



Thursday, November 21, 2024, 1:30 p.m.

Board Room

155 George Street

Prince George, BC

Pages

1. **Reconvene**

We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work and play.

2. **Election of Chair and Vice-Chair**

3. **Adoption of Agenda (Additions/Deletions)**

4. **Consent Agenda**

4.1 **Building Permit Statistics for October 2024** 13

Purpose: For Information

Attachments:

1. Prince George Rural Building Statistics for October 2024

2. McBride Building Statistics for October 2024

Previous Reports: None

4.2 **9-1-1 Call Answer and Fire/Rescue Statistics for October 2024** 25

Purpose: For Information

Attachments: None

Previous Reports: None

4.3 **Procurement Quarterly Report: July to September 2024** 28

Purpose: For Information

Attachments: None

Previous Reports: None

4.4 **Q3 Disbursement Schedules: July to September 2024** 34

Purpose: For Information

Attachments: Disbursement Schedules: July to September 2024

Previous Reports: None

5. **Adoption of Minutes**

5.1 **October 17, 2024 Regional Board Meeting Minutes** 51

Recommendation:

THAT the Minutes of the Regional Board meeting held on October 17, 2024 be adopted as circulated.

6. **Public Hearings/Public Considerations**

6.1 **No scheduled Public Hearings/Public Considerations**

7. Development Services

7.1 Agricultural Land Commission Decisions

67

Purpose: For Information

Attachments:

1. Backgrounder
2. ALC Decision 100242
3. ALC Reconsideration Decision 65162

Previous Reports:

1. Item No. 7.1, June 2024 (ALC Application 100242)
2. Item No. 7.6, July 2022 (ALC Application 65162)

Recommendation:

THAT the report dated November 8, 2024 regarding “Agricultural Land Commission Decisions” be received for information.

7.2 Proposed Temporary Use Permit No. 288

145

Purpose: Consider Application

Location: 1600 Coyote Road - Valemount South – Electoral Area H

Owner: 0820758 BC Ltd.

Attachments:

1. Backgrounder
2. Summary of Public Consultation meeting held November 5, 2024
3. Proposed Temporary Use Permit No. 288

Previous Reports: Item No. 7.4, November 2021

Recommendation:

1. THAT the report dated November 7, 2024, regarding “Proposed Temporary Use Permit No. 288” be received for information.

Declaration by the Public Consultation Chair as to the accuracy and fairness of the summary of the Public Consultation Meeting held on November 5, 2024, regarding proposed Temporary Use Permit No. 288.

Recommendation:

2. THAT the summary of the Public Consultation held on November 5, 2024 regarding proposed Temporary Use Permit No. 288 be received for information.

Recommendation:

3. THAT Temporary Use Permit No. 288 pertaining to the property legally described as Lot 8 District Lot 7366 Cariboo District Plan 24362 be approved for a three-year period to allow for an Employee Accommodation use.

7.3 Proposed Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023

Purpose: Consider Third Reading and Adoption

Location: 18706 and 18710 Hughes Road – Electoral Area C

Owner: Jonathan Viergever

Attachments:

- 1. Summary of Public Hearing Held on October 24, 2024
- 2. Proposed Bylaw No. 3321, 2023
- 3. Proposed Bylaw No. 3322, 2023

Previous Reports: Item No. 6.2, July 2024

Recommendation:

1. THAT the report dated November 7, 2024, regarding “Proposed Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023” be received for information.

Declaration by the Public Hearing Chair as to the accuracy and fairness of the summary of the Public Hearing held October 24, 2024, on Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023.

Recommendation:

2. THAT the summary of the Public Hearing held October 24, 2024, on Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be received.

Recommendation:

3. THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be given third reading.

Recommendation:

4. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be given third reading.

Recommendation:

5. THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be adopted.

Recommendation:

6. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be adopted.

7.4 Proposed Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024

Purpose: Consider Third Reading and Adoption

Location: Davie Lake – Electoral Area G

Owner: Jedwin Developments LTD., INC. No. BC257573

GH Equipment LTD., INC. No. BC0861285

Agent: McWalter Consulting Ltd.

Attachments:

1. Summary of Public Hearing Held on October 23, 2024
2. Proposed Bylaw No. 3359, 2024
3. Proposed Bylaw No. 3360, 2024

Previous Reports: Item No. 6.5, August 2024

Recommendation:

1. THAT the report dated October 29, 2024, regarding “Proposed Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024” be received for information.

Declaration by the Public Hearing Chair as to the accuracy and fairness of the summary of the Public Hearing held October 23, 2024, on Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024.

Recommendation:

2. THAT the summary of the Public Hearing held October 23, 2024, on Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be received for information.

Recommendation:

3. THAT Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 be given third reading.

Recommendation:

4. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be given third reading

Recommendation:

5. THAT Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 be adopted.

Recommendation:

6. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be adopted.

7.5 Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024

218

Purpose: Consider Third Reading

Location: 47267 and 47283 Hart Highway – Electoral Area G

Owner: Property 1 – Todd Steele

Property 2 – Cheryl Steele

Applicant: Regional District of Fraser-Fort George

Attachments:

1. Summary of Public Hearing held October 23, 2024

2. Proposed Bylaw No. 3364, 2024

Previous Reports: Item No. 6.4, August 2024

Recommendation:

1. THAT the report dated October 24, 2024, regarding “Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024” be received for information.

Declaration by the Public Hearing Chair as to the accuracy and fairness of the summary of the Public Hearing held on October 23, 2024, on proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024.

Recommendation:

2. THAT the summary of the Public Hearing held October 23, 2024, on proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be received for information.

Recommendation:

3. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be given third reading.

8. Development Services - Agricultural Land Commission (ALC) Applications

9. 2:00 p.m. Public Appearances

9.1 Fraser-Fort George Regional Museum Society

Alyssa Leier (Executive Director) and Dr. Todd Whitcombe (Board of Trustee President) will be in attendance to provide a presentation regarding Exploration Place Museum Activities.

10. Chairperson's Report

11. Directors' Reports

12. Administration

12.1 Corporate Services

12.1.1 Proposed 2025 Regional Board Meeting Schedule

235

Purpose: Consider approval of the 2025 Board Meeting Schedule

Attachments: Draft 2025 Board Meeting Schedule

Previous Reports: None

Recommendation:

1. THAT the report dated November 8, 2024 regarding "Proposed 2025 Regional Board Meeting Schedule" be received for information.

Recommendation:

2. THAT the 2025 Regional Board Meeting Schedule as attached to the report dated November 8, 2024, be approved.

12.1.2 Proposed Amendment to Regional Board Procedure Bylaw No. 3267, 2022 238

Purpose: Consider First Three Readings of Amendment Bylaw No. 3368, 2024

Attachments:

1. Regional Board Procedure Bylaw No. 3267, 2022
2. Proposed Amendment Bylaw No. 3368, 2024

Previous Reports: Item No. 11.1.4, October 2024

Recommendation:

1. THAT the report dated November 8, 2024 regarding "Proposed Amendment to Regional Board Procedure Bylaw No. 3267, 2022" be received for information.

Recommendation:

2. THAT Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024 be now introduced and given first, second and third readings.

12.1.3 2024 By-Election Results for the Bear Lake Local Community Commission 317

Purpose: For Information

Attachments:

1. Master Ballot Account
2. Determination of Official Election Results
3. Declaration of Official Election Results

Previous Reports: None

Recommendation:

THAT the report dated November 8, 2024 from the Chief Election Officer regarding the "2024 By-Election Results for the Bear Lake Local Community Commission" be received for information.

12.1.4 Valemout and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024 322

Purpose: Consider Adoption of Bylaw

Attachments: Proposed Amendment Bylaw No. 3365, 2024

Previous Reports: Item No. 11.3.1, August 2024

Recommendation:

1. THAT the report dated November 4, 2024 regarding "Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024" be received for information.

Recommendation:

2. THAT Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024 be adopted.

12.1.5 Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024

337

Purpose: Consider Adoption of Bylaw

Attachments: Proposed Amendment Bylaw No. 3366, 2024

Previous Reports: Item No. 13.1, August 2024

Recommendation:

1. THAT the report dated November 4, 2024 regarding "Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024" be received for information.

Recommendation:

2. THAT Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024 be adopted.

12.2 Financial Services

12.2.1 Revenue Anticipation Borrowing Bylaw No. 3370, 2024

348

Purpose: Consider Provision of Temporary Borrowing Until Requisition Funds are Received

Attachments: Proposed Regional District of Fraser-Fort George Revenue Anticipation Borrowing Bylaw No. 3370, 2024

Previous Reports: None

Recommendation:

1. THAT the report dated November 8, 2024 regarding "Revenue Anticipation Borrowing Bylaw No. 3370, 2024" be received for information.

Recommendation:

2. THAT "Regional District of Fraser-Fort George Revenue Anticipation Borrowing Bylaw No. 3370, 2024", be now introduced and given first, second and third readings.

Recommendation:

3. THAT "Regional District of Fraser-Fort George Revenue Anticipation Borrowing Bylaw No. 3370, 2024" be adopted.

12.2.2 Community Works Fund – Nukko Lake Community Hall Water and Sewer Systems 351

Purpose: Consider Approval of Funding

Attachments:

1. Backgrounder
2. Internal Application Community Works Fund
3. Community Works Fund Expenditures Policy RD-08-14

Previous Reports: None

Recommendation:

1. THAT the report dated November 8, 2024 regarding “Community Works Fund - Nukko Lake Community Hall Water and Sewer Systems” be received for information.

Recommendation:

2. THAT funding from the Community Works Fund, of up to \$172,402 for the Nukko Lake Community Hall Water and Sewer Systems, be approved.

12.3 Public Safety

12.3.1 Request for Proposal PS-24-01 Computer Aided Dispatch – Maintenance Agreement 361

Purpose: Consider Award of Contract

Attachments: None

Previous Reports: Item No. 11.3.2, June 2024

Recommendation:

1. THAT the report dated November 6, 2024 regarding “Request for Proposal PS-24-01 Computer Aided Dispatch – Maintenance Agreement” be received for information.

Recommendation:

2. THAT the 5-Year Maintenance Agreement for the Computer Aided Dispatch System being provided by Intergraph Canada ULC, as per Request for Proposal PS-24-01 Supply and Installation of Computer Aided Dispatch System, be awarded to Intergraph Canada ULC in the amount of \$772,113.00 (excluding taxes).

12.4 Arts, Culture & Heritage

12.4.1 Fraser-Fort George Regional Museum Society Financial Monitoring – 2024 Update 368

Purpose: For Information

Attachments: Backgrounder

Previous Reports:

1. Item No. 11.4.1, April 2024
2. Item No. 11.4.1, February 2024
3. Item No. 11.4.1, January 2024

Recommendation:

THAT the report dated November 8, 2024 regarding “Fraser-Fort George Regional Museum Society Financial Monitoring – 2024 Update” be received for information.

13. Environment and Parks

13.1 Contract ES-20-21 Janitorial Services – 155 George Street

425

Purpose: Consider Contract Extension

Attachments: Letter dated October 22, 2024 from ACME Janitor Service Ltd.

Previous Reports:

1. Item 12.2, October 2023
2. Item 12.1, November 2020

Recommendation:

1. THAT the report dated November 1, 2024 in regard to “Contract ES-20-21 Janitorial Services – 155 George Street” be received for information.

Recommendation:

2. THAT Contract ES-20-21 Janitorial Services – 155 George Street be approved for a one-year contract extension for the term of January 1, 2025 to December 31, 2025.

13.2 Proposed Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024

434

Purpose: Consider Adoption of Bylaw

Attachments: Proposed Bylaw No. 3369, 2024

Previous Reports:

1. Item No. 13.2, November 2023
2. Item No. 5.1, October 2024

Recommendation:

1. THAT the report dated November 7, 2024 regarding “Proposed Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024” be received for information.

Recommendation:

2. THAT Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024 be now introduced and given first, second and third readings.

Recommendation:

3. THAT Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024 be adopted.

14. Community Services

14.1 Robson Valley Recreation Centre – Overview of Service Update

459

Purpose: For Information

Attachments: PowerPoint Presentation (to be provided as an Additional Item)

Previous Reports: None

Recommendation:
THAT the report and presentation dated November 8, 2024 regarding “Robson Valley Recreation Centre – Overview of Service Update” be received for information.

15. Community Grants-in-Aid

- 15.1 Grants: Electoral Area A (Salmon River-Lakes) 462**
Purpose: Grant Approval
Attachments:
1. Grant Schedule
2. Grant Applications
Previous Reports: None

Recommendation:
1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application forms for Electoral Area A be received for information.
Recommendation:
2. THAT the Grants for Electoral Area A, as listed in the November Grant Schedule, be approved.

- 15.2 Grants: Electoral Area C (Chilako River-Nechako) 468**
Purpose: Grant Approval
Attachments:
1. Grant Schedule
2. Grant Application
Previous Reports: None

Recommendation:
1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application form for Electoral Area C be received for information.
Recommendation:
2. THAT the Grant for Electoral Area C, as listed in the November Grant Schedule, be approved.

- 15.3 Grants: Electoral Area D (Tabor Lake-Stone Creek) 473**
Purpose: Grant Approval
Attachments:
1. Grant Schedule
2. Grant Application
Previous Reports: None

Recommendation:
1. THAT the report dated November 7, 2024, Grant Schedule and associated grant application form for Electoral Area D be received for information.
Recommendation:
2. THAT the Grant for Electoral Area D, as listed in the November Grant Schedule, be approved.

15.4	Grants: Electoral Area G (Crooked River-Parsnip) Purpose: Grant Approval <u>Attachments:</u> 1. Grant Schedule 2. Grant Application <u>Previous Reports:</u> None	477
	<u>Recommendation:</u> <i>1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application form for Electoral Area G be received for information.</i> <u>Recommendation:</u> <i>2. THAT the Grant for Electoral Area G, as listed in the November Grant Schedule, be approved.</i>	
15.5	Grants: Electoral Area H (Robson Valley-Canoe) Purpose: Grant Approval <u>Attachments:</u> 1. Grant Schedule 2. Grant Applications <u>Previous Reports:</u> None	481
	<u>Recommendation:</u> <i>1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application forms for Electoral Area H be received for information.</i> <u>Recommendation:</u> <i>2. THAT the Grants for Electoral Area H, as listed in the November Grant Schedule, be approved.</i>	
16.	Correspondence for Consideration	
16.1	Email dated October 26, 2024 regarding support for the 2024 Robson Valley Mushroom Festival (*Photos available on Sidetable)	489
17.	Correspondence for Information	
17.1	Provincial Government	
17.1.1	Thank you letter dated October 16, 2024 from Deputy Minister Fazil Mihar regarding the meeting with the Ministry of Jobs, Economic Development and Innovation at the 2024 Union of BC Municipalities Convention	490
17.1.2	Thank you letter dated October 21, 2024 from Deputy Minister Peter Pokorny regarding the meeting with the Minister and Ministry of Agriculture and Food's executive team at the 2024 Union of BC Municipalities Convention	491
17.1.3	Thank you letter dated October 30, 2024 from Bobbi Plecas Deputy Minister, Ministry of Post-Secondary Education and Future Skills for the meet during the 2024 UBCM Convention	493

17.1.4	Email received October 30, 2024 from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption regarding proclamation of November as Adoption and Permanency Awareness Month	495
17.2	Local Government	
17.2.1	Letter dated November 7, 2024 from Jason Lum, Chair, Fraser Valley Regional District regarding a Request for Union of BC Municipalities Governance Review	497
18.	Newsletters	
19.	Information (Available on Side Table)	
19.1	Letter from Innovation Science and Economic Development-Canada regarding nominations for 2025 Prime Minister's Awards for Teaching Excellence	
19.2	Thank you letter from Willow River-Upper Fraser Bursary recipient	
20.	New Business	
21.	Adjournment	



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Dana Ferguson, Senior Building Inspector

DATE: November 5, 2024

SUBJECT: Building Permit Statistics for October 2024
 SUMMARY: Purpose: For Information

File No.: N/A

Attachments:

1. Prince George Rural Building Statistics for October 2024
2. McBride Building Statistics for October 2024

Previous Reports: None

RECOMMENDATION(S):

THAT the report dated November 5, 2024, regarding “Building Permit Statistics for October 2024” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

The Regional District compiles building inspection service statistics and provides reports to the Regional District Board, Statistics Canada, and BC Assessment monthly. This chart provides a 6-year overview of monthly building permit statistics for the month of October.

Year to Date	# Permits	Total Value (\$)	Total Permit Fees	# SFD Permits	Total SFD Value (\$)
2024	126	\$46,491,000	\$280,450	44	\$22,978,000
2023	145	\$33,491,020	\$214,397	44	\$21,923,000
2022	229	\$40,063,400	\$252,913	58	\$30,214,000
2021	252	\$34,225,000	\$191,007	60	\$22,725,000
2020**	273	\$71,363,500	\$343,289	36	\$14,500,000
2019	294	\$27,951,000	\$193,660	37	\$13,412,000

**In August 2023 the RD amalgamated all plumbing and heating unit permits into the primary permit for the structure to streamline the inspection process. For this reason, you will see a decrease in permit #'s however they will still be reflected in total values.*

***In 2020 the Regional District Building Inspections department permitted industrial and commercial work camps which is reflected in the total value of permits.*

RELEVANT POLICIES:

1. *Local Government Act*, Section 298 - Building regulation bylaws
 - Authorizes the Regional District to establish a bylaw to regulate all aspects of the construction, moving, alteration, repair or demolition of structures or plumbing, require contractors, owners or other persons to obtain and hold a valid permit and require that, before occupancy of a building an occupancy permit be obtained from the authorized official.
2. *Building Act*:
 - Regulates technical building requirements and qualification requirements for building officials.

3. Statistics Canada

- *Statistics Act* of Canada, Section 22(n) establishes that the Chief Statistician shall collect, compile, analyse, abstract and publish statistics in relation to construction in Canada.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Regional District Building Inspection service was established under “Building Inspection Extended Service Establishment Bylaw No. 1130, 1989” and fulfils the obligation of miscellaneous powers under Part 9 Division 1 – Building Regulations of the *Local Government Act* and the *Building Act*. Building Inspection service has been in effect since 1969. Building Bylaw No. 3239, 2021 applies to all Electoral Areas.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

Approve recommendation. Receive report and take no further action.

COMMENTS:

The attachment to this report provides statistics regarding the building activity for the Electoral Areas of the Regional District of Fraser-Fort George. 2024 permit numbers will generally be lower than previous years due to building, plumbing and heating units being included on one building permit in order to streamline process between the homeowner and Regional District staff.

The total value of all permits for the month of October 2024 is \$16,233,000

The Village of McBride Statistics are included in the Building Permit Statistics attached for information purposes only and are not included in the year-to-date history table. The Village of McBride permit information is not included in the Regional District Statistics above.

Respectfully submitted,

“Dana Ferguson”

Dana Ferguson
Senior Building Inspector

dk



McBride Building Permit Statistics

Monthly Building Permit Report

Current Period: October 2024

Jurisdiction: Village of McBride

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY			2	\$26,000
CARPORT				
CARPORT ADDITION				
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL				
COMMERCIAL ADDITION			1	\$25,000
COMMERCIAL - COMPLEX				
DEMOLITION				
GARAGE				
GARAGE ADDITION				
HEATING UNIT				
INDUSTRIAL				
INSTITUTIONAL				
MOBILE HOME				
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL	1	\$85,000	1	\$85,000
PLUMBING				
RECREATIONAL DWELLING				
SECONDARY SUITE				
SINGLE FAMILY DWELLING				
SINGLE FAMILY DWELLING ADDITION			1	\$4,000
SUNDECK			1	\$15,000
TOTAL	1	\$85,000	6	\$155,000

Building and Plumbing Permit Fees Values

	Current Month	Year to Date
TOTALS	\$704	\$1,600

Building Permit Statistics

Current Period: October 2024

Jurisdiction: Prince George Rural

YTD History

Year to Date	# Permits	Total Value(\$)	Total Permit Fees	# SFD Permits	Total SFD Value(\$)
October 2024	126	\$46,491,000	\$280,450	44	\$22,978,000
October 2023	145	\$33,491,020	\$214,397	44	\$21,923,000
October 2022	229	\$40,063,400	\$252,913	58	\$30,214,000

Monthly Building Report

Type	Current Month October 2024		Previous Year October 2023		Year to Date October 2024		Prev Year to Date October 2023	
	#	Value	#	Value	#	Value	#	Value
ACCESSORY	3	\$300,000	2	\$580,000	25	\$3,114,000	28	\$3,946,000
ACCESSORY - COMPLEX								
CARPORT					2	\$147,000	4	\$186,000
CARPORT ADDITION					1	\$10,000		
CIVIC								
CIVIC ADDITIONS								
COMMERCIAL	1	\$1,100,000			5	\$4,722,000	3	\$1,362,000
COMMERCIAL ADDITION							2	\$1,175,000
COMMERCIAL ADDITION - COMPLEX								
COMMERCIAL - COMPLEX								
DEMOLITION	2	\$328,000			7	\$410,000	3	\$15,000
GARAGE			3	\$221,000	10	\$1,134,000	20	\$2,291,000
GARAGE ADDITION							1	\$147,000
HEATING UNIT	1	\$7,000			6	\$38,000	14	\$75,000
INDUSTRIAL	6	\$12,539,000			6	\$12,539,000		
INDUSTRIAL ADDITION					1	\$21,000		
INDUSTRIAL ADDITION - COMPLEX								
INDUSTRIAL - COMPLEX								
INSTITUTIONAL								
INSTITUTIONAL ADDITION								
MOBILE HOME	4	\$1,031,000			10	\$2,596,000	11	\$2,924,000
MOBILE HOME ADDITIONS							3	\$213,000
MOVING								
MULTI-FAMILY RESIDENTIAL								

Type	Current Month October 2024		Previous Year October 2023		Year to Date October 2024		Prev Year to Date October 2023	
	#	Value	#	Value	#	Value	#	Value
OLD								
PLUMBING			1	\$2,400			7	\$19,000
RECREATIONAL DWELLING								
RECREATIONAL DWELLING ADDITION					1	\$1,000		
SECONDARY SUITE					3	\$1,323,000	1	\$266,000
SINGLE FAMILY DWELLING	1	\$900,000	10	\$6,013,000	31	\$19,059,000	32	\$18,733,000
SINGLE FAMILY DWELLING ADDITION	1	\$28,000	1	\$248,820	9	\$1,219,000	10	\$2,048,020
SINGLE FAMILY DWELLING - Complex								
SUNDECK			1	\$4,000	9	\$158,000	5	\$31,000
TOTAL	19	\$16,233,000	18	\$7,069,220	126	\$46,491,000	145	\$33,491,020

Building and Plumbing Permit Fee Value

	Current Month	Previous Year Month	Year To Date	Previous Year to Date
TOTALS	\$90,771	\$47,873	\$280,450	\$214,397

Building Permit Breakdown By Electoral Area

Electoral Area A

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY			8	\$833,000
ACCESSORY - COMPLEX				
CARPORT			1	\$80,000
CARPORT ADDITION				
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL				
COMMERCIAL ADDITION				
COMMERCIAL ADDITION - COMPLEX				
COMMERCIAL - COMPLEX				
DEMOLITION			1	\$10,000
GARAGE			3	\$377,000
GARAGE ADDITION				
HEATING UNIT	1	\$7,000	2	\$13,000
INDUSTRIAL				

Electoral Area A

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
INDUSTRIAL ADDITION				
INDUSTRIAL ADDITION -COMPLEX				
INDUSTRIAL - COMPLEX				
INSTITUTIONAL				
INSTITUTIONAL ADDITION				
MOBILE HOME			1	\$475,000
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL				
OLD				
PLUMBING				
RECREATIONAL DWELLING				
RECREATIONAL DWELLING ADDITION			1	\$1,000
SECONDARY SUITE			2	\$1,123,000
SINGLE FAMILY DWELLING			13	\$8,202,500
SINGLE FAMILY DWELLING ADDITION			5	\$988,000
SINGLE FAMILY DWELLING - Complex				
SUNDECK			2	\$28,000
TOTAL	1	\$7,000	39	\$12,130,500

Electoral Area C

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY	3	\$300,000	7	\$1,209,000
ACCESSORY - COMPLEX				
CARPORT				
CARPORT ADDITION				
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL			1	\$200,000
COMMERCIAL ADDITION				
COMMERCIAL ADDITION - COMPLEX				
COMMERCIAL - COMPLEX				
DEMOLITION	1	\$318,000	2	\$328,000
GARAGE			6	\$722,000
GARAGE ADDITION				
HEATING UNIT				

Electoral Area C

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
INDUSTRIAL				
INDUSTRIAL ADDITION				
INDUSTRIAL ADDITION -COMPLEX				
INDUSTRIAL - COMPLEX				
INSTITUTIONAL				
INSTITUTIONAL ADDITION				
MOBILE HOME			2	\$580,000
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL				
OLD				
PLUMBING				
RECREATIONAL DWELLING				
RECREATIONAL DWELLING ADDITION				
SECONDARY SUITE				
SINGLE FAMILY DWELLING			6	\$4,784,000
SINGLE FAMILY DWELLING ADDITION				
SINGLE FAMILY DWELLING - Complex				
SUNDECK			3	\$45,000
TOTAL	4	\$618,000	27	\$7,868,000

Electoral Area D

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY			5	\$422,000
ACCESSORY - COMPLEX				
CARPORT			1	\$67,000
CARPORT ADDITION				
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL				
COMMERCIAL ADDITION				
COMMERCIAL ADDITION - COMPLEX				
COMMERCIAL - COMPLEX				
DEMOLITION			1	\$2,000
GARAGE				
GARAGE ADDITION				

Electoral Area D

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
HEATING UNIT				
INDUSTRIAL				
INDUSTRIAL ADDITION			1	\$21,000
INDUSTRIAL ADDITION - COMPLEX				
INDUSTRIAL - COMPLEX				
INSTITUTIONAL				
INSTITUTIONAL ADDITION				
MOBILE HOME	1	\$89,000	2	\$279,000
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL				
OLD				
PLUMBING				
RECREATIONAL DWELLING				
RECREATIONAL DWELLING ADDITION				
SECONDARY SUITE			1	\$200,000
SINGLE FAMILY DWELLING	1	\$900,000	4	\$2,688,000
SINGLE FAMILY DWELLING ADDITION			2	\$183,000
SINGLE FAMILY DWELLING - Complex				
SUNDECK			1	\$21,000
TOTAL	2	\$989,000	18	\$3,883,000

Electoral Area E

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY				
ACCESSORY - COMPLEX				
CARPORT				
CARPORT ADDITION				
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL				
COMMERCIAL ADDITION				
COMMERCIAL ADDITION - COMPLEX				
COMMERCIAL - COMPLEX				
DEMOLITION				
GARAGE				

Electoral Area E

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
GARAGE ADDITION				
HEATING UNIT				
INDUSTRIAL				
INDUSTRIAL ADDITION				
INDUSTRIAL ADDITION -COMPLEX				
INDUSTRIAL - COMPLEX				
INSTITUTIONAL				
INSTITUTIONAL ADDITION				
MOBILE HOME				
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL				
OLD				
PLUMBING				
RECREATIONAL DWELLING				
RECREATIONAL DWELLING ADDITION				
SECONDARY SUITE				
SINGLE FAMILY DWELLING				
SINGLE FAMILY DWELLING ADDITION				
SINGLE FAMILY DWELLING - Complex				
SUNDECK				
TOTAL	0	\$0	0	\$0

Electoral Area F

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY			1	\$30,000
ACCESSORY - COMPLEX				
CARPORT				
CARPORT ADDITION				
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL				
COMMERCIAL ADDITION				
COMMERCIAL ADDITION - COMPLEX				
COMMERCIAL - COMPLEX				
DEMOLITION	1	\$10,000	1	\$10,000

Electoral Area F

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
GARAGE				
GARAGE ADDITION				
HEATING UNIT			3	\$18,000
INDUSTRIAL				
INDUSTRIAL ADDITION				
INDUSTRIAL ADDITION -COMPLEX				
INDUSTRIAL - COMPLEX				
INSTITUTIONAL				
INSTITUTIONAL ADDITION				
MOBILE HOME	1	\$205,000	2	\$305,000
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL				
OLD				
PLUMBING				
RECREATIONAL DWELLING				
RECREATIONAL DWELLING ADDITION				
SECONDARY SUITE				
SINGLE FAMILY DWELLING			5	\$2,180,500
SINGLE FAMILY DWELLING ADDITION	1	\$28,000	1	\$28,000
SINGLE FAMILY DWELLING - Complex				
SUNDECK			1	\$8,000
TOTAL	3	\$243,000	14	\$2,579,500

Electoral Area G

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY			1	\$70,000
ACCESSORY - COMPLEX				
CARPORT				
CARPORT ADDITION				
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL	1	\$1,100,000	2	\$3,062,000
COMMERCIAL ADDITION				
COMMERCIAL ADDITION - COMPLEX				
COMMERCIAL - COMPLEX				

Electoral Area G

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
DEMOLITION			2	\$60,000
GARAGE			1	\$35,000
GARAGE ADDITION				
HEATING UNIT			1	\$7,000
INDUSTRIAL	6	\$12,539,000	6	\$12,539,000
INDUSTRIAL ADDITION				
INDUSTRIAL ADDITION - COMPLEX				
INDUSTRIAL - COMPLEX				
INSTITUTIONAL				
INSTITUTIONAL ADDITION				
MOBILE HOME				
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL				
OLD				
PLUMBING				
RECREATIONAL DWELLING				
RECREATIONAL DWELLING ADDITION				
SECONDARY SUITE				
SINGLE FAMILY DWELLING				
SINGLE FAMILY DWELLING ADDITION				
SINGLE FAMILY DWELLING - Complex				
SUNDECK				
TOTAL	7	\$13,639,000	13	\$15,773,000

Electoral Area H

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
ACCESSORY			3	\$550,000
ACCESSORY - COMPLEX				
CARPORT				
CARPORT ADDITION			1	\$10,000
CIVIC				
CIVIC ADDITIONS				
COMMERCIAL			2	\$1,460,000
COMMERCIAL ADDITION				
COMMERCIAL ADDITION - COMPLEX				

Electoral Area H

Type	Current Month October 2024		Year to Date October 2024	
	#	Value	#	Value
COMMERCIAL - COMPLEX				
DEMOLITION				
GARAGE				
GARAGE ADDITION				
HEATING UNIT				
INDUSTRIAL				
INDUSTRIAL ADDITION				
INDUSTRIAL ADDITION -COMPLEX				
INDUSTRIAL - COMPLEX				
INSTITUTIONAL				
INSTITUTIONAL ADDITION				
MOBILE HOME			1	\$220,000
MOBILE HOME ADDITIONS				
MOVING				
MULTI-FAMILY RESIDENTIAL				
OLD				
PLUMBING				
RECREATIONAL DWELLING				
RECREATIONAL DWELLING ADDITION				
SECONDARY SUITE				
SINGLE FAMILY DWELLING			3	\$1,204,000
SINGLE FAMILY DWELLING ADDITION			1	\$20,000
SINGLE FAMILY DWELLING - Complex				
SUNDECK			2	\$56,000
TOTAL	0	\$0	13	\$3,520,000



**REGIONAL DISTRICT
of Fraser-Fort George**

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 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: I-STAT 1.1

FROM: Robin Ditto, Application Specialist – 911 Systems

DATE: November 1, 2024

SUBJECT: 9-1-1 Call Answer and Fire/Rescue Statistics for October 2024

SUMMARY: Purpose: For Information
Attachments: None
Previous Reports: None

RECOMMENDATION(S):

THAT the report dated November 1, 2024, regarding “9-1-1 Call Answer and Fire/Rescue Statistics for October 2024” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

This chart provides 9-1-1 call answer statistics for October 2024 for the Regional District of Fraser-Fort George’s 9-1-1 Service Area, which includes the Regional Districts of Kitimat-Stikine, Bulkley-Nechako, Cariboo, and Fraser-Fort George.

	Count	%
POLICE RCMP North District Operations Communications Centre	3706	43.57
FIRE Prince George Fire/Rescue Fire Operations Communications Centre	334	3.93
AMBULANCE BC Emergency Health Services (BCEHS) Operations Communications Centre	2742	32.24
Abandoned *	1724	20.26

*E-comm is contracted to answer and transfer calls to police, fire or ambulance dispatch centres.
 Prince George Fire/Rescue is contracted to dispatch fire/rescue agencies.*

** Abandoned calls are calls to 9-1-1 in which the caller hangs up or is disconnected during the call answer/transfer process.*

This chart provides fire and rescue notifications to Regional District of Fraser-Fort George departments for October 2024.

	Month					Year to Date				
	Fire	Rescue*	Medical	Admin	Total	Fire	Rescue*	Medical	Admin	Total
Bear Lake Fire	0	0	0	0	0	1	0	0	5	6
Beverly Fire/Rescue	2	7	4	3	16	42	64	50	25	181
Buckhorn Fire	0	3	2	4	9	25	8	21	12	66
Ferndale/Tabor Fire	1	1	3	1	6	13	12	17	1	43
Hixon Fire	0	2	1	0	3	8	14	29	5	56
McBride District Fire	0	0	0	0	0	22	18	2	14	56
Ness Lake Fire	1	0	2	1	4	13	7	23	2	45
Pilot Mountain Fire	2	0	9	0	11	28	7	42	2	79
Pineview Fire	0	3	3	0	6	41	39	35	8	123
Red Rock/Stoner Fire	1	1	0	0	2	12	7	11	3	33
Salmon Valley Fire	1	0	1	0	2	10	13	8	4	35
Shell-Glen Fire/Rescue	0	2	2	0	4	13	24	27	0	64
Valemount & District Fire	1	2	0	3	6	16	22	5	39	82

This chart provides fire and rescue notifications to municipal departments for October 2024.

	Month					Year to Date				
	Fire	Rescue*	Medical	Admin	Total	Fire	Rescue*	Medical	Admin	Total
Mackenzie Fire ***	2	1	0	4	7	43	38	25	30	136
Prince George Fire/Rescue	245	66	482	68	861	2726	572	5697	521	9516

* Rescue includes extrication by certified RDFFG departments.

** More than one department may be dispatched to an incident under mutual aid agreements. Therefore, the total number of notifications may be higher than the actual number of incidents.

*** Mackenzie Fire is a participant in the Fire Coordination Service. Prince George Fire/Rescue is not.

This chart provides total fire and rescue notifications per year, with the current year-to-date values.

	2024	2023	2022	2021*	2020**	2019	2018*	2017*	2016	2015
Bear Lake Fire	6	23	19	16	9	9	20	17	32	27
Beverly Fire/Rescue	181	208	163	210	154	164	173	190	169	168
Buckhorn Fire	66	100	89	69	48	57	81	113	66	69
Ferndale/Tabor Fire	43	59	61	59	59	68	76	68	52	62
Hixon Fire	56	60	53	56	41	51	67	79	46	61
Mackenzie Fire	136	150	182	137	114	160	135	135	122	122
McBride District Fire	56	74	78	92	91	70	55	70	62	50
Ness Lake Fire	45	44	39	23	28	37	29	45	31	34
Pilot Mountain Fire	79	91	68	61	52	58	61	73	65	54
Pineview Fire	123	168	186	180	128	173	184	169	146	185
Prince George Fire/Rescue ***	9516	11293	9880	8087	4831	5903	6241	6881	6086	5888
Red Rock/Stoner Fire	33	32	53	50	25	45	41	44	34	42
Salmon Valley Fire	35	55	39	47	37	42	59	37	45	48
Shell-Glen Fire/Rescue	64	98	85	47	36	26	45	39	28	32
Valemount & District Fire	82	116	138	155	118	102	124	147	104	105

* Significant wildfire season.

** COVID-19: The Province revised BC Emergency Health Services (BCEHS) dispatch protocols so non-paramedic First Responder agencies would only be dispatched to higher acuity/urgent medical calls to prevent unnecessary COVID-19 exposures.

*** Prince George Fire/Rescue is not a participant in the Fire Coordination Service.

STRATEGIC ALIGNMENT:

- Indigenous and Intergovernmental Partnerships
- Organizational Strength and Adaptability
- Quality Community Services
- Environmental Stewardship and Climate Action
- Awareness and Engagement
- Statutory or Routine Business

Respectfully submitted,

“Robin Ditto”

Robin Ditto
Application Specialist – 911 Systems

RD:mz



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors
FROM: Sarah White, General Manager of Financial Services
DATE: November 8, 2024
SUBJECT: Procurement Quarterly Report: July to September 2024
SUMMARY: Purpose: For Information
Attachments: None
Previous Reports: None

RECOMMENDATION(S):

THAT the report dated November 8, 2024 regarding “Procurement Quarterly Report: July to September 2024” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

As recommended by the Auditor General for Local Government, this report provides information to the Board concerning contracts entered into by the Regional District of Fraser-Fort George for the time period of July 1 to September 30, 2024.

This report will be provided to the Board quarterly.

The Board is not being asked to take any action.

RELEVANT POLICIES:

- Procurement of Goods and Services Policy No. RD-03-09:
 - provides for procurement levels and limits
- Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022:
 - provides for delegation of authority to members of administration to enter into contracts and corporate financial transactions subject to certain provisions and limitations

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

Quarterly procurement report applies to all services managed by the Regional District.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Competitive Bids Approved by Board Over \$25,000:

Competitive Bid Number	Project/Services	Approved Amount	Supplier
ES-24-09	Construction and Repair Services - Azu Community Water System	\$196,893 (excluding taxes)	Datoff Bros. Construction Ltd.
ES-24-10	2024 Landfill Gas Well Field Expansion - Construction - Foothills Boulevard Regional Landfill	\$485,118.57 (excluding taxes)	Twin Rivers Developments Ltd.
ES-24-11	Compaction and Cover Services - Foothills Boulevard Regional Landfill November 1, 2024 to October 31, 2029	\$1,741,173.10 (excluding taxes)	Twin Rivers Developments Ltd.

Sole Sourcing Approved by Board:

Service	Project/Services	Expected Expenditure	Supplier
Environmental Services	Landfill Gas System Instrumentation and Process Upgrades	\$250,000 (excluding taxes)	John Zink Company LLC
Environmental Services	Landfill Gas System Instrumentation and Process Upgrades	\$174,167.90 (excluding taxes)	Lakewood Electric Ltd.
Public Safety	Pilot Mountain Volunteer Fire Department Used Pick-Up Truck Purchase	Up to \$100,000	The Driving Force Inc.

Agreements Approved by Board:

Service	Project/Services	Expected Expenditure	Supplier
Environmental Services	Operation of the McBride Regional Transfer Station and Recycling Depot January 1, 2024 to December 31, 2028	2024 - \$67,525.77 2025 - \$69,551.54 2026 - \$72,333.60 2027 - \$75,226.94 2028 - \$78,236.02	Village of McBride

Contract Extensions Approved by Board:

Competitive Bid Number	Project/Services	Expected Expenditure	Supplier
ES-21-10	Caretaker Services – West Lake Regional Transfer Station September 1, 2024 to August 31, 2025	Approximately \$43,200 per year	Shelton Rafferty
ES-21-12	Caretaker Services - Buckhorn Regional Transfer Station October 1, 2024 to September 30, 2025	Approximately \$50,400 per year	Shelton Rafferty

Contract Amendments Approved by Board:

Competitive Bid Number	Project/Services	Expected Expenditure	Supplier
ES-23-23	Amendment to Caretaker Services - Quinn Street Regional Recycling Depot January 1, 2024 to December 31, 2026	\$422,196 per year (excluding taxes)	Westbin Waste (2017) Ltd.

Competitive Bids approved by Administration Over \$25,000:

Competitive Bid Number	Project/Services	Approved Amount	Supplier
None			

Competitive Bids approved by Administration Under \$25,000:

Competitive Bid Number	Project/Services	Approved Amount	Supplier
None			

Sole Sourcing Approved by Administration:

Service	Project/Services	Expenditure	Supplier	Note
Administration	Plant Materials for 155 George Street Landscaping Project	\$18,187.51 (excluding taxes)	Hunniford Gardens	1
Administration	Replacement Desks for 1st Floor	\$14,508.13 (excluding taxes)	Mills Office Productivity	2
Community Services	McBride & District Public Library - Supply and Install of Heat Pump Systems	\$51,755.00 (excluding taxes)	Inland Control & Services Inc.	3
Environmental Services	Regional Parks - Cargo Trailer	\$19,260.00 (excluding taxes)	Barsness Sales & Service Inc.	4
Public Safety	Beaverly Fire/Rescue - Turnout Gear	\$29,700.00 (excluding taxes)	Brogan Fire and Safety	5
Public Safety	Buckhorn Volunteer Fire Department - Fire Hall Culvert Replacement	\$19,300.00 (excluding taxes)	Can You Dig It Contracting	6
Public Safety	Buckhorn Volunteer Fire Department - Top Mount Pumper Added to New Rosenbauer	\$58,668.10 (excluding taxes)	Rocky Mountain Phoenix	7
Public Safety	Hixon Volunteer Fire Department - Fire Pump Packages	\$20,688.73 (excluding taxes)	Wasp Manufacturing Ltd.	8
Public Safety	Ness Lake Volunteer Fire Department - Turnout Gear	\$14,500.00 (excluding taxes)	Brogan Fire and Safety	9
Public Safety	Pilot Mountain Volunteer Fire Department - Rescue Upgrades to Truck	\$13,838.31 (excluding taxes)	Rocky Mountain Phoenix	10

Note(s):

1. Attempted to obtain three quotes, but only one complete quote was received. Due to the timing of the year, the plant materials were required prior to winter season.
2. Replacement desks covered by insurance claim related to 155 George Street office building flood in 2022.
3. This project was funded through the Community Works Fund and Local Government Climate Action Program. Attempted to obtain three quotes for this purchase, but only one quote was received.
4. Attempted to obtain three quotes, but only one suitable quote was received. This cargo trailer for the Parks service was identified in the 2024 approved capital budget.
5. Purchased from this vendor to ensure consistency of inventory.

6. Replacement of Culvert in front of the Buckhorn Firehall. Funded by Community Grants in Aid.
7. Funded from Community Grants in Aid and Buckhorn Truck Replacement Reserve. Reduced costs by purchasing the equipment from the vendor that was already supplying the new frontline engine and having it installed at the time of the engine's construction.
8. Fire Pumps were partially funded by \$15,000 donation from Enbridge.
9. Purchased from this vendor to ensure consistency of inventory. Items purchased from UBCM grant.
10. Funded from Community Grants in Aid. This is the only supplier in Western Canada for this equipment.

Procurement Approved by Administration:

Procurement Process	Service	Project/Services	Expenditure	Supplier
Quotations	Community Services	Compressor Installation	\$47,612.81 (excluding taxes)	Yeti Refrigeration Inc.
Quotations	Public Safety	AES-2870 Batteries for Longworth Radio	\$15,329.22 (excluding taxes)	OEM Battery Systems Ltd.
Quotations	Public Safety	Ness Lake Volunteer Fire Department - Generator Supply and Install	\$23,807.50 (excluding taxes)	Advanced Industrial Group Inc.
Quotations	Public Safety	Structural Protection Unit Trailer	\$22,204.76 (excluding taxes)	UFA Trailer Sales (reimbursement to Valemount and District Volunteer Fire Department Association)
Quotations	Public Safety	Valemount and District Volunteer Fire Department - Hoses for Structural Protection Unit	\$12,982.80 (excluding taxes)	Alpine Country Rentals Ltd.
Quotations	Public Safety	Valemount and District Volunteer Fire Department - Pumps for Structural Protection Unit	\$13,541.81 (excluding taxes)	Alpine Country Rentals Ltd.
Quotations	Public Safety	Bear Lake Volunteer Fire Department - SCBA Air-Paks	\$24,525.00 (excluding taxes)	Brogan Fire and Safety
Invitation to Quote	Bear Lake Local Community Commission	Clerical Services Contract - September 1, 2024 to August 31, 2025	\$18 per hour	Marlaina McClure

Procurement via Pre-Qualification:

Service	Project/Services	Expected Expenditure	Supplier
None			

Contract Extensions Approved by Administration:

Competitive Bid Number	Project/Services	Expected Expenditure	Supplier
ES-20-13	Compaction and Cover of Demolition Materials - Mackenzie Select Waste Landfill August 1, 2023 to July 31, 2024	\$4,200 per service event	Nahanni Construction Ltd.

Recurring Annual Renewals Approved by Administration:

Service	Project/Services	Expenditure	Supplier	Note
Environmental Services	Annual Software Support	\$12,969.32 (excluding taxes)	Paradigm Software LLC	1

Note(s):

1. Annual Software Support for the Paradigm program used by Mackenzie and Foothills sites for landfill scale software. Continuing with the current provider retains consistency and functionality across multiple solid waste sites and ensures reporting is standardized.

Flow through of Government Grants:

Service	Project/Services – Recipient	Amount of Grant	Grant Provider
None			

Procurement via Emergency Purchasing:

Incident	Service	Project/Services	Expenditure	Supplier	Note
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$11,935.00 (excluding taxes)	Rylie Braun	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$11,935.00 (excluding taxes)	Alan Gunnlaugson	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$12,035.00 (excluding taxes)	William Hollingsworth	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$11,935.00 (excluding taxes)	Gary Jamieson	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$12,075.00 (excluding taxes)	Kyle Wilson	1
Red Rock-Stoner Emergency Repair	Public Safety	Water Holding Tank Pipe Repair	\$13,600.00 (excluding taxes)	Can You Dig It Contracting	2

Note(s):

1. Amount paid to volunteer fire fighters who participated in wildfire deployment with crews from volunteer fire protection departments. Amount paid is based on hours worked and corresponds to amounts billed by the Regional District to BC Wildfire Service.
2. Emergency repairs to broken water holding tank pipe. Funded from the Red Rock-Stoner Fire Protection Operating Reserve, approved by the Community Consultation Committee.

DECISION OPTIONS:

1. Approve recommendation.

COMMENTS:

Financial Services Administration has provided this report for the Board’s information to summarize the contracts entered into for the period of July 1 to September 30, 2024.

Respectfully submitted,

“Sarah White”

Sarah White
General Manager of Financial Services

SW:jc;bl



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REPORT FOR CONSIDERATION

TO: Chair and Directors
 FROM: Sarah White, General Manager of Financial Services
 DATE: November 8, 2024
 SUBJECT: Q3 Disbursement Schedules: July to September 2024
 SUMMARY: Purpose: For Information

Attachments: Disbursement Schedules: July to September 2024
Previous Reports: None

RECOMMENDATION(S):

THAT the report dated November 8, 2024 and Q3 Disbursement Schedules for the months of July to September 2024 be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

COMMENTS:

Attached are the Regional District's Disbursement Schedules for the months of July to September 2024, summarized as follows:

MONTH	GENERAL	PAYROLL
JULY	\$ 3,312,015.44	\$ 507,508.55
AUGUST	3,444,013.07	731,518.71
SEPTEMBER	4,405,346.64	476,291.11
	\$ 11,161,375.15	\$ 1,715,318.37

The August payroll total includes amounts for three pay periods. Directors will note that for protection of personal information, the details for payroll disbursements have not been attached to this report.

Respectfully submitted,

“Sarah White”

Sarah White
 General Manager of Financial Services

SW:bl

Regional District of Fraser-Fort George

Disbursement Schedule

For Month of July 2024

Supplier Code	Supplier Name	Total
ACEC001	A.C.E. COURIER SERVICES	85.42
ACME001	ACME JANITOR SERVICE LTD.	6,020.70
ADRE001	ADRENALINE SERVICES LTD.	152.25
ADTS001	ADT SECURITY SERVICES CANADA INC.	1,344.51
AEDA001	AED ADVANTAGE SALES LTD.	256.43
AIMB001	AIMBRIDGE CANADA MANAGEMENT LTD.	453.92
ALLE016	ALLEN ANITA	250.00
ALLN002	ALLNORTH CONSULTANTS LIMITED	1,346.36
ALLP001	ALLPOINTS FIRE PROTECTION LTD.	1,413.38
ALLP002	ALL PRO PLUMBING & HEATING	120.75
ALPA002	ALPA HOSE TESTING	1,952.80
ANDE013	ANDERSON BOYD	1,330.35
ANTH004	ANTHONY AIDEN	25.00
APTI001	APTIKA	3,606.22
ARCH003	ARCHER SHELLEY	170.05
ATCO003	ATCO STRUCTURES & LOGISTICS LTD.	784.09
ATEC002	A-TECH SECURITY	314.87
ATKI003	ATKINSREALIS CANADA INC.	3,123.64
BARN010	BARNES JAMES	80.00
BARS001	BARSNESS SALES & SERVICE INC.	20,160.00
BATE003	BATER ELECTRIC LTD.	2,616.28
BCHY001	BC HYDRO AND POWER AUTHORITY	21,024.16
BCMU003	BC MUSEUMS ASSOCIATION	3,000.00
BCPR001	BC PRODUCT STEWARDSHIP COUNCIL	500.00
BEAV002	BEAVERLY COMMUNITY ASSOCIATION	708.50
BEAV003	BEAVERLY VOLUNTEER	12,000.00
BERG010	BERGEY CRYSTAL L.	1,050.00
BEST009	BEST WESTERN PLUS	6,592.91
BIED003	BIEDERSTADT PETE	2,137.25
BKTW001	B.K. TWO-WAY RADIO LTD.	6,985.86
BLAC014	BLACK - WHITWICK CINDY	200.00
BLOC003	BLOCKBUSTER DRAIN	9,021.92
BLUE011	BLUE JEWEL CURBSIDE RECYCLING	125.85
BRAN009	BRANDNER JESSE	6,312.76
BREN002	BRENTSSAT	2,361.45
BRIG004	BRIGHT BEGINNINGS CLEANING	385.88
BROG019	BROGAN FIRE & SAFETY	7,669.41
BUCK001	BUCKHORN VOLUNTEER	3,060.00
BUCK002	BUCKHORN RECREATION COMMISSION	1,894.00
BUCK008	BUCKHORN AUTOMOTIVE MECHANICAL	3,381.73
BURD001	BURDEN DEIRDRE A.	138.82
BURK011	BURKE DANIEL	60.00
CALD013	CALDER CHRIS	1,336.60
CALL005	CALLAGHAN ROBERT	119.00
CANA062	CANADIAN SPRINGS WATER COMPANY	133.79
CANG001	CanGas PROPANE INC.	2,020.86
CANY001	CAN YOU DIG IT CONTRACTING	35,070.00
CASC005	CASCADES RECOVERY INC.	65,812.44
CASC007	CASCADIA OHS	648.80
CATE002	CATERPILLAR FINANCIAL SERVICES LIMITED	5,387.88
CDWC001	CDW CANADA CORP.	248.66
CENT014	CENTER CITY PAVING LTD.	8,290.32

Supplier Code	Supplier Name	Total
CENT029	CENTRAL BUILDERS' SUPPLY P.G. LIMITED	263.09
CGIN001	CG INDUSTRIAL SPECIALTIES LTD.	4,560.64
CHEN009	CHENAIL CONTRACTING	2,940.00
CHIL010	CHILAKO MEATS	100.00
CKDV001	CKDV - FM	2,864.40
CKKN001	CKKN - FM	2,864.40
CKPG001	CKPG-TV	1,155.00
CLEA006	CLEANWAY SUPPLY INC.	172.12
CONN008	CONNECT ROCKET COMMUNICATIONS INC.	78.99
COOP005	COOPER MIKE	114.68
CUPE002	CUPE NATIONAL	6,123.34
CURR003	CURRENTS WEST ELECTRICAL CONTRACTING	401.63
CURR009	CURRENTS WEST	1,294.13
CUST001	CUSTOM STITCH LTD.	179.20
DAVE010	DAVENPORT CAROLYN	300.00
DERE004	DEREK McNIECE PROMOTIONS	953.78
DERG001	DERGEZ PERCY	984.38
DEVT001	DEVTRA INC.	549.26
DILL006	DILLON CONSULTING LIMITED	1,281.42
DOCU001	DOCU-SHRED	526.36
DODD001	DODD JASON	285.00
DOMI004	DOMINION GOVLAW LLP	92.41
DONQ001	DON QUIXOTE SAFETY CONSULTING	1,837.50
DREW003	DREWS LOTHAR	350.00
E-CO001	E-COMM - EMERGENCY COMMUNICATIONS	153,699.00
ENVI011	ENVIRONMENTAL 360 SOLUTIONS (BC) LTD.	308.52
ERAS001	ERASMUS HILARY	408.48
ERIC012	ERICKSON ROOFING	341.25
EVAN010	EVANS DARREN	2,000.00
EXTR001	EXTRACTION WASTE MANAGEMENT LTD.	3,592.50
FEDE003	FEDERAL EXPRESS CANADA LTD.	304.42
FERN001	FERNDALE / TABOR FIRE	3,870.00
FILL008	FILLION BONNIE	500.00
FINN001	FINNING (CANADA)	4,211.18
FIRE029	FIRE POWER EMERGENCY	1,396.68
FIRS013	FIRST TRUCK CENTRE INC.	700.74
FITL003	FIT LOCAL GOVERNMENT	7,297.50
FIVE011	5 STAR SERVICES and PRODUCTS INC.	30.63
FLEE002	FleetCor CANADA MasterCard	1,448.82
FORS020	FORSITE CONSULTANTS LTD.	15,923.69
FORT004	FORT GEORGE ALIGNMENT	2,208.68
FORT015	FortisBC - NATURAL GAS	2,584.93
FOUC004	FOUCHIER ANDREW	365.97
FOUR008	FOUR STAR COMMUNICATIONS INC.	641.56
FOUR017	FOUR RIVERS CO-OPERATIVE	2,681.00
FOUR018	4-D WARNER ENTERPRISES LTD.	336.00
FOUR019	FOUR RIVERS CO-OPERATIVE	276.66
FRAS002	FRASER-FORT GEORGE REGIONAL MUSEUM	185,586.78
FRIE016	FRIESEN RYAN	255.00
GARD003	GardaWorld CASH SERVICES	2,437.03
GARY001	GARY YOUNG AGENCIES LTD.	1,335.96
GIRA006	GIRARD GERALD	39.68
GISC002	GISCOME ELEMENTARY PAC	4,040.72
GLOB005	GLOBALSTAR CANADA	134.39
GOET004	GOETZ PAUL	22.38
GOFE002	GOFERBROKE INVESTMENTS INC.	19,149.72
GOTE001	GO TEAM PROFESSIONAL TRAINING LTD.	2,000.00

Supplier Code	Supplier Name	Total
GRAN001	GRANDVIEW WATER HAULING	8,820.00
GREG013	GREGG DISTRIBUTORS LP	2,245.38
GTHO001	G. THOMPSON TRUCKING	4,804.80
HAIS003	HAISTE TOBY	182.69
HARA001	HARASIMIUK BLAINE	46.60
HART017	HART HOME HARDWARE /	252.97
HAUS003	HAUSOT EDUARD	275.00
HEIN006	HEIN AUDY	3,675.00
HERS001	HERSEY RICHARD	927.38
HICK011	HICKMAN CORINNE	30.00
HIXO012	HIXON SENIORS ACTIVITY SOCIETY	500.00
HOCH001	HOCHACHKA MIKE	2,520.28
HOCH002	HOCHACHKA CONNIE	629.38
HOUL001	HOULE ELECTRIC LIMITED	2,538.08
HRUB001	HRUBY DAVID	224.70
HUBE002	HUBER FARM EQUIPMENT LTD.	1,162.76
HUBL001	HUBLE HOMESTEAD - GISCOME PORTAGE	57,222.00
HUNT008	HUNTER-GAUTHIER MEGHAN	135.00
IMPE008	IMPERIAL OIL LIMITED	735.00
INTE042	INTEGRIS CREDIT UNION	78,765.58
IONU001	ION UNITED INC.	3,840.77
IRLS001	IRL SUPPLIES (2011) LTD.	152.31
JDSK001	JD'S KITCHEN & CATERING	962.94
JOHN015	JOHN ZINK COMPANY LLC	73,453.25
KAIL001	KAILAY SIM	170.71
KALT007	KAL TIRE	137.96
KAWO001	KAWELSKI MARCIN	100.00
KEIM006	KEIM WESLEY	255.00
KIMB003	KIMBO DESIGN	16,668.75
KOCH001	KOCH LORNE	571.63
KOPP003	KOPP DEBORAH	60.00
KPMG001	KPMG LLP T4348	30,544.50
LAKE003	LAKESWOOD ELECTRIC LTD.	2,030.69
LIND017	LINDE CANADA INC.	380.41
LIPK001	LIPKE COURTNEY	335.00
LLOY005	LLOYD DENNIS	123.17
LOAD001	LOAD 'EM UP CONTRACTING (TD) LTD	441.00
LORD001	LORDCO AUTO PARTS	120.23
MACK001	MACKENZIE DISTRICT OF	986.13
MACL009	MACLEAN ROBERT	200.00
MAYF001	MAYFAIR GAS PLUMBING & ELECTRICAL	1,399.24
MCBR002	VILLAGE OF MCBRIDE	6,793.25
MCBR004	MCBRIDE & DISTRICT VOLUNTEER	1,857.50
MCCL023	McCLURE SANDRA	1,273.13
MCEL007	McELHANNEY LTD.	39,516.58
MCGR013	MCGREAL SHAYNE	1,000.00
MEDL001	MEDLEY JENNIFER	1,000.00
MEIE001	MEIER HEATHER	90.00
MERA006	MERAKI BUILDERS	330.40
MIDW002	MIDWAY PURNEL LTD.	385.87
MILL039	MILLS OFFICE PRODUCTIVITY	4,090.88
MINI003	MINISTER OF FINANCE	107.88
MINI024	MINISTER OF FINANCE - PST	471.80
MIWO001	MIWORTH COMMUNITY ASSOCIATION	743.00
MONO002	MONOGRAM COMMUNICATIONS	6,573.00
MONR022	MONROE SCOTT	60.00
MORE007	MORETTE MICHELLE	29.40

Supplier Code	Supplier Name	Total
MOSO001	MOSOVA VERONIKA	1,047.40
MRPL001	MR PLUMBING & HEATING	735.00
MUNI001	MUNICIPAL FINANCE AUTHORITY OF BC	304,018.91
MUNI003	MUNICIPAL INSURANCE ASSOCIATION	15,225.00
MUNI012	MUNICIPAL PENSION PLAN	102,605.44
NETW001	NETWORK INNOVATIONS	252.00
NEWL003	NEW-LINE PRODUCTS LTD.	679.44
NKAU001	NK AUTOMOTIVE TRUCK	736.83
NORT064	NORTH CENTRAL LOCAL	8,070.78
NORT222	NORTHERN METALIC SALES (PG) LTD.	197.93
NORT237	NORTHERN HART DESIGNS	2,731.23
NUKK003	NUKKO ENVIRONMENTAL LAKE	1,900.00
ONEO004	1112136 BC LTD.	2,500.00
ORKI001	ORKIN CANADA CORPORATION	188.24
PACI027	PACIFIC BLUE CROSS	40,835.73
PALA003	PALADIN SECURITY GROUP LTD	5,533.50
PARA025	PARADIGM SOFTWARE LLC	2,721.60
PATO002	PATON DARWIN	105.00
PEPS001	THE PEPSI BOTTLING GROUP	763.35
PERR007	PERRIN MELANIE	61.60
PGIT001	PG IT GUYS	81.76
PGRE002	PG RENTAL CENTRE	806.40
PINE002	PINEVIEW VOLUNTEER	3,480.00
PLUM007	PLUMMER WALTER	255.00
PORT001	PORTAL INSTALLATIONS	4,157.00
PREC007	PRECISE PARKLINK INC.	566.04
PRIN019	PRINCE GEORGE CITY OF	20,670.00
PRIN023	PRINCE GEORGE TRUCK	3,531.22
PRIN050	PRINCE GEORGE PORTABLE	252.00
PRIN204	PRINCE GEORGE OFFICE SYSTEMS	542.25
PRIN214	PRINCE GEORGE SAW WORKS LTD	1,075.20
PROF006	PROFOR MANAGEMENT INC.	192,589.23
QEDE001	QED ENVIRONMENTAL SYSTEMS INC	5,644.26
QUAN003	QUANTUM INDUSTRIAL SOLUTIONS INC.	2,990.00
RAFF001	RAFFERTY SHELTON	27,615.00
RAIL002	RAILWAY & FORESTRY MUSEUM	57,222.00
REAP001	REAPS GARDEN	8,950.00
RECE001	RECEIVER GENERAL	233,590.71
REDR002	RED ROCK/STONER VOLUNTEER	1,420.00
REIM015	REIMER ALWIN	150.00
RICH015	RICH'S SAW SALES LTD	882.66
RIGO001	RIGO DARRIN	4,366.13
RINK001	RINK JERRY	285.00
ROAD003	ROADPOST INC. T46274	5,752.17
ROBS013	ROBSON VALLEY HOME HARDWARE	173.73
ROBS031	ROBSON VALLEY ARTS & CULTURE COUNCIL	1,000.00
ROBS073	ROBSON VALLEY VENTURES	761.25
ROCK011	ROCKY MOUNTAIN PHOENIX	1,149.12
ROCK025	ROCKY MOUNTAIN GOAT MEDIA INC.	1,430.10
ROGE006	ROGERS COMMUNICATIONS INC.	1,092.00
ROGE008	ROGERS WIRELESS	2,817.35
ROLL002	ROLLING MIX CONCRETE (B.C.) LTD.	2,051.69
RONS002	RON'S TOWING	197.82
SAFE007	SAFE-T CORE TRAINING & TESTING	1,895.78
SBSF001	SBS FORESTRY INC.	1,860.54
SHAW001	SHAW DIRECT	160.15
SHER004	THE SHERWIN-WILLIAMS CO.	299.67

Supplier Code	Supplier Name	Total
SING007	SINGLETON MATT	50.00
SIXT002	620241 BC LTD.	18,255.35
SOUR003	SOURCE OFFICE FURNITURE & SYSTEMS LTD	2,212.00
SPLA001	SPLASH MEDIA GROUP INC.	8,607.97
SPOT002	SPOTLESS UNIFORM LTD.	1,524.75
STEW019	STEWART LANCE	1,000.00
SUNC003	SUNCOR ENERGY PRODUCTS PARTNERSHIP	6,680.85
SUPE015	SUPERIOR PROPANE	159.60
SWAM003	SWAMP CREEK VENTURES LTD.	4,531.05
TABO002	TABOR LAKE CLEANUP SOCIETY	10,500.00
TEAM003	TEAM ROBINSON ENTERPRISES	4,475.13
TELU001	TELUS COMMUNICATIONS COMPANY	15,229.57
TELU003	TELUS COMMUNICATIONS COMPANY	500.85
TELU011	TELUS COMMUNICATIONS INC	1,741.60
TELU014	TELUS	2,682.40
TENA001	TENAQUIP NIS LIMITED	135.75
TETR002	TETRA TECH CANADA INC.	38,338.73
THER003	THERMAL INSTRUMENT COMPANY	1,246.77
THRE003	THREE VALLEYS COMMUNITY	294.05
TISA002	T & I SAFETY EQUIPMENT	4,962.75
TRIC006	TRICO INDUSTRIES LTD.	266.92
TRID007	TRIDENT LOCK & SECURITY LTD.	1,437.35
TSCO001	T & S COMMUNICATIONS LTD.	359.88
TURN007	TURNBULL ENTERPRISES LTD.	434.69
TWIN001	TWIN RIVERS DEVELOPMENTS LTD.	608,384.24
TWIS002	TWISS CONTRACTING LTD	4,725.00
TWOF004	2FK CONTRACTING	882.00
TWOR001	TWO RIVERS GALLERY	132,649.00
UNIT013	UNITED WAY of	3,802.50
UPAN001	UPANUP STUDIOS INC.	708.75
UPTH001	UP THE CREEK GARMENT CO. CORP.	631.26
VALE002	VALEMOUNT & DISTRICT VOLUNTEER	11,041.48
VALE005	VALEMOUNT ENTERTAINMENT SOCIETY	30,671.00
VALE006	VALEMOUNT HOME HARDWARE	671.01
VALE040	VALEMOUNT LEARNING CENTRE	200.00
VALE045	VALEMOUNT & DISTRICT RESCUE SERVICE	710.00
VALE082	VALEMOUNT CLIMBING CLUB	8,000.00
VENT003	VENTURE ELEVATOR INC.	572.10
VISA002	VISA RENTALS & LEASING INC.	2,458.40
VIST001	VISTA RADIO LTD.	6,468.00
VONS001	VON SYCHOWSKI TOM	580.30
WALL002	WALL TRAVIS	500.00
WALL024	THE WALL of FAME SANDWICH SHOP	476.33
WASP001	WASP MANUFACTURING LTD.	24,567.49
WAST002	WASTE MANAGEMENT	2,454.24
WELL016	WELLS FARGO EQUIPMENT	1,442.08
WEST010	WESTERN EQUIPMENT LTD.	326.14
WEST092	WESTBIN WASTE (2017) LTD	91,718.88
WEXC001	WEX CANADA LTD.	1,294.38
WIND002	WINDSOR PLYWOOD	50.18
WOOD002	WOOD DEANNA	1,500.00
WOOD013	WOOD WHEATON SUPERCENTRE	324.79
WORK002	WORKSAFE BC	61,505.58
WOZN001	WOZNEY HEATHER	257.05
XERO002	XEROX CANADA LTD.	5,112.27
YETI001	YETI REFRIGERATION INC.	14,444.32

Supplier Code	Supplier Name	Total
	Subtotal	3,294,065.44
	Firefighters	17,950.00
	<i>Subtotal</i>	<u>3,312,015.44</u>
	Payroll	<u>507,508.55</u>
	TOTAL	<u><u>3,819,523.99</u></u>

Regional District of Fraser-Fort George

Disbursement Schedule

For Month of August 2024

Supplier Code	Supplier Name	Total
ABCW001	ABC WEB LINK	1,410.70
ABER003	ABERDEEN HELICOPTERS LTD.	8,631.00
ACEC001	A.C.E. COURIER SERVICES	78.73
ACME001	ACME JANITOR SERVICE LTD.	6,020.70
ADTS001	ADT SECURITY SERVICES CANADA INC.	3,226.61
ADVA008	ADVANCED INDUSTRIAL GROUP INC.	24,920.00
AERO002	AERO GEOMETRICS LTD.	5,874.75
AIMB001	AIMBRIDGE CANADA MANAGEMENT LTD.	264.48
ALCA002	A & L CANADA LABORATORIES INC.	2,248.05
ALLI006	ALLIANCE TRAFFIC GROUP INC.	871.50
ALPA002	ALPA HOSE TESTING	5,749.60
AMBR003	AMBROSE HOLLY	1,000.00
ANDE013	ANDERSON BOYD	1,330.35
ARCH003	ARCHER SHELLEY	553.23
ATCO003	ATCO STRUCTURES & LOGISTICS LTD.	144,758.78
ATKI003	ATKINSREALIS CANADA INC.	1,409.92
BARN010	BARNES JAMES	70.00
BATE003	BATER ELECTRIC LTD.	1,572.37
BCHY001	BC HYDRO AND POWER AUTHORITY	19,775.06
BEST009	BEST WESTERN PLUS	3,214.25
BKTW001	B.K. TWO-WAY RADIO LTD.	1,140.21
BLAC014	BLACK - WHITWICK CINDY	200.00
BLIX002	BLIXRUD CHRISTIAN	2,870.00
BLUE011	BLUE JEWEL CURBSIDE RECYCLING	125.85
BLUE013	BLUE BOX STORAGE	9,160.20
BOAR005	BOARD STIFF CONTRACTORS LTD.	3,068.47
BOYE002	BOYES BRYAN	180.00
BRAN009	BRANDNER JESSE	6,312.76
BRAU003	BRAUN RYLIE	15,973.66
BREN002	BRENTSSAT	1,456.00
BRIG004	BRIGHT BEGINNINGS CLEANING	315.00
BROG019	BROGAN FIRE & SAFETY	65,837.21
BROW035	BROWN ALLAN	500.00
BULL003	BULLDOG FENCING	556.50
BULL012	BULL DOG DIESEL LTD	642.05
BURD001	BURDEN DEIRDRE A.	423.36
CANA062	CANADIAN SPRINGS WATER COMPANY	322.06
CANG001	CanGas PROPANE INC.	415.18
CAPA001	CAP-ABILITIES EMBROIDERY & SILKSCREENING LTD.	40.21
CATE002	CATERPILLAR FINANCIAL SERVICES LIMITED	5,387.88
CENT029	CENTRAL BUILDERS' SUPPLY P.G. LIMITED	39.18
CHEN009	CHENAIL CONTRACTING	2,998.34
CHIE001	CHIEFTAIN AUTO PARTS (1987) INC.	1,004.65
CHUR006	CHURCHILL RICHARD	100.00
CKPG001	CKPG-TV	924.00
CLEA006	CLEANWAY SUPPLY INC.	1,278.90
CLOV001	CLOVERDALE PAINT INC.	683.36
COLL024	COLLIERS PROJECT LEADERS INC.	5,138.44
CONN008	CONNECT ROCKET COMMUNICATIONS INC.	1,004.68
COOP005	COOPER MIKE	3,000.00
CUPE002	CUPE NATIONAL	5,688.96
CUTW001	CUTWAY CORA-LEE	150.86

Supplier Code	Supplier Name	Total
DEAN002	DEANE YVONNE	200.00
DELL001	DELL CANADA INC.	6,438.97
DERE004	DEREK McNIECE PROMOTIONS	1,479.12
DIAM008	DiamondQ CONSULTING INC.	8,400.00
DILL006	DILLON CONSULTING LIMITED	7,436.63
DONA007	DONALD COLIN	90.00
DOUB002	DOUBLETAKE SIGNS	845.60
DRIV001	THE DRIVING FORCE INC.	75,040.00
EBHO001	E.B. HORSMAN & SON	65.26
ENSZ001	ENS MATHEW	455.00
ENVI011	ENVIRONMENTAL 360 SOLUTIONS (BC) LTD.	154.26
EXTR001	EXTRACTION WASTE MANAGEMENT LTD.	1,837.50
FERE006	FERENCZI TANNER	2,870.00
FERG003	FERGUSON TALISA	455.00
FINN001	FINNING (CANADA)	1,281.34
FIRS013	FIRST TRUCK CENTRE INC.	3,787.22
FLEE002	FleetCor CANADA MasterCard	1,356.16
FLUE001	FLUENT INFORMATION MANAGEMENT	1,050.00
FORE012	FOREMAN CHRISTIANNE	2,981.69
FORS020	FORSITE CONSULTANTS LTD.	11,203.50
FORT015	FortisBC - NATURAL GAS	1,696.34
FOUR008	FOUR STAR COMMUNICATIONS INC.	641.56
FOUR009	FOUR WAY VENTURES LTD.	1,147.94
FOUR017	FOUR RIVERS CO-OPERATIVE	5,166.67
FRAS008	FRASER BASIN COUNCIL SOCIETY	18,500.00
GARD003	GardaWorld CASH SERVICES	2,437.03
GARY001	GARY YOUNG AGENCIES LTD.	2,573.50
GEEZ001	GEE DONOVAN	5,573.20
GIRA006	GIRARD GERALD	2,800.00
GLOB005	GLOBALSTAR CANADA	134.39
GOER008	GOERTZEN KENDRA	141.09
GOFE002	GOFERBROKE INVESTMENTS INC.	22,177.76
GOSS002	GOSELIN ANGELA	1,000.00
GRAN001	GRANDVIEW WATER HAULING	15,167.50
GRE003	GREAT CANADIAN OIL CHANGE	185.31
GTHO001	G. THOMPSON TRUCKING	4,804.80
GUIL001	GUILLEVIN INTERNATIONAL CO.	1,997.60
GUNN001	GUNNLAUGSON ALAN	12,298.66
GUYS001	GUYS FENCING LTD	735.00
HART017	HART HOME HARDWARE /	228.76
HEAV001	HEAVY METAL COMPANY	9,263.10
HEIN006	HEIN AUDY	3,675.00
HICK004	HICKS PAIGE	39.90
HIPR001	HI-PRO SPORTING GOODS LTD.	9,396.55
HOLL021	HOLLINGSWORTH WILLIAM	16,073.66
HOMM004	HOMMY ALEX	160.00
HOUL001	HOULE ELECTRIC LIMITED	598.98
HUBE002	HUBER FARM EQUIPMENT LTD.	375.65
HUBE007	HUBER ALEXANDER	250.00
HUBL001	HUBLE HOMESTEAD - GISCOME PORTAGE	1,590.00
IMPE008	IMPERIAL OIL LIMITED	735.00
INFI001	INFINITY OFFICE & HEALTH	939.18
INLA004	INLAND CONTROL & SERVICES INC.	54,342.75
INTE042	INTEGRIS CREDIT UNION	45,245.89
INTE070	INTEGRA TIRE AUTO CENTRE	954.60
INTE072	INTEGRITY WELDING	30,116.70
IRLS001	IRL SUPPLIES (2011) LTD.	1,307.62

Supplier Code	Supplier Name	Total
IRWI001	IRWIN AIR LTD.	447.00
JAMI001	JAMIESON GARY	12,298.66
JONK002	JONKMAN KENNA	292.60
KALT007	KAL TIRE	856.92
KANT001	KANTAKIS MICHAEL (ADAM)	43.08
KEMB001	KEMBLE BRYANT	2,906.94
KIMB003	KIMBO DESIGN	6,562.50
KISS001	KISSEL RANDALL W.	475.00
KMST001	KMS TOOLS & EQUIPMENT	788.81
KOCH001	KOCH LORNE	500.00
KOPP003	KOPP DEBORAH	25.20
LAKE003	LAKEWOOD ELECTRIC LTD.	571.73
LALO001	LALONDE RICHARD M.	4,624.99
LAMM012	LAMMING MITCHEL	2,870.00
LASE003	LASER PAVEMENT SOLUTIONS LTD.	3,614.34
LIFE001	LIFESAVERS FIRST AID TRAINING LTD	1,625.00
LIND017	LINDE CANADA INC.	222.66
LIPK001	LIPKE COURTNEY	2,870.00
LIPK004	LIPKE DENIKA	250.00
MACD003	MACDUNN CONTROLS LTD.	2,622.40
MACK001	MACKENZIE DISTRICT OF	5,612.38
MACK009	MACKENZIE & DISTRICT MUSEUM	22,000.00
MACK077	MACKENZIE HOSE & FITTINGS	740.10
MALC001	MALCOLM NELSON	3,255.00
MANN007	MANNING COLTON	250.00
MART024	MARTIN ASHLEY HUTCHESSEN	108.59
MCBR002	VILLAGE OF MCBRIDE	7,173.25
MCCL023	McCLURE SANDRA	1,098.00
MCCR001	MCCREADY TODD	3,640.00
MCEL007	McELHANNEY LTD.	26,200.52
MEGA001	MEGA -TECH	2,819.36
MICA006	MICA MOUNTAIN VENTURES	964.71
MIDW002	MIDWAY PURNEL LTD.	498.30
MILL039	MILLS OFFICE PRODUCTIVITY	15,688.37
MINI035	MINISTER of FINANCE	175.34
MINT002	MINTZ DALE	3,640.00
MOBI004	MOBILE TRENDS COMMUNICATIONS	2,822.40
MONO002	MONOGRAM COMMUNICATIONS	3,948.00
MONR003	MONROE CHRISTINE	98.37
MONR022	MONROE SCOTT	58.47
MUNI001	MUNICIPAL FINANCE AUTHORITY OF BC	1,518.91
MUNI012	MUNICIPAL PENSION PLAN	101,231.07
MYRA001	MYRA SYSTEMS CORP.	1,986.39
NAHA001	NAHANNI CONSTRUCTION LTD.	13,891.50
NATI020	NATIONAL TURBINE CORPORATION	593.32
NATI025	NATIONAL SAFETY SERVICES INC.	346.50
NELS015	NELSON JANICE	496.00
NESS001	NESS LAKE RECREATION COMMISSION	100.00
NETW001	NETWORK INNOVATIONS	252.00
NEWL003	NEW-LINE PRODUCTS LTD.	316.44
NORT102	NORTHERN FOOD EQUIPMENT	141.49
NURN001	NURNDY-FORFIRE EMERGENCY	1,355.40
OEMB001	O.E.M. BATTERY SYSTEMS LTD.	52,508.57
OLSO011	OLSON ROBIN	103.39
OTIS001	OTIS CANADA INC.	2,122.19
PACI027	PACIFIC BLUE CROSS	39,095.98
PALA003	PALADIN SECURITY GROUP LTD	2,499.00

Supplier Code	Supplier Name	Total
PARA025	PARADIGM SOFTWARE LLC	15,766.26
PENS007	PENS.COM C/O 915480	228.80
PERR007	PERRIN MELANIE	3,775.00
PGIT001	PG IT GUYS	81.76
PGRE002	PG RENTAL CENTRE	806.40
PIER006	PIERRE GAGE	255.00
PITT007	PITTENGER CHRIS	500.00
PREC007	PRECISE PARKLINK INC.	3,532.56
PRIN023	PRINCE GEORGE TRUCK	390.36
PRIN042	PRINCE SHEET METAL & HEATING LTD	41,122.20
PRIN050	PRINCE GEORGE PORTABLE	504.00
PRIN094	PRINCESS AUTO	730.29
PRIN204	PRINCE GEORGE OFFICE SYSTEMS	382.24
PRIN212	PRINCE GEORGE CITIZEN	435.75
PRIV002	PRIVACY WORKS CONSULTING INC.	1,050.00
PROF006	PROFOR MANAGEMENT INC.	95,860.80
QUAD008	QUADIENT CANADA LTD.	546.70
RAFF001	RAFFERTY SHELTON	27,615.00
RCJP001	R.C.J. POWDER COATING INC.	784.00
REAP001	REAPS GARDEN	9,000.00
RECE001	RECEIVER GENERAL	204,919.41
RECR002	RECREATION FACILITIES ASSOCIATION	1,685.25
RFSC001	RFS CANADA	112.00
RICH015	RICH'S SAW SALES LTD	1,144.25
RICH016	RICH GAVYN	200.00
RIVE008	RIVER ROAD LANDSCAPE SUPPLY	1,794.24
ROAD003	ROADPOST INC. T46274	258.49
ROBS001	ROBSON VALLEY ENTERTAINMENT ASSOCIATION	40,000.00
ROBS013	ROBSON VALLEY HOME HARDWARE	300.15
ROBS073	ROBSON VALLEY VENTURES	425.25
ROCK011	ROCKY MOUNTAIN PHOENIX	661,186.09
ROCK025	ROCKY MOUNTAIN GOAT MEDIA INC.	1,606.50
ROGE006	ROGERS COMMUNICATIONS INC.	546.00
ROGE008	ROGERS WIRELESS	2,823.48
RONS002	RON'S TOWING	174.38
ROTO001	ROTO-ROOTER SEWER	420.00
ROYA012	ROYAL CANADIAN LEGION	4,000.00
SALM004	SALMON VALLEY FIREFIGHTERS' ASSOCIATION	2,597.00
SCOT023	SCOTT & SONS CONTRACTING	2,726.54
SHAW001	SHAW DIRECT	168.21
SHEP012	SHEPHERD PETER	180.00
SIGN008	SIGNTEK INDUSTRIES INC.	2,333.05
SIXT002	620241 BC LTD.	71,211.75
SMIT035	SMITH JOHNNY EVERETT	200.00
SPLA001	SPLASH MEDIA GROUP INC.	5,076.76
SPOT002	SPOTLESS UNIFORM LTD.	1,219.10
SPRU003	SPRUCE CITY SANITARY SERVICE LTD.	1,190.70
STAP007	STAPLES #100 PRINCE GEORGE	121.17
STAR010	STAR WEST PETROLEUM LTD.	269.58
STEW011	STEWART McDANNOLD STUART	2,839.77
SUMM001	SUMMIT POWER TOOLS	2,176.02
SUNC003	SUNCOR ENERGY PRODUCTS PARTNERSHIP	5,683.04
SUNT002	SUNTREE LAND DESIGN LTD.	22,000.00
SUPE015	SUPERIOR PROPANE	268.80
SWIT007	SWITZER MEGAN	3,255.00
TABO001	TABOR LAKE RECREATION COMMISSION	3,243.49
TECH004	TECHNICAL SAFETY BC	2,110.00

Supplier Code	Supplier Name	Total
TELU001	TELUS COMMUNICATIONS COMPANY	15,588.79
TELU002	TELUS COMMUNICATIONS COMPANY	5,300.68
TELU003	TELUS COMMUNICATIONS COMPANY	539.56
TELU004	TELUS COMMUNICATIONS COMPANY	23,127.09
TELU011	TELUS COMMUNICATIONS INC	1,741.60
TELU014	TELUS	2,682.40
TETR002	TETRA TECH CANADA INC.	5,705.06
THOM022	THOMSON MATTHEW	1,286.36
THOM027	THOMPSON GERALD	69.42
TISA002	T & I SAFETY EQUIPMENT	11,732.52
TRAF001	TRAFx Research Ltd.	6,126.75
TRIC006	TRICO INDUSTRIES LTD.	322.90
TRID007	TRIDENT LOCK & SECURITY LTD.	1,803.74
TRUE008	TRUE NORTH MILLWRIGHT SERVICES INC.	4,532.17
TURB001	TURBO'S CONTRACTING	6,247.51
TURN007	TURNBULL ENTERPRISES LTD.	1,118.01
TWIN001	TWIN RIVERS DEVELOPMENTS LTD.	558,582.97
TWIS002	TWISS CONTRACTING LTD	4,725.00
TWOR001	TWO RIVERS GALLERY	25,000.00
UNIV011	UNIVERSAL HANDLING EQUIPMENT	73.62
UPSC001	UPS CANADA	99.22
VALE002	VALEMOUNT & DISTRICT VOLUNTEER	27,965.00
VALE003	VALEMOUNT VILLAGE OF	24,000.00
VALE006	VALEMOUNT HOME HARDWARE	602.71
VALE045	VALEMOUNT & DISTRICT RESCUE SERVICE	2,740.00
VALL005	VALLEY MUSEUM and ARCHIVES	24,500.00
VISA002	VISA RENTALS & LEASING INC.	2,458.40
VIST001	VISTA RADIO LTD.	1,464.75
VOLU001	THE VOLUNTEER FIREFIGHTERS	300.00
WADE001	WADE TECHNOLOGIES LTD.	3,805.49
WALL002	WALL TRAVIS	500.00
WAST002	WASTE MANAGEMENT	2,759.56
WATS009	WATSON DAVE	188.80
WEBE004	WEBER KATHLEEN	2,940.00
WELL016	WELLS FARGO EQUIPMENT	972.16
WEST092	WESTBIN WASTE (2017) LTD	156,739.37
WEST098	WESTRONIC INC.	7,696.76
WEXC001	WEX CANADA LTD.	1,061.05
WHIS003	WHISTLE STOP GALLERY SOCIETY	27,000.00
WILS054	WILSON KYLE	16,113.66
WILS055	WILSON HARLEY	1,000.00
WIND002	WINDSOR PLYWOOD	222.52
WOOD034	WOOD DEVON	662.50
XERO002	XEROX CANADA LTD.	1,564.87
YETI001	YETI REFRIGERATION INC.	49,993.45
YETT001	YETTER CONSTRUCTION	2,939.93
	Subtotal	3,426,063.07
	Firefighters	17,950.00
	Subtotal	3,444,013.07
	Payroll	731,518.71
	TOTAL	4,175,531.78

Regional District of Fraser-Fort George

Disbursement Schedule

For Month of September 2024

Supplier Code	Supplier Name	Total
AASE002	AASE ROOF INSPECTION LTD.	2,940.00
ABCW001	ABC WEB LINK	83.97
ACEC001	A.C.E. COURIER SERVICES	69.42
ACME001	ACME JANITOR SERVICE LTD.	6,020.70
ADRE001	ADRENALINE SERVICES LTD.	1,210.55
ADTS001	ADT SECURITY SERVICES CANADA INC.	689.72
ALBE002	ALBERTA FIRE CHIEFS ASSOCIATION	1,613.92
ALLI006	ALLIANCE TRAFFIC GROUP INC.	871.50
ALLN005	ALL NATIONS GROUP HOLDINGS LLP	7,758.45
ALLP001	ALLPOINTS FIRE PROTECTION LTD.	479.14
ALPA002	ALPA HOSE TESTING	2,141.40
ALPI004	ALPINE COUNTRY RENTALS LTD.	27,764.08
AMMU001	AMMUNDSEN RON	105.28
ANDE013	ANDERSON BOYD	1,330.35
ARCH003	ARCHER SHELLEY	100.00
ARMS007	ARMSTRONG KELSEY	50.00
ASSA001	ASSA ABLOY Entrance	2,362.71
ATCO003	ATCO STRUCTURES & LOGISTICS LTD.	784.09
ATKI003	ATKINSREALIS CANADA INC.	5,571.94
BCHY001	BC HYDRO AND POWER AUTHORITY	21,407.41
BEAR015	BEAR LAKE RECREATION ASSOCIATION	5,332.28
BEAV002	BEAVERLY COMMUNITY ASSOCIATION	573.75
BEST009	BEST WESTERN PLUS	247.25
BIGH001	BIG HILL SERVICES LTD.	565.42
BKTW001	B.K. TWO-WAY RADIO LTD.	1,326.09
BLAC014	BLACK - WHITWICK CINDY	200.00
BLAI002	BLAIR GARY	24.58
BLUE011	BLUE JEWEL CURBSIDE RECYCLING	125.85
BOUR009	BOURRET DIANE	2,579.85
BRAN004	BRANDT TRACTOR LTD.	1,149.26
BRAN009	BRANDNER JESSE	6,312.76
BREN002	BRENTSSAT	1,903.13
BRIG004	BRIGHT BEGINNINGS CLEANING	315.00
BROG019	BROGAN FIRE & SAFETY	37,453.50
BRUN009	BRUNETTE MACHINERY CO.	723.52
CANA006	CANADIAN TIRE	409.95
CANA062	CANADIAN SPRINGS WATER COMPANY	388.41
CANG001	CanGas PROPANE INC.	737.81
CAPU002	CAPUTO & SONS CONTRACTING	5,880.00
CARO007	CARO ANALYTICAL SERVICES	466.20
CATE002	CATERPILLAR FINANCIAL SERVICES LIMITED	5,387.88
CENT014	CENTER CITY PAVING LTD.	42,878.12
CENT061	CENTERFIRE HOLDINGS LTD.	5,617.50
CHEN009	CHENAIL CONTRACTING	2,940.00
CHIE001	CHIEFTAIN AUTO PARTS (1987) INC.	167.75
CHUB001	CHUBB FIRE & SECURITY CANADA INC.	3,809.11
CKDV001	CKDV - FM	808.50
CKKN001	CKKN - FM	808.50
CKPG001	CKPG-TV	924.00
CLEA006	CLEANWAY SUPPLY INC.	326.16
CLOV001	CLOVERDALE PAINT INC.	499.39
COLL024	COLLIERS PROJECT LEADERS INC.	4,434.94

Supplier Code	Supplier Name	Total
COMM024	COMMUNITY ENERGY ASSOCIATION	3,944.83
COMT006	COMTECH SOLACOM TECHNOLOGIES INC.	1,914.57
CONN008	CONNECT ROCKET COMMUNICATIONS INC.	699.72
CONN011	CONNELLY MAUREEN	856.27
CONT003	THE CONTINUING LEGAL EDUCATION	280.24
CUPE002	CUPE NATIONAL	5,673.15
DEND006	DENDRA LOCK & SECURITY	117.60
DENO001	DENOVO WINDOW & DOOR	5,400.88
DIAM008	DiamondQ CONSULTING INC.	21,000.00
DOCU001	DOCU-SHRED	1,052.73
DODD001	DODD JASON	167.99
DOMI004	DOMINION GOVLAW LLP	201.37
ECCO001	ECCO HEATING PRODUCTS LTD.	2,912.01
EECO001	EECOL ELECTRIC CORP.	62.56
ELLI003	ELLIOT - GIRARD SHANNON	320.00
EMER008	EMERGENCY SERVICES MARKETING CORP. INC.	422.15
FARE002	FARENHOLTZ KAI	222.00
FEDE003	FEDERAL EXPRESS CANADA LTD.	254.54
FENC002	FenceFAST LTD.	3,150.00
FIRS013	FIRST TRUCK CENTRE INC.	122.07
FITL003	FIT LOCAL GOVERNMENT	4,580.63
FIVE011	5 STAR SERVICES and PRODUCTS INC.	618.45
FLEE002	FleetCor CANADA MasterCard	1,167.12
FORT004	FORT GEORGE ALIGNMENT	841.90
FORT015	FortisBC - NATURAL GAS	2,111.68
FOUR008	FOUR STAR COMMUNICATIONS INC.	694.06
FOUR009	FOUR WAY VENTURES LTD.	322.39
FOUR017	FOUR RIVERS CO-OPERATIVE	6,069.03
FRAS008	FRASER BASIN COUNCIL SOCIETY	155,290.30
GARD003	GardaWorld CASH SERVICES	2,685.30
GARY001	GARY YOUNG AGENCIES LTD.	1,559.00
GLOB005	GLOBALSTAR CANADA	134.39
GRAN001	GRANDVIEW WATER HAULING	15,251.25
GRAY013	GRAY TORR	200.00
GROU005	GROUPEALTH NORTHERN PARTNERS	1,099.00
GTHO001	G. THOMPSON TRUCKING	4,804.80
GUIL001	GUILLEVIN INTERNATIONAL CO.	1,064.66
GUNN001	GUNNLAUGSON ALAN	3,360.00
HARA001	HARASIMIUK BLAINE	315.00
HARR001	HARRIS & COMPANY	2,153.76
HART017	HART HOME HARDWARE /	235.37
HEIN006	HEIN AUDY	3,675.00
HINE002	HINES BLAKE	75.00
HIXO003	HIXON VOLUNTEER FIRE	7,310.90
HOCH001	HOCHACHKA MIKE	695.47
HUBE002	HUBER FARM EQUIPMENT LTD.	6,244.64
HUBF001	HUB FIRE ENGINES & EQUIPMENT LTD.	2,707.83
HUBI001	HUB INTERNATIONAL	4,094.00
HUNN006	HUNNIFORD GARDENS	10,000.00
IMPE008	IMPERIAL OIL LIMITED	735.00
INTE042	INTEGRIS CREDIT UNION	65,854.30
INTE072	INTEGRITY WELDING	23,969.25
IONU001	ION UNITED INC.	3,750.10
IRID001	IRIDIA MEDICAL	221.80
JACK008	JACKMAN AINSLIE	740.56
JAMI001	JAMIESON GARY	3,360.00
JOHN015	JOHN ZINK COMPANY LLC	173,705.17

Supplier Code	Supplier Name	Total
KALT007	KAL TIRE	326.39
KEIM006	KEIM WESLEY	30.00
KEMB001	KEMBLE BRYANT	3,519.12
KMST001	KMS TOOLS & EQUIPMENT	133.18
KOCH001	KOCH LORNE	870.54
LAKE003	LAKEWOOD ELECTRIC LTD.	1,102.06
LALO001	LALONDE RICHARD M.	1,716.55
LESL006	LESLIE KEVIN	93.87
LIND017	LINDE CANADA INC.	354.83
LIPK001	LIPKE COURTNEY	1,534.05
LOCA006	LOCAL RENTAL SOLUTIONS	2,727.00
LOND003	LONDON DRUGS	39.19
MACD003	MACDUNN CONTROLS LTD.	926.96
MACK001	MACKENZIE DISTRICT OF	497.38
MACK077	MACKENZIE HOSE & FITTINGS	362.91
MARK003	MARK'S COMMERCIAL	608.98
MAYF001	MAYFAIR GAS PLUMBING & ELECTRICAL	356.28
MCBR002	VILLAGE OF MCBRIDE	7,173.25
MCBR004	MCBRIDE & DISTRICT VOLUNTEER	4,276.25
MCBR067	MCBRIDE ROYAL PURPLE #112	50.00
MCCL023	McCLURE SANDRA	432.00
MCCL024	McCLURE MARLAINA	675.00
MCEL007	McELHANNEY LTD.	34,543.42
MICA006	MICA MOUNTAIN VENTURES	3,069.06
MIDW002	MIDWAY PURNEL LTD.	433.31
MILL039	MILLS OFFICE PRODUCTIVITY	873.55
MINI002	MINISTER OF FINANCE	400.00
MIWO001	MIWORTH COMMUNITY ASSOCIATION	2,452.49
MOBL003	MOBLEY COURTNEY	199.96
MONO002	MONOGRAM COMMUNICATIONS	3,423.00
MORT011	MORTENSON KEVIN	500.00
MRQU001	MR. QUICK LUBE & OIL	282.13
MUNI001	MUNICIPAL FINANCE AUTHORITY OF BC	34,603.18
MUNI012	MUNICIPAL PENSION PLAN	101,462.73
NADS001	NADSILNICH LAKE COMMUNITY ASSOCIATION	4,201.24
NESS001	NESS LAKE RECREATION COMMISSION	860.00
NESS007	NESS LAKE VOLUNTEER	11,220.00
NETW001	NETWORK INNOVATIONS	252.00
NEWL003	NEW-LINE PRODUCTS LTD.	187.19
NFAS001	NFA SERVICE INC.	4,574.88
NKAU001	NK AUTOMOTIVE TRUCK	389.49
NORT064	NORTH CENTRAL LOCAL	628.56
NORT113	NORTHERN SCALE	913.85
NUKK001	NUKKO LAKE RECREATION COMMISSION	225.13
NWMA001	N.W. MALCOLM CONTRACTING	1,155.00
OLSO011	OLSON ROBIN	95.89
ORKI001	ORKIN CANADA CORPORATION	508.87
PACI027	PACIFIC BLUE CROSS	40,983.22
PALA003	PALADIN SECURITY GROUP LTD	2,688.00
PAPY002	PAPYRUS PRINTING LTD	724.64
PENS007	PENS.COM C/O 915480	343.35
PEPS001	THE PEPSI BOTTLING GROUP	742.85
PERR002	PERRIN BRUCE	225.00
PERR007	PERRIN MELANIE	1,504.42
PETT047	PETTY CASH - ALYSSA SCHWEDER	498.25
PGRE002	PG RENTAL CENTRE	261.08
PILO003	PILOT MOUNTAIN VOLUNTEER	19,110.00

Supplier Code	Supplier Name	Total
PINE009	PINEVIEW RECREATION COMMISSION	12,796.88
PINE015	PINEVIEW SENIORS	225.00
PRAS006	PRASKI SHERI	1,963.50
PREV003	PREVUE HR SYSTEMS INC.	7,588.00
PRIN019	PRINCE GEORGE CITY OF	2,150,000.00
PRIN050	PRINCE GEORGE PORTABLE	252.00
PRIN094	PRINCESS AUTO	313.87
PRIN204	PRINCE GEORGE OFFICE SYSTEMS	259.35
PRIN212	PRINCE GEORGE CITIZEN	5,844.82
PRIN214	PRINCE GEORGE SAW WORKS LTD	1,512.00
PRIV002	PRIVACY WORKS CONSULTING INC.	1,942.50
PROF006	PROFOR MANAGEMENT INC.	95,775.75
PROF009	PROFESSIONAL TREE REMOVAL LTD.	2,310.00
RAFF001	RAFFERTY SHELTON	27,615.00
RAMS015	RAMSAY SANDY	107.16
REAP001	REAPS GARDEN	9,000.00
RECE001	RECEIVER GENERAL	186,182.85
RECE007	RECEIVER GENERAL	462.50
ROAD003	ROADPOST INC. T46274	174.57
ROBS013	ROBSON VALLEY HOME HARDWARE	517.41
ROCK011	ROCKY MOUNTAIN PHOENIX	14,484.96
ROCK025	ROCKY MOUNTAIN GOAT MEDIA INC.	367.50
ROGE008	ROGERS WIRELESS	2,832.10
RONS002	RON'S TOWING	352.67
ROYA027	ROYAL OAK INN & SUITES	152.55
SALM012	SALMON VALLEY COMMUNITY ASSOCIATION	1,311.00
SCHO005	SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)	9,000.00
SEED002	SEED MATTHEW	3,360.00
SHAW001	SHAW DIRECT	178.07
SHAW023	SHAWARA KATHERINE	1,200.00
SHEL002	SHELL- GLEN VOLUNTEER	6,625.00
SHER004	THE SHERWIN-WILLIAMS CO.	451.52
SIXT002	620241 BC LTD.	29,336.42
SPLA001	SPLASH MEDIA GROUP INC.	5,642.93
SPOT002	SPOTLESS UNIFORM LTD.	979.90
STAF002	STAFFORD CHRIS	418.57
STAP007	STAPLES #100 PRINCE GEORGE	379.45
STAP014	STAPLES COMMERCIAL	251.09
SUNC003	SUNCOR ENERGY PRODUCTS PARTNERSHIP	7,751.76
SWIT007	SWITZER MEGAN	247.50
TABO001	TABOR LAKE RECREATION COMMISSION	1,890.00
TABO002	TABOR LAKE CLEANUP SOCIETY	21,800.28
TECH004	TECHNICAL SAFETY BC	974.00
TELU001	TELUS COMMUNICATIONS COMPANY	15,608.39
TELU002	TELUS COMMUNICATIONS COMPANY	7,562.91
TELU003	TELUS COMMUNICATIONS COMPANY	317.05
TELU011	TELUS COMMUNICATIONS INC	1,741.60
TELU014	TELUS	2,682.40
TETR002	TETRA TECH CANADA INC.	295,360.57
THOM027	THOMPSON GERALD	139.23
TISA002	T & I SAFETY EQUIPMENT	5,983.66
TRIC005	TRICAN FILTRATION GROUP INC	1,140.16
TRIC006	TRICO INDUSTRIES LTD.	442.64
TRID007	TRIDENT LOCK & SECURITY LTD.	468.79
TWIN001	TWIN RIVERS DEVELOPMENTS LTD.	165,679.96
TWIS002	TWISS CONTRACTING LTD	4,725.00
UPAN001	UPANUP STUDIOS INC.	1,086.75

Supplier Code	Supplier Name	Total
UPTH001	UP THE CREEK GARMENT CO. CORP.	17.92
VALE002	VALEMOUNT & DISTRICT VOLUNTEER	8,152.50
VALE004	VALEMOUNT PUBLIC LIBRARY ASSOCIATION	35,688.00
VALE006	VALEMOUNT HOME HARDWARE	847.78
VALE045	VALEMOUNT & DISTRICT RESCUE SERVICE	1,540.00
VALE078	VALEMOUNT COMMUNITY SPORTS	3,700.00
VANH002	VAN HORLICK'S TROPHY and GIFT HOUSE	44.80
VIPE001	VIPER FUELS	262.50
VISA002	VISA RENTALS & LEASING INC.	2,458.40
VOLL003	VOLLMER ULLA	2,539.44
WALL002	WALL TRAVIS	500.00
WALL024	THE WALL of FAME SANDWICH SHOP	402.01
WARD024	WARD LARRY	2,700.00
WARN007	WARN DARREN	250.00
WAST002	WASTE MANAGEMENT	2,521.11
WELL016	WELLS FARGO EQUIPMENT	1,690.29
WEST092	WESTBIN WASTE (2017) LTD	114,470.64
WEXC001	WEX CANADA LTD.	1,113.68
WIEB013	WIEBE CRYSTAL	1,000.00
WILS054	WILSON KYLE	3,360.00
WOZN001	WOZNEY HEATHER	157.29
XERO002	XEROX CANADA LTD.	3,976.33
	Subtotal	4,386,646.64
	Firefighters	18,700.00
	Subtotal	4,405,346.64
	Payroll	476,291.11
	TOTAL	4,881,637.75

MINUTES OF THE MEETING OF THE REGIONAL BOARD OF THE REGIONAL DISTRICT OF FRASER-FORT GEORGE HELD ON OCTOBER 17, 2024 IN THE BOARD ROOM, 155 GEORGE STREET, PRINCE GEORGE, BC.

Directors Present: Director L. Beckett, Chairperson
Director D. Alan
Director J. Atkinson
Director K. Dunphy
Director B. Empey
Director A. Kaehn
Director J. Kirk
Director V. Mobley
Director C. Ramsay
Director G. Runtz (remote)
Director K. Sampson
Director B. Skakun
Director O. Torgerson
Director S. Yu

Staff Present: C. Calder, Chief Administrative Officer
M. Connelly, General Manager of Legislative and Corporate Services
J. Gloger, Manager of Legislative Services
K. Jonkman, General Manager of Community and Development Services
L. Zapotichny, General Manager of Environmental Services
S. White, General Manager of Financial Services

Minutes Recorded and Produced by: D. Hegel, Confidential Assistant (Corporate Services)

Media: No media were in attendance

1. Call to Order

The Chairperson called the meeting to order at 1:34 p.m.

The Chairperson conducted a roll call to confirm those Directors attending remotely and those attending in person.

The Regional District acknowledged the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work and play.

The Chairperson acknowledged that September 30, 2024 was the National Day for Truth and Reconciliation and that there were many events held at the Lheidli T'enneh Memorial Park to commemorate the occasion. She also expressed her condolences to the Lheidli T'enneh First Nation for the loss of Elders Edith (Edie) Frederick and Josie Paul.

2. Adoption of Agenda (Additions/Deletions)

Moved by Atkinson
Seconded by Sampson

1. *THAT the agenda for the October 17, 2024 Regional Board Meeting be amended with the addition of the following items:*

- *Item No. 6.1 - Electoral Area A – Salmon River-Lakes Official Community Plan Project – What We Heard Report – Consultant Presentation;*
- *Item No. 6.4 – 2025 Business Façade Improvement Program Application;*
- *Item No. 8.1 – Prince George Airport Authority Annual Update Presentation; and*

- *Item No. 18.4 - Thank you letter from Regional District Electoral Area D (Tabor Lake-Stone Creek) Bursary Recipient, and*
- 2. *That Item No. 6.1 – “Electoral Area A – Salmon River-Lakes Official Community Plan Project – What We Heard Report – Consultant Presentation” be considered immediately following agenda Item 2 and that the agenda be adopted, as amended.*

CARRIED

6. Development Services

6.1 Electoral Area A – Salmon River-Lakes Official Community Plan Project – What We Heard Report

A report was presented regarding Electoral Area A – Salmon River-Lakes Official Community Plan Project – What We Heard Report.

Colton Kirsop, Division Manager and Planner from McElhanney was in remote attendance and provided a presentation regarding Phase 1 Engagement for Electoral Area A - Salmon River-Lakes Official Community Plan including engagement approach and goals, communications to inform and involve the community, what was done and who they heard from, key findings, project timeline, and next steps.

C. Kirsop responded to a query from a Director regarding learnings that could increase public engagement.

Moved by Mobley
Seconded by Yu

THAT the report dated September 27, 2024, regarding “Electoral Area A – Salmon River-Lakes Official Community Plan Project – What We Heard Report” be received for information.

CARRIED

3. Consent Agenda

Moved by Skakun
Seconded by Empey

THAT the Consent Agenda, Items No. 3.1 to 3.6, inclusive, be received for information.

CARRIED

- 3.1 Building Permit Statistics for September 2024
 - 3.2 9-1-1 Call Answer and Fire/Rescue Statistics for October 2024
 - 3.3 Q3 2024 Bylaw Enforcement Statistics
- Director Torgerson noted that the non-bylaw category in the bylaw summary for the third quarter ranks well above all the other categories listed in the summary.
- 3.4 Q3 Crown Land Referrals from July 1 to September 30, 2024
 - 3.5 Q3 Development Permits issued from July 1 to September 30, 2024
 - 3.6 Q3 Subdivision Referrals from July 1 to September 30, 2024

4. Adoption of Minutes

4.1 September 12, 2024 Regional Board Meeting Minutes

Moved by Kirk
Seconded by Kaehn

THAT the Minutes of the Regional Board meeting held on September 12, 2024 be adopted as circulated.

CARRIED

8. Public Appearances (2:00 p.m.)

8.1 Prince George Airport Authority

Gordon Duke (President and Chief Executive Officer) and Derek Dougherty (Chair) of the Prince George Airport Authority (PGAA) were in attendance and provided a presentation regarding the annual update for the PGAA including the 2025 Strategic Plan, 2023 recap and highlights, industry update, 2023 financial performance, 2023 passenger activity, 2023 capital initiatives and looking ahead.

Gordon Duke responded to queries from Directors regarding the monitoring of the proposed helicopter pad activity at the hospital and the operational status of the airport's fire truck as it approaches the end of its service life.

The Board wished Gordon Duke a happy retirement and thanked him for his service.

Director Ramsay left the Boardroom at 2:11 p.m.

5. Public Hearings/Public Considerations

No scheduled Public Hearings/Public Considerations.

6. Development Services

6.2 Bylaw Services: Noise Bylaw Service

A report was presented regarding a Noise Bylaw Service.

Discussion ensued regarding the establishment of a noise bylaw service including the volume of noise complaints necessary to warrant the establishment of a service, the potential amendment of Noise Conversion Bylaw 2781, 2012, concerns related to the enforcement of the bylaw, the possibility of integrating this initiative with the Official Community Plan engagement process, and the financial implications and resource requirements for enacting a noise bylaw service.

Moved by Empey
Seconded by Kaehn

THAT the report dated October 7, 2024 regarding "Bylaw Services: Noise Bylaw Service" be received for information.

CARRIED

Director Ramsay returned to the Boardroom at 2:17 p.m.

6.3 Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3362, 2024

A report was presented regarding Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3362, 2024.

K. Jonkman, General Manager of Community and Development Services, responded to a query from a Director regarding whether there was a smaller zoning option than what the applicant has requested.

Discussion ensued regarding limiting recreational zoning.

Director Alan provided an overview of the public hearing and expressed that the proposed zoning amendment represents a significant enhancement for the Robson Valley.

Moved by Alan
Seconded by Runtz

THAT the report dated October 4, 2024 regarding "Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3362, 2024" be received for information.

CARRIED

Director Alan declared the minutes of the Public Hearing held September 26, 2024 on Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3362, 2024 to be fair and accurate.

Moved by Alan
Seconded by Runtz

THAT the summary of the Public Hearing held September 26, 2024 on proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3362, 2024 be received for information.

CARRIED

Moved by Alan
Seconded by Runtz

THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3362, 2024 be given third reading.

CARRIED

6.4 2025 Business Façade Improvement Program

A report regarding the 2025 Business Façade Improvement Program was presented as an additional item.

Directors expressed appreciation to Community and Development Services staff for their hard work, stating that the Façade Improvement Program is a great initiative to assist businesses in the rural areas.

Moved by Kaehn
Seconded by Dunphy

THAT the report dated October 15, 2024 regarding "2025 Business Façade Improvement Program" be received for information.

CARRIED

Moved by Torgerson
Seconded by Ramsay

THAT the Regional District of Fraser-Fort George submit an application to Northern Development Initiative Trust Business Façade Improvement Program for a grant of up to \$20,000 for the delivery of a Business Façade Improvement Program for 2025.

CARRIED

7. Development Services - Agricultural Land Commission (ALC) Applications

There were no ALC Applications.

9. Chairperson's Report

The Chair advised that there was no report.

10. Directors' Reports

10.1 Columbia Basin Trust AGM, Aq'am, BC, September 23-28, 2024

A report was presented regarding Columbia Basin Trust AGM, Aq'am, BC, September 23 to 28, 2024.

Moved by Torgerson
Seconded by Yu

THAT the Director's report dated October 4, 2024, regarding "Columbia Basin Trust AGM, Aq'am, BC, September 23-28, 2024" be received for information.

CARRIED

2024 Union of BC Municipalities (UBCM) Convention Minister Meetings

Directors expressed their appreciation to Administration and the Chairperson for their efforts in coordinating briefing notes and presentations for the Minister meetings at the 2024 UBCM Convention.

10.2 Grant-In-Aid for the Bulkley-Nechako Regional Transit Service

A report was presented regarding Grant-In-Aid for the Bulkley-Nechako Regional Transit Service.

Moved by Kaehn
Seconded by Mobley

THAT the Director's report dated October 8, 2024 regarding "Grant-In-Aid for the Bulkley-Nechako Regional Transit Service" be received for information.

CARRIED

Moved by Kaehn
Seconded by Atkinson

THAT Policy RD-16-20 "Community Grants-In-Aid", be waived for the issuance of the grant to the Regional District of Bulkley-Nechako.

CARRIED

Moved by Dunphy
Seconded by Torgerson

THAT a grant in the amount of \$1,500 from the Electoral Area C Grant-in-Aid fund be provided to the Regional District of Bulkley-Nechako for the Bulkley-Nechako Regional Transit Service.

CARRIED

11. Administration

11.1 Corporate Services

11.1.1 Request to File Notice on Title for Building Bylaw Contravention

A report was presented regarding a Request to File Notice on Title for Building Bylaw Contravention.

B. Harasimiuk, Manager of Inspection Services and Sustainability Practices, responded to queries from Directors regarding a potential buyer's knowledge of a property's non-compliance status and any potential liability issues for the Regional District. He also noted that he had received an email from the property owner, who advised that they were unable to attend today's meeting but assured that they are working to achieve compliance for the property.

Moved by Kaehn
Seconded by Atkinson

THAT the report dated October 3, 2024 regarding "Request to File Notice on Title for Building Bylaw Contravention" be received for information.

CARRIED

Moved by Kaehn
Seconded by Kirk

THAT the installation of a modular home and construction of an unpermitted covered deck on Lot 2 District lot 3171 Cariboo District Plan 9957 – Hixon, BC, be declared to be in contravention of Building Bylaw No. 3239, 2021.

CARRIED

Moved by Kaehn
Seconded by Mobley

THAT the Corporate Officer file a notice in the Land Title Office relating to Lot 2 District Lot 3171 Cariboo District Plan 9957 – Hixon, BC, pursuant to Section 57 of the Community Charter.

CARRIED

Director Skakun left the Boardroom at 2:40 p.m.

11.1.2 Mental Health and Addictions Accord

A report was presented regarding a Mental Health and Addictions Accord.

Discussion ensued concerning the issues related to the action items outlined in the Mental Health and Addictions Accord including inquiries about the data and baseline data being referenced, the safeguarding of privacy in data sharing, and the Regional District's limited capacity to implement certain actions.

In response to a query from a Director, M. Connelly, General Manager of Legislative and Corporate Services, advised that the Mental Health and Addictions Accord is an evolving document and that a review is scheduled in six months to assess updates for future symposiums.

Moved by Kirk
Seconded by Alan

THAT the report dated October 4, 2024, regarding "Mental Health and Addictions Accord" be received for information.

CARRIED

Moved by Kirk
Seconded by Kaehn

THAT the Board supports in principle the Mental Health and Addictions Accord as set out in the attached document from North Central Local Government Association; and authorizes the Chair to sign the Accord on behalf of the Regional Board.

CARRIED

Director Skakun returned to the Boardroom at 2:45 p.m.

11.1.3 Regional Grant-in-Aid Request

A report was presented regarding Scouts Canada Regional Grant-in-Aid Request.

The Chairperson advised that she had the opportunity to attend the awards event at Camp Hughes this summer, noting that it is an exceptional facility within our community.

Moved by Ramsay
Seconded by Dunphy

THAT the report dated October 7, 2024 regarding "Regional Grant-in-Aid Request" be received for information.

CARRIED

Moved by Sampson
Seconded by Skakun

THAT a Regional Grant-in-Aid be provided to Scouts Canada – Camp Hughes in the amount of \$1,960.

CARRIED

11.1.4 Proposed Amendments to Regional Board Procedure Bylaw No. 3267, 2022

A report was presented regarding Proposed Amendments to Regional Board Procedure Bylaw No. 3267, 2022.

Discussion ensued regarding the importance of increased transparency of Board deliberations and decisions, public access to meeting minutes, video recording of Board meetings, potential legal issues and liabilities resulting from meeting minutes that do not record Directors voting in opposition, and the continued option for Directors to request that their name not be recorded in the minutes.

In response to a query from a Director, M. Connelly, General Manager of Legislative and Corporate Services spoke to the legislative requirements set out in the *Local Government Act* to ensure that accurate minutes of the meetings of the board and board committees are prepared.

Moved by Ramsay
Seconded by Mobley

THAT the report dated October 1, 2024 regarding "Proposed Amendments to Regional Board Procedure Bylaw No. 3267, 2022" be received for information.

CARRIED

Moved by Sampson
Seconded by Skakun

THAT Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024 be now introduced and given first, second and third readings.

Moved by Kaehn
Seconded by Alan

THAT consideration of Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024 be postponed to the November 21, 2024 Board meeting.

CARRIED

Directors Mobley, Sampson and Skakun opposed

Moved by Ramsay
Seconded by Kaehn

THAT Administration return a report to the Board that provides information regarding the potential liability and legal implications of not recording votes in opposition, including any legal precedent where a board decision has been overturned as a result of votes not being recorded.

CARRIED

Further discussion commenced.

11.1.5 Options for 2025 Regional District of Fraser-Fort George Board Meeting Schedule

A report was presented regarding Options for 2025 Regional District of Fraser-Fort George Board Meeting Schedule.

Discussion ensued regarding scheduling committee meetings on the day prior to the regularly scheduled Board meeting, support for utilizing late afternoon or evening hours for committee meetings, consideration for Directors travelling from outside of Prince George and those with full time employment, and other opportunities to increase the efficiency of meetings.

Moved by Atkinson
Seconded by Torgerson

THAT the report dated October 7, 2024 regarding "Options for 2025 Regional District of Fraser-Fort George Board Meeting Schedule" be received for information.

CARRIED

11.2 Financial Services

11.2.1 2024 Year to Date Budget Variance Report

A report was presented regarding 2024 Year to Date Budget Variance Report.

S. White, General Manager of Financial Services, provided an overview of the 2024 Year to Date Budget Variance report and the 2025 Budget Process Approach.

Director Yu left the meeting at 3:41 p.m.

Moved by Kaehn
Seconded by Ramsay

THAT the report dated October 7, 2024 regarding "2024 Year to Date Budget Variance Report" be received for information.

CARRIED

11.2.2 2025 Budget Process and Approach

A report was presented regarding 2025 Budget Process and Approach.

Moved by Dunphy
Seconded by Runtz

THAT the report dated October 7, 2024 regarding "2025 Budget Process and Approach" be received for information.

CARRIED

11.3 Public Safety

There were no Public Safety reports.

11.4 Arts, Culture & Heritage

11.4.1 Annual Cultural Report 2023

A report was presented regarding Annual Cultural Report 2023.

Director Ramsay, Cultural Services Advisory Committee Vice Chair provided an overview of the Annual Cultural Report noting that it details the changes in cultural sites from 2022 to 2023 and the significance of culture in the region.

Moved by Kaehn
Seconded by Ramsay

THAT the report dated October 4, 2024 regarding "Annual Cultural Report 2023" be received for information.

CARRIED

12. Environment and Parks

12.1 Report from the Chair of the Environment and Parks Standing Committee

A report was presented from the Chairperson of the Environment and Parks Standing Committee.

Moved by Alan
Seconded by Atkinson

THAT the report dated October 7, 2024 from the Chair of the Environment and Parks Standing Committee be received for information.

CARRIED

Moved by Alan
Seconded by Torgerson

THAT the tariff rates for the deposit of municipal solid waste at Regional District solid waste facilities as set out in Schedule B attached to the report be approved.

CARRIED

Moved by Alan
Seconded by Ramsay

THAT the changes to the charge accounts for the deposit of municipal solid waste at Regional District solid waste facilities as set out in Schedule G attached to the report be approved.

CARRIED

Moved by Alan
Seconded by Kirk

THAT a competitive bid process be entered into for the provision of caretaker services at the Bear Lake, McLeod Lake, and Summit Lake Regional Transfer Stations.

CARRIED

Moved by Alan
Seconded by Sampson

THAT a competitive bid process be entered into for the purpose of engaging consulting services for the preparation of a four-season waste characterization study.

CARRIED

Moved by Alan
Seconded by Torgerson

THAT Contract ES-22-11 Solid Waste Hauling Services – McBride and Valemount Regional Transfer Stations be approved for a one-year contract extension for the term of January 1, 2025 – December 31, 2025.

CARRIED

Moved by Alan
Seconded by Empey

Contract ES-24-12 As and When Engineering Services Solid Waste be awarded to Tetra Tech Canada Inc. to provide Engineering Services as required to Environmental Services for the contract period of November 1, 2024 to October 31, 2027.

CARRIED

13. Community Services

13.1 Proposed 2025 Property Tax Exemption Bylaw No. 3367, 2024

A report was presented regarding Proposed 2025 Property Tax Exemption Bylaw No. 3367, 2024.

C. Calder, Chief Administrative Officer, responded to a query from a Director regarding whether the Regional District receives a list of tax-exempt properties from BC Assessment.

Discussion ensued regarding property tax exemptions including concerns about how these exemptions might affect the community's finances, the possibility of reducing the amount of the tax exemption and the impact on small businesses if they are no longer able to receive tax exemptions.

Moved by Kirk
Seconded by Skakun

THAT the report dated October 1, 2024 regarding "Proposed 2025 Property Tax Exemption Bylaw No. 3367, 2024" be received for information.

CARRIED

Moved by Dunphy
Seconded by Atkinson

THAT 2025 Property Tax Exemption Bylaw No. 3367, 2024 be now introduced and read a first time.

CARRIED

Moved by Kirk
Seconded by Empey

THAT 2025 Property Tax Exemption Bylaw No. 3367, 2024 be given second and third readings.

CARRIED

Moved by Dunphy
Seconded by Mobley

THAT 2025 Property Tax Exemption Bylaw No. 3367, 2024 be adopted.

CARRIED

13.2 Indigenous Engagement Requirements Plan

A report was presented regarding Indigenous Engagement Requirements Plan.

Moved by Kaehn
Seconded by Atkinson

THAT the report dated October 1, 2024 regarding "Indigenous Engagement Requirements Plan" be received for information.

CARRIED

14. Community Grants-in-Aid

14.1 Grants: Electoral Area C (Chilako River-Nechako)

A report was presented regarding grants for Electoral Area C - Chilako River-Nechako.

Moved by Kaehn
Seconded by Torgerson

THAT the report dated October 2, 2024, Grant Schedule and associated grant application forms for Electoral Area C be received for information.

CARRIED

Moved by Kaehn
Seconded by Kirk

THAT the Grants for Electoral Area C, as listed in the October Grant Schedule, be approved.

CARRIED

14.2 Grants: Electoral Area F (Willow River-Upper Fraser)

A report was presented regarding grants for Electoral Area F - Willow River - Upper Fraser.

Moved by Dunphy
Seconded by Mobley

THAT the report dated October 2, 2024, Grant Schedule and associated grant application form for Electoral Area F be received for information.

CARRIED

Moved by Dunphy
Seconded by Alan

THAT the Grant for Electoral Area F, as listed in the October Grant Schedule, be approved.

CARRIED

Moved by Dunphy
Seconded by Kirk

THAT Policy RD-19-20 'Recreation Grants', section 8(b) – "Award", be waived for the issuance of the Recreation Grant, as listed in the October Grant Schedule for Electoral Area F.

CARRIED

14.3 Grants: Electoral Area H (Robson Valley-Canoe)

A report was presented regarding grants for Electoral Area H - Robson Valley-Canoe.

Moved by Alan
Seconded by Runtz

THAT the report dated October 2, 2024, Grant Schedule and associated grant application forms for Electoral Area H be received for information.

CARRIED

Moved by Alan
Seconded by Torgerson

THAT the Grants for Electoral Area H, as listed in the October Grant Schedule, be approved.

CARRIED

15. Correspondence for Consideration

Moved by Kaehn
Seconded by Atkinson

THAT the Correspondence for Consideration, designated as agenda Item No. 15.1 be received.

CARRIED

15.1 Letter received September 17, 2024 from the Barkerville Heritage Trust regarding the Barkerville Procurement Process – Request for Letter of support

In response to a query from a Director regarding providing a letter of support, the Chairperson noted that she had the opportunity to speak with the Chair of the Barkerville Heritage Trust and they advised that they are seeking letters of support from the various

organizations that provide appointees to their board and that the Lhtako Dene Nation have already provided a letter of support.

Moved by Alan
Seconded by Empey

THAT the Regional District provide a letter of support to the Barkerville Heritage Trust for their contract bid on the combined Barkerville/Cottonwood Heritage Site Management Agreement (HSMA) with the Province of BC.

CARRIED

Appointment to Barkerville Heritage Trust Board

The Chairperson advised that Barkerville Heritage Trust spoke to Regional District Administration regarding the reappointment of Kirk Gable to their Board and have asked the Regional District to support Kirk Gable's reappointment for another three year term.

M. Connelly, General Manager of Legislative and Corporate Services, noted that in 2021, the City of Prince George and the Regional District had jointly appointed K. Gable to the Barkerville Heritage Trust for a three-year term, which concluded in May of this year and that the request for re-appointment was delayed due to the rescheduling of the Barkerville Heritage Trust's Annual General Meeting to November.

Moved by Alan
Seconded by Torgerson

THAT the appointment of Kirk Gable as the joint representative for the Regional District of Fraser-Fort George and City of Prince George to the Barkerville Heritage Trust be approved for an additional term.

CARRIED

16. Correspondence for Information

Moved by Sampson
Seconded by Empey

THAT the Correspondence for Information, designated as agenda Items No. 16.1.1 to 16.3.1, inclusive, be received for information.

CARRIED

16.1.1 Letter received September 18, 2024 from MLA Shirley Bond regarding her retirement as MLA for Prince George-Valemount

16.1.2 E-mail received September 12, 2024 from Ministry of Forests/BC Wildfire Service regarding a Provincial Wildfire Update

16.1.3 E-mail received September 25, 2024 from the Ministry of Children and Family Development regarding Foster Family Month in British Columbia

Director Atkinson spoke regarding the shortage of available foster homes in British Columbia, opportunities for local governments to address the issue and concerns regarding the limited notice for events and initiatives that can impact local government's ability to advocate and effectively share information in their communities and on their social media platforms.

Moved by Atkinson
Seconded by Sampson

THAT Administration send a letter to the Ministry of Children and Family Development requesting that notification of Foster Family Month and other initiatives be sent a full month in advance to assist local governments in their support and advocacy of these initiatives

CARRIED

- 16.1.4** Letter received September 20, 2024 from the Ministry of Post-Secondary Education regarding a third-year veterinary student at the Western College of Veterinary Medicine

Director Alan noted that the funding for the third-year veterinary student was a positive result of the meeting held at the Union of BC Municipalities with the Ministry of Agriculture and Foods, as well as the Minister of Post-Secondary Education and Future Development.

Moved by Torgerson
Seconded by Kaehn

THAT the Regional Board send a letter to the Minister of Agriculture and Food and Minister of Post-Secondary Education and Future Skills thanking them for their one-time funding to support a third-year veterinary student.

CARRIED

- 16.2.1** Letter received September 25, 2024 from Mayor Goetz, City of Merritt

- 16.3.1** Email received September 17, 2024 from the College of New Caledonia regarding Student Awards

17. Newsletters

There were no newsletters.

18. Information (Available on Side Table)

Moved by Atkinson
Seconded by Skakun

THAT the Correspondence for Information Available on Side Table, designated as agenda Item No. 18.1 to 18.3, inclusive, be received for information.

CARRIED

- 18.1** Thank you letter from Regional District Electoral Area G (Crooked River-Parsnip) Bursary Recipient
18.2 Fall 2024 Forest Enhancement Society of BC (FESBC) Accomplishments Update
18.3 Youth Parliament of British Columbia Alumni Society - Program Brochures
18.4 Thank you letter from Regional District Electoral Area D (Tabor Lake-Stone Creek) Bursary Recipient

19. New Business

Regional Youth Parliament

Director Alan spoke regarding the Regional Youth Parliament, an initiative aimed at educating young people in public speaking and parliamentary procedures and inquired about utilizing the Regional District's Boardroom for their annual debates.

Veterinarian Shortage in Valemount

Director Torgerson advised that the Robson Valley is experiencing a reduction in veterinary services due to the loss of a veterinary practice in the Jasper wildfire.

Union of BC Municipalities

Director Ramsay announced her successful election as First Vice President of the Union of BC Municipalities (UBCM) in September. She also shared that she will be traveling to Cambodia from November 1-9, 2024, as part of a delegation from UBCM and the Federation of Canadian Municipalities for the Partnerships for Municipal Innovation – Women in Local Leadership (PMI-WILL) initiative, which aims to enhance the role of women in local leadership positions.

The Board extended congratulations to Director Ramsay on her election as the First Vice-President of UBCM, as well as to Director Kirk for her re-election as Electoral Area Representative.

Regional District Property Taxes

Moved by Mobley
Seconded by Skakun

That Administration inquire and work with BC Assessment to determine if there are any properties in Electoral Area A – Salmon River-Lakes that are currently receiving property tax exemptions or have received property tax exemptions in the last 5 years outside of the Regional District's Property Tax Exemption Bylaws.

CARRIED

Recess

The Chairperson called for a recess of the meeting at 4:20 p.m.

Directors Present: Director L. Beckett, Chairperson
Director D. Alan
Director J. Atkinson
Director K. Dunphy
Director B. Empey
Director A. Kaehn
Director J. Kirk
Director V. Mobley
Director C. Ramsay
Director K. Sampson
Director O. Torgerson

Directors Absent: Director G. Runtz
Director B. Skakun
Director S. Yu

Staff Present: C. Calder, Chief Administrative Officer
M. Connelly, General Manager of Legislative and Corporate Services
K. Jonkman, General Manager of Community and Development Services
S. White, General Manager of Financial Services
L. Zapotichny, General Manager of Environmental Services
H. Erasmus, Manager of Communications and Culture
B. Harasimiuk, Manager of Inspection Services and Sustainable Practices
G. Layte Liston, Senior Manager of Environmental Services

Minutes Recorded and Produced by: J. Gloger, Manager of Legislative Services

Media: No media were in attendance

Reconvene

The Chairperson reconvened the meeting at 4:35 p.m.

Closed Session Item

Consideration of Agenda Item(s) under Sections 90 of the *Community Charter*

A report dated October 8, 2024 was presented regarding “Consideration of Agenda Item(s) under Section 90 of the *Community Charter*”.

Moved by Torgerson
Seconded by Ramsay

THAT the October 17, 2024 Regional Board meeting be closed to the public to permit consideration of supplemental agenda item(s) pursuant to Sections 90(1)(e), (g) and (i) of the Community Charter.

CARRIED

The meeting was closed to the public and moved into closed session at 4:36 p.m.

The meeting re-opened to the public and the Chairperson called for adjournment.

Adjournment

Moved by Mobley
Seconded by Dunphy

THAT the meeting be adjourned at 5:22 p.m.

CARRIED

Chair

General Manager of Legislative and
Corporate Services



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors
FROM: Cora-Lee Cutway, Service Centre Representative
DATE: November 8, 2024

File No.: N/A

SUBJECT: Agricultural Land Commission Decisions
SUMMARY: Purpose: For Information

Attachments:

- 1. Backgrounder
- 2. ALC Decision 100242
- 3. ALC Reconsideration Decision 65162

Previous Reports:

- 1. Item No. 7.1, June 2024 (ALC Application 100242)
- 2. Item No. 7.6, July 2022 (ALC Application 65162)

RECOMMENDATION(S):

THAT the report dated November 8, 2024 regarding “Agricultural Land Commission Decisions” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

This report provides an update of decisions made by the Agricultural Land Commission (ALC) regarding applications forwarded by the Regional District Board.

RELEVANT POLICIES:

1. *Agricultural Land Commission Act*
 - sets the legislative framework for the establishment and administration of the agricultural land preservation program
 - applications for use and subdivision of agricultural land require local government authorization to be forwarded to the ALC for consideration
2. Agricultural Land Reserve Applications Policy RD-15-19
 - establishes a consistent framework for the statutorily required Board consideration of use or subdivision applications for land in the Agricultural Land Reserve

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

Regional District Land Use Planning Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

In accordance with Policy RD-15-19, the Board may decide to do one of the following when considering an application for use or subdivision of land in the Agricultural Land Reserve:

- a) approve the application to proceed to the ALC for a final decision with:
 - i. a recommendation to approve the application; or
 - ii. no recommendation
- b) deny the application to proceed
- c) postpone consideration if further information is requested

DECISION OPTIONS:

- 1. Approve recommendation.
 - receive report and take no further action

COMMENTS:

Two (2) decisions were received from the ALC. The attached background information pertains to the application, direction of the Board and the decision made by the ALC.

Respectfully submitted,

“Cora-Lee Cutway”

Cora-Lee Cutway
Service Centre Representative

CC

BACKGROUNDER

Owner / Applicant: Garth and Cindy Sandy
Jenna Sandy

Location: Property: Block C District Lot 811 Cariboo District Plan 2872
Parcel Identifier: 023-296-399
Address: 8725 Shelley Road East – Electoral Area F

ALC File: **100242**

Proposal: The Applicant is applying to subdivide two 9.4 ha lots from the 98.3 ha Property.

Regional District Board: June 20, 2024 Moved
by Dunphy Seconded
by Empey
THAT the report, dated June 10, 2024, regarding “Application for Subdivision in the Agricultural Land Reserve - 100242” be received for information.

CARRIED

Moved by Dunphy
Seconded by Empey
THAT Application 100242 for subdivision in the Agricultural Land Reserve on Block C District Lot 811 Cariboo District Except Plan EPP2872 be authorized to proceed to the Agricultural Land Commission.

CARRIED

Agricultural Land Commission: *By Resolution #667/2024, released October 16, 2024, for reason attached, **the Panel refuses the Proposal to subdivide two 9.4 ha lots from the 98.3 ha Property.***

ALC Decision for Application 100242 is attached to the report.

Owner / Applicant: Province of British Columbia
Ministry of Transportation and Infrastructure

Location: Westlund West Road area, Northwest of McBride – Electoral Area H

Property 1 - The Fractional West ½ of District Lot 8946 Cariboo District - PID 010-492-119
Property 2 - District Lot 895 Cariboo District, Except Plan 21079 – PID 010-492-135
Property 3 - Parcel A (E15879) of the East ½ of District Lot 8946 Cariboo District Except Plan 21329 – PID 010-498-371

ALC File: **65162**

Proposal: The Applicant applied to dedicate ~2.04 ha of public road right-of-way in order to extend Westlund West Road by 1.02 km. The original application was refused on July 18, 2023. The ALC received a request from the Applicant for reconsideration on June 20, 2024.

Agricultural Land Commission: *By Resolution #717/2024, released November 8, 2024, **the Panel approves the Proposal to dedicate ~2.04 ha of public road right-of-way in order to extend Westlund West Road by 1.02 km subject to the following conditions:***
(a) the submission of a survey plan delineating the area to be subdivided;
(b) the survey plan to be in substantial compliance with Schedule A of this decision; and
(c) the survey plan be submitted within three years from the date of release of this decision.

ALC Reconsideration Decision for Application 65162 is attached to the report.

October 16, 2024

ALC File: 100242

Jenna Sandy
DELIVERED ELECTRONICALLY

Dear Jenna Sandy:

Re: Reasons for Decision - ALC Application 100242

Please find attached the Reasons for Decision of the North Panel for the above noted application (Resolution #667/2024). As the primary contact, it is your responsibility to notify the applicants accordingly.

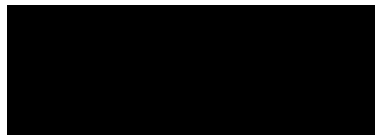
Under section 33 of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. A request to reconsider must now meet the following criteria:

- No previous request by an affected person has been made, and
- The request provides either:
 - Evidence that was not available at the time of the original decision that has become available, and that could not have been available at the time of the original decision had the applicant exercised due diligence, or
 - Evidence that all or part of the original decision was based on evidence that was in error or was false.

The time limit for requesting reconsideration of a decision is one year from the date of the decision's release, as per [ALC Policy P-08: Request for Reconsideration](#). Please refer to the ALC's [Information Bulletin 08 – Request for Reconsideration](#) for more information.

Please direct further correspondence with respect to this application to
ALC.North@gov.bc.ca

Yours truly,



Leticia Sturlini, Land Use Planner

Enclosure: Reasons for Decision (Resolution #667/2024)

cc: Regional District of Fraser Fort George (File ALR 811/C).
Attention: Daniel Burke

100242d1



AGRICULTURAL LAND COMMISSION FILE 100242

REASONS FOR DECISION OF THE NORTH PANEL

Subdivision Application Submitted Under s.21(2) of the Agricultural Land
Commission Act

Applicants:

Cindy Sandy

Garth Sandy

Agent:

Jenna Sandy

Property:

Parcel Identifier: 023-296-399

Legal Description: Block C District Lot 811

Cariboo District Except Plan Epp2872

Civic: 8725 Shelley Road East, Shelley, BC

Area: 98.3 ha (entirely within the ALR)

Panel:

Janice Tapp, North Panel Chair

Karen McKean

OVERVIEW

- [1] The Property is located within the Agricultural Land Reserve (“ALR”) as defined in s. 1 of the *Agricultural Land Commission Act* (“ALCA”).
- [2] The Applicants are applying to the Agricultural Land Commission (the “Commission” or “ALC”) under s. 21(2) of the ALCA to subdivide two 9.4 ha lots from the 98.3 ha Property (the “Proposal”).
- [3] The Proposal was considered in the context of the purposes and priorities of the Commission set out in s. 6 of the ALCA:

6 (1) The following are the purposes of the commission:

- (a) to preserve the agricultural land reserve;
- (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

(2) The commission, to fulfill its purposes under subsection (1), must give 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.

EVIDENTIARY RECORD

[4] The Proposal, along with related documentation from the Applicants, Primary Contact, local government, third parties, and Commission is collectively referred to as the “Application”. All documentation in the Application was disclosed to the Primary Contact in advance of this decision.

BACKGROUND

[5] In 1990, Application 23070 to include 582.6 ha in the ALR (twelve different applications, including the parent property) was approved by Order in Council #199/90. The lands were designated as part of the Agricultural Land Reserve of the Regional District of Fraser-Fort George by Certificate of Order #587/89. The application reads: “The Ministry of Crown Lands has determined that the highest and best use of these properties is agriculture”.

[6] The Applicants purchased the Property on April 15, 2003.

[7] In 2007, Application 37659 was submitted to the Commission to subdivide one 15-ha lot from the 112.9-ha parent property for agricultural use by a family member. By Resolution #825/07, the Regional District of Fraser-Fort

George (RDFFG), under a delegation agreement, approved the subdivision. The current (registered) boundaries of the approved 15-ha lot differ from what is shown on the decision map of Resolution #825/07, which may be the reason for the inconsistency in the Property's stated area (97.9 ha following Application 37659 versus the current 98.9 ha).

- [8] Pursuant to Willow River-Upper Fraser Official Community Plan Bylaw No. 1589, the Property is designated Agriculture/Resource (AG/RES), where fragmentation by subdivision is discouraged.
- [9] Pursuant to Zoning Bylaw No. 2892, the Property is zoned Rural 3 (Ru3), which has a minimum permitted lot size of 60 ha and therefore the Proposal is not consistent with the Zoning Bylaw.

ANALYSIS AND FINDINGS

- [10] The Applicants submit that the purpose of the Proposal is to convey the two proposed 9.4 ha lots to their children and their spouses for them to build homes and support the maintenance of the Property, potentially leading to the diversification of agricultural activities.
- [11] The Property is bisected by Shelley Road East as it runs east-west on the northern portion of the Property. Additionally, a ~180 m wide SRW runs north-south on the western side of the Property. The proposed subdivision configuration was chosen to align with Shelley Road East, which separates

the two proposed lots from the 79.4 ha remainder.

[12] The Property has a 125 m² principal residence and a 65 m² barn, and the Applicants submit that 60% of the Property is currently in hay production.

[13] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The agricultural capability ratings applicable to the Property are Class 5 and Class 4, more specifically 80% of Class 5 with the limitations of topography (T) and undesirable soil structure (D) and 20% of Class 4 with the limitations of undesirable soil structure (D).

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

Class 5 - land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.

[14] The Panel considered the presence of Shelley Road East bisecting the Property and finds that it is not, in itself, a sufficient reason to justify subdivision. Rural roads are common features in agricultural landscapes, and their presence does not automatically hinder farming operations. The

Panel finds that Shelley Road East is not an impediment to farm the Property as a single unit.

[15] The Panel also considered that the proposed new parcels are of a size that is not supported by the Willow River-Upper Fraser OCP or with Zoning Bylaw No. 2892.

[16] Additionally, the Panel finds that the proposed subdivision would contribute to the fragmentation of agricultural land. In the Panel's experience, fragmentation is detrimental to agricultural productivity, as smaller parcels are less likely to be used for farming and are more likely to become hobby farms or rural residential properties. Furthermore, even when these smaller parcels are used as hobby farms, they often lack the scale to be economically viable. In the Panel's experience, the North region, in particular, benefits from parcels that can sustain meaningful agricultural production. Larger parcels are required to overcome regional soil and climate challenges, maximizing the land's potential for agricultural uses.

[17] The Panel also finds it extremely unlikely that the two proposed 9.5 ha parcels would be used for farming as generally a minimum area of 2 ha in the northern regions of the province is required from each parcel for a homesite, and all of its infrastructure, i.e. septic pond, water pond, yard, driveway access and outbuildings. The use of this area represents a permanent and significant loss of potential farmland on these parcels.

[18] Finally, the Panel finds that while the northeastern portion of the property may not be currently utilized for agriculture, this does not preclude its future agricultural use as part of an expanded operation. Also the Panel is unconvinced that the proposed lots would be more likely to be agriculturally developed if subdivided. The amount of land available for potential agriculture after the homesites are developed is too limited to be used for a commercial farm operation. The Panel's experience suggests, that in the long term, it is more likely that the land would be developed for agriculture as part of the existing farm unit than if subdivided.

[19] Therefore, the Panel finds that the Proposal would negatively impact the continuity and integrity of the ALR land, and that it does not encourage the use of the agricultural land for farm use.

DECISION

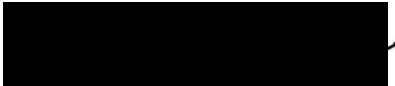
[20] For the reasons given above, the Panel refuses the Proposal to subdivide two 9.4 ha lots from the 98.3 ha Property.

[21] These are the unanimous reasons of the Panel.

[22] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(3) of the ALCA.

[23] Resolution #667/2024

Released on October 16, 2024



Janice Tapp, Panel Chair

On behalf of the North Panel

November 8, 2024

ALC File: 65162

Catherine Seel
Ministry of Transportation & Infrastructure
DELIVERED ELECTRONICALLY

Dear Catherine Seel:

Re: Reasons for Decision – Reconsideration of ALC Resolution #350/2023

The North Panel received correspondence dated June 20, 2024 from Catherine Seel, requesting reconsideration of Resolution #350/2023. Please find attached the Reasons for Decision of the North Panel on reconsideration for the above noted application. As the agent, it is your responsibility to notify the applicant accordingly.

Please note that the submission of a \$150 administrative fee may be required for the administration, processing, preparation, review, execution, filing or registration of documents required as a condition of the attached Decision in accordance with s. 11(2)(b) of the ALR General Regulation.

Please direct further correspondence with respect to this application to ALC.North@gov.bc.ca.

Yours truly,



Leticia Sturlini, Land Use Planner

Enclosures: Reasons for Decision (Resolution #717/2024)
Schedule A: Decision Map

Schedule B: Original Decision (Resolution #350/2023)

cc: Regional District of Fraser Fort George (File: ALR 8945 & 8946).

Attention: Richard Buchan

65162d2



AGRICULTURAL LAND COMMISSION FILE 65162
RECONSIDERATION OF PANEL DECISION
REASONS FOR DECISION OF THE NORTH PANEL

Reconsideration of Resolution #350/2023 (a decision made on a Subdivision Application Submitted Under s.21(2) of the *Agricultural Land Commission Act*)

Original Applicant: Ministry of Transportation & Infrastructure (“MoTI” or the “Ministry”)

Property Owner: Her Majesty the Queen in the Right of the Province of British Columbia

Agent: Catherine Seel, MoTI

Properties:

Property 1:

Parcel Identifier: 010-492-119
Legal Description: The Fractional West ½ of District Lot 8946 Cariboo District

Civic: ~4 km Northwest of McBride, BC
Area: 19.38 ha (entirely within the ALR)

Property 2:

Parcel Identifier: 010-492-135

Legal Description: District Lot 895 Cariboo District,
Except Plan 21079

Civic: ~4 km Northwest of McBride, BC

Area: 19.41 ha (entirely within the ALR)

Property 3:

Parcel Identifier: 010-498-371

Legal Description: Parcel A (E15879) of the East ½
of District Lot 8946 Cariboo District Except Plan
21329

Civic: ~4 km Northwest of McBride, BC

Area: 5.78 ha (entirely within the ALR)

Panel:

Janice Tapp, North Panel Chair

Karen McKean

Andrew Adams

OVERVIEW

- [1] The Properties are located within the Agricultural Land Reserve (“ALR”) as defined in s. 1 of the *Agricultural Land Commission Act* (“ALCA”).
- [2] Pursuant to s. 21(2) of the ALCA, the Original Applicant applied to the Agricultural Land Commission (the “Commission”) to dedicate ~2.04 ha of public road right-of-way in order to extend Westlund West Road by 1.02 km (the “Proposal”).
- [3] The Original Application states that the road is already constructed but is not legally surveyed or dedicated as provincial public highway. The Original Application proposed to dedicate a 20 m wide public road right-of-way to provide legal access to the Properties, land owned by the Lucille Mountain Water Users Community (“LMWUC”), the McBride Community Forest, and other lands beyond.
- [4] By Resolution #350/2023, dated July 18, 2023, the Panel refused the Proposal (the “Original Decision”). In reaching its decision, the Panel concluded that:
- The existing road alignment bisects Property 1 and Property 3, creating two “hooked” parcels for each property across the road;
 - Dedicating the road alignment would fragment Properties 1 and 3, potentially impacting agricultural efficiency;
 - A publicly dedicated road may increase traffic between the fragmented sections of each property, affecting their agricultural use;

- The survey plan provided with the Application shows undeveloped statutory rights-of-way (SRWs) along the eastern and southern boundaries of the Properties. Developing these SRWs could provide access to the Properties and surrounding land without the need for subdivision.

[5] On June 20, 2024, the Commission received the Original Applicant's Request for Reconsideration of Resolution #350/2023 (the "Request for Reconsideration"). The Request for Reconsideration explains why the undeveloped SRWs were not proposed for construction, why the proposed road is necessary in order for the Original Applicant to dispose of the Properties, and that the proposed alignment will not impact waterways.

[6] Section 33 of the ALCA states that the Commission may reconsider a decision of the Commission upon written request of a person affected or on the Commission's own initiative, if the Commission determines that evidence that was not available at the time of the original decision that could not have been obtained earlier through the exercise of due diligence has become available, and /or if the original decision was based on information that was incorrect or false, and the information would have been germane to the review of ALC Application 65162.

[7] In this case, the Panel found that the information provided in the request for Reconsideration regarding the feasibility of constructing a road in the road dedication along the southern boundary of Property 1, and the necessity to

provide public access that can't be accommodated in the SRW along the east boundary is evidence that was not available to the Panel at the time of the Original Decision and is germane to the review of ALC Application 65162. The Panel finds that the Original Decision should be reconsidered.

- [8] Pursuant to s. 33(3) of the ALCA, the Panel notified the affected parties of its intention to reconsider the Original Decision. The ALC received communications in support of the Application from the LMWUC (letter dated October 15, 2024) and the McBride Farmers Institute (email dated October 16, 2024).

EVIDENTIARY RECORD

- [9] The Panel considered the following evidence:
1. The Proposal and the Request for Reconsideration along with related documentation from the Original Applicant, Agent, local government, third parties, and Commission; and
 2. The Original Decision.

ANALYSIS AND FINDINGS

- [10] The Applicant applied to the Commission to dedicate ~2.04 ha of public road right-of-way in order to extend Westlund West Road by 1.02 km. The Application states that the purpose of the road dedication is in part to provide legal access to the Properties, provide legal access to the LMWUC,

the McBride Community Forest, and other lands beyond.

- [11] The Panel originally refused the application to dedicate a road through the Properties due to concerns about land fragmentation and the potential negative impact on agricultural use and efficiency. In its Original Decision, the Panel suggested using existing statutory rights-of-way as a less disruptive alternative. However, the Applicant has provided information that submits that the Panel's suggested options are not feasible.
- [12] The Request for Reconsideration explains that the road dedication along the south boundary of Property 1 was established under a previous plan, but it has never been constructed as the area is wet and swampy, which presents geotechnical challenges that would make construction costly. Additionally, the Request for Reconsideration submits that the SRW Plan BCP4382 along the east boundary of Property 3 is a statutory right-of-way in the name of the LMWUC and does not provide legal or public access for anyone other than LMWUC.
- [13] In the Request for Reconsideration, the Agent reiterates that because the Ministry's gravel pit is now depleted, it intends to dispose of the Properties so they can be made available for other uses. The Agent submits that dedicating the existing road is necessary for the disposal of the Properties and would provide legal access to the Properties and to lands beyond, preventing future landowners from having to invest significant funds to secure access.

[14] In an email from Catherine Seel, dated August 15th, 2024 (the “August 15th email”), the Applicant states that it has reviewed the location of all of LMWUC’s waterways and water lines and confirms that the proposed road dedication will not impact the Dore River, Dore River watershed, or LMWUC water pipeline/ditching infrastructure. However, in reviewing the water licences, the Applicant identified one water line which goes through Property 3 to the adjacent parcel to the south. The Applicant explains that this line was built without the Applicant’s knowledge or permission. Nevertheless, the Applicant states that this water line is not impacted by the road and will be protected by an easement before Property 3 is sold or transferred.

[15] While the Panel still views the fragmentation of the Properties by a road as less than ideal, it recognizes that the physical impact of the road alignment already exists. The Panel considered the necessity of securing legal access to the Properties and preventing future landowners from facing unnecessary barriers to agricultural use. Given the Applicant’s explanation of the lack of viable alternatives, the Panel is prepared to approve the road dedication.

DECISION

[16] For the reasons given above, the Panel approves the Proposal to dedicate ~2.04 ha of public road right-of-way in order to extend Westlund West Road by 1.02 km subject to the following conditions:

- (a) the submission of a survey plan delineating the area to be subdivided;

- (b) the survey plan to be in substantial compliance with Schedule A of this decision;
- (c) the survey plan be submitted within three years from the date of release of this decision (by November 8, 2027); and

[17] When the Commission confirms that all conditions have been met, it will authorize the Registrar of Land Titles to accept registration of the subdivision plan.

[18] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[19] These are the unanimous reasons of the Panel.

[20] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(3) of the ALCA.

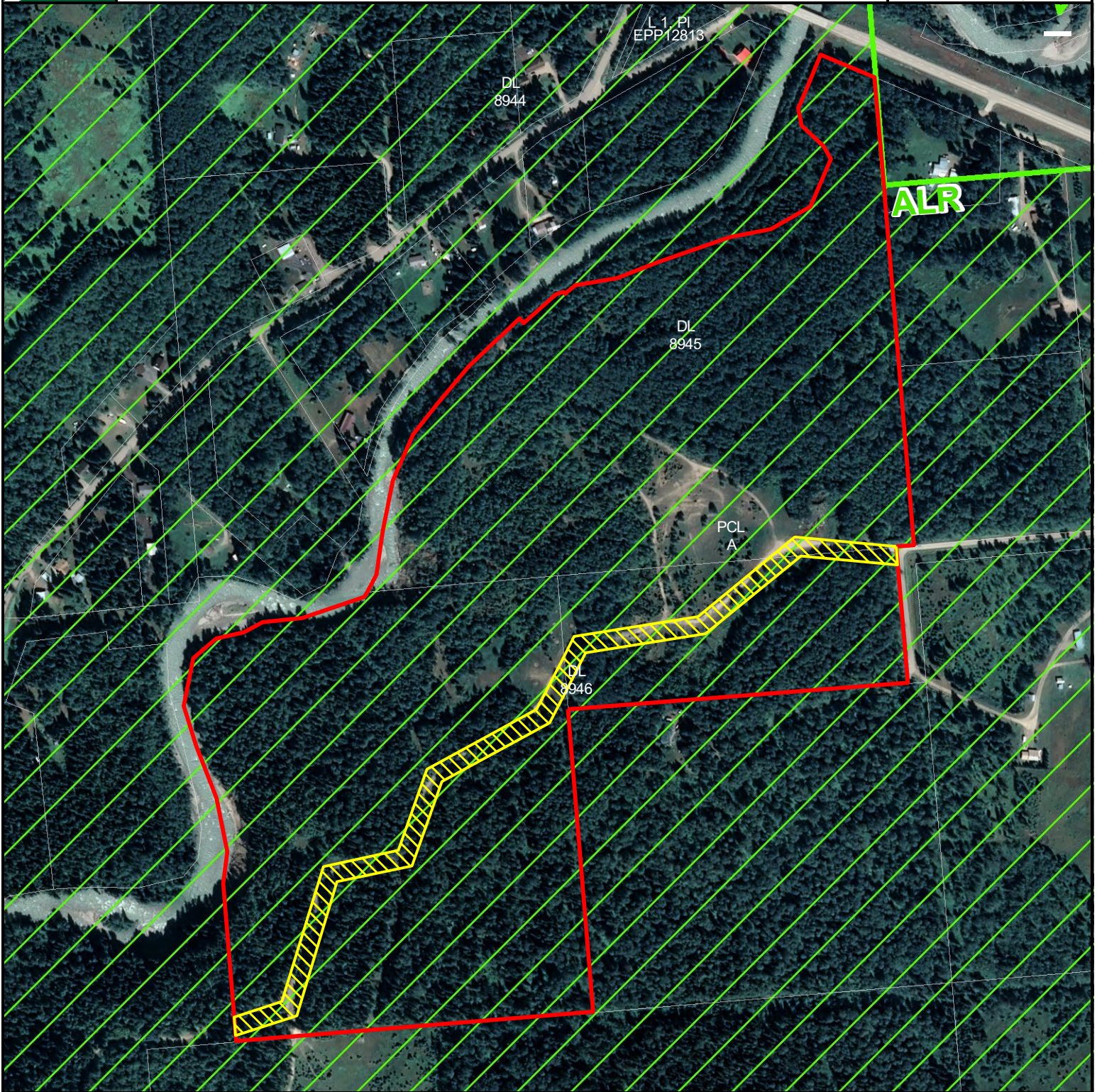
[21] Resolution #717/2024

Released on November 8, 2024



Janice Tapp, Panel Chair

On behalf of the North Panel



ALC FILE NO:
65162




RESOLUTION NO:
717/2024

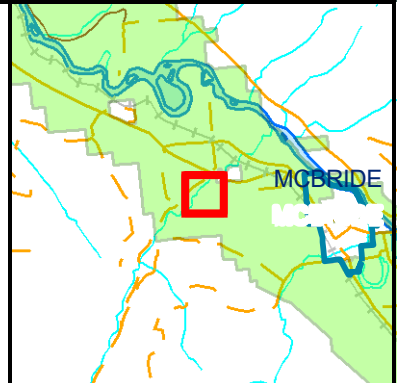
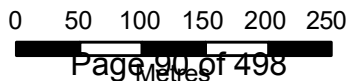
MAP PRODUCED:
November 08, 2024

MAP SCALE:
1:6,000

DATA SOURCES & NOTES:
ALC, BCGW & Google Earth.
Contains information licensed under
Open Government License - British
Columbia.

Map for reference only. Accuracy not
guaranteed.

-  Proposed Road Dedication (~2.04 ha)
-  Subject Property
-  Agricultural Land Reserve
-  PMBC Parcel Cadastre





**AGRICULTURAL LAND COMMISSION FILE 65162
REASONS FOR DECISION OF THE NORTH PANEL**

Subdivision Application Submitted Under s.21(2) of the Agricultural Land Commission Act

Applicant: Ministry of Transportation and Infrastructure (MoTI)

Property Owner: Her Majesty the Queen in the Right of the Province of British Columbia

Agent: Rae-Lynn Olson (MoTI)

Properties:

Property 1:
Parcel Identifier: 010-492-119
Legal Description: The Fractional West ½ of District Lot 8946 Cariboo District
Civic: ~4 km Northwest of McBride, BC
Area: 19.38 ha (entirely within the ALR)

Property 2:
Parcel Identifier: 010-492-135
Legal Description: District Lot 895 Cariboo District, Except Plan 21079
Civic: ~4 km Northwest of McBride, BC



Area: 19.41 ha (entirely within the ALR)

Property 3:

Parcel Identifier: 010-498-371

Legal Description: Parcel A (E15879) of the
East ½ of District Lot 8946 Cariboo District
Except Plan 21329

Civic: ~4 km Northwest of McBride, BC

Area: 5.78 ha (entirely within the ALR)

Panel:

Janice Tapp, North Panel Chair

Karen McKean

OVERVIEW

- [1] The Properties are located within the Agricultural Land Reserve (“ALR”) as defined in s. 1 of the *Agricultural Land Commission Act* (“ALCA”).
- [2] The Applicant is applying to the Agricultural Land Commission (the “Commission” or “ALC”) under s. 21(2) of the ALCA to dedicate ~2.04 ha of public road right-of-way in order to extend Westlund West Road by 1.02 km (the “Proposal”).
- [3] The issue the Panel considered is whether the Proposal would have a negative effect on the Properties’ agricultural potential.
- [4] The Proposal was considered in the context of the purposes and priorities of the Commission set out in s. 6 of the ALCA:

6 (1) The following are the purposes of the commission:

- (a) to preserve the agricultural land reserve;
- (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

(2) The commission, to fulfill its purposes under subsection (1), must give 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.

EVIDENTIARY RECORD

[5] The Proposal, along with related documentation from the Applicant, Agent, local government, third parties, and Commission is collectively referred to as the “Application”. All documentation in the Application was disclosed to the Agent in advance of this decision.

BACKGROUND

[6] The Regional District of Fraser-Fort George (“RDFFG”) staff report states that the Properties are designated Agriculture/Resource (Ag/Res) by the Robson Valley - Canoe Downstream Official Community Plan (OCP) Bylaw No. 1948, and that *“as per section 3.9(a) of the OCP, it is the general policy of the Board to support upgrading of the local road network.”*

[7] Further, the RDFFG staff report also states that the Properties are zoned Rural 5 (Ru5) by Zoning Bylaw No. 2892, and that public highways are not subject to zoning.

ANALYSIS AND FINDINGS

Issue: What effect the Proposal would have on the Properties’ agricultural potential.

[8] The Application material states that the road is already constructed but is not legally surveyed or dedicated as provincial public highway. The Application proposes to dedicate a 20 m wide public road right-of-way.

[9] The Application states that the purpose of the road dedication is in part to provide legal access to the Properties, provide legal access to the Lucille Mountain Water Users Society (“LMWUS”), the McBride Community Forest, and other lands beyond.

[10] The Application included correspondence from the public which is generally opposed. The correspondence raised the following issues:

- Illegal dumping of debris in the Johnson Pit using the current road. Increased access may in turn increase dumping issues.
- Increased traffic adversely impacting ground stability in riparian areas.
- Increased access may impact the LMWUS water intake and distribution system at risk of damage and contamination for domestic and agricultural users.
- Impacts to recreational use of the Johnson Pit.
- Potential development of land.

[11] The Panel reviewed the public correspondence and notes that there is some confusion regarding the necessity for subdivision for a road that the Panel wishes to clarify. The road is already constructed; however, it is not dedicated as a public road. The reference plan provided with the Application indicates that the road dedication is proposed pursuant to section 107 of the *Land Title Act* (“LTA”). A subdivision, reference, or explanatory plan that causes subdivision of an area smaller than the entire parcel, including uses as a road or highway, requires that a subdivision application be submitted to the Commission.

[12] Although there were many issues raised within the public correspondence, the Panel may only consider those which fall within the Commission’s purposes of

section 6 of the ALCA which are agricultural in nature. Other issues are more appropriately addressed by the local government or provincial ministries with jurisdiction over those matters.

[13] As part of the public correspondence, the Panel received comments regarding potential impacts to the LMWUC infrastructure including potential damage and contamination of water that is used by residential and agricultural users. MoTI provided a response to the public concerns in an email to the RDBN date July 19, 2022 which states that the dedication would provide the LMWUC with permanent access to their infrastructure after the three fee simple Properties are disposed of to a new landowner. MoTI explains that an easement would not be a suitable instrument to for access to the LMWUC or other land beyond in this circumstance.

[14] The Panel considered the existing road alignment that primarily bisects Property 1 and Property 3 creating two 'hooked' parcels across the road. The Panel finds that dedicating the road alignment will fragment Property 1 and 3, and that a publicly dedicated road is likely to increase traffic travelling between the fragmented sections of the Properties which may impact the ability to use both sides efficiently for agriculture. Further, the Panel reviewed the survey plan submitted by the Applicant and notes that there is currently an undeveloped statutory right-of-way along the eastern and southern boundaries of the Properties. Development of this statutory right-of-way would provide access to the Properties and lands beyond without the need for subdivision.

DECISION

[15] For the reasons given above, the Panel refuses the Proposal to dedicate ~2.04 ha of public road right-of-way in order to extend Westlund West Road by 1.02 km.



[16] These are the unanimous reasons of the Panel.

[17] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(3) of the ALCA.

[18] Resolution #350/2023
Released on July 18, 2023



Janice Tapp, Panel Chair

On behalf of the North Panel



**REGIONAL DISTRICT
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: ALR 811/C

FROM: Scott Monroe, Planner I

DATE: June 10, 2024

SUBJECT Application for Subdivision in the Agricultural Land Reserve - 100242

SUMMARY: Purpose: Consider Application
 Location: 8725 Shelley Road East – Electoral Area F
 Owner: Garth Sandy and Cindy Sandy

Attachments:

1. Backgrounder
2. Agricultural Land Commission Application No. 100242

Previous Reports: None

RECOMMENDATION(S):

1. THAT the report, dated June 10, 2024, regarding “Application for Subdivision in the Agricultural Land Reserve - 100242” be received for information.
2. THAT Application No. 100242 for subdivision in the Agricultural Land Reserve on Block C District Lot 811 Cariboo District Except Plan EPP2872 be authorized to proceed to the Agricultural Land Commission.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

SUMMARY OF APPLICATION:

Location:	8725 Shelley Road East – Electoral Area F
Legal Description and PID:	Block C District Lot 811 Cariboo District Except Plan EPP2872 – 98.28 ha. 023-296-399
Applicant(s):	Garth Sandy and Cindy Sandy
Existing Uses:	The subject property currently has one Residential-Single Family dwelling and several accessory buildings. The remainder of the property is cleared with some treed areas. Some of the cleared areas are in hay production.
Proposal:	The subdivision application has been made to permit subdivision of the subject property into 3 lots within the ALR. Two of the proposed lots will have a size of 9.405 hectares and the remainder lot will have a size of 79.43 ha.
Application Type:	Application for subdivision in the Agricultural Land Reserve

BOARD CONSIDERATION:

The Board is being asked to consider receiving the report. Full options and corresponding motions are detailed under the Decision Options section of the report.

RELEVANT POLICIES:

Official Community Plan:	The proposed subdivision is <u>not consistent</u> with Willow River-Upper Fraser Valley Official Community Plan Bylaw No. 1589, 1996. An Official Community Plan amendment would be required if the subdivision is approved by the Agricultural Land Commission.
Zoning Bylaw:	The proposed subdivision is <u>not consistent</u> with Zoning Bylaw No. 2892, 2014. A Zoning Bylaw amendment would be required if the subdivision is approved by the Agricultural Land Commission.
Agricultural Land Reserve Applications Policy No. RD-15-19	Provides the framework for processing ALR applications. A notice requesting written submission was mailed to property owners within 200 metres of the subject property and posted to the Regional District’s website.
<i>Agricultural Land Commission Act:</i>	Sets the legislative framework for the establishment and administration of the Agricultural Land Commission and reserve.
Agricultural Land Reserve General Regulation and Agricultural Land Reserve Use Regulation:	Subsidiary legislation that details permitted uses and application processes within the ALR.

STRATEGIC ALIGNMENT:

- Climate Action
- Economic Health
- Indigenous Relations
- Strong Communities
- None – Statutory or Routine Business

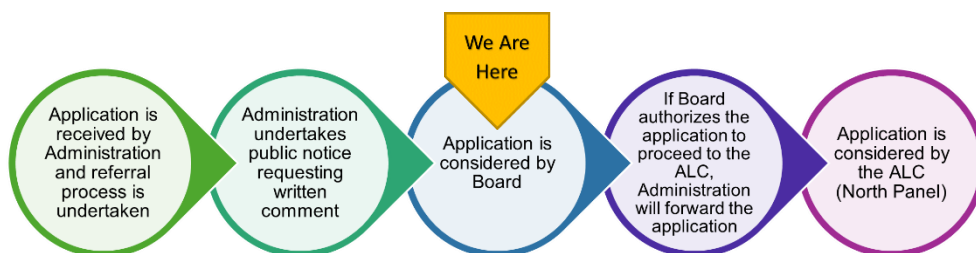
SERVICE RELEVANCE:

Regional District Land Use Planning Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):



DECISION OPTIONS:

1. Approve recommendations
 - the report will be received.

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
A. Authorize the application to proceed to the ALC with comments.	An additional resolution may be made to recommend that the Regional District supports approval of the application, and the resolution may include rationale for the support.	<i>THAT the Regional District Board supports approval of Application 100242 for Subdivision in the Agricultural Land Reserve due to the reasons [insert reason].</i>
B. Postpone consideration pending receipt of further information.	The application will return for further Board consideration when information is available.	<i>THAT Application 100242 for Subdivision in the Agricultural Land Reserve be postponed pending receipt of [insert requirement].</i>
C. Deny authorization for the application to proceed to the ALC.	The application will not be forwarded to the ALC.	The Regional District Board <u>defeats</u> the following: <i>THAT Application 100242 for subdivision in the Agricultural Land Reserve on Block C District Lot 811 Cariboo District Except Plan EPP2872 be authorized to proceed to the Agricultural Land Commission.</i>

SUMMARY COMMENTS:

- The proposed subdivision is not supported by the Willow River-Upper Fraser Valley Official Community Plan Bylaw No. 1589, 1996, or by Zoning Bylaw No. 2892, 2014. An Official Community Plan and Zoning Bylaw amendment would be required if the subdivision is approved by the Agricultural Land Commission.
 - The property is designated Agriculture/Resource (Ag/Res) by the OCP. For agricultural land within this designation, the OCP states that the Regional Board will, amongst other things, support the *Agricultural Land Reserve Act* and discourage fragmentation of agricultural land by subdivision.
- Comments received from referral agencies are included in the Backgrounder.
 - The Ministry of Agriculture and Food attached their templated response on Subdivision in the Agricultural Land Reserve which includes several comments identifying subdivision as a process frequently not beneficial to agriculture.
 - The Ministry of Transportation and Infrastructure noted that if the applicants are granted approval and wish to proceed with subdivision, they must apply to the Ministry for approval.
- No public submissions were received prior to the deadline of 12:00 pm on June 3, 2024.

The Official Community Plan discourages subdivision of agricultural land; the Zoning Bylaw does not permit the proposed subdivision. Furthermore, as identified by the Ministry of Agriculture, subdivision for residential purposes is frequently not beneficial to agricultural operations. For these reasons, it may be reasonable for the Board to consider denying authorization for the application to proceed to the Agricultural Land Commission.

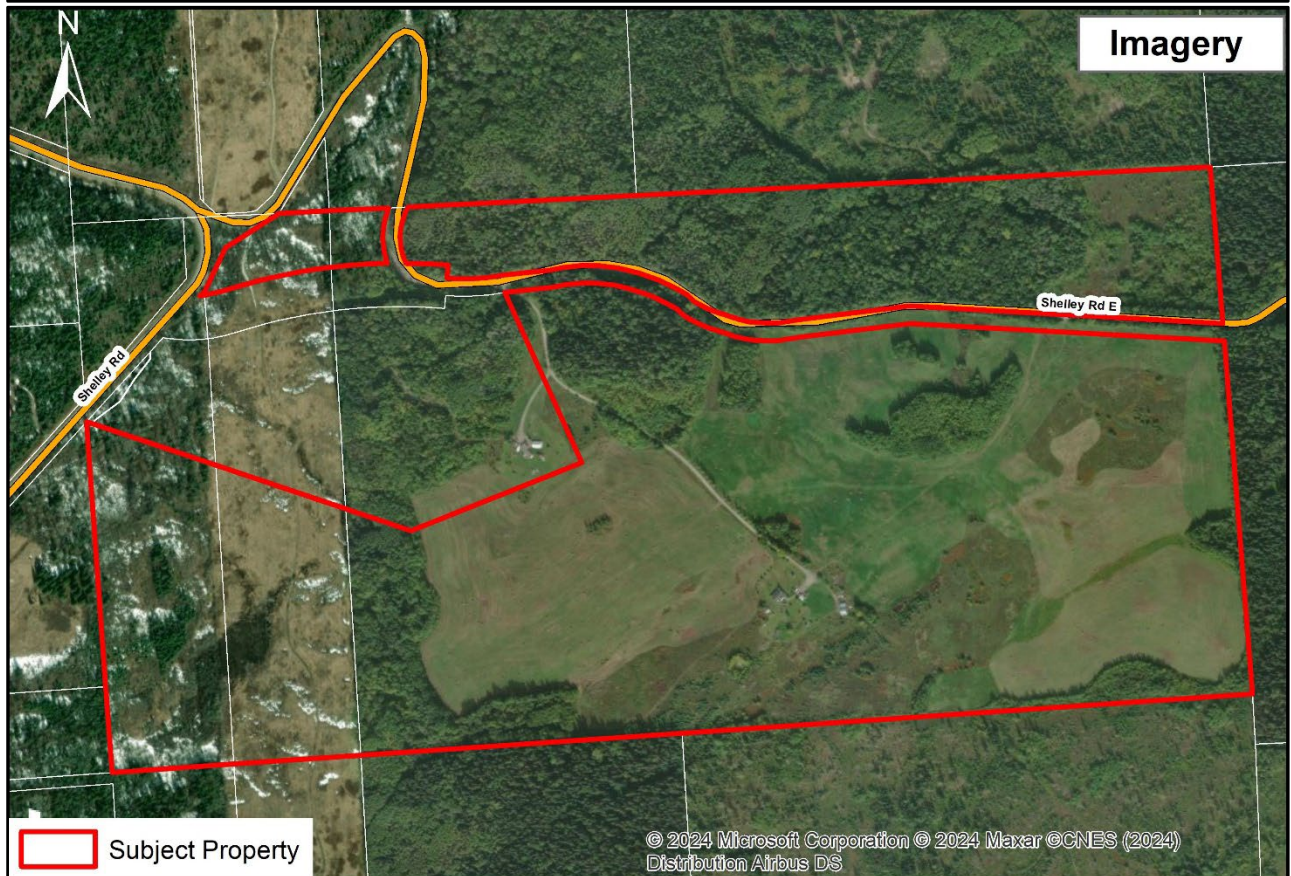
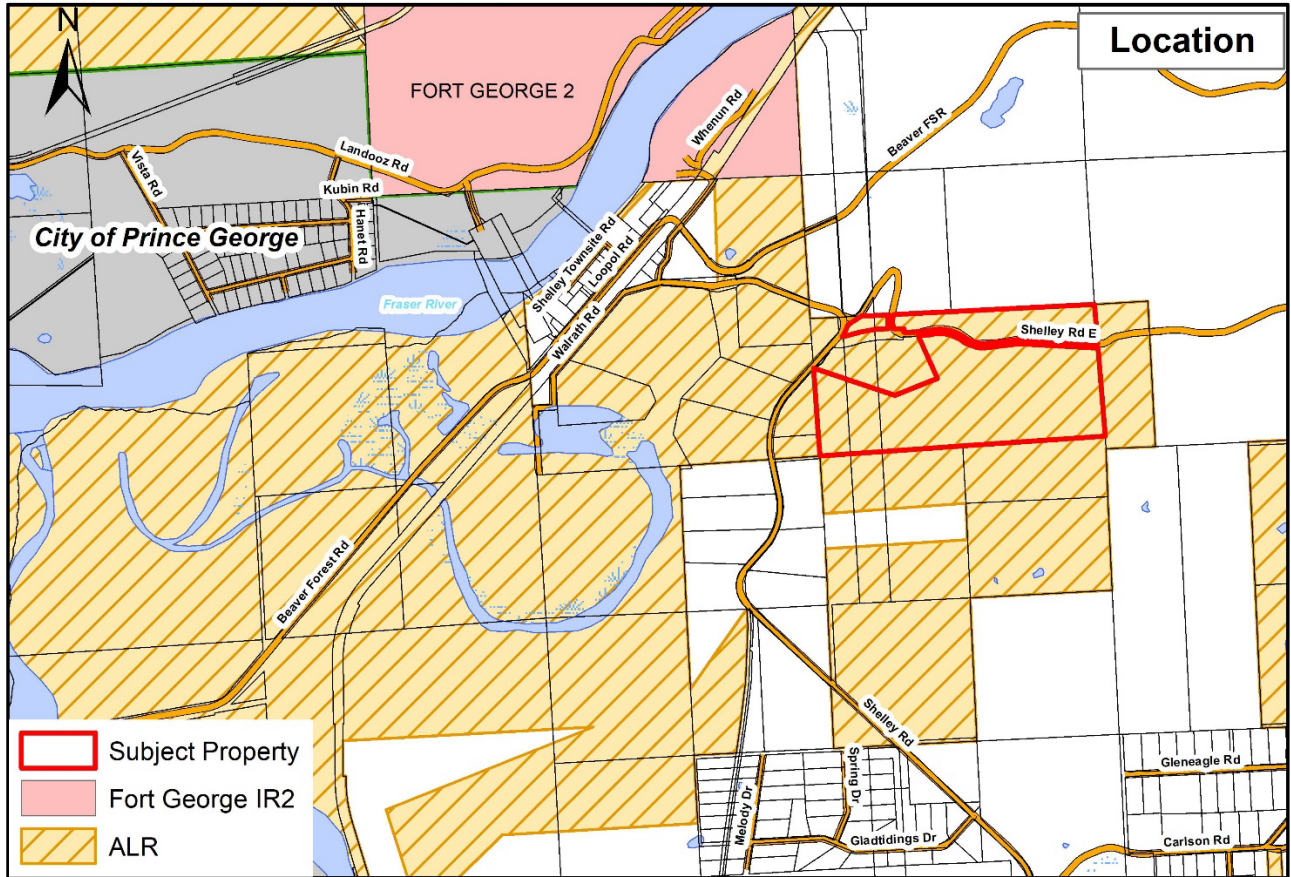
Respectfully submitted,

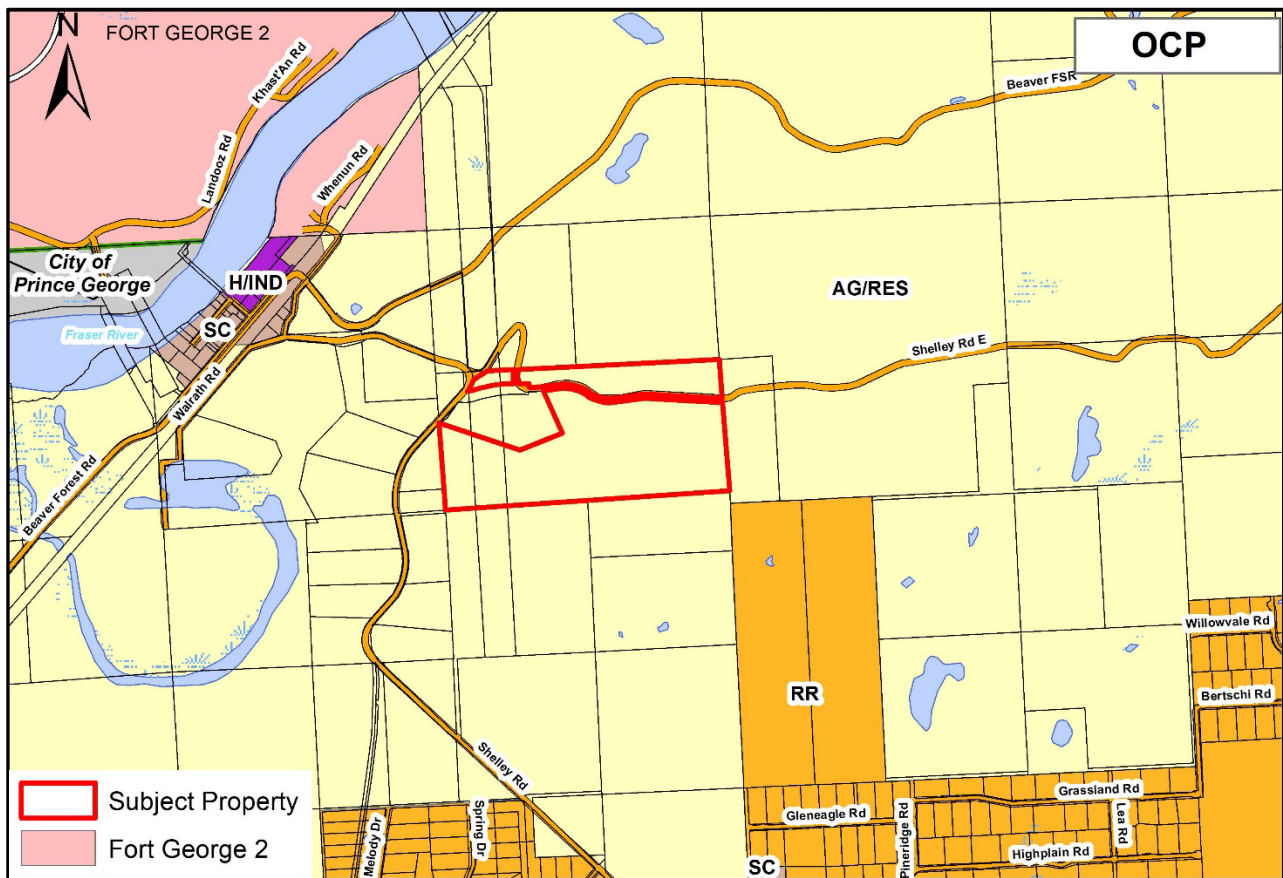
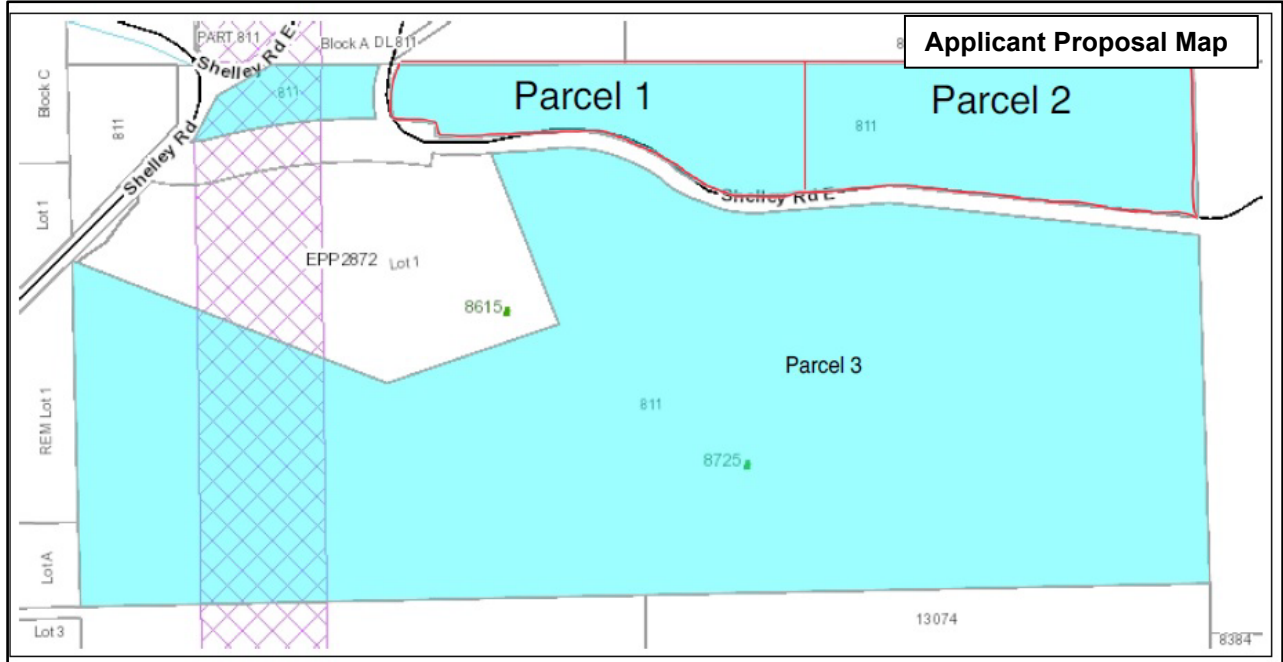
Scott Monroe

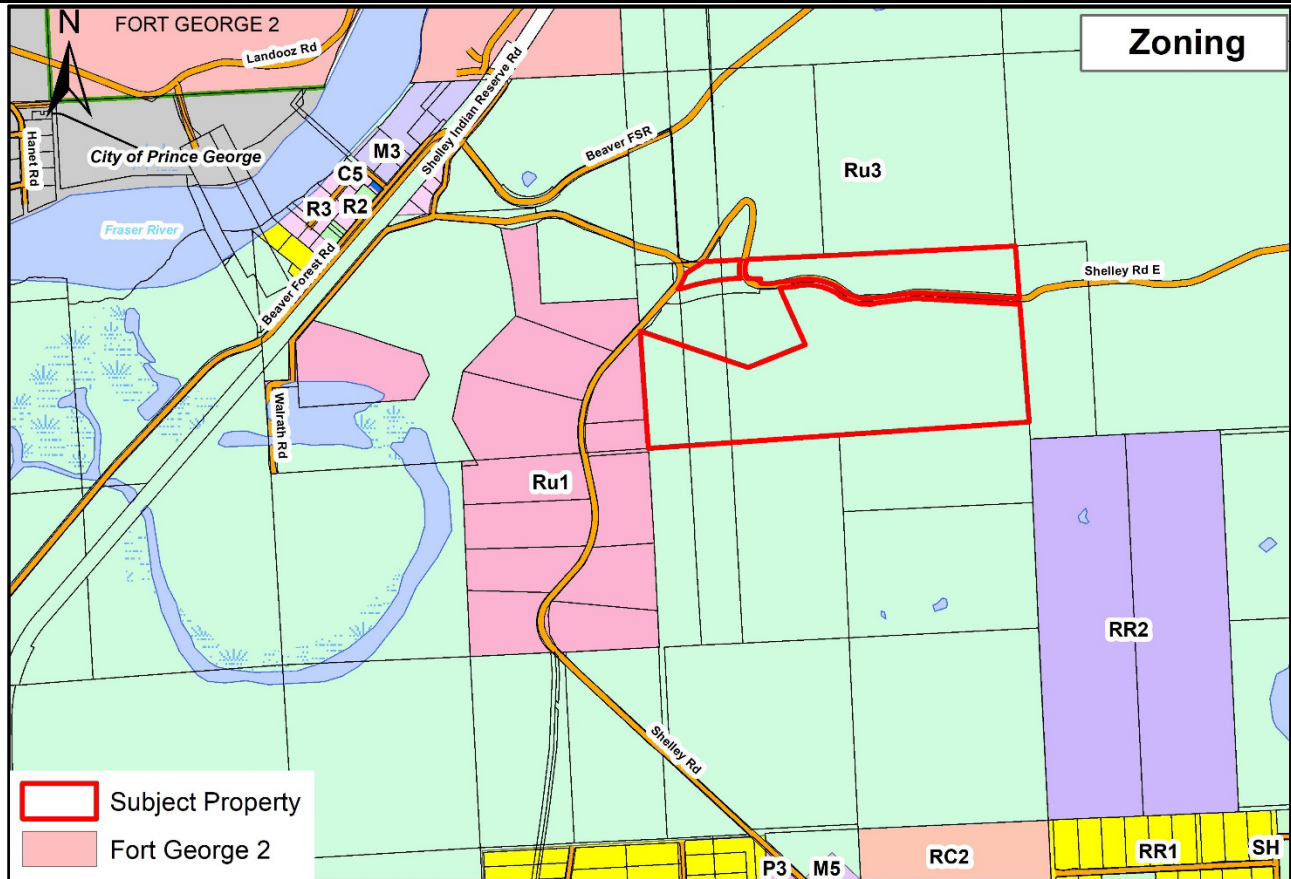
Scott Monroe
Planner I
SM:cc

BACKGROUNDER – APPLICATION FOR SUBDIVISION IN THE ALR 100242

PARCEL MAPS







LAND USE PLANNING INFORMATION

ALR: The subject property is entirely within the Agricultural Land Reserve (ALR).

Subdivision requires approval from the Agricultural Land Commission (ALC). The Regional District Board can choose to either:

- a) prevent the application from proceeding to the ALC for a decision; or
- b) approve the application to proceed to the ALC for a decision (with or without comments)

If the Regional District Board approves the application to proceed it will be forwarded to the Agricultural Land Commission (ALC) for a decision pursuant to the purposes of the Commission as set out in the *Agricultural Land Commission Act*:

6(1) *The following are the purposes of the commission:*

- a. *to preserve agricultural land reserve;*
- b. *to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest;*
- c. *to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.*

(2) *The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing 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.*

Official Community Plan:

The subject property is designated Agriculture/Resource (Ag/Res) by the Willow River-Upper Fraser Official Community Plan Bylaw No. 1589, 1996. Within the AG/RES designation, the minimum area of a lot to be created by subdivision is 60.0 ha. As this subdivision would create two lots under this size, an OCP amendment would be required if the subdivision is approved by the ALC.

The Ag/Res designation contains the following policy:

3.2.5 Agricultural Land

*With respect to the protection of the agricultural land base the **Regional Board** will:*

- (i) support the Agricultural Land Reserve Act with its general objective of protecting agricultural land for future food production;*
- (ii) discourage and restrict the fragmentation of agricultural land by subdivision by means of generally large minimum parcels size regulations;*
- (iii) direct non-farming residential uses to existing residential settlements and away from existing or potential future agricultural areas;*
- (iv) not promote development of agricultural land for non-agricultural uses unless it is shown that there is no practical alternative location or that it will not be detrimental to the long term agricultural potential of the land;*
- (v) support the buffering of agricultural land in the ALR from the impact of new non-agricultural subdivision that may include the provision of leave strips.*

Zoning:	The subject property is zoned Rural 3 (Ru3) by Zoning Bylaw No. 2892, 2014. The minimum lot size that can be created by subdivision within the Ru3 zone is 60.0 ha. As this subdivision would create two lots under this size, an OCP amendment would be required if the subdivision is approved by the ALC.
Other:	The subject area is in the following service areas: <ul style="list-style-type: none"> • Shell/Glen Fire/Rescue <p>The subject property is accessed on Shelley Road East.</p>
Previous ALR Applications:	The applicants previously obtained approval to subdivide land in August 2007 under Delegation Application No. 20/07. The subdivision approval allowed the 113.0 ha. property to be subdivided into a 15.0 ha lot. and a 97.93 ha lot. The subject property is the result of that subdivision.
Future RDFFG Applications:	If the ALC application is approved, an Official Community Plan and Zoning Bylaw amendment would be required to permit the proposed subdivision.

REFERRAL COMMENTS

RDFFG Building Inspection

No concerns, any new structures require a building permit.

Dana Ferguson – Senior Building Inspector

Ministry of Transportation and Infrastructure

The Ministry of Transportation & Infrastructure (MoTI) has received the above noted referral from the Regional District of Fraser Fort George regarding the ALR Subdivision. The application has been reviewed and approved. Please note the following:

- No storm drainage shall be directed to Ministry of Transportation and Infrastructure drainage systems. This includes but is not limited to collection and run-off of the internal road system.
- MoTI setback requirements to be followed as per Section 12 of the Provincial Undertakings Regulation

Restriction on placement of buildings or other structures

12 An owner, occupier or lessee of land must not, without the consent of the minister, place or cause or allow to be placed any building, trailer, mobile home or other structure within the following distance from the property line fronting on any arterial highway within a municipality or on any highway in unorganized territory:

- (a) if a public lane or alley provides secondary access to the property, 3 m;*
- (b) in any other case, 4.5 m.*

- It appears this application is outside of the 800m Controlled Area radius, so if the proposal is to move forward under a zoning bylaw amendment, Ministry sign off on the bylaw will not be required.
- Should the Applicants be granted approval, and if they want to proceed with subdivision, they must apply to MoTI for subdivision approval by the Provincial Approving Officer appointed under the Land Title Act;
 - Any future subdivision must meet MoTI subdivision guidelines and/or conditions identified during the subdivision process, and it is the Applicant's responsibility to adhere to all relevant legislation;
 - The proposed layout as submitted is not guaranteed as it is dependent on review and approval by the Provincial Approving Officer.
 - Note that ALC approval will be required to proceed with Rural Subdivision.
 - To submit an application online, a BCeID is required, which they can register for here and then they can apply for the subdivision here. If they have any questions or want to discuss the subdivision application process further, they can reach out to DA.FortGeorge@gov.bc.ca

Terrell Balan – Development Officer

Ministry of Agriculture and Food

Thank you for the opportunity to provide comment on this ALC subdivision application referral. Given that this application is being pursued in order to facilitate subdivision in the ALR, please find attached our letter response dated October 30, 2023. Ministry staff have prepared this letter as part of an extended pilot project (March 10, 2023 - October 2024) providing feedback to local governments regarding subdividing land in the ALR and its impact on agricultural activity. The letter explains this initiative in more detail.

Gregory Bartle – Land Use Planner



October 30, 2023

File: 0280-30

Ref: 201422

Dear Local Government Planning Staff:

Ministry of Agriculture and Food (the Ministry) staff have noted that there has been a marked increase in Agricultural Land Commission (ALC) subdivision applications over the past few years, resulting in increased referral workload for local government, the Ministry and ALC staff.

A recent referral impact review project conducted by the Ministry, which reviewed 148 referrals from 26 local governments over a six-month period, showed that 80 percent of ALC subdivision applications were assessed by Ministry staff as “not beneficial to agriculture”; however, local government councils and boards opted to send these applications to the ALC for decision in nearly every instance. While local government decisions to forward these applications to the ALC are inconsistent with Ministry staff input, 92 percent of ALC decisions are consistent with Ministry staff’s assessment (i.e., applications identified as not beneficial to agriculture are refused).

Given the similar input provided by Ministry staff on most subdivision applications, the limited impact that Ministry referral responses have on local government decisions, and current staff workload pressures, the Ministry discontinued parcel-specific review of ALC subdivision applications for an initial six-month trial period from March 2023 to September 2023. The Ministry has extended the trial period for an additional 12 months from October 2023 to October 2024. At the conclusion of the 18-month trial period, Ministry staff will complete an analysis to determine how ALC subdivision application referrals from local governments will be reviewed moving forward. In the interim, Ministry staff will focus on developing alternative outreach and education mechanisms to support land use decisions that benefit agriculture.

In the absence of a parcel-specific review, local government planning staff and decision makers are encouraged to consider the following when reviewing ALC applications for subdivision on the Agricultural Land Reserve (ALR).

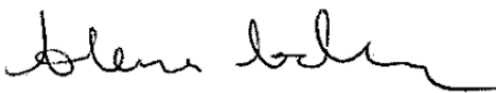
- Subdivision in the ALR frequently results in each parcel having diminished agricultural potential and an increase in land cost per hectare due to increased residential and accessory structures. Smaller lots and increased residential structures can also increase conflict between adjacent land uses.

.../2

- Ministry data, through Agricultural Land Use Inventories (ALUI), shows that smaller agricultural lots are less likely to be farmed.
- A [2022 Kwantlen Polytechnic University study](#) exploring the impact of non-farm uses and subdivision on agricultural land found that in regions of British Columbia (B.C.) reviewed, “30 percent of all new parcels created as a result of subdivision ceased to have a farm class status”, and “64 percent of all the parcels had their ownerships transferred within three years after non-farm use and subdivision applications were approved. This percentage becomes higher for subdivided parcels” (Summary Results, p.1-2).
- To advance viable long-term agricultural opportunities on the ALR, Ministry staff encourage ALR landowners to pursue alternative land access and tenure options, other than subdivision, (such as the leasing of portions of the property) as part of a coordinated succession plan. For more information on [B.C.’s Land Matching Program](#), please visit the [Agrarians Foundation](#) organization website.
- The Ministry also provides resources to producers to support successful farm transition, including support through the [B.C. Agri-Business Planning Program](#), as well as succession planning workshops and webinars to familiarize farmers with the steps and practices required for a successful farm transition.
- Ministry staff are available to discuss viable agricultural opportunities with the landowners considering pursuing farming activities on ALR land. For more information or to contact Ministry staff, please visit the Ministry [AgriService BC webpage](#) or email AgriServiceBC@gov.bc.ca.

While the Ministry will not be providing a detailed review and response to this parcel-specific referral, please feel free to reach out to Ministry staff with specific questions or for advice on this referral or land use planning for agriculture in general.

Sincerely,



Arlene Anderson

Executive Director

Phone: (778) 698-5170

Email: Arlene.Anderson@gov.bc.ca



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 100242
Application Type: Subdivide Land in the ALR
Status: Submitted to L/FNG
Applicant: Sandy et al.
Local/First Nation Government: Fraser Fort George Regional District

1. Parcel(s) Under Application

Parcel #1

Parcel Type Fee Simple
Legal Description BLOCK C DISTRICT LOT 811 CARIBOO DISTRICT EXCEPT PLAN EPP2872
Approx. Map Area 98.28 ha
PID 023-296-399
Purchase Date Apr 15, 2003
Farm Classification No
Civic Address 8725 shelley road east
Certificate Of Title Certified Copy of Title.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Garth Sandy	No Data	██████████	██████████ ████	Not Applicable
Cindy Sandy	No Data	██████████	██████████ ████	Not Applicable

2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process? No

3. Primary Contact

Will one of the landowners or government contacts added previously be the primary contact? No

Type Third-Party Agent

First Name Jenna

Last Name Sandy

Organization (If Applicable) No Data

Phone [REDACTED]

Email [REDACTED]

4. Government

Local or First Nation Government: Fraser Fort George Regional District

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s). 60% hay

Describe all agricultural improvements made to the parcel(s). No agricultural improvements.

Describe all other uses that currently take place on the parcel(s).

125 square meter house and 65 square meter barn

Choose and describe neighbouring land uses

	Main Land Use Type	Specific Activity
North	Residential	Partially cleared, heavily treed areas
East	Agricultural / Farm	A.R.E Trees Ltd.
South	Agricultural / Farm	Farmland, cows and horses, hay fields
West	Residential	Field with 1200 sq ft trailer residential

6. Proposal

Proposed Lot Areas

#	Type	Size
1	Lot	9.405
2	Lot	9.405
3	Lot	79.47

What is the purpose of the proposal?

The purpose of this proposal is to subdivide out 2 parcels of property for family (our children and their spouses) to build homes to support the maintenance of the current property. By enabling generational family to be within close proximity to the current farmland it allows for the continued agricultural use of the land, as well as furthering the potential for agricultural growth, integrity and value of the land and surrounding area.

Why do you believe this parcel is suitable for subdivision?

This parcel is suitable for subdivision as it is currently unused, partially cleared and heavily treed, rendering it unsuitable for agriculture at present. This configuration was chosen as there is an existing road separating the proposed 2 parcels from the main body of the property.

Does the proposal support agriculture in the short or long term? Please explain.

By allowing generational family to live in closer proximity to the existing farmland, it enables more support for the maintenance of the current property. The agricultural integrity and value of the subdivided land will only increase moving forward with the potential for small livestock (goats, pigs, chickens, rabbits, etc.) and their associated products, as

well as the potential for various types of produce. The subdivision proposal can lead to an increase in biodiversity of plant life, and vegetation allowing for the preservation of bees and their ecosystems as well. This will then allow the land and its surrounding area to increase in prosperity and diversity in both the short term and long term.

Proposal Map / Site Plan

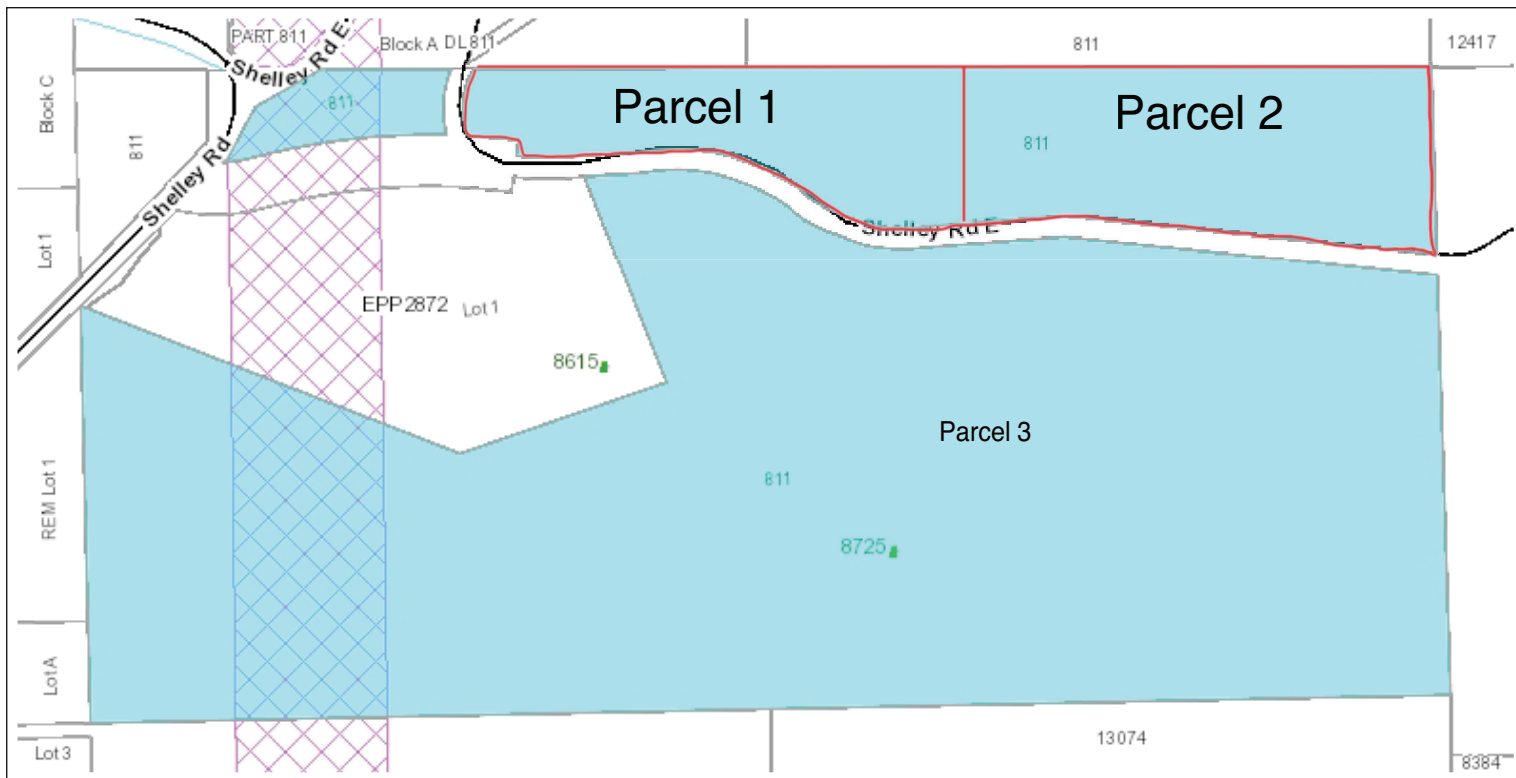
Property Plan.pdf

Are you applying for subdivision pursuant to the ALC Homesite Severance Policy?

No

7. Optional Documents

Type	Description	File Name
Other files that are related	Proposal from Landowners	Proposal Letter.pdf
Other files that are related	Regional District Property Map	Block C District Lot 811.pdf


Property Information

PID:	023296399	Parcel Map BC Area AC:	242.85
JUROL:	2675711126100	Parcel Map BC Area HA:	98.28
Legal Plan:	NO_PLAN	Ownership Type:	PRIVATE
Civc Address(es):	8725 SHELLEY RD E		
Legal Description:	BLOCK C DISTRICT LOT 811 CARIBOO DISTRICT EXCEPT PLAN EPP2872		

Land Use Information

Electoral Area/Municipality:	Area F - Willow River-Upper Fraser		
Is all or part of this property within a Development Permit Area?		NO	
Is all or part of this property within the Agriculture Land Reserve?		YES	
Zoning Designation(s) on this property?	Rural 3 (Ru3)		
OCP Designation(s) on this property?	Willow River-Upper Fraser	Agriculture/Resource (AG/RES)	

Service Area Information

Is all or part of this property within a Fire Protection Area?	SHELL-GLEN FIRE/RESCUE
Is all or part of this property within a RDFFG Service Area?	Not in a Participating Service Area

The information provided herein is for assistance and convenience only, and should not be relied upon as or as a substitute for legal advice. In the event of any conflict between the information provided herein and any enactments of the Regional District of Fraser-Fort George or the Provincial/Federal governments, the enactments will prevail. In the event that there is a discrepancy between BC Assessment and PMBC parcel areas, please consult the legal survey plans for the authoritative area.

Garth & Cindy Sandy
8725 Shelley Road East
Prince George, B.C.
V2K5G1

To Whom It May Concern:

A brief history of our family on Shelley Road East.

If COVID-19 has taught us anything it is the importance of family and being close to the ones who matter most. As the long-time owner of the property, which we would like to subdivide, our goal is to enable our children to own a piece of the land that they grew up on and farmed with their parents and grandparents. My wife Cindy's grandmother started living on Shelley Rd East in the late 1950s. Her parents, Don and Rose Slater, have lived on Shelley Rd East since the 1960s, and Cindy was born here in 1966.

We developed the piece of property that we currently live on in the 1980s, when it was originally owned by Don and Rose Slater. We purchased the aforementioned property "DL 811 Block C" from Don and Rose in the early 2000s and raised our children here.

The purpose of our proposal is to subdivide out 2 parcels for our children to build homes on to support the maintenance of the current property. By enabling generational family to be within close proximity to the current farmland it allows for the continued agricultural use of the land, as well as furthering the potential for agricultural growth, integrity and value of the land and surrounding area.

The proposed new parcels are suitable for subdivision as they are currently unused, partially cleared and heavily treed; this renders that area unsuitable to agriculture at present. It has an existing road that separates the proposed parcels from the main body of property. The configuration was chosen in support of keeping the main body of property and its current agricultural use intact, while also furthering the potential for agricultural expansion on the opposite side of the road, where the new parcels would be located.

Sincerely,

Garth & Cindy Sandy



**REGIONAL DISTRICT
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / <http://www.rdffg.bc.ca>

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: ALR 8945 & 8946

FROM: Richard Buchan, Planner II

DATE: July 11, 2022

SUBJECT Application for a Subdivision in the Agricultural Land Reserve - 65162
 SUMMARY: Purpose: Consider Application
 Location: Westlund West Road – Electoral Area ‘H’
 Applicant: Ministry of Transportation and Infrastructure (MoTI)
 Owner: Her Majesty the Queen in Right of the Province of British Columbia

Attachments:

1. Agricultural Land Commission Application 65162
2. Letter from Lucille Mountain Water Users’ Community dated July 9 2022

Previous Reports:

None

RECOMMENDATION(S):

1. THAT the report, Agricultural Land Commission Application 65162, and all written comments from persons and authorities be received.
2. THAT Application 65162 for a Subdivision in the Agricultural Land Reserve on The Fractional West 1/2 of District Lot 8946 Cariboo District; District Lot 8945 Cariboo District, Except Plan 21079; and Parcel A (E15879) of The East 1/2 of District Lot 8946 Cariboo District Plan Except Plan 21329, be authorized to proceed to the Agricultural Land Commission.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

An application for a subdivision within the Agricultural Land Reserve (ALR) has been made to permit a road dedication that will extend Westlund West Road for approximately 1.02 kilometres.

Board is being asked to consider forwarding an application to the Agricultural Land Commission (ALC).

RELEVANT POLICIES:

1. *Agricultural Land Commission Act.*
 - sets the legislative framework for the establishment and administration of the Agricultural Land Commission and reserve
 - the ALC must consider all applications in the context of Section 6 of the Act, which focuses on the preservation and enhancement of agricultural land
 - Sections 25(3) and 34(5) enable local governments to deny authorization for an application to proceed to the ALC for a decision
2. Agricultural Land Reserve General Regulation and Agricultural Land Reserve Use Regulation:
 - subsidiary legislation that details permitted uses and application processes within the ALR

3. Robson Valley – Canoe Downstream Official Community Plan Bylaw No. 1948:
 - **the proposed road use is consistent with the OCP**
 - the subject parcels are designated Agriculture/Resource (Ag/Res)
 - upgrading of the local road network is supported
4. Zoning Bylaw No. 2892:
 - **the proposal is consistent with the zoning bylaw regulations**
 - the subject properties are zoned Rural 5 (Ru5)
 - a zoning amendment will not be required
5. Agricultural Land Reserve Applications, Policy No. RD-15-19
 - provides the framework for processing ALR applications
 - a public input stage is undertaken for an ALR application that will not require subsequent OCP, zoning or temporary use permit application

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Regional District Land Use Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Pursuant to the Regional District's Policy RD-15-19 Agricultural Land Reserve Application, notice to neighbouring landowners is required when the proposal does not require a subsequent land use application to the Regional District.

Notice of the proposed subdivision within the ALR was mailed to referral agencies and applicable landowners requesting comments by 12:00pm on July 18, 2022. One comment was received as of the date of this report. Any additional correspondence received will be forwarded to Board as additional agenda items.

DECISION OPTIONS:

- 1) Approve recommendations:
 - the application will proceed to the ALC for a decision
- 2) Additional resolution:
 - an additional resolution may be made to recommend that the Regional District supports approval of the application, and the resolution may include rationale for the support
 - a rationale could include that Section 3.9(a) of the OCP supports upgrading of the local road network.

Other Options:

- a) Deny authorization for the application to proceed to the ALC
 - the application will not be forwarded to the ALC
- b) Postpone consideration pending receipt of further information
 - the application will return for consideration when information is available

COMMENTS:

An application has been made to permit the expansion of Westlund West Road. The travelled portions of the proposed road currently exist but are not dedicated as a provincial public highway. Dedication of a road right of way under Section 107 of the *Land Title Act* requires subdivision approval from the Agricultural Land Commission (ALC).

The Board is being asked to consider forwarding this application to the ALC. The Board may also provide additional supportive comments for the ALC's consideration.

Policy RD-15-19 sets out three (3) options for consideration of this application:

- Approve the application to proceed to the ALC for a final decision
 - an additional resolution is required to forward the application with comments from the Board for the ALC's consideration
- Deny the application to proceed to the ALC for final decision
- Postpone consideration if further information is requested

If the application is forwarded and approved by the ALC, the applicants will not need to make a subsequent land use application to the Regional District.

Respectfully submitted,

"Richard Buchan"

Richard Buchan
Planner II

RB:cb

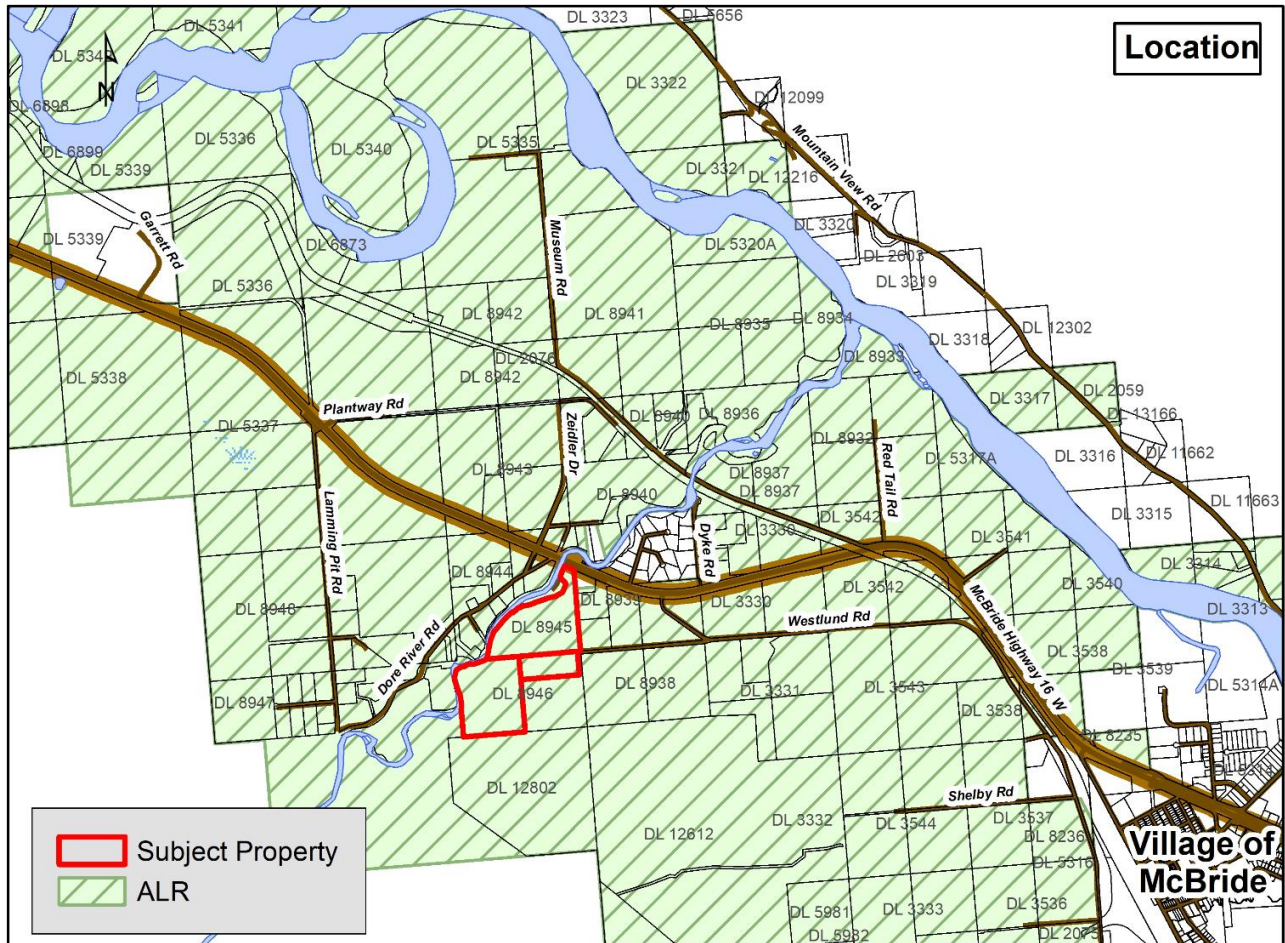
BACKGROUND

Owner: Her Majesty the Queen in Right of the Province of British Columbia

Agent: Ministry of Transportation and Infrastructure (MoTI)

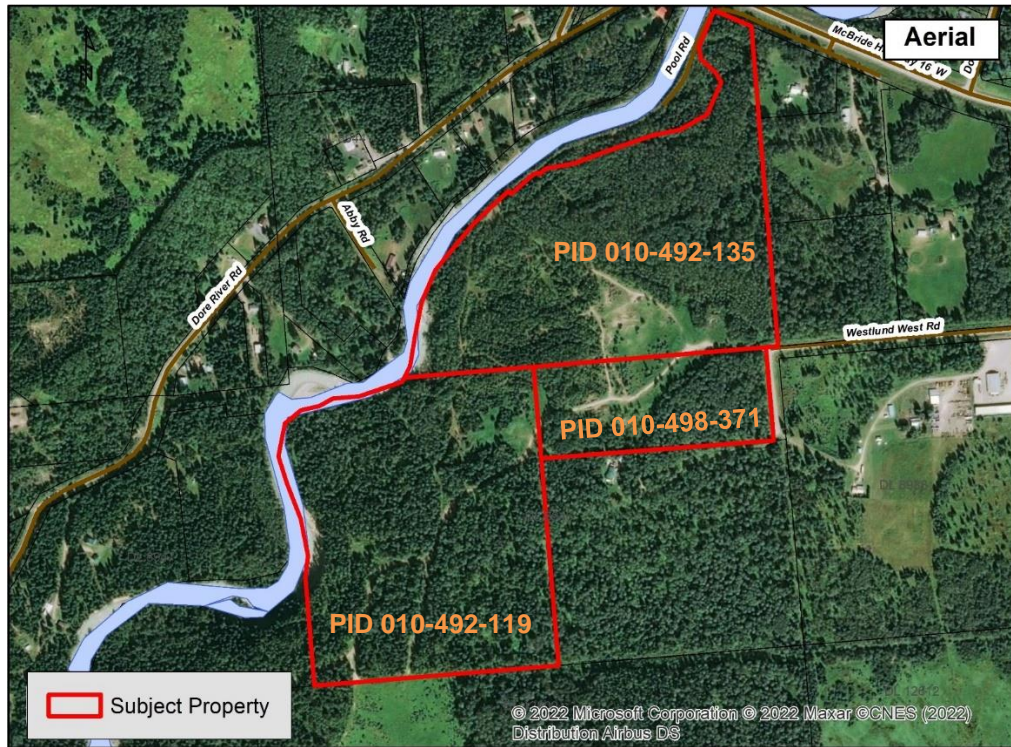
Location: Westlund West Road – Electoral Area ‘H’

- Legal Descriptions:**
1. The Fractional West 1/2 of District Lot 8946 Cariboo District (PID 010-492-119) – 19.38 ha
 2. District Lot 8945 Cariboo District, Except Plan 21079 (PID 010-492-135) – 19.40 ha
 3. Parcel A (E15879) of The East 1/2 of District Lot 8946 Cariboo District Plan Except Plan 21329 (PID 010-498-371) – 5.78 ha



Proposal: An application for a subdivision for road purposes within the Agricultural Land Reserve (ALR) has been made to permit a road dedication that will extend Westlund West Road for approximately 1.02 kilometres.

The travelled portions of the proposed road currently exist but is not dedicated as a provincial public highway. The existing road is used by the McBride Community Forest, a local water users' association, and for general access to lands beyond.



Agricultural Land Reserve:

The subject land is entirely within the Agricultural Land Reserve (ALR). Dedication of a road right of way under Section 107 of the *Land Title Act* requires subdivision approval from the Agricultural Land Commission (ALC). The Regional District Board can choose to either:

- a) prevent the application from proceeding to the ALC for a decision; or
- b) approve the application to proceed to the ALC for a decision (with or without comments)

If the Board approves the application to proceed it will be forwarded to the ALC for a decision pursuant to the purposes of the Commission as set out in the *Agricultural Land Commission Act*:

6 (1) *The following are the purposes of the commission:*

- a. *to preserve agricultural land reserve;*
- b. *to encourage farming on agricultural land reserve in collaboration with other communities of interest;*
- c. *to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.*

(2) *The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing 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.*

Official Community Plan:

The subject land is designated Agriculture/Resource (Ag/Res) by the Robson Valley - Canoe Downstream Official Community Plan (OCP) Bylaw No. 1948. As per section 3.9(a) of the OCP, it is the general policy of the Board to support upgrading of the local road network.

Zoning:

The subject land is zoned Rural 5 (Ru5) by Zoning Bylaw No. 2892. Public highways are not subject to zoning.

Fire Protection:

The subject land is within a volunteer fire department protection area.

Future RDIFFG Applications:

No future RDIFFG applications are required if the Agricultural Land Commission (ALC) approves the subdivision for road purposes.

Referral **RDFFG – Building Inspections**
Comments No concerns. Any new structures require a permit.
 Dana Ferguson, Senior Building Inspector
 Regional District of Fraser-Fort George



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 65162

Application Status: Under LG Review

Applicant: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA

Agent: Ministry of Transportation & Infrastructure

Local Government: Fraser Fort George Regional District

Local Government Date of Receipt: 04/29/2022

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Subdivision

Proposal: The road currently existing (~1.02km) will be legally surveyed to a width of 20 metres and dedicated a provincial public highway. The road provides access to lands beyond, the McBride Community Forest, and to the water works of a local water users' society.

Agent Information

Agent: Ministry of Transportation & Infrastructure

Mailing Address:

213-1011 4th Avenue

Prince George, BC

V2L 3H9

Canada

Primary Phone: [REDACTED]

Email: raelynn.olson@gov.bc.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 010-492-119

Legal Description: THE FRACTIONAL WEST 1/2 OF DISTRICT LOT 8946 CARIBOO DISTRICT

Parcel Area: 19.4 ha

Civic Address:

Date of Purchase: 03/29/1988

Farm Classification: No

Owners

1. **Name:** HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA

Address:

213-1011 4th Avenue

Prince George, BC

V2L 3H9

Canada

Phone: [REDACTED]

Email: raelynn.olson@gov.bc.ca

2. **Ownership Type:** Fee Simple
Parcel Identifier: 010-492-135
Legal Description: DISTRICT LOT 8945 CARIBOO DISTRICT, EXCEPT PLAN 21079
Parcel Area: 19.4 ha
Civic Address:
Date of Purchase: 03/29/1988
Farm Classification: No
Owners
1. **Name:** HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
Address:
213-1011 4th Avenue
Prince George, BC
V2L 3H9
Canada
Phone: [REDACTED]
Email: raelynn.olson@gov.bc.ca

3. **Ownership Type:** Fee Simple
Parcel Identifier: 010-498-371
Legal Description: PARCEL A (E15879) OF THE EAST 1/2 OF DISTRICT LOT 8946 CARIBOO DISTRICT EXCEPT PLAN 21329
Parcel Area: 5.8 ha
Civic Address:
Date of Purchase: 09/17/1993
Farm Classification: No
Owners
1. **Name:** HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
Address:
213-1011 4th Avenue
Prince George, BC
V2N 3H9
Canada
Phone: [REDACTED]
Email: raelynn.olson@gov.bc.ca

Current Use of Parcels Under Application

- 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**
None. Previously used to move and hold cattle while transporting to and from winter and spring grazing.
- 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**
Fencing to contain cattle, cattle guard.
- 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**
The parcels were formerly a Ministry of Transportation gravel pit. The gravel resource has been depleted. The road within the parcels is used by the McBride Community Forest, a local water users' association, and for access to lands beyond.

Adjacent Land Uses

North

Land Use Type: Residential

Specify Activity: residential

East

Land Use Type: Agricultural/Farm

Specify Activity: cattle/hay

South

Land Use Type: Other

Specify Activity: Crown lands

West

Land Use Type: Agricultural/Farm

Specify Activity: Mix of farm (hay, cattle) and residential

Proposal

1. Enter the total number of lots proposed for your property.

2.04 ha

18.21 ha

5.088 ha

19.262 ha

2. What is the purpose of the proposal?

The road currently existing (~1.02km) will be legally surveyed to a width of 20 metres and dedicated a provincial public highway. The road provides access to lands beyond, the McBride Community Forest, and to the water works of a local water users' society.

3. Why do you believe this parcel is suitable for subdivision?

The road currently exists, and this is an exercise to have it legally dedicated in order to dispose of the surrounding lands.

4. Does the proposal support agriculture in the short or long term? Please explain.

The proposal allows access to the agricultural lands it traverses through, as well as the Crown lands beyond. The road had previously been used to transport cattle to and from summer/fall ranges.

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

No

Applicant Attachments

- Agent Agreement-Ministry of Transportation & Infrastructure
- Proposal Sketch-65162
- Certificate of Title-010-492-119
- Certificate of Title-010-492-135
- Certificate of Title-010-498-371

ALC Attachments

None.

Decisions

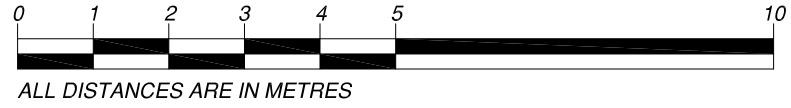
None.

**REFERENCE PLAN OF ROAD WITHIN PART OF THE Fr W 1/2 OF DL 8946,
PART OF DL 8945, EXCEPT PLAN 21079, AND PART OF PARCEL A (E15879)
OF THE E 1/2 DL 8946 EXCEPT PLAN 21329
ALL IN CARIBOO DISTRICT**

PLAN EPP116481

PURSUANT TO SECTION 107 OF THE LAND TITLE ACT

BCGS 93H .039



ALL DISTANCES ARE IN METRES
THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:2000.

GRID BEARINGS ARE DERIVED FROM A GNSS DUAL FREQUENCY STATIC BASELINE OBSERVATION BETWEEN REBAR 500 AND REBAR 501 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM 7 HOURS OF DUAL FREQUENCY GNSS OBSERVATIONS POST PROCESSED USING NATURAL RESOURCE CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.99990217. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON A MEAN ELLIPSOIDAL ELEVATION OF 740 METRES.

BEARINGS TO BEARING TREES ARE MAGNETIC.

- LEGEND**
- STANDARD IRON POST PLACED
 - ⊗ STANDARD CAPPED POST FOUND
 - ⊗ STANDARD CAPPED POST PLACED
 - △ GNSS CONTROL POINT PLACED
 - × UNMONUMENTED SURVEY POINT
 - BT BEARING TREE
 - MEAS MEASURED
 - Mkd MARKED
 - RE-EST RE-ESTABLISHED
 - SM STONE MOUND
 - UCL UNSURVEYED CROWN LAND
 - CP STANDARD CAPPED POST

NOTE: THIS PLAN SHOWS ONE OR MORE DIMENSIONS THAT HAVE BEEN EXAGGERATED FOR CLARITY

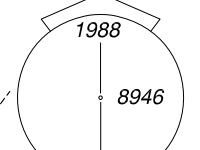
LOCATION OF NATURAL BOUNDARY BASED ON ORIGINAL FIELD NOTES 1915



BT's Fd MEAS
0.45 FIR 7.0 @ 216° (UN-OPENED)
0.25 BALSAM (FALLEN)

BT's MADE
0.25 FIR 4.3 @ 012°
0.25 FIR 3.3 @ 310°

BT's Fd Mkd MEAS
0.3 BIRCH 4.5 4.5 @ 194°
0.3 BIRCH 7.54 7.54 @ 059°
0.3 CEDAR 6.2 6.16 @ 335°



BT's Fd MEAS
0.45 SPRUCE 8.15 @ 085°
0.25 BIRCH 6.6 @ 230°

BT's MADE
0.25 BIRCH 6.6 @ 230°

MOTI FILE # PS734758

THIS PLAN LIES WITHIN THE FRASER-FORT GEORGE REGIONAL DISTRICT.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 3rd DAY OF NOVEMBER, 2021.
MARISSA MOORE, BCLS (898)



LOCATION OF NATURAL BOUNDARY BASED ON ORIGINAL FIELD NOTES 1915
NO EVIDENCE FOUND CORNER FROM ORIGINAL FIELD NOTES FALLS WITHIN RIVER
APPROXIMATE NATURAL BOUNDARY, BANK IS ERODING
MADE SM NO TREES

DORE RIVER

APPROXIMATE NATURAL BOUNDARY BASED ON AERIAL IMAGERY

Rem Fr W 1/2
DL 8946

Rem DL 8945

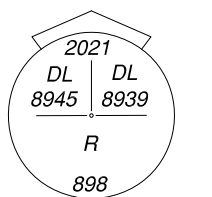
DEDICATED AS ROAD
AREA 3 = 0.138 ha

DEDICATED AS ROAD
AREA 2 = 0.712 ha

Rem PARCEL A (E15879)
OF THE E 1/2 DL 8946

Rem E 1/2 DL 8946

SW4
DL 8939



WESTLUND WEST ROAD
PLAN 21329

SRW PLAN BCP4382

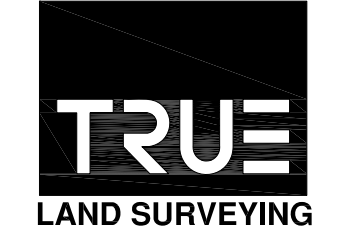
ROAD SURVEY PLAN
5Tu1414

ROAD SURVEY PLAN 4Tu1414

DL 12802

TABLE OF REFERENCE		
AREA	DESCRIPTION	AREA
1	THE Fr W 1/2 OF DL 8946	1.19 ha
2	PARCEL A (E15879) OF THE E 1/2 OF DL 8946, EXCEPT PLAN 21329	0.712 ha
3	DL 8945, EXCEPT PLAN 21079	0.138 ha
TOTAL		2.04 ha

TABLE OF CONTROL MONUMENTS				
DATUM: NAD83(CSRS) 2002.0				
UTM ZONE 10				
POINT	NORTHING	EASTING	COMBINED FACTOR	ESTIMATED ABSOLUTE ACCURACY
500	5911113.569	684840.009	0.99990419	0.01
501	5910546.984	684325.178	0.99990015	0.01



201 - 2079 Falcon Road ■ Kamloops BC ■ V2C 4J2
tel 250.828.0881 ■ fax 250.828.0717
info-kam@TRUE.bc.ca
DRAWN BY: MM
DWG FILE: 1357-041 HS GRID
JOB NO: 1357-041
BF:75 ■ P:86-96

LUCILLE MOUNTAIN WATER USERS' COMMUNITY
PO Box 445
McBride BC V0J 2E0

July 9th, 2022 - sent via fax and email

Regional District of Fraser Fort George
Fax 1-250-562-8676
Email : developmentsservices@rdffg.bc.ca

**RE: Proposal Application for Subdivision to ALC to permit road dedication.
ALC Application 65162**

Lucille Mountain Water Users' Community (LMWUC) has great concern with respect to this application.

Lucille Mountain Water User's Community was established in 1988 to own and manage a waterline to provide clean, safe water to members. There are thirty-seven licenced users accessing domestic and stock water on our water system for properties on Westlund West Road, Westlund Road, Shovar Road, Poole Road, Museum Road, and Dyke Road.

The area of land affected by ALC Application No. 65162 will impact our watershed, our infrastructure, our pipeline and the people and their properties we have listed. Hundreds of people, hundreds of acres, hundreds of farm animals, their livelihoods and their lives are depending on LMWUC to protect and maintain their water.

The risk of contamination, exposure, and damage to the water source and to our infrastructure is huge. This application for subdivision and road dedication, if approved and if it proceeds, would undue our efforts to provide a clean, safe, uninterrupted water supply to our members.

The land under application is in the ALR. It is marketable and suitable for agricultural use as it is. There is no need for a dedicated road or subdivision. Further, it is our opinion that a dedicated road and/or subdivision would diminish the agricultural value of this land and the land of our members!

LMWUC has had the benefit of joint access/joint use by having one of our members hold the lease on this land. There have been no issues and the relationship has greatly benefited our ability to protect our water intake, dam site and water line.

LMWUC was previously informed that an easement using the footprint of the existing trail would be put in place to ensure future access for LMWUC, McBride Community Forests and/or others with land interests beyond Johnson Pit. Limited access via an easement would be acceptable to LMWUC, a public road to the general population putting our water source, water dam and water line at risk is not acceptable.

Sincerely,

Linda Fry

Linda Fry,
Secretary for LMWUC

Christopher Fry

[REDACTED]
[REDACTED]

July 7th, 2022

Regional District Fraser Fort George

Fax 1-250-562-8676

Email developmentsservices@rdffg.bc.ca

RE: ALC Application 65162 – Westlund West Road, McBride BC

As owner and resident of [REDACTED], I have both comments and concerns with respect to the above noted application.

DUMPING – increasingly over the past number of years there have been issues with people dumping debris in Johnson Pit. I have seen and removed, on many occasions, used construction materials, old appliances, derelict car part, tires, car bodies, contaminated soils, broken cement, metals, siding, corrugated steel, plastic, and copper piping. These items are unsightly, can be dangerous to those using the area for recreation, hazardous to domestic and wild animals, and potentially causing contamination to ground water and riparian areas.

Also, increasingly over the past years is the frequency of people dumping animal hides, entrails, and carcasses in Johnson Pit. In addition to this being unsightly, it attracts scavengers who then prey upon our farm animals. We have had bears, coyotes, eagles, and other animals kill our chickens, ducks, geese, rabbits, and lambs.

I have cleaned up the area on numerous occasions, absorbing the costs of my personal equipment and tipping fees to properly dispose of the mess made by others for the safety of my family, farm animals and property. However, the frequency of dumping has become so severe and profound that private clean up is no longer safe, viable or even remotely possible.

Increasing access will make the issues of dumping in Johnson Pit much more frequent and much worse.

DORE RIVER RIPARIAN AREA – this application is adjacent to the Dore River. The Dore River has been recently affected by high water, bank instability, flood damage, and blockages by slides/rocks and logs. Development of the area will adversely affect the ground stability. Increased traffic will adversely affect the ground stability.

AGRICULTURAL USE – Westlund Road and Westlund West Road properties are very fertile and are heavily used for agricultural purposes including pasture, forage crops, hay, gardening, green houses, bee keepers, small scale farming such as beef, lambs, chickens and egg production. Many residents are

planting fruit trees, fruit bushes, and ground fruits. The properties, residences and farms in this area are served by Lucille Mountain Water User's Community. The Lucille Mountain watershed area has been a source for domestic and agricultural water since 1988, now serving 36 licenced users, representing a population of approx. 300 and many others as well. In 2010-2011, a huge investment by LMWUC was made to install new distribution lines from the intake and improve the water intake to ensure improved water quality for members. The dedicated road on the subject application will put the Lucille Mountain Water Users Community water intake and distribution system at significant risk of damage and contamination.

RECREATIONAL USE – I have lived at [REDACTED] since [REDACTED]. The Johnson Pit area has been used extensively in winter as a local toboggan and in the summer as a biking and hiking area for youth of the area because of the proximity to town and easy access. Those recreation opportunities have already been jeopardized by the dumping and misuse of Johnson Pit.

It is my opinion that this crown land area should continue to be reserved, monitored, and maintained to protect the Dore River riparian area and Lucille Mountain Watershed. It should not be developed, and access should not be encouraged or improved.

I question the rationale behind this application. To what end will a dedicated road serve? Will the local highways contractor be required to maintain this dedicated road if constructed? And if they do, then I need to go back to my earlier comments about access and dumping making the area unsafe for recreation and the potential to harm the watershed and riparian zone. If there is a subdivision, what affect will it and the subsequent development on the subdivided land have on the riparian zone and LMWUC infrastructure and water shed?

I am strongly opposed to the approval of this application.

Regards,

[REDACTED]

Chris Fry

From: [Nadine Shovar](#)
To: [Development Services](#)
Subject: RE: Proposal Application for Subdivision to ALC to permit road dedication ALC Application 65162
Date: 2022-07-18 10:21:52

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

I live close to the Johnson Pit and get my water from the Lucille Mountain Water Users' Community system.

I have great concerns regarding the above mentioned proposed application:

- risk of exposure, contamination and damage to our dam, water lines and complete water system infrastructure.
- the land is in the ALR - I feel that it would not be beneficial to subdivide it or have a dedicated road passing through it. Dividing up the land would make it less likely to be used as farm land.
- with having a dedicated road it more in likely would lead to more garbage being dumped in Johnson's Pit and beyond (wherever the road goes). This could contaminate the soil, be a hazard to domestic animals and wildlife and pollute the Dore River.
- Lucille Mountain Water Users' Community getting a legal easement to access their water system is acceptable.

Regards

Nadine Shovar



From: [Sara Olofsson](#)
To: [Development Services](#)
Subject: ALC application No. 65162 Westlund West Road McBride B.C.
Date: 2022-07-13 21:50:38

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

As property owners on Dore River ([REDACTED]), we are noting our concerns on the information provided to us by the RDFFG via Canada Post.

This letter states a proposal for an application for subdivision to the ALC to allow road dedication within the ALR, illustrated in an attached map and comments on how this proposal may impact existing and future agriculture in the adjacent areas.

First, the map provided is not legible to read, even with glasses on, so we made some guesses, as the key etc. is not readable.

Second, we are confused as to the outline of this letter. Is it a proposal for subdivision or a permit for road dedication? And why? For what reason?

There is a road there. Is this request to make it more accessible? For whom? And again why? If it is indeed subdivision, all the above applies as well. For what reason?

That is not clear in the information provided to us as property owners, in this letter.

Although we do not utilize the Lucille Mountain community watershed, we cannot imagine any ground disturbance activity would be beneficial to this water source and those who depend on it.

Is the Dore River riparian area not already at risk and in a state of decline?

Would increased access and land disturbance not lend to these issues?

In addition to these very real infrastructure and environmental concerns, we would personally note any effect these unclear plans would have aesthetically on the views from our property and thus impact negatively, our property value and enjoyment of the land our family has owned for generations.

From what has been provided to us at this point, we can only oppose the application. It is very ambiguous. We deserve details that can assist us in completing a more informed response to this matter.

Regards,
Sara Olofsson and Matthew Elliott (CC'd in this email)

[REDACTED]

From: [Tania Giesky-Blixrud](#)
To: [Development Services](#)
Subject: Re: Application for Subdivision ALC # 65162
Date: 2022-07-16 21:33:40

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

To Whom it May Concern:

I am adamantly opposed to your proposed application for subdivision. Over the last few years Johnson Pit has become the local dumping ground for construction material, piles of brush and various household items. During this time the Ministry of Transportation and Infrastructure has done nothing to address the issue. Your proposal would directly affect my privacy and impact the value of my property. Furthermore the waterline that services my land as well as many other residents would be at risk. There is already a dedicated road in place so what is the point of another? There is already constant traffic from local residents who use Johnson Pit to ride motorcycles and snowmobiles in winter. It is also used for a tobogganing hill.

I am asking the Regional District to dismiss the proposed application forthwith.

Yours truly,

Tania Blixrud

From: [Tovi Thiel](#)
To: [Development Services](#)
Cc: [Heather Meier](#)
Subject: ALR Application 65162 - DO NOT AGREE
Date: 2022-07-18 10:40:36

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

Good day,

We live at [REDACTED], our property lies adjacent to Johnson's Pit and our family has enjoyed this area for generations. Growing up I lived on Westlund Road as well.

Please accept this email as our opportunity to provide comment on the "Application for Subdivision in the ALR No. 65162", in the vicinity of the Dore River, Johnson's Pit and Westlund Road West.

We have reviewed the Application package and subsequent information helpfully provided by one of your Planning Leaders. Additionally have had numerous conversations and questions answered.

With this we have concluded that we **DO NOT AGREE** with the subdivision for the declaration of any road specifically as a Provincial Public Highway.

Our reasons for your consideration are as follows:

- #1 reason is the LMWUC / we are part of this community and agree that it would only allow for the potential for contamination, exposure and damage to our water source and/or infrastructure - we have excellent more direct access currently;
- ALR - this would diminish the land value, the ALR should remain as is; Agriculture Land is fairly important to have access to - more so every day, and this road would not benefit the ALR or this property;
- we are under the impression the MCFC is not looking at any additional development in this area, and again these areas were accessed previously in the winter months with no issues;
- we do not understand why a road would be declared in this gravel pit now especially with the source depleted;
- this road would just allow additional locations further in the bush for people to abuse and dispose of non biodegradable garage items;
- this pit and wilderness/recreation access has been like this for 30-40 years with no problems why would we or do we need to change it now. We can see no benefit to any person, property or animal

This application is pretty vague, hard to understand and misleading for a lot of people receiving it.

Even to date we still do not understand why this road would be declared NOW and for WHAT REASON....? The application is being made by Ministry of Transportation? But yet they know nothing about it?

Regardless, thank you for your time and consideration,

Tovi Thiel and Darvin Goodkey

From: [loranne martin](#)
To: [Development Services](#)
Subject: ALC Application No. 65162 Road Dedication within the ALR
Date: 2022-07-17 16:23:17

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

My name is Wolf Osterberg, my property is immediately adjacent to the subject properties. I am also one of the properties with water rights under the Lucille Mountain Water Users Group. For the record the Water Users Committee did not notify me as to their thoughts or response to the application.

I have reviewed the application and its attachments in their entirety.

I am opposed to the application for the following reasons:

- 1) There is no rationale for the purpose of the road let alone dedicating it as a public highway. In the application Johnson's Pit is described as defunct and actual use of the existing agricultural usage is none.
- 2) Dedicating and extending a 20 meter wide public highway by over a kilometer that literally goes nowhere, makes no sense;
- 3) Investing in extending, dedicating a road as a public highway and installing cattle fences is a gross misuse of taxpayer's money.
- 4) There is no information as to expected increases in user groups and therefore traffic which may include large volumes of logging trucks and equipment, hunters, tourism or sledders, all which could affect the value of my property. Please note none of these are agricultural in nature.

I oppose the application.

Respectfully submitted,

Wolf Osterberg;
as dictated and sent by Lorraine Martin

From: Jackie Edwards
Sent: Saturday, July 16, 2022 7:14 PM
To: Richard Buchan <richard.buchan@rdffg.bc.ca>
Subject: Item Referred: Application for a Subdivision in the ALR - 65152

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

Item Referred: Application for a Subdivision in the ALR - 65152
File No: ALR 8945 & 8946
General Location: Westlund West Road – Electoral Area 'H'
PID: 010-492-119, 010-492-135 & 010-498-371

Hello Richard

Please find attached below McBride Farmers Institute's response to the above application for subdivision as submitted by the Ministry of Transportation and Infrastructure.
Please take our concerns into consideration when you are reviewing the application.

Thank you for your cooperation in this matter.

Jackie Edwards
Secretary McBride Farmers Institute.

McBRIDE FARMERS INSTITUTE



Development Services
Regional District of Fraser-Fort George
155 George St
Prince George, B.C.
V2L 1P8

July 8, 2022

Attention : Richard Buchan

Re : Application for a Subdivision in the ALR 65152

The McBride Farmers Institute would like to voice its opposition to this application proposal for principle of preserving agricultural land in the area. The application proposes to divide two existing parcels of ALR land diagonally into four triangular parcels to create a road right-of-way. The right-of-way follows an existing trail used to access a depleted gravel pit and crown land beyond the parcels.

The proposed subdivision does not increase the agricultural value or development potential above that already offered with the existing parcels. In addition to legitimate access for grazing use, logging, and a water user's association, the area is also used by the public for indiscriminate disposal of garbage and general waste. Development of the proposed road right-of-way and upgrading it as part of the local road network will encourage further access for dumping of garbage. Additionally, the areas of the proposed lots are smaller than indicated in the application.

The parcel (PID 010-498-371) is currently 5.781 ha as indicated in the application and from the online property report. The proposed road right-of-way is indicated on the attached survey report as 0.712 ha, leaving 5.069 ha of area, split diagonally into two areas about 1/3 and 2/3 or approximately 1.7 ha and 3.3 ha.

The parcel (PID 010-492-119) is currently 19.384 ha as indicated in the application and from the online property report.

The proposed road right-of-way is indicated on the attached survey report as 1.19 ha, leaving 18.194 ha of area, split diagonally into two roughly equal areas 9 ha each.

The parcel (PID 010-492-135) is currently 19.409 ha as indicated in the application and from the online property report.

The proposed road right-of-way encroaches on this parcel by 0.138 ha as is indicated on the attached survey report reducing the parcel to 19.271 ha of area.

In summary, this application a subdivision is proposing to change three existing parcels to create a road right of way and and two additional parcels, all of smaller area as follows : 19.271 ha, ~9 ha, ~9 ha, ~3.3 ha and ~1.7 ha. This does not match the proposed lot sizes listed in the application.

McBRIDE FARMERS INSTITUTE

The McBride Farmers Institute would like to suggest an alternative to the proposal based on the submitted data and a site visit. This would be to create a legal easement for the affected users which need access through the properties on the existing trail being proposed as a dedicated road.

Another option would be to extend the the short road south to the existing road right-of-way (Survey plan 4Tu1414) noted on the submitted survey plan. This would leave all three parcels at their current size, with road access.

Please find attached the on-line property reports for the affected parcels

Sincerely

A black rectangular redaction box covers the signature area. A handwritten mark, possibly a checkmark or the letter '7', is visible to the right of the box.

Jackie Edwards
Secretary
McBride Farmers Institute

Attachments (3)


Property Information

PID:	010492119	Parcel Map BC Area AC:	47.899
JUROL:		Parcel Map BC Area HA:	19.384
Legal Plan:	NO_PLAN	Ownership Type:	CROWN PROVINCIAL
Civic Address(es):			
Legal Description:	THE FRACTIONAL WEST 1/2 OF DISTRICT LOT 8946 CARIBOO DISTRICT		

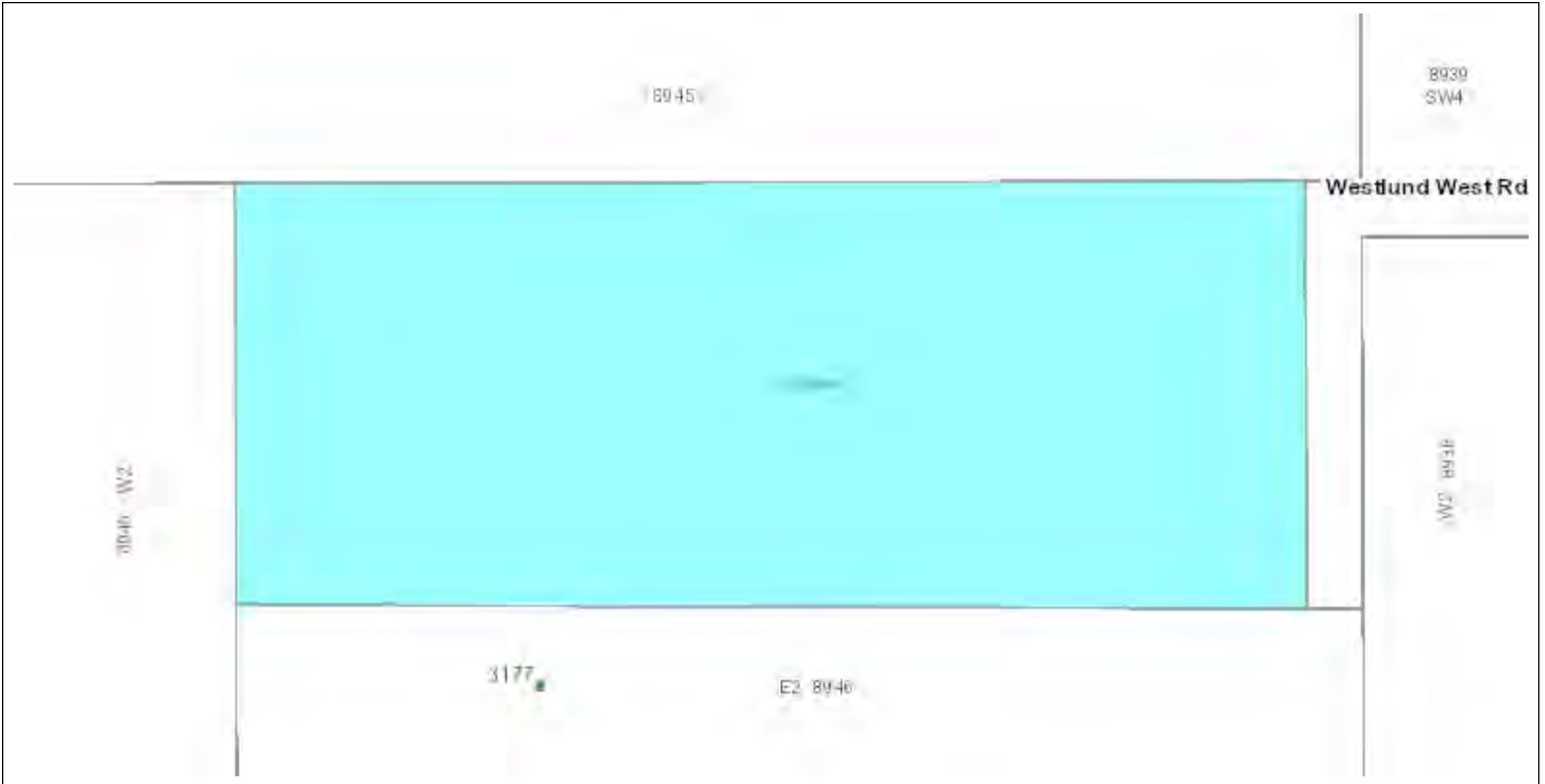
Land Use Information

Electoral Area/Municipality:	Area H - Robson Valley-Canoe		
Is all or part of this property within a Development Permit Area?	NO		
Is all or part of this property within the Agriculture Land Reserve?	YES		
Zoning Designation(s) on this property?	Rural 5 (Ru5)		
OCP Designation(s) on this property?	Robson Valley-Canoe Downstream Agriculture/Resource (AG/RES)		

Service Area Information

Is all or part of this property within a Fire Protection Area?	MCBRIDE DISTRICT FIRE
Is all or part of this property within a RDFFG Service Area?	Robson Valley T.V. Rebroadcasting, Robson Valley Exploration & Learning, Robson Valley

The information provided herein is for assistance and convenience only, and should not be relied upon as or as a substitute for legal advice. In the event of any conflict between the information provided herein and any enactments of the Regional District of Fraser-Fort George or the Provincial/Federal governments, the enactments will prevail.



Property Information

PID:	010498371	Parcel Map BC Area AC:	14.285
JUROL:		Parcel Map BC Area HA:	5.781
Legal Plan:	NO_PLAN	Ownership Type:	CROWN PROVINCIAL
Civic Address(es):			
Legal Description:	PARCEL A (E15879) OF THE EAST 1/2 OF DISTRICT LOT 8946 CARIBOO DISTRICT EXCEPT PLAN 21329		

Land Use Information

Electoral Area/Municipality:	Area H - Robson Valley-Canoe
Is all or part of this property within a Development Permit Area?	NO
Is all or part of this property within the Agriculture Land Reserve?	YES
Zoning Designation(s) on this property?	Rural 5 (Ru5)
OCP Designation(s) on this property?	Robson Valley-Canoe Downstream Agriculture/Resource (AG/RES)

Service Area Information

Is all or part of this property within a Fire Protection Area?	MCBRIDE DISTRICT FIRE
Is all or part of this property within a RDFFG Service Area?	Robson Valley T.V. Rebroadcasting, Robson Valley Exploration & Learning, Robson Valley

The information provided herein is for assistance and convenience only, and should not be relied upon as or as a substitute for legal advice. In the event of any conflict between the information provided herein and any enactments of the Regional District of Fraser-Fort George or the Provincial/Federal governments, the enactments will prevail.



Local Government File: ALR 8945 & 8946
ALC ID: 65162

July 20, 2022

ATTN: Richard Buchan, Planner II
Development Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

VIA EMAIL: Richard.Buchan@rdffg.bc.ca

Re: Application for Subdivision – Westlund West Road (PID: 010-492-119, 010-492-135, 010-498-371)

Dear Richard Buchan:

Thank you for providing the Ministry of Agriculture and Food (Ministry) with the opportunity to comment on the proposed application for a subdivision to permit a road dedication through the subject properties of a B.C. Ministry of Transportation and Infrastructure depleted gravel pit within the Agriculture Land Reserve (ALR) "in order to dispose of the surrounding lands". Ministry staff have reviewed and offer the following comments:

- As described in the provided information, the subject parcels were previously used for agricultural activity, and they are adjacent to other parcels in the same soil and capability categories that are actively supporting agricultural operations (forage). This indicates that there is potential for successful agricultural development on the subject parcels.
- The subject parcels include a mix of agricultural capability classes with four agriculture capability polygons:
 - The majority of the parcel adjacent to the access road is in an area of unimproved agricultural capability class 7TR; the subclass T reflects that management may be required for topographic features on the site. The subclass R indicates that there could be management considerations that

result from consolidated bedrock. Pasture can be an effective production approach on areas with topographic limitations.

- Portions of the parcel adjacent to the Dore River are in an area of unimproved agricultural capability class 4X. Between the Dore River and the access road is an area of unimproved agricultural capability classes 3x (80%) and 5I (20%). The subclass X indicates that there are management considerations that result from a cumulative effect of two or more factors. Subclass I reflects that management may be required for flooding.
- In the lower south-east corner of the subject parcels is a small area of unimproved agricultural capability classes 3D (60%) and 4WD (40%). The subclass D and W indicates management considerations that result from low permeability and excess water. It is worthwhile to note that only 4% of the soils in the Upper Fraser are Class 3.
- Ministry staff note that it is unclear from the application whether the road dedication is necessary to sell the land, if access to the McBride Community Forest and local water users' society water works requires this road, or to what extent there is interest in this road dedication by the two referenced groups. Regional District staff may wish to confirm with the affected parties. A road dedication such as this will likely increase public traffic and disruptions to any future agricultural operations on the subject parcels.
- Ministry staff also note that while the provided information states that no agricultural activity is currently taking place, it also states that the subject property includes fencing and cattle guard infrastructure improvements and was previously used by a local producer "...to move and hold cattle while transporting to and from winter and spring grazing". Regional District staff may wish to confirm the historic, current, and potential agricultural use of the property.
- The Agricultural Land Reserve (ALR) is a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are restricted.

If you have any questions or concerns about our comments, please do not hesitate to contact us.

Sincerely,

Gregory Bartle, Land Use Planner
Ministry of Agriculture and Food
Phone: [REDACTED]
Email: Gregory.Bartle@gov.bc.ca

Karen Tabe, Regional Agrologist
Ministry of Agriculture and Food
Ph: [REDACTED]
Email: Karen.Tabe@gov.bc.ca

Email copy: ALC.Referrals@gov.bc.ca

From: Chavez, Solangel

Sent: Wednesday, July 20, 2022 12:15 PM

To: Development Services <developmentservices@rdffg.bc.ca>

Subject: RE: RDFFG – Referral Report – ALR SUBDIVISION No. 65152 – Westlund Road (West)

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

Hello,

Thank you for the opportunity to comment. The Ministry does not have any concerns with this proposal. Please let me know if you have any questions.

Kind regards,



Sol Chavez (She/Her)

Development Officer

Suite 360 – 1011 4th Avenue

Prince George, BC V2L 3H9

Office: [REDACTED]



From: [Olson, Rae-Lynn TRAN:EX](#)
To: [Heather Meier](#)
Subject: RE: Agricultural Land Commission Application ID 65162 - Response to Community Comments
Date: 2022-07-19 15:58:23
Attachments: [image001.png](#)

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

Hi Heather,

It appears there is much confusion with the word "subdivision", and the residents believing the land is being subdivided off and developed beyond the three parcels that currently exist. This is not what is taking place – and unfortunately, the ALC uses the term subdivision quite loosely. We are simply dedicating the already existing road as a Provincial Public Highway (road) in order to allow legal access to the three parcels, and to Crown lands beyond. The Ministry plans to dispose of the three parcels after dedication has been completed.

The road dedication will benefit the community forest, and the Lucille Mountain Water Users' Society directly by dedicating permanent access to their infrastructure. Without road dedication, it is possible access will be removed by a new landowner once the Ministry disposes of the parcels. An easement is not a suitable instrument for access in this instance. The [grazing lease](#) of a local resident, that the water users' society previously accessed through, has not been renewed, and this road dedication was to grant the community forest and water users' society access before disposition.

The Ministry, along with any future landowners are required to abide by the policies and regulations of the Agricultural Land Commission, including setbacks from the Dore River riparian zone. The road dedication is not removing land from the ALR, the ALC application is for transportation use through the ALR. There are currently **no plans** to upgrade or extend the road beyond what exists today, including installing cattle fences.

Multiple comments from the community indicate that Johnson Pit has regularly been used for recreational activities; the three parcels in question are NOT public lands, but are fee simple parcels owned by the Ministry of Transportation and Infrastructure, and therefore, private. Gravel pits are not places for recreation, nor are recreational activities permissible.

Please let me know if you require additional comments or clarity.



Ministry of
Transportation
and Infrastructure

Rae-Lynn Olson (she/her)
Assistant Property Acquisition Coordinator
Ministry of Transportation & Infrastructure | Northern Region
213-1011 4th Avenue, Prince George, BC, V2L 3H9
Office: [REDACTED] | raelynn.olson@gov.bc.ca

From: Heather Meier <hmeier@rdffg.bc.ca>
Sent: July 19, 2022 10:00 AM

To: Olson, Rae-Lynn TRAN:EX <RaeLynn.Olson@gov.bc.ca>
Cc: Richard Buchan <richard.buchan@rdffg.bc.ca>
Subject: RE: Agricultural Land Commission Application ID 65162

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Rae-Lynn,

The RDFFG Board has a policy to request public comments for ALR applications that will not require any additional RDFFG land use applications. A notice requesting comment regarding agricultural impacts is sent to owners of land within 200 metres of the subject land. We received quite a few comments by the deadline yesterday afternoon. They are attached for your review.

Many of the comments are questions about the purpose and outcomes of the proposed road dedication. If you would like to provide any response comments/context for the Board to consider, we need to receive them by 11 am tomorrow Wednesday July 20th so they can be added to the additional agenda item list. Sorry that is such a short turn around time.

The Board will be considering the ALR application at their next regular meeting on Thursday, July 21 starting at 1:30 pm in the Regional District Board Room at the 155 George Street. Open Board and Committee meetings are also [livestreamed](#) (link is updated just prior to each month's meeting date). The meetings are open to the public and you are welcome to attend, but there will not be any opportunity to address the Board.

The report to Board is available on the agenda website under Item # 7.6
<https://pub-rdfff.escrimemeetings.com/Meeting.aspx?id=c3093de5-e6d1-4f3c-96ec-a1b73679b341&Agenda=Agenda&lang=English>

Direct link to report (see agenda for attachment links)
<https://pub-rdfff.escrimemeetings.com/filestream.ashx?DocumentId=4448>

The attached public comments were received after the main agenda deadline and will be provided to Board as additional agenda items.

Please let me know if you have any questions

Heather Meier RPP, MCIP
Planning Leader
Regional District of Fraser-Fort George
Phone: 250-960-4455
Toll Free: 1-800-667-1959
Email: hmeier@rdffg.bc.ca
Web: www.rdffg.bc.ca

The information provided herein is for assistance and convenience only, and should not be relied upon as or as a substitute for legal advice. In the event of any conflict between the information provided herein and any enactments of the Regional District or the Provincial/Federal governments, the enactments will prevail. This email and any attachments are confidential. If you are not the intended recipient please notify me immediately by return email, delete this email and do not copy, use or disclose it.



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: TUP 7366/24362/8

FROM: Daniel Burke, Planner III

DATE: November 7, 2024

SUBJECT: Proposed Temporary Use Permit No. 288
 SUMMARY: Purpose: Consider Application
 Location: 1600 Coyote Road - Valemount South – Electoral Area H
 Owner: 0820758 BC Ltd.

Attachments:

1. Backgrounder
2. Summary of Public Consultation meeting held November 5, 2024
3. Proposed Temporary Use Permit No. 288

Previous Reports: Item No. 7.3, November 2021

RECOMMENDATION(S):

1. THAT the report dated November 7, 2024, regarding “Proposed Temporary Use Permit No. 288” be received for information.

Declaration by the Public Consultation Chair as to the accuracy and fairness of the summary of the Public Consultation Meeting held on November 5, 2024, regarding proposed Temporary Use Permit No. 288.

2. THAT the summary of the Public Consultation held on November 5, 2024 regarding proposed Temporary Use Permit No. 288 be received for information.
3. THAT Temporary Use Permit No. 288 pertaining to the property legally described as Lot 8 District Lot 7366 Cariboo District Plan 24362 be approved for a three-year period to allow for an Employee Accommodation use.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

SUMMARY OF APPLICATION:

Location:	1600 Coyote Rd - Valemount South – Electoral Area H
Legal Description and PID:	Lot 8 District Lot 7366 Cariboo District Plan 24362 – 008262659 - 0.89 ha
Applicant(s):	0820758 BC Ltd.
Existing Uses:	A shop, fabric tent for storage and prefabricated modular temporary dwelling are established.
Proposal:	A temporary use permit (TUP) application has been made to continue to allow employee accommodation use on the subject property. The applicants are requesting no changes to the conditions from the previous TUP.

Application Type:	Temporary Use Permit
Regulation Changes/Content of Permit:	Purposed TUP No. 288 has conditions similar to those of current TUP (No. 251) including the requirement for deposit of security.

BOARD CONSIDERATION:

The Board is being asked to consider issuance of Temporary Use Permit No. 288.

RELEVANT POLICIES:

<i>Local Government Act:</i>	Outlines requirements for consideration of amendments to a zoning bylaw.
Official Community Plan:	The proposed use is <u>consistent</u> with the Robson Valley-Canoe Upstream Official Community Plan Bylaw No. 2290, 2006; Temporary Use Permits may be considered throughout the plan area.
Zoning Bylaw:	The proposed use is <u>not consistent</u> with current Zoning Bylaw No. 2892, 2014, and an amendment or TUP is required.
Applications Procedures:	Development Applications Procedures Bylaw No. 3268, 2022 outlines requirements for processing TUP applications.
<i>Local Government Act:</i>	Outlines requirements for consideration of issuance of a TUP.

STRATEGIC PRIORITIES ALIGNMENT:

- Indigenous and Intergovernmental Partnerships
- Organizational Strength and Adaptability
- Quality Community Services
- Environmental Stewardship and Climate Action
- Awareness and Engagement
- Statutory or Routine Business

SERVICE RELEVANCE:

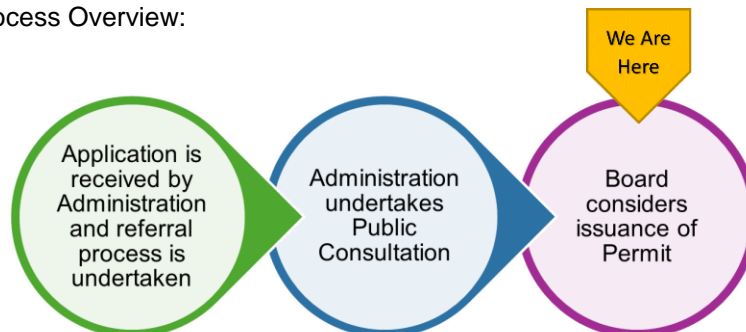
Regional District Land Use Planning Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Temporary Use Permit Process Overview:



DECISION OPTIONS:

1. Approve recommendations

- issuance of Temporary Use Permit No. 288 will continue to allow the operation of Employee Accommodation use for another 3-year period.

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
A. Revise the Permit prior to approval.	<ul style="list-style-type: none"> • Permit conditions could be added or revised as the Board deems appropriate. • Permit term may be reduced. 	<i>THAT Temporary Use Permit No. 288 pertaining to the property legally described as Lot 8 District Lot 7366 Cariboo District Plan 24362 be approved for a three-year period to allow for an Employee Accommodation use as amended [insert requirement].</i>
B. Defeat issuance of Temporary Use Permit No. 288.	<ul style="list-style-type: none"> • The Permit will not be issued, and an Employee Accommodation use will not be permitted on the land. • The Permit cannot be considered further if the motion to issue the permit is defeated. 	<i>THAT Temporary Use Permit No. 288 pertaining to the property legally described as Lot 8 District Lot 7366 Cariboo District Plan 24362 be approved for a three-year period to allow for an Employee Accommodation use.</i>
C. Postpone consideration of Temporary Use Permit No. 288 if further information is required.	<ul style="list-style-type: none"> • The Permit will return for consideration when the additional information requested by the Board is available. • Consideration of holding another public consultation may be required. 	<i>THAT consideration of issuance of Temporary Use Permit No. 288 be postponed pending receipt of [insert requirement].</i>

SUMMARY COMMENTS:

The Robson Valley-Canoe Upstream Official Community Plan states that the general conditions that will be considered by the Board in issuing a temporary use permit include those issues considered in the rezoning process. Section 16.9 of the OCP lists the issues to be considered by the Regional District Board where a proposed use may be permitted subject to evaluation through a rezoning or Temporary Use Permit process:

- I. Consistency with the objectives, policies and land use designations of the OCP;
 - The subject property is designated Heavy Industrial (H/IND) by the OCP. Employee accommodation is supported by the H/IND designation.
- II. Consistency with the provisions or orders of the Agricultural Land Commission (ALC) for lands within the Agricultural Land Reserve (ALR);
 - The subject property is not within the ALR.
- III. The extent of agricultural development and potential for impact upon neighbouring agricultural use;
 - There are no visible agricultural operations on aerial imagery nearby. The impact on agricultural operations is likely to be negligible.
- IV. The level of potential land use impact on the subject property and potential conflict with uses in the immediate proximity;
 - Employee accommodation has been permitted on the property since March 2019. No bylaw contravention has been found in the last three years by Regional District Bylaw Enforcement.

- V. Public opinion as received through the public information and hearing requirements of the Local Government Act (LGA);
- A public consultation meeting was held on November 5, 2024, at the Canoe Valley Recreation Centre. The applicant attended. No members of the public attended, and no submissions were received in advance of the meeting.
 - A summary of the public consultation meeting is attached to the report.
- VI. The availability of existing services to the site, including but not limited to, fire protection, roads, potable and sufficient water supply, electricity, sewage disposal, or the ability to provide the services to the site;
- The property is entirely within the Valemount & District Fire Protection Area.
- VII. Impact on the transportation network;
- The property is accessed from Coyote Road.
 - The Ministry of Transportation and Infrastructure did not raise concern about impact on the transportation network.
- VIII. Environmental impact and potential for hazardous conditions;
- The property is not within a geotechnical study area commissioned by the Regional District or within a mapped BC Floodplain.
- IX. Any other issue that may be relevant to a specific proposal.
- No additional issues were identified.

It may be reasonable for the Board to consider issuance of the Temporary Use Permit as the use is supported by the Official Community Plan, has operated since March 2019 with no bylaw contravention found in the last three years, and received no negative feedback during the public consultation process.

Further details pertaining to the application can be found in the Backgrounder attachment.

Respectfully submitted,

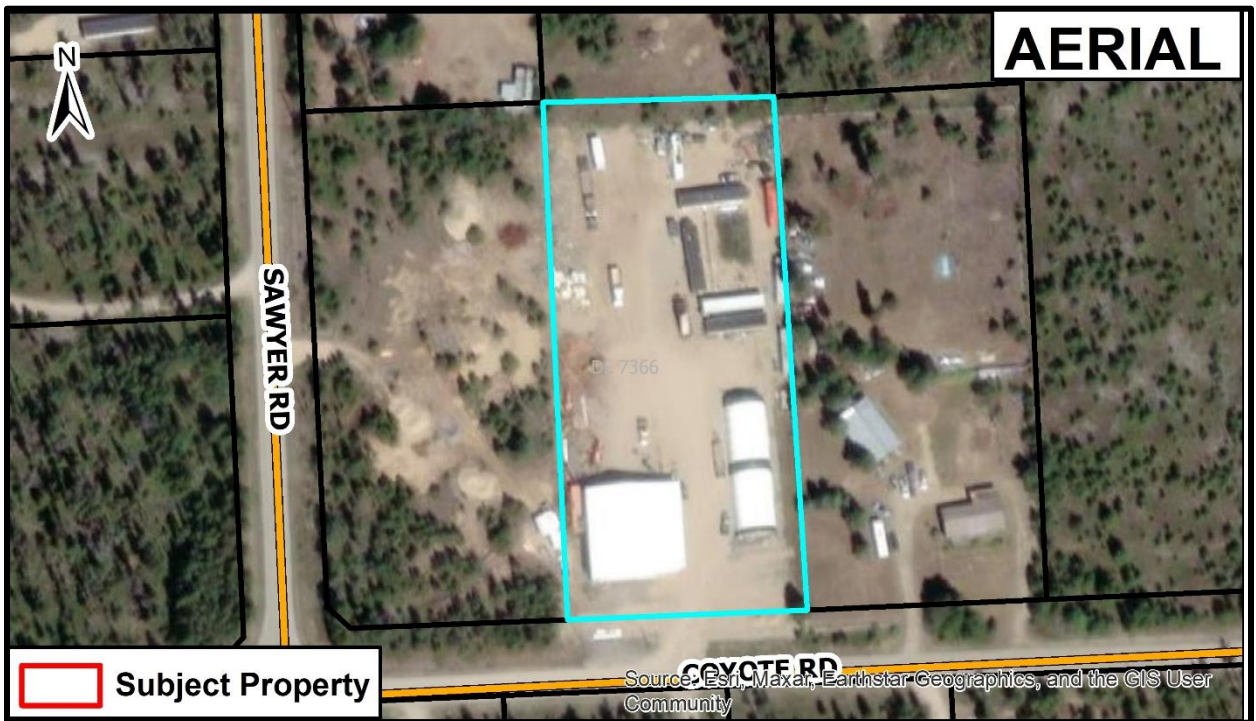
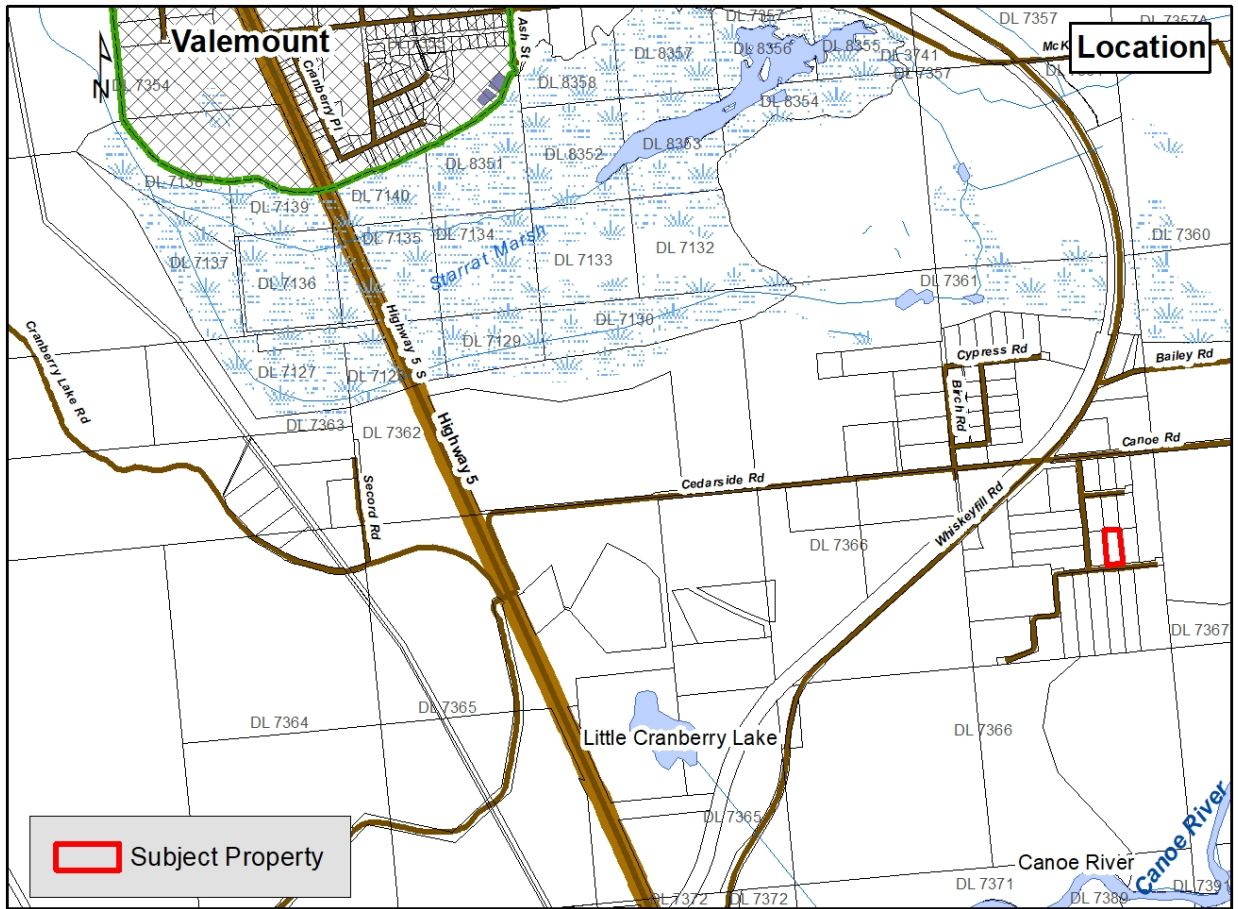
Daniel Burke

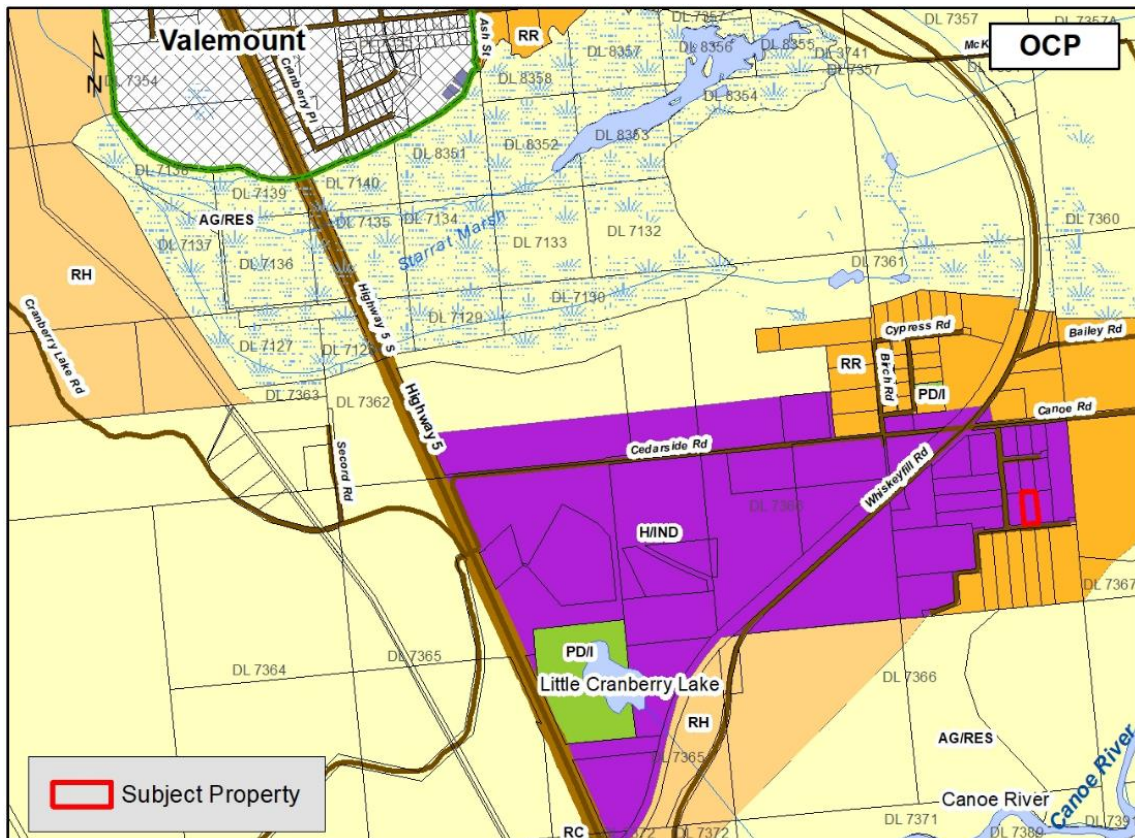
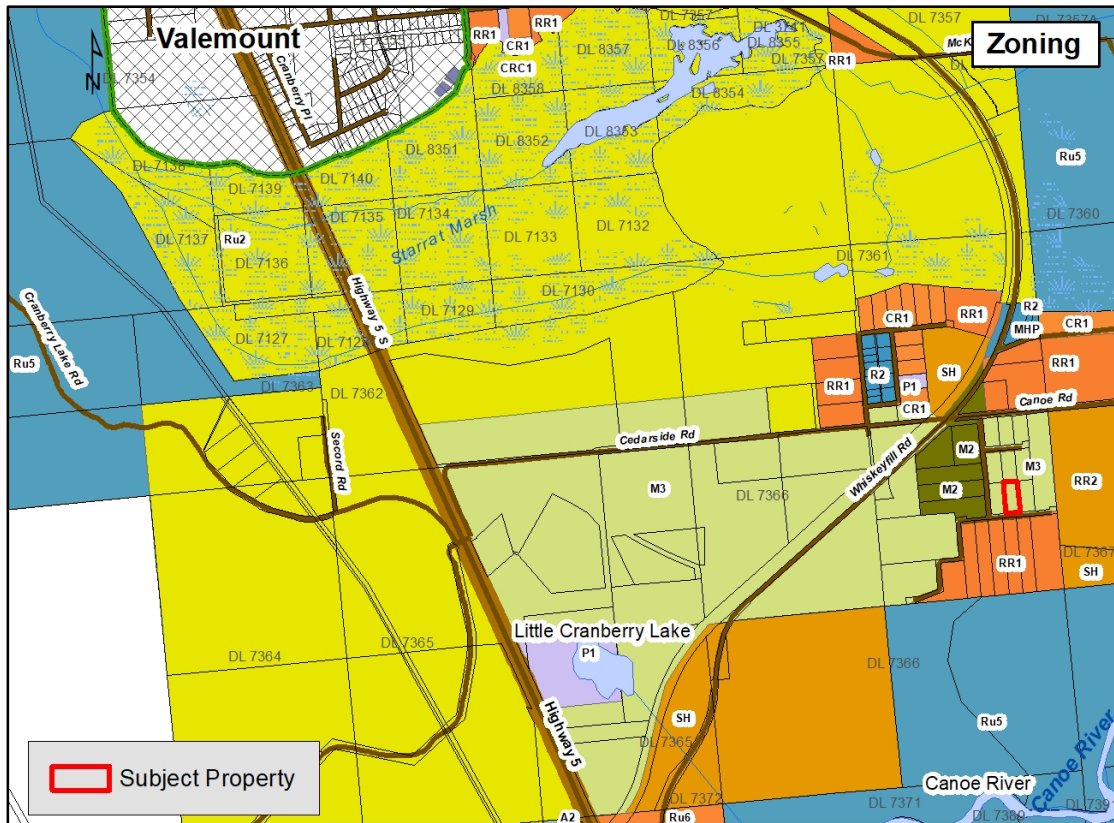
Daniel Burke
Planner III

DB:cc

BACKGROUNDER – Temporary Use Permit No.288

PARCEL MAPS





LAND USE PLANNING INFORMATION

- ALR: The subject land is not within the Agricultural Land Reserve (ALR).
- OCP: The property is designated Heavy Industrial (H/IND) by the Robson Valley-Canoe Upstream Official Community Plan (OCP). The subject property is also contained within the Cedarside Industrial Area. The Cedarside Area is envisioned as a key area for further industrial development.
- The H/IND designation was established in clusters for areas with existing and potential future industrial sites. A primary purpose of this designation was to require that industrial uses be generally located so as to avoid conflicts with residential and other established land uses. Additional accommodation on Heavy Industrial sites is supported for staff if the use is relatively remote from residential settlement areas.
- A TUP does not require an OCP amendment. Regional Board consideration of TUPs is supported throughout the plan area.
- Zoning: The subject property is zoned Industrial 3 (M3) by Zoning Bylaw No. 2892, 2014. The M3 zone does not permit an employee accommodation use.
- Previous TUP: TUP No. 219 was issued in March 2019 to allow two units of accommodations, a combined total floor area of the use of 130.0m² and a requirement for a security deposit. TUP No. 251 was issued in November 2021 to allow five units of accommodations, a combined total floor area of 300.0 m², and a requirement for an increased security deposit. TUP No. 251 expires on November 18, 2024.
- Other: The property is accessed from Coyote Road.
- The land is within the following Regional District service areas:
- Valemount & District Fire Protection Area
 - Canoe Valley Recreation Centre
 - Robson Valley Ice Arena
 - Valemount TV Rebroadcasting
- Future RDFFG Building Permits will be required for any new buildings and structures 10m² or larger.
Applications:

REFERRAL COMMENTS**BC Hydro**

After reviewing our records, BC Hydro has no objection to this referral for the temporary use permit.

Toby Grover

Design Assistant

Regional District Building Inspection

No active files found in the last three years.

Corinne Hickman

Bylaw Enforcement Officer

Regional District Bylaw Enforcement

No concerns.

Dana Ferguson

Senior Building Inspector

Ministry of Transportation and Infrastructure

The Ministry of Transportation & Infrastructure (MoTI) has received the above noted referral from the Regional District of Fraser-Fort George regarding the proposed temporary use permit. The application has been reviewed and approved. Please note the following:

- No storm drainage shall be directed to MoTI drainage system. This includes but is not limited to collection and run-off of the internal road system.

- MoTI setback requirements to be followed as per Section 12 of the Provincial Undertakings Regulation (here)

Restriction on placement of buildings or other structures

12 An owner, occupier or lessee of land must not, without the consent of the minister, place or cause or allow to be placed any building, trailer, mobile home or other structure within the following distance from the property line fronting on any arterial highway within a municipality or on any highway in unorganized territory:

- (a) if a public lane or alley provides secondary access to the property, 3 m;
- (b) in any other case, 4.5 m.

- Current access permit #2019-01469 has expired. Should the Applicant be granted approval they must apply to MoTI for a Commercial Access Permit. Application can be made online, a BCeID is required, which you can register for here and then you can apply for the permit here.

*Janet Grainger
Development Services Officer
Fort George District*

Northern Health

Thank you for your referral. No comments or concerns on our end.

*Michael Truong
Public Health Protection*

Village of Valemount

The Village of Valemount has no concerns with this proposal.

*Krista Eddy
Planner and Subdivision Approving Officer*



REGIONAL DISTRICT of Fraser-Fort George

Summary of the public consultation meeting regarding Temporary Use Permit No. 288 held on November 5, 2024, at the Canoe Valley Recreation Centre, 100 Elm Street, Valemount with attendance in person.

Those Present: Director Dannielle Alan (Chairperson)
Daniel Burke, Planner III, RDFFG (Secretary)
Justin Kim, Planner I, RDFFG

The applicant (Diane Fowler and Shawn Fowler) attended. No member of the public attended.

Open the Public Consultation: Director Alan opened the public consultation meeting at 6:30 p.m.

Introductions and Chair Opening Statement: Director Alan introduced themselves and the Regional District staff in attendance and read the Chairperson's Opening Statement.

Presentation from Development Services: Daniel Burke provided an overview of the proposed Temporary Use Permit and advised that referral comments and all other background information were available in the binder at the back of the room and on the Regional District's website.

Submissions: No submissions were received in advance of the meeting.

Presentation from the Applicant: None made

Presentation from the Public: None made

Director Alan:

- Any further comments for the first time?
- Any further comments for the second time?
- Any further comments for the third and final time?

Director Alan:
Chair Closing Statement
Chair Closing Statement

Close the Public Consultation: There being no further comment, Director Alan closed the public consultation meeting at 6:44 p.m.

CHAIR

SECRETARY



TEMPORARY USE PERMIT No. 288

ISSUED TO: 0820758 B.C LTD., INC. NO. 0820758

WITH RESPECT TO THE FOLLOWING LAND:

Lot 8 District Lot 7366 Cariboo District Plan 24362

PID: 008-262-659

1. This Temporary Use Permit is issued pursuant to the *Local Government Act*.
2. The general purpose of this Permit is to allow an Employee Accommodation use on the subject parcel for a three (3) year period
3. Notwithstanding that Zoning Bylaw No. 2892, 2014 does not allow for an Employee Accommodation use on the subject parcel, this Temporary Use Permit specifically allows the following uses on Lot 8 District Lot 7366 Cariboo District Plan 24362:
 - Employee Accommodation

Subject to the following:

- a) Employee Accommodation means a commercial use providing a temporary dwelling unit for the accommodation of employees or workers.
- b) Operating hours of the Employee Accommodation use are 24 hours per day, 7 days a week.
- c) The maximum number of units of accommodation for an Employee Accommodation use is five (5).
- d) The combined maximum total floor area of an Employee Accommodation use is 300.0 m².
- e) Deposit of security of \$4,000.00 will be required to be received by the Regional District before issuance of this Permit pursuant to Section 496 of the *Local Government Act*
- f) Security will be refunded once, to the satisfaction of the Regional District, all buildings, structures and utilities associated with the Employee Accommodation use are removed and lands associated are restored to an equivalent or better standard that existed prior to the Employee Accommodation use.
- g) Security is forfeited to the Regional District in the event of default under this Permit for the cost of demolition, removal, storage of buildings, structures or utilities for and associated with Employee Accommodation use.
- h) All parking is to be on the subject property.
- i) All buildings, including new or pre-fabricated buildings, placed or constructed for the Employee Accommodation use must be built in accordance with BC Building Code, Regional District Building Bylaw and inspection requirements.
- j) All buildings or structures must meet minimum building setbacks in accordance with Zoning Bylaw No. 2892.

- k) Should the Temporary Use Permit expire, and a new temporary use permit or zoning bylaw amendment application not be approved, all buildings, structures and utilities associated with the Employee Accommodation use are to be removed and the land must be restored to an equivalent or better standard that existed prior to the Employee Accommodation use.
- 4. This Permit does not relieve an owner or occupier from obtaining any other approvals required by the Regional District or any other jurisdiction, or from meeting any other applicable regulations.
- 5. This Permit is not a building permit.
- 6. This Permit shall expire three (3) years after the date of issuance.
- 7. The land shall be developed strictly in accordance with this Permit.

[The zoning on this property at date of issuance of this Permit is Industrial 3 (M3) pursuant to Zoning Bylaw No. 2892, 2014]

TEMPORARY USE PERMIT No. 288 ISSUED BY RESOLUTION OF THE REGIONAL BOARD ON THE DAY
OF .

M. Connelly, General Manager of Legislative and Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / <http://www.rdffg.bc.ca>

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: TUP 7366/24362/8

FROM: Richard Buchan, Planner II

DATE: November 2, 2021

SUBJECT Temporary Use Permit No. 251
SUMMARY: Purpose: For Consideration
Location: 1600 Coyote Road – Electoral Area 'H'
Owner: 0820758 B.C Ltd.
Agent: Shawn and Diane Fowler

Previous Reports: Item No. 6.7 and 6.7A, March 21, 2019

Attachments:

1. Letter and Site Plan Received September 14, 2021 from Diane and Shawn Fowler
2. Schedule 'A'
3. Letter dated October 18, 2021 from Diane and Shawn Fowler
4. Sewerage Information dated April 17, 2020 by Livio Pierodon
5. Temporary Use Permit No. 251

RECOMMENDATION(S):

1. THAT the report and all written comments from persons, organizations and authorities be received.
2. THAT Temporary Use Permit No. 251 be issued to 0820758 B.C LTD., INC. NO. 0820758 to permit an Employee Accommodation use on Lot 8 District Lot 7366 Cariboo District Plan 24362 for a three-year period.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

A second Temporary Use Permit (TUP) application has been made to allow for the continuation of an Employee Accommodation use on the subject property for up to a three-year period. Existing TUP No. 219 expires on April 15, 2022 and only permits up to two Employee Accommodation uses.

The applicants have applied to increase the number of Employee Accommodation use permitted through a TUP from two to five units. Employee Accommodation means a commercial use providing a temporary dwelling unit for the accommodation of employees or workers.

The Regional District Board is being asked to consider issuance of Temporary Use Permit No. 251.

RELEVANT POLICIES:

1. Robson Valley – Canoe Upstream Official Community Plan (OCP) Bylaw No. 2290:
 - **proposal is not consistent with OCP land use designation policies**
 - the subject property is designated Heavy Industrial (H/IND)
 - temporary use permits may be considered throughout the plan area

2. Zoning Bylaw No. 2892:
 - **the proposal does not comply with current zoning**
 - the subject property is zoned Industrial 3 (M3)
 - the M3 zone does not permit an Employee Accommodation use
 - a temporary use permit or zoning bylaw amendment is required
3. *Local Government Act*:
 - outlines the regulations for issuance of a temporary use permit
 - requires a notification of Board consideration to be placed in one edition of a local newspaper
 - Section 496 allows a local government to collect a security to guarantee the performance of the terms of a temporary use permit.
4. Development Applications Procedures Bylaw No. 2776:
 - specifies requirements for a public consultation, public notice mail-out and notification of application sign
 - delegates approval of notification requirements to the General Manager of Development Services

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Regional District Land Use Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

A notice of application sign was installed on the property on October 21, 2021. Notice of proposed Temporary Use Permit No. 251 was posted in the local newspaper on November 4th and November 12th and mailed to applicable landowners requesting comments by 12:00pm on November 16, 2021. Any correspondence received will be forwarded to Board as additional agenda items.

DECISION OPTIONS:

1. Approve recommendations.
 - issuance of Temporary Use Permit No. 251 will allow the proposed Employee Accommodation use for another three-year period

Other Options:

- a. amend the Permit prior to approval
 - Permit conditions could be added or amended as Board deems appropriate
 - Schedule 'A' provides example amendments for Board consideration
- b. postpone consideration of Temporary Use Permit No. 251
 - consideration may be postponed if additional information is required
- c. defeat issuance of Temporary Use Permit No. 251
 - up to two Employee Accommodation uses will be permitted on the subject property until April 15, 2022.

COMMENTS:

A second Temporary Use Permit (TUP) application has been made to allow for the continuation of an Employee Accommodation use on the subject property for up to three years. The applicants have applied to increase the number of Employee Accommodation use permitted through a TUP from two to five units.

The property is approximately 0.89 hectares (2.21 acres) in size and is zoned Industrial 3 (M3) which permits residential and limited industrial uses. The property is also located within the Cedarside Industrial Area, which is envisioned as a key area for further heavy industrial development. The property is designated Heavy Industrial (H/IND) by the Robson Valley-Canoe Upstream Official Community Plan (OCP).

Public consultation for a TUP is currently being undertaken with an opportunity for the public to provide written comments. Any correspondence received will be forwarded to Board as additional agenda items.

Referral agency comments have been received and the Ministry of Transportation and Infrastructure outlined their requirement for a controlled access highway permit. Any further correspondence received from referral agencies will be forwarded to Board as additional agenda items.

The applicants provided a \$4,000.00 security deposit (\$2,000.00 for each temporary structure) with their previous Temporary Use Permit (No. 219) in 2019 which permitted two units of Employee Accommodation and two structures. The purpose of the \$4,000.00 security deposit is to incentivize the landowner to remove the building/structures once the TUP expires (security deposit then returned to the landowner) or used by the Regional District to undertake the necessary works to remove and store the temporary structures and restore the lands if the landowner fails to do so.

For the proposed TUP (No. 251) the applicants have indicated that they would like the Board to cap the security deposit at \$4,000.00. While this does provide some incentive for the applicants to carry out the removal of the temporary buildings and restoration of the lands, it may not cover the Regional District's costs to undertake this work in the event that the applicants do not.

If the Board is concerned the requested \$4,000 security deposit by the applicants is too low, the Board may amend the proposed temporary use permit to require \$2,000.00 for each structure (up to \$8,000.00 based on applicants proposal). This would align with the requirements of the existing TUP 219. If the Board would like further information prior to considering the applicants request of maintaining the security deposit at \$4,000, the Board could require the applicants to provide information regarding the estimated cost from a qualified professional, of removing the temporary buildings/structures and restoring the lands.

Proposed Temporary Use Permit No. 251 is attached the report and is proposed for a three-year term. Schedule 'A' is attached to the report and includes additional conditions that the Board may wish to include by amending Temporary Use Permit No. 251 (Other Decision Option a.).

Should the Board issue the Permit, next steps would be the landowner obtaining any necessary permits from external agencies to establish the use. Should the Permit not be issued, the use will not be permitted on the property.

Respectfully submitted,

Richard Buchan

Richard Buchan
Planner II

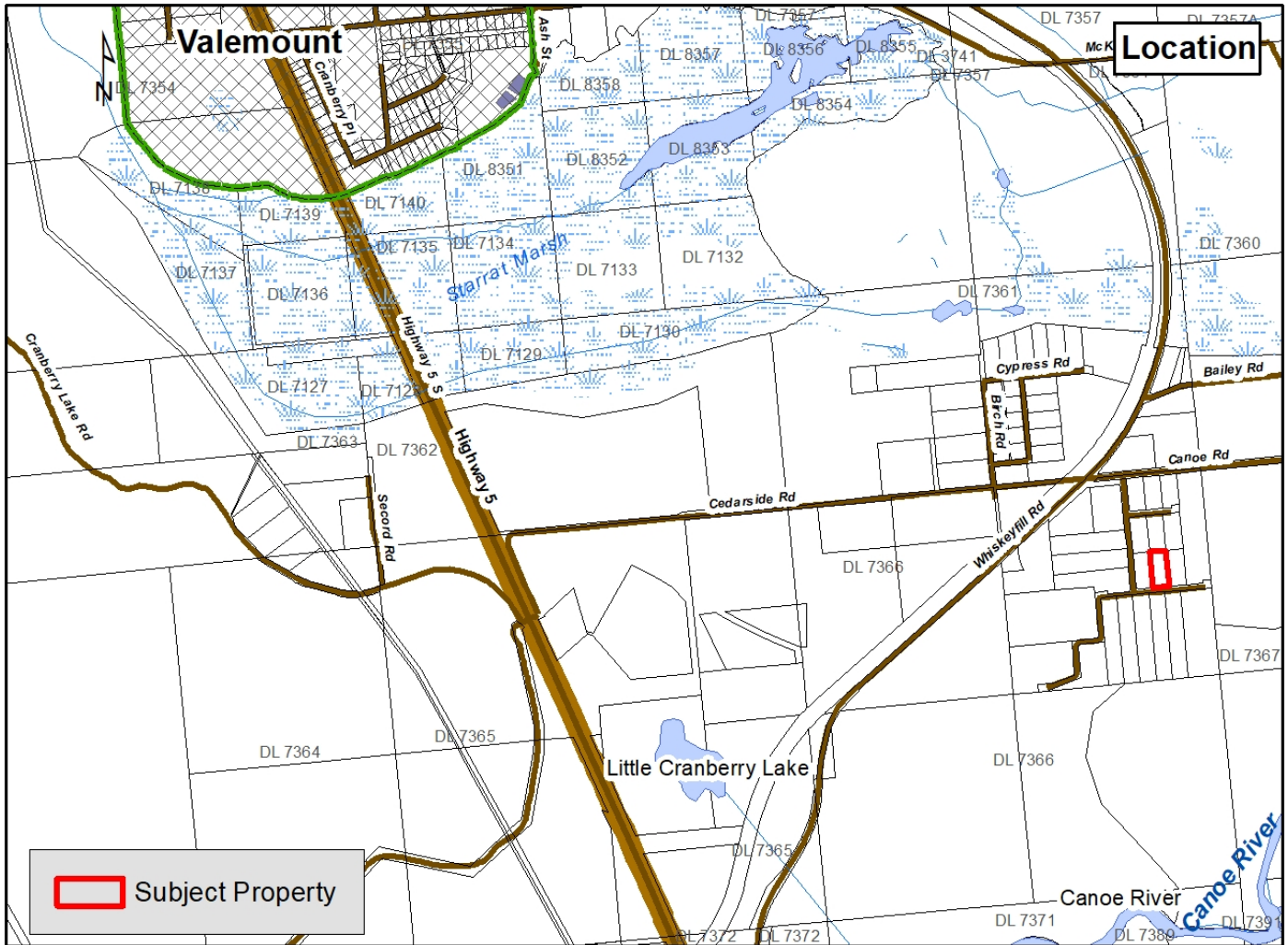
RB

BACKGROUND

Owner: 0820758 BC Ltd. (Attn: Shawn and Diane Fowler)

Location: 1600 Coyote Rd., South of Valemount

Legal Description: Lot 8 District Lot 7366 Cariboo District Plan 24362 – 0.89 ha (2.21 acres)



Proposal: A temporary use permit application has been made to extend and expand a temporary Employee Accommodation use on the property located at 1600 Coyote Rd. The owners secured a Temporary Use Permit (No. 219) in 2019 which permits up to two structures and two units of Employee Accommodation and will expire on April 15, 2022. The owners are now requesting that the Regional Board consider authorizing temporary approvals for up to four structures and five units of Employee Accommodation. The owners have provided a letter of rationale (attached) detailing their proposal.

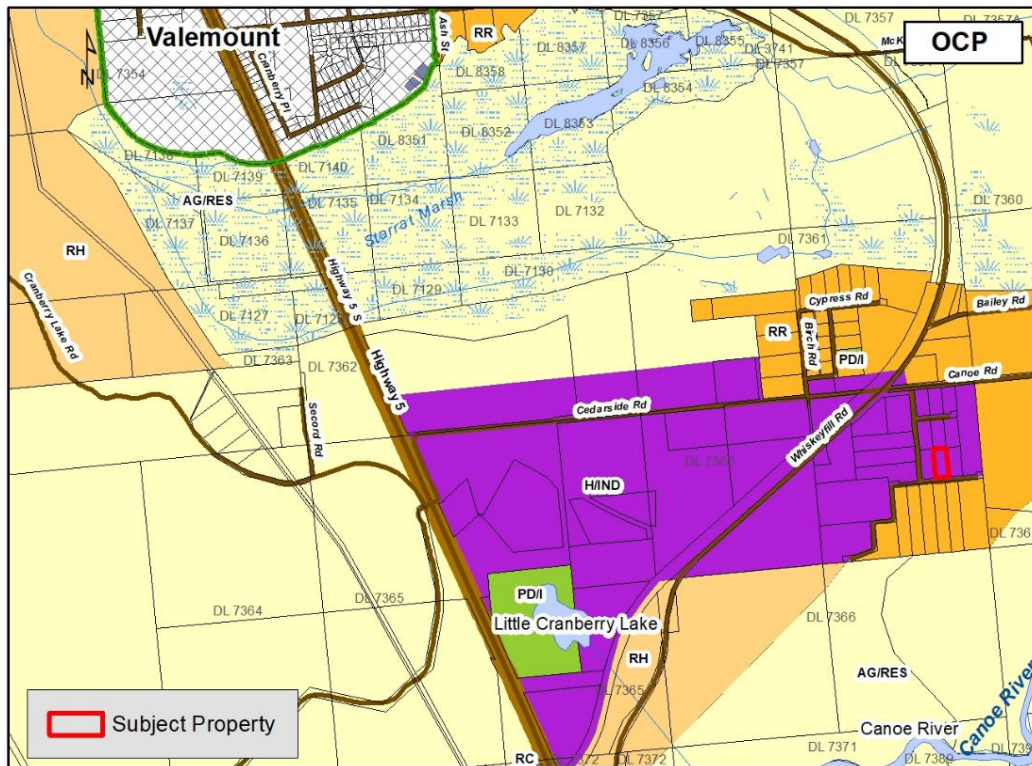


Official
Community
Plan:

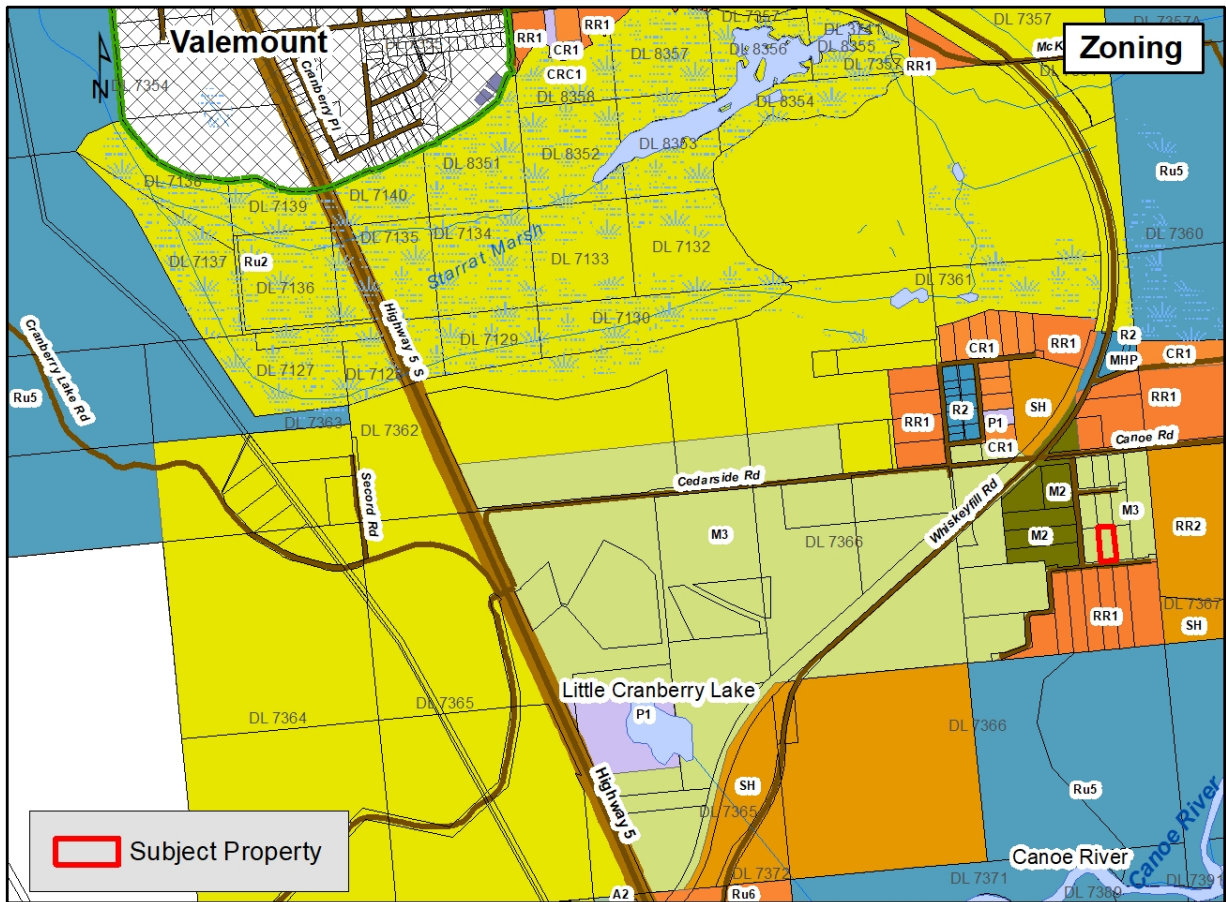
The property is designated Heavy Industrial (H/IND) by the Robson Valley-Canoe Upstream Official Community Plan (OCP). The subject property is also contained within the Cedarside Industrial Area. The Cedarside Area is envisioned as a key area for further industrial development.

The H/IND designation was established in clusters for areas with existing and potential future industrial sites. A primary purpose of this designation was to require that industrial uses be generally located so as to avoid conflicts with residential and other established land uses. Additional accommodation on Heavy Industrial sites is supported for staff if the use is relatively remote from residential settlement areas.

A TUP does not require an OCP amendment. Regional Board consideration of TUPs is supported throughout the plan area.



- Zoning: The subject property is zoned Industrial 3 (M3) by Zoning Bylaw No. 2892. The M3 zone does not permit an employee accommodation use.
- Previous Applications: Temporary Use Permit (No. 219) included a security deposit requirement of \$2,000.00 per structure (for a total of \$4,000.00). The purpose of this security is to help ensure that the temporary buildings and structures associated with the Employee Accommodation use are removed should the permit expire.
- Proposed TUP: The owners are seeking to add an additional two structures with a separate accommodation unit on each side (2 units, 1 on each side). If approved, the TUP will authorize up to four structures and five units of Employee Accommodation would be established. The owners have also advised Administration that they would prefer to cap the security deposit at \$4,000.00.



Sewage: The applicant has advised that an engineered system has been installed in conjunction with the two structures and two units of Employee Accommodation associated with their current Temporary Use Permit (No. 219) and have suggested that the existing system will be sufficient for the additional units of accommodation.

ALR: The land is not within the Agricultural Land Reserve.

Fire Protection: The subject land is within a volunteer fire department fire protection area.

Future RDFFG Applications: If the application is approved, a building permit will be required for the buildings. The Regional District will require proof of sewerage from a qualified Engineer or Registered Onsite Wastewater Practitioner (ROWP) at time of building permit application.

Referral Agency Comments: **BC Hydro:** BC Hydro has no objection to the proposed rezoning as our works are not affected. For a new electrical service connection, please contact 1-877-520-1355 or complete an online application form available at: www.bchydro.com/youraccount

*Kristi Morin
Property Coordinator, Property Rights Services*

TELUS
I have reviewed the attached file and determined that TELUS has no objection to this proposal. Please feel free to contact us for any questions or if you require additional information.

Wayne Hornak

Ministry of Transportation and Infrastructure (MoTI)

The Ministry of Transportation & Infrastructure (MoTI) has received the above noted referral from the Regional District of Fraser-Fort George regarding the Temporary use permit. The application has been reviewed, and MoTI has the following comments for your consideration:

- No storm drainage shall be directed to Ministry of Transportation and Infrastructure drainage systems. This includes but is not limited to collection and run-off of the internal road system.
- Ministry setback requirements to be followed as per Section 12 of the Provincial Public Undertakings Regulation.

Solangel Chavez

RDFFG – Building

The landowner will be required to submit a complete building permit package with plans, any engineering schedules and a updated sewerage report stating the system can handle the increased volume and be registered with Northern Health prior to being issued a permit.

Dana Ferguson
Building Inspector

Currently in the Valemount & area there are no available accommodations for workers, employees, etc. The pipelining in our area has definitely impacted the vacancy rates in our valley. The Transmountain camp is full to capacity and the demand for accommodations is high especially with winter approaching. We have 4 dump trucks and we can not bring in drivers as we have no where for them to live or stay.

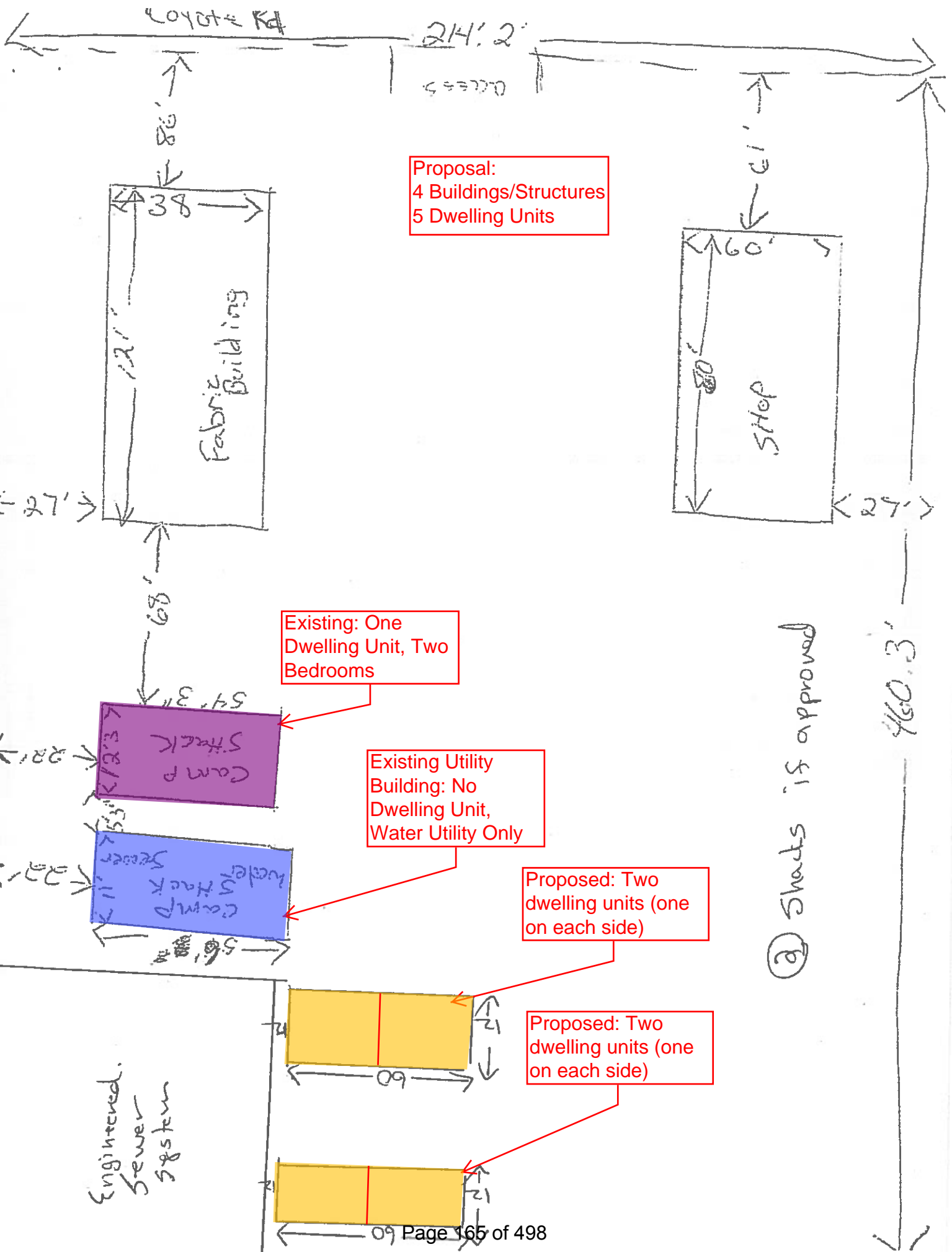
We currently have 1 campshack on our property at 1600 Coyote Rd and it is occupied with 1 person only. Due to the pandemic, no one wants to share a kitchen or an accommodation. This existing campshack was to be used for a foreign worker but with Covid hitting us, this process was put on the back burner. There was too much uncertainty with the pandemic.

Recently the Village of Valemount approved a temporary solution for the housing shortages, thus any existing residence will be allowed to apply to have a holiday trailer or portable accommodation on there property.

We are looking to apply for 1 or 2 more campshacks (2 additional at the most) to put on this property at 1600 Coyote RD as a temporary measure to assist with housing/accommodation shortages. We have an engineered sewer system in place at 1600 Coyote Rd and it is fully operational and functioning with the 1 existing campshack. We haul potable water from the Village and have posted signs in the campshack stating that it is potable water not for drinking. A bottled water dispenser is supplied along with water jugs for drinking, etc.

I have started the procedure once again for a foreign worker, who will need accommodations. As well, as mentioned earlier, in order to hire a driver/drivers for our dump trucks, we will also need to have some sort of accommodations available.

WE are requesting permission to have 2 additional campshacks, in addition to the existing one on this property for a 3 year period of time so we can operate our business efficiently and effectively.



Proposal:
 4 Buildings/Structures
 5 Dwelling Units

Existing: One
 Dwelling Unit, Two
 Bedrooms

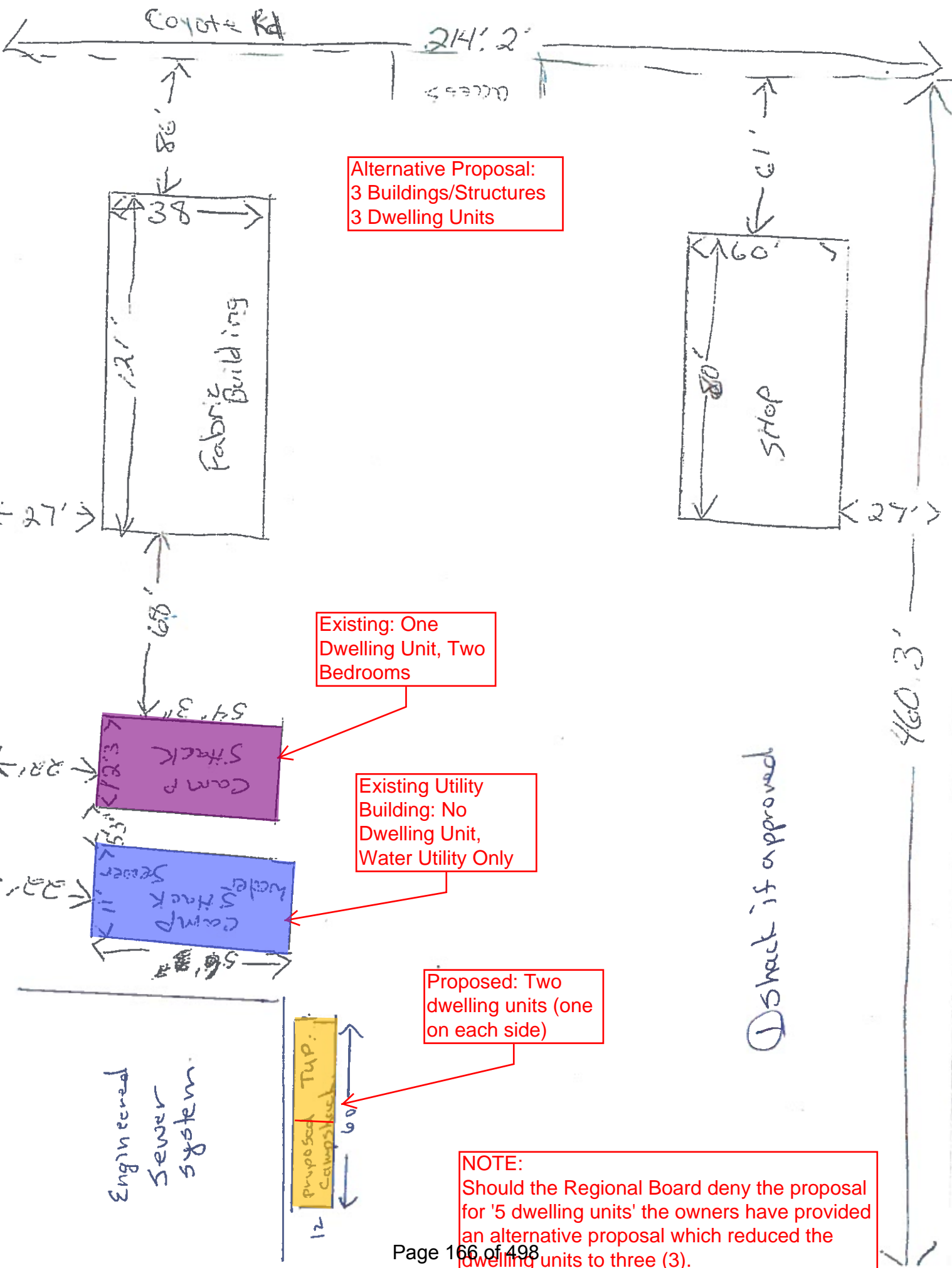
Existing Utility
 Building: No
 Dwelling Unit,
 Water Utility Only

Proposed: Two
 dwelling units (one
 on each side)

Proposed: Two
 dwelling units (one
 on each side)

Shads is approved

Engineered
 Sewer
 System



Alternative Proposal:
3 Buildings/Structures
3 Dwelling Units

Existing: One
Dwelling Unit, Two
Bedrooms

Existing Utility
Building: No
Dwelling Unit,
Water Utility Only

Proposed: Two
dwelling units (one
on each side)

NOTE:
Should the Regional Board deny the proposal
for '5 dwelling units' the owners have provided
an alternative proposal which reduced the
dwelling units to three (3).

DShack if approved

Engineered
Sewer
System

October 18, 2021

Attention: Regional District of Fraser-Fort George

Reference: Temporary Use Permit Application (1600 Coyote Rd)

Dear Regional District Board:

Thank you for the opportunity to provide a letter in support of our Temporary Use Permit (TUP) application for the above referenced property. In 2019 the Board issued a Temporary Use Permit (No. 219) for our property which permitted two Employee Accommodation structures. This permit is set to expire early next year (April 2022). We are now asking that the Regional District consider supporting our proposal to expand the temporary employee accommodation use on our property at 1600 Coyote Road for an additional three years. We are also seeking permission to establish 1 or 2 more accommodation structures on a temporary basis.

The Current TUP (No. 219) was unable to support our business as due to pandemic, we were not able to move forward with the foreign worker procedure. It is 1 shared accommodation and no wants to share a kitchen or accommodation with Covid still being a steady concern.

We would like to continue the temporary use for an additional three years because there is 1 worker in the accommodation and he has been there since Feb 2020. The other shack is just a water storage shack (for non-potable water). We did not use this accommodation until that date as the plan was to use it for a foreign worker. There was too much uncertainty with the Covid arrival, so we used it to accommodate a subcontractor. He is still in this accommodation today. Thus, we are also seeking flexibility to expand our operations to include an additional two Employee Accommodation structures (for a total of 4) because we cannot accommodate any new drivers within our area as there are no accommodations and there is a lack of housing in the Village of Valemount area. We have also started the procedure once again for a foreign worker, who will need accommodations as well.

We provided the Regional District with a \$4,000.00 security deposit for the two structures as a condition of a Temporary Use Permit (No. 219). For our new Temporary Use Permit we are asking that the Board consider holding onto the existing \$4,000.00 deposit for the two existing structures, and not requiring security for the additional buildings and structures. We feel that the \$4,000.00 cap on security is appropriate because that would be sufficient to remove any structures if necessary.

We believe the following merits of our proposal should be considered by the Regional Board:

- The lack of accommodations and housing is a serious issue in our area and the demands for housing/accommodations are steadily growing
- We have an engineered septic system already on the property that is sufficient in size to accommodate 2 more campshacks.

We have also reviewed the Regional Board's Strategic Priorities (2019 - 2023) and believe that our proposed TUP would compliment the following goals:

1. **Economic Health:** The impact on our communities and businesses with the Covid 19 protocols has been a huge adjustment. It has impacted several different sized businesses and employee shortages as well. In particular, the businesses have had to decrease their hours and are unable to find staff due to lack of accommodations and employees in the area.
2. **Strong Communities:** There is a growing demand for housing and accommodations in our area. We are hoping to assist by offering this type of accommodation that is quick, liveable, fully operational, safe and accessible fairly quickly. Please note that the Village of Valemount recently approved a temporary solution for the housing shortages in this area thus allowing existing residences to allow a holiday trailer or portable accommodation on there property.

Sincerely

A black rectangular redaction box covers the signature. A blue ink flourish extends from the right side of the box.

Diane/Shawn Fowler

Filing #	Folio or PID # <u>008-262-659</u>	Date (YYYY-MM-DD) <u>2020-04-17</u>
Street (civic) address <u>1600 COYOTE RD</u>		
Legal land description (plan, lot, district lot, block, range, section, township) <u>LOT 8, PLAN RGP 24362</u>		
Date the construction of the proposed sewerage system on the above property was completed on (YYYY-MM-DD)		

This system was installed:



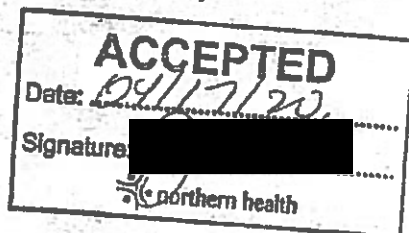
<input type="checkbox"/> By or under the supervision* of a professional	Name	Registration #
<input type="checkbox"/> By a registered on-site wastewater practitioner (ROWP) installer	Name	Registration #
<input checked="" type="checkbox"/> By the property owner under the supervision* of an authorized person	Name <u>LIVIO PIEROBON</u>	Registration # <u>OW0300</u>

I am an 'authorized person' as defined in the Sewerage System Regulation BC Reg. 326/2004. The signature and seal of the undersigned certifies that:

- The owner has been provided with:
 - A copy of the sewerage system plans and specifications as filed with the Health Authority
 - A maintenance plan for the sewerage system that is consistent with standard practice
 - A copy of this Letter of Certification as filed with the Health Authority
- The sewerage system has been constructed in accordance with standard practice as indicated in the sewerage system filing form filed on (YYYY-MM-DD):
Date: 2019/10/20
- The sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority
- The estimated daily domestic sewage flow through the sewerage system will be less than 22,700 litres.
- If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

*Where the authorized person is a professional, 'supervision' means conducting field reviews of the construction of the above system that the professional in his or her professional discretion considers necessary to ascertain whether the construction substantially complies with the plans and specifications filed with the Health Authority.

Appended to this document is a plan of the sewerage system as it was built and a copy of the maintenance plan.

Name (please print) <u>LIVIO PIEROBON</u>	Signature 	Health Authority use only
		

Clear Form Print





TEMPORARY USE PERMIT No. 251

ISSUED TO: 0820758 B.C LTD., INC. NO. 0820758

WITH RESPECT TO THE FOLLOWING LAND:

Lot 8 District Lot 7366 Cariboo District Plan 24362
PID: 008 – 262 – 659

1. This Temporary Use Permit is issued pursuant to the *Local Government Act*.
2. The general purpose of this Permit is to allow an Employee Accommodation use on the subject parcel for a three (3) year period
3. Notwithstanding that Zoning Bylaw No. 2892 does not allow for an Employee Accommodation use on the subject parcel, this Temporary Use Permit specifically allows the following uses on Lot 8 District Lot 7366 Cariboo District Plan 24362:
 - Employee Accommodation

Subject to the following:

- a) Employee Accommodation means a commercial use providing a temporary dwelling unit for the accommodation of employees or workers.
 - b) Operating hours of the Employee Accommodation use are 24 hours per day, 7 days a week.
 - c) The maximum number of units of accommodation for an Employee Accommodation use is five (5).
 - d) The combined maximum total floor area of an Employee Accommodation use is 300.0 m².
 - e) Deposit of security of \$4,000.00 will be required to be received by the Regional District before issuance of this Permit pursuant to Section 496 of the *Local Government Act*
 - f) Security will be refunded once, to the satisfaction of the Regional District, all buildings, structures and utilities associated with the Employee Accommodation use are removed and lands associated are restored to an equivalent or better standard that existed prior to the Employee Accommodation use.
 - g) Security is forfeited to the Regional District in the event of default under this Permit for the cost of demolition, removal, storage of buildings, structures or utilities for and associated with Employee Accommodation use.
 - h) All parking is to be on the subject property.
 - i) All buildings, including new or pre-fabricated buildings, placed or constructed for the Employee Accommodation use must be built in accordance with BC Building Code, Regional District Building Bylaw and inspection requirements.
 - j) All buildings or structures must meet minimum building setbacks in accordance with Zoning Bylaw No. 2892.
 - k) Should the Temporary Use Permit expire, and a new temporary use permit or zoning bylaw amendment application not be approved, all buildings, structures and utilities associated with the Employee Accommodation use are to be removed and the land must be restored to an equivalent or better standard that existed prior to the Employee Accommodation use.
4. This Permit does not relieve an owner or occupier from obtaining any other approvals required by the Regional District or any other jurisdiction, or from meeting any other applicable regulations.
 5. This Permit is not a building permit.
 6. This Permit shall expire three (3) years after the date of issuance.
 7. The land shall be developed strictly in accordance with this Permit.

Temporary Use Permit No. 251

[The zoning on this property at date of issuance of this Permit is Industrial 3 (M3) pursuant to Zoning Bylaw No. 2892]

TEMPORARY USE PERMIT No. 251 ISSUED BY RESOLUTION OF THE REGIONAL BOARD ON THE __ DAY OF _____, 2021.

K. Jensen, General Manager of Legislative and Corporate Services

Schedule 'A'

Should the Board wish to amend Temporary Use Permit No. 251 the following are additional conditions for consideration:

1. Amend Section 3(e) to require additional security in the amount of \$2,000.00 per temporary structure.
 - This condition would be rewritten as follows: *“Deposit of security of \$2000.00 per structure will be required to be received by the Regional District before issuance of this Permit pursuant to Section 496 of the Local Government Act.”*
 - This condition would result in approximately \$8,000.00 which would likely cover the bulk of the Regional District costs associated with removing and storing the temporary structures should the landowners fail to remediate the property following the expiry of TUP 251.

2. Amend condition Section 6. to reduce the Permit length from 3 years to a specified lesser term.



**REGIONAL DISTRICT
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: REZ 1879 N1/2

FROM: Daniel Burke, Planner III

DATE: November 7, 2024

SUBJECT Proposed Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023

SUMMARY: Purpose: Consider Third Reading and Adoption
Location: 18706 and 18710 Hughes Road – Electoral Area C
Owner: Jonathan Viergever

Attachments:

1. Summary of Public Hearing Held on October 24, 2024
2. Proposed Bylaw No. 3321, 2023
3. Proposed Bylaw No. 3322, 2023

Previous Reports: Item No. 6.2, July 2024

RECOMMENDATION(S):

1. THAT the report dated November 7, 2024, regarding “Proposed Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023” be received for information.

Declaration by the Public Hearing Chair as to the accuracy and fairness of the summary of the Public Hearing held October 24, 2024, on Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023.

2. THAT the summary of the Public Hearing held October 24, 2024, on Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be received.
3. THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be given third reading.
4. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be given third reading
5. THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be adopted.
6. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	2/3 Majority
All 1 Director/1 vote	2/3 Majority

SUMMARY OF APPLICATION:

Location:	18706 and 18710 Hughes Road – Electoral Area C
Legal Description and PID:	The North 1/2 Of District Lot 1879 Cariboo District Except Plans 27965 And EPP9249 – 015-038-696 – 52.51 ha
Applicant(s):	Jonathan Viergever
Existing Uses:	Two Residential-Single Family uses (dwelling) are established. Beverly Creek bisects the property. Development of three residences is proposed on an approximate 2.2 ha bench above Beverly Creek and wetland.
Proposal:	An application has been made to allow three residences on the subject property. An amendment to the OCP general Housing Policy is required to increase the maximum potential residential density from two to three based on the lot size. The OCP policy amendment will impact multiple properties within the OCP area. The subject property is proposed to be rezoned to allow three Residential-Single Family uses instead of the current two. The zoning amendment will impact only the subject property.
Application Type:	Combined Official Community Plan and Zoning Bylaw Amendment
Regulation Changes/ Content of Permit:	<ul style="list-style-type: none"> • OCP Amendment Bylaw No. 3321, 2023 proposes to amend the OCP’s Housing Policies to permit additional residence on a parcel where the density does not exceed one residence per each 4 ha of the parcel, subject to the ability to accommodate approved sewage disposal. • Zoning Amendment Bylaw No. 3322, 2023 proposes to rezone the property from Small Holding (SH) and Rural 2 (Ru2) to Rural (Ru6) to allow three residences.

BOARD CONSIDERATION:

Board is being asked to consider receiving the summary of the public hearing, giving third reading and adopting proposed Bylaw No. 3321 and Bylaw No. 3322.

Other options include:

1. Postponing consideration of the application for further information – Other Decision Options A; or
2. Defeating the application – Other Decision Options B.

Full options and corresponding motions are detailed under the Decision Options section of the report.

RELEVANT POLICIES:

Official Community Plan:	The proposal is <u>not consistent</u> with the Housing Policy of the Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010 and an amendment is required.
Zoning Bylaw:	The proposal is <u>not consistent</u> with current Zoning Bylaw No. 2892, 2014 and an amendment is required.
Applications Procedures:	Development Applications Procedures Bylaw No. 3268, 2022 outlines requirements for processing OCP and zoning bylaw amendment applications.
Local Government Act:	Outlines requirements for consideration of amendments to OCP and zoning bylaws and public hearing procedure.

STRATEGIC PRIORITIES ALIGNMENT:

- Indigenous and Intergovernmental Partnerships
- Organizational Strength and Adaptability
- Quality Community Services
- Environmental Stewardship and Climate Action
- Awareness and Engagement
- Statutory or Routine Business

SERVICE RELEVANCE:

Regional District Land Use Planning Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Combined OCP/Zoning Bylaw Amendment Process Overview

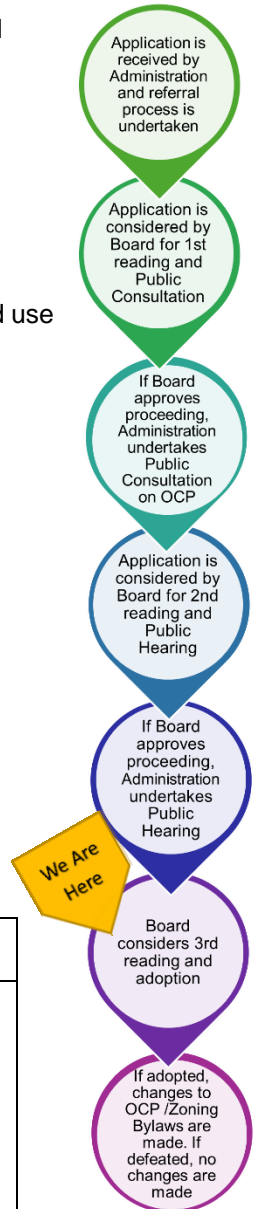
DECISION OPTIONS:

1. Approve recommendations:

- the report and summary of the public hearing will be received
- proposed Bylaw No. 3321 and Bylaw No. 3322 will be given third reading and adopted

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
A. Postpone consideration of proposed Bylaw No. 3321 and Bylaw No. 3322 pending the receipt of additional information.	<ul style="list-style-type: none"> • The bylaws will return for consideration when the additional information requested by the Board is available. • Consideration of holding another public hearing may be required. 	<i>THAT further consideration of Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be postponed pending receipt of [insert requirement].</i>
B. Not proceed with the application which will require third reading of the proposed bylaws to be defeated.	<ul style="list-style-type: none"> • Bylaws cannot be considered further if motion to give third reading is defeated. 	<p>1. <i>THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be given third reading.</i></p> <p>2. <i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be given third reading.</i></p>



SUMMARY COMMENTS:

Although the proposal is inconsistent with the OCP's Housing Policy, OCP's subdivision and rezoning evaluation factors can be of assistance to the Board in the evaluation of the zoning bylaw.

Section 18.0 of the OCP sets out a list of factors to be considered by the Regional District Board where a proposed use or subdivision may be permitted by the Chilako River-Nechako OCP's policies or land use designation but is subject to evaluation through a rezoning process. Information to inform consideration on each factor is obtained through the application process including referral and public processes when applicable. Administration has provided a brief response to each of the factors. The evaluation factors include, but are not limited to, the following:

- I. Consistency with the objectives, policies and land use designations of the OCP;
 - The OCP housing policies do not currently support more than two residences on land outside the ALR. The policies are proposed to be amended to allow consideration of additional residences on land outside the ALR based on a maximum density of one residence per 4 ha of the parcel, provided the property has the capacity for on-site sewage disposal.
 - This change will be consistent with the housing policies in most of the other Electoral Area OCPs (Area D, Area F, Area G, Area H). The policy change will increase the potential residential density of properties that are 12 ha or larger within all of Electoral Area C.
- II. Consistency with the provisions or orders of the Agricultural Land Commission (ALC) for lands within the Agricultural Land Reserve (ALR);
 - The property is not within the ALR.
- III. The extent of agricultural development and potential for impact upon neighbouring agricultural use;
 - The property is located within an existing rural subdivision and no agricultural activities are located nearby based on aerial imagery review.
- IV. The level of potential land use impact on the subject property and potential conflict with uses in the immediate proximity;
 - The property is located within an existing rural subdivision and potential land use conflict would be low.
- V. Public opinion as received through the public information and hearing requirements of the *Local Government Act* (LGA);
 - A public hearing into Bylaw No. 3321 and Bylaw No. 3322 was held on October 24, 2024. The applicant and ten members of the public attended in person.
 - The summary of that meeting is attached to the Report.
- VI. The availability of existing services to the site, including but not limited to, fire protection, roads, potable and sufficient water supply, electricity, sewage disposal, or the ability to provide the services to the site;
 - The applicant has provided a lagoon system design letter from a Registered Onsite Wastewater Practitioner (ROWP) advising that the existing sewage disposal system has enough capacity for a third residence with a maximum of two bedrooms.
 - The property is within a volunteer fire department area.
- VII. Impact on the transportation network;
 - The driveway is established off of Hughes Road.
 - The Ministry of Transportation and Infrastructure did not provide any comment related to concerns about impacts on the transportation network from the proposal.
- VIII. Environmental impact and potential for hazardous conditions; and
 - The property is not within a mapped BC Floodplain within the extent of any natural hazard studies commissioned by the Regional District.
 - Ministry of Land, Water and Resource Stewardship – Landbase advised much of this 52.5 ha property (approximately 40 ha) is classed as wetland. The subject property also overlaps Beaverley Creek, which is a fish-bearing stream. The proposed residential development area is on approximately 2.2 ha above a sloping hill that leads down to Beaverley Creek. While a modest increase in the density of housing may not typically be problematic, with this application there is potential for a third dwelling within the small proposed

2.2 ha development area to impact the adjacent wetland and Beaverley Creek if vegetated setbacks are not maintained, and erosion of exposed soils are not appropriately mitigated. It is important that the slope within the proposed development area is able to support the proposed load of the additional residence and associated development and that mitigation measures required to prevent sloughing or erosion from the development are in place to prevent impacts on downslope wetland habitat.

- IX. Any other issue that may be relevant to a specific proposal.
- No additional issues were identified.

If the Board provides third reading and adopts Bylaws No. 3321 and 3322, 2023 it will:

- Amend the Chilako River-Nechako OCP's Housing Policy to allow the consideration of additional residences on land outside the ALR based on a maximum density of one residence per 4 ha of the parcel, provided the property has the capacity for on-site sewage disposal.
 - A zoning amendment application would be required to be submitted and approved by the Board to permit three dwellings on additional properties.
 - The *Local Government Act* prohibits a local government from holding a public hearing for rezoning concerning residential developments that are supported by the OCP.
- Amend the Zoning Bylaw to allow three dwellings and one secondary suite on the subject property.

The Board may consider third reading and adoption of the proposed bylaws.

Respectfully submitted,

Daniel Burke

Daniel Burke
Planner III

DB:CC



REGIONAL DISTRICT of Fraser-Fort George

Summary of the public hearing meeting regarding Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023, held on October 24, 2024 at the Beverly Fire/Rescue, 12615 Highway 16 W, with attendance in person.

- Those Present: Director Lara Beckett (Chairperson)
Daniel Burke, Planner III, RDFFG (Secretary)
Justin Kim, Planner I, RDFFG
Cora-Lee Cutway, Service Centre Representative, RDFFG
Debbie Kopp, Development Services Technician, RDFFG
- The applicant (Jonathan Viergever) and ten members of the public attended.
- Open the Public Consultation: Director Beckett opened the public hearing at 7:01 p.m.
- Introductions and Chair Opening Statement: Director Beckett introduced themselves and the Regional District staff in attendance and read the Chairperson's Opening Statement.
- Presentation from Development Services: Daniel Burke provided an overview of the proposed Amendment Bylaws No. 3321 and 3322, 2023 and advised that referral comments and all other background information were available in the binder at the back of the room and on the Regional District's website.
- Submissions: Daniel Burke advised that no submissions were received ahead of the public hearing meeting.
- Presentation from the Applicants (Jonathan Viergever):
- Bought the property to take care of family and have them close
 - Want to have parents closer as they age to assist them.
- Director Beckett:
- Public presentations?
- Gail Wilson:
- Just want to verify that zoning is going to affect all of the properties bigger than 11 acres, or is it specific to this property?
- Daniel Burke (RDFFG):
- The Official Community Plan (OCP) is a policy/guidance document; zoning is the day-to-day land use.
 - When zoning amendments are not supported by the OCP, both are required to be amended.
 - The proposed zoning amendment is only specific to the subject property.
 - The proposed OCP amendment will support parcels in Electoral Area C which meet the requirements (12 ha and larger and partially within or not within the ALR) to make an application to rezone to allow three dwellings. Regional District Board approval would still be required.
- Bob Loreth:
- Changing the OCP almost affects over 1000 properties. Can it be done without changing the whole document?
 - Very strongly opposed to it if the OCP needs to be changed.
- Daniel Burke (RDFFG):
- The OCP is required to be amended to support the rezoning of the property.
- Jonathan Viergever (Applicant):
- Why are you opposed?
- Bob Loreth:
- Negatively impacts agricultural land.
 - This will change a lot of properties; your property won't be the only one.
 - We want to protect agriculture.
 - Already having issues with dogs and pet cows roaming on to my agricultural land.

- Gail Wilson: - Concerned that the sewage lagoon will take up a large portion of the property?
- Daniel Burke (RDFFG): - The applicant was required to provide a report from a qualified professional that there was enough room on the subject property for sewage disposal for three dwellings.
- Gail Wilson: - The property already has 2 homes on it?
- Daniel Burke (RDFFG): - Yes.
- The current zoning allows for 2 dwellings and 1 secondary suite within a dwelling as the property is larger than 8.0 ha.
- Jonathan Viergever (Applicant): - The lagoon was built and designed for 3 homes and constructed last year.
- Bob Viergever: - I understand the current zoning allows for 2 houses and a suite.
- I would like to assume or ask that the third dwelling could be considered a suite.
- Asking the rezoning to be for 3 homes instead.
- Daniel Burke (RDFFG): - The proposed amendment bylaw would rezone the property to Rural 6 (Ru6) and allow 3 dwellings and 1 secondary suite within a dwelling on a property 0.8 ha or larger.
- Greg Bennet: - Does a suite count as a residence?
- What is existing now?
- Bob Loreth: - There is not a suite within a dwelling?
-
- Jonathan Viergever (Applicant): - There are 2 homes and no suite.
- Daniel Burke (RDFFG): - The current zoning allows for 2 dwellings and 1 secondary suite within a dwelling as the property is larger than 8.0 ha.
- A suite is considered a dwelling.
- Greg Bennet: - If the zoning is approved, they could eventually be allowed 3 homes and 1 suite.
- That would be 4 homes if the OCP is changed.
- Could they just add a suite to one of the houses instead of amending the OCP?
- Controls future growth and infrastructure needs.
- Daniel Burke (RDFFG): - The current zoning allows for 2 dwellings and 1 secondary suite within a dwelling as the property is larger than 8.0 ha.
- Gail Wilson: - In favour of the zoning but not for the OCP amendment.
- The OCP amendment would open this up to too many other properties.
- Director Beckett: - Any further comments for the first time?
- Any further comments for the second time?
- Any further comments for the third time?
- Director Beckett:
Chair Closing
Statement: Asked for final submissions of any written comments to be provided to Administration.
Advised that no further comments can be submitted after the close of the meeting.

Close the Public
Hearing:

There being no further comment, Director Beckett closed the public hearing at 7:26 p.m.

CHAIR

SECRETARY



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3321

A BYLAW TO AMEND CHILAKO RIVER-NECHAKO OFFICIAL COMMUNITY PLAN BYLAW NO. 2593, 2010

WHEREAS pursuant to the *Local Government Act*, the Regional Board of the Regional District of Fraser-Fort George has, by Bylaw No. 2593, dated August 19, 2010, adopted the Chilako River-Nechako Official Community Plan;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2593, 2010 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*,

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010 is hereby amended as shown on Appendix 'A' attached to and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023".

READ A FIRST TIME ON THE 18TH DAY OF JULY, 2024

PUBLIC CONSULTATION IN RESPECT OF THIS BYLAW WAS STARTED ON THE 31ST DAY OF JULY, 2024

READ A SECOND TIME ON THE 12TH DAY OF SEPTEMBER, 2024

A PUBLIC HEARING IN RESPECT OF THIS BYLAW WAS HELD ON THE 24TH DAY OF OCTOBER, 2024

READ A THIRD TIME ON THE DAY OF , 2024

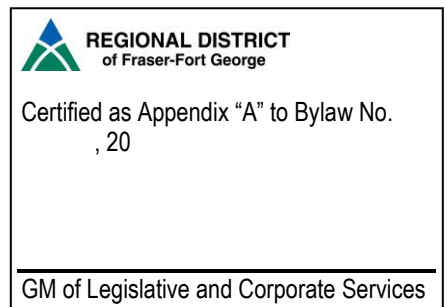
ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services

APPENDIX 'A'

1. Schedule 'A' to Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010 is hereby amended at Section 4.2 with the insertion of the following new subsection iv) and renumbering the remaining subsections accordingly:
 - iv) On parcels not within the Agricultural Land Reserve, more than one additional residence may be permitted on a single parcel where the density does not exceed one residence per each 4 ha of the parcel, subject to the ability to accommodate approved sewage disposal for all residences and evaluation through a rezoning process where necessary.





**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3322

**A BYLAW TO AMEND REGIONAL DISTRICT OF FRASER-FORT GEORGE ZONING BYLAW
NO. 2892, 2014**

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has adopted Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2892, 2014 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*,

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is hereby amended at Schedule 'B' – Map 151 by rezoning The North ½ of District Lot 1879 Cariboo District Except Plans 27965 and EPP9249 from Small Holding (SH) and Rural 2 (Ru2) to Rural 6 (Ru6).
2. This bylaw may be cited for all purposes as “Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023”.

READ A FIRST TIME ON THE 18TH DAY OF JULY, 2024

READ A SECOND TIME ON THE 12TH DAY OF SEPTEMBER, 2024

A PUBLIC HEARING ON THIS BYLAW WAS HELD ON THE 24TH DAY OF OCTOBER, 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: REZ 1879 N1/2

FROM: Daniel Burke, Planner III

DATE: July 2, 2024

SUBJECT: Proposed Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023

SUMMARY: Purpose: Consider First Reading and Public Consultation
 Location: 18706 and 18710 Hughes Road – Electoral Area C
 Owner: Jonathan Viergever
Attachments:
 1. Letter from Jonathan Viergever in relation to referral comments received June 24, 2024
 2. Proposed Bylaw No. 3321, 2023
 3. Proposed Bylaw No. 3322, 2023
 4. Appendix 'A'
Previous Reports: Item 6.5, June 2024

RECOMMENDATION(S):

1. THAT the report dated July 2, 2024, regarding “Proposed Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023” be received for information.
2. THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be given first reading.
3. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be given first reading.
4. THAT the consultation opportunity for Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be carried out as outlined in Appendix 'A' attached to the report.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

SUMMARY OF APPLICATION:

Location:	18706 and 18710 Hughes Road – Electoral Area C
Legal Description and PID:	The North 1/2 Of District Lot 1879 Cariboo District Except Plans 27965 And EPP9249 – 015-038-696 – 52.51 ha
Applicant(s):	Jonathan Viergever
Existing Uses:	Two Residential-Single Family uses (dwelling) are established. Beverly Creek bisects the property. Development of three residences is proposed on an approximate 2.2 ha bench above a sloping hill that leads down to Beverly Creek and wetland.
Proposal:	An application has been made to allow three residences on the subject property. An amendment to the OCP general Housing Policy is required to increase the maximum

	potential residential density from two to three based on the lot size. The OCP policy amendment will impact multiple properties within the OCP area. The subject property is proposed to be rezoned to allow three Residential-Single Family uses instead of the current two. The zoning amendment will impact only the subject property.
Application Type:	Combined Official Community Plan and Zoning Bylaw Amendment
Regulation Changes/ Content of Permit:	<ul style="list-style-type: none"> • OCP Amendment Bylaw No. 3321, 2023 proposes to amend the OCP’s Housing Policies to permit additional residence on a parcel where the density does not exceed one residence per each 4 ha of the parcel, subject to the ability to accommodate approved sewage disposal. • Zoning Amendment Bylaw No. 3322, 2023 proposes to rezone the property from Small Holding (SH) and Rural 2 (Ru2) to Rural (Ru6) to allow three residences.

BOARD CONSIDERATION:

The Board is being asked to consider giving Bylaws No. 3321 and 3322 first reading and authorizing a public consultation process.

Alternative options available to the Board are:

- a. Proceed to public consultation but amend the form of consultation opportunity - Other Decision Options A;
- b. Hold both bylaws at first reading if further information is required– Other Decision Options B; or
- c. Not proceed with the application – Other Decision Options C.

Alternative options and corresponding motions if applicable, are detailed under the Decision Options section of the report.

RELEVANT POLICIES:

Official Community Plan:	The proposal is <u>not consistent</u> with the Housing Policy of the Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010 and an amendment is required.
Zoning Bylaw:	The proposal is <u>not consistent</u> with current Zoning Bylaw No. 2892, 2014 and an amendment is required.
Applications Procedures:	Development Applications Procedures Bylaw No. 3268, 2022 outlines requirements for processing OCP and zoning bylaw amendment applications.
Public Notice:	Public Notice Bylaw No. 3316, 2023 provides for alternative means of publishing statutory public notices using the Regional District bulletin board, website, and Facebook page. Public Notice Additional Methods of Publication Policy RD-24-23 provides supplementary notification with a newspaper advertisement.
<i>Community Charter:</i>	Outlines requirements to publish public notice and allows a local government to adopt a bylaw to publish public notice by alternative means.
<i>Local Government Act:</i>	Outlines requirements for consideration of amendments to a zoning bylaw or official community plan.

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Regional District Land Use Planning is a region-wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations:

- the report will be received.
- Proposed Bylaws No. 3321 and 3322 will receive 1st reading
- consultation plan will be carried out

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
<p>A. Proceed to public consultation but amend the form of consultation opportunity</p>	<ul style="list-style-type: none"> • Appendix ‘A’ to the report may be amended to include consultation with additional agencies or landowners • the amended consultation opportunity will proceed prior to returning for consideration of second reading and authorization of a public hearing 	<ol style="list-style-type: none"> 1. <i>THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be given first reading.</i> 2. <i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be given first reading.</i> 3. <i>THAT the consultation opportunity for Bylaw No. 3321, 2023 be carried out as amended to [insert requirement].</i>
<p>B. Hold both bylaws at first reading if further information is required</p>	<ul style="list-style-type: none"> • bylaws will return for consideration when the additional information requested by the Board is available 	<p><i>THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be postponed pending receipt of [insert requirement].</i></p>
<p>C. Not proceed with the application which will require first reading of the proposed bylaw to be defeated</p>	<ul style="list-style-type: none"> • under the Board’s Procedure Bylaw No. 3267, 2022 the motion for the first reading shall be decided upon without amendment or debate • bylaws cannot be considered further if the motions to give the first reading are defeated 	<ol style="list-style-type: none"> 1. <i>THAT Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023 be given first reading.</i> 2. <i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023 be given first reading.</i>

SUMMARY COMMENTS:

- At their July 2024 meeting, the Board postponed consideration of the proposed bylaws and requested additional information from Administration in relation to the number of parcels that will be subject to the proposed OCP amendment to the Housing Policy.
 - Further, the Board requested that the Appendix 'A' consultation plan be changed to include a mailed notice to all owners of parcels subject to the proposed OCP amendment.
- Parcels subject to the proposed OCP amendment are 12.0 ha and larger and are partially within or not within the ALR.
- The number of parcels that will be subject to Bylaw No. 3321, 2023 is 998. Of that, 752 parcels are Crown Land and 246 parcels are privately owned.

As the requests of the Board are completed, the proposed Bylaws have returned for consideration.

- The applicant has provided a letter responding to comments from the Ministry of Water, Land and Resource Stewardship – Landbase Stewardship. The letter is attached to the report.
 - All referral comments are located in the previous report.
- If additional information or amendments are desired, the bylaw may be held at first reading (Other Decision Options B.).
- If the application is unsuccessful, a third residence would not be permitted. The parcel would remain split-zoned SH and Ru2 zone.

Although the proposal is inconsistent with the OCP's Housing Policies and Zoning Bylaw regulations, it may be reasonable for the Board to consider 1st reading and authorization of the consultation plan to allow for initial input from the public. This input would be forwarded to the Board for their consideration.

Respectfully submitted,

Daniel Burke

Daniel Burke
Planner III

DB:cc

Rezoning Application comment

18710 Hughes Road

Prince George, BC

V2N 6S2

After reviewing the comments provided by the Water Stewardship Branch, please accept the following response regarding actions taken during the development of 18710 Hughes Road.

- During the construction of the property, a wastewater professional was consulted and was acquired to design, survey, and install the lagoon which from my understanding meets the setback requirements. I am not a wastewater professional and contracted the professional to complete the work as required.
- During the initial land clearing in 2021, the satellite imagery referenced in the comment that was available on August 1, 2023 shows that vegetation buffers were not maintained.
 - Information referenced included the covenant **CA1801389** which states
 - No building, mobile home or unit, modular home or structure, shall be constructed, moved, extended or located within 7.5 meters of the natural boundary of Beverly Creek.

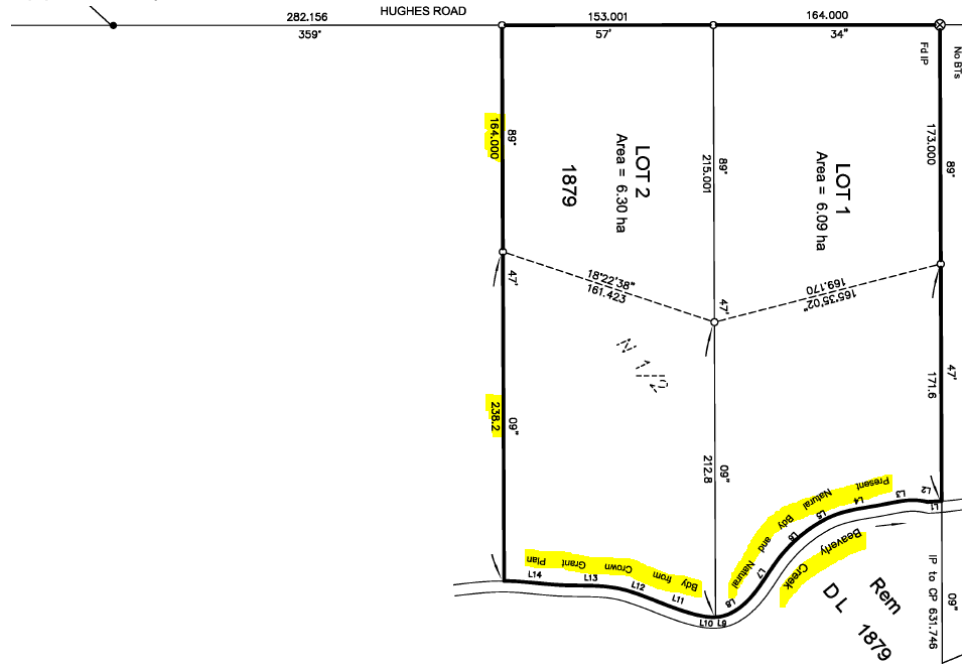
WHEREAS:

The Grantor is the registered owner (the Grantor) of the lands and premises hereinafter described as
The North ½ of District Lot 1879 Cariboo District except Plan 2965

WITNESSETH that in consideration of the premises contained in this agreement and of the sum of One Dollar (\$1.00) and other good and valuable consideration now paid by the Grantee to the Grantors the receipt whereof is hereby acknowledged by the Grantors, the parties agrees as follows:

1. The Grantor is aware of and, on behalf of himself and his heirs, executors, administrators, successors and assigns, hereby acknowledges that there is a potential flood danger to the Lot(s).
 2. The Grantor, on behalf of himself and his heirs, executors, administrators, successors and assigns, hereby covenants and agrees with the First Grantee, as a covenant in favour of the First Grantee pursuant to Section 219 of the *Land Title Act*, it being the intention and agreement of the Grantor that the provisions hereof be annexed to and run with and be a charge upon the Lots, that from and after the date hereof:
 - a. no building, mobile home or unit, modular home or structure, shall be constructed, reconstructed, moved, extended or located within 7.5 metres of the natural boundary of Beverly Creek
 - b. no area used for habitation, business or storage of goods damageable by flood waters, shall be located within any building, mobile home or unit, or modular home or structure at an elevation such that the underside of the floor system or top of concrete slab is less than 1.5 metres above the natural boundary of Beverly Creek
- A title search was completed during the purchasing of the property where **EPP9249** was referenced and showed the natural boundary of Beverly creek to be 238.2 meters from the surveyable point which was 164 meters from the roadway for a total of 402.2 meters from the roadway. This information leads me to believe that the area referenced is not part of the waterway.
 - When made aware of the information during this process, no further alterations to the area has occurred on the property and the area has been

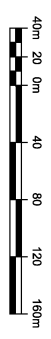
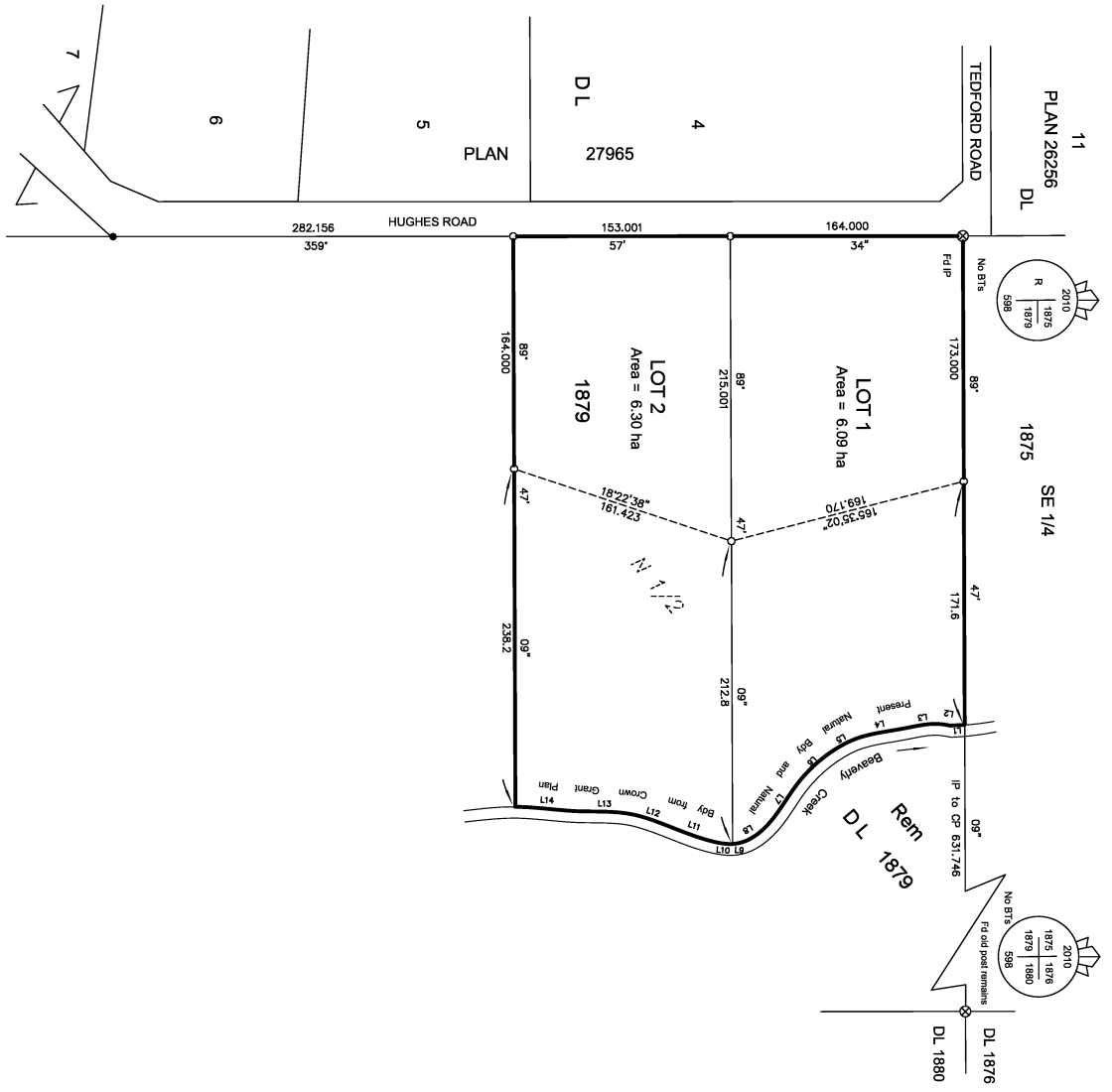
allowed to regrow since early 2022 (a year and a half prior to the re-zoning application).



If further clarification is required, please contact me.

Kind Regards,
Land Owner
Jon Viergever

EPP9249



All distances are in metres
 The intended plot size of this plan is 560 mm in width by 432 mm in height when plotted at scale 1:2500 (use C size sheet)

LEGEND

- Bearings are astronomic derived from Plan 27965 (359°57'34")
- Standard Iron Post Placed
- Standard Iron Post Found
- ⊗ Standard Capped Post Placed

Present Natural Bdy of Beaverly Creek

NUM	BEARING	DISTANCE
L1	178°52'59"	10.093
L2	190°07'40"	4.847
L3	174°08'48"	29.508
L4	167°54'27"	33.070
L5	151°49'43"	21.095
L6	136°03'43"	33.159
L7	126°58'05"	39.107
L8	151°50'54"	20.304
L9	185°01'39"	3.523
L10	185°01'57"	15.129
L11	199°05'35"	29.432
L12	198°00'06"	30.741
L13	183°00'38"	37.579
L14	183°58'09"	43.553

This plan lies within the jurisdiction of the Provincial
 Approving Officer
 File No. 2010-02849

R. E. GOOK & ASSOCIATES
B. C. & CANADA LAND SURVEYORS
 888 VANCOUVER STREET
 PRINCE GEORGE B.C. V2L 2P5
 PHONE: 250-564-4342
 FAX: 250-564-4343
 FILE: 10-0652PG
 rsgook@bctransurveyors.com

A covenant in the name of the Ministry of Transportation
 and Infrastructure pursuant to Section 219 is a
 condition of approval for subdivision

NEW WESTMINSTER LAND TITLE OFFICE

CA1801389

LAND TITLE ACT
FORM C (Section 233) CHARGE

Nov-12-2010 15:56:47.001

PAGE 1 OF 5 PAGES

GENERAL INSTRUMENT - PART 1 Province of British Columbia

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

Marvin Hawke VNKYVH	Digitally signed by Marvin Hawke
	VNKYVH
	DN: c=CA, ou=Marvin Hawke
	VNKYVH, o=Notary, ou=Verify ID at
	www.juricert.com/LKUP.cfm?
	id=VNKYVH
	Date: 2010.11.12 15:50:57 -0800'

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

MARVIN HAWKE NOTARY PUBLIC
SUITE 203 - 1378 FIFTH AVENUE

FILE NO.: 10-S101
PHONE: 250 649 0817

PRINCE GEORGE BC V2L 3L4

Document Fees: \$71.90

Deduct LTSA Fees? Yes

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

**015-038-696 THE NORTH 1/2 DISTRICT LOT 1879 CARIBOO DISTRICT EXCEPT
PLAN 27965**

STC? YES

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant

SECTION 219

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) Filed Standard Charge Terms D.F. No.

(b) Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

[REDACTED] AND [REDACTED]

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
AS REPRESENTED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
PARLIAMENT BUILDINGS
VICTORIA BRITISH COLUMBIA
V8V 1X5 CANADA**

7. ADDITIONAL OR MODIFIED TERMS:

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date

Transferor(s) Signature(s)

MARVIN HAWKE- NOTARY PUBLIC
SUITE 203 - 1378 FIFTH AVENUE
PRINCE GEORGE BC V2L 3L4

Y	M	D
10	10	14

[REDACTED SIGNATURES]

as to both signatures

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM D

EXECUTIONS CONTINUED

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

KAREN JUNE ANDREWS
A COMMISSIONER FOR TAKING
AFFIDAVITS FOR BRITISH
COLUMBIA
360-1011 4TH AVENUE
PRINCE GEORGE BC
EXPIRES JANUARY 21, 2012

Y	M	D
10	11	09

HER MAJESTY THE QUEEN IN
RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA as represented by
the Ministry of Transportation and
Infrastructure:

ADRIAN VANDER-VELDEN
PROVINCIAL APPROVING OFFICER

KAREN JUNE ANDREWS
A COMMISSIONER FOR TAKING
AFFIDAVITS FOR BRITISH
COLUMBIA
360-1011 4TH AVENUE
PRINCE GEORGE BC
EXPIRES JANUARY 21, 2012

10	11	09
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This is an instrument required by the
Approving Officer for Subdivision Plan
EPP9249 creating the condition or
covenant entered into under S.219 of
the Land Title Act

Approving Officer for the Ministry of
Transportation and Infrastructure
Adrian Vander-Velden
Provincial Approving Officer

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Terms of Instrument – Part 2

Between:

[Redacted Name]
[Redacted Address]

(hereinafter called the Grantor)

of the First Part:

And:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA AS REPRESENTED
BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

(hereinafter called the Grantee)

WHEREAS:

The Grantor is the registered owner (the Grantor) of the lands and premises hereinafter described as
The North ½ of District Lot 1879 Cariboo District except Plan 2965

WITNESSETH that in consideration of the premises contained in this agreement and of the sum of
One Dollar (\$1.00) and other good and valuable consideration now paid by the Grantee to the
Grantors the receipt whereof is hereby acknowledged by the Grantors, the parties agrees as follows:

1. The Grantor is aware of and, on behalf of himself and his heirs, executors, administrators, successors and assigns, hereby acknowledges that there is a potential flood danger to the Lot(s).
2. The Grantor, on behalf of himself and his heirs, executors, administrators, successors and assigns, hereby covenants and agrees with the First Grantee, as a covenant in favour of the First Grantee pursuant to Section 219 of the *Land Title Act*, it being the intention and agreement of the Grantor that the provisions hereof be annexed to and run with and be a charge upon the Lots, that from and after the date hereof:
 - a. no building, mobile home or unit, modular home or structure, shall be constructed, reconstructed, moved, extended or located within 7.5 metres of the natural boundary of Beverly Creek
 - b. no area used for habitation, business or storage of goods damageable by flood waters, shall be located within any building, mobile home or unit, or modular home or structure at an elevation such that the underside of the floor system or top of concrete slab is less than 1.5 metres above the natural boundary of Beverly Creek

In this agreement "area used for habitation" means any room or space within a building or structure which is or may be used for human occupancy, commercial sales, business or storage of goods but does not include an entrance foyer or parking facility.

In the case of a mobile home or unit, the ground level or top of concrete or asphalt pad on which it is located shall be no lower than the above described elevation.

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3. The required elevation may be achieved by structural elevation of the said habitable, business, or storage area or by adequately compacted landfill on which any building, mobile home or unit, or modular home or structure is to be constructed or mobile home or unit located, or by a combination of both structural elevation and landfill. No area below the required elevations shall be used for the installation of furnaces or other fixed equipment damageable by floodwater. Where landfill is used to raise the natural ground elevation, the toe of the landfill slope shall be no closer to the natural boundary than the setback requirement give in paragraph (2) above. The face of the landfill slope shall be adequately protected against erosion from flood flows (wave action, ice or other debris).
4. he Grantor, on behalf of himself and his heirs, executors, administrators, successors and assigns, acknowledges that the First Grantees does not represent to the Grantor, nor to any other person that any building, modular home, mobile home or unit, improvement, chattel or other structure, including the contents of any of them, built, constructed or placed on the Lots will not be damaged by flooding or erosion and the Grantor, on behalf of himself and his heirs, executors, administrators, successors and assigns, with full knowledge of the potential flood or erosion danger and in consideration of the approvals given by the First Grantee hereby:
 - a. agrees to indemnify and to save harmless the First Grantee and their employees, servants or agents from all loss, damage, costs, actions, suits, debts, accounts, claims and demands which the First Grantee or any of their employees, servants or other agents, may suffer or incur or be put to arising out of or in connection with any breach of any covenant or agreement on the part of the Grantor or his heirs, executors, administrators, successors and assigns contained in this Agreement or arising out of or in connection with any personal injury, death or loss or damage to the Lots, or to any building, modular home, mobile home or unit, improvement, chattel or other structure, including the contents of any of them, built, constructed or placed on the Lots caused by flooding, erosion or some such similar cause; and
 - b. does remise, release and forever discharge the First Grantee and their employees, servants or agents from all manner of actions, cause of actions, suits, debts, accounts, covenants, contracts, claims and demands which the grantor or any of his heirs, executors, administrators, successor and assigns may have against the First Grantee and their employees, servants or agents for and by reason of any personal injury, death or loss or damage to the Lots, or to any building, modular home, mobile home or unit, improvement, chattel or other structure, including the contents of any of them, built, constructed or placed on the Lots, caused by flooding, erosion or some such similar cause.
4. Subject to the provisions of Section 219 of the *Land Title Act*, the Grantor's covenants contained in this Agreement shall burden and run with the Lots and shall ensure to the benefit and be binding upon the Grantor, his heirs, executors, administrators, successors and assigns and the First Grantee and their assigns.
5. Nothing in this agreement shall prejudice or affect the rights, powers and remedies of the First Grantee in relation to the Grantor, including their heirs, executors, administrators, successors and assigns, or the Lots under any law, bylaw, order or regulation or in equity all of which rights, powers and remedies may be fully and effectively exercised by the First Grantee if this Agreement had not been made by the parties.

6. The Grantor will do or cause to be done at his expense all acts reasonably necessary for the First Grantee to gain priority for this Agreement over all liens, charges and encumbrances which are or may be registered against the Lots save and except those in favour of the First Grantee and those specifically approved in writing by the First Grantee.
7. The parties agree that this Agreement shall not be modified or discharged except in accordance with the provisions of Section 219(9) of the *Land Title Act*.
8. The Grantor shall do or cause to be done all things and execute or cause to be executed all documents and give such further and other assurance which may be reasonably necessary to give proper effect to the intent of this Agreement.
9.
 - a. The Grantor or any of his heirs, executors, administrators and assigns, as the case may be, shall give written notice of this Agreement to any person to whom he proposes to dispose of one of the Lots, which notice shall be received by that person prior to such disposition.
 - b. For the purposes of this paragraph the word "dispose" shall have the meaning given to it under Section 29 of the *Interpretation Act*.
10. Whenever the singular or masculine or neuter is used herein, the same shall be construed as including the plural, feminine, body corporate or politic unless the context requires otherwise.

If any section or any part of this Agreement is found to be illegal or unenforceable, then such sections or parts shall be considered to be separate and severable from this Agreement and the remaining sections or parts of this Agreement, as the case may be, shall be unaffected thereby and shall remain and be enforceable to the fullest extent permitted by law as though the illegal or unenforceable parts or sections had never been included in this Agreement.

This agreement shall be interpreted according to the laws of British Columbia.
11. Where there is a reference to an enactment of the Province of British Columbia in this agreement, that reference shall include a reference to any subsequent enactment of the Province of British Columbia of like effect, and unless the context otherwise requires, all statutes referred to herein are enactments of the Province of British Columbia.
12. Every reference to the Minister of Transportation and Infrastructure, in this agreement shall include the Minister of Transportation and Infrastructure, the Deputy Minister of Transportation and Infrastructure and any person designated by either of them to act for or on their respective behalf with respect to any of the provisions of this Agreement.

END OF DOCUMENT



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3321

A BYLAW TO AMEND CHILAKO RIVER-NECHAKO OFFICIAL COMMUNITY PLAN BYLAW NO. 2593, 2010

WHEREAS pursuant to the *Local Government Act*, the Regional Board of the Regional District of Fraser-Fort George has, by Bylaw No. 2593, dated August 19, 2010, adopted the Chilako River-Nechako Official Community Plan;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2593, 2010 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010 is hereby amended as shown on Appendix 'A' attached to and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010, Amendment Bylaw No. 3321, 2023".

READ A FIRST TIME ON THE DAY OF , 2024

PUBLIC CONSULTATION IN RESPECT OF THIS BYLAW WAS STARTED ON THE DAY OF , 2024

READ A SECOND TIME ON THE DAY OF , 2024

A PUBLIC HEARING IN RESPECT OF THIS BYLAW WAS HELD ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services

APPENDIX 'A'

1. Schedule 'A' to Chilako River-Nechako Official Community Plan Bylaw No. 2593, 2010 is hereby amended at Section 4.2 with the insertion of the following new subsection iv) and renumbering the remaining subsections accordingly:
 - iv) On parcels not within the Agricultural Land Reserve, more than one additional residence may be permitted on a single parcel where the density does not exceed one residence per each 4 ha of the parcel, subject to the ability to accommodate approved sewage disposal for all residences and evaluation through a rezoning process where necessary.



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3322

**A BYLAW TO AMEND REGIONAL DISTRICT OF FRASER-FORT GEORGE ZONING BYLAW
NO. 2892, 2014**

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has adopted Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2892, 2014 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is hereby amended at Schedule 'B' – Map 151 by rezoning The North ½ of District Lot 1879 Cariboo District Except Plans 27965 and EPP9249 from Small Holding (SH) and Rural 2 (Ru2) to Rural 6 (Ru6).
2. This bylaw may be cited for all purposes as “Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3322, 2023”.

READ A FIRST TIME ON THE DAY OF , 2024

READ A SECOND TIME ON THE DAY OF , 2024

A PUBLIC HEARING ON THIS BYLAW WAS HELD ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services

APPENDIX 'A'

The consultation plan below identifies the form of consultation opportunity to fulfill the requirements of the *Local Government Act* with regards to Chilako River-Nechako Official Community Plan Bylaw No. 2593, Amendment Bylaw No. 3321, 2023.

<p>R = consultation already initiated through written referral correspondence and ongoing as applicable. The written referral is a concise description of the proposal along with a request for written comment.</p> <p>C = consultation to be undertaken through written referral request for comment.</p> <p><input type="checkbox"/> = no consultation unless the consultation plan is amended through a Board resolution.</p>	
<p>R Building Inspection R BC Hydro R Telus R Northern Health Authority R FortisBC C RDFFG Environmental Services C RDFFG Financial Services</p>	<p>First Nations: R Lheidli T'enneh First Nation R Lhtako Dene Nation R Nazko First Nation R Saik'uz First Nation R Tsilhqot'in National Government <input type="checkbox"/> Other (specify): _____</p>
<p>School District Boards, greater boards and Improvement District Boards: R School District No. 57 <input type="checkbox"/> Pineview Improvement District <input type="checkbox"/> Buckhorn Improvement District <input type="checkbox"/> Bear Lake Community Commission</p>	<p>Other agencies: <input type="checkbox"/> FortisBC R Volunteer Fire Department: Beaverly <input type="checkbox"/> Pipeline Utility (specify): Enbridge <input type="checkbox"/> Farmers' Institute: <input type="checkbox"/> Cattlemen's Association: <input type="checkbox"/> Other (specify): _____</p>
<p>Provincial and Federal Governments and their agencies: R Ministry of Transportation and Infrastructure R MoF– Crown Lands Section <input type="checkbox"/> Ministry of Agriculture and Food R MoWLRs – Landbase Stewardship R MoWLRs – Water Stewardship <input type="checkbox"/> Agricultural Land Commission <input type="checkbox"/> Canadian National Railway <input type="checkbox"/> Ministry of Energy and Mines <input type="checkbox"/> Ministry of Environment – Environmental Protection <input type="checkbox"/> Department of Fisheries and Oceans <input type="checkbox"/> Other (specify):</p>	<p>Adjacent Regional Districts and Municipalities: <input type="checkbox"/> City of Prince George <input type="checkbox"/> Village of Valemount <input type="checkbox"/> Village of McBride <input type="checkbox"/> District of Mackenzie <input type="checkbox"/> Bulkley-Nechako Regional District <input type="checkbox"/> Thompson-Nicola Regional District <input type="checkbox"/> Cariboo Regional District <input type="checkbox"/> Peace River Regional District <input type="checkbox"/> Other (specify): _____</p>
<p>Public Consultation Opportunity</p> <p><input checked="" type="checkbox"/> Mail out request for written comment: Notice of invitation to provide written comment will be mailed to all owners of land within 200 m of the subject parcel and all privately owned parcels subject to the OCP amendment.</p> <p><input checked="" type="checkbox"/> Notification of Application Sign – Notification of Application sign to be placed on the subject land 14 days prior to the deadline for written comment.</p> <p><input checked="" type="checkbox"/> Post notice to RDFFG website, Facebook and bulletin board: Notice of invitation to comment will be posted to the website and bulletin board.</p> <p><input checked="" type="checkbox"/> Other (specify): Notice of invitation to provide written comment will be published in one issue of a newspaper applicable to the Electoral Area, or a portion thereof as applicable in accordance with Policy No.: RD-24-23 Appendix "A" at least 14 days before the close of the public consultation opportunity.</p>	



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: REZ 5164

FROM: Daniel Burke, Planner III

DATE: October 29, 2024

SUBJECT: Proposed Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024

SUMMARY: Purpose: Consider Third Reading and Adoption
 Location: Davie Lake – Electoral Area G
 Owner: Jedwin Developments LTD., INC. No. BC257573
 GH Equipment LTD., INC. No. BC0861285
 Agent: McWalter Consulting Ltd.

Attachments:

1. Summary of Public Hearing Held on October 23, 2024
2. Proposed Bylaw No. 3359, 2024
3. Proposed Bylaw No. 3360, 2024

Previous Reports: Item No. 6.5, August 2024

RECOMMENDATION(S):

1. THAT the report dated October 29, 2024, regarding “Proposed Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024” be received for information.

Declaration by the Public Hearing Chair as to the accuracy and fairness of the summary of the Public Hearing held October 23, 2024, on Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024.

2. THAT the summary of the Public Hearing held October 23, 2024, on Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be received for information.
3. THAT Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 be given third reading.
4. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be given third reading
5. THAT Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 be adopted.
6. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	2/3 Majority
All 1 Director/1 vote	2/3 Majority

SUMMARY OF APPLICATION:

Location:	Davie Lake – Electoral Area G
Legal Description and PID:	District Lot 5164 Cariboo District – 015-130-088 – 31.4 ha
Applicant(s):	Jedwin Developments LTD., INC. No. BC257573 GH Equipment LTD., INC. No. BC0861285
Agent:	McWalter Consulting Ltd.
Existing Uses:	Two recreation cabins are established.
Proposal:	An application has been made for a combined Official Community Plan (OCP) and Zoning Bylaw amendment to permit the subdivision of the property into two approximately 15.7 ha lots. If the subdivision is successful, the owners propose to construct dwellings on each of the proposed lot.
Application Type:	Combined Official Community Plan and Zoning Bylaw Amendment
Regulation Changes/ Content of Permit:	OCP Amendment Bylaw No. 3359, 2024 proposes to redesignate the property from Agriculture/Resource (AG/RES) to Rural Holdings (RH) to support the zoning amendment. Zoning Amendment Bylaw No. 3360, 2024 proposes to rezone the property from Rural 3 (Ru3) to Residential/Seasonal 2 (R/S2). Further, the amendment proposes on a site-specific basis to increase the minimum area of a lot to be created by subdivision from 6.0 ha to 12.0 ha.

BOARD CONSIDERATION:

The Board is being asked to consider receiving the summary of the public hearing, giving third reading and adopting proposed Bylaw No. 3359 and Bylaw No. 3360.

Other options include:

1. Postponing consideration of the application for further information – Other Decision Options A; or
2. Defeating the application – Other Decision Options B.

Full options and corresponding motions are detailed under the Decision Options section of the report.

RELEVANT POLICIES:

Official Community Plan:	The proposed new parcel size is <u>not consistent</u> with the Agriculture/Resource (AG/RES) designation of the Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007 and an amendment is required.
Zoning Bylaw:	The proposed new parcel size is <u>not consistent</u> with current Zoning Bylaw No. 2892, 2014 and an amendment is required.
Applications Procedures:	Development Applications Procedures Bylaw No. 3268, 2022 outlines requirements for processing OCP and zoning bylaw amendment applications.
<i>Local Government Act:</i>	Outlines requirements for consideration of amendments to OCP and zoning bylaws and public hearing procedure.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input checked="" type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |


SERVICE RELEVANCE:

Regional District Land Use Planning Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Combined OCP/Zoning Bylaw Amendment Process Overview 

DECISION OPTIONS:

- Approve recommendations:
 - the report and summary of the public hearing will be received
 - proposed Bylaw No. 3359 and Bylaw No. 3360 will be given third reading and adopted

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
A. Postpone consideration of proposed Bylaw No. 3359 and Bylaw No. 3360 pending the receipt of additional information.	<ul style="list-style-type: none"> The bylaws will return for consideration when the additional information requested by the Board is available. Consideration of holding another public hearing may be required. 	<i>THAT further consideration of Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be postponed pending receipt of [insert requirement].</i>
B. Not proceed with the application which will require third reading of the proposed bylaws to be defeated.	<ul style="list-style-type: none"> Bylaws cannot be considered further if motion to give third reading is defeated. 	<ol style="list-style-type: none"> <i>THAT Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 be given third reading.</i> <i>THAT Zoning Bylaw No. 2892, Amendment Bylaw No. 3360, 2024 be given third reading.</i>



SUMMARY COMMENTS:

Although the proposal is inconsistent with the Agriculture/Resource (AG/RES) designation, the OCP's subdivision and rezoning evaluation factors can be of assistance to the Board in the evaluation of the zoning bylaw.

Section 9.0 of the OCP sets out a list of factors to be considered by the Board where a proposed use or subdivision may be permitted by the Crooked River-Parsnip OCP's policies or land use designation but is subject to evaluation through a rezoning process. Information to inform consideration on each factor is obtained through the application process including referral and public processes when applicable. Administration has provided a brief response to each of the factors. The evaluation factors include, but are not limited to, the following:

- I. Consistency with the objectives, policies and land use designations of the OCP;
 - The AG/RES designation supports the creation of new parcels based on a minimum parcel size of 60.0 ha. The proposed size of lots is 15.7 ha. The proposal is inconsistent with the designation.
 - The applicant has proposed to re-designate the property from AG/RES to Rural Holdings (RH), which supports the creation of new parcels based on a minimum parcel size of 15 ha.
- II. Consistency with the provisions or orders of the Agricultural Land Commission (ALC) for lands within the Agricultural Land Reserve (ALR);
 - The property is not within the ALR.
- III. The extent of agricultural development and potential for impact upon neighbouring agricultural use;
 - The property is not located near existing agricultural development.
- IV. The level of potential land use impact on the subject property and potential conflict with uses in the immediate proximity;
 - The potential impact and land use conflict are considered low due to the remoteness of the property and it being adjacent to Crown land.
- V. Public opinion as received through the public information and hearing requirements of the *Local Government Act* (LGA);
 - A public hearing regarding Bylaw No. 3359 and Bylaw No. 3360 was held on October 23, 2024. The summary of that meeting is attached to the Report.
 - No members of the public attended and no public submissions were received.
- VI. The availability of existing services to the site, including but not limited to, fire protection, roads, potable and sufficient water supply, electricity, sewage disposal, or the ability to provide the services to the site;
 - The Subdivision Servicing Bylaw will not be triggered by the proposed subdivision because of the large size of the proposed lots.
 - The property is within a volunteer fire protection area.
- VII. Impact on the transportation network;
 - The driveway for the property is already established off of Hart Highway.
 - The Ministry of Transportation and Infrastructure did not provide any comment related to concerns about impacts on the transportation network from the proposal.
- VIII. Environmental impact and potential for hazardous conditions; and
 - The property is not within a mapped BC Floodplain within the extent of any natural hazard studies commissioned by the Regional District.
 - Ministry of Land, Water and Resource Stewardship – Landbase and Water Stewardships raised no concerns. Water Stewardship did say that a large wetland is present on the eastern portion of the subject property and any proposed works within the wetland would require provincial approval.
 - The property is partially within the Davie Lake Development Permit area. Pursuant to the Crooked River-Parsnip Official Community Plan, development permits are required for development, including land clearing, earthworks, demolition, construction, and subdivision within 100.0m from the lakeshore.
- IX. Any other issue that may be relevant to a specific proposal.
 - No additional issues were identified.

The Board may consider third reading and adoption of the proposed bylaws. If the Amendment Bylaws are approved, the applicants will be required to obtain a non-delegated development permit from the Regional District for the subdivision of the property due to the Davie Lake Development Permit Area.

Respectfully submitted,

Daniel Burke

Daniel Burke
Planner III

DB: CC



REGIONAL DISTRICT of Fraser-Fort George

Summary of the public hearing meeting regarding Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 held on October 23, 2024, in the Regional District Board Room with attendance in person and by telephone conference call.

- Those Present: Director Jerrilyn Kirk (Chairperson)
Daniel Burke, Planner III, RDFFG (Secretary)
Justin Kim, Planner I, RDFFG
Cora-Lee Cutway, Service Centre Representative, RDFFG
- One of the applicants (GH Equipment Ltd. - Aloisia Hasenauer and Gottfried Hasenauer) attended in person. No members of the public attended.
- Open the Public Consultation: Director Kirk opened the public hearing at 6:31 p.m.
- Introductions and Chair Opening Statement: Director Kirk introduced themselves and the Regional District staff in attendance and read the Chairperson’s Opening Statement.
- Presentation from Development Services: Daniel Burke provided an overview of the proposed Amendment Bylaws No. 3359 and 3360, 2024 and advised that referral comments and all other background information were available in the binder at the back of the room and on the Regional District’s website.
- Submissions: Daniel Burke advised that no submissions were received ahead of the public hearing meeting.
- Presentation from the Applicants (Gottfried Hasenauer):
- Frustrated by the Archaeology Branch issues and delays.
 - The archaeology sites were mapped in 1993.
 - The parcel was previously logged and used by the forestry industry.
 - Not planning to log the property, plan to limit development.
 - Leave the property natural and subdivide the property into two.
- Director Kirk:
- Archaeology is a large issue with development.
- Daniel Burke (RDFFG):
- Archaeology sites are the jurisdiction of the province.
- Director Kirk
- Any further comments for the first time?
 - Any further comments for the second time?
 - Any further comments for the third time?
- Director Kirk: Chair Closing Statement: Asked for final submissions of any written comments to be provided to Administration. Advised that no further comments can be submitted after the close of the meeting.
- Close the Public Hearing: There being no further comment, Director Kirk closed the public hearing at 6:47 p.m.

CHAIR

SECRETARY



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3359

A BYLAW TO AMEND CROOKED RIVER-PARSNIP OFFICIAL COMMUNITY PLAN BYLAW NO. 2425, 2007

WHEREAS pursuant to the *Local Government Act*, the Regional Board of the Regional District of Fraser-Fort George has, by Bylaw No. 2425, 2007 dated October 16, 2008 adopted the Crooked River-Parsnip Official Community Plan;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2425 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007 is hereby amended at Schedule 'B' – Maps 7 and 9 by amending the designation of District Lot 5164 Cariboo District from Agriculture/Resource (AG/RES) to Rural Holdings (RH).
2. This bylaw may be cited for all purposes as “Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024”.

READ A FIRST TIME ON THE 20TH DAY OF JUNE, 2024

PUBLIC CONSULTATION IN RESPECT OF THIS BYLAW WAS STARTED ON THE 2ND DAY OF JULY, 2024

READ A SECOND TIME ON THE 15TH DAY OF AUGUST, 2024

A PUBLIC HEARING IN RESPECT OF THIS BYLAW WAS HELD ON THE 23RD DAY OF OCTOBER, 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3360

**A BYLAW TO AMEND REGIONAL DISTRICT OF FRASER-FORT GEORGE ZONING BYLAW
NO. 2892, 2014**

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has adopted Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2892 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is hereby amended at Schedule 'A' - Section 37.0 with the addition of the following:
 - (9) Site Specific
 - (a) Notwithstanding ss. 37.0(4)(a), the minimum area of a lot to be created by subdivision is 12.0 ha within District Lot 5164 Cariboo District.
2. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is further amended at Schedule 'B' – Map 28 by rezoning District Lot 5164 Cariboo District from Rural 3 (Ru3) to Residential/Seasonal 2 (R/S2).
3. This bylaw may be cited for all purposes as “Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024”.

READ A FIRST TIME ON THE 20TH DAY OF JUNE, 2024

READ A SECOND TIME ON THE 15TH DAY OF AUGUST, 2024

A PUBLIC HEARING ON THIS BYLAW WAS HELD ON THE 23RD DAY OF OCTOBER, 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdfg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: REZ 5164

FROM: Daniel Burke, Planner III

DATE: July 29, 2024

SUBJECT Proposed Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024

SUMMARY: Purpose: Consider Second Reading and Authorize Public Hearing

Location: Davie Lake – Electoral Area G

Owner: Jedwin Developments LTD., INC. No. BC257573

GH Equipment LTD., INC. No. BC0861285

Agent: McWalter Consulting Ltd.

Attachments:

1. Consultation Responses
 2. Proposed Bylaw No. 3359, 2024
 3. Proposed Bylaw No. 3360, 2024
- Previous Reports: Item No. 6.6, June 2024

RECOMMENDATION(S):

1. THAT the report dated July 29, 2024, regarding “Proposed Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024” be received for information.
2. THAT pursuant to Section 477 of the *Local Government Act*, Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 has been considered in conjunction with the current Financial Plan and the current Regional Solid Waste Management Plan.
3. THAT Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 be given second reading.
4. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be given second reading.
5. THAT a public hearing on Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be held with the chairing of the hearing to the Electoral Area Director, or their Alternate, or any other Director as delegate of the Board.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

SUMMARY OF APPLICATION:

Location:	Davie Lake – Electoral Area G
Legal Description and PID:	District Lot 5164 Cariboo District – 015-130-088 – 31.4 ha
Applicant(s):	Jedwin Developments LTD., INC. No. BC257573 GH Equipment LTD., INC. No. BC0861285

Agent:	McWalter Consulting Ltd.
Existing Uses:	Two recreation cabins are established.
Proposal:	An application has been made for a combined Official Community Plan (OCP) and Zoning Bylaw amendment to permit the subdivision of the property into two approximately 15.7 ha lots. If the subdivision is successful, the owners propose to construct dwellings on each of the proposed lot.
Application Type:	Combined Official Community Plan and Zoning Bylaw Amendment
Regulation Changes/ Content of Permit:	<ul style="list-style-type: none"> • OCP Amendment Bylaw No. 3359, 2024 proposes to redesignate the property from Agriculture/Resource (AG/RES) to Rural Holdings (RH) to support the zoning amendment. • Zoning Amendment Bylaw No. 3360, 2024 proposes to rezone the property from Rural 3 (Ru3) to Residential/Seasonal 2 (R/S2). Further, the amendment proposes on a site-specific basis to increase the minimum area of a lot to be created by subdivision from 6.0 ha to 15.0 ha.

BOARD CONSIDERATION:

The Board gave first reading to each bylaw and authorized a consultation plan for proposed Bylaw No. 3359, 2024 at their June 2024 meeting. Administration has carried out the work described in the consultation plan.

The Board is being asked to consider authorizing second reading of the bylaws and the holding of a public hearing.

RELEVANT POLICIES:

Official Community Plan:	The proposed new parcel size is <u>not consistent</u> with the Agriculture/Resource (AG/RES) designation of the Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007 and an amendment is required.
Zoning Bylaw:	The proposed new parcel size is <u>not consistent</u> with current Zoning Bylaw No. 2892, 2014 and an amendment is required.
Applications Procedures:	Development Applications Procedures Bylaw No. 3268, 2022 outlines requirements for processing OCP and Zoning Bylaw amendment applications.
Public Notice:	Public Notice Bylaw No. 3316, 2023 provides for alternative means of publishing statutory public notices using the Regional District bulletin board, website, and Facebook page. Public Notice Additional Methods of Publication Policy RD-24-23 provides supplementary notification with a newspaper advertisement.
<i>Community Charter:</i>	Outlines requirements to publish public notice and allows a local government to adopt a bylaw to publish public notice by alternative means.
<i>Local Government Act:</i>	Outlines requirements for consideration of amendments to OCP and zoning bylaws and public hearing procedure.

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Regional District Land Use Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations
 - the application will proceed to public hearing

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
A. Postpone consideration of Proposed Bylaw No. 3359 and Proposed Bylaw No. 3360 pending the receipt of additional information	<ul style="list-style-type: none"> • The proposed bylaws will return for consideration when the additional information requested by the Board is available • Consideration of holding a public hearing will still be required 	<i>THAT consideration of Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 and Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be postponed pending receipt of [insert requirement].</i>
B. Not proceed with the application which will require second reading of the proposed bylaws to be defeated.	<ul style="list-style-type: none"> • Proposed bylaws cannot be considered further if motion to give second reading is defeated 	<ol style="list-style-type: none"> 1. <i>THAT Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024 be given second reading.</i> 2. <i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024 be given second reading.</i>

SUMMARY COMMENTS:

- Under the *Local Government Act*, the proposed OCP and zoning bylaw amendments were forwarded to the Regional District’s Environmental Services and Financial Services departments for comment.
 - Financial Services and Environmental Services Administration do not have any concerns about the OCP amendment in relation to their respective plans.
- Notice of public consultation was published in the local newspaper and mailed to applicable landowners. The Regional District requested written comments by 12:00 p.m. on August 12, 2023.
 - One public submission has been received as of the date of this report. Any additional correspondence received will be forwarded to the Board as additional agenda items.
- The Ministry of Transportation and Infrastructure Provincial Approving Officer has provided a general overview when archaeological sites are identified on property applying for subdivision.
 - Their response is located within the consultation responses attachment.
- Additional request for comment were sent to McLeod Lake Indian Band and West Moberly First Nations.
 - No response has been received to date.
- If additional information or amendments are desired, the bylaw may be held at second reading (Other Decision Options A.).
- If the application is unsuccessful, subdivision will not be permitted.
- It may be reasonable for the Board to consider authorizing second reading of the bylaws and holding a public hearing to obtain additional public input before making a final decision.
 - Further notification beyond the Development Services Applications Procedures Bylaw requirements requires a Board resolution.

Further details pertaining to the application can be found in the Backgrounder attachment to the previous report.

Respectfully submitted,

“Daniel Burke”

Daniel Burke
Planner III

DB: CC

APPLICATION PROCESS INFORMATION

Application Process Overview for OCP and Zoning Bylaw amendments

<p>Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007</p>	<p>Statement of objectives and policies to guide decisions on planning and land use management.</p> <ul style="list-style-type: none"> • amendment proposes to redesignate the property from Agriculture/Resource (AG/RES) to Rural Holdings (RH). more details found in the previous report
<p>Zoning Bylaw No. 2892, 2014:</p>	<p>Regulates how land, buildings and other structures may be used.</p> <ul style="list-style-type: none"> • amendment proposes to rezone the property from Rural 3 (Ru3) to Residential/Seasonal 2 (R/S2). more details found in the previous report
<p>Development Applications Procedures Bylaw No. 3268, 2022:</p>	<p>Outlines requirements for processing OCP and Zoning Bylaw amendment applications.</p> <ul style="list-style-type: none"> • notice of a public hearing is to be sent to owners of land within 200 m of the subject property. • details the requirements for Notification of Application Sign, alternative form of notification or waiving of notification requirements prior to a public hearing. • delegates approval of notification requirements to the General Manager of Development Services. <p>Further notification beyond these requirements of the Development Services Applications Procedures Bylaw requires a Board resolution.</p>
<p>Public Notice Bylaw No. 3316, 2023 and Policy No.: RD-24-23</p>	<p>Outlines requirements for publishing statutory public notices:</p> <ul style="list-style-type: none"> • A bylaw requires public notices to be posted on the Public Notice board, the Regional District’s website and Facebook page at least (7) days before the date of the matter for which the public notice is required. • Policy requires a public notice to also be published in a newspaper applicable to the Electoral Area(s), or a portion thereof.
<p><i>Community Charter Act, Section 49:</i></p>	<p>Outlines requirements to publish public notice and allows a local government to adopt a bylaw to publish public notice by alternative means.</p> <ul style="list-style-type: none"> • the Regional District has adopted the Public Notice Bylaw No. 3316, 2023.
<p><i>Local Government Act:</i></p>	<p>Outlines requirements for consideration of amendments to OCP and zoning bylaws and public hearing procedure.</p>



COMMENTS

RDFFG Financial Services

I have no concerns with the OCP amendment related to the Financial Plan.
 Sarah White, CPA, CA
 General Manager of Financial Services

RDFFG Environmental Services

Environmental Services has reviewed this amendment and there are no concerns regarding the OCP amendment in relation to the Solid Waste Management Plan.
 Laura Zapotichny
 General Manager of Environmental Services

Ministry Of Transportation and Infrastructure

While each subdivision is unique and subject to the discretion of the Approving Officer on file, and we don’t have a formal process to follow, we do follow the same general process and have similar considerations when there are known arch sites on a property that is proposed to be subdivided.

If the preliminary subdivision review identifies known arch sites on the property that could be disturbed as a result of the proposed subdivision/development of the property, the applicant is generally required to retain a qualified archaeologist to determine the need for an Arch Impact Assessment (AIA). The below condition is usually found in the PLR letters:

Provincial records indicate that development associated with this application may be in conflict with archaeological sites protected under the Heritage Conservation Act. It should be noted that there is a site identified as Borden Number: _____ on or near the proposed development.

Therefore, the Provincial Approving Officer requires that as a condition of PLR, the applicant hire a qualified archaeologist to determine the need for an archaeological impact assessment of the subject property. The purpose of the archaeological impact assessment would be to accurately identify the location(s) of the known archaeological site(s), to record any additional sites that may be present, and to recommend any action that may be needed to manage archaeological values in conflict with future development. This might include the placement of covenants to ensure that such sites are not disturbed without proper authorization from the Archaeology Branch.

If the archaeologist determines that an archaeological impact assessment is not required, the archaeologist must forward a written statement to this office and copy to the Archaeology Branch containing the reasons for eliminating this requirement.

If an archaeological impact assessment is required, you should be aware that applications for Heritage Conservation Act permits take in the order of 6 to 9 months to process. This includes allowance for a 30 day comment period from local First Nation(s). Processing time can be shortened accordingly if, at the time of application, supporting letter(s) are received from local First Nations.

Information on archaeological consultants may be obtained by calling the B.C. Association of Professional Archaeologists at 604 265-1494, or by email at admin@bcapa.ca, or by checking their web site (<https://protect.checkpoint.com/v2/r03/> <http://www.bcapa.ca/> .YzFjOnJkZmZnOmM6bzowMWEzOWRiMzY1ZmEyNGQ1ZmVkJZDYxN2VjOGVhYmQyZjo3OjM3YTg6NjI4OGJjOGExNTUwNDZhZmYzMG12NmI10TFiYzBjNGlyNzIIiMjBjZGZIMDY4MGM4ZmRINDBjMmM2ZjYyYjgzOTp0OIQ6Tq). Archaeological consultants are also listed in the Yellow Pages.

After a preliminary letter(PLR or PLRS) is issued to the applicant, the file progress is primarily driven by the applicant and their willingness/ability to address the PLR conditions. This, combined with the unique nature of each file, can result in the next steps for addressing the arch condition varying for each file. For example:

- Consultation with Indigenous communities may have been initiated during the preliminary review, and responses may result in additional conditions of subdivision.
- The above condition doesn't specifically speak to Arch Overview Assessment (AOA) or Preliminary Field Reconnaissance (PFR), but both of those are options for the applicant to consider and discuss with the qualified archaeologist in order to determine whether or not an AIA is required.
- The scope of an AOA, PFR, or AIA can vary depending on the proposal and the applicant's development plans.
- If the AOA or PFR (or however the qualified archaeologist presents their preliminary findings) determines that an AIA is not required, the archaeologist must provide a statement to the PAO and the Arch Branch with their reasoning.
- If an AOA or PFR was submitted with the subdivision application, the PAO may consult with the Arch Branch to assist with reviewing the arch work completed to date and determine if an AIA is required as a condition of subdivision.
- Sometimes (file and location dependent) the PAO will specifically require the AIA rather than have an archaeologist complete a PFR or AOA first. This would be in efforts to save the applicant's time and money if the PAO feels that the AOA or PFR will undoubtedly identify the need for an AIA.
- The applicant may wish to explore registering a Notice of Heritage Status (NoHS) on title. This may eliminate the need for further arch work, but would require coordination with the Arch Branch for having the notice registered on title concurrently with the subdivision. This may also require the boundaries of the known arch sites to be confirmed.

Similarly, the applicant may wish to explore registering a restrictive covenant on title instead of (or in conjunction with) an AOA, PFR, or AIA.

*Katie Ireland
Provincial Approving Offer
Northern Region*

Daniel Burke

From: Jeff Parish [REDACTED]
Sent: July 13, 2024 9:37 PM
To: Development Services
Subject: Amendment bylaw 3359, 2024

Follow Up Flag: Follow up
Flag Status: Flagged

[You don't often get email from [REDACTED] Learn why this is important at [**RDFFG**](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect.checkpoint.com%2Fv2%2F__https%3A%2F%2Faka.ms%2FLearnAboutSenderIdentification___.YzFjOnJkZmZnOmM6bzowMGU5MGEzZWViYjZmMmU4OGM5ODkzMjBhMjcwYTUxZjo2OmRkYjQ6M2ZhZjFmMGQzODYyZTVjYjZkNmYwNWE2NGY2OTRkOGYyYjJmNTc3OWE1MjFiZGEwNzBhMTkwMGZhMmMxYzdlODpwOIQ6Tg&data=05%7C02%7Cdevelopmentsservices%40rdffg.bc.ca%7C8e1b0b54c89641505f4308dca3be9715%7C6d67e4d7d4a44bdf92e2d67d9eaaaf5%7C0%7C0%7C638565286199900101%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=VylMuAxI9Q5uhETBM9FTZHMDLGI1pbiA689bSfl9pOI%3D&reserved=0]</p></div>
<div data-bbox=)

I own a property/cabin on Davie lake since 2009 and support the division of this property "in half" that is owned by Jerwin Developments ltd and GH Equipment ltd. I have talked to the owners of this property and what their plan is for their recreational property. I respect how they follow the legal process to subdivide their property. That they have reached out to the residence of Davie Lake for this to happen and not just do what they want. Which is happening all over the West side of Davie lake and the same for Summit lake and is not being stopped by RDFFG. All these people that are leasing these illegal lots at Davie Lake and Summit lake, developing them illegally, building structures/septic, running equipment in the lake, dumping sand/dirt into the lake should all be personally fined or taken to court for not following the legal process, if they can't fine the owners of these parcels of land for some unknown reason?

Jerwin Developments and GH Equipment ltd are following the right process to subdivide their parcel, which should be supported by RDFFG and let them subdivide "in half".

Thanks

Sent from my iPhone



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3359

A BYLAW TO AMEND CROOKED RIVER-PARSNIP OFFICIAL COMMUNITY PLAN BYLAW NO. 2425, 2007

WHEREAS pursuant to the *Local Government Act*, the Regional Board of the Regional District of Fraser-Fort George has, by Bylaw No. 2425, 2007 dated October 16, 2008 adopted the Crooked River-Parsnip Official Community Plan;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2425 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007 is hereby amended at Schedule 'B' – Maps 7 and 9 by amending the designation of District Lot 5164 Cariboo District from Agriculture/Resource (AG/RES) to Rural Holdings (RH).
2. This bylaw may be cited for all purposes as “Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007, Amendment Bylaw No. 3359, 2024”.

READ A FIRST TIME ON THE 20TH DAY OF JUNE, 2024

PUBLIC CONSULTATION IN RESPECT OF THIS BYLAW WAS STARTED ON THE 2ND DAY OF JULY, 2024

READ A SECOND TIME ON THE DAY OF , 2024

A PUBLIC HEARING IN RESPECT OF THIS BYLAW WAS HELD ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3360

**A BYLAW TO AMEND REGIONAL DISTRICT OF FRASER-FORT GEORGE ZONING BYLAW
NO. 2892, 2014**

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has adopted Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2892 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is hereby amended at Schedule 'A' - Section 37.0 with the addition of the following:
 - (9) Site Specific
 - (a) Notwithstanding ss. 37.0(4)(a), the minimum area of a lot to be created by subdivision is 12.0 ha within District Lot 5164 Cariboo District.
2. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is further amended at Schedule 'B' – Map 28 by rezoning District Lot 5164 Cariboo District from Rural 3 (Ru3) to Residential/Seasonal 2 (R/S2).
3. This bylaw may be cited for all purposes as “Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3360, 2024”.

READ A FIRST TIME ON THE 20TH DAY OF JUNE, 2024

READ A SECOND TIME ON THE DAY OF , 2024

A PUBLIC HEARING ON THIS BYLAW WAS HELD ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: REZ 9377

FROM: Daniel Burke, Planner III

DATE: October 24, 2024

SUBJECT Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024

SUMMARY: Purpose: Consider Third Reading
 Location: 47267 and 47283 Hart Highway – Electoral Area G
 Owner: Property 1 – Todd Steele
 Property 2 – Cheryl Steele
 Applicant: Regional District of Fraser-Fort George

Attachments:

1. Summary of Public Hearing held October 23, 2024
2. Proposed Bylaw No. 3364, 2024

Previous Reports: Item No. 6.4, August 2024

RECOMMENDATION(S):

1. THAT the report dated October 24, 2024, regarding “Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024” be received for information.

Declaration by the Public Hearing Chair as to the accuracy and fairness of the summary of the Public Hearing held on October 23, 2024, on proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024.

2. THAT the summary of the Public Hearing held October 23, 2024, on proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be received for information.
3. THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be given third reading.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

SUMMARY OF APPLICATION:

Location:	47267 & 47283 Hart Highway - Electoral Area G
Legal Description and PID:	Property 1 - District Lot 9377 Cariboo District Except Plans H212, 28193, and PGP43102 – 015-536-327 – 1.43 ha. Property 2 - Lot A District Lot 9377 Cariboo District Plan PGP43102 - 024-295-078 – 0.82 ha.
Owner(s):	Property 1 – Todd Steele Property 2 – Cheryl Steele
Applicant(s):	Regional District of Fraser-Fort George
Existing Uses:	Property 1: Campground operation. Property 2: Residence and commercial kitchen under construction.

Proposal:	The Regional District proposes to rezone the subject properties from Commercial 1 (C1) to Commercial 2 (C2) within Zoning Bylaw No. 2892, 2014. This rezoning is to correct an oversight made when the McLeod Lake-Azu Rural Land Use Bylaw was replaced with Zoning Bylaw No. 833 in 2008. In 2008, the property was rezoned to C1 which did not include Tourist Accommodation or Campground as permitted uses which were previously allowed. When Zoning Bylaw No. 833 was repealed and replaced with Zoning Bylaw No. 2892 in 2014, the C1 zone was carried over without correcting the oversight.
Application Type:	Zoning Bylaw Amendment
Regulation Changes:	Bylaw No. 3364, 2024 proposes to rezone the subject properties from Commercial 1 (C1) to Commercial 2 (C2).

BOARD CONSIDERATION:

The Board is being asked to consider receiving the summary of the public hearing meeting and giving third reading to proposed Bylaw No. 3364, 2024.

Other options include:

1. Postponing consideration of the application for further information – Other Decision Options A; or
2. Defeating the application – Other Decision Options B.

Full options and corresponding motions are detailed under the Decision Options section of the report.

RELEVANT POLICIES:

Official Community Plan:	The proposed zoning bylaw is <u>consistent</u> with Crooked River-Parsnip Official Community Plan (OCP) Bylaw No. 2425, 2007 and an amendment is not required.
Zoning Bylaw:	The proposal is <u>not consistent</u> with current Zoning Bylaw No. 2892, 2014 and an amendment is required.
Applications Procedures:	Development Applications Procedures Bylaw No. 3268, 2022 outlines requirements for processing zoning bylaw amendment applications.
Local Government Act:	Outlines requirements for consideration of amendments to a zoning bylaw.
Transportation Act, Section 52	Proposed zoning bylaw amendments affecting land within 800 meters of a controlled access highway require approval from the Ministry of Transportation and Infrastructure prior to being considered for adoption.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input checked="" type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

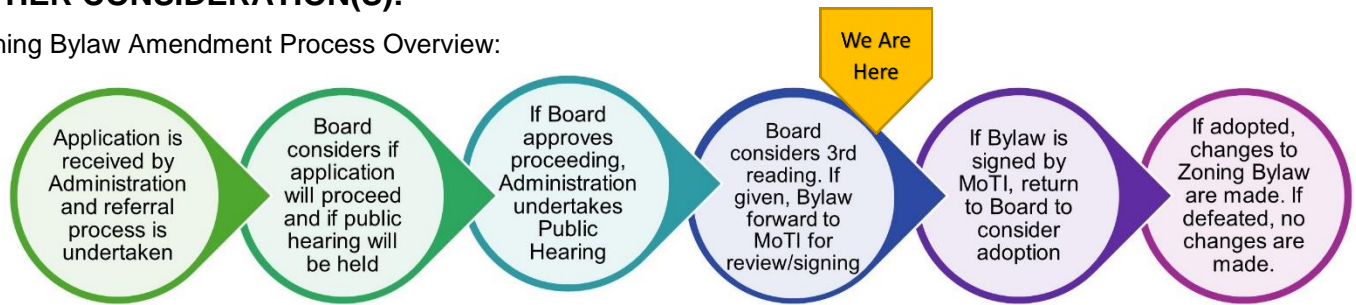
Regional District Land Use Planning Services is a region wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Zoning Bylaw Amendment Process Overview:



DECISION OPTIONS:

1. Approve recommendations

- the report and public hearing summary will be received
- proposed Bylaw No. 3364, 2024 will be given third reading
- the bylaw may return for consideration of adoption after approval by the Ministry of Transportation and Infrastructure

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
A. Postpone consideration of proposed Bylaw No. 3364 pending the receipt of additional information	<ul style="list-style-type: none"> • the bylaw will return for consideration when the additional information requested by the Board is available • consideration of holding another public hearing may be required 	<i>THAT consideration of proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be postponed pending receipt of [insert requirement].</i>
B. Not proceed with the application which will require third reading of the proposed bylaw to be defeated	<ul style="list-style-type: none"> • bylaw cannot be considered further if motion to give third reading is defeated 	<i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be given third reading.</i>

SUMMARY COMMENTS:

Section 9.0 of the Crooked River-Parsnip OCP sets out a list of factors to be considered by the Board where a proposed use may be permitted by the OCP’s policies or land use designation but is subject to evaluation through a rezoning process. Information to guide the consideration of each factor is obtained through the application process including agency referral and public processes when applicable. The evaluation factors include, but are not limited to, the following:

- I. Consistency with the objectives, policies and land use designations of the OCP;
 - The proposed C2 zone is consistent with the Highway Commercial (HC) OCP designation that supports Local Commercial and Recreation commercial and other uses catering to the travelling public.
- II. Consistency with the provisions or orders of the Agricultural Land Commission for lands within the Agricultural Land Reserve;
 - The properties and the surrounding area are not within the ALR.
- III. The extent of agricultural development and potential for impact upon neighbouring agricultural use;

- There is no agricultural development in the area.
- IV. The level of potential land use impact on the subject property and potential conflict with uses in the immediate proximity;
- The potential land use impact is low as the uses were ongoing before 2008.
- V. Public opinion as received through the public information and hearing requirements of the Local Government Act;
- A public hearing was held on October 23, 2024. No members of the public attended, and no written submissions were received. The summary of the meeting is attached to the report.
- VI. The availability of existing services to the site, including but not limited to fire protection, roads, potable and sufficient water supply, electricity, sewage disposal, or the ability to provide the services to the site;
- The property is not within a volunteer fire department protection area. No servicing concerns were identified.
- VII. Impact on the transportation network;
- The properties are accessed directly from Hart Highway. The zoning bylaw requires approval from the Ministry of Transportation and Infrastructure (MoTI) due to its proximity to a controlled access highway. MoTI also requires an application for an access permit.
- VIII. Environmental impact and potential for hazardous conditions;
- The lands are within the McLeod Lake Development Permit Area, which is designated for the protection of riparian habitat and water quality. Future development will require evaluation through a Development Permit application. Permits for commercial uses are not delegated to Administration for approval.
- IX. Any other issue that may be relevant to a specific proposal.
- None identified.

This zoning amendment is proposed to correct an administrative oversight. No significant impacts to land use are anticipated. Should proposed Bylaw No. 3364, 2024 receive third reading, it will be forwarded to the Ministry of Transportation and Infrastructure for approval before returning for the Board to consider adoption.

Respectfully submitted,

Daniel Burke

Daniel Burke
Planner III

DB:



REGIONAL DISTRICT of Fraser-Fort George

Summary of the public hearing meeting regarding Zoning Bylaw No. 2892, 2014, Amendment No. 3364, 2024 held on October 23, 2024, in the Regional District Board Room with attendance in person and by telephone conference call.

Those Present: Director Jerrilyn Kirk (Chairperson)
Daniel Burke, Planner III, RDFFG (Secretary)
Justin Kim, Planner I. RDFFG
Cora-Lee Cutway, Service Centre Representative, RDFFG

No member of the public attended.

Open the Public Hearing: Director Kirk opened the public hearing at 7:30 p.m.

Introductions and Chair Opening Statement: Director Kirk introduced themselves and the Regional District staff in attendance and read the Chairperson's Opening Statement.

Presentation from Development Services: Daniel Burke provided an overview of proposed Amendment Bylaw No. 3364 and advised that referral comments and all other background information were available in the binder at the back of the room and on the Regional District's website.

Submissions: Daniel Burke advised that no submissions were received before the public hearing meeting.

Director Kirk - We will give it 15 minutes to see if anyone attends.

Director Kirk: - Any further comments for the first time?
- Any further comments for the second time?
- Any further comments for the third time?

Director Kirk: Asked for final submissions of any written comments to be provided to Administration.
Chair Closing Statement: Advised that no further comments can be submitted after the close of the meeting.

Close the Public Hearing: There being no further comment, Director Kirk closed the public hearing at 7:47 p.m.

CHAIR

SECRETARY



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3364

**A BYLAW TO AMEND REGIONAL DISTRICT OF FRASER-FORT GEORGE ZONING BYLAW
NO. 2892, 2014**

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has adopted Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2892, 2014 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is hereby amended at Schedule 'B' – Map 16 by rezoning Lot A District Lot 9377 Cariboo District Plan PGP43102 and District Lot 9377 Cariboo District Except Plans H212, 28193 AND PGP43102 from Commercial 1 (C1) to Commercial 2 (C2).
2. This bylaw may be cited for all purposes as “Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024”.

READ A FIRST TIME ON THE 15TH DAY OF AUGUST, 2024

READ A SECOND TIME ON THE 15TH DAY OF AUGUST, 2024

A PUBLIC HEARING ON THIS BYLAW WAS HELD ON THE 23RD DAY OF OCTOBER, 2024

READ A THIRD TIME ON THE DAY OF , 2024

APPROVAL PURSUANT TO THE *TRANSPORTATION ACT* RECEIVED ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative
and Corporate Services



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdfg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: REZ 9377

FROM: Daniel Burke, Planner III

DATE: July 29, 2024

SUBJECT Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024

SUMMARY: Purpose: Consider Application
 Location: 47267 and 47283 Hart Highway – Electoral Area G
 Owner: Property 1 – Todd Steele
 Property 2 – Cheryl Steele
 Applicant: Regional District of Fraser-Fort George
Attachments:
 1. Backgrounder
 2. Proposed Bylaw No. 3364, 2024
Previous Reports: None

RECOMMENDATION(S):

THAT the report dated July 29, 2024, regarding “Proposed Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

SUMMARY OF APPLICATION:

Location:	47267 & 47283 Hart Highway - Electoral Area G
Legal Description and PID:	Property 1 - District Lot 9377 Cariboo District Except Plans H212, 28193, and PGP43102 – 015-536-327 – 1.43 ha. Property 2 - Lot A District Lot 9377 Cariboo District Plan PGP43102 - 024-295-078 – 0.82 ha.
Owner(s):	Property 1 – Todd Steele Property 2 – Cheryl Steele
Applicant:	Regional District of Fraser-Fort George
Existing Uses:	Property 1: Campground operation. Property 2: Residence and commercial kitchen under construction.
Proposal:	The Regional District proposes to rezone the subject properties from Commercial 1 (C1) to Commercial 2 (C2) within Zoning Bylaw No. 2892, 2014. This rezoning is to correct an error made when the McLeod Lake-Azu Rural Land Use Bylaw was replaced with Zoning Bylaw No. 833 in 2008. In 2008, the property was rezoned to C1 which did not include Tourist Accommodation or Campground as permitted uses which was previously allowed. When Zoning Bylaw No. 833 was repealed and replaced with Zoning Bylaw No. 2892 in 2014, the C1 zone was carried over without correcting the error. This amendment is proposed to correct this error.
Application Type:	Zoning Bylaw Amendment
Regulation Changes:	Bylaw No. 3364, 2024 proposes to rezone the subject properties from Commercial 1 (C1) to Commercial 2 (C2).

BOARD CONSIDERATION:

The Board is being asked to consider:

1. Authorizing the application to proceed without a public hearing - Other Decision Options A;
2. Authorizing a public hearing - Other Decision Options B;
3. Postponing consideration of the application for further information – Other Decision Options C; or
4. Not proceeding with the application – Other Decision Options D.

Full options and corresponding motions are detailed under the Decision Options section of the report.

RELEVANT POLICIES:

Official Community Plan:	The proposed zoning bylaw is <u>consistent</u> with Crooked River-Parsnip Official Community Plan (OCP) Bylaw No. 2425, 2007 and an amendment is not required.
Zoning Bylaw:	The proposal is <u>not consistent</u> with current Zoning Bylaw No. 2892, 2014 and an amendment is required.
Applications Procedures:	Development Applications Procedures Bylaw No. 3268, 2022 outlines requirements for processing Zoning Bylaw amendment applications.
Public Notice:	Public Notice Bylaw No. 3316, 2023 provides alternative means of publishing statutory public notices using the Regional District bulletin board, website and Facebook page. Public Notice Additional Methods of Publication Policy RD-24-23 provides supplementary notification with a newspaper advertisement.
<i>Local Government Act:</i>	Outlines requirements for consideration of amendments to a zoning bylaw.
<i>Transportation Act, Section 52</i>	Proposed zoning bylaw amendments affecting land within 800 meters of a controlled access highway require approval from the Ministry of Transportation and Infrastructure prior to being considered for adoption.

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Regional District Land Use Planning Services is a region-wide service and fulfils the obligations of land use planning under Part 14 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations
 - the report will be received.

Other Options:

DIRECTION	ACTIONS THAT WILL BE TAKEN	MOTIONS REQUIRED
A. Proceed without a public hearing	<p>Prior to the proposed Bylaw No. 3364, 2024 being considered for the first time, public notice will be given that no public hearing will be held.</p> <p>The bylaw will return for consideration when the public notice requirements are completed.</p>	<p><i>THAT the application for Zoning Bylaw No. 2892, 2014 Amendment Bylaw No. 3364, 2024 proceed without a public hearing.</i></p>
B. Proceed to public hearing	<p>A public hearing will be held prior to proposed Bylaw No. 3364, 2024 returning for consideration of third reading.</p>	<ol style="list-style-type: none"> 1. <i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be now introduced and read a first time.</i> 2. <i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be given second reading.</i> 3. <i>THAT a public hearing on Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be held with the chairing of the hearing to the Electoral Area Director, or their Alternate, or any other Director as delegate of the Board.</i>
C. Postpone consideration of proposed Bylaw No. 3364, 2024 pending the receipt of additional information	<ul style="list-style-type: none"> • The bylaw will return for consideration when the additional information requested by the Board is available. • Consideration of holding a public hearing will still be required prior to first reading. 	<p><i>THAT Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024 be postponed pending receipt of [insert requirement].</i></p>
D. Not proceed with the application which will require first reading of the proposed bylaw to be defeated.	<ul style="list-style-type: none"> • Under the Board’s Procedure Bylaw No. 3267, 2022, the motion for first reading shall be decided upon without amendment or debate. • Bylaw cannot be considered further if motion to give first reading is defeated. 	<p><i>THAT Zoning Bylaw No. 2892, 2014 Amendment Bylaw No. 3364, 2024 be now introduced and read a first time.</i></p>

SUMMARY COMMENTS:

- The subject properties are zoned Commercial 1 (C1) by Zoning Bylaw No. 2892, 2014 and are designated Highway Commercial (HC) through the Crooked River-Parsnip OCP.
- Bylaw No. 3364, 2024 proposes to rezone the subject properties from C1 to Commercial 2 (C2) to regain uses permitted under the previous McLeod Lake-Azu Rural Land Use Bylaw.
 - Administration has allowed the owners of the property to continue operating the campground until such a time the error is corrected.
- The Backgrounder contains comments received to date from referral agencies regarding the proposal.
- If the application proceeds, direction from the Board on the holding of a public hearing is required.
 - A public hearing is not required because the zoning amendment is consistent with the OCP.

It may be reasonable for this application to proceed without a public hearing on the basis that the uses have continued since 2008, the amendment is to correct an Administration error, and the uses in the C2 zone are consistent with the OCP designation (Other Options A).

Further details pertaining to the application can be found in the Backgrounder attachment.

Respectfully submitted,

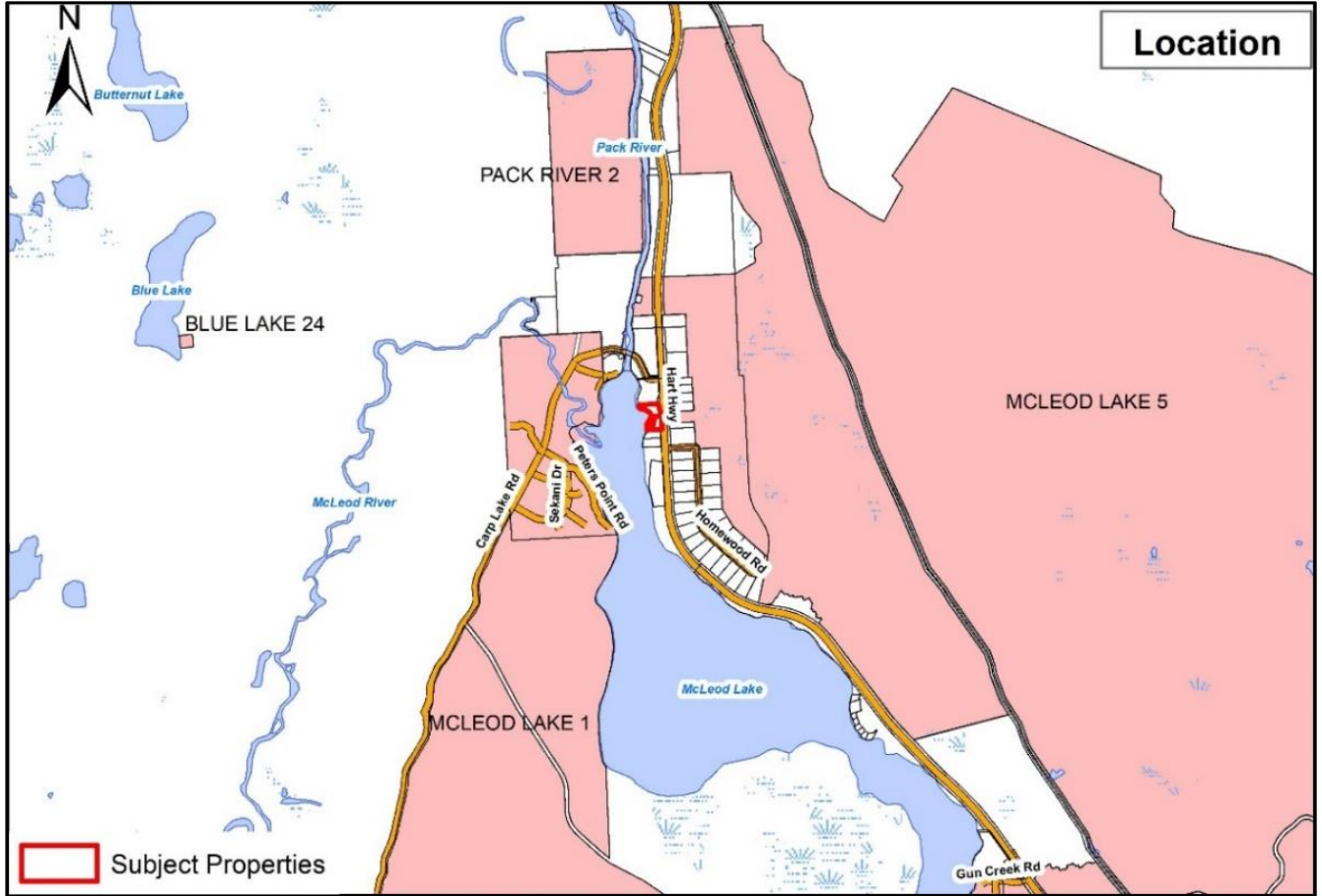
Daniel Burke

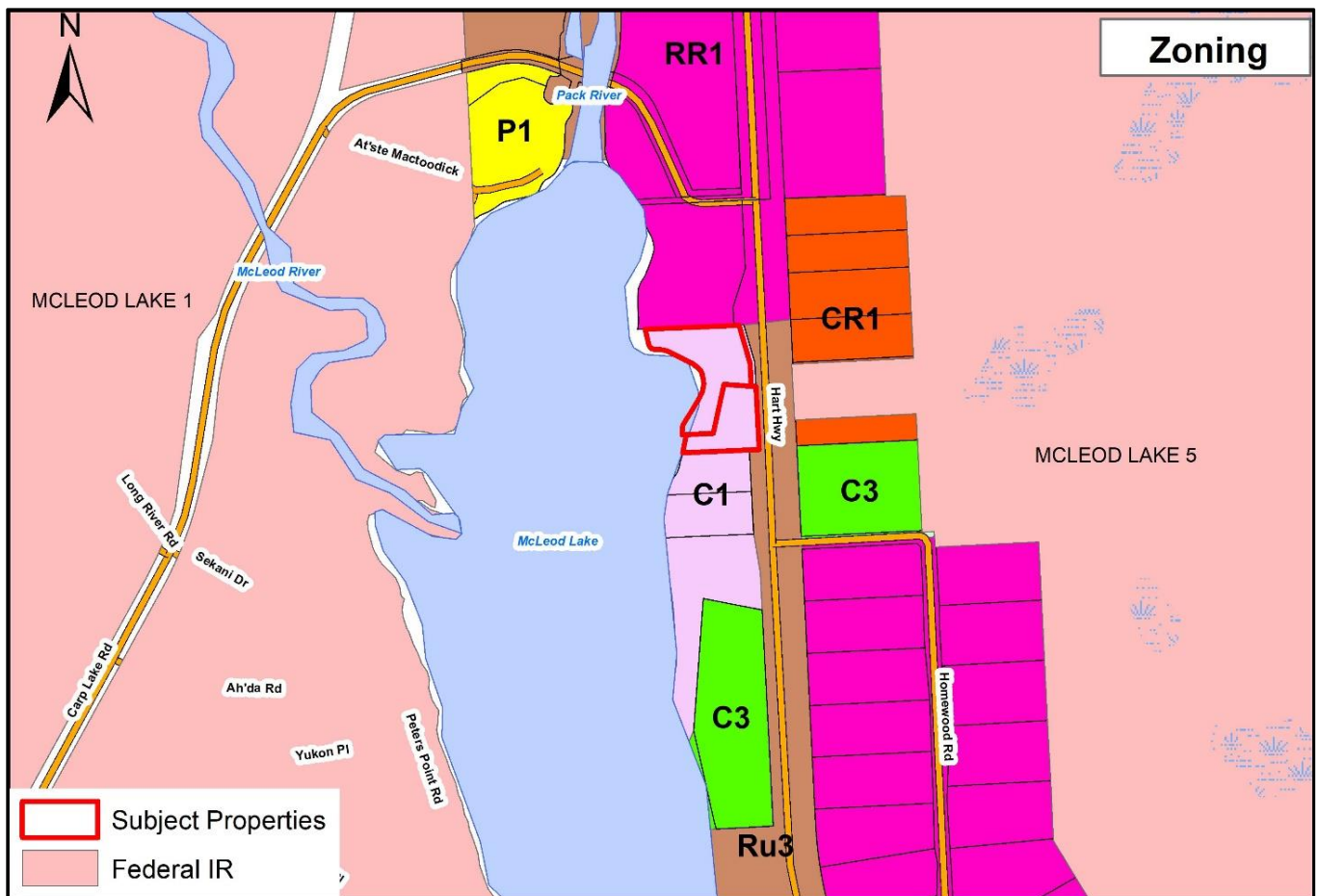
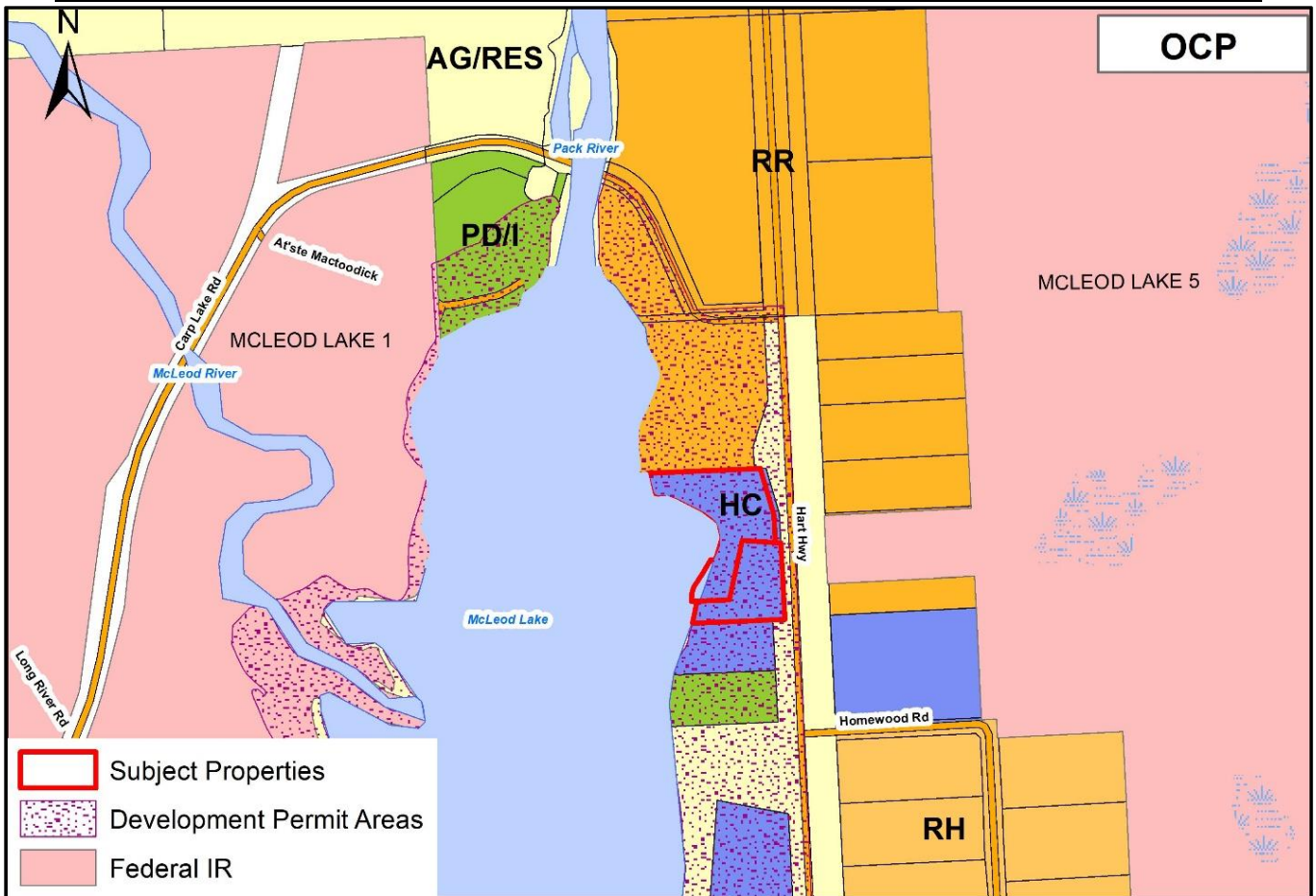
Daniel Burke
Planner III

DB:CC

BACKGROUNDER – Zoning Bylaw Amendment

PARCEL MAPS





LAND USE PLANNING INFORMATION

Official Community Plan and Development Permit Area

The properties are designated Highway Commercial (HC) through Crooked River-Parsnip Official Community Plan Bylaw No. 2425, 2007 and entirely within the McLeod Lake Development Permit Area. Within the HC designation, uses permitted in Local Commercial and Recreation Commercial and other commercial uses catering to the travelling public, including but not limited to, restaurant and overnight tourist accommodation are supported. **An OCP amendment is not required.**

The objectives of the McLeod Lake Development Permit Area are to protect the natural environment, which includes the protection of riparian habitats and water quality.

Zoning:

The properties are zoned Commercial 1 (C1) by Zoning Bylaw No. 2892, 2014. To regain uses permitted uses under the previous McLeod Lake-Azu Rural Land Use Bylaw, the Regional District is proposing to rezone the subject to Commercial 2 (C2). **A zoning bylaw amendment is required.**

Current C1 Zone	Proposed C2 Zone
<p><u>Permitted Uses:</u></p> <ul style="list-style-type: none"> • Crafts and Gifts Store; • Gasoline Service Station; • General Store; • Laundromat; • Liquor Store; • Post Office; • Residential-Single Family; • General Permitted Uses [See s. 5.0]; and • Buildings and structures accessory to the permitted uses. <p><u>Secondary Uses:</u></p> <ul style="list-style-type: none"> • Home Occupation [See s. 8.0]; • Homecraft [See s. 9.0]; and • Secondary Suite. 	<p><u>Permitted Uses:</u></p> <ul style="list-style-type: none"> • Campground; • Convenience Grocery/Gifts Store; • Gasoline Service Station; • Open Space Recreation/Recreation Facilities [See s. 10.0]; • Residential-Single Family; • Restaurant/Take-Out Food Outlet; • Tourist Accommodation; • General Permitted Uses [See s. 5.0]; and • Buildings and structures accessory to the permitted uses. <p><u>Secondary Uses:</u></p> <ul style="list-style-type: none"> • Home Occupation [See s. 8.0]; and • Homecraft [See s. 9.0].
<p>Subdivision Regulations</p> <ul style="list-style-type: none"> • The minimum area of a lot to be created by subdivision is 0.8 ha 	<p>Subdivision Regulations</p> <ul style="list-style-type: none"> • The minimum area of a lot to be created by subdivision is 2.0 ha.

OCP's Subdivision and Rezoning Evaluation

Section 9.0 of the OCP sets out a list of factors to be considered by the Regional District Board where a proposed use may be permitted by the Crooked River-Parsnip OCP's policies or land use designation but is subject to evaluation through a rezoning process. Information to inform consideration on each factor is obtained through the application process including agency referral and public processes when applicable. The evaluation factors include, but are not limited to, the following:

- I. consistency with the objectives, policies and land use designations of this Plan;
- II. consistency with the provisions or polices of the Agricultural Land Commission for lands within the Agricultural Land Reserve;
- III. the extent of agricultural development and potential for impact upon neighbouring agricultural use;
- IV. the level of potential land use impact on the subject property and potential conflict with uses in the immediate proximity;
- V. public opinion as received through the public information and hearing requirements of the Local Government Act;
- VI. the availability of existing services to the site, including but not limited to, fire protection, roads, potable and sufficient water supply, electricity, sewage disposal, or the ability to provide the services to the site;

- VII. impact on the transportation network;
- VIII. environmental impact and potential for hazardous conditions;
- IX. any proposed parcels that are to be less than 4 ha (10 acres) in size are encouraged to provide or have proven access to a sufficient domestic water supply;
- X. any other issue that may be relevant to a specific proposal

Other: The properties are in the following RDFFG service areas:

- McLeod Lake Street Lighting

The properties are accessed from the Hart Highway.
The subject property is not within the Agricultural Land Reserve (ALR).

APPLICATION PROCESS INFORMATION

Application Process Overview:



Local Government Act: The *Local Government Act* outlines requirements for consideration of amendments to a zoning bylaw and public hearing procedure, including:

- A public hearing is not required as the proposed zoning amendment bylaw is consistent with the OCP.
- If a public hearing is not held, notice must be given prior to first reading.
- If a public hearing is held it must be after first reading and before third reading.

Development Application Procedures Bylaw No. 3268, 2022: The following will occur should the Board decide to consider this application further by either holding a public hearing or not hold a public hearing:

- The notice of a public hearing or waiving thereof is to be sent to owners of land within 200 metres of the subject property.
- Details requirements for a Notification of Application Sign, alternative form of notification or waiving of notification requirements.
- Delegates approval of notification requirements to the General Manager of Development Services.
- Further notification beyond these requirements of the Development Services Applications Procedures Bylaw requires a Board resolution.

Community Charter Act, Section 49: Outlines requirements to publish public notice and allows a local government to adopt a bylaw to publish public notice by alternative means.

- The Regional District has adopted the Public Notice Bylaw No. 3316, 2023.

Public Notice Bylaw No. 3316, 2023, and Policy No.: RD-24-23 Outlines requirements for publishing statutory public notices:

- Bylaw requires public notices to be posted on the Public Notice board, the Regional District’s website, and Facebook page at least (7) days before the date of the matter for which public notice is required.
- Policy requires a public notice to also be published in a newspaper applicable to the Electoral Area(s), or a portion thereof.

Future RDDFG Applications: No further Regional District land use applications will be required if the zoning bylaw amendment is approved. All structures over 10m² would require an RDDFG building permit.

REFERRAL COMMENTS

Northern Health

I have reviewed the proposal and no concerns on our end.

Michael Truong

Public Health Protection

Regional District Building Inspection

No concerns.

Dana Ferguson

Senior Building Inspector

Ministry of Water, Lands and Resource Stewardship – Water Stewardship

Since the application for zoning bylaw amendment doesn't appear to involve the use of water or changes in and about a stream, or other activities that would fall under the jurisdiction of the *Water Sustainability Act*, I have no comments.

Sarah Racicot, P.Ag.

Licensed Authorizations Officer – Water

Ministry of Water, Lands and Resource Stewardship – Landbase Stewardship

I have reviewed the referral information for the proposed Zoning Amendment at 47267 and 47283 Hart Highway, McLeod Lake, and do not have any concerns or comments to provide.

Sherri Elwell M.Sc. R.P.Bio.

Ecosystems Biologist

BC Hydro

The following comments are for the property owner's information:

1. For new construction, BC Hydro wishes to ensure that building permits do not get issued that allow for encroachment of buildings into the safety clearance zones required around existing bare utility conductors, including those utility works installed within road allowance adjacent to the property.
2. It is the responsibility of the Architect and Electrical Engineer of Record (EEOR) to ensure compliance with the Canadian Electrical Code (CEC), Canadian Safety Association (CSA) and WorkSafeBC (WSBC). The CEC, CSA and WSBC stipulate minimum clearances of powerlines and equipment from buildings for safety and safe working clearances (Limits of Approach).
3. Should the development require distribution service, changes to the property's service or the relocation of distribution lines, please contact BC Hydro's Electrical Service Coordination Centre (ESCC) at 1-877-520-1355.

Monique Mak

Property Coordinator, Property Rights Services

Ministry of Transportation and Infrastructure

The Ministry of Transportation & Infrastructure (MoTI) has received the above noted referral from the Regional District of Fraser Fort George regarding the proposed rezoning. The application has been reviewed and approved. Please note the following:

- Should the rezoning be approved, the Ministry's signature on the zoning bylaw would be required as this property is within an 800-meter radius of an intersection with a controlled access highway, as per section 52 of the Transportation Act. Please quote file 2024-03274 when providing the bylaw for Ministry approval.
- No storm drainage shall be directed to MoTI drainage system. This includes but is not limited to collection and run-off of the internal road system.
- MoTI setback requirements to be followed as per Section 12 of the Provincial Undertakings Regulation (here)

Restriction on placement of buildings or other structures

12 An owner, occupier or lessee of land must not, without the consent of the minister, place or cause or allow to be placed any building, trailer, mobile home or other structure within the following distance from

the property line fronting on any arterial highway within a municipality or on any highway in unorganized territory:

(a) if a public lane or alley provides secondary access to the property, 3 m;

(b) in any other case, 4.5 m.

- Should the applicant be granted approval they must Apply to MoTI for an Access Permit to a Controlled Access Highway. Applications can be made online, a BCeID is required, which you can register for here and then you can apply for the permit here
 - Upon application the applicant must provide estimations of traffic generation, direction of movements, and timing.
 - The applicant will be responsible for any studies or improvements identified during the Ministry's review, this may include but is not limited to: Traffic Impact Study, vehicle tracking, paved apron, signage and tapering.

*Terrell Balan
Development Officer
Fort George District*



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3364

**A BYLAW TO AMEND REGIONAL DISTRICT OF FRASER-FORT GEORGE ZONING BYLAW
NO. 2892, 2014**

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has adopted Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014;

AND WHEREAS the Regional Board intends to amend aforesaid Bylaw No. 2892, 2014 by passage of this bylaw, pursuant to the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014 is hereby amended at Schedule 'B' – Map 16 by rezoning Lot A District Lot 9377 Cariboo District Plan PGP43102 and District Lot 9377 Cariboo District Except Plans H212, 28193 AND PGP43102 from Commercial 1 (C1) to Commercial 2 (C2).
2. This bylaw may be cited for all purposes as “Zoning Bylaw No. 2892, 2014, Amendment Bylaw No. 3364, 2024”.

READ A FIRST TIME ON THE DAY OF , 2024

READ A SECOND TIME ON THE DAY OF , 2024

A PUBLIC HEARING ON THIS BYLAW WAS HELD ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

APPROVAL PURSUANT TO THE *TRANSPORTATION ACT* RECEIVED ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative
and Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

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 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: M. Connelly, General Manager of Legislative and Corporate Services

DATE: November 8, 2024

SUBJECT: Proposed 2025 Regional Board Meeting Schedule

SUMMARY: Purpose: Consider approval of the 2025 Board Meeting Schedule

File No.: BOA 1.0

Attachments: Draft 2025 Board Meeting Schedule
Previous Reports: None

RECOMMENDATION(S):

1. THAT the report dated November 8, 2024 regarding “Proposed 2025 Regional Board Meeting Schedule” be received for information.
2. THAT the 2025 Regional Board Meeting Schedule as attached to the report dated November 8, 2024, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

COMMENTS:

“Regional Board Procedure Bylaw No. 3267, 2022” requires that the Board determine the schedule of meetings for the coming calendar year at the inaugural Board Meeting. The Procedure Bylaw sets out that all regular meetings of the Board will be held on the third Thursday of each month commencing at 1:30 p.m. and in accordance with the approved Schedule of Meetings unless otherwise determined by resolution of the Board. Committee of the Whole meetings are typically held in January and February and are dedicated to budget deliberations. Currently Committee meetings are in conjunction with the Board meeting each month at dates and times to be determined by the Chief Administrative Officer.

In the proposed 2025 schedule there are four exceptions for consideration:

- January Regional Board and Committee of the Whole meetings are proposed to be scheduled for the fourth Thursday and Friday, respectively, as the third week conflicts with the dates for the BC Natural Resources Forum; and
- May Regional Board meeting is proposed to be scheduled for the fourth Thursday as the third Thursday conflicts with the dates for the North Central Local Government Association’s Annual Convention.

The Board meeting scheduled for June is proposed to be held in the District of Mackenzie. This is consistent with the practice adopted in 2024 of holding one board meeting per year in a member municipality or electoral area and supports the Board’s strategic priority of awareness and engagement.

In creating the attached proposed schedule, Administration reviewed the council meeting schedules for all four member municipalities, as well as BC statutory holidays to ensure that there are no conflicts. In addition to the aforementioned events, the dates for annual conferences such as the Federation of Canadian Municipalities (May 20 to June 1, 2025), and the Union of British Columbia Municipalities (September 22 to 26, 2025) were also reviewed to ensure there are no conflicts with the proposed meeting dates.

At the October meeting, the Board considered a report regarding options for future Board and committee meeting scheduling. Support was noted for scheduling Committee meetings on the day prior to the Regional Board meeting where necessary and that evenings may be utilized to ensure the most participation as possible from committee members.

If the Board is supportive of the proposed schedule, it would be in order to approve the schedule as presented. The approved Board meeting schedule will be posted on Regional District Notice Board, website and distributed to external partners as appropriate. At any time throughout the year, the Schedule of Meetings may be amended, if necessary, by a 2/3 vote of the Board.

Respectfully submitted,

“M. Connelly”

Maureen Connelly
General Manager of Legislative and Corporate Services

MC:ht



2025

Board Meeting Schedule

**REGIONAL DISTRICT
of Fraser-Fort George**

Regularly scheduled Board Meetings start at 1:30 pm in the Board Room,
2nd floor, 155 George Street, Prince George

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	30	31				

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	31					

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	30					

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Board Meetings
 - June 19 in the District of Mackenzie
- Inaugural Board Meeting
- Committee of the Whole Budget Meetings
- Statutory Holidays (office closed)
- Conventions
 - BC Natural Resources Forum (January 14 to 16 in Prince George)
 - Federation of Canadian Municipalities (May 29 to June 1 in Ottawa)
 - North Central Local Government Association (May 12 to 15 in Prince Rupert)
 - Union of BC Municipalities (September 22 to 26 in Victoria)

Approved (insert date) and subject to change. Visit rdffg.ca for updated information.



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors
FROM: Maureen Connelly, General Manager of Legislative and Corporate Services
DATE: November 8, 2024
SUBJECT: Proposed Amendment to Regional Board Procedure Bylaw No. 3267, 2022
SUMMARY: Purpose: Consider First Three Readings of Amendment Bylaw No. 3368, 2024

Attachments:

- 1. Regional Board Procedure Bylaw No. 3267, 2022
 - 2. Proposed Amendment Bylaw No. 3368, 2024
- Previous Reports: Item No. 11.1.4, October 2024

RECOMMENDATION(S):

- 1. THAT the report dated November 8, 2024 regarding “Proposed Amendment to Regional Board Procedure Bylaw No. 3267, 2022” be received for information.
- 2. THAT Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024 be now introduced and given first, second and third readings.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

At the October meeting, the Board considered first three readings of proposed “Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024” and postponed the motion to the November 21 Board meeting pending receipt of information regarding the potential liability and legal implications of not recording votes in opposition, including any legal precedent where a Board decision has been overturned as a result of votes in opposition not being recorded.

Corporate Services Administration through consultation with legal counsel has been advised that there is no legal risk or liability likely to result from recording minutes without identifying the names of those members voting in opposition.

It would be in order for the Board to consider the motion that was postponed at the October Board meeting to grant first, second and third reading to the proposed amendment bylaw.

RELEVANT POLICIES:

Local Government Act, Section 225 and 236:

- requires that a board must establish, by bylaw, the general procedures to be followed by the board and board committees in conducting their business
- requires advance public notice be given describing the proposed changes to the procedure bylaw in general terms
- requires the officer position assigned the responsibility of corporate administration (i.e. Corporate Officer) to ensure the following:

- that accurate minutes of the meetings of the board and board committees are prepared and that the minutes, that bylaws and other records of the business of the board and board committees are maintained and kept safe; and
- that access is provided to records of the board and board committees, as required by law or authorized by the board.

Regional Board Procedure Bylaw No. 3267, 2022:

- regulates the proceedings of the Regional Board and its Committees

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

N/A

FINANCIAL CONSIDERATION(S):

There are no financial implications to amending Regional Board Procedure Bylaw No. 3267, 2022.

OTHER CONSIDERATION(S):

The recording of Board and Committee meeting minutes is a statutory requirement and important for providing transparency in decision making and governance.

DECISION OPTIONS:

1. Approve recommendations.
 - Statutory notice would be provided and Regional Board Procedure Amendment Bylaw No. 3368, 2024 will be returned to the Board for consideration of adoption at the December meeting.

Other Options:

2. Do not approve recommendations:
 - provide additional amendments to Regional Board Procedure Bylaw No. 3267, 2022.
3. Postpone decision and provide direction to Administration on the additional information required.

COMMENTS:

Local government legislation is not prescriptive in specifying the manner in which votes of Board members must be recorded in meeting minutes. The only legislative provision that is directly applicable to how minutes are recorded generally is section 236 of the *Local Government Act*, which states that regional districts must establish an officer position that has as one of its duties ensuring that accurate minutes of the meetings of the Board and committees are prepared.

In summary, the Board has the authority to establish its own meeting procedures. It is optional to record the names of members voting in opposition and it is not a legislative requirement. In discussion with legal counsel, it was further noted that the practice of recording the names of directors in opposition may be useful in the case of a reconsideration process of a resolution of the Board. Given that for a Board member to move to reconsider a matter they must have voted with the majority on the original motion.

To assist in providing clarity and transparency to the public of the Board's decisions, the minutes may include the total number for and against each question. Should the current procedure continue, this would identify more accurately how a decision was carried and may include an indication of voting entitlements (i.e. weighted votes, participant, etc.) where required.

Proposed Amendment Bylaw No. 3368, 2024, attached to this report, amends various sections of the Procedure Bylaw to require that votes in opposition to a motion be recorded in the meeting minutes except at the request of a Director that their vote not be recorded. Subject to the amendment bylaw receiving first three readings, statutory notice would be provided to inform the public of the proposed changes and that the Board will consider adoption of Amendment Bylaw No. 3368, 2024 at their December meeting.

Respectfully submitted,

“M.Connelly”

Maureen Connelly
General Manager of Legislative and Corporate Services

MC



REGIONAL DISTRICT of Fraser-Fort George

Procedure Bylaw No. 3267, 2022

Regional Board Procedure Bylaw No. 3267, 2022
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**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3267

A BYLAW TO REGULATE THE PROCEEDINGS OF THE REGIONAL BOARD AND ITS COMMITTEES

WHEREAS the Regional District Board must, by bylaw enacted pursuant the *Local Government Act*, establish the general procedures to be followed at meetings of the Regional District Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional District Board desires to establish the general procedures for meetings of the Regional District Board and Board committees which are to be guided by principles of efficiency, accountability and procedural fairness;

AND WHEREAS advance public notice regarding this Bylaw has been provided as required under the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

PART 1: INTERPRETATION

1.0 Definitions

1.1 In this Bylaw, unless the context otherwise requires:

“adjournment” means the completion of a meeting due to the conclusion of its business until the next scheduled session;

“administrative briefing” means an informal meeting of one or more Members for the purpose of the provision of procedure or process information by Administration at which no decisions are made and no minutes are recorded;

“agenda” means an itemized list of matters that are proposed to be considered at a meeting;

“agenda deadline” means the date and time established by the corporate officer for ensuring that each meeting agenda complies with the publication, distribution and notification requirements of this Bylaw;

“appointment” means the selection of a person to fill a position on the Board, a committee or another agency;

“assembly” means a duly called meeting of the Regional Board or a committee, whether or not a quorum is present;

“**Board**” or “**Regional Board**” means the governing and executive body of the Regional District of Fraser-Fort George;

“**Board Meeting Agenda**” means the agenda of a Board meeting and includes the agendas of all committee meetings to be held in conjunction with a monthly Board meeting;

“**Chair**” means the Chair of the Board or a Committee elected pursuant to the *Local Government Act* or other Member presiding at a meeting of the Board or committee, as the context requires and includes the Chair of a public hearing or public consultation meeting;

“**Chief Administrative Officer**” means the officer of the Regional District assigned the chief administrative responsibilities under the *Local Government Act*, and includes that officer’s designate;

“**committee**” includes the Committee of the Whole, a standing committee or a select committee;

“**Committee of the Whole**” means the committee of all Directors established by this Bylaw;

“**Corporate Officer**” means the officer of the Regional District assigned the corporate administration responsibilities under the *Local Government Act*, and includes that officer’s designate;

“**consensus**” means the presumed approval of the assembly by the Chair;

“**delegation**” means an individual or an organization addressing the Board or a Committee about a specific item of business on the agenda of a meeting;

“**Director**” means a person who has been elected or appointed to the Board, and includes their alternate if acting in the place of a Director, unless otherwise noted in this Bylaw;

“**election**” means the appointment of a person by ballot process;

“**electronic meeting**” means a meeting conducted by electronic or other communication facilities that is authorized under this Bylaw and meets the requirements established in this Bylaw;

“**electronic participation**” means attending a meeting as authorized by this Bylaw either:

- a) through electronic or other communication facilities that enable the meeting participants to hear or watch and hear the participation of the Member; or
- b) enables the public to hear or watch and hear the participation of the Member during those portions of the meeting that are open to the public.

“**electronic format**” means in written form but stored on a computer readable medium;

“**extraordinary circumstance**” means a circumstance under which a local, provincial or federal state of emergency has been declared or a pandemic, epidemic, natural disaster, fire, flood, travel advisory, road closure, telecommunication failure or severe weather exists or is expected to exist;

“**extra-territorial**” means, with respect to a participating area, a municipality or electoral area which is not included in the Regional District’s letters patent and, with respect to a Director, the duly elected or appointed representative of an extra-territorial participating area;

“inaugural meeting” means, with respect to the Board, the first meeting held after November 1 in each year and, with respect to a committee, the first meeting held in each calendar year;

“meeting” means a meeting of the Board or a committee.

“meeting agenda” means a Board or committee meeting agenda that is not part of a Board Meeting Agenda;

“Member” means a Director of the Board or a person that is not a Director appointed to a committee by the Board;

“motion” means a proposal put forward by a Member for consideration of the assembly that the Regional District undertake an action, make a recommendation or express an opinion;

“mover” means the Member who has made a motion;

“negative motion” means a motion proposing that the assembly not undertake an action, make a recommendation or express an opinion;

“notice of meeting” means a notice informing the public of one or more upcoming meetings of the Regional Board, a committee, a commission, or another agency for which the Regional District is responsible in accordance with the relevant provisions of the *Local Government Act* and the *Community Charter*.

“notice of motion” means a written notice provided by a Member advising that they intend to bring a substantive matter before the Board at the next regular meeting;

“out of order” means that consideration of a matter may not proceed due to conflict with this Bylaw;

“presentation” means an opportunity for a person or a group of people to address the Board on a matter as outlined in this Bylaw.

“presenter” means a person(s) or organization(s) authorized or invited by the Regional District to make a presentation to the Board or a Committee.

“Presiding Election Official” means the Corporate Officer, or the Chief Administrative Officer, as required.

“public consideration” means, for the purposes of this Bylaw, a public hearing or a public consultation meeting.

“public consultation meeting” means a public consultation meeting to be held regarding a proposed official community plan, the repeal or amendment of an official community plan, the issuance of a temporary use permit, the consideration of a referral application for, or amendment to a cannabis retail licence or liquor licence. For clarity, a public consultation meeting is not a public hearing.

“public hearing” means a public hearing on a proposed bylaw pursuant to the *Local Government Act*.

“public notice posting place” means the public notice board in the main foyer of the Regional District office and the Regional District’s website;

“**recess**” means the temporary suspension of proceedings;

“**Regional District**” means the Regional District of Fraser-Fort George;

“**Regional District Office**” means the Regional District Office located at 155 George Street, Prince George, BC;

“**regular meeting**” means a meeting of the Board, other than an inaugural meeting, which has been included on the annual schedule of meetings;

“**Regional District Boardroom**” means the boardroom located on the second floor of the Regional District building located at 155 George Street, Prince George, BC;

“**Regional District website**” means the registered website domain of the Regional District;

“**resolution**” means a motion which has been adopted by the assembly;

“**schedule of meetings**” means the regular meeting schedule adopted by the Board each November;

“**seating arrangements**” means the assigning of work stations to be used by Members during meetings;

“**seconder**” means the Member who has seconded a motion;

“**select committee**” means a committee established by Board resolution with appointed Members to consider and make recommendations to the Board on a specific subject matter.

“**special meeting**” means a meeting other than a regular or inaugural meeting;

“**Vice-Chair**” means the Director elected as Vice-Chair pursuant to the *Local Government Act*.

PART 2: APPLICATION OF RULES OF PROCEDURE

Application

- 2.1 The provisions of this Bylaw govern the proceedings of the Board, Committee of the Whole, all committees of the Board and all commissions, as applicable.

Robert’s Rules of Order

- 2.2 In cases not provided for under this Bylaw, The Newly Revised Robert’s Rules of Order, current edition, apply to the proceedings of the Board, Committee of the Whole, committees and commissions to the extent that those rules are:
- a) applicable in the circumstances; and
 - b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

Amendment

2.3 No provision of this Bylaw relating to the procedure of the Board shall be altered unless Notice of the proposed amendment is given in accordance with the *Local Government Act*.

Suspension of Rules of Procedure

2.4 Except for those provisions of this Bylaw that are statutorily mandated, the rules of procedure contained in this Bylaw may be suspended for a temporary time period specified by the Board with a 2/3 vote of those Directors present.

PART 3: BOARD MEETINGS

Inaugural meeting

3.1 At an inaugural meeting of the Board, the regular business of the Board shall be preceded by an election for Chair and an election for Vice-Chair.

3.2 In the year of a general local election, and in other years as required, there shall be a ceremonial making of oaths of office on the Wednesday immediately preceding the scheduled inaugural meeting.

3.3 The Presiding Election Official shall preside over the inaugural meeting for the purposes of administering the election process.

3.4 The Chair shall preside over the inaugural meeting immediately following the declaration by the Presiding Election Official of election results for the position of Vice-Chair.

Nominations for Chair

3.5 The selection of candidates for the position of Chair will be determined by nominations from Directors in attendance.

3.6 The Presiding Election Official shall call for nominations from the floor and a list of candidates compiled.

3.7 Nominations do not need to be seconded.

3.8 In order to be confirmed as a candidate, a nominee must publicly accept the nomination.

3.9 Candidates for an election may withdraw acceptance of their nomination at any time except during voting.

Restriction on Nominations

3.10 Nominations will not be accepted for:

- a) a Director who is not present;
- b) a Director who has not made an oath of office;
- c) a Director for whom a successor has been elected or appointed but has yet to take office; or
- d) an Alternate Director.

Confirmation of Candidates

- 3.11 When no further nominations are forthcoming the Presiding Election Official will close the nomination process.
- 3.12 Before proceeding with voting, the Presiding Election Official will confirm the list of candidates for the election by reading it aloud.
- 3.13 Each candidate will be provided an opportunity to speak in favour of their candidacy, in the order of their nomination. No other debate shall be in order.
- 3.14 If there is only 1 candidate that candidate shall be declared elected to the position of Chair by acclamation.
- 3.15 If there are 2 or more candidates the successful candidate will be determined in an election by secret ballot in accordance with the procedures of this Bylaw.
- 3.16 A candidate must receive at least 8 votes in order to be declared elected Chair or Vice-Chair.

Ballots and Voting

- 3.17 If an election is required, each Director in attendance will be provided with a paper or electronic ballot upon which they may cast their vote.
- 3.18 Directors who are not in attendance before the ballots have been collected for counting shall not be provided with a ballot paper.
- 3.19 Completed ballots shall be placed into a ballot box, and when all of the ballots have been collected the ballot box will be removed to a separate room and the votes counted.
- 3.20 The Presiding Election Official will be provided the election results.
- 3.21 The procedure for and distribution and collection of ballots, including electronic ballots, the counting of the votes and the subsequent destruction of ballots shall be the responsibility of the Corporate Officer.

Declaration of Election Results

- 3.22 Immediately after reviewing the voting results the Presiding Election Official shall publicly declare the name of the candidate who has been elected.
- 3.23 The number of votes received by each candidate will not be disclosed.
- 3.24 If no candidate has received a sufficient number of votes to be elected, the candidate receiving the fewest votes will be removed from the list of candidates and a second ballot will be held.
- 3.25 In the case of a tie between two or more candidates receiving the fewest votes, all candidates shall be eligible to proceed to the second ballot. The voting process will be repeated until a candidate receives a sufficient number of votes to be elected or a declaration under Section 3.22 is made.
- 3.26 As an exception to Section 3.24, if there are only two candidates in an election for which no winner has been declared, both of them shall be eligible to proceed to the second ballot.

Tie Votes and Deadlocks

- 3.27 At any stage in the election process after the second ballot, deadlocks caused by a tie vote will be resolved by drawing lots, utilizing the procedure outlined in Section 151(2) of the *Local Government Act*.
- 3.28 If no candidate has been declared elected after the third ballot the meeting shall be recessed for 5 minutes, following which a final ballot will be held. The Presiding Election Official shall either declare that:
 - a) one of the candidates has been elected because they have received the required minimum number of votes; or
 - b) an election by lot draw will be made in accordance with Section 3.27.

Destruction of Ballots

- 3.29 Following the declaration of election results the ballots used in the election shall be destroyed.
- 3.30 Any secret vote received via email by the persons listed under Section 3.17 are to remain secret and the emails will be destroyed by the person receiving the email following the declaration of the election results.

Election of Vice-Chair

- 3.31 The election for the position of Vice-Chair shall commence immediately following the election of Chair and shall be subject to the same rules for election as set out in this Bylaw.

Schedule of Meetings

- 3.32 Prior to adjournment of an inaugural meeting the Board shall adopt a Schedule of Meetings of the Board meetings for the following calendar year.
- 3.33 The Schedule of Meetings will identify the time, date and place for all regular Board meetings and the next inaugural meeting.
- 3.34 The Corporate Officer will post the Schedule of Meetings at the public notice posting place and the Corporate Officer will ensure that the Schedule of Meetings is posted on the Regional District's website.
- 3.35 The Schedule of Meetings may be amended from time to time by resolution approved by a 2/3 vote of the Board.
- 3.36 If the Board amends the Schedule of Meetings, the Corporate Officer will post an Amended Schedule of Meetings on the public notice posting place and the Corporate Officer will ensure that an Amended Schedule of Meetings is posted on the Regional District's website.

PART 4: MEETING NOTICE AND AGENDAS

Notice of Meeting

- 4.1 The Corporate Officer will post a notice of Board and Committee meetings at the public notice posting place at least 5 business days prior to the start of each meeting.

- 4.2 The notice shall identify the Board and Committee meeting(s) and include the date, time and place for each meeting to which it applies.

Special Board Meeting

- 4.3 Special Board meetings will be called and notice provided in accordance with Section 220 of the *Local Government Act*.

Agenda Content

- 4.4 The Chief Administrative Officer will determine the content for each Board Meeting Agenda.
- 4.5 The Corporate Officer will be responsible to coordinate all reports and matters for each Board Meeting Agenda and each Meeting Agenda, inclusive of Delegations.
- 4.6 No Administration report will purport to express the views of any Member on a matter submitted for Board consideration.

Late Items

- 4.7 Where the Chief Administrative Officer believes it is in the public interest to expedite a matter for Board consideration, notwithstanding that it has missed the agenda deadline, the matter may be placed before the Board as an additional item of business.
- 4.8 The Corporate Officer will be responsible to coordinate and prepare an Additional Board Meeting Agenda, as required.
- 4.9 The Corporate Officer will be responsible to prepare an Additional Agenda Items list to be distributed to the Directors prior to the start of a meeting.
- 4.10 Items listed on the Additional Items List will be introduced by the Chair during debate on adoption of the agenda for consideration and amendment of the agenda.
- 4.11 The provisions of Section 4.7 will apply in the case of Directors' reports, except that a reference to the Chief Administrative Officer will mean the Chair, or Vice-Chair, in absence of the Chair.

Agenda Production

- 4.12 The Corporate Officer will be responsible for the production, distribution and publication of all Board Meeting Agendas and Meeting Agendas, and for providing statutory notice to Directors and the public.

Distribution of Agendas

- 4.13 Except as otherwise provided, all Board Meeting Agendas and Meeting Agendas will be available to Directors in electronic format at least 5 business days prior to the start of the meeting.
- 4.14 In the event of an extraordinary circumstance, the Corporate Officer may arrange for the preparation and distribution of Board Meeting Agendas and Meeting Agendas to Directors in a manner other than electronic format.

Publication of Agendas

- 4.15 Agendas for all open meetings of the Board and Committees will be published on the Regional District website at least 5 business days prior to the start of the meeting.
- 4.16 A meeting agenda for any closed meeting will not be published.
- 4.17 In the event of an extraordinary circumstance, the Corporate Officer may arrange for publication of open Board Meeting Agendas and Meeting Agendas by means other than publication on the Regional District website.

PART 5: MEETINGS**Meeting Location**

- 5.1 All Regular meetings of the Board will be held at the Regional District Board Room, located on the 2nd Floor – 155 George Street, Prince George, BC.
- 5.2 All Regular meetings of the Board will be held on the third Thursday of each month commencing at 1:30 p.m. and in accordance with the approved Schedule of Meetings unless otherwise determined by resolution of the Board.
- 5.3 All meetings of Committees will be held at the Regional District Board Room located on the 2nd Floor – 155 George Street, Prince George, BC in conjunction with the Board meeting each month at dates and times to be determined by the Chief Administrative Officer.
- 5.4 The Chair will determine the seating arrangements for Members.
- 5.5 The Chair may authorize the holding of a meeting other than in the Regional District Board Room provided that the meeting is held within the boundaries of the Regional District.

Board Room Open to Public

- 5.6 The main doors to the Board Room will remain open during open meetings except when necessary to reduce the level of noise or when the meeting is in closed session.

Lack of Quorum

- 5.7 A quorum of a Board or a Committee is the majority of Members.
- 5.8 If a quorum has not attended within thirty (30) minutes following the scheduled starting time of a meeting the names of the Members present will be recorded and the assembly dissolved.
- 5.9 In the event a quorum is lost after a meeting has started the Chair shall call a five (5) minute recess following which, if the quorum is still lost, the names of the Members present shall be recorded and the assembly dissolved.

Presiding Official

- 5.10 Provided that a quorum is present, all meetings shall commence at the scheduled time.

- 5.11 For a Board meeting, if the Chair is absent the Vice-Chair will preside.
- a) If the Vice-Chair is also absent an election for an Acting Chair will be held by the Presiding Election Official in accordance with this Bylaw.
 - b) The Acting Chair will preside until the arrival of the Chair or Vice-Chair, or until the meeting is adjourned, whichever first occurs.
 - c) While presiding, an Acting Chair has all the authority and is subject to the same rules as the Chair.
 - d) An Alternate Director may not fill the position of Acting Chair.
 - e) For a Committee meeting, if the Chair is absent, an election for an Acting Chair will be held by the Presiding Election Official in accordance with this Bylaw.
 - f) The Acting Chair will preside until the arrival of the Committee Chair, or until the meeting is adjourned, whichever first occurs.
 - g) While presiding, the Acting Chair has all the authority and is subject to the same rules as the Committee Chair.
 - h) For clarity, an Alternate Director may not fill the position of Committee Chair.
- 5.12 If the position of Chair, Vice-Chair or Committee Chair has become vacant as a result of resignation, disqualification or death, an election to fill the vacancy shall be the first order of business, whether or not scheduled on the agenda.
- 5.13 Notwithstanding Sections 5.11 and 5.12 of this Bylaw, the Chair of the Board may Chair any Committee of the Board in the absence of a Committee Chair with approval of a 2/3 vote of the Committee.

Order of Proceedings and Business

- 5.14 At all regular meetings of the Board, following Call to Order and a Roll Call of Members, as required, the proceedings will, subject to Sections 5.17 and 5.18, be conducted in the following sequence:
- a) Territorial Acknowledgment
 - b) Adoption of Open Meeting Agenda
 - c) Consent Agenda
 - d) Minutes of the previous regular or inaugural meeting
 - e) Minutes of Special Meeting
 - f) Public Considerations
 - g) Development Service Administration Reports
 - h) Petitions and Delegations
 - i) Chair's Report
 - j) Directors' Reports
 - k) Corporate Services Administration Reports
 - l) Financial Services Administration Reports
 - m) Environmental Services Reports
 - n) Community Services Reports
 - o) Correspondence for Consideration
 - p) Correspondence for Information
 - q) New Business
 - r) Adjournment or Recess
- 5.15 At all meetings of Committees, following Call to Order and a Roll Call of Members, as required, the proceedings will, subject to Section 5.17 and 5.18, be conducted in the following sequence:
- a) Territorial Acknowledgment
 - b) Approval of Agenda

- c) Adoption of previous meeting minutes
 - d) Delegations
 - e) Committee Reports
 - f) Correspondence for Consideration
 - g) Correspondence for Information
 - h) New Business
 - i) Adjournment or Recess
- 5.16 At all closed meetings, following Call to Order and a Roll Call of Members, as required, the proceedings will be conducted in the following sequence:
- a) Territorial acknowledgment
 - b) Approval of Agenda
 - c) Adoption of previous closed meeting minutes
 - d) Closed Meeting Matters
 - e) Adjournment or Recess
- 5.17 A change to the prescribed order of business, other than at a special meeting, may be:
- a) ordered by the Chair; or
 - b) moved by a Member, with unanimous consent of the Members present.

Authority to Vary Order of Business

- 5.18 With the exception of those items for which a scheduled starting time has been provided by advance public notice, the Chair is authorized to adjust the order and schedule of proceedings in the interests of efficiency.

Consent Agenda

- 5.19 The consent agenda portion of an agenda shall consist of staff or committee report items that contain receive for information recommendations.
- 5.20 Members may vote on and adopt in one motion all recommendations appearing on the consent agenda that are subject to the same voting rule.
- 5.21 At approval of the consent agenda, a Member may, for the purpose of debate or discussion, request that an item be removed from the Consent Agenda, without debate or vote of the Members.

Minutes

- 5.22 Minutes of all proceedings of the Board, Committees and Commissions will be kept by the Corporate Officer and such minutes will be concise and will detail proceedings of the meeting.
- 5.23 The minutes of Board and Committee meetings shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice-Chair, Committee Chair or the person presiding at such meeting or at the next meeting at which the minutes are adopted.

- 5.24 Subject to Section 5.25, and in accordance with Sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board, Committee, a Commission or other assembly referred to in Section 5.32, will be available for public inspection at the Regional District Office, during regular office hours and may be posted to the Regional District website.
- 5.25 Section 5.24 does not apply to minutes of a Board, Committee, a Commission or other assembly meeting referred to in Section 5.32 for that part of the meeting that was closed and from which persons were excluded under Section 90 of the *Community Charter*.
- 5.26 The names of Members opposed to a motion will only be included in the minutes if the Chair confirms a Member wishes their name to be recorded.
- 5.27 Voting results will only be recorded in the minutes as “Carried” or “Defeated”. Individual votes of Members will not be recorded.

Correspondence

- 5.28 The Chief Administrative Officer may direct the Corporate Officer to place correspondence from another government or government agency that requests an action from the Board or a Committee, on the agenda of the next convenient Board meeting, or on the agenda of the next convenient meeting of a Committee or Commission whose mandate or Terms of Reference includes the requested action, together with any report from Regional District staff that the Chief Administrative Officer considers advisable.
- 5.29 Any other correspondence addressed to the Board or a committee not accounted for in Section 5.28, and except for correspondence forming part of a public consideration or in relation to an open Land Use Planning Application, may be placed on the meeting agenda at the request of the Chair where the correspondence is to be considered.

Attendance of Public at Meetings

- 5.30 Except where the provisions of Section 90 of the *Community Charter* apply, all Board meetings must be open to the public.
- 5.31 Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with Section 92 of the *Community Charter*.
- 5.32 The requirement in Section 5.30 applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
- a) Advisory Commissions
 - b) Advisory Committees
 - c) a Commission established under Section 243 of the *Local Government Act*
 - d) Board of Variance
 - e) Parcel Tax Roll Review Panel
 - f) Select Committees
 - g) Standing Committees
 - h) Committee of the Whole
 - i) a body that under the *Local Government Act* or another *Act* may exercise the powers of the Regional District or its Board

- 5.33 Despite Section 5.30, the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in Section 5.32 of this Bylaw in accordance with Section 133 of the *Community Charter*.

Meeting May Recess

- 5.34 A Chair may call a recess at any time during a meeting and may stipulate that the meeting will reconvene after a specific period of recess, at a specific time, or at the call of the Chair.
- 5.35 A meeting may be reconvened on another day without written notice if the details of reconvention are stipulated at the time of recess.
- 5.36 When reconvened, the Chair will advise the assembly of the next item of business.

Adjournment

- 5.37 Meetings may be adjourned at any time by resolution of the assembly, or by consensus where the Chair is satisfied that all business has been concluded.

PART 6: RULES OF CONDUCT & DEBATE

Chair is Impartial

- 6.1 The Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules.
- 6.2 On matters of procedure the Chair shall remain impartial.

Meeting Decorum

- 6.3 No person will use profanity in the meeting chambers.
- 6.4 Directors will be referred to in a gender-neutral manner as "*Director (surname)*" or "*the Director for (area represented)*".
- 6.5 Staff will be referred to in a gender-neutral manner by using their job title or by their first and last name.
- 6.6 Members that are not Directors, will be referred to in a gender-neutral manner by using their job title or by their first and last name.

Recognition by Chair

- 6.7 No person may address the assembly without first being recognized by the Chair.
- 6.8 Recognition shall be confirmed when the name or title of the person is acknowledged by the Chair.
- 6.9 Every Member or other person addressing the assembly shall speak to the Chair. The Chair shall be addressed as *Chairperson*".

Acceptance of Motion

- 6.10 All matters to be debated will be in the form of a motion which has been duly moved, seconded and accepted by the Chair.
- 6.11 Before a motion may be put for debate the Chair will state the names of the Members who have moved and seconded the motion.
- 6.12 The Chair may not move or second a motion except a motion to be considered under *B.C.Reg 41/91 (Regional District Special Voting Regulation)*.

Order of Debate

- 6.13 The order of debate on a motion will be determined by the Chair and those waiting to speak shall be placed into a queue.
- 6.14 Members wishing to participate in the debate may do so by using the 'REQUEST TO SPEAK' function of the audio-visual system or, if not available, by raising their hand.
- 6.15 After those attending in person have finished speaking, the Chair will ask if any Director attending electronically wishes to speak and if a Director wishes to speak will verbally make the request at that time.
- 6.16 The mover and seconder of a motion, or of an amending motion, will have the right to speak ahead of other Members whether attending in person or electronically.

Limit on Debate

- 6.17 Debate shall be confined to the subject matter of the motion under consideration.
- 6.18 No Member may speak more than once to a single motion without the approval of the Chair.
- 6.19 For the purpose of this provision, an amending motion shall be considered a separate motion.

Right of Participation

- 6.20 Every Member shall have the right to participate equally in debate on a motion notwithstanding that the Member may not be entitled to vote on the motion.
- 6.21 When a Member is speaking in debate they shall not be interrupted except on a point of order or by the Chair.

Chair May Not Debate

- 6.22 The Chair may not participate in the debate on a motion while presiding, but may:
- a) recommend procedural actions to enhance the efficiency of proceedings;
 - b) note procedural implications of a motion being considered;
 - c) provide guidance to the assembly by clarifying the intent of a motion;
 - d) summarize the debate of the assembly prior to the vote being called;
 - e) advise whether the Chair will be voting for or against the motion; or

- f) in order to participate in debate on a motion the Chair must first allow the Vice-Chair or another Director to temporarily preside over the meeting.

End of Debate

- 6.23 When debate on a motion has concluded the Chair shall immediately put the matter to a vote.
- 6.24 The Chair shall be the final authority in determining when debate has concluded.

PART 7: MOTIONS AND PROCEDURAL RULES**Motion in Writing**

- 7.1 Wherever practical motions shall be clear, concise and in writing.
- 7.2 It shall be acceptable for a Member to refer to a staff recommendation or other written recommendation which has been provided to the assembly as proposed language for a motion, in which case a verbatim restating of the motion shall not be required prior to debate.
- 7.3 The Chair may refuse to accept for debate any motion considered rhetorical, argumentative or disrespectful, or which proposes that an illegal action be taken.

Effective Time

- 7.4 Subject to the *Interpretation Act*, resolutions shall come into effect upon adoption unless a later date or time is specified in the resolution.

Amending Current Motions

- 7.5 Any Member may move an amending motion to a motion then under consideration which, upon being duly seconded and accepted for debate, shall be immediately put to the assembly.
- 7.6 An amendment may propose adding, removing or substituting text of the motion under consideration but may not propose a change which would frustrate the intent of the original motion.
- 7.7 An amending motion may itself be amended any number of times before being voted on, but no Member may move more than one such amendment, nor may such amendments be further amended.
- 7.8 The Chair shall put the original motion and its amendments in the following order for voting by the Board:
 - a) firstly, any amendments to an amending motion;
 - b) secondly, the amending motion as amended, and
 - c) lastly, the original motion as amended by the amending motion.
- 7.9 An amending motion shall be provided in writing if so requested by the Chair.

Amending Past Motions

- 7.10 An amendment to a resolution previously adopted by the Board shall be subject to the same procedural rules as amendments to current motions except that there shall be no vote on the resolution as amended.

Reconsideration of a Motion

- 7.11 Unless otherwise prohibited, the Board may reconsider a motion which has been previously decided in accordance with the following:
- a) the motion to reconsider must be made at the same meeting at which the subject motion was decided, or at the next meeting;
 - b) the Member making the motion to reconsider must have voted with the majority on the original motion;
 - c) there has been no action initiated which is binding on the Regional District as a result of the original motion; and
 - d) the matter cannot be dealt with by other parliamentary means.
- 7.12 A motion to reconsider shall require the affirmative vote of 2/3 of the Board Members for its passage.
- 7.13 Immediately following its adoption the mover of the reconsideration motion shall be permitted to move the original motion.
- 7.14 No motion to reconsider a previous motion shall be in order if the previous motion has already been reconsidered.
- 7.15 A motion to read or adopt a bylaw may not be reconsidered.

Withdrawal of Motions

- 7.16 Subject to the concurrence of the seconder, and at the Chair's discretion, the mover of a motion may withdraw the motion at any time prior to the vote being called.
- 7.17 A motion which has been withdrawn may be re-introduced at the same meeting only by a different Member.

Negative Motions

- 7.18 Negative motions shall not be permitted with respect to any matter for which the defeat of such a motion would fail to dispense with the matter.

Tabling Motions

- 7.19 Subject to other procedural rules, a motion to table a matter while it is under debate shall always be in order.
- 7.20 The effect of such a resolution, unless otherwise specified, shall be to put aside the matter until later in the meeting.
- 7.21 Once accepted by the Chair the motion to table shall be debatable but the subject matter of the tabling motion shall not be debatable.

Motions to Postpone, Refer or Defer

- 7.22 Motions to postpone, refer or defer a matter shall be subject to the same procedural rules as tabling motions.

Calling for the Question

- 7.23 At any time during debate on a motion a Member may call for the question which, if seconded, shall permit the Chair in their absolute discretion to end further debate and call for the vote on the motion.
- 7.24 The calling for the question shall require neither the recording of a motion in the minutes of the meeting nor the holding of a vote.

Notice of Motion

- 7.25 Any Member may serve a notice of motion on the Board during the new business portion of a meeting or, with the Chair's acceptance, at any other time during consideration of a related matter.
- 7.26 A copy of the motion so noted shall be given to the Corporate Officer for inclusion on the next regular meeting agenda.

Motion Introduced Under New Business

- 7.27 At the request of any Member the Chair may rule that any motion introduced as new business must be deferred to the next meeting.

PART 8: VOTING

Decision by Voting

- 8.1 Except as otherwise provided, all decisions of the Board or a committee shall be made by voting on a motion.
- 8.2 The Chair is responsible for the administration of the voting process including the determination of Members who are eligible to vote and the counting of votes.

Clarification of Motion

- 8.3 Prior to the calling of the vote, any Member may request that the motion be read aloud.
- 8.4 The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Members.
- 8.5 If a motion contains distinct propositions the Chair may require that a separate vote be held for each proposition.

Voting Procedure

- 8.6 Voting shall be done by a show of hands from those in favour of the motion, followed by a show of hands from those opposed to the motion.
- 8.7 The Chair may require Members to verbally state their vote if a show of hands is inconclusive.
- 8.8 No voting by ballot or other secret method will be permitted, except for elections.

8.9 In the case of electronic meetings or electronic participation the Chair will determine the outcome of each vote based on a poll of individual Members.

8.10 For clarity, appointments may be made by election, resolution, or a combination of those methods.

8.11 Elections shall be administered in accordance with the procedure set out in Part 3: Board Meetings.

Abstention from Voting

8.12 Pursuant to the relevant provisions of the *Local Government Act*, a Director in attendance who is entitled to vote and who does not indicate how they vote, will be deemed to have voted in the affirmative.

Conflict of Interest

8.13 Any Director who is entitled to vote on a motion but wishes to declare a conflict of interest may do so by raising a point of order, announcing the reason for the perceived conflict of interest and leaving the meeting room prior to the vote being called.

8.14 The declaration of a conflict of interest and time of departure and return to the meeting room will be recorded in the minutes of the meeting.

8.15 A Director attending electronically who has declared a conflict of interest will be placed into an electronic “waiting room” by the Corporate Officer whereby the Member cannot see or hear the proceedings.

8.16 Upon the vote on the matter being concluded the Director who has declared a conflict of interest will be re-admitted to the meeting.

Voting Rules

8.17 During the voting process, Members shall remain seated until the tally of votes has been completed and the results announced.

8.18 Unless speaking to a point of order there shall be no debate during the voting process.

Voting Results

8.19 The Chair shall announce the results of the vote on every motion by declaring that it has been carried or defeated.

8.20 The Chair will ask those Members that voted against a motion if they would like their vote recorded in the minutes and identify those Directors for the minutes.

Voting by Chair

8.21 The Chair shall vote while presiding. The Chair’s vote on a motion shall be counted and included in the voting result whether or not shown by hand.

PART 9: CLOSED MEETINGS

Closed Meeting

- 9.1 A meeting may be closed to the public upon adoption of a resolution pursuant to Section 92 of the *Community Charter*, following which the doors to the meeting room shall be closed and the audio-visual system shall be adjusted to closed meeting standards.
- 9.2 Closed meetings will not be livestreamed on the Regional District’s website.

Procedure in Closed Meeting

- 9.3 While in a closed meeting the procedures set out in this Bylaw shall, to the extent possible, be followed by the assembly in the conduct of its business.

Attendance by Directors

- 9.4 A Director may only be excluded from a closed meeting pursuant to Section 133 of the *Community Charter*.

Attendance by Others

- 9.5 The Chair is authorized to determine the officers, employees and others permitted to be present during a closed meeting or a part of a closed meeting, and shall advise the assembly at the appropriate time.

Release of Information

- 9.6 No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.
- 9.7 While in a closed meeting the Board may, by resolution, authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting.
- 9.8 The Corporate Officer may bring a report to a closed session seeking authorization to release information that would no longer undermine the reason for discussing it at a closed session.

Meeting Re-opened to the Public

- 9.9 The Board may re-open the meeting to the public upon adoption of a resolution “*That the meeting be re-opened to the public*”.

PART 10: BYLAWS

Terms Defined

- 10.1 In this Part the following definitions will apply:
 - “**bylaw**” includes an amendment bylaw.
 - “**draft bylaw**” means a bylaw which has not received any readings.

“**enacting clause**” means the clause which cites the authority for enactment of a bylaw and which is contained in the preamble to the bylaw.

“**first reading**” means the act of accepting a proposed bylaw for further consideration.

“**short title**” means the bylaw name authorized in the citation.

Format & Standards

10.2 All bylaws shall be prepared and presented in written form and shall include a unique identification number, long title (intended object), enacting clause, statutory provisions and short title (citation).

10.3 Bylaws shall comply with such corporate standards as may be approved from time to time.

Introduction and First Reading

10.4 No bylaw shall be introduced to the Board except in accordance with a corporate policy, a Board directive, or to comply with a statutory requirement.

10.5 Every bylaw shall be introduced by its short title and presented for first reading upon the motion “*THAT* *_(short title)_ Bylaw No. _____ be now introduced and read a first time*”.

10.6 The motion for first reading shall be decided without amendment or debate. If the motion for first reading fails to pass the bylaw is defeated and may not be considered further.

10.7 Following first reading a motion to refer the bylaw to the Committee of the Whole shall be in order.

Second Reading

10.8 Following review by the Committee of the Whole or, if not referred to the Committee of the Whole, immediately after first reading the Board may consider amendments to the bylaw.

10.9 The bylaw may then be read a second time upon the motion “*THAT Bylaw No. _____ be given second reading*” or “*THAT Bylaw No. _____ be given second reading, as amended*”.

10.10 If the motion for second reading fails to pass the bylaw is defeated and may not be considered further.

Third Reading

10.11 If a public hearing was held and was delegated, prior to consideration of third reading or amendments to the bylaw, a written report of the public consideration meeting will be provided in accordance with the provisions of Section 470 of the *Local Government Act*.

10.12 Following the public consideration meeting or, if no public consideration meeting is held, immediately after second reading the Board may consider amendments to the bylaw.

10.13 The bylaw may then be read a third time upon the motion “*THAT Bylaw No. _____ be given third reading*” or “*THAT Bylaw No. _____ be given third reading, as amended*”.

10.14 If the motion for third reading fails to pass the bylaw is defeated and may not be considered further.

Bylaw Approval

- 10.15 Following third reading of a bylaw it shall be submitted to any agency or person from which approval or consent is required, or to the electors for assent, or to both prior to further consideration by the Board.
- 10.16 No amendments to a bylaw shall be permitted following third reading.

Final Passage and Adoption

- 10.17 Following the receipt of all required approvals, consents and assents a bylaw may be adopted upon the motion "***THAT*** *(short title)* ***Bylaw No. ___ be adopted.***"
- 10.18 If the motion for adoption fails to pass the bylaw is defeated and may not be considered further.
- 10.19 A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least 2/3 of the votes cast.

Draft Bylaws

- 10.20 Notwithstanding Sections 10.4, 10.5, 10.6 and 10.7 of this Bylaw, a draft bylaw may be reviewed by the Committee of the Whole prior to consideration of first reading by the Regional Board.

Bylaw Rules

- 10.21 Unless a Member requests that the readings of a proposed bylaw be considered separately, a proposed bylaw may be introduced and given first, second and third readings in one motion, except in the case of a proposed bylaw which will be the subject of a public consideration, in which case such bylaw may only receive first and second reading in one motion.
- 10.22 No reading and no adoption of a bylaw may be rescinded except second reading or third reading.
- 10.23 A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept as a corporate record.
- 10.24 A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of approval or registration by the Inspector of Municipalities or other ministry shall be kept with the bylaw that is a corporate record.

PART 11: PUBLIC CONSIDERATION MEETINGS

Determination to Hold a Public Consideration Meeting

- 11.1 The determination for holding a public consideration meeting will be in accordance with Development Applications Procedure Bylaw No, 3268, 2022.

Presiding Official

- 11.2 The Chair shall preside over all public consideration meetings except where the Board has delegated the authority for the holding of a public consideration meeting to another Director or group of Directors.

Precedence Over Other Business

- 11.3 Public consideration meetings shall be conducted according to a pre-determined schedule and shall take precedence over all other regular business. The Chair may close, recess or adjourn another proceeding in order to give effect to this provision.

Public Consideration Meeting Procedure

- 11.4 The procedure for all public consideration meetings will be in accordance with the provisions of this Bylaw:
- a) at the appointed time, a declaration by the Chair that the public consideration meeting is open;
 - b) reading aloud by the Chair, or a staff member upon request of the Chair, of the opening statement that may include an outline of procedural rules for the public consideration meeting;
 - c) reading aloud of a verbal report by staff;
 - d) reading aloud the names of person(s) that written submissions have been received from prior to the proceeding;
 - e) opportunity for the proponent to make a presentation;
 - f) opportunity for the Chair or Directors to ask the proponent questions;
 - g) opportunity for any member of the public in attendance to present and speak to the matter or submit a written submission;
 - h) opportunity for the Chair or Directors to ask questions of any member of the public in attendance that has spoken to the matter under (g);
 - i) written submissions that presenter is unable to read aloud at the public consideration meeting will be received by staff for inclusion into the minutes;
 - j) the Chair may set a time limit and/or limit the number of opportunities to make a presentation at a public consideration meeting; and
 - k) reading aloud by the Chair, or a staff member upon request of the Chair, of the closing statement; and
 - l) a person or group of people can be removed from the public consideration meeting by the Chair if they do not follow the procedural rules of conduct for the public consideration meeting.
- 11.5 Where a delegated public consideration meeting has been reconvened during a Board meeting a summary of the public consideration meeting pursuant to Section 470 of the *Local Government Act* shall be presented immediately prior to the resumption of the public consideration meeting.
- 11.6 The public consideration meeting process as identified in Section 11.4 shall be the same regardless of the location and date of the public hearing or public consideration meeting with the exception that questions by Directors shall be confined to questions by the Chair of the public consideration meeting when the public consideration meeting is not held at a Regional Board meeting sanctioned under this Bylaw.

Close of Public Consideration Meeting

- 11.7 The Chair shall close the public consideration meeting when satisfied that all persons, organizations and authorities having an interest in the subject matter of the proceeding have been provided an opportunity to make a presentation or provide written submission.
- 11.8 Any motion to close or adjourn the public consideration meeting, to make a decision on the subject matter of the public consideration meeting, or to otherwise limit the Chair's authority while presiding over a public consideration meeting shall be out of order.

PART 12: DELEGATIONS AND CORRESPONDENCE TO BOARD OR COMMITTEE

Delegations

- 12.1 A person or a group of people may be afforded the opportunity to make a presentation to the Board or a committee which recognizes the rights of individuals to request an audience with the elected representatives, the corporate obligations of the Regional District and the public interest of the broader community.
- 12.2 The subject matter of a presentation may include:
 - a) funding;
 - b) a matter of general interest to the community at large; or
 - c) a matter requested by the Board.
- 12.3 In order for a presentation to be considered for placement on an agenda, a presenter must submit a request in writing to the Corporate Officer and addressed to the Chair and Board of Directors outlining:
 - a) who the presenter is;
 - b) the general purpose of the presentation; and
 - c) specific requests to be made of the Board.
- 12.4 The request letter will be placed on a public agenda as part of the presentation background information.
- 12.5 The Chief Administrative Officer will determine whether or not a presentation will be placed on an agenda and if so, which meeting agenda.
- 12.6 Unless in the belief of the Chief Administrative Officer, a presentation requested to be made to a particular meeting is in the public interest, not more than two presentations will be scheduled for one Board meeting agenda.
- 12.7 If the Chief Administrative Officer does not approve a request for a presentation, the presenter may appeal the Chief Administrative Officer's decision to the Chair and the Chair may authorize a presentation to proceed.
- 12.8 Upon a determination by the Chief Administrative Officer or authorization to proceed by the Chair, the Corporate Officer will schedule the presentation on the appropriate agenda and ensure presentation guidelines, as determined by the Corporate Officer, are provided to the presenter.
- 12.9 If the presentation has not been approved by the Chief Administrative Officer or authorized by the Chair, the Corporate Officer will advise the presenter in writing that the request has not been approved.
- 12.10 Presentations will be:
 - a) scheduled for 2:00 p.m. on the identified agenda of the Board;
 - b) scheduled at an appropriate time on the appropriate committee agenda;
 - c) allowed to be done in person or virtually;
 - d) limited to 15 minutes in length, including time for questions and answers; and
 - e) part of the agenda public record, including visual presentations.
- 12.11 Delegations are not permitted to address a meeting of the Board or a Committee as a presentation as defined in this Bylaw, regarding:
 - a) a Bylaw or other matter in respect of which a public consideration meeting will be held;

- b) a development permit, development variance permit, or temporary commercial or industrial use permit application, other than at a public consideration meeting;
 - c) matters related to a legal action involving the Regional District;
 - d) matters on which the Regional District has commenced prosecution and on which judgment has not been rendered;
 - e) matters relating to a claim or potential claim against the Regional District, against a Member of the Board, or against an officer or employee of the Regional District;
 - f) reconsideration of remedial action requirement hearings under Section 78 of the *Community Charter*;
 - g) a dispute between third parties not falling within the jurisdiction of the Board;
 - h) the promotion of commercial products or services which in the opinion of the Chair, have no connection to the business of the Regional District; and
 - i) publicly tendered contracts or proposal calls for the provision of goods or services for the Regional District between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Board or Regional District staff.
- 12.12 A Member must not, when hearing a delegation, enter into debate on the item which is the subject of the delegation, but may ask questions to obtain clarification or additional information.
- 12.13 A delegation to a Board or a Committee must not speak disrespectfully of any person and where, in the opinion of the presiding Member, a delegation has done so the presiding Member may request the delegation from doing so.
- a) If the delegation refuses to refrain from speaking disrespectfully the presiding Member may end the presentation and request the presenter to return to gallery seating, if attending in person.
 - b) If the presenter is attending virtually, the presiding Member may direct the Corporate Officer, or delegate, to end the presentation and remove the presenter virtually.

Correspondence to Board

- 12.14 Correspondence from members of the public intended to be presented to the Board must be delivered to the Corporate Officer and must:
- a) be addressed directly to the Chair and Board of Directors;
 - b) be dated, legible and clear on purpose;
 - c) be signed by or identified as being from at least one person who provides a name and mailing address;
 - d) not be libelous, discriminatory, racist or prejudicial; and
 - e) not contain offensive language.
- 12.15 The Corporate Officer may file and not distribute to Board any correspondence that, in the judgment of the Chief Administrative Officer, does not meet the requirements outlined in Section 12.14 of this Bylaw.
- 12.16 Subject to the direction of the Chief Administrative Officer, the Corporate Officer may refer correspondence addressed to the Chair and Board of Directors that relates to matters that fall within the scope of responsibility of a particular Regional District business unit, to the General Manager of that business unit.
- 12.17 A copy of correspondence that, in the judgment of the Chief Administrative Officer, meets the requirements outlined in Section 12.16 of this Bylaw:
- a) may be emailed to each Board Member at the email address designated by each respective Board Member from time to time; or

- b) may be included for information in the correspondence section of a Board or Committee agenda, with an indication of any referral to a Regional District business unit
- 12.18 Correspondence may be emailed to each Board Member as contemplated in Section 12.17(a) of this Bylaw, where:
- a) time is of the essence for awareness
 - b) purpose of correspondence is for general public information only and not directed specifically to the Chair and Board of Directors; and
 - c) the correspondence does not contemplate or require a decision of the Board or Committee.

PART 13: STANDING AND SELECT COMMITTEES

Terms Defined

- 13.1 In this Part “**terms of reference**” means a written description of a standing or select committee’s purpose and objectives.

Quorum

- 13.2 The quorum for any committee shall be a majority of the Members of that committee.

Establishment of Standing and Select Committees

- 13.3 The establishment of a standing committee and the appointment of its Members shall be effective when the Chair has so advised the Board in accordance with Section 13.6.
- 13.4 The establishment of a select committee shall become effective when the Board has passed a resolution establishing the committee.
- 13.5 Appointments to a select committee may be made at any time prior to the first meeting of a select committee.
- 13.6 A report from the Chair and Vice-Chair will be presented at the December regular meeting each year providing appointments to standing committees and external agencies and asking the Board to confirm appointments to existing select committees.

Terms of Reference

- 13.7 No standing committee established by the Chair, or select committee appointed by the Board, may take up business until a Terms of Reference for that committee has been approved by the Board.
- 13.8 As an exception to Section 13.7, a committee may meet to:
- a) elect a Committee Chair from among its Members; or
 - b) make recommendations on its Terms of Reference.

Voting at Committee Meetings

- 13.9 All acts authorized or required to be done by a committee and all other questions that may come before the committee, including adjournment, shall be done and decided by a majority of the committee Members present at a meeting.

13.10 No committee Member may have more than one vote on any matter before the committee.

Committee Reports

13.11 A report from a Committee Chair to the Regional Board will be prepared by Administration for the agenda from which the Chair will report the recommendations and other findings of their committee to the Regional Board.

13.12 The report from the Committee Chair to the Regional Board will be amended with any findings from the Committee not included on the agenda unless the findings will be reported to the Board at a meeting not being held on the same day.

Decisions Not Binding

13.13 No recommendation or decision of a committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Regional Board.

Application of Other Provisions

13.14 All provisions of this Bylaw shall, with necessary changes, apply to commissions, committees, committee Members and committee meetings except:

- a) Section 3.31;
- b) the time limit under Section 5.8 shall be 15 minutes; and
- c) in the case of a commission or a committee comprising less than 4 Members, the Chair may accept a motion that has not been seconded.

PART 14: COMMITTEE OF THE WHOLE**Establishment**

14.1 A committee is hereby established to be known as the Committee of the Whole. The Committee shall comprise all of the Directors on the Board.

Quorum

14.2 The quorum for the Committee of the Whole shall be the same as that established for the Board.

Purpose and Mandate

14.3 The Committee of the Whole may consider and advise the Board on any matter referred to it by the Board but may not exercise any of the Board's authority unless such authority has been delegated by bylaw.

14.4 The Committee of the Whole may consider for approval all annual individual service budgets and individual service financial plans.

14.5 Voting on annual individual service budgets by the Committee of the Whole will be in accordance with Section 210(1) of the *Local Government Act*.

Convening Meetings

- 14.6 The Committee of the Whole may be scheduled to meet as required and included on a Board meeting agenda.
- 14.7 Whether scheduled or not, the Board may convene the Committee of the Whole at any time upon adoption of a resolution *“THAT the Board proceed into Committee of the Whole”*, at which time the Committee shall be deemed to be called to order.

Status of Board Meeting if Convened During Board Meeting

- 14.8 While in Committee of the Whole the Board proceedings shall be considered suspended until such time as the Committee is adjourned. No motion to recess, adjourn or otherwise govern the proceedings of the Board shall be in order while the Committee is in session.

Adjournment

- 14.9 The Committee of the Whole may adjourn its proceedings at any time upon adoption of a resolution *“THAT the meeting be adjourned”* or, if convened during Board proceedings *“THAT the Committee adjourn and report to the Board”*.

PART 15: JOINT MEETINGS AND OTHER PROCEEDINGS

Term Defined

- 15.1 In this Part **“joint meeting”** means an informal meeting at which a quorum of Board Directors meets with another group to consider matters of mutual interest.

Reconsideration of Delegated Decision

- 15.2 In the event reconsideration of a delegated decision is required, the process will be as outlined in the current delegation bylaw adopted by the Board.

Joint Meetings

- 15.3 The Chair may preside over a joint meeting but the making of motions shall be out of order.

Administrative Briefings

- 15.4 Administrative briefings may be authorized by the Board, by the Board Chair or by the Chief Administrative Officer but shall not be considered meetings for the purposes of this Bylaw.

PART 16: ELECTRONIC PARTICIPATION

- 16.1 A Member of the Board or of a Committee who is unable to participate in a meeting of the Board or Committee in person may participate in the meeting by means of electronic or other communication facilities provided that:
 - a) the conditions set out in *B.C. Reg. 271/2005 Regional District Electronic Meetings* are met; and
 - b) the electronic attendance is in accordance with the provisions of this Bylaw.

- 16.2 The Member participating electronically will advise the Corporate Officer of their intention 24 hours prior to the start of the meeting.
- a) A Member will not be precluded from participating in a meeting electronically if notice is not provided under this Section due to unforeseen circumstances.
- 16.3 If the Chair of the Board opts to participate in a meeting of the Board electronically under this Part, the Vice-Chair shall assume the chair.
- 16.4 A Chair of a Committee may participate in a meeting of the Committee electronically, and the following procedure will apply:
- a) The Committee Chair will call only for those Directors attending remotely to state if they are opposed to the motion.
 - b) The Committee Chair will recommend the mover and the seconder.
 - (i) If a Member is uncomfortable with that, the Member will advise the Committee Chair at the time the Committee Chair states the Member's name.
 - c) The Committee Chair will clarify the motion that is on the floor.
 - d) The Committee Chair will ask for those participating in person that are in favour.
 - (i) Members attending in person are to hold up their hand and the Chief Administrative Officer, or delegate, will assist the Committee Chair by advising how many Members attending in person are in favour.
 - e) The Committee Chair will ask for those attending in person that are opposed.
 - (i) Members attending in person are to hold up their hand and the Chief Administrative Officer, or delegate, will assist the Committee Chair by advising how many Members attending in person are in opposed.
 - f) The Committee Chair will ask if any Member participating electronically is opposed.
 - (i) Those Members participating electronically will verbally advise if opposed.
 - g) The Committee Chair will call whether the motion is carried or defeated.
 - (i) If any Member is opposed, the Committee Chair will ask whether the Member would like their vote recorded.
- 16.5 A Member participating electronically must verbally advise the presiding Member during consideration of adoption of the agenda, if there are additional agenda items that the Member is not in receipt of.
- 16.6 A Member participating electronically in a Board or Committee meeting is deemed to be present and forms part of the quorum for that meeting.
- 16.7 A Member who is participating electronically in the voting of a matter must verbally state their name and verbally state their vote.
- a) When a Member who is participating electronically is stating their vote, they may indicate their vote only if they are opposed to the question.
- 16.8 It is the responsibility of the presiding Member to ensure that the Member participating electronically states their vote verbally as required by Section 16.7.
- 16.9 If there is an interruption in the communications' link to a Member who is participating electronically:
- a) the meeting may continue provided that there is a quorum; and
 - b) the interruption shall be treated as if the Member had been in attendance in person and left the meeting room.
- 16.10 A Board or Committee meeting shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by Members, unless there is no quorum.

- 16.11 If a Member is participating electronically in a closed meeting of the Board or Committee, the Member participating electronically will ensure that they have ensured adequate privacy for the conversation.
- 16.12 If a Member participating electronically wishes to declare a conflict of interest:
- a) The Member participating electronically will advise the presiding Member of their conflict of interest and the reasons for the conflict, prior to consideration of a matter.
 - b) Upon the Member's declaration under Section 16.12(a), the Corporate Officer, or delegate, will place the declaring Member in an electronic "waiting room" where the proceedings cannot be seen nor heard until such time as consideration of the matter has been completed.

PART 17: ELECTRONIC MEETINGS

- 17.1 The following meetings may be held by means of electronic or other communication facilities:
- a) regular meetings of the Board;
 - b) special meetings of the Board; and
 - c) committee meetings.
- 17.2 Meetings under this section may only be held if:
- a) the conditions set out in Regional District Electronic Meetings Regulation No. 271/2005 are met; and
 - b) the electronic meeting is held in accordance with the provisions of this Bylaw.
- 17.3 The Chair, or Vice-Chair in the absence of the Chair, may authorize the electronic attendance by all Directors of the Board to attend a regular or special meeting of the Board if circumstances are such that gathering in person is not possible.
- 17.4 Advance public notice of an electronic meeting under this Section will:
- a) be provided as soon as practical and not less than 24 hours prior to the start of the meeting;
 - b) will be provided in accordance with the requirements of Section 94.1 of the *Community Charter* and will include:
 - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
 - (ii) the place where the public may attend to hear, or watch and hear, the meeting.
- 17.5 The Chair, or the Vice-Chair in the absence of the Chair, may also attend the meeting electronically.
- a) The Chair, or the Vice-Chair in the absence of the Chair, may direct that the business of all standing committee meetings and the Committee of Whole be moved to the Regional Board agenda for consideration.
 - b) During the meeting, the presiding Member may request that Directors attending electronically state their vote only if opposed.
 - c) Sections 16.2 and 16.3 of this Bylaw do not apply regarding attendance under this Section.
 - d) All other provisions of this Bylaw apply.
- 17.6 An electronic meeting under this Section shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by Members, unless there is no quorum.

PART 18: SPECIAL VOTING – URGENT ISSUES

- 18.1 A special vote on an urgent matter may be held in accordance with Regional District Voting Regulation No. 41/191.
- 18.2 Carrying out the requirements for conducting a special vote under Regional District Voting Regulation No. 41/91 will be the responsibility of the Corporate Officer.

PART 19: GENERAL PROVISIONS

- 19.1 If any section, subsection, sentence, clause or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the bylaw shall not be affected.
- 19.2 A reference in this Bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

PART 20: REPEAL AND TRANSITION

Effective Date

- 20.1 This Bylaw shall come into effect on the day after its adoption.

Repeal

- 20.2 Regional District of Fraser-Fort George Board Procedure Bylaw No. 2372, 2007, and all amendments thereto, is repealed.

Title

- 20.3 This Bylaw may be cited for all purposes as “Regional Board Procedure Bylaw No. 3267, 2022”.

READ A FIRST TIME ON THE 21ST DAY OF JULY, 2022

READ A SECOND TIME ON THE 21ST DAY OF JULY, 2022

READ A THIRD TIME ON THE 21ST DAY OF JULY, 2022

ADOPTED THIS 21ST DAY OF JULY, 2022

Original signed by "Art Kaehn"
Chair

Original signed by "Karla Jensen"
General Manager of Legislative and
Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3368

A BYLAW TO AMEND REGIONAL BOARD PROCEDURE BYLAW NO. 3267, 2022

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has, by Bylaw No. 3267, established the general procedures to be followed at meetings of the Regional District Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional District wishes to amend the provisions of Bylaw No. 3267;

AND WHEREAS advance public notice regarding this Bylaw has been provided as required under the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional Board Procedure Bylaw No. 3267, 2022 is hereby amended as follows:

(a) deleting sections 5.26 and 5.27 – “Minutes” in their entirety and substituting the following:

“5.26 The names of Members opposed to a motion will be recorded in the minutes, unless the Chair confirms a Member request that their vote not be recorded.”

“5.27 Voting results will be recorded in the minutes as “Carried” or “Defeated”. Subject to section 5.26, individuals votes of Members will only be recorded when in opposition.”

(b) deleting section 8.20 – “Voting Results” in its entirety and substituting the following:

“8.20 The Chair will identify those Members that voted against a motion and those Directors will be recorded as opposed in the minutes, unless the Member specifically requests that their vote in opposition not be recorded.”

(c) deleting subsection 16.4 g) (i) – “Electronic Participation” in its entirety and substituting the following:

“16.4 g) (i) If any Member is opposed, the Committee Chair will identify those Members that voted against a motion and those Members will be recorded as opposed in the minutes, unless the Member specifically requests that their vote in opposition not be recorded.”

2. This bylaw may be cited for all purposes as “Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024”.

READ A FIRST TIME THIS DAY OF , 2024

READ A SECOND TIME THIS DAY OF , 2024

READ A THIRD TIME THIS DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services

DRAFT



**REGIONAL DISTRICT
of Fraser-Fort George**

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REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: BOA 1.14

FROM: M. Connelly, General Manager of Legislative and Corporate Services

DATE: October 1, 2024

SUBJECT: Proposed Amendments to Regional Board Procedure Bylaw No. 3267, 2022
 SUMMARY: Purpose: Consider First Three Readings of Amendment Bylaw No. 3368, 2024

Attachments:

1. Regional Board Procedure Bylaw No. 3267, 2022
2. Proposed Amendment Bylaw No. 3368, 2024

Previous Reports: None

RECOMMENDATION(S):

1. THAT the report dated October 1, 2024 regarding “Proposed Amendments to Regional Board Procedure Bylaw No. 3267, 2022” be received for information.
2. THAT Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024 be now introduced and given first, second and third readings.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

At the September Regional Board meeting, Administration was directed to prepare an amendment to Regional Board Procedure Bylaw No. 3267, 2022 to require that votes in opposition to a motion be recorded in the meeting minutes except at the request of a Director that their vote not be recorded.

The proposed amendments are set out in the attached Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024.

RELEVANT POLICIES:

1. *Local Government Act*, Section 225
 - requires that a board must establish, by bylaw, the general procedures to be followed by the board and board committees in conducting their business
 - requires advance public notice be given describing the proposed changes to the procedure bylaw in general terms
2. *Community Charter*, Section 94
 - provides requirements for the publishing of public notice
3. Public Notice Bylaw No. 3316, 2023
 - as authorized under Section 94.2 of the *Community Charter*, provides for alternate means of publishing a Public Notice for such matters, instead of the default publication requirements
4. Regional District Public Notice Additional Methods of Publication Policy RD-24-23
 - provides additional methods of publishing Public Notices when required under Section 94 of the *Community Charter* for each Electoral Area recognizing the principles of effective Public Notice that include reliability, suitability, and accessibility.

- 5. Regional Board Procedure Bylaw No. 3267, 2022
 - regulates the proceedings of the Regional Board and its Committees

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

N/A

FINANCIAL CONSIDERATION(S):

There are no financial implications to amending Regional Board Procedure Bylaw No. 3267, 2022.

OTHER CONSIDERATION(S):

The recording of Board and Committee meeting minutes is a statutory requirement and important for providing transparency in decision making and governance.

DECISION OPTIONS:

1. Approve recommendations.
 - Statutory notice would be provided and Regional Board Procedure Amendment Bylaw No. 3368, 2024 will be returned to the Board for consideration of adoption at the November meeting.

Other Options:

- a. do not approve recommendations:
 - provide additional amendments to Regional Board Procedure Bylaw No. 3267, 2022.
- b. postpone decision and provide direction to Administration on the additional information required.

COMMENTS:

Within Procedure Bylaw No. 3267, 2022, various sections have been identified for amendment to reflect the proposed change in the procedure of recording the names of those Directors in opposition to a motion. The sections include voting procedures, minutes, and electronic participation. These proposed amendments would apply to Regional Board, Regional Hospital District Board, Committee and Commission meetings.

Subject to the amendment bylaw receiving first three readings, statutory notice would be provided to inform the public of the proposed changes and that the Board will consider adoption of Amendment Bylaw No. 3368, 2024 at their November meeting.

Respectfully submitted,

“M. Connelly”

Maureen Connelly
General Manager of Legislative and Corporate Services

MC:jg



REGIONAL DISTRICT of Fraser-Fort George

Procedure Bylaw No. 3267, 2022

Regional Board Procedure Bylaw No. 3267, 2022
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**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3267

A BYLAW TO REGULATE THE PROCEEDINGS OF THE REGIONAL BOARD AND ITS COMMITTEES

WHEREAS the Regional District Board must, by bylaw enacted pursuant the *Local Government Act*, establish the general procedures to be followed at meetings of the Regional District Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional District Board desires to establish the general procedures for meetings of the Regional District Board and Board committees which are to be guided by principles of efficiency, accountability and procedural fairness;

AND WHEREAS advance public notice regarding this Bylaw has been provided as required under the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

PART 1: INTERPRETATION

1.0 Definitions

1.1 In this Bylaw, unless the context otherwise requires:

“adjournment” means the completion of a meeting due to the conclusion of its business until the next scheduled session;

“administrative briefing” means an informal meeting of one or more Members for the purpose of the provision of procedure or process information by Administration at which no decisions are made and no minutes are recorded;

“agenda” means an itemized list of matters that are proposed to be considered at a meeting;

“agenda deadline” means the date and time established by the corporate officer for ensuring that each meeting agenda complies with the publication, distribution and notification requirements of this Bylaw;

“appointment” means the selection of a person to fill a position on the Board, a committee or another agency;

“assembly” means a duly called meeting of the Regional Board or a committee, whether or not a quorum is present;

“Board” or **“Regional Board”** means the governing and executive body of the Regional District of Fraser-Fort George;

“Board Meeting Agenda” means the agenda of a Board meeting and includes the agendas of all committee meetings to be held in conjunction with a monthly Board meeting;

“Chair” means the Chair of the Board or a Committee elected pursuant to the *Local Government Act* or other Member presiding at a meeting of the Board or committee, as the context requires and includes the Chair of a public hearing or public consultation meeting;

“Chief Administrative Officer” means the officer of the Regional District assigned the chief administrative responsibilities under the *Local Government Act*, and includes that officer’s designate;

“committee” includes the Committee of the Whole, a standing committee or a select committee;

“Committee of the Whole” means the committee of all Directors established by this Bylaw;

“Corporate Officer” means the officer of the Regional District assigned the corporate administration responsibilities under the *Local Government Act*, and includes that officer’s designate;

“consensus” means the presumed approval of the assembly by the Chair;

“delegation” means an individual or an organization addressing the Board or a Committee about a specific item of business on the agenda of a meeting;

“Director” means a person who has been elected or appointed to the Board, and includes their alternate if acting in the place of a Director, unless otherwise noted in this Bylaw;

“election” means the appointment of a person by ballot process;

“electronic meeting” means a meeting conducted by electronic or other communication facilities that is authorized under this Bylaw and meets the requirements established in this Bylaw;

“electronic participation” means attending a meeting as authorized by this Bylaw either:

- a) through electronic or other communication facilities that enable the meeting participants to hear or watch and hear the participation of the Member; or
- b) enables the public to hear or watch and hear the participation of the Member during those portions of the meeting that are open to the public.

“electronic format” means in written form but stored on a computer readable medium;

“extraordinary circumstance” means a circumstance under which a local, provincial or federal state of emergency has been declared or a pandemic, epidemic, natural disaster, fire, flood, travel advisory, road closure, telecommunication failure or severe weather exists or is expected to exist;

“extra-territorial” means, with respect to a participating area, a municipality or electoral area which is not included in the Regional District’s letters patent and, with respect to a Director, the duly elected or appointed representative of an extra-territorial participating area;

“**inaugural meeting**” means, with respect to the Board, the first meeting held after November 1 in each year and, with respect to a committee, the first meeting held in each calendar year;

“**meeting**” means a meeting of the Board or a committee.

“**meeting agenda**” means a Board or committee meeting agenda that is not part of a Board Meeting Agenda;

“**Member**” means a Director of the Board or a person that is not a Director appointed to a committee by the Board;

“**motion**” means a proposal put forward by a Member for consideration of the assembly that the Regional District undertake an action, make a recommendation or express an opinion;

“**mover**” means the Member who has made a motion;

“**negative motion**” means a motion proposing that the assembly not undertake an action, make a recommendation or express an opinion;

“**notice of meeting**” means a notice informing the public of one or more upcoming meetings of the Regional Board, a committee, a commission, or another agency for which the Regional District is responsible in accordance with the relevant provisions of the *Local Government Act* and the *Community Charter*.

“**notice of motion**” means a written notice provided by a Member advising that they intend to bring a substantive matter before the Board at the next regular meeting;

“**out of order**” means that consideration of a matter may not proceed due to conflict with this Bylaw;

“**presentation**” means an opportunity for a person or a group of people to address the Board on a matter as outlined in this Bylaw.

“**presenter**” means a person(s) or organization(s) authorized or invited by the Regional District to make a presentation to the Board or a Committee.

“**Presiding Election Official**” means the Corporate Officer, or the Chief Administrative Officer, as required.

“**public consideration**” means, for the purposes of this Bylaw, a public hearing or a public consultation meeting.

“**public consultation meeting**” means a public consultation meeting to be held regarding a proposed official community plan, the repeal or amendment of an official community plan, the issuance of a temporary use permit, the consideration of a referral application for, or amendment to a cannabis retail licence or liquor licence. For clarity, a public consultation meeting is not a public hearing.

“**public hearing**” means a public hearing on a proposed bylaw pursuant to the *Local Government Act*.

“**public notice posting place**” means the public notice board in the main foyer of the Regional District office and the Regional District’s website;

“**recess**” means the temporary suspension of proceedings;

“**Regional District**” means the Regional District of Fraser-Fort George;

“**Regional District Office**” means the Regional District Office located at 155 George Street, Prince George, BC;

“**regular meeting**” means a meeting of the Board, other than an inaugural meeting, which has been included on the annual schedule of meetings;

“**Regional District Boardroom**” means the boardroom located on the second floor of the Regional District building located at 155 George Street, Prince George, BC;

“**Regional District website**” means the registered website domain of the Regional District;

“**resolution**” means a motion which has been adopted by the assembly;

“**schedule of meetings**” means the regular meeting schedule adopted by the Board each November;

“**seating arrangements**” means the assigning of work stations to be used by Members during meetings;

“**seconder**” means the Member who has seconded a motion;

“**select committee**” means a committee established by Board resolution with appointed Members to consider and make recommendations to the Board on a specific subject matter.

“**special meeting**” means a meeting other than a regular or inaugural meeting;

“**Vice-Chair**” means the Director elected as Vice-Chair pursuant to the *Local Government Act*.

PART 2: APPLICATION OF RULES OF PROCEDURE

Application

- 2.1 The provisions of this Bylaw govern the proceedings of the Board, Committee of the Whole, all committees of the Board and all commissions, as applicable.

Robert’s Rules of Order

- 2.2 In cases not provided for under this Bylaw, The Newly Revised Robert’s Rules of Order, current edition, apply to the proceedings of the Board, Committee of the Whole, committees and commissions to the extent that those rules are:
- a) applicable in the circumstances; and
 - b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

Amendment

2.3 No provision of this Bylaw relating to the procedure of the Board shall be altered unless Notice of the proposed amendment is given in accordance with the *Local Government Act*.

Suspension of Rules of Procedure

2.4 Except for those provisions of this Bylaw that are statutorily mandated, the rules of procedure contained in this Bylaw may be suspended for a temporary time period specified by the Board with a 2/3 vote of those Directors present.

PART 3: BOARD MEETINGS

Inaugural meeting

3.1 At an inaugural meeting of the Board, the regular business of the Board shall be preceded by an election for Chair and an election for Vice-Chair.

3.2 In the year of a general local election, and in other years as required, there shall be a ceremonial making of oaths of office on the Wednesday immediately preceding the scheduled inaugural meeting.

3.3 The Presiding Election Official shall preside over the inaugural meeting for the purposes of administering the election process.

3.4 The Chair shall preside over the inaugural meeting immediately following the declaration by the Presiding Election Official of election results for the position of Vice-Chair.

Nominations for Chair

3.5 The selection of candidates for the position of Chair will be determined by nominations from Directors in attendance.

3.6 The Presiding Election Official shall call for nominations from the floor and a list of candidates compiled.

3.7 Nominations do not need to be seconded.

3.8 In order to be confirmed as a candidate, a nominee must publicly accept the nomination.

3.9 Candidates for an election may withdraw acceptance of their nomination at any time except during voting.

Restriction on Nominations

3.10 Nominations will not be accepted for:

- a) a Director who is not present;
- b) a Director who has not made an oath of office;
- c) a Director for whom a successor has been elected or appointed but has yet to take office; or
- d) an Alternate Director.

Confirmation of Candidates

- 3.11 When no further nominations are forthcoming the Presiding Election Official will close the nomination process.
- 3.12 Before proceeding with voting, the Presiding Election Official will confirm the list of candidates for the election by reading it aloud.
- 3.13 Each candidate will be provided an opportunity to speak in favour of their candidacy, in the order of their nomination. No other debate shall be in order.
- 3.14 If there is only 1 candidate that candidate shall be declared elected to the position of Chair by acclamation.
- 3.15 If there are 2 or more candidates the successful candidate will be determined in an election by secret ballot in accordance with the procedures of this Bylaw.
- 3.16 A candidate must receive at least 8 votes in order to be declared elected Chair or Vice-Chair.

Ballots and Voting

- 3.17 If an election is required, each Director in attendance will be provided with a paper or electronic ballot upon which they may cast their vote.
- 3.18 Directors who are not in attendance before the ballots have been collected for counting shall not be provided with a ballot paper.
- 3.19 Completed ballots shall be placed into a ballot box, and when all of the ballots have been collected the ballot box will be removed to a separate room and the votes counted.
- 3.20 The Presiding Election Official will be provided the election results.
- 3.21 The procedure for and distribution and collection of ballots, including electronic ballots, the counting of the votes and the subsequent destruction of ballots shall be the responsibility of the Corporate Officer.

Declaration of Election Results

- 3.22 Immediately after reviewing the voting results the Presiding Election Official shall publicly declare the name of the candidate who has been elected.
- 3.23 The number of votes received by each candidate will not be disclosed.
- 3.24 If no candidate has received a sufficient number of votes to be elected, the candidate receiving the fewest votes will be removed from the list of candidates and a second ballot will be held.
- 3.25 In the case of a tie between two or more candidates receiving the fewest votes, all candidates shall be eligible to proceed to the second ballot. The voting process will be repeated until a candidate receives a sufficient number of votes to be elected or a declaration under Section 3.22 is made.
- 3.26 As an exception to Section 3.24, if there are only two candidates in an election for which no winner has been declared, both of them shall be eligible to proceed to the second ballot.

Tie Votes and Deadlocks

- 3.27 At any stage in the election process after the second ballot, deadlocks caused by a tie vote will be resolved by drawing lots, utilizing the procedure outlined in Section 151(2) of the *Local Government Act*.
- 3.28 If no candidate has been declared elected after the third ballot the meeting shall be recessed for 5 minutes, following which a final ballot will be held. The Presiding Election Official shall either declare that:
 - a) one of the candidates has been elected because they have received the required minimum number of votes; or
 - b) an election by lot draw will be made in accordance with Section 3.27.

Destruction of Ballots

- 3.29 Following the declaration of election results the ballots used in the election shall be destroyed.
- 3.30 Any secret vote received via email by the persons listed under Section 3.17 are to remain secret and the emails will be destroyed by the person receiving the email following the declaration of the election results.

Election of Vice-Chair

- 3.31 The election for the position of Vice-Chair shall commence immediately following the election of Chair and shall be subject to the same rules for election as set out in this Bylaw.

Schedule of Meetings

- 3.32 Prior to adjournment of an inaugural meeting the Board shall adopt a Schedule of Meetings of the Board meetings for the following calendar year.
- 3.33 The Schedule of Meetings will identify the time, date and place for all regular Board meetings and the next inaugural meeting.
- 3.34 The Corporate Officer will post the Schedule of Meetings at the public notice posting place and the Corporate Officer will ensure that the Schedule of Meetings is posted on the Regional District's website.
- 3.35 The Schedule of Meetings may be amended from time to time by resolution approved by a 2/3 vote of the Board.
- 3.36 If the Board amends the Schedule of Meetings, the Corporate Officer will post an Amended Schedule of Meetings on the public notice posting place and the Corporate Officer will ensure that an Amended Schedule of Meetings is posted on the Regional District's website.

PART 4: MEETING NOTICE AND AGENDAS

Notice of Meeting

- 4.1 The Corporate Officer will post a notice of Board and Committee meetings at the public notice posting place at least 5 business days prior to the start of each meeting.

- 4.2 The notice shall identify the Board and Committee meeting(s) and include the date, time and place for each meeting to which it applies.

Special Board Meeting

- 4.3 Special Board meetings will be called and notice provided in accordance with Section 220 of the *Local Government Act*.

Agenda Content

- 4.4 The Chief Administrative Officer will determine the content for each Board Meeting Agenda.
- 4.5 The Corporate Officer will be responsible to coordinate all reports and matters for each Board Meeting Agenda and each Meeting Agenda, inclusive of Delegations.
- 4.6 No Administration report will purport to express the views of any Member on a matter submitted for Board consideration.

Late Items

- 4.7 Where the Chief Administrative Officer believes it is in the public interest to expedite a matter for Board consideration, notwithstanding that it has missed the agenda deadline, the matter may be placed before the Board as an additional item of business.
- 4.8 The Corporate Officer will be responsible to coordinate and prepare an Additional Board Meeting Agenda, as required.
- 4.9 The Corporate Officer will be responsible to prepare an Additional Agenda Items list to be distributed to the Directors prior to the start of a meeting.
- 4.10 Items listed on the Additional Items List will be introduced by the Chair during debate on adoption of the agenda for consideration and amendment of the agenda.
- 4.11 The provisions of Section 4.7 will apply in the case of Directors' reports, except that a reference to the Chief Administrative Officer will mean the Chair, or Vice-Chair, in absence of the Chair.

Agenda Production

- 4.12 The Corporate Officer will be responsible for the production, distribution and publication of all Board Meeting Agendas and Meeting Agendas, and for providing statutory notice to Directors and the public.

Distribution of Agendas

- 4.13 Except as otherwise provided, all Board Meeting Agendas and Meeting Agendas will be available to Directors in electronic format at least 5 business days prior to the start of the meeting.
- 4.14 In the event of an extraordinary circumstance, the Corporate Officer may arrange for the preparation and distribution of Board Meeting Agendas and Meeting Agendas to Directors in a manner other than electronic format.

Publication of Agendas

- 4.15 Agendas for all open meetings of the Board and Committees will be published on the Regional District website at least 5 business days prior to the start of the meeting.
- 4.16 A meeting agenda for any closed meeting will not be published.
- 4.17 In the event of an extraordinary circumstance, the Corporate Officer may arrange for publication of open Board Meeting Agendas and Meeting Agendas by means other than publication on the Regional District website.

PART 5: MEETINGS**Meeting Location**

- 5.1 All Regular meetings of the Board will be held at the Regional District Board Room, located on the 2nd Floor – 155 George Street, Prince George, BC.
- 5.2 All Regular meetings of the Board will be held on the third Thursday of each month commencing at 1:30 p.m. and in accordance with the approved Schedule of Meetings unless otherwise determined by resolution of the Board.
- 5.3 All meetings of Committees will be held at the Regional District Board Room located on the 2nd Floor – 155 George Street, Prince George, BC in conjunction with the Board meeting each month at dates and times to be determined by the Chief Administrative Officer.
- 5.4 The Chair will determine the seating arrangements for Members.
- 5.5 The Chair may authorize the holding of a meeting other than in the Regional District Board Room provided that the meeting is held within the boundaries of the Regional District.

Board Room Open to Public

- 5.6 The main doors to the Board Room will remain open during open meetings except when necessary to reduce the level of noise or when the meeting is in closed session.

Lack of Quorum

- 5.7 A quorum of a Board or a Committee is the majority of Members.
- 5.8 If a quorum has not attended within thirty (30) minutes following the scheduled starting time of a meeting the names of the Members present will be recorded and the assembly dissolved.
- 5.9 In the event a quorum is lost after a meeting has started the Chair shall call a five (5) minute recess following which, if the quorum is still lost, the names of the Members present shall be recorded and the assembly dissolved.

Presiding Official

- 5.10 Provided that a quorum is present, all meetings shall commence at the scheduled time.

- 5.11 For a Board meeting, if the Chair is absent the Vice-Chair will preside.
- a) If the Vice-Chair is also absent an election for an Acting Chair will be held by the Presiding Election Official in accordance with this Bylaw.
 - b) The Acting Chair will preside until the arrival of the Chair or Vice-Chair, or until the meeting is adjourned, whichever first occurs.
 - c) While presiding, an Acting Chair has all the authority and is subject to the same rules as the Chair.
 - d) An Alternate Director may not fill the position of Acting Chair.
 - e) For a Committee meeting, if the Chair is absent, an election for an Acting Chair will be held by the Presiding Election Official in accordance with this Bylaw.
 - f) The Acting Chair will preside until the arrival of the Committee Chair, or until the meeting is adjourned, whichever first occurs.
 - g) While presiding, the Acting Chair has all the authority and is subject to the same rules as the Committee Chair.
 - h) For clarity, an Alternate Director may not fill the position of Committee Chair.
- 5.12 If the position of Chair, Vice-Chair or Committee Chair has become vacant as a result of resignation, disqualification or death, an election to fill the vacancy shall be the first order of business, whether or not scheduled on the agenda.
- 5.13 Notwithstanding Sections 5.11 and 5.12 of this Bylaw, the Chair of the Board may Chair any Committee of the Board in the absence of a Committee Chair with approval of a 2/3 vote of the Committee.

Order of Proceedings and Business

- 5.14 At all regular meetings of the Board, following Call to Order and a Roll Call of Members, as required, the proceedings will, subject to Sections 5.17 and 5.18, be conducted in the following sequence:
- a) Territorial Acknowledgment
 - b) Adoption of Open Meeting Agenda
 - c) Consent Agenda
 - d) Minutes of the previous regular or inaugural meeting
 - e) Minutes of Special Meeting
 - f) Public Considerations
 - g) Development Service Administration Reports
 - h) Petitions and Delegations
 - i) Chair's Report
 - j) Directors' Reports
 - k) Corporate Services Administration Reports
 - l) Financial Services Administration Reports
 - m) Environmental Services Reports
 - n) Community Services Reports
 - o) Correspondence for Consideration
 - p) Correspondence for Information
 - q) New Business
 - r) Adjournment or Recess
- 5.15 At all meetings of Committees, following Call to Order and a Roll Call of Members, as required, the proceedings will, subject to Section 5.17 and 5.18, be conducted in the following sequence:
- a) Territorial Acknowledgment
 - b) Approval of Agenda

- c) Adoption of previous meeting minutes
 - d) Delegations
 - e) Committee Reports
 - f) Correspondence for Consideration
 - g) Correspondence for Information
 - h) New Business
 - i) Adjournment or Recess
- 5.16 At all closed meetings, following Call to Order and a Roll Call of Members, as required, the proceedings will be conducted in the following sequence:
- a) Territorial acknowledgment
 - b) Approval of Agenda
 - c) Adoption of previous closed meeting minutes
 - d) Closed Meeting Matters
 - e) Adjournment or Recess
- 5.17 A change to the prescribed order of business, other than at a special meeting, may be:
- a) ordered by the Chair; or
 - b) moved by a Member, with unanimous consent of the Members present.

Authority to Vary Order of Business

- 5.18 With the exception of those items for which a scheduled starting time has been provided by advance public notice, the Chair is authorized to adjust the order and schedule of proceedings in the interests of efficiency.

Consent Agenda

- 5.19 The consent agenda portion of an agenda shall consist of staff or committee report items that contain receive for information recommendations.
- 5.20 Members may vote on and adopt in one motion all recommendations appearing on the consent agenda that are subject to the same voting rule.
- 5.21 At approval of the consent agenda, a Member may, for the purpose of debate or discussion, request that an item be removed from the Consent Agenda, without debate or vote of the Members.

Minutes

- 5.22 Minutes of all proceedings of the Board, Committees and Commissions will be kept by the Corporate Officer and such minutes will be concise and will detail proceedings of the meeting.
- 5.23 The minutes of Board and Committee meetings shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice-Chair, Committee Chair or the person presiding at such meeting or at the next meeting at which the minutes are adopted.

- 5.24 Subject to Section 5.25, and in accordance with Sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board, Committee, a Commission or other assembly referred to in Section 5.32, will be available for public inspection at the Regional District Office, during regular office hours and may be posted to the Regional District website.
- 5.25 Section 5.24 does not apply to minutes of a Board, Committee, a Commission or other assembly meeting referred to in Section 5.32 for that part of the meeting that was closed and from which persons were excluded under Section 90 of the *Community Charter*.
- 5.26 The names of Members opposed to a motion will only be included in the minutes if the Chair confirms a Member wishes their name to be recorded.
- 5.27 Voting results will only be recorded in the minutes as “Carried” or “Defeated”. Individual votes of Members will not be recorded.

Correspondence

- 5.28 The Chief Administrative Officer may direct the Corporate Officer to place correspondence from another government or government agency that requests an action from the Board or a Committee, on the agenda of the next convenient Board meeting, or on the agenda of the next convenient meeting of a Committee or Commission whose mandate or Terms of Reference includes the requested action, together with any report from Regional District staff that the Chief Administrative Officer considers advisable.
- 5.29 Any other correspondence addressed to the Board or a committee not accounted for in Section 5.28, and except for correspondence forming part of a public consideration or in relation to an open Land Use Planning Application, may be placed on the meeting agenda at the request of the Chair where the correspondence is to be considered.

Attendance of Public at Meetings

- 5.30 Except where the provisions of Section 90 of the *Community Charter* apply, all Board meetings must be open to the public.
- 5.31 Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with Section 92 of the *Community Charter*.
- 5.32 The requirement in Section 5.30 applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
- a) Advisory Commissions
 - b) Advisory Committees
 - c) a Commission established under Section 243 of the *Local Government Act*
 - d) Board of Variance
 - e) Parcel Tax Roll Review Panel
 - f) Select Committees
 - g) Standing Committees
 - h) Committee of the Whole
 - i) a body that under the *Local Government Act* or another *Act* may exercise the powers of the Regional District or its Board

- 5.33 Despite Section 5.30, the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in Section 5.32 of this Bylaw in accordance with Section 133 of the *Community Charter*.

Meeting May Recess

- 5.34 A Chair may call a recess at any time during a meeting and may stipulate that the meeting will reconvene after a specific period of recess, at a specific time, or at the call of the Chair.
- 5.35 A meeting may be reconvened on another day without written notice if the details of reconvention are stipulated at the time of recess.
- 5.36 When reconvened, the Chair will advise the assembly of the next item of business.

Adjournment

- 5.37 Meetings may be adjourned at any time by resolution of the assembly, or by consensus where the Chair is satisfied that all business has been concluded.

PART 6: RULES OF CONDUCT & DEBATE

Chair is Impartial

- 6.1 The Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules.
- 6.2 On matters of procedure the Chair shall remain impartial.

Meeting Decorum

- 6.3 No person will use profanity in the meeting chambers.
- 6.4 Directors will be referred to in a gender-neutral manner as “*Director (surname)*” or “*the Director for (area represented)*”.
- 6.5 Staff will be referred to in a gender-neutral manner by using their job title or by their first and last name.
- 6.6 Members that are not Directors, will be referred to in a gender-neutral manner by using their job title or by their first and last name.

Recognition by Chair

- 6.7 No person may address the assembly without first being recognized by the Chair.
- 6.8 Recognition shall be confirmed when the name or title of the person is acknowledged by the Chair.
- 6.9 Every Member or other person addressing the assembly shall speak to the Chair. The Chair shall be addressed as *Chairperson*”.

Acceptance of Motion

- 6.10 All matters to be debated will be in the form of a motion which has been duly moved, seconded and accepted by the Chair.
- 6.11 Before a motion may be put for debate the Chair will state the names of the Members who have moved and seconded the motion.
- 6.12 The Chair may not move or second a motion except a motion to be considered under *B.C.Reg 41/91 (Regional District Special Voting Regulation)*.

Order of Debate

- 6.13 The order of debate on a motion will be determined by the Chair and those waiting to speak shall be placed into a queue.
- 6.14 Members wishing to participate in the debate may do so by using the 'REQUEST TO SPEAK' function of the audio-visual system or, if not available, by raising their hand.
- 6.15 After those attending in person have finished speaking, the Chair will ask if any Director attending electronically wishes to speak and if a Director wishes to speak will verbally make the request at that time.
- 6.16 The mover and seconder of a motion, or of an amending motion, will have the right to speak ahead of other Members whether attending in person or electronically.

Limit on Debate

- 6.17 Debate shall be confined to the subject matter of the motion under consideration.
- 6.18 No Member may speak more than once to a single motion without the approval of the Chair.
- 6.19 For the purpose of this provision, an amending motion shall be considered a separate motion.

Right of Participation

- 6.20 Every Member shall have the right to participate equally in debate on a motion notwithstanding that the Member may not be entitled to vote on the motion.
- 6.21 When a Member is speaking in debate they shall not be interrupted except on a point of order or by the Chair.

Chair May Not Debate

- 6.22 The Chair may not participate in the debate on a motion while presiding, but may:
- a) recommend procedural actions to enhance the efficiency of proceedings;
 - b) note procedural implications of a motion being considered;
 - c) provide guidance to the assembly by clarifying the intent of a motion;
 - d) summarize the debate of the assembly prior to the vote being called;
 - e) advise whether the Chair will be voting for or against the motion; or

- f) in order to participate in debate on a motion the Chair must first allow the Vice-Chair or another Director to temporarily preside over the meeting.

End of Debate

- 6.23 When debate on a motion has concluded the Chair shall immediately put the matter to a vote.
- 6.24 The Chair shall be the final authority in determining when debate has concluded.

PART 7: MOTIONS AND PROCEDURAL RULES**Motion in Writing**

- 7.1 Wherever practical motions shall be clear, concise and in writing.
- 7.2 It shall be acceptable for a Member to refer to a staff recommendation or other written recommendation which has been provided to the assembly as proposed language for a motion, in which case a verbatim restating of the motion shall not be required prior to debate.
- 7.3 The Chair may refuse to accept for debate any motion considered rhetorical, argumentative or disrespectful, or which proposes that an illegal action be taken.

Effective Time

- 7.4 Subject to the *Interpretation Act*, resolutions shall come into effect upon adoption unless a later date or time is specified in the resolution.

Amending Current Motions

- 7.5 Any Member may move an amending motion to a motion then under consideration which, upon being duly seconded and accepted for debate, shall be immediately put to the assembly.
- 7.6 An amendment may propose adding, removing or substituting text of the motion under consideration but may not propose a change which would frustrate the intent of the original motion.
- 7.7 An amending motion may itself be amended any number of times before being voted on, but no Member may move more than one such amendment, nor may such amendments be further amended.
- 7.8 The Chair shall put the original motion and its amendments in the following order for voting by the Board:
 - a) firstly, any amendments to an amending motion;
 - b) secondly, the amending motion as amended, and
 - c) lastly, the original motion as amended by the amending motion.
- 7.9 An amending motion shall be provided in writing if so requested by the Chair.

Amending Past Motions

- 7.10 An amendment to a resolution previously adopted by the Board shall be subject to the same procedural rules as amendments to current motions except that there shall be no vote on the resolution as amended.

Reconsideration of a Motion

- 7.11 Unless otherwise prohibited, the Board may reconsider a motion which has been previously decided in accordance with the following:
- a) the motion to reconsider must be made at the same meeting at which the subject motion was decided, or at the next meeting;
 - b) the Member making the motion to reconsider must have voted with the majority on the original motion;
 - c) there has been no action initiated which is binding on the Regional District as a result of the original motion; and
 - d) the matter cannot be dealt with by other parliamentary means.
- 7.12 A motion to reconsider shall require the affirmative vote of 2/3 of the Board Members for its passage.
- 7.13 Immediately following its adoption the mover of the reconsideration motion shall be permitted to move the original motion.
- 7.14 No motion to reconsider a previous motion shall be in order if the previous motion has already been reconsidered.
- 7.15 A motion to read or adopt a bylaw may not be reconsidered.

Withdrawal of Motions

- 7.16 Subject to the concurrence of the seconder, and at the Chair's discretion, the mover of a motion may withdraw the motion at any time prior to the vote being called.
- 7.17 A motion which has been withdrawn may be re-introduced at the same meeting only by a different Member.

Negative Motions

- 7.18 Negative motions shall not be permitted with respect to any matter for which the defeat of such a motion would fail to dispense with the matter.

Tabling Motions

- 7.19 Subject to other procedural rules, a motion to table a matter while it is under debate shall always be in order.
- 7.20 The effect of such a resolution, unless otherwise specified, shall be to put aside the matter until later in the meeting.
- 7.21 Once accepted by the Chair the motion to table shall be debatable but the subject matter of the tabling motion shall not be debatable.

Motions to Postpone, Refer or Defer

- 7.22 Motions to postpone, refer or defer a matter shall be subject to the same procedural rules as tabling motions.

Calling for the Question

- 7.23 At any time during debate on a motion a Member may call for the question which, if seconded, shall permit the Chair in their absolute discretion to end further debate and call for the vote on the motion.
- 7.24 The calling for the question shall require neither the recording of a motion in the minutes of the meeting nor the holding of a vote.

Notice of Motion

- 7.25 Any Member may serve a notice of motion on the Board during the new business portion of a meeting or, with the Chair's acceptance, at any other time during consideration of a related matter.
- 7.26 A copy of the motion so noted shall be given to the Corporate Officer for inclusion on the next regular meeting agenda.

Motion Introduced Under New Business

- 7.27 At the request of any Member the Chair may rule that any motion introduced as new business must be deferred to the next meeting.

PART 8: VOTING

Decision by Voting

- 8.1 Except as otherwise provided, all decisions of the Board or a committee shall be made by voting on a motion.
- 8.2 The Chair is responsible for the administration of the voting process including the determination of Members who are eligible to vote and the counting of votes.

Clarification of Motion

- 8.3 Prior to the calling of the vote, any Member may request that the motion be read aloud.
- 8.4 The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Members.
- 8.5 If a motion contains distinct propositions the Chair may require that a separate vote be held for each proposition.

Voting Procedure

- 8.6 Voting shall be done by a show of hands from those in favour of the motion, followed by a show of hands from those opposed to the motion.
- 8.7 The Chair may require Members to verbally state their vote if a show of hands is inconclusive.
- 8.8 No voting by ballot or other secret method will be permitted, except for elections.

8.9 In the case of electronic meetings or electronic participation the Chair will determine the outcome of each vote based on a poll of individual Members.

8.10 For clarity, appointments may be made by election, resolution, or a combination of those methods.

8.11 Elections shall be administered in accordance with the procedure set out in Part 3: Board Meetings.

Abstention from Voting

8.12 Pursuant to the relevant provisions of the *Local Government Act*, a Director in attendance who is entitled to vote and who does not indicate how they vote, will be deemed to have voted in the affirmative.

Conflict of Interest

8.13 Any Director who is entitled to vote on a motion but wishes to declare a conflict of interest may do so by raising a point of order, announcing the reason for the perceived conflict of interest and leaving the meeting room prior to the vote being called.

8.14 The declaration of a conflict of interest and time of departure and return to the meeting room will be recorded in the minutes of the meeting.

8.15 A Director attending electronically who has declared a conflict of interest will be placed into an electronic “waiting room” by the Corporate Officer whereby the Member cannot see or hear the proceedings.

8.16 Upon the vote on the matter being concluded the Director who has declared a conflict of interest will be re-admitted to the meeting.

Voting Rules

8.17 During the voting process, Members shall remain seated until the tally of votes has been completed and the results announced.

8.18 Unless speaking to a point of order there shall be no debate during the voting process.

Voting Results

8.19 The Chair shall announce the results of the vote on every motion by declaring that it has been carried or defeated.

8.20 The Chair will ask those Members that voted against a motion if they would like their vote recorded in the minutes and identify those Directors for the minutes.

Voting by Chair

8.21 The Chair shall vote while presiding. The Chair’s vote on a motion shall be counted and included in the voting result whether or not shown by hand.

PART 9: CLOSED MEETINGS

Closed Meeting

- 9.1 A meeting may be closed to the public upon adoption of a resolution pursuant to Section 92 of the *Community Charter*, following which the doors to the meeting room shall be closed and the audio-visual system shall be adjusted to closed meeting standards.
- 9.2 Closed meetings will not be livestreamed on the Regional District’s website.

Procedure in Closed Meeting

- 9.3 While in a closed meeting the procedures set out in this Bylaw shall, to the extent possible, be followed by the assembly in the conduct of its business.

Attendance by Directors

- 9.4 A Director may only be excluded from a closed meeting pursuant to Section 133 of the *Community Charter*.

Attendance by Others

- 9.5 The Chair is authorized to determine the officers, employees and others permitted to be present during a closed meeting or a part of a closed meeting, and shall advise the assembly at the appropriate time.

Release of Information

- 9.6 No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.
- 9.7 While in a closed meeting the Board may, by resolution, authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting.
- 9.8 The Corporate Officer may bring a report to a closed session seeking authorization to release information that would no longer undermine the reason for discussing it at a closed session.

Meeting Re-opened to the Public

- 9.9 The Board may re-open the meeting to the public upon adoption of a resolution “*That the meeting be re-opened to the public*”.

PART 10: BYLAWS

Terms Defined

- 10.1 In this Part the following definitions will apply:
 - “**bylaw**” includes an amendment bylaw.
 - “**draft bylaw**” means a bylaw which has not received any readings.

“**enacting clause**” means the clause which cites the authority for enactment of a bylaw and which is contained in the preamble to the bylaw.

“**first reading**” means the act of accepting a proposed bylaw for further consideration.

“**short title**” means the bylaw name authorized in the citation.

Format & Standards

- 10.2 All bylaws shall be prepared and presented in written form and shall include a unique identification number, long title (intended object), enacting clause, statutory provisions and short title (citation).
- 10.3 Bylaws shall comply with such corporate standards as may be approved from time to time.

Introduction and First Reading

- 10.4 No bylaw shall be introduced to the Board except in accordance with a corporate policy, a Board directive, or to comply with a statutory requirement.
- 10.5 Every bylaw shall be introduced by its short title and presented for first reading upon the motion “*THAT* _(short title)_ *Bylaw No. _____ be now introduced and read a first time*”.
- 10.6 The motion for first reading shall be decided without amendment or debate. If the motion for first reading fails to pass the bylaw is defeated and may not be considered further.
- 10.7 Following first reading a motion to refer the bylaw to the Committee of the Whole shall be in order.

Second Reading

- 10.8 Following review by the Committee of the Whole or, if not referred to the Committee of the Whole, immediately after first reading the Board may consider amendments to the bylaw.
- 10.9 The bylaw may then be read a second time upon the motion “*THAT Bylaw No. _____ be given second reading*” or “*THAT Bylaw No. _____ be given second reading, as amended*”.
- 10.10 If the motion for second reading fails to pass the bylaw is defeated and may not be considered further.

Third Reading

- 10.11 If a public hearing was held and was delegated, prior to consideration of third reading or amendments to the bylaw, a written report of the public consideration meeting will be provided in accordance with the provisions of Section 470 of the *Local Government Act*.
- 10.12 Following the public consideration meeting or, if no public consideration meeting is held, immediately after second reading the Board may consider amendments to the bylaw.
- 10.13 The bylaw may then be read a third time upon the motion “*THAT Bylaw No. _____ be given third reading*” or “*THAT Bylaw No. _____ be given third reading, as amended*”.
- 10.14 If the motion for third reading fails to pass the bylaw is defeated and may not be considered further.

Bylaw Approval

- 10.15 Following third reading of a bylaw it shall be submitted to any agency or person from which approval or consent is required, or to the electors for assent, or to both prior to further consideration by the Board.
- 10.16 No amendments to a bylaw shall be permitted following third reading.

Final Passage and Adoption

- 10.17 Following the receipt of all required approvals, consents and assents a bylaw may be adopted upon the motion "***THAT*** *(short title)* ***Bylaw No. ___ be adopted.***"
- 10.18 If the motion for adoption fails to pass the bylaw is defeated and may not be considered further.
- 10.19 A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least 2/3 of the votes cast.

Draft Bylaws

- 10.20 Notwithstanding Sections 10.4, 10.5, 10.6 and 10.7 of this Bylaw, a draft bylaw may be reviewed by the Committee of the Whole prior to consideration of first reading by the Regional Board.

Bylaw Rules

- 10.21 Unless a Member requests that the readings of a proposed bylaw be considered separately, a proposed bylaw may be introduced and given first, second and third readings in one motion, except in the case of a proposed bylaw which will be the subject of a public consideration, in which case such bylaw may only receive first and second reading in one motion.
- 10.22 No reading and no adoption of a bylaw may be rescinded except second reading or third reading.
- 10.23 A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept as a corporate record.
- 10.24 A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of approval or registration by the Inspector of Municipalities or other ministry shall be kept with the bylaw that is a corporate record.

PART 11: PUBLIC CONSIDERATION MEETINGS

Determination to Hold a Public Consideration Meeting

- 11.1 The determination for holding a public consideration meeting will be in accordance with Development Applications Procedure Bylaw No, 3268, 2022.

Presiding Official

- 11.2 The Chair shall preside over all public consideration meetings except where the Board has delegated the authority for the holding of a public consideration meeting to another Director or group of Directors.

Precedence Over Other Business

- 11.3 Public consideration meetings shall be conducted according to a pre-determined schedule and shall take precedence over all other regular business. The Chair may close, recess or adjourn another proceeding in order to give effect to this provision.

Public Consideration Meeting Procedure

- 11.4 The procedure for all public consideration meetings will be in accordance with the provisions of this Bylaw:
- a) at the appointed time, a declaration by the Chair that the public consideration meeting is open;
 - b) reading aloud by the Chair, or a staff member upon request of the Chair, of the opening statement that may include an outline of procedural rules for the public consideration meeting;
 - c) reading aloud of a verbal report by staff;
 - d) reading aloud the names of person(s) that written submissions have been received from prior to the proceeding;
 - e) opportunity for the proponent to make a presentation;
 - f) opportunity for the Chair or Directors to ask the proponent questions;
 - g) opportunity for any member of the public in attendance to present and speak to the matter or submit a written submission;
 - h) opportunity for the Chair or Directors to ask questions of any member of the public in attendance that has spoken to the matter under (g);
 - i) written submissions that presenter is unable to read aloud at the public consideration meeting will be received by staff for inclusion into the minutes;
 - j) the Chair may set a time limit and/or limit the number of opportunities to make a presentation at a public consideration meeting; and
 - k) reading aloud by the Chair, or a staff member upon request of the Chair, of the closing statement; and
 - l) a person or group of people can be removed from the public consideration meeting by the Chair if they do not follow the procedural rules of conduct for the public consideration meeting.
- 11.5 Where a delegated public consideration meeting has been reconvened during a Board meeting a summary of the public consideration meeting pursuant to Section 470 of the *Local Government Act* shall be presented immediately prior to the resumption of the public consideration meeting.
- 11.6 The public consideration meeting process as identified in Section 11.4 shall be the same regardless of the location and date of the public hearing or public consideration meeting with the exception that questions by Directors shall be confined to questions by the Chair of the public consideration meeting when the public consideration meeting is not held at a Regional Board meeting sanctioned under this Bylaw.

Close of Public Consideration Meeting

- 11.7 The Chair shall close the public consideration meeting when satisfied that all persons, organizations and authorities having an interest in the subject matter of the proceeding have been provided an opportunity to make a presentation or provide written submission.
- 11.8 Any motion to close or adjourn the public consideration meeting, to make a decision on the subject matter of the public consideration meeting, or to otherwise limit the Chair's authority while presiding over a public consideration meeting shall be out of order.

PART 12: DELEGATIONS AND CORRESPONDENCE TO BOARD OR COMMITTEE

Delegations

- 12.1 A person or a group of people may be afforded the opportunity to make a presentation to the Board or a committee which recognizes the rights of individuals to request an audience with the elected representatives, the corporate obligations of the Regional District and the public interest of the broader community.
- 12.2 The subject matter of a presentation may include:
 - a) funding;
 - b) a matter of general interest to the community at large; or
 - c) a matter requested by the Board.
- 12.3 In order for a presentation to be considered for placement on an agenda, a presenter must submit a request in writing to the Corporate Officer and addressed to the Chair and Board of Directors outlining:
 - a) who the presenter is;
 - b) the general purpose of the presentation; and
 - c) specific requests to be made of the Board.
- 12.4 The request letter will be placed on a public agenda as part of the presentation background information.
- 12.5 The Chief Administrative Officer will determine whether or not a presentation will be placed on an agenda and if so, which meeting agenda.
- 12.6 Unless in the belief of the Chief Administrative Officer, a presentation requested to be made to a particular meeting is in the public interest, not more than two presentations will be scheduled for one Board meeting agenda.
- 12.7 If the Chief Administrative Officer does not approve a request for a presentation, the presenter may appeal the Chief Administrative Officer's decision to the Chair and the Chair may authorize a presentation to proceed.
- 12.8 Upon a determination by the Chief Administrative Officer or authorization to proceed by the Chair, the Corporate Officer will schedule the presentation on the appropriate agenda and ensure presentation guidelines, as determined by the Corporate Officer, are provided to the presenter.
- 12.9 If the presentation has not been approved by the Chief Administrative Officer or authorized by the Chair, the Corporate Officer will advise the presenter in writing that the request has not been approved.
- 12.10 Presentations will be:
 - a) scheduled for 2:00 p.m. on the identified agenda of the Board;
 - b) scheduled at an appropriate time on the appropriate committee agenda;
 - c) allowed to be done in person or virtually;
 - d) limited to 15 minutes in length, including time for questions and answers; and
 - e) part of the agenda public record, including visual presentations.
- 12.11 Delegations are not permitted to address a meeting of the Board or a Committee as a presentation as defined in this Bylaw, regarding:
 - a) a Bylaw or other matter in respect of which a public consideration meeting will be held;

- b) a development permit, development variance permit, or temporary commercial or industrial use permit application, other than at a public consideration meeting;
 - c) matters related to a legal action involving the Regional District;
 - d) matters on which the Regional District has commenced prosecution and on which judgment has not been rendered;
 - e) matters relating to a claim or potential claim against the Regional District, against a Member of the Board, or against an officer or employee of the Regional District;
 - f) reconsideration of remedial action requirement hearings under Section 78 of the *Community Charter*;
 - g) a dispute between third parties not falling within the jurisdiction of the Board;
 - h) the promotion of commercial products or services which in the opinion of the Chair, have no connection to the business of the Regional District; and
 - i) publicly tendered contracts or proposal calls for the provision of goods or services for the Regional District between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Board or Regional District staff.
- 12.12 A Member must not, when hearing a delegation, enter into debate on the item which is the subject of the delegation, but may ask questions to obtain clarification or additional information.
- 12.13 A delegation to a Board or a Committee must not speak disrespectfully of any person and where, in the opinion of the presiding Member, a delegation has done so the presiding Member may request the delegation from doing so.
- a) If the delegation refuses to refrain from speaking disrespectfully the presiding Member may end the presentation and request the presenter to return to gallery seating, if attending in person.
 - b) If the presenter is attending virtually, the presiding Member may direct the Corporate Officer, or delegate, to end the presentation and remove the presenter virtually.

Correspondence to Board

- 12.14 Correspondence from members of the public intended to be presented to the Board must be delivered to the Corporate Officer and must:
- a) be addressed directly to the Chair and Board of Directors;
 - b) be dated, legible and clear on purpose;
 - c) be signed by or identified as being from at least one person who provides a name and mailing address;
 - d) not be libelous, discriminatory, racist or prejudicial; and
 - e) not contain offensive language.
- 12.15 The Corporate Officer may file and not distribute to Board any correspondence that, in the judgment of the Chief Administrative Officer, does not meet the requirements outlined in Section 12.14 of this Bylaw.
- 12.16 Subject to the direction of the Chief Administrative Officer, the Corporate Officer may refer correspondence addressed to the Chair and Board of Directors that relates to matters that fall within the scope of responsibility of a particular Regional District business unit, to the General Manager of that business unit.
- 12.17 A copy of correspondence that, in the judgment of the Chief Administrative Officer, meets the requirements outlined in Section 12.16 of this Bylaw:
- a) may be emailed to each Board Member at the email address designated by each respective Board Member from time to time; or

- b) may be included for information in the correspondence section of a Board or Committee agenda, with an indication of any referral to a Regional District business unit
- 12.18 Correspondence may be emailed to each Board Member as contemplated in Section 12.17(a) of this Bylaw, where:
- a) time is of the essence for awareness
 - b) purpose of correspondence is for general public information only and not directed specifically to the Chair and Board of Directors; and
 - c) the correspondence does not contemplate or require a decision of the Board or Committee.

PART 13: STANDING AND SELECT COMMITTEES

Terms Defined

- 13.1 In this Part “**terms of reference**” means a written description of a standing or select committee’s purpose and objectives.

Quorum

- 13.2 The quorum for any committee shall be a majority of the Members of that committee.

Establishment of Standing and Select Committees

- 13.3 The establishment of a standing committee and the appointment of its Members shall be effective when the Chair has so advised the Board in accordance with Section 13.6.
- 13.4 The establishment of a select committee shall become effective when the Board has passed a resolution establishing the committee.
- 13.5 Appointments to a select committee may be made at any time prior to the first meeting of a select committee.
- 13.6 A report from the Chair and Vice-Chair will be presented at the December regular meeting each year providing appointments to standing committees and external agencies and asking the Board to confirm appointments to existing select committees.

Terms of Reference

- 13.7 No standing committee established by the Chair, or select committee appointed by the Board, may take up business until a Terms of Reference for that committee has been approved by the Board.
- 13.8 As an exception to Section 13.7, a committee may meet to:
- a) elect a Committee Chair from among its Members; or
 - b) make recommendations on its Terms of Reference.

Voting at Committee Meetings

- 13.9 All acts authorized or required to be done by a committee and all other questions that may come before the committee, including adjournment, shall be done and decided by a majority of the committee Members present at a meeting.

13.10 No committee Member may have more than one vote on any matter before the committee.

Committee Reports

13.11 A report from a Committee Chair to the Regional Board will be prepared by Administration for the agenda from which the Chair will report the recommendations and other findings of their committee to the Regional Board.

13.12 The report from the Committee Chair to the Regional Board will be amended with any findings from the Committee not included on the agenda unless the findings will be reported to the Board at a meeting not being held on the same day.

Decisions Not Binding

13.13 No recommendation or decision of a committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Regional Board.

Application of Other Provisions

13.14 All provisions of this Bylaw shall, with necessary changes, apply to commissions, committees, committee Members and committee meetings except:

- a) Section 3.31;
- b) the time limit under Section 5.8 shall be 15 minutes; and
- c) in the case of a commission or a committee comprising less than 4 Members, the Chair may accept a motion that has not been seconded.

PART 14: COMMITTEE OF THE WHOLE**Establishment**

14.1 A committee is hereby established to be known as the Committee of the Whole. The Committee shall comprise all of the Directors on the Board.

Quorum

14.2 The quorum for the Committee of the Whole shall be the same as that established for the Board.

Purpose and Mandate

14.3 The Committee of the Whole may consider and advise the Board on any matter referred to it by the Board but may not exercise any of the Board's authority unless such authority has been delegated by bylaw.

14.4 The Committee of the Whole may consider for approval all annual individual service budgets and individual service financial plans.

14.5 Voting on annual individual service budgets by the Committee of the Whole will be in accordance with Section 210(1) of the *Local Government Act*.

Convening Meetings

- 14.6 The Committee of the Whole may be scheduled to meet as required and included on a Board meeting agenda.
- 14.7 Whether scheduled or not, the Board may convene the Committee of the Whole at any time upon adoption of a resolution “*THAT the Board proceed into Committee of the Whole*”, at which time the Committee shall be deemed to be called to order.

Status of Board Meeting if Convened During Board Meeting

- 14.8 While in Committee of the Whole the Board proceedings shall be considered suspended until such time as the Committee is adjourned. No motion to recess, adjourn or otherwise govern the proceedings of the Board shall be in order while the Committee is in session.

Adjournment

- 14.9 The Committee of the Whole may adjourn its proceedings at any time upon adoption of a resolution “*THAT the meeting be adjourned*” or, if convened during Board proceedings “*THAT the Committee adjourn and report to the Board*”.

PART 15: JOINT MEETINGS AND OTHER PROCEEDINGS

Term Defined

- 15.1 In this Part “**joint meeting**” means an informal meeting at which a quorum of Board Directors meets with another group to consider matters of mutual interest.

Reconsideration of Delegated Decision

- 15.2 In the event reconsideration of a delegated decision is required, the process will be as outlined in the current delegation bylaw adopted by the Board.

Joint Meetings

- 15.3 The Chair may preside over a joint meeting but the making of motions shall be out of order.

Administrative Briefings

- 15.4 Administrative briefings may be authorized by the Board, by the Board Chair or by the Chief Administrative Officer but shall not be considered meetings for the purposes of this Bylaw.

PART 16: ELECTRONIC PARTICIPATION

- 16.1 A Member of the Board or of a Committee who is unable to participate in a meeting of the Board or Committee in person may participate in the meeting by means of electronic or other communication facilities provided that:
 - a) the conditions set out in *B.C. Reg. 271/2005 Regional District Electronic Meetings* are met; and
 - b) the electronic attendance is in accordance with the provisions of this Bylaw.

- 16.2 The Member participating electronically will advise the Corporate Officer of their intention 24 hours prior to the start of the meeting.
- a) A Member will not be precluded from participating in a meeting electronically if notice is not provided under this Section due to unforeseen circumstances.
- 16.3 If the Chair of the Board opts to participate in a meeting of the Board electronically under this Part, the Vice-Chair shall assume the chair.
- 16.4 A Chair of a Committee may participate in a meeting of the Committee electronically, and the following procedure will apply:
- a) The Committee Chair will call only for those Directors attending remotely to state if they are opposed to the motion.
 - b) The Committee Chair will recommend the mover and the seconder.
 - (i) If a Member is uncomfortable with that, the Member will advise the Committee Chair at the time the Committee Chair states the Member's name.
 - c) The Committee Chair will clarify the motion that is on the floor.
 - d) The Committee Chair will ask for those participating in person that are in favour.
 - (i) Members attending in person are to hold up their hand and the Chief Administrative Officer, or delegate, will assist the Committee Chair by advising how many Members attending in person are in favour.
 - e) The Committee Chair will ask for those attending in person that are opposed.
 - (i) Members attending in person are to hold up their hand and the Chief Administrative Officer, or delegate, will assist the Committee Chair by advising how many Members attending in person are in opposed.
 - f) The Committee Chair will ask if any Member participating electronically is opposed.
 - (i) Those Members participating electronically will verbally advise if opposed.
 - g) The Committee Chair will call whether the motion is carried or defeated.
 - (i) If any Member is opposed, the Committee Chair will ask whether the Member would like their vote recorded.
- 16.5 A Member participating electronically must verbally advise the presiding Member during consideration of adoption of the agenda, if there are additional agenda items that the Member is not in receipt of.
- 16.6 A Member participating electronically in a Board or Committee meeting is deemed to be present and forms part of the quorum for that meeting.
- 16.7 A Member who is participating electronically in the voting of a matter must verbally state their name and verbally state their vote.
- a) When a Member who is participating electronically is stating their vote, they may indicate their vote only if they are opposed to the question.
- 16.8 It is the responsibility of the presiding Member to ensure that the Member participating electronically states their vote verbally as required by Section 16.7.
- 16.9 If there is an interruption in the communications' link to a Member who is participating electronically:
- a) the meeting may continue provided that there is a quorum; and
 - b) the interruption shall be treated as if the Member had been in attendance in person and left the meeting room.
- 16.10 A Board or Committee meeting shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by Members, unless there is no quorum.

- 16.11 If a Member is participating electronically in a closed meeting of the Board or Committee, the Member participating electronically will ensure that they have ensured adequate privacy for the conversation.
- 16.12 If a Member participating electronically wishes to declare a conflict of interest:
- a) The Member participating electronically will advise the presiding Member of their conflict of interest and the reasons for the conflict, prior to consideration of a matter.
 - b) Upon the Member's declaration under Section 16.12(a), the Corporate Officer, or delegate, will place the declaring Member in an electronic "waiting room" where the proceedings cannot be seen nor heard until such time as consideration of the matter has been completed.

PART 17: ELECTRONIC MEETINGS

- 17.1 The following meetings may be held by means of electronic or other communication facilities:
- a) regular meetings of the Board;
 - b) special meetings of the Board; and
 - c) committee meetings.
- 17.2 Meetings under this section may only be held if:
- a) the conditions set out in Regional District Electronic Meetings Regulation No. 271/2005 are met; and
 - b) the electronic meeting is held in accordance with the provisions of this Bylaw.
- 17.3 The Chair, or Vice-Chair in the absence of the Chair, may authorize the electronic attendance by all Directors of the Board to attend a regular or special meeting of the Board if circumstances are such that gathering in person is not possible.
- 17.4 Advance public notice of an electronic meeting under this Section will:
- a) be provided as soon as practical and not less than 24 hours prior to the start of the meeting;
 - b) will be provided in accordance with the requirements of Section 94.1 of the *Community Charter* and will include:
 - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
 - (ii) the place where the public may attend to hear, or watch and hear, the meeting.
- 17.5 The Chair, or the Vice-Chair in the absence of the Chair, may also attend the meeting electronically.
- a) The Chair, or the Vice-Chair in the absence of the Chair, may direct that the business of all standing committee meetings and the Committee of Whole be moved to the Regional Board agenda for consideration.
 - b) During the meeting, the presiding Member may request that Directors attending electronically state their vote only if opposed.
 - c) Sections 16.2 and 16.3 of this Bylaw do not apply regarding attendance under this Section.
 - d) All other provisions of this Bylaw apply.
- 17.6 An electronic meeting under this Section shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by Members, unless there is no quorum.

PART 18: SPECIAL VOTING – URGENT ISSUES

- 18.1 A special vote on an urgent matter may be held in accordance with Regional District Voting Regulation No. 41/191.
- 18.2 Carrying out the requirements for conducting a special vote under Regional District Voting Regulation No. 41/91 will be the responsibility of the Corporate Officer.

PART 19: GENERAL PROVISIONS

- 19.1 If any section, subsection, sentence, clause or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the bylaw shall not be affected.
- 19.2 A reference in this Bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

PART 20: REPEAL AND TRANSITION

Effective Date

- 20.1 This Bylaw shall come into effect on the day after its adoption.

Repeal

- 20.2 Regional District of Fraser-Fort George Board Procedure Bylaw No. 2372, 2007, and all amendments thereto, is repealed.

Title

- 20.3 This Bylaw may be cited for all purposes as “Regional Board Procedure Bylaw No. 3267, 2022”.

READ A FIRST TIME ON THE 21ST DAY OF JULY, 2022

READ A SECOND TIME ON THE 21ST DAY OF JULY, 2022

READ A THIRD TIME ON THE 21ST DAY OF JULY, 2022

ADOPTED THIS 21ST DAY OF JULY, 2022

Original signed by "Art Kaehn"
Chair

Original signed by "Karla Jensen"
General Manager of Legislative and
Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3368

A BYLAW TO AMEND REGIONAL BOARD PROCEDURE BYLAW NO. 3267, 2022

WHEREAS the Regional Board of the Regional District of Fraser-Fort George has, by Bylaw No. 3267, established the general procedures to be followed at meetings of the Regional District Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional District wishes to amend the provisions of Bylaw No. 3267;

AND WHEREAS advance public notice regarding this Bylaw has been provided as required under the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional Board Procedure Bylaw No. 3267, 2022 is hereby amended as follows:

(a) deleting sections 5.26 and 5.27 – “Minutes” in their entirety and substituting the following:

“5.26 The names of Members opposed to a motion will be recorded in the minutes, unless the Chair confirms a Member request that their vote not be recorded.”

“5.27 Voting results will be recorded in the minutes as “Carried” or “Defeated”. Subject to section 5.26, individuals votes of Members will only be recorded when in opposition.”

(b) deleting section 8.20 – “Voting Results” in its entirety and substituting the following:

“8.20 The Chair will identify those Members that voted against a motion and those Directors will be recorded as opposed in the minutes, unless the Member specifically requests that their vote in opposition not be recorded.”

(c) deleting subsection 16.4 g) (i) – “Electronic Participation” in its entirety and substituting the following:

“16.4 g) (i) If any Member is opposed, the Committee Chair will identify those Members that voted against a motion and those Members will be recorded as opposed in the minutes, unless the Member specifically requests that their vote in opposition not be recorded.”

- 2. This bylaw may be cited for all purposes as “Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024”.

READ A FIRST TIME THIS DAY OF , 2024

READ A SECOND TIME THIS DAY OF , 2024

READ A THIRD TIME THIS DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services

DRAFT



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: ELE 1.1.15

FROM: Maureen Connelly, General Manager of Legislative and Corporate Services/
Chief Election Officer

DATE: November 8, 2024

SUBJECT: 2024 By-Election Results for the Bear Lake Local Community Commission
SUMMARY: Purpose: For Information

Attachments:

1. Master Ballot Account
2. Determination of Official Election Results
3. Declaration of Official Election Results

Previous Reports: None

RECOMMENDATION(S):

THAT the report dated November 8, 2024 from the Chief Election Officer regarding the "2024 By-Election Results for the Bear Lake Local Community Commission" be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

The *Local Government Act* requires that the Chief Election Officer submit a report of the election results to the local government elected body within 30 days after the declaration of the official election results. This applies in the case of an election, by-election or assent vote. As required by the Act, attached is the master ballot account for the 2024 Bear Lake Local Community Commission By-Election held on November 2, 2024.

This report is prepared for the Board's information and no action is required.

RELEVANT POLICIES:

Local Government Act

- requires the Chief Election Officer to report results to the local government within 30 days of the declaration of official election results

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Bear Lake Local Community Commission with the election of the new Commission member, will be able to continue with its regular activities that serve the local community.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendation.
 - requirements of the *Local Government Act* will have been met.

COMMENTS:

A by-election was held for one Commissioner position on the Bear Lake Local Community Commission. Three candidate nominations were received. Sandra (Sandy) McClure was the successful candidate receiving a total of 36 votes.

An advance voting opportunity was held on Wednesday, October 23, 2024 at the Regional District Main Office and general voting day occurred on Saturday, November 2, 2024 at the Bear Lake Community Hall. Mail ballot voting was also made available. The determination of official election results attached to this report indicates the overall voter turnout for this by-election.

For this by-election, elector engagement consisted of information published on the Regional District’s website, newspaper advertising, posts on the Regional District and Bear Lake Community Facebook pages, and at the Regional District and Bear Lake Commission Offices. Communications were also sent to the Commission Members including the Electoral Area Director to assist in sharing information on voting opportunities with the local electorate.

Following general voting day, the determination of the official election results and declaration were made. These records are attached for the Board and public information.

Respectfully submitted,

“M.Connelly”

Maureen Connelly
General Manager, Legislative & Corporate Services/Chief Election Officer

MC:dh



2024 BY-ELECTION, COMMISSIONER BEAR LAKE LOCAL COMMUNITY

MASTER BALLOT ACCOUNT

Ballot Account is for ballot counts on the following voting opportunities: (check all that apply)

- ADVANCE VOTING – OCTOBER 23, 2024
- GENERAL VOTING – NOVEMBER 2, 2024
- MAIL BALLOT VOTING

Number of valid votes cast:

MCCLURE, Sandy	VOTES: <u>36</u>
MEAKINGS, Tony	VOTES: <u>19</u>
WATSON, Dave	VOTES: <u>10</u>
TOTAL VOTES: <u>65</u>	

1. Number of ballots received for use		250
2. Ballots accepted without objection	65	
3. Ballots accepted as valid to which objection has been made	0	
4. Ballots rejected without objection	2	
5. Mail Ballots not returned	0	
6. Ballots rejected to which objection has been made	0	
7. Ballots spoiled and replaced	0	
8. Number of ballots given to electors (No. 2 + No. 3 + No. 4 + No. 5 + No. 6 + No. 7))	67	
9. Ballots unused	183	
10. Ballots not accounted for	0	
11. TOTAL (No. 8 + No. 9 + No. 10)		250

NOTE: No. 1 and No. 11 must agree



Chief Election Officer

Date Nov. 4. 2024



2024 BY-ELECTION, COMMISSIONER BEAR LAKE LOCAL COMMUNITY

DETERMINATION OF OFFICIAL ELECTION RESULTS

Voting Location(s)	Voting Date(s)	MCCLURE, Sandy	MEAKINGS, Tony	WATSON, Dave
Regional District Office	October 23, 2024	0	0	0
Mail Ballot Voting		0	0	0
Bear Lake Community Hall	November 2, 2024	36	19	10
TOTAL NUMBER OF VALID VOTES CAST		36	19	10

This determination of official voting results is made as of the date below and is based on ballot accounts as accepted or rejected by the Chief Election Officer.



Chief Election Officer

J

November 4, 2024.
Date

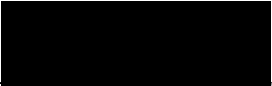


**2024 BY-ELECTION, COMMISSIONER,
BEAR LAKE LOCAL COMMUNITY COMMISSION**

DECLARATION OF OFFICIAL ELECTION RESULTS

I, Maureen Connelly, Chief Election Officer, do hereby declare elected, Sandra (Sandy) McClure, who received the highest number of valid votes for the office of Commissioner, Bear Lake Local Community Commission.

Dated at Prince George, BC this 6th day of November, 2024.



Maureen Connelly
Chief Election Officer



**REGIONAL DISTRICT
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BYL 3.0

FROM: M. Connelly, General Manager of Legislative and Corporate Services

DATE: November 4, 2024

SUBJECT: Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024

SUMMARY: Purpose: Consider Adoption of Bylaw
Attachments: Proposed Amendment Bylaw No. 3365, 2024
Previous Reports: Item No. 11.3.1, August 2024

RECOMMENDATION(S):

1. THAT the report dated November 4, 2024 regarding “Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024” be received for information.
2. THAT Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024 be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

At its August 15, 2024 meeting, the Board gave three readings to the attached bylaw and authorized participating area approval to be obtained by municipal and director consent. Consents have now been received for the Village of Valemount and Electoral Area H.

The Board is being asked to consider adoption of Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024.

RELEVANT POLICIES:

1. Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990
 - establishes the Valemount and District Fire Protection Service for the Regional District
2. Local Government Act, Sections 346 and 347
 - consent on behalf of municipal participating area
 - consent on behalf of electoral participating area electors
3. Regional District Establishing Bylaw Approval Exemption Regulation 113/2007
 - authorizes a requisition increase to a maximum of 25% over a five-year period without the requirement of approval by Inspector of Municipalities

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input checked="" type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

In 1983, the Valemount and District Fire Protection Service was established. The fire department provides fire protection to the Village of Valemount and a portion of Electoral Area H surrounding the Village. Under Supplementary Letters Patent, the Regional District acquired the function of fire protection with the Village of Valemount and a defined area of Electoral Area H as participating members. In 1990, the function was converted to a local service with the adoption of Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990.

FINANCIAL CONSIDERATION(S):

A 25% increase is being requested to the current requisition which would amend the maximum amount that could be requisitioned from \$203,880 to \$254,850. The additional amount will allow for sufficient funds for providing the Valemount and District Fire Protection Service, including ensuring that there are sufficient funds for current and future fire protection needs.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - requisition limit for the Valemount and District Fire Protection Service will be increased to support service delivery.

COMMENTS:

Since the bylaw meets the requirements of BC Reg. 113/2007 (Regional Districts Establishing Bylaw Approval Exemption Regulation) of the Province of British Columbia it may be considered for final reading by the Board without the need for approval by the Inspector of Municipalities.

Respectfully submitted,

“M.Connelly”

Maureen Connelly
General Manager of Legislative and Corporate Services

JG



REGIONAL DISTRICT
of Fraser-Fort George

BYLAW NO. 3365

A BYLAW TO AMEND VALEMOUNT AND DISTRICT FIRE PROTECTION LOCAL SERVICE ESTABLISHMENT BYLAW 1163, 1990

WHEREAS the Regional District has, by Bylaw No. 1163 established the Valemount and District Fire Protection Local Service Area;

AND WHEREAS the Regional District desires to increase the requisition limit;

AND WHEREAS the consent of the Village of Valemount has been obtained in writing pursuant to Section 346 of the *Local Government Act*;

AND WHEREAS the consent of the director representing Electoral Area H has been obtained in writing pursuant to Section 347 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Bylaw No. 1163 is hereby amended by deleting Section 5 in its entirety and substituting therefore the following:
 5. The maximum amount which may be requisitioned annually for the purpose of providing a fire protection service within the Valemount and District Fire Protection Local Service Area shall be \$254,850 (Two Hundred and Fifty Four Thousand Eight Hundred Fifty Dollars).

2. This bylaw may be cited for all purposes as Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, Amendment Bylaw No. 3365, 2024.

READ A FIRST TIME ON THE 15TH DAY OF AUGUST, 2024

READ A SECOND TIME ON THE 15TH DAY OF AUGUST, 2024

READ A THIRD TIME ON THE 15TH DAY OF AUGUST, 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



**REGIONAL DISTRICT
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors File No: VAL 1.2

FROM: Melanie Perrin, Senior Manager of Public Safety Services

DATE: July 31, 2024

SUBJECT: Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024

SUMMARY: Purpose: Consider Requisition Limit Increase

Attachments:

1. Consolidated Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990
 2. Proposed Amendment Bylaw No. 3365, 2024
- Previous Reports: Item No. 9.2.1, October 2018

RECOMMENDATION(S):

1. THAT the report dated July 31, 2024, regarding “Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024” be received for information.
2. THAT Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024 be now introduced and read a first time.
3. THAT Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024 be given second and third readings.
4. THAT participating area approval be authorized to be given by director and municipal consent pursuant to Sections 346 and 347 of the *Local Government Act*.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The Valemount and District Fire Protection Service has been operating at its maximum requisition limit of \$203,880 since 2019. During the 2023 budget process, Public Safety Administration and the Valemount Fire Chief identified that the current requisition limit for this service is insufficient to provide appropriate funds to meet existing needs of the fire protection service. Budget pressures from inflation, capital purchase requirements, and asset management have resulted in the current requisition amount not providing sustainable funding for the fire protection service in order to maintain current service levels.

As presented in the 2024 – 2028 Financial Plan for Valemount and District Fire Protection, an increase in requisition of 25% in 2025 is needed to support service delivery. Public Safety Administration is recommending that the Board consider adjusting the requisition by 25% to support the approved 5-year financial plan.

The Board is being asked to consider giving first, second and third readings to Valemount and District Fire Protection Local Service Establishment Bylaw 1163, 1990, Amendment Bylaw No. 3365, 2024 and authorizing participating area approval be given by director and municipal consent to allow for a 25% increase to the maximum allowable limit that could be requisitioned for the Valemount and District Fire Protection Service.

RELEVANT POLICIES:

1. Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990
 - establishes the Valemount and District Fire Protection Service for the Regional District
2. *Local Government Act*, s. 346 and 347
 - allows for participating area approval by consent of a municipal council; and
 - allows for participating area approval by consent of an electoral area director
3. Regional District Establishing Bylaw Approval Exemption Regulation 113/2007
 - authorizes a requisition increase to a maximum of 25% over a five-year period without the requirement of approval of the Inspector of Municipalities

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

In 1983, the Valemount and District Fire Protection Service was established. The fire department provides fire protection to the Village of Valemount and a portion of Electoral Area H surrounding the Village. Under Supplementary Letters Patent, the Regional District acquired the function of fire protection with the Village of Valemount and a defined area of Electoral Area H as participating members. In 1990, the function was converted to a local service with the adoption of Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990.

FINANCIAL CONSIDERATION(S):

In 2024, a residential property paid \$31.20 for every \$100,000 that residential property was assessed at. The proposed increase in the requisition limit would result in a maximum annual tax increase of \$50,970, which would translate into a residential property paying \$39.00 for every \$100,000 that residential property is assessed at, or a \$7.80 increase in property tax on a residential property for every \$100,000 it is assessed at (using 2024 BCAA values for calculation).

This would result in a maximum annual tax of approximately \$125.47 on an average home valued at \$339,897. Currently the maximum annual tax on an average home valued at \$339,897 is \$100.37.

OTHER CONSIDERATION(S):

In October of 2018, Valemount and District Fire Protection Local Service Establishment Bylaw 1163, 1990 was amended to allow for the requisition limit to be increased by 25%, from \$163,110 to its current \$203,880. It has been six years now since this last bylaw amendment. With the Valemount and District Fire Protection Service maximum requisition limit being \$203,880, it sits below the Regional District Fire Services 2023 average requisition of \$249,359. That, combined with the fact that Valemount and District Fire Protection provides services to complex structures such as hotels, commercial structures and critical infrastructure, has resulted in an urgent need to proceed with the bylaw amendment to increase the maximum allowable requisition. The current requisition does not provide for a sustainable funding source for the Valemount and District Fire Protection Service to maintain service levels.

The additional funds provided by an increased requisition will more suitably assist in providing funds to operate the fire department, provide for future capital expenditure needs and support asset management strategies. During the 2023 budget preparation process, an increase to the requisition limit was recommended by the fire chief and Public Safety Administration.

Under the provisions of the *Local Government Act*, a service establishment bylaw can be amended to increase the requisition limit without the Inspector of Municipalities approval if the increase is an amount less than or equal to 25% over a five-year period. The attached bylaw amends the maximum amount that could be requisitioned from \$203,880 to \$254,850 (a 25% increase).

The participants in the Valemout and District Fire Protection Service Area include the Village of Valemout and a portion of Electoral Area H. Participant consent from the Village of Valemout Council and the Electoral Area H Director will be required prior to bylaw adoption.

If participant consent is received, Valemout and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990, Amendment Bylaw No. 3365, 2024 will be returned to the Board for consideration of adoption.

DECISION OPTIONS:

1. Approve recommendations.
 - Consent packages will be provided to service participants
 - Once consent is received and the bylaw is adopted, the Valemout and District Fire Protection Service will be able to continue to operate at required service levels and provide for future increases to operating costs and capital replacement needs

Other Options:

- a. Do not approve recommendations:
 - requisition limit will not be increased
 - capital replacement needs may not be met
 - current service levels may not be able to be maintained
 - bylaw cannot be considered further
- b. Postpone consideration of a second reading if additional information is required
 - bylaw may not be adopted in time for the 2025 budget process

COMMENTS:

Approval of the amending bylaw will allow for an increase to the requisition limit to support the continued operation of the Valemout and District Fire Protection Service at the current service level and to allow for sufficient funds for operations and capital improvements where necessary.

Respectfully submitted,

“Melanie Perrin”

Melanie Perrin
Senior Manager of Public Safety Services

MP:mz



**REGIONAL DISTRICT
of Fraser-Fort George**

**VALEMOUNT AND
DISTRICT FIRE
PROTECTION LOCAL
SERVICE
ESTABLISHMENT
BYLAW NO. 1163**

**CONSOLIDATED
VERSION**

as authorized by Bylaw Consolidation
Authorization Bylaw No. 2579, 2009

This bylaw has been consolidated to include the text and appendices of:

Amending Bylaw	Effective Date
Bylaw No. 2426	April 17, 2008
Bylaw No. 2585	December 17, 2009
Bylaw No. 3111	December 20, 2018

For reference to original bylaws, please contact:

General Manager of Legislative and Corporate Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Telephone: 250.960.4444

Email: maureen.connelly@rdffg.bc.ca



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 1163

**A BYLAW TO ESTABLISH A FIRE PROTECTION LOCAL SERVICE WITHIN
THE VILLAGE OF VALEMOUNT AND ELECTORAL AREA H OF THE
REGIONAL DISTRICT OF FRASER-FORT GEORGE**

WHEREAS the Regional District has, by Division 30 of supplementary Letters Patent, acquired the function of fire protection with the Village of Valemount and a defined area of Electoral Area H as participating member municipalities;

AND WHEREAS the Regional District desires to convert the said fire protection function to a local service in accordance with Section 788 of the *Municipal Act*.

AND WHEREAS the Regional District has received the assent of the electors to extend the boundaries of the fire protection area.

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. The fire protection function acquired under Division 30 of supplementary Letters Patent is hereby established as a local service for the Village of Valemount and that portion of Electoral Area H shown outlined in bold on Appendix "A," attached to and forming part of this bylaw, to be known hereafter as the Valemount & District Fire Protection Local Service Area.
2. The Regional District may undertake and carry out, or cause to be carried out, fire protection in and for the said local service area and do all things necessary or convenient in connection therewith including, without limiting the generality of the foregoing, establishing a fire department and making provision for the appointment of such personnel to the fire department as is considered necessary for the purpose of:
 - a. controlling and suppressing outbreaks of fire and responding to fire emergencies or perceived fire emergencies;
 - b. rescuing and providing emergency medical assistance, where necessary, to victims of fires, accidents, disasters, and other unforeseen occurrences; and

- c. carrying out and enforcing such fire prevention programs as may be authorized.
- 3. The net cost of providing a fire protection service within the Valemount and District Fire Protection Local Service Area shall be apportioned among the participating areas on the basis of the converted value of land and improvements and recovered by a property value tax levied against the net taxable value of land and improvements.
- 4. Notwithstanding Section 3, the Regional District shall impose, by bylaw, fees and other charges for the purpose of recovering the cost, or a part of the cost, of providing a fire protection service.
- 5. The maximum amount which may be requisitioned annually for the purpose of providing a fire protection service within the Valemount and District Fire Protection Local Service Area shall be \$203,880 (Two Hundred and Three Thousand Eight Hundred Eighty Dollars).
- 6. This bylaw may be cited for all purposes as Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, 1990.

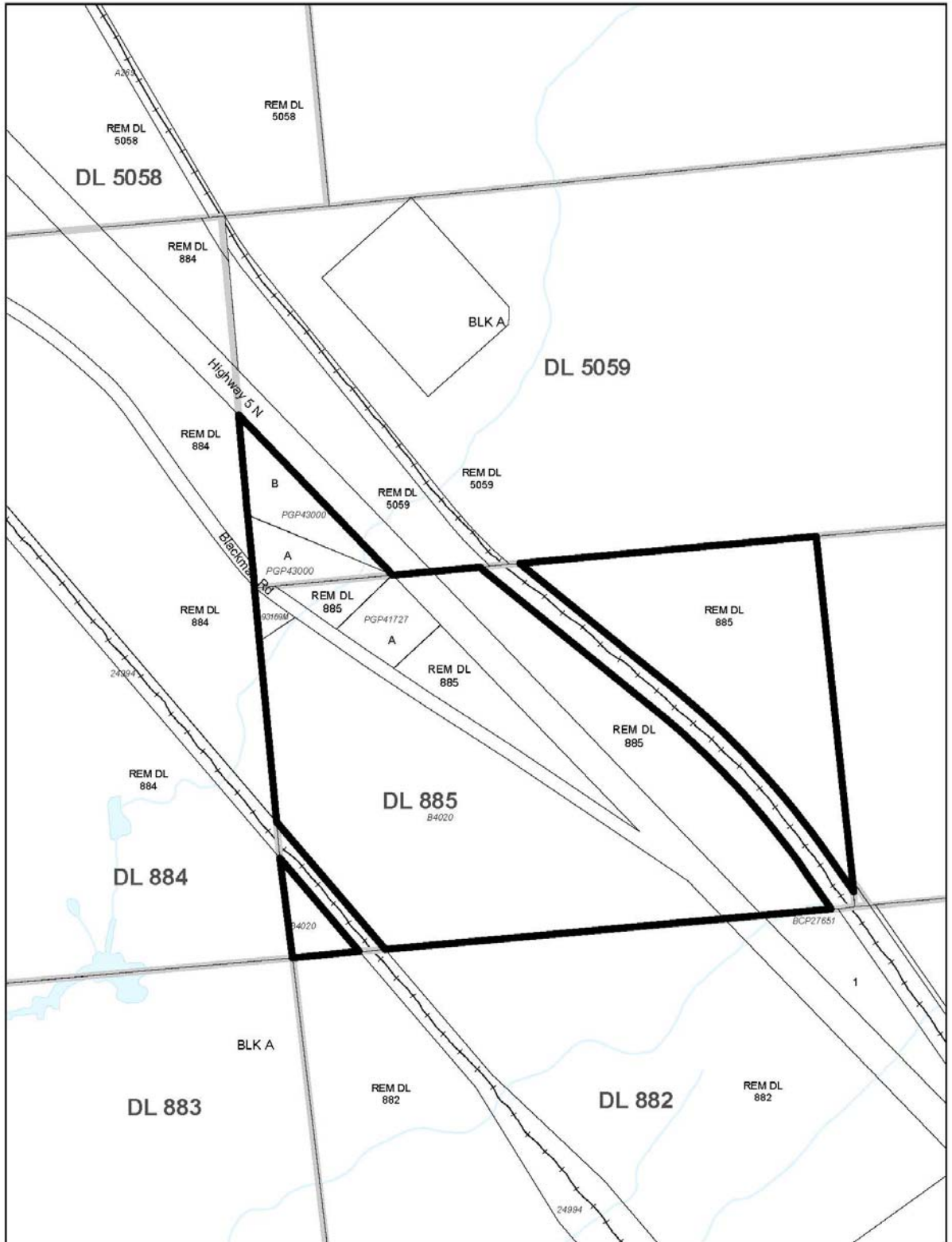
AMENDED BY
SEC 1 BL 2585
SEC 1 BL 3111

THIS BYLAW is a copy of Bylaw No. 1163, consolidated pursuant to Section 139 of the *Community Charter* and is printed on the authority of the General Manager of Legislative and Corporate Services of the Regional District of Fraser-Fort George.

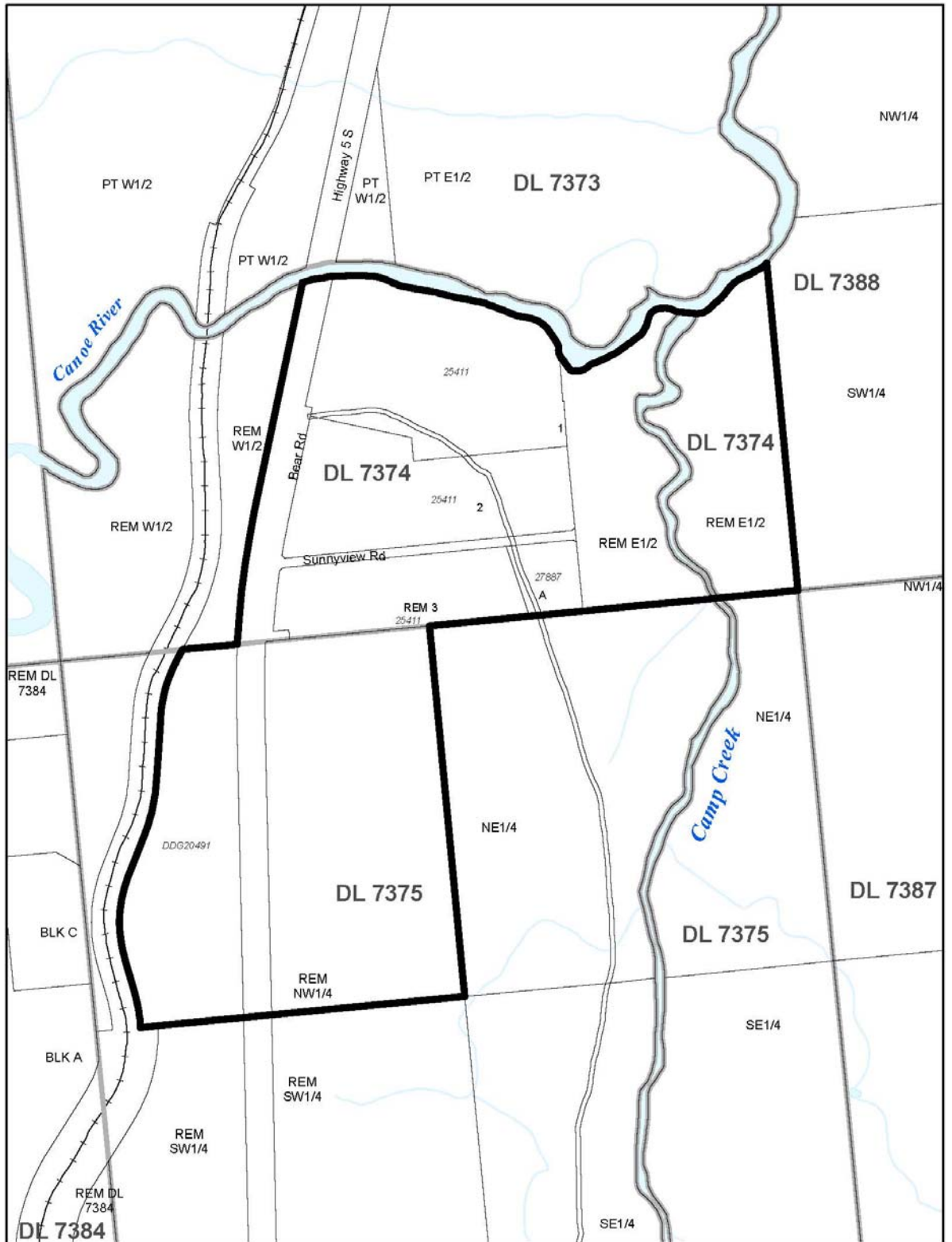
"K. Jensen"

Karla Jensen
General Manager of Legislative and Corporate Services
Date: April 5, 2019

AMENDED BY
SEC 1 BL 2426



AMENDED BY
SEC 1 BL 2426





**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3365

A BYLAW TO AMEND VALEMOUNT AND DISTRICT FIRE PROTECTION LOCAL SERVICE ESTABLISHMENT BYLAW 1163, 1990

WHEREAS the Regional District has, by Bylaw No. 1163 established the Valemount and District Fire Protection Local Service Area;

AND WHEREAS the Regional District desires to increase the requisition limit;

AND WHEREAS the consent of the Village of Valemount has been obtained in writing pursuant to Section 346 of the *Local Government Act*;

AND WHEREAS the consent of the director representing Electoral Area H has been obtained in writing pursuant to Section 347 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Bylaw No. 1163 is hereby amended by deleting Section 5 in its entirety and substituting therefore the following:
 5. The maximum amount which may be requisitioned annually for the purpose of providing a fire protection service within the Valemount and District Fire Protection Local Service Area shall be \$254,850 (Two Hundred and Fifty Four Thousand Eight Hundred Fifty Dollars).

2. This bylaw may be cited for all purposes as Valemount and District Fire Protection Local Service Establishment Bylaw No. 1163, Amendment Bylaw No. 3365, 2024.

READ A FIRST TIME ON THE ____ DAY OF ____, 2024

READ A SECOND TIME ON THE ____ DAY OF ____, 2024

READ A THIRD TIME ON THE ____ DAY OF ____, 2024

ADOPTED THIS ____ DAY OF ____, 2024

Chair

General Manager of Legislative and
Corporate Services



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BYL 3.0

FROM: Maureen Connelly, General Manager of Legislative and Corporate Services

DATE: November 4, 2024

SUBJECT: Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024

SUMMARY: Purpose: Consider Adoption of Bylaw
Attachments: Proposed Amendment Bylaw No. 3366, 2024
Previous Reports: Item No. 13.1, August 2024

RECOMMENDATION(S):

1. THAT the report dated November 4, 2024 regarding “Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024” be received for information.
2. THAT Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024 be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

At its August 15, 2024 meeting, the Board gave three readings to the attached bylaw and authorized participating area approval to be obtained by municipal and director consent. Consents have now been received for the Village of Valemount and Electoral Area H.

The Board is being asked to consider adoption of Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024.

RELEVANT POLICIES:

1. Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996
 - establishes the Canoe Valley Recreation Centre Service for the Regional District
2. Local Government Act, Sections 346 and 347
 - consent on behalf of municipal participating area
 - consent on behalf of electoral participating area electors
3. Regional District Establishing Bylaw Approval Exemption Regulation 113/2007
 - authorizes a requisition increase to a maximum of 25% over a five-year period without the requirement of approval by Inspector of Municipalities

STRATEGIC PRIORITIES ALIGNMENT:

Indigenous and Intergovernmental Partnerships

Organizational Strength and Adaptability

Quality Community Services

Environmental Stewardship and Climate Action

Awareness and Engagement

Statutory or Routine Business

SERVICE RELEVANCE:

The Canoe Valley Recreation Centre Local Service was established in 1996 to provide a recreation centre local service for the Village of Valemount and a portion of Electoral Area H.

FINANCIAL CONSIDERATION(S):

A 25% increase is being requested to the current requisition which would amend the maximum amount that could be requisitioned from \$373,460 to \$466,825. The additional amount will allow for sufficient funds to continue providing the Canoe Valley Recreation Centre Local Service.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - Requisition limit for the Canoe Valley Recreation Centre Service will be increased

COMMENTS:

Since the bylaw meets the requirements of BC Reg. 113/2007 (Regional Districts Establishing Bylaw Approval Exemption Regulation) of the Province of British Columbia it may be considered for final reading by the Board without the need for approval by the Inspector of Municipalities.

Respectfully submitted,

“M.Connelly”

Maureen Connelly
General Manager of Legislative and Corporate Services

JG



**REGIONAL DISTRICT
of Fraser-Fort George**

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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: CVRC

FROM: Kenna Jonkman, MCIP, RPP, General Manager of Community and Development Services

DATE: August 1, 2024

SUBJECT: Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment
Bylaw No. 3366, 2024

SUMMARY: Purpose: Consider Requisition Limit Increase

Attachments:

1. Consolidated Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996
 2. Proposed Amendment Bylaw No. 3366, 2024
- Previous Reports: Item No. 12.2, November 2016

RECOMMENDATION(S):

1. THAT the report dated August 1, 2024, regarding “Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024” be received for information.
2. THAT Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024 be now introduced and read a first time.
3. THAT Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024 be given second and third readings.
4. THAT participating area approval be authorized to be given by director and municipal consent pursuant to Sections 346 and 347 of the *Local Government Act*.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The Canoe Valley Recreation Centre Local Service maximum amount which may be requisitioned annually is \$373,460. This amount has been set since 2016 and the Regional District has been setting requisition for the service at this maximum since 2017.

As presented in the 2024 – 2028 Financial Plan for the Canoe Valley Recreation Centre an increase in requisition of 5% annually for the next 5-years is needed to support service delivery. Community Services Administration is recommending that the Board consider adjusting the requisition by 25% to support the approved 5-year financial plan.

The Board is being asked to consider giving first, second and third readings to Canoe Valley Recreation Centre Local Service Establishment Bylaw 1599, 1996, Amendment Bylaw No. 3365, 2024 and authorizing participating area approval to be given by director and municipal consent to allow for a 25% increase to the maximum allowable limit that could be requisitioned for the Canoe Valley Recreation Centre Local Service.

RELEVANT POLICIES:

1. Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996
 - establishes the Canoe Valley Recreation Centre Service for the Regional District
2. *Local Government Act*, s. 346 and 347
 - allows for participating area approval by consent of a municipal council; and
 - allows for participating area approval by consent of an electoral area director
3. Regional Districts Establishing Bylaw Approval Exemption Regulation 113/2007
 - authorized requisition increase to a maximum of 25% without requirement of approval by the Inspector of Municipalities

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

The Canoe Valley Recreation Centre Local Service was established in 1996 to provide a recreation centre local service for the Village of Valemount and a portion of Electoral Area H.

FINANCIAL CONSIDERATION(S):

The requisition limit is currently \$373,460 and has been set at this amount since 2016. Community Services Administration is requesting a 25% increase to the current requisition limit for the Canoe Valley Recreation Centre to allow for sufficient funds to continue providing this service.

The increase to requisition would set a requisition limit of \$466,825. This would result in a maximum annual tax of approximately \$136.91 on an average home valued at \$345,140. Currently the maximum annual tax on an average home valued at \$345,140 is \$109.53.

OTHER CONSIDERATION(S):

Under the provisions of Regulation No. 113/2007, a service establishment bylaw can be amended to increase requisition limits without Inspector's approval if the increase is an amount less than or equal to 25% over a five-year period.

The participants of the Canoe Valley Recreation Centre Service are portions of Electoral Area H and the Village of Valemount.

DECISION OPTIONS:

1. Approve recommendations.
 - Consent packages will be provided to service participants

Other Options:

- a. Do not approve recommendations
 - Requisition limit will not be increased
 - The Canoe Valley Recreation Centre Local Service will not have sufficient funds for future operational and capital asset needs
- b. Postpone consideration of the bylaw amendment if additional information is required
 - bylaw may not be adopted in time for the 2025 budget process

COMMENTS:

The proposed bylaw amendment increasing the maximum allowable requisition limit will provide the Canoe Valley Recreation Centre access to additional funds of up to a maximum of \$466,825 to support the delivery of service.

Respectfully submitted,

“Kenna Jonkman”

Kenna Jonkman, MCIP, RPP
General Manager of Community and Development Services

KJ



**REGIONAL DISTRICT
of Fraser-Fort George**

**CANOE VALLEY
RECREATION
CENTRE LOCAL
SERVICE
ESTABLISHMENT
BYLAW NO. 1599**

**CONSOLIDATED
VERSION**

as authorized by Bylaw Consolidation
Authorization Bylaw No. 2579, 2009

This bylaw has been consolidated to include the text and appendices of:

Amending Bylaw	Effective Date
Bylaw No. 1815	November 19, 1998
Bylaw No. 2655	February 17, 2011
Bylaw No. 3022	December 15, 2016

For reference to original bylaws, please contact:

General Manager of Legislative and Corporate Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Telephone: 250.960.4444

Email: maureen.connelly@rdffg.bc.ca



REGIONAL DISTRICT
of Fraser-Fort George

BYLAW NO. 1599

A BYLAW TO ESTABLISH A RECREATION CENTRE SERVICE AS A LOCAL SERVICE WITHIN THE VILLAGE OF VALEMOUNT AND ELECTORAL AREA H OF THE REGIONAL DISTRICT OF FRASER-FORT GEORGE

WHEREAS the Regional District may, pursuant to Section 788 of the *Municipal Act*, establish and operate a recreation centre as a local service;

AND WHEREAS the Regional District has been requested to establish a recreation centre local service for the Village of Valemount and area;

AND WHEREAS the assent of the electors of the Canoe Valley Recreation Centre Local Service Area has been obtained pursuant to Section 796 of the *Municipal Act*.

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. There is hereby established a recreation centre local service within the area comprising the Village of Valemount and that portion of Electoral Area H shown outlined in bold on Appendix 'A', attached to and forming part of this bylaw, to be known hereafter as the Canoe Valley Recreation Centre Local Service Area.
2. The Regional District may undertake and carry out, or cause to be carried out, construction and operation of a recreation centre in and for the said local service area and do all things necessary or convenient in connection therewith.
3. The annual net cost of providing a recreation centre within the Canoe Valley Recreation Centre Local Service Area shall be apportioned among the participating areas on the basis of the converted value of land and improvements and recovered by a property value tax levied against the net taxable value of land and improvements.

4. The Regional District shall impose, by bylaw, fees and other charges for the purpose of recovering the cost, or a part of the cost, of providing a recreation centre service.
5. The maximum amount which may be requisitioned annually for the purpose of providing a recreation centre service within the Canoe Valley Recreation Centre Local Service Area shall be \$373,460 (Three Hundred and Seventy Three Thousand, Four Hundred and Sixty Dollars).
6. This bylaw may be cited for all purposes as Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996.

AMENDED BY
SEC 1 BL 1815
SEC 1 BL 2655
SEC 1 BL 3022

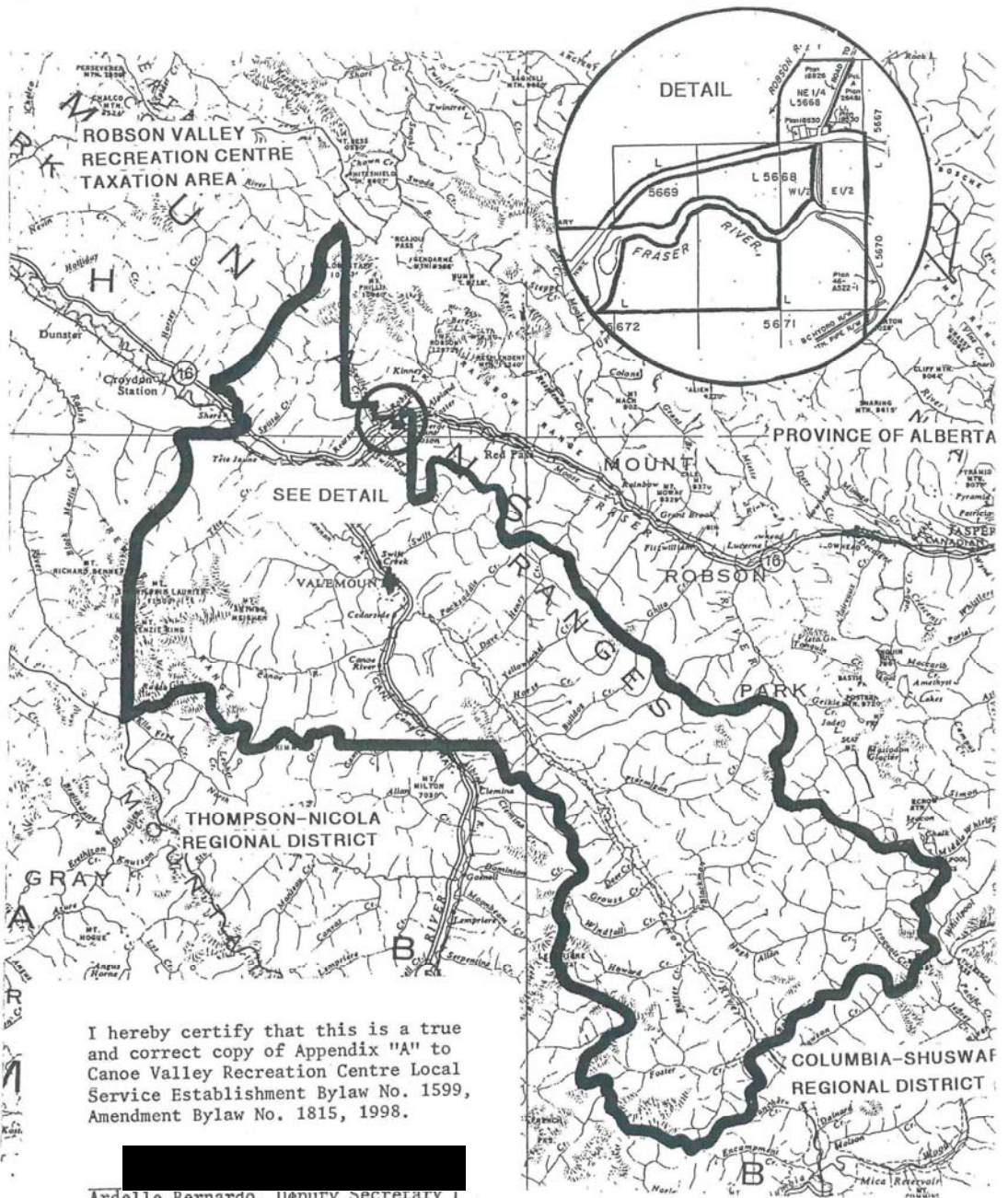
THIS BYLAW is a copy of Bylaw No. 1599, consolidated pursuant to Section 139 of the *Community Charter* and is printed on the authority of the General Manager of Legislative and Corporate Services of the Regional District of Fraser-Fort George.

"K. Jensen"

Karla Jensen
General Manager of Legislative and Corporate Services
Date: April 5, 2019

AMENDED BY
SEC 2 BL 1815

Appendix 'A'



I hereby certify that this is a true and correct copy of Appendix "A" to Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, Amendment Bylaw No. 1815, 1998.

[Redacted Signature]
Ardelle Bernardo, Deputy Secretary



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3366

**A BYLAW TO AMEND CANOE VALLEY RECREATION CENTRE LOCAL SERVICE ESTABLISHMENT
BYLAW NO. 1599, 1996**

WHEREAS the Regional District has, by Bylaw No. 1599 established the Canoe Valley Recreation Centre Local Service Area;

AND WHEREAS the Regional District desires to increase the requisition limit;

AND WHEREAS the consent of the Village of Valemount has been obtained in writing pursuant to Section 346 of the *Local Government Act*;

AND WHEREAS the consent of the director representing Electoral Area H has been obtained in writing pursuant to Section 347 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Bylaw No. 1599 is hereby amended by deleting Section 5 in its entirety and substituting therefore the following:
 5. The maximum amount which may be requisitioned annually for the purpose of providing a recreation centre service within the Canoe Valley Recreation Centre Local Service Area shall be \$466,825 (Four Hundred and Sixty-Six Thousand, Eight Hundred and Twenty Five Dollars).
2. This bylaw may be cited for all purposes as “Canoe Valley Recreation Centre Local Service Establishment Bylaw No. 1599, 1996, Amendment Bylaw No. 3366, 2024”.

READ A FIRST TIME ON THE DAY OF , 2024

READ A SECOND TIME ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors
FROM: Sarah White, General Manager of Financial Services
DATE: November 8, 2024
SUBJECT: Revenue Anticipation Borrowing Bylaw No. 3370, 2024
SUMMARY: Purpose: Consider Provision of Temporary Borrowing Until Requisition Funds are Received

Attachments: Proposed Regional District of Fraser-Fort George Revenue Anticipation Borrowing Bylaw No. 3370, 2024
Previous Reports: None

RECOMMENDATION(S):

1. THAT the report dated November 8, 2024 regarding “Revenue Anticipation Borrowing Bylaw No. 3370, 2024” be received for information.
2. THAT “Regional District of Fraser-Fort George Revenue Anticipation Borrowing Bylaw No. 3370, 2024”, be now introduced and given first, second and third readings.
3. THAT “Regional District of Fraser-Fort George Revenue Anticipation Borrowing Bylaw No. 3370, 2024” be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority
All Weighted	2/3 Majority

ISSUE(S):

Regional Districts do not receive tax requisition funding until August 1st of an operating year. In order to ensure there are sufficient funds to meet operating expenditures until August 1st, it is prudent that Regional Districts ensure they have the ability to access temporary borrowing through the adoption of a temporary borrowing bylaw, also called a revenue anticipation borrowing bylaw.

The Board is being asked to consider adopting a Revenue Anticipation Borrowing Bylaw.

RELEVANT POLICIES:

1. *Local Government Act*, Section 404
 - Allows Regional Districts to:
 - undertake temporary borrowing to meet its lawful expenditures before its tax requisition revenue has been received, and
 - requires that any temporary borrowing be repaid when the tax requisition revenue is received.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

Temporary borrowing could apply to any Regional District Service with an approved budget if the need arose.

FINANCIAL CONSIDERATION(S):

The recommended limit to the temporary borrowing bylaw is \$1,000,000.

Temporary borrowing would only be invoked where a budget has no other funds available to meet its expenditures prior to August 1st. Where a Service budget requires temporary borrowing, that budget would cover any costs associated with temporary borrowing.

OTHER CONSIDERATION(S):

In 2024, the Regional District was able to fund operations using reserve funds and user fee income until tax requisitions were received in August. However, in the event that reserve funds and user fees are insufficient to cover operating costs until August 1st, the Regional District should ensure it has access to temporary borrowing. The attached bylaw would authorize the Regional District to borrow temporary operating funds from either a commercial institution or the Municipal Finance Authority's (MFA) short-term borrowing pool.

As of November 6th, MFA's short-term borrowing rate was 4.52% and our commercial institution borrowing rate was 5.95%. Any short-term borrowing would be re-paid upon receipt of tax requisition funding on August 1st.

DECISION OPTIONS:

1. Approve recommendations.

Other Options:

- a. Postpone adoption of the bylaw for more information:
 - would delay in providing the ability to borrow temporary operating funds for 2024.

COMMENTS:

The Regional District has been successful in limiting its reliance on temporary borrowing for covering operating costs until the August 1st tax requisition is received. At this time, it is not anticipated that the Regional District will require access to temporary borrowing in 2025; however, having a temporary borrowing bylaw in place should the need arise for temporary borrowing in 2025 is recommended.

Respectfully submitted,

“Sarah White”

Sarah White
General Manager of Financial Services

SW:bl



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3370

A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE

WHEREAS the Regional District does not have sufficient money on hand to meet the current lawful expenditures of the Regional District;

AND WHEREAS it is provided by Section 404 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS there are no liabilities outstanding under Section 404;

NOW THEREFORE the Regional Board of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Regional District an amount or amounts not exceeding the sum of **One Million Dollars (\$1,000,000)**.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the General Manager of Financial Services of the Regional District.
3. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
4. This bylaw may be cited as the Regional District of Fraser-Fort George "Revenue Anticipation Borrowing Bylaw No. 3370, 2024".

READ A FIRST TIME ON THE DAY OF , 2024

READ A SECOND TIME ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



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REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Sarah White, General Manager of Financial Services

DATE: November 8, 2024

SUBJECT: Community Works Fund – Nukko Lake Community Hall Water and Sewer Systems
 SUMMARY: Purpose: Consider Approval of Funding

Attachments:

1. Backgrounder
 2. Internal Application Community Works Fund
 3. Community Works Fund Expenditures Policy RD-08-14
- Previous Reports: None

RECOMMENDATION(S):

1. THAT the report dated November 8, 2024 regarding “Community Works Fund - Nukko Lake Community Hall Water and Sewer Systems” be received for information.
2. THAT funding from the Community Works Fund, of up to \$172,402 for the Nukko Lake Community Hall Water and Sewer Systems, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority

ISSUE(S):

In 1998 the health department required a water filtration and treatment system be installed at the Nukko Lake Community Hall. The filtration and UV water treatment system were installed in 1999. The UV treatment system has failed and parts for the system are no longer available. The hall has continued to use the filtration system, but it no longer meets current drinking water requirements and must also be replaced.

The Regional District engaged McElhanney Engineering under the 2024 As and When Engineering Services Contract to do an assessment of the water system to provide an estimate for a new water system that would meet with current Northern Health regulations for drinking water systems. The following three options would meet with Northern Health’s approval.

1. Continue to use water from the lake and install a new filtration and treatment system:
2. Install a below ground cistern and haul in potable water as needed.
3. Drill a well on site.

Of the three water treatment options that would be acceptable to Northern Health, Option 1 has the most certainty when it comes to costs at this time. Option 2 would be the most costly to operate and maintain. Option 3 - drilling a well - has the highest level of risk and therefore cost as the need for a cistern or filtration/treatment system is not reflected in the estimated cost and would not be known until the well is drilled and flow and quality are tested.

In addition to the capital costs, all water treatment options will require regular ongoing maintenance costs to comply with Northern Health regulations. Option 1 would have the lowest annual maintenance cost and is projected to be \$7,000 per year. This is a new cost to the Nukko Lake Community Hall budget that will be included in the 2025 budget year and all years going forward. This is a significant increase to this budget and will require a substantial requisition increase.

In late fall 2023 the sewage system was scoped with a camera, the lines cleaned, and the distribution box replaced. Further work was identified as needing to be done but due to the lateness of the season the work was postponed to 2024. In the spring of 2024 the upgrades to each of the 2 septic tanks was done, a sewage line was repaired and parking lot barriers were installed to prevent vehicles from driving over the sewage system infrastructure. The last step needing to be done on the sewage system is to have the trees and brush that are growing in and compromising the sewage system drain field. This work will be done in the spring of 2025 due to lack of contractor availability in 2024. It must be noted that the sewage system is no longer compliant with today’s regulations. As long as the system is maintained as is, it is “grandfathered”, however, if the system fails it will need to be replaced. Replacement in today’s terms would be very expensive due to the close proximity to the lake and the small property size which would make relocation of the system challenging and extremely costly. For all these reasons, this septic system must be maintained and protected to give the Nukko Lake Community Hall as many years of service as possible. The upgrades are projected to prolong the integrity of the system for another 10 years if properly maintained.

To complete the Nukko Lake Community Hall Water and Sewer Systems, the Board is being asked to consider approving funding from the Community Works Fund for up to \$172,402.

RELEVANT POLICIES:

- 1. Community Works Fund Expenditures Policy RD-08-14
 - Defines the process to allocate funding from the Community Works Fund

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Nukko Lake Community Hall was built in 1947. In 1997 the community approached the Regional District with a request to establish a local area service so that the hall maintenance and capital expenses would be paid for by the property owners living within the service area. In keeping with legislative requirements for service establishment, ownership of the hall was turned over to the Regional District at that time. The hall continues to be managed and operated by the Nukko Lake Recreation Commission by way of a Property Use Agreement.

FINANCIAL CONSIDERATION(S):

As of October 31, 2024, the uncommitted balance in the Community Works Fund is \$2,344,513.58.

OTHER CONSIDERATION(S):

At the beginning of 2024, the Nukko Lake Community Hall Service had \$21,006 in Operating Reserve and \$38,041 in the Northern Capital Planning reserve. The annual requisition is currently at \$13,160 in 2024 and has a requisition limit of \$42,577 in 2024 (greater of \$2,950 or \$0.30 per \$1,000). Prior to the failure of the water system and the necessary upgrades to the sewage system, the five-year plan included modest requisition increases in all years in order to minimize the impact to taxpayers. It is now evident that a greater requisition lift will be required in order to fund the ongoing operation and maintenance of a new water system as well as to be able to continue putting funds into reserve for asset management knowing that the existing sewer system is projected to need replacement in 10 years. If Community Works funding is not approved to cover the cost of the water and sewage system utilities, reserves will be insufficient to fund the upgrades and the operating and maintenance budget for 2025 will be impacted to fund an even larger requisition increase.

All options have the risk that future water regulations will change, and the systems may require upgrades to keep in compliance, a consideration for asset management.

DECISION OPTIONS:

1. Approve recommendations.
 - Funding will be provided from the Community Works Fund.

Other Options:

- a. Defer the request if additional information is required
 - will result in a delay in completing the project.
- b. Deny the request
 - alternate funding would have to be obtained.

COMMENTS:

From my review of the application, the project appears to meet the eligibility requirements in the Community Works Fund Agreement. This project fits into the category of Recreation Infrastructure.

Respectfully submitted,

“Sarah White”

Sarah White
General Manager of Financial Services

SW:bl

BACKGROUND – COMMUNITY WORKS FUND

The original Community Works Fund Agreement was signed in December 2005 and provided for the transfer of federal gas tax funding to local governments in British Columbia. This agreement stipulated that the funds could only be used for capital projects that are owned by the local government and supported the outcomes of cleaner air, cleaner water, or reduced greenhouse gas emissions.

In April 2014, the Regional District and the Union of BC Municipalities entered into a new Community Works Agreement. All funds from the 2005 agreement were carried forward and able to be utilized on the eligible projects as defined in Schedule B of the April 2014 agreement. Eligible projects are capital projects that are owned by the local government and meet one of the seventeen categories which include: public transit, short-line rail, short-sea shipping, local roads, bridges, broadband connectivity, brownfield redevelopment, drinking water, waste water, solid waste, community energy systems, sport infrastructure, recreational infrastructure, cultural infrastructure, tourism infrastructure, disaster mitigation, regional and local airports, and capacity building.

In 2021, the program stream through which the funds are received under the Agreement was amended from the Federal Gas Tax Fund (gas tax) to the Canada Community-Building Fund (CCBF) and fire hall infrastructure was added as an eligible investment category.

The Regional District has Policy RD-08-14, “Community Works Fund Expenditure”, in place that outlines the process for approving the use of Community Works Fund (CWF) funding.

As of October 31, 2024, the Regional District has received a total of \$13,114,333.14 in CWF funding and approved a total of \$12,709,986.98 to fund eighty-two projects, including:

- sewer system construction and upgrades
- water system upgrades
- Village of McBride Water System upgrade
- the Corporate Climate Change Action Plan
- landfill gas main header extension
- energy efficient upgrades to the Tete Jaune, Robson Valley and Canoe Valley Recreation Centres and the Beverly, Ness Lake, Red Rock, McBride, Buckhorn, Valemount and Shell-Glen fire halls
- landfill gas well field expansion and hydrogeological survey
- Village of McBride’s Phase 2 of its wastewater upgrade project
- Canoe Valley Recreation Centre enhanced condenser
- Canoe Valley Recreation Centre Universal Access Doors
- Robson Valley Exploration & Learning Centre Retrofit
- Mackenzie Community Hall Improvements
- Beverly Fire Hall Roof Replacement
- 155 George Street Energy Efficiency Upgrades
- Pilot Mountain Volunteer Fire Department Energy Efficient Upgrades
- Sinclair Mills Energy Efficient Upgrade Project
- Bear Lake Volunteer Fire Department and Community Commission Building Energy Efficient Upgrades
- Facility Condition Assessment and Life Cycle Report No. 1
- Bear Lake Drinking Water System Upgrade
- Summit Lake Repairs to Lagoon System to Improve Long-Term Wastewater Structure Reliability and Operation
- City of Prince George Four Seasons Leisure Pool replacement project
- Ferndale/Tabor Volunteer Fire Department Hall Energy Efficient Upgrades
- Robson Valley Exploration and Learning Centre Registered Professional Renovation Requirements
- Mackenzie Regional Transfer Station Scale, Foundation and Accessory Installation
- Robson Valley Recreation Center Heaters
- Facility Condition Assessment and Life Cycle Report No. 2
- Robson Valley Exploration and Learning Centre LED Upgrades
- Public Safety Operations Building EV Charging Station
- Tabor Lake Community Sewer Embankment Rehabilitation
- Mackenzie Regional Transfer Station Erosion Control
- Cummings Road Transfer Station Reconstruction
- Transtor Refuse Collection Container Replacement

- Nukko Lake Community Hall Roof Replacement
- Picnic Tables and Outhouses for Regional Parks
- Robson Valley Recreation Centre Dehumidifiers
- Facility Condition Assessments and Life Cycle Report No. 3
- George Hicks Regional Park Bridge Replacement
- Drinking Water and Sanitary Sewer Asset Management Reporting
- Azu Community Water System Infrastructure Replacement
- Dome Creek Recreational Facility Upgrades
- Official Community Plan Reviews
- Miworth Community Hall Upgrades
- Facility Enhancements at Rural Transfer Stations
- RD Volunteer Fire Department Facilities Upgrades; and
- Ness Lake Firehall Roof Replacement
- Bear Lake Recreation Facilities Upgrades
- Robson Valley Exploration and Learning Air Conditioning Installation
- Building Lifecycle Cost Analysis – Recreation Facilities
- Azu Community Water System Infrastructure Replacement

The uncommitted balance, as of October 31, 2024, in the CWF, including interest earned on the investment of funds, is \$2,344,513.58. A new Community Works Fund Agreement is in place effective from 2024 to 2034 with anticipated annual funding of \$762,356 per year.



MEMO

TO: Sarah White, GM Financial Services
FROM: Cindy Paton, Manager of Community Services
DATE: October 31, 2024
SUBJECT: Internal Community Works Fund Application

Project Name: Nukko Lake Community Hall Water and Sewer Systems

Location: Prince George, BC

Introduction

The Nukko Lake Community Hall was built in 1947. In 1997 the community approached the Regional District with a request to establish a local area service so that the hall maintenance and capital expenses would be paid for by the property owners living within the service area. In keeping with legislative requirements for service establishment, ownership of the hall was turned over to the Regional District at that time. The hall continues to be managed and operated by the Nukko Lake Recreation Commission by way of a Property Use Agreement.

In the past 2 years the Community Hall has faced 3 major projects that were not budgeted for due to lack of funds and minimal reserves for this Service. The Regional District, the Nukko Lake Recreation Commission and the Service's CCC were aware that these projects would need to be addressed in the future and plans had begun to be implemented with a modest annual increase to requisition starting in 2022 intended to enhance reserves. Unfortunately, the projects had to proceed prior to having sufficient funding in place, or the future of the hall would be compromised.

1. In 2024 a new roof was put on the hall, completion of soffits, fascia, gutters & downspouts is planned for the fall of 2024 (delayed due to contractor availability in 2023 and 2024). The roof project was partially funded by a Northern Development Initiative Trust grant of approximately \$28,500 (final number will not be available until the project is completed). The total cost is projected at \$46,668. The difference between the final project cost and the amount funded by NDIT, estimated at \$23,938, will be funded by a Community Works grant approved in 2022.
2. In October 2023 the community hall water system failed a Northern Health Inspection and the hall was put on a Boil Water Advisory. The Regional District did not receive notice of this event until March 2024 so investigation of the situation began once we received notice. The water source for the Nukko Lake Community Hall is the lake by way of a Conditional Water Licence that authorizes the diversion and use of water from Nukko Lake. Currently, as the water is not potable without treatment, the Nukko Lake Recreation Commission brings in bottled water for all events and water from the lake is used for sanitation only. Northern Health has permitted a grace period for the hall to operate in this manner dependent upon the Regional District taking steps to resolve the water treatment issue.
3. There was an incident in the late summer of 2023 where sink holes were appearing near the drain field and the concern was that the sewage system was the cause. In November 2023 the Regional District began investigation of the sewage system and was able to make some upgrades by way of a Community Grant-In-Aid. The sewage system was constructed in the early 1990's and had not had any upgrades in the intervening years.

Project Description:Water and Sewage Utilities Upgrades

In 1998 the health department required a water filtration and treatment system be installed. The filtration and UV water treatment system were installed in 1999. The UV treatment system has failed and parts for the system are no longer available. The hall has continued to use the filtration system but it no longer meets current drinking water requirements and must also be replaced.

The Regional District engaged McElhanney Engineering under the 2024 As And When Engineering Services Contract to do an assessment of the water system to provide an estimate for a new water system that would meet with current Northern Health regulations for drinking water systems. The following three options would meet with Northern Health's approval.

1. Continue to use water from the lake and install a new filtration and treatment system:
 - Capital cost estimate \$145,500
 - This is basically the updated version of the current failed system
 - System requires operator maintenance by a designated operator with an Environmental Operators Certification Program (EOCP) Small Waters System certification.
 - New system would be automated to shut off the if there were a poor water quality event in the lake which overwhelmed the system.
2. Install a below ground cistern and haul in potable water as needed.
 - Capital cost estimate \$248,000
 - Ongoing cost to engage a certified water hauler is unknown
 - This option has the highest operator and maintenance costs
 - Automated level sensors installed to alert the hall manager when water level is low
 - A chlorination system would be required and a chlorine analyser would monitor chlorine levels in the cistern and dose as required. Proper chlorine handling and storage required. Outside kiosk required for storage of chlorine. Ongoing cost for chlorine and management of the system unknown at this time.
 - Uncertainty due to the small property size and proximity to the road and the lake, which limit the options for location of a buried cistern on this property.
3. Drill a well on site.
 - Capital cost estimate \$154,000
 - Due to property size constraints, proximity to the lake, the road, the sewage system and neighbours close by with sewage systems there is uncertainty if this if a drilled well would be possible and would require more assessment (and therefore more cost before we could proceed).
 - High degree of uncertainty of water quality and yield/flow
 - Nearby properties drilled to 375 and 382 ft. deep
 - If yield is low, may need to also install a cistern for storage (not included in the above cost)
 - If the water quality is poor, a filtration and treatment system would also be required (not included in the above cost)
 - Regulation would require well redevelopment every 5 years.

Of the three water treatment options that would be acceptable to Northern Health, Option 1 has the most certainty when it comes to costs at this time. Option 2 would be the most costly to operate and maintain. Option 3 - drilling a well - has the highest level of risk and therefore cost as the need for a cistern or filtration/treatment system is not reflected in the estimated cost and would not be known until the well is drilled and flow and quality are tested.

In addition to the capital costs, all water treatment options will require regular ongoing maintenance costs to comply with Northern Health regulations. Option 1 would have the lowest annual maintenance cost and is projected to be \$7,000 per year based on Regional District staff hourly costs of \$4,000 for 2025 and \$3,000 for ongoing water quality testing including shipping and lab costs. This is a new cost to the Nukko Lake Community Hall budget that will be included in the 2025 budget year and all years going forward. This is a significant increase to this budget and will require a substantial requisition increase.

In late fall 2023 the sewage system was scoped with a camera, the lines cleaned, and the distribution box replaced. Further work was identified as needing to be done but due to the lateness of the season the work was postponed to 2024. In the spring of 2024 the upgrades to each of the 2 septic tanks was done, a sewage line was repaired and parking lot barriers were installed to prevent vehicles from driving over the sewage system infrastructure. The last step needing to be done on the sewage system is to have the trees and brush that are growing in and compromising the sewage system drain field. This work will be done in the spring of 2025 due to lack of contractor availability in 2024. It must be noted that the sewage system is no longer compliant with today's regulations. As long as the system is maintained as is, it is "grandfathered", however, if the system fails it will need to be replaced. Replacement in today's terms would be very expensive due to the close proximity to the lake and the small property size which would make relocation of the system challenging and extremely costly. For all these reasons, this septic system must be maintained and protected to give the Nukko Lake Community Hall as many years of service as possible. The upgrades are projected to prolong the integrity of the system for another 10 years if properly maintained.

Asset Management

At the beginning of 2024 The Nukko Lake Community Hall Service currently had \$21,006, in Operating Reserve and \$38,041 in the Northern Capital Planning reserve. The requisition is currently at \$13,160 in 2024 and has a requisition limit of \$42,577 in 2024 (greater of \$2,950 or \$0.30 per \$1,000). Prior to the failure of the water system and the necessary upgrades to the sewage system, the five year plan included modest requisition increases in all years in order to minimize the impact to taxpayers. It is now evident that a greater requisition lift will be required in order to fund the ongoing operation and maintenance of a new water system as well as to be able to continue putting funds into reserve for asset management knowing that the existing sewer system is projected to need replacement in 10 years. If Community Works funding is not approved to cover the cost of the water and sewage system utilities, reserves will be insufficient to fund the upgrades and the operating and maintenance budget for 2025 will be impacted to fund an even larger requisition increase.

All options have the risk that future water regulations will change and the systems may require upgrades to keep in compliance, a consideration for asset management.

Funding request follows on schedule A.

SCHEDULE A**Water & Sewer System Utilities Upgrades:**

Engineering to research and evaluate the 3 options acceptable to Northern Health	\$15,307
Engineering support to go to go to competitive bid, including ITT preparation, detailed design drawings, submission evaluation, contract administration and construction support, preparation of operating permit and construction, commissioning and close out services	\$51,000
Estimated Construction Cost for water treatment Option 1 with 50% construction contingency	\$94,500
Replacement of two septic tank access lids, repair of sewer line, installation of cleanout, and installation of barriers to prevent vehicle traffic over the septic tanks and lines. Removal of trees and shrubs growing in the sewage system drain field.	\$11,595
Total Water & Sewer System Utilities Upgrades funding application	\$172,402



No.: RD-08-14

Date Approved: September 18, 2014

Name: Community Works Fund Expenditure Policy

Purpose:	To define a process to allocate the funding received from the Community Works fund, consistent with the terms and conditions of the Community Works Fund Agreement signed with the Union of BC Municipalities.
Authority:	The current Community Works Fund Agreement
Scope:	This policy shall apply to all Community Works Funds.

Definitions: Community Works Fund **means** the funds provided from the Federal gas tax revenues dispersed to local governments in accordance with the terms and conditions set out in the Community Works Fund Agreement

Community Works Fund Agreement **means** the Community Works Fund Agreement in effect at the time this policy is applied.

Policy: To ensure compliance with the Community Works Fund Agreement all projects must be evaluated, approved, and accounted for.

General:

1. Projects or activities must result in tangible capital assets primarily for public use and support outcomes that contribute to the reduction of greenhouse gas emissions, clean air, or clean water.
2. Expenditures proposed for funding from the Community Works Fund may come from staff, Directors, or members of the public to the appropriate General Manager or Manager.
3. Projects that appear eligible will require a detailed project plan and budget with eligible project categories. Community Works Funds can be applied to all of a project or only the portion that meets the requirements.
4. Project eligibility will be determined by the General Manager of Financial Services and the General Manager responsible for the project area.
5. Projects that are deemed to be eligible shall be approved by Board resolution approving the expenditure of monies from the Regional District's Community Works Fund.

Expiry Date:

Review Date:



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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: 111.3.4

FROM: Melanie Perrin, Senior Manager of Public Safety Services

DATE: November 6, 2024

SUBJECT: Request for Proposal PS-24-01 Computer Aided Dispatch – Maintenance Agreement

SUMMARY: Purpose: Consider Award of Contract

Attachments: None
Previous Reports: Item No. 11.3.2, June 2024

RECOMMENDATION(S):

1. THAT the report dated November 6, 2024 regarding “Request for Proposal PS-24-01 Computer Aided Dispatch – Maintenance Agreement” be received for information.
2. THAT the 5-Year Maintenance Agreement for the Computer Aided Dispatch System being provided by Intergraph Canada ULC, as per Request for Proposal PS-24-01 Supply and Installation of Computer Aided Dispatch System, be awarded to Intergraph Canada ULC in the amount of \$772,113.00 (excluding taxes).

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority

ISSUE(S):

At its January 2019 meeting, the Board approved the Fire Operations Communication Centre (FOCC) Primary and Alternate Site – Infrastructure Upgrade Implementation Strategy (IUI). Procurement of the new Computer Aided Dispatch System is a required component of the Primary and Alternate Site development plan. PS-24-01 requested proponents to also provide pricing on the Maintenance Agreement for the Computer Aided Dispatch System included in PS-24-01. The Computer Aided Dispatch System was awarded at the Board’s June 2024 meeting, while Public Safety Administration continued to evaluate the proposals for the 1-Year and 5-Year Maintenance Agreements.

The evaluations of the Maintenance Agreement submissions have now been completed. Public Safety Administration recommends proceeding with awarding the contract for the 5-Year Maintenance Agreement.

The Board is being asked to consider authorizing the award of the 5-Year Maintenance Agreement for the Computer Aided Dispatch system, as per PS-24-01, to Intergraph Canada ULC in the amount of \$772,113.00 (excluding taxes).

RELEVANT POLICIES:

1. Policy RD-03-09: Procurement of Goods and Services
 - to establish a consistent approach for the procurement of goods and services which ensures best value is obtained when spending public funds
2. Delegation Bylaw No. 3276, 2022
 - requires contracts over \$100,000 in value to be considered for approval by the Board

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Regional District of Fraser-Fort George 9-1-1 Emergency Response Service was established in 1990 to provide three functions:

- Primary Public Safety Answering Point 9-1-1 Call-Answer service which allows for individuals to reach emergency services (police, fire, ambulance) by dialling 9-1-1
- Secondary Public Safety Answering Service Point for Fire Dispatch call-answer services (FOCC fire dispatch) which receives fire/rescue emergency calls, dispatches fire/rescue services and supports the responding fire/rescue agency during incident response
- Radio Communication for all fire departments within the RDFFG region which includes radio system supply and maintenance, communication tower network maintenance and operation and maintenance of support systems

The service is a region wide service with all member municipalities and electoral areas participating. Service delivery to other local governments is a fee-for-service arrangement based on term service contracts.

Contracts with the Cariboo, Bulkley-Nechako and Kitimat-Stikine Regional Districts include FOCC fire dispatch and E Comm 9-1-1 call-answer services. The contract with the Central Kootenay Regional District is exclusive to FOCC fire dispatch services only.

The 9-1-1 Emergency Response Service further supports the operation of two centralized fire dispatch facilities located within the City of Prince George. It supports a reciprocal agreement for the provision of fire dispatch back-up service with North Island 9-1-1 Corporation.

FINANCIAL CONSIDERATION(S):

Funds have been included in the 5-year financial plan for this maintenance agreement. This maintenance agreement will replace the current maintenance agreement for the current CAD once new CAD is operational.

OTHER CONSIDERATION(S):

The current CAD System, purchased in 2006, is reaching end of life and is no longer suitable as a leading software for fire dispatch purposes. The product vendor no longer supports development of the system, and therefore the CAD system needs to be replaced. A new software maintenance agreement is required with the purchase of a new computer aided dispatch system.

DECISION OPTIONS:

1. Approve recommendations.
 - contract for the 5-Year Maintenance Agreement for PS-24-01 Supply and Installation of Computer Aided Dispatch System will be awarded in the amount of \$772,113.00 (excluding taxes)

Other Options:

- a. Do not approve the award of the 5-Year Maintenance Agreement included in PS-24-01
 - the replacement of the Computer Aided Dispatch System will be delayed
 - there is risk associated to not replacing a critical fire dispatch component that is reaching end of life.

COMMENTS:

The Request for Proposal PS-24-01 Computer Aided Dispatch System was released on Friday January 26, 2024, and closed on March 13, 2024.

Public Safety Administration spent an abundance of time evaluating the proposals. Public Safety Administration along with Fire Operations Communication Centre staff participated in demonstrations of each of the two systems, conducted onsite visits to observe the software in use, researched various Fire CAD options across Canada and reviewed the software maintenance and support agreements. The Intergraph ULC (Hexagon) CAD product is the leading Fire CAD vendor in Canada and is the only Fire CAD in Canada that is providing this level of new technology and functionality. The maintenance agreement provided by Intergraph Canada ULC is required in order to support the purchased CAD system. The recommendation for award reflects the outcome of this evaluation process and is in alignment with the objectives of delivery of high service levels, business continuity best practices, and future-proof procurement planning.

It is recommended that 5-Year Maintenance Agreement included in Request for Proposal PS-24-01 be awarded to Intergraph ULC (Hexagon) in the amount of \$772,113.00 (excluding taxes).

Respectfully submitted,

“Melanie Perrin”

Melanie Perrin
Senior Manager of Public Safety Services

MP:mz



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Melanie Perrin, Senior Manager of Public Safety Services

DATE: June 12, 2024

SUBJECT: Request for Proposal PS-24-01 Computer Aided Dispatch
SUMMARY: Purpose: Consider Award of Contract

File No.: 106.4

Attachments: Backgrounder
Previous Reports: Item #11.3.4, January 2024

RECOMMENDATION(S):

1. THAT the report dated June 12, 2024 regarding "Request for Proposal PS-24-01 Computer Aided Dispatch" be received for information.
2. THAT the Computer Aided Dispatch System for Public Safety be awarded to Intergraph ULC (Hexagon) in the amount of \$1,487,807.00 (excluding taxes).
3. THAT the capital budget for the 9-1-1 Emergency Response Service (Budget 2503) for the purchase of the Computer Aided Dispatch System be amended from \$1,200,000.00 to \$1,592,000.00.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority
All Weighted	Majority

ISSUE(S):

At its January 2024 meeting, the Board approved entering a competitive bid process for the replacement of the Computer Aided Dispatch (CAD) system. The CAD system is the next piece of technology for the Primary and Alternate back-up fire dispatch facilities that is reaching the end of life and requires replacement. The current CAD system is nearing 20 years since its implementation back in 2006.

The Regional District's competitive bid process is now complete. Two bids were received in response to the call for proposals. Following a thorough review of the bids, Public Safety Administration recommends proceeding with awarding the contract for procurement to Intergraph ULC (Hexagon).

The Board is being asked to consider authorizing the award of the Computer Aided Dispatch (CAD) System PS-24-01 to Intergraph ULC (Hexagon) in the amount of \$1,487,807.00 (excluding taxes).

RELEVANT POLICIES:

1. Policy RD-03-09: Procurement of Goods and Services
 - to establish a consistent approach for the procurement of goods and services which ensures best value is obtained when spending public funds
2. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
 - requires contracts over \$100,000 in value to be considered for approval by the Board

STRATEGIC ALIGNMENT:

- Climate Action Economic Health Indigenous Relations Strong Communities
- None – Statutory or Routine Business

SERVICE RELEVANCE:

The Regional District of Fraser-Fort George 9-1-1 Emergency Response Service was established in 1990 to provide three functions:

- Primary Public Safety Answering Point 9-1-1 Call-Answer service which allows for individuals to reach emergency services (police, fire, ambulance) by dialling 9-1-1
- Secondary Public Safety Answering Service Point for Fire Dispatch call-answer services (FOCC fire dispatch) which receives fire/rescue emergency calls, dispatches fire/rescue services and supports the responding fire/rescue agency during incident response
- Radio Communication for all fire departments within the RDFFG region which includes radio system supply and maintenance, communication tower network maintenance and operation and maintenance of support systems

The service is a region wide service with all member municipalities and electoral areas participating. Service delivery to other local governments is a fee-for-service arrangement based on term service contracts.

Contracts with the Cariboo, Bulkley-Nechako and Kitimat-Stikine Regional Districts include FOCC fire dispatch and E Comm 9-1-1 call-answer services. The contract with the Central Kootenay Regional District is exclusive to FOCC fire dispatch services only.

The 9-1-1 Emergency Response Service further supports the operation of two centralized fire dispatch facilities located within the City of Prince George. It supports a reciprocal agreement for the provision of fire dispatch back-up service with North Island 9-1-1 Corporation.

FINANCIAL CONSIDERATION(S):

In 2023 Public Safety Administration had estimated the cost for the replacement of the CAD System to be approximately \$1.2 million dollars. This amount was included in the 9-1-1 Emergency Response Service 2024 capital budget that was approved by the Board at its March 2024 meeting.

New CAD technology has emerged that provides higher functionality and improved futureproofing of the system for a longer serving CAD that will provide for a higher service delivery for the Regional Fire Dispatch service well into the future. The price for the new CAD has come in at \$1,487,807.00 (excluding taxes), \$1,591,953.49 including non-recoverable tax portion.

The cost to replace CAD is proposed to be funded with funds from the UBCM Next Generation 9-1-1 Grant Program, the 2024 Operating Budget, and reserve funds.

It is anticipated that there will be additional costs associated with the need for additional servers and licensing required to support the technology associated with the new CAD system. These needs are currently under review by Public Safety Administration.

OTHER CONSIDERATION(S):

The current CAD System, purchased in 2006, is reaching end of life and is no longer suitable as a leading software for fire dispatch purposes. The product vendor no longer supports development of the system, and therefore the CAD system needs to be replaced.

Public Safety Administration will be in attendance to provide the Board with an overview of the CAD project.

DECISION OPTIONS:

1. Approve recommendations.
 - contract for PS-24-01 Computer Aided Dispatch will be awarded in the amount of \$1,487,807.00 (excluding taxes); and
 - the budget amendment will be captured in the 2024-2028 Financial Plan Amendment Bylaw to be brought forward to the Board for approval

Other Options:

- a. Do not approve the award of PS-24-01
 - the replacement of the Computer Aided Dispatch System will be delayed
 - there is risk associated to not replacing a critical fire dispatch component that is reaching end of life.

COMMENTS:

The Request for Proposal PS-24-01 Computer Aided Dispatch System was released on Friday January 26, 2024, and closed on March 13, 2024.

Public Safety Administration spent a significant amount of time evaluating the proposals. Public Safety Administration along with Fire Operations Communication Centre staff participated in demonstrations of each of the two systems, conducted onsite visits to observe the software in use, and researched various Fire CAD options across Canada. The Intergraph ULC (Hexagon) CAD product is the leading Fire CAD vendor in Canada and is the only Fire CAD in Canada that is providing this level of new technology and functionality. The recommendation for award reflects the outcome of this evaluation process and is in alignment with the objectives of delivery of high service levels, business continuity best practices, and future-proof procurement planning.

It is recommended that Request for Proposal PS-24-01 be awarded to Intergraph ULC (Hexagon) in the amount of \$1,487,807.00 (excluding taxes).

Respectfully submitted,

“Melanie Perrin”

Melanie Perrin
Senior Manager of Public Safety Services

MP:mz

BACKGROUND

The Regional District issued a Request for Proposal (RFP) for procurement of a Computer Aided Dispatch System. Two submissions were received in response to the RFP call. Public Safety Administration reviewed and evaluated the proposal submissions. One of the bids was disqualified due to non-compliance with the RFP specifications and bid requirements..

The Intergraph ULC (Hexagon) software provides greater functionality within a modern software package that will provide leading edge future-proof functionality for the Regional District's Computer Aided Dispatch.

Public Safety Administration therefore recommends award of PS-24-01 to Intergraph ULC (Hexagon).

Results of the evaluation were as follows:

Proponent	Bid Price for Computer Aided Dispatch System (excluding taxes)
Intergraph ULC (Hexagon)	1,487,807.00



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors
FROM: Sarah White, General Manager of Financial Services
DATE: November 8, 2024
SUBJECT: Fraser-Fort George Regional Museum Society Financial Monitoring – 2024 Update
SUMMARY: Purpose: For Information

Attachments: Backgrounder

Previous Reports:

1. Item No. 11.4.1, April 2024
2. Item No. 11.4.1, February 2024
3. Item No. 11.4.12, January 2024

RECOMMENDATION(S):

THAT the report dated November 8, 2024 regarding “Fraser-Fort George Regional Museum Society Financial Monitoring – 2024 Update” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

In April 2024, the Regional District of Fraser-Fort George (RDFFG) Board approved entering into a loan agreement for \$500,000 with the Fraser Fort George Museum Society (the “Society”) which set out a number of terms and conditions including a requirement for the Society to provide the RDFFG with monthly financial statements and other records and reports as requested for financial monitoring throughout the year.

The Society has provided RDFFG Administration with internal financial statements as well as cash flow projections monthly since entering into the loan agreement.

RELEVANT POLICIES:

N/A

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Heritage Conservation Service was established to support museums and societies that have contracts with the Regional District to provide heritage services and programming within the Regional District, consistent with the Regional Cultural Plan.

Since 2006, the Fraser-Fort George Museum Society has been one of eight organizations supported by the Regional District as part of the Regional Cultural Plan and as such receives annual operating grants from the Regional District. For 2024, the operating grant for the Society is \$881,290.

FINANCIAL CONSIDERATION(S):

During 2007, the Regional District entered into an agreement with the Society to refinance their long-term debt with the Municipal Finance Authority of BC using 20-year debenture financing. The debt service payments (currently approximately \$113,000 annually) are deducted from the funding the Society receives. The remaining debt service payments related to the 2007 long term financing agreement are as follows:

2025 - \$113,140.53
 2026 - \$113,140.53
 2027 - \$ 87,715.53

Under the RDFFG loan agreement, the loan amortization began on May 1, 2024 and repayment is scheduled to commence on January 1, 2025, splitting the payments into 18 quarterly payments of \$31,115.44. These payments will be deducted from the Society's annual operating grant payments that are made quarterly. The remaining debt service payments are as follows:

2025 - \$124,461.76
 2026 - \$124,461.76
 2027 - \$124,461.76
 2028 - \$124,461.76
 2029 - \$ 62,230.88

For the Period of 2025, 2026 and a portion of 2027, the Society's grant funding will be reduced by payments related to both loans along with the cost of annual property insurance for the Exploration Place building.

The attached backgrounder provides information about the Society's current financial position.

OTHER CONSIDERATION(S):

The Society will attend the RDFFG November Board meeting to make a presentation to the Board regarding various initiatives being undertaken under the leadership of the Society's Board of Directors and new Executive Director Alyssa Leier.

DECISION OPTIONS:

1. Approve recommendation to receive the report for information.

COMMENTS:

The Fraser-Fort George Regional Museum Society (Exploration Place) is the largest cultural organization supported by the Regional District and plays a valuable role in supporting the goals of the Regional Cultural Plan through its own programs and services as well as support and mentoring of smaller museums and galleries in the region.

Respectfully submitted,

“Sarah White”

Sarah White
 General Manager of Financial Services

SW;bl

Backgrounder

2024 January to October Financial Results:

According to internal financial statements provided to the Regional District, the Fraser-Fort George Regional Museum Society (the “Society”) recognized a net surplus of \$183,368 for the first ten months of 2024. The forecasted loss for the year is anticipated to be \$253,450 by December 31, 2024 which compares to a loss of \$417,331 in 2023.

There are non-cash related amortization items included in the revenue and expenditures projections that were not included in the Annual Budget. These non-cash amortization items total a net expenditure of \$227,694 in 2024 as compared to \$250,213 included in the 2023 Actuals. Adjusted Surplus/Loss figures have been provided in the table below for comparison.

	2024 Year to Date Actuals (Jan-Oct)	2024 Annual Forecast	2024 Annual Budget	Projected 2024 Variance to Budget	2023 Actuals
Total Revenue	\$2,277,604	\$2,580,857	\$2,784,902	(\$204,045)	\$2,787,359
Total Expenditures	\$2,094,236	\$2,834,307	\$2,515,824	(\$318,483)	\$3,204,691
Surplus /(Loss)	\$183,368	(\$253,450)	\$269,078	(\$522,528)	(\$417,331)
Net Amortization Adjustments	\$0	\$227,694	\$0	\$227,694	\$250,213
Surplus /(Loss) excluding Amortization	\$183,368	(\$25,756)	\$269,078	(\$294,834)	(\$167,118)

As of October 31, 2024, the Society had a balance of \$90,000 in their line of credit.

2024 Cash Flow Projections:

The Society has provided cash flow projections to the end of December 2024. Based on this information, the projected line of credit balances for the remainder of the year is anticipated to be:

- November 30, 2024 \$162,171
- December 31, 2024 \$210,268

2025 Cash Flow Projections:

As of the end of October 2024, the Society has provided projections for line of credit balances from January to June 2025 as follows:

- January 31, 2025 \$166,047
- February 28, 2025 \$175,989
- March 31, 2025 \$201,974
- April 30, 2025 \$125,813
- May 31, 2025 \$180,189
- June 30, 2025 \$142,860

Permitted Encumbrances:

The terms of the loan agreement state the following with regards to Permitted Debt:

a) Royal Bank of Canada Line of Credit the limit of which shall be no more than as follows:

- a. as of the date of this Agreement, \$225,000.00
- b. as of December 31, 2024, \$175,000.00
- c. as of December 31, 2025, \$125,000.00
- d. as of December 31, 2026, \$75,000.00
- e. as of December 31, 2027, \$50,000.00

b) Royal Bank of Canada Overdraft, not to exceed \$25,000.00

c) All other Debt and Obligations incurred by the Society in the operation of the Fraser-Fort George Regional Museum, which shall not exceed a total of \$225,000.00 at any time without the written consent of the RDFFG.

2024 Audited Financial Statements:

It is anticipated that the Society will undergo a financial audit for 2024 and that audited financial statements will be provided to RDFFG Administration within ninety days of their December 31st fiscal year end.

2025 Budget:

The Society has prepared a draft budget for 2025 which will be reviewed by the Society's Board of Directors during their next board meeting.



**REGIONAL DISTRICT
of Fraser-Fort George**

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REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: BOA 1.8

FROM: Chris Calder, Chief Administrative Officer and
 Renee McCloskey, Manager of External Relations

DATE: April 10, 2024

SUBJECT: Loan agreement for Fraser-Fort George Regional Museum Society
 SUMMARY: Purpose: Consider entering into an agreement

Attachments:

- 1. Draft loan agreement
- 2. Backgrounder

Previous Reports:

- 1. February 2024, Item No. 11.4.1
- 2. January 2024, Item No. 11.4.1

RECOMMENDATION(S):

- 1. THAT the report be received.
- 2. THAT the Board authorizes entering into a Loan Agreement with the Fraser-Fort George Museum Society for a sum of \$500,000 for the term of May 1, 2024 to April 30, 2029, substantially in the form of the agreement attached to the report dated April 10, 2024.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Weighted

ISSUE(S):

The Fraser-Fort George Museum Society, which operates Exploration Place, has advised the Regional District of Fraser-Fort George that it continues to face serious financial challenges.

In 2023, the Board approved adjustments to the quarterly disbursement schedule in the funding agreement it holds with the Fraser-Fort George Regional Museum Society (the "Society"), which operates Exploration Place.

At the end of 2023, the Regional District advanced the Society \$250,000 from its 2024 grant to assist with cashflow pressures. A further \$250,000 was advanced at the end of January 2024. At the time, the Board advised the funding should be considered an advancement on the 2024 grant until a loan agreement for \$500,000 could be considered.

The Board is being asked to approve entering into a loan agreement for \$500,000 with the Fraser Fort George Museum Society.

RELEVANT POLICIES:

N/A

STRATEGIC ALIGNMENT:

- Climate Action Economic Health Indigenous Relations Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

The Heritage Conservation Service was established to support museums and societies that have contracts with the Regional District to provide heritage services and programming within the Regional District, consistent with the Regional Cultural Plan.

FINANCIAL CONSIDERATION(S):

Since 2006, the Fraser-Fort George Museum Society has been one of eight organizations supported by the Regional District as part of the Regional Cultural Plan and as such receives annual operating grants from the Regional District. For 2024, the operating grant for the Society is \$881,290.

During 2007, the Regional District entered into an agreement with the Society to refinance their long-term debt with the Municipal Finance Authority of BC using 20-year debenture financing. The debt service payments (currently approximately \$113,000 annually) are deducted from the funding the Society receives along with the cost of annual property insurance for the Exploration Place building.

Under the proposed loan agreement attached to this report, the loan amortization schedule would commence on May 1st and repayment is scheduled to commence on January 1, 2025, splitting the payments into 18 quarterly payments. These payments will be deducted from the Society's annual operating grant payments that are made quarterly.

The attached backgrounder provides information about the Society's current financial position.

OTHER CONSIDERATION(S):

The loan agreement sets out the terms and conditions for the Society's repayment of the \$500,000 loan. Among other things, the agreement requires the Society to do the following:

- Repay the loan as per the payment schedule attached as Schedule B (payment can be deducted from the quarterly grant payments the Regional District provides the Society);
- Maintain its status as a registered society and its charitable status with the Canada Revenue Agency in good standing;
- Provide the RDFFG with monthly financial statements;
- Provide the RDFFG with Society's annual budget, for RDFFG's comment;
- Provide the RDFFG with its audited financial statements within 90 days of each fiscal year end;
- Provide the RDFFG with other records and reports as requested including banking records;
- Not to incur any other debts except those debts specifically permitted under Schedule C – "Permitted Debt/Encumbrances".

With the inclusion of the obligations above, there is a significant focus placed on the Regional District monitoring the Society's financial position throughout the term of the loan to ensure compliance with the loan agreement and the financial health to complete repayment.

The agreement allows the RDFFG to immediately demand payment in full of the loan in the event the Society fails to make payments as and when required, breaches its obligations under the agreement, becomes insolvent, or in the event the RDFFG concludes that there has been a material adverse change in the financial condition or operations of the Society.

DECISION OPTIONS:

1. Approve recommendations
 - the Loan Agreement with the Fraser-Fort George Museum Society will be entered into and executed.

Other Options:

- a. Do not authorize entering into the loan Agreement with the Fraser-Fort George Museum Society:
 - the Society will continue to face serious financial challenges.
- b. Postpone consideration if additional information is required.

COMMENTS:

The Fraser-Fort George Regional Museum Society (Exploration Place) is the largest cultural organization supported by the Regional District and plays a valuable role in supporting the goals of the Regional Cultural Plan through its own programs and services as well as support and mentoring of smaller museums and galleries in the region.

During the pandemic, the Society undertook a \$1.4 million renovation and was closed from March 2020 until its reopening in October 2022. The pandemic, along with construction issues that delayed the re-opening of the museum, has presented ongoing operational challenges for the Society. The Society has advised it continues to face serious financial pressures.

Respectfully submitted,

“Chris Calder”

Chris Calder
Chief Administrative Officer

“Renee McCloskey”

Renee McCloskey
Manager of External Relations

CC/RM

LOAN AGREEMENT

This Loan Agreement (this “**Agreement**”) dated for reference the 30th day of April, 2024

BETWEEN

FRASER-FORT GEORGE MUSEUM SOCIETY, a society duly incorporated under the Laws of the Province of British Columbia, and having a registered address at Box 1779, Prince George, BC V2L 4V7.

(the “**Society**”)

AND

REGIONAL DISTRICT OF FRASER-FORT GEORGE, a regional district incorporated pursuant to the *Local Government Act* of British Columbia, and having its offices at 155 George Street Prince George, British Columbia V2L 1P8

(the “**RDFFG**”)

- A. WHEREAS** the RDFFG provides an annual operating grant to the Society to assist in funding the Society’s operation of the Society’s Fraser Fort-George Regional Museum, also known as “Exploration Place”, which is situated on the lands and premises legally described as: PID 024-921-424, Lot A District Lots 343 and 417, Cariboo District, Plan PGP46330 (the “Museum Lands”);
- B. AND WHEREAS** the RDFFG and the Society, together with the City of Prince George, are parties to a Museum Financing Agreement dated for reference August 15, 2007, pursuant to which:
- a) the RDFFG acquired from the City of Prince George the fee simple interest in the Museum Lands;
 - b) the City agreed to utilize the purchase price paid by the RDFFG for the acquisition of the Museum Lands to pay down certain indebtedness and other financial obligations of the Society, as set out in Schedule “C” to the Museum Financing Agreement;
 - c) the RDFFG and the Society entered into a Lease Agreement pursuant to which the RDFFG leased to the Society the Museum Lands for the purpose of the Society’s continued operation of the Society’s Fraser Fort-George Regional Museum; and
 - d) the Society agreed that the annual operating grant provided to it by the RDFFG would be reduced each year by an amount equal to the annual debt servicing costs incurred by the RDFFG in respect of the borrowing it undertook pursuant to Regional District of Fraser-Fort George Loan Authorization Bylaw No. 2293, 2006 in order to acquire the Museum Lands;
- C. AND WHEREAS** it is anticipated that the debt incurred by the RDFFG to acquire the Museum Lands will be retired, and the Society’s obligation to pay the RDFFG’s debt servicing costs will be fully satisfied, during the year 2027;
- D. AND WHEREAS** the Society has requested, and the RDFFG has agreed to provide further assistance to the Society in the form of a loan, to assist the Society in refinancing certain debts which have been detrimental to the Society’s operation of the Fraser Fort-George Regional Museum, on and subject to the terms and conditions contained in this Agreement;

- E. AND WHEREAS** in December 2023 and January 2024 the RDFFG provided advances to the Society against the RDFFG's operating grant for 2024 in the total amount of \$500,000.00 (the "Operating Grant Advance"), with the understanding that the Society would use the Operating Grant Advance to fully pay the Society Debt (as defined in section 1.1(m)) pending negotiation and approval of an agreement with the RDFFG for longer term refinancing of the Society Debt, and with the further understanding that if the parties were unable to agree to terms and conditions for longer term refinancing of the Society Debt, the Operating Grant Advance would be deducted from any further grant funding payable to the Society for the year 2024 under the Operating Grant Agreement (as defined herein);
- F. AND WHEREAS** pursuant to section 263(1)(c) of the *Local Government Act* the RDFFG may provide assistance for the purpose of benefiting the community or any aspect of the community;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1.0 DEFINITIONS AND INTERPRETATIONS

- 1.1 Definitions.** For the purposes of this Agreement, and the recitals above, unless otherwise indicated or defined herein, capitalized terms shall be defined as follows:
- (a) **"Applicable Laws"** means, with respect to any Person, property, transaction, or event, all applicable laws, statutes, regulations, rules, orders, codes, treaties, conventions, judgments, awards, determinations, and decrees of any governmental, or regulatory body or court of competent jurisdiction in an applicable jurisdiction;
 - (b) **"Business Day"** means a day, excluding Saturday, Sunday, and any other day which shall be a legal holiday or a day on which banking institutions are closed in the Province of British Columbia;
 - (c) **"Debt"** of the Society includes all indebtedness for borrowed money, obligations under notes, bonds, debentures, or similar instruments, or guarantees to any Person;
 - (d) **"Encumbrance"** means any mortgage, charge, pledge, security interest, assignment, lien, or other encumbrance of any nature or any other arrangement or condition that in substance secures payment or performance of an obligation;
 - (e) **"Insolvency Event"** means the occurrence of any of the following: (a) the Society is unable to pay its debts as such debts become due; (b) the Society is declared to be, or admits to be, bankrupt or insolvent; or (c) any notice of intention is filed or proceeding is commenced for bankruptcy, liquidation, winding-up, dissolution, or the suspension of the general operation of the Society, or the possession, foreclosure, retention, or sale or other disposition of all or any significant part of the assets of the Society;

- (f) **“Loan”** means the loan from the RDFFG to the Society as described in Section 2.1;
- (g) **“Loan Maturity Date”** means the maturity date of the Loan, as set out in Section 5.1;
- (h) **“Obligations”** means, collectively, all amounts, obligations, indebtedness, and liabilities owing by the Society, whether direct or indirect, which are due or become due, now existing or hereafter arising and however acquired, and whether or not evidenced by any instrument or for the payment of money and arising under, in connection with or otherwise related to this Agreement, and including all other fees, expenses, interest, charges, costs, disbursements, indemnities, and reimbursement of amounts paid and other sums chargeable to the Society under this Agreement;
- (i) **“Operating Grant Agreement”** means the unsigned agreement between the RDFFG and the Society, approved by the RDFFG Board on October 22, 2022, under which the RDFFG has agreed to provide operating grants to the Society in the amount of \$848,000.00 per year for each of the calendar years 2023 to 2027, and under which the Society has agreed to use those operating grants to provide museum services, and has further agreed to undertake and perform the other obligations referred to in the Operating Grant Agreement;
- (j) **“Permitted Debt”** means Debt (a) to the RDFFG under this Agreement, and (b) other Debt and Obligations as the Society may incur in the normal course of its operation of the Fraser Fort-George Regional Museum, subject always to the limitations set out in Schedule “C”.
- (k) **“Permitted Encumbrances”** means in respect of the Society, any one or more of the following:
- (i) Encumbrances for taxes, assessments, or government charges or levies which are not delinquent or the validity of which the Society is contesting in good faith by proper legal proceedings and which, in the RDFFG’s opinion, will not materially affect the Society’s performance of its obligations under this Agreement;
 - (ii) non-consensual Encumbrances arising by operation of law in the ordinary course of business and which, in the RDFFG’s opinion, will not in the aggregate materially affect the Society’s performance of its obligations under this Agreement;
 - (iii) those Encumbrances existing as of the date of this Agreement and set out in Schedule “C”;
- (l) **“Person”** includes any individual, partnership, joint venture, trust, unincorporated organization, company, corporation, association, governmental entity, and any other incorporated or unincorporated entity;
- (m) **“Society Debt”** means the balance owed by the Society to the Royal Bank of Canada pursuant (“RBC”) to an operating line of credit with RBC as well as the

other Debts and Obligations of the Society as listed in the letters dated January 17, 2024 and February 9, 2024, as attached to this Agreement as Schedule "A".

1.2 **Interpretation.** In this agreement:

- (a) "this Agreement" means the Agreement as the same may from time to time be amended, restated, modified, or supplemented;
- (b) The words "herein", "hereof", "hereunder", and other words of similar nature of import refer to this Agreement as a whole and not to any particular paragraph or subdivision thereof;
- (c) The headings in this agreement are for convenience only and do not form a part of this Agreement and are not intended to interpret, define, or limit the scope, intent, or extent of this Agreement or any provision hereof;
- (d) The singular of any term includes the plural, and vice versa;
- (e) The use of any term is generally applicable to any gender, and where applicable, body corporate;
- (f) The word "or" is not exclusive, and the word "including" is not limited, regardless of whether non-limiting language, such as "without limitation" or "but not limited to" or words of a similar nature or import are used with reference thereto;
- (g) Except as otherwise expressly provided herein, where the time for doing an act falls on or expires on a day which is not a Business Day, the time for doing such act is extended to the next Business Day;
- (h) Unless otherwise noted, all reference to "Dollars" and "\$" in this Agreement will be references to the lawful currency of Canada; and
- (i) This Agreement shall be construed without regard to any presume or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted.

1.3 **Schedules** – The following are the Schedules annexed hereto, which are incorporated by reference and deemed to be part of this Agreement:

- (a) Schedule "A" - Society Debt
- (b) Schedule "B" - Loan Schedule
- (c) Schedule "C" - Permitted Debt/Permitted Encumbrances

2.0 **LOAN**

2.1 **Agreement to Provide Loan.** Subject to the terms and conditions of this Agreement, the RDFFG agrees to loan the Society the amount of \$500,000.00 for the purposes stated in section 2.2.

- 2.2 **Purpose of Loan.** The purpose of the Loan is to allow the Society to repay and refinance the Society Debt on terms and conditions that will be more conducive to the continued provision of museum services operating as the Fraser-Fort George Regional Museum.
- 2.3 **Loan Fully Advanced.** The Society confirms that the Loan has been fully advanced by the RDFFG through the payment of the Operating Grant Advance, and the Society acknowledges receipt of the Loan amount.
- 2.4 **No Deduction From 2024 Operating Grant.** The RDFFG confirms that with the execution of this Agreement and the establishment of the terms and conditions for the Society's repayment of the Loan, the full amount of the operating grant to the Society for the year 2024 will be advanced pursuant to the Operating Grant Agreement, subject to the terms and conditions of that agreement, without any deduction on account of the Operating Grant Advance, and that the Operating Grant Advance will for the purposes of this Agreement be deemed to be the full advance of the Loan.
- 3.0 REPAYMENT AND MATURITY**
- 3.1 **Loan Term.** The Loan shall have a term of five (5) years from May 1, 2024 and shall mature on the earlier of (i) April 30, 2029 (the "**Loan Maturity Date**") and (ii) the date on which the RDFFG demands repayment of the balance of the Loan then outstanding following the occurrence of an Event of Default.
- 3.2 **Repayment of the Loan.** The Society shall repay the Loan, with interest at the rate of 4% per annum, in 18 equal quarterly instalments of \$31,115.44 commencing on January 1, 2025. Such payments shall be made, and interest calculated, in accordance with the Loan Schedule that is attached to this Agreement as Schedule "B".
- 3.3 **Interest.** Interest on any outstanding principal amount and all other amounts payable hereunder, including any unpaid interest, shall be calculated at the rate of 4% per annum accrued monthly in advance and payable on the first day of each and every quarter starting January 1, 2025, as shown in Schedule "B". If the due date of any interest payments as shown in Schedule "B" is not a Business Day, then the interest shall continue to accrue on said principal amount and shall also be paid on such next Business Day.
- 3.4 **Prepayments.** Upon and not less than three Business Days' prior written notice to the RDFFG, the Society may make a prepayment on account of the amount the Loan then outstanding in a minimum amount of \$10,000.00 without payment of any penalty or fee. Any such voluntary payment shall be applied against the Society's obligations to make scheduled payments under the Loan in reverse chronological order, and the Loan amount shall be automatically and permanently reduced by any such voluntary repayment. In the event of any such prepayment the RDFFG shall provide the Society with a replacement Loan Schedule showing the recalculated amounts of future quarterly payments and interest.
- 3.5 **Method and Timing of Payments.** Amounts payable to the Society hereunder shall be paid by wire transfer to the account specified from time to time by the RDFFG, or by such other payment method as the RDFFG may specify from time to time. Amounts due on a day other than a Business Day shall be deemed to be due on the Business Day next following such day.

- 3.6 **Application of Payments.** Except as otherwise provided herein, all payments made hereunder shall be applied first to accrued interest, and second to the payment of the principal amount outstanding under the Loan.
- 3.7 **Deduction From Operating Grant.** Notwithstanding section 3.5, the RDFFG may in its discretion withhold any quarterly instalment payment or other amount due and payable by the Society under this Agreement from any operating grant instalment payable to the Society under the Operating Grant Agreement.

4.0 REPRESENTATIONS AND WARRANTIES

- 4.1 **Representations and Warranties.** The Society represents and warrants to the RDFFG as follows:

- (a) The Society is duly organized and validly existing under the *Societies Act* (British Columbia) and is authorized by its constating documents to operate the Fraser Fort-George Regional Museum, and to incur and perform the obligations of the Society under this Agreement;
- (b) The execution, delivery, and performance by the Society of this Agreement have been duly authorized by all necessary corporate and other actions and do not violate any constating documents of the Society or any agreement to which the Society is subject or bound;
- (c) All financial statements of the Society provided to the RDFFG, at the RDFFG's request, fairly and accurately present the financial position of the Society as of the date thereof and since such date there has occurred no material adverse change in the business or financial condition of the Society;
- (d) There is no claim, action, or other proceeding of any kind pending or threatened against the Society or any of its assets or properties before any court or administrative body which could reasonably be expected to have any material adverse effect upon the financial position of the Society or its ability to perform its obligations under this Agreement;
- (e) The Society is in compliance with all Applicable Laws;
- (f) The Society possesses all licences, patents, trademarks, and copyrights, free from any and all material restrictions, which are necessary for the ownership, maintenance, and operation of its assets and the Fraser Fort-George Regional Museum, and is not knowingly in violation of any rights of others with respect to any of the foregoing; and
- (g) No event has occurred which constitutes or which, with notice, lapse of time, or both, would constitute an Event of Default or a breach of any covenant or other term or condition of this Agreement.

5.0 COVENANTS

- 5.1 **Covenants.** The Society covenants and agrees with the RDFFG, while this Agreement is in effect:

- (a) To pay all sums of money when due by it under this Agreement;
- (b) To provide the RDFFG with prompt written notice of an event which constitutes, or which, with notice, lapse of time, or both, would constitute an Event of Default or a breach of any covenant or other term of conditions of this Agreement or any security agreement given in connection therewith;
- (c) To permit the RDFFG or its representatives, from time to time, to visit and inspect the Society's premises, properties, and assets and examine and obtain copies of the Society's records or other information and discuss the Society's affairs with counsel and other professional advisors of the Society as required;
- (d) To keep its assets fully insured in such manner as would be customarily insured by organization carrying on a similar business or owning a similar asset;
- (e) To file all tax returns which are to be filed by it from time to time;
- (f) To maintain its status as a registered charity, and to observe and perform all requirements and obligations under the *Income Tax Act* (Canada) that are necessary to maintain that status;
- (g) To maintain its status as a registered society under the *Societies Act* (British Columbia) in good standing and to file when due all reports necessary to maintain that status;
- (h) To comply in all material respects with all Applicable Laws;
- (i) Not to grant, create, or assume any Encumbrance affecting any of its assets, or other rights other than the Permitted Encumbrances;
- (j) Not to sell, lease, assign, or otherwise dispose of any of its assets other than in the ordinary course of the Society's business and on commercially reasonable terms; and
- (k) Not to merge, amalgamate, or otherwise enter into any other form of business combination with any other Person.

5.2 **Reporting.** The Society covenants and agrees with the RDFFG, while this Agreement is in effect, to provide the RDFFG with:

- (a) Annual audited financial statements for the Society within ninety days of each fiscal year end;
- (b) The Society's proposed annual operating budget for each year this Agreement is in effect, for the RDFFG's review and comment, prior to the Society's adoption of the budget;
- (c) Monthly financial statements of the Society, including a balance sheet showing assets and liabilities, and a statement of income and expenses for the current month and year to date within fifteen days of each fiscal month end;

- (d) Such other financial and operating statements and reports, and bank records and statements, as and when the RDFFG may reasonably require.

5.3 **Financial Covenants.** The Society covenants and agrees with the RDFFG, while amount of the Loan remains outstanding, not to, without the prior written consent of the RDFFG:

- (a) Create, incur, or assume any Debt other than Permitted Debt, or guarantee or agree to indemnify the obligations of any other Person, and for certainty the Society agrees that it shall take steps over time to reduce the limit of its operating line of credit with RBC to the limits identified in Schedule "C";
- (b) Make any repayments, whether principal, interest, or other amounts, towards any Debt other any Permitted Debt.

6.0 EVENTS OF DEFAULT

6.1 Without limiting any other rights of the RDFFG under this Agreement, if any one or more of the following events (each an "Event of Default") has occurred and is continuing:

- (a) The Society fails to pay when due any instalment payment, interest, or other amounts under this Agreement, and such failure remains unremedied for three Business Days;
- (b) The Society breaches any provision of this Agreement or any term or condition of the Operating Grant Agreement;
- (c) Any representation or warranty made or deemed to have been made under this Agreement shall prove to be false or inaccurate in any materially adverse respect at any time;
- (d) There is, in the reasonable opinion of the RDFFG, a material adverse change in the financial condition or operation of the Society;
- (e) The Society has incurred a Debt that is not a Permitted Debt;
- (f) An Insolvency Event;
- (g) Any secured creditor, encumbrancer or lienholder, or any trustee, receiver, or similar official appointed by or acting for any secured creditor, encumbrancer, or lienholder, takes possession of, forecloses, or otherwise disposes of all or any significant part to the assets of the Society or gives notice of its intention do any of the foregoing;
- (h) The Society's annual audited financial statements provided to the RDFFG under this Agreement include qualifications, statements or notes of the auditor which in the opinion of the RDFFG, acting reasonably, indicates that there has been a material adverse change in the financial condition or operation of the Society;

then, in such event, the RDFFG may, by written notice to the Society, declare the amount of the Loan then outstanding to be immediately due and payable. Upon receipt of written

notice, the Society shall immediately pay to the RDFFG the amount of the Loan then outstanding as directed by the RDFFG.

- 6.2 **Other Remedies.** In addition to any other rights of the RDFFG hereunder, upon the occurrence of an Event of Default, the RDFFG may, in its sole discretion, exercise any right of recourse available at law or equity and proceed by any action, suit, remedy, or proceeding against the Society as the RDFFG is entitled to take under any applicable law, this Agreement, or any other documents and agreements delivered and executed in connection with this Agreement, for the full recovery and payment of all obligations of the Society to the RDFFG under this Agreement.

7.0 GENERAL

- 7.1 **Binding Agreement.** This Agreement shall be binding upon and enure to the benefit of the parties and their respective successors and permitted assigns.
- 7.2 **Assignment.** The RDFFG may assign all or part of its rights and obligations under this Agreement to any Person. The rights and obligations of the Society under this Agreement may not be assigned without the prior written consent of the RDFFG, which may be withheld at its sole discretion.
- 7.3 **Disclosure.** The RDFFG may disclose to potential or actual assignees confidential information regarding the Society and shall not be liable for any such disclosure.
- 7.4 **Expenses.** Each party to this Agreement shall be responsible for its own costs and expenses incurred in connection with the preparation, negotiation, and documentation of this Agreement and the security provided for herein.
- 7.5 **Indemnity.** In addition to any other liability of the Society hereunder, the Society covenants and agrees with the RDFFG to indemnify and save harmless the RDFFG, and its successors and assigns, and their respective officers, directors, and employees (the “**Indemnitees**”) from and against all liabilities, obligations, losses, damages, penalties, actions, judgments, suits, costs, expenses, or disbursements, including reasonable legal fees, of any kind or nature whatsoever, which may be imposed on, incurred by, or asserted against the Indemnitees, which relate or arise out of a result from any failure by the Society to pay or satisfy its Obligations hereunder.
- 7.6 **Review.** The RDFFG may conduct periodic reviews of the affairs of the Society, as and when determined by the RDFFG, for the purpose of evaluating the financial condition of the Society, and the Society shall make available to the RDFFG such financial statements as the RDFFG may reasonably require thereto.
- 7.7 **Set-off.** The RDFFG is authorized, but not obligated, at any time, to apply any amount, whether or not then due, which the RDFFG otherwise owes the Society towards the satisfaction of the Obligations of the Society due to the RDFFG under this Agreement. The RDFFG may, at its sole discretion, treat any such set-off amounts as prepayment amounts, on the same terms as provided for under Section 3.4.
- 7.8 **Notices.** Any notices required under this Agreement shall, except as otherwise permitted, be in writing and given by delivering it in person or by facsimile or electronic mail transmission as follows:

To the RDFFG:	To the Society:
Maureen Connelly, Corporate Officer 155 George Street, Prince George, BC V2L 1P8	Helena Trudel, President 333 Becott Place Prince George, BC V2L 1G6
Email: maureen.connelly@rdffg.bc.ca Fax: (250) 563-7520	Email: info@theexplorationplace.com Fax:

Any such notice shall be deemed to have been duly given upon delivery if delivered in person, and on the day following transmission if given by facsimile or electronic mail.

- 7.9 **Amendments, waivers, remedies.** No waiver, addition to or amendment of this Agreement will be effective unless made in writing and signed by the authorized signatories of the parties and expressly stated to be a waiver, addition to or amendment of this Agreement, and no such waiver, addition, or amendment will apply beyond the specific facts in respect of which such waiver, addition, or amendment was given. The rights, remedies, powers, and privileges of the RDFFG herein provided are cumulative and not exclusive of any rights, remedies, powers, and privileges provided by law.
- 7.10 **Severability.** If any court of competent jurisdiction determines any provision of this Agreement, or any portion thereof, to be illegal, unenforceable, or otherwise invalid, that provision or portion thereof will be severed from this Agreement without affecting the remaining provisions of this Agreement and without affecting the validity or enforceability of such provision in any other jurisdiction.
- 7.11 **Governing law.** This Agreement shall be governed by and interpreted and construed in accordance with the laws prevailing in the Province of British Columbia and the parties irrevocably attorn to the exclusive jurisdiction of the courts of British Columbia and all courts having appellate jurisdiction thereover in relation to the interpretation and enforcement of this Agreement.
- 7.12 **Entire agreement.** This Agreement (including any modifications, schedules, appendices, or other documents attached thereto) constitutes and contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes any prior understandings or written or oral agreements between them respecting the subject matter of this Agreement.
- 7.13 **Time.** Time is of the essence in all provisions of this Agreement.
- 7.14 **Public disclosure.** Except to the extent required by Applicable Law, neither the RDFFG nor the Society shall issue any press release or any other public announcements or statements with respect to this Agreement or the Loan Facility without the prior written approval of the other party, such approval not to be unreasonably withheld or unduly delayed.

7.15 **Counterparts and electronic delivery.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same agreement. A counterpart may be delivered by facsimile or any other form of electronic transmission.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

FRASER-FORT GEORGE MUSEUM SOCIETY, by its authorized signatories:

President

Date

Executive Director

Date

REGIONAL DISTRICT OF FRASER-FORT GEORGE, by its authorized signatories:

Chair

Date

General Manager, Legislative and Corporate Services

Date

SCHEDULE "A" SOCIETY DEBT



January 17, 2024

Lara Beckett, Chair
Regional District Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Dear Chair Beckett

In late December, the Fraser-Fort George Regional Museum Society received \$250,000 from the Regional District of Fraser-Fort George.

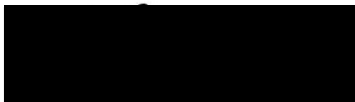
This support is greatly appreciated as we manage through financial challenges related to the COVID-19 pandemic and construction issues that delayed the re-opening of the museum last year.

The table below shows how this funding has been applied:

Debt Type	Payment Amount
Accounts Payable	\$167,165.64
Dec 22/23 Payroll	\$53,264.12
Line of Credit	\$10,962.84
EFT Kitchen Vendors pay online	\$6,607.42
WorkSafe 3 rd Quarter	\$3,503.38
GST 3 rd Quarter	\$8,496.60
Total	\$250,000.00

Thank you again for your support during this challenging time. We will continue to keep you updated on the progress we are making to address the financial challenges we face.

Sincerely



Herena Trudei, President
Fraser-Fort George Regional Museum Society



February 9, 2024

Lara Beckett, Chair
Regional District Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Dear Chair Beckett

In late January, the Fraser-Fort George Regional Museum Society received \$250,000 from the Regional District of Fraser-Fort George.


This support is greatly appreciated as we manage through financial challenges related to the COVID-19 pandemic and construction issues that delayed the re-opening of the museum last year.

The table below shows how this funding has been applied:

Debt Type	Payment Amount
Line of Credit	\$225,000
Bank Account (overdraft)	\$25,000
Total	\$250,000.00

Thank you again for your support during this challenging time. We will continue to keep you updated on the progress we are making to address the financial challenges we face.

Sincerely


 Helena Trudel, President
 Fraser-Fort George Regional Museum Society

SCHEDULE "B" LOAN SCHEDULE

Exploration Place Loan Schedule

Interest Rate 4%

Loan/interest start date May 1, 2024

Repayments to start 2025 Q1 and end 2029 Q2 (18 Payments)

Date	Interest	Payment	Balance
			500,000.00
01-May-24	1,666.67		501,666.67
01-Jun-24	1,672.22		503,338.89
01-Jul-24	1,677.80		505,016.69
01-Aug-24	1,683.39		506,700.07
01-Sep-24	1,689.00		508,389.07
01-Oct-24	1,694.63		510,083.70
01-Nov-24	1,700.28		511,783.98
01-Dec-24	1,705.95		513,489.93
01-Jan-25	1,711.63	31,115.44	484,086.12
01-Feb-25	1,613.62		485,699.74
01-Mar-25	1,619.00		487,318.74
01-Apr-25	1,624.40	31,115.44	457,827.70
01-May-25	1,526.09		459,353.79
01-Jun-25	1,531.18		460,884.97
01-Jul-25	1,536.28	31,115.44	431,305.81
01-Aug-25	1,437.69		432,743.50
01-Sep-25	1,442.48		434,185.98
01-Oct-25	1,447.29	31,115.44	404,517.82
01-Nov-25	1,348.39		405,866.22
01-Dec-25	1,352.89		407,219.10
01-Jan-26	1,357.40	31,115.44	377,461.06
01-Feb-26	1,258.20		378,719.27
01-Mar-26	1,262.40		379,981.66
01-Apr-26	1,266.61	31,115.44	350,132.83
01-May-26	1,167.11		351,299.94
01-Jun-26	1,171.00		352,470.94
01-Jul-26	1,174.90	31,115.44	322,530.40
01-Aug-26	1,075.10		323,605.50
01-Sep-26	1,078.69		324,684.19
01-Oct-26	1,082.28	31,115.44	294,651.03
01-Nov-26	982.17		295,633.20
01-Dec-26	985.44		296,618.64
01-Jan-27	988.73	31,115.44	266,491.93
01-Feb-27	888.31		267,380.24
01-Mar-27	891.27		268,271.50
01-Apr-27	894.24	31,115.44	238,050.30
01-May-27	793.50		238,843.80
01-Jun-27	796.15		239,639.95
01-Jul-27	798.80	31,115.44	209,323.31
01-Aug-27	697.74		210,021.05
01-Sep-27	700.07		210,721.12
01-Oct-27	702.40	31,115.44	180,308.09
01-Nov-27	601.03		180,909.11
01-Dec-27	603.03		181,512.15
01-Jan-28	605.04	31,115.44	151,001.75
01-Feb-28	503.34		151,505.08
01-Mar-28	505.02		152,010.10
01-Apr-28	506.70	31,115.44	121,401.36
01-May-28	404.67		121,806.03
01-Jun-28	406.02		122,212.05
01-Jul-28	407.37	31,115.44	91,503.99
01-Aug-28	305.01		91,809.00
01-Sep-28	306.03		92,115.03
01-Oct-28	307.05	31,115.44	61,306.64
01-Nov-28	204.36		61,511.00
01-Dec-28	205.04		61,716.03
01-Jan-29	205.72	31,115.44	30,806.31
01-Feb-29	102.69		30,909.00
01-Mar-29	103.03		31,012.03
01-Apr-29	103.37	31,115.44	(0.04)
	60,077.88	560,077.92	

SCHEDULE "C"
PERMITTED DEBT/ENCUMBRANCES

1. Permitted Encumbrances

- a) PPSA Security Agreement – Royal Bank of Canada (Base Registration Number 986794E)

2. Permitted Debt

- a) Royal Bank of Canada Line of Credit the limit of which shall be no more than as follows:
- a. as of the date of this Agreement, \$225,000.00
 - b. as of December 31, 2024, \$175,000.00
 - c. as of December 31, 2025, \$125,000.00
 - d. as of December 31, 2026, \$75,000.00
 - e. as of December 31, 2027, \$50,000.00
- b) Royal Bank of Canada Overdraft, not to exceed \$25,000.00
- c) All other Debt and Obligations incurred by the Society in the operation of the Fraser Fort-George Regional Museum, which shall not exceed a total of \$225,000.00 at any time without the written consent of the RDFFG.

Backgrounder

Audited Financial Statements – December 31, 2023:

Audited Financial Statements of the FFG Museum Society for the year ended December 31, 2023 are attached for review. The statements are watermarked as unapproved as they still require approval from the Society membership at their AGM in May; however, the statements have been approved by the FFG Museum Society Board. These statements reflect a line of credit balance of \$285,000 as well as a bank overdraft balance of \$82,858.

The Society’s auditors have provided additional information on the going concern in note 2 of the financial statements. This highlights that the Society incurred a net deficit of \$417,332 (2022 - \$71,009) and the Society's current liabilities exceeded its current assets in the amount of \$364,609 (2022 - \$444,908).

This note also states: “Management has prepared a detailed cash flow plan and projection for the coming years and has determined the Society will continue to utilize its line of credit as needed for the year ending December 31, 2024. The Society has reached out to its bank and funders to attempt to continue to receive advances on their operating funding as well as reducing its operating hours to cut wage and operating costs in non-peak seasons to assist with cash flows over the coming years.”

2024 Revised Budget:

Exploration Place staff provided amended 2024 budget information to the Regional District. A summary of the changes provided are as follows:

	2023 Budget	2024 Preliminary Budget	Budget Amendments	2024 Revised Budget
Total Revenue	2,541,750	2,759,902	25,000	2,784,902
Total Operating Expenses	2,473,615	2,459,753	56,071	2,515,824
Surplus/(Deficit)	(68,135)	300,149	(31,071)	269,078

The changes involved a re-alignment of some revenue items; increasing program fees and decreasing admissions revenue by \$30,000 and an increase of \$25,000 related to the railway. Increases to the expenditure budgets included an additional \$10,000 for insurance, \$11,010 for electricity and utilities, \$7,400 for security and \$27,661 related to wages and benefits.

2024 January to March (Q1) Financial Results:

According to internal financial statements provided to the Regional District, Exploration place recognized a net surplus of \$11,946 for the first three months of 2024. Comparing against one quarter of the revised budget figures, this is a shortfall of \$55,324 from their budget target. Seasonality of revenues and expenditures will affect this variance.

	2024 Q1 Actuals	2024 Q1 Revised Budget	2024 Q1 Variance
Total Revenue	576,440	696,226	(119,786)
Total Operating Expenses	564,494	628,956	64,462
Surplus/(Deficit)	11,946	67,270	(55,324)

As of the end of March, the society had a balance of \$145,000 in their line of credit and approximately \$25,000 in bank overdraft.

Cash Flow Projections:

Exploration Place has provided cash flow projections to the end of August 2024. Based on this information, the projected variance anticipated for April to June (Q2) is as follows:

	2024 Q2 Projected	2024 Q2 Budget	2024 Q2 Variance
Total Revenue	614,450	696,226	(81,776)
Total Operating Expenses	671,530	628,956	(42,574)
Surplus/(Deficit)	(57,080)	67,270	(124,350)

FRASER-FORT GEORGE MUSEUM
SOCIETY

(The Exploration Place)

FINANCIAL STATEMENTS

For the year ended December 31, 2023

**FRASER-FORT GEORGE MUSEUM SOCIETY
(THE EXPLORATION PLACE)
FINANCIAL STATEMENTS
For the year ended December 31, 2023**

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UNAPPROVED



**CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP**

#101 - 1440 Second Avenue, Prince George, BC, V2L 3B6
Telephone: 250-563-0026 FAX: 250-561-7331

INDEPENDENT AUDITOR'S REPORT

To the trustees of

Fraser-Fort George Museum Society

Opinion

We have audited the financial statements of Fraser-Fort George Museum Society (The Exploration Place), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with ASNPO.

Basis for Opinion

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2023 and 2022, current assets as at December 31, 2023 and 2022, and net assets as at January 1 and December 31 for both the 2023 and 2022 years. Our audit opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements for the year ended December 31, 2021 were audited by another auditor who expressed a qualified opinion on those financial statements on May 4, 2022 for the reasons described in the Basis for Qualified Opinion section.

Material Uncertainty Related to Going Concern

We draw attention to Note 2 in the 's financial statements, which indicates that the Society incurred a net deficit of \$417,332 during the year ended December 31, 2023 and, as of that date, the Society's current liabilities exceeded its total assets by \$364,609. As stated in Note 2, these events or conditions, along with other matters as set forth in Note 2, indicate that a material uncertainty exists that may cast significant doubt on the Society's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to

INDEPENDENT AUDITOR'S REPORT, continued

fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ◆ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ◆ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- ◆ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ◆ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- ◆ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

INDEPENDENT AUDITOR'S REPORT, continued

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting financial statements in accordance with Canadian accounting standards for not-for-profit organizations, have been applied on a basis consistent with that of the preceding period.

Prince George, BC
February 14, 2024

FBB CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP

UNAPPROVED

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

STATEMENT OF OPERATIONS

For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
REVENUES		
Fees for service	\$ 145,806	\$ 123,331
Donations	16,323	67,250
Gaming	43,100	98,750
Memberships	84,871	37,429
Miscellaneous	6,268	5,609
Gift shop sales	140,067	76,820
Admissions	287,449	80,343
Commercial kitchen	373,421	81,210
Program fees	41,805	3,355
Interest income	274	1,448
Sponsorships	8,000	8,125
Federal grants	145,118	888,585
Provincial grants	467,828	166,600
Municipal grants	7,625	170,756
Other grants	80,000	132,869
RDFFG operating grant	848,000	800,000
Amortization of deferred capital contributions	99,419	99,425
	<u>2,795,374</u>	<u>2,841,905</u>
Less: deferred capital contributions	<u>-</u>	<u>329,298</u>
	2,795,374	2,512,607
EXPENDITURES, Schedule 1	<u>3,204,690</u>	<u>2,809,863</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES FROM OPERATIONS	<u>(409,316)</u>	<u>(297,256)</u>
OTHER EXPENSES (INCOME)		
Loss on sale of tangible capital assets	8,016	-
Canadian federal wages and rent subsidies	<u>-</u>	<u>(226,247)</u>
	<u>8,016</u>	<u>(226,247)</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	<u>\$ (417,332)</u>	<u>\$ (71,009)</u>

See accompanying notes

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

STATEMENT OF CHANGES IN NET ASSETS

For the year ended December 31, 2023

	<u>Unrestricted</u>	<u>Invested in tangible capital assets</u>	<u>Total 2023</u>	<u>Total 2022</u>
NET ASSETS, BEGINNING OF YEAR	\$ (504,906)	\$ 1,376,888	\$ 871,982	\$ 942,991
Deficiency of revenues over expenditures	(159,103)	(258,229)	(417,332)	(71,009)
Investment in tangible capital assets	(45,423)	45,423	-	-
Proceeds on disposal	<u>34,824</u>	<u>(34,824)</u>	<u>-</u>	<u>-</u>
NET ASSETS, END OF YEAR	<u>\$ (674,608)</u>	<u>\$ 1,129,258</u>	<u>\$ 454,650</u>	<u>\$ 871,982</u>

See accompanying notes

FRASER-FORT GEORGE MUSEUM SOCIETY
(THE EXPLORATION PLACE)
STATEMENT OF FINANCIAL POSITION
As at December 31, 2023

	<u>2023</u>	<u>2022</u>
ASSETS		
CURRENT ASSETS		
Accounts receivable (note 4)	\$ 16,458	\$ 56,186
Inventory (note 5)	192,576	124,722
Prepaid expenses	89,508	126,054
Restricted cash (note 6)	116	692
GST receivable	-	11,232
	<u>298,658</u>	<u>318,886</u>
TANGIBLE CAPITAL ASSETS (note 7)	1,458,276	1,805,326
ARTIFACTS (note 8)	<u>1</u>	<u>1</u>
	<u>\$ 1,756,935</u>	<u>\$ 2,124,213</u>
LIABILITIES		
CURRENT LIABILITIES		
Bank indebtedness (note 9)	\$ 82,858	\$ 189,704
Accounts payable and accrued liabilities (note 10)	249,302	352,888
Deferred contributions (note 11)	40,479	51,202
Line of credit (note 12)	285,000	170,000
GST payable	5,628	-
	<u>663,267</u>	<u>763,794</u>
LONG-TERM DEBT (note 13)	310,000	60,000
DEFERRED CAPITAL CONTRIBUTIONS (note 14)	<u>329,018</u>	<u>428,437</u>
	1,302,285	1,252,231
NET ASSETS (note 15)	<u>454,650</u>	<u>871,982</u>
	<u>\$ 1,756,935</u>	<u>\$ 2,124,213</u>

On behalf of the Trustees

_____ Trustee

_____ Trustee

See accompanying notes

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

STATEMENT OF CASH FLOWS

For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
OPERATING ACTIVITIES		
Deficiency of revenues over expenditures	\$ (417,332)	\$ (71,009)
Items not affecting cash		
Amortization	349,632	273,258
Amortization of deferred capital contributions	(99,419)	(99,425)
Loss on sale of tangible capital assets	<u>8,016</u>	<u>-</u>
	(159,103)	102,824
Change in non-cash working capital items		
Accounts receivable	39,728	242,884
Inventory	(67,854)	(83,515)
Prepaid expenses	36,546	(28,794)
GST receivable	11,232	3,764
Accounts payable and accrued liabilities	(103,585)	56,080
Deferred contributions	(10,723)	(35,608)
GST payable	<u>5,628</u>	<u>-</u>
	<u>(248,131)</u>	<u>257,635</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(45,423)	(1,473,928)
Proceeds on disposal of tangible capital assets	<u>34,824</u>	<u>-</u>
	<u>(10,599)</u>	<u>(1,473,928)</u>
FINANCING ACTIVITIES		
Repayment of long-term debt	250,000	-
Deferred capital contributions	<u>-</u>	<u>329,298</u>
	<u>250,000</u>	<u>329,298</u>
INCREASE IN BANK INDEBTEDNESS	(8,730)	(886,995)
(BANK INDEBTEDNESS) CASH, BEGINNING OF YEAR	<u>(359,012)</u>	<u>527,983</u>
BANK INDEBTEDNESS, END OF YEAR	<u>\$ (367,742)</u>	<u>\$ (359,012)</u>
BANK INDEBTEDNESS CONSISTS OF:		
Restricted cash	\$ 116	\$ 692
Bank indebtedness	(82,858)	(189,704)
Line of credit	<u>(285,000)</u>	<u>(170,000)</u>
	<u>\$ (367,742)</u>	<u>\$ (359,012)</u>

See accompanying notes

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. Nature of operations

The Fraser-Fort George Museum Society is incorporated under the Societies Act (British Columbia) and operates under the registered trade name The Exploration Place ("The Exploration Place"). It is responsible for the operation of the Fraser-Fort George Regional Museum, situated in Prince George, British Columbia. The Exploration Place is a non-profit organization under Section 149(1)(f) of the Income Tax Act and is a registered charity.

2. Going concern

These financial statements have been prepared on a going concern basis which contemplates the realization of assets and the payment of liabilities in the ordinary course of business. Should the Society be unable to continue as a going concern, it may be unable to realize the carrying value of its assets and to meet its liabilities as they become due.

During the year ended December 31, 2023, the Society incurred a net deficit of \$417,332 (2022 - \$71,009) and the Society's current liabilities exceeded its current assets in the amount of \$364,609 (2022 - \$444,908). Management notes the net deficit includes non-cash expenditures in the form of amortization in the amount of \$349,632 and loss on disposal on tangible capital assets in amount of \$8,016 for the year ended December 31, 2023. During the year, the Society's expansion project completed in 2022 continued to be a source of cash flow challenges.

Management has prepared a detailed cash flow plan and projection for the coming years and has determined the Society will continue to utilize its line of credit as needed for the year ending December 31, 2024. The Society has reached out to its bank and funders to attempt to continue to receive advances on their operating funding as well as reducing its operating hours to cut wage and operating costs in non-peak seasons to assist with cash flows over the coming years. Management was successful in obtaining a one-time relief financing from the Regional District of Fraser Fort George in 2024 for another \$250,000 (\$250,000 received in 2023). Management believes this funding and their other cost-cutting measures is sufficient to eliminate current line of credit and operating cash flow shortfalls and return the Society to positive cash flows going forward.

The accompanying financial statements do not include any adjustments relating to the recoverability of assets and to the reclassification of asset and liability amounts that might be necessary should the Society be unable to continue its operations.

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

3. Accounting policies and general information

The Society applies the Canadian accounting standards for not-for-profit organizations.

(a) Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Externally restricted contributions for the purchase of tangible capital assets that will be amortized are recorded as deferred capital contributions and recognized as revenue on the same basis as the amortization expense related to the acquired tangible capital assets. Externally restricted contributions for the purchase of tangible capital assets that will not be amortized are recognized as direct increases in net assets to the Investment in Capital Assets balance.

(b) Inventory

Inventory is measured at the lower of cost and net realizable value. Cost is determined on a first-in, first-out basis. Cost includes all costs of purchase, direct labour, variable and fixed production overheads, and other costs incurred in bringing the inventories to their present location and condition.

(c) Tangible capital assets

Tangible capital assets are recorded at cost. The Society provides for amortization using the straight-line method at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. The annual amortization rates are as follows:

Vehicles	7 years
Exhibits	7 years
Office equipment	5 years
Leasehold improvements	3 years
Computer equipment	3 years

The estimated useful lives of assets are reviewed by management and adjusted if necessary.

The Society regularly reviews its tangible capital assets to eliminate obsolete items. Upon retirement or disposition of tangible capital assets, the capitalized cost and related accumulated amortization are removed from the balance sheet and any resulting gain or loss is recognized in the statement of income.

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

3. Accounting policies and general information, continued

(c) Tangible capital assets, continued

Full amortization is recorded in the year of acquisition.

(d) Artifacts

The artifacts of The Exploration Place are comprised of documents, pictures, textiles, 3D artifacts, and paleontology materials. The artifacts are shown as an asset at a nominal value of \$1 due to the practical difficulties of determining a meaningful value for the assets. Items purchased for the artifacts are recorded as an expense in the year of acquisition. Contributed artifacts items are not recorded in the books of accounts. All preservation costs are expensed in the period incurred. The artifacts are not amortized as these assets are rare and unique and have cultural and historical significance.

(e) Contributed services

Volunteers contribute their time to assist The Exploration Place in carrying out its service delivery activities. Due to the difficulty of determining their fair market value, contributed services are not recognized in the financial statements.

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

3. Accounting policies and general information, continued

(f) Financial instruments

(i) Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Society subsequently measures its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, GST receivable and accounts receivable. Financial liabilities measured at amortized cost include bank indebtedness, accounts payable and accrued liabilities and line of credit.

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in net income. The write down reflects the difference between the carrying amount and the higher of:

- ♦ the present value of the cash flows expected to be generated by the asset or group of assets;
- ♦ the amount that could be realized by selling the assets or group of assets;
- ♦ the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income up to the amount of the previously recognized impairment.

(g) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are the useful lives of tangible capital assets and provision for inventory obsolescence.

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

4. Accounts receivable

	<u>2023</u>	<u>2022</u>
Other	\$ 16,458	\$ 56,186

5. Inventory

	<u>2023</u>	<u>2022</u>
Gift shop inventory	\$ 152,469	\$ 124,722
Origins Kitchen inventory	40,107	-
	<u>\$ 192,576</u>	<u>\$ 124,722</u>

As at December 31, 2022, the Origins Kitchen inventory was not counted and was estimated to be a non-material amount (\$2,000-\$3,000), therefore no amount of kitchen inventory was recorded for the year ended December 31, 2022.

Included in gift shop inventory above is \$27,224 worth of merchandise that is stored separately offsite as overstock until that in the gift shop is sold.

6. Restricted cash

	<u>2023</u>	<u>2022</u>
Gaming	\$ 102	\$ 410
Internally restricted reserve account	14	282
	<u>\$ 116</u>	<u>\$ 692</u>

The gaming funds are externally restricted and subject to conditions pertaining to the B.C. Gaming Commission grants received.

The internally restricted reserve account consists of funds restricted from general operations and are separately accounted for as they are spent.

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

7. Tangible capital assets

			<u>2023</u>	<u>2022</u>
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>	<u>Net</u>
Vehicles	\$ 56,348	\$ 41,008	\$ 15,340	\$ 18,627
Exhibits	1,799,830	1,592,944	206,886	262,028
Office equipment	589,647	452,211	137,436	184,796
Leasehold improvements	1,973,531	897,405	1,076,126	1,285,892
Computer equipment	<u>371,774</u>	<u>349,286</u>	<u>22,488</u>	<u>53,983</u>
	<u>\$ 4,791,130</u>	<u>\$ 3,332,854</u>	<u>\$ 1,458,276</u>	<u>\$ 1,805,326</u>

8. Artifacts

The Exploration Place maintains an extensive collection of documents, pictures, textiles, 3D artifacts, and paleontology materials featuring life in the Regional District of Fraser-Fort George.

The Exploration Place acquires artifacts by purchase, gift and bequest.

9. Bank indebtedness

Bank indebtedness consists of cheques issued in excess of funds held on deposit as at December 31, 2023.

10. Accounts payable and accrued liabilities

	<u>2023</u>	<u>2022</u>
Trade payables and accrued liabilities	\$ 59,290	\$ 134,805
Payroll and withholding taxes	33,547	24,812
Vacation and banked time	76,589	127,297
Sales taxes payable	2,457	2,710
Wages payable	<u>77,419</u>	<u>63,264</u>
	<u>\$ 249,302</u>	<u>\$ 352,888</u>

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

11. Deferred contributions

	<u>2023</u>	<u>2022</u>
Gift certificates	\$ 5,795	\$ 3,018
The Discovery Centre	<u>34,684</u>	<u>48,184</u>
	<u>\$ 40,479</u>	<u>\$ 51,202</u>

Deferred contributions is comprised of funding received prior to expenditures being made in respect of the above projects or programs. The value of outstanding gift certificates is estimated based on those issued that are known to still be outstanding.

12. Line of credit

The Exploration Place has an operating line of credit, authorized to \$220,000 with a temporary bump to \$285,000, bearing interest at prime plus 2.4%, at December 31, 2023 the interest rate is 9.6% (2022 – 8.85%) and secured by a general security agreement. The amount outstanding at December 31, 2023 is \$285,000 (2022 - 170,000).

13. Long-term debt

	<u>2023</u>	<u>2022</u>
Canada Emergency Business Account (CEBA), unsecured, non-interest bearing with no specific terms of repayment maturing December 2023. If not repaid in full by maturity, the term is extended for three years bearing interest at 5%. If the Canada Emergency Business Account is paid on or before December 31, 2023, \$20,000 of the loan will be forgiven.	\$ 60,000	\$ 60,000
Regional District of Fraser-Fort George temporary relief loan with terms currently being determined	<u>250,000</u>	<u>-</u>
Due beyond one year	<u>\$ 310,000</u>	<u>\$ 60,000</u>

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

14. Deferred capital contributions

Contributions related to tangible capital assets are amortized into revenue over the same basis as the related tangible capital asset.

	<u>Balance, beginning of year</u>	<u>Recognized</u>	<u>Balance, end of year</u>
Capital contributions	\$ 428,437	\$ (99,419)	\$ 329,018

15. Net assets

	<u>2023</u>	<u>2022</u>
Unrestricted	\$ (674,608)	\$ (504,906)
Net assets invested in tangible capital assets	<u>1,129,258</u>	<u>1,376,888</u>
	<u>\$ 454,650</u>	<u>\$ 871,982</u>

Net assets invested in tangible capital assets consist of the following:

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 1,376,888	\$ 406,091
Acquisition of tangible capital assets	45,423	1,473,928
Amortization of tangible capital assets	(349,632)	(273,258)
Amortization of deferred capital contributions	99,419	99,425
Deferred capital contributions received	-	(329,298)
Loss on disposal	(8,016)	-
Proceeds on disposal	<u>(34,824)</u>	<u>-</u>
	<u>\$ 1,129,258</u>	<u>\$ 1,376,888</u>

16. Commitments

The Exploration Place is committed to rent the land and building it uses from the Regional District of Fraser-Fort George payable in annual payments of \$1 to August 2027. This amount is included in rental expense.

As at December 31, 2023, the fair value for this contributed service is not readily available, therefore the Society has elected to recognize these services at cost.

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

17. Contingent liabilities

The Exploration Place is contingently liable as a guarantor of credit cards with a maximum credit limit of \$52,500 (2022 - \$52,500). The amount outstanding at December 31, 2023 is \$4,942 (2022 - \$29,997) and is recorded in accounts payable and accrued liabilities.

Under the terms of the Canadian Emergency Wage Subsidy and Canadian Emergency Rent Subsidy there may be repayable amounts to the Federal government.

18. Endowment fund beneficiary

The Exploration Place is the income beneficiary of a permanent endowment in the amount of \$28,608 (2022 - \$27,450) at the Prince George Community Foundation for the purpose of funding arts and cultural activities. These funds are not included in the asset balances of The Exploration Place.

During 2023, contributions of \$nil (2022 - \$nil) were made to this endowment fund.

The investment return on these funds is provided to The Exploration Place annually. In 2023, The Exploration Place received \$242 (2022 - \$4,883) in investment income from this endowment fund.

19. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

(a) Liquidity risk

The Society does have a liquidity risk in the bank indebtedness and accounts payable and accrued liabilities of \$332,160 (2022 - \$542,592). Liquidity risk is the risk that the Society cannot repay its obligations when they become due to its creditors. The Society reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due; maintains an adequate line of credit to repay trade creditors and repays long term debt interest and principal as they become due. In the opinion of management the liquidity risk exposure to the Society is low and is not material.

(b) Credit risk

The Society does have credit risk in accounts receivable of \$16,458 (2022 - \$56,186). Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Exploration Place provides credit on a selective basis and has carried out specific procedures to minimize the risk. The majority of the receivables are from government bodies. In the opinion of management the credit risk exposure to the Society is low and is not material.

FRASER-FORT GEORGE MUSEUM SOCIETY

(THE EXPLORATION PLACE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

19. Financial instruments, continued

(c) Interest rate risk

Cash flow risk is the risk that future cash flows associated with a monetary financial instrument will fluctuate in amount, such as a debt instrument held with a floating interest rate.

20. Economic dependence

The operations of The Exploration Place are economically dependent on the continuing financial support of the Regional District of Fraser-Fort George. In 2023, The Exploration Place received 30% (2022 – 29%) of its revenue from the Regional District of Fraser-Fort George. The Regional District of Fraser-Fort George considers debt relief funding for the loan held for the land and building in which The Exploration Place is situated as part of the financial support provided. During the year, \$113,141 (2022 - \$89,040) was provided through a reduction in the annual grant funding actually received. This financial support is considered non-repayable and is recorded in the statement of operations.

21. Remuneration of employees, contractors and directors

The B.C. Societies Act requires the society to disclose the remuneration paid to employees and contractors whose remuneration during the year was at least \$75,000 and all remuneration paid to directors.

Included in wages and benefits, are six employees who received total remuneration in excess of \$75,000 (2022 - two employees).

No remuneration was paid to directors during the year ended December 31, 2023 (2022 - Nil).

22. Related party transactions

The Exploration Place paid in total \$91,386 (2022 - \$91,032) in wage expenses to direct family members of the management team.

The transaction is in the normal course of operations and is measured at the exchange amount, which is the amount of consideration established and agreed to by the related party.

23. Subsequent event

Subsequent to the year end, the Society obtained interim financing from the Regional District of Fraser-Fort George in the amount of \$250,000. The terms of the funding are in the process of being established, along with the \$250,000 received in 2023.

FRASER-FORT GEORGE MUSEUM SOCIETY
(THE EXPLORATION PLACE)
SCHEDULE OF EXPENDITURES
For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
Advertising and promotion	\$ 64,097	\$ 94,542
Amortization	349,632	273,258
Automotive	2,120	2,884
Janitorial	10,720	19,378
Computer expense	34,864	31,023
Contract service	93,622	142,418
Equipment lease	3,674	6,955
Housing for animals	254	25,599
Insurance	57,656	48,129
Interest and bank charges	39,482	19,522
Debt relief fund	113,141	89,040
Gift Shop merchandise, food and beverage purchases	189,670	80,389
Food and beverage - meetings	5,344	3,889
Memberships and subscriptions	13,078	12,491
Office	8,536	7,294
Postage and courier	2,265	3,234
Professional fees	11,112	26,267
Rent	93,612	53,893
Repairs and maintenance	18,195	12,455
Security	9,032	3,250
Shop supplies	5,406	26,290
Staff appreciation	1,564	6,885
Permits and licenses	9,723	16,201
Telephone and internet	14,272	19,269
Travel	16,639	11,351
Training and professional development	8,779	6,830
Utilities	136,445	149,441
Supplies	45,143	155,296
Wages and benefits	1,840,782	1,453,352
Veterinary and animal food	5,831	9,038
	<u>\$ 3,204,690</u>	<u>\$ 2,809,863</u>



2023 - 2024 Budget Comparison

January 15th 2024

**2023 Actuals based on Period 12 Income Statement*

*** Provided April 2024*

Revenue	2023 Budget	2023 Actual*	2023 Variance	2024 Budget	2024 Revised Budget**	Change
Fee For Service	150,000	145,806	(4,194)	67,082	92,082.00	25,000
Donations in Kind	-	-	-	-		-
Donations Corporate	5,000	500	(4,500)	10,000	10,000.00	-
Donations	52,000	15,823	(36,177)	45,000	45,000.00	-
Gaming Revenue	98,750	43,500	(55,250)	98,750	98,750.00	-
Memberships	150,000	84,627	(65,373)	110,000	110,000.00	-
Misc. Revenue	5,000	674	(4,326)	-	-	-
Gift Shop Sales	250,000	140,060	(109,940)	175,000	175,000.00	-
Interest Revenue	-	(126)	(126)	-		-
Commercial Kitchen Revenue	300,000	289,344	(10,656)	350,000	340,000.00	(10,000)
Kitchen Catering Revenue	-	75,829	75,829	150,000	150,000.00	-
Kitchen Wholesale Revenue	-	1,428	1,428	25,000	25,000.00	-
Kitchen Liquor Revenue	-	5,490	5,490	25,000	25,000.00	-
Kitchen Programming - outside sales					10,000.00	10,000
Admissions	205,000	287,449	82,449	360,000	330,000.00	(30,000)
Program Fees	43,000	42,805	(195)	90,000	120,000.00	30,000
Facilities Enhancement Fee	-	-	-	-		-
Sponsorships	76,000	8,000	(68,000)	30,000	30,000.00	-
Sponsorship - capital	-	-	-	-		-
Facility Rental	10,000	5,594	(4,406)	60,000	60,000.00	-
Federal Grant	162,000	145,118	(16,882)	78,500	78,500.00	-
Municipal Grant	-	7,625	7,625	9,000	9,000.00	-
Prov. Grant BC Arts Council	117,000	457,121	340,121	93,150	93,150.00	-
Provincial Grant	-	8,212	8,212	1,500	1,500.00	-
Other Grants (Private Foundation)	30,000	80,000	50,000	100,000	100,000.00	-
RDFFG Operating Grant	848,000	843,655	(4,345)	881,920	881,920.00	-
Gain (Loss) on Dis. Cap Assets	40,000	(9,804)	(49,804)	-		-
Total Revenue	2,541,750	2,678,730	136,980	2,759,902	2,784,902	25,000

Expense	2023 Budget	2023 Actual*	2023 Variance	2024 Budget		
Gift Shop Merchandise	60,000	52,021	(7,979)	60,000	60,000	-
Food & Beverage	120,000	155,602	35,602	215,000	215,000	-
Liquor purchases	-	7,070	7,070	10,000	10,000	-
Wages & Benefits	1,468,000	1,627,684	159,684	1,334,782	1,348,762	13,980
CPP & EI	87,450	116,026	28,576	106,124	107,409	1,285
Oassis	31,275	51,380	20,105	54,406	60,000	5,595
RRSP	20,000	20,962	962	24,043	30,664	6,621
CHILD CARE	-	5,880	5,880	-	-	-
Work Safe BC	10,320	10,666	346	10,483	10,663	180
Training	4,500	6,370	1,870	1,800	1,800	-
Staff Uniforms	4,000	10,978	6,978	1,000	1,000	-
Professional Development	-	2,321	2,321	-	-	-
Travel & Accom	6,000	8,387	2,387	5,000	5,000	-
Travel Meals	1,500	2,908	1,408	1,000	1,000	-
Mileage	2,150	5,936	3,786	5,850	5,850	-
Food & Bev - Meetings	4,600	5,344	744	2,500	2,500	-
Staff Appreciation	6,500	1,564	(4,936)	-	-	-
Janitorial Contract	30,000	2,616	(27,384)	-	-	-
Janitorial Supplies	5,000	8,057	3,057	7,100	7,100	-
Janitorial Extra	-	-	-	-	-	-
Maintenance	15,500	13,542	(1,958)	8,000	8,000	-
Security	11,700	14,538	2,838	2,600	10,000	7,400
City Utilities	8,400	8,670	270	10,300	14,310	4,010
Heating Fuels	53,000	59,999	6,999	59,000	59,000	-
Electricity	43,500	60,881	17,381	54,000	61,000	7,000
Garbage & Recycling	100	3,480	3,380	2,400	2,400	-
Rental	97,000	92,980	(4,020)	49,500	49,500	-
Bank Charges	8,500	17,738	9,238	18,000	18,000	-
Interest	2,500	20,667	18,167	22,000	22,000	-
Financial Serv. Fee - Office	5,300	732	(4,568)	600	600	-
US Exchange	-	(6)	(6)	-	-	-
Cash Short/Over	-	(1,513)	(1,513)	-	-	-
Memberships & Subscriptions	10,590	13,022	2,432	13,360	13,360	-
Office Supplies	7,000	5,438	(1,562)	2,700	2,700	-
Photo Copier Lease	3,000	3,194	194	3,300	3,300	-
Lease Other kitchen	-	3,674	3,674			-

Licenses & Permits	12,730	9,723	(3,007)	8,210	8,210	-
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Expense	2023 Budget	2023 Actual*	2023 Variance	2024 Budget		
Telephone	13,150	8,228	(4,922)	7,750	7,750	-
Internet & Email	7,450	6,044	(1,406)	5,910	5,910	-
Legal Fees	-	-	-	-	-	-
Audit Fees	15,000	11,112	(3,888)	11,500	11,500	-
Consultant Fees	1,500	21,901	20,401	1,500	1,500	-
Contract Service	43,000	70,193	27,193	45,000	45,000	-
Software	21,300	25,950	4,650	50,000	50,000	-
Hardware	2,500	1,059	(1,441)	-	-	-
Postage	750	279	(471)	500	500	-
Courier Service	-	270	270	-	-	-
Shipping	2,500	1,717	(783)	1,000	1,000	-
Marketing Traditional	76,900	60,911	(15,989)	5,000	5,000	-
Marketing Digital	3,500	3,161	(339)	5,000	5,000	-
Insurance	28,000	46,734	18,734	30,596	40,596	10,000
Shop Tools	25,050	259	(24,791)	1,000	1,000	-
Materials & Supplies	52,150	66,049	13,899	33,600	34,600	1,000
Shop Supplies	4,250	5,146	896	6,700	5,700	(1,000)
HVAC Supplies	-	-	-	-	-	-
PPE Material & Supplies	1,600	15,050	13,450	500	500	-
Fuel - Vehicles	2,500	1,968	(532)	1,000	1,000	-
Gift Shop - Other Expenses	-	-	-	-	-	-
Misc. Expenses	6,500	517	(5,983)	30,000	30,000	-
Gift Shop Promo/Donations/Damaged	-	9,902	9,902	-	-	-
Conservation	-	-	-	-	-	-
Animal Purchases	-	(12,750)	(12,750)	-	-	-
Veterinary	5,000	1,026	(3,974)	2,000	2,000	-
Animal Food	5,000	4,217	(783)	4,000	4,000	-
Housing	5,900	254	(5,646)	1,000	1,000	-
Field Trips	-	-	-	-	-	-
Plant Purchases	-	-	-	-	-	-
Repatriation Collections	10,000	-	(10,000)	-	-	-
Donations in Kind Offset	-	-	-	-	-	-
Debt Relief	-	123,140	123,140	123,140	123,140	-
Total Operating Expenses	2,473,615	2,900,868	427,253	2,459,753	2,515,824	56,071
Surplus/(Deficit)	(68,135)	222,138	290,273	(300,149)	(269,078)	31,071

Budget Variances

Revenue	2023 Budget	2023 Actual (unaudited)	2023 Variance	2024 Budget
Total Revenue	2,541,750	2,678,730	136,980	2,759,902
Total Operating Expenses	2,473,615	2,900,868	(427,253)	2,459,753
Surplus/(Deficit)	(68,135)	222,138	(290,273)	300,149

2024 Q1 Actuals	2024 Q1 Budget	2024 Q1 Variance
572,343	689,976	(117,633)
692,613	614,938	(77,675)
(120,270)	75,037	(195,307)

2024 Q2 Projected	2024 Q2 Budget	2024 Q2 Variance
614,450	689,976	(75,526)
671,530	614,938	(56,592)
(57,080)	75,037	(132,117)

<i>Wages & Benefits *</i>	1,468,000	1,627,684	159,684	1,495,312
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404,151	373,828	(30,323)
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378,480	373,828	(4,652)
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* Excludes Worksafe and RRSP

*** Revised Budget Provided April 2024**

	2023 Budget	2023 Audited Financial Statements		2024 Preliminary Budget	Budget Amendments	2024 Revised Budget
Total Revenue	2,541,750	2,795,374		2,759,902	25,000	2,784,902
Total Operating Expenses	2,473,615	3,212,706		2,459,753	56,071	2,515,824
Surplus/(Deficit)	(68,135)	(417,332)		300,149	81,071	269,078

2024 Q1 Actuals	2024 Q1 Revised Budget	2024 Q1 Variance
576,440	696,226	(119,786)
564,494	628,956	64,462
11,946	67,270	(55,324)

2024 Q2 Projected	2024 Q2 Budget	2024 Q2 Variance
614,450	696,226	(81,776)
671,530	628,956	(42,574)
(57,080)	67,270	(124,350)

Cash Flow Summary

	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	
Bank Balance	2,128	(14,596)	(37,128)	(177,194)	(197,373)	(164,681)	(234,274)	(19,570)	
RDFFG Payments	439,037	-	-	50,000	135,000		189,037		
Other Grants	15,323	120,476	26,111	65,000			97,394	50,925	
General Revenues	26,916	32,325	82,075	62,775	76,275	76,900	96,900	90,400	
Kitchen Revenues	20,956	22,624	36,500	51,500	45,000	52,000	64,000	62,500	
	502,232	175,425	144,686	229,275	256,275	128,900	447,331	203,825	-
Auto Debits	17,156	18,676	19,626	20,878	20,919	21,419	21,419	20,919	
Quarterly Payments	2,571	11,511		21,653	3,577	-	15,821	3,577	
Payroll	127,703	121,123	155,325	132,480	120,500	125,500	129,000	177,000	
Montly Online Payments	4,303	9,147	16,970	25,194	22,074	24,074	24,074	27,074	
Utilities & Accounts Payable	98,521	37,500	52,481	49,249	56,513	27,500	42,313	30,500	
Operating Expenditures	250,254	197,957	244,402	249,454	223,583	198,493	232,627	259,070	-
Bank Balance	254,106	(37,128)	(136,844)	(197,373)	(164,681)	(234,274)	(19,570)	(74,815)	-
Loan Payments (LOC, Payroll Overdraft, CEBA)	(268,702)		(40,350)						
Net Cash Balance	(14,596)	(37,128)	(177,194)	(197,373)	(164,681)	(234,274)	(19,570)	(74,815)	-
O/S Cheques		13,486							
Per Internal F/S									
Revenues	267,720	174,328	134,392	576,440					
Expenditures	126,829	176,522	261,143	564,494					
Surplus/Deficit	140,891	(2,194)	(126,751)	11,946					



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
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Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: BOA 1.8

FROM: Chris Calder, Chief Administrative Officer and
Renee McCloskey, Manager of External Relations

DATE: February 13, 2024

SUBJECT: Support for Fraser-Fort George Regional Museum Society
SUMMARY: Purpose: For information

Attachments: Letter dated February 9, 2024 from Fraser-Fort George Regional Museum Society
Previous Reports: January 2024, Item No. 11.4.1

RECOMMENDATION(S):

THAT the report and letter dated February 9, 2024 from the Fraser-Fort George Regional Museum Society be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

In February 2023, the Board approved adjustments to the quarterly disbursement schedule in the funding agreement it holds with the Fraser-Fort George Regional Museum Society (the "Society"), which operates Exploration Place.

The Society has advised that operational challenges continued through 2023, putting the Society at financial risk. The Society has requested additional support from the Regional District.

At the end of 2023, the Regional District advanced the Society \$250,000 from its 2024 grant to assist with cashflow pressures. A further \$250,000 was advanced at the end of January, 2024. The attached document shows how the Society applied the funding received in January.

RELEVANT POLICIES:

N/A

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Heritage Conservation Service was established to support museums and societies that have contracts with the Regional District to provide heritage services and programming within the Regional District, consistent with the Regional Cultural Plan.

FINANCIAL CONSIDERATION(S):

The Board has directed staff to pursue a loan agreement with the Society that would see the \$500,000 paid back over a number of years. In the event that a loan agreement can not be executed, the \$500,000 will be considered an advance on the 2024 Operating Grant.

During 2007, the Regional District entered into an agreement with the Society to refinance their long-term debt with the Municipal Finance Authority of BC using 20-year debenture financing. The debt service payments (currently approximately \$113,000 annually) are deducted from the funding the Society receives along with the cost of annual property insurance for the Exploration Place building.

For 2024, the gross operating grant for the Society is \$881,290.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - the Board receives the report for information.

COMMENTS:

The Fraser-Fort George Regional Museum Society (Exploration Place) is the largest cultural organization supported by the Regional District and plays a valuable role in supporting the goals of the Regional Cultural Plan through its own programs and services as well as support and mentoring of smaller museums and galleries in the region.

During the pandemic, the Society undertook a \$1.4 million renovation and was closed from March 2020 until its reopening in October 2022. The pandemic, along with construction issues that delayed the re-opening of the museum, has presented ongoing operational challenges for the Society. The Society has advised it continues to face serious financial pressures.

A total of \$500,000 has been advanced to the Society from its 2024 Operating Grant.

Respectfully submitted,

“Chris Calder”

Chris Calder
Chief Administrative Officer

“Renee McCloskey”

Renee McCloskey
Manager of External Relations

CC/RM



February 9, 2024

Lara Beckett, Chair
Regional District Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Dear Chair Beckett

In late January, the Fraser-Fort George Regional Museum Society received \$250,000 from the Regional District of Fraser-Fort George.

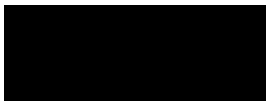
This support is greatly appreciated as we manage through financial challenges related to the COVID-19 pandemic and construction issues that delayed the re-opening of the museum last year.

The table below shows how this funding has been applied:

Debt Type	Payment Amount
Line of Credit	\$225,000
Bank Account (overdraft)	\$25,000
Total	\$250,000.00

Thank you again for your support during this challenging time. We will continue to keep you updated on the progress we are making to address the financial challenges we face.

Sincerely



Helena Trudel, President
Fraser-Fort George Regional Museum Society



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BOA 1.8

FROM: Chris Calder, Chief Administrative Officer and
Renee McCloskey, Manager of External Relations

DATE: January 11, 2024

SUBJECT: Support for Fraser-Fort George Regional Museum Society
SUMMARY: Purpose: For information

Attachments: Letter dated January 17, 2024 from Fraser-Fort George Regional Museum Society
Previous Reports: February 2023, Item No. 11.4.1

RECOMMENDATION(S):

THAT the report and letter dated January 17, 2024 from the Fraser-Fort George Regional Museum Society be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

In February 2023, the Board approved adjustments to the quarterly disbursement schedule in the funding agreement it holds with the Fraser-Fort George Regional Museum Society (the "Society"), which operates Exploration Place.

The change was made to assist with operational challenges the Society faced related to COVID and construction issues which delayed the re-opening of the museum.

The Society has advised that operational challenges continued through 2023, putting the Society at financial risk. The Society has requested additional support from the Regional District.

RELEVANT POLICIES:

N/A

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Heritage Conservation Service was established to support museums and societies that have contracts with the Regional District to provide heritage services and programming within the Regional District, consistent with the Regional Cultural Plan.

FINANCIAL CONSIDERATION(S):

The funding agreement for the Fraser-Fort George Regional Museum Society allotted \$848,000 to the Society for 2023. During 2007, the Regional District entered into an agreement with the Society to refinance their long-term debt with the Municipal Finance Authority of BC using 20-year debenture financing. The debt service payments (currently approximately \$113,000 annually) are deducted from the funding the Society receives along with the cost of annual property insurance for the Exploration Place building.

For 2024, a 4% lift has been proposed. If approved as part of the 2024 budget, the Society would receive \$881,290 with debt service payments deducted from that.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - the Board receives the report for information.

COMMENTS:

The Fraser-Fort George Regional Museum Society (Exploration Place) is the largest cultural organization supported by the Regional District and plays a valuable role in supporting the goals of the Regional Cultural Plan through its own programs and services as well as support and mentoring of smaller museums and galleries in the region.

During the pandemic, the Society undertook a \$1.4 million renovation and was closed from March 2020 until its reopening in October 2022. The pandemic, along with construction issues that delayed the re-opening of the museum, has presented ongoing operational challenges for the Society. The Society has advised it continues to face serious financial pressures.

At the end of 2023, the Regional District advanced the Society \$250,000 from its 2024 grant to assist with cashflow pressures. The attached document shows how the Society applied that funding.

Respectfully submitted,

“Chris Calder”

Chris Calder
Chief Administrative Officer

“Renee McCloskey”

Renee McCloskey
Manager of External Relations

CC/RM



January 17, 2024

Lara Beckett, Chair
Regional District Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Dear Chair Beckett

In late December, the Fraser-Fort George Regional Museum Society received \$250,000 from the Regional District of Fraser-Fort George.

This support is greatly appreciated as we manage through financial challenges related to the COVID-19 pandemic and construction issues that delayed the re-opening of the museum last year.

The table below shows how this funding has been applied:

Debt Type	Payment Amount
Accounts Payable	\$167,165.64
Dec 22/23 Payroll	\$53,264.12
Line of Credit	\$10,962.84
EFT Kitchen Vendors pay online	\$6,607.42
WorkSafe 3 rd Quarter	\$3,503.38
GST 3 rd Quarter	\$8,496.60
Total	\$250,000.00

Thank you again for your support during this challenging time. We will continue to keep you updated on the progress we are making to address the financial challenges we face.

Sincerely



Helena Trudel, President
Fraser-Fort George Regional Museum Society



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: BUI CON 1.0

FROM: Gina Layte Liston, Senior Manager of Environmental Services

DATE: November 1, 2024

SUBJECT: Contract ES-20-21 Janitorial Services – 155 George Street
 SUMMARY: Purpose: Consider Contract Extension

Attachments: Letter dated October 22, 2024 from ACME Janitor Service Ltd.

Previous Reports:

1. Item 12.2, October 2023
2. Item 12.1, November 2020

RECOMMENDATION(S):

1. THAT the report dated November 1, 2024 in regard to “Contract ES-20-21 Janitorial Services – 155 George Street” be received for information.
2. THAT Contract ES-20-21 Janitorial Services – 155 George Street be approved for a one-year contract extension for the term of January 1, 2025 to December 31, 2025.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority

ISSUE(S):

The contract for janitorial services at 155 George Street expires December 31, 2024. The current contract allows for two (2) one-year contract extensions with the total duration of the contract not to exceed five years. The proposed extension would be the final extension under this contract and would be at the tendered rates as set out in the Schedule of Prices attached to and forming part of the original contract.

The Board is being asked to consider a one-year extension of Contract ES-20-21 Janitorial Services - 155 George Street for the term January 1, 2025 to December 31, 2025.

RELEVANT POLICIES:

1. Regional District of Fraser Fort-George Delegation Bylaw No. 3276, 2022:
 - requires contracts over \$100,000 in value to be considered for approval by the Board.
2. Policy RD-03-09: Procurement of Goods and Services
 - provides for procurement levels and limits

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The facility at 155 George Street is the main office for all services of the Regional District and requires custodial services on a regular basis to provide a safe and clean working environment.

FINANCIAL CONSIDERATION(S):

The Contract value is approximately \$61,788 (excluding tax) per year. Budget implications for this service are reflected in the Building Budget (1412).

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - Contract ES-20-21 Janitorial Services – 155 George Street to be extended for one year, January 1, 2025 to December 31, 2025

Other Options:

- a. do not approve the contract extension for janitorial services at 155 George Street
 - the Regional District would not have janitorial services for 155 George Street after December 31, 2024; and
 - a competitive bid process for the provision of janitorial services for 155 George Street would be required

COMMENTS:

ACME Janitor Services Ltd. has demonstrated a high level of service in fulfilment of the janitorial services at 155 George Street since being under contract with the Regional District in November 2020. Environmental Services Administration recommends extending the current Contract for a one-year period, January 1, 2025 to December 31, 2025.

Respectfully submitted,

“G. Layte Liston”

Gina Layte Liston
Senior Manager of Environmental Services

GLL:jt



**REGIONAL DISTRICT
of Fraser-Fort George**

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155 George Street
Prince George, BC
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Long Distance
from within
the Regional District:
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdffg.bc.ca>

Municipalities:
McBride
Mackenzie
Prince George
Valemount

Electoral Areas:
Chilako River-Nechako
Crooked River-Parsnip
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

October 22, 2024

BUI CON 1.0

Karen Richards


Dear Ms. Richards:

**Re: Contract Extension ES-20-21
Janitorial Services – 155 George Street**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of Contract E-20-21 Janitorial Services – 155 George St. The extended period of work would be from January 1, 2025 – December 31, 2025, at the tendered rates in Contract ES-20-21.

The renewal terms in the contract are set out in Section 25, Duration of Contract. Each extension will be for a one year period and the total Contract duration will not exceed five (5) years. This will be the final contract extension under this contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it to our office at your earliest convenience. I would like to prepare a report for the November 21, 2024 Regional Board meeting to request approval for an extension of the current Contract, or permission to tender a new contract.

Yours truly,



Gina Layte Liston
Senior Manager of Environmental Services

Telephone: 250-960-4400
Facsimile: 250-562-8676

GLL:jt

I, Karen Richards, accept the extension with above mutually agreed upon terms of Contract ES-20-21 – Janitorial Services – 155 George Street at the tendered rates as set out in the Schedule of Prices for the duration of January 1, 2025 to December 31, 2025.



Karen Richards

October 22, 2024

Date



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / <http://www.rdffg.bc.ca>

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: BUI CON 1.0

FROM: Bryan Boyes, Utilities Leader

DATE: October 5, 2023

SUBJECT: Contract ES-20-21 Janitorial Services – 155 George Street
 SUMMARY: Purpose: Consider Contract Extension

Attachments: Acknowledgment letter received September 8, 2023 from ACME Janitor Service Ltd.
Previous Reports: Item 12.1, November 2020 Regular Board Meeting

RECOMMENDATION(S):

1. THAT the report and acknowledgement letter received September 8, 2023 from ACME Janitor Service Ltd. be received
2. THAT Contract ES-20-21 Janitorial Services – 155 George Street be approved for a one-year contract extension for the term of January 1, 2024 to December 31, 2024.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority

ISSUE(S):

The contract for janitorial services at 155 George Street that was entered into November 2020 expires December 31, 2023. The current contract allows for two (2) one-year contract extensions with the total duration of the contract not to exceed five years. The proposed extension would be the first under this contract and would be at the at the tendered rates as set out in the Schedule of Prices attached to and forming part of the original contract.

The Board is being asked to consider a one-year extension of Contract ES-20-21 Janitorial Services - 155 George Street for the term January 1, 2024 to December 31, 2024.

RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
 - provides for the delegation of authority to the Chair and Corporate Officer to execute any contract authorized to be entered into by the Board and as per Bylaw; and
 - requires contracts over \$100,000 in value to be considered for approval by the Board.
2. Policy RD-03-09: Procurement of Goods and Services
 - provides for procurement levels and limits

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

The facility at 155 George Street is the main office for all services of the Regional District and requires custodial services on a regular basis to provide a safe and clean working environment.

FINANCIAL CONSIDERATION(S):

The Contract value is approximately \$61,788 (excluding tax) per year. Budget implications for this service are reflected in the Building Budget (1412).

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - Contract ES-20-21 Janitorial Services - 155 George Street will be extended for one year, January 1, 2024 – December 31, 2024.

Other Options:

- a. do not approve the contract extension for janitorial services at 155 George Street
 - the Regional District would not have janitorial services for 155 George Street after December 31, 2023; and
 - a competitive bid process for the provision of janitorial services for 155 George Street would be required.

COMMENTS:

ACME Janitor Services Ltd. has demonstrated a high level of service in fulfilment of the janitorial services at 155 George Street since being under contract with the Regional District in November 2020. Environmental Services Administration recommends extending the current Contract for a one-year period, January 1, 2024, to December 31, 2024.

Respectfully submitted,

“Bryan Boyes”

Bryan Boyes
Utilities Leader

BB:jt



REGIONAL DISTRICT of Fraser-Fort George

Head Office:
155 George Street
Prince George, BC
V2L 1P8

Telephone:
(250) 960-4400
Long Distance
from within
the Regional District:
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdffg.bc.ca>

Municipalities:
McBride
Mackenzie
Prince George
Valemount

Electoral Areas:
Chilako River-Nechako
Crooked River-Parsnip
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

September 5, 2023

BUI CON 1.0

Karen Richards


Dear Ms. Richards:

**Re: Contract Extension ES-20-21
Janitorial Services – 155 George Street**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of Contract E-20-21 Janitorial Services – 155 George St. The extended period of work would be from January 1, 2024 – December 31, 2024, at the tendered rates in Contract ES-20-21.

The renewal terms in the contract are set out in Section 25, Duration of Contract. Each extension will be for a one year period and the total Contract duration will not exceed five (5) years. This will be the first contract extension under this contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it to our office at your earliest convenience. I would like to prepare a report for the October 19, 2023 Regional Board meeting to request approval for an extension of the current Contract, or permission to tender a new contract.

Yours truly,



Laura Zapotichny
General Manager of Environmental Services

Telephone: 250-960-4400
Facsimile: 250-562-8676

LZ:jt

I, Karen Richards, accept the extension with above mutually agreed upon terms of Contract ES-20-21 – Janitorial Services – 155 George Street at the tendered rates as set out in the Schedule of Prices for the duration of January 1, 2024 to December 31, 2024.



Karen Richards

September 8, 2023
Date



**REGIONAL DISTRICT
of Fraser-Fort George**

GM: “PW”

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / <http://www.rdffg.bc.ca>

REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BUI CON 1.0
 FROM: Bryan Boyes, Utilities Leader
 DATE: November 4, 2020
 SUBJECT Item: ES-20-21 Janitorial Services – 155 George Street
 SUMMARY Purpose: Consider Award of Contract

PREVIOUS REPORTS: Item No. 11.1, September 2020 (see Agenda for link)

ATTACHMENT(S): Backgrounder

RECOMMENDATION(S):	ENTITLEMENT	HOW VOTE COUNTED
1. THAT the report be received.	All 1 Director/1 vote	Majority
2. THAT Contract ES-20-21 Janitorial Services – 155 George Street be awarded to ACME Janitor Service Ltd. for the tendered price of \$5,149 (excluding taxes) per month.	All Weighted	Majority

ISSUE(S):

At the September 2020 Board meeting, a competitive bid process for janitorial services for the Regional Districts' 155 George Street office building was authorized. One (1) completed bid was received from a qualified service provider.

The Board is being asked to consider award of Contract ES-20-21 – Janitorial Services – 155 George Street to ACME Janitor Service Ltd. for the tendered amount of \$5,149 (excluding taxes) per month.

RELEVANT POLICIES:

1. Delegation Bylaw No. 3082, 2018:
 - Provides for the delegation of authority to the Chair and Corporate Officer to execute contracts as per Bylaw
 - Requires contracts over \$100,000 in value to be considered for approval by the Board
2. Policy RD-03-09: Procurement of Goods and Services
 - provides for procurement levels and limits

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

The facility at 155 George Street is the main office for all services of the Regional District and requires janitorial services on a regular basis to provide a safe and clean working environment.

FINANCIAL CONSIDERATION(S):

Budget implications for this service are reflected in the proposed 2021 Building (1412) budget.

OTHER CONSIDERATION(S):

Contract ES-20-21 is for a three year term with the option of two one year renewals.

DECISION OPTIONS:

1. Approve recommendations.
 - Contract ES-20-21 Janitorial Services – 155 George Street will be entered into with ACME Janitor Service Ltd.

Other Options:

- a. do not award Contract ES-20-21 Janitorial Services – 155 George Street
 - the Regional District would not have janitorial services for 155 George Street after December 31, 2020

COMMENTS:

Environmental Services Administration recommends that the Janitorial Services at 155 George Street be awarded to ACME Janitor Service Ltd. in the amount of \$5,149 per month, excluding taxes. ACME Janitor Service Ltd. is familiar with the facility and has provided janitorial services in the past.

Respectfully submitted,

'Bryan Boyes'

Bryan Boyes, Utilities Leader
Environmental Services

BB:jt

BACKGROUND

The Regional District issued an Invitation to Tender for Janitorial Services – 155 George Street which was made available on the Regional District web page and the Provincial BC Bid® website on October 21, 2020. The Invitation to Tender deadline was Wednesday, November 4, 2020.

One (1) qualified bid was received from the competitive bid process.

Name	Score out of 100
ACME Janitor Service Ltd	100

ACME Janitor Service Ltd has demonstrated a high level of service in fulfilment of the janitorial services at the 155 George Street Office building in the past.



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of Fraser-Fort George**

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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BYLA 1.0 TIPP 1.0

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: November 7, 2024

SUBJECT: Proposed Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024

SUMMARY: Purpose: Consider Adoption of Bylaw

- Attachments: Proposed Bylaw No. 3369, 2024
Previous Reports:
 1. Item No. 13.2, November 2023
 2. Item No. 5.1, October 2024

RECOMMENDATION(S):

1. THAT the report dated November 7, 2024 regarding “Proposed Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024” be received for information.
2. THAT Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024 be now introduced and given first, second and third readings.
3. THAT Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024 be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	2/3 Majority

ISSUE(S):

The adjustment of the tariff of rates for solid waste disposal was considered and recommended by the Environment and Parks Standing Committee at its October 17, 2024 meeting. The proposed amendments include implementing the recommendations from the approved 2021 Regional Solid Waste Management Financial Plan (RSWMFP).

The proposed *Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024* includes amendments to Schedule “B” Tipping Fees and Penalties; a \$10 per metric tonne fee for clean cover material; a realignment of the Volume Load Class 1 and 2 fees so that the materials for DLC and Refuse are the same; the allowance for a Bulky Waste charge to be applied to concrete, asbestos, creosote treated wood and stumps; and the inclusion of the pricing for Norgrow Compost. These updates enhance clarity on tipping fees charged.

The proposed *Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024* also includes amendments to Schedule “G” Charge Accounts, to include additional information regarding the approval and management of credit limits for charge accounts, as well as additional language to allow for the withholding of monies under a separate contract agreement between the Regional District of Fraser-Fort George and the Account Holder where a Charge Account is delinquent.

The Board is being asked to consider adoption of proposed Amendment Bylaw No. 3369, 2024 for the purpose of updating Schedule “B” Tipping Fees and Penalties and Schedule “G” Charge Accounts.

RELEVANT POLICIES:

1. Section 315 of the *Local Government Act*:
 - gives the Regional District the authority to provide disposal and recycling services
2. 2021 Regional Solid Waste Management Financial Plan (RSWMFP):
 - provides guidance for the Solid Waste Management budgets
 - establishes incremental increase to tipping fees.
3. *Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020*:
 - established tipping fees and regulations for all solid waste disposal facilities.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

Solid Waste Management is a region wide service and fulfils the obligations of providing waste disposal and recycling services under Section 315 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

Tipping fees are part of the revenues used to fund the Solid Waste Management (3305) Budget.

OTHER CONSIDERATION(S):

Amending the tipping fees for the Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020 will allow the Regional District to collect tipping fees that better reflect the current operation and maintenance requirements and support waste diversion strategies and provide clarification for volume based tipping fees for Load Class 1 and 2. The tipping fee increase for 2025 better reflects the current operations and maintenance requirements that were approved as per the 2021 RSWMFP.

DECISION OPTIONS:

1. Approve recommendations.
 - Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024 will be adopted and will take effect January 1, 2025.

Other Options:

- a. postpone adoption of the proposed bylaw amendment, if additional information is required
 - implementation of the 2025 tipping fee of \$100 per tonne will be delayed, which will negatively impact the Solid Waste Management (3305) budget.
 - the volume-based tipping fee for Load Class 1 and 2 would not be implemented, which may negatively impact staff's ability to properly charge incoming loads.
 - implementation of the changes to Charge Accounts would be delayed, negatively affecting the Regional District's ability to recover those fees from account holders.

COMMENTS:

The proposed tipping fee rate represents a \$2.00 increase to base rates and is consistent with rate adjustment recommendations reflecting solid waste management operational needs and supporting waste diversion strategies. The 2025 operating budget for Solid Waste Management (3305) relies on the increase of the base tipping fee rates to ensure all services can be maintained under this service. The following are also included:

- a realignment of the Volume Load Class 1 and 2 fees so that the materials for DLC and Refuse are the same
- \$10 per metric tonne fee for clean cover material
- the allowance for a Bulky Waste charge to be applied to concrete, asbestos, creosote treated wood and stumps
- the inclusion of the pricing for Norgrow Compost in Schedule B which sees a modest increase to \$20 per cubic meter for single screened compost.
- changes to Schedule “G” – Account Changes are consistent with language in other regional districts across the province and allow the Regional District the ability to recover fees from delinquent accounts

Subject to the Board’s approval, the new rates and changes will be effective January 1, 2025.

If the Board is supportive of the above, as recommended by the Environment and Parks Standing Committee, adoption of proposed Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024 would be in order.

Respectfully submitted,

“Laura Zapotichny”

Laura Zapotichny
General Manager of Environmental Services

LZ:jt



**REGIONAL DISTRICT
of Fraser-Fort George**

BYLAW NO. 3369

A BYLAW FOR THE PURPOSE OF AMENDING TIPPING FEES FOR MUNICIPAL SOLID WASTE DISPOSAL FACILITIES

WHEREAS the Regional District has, by Bylaw No. 3166, 2020 established tipping fees and regulations at solid waste facilities;

AND WHEREAS the Regional District wishes to amend the tipping fees for the solid waste facilities;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

AMENDMENT

1. Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, is hereby amended by deleting in its entirety Schedule “B” and inserting a new Schedule “B” as attached hereto and forming part of this Bylaw;
2. Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, is hereby further amended by deleting in its entirety Schedule “G” and inserting a new Schedule “G” as attached hereto and forming part of this Bylaw;

EFFECTIVE DATE

3. This bylaw shall come into full force and effect on January 1, 2025.

TITLE

4. This bylaw may be cited for all purposes as “Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3369, 2024”.

READ A FIRST TIME ON THE DAY OF , 2024


READ A SECOND TIME ON THE DAY OF , 2024

READ A THIRD TIME ON THE DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Chair

General Manager of Legislative and
Corporate Services



REGIONAL DISTRICT
of Fraser-Fort George

Certified as Schedule "B" to Bylaw No. 3369, 2024

GM of Legislative and Corporate Services

SCHEDULE "B"
TIPPING FEES AND PENALTIES

Refuse	Weight Based Tipping Fee	Volume Based¹ Tipping Fee
Refuse (not identified as DLC)	\$100.00/tonne \$6.00 up to 100kg	\$23.50 for Load Classes 1 and 2 \$76.50 for Load Class 3 \$94.00 for Load Class 4 \$160.00 for Load Class 5 Vanway TS \$6.00 flat rate ² Load Classes 6 thru 9 not accepted

Demolition, Land Clearing and Construction (DLC Waste)	Source Separated Weight Based Tipping Fee	Mixed Load Weight Based Tipping Fee
Clean Soil	\$10.00/tonne Minimum \$6.00	\$200.00/tonne Minimum \$12.00
DLC	\$200.00/tonne Minimum \$12.00	\$200.00/tonne Minimum \$12.00
Asphalt	\$200.00/tonne Minimum \$12.00	\$200.00/tonne Minimum \$12.00
Asphalt Shingles	\$100.00/tonne Minimum \$6.00	\$200.00/tonne Minimum \$12.00
Clean Wood Waste	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00
Masonry and/or Rubble	\$200.00/tonne Minimum \$12.00	\$200.00/tonne Minimum \$12.00
Painted and/or Treated Wood Waste	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00
Scrap Metal	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00
Stumps and/or Large Branches	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00

Demolition, Land Clearing and Construction (DLC Waste)	Volume Based Tipping Fee
DLC	\$23.50 for Load Class 1 and 2 \$76.50 for Load Class 3 \$94.00 for Load Class 4 Load Classes 5 thru 8 not accepted ³
Asphalt	Same as DLC
Asphalt Shingles	Same as DLC
Clean Wood Waste	Same as DLC

¹ Volume based pricing is available at the McBride Transfer Station, Valemount Transfer Station and the Legrand Select DLC Landfill - please refer to Load Classes under Definition section.

² Small residential loads of refuse at the Vanway Transfer Station only.

³ Except for Legrand Select DLC Landfill. Tipping fee to be determined by the General Manager.

Masonry and/or Rubble	Same as DLC
Painted and/or Treated Wood Waste	Same as DLC
Scrap Metal	Same as DLC
Stumps and/or Large Branches	Same as DLC

Municipal Charges	Weight Based Tipping Fee	Volume Based Tipping Fee
McBride	Not Applicable	\$123.00 per municipal collection vehicle
Valemount	Not Applicable	\$ 85.00 per municipal collection vehicle

Recyclable Materials*	Weight Based Tipping Fee	Volume Based Tipping Fee
Appliances containing Ozone Depleting Substances	\$0	\$0
Automotive Batteries	\$0	\$0
Bicycle Tires and Tubes	\$0	\$0
Household Batteries	\$0	\$0
Multi-Material Recycling	\$0	\$0
Passenger and Light Truck Tires (off rim)	\$0	\$0
Propane Tanks	\$0	\$0
Scrap Metal	\$0	\$0
Used Oil and Antifreeze	\$0	\$0
Yard Waste	\$0	\$0

*No charge to dispose of recyclable materials if material is secured. If the recyclable materials are unsecured, a \$12.00/per load unsecured fee will apply. See Schedule "E" for more information

Controlled Waste	Weight Based Tipping Fee (\$6.00 minimum)	Volume Based Tipping Fee
Appliances Containing Ozone depleting substances	\$0/unit	\$0/unit ⁴
Asbestos- Friable and non-friable	\$357.00/tonne	Not Accepted
Biosolids (waste sludge from municipal sewage treatment plants and screenings stations)	\$0	Not Accepted
Bulky Waste	\$118.00/tonne ⁵	Based on Load Class
Camp Waste	\$100.00/tonne	Not Accepted
Condemned Foods	\$181.50/tonne	Not Accepted
Contaminated Soils	\$118.00/tonne	Not Accepted
Concrete	\$232.50/tonne	Not Accepted
Creosote treated wood	\$181.50/tonne	Not Accepted
Dead Animals	\$181.50/tonne	Not Accepted
Food Processing Waste	\$100.00/tonne	Not Accepted
Gypsum Board or Wallboard	\$100.00/tonne ⁶	Based on Load Class
International Waste	\$365.00/tonne	Not Accepted
Pumpings	\$100.00/tonne	Not Accepted
Screenings from municipal treatment plants		

⁴ Available at the following Class 2 Facilities – Valemount and McBride. Load must be secured.

⁵ Additional Bulky Waste charge will be applied to the following materials: asbestos, concrete, creosote treated wood, and stumps.

⁶ Source Separated and Mixed Load Tipping Fees are the same, minimum \$12.00 up to 100kg.

and pumping stations	\$100.00/tonne	Not Accepted
Sterilized biomedical waste received from Certified sterilization facilities	\$100.00/tonne	Not Accepted
Sterilized sharps received from certified sterilization facilities	\$181.50/tonne	Not Accepted
Vehicle Hulks	\$181.50/unit	\$181.50/unit ⁷
Wood ash from industrial operations	\$100.00/tonne	Not Accepted

Gypsum Board or Wallboard	Weight Based Tipping Fee (\$6.00 minimum)	Volume Based Tipping Fee⁷
Gypsum Board or Wallboard	\$100.00/tonne ⁸	\$23.50 for Load Class 1 \$29.00 for Load Class 2 \$76.50 for Load Class 3 \$94.00 for Load Class 4 Load Classes 5 thru 8 not accepted

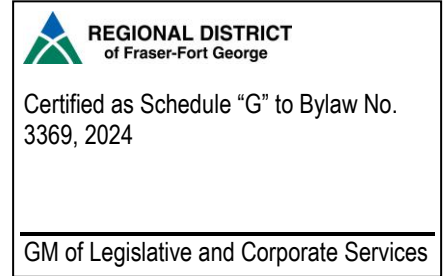
Norgrow Pricing	U-Load \$6.00 Minimum (3 cans or ½ m)	We-Load \$7.50 Minimum
Single Screen	\$15.00 m ³	\$20.00 m ³
Double Screen	N/A	\$30.00 m ³

Penalties

Violation	Penalty
Disposing of Prohibited Waste	\$100 minimum \$2,000 maximum
Vandalism	\$100 minimum \$2,000 maximum
Trespassing	\$500
Causing Contamination of stockpiles	\$100 minimum plus cost to handle and remove contamination, plus any associated tipping fee
Disobey Site Regulations, verbal instructions or signage	\$100 minimum \$500 maximum
Smoking	\$100
Scavenging	Removal from site and potential ban from site
Loitering	\$100
Missing pre-arranged disposal time with no prior cancellation notice given	\$100 per offence
Failure to pay tipping fee	Accrued interest from the time of disposal Potential ban from site until payment is posted, determined by General Manager or Financial Officer

⁷ Only accepted at the Valemount and McBride Transfer Stations and the Legrand Landfill.

⁸ \$100.00/tonne is for Source Separated waste, Mixed Load Tipping Fee is \$200.00/tonne, minimum \$12.00 up to 100kg.



SCHEDULE "G"
CHARGE ACCOUNTS

1. A person wishing to establish a Charge Account must submit a completed Credit Application to the Financial Officer.
2. The Financial Officer may approve or deny a Credit Application in any of the following circumstances:
 - a) where the Financial Officer has determined that the Applicant is not creditworthy; or
 - b) where the Applicant, or any principal, partner, director or officer of the Applicant has had a Charge Account cancelled within the previous five (5) years.
3. A credit limit will be approved for each Charge Account by the Financial Officer.
4. Credit limits will be periodically reviewed and may be revised at the discretion of the Financial Officer.
5. Where a Charge Account has an amount owing greater than the credit limit, the Account Holder may be required to pay all disposal fees at the time of disposal by cash or credit card until such time as the amount owing is less than the credit limit.
6. Account Holders will be billed monthly and the invoice will be delivered to the Billing Address or email address provided by the Account Holder.
7. The total amount owing on any invoice must be paid in full by the Account Holder to the Regional District within thirty (30) days of the date of the invoice.
8. Any amount not paid to the Regional District within thirty (30) days of the date of the invoice is considered in Arrears and must be paid immediately, along with interest pursuant to Section 16 of this Schedule.
9. Where a Charge Account is in Arrears, the Regional District shall deliver a Notice of Arrears (referred to as the "60 Day Letter") to the Account Holder at the Billing Address or email address provided by the Account Holder.
10. Any amount not paid to the Regional District within thirty (30) days of the date of a Notice of Arrears (ninety (90) days from the date of the original invoice) is considered Delinquent and must be paid immediately, along with interest pursuant to Section 16 of this Schedule.
11. Any Charge Account that is Delinquent shall be suspended by the Financial Officer, until such time as all amounts owing, including interest, are paid in full.
12. Where a Charge Account has been suspended, the Regional District shall deliver a suspension letter to the Account Holder at the Billing Address or email address provided by the Account Holder.
13. While a Charge Account is suspended, the Account Holder must pay all disposal fees at the time of disposal by cash or credit card.
14. Any Charge Account that becomes Delinquent more than once shall be subject to immediate cancellation.
15. At the discretion of the Financial Officer, a Delinquent Charge Account may be referred to a third-party collection agency.
16. In addition to any other penalty imposed under this Bylaw, the interest rate of one and half percent (1.5%) per month, calculated and accruing daily, may be applied to any amounts in Arrears or Delinquent under a Charge Account from and including the first date upon which the account falls into Arrears. Any such interest shall form part of the amount in Arrears.

17. Where a Charge Account is Delinquent, the Regional District may withhold monies equivalent to the outstanding amount, plus interest, from the Account Holder under a separate contract, agreement, or offer between the Regional District and the Account Holder.
18. The Financial Officer may, in addition to any other penalty imposed under the Bylaw, cancel a Charge Account where the General Manager has advised that the Account Holder has deposited Prohibited Waste at a Facility, or has deposited Municipal Solid Waste at a Facility in a manner contrary to this



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BYLA 1.0 TIPP 1.0

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: November 2, 2023

SUBJECT: Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3330, 2023

SUMMARY: Purpose: Consider Adoption of Bylaw

Attachments: Proposed Bylaw No. 3330, 2023
Previous Reports:
 1. Item No. 12.1, November 2022
 2. Item No. 6.1, October 2023

RECOMMENDATION(S):

1. THAT the report be received.
2. THAT the Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3330, 2023, be now introduced and read for the first time.
3. THAT Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. Bylaw No. 3330, 2023 be given second and third readings.
4. THAT the Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3330, 2023 be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	2/3 Majority

ISSUE(S):

The adjustment of the tariff of rates for solid waste disposal was considered and recommended by the Environment and Parks Standing Committee at its October 19, 2023 meeting. The proposed amendments are implementing the recommendations from the approved 2021 Regional Solid Waste Management Financial Plan (RSWMFP).

The proposed Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3330, 2023 includes amendments to Schedule "B" Tipping Fees and Penalties, and the Volume Based tipping fees Load Class 1 and 2. These updates enhance clarity on tipping fees charged.

The Board is being asked to consider adoption of the Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166,2020, Amendment Bylaw No. 3330, 2023 for the purpose of updating Schedule "B" Tipping Fees and Penalties.

RELEVANT POLICIES:

1. Section 315 of the *Local Government Act*.
 - gives the Regional District the authority to provide disposal and recycling services

2. 2021 Regional Solid Waste Management Financial Plan (RSWMFP):
 - provides guidance for the Solid Waste Management budgets
 - establishes incremental increase to tipping fees
3. Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020:
 - established tipping fees and regulations for all solid waste disposal facilities

STRATEGIC ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – Statutory or Routine Business

SERVICE RELEVANCE:

Solid Waste Management is a region wide service and fulfils the obligations of providing waste disposal and recycling services under Section 315 of the *Local Government Act*.

FINANCIAL CONSIDERATION(S):

Tipping fees are part of the revenues used to fund the Solid Waste Management (3305) Budget.

OTHER CONSIDERATION(S):

Amending the Tipping Fees for Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020 will allow the Regional District to collect tipping fees that better reflect the current operation and maintenance requirements and support waste diversion strategies and provide clarification for Volume Based tipping fees for Load Class 1 and 2. The tipping fee increase for 2024 better reflects the current operations and maintenance requirements will be approved as per the 2021 RSWMFP.

DECISION OPTIONS:

1. Approve recommendations.
 - Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020 Amendment Bylaw No. 3330, 2023 will be adopted and will take effect January 1, 2024.

Other Options:

- a. postpone adoption of the proposed bylaw amendment, Schedule “B”, if additional information is required
 - implementation of the 2024 tipping fee of \$98 per tonne will be delayed, which will negatively impact the Solid Waste Management (3305) budget
 - the volume-based tipping fee for Load Class 1 and 2 would not be implemented, which may negatively impact staff’s ability to properly charge incoming loads

COMMENTS:

The proposed tipping fee rate represents a \$2 increase to base rates and is consistent with rate adjustment recommendations reflecting solid waste management operational needs and supporting waste diversion strategies. The 2024 operating budget for Solid Waste Management (3305) relies on the increase of the base tipping fee rates to ensure all services can be maintained under this service. Volume Based Tipping Fees for Load Class 1 and 2 are also included. Subject to the Board’s approval, the new rates and changes will be effective January 1, 2024.

If the Board is supportive of the adjustment of the tariff of rates for solid waste disposal as recommended by the Environment and Parks Standing Committee, adoption of proposed Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3330, 2023 would be in order.

Respectfully submitted,

“Laura Zapotichny”

Laura Zapotichny
General Manager of Environmental Services

LZ:jt



**REGIONAL DISTRICT
of Fraser-Fort George
BYLAW NO. 3330, 2023**

A BYLAW FOR THE PURPOSE OF AMENDING TIPPING FEES FOR MUNICIPAL SOLID WASTE DISPOSAL FACILITIES

WHEREAS the Regional District has, by Bylaw No. 3166, established tipping fees and regulations at solid waste facilities;

AND WHEREAS the Regional District wishes to amend the tipping fees for the solid waste facilities;

NOW THEREFORE the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

AMENDMENT

1. Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166 is hereby amended by deleting in its entirety Schedule "B" and inserting a new Schedule "B" as attached hereto and forming part of this Bylaw;

EFFECTIVE DATE

2. This bylaw shall come into full force and effect on January 1, 2024.

TITLE

3. This bylaw may be cited for all purposes as "Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, Amendment Bylaw No. 3330, 2023".

READ A FIRST TIME ON THE ___ DAY OF _____, 2023

READ A SECOND TIME ON THE ___ DAY OF _____, 2023

READ A THIRD TIME ON THE ___ DAY OF _____, 2023

ADOPTED THIS ___ DAY OF _____, 2023

Chair

General Manager of Legislative and
Corporate Services

**SCHEDULE "B"
TIPPING FEES AND PENALTIES**

Refuse	Weight Based Tipping Fee	Volume Based¹ Tipping Fee
Refuse (not identified as DLC)	\$98.00/tonne \$6.00 up to 100kg	\$27.00 for Load Classes 1 and 2 \$73.50 for Load Class 3 \$92.00 for Load Class 4 \$157.00 for Load Class 5 Cummings Road and Vanway TS \$6.00 flat rate ² Load Classes 6 thru 9 not accepted

Demolition, Land Clearing and Construction (DLC Waste)	Source Separated Weight Based Tipping Fee	Mixed Load Weight Based Tipping Fee
Clean Soil	\$0.00/tonne Minimum \$0.00	\$196.00/tonne Minimum \$12.00
DLC	\$196.00/tonne Minimum \$12.00	\$196.00/tonne Minimum \$12.00
Asphalt	\$196.00/tonne Minimum \$12.00	\$196.00/tonne Minimum \$12.00
Asphalt Shingles	\$98.00/tonne Minimum \$6.00	\$196.00/tonne Minimum \$12.00
Clean Wood Waste	\$49.00/tonne Minimum \$3.00	\$196.00/tonne Minimum \$12.00
Masonry and/or Rubble	\$196.00/tonne Minimum \$12.00	\$196.00/tonne Minimum \$12.00
Painted and/or Treated Wood Waste	\$49.00/tonne Minimum \$3.00	\$196.00/tonne Minimum \$12.00
Scrap Metal	\$49.00/tonne Minimum \$3.00	\$196.00/tonne Minimum \$12.00
Stumps and/or Large Branches	\$49.00/tonne Minimum \$3.00	\$196.00/tonne Minimum \$12.00

Demolition, Land Clearing and Construction (DLC Waste)	Volume Based Tipping Fee
DLC	\$23 for Load Class 1 \$28.50 for Load Class 2 \$73.50 for Load Class 3 \$92.00 for Load Class 4 Load Classes 5 thru 8 not accepted ³
Asphalt	Same as DLC
Asphalt Shingles	Same as DLC
Clean Wood Waste	Same as DLC
Masonry and/or Rubble	Same as DLC

¹ Volume based pricing is available at the McBride Transfer Station, Valemount Transfer Station and the Legrand Select DLC Landfill- please refer to Load Classes under Definition section.

² Small residential loads of refuse at the Vanway Transfer Station only.

³ Except for Legrand Select DLC Landfill. Tipping fee to be determined by the General Manager.

Painted and/or Treated Wood Waste	Same as DLC
Scrap Metal	Same as DLC
Stumps and/or Large Branches	Same as DLC

Municipal Charges	Weight Based Tipping Fee	Volume Based Tipping Fee
McBride	Not Applicable	\$120.50 per municipal collection vehicle
Valemount	Not Applicable	\$ 83.75 per municipal collection vehicle

Recyclable Materials*	Weight Based Tipping Fee	Volume Based Tipping Fee
Appliances containing Ozone Depleting Substances	\$0	\$0
Automotive Batteries	\$0	\$0
Bicycle Tires and Tubes	\$0	\$0
Household Batteries	\$0	\$0
Multi-Material Recycling	\$0	\$0
Passenger and Light Truck Tires (off rim)	\$0	\$0
Propane Tanks	\$0	\$0
Scrap Metal	\$0	\$0
Used Oil and Antifreeze	\$0	\$0
Yard Waste	\$0	\$0

*No charge to dispose of recyclable materials if material is secured. If the recyclable materials are unsecured, a \$12.00/per load unsecured fee will apply. See Schedule "E" for more information

Controlled Waste	Weight Based Tipping Fee (\$6.00 minimum)	Volume Based Tipping Fee
Appliances Containing Ozone depleting substances	\$0/unit	\$0/unit ³
Asbestos- Friable and non-friable	\$350.00/tonne	Not Accepted
Biosolids (waste sludge from municipal sewage treatment plants and screenings stations)	\$0	Not Accepted
Bulky Waste	\$116.00/tonne	Based on Load Class ⁴
Camp Waste	\$98.00/tonne	Not Accepted
Condemned Foods	\$178.00/tonne	Not Accepted
Contaminated Soils	\$116.00/tonne	Not Accepted
Concrete	\$228.00/tonne ⁵	Not Accepted
Creosote treated wood	\$178.00/tonne	Not Accepted
Dead Animals	\$178.00/tonne	Not Accepted
Food Processing Waste	\$98.00/tonne	Not Accepted
Gypsum Board or Wallboard	\$98.00/tonne ⁶	Based on Load Class
International Waste	\$358.00/tonne	Not Accepted
Pumpings	\$98.00/tonne	Not Accepted

⁴ Available at the following Class 2 Facilities- Valemount and McBride. Load must be secured.

⁵ Based on size of material to determine load class- see DLC Waste Volume Based Tipping Fee for current fees.

⁶ Source Separated and Mixed Load Tipping Fees are the same, minimum \$12.00 up to 100kg.

⁷ \$98.00/tonne is for Source Separated waste, Mixed Load Tipping Fee is \$196.00/tonne, minimum \$12.00 up to 100kg.

Screenings from municipal treatment plants and pumping stations	\$98.00/tonne	Not Accepted
Sterilized biomedical waste received from Certified sterilization facilities	\$98.00/tonne	Not Accepted
Sterilized sharps received from certified sterilization facilities	\$178.00/tonne	Not Accepted
Vehicle Hulks	\$178.00/unit	\$178.00 ⁷ /unit
Wood ash from industrial operations	\$98.00/tonne	Not Accepted

Gypsum Board or Wallboard	Weight Based Tipping Fee (\$6.00 minimum)	Volume Based Tipping Fee⁸
Gypsum Board or Wallboard	\$98.00/tonne ⁹	\$23 for Load Class 1 \$28.50 for Load Class 2 \$73.50 for Load Class 3 \$92.00 for Load Class 4 Load Classes 5 thru 8 not accepted

Penalties

Violation	Penalty
Disposing of Prohibited Waste	\$100 minimum \$2,000 maximum
Vandalism	\$100 minimum \$2,000 maximum
Trespassing	\$500
Causing Contamination of stockpiles	\$100 minimum plus cost to handle and remove contamination, plus any associated tipping fee
Disobey Site Regulations, verbal instructions or signage	\$100 minimum \$500 maximum
Smoking	\$100
Scavenging	Removal from site and potential ban from site
Loitering	\$100
Missing pre-arranged disposal time with no prior cancellation notice given	\$100 per offence
Failure to pay tipping fee	Accrued interest from the time of disposal Potential ban from site until payment is posted, determined by General Manager or Financial Officer

⁸ Only accepted at the Valemount Transfer Station.

⁹ Only accepted at the Valemount and McBride Transfer Stations and the Legrand Landfill.

¹⁰ \$98.00/tonne is for Source Separated waste, Mixed Load Tipping Fee is \$196.00/tonne, minimum \$12.00 up to 100kg.



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: BYLA 1.0, TIPP 1.0

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: October 3, 2024

SUBJECT: Municipal Solid Waste Tipping Fees

SUMMARY: Purpose: Consider Amendment of Tariff Rates for Tipping Fees and Amendment of Charge Account Schedule

Attachments:

1. Draft Amended Schedule B to Bylaw No. 3166, 2020 – “Tipping Fees and Penalties”
2. Draft Amended Schedule G to Bylaw No. 3166, 2020 – “Charge Accounts”

Previous Reports: Item No. 13.2, November 2023

RECOMMENDATION(S):

1. THAT the report dated October 3, 2024, regarding “Municipal Solid Waste Tipping Fees” be received for information.
2. THAT the Committee recommend to the Board that the tariff rates for the deposit of municipal solid waste at Regional District solid waste facilities as set out in Schedule B attached to the report be approved.
3. THAT the Committee recommend to the Board that the changes to the charge accounts for the deposit of municipal solid waste at Regional District solid waste facilities as set out in Schedule G attached to the report be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The 2021 Regional Solid Waste Management Financial Plan recommends that the base rate tipping fee be increased by \$4 per tonne in 2022 and \$2 per tonne per year to a maximum of \$110 per tonne by 2030. A proportional increase is also proposed for all other tipping fees.

Environmental Services Administration is also proposing a \$10 per metric tonne fee for clean cover material, a realignment of the Volume Load Class 1 and 2 fees so that the materials for DLC and Refuse are the same, the allowance for a Bulky Waste charge to be applied to concrete, asbestos, creosote treated wood and stumps, and the inclusion of the pricing for Norgrow Compost in Schedule B which sees a modest increase to \$20 per cubic meter for single screened compost.

Financial Services is proposing several changes to Schedule G to include additional information regarding the approval and management of credit limits for charge accounts, as well as additional language to allow for the withholding of monies under a separate contract agreement between the Regional District of Fraser-Fort George and the Account Holder where a Charge Account is delinquent.

The Committee is being asked to recommend to the Board to approve the changes set out in Schedules B and G.

RELEVANT POLICIES:

1. 2021 Regional Solid Waste Management Financial Plan (RSWMFP):
 - provides guidance for the Solid Waste Management budgets
 - establishes incremental increase to tipping fees

2. Section 315 of the *Local Government Act*:

- gives the Regional District the authority to provide waste disposal and recycling services

3. Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020:

- establishes tipping fees and regulation for solid waste disposal at Regional District solid waste disposal and recycling facilities

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input checked="" type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

Solid Waste Management is a region wide service. The Board approved the RSWMFP in October 2021. The proposed amended Schedule B reflects the approved recommendations from the 2021 RSWMFP for 2025 and supports the continuation of sustainable solid waste services as recommended in the 2015 Regional Solid Waste Management Plan.

FINANCIAL CONSIDERATION(S):

Tipping fees are part of the revenues used to fund the Solid Waste Management (3305) Program Budget. The inability to recover fees from delinquent accounts can negatively impact the budget.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - an amendment to Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, amending the tipping fees as set out in Schedule B, will be prepared for consideration by the Board at the November 21, 2024 regular meeting.
 - an amendment to the Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020, amending the language in Schedule G Charge Accounts, will be prepared for consideration by the Board at the November 21, 2024 regular meeting.

Other Options:

- a. postpone consideration of amending Schedule B of Municipal Solid Waste Tipping Fee and Site Regulation Bylaw No. 3166, 2020.
 - implementation of the 2025 tipping fee of \$100 per tonne will be delayed which will negatively impact the Solid Waste Management (3305) budget
 - implementation of the changes to Charge Accounts would be delayed, negatively affecting the Regional District’s ability to recover those fees from account holders.

COMMENTS:

The proposed tipping fee rate represents a \$2 increase to base rates and is consistent with rate adjustment recommendations reflecting solid waste management operational needs and supporting waste diversion strategies. The 2025 operating budget for Solid Waste Management (3305) relies on the increase of the base tipping fee rates to ensure all services can be maintained under this service.

The proposed changes to Schedule B also include \$10 per metric tonne fee for clean cover material, a realignment of the Volume Load Class 1 and 2 fees so that the materials for DLC and Refuse are the same, the allowance for a Bulky Waste charge to be applied to concrete, asbestos, creosote treated wood and stumps, and the inclusion of the pricing for Norgrow Compost in Schedule B which sees a modest increase to \$20 per cubic meter for single screened compost.

The proposed changes to Schedule G – Account Changes are consistent with language in other regional districts across the Province and allow the Regional District the ability to recover fees from delinquent accounts.

Subject to the Board's approval, the new rates in Schedule B and changes in Schedule G will be effective January 1, 2025.

Respectfully submitted,

“Laura Zapotichny”

Laura Zapotichny
General Manager of Environmental Services

LZ:jt

**SCHEDULE "B"
TIPPING FEES AND PENALTIES**

Refuse	Weight Based Tipping Fee	Volume Based¹ Tipping Fee
Refuse (not identified as DLC)	\$100.00/tonne \$6.00 up to 100kg	\$23.50 for Load Classes 1 and 2 \$76.50 for Load Class 3 \$94.00 for Load Class 4 \$160.00 for Load Class 5 Vanway TS \$6.00 flat rate ² Load Classes 6 thru 9 not accepted

Demolition, Land Clearing and Construction (DLC Waste)	Source Separated Weight Based Tipping Fee	Mixed Load Weight Based Tipping Fee
Clean Soil	\$10.00/tonne Minimum \$6.00	\$200.00/tonne Minimum \$12.00
DLC	\$200.00/tonne Minimum \$12.00	\$200.00/tonne Minimum \$12.00
Asphalt	\$200.00/tonne Minimum \$12.00	\$200.00/tonne Minimum \$12.00
Asphalt Shingles	\$100.00/tonne Minimum \$6.00	\$200.00/tonne Minimum \$12.00
Clean Wood Waste	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00
Masonry and/or Rubble	\$200.000/tonne Minimum \$12.00	\$200.00/tonne Minimum \$12.00
Painted and/or Treated Wood Waste	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00
Scrap Metal	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00
Stumps and/or Large Branches	\$50.00/tonne Minimum \$3.00	\$200.00/tonne Minimum \$12.00

Demolition, Land Clearing and Construction (DLC Waste)	Volume Based Tipping Fee
DLC	\$23.50 for Load Class 1 and 2 \$76.50 for Load Class 3 \$94.00 for Load Class 4 Load Classes 5 thru 8 not accepted ³
Asphalt	Same as DLC
Asphalt Shingles	Same as DLC
Clean Wood Waste	Same as DLC
Masonry and/or Rubble	Same as DLC
Painted and/or Treated Wood Waste	Same as DLC
Scrap Metal	Same as DLC
Stumps and/or Large Branches	Same as DLC

¹ Volume based pricing is available at the McBride Transfer Station, Valemount Transfer Station and the Legrand Select DLC Landfill - please refer to Load Classes under Definition section.
² Small residential loads of refuse at the Vanway Transfer Station only.
³ Except for Legrand Select DLC Landfill. Tipping fee to be determined by the General Manager.

Municipal Charges	Weight Based Tipping Fee	Volume Based Tipping Fee
McBride	Not Applicable	\$123.00 per municipal collection vehicle
Valemount	Not Applicable	\$ 85.00 per municipal collection vehicle

Recyclable Materials*	Weight Based Tipping Fee	Volume Based Tipping Fee
Appliances containing Ozone Depleting Substances	\$0	\$0
Automotive Batteries	\$0	\$0
Bicycle Tires and Tubes	\$0	\$0
Household Batteries	\$0	\$0
Multi-Material Recycling	\$0	\$0
Passenger and Light Truck Tires (off rim)	\$0	\$0
Propane Tanks	\$0	\$0
Scrap Metal	\$0	\$0
Used Oil and Antifreeze	\$0	\$0
Yard Waste	\$0	\$0

*No charge to dispose of recyclable materials if material is secured. If the recyclable materials are unsecured, a \$12.00/per load unsecured fee will apply. See Schedule "E" for more information

Controlled Waste	Weight Based Tipping Fee (\$6.00 minimum)	Volume Based Tipping Fee
Appliances Containing Ozone depleting substances	\$0/unit	\$0/unit ⁴
Asbestos- Friable and non-friable	\$357.00/tonne	Not Accepted
Biosolids (waste sludge from municipal sewage treatment plants and screenings stations)	\$0	Not Accepted
Bulky Waste	\$118.00/tonne ⁵	Based on Load Class
Camp Waste	\$100.00/tonne	Not Accepted
Condemned Foods	\$181.50/tonne	Not Accepted
Contaminated Soils	\$118.00/tonne	Not Accepted
Concrete	\$232.50/tonne	Not Accepted
Creosote treated wood	\$181.50/tonne	Not Accepted
Dead Animals	\$181.50/tonne	Not Accepted
Food Processing Waste	\$100.00/tonne	Not Accepted
Gypsum Board or Wallboard	\$100.00/tonne ⁶	Based on Load Class
International Waste	\$365.00/tonne	Not Accepted
Pumpings	\$100.00/tonne	Not Accepted
Screenings from municipal treatment plants and pumping stations	\$100.00/tonne	Not Accepted
Sterilized biomedical waste received from Certified sterilization facilities	\$100.00/tonne	Not Accepted

⁴ Available at the following Class 2 Facilities – Valemount and McBride. Load must be secured.

⁵ Additional Bulky Waste charge will be applied to the following materials: asbestos, concrete, creosote treated wood, and stumps.

⁶ Source Separated and Mixed Load Tipping Fees are the same, minimum #12.00 up to 100kg.

Sterilized sharps received from certified sterilization facilities	\$181.50/tonne	Not Accepted
Vehicle Hulks	\$181.50/unit	\$181.50/unit ⁷
Wood ash from industrial operations	\$100.00/tonne	Not Accepted

Gypsum Board or Wallboard	Weight Based Tipping Fee (\$6.00 minimum)	Volume Based Tipping Fee⁷
Gypsum Board or Wallboard	\$100.00/tonne ⁸	\$23.50 for Load Class 1 \$29.00 for Load Class 2 \$76.50 for Load Class 3 \$94.00 for Load Class 4 Load Classes 5 thru 8 not accepted

Norgrow Pricing	U-Load \$6.00 Minimum (3 cans or ½ m)	We-Load \$7.50 Minimum
Single Screen	\$15.00 m ³	\$20.00 m ³
Double Screen	N/A	\$30.00 m ³

Penalties

Violation	Penalty
Disposing of Prohibited Waste	\$100 minimum \$2,000 maximum
Vandalism	\$100 minimum \$2,000 maximum
Trespassing	\$500
Causing Contamination of stockpiles	\$100 minimum plus cost to handle and remove contamination, plus any associated tipping fee
Disobey Site Regulations, verbal instructions or signage	\$100 minimum \$500 maximum
Smoking	\$100
Scavenging	Removal from site and potential ban from site
Loitering	\$100
Missing pre-arranged disposal time with no prior cancellation notice given	\$100 per offence
Failure to pay tipping fee	Accrued interest from the time of disposal Potential ban from site until payment is posted, determined by General Manager or Financial Officer

⁷ Only accepted at the Valemount and McBride Transfer Stations and the Legrand Landfill.

⁸ \$100.00/tonne is for Source Separated waste, Mixed Load Tipping Fee is \$200.00/tonne, minimum \$12.00 up to 100kg.

SCHEDULE "G"
CHARGE ACCOUNTS

1. A person wishing to establish a Charge Account must submit a completed Credit Application to the Financial Officer.
2. The Financial Officer may approve or deny a Credit Application in any of the following circumstances:
 - a) where the Financial Officer has determined that the Applicant is not creditworthy; or
 - c) where the Applicant, or any principal, partner, director or officer of the Applicant has had a Charge Account cancelled within the previous five (5) years.
3. A credit limit will be approved for each Charge Account by the Financial Officer.
4. Credit limits will be periodically reviewed and may be revised at the discretion of the Financial Officer.
5. Where a Charge Account has an amount owing greater than the credit limit, the Account Holder may be required to pay all disposal fees at the time of disposal by cash or credit card until such time as the amount owing is less than the credit limit.
6. Account Holders will be billed monthly and the invoice will be delivered to the Billing Address or email address provided by the Account Holder.
7. The total amount owing on any invoice must be paid in full by the Account Holder to the Regional District within thirty (30) days of the date of the invoice.
8. Any amount not paid to the Regional District within thirty (30) days of the date of the invoice is considered in Arrears and must be paid immediately, along with interest pursuant to Section 16 of this Schedule.
9. Where a Charge Account is in Arrears, the Regional District shall deliver a Notice of Arrears (referred to as the "60 Day Letter") to the Account Holder at the Billing Address or email address provided by the Account Holder.
10. Any amount not paid to the Regional District within thirty (30) days of the date of a Notice of Arrears (ninety (90) days from the date of the original invoice) is considered Delinquent and must be paid immediately, along with interest pursuant to Section 16 of this Schedule.
11. Any Charge Account that is Delinquent shall be suspended by the Financial Officer, until such time as all amounts owing, including interest, are paid in full.
12. Where a Charge Account has been suspended, the Regional District shall deliver a suspension letter to the Account Holder at the Billing Address or email address provided by the Account Holder.
13. While a Charge Account is suspended, the Account Holder must pay all disposal fees at the time of disposal by cash or credit card.
14. Any Charge Account that becomes Delinquent more than once shall be subject to immediate cancellation.
15. At the discretion of the Financial Officer, a Delinquent Charge Account may be referred to a third-party collection agency.
16. In addition to any other penalty imposed under this Bylaw, the interest rate of one and half percent (1.5%) per month, calculated and accruing daily, may be applied to any amounts in Arrears or Delinquent under a Charge Account from and including the first date upon which the account falls into Arrears. Any such interest shall form part of the amount in Arrears.

17. Where a Charge Account is Delinquent, the Regional District may withhold monies equivalent to the outstanding amount, plus interest, from the Account Holder under a separate contract, agreement, or offer between the Regional District and the Account Holder.
18. The Financial Officer may, in addition to any other penalty imposed under the Bylaw, cancel a Charge Account where the General Manager has advised that the Account Holder has deposited Prohibited Waste at a Facility, or has deposited Municipal Solid Waste at a Facility in a manner contrary to this Bylaw.



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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: N/A

FROM: Kenna Jonkman, MCIP, RPP, General Manager of Community and Development Services

DATE: November 8, 2024

SUBJECT: Robson Valley Recreation Centre – Overview of Service Update

SUMMARY: Purpose: For Information
Attachments: PowerPoint Presentation (to be provided as an Additional Item)
Previous Reports: None

RECOMMENDATION(S):

THAT the report and presentation dated November 8, 2024 regarding “Robson Valley Recreation Centre – Overview of Service Update” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

The Regional District operates two recreation centres in Electoral Area H. One in McBride (Robson Valley Recreation Centre) and the other in Valemount (Canoe Valley Recreation Centre). Each are known as the community ice arena.

At the August 2024 Committee of the Whole meeting, Administration provided a briefing for each of these services. This report and presentation are an update on next steps for the Robson Valley Recreation Centre.

The Board is not being asked to make any decisions. This report and presentation are for information purposes.

RELEVANT POLICIES:

- Robson Valley Recreation Centre Local Service was established through Supplementary Letters Patent in 1983
 - establishes the Robson Valley Recreation Centre Service for the Regional District

STRATEGIC ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input checked="" type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Robson Valley Recreation Centre Local Service was established in 1983 to provide a recreation centre local service for the Village of McBride and a portion of Electoral Area H.

FINANCIAL CONSIDERATION(S):

The participants of the Robson Valley Recreation Centre Service are portions of Electoral Area H and the Village of McBride.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - The report will be received for information.

COMMENTS:

Due to the importance of the arenas in both communities Administration has been working to develop a strategy that will provide a framework for financial and asset management for each service. In August, Administration provided a briefing that included next steps for developing the strategy.

Next steps included:

1. Report back on findings:

- Roof Assessment

The Roof assessment was completed in October of 2024 and indicates that there are some improvements that are required to ensure the longevity of the roofing system. Due to the age and type of structure (fabricated metal building), the Regional District is not able to make any improvements to the roof that would increase weight/ load on the roof supports (e.g. insulation). Improvements that are recommended include roof improvements to the main roof and entrance awnings and repair of the metal wall cladding. Due to minimal requirements for roof improvements, Administration is also seeking to move forward with works associated with the replacement of the exterior doors and windows of the facility.

The Regional District has been planning for roof improvements through its annual budgeting process for the last few years. The Regional District has preliminarily allocated \$280,000 of Community Works funding for this work. An additional \$50,000 could be utilized through the LG CAP funding. These funds should allow for registered professional services, roof improvements, repair of metal wall cladding and replacement of exterior doors and windows. A formal request to source this funding for the project will be forwarded to the Board following engagement and support received by the Community Consultation Committee(CCC).

Once the Board has authorized the use of Community Works funding, Administration will work to secure a contractor through RFP process to complete the works in Spring/ Summer of 2025.

- Asset Management Assessment

A study was undertaken to determine the overall costs associated with maintaining and/or replacing the arena building. The study estimates the 2024 replacement cost of the facility is approximately \$16,150,000. Based on the current condition of the building and forecasted capital expenses, the 20-year funding gap for the Robson Valley Recreation Centre is estimated at \$7.2 million. Generally, the Robson Valley Recreation Centre budgets for yearly operations and has had to utilize reserve funding to offset any deficiencies. This study recommends that the Regional District implements a budget that includes asset management funding on an on-going basis. Administration will now utilize this study, in consultation with the CCC, to present the Board with recommendations on how to introduce an asset management strategy for the service into the 2026 budget onward. To achieve this, it is likely the strategy will include evaluating things like: major capital investments on a need-to-do basis, requisition, user fees, level of service, borrowing and grant funding (if available).

2. Engage Community Consultation Committee (CCC)

Administration has met with the CCC to provide an overview of the service and to discuss long term budget and asset management needs. The CCC was active in supporting and directing the public engagement process that took place in early October. The CCC supported the survey development, promoted it throughout the community and attended the open house to gain feedback.

Administration has scheduled a meeting with the CCC to provide information on the following: report back on roof assessment and asset management assessment, engagement findings from the open house and survey and 2025 + budget and asset management planning.

3. Engage Residents

Open House

The Regional District, with support from the CCC, held a public open house on October 2 at the Robson Valley Recreation Centre. Approximately 100 persons attended this open house. At this open house, Regional District Administration presented information related to historic service establishment, recent and future investments required/ proposed, operating budget, requisition and 5-year financial planning, facility assessments completed and in progress, and next steps.

Survey

The Regional District launched a public survey the day of the open house. The survey was open from October 2nd to October 16th. Surveys were available online and in paper copy. Approximately 280 surveys were submitted to the Regional District. The survey asked the public to provide feedback on the importance of the service to the community, usage of the facility, how to best fund the service, requisition, level of service, user fees, and ideas for new programming.

Administration will provide an overview of the response to survey through presentation.

4. 2025+ Budget Preparation and Asset Management Plan

With the above being complete, the Regional District is in a better position to work with the CCC and the Board to develop a financial strategy that takes into consideration the desired level of service and ensuring longevity of the infrastructure, both core to the overall service.

Respectfully submitted,

Kenna Jonkman

Kenna Jonkman, MCIP, RPP
General Manager of Community and Development Services

KJ



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Cindy Paton, Manager of Community Services

DATE: November 1, 2024

SUBJECT: Grants: Electoral Area A (Salmon River-Lakes)

SUMMARY: Purpose: Grant Approval
Attachments:
1. Grant Schedule
2. Grant Applications
Previous Reports: None

File No.: COM 8.1

RECOMMENDATION(S):

1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application forms for Electoral Area A be received for information.
2. THAT the Grants for Electoral Area A, as listed in the November Grant Schedule, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The November Grant Schedule details the requests received for Community Grants-In-Aid for Electoral Area A (Salmon River-Lakes). Grants have been requested by the organizations listed on the November Grant Schedule. The Board is being asked to consider approving the November Grant Schedule.

RELEVANT POLICIES:

Community Grants-In-Aid Policy RD-16-20:

- provides financial assistance to community groups or organizations for the purpose of benefiting the community.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Regional District's current Community Grants-In-Aid program derives its authority from the *Local Government Act*. The purpose of these functions is to provide financial assistance to community groups or organizations which, in the opinion of the Regional District, provide a benefit to the community.

FINANCIAL CONSIDERATION(S):

The 2024 budget for Community Grants-In-Aid Electoral Area A has sufficient funds to support these expenditures.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendation:
 - grants will be provided per the schedule

Other Options:

- a. do not approve November Grant Schedule
 - organizations do not receive funding

COMMENTS:

These grant requests meet the requirements of Community Grants In-Aid Policy RD-16-20.

Respectfully submitted,

“Cindy Paton”

Cindy Paton
Manager of Community Services

CP:ed

GRANT SCHEDULE
ELECTORAL AREA A
For the Month of November 2024

Community Grants-In-Aid

Organization	Grant Request	Amount
Ness Lake Recreation Commission	Program expenses	\$498
Nukko Lake Recreation Commission	Halloween event	2,300
Salmon Valley Community Association	Insurance, program and operational expenses	<u>5,000</u>
Total Grant		<u><u>\$7,798</u></u>



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20
Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:

Organization Name: Ness Lake Recreation Commission	President/Contact Person: D. Van Horlick / Maureen Beier
Organization Mailing Address: [Redacted]	Phone Number(s): [Redacted]
	Email: [Redacted]
Total Grant Requested: \$ grant requests over \$5,000 must include a description of the project. 498.00	Benefitting Electoral Area: A.

Applicant Profile:

Overview of Organization's Programs and Services.
Managing social and recreational opportunities for the Ness Lake and surrounding area. Maintaining hall and recreational property.

Project Information:

What would this grant be used for?
(If more space is required please attach information and support documentation to form for submission)
Promoting the social and physical availabilities at the Ness Lake Hall and grounds. Promoting the availability of the opportunities available through the Ness Lake Commission.

Other Revenue Towards Project/Purchase:

What other revenue/in-kind works is available to be put towards this project/purchase?
Volunteer hours.

The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of your personal information may be directed to Corporate Services at 250-960-4400 or [Redacted]

Signature (Organization President) [Redacted] Date NOV. 5 / 24

Submit grant application form by email to communityservices@rdffg.bc.ca or
Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8


Regional District Grants Received over previous 3 years:
(RDFFG Staff to complete)
Nov. 2021 - Oct. 2022 \$6,302 Nov. 2022 - Oct. 2023 \$8,290 Nov. 2023 - Oct 2024 \$6,687



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20

Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:	
Organization Name: Nukko Lake Recreation Commission	President/Contact Person: Jane Overall
Organization Mailing Address: [Redacted]	Phone Number(s): [Redacted]
	Email: [Redacted]
Total Grant Requested: \$ 2300.00 <small>grant requests over \$5,000 must include an outline and description of the project.</small>	Benefitting Electoral Area: A
Applicant Profile:	
Overview of Organization's Programs and Services. <small>Comment must be between 1 and 450 characters</small>	
Run community programs and services for families and individuals of all ages. Easter Party, Mother's Day & Father's Day breakfasts, monthly bingos, Halloween for Kids, Craft Fair, Junk in the Truck.	
Project Information:	
What would this grant be used for? <small>Comment must be between 1 and 550 characters</small> (If more space is required please attach information and support documentation to form for submission)	
HALLOWEEN FAMILY FUN AND FIREWORKS 2024	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
Volunteers to set fireworks, run a free concession, chips and juice boxes for kids.	
<p>The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>. Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or FOI@rdffg.bc.ca.</p>	
 _____ Signature (Organization President)	October 16, 2024 _____ Date
<p>Submit grant application form by email to communityservices@rdffg.bc.ca or Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8</p>	
<p>Regional District Grants Received over previous 3 years: (RDFFG Staff to complete) Nov 2021 - Oct 2022 \$3,402 Nov 2022 - Oct 2023 \$12,089 Nov 2023 - Oct 2024 \$14,820</p>	



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20

Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:	
Organization Name: Salmon Valley Community Association	President/Contact Person: Kim Heltman
Organization Mailing Address: [Redacted]	Phone Number(s): [Redacted]
	Email: [Redacted]
Total Grant Requested: \$ 5000.00 <small>grant requests over \$5,000 must include an outline and description of the project.</small>	Benefiting Electoral Area: A
Applicant Profile:	
Overview of Organization's Programs and Services.	
Community Special Events & Activities	
Community awareness & Safety	
Please provide current list of Organization's Executive: Attached: <input checked="" type="checkbox"/> List on File at Regional District: <input type="checkbox"/>	
Project Information:	
What would this grant be used for? (If more space is required please attach information and support documentation to form for submission)	
Operating Expenses for December Events. (Breakfast with Santa, Holiday Community Social, Christmas lights contest) January Insurance (\$1100 approx) Volunteer Appreciation Dinner. Feb & March future Events.	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
Fundraisers - Mini Sessions & Centennial Food Services Cash Donations	
The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or FOI@rdffg.bc.ca.	
[Redacted Signature]	Nov 3/24 Date
Regional District Grants Received over previous 3 years: (RDFFG Staff to complete)	
Nov. 2021 - Oct. 2022 \$3,277 Nov. 2022 - Oct. 2023 \$1,103 Nov. 2023 - Oct. 2024 \$2,563	



REGIONAL DISTRICT of Fraser-Fort George

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Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Cindy Paton, Manager of Community Services

DATE: November 1, 2024

SUBJECT: Grants: Electoral Area C (Chilako River-Nechako)
SUMMARY: Purpose: Grant Approval
Attachments:
1. Grant Schedule
2. Grant Application
Previous Reports: None

File No.: COM 8.2

RECOMMENDATION(S):

1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application form for Electoral Area C be received for information.
2. THAT the Grant for Electoral Area C, as listed in the November Grant Schedule, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The November Grant Schedule details the request received for a Community Grant-In-Aid for Electoral Area C (Chilako River-Nechako). A grant has been requested by the organization listed on the November Grant Schedule. The Board is being asked to consider approving the November Grant Schedule.

RELEVANT POLICIES:

Community Grants-In-Aid Policy RD-16-20:

- provides financial assistance to community groups or organizations for the purpose of benefiting the community.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Regional District's current Community Grants-In-Aid program derives its authority from the *Local Government Act*. The purpose of these functions is to provide financial assistance to community groups or organizations which, in the opinion of the Regional District, provide a benefit to the community.

FINANCIAL CONSIDERATION(S):

The 2024 budget for Community Grants-In-Aid Electoral Area C has sufficient funds to support this expenditure.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendation:
 - grant will be provided per the schedule

Other Options:

- a. do not approve November Grant Schedule
 - organization does not receive funding

COMMENTS:

This grant request meets the requirements of Community Grants In-Aid Policy RD-16-20.

Respectfully submitted,

“Cindy Paton”

Cindy Paton
Manager of Community Services

CP:ed

GRANT SCHEDULE
ELECTORAL AREA C
For the Month of November 2024

Community Grants-In-Aid

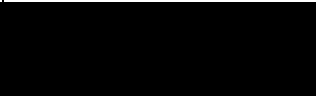
Organization	Grant Request	Amount
Nadsilnich Lake Community Association	AED machine	<u>\$2,583</u>
Total Grant		<u><u>\$2,583</u></u>



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20

Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:	
Organization Name: Nadsilnich Lake Community Association	President/Contact Person:
Organization Mailing Address:	Phone Number(s):
	Email:
Total Grant Requested: \$ \$ 2582.23 grant requests over \$5,000 must include an outline and description of the project.	Benefitting Electoral Area: C
Applicant Profile:	
Overview of Organization's Programs and Services.	
Community Events, Holiday events such as halloween, christmas, mothers day. Community Potlucks, Community Firesmart, Quick Response trailers, Community BBQ's, fitness and sports	
Project Information:	
What would this grant be used for? (If more space is required please attach information and support documentation to form for submission)	
This grant will be used to replace our old AED machine. We have tried to source a new battery and after speaking with several people it was not recommended to continue to use the AED we currently have due to its age. We have contacted several companies and have been given quotes, the most capable machine at the best price. Quote attached.	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
The association will be required to change the AED pads and battery from time to time and will be allocating funds from events and donations in order to cover these costs annually.	
The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or	
	October 21 2024
Signature (Organization President)	Date
Submit grant application form by email to communityservices@rdffg.bc.ca or Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8	
Regional District Grants Received over previous 3 years: (RDFFG Staff to complete) Nov 2021 - Oct 2022 \$10,500 Nov 2022 - Oct 2023 \$10,100 Nov 2023 - Oct 2024 \$5,000	

Iridia Medical Inc.
 1644 West 3rd Avenue
 Vancouver BC V6J 1K2
 +1 6046854747
 info@iridiamedical.com
 www.iridiamedical.com
 GST/HST Registration No.: 868875360RT0001



ADDRESS
 Jamie Ross
 Nadsilnich Lake Community
 Association

SHIP TO
 Jamie Ross
 Nadsilnich Lake Community
 Association

Quote J9031

DATE 10/10/2024

DESCRIPTION	TAX	QTY	RATE	AMOUNT
CR 2 Fully auto, WiFi, English/French, w/Bag 99512-000731	GST	1	2,199.00	2,199.00
Metal Indoor AED Cabinet Iridia 15 x 15 x 8	GST/PST BC	1	199.00	199.00
Shipping and Handling	GST/PST BC	1	45.00	45.00

Thank you for helping us enable peace of mind.

SUBTOTAL	2,443.00
GST @ 5%	122.15
PST (BC) @ 7%	17.08
TOTAL	\$2,582.23

Accepted By

Accepted Date

A 2% late payment penalty fee may be added to any account in arrears.



REGIONAL DISTRICT of Fraser-Fort George

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Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Cindy Paton, Manager of Community Services

DATE: November 7, 2024

SUBJECT: Grants: Electoral Area D (Tabor Lake-Stone Creek)

SUMMARY: Purpose: Grant Approval
Attachments:
1. Grant Schedule
2. Grant Application
Previous Reports: None

File No.: REC 2.3

RECOMMENDATION(S):

1. THAT the report dated November 7, 2024, Grant Schedule and associated grant application form for Electoral Area D be received for information.
2. THAT the Grant for Electoral Area D, as listed in the November Grant Schedule, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The November Grant Schedule details the request received for a Recreation Grant for Electoral Area D (Tabor Lake-Stone Creek). A grant has been requested by the organization listed on the November Grant Schedule. The Board is being asked to consider approving the November Grant Schedule.

RELEVANT POLICIES:

1. Recreation Grants Policy RD-19-20:
 - provides financial assistance to Recreation Commissions for recreation programs, services and facilities including educational, cultural, social and athletic activities, and insurance expenses.
2. Fraser-Fort George Recreational Program Establishment Bylaw No. 2088, 2003:
 - allows for the provision of recreational services.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Recreation function was established in 1975 to assist community associations in electoral areas to provide recreation within their program boundaries. The current participants in the Recreation Service are Electoral Areas A, C, D, E, and F. In 2005, Bylaw No. 2203 was adopted which amended the funding formula to each electoral area to fund its own programs exclusively.

FINANCIAL CONSIDERATION(S):

The 2024 budget for Recreation Grants Electoral Area D has sufficient funds to support this expenditure.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendation:
 - grant will be provided per the schedule

Other Options:

- a. do not approve November Grant Schedule
 - organization does not receive funding

COMMENTS:

This grant request meets the requirements of Recreation Grants Policy RD-19-20.

Respectfully submitted,

“Cindy Paton”

Cindy Paton
Manager of Community Services

CP:ed

GRANT SCHEDULE
ELECTORAL AREA D
For the Month of November 2024


Recreation Grants

Organization	Grant Request	Amount
Prince George Snowmobile Club	Insurance	<u>\$6,000</u>
Total Grant		<u><u>\$6,000</u></u>



RECREATION GRANT APPLICATION

Applications must be made in accordance with Regional District Policy RD-19-20
Prior to completing this form please see the Recreation Grants Application Guidelines

Contact Information:	
Organization Name: <i>Prince George Snowmobile Club</i>	President/Contact Person: <i>Eldon Haightaling</i>
Organization Mailing Address: [Redacted]	Phone Number(s): [Redacted]
	Email: [Redacted]
Total Grant Requested: \$ <i>6000⁰⁰/_{xx}</i>	Benefitting Electoral Area: <i>D</i>
Applicant Profile:	
Overview of Organization's Programs and Services.	
<i>Snowmobile Events, Local trail maintenance and grooming, Safety shelter maintenance, Family fun days</i>	
Please provide current list of Organization's Executive: Attached: <input checked="" type="checkbox"/> List on File at Regional District: <input type="checkbox"/>	
Project Information:	
What would this grant be used for? (If more space is required please attach information and support documentation to form for submission)	
<i>This grant will be used to help with the cost of insurance for the snow mobile club.</i>	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
<i>Membership fees, Clubhouse Rentals</i>	
The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Questions regarding the collection and use of your Personal Information may be directed to the General Manager of Legislative and Corporate Services at 250-960-4444 or at kjensen@rdffg.bc.ca .	
	<i>Nov 5 / 2024</i>
Signature (Organization President)	Date
Regional District Grants Received over previous 3 years: (RDFFG Staff to complete) \$0	



REGIONAL DISTRICT of Fraser-Fort George

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Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Cindy Paton, Manager of Community Services

DATE: November 1, 2024

SUBJECT: Grants: Electoral Area G (Crooked River-Parsnip)
SUMMARY: Purpose: Grant Approval
Attachments:
1. Grant Schedule
2. Grant Application
Previous Reports: None

File No.: COM 8.5

RECOMMENDATION(S):

1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application form for Electoral Area G be received for information.
2. THAT the Grant for Electoral Area G, as listed in the November Grant Schedule, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The November Grant Schedule details the request received for a Community Grant-In-Aid for Electoral Area G (Crooked River-Parsnip). A grant has been requested by the organization listed on the November Grant Schedule. The Board is being asked to consider approving the November Grant Schedule.

RELEVANT POLICIES:

Community Grants-In-Aid Policy RD-16-20:

- provides financial assistance to community groups or organizations for the purpose of benefiting the community.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Regional District's current Community Grants-In-Aid program derives its authority from the *Local Government Act*. The purpose of these functions is to provide financial assistance to community groups or organizations which, in the opinion of the Regional District, provide a benefit to the community.

FINANCIAL CONSIDERATION(S):

The 2024 budget for Community Grants-In-Aid Electoral Area G has sufficient funds to support this expenditure.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendation:
 - grant will be provided per the schedule

Other Options:

- a. do not approve November Grant Schedule
 - organization does not receive funding

COMMENTS:

This grant request meets the requirements of Community Grants In-Aid Policy RD-16-20.

Respectfully submitted,

“Cindy Paton”

Cindy Paton
Manager of Community Services

CP:ed

GRANT SCHEDULE
ELECTORAL AREA G
For the Month of November 2024

Community Grants-In-Aid

Organization	Grant Request	Amount
Bear Lake Recreation Association	Insurance	\$2,680
Total Grant		<u><u>\$2,680</u></u>



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20
Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:	
Organization Name: Bear Lake Recreation Association	President/Contact Person: Jennifer Hebert
Organization Mailing Address: [Redacted]	Phone Number(s): [Redacted]
	Email: [Redacted]
Total Grant Requested: \$ 2680.00 <small>grant requests over \$5,000 must include an outline and description of the project.</small>	Benefitting Electoral Area: - G
Applicant Profile:	
Overview of Organization's Programs and Services. <small>Comment must be between 1 and 450 characters</small>	
Operations and Management of the Community Hall & Rec property. Hosting social and recreational programs such as youth groups, dinners, movie nights, craft fairs, ball tournaments, game nights etc.	
Project Information:	
What would this grant be used for? <small>Comment must be between 1 and 550 characters</small>	
(If more space is required please attach information and support documentation to form for submission)	
Commercial General Liability Insurance	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
Fundraising	
<p>The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>. Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or FOI@rdffg.bc.ca.</p>	
<p>_____ <small>Signature (Organization President)</small></p>	<p>October 16Th 2024 <small>Date</small></p>
<p>Submit grant application form by email to communityservices@rdffg.bc.ca or Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8</p>	
<p>Regional District Grants Received over previous 3 years: <small>(RDFFG Staff to complete)</small> Nov 2021 - Oct 2022 \$25,995 Nov 2022 - Oct 2023 \$24,285 Nov 2023 - Oct 2024 \$29,883</p>	



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Cindy Paton, Manager of Community Services

DATE: November 1, 2024

SUBJECT: Grants: Electoral Area H (Robson Valley-Canoe)

SUMMARY: Purpose: Grant Approval
Attachments:
 1. Grant Schedule
 2. Grant Applications
Previous Reports: None

File No.: COM 8.6

RECOMMENDATION(S):

1. THAT the report dated November 1, 2024, Grant Schedule and associated grant application forms for Electoral Area H be received for information.
2. THAT the Grants for Electoral Area H, as listed in the November Grant Schedule, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The November Grant Schedule details the requests received for Community Grants-In-Aid for Electoral Area H (Robson Valley-Canoe) Grants have been requested by the organization(s) listed on the November Grant Schedule. The Board is being asked to consider approving the November Grant Schedule.

RELEVANT POLICIES:

Community Grants-In-Aid Policy RD-16-20:

- provides financial assistance to community groups or organizations for the purpose of benefiting the community.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The Regional District's current Community Grants-In-Aid program derives its authority from the *Local Government Act*. The purpose of these functions is to provide financial assistance to community groups or organizations which, in the opinion of the Regional District, provide a benefit to the community.

FINANCIAL CONSIDERATION(S):

The 2024 budget for Community Grants-In-Aid Electoral Area H has sufficient funds to support these expenditures.

OTHER CONSIDERATION(S):

If the Board does not wish to provide one or more of the grants listed, a motion to amend the Schedule prior to voting on approval of the Schedule would be in order.

DECISION OPTIONS:

1. Approve recommendation:
 - grants will be provided per the schedule

Other Options:

- a. do not approve November Grant Schedule
 - organizations do not receive funding

COMMENTS:

These grant requests meet the requirements of Community Grants-In-Aid Policy RD-16-20.

Respectfully submitted,

“Cindy Paton”

Cindy Paton
Manager of Community Services

CP:ed

GRANT SCHEDULE
ELECTORAL AREA H
For the Month of November 2024

Community Grants-In-Aid

Organization	Grant Request	Amount
Dunster Fine Arts School Society	Insurance	\$5,000
McBride Daycare Society	Operating expenses	4,000
McBride District Volunteer Firefighters Association	Rental fees, event insurance	483
McBride District Volunteer Firefighters Association	Fireworks	3,000
McBride Secondary PAC	Event insurance	217
Total Grant		\$12,700



**REGIONAL DISTRICT
of Fraser-Fort George**

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COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20

Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:

Organization Name: Dunster Fine Arts School Society	President/Contact Person: Shara Gustafson
Organization Mailing Address: [Redacted]	Phone Number(s): [Redacted]
	Email: [Redacted]
Total Grant Requested: \$ 5000.00 <small>grant requests over \$5,000 must include an outline and description of the project.</small>	Benefitting Electoral Area: H

Applicant Profile:

Overview of Organization's Programs and Services.

Comment must be between 1 and 450 characters

The Dunster Fine Arts School Society is a not for profit arts and culture organization who fosters cultural awareness for an inclusive and welcoming space for all, regardless of age, gender, religious beliefs, sexual orientation, and ethnicity. The mission of the DFASS is to welcome and connect all individuals in arts, culture and education. Core objectives are to create a sense of belonging, inclusion, diversity, cooperation and community, while

Project Information:

What would this grant be used for?

Comment must be between 1 and 650 characters

(If more space is required please attach information and support documentation to form for submission)

This grant would be used specifically to help us with the yearly cost of general liability insurance for the Dunster Fine Arts School Society.

Other Revenue Towards Project/Purchase:

What other revenue/in-kind works is available to be put towards this project/purchase?

We would use revenue from fundraising events

The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or FOI@rdffg.bc.ca.

<u>[Redacted Signature]</u>	10/24/24
Signature (Organization President)	Date

Submit grant application form by email to communityservices@rdffg.bc.ca or
 Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8

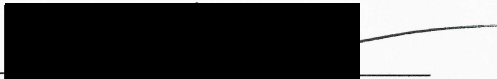
Regional District Grants Received over previous 3 years:
(RDFFG Staff to complete) Nov 2021 – Oct 2022 \$4,500 Nov 2022 – Oct 2023 \$5,500 Nov 2023 – Oct 2024 \$0



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20

Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:	
Organization Name: McBride Daycare Society	President/Contact Person: Tabatha Reis
Organization Mailing Address: [REDACTED]	Phone Number(s): [REDACTED]
	Email: [REDACTED]
Total Grant Requested: \$ 4000 <small>grant requests over \$5,000 must include an outline and description of the project.</small>	Benefitting Electoral Area: Electoral Area H
Applicant Profile:	
Overview of Organization's Programs and Services. Comment must be between 1 and 450 characters	
McBride Daycare Society exists to provide safe, developmentally, inclusive environment for children aged 0-12 years old. Our focus is to provide stimulating early learning and child care experience which promotes each child's social/ emotional, physical and cognitive development. Our goal is to support and nurture the child's own natural desire for learning. We are committed to the families we serve, providing support and encouragement.	
Project Information:	
What would this grant be used for? Comment must be between 1 and 550 characters <small>(If more space is required please attach information and support documentation to form for submission)</small>	
The grant would be used to pay for staff for a play group McBride Daycare Society/ Little Munchkins facilitates on Fridays each week. This program is a free program and all families are able to attend. This program started to fill the need of the community after other programs were lost locally.	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
<p>The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>. Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or FOI@rdffg.bc.ca.</p>	
 _____ Signature (Organization President)	Oct. 27 / 2024 _____ Date
<p>Submit grant application form by email to communityservices@rdffg.bc.ca or Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8</p>	
Regional District Grants Received over previous 3 years: <small>(RDFFG Staff to complete)</small> February 2024 - \$5,000	



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20 Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:	
Organization Name: Mcbride District Volunteer Fire Fighters Association	President/Contact Person: Paul Siegers
Organization Mailing Address: [REDACTED]	Phone Number(s): [REDACTED]
[REDACTED]	Email: [REDACTED]
Total Grant Requested: \$ 482.50 <small>grant requests over \$5,000 must include an outline and description of the project.</small>	Benefitting Electoral Area: H
Applicant Profile:	
Overview of Organization's Programs and Services. <small>Comment must be between 1 and 450 characters</small>	
Fire Department Members are involved with fire safety through open houses and presentations to local area schools.	
Project Information:	
What would this grant be used for? <small>Comment must be between 1 and 550 characters</small> (If more space is required please attach information and support documentation to form for submission)	
These funds will be used to offset cost to rent and insure the robson valley community centre november 30, 2024 to host an appreciation dinner for our local emergency personnel. Including volunteer firefighters, RCMP members and ambulance personnel.	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
Dinner cost are covered for firefighters members by their membership dues with other emergency services personnel and their families paying towards dinner costs only.	
The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or FOI@rdffg.bc.ca.	
_____ Oct 23, 2024 _____ Signature (Organization President) Date	
Submit grant application form by email to communityservices@rdffg.bc.ca or Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8	
Regional District Grants Received over previous 3 years: (RDFFG Staff to complete) Nov. 2021 – Oct. 2022 \$3,663 Nov. 2022 – Oct. 2023 \$7,500 Nov. 2023 – Oct. 2024 \$3,620	



COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20

Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:	
Organization Name: <u>McBRIDE DISTRICT VOLUNTEER Association</u>	Resident/Contact Person: <u>PAUL S</u>
Organization Mailing Address: [REDACTED]	Phone Number(s): [REDACTED]
	Email: [REDACTED]
Total Grant Requested: \$ <u>3000</u> <small>grant requests over \$5,000 must include an outline and description of the project.</small>	Benefitting Electoral Area: <u>H</u>
Applicant Profile:	
Overview of Organization's Programs and Services.	
<u>LOCAL VOLUNTEER FIRE DEPARTMENT MEMBERS EDUCATE FIRE SAFETY IN THE COMMUNITY. PARTICIPATE IN COMMUNITY EVENTS. ATTEND SCHOOLS FOR TEACHING FIRE SAFETY. HOST OPEN HOUSES @ FIREHALL</u>	
Please provide current list of Organization's Executive: Attached: <input checked="" type="checkbox"/> List on File at Regional District: <input type="checkbox"/>	
Project Information:	
What would this grant be used for? (If more space is required please attach information and support documentation to form for submission)	
<u>OUR GROUP HAS IN PREVIOUS YEARS PERFORMED FIREWORKS DISPLAY FOR THE COMMUNITY ON HALLOWEEN NIGHT - OCT 31. WE HAVE ALSO DISCUSSED A NEW YEARS EVE DISPLAY AS A BACKUP IN THE EVENT ON OCT 31 IS A NO-GO DUE TO WEATHER</u>	
Other Revenue Towards Project/Purchase:	
What other revenue/in-kind works is available to be put towards this project/purchase?	
<u>IN PREVIOUS YEARS OUR GROUP HAS HAD FUND RAISERS BY WAY OF CAR WASHES, FIRE HALL MEETING ROOM RENTALS & DONATIONS @ PUBLIC EVENTS</u>	
The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400 or FOI@rdffg.bc.ca.	
<u>[REDACTED]</u> Signature (Organization President)	<u>PAUL S</u> Date
Regional District Grants Received over previous 3 years: (RDFFG Staff to complete)	
Nov. 2021 – Oct. 2022 \$3,663 Nov. 2022 – Oct. 2023 \$7,500 Nov. 2023 – Oct. 2024 \$3,620	



REGIONAL DISTRICT of Fraser-Fort George

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COMMUNITY GRANT-IN-AID APPLICATION

Applications must be made in accordance with Regional District Policy RD-16-20
 Prior to completing this form please see the Community Grants-in-Aid Application Guidelines

Contact Information:

Organization Name:
 McBride Secondary PAD

President/Contact Person:

Jodie Luckow *Jukow*

Phone Number(s):

Email:

Benefiting Elector Area:

H

Total Grant Requested: \$ 217

grant requests over \$5,000 must include an outline and description of the project.

Applicant Profile:

Overview of Organization's Programs and Services.

Comment must be between 1 and 450 characters

McBride Secondary PAC provides a voice for parents and students in the public school, McBride Secondary. We provide support for food, sports, field trips, and educational opportunities for all our students.

Project Information:

What would this grant be used for?

Comment must be between 1 and 550 characters

(If more space is required please attach information and support documentation to form for submission)

Event insurance for PAC craft fair on Dec. 1, 2024

*SALS event policy - Quote is \$216.45
 Dec 1/2024
 3,000,000 million liability*

Other Revenue Towards Project/Purchase:

What other revenue/in-kind works is available to be put towards this project/purchase?

All efforts are from volunteers, students, parents and community.

The information required by this form and the documents you provide with it are collected to process the grant application with the Regional District of Fraser-Fort George. Information pertaining to this grant application, other than personal information, will be available for review by any member of the public. Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection and use of your Personal Information may be directed to Corporate Services at 250-960-4400, or FOI@rdffg.bc.ca.

Nov. 1, 2024

Date

Submit grant application form by email to communityservices@rdffg.bc.ca or

Mail or drop off to: Regional District of Fraser-Fort George, 155 George St., Prince George, BC V2L 1P8

Regional District Grants Received over previous 3 years:
 (RDFFG Staff to complete)

Nov. 2021 - Oct. 2022 \$0, Nov. 2022 - Oct 2023 \$0, Nov. 2023 - Oct 2024 \$638

From: Terry Winkler [REDACTED]
Sent: Saturday, October 26, 2024 1:43 PM
To: District; Dannielle Alan
Subject: Thank you for your support

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

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I want to thank the Regional District of Fraser Fort George so much for supporting the 2024 Robson Valley Mushroom Festival. We had 94 attendees on September 27-29 who took part in long and short forays looking at mushrooms up and down the valley, attending a series of presentations by wonderful experts on topics ranging from mushroom identification to medicinal use of mushrooms to mushrooms and mycelium and their interactions with forestry. We also had a series of workshops ranging from cooking with mushrooms to making cedar baskets to forest art. It was capped off with a mushroom gala dinner and a display and sale of art work from local artisans. The event was supported by a large contingent of local volunteers and brought visitors from as far away as Vancouver, Calgary, and Edmonton. It supported the local economy through hotels, restaurants, and B&B's as well as local caterers and the Dunster school society who provided lunches as a fund raiser. The event was a resounding success and attendees are already asking if it will be held next year. Thank you again for your support
Terry Winkler
Dunster Mushroom Society

Ps if we were planning on doing this again next year could you see your way to supporting us again



Ref: 166064

October 16, 2024

Lara Beckett
Chair
Regional District of Fraser-Fort George
Email: lbeckett@rdffg.bc.ca

Dear Lara Beckett:

Thank you for meeting with the Ministry of Jobs, Economic Development and Innovation at the Union of British Columbia Municipalities (UBCM) Annual Convention on September 18, 2024. The UBCM Convention provides a great opportunity to discuss issues of significance to your community.

We discussed funding and options for Bear Lake following the Canfor Polar Mill closure. During the conversation, I committed to further engage with the Ministry of Forests on options to mitigate the economic and community impact for the Canfor Polar Mill closure, as well as urging the Ministry of Forests to collaborate with you on bridge closures during peak tourism season.

Ministry staff are available to help with economic development initiatives. The Regional Manager for your area is Dave Christie who can be reached by email at: Dave.Christie@gov.bc.ca or by telephone at: 250 649-7801.

Thank you again for meeting. I appreciate your dedication and commitment to help grow British Columbia's economy.

Sincerely,

Fazil Mihlar
Deputy Minister

pc: Dave Christie



October 21, 2024

File: 0280-30

Ref: 203248

Lara Beckett, Chair
Regional District of Fraser-Fort George
155 George St
Prince George, BC V2L 1P8
lbeckett@rdffg.bc.ca

Dear Chair Beckett, et al:

I would like to thank you for meeting with the Minister and the Ministry of Agriculture and Food's executive team during this year's Union of British Columbia Municipalities Annual Convention. I am pleased that our governments had the chance to connect in person.

During our meeting, we discussed the shortage of veterinarians in the region and your support for the student internship program. You brought forward the regional district's desire to expand the vet medical training program at the University of Northern BC and we discussed capacity and certification ideas.

We also discussed the discrepancies between Agricultural Land Commission (ALC) and BC Building Code, particularly as it applies to basements. Please reach out to Kim Grout, Chief Executive Officer of the ALC by phone at 236 468-3265 or email at kim.grout@gov.bc.ca to schedule a further discussion in this regard.

Finally, you voiced your concerns regarding issues with foreign ownership of agricultural land in your region, particularly for the purposes of wildlife tourism and what solutions could be implemented on a provincial level.

.../2

Thank you again for the meeting and we look forward to working with the Regional District of Fraser-Fort George in the Future.

Sincerely,



Peter Pokorny
Deputy Minister

cc: Kim Grout, Chief Executive Officer, Agricultural Land Commission
Eric Kristianson, Assistant Deputy Minister, Ministry of Agriculture and Food
Dr. Theresa Burns, Chief Veterinarian, Ministry of Agriculture and Food



October 30, 2024
Our Ref. 136404

Lara Beckett
Chairperson
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Email Address: lbeckett@rdffg.bc.ca

Dear Lara Beckett:

Thank you and your delegation for the opportunity to meet during the 2024 Union of British Columbia Municipalities Convention.

As we are in a caretaker period before a new Cabinet is sworn in, I am pleased to follow up with you on behalf of the Minister of Post-Secondary Education and Future Skills.

I appreciated hearing about the Regional District of Fraser-Fort George's collaboration with the University of Northern British Columbia, other regional districts, food producers, clinics and others regarding veterinary medicine in the region. Training and recruitment of veterinarians is a priority for the Province. The Ministry of Post-Secondary Education and Future Skills will continue to work with the Ministry of Agriculture and Food to address the need for veterinarians in BC.

In addition, I am happy the Province was able to provide additional financial support to assist a local student complete their veterinary studies next year.

I hope you and other members of your delegation enjoyed a successful Convention and I look forward to continuing to work together in the coming months and years.

Sincerely,

A handwritten signature in black ink, appearing to read "Bobbi Plecas".

Bobbi Plecas
Deputy Minister

.../2

pc: Chris Rathbone, Assistant Deputy Minister
Ministry of Post-Secondary Education and Future Skills
PSFS.ADMPost-SecondaryPolicyandPrgms@gov.bc.ca

Art Kaehn, Vice Chairperson
Regional District of Fraser-Fort George
akaehn@rdffg.bc.ca

Chris Calder, Chief Administrative Officer
Regional District of Fraser-Fort George
chris.calder@rdffg.bc.ca

Mark Parker, Chairperson
Bulkley Nechako Regional District
mark.parker@rdbn.bc.ca

Shane Brienen, Vice Chairperson
Bulkley Nechako Regional District
mayor@houston.ca

Curtis Helgesen, Chief Administrative Officer
Bulkley Nechako Regional District
curtis.helgesen@rdbn.bc.ca

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: October 30, 2024 4:20 PM

To: District <district@rdffg.bc.ca>

Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption

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VIA E-MAIL

Ref: 292555

Fraser-Fort George Regional District

E-mail: district@rdffg.bc.ca

Dear Board of Directors:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are delighted and honoured to proclaim November as Adoption and Permanency Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and homes to welcome children and youth as permanent members of their family.

November is also about recognizing that there are children and youth who need a permanent home to call their own with caring adults who will nurture and support them and champion their successes. It is our hope to see a province where children and youth can grow up in a loving home that encourages them to thrive.

We would be grateful if you shared the following resources and support services with your community members:

- [Adopt BC Kids](#) - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The [Ways to adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.

- <https://belongingnetwork.com> (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- <https://adoption-bc.com> - a detailed and comprehensive guide to additional adoption resources.

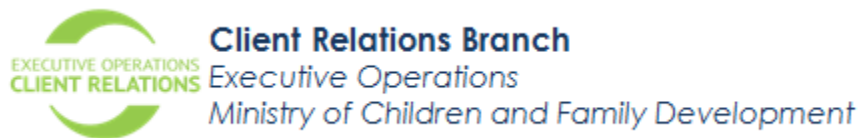
Thank you for your continued leadership and support in helping us raise awareness about adoption, celebrate adoptive families, and find loving, permanent homes for British Columbia's children and youth.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Rena Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:



November 7, 2024

Trish Mandewo, President
UBCM
10551 Shellbridge Way
Richmond, BC V6X 2W8

Dear Trish:

The Fraser Valley Regional District (FVRD) Board is writing to formally request that the Union of British Columbia Municipalities (UBCM) initiate a comprehensive **governance review**. As you know, UBCM has long been a powerful voice for local government and First Nations in British Columbia, advocating for common interests, analyzing economic and social trends, and translating these insights into policies that benefit communities across the province.

Over the past decade, British Columbia has faced numerous significant challenges, including housing affordability, a strained healthcare system, a sluggish economy, labour market shortages, climate disruption, the toxic drug crisis, and growing concerns about food insecurity. These pressing issues require the collective effort of all regions of the province, and as we continue to address them, it is increasingly important that the UBCM Executive reflects the full scope and diversity of all British Columbia's local governments and First Nations.

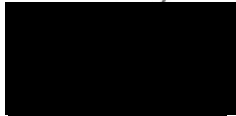
In this regard, we believe it is an opportune time to revisit UBCM's governance structure. As you may recall, the last review of UBCM's organizational structure was completed in 2010 by a Structure Review Committee, resulting in changes to the Union's bylaws and modifications to the Executive's composition. While these changes were valuable at the time, the context within which we operate has evolved considerably. The growing complexity and variety of issues facing our communities today—particularly the diverse needs of rural and remote regions—underscores the need for an updated governance structure that more effectively represents all areas of the province.

We respectfully request that UBCM consider updating its bylaws and governance framework to ensure more balanced and equitable representation from all regions, bringing both rural and urban perspectives to the table on a regular and sustained basis. A renewed structure would better enable UBCM to advocate effectively for the interests of all British Columbians, ensuring that no region is left behind in policy development and decision-making processes.

The FVRD Board is committed to supporting this important process and would like to have the opportunity to participate in discussions or consultations related to the governance review. As a regional district with diverse rural and urban communities, we feel we could provide invaluable feedback to this process. A comprehensive governance review will strengthen UBCM's role in advancing the well-being of communities throughout British Columbia, and we look forward to working together to achieve this goal.

Thank you for considering this request. We appreciate your leadership and the ongoing work of UBCM, and we are hopeful that this review will contribute to the continued success of the Union in representing our diverse province.

Sincerely,



Jason Lum,
Chair

cc: 26 Regional District Chairs & CAOs