries, museums and arenas.

**AND WHEREAS** the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a local service for the purpose of contributing to the Smithers Public Library, the Bulkley Valley Historical and Museum Society, the Smithers Art Gallery and to the Town of Smithers for its arena, recreation administration and programs, Heritage Park, Fall Fair Grounds, Chandler Park, Tennis Courts, Elks Park Fields, Lake Kathlyn Park and for future Willowvale Parks.

**AND WHEREAS** the Regional Board has submitted the proposal to establish the local service to the electors within the proposed participating area of Electoral Area "A" and assent of the electors has been obtained in accordance with Section 796(1) of the Municipal Act;

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

1. The Regional District hereby establishes, within a portion of Electoral Area "A", a local service for the purpose of contributing to the Smithers Public Library, the Bulkley Valley Historical and Museum Society, the Smithers Art Gallery and to the Town of Smithers for its arena, recreation administration and programs, Heritage Park, Fall Fair Grounds, Chandler Park, Tennis Courts, Elks Park Fields, Lake Kathlyn Park and for future Willowvale Parks.
2. The boundaries of the service area shall be a portion of Electoral Area "A" as shown outlined on the plan attached as Schedule "A" to this Bylaw and known as the "Smithers Rural Recreation and Culture Local Service Area".
3. The annual costs of the local service shall be recovered by a requisition of money to be collected by a property value tax in accordance with Section 804(1) (a) of the Municipal Act on land and improvements.

... 2

**Page 2 of Bylaw No. 886**


4. The maximum amount that may be requisitioned annually for the costs of this local service shall be SEVENTY FIVE (\$0.75) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.
5. The Regional District and Town of Smithers will enter into a contractual agreement in order to specify the amount to be requisitioned annually for the local service.
6. This Bylaw may be cited as "Smithers Rural Recreation and Culture Local Service Establishment Bylaw No. 886, 1995".

READ A FIRST TIME this 21st day of September, 1995

READ A SECOND TIME this 21st day of September, 1995

READ A THIRD TIME this 21st day of September, 1995

I hereby certify that this is a true and correct copy of Bylaw No. 886.

  
Deputy Secretary

APPROVED BY THE INSPECTOR OF MUNICIPALITIES  
this                      day of

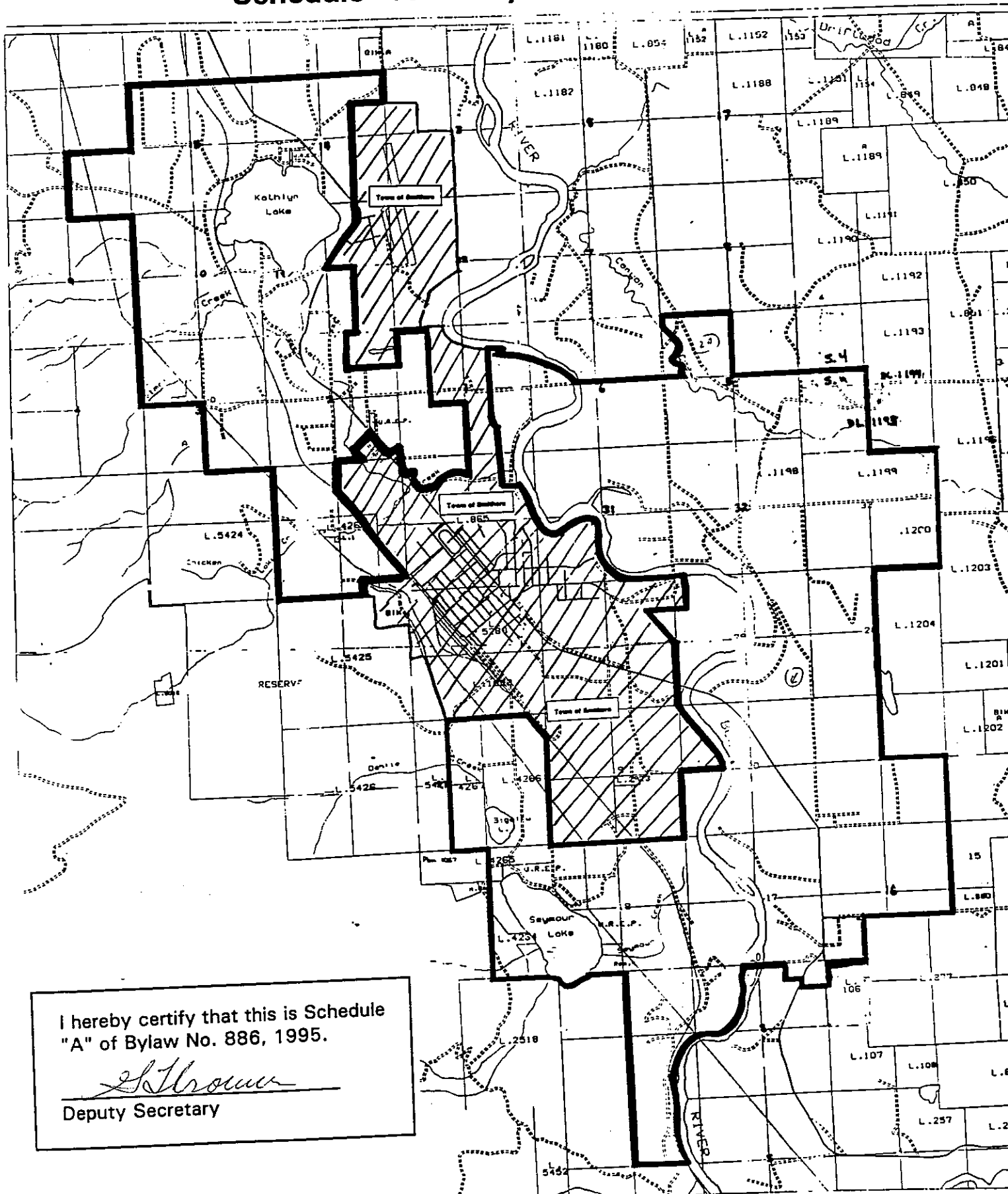
ASSENT OF ELECTORS OBTAINED this                      day of

RECONSIDERED AND ADOPTED this                      day of

  
Chairperson

  
Deputy Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES  
this                      day of





June 26, 2025

RE: Funding Schematic for Phase 1

Dear Board of RDBN,

This letter is to confirm that the Bulkley Valley Aquatic Center Management Society has the funds and will pay for the Phase 1 expansion project schematic and design drawings. The funds will be drawn out of the Society's operational surplus, which has been set aside for this project.

Thank you,

Tamara Gillis, Facility Manager

BV Regional Pool and Recreation Center

On behalf of the BVACMS, supported by the BVACMS board motion passed at the June 25 meeting.



Reference: 282630

September 4, 2025

VIA EMAIL: [info@rdbn.bc.ca](mailto:info@rdbn.bc.ca)

Mark Parker, Chair  
Regional District of Bulkley-Nechako  
37 - 3rd Avenue, PO Box 820  
Burns Lake, British Columbia  
V0J 1E0

Dear Mark Parker:

Thank you for your letter dated July 23, 2025, regarding the role of dugouts in supporting livestock grazing on Crown rangelands in northern British Columbia. The Ministry of Forests appreciates the Regional District of Bulkley-Nechako's ongoing attention to sustainable range management and the well-being of livestock producers in your region.

We acknowledge the challenges associated with prolonged drought conditions and the increasing variability of natural water sources. These issues have a direct impact on livestock health, grazing capacity, and the broader stability of the industry.

The Range Program within the Ministry of Forests has the authority to approve dugout construction on Crown rangelands. Key steps in this process include completing a water assessment, laying out the dugout for construction, obtaining a water licence from the Ministry of Water, Land and Resource Stewardship, and engaging with First Nations. These requirements help ensure responsible water use, sound fiscal oversight, and respectful engagement with Indigenous communities.

Efforts are underway to improve the efficiency of these processes, including exploring opportunities for better coordination and streamlining where appropriate. We continue to examine ways to support rangeland productivity and resilience in the face of evolving environmental conditions.

We also note that the Premier's Task Force on the Agriculture and Food Economy has recently released recommendations that speak to the importance of water storage. These include:

- Prioritizing a province-wide effort to slow and hold water by building water storage at both on-farm and larger community scales, including conventional dugouts, dams and

Page 1 of 2

reservoirs, as well as nature-based solutions such as Beaver Dam Analogues and aquifer recharge.

- Streamlining requirements under the Dam Safety Regulation for lower-risk agricultural and environmental flow dams, dugouts and reservoirs, and exploring options to streamline permits for water infrastructure projects.

These recommendations align with the concerns raised in your letter and reinforce the importance of improving access to secure water sources for livestock producers. You may also find some of the other recommendations align with your concerns, they can be found at: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/premier-s-task-force-on-agriculture-and-food-economy>.

Thank you again for sharing your perspective. The ministry values input from regional partners and remain committed to supporting sustainable land and resource management across British Columbia.

Should you have any further questions, please do not hesitate to contact Shawn Trottier, Resource Manager, Skeena Region, telephone (250) 692-1353.

Again, thank you for writing and sharing your concerns.

Sincerely,



Jamie Jeffreys, R.P.F.  
Assistant Deputy Minister  
South Area Regional Operations

pc: Danielle Cuthbertson, Director, Range Branch  
Shawn Trottier, Resource Manager, Skeena Region