

REGIONAL DISTRICT
OF BULKLEY-NECHAKO



AGENDA

MEETING NO. 9

JUNE 23, 2016

P.O. BOX 820
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"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

VISION

***“A World of Opportunities
Within Our Region”***

MISSION

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

STRATEGIC PRIORITIES 2015-2019

Now

- 1. Fair Share**
- 2. Legacy Proposal**
- 3. Work Camp Strategy**
- 4. Waste Management Strategy—Board reading/reviewing**
- 5. Internet/Cell Phone Connectivity**

Next

- 6. Diversification Strategy - (Mid-Term Timber Supply)**
- 7. Health Services**

Board Advocacy

- 8. Nechako Watershed**
- 9. Wildfire Mitigation**
- 10. CN Emergency Meeting and Exercise**

AGENDA

Thursday, June 23, 2016



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – June 23, 2016</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
	(All grey highlighted items may be received as a block)	
9-31	Board Meeting Minutes – May 26, 2016	Adopt
32-35	Special Board Meeting Minutes – June 9, 2016	Adopt
36-42	Agriculture Committee Meeting Minutes - May 26, 2016	Receive
43-45	Agriculture Committee Meeting Minutes - April 28, 2016	Receive
46-52	Committee of the Whole Meeting Minutes - June 9, 2016 (Unapproved)	Receive
53-59	Committee of the Whole Meeting Minutes - May 12, 2016	Receive
60-64	Rural Directors Committee Meeting Minutes - June 9, 2016 (Unapproved)	Receive
65-69	Rural Directors Committee Meeting Minutes - May 12, 2016	Receive

BUSINESS ARISING OUT OF THE MINUTESDELEGATIONSLAKE BABINE NATION

Bernard Patrick, LBN Infrastructure Manager
RE: LBN Biomass Program

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PRESENTATION

Corrine Swenson, Manager of Regional Economic Development

RE: Bulkley-Nechako Discovery App.

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
70-74	Cheryl Anderson, Manager of Administrative Services – Royal Canadian Legion – Military Service Recognition Book	Direction
75-76	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations June 9, 2016	Recommendation (Page 76)
77	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds - Electoral Area “B” (Burns Lake Rural) and Burns Lake Capital Reserve Fund	Recommendation (Page 77)
78	Laura O’Meara, Senior Financial Assistant - Financial Information Act Statements	Recommendation (Page 78)
79-111	Laura O’Meara, Senior Financial Assistant - 2015 Annual Report	Recommendation (Page 79)
112-119	Deborah Jones-Middleton, Protective Services Manager – The Regional District of Bulkley-Nechako’s Junior Firefighter Program	Recommendation (Page 112)
120	Tom Greenaway, Director, Electoral Area “C” - Fraser Basin Council Meeting	Receive
<u>ENVIRONMENTAL SERVICES</u>		
121-123	Elaine Wiebe, Environment Services Assistant - 2016 Backyard Composting Program, Part II	Recommendation (Page 123)
124-127	Janine Dougall, Director of Environmental Services – July 1 – December 31, 2016 Houston Recycling Contract Renewal	Recommendation (Page 125)
128-133	Janine Dougall, Director of Environmental Services – July 1 – December 31, 2016 Burns Lake Return-It Recycling Depot Contract Renewal	Recommendation (Page 129)

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- | | | |
|----------------|--|----------------------------------|
| 134-141 | Janine Dougall, Director of Environmental Services – July 1 – December 31, 2016 Fraser Lake Bottle Depo Contract Renewal | Recommendation (Page 134) |
| 142-149 | Janine Dougall, Director of Environmental Services – July 1 – December 31, 2016 Nechako Community Alliance Contract Renewal | Recommendation (Page 143) |
| 150-160 | Janine Dougall, Director of Environmental Services – July 1 – December 31, 2016 Nak'azdli Band Council Contract Renewal | Recommendation (Page 151) |
| 161-285 | Janine Dougall, Director of Environmental Services – Solid Waste Management Plan - MoE Planning Guideline Update | Receive |
| 286-288 | Janine Dougall, Director of Environmental Services – Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 | Receive |

DEVELOPMENT SERVICES *(All Directors)*

- | | | |
|----------------|--|----------------------------------|
| 289-296 | Memo – Maria Sandberg, Planner I
RE: Proposed Addition to Reserve for Stellat'en First Nation | Recommendation (Page 290) |
|----------------|--|----------------------------------|

ELECTORAL AREA PLANNING *(All Directors)*

Memo

- | | | |
|----------------|--|----------------------------------|
| 297-301 | Memo – Maria Sandberg, Planner
RE: Floodplain Management Bylaw Amendments | Recommendation (Page 298) |
|----------------|--|----------------------------------|

Bylaw for Third Reading

- | | | |
|----------------|---|----------------------------------|
| 302-314 | Rezoning File No. A-06-14
West-End Ventures Inc (Bruintjes)
Electoral Area "A" | Recommendation (Page 307) |
|----------------|---|----------------------------------|

OTHER *(All Directors)*

(All grey highlighted items may be received as a block)

Planning Department Enquiries Report

- | | | |
|------------|---------------------|----------------|
| 315 | For May 2016 | Receive |
|------------|---------------------|----------------|

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Action List

316-317 **Action List – May 2016** Receive

318 **Building Inspector's Report**
For May 2016

CORRESPONDENCE *(All Directors)*

319-321 **Ministry of Environment** Receive
RE: Open Burning Smoke Control
Regulations

322-325 **Coastal Gaslink Pipeline Project** Receive
RE: Project Activity Update #41
May – June 2016

326-331 **Coastal Gaslink Pipeline Project** Receive
RE: Approved Socio-Economic Effects
Management Plan Table of Contents
(document provided under separate cover)

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

ADMINISTRATION CORRESPONDENCE

(All grey highlighted items may be received as a block)

332-337 **Ministry of Environment – Water Sustainability Act** Receive

338-340 **Burns Lake Community Forest Ltd. – Info-Sharing on Proposed Development within the Burns Lake Community Forest** Receive

341-351 **City of North Vancouver – Cigarette Butt Deposit Return Program** Receive

352-353 **Auditor General For Local Government - AGLG Announces Drinking Water Auditees** Receive

354-356 **BC Cancer Agency/Provincial Health Services Authority/Northern Health Authority/Ministry of Health – BC Cancer Agency's New Digital Mammography Vehicle Begins Summer Tour for Women in Northern BC** Receive

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357	BC Ministry of Energy & Mines – Request for Expression of Interest: Community Energy Leadership Program	Receive
358-360	Ministry of Forests, Lands and Natural Resources – Snow Survey and Water Supply Bulletin – May 15, 2016	Receive
361-378	Union of BC Municipalities <ul style="list-style-type: none"> • Input Sought on Solid Waste Management • RCMP Contract Management Committee Update • RCMP Five Year Review Update • Gas Tax Fund & Asset Management • Funding & Resources Update • Input Sought on Provincial Spill Response Regime • Opportunity to Host Suicide Prevention Training • Update on National Contract Management Committee • New Species and Ecosystems at Risk Reports • Call for Nominations: UBCM Executive • Sudden Passing of Councillor Chernoff • Fisheries Legacy Trust Issues Final Report • Climate and Energy Action Awards 	Receive

<u>PAGE NO.</u>	<u>INVITATIONS</u>	<u>ACTION</u>
379-380	Resource Breakfast Series – 3rd Annual Resource Breakfast Series – September 27 to 30, 2016 – Victoria, B.C.	Direction
381-383	BC Healthy Communities – Northern BC Citizen Series Webinar – <i>Growing Up Northern</i>: Raising Health Children, Families and Communities - June 28, 2016	Receive
 <u>FINANCIAL</u>		
384-391	Operating Accounts – Accounts Paid May, 2016	Ratify
 <u>BYLAW</u>		
<u>Bylaws for Adoption</u>		
392-410	<u>No. 1764 – Solid Waste Management Facility Regulation and User Fee Bylaw</u> (all/directors/majority)	Adopt

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READING FILE

RECEIVE ALL

- Contents listed under Separate Cover

SUPPLEMENTARY AGENDA

NEW BUSINESS

SPECIAL IN-CAMERA MEETING

In accordance with Section 90(1)(c) and (g) of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to labour relations or other employee relations (CFO Replacement) and litigation or potential litigation (Smithers Motocross) or information received relating to the matter must be closed to the public therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 7****Thursday, May 26, 2016**

PRESENT: Chair Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
Mark Fisher
Tom Greenaway
Thomas Liversidge
Rob MacDougall
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold – left at 11:39 a.m., returned at 1:19 p.m.
Gerry Thiessen – left at 1:27 p.m.

Director Dwayne Lindstrom, Village of Fraser Lake
Absent

Staff Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Marli Bodhi – arrived at 1:19 p.m., left at 1:22 p.m.
Farhan Hussain, Economic Development Student – arrived at 11:16 a.m., left at 11:46 a.m.
Deborah Jones-Middleton, Protective Services Manager – left at 11:12 a.m., returned at 11:21 a.m., left at 11:45 a.m.
Jason Llewellyn, Director of Planning – arrived at 11:18 a.m., left at 11:30 a.m.
Corrine Swenson, Manager of Regional Economic Development – left at 11:46 a.m.
Wendy Wainwright, Executive Assistant
Elaine Wiebe, Environmental Services Assistant – arrived at 11:47 a.m., left at 11:52 a.m.

Others Marc Bekar, Smithers – left at 12:11 p.m.
Claudette Gouger, Community Manager, New Gold Blackwater Project - left at 11:29 a.m.
Wade Lubbers, Smithers – left at 12:11 p.m.
Bernard Patrick, LBN Infrastructure Manager – left at 11:22 a.m.
Mark Rossmann, HBH, Smithers – left at 12:11 p.m.
Alistair Schroff, Lakes Animal Friendship Society – left at 11:14 a.m.
Christina Pommelet, Lakes Animal Friendship Society – left at 11:14 a.m.
Fred Wilson, Northwest Truck Rentals, Smithers – left at 12:42 p.m.

Media Flavio Nienow, LD News – left at 11:12 a.m.

CALL TO ORDER Chair Miller called the meeting to order at 11:01 a.m.

**AGENDA &
 SUPPLEMENTARY AGENDA**

Moved by Director Brienen
 Seconded by Director MacDougall

2016-7-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of May 26, 2016 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
 -April 28, 2016

Moved by Director Petersen
 Seconded by Director Fisher

2016-7-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of April 28, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee
 Meeting Minutes

Moved by Director Benedict
 Seconded by Director Liversidge

2016-7-3

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Committee Meeting Minutes:

- Agriculture Committee Meeting Minutes
 - April 28, 2016 (Unapproved);
- Agriculture Committee Meeting Minutes
 - March 24, 2016;
- Committee of the Whole Meeting Minutes
 - May 12, 2016 (Unapproved);
- Committee of the Whole Meeting Minutes
 - April 14, 2016;
- Rural Directors Committee Meeting Minutes
 - May 12, 2016 (Unapproved);
- Rural Directors Committee Meeting Minutes
 - April 14, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

LAKES ANIMAL FRIENDSHIP SOCIETY– Alistair Schroff RE: Upcoming Events/Update

Chair Miller welcomed Alistair Schroff, Lakes Animal Friendship Society (LAFS).

Mr. Schroff thanked the Regional District of Bulkley-Nechako for its support of the Lakes Animal Friendship Society and its programs. He also thanked June Stratichuk, RDBN Grant Writer for her assistance in writing a Community Gaming Grant wherein the society was successful in the amount of \$6,500.

Mr. Schroff introduced Christina Pommelet who has recently been hired by Mr. Schroff to assist with the Lakes Animal Friendship Society. She will be completing educational school visits in Fort St. James the week of May 30 to June 3, 2016.

DELEGATIONS (CONT'D)

LAKES ANIMAL FRIENDSHIP SOCIETY– Alistair Schroff RE: Upcoming Events/Update (CONT'D)

In the summer of 2016, LAFS completed a survey to determine the status of the animal population in Burns Lake and the six First Nations communities in the region. Two-thirds of the animals that have been part of the past Community Animal Care Events have been from First Nations communities. Mr. Schroff noted that the survey showed that there had been a huge difference in the level of population of companion animals but in order to maintain control of the population another event would be needed. The Canadian Animal Assistance Team (CAAT) Spay and Neuter Clinic which is hosted by LAFS will be in Burns Lake June 5 to 7, 2016 and in Fort St. James June 9 to 11, 2016. The 2016 survey indicated that approximately 100 animals would need to be spayed and neutered to maintain control of the animal population. In order to maintain the population of animals the target for 2017 and moving forward is to spay and neuter approximately 50 animals.

The Canadian Animal Assistance Team (CAAT) has completed over 600 animals since the inception of the events. CAAT has provided \$100,000 in veterinarian services which has saved the Village of Burns Lake approximately \$8,000 per year to the amount of ~\$40,000 to date in animal control costs. Mr. Schroff commented that LAFS may be applying for grant in aid assistance in order to assist their program.

Mr. Schroff mentioned that the book "Nobody's Cats" written by Mr. Schroff and Valerie Ingram has now more than 13,000 copies distributed around the world. A partnership with the BC SPCA has made it possible for the book to be distributed to every elementary school in BC.

Director MacDougall commented that the Canadian Animal Assistance Team Spay and Neuter Clinic is critically important to the community of Fort St. James in reducing the population of animals and is very beneficial. He thanked everyone that donates their time and effort to the program.

Chair Miller thanked Mr. Schroff for attending the meeting.

DELEGATIONS (CONT'D)

NEW GOLD BLACKWATER PROJECT – Claudette Gouger, Community Manager RE: Blackwater Project Update

Chair Miller welcomed Claudette Gouger, Community Manager, New Gold Blackwater Project.

Ms. Gouger provided a PowerPoint Presentation.

Newgold – Blackwater Project

- Company Overview;
- Blackwater Project Update;
- Environmental Assessment Process;
- Rainy River Update;
- Next Steps.

DELEGATIONS (CONT'D)

NEW GOLD BLACKWATER PROJECT – Claudette Gouger, Community Manager RE: Blackwater Project Update (CONT'D)

Company Overview

All Assets Ranked in Top 5 Global Mining Jurisdictions ⁽¹⁾

#1 - Canada

- Blackwater (Development) – Mine Life: 17 years;
- New Afton (Operating) – Mine Life: 7 years + C-zone potential;
- Rainy River (Development) – Mine Life: 14 years;

#3 – United States

- Mesquite (Operating) – Mine Life: 7 years + residual leach;

#5 – Mexico

- Cerro San Pedro (Operating) – Mine Life: Final year + residual leach;

#2 – Australia

- Peak Mines (Operating) – Mine Life: 6+ years.

New Gold's Growth Initiative

Construction

- Rainy River – 325 Koz of annual production;

Permitting

- Blackwater – 485 Koz of annual production;

Engineering/Planning

- New Afton C-Zone;

2015E Gold Production 390-430 Koz;

New Gold has multiple organic growth options in its portfolio.

Blackwater Project

- 112 km southwest of Vanderhoof;
- 160 km southwest of Prince George.

Blackwater Project Summary

- Jurisdiction and Regional Update:
 - o #1 Country Ranking;
 - o ~1,100 km² Land Package;
- 2013 Feasibility Study:
 - o ~\$1,576 million Development Capital;
 - o 17 – year Mine Life;
 - o First nine years:
 - 485 Koz Annual Gold Production;
 - 1.8 Moz Annual Silver Production;
 - \$590/oz All-in Sustaining Costs;
- Significant Gold and Silver Resource:
 - o 8.2 Moz Gold Reserves;
 - o 60.8 Moz Silver Reserves;
 - o 1.3 Moz Gold M&I Resources;
 - o 7.8 Moz Silver M&I Resources;
- 2016 Plan
 - o Complete Federal Environmental Assessment process by late 2016/early 2017.

Blackwater Project

Mine Site Facilities

- Open pit, waste rock dumps, low grade ore and overburden stockpiles;
- Mill;
- Tailings storage facility;
- Water management facilities;
- Ancillary on-site infrastructure.

DELEGATIONS (CONT'D)

**NEW GOLD BLACKWATER PROJECT – Claudette Gouger, Community Manager RE:
 Blackwater Project Update (CONT'D)**

Off-Site Infrastructure

- 140 km long 230 kV transmission line;
- 15 km access road;
- Airstrip and 6 km airstrip access road;
- 21 km freshwater supply pipeline and water intake on Tatelkuz Lake.

Exploration and Reclamation

- 2015 focus on reclaiming old exploration trails at Blackwater camp:
 - o Grading, planting and seeding;
 - o Planting of Whitebark Pine seedlings;
- Monitoring water quality.

Environmental Assessment Process

Projected EA Timeline

- The Blackwater Project is currently in the review stage, which includes technical review and public comment period;
 - o Project entered the 180 day review period - began on January 12, 2016;
 - o Public comment period was January 20 to February 19;
 - o Plan to have fully certified project in late 2016/early 2017.

Rainy River Project Update

- Significant milestones have been achieved to date:
 - o Engineering complete;
 - o Overall construction currently 25% complete:
 - \$312 million spent through December 31, 2015;
 - o Impacts and Benefits agreements completed with key First Nations and Metis;
 - o Secured low power rates through Industrial Electricity Incentive Program to end of 2024;
 - Indicative power cost of C\$2.4 cents/kWh (based on 2015 actual power rates);
 - o Commissioning on track for mid-2017;
- Development capital estimate of \$877 million – projected cost increases related to earthworks, tailings dam construction and installation of mechanical equipment, piping and electrical in processing plant, offset by depreciation of Canadian dollar;
 - o \$500 million capital program for 2016.

Next Steps

- Continue with community and First Nations consultations (Present and ongoing);
- Proceed with Environmental Assessment & permitting phase:
 - o Application Review Stage – started January 12, 2016;
- Continuing to partner with communities to help prepare local contractors and workers for potential construction and operation opportunities, including:
 - o Working with communities, First Nations, educational institutions, and economic and business development organizations to prepare people for jobs in the mining industry (present and increasing 2017 onwards);
- Expect to hire:
 - o 1,000 to 1,500 (peak) people during construction (2018-2020);
 - o 500 full-time workers to operate the mine (2020-2037).

Discussion took place regarding the retirement of Robert Gallagher, Chief Executive Officer, and his replacement David Schummer, Chief Operating Officer, currently.

Chair Miller thanked Ms. Gouger for attending the meeting.

DELEGATIONS (CONT'D)

LAKE BABINE NATION – Bernard Patrick, Lake Babine Nation (LBN) Infrastructure Manager RE: LBN Biomass Program

- Due to unforeseen circumstances presentation to be rescheduled.

DISCUSSION ITEM

Update RE: Community to Community Forum

Cheryl Anderson, Manager of Administrative Services provided an update in regard to scheduling a date and facilitator for the Community to Community Forum. Discussion took place in regard to possible scheduling June 27-30, 2016 or July 4-7, 2016. The Ministry of Environment Spill Preparedness and Response request for comment deadline is June 30, 2016. The MoE has indicated that they would still be willing to send a representative to provide a presentation.

Director Bachrach mentioned that there are two facilitators in Smithers and Hazelton that maybe available if Dan George, FDMS Ltd. is not available to facilitate. Director Bachrach will provide contact information for the facilitators.

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
-May 12, 2016

Moved by Director Benedict
Seconded by Director Greenaway

2016-7-4

"That the Regional District of Bulkley-Nechako Board of Directors approve Recommendations 1 through 4 as amended:

Committee of the Whole – May 12, 2016

Recommendation 1:

Re: Community to Community Forum

"That the Regional District of Bulkley-Nechako Board of Directors approve the RDBN hosting a Community to Community Forum in Smithers; and further, that a date be scheduled June 27-30, 2016 or July 4-7, 2016.

Recommendation 2:

Re: Community to Community Forum Budget

"That the Regional District of Bulkley-Nechako Board of Directors authorize funds for mileage for one vehicle per First Nations Community; and further, that an honorarium be provided to the First Nations communities in attendance wherein budget funds remain."

Recommendation 3:

Re: Social Media Targeted Marketing Campaign

"That the Regional District of Bulkley-Nechako Board of Directors approve accessing \$1,500 of the 2016 Regional Economic Development Marketing Budget for a Facebook Marketing campaign."

ADMINISTRATION REPORTS (CONT'D)

Rural Directors Committee Meeting – May 12, 2016

Recommendation 4:

Re: Request for Grant in Aid

"That the Regional District of Bulkley-Nechako Board of Directors approve the following grant in aid applications:

- Groundbreakers Agricultural Association be given \$5,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with its School Garden Support and Kids Dig Food Camp programs;
- Bulkley Valley Christian School be given \$200 grant in aid monies from Electoral Area "A" (Smithers Rural) towards the Litter – a – Thon;
- Burns Lake Community Garden Society be given \$2,500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for a compost demonstration and teaching Garden;
- Fort St. James Secondary School (School District No. 91) be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with hosting the BC High School Single "A" Sr. Girls Soccer Championships;
- Music on the Mountain Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the 2016 Music on the Mountain Festival;
- Vanderhoof Children's Theatre be given \$4,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with travelling to Prince George, B.C. for Aladdin Jr.;"
- Nechako Valley Exhibition Society be given \$10,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for upgrades to the Beef Barn."
- Fraser Lake Elementary Secondary School Mountain Bike Club be given \$1,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with upcoming Provincials in Port Coquitlam, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Spill Preparedness and
Response in B.C.: Proposed
Amendments to the Environmental
Regulations

Moved by Director Brien
Seconded by Director Parker

2016-7-5

"That the Regional District of Bulkley-Nechako Board of Directors receive the Protective Services Manager's May 10, 2016 memo titled "Spill Preparedness and Response in B.C. Proposed Amendments to the Environmental Management Act and Proposed Regulations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Concerns were brought forward in regard to staff capacity in regard to possibly increasing training time and budgets for local government fire departments in regard to spill preparedness and response in BC.

ADMINISTRATION REPORTS (CONT'D)

**Amendments to the RDBN
Fire/Rescue Respiratory
Protection Program**

Moved by Director MacDougall
Seconded by Director Benedict

2016-7-6

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Protective Services Manager's May 26, 2016 memo titled "Amendments to the Regional District of Bulkley-Nechako Fire/Rescue Respiratory Protection Program."
2. "That the Regional District of Bulkley-Nechako Board of Directors approve the recommended changes to the "Regional District of Bulkley-Nechako Fire/Rescue Respiratory Protection Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Amendments to the RDBN
Fire/Rescue Occupational
Health & Safety Guideline**

Moved by Director Fisher
Seconded by Director Newell

2016-7-7

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Protective Services Manager's May 26, 2016 memo titled "Amendments to the Regional District of Bulkley-Nechako Fire/Rescue Occupational Health & Safety Guideline."
2. "That the Regional District of Bulkley-Nechako Board of Directors approve the recommended changes to the "Regional District of Bulkley-Nechako Fire/Rescue Occupational Health & Safety Guideline."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Amendments to the RDBN
Fire/Rescue Services Standard
Operating Guidelines**

Moved by Director Brienon
Seconded by Director Greenaway

2016-7-8

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Protective Services Manager's May 26, 2016 memo titled "Amendments to the Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operating Guidelines."
2. "That the Regional District of Bulkley-Nechako Board of Directors approve the recommended changes to the "Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operating Guidelines."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Bulkley Valley Agriculture
 and Industrial Association
 -Northern Development
 Application – North West RAC

Moved by Director Fisher
 Seconded by Director Parker

2016-7-9

"That the Regional District of Bulkley-Nechako Board of Directors support the Bulkley Valley Agriculture and Industrial Association application to the Northern Development Initiative Trust – Fabulous Festivals and Events in the amount of \$2,500."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Lakes District Airport
 Runway Repaving

Moved by Director Benedict
 Seconded by Director Greenaway

2016-7-10

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Financial Administrator's May 6, 2016 memo titled "Lakes District Airport Runway Repaving."
2. That a liability under Section 175 of the *Community Charter* be authorized in an amount not exceeding \$675,000 (Six hundred and seventy-five thousand dollars and zero cents) for a term not exceeding five years with no provisions for renewal, to provide a grant to the Lakes District Airport Society for resurfacing the runway; and,
3. That the Board authorizes the elimination of the planned \$45,000 contribution to the capital reserve for 2016, if needed."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Items to be brought forward
 To the Public Agenda from
 Special (In-Camera) Meeting

Moved by Director Greenaway
 Seconded by Director MacDougall

2016-7-11

"That the Regional District of Bulkley-Nechako Board of Directors ratify release of the following motion from the Special (In-Camera) meeting of April 28, 2016:

"That the Regional District of Bulkley-Nechako Board of Directors appoint Melany de Weerd as its Acting Chief Administrative Officer for the period of July 1 to December 31, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Director Bachrach removed himself from the meeting at 11:45 a.m. due to his wife being on the Smithers and Area Victim Services Board of Directors.

Administration Reports

Moved by Director Parker
 Seconded by Director Petersen

2016-7-12

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Administration Reports:

- Financial Administrator's May 17, 2016 memo titled "Proposed new RDBN Service – Smithers and Area Victim Services;
- Financial Administrator's May 17, 2016 memo titled "Service Revenues by Agreement – Sunset Beach;
- Manager of Administrative Services' May 17, 2016 memo titled "RDBN Officers Bylaw – Amendment;"
- Chief Administrative Officer – Notes from CAO/CEO Forum – March 29, 2016 – Victoria, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Bachrach returned to the meeting at 11:48 a.m.

ENVIRONMENTAL SERVICES

Manson Creek Landfill -Operations Contract

Moved by Director Greenaway
 Seconded by Director MacDougall

2016-7-13

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Environmental Services' May 9, 2016 memo titled "Manson Creek Landfill – Operations Contract."

2. Further, that the Board of Directors award a Contract extension for operation of the Manson Creek Landfill, which includes the additional requirements associated with the electrified fence and gates, from June 1, 2016 to October 31, 2018 to Lepka Holdings Ltd. and that the payment terms would be as follows:

- i. The lump sum amount of \$13,000 (excluding GST) for the term of the Contract from June 1, 2016 to October 31, 2016 during which the Work was satisfactorily performed. Payment shall be provided by the Regional District on the 15th of November, 2016 following receipt of an invoice from the Contractors.
- ii. In June of each year, during the Term of the Contract, beginning in 2017, an annual inflationary adjustment will be calculated and added to the previous year lump sum payment amount. The calculated inflationary adjustment will be based upon the change in the British Columbia Consumer Price Index from January 1 to December 31 of the previous year."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES (CONT'D)

Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Actions Survey 2015 Moved by Director Benedict
Seconded by Director Newell

2016-7-14 "That the Regional District of Bulkley-Nechako Board of Directors receive the Environmental Services Assistant's May 9, 2016 memo titled "Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Actions Survey 2015."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Bachrach requested staff provide a report in regard to the corporate greenhouse gas emissions from 2012 to 2015.

DEVELOPMENT SERVICES (All Directors)

ALR Application No. 1188 Jim and Susan Peebles Subdivision within the ALR Moved by Director Benedict
Seconded by Director Bachrach

2016-7-15 "That Agricultural Land Reserve Subdivision Application No. 1188 be recommended to the Agricultural Land Commission for denial."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING

DEVELOPMENT VARIANCE PERMIT APPLICATION

Chair Miller called for comments from the gallery.

Development Variance Permit A-04-16 Jason & Ellen Krueger 6460 Van Horn Frontage Road, Telkwa, Electoral Area "A" Moved by Director Fisher
Seconded by Director Repen

2016-7-16 "That the Regional District of Bulkley-Nechako Board of Directors approve Development Variance Permit A-04-16 for Lot A, Section 25, Township 5, Range 5, Coast District, Plan 11637 and; Remainder SW ¼ Section 25, Township 5, Range 5, Coast District, Except Plans 1157, 4162, 4838, 6883 and 9207 and except Parcel A (See H16760) by reducing the minimum parcel size to 1.5 ha. from 16 ha to allow proposed Lot 1 and reducing the minimum parcel size to 2.0 ha. from 16 ha. To allow proposed Lot 2."

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

DEVELOPMENT VARIANCE PERMIT APPLICATION (CONT'D)

Chair Miller called for comments from the gallery.

Wade Lubbers, Site Manager, 7561466 Canada Inc, Jollymore Road stated that the intention of the property owner is to close the road right of ways for the benefit of agriculture. The property is used for hay crops and livestock herds. Mark Rossmaan, HBH Land Surveying Inc. commented that the existing road right of ways are land locked and to access them would require trespassing on private land.

Jason Llewellyn, Director of Planning explained that the property owner is wishing to complete a boundary adjustment and provide access to the parcels using a legal parcel that functions as road. This can be allowed with approval from the Subdivision Approving Officer. Mr. Llewellyn provided an overview of the need for a Development Variance Permit.

Mr. Llewellyn referenced the letter in the RDBN Supplementary Agenda from Patricia Jean Bekar and the concerns brought forward in regard to access to their property. Discussion took place in regard to the private driveway through Crown Land from Babine Lake Road.

Director Bachrach spoke to concerns in regard to the future ownership of the parcels of land and the potential for the area to become a gated community.

Mr. Llewellyn mentioned that the property owner had made an application to the Ministry of Transportation and Infrastructure to close the private roads on the property. The MoTI did not support that road closure because of the concerns raised by area residents.

Marc Bekar, property owner of the adjacent property to 75464466 Canada Inc. property on Jollymore Road noted his concerns in regard to the removal of the legal access.

Development Variance Permit Moved by Director Fisher
A-05-16 7561466 Canada Inc. Seconded by Director Repen
Jollymore Road, Smithers
Electoral Area "A"

2016-7-17

"That the Regional District of Bulkley-Nechako Board of Directors:
 1. Approve Development Variance Permit A-05-16 for the subject properties to vary Regional District of Bulkley-Nechako Zoning Bylaw No. 700 by reducing the minimum parcel size from 16 ha. to 8 ha. and;
 2. Direct staff to ask the Provincial Subdivision Approving Officer to consider the impact of gates restricting emergency access to the lands served by the proposed private road, and determine the appropriate steps necessary to address the issue; and further, that a letter be sent to the Ministry of Transportation and Infrastructure requesting that current road right of ways not be closed in the future."

Moved by Director Bachrach
 Seconded by Director Greenaway

2016-7-18

"That the Regional District of Bulkley-Nechako defer Motion 2016-7-17 Development Variance Permit A-05-16 7516466 Canada Inc. Jollymore Road, Smithers, Electoral Area "A"

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

DEVELOPMENT VARIANCE PERMIT APPLICATION (CONT'D)

Chair Miller called for comments from the gallery.

Development Variance Permit
G-01-16 Paul Schwarz
48150 Axe Road, Granisle
Electoral Area "G"

Moved by Director Newell
 Seconded by Director Repen

2016-7-19

"That the Regional District of Bulkley-Nechako Board of Directors approve Development Variance Permit G-01-16 for the property located at 48150 Axe Road to vary Section 9.06 (1) (b) of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to reduce the north side parcel line setback from 1.5 metres (5 ft.) to 0.9 metres (3 ft.) for a garage built in general compliance with Schedule A of the permit."

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

Floodplain Exemption

Floodplain Exemption
Application A-07-16
Laura and Jason Schreiber
12852 Eagle Road, Telkwa
Electoral Area "A"

Moved by Director Fisher
 Seconded by Director Repen

2016-7-20

"That Regional District of Bulkley-Nechako Board of Directors:

1. Approve the site specific exemption from Section 6.1.1 of the Floodplain Management Bylaw to reduce the Flood Construction Level of the Telkwa River from 3.0 metres (9.8 ft.) to 1.48 metres (4.8 ft.) for the proposed residence as shown in the Site Plan attached to the staff report, subject to the following conditions:

- a. Registration of a Covenant under Section 2913 of the *Land Title Act* on title of the subject property which requires the land be used in accordance with the report prepared by Bill Cheug, P.Eng McElhanney Consulting Services Ltd. dated May 13, 2016, and contains a "save harmless" clause, to the satisfaction of the Director of Planning.
- b. Direct that a Building Permit not be issued until the property owner has registered a Covenant under Section 219 of the *Land Title Act* on title of the subject property which requires that the land be used in accordance with the report prepared by Bill Cheug, P.Eng McElhanney Consulting Services Ltd. dated May 13, 2016, and contains a "save harmless" clause, to the satisfaction of the Director of Planning."

(All/Directors/Majority) CARRIED UNANIMOUSLY

BYLAW FOR FIRST, SECOND AND THIRD READING

Floodplain Management
Amendments Bylaw 1771

Moved by Director Bachrach
Seconded by Director MacDougall

2016-7-21

"That "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016 be given first, second and third reading this 26th day of May, 2016."

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

BYLAW FOR THIRD READING

Rezoning and OCP
Amendment File No. A-06-14
Bylaws 1712 & 1768
West-End Ventures Inc. (Bruintjes)
– Electoral Area "A"

Moved by Director Fisher
Seconded by Director Bachrach

2016-7-22

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Report of the Public Hearing for "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016", and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016".
2. That "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be given third reading this 26th day of May, 2016."

Moved by Director Bachrach
Seconded by Director Thiessen

2016-7-23

"That Motion 2016-7-22 be amended such that:

Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712 be amended as follows:

1. Contracting

"...: assembly of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of ~~twenty-five percent~~ ten percent of the Gross Floor Area of the Structure(s) used for Contracting;..."

Opposed: Director Parker CARRIED
 Director Repen

(All/Directors/Majority)

"That the question be called on Motion 2016-7-22 as amended.

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Bachrach spoke of the Town of Smithers concerns in regard to the development of businesses outside the Town of Smithers boundaries and the desire to restrict retail outside of the downtown core. Jason Llewellyn, Director of Planning spoke to the amendment of a bylaw.

Break for lunch at 12:42 p.m.

Reconvened at 1:19 p.m.

Prairie Village Land Use
 Inventory

Moved by Director Bachrach
 Seconded by Director Fisher

2016-7-24

"That the Regional District of Bulkley-Nechako Board of Directors authorize the Planning Department's summer student (Marli Bodhi) to enter onto Prairie Village properties as an RDBN employee to inspect and determine whether the zoning bylaw regulations and requirements are being met."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OTHER (All Directors)

Planning Department Enquires
 Report – April, 2016

Moved by Director MacDougall
 Seconded by Director Repen

2016-7-25

"That the Regional District of Bulkley-Nechako Board of Directors receive the Planning Department Enquiries Report – April, 2016 as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Planning Department Action
 List – April, 2016

Moved by Director Thiessen
 Seconded by Director Greenaway

2016-7-26

"That the Regional District of Bulkley-Nechako Board of Directors receive the Action List – April, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Building Inspector's
 Report – April, 2016

Moved by Director Repen
 Seconded by Director Fisher

2016-7-27

"That the Regional District of Bulkley-Nechako Board of Directors receive the Building Inspector's Report - April, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Coastal Gaslink Pipeline
 Project RE: CGP Project
 Receives all Remaining BC
 Oil and Gas Commission
 Construction Permits
 May 5, 2016

Moved by Director Newell
 Seconded by Director Strimbold

2016-7-28

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence titled "Coastal Gaslink Pipeline Project RE: CGP Project Receives All Remaining BC Oil and Gas Commission Construction Permits May 5, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Director Newell – Update

Director Newell attended the following:

- o BC Broadband Conference on May 3-4, 2016 in Vancouver, B.C. – A report to follow;
- o BC Transit Meeting;
- o Minerals North – very well done;
- o Nechako White Sturgeon Recovery Initiative and the juvenile sturgeon release - May 13, 2016.

Minerals North

Director Repen noted that Minerals North was very good and that working with Smithers to host Minerals North was a good partnership.

Chair Update

Chair Miller mentioned that the Department Head meetings are continuing weekly with Melany de Weerd, Acting CAO calling into the meetings.

Chair Miller commented that today is Hans Berndorff, Financial Administrator's last meeting prior to vacation and retirement in August, 2016.

Receipt of Verbal Reports

Moved by Director Benedict
 Seconded by Director Greenaway

2016-7-29

"That the verbal reports of the various Regional District of Bulkley-Nechako Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence

Moved by Director MacDougall
 Seconded by Director Brien

2016-7-30

"That the Regional District of Bulkley-Nechako Board of Directors receive the following correspondence:

- Ministry of Transportation and Infrastructure - Colleymount Road;
- John Rustad, MLA (Nechako Lakes) - Colleymount Road;
- Pacific Trail Pipeline Project – Community and First Nations Advisor Randall Sweet;
- BC Assessment - UBCM 2016 Convention - Meeting Invitation;
- BC Emergency Health Services – British Columbia's Community Paramedicine Initiative;
- District of Kitimat Letter to Premier Christy Clark - C.O.R.E.Y. Motorcycle Safety GLP-M;
- Royal BC Museum - *Environmental Stewardship Project: Peace Region Expedition and Community Engagement (P.E.A.C.E.)*;
- British Columbia Professional Fire Fighters Association
 - Support for Advertisement in Magazine;
- Auditor General for Local Government - City of Revelstoke Performance Audit;
- City of Cranbrook - Resolution re: Fort McMurray;
- Ministry of Forests, Lands and Natural Resources
 - Snow Survey and Water Supply Bulletin - May 1, 2016;

ADMINISTRATION CORRESPONDENCE (CONT'D)

- Ministry of Forests, Lands and Natural Resource Operations/BC Wildfire Service - Burning Will be Restricted in Prince George Fire Centre;
- RoadSafety BC - BC Community Road Safety Survey;
- New Gold Blackwater Project – Spring 2016;
- Northern Health – News Release – Northern Health Child Health Consultation Engagement Opportunities Beginning May 19, 2016;
- Northern Health – Northern Health Board Unveils 2021 Strategic Plan;
- Union of B.C. Municipalities
 - 2016 Province-wide C2C Forum
 - Funding & Resources Update
 - Community Paramedicine Expands in BC
 - Advocacy for Infrastructure & Community Safety Costs
 - 2016 CEO Forum – Request for Topic Suggestions
 - 2016 Community Excellence Awards
 - Highlights of the April 13-15 Executive Meeting

INVITATIONS

- 2016 Resource Breakfast Series – September 27-30, 2016 – Victoria, B.C.;
- Implementing Community Sustainability Plans in BC – An Invitation to Participate in an Online Survey;
- The 14th Annual Premier's BC Natural Resources Forum – January 31-February 2, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Benedict noted concerns regarding the inability to meet with John Rustad, MLA Nechako Lakes in regard to the issues with Colleymount Road.

Director Repen referenced the correspondence from Northern Health – News Release – Northern Health Child Health Consultation Engagement Opportunities Beginning May 19, 2016 and the need to have youth involvement in the process. Director Benedict spoke of the challenges associated with children needing access to services and the need for mentors and support programs such as Big Brothers and Sisters. Agencies working independently of each other instead of in partnership with one another was also discussed.

FINANCIAL

Operating Accounts
-April, 2016

Moved by Director Repen
 Seconded by Director Parker

2016-7-31

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid April, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ACTION LISTS

Action Lists

Moved by Director MacDougall
 Seconded by Director Bachrach

2016-7-32

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Action Lists:

- February, 2016
- March, 2016
- April, 2016
- Action Items in Progress: Updated May 17, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BYLAW FOR FIRST, SECOND AND THIRD READING

No. 1772– RDBN Weed Control Extended Service Establishment Amendment

Moved by Director Liversidge
 Seconded by Director Newell

2016-7-33

"That "Regional District of Bulkley-Nechako Weed Control Extended Service Establishment Amendment Bylaw No. 1772, 2016" be given first, second and third reading this 26th day of May, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

No. 1773– Fort Fraser Community Hall Grant Local Service Establishment Amendment

Moved by Director Parker
 Seconded by Director Petersen

2016-7-34

"That "Fort Fraser Community Hall Grant Local Service Establishment Amendment Bylaw No. 1773, 2016" be given first, second and third reading this 26th day of May, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

No. 1774– Fort Fraser Cemetery Local Service Establishment Amendment

Moved by Director Parker
 Seconded by Director Greenaway

2016-7-35

"That "Fort Fraser Cemetery Local Service Establishment Amendment Bylaw No. 1774, 2016" be given first, second and third reading this 26th day of May, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

No. 1775– Electoral Area "D" (Fraser Lake Rural) Library Local Service Establishment Amendment

Moved by Director Parker
 Seconded by Director Greenaway

2016-7-36

"That "Electoral Area "D" (Fraser Lake Rural) Library Local Service Establishment Amendment Bylaw No. 1775, 2016" be given first, second and third reading this 26th day of May, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BYLAW FOR FIRST, SECOND, THIRD READING (CONT'D)

Director Bachrach removed himself from the meeting at 1:39 p.m. due to his wife being on the Smithers and Area Victim Services Board of Directors.

No. 1776 Smithers and Area
Victims' Services Service
Establishment

Moved by Director Fisher
Seconded by Director Repen

2016-7-37

"That "Smithers and Area Victims' Services Service Establishment Bylaw No. 1776, 2016" be given first, second and third reading this 26th day of May, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Bachrach returned to the meeting at 1:40 p.m.

No. 1777 Fort Fraser Fire
Protection Local Service
Establishment Amendment

Moved by Director Parker
Seconded by Director Brienen

2016-7-38

"That "Fort Fraser Fire Protection Local Service Establishment Amendment Bylaw No. 1777, 2016" be given first, second and third reading this 26th day of May, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**BYLAW FOR FIRST, SECOND, THIRD READING
AND ADOPTION**

No. 1778- RDBN Officers
Amendment

Moved by Director MacDougall
Seconded by Director Benedict

2016-7-39

"That "Regional District of Bulkley-Nechako Officers Amendment Bylaw No. 1778, 2016" be given first, second, third reading and adoption this 26th day of May, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

READING FILE

Reading File

Moved by Director Strimbold
Seconded by Director Benedict

2016-7-40

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Reading File:

CORRESPONDENCE:

- BC Chamber of Commerce – Insight Newsletter
 - May 17, 2016
 - April 26, 2016;
- BC Healthy Communities – May 2016 eNews;

READING FILE (CONT'D)

CORRESPONDENCE (CONT'D)

-CAO/CEO Forum – March 30, 2016 – Victoria, B.C. PowerPoint Presentations:

- Agriculture Land Commission – BC's Agricultural Land Commission
- Auditor General for Local Government – Update 2016-2017 – Gordon Ruth, FCPA, FCGA
- BCIMC – Pension Perspectives: The Challenge of Fixed Income
- Emergency Management BC – Fire Safety Act Playbook – Training Standard Emergency Program Act – Gordon Anderson, Fire Commissioner, EMBC
- Metro Vancouver Services and Solutions for a Livable Region – Regional Prosperity Initiative – Carol Mason, Commissioner/CAO, Metro Vancouver
- National Bank Financial Markets – Global Geopolitical Overview Angelo Katsoras, Geopolitical Analyst
- MMBC Program Update – Allen Langdon, Managing Director
- Municipal Finance Authority of BC – Local Governments in the 21st Century: What are the Funding Options?
- Young Anderson Barristers & Solicitors – Do BC Local Governments Need an Integrity Commissioner?

-Clean Energy Canada – Clean Energy Review:

- May 16, 2016 – Into the Heart of the Clean Energy Industry
- May 12, 2016 – Don't Miss Us Live in Ottawa
- May 2, 2016 – Will the Transition Include Canada's Indigenous?

-Federation of Canadian Municipalities – Prime Minister Trudeau To Deliver Keynote Address at FCM Conference in Winnipeg;

-Federation of Canadian Municipalities – 2016 Annual Conference Don't Miss Out!

-Federation of Canadian Municipalities – Alberta Fire Appeal;

-Federation of Canadian Municipalities – More on the New Federal Infrastructure Plans;

-Federation of Canadian Municipalities – Government of Canada Announces New Rail Safety Measures;

-Federation of Canadian Municipalities – President's Corner Update;

-Federation of Canadian Municipalities – Nominations to FCM's Board of Directors;

-Federation of Canadian Municipalities - FCM News

Week of:

- May 9, 2016
- May 2, 2016
- April 25, 2016
- April 18, 2016;

-Institute of Public Administration of Canada – Job Opportunities;

-Ministry of Forests, Lands and Natural Resource Operations – Update From the Minister – April 2016;

READING FILE (CONT'D)

CORRESPONDENCE (CONT'D)

- Ministry of Lands and Natural Resource Operations – Information Bulletin – April 29, 2016 – Ecosystem Restoration Burns Set For Omineca Region;
- Nechako Reservoir Update - Flow Facts:
 - May 11, 2016
 - April 28, 2016;
- New Gold Blackwater Project – Spring 2016 Newsletter;
- Northern BC Tourism – May2016 News from Northern BC Tourism;
- Northern Development Initiative Trust – Building a Stronger North Newsletter – April 2016 – Revised;
- Northern Health News Releases: - April 22, 2016 – Houston Kindergarten Health Fair;
- Northern Health – Chief Medical Health Officer's Health Status Report on Child Health;
- Northern Health – Healthier Northern Communities ebrief
- Resource Works Newsletter:
 - May 10, 2016 – She Talks Resources: A Lucky Friday the 13
 - May 3, 2016 – 2016 BC Forest Fires: 98% Caused by Humans
 - April 28, 2016 – Dr. Keith Beckett Joins Resource Works
 - April 26, 2016 – Is this the future of clean power?
 - April 21, 2016 – LNG Beats IE in Northeast BC;
- RoadSafetyBC – BC Communities Road Safety Survey- December, 2015;
- Social Planning & Research Council of British Columbia – Access Awareness Day – June 4, 2016 – Building Accessibility/Creating Community;
- Union of British Columbia Municipalities – UBCM Minutes of 112th Convention – Vancouver – September 21-25, 2015.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

CORRESPONDENCE

UBCM – 2016/17 (Spring)
Regional Community to
Community Forum – Approval
in Principle

Moved by Director Bachrach
Seconded by Director Repen

2016-7-41

“That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from the Union of B.C. Municipalities – 2016/17 (Spring) Regional Community to Community Forum – Approval in Principle.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Patricia Jean Bekar Re:
DVP A-05-16 7561466
Canada Inc. (HBH),
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Liversidge

2016-7-42

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from Patricia Jean Bekar Re: DVP A-05-16 7561466 Canada Inc. (HBH) Electoral Area "A"."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Replacement Hydrotechnical
Assessment for 12852 Eagle
Road RE: Floodplain Exemption
A-07-16, Electoral Area A

Moved by Director Fisher
Seconded by Director Bachrach

2016-7-43

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence titled "Replacement Hydrotechnical Assessment for 12852 Eagle Road Re: Floodplain Exemption A-07-16 Electoral Area "A"."

(All/Directors/Majority) CARRIED UNANIMOUSLY

MEMO

Re: Covenant No. L16682
& No. K17309 Release
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Brienon

2016-7-44

"That the Regional District of Bulkley-Nechako Board of Directors authorize the Board Chair to sign the documents necessary to release Covenant No. K17389 and L16682."

(All/Directors/Majority) CARRIED UNANIMOUSLY

NEW BUSINESS

Equity Mine

Director Newell requested information in regard to Equity Mine and its emergency planning. Deborah Jones-Middleton, Protective Services Manager mentioned that she had been invited by Equity Mine to attend a meeting in regard to its emergency plan.

Hans Berndorff, Financial
Administrator

Director Bachrach thanked Hans Berndorff, Financial Administrator for his hard work and years of service at the RDBN and wished him well in his retirement. The Regional Board gave a round of applause.

**SPECIAL IN-CAMERA
MEETING MOTION**

Moved by Director Parker
Seconded by Director Greenaway

2016-7-45

"In accordance with Section 90 (1)(i) of the *Community Charter*- it is the opinion of the Board of Directors that matters pertaining to Section 90 (1)(i) – the receipt of advice that is subject to solicitor client privilege, including communications necessary for the purpose (Fire Safety Act) must be closed to the public therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Bachrach
Seconded by Director Parker

2016-7-46

"That the meeting be adjourned at 1:45 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**SPECIAL MEETING NO. 8****Thursday, June 9, 2016**

PRESENT:

Chair	Bill Miller
Directors	Taylor Bachrach Eileen Benedict Mark Fisher Tom Greenaway Dwayne Lindstrom – left at 12:10 p.m. Rob Newell Mark Parker – left at left at 12:13 p.m. Jerry Petersen Darcy Repen Luke Strimbold
Directors Absent	Shane Brienen, District of Houston Thomas Liversidge, Village of Granisle Rob MacDougall, District of Fort St. James Gerry Thiessen, District of Vanderhoof
Alternate Directors	Brenda Gouglas, District of Fort St. James Linda McGuire, Village of Granisle Dawn Potvin, District of Houston
Staff	Cheryl Anderson, Manager of Administrative Services Hans Berndorff, Financial Administrator Jason Llewellyn, Director of Planning Wendy Wainwright, Executive Assistant
Other	Colin Bruintjes, Smithers

CALL TO ORDER

Chair Miller called the meeting to order at 11:22 p.m.

MOTION TO HOLD SPECIAL BOARD MEETINGMoved by Director McGuire
Seconded by Director Greenaway**2016-8-1**"In accordance with Section 220 of the *Local Government Act*, the Regional District of Bulkley-Nechako Board of Directors calls a Special Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**AGENDA**Moved by Director Benedict
Seconded by Alternate Director Potvin**2016-8-2**

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of June 9, 2016 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Rezoning and OCP
Amendment File No. A-06-14
Bylaws 1712 & 1768
West-End Ventures Inc. (Bruitjes)
Electoral Area "A"

Moved by Director Bachrach
Seconded by Director Greenaway

2016-8-3

1. "That second and third reading for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be rescinded.
2. That the amended version of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" attached to the staff report dated May 31, 2016 from the Director of Planning, be given second reading this 9th day of June, 2016, and subsequently be taken to public hearing.
3. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be held and delegated to the Director or Alternate Director for Electoral Area A."

(Participants/Directors/Majority) DEFEATED

Director Fisher noted that Colin Bruitjes, West-End Ventures Inc., was in the gallery and wished to address the Board.

Mr. Bruitjes discussed:

- West-End Ventures Inc.'s decision to purchase the property for the proposed uses;
- The process that lead to the allowance of an area equal to twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting to be used for the sale of products or materials associated with the Contracting service;
- The land use and zoning around the subject property;
- The unfairness of raising concerns and amending the bylaw after 1st and 2nd reading and the public hearing;
- The properties throughout the RDBN that the amendment would affect.

The Regional District Board discussed:

- The impact of the bylaw on the rural areas.
- The impact of the bylaw on the Town of Smithers;
- The impacts associated with discouraging this type of development in the region
- The need to hold a 2nd public hearing regardless of whether the bylaw remains amended.

REPORTS (CONT'D)

Moved by Director Bachrach
Seconded by Director McGuire

2016-8-4

1. "That first and second reading be given this 9th day of June, 2016 for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" including the following Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712 read as follows:

1. Contracting

"...: assembly of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting;..."; and subsequently be taken to public hearing.

2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be held and delegated to the Director or Alternate Director for Electoral Area A"

3. That the applicant be required to provide a Section 219 Covenant restricting retail on their property to ten percent of the Gross Floor Area used for contracting."

Moved by Director Bachrach
Seconded by Director Repen

2016-8-5

"That the Regional District of Bulkley-Nechako Board of Directors defer the issue to staff to meet the needs of the Regional Board."

(Participants/Directors/Majority) **DEFEATED**

"That the question be called on Motion 2016-8-4."

(Participants/Directors/Majority) **DEFEATED**

Discussion took place regarding the drafting of two definitions for "Contracting" in "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016."

Rezoning and OCP
Amendment File No. A-06-14
Bylaws 1712 & 1768
West-End Ventures Inc. (Bruintes)
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2016-8-6

1. "That third reading for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be rescinded this 9th day of June, 2016; and that the bylaw as read at 2nd reading be taken to public hearing.

3. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be held and delegated to the Director or Alternate Director for Electoral Area A."

Opposed: Director Bachrach **CARRIED**

(Participants/Directors/Majority)

**SPECIAL IN-CAMERA
MEETING**

Moved by Director Bachrach
Seconded by Director Strimbald

2016-8-7

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(a) – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality (Chief Financial Officer Replacement) must be closed to the public therefore exercise their option of excluding the public for this meeting.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Bachrach
Seconded by Director Repen

2016-8-8

“That the meeting be adjourned at 12:49 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

AGRICULTURE COMMITTEE MEETING
(Committee of the Whole)

Thursday, May 26, 2016

PRESENT: Chair Mark Parker

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
Tom Greenaway
Mark Fisher
Thomas Liversidge
Rob MacDougall
Bill Miller
Rob Newell
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Director Absent Dwayne Lindstrom, Village of Fraser Lake

Staff Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Deborah Jones-Middleton, Protective Services Manager
– arrived at 10:53 a.m.
Jason Llewellyn, Director of Planning
Jennifer MacIntyre, Planner 1
Maria Sandberg, Planner
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

Others Marc Bekar, Smithers – arrived at 10:46 a.m.
Claudette Gouger, New Gold Blackwater Project – arrived at 10:42 a.m.
Kim Grout, Chief Executive Officer, Agriculture Land Commission
Frank Leonard, Chair, Agriculture Land Commission
Wade Lubbers, Smithers – arrived at 10:46 a.m.
Dave Merz, Vice-Chair, North Panel, Agriculture Land Commission
Mark Rossman, Smithers – arrived at 10:46 a.m.

Media Flavio Nienow, LD News – arrived at 10:41 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 10:07 a.m.

AGENDA

Moved by Director Greenaway
Seconded by Director Miller

AG.2016-5-1

"That the Agriculture Committee Meeting Agenda of May 26, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Agriculture Committee
Meeting Minutes
-April 28, 2016

Moved by Director Benedict
 Seconded by Director MacDougall

AG.2016-5-2

"That the minutes of the Agriculture Committee meeting of April 28, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

AGRICULTURAL LAND COMMISSION – Frank Leonard, Chair; Dave Merz, Vice-Chair, North Panel; Kim Grout, Chief Executive Officer RE: Presentation

Chair Parker welcomed Frank Leonard, Chair, Dave Merz, Vice-Chair, North Panel and Kim Grout, Chief Executive Officer, Agricultural Land Commission.

Mr. Leonard provided a brief history of his background. He worked in local government for 28 years and was a business owner and operated a tire shop. He also teaches a Small Business course in Victoria. He mentioned that Ms. Grout was named Chief Executive Officer of the Agricultural Land Commission in December, 2015. Ms. Grout has a farming background and a degree in Agrology and has also worked in local government.

Mr. Leonard and Ms. Grout provided a PowerPoint Presentation.

Agricultural Land Commission (ALC)

- ALC is an Independent administrative tribunal;
- Carries out mandate set out in *ALC Act*;
- Interprets & applies the legislation written by gov't.

Sec. 6 Purpose of the ALC Act

- Preserve agricultural land;
- Encourage farming on agricultural land in collaboration with other communities of interest;
- Encourage local governments, First Nations, the government & its agents to enable & accommodate farm use of agricultural land & uses compatible with agriculture in their plans, bylaws & policies.

The ALR – It's A Finite Resource in BC

- **What's Out?** – 95% of the land base;
- **What's In?** – 5% of the land base;
- **Total Area:**
 - ALR +/- 4.6 million ha.
 - BC +/- 94.0 million ha.

The ALR in BC

- Land Area of B.C. - 100%;
- Agricultural Land Reserve (ALR) – 5%;
- Land in ALR Suitable for a range of crops – 2.7%;
- Prime agricultural land in ALR – 1.1%.

DELEGATION (CONT'D)

AGRICULTURAL LAND COMMISSION – Frank Leonard, Chair; Dave Merz, Vice-Chair, North Panel; Kim Grout, Chief Executive Officer RE: Presentation (CONT'D)

ALR Area by Region

Region	ALR Area (hectares)	Percent ALR Area
Okanagan	224,977	5%
Island	116,207	2%
South Coast	148,207	3%
Interior	1,528,968	33%
Kootenay	392,557	8%
North	2,210,783	49%
Total	4,621,699	100%

Bill 24 – ALC Act Changes

- September 5, 2014 – Came into force;
- Split ALR into two zones (Zone 1 and Zone 2);
- Legislated 6 independent panels;
- Role of the Chair defined;
- Section 4.3 new considerations in zone 2 (economic, cultural and social values).

Zone 1 and Zone 2 Panels

- **Zone 1:**
 - South Coast;
 - Island; &
 - Okanagan.
- **Zone 2:**
 - Kootenays;
 - Interior; &
 - North.

Section 4.3 of the ALC Act

- When exercising a power under this Act in relation to land located in Zone 2, the commission must consider all of the following, in descending order of priority:
 - (a) the purposes set out in Section 6;
 - (b) economic, cultural and social values;
 - (c) regional and community planning objectives;
 - (d) other prescribed considerations.

ALC Governance Model

Chair

- North Panel;
- Interior Panel;
- Kootney Panel;
- Okanagan Panel;
- South Coast Panel;
- Island Panel.

Full Commission = 19 members;

6 Regional Panels = 1 Vice Chair + 2 Commissioners;

Executive Committee = Chair + 6 Vice Chairs;

Chair.

DELEGATION (CONT'D)

AGRICULTURAL LAND COMMISSION – Frank Leonard, Chair; Dave Merz, Vice-Chair, North Panel; Kim Grout, Chief Executive Officer RE: Presentation (CONT'D)

Chair Oversight – Application Process

Refers all applications:

- Region Panel;
- Executive Committee (EC);

Reviews all panel decisions (within 60 days)

- Re affirms decision;
- Directs EC to reconsider.

Chair Oversight

- Authority to refer a particular application to the Executive Committee within 60 days of a decision for reconsideration:
 - If believes may not fulfill the purpose of Section 6;
 - Does not adequately take into consideration the considerations set out in Section 4.3.

Executive Committee

- Chair and six Vice Chairs;
- Responsible for:
 - deciding applications referred by the Chair;
 - deciding applications referred by a regional panel;
 - making reconsideration determinations;
 - exercising any other functions delegated by the Commission (i.e. annual reporting).

The Full Commission

- Develop policies governing the Commission, pass resolutions and bylaws re: conduct of its affairs;
- Recommend legislative or regulatory changes to Gov't;
- Determine ALR boundary;
- Ensure local government land use planning is compatible with agricultural use of ALR;
- Develop policy that encourages agriculture.

ALR Regulation Changes

- Government amended the regulations in 2015;
- Amendments include:
 - Medical marihuana production permitted;
 - Farm retail & processing permitted by a Co-operative Association;
 - Breweries, distilleries and meaderies permitted provided the 50% farm product input;
 - Able to lease a portion of a farm for farm purposes.

Local Government Partners

- Local governments, regional and municipal, are partners in agricultural land preservation;
- First step in application process;
- Adopt supportive land use plans, policy, and bylaws;
- Work together to achieve compliance.

75% of the ALR is under local government jurisdiction.

DELEGATION (CONT'D)

AGRICULTURAL LAND COMMISSION – Frank Leonard, Chair; Dave Merz, Vice-Chair, North Panel; Kim Grout, Chief Executive Officer RE: Presentation (CONT'D)

2016/2017 Budget Lift

- \$1.1M (33%) base-budget increase to better support:
 - regional panel decision making process;
 - planning work with local governments;
 - compliance and enforcement.

Fee Changes – effective April 1

- **Application Fees:**
 - Zone 1 - \$1,500 (LG portion \$300);
 - Zone 2 - \$900 (LG portion \$300);
- **New Service fees for approved applications:**
 - Document review fees: \$150 per document;
 - Site Inspection fees: \$350 per inspection;
 - Monitoring fees: \$500 - \$2,000 annually.

ALC Performance Targets

- Making decisions within 60 business days;
- Refund of ALC fee portion after 90 business days;
- Developing comprehensive compliance and enforcement approach;
- Increasing engagement with local & regional governments & annual survey;
- Annual client survey.

Mr. Leonard noted that he would be willing to return to the region to meet with stakeholders and or interested parties in regard to agriculture and the ALC.

Discussion took place regarding the addition of six officers plus administration support to the ALC. The ALC is currently working on providing compliance officers throughout the province and not just in the Lower Mainland. Mr. Leonard spoke of the ALC working with local government and improving relationships to improve and encourage agriculture.

Chair Parker brought forward the issue in regard to planting trees on agricultural land by foreign companies to meet carbon offset initiatives. Mr. Leonard noted that the issue has been brought forward to the Minister of Agriculture. The ALC has recommended a legislative change to the provincial government in regard to planting trees on farm land and making it a non-farm use application process. Director Miller mentioned the importance of continuing to address the issue.

Mr. Leonard spoke to the process in which the ALC reviews the information it receives in regard to an ALC application. Mr. Leonard mentioned that the panels receive the report that is similar to what the Regional District reviews. They do not have a staff report attached but do receive a background historical report of the property: if there have been previous applications in regard to the property and past decisions made. Once the panel has made a decision and the Chair reviews the report he also reviews the local government reports. Ms. Grout noted that in her observations the panel is reviewing the applications and looking for board recommendations and an alignment with the local government Official Community Plans (OCP). She noted the interest by the ALC to become a part of the planning stages of local government OCP's and also with the Minister of Agriculture to create alliances and collaborate in regard to shared interests.

DELEGATION (CONT'D)

**AGRICULTURAL LAND COMMISSION – Frank Leonard, Chair; Dave Merz, Vice-Chair,
North Panel; Kim Grout, Chief Executive Officer RE: Presentation (CONT'D)**

Director Miller spoke to the Bill 24 *Agricultural Land Commission Act* changes in regard to the split of the Agricultural Land Reserve (ALR) into two zones – Zone 1 and Zone 2 and the Section 4.3 new considerations in zone 2 including economic, cultural and social values. He noted that the economic, cultural and social values are not defined in the legislation. Ms. Grout commented that the panels are deliberating on all community objectives and plans and are wanting to make decisions in a collaborative manner to reserve, with preservation and long term vision, in line with the ALC focus. The ALC panels deliberate about the long term requirement under the *ALC Act* to preserve agriculture land, and is the continued priority recognizing there is community needs and objectives that come secondary to preserving agriculture. There is not a prescribed procedure or definition in deliberation and consideration of the economic, cultural and social values. It is decided as a tribunal and in zone 2 they have to provide written consideration of those values wherein zone 1 they may deliberate in regard to the values but there is no written obligation to include it in the panel's decision.

Director Repen brought forward concerns in regard to the mandate of the ALC to develop policy that encourages agriculture and yet there is a lack of ALC staffing in the region to be able to assess and determine the development of agriculture in the province. He noted that it is challenging for farmers to be able to afford to be on the land base. Director Repen spoke to the need to investigate and support smaller lots and younger farmers in order to encourage farming. He also brought forward the need to investigate the soil values and potential land use to determine what best can be grown and sustained in the region to mitigate the need to import products. Mr. Leonard mentioned that there are concerns also with allowing smaller agricultural land parcels and that the panels have completed application site visits to assist in determining the best decision in regard to an application. Mr. Leonard spoke of the panels making the best decisions based on the preservation and promotion of agriculture throughout the region and province.

The ALC is meeting in the Fall of 2016 to discuss planning and policy moving forward including defining the role of the ALC in the province.

Director Thiessen spoke of concerns of individuals purchasing large parcels of agricultural land that was/is growing crops but the purchaser does not intend to use the property for agricultural purposes. There are also issues with agricultural businesses being developed outside of communities to avoid community taxation and zoning bylaws and then requesting services from the community once the business is established. Director Thiessen questioned how the ALC and the ALC Chair visualize its role and understanding of agricultural needs in the north along with encouraging and enhancing agriculture in the north.

Mr. Leonard commented that in the past decisions were made by individuals from around the province wherein now decisions are made for the north by the North Panel which consists of two individuals from the Peace Region and one from the north. In 2015, Mr. Leonard as ALC Chair reviewed two percent of the applications that the ALC received. In moving forward his vision is to have compliance staff and planners in the region with office hours interacting with local government staff and the public. Director Thiessen spoke to the importance of having ALC staff interact and engage with local government.

DELEGATION (CONT'D)

AGRICULTURAL LAND COMMISSION – Frank Leonard, Chair; Dave Merz, Vice-Chair, North Panel; Kim Grout, Chief Executive Officer RE: Presentation (CONT'D)

Chair Parker mentioned that when the ALC has its planning meetings the RDBN would be willing to provide a representative to provide input in moving forward. The recognition of the need to create a better staff to staff relationship between the ALC and local government is very important. He also spoke of the importance of Mr. Leonard and Ms. Grout spending time and touring the region to be able to get an assessment of the agricultural needs and wants of the region. Chair Parker noted that the RDBN Agriculture Committee could arrange a tour of the region.

Chair Parker thanked Mr. Leonard, Mr. Merz and Ms. Grout for attending the meeting.

ADJOURNMENT

Moved by Director Benedict
Seconded by Director Greenaway

AG.2016-5-3

"That the meeting be adjourned at 10:59 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

AGRICULTURE COMMITTEE MEETING
(Committee of the Whole)

Thursday, April 28, 2016

PRESENT: Chair Mark Parker

Directors Taylor Bachrach
 Eileen Benedict
 Shane Brien
 Tom Greenaway
 Mark Fisher
 Thomas Liversidge
 Rob MacDougall
 Bill Miller
 Rob Newell
 Jerry Petersen
 Darcy Repen
 Luke Strimbold
 Gerry Thiessen

Director Dwayne Lindstrom, Village of Fraser Lake
 Absent

Staff Cheryl Anderson, Manager of Administrative Services
 Hans Berndorff, Financial Administrator
 Corrine Swenson, Manager of Regional Economic Development
 Wendy Wainwright, Executive Assistant

CALL TO ORDER Chair Parker called the meeting to order at 2:15 p.m.

AGENDA Moved by Director Miller
 Seconded by Director Brien

AG.2016-4-1 "That the Agriculture Committee Meeting Agenda of April 28, 2016 be adopted."
 (All/Directors/Majority) **CARRIED UNANIMOUSLY**

MINUTES

Agriculture Committee Meeting Minutes -March 24, 2016 Moved by Director Petersen
 Seconded by Director MacDougall

AG.2016-4-2 "That the minutes of the Agriculture Committee meeting of March 24, 2016 be received."
 (All/Directors/Majority) **CARRIED UNANIMOUSLY**

REPORT

RDBN Agriculture Presentation Moved by Director Benedict
Seconded by Director Greenaway

AG.2016-4-3 "That the Agriculture Committee receive the Manager of Administrative Services' April 19, 2016 memo titled "RDBN Agriculture Presentation."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Miller provided an overview of the RDBN Agriculture Presentation that Chair Parker, Director Fisher and he provided to the Northern Development Initiative Trust Board of Directors. The presentation was well received and NDI staff indicated support for agriculture throughout the region.

Director MacDougall mentioned that as a member of the NDIT Board of Directors there was further discussion and there will be action moving forward.

CORRESPONDENCE

PIBC Webinar – Climate Action Initiative – Climate Change & BC Agriculture: Regional Adaptation Strategies Moved by Director Miller
Seconded by Director Greenaway

AG.2016-4-4 "That the Agriculture Committee receive the correspondence titled "PIBC Webinar – Climate Action Initiative – Climate Change & BC Agriculture: Regional Adaptation Strategies" and examples "Cariboo Region" and "Peace Regions"."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chair Parker noted that there may be another opportunity in the future for funding for the RDBN to complete a study similar to the Cariboo and Peace Regions. Director MacDougall commented that there may be an opportunity for a collaborative approach with other industries such as forestry.

March 30, 2016 letter from Ministry of Environment -Water Sustainability Act

Moved by Director MacDougall
Seconded by Director Thiessen

AG.2016-4-5

"That the Agriculture Committee receive the March 30, 2016 letter from the Ministry of Environment titled "Water Sustainability Act."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chair Parker spoke of the letter from the Ministry of Environment indicating that they were going to hold teleconferences in regard to the *Water Sustainability Act* in April, 2016. He has contacted MoE to request a teleconference.

CORRESPONDENCE (CONT'D)

Concerns were brought forward in regard to how and if the *Water Sustainability Act* regulations will be enforced. Discussion took place regarding the importance of regional residents receiving accurate information from the Province.

Staff are currently working on a report for the Regional Board in regard to the *Water Sustainability Act* and regulations.

Director MacDougall noted that it would be beneficial to have a *Water Sustainability Act* panel discussion at the North Central Local Government Association Convention or the Union of B.C. Municipalities Conference in September, 2016.

NEW BUSINESS

Meeting with Frank Leonard,
Chair, Agriculture Land
Commission

Chair Parker reminded the Agriculture Committee that Frank Leonard, Chair, Agriculture Land Commission will be attending the RDBN Agriculture Committee Meeting May 26, 2016.

ADJOURNMENT

Moved by Director MacDougall
Seconded by Director Brien

AG.2016-4-6

"That the meeting be adjourned at 2:36 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, June 9, 2016**

PRESENT: Chairperson Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Mark Fisher
Tom Greenaway
Dwayne Lindstrom
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold

Directors Absent Shane Brienen, District of Houston
Thomas Liversidge, Village of Granisle
Rob MacDougall, District of Fort St. James
Gerry Thiessen, District of Vanderhoof

Alternate Directors Brenda Gouglas, District of Fort St. James
Linda McGuire, Village of Granisle
Dawn Potvin, District of Houston

Staff Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

Others Colin Bruintjes, Smithers
Christine Kinnie, Project Coordinator, Beyond the Market – left at 10:48 a.m.

Media Flavio Nienow, LD News – left at 10:59 a.m.

CALL TO ORDER

Chair Miller called the meeting to order at 10:33 a.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Alternate Director McGuire
Seconded by Director Greenaway**C.W.2016-6-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of June 9, 2016 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – May 12, 2016

Moved by Director Petersen
Seconded by Director Greenaway

C.W.2016-6-2

"That the Committee of the Whole meeting minutes of May 12, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

BEYOND THE MARKET – Christine Kinnie, Project Coordinator – RE: Update

Chair Miller welcomed Christine Kinnie, Project Coordinator, Beyond the Market.

Ms. Kinnie provided a PowerPoint Presentation.

Beyond the Market: The Farm Knowledge Network - 2015-2016 Annual Report

Background

- The Beyond the Market program was established in 2011 to address economic development challenges in the food and agriculture sector;
- The program was created in response to a demand for economic diversification in rural communities and renewed interest in local food systems;
- Guided by OBAC's (Omineca Beetle Action Coalition) agriculture strategy.

Goals 2015-2016

- To provide training and professional development opportunities to farm operators in the project region;
- To develop a central information network for regional agricultural contacts, publications, resources and tools and a mobile support library;
- To develop a model of financial self-sufficiency to support a community-run extension services network into the future.

Partners

- Community Futures Fraser Fort George;
- District of Fort St. James;
- Regional District of Kitimat-Stikine;
- Omineca Beetle Action Coalition (OBAC);
- Regional District of Fraser-Fort George;
- Regional District of Bulkley-Nechako.

Community Futures Fraser Fort George is the hosting organization:

In-kind Provisions

- Office, phone, equipment;
- Meeting rooms;
- Accounting, project management, and reporting systems;

Complementary Services:

- Business financing;
- Business coaching;
- Self-Employment Services;
- Conference & Meeting Facilities;
- Events & Workshops;
- Community Based Initiatives.

DELEGATION (CONT'D)

BEYOND THE MARKET – Christine Kinnie, Project Coordinator – RE: Update – (CONT'D)

Project Activities

Farm Client Coaching Sessions:

- 15 one-on-one formally documented sessions were held in 2015 – 2016;

Regional Agriculture Advisory Services:

- 22 documented sessions were held in 2015-2016;
- In addition, there were many activities related to the construction of a presentation of a provincial service proposal;

Networking and Outreach Events:

- 5th Anniversary Celebrations March, 2016 - Dunster, Prince George, Vanderhoof, Fort St. James and Smithers;
- Vanderhoof Trade Show, May, 2015;
- BC Food Systems Network Gathering, June, 2015, Prince George;

Training Events:

- **Simply Sheep** facilitated by Roma Tingle, June, 2015;
- **Get Ready to Grow** facilitated by Candace Appleby, September, 2015;
- **Technologies for the Small Farm Business** facilitated by Diandra Oliver, November, 2015;
- **The Cost of a Dozen Eggs** facilitated by Jillian Merrick;
- **DIY Science on the Farm** facilitated by Serena Black, February, 2016;
- **AgriFood Processors Business Planning** facilitated by Candace Appleby February, 2016;

Information and Communications Resources:

- **Mobile Farm Bookstore:**
 - Launched in May, 2014;
 - Contains over 100 titles related to farm techniques and management;

Website:

- **www.beyondthemarket.ca:**
 - All information from 2010-2016 archived on website;
 - Active calendar of agricultural-related events;
 - Blog;
- **Local Farm Directory:**
 - Directory of 113 local farms;

Newsletter and Facebook Page:

- Follow on Facebook!
- Sign up for the newsletter!

Project Administration

Current initiative much more efficient:

- Follows Community Futures fiscal year;
- Administrative reporting time reduction allows more time for front-line service;

Advisory Committee:

- Volunteer advisory committee met quarterly in 2015-2016;

Provincial Services Proposal:

- Encouraging the Province to launch a similar program province-wide.

Beyond the Market 2016-2017

- Current project is very similar to last two years, similar budget and work plan;
- This may be last year of the program, as OBAC's future is unsecured, and RDs are acutely aware of perceived downloading of Provincial Responsibility in this project;
- In addition to running the services, a strong provincial advocacy approach will continue.

DELEGATION (CONT'D)

BEYOND THE MARKET – Christine Kinnie, Project Coordinator – RE: Update – (CONT'D)

Director Parker asked when the release of the Land Lease Workbook that was created for the Ministry of Agriculture would be released for public viewing. Ms. Kinnie noted that she did not have a date but would post the information to the Beyond the Market website and newsletter as soon as it is provided.

Discussion took place regarding the collaboration of the RDBN Directory with the Local Farm Directory that Beyond the Market has created.

Chair Miller noted the importance of the Beyond the Market Program in the region.

Chair Miller thanked Ms. Kinnie for attending the meeting.

PRESENTATION – Corrine Swenson, Manager of Regional Economic Development – Bulkley-Nechako Discovery App.

-Rescheduled to a future meeting.

REPORTS

Closure of Huckleberry Mine Moved by Director Repen
Seconded by Director Parker

C.W.2016-6-3 "That the Committee of the Whole receive the Financial Administrator's May 31, 2016 memo titled "Closure of Huckleberry Mine."
(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place in regard to the impact of the potential care and maintenance and/or closure of Huckleberry Mine.

Protective Services Social Media Project Moved by Director Bachrach
Seconded by Director Newell

C.W.2016-6-4 "That the Committee of the Whole receive the Protective Services Manager's June 1, 2016 memo titled "Protective Services Social Media Project."
(All/Directors/Majority) CARRIED UNANIMOUSLY

CORRESPONDENCE

Civicinfo BC – Letter from Premier Christy Clark RE: 2016 UBCM Convention -Meeting Requests Moved by Director Newell
Seconded by Director Petersen

C.W.2016-6-5 "That the Committee of the Whole receive the correspondence from Civicinfo BC including the letter from Premier Christy Clark in regard to 2016 UBCM Convention – Meeting Requests."
(All/Directors/Majority) CARRIED UNANIMOUSLY

DISCUSSION ITEM

UBCM Convention Meeting Requests

The following 2016 UBCM Convention – Meeting Requests and Topics for discussion were brought forward:

- Minister of Health:
 - o Fort St. James Primary Care Clinic and Hospital;
- Minister of Transportation and Infrastructure:
 - o Colleymount Road;
- Minister of Community, Sport and Cultural Development:
 - o Provincial download:
 - Emergency Preparedness;
 - *New Fire Service Act*;
 - Dangerous goods transportation;
 - Dikes:
 - Discussion took place regarding communities within the RDBN that have been impacted by the responsibility and maintenance of dikes within their communities.
- Network BC
 - o Internet and cell phone connectivity.
- Minister of Agriculture:
 - o Tree planting agricultural land for carbon offsets;
 - o Foreign ownership of agricultural land;
 - o Support for Beyond the Market Program.

Chair Miller spoke of having a preplanning session in July, 2016 in regard to the 2016 UBCM Convention Minister Meetings and topics for discussion. Concerns were discussed regarding a number of Ministers being present at a 15 minute meeting time and not having separate meetings with each Minister.

Moved by Director Petersen
Seconded by Director Repen

C.W.2016-6-6

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako write a letter to the Premier's UBCM Meeting Request Coordinator in regard to having a number of Ministers present at one 15 minute meeting time to discuss various topics."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

CORRESPONDENCE

**Ministry of Community, Sport
and Cultural Development
and Minister Responsible for
TransLink – Appointments at
UBCM Convention**

Moved by Director Benedict
Seconded by Director Greenaway

C.W.2016-6-7

"That the Committee of the Whole receive the correspondence from the Ministry of Community, Sport and Cultural Development and Minister Responsible for TransLink – Appointments at UBCM Convention."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Alternate Director McGuire spoke of continued support in regard to the resolution being brought forward from NCLGA Convention to the UBCM Convention in regard to Unconditional Grant Funding to small municipalities.

Chair Miller also noted the importance of continuing to move forward in regard to the Northwest Resource Benefits Alliance.

**Nak'azdli Whut'en - Request
for Input RE: Geographical
Name Change Proposal**

Moved by Director Repen
Seconded by Director Bachrach

C.W.2016-6-8

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors write a letter of support to the Nak'azdli Whut'en in regard to its Request for Input RE: Geographical Name Change Proposal."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Reckitt Benckiser - Forest
Seedlings Available**

Moved by Director Parker
Seconded by Director Repen

C.W.2016-6-9

"That the Committee of the Whole receive the correspondence from Reckitt Benckiser – Forest Seedlings Available."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

There has been no formal communication or written commitment from Reckitt Benckiser to discontinue the planting of tree seedlings in the long term.

Director Strimbold requested that the information in regard to the available Forest Seedlings be forwarded to RDBN municipal Chief Administrative Officers to be forwarded to Community Forests.

Discussion took place regarding the possibility of Reckitt Benckiser working with companies completing major project right of ways to restore the region wherein the right of way is located.

NEW BUSINESS

Transportation Action
Plan Advisory group
-June 15, 2016 Prince George

Discussion took place regarding RDBN Board member attendance at the Transportation Action Plan Advisory Group on June 15, 2016 in Prince George, B.C. Director Bachrach will be attendance and Chair Miller may also attend.

ADJOURNMENT

Moved by Director Bachrach
Seconded by Alternate Director Gouglas

C.W.2016-6-10

"That the meeting be adjourned at 11:22 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, May 12, 2016****(Location: Vanderhoof Integris Credit Union Board Room)**

PRESENT:

Chairperson	Bill Miller
Directors	Taylor Bachrach Eileen Benedict Shane Brienens Mark Fisher Tom Greenaway Dwayne Lindstrom Thomas Liversidge Rob MacDougall Rob Newell – arrived at 10:36 a.m. Mark Parker Jerry Petersen Darcy Repen Luke Strimbold Gerry Thiessen
Staff	Cheryl Anderson, Manager of Administrative Services Corrine Swenson, Manager of Regional Economic Development Wendy Wainwright, Executive Assistant
Media	Vivian Chui, Omineca Express

CALL TO ORDER

Chair Miller called the meeting to order at 10:33 a.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Bachrach
Seconded by Director Greenaway**C.W.2016-5-1**

“That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of May 12, 2016 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**WELCOME**

Director Thiessen welcomed the Regional Board to Vanderhoof. He spoke of the Nechako White Sturgeon Recovery Initiative and the juvenile sturgeon release scheduled for tomorrow, May 13, 2016. He mentioned that a three metre sturgeon over 100 years old was captured recently. Due to weather trends spawning is three weeks early this year.

Director Thiessen spoke of the 15th Anniversary Northern Kitamaat Development Fund (NKDF) Celebration taking place tonight, May 12, 2016.

Also taking place is the 2016 Vanderhoof Chamber of Commerce Annual Trade Show on May 13-14, 2016.

WELCOME (CONT'D)

Director Thiessen mentioned that for those Directors spending the night in Vanderhoof that there is an excellent trail system along the Nechako River.

He noted that the District of Vanderhoof met with the Water Controller on May 11, 2016 in regard to the water levels in the Nechako Reservoir and River. The District of Vanderhoof is to determine the values on the Nechako River and will meet again with the Water Controller. Director Thiessen noted that future meetings will include representatives from all areas along the river from Ootsa Lake to Prince George.

MINUTES

Committee of the Whole
Minutes – April 14, 2016

Moved by Director MacDougall
 Seconded by Director Petersen

C.W.2016-5-2

“That the Committee of the Whole meeting minutes of April 14, 2016 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Community to Community
Forum

Discussion took place regarding the timeline for approval of the Union of B.C. Municipalities (UBCM) Community to Community Forum funding. Corrine Swenson, Manager of Regional Economic Development explained that the application will be submitted May 13, 2016 and UBCM staff have indicated that the approval process takes approximately two weeks. UBCM staff also conveyed that Community to Community Forum funding has been made available for a Fall intake in the past and that may occur in the Fall of 2016.

Director Strimbald mentioned that there is a First Nations Northern Caucus Meeting taking place in the beginning of June that will need to be considered.

Cheryl Anderson, Manager of Administrative Services provided an update in regard to the dates that the facilitator and presenter are available. The venue location for the forum was discussed. Staff have researched the availability of the Vineyard Church in Burns Lake which has a capacity of approximately 50 people and is available and the Island Gospel Fellowship Church.

Director Bachrach brought forward concerns in regard to the absence of complete cross regional engagement. He spoke of the Town of Smithers working directly with the Office of the Wet'suwet'en and Morice Town Band which is outside the RDBN and within the Regional District of Kitimat-Stikine boundary. The Office of the Wet'suwet'en utilizes a hereditary and political governance structure and the need to ensure that all representatives are invited to a Community to Community Forum was discussed.

REPORTS (CONT'D)

Discussion took place regarding the possibility of having sub-regional forums, one in the east and one of the west of the RDBN. Chair Miller spoke of the need for wide spread engagement throughout the entire RDBN. He noted that Highway 16 Transit and Spill Response are regional issues and thus the need for a regional forum.

Director Bachrach commented that the Town of Smithers can assist the RDBN in hosting the forum in their community.

Discussion took place regarding travel reimbursement as an eligible expense.

The need to bridge gaps and build relationships was discussed. Open dialogue provides an opportunity to create further discussion amongst stakeholders in the region.

Community to Community Forum

Moved by Director Strimbold
Seconded by Director Brienen

C.W.2016-5-3

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve the RDBN hosting a Community to Community Forum in Smithers; and further, that a date be scheduled June 7-10, 2016 or alternatively June 13-24, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community to Community Forum Agenda

Highway 16 Transit

- Staff contact Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs Division, Ministry of Transportation and Infrastructure to determine Ministry Staff attendance;
- Ministry staff have indicated willingness to attend;
- Speak to the Five Point Action Plan brought forward by the province.

Spill Response

- Staff will contact Jason Bosscher, Environmental Emergency Response Officer, Smithers.

Town of Smithers and Office of the Wet'suwet'en Collaboration Project

- Director Bachrach will provide a presentation in regard to the project that the Town of Smithers and Office of the Wet'suwet'en are currently moving forward.

Facilitator

- Dan George, Four Directions Management Services Ltd.
- Staff will contact to confirm date.

REPORTS (CONT'D)

Deliverables

- Discussion took place regarding the development of a Memorandum of Understanding between the Regional District and First Nations in regard to transit;
- BC Transit engagement in the discussion of a MOU.

Director Bachrach commented that the Town of Smithers will assist with the venue and catering.

Community to Community Forum Budget

Discussion took place regarding the 2012 Regional Opportunities Gathering budget and the mileage coverage.

Moved by Director Repen
 Seconded by Director Bachrach

C.W.2016-5-4

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors authorize funds for mileage for one vehicle per First Nations Community; and further, that an honorarium be provided to the First Nations communities in attendance wherein budget funds remain."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Social Media Targeted Marketing Campaign

Moved by Director Repen
 Seconded by Director Newell

C.W.2016-5-5

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve accessing \$1,500 of the 2016 Regional Economic Development Marketing Budget for a Facebook Marketing campaign."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Repen spoke to the information he provided to the Manager of Regional Economic Development in regard to the memo titled "Social Media Targeted Marketing Campaign" and the benefits of completing a Facebook Social Media Targeted Marketing Campaign.

Director Newell noted he attended the BC Broadband Conference recently and he voiced concerns regarding the lack of adequate broadband internet download and upload speeds in the region in comparison to the rest of the province. It is extremely important to increase broadband width in the region to assist potential growth and development. Director Bachrach commented that Smithers and Telkwa recently received fibre optic to the home upgrades.

Concerns were brought forward in regard to the impact to quarter section farm land with growth and development. The expectation of services that individuals moving to the region often have when moving from larger centres was also discussed. In the future it may be possible to target other areas such as farm land and farming in regard to a marketing campaign.

REPORTS (CONT'D)

Discussion took place regarding the use of Facebook as a trial social media site and the possibility of using other resources in the future. Director Thiessen mentioned that the District of Vanderhoof is identifying a different markets. Conversation took place in regard to the future real estate market throughout the province and what draws individuals to an area or region.

Director Bachrech spoke of needing to have a compelling marketing ad to be accessed through the Facebook campaign.

He brought forward the challenges in regard to the communities within the region being very unique therefore branding the region can be difficult.

Corrine Swenson, Manager of Regional Economic Development noted that the Investment Readiness Action Plan will be moving forward in early summer and will also assist in looking at who the target market is and complete research on the initiative.

**2016 UBCM Premier/Cabinet
 Minister Meetings and
 Resolution Deadline**

Moved by Director Thiessen
 Seconded by Director MacDougall

C.W.2016-5-6

“That the Committee of the Whole receive the Manager of Administrative Services’ May 4, 2016 memo titled “2016 UBCM Premier/Cabinet Minister Meetings and Resolution Deadline.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Miller spoke to the need to provide staff with clear direction in regard to Minister Meeting topic requests, topic information and who will be attending.

Discussion took place regarding the need to be more effective during the fifteen minutes provided in meeting with Ministers at UBCM. The Regional Board noted the importance of appointing a lead Board Member to speak to a topic and have speaking notes clearly outlined. It is also very important to speak to the topic regionally as time is limited. Director Benedict commented that issues specific to an Electoral Area should have that Director speak to the issue.

Director Newell noted the importance of taking notes during the meetings and following up in regard to the issues brought forward.

Concerns were brought forward in regard to past experiences wherein more than one ministry was in attendance during the 15 minute scheduled meeting time and it did not allow for the topics to be brought forward effectively. The Regional Board discussed being concise and directing the meetings to be as effective as possible.

REPORTS (CONT'D)

Director Thiessen noted that two discussion topics that were discussed during the Mayors Caucus in Fort St. John recently were agricultural land development near communities and the impacts when services are requested or being implemented without proper zoning. The second topic was the recent changes to the BC Building Code and the cost impacts to construction.

The Regional Board will provide staff with topics and topic information for Minister Meeting requests for the UBCM Convention in September, 2016.

CORRESPONDENCE

Correspondence

Moved by Director MacDougall
 Seconded by Director Parker

C.W.2016-5-7

"That the Committee of the Whole receive the following correspondence:

-Union of B.C. Municipalities in regard to Conflicts of Interest Exception Regulations;

SUPPLEMENTARY AGENDA CORRESPONDENCE

-Fulton & Company in regard to Conflicts of Interest Exception Regulations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to Conflicts of Interest Exception Regulations and interpretation of the regulations. Director MacDougall noted that it would be beneficial to have a workshop. Director Strimbald mentioned that the Village of Burns Lake is having its Lawyer attend a meeting to discuss the regulations.

Staff will investigate the possibility of having RDBN Solicitors attend a meeting or have a workshop in regard to the Conflicts of Interest Exception Regulations.

NEW BUSINESS

Future RDBN Meetings in Member Municipalities

Director Thiessen noted that he very much appreciated the Regional Board travelling to and having its meeting in Vanderhoof. He spoke of the host municipality working with RDBN staff to have delegations from the host municipality attend future meetings located outside the RDBN Office Building. Discussion took place in regard to having future meetings potentially every six months in member municipalities. Chair Miller noted that having meetings outside the RDBN Office allows the RDBN Board of Directors to cross regionally engage the member municipalities and regions. Director Bachrach thanked Director Thiessen for hosting the meeting.

ADJOURNMENT

Moved by Director Brien
Seconded by Director MacDougall

C.W.2016-5-8

"That the meeting be adjourned at 12:04 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, June 9, 2016**

PRESENT: Chair Eileen Benedict

Directors Mark Fisher
Tom Greenaway
Bill Miller
Rob Newell
Jerry Petersen

Director Absent Mark Parker, Electoral Area "D" (Fraser Lake Rural)

Staff Cheryl Anderson, Manager of Administrative Services
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Benedict called the meeting to order at 1:24 p.m.

AGENDAMoved by Director Greenaway
Seconded by Director Miller**RDC.2016-6-1**

"That the Rural Directors Committee Agenda for June 9, 2016 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee Meeting Minutes -May 12, 2016**Moved by Director Newell
Seconded by Director Petersen**RDC.2016-6-2**

"That the minutes of the Rural Directors Committee meeting of May 12, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**REPORTS****Treehouse Housing Association -Request for Grant in Aid -Electoral Area "A" (Smithers Rural)**Moved by Director Petersen
Seconded by Director Miller**RDC.2016-6-3**

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Treehouse Housing Association be given \$500 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with a Youth Action Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Bulkley Valley Farmers' Market Association-Request for Grant in Aid -Electoral Area "A" (Smithers Rural) Moved by Director Petersen
Seconded by Director Newell

RDC.2016-6-4

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Bulkley Valley Farmers' Market Association be given \$4,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with celebrating the 25th year anniversary of the Farmers' Market."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Society for Domestic Peace - Request for Grant in Aid -Electoral Area "A" (Smithers Rural) Moved by Director Miller
Seconded by Director Newell

RDC.2016-6-5

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Northern Society for Domestic Peace be given \$1,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with a four day workshop focusing on "Group Crisis Intervention combined with Individual Crisis Intervention, Peer Support and Post Trauma Impacts."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Burns Lake Christian Supportive Society Infant Development Program - Request for Grant in Aid -Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) Moved by Director Miller
Seconded by Director Petersen

RDC.2016-6-6

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Burns Lake Christian Supportive Society – Infant Development Program be given \$1,500 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa lake Rural) for costs associated with developing a play area at the MMPS Learning Centre."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Lakes District Arts Council - Request for Grant in Aid -Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) Moved by Director Miller
Seconded by Director Greenaway

RDC.2016-6-7

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Lakes District Arts Council be given \$1,000 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for costs associated with events during the 2016/2017 season."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT)

Chair Benedict and Director Miller spoke of discussions with the Village of Burns Lake in regard to the possibility of developing an Arts and Culture Service to provide funding for such organizations as the Lakes District Arts Council.

Discussion took place in regard to the challenges of certain organizations requesting grant in aid funding frequently for community oriented projects.

Girl Guides of Canada
-Request for Grant
in Aid -Electoral Area "C"
(Fort St. James Rural)

Moved by Director Greenaway
 Seconded by Director Miller

RDC.2016-6-8

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Girl Guides of Canada be given \$200 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with attending National Guide Camp."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort St. James Secondary
School Mountain Bike Team
-Request for Grant in Aid
-Electoral Area "C" (Fort St.
James Rural)

Moved by Director Greenaway
 Seconded by Director Miller

RDC.2016-6-9

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fort St. James Secondary School Mountain Bike Team be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with Mountain Bike Provincials in Coquitlam, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Stuart Lake Seniors'
Association - Request for
Grant in Aid-Electoral Area
"C" (Fort St. James Rural)

Moved by Director Greenaway
 Seconded by Director Newell

RDC.2016-6-10

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Stuart Lake Seniors' Association be given \$450 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with its Strawberry Tea."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT)

Fraser Lake Elementary
Secondary School-Request
for Grant in Aid -Electoral Area "D"
(Fraser Lake Rural) Moved by Director Petersen
Seconded by Director Greenaway

RDC.2016-6-11

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fraser Lake Elementary Secondary School (School District No. 91) be given \$1,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Boys' Golf Team attending the provincial tournament in Christina Lake, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fraser Lake Festival of the
Arts-Request for Grant in
Aid -Electoral Area "D"
(Fraser Lake Rural) Moved by Director Petersen
Seconded by Director Greenaway

RDC.2016-6-12

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fraser Lake Festival of the Arts be given \$2,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Fraser Lake Festival of the Arts."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

REFERRALS

Land Referral File No.
0221818 Jan Carlson
Electoral Area "D" Moved by Director Miller
Seconded by Director Greenaway

RDC. 2016-6-13

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 0221818 be provided to the Province as the Regional District's comments on Crown Land application No. 0221818."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.
7409848 Edward Klassen &
Laurie Cormack Electoral Area "F" Moved by Director Petersen
Seconded by Director Greenaway

RDC. 2016-6-14

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409848 be provided to the Province as the Regional District's comments on Crown Land application 7409848."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REFERRALS (CONT'D)

Land Referral File No.
7409818 Chad Johnson
Electoral Area "F"

Moved by Director Petersen
Seconded by Director Miller

RDC. 2016-6-15

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409818 be provided to the Province as the Regional District's comments on Crown Land application 7409818."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mining File No.13880-03-587
Morrison Copper Gold Project
Electoral Area "G"

Moved by Director Newell
Seconded by Director Miller

RDC. 2016-6-16

"That the Regional District of Bulkley-Nechako Board of Directors receive the Planner 1's May 31, 2016 memo in regard to Mines File No. 13880-03-587."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Miller
Seconded by Director Greenaway

RDC.2016-6-17

"That the meeting be adjourned at 1:37 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, May 12, 2016****(Location: Vanderhoof Integris Credit Union Board Room)**

PRESENT: Chair Eileen Benedict

Directors Mark Fisher
Tom Greenaway
Bill Miller
Rob Newell
Mark Parker
Jerry Petersen

Staff Cheryl Anderson, Manager of Administrative Services
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

Others Taylor Bachrach, Mayor, Town of Smithers
Dwayne Lindstrom, Mayor, Village of Fraser Lake
Thomas Liversidge, Councillor, Village of Granisle
Rob MacDougall, Mayor, District of Fort St. James
Gerry Thiessen, Mayor, District of Vanderhoof
Luke Strimbold, Mayor, Village of Burns Lake

CALL TO ORDER

Chair Benedict called the meeting to order at 12:38 p.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Petersen
Seconded by Director Newell**RDC.2016-5-1**

"That the Rural Directors Committee Agenda for May 12, 2016 be approved; and further, that the Supplementary Agenda be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-April 14, 2016**Moved by Director Parker
Seconded by Director Fisher**RDC.2016-5-2**

"That the minutes of the Rural Directors Committee meeting of April 14, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

66

REPORTS

Groundbreakers Agricultural Association-Request for Grant in Aid -Electoral Area "A" (Smithers Rural)

Moved by Director Fisher
Seconded by Director Miller

RDC.2016-5-3

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Groundbreakers Agricultural Association be given \$5,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with its School Garden Support and Kids Dig Food Camp programs."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Christian School -Request for Grant in Aid -Electoral Area "A" (Smithers Rural)

Moved by Director Fisher
Seconded by Director Newell

RDC.2016-5-4

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Bulkley Valley Christian School be given \$200 grant in aid monies from Electoral Area "A" (Smithers Rural) towards the Litter – a – Thon."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Burns Lake Community Garden Society-Request for Grant in Aid -Electoral Area "B" (Burns Lake Rural)

Moved by Director Miller
Seconded by Director Parker

RDC.2016-5-5

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Burns Lake Community Garden Society be given \$2,500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for a compost demonstration and teaching garden."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort St. James Secondary School-Request for Grant in Aid -Electoral Area "C" (Fort St. James Rural)

Moved by Director Greenaway
Seconded by Director Miller

RDC.2016-5-6

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fort St. James Secondary School (School District No. 91) be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with hosting the BC High School Single "A" Sr. Girls Soccer Championships."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT)

Music on the Mountain Society
-Request for Grant
in Aid -Electoral Area "C"
(Fort St. James Rural)

Moved by Director Greenaway
 Seconded by Director Parker

RDC.2016-5-7

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Music on the Mountain Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the 2016 Music on the Mountain Festival."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Vanderhoof Children's
Theatre-Request for Grant
in Aid -Electoral Area "F"
(Vanderhoof Rural)

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2016-5-8

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Vanderhoof Children's Theatre be given \$4,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with travelling to Prince George, B.C. for Aladdin Jr."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Valley Exhibition
Society-Request for Grant
in Aid -Electoral Area "F"
(Vanderhoof Rural)

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2016-5-9

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Nechako Valley Exhibition Society be given \$10,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for upgrades to the Beef Barn."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area Allocation of
Federal Gas Tax Funds
-First Quarter 2016

Moved by Director Miller
 Seconded by Director Newell

RDC.2016-5-10

"That the Rural Directors Committee receive the Finance/Administration Coordinator's April 26, 2016 memorandum titled "Electoral Area Allocation of Federal Gas Tax Funds – First Quarter 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

REFERRALS

Land Referral File No.
7409835 Frank Badey
Electoral Area "C"

Moved by Director Greenaway
 Seconded by Director Miller

RDC. 2016-5-11

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409835 be provided to the Province as the Regional District's comments on Crown Land application 7409835."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.
7409843 Lee & Debora Foster
Electoral Area "F"

Moved by Director Petersen
 Seconded by Director Parker

RDC. 2016-5-12

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409843 be provided to the Province as the Regional District's comments on Crown Land application 7409843."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.
7409822 Jared Johnson
Electoral Area "F"

Moved by Director Petersen
 Seconded by Director Fisher

RDC. 2016-5-13

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409822 be provided as amended to include: "other comments: Regarding Crown Grant applications to obtain additional land for agriculture purposes consideration be given to the timber harvesting land base and impact to the mid-term timber supply." to the Province as the Regional District's comments as amended on Crown Land application 7409822."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Miller expressed concerns that the harvesting of merchantable timber for agriculture purpose to private land owners has a considerable impact to the timber harvesting land base and removes timber from the mid-term timber supply.

Director Petersen indicated that the Crown Grant to obtain additional land being considered for agriculture purposes is outlined in the Land and Resource Management Plan (LRMP) for agriculture use.

Director Thiessen indicated that the Vanderhoof Community Forest land base is south of this property.

SUPPLEMENTARY AGENDA

REPORT

Fraser Lake Elementary
Secondary School Mountain
Bike Club-Request for Grant
in Aid -Electoral Area "D"
(Fraser Lake Rural)

Moved by Director Parker
Seconded by Director Petersen

RDC.2016-5-14

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fraser Lake Elementary Secondary School Mountain Bike Club be given \$1,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with upcoming Provincials in Port Coquitlam, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director Miller

RDC.2016-5-15

"That the meeting be adjourned at 12:53 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

**FROM: Cheryl Anderson
Manager of Administrative Services**

DATE: June 16, 2016

SUBJECT: Royal Canadian Legion – Military Service Recognition Book

Every year since 2009, the Regional District of Bulkley-Nechako has sponsored a ¼ page, full colour advertisement in the Royal Canadian Legion "Military Service Recognition Book."

Direction is being sought from the Regional Board as to whether it wishes to sponsor a ¼ page advertisement this year at a cost of \$565.

Recommendation: (All/Directors/Majority)

Direction.

Cheryl Anderson

From: Tom Campbell <tcampbell@campaign-office.com>
Sent: May-30-16 11:53 AM
To: Cheryl Anderson
Subject: Royal Canadian Legion Veterans & Troops Support/Remembrance Ad
Attachments: letter&rates05.pdf; RD Bulkley-Nechako Veterans Support Ad.pdf

Importance: High

Hello Board of Directors,

First of all, we would like to Thank the Regional District of Bulkley-Nechako very much for your generous support and recognition of our Veterans and Troops in our Remembrance project the "Military Service Recognition Book" last year. Your support is a big help and greatly appreciated.

We are honored to invite the Regional District of Bulkley-Nechako to be included in this years Remembrance Day Project by our Veterans. The "Military Service Recognition Book" is a first class, full sized publication, approximately 300 pages. The content of the book honours local Veterans who bravely served in WW1, WWII the Korean Conflict and our current Troops serving overseas. The Recognition Books will be available free of charge for all to see at all of our Local Legion Branches for Remembrance Day 2016.

The proceeds raised from this project will help in supporting BC's Veterans assistance programs, BC's Military Personnel and our local Legion Members as well as our Local Youth Programs such as scholarships, cadets and sports in British Columbia. The books will be available all year free of charge to Schools and public libraries to educate our younger generation on the sacrifices of our Local Veterans.

The Regional District of Bulkley-Nechako is great sponsor every year with your 1/4 Page Full Color Ad in the Military Service Recognition Book. Your continued support would be greatly appreciated for this years success.

**Attached is a Greeting from our President , The Sizes with Dimensions + Ratesheet and a Copy of your 1/4 page full color support Ad.

I will forward the Ad instructions with some more information upon your confirmation. If you have any questions, please let me know. Thank You Very Much Cheryl.

Best Regards,

Tom Campbell
 Royal Canadian Legion
 BC/ Yukon Command
 1866-354-6277
 TCampbell@campaign-office.com



www.legionbcyukon.ca

**British Columbia / Yukon Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing **10,000 copies** of our Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2016, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest **“Community Service”** organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

**Marc Tremblay
President**



73
Legion 

www.legionbcyukon.ca

**British Columbia / Yukon Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Advertising Prices

Ad Size	Cost	GST	Total
Full Colour Outside Back Cover	\$1,795.24 +	\$89.76 =	\$1,885.00
Inside Front/Back Cover (Full Colour)	\$1,595.24 +	\$79.76 =	\$1,675.00
Full Colour 2-Page Spread	\$2,990.48 +	\$149.52 =	\$3,140.00
Full Page (Full Colour) 7" X 9.735"	\$1,495.24 +	\$74.76 =	\$1,570.00
Full Page 7" X 9.735"	\$1,000.00 +	\$50.00 =	\$1,050.00
½ Page (Full Colour) 7" X 4.735"	\$866.67 +	\$43.33 =	\$910.00
½ Page 7" X 4.735"	\$595.24 +	\$29.76 =	\$625.00
¼ Page (Full Colour) 3.375" X 4.735"	\$538.10 +	\$26.90 =	\$565.00
¼ Page 3.375" X 4.735"	\$423.81 +	\$21.19 =	\$445.00
1/10 Page (Business Card-Full Colour)	\$295.24 +	\$14.76 =	\$310.00
1/10 Page (Business Card) 3.375" X 1.735"	\$247.62 +	\$12.38 =	\$260.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:
BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5





REGIONAL DISTRICT
OF BULKLEY-NECHAKO

*In Flanders fields the poppies blow
Between the crosses, row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.*

*We are the dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved, and were loved, and now we lie
In Flanders fields.*

- ***Lt-Col John McCrae (1872 - 1918)***

REGIONAL DISTRICT OF BULKLEY-NECHAKO

P.O. BOX 620, BURNS LAKE, BC V0J 1E0
PHONE: (250) 692-3195 OR 1-800-320-3339
FAX: (250) 692-3305
www.rdbn.bc.ca

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

A WORLD OF OPPORTUNITIES
WITHIN OUR REGION



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Miller and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: June 16, 2016

SUBJECT: Committee Meeting Recommendations
– June 9, 2016

Following are recommendations from the June 9, 2016 Committee meetings for the Regional Board's consideration and approval.

Committee of the Whole – June 9, 2016

Recommendation 1:

Re: UBCM Convention Meetings

"That the Regional District of Bulkley-Nechako Board of Directors write a letter to the Premier's UBCM Meeting Request Coordinator in regard to having a number of Ministers present at one 15 minute meeting time to discuss various topics."

Recommendation 2:

Re: Nak'azdli Whut'en – Request for Input RE: Geographical Name Change Proposal

"That the Regional District of Bulkley-Nechako Board of Directors write a letter of support to the Nak'azdli Whut'en in regard to its Request for Input RE: Geographical Name Change Proposal."

Rural Directors Committee Meeting – June 9, 2016

Recommendation 3:

Re: Request for Grant in Aid

"That the Regional District of Bulkley-Nechako Board of Directors approve the following grant in aid application:

- Treehouse Housing Association be given \$500 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with a Youth Action Program;
- Bulkley Valley Farmers' Market Association be given \$4,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with celebrating the 25th year anniversary of the Farmers' Market;
- Northern Society for Domestic Peace be given \$1,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with a four day workshop focusing on "Group Crisis Intervention combined with Individual Crisis Intervention, Peer Support and Post Trauma Impacts;

Recommendation 3 (Cont'd):

Re: Request for Grant in Aid (Cont'd)

- Burns Lake Christian Supportive Society – Infant Development Program be given \$1,500 grant in aid monies from each of Electoral Areas “B” (Burns Lake Rural) and “E” (Francois/Ootsa lake Rural) for costs associated with developing a play area at the MMPS Learning Centre;
- Lakes District Arts Council be given \$1,000 grant in aid monies from Electoral Area “B” (Burns Lake Rural) for costs associated with events during the 2016/2017 season;
- Girl Guides of Canada be given \$200 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with attending National Guide Camp;
- Fort St. James Secondary School Mountain Bike Team be given \$1,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with Mountain Bike Provincials in Coquitlam, B.C.;
- Stuart Lake Seniors’ Association be given \$450 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with its Strawberry Tea;
- Fraser Lake Elementary Secondary School (School District No. 91) be given \$1,000 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) for costs associated with the Boys’ Golf Team attending the provincial tournament in Christina Lake, B.C.;
- Fraser Lake Festival of the Arts be given \$2,500 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) for costs associated with the Fraser Lake Festival of the Arts.”

RECOMMENDATION:

(ALL/DIRECTORS/MAJORITY)

Recommendations 1 through 3 as written.



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
June 23, 2016**

To: Chair Miller and the Board of Directors
From: Kristi Rensby, Finance/Administration Coordinator
Date: June 15, 2016
Regarding: Federal Gas Tax Funds – Electoral Area 'B' (Burns Lake Rural) and Burns Lake Capital Reserve Fund

The Village of Burns Lake has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to complete a Recreation Infrastructure improvement project at the Tom Forsyth Memorial Arena, located in Burns Lake.

The Village wishes to replace the existing ammonia ice plant with a Freon ice plant which will reduce their staffing costs. The project is estimated to cost around \$600,000.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'B' allocation is \$125,842.70. Director Miller is supportive of this project and of accessing Federal Gas Tax Funds in the amount of \$40,000. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

After the annual contribution is made to the Burns Lake Arena Capital Reserve fund (Bylaw #1075) in August, the fund balance will be \$162,362. The Village has requested to withdraw \$160,000 at that time for the ice plant replacement project.

A resolution is also required to withdraw \$160,000 from the Burns Lake Arena Capital Reserve fund.

RECOMMENDATION:

1. That the RDBN Board of Directors authorize contributing \$40,000 of Electoral Area 'B' Federal Gas Tax allocation monies to the Village of Burns Lake for a Recreation Infrastructure improvement project at the Tom Forsyth Memorial Arena;
2. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost;
(All/Directors/Majority)
3. That the RDBN Board of Directors authorize the withdrawal of up to \$40,300 from the Federal Gas Tax Reserve Fund; and further,
4. That the RDBN Board of Directors authorize the withdrawal of \$160,000 from the Burns Lake Arena Capital Reserve Fund.
(Participants/Weighted/Majority)



**Regional District of Bulkley-Nechako
Memo – Board Agenda
June 23, 2016**

To: Chair Miller & Board of Directors
Date: June 13, 2016
From: Laura O'Meara (Senior Financial Assistant)
Regarding: Financial Information Act Statements

Enclosed under separate cover is a copy of the Financial Information Act Statements for the year ended December 31, 2015.

These statements are required to be approved by the RDBN Board of Directors before they are submitted to the Ministry of Community, Sport and Cultural Development for review. If you have any questions I would be pleased to discuss them with you.

Recommendation:

(all/directors/majority)

That the RDBN Board of Director's receive the Senior Financial Assistant's June 13, 2016 memo titled "Financial Information Act Statements" and approve the Financial Information Act Statements for the year ended December 31, 2015.



Regional District of Bulkley-Nechako Memo – Board Agenda June 23, 2016

To: Chair Miller & Board of Directors
Date: June 13, 2016
From: Laura O'Meara (Senior Financial Assistant)
Regarding: 2015 Annual Report

Content

This is the fifth year of the new annual report format, which was a shift from what was primarily an accounting and financial reporting document to a communication tool to help constituents better understand the activities of the RDBN. There are more pictures and graphs along with more detailed explanations of our activities in 2015 and summarized financial information instead of the detailed audited financial statements with notes.

Distribution

A distribution plan similar to last year is being proposed, which includes:

- Post the Annual Report on our website;
- Print 300 copies for use at tradeshow and events, the RDBN front counter and the front counters of municipalities in the RDBN, at a cost of about \$450.

I would be pleased to answer any questions.

Recommendation:	(all/directors/majority)
That the Board of Directors:	
<ol style="list-style-type: none"> 1. Receive the Senior Financial Assistant's June 13, 2016 memo titled "2015 Annual Report"; 2. Approve the 2015 RDBN Annual Report. 	



2015 Annual Report

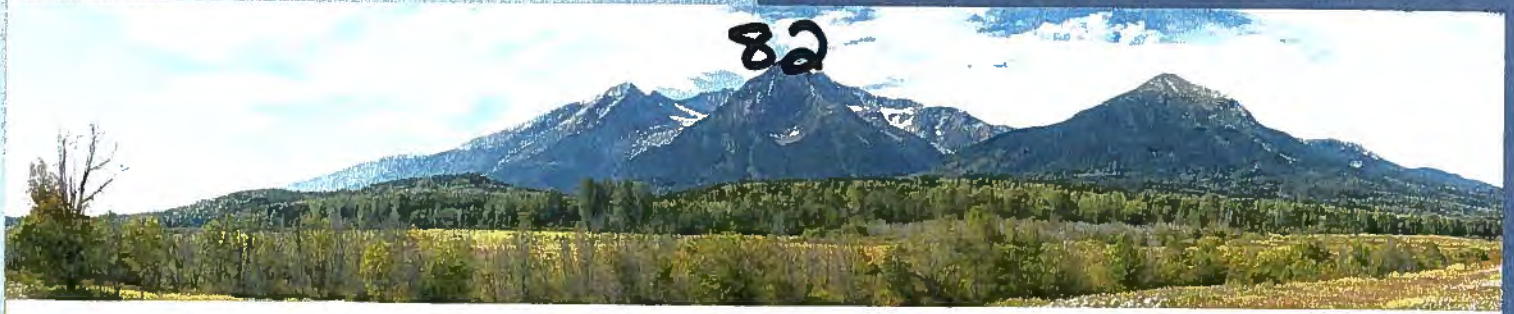
"A world of opportunities within our region"





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Message from the RDBN Chair



2015 presented the RDBN with another year of opportunities and challenges. Our focus was creating stability in the wake of mine closures and economic downturn, while maintaining service levels under the circumstances. We also had a chance to work with the Burns Lake Airport Society on the Baker Airport Rehabilitation Project. The Fort St. James Seniors Helping Seniors Transportation Service Bylaw was also established for service to begin in 2016. The RDBN Board of Directors has also recently formed the

RDBN Agricultural Committee in order to work on Agriculture opportunities throughout the region and continue to promote the sector in our area.

The Regional Districts of Kitimat-Stikine, Bulkley-Nechako and Skeena-Queen Charlotte along with their member Municipalities formed the Northwest Resource Benefits Alliance and are working towards negotiations with the Province on a Revenue Share Agreement that would mitigate impacts to our local tax payers from costs resulting from new resource projects in Northwest B.C.

Stay tuned for updates in 2016!

"A World of Opportunities Within Our Region"

This vision statement is a reflection of the RDBN Board of Directors' focus on creating and sustaining a healthy and thriving environment for all to enjoy.

Respectfully,
Bill Miller





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Regional District of Bulkley-Nechako Organizational Chart

Regional District of Bulkley-Nechako Board of Directors

Committees

Commission

**Chief Administrative Officer
Melany de Weerd**

**Manager of Administrative Services
Cheryl Anderson**

**Executive Assistant
Wendy Wainwright**

**Administration Clerk/Receptionist
Geraldine Craven**

**Regional Economic Development Assistant
Deneve Vanderwolf**

**Grant Writer
June Stratichuk**

**Manager of Regional Economic Development
Corrine Swenson**

**Senior Financial Assistant
Laura O'Meara**

**Finance/ Administration Coordinator
Kristi Rensby**

Financial Administrator

**Protective Services Coordinator
Haley Jeffrey**

**Protective Services Manager
Deborah Jones-Middleton**

**Director of Environmental Services
Janine Dougall**

Chief Building Inspector - Richard Wainwright
Chief Building Inspector - Jason Berlin
Planners - Maria Sandberg & Jennifer Macintyre
GIS Technician - Diondi Tan
Development Services Clerk - Debra Glover
Regulation Compliance Officer - Jason Blackwell

**Director of Planning
Jason Llewellyn**

Environmental Services Operations Manager - Rory McKenzie
Operations Assistant - Charlie Sherwood
Wastewater/Water Coordinator - Janette Derksen
Environmental Services Assistant - Elaine Wiebe
Transfer Station and Landfill Attendants - 15
Waste Hauling Drivers - 3
Fort Fraser Sewer/Water Attendant



About the Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako (RDBN) is a regional local government that provides services to both rural and municipal residents. Regional Districts provide the political and administrative framework necessary for municipalities and electoral areas to collaborate in the delivery of regional and sub-regional government services. They also provide local services and act as local governments for unincorporated rural areas. The RDBN is made up of 8 municipalities and 7 electoral areas. The municipalities are Smithers, Telkwa, Houston, Granisle, Burns Lake, Fraser Lake, Vanderhoof and Fort St James. The 7 electoral areas are (A) - Smithers Rural, (B) - Burns Lake Rural, (C) - Fort St. James Rural, (D) - Fraser Lake Rural, (E) - Francois/Ootsa Lake Rural, (F) - Vanderhoof Rural and (G) - Houston Rural. These areas are outlined on the map on page 8.

The governing body for the RDBN is comprised of a Board of Directors which includes elected representatives from each of the municipalities and electoral areas mentioned above. The fifteen member Board meets on a monthly basis to oversee and provide policy direction for operation of the services the RDBN provides to its taxpayers.

The Regional District currently provides 72 services to 39,208 residents within its boundaries. Except for certain mandatory or exempt services, the vast majority of services provided by Regional Districts are requested and approved by the taxpayers. Taxpayers only pay for those services in which their municipality or electoral area participates.



RDBN Contact Information:

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

Phone: 250-692-3195

Toll Free: 1-800-320-3339

Fax: 250-692-3305

Email: inquiries@rdbn.bc.ca



2015 Regional District Services

Region-Wide Services

- 9-1-1 Service
- Regional Economic Development
- Development Services
- Feasibility Studies
- General Government Services
- Solid Waste Management

Region-Wide Rural Services

- Building Numbering
- Electoral Area Planning
- Emergency Preparedness
- Rural Government
- Rural Grants in Aid
- Noxious Weed Control
- Unsightly Premises Regulatory Control

Sub-Regional Services

- Building Inspection
- Bulkley Valley Regional Pool
- Burns Lake Arena
- Burns Lake Library
- Burns Lake Museum
- Burns Lake TV Rebroadcasting
- Fort Fraser Cemetery
- Fort St. James Rebroadcasting
- Fraser Lake TV Rebroadcasting
- Lakes District Airport
- Lakes District Emergency Response
- Lakes Economic Development
- Smithers/Telkwa/Houston TV Rebroadcasting
- Topley Cemetery

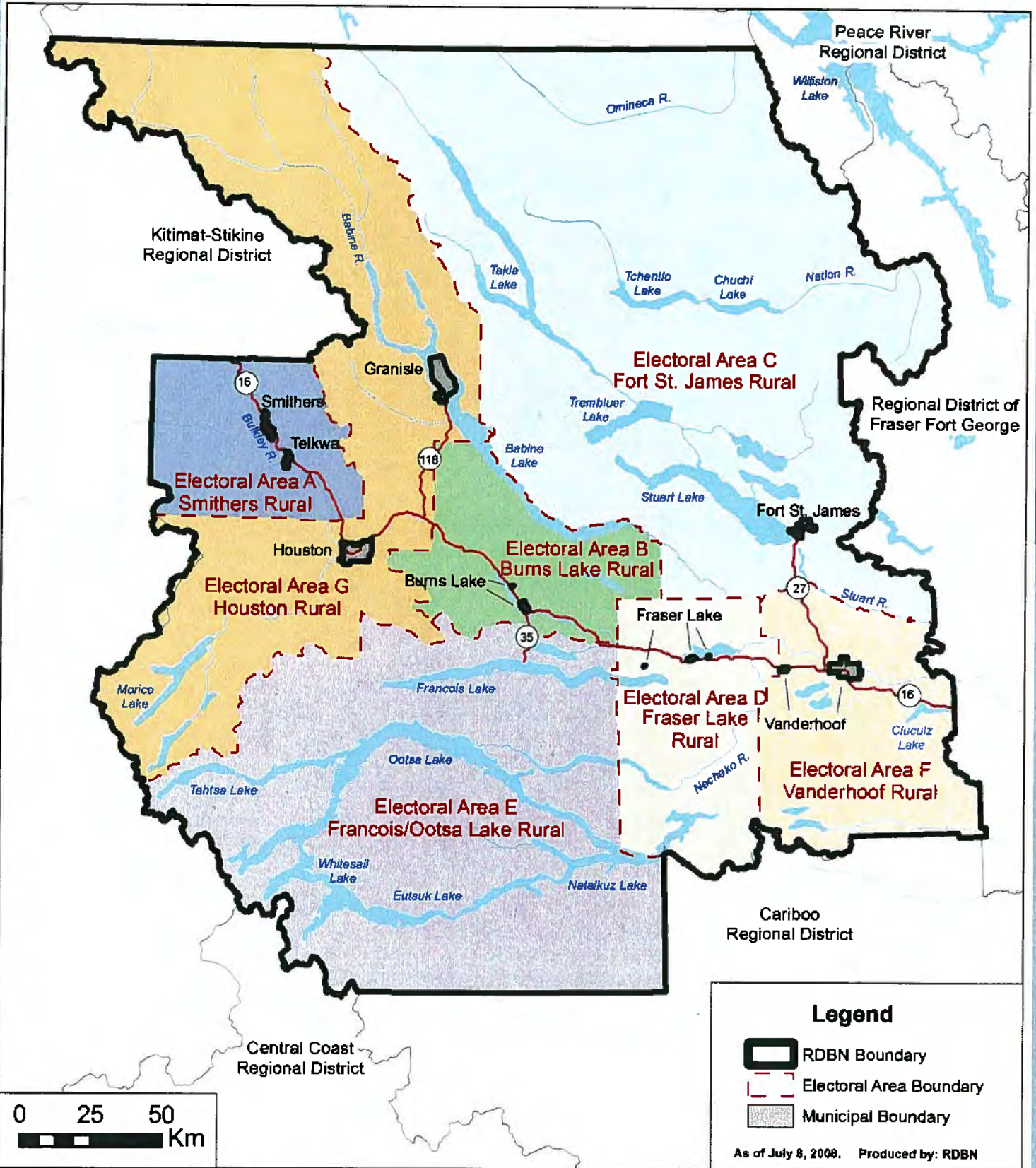
Non Taxable Services Supported Entirely by Users

- Liquid Waste Management
- Municipal Borrowing Services (entirely funded by the Municipalities)
- Pump and Haul Septage Disposal

Local Services

- Area "A" Economic Development
- Area "A" Emergency Services
- Area "C" Road Rescue Service
- Area "D" Extrication
- Area "E" Economic Development
- Area "F" Extrication
- Burns Lake Rural Fire Protection
- Burns Lake & Area Victim Services
- Cluculz Lake Emergency Response
- Colony Point Street Lighting
- Decker Lake Street Lighting
- Endako Street Lighting
- Fort Fraser Community Hall
- Fort Fraser Local Community
- Fort Fraser Rural Fire Protection
- Fort Fraser Sewer
- Fort Fraser Street Lighting
- Fort Fraser Water
- Fort St. James Arena
- Fort St. James Library
- Fort St. James Rural Fire Protection
- Fraser Lake Library
- Gerow Island Street Lighting
- Glacier Gulch Water Diversion
- Houston Rural Fire Protection
- Lake Kathlyn Weed Harvesting
- Lakes District Emergency Services
- Luck Bay Rural Fire Protection
- Round Lake Fire Protection
- Smithers Para-Transit
- Smithers Rural Fire Protection
- Smithers Rural Recreation & Culture
- Southside Rural Fire Protection
- Telkwa Pedestrian Crosswalk
- Telkwa Rural Fire Protection
- Topley Road Rescue & Medical First Response
- Vanderhoof Recreation & Culture
- Vanderhoof Rural Fire Protection

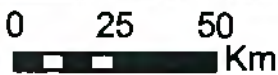
Regional District of Bulkley-Nechako

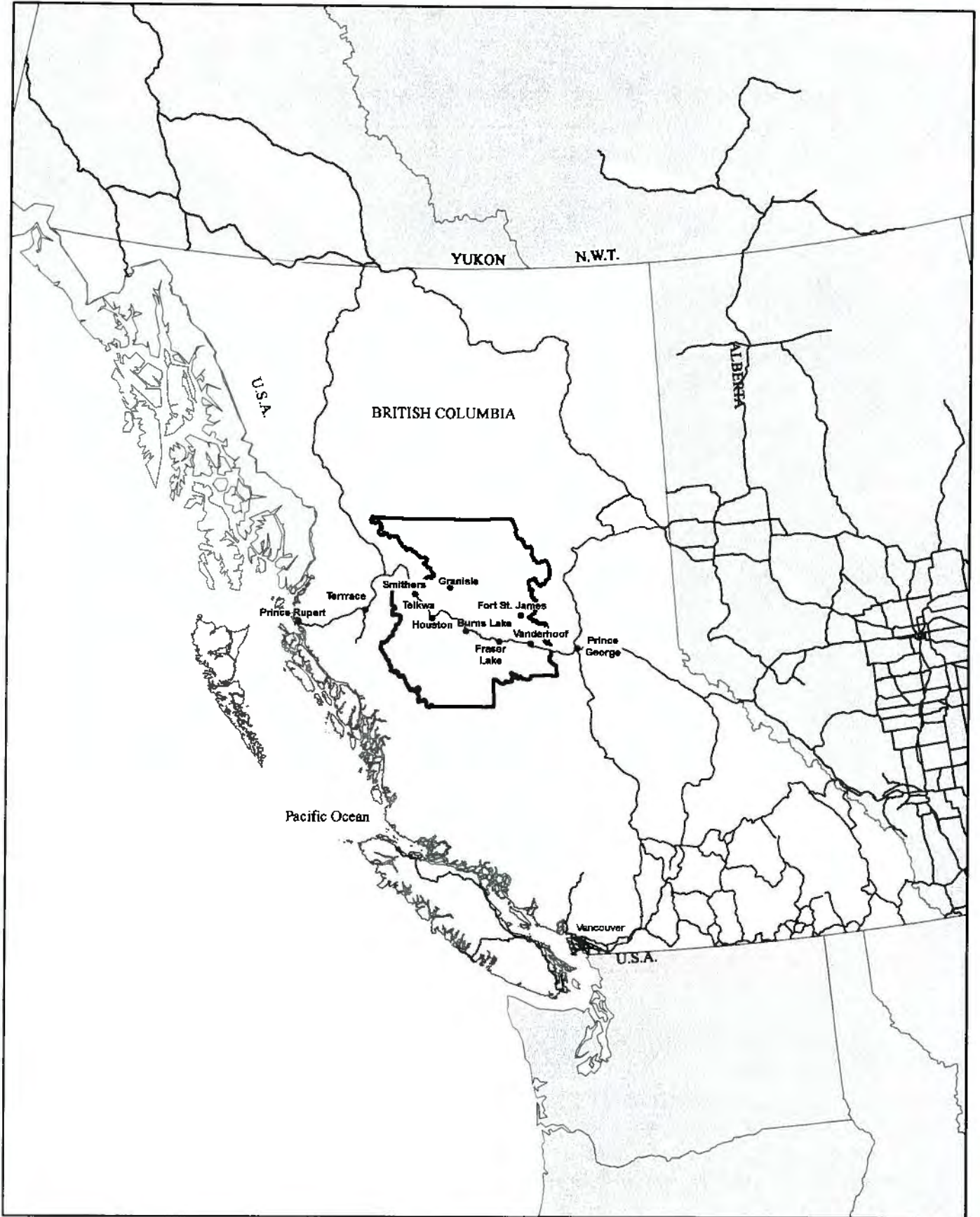


Legend

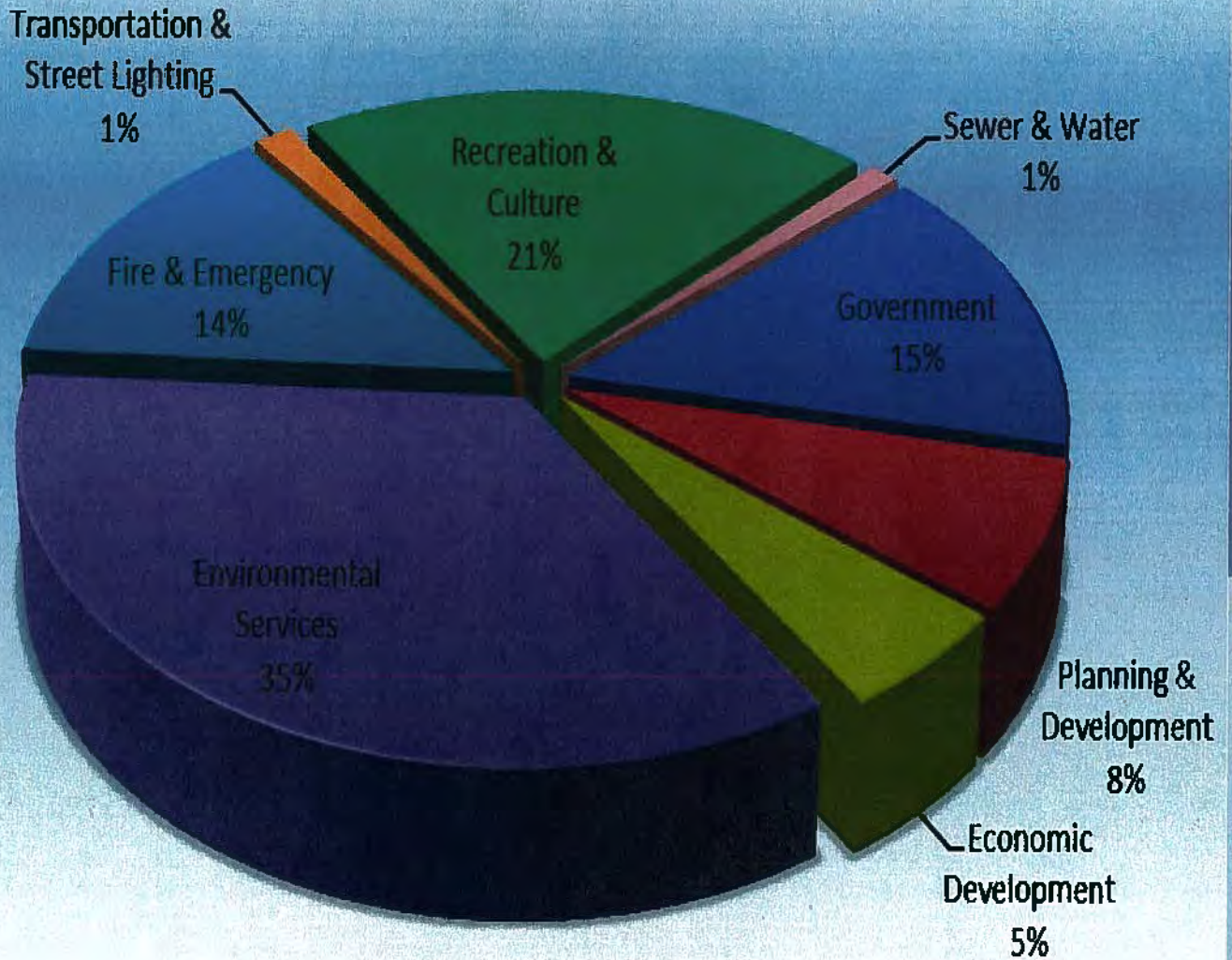
- RDBN Boundary
- Electoral Area Boundary
- Municipal Boundary

As of July 8, 2008. Produced by: RDBN



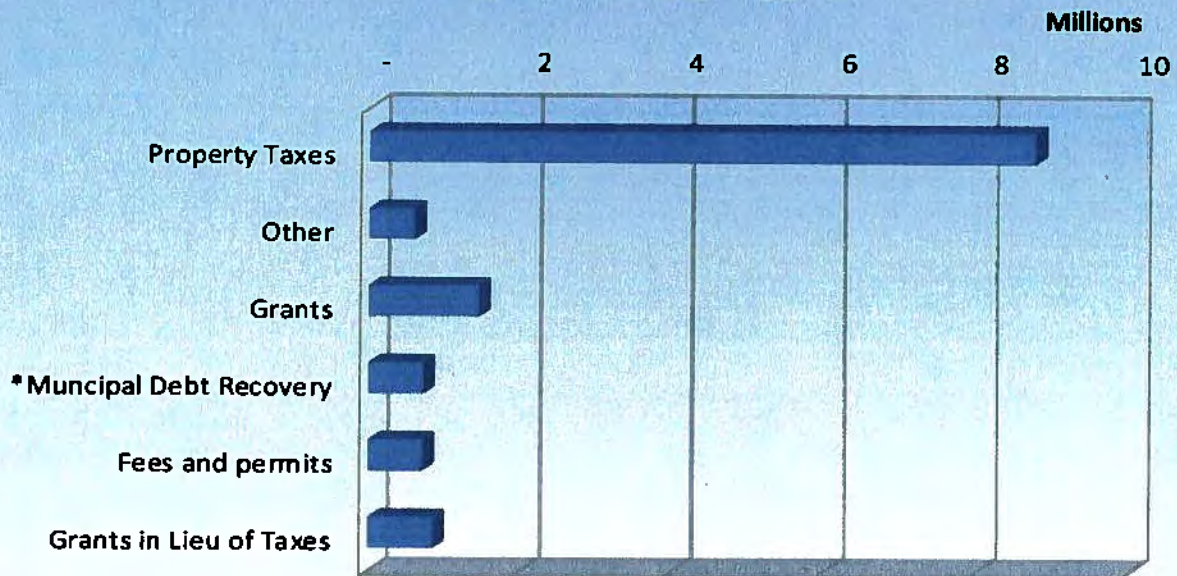


2015 Taxation by Function



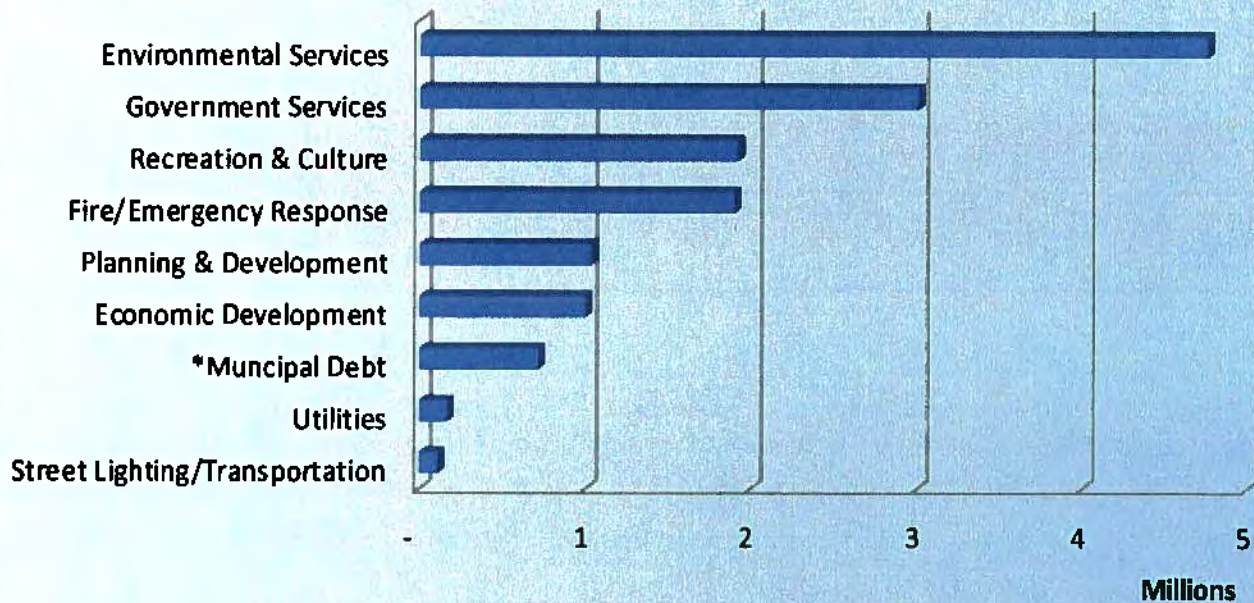
89 2015 Financial Summary

Revenues by Type



*Note: Municipal Debt - Payments are made by the RDBN to the Municipal Finance Authority on behalf of municipalities at their cost.

Expenditures by Service Type





Administrative Services

General Administration

The Administration Department manages the affairs of the Regional District, which involves working closely with the Regional Board, staff, government agencies, and the general public. Responsibilities include overall management of all Regional District and Regional Hospital District resources, ensuring appropriate procedures and programs are in place for efficient delivery of services to the public. Also, assembling and distributing Board and Committee meeting agendas, preparing meeting minutes, drafting by-laws, conducting elections and referenda, and overseeing labour relations and personnel matters. In addition, administration assists in the development, establishment, and operation of local services. This includes services which benefit specific areas/communities and which are paid for by the ratepayers within these areas. Some of the services are fire protection, street lighting, library services, cemetery services, community halls, water systems, and the local grants program.

Elections and Referenda

The next local government election will take place October 20, 2018 and every 4 years thereafter on the third Saturday of October. The Regional District conducts elections and referenda for its seven Electoral Areas (A-G), as well as the Fort Fraser Local Community Commission. Please see pages 31 and 32 for Director information.



Communications

The Regional News is a digital publication that the Regional District of Bulkley-Nechako produces. Residents that wish to receive a digital copy should contact the Regional District office to be added to the distribution list.

In addition, the Regional District website (www.rdbn.bc.ca) is an excellent user-friendly resource inclusive of information pertaining to each of the Regional District of Bulkley-Nechako departments.

First Nations Relationship Building

The Regional District of Bulkley-Nechako continues to schedule meetings with First Nations communities on a regular basis in order that Local Government and First Nations can move forward with common goals.

Industrial Resource Revenue Sharing and Regional Legacy Initiative

The RDBN continues to work toward establishing legacy agreements that recognize the corporate social responsibility for industrial activity through investment in community infrastructure and services which will build a strong sustainable region for industry, residents, and the future.

Public Assent Processes

In 2015, staff conducted 3 public assent processes:

- Topley Road Rescue and Medical First Responders Service Establishment
- Topley Rural Fire Protection Service Establishment
- Round Lake Rural Fire Protection Service Establishment

All three of the public assent processes received sufficient public support and resulted in the establishment of new services.



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Regional Economic Development

The Regional Economic Development Department completes projects to benefit our regional economy. In 2015, the work plan included projects to assist with:

- Training and Employment
- Regional Marketing
- Tourism
- Business
- Agriculture
- Mining

Strategic Workforce Opportunities Team

Recognizing the need to diversify the economy and further development of the tourism, mining, and industrial sectors, a Regional Skills Gap Analysis with the objective to assist with employment and employment readiness in the region was undertaken in 2013. The final report provides a "community-influenced" plan which includes four Goal Statements and eight Action Strategies.

A Strategic Workforce Opportunities Team (SWOT), made up of 30 industry, education, government, First Nations and economic development professionals from across the region, is committed to implementing the goals and strategies identified in the report. To learn more about the SWOT and implementation of the actions, visit www.rdbn.bc.ca/regionalskillsgap.

Tourism Sector

An RDBN Tourism Working Group, with representatives appointed by each Municipality, guides and assists with completing Tourism Projects identified in the 2010 RDBN Tourism Plan.

The www.visitbulkleynechako.ca website was created to highlight tourism activities across the region.

A regional image bank with over 5,000 photos is maintained by the RDBN. New photos are acquired through

the "Give us Your Best Shot" photo contest and the purchase of professional photos. The image bank can be accessed for promoting/marketing the RDBN.

Together with *Visit Northern BC* partners, the RDBN attended the Vancouver Outdoor Adventure Show. Attending the tradeshow provided an opportunity to showcase the region and the variety of tourism products we have to offer.

A Winter Activities Guide was created for distribution in 2015. Pick up your copy at your Visitor Information Centre.



Bulkley-Nechako Directory

Located at www.directory.rdbn.bc.ca is an extensive listing of regional businesses and organizations. Listings on the Bulkley-Nechako Directory are available to all businesses, not for profits and organizations located in the region. The information for the listing is supplied by the individual business by logging into the directory. Information for each listing can include:

- Picture(s)
- Logo
- Contact information
- Hours of operation
- Description of business
- Google map





Regional Economic Development

Connecting Consumers and Producers

This marketing project supported local agriculture by connecting consumers and producers in the eight municipalities and seven rural areas within the RDBN.



The Connecting Consumers & Producers project involved the following activities:

- Connecting Consumers and Producers Agriculture Brochure
- Connecting Consumers and Producers Community Events

Connecting Consumers and Producers Agriculture Brochure

This project activity involved research, design, printing, and distribution of an agriculture brochure. The intent of the brochure was to provide a resource for consumers that encouraged preservation of food as a means to eat local all year round and provided a directory of local producers in all communities in the RDBN. The final agriculture brochure is a full colour, 63 page booklet that provides readers with the information they need to eat locally all year round.

A total of 1000 brochures were distributed at nine Connecting Consumers and Producers Community Events throughout the region. The brochure is also

available on the project website at opportunities.rdbn.bc.ca/agriculture.

Connecting Consumers and Producers Community Events

This project activity involved an application process for community groups to host events in their communities that facilitated connecting consumers with the producers. The community events gave face-to-face exposure for producers and will increase long-term sales. Short-term sales were increased in the products purchased to host the events. A minimum of 20 producers were supported during these events. By providing opportunities for producers and consumers to meet, the project supported the long-term viability of the local agriculture industry. Spin-offs from this project will support the Farmer Markets in the area and will encourage others to sell their locally produced products.

"Many people stopped to comment on the great meal, general presentation, décor and information provided in the Connecting Consumers and Producers brochure. The information connects consumers with the producers in our region."

- Jan Owens, Grassy Plains Hall Society 2015





Regional Economic Development

Funding Assistance to the Region

The RDBN Regional Economic Development Department assists non-profit organizations with securing grant funding for community projects. During 2015, the RDBN secured grant funding in the amount of **\$639,250** for various projects taking place in communities throughout the Region.

Below are some community project highlights from across the Region.



Public Safety
\$275,505



Sports and Recreation
\$65,201



Human & Social Services
\$91,750



Arts & Culture
\$33,000



Community Halls
\$174,064





Planning

This report provides an overview of the responsibilities of the Planning Department, the work undertaken by the Planning Department in 2015, and the statistics summarizing the applications and referrals processed by the Planning Department in 2015.

PLANNING DEPARTMENT OVERVIEW

The Planning Department's responsibilities include a range of interconnected activities that can be divided into the following categories.

- Long Range Planning
- Current Planning
- Geographic Information Systems
- Building Inspection
- Special Projects
- Bylaw Enforcement

Long Range Planning includes the preparation, review, and administration of the Regional District's seven Official Community Plans (OCPs). It also includes the development of planning studies, policy development, and participation in the review of Provincial planning initiatives.

Current Planning involves the administration of the following land use and development related bylaws.

This work includes processing, evaluating and developing recommendations to the Regional District Board regarding the following land use and development applications:

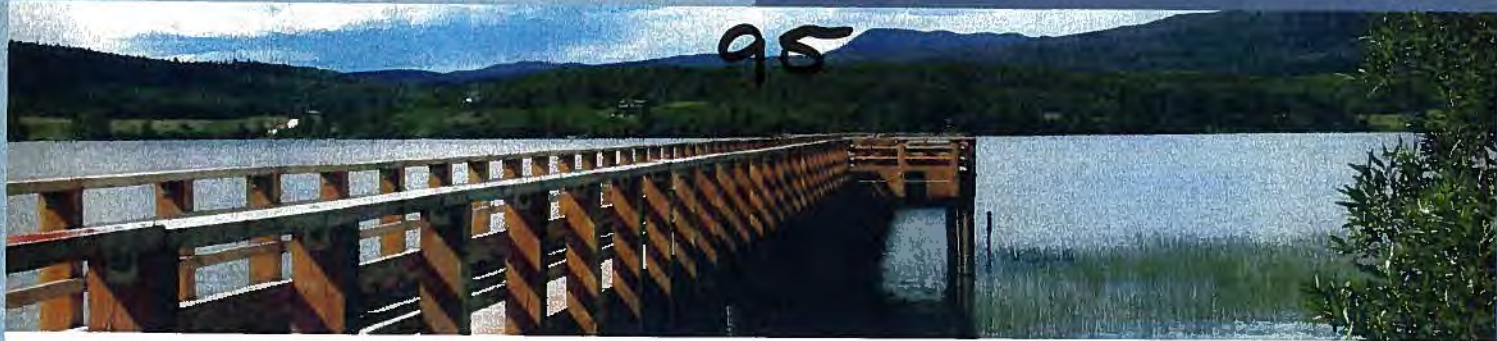
- OCP amendments and rezoning applications
- development variance permit applications
- temporary use permit applications
- ALR exclusion, inclusion, subdivisions and non-farm use applications
- liquor license applications
- special event permit applications

Current Planning also involves advising the Regional District Board and the Rural Directors Committee regarding the RDBN response to Crown Land referrals; Recreation Sites and Trails referrals; Ministry of Energy, Mines, and Petroleum Resources referrals; Oil and Gas Commission and ALR referrals.

The GIS function involves the digital storage, management, and mapping of spatial and other data, and management of house numbering. This activity provides vital support to all Regional District departments. Residents also rely on this service to obtain house numbering, maps, information on regulations, and other information regarding their property and community. A recent addition to the responsibility of the GIS function is the maintenance of the RDBN's web based mapping program.



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Planning

The **Building Inspection** function involves implementation and enforcement of "RDBN Building Bylaw No. 1634, 2012" and "RDBN Floodplain Management Bylaw No. 1300, 2004" in the rural area, through the building permit and inspection process. The Building Inspectors also play a role in bylaw enforcement.

The RDBN also provides building inspection services to the municipalities of Granisle, Burns Lake, Fort St. James, and Fraser Lake on a contract basis.



Special Projects includes a wide variety of projects that do not fit within the regular program of the Department and typically relate to unexpected events or activities that require immediate attention or involve the Board directing staff to undertake a project. This most often includes participation in the Province's Environmental Assessment process as directed, and reporting to the Regional District Board on Provincial initiatives that potentially impact the Regional District. Typically this work is undertaken by the Director of Planning.

Bylaw Enforcement includes the activities necessary to ensure adequate compliance to Regional District land use, development, and building bylaws. Activities include responding to and investigating public and internal complaints, working with the public to resolve bylaw infractions, reporting to the Board, and undertaking formal enforcement action through the Courts or as permitted through legislation.

In 2015, the planning department completed many different projects. Some of the projects include:

- Drafted new zoning Bylaw to accommodate the process to cancel land use contracts in the region, as required by provincial legislation
- Held three APC workshops
- Staff worked with the Southside Seniors Housing Society to rezone a property that would allow a multiple-family dwelling for seniors on the Southside
- Provided mapping support to RCMP, local Fire Departments and Wildfire Management during forest fire situations
- Completed a discussion paper on the potential work camps that are planned in the region
- Participation on the environment assessment process for:
 - ◆ Nulki Hills Wind Farm Project
 - ◆ Pacific Northern Gas Looping Project
 - ◆ Coastal Gaslink Pipeline
 - ◆ Pacific Trails Pipeline Project

This work, and the associated referrals from the Oil and Gas Commission, consumed a significant amount of senior staff time.



Finance

Financial Management and Control

To meet its responsibility for the integrity and objectivity of financial reporting, the Finance Department maintains a system of internal financial and accounting controls designed to provide assurance that financial information is accurate and reliable for the preparation of financial statements, that assets are safeguarded, and that transactions are authorized, recorded and properly reported.

These controls include:

- an organizational structure providing for effective segregation of responsibilities, delegation of authority and careful selection and training of personnel;
- the application of financial, accounting and administrative policies and procedures necessary for internal control over transactions, assets and records; and
- systematic financial review and analysis of operating results.

The Board of Directors ensures that management fulfills its responsibility for financial reporting and internal controls. It reviews the internal financial statements quarterly and the audited financial statements annually.

The external auditors conduct an independent examination in accordance with generally accepted auditing standards and express their opinion on the financial statements. Their examination includes a review and evaluation of internal controls and appropriate tests and procedures to provide reasona-

ble assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors, as needed.

Budgetary Process

Each fall, the Finance Department begins the process of preparing the Annual Five Year Financial Plan. Based on analysis of previous years' financial results, discussions with management and input from the Directors, the financial plan is prepared for review and adoption of the financial plan bylaw by the Board of Directors by March 31st of the ensuing year. The budget is both a planning tool and a valuable internal control tool used in analyzing the monthly, quarterly, and annual financial results.



www.rdbn.bc.ca



Finance

Debt Management

The Regional District borrows for its own needs and for those municipalities within its boundaries. Debentures for capital projects are issued through the Municipal Finance Authority of B.C. In addition, operating cash flows are supplemented from time to time with short term borrowing.

Reserve Funds

Each year, the Regional District makes contributions to reserve funds for future expenditures, primarily of a capital nature. These funds are invested on behalf of the service areas for which the contributions are made and interest accumulates accordingly. During 2015, contributions of \$1,541,879 were made, \$1,623,885 was withdrawn for approved expenditures and interest of \$116,033 was earned, bringing the balance at December 31, 2015 to \$7,025,489.

Risk Management

The Finance Department is responsible for managing liability and property risk, ensuring that risks are identified and eliminated where possible, reduced to an acceptable level or transferred to other parties through insurance policies or contractual arrangements.

Revenue Sources

Local governments traditionally rely on property taxation supplemented by user fees to fund their operations. The Regional District is undertaking an initiative to seek alternative sources of revenue and thereby ease the burden on local taxpayers. These efforts are ongoing and we hope to see positive results in the near future.

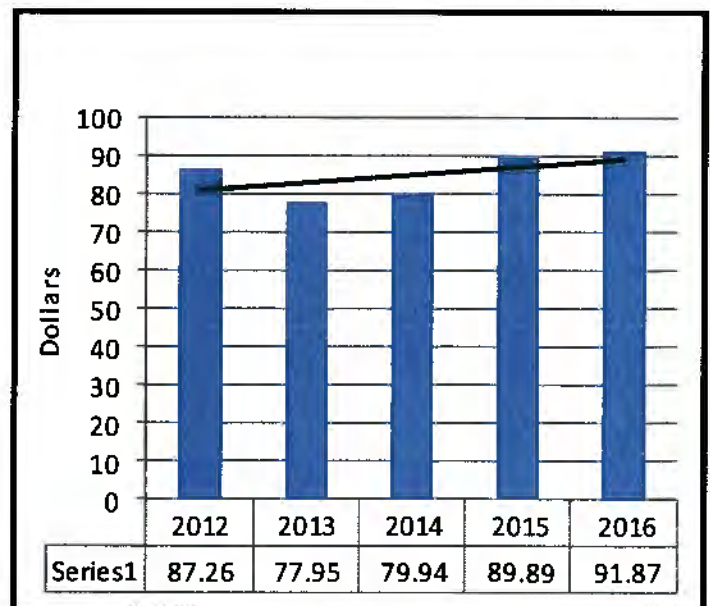
Short Term Investments

During 2014, the Finance Department implemented a new short term investment program that improved interest earned on capital reserves and short term surplus funds from about 1% to 1.75% without increasing financial risk.

Computer Network

The Finance Department is responsible for the Regional District's Computer Network. During the year, a new network server was installed to increase capacity and speed.

Taxation for Region Wide Services On Property Valued at \$100,000



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Regional District of Bulkley-Nechako
Consolidated Statement of Financial Activities
As of December 31, 2015

	2015		2014
	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
REVENUE			
Property tax requisition			
Municipal	\$ 3,432,656	\$ 3,430,933	\$ 3,020,199
Electoral Areas	5,315,245	5,316,987	4,812,489
	<u>8,747,901</u>	<u>8,747,920</u>	<u>7,832,688</u>
Grants	1,436,191	996,655	620,833
Municipal debt payments	713,618	592,680	814,005
Grants in lieu of taxes	849,907	907,364	881,975
Fees and permits	706,171	732,564	697,706
Emergency expenditure recoveries	300,000	141,548	187,986
Municipal cost sharing	94,542	94,542	89,558
Miscellaneous	137,000	175,322	89,894
Administration recoveries	39,582	42,392	37,766
Interest	15,500	140,470	93,429
Debt sinking fund actuarial earnings	-	38,343	52,296
Donations	-	1,841	1,575
	<u>4,292,511</u>	<u>3,863,721</u>	<u>3,567,023</u>
Total Revenue	<u>13,040,412</u>	<u>12,611,641</u>	<u>11,399,711</u>
EXPENSES			
Environmental Services	4,760,081	3,955,208	3,826,574
Government	3,009,026	2,362,389	2,308,541
Recreation & Culture	1,923,299	1,825,406	1,831,926
Fire/Emerg. Response	1,902,523	1,575,712	1,662,640
Municipal Debt	713,618	592,680	814,005
Planning	1,033,667	829,087	834,957
Economic Development	997,931	622,607	414,859
Utilities	168,908	112,192	106,874
Street Lighting/Transportation	109,671	104,790	106,384
Total Expenses	<u>14,618,724</u>	<u>11,980,071</u>	<u>11,906,760</u>
Annual Surplus (Deficit)	-1,578,312	631,570	-507,049
Surplus at Beginning of the Year	<u>14,109,557</u>	<u>14,109,557</u>	<u>14,616,606</u>
Surplus at the end of the Year	<u>\$ 12,531,245</u>	<u>\$ 14,741,127</u>	<u>\$ 14,109,557</u>



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Regional District of Bulkley-Nechako
Consolidated Statement of Financial Position
As of December 31, 2015

	<u>2015</u>	<u>2014</u>
Financial Assets		
Cash & Investments	\$ 9,357,028	\$ 8,691,602
Accounts Receivable	456,877	315,923
Grants Receivable	88,377	91,469
MFA Debt Reserve Fund	121,941	141,382
Due From Municipalities for debt	4,641,176	5,064,577
	<u>14,665,399</u>	<u>14,304,953</u>
Liabilities		
Unearned Grants	4,152,132	3,895,542
Accounts Payable & Accruals	1,308,976	1,001,319
Landfill Closure Accrual	2,185,943	2,106,353
Debentures (RDBN)	2,302,304	1,004,905
Debentures (Municipalities)	4,641,176	5,064,577
Debt Reserve Fund	95,973	116,062
Total Liabilities	<u>14,686,504</u>	<u>13,188,758</u>
Net Financial Assets	<u>-21,105</u>	<u>1,116,195</u>
Non Financial Assets		
Tangible Capital Assets	14,700,382	12,932,443
Prepaid Expenses	61,850	60,919
	<u>14,762,232</u>	<u>12,993,362</u>
Accumulated Surplus	<u>\$ 14,741,127</u>	<u>\$ 14,109,557</u>





Environmental Services

Work continued on the implementation of the Solid Waste Management Plan, and a number of initiatives were undertaken to reduce costs and improve services to the residents of the Regional District of Bulkley-Nechako.

Initiation of RDBN Landfill Operations

In early 2015, the RDBN Board of Directors made a decision to transition the operations of the Knockholt and Clearview Sub-Regional Landfills from contractor based to internal RDBN operations. This decision was made following the completion of a detailed financial analysis comparing RDBN internal costs to those of contractor bids obtained in December 2014. The financial analysis indicated that there were significant cost savings if the landfill operations were internalized.



The RDBN took over operations at the Knockholt Landfill on September 1, 2015 following the hiring of three new employees to work at

the facility and the purchase of a landfill compactor, an excavator, a crawler dozer, a roll-off truck and a dump truck. The RDBN took over the operations at the Clearview Landfill beginning December 1, 2015. Equipment for use at the facility has been purchased, including a landfill compactor, excavator and crawler dozer. One new staff member will be hired to work at the facility.

A grant application was submitted in April 2015 to the Federal Gas Tax Strategic Priorities Fund in an attempt to have some of the capital costs of taking over the landfill operations recovered. Unfortunately the RDBN was not successful in being awarded the grant monies.



Manson Creek Landfill Upgrades

The Manson Creek Landfill site is located on unsurveyed crown land approximately 6 kilometres north-northwest of Manson Creek, British Columbia at kilometer 65.5 on the Finlay-Manson Forest Service Road. The site has been operated as an unattended landfill since 1987 and land-filling is conducted in excavated trenches. The site contractor is required to compact and cover the disposed garbage at least once per month from June through October. As the site is unattended, there is no fencing at the facility, although there are separate piles for wood and metal wastes.

In 2015, upgrades to the facility were completed including new site signage and the installation of an electric fence and cattle guard to minimize bear access to the exposed garbage.



Environmental Services

Waste Hauling Operations

In 2015, the Regional District continued operating its waste hauling fleet which includes three Kenworth T800 tractor units, four tandem steel 53 foot walking floor trailers, three tandem aluminum 53 foot walking floor trailers and one tridem aluminum 53 foot walking floor trailer. The Regional District provides the service of hauling waste from the Granisle, Burns Lake and Smithers/Telkwa Transfer Stations to the Knockholt Landfill and the hauling of waste from the Fort St. James, Vanderhoof and Area "D" (Fraser Lake Rural) Transfer Stations to the Clearview Landfill.



The Regional District also hauls wood waste from the RDBN transfer stations to the respective eastern and western landfill facilities utilizing the tridem aluminum trailer. A total of 192 loads of wood waste was hauled in 2015 for a total hauled tonnage of 3,555 metric tonnes.

Knockholt Landfill Gas Vent Extension Project

Works were completed at the Knockholt Landfill to extend the gas vent and leachate cleanout pipes. The gas vent allows for the passive release of methane and other gases which are generated by the decomposition of organic material in the landfill. The leachate cleanout pipe provides an access point to allow the leachate collection line, which is buried at the bottom of the waste, to be cleaned out when required.



Smithers/Telkwa Transfer Station Fire

The Telkwa Fire Department was called to respond to a fire at the Smithers/Telkwa Transfer Station in the early morning hours of May 13, 2015. Access was gained to the building, and it was discovered that the fire was in the waste haul trailer. Fire crews were successful in putting the fire out, however significant damage occurred to the waste haul trailer and the transfer station building. Repairs to the building and haul trailer were processed under an insurance claim.



Environmental Services

Waste Reduction

A number of waste reduction initiatives were continued and/or implemented in 2015. The region wide funding program which was developed and initiated in 2009 was carried through 2015. Financial support was continued with the Smithers and Area Recycling Society (Smithers/Telkwa), the Nechako Healthy Community Alliance (Vanderhoof), the Fraser Lake Bottle Depot (Fraser Lake), and Houston Recycling (Houston). A new partnership was formed with the Nak'azdli Band Council in Fort St. James who took over operations from the Greening Up Fort Society.



2015 also saw the expansion of local recycling programs in the communities of Smithers, Houston and Burns Lake. In Houston, the existing paper and cardboard collection program was expanded to include plastic and metal containers. In Smithers, the local Encorp Bottle Depot partnered with Multi Material BC to provide residential recycling opportunities for packaging and printed materials. This similarly happened in Burns Lake with the new ownership of the Bottle Depot having a vision of "one-stop-shop" for recycling services in the community.

Backyard Composting Promotion Program

Organic waste, including kitchen scraps and yard trimmings, makes up 32% of the waste stream in the RDBN. In an effort to encourage the diversion of this waste from landfill, the RDBN continued with its backyard composting promotion program in 2015. A limited number of composting kits were made available to residents in each area of the RDBN. The kits, which were sold for \$40, included an Earth Machine compost bin, instruction manual and a compost mixing tool (an \$80 value). A total of 100 composting kits were made available across the RDBN and these were sold out in a short order with waiting lists established in many areas.





Environmental Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO SOLID WASTE FACILITY – HOURS OF OPERATION

(May 2016)

SOLID WASTE LANDFILLS	Hours of Operation
Knockholt Western Sub-Regional Landfill	10 am – 6 pm: Mon - Sun
Clearview Eastern Sub-Regional Landfill	10 am – 4 pm: Mon - Fri Closed: Sat & Sun
Manson Creek Landfill	Continuous
TRANSFER STATIONS	Hours of Operation
Fort St. James Transfer Station	10 am – 6 pm: Mon - Fri & Sun 8 am – 6 pm: Sat
Smithers/Telkwa Transfer Station	8 am – 6 pm: Mon - Fri 10 am – 6 pm: Sat & Sun
Southside Transfer Station	10 am – 4 pm: Wed, Fri, Sat & Sun Closed: Mon, Tues & Thurs
Burns Lake Transfer Station	8 am – 6 pm: Mon - Fri 10 am – 6 pm: Sat & Sun
Vanderhoof Transfer Station	8 am – 6 pm: Mon - Fri 10 am – 6 pm: Sat & Sun
Area "D" (Fraser Lake Rural) Transfer Station	8 am – 6 pm: Mon – Wed, Fri 10 am – 6 pm: Sat & Sun Closed: Thurs
Granisle Transfer Station	8 am – 6 pm: Mon, Thurs & Sat Closed: Tues, Wed, Fri & Sun





Protective Services

Emergency Events

In 2015, The Regional District of Bulkley-Nechako's Emergency Operations Centre was activated for a total of 62 days due to emergency events that required constant monitoring and emergency management.



Emergency Responses that occurred during 2015 were:

- Little Bobtail Lake Fire;
- Nechako River Flooding; and
- Ice Jam flooding at Ebenezer Flats (this event carried over into 2016);

These emergency responses required extensive management and planning to ensure the safety of Residents and their properties across the district.

Emergency Preparedness Program



Emergency Support Services is a group of community volunteers who dedicate their time to assist residents who are evacuated from their homes due to an emergency such as fire, flooding, earthquakes, etc. In an Emergency, ESS volunteers' first priority is the well-being of the residents affected and provide up to 72 hours of essential needs such as food, accommodations, and necessities.

In May 2015, the Northern Emergency Support Services Training (NESST) Weekend was hosted in Smithers. Emergency Support Services volunteers from all over northern BC attended this event which provided training, exercising, networking and volunteer appreciation. This event was sponsored by Spectra Energy, New Gold, Trans Canada, Pacific Northern Gas, Wetzi'inkwa Community Forest, North Peace Savings Credit Union, Burns Lake Community Forest, Taylor Industrial Mutual Aid Group, BC Association of Emergency Managers, Dungate Community Forest Group, and Murray GM.



Rural Fire Departments

In November 2015, The Regional District of Bulkley Nechako held a referendum for residents of the Topley area to determine whether they wanted a upgraded fire protection service and a new road rescue, medical first responder service provided by the Topley Volunteer Fire Department. A majority of residents voted yes to both services, the Regional District has arranged for service to be implemented in January 2016.





Local and Sub-Regional Services

Street Lighting

Currently, the RDBN facilitates street lighting functions in 6 rural residential communities. Local residents initiate the services by canvassing the neighborhood to determine if interest exists. The RDBN works with BC Hydro to determine the location of street lights and costs associated.



TV Rebroadcasting

The RDBN contributes to 4 TV rebroadcasting functions throughout the Regional District. These services broadcast a variety of TV and radio stations from towers strategically located throughout the region.

Recreation

The Bulkley Valley Regional Pool and Recreation Centre is a community-based, family-oriented facility located in Smithers, BC. After almost two decades of planning and fundraising, it was constructed in 1990 in Smithers at a cost of \$1.7 million. The community raised construction funds and another \$0.5 million of in-kind donations. The Regional District of Bulkley-Nechako owns the land upon which the facility is built, the building and all of the capital equipment. The Bulkley Valley Aquatic Centre Management Society manages and operates the facility.



Arenas

The RDBN provides funding to several arenas within the Regional District. These arenas are an important part of the local communities and provide residents with opportunities to participate in activities.



Cultural Services

The Regional District supports libraries, museums and other cultural services in many communities throughout the region. These include, but are not limited to:

- Burns Lake and Area Library
- Burns Lake Museum Society
- Fort St. James Library
- Fraser Lake Library
- Smithers Recreation and Culture
- Vanderhoof Recreation and Culture

Other Services Provided

Some of the other services the Regional District supports through taxation funding are:

- Burns Lake & Area Victim Services
- Fort Fraser Cemetery
- Fort Fraser Community Hall
- Lakes District Airport Society
- Local Economic Development in Areas "A", "B", "E" and Burns Lake
- Topley Cemetery



Rural Fire Protection

In addition to the rural fire departments discussed on the previous page, most of the rural areas surrounding municipalities receive fire protection from municipal fire departments under contract with the RDBN.



Water & Sewer Utilities

Municipalities within the RDBN provide water and sewer services to their residents. Most rural property owners in the Regional District of Bulkley-Nechako provide their own onsite water and sewer. Fort Fraser is an unincorporated community with a population of approximately 450 residents. The Regional District of Bulkley-Nechako owns and operates a water system for the distribution of fresh well water throughout the community and a sanitary sewer system for the collection and treatment of waste water. Funding for these services is through taxation of the properties within Fort Fraser and user fees for properties connected to the systems.



Fort Fraser Water and Sewer

The Fort Fraser water and sewer system are aging. Over the past few years we have had to do major repairs due to mainline breakages. We have had to increase user fees to pay for increased operating costs and increase frontage taxes in order to set funds aside in capital replacement reserves. The RDBN has also applied for grant funding in order to help residents achieve a new system sooner. Although grant applications to date have not been successful, we are continuing to investigate grant funding opportunities.

Regional Lagoons

The RDBN also operates septage lagoons at our Smithers/Telkwa Transfer Station and at the Burns Lake Transfer Station. Users of these lagoons pay an annual disposal fee.



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Invasive Plants

Invasive Plants

In 2015, the annual funding amount provided to the Northwest Invasive Plant Council (NWIPC) to assist in the effective and efficient management of invasive plant species in the Regional District was continued at \$43,000. The NWIPC provides support and coordination for those involved in the various aspects of invasive plant management including awareness, inventory, treatments and assessment.

WANTED DEAD



Himalayan
Balsam

Common
Tansy

Spotted
Knapweed

If you see these or other invasive weeds report them to:



WEED HOTLINE

TOLL FREE 1-866-44WEEDS

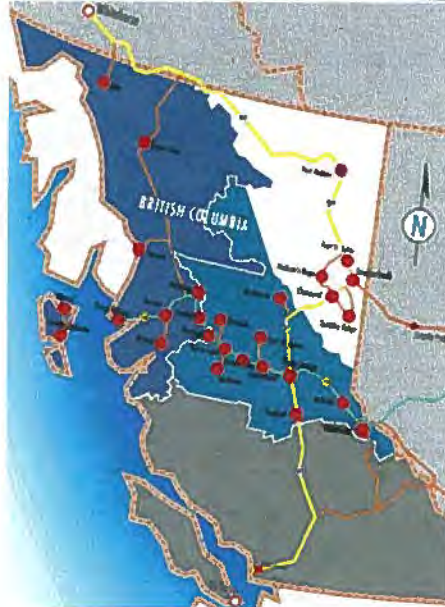
www.nwipc.org

A non-profit society working to prevent and control the spread of invasive plants in northwestern and northcentral BC



Hospital Districts

The Regional District of Bulkley-Nechako includes the Stuart-Nechako Regional Hospital District and the Northwest Regional Hospital District. Regional Hospital Districts do not own or operate any hospitals, Health Centres or Medical Clinics of any kind. Their purpose is to provide a portion (up to 40% of capital expenditures) of the funds required by hospitals within their boundaries for equipment, renovations and new construction. This funding is raised through property taxation. Regional Hospital Districts provide funding to the facilities operated by Health Authorities.



The Stuart-Nechako Regional Hospital District does not have its own staff or facilities (it shares those from the Regional District of Bulkley-Nechako), and its Board meetings are held in conjunction with Regional District Board meetings. Administrative costs (which are mostly reimbursements to the Regional District) are, therefore, generally kept below \$2,000 per month.

For several years now, the SNRHD has been working with Northern Health toward replacement of aging hospitals. The construction of the Burns Lake Hospital replacement was completed in early 2015. Planning for the replacement of the Fort St. James Hospital has

started. For more information on SNRHD visit www.rdbn.bc.ca.

North West Regional Hospital District

The North West Regional Hospital District (NWRHD) was established in December 1995 by Letters Patent. It shares the same boundaries as the entire Regional District of Kitimat-Stikine (RDKS) and Skeena-Queen Charlotte Regional District (SQCRD), and includes the western portion of the Regional District of Bulkley-Nechako (RDBN). The NWRHD is the largest Hospital District geographically in the Province of BC. For more information regarding the NWRHD please contact them at:

North West Regional Hospital District

Suite 300-4545 Lazelle Avenue
Terrace, BC V8G 4E1
Tel: 250-615-6100
Fax: 250-635-9222
Toll Free: 1-800-663-3208
Email: nwrhd@rdks.bc.ca
Website: www.rdks.bc.ca

Directors of the Regional District are automatically members on the Board of the corresponding Regional Hospital District. Those Directors not on Stuart-Nechako Regional Hospital District are on the North West Regional Hospital District (which also includes Directors from the Skeena-Queen Charlotte and Kitimat-Stikine Regional Districts). Voting on Regional Hospital Districts is similar to Regional Districts with some matters (for instance budgets) being weighted based on population.

Stuart - Nechako Regional Hospital District

The Stuart-Nechako Regional Hospital District (SNRHD) was incorporated under the *Hospital District Act* of British Columbia in November 1998.

The boundaries of the Stuart-Nechako Regional Hospital District include most of the central and eastern portions of the Regional District of Bulkley-Nechako (including Burns Lake, Fraser Lake, Fort St. James, Granisle, and Vanderhoof together with Electoral Areas "B", "C", "D", "E" and "F"). Excluded are the western portions of the Regional District (Houston, Smithers, Telkwa, together with Electoral Areas "A" and "G").



Regional District of Bulkley-Nechako Current Board of Directors:



Taylor Bachrach

Mayor

Town of Smithers, Tel: (250)847-1600 / mayor@smithers.ca



Darcy Repen

Mayor

Village of Telkwa, Tel: (250) 846-5212 / darcyrepen@gmail.com



Shane Brienen

Mayor

District of Houston, Tel: (250) 845-2238 / mayor@houston.ca



Thomas Liversidge

Councillor

Village of Granisle, Tel: (250) 697-2248 / tommlive@yahoo.ca



Luke Strimbold

Mayor

Village of Burns Lake, Tel: (250) 692-7587 / mayor@burnslake.ca



Dwayne Lindstrom

Mayor

Village of Fraser Lake, Tel: (250) 699-6257 / dwaynelindstrom@fraserlake.ca



Gerry Thiessen

Mayor

District of Vanderhoof, Tel: (250) 567-4711 / mayor@district.vanderhoof.ca



Rob MacDougall

Mayor

District of Ft. St. James, Tel: (250) 996-8233 / mayor@fortstjames.ca



Mark Fisher
Director
Area "A" Smithers Rural, Tel: (250) 846-9045/ mark.fisher@rdbn.bc.ca



Bill Miller
Director
Area "B" Burns Lake Rural, Tel: (250) 696-3211 / bill.miller@rdbn.bc.ca



Tom Greenaway
Director
Area "C" Fort St. James Rural, Tel: (250) 996-8484 / greenawayfarms@gmail.com



Mark Parker
Director
Area "D" Fraser Lake Rural, Tel: (250) 699-8419 / mark.parker@rdbn.bc.ca



Eileen Benedict
Director
Area "E" Francois/Ootsa Lake Rural, Tel: (250) 695-6335/ benedict@xplornet.com



Jerry Petersen
Director
Area "F" Vanderhoof Rural, Tel: (250) 567-2357 / jeraud@telus.net



Rob Newell
Director
Area "G" Houston Rural, Tel: (250) 845-2464 / robnewelleag@gmail.com

Please contact your Electoral or Municipal Director if you have any questions or concerns regarding services provided or to inquire about possible new services you would like to see the Regional District provide.





www.rdbn.bc.ca

www.mining.rdbn.bc.ca

www.visitbulkleynechako.ca



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**Regional District of
Bulkley-Nechako
Memorandum
June 23rd, 2016**



To: Chair Miller and the Board of Directors
From: Deborah Jones-Middleton, Protective Services Manager
Date: June 23rd, 2016
Regarding: The Regional District of Bulkley Nechako's Junior Firefighter Program

Staff has completed the development of the Regional District of Bulkley Nechako Junior Firefighter Program. This program outlines the minimum age, and educational requirements for individuals to enroll. It also outlines the roles and responsibilities of the Junior Firefighter, as well as behavior expectations, and training.

Please find attached for your approval the Regional District of Bulkley Nechako's Junior Firefighter Program.

Recommendation

All /DIRECTORS/MAJORITY

1. That the Board of Directors receive the memo titled "Regional District of Bulkley Nechako Junior Firefighter Program" from Deborah Jones-Middleton, Protective Services Manager.
2. That the Board of Directors approve the implementation of the "Regional District of Bulkley Nechako Junior Firefighter Program".



**Regional District of Bulkley-Nechako
Junior Firefighter Program**



REGIONAL DISTRICT OF BULKLEY-NECHAKO JUNIOR FIREFIGHTER PROGRAM

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The Regional District of Bulkley-Nechako Junior Firefighter Program is instituted to provide Regional District of Bulkley-Nechako Rural Fire Departments with a contingent of young adults that have an interest in serving their community, pursuing a career, volunteering for fire services, and is designed to serve as a recruitment tool for future fire service personnel. The Regional District of Bulkley-Nechako Junior Firefighter Program requirements are outlined under the following:

1. Age and education levels;

To be eligible for the Regional District of Bulkley-Nechako's Junior Firefighter Program, applicants must meet the following criteria:

- reside within the fire protection boundaries of your local fire department;
- are between the age of 16 and 18;
- are enrolled in an approved public, private, or home school, and be in good academic standing at the time of the application, and throughout their membership as a Junior Firefighter;
- be physically and mentally capable of participating in the program;
- advise the Fire Chief of any medical condition that may restrict the participation in the program; and
- complete an application form including a:
 - 'Police Background Check';
 - 'Drivers Abstract';
 - signed parental consent form

The application will be reviewed and either approved or denied by the Fire Chief and Senior Officers.

2. Roles, responsibilities, and behavior expectations;

Junior Firefighters are expected to act in a mature manner, and commit to a demanding, long term training program. The main function of a Junior Firefighter will be in a supporting role to Fire Department Members at an emergency fire scene, utilizing the skills they will acquire during their formal training. The Junior Firefighters roles and responsibilities will be limited in scope, but will form an integral part of the Fire Department's response to emergency operations performing duties such as:

- establishing a water supply;
- supplying equipment for exterior operations;
- changing air cylinders; and
- managing exterior hose lines, etc.

The safety of the Junior Firefighter is of paramount concern, the Fire Chief or his/her designate will ensure the Junior Firefighter is supervised at all times, including but not limited to, training sessions, and actual emergency operations. Strict rules and procedural guidelines have been established due to the potential dangers involved with firefighting activities. In emergency situations, it is essential that Junior Firefighters, as well as all other Fire Department Members act in a calm and efficient manner.

Each member is expected to read, understand, and adhere to the requirements of the Regional District of Bulkley-Nechako Junior Fire Fighter Program, as well as the Regional District of Bulkley Nechako's Standard Operating Guidelines, Occupational



REGIONAL DISTRICT OF BULKLEY-NECHAKO JUNIOR FIREFIGHTER PROGRAM

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Health & Safety, and Respiratory Protection Programs. The Fire Chiefs or his/her designate will be available to discuss any questions.

It should be understood that firefighting is a dangerous activity, and despite training and supervision, injury can still occur. All Fire Department Members will make every effort to minimize the Junior Firefighters exposure to injury. It is also the Junior Firefighters responsibility to avoid known hazardous situations or to inform the Fire Chief or his/her designate if they feel unable to perform an assigned task.

These are the minimum restrictions that all Junior Firefighters must adhere to. Local Fire Chiefs may impose further restrictions at their discretion.

During emergency responses the Junior Firefighter:

- may respond to an emergency alarm, but will give up their seat on any piece of apparatus for any firefighter unless directed differently by the Fire Chief or his/her designate;
- is to report directly to the station at all times, and never drive personal vehicles to the scene;
- shall not be permitted to respond to Motor Vehicle Incidents or Medical assist calls due to the graphic nature or the possibility of loss of life;
- will also stand down from emergency operations involving:
 - hazardous material incident;
 - biological or nuclear hazard;
 - explosive device;
 - terrorist incident;
 - police jurisdiction/crime scene assistance;
 - mass casualty incident; and
 - mutual aid assistance outside departments jurisdiction;
- must be trained to a level that is acceptable by the Fire Chief or his/her designate prior to responding to alarms;
- will never
 - enter a structure, confined space, underground area, or an area subject to a collapse hazard;
 - climb a ladder;
 - operate from a roof or elevated position;
 - operate any power tool, hydraulic or air operated equipment, or cutting device;
- may operate exterior hose lines under the direction of the Fire Chief or his/her designate;
- obeyed and executed all orders received from the Fire Chief or his/her designate completely;
- will notify the Fire Chief or his/her designate immediately if, due to safety concerns or for any other reason, the Junior Firefighter is unable to complete the assigned task;
- must be properly trained and qualified, wear appropriate personal protective equipment, and operate only in an area within sight of fire apparatus and/or a police vehicle displaying flashing warning lights to assist with directing traffic;
- will never direct traffic in snow, ice or other conditions that may impair motor vehicle control;



REGIONAL DISTRICT OF BULKLEY-NECHAKO JUNIOR FIREFIGHTER PROGRAM

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All Fire Department Members supervising the Junior Firefighter shall endeavour to prevent exposure to persons with severe or fatal injuries.

General Expectations

The Junior Firefighter will:

- conduct themselves in a professional and courteous manner at all times;
- show respect to fellow Firefighters, Officers, and when interacting with the general public;
- attend a minimum of 60% of training nights, or meetings conducted each year, to maintain active status;
- report to all meetings, drills, and work details, outside of school functions, on time;
- help maintain and keep the fire department and equipment clean at all times; and
- adhere to the Regional District of Bulkley-Nechako's Standard Operating Guidelines, Occupational Health & Safety Program, and Respiratory Protection Program.

The Junior Firefighter will not:

- use of vulgar, offensive or discriminatory language at any time;
- wear articles of clothing that, in the opinion of the Fire Chief or his/her designate, are offensive to the general public while engaged in fire department related activities;
- be under the influence or in the possession of alcohol, drugs, tobacco products, or any other controlled substance while engaged in fire department related activities;
- use the department facilities, apparatus, or equipment outside of trainings and activities unless previously approved by the Fire Chief or his/her designate;
- drive or operate any fire department vehicle or apparatus;
- carry fire pagers at any time during school activities; or
- be permitted to leave or be absent from any school activities for an emergency response or training exercise.

Failure to adhere to the above noted rules may result in discipline actions, immediate suspension, or dismissal.

3. Minimum training prior to incident response

Junior Firefighters will:

- be issued approved firefighting turnout gear as follows:
 - pants;
 - jacket;
 - helmet (easily identifiable as a junior);
 - nomex hood;
 - firefighting gloves;
 - firefighting boots; and
 - accountability tags;
- be issued pagers, if available;
- stop any activities when requested by any firefighter;
- wear all required personal protective equipment at all times when participating in training practice or emergency operations;
- be responsible for the care of all personal protective equipment issued to them, and may be financially responsible for the loss or damage from other than official use;



REGIONAL DISTRICT OF BULKLEY-NECHAKO JUNIOR FIREFIGHTER PROGRAM

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- participate fully during weekly practices to become proficient in the skills required to fulfil their support role; and
- be directly supervised by the Fire Chief or his/her designate during practices and emergency incidents to ensure their safety.

The junior firefighters will attend weekly training nights, as well as other training offered outside of their set practice times. They will inform the Fire Chief or his/her designate if they are going to be absent from training. Junior Firefighter's training will be provided by the Fire Chief or his/her designate. The Junior Firefighters are expected to participate fully during training evolutions to prepare them for actual emergency situations.

Suspension / Dismissal

At the discretion of the Fire Chief, a Junior Firefighter may be disciplined, suspended, or dismissed for conduct that is detrimental to the fire departments policies, goals, and procedures. Upon suspension or dismissal, all fire department equipment that was issued to the Junior Firefighter must be returned immediately to the Fire Chief or his/her designate.



REGIONAL DISTRICT OF BULKLEY-NECHAKO JUNIOR FIREFIGHTER PROGRAM

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I, _____, on this ____ day of _____ in the year 20____, have agreed to abide by all rules and regulations as stated in the Regional District of Bulkley-Nechako Junior Firefighter program handbook.

By signing this agreement, you acknowledge that you have read and understood the Regional District of Bulkley-Nechako's Junior Firefighter program, and that you agree to be bound by the terms and conditions as stated within.

Junior Firefighters Name (printed)

Fire Chiefs Name (Printed)

Junior Firefighters Signature

Fire Chiefs Signature

Date

Date

REGIONAL DISTRICT OF BULKLEY-NECHAKO
RELEASE OF LIABILITY/WAIVER OF CLAIMS, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

**WARNING: BY SIGNING THIS AGREEMENT, YOU WILL WAIVE CERTAIN LEGAL RIGHTS INCLUDING THE RIGHT TO
SUE, AND YOU WILL ACCEPT FULL LEGAL RESPONSIBILITY FOR ANY INJURY TO YOUR MINOR CHILD**

PLEASE READ CAREFULLY

To: The Regional District of Bulkley-Nechako, and to their directors, officers, employees, agents, volunteers, contractors, successors and assigns and to the _____ and to their directors, officers, employees, agents, volunteers, contractors, successors and assigns (collectively the "Releasees").

This Agreement relates to the participation in the Regional District of Bulkley-Nechako Junior Firefighter program (the "Program") by the child or children whose names are printed below (the "minor child").

ASSUMPTION OF RISKS: I am aware that firefighter training and emergency response activities have inherent risks, and I have full knowledge of the nature and extent of those risks, particulars of which include but are not limited to:

- respiratory injury due to smoke;
- all manner of injury and death resulting from exposure to fire, smoke and other hazardous conditions;
- injuries resulting from dropped items such as ladders, hoses, axes, shovels;
- burns, cuts and abrasions resulting from skin contact with equipment, broken glass, burnt materials, embers;
- my own health including overexertion, fatigue, lack of fitness or conditioning;
- negligence on the part of the Releasees in the operation and maintenance of firefighting equipment, including failure to adequately supervise activities;
- my conduct and the conduct of other persons while participating in training and emergency response activities.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY: In consideration of the Releasees allowing my minor child to participate in the Program, I agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I may have in the future against the Releasees and to release the Releasees from any and all liability for any loss, damage, expense or injury including death that I or my minor child may suffer or that our next of kin may suffer as a result of my minor child's participation in the Program DUE TO ANY CAUSE WHATSOEVER, including but not limited to:

- negligence or breach of any duty of care on the part of the Releasees in respect of the design, construction, selection, installation, maintenance, operation or supervision of the Program including all associated equipment;
- breach of any statutory or other duty of care including any duty of care owed under the *Occupiers Liability Act*, R.S.B.C. 1996, c. 303 on the part of the Releasees; and
- the failure on the part of the Releasees to safeguard or protect me from the risks, dangers and hazards associated with participating in the Program, some of which are listed in the Assumption of Risks section of this Agreement.

2. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any damage, loss, expense or injury including death that my minor child may suffer or that the next of kin of my minor child may suffer as a result of my minor child's participation in the Program, DUE TO ANY CAUSE WHATSOEVER including but not limited to any of the risks, hazards and causes mentioned elsewhere in this Agreement.

3. Despite the risks and hazards associated with participation in the Program, and fully understanding such risks and hazards, I wish my minor child to participate in the Program and I FREELY ACCEPT AND FULLY ASSUME all such risks and hazards and the possibility of personal injury, death, property damage and loss to my minor child resulting therefrom.

4. That I am not relying on any representations or statements made by the Releasees as to the condition or safety of the Program as to my minor child's participation in the Program other than as contained in this Agreement.

5. That I am the parent or legal guardian of the minor child and am executing this Agreement with the full intention that this Agreement will be binding upon myself for all legal purposes.

6. That this Agreement shall be effective and binding on my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.

7. That this Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and that any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

Date

Print Name of Minor (Under 19 years of age)

Participant Signature (19+) or Parent/Guardian

Signature of Minor (Under 19 years of age)

Print Name of Participant (19+) or Parent/Guardian

Witness

To the Chair and Regional Board of Directors

Reported by: Tom Greenaway

On June 1 & 2 June 2016 I attended a Tour and Board meeting with the Fraser Basin Council at Squamish. We toured a large brownfield on the ocean waterfront. The waterfront was cleaned up by donations. Sixteen million from Bill Gates and fifteen million from others contributors. This came about because of the future use of the land. A company by the name of Carbon Engineering setup shop on the site. Their aim is to collect carbon from the air and turn it into diesel fuel. UBC is also building a Clean Energy campus on the site.

If you have a brownfield in your community and can find a clean green use for it, then the money will flow into cleaning up the site.

We also took a tour of the Sea to Ski Gondola. We learned of some of the challenges between the private sector, community of Squamish and the First Nations. With a lot of collaboration between the three stake holders the gondola was built to the satisfaction of all.



REGIONAL DISTRICT OF BULKLEY-NECHAKO



MEMORANDUM

To: Chairperson Miller and Board of Directors (June 23, 2016)
 From: Elaine Wiebe
 Environmental Services Assistant
 Date: June 13, 2016
 Subject: 2016 Backyard Composting Program, Part II

The response to the Backyard Composting Program has been overwhelmingly positive. Most areas "sold out" of their allocations within a few days of the kits being made available. Names of those interested in receiving a composting kit were then added to a waitlist. As of the date of this memorandum, there are currently 100 people on the waitlist. As a result, Environmental Services staff are requesting authorization to purchase and distribute an additional 100 compost kits to residents currently on the waitlist.

The same composter and tool as the original kit is proposed for purchase and distribution:



Garden Gourmet Compost Bin



Compost Mixing Tool

Compost bins and compost mixing tools will be provided to the waitlisted public in a package for \$40. This would mean that the RDBN would have to cover the remaining cost (\$38) for each compost package sold.



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Original Program Budget for 100 Composting Kits:

Items	Number	Purchase Price (per package)	Cost to Public (per package)	Budgeted Cost	Actual * Cost to Date
Bins and Tools					
Composter/Tool Package	100	\$78	\$40	\$7,800	\$3,800
Printed Materials					
Brochures, etc (printing)	300	\$0.16	-	\$48	\$24
Advertising				\$300	\$283
Total				\$8,148	\$4,107

Notes: *Actual cost to date reflects 100 composters purchased by public for \$4,000 (\$40/unit).

Proposed Purchase and Distribution of 100 Additional Composting Packages:

Items	Number	Purchase Price (per package)	Cost to Public (per package)	Budgeted Cost	Actual * Cost
Bins and Tools					
Composter/Tool Package	100	\$78	\$40	\$7,800	\$3,800
Total				\$7,800	\$3,800

Notes: *Actual cost is estimated assuming all 100 additional composting kits are paid for and distributed.

The total estimated costs for the Backyard Composting Program with the purchase and distribution of an additional 100 composting kits (200 in total) is \$4,907. A total of \$12,500 has been included in the 2016 Environmental Services budget for the program, so there are sufficient monies available to purchase and distribute the additional 100 composting kits.



RECOMMENDATION:

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "2016 Backyard Composting Program, Part II" and dated June 13, 2016.
2. Further, that the Board of Directors authorize the purchase of an additional 100 composting kits and distribution to those individuals currently on the waitlist.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Elaine Wiebe".

Elaine Wiebe
Environmental Services Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM**



To: Chairperson Miller and Board of Directors (June 23, 2016)
 From: Janine Dougall
 Director of Environmental Services
 Date: June 1, 2016
 Subject: July 1 – December 31, 2016 Houston Recycling Contract Renewal

Background

Multi Material BC does not provide residential packaging and printed paper recycling services in the Houston area. In 2015, the RDBN was able to expand the recycling program for the community through funding partnerships with the Houston Bottle Depot and Cascades Recovery Inc. The Houston Bottle Depot accepts, in addition to mixed paper and cardboard, mixed containers (plastics and metal).

When the Regional District implements the cardboard ban (July 1, 2016) the only change to the existing program with the Houston Bottle Depot will be the need to ensure that the cardboard that is collected is generated only from residential sources.

The current contract with the Houston Bottle Depot is set to expire as of June 30, 2016. As a result, the Regional District has received an updated proposal for recycling services for the time period of July 1 to December 31, 2016 (attached). The only change to the proposal is increased staffing hours to ensure cardboard from the ICI sector is not placed in the bins. A comparison of proposal costs from January 1 – June 30, 2016 and July 1 – December 31, 2016 is provided below.

Description	January 1 - June 30, 2016 (excluding taxes)	July 1 – December 31, 2016 (excluding taxes)
Land Rental	\$3,600	\$3,600
Employee Costs	\$13,090	\$15,271
Ads/Promotion	\$390	\$390
Snow Removal	\$600	\$600
Accounting/Bookkeeping	\$249	\$249
Total	\$17,929	\$20,110

In addition to the above costs, the Regional District is paying Cascades Recovery Inc. approximately \$3,000 per month for the hauling, processing and recycling of materials collected by the Houston Bottle Depot. Assuming the volume of material hauled does not change with the implementation of the cardboard ban, this component of the recycling costs for the program equate to approximately \$36,000 per year.

The total 2016 budget available for recycling in Houston and surrounding area is \$75,000. Combining the costs of the Houston Bottle Depot and Cascades Recovery Inc. provides an annual estimated cost for the recycling program at \$74,039.

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At this time, Environmental Services Staff are recommending approval of a contract extension with the Houston Bottle Depot in support of their proposal for recycling services for the time period of July 1 to December 31, 2016.

RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "July 1 – December 31, 2016 Houston Recycling Contract Renewal" and dated June 1, 2016.
2. Further, that the Board of Directors approve a contract extension with the Houston Bottle Depot in support of the proposal for the continuance of recycling services for Houston and Area, for the time period of July 1 – December 31, 2016 at a total cost of \$20,110 (excluding taxes).

Respectfully submitted,

A handwritten signature in cursive script that reads "Janine Dougall".

Janine Dougall
Director of Environmental Services

New RDBN Recycling Funding Program**Houston Bottle Depot**

John J.H. Koo
 250-845-2590 Tues-Sat (10AM – 5PM)
 Box 1568 Houston, BC V0J 1Z0



MAY 24 2016

REGIONAL DISTRICT
 OF BULKLEY-NECHAKO

Houston Bottle Depot("HBD") have been managing RDBN's new expanded recycling program for nearly a year since July 2015. Through a close cooperative relationship between RDBN and HBD this new program has been running successfully up to now. The level of satisfaction of the residents in community of Houston & Area with the new recycling program is very high and they are thinking that HBD is a essential recycling facility for their community. Our customers are proud of this new recycling program and feeling thankful to RDBN's support.

We have been doing our best to give an opportunity for our customers to recycle as many items as possible. As a result Houston Bottle Depot is now recycling: cardboard, mixed paper, plastic containers, scrap batteries of all sizes, fluorescent tubes and bulbs, electronics, small appliances, power tools, smoke alarms, light bulbs, lighting fixtures and used paint and paint plus products. It seems that these our efforts have helped the new expanded recycling program to settle early successfully. We are also doing our best to provide our customers with attractive and comfortable recycling environment. For example recently we replaced old windows to new windows and built a new shed for paint and paint plus products recycling.

We are also doing our best to keep the yard area where the recycling bins are located clean and well organized. The yard area is securely fenced and locked in the evening. Therefore there is no risk that the bins are vandalized. Inspection of these bins will be carried out at least 3 times daily by me and my partner, Mee Ran Won. Currently we are looking after the bins at least 3 times daily, trying to keep the bins sorted correctly. Whenever we found unacceptable stuffs we have taken it out of the bins. In addition we have been flattening the corrugated cardboard as much as possible as lots of customers are throwing their cardboard boxes without flattening. We think HBD is the best location for the RDBN's recycling program as the yard area is very spacious for placing the bins for collecting cardboard, mixed paper and mixed containers and the bins are easily visible and accessible to customers. My partner and me will monitor the volume of each bin frequently and inform the RDBN when the bins are becoming full so that the RDBN organize pickup.

We expect the recycling volume will increase largely in the future as the RDBN will be implementing a region wide cardboard ban starting July 1 2016. And we expect also that we have to work more to ensure only residential cardboard is collected at our site. Actually recently the speed of the cardboard bin's filling up is becoming faster. That's why we hope RDBN increase our working hours on the cost for July 1 to December 31, 2016.

Now the residents of Houston & Area absolutely want this RDBN Recycling Program to last for a long term . They are proud of this program and thinking that it is invaluable and inevitable for the environmental protection. We hope that this proposal meets with your approval.

John J.H. Koo

RDBN Cost Proposal for Jul 1, 2016-Dec 31, 2016

Description	cost/month	cost/6 month	gst @ 5%	Total
Land Rental	\$600.00	\$3,600.00	\$180.00	\$3,780.00
Employee Costs**	\$2,545.20	\$15,271.20	\$763.56	\$16,034.76
Ads/Promotion	\$65.00	\$390.00	\$19.50	\$409.50
Snow removal		\$600.00	\$30.00	\$630.00
Accounting/Bookkeeping	\$41.50	\$249.00	\$12.45	\$261.45
	\$3,251.70	\$20,110.20	\$1,005.51	\$21,115.71

**** Analysis of Employee Costs**

	hourly rate	monthly hours	cost/month	cost/6 month
	\$36.36	70 Hours	\$2,545.20	\$15,271.20
Activities	To open and close gate daily			
	To explain and educate the existing and/or new customer how to sort cardboard, mixed paper and mixed containers			
	To make sure only residential cardboard is collected to the bin			
	To inspect the area where the bins are placed and clean up the debris around bins at least three times daily			
	To inform RDBN when bins are becoming full and prepare for a well-timed pick-up of the bins			
	To take the unaccepted stuffs out of the bins and organize the recycling bins as like flattening cardboard after business hours			



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chairperson Miller and Board of Directors (June 23, 2016)
From: Janine Dougall
 Director of Environmental Services
Date: June 8, 2016
Subject: July 1 – December 31, 2016 Burns Lake Return-It Recycling Depot Contract Renewal

Background

MMBC initiated PPP recycling services in 2015 through a partnership with the Burns Lake Return-It Recycling Depot. Prior to MMBC services being established in the community, bins for the collection and recycling of cardboard and paper products were located at the Burns Lake Transfer Station.

Once the MMBC program was established, the bins at the Burns Lake Transfer Station were removed, and new bins for the collection of institutional, commercial, industrial (ICI) cardboard and paper were located in a fenced compound at the Burns Lake Return-It Recycling Depot with a funding agreement established between the Burns Lake Return-It Recycling Depot and the RDBN.

The current contract with the Burns Lake Return-It Recycling Depot is set to expire as of June 30, 2016. As a result, the Regional District has received an updated proposal for recycling services for the time period of July 1 to December 31, 2016 (attached).

The most significant changes as a result of the pending implementation of the cardboard ban (July 1, 2016) are as follows:

1. Currently there are two 40 yard bins in the compound, one to collect cardboard, the other mixed paper. Under the new proposal, this will change to only 1 bin for the collection of mixed paper only. This has reduced the land rental fees from \$1,500 per month to \$850 per month. The Recycling Depot owner is proposing to have a commercial cardboard collection program at the depot, but this service will be user pay and not funded by the RDBN.
2. Employee costs have been increased slightly to assist in public education.

The total costs associated with the proposed recycling services are very similar to the previous proposal although the format of the proposal has been altered slightly. For January 1 – June 30, 2016 the costs for recycling services were \$23,025 (excluding GST) while the costs for the July 1-December 31, 2016 time period are \$23,127.50 (excluding GST).

The total 2016 budget available for recycling in Burns Lake and surrounding area is \$295,239. Given the available budget, there will be sufficient monies available to support the recycling proposal from the Burns Lake Return-It Recycling Depot and pay for the costs for transporting, handling, and recycling the collected ICI paper products, which is completed through a separate agreement with Cascades Recovery Inc. (Prince George).



At this time, Environmental Services Staff are recommending approval of a contract extension with the Burn Lake Return-It Recycling Depot in support of their proposal for recycling services for the time period of July 1 to December 31, 2016 at a cost of \$23,127.50 (excluding GST).

RECOMMENDATION (All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "July 1 – December 31, 2016 Burns Lake Return-It Recycling Depot Contract Renewal" and dated June 8, 2016.

2. Further, that the Board of Directors approve a contract extension with the Burns Lake Return-It Recycling Depot in support of the proposal for the continuance of recycling services for Burns Lake and Area, for the time period of July 1 – December 31, 2016 at a total cost of \$23,127.50 (excluding GST).

Respectfully submitted,

A handwritten signature in cursive script that reads "Janine Dougall".

Janine Dougall
Director of Environmental Services

Burns Lake Return-It Recycling Depot

113 Park Street,
250-692-4824/9723 (mobile)
P.O. Box 242,
Burns Lake, B.C. V0J 1E0
Chris Beach

Proposal for Industrial/Commercial/Institutional (ICI) Recycling Drop-off Services and Waste Reduction Education Programs in the Lakes District

RECEIVED

May 30, 2016

Janine Dougall
Regional District of Bulkley-Nechako
37 - Third Avenue, PO Box 820
Burns Lake, British Columbia
V0J 1E0

MAY 31 2016

**REGIONAL DISTRICT
OF BULKLEY-NECHAKO**

The Burns Lake Return-It Recycling Depot (hereafter BLRRD) is submitting the following ICI Recycling & Waste Reduction Education Proposal to the Regional District of Bulkley -Nechako (RDBN) for the period of July 1st, 2016 to December 31st, 2016, for the Village of Burns Lake and the surrounding communities in the Lakes District, composing Areas B and E of the RDBN.

I. Primary Objectives of Proposal

A. To Meet the Increasing Public Need in the Lakes District for Expanded Recycling Services at One Central Location

B. To Reduce the Community Waste Stream Through Public Education & Assistance

II. Background

The Burns Lake Return-It Recycling Depot (BLRRD) has been successfully operating an Encorp recycling facility for used beverage containers and electronics for several years in Burns Lake. As the only Return-It Recycling depot between Fraser Lake, Southside/Francois Lake and Houston, it serves the entire Lakes District Community. With an established client-base across the community and years of collecting, packaging and shipping recycling experience behind it, the BLRRD successfully and very significantly expanded its operations on June 1st, 2015 and began providing comprehensive ICI and residential drop-off recycling and waste reduction education programs to the Lakes District.

III. Overview

This proposal is for

A. Providing ICI Mixed Paper Drop-Off Recycling Service:

- ✓ provide land rental in a locked, fenced compound large enough for cars to drive into for larger drop-off loads and for several public users to access the bin simultaneously by hand

- ✓ monitor the bin on an hourly/daily basis
- ✓ allow access to the bin during all business hours (7 hours a day, 5 days a week)
- ✓ clean the compound area for fallen paper debris and blown-in litter
- ✓ mow and weed-wack the grass and edges in the Spring, Summer and Fall months
- ✓ provide snow-plowing for access space inside and outside the compound during the Winter
- ✓ provide snow shoveling in and around the compound for the areas that the plow-truck can't reach during the winter months

B. Providing Waste Reduction Public Education Programs:

- ✓ Educate the public and answer all questions on acceptable and unacceptable materials for the I.C.I. mixed paper drop-off bin
- ✓ Educate the public about the newly imposed Cardboard Ban
- ✓ Educate the public about the (free) continuing residential cardboard program at the depot
- ✓ Educate the public about the new (user-pay) commercial cardboard program at the depot (starting July 1st)
- ✓ Educate the public through the installation and maintenance of proper signage inside and outside of the depot
- ✓ Educate the public through recycling depot tours (schools, gov't office staff, seniors, etc.)
- ✓ Educate the public through posting and handing out and explaining various recycling depot, local and provincial recycling pamphlets/literature
- ✓ Educate the public on all available residential and I.C.I. programs through local media: L.D. News, Lakes District Free Classifieds, Beacon Theatre Screen Ads, Yellow Pages
- ✓ Educate the public by maintaining a recycling depot facebook page that will outline and explain all recycling services available at the depot and answer questions about recycling in the Lakes District on a daily/weekly basis
- ✓ Educate the public through on-site assistance about how to recycle used materials from the residential and I.C.I. sectors through the following provincial stewardship recycling collection programs:
 - Electro-Cycle (small appliances and power tools)
 - Encorp Electronics (TVs, computers, printers, scanners, all media – 8-tracks, cassettes, records, C.D.s, DVD's, etc.)
 - Call 2 Recycle (mobile phones and smaller batteries)
 - Light Recycle (all light bulbs, tubes, fixtures and ballasts)
 - Alarm Recycle (CO2 and smoke alarms)
 - Switch the Stat (thermostats)
 - MMBC (printed paper and packaging)
 - Encorp Beverages (all ready-to-drink, non-dairy beverage containers)
 - and other prospective stewardship programs that may be added that will collectively contribute to reducing the local waste stream

IV. Yearly Update/Improvements:

For twelve months the BLRRD has successfully provided I.C.I. cardboard and mixed paper bin drop-off service and waste reduction education programs for the Village of Burns Lake and the Areas B and E of the RDBN. In this period we have listened to our customers and have worked to provide better, faster, more efficient and more comprehensive service. In particular we have:

- ✓ expanded our hours to 7 hours a day (10:00 am to 5:00 pm) 5 days a week (consistent with all other depots in the RDBN)
- ✓ expanded our media/advertising coverage of depot programs (L.D. News, Lakes District Free Classifieds, Beacon Theatre Screen Ads, Yellow Pages, as well as printed posters new recycling programs, educational messaging on site, etc.)
- ✓ decided, starting July, 2016, to be open for regular hours on Saturdays during Holiday (long) Weekends to provide better access to our growing number of recycling services, including commercial cardboard drop-off service
- ✓ provided monthly recycling depot tours for school groups and other organizations in order to promote waste reduction education
- ✓ Coordinated and help set up local school recycling programs for the I.C.I. cardboard and mixed paper drop-off bins
- ✓ began hiring employees with disabilities under a joint program with Work B.C. and the federal government
- ✓ provided volunteer experiences for highschool students with disabilities
- ✓ provided work experiences for highschool students through Lake Babine Nation's Bladerunners program
- ✓ Added a computer inventory/cash and 'big-bag' system which has created complete transparency and reduced line-ups (only the Smithers depot in the RDBN has a similar system)
- ✓ diverted 27 tons of MMBC printed paper and packaging (primarily fibre and milk jug/cartons, plastics, metals) from the local RDBN waste stream from June 1st to December 31st, 2015.

As a result of our increased services, and simply running various new recycling and education programs for the first time, some of our associated costs have turned out to higher than we first anticipated in our first year of service. However, this has been largely offset by the fact that bin rental space has been significantly reduced from \$1500 per month to \$850 as this contract reflects one I.C.I. bin (mixed paper will continue while cardboard will be discontinued). Please refer to the section below for a complete detailing.

V. Proposed Costs to RDBN

A. Management/Labour Costs:

- 10 management hours per week at \$30.00 per hour (including all payroll deductions). This will include managing the ICI recycling program and educating the public about available recycling programs at the depot and how to generally reduce materials going into the local waste stream. This will include coordinating and maintaining local marketing and social media, such as maintaining the depot facebook page, doing workshops and generally providing residents of the Lakes District with information on current and new recycling options at the depot. This will include informing residents of how to sort the materials, where the materials are shipped to and how they are processed, and providing general waste reduction strategies and news.

These hours would also cover responsibilities such as liaising with Cascades Recovery and the RDBN to ensure recycling stream policies are followed, materials are fully prepared for shipment, and that the **cardboard ban is fully and properly implemented through all recycling programs** (10 hours x \$30.00 = \$300.00 p/week)

- 12.5 employee hours per week at \$25.00 per hour (including all payroll deductions) to monitor and maintain the ICI bin, clean the fenced compound, etc., and to assist in educating the public. (12.5 hours x \$25.00 = \$312.50 p/week)
- Total Management & Employee 6-Month Costs = \$15,925.00 (including W.C.B., E.I., C.P.P.)

B. Bin Space Rental Costs:

- Total Monthly ICI Mixed Paper Bin Space Rental Cost within fenced compound: \$850.00
- Total 6-Month ICI Mixed Paper Bin Space Rental Cost: \$5100.00

C. Administration Fee:

- 10 % (added to reflect unexpected costs and/or increased advertising, insurance, utilities, signage, payroll accounting, etc.)

D. Total Contract Cost for July 1st - December 31st, 2016:

- $\$15,925.00 + \$5,100.00 \times 10\% = \underline{\$23,127.50}$ (not incl. GST)

VI. Conclusion:

The BLRRD urges the RDBN to continue to fund this proposal as it will help ensure the delivery a level of ICI recycling and waste reduction education in a 'one-stop' drop-off location to all the residents of the Lakes District. The public appetite for such programs continues to grow, month by month. We believe that by continuing to increase public ICI and residential recycling participation rates we have delivered significant savings to the RDBN by reducing the local waste stream.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chairperson Miller and Board of Directors (June 23, 2016)
 From: Janine Dougall
 Director of Environmental Services
 Date: June 9, 2016
 Subject: July 1 – December 31, 2016 Fraser Lake Bottle Depot Contract Renewal

Background

MMBC does not provide PPP recycling services in the Fraser Lake area. The RDBN has an ongoing partnership with the Fraser Lake Bottle Depot for the provision of mixed paper and cardboard recycling services.

When the Regional District implements the cardboard ban (July 1, 2016) the only change to the existing program with the Fraser Lake Bottle Depot will be the need to ensure that the cardboard that is collected is generated only from residential sources.

The current contract with the Fraser Lake Bottle Depot is set to expire as of June 30, 2016. As a result, the Regional District has received an updated proposal for recycling services for the time period of July 1 to December 31, 2016 (attached). The only changes to the proposal are a reduction in costs for sanding and snow removal and increased staffing hours to ensure cardboard from the ICI sector is not placed in the bins.

The total costs associated with the proposed recycling services are very similar to the previous proposal. For January 1 – June 30, 2016 the costs for recycling services were \$22,692 (excluding taxes) while the costs for the July 1-December 31, 2016 time period are \$23,200 (excluding taxes).

The total 2016 budget available for recycling in Fraser Lake and surrounding area is \$50,000, therefore there are sufficient monies available to support the costs of the proposal.

At this time, Environmental Services Staff are recommending approval of a contract extension with the Fraser Lake Bottle Depot in support of their proposal for recycling services for the time period of July 1 to December 31, 2016 at a cost of \$23,200 (excluding taxes).

RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "July 1 – December 31, 2016 Fraser Lake Bottle Depot Contract Renewal" and dated June 9, 2016.
2. Further, that the Board of Directors approve a contract extension with the Fraser Lake Bottle Depot in support of the proposal for the continuance of recycling services for Fraser Lake and Area, for the time period of July 1 – December 31, 2016 at a total cost of \$23,200 (excluding taxes).

Respectfully submitted,

Janine Dougall
 Janine Dougall

Director of Environmental Services

2016 Project Plan (July 1 ~ December 31 2016)

Project Name : "Fraser Lake Recycling"

Under the name "Fraser Lake Bottle Depot"

Owner/Operator : Jonathan (Kwang Hyo) Lee

Address : Box 384 Fraser Lake, BC, V0J 1S0

E-mail : jonkh53@gmail.com

Phone : 1-250-699-8322

RECEIVED

JUN 08 2016

**REGIONAL DISTRICT
OF Bulkley-Nechako**

June 1, 2016

The following is our goal and proposal for July 1, 2016 to December 31, 2016.

The Fraser Lake Recycling Plan is now in its sixth (6th) year from the previous owner / operator.

The previous operators Lynn and Adriana have now settled down and are on course.

More and more people are now using the service and they want to add new recycling items to maintain this program and to continue using it.

We have a relationship with a nearby School under the name, "Bottle Driver".

We have other recycling plans that have been continuously expanding.

We also collect all kinds of batteries, light bulbs, florescent tubes, electronics, computer, small appliance, fire and carbon monoxides alarms.

The community is looking for more ways to recycle and their biggest concern is household plastic containers, glass and vinyl products, scrap metal.

We are located on a convenient location (beside Highway #16), on a large lot (0.69 acres) with a large building (3,824 s/f) and a metal fence compound.

This bottle depot will be a good site for future recycling programs.

Furthermore, a good operating bottle depot will have a synergy effect each other for other recycling programs.

RDBN will not be allowed that cardboard from the institutional, commercial and Industrial sectors but residential (household) will be allowed.


The acceptance of paper from the institutional, commercial and industrial sector, residential will continue with no changes.

New program will be start from July 1, 2016.

We will continually look after the bins for safety, security, cleaning and proper usage, and will advise the community on these methods as well.

Owner/operator

Jonathan (Kwang Hyo) Lee



2016 Recycling Plan (July 1 ~ December 2016)

A. Basic information

- Project Name : Fraser Lake Recycling

(Under the umbrella of the Fraser Lake Bottle Depot)

- Project contact name : Jonathan (Kwang Hyo) Lee (Owner / Operator)

- Operation information :

Business Hour : 10:00am ~ 5:00pm (Tuesday ~ Saturday)

Location of bins : 20 Cougar St Fraser Lake BC, V0J 1S0

Security : Bins are in a metal fenced compound and two(2) gates are locked after business hour. (* See attached photos)

B. Budget for six(6) month (July 1, 2016 ~ December 31, 2016)

- Cardboard and paper recycling bin costs

Cardboard (6 - 6yard) : \$700/month // \$4,200 for six(6) Month

Paper (1 - 30yard) : \$900/pick up // \$5,400 for six(6) Month

- Snow removal / Sanding : \$1,000 for six(6) month
- Land Rental : \$500/Month // \$3,000 for six(6) Month
- Employee cost : \$28/HR // \$1,400/Month // \$8,400 for six(6) Month
- Accounting, Administration, Insurance : \$200/Month // \$1200 for six(6) Month
- Total cost for six (6) month : \$23,200 (excluding taxes)

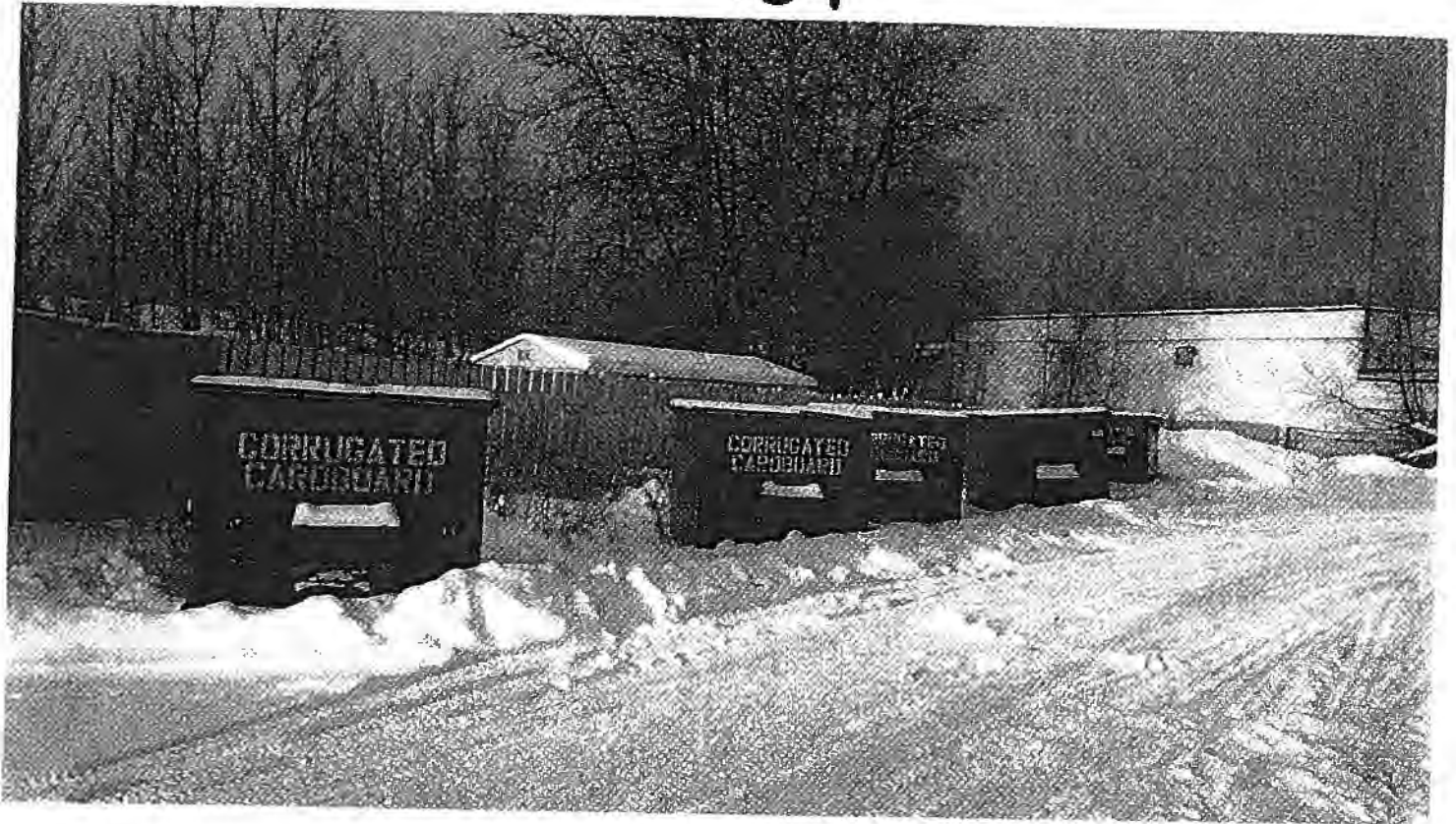
C. Description of activities to take place over the six(6) month period

- Products to be collected : cardboard, paper
- Number of bin pickups per month :
 - a. 6 - 6yard cardboard bins – two(2) times per month
 - b. 1 - 30yard paper bin – one(1) time per month
- Public education schedule :
 - a. Advertise at local newspaper to inspire why recycling is important.
 - b. Display recycling brochures in store, school and other public place
In town
 - c. School classes tour at recycling depot.
- Bin inspection schedule :
 - a. Tuesday ~ Saturday – morning, afternoon, evening and necessarily.
 - b. Sunday, Monday and Holiday – Morning and Evening
- Other recycling services :
 - Light bulbs, florescent tubes, all kinds of batteries, fire alarms, electronics
 - Computer, small appliances, carbon monoxide detectors.

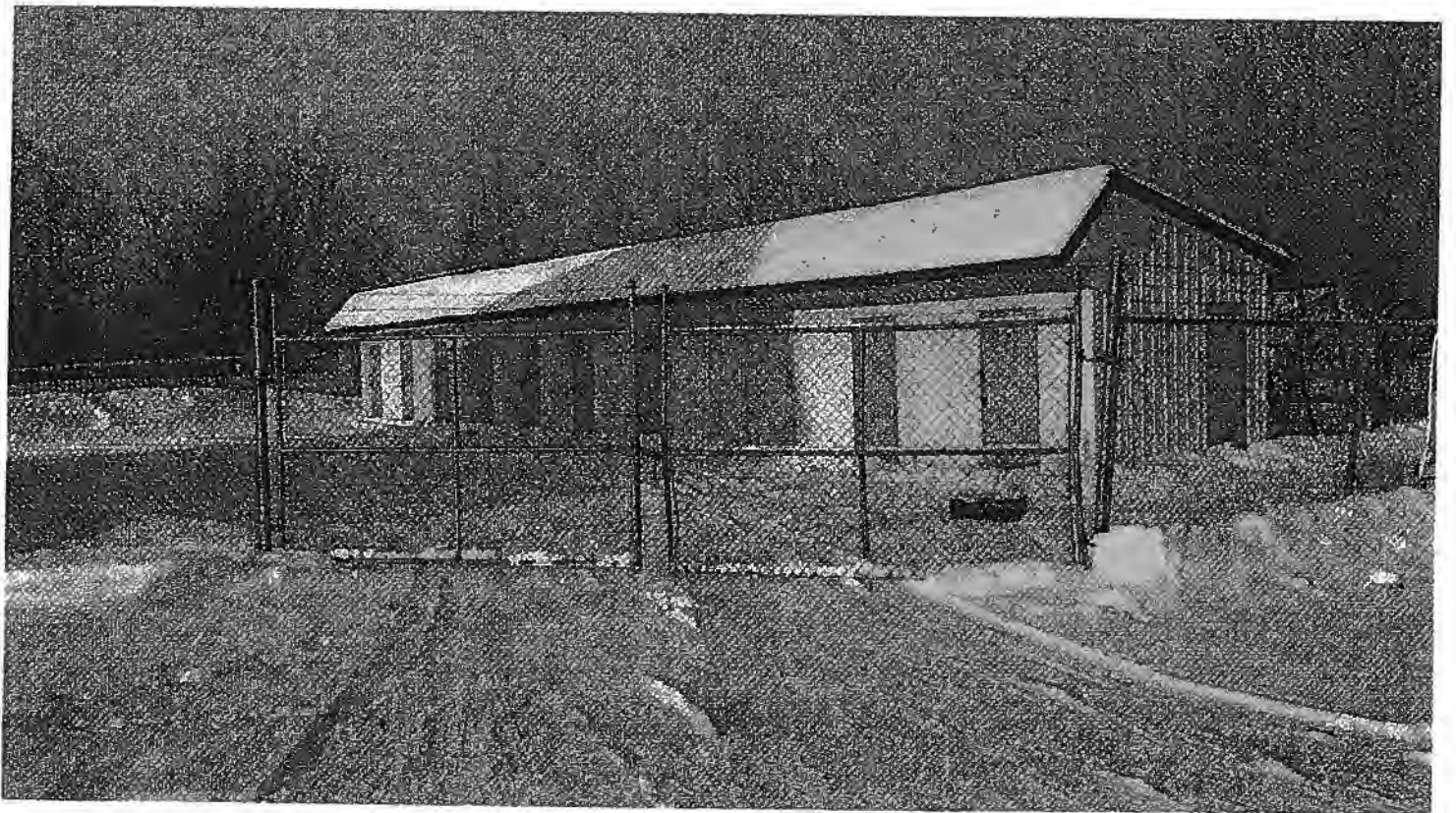
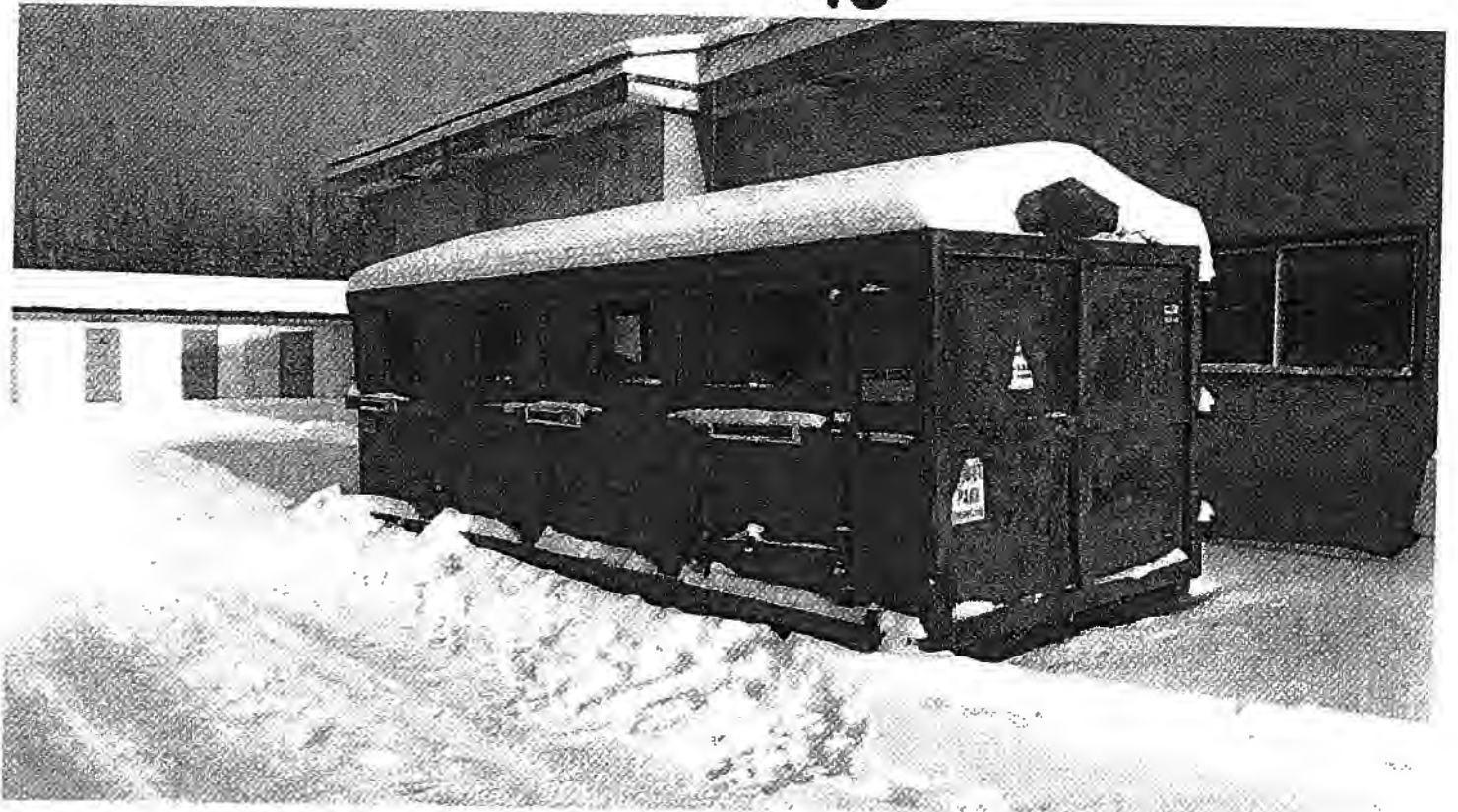
D. Propose new recycling items :

- * Household plastic
- * Glass
- * Vinyl products
- * Household scrap metal

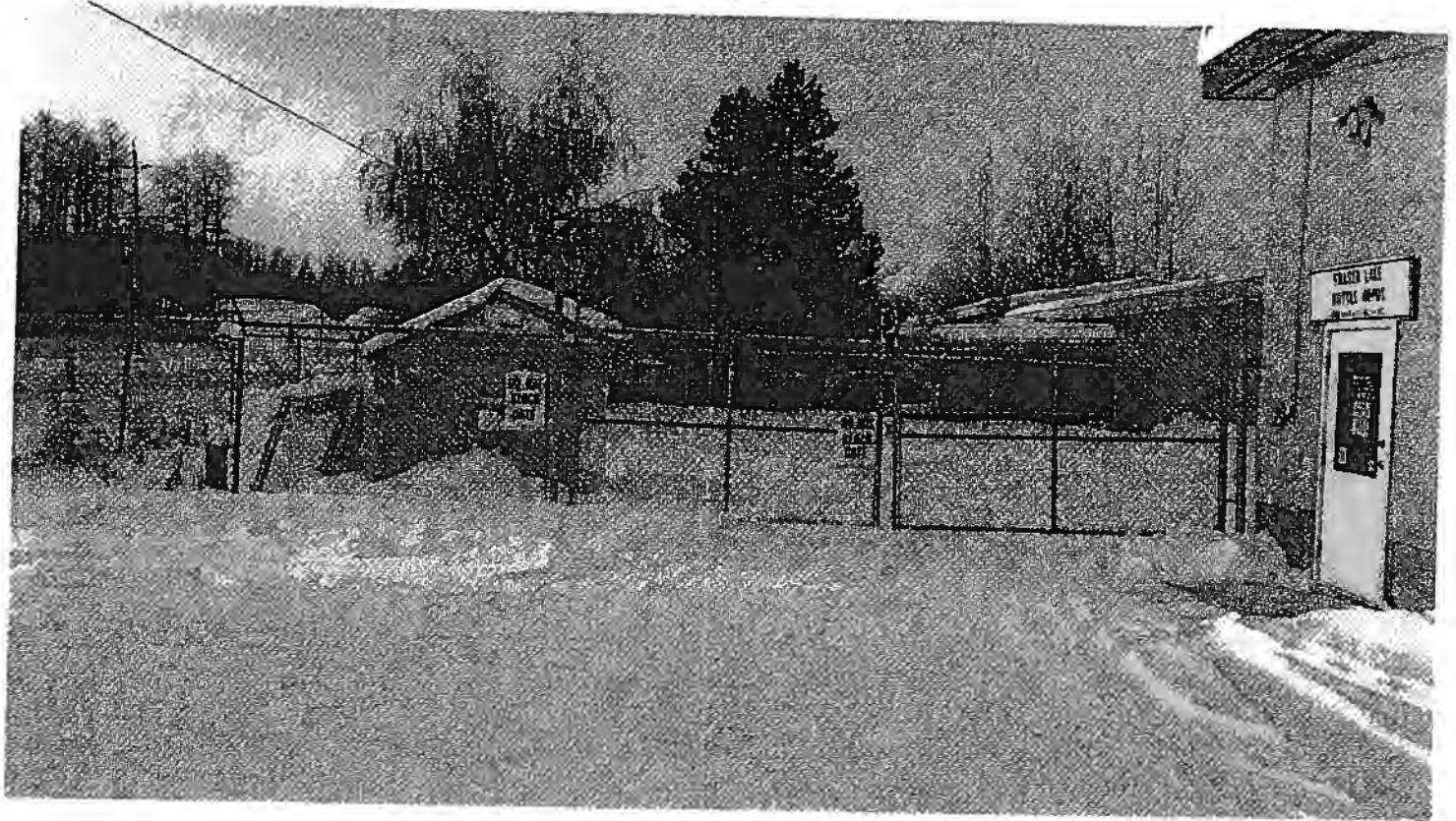
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REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chairperson Miller and Board of Directors (June 23, 2016)
 From: Janine Dougall
 Director of Environmental Services
 Date: June 13, 2016
 Subject: July 1 – December 31, 2016 Nechako Healthy Community Alliance Contract Renewal

Background

MMBC does not provide PPP recycling services in the Vanderhoof area. Recycling services for cardboard, mixed paper and mixed plastics are provided through a funding partnership between the RDBN and the Nechako Healthy Community Alliance.

The current contract with the Nechako Healthy Community Alliance is set to expire as of June 30, 2016. As a result, the Regional District has received an updated proposal for recycling services for the time period of July 1 to December 31, 2016 (attached).

When the Regional District implements the cardboard ban (July 1, 2016) the most significant change to the recycling program will be associated with collection of cardboard from residential sources. Historically, cardboard (from both residential and commercial sources) were collected in a bin outside the Vanderhoof Co-Op. The collected cardboard was then baled using the Vanderhoof Co-Op baler.

With the implementation of the cardboard ban and the requirement for the ICI sector to pay for required recycling services, the Vanderhoof Co-Op baling option is no longer viable. As such, the RDBN will be placing approximately 10 (6 yard) cardboard collection bins at the Vanderhoof Transfer Station for use by residential customers only. The RDBN will arrange and pay for this service directly and therefore the costs associated are not included in the latest proposal from the Nechako Healthy Community Alliance.

The total costs associated with the proposed recycling services are very similar to the previous proposal. For January 1 – June 30, 2016 the costs for recycling services were \$43,362.85 (excluding taxes) while the costs for the July 1-December 31, 2016 time period are \$41,304.02 (excluding taxes).

The total 2016 budget available for recycling in Vanderhoof and surrounding area is \$138,672. The costs associated with placement of 10 cardboard bins at the Vanderhoof Transfer Station with weekly pick-up for a 6 month period is estimated at \$10,000. Therefore there are sufficient monies available to support the costs of the recycling program.

At this time, Environmental Services Staff are recommending approval of a contract extension with the Nechako Healthy Community Alliance in support of their proposal for recycling services for the time period of July 1 to December 31, 2016 at a cost of \$41,304.02 (excluding taxes).

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RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "July 1 – December 31, 2016 Nechako Healthy Community Alliance Contract Renewal" and dated June 13, 2016.
2. Further, that the Board of Directors approve a contract extension with the Nechako Healthy Community Alliance in support of the proposal for the continuance of recycling services for Vanderhoof and Area, for the time period of July 1 – December 31, 2016 at a total cost of \$41,304.02 (excluding taxes).

Respectfully submitted,

A handwritten signature in cursive script that reads "Janine Dougall".

Janine Dougall
Director of Environmental Services

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Nechako Healthy Community Alliance

P.O. Box 1881, Vanderhoof, British Columbia V0J 3A0

June 9, 2016

Janine Dougall
Regional District of Bulkley Nechako
37 – Third Avenue, PO Box 820
Burns Lake, British Columbia
V0J 1E0



JUN 10 2016

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

On behalf of the Nechako Waste Reduction Initiative (NWRI), the Nechako Healthy Community Alliance is submitting the following Waste Reduction Proposal for July 1 to December 31 of 2016 3 R's funding from the Regional District of Bulkley Nechako (RDBN). The proposal is for Vanderhoof and its surrounding rural area and focuses on the continuation of the recycling program, which began in late 2009. As directed by the RDBN, this proposal represents an extension of activities carried out from January to June of 2016, with the exception of the cardboard recycling program.

The Nechako Waste Reduction Initiative appreciates the Regional District's willingness to step in to ensure that recycling and waste reduction services can continue in Vanderhoof after the news that Multi-Material BC would not be initiating any changes in our community. We look forward to continuing to work with the Regional District and Multi-Material BC to find a more permanent recycling service solution in Vanderhoof.

The main contact at this time will be Trinda Elwert, the current Sustainability Coordinator for the Nechako Waste Reduction initiative. Her contact information is as follows:

Cell phone: 250-567-8538
Email: nechakowri@gmail.com
Mailing Address: PO Box 1881 Vanderhoof, BC V0J 3A0

In December 2009, the NWRI, with the help of the RDBN, began a paper and cardboard recycling program in Vanderhoof. The program consists of one cardboard collection bin and one mixed paper collection bin. The materials are handled separately; the cardboard is baled using the Vanderhoof Co-op baler and the mixed paper is shipped into Prince George and then on to Vancouver for recycling. With the support of the RDBN, plastics recycling was added to this recycling program in July 2012. The plastics recycling program consists of one household plastics recycling bin that is shipped to Prince George.

With a ban on landfilling cardboard coming into effect in July 2016, a significant part of the NWRI's work in the latter half of 2016 will involve public education to ensure cardboard is recycled properly and residents understand their cardboard recycling options. We will continue to meet and work with the Vanderhoof Co-Op, the District of Vanderhoof, NVSS Bottle Depot, community groups, and the Regional District to facilitate the establishment of a recycling depot in Vanderhoof. The NWRI will also continue to advocate with Multi-Material BC to become part of this long term solution.

The mixed paper recycling will continue to be provided by Cascades Recovery Inc. (Cascades). Cascades provides a 30 cubic yard bin and transportation of the collected material. The bin will be emptied and replaced once a week. Cascades has generously offered to continue providing bins free of charge and will be charging a rate of \$262.50 per collection as well as an administration charge of \$75 per collection. As of January 1, 2014, Cascades added an 8% fuel surcharge to all clients' collection rates.

The plastics recycling program will continue to be provided by Cascades. Cascades provides a 30 cubic yard bin and transportation of the collected material. The bin will be emptied and replaced once a week. Cascades has generously offered to continue providing bins free of charge and will be charging a rate of \$262.50 per collection (lower than in 2014 because both bins are replaced simultaneously), however there is an additional sorting and processing fee of \$150 per collection for plastics sorting. As of January 1, 2014, Cascades added an 8% fuel surcharge to all clients' collection rates. The processing fee is exempt from the fuel surcharge.

The plastic and mixed paper bins will be inspected once a week to ensure they are not being contaminated with garbage and to check the volume of recycled material. The paper and plastic bins will continue to be located at the Vanderhoof Waste Transfer Station.

The materials expected to be diverted from the landfill are the following:

<i>Type of Material</i>	<i>Estimated Amount (tonnage) to be Diverted</i>	<i>Time Period Diversion is Proposed to Occur</i>	<i>Proof of end markets attached Yes/No</i>
Mixed paper: -newspaper -magazines -office and lined paper -box board, etc.	47.2 MT (Based on an average of 7.87 MT of material recycled per month)	6 Months (Jul - Dec)	No (was provided in original proposal)
Plastics 1-7 (including milk jugs & cartons)	10.6 MT (Based on an average of 1.76 tonnes of material recycled per month)	6 Months (Jul - Dec)	No (was provided in previous proposal)

All of the mixed paper and plastics are transported by Cascades to a recycling facility in Vancouver. The estimated amounts of diverted material are based on the actual weight of the mixed paper and plastic upon collection over the last 6-month period.

The public education component of our project involves ongoing campaigns to increase awareness of existing recycling options and waste reduction projects as well as pursuing and advertising new waste reduction opportunities. In 2014 and 2015, the NWRI organized several activities including a series of waste-related film screenings, elementary school and summer camp workshops, installing additional outdoor recycling receptacles, the Earth Day Community Clean-Up, green events in Vanderhoof, supporting the Regional District's composting seminar, tabling at the Trade Show, Canada Day and Rivers Day, and others. Looking ahead, a few of the initiatives that NWRI will be involved with from July to December 2016 are:

- Mentoring NVCSS on establishing a business cardboard recycling program
- BC Rivers Day and the Community Garden Harvest Celebration
- Green Toolkit for the community
- Community outreach via social media and existing print media

- Tabling at local events, with a focus on the Green Toolkit as a means of waste reduction

Mixed paper collection from the Vanderhoof Post Office is an ongoing NWRI initiative. An employee from NVCSS collects the mixed paper three times a week and transfers it to the paper recycling bin, as a result diverting a large amount of waste from the landfill. This initiative has received positive feedback from both the community and the Post Office employees. The placement of new mixed paper recycling bins with the recycling logo and the NWRI logo at the Post Office has also allowed this project to take on a public education angle. The NVCSS employee also picks up all paper recycling from the high school once a week and transports it to the paper recycling bin. NVCSS informed the NWRI in May 2014 that they would begin to invoice us for mileage for the NVCSS employee, who uses a van provided by the agency for his recycling work. This mileage fee is reflected in the budget.

Through local media sources such as the newspaper, school newsletters, radio, the NWRI website, and the NWRI Facebook Page we will continue to provide the District of Vanderhoof and its residents with information on waste reduction strategies, waste management news, and new recycling options. This will include the location of, and procedures for, services such as paper, plastic, and cardboard recycling, as well as electronics and beverage container recycling.

Appropriate signage has been posted to increase public awareness about where to recycle, which products are acceptable, and how to maintain a low level of contamination at these locations. We are committed to working with local businesses to continue promoting retail specific recycling options and initiatives, as well as to promote the idea of green business practices. In the past, the NWRI worked with local businesses to offer and advertise unique recycling options such as pen and plastic writing instruments, ink cartridges, cell phones, and more. We will be present at community events such as the Community Clean-Up to expand public knowledge of recycling practices and options the NWRI supports.

A joint initiative between the NWRI and Nechako Valley Food Network (NVFN) to help local events become "green" has been a success! Four events in 2014 (Community Clean-Up, Canada Day, Community Garden Opening, and BC Rivers Day) and two events in 2015 (Community Clean-Up and Harvest Day at the Community Garden) were successfully "greened" with positive feedback from community members and the support of a large group of volunteers committed to sustainability, local food, and waste reduction. A green event is an event in which waste is kept to a minimum, local food is served, and volunteerism is promoted. These actions work to engage our community in environmental stewardship, to support our local food producers and economy, as well as help to create a community identity. The NWRI is responsible for minimizing waste at these events and achieves this through the use of reusable dinnerware, composting food waste, and recycling beverage containers and paper or cardboard packaging. Although there were fewer "green" events in 2015 than 2014, this was primarily because of the event organizers' decisions about food service. Even though they didn't have the "green" event designation, many community events still minimized waste through their use of the NWRI's green toolkit.

The NWRI's "Green Toolkit", a set of reusable dishes that can be rented by community members and businesses, allows for green events to take place on a smaller scale throughout Vanderhoof throughout the year. In 2016 thus far, the green toolkit has been used 14 times, diverting thousands of plastic, Styrofoam, and paper plate settings from the landfill. We look forward to continuing to offer this service to community members.

The NWRI was disappointed to hear that MMBC rejected the District of Vanderhoof's bid to provide curbside recycling collection of packaging and printed paper in Vanderhoof and, subsequently, MMBC's decision to decline to fund or initiate any recycling changes in Vanderhoof. The NWRI understands the unfortunate position that this

put the Regional District of Bulkley-Nechako into and we are appreciative of the Regional District's decision to continue supporting recycling and waste reduction activities in Vanderhoof. The NWRI will continue to advocate for MMBC to take an active role in recycling in Vanderhoof as we look towards a permanent recycling arrangement that accounts for the fact that printed paper and packaging are now included in a provincial product stewardship plan.

In order to achieve our goals for July to December 2016, we will need to continue employing a part time Sustainability Coordinator. Responsibilities of the Sustainability Coordinator will include:

- Maintain the paper and plastic bins and organize collection
- Submit invoices and progress reports to the Regional District
- Be the main contact person with the Regional District, municipal government, local businesses and recycling companies
- Work with the District of Vanderhoof to establish a new garbage bylaw
- Investigate ways to expand and improve waste reduction in Vanderhoof
- Coordinate the employees responsible for picking up mixed paper from the Vanderhoof Post Office and High School
- Work with the NVSS Bottle Depot and other stakeholders to establish a recycling depot in Vanderhoof
- Analyze and identify ways to improve the utilization of our current recycling facilities in Vanderhoof
- Promote and increase awareness of recycling options in Vanderhoof
- Engage community members in waste reduction education and action through social media, community events, tabling and outreach activities, green events, and the green toolkit
- Coordinate and promote the green toolkit as a waste reduction option for personal and community events.
- Maintain the NWRI website as a source of waste reduction information for the community.

We feel the Sustainability Coordinator position is vital in order to continue promoting waste reduction in the community. The position will continue to be part-time, at 16 hours per week. We will be paying the Sustainability Coordinator \$25 per hour. We have developed a working agreement with the Nechako Valley Community Services Society whereby they pay the NWRI Sustainability Coordinator through their payroll system and charge the NHCA a 15% payroll administration fee. The Sustainability Coordinator salary indicated includes vacation pay, WCB, EI and CPP.

Attached is the financial statement that outlines the operation and maintenance costs of the proposed waste reduction program for July through to the end of December 2016. Total funds required have been indicated, as well as the in-kind contributions.

We will continue employing one special needs individual who will be responsible for picking up mixed paper from the Vanderhoof Post Office and Nechako Valley Secondary School. Based on the hours worked in 2015 to-date, this employee is projected to work approximately 10 hours per month for \$12/hr. The supervisor will be a volunteer position assisting the Sustainability Coordinator at an estimated 2 hours per week with an estimated hourly wage of \$25/hr. All administration costs associated with the supervisor are considered in kind.

It is NWRI's hope that the Regional District of Bulkley Nechako will approve this proposal and continue to fund waste reduction initiatives in the Vanderhoof area in the future.

In making this application, we the undersigned, declare to the best of our knowledge, the information contained

in this application is correct and all required information is enclosed. Further, that should our proposal be accepted in part or in whole, that the funding will be used for the stated purposes only, and that we will comply with all terms and conditions as outlined.

Zoie Dhillon
Applicant Name – Please Print


Applicant Signature

June 10, 2016 -
Date

Nechako Waste Reduction Initiative			
Waste Reduction Budget for July - December 2016			
Paper Bin Collection & Transportation (excl. GST)			
Frequency	Months	Cost/Month	Jul-Dec Costs
4.3	6	\$1,463	\$8,775
Bin Fuel Surcharge (8% of pickup charges applied as of Jan. 1, 2014)			
Amount	Months	Cost/Month	Jul-Dec Costs
8%	6	\$182	\$1,092
Plastics Bin Collection, Transportation, and Sorting (excl. GST)			
Frequency	Months	Cost/Month	Jul-Dec Costs
4.3	6	\$1,788	\$10,725
Total Costs			
Bin Fuel Surcharge		\$	1,092.00
Bin Transportation & Processing		\$	19,500.00
Advertising/Education		\$	1,500.00
Marketing Campaigns		\$	300.00
Supervisor		\$	1,300.00
Sustainability Coordinator		\$	12,375.66
Post Office & NVSS Pick-Up		\$	720.00
Mileage- NVSS & Post Office		\$	428.88
Administration (15%)		\$	5,582.48
TOTAL REQUIRED		\$	42,799.02
In Kind			
Supervisor		\$	1,300.00
Administration (15%)		\$	195.00
TOTAL IN KIND		\$	1,495.00
Total Requested from RDBN			
Bin Fuel Surcharge		\$	1,092.00
Bin Transportation		\$	19,500.00
Advertising/Education		\$	1,500.00
Marketing Campaigns		\$	300.00
Sustainability Coordinator		\$	12,375.66
Post Office & NVSS Pick-Up		\$	720.00
Mileage- NVSS & Post Office		\$	428.88
Administration (15%)		\$	5,387.48
TOTAL REQUESTED		\$	41,304.02
Total Funds Requested from RDBN		\$	41,304.02



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chairperson Miller and Board of Directors (June 23, 2016)
 From: Janine Dougall
 Director of Environmental Services
 Date: June 14, 2016
 Subject: July 1 – December 31, 2016 Nak'azdli Band Council Contract Renewal

Background

MMBC provides PPP services to the community and surrounding area through a partnership with the Nak'azdli Band. Curbside and depot services are available.

In 2015, the Greening Up Fort (GUF) group, who received funding from the RDBN, dissolved their involvement in recycling operations. The recycling depot that was constructed using RDBN Gas Tax funding was transferred to the District of Fort St. James and a new funding partnership was established between the RDBN and the Nak'azdli Band for the provision of ICI recycling of paper and cardboard.

The current contract with the Nak'azdli Band Council is set to expire as of June 30, 2016. As a result, the Regional District has received an updated proposal for recycling services for the time period of July 1 to December 31, 2016 (attached).

The most significant change as a result of the pending implementation of the cardboard ban (July 1, 2016) is the removal of funding associated with cardboard collection and recycling. The Nak'azdli Band Council currently collects both mixed paper and cardboard from the ICI sector. The historic tonnage of mixed paper collected is approximately 30% of total tonnages collected. It is assumed that with the cardboard ban, that mixed paper volumes will also increase, although to what degree is unknown at this time. The amount of funding requested to cover the estimated costs associated with continuing the collection of mixed paper from the ICI sector is \$7,425.30 (excluding taxes).

The total 2016 budget available for recycling in Fort St. James and surrounding area is \$99,474.

At this time, Environmental Services Staff are recommending approval of a contract extension with the Nak'azdli Band Council in support of their proposal for ICI mixed paper recycling services for the time period of July 1 to December 31, 2016 at a cost of \$7,425.30 (excluding taxes).



1. That the Board of Directors receive the memorandum titled, "July 1 – December 31, 2016 Nak'azdli Band Council Contract Renewal" and dated June 14, 2016.
2. Further, that the Board of Directors approve a contract extension with the Nak'azdli Band Council in support of the proposal for the continuance of ICI mixed paper recycling services for Fort St. James and Area, for the time period of July 1 – December 31, 2016 at a total cost of \$7,425.30 (excluding taxes).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Janine Dougall".

Janine Dougall
Director of Environmental Services

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Nak'azdli Band Council

Fort St. James

July 1st 2016 – December 31st 2016

Project Proposal

Regional District of Bulkley-Nechako

3R's Pilot Funding Program

RECEIVED

JUN 14 2016

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

Table of Contents

Brief Outline of 3R's Project – July 2016 – Dec 2016

Project Description

- Development of Diversion Estimates
- Description of End Markets for Materials

Project Budget - Summary

Organization Name: Nak'azdli Band Council**Primary Contact Information:**

Name: Katrina Slorstad

Daytime Phone: 250-996-8095-office 250 996 4066 - cell

E-mail: mmbcrecycle@nakazdli.ca

Mailing Address: PO Box 1329, Fort St. James, BC V0J 1P0

Street Address: 300 Dachun

Outline

Nak'azdli is located on Necoslie I.R. No. 1 in Fort St. James; 60km (37m) of Vanderhoof or 153km (94m) from Prince George (closest city). There is some dispersed housing on I.R. No 1A. Nak'azdli First Nation services 16 reserves totaling 1,458 hectares.

Many of our activities revolve around forestry and some trapping, hunting, fishing and year-round youth activities. Nak'azdli has its own Elementary School (known as Nak'albun Elementary), Youth Center, Church, Gas Station, Grocery Store, Gymnasium, Band office, Recycling Centre, Sawmill and are one of three partners in Sustat Holdings Ltd. There are future developments towards a Recreation Center, Community Pool and Shopping Center.

Nak'azdli is a member of the Carrier Sekani Tribal Council (CSTC) along with seven other First Nation Bands; Burns Lake, Nad'leh Whuten, Saik'uz First Nation, Stellat'en First Nation, Takla Lake First Nation, Tl'azt'en Nation and Wet'suwet'en First Nation.

In May 2014 the Nak'azdli Band Council expanded into recycling and gained three contracts with Multi-Material British Columbia (MMBC). These contracts were for curbside collection, multi-family building collection and the Depot; where all residents can drop off a wide-variety of recyclables. These contracts vastly expanded recycling in Fort St. James by introducing the recycling of plastic household packaging, film and overwrap, Styrofoam and glass packaging which had never previously been available in FSJ. By offering free curbside collection to those within district and Nak'azdli reserve limits, this program has expanded the availability of recycling to as many residents as possible.

The Nak'azdli Recycling Depot continues to expand our recycling efforts and have been working closely with the District of Fort St. James, MMBC and the Greening Up Fort Society (GUF) to create a greener, more sustainable community.

The GUF Society started fibre recycling in Fort St. James and continue to be a pillar in the community for recycling. However, due to the parallel MMBC residential program the 3Rs funding was redirected to accommodate commercial recycling in July 2015. This redirection of funding limited the GUF society and prevented them from continuing with residential recycling. They decided to instead, focus on educating the public about recycling and environmentally friendly habits. The Nak'azdli Recycling Depot, District of FSJ and GUF Society all did not wish to see the building; that so much effort has gone into; no longer be used for recycling. As a result, Nak'azdli took over operations at the Integris Recycling Centre.

Currently, the Integris Building ships out approximately 8-10MT of fibre per month from the Integris Recycling Centre. This is made possible by the relationships we have formed with the District of FSJ and previously, Mount Milligan mine; they were providing haul backs free of charge to help out with the project but since Nak'azdli took over operations they abandoned the project. The District of FSJ provides maintenance workers and a forklift to load the bales. This is a great example of community teamwork. It is these types of relationships we hope to continue to establish and expand.

Nak'azdli proposes to continue to use the building as its intended purposes and as it has operated for the past year. We will continue to educate the business owners of FSJ to bring all commercial recycling to this building and to divert residential fibre to the Nak'azdil Recycling Depot; all residential fibre material will be handled through the MMBC program and all commercial fibre will be handled through Nak'azdli Band council.

There is a district wide cardboard ban taking place starting July 1st 2016. This has forced us to look at different options for the cardboard ICI sector. Charging a fee in the form of a tax for ICI sectors or charging by weight seems to be the best options. We have started conversations with the District Office about this matter and will have a business plan as soon as possible. We will still require funding to handle the mixed paper ICI.

In recent years the GUF Society focused on increasing volumes of fibre diverted, and streamlining the project sustainability. We would like work alongside them and the District of FSJ to continue their vision for the rest of the 2016 year by:

- acting as a depot facility for the collection of commercial fibre products in Fort St James
- Baling the products using the existing baler and shipping the material to Prince George using the most efficient means
- Increasing existing fibre collection with commercial sectors through enhanced community education and outreach – especially since the cardboard ban will be in effect
- Promoting all local recycling services

We feel as though the MMBC program was a great stepping stone for recycling in FSJ but the realization is that some projects that were already established have been forced to change and adapt. We want to support these changes as much as possible to ensure that recycling will continue in the best form possible for the community.

Project Description

Funds from the 3 R's program will be used to support our operating costs for the mixed paper ICI sector from July 1 2016 – December 31st 2016 . Such as; wages, shipping costs, supplies, and signage to direct the public on the new procedures. Because the Integris Recycling Centre is an already-established facility it will require the purchase of additional signage as well as considerable person-to-person training to

teach the business owners and residents how to use the new segregation system – again, especially with the cardboard ban going into place.

Contamination of materials must remain low. In addition to educating and assisting people who visit the depot, ongoing checks and sorting of the receptacle bins will be required by the worker.

We will continue to work with the GUF Society, The District of FSJ and hope to participate in community events alongside them.

Proposed Duties of Depot Staff

The worker will be responsible for managing and maintaining organization and cleanliness of the facility; keeping the bins free of contaminants; educating the public about recycling in Fort St James etc. With the cardboard ban going in, duties may look a little different for the rest of 2016. We are looking at having a worker there for set hours to assist businesses to drop off their fibre. The material will be weighed and the business will be charged. We really cannot predict what the volume increase will be at this point. The Manager of the Nak'azdli Recycling depot will overlook the employee to ensure efficient operations are being carried out.

Development of Diversion Estimates

The Integris Recycling Centre currently diverts approximately 8-10MT of solid waste from the landfill each month. On average, out of those 20 (0.5MT) bales, 17 are cardboard and 3 are paper. Procedures will be changing once the cardboard ban is in place. Businesses will be forced to use our recycling facilities; what the volume increase will look like is unknown.

Description of End Markets for Materials

Currently, Cascades Recovery, Prince George has been the main end market for the recyclables. Cascades Recovery delivers bales to their processing plant in Burnaby, BC. The GUF Society had a working relationship with Mount Milligan Mine to haul all of their fibre to Prince George, BC – at no cost –but that is no longer happening.

Darren Wahl, (Manager at Cascades) quoted on charges and rebates for material. Currently, they are charging \$80/tonne of mixed paper they receive at their facility. They are giving rebates of \$100/tonne for clean office paper and \$50/tonne for corrugated paper.

All MMBC residential material will still be funded by MMBC, rebated by MMBC and handled by their hauler.

Educational Component of Project

The GUF Society, Nak'azdli and The District of FSJ will continue to educate the community about recycling initiatives. They will be present at the local fairs, appear regularly at First Nation's environmental days, assist in coordinating recycling opportunities offered outside the community, and green event planning. They will also continue with local bulletins and advertising to increase awareness and usage of the facilities available. The focus will continue to be on businesses and institutions, as they are currently the biggest fibre users. Educational goals for the rest of 2016 include informing residents and business owners about:

- The location of the recycling centre and the hours of operation
- The types of cardboard and mixed paper that can be put in the collection bins, and the types that cannot
- How to prepare cardboard and mixed paper products for recycling
- Where the cardboard and mixed paper are taken, and the things that they can be made into
- The current percentage of volume that cardboard and mixed paper that are recycled
- Other recycling opportunities available in the community (e.g., beverage containers, batteries, tin cans)
- Why, as a community, we should recycle
- How to positively impact our environment by *reducing* what we purchase

The desired behavior changes we anticipate in residents, businesses, and institutions in Fort St. James and surrounding areas as a result of this project are:

- Separating appropriate cardboard and mixed paper out of their regular garbage for deposit in the appropriate bins
- Taking other uncontaminated recycling products (e.g., beverage containers) to the bottle depot
- Depositing the recycling products in the correct collection bins by the bottle depot (bringing residential fibre to the Nak'azdli Recycling Depot).
- Through our educational efforts we hope to also expand the use of the MMBC program

Target audiences within the community may include, but are not limited to:

- Businesses in and out of town
- First Nations communities
- Schools
- Institutions

Products and activities that may be identified in the Educational Component may include, but are not limited to:

- Newspaper articles
- Signs and posters

- Radio ads
- Displays and attendance at community events
- Local recycling workshops
- Presentations to, and activities with, schools, institutions, and businesses
- Distribution of incentives designed to encourage and stimulate recycling (e.g., 'Blue Boxes')
- Waste reduction education through social media, websites etc.

Project Budget

Total expenditures of this 3R's proposal are \$7425.30. Our cost estimates are based on building and recycling operations over the past year and the best available information that we have been able to attain. This is 30% of the estimated costs for the next 6 mos (to handle only mixed paper). These costs are based on a predicted volume increase for this building due to the cardboard ban (which increases employee hours as well as volume shipped) – I do believe businesses will not only bring their cardboard but all fibre recycling.

This project runs over a 6 month period, from July 1st 2016 to December 31st 2016.

The following table provides a summary of our project budget.

Detailed Project Budget

Project Budget for Mixed Paper Recycling in Fort St. James
 July 1, 2016 to December 31, 2016
 Prepared by: Nak'azdli Band Council

Expenditure	Amount	Details
Baler Operation		
*Bale wire	\$470	once every 6 months
Staffing		
*Employee	\$15,120	Baler operation and associated duties: \$18/hr, 140 hours a month for 6 months (Jul 01 2016- Dec 31 2016).
*WCB insurance	\$ 101	Based on a Worksafe BC rate for employee working in a recycling centre. .73% = 12c per hour
Transport of Bales	\$7560	\$420 x 3 per month from Red Spade Enterprises
Information sharing, incentives, community marketing	\$ 1000.00	
Tools and work supplies	\$500	Tools, gloves, storage containers and misc.
TOTAL EXPENDITURES	\$24,751 x 30% = \$7425.30	Funds will be used strictly for mixed paper handling. This is approximately 30% of our entire predicted operation costs for July-Dec 2016.

In kind Contributions	Amount	Details
Building and collection bins		District of Fort St. James
Snow plowing around building		District of Fort St. James
Transportation of bales from building to truck		District of Fort St James
Pallets for Bales		Petro Canada, Hops Cold Beer Store
Workshops & community educational events		GUF Society

Requested Funds from RDBN	\$ 7425.30
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100% of these costs are allocated for direct implementation of mixed paper recycling services. This includes:

- baling of fibre
- maintenance of bin areas
- tracking of volume
- community promotion and marketing

Declaration Statement

In making this application, I the undersigned, declare to the best of our knowledge, the information contained in this application is correct and all required information is enclosed. Further, that should our proposal be accepted in part or in whole, that the funding will be used for the stated purposes only, and that we will comply with all terms and conditions as outlined.

Katrina Slorstad
Manager
Nak'azdli Recycling Depot
June 2016



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chairperson Miller and Board of Directors (June 23, 2016)

From: Janine Dougall
Director of Environmental Services

Date: June 9, 2016

Subject: Solid Waste Management Plan – MoE Planning Guideline Update

On May 16, 2016, the Ministry of Environment (MoE) issued “A Guide to Solid Waste Management Planning” Draft Version 1.0. According to the MoE, the new Guide has been updated to:

- acknowledge changes to the municipal solid waste sector and the roles played by private sector and industry product stewards;
- provide templates and appendices to assist local government planning;
- incorporate the service plan target for waste disposal;
- emphasize best practices in consultation.

The draft Guide will be posted for a 45-day consultation period. **Comments to the ministry are to be submitted by June 30, 2016.** Comments may be submitted by mail, email or fax to:

Guide to Solid Waste Management Planning
PO Box 28159 Westshore RPO Victoria BC V9B 6K8
Fax: 250 592-0628 Email: SWMP@gov.bc.ca

A presentation made by the MoE at the Recycling Council of British Columbia Conference (May 20, 2016) is attached, along with a copy of the draft Guide. According to the timelines indicated in the presentation from the MoE, the draft Guide is planned to be finalized in September/October 2016.

An overview of the draft Guide is as follows (for additional details, please see the draft Guide):

- The Guide is intended to help regional districts create, amend or update plans to meet their region’s needs, as well as provincial requirements. A solid waste management plan is a blueprint for the management of municipal solid waste and recyclable material in the region that identifies regional issues for the next 20 to 25 years while planning for the next 10 years.
- The Guide is laid out in eight parts. These set out the requirements and recommendations for solid waste management planning, and provide templates and additional information which may be useful.
 - Part A** includes an introduction to solid waste management and the legislative requirements and provincial objectives for solid waste management in B.C.
 - Part B** sets out the four-step planning process.
 - Part C** describes plan implementation, monitoring and reporting, as well as plan reviews and updates.
 - Part D** includes template documents.
 - Parts E - H** are a series of appendices that provide additional detail.



- Provincial principles for solid waste management are included in the document. Eight guiding principles are provided for regional districts to follow in developing their solid waste management plan. Regional districts should include additional locally-relevant guiding principles in their solid waste management plans.
 1. Promote zero waste approaches and support a circular economy
 2. Promote the first 3 Rs (Reduce, Reuse and Recycle)
 3. Maximize beneficial use of waste materials and manage residuals appropriately
 4. Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes
 5. Prevent organics and recyclables from going into the garbage wherever practical
 6. Collaborate with other regional districts wherever practical
 7. Develop collaborative partnerships with interested parties to achieve regional targets set in plans
 8. Level the playing field within regions for private and public solid waste management facilities
- Solid Waste Management Planning has been divided into a four-step planning process (cycle) as shown below:





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Step 1: Initiate the planning process, including setting the scope, notifying interested parties, establishing advisory committees, and identifying the planning and consultation processes.

Step 1: Initiate the Planning Process	
Initiate the plan update	<ul style="list-style-type: none"> ▪ Regional District Board resolution to initiate the planning process ▪ Identify the plan area ▪ Identify scope of work ▪ Notify interested parties and the ministry
Establish planning team and committees	<ul style="list-style-type: none"> ▪ Establish the planning team ▪ Establish advisory committee(s)
Design consultation plan	<ul style="list-style-type: none"> ▪ Design the consultation process ▪ Public advisory committee provides input into the design of the public consultation process ▪ Ensure public consultation requirements will be addressed
Develop the budget	<ul style="list-style-type: none"> ▪ Develop budget for planning process

Step 2: Set the plan direction, including establishing principles, goals and targets, gathering background information, and identifying options for waste management.

Step 2: Set the Plan Direction	
Identify principles, goals and targets	<ul style="list-style-type: none"> ▪ Establish locally relevant guiding principles, goals and targets that are complementary to provincial principles, goals and targets
Prepare background information	<ul style="list-style-type: none"> ▪ Assemble information on the region's population and growth, and pertinent social and economic trends
Assess the current solid waste system	<ul style="list-style-type: none"> ▪ Describe and analyze the current waste management system
Consider trends that are impacting solid waste management	<ul style="list-style-type: none"> ▪ Look at industry trends ▪ Consider local factors that are impacting solid waste management ▪ Identify challenges and opportunities
Consult the public	<ul style="list-style-type: none"> ▪ Seek input from advisory committees and other interested parties



Step 3: Evaluate options, including reviewing options for managing all forms of waste, consulting with interested parties (including the general public), and determining proposed approaches.

Step 3: Evaluate Options	
Develop potential strategies	<ul style="list-style-type: none"> Identify a full range of possible strategies to achieve the targets Consider the practicality and benefits / challenges of these strategies
Assess the financial and administrative impacts	<ul style="list-style-type: none"> Consider the financial and administration impacts of the solid waste management system, including the new proposals
Consult the public on the strategy options	<ul style="list-style-type: none"> Conduct a public consultation process that allows ample opportunity to provide input

Step 4: Prepare and adopt the plan, including submission of the final plan for minister's approval.

Stage 4: Plan Preparation and Adoption	
Prepare draft plan	<ul style="list-style-type: none"> Confirm preferred strategies with advisory committees Prepare draft plan Review draft plan with advisory committees, adjust as needed
Consult the public	<ul style="list-style-type: none"> Make draft plan available for public comment Revise plan with public input and consult again if needed
Prepare plan for submission	<ul style="list-style-type: none"> Share with ministry regional staff as appropriate Prepare consultation summary report and complete checklist Corporate Officer signs certification form Submit draft plan package to Board for their review
Submit plan to Ministry for approval	<ul style="list-style-type: none"> Include checklist, certification form, and consultation summary report
Ministry review and approval	
Board adoption	<ul style="list-style-type: none"> Following ministry approval, Board formal adoption of the final plan, including any conditions Make the final plan and any conditions publically available, including on regional district website



Consultation is not shown as a separate step in the planning process as it is to be undertaken across all steps.

Regional Districts may not need or desire to go through four distinct steps in their planning process. However, they should demonstrate that they have undertaken a comprehensive process. Unlike the past, regional districts will not be requested to “check in” with the ministry when moving from one step to the next.

- **Plan Implementation, Monitoring and Reporting**
Prior to the adoption of the approved Plan a Regional District should establish a plan monitoring advisory committee and terms of reference for the committee. Once the SWMP moves into the implementation phase, there are also requirements for annual reporting as well as a 5-year effectiveness review.
- **Plan Amendment Process**
The minister must approve any amendment to a solid waste management plan and must be satisfied that adequate public review and consultation has occurred. Major revisions are those that require amendments to the plan itself, whereas minor revisions require amendments to part of the plan—a plan schedule. At the end of the 10-year plan lifecycle, a regional district should complete a full plan update that may require both major revisions to the plan and minor revisions to plan schedules.

Environmental Services Staff's comments regarding the draft Guide are as follows:

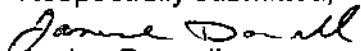
1. The layout of the document is well done, easy to read and includes helpful schedules and templates for use by Regional Districts in completing plan updates.
2. In drafting the document, the Ministry seems to have allowed for flexibility, where required, for Regional Districts to develop plans that work toward the Provincial Guiding Principles, rather than mandating that the guiding principles be met in full.
3. Overall, there seems to be much more flexibility provided in the planning process compared to the previous guide.
4. Staff do have concern with the 10 year lifespan of the document and the suggestion to complete a full plan update after the 10 year period. This concern is primarily due to costs associated with the solid waste management planning process.
5. Although there is benefit to annual reporting and a 5 year effectiveness review in primarily making sure the plan is on track with implementation, this may result in additional costs for the RDBN.

RECOMMENDATION

(All/Directors/Majority)

That the Board of Directors receive the memorandum titled, “Solid Waste Management Plan – MoE Planning Guideline Update” and dated June 9, 2016.

Respectfully submitted,


Janine Dougall

Director of Environmental Services



Ministry of
Environment

Solid Waste Management Planning

Discussion on Draft Guide

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Clean Communities
Environmental Standards Branch

Consultation Session

- Introduction and scope
- Consultation history and summary of stakeholder feedback
- Guide update details
- Changes to guiding principles
- Guide layout
- Consultation next steps

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Purpose of the Guide

Not a legislative requirement. It provides advice to aid in plan development, sets out ministry expectations for plans, and contains provincial targets, principles and clear reference to the requirements that are set out in legislation.

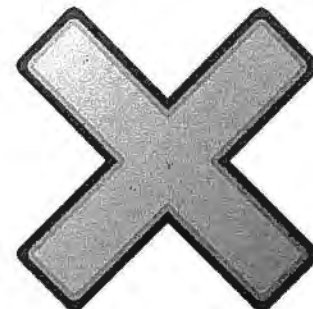
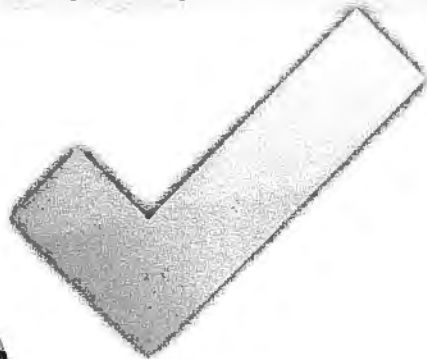
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Scope

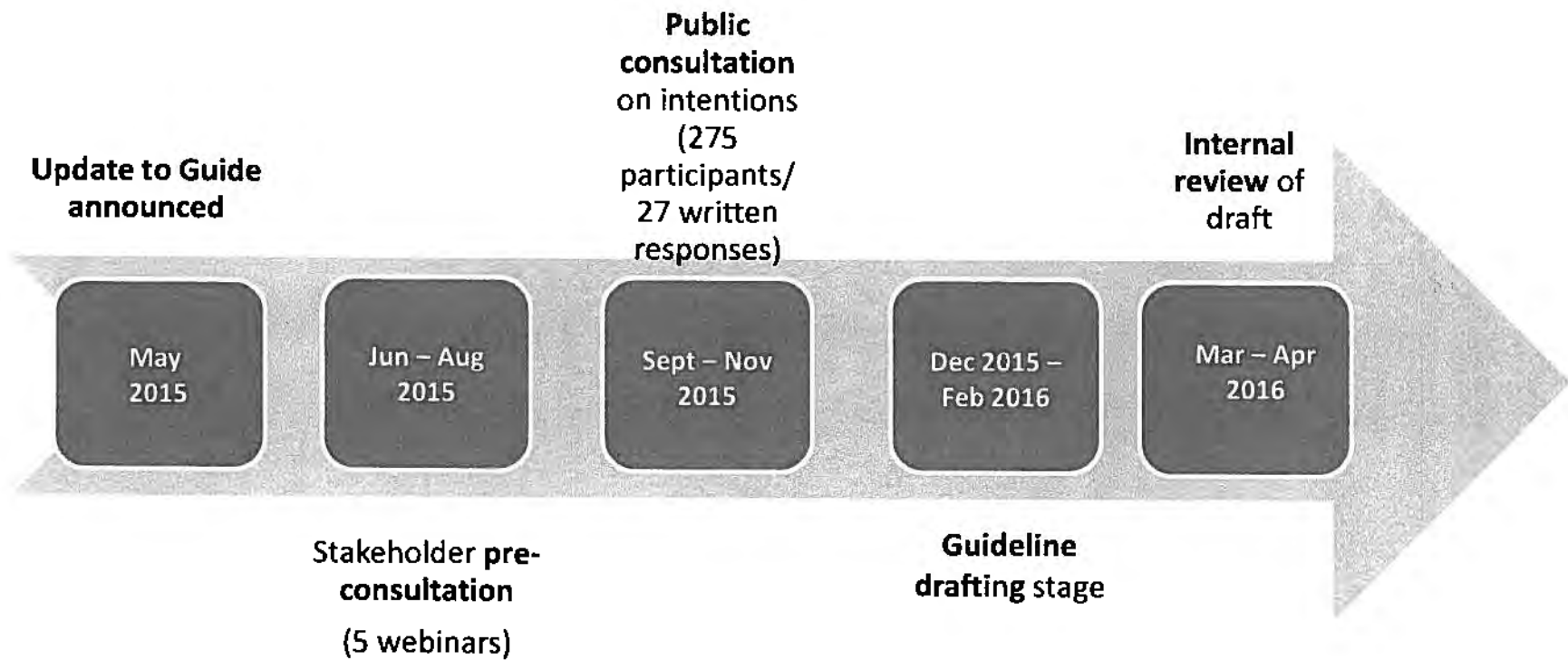
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In Scope	Out of Scope
Regional district planning/updating process	Legislative changes
MoE plan review process	Municipal solid waste policy issues
Public accountability mechanisms	Liquid Waste Management Planning guideline
Targets	Technology/facility standards
Plan format	
Guiding principles	



Background

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Summary of Stakeholder Feedback:

- Requests for the new guide to better reflect changes to the MSW sector, including industry product stewardship programming, advancement in organic diversion, improvements in technologies and private sector innovation;
- Desire to see the ministry continue to provide support and oversight for solid waste management planning;
- Support for including updated provincial targets in the guide;
- Support for transparent, outcome-based public consultation during plan development, and a desire for a robust conflict resolution/appeal process for decisions related to plan implementation; and
- Suggestions that would clarify the guiding principles.

Summary of Stakeholder Feedback

TOPIC AREA	EXTENT OF RESPONDENT SUPPORT			
	ALL	MOST	MANY	SOME
Ministry intention to update the guideline				
1. Scope of the proposed updates				
2. Regional district planning and updating process				
2.1 The three-stage planning process				
2.2 - Ten-year timeframe for plans				
- Five-year implementation & effectiveness review				
- Ten year renewal				
2.3 Plan updates – use of schedules				
3. Ministry of Environment role				
3.1 Plan development – interactions with the ministry				
3.2 Plan implementation				
4. Targets				
5. Principles				
5.1 Consultation principles				
5.2 Environmental guiding principles				
6. Public accountability mechanisms				
6.1 Advisory committees				
6.2 Public consultation				
- Community aware with opportunity to participate				
- Regional district flexibility in process and methods				
6.3 Reporting				
- Annual or bi-annual to regional district board				
- Five year implementation & effectiveness for public				
- Additional public accountability methods				
7. Plan content				
- List of elements to be included in a plan				
- Consistency with neighbouring jurisdictions				
- Interactions with stewardship programs				

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Provisions maintained from the 1994 guideline:

- Advisory committees
- Provincial waste reduction target (was 50% waste reduction by 2000; now includes ministry's 2020 service plan target for provincial waste disposal of 350kg/capita)
- Setting regional targets
- Reviewing the existing waste management system and identifying strategy options
- Annual reporting and five-year effectiveness review
- Legislative requirements for public review and consultation on development, amendment and final content of a plan

Provisions removed from the 1994 guideline

- Review of the public consultation strategy and 3 stage reports by ministry staff
- Ministry staff participation on advisory committees
- Ministry staff still provide a review of the draft plan prior to the Board review and resolution to submit it for Minister approval

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New provisions in the 2016 draft Guide:

- New guiding principles
- Updating of plans every 10 years
- Plans as living documents to streamline the amendment process and keep them current
- Increased clarity on planning requirements and recommendations
- Flexibility in how regional districts meet legislated public consultation requirements
- Template documents, corporate officer certification and plan checklist to streamline process for plan development and approval
- Appendices with best practices and a legislation summary
- Clarification of roles and suggestions for better integration of the private waste sector and product stewardship programs within plans

Changes to the Proposed Guiding Principles:

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Original	Revised
1) Promote zero waste approaches	1) Promote zero waste approaches <i>and support a circular economy</i>
2) Promote the first 3 Rs (reduce, reuse, recycle)	2) Promote the first 3 Rs (reduce, reuse, recycle)
3) Maximize beneficial use of waste materials and manage residuals appropriately	3) Maximize beneficial use of waste materials and manage residuals appropriately
4) Support polluter and user-pay approaches	4) Support polluter and user-pay approaches <i>and manage incentives to maximize behaviour outcomes</i>
5) Manage tipping fees	<i>Incorporated into #4</i>
6) Separate organics and recyclables out of the garbage wherever practical	5) <i>Prevent organics and recyclables from going into the garbage wherever practical</i>
7) Establish and enforce disposal bans	<i>Incorporated into #4</i>
8) Collaborate with neighbouring regional districts wherever practical	6) Collaborate with <i>other</i> regional districts wherever practical
9) Develop collaborative partnerships with stakeholders to achieve regional targets set in plans	7) Develop collaborative partnerships with stakeholders to achieve regional targets set in plans
10) Level playing field within regions for both private and public solid waste management facilities	8) Level playing field within regions for both private and public solid waste management facilities

Layout of the Guide

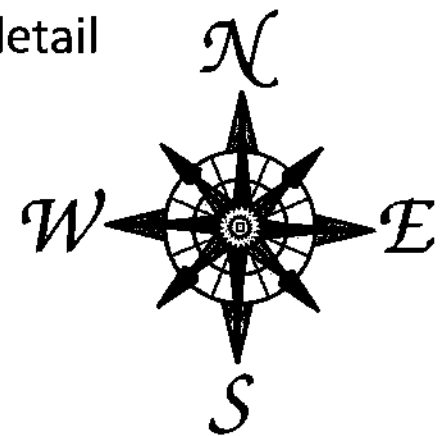
Part A: introduction to solid waste management, legislative requirements and provincial objectives

Part B: four-step planning process: 1) initiate 2) set plan direction 3) evaluate options 4) prepare and adopt the plan

Part C: implementation, monitoring and reporting; plan reviews and updates

Part D: template documents

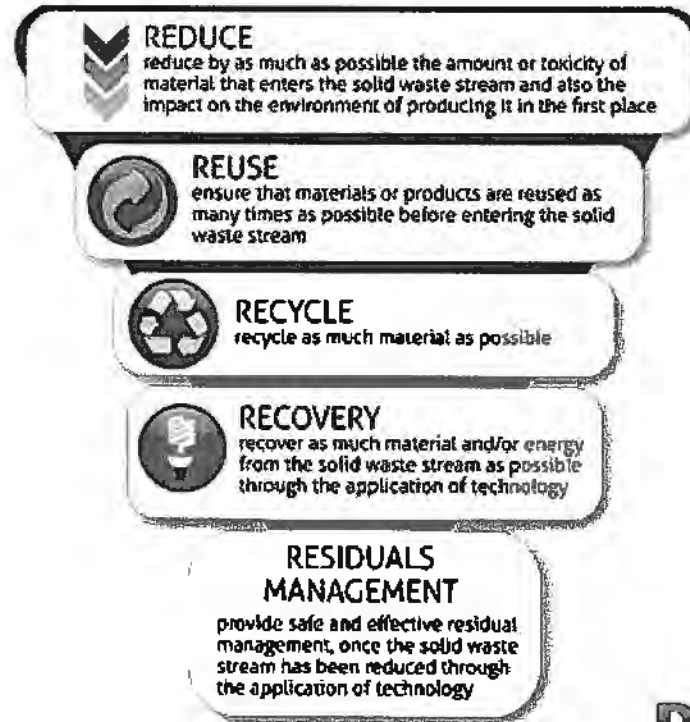
Parts E – H: series of appendices that provide additional detail



Part A – provincial requirements and objectives

Plan update
drivers

Pollution Prevention Hierarchy



EMA Part 3

Guiding
Principles

Provincial Waste
Disposal Targets

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Part B – the four step planning process

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The Planning Cycle

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Step 1: Initiate the Planning Process	
Initiate the plan update	<ul style="list-style-type: none">▪ Regional District Board resolution to initiate the planning process▪ Identify the plan area▪ Identify scope of work▪ Notify interested parties and the ministry
Establish planning team and committees	<ul style="list-style-type: none">▪ Establish the planning team▪ Establish advisory committee(s)
Design consultation plan	<ul style="list-style-type: none">▪ Design the consultation process▪ Public advisory committee provides input into the design of the public consultation process▪ Ensure public consultation requirements will be addressed
Develop the budget	<ul style="list-style-type: none">▪ Develop budget for planning process

Step 2: Set the Plan Direction	
Identify principles, goals and targets	<ul style="list-style-type: none"> Establish locally relevant guiding principles, goals and targets that are complementary to provincial principles, goals and targets
Prepare background information	<ul style="list-style-type: none"> Assemble information on the region's population and growth, and pertinent social and economic trends
Assess the current solid waste system	<ul style="list-style-type: none"> Describe and analyze the current waste management system
Consider trends that are impacting solid waste management	<ul style="list-style-type: none"> Look at industry trends Consider local factors that are impacting solid waste management Identify challenges and opportunities
Consult the public	<ul style="list-style-type: none"> Seek input from advisory committees and other interested parties

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Step 3: Evaluate Options	
Develop potential strategies	<ul style="list-style-type: none">▪ Identify a full range of possible strategies to achieve the targets▪ Consider the practicality and benefits / challenges of these strategies
Assess the financial and administrative impacts	<ul style="list-style-type: none">▪ Consider the financial and administration impacts of the solid waste management system, including the new proposals
Consult the public on the strategy options	<ul style="list-style-type: none">▪ Conduct a public consultation process that allows ample opportunity to provide input

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Stage 4: Plan Preparation and Adoption	
Prepare draft plan	<ul style="list-style-type: none">▪ Confirm preferred strategies with advisory committees▪ Prepare draft plan▪ Review draft plan with advisory committees, adjust as needed
Consult the public	<ul style="list-style-type: none">▪ Make draft plan available for public comment▪ Revise plan with public input and consult again if needed
Prepare plan for submission	<ul style="list-style-type: none">▪ Share with ministry regional staff as appropriate▪ Prepare consultation summary report and complete checklist▪ Corporate Officer signs certification form▪ Submit draft plan package to Board for their review
Submit plan to Ministry for approval	<ul style="list-style-type: none">▪ Include checklist, certification form, and consultation summary report
Ministry review and approval	
Board adoption	<ul style="list-style-type: none">▪ Following ministry approval, Board formal adoption of the final plan, including any conditions▪ Make the final plan and any conditions publically available, including on regional district website

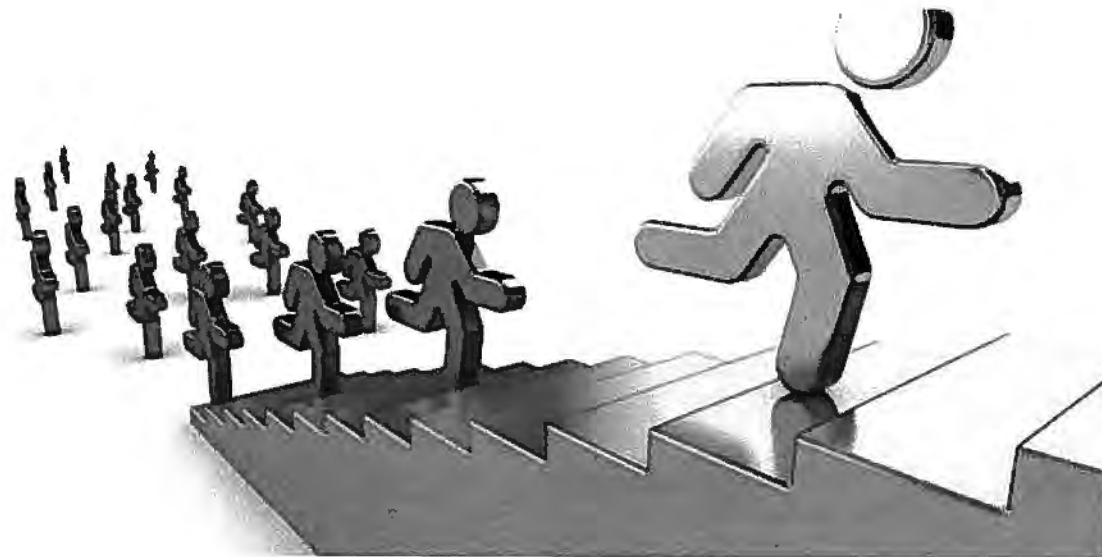
Part C – plan implementation and beyond

- Plan Implementation: schedule for implementing plan strategies; bylaws; licenses; operational certificates; dispute resolution
- Compliance and Enforcement
- Plan Monitoring and Reporting: Plan monitoring advisory committee; annual reporting requirements; five-year effectiveness review
- Plan amendments and updates: plan amendments; schedule amendments; 10-year update cycle

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Part D - templates

- Plan template
- Consultation report template
- Corporate Officer certification form

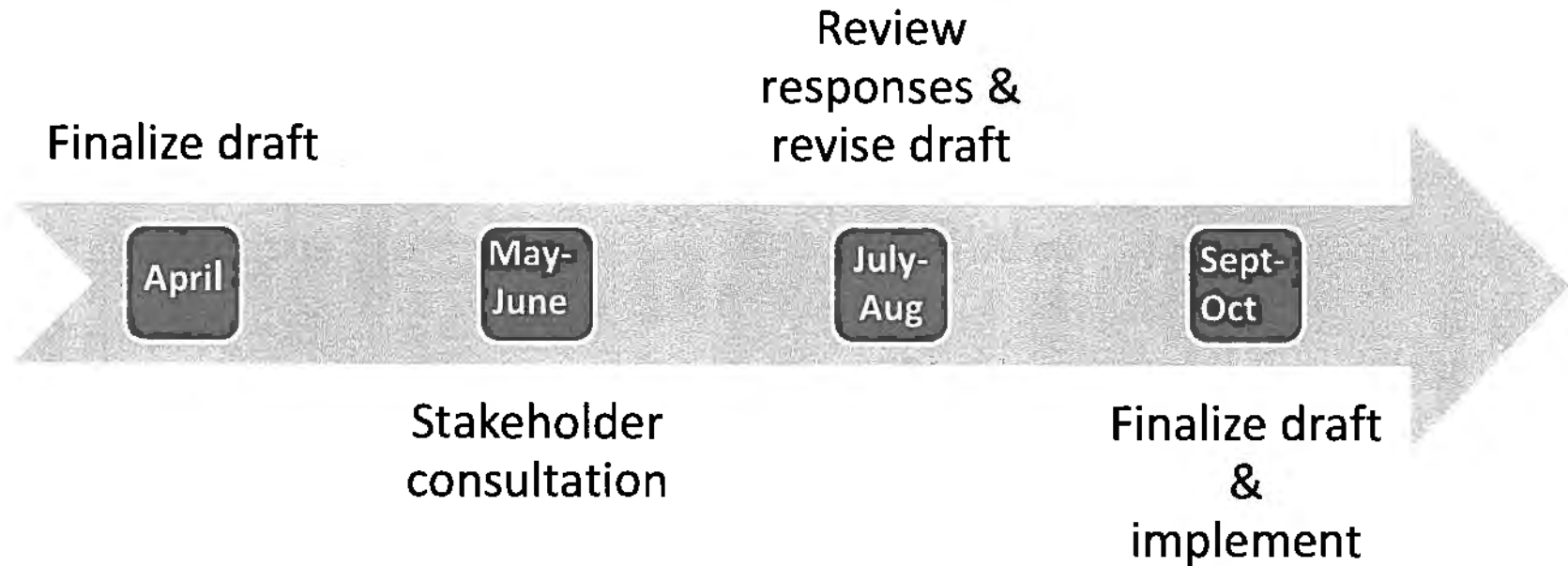


Parts E- H - appendices

- Summary of legislation and regulations
- Consultation best practices and advisory committee terms of reference
- Roles and responsibilities for planning
- Summary of planning steps
- Checklist for plan review and approval
- Dispute resolution procedures
- Sample solid waste management strategies
- Strategy evaluation criteria considerations

Next Steps (2016):

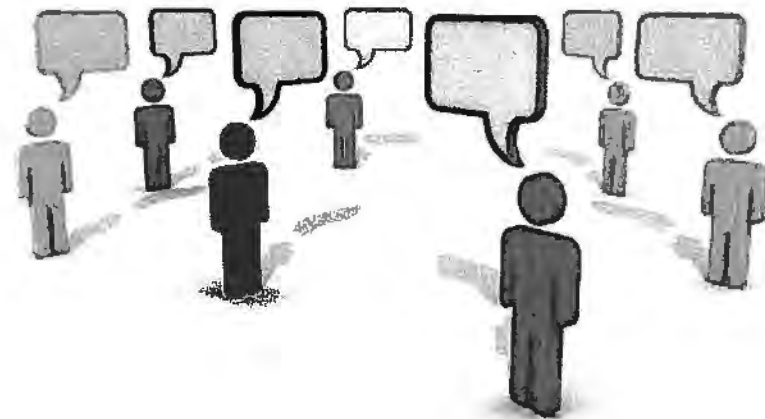
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Providing input

- www.gov.bc.ca/municipalwastemanagementplans
- RCBC consultation session (May 20th, 2016)
- 2 webinar sessions (June 7th & 16th, 2016)
- Email comments: SWMP@gov.bc.ca
- Comments will be received until **June 30, 2016**



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The answers provided in the session are not necessarily representative of the final position which may be taken in respect of a matter and is subject to change.

A Guide to Solid Waste Management Planning



Ministry of
Environment

Draft May 16, 2016

Version 1.0

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Preface to 2016 Edition

This document is the Province of British Columbia's guidance document (Guide) for the development of solid waste management plans by regional districts. The 2016 Guide replaces the 1994 *Guide to the Preparation of Regional Solid Waste Management Plans for Regional Districts*.

The 1994 guidance document supported regional districts in developing solid waste management plans for their region. The recommended process for developing plans for the most part remains the same, including establishing advisory committees, setting regional targets, reviewing the existing waste management system and identifying strategy options. Annual reporting and five-year effectiveness reviews are still recommended. Legislative requirements for public review and consultation on the development, amendment and final content of a plan remain the same.

New recommendations include the updating of plans every 10 years, and for plans to be living documents, incorporating the use of schedules for information that could require minor amendments within those 10 years. The Guide provides increased clarity on planning requirements and recommendations. It provides regional districts with flexibility in how they meet legislated public consultation requirements and adaptable recommendations to suite local circumstances. The Guide includes a set of template documents and appendices that facilitate a more streamlined process for plan development and approval.

This document has been prepared as guidance only. Regional districts may choose to approach their planning process and document submissions differently; this is acceptable as long as legislative requirements are met.

This Guide helps to clarify ministry policy and the provisions of the *Environmental Management Act* as they relate to the management of municipal solid waste. Any amendments to the Act may affect provisions of this Guide; in the event of a conflict between the Act and this Guide, the Act will prevail. Ultimately regional districts should rely on legal advice as necessary. As always, regional districts may contact the ministry if they have questions about this Guide or its suggested approaches.

Purpose and layout of the Guide

This Guide is intended to help regional districts create, amend or update plans to meet their region's needs, as well as provincial requirements.

The Guide is laid out in eight parts. These set out the requirements and recommendations for solid waste management planning, and provide templates and additional information which may be useful.

Part A includes an introduction to solid waste management and the legislative requirements and provincial objectives for solid waste management in B.C.

Part B sets out the four-step planning process.

Part C describes plan implementation, monitoring and reporting, as well as plan reviews and updates.

Part D includes template documents.

Parts E - H are a series of appendices that provide additional detail.

Glossary of Terms

Most of the definitions in this document are those taken from the *Environmental Management Act* or its regulations [identified in square brackets]. Other definitions have been developed for the purpose of this Guide only.

Advisory committee: A committee established to support the development of the solid waste management plan or the implementation of the plan. May include a public advisory committee, technical advisory committee and a plan monitoring advisory committee

Approved plan: A solid waste management plan approved under section 24 (5) of the *Environmental Management Act*

Circular economy: An alternative to a traditional linear economy (make → use → dispose). The circular economy keeps resources in use for as long as possible, extracts the maximum value from them while in use, then recovers and regenerates products and materials at the end of their service life¹

Collection facility: A facility for collecting products and materials. May also be described as a "depot" in a plan. This Guide adopts the full definition in the Recycling Regulation, [B.C. Reg. 449/2004]

Composting [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]: The controlled biological oxidation and decomposition of organic matter

Director: A person employed by the government and designated in writing by the minister as a director of waste management or as an acting, deputy or assistant director of waste management

Disposal [Hazardous Waste Regulation, B.C. Reg. 63/88]: The introduction of waste into the environment through any discharge, deposit, emission or release to any land, water or air by means of facilities designed, constructed and operated so as to minimize the effect on the environment

CRD: Construction, renovation, and demolition waste. This definition includes land clearing waste. Also sometimes referred to in literature as DLC (Demolition, Land Clearing and Construction)

Downstream environmental impacts: Impacts created by the use of a product after its useful life

EMA: The *Environmental Management Act*, S.B.C. 2003, c 53

Extended Producer Responsibility (EPR): A management system based on industry and consumers taking life-cycle responsibility for the products they produce and use. Also known as Product Stewardship

¹ WRAP and the circular economy <http://www.wrap.org.uk/content/wrap-and-circular-economy>, accessed January 14, 2016.

Hauler [EMA]: A person who picks up, delivers, hauls or transports municipal solid waste or recyclable material on a commercial basis (note under EMA the term 'Waste Hauler' is defined in section 26 for the purpose of section 26 only)

Hauler licence [EMA]: A licence issued by a regional district to a hauler, under the authority of a bylaw made under EMA section 25(3) (h) (i)

Interested parties: Organizations, agencies and individuals with an interest in the planning process. This includes governments (including First Nations), private sector interests, non-government and community organizations, and the public at large.

Manage or management: Includes the collection, transportation, handling, processing, storage, treatment, utilization and disposal of any substance

Minister: The B.C. Minister of Environment

Ministry: The B.C. Ministry of Environment

Municipal solid waste (MSW) [EMA]:

- a) refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources, or
- b) refuse specified by a director to be included in a waste management plan

Municipality: This Guide uses the generally accepted definition of "municipality" as an incorporated area that is democratically elected, autonomous, responsible and accountable. Municipalities are members of the regional district in which they are located. (Note that section 1 of EMA defines "municipality" as including regional districts)

Pollution Prevention Hierarchy: The 5 R provincial pollution hierarchy more fully described in Part A.1.1 of this Guide

Processing: Any activity necessary for preparing a component of the solid waste stream for reuse, recycling, recovery or residual management

Product stewardship: see Extended Producer Responsibility (EPR)

Recovery: The reclaiming of recyclable components and / or energy from the solid waste stream by various methods including but not limited to manual or mechanical sorting, incineration, distillation, gasification, or biological conversion other than composting

Reduction: Decreasing the volume, weight or toxicity of municipal solid waste generated at source. Includes activities which result in more efficient reuse or recycling of primary products or materials, but does not include only compacting or otherwise densifying the waste

Recycler licence [EMA]: A licence issued by a regional district, under the authority of a bylaw made under EMA section 25(3) (h) (i), to the owner or operator of a site that accepts and manages recyclable material

Recyclable: In this Guide, refers to a product or substance, after it is no longer usable in its present form, that can be diverted from the solid waste stream. (Note that "recyclable material" has a more specific definition in the EMA)

Recycling: The collection, transportation and processing of products that are no longer useful in their present form and the subsequent use, including composting, of their material content in the manufacture of new products for which there is a market

Regional district [EMA section 25(1)]:

(a) a regional district as defined in the Local Government Act,

(a.1) except in section 26, the Northern Rockies Regional Municipality, or

(b) the Greater Vancouver Sewerage and Drainage District constituted under the Greater Vancouver Sewerage and Drainage District Act

Regional director: Regional Director, Regional Operations Branch, Environmental Protection Division, of the Ministry of Environment

Residual management: The disposal in accordance with the EMA of what remains in the solid waste stream following reduction, reuse, recycling and recovery activities

Reuse: At least one further use of a product in the same form (but not necessarily for the same purpose)

Site [EMA]: Any site, including those identified specifically or by class, in an approved waste management plan for the management of municipal solid waste or recyclable material. (Note under EMA this term is defined in section 25 for the purpose of section 25 only)

Solid waste management system: The aggregate of all sites and facilities, services and programs for managing municipal solid waste within a region

Solid waste stream: The aggregate of all municipal solid waste and recyclable materials, and the process through which they move from generation to utilization or disposal

Upstream environmental impacts: Impacts from the creation and transportation of a product to where it is used

Waste management facility (facility) [EMA]: A facility for the treatment, recycling, storage, disposal or destruction of a waste, or recovery of reusable resources including energy potential from waste

Waste management plan [EMA]: A plan that contains provisions or requirements for the management of recyclable material or other waste or a class of waste within all or a part of one or more municipalities

Waste stream management licence [EMA]: A licence issued by a regional district, under the authority of a bylaw made under EMA section 25(3) (h) (i), to the owner or operator of a site that accepts and manages municipal solid waste

Introduction

A.1. Solid Waste Management in British Columbia

Welcome to British Columbia's *Guide to Solid Waste Management Planning*. This Guide is intended for use by regional districts who are updating or amending² their solid waste management plan and for interested parties engaged in this process.

For additional information on solid waste management in B.C., please refer to the Ministry of Environment [waste management website](#).

In 2013, the garbage generated in B.C. was equal to 536 kg per person per year.³ An estimated 2.9 million tonnes of solid waste were disposed of in B.C.'s landfills in 2010 and that disposal is expected to increase by 17.5% by 2025 if current practices continue.⁴

The *Environmental Management Act* mandates regional districts to develop plans for the management of municipal solid waste and recyclable materials. Solid waste management planning is a proven way to reduce the amount of solid waste requiring disposal in a region, contributing to protection of the environment and the public interest. British Columbia (B.C.) has made significant strides in recent years, with some regional districts reporting a disposal rate of less than 350 kg per person annually.⁵

Solid waste management in B.C. is continuously evolving, necessitating updating of solid waste management plans to reflect these changes. Today:

- B.C.'s population is growing, meaning that more waste will be generated and require disposal; however, new disposal sites are difficult to establish, partly due to "NIMBYism" (not wanting landfills or other facilities in one's own neighbourhood)
- British Columbians are increasingly conscious of the need to "reduce and reuse" and many regional districts have set themselves a goal of reducing to zero waste⁶ through a variety of measures
- A growing number of product stewardship programs exist in B.C. to take responsibility for end-of-life product management

² The ministry recommends that regional districts update their solid waste management plans every 10 years. It may also be necessary to amend the plan before this time if there are significant changes (see Section C.4).

³ B.C. waste management website <http://www2.gov.bc.ca/gov/content/environment/waste-management> (accessed December 16, 2015)

⁴ Environmental Reporting BC

http://www.env.gov.bc.ca/soe/indicators/sustainability/municipal_solid_waste.html?WT.ac=LU_waste (accessed January 17, 2016)

⁵ Environmental Reporting BC

http://www.env.gov.bc.ca/soe/indicators/sustainability/municipal_solid_waste.html?WT.ac=LU_waste#fn4 (accessed January 17, 2016)

⁶ See page 14.

- Private sector innovation is playing a progressively significant role in the collection and management of waste
- "Waste" is increasingly being viewed as a resource; products that were once sent to landfills are now carefully collected for reuse, recycling and / or recovery
- New waste management and recycling technologies are creating opportunities, with associated job creation and economic benefits

In 2013, British Columbia's total greenhouse gas emissions were 64.0 million tonnes of CO₂e⁷. Approximately 7.5% of this comes from the waste sector.⁸

Reducing greenhouse gas emissions from waste is an important goal for all levels of government. Waste reduction, reuse and recycling can reduce greenhouse gas emissions both by lowering the demand for new materials and products (reducing upstream impacts) and by minimizing downstream impacts such as transporting waste over long distances and disposing of it in landfills. Emissions of methane (a greenhouse gas) from landfills can be significant; as a result, legislation requires large landfills to capture landfill gas.⁹

A.1.1. The 5 R pollution prevention hierarchy

The 5 R pollution prevention hierarchy (Reduce, Reuse, Recycle, Recover, Residuals Management) is a useful tool for regional districts to use when looking at opportunities to improve their solid waste management system (see Figure 1).

The order of preference in the pollution prevention hierarchy is for waste management at one level to only be undertaken when all feasible opportunities for pollution prevention at a higher level have been taken. For example, opportunities for recycling should be explored only after all opportunities for reduction and reuse of materials have been exhausted. There are benefits to this approach.

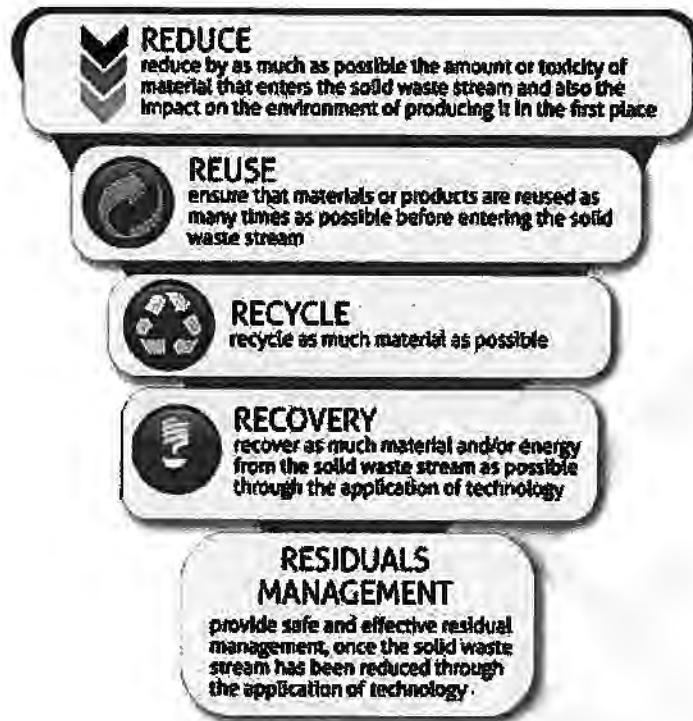
- Actions taken at higher levels in the pollution prevention hierarchy can eliminate or reduce the environmental management costs of actions at lower levels. For example, waste prevention programs can reduce costs associated with handling wastes in the first place.
- The pollution prevention hierarchy can potentially reduce the environmental impacts of product manufacturing and distribution. For example, reuse, and to a lesser degree recycling, will reduce the environmental impact of extracting and processing primary resources while the use of recycled material can reduce the energy cost of manufacturing new products.
- Adherence to the highest level of performance under the pollution prevention hierarchy can encourage innovation and investment of industry to improve product design and reduce waste.

⁷ CO₂e: carbon dioxide equivalent

⁸ For more information on B.C.'s greenhouse gas emission inventory see <http://www2.gov.bc.ca/gov/content/environment/climate-change/reports-data/provincial-ghg-inventory-report-bc-s-pir>

⁹ For more information on the Landfill Gas Management Regulation see http://www.env.gov.bc.ca/epd/codes/landfill_gas/.

Figure 1: 5 R pollution prevention hierarchy



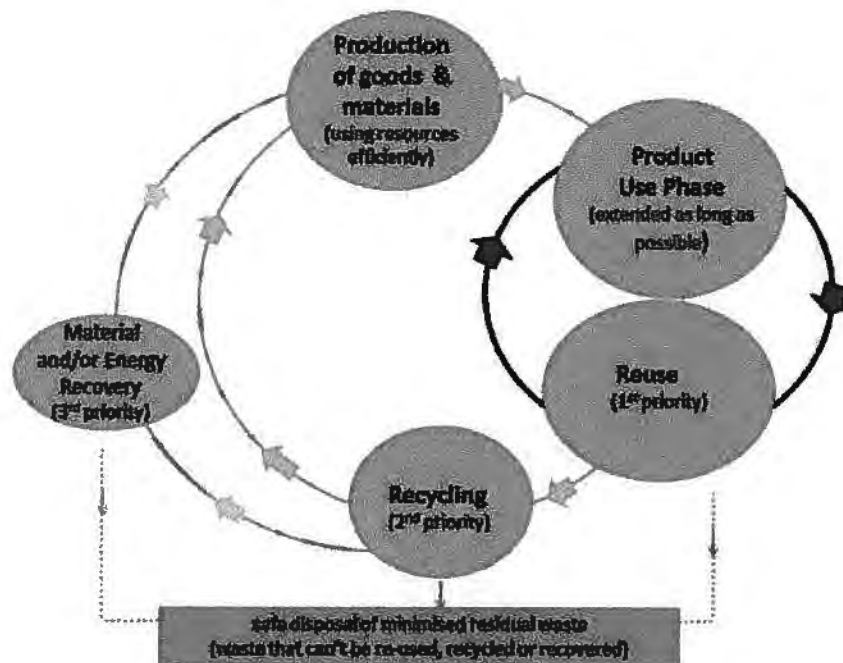
Although regional solid waste management planning has limited ability to influence **upstream** environmental impacts from producing products, it can help raise awareness of upstream environmental impacts and should focus on reducing and reusing products as a prime strategy to sustain products' embodied energy and material value. Plans should also aim to minimize the **downstream** environmental impacts associated with managing products at end-of-life. Applying the pollution prevention hierarchy can minimize downstream environmental impacts in combination with other targeted facility / technology standards.

The pollution prevention hierarchy supports a “**circular economy**” approach (see Figure 2) which can create jobs, promote innovation that provides a competitive advantage and help to protect people and the environment.

Lifecycle¹⁰ thinking represents a key change in product design that considers the consumption of resources and the environmental impact of products created during all phases of their production, distribution, use and disposal. **Extended Producer Responsibility**¹¹ (EPR) is a national policy option that encourages producers to consider the lifecycle of its products at the design stage, by widening their responsibility for the products they create to include its post-consumer end-of-life.

¹⁰ https://en.wikipedia.org/wiki/Life-cycle_assessment

¹¹ <http://www2.gov.bc.ca/gov/content/environment/waste-management/recycling/product-stewardship>

Figure 2: Circular economy¹²

A.2. Provincial Direction for Solid Waste Management in B.C.

A.2.1. Legislative requirements

Solid waste management planning and implementation is governed by the *Environmental Management Act* (EMA) (Part 3, Sections 23-38).

The EMA requires a regional district to develop a solid waste management plan for approval by the minister. The minister:

- Must be satisfied that there has been adequate public review and consultation¹³ during the development of the solid waste management plan before approving the plan
- May approve all or part of a waste management plan, or an amendment to an existing plan
- May set conditions for approval, may choose not to approve the plan, or may order that an existing plan be cancelled or amended

An approved solid waste management plan authorizes a regional district to manage municipal solid waste and recyclable material in accordance with the plan, including through any conditions set out in operational certificates, permits or local bylaws.

¹² Image from Sustainable Solid Waste Management & the Green Economy, International Solid Waste Association, 2013. <http://www.iswa.org/>

¹³ See Section B.1 for discussion of "adequate" consultation and Part F for consultation practices

Regional districts can make bylaws regulating the management of municipal solid waste and recyclable material and can set fees for disposal. Any plan-implementing bylaw deriving authority from the EMA must be approved by the minister before adoption. The *Local Government Act* and *Community Charter* also provide regional districts with authorities to establish a service for the regulation, storage and management of municipal solid waste and recyclable material.

While municipalities¹⁴ are not required to develop solid waste management plans, they contribute to the regional solid waste management plan and may manage municipal solid waste and recyclable material, including through their own local bylaws (see Part E).

Part E provides more detailed information on legislative requirements, and other legislation and regulations that may impact solid waste management planning and implementation.

Requirements for public consultation

Section 27 of EMA requires that “a process for comprehensive review and consultation with the public respecting all aspects of the development, amendment and final content of a waste management plan” takes place prior to the minister’s approval. This requirement is important because there is no mechanism to appeal a plan once approved by the minister. Part F provides consultation considerations and best practices that should be employed for adequate consultation.

The *Local Government Act* and *Community Charter* require approval of electors for the borrowing of funds necessary to finance any capital works. Provisions of the EMA allow local governments to borrow money without the approval of electors for implementation of an approved plan; therefore, the public consultation process must provide opportunities for elector participation during the development and amendment of a plan. The ministry responsible for community development may approve loan authorization bylaws under a plan, provided that:

- the plan has been approved by the minister
- the plan is reasonably current (i.e., revised or reviewed within the last five years)
- the capital projects being borrowed for are identified in the plan, and
- the capital costs related to these projects are identified in the plan

A.2.2. Provincial principles for solid waste management

A good solid waste management plan provides regional districts—and their residents and businesses—with clear direction on how they will achieve shared solid waste goals. Eight guiding principles with illustrative descriptions are provided for regional districts to follow in developing their solid waste management plan. Regional districts should include additional locally-relevant guiding principles in their solid waste management plans.

¹⁴ See the glossary for definitions of municipalities and regional districts as used in this Guide.

1. Promote zero waste approaches and support a circular economy

Encourage a shift in thinking from waste as a residual requiring disposal, to waste as a resource that can be utilized in closed-loop systems. Zero waste approaches aim to minimize waste generation and enable the sustainable use and reuse of products and materials. At the local level, look to remove barriers or encourage opportunities that will contribute to towards the establishment of a circular economy.

2. Promote the first 3 Rs (Reduce, Reuse and Recycle)

Elevate the importance of waste prevention by prioritizing programming and provision of services for the first 3 Rs in the 5 R pollution prevention hierarchy (see Figure 1, page 11). Encourage investments in technology and infrastructure, and ensure they occur as high up on the hierarchy as possible.

3. Maximize beneficial use of waste materials and manage residuals appropriately

Technology, best practices and infrastructure investments should continue to develop to recover any remaining materials and energy from the waste stream, and to manage residuals for disposal.

4. Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes

Producer and user responsibility for the management of products can be supported through the provision of market-based incentives, disposal restrictions on industry-stewarded products, zoning to support collection facilities, and support for reuse and remanufacturing businesses. Education and behaviour change strategies aimed at consumers and businesses will help foster further waste reduction, reuse and recycling. For example, user fees can be managed as incentives to increase waste reduction and diversion.

5. Prevent organics and recyclables from going into the garbage wherever practical

Maintaining a system to prevent organics and recyclables from going into the garbage will provide clean feedstock of greater economic value as well as a potential end product use to the recycling industry, while reinforcing behaviour to reduce, reuse and recycle. Innovation in separation solutions, establishment and enforcement of disposal restrictions or other creative means will influence this approach.

6. Collaborate with other regional districts wherever practical

Collaboration on many aspects of solid waste management (e.g., to access facilities and markets, share campaigns and programs) will support the most efficient and effective overall municipal solid waste system.

7. Develop collaborative partnerships with interested parties to achieve regional targets set in plans

Strengthen partnerships with interested parties to achieve regional targets. All waste and recycling service providers, industry product stewards and waste generators are key interested parties in achieving these targets. Cooperative efforts will optimize successful outcomes. Encourage a marketplace that will complement stewardship

programs and drive private sector innovation and investment towards achievement of targets.

8. Level the playing field within regions for private and public solid waste management facilities

Solid waste management facilities within a given region should be subject to similar requirements. A consistent set of criteria¹⁵ should be used to evaluate the waste management solutions proposed by private sector and by a regional district or municipality.

A.2.3. Targets for waste reduction

The Ministry of Environment has established provincial solid waste management targets that set a direction for regional districts to follow and allow for performance measurement at the provincial level. These targets are adjusted from time to time to reflect current realities and public expectations. The most recent information on provincial targets can be found on the [Municipal Waste Management Plans website](#).¹⁶

Regional districts should set appropriate regional targets that are

- achievable
- time-bound
- demonstrate continuous improvement over time

Regional district target timelines do not need to align with provincial target timelines (e.g., it may be appropriate to set a 5- or 10-year target locally regardless of the provincial target date).

As of 2013, the ministry has set two provincial targets for 2020:¹⁷

- Lower the municipal solid waste disposal rate to 350 kg per person
- Have 75% of B.C.'s population covered by organic waste disposal restrictions

These targets were developed after the ministry reviewed provincial disposal data from 2012 and 2013 to see the current state and general trend. Through an analysis of current solid waste management plans in B.C. and consideration of future targets set in plans, the ministry determined that a provincial disposal rate of 350 kg per person by 2020 was achievable. Regional districts may set locally relevant targets, including regional municipal solid waste disposal rates.

A similar process will be used to determine new long-term provincial targets as the 2020 target date approaches, i.e.,

- a) review current state and existing trends
- b) analyze current solid waste management plan in B.C. and local targets set within them
- c) based on this information, define achievable long-term and interim targets

The ministry may look to set aspirational provincial targets aimed at promoting continuous improvement for those regional districts who have surpassed the provincial target.

¹⁵ See Part H for example criteria to draw upon

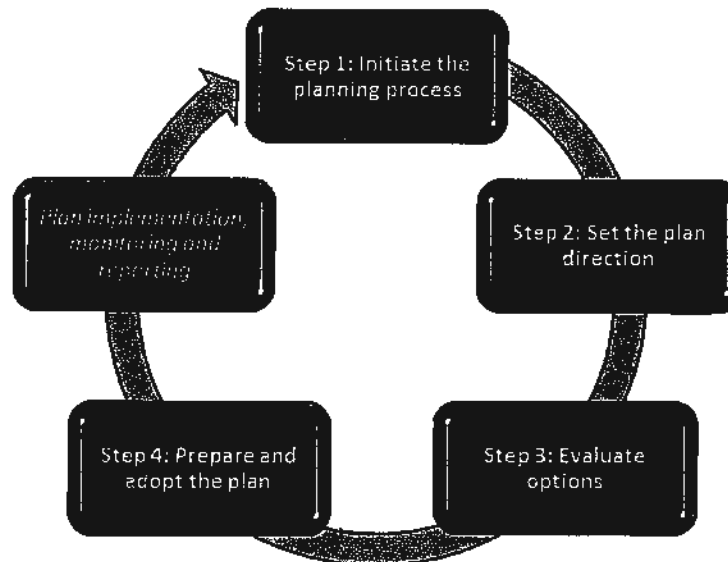
¹⁶ <http://www2.gov.bc.ca/gov/content/environment/waste-management/garbage/municipal-waste-management-plans>

¹⁷ Information current as of 2016

B. The Four-step Planning Process

The four-step planning process is shown in Figure 3.

Figure 3: The planning cycle



Step 1: Initiate the planning process, including setting the scope, notifying interested parties, establishing advisory committees, and identifying the planning and consultation processes.

Step 2: Set the plan direction, including establishing principles, goals and targets, gathering background information, and identifying options for waste management.

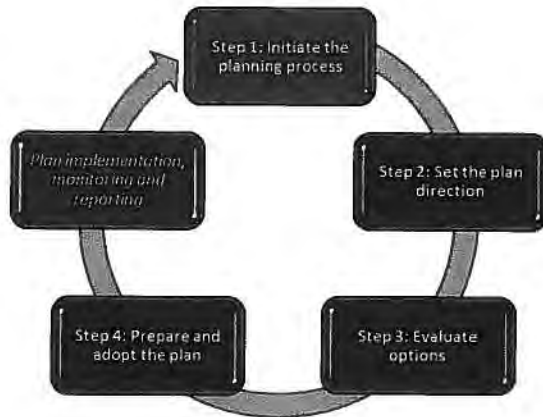
Step 3: Evaluate options, including reviewing options for managing all forms of waste, consulting with interested parties (including the general public), and determining proposed approaches.

Step 4: Prepare and adopt the plan, including submission of the final plan for minister's approval.

Consultation is not shown as a separate step in the planning process as it should be undertaken across all steps.

Regional districts may not need or desire to go through four distinct steps in their planning process. However, they should demonstrate that they have undertaken a comprehensive process. Unlike the past, regional districts will not be requested to "check in" with the ministry when moving from one step to the next.

B.1. Step 1: Initiate the Planning Process



The first step is to initiate the planning process by setting the scope, passing a Board resolution to update the plan, notifying interested parties, establishing the planning team and committees, designing the consultation process and establishing a budget.

Step 1: Initiate the Planning Process	
Initiate the plan update	<ul style="list-style-type: none"> ▪ Regional District Board resolution to initiate the planning process ▪ Identify the plan area ▪ Identify scope of work ▪ Notify interested parties and the ministry
Establish planning team and committees	<ul style="list-style-type: none"> ▪ Establish the planning team ▪ Establish advisory committee(s)
Design consultation plan	<ul style="list-style-type: none"> ▪ Design the consultation process ▪ Public advisory committee provides input into the design of the public consultation process ▪ Ensure public consultation requirements will be addressed
Develop the budget	<ul style="list-style-type: none"> ▪ Develop budget for planning process

B.1.1. Initiate the plan update

A solid waste management plan is a blueprint for the management of municipal solid waste and recyclable material in the region that identifies regional issues for the next 20 to 25 years while planning for the next 10 years.

All regional districts in B.C. have a solid waste management plan in place, so this Guide focuses on updating or amending an existing plan. The updated plan may be able to draw extensively from the existing plan, or it may be necessary to significantly adjust it. Part D includes a suggested template for a solid waste management plan; this can be altered to meet local needs.

Part G identifies the roles and responsibilities of the various people involved with updating a solid waste management plan.

Resolution to update a plan

The plan process begins when a regional district Board passes a resolution to develop or update a solid waste management plan. Oversight of this process may then pass to the appropriate committee of the Board (and staff).

A typical resolution might be:

"That the Regional District of AA begin the process of updating the solid waste management plan for the entire regional district (including the municipalities of BB and CC), and direct staff to notify the public of its intention to amend the plan and begin a process of consultation on proposed plan amendments."

Plan area

The plan area typically includes a single regional district (see box).

Note that for waste management, "regional district" includes the Northern Rockies Regional Municipality and the Greater Vancouver Sewerage and Drainage District. The Comox Valley Regional District and the Strathcona Regional District manage waste under a combined Comox Strathcona Waste Management Service.

In some circumstances, it may be desirable for two or more regional districts to create a shared solid waste management plan. At the very least, regional districts may wish to ensure consistency between their plans, especially where there are opportunities to strengthen goals and strategies. Working collaboratively could create some advantages:

- Regional districts sharing a solid waste management plan could look beyond political boundaries to better enable planning for infrastructure and access to markets so as to capitalize on travel corridors and economies of scale
- Targets could be set for the whole plan area, and budgets, programs, infrastructure, strategies etc. could be shared
- Reporting of municipal solid waste disposal rates could happen at the plan level rather than the regional district level¹⁸

Regional districts considering this approach should involve ministry staff early on in the process to jointly navigate this concept.

Scope of work

The regional district should determine what aspects of the existing solid waste management plan will be changed (or not). Any aspects of the solid waste management system that will remain unchanged (e.g., the landfill will remain the same) may be out of scope for strategy options and discussion purposes. Information on items that will remain unchanged should still be referenced in the plan to provide opportunity for comment on the whole system during the public consultation process.

¹⁸ An alternative is for each regional district to track its own solid waste disposal.

Notification to interested parties

Notifications, with a copy of the regional district resolution, should be sent to all interested parties (see box). This initial notification states that the plan is being updated. It should include information such as a contact name / information for the planning team, preliminary information on why the plan is being updated, and any major directions set by the Board regarding the scope of work. Regional districts should also publicize this notice in the local media and online.

List of groups to be directly notified includes but is not limited to the following:

- Ministry of Environment Regional Director
- Other provincial agencies (e.g., local health board, ministries responsible for community services and aboriginal affairs)
- Any regional district that could be impacted by the plan
- Member municipalities
- First Nations within or adjacent to the plan area
- Owners of private waste management facilities and those responsible for materials management and storage (e.g., haulers, recycling facility owners/operators, product stewardship agencies)
- Members of previous public and technical advisory committees (or existing monitoring committee)
- Public and private commercial or institutional organizations that create large amounts of municipal solid waste or non-typical municipal solid waste (e.g., hospitals)
- Organizations with a known interest in waste management (e.g., local environmental organizations)
- Other community organizations (e.g., chambers of commerce)

B.1.2. Establish planning teams and committees

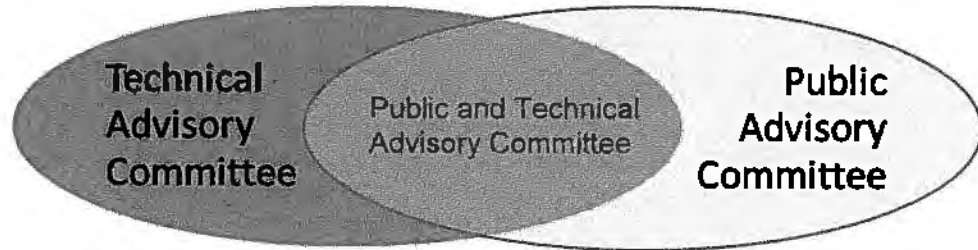
The planning team leading development of the solid waste management plan will likely require a variety of skills, including familiarity with waste management, engineering, economics and public engagement. There should also be an ability to identify and explain the climate change impacts of proposed options.

Advisory committees

Using advisory committees to assist with the planning process helps to ensure that diverse views are represented. Some regional districts appoint both a public advisory committee and a technical advisory committee; however, others find it more efficient and practical to combine these into a single committee (public and technical advisory committee) (Figure 4). Membership of the committees should be balanced between technical and non-technical members, and between industry / private sector and public members.¹⁹ Ideally, these committees would continue to meet after a plan is implemented (as the plan monitoring advisory committee) and should already be in place when amendments and updates occur.

¹⁹ In reporting on consultation, the regional district should note who/what organizations were represented on the advisory committees and why this represented a fair balance.

Figure 4: Public Advisory and Technical Advisory Committees



Regional districts may also make use of an established community²⁰ committee (such as an environment committee), provided representation is balanced and meets the intended terms of reference.

Part F includes information on potential committee membership and draft terms of reference. It is important to establish committee terms of reference to ensure that members are clear about their roles and expectations.

Role of the Ministry of Environment

In the past, ministry staff have been active in the development of solid waste management plans, have participated on committees and have provided direct advice. Many regional districts now have ample experience in solid waste management and planning and may require less support from ministry staff. See Part G.1. for more information on roles and responsibilities for solid waste management planning.

Engaging with First Nations

First Nations participation in the solid waste management planning process may vary across the province. In some regional districts, First Nations who have entered into a modern-day treaty or self-government agreement may form part of a regional district and may have representation on the regional district Board and thus may bring First Nations interests and perspectives to Board decisions. In other regional districts, First Nations may be represented on the public or technical advisory committees, playing an active role in advising and reviewing as the plan is developed. Some First Nations may have servicing agreements with a municipality or regional district and some may be impacted by solid waste management decisions, including facility siting and / or authorizations. Similarly, transfer stations or disposal facilities located on First Nation land may impact the regional solid waste management system.

An engagement strategy for First Nations should be developed as part of the consultation process to outline an approach for sharing information and inviting participation in the preparation of or review of plan consultation documents. Further guidance on consulting with First Nations can be found on the [website](#)²¹ of the ministry responsible for aboriginal affairs.

²⁰ Committees should include members of the public, not just members of the Board.

²¹ <http://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

B.1.3. Design the consultation process

Public engagement and input into the solid waste management plan helps ensure that the final plan is robust and well-supported. As well, innovative ideas often emerge from comprehensive engagement. Regional districts should ensure that they have reached out to everyone who may have an interest in, or be affected by, the outcomes of the solid waste management plan.

Interested parties

This Guide refers to “public” consultation—meaning everyone who wants to be part of the process. It also refers to “interested parties” (sometimes called stakeholders). These include agencies, organizations and individuals who have a particular interest in solid waste management in the region (see Table 1). This list will vary by regional district.

Table 1: Interested parties (sample)

Category	Participants
Government	<ul style="list-style-type: none"> ▪ Municipalities ▪ First Nations ▪ Neighbouring regional districts ▪ Federal and provincial agencies
Waste and recycling service providers	<ul style="list-style-type: none"> ▪ Haulers ▪ Recycling processors ▪ Organics processors ▪ Industry associations ▪ Product stewardship agencies ▪ Owners / operators of disposal facilities
Environmental organizations	<ul style="list-style-type: none"> ▪ Provincial and local groups
Community interests	<ul style="list-style-type: none"> ▪ Community associations and ratepayers' groups ▪ Chambers of commerce, local businesses and business associations ▪ Consumer groups ▪ Educational institutions, school districts
Waste producers	<ul style="list-style-type: none"> ▪ Industrial, commercial and institutional (ICI) interests (especially those producing special waste or large amounts of waste) ▪ Out-of-region interests, including sources of waste and receivers of waste products
Entrepreneurs	<ul style="list-style-type: none"> ▪ Innovators, designers of processes to reduce, reuse, recycle or recover waste
Interested individuals	<ul style="list-style-type: none"> ▪ Residents living close to existing or proposed waste management facilities ▪ “The public”

Consultation outcomes

The EMA requires regional districts to provide for a “comprehensive” public review and consultation respecting all aspects of the development, amendment and final content of a plan and for the minister to be satisfied there has been “adequate” public review and consultation. The approach to consultation will vary by regional district. At a minimum, the regional district should be making use of online tools (online information and questionnaires for feedback) and local media to seek input, as well as

including notification to the public through regular mail-outs, such as invoices or newsletters, and notification in local newspapers. Note that not all British Columbians have access to or use the internet, so a variety of notification and feedback methods should be provided.

A sample consultation process is provided in Part F, together with some examples of approaches to public engagement. Regional districts should design their public review and consultation approach with input from the advisory committees.

In designing the public review and consultation process, regional districts should aim for the following outcomes:

- ♦ The public and other interested parties are aware of the solid waste management planning process and of all opportunities to provide input
- ♦ The consultation process is transparent, planning documents are publically available (including online) and the rationale for decisions is clear
- ♦ Through documentation of the consultation process, regional districts can show how they have met the legislative requirements

When submitting a revised solid waste management plan for approval, a regional district should be able to demonstrate, via its consultation report, that "adequate" consultation has occurred as follows:

- ♦ The advisory committee has been involved from the start of the process, beginning at the design stage of the consultation process
- ♦ The consultation process has been inclusive of a wide range of interested parties (including the general public)
- ♦ Interested parties (including the public) have been given ample notice of each of the consultation opportunities through a variety of notification methods
- ♦ The documentation provided sufficient information to enable the interested parties to determine how their interests may be affected
- ♦ Interested parties (including the public) have been provided with sufficient time to respond to draft documents
- ♦ The proceedings and outcomes from the consultation process have been well documented and made available for public review, so that interested parties (including the public) are able to see how the plan addresses their comments or issues

Part D includes a consultation summary report template.

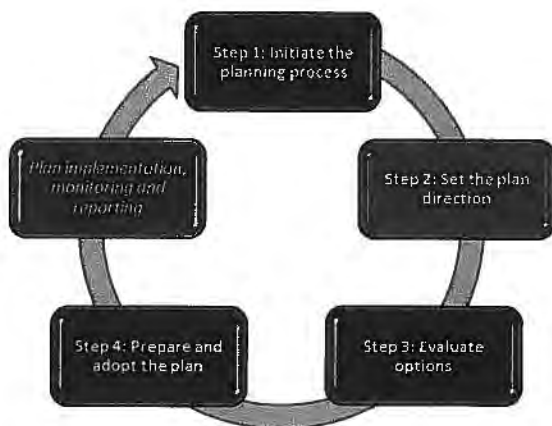
B.1.4. Develop the budget

Regional district staff will need to develop a budget for the preparation of the solid waste management plan, including support to the advisory committees and the consultation process.²²

Regional districts may contact the provincial ministry responsible for community services to identify any grants that may be available to support the development of solid waste management plans. Federal funding may also be available.

²² When looking at the need for budget, regional districts may also consider if there is a need to provide support funding for some groups to allow them to fully participate in the advisory committee and consultation process. This might include covering the costs of travel to meetings, or a small stipend for committee members.

B.2. Step 2: Set the Plan Direction



The second step is to set the direction for the plan. What are the principles, goals and targets that will drive decisions? How is the current waste management system working, are there challenges that will need to be addressed, or opportunities that should be considered?

Step 2: Set the Plan Direction	
Identify principles, goals and targets	<ul style="list-style-type: none"> Establish locally relevant guiding principles, goals and targets that are complementary to provincial principles, goals and targets
Prepare background information	<ul style="list-style-type: none"> Assemble information on the region's population and growth, and pertinent social and economic trends
Assess the current solid waste system	<ul style="list-style-type: none"> Describe and analyze the current waste management system
Consider trends that are impacting solid waste management	<ul style="list-style-type: none"> Look at industry trends Consider local factors that are impacting solid waste management Identify challenges and opportunities
Consult the public	<ul style="list-style-type: none"> Seek input from advisory committees and other interested parties

B.2.1. Identify principles, goals and targets

The solid waste management plan should be founded on locally-relevant guiding **principles**, which are clearly stated in the plan. Principles should be developed in consultation with the advisory committees and interested parties as part of the consultation process. Guiding principles should be consistent with the provincial guiding principles outlined in Part A.2; however, if the provincial guiding principles are modified or not included, clear rationale for these decisions should be provided to the ministry.

Goals are the long-term aims to be achieved as an outcome of the plan. **Targets** are a way of measuring progress. For example, if the goal is 'zero waste', a target might be to reduce the per person disposal rate to xx kg by 2025.

Local goals and targets should be developed with extensive input from advisory committees and the public consultation process and ultimately should support provincial targets.

Examples of goals include:

- "Support circular economy approaches"
- "Minimize environmental impacts of solid waste management to air, water and land"

- ♦ “Responsibly manage residuals”
- ♦ “Increase awareness of waste prevention”

Zero waste

It is acceptable for local governments to determine their own definition of zero waste in accordance with local philosophy and context.

At least one target should focus on disposal.²³ Measuring progress towards targets should include materials that move out of region. Examples of targets include:

- ♦ “Achieve a disposal rate of xx kg per person by (year)”
- ♦ “Reduce contamination rates from xx to yy by (year)”
- ♦ “Eliminate disposal of organics to landfills by (year)”
- ♦ “Establish landfill bans for wood waste (or other materials) by (year)”
- ♦ “Reduce wildlife issues at landfills from xx incidents to yy incidents per year by (year)”
- ♦ “Reduce greenhouse gas emissions from the landfill and landfill operations by xx% by (year)”²⁴

Regional targets should have clear timelines and results should show continuous improvement.

B.2.2. Prepare background information

The background information in the plan provides an overview of the regional district. This information could include:

- ♦ A map of the region showing participating municipalities, First Nations and adjacent regional districts
- ♦ Pertinent information from official community plans, regional growth strategies and other regional documents (e.g., relating to airshed management or emergency debris management)
- ♦ Population statistics (current and projected for the next 10–20 years)
- ♦ Economic base (major drivers of the economy, especially as they relate to waste generation)
- ♦ Topography, including any physical constraints affecting waste management
- ♦ Climate adaptation and mitigation considerations for the region, especially as it relates to waste management

This information could be useful as a brief introduction for the purpose of consulting with interested parties (including the public). A summary of this information may be written into the plan itself.

²³ A measure of disposal captures reduction and reuse activities and allows for better comparisons across jurisdictions. Diversion is a good measure of recycling activities but methodologies vary, making interjurisdictional comparisons problematic.

²⁴ Consider targets in context to the *Greenhouse Gas Reduction Targets Act*.

B.2.3. Assess the current solid waste management system

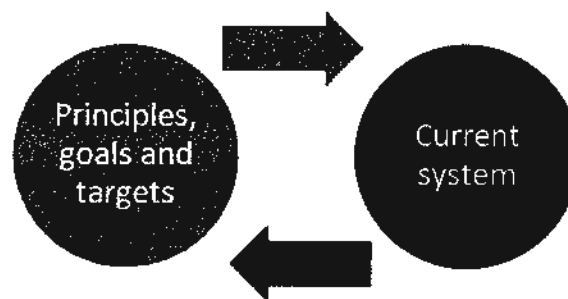
The ministry recommends regional districts conduct a comprehensive review of their system, including programs by both public and private sector operators, and include information on:

- ♦ The sources, composition and quantities of municipal solid waste generated within the planning area and / or transported into the planning area for management
- ♦ Any materials that are not typical municipal solid waste that may be handled at municipal solid management waste facilities in the region²⁵
- ♦ How "reduce" is addressed by the current system
- ♦ Collection pathways for recycling, recovery and residual management
- ♦ The existing and planned solid waste management capacity, including remaining available capacity within the system
- ♦ Education programs

This review also provides an opportunity to look at what is or is not working well.

- ♦ What are the strengths of the existing system (what is working well, should be retained / enhanced)?
- ♦ What are the areas for improvement in the existing system (what is not working well, needs improvement or a new approach)?
- ♦ Has the existing plan been implemented as expected?
- ♦ Is the region on track to meet the targets it set previously?
- ♦ Are there information gaps to be filled?

Creating the plan is a back-and-forth process. The principles, goals and targets will provide a "lens" through which to look at the current system, while reviewing the current system will influence goals and targets—how can the region do better?



²⁵ There may be other waste streams, under certain circumstances, which pass through disposal facilities that do not fall under the regional districts solid waste management plan. These other waste streams are managed through the operational certificate or another site specific authorization(s) from the provinca.

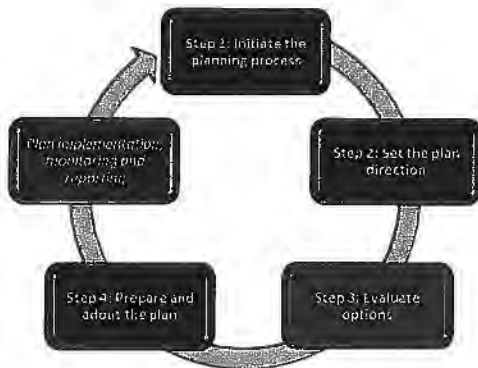
B.2.4. Consider trends affecting solid waste management

The waste management sector continues to evolve. An increasing number of products are recyclable in some way, and many are subject to extended producer responsibility (EPR) legislation in B.C., requiring manufacturers to manage these products at their end-of-life. Markets for recyclables fluctuate, and the economic viability of recycling products can change over time. No one can predict the future, but the planning team and advisory committees should look at trends that they are aware of and consider their impact on the future of waste management in the region. It is helpful to engage the private sector in discussions on emerging opportunities and technologies.

B.2.5. Consult the public

Regional districts should consult with the public on the proposed principles, goals and targets. Current system and future trend information should also be presented. This can be an opportunity to seek ideas on opportunities to improve solid waste management.

B.3. Step 3: Evaluate Options



The third step is to identify and evaluate feasible strategies for the solid waste management plan.

Step 3: Evaluate Options	
Develop potential strategies	<ul style="list-style-type: none"> Identify a full range of possible strategies to achieve the targets Consider the practicality and benefits / challenges of these strategies
Assess the financial and administrative impacts	<ul style="list-style-type: none"> Consider the financial and administration impacts of the solid waste management system, including the new proposals
Consult the public on the strategy options	<ul style="list-style-type: none"> Conduct a public consultation process that allows ample opportunity to provide input

B.3.1. Develop potential strategies

Understanding the strengths and areas for improvement of the current system, trends in the solid waste sector, and what the region would like to achieve, helps to identify aspects that would need improvement in order to meet the proposed targets.

Part H provides a non-exhaustive list of sample solid waste management strategies for each level of the pollution prevention hierarchy. Potential strategies can be developed and modified with extensive input from advisory committees, the public and all other interested parties.

In order to move from a list of potential strategies to a list of preferred strategies to be included in a draft solid waste management plan, the regional district may need to carry out a detailed evaluation of options. Part H also includes some considerations for evaluating strategy options. This list may also be drawn upon when considering how to ensure a level playing field between public and private facilities.

B.3.2. Assess the financial and administrative implications

Regional districts are responsible for long term²⁶ financial planning of their solid waste management system. Regional districts (as well as municipalities) have the ability to enact service establishing bylaws and either provide a solid waste management service in-house or contract it out. Funding for the strategies identified in a solid waste management plan has been typically provided through a combination of tipping fees,

²⁶ Long term financial planning is typically over a range of 20-25 years.

taxation, utilities, levies, grants or other means. A financial strategy that works in one region may not be suitable for another.

Regional districts should be consulting with interested parties on the financial and administrative implications of their solid waste management system, including anticipated borrowing for capital projects and cost recovery. Regional districts should be able to demonstrate support for their approach when submitting the plan for the minister's approval. Regional districts and member municipalities may wish to work together to provide consistency regarding services and policies across the region. The ministry recommends that they also explore partnership opportunities with the private sector and encourage innovation and investment in the marketplace.

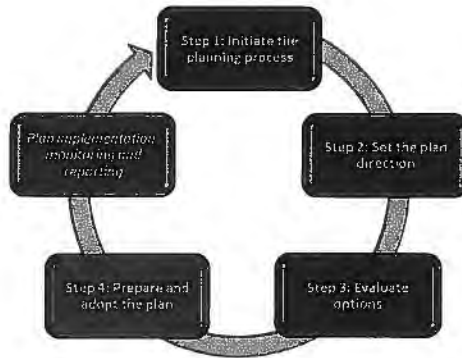
Triple bottom line²⁷ cost estimates should be developed which provide detail on capital, operating and life cycle costs for processing, treatment and disposal systems. The ministry responsible for community development may be able to provide guidance to the regional district in this area.

B.3.3. Consult the public on the options

There should be ample opportunity for the public to provide input into the proposed options, and to identify their support (or not) for each of these. If not already provided, regional districts should include opportunities for people to comment on the principles, goals and targets at this time. Records should be maintained of comments provided by the public and all other interested parties as well as the regional district's response to this input and rationale for decisions. The public consultation report template (see Part D) provides a suggested format.

²⁷ Economic, environmental and social considerations.

B.4. Step 4: Prepare and Adopt the Plan



The fourth step is to finalize the draft plan with public input, submit this to the minister for approval and formally adopt the approved plan.

Stage 4: Plan Preparation and Adoption	
Prepare draft plan	<ul style="list-style-type: none"> ▪ Confirm preferred strategies with advisory committees ▪ Prepare draft plan ▪ Review draft plan with advisory committees, adjust as needed
Consult the public	<ul style="list-style-type: none"> ▪ Make draft plan available for public comment ▪ Revise plan with public input and consult again if needed
Prepare plan for submission	<ul style="list-style-type: none"> ▪ Share with ministry regional staff as appropriate ▪ Prepare consultation summary report and complete checklist ▪ Corporate Officer signs certification form ▪ Submit draft plan package to Board for their review
Submit plan to Ministry for approval	<ul style="list-style-type: none"> ▪ Include checklist, certification form, and consultation summary report
Ministry review and approval	
Board adoption	<ul style="list-style-type: none"> ▪ Following ministry approval, Board formal adoption of the final plan, including any conditions ▪ Make the final plan and any conditions publically available, including on regional district website

B.4.1. Prepare draft plan

A solid waste management plan is written with three audiences in mind:

- ♦ The minister (and ministry) who reviews and approves the plan
- ♦ The regional district board and staff, to provide them with direction for solid waste management in their region
- ♦ Regional residents and businesses, so that they understand (and can provide input into) solid waste management

Feedback from public consultation will inform the regional district's decision on preferred strategies for managing solid waste. These strategies should be discussed and confirmed with the advisory committees.

Once the overall approach has been confirmed, the plan can be drafted for public review and comment. Part D provides a sample template for the written plan.

Recognizing that plans contain operational details as well as higher level goals, the ministry suggests that a solid waste management plan includes schedules in order to

allow for minor revisions to be made within the 10-year plan timeframe. This would allow a regional district to consult on and seek minister approval for amendments to a part of the plan rather than the entire plan.

Creating a "living" document

Because EMA does not specify what must go in an approved plan, regional districts have some flexibility around minor details that may be included in the plan. In creating the plan, consider what information should go into the main part of the plan and what should go into schedules. Minor items that are likely to be amended during the 10-year life of the plan may be placed into schedules for easier amendment.

Examples include:

- New municipal solid waste facilities (non-disposal) or changes to existing ones as contemplated in the plan and the process for adding, amending or deleting non-disposal facilities
- Inventory of closed disposal facilities
- Industry Product Stewardship programs in the plan area
- Plan implementation schedule
- Municipal and regional district bylaws respecting waste management
- Plan dispute resolution procedures
- Plan alignment with other legislation, guidance documents or regional plans
- Emergency debris management considerations

Administrative and operational processes may not need to be included in the plan. Subsequently, if they need amendment, ministerial approval is not needed as these processes are not a part of the plan.

B.4.2. Consult the public on the draft plan

The completed draft of the plan should be reviewed by advisory committees and the public, then revised with input from that process to form a final draft plan. Consultation should include zoning decisions related to siting of any new facilities identified in the plan. Records should be maintained of comments provided by the public and all other interested parties as well as the regional district's response to this input and rationale for decisions. The public consultation report template (see Part D) provides a suggested format.

Reaching consensus on the plan

It is unrealistic to expect everyone involved in the process will agree on approaches to solid waste management planning in the region. One neighbourhood may feel they are unfairly burdened by having a facility close by. Different sectors may disagree on the "best" approach.

Additional consultation may be required on contentious strategies, or a dispute resolution process may be necessary. Part G includes a sample dispute resolution process.

A good consultation process will help by keeping people focused on achieving shared goals and ensuring there is sufficient open dialogue to let everyone know that their views have been heard, even if they are not in support of the final decisions. Clear rationale for why final decisions have been made should be shared with those who provided input during the planning process.

B.4.3. Prepare final draft for submission

Finalize the draft plan

After revising the draft plan based on public input, the final draft should be reviewed by the advisory committees.

The regional district may choose to share the draft plan with ministry regional staff prior to submitting to their Board. This allows ministry staff to review and provide any recommendations back to regional district staff before the plan is considered by the Board.

Prepare the plan review checklist

Completing the checklist (see Part G) serves two important functions:

- It provides an internal review by the regional district, assuring them that all appropriate steps have been taken
- It assures the ministry that the regional district has considered this Guide's recommendations in preparing the plan

Part D provides a corporate officer certification form, which includes an affirmation of the above as well as a statement that public consultation requirements have been met. It should be signed and included with the plan submission package.

Prepare the public consultation summary report

With the completion of the consultation process, a regional district should be able to demonstrate that adequate²⁸ public consultation has occurred. A consultation summary report should be submitted to the minister for review as part of the plan submission package. The consultation summary report should include information on the consultation process and the process to arrive at the preferred strategies.

If there are challenges in gathering public comment (e.g., a lack of feedback), the report should document how due diligence was used to try and engage the public.

Part D provides a template for a consultation summary report.

Board review

The final draft of the solid waste management plan should be approved by a resolution of the Board to receive the plan and submit it to the minister for review.

A sample resolution is:

"That the Regional District of AA submit the solid waste management plan (title, date), as approved by the Board on (date), to the Minister of Environment for review and approval."

²⁸ See consultation outcomes in section B.1.3

B.4.4. Ministry review and approval

The final draft plan should then be submitted to the minister, together with the completed checklist, corporate officer certification form and consultation summary report.

Depending on the complexity of the plan and ministry resources, review and approval by the minister may take several months or longer. The region's existing solid waste management plan remains valid until the new plan is approved.

The minister may or may not approve the plan and if approved, the plan may or may not have conditions.

When reviewing a solid waste management plan, the minister and staff may look at the following aspects:

- Does the plan meet all legislative requirements and policy intent?
- Has there been adequate public consultation during the development of the plan? What are the consultation outcomes and are there outstanding concerns?
- How does the plan help to meet the provincial waste management targets?

The checklist in Part G provides a more detailed list of items that ministry staff will consider when making their recommendation to the minister.

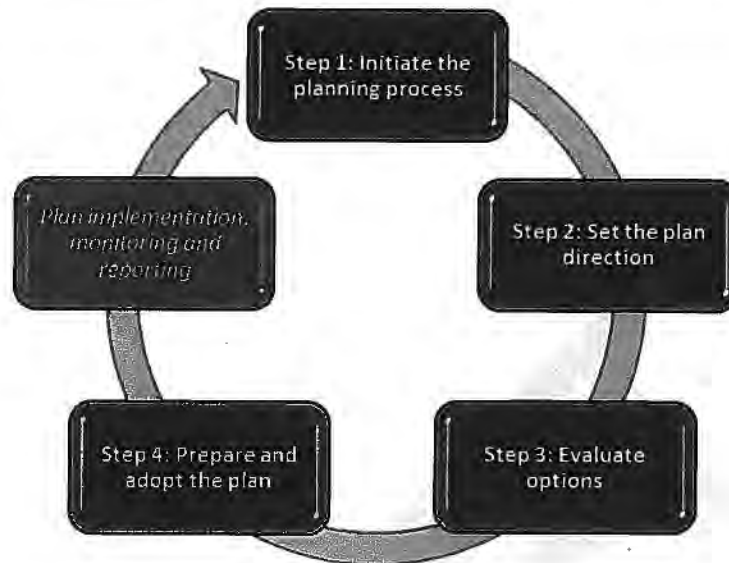
Approval of the plan occurs when the minister issues a letter of approval. This letter may incorporate additional requirements as conditions of plan approval. At this point the plan monitoring committee (see Part B.1 and Part F) should be activated to ensure proper plan implementation.

B.4.5. Final adoption

Once the plan is approved by the minister, the Board will need to formally adopt the plan and any conditions the minister may include.

The final solid waste management plan (including conditions) should be readily available on the regional district website and hardcopies available at the regional district and municipal offices.

C. Plan Implementation, Monitoring and Reporting



C.1. Plan Implementation

The plan should include the following implementation information.

- **Phasing:** a schedule for the installation or expansion of residual management capacity and for implementing plan strategies, including any phase out or closure timelines. Flexibility should be incorporated into this schedule in order that the regional district may respond to changing technology or solid waste volume and character.
- **Bylaws:** requirements for new or amended bylaws (regional district or municipal).
- **Operational certificates (OCs) and licences:** requirements for new or amended certificates and licences.

Following final adoption of the plan, the regional district should consult with the Regional Director regarding finalization of operational certificates and any applicable waste stream management licences.

Unless otherwise approved by the minister:

- OCs are issued by a Director (or a Director's delegate) to deal with the environmental protection aspects of disposal facilities, recovery facilities accepting unsorted municipal solid waste and, in some cases, transfer stations
- The following licences may be issued by the regional district, to deal with financial and operational control issues of concern to the regional district and community:
 - waste stream management licence (WSMLs) for recovery and disposal facilities, including most transfer stations, that are involved with recyclable material and/or municipal solid waste
 - recycler licence (RL), for sites and facilities involved in the processing of recyclable material

- o hauler licence (HL), for vehicles hauling recyclable material or municipal solid waste within or through the regional district

Where a regional district does not wish or need to implement bylaws related to licensing sites or facilities, requirements for all aspects of the sites or facilities may be included in the OC. Where a site or facility requires both an OC and a WSML, care should be taken to ensure that the documents are compatible and do not generate confusion. In cases of conflict, the OC will prevail.

See Part G for more information on OCs and Licences.

C.1.1. Dispute resolution

Every regional district should establish and consult on a dispute resolution procedure for dealing with disputes arising during implementation of the plan.

The procedure should be limited to disputes involving an administrative decision made by the regional district in the issuance of a licence, interpretation of a statement or provision in the plan, or any other matter not related to a proposed change to the actual wording of the plan or an operational certificate.

See Part G for a sample dispute resolution procedure.

C.2. Compliance and Enforcement

Under EMA section 120(11), it is an offence to contravene an approved waste management plan. Administrative monetary penalties²⁹ may be used in cases where a regional district does not manage municipal solid waste and recyclable material at a site in accordance with EMA section 25(2). The ministry's compliance policy will be followed for facilities with authorizations under the EMA. Part E sets out provisions in EMA and other legislation that provide authority for regional districts to enforce aspects of their plans.

Solid waste management plans may include a strategy for illegal dumping, demonstrating the commitment of the regional district (and municipality) to identifying and cleaning up illegal dump sites within the planning area through the utilization of local enforcement authority.

Regional districts may develop a strategy to promote compliance with their plan. This should identify all parties that contribute to the achievement of plan goals and targets and describe actions the regional districts could take to encouraging those parties to do their part. These may include such things as:

- Education targeted to households and businesses regarding banned material
- Fines levied on contaminated loads at disposal facilities
- Voluntary agreements with haulers and facilities to provide disposal data for the region
- Licensing (waste stream management, recycler, hauler)

²⁹ As per EMA's Administrative Penalties (Environmental Management Act) Regulation, B.C. Reg. 133/2014.

- Illegal dumping information campaigns
- Enforcement activities for bylaw offences (e.g., illegal dumping)

C.3. Plan Monitoring and Reporting

C.3.1. Plan monitoring advisory committee

Before adoption of the approved plan, the regional district should establish a plan monitoring advisory committee whose members reflect:

- The geography, demography and political organization of the plan area
- A balance between technical and non-technical interests
- Continuity with the public advisory committee, if possible through inclusion of members of that committee who have experience gained in development of the plan

The terms of reference for the plan monitoring advisory committee (see sample in Part F) should include:

- A mandate to advise the regional district on all matters involving monitoring the implementation of the plan and evaluating its effectiveness
- A structure and procedures similar to that of the plan development advisory committees

The regional district should submit its proposed terms of reference for the plan monitoring advisory committee for review by the existing advisory committee(s).

C.3.2. Annual reporting requirements

Regular reporting is important because it helps to keep solid waste management plans current and focuses attention on whether the plan is achieving its goals and targets. As well, it provides a way to provide information to interested parties and keep an ongoing conversation around continuous improvement of the solid waste management system.

Regional districts are asked to provide annual reporting of waste disposal information to the Province via the ministry's municipal solid waste disposal calculator.³⁰ In addition, it is helpful to prepare an annual or biennial³¹ report to the regional district board (and public) on topics determined to be of interest and relevance in the region. For example, the report could look at:

- How the region's programs support the pollution prevention hierarchy, especially the first three Rs (reduce, reuse, recycle)
- How the plan contributes towards economic development, with emphasis on the reuse and recycling sectors
- Any challenges or opportunities identified within the waste management system
- Monitoring data for closed sites
- Compliance activities

³⁰ The ministry sends out a request for data to regional districts on an annual basis.

³¹ Once every two years.

- ♦ Greenhouse gases emitted and avoided (through capture and reuse) at facilities in the regional solid waste system
- ♦ Spills, leaks and leachate collected at facilities
- ♦ Wildlife interactions and control measures

As some of this information may be required to be reported elsewhere (e.g., as part of the operational certificate conditions), the regional district will need to determine if they will collate the information to provide a comprehensive report on the solid waste management system activities or simply point the public to the information source.

C.3.3. Five-year effectiveness review

Regional districts should plan for and carry out a review of their plan's implementation and effectiveness after five years. This review should result in a report that is made publically available (including online). The ministry may request a review of the evaluation prior to public posting but otherwise it does not need to be submitted to the ministry. Items to review / report on may include the following:

- ♦ Overview of all programs or actions undertaken in first five years to support the plan goals and targets, including status (started, in progress, complete) and implementation costs for each
- ♦ Description and forecasted budget for programs or actions not yet started and status (implementation delayed, implementation on schedule, implementation cancelled due to circumstances or decisions affecting the need for or feasibility of undertaking the actions at all)
- ♦ Five-year trend information for waste disposal per person
- ♦ Five-year summary of economic development related to plan implementation
- ♦ Five-year trend of greenhouse gases emitted and avoided (landfill gas capture and reuse)
- ♦ Summary of any compliance activities taken, spills, leaks and leachate collected at facilities, and wildlife incidences over the past five years
- ♦ Any significant changes related to the regional growth strategy or changes to large industry and businesses operating in the area that might impact the solid waste management system over the next five years
- ♦ Based on the plan data from the first five years, an analysis of what is working well (strengths) and challenges to meeting plan goals and targets. Ideally the data would indicate continuous improvement over the five years. If things are working well, the regional district might consider amplifying those successes. If not, what is the rationale and what changes need to be made that would promote continuous improvement?
- ♦ Based on the analysis, any recommended revisions that the regional district would like to make to the plan and next steps to amend the plan (consultation and minister approval)

Third party reviewers

The review could involve a third party to evaluate the plan's effectiveness, provide recommended updates if needed, and share the findings and recommendations

publicly. Some considerations in engaging a third party to participate in the five-year effectiveness review include:

- ♦ Level of stakeholder sensitivity / controversy with plan strategies
- ♦ Level of in-house capacity to gather all the plan data and produce a public report
- ♦ Ability to objectively analyze plan performance

C.4. Plan amendments and updates

The minister must approve any amendment to a solid waste management plan and must be satisfied that adequate public review and consultation has occurred. The following sections discuss major and minor revisions that may occur during the 10-year plan lifecycle. Major revisions are those that require amendments to the plan itself, whereas minor revisions require amendments to part of the plan—a plan schedule. At the end of the 10-year plan lifecycle, a regional district should complete a full plan update that may require both major revisions to the plan and minor revisions to plan schedules.

C.4.1. Plan amendments

Substantial changes to a solid waste management plan require a plan amendment, with public review and consultation and minister's approval as outlined in this Guide. Within a 10-year planning cycle, major amendments may not be required (e.g., a regional district may wish to delay making major amendments until the plan is renewed). Major amendments may be made at any time, however.

Substantial changes to the solid waste management system (that would trigger a full plan amendment) include:

- ♦ The opening (or changing the location) of a site or facility not already identified in the plan for the disposal of municipal solid waste, such as
 - new landfills, landfill expansion, landfill closure
 - any organics processing facility
 - mixed waste material recovery facilities
 - any new waste-to-energy facility located within the region
 - any new waste-to-energy facility located outside the region
 - any other facility that could have an adverse impact to human health or the environment
- ♦ Waste import / export options which would significantly impact the regional district's or neighbouring regional district's solid waste system(s)
- ♦ Changing disposal targets or reductions in programs supporting diversion
- ♦ A change in the boundary of the plan, which would significantly change the amount of solid waste to be managed under the plan or significantly change the population of the plan area
- ♦ The addition, deletion or revision of policies or strategies related to the conditions outlined in the minister's approval letter
- ♦ Major financial changes that warrant seeking elector assent

C.4.2. Schedule amendments

It may be desirable to make minor revisions to the solid waste management plan during its 10-year life span in order to keep it up to date. A plan can be written to incorporate some flexibility with respect to minor revisions. Information that it likely to change can be included in schedules to the plan, so that they can be altered without having to do a full plan amendment. Schedules should contain an outline for how they may shift in minor ways as well as a procedure that will be followed for notifying or consulting with interested parties (including the public) on these minor revisions. Amendments to schedules require minister approval; however, as only part of a plan requires review, the process will be streamlined.

C.4.3. Updating a solid waste management plan

The ministry suggests that a plan is updated every 10 years, regardless of whether major amendments are anticipated, to ensure that it reflects current practice and realities in solid waste management. The update process should include the four steps described in this Guide, including a full public consultation process and plan approval by the ministry. On or before the 10-year anniversary of the current plan's approval, the Board should pass a motion to initiate a new planning process. During this new planning cycle and until such time as an updated plan is approved by the minister, the existing approved plan should be followed.

D. Sample Templates

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D.1. Template: Solid Waste Management Plan**Regional District XX Solid Waste Management Plan**

Prepared by:

(include version details during plan preparation phase) Draft/Final Date:

(replace version details with the date of plan approval) Date approved by Ministry of
Environment:

Note that this is a template only; regional districts may adjust the format and content of this template to suit their needs. Instructions for filling out this template are provided in italics and should be removed from final report. Bracketed text may be included optionally, depending on the unique circumstances in the region.

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1. Introduction

In British Columbia, regional districts are mandated by the provincial *Environmental Management Act* to develop solid waste management plans (“plans”) that are long term visions of how the regional district would like to manage its solid wastes in accordance with the pollution prevention (5 R) hierarchy. This plan will be updated on a 10-year cycle to ensure that it reflects the current needs of the regional district (RD), as well as current market conditions, technologies and regulations.

The (*Regional District Name*) prepared their first solid waste management plan in (*year*) and amended that plan in (*year(s)*). The history of the planning process is discussed further in section x. This draft document represents the most recent amendment of the (*RD's*) solid waste management plan and once approved by the Province (along with any approval conditions), becomes a regulatory document for solid waste management and serves to guide solid waste management related activities and policy development in the (*RD*). In conjunction with regulations and operational certificates that may apply, this plan regulates the operation of storage and disposal facilities that make up the region's waste management system (see section 2.2).

1.1.Guiding principles

The principles guiding the development and implementation of this plan are (*RDs may replace this list with their own set of guiding principles that are complementary to the provincial set*):

- Promote zero waste approaches and support a circular economy
- Promote the first 3 Rs (Reduce, Reuse and Recycle)
- Maximize use of waste materials and manage residuals appropriately
- Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes
- Prevent organics and recyclables from going in the garbage
- Collaborate with other regional districts wherever practical
- Develop collaborative partnerships with interested parties to achieve regional targets set in plans
- Level playing field within regions for both private and public solid waste management facilities

1.2.Pollution prevention hierarchy and targets

This plan adopts the 5 R pollution prevention hierarchy (see Figure x) (*or replace with own hierarchy*). Strategies to address each tier in the hierarchy are laid out in section x. Implementation of these strategies over the plan's 10-year timeframe is expected to contribute to the provincial disposal rate target of (*350 kg per person*), and result in achievement of the following regional target(s):

- Municipal solid waste disposal rate (kg per person) by (*20xx*) (include interim MSW per capita disposal rates as necessary)
- (Organic material disposal restrictions, compliance rates, contamination rates)
- (other material disposal restrictions, compliance rates, contamination rates)
- (Diversion targets)
- (Food waste or other material reduction targets)
- (GHG reductions)
- (Other)

2. Background

2.1. Plan history

The (RD's) first solid waste management plan was approved by the ministry in (year). The ministry has since approved (an) amendment(s) in (year). The main drivers for developing a new plan include:

- Current challenges
- Opportunities identified during planning and consultation process
- Multi-jurisdictional opportunities (an analysis of efficiency/consistency opportunities with neighbouring regional districts and any options that will be pursued)

The current planning process was initiated in 20XX. Schedule x includes links to all the planning technical reports and the public consultation report. Participants in the planning process included:

- Plan team: RD staff (and consultants) coordinated the planning process, participated directly in the development of technical reports and conducted the consultation with interested parties
- RD Board: reviewed, commended and approved documents that resulted from the planning process, and provided direction to staff and consultants
- Public and Technical Advisory Committee(s): reviewed information associated with the planning process and provided input to staff and the Board
- Interested parties (including the public): were kept informed during the plan development and participated in consultation opportunities to provide input to the plan team and Board

2.2. Plan area

The plan applies to the geographic area of (RD) (see Figure x). All strategies and actions in the plan apply to the following members of the (RD): (list municipalities and electoral areas). In addition, solid waste management services are provided to (e.g., xx First Nations and / or areas outside of the RD).

Detailed information regarding the population, geography as it impacts solid waste management, growth and economic development as it relates to waste can be found in the Plan Framework report (see link in Schedule x). Significant projected changes over the next 10 years to the population, growth and economic development include (list).

Existing facilities

Municipal solid waste in the region can be directed for management to any approved disposal facility identified in the plan.

Approved disposal facilities and organics processing facilities are shown on Figure x and include: (list)

- List facilities authorized by the regional district within their regional boundary
- Identify other facilities that are outside of regional district control (assuming those facilities have appropriate authorizations in place and / or are approved under a solid waste management plan that meets or exceeds B.C. legislation)

Schedule x lists other facilities integral to the regional waste management system as well as the location of closed landfills and / or dumps previously operating in the region.

Future facilities

Municipal solid waste in the region may be directed for management to any new facility contemplated by this plan provided the new facility follows the process for development as outlined herein.

New facilities specifically contemplated in this plan include: *(list)*

The process for development of new facilities shall include but not be limited to:

- ♦ An appropriate procurement process
- ♦ Ensuring that authorizations (including OCs, licences and registration under OMRR) are obtained as necessary, and that any requirements from other levels of government are also met
- ♦ Environmental assessment, including an assessment of human health risk acceptable to the applicable health authority and public consultation, as may be required by provincial and federal regulations
- ♦ Public consultation on new (or amended) disposal sites
- ♦ Any additional assessment as laid out in the minister's conditions for approval of this plan

The addition of new disposal facilities not contemplated in this plan will require an amendment to the plan. The addition of new facilities which are not disposal facilities may not necessitate an amendment to this plan.

2.3. Waste generation and management

(suggested text – provide a high level summary from the technical reports on the current waste management system)

Over the past (10) years, the (RD) waste disposal rate has ranged from (high to low) as shown in Figure x (annual disposal rate trends available from [Environmental Reporting BC](#)). The most recent waste characterization study completed for the region in (20XX) *(or describe other methodology to arrive at estimates)* showed approximately x% of the volume is attributed to residential (including multi-family) and x% to institutional, commercial, construction, renovation and demolition. It is estimated that approximately x amount of waste moves out of the region to (x,y,z facilities) and x amount of waste moves into the region for disposal from (x,y,z areas).

(RD may also want to summarize future trend information such as trends and proposals that will affect solid waste management in the region, or anticipated changes for the next 10–15 years (weight, volumes, materials, processing and/or reference a link to more detailed study).)

In (RD), the following organizations contribute to municipal solid waste management *(customize for RD circumstances)*.

Who	Roles in Solid Waste Management
Federal government	<ul style="list-style-type: none"> ♦ Regulates waste management facilities under federal jurisdiction
Provincial government	<ul style="list-style-type: none"> ♦ Various ministries have regulatory authority related to waste management
Regional district (Board and staff)	<ul style="list-style-type: none"> ♦ Develops plan to provide big picture oversight of waste management in the region ♦ Through plans and plan implementation (including bylaws), works to meet waste disposal goals and targets and ensures that community has access to waste management services that are environmentally sound and cost effective ♦ Ensures that legislative and policy requirements are followed, including monitoring and reporting ♦ Chairs committees / coordinates with municipalities in service delivery ♦ (Operates facilities / collection system (provide service))

	<ul style="list-style-type: none"> • Supports EPR programs in jurisdiction • Demonstrate 5 Rs within own operations and those of member municipalities
Municipalities (council and staff)	<ul style="list-style-type: none"> • May provide / coordinate waste management service, or own / operate facilities • May make bylaws dealing with waste collection • Municipal enforcement officers part of enforcement team
First Nations	<ul style="list-style-type: none"> • May provide waste management services or may participate in regional waste management system
Product stewards	<ul style="list-style-type: none"> • Collect / process stewarded products • Coordinate local government delivery of service where applicable • Provide and / or fund education and marketing • Provide deposit refunds to consumers (where applicable) • Monitor / report on recovery rates
Private sector involved in waste management (e.g., haulers, facility operators)	<ul style="list-style-type: none"> • May provide recycling and waste management services and own/operate facilities • Generally, services multi-family residential buildings, commercial and institutional sources, and construction, demolition and land clearing sectors • (may be regulated by local government through licensing bylaws)
Neighbouring jurisdictions	<ul style="list-style-type: none"> • May send waste to (XX RD's) facilities or accept waste from XX RD • Synergies, consistencies in waste management with neighbouring jurisdictions
Residents and businesses	<ul style="list-style-type: none"> • Responsible for carrying out proper waste reduction, recycling and disposal activities

3. Strategies

(Describe the plan strategies and actions for each tier in the pollution prevention hierarchy, including commitments made by member municipalities and First Nations as well as the contribution of private sector agencies or external programs to the strategies and any actions that local government will take to support private sector actions. The following are for illustrative purposes only—see the Guide Part H for more examples and ideas).

Sample format:

Strategy 1.1

- RD action(s)
- Municipality(ies) action(s)
- External programs/private sector contribution(s) and description of how the regional district is supporting these if applicable
- Risk analysis for strategies that are not fulfilled

Reduction

- Programs and / or actions supporting reduction (e.g., food waste prevention)
- External programs (e.g., business certification programs, grocery store food waste campaigns)

Reuse

- Programs and / or actions supporting reuse (e.g., zoning and licensing support for remanufacturing businesses)
- External programs (e.g., businesses or opportunities that support reuse)

Recycling and organics

- ♦ Recycling and organics programs (public and private sector)
- ♦ Establishment of facilities
- ♦ Local government support for industry product stewardship programs operating in the plan area. e.g.,
 - providing input during the consultation phase on draft Product Stewardship Plans
 - providing facilities or operational services as a service provider at a landfill or other local site for product collection or processing
 - helping to inform the public that the stewardship program is available
 - assisting the producer or agency with local land use and business licence issues relating to collection and processing facilities
 - imposing landfill disposal bans on regulated products
 - providing input on the operations of product stewardship programs
 - pursuing public funding to facilitate hosting of programs
 - facilitating collaboration between stewards at a regional level to improve servicing (e.g., stewards coordinating transportation and collection logistics to improve servicing in rural areas; co-locating collection programs; cooperative marketing / promotion)
 - carrying out waste composition studies at landfills and sharing data related to regulated products

Recovery and residual waste management

- ♦ Existing or anticipated recovery programs and facilities
- ♦ Existing or anticipated disposal facilities
- ♦ Materials banned from disposal
- ♦ Closure and monitoring information for facilities and sites that have previously been a part of the waste management system
- ♦ Hard-to-manage wastes (e.g., demolition wastes, land clearing wastes)
- ♦ Landfill management issues (e.g., wildlife management)
- ♦ Illegal dumping reduction strategy

Educational programs

(may be integrated into above strategies)

- ♦ Promotion and education programs to support plan strategies
- ♦ Plans to reduce greenhouse gas emissions from waste management

Sector specific strategies

(may be summarized separately or integrated into above strategies)

- ♦ Industrial, commercial and institutional waste (ICI)
- ♦ Construction, renovation and demolition waste (CRD)
- ♦ Land clearing
- ♦ Non-MSW waste handled by MSW facilities in the region *(identify if applicable and note that these are not under the authority of the plan)*

4. Finance and Administration

(customize to describe RD's system)

Funding to implement the actions identified in this plan is provided by residents and businesses through municipal taxes, user fees and tipping fees. *(Describe revenue sources and a breakdown of percentages if applicable)*. The following breakdown is based on best available information at the time of the plan's development. Minor updates to this table will be made in Schedule x.

	Current Plan (average / year over past 3–5 years)	Proposed Plan (per year, project out for at least 5–9 years)
REVENUE		
<ul style="list-style-type: none"> • Taxes • Levies • Tipping Fees • Grants • Reserve • Misc. 		
Total Revenue		
EXPENDITURES		
Existing programs—Capital costs		
<ul style="list-style-type: none"> • X • Y • Z 		
Existing programs—Operating costs		
<ul style="list-style-type: none"> • X • Y • Z 		
New programs—Capital Costs		
<ul style="list-style-type: none"> • X • Y • Z 		
New programs—Operating costs		
<ul style="list-style-type: none"> • X • Y • Z 		
Total Expenditure		
Monthly Cost to Homeowners		

Other aspects that may be addressed in RD financial write-up:

- Cost recovery (i.e., anticipated impact on property tax payers)
- Financial assessment of the viability of the plan (may include triple bottom line analysis of the plan implementation);
- Interaction between public and private programs

5. Conclusion

Provide a summary of the environmental, social and economic impacts of the plan.

6. Plan Implementation

Implementation schedule

A timeframe for implementing each plan strategy and action is included in Schedule x.

Bylaws

Existing or proposed bylaws (RD and municipal) are included in Schedule x.

Plan monitoring

A plan monitoring advisory committee (PMAC) will monitor the implementation of the plan and make recommendations to increase its effectiveness. A description of the plan monitoring advisory committee tasks and make up are included in the terms of reference which can be found in Schedule x.

Compliance promotion strategy

Many parties contribute to the achievement of the plan goals and objectives. The strategy outlined below for promoting compliance with the plan takes into consideration the roles and responsibilities of both those providing the compliance actions and those receiving the compliance actions. *(RD to customize)*

- ♦ RD, municipality, haulers, product stewardship agencies can provide generator targeted education regarding materials restricted from disposal facilities
- ♦ RD or municipality can levy fines on contaminated loads at disposal facilities
- ♦ RD can develop voluntary agreements with haulers and facilities to get better disposal data for the region
- ♦ RD can implement waste stream management licensing
- ♦ RD + partners can deliver strategies for reducing illegal dumping (e.g., distribute information)
- ♦ RD + municipalities can enforce bylaws (e.g., with respect to illegal dumping)

Annual reporting

Reporting is important because it helps keep the plan current, and focuses attention on whether the plan is achieving its goals and targets.

The *(RD)* will provide annual reporting to the ministry of waste disposal information via the ministry's municipal solid waste disposal calculator.

In addition, the *(RD)* will prepare an *(annual or biennial)* report to the Regional District Board and provide links on the *(RD)* website to reports provided to the Board in relation to the plan. Topics that will be included in the report include *(RD to customize for regionally specific topics of interest)*:

- ♦ Programs delivered each year and how they support the waste management hierarchy, especially the first three Rs (reduce, reuse, recycle)
- ♦ Economic development related to solid waste management in the region
- ♦ Challenges or opportunities identified by the plan monitoring advisory committee

- ♦ Monitoring data for closed sites
- ♦ Compliance activities
- ♦ Landfill gas capture and reuse
- ♦ Spills, leaks and leachate collected at facilities
- ♦ Wildlife interactions and control measures

Five-year effectiveness review

The (RD) will carry out a review and report on the plan's implementation and effectiveness in 20XX. A link to the report will be provided on the (RDs) website. The review will be conducted by (*in-house / third party*) and will include (*RD to customize*):

- ♦ Overview of all programs or actions undertaken in first five years to support the plan goals and objectives—status (started, progress, complete); actual budget for each
- ♦ Description of all programs or actions not yet started and reason (delayed start and why, initiation planned for next five years, circumstances or decisions affecting the need for or feasibility of undertaking the actions at all); budget allocated for each
- ♦ Five-year trend information for waste disposal per person
- ♦ Five-year summary of economic development related to plan implementation
- ♦ Five-year trend of landfill gas capture and reuse (if applicable)
- ♦ Summary of any compliance activities taken, spills, leaks and leachate collected at facilities, and wildlife incidences over the past five years
- ♦ Any significant changes related to the regional growth strategy or changes to large industry and businesses operating in the area that might impact the solid waste management system over the next five years
- ♦ Based on the plan data from the first five years, an analysis of what's working well (strengths) and challenges to meeting plan goals and targets
- ♦ Based on the analysis, any recommended changes that the regional district would like to make to the plan and next steps regarding seeking those changes (consultation and minister approval for changes)

Plan amendments

This plan represents the current understanding and approach to the solid waste management challenges being faced by the (RD). The plan is a "living document" that may be amended to reflect new considerations, technologies and issues as they arise.

Due to changing circumstances and priorities that may evolve over time, and with the input of the plan monitoring advisory committee and interested parties, all major actions identified in the plan will be reviewed for appropriateness before implementation. This will generally occur on an annual basis. The plan's implementation schedule will be flexible enough to reflect the availability of technologies that may arise over time, as well as the potential changes in regional issues and priorities. In addition, it will also take into account the financial priorities of the (RD), its member municipalities and other partners, the availability of funding to undertake plan activities, and the availability of contractors and service providers.

The plan amendment procedure applies to major changes to the solid waste management system which would include:

- a) The opening (or changing the location) of a site or facility not already identified in the plan for the management or processing of municipal solid waste, such as
 - o new landfills, landfill expansion, landfill closure

- o any organics processing facility
 - o mixed waste material recovery facilities
 - o any new waste-to-energy facility located within the region
 - o any new waste-to-energy facility located outside the region
 - o any other facility that could have an adverse impact to human health or the environment
- b) Waste import / export options which would significantly impact the regional district's or neighbouring solid waste systems, or not conform to provincial legislation, goals and / or targets
 - c) Changing disposal targets or reductions in programs supporting the first three Rs in the pollution prevention hierarchy
 - d) A change in the boundary of the plan, which would significantly change the amount of solid waste to be managed under the plan or significantly change the population of the plan area
 - e) The addition, deletion or revision of policies or strategies related to the conditions outlined in the minister's approval letter
 - f) Major financial changes that warrant seeking elector assent

When a plan amendment becomes necessary, the (RD) will undergo a public consultation process and submit a revised plan to the Minister of Environment for approval, along with a detailed consultation report.

The schedules to the plan contain information that is not considered a major change listed above but could change during the 10-year lifespan of the plan. Each schedule includes a process for engaging the public, ranging from notification to a robust public consultation process. Schedule updates may require approval from the minister but may not require submission of the entire plan for review and approval.

Schedules

Schedule X: Facilities

The following transfer stations are also shown on Figure x and are integral parts of the regional waste management system: *(list)*

Figure x also shows the location of closed landfills and / or dumps previously operating in the region.

Extended Producer Responsibility (EPR) programs and facilities in the area include *(list the programs and map the collection facilities or if too many, summarize numbers in each community. Stewardship associations may be able to provide data.)*

In the (RD), the addition of a new collection or storage facility requires *(zoning / licensing / other, any public notification associated with zoning / licensing / other, and any additional actions the (RD) will take to provide notice of the schedule update)*.

Schedule X: Implementation schedule

Proposed implementation dates will be contingent upon the timing of the plan's approval by the Ministry of Environment and the amount of resources available for the implementation of the strategies. The implementation schedule will be reviewed in line with the (RD's) annual budget cycle. The plan monitoring advisory committee will provide input into any updates to this schedule and *(additional actions the (RD) will take to provide notice of the schedule update)*.

GOAL 1		Priority Rank	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Strategy 1.1	Action 1.1.1											
	Action 1.1.2											
Strategy 1.2	Action 1.2.1											
	Action 1.2.2											

Schedule X: Bylaws

The following RD and municipal bylaws related to waste management in the area have been developed in accordance with requirements in the *Environmental Management Act, Local Government Act, Community Charter, Greater Vancouver Sewerage and Drainage District Act and Vancouver Charter (as appropriate)*. Any amendments to these bylaws for the purposes of implementing this plan will follow the requirements for public consultation contained in legislation (including minister's approval as required) and *(actions the RD will take to provide notice of the schedule update)*.

Links to bylaws...

Schedule X: Plan monitoring advisory committee terms of reference

(see sample in Part F of the Guide to Solid Waste Management Planning).

Schedule X: Plan dispute resolution procedures

The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention. The Ministry of Environment does not become involved in resolving or making a decision in a dispute.

This dispute resolution procedure may apply to the following types of conflicts:

- ♦ Administrative decisions made by RD staff
- ♦ Interpretation of a statement, bylaw, policy or provision in the plan
- ♦ The manner in which the plan or an OC is implemented
- ♦ Any other matter not related to a proposed change to the wording of the plan or an OC

Collaborative Decision Making and Dispute Resolution – Suggested Procedure

Negotiation	<ul style="list-style-type: none"> ♦ Parties involved in the dispute make all efforts to resolve the dispute on their own. ♦ Parties may make use of a facilitator
Plan Advisory Committee	<ul style="list-style-type: none"> ♦ Parties involved in the dispute will have opportunity to speak to the Committee ♦ Committee will review, consider and provide recommendations to the Board
Board	<ul style="list-style-type: none"> ♦ Parties involved in the dispute will have opportunity to speak to the Board ♦ Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation
Mediation	<ul style="list-style-type: none"> ♦ Parties involved in the dispute agree on a mediator. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for selection of a mediator ♦ All efforts will be made to reach an agreement through mediation ♦ Costs for mediation are shared by the parties in dispute
Independent Arbitrator	<ul style="list-style-type: none"> ♦ If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration and the dispute will be arbitrated in accordance with the <i>Local Government Act</i> or <i>BC Commercial Arbitration Act</i> ♦ The arbitrator shall make a final, binding decision ♦ Costs for arbitration shall be apportioned at the discretion of the arbitrator

Schedule X: Plan alignment

The following key initiatives (*RD to customize the example list provided below*) are supported by the plan. This list will be updated when the RD is made aware of changes to these initiatives and (*list additional actions the RD will take to provide notice of the schedule update*):

- ♦ Climate Leadership Plan
- ♦ BC Energy Plan
- ♦ BC Bioenergy Strategy
- ♦ BC air quality objectives
- ♦ EPR programs under the Recycling Regulation (EMA)
- ♦ Organic Matter Recycling Regulation (EMA)
- ♦ Reviewable Projects Regulation (Environmental Assessment Act)
- ♦ Landfill Gas Management Regulation (EMA)
- ♦ Landfill Criteria
- ♦ Integrated Resource Recovery
- ♦ Develop with Care

- A Guide to Green Choices—Ideas and Practical Advice for Land Use Decisions in BC Communities

Federal alignment

- Canadian Council of Ministers of Environment Canada-wide Action Plan for EPR

Regional Plans (both in region and outside)

Schedule X: Financial information

The current tipping fees at disposal sites authorized under this plan are as follows: *(list)*

Any changes to the tipping fee rates will follow the requirements for public consultation contained in legislation and *(actions the RD will take to provide notice of the schedule update)*.

Schedule X: Emergency debris management

When natural events, like floods, earthquakes or anthropogenic (human-caused) events hit a community, solid waste management is usually the last thing on anyone's mind. Safe, proper and timely management of debris is an essential but often overlooked component of an emergency response or disaster incident. Debris management is also one of many competing priorities governments must manage during such events. It is important that disaster debris be properly managed so as to protect human health, comply with regulations, conserve disposal capacity, reduce injuries, and minimize or prevent environmental impacts. It involves advance thought, planning and coordination among individuals at various levels of government and the private sector with experience and expertise in waste management. A disaster debris management plan can help a community identify options for collecting, recycling and disposing of debris. Not only does a plan identify management options and sources for help, but it also can save valuable time and resources if it is needed.

Links to current disaster debris management plans will be updated in this schedule as required. Disaster debris management plans exist for the following areas and will be followed in the event of an emergency:

- x community
- y community
- z community

D.2. Template: Consultation Report**Regional District XX Solid Waste Management Plan****Public Consultation Summary Report**

Prepared by:

(include version details during plan preparation phase) Draft/Final Date:

Note that this is a template only; regional districts may adjust the format and content of their consultation report to suit their needs. Instructions for filling out this template are provided in italics and should be removed from final report.

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1. Introduction

This Public Consultation Summary Report describes public consultation that was undertaken by the (*Regional District Name*) in revising the Solid Waste Management Plan. The public consultation meets the requirements outlined in Section 27 of the *Environmental Management Act*, which requires that adequate public review and consultation of the solid waste management plan must be completed. In addition, the public consultation process was designed to meet elector approval requirements for any borrowing of funds required to implement the plan once it is approved.

1.1. Background and Consultation Objectives

The (*RD's*) first solid waste management plan was approved by the ministry in (*year*). The ministry has since approved (*an*) amendment(s) in (*year*). The current planning process was initiated in 20XX.

The objectives of public consultation associated with the current planning process were as follows (*examples below should be replaced by consultation objectives defined by the RD and advisory council*):

- To ensure requirements under the *Environmental Management Act* are met
- To ensure the public consultation considerations outlined in the Guide to Solid Waste Management Planning are addressed
- To provide interested parties with opportunity for input and feedback on the plan
- To ensure the revised plan aligns with information gathered during public consultation

2. Plan Initiation

At the initiation of the planning process, interested parties were notified that the plan was being updated. The notifications included contact information for the planning team, preliminary information on why the plan is being updated, and major directions set by the Board. An example of the notices is provided in Appendix x. The following is a list of interested parties that were contacted upon plan initiation:

Interested Party	Mailing Address	Category	Date/Type of Engagement

3. Advisory Committee

Upon plan initiation, advisory committees were established for the planning process.

Describe if public advisory committee was separate or if it was combined with the technical advisory committee. Provide rationale.

Please see Appendix x for the advisory committee's terms of reference, membership, list of meetings held, and a complete set of agendas and minutes.

4. Public Consultation Design

After initial notification to interested parties was provided and the public advisory committee was established, a public consultation process was designed (and adopted by the Board). A copy of the public consultation process is included in Appendix x.

5. Participation

The designed public consultation process was executed through the various steps of the planning process. This section summarizes activities that took place during public consultation.

Open Houses or other events

Date	Location	Attendees

Include a description of the event design, answering the following questions as applicable:

- Which local government representatives were at the sessions?
- Were display panels provided? What was indicated on the panels? What information about the plan facilities and costs was provided?
- Were there any presentations?
- Was there opportunity for questions and answers?
- What was attendees' involvement?
- Was there opportunity for attendees to provide feedback? Surveys or questionnaires?

Include a copy of responses received in Appendix x.

Web-Based Participation

Dates Available	Information Provided or Collected	Participation Numbers

Include a description of the web-based consultation design, answering the following questions as applicable:

- Were there online surveys or questionnaires?
- Were there webinars? What was presented? Opportunity for Q&A
- What was the social media presence?

Include a copy of responses received in Appendix x.

Other Opportunities for Public Participation and Feedback

- Include a description of any other methods used to provide information to the public regarding the planning process.
- Include a description of any other methods used to receive input from the public regarding the plan principles, targets, strategy options and draft plan.

6. Promotion and Advertising

The following strategies were used to promote opportunities for learning about the planning process and for providing input into the process:

- Describe strategies that were developed and used to encourage participation at the open houses, increase web-based participation and encourage other opportunities for public input. Examples may include mail-outs, print advertising such as newspapers and community bulletin boards, radio advertising and web advertising
- Samples of material produced for public distribution should be included in Appendix

7. Feedback during Public Consultation Process

During the planning steps, the following interim consultation reports were produced to document feedback received and share the results of the consultation publically

Topic of Consultation (or step in planning process in which consultation took place)	Interim Consultation Report (link to publicly available report and describe how and when the report was publicized)	Consultation Themes (summarize main themes re public input and how the consultation has influenced the plan)
Plan principles, goals and targets	Hyperlink or attached as appendix	
Proposed options for strategies		
Draft plan		
Proposed new bylaws or bylaw amendments for plan implementation		

8. Preferred Strategies

This section includes information on how feedback from consultation was taken into consideration as well as the process followed to arrive at the preferred strategies.

Strategy Options (list all options considered for the plan)	Level of Public Support (provide an indication and evidence of support for or opposition to each strategy option. Evidence may include both a quantitative and qualitative discussion of public input)	Strategy Decisions (provide rationale for why each strategy option was or was not included in the final draft plan)

9. Plan Implementation

After the plan is approved by the minister, a Plan Monitoring Advisory Committee (PMAC) will monitor the implementation of the plan and make recommendations to increase its effectiveness. A description of the plan monitoring committee tasks and composition are included in the terms of reference which can be found in schedule x of the plan.

Appendices

Appendix X Plan Initiation Notices

Appendix X Public Advisory Committee

- Terms of Reference
- Membership
- List of Meetings
- Agendas and Minutes

Appendix X Public Consultation Design

Appendix X Participation

- Materials Distributed (questionnaires; brochures; panels, etc.)
- Responses Received

Appendix x Promotion and Advertising

- Materials Distributed (mail-outs, advertisements, etc.)

Appendix X Interim Consultation Reports

(not necessary if links to electronic versions are provided)

Appendix X Plan Monitoring Advisory Committee

D.3. Template: Certification from Corporate Officer

CORPORATE OFFICER'S CERTIFICATE

The (here insert the full corporate name of the regional district) (the "regional district")

The undersigned Corporate Officer, as the regional district officer assigned responsibility under section 236 of the *Local Government Act*, hereby certifies as follows:

1. That the regional district's Solid Waste Management Plan (the "plan") was duly and properly consulted on in accordance with the provisions of the *Environmental Management Act* section 27(1) and in accordance with the objectives set out in the regional district's applicable consultation process. (Attached is a copy of the consultation summary report which documents how the regional district's consultation process has been fulfilled).

2. That the Ministry of Environment's requirements and recommendations for the plan content, as defined in the Checklist for Review and Approval of Plans (the "checklist"), have been duly met and any requested rationale for decisions has been provided with the checklist. (Attached is a copy of the completed checklist).

3. To the best of the knowledge of the undersigned, there are no objections to the plan that have not been acknowledged and addressed.

DATED this _____ day of _____, 20_____.

_____ Corporate Officer

_____ (Please print full name)

E. Legislation and Regulations Governing Municipal Solid Waste

This part provides a brief summary of legislation and regulations governing municipal solid waste (Table 2). The Acts and regulations are available at <http://www.bclaws.ca/>. It also includes the guiding principles and applicable bylaw authorities (Table 3).

Abbreviations:

- CC – Community Charter
- EMA – Environmental Management Act
- GVS&DD - Greater Vancouver Sewerage and Drainage District
- GVS&DDA - Greater Vancouver Sewerage and Drainage District Act
- LGA – Local Government Act
- RR – Recycling Regulation

Table 2: Legislation and regulations governing municipal solid waste.

Topic	Provision	Act/Regulation	Notes
Introduction of waste into the environment	Prohibited: Introducing waste into the environment in the course of conducting a prescribed industry, trade, business, activity or operation [section 6(2) and (3)] Exception: unless the disposition of waste is in compliance with EMA and all of the provisions of paragraph 6(5)(a) that apply or are required. [e.g., an approved waste management plan].	EMA ss. 6(2), (3) and (5)	EMA regulates the protection of health and the environment in relation to the introduction of waste into the environment
Definitions	<ul style="list-style-type: none"> ▪ "waste management plan" is a "plan that contains provisions or requirements for the management of recyclable material or other waste or a class of waste within all or a part of one or more municipalities" ▪ "municipality" includes, among other things, a regional district and the Greater Vancouver Sewerage and Drainage District (GVS&DD) ▪ "municipal solid waste" means "(a) refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources, or (b) refuse specified by a director to be included in a waste management plan" ▪ "site" [defined as "any site or facility, including those identified specifically or by class in an approved waste management plan for the management of municipal solid waste or recyclable material"]. 	<p>EMA s. 1</p> <p>EMA section 23</p> <p>EMA s. 25</p>	<p>The definitions in section 1 of EMA apply throughout EMA</p> <p>This definition applies only in EMA Part 3</p> <p>The definition of "site" applies only in EMA sections 25 and 26.</p>
Solid waste management plans	Mandatory: A plan and any amendment to a plan must be approved by the minister. Public consultation is required before ministerial approval. Minister authority: The minister <ul style="list-style-type: none"> ▪ may or may not approve the plan and if it is approved, the plan may or may not have conditions. ▪ may, by order amend or cancel a waste management plan and if cancelled the waste management plan has no force or effect. 	<p>EMA s. 24(5) and 27(2)</p> <p>EMA s. 24 (6)</p>	Part 3 (sections 23 – 28) addresses municipal waste management and authorizes regional districts to undertake solid waste management planning

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Topic	Provision	Act/Sections	Notes
	Minister authority: If in the public interest, the Minister can require a regional district or the GVS&DD to amend, suspend or cancel a bylaw, part of a bylaw or any authorization given under a bylaw made under EMA section 25, 32 or 33.	EMA s. 34(2)	
Management of solid waste and recyclables by regional districts	<p>Mandatory: Despite any other Act, municipal solid waste and recyclable material must be managed at a site in accordance with:</p> <ul style="list-style-type: none"> ▪ any applicable approved waste management plan for the site, ▪ any requirements or conditions that a director includes in an operational certificate or permit issued for the site; and ▪ any applicable bylaw made under EMA s. 25(3) or 32. <p>Permissive: A regional district may make bylaws for the purpose of implementing its municipal solid waste management plan. Such bylaws may include regulating the management of municipal solid waste or recyclable material as well as bylaws addressing municipal solid waste disposal fees.</p>	<p>EMA s. 25(2)</p> <p>EMA s. 25(3) and 26</p>	The phrase "...despite any other Act..." is included because regional districts also have authority under other legislation to deal with the management of municipal solid waste (see under LGA below)
Management of solid waste and recyclables by the GVS&DD	<p>Permissive: The GVS&DD may regulate the management of municipal solid waste and recyclable material within the geographic boundaries of the GVS&DD, including determining which facilities are authorized to receive municipal solid waste and recyclable material.</p> <p>Permissive: The GVS&DD may establish the uses to which its waste disposal facilities may be put and by whom they may be used.</p> <p>Permissive: The GVS&DD, in addition to the authority it already has under the <i>GVS&DD Act</i>, may make bylaws to prohibit, regulate or otherwise control the introduction into the environment of municipal solid waste.</p>	<p>GVS&DD Act s. 7AA 5(b)</p> <p>EMA s. 32</p>	<p>The <i>GVS&DD Act</i> governs the corporation of the GVS&DD. The objects of the GVS&DD include the disposal of all types of waste and the operation and administration of facilities for the disposal of all types of waste.</p> <p>The <i>GVS&DD Act</i> provides that for the purpose of planning for, regulating, storing, and managing solid waste and recyclable material under EMA the GVS&DD is deemed to be a regional district</p>
Bylaws that conflict with EMA have no effect	<p>For the purpose of municipal solid waste:</p> <p>Despite the CC, the LGA, the Vancouver Charter or the <i>GVS&DD Act</i>:</p> <ul style="list-style-type: none"> ▪ a bylaw of a municipality (as defined in EMA s. 1) made under any of those statutes, [except a bylaw made under EMA s. 32 or 33] that conflicts with EMA, the regulations under EMA, an approved waste management plan or a permit, approval or order under EMA is without effect to the extent of the conflict ▪ a bylaw of a municipality that conflicts with a bylaw made by the GVS&DD under section 32 or by other regional districts under section 33 is without effect to the extent of the conflict. 	<p>EMA s. 37(1)</p> <p>EMA s. 37(4)</p>	As above, other acts give bylaw making authorities to regional districts. However, bylaws made under those authorities cannot conflict with EMA and cannot conflict with a bylaw made by the GVS&DD under EMA s. 32 or another regional district under EMA s.33.

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³² The members of the corporation are the City of Vancouver and the Corporation of the District of Burnaby (member municipalities).

"Greater Vancouver" is not defined in EMA. It's not clear if the reference in EMA to "Greater Vancouver" refers to the GVS&DD or to Metro Vancouver. In practice, Greater Vancouver is also known as Metro Vancouver. Metro Vancouver is considered as an RD. Four separate corporate entities, each with a different set of members, operate as Metro Vancouver: the Greater Vancouver Regional District; the GVSⅅ the Greater Vancouver Water District; and the Metro Vancouver Housing Corporation.

Topic	Provision	Act/Sections	Notes
Regional district bylaw process	<p>Mandatory: To regulate an activity, a regional district must first provide a service. A service is established through an establishing bylaw which must be approved and then adopted.</p> <p>Exception: some services (such as general administrative) do not require an establishing bylaw.</p>	LGA Part 10 division 3 [s. 338(2)]	Regional districts have broad powers to undertake the services they believe are important within their regions. In addition to solid waste management planning which the province requires, other services include water supply, sewers, fire protection, parks and recreation, animal control and public housing.
Authority to make bylaws for municipal solid waste and recyclable material	<p>Permissive: A regional district board, by bylaw, may establish the service of regulation, storage and management of municipal solid waste and recyclable material including the regulation of facilities and commercial vehicles used in relation to those matters.</p> <p>Permissive: A regional district board, by bylaw, may do one or more of the following:</p> <ul style="list-style-type: none"> ▪ require persons to use a waste disposal or recycling service, including requiring persons to use a waste disposal or recycling service provided by or on behalf of the regional district ▪ require owners or occupiers of real property to remove trade waste, garbage, rubbish and other matter from their property and take it to a specified place ▪ require the emptying, cleansing and disinfecting of private drains, cesspools, septic tanks and outhouses, and the removal and disposal of refuse from them 	LGA s. 315 LGA s. 316	
Regional district bylaw approval	<p>Mandatory: Regional district bylaws require approval in the manner set out in Division 3, Part 5 of the CC. An establishing bylaw has no effect unless, before its adoption, it receives the approval of the inspector of municipalities and participating area approval.</p> <p>Mandatory: Where a bylaw requires approval by the Province (i.e., Lieutenant Governor in Council, Minister, Inspector), the bylaw must receive three readings, obtain provincial approval/sign off, and then the bylaw is adopted.</p> <p>Mandatory: Bylaws made under EMA sections 25, 26, 32 and 33 must not be adopted unless they first have written approval of the minister.</p>	LGA ss.227 and 228 CC s. 135 and EMA s. 34 EMA section 34.	Note that EMA s. 33 allows for the making of regulations for the management of municipal solid waste, upon the request of a regional district that is not within the area of the GVS&DD. The regulations would give the regional district the authority to make bylaws prohibiting, regulating or controlling the introduction into the environment of solid waste in the area covered by the regional district's approved plan, and would also specify terms and conditions around collection of fees.
Regional district bylaws take effect	A regional district bylaw comes into force [takes effect] as per specific provisions of the CC.	CC s. 135, and 136. See also LGA ss. 338, 339, and 342.	
Bylaw enforcement (and inspection) by regional districts	<p>Permissive: A regional district may make bylaws to enforce its bylaws by fine, imprisonment, penalties and costs. Division 3 of Part 8 of the CC (Ticketing for Bylaw Offences) applies to regional districts.</p> <p>Permissive: A regional district bylaw may also be enforced by bylaw notice under and in accordance with the <i>Local Government Bylaw Notice Enforcement Act</i> by a regional district listed in Column 2 of Schedule 1 of that Act</p> <p>Permissive: A regional district may make bylaws allowing designated persons to enter a site or</p>	LGA Part 12 EMA s. 25(3)	

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Topic	Provision	Act/Section	Notes
Reporting Tools for Regional Districts	<p>inspect the contents of a vehicle for the purpose of enforcing a bylaw made under section 25(3)</p> <p>Bylaw making authority under EMA s. 25(3) is broad and includes authority to make bylaws respecting the operation of sites, including requirements for the recording and submission of information; and audited statements respecting the municipal solid waste or recyclable material received at and shipped from a site.</p> <p>A regional district board, by bylaw, may establish the service of regulation, storage and management of municipal solid waste and recyclable material including the regulation of facilities and commercial vehicles used in relation to those matters.</p>	<p>EMA section 25(3)</p> <p>LGA s. 315</p>	<p>Regional districts may make use of these bylaw authorities under EMA to help close gaps between reporting on public waste disposal facilities and private waste disposal facilities.</p> <p>While s. 315 is not specific to reporting, the words "regulation of facilities" may be broad enough to allow a bylaw around reporting on public and private waste disposal facilities.</p>
Recycling Regulation	<p>The Recycling Regulation, under authority of the <i>Environmental Management Act</i>, sets out the requirements for product stewardship in B.C. In some cases, producers of designated products may appoint a stewardship agency to carry out their duties in accordance with an approved plan. For more information, see the Recycling Regulation website http://www2.gov.bc.ca/gov/content/environment/waste-management/recycling.</p>		
Solid waste management plans and the Recycling Regulation	<p>EMA defines a waste management plan as a plan containing requirements for the management of recyclable material or other waste or a class of waste.</p> <p>For the purpose of implementing an approved plan, EMA section 25(3) allows regional districts to make bylaws respecting recyclable material, including bylaws around the type, quality or amount of recyclable material that may be brought onto or removed from a site; discarding or abandonment of municipal solid waste or recyclable material; transport of recyclable material through the area covered by the plan; the operation and closure of sites that deal with recyclable material; fees for the amount and type, of recyclable material; and licensing of recycling site operators and waste haulers.</p> <p>While part 3 of EMA addresses the management of solid waste and recyclable materials by regional districts - assisting regional districts to effectively manage private landfill sites and recycling facilities - the Recycling Regulation (RR) made under EMA, is aimed at producers of designated products that are or can be recycled.</p> <p>Although EMA part 3 and the RR both provide for the management of recyclable material, regional district bylaws made under EMA sections 25 (or 26 or 32), continue to apply to industry product stewards, who operate in the area covered by the approved plan, even after materials have been taken by private recycling facilities and managed under the RR.</p> <p>For the purpose of implementing an approved plan, regional districts are not precluded from enacting bylaws that also relate to the management of municipal solid waste or recyclable materials that industry product stewards are responsible for.</p> <p>EMA defines "recyclable material" broadly and with two components. First, recyclable material is a product or substance that has been diverted from disposal. Second, the material has to meet at least one of the criteria set out in paragraphs (a) - (e) of the definition of recyclable material. Paragraph (d) of the definition provides that recyclable material may be identified as such in a waste management plan.</p> <p>Refuse, "discarded or abandoned materials, substances or objects", that originates from a residential, commercial, institutional, demolition, land clearing or construction source is</p>		

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Topic	Provision	Act/Sections	Notes
	municipal solid waste that can be subject to a regional district's bylaws even if that refuse is also a "product" under the RR and has been received by an industry product stewardship program. Some of the specific topics on which a regional district can regulate by bylaw under s. 25 of EMA (such as transport of recyclable material through the plan area) suggest that industry product stewards subject to the RR are also subject to these		
Organic Matter Recycling Regulation	The Organic Matter Recycling Regulation of B.C. (OMRR) governs the construction and operation of composting facilities and the production, distribution, sale, storage, use, and land application of biosolids and compost. It provides clear management requirements for local governments and compost and biosolids producers on how to use organic material while protecting human health and the environment. For more information, see the OMMR website http://www2.gov.bc.ca/gov/content/environment/waste-management/recycling/organics/regulations-guidelines		
Role of municipalities in solid waste management plans	Municipalities may make liquid waste management plans under EMA, but have no authority to make solid waste management plans. Under section 8(3) of the <i>Community Charter</i> , a municipal council may, by bylaw, regulate, prohibit and impose requirements in a number of areas including the protection and enhancement of the well-being of its community in relation to the matters referred to in section 64. Section 64(d) of the Charter authorizes a municipal council [under the authority of section 8(3)(h)] to make bylaws respecting refuse, garbage or other material that is noxious, offensive or unwholesome.		

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F. Public Consultation

F.1. The Public Consultation Process

F.1.1. The requirement for consultation

"Adequate" consultation is a requirement for the development of a solid waste management plan. Regional districts should be able to demonstrate that adequate consultation has occurred as follows:

- The advisory committee has been involved from the start of the process, beginning at the design stage of the consultation process
- The consultation process has been inclusive of a wide range of interested parties
- Interested parties (including the public) have been given ample notice of each of the consultation opportunities through a variety of notification methods
- The documentation provided sufficient information to enable the interested parties to determine how their interests may be affected
- Interested parties (including the public) have been provided with sufficient time to respond to draft documents
- The proceedings and outcomes from the consultation process have been well documented and made available for public review, so that interested parties (including the public) are able to see how the plan addresses their comments or issues

The ministry evaluates the consultation process through documentation in the consultation summary report, which must be submitted to the ministry with the final draft plan. Specifically, the ministry is looking to see that the consultation summary report includes:

1. A summary of the consultation process, with information on the advisory committee(s), parties consulted, documents presented and the public notification process
2. A link to all consultation report(s), showing how public consultation was used to influence the plan
3. A summary of options considered for the plan, rationale for why each option is or is not being pursued, including the level of public support for each option
4. A summary of the plan's potential impacts to neighbouring regional districts
5. A summary of consultations with affected parties regarding any new bylaws, or amendments to bylaws, that will be required to implement the plan

The regional district's Corporate Officer is requested to complete the certification form provided in Part D. This provides the ministry with a statement that the regional district has met public consultation requirements and objectives.

Regional districts are experienced in consulting with their communities and should develop the consultation approach that works best for their region. The ideas below are suggestions for consideration.

Information versus consultation

True consultation means a commitment to listening to what is being said, and acting on this input. It is very frustrating for the public to be told they are being "consulted" when they are really just being informed about what the regional district intends to do. The International Association for Public Participation recognizes a scale of public engagement from simple information to full empowerment.

- ♦ Information – letting people know what you intend to do
- ♦ Consultation – obtaining public feedback on options or decisions
- ♦ Involvement – working directly with the public throughout the process, ensuring their ideas are consistently considered
- ♦ Collaboration – partnering with the public in reviewing and selecting options
- ♦ Empowerment – placing the final decision in the hands of the public

After notifying interested parties that a new solid waste management planning process has been initiated, the planning team and advisory committee should design a public consultation process and may seek Board approval if needed. The public consultation process should describe actions, activities and timelines that will be implemented to ensure public consultation is adequate. An engagement strategy for First Nations in and adjacent to the plan area should be developed as part of the consultation process to outline an approach for sharing information and inviting participation in the preparation of or review of plan consultation documents.

When designing a public consultation process, consider the following.

Know the audience

- ♦ Every region is different. Involving the advisory committee in the design of the consultation process will help ensure that the public's expectations for engagement are considered

Set clear expectations

- ♦ Be very clear about what topics are and are not within the scope of discussion
- ♦ Make the consultation process clear from the outset, so that people know what to expect at each stage and when they will have further opportunity to comment

Build trust

- ♦ Create credibility for the regional district and engender trust that comments and ideas will be taken into account during decision making
- ♦ Avoid approaches that create an "us and them" atmosphere, or that polarize a community around different viewpoints

Be authentic – listen

- ♦ Listen openly—sometimes the best ideas are those that come from "outside the box"
- ♦ Be prepared to change ideas and consider new options based on the input received

Be inclusive

- ♦ Everyone has a right to be heard respectfully (even when there is disagreement)
- ♦ Find ways to reach people who are "not the usual suspects"; be creative and look for ways to reach everyone
- ♦ Many people have very limited time to review information—make it easy for everyone to participate, at least a little. People are very busy. Does the process provide quick / high level ways to give input as well as allowing for detailed submissions?

- ♦ Not everyone is equally literate. Are there ways for people who have poor reading or writing skills or speak English as a second language to contribute?

Be responsive

- ♦ Provide feedback to participants with information on how their ideas were included in the final plan. Recognize ideas that were put forward but not included, preferably with an explanation (e.g., "it was not cost effective at this time")

Be transparent and accountable

- ♦ Make all of the information available to all of the participants—both online and in hard copy
- ♦ Show how the results of consultation were taken into account

Take the time to do it right

- ♦ Good consultation takes time (and money)—done well, it will prove a sound investment through community support for the plan

F.1.2. Stages and timing of consultation

Interested parties should be provided with more than one opportunity to provide input into the plan. Table 3 lists consultation opportunities during plan development.

Table 3: Sample consultation process

Step	Tasks
Step 1 Initiate the Planning Process	
Notification	<ul style="list-style-type: none"> ▪ Draft initial list of interested parties ▪ Provide public notification through advertisements in local newspaper(s) for two consecutive weeks, amplified through social media (if used) ▪ Place information on the regional district website; encourage groups and individuals to sign up for email updates and notifications ▪ Send emails (or letters) to interested parties, making them aware of proposed plan update and asking for suggested representatives for advisory committees
Set up advisory committees	<ul style="list-style-type: none"> ▪ Prepare terms of reference for advisory committees (Part F.2) ▪ Ensure balanced participation between government, First Nation, private sector and community interests ▪ Review and add to list of interested parties with advisory committee input
Design consultation process	<ul style="list-style-type: none"> ▪ Meet with First Nations to determine the best approach to engaging them ▪ Discuss proposed planning and consultation approach with advisory committees; modify based on their input
Step 2 Set the Plan Direction	
Prepare information on the current waste management system and analysis of its performance	<ul style="list-style-type: none"> ▪ Seek advisory committee input ▪ Prepare easy-to-read materials for public comment
Develop draft principles, goals and targets	
Public consultation on draft principles, goals and targets	<ul style="list-style-type: none"> ▪ Place the draft information on the website and provide a means for people to provide comment (e.g., via email, letters, online survey) ▪ Notify the public and all other interested parties through newspaper advertisements, social media, emails to the "interested" list ▪ Issue a media release, encourage earned media (e.g., Board member interview on local radio)

Step	Tasks
	<ul style="list-style-type: none"> ▪ Host a public meeting or open house for people to come and learn more, and to provide their feedback and ideas ▪ Encourage interested parties to submit ideas for options for the plan ▪ Prepare a report with a summary of feedback received, and information on how the feedback will be used
Step 3 Evaluate Options	
Develop feasible options	<ul style="list-style-type: none"> ▪ Review with advisory committees
Public consultation on proposed options for the plan	<ul style="list-style-type: none"> ▪ Place the draft information and options on the website and provide a means for people to provide comment (e.g., via email, letters, online survey) ▪ Notify the public and interested parties through newspaper advertisements, social media, emails to the "interested" list ▪ Issue a media release, encourage earned media (e.g., Board member interview on local radio) ▪ Host a public meeting or open house for people to come and learn more, and to provide their feedback and ideas ▪ Prepare a report with a summary of feedback received, and information on how the feedback will be used ▪ Provide public information on which options are selected (at a minimum through a media release, information on the website and email to interested parties)
Step 4 Plan Preparation and Adoption	
Prepare a draft plan	<ul style="list-style-type: none"> ▪ Review with advisory committees
Seeks comments on the draft plan	<ul style="list-style-type: none"> ▪ Place the draft plan on the website and provide a means for people to provide comment (e.g., via email, letters, online survey) ▪ Notify the public and interested parties through newspaper advertisements, social media, emails to the "interested" list ▪ Issue a media release, encourage earned media (e.g., Board member interview on local radio) ▪ Prepare a report with a summary of feedback received, and how this influenced the final plan
Prepare report on consultation	<ul style="list-style-type: none"> ▪ Prepare a report on consultation for ministry review (see template in Part D) ▪ Provide a signed certification from the regional district's corporate office that adequate consultation has taken place (Part D)
Submit plan to ministry for review and approval	<ul style="list-style-type: none"> ▪ Publish and publicize the finalized report (following ministry approval and Board adoption)

Note: These consultation steps are broken down into component parts but may be combined as appropriate.

F.1.3. Engagement techniques

There are many different ways to present information and to receive comments and input from the public and other interested parties. The “best” method will depend on your community, the resources you have available to conduct public engagement, and the degree of controversy in the options proposed. Table 4 lists a few of the techniques available for engaging with the public.

Table 4: Sample engagement techniques

Method	Useful for	Considerations
Open house	<ul style="list-style-type: none"> Providing information on project and options (often through information boards and short videos) One-to-one conversations with people as they view the boards Accommodating large numbers of people 	<ul style="list-style-type: none"> Can provide additional detailed information on proposals in handouts Can seek feedback through online or written surveys Display boards should be visual for people with lower literacy skills, staffed by someone who can help to explain the content Requires people to travel to your event and to be available at a specific time
Public meetings	<ul style="list-style-type: none"> Providing a presentation, with opportunity for question and answer session Explaining concepts in more detail than can be obtained from information boards Accommodating large numbers of people 	<ul style="list-style-type: none"> Can provide additional detailed information on proposals in handouts Can seek feedback through online or written surveys Hard for shy people to stand up and get their questions answered Needs good moderator to prevent grandstanding or individuals who monopolize the conversation Requires people to travel to your event and to be available at a specific time
Workshops	<ul style="list-style-type: none"> More engaged discussion with small groups on specific questions Can be combined with presentation(s) 	<ul style="list-style-type: none"> Needs a venue where people can sit around small tables Need to have a good moderator and a good recorder at each table (could be paid person or volunteer from the group) Better at engaging quiet people, more opportunity for every participant to provide comment Requires people to travel to your event and to be available at a specific time
By-Invitation meeting	<ul style="list-style-type: none"> Opportunity for specific in-depth discussion with selected groups and individuals, e.g., sector-specific discussions 	<ul style="list-style-type: none"> Good for consultation with a specific group or sector but is not open “public” engagement Requires people to travel to your event and to be available at a specific time
Kitchen table talks	<ul style="list-style-type: none"> Meeting with small groups of individuals at their house, house of friend, local coffee shop—host does the invitations Opportunity for in-depth discussion with participants 	<ul style="list-style-type: none"> A familiar and friendly venue, will encourage some participants who would not otherwise show up Useful for individuals with a specific interest or concern (e.g., residents close to a waste facility) Needs to be offered widely to avoid perception of favoritism to some groups or individuals
Events	<ul style="list-style-type: none"> A display or other information at a public event or location (e.g., farmers market, festival), staffed by knowledgeable individual(s) 	<ul style="list-style-type: none"> Reaches people who might otherwise not participate, but are already at that event Needs to be engaging format to encourage passers-by to stop and find out more Usually more limited space than a full open house display
Website	<ul style="list-style-type: none"> Providing information and regular updates to public and interested parties 	<ul style="list-style-type: none"> Can provide an opt-in to an email newsletter for updates Needs to be kept up to date

Method	Useful for	Considerations
	<ul style="list-style-type: none"> Providing a link to online surveys 	
Webinars	<ul style="list-style-type: none"> Online presentations Can be opportunity for question and answer following 	<ul style="list-style-type: none"> Can be recorded for later viewing Less engaging than a personal presentation Tends to be better at providing information on the project rather than receiving input (should be combined with an online survey or other mechanism to receive feedback) People can participate from their home or business, view later if they choose
Web based information and surveys	<ul style="list-style-type: none"> Making information materials available to everyone Linking to an online survey 	<ul style="list-style-type: none"> Need to make sure everyone knows how to access the information Need to avoid people 'spamming' the system with multiple responses from a single group or individual
Mailed information and surveys	<ul style="list-style-type: none"> Ensuring information goes to every household, everyone encouraged to provide input 	<ul style="list-style-type: none"> Cost of mailing Risk of many people just putting survey into recycling without reading the information Needs to be written with variety of reading levels in mind
Media (radio, TV, newspapers, magazines)	<ul style="list-style-type: none"> Making people aware that the consultation process is open for comment; linking to the consultation website Spreading the word on upcoming events and encouraging greater participation Tracking comments through letters to editor and online comments 	<ul style="list-style-type: none"> Can purchase paid advertisements Use media releases to notify local media of upcoming events
Social media	<ul style="list-style-type: none"> Making people aware that the consultation process is open for comment; linking to the consultation website Spreading the word on upcoming events and encouraging greater participation Tracking comments; can be used to encourage online discussion using a given hashtag 	<ul style="list-style-type: none"> Not everyone is on social media. Only reaches regular social media followers. Just because it was on social media does not mean everyone saw it. Needs someone to manage social media accounts, respond to posts, manage "trolls" and negative input

In some circumstances a regional district will reach out to the public and other interested parties, and yet receive very little (or no) response. The ministry will be looking to ensure that due diligence occurred in trying to reach interested parties, but recognizes that in some cases public input may not be forthcoming.

F.2. Advisory Committees

F.2.1. Advisory committee membership

Table 5 shows potential membership of public (and / or) technical advisory committees. The ideal makeup and size of advisory committees may differ for each regional district, dependent on the size of the regional district, sensitivities around solid waste management planning, and unique conditions for solid waste management in a region.

Table 5: Membership of the Public Advisory and Technical Advisory Committees

Representatives from:	Public Advisory Committee	Technical Advisory Committee
Regional district director (one)	X	X
Regional district engineering / planning staff	X	X
Municipalities and electoral areas (engineering / planning staff)		X
First Nations		X
Federal and provincial agencies affected by the plan		X
Organizations responsible for managing solid waste and recyclables		X
Environmental organizations	X	
Business groups	X	
Consumer groups	X	
Large waste generators (institutional, commercial, industrial)	X	
Owners / operators of private waste management facilities	X	
School districts	X	
Ratepayers associations	X	
Interested residents	X	

If the public advisory and technical committees are separate, at least one person from each committee should sit on the other committee.

There should be a balance between technical and non-technical members of the committee(s), as well as balance in the industry and public members.³³ The committee(s) should appoint a chair from among themselves. It is helpful to provide committee members with a package of background information, so that everyone understands the basics of solid waste management planning and the recent history of solid waste management in the region.

³³ In reporting on consultation, the regional district should note who / what organizations were represented on the advisory committees and why this represented a fair balance.

F.2.2. Terms of reference for advisory committees

Advisory committee members should be given a terms of reference (ToR) so that they are clear about their roles and expectations.

The role of the advisory committees is to advise the regional district on matters pertaining to solid waste management planning, typically including but not limited to the design and implementation of the consultation process, the development of guiding principles, terms of reference for any planning studies, review of reports from each planning step and the draft plan.

The regional district should establish a reporting structure for each advisory committee that ensures its reports and recommendations are given open consideration by the regional district Board, except where confidential material is involved.

The ToR for advisory committees should provide clear and specific information on the committee's purpose, how it is organized, what it is trying to achieve, who the members are, and when they meet.

Typical sections for a ToR include the following.³⁴

Committee Name	Official name of the committee or group
Purpose and scope	Describe the purpose of the committee (what the committee will do, why it was created); describe what is in and out of scope for the committee
Authority	Describe the decision making authority of the committee (decides, approves, recommends, etc.)
Membership	Type and number of members, how members are appointed, by whom and for what term, how the chair and co-chair are appointed, a list of members (name and functional role) what happens when members resign,
Meeting arrangements	Meeting frequency and location, meeting procedures (if applicable), quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings.
Reporting	Describe who the committee will report to, in what format, how often
Resources and budget	Describe the available resources (people, rooms, equipment, etc.) available to the committee, Describe the funds available to the committee, and who has authority for spending decisions
Deliverables	Describe the requested/required committee output
Review	State the ToR review frequency and next review date

Sample terms of reference for the public and technical advisory committee(s) and plan monitoring advisory committee are provided below. These are samples only; each regional district will need to adjust these to meet their unique needs.

³⁴ Adapted from

<http://www.mycommittee.com/BestPractice/Committees/Startingacommittee/TermsOfReference/tabid/251/Default.aspx>.
Accessed December 16, 2015

F.2.3. Sample terms of reference for public and technical advisory committees

Note that this may be a combined committee or two separate ones.

Name

XX Regional District Plan Public / Technical / Public and Technical Advisory Committee

Purpose and scope

The purpose of the committee is to provide input, from a variety of perspectives, on the development and updating of the solid waste management plan (plan).

Tasks will include the following.

- Representing a balance of community interests
- Reviewing and providing input on reports and technical memoranda developed as part of the planning process
- Contributing to the development of the plan principles, goals and targets
- Reviewing information provided by staff and consultants and providing comments and suggestions as well as highlighting information gaps in the proposed plan
- Providing input on design and implementation of public surveys and consultation processes
- Reviewing current programs and identifying issues and opportunities
- Assisting in developing and evaluating a variety of options and strategies for the proposed plan
- Participating in public consultation, as required (for example, attendance at open houses)
- Reviewing public consultation results and providing input on the final plan
- Participating in smaller ad-hoc committees dealing with specific issues or tasks, as required
- Ensuring that proposed programs and policies are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements

Authority

The committee makes recommendations on the proposed plan to the XXRD Board via the Solid Waste Management Committee [*or equivalent committee*]. The Board is the final decision-making authority.

Membership

The committee shall consist of no more than xx members representing a diversity of backgrounds, interests and geographical location. Membership shall include representation as follows: [*assuming this is a joint public and technical advisory committee*]

Voting Members:

- One representative from the Solid Waste Management Committee (or Board representative)
- Up to xx members representing a diversity of community interests such as from the following groups:
 - Private sector waste management industry service providers
 - Private sector solid waste facility representatives
 - Non-profit group with an interest in solid waste management (e.g., reuse organization)
 - Large institutional solid waste generator

- Business representatives, including one focused on the 3 Rs
- Members at large for the community (community association, youth, senior)
- Regional Landfill Advisory Committee / Regional Landfill area representative
- Urban / rural geographic mix

Non-Voting Technical Advisors:

- ◆ Up to xx members representing agencies including:
 - Regional District Staff
 - Municipal Staff
 - First Nations
 - Provincial Agencies (e.g., local health authority)
 - Federal Agencies

The committee will serve until the completion of the updated plan.

Meeting arrangements

- ◆ The Chair and Vice-chair are elected from amongst the voting membership.
- ◆ The committee will meet monthly or at the call of the chair. Meetings will take place at the XXRD Boardroom unless otherwise specified. Members are expected to attend in person unless arrangements are made to participate by phone or online (e.g., via Skype).
- ◆ Quorum shall be a minimum of xx voting members [usually 50% plus one].
- ◆ Staff are responsible for taking minutes. Draft minutes are approved by the committee at its next meeting, and then forwarded to the Solid Waste Management Committee for information.
- ◆ Staff will prepare agendas in consultation with the Chair and Vice-chair. Agendas will be posted on the XXRD website.
- ◆ All committee members are equal and have equal opportunity to contribute at meetings, and must respect the opinions of others.
- ◆ Members are encouraged to work collaboratively and to be committed to reaching consensus where possible, taking into account the best interests of the community. Any members unable to agree with the decision may have their objections noted in the minutes.
- ◆ Members who miss three consecutive Committee meetings may have their membership revoked at the Board's discretion.
- ◆ Members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, on a majority vote to do so. Any subsequent information provided by the individual will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.
- ◆ Regular communications between meetings is by email or other accepted form of communication
- ◆ Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

Reporting

The committee reports to the Solid Waste Management Committee. Meeting minutes are provided to the Solid Waste Management Committee and the Solid Waste Management Committee liaison is expected to provide regular updates to that Committee.

Resources and budget

XXRD provides the meeting space and any refreshments, and staff to take minutes.

Participation in the committee is voluntary and there is no remuneration for members' time. Travel assistance, if required, is provided for members travelling more than xx km to meetings, following the XXRD travel guidelines.

Deliverables

The Committee shall provide:

(specify)

Review

The terms of reference will remain in place until the task is completed. Any changes to the terms of reference must be approved by the Board.

F.2.4. Sample terms of reference for **plan monitoring advisory committee**

Name

XX Regional District Plan Monitoring Advisory Committee

Purpose and Scope

The purpose of the Plan Monitoring Advisory Committee is to advise the XXRD Board and staff with on the implementation of the Solid Waste Management Plan (plan). Tasks include:

- ♦ Reviewing information related to implementation of the plan, including waste quantities, populations, and diversion rates for each plan component
- ♦ Advising on each major plan review which will occur every five years
- ♦ Providing recommendations regarding disputes arising during implementation of the plan that pertain to:
 - interpretation of a statement or provision in the plan, or
 - any other matter not related to a proposed change to the actual wording of the plan or an operational certificate
- ♦ Ensuring adequate public consultation in matters affecting the public, such as landfill siting and transfer station siting
- ♦ Reviewing new facility applications and making recommendations to the Board

Authority

The committee makes recommendations to the XXRD Board via the Solid Waste Management Committee. The Board is the final authority on decisions.

Membership

The committee shall consist of no more than XX members appointed by the XXRD Board. Membership shall include representation of the various interests as follows:

- ♦ Member of the XXRD Solid Waste Management Committee (non-voting)
- ♦ xx members of staff of the XXRD (non-voting)

- ♦ One representative from each of the member municipalities and one member from each electoral area
- ♦ One representative from each of the First Nations
- ♦ One person with experience in the recycling business
- ♦ One person with experience in public education relating to solid waste management
- ♦ One person with experience in the collection and management of solid waste
- ♦ One person involved with the operation of solid waste facilities
- ♦ One person with experience in the recovery of resources from solid waste
- ♦ One member of a local environmental group with interests in solid waste
- ♦ xx members of the general public

Memberships are for one-year [or two-year] periods, and may be renewed for up to xx additional terms. (Membership should be staggered for two-year terms.)

Meeting arrangements

- ♦ The Chair and Vice-Chair are elected annually from amongst the voting membership.
- ♦ The committee will meet monthly [*bi-monthly, quarterly*], or at the call of the chair. Meetings will take place at the XXRD Boardroom unless otherwise specified. Members are expected to attend in person unless arrangements are made to participate by phone or online (e.g., via Skype).
- ♦ Quorum shall be a minimum of xx voting members [usually 50% plus one]
- ♦ Staff are responsible for taking minutes. Draft minutes are approved by the committee at its next meeting, and then forwarded to the Solid Waste Management Committee for information
- ♦ Staff will prepare agendas in consultation with the Chair and Vice-chair. Agendas will be posted on the XXRD website.
- ♦ All committee members are equal and have equal opportunity to contribute at meetings, and must respect the opinions of others.
- ♦ Members are encouraged to work collaboratively and to be committed to reaching consensus where possible, taking into account the best interests of the community. Any members unable to agree with the decision may have their objections noted in the minutes.
- ♦ Members who miss three consecutive Committee meetings may have their membership revoked at the Board's discretion.
- ♦ In any proceeding, members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, on a majority vote to do so. Any subsequent information provided by the member will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.
- ♦ Regular communications between meetings is by email or other acceptable form of electronic communication.
- ♦ Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

Reporting

The committee reports to the Solid Waste Management Committee. Meeting minutes are provided to the Solid Waste Management Committee and the Solid Waste Management Committee liaison is expected to provide regular updates to that Committee.

Resources and budget

XXRD provides the meeting space and any refreshments, and staff to take minutes. Funds for any projects are from the Solid Waste Management Plan budget and subject to normal budgetary review and approvals.

Participation in the committee is voluntary and there is no remuneration for members' time. Travel assistance, if required, is provided for members travelling more than xx km to meetings, following the XXRD travel guidelines.

Deliverables

The Committee shall provide:

- ♦ An annual report to the Solid Waste Management Committee on the implementation of the plan
- ♦ Recommendations to the Board (via Committee) on changes required to the plan implementation

Review

The terms of reference will be reviewed every year and updated as required. Changes to the terms of reference must be approved by the Board.

G. Solid Waste Management Planning

G.1. Roles and Responsibilities for Solid Waste Management Planning

Many different people and organizations are involved in the development and implementation of a solid waste management plan. A successful plan will include participation and collaboration among all of these groups and individuals (see Table 6).

Table 6: Roles in solid waste management planning

Who	Roles in Solid Waste Management	Roles in development of Solid Waste Management Plan ("plan")
Minister of Environment (Minister)	<ul style="list-style-type: none"> ▪ Has mandate to protect the environment, human health and public interest ▪ May set provincial targets and policies for management of solid waste and recyclable materials in B.C. ▪ Approves bylaws made under the authority of EMA 	<ul style="list-style-type: none"> ▪ Approves the plan (with or without conditions) ▪ [or] Does not approve plan and sends back to regional district ▪ Has authority to cancel or amend a plan
Ministry of Environment (staff)	<ul style="list-style-type: none"> ▪ Develop municipal solid waste (MSW) management policy in consultation with stakeholders ▪ May provide tools to support local governments on plan implementation ▪ Ensure compliance with plan, operational certificates, permits and regulations ▪ Report the provincial MSW disposal rate ▪ Work with industry product stewards to review and approve stewardship plans and annual reports ▪ Ensure compliance with Recycling Regulation and industry product stewardship plans ▪ Monitor stewardship plan implementation to inform five-year plan renewals 	<ul style="list-style-type: none"> ▪ May advise regional district staff on plan development ▪ Do not normally participate in advisory committees or provide technical advice (exceptions may be made) ▪ Review plan checklist, the plan and supporting documentation to ensure the planning process and the plan meet policy and legislative requirements; make recommendation to minister
Regional District (Board - may be represented by Solid Waste Management Committee and staff)	<ul style="list-style-type: none"> ▪ Develop plan to provide big picture oversight of waste management in the region; advocate / ensure that region has access to waste management services that are environmentally sound and cost effective ▪ Explore opportunities for inter-regional cooperation (services, facilities, awareness, etc. as appropriate) ▪ Oversee implementation of plan through bylaws, licensing, programs (e.g., education, bans), zoning, local enforcement ▪ Work to meet waste disposal goals and targets, moving up the pollution prevention hierarchy ▪ Report annual MSW disposal rate to ministry ▪ Ensure that legislative and policy requirements are followed ▪ May operate facilities/collection system (provide service) ▪ Support extended producer responsibility programs in jurisdiction (feedback, cross-promotion, facilitation, hosting, etc. as appropriate) ▪ Demonstrate application of 5 Rs within own operations 	<ul style="list-style-type: none"> ▪ Lead the development of the plan (including consultation process), directly and / or through consultants ▪ Establish and participate in advisory committees ▪ Submit plan and supporting documentation to the minister; adopt the approved plan and any conditions imposed by the minister ▪ Responsible for plan implementation (monitoring / public reporting / compliance promotion activities / renewal / amendments)
Municipalities (council and	<ul style="list-style-type: none"> ▪ May provide / coordinate waste management service, 	<ul style="list-style-type: none"> ▪ Should be an active participant in

staff)	<ul style="list-style-type: none"> ▪ or own / operate facilities ▪ Influence waste management planning and contribute to plan goals and strategies through bylaws ▪ Municipal enforcement officers part of enforcement team 	<ul style="list-style-type: none"> ▪ development of updated plan ▪ Important partner in plan implementation
First Nations	<ul style="list-style-type: none"> ▪ May provide waste management services ▪ Through servicing agreements, may use solid waste management system in the region 	<ul style="list-style-type: none"> ▪ May be an active participant in development of updated plan ▪ Important partner in plan implementation
Advisory Committee members	<ul style="list-style-type: none"> ▪ Committee may support board with recommendations to address plan implementation issues 	<ul style="list-style-type: none"> ▪ Active participants in plan development and consultation process ▪ Assist in design of consultation process ▪ Review materials and reports produced to support plan development ▪ Collectively, represent a variety of interests and viewpoints ▪ Help to monitor plan implementation
Product stewards	<ul style="list-style-type: none"> ▪ Provide free and reasonable access to recycling of stewarded products, sometimes with local government as collection or service provider (depot; curbside) ▪ Aim to increase consumer convenience/participation with multi-product depots ▪ Provide education/promotion to increase product recovery or may fund local government delivery ▪ Provide deposit refunds to consumers (where applicable) ▪ Monitor / report on diversion/recovery rates ▪ Seek local government decisions to support facility siting / zoning ▪ Seek product recovery from local government facilities as appropriate 	<ul style="list-style-type: none"> ▪ May be an active participant in development of updated plan ▪ Important partner in plan implementation
Private sector involved in waste management (e.g., haulers, facility operators)	<ul style="list-style-type: none"> ▪ May provide recycling and waste management services, generally for multi-family residential buildings, ICI sources and CRD sectors ▪ May own / operate facilities ▪ Successful reduction of these waste streams (through diversion) is a significant driver of regional waste disposal trends ▪ Major source of innovation in the sector (driven primarily by economic considerations) ▪ May be regulated by local government but mostly operate in the free market 	<ul style="list-style-type: none"> ▪ May be an active participant in development of updated plan ▪ Important partner in plan implementation
Interested parties (including general public)	<ul style="list-style-type: none"> ▪ Responsible for waste reduction and prevention through purchasing habits ▪ Target of education and other behaviour change strategies to reduce waste and increase product reuse and recycling 	<ul style="list-style-type: none"> ▪ Should be provided with ample opportunity to comment on and influence development of updated plan
Other regional districts	<ul style="list-style-type: none"> ▪ May import / export waste ▪ May partner to share facilities and/or programs across several jurisdictions where system efficiencies can be found 	<ul style="list-style-type: none"> ▪ Should be notified of development of updated plan and provided with opportunity to comment ▪ May collaborate on shared or consistent plans

G.2. Steps in Solid Waste Management Planning

Table 7: Steps in solid waste management planning

Step 1: Initiate the Planning Process		For more information, see Guide Section
Initiate the plan update	<ul style="list-style-type: none"> ▪ Regional District Board resolution to initiate the planning process ▪ Identify the plan area ▪ Identify scope of work ▪ Notify interested parties and the ministry 	B.1.1
Establish planning team and committees	<ul style="list-style-type: none"> ▪ Establish the planning team ▪ Establish advisory committee(s) 	B.1.2
Design consultation plan	<ul style="list-style-type: none"> ▪ Design the consultation process ▪ Public advisory committee provides input into the design of the public consultation process ▪ Ensure public consultation requirements will be addressed 	B.1.3
Develop the budget	<ul style="list-style-type: none"> ▪ Develop budget for planning process 	B.1.4
Step 2: Set the Plan Direction		
Identify principles, goals and targets	<ul style="list-style-type: none"> ▪ Establish locally relevant guiding principles, goals and targets that are complimentary to provincial principles, goals and targets. 	B.2.1
Prepare background information	<ul style="list-style-type: none"> ▪ Assemble information on the region's population and growth, and pertinent social and economic trends 	B.2.2
Assess the current solid waste system	<ul style="list-style-type: none"> ▪ Describe and analyze the current waste management system 	B.2.3
Consider trends that are impacting solid waste management	<ul style="list-style-type: none"> ▪ Look at industry trends ▪ Build upon momentum related to greenhouse gas reduction targets, circular economy, and zero waste approaches ▪ Consider local factors that are impacting solid waste management ▪ Identify challenges and opportunities 	B.2.4
Consult the public	<ul style="list-style-type: none"> ▪ Seek input from advisory committees, the general public and all other interested parties 	B.2.5
Step 3: Evaluate Options		
Develop potential strategies	<ul style="list-style-type: none"> ▪ Identify a full range of possible strategies to achieve the targets ▪ Consider the practicality and benefits/challenges of these strategies 	B.3.1
Assess the financial and administrative impacts	<ul style="list-style-type: none"> ▪ Consider the financial and administration impacts of the solid waste management system, including the new proposals 	B.3.2
Consult the public on the options	<ul style="list-style-type: none"> ▪ Conduct a public consultation process that allows ample opportunity to provide input 	B.3.3
Stage 4: Plan Preparation and Adoption		
Prepare draft plan	<ul style="list-style-type: none"> ▪ Confirm preferred strategies with advisory committees ▪ Prepare draft plan ▪ Review draft plan with advisory committees, adjust as needed 	B.4.1
Consult the public	<ul style="list-style-type: none"> ▪ Make draft plan available for public comment ▪ Revise plan with public input and consult again if needed 	B.4.2
Prepare plan for submission	<ul style="list-style-type: none"> ▪ Share with ministry regional staff as appropriate ▪ Prepare consultation summary report and complete checklist ▪ Corporate Officer signs certification form 	B.4.3

	<ul style="list-style-type: none"> ▪ Submit draft plan package to Board for their review ▪ Submit to minister for approval 	
Ministry review and approval		B.4.4
Board adoption	<ul style="list-style-type: none"> ▪ Following ministry approval, Board formal adoption of the final plan, including any conditions ▪ Make the final plan and any conditions publically available, including on regional district website 	B.4.5
Implementation and Monitoring		
Implement the plan	<ul style="list-style-type: none"> ▪ Ensure operating certificates and licences are in place ▪ Establish a plan monitoring advisory committee 	C.1
Prepare annual reports	<ul style="list-style-type: none"> ▪ Make reports available to public 	C.3.2
Monitor the plan, submit five-year review	<ul style="list-style-type: none"> ▪ Adjust the plan as needed to meet goals and targets 	C.3.1, C.3.3

G.3. Checklist for Plan Review and Approval

The following checklist can be used by the regional district and corporate officer to ensure due diligence in meeting legislated requirements and recommendations provided through the Guide. The checklist includes specific requests for rationale regarding information included in the plan. If answering no (N) or not applicable (NA) to any of the evaluation questions below, regional districts are also asked to provide an explanation.

Table 8: Checklist for review and approval of plans

Evaluation questions	Y/N/NA
A. Plan Submitted to Minister for Approval	
Does the package submitted include:	
1. An electronic copy of the solid waste management plan (final draft as approved by the Board)	
2. Documentation of the regional district approval process (Board resolutions)	
3. Signed certification from the regional district corporate officer that the consultation process has been adequate	
4. A consultation summary report that outlines the consultation and planning process	
5. Endorsement letters indicating support for the plan from participating municipalities, and as necessary from First Nations and neighbouring regional districts	
6. A completed checklist (this document)	
B. Plan Content – General	
7. Does the plan contain locally relevant guiding principles?	
<i>If your guiding principles differ from the guiding principles suggested by the ministry, please describe, including rationale for any changes, additions or deletions</i>	
8. Does the plan identify regional goals and targets that are time bound and show continuous improvement for the region?	
<i>Describe your rationale for choosing the regional goals and targets and explain how they will help achieve provincial targets</i>	
9. Does the plan follow the 5 Rs pollution prevention hierarchy or substitute a similar hierarchy?	
<i>If a different hierarchy is used, please provide rationale</i>	
10. Does the plan identify drivers for its development (i.e., current challenges and opportunities for regional MSW management)	
11. Does the plan include an analysis of efficiency / consistency opportunities with other regional districts and any options that have been pursued?	

Evaluation questions	Y/N/NA
12. Does the plan include a map and description of the plan area, including:	
a. The location of disposal facilities and organics processing facilities that are to be approved under the plan (within the regional district and externally)	
b. The location of non-disposal facilities	
c. The location of any closed landfills / dumps that have previously existed in the plan area	
13. Does the plan contemplate new facilities for management of MSW and describe a process for the development of new facilities?	
14. Does the plan describe MSW disposal trends and waste characterization information for the region?	
15. Does the plan identify roles and responsibilities for municipalities, First Nations, other regional districts, the private sector, the not-for-profit sector, etc.?	
16. Does the plan include management strategies for each component of the waste stream/tier in the pollution prevention hierarchy?	
a. Do the plan strategies describe promotion and education programs?	
b. Do the plan strategies identify any actions requested of local governments?	
c. Do the plan strategies identify external programs or private sector contributions, and where applicable, identify how local government can provide support?	
d. Does the plan include a risk analysis of not fulfilling strategies	
17. Do the plan's financial strategies:	
a. Address cost recovery?	
b. Include a triple bottom line analysis for sites and programs?	
c. Follow the user-pay principle to the highest level practical?	
d. Depict the cost of plan elements as the monthly cost to homeowners, as well as the total cost?	
e. Identify capital projects and their costs where borrowing is anticipated?	
18. Are the environmental, social or economic impacts of the plan clearly laid out?	
19. Does the plan include provisions for monitoring and evaluating plan effectiveness?	
20. Does the plan include provisions for a dispute resolution procedure?	
21. Does the plan include an implementation schedule that identifies when plan targets will be achieved?	
C. Consultation Summary Report	
22. Does the consultation summary report include:	

Evaluation questions	Y/N/NA
a. A summary of the consultation process, with information on the advisory committee(s), parties consulted, documents presented and the public notification process	
b. A link to all consultation report(s), showing how public consultation was used to influence the plan	
c. A summary of options considered for the plan, rationale for why each option is or is not being pursued, including the level of public support for each option	
d. A summary of the plan's potential impacts to neighbouring regional districts	
e. A summary of consultations with affected parties regarding any new bylaws, or amendments to bylaws, that will be required to implement the plan	
23. Does the plan clearly identify implementation provisions in sufficient detail to enable those affected by the provisions to determine their impact?	
24. Is there a process in place for adequate public review (and minister's approval) of the implementing bylaws, licences and other authorizing provisions?	
25. Has provision been made for a reporting mechanism on the success / failure of the implementation provisions?	
26. Does the plan include schedules with descriptions of steps to be taken to update these schedules (maintain as a living document)?	
27. Does the plan include provisions for annual (or biennial) reporting, a five-year effectiveness review, 10-year update of plan, and a compliance promotion strategy?	
Regional district	
Date reviewed	
MoE Reviewer	

For all evaluation questions where No (N) or Not Applicable (NA) were indicated, please provide an explanation:

Question # Explanation

G.4. Operational Certificates and Licences

G.4.1. Operational certificates

In the letter approving the solid waste management plan (plan), the minister will direct the regional district to consult with the regional operations branch of the Ministry of Environment in the finalization of the necessary operational certificates (OCs). OCs are the authorization(s) for existing and future municipal landfills, waste-to-energy facilities and possibly other waste management facilities.

The approval of OCs will be based on the detailed operating and environmental protections measures for the solid waste management facilities specified in the plan. Amendments to an OC may require an amendment to the plan requiring minister approval. It is thus important to achieve the right balance between ensuring the site will be operated in accordance with standards agreed to in the approval process and providing sufficient flexibility to make minor changes easily. The plan, together with the required OCs, will form the basis of the authority to operate these facilities.

G.4.2. Licences

The *Environmental Management Act* provides regional districts with the authority to create bylaws to better manage municipal solid waste and recyclable materials. A regional district has the ability to issue a number of different licences, under the authority of a bylaw made under subsection 25(3)(h)(i). Three licences identified in the *Environmental Management Act* are:

- Waste Stream Management Licence
- Hauler licence
- Recycler licence

These licences can be used by regional districts as a tool for achieving operational and administrative jurisdiction over sites, facilities and haulers managing recyclable material and municipal solid waste. Part E discusses the WSML bylaw enabling authority for regional districts with approved plans.

G.5. Dispute resolution procedures

The following information is provided to help regional districts prepare for disputes that may arise during plan development as well as plan implementation.

Every regional district should follow best consultation practices so as to avoid or minimize potential disputes. Although consultation efforts may prevent or minimize conflicts, at times disputes may arise during development or implementation of the plan and regional districts should be prepared to quickly and equitably resolve any conflicts that may arise. To this end, regional districts should establish dispute resolution procedures to address any complaints or concerns that occur during plan development or implementation. Different procedures may need to be designed for different circumstances. The information provided in this appendix is provided as general guidance and information, and ultimately regional districts should be prepared to respond to circumstances that may arise in relation to the solid waste management plan for their area. In addition, regional districts are advised to be aware of provisions contained in the *Local Government Act*, the *Community Charter*, and / or other legislation that may apply in some scenarios, such as services. For such cases, please refer to guidance available from the provincial ministry responsible for community services.

It is important for regional districts to promote effective solid waste management planning that encourages cooperation and coordination and which considers dispute prevention and resolution methods to resolve disputes at the earliest possible stage. Regional districts should ensure that any disputes that do arise are resolved quickly (within reasonable timelines) and fairly, preferably by the parties themselves. Cooperative resolution of disputes can increase commitment to the resolution, achieve mutual gain, support effective implementation of the resolution, and preserve relationships. Resolutions should be viable, long-lasting and conclusive.

The following elements are helpful considerations when considering approaches to a conflict resolution scenario:

- ♦ **Access:** that appropriate options for preventing conflicts and resolving them at every stage of a dispute be available and easily accessible
- ♦ **Community participation:** that conflict resolution resources exist within various communities and that these communities, in appropriate circumstances, assume an active role in resolving disputes
- ♦ **Individual satisfaction:** that dispute resolution options maximize individual involvement and satisfaction with the process
- ♦ **Equality:** that dispute resolution processes be structured to balance power inequities between the parties
- ♦ **Quality of resolutions:** that settlements be fair and equitable and that the parties honour them
- ♦ **Efficiency:** that dispute resolution options:
 - be well-matched to the dispute
 - be cost-effective
 - minimize delay in reaching resolution
- ♦ **Awareness:**
 - that the public be aware of alternative dispute resolution options
 - that individuals understand how co-operative approaches to dispute resolution work

Additional dispute resolution resources are also available at the Ministry of Attorney General's Dispute Resolution Office website at www.ag.gov.bc.ca/dro/.

A plan's dispute resolution procedures should be reviewed by the advisory committee(s) during the plan development process. The dispute resolution procedures should be attached to the plan as a Schedule for convenient reference if / when necessary. Note that the Ministry of Environment is not involved in resolving or making a decision on any dispute related to implementation of a regional district solid waste management plan.

A suggested dispute resolution procedure to assist regional districts in creating their own procedure is provided below.

Example Dispute Resolution Procedure

This dispute resolution procedure may apply during plan development as well as to the following types of conflicts that could arise during plan implementation:

- Administrative decisions made by regional district staff
- Interpretation of a statement, bylaw, policy or provision in the plan
- Any other matter not related to a proposed change to the wording of the plan or an OC.

The following principles will be followed:

- i. The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention
- ii. Disputes will be attempted to be resolved as early and at the lowest administrative level as possible; every effort will be made to avoid disputes requiring a formal resolution process
- iii. The formal process is not intended to deal with inconsequential or frivolous disputes
- iv. The cost of mediation or adjudication will be shared by the parties to the dispute
- v. Information or data related to the dispute will be shared by the parties
- vi. Rules of confidentiality and freedom of information will apply

Disputes will be settled using the following procedure:

- Negotiation**
- Parties involved in the dispute shall make every effort to resolve the dispute on their own through non-facilitated communication. If necessary, the parties will provide each other with a written summary of their position and any relevant supporting documentation
 - Parties may agree to make use of a facilitator

If this is unsuccessful

- Plan Monitoring Advisory Committee**
- Parties involved in the dispute will have opportunity to speak to the Committee
 - Committee will review, consider and provide recommendations to the Board

If this is unsuccessful

- Board**
- Parties involved in the dispute will have opportunity to speak to the Board
 - Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation

If the board is unable to settle the dispute

- Mediation**
- A neutral, impartial third party facilitator who is acceptable to all the parties to the dispute will be selected. Using appropriate mediation techniques, the facilitator will attempt to develop a solution which satisfies all parties. The facilitator has no decision making authority. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for selection of a mediator.
 - All efforts will be made to reach an agreement through mediation
 - Costs for mediation will be shared by the parties in dispute

If this is unsuccessful

- Independent arbitrator**
- If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration and the dispute will be arbitrated in accordance with the any applicable legislation. A neutral, impartial third party arbitrator who is acceptable to all the parties to the dispute will be selected. The arbitrator hears each party's evidence and arguments and renders a final, binding decision.
 - Costs for arbitration shall be apportioned at the discretion of the arbitrator

H. Considerations for Developing and Evaluating Strategies

H.1. Sample Solid Waste Management Strategies

H.1.1. Introduction

In developing potential and preferred waste management strategies for the region, the planning team may want to explore some of the strategies listed below or may find ideas and inspiration from other jurisdictions and through engaging interested parties in the region. The strategies below are organized by the pollution prevention hierarchy and should not be considered an exhaustive list. Related case studies and other resources may be found on the ministry's website.³⁵ Apart from the ministry's expectation to maximize strategies to reduce, reuse, and recycle, the ministry has no preference for certain strategies—these should be explored and adopted to best suit the regional context and local goals and targets.

H.1.2. Reduction and reuse

Waste prevention strategies fall into three major categories:

1. **Informational strategies**, aimed at changing behaviour and informing decisions:
 - Public awareness campaigns such as encouraging consumers to “gift experiences rather than things” (e.g., Metro Vancouver’s “Create Memories not Garbage”), utilize second-hand, rental and repair businesses, participate in the sharing economy, increase bulk buying (instead of buying packaged products), etc.
 - Emphasizing where actions to reduce and reuse waste can help reduce greenhouse gas emissions
 - Commercial, retail and industrial education, including technical / financial assistance education programs
 - Information on waste prevention techniques (see *Residential Food Waste Prevention Toolkit*)
 - Leadership through in-house programs such as employee education; increased use of electronic documents; double-sided copying and printing and only when necessary; decreased use of non-recyclable paper, use of cloth towels or electric hand dryers in rest rooms; and where packaging is required in food operations, using only reusable and recyclable containers
 - Awards, labelling, accreditation and other forms of public recognition
 - School curricula
 - Repair cafés
2. **Incentive programs**, encouraging behaviour change through providing financial and logistical support for beneficial initiatives:
 - User-pay programs, including volume- or weight-based garbage collection rates
 - Increased and / or variable tipping fees at disposal sites
 - Tax exemptions for food donations

³⁵ <http://www2.gov.bc.ca/gov/content/environment/waste-management>

³⁶ http://www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/organics/resources/food_waste_reduction_toolkit.pdf

- ♦ Encouraging businesses to implement incentives (e.g., fee for plastic bags at retail outlets, fee for paper coffee cups at coffee shops/reduced price for using personal mug)
 - ♦ House moving / construction material reuse incentives
3. **Regulatory strategies**, enforcing limits on waste generation, expanding environmental obligations and imposing environmental criteria on public contracts:
- ♦ Procurement standards for local government purchases—including durability, reusability, recyclability, and recycled material content
 - ♦ Banning the acceptance at disposal sites of certain materials for which there are appropriate alternatives
 - ♦ Increased fines for illegal dumping
 - ♦ Reducing the flow into the plan area of non-refillable and non-recyclable containers and of products with excessive packaging into the plan area, and enlisting cooperation and coordination among adjacent jurisdictions for even greater effect
 - ♦ Encouraging or mandating waste audits in the institutional / commercial / industrial (ICI) sector
 - ♦ User pay for demolition of buildings that need no demolition
 - ♦ Requiring the use of clear garbage bags

H.1.3. Recycling

Products regulated³⁷ under the Recycling Regulation are managed by industry-led product stewardship programs. Regional districts and member municipalities may participate in or assist a product stewardship program by:

- ♦ Providing input during the consultation phase on draft Product Stewardship Plans
- ♦ Providing facilities or operational services as a service provider at a landfill or other local site for product collection or processing
- ♦ Helping to inform the public that the stewardship program is available
- ♦ Assisting the producer or agency with local land use / zoning and business licence issues relating to collection and processing facilities
- ♦ Imposing landfill disposal bans on regulated products
- ♦ Providing input on the operations of product stewardship programs
- ♦ Pursuing public funding to facilitate hosting of programs
- ♦ Facilitating collaboration between stewards at a regional level to improve servicing (i.e., stewards coordinating transportation and collection logistics to improve servicing in rural areas; co-locating collection programs; cooperative marketing / promotion)
- ♦ Partnering with product stewards on waste composition studies at landfills and sharing data related to regulated products

Product stewardship programs may participate in or assist solid waste management planning by:

- ♦ Providing input during the consultation phase(s) on draft solid waste management plans
- ♦ Providing facilities or operational services for product collection

³⁷ For more information, including products currently regulated, see <http://www2.gov.bc.ca/gov/content/environment/waste-management/recycling/product-stewardship>

- Providing tailored marketing and education to the public that links to regional solid waste management goals and targets
- Identifying local land use and business licence issues relating to collection and processing facilities
- Working with other stewards at a regional level to improve servicing, e.g., stewards coordinating transportation and collection logistics to improve servicing in rural areas, co-locating collection programs, cooperative marketing / promotion)
- Carrying out waste composition studies at landfills and sharing data

Through discussions and relationship building with product stewardship programs, regional districts may determine which of the above strategies are appropriate to consider for their area.

Other recycling strategies may include:

- Building code requirements for provision of recycling services in multi-family buildings
- Working with product stewards to provide recycling receptacles (clearly marked) at the streetscape and encouraging them in commercial / retail buildings
- Facilitating non-EPR recycling in the ICI and CRD sectors

H.1.4.Organics management and processing

A major class of solid waste which should be given considerable attention is organic material³⁸, including kitchen scraps, yard and most land clearing debris, some paper, food processing residues, and some of the wood in demolition and construction debris. This class alone can account for 30–35 % by weight of the solid waste stream. Its diversion would simplify management of the remainder, especially regarding its bulk, attractiveness to wildlife, impact of leachate on soil and groundwater quality, and generation of landfill gas.

Organics management strategies may include:

- Encouraging citizens to become responsible for their own organic wastes through backyard composting (may be considered a waste reduction strategy as that material never enters the solid waste or recycling streams)
- Food waste prevention campaigns
- Diverting organics from landfills to other value added facilities using circular economy approaches
- Curbside organics collection service (green bin programs)
- Central composting facility (public or private) and / or collaboration with neighbouring jurisdictions in the sharing of facilities
- Community benefit agreements to overcome barriers to establishing composting facilities
- Organics bans at disposal facilities

³⁸ See <http://www2.gov.bc.ca/gov/content/environment/waste-management/recycling/organics>

H.1.5.Resource recovery

At this level of the pollution prevention hierarchy, the following strategies could be considered:

- Waste-to-energy facilities³⁹
- Mixed waste material recovery facilities (producing recyclables from the waste stream through the application of technology⁴⁰)
- Production of refuse-derived fuel
- Integrated Resource Recovery⁴¹ (includes heat and energy recovery from organics processing and liquid waste facilities).

H.1.6.Residual management

Disposal of materials to a landfill or other facility is the least preferred management option in the pollution prevention hierarchy after reduce, reuse, recycle and recovery options have been exhausted. However, even with high diversion rates it is expected that landfills will continue to remain an important component of solid waste management system in order to manage the wastes that cannot be practically removed from the waste stream.

Landfills should be carefully designed and managed to minimize risks to the public health and safety and to ensure environmental protection. The "*Landfill Criteria for Municipal Solid Waste*" guidance document⁴² provides standards for siting, design, construction, operation and closure of Municipal Solid Waste (MSW) landfills.

Cooperation with another solid waste management agency can be beneficial, through sharing the high financial cost, taking advantage of economies of scale, and / or responding to geographic proximity factors.

H.1.7.Supporting activities

A regional district may incorporate certain preferred strategies into a solid waste management plan with the caveat that further research or evaluation of the strategy takes place. The study itself may become a strategy that is listed in the plan and have a specific budget and implementation schedule associated with it.

Knowledge of the weight and nature of the solid waste requiring disposal is essential, not only for setting priorities for future higher level management strategies, but for evaluating the effectiveness of the plan in meeting its waste disposal target(s). Strategies (and associated budgets and implementation schedules) may be included in a plan for carrying out waste characterization studies and for collecting better waste disposal data (e.g., installing weigh scales at transfer stations and disposal sites).

³⁹ For more information on the ministry's policy, see <http://www2.gov.bc.ca/gov/content/environment/waste-management/garbage/waste-to-energy>

⁴⁰ The ministry will evaluate proposed use of MWRR facilities on a case by case basis with respect to the pollution prevention hierarchy. In some cases, these facilities could be determined as a recycling strategy.

⁴¹ See http://www.cscd.gov.bc.ca/lqd/infra/resources_from_waste.htm

⁴² <http://www2.gov.bc.ca/gov/content/environment/waste-management/garbage/landfills/landfill-criteria-for-municipal-solid-waste>

H.2. Evaluation Criteria Considerations

Possible evaluation considerations for selecting a solid waste management plan strategy, policy measure or waste management service solution include, but are not limited to the following:

(a) General considerations

- Alignment with existing or proposed provincial strategies and initiatives
- Key objectives and stages of the material life cycle that will be targeted
- The potential of a policy / waste management service solution for significant waste stream reduction
- Potential challenges administering policy once introduced
- Compatibility with approaches taken by other jurisdictions (if applicable)
- Level of flexibility for target audience to meet policy requirement (e.g., prescriptive, outcome-based or a blend)
- Flexibility to adapt policy to changing circumstances over time
- Risk of failure

(b) Environmental considerations

- Associated direct environmental benefits (e.g., greenhouse gas reductions)
- Associated ancillary environmental benefits
- Linkages to the pollution prevention hierarchy and prioritization of the first 3 Rs

(c) Economic considerations

- Associated direct economic benefits (e.g., regional / provincial employment, revenues)
- Associated ancillary economic benefits
- Available recycling infrastructure and end-markets for recovered materials as well as associated market conditions (e.g., commodity prices)
- Transportation costs and means of reducing transportation costs (e.g., subsidies, storage / accumulating of marketable quantities, intermediate processing, cooperation with other jurisdictions)
- Time, cost and sustainable financing to introduce and maintain the policy
- Associated savings and costs to government, producers, recyclers, taxpayers and consumers compared to alternatives
- Fairness and equity regarding the distribution of accrued costs and benefits
- Potential trade barriers and discriminatory practices
- Potential impacts on domestic and foreign investment
- Potential influence on domestic and international industry competitiveness (e.g., market distortions)

(d) Social considerations

- Associated direct social benefits (e.g., education benefits, community buy-in / support)
- Associated ancillary social benefits
- Likelihood to stimulate continual improvement
- Ability to create opportunities for new partnerships

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- Opportunities for collaboration with neighbouring regional districts (e.g., in the collection of data or sharing of facilities)
- Opportunities for increased private sector involvement and benefit to the region
- Ability to raise public awareness regarding benefits
- Perceived stakeholder support for the policy
- Time for the policy to stimulate behavioural changes once introduced

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REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chairperson Miller and Board of Directors (June 23, 2016)
 From: Janine Dougall
 Director of Environmental Services
 Date: June 13, 2016
 Subject: Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016

On April 14, 2016 the Board of Directors gave first, second and third readings to Bylaw No. 1764 which does the following:

- Outlines user fees and disposal rules for specific waste types;
- Increases tipping fees for disposal of construction/demolition and land clearing waste to \$90/metric tonne;
- Increases tipping fees for disposal of appliances containing ozone depleting substances to \$20/appliance;
- Sets conditions of use of facilities and outlines consequences for violation, including a dispute mechanism process, while still allowing for flexibility in modifying site operations as required;
- Allows for the implementation of a corrugated cardboard ban starting July 1, 2016;
- Combines all regulatory/fee bylaws into a single comprehensive document.

As required under Section 34 of the *Environmental Management Act* the Bylaw was then sent for approval to the Minister of Environment. The Minister of Environment has approved the Bylaw (see attached letter) and as such Bylaw No. 1764 is now being brought back to the Board of Directors for adoption.

The Board of Directors are being requested to consider adopting Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, further in the agenda.

RECOMMENDATION

(All/Directors/Majority)

That the Board of Directors receive the memorandum titled, "Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016" and dated June 13, 2016.

Respectfully submitted,

Janine Dougall
 Director of Environmental Services



Reference: 299816

JUN 09 2016

Bill Miller, Chair
and Directors
Regional District of Bulkley-Nechako
37 Third Avenue
PO Box 820
Burns Lake BC V0J 1E0

RECEIVED

JUN 13 2016

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

Dear Chair Miller and Directors:

I am writing in response to the Regional District of Bulkley-Nechako's (RDBN's) request for approval of Solid Waste Management Facility Regulation and User Fee Bylaw 1764. Thank you for providing the necessary supporting information including the Board resolution.

Ministry staff have reviewed Bylaw 1764 and accompanying documents. As submitted, it fully meets my requirements. Therefore, pursuant to Section 34(1) of the *Environmental Management Act*, I hereby approve Bylaw 1764.

The RDBN Board may now proceed with moving to adopt the bylaw and begin formal implementation. I encourage you to continue to consult with regional environmental protection staff for direction and guidance regarding the implementation of the RDBN's approved solid waste management plan and regulatory bylaws approved under Section 34(1) of the *Environmental Management Act*.

This approval should not be taken as a representation as to the validity or enforceability of Bylaw 1764 or compliance with any additional procedural requirements relating to the exercise of RDBN bylaw authority.

In closing, I commend the RDBN Board and staff for its proactive approach in achieving the goals set out in your solid waste management plan and protecting the environment.

Sincerely,

Mary Polak
Minister

...2

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-2-

cc: Jennifer McGuire, Executive Director, Regional Operations, Ministry of Environment
Brady Nelles, Regional Director, Northern Authorizations, Ministry of Environment
Janine Dougall, Director of Environmental Services, Regional District of
Bulkley-Nechako



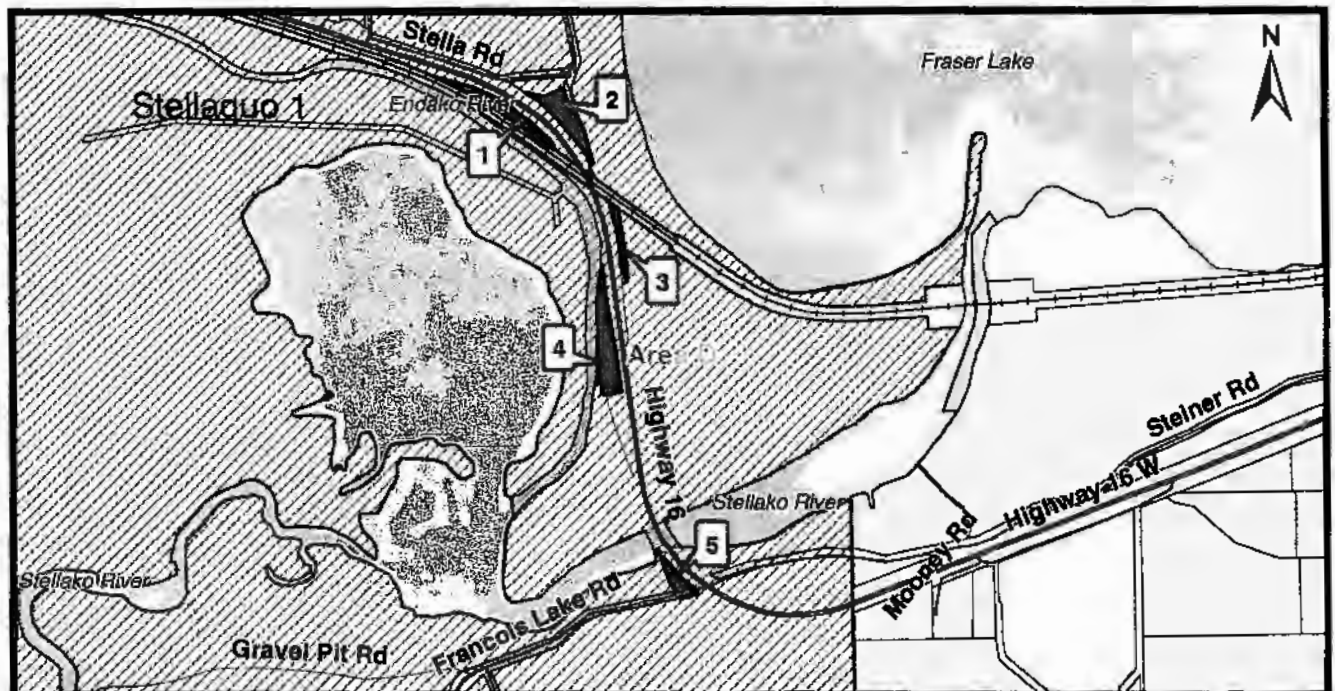
MEMORANDUM

To: Regional District Board
 From: Maria Sandberg, Planner
 Date: May 30, 2016
 Re: Proposed Addition to Reserve for Stelat'en First Nation

Aboriginal Affairs and Northern Development Canada (AANDC) have received a request from the Stelat'en First Nation to add five parcels of land to Stellaquo Indian Reserve No. 1, located west of the Village of Fraser Lake.

The parcels are all undeveloped, have a total area of 3.4 ha and are located along the Highway 16 right-of-way. As can be seen on the map below, the lands are surrounded by the Stellaquo IR (hatched area), according to our mapping.

Federal lands, including reserves, are not subject to local government regulations. As the land is already federally owned there is no known land use risk associated with the land being added to IR 1.



Recommendation

That the attached comment sheet be provided to Aboriginal Affairs and Northern Development Canada as the Regional District's comments on Addition to Reserve Referral No. 5373-3-607-07527.

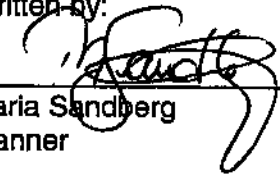
Development Services – All/Directors/Majority

Reviewed by:



Jason Lewellyn
Director of Planning

Written by:



Maria Sandberg
Planner



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON Addition to Reserve Referral No. 5373-3-607-07527**

Electoral Area: D

Applicant: Stelat'en First Nation

Existing Land Use: Vacant

Zoning: No zoning

Plan Designation No designation

Agricultural Land Reserve: Not in the ALR

Access Highway: Highway 16

Archaeological Site: Not according to Provincial Government mapping

Building Inspection: Not within the building inspection area

Fire Protection: Not within a Rural Fire Protection Area

Other comments: None



May 13, 2016

5673-3-07527

Regional District of Bulkley Nechako
37 3rd Avenue, PO Box 820
Burns Lake, BC
V0J 1E0

ATTN: Gail Chapman, Chief Administrative Officer

RECEIVED

MAY 17 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Ms. Gail Chapman,

Re: Proposed Addition to Reserve for Stellat'en First Nation

This letter is to inform you that the Stellat'en First Nation has formally requested certain lands be set apart as an addition to Stellaquo Indian Reserve No.1.

The Lands for the Proposed Addition to Reserve consists of:

All those portions shown as Parcel 1 (0.572 ha), Parcel 2 (0.912 ha), Parcel 3 (0.210 ha), Parcel 4 (1.29 ha), and Parcel 5 (0.379 ha), Stellaquo Indian Reserve No. 1, Range 5, Coast District, Plan PRP43712, deposited in the Land Title Office at Prince George. A copy of said plan is recorded in the Canada Lands Surveys Records in Ottawa under number 82365 CLSR.

Total area is 3.363 ha more or less.

The five parcels are located along Highway 16 adjacent to Stellaquo Indian Reserve No.1.

Please provide us with any written comments or a letter of support that you may have regarding this Proposed Addition to Reserve by August 11, 2016.

Enclosed for your information are maps showing the location of the Proposed Addition to Reserve.

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If you have any questions with respect to the above, please do not hesitate to contact me at the numbers and/or address below.

Yours truly,



Kuldip Gill
Land Management & Leasing Officer
Programs and Project Support
Aboriginal Affairs and Northern Development Canada
600 - 1138 Melville Street
Vancouver, BC V6E 4S3
Kuldip.Gill@aandc-aadnc.gc.ca
Tel: 604-364-1883
Fax: 604-775-7149

cc. Stelat'en First Nation

Enclosure

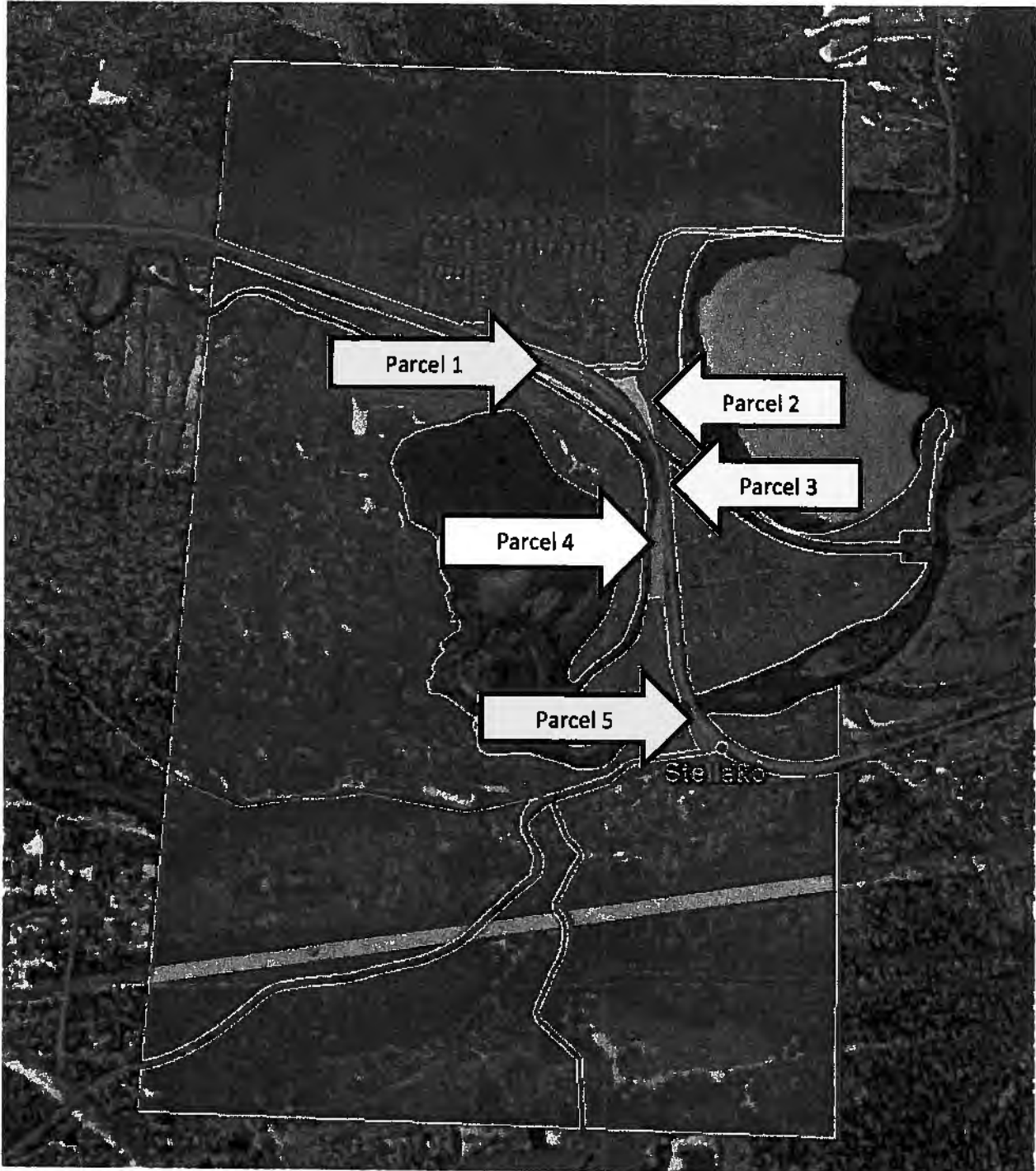
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Addition to Reserve for Stelat'en, an addition to Stellaquo Indian Reserve No.1

Five Parcels from CLSR #82365

Parcel 1 – Green, Parcel 2 – Yellow, Parcel 3 – Blue, Parcel 4 – Pink, Parcel 5 – Purple

Orange area – Existing Reserve.



CANADA LAND SURVEYS RECORDS
B 2365
 DATE **April 07, 1999**

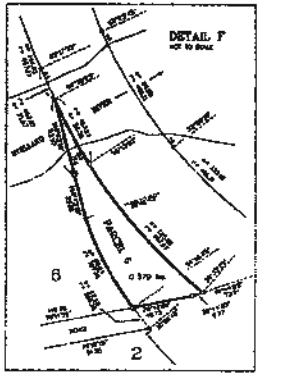
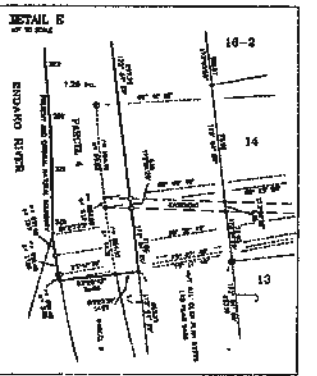
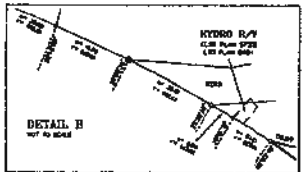
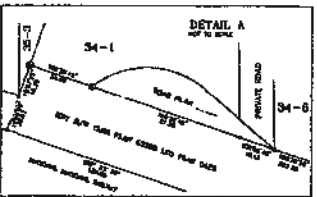
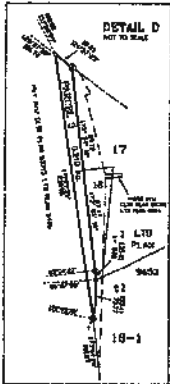
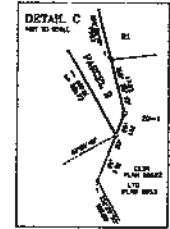
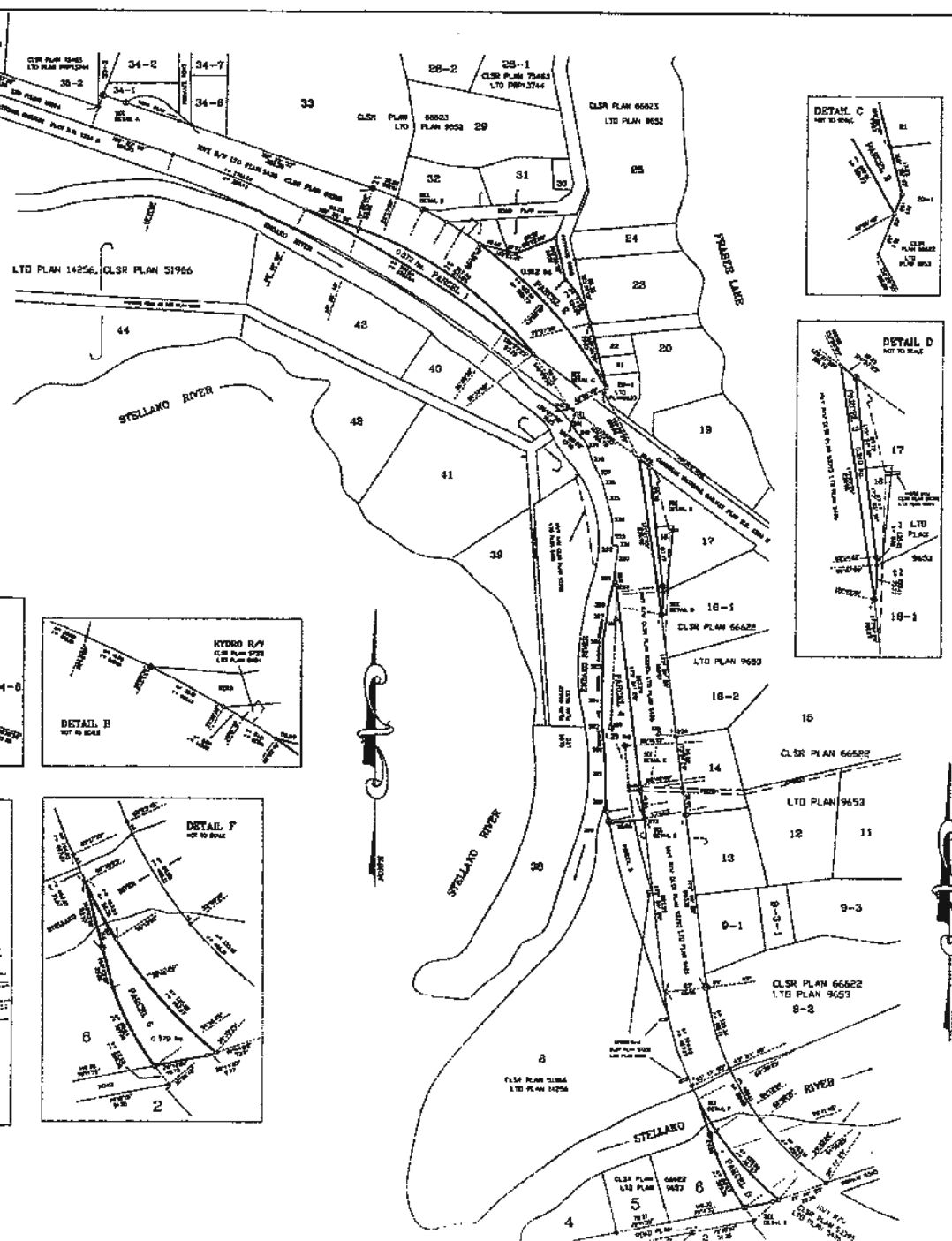
PLAN **AP/5426**
 Division of Land Survey
 41 Prince Street, St.
 John's, Nfld. A1B 4X6
 Survey

TRAVERSE TABLE

LINE	BEARING	DISTANCE
101 to 102	S 29° 50' 00" W	45.00
102 to 103	S 29° 50' 00" W	45.00
103 to 104	S 29° 50' 00" W	45.00
104 to 105	S 29° 50' 00" W	45.00
105 to 106	S 29° 50' 00" W	45.00
106 to 107	S 29° 50' 00" W	45.00

SHORELINE TRAVERSE

LINE	BEARING	DISTANCE
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REFERENCE PLAN
 SHOWING CLOSED ROAD THROUGH
 PORTIONS OF HIGHWAY R/W, LTO PLAN
 5426, THROUGH STELLAQUO I.R. #1
 RANGE 5 COAST DISTRICT,
 BCGS 93K.006

GRAPHIC SCALE
 1 : 2500

LEGEND: Bearings are approximate, derived from Plan CLR 2864, Plan LTO 5426.

- Station Details from Plan 19
- Station Details from Plan 19
- Station Details from Plan 19
- Station Details from Plan 19
- Station Details from Plan 19
- Station Details from Plan 19
- Station Details from Plan 19

Red Point L&S where the RECORD, SUBJECT OF PLAN 5426.

AREA TABLE

PARCEL	AREA
PARCEL 1	0.571 ha
PARCEL 2	0.242 ha
PARCEL 3	0.290 ha
PARCEL 4	1.52 ha
PARCEL 5	0.292 ha

Department of Natural Resources Canada
 APPROVED FOR DEPOSITION IN THE C.L.S.S.

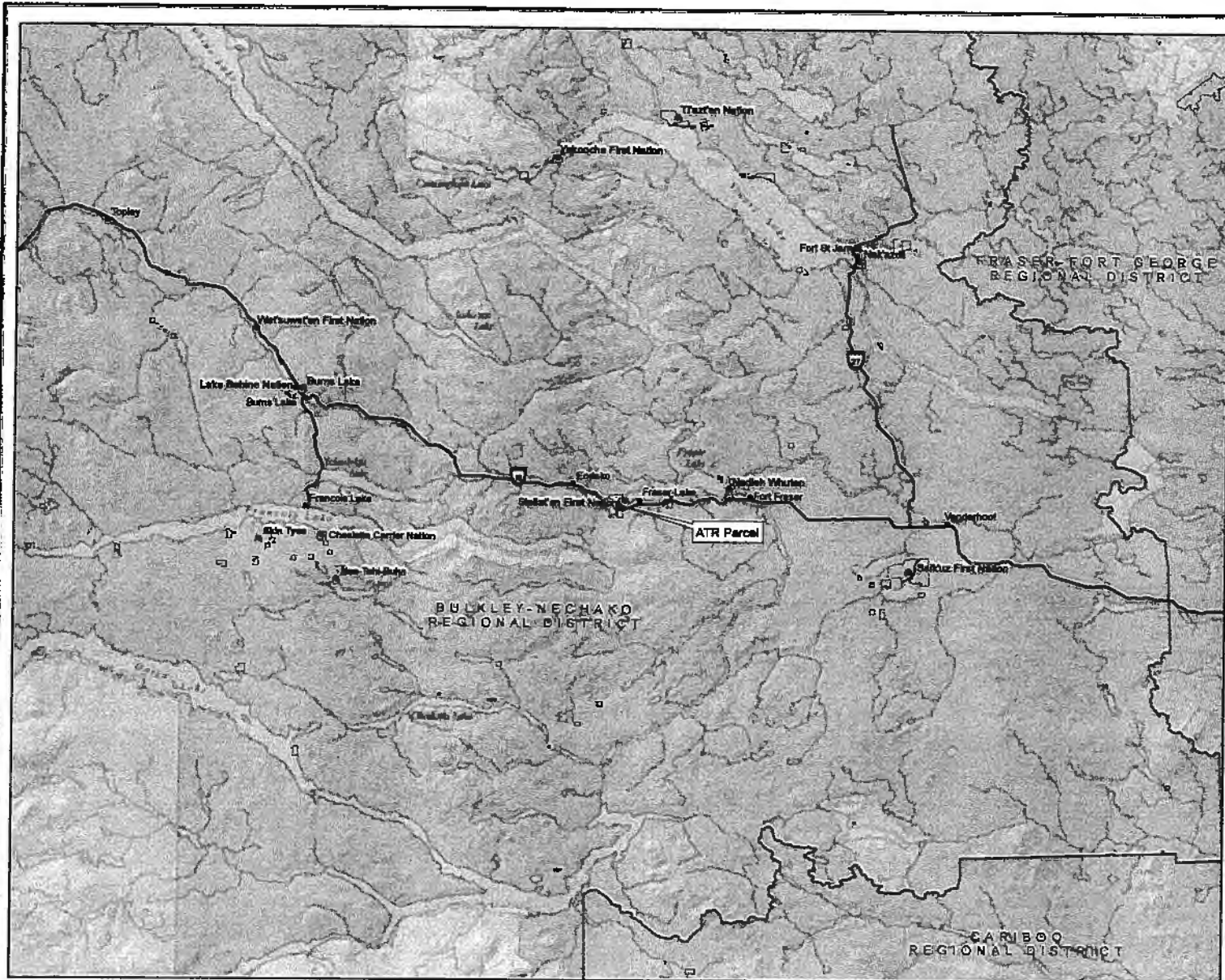
[Signature]
 M. J. [Name]
 M. J. [Name]
 M. J. [Name]

J. M. [Name], a Chartered Land Surveyor
 of Newfoundland & Labrador, is hereby authorized to
 certify that the above plan is a true and correct
 copy of the original plan as filed in the office of
 the Registrar of Land Surveys, St. John's, Nfld., and
 that the same is in accordance with the provisions of
 the Land Survey Act, R.S.N.S. 1988, c. 12.

LD 9/10/99 SCALE






#2. [Name]
 Land Surveyor
 St. John's, Nfld.

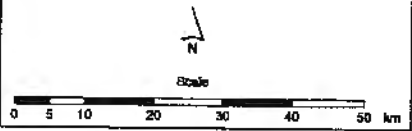
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Stelloquo (Stellat'en First Nation) Addition to Reserve

LEGEND

- ATR PARCELS**
-  Closed Road Parcels 1-5, Plan PRP43712, Range 5 Coast District
- FIRST NATIONS**
-  Location of First Nation Main Community
 -  Location of First Nation reserve, as obtained from the Surveyor General Branch, Natural Resources Canada
- PARKS AND PROTECTED AREAS**
-  Provincial Park and Protected Area
 -  National Park



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MEMORANDUM

To: Chair Miller and the Board of Directors
 From: Maria Sandberg, Planner
 Date: June 3, 2016
 Re: Floodplain Management Bylaw Amendments

INTRODUCTION:

This report proposes amendments to "Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1300, 2004, for the Board's consideration.

On May 26th, 2016 the Board gave three readings to "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016". This report is proposing the adoption of the amendment bylaw for the Regional District Board's consideration.

DISCUSSION:

Section 5 of "Regional District of Bulkley Nechako Floodplain Management Bylaw No. 1300, 2004" identifies flood construction levels that must be met for buildings adjacent to certain water features.

Bylaw 1300 was amended in 2007 with "Floodplain Management Amendment Bylaw No. 1420" which clarified that the flood construction levels apply only to land adjacent to the applicable water feature. To increase clarity and further define where the regulations apply, the following bylaw amendments are proposed.

Change #1

It is proposed that the term "adjacent" in the bylaw be replaced with wording that states that the flood construction levels outlined in the bylaw apply only to development that is within 100 metres of small watercourses and lakes, and within 200 metres of the larger named rivers.

Change #2

Section 2.4 states:

Setbacks and elevations shall be measured from, and with respect to, the body of water which is adjacent to the subject building or structure.

To improve clarity staff propose that this section be reworded to read as follows:

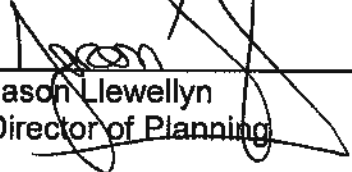
Setbacks and elevations shall be measured from the point of the natural boundary of the applicable watercourse, lake, marsh or pond that is closest to the subject building or structure.

Recommendation:

That "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016" be adopted.

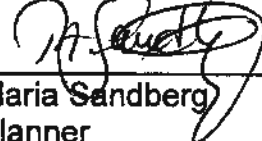
Electoral Area Planning – Participants/Directors/Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Maria Sandberg
Planner



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1771

A Bylaw to Amend "Regional District of
 Bulkley-Nechako Floodplain Management
 Bylaw No. 1300, 2004"

WHEREAS the Regional District of Bulkley-Nechako has enacted a Floodplain Management Bylaw respecting flood prone areas pursuant to Section 524 of the *Local Government Act*,

AND WHEREAS the Board of Directors deems it to be in the public interest to amend this bylaw;

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

That "Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1300, 2004" be amended as follows:

1. Amend Section 2.4 by replacing the existing wording with the following:

Setbacks and elevations shall be measured from the point of the natural boundary of the applicable watercourse, lake, marsh or pond that is closest to the subject building or structure.

2. Amend Section 5.1.2 by replacing the existing wording with the following:

713.63 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Babine Lake;

3. Amend Section 5.1.3 by replacing the existing wording with the following:

765.70 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Cluculz Lake;

4. Amend Section 5.1.4 by replacing the existing wording with the following:

3.96 on Water Survey of Canada gauge #08JB011 for land within a distance of 100 metres of Francois Lake;

5. Amend Section 5.1.5 by replacing the existing wording with the following:

671.80 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Fraser Lake;

6. Amend Section 5.1.6 by replacing the existing wording with the following:

859.50 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of the Nechako Reservoir (includes Knewstubb, Nataalkuz, Ootsa, Tahtsa, Tetachuk and Whitesail Lakes);

7. Amend Section 5.1.7 by replacing the existing wording with the following:

683.50 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Stuart Lake;

8. Amend Section 5.1.8 by replacing the existing wording with the following:

4.0 metres above the Natural Boundary of the Nechako River (below the Nautley River), for land within a distance of 200 metres of the Nechako River below the Nautley River;

9. Amend Section 5.1.9 by replacing the existing wording with the following:

3.0 metres above the Natural Boundary of Cheslatta/Murray, Chuchi, Cunningham, Eutsuk, Germansen, Inzana, Morice, Murray, Nanika, Pinchi, Takla, Taltapin, Tchentlo, Tchesinkut, Tezzeron, Tochcha, Trembleur, Troitsa, and Tsayta Lakes, for land within a distance of 200 metres of these lakes;

10. Amend Section 5.1.10 by replacing the existing wording with the following:

3.0 metres above the Natural Boundary of the Babine River, Buck Creek, Bulkley River, Cheslatta River, Chilako River, Cluculz Creek (below Cluculz Lake), Driftwood River, Endako River, Fleming Creek (below Tidesley Creek), Fulton River, Gaffney Creek, Hutudatehl Creek, Inzana Creek (below Inzana Lake), Kazchek Creek, Klawli River, Kotsine River, Kuzkwa Creek, Kwanika Creek, Manson River (below Tsayta Lake), Middle River, Morice River, Nation River (below Tsayta Lake), Nautley River, Nechako River (above Nautley River), Necoslie River (within Coast Land District), Nilkitkwa River, Omineca River, Parrott Creek, Philip Creek, Rainbow Creek, Silver Creek (below Kenny Creek), Sinkut River (below Sinkut Lake), Sakeniche River, Sowchea Creek (below Marie Creek), Stellako River, Stoney Creek (below Tachick Lake), Stuart River, Sutherland River (below Gravel Creek), Sylvester Creek, Tachie River, Tchesinkut Creek, Telkwa River, Tezzeron Creek, Tsilcoh River, Valleau Creek and Skeena River, for land within a distance of 200 metres of these rivers;

Amend Section 5.1.11 by replacing the existing wording with the following:

1.5 metres above the Natural Boundary of any other watercourse, lake, marsh or pond, where that land is within a distance of 100 metres of these watercourses, lakes, marshes or ponds.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016".

READ A FIRST TIME this 26th day of May, 2016

READ A SECOND TIME this 26th day of May, 2016

READ A THIRD TIME this 26th day of May, 2016

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016".

DATED AT BURNS LAKE this day of , 2016

Corporate Administrator

ADOPTED this day of , 2016

Chairperson

Corporate Administrator



Planning Department Report
Rezoning Bylaw No. 1712
File No. A-06-14, 3rd Reading
June 13, 2016

APPLICATION SUMMARY

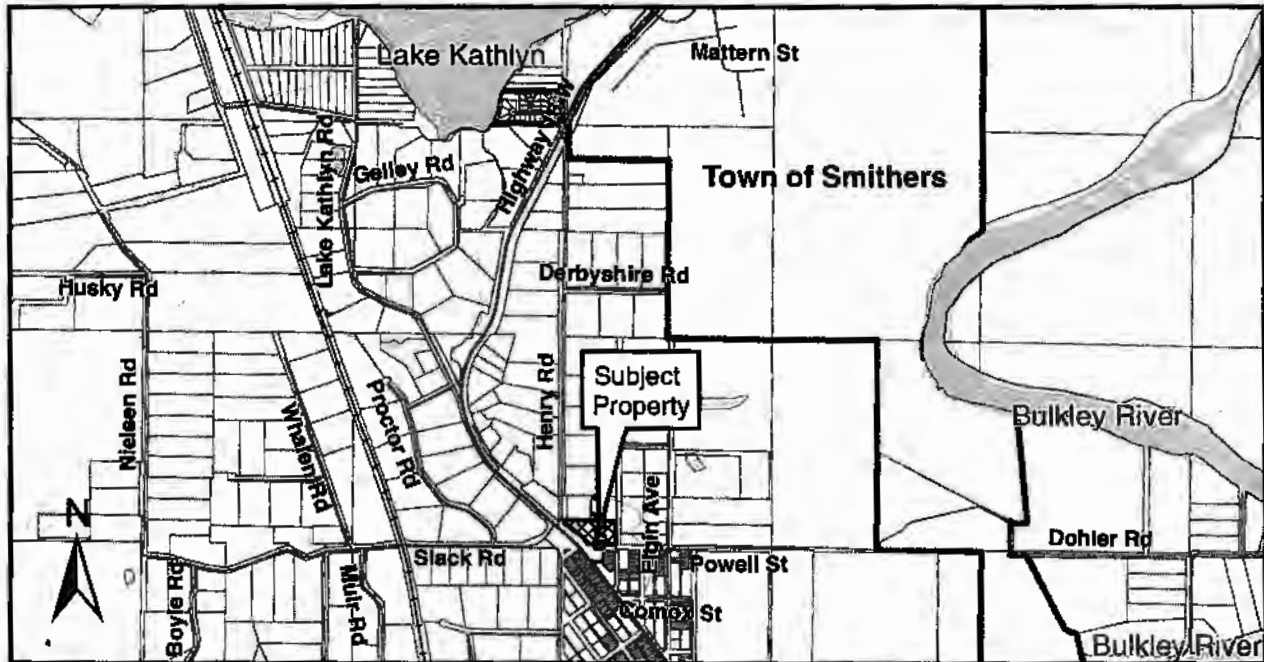
Name of Owner: West-End Ventures Inc.

Name of Agent: Colin Brintjes

Electoral Area: A

Subject Property: Lot 3, Section 2, Township 1A, Range 5, Coast District, Plan 4733. The property is 1.35 ha (3.34 acres) in size

Location: The subject property is located along Highway 16 at 3844 Henry Rd, approximately 600 metres northwest of the Town of Smithers.



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

Zoning: General Commercial (C1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993

Existing Land Use: Vacant land

ALR Status: Not in the ALR.

Proposed OCP Amendment and Rezoning:

To amend "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" by adding a section on Development Permit Areas, and designating the subject property as a Highway Corridor Development Permit Area.

To amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" by rezoning the subject property from the **General Commercial (C1) Zone** to a new zone, named the **Light Industrial – Contracting Service (M1B) Zone**.

The proposed permitted uses are:

- (a) contracting;
- (b) motor vehicle rentals;
- (c) warehousing;

The proposed definitions of the uses are:

CONTRACTING means the use of land and structures as a base of operation for a business providing any one or more of the following services or activities on another location: engineering; land surveying; construction; building; building or property maintenance; logging; silviculture; excavation; drilling; carpentry; plumbing; electrical or other similar service of a construction nature. This use may include any one or more of the following incidental and subordinate uses provided that these uses do not occupy in total an area in excess of forty percent of the Gross Floor Area of the structure(s) used for Contracting: assembly of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting; sale of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting.

MOTOR VEHICLE RENTALS means the use of land and structures for the rental or lease of new or used vehicles, and may include as an incidental and subordinate use the service and repair of only those vehicles being rented or leased provided that the service and repair of vehicles occurs inside of a building. This use does not include Service Station.

WAREHOUSING means the use of lands or structures for the storage and distribution of goods, wares, merchandise, substances, articles, or other things, including the storage of goods in separately occupied, secured storage areas and lockers. This use does not include storage of goods for retail sales, wrecking and salvage or a waste disposal site.

REFERRAL COMMENTS

(It is noted that the referral comments apply to the applicant's previous proposal.)

Ministry of Transportation and Infrastructure

"A fence to delineate the property line on the Hwy 16 side will be required. Powell Frontage and Powell Ave. adjacent to the lot are not available for use. Corridor planning through this area identified Powell Avenue intersection to be closed. Powell Frontage is retained for Hwy 16 widening only.

Suggest a 30 m no build area, as shown on attached plan in red, to facilitate future access / intersection upgrade, dependent on future use.

Concern regarding sewage disposal as the willow trailer court was closed due to failing septic disposal."

Town of Smithers See attached letter.

Advisory Planning Commission (APC)

"Resolution: APC supports the application for rezoning to include a) Contracting services b) offices c) motor vehicle rentals d) warehousing

Comments: APC believes that this change is beneficial to the area in that it is a downgrade from the current zoning and therefore the impact in the area would be lower than the current zoning would permit. APC does not feel that change will encourage the creation of more commercial space into the residentially zoned corridor between Henry Rd and the Town of Smithers."



PLANNING DEPARTMENT COMMENTS

It is noted that this report only considers Rezoning Bylaw No. 1712, 2016. OCP Amendment Bylaw No. 1768, 2016 received third reading on May 26, 2016 and is planned to be considered for adoption at the July 21st, 2016 Board meeting.

At the Board meeting held May 26th, 2016 Bylaw 1712 was considered for third reading. The Board supported a motion to amend Bylaw No. 1712 by changing the definition of "Contracting" to reduce the maximum gross floor area used for sale of products or materials from 25% to 10%. The Board then gave the amended bylaw third reading. However, the Public Hearing for the bylaw was held on May 16th, 2016 and the *Local Government Act* does not allow a zoning amendment bylaw to be amended in this manner following the closure of the public hearing.

At a Special Board meeting held June 9th, 2016 the Board rescinded third reading of the bylaw and then approved the bylaw at third reading as it was approved at second reading. The Board also directed that a public hearing be held, which is scheduled to occur on June 20th, 2016. The report of the Public Hearing will appear on the supplementary agenda.

Bylaw 1712 is now brought to the Board for consideration of third reading in an un-amended state (as it was at second reading).

Official Community Plan (OCP) and Development Permit Areas (DPA)

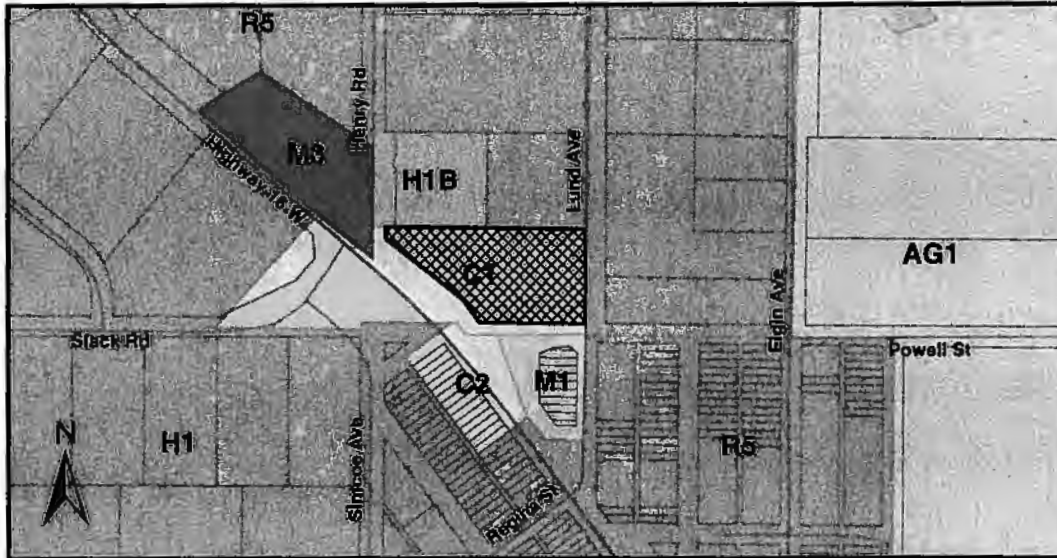
Proposed Bylaw 1768 adds a new section regarding Development Permit Areas to the Smithers Telkwa Rural Official Community Plan, and designates the subject property as a highway corridor development permit area.

Section 488 (1)(a)(d) and (f) of the *Local Government Act* gives a local government the ability to designate land as a development permit area (DPA) in the OCP, for one or more

Zoning

As can be seen on the map below, there is a mix of zoning adjacent to the subject property. The lands zoned Light Industrial (M1) and Highway Commercial (C2) are owned by the Province and will likely not be made available for development. The land zoned Agricultural Industry (M3) contains a greenhouse and garden supplies sales business. The majority of developed lands surrounding the subject property are residential. The property north of the subject property is zoned H1B which allows its residential use, as well as use for a commercial workshop.

Zoning Map



The Willow Trailer Court was established on the subject property for many years. The property was rezoned in 1984 from Mobile Home Park (MHP) to Commercial I, for a service station. It appears that the property continued to be used for a mobile home park until 2009, when it was closed to comply with an Order under the *Public Health Act* to stop a Health Hazard. When the existing zoning bylaw was adopted in 1993 the General Commercial (C1) Zone was applied to the property.

The permitted uses in the C1 zoning are:

- (a) *retail store;*
- (b) *business and professional offices;*
- (c) *hotel and motel;*
- (d) *restaurant and licensed establishment pursuant to the Liquor Control and Licensing Act;*
- (e) *personal service establishment;*
- (f) *fraternal lodge, community hall and theatre;*
- (g) *service station.*

The proposed contracting, motor vehicle rentals, and warehousing uses are not allowed in the C1 zone. Therefore, the applicant has applied to amend the zoning bylaw to allow the uses.

The area that can be used for incidental and subordinate uses (including retail and assembly of products) is 40% of the gross floor area. Also, the assembly of products or materials, or sales use may not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure used for Contracting.

It is noted that the uses have also been added to the Light Industrial (M1) Zone as permitted uses.

Recommendations

In general, the Planning Department does not recommend that small tenancy commercial or light industrial activity be allowed to spread along the highway in rural residential areas. This type of strip development is attractive for business as the land has good exposure, can be inexpensive compared to other lands in commercial areas, and is less expensive to develop because of reduced development standards and regulations in the rural area. Accommodating strip commercial / industrial development along the highway is inefficient and there are notable aesthetic, function, and land use conflict related issues that will inevitably result.

However, the situation is complicated by the fact that the property is currently zoned C1. The property owner is making the argument that the proposed uses represent an improvement over the uses permitted in the C1 zone, and that the proposed uses are suitable for the property. This argument has merit in staff's opinion.

The designation of the property as a development permit area, and the Board's ability to ensure the development meets the guidelines outlined, provides some certainty regarding the manner in which the property may be developed. In staff's opinion this is important given the high visibility of this location, in the middle of a residential neighbourhood.

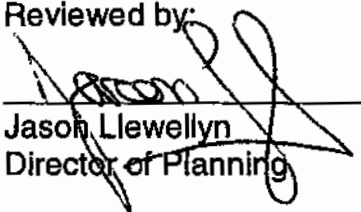
This proposal should not have a notable negative impact on the surrounding area, and be an improvement over the existing C1 zone.

Recommendations

1. That the Regional District Board receive the Reports of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016".
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be given third reading.

Electoral Area Planning – All Directors/Majority

Reviewed by:


 Jason Llewellyn
 Director of Planning

Written by:


 Maria Sandberg
 Planner



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1712

A Bylaw to Amend "Regional District of
Bulkley-Nechako Zoning Bylaw No. 700, 1993"

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that:

1. The following definitions of Contracting, Motor Vehicle Rentals and Warehousing are added to section 2.02 definitions.

CONTRACTING means the use of land and structures as a base of operation for a business providing any one or more of the following services or activities on another location: engineering; land surveying; construction; building; building or property maintenance; logging; silviculture; excavation; drilling; carpentry; plumbing; electrical or other similar service of a construction nature. This use may include any one or more of the following incidental and subordinate uses provided that these uses do not occupy in total an area in excess of forty percent of the Gross Floor Area of the structure(s) used for Contracting; assembly of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting; sale of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting.

MOTOR VEHICLE RENTALS means the use of land and structures for the rental or lease of new or used vehicles, and may include as an incidental and subordinate use the service and repair of only those vehicles being rented or leased provided that the service and repair of vehicles occurs inside of a building. This use does not include Service Station.

WAREHOUSING means the use of lands or structures for the storage and distribution of goods, wares, merchandise, substances, articles, or other things, including the storage of goods in separately occupied, secured storage areas and lockers. This use does not include storage of goods for retail sales, wrecking and salvage or a waste disposal site.

2. The "Light Industrial – Contracting Service Zone (M1B)", as shown on Schedule "A", which is incorporated in and forms part of this bylaw, be added as section 20.2.
3. The "warehousing including cold storage plants, frozen food and lockers and feed and seed storage and distribution" use be removed from section 20.01 (1).
4. The Contracting, Motor Vehicle Rentals, and Warehousing uses be added to section 20.01 (1) as permitted uses in the "Light Industrial Zone (M1)".

- 5. The following land is rezoned from the "General Commercial Zone (C1)" to "Light Industrial – Contracting Service Zone (M1B)".

Lot 3, Section 2, Township 1A Range 5, Coast District Plan 4733, shown on Schedule "B", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016".

READ A FIRST TIME this 28th day of April, 2016

READ A SECOND TIME this 28th day of April, 2016

PUBLIC HEARING HELD this 16th day of May, 2016

READ A THIRD TIME (as amended) this 26th day of May, 2016

THIRD READING RESCINDED this 9th day of June, 2016

PUBLIC HEARING HELD this day of , 2016

READ A THIRD TIME this day of , 2016

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016"

DATED AT BURNS LAKE this day of

Corporate Administrator

APPROVED UNDER SECTION 52(3)(a) OF THE *TRANSPORTATION ACT*
this day of

Ministry of Transportation and Infrastructure

ADOPTED this day of

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO.1712**SECTION 20.2 –LIGHT INDUSTRIAL – CONTRACTING ZONE (M1B)****20.2.01 Permitted Uses**

- (1) In the Light Industrial - Contracting Zone the following uses of land, buildings or structures, and no other uses, are permitted:
- (a) contracting;
 - (b) motor vehicle rentals;
 - (c) warehousing;
- (2) If a principal use of land has been established in the Light Industrial - Contracting Zone, the following secondary uses of land, buildings or structures are permitted:
- (a) office;
 - (b) one dwelling unit per parcel
 - (c) buildings and structures accessory to the permitted principal uses.

20.2.02 Parcel Area

The minimum parcel area required in the Light Industrial - Contracting Zone is 1 hectare (2.47 acres).

20.2.03 Setback

In the Light Industrial - Contracting Zone no building or structure or part thereof, except a fence, shall be located within:

- (i) 7.5 metres of any parcel line which does not abut a residential zone; or
- (ii) 15 metres of any parcel line which abuts a residential zone.

20.2.04 Screening

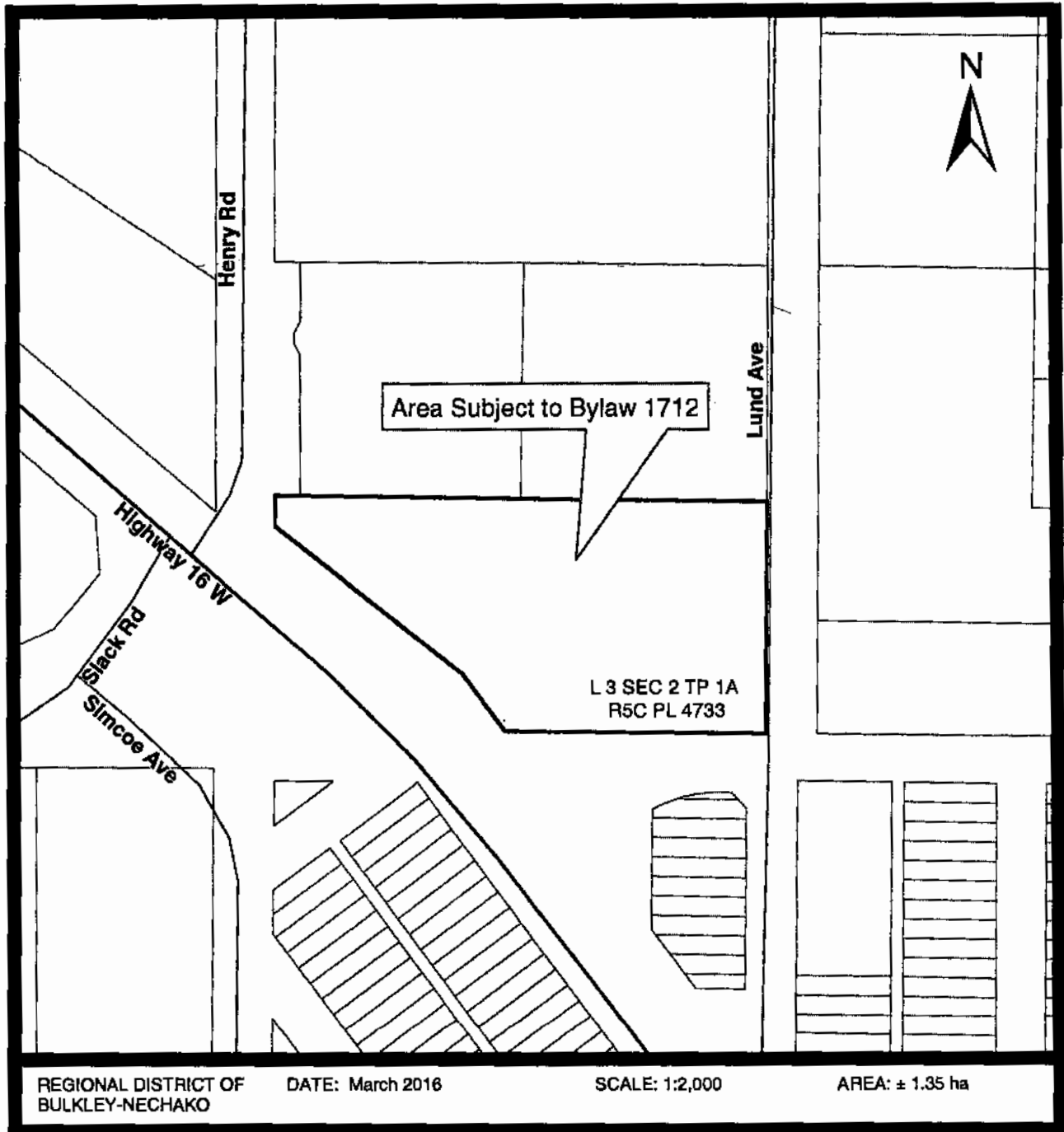
All industrial activity and associated materials shall be enclosed by a landscape screen not less than two metres (6.56 ft.) high.

20.2.05 Parking

Off-street parking space shall be provided in accordance with provisions of Section 27 of this bylaw.

20.2.06 Loading

Off-street loading space shall be provided in accordance with the provisions of Section 27 of this bylaw.



SCHEDULE "B" BYLAW NO. 1712

Lot 3, Section 2, Township 1A Range 5, Coast District Plan 4733, comprising of ±1.35 ha. being rezoned from the "General Commercial Zone (C1)" to "Light Industrial – Contracting Service Zone (M1B), as shown.

I hereby certify that this is Schedule "B" of Bylaw No. 1712, 2016.

Corporate Administrator

REGIONAL DISTRICT OF SIKKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAWS NO. 1712 and 1768
May 16, 2016

Report of the Public Hearing held at 7:00 p.m., Monday, May 16, 2016 in the West Fraser Room at the Smithers Municipal Office, 1027 Aldous Street, Smithers, B.C. regarding Bylaws No. 1712 and 1768.

Present: Mark Fisher, Chair
Jason Llewellyn, Recording Secretary
Fred Wilson, Applicant
Colin Bruintjes, Applicant
Muriel Bruintjes
Lexie Wilson
Walter M. VanGroothest
Cam Armstrong
David Bobb
S. Clausen
Ron VanGroothest

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

BUSINESS:

Chairperson Fisher Welcomed the persons present and read a statement regarding Bylaws No. 1712 and 1768, noting the location of information packages, and explaining the Public Hearing process.

Chairperson Fisher Called for comments on Bylaw 1712 and 1768.

Fred Wilson Stated that the proposed uses better fit for area.

Colin Bruintjes Said that the development would improve the area. And the site is a good location for the business.

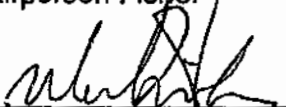
Sharon Clausen, 3730 Lund Ave Asked how high the buildings are proposed to be.

Colin Bruintjes Said that the shop will be 16 feet high and showed the site plan and elevation drawings.

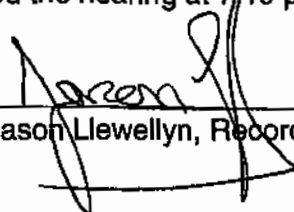
Jason Llewellyn Explained the Development Permit area process and noted that the applicants are not committing to develop according to the site plan provided. If approved the proposed guidelines will guide future site development.

Chairperson Fisher Chairperson Fisher called for comments three times.

Chairperson Fisher Closed the hearing at 7:19 p.m.



Mark Fisher, Chairperson



Jason Llewellyn, Recording Secretary



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PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 ~ Fax (250) 847-1601 ~ www.smithers.ca

April 14th, 2015

File: 0400-55

VIA EMAIL ONLY: jason.llewellyn@rdbn.bc.ca

Jason Llewellyn
Director of Planning, Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC V0J 1E0

Dear Mr. Jason Llewellyn

RE: Rezoning File No. A-06-14 Referral Response

Thank-you for the opportunity to comment on the above noted rezoning application.

The Town of Smithers has multiple zones that permit vehicle rental establishments, contracting services, offices and warehousing. This includes the Smithers Downtown area, Service Commercial Zones (C-3), Light Industrial Zones (M-1), Medium Industrial Zones (M-2) as well as lands at the Smithers Airport. Given that there is currently capacity on these properties to accommodate future development, the Town of Smithers does not support the rezoning application.

In keeping with the existing and proposed new Smithers Telkwa Rural Official Community Plan, the Town of Smithers is supportive of continuing to focus commercial activity within the Town boundary to create a compact commercial district that is separate and distinct from the Regional District.

I can be reached at (250) 847-1600 if you have any questions regarding this letter.

Sincerely,

Liliana Dragowska, MCIP, RPP
Planner

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Maria Sandberg

From: David G. Belford <david.belford@wetsuweten.com>
Sent: May 30, 2016 4:04 PM
To: Jason Ilwellyn
Cc: Maria Sandberg
Subject: Amendments to smithers-Telkwa Rural Official Community Plan Bylaws

Hadlh Jason,

The Office of the Wet'suwet'en acknowledges receipt of the Regional District of Bulkley-Nechako's notification of a change in Zoning to accommodate a future business at 3844 Henry Road. We can initially advise that this property lies within Gitdumden (Casyex) territories whose Title Rights and Interests must be considered.

On review of the Application the Casyex membership will be concerned over industrial land use adjacent to salmon bearing waters, particularly as there appear to be plans for sewage and oil treatment being considered on site.

In future we would very much appreciate receiving the Regional district's Application Referrals by Email directed to myself.

Missiyh, David

David G. Belford, Natural Resources,
Office of the Wet'suwet'en
Cel: 778-210-0949



Planning Department Enquiries Report, Month of May 2016

Planning Enquiries

For the Directors' information, the Planning Department has kept track of and tabulated the number of planning enquiries from the public that were processed by the department for the month of May 2016. During this month the Planning Department responded to 233 enquiries. The enquiries are divided into 5 main subject areas: Development Services; Electoral Area Planning; House Numbering; Maps; Bylaw Enforcement; and Other. In May 2015, the Planning Department answered 207 enquiries.

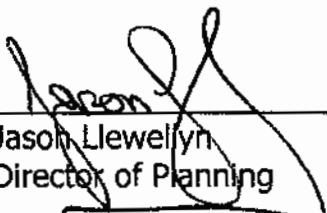
Subject Area	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016
Development Services	22	34	29	16	31	25
Electoral Area Planning	28	45	68	42	55	66
House Numbering	7	23	17	19	11	25
Maps	22	29	34	51	68	53
Bylaw Enforcement	7	5	5	6	10	15
Other	21	39	77	43	90	49
Total	107	175	230	177	265	233

Recommendation

"That the Board receive the May 2016 Planning Department Enquiries Report."

(All Directors)

Respectfully submitted,


 Jason Llewellyn
 Director of Planning

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
Planning Department**

May 2016 – Action List

PAGE #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Page 41-44 Rural Agenda May 12, 2016	Land Referral File No. 7409835 Frank Brdey Electoral Area "C"	Respond to Referral	Jennifer	Completed	May 13 2016
Page 45-48 Rural Agenda May 12, 2016	Land Referral File No. 7409843 Lee and Debora Foster Electoral Area "F"	Respond to Referral	Jennifer	Completed	May 13 2016
Page 49-52 Rural Agenda May 12, 2016	Land Referral File No. 7406822 Jared Johnson Electoral Area "F"	Respond to Referral	Jennifer	Completed	May 13 2016
Page 233-245 Board Agenda May 26, 2016	ALR Application No. 1188 Jim and Susan Peebles Sundivision within the ALR Electoral Area "E"	Waiting for applicant's direction	Jennifer	Ongoing	
Page 246-258 Board Agenda May 26, 2016	Development Variance Permit Application A-04-16 Jason and Ellen Krueger 6460 Van Horn Frontage, Telkwa Electoral Area "A"	Register Permit on Title	Maria / Jason	Ongoing	

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Page 259-265 Board Agenda May 26, 2016	Development Variance Permit Application A-05-16 7561466 Canada Inc Jollymore Road, Smithers Electoral Area "A"	Deferred	Jennifer	Ongoing	
Page 266-270 Board Agenda May 26, 2016	Development Variance Permit Application G-01-16 Paul Schwarz 48150 Axe Road, Granisle Electoral Area "G"	Register Permit on Title	Jason / Maria	Ongoing	
Page 271-308 Board Agenda May 26, 2016	Floodplain Exemption Application A-07-16 Laura and Jason Schreiber 12852 Eagle Road, Telkwa Electoral Area "A"	Advise applicant of Board decision	Jennifer	Completed	May 26 2016
Page 309-313 Board Agenda May 26, 2016	Floodplain Management Bylaw Bylaw 1771, 2016	Write adoption report	Maria	Completed	June 3 2016
Page 314-328 Board Agenda May 26, 2016	Rezoning File No. A-06-14 West End Ventures Inc. Electoral Area "A"	Advise applicant of Board decision	Maria	Completed	May 26 2016
Page 239 Board Agenda May 26, 2016	Prairie Village Land Use Inventory Smithers, BC	Proceed with inventory	Jason/ Marli	Ongoing	



**Building Inspector's Report
For May, 2016**

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 16 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$9,672.00, with a total construction value of \$1,581,000.00. There have been 38 permits issued to date in 2016.

2. Building Permit Summary for the Village of Burns Lake

There were no building permit applications submitted this reporting period. There have been 5 permits issued to date in 2016.

3. Building Permit Summary for the Village of Fraser Lake

There was 1 building permit application submitted this reporting period with a total construction value of \$20,000.00. There has been 1 permit issued to date in 2016.

4. Building Permit Summary for the Village of Granisle

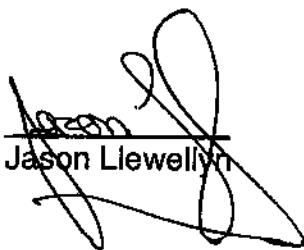
There were no building permit applications submitted this reporting period. There have been no permits issued to date in 2016.

5. Building Permit Summary for the District of Fort St. James

There were no building permit applications submitted this reporting period. There have been 6 permits issued to date in 2016.

Reviewed by:

Written by:


Jason Llewellyn


Jason Berlin

Open burning in context

Open burning of vegetation is the largest source of fine particulate matter pollution in B.C., as well as a significant source of other air pollutants. Open burning is undertaken for a variety of purposes and in a wide range of settings:

- Waste disposal/fire hazard abatement for forest and agriculture industries
- Community fire hazard reduction
- Land clearing for agriculture and development
- Transportation and utility rights of way
- Other natural resource industries
- Clean up of debris for rural landowners

Burning of vegetative debris is a prescribed activity under the provincial *Environmental Management Act*. Rules under which this burning is authorized are provided in the Open Burning Smoke Control Regulation (OBSCR). The regulation affects anyone burning vegetative debris, although most agricultural practices and some backyard burning activities are exempt from the provisions.

Consultations on revising the OBSCR

A ministry audit in 2004 identified concerns with the regulation. Since that time the ministry has conducted extensive consultations, with intentions papers seeking public comment in 2008 and 2010 and engagement with a stakeholder review group through 2011-13. For detailed information and summaries of public comments see the ministry's [open burning regulatory review website](#). The ministry has reviewed comments received through 2013 and as a result, has substantively updated the proposed revisions to the regulation.

Key features of the proposed revisions

Smoke sensitivity zones

The revised regulation will establish three smoke sensitivity zones covering the entire province. This will replace the two category system ("cities, towns and villages" and "everything else") used in the current regulation. The zones will be delineated on maps that will be part of the final regulation.

The high smoke sensitivity zone includes a buffer of 10 km around densely populated areas, modified based on the topography

Key Points

This update provides information on revisions proposed by the ministry and the planned path forward.

The proposed revisions are intended to:

- Improve air quality in populated areas
- Simplify burning requirements in remote areas
- Support enforcement, encourage use of cleaner technologies and provide flexibility for community wildfire protection

Key features of the revisions:

- Establishes three smoke sensitivity zones, covering the entire province
- Smoke management plans may be established on a case by case basis
- Setback distances will be increased
- Provisions addressing prohibited materials, community wildfire protection plans, burning of diseased vegetative debris, use of air curtain incinerators, burning at log sorts, best management practices and reporting

Additional Information

For an overview on how smoke from different sources is managed in BC see: [A Smoke Management Framework for BC](#) under the "reports" tab at: www.bcairquality.ca. The site also provides general information on [Air Quality in B.C.](#)

The existing Open Burning Smoke Control Regulation can be accessed [here](#). Guidance material on complying with the regulation is available [here](#).

Open Burning Smoke Control Regulation (OBSCR)—Policy Intentions

HIGH	<ul style="list-style-type: none"> • Strict burning requirements • Densely populated areas (5% of province)
MEDIUM	<ul style="list-style-type: none"> • Requirements similar to current regulation • Smaller communities and surrounding areas (10-15% of province)
LOW	<p>Low Smoke Sensitivity Zone</p> <ul style="list-style-type: none"> • No venting or smoke release requirements • Areas more than 20 km from major communities (80-85% of province)

of specific communities. Burning requirements in this zone are most restrictive. One day burns are permitted with a “good” venting index forecast and two day burns are permitted if the venting index is forecast to be “good” on day one and “fair” or better on day two. The ministry’s aim is to require rapid burns during periods of good venting to reduce human exposure to smoke. The ministry estimates that less than 5% of the province’s land area will be in this zone. The primary change to burning rules in this zone is the shorter burn period than in the current regulation (from sunrise on day one to sunset on day two, versus 72 or 96 hours in the current regulation).

An estimated 10-15% of the province will be designated as **medium smoke sensitivity zone**. The zone encompasses settled rural areas, and buffers of up to 10 km around high smoke sensitivity zones, 1-5 km around smaller communities that are not part of the high smoke sensitivity zone and 1-3 km around provincial numbered highways. Burning in this zone will require a forecast of at least two days of “fair” or better venting index. Burn periods are up to four days in length (sunrise day one to sunset day four). Relative to current requirements the venting index requirements are more permissive, however the burn periods are slightly shorter.

The **low smoke sensitivity zone**, covering roughly 80% of the province, will be subject to the general burning provisions set out in the regulation. These general

requirements include a prohibition on causing smoke impacts to communities. However, burns in this zone will not be subject to specified limits with respect to venting index or burn duration. Delineation of this zone, where the risk of smoke impacts on populations is low, should greatly simplify open burning over much of the province. However if the removal of venting and smoke release requirements causes local pollution problems the ministry still has the option to impose stricter burning requirements in selected areas of the low smoke sensitivity zone.

Smoke management plans

The revised regulation will empower the ministry to substitute requirements on a case by case basis, in place of the “default” requirements in the regulation. These substitution powers could be used to approve existing smoke management plans or to develop new ones where appropriate.

Setback distances

Setback distances for burning will be increased to 500 metres from residences or businesses and 1,000 metres (1 km) from schools, hospitals and care facilities.

Setback distances will be reduced to 50 metres in specific situations – community wildfire protection or management of diseased vegetative debris. Burning within the specified setback distances under these situations will need to follow best management practices set out in the regulation.

Burning within the increased setback distances but still more than 100 metres from residences or businesses and 500 metres from schools, hospitals and care facilities (the same setbacks as the current regulation) will be allowed if specified conditions are followed:

- One day burns only
- Venting index “good”
- Vegetative debris being burned is “seasoned” in accordance with the definition in the regulation
- Neighbours are notified

Open Burning Smoke Control Regulation (OBSCR)—Policy Intentions

Additional proposed revisions***Prohibited materials***

The prohibited materials list in the current regulation will be expanded, with the addition of several materials unsuitable for open burning. Note however, that the addition of accelerant materials intended to assist rapid combustion will remain legal – as this reduces air pollutant emissions.

Community wildfire protection plans

A specific provision for burning that takes place under “community wildfire protection plans” will facilitate burning that is required for the critical goal of reducing wildfire hazard to communities. This will allow burning with reduced setbacks and only “fair” venting index, provided notice is given to adjacent residences and businesses.

Diseased vegetative debris

A specific provision for burning diseased vegetative debris will facilitate the priority disposal of diseased material that might put farms or forests at risk. This provision will allow burning with reduced setbacks and only “fair” venting index for vegetative debris that is verified as diseased.

Use of air curtain incinerators

The ministry encourages use of air curtain incinerators – which reduce open burning emissions by up to 95%. The revised regulation will include provisions for reduced setback requirements and relaxed venting requirements when air curtain incinerators are used.

Burning at log sorts

Provisions governing burning at log sorts for each smoke management zone will be revised (replacing the requirement to obtain a permit in all but the high smoke sensitivity zone). Existing permits for log sorts will not be affected.

Best management practices (BMPs)

Best management practices – such as seasoning vegetative debris before burning, minimizing soil content in piles and constructing piles to maximize airflow, will be required. Seasoned vegetative debris will be defined as debris meeting one of the following criteria: containing

<30% moisture content; seasoned at least four months; or standing dead.

Power to prohibit open burning

The ministry will retain the ability to prohibit open burning during periods of poor air quality or when pollution is occurring from open burning. The criterion for prohibiting open burning is B.C.’s ambient air quality objective for fine particulate matter.

New reporting requirements

New reporting requirements will be included in revised provisions to allow the ministry to better track emissions from open burning. Implementation of reporting requirements will follow enactment of the regulation by a specified period (e.g., one year) to enable development of an efficient reporting system.

Custom ventilation forecasts

The revised regulation will allow use of custom ventilation forecasts. These provide location-specific forecasts of the atmosphere’s ability to disperse smoke.

The path forward

The ministry plans to conduct a series of webinars on the proposed revisions, including a general overview webinar and information targeted to municipal, agriculture and forestry interests. If you are interested in participating in one of these webinars, please contact the email or mail addresses below.

If you have any questions or comments about the ministry’s proposed revisions, please submit them by e-mail or mail to the addresses below by **July 21st, 2016**.

Email: OBSCR@gov.bc.ca

Mail: PO Box 28159 Westshore RPO
Victoria B.C. V9B 6K8

All comments received through the webinars, mail or email will be compiled and reviewed by ministry staff prior to final drafting of the revised regulation. The ministry intends to complete revisions to the regulation in 2016.

Project Activity Update #41 May – June 2016

Coastal GasLink's project team is continuing with construction planning, working to be ready to begin construction pending a positive Final Investment Decision (FID) by the joint venture partners of LNG Canada (our customers), expected in late 2016. If the LNG Canada partners elect to proceed with the project at that time, pipeline construction would begin in 2017. Our in-service date will be designed to coincide with the operational requirements for the LNG Canada facility.

Our construction planning entails ongoing field work, as well as continued engagement with regional districts, municipalities, other public agencies, landowners and Aboriginal groups.

1. Environmental Field Programs

Since early 2013, Coastal GasLink has conducted field programs to collect information related to permitting applications, compliance with regulatory requirements and construction planning.

The following field work is scheduled for the coming months:

Wildlife Surveys

This program includes both aerial and ground-based surveys. Information gathered in 2016 will help us to build on work done in 2013, 2014 and 2016 to support construction planning and mitigation strategies for valued wildlife features, such as raptor nests, wildlife dens and mineral licks.

Qualified professional wildlife biologists are preparing to initiate a four-day aerial survey program to assess the status of known raptor nests and general wildlife habitat potential across the project area, from the Peace region to Kitimat. Studies are scheduled to commence in late May and early June.

Ground-based wildlife surveys are expected to resume in mid-June.

Vegetation and Wetland Surveys

Vegetation and wetland surveys are anticipated to begin in mid-June.

This program is intended to identify the location and assess the seasonal condition of rare plant populations. Wetland surveys gather further information on species presence, surface water characteristics, soil moisture and nutrient content, soil texture and wetland classification. Information from vegetation and wetland surveys supports the refinement of the project construction footprint and the identification of site-specific mitigation and construction techniques.

Archaeological Field Program

The purpose of the Project's archaeological field program is to identify and evaluate archaeological resources within the Project footprint, assess potential Project effects on archaeological resources, and recommend viable alternatives for avoiding or minimizing adverse effects to support project permitting.

Archaeological crew sizes range to as many as 14 participants, and the program is planned to consist of an equal balance of professional archaeologists and participating members of the local First Nation community.

Our 2016 program resumes in early June, focusing on sites along the project corridor in the Peace River region near Chetwynd and near the community of Vanderhoof in the Regional District of Bulkley-Nechako.

For more information:

1.855.633.2011 (toll free)

coastalgaslink@transcanada.com

www.CoastalGasLink.com

Page 1 of 4

2. Engineering Field Programs

Borrow Pit Investigation

Coastal GasLink is building an inventory of rock and gravel resources to be available for potential use during construction. Since October 2014, we have conducted a program of geotechnical investigations at selected sites ranging from the Peace River Regional District in the east to the central part of the Regional District of Bulkley-Nechako in the west.

During these investigations, boreholes are drilled and test pits excavated to assess the quantity and quality of resources and the potential for future development. Crews are typically set up for four or five days at each location.

Work conducted in the first half of May focused on a location northwest of Vanderhoof and on locations north and west of Tchesinkut Lake, all within the Regional District of Bulkley-Nechako. Work is planned to continue into early June, northwest of Vanderhoof.

Rock Investigation Program

Coastal GasLink's engineering team is conducting a program to determine depth to bedrock and rock characteristics along the project right-of-way (RoW) in support of construction planning. Small test holes (approximately two inches in diameter) are drilled to average depths of 2.5 metres with the use of lightweight gas-powered hand augers and coring drills. Samples are then sent for laboratory testing.

No tree clearing is required for this activity. Access is mainly by truck or ATV, with potential for limited helicopter use where there is no road access.

Recent and upcoming work is as follows:

- In the Peace River region, work has recently concluded over a 76-kilometre section from south of Groundbirch to the Sukunka Falls area;
- in Bulkley-Nechako, at locations in the vicinities of Tchesinkut Lake, Bald Hill and Goosly Lake, recently concluded;
- In Fraser-Fort George, over a 70-kilometre section from the upper Anzac River to the Racoon Lake vicinity, through May;
- In Bulkley-Nechako, directly north of Vanderhoof, in early June; and,
- In Bulkley-Nechako, over a 19-kilometre section starting at Endako and running west, in early June.

Glaciomarine Clay Investigation Program at Kitimat

Coastal GasLink's engineering team is conducting a geotechnical assessment and investigation of possible glaciomarine clays which may be present in the westernmost 10 kilometres of the proposed pipeline alignment – that is, on the approach to the District of Kitimat, and within the District.

The scope of work includes a desktop review of existing data, site reconnaissance, and investigation with the use of hand augers and a Cone Penetration Test (CPT) rig. Hand augering will require a 2-inch diameter auger head, with holes drilled to a depth of between 2 and 4 metres, depending on soil conditions. The CPT rig will be stationed on existing trails through Rio Tinto and Horizon North land parcels. The rig will push an instrumented cone into the soil surface at a controlled rate. As the cone penetrates the soil, various soil parameters and data will be recorded. No tree clearing is required for these activities.

For more information:

1.855.633.2011 (toll free)

coastalgaslink@transcanada.com

www.CoastalGasLink.com

Page 2 of 4

3. Coastal GasLink receives Pipeline and Facilities Permits from OGC

The Coastal GasLink Pipeline Project has received the last of its pipeline and facilities permits from the BC Oil and Gas Commission (OGC), pursuant to Section 25 of the British Columbia Oil and Gas Activities Act.

Coastal GasLink now has all of the major provincial regulatory approvals required for the construction and operation of the proposed pipeline and related facilities.

The OGC permits provide Coastal GasLink with the authority to begin construction and operation of the proposed Coastal GasLink pipeline and related facilities. Once built, our pipeline will safely deliver gas from west of Dawson Creek to the proposed LNG Canada natural gas liquefaction facility at Kitimat.

The OGC has issued eight pipeline permits pertaining to pipeline construction and operation, and two for related facilities: a natural gas compressor station and meter station near Groundbirch, and a natural gas metering station at Kitimat. The receipt of these permits is a key regulatory milestone for the project, and follows receipt of our Environmental Assessment Certificate from the BC Environmental Assessment Office in October 2014.

4. Morice River North Alternate Route

After consultation with Aboriginal groups in the Project area near the Morice River, we applied in November 2015 to add an alternate route to our Environmental Assessment Certificate and our BC Oil and Gas Commission permit. Since the launch of the Coastal GasLink project in 2012, we've been seeking feedback on our plans; this is an example of how we listen and respond to that feedback.

The proposed alternate route is about 5 km north of our approved route and approximately 56 km long. Both the approved route and the proposed alternate route have been previously exposed to logging. We collected environmental, archaeological and engineering information on the alternate route during 2015. This work will allow us to ensure that cultural and historical resources are identified, respected and protected, and the project is designed, constructed and operated safely while respecting the environment. We are confident both routes could be built successfully, and both options reflect TransCanada's high standards and commitment to safety and environmental protection.

The EAO has reviewed the application with assistance from a working group comprising representatives from First Nations, local government and government agencies. The OGC has also consulted with affected First Nations as their review of our application proceeds. We'll decide on the final route once we have regulatory approval for the alternate route and have fully considered both options. This includes more detailed design work on construction planning, taking into account commercial, cultural and environmental considerations, as well as cost and schedule.

5. Sun House Alternate Route

Coastal GasLink is responding to feedback from Wet'suwet'en leaders who identified a possible alternate route that will be further away from important cultural areas. We have several examples like this where we've identified alternate routing at other locations along the pipeline route that resulted from feedback.

We are conducting the work to prepare for potential applications to the Environmental Assessment Office and the BC Oil and Gas Commission later in 2016 to add the Sun House alternate route as an option for routing our pipeline. The alternate route is on average 3.5 km south of the approved Environmental Assessment Certificate corridor. It begins approximately 21 km southwest of Burns Lake, and runs 41 km west (to a point approximately 25 km south of Houston).

We will conduct field work on the Sun House alternate route through the 2016 season that will be used to inform regulatory applications which may be filed later this year. Our field work includes archaeology, engineering investigations and pre-construction surveys that will mark wildlife features, site specific vegetation, etc.

If Coastal GasLink decides to submit the applications, the intent would be to amend two items – our approved Environmental Assessment Certificate (EAC) from the BC Environmental Assessment Office (EAO), and our BC Oil and Gas Commission permit. We'll decide on the final route when we have fully considered all options. This includes field work, more detailed design work on construction planning, taking into account commercial, cultural and environmental considerations, as well as cost and schedule.

For more information:

1.855.633.2011 (toll free)

coastalgaslink@transcanada.com

www.CoastalGasLink.com

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6. Management Plans

Through 2013, Coastal GasLink developed a comprehensive assessment of potential adverse effects of the Project in accordance with the Application Information Requirements issued by the BC EAO.

An Application for an Environmental Assessment Certificate was filed with the EAO in January 2014. After detailed public review, the EAO issued an Environmental Assessment Certificate in October 2014. Conditions attached to the EAC require the development of several management plans prior to construction.

Coastal GasLink's **Environmental Management Plan (EMP)** is a primary management plan, and was included in our EAC Application. It was submitted in revised form to the EAO in October 2015 for further review and approval. The EMP provides a toolbox of recommended environmental protection measures and commitments to avoid or reduce potential adverse effects from construction – measures and commitments which are to be carried out by Coastal GasLink and its contractors. The environmental management measures set out in the EMP are based on past project experience, TransCanada standards (adopted by Coastal GasLink), industry-accepted best management practices and additional measures identified during the environmental assessment and regulatory review process and during management plan consultation.

Appendices to the EMP include various contingency plans and management plans such as a Caribou Mitigation and Monitoring Plan, a Heritage Resource Discovery Contingency Plan, an Invasive Plant Management Plan, a Traditional Land Use Sites Discovery Contingency Plan, a Traffic Control Management Plan, a Water Quality Monitoring Plan, and a Wildlife and Wildlife Habitat Management Plan. Comments were received from Aboriginal groups and regulatory agencies on the draft versions of these management plans during 2015.

The conditions attached to the EAC also require development and implementation of a Socio-economic Effects Management Plan (SEEMP), describing the approach to monitor and report on mitigation implementation specific to social and economic infrastructure and services during construction. After extensive discussions with and comment from local governments, provincial agencies and Aboriginal groups, Coastal GasLink submitted a SEEMP to the EAO in October 2015 for review. Coastal GasLink obtained approval of the SEEMP on May 13, 2016 to satisfy condition 24 of our Environmental Assessment Certificate.

The EAO has completed their review of the management plans and the approvals are in place. If Coastal GasLink decides to proceed with construction of the proposed Morice River North Alternate (MRNA) Route, management plans will be updated as appropriate before construction begins.

7. In the Community

Coastal GasLink and TransCanada were proud to be a Gold Sponsor of the North Central Local Government Association (NCLGA) AGM and Convention in Dawson Creek from May 4 to 6. The NCLGA AGM gave project representatives a chance to discuss project plans and get the latest news from community leaders across our project area.

Coastal GasLink and TransCanada's Prince Rupert Gas Transmission project teams are excited to be a Silver sponsor of the BC Chamber of Commerce Annual General Meeting, taking place in Kelowna from May 29 to May 31. The conference provides an opportunity for business people from around the province to gather and discuss the issues that affect local communities.

TransCanada is pleased to sponsor the Canadian Federation of Municipalities convention in Winnipeg from June 2 to June 4. We will be greeting delegates at two booths in the convention hall, and hosting a reception at the Delta Hotel on June 4 from 7:00 p.m. onwards.

As our project progresses, we continue to gather input, share information and answer questions from potentially affected landowners, local governments, Aboriginal groups and the public.

For more information:

1.855.633.2011 (toll free)
coastalgaslink@transcanada.com
www.CoastalGasLink.com

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TransCanada

In business to deliver

TransCanada PipeLines Limited
450 – 1st Street S.W.
Calgary, AB, Canada T2P 5H1

Tel: 403-920-5279
Fax: 403-920-2371
Email: sian_weaver@transcanada.com
Web: www.transcanada.com

CGL4703-CGP-RDBN-SE-LTR-1860

May 19, 2016

Ms. Gail Chapman
Regional District of Bulkley-Nechako
e-mail: gail.chapman@rdbn.bc.ca

Mr. Jason Llewellyn
Regional District of Bulkley-Nechako
e-mail: jason.llewellyn@rdbn.bc.ca

**Re: Coastal GasLink Pipeline Project
Approved Socio-Economic Effects Management Plan**

Dear Gail and Jason,

Pursuant to Environmental Assessment Certificate #E14-03, Condition #24 Coastal GasLink Pipeline Ltd. (Coastal GasLink) submitted a revised Socio-economic Effects Management Plan (SEEMP) on March 24, 2016 incorporating feedback received from the Environmental Assessment Office (EAO). EAO has completed its review of the SEEMP, the comments and responses provided by Aboriginal groups, provincial agencies and local governments and the recommendation from the Ministry of Community, Sport and Cultural Development. The EAO provided correspondence to Coastal GasLink on May 13, 2013 confirming the SEEMP satisfies the requirements of the Condition in the Certificate and is approved.

We are pleased to provide you with a copy of the approved SEEMP. The SEEMP has also been uploaded to your folder located on Coastal GasLink's SharePoint site ([Regional District of Bulkley-Nechako-RDBN](#)).

We will be contacting you in the coming weeks to follow-up on the changes reflected in the approved SEEMP, including the new Appendices A (Proposed Timing of Project Information and Activities) and F (Specific Actions for Implementing Mitigation).

Should you have any questions, please contact the undersigned directly at (403) 920-5279 or by e-mail at sian_weaver@transcanada.com

We look forward to engaging the Regional District of Bulkley-Nechako during implementation of the SEEMP as the project advances.

Sincerely,

A handwritten signature in cursive script that reads "Sian Weaver".

Sian Weaver
Socio-economic Advisor

Coastal GasLink
Pipeline Project

327



Coastal GasLink
Pipeline Project

Socio-economic Effects Management Plan

CGL4703-CGP-SE-PLN-001

March 24, 2016

Revision 2

EXECUTIVE SUMMARY

1
2 On October 23, 2014, the British Columbia (BC) Environmental Assessment Office
3 (EAO) issued an Environmental Assessment Certificate for the proposed Coastal
4 GasLink Pipeline Project (Project). The certificate was issued with a number of
5 conditions resulting from the EAO's assessment of environmental, social, economic,
6 heritage and health components deemed pertinent to the Project.

7 The Environmental Assessment Certificate for the Project contains 32 conditions,
8 including conditions adopted to address Project-specific concerns, as raised by
9 Aboriginal groups, local communities and resource management agencies. Condition
10 24 describes the requirement to develop a Socio-economic Effects Management Plan
11 (SEEMP).

12 The SEEMP is a consolidated, stand-alone document that identifies actions that
13 Coastal GasLink Pipeline Ltd. (Coastal GasLink) will undertake to monitor and report
14 direct effects of the construction phase of the Project on regional and community
15 infrastructure and services. The SEEMP does not change the role that governments or
16 communities have across BC or fund infrastructure and services associated with long-
17 term growth that may be covered by other sources. It is an opportunity to build
18 relationships and ensure that information, in the context of the Project, is shared about
19 mitigation specific to regional and community infrastructure and services.

20 Implementation of the SEEMP will provide a process to address the potential adverse
21 effects directly related to regional and community infrastructure and services during
22 the construction phase of the Project. Coastal GasLink recognizes that local and
23 regional community infrastructure and services might change over time, thus Coastal
24 GasLink has set out a process to adapt mitigation to those situations in collaboration
25 with local governments and communities, as appropriate.

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Board-Receive

Reference: 300010

June 9, 2016

Dear Mayors, Councillors and Regional District Chairs and Directors:

As a follow up to my letter of March 30, 2016, regarding the *Water Sustainability Act (WSA)*, I would like to highlight some key changes that are now in effect under the Act and new regulations that will affect many local governments. An information session on these changes has been scheduled for Tuesday, June 28 for local government staff. Given the possibility of drought and water scarcity this summer, I would also like to take this opportunity to highlight the relationship between the WSA and drought planning.

Information Sessions

Ministry staff are hosting a one-hour teleconference for local government staff, highlighting the key changes arising from the WSA and new regulations. The teleconference will take place on **Tuesday, June 28 at 2-3pm**. To attend the teleconference, please call 1-877-353-9184 and use access code 3425678#. Presentation material will be posted in advance at <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/laws-rules/water-sustainability-act>.

Please email livingwatersmart@gov.bc.ca in advance of, or during, the information session if you have specific questions you would like addressed.

Groundwater Licensing Requirements

The WSA and new regulations came into force on February 29, 2016. The most immediate implication of the WSA is groundwater licensing. Approximately 20,000 existing groundwater wells, including those associated with waterworks, irrigation and storage purposes, will now require a licence. Local governments with existing wells associated with drinking water supply, irrigation, park operations and other uses will need to apply for water licence(s). There is an exemption to this requirement for individual household wells used for domestic purposes—these wells are not licensable, nor are they subject to water fees or annual rentals.

Bringing approximately 20,000 existing groundwater wells into the regulatory system is a significant undertaking. Due to the workload associated with licensing existing groundwater use and the number of proposed regulations and policies government is taking a phased approach to implementing the new Act. As work is initiated on the next phase of regulations, the Ministry of Environment will continue to work closely with the Ministry of Forests, Lands and Natural Resource Operations; the Ministry of Agriculture; the Ministry of Community, Sport and Cultural Development; the Ministry of Health, and other agencies to assess the implications for First Nations, local governments and other stakeholders.

For groundwater use that began prior to the Act coming into force, the regulations provide a three-year transition period in which to apply for a licence; application fees will be waived during the first year of the transition period to March 1, 2017. Annual water rentals for existing non-domestic groundwater users accrue starting February 29, 2016, regardless of when an application for a licence is submitted within the three-year transition period. The new water fees and rentals announced last year apply to both surface water and groundwater use.

...2

Drought Response

Provincial drought response planning is underway to prepare for the possibility of drought and water scarcity conditions this summer. We appreciate the efforts of many local governments that are working hard to prepare for drought. The WSA brings new tools to help the Province respond to drought, which may involve taking action more frequently to regulate surface water and groundwater use to maintain water supplies, particularly for essential household use and to protect fish and aquatic ecosystems. In times of drought, groundwater users including those that have not yet applied for a licence may be regulated if their use is considered to be hydraulically connected to surface water sources. Find the latest information on drought in British Columbia at the [Drought Information Portal](#).

Further References

I have attached brochures that provide an overview of the WSA and groundwater licensing. More information about the Act and implications of the new regulations can be found on the Province's water webpages at <http://www.gov.bc.ca/water>. For specific direction and guidance on how to apply for a groundwater licence, please visit FrontCounter BC at <http://www.frontcounterbc.gov.bc.ca>. If you have further questions about the changes, please contact Mr. Ian Graeme, Manager of Watershed Sustainability for the Ministry of Environment, at 250 356-6663 or via email at livingwatersmart@gov.bc.ca.

In closing, I appreciate your commitment to water stewardship and look forward to continuing to work with you and your communities to manage and protect British Columbia's water resources for current and future generations.

Sincerely,



Mary Polak
Minister

Attachments (2)

cc: Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development
Honourable Terry Lake, Minister of Health
Honourable Norm Letnick, Minister of Agriculture
Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource
Operations
Al Richmond, President, Union of BC Municipalities
Gary MacIsaac, Executive Director, Union of BC Municipalities

Government also has new tools for managing water during shortages, including temporarily restricting surface water and groundwater use to protect essential household needs and critical environmental flows.

An updated and expanded Groundwater Protection Regulation (GWPR) applies to all well owners regardless of how the water is used. The new GWPR includes more requirements to ensure that water wells are properly constructed, maintained, and at the end of their service, deactivated and decommissioned to protect the quality and safety of our groundwater.

An updated Dam Safety Regulation introduces new requirements for dam owners related to emergency planning, contact information and placement of signage.

What happens next?

With the regulations related to essential water management activities, e.g., authorizing water use, now in effect, work on other regulations to fully implement the *Water Sustainability Act* will be initiated. Priority regulations to be started in the coming years include livestock watering, measuring and reporting, and water objectives, among others.

For more information:

For more on applying for licences and approvals contact FrontCounterBC at 1-877-855-3222 or visit www.frontcounterbc.gov.bc.ca

For more on the provincial water program visit: www.gov.bc.ca/water

For more on the development of the legislation and implementation visit: <http://engage.gov.bc.ca/watersustainabilityact>

Questions on these changes?

Email: Livingwatersmart@gov.bc.ca

Water Sustainability Act

NEW RULES NOW IN EFFECT

February 29, 2016



BRITISH
COLUMBIA

Water Sustainability Act now in force

The *Water Sustainability Act* (WSA) and the first phase of regulations were brought into force on February 29, 2016. The WSA will benefit all British Columbians — our communities and families, our environment and our economy.

Important Changes for Water Users

The WSA updates and replaces the previous *Water Act*, bringing in a number of important changes for existing and new surface water and groundwater users.

Key changes that are now in effect under the WSA and new regulations include:

- » New water rights and licensing requirements for non-domestic groundwater users (e.g., industrial, agricultural)
- » Stronger protection for aquatic ecosystems
- » New fees and rentals for water use
- » Expanded protection of groundwater including new requirements for well construction and maintenance
- » Increased dam safety and awareness, and compliance and enforcement

Much of the *Water Act* has been brought into the WSA and existing surface water rights granted under the *Water Act* will continue. In some circumstances, the WSA may change how these rights may be exercised, such as during times of drought or water scarcity.

Licensing Groundwater Use

Managing groundwater and surface water together will better protect the security and safety of this resource. As of February 29, 2016, all non-domestic groundwater users including existing users are required to apply for a water licence, and pay an application fee and annual water rentals. There is a three-year transition period for existing groundwater users to submit this application.

Domestic well owners — i.e., homeowners with a well that provides water for household use, lawn and garden watering, and water for domestic animals — are exempt from licensing and paying provincial water fees and rentals. Domestic well owners are strongly encouraged to register their well by contacting FrontCounterBC to make their use known so it can be protected.

Visit www.frontcounterbc.gov.bc.ca for information on how to apply for a groundwater licence or to register your domestic well.

New water fees and rentals

New fees and rentals, announced in February 2015, are intended to recover the costs of implementing the new WSA, and provide more tools to sustainably manage B.C.'s water resources, including regulating groundwater use for the first time. All rates are the same for surface water and groundwater use. Fees and rentals are generally not applied to provincial or federal governments, or First Nations use on reserve or Treaty lands.

Annual water rentals for existing non-domestic groundwater users accrue starting February 29, 2016, regardless of when an application for a licence is submitted within the three-year transition period. Applications for existing non-domestic groundwater use filed within 12 months from when the WSA came into force (on or before March 1, 2017) are exempt from the application fee.

If you already have a water licence for surface water, the change in your water bill will depend on the water use purpose(s) specified in your water licence. Use the Water Rent Estimator (www.gov.bc.ca/waterrentestimator) to estimate your application fees and water rentals for a water licence or use approval.

Other changes under the WSA

A new requirement to consider environmental flow needs in decisions, and expanded prohibitions on dumping debris into streams and aquifers provides stronger protection for aquatic ecosystems.

1. Gather evidence to show when groundwater was first used

Compile available information relating to the history of groundwater use from the well. To receive a licence date of precedence that is based on when groundwater use began, an applicant must describe the history of groundwater use, to the best of their knowledge, and provide evidence of the date of first use. Evidence can consist of documentation about the well, as detailed above, and information such as government-issued certificates or permits (e.g., Crown land occupancy permit), historical records or photographs, Traditional Land Use or archeological studies.

2. Ensure you have the appropriate permits

If your well or related works (e.g., pipelines, storage reservoirs) cross or occupy Crown land, you will be required to demonstrate that you have the appropriate permit to occupy Crown land, or that you have applied for a permit. If you do not already have a Crown land occupancy permit, you will be prompted to apply for one as part of the water licence application process.

3. Estimate the annual water rental

Visit the *Water Fees and Rental Rates* web page to learn about annual water rentals and the rates that will apply to your water use purpose(s). Use the *Water Rent Estimator* to estimate the fees and rentals that may be charged for your licence application and water use.

Ready to start your water licence application?

Visit www.frontcounterbc.gov.bc.ca

Contact FrontCounter BC at 1-877-855-3222

To register for a BCeID account visit <https://www.bceid.ca/>

More information:

For more on the provincial water program or to access this brochure online visit www.gov.bc.ca/water

For more on the development of the legislation and implementation visit

<http://engage.gov.bc.ca/watersustainabilityact>

Still have questions?

Email: Livingwatersmart@gov.bc.ca

Licensing Groundwater Users

NEW REQUIREMENTS IN EFFECT

February 29, 2016



BRITISH
COLUMBIA

Water Sustainability Act now in force

BC's new *Water Sustainability Act* (WSA) and the first phase of regulations were brought into force on February 29, 2016. New regulations include licensing requirements for non-domestic groundwater users.

What are the new licensing requirements for non-domestic groundwater users?

- » All irrigators, industries, waterworks and others who divert and use groundwater for non-domestic purposes are required to apply for a water licence, pay an application fee and annual water rentals.
- » Existing groundwater users (who were using groundwater on or before February 29, 2016) will be brought into the water licensing and First-In-Time-First-In-Right priority allocation system.
- » There is a three-year transition period (from February 29, 2016 to March 1, 2019) during which existing groundwater users who apply for a licence will be eligible for a licence date of precedence that is based on evidence of when the groundwater was first used.
- » Application fees will be waived for licence applications for existing groundwater users that are submitted during the first twelve months from when the WSA came into force (from February 29, 2016 to March 1, 2017).
- » Annual water rentals for existing groundwater use will begin to accrue from February 29, 2016, regardless of when a licence application is submitted during the three-year transition period.
- » New groundwater users must pay licence application fees and if a licence is authorized, will receive a licence date of precedence which is generally the date of application. Annual water rentals will be charged from the date the licence is issued.

What if I am a domestic well owner?

Domestic well owners – i.e., homeowners with a well that provides water for household use, lawn and garden watering, and water for domestic animals – are exempt from licensing and paying provincial water fees and rentals. Domestic well owners are encouraged to register their well by contacting *FrontCounter BC* to make their water use known so it can be protected.

Does groundwater use on First Nations reserve or Treaty lands require a groundwater licence?

Existing or new non-domestic groundwater users are required to apply for a water licence. Water fees and rentals are generally not applied to First Nations use of water on reserve or Treaty lands.

Domestic groundwater users are exempt from licensing and paying provincial water fees and rentals.

How do I apply for a groundwater licence?

Existing and new groundwater users can submit an application for a water licence through *FrontCounter BC*. Application and guidance information on the *FrontCounter BC* website will help applicants assemble their applications. Information requirements may be different if you are an existing or new groundwater user.

To prepare for the application process groundwater users can take the following steps:

1. Apply for a BCeID if you don't already have one

Having a BC online account (*BCeID*) will allow you to save your application and return to it later so you won't have to complete the entire process in one session.

2. Gather information about your well(s)

Compile all available information about your well regarding its location, depth and construction. The well identification plate number, well construction reports, invoices from work done on the well or installation of the well pump, pumping records, pump test reports and water quality test results are examples of useful sources of information. You can also search the *Provincial WELLS database*, using the well identification plate number or property location to see if a record for your well exists.

3. Determine the appurtenancy, water use purpose and quantity

All water licence applications must include the legal description of the land, mine or undertaking where the water will be used (known as the "appurtenancy") and the applicant's title to or interest in that appurtenancy. Applications must also specify the *water use purpose(s)* (e.g., irrigation, waterworks) for which the water is being used and the quantity of water used for each water use purpose.



Burns Lake Community Forest Ltd.

153 FRANCOIS LAKE DRIVE P.O. BOX 788, BURNS LAKE, BC V0J 1E0
TEL: (250) 892-7724 FAX: (250) 692-7767 E-MAIL: info@blcomfor.com

Date: May 4, 2016

Mr. Jason Llewellyn
Regional District of Bulkley Nechako
Box 820
Burns Lake, B.C. V0J 1E0

RECEIVED

MAY 05 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Mr. Llewellyn,

The purpose of this letter is to initiate info-sharing on proposed developments within the Burns Lake Community Forest. We would like to obtain information from all stakeholders, their interests, and how these may be impacted by our proposed developments.

Included with this letter is an 11X17 paper copy of the referral map. A larger paper copy of the map can be provided upon request. The map displays the following information:

New referral areas (Red; these areas have not been referred on before).

Previously referred on areas in pink.

Proposed Areas / Potential Areas for harvesting (in purple).

K1A laid out blocks (in yellow).

The Burns Lake Community Forest will continue to abide by the Higher Level Plan Resource Use Objectives that have been set out for the Lakes North SRMP (2008) and the approved Forest Stewardship Plan (June 22, 2015). These objectives and documents address values for cultural heritage resources as well as biodiversity, soils, wildlife, water, fish habitat, timber, and outdoor recreation.

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Any information that you provide is considered when finalizing proposed harvesting operations.

If you have comments regarding this info-sharing package please contact the undersigned before July 4, 2016 at 250 692 7724.

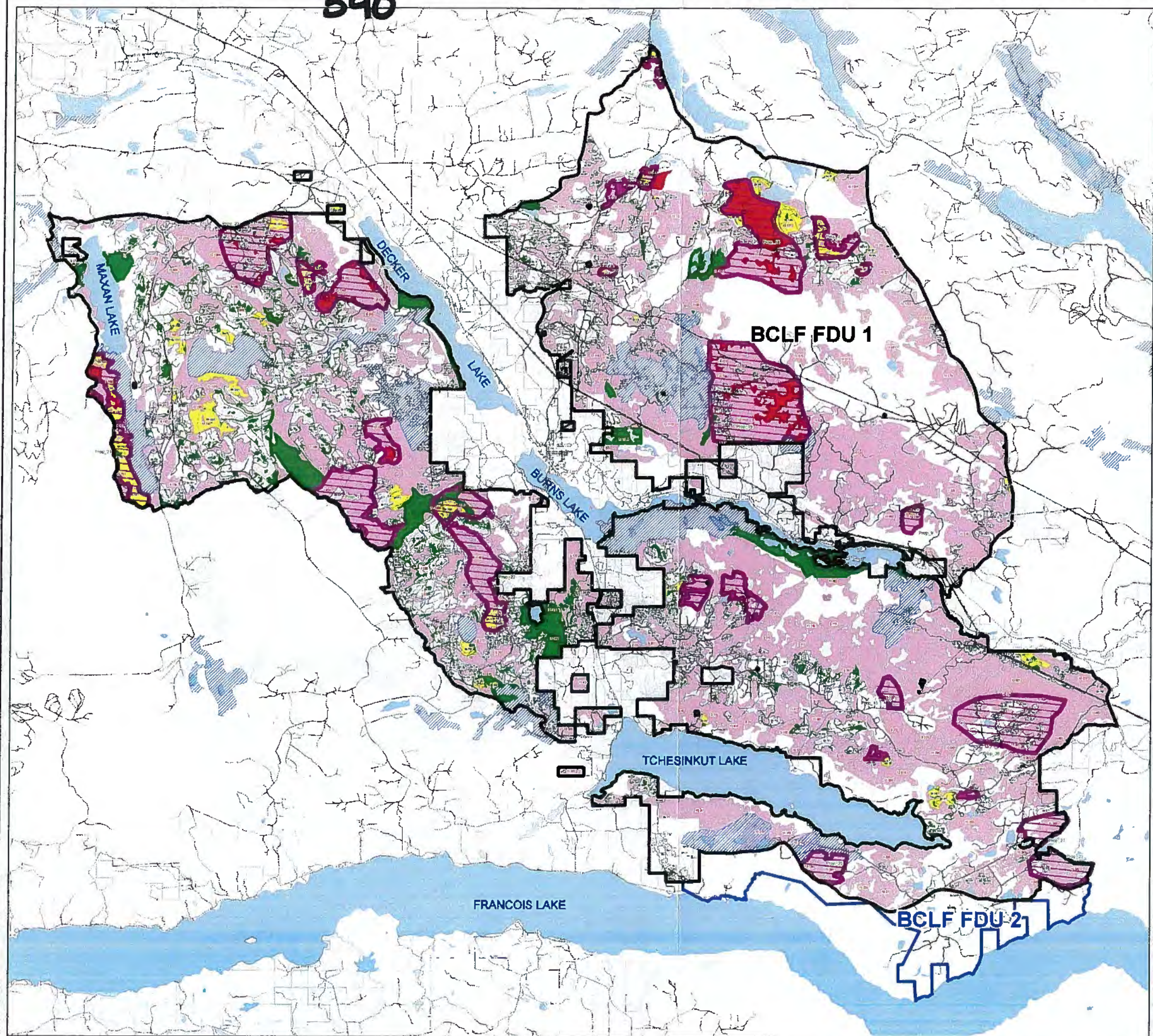
Yours Truly,

A handwritten signature in black ink, appearing to be 'R. Harrison', written in a cursive style.

Ron Harrison RFT, Area Supervisor
Burns Lake Community Forest Ltd
153 Francois Lake Drive
Box 788, Burns Lake, B.C. V0J-1E0



Burns Lake Community Forest Ltd.
License K1A
2016 Annual Referral Map



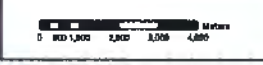
Legend

- Hydro Line
- Pipe Line
- K1A Boundary**
 - FDU 1
 - FDU 2
- Lakes North OGMA's
- K1A Road Permit Roads
- Streams
- Wildlife Tree Patch
- Potential Harvest Area
- New Referral Unit
- Previously Referred Unit
- Unharvested K1A Block
- Harvested K1A Block
- Other Licensee WTP's
- Other Licensee Blocks
- Woodlots
- Private Land
- Islands
- Lakes

Region: Northern Interior
 District: Madras
 Timber Supply Area: 14 (Lakes)
 Inventory Region(s):
 Forest Inventory Zone: H
 PMSIS: Burne
 District: Mad 83
 Projector: Albers
 MapID(s): 800, 002, 011, 012, 013, 021, 022, 023, 031, 032, 033, 034, 039, 050



Date: 04/05/2016
 Drawn By: Mike Weirall
 Burns Lake Community Forest
 153 Francois Lake Drive
 Box 786
 Burns Lake, B.C.
 V0J 1E0
 Phone: (250) 632-7724 Ext 226
 Fax: (250) 632-7787





RECEIVED

JUN 06 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

CITY CLERK'S DEPARTMENT

June 2, 2016

File: 11-5380-01-0001/2016

To: UBCM Member Municipalities

Re: **Cigarette Butt Deposit Return Program**

City Council, at its Regular meeting of Monday, May 30, 2016, unanimously endorsed the following resolution:

"PURSUANT to the report of the Environmental Sustainability Specialist, dated May 25, 2016, entitled "Cigarette Butt Deposit Return Program":

THAT Council submit the following resolution to the Union of BC Municipalities (UBCM):

WHEREAS cigarette butts are a significant source of litter in many local communities;

WHEREAS cigarette butts are non-biodegradable and leach toxic organic chemicals and heavy metals into the environment impacting soil, fresh and saltwater, and have a significant negative impact on the aquatic and land-based organisms that ingest them;

WHEREAS a Cigarette Butt Deposit – Return Program offers a promising solution to significantly reduce cigarette butt litter and improve environmental health;

THEREFORE BE IT RESOLVED THAT the BC Ministry of Environment implement a province-wide Cigarette Butt Deposit – Return Program for the elimination of cigarette litter.

THAT the resolution be circulated to UBCM member municipalities in advance of the 2016 convention;

AND THAT the City implement an outreach program aimed at reducing cigarette butt litter."

Yours truly,




Karla Graham, MMC
City Clerk

Attachment - Report

cc J. Lowry, Environmental Sustainability Specialist

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 Department Manager	 Director	 CAO
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The Corporation of THE CITY OF NORTH VANCOUVER
ENGINEERING, PARKS AND ENVIRONMENT DEPARTMENT

REPORT

To: Mayor Darrell R. Mussatto and Members of Council

From: Julie Lowry, Environmental Sustainability Specialist

SUBJECT: CIGARETTE BUTT DEPOSIT RETURN PROGRAM

Date: May 25, 2016 File No: 11-5380-01-0001/2016

The following is a suggested recommendation only. Please refer to Council Minutes for adopted resolution.

RECOMMENDATION:

PURSUANT to the report of the Environmental Sustainability Specialist, dated May 25, 2016, entitled "Cigarette Butt Deposit Return Program":

THAT Council submit the following resolution to the Union of BC Municipalities:

WHEREAS cigarette butts are a significant source of litter in many local communities;

WHEREAS cigarette butts are non-biodegradable and leach toxic organic chemicals and heavy metals into the environment impacting soil, fresh and saltwater, and have a significant negative impact on the aquatic and land-based organisms that ingest them;

WHEREAS a Cigarette Butt Deposit – Return Program offers a promising solution to significantly reduce cigarette butt litter and improve environmental health;

THEREFORE BE IT RESOLVED THAT the BC Ministry of Environment implement a province-wide Cigarette Butt Deposit – Return Program for the elimination of cigarette litter.

AND THAT the above resolution be circulated to UBCM member municipalities in advance of the 2016 convention;

AND THAT the City implement an outreach program aimed at reducing cigarette butt litter.

ATTACHMENTS:

1. Letter to the Minister of the Environment, March 11, 2016 ([Citydocs #1376335](#))

PURPOSE:

This purpose of this report is to report back regarding Council's recent motion in support of a cigarette butt deposit return program.

BACKGROUND:

On March 7, 2016 Council unanimously passed the following motion in support of a deposit return program for cigarette butts:

WHEREAS cigarette butts are the leading source of litter by both number and weight in Canada and worldwide, where billions are littered daily;

WHEREAS cigarette butts are non-biodegradable and leach toxic organic chemicals and heavy metals into the environment impacting soil, fresh and saltwater, and have a significant negative impact on the aquatic and land-based organisms that ingest them;

WHEREAS a Cigarette Butt Deposit – Return Program has been identified by public health professionals as a promising solution to reduce cigarette litter that also aligns with positive public health outcomes;

WHEREAS existing awareness campaigns and increased enforcement have only transient and marginal effects on cigarette litter reduction, and cigarette receptacles serve to re-normalize smoking and even have the potential to undermine smoke free regulations;

THEREFORE BE IT RESOLVED THAT staff report back on options for the implementation of a Cigarette Butt Deposit – Return Program in the City of North Vancouver and the potential for collaboration with surrounding municipalities;

AND THAT a letter be written to the BC Minister of Environment in support of a province-wide Deposit – Return Program for the elimination of cigarette litter.

On March 11, 2016, Mayor Mussatto, on behalf of the City of North Vancouver, sent a letter to the Minister of the Environment, requesting that the Province implement a province-wide deposit return program for cigarettes to accelerate efforts to eliminate cigarette litter (Attachment 1).

A streetscape litter audit completed by the City in 2013 observed that discarded cigarette butts comprise 46% of litter items. Cigarette butts create a unique challenge: the temptation to discard them as litter is higher than other forms of waste and if they do make it into the trash, they need to be extinguished properly. Cigarette butts are not biodegradable and leach toxic organic chemicals and heavy metals into the

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environment, negatively impacting soil, water and aquatic and land-based organisms that ingest them.

A study completed by Vancouver Coastal Health found that 13% of City residents smoke daily or occasionally and it is estimated that 87,000 cigarettes are smoked in the City each day.

Cigarette butts pose a significant fire and wildfire risk when not extinguished properly. During the 2015 drought, this was an issue of significant concern both for the North Shore municipalities and for the local mountain tourism areas. Reduction in littering of cigarette butts significantly reduces fire risk.

Staff have looked into options for the implementation of cigarette butt deposit return programs both within the City and on a Province-wide basis. Staff's findings are presented below.

DISCUSSION:

Deposit return programs

Deposit return systems effectively reduce litter through motivating people to recycle by providing a financial incentive. Deposit return programs operate by charging a deposit fee at the time of sale which is then refunded when the item is returned to a designated retailer or collection depot. An example is the Province's beverage container return program which incents recycling while also reducing littering since beverage containers have a monetary value.

A cigarette butt deposit return program would charge a deposit fee, which would then be refunded when the butts are returned to a designated retailer or depot. Cigarette packs would need to be marked, likely at the time of manufacture, so that they could be easily identified when returned to the retailer for deposit refund. This step would be essential in ensuring cigarette packs outside of the program, where a deposit was not paid, would not receive a refund.

Operational costs, including communication campaigns, collecting, transporting, and processing the returned butts would be funded by cigarette manufacturers and supplemented by unreturned deposits. Cigarette manufacturers would be responsible for covering program start-up costs. All of these costs would be passed on to cigarette consumers, shifting the cost of managing cigarette litter away from municipalities and the general tax payer.

City operated deposit return program

Staff have investigated the feasibility of a deposit return in the City and have concluded that such a program would be very challenging, if not impossible, to administer. All 54 cigarette retailers in the City would have to participate in the program along with cigarette manufacturers themselves. It would be difficult to track cigarettes purchased outside of the City, which would be a financial draw on the program if they were returned for a deposit.

Therefore, staff conclude that a cigarette butt deposit program in the City itself would not be possible, and that such a program would only be effective on a Province-wide scale.

Province-wide deposit return program: UBCM resolution

British Columbia leads the country in extended producer responsibility (EPR) programs such as the beverage container program operated by Encorp. These programs are in place due to regulations enacted by the Province through the Recycling Regulation of the Environmental Management Act.

Staff's discussions with Ministry of Environment staff suggest that no new EPR programs are currently planned for implementation in the near future.

Therefore, staff recommend that the City submit a resolution to the Union of British Columbia Municipalities (UBCM) to advocate for a province-wide cigarette butt deposit return program.

Outreach program: potential partnership with the City of Vancouver

Staff have discussed the problem of cigarette butt litter with other Metro Vancouver municipalities and staff from the City of Vancouver have indicated significant interest in partnering with the City to deliver an outreach to discourage smokers from littering cigarette butts.

Through partnering with the City of Vancouver and developing consistent messaging, such an outreach program could have a very significant impact in raising awareness and changing behavior, thereby laying the groundwork for any potential provincial deposit return program.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with the report recommendation. Costs of a cigarette butt litter reduction outreach program would be funded by the City's existing litter management utility. Reduced costs would be achieved through partnering with the City of Vancouver.

INTER-DEPARTMENTAL IMPLICATIONS:

This report was reviewed and endorsed by the Directors Team on April 26, 2016. Engineering, Parks and Environment staff would work with Bylaws and Communications staff in the implementation of a cigarette butt litter reduction campaign.

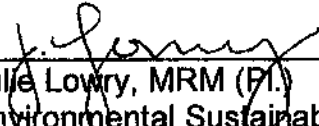
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CORPORATE PLAN AND/OR POLICY IMPLICATIONS:

The recommendation is in keeping with the goals and objectives in the City's Official Community Plan, specifically:

- Objective 4.3.5: Work with the community, partners and agencies to accelerate waste reduction and avoidance in support of regional goals.
- Objective: 8.1.9 Pursue the reduction of waste throughout the lifecycle of production, consumption, recycling and disposal to achieve local and regional waste management goals.

RESPECTFULLY SUBMITTED:



Julie Lowry, MRM (Pl.)
Environmental Sustainability Specialist

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The City of North Vancouver
OFFICE OF MAYOR DARRELL MUSSATTO



March 11, 2016

The Honourable Mary Polak
Minister of Environment
Province of British Columbia
Room 112, Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Polak: *MARY,*

Further to North Vancouver City Council's unanimous resolution on March 7, 2016 (attached), I am writing to request that the Province of British Columbia implement a province-wide deposit-return program for cigarettes to accelerate efforts to eliminate cigarette litter.

Cigarette butts are the leading source of litter both in number and weight, with an estimated 8.6 million cigarettes smoked daily in British Columbia. Not only are they non-biodegradable, they also leach toxic organic chemicals and heavy metals into the environment which negatively impacts soil, water and the aquatic and land-based organisms that ingest them. Furthermore, discarded butts can lead to increased litter generally, have the potential to start fires, and their clean-up creates a significant and ongoing cost to taxpayers.

Existing awareness campaigns and enforcement efforts have had limited effects on reducing cigarette litter. Furthermore, cigarette receptacles present the risk of re-normalizing smoking and giving the impression that smoking is common, potentially undermining existing smoke-free regulations. A deposit-return program avoids these pitfalls.

As public health professionals have identified smoking as the leading cause of preventable death in Canada and worldwide, it is imperative that communities implement solutions to cigarette litter that support positive environmental and public health outcomes. The concept of a deposit-return program offers the Province of BC the opportunity to show leadership in both of these areas to support healthy communities now and in the future. On behalf of City Council I therefore express our support once again for a province-wide deposit-return program for cigarettes.

Thank you for your consideration of this request, and we look forward to working with the Province of BC to further promote a healthy, clean environment.

Yours sincerely,

Darrell Mussatto
Mayor

Enclosures (2)

cc: Honourable Naomi Yamamoto, MLA, North Vancouver – Lonsdale
North Vancouver City Council

MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14th STREET, NORTH VANCOUVER, BC, ON MONDAY, MARCH 7, 2016.

NOTICE OF MOTION

- 25. Support for a Deposit – Return Program for Cigarettes
– File: 10-4900-01-0001/2016**

Submitted by: Mayor Mussatto

Moved by Mayor Mussatto, seconded by Councillor Buchanan

WHEREAS cigarette butts are the leading source of litter by both number and weight in Canada and worldwide, where billions are littered daily;

WHEREAS cigarette butts are non-biodegradable and leach toxic organic chemicals and heavy metals into the environment impacting soil, fresh and salt-water, and have a significant negative impact on the aquatic and land-based organisms that ingest them;

WHEREAS a Cigarette Butt Deposit – Return Program has been identified by public health professionals as a promising solution to reduce cigarette litter that also aligns with positive public health outcomes;

WHEREAS existing awareness campaigns and increased enforcement have only transient and marginal effects on cigarette litter reduction, and cigarette receptacles serve to re-normalize smoking and even have the potential to undermine smoke-free regulations;

THEREFORE BE IT RESOLVED THAT staff report back on options for the implementation of a Cigarette Butt Deposit – Return Program in the City of North Vancouver and the potential for collaboration with surrounding municipalities;

AND THAT a letter be written to the BC Minister of Environment in support of a province-wide Deposit – Return Program for the elimination of cigarette litter.

CARRIED UNANIMOUSLY

A Provincial Deposit – Return Program for Cigarettes

A well structured program can protect the environment and overcome the deficiencies of public ashtray programs.

Cigarette butts are the leading source of litter, both by number and weight, both in Canada and worldwide, where billions are littered daily. They are unsightly, non-biodegradable and toxic to the environment. They are increasingly getting the attention that they deserve as an environmental concern.

Awareness and enforcement campaigns are ineffective and/or impractical, therefore recently public ashtray-equivalent-based programs have been proposed. This tactic is supported by the tobacco industry and clean-up groups, who often do not see any problem in partnering with them.

A pilot program of such is currently underway in Vancouver, yet is not succeeding (estimated 3% to 6% efficacy) with multiple butts seen not only meters away from the “receptacles”, but even directly below them. A properly designed deposit-return program will likely be much more effective as it relies only on personal financial self-interest, and not any plea to “do the right thing”.

Ashtray programs are bad for public health.

1 By nature, these programs counter a principal public health tenet - the denormalization of tobacco use. Government programs should aim to lessen the visibility and acceptability of the tobacco industry and smoking. The widespread presence of ashtrays (Vancouver’s ultimate plan was for 2000 of them) imply tacit government consent, acceptance and even approval of widespread smoking in public. They strengthen the impression that smoking is common, and create smoking zones in public places. Such re-normalization of smoking is directly aligned with the strongest interests of the tobacco industry.

2 Many of these ashtrays are placed within no-smoking buffer zones around doorways etc.. This ridicules and encourages violations of, hard-fought for, City Health Bylaws.

3 These programs often involve partnering with the tobacco industry (as initially was the case in Vancouver, albeit indirectly). This is inappropriate and runs counter to government obligations under Canada’s participation in the WHO Framework Convention on Tobacco Control .

Deposit-Return Programs can support public health objectives.

1 Tobacco litter serves as free, albeit perverse, advertising for the tobacco industry, possibly just the sort that appeals to rebellious teenagers, the highest risk group for starting.

2 Tobacco litter serves as withdrawal triggers/reminders to all smokers, and especially those trying to quit.

3 Tobacco litter in places where smoking is prohibited (eg: building entrances, park benches) is used as an excuse by the next potential smoker to break the bylaw as well, knowing that so many others have previously ignored it.

4 Although (in this proposal) fully refundable, the increased up-front cost of purchasing a pack, as well of the inconvenience of needing to return it to a depot, will likely dissuade some smokers/potential smokers from the purchase.

Physicians *for a* Smoke-Free Canada

134 Caroline Avenue ♦ Ottawa ♦ Ontario ♦ K1Y 0S9
Tel: 613 600 5794 ♦ www.smoke-free.ca ♦ pssc@smoke-free.ca

DESIGN PRINCIPLES:

Deposit: this must be large enough to dissuade most smokers from actually littering. We would suggest \$1 per package or \$0.05 per cigarette butt.

Fully Refundable: on return of the pack with all 20 used (or preferably unused!) filters. It is important to be able to state that this is not an additional tobacco tax in order to help foster public consent for the program.

Return: this should be done at central depots. This will decrease the visibility of smoking and of tobacco litter, thereby furthering the public health mandate of denormalizing the tobacco industry.

(In British Columbia, Encorp Pacific, <http://www.return-it.ca> is a federally incorporated, not-for-profit, product stewardship corporation with beverage container management as their core business, who are also charged with collecting multiple other products. They have 172 locations across the province and would seem an obvious fit. It is likely that individuals will spontaneously design business arrangements whereby they collect and return multiple packs from other smokers for a small percentage of the return; we see no reason to discourage such.)

Recycleability: it should be recognized that being able to recycle the butts is an added bonus, and not necessary to the usefulness of the program. Even if all the butts were to end up being placed en-masse in a landfill, this would be infinitely better than billions entering sensitive areas of the environment individually.

(Currently, to our knowledge, TerraCycle is the only company recycling cigarette butts, and they do so in open partnership with the tobacco industry. We recommend that the government either develop their own recycling facility, or consider partnering only with private companies willing to forgo all ties with the tobacco industry. Whether TerraCycle would have the capacity to handle the considerably increased volumes that would be generated via a deposit-return program is unknown.)

Portable ashtrays: these cost very little, and their use can be encouraged as a means to extinguish and transport the butts before placing them in the packs. In reality a few seconds care in extinguishing the butt and a plastic baggie is all that is required. Alternately the packs could easily be redesigned with a foil pocket in order to serve as their own portable ashtrays from the beginning.

Marking of packs eligible for return: cigarette packs are already marked by provincial origin and multiple options are available to enhance such including stamps, bar codes, and other electronic means. This will lead to the packs themselves as the functional holders of most of the deposit value, and therefore any littered packs will become quite valuable, as they could be filled up with any 20 littered butts for a full refund (such is not a problem as ultimately the same end will result).

Return of "orphaned" littered butts: these should also be considered for refund, however at a much lower rate, We suggest 1¢/butt. This should be done in bulk by dry weight.

A pilot project run by WestEnd Cleanup June 18, 2013 proved that this will work, and gathered widespread media attention and approval (as proof of principle for a deposit-return program and a call for such), collecting 60 000 butts in several hours by paying \$20/ pound of butts, calculated to be 1¢ each.

Including this component will virtually guarantee that almost all cigarette litter will rapidly disappear one way or the other. This also provides a small source of income for many disadvantaged individuals, although such should not be viewed as the principal goal of the program (having the butts not be littered in the first place is). The lower rate of return is necessary in order to prevent a degree of inevitable cheating from bankrupting the system, as we see no way to prevent such cheating (both attempts to mix in non-cigarette litter, and the return of non-eligible butts from other sources).

There should also be a maximum weekly return of these, such as 7lbs/wk/individual, and names/addresses should be recorded in order to discourage organized cheating. We would also suggest that the roll-out of this aspect of the program occur only following a 3-6 month delay for two reasons: Firstly, so that the percentage of marked packs being returned can be assessed; if it is very high (~95%?) then there would be less need for this component, and also both a tendency for a greater percentage of cheating, and less available funds to cover such. Secondly there should be time for an attempt to clean up butts pre-existing from before the deposit program was initiated as, of course, all such butts will not have been covered by any deposit.

Funding: with the above details the program would be ahead 4¢/ littered butt, this should be enough to both cover cheating (even if an unimaginable 50% by weight, the program would still be ahead 3¢/ littered butt), and administration costs. Therefore, after start-up, the program should be self-funding. There also will be some income from the temporary holding of funds. Should the above calculations fail, the program could be modified to claw back a small percentage of the deposit. Current efforts to clean up tobacco litter are quite expensive-estimated at over \$7 million/yr by the City of San Francisco.

Anticipated Volumes: according to Propel's Tobacco Use in Canada¹ British Columbia has 515,000 smokers, who smoke an average of 12.9 cigarettes per day, suggesting a daily consumption in this province of 6.6 million cigarettes or 330,000 packages.

The following calculations obviously make multiple assumptions, but should serve as a useful guide:

- If all eligible and returned in full packs, the above would translate to \$330,000 in deposit funds collected daily, or \$120 million in a year.
- If there were 172 depots, each would be expected to handle on average 1,900 packages per day, providing \$1,900 in refunds.
- Most customers could be assumed to batch packs and return them on an infrequent (say monthly) basis, resulting in about 65 transactions per depot per day.

The tobacco industry should not be involved: other recycling programs do involve the source industry, via the notion of Extended Producer Responsibility.

However as a pariah industry which has repeatedly shown that its intentions are not in-line with the good of society, and the sole to be affixed the relationship status of "denormalization" by the government, the tobacco industry should be allowed no role in this program. Deposit funds awaiting return should be held either by the government, the collecting corporation, or one of their proxies.

The industry's views on this program are not known at this time. Given that it would lessen the visibility of their product, their opposition could be anticipated.

Pilot projects are not advisable: The feasibility of a deposit-return model has already been demonstrated by the success of B.C.'s beverage container recovery system. Additionally any smaller pilot jurisdiction would face challenges that would be less daunting province-wide, including the incentive for smokers to just buy their packs outside the region and the marking of packs eligible for deposit-return.

However if a pilot project is viewed as politically expedient, we believe that if designed properly such could be successful. It would be most feasible in isolated communities such as islands (Haida Gwaii?) or up north (or if larger is desired an entire health region could be considered, such as Island Health or Northern Health) where the closest tobacco vendor outside the region would be quite far, and hopefully local leaders would sign on and help instill a sense of pride in the community at being pioneers in this fully refundable environmental/health initiative. We advise against including any return for "orphaned" littered butts in such a pilot as there would be too great a potential for butts being brought in from elsewhere.

British Columbia's beverage container recovery system, enacted in 1970, is the oldest legislated deposit-return system in North America, and has been highly successful, and widely copied.

British Columbia can again take the environmental lead with a bold and innovative approach to fighting cigarette litter.

It must do so in a manner that is consistent with public health objectives.

Dr. Stuart H. Kreisman
stuarthk@telus.net

Physicians for a Smoke-free Canada
British Columbia
June, 2014

¹ *Propel Centre for Population Health Impact. Tobacco Use in Canada. Patterns and Trends – 2014 edition.*

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**AUDITOR GENERAL FOR
LOCAL GOVERNMENT**

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MAY 18 2016
REC DISTRICT OF
BULKLEY NECHAKO

NEWS RELEASE

May 16, 2016

AGLG ANNOUNCES DRINKING WATER AUDITEES

SURREY – The City of Kelowna and the Regional District of Okanagan-Similkameen will be audited by British Columbia’s office of the Auditor General for Local Government (AGLG) on the topic “*Local Government’s Role in Ensuring Clean Drinking Water*,” AGLG Gordon Ruth announced today.

“The residents of every B.C. community have a strong interest in making sure they have access to safe, good-quality drinking water,” said Ruth. “These performance audits will look at what local governments are doing to help make sure clean drinking water is available to their communities.”

AGLG staff has begun the planning phase of the audits, which includes developing audit objectives and determining the scope and criteria for the audit.

The two selected auditees were among three local governments announced in 2014 by the previous AGLG to participate in audits on this topic. The previous list of auditees also included the Township of Spallumcheen.

“As part of our assessment of the office following my appointment, we reviewed the local governments previously selected for these audits,” said Ruth. “We considered factors such as geographical location, drinking water sources and systems and other community characteristics. I concluded that we will begin with performance audits of one municipality and one regional district and consider whether to add other local governments on this audit topic at a later time.”

AGLG staff is also conducting audits of four other local governments on the topic “*Managing the Inherent Risks of Limited Human Resources within Small Local Governments*.” Auditees on that topic include the City of Fernie, City of Nelson, District of Port Edward and District of Squamish.

The AGLG’s Annual Service Plan describes the performance audit planning process in detail. To date, the office has released a total of 21 reports, including 17 performance audit reports and four AGLG Perspectives booklets. These reports and the office’s Annual Service Plan are available on the AGLG website (www.aglg.ca).

- end -

CONTACT:

Gordon Ruth
Auditor General for Local Government
Gordon.Ruth@aglg.ca
604-930-7100
www.aglg.ca

NEWS RELEASE

June 1, 2016

JUN 01 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

BC Cancer Agency
Provincial Health Services Authority
Northern Health Authority
Ministry of Health

BC Cancer Agency's new digital mammography vehicle begins summer tour for women in Northern BC

Vancouver – The BC Cancer Agency's new digital mammography vehicle will be visiting more than 37 Northern communities including Kitimat, Mackenzie and Tumbler Ridge over the next three months.

Two state-of-the-art digital mammography vehicles were officially added to the Screening Mammography Program February 1, 2016, at an announcement with a traditional blessing ceremony on the Musqueam First Nation.

The vehicles, one of which will be in the North from now until August, are equipped with a wheelchair lift, a spacious waiting area, and an examination room, providing women with a comfortable and consistent mammography experience at all locations. Locations will offer a wide selection of daytime and some weekend appointments, to make fitting a mammogram into busy family and work schedules convenient.

Screening mammograms are available for women 40 years of age and older. Women are encouraged to discuss the benefits and limitations of mammography with their doctor. If they choose to have a mammogram, it will be available every two years and a doctor's referral is not needed.

Eligible women can use the clinic locator at www.screeningbc.ca/breast to either find a year-round fixed location near them, or view the schedule for the mobile mammography service in their area. For remote communities that the mobile coaches are unable to access, assisted travel support is provided for eligible women in the community to attend either the nearest fixed centre or mobile stop.

Quick facts:

- Breast cancer is the most common type of cancer diagnosed in Canadian women.
- In 2015, an estimated 3,400 women will be diagnosed with breast cancer in British Columbia, and approximately 610 will die from the disease.
- Mammograms help find cancer in its earliest stages when there are more treatment options and a better chance for successful treatment. B.C. has some of the best survival outcomes for those women who do get breast cancer.
- Research has shown a 25 per cent reduction in deaths from breast cancer among women who are screened through the Screening Mammography Program.



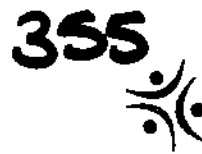
BC Cancer Agency

CARE + RESEARCH

An agency of the Provincial Health Services Authority



**Provincial Health
Services Authority**
Province-wide solutions.
Better health.



northern health
the northern way of caring



**BRITISH
COLUMBIA**

- Only half of eligible BC women are taking advantage of this important free service regularly.
- The BC Cancer Agency's Screening Mammography Program, established in 1988, was the first organized population-based screening program in Canada for the early detection of breast cancer.
- The provincial program has 36 fixed screening mammography centres throughout the province, and three mobile screening units that serve more than 120 rural and remote communities in British Columbia.
- The mobile units perform about 10 per cent of the total number of screening mammograms in British Columbia. Overall participation in the screening program by Indigenous women over the past three years has increased by nine per cent, and is currently at 57 per cent.
- Currently, the program visits 120 remote and rural communities annually, including more than 40 Indigenous communities.
- In 2014, 259,341 screening mammograms were performed in BC, and 1,404 breast cancers reported (5.4 per 1,000 exams).
- In 2015/16 12,953 screening mammograms were performed in the Northern health region, including 2,103 screens performed by the mobile mammography service.
- The transition from analog to digital is part of BC's Provincial Breast Health Strategy and allows for greater efficiency in reporting, sharing of images, and allows radiologists to access both screening mammography and diagnostic images and reports on the same local system.
- In addition, technologists will be able to see the images right away to ensure image quality, rather than waiting for the films to be developed when they return to their reporting centre.
- The BC Cancer Agency mobile mammography service is the first of its kind in Canada to use wireless cellular data to send the images through a secure VPN tunnel from the mobile unit to the reading centre, ensuring greater efficiency of the service.

Quotes:

Terry Lake, Health Minister

"Accessibility should never be a barrier to receiving high quality diagnostic testing or treatments. The mobile mammography unit provides yet another way for women in rural and remote communities in the north to get the care they need and I encourage all those eligible to take full advantage of this service."

Janette Sam, Operations Director, BC Cancer Agency Screening Mammography Program

"This will be one of two tours planned for Northern BC this year. Each year the mobile unit screens approximately 2,100 women in Northern BC, and this year we hope to screen even more women as they become aware of this new state of the art service available to them in their communities."

Dr. Ronald Chapman, Vice President Medicine, Northern Health

"Northern Health works hard with its partners such as the BC Cancer Agency to find ways to deliver care as close to home as possible for people in northern B.C. Having the mobile mammography screening in northern B.C. allows patients to receive tests from new and innovative technology operated by health care professionals."

The BC Cancer Agency is part of the Provincial Health Services Authority, providing provincewide specialty health care. The BC Cancer Agency provides a comprehensive cancer control program for the people of British Columbia by working with community partners to deliver a range of oncology services, including prevention, early detection, diagnosis and treatment, research, education, supportive care, rehabilitation and palliative care. For more information, visit bccancer.bc.ca or follow us on Twitter @BCCancer_Agency.

The Provincial Health Services Authority (PHSA) plans, manages and evaluates selected specialty and province-wide health care services across BC, working with the five geographic health authorities to deliver province-wide solutions that improve the health of British Columbians. For more information, visit phsa.ca or follow us on Twitter @PHSAofBC.

Northern Health: Northern Health provides health services in partnership with communities and organizations to over 300,000 people from south of Quesnel, north to the Yukon border, west to Haida Gwaii and the Pacific Ocean, and east to the Alberta border in the province of British Columbia. For more information, visit northernhealth.ca, follow us on Twitter @northern_health or like us on Facebook at <https://www.facebook.com/NorthernHealth/>.

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Media Contact:

Jenn Currie
BC Cancer Agency
604-675-8106
jenn.currie@bccancer.bc.ca

Cheryl Anderson

From: Geraldine Craven
Sent: June-09-16 1:09 PM
To: Corrine Swenson; June Stratichuk
Cc: Cheryl Anderson
Subject: FW: REQUEST FOR EXPRESSION OF INTEREST: Community Energy Leadership Program
Importance: High

JUN 09 2016
LOCAL DISTRICT OF
BULKLEY NECHAKO

From: CELP MEM:EX [mailto:CELP@gov.bc.ca]
Sent: June 9, 2016 12:29 PM
Subject: REQUEST FOR EXPRESSION OF INTEREST: Community Energy Leadership Program
Importance: High

Dear Community Colleagues:

We are pleased to inform you that the Community Energy Leadership Program (CELP) has now launched a Request for Expression of Interest (RFEI) for round 3 funding available for projects in 2017/18. The RFEI is available to all Local Governments and First Nation communities. For 2017/18, a total allotment of \$550,000 is available to fund projects; contributions will range from \$25,000 to \$175,000 per proponent. A maximum of two larger-scale projects (i.e., \$125,000 to \$175,000) will be awarded in 2017/18.


The deadline to reply to this RFEI is July 15th. Each community is permitted to submit only one application but may submit more than one RFEI based on separate projects. CELP Staff may contact you for further information on your Expression of Interest (EOI), and selected projects will be invited to submit a detailed Program Application in the fall of 2016.

For more information please visit our [Webpage](#) where you will also find all these details.

Finally, please do not hesitate to contact CELP@gov.bc.ca should you have any inquiries regarding your EOI process. In particular, should your community have any questions regarding eligibility, we encourage you to contact us at your earliest convenience. This could save your community substantial time and effort at the outset.

Kind Regards,

Leah Carroll (previously Davies)
Program Coordinator
BC Ministry of Energy & Mines
CELP@gov.bc.ca

Energizing BC - clean, sustainable and productive
 Rethink Reduce Reuse Repair Recycle



Snow Survey and Water Supply Bulletin – May 15th, 2016

The May 15th snow survey is now complete. Data from 26 snow courses and 62 automated snow stations around the province, collected by the Ministry of Environment Snow Survey Program and partners, and climate data from Environment Canada have been used to form the basis of the following report¹.

Weather

Weather through the first half of May has been generally warm and dry across British Columbia, with periods of atmospheric instability and showers. Temperatures have continued to be warmer than normal, with extremely warm weather early in the month. Precipitation across the province has been below normal, with some areas in northern BC experiencing wetter than normal conditions.

Snowpack

The provincial snow pack has continued to melt at a rapid rate. Most snow survey locations experienced 100-300mm of snow water equivalent loss over the May 1st to May 15th period, with current melt rates of 10-20mm per day being observed at most Automated Snow Weather Stations.

May 15th snow basin indices have declined since the May 1st indices, with the provincial average dropping from 53% to 39% over the period. The 2016 May 15th provincial average basin index is a new record low (measured since 1980). May 15th indices are extremely low (<60%) across the province, except in the North Thompson, South Thompson, and Upper Columbia, where indices are in the 70-86% of normal range for this time of year.

The low May 15th snow basin indices reflect the accelerated melt of the snow pack this season due to the extremely warm spring, rather than a lack of seasonal accumulation. May 15th snow packs this year are more typical of mid-June conditions, indicating that snow melt this season continues to progress about four weeks ahead of normal.

Basin	% of Normal	Basin	% of Normal
Upper Fraser West	NO DATA ¹	Boundary	55
Upper Fraser East	23	Similkameen	12
Nechako	45	South Coast	57
Middle Fraser	21	Vancouver Island	35
Lower Fraser	49	Central Coast	21
North Thompson	80	Skagit	NO DATA
South Thompson	86	Peace	38
Upper Columbia	70	Skeena-Nass	25
West Kootenay	44	Stikine	1
East Kootenay	12	Liard	NO DATA
Okanagan	35	Northwest	NO DATA

Table 1: BC Snow Basin Indices – May 15, 2016

1. 'No Data' indicates that no snow surveys were conducted within the basin during this survey period

1. Every effort is made to ensure that data reported on these pages are accurate. However, in order to update the graphs and indices as quickly as possible, some data may have been estimated. Please note that data provided on these pages are preliminary and subject to revision upon review



Snow Survey and Water Supply Bulletin – May 15th, 2016

Streamflow

Freshet runoff echoes the pattern in snow melt, with many rivers experiencing flow conditions that are 3-4 weeks or more ahead of normal conditions. Since May 1st many rivers have experienced a transition from well-above normal flows, to near-normal or below-normal flows as of mid-May.

Outlook

Strong El Niño-Southern Oscillation (ENSO) conditions that developed over the equatorial Pacific regions over the past winter are now rapidly declining, and are expected to reach neutral conditions over the next couple of months. The Climate Prediction Centre at the U.S. National Weather Service/NOAA has issued a "La Niña Watch" as modelling is indicating a **high likelihood of La Niña conditions developing through the summer and fall of 2016**. In the northern Pacific Ocean, temperature anomalies continue to decline offshore, and increase near-shore to British Columbia, indicating a potential warm-phase Pacific Decadal Oscillation (PDO) pattern.

Seasonal forecasts from Environment Canada are indicating an increased likelihood of above-normal temperatures across British Columbia over the May to July period, and into the extended forecast period of the late summer months. The warmer than average seasonal forecast is consistent with historic weather typically observed during positive in-phase ENSO and PDO conditions.

Most rivers have likely experienced their peak flow level for this season, and freshet flows are now receding. In rivers with a large proportion of high-elevation terrain, including the South Thompson River and upper Columbia River, the peak of the freshet is expected over the next few weeks. Seasonal flood risk due to snow melt is now limited across the province, however flooding could still occur from significant rainfall events.

The advanced freshet is expected to put pressure on summer low flows in snow-melt dominated rivers across the province. In many of the smaller and low- to mid-elevation watersheds of the province (e.g. in Central Interior and South Interior), the transition to seasonally lower than normal flows has begun, and the trend is expected to expand to larger watersheds over the next few weeks. The influence of the snowmelt season occurring about a month early this year is expected to continue through the summer. While the volume of runoff is expected to be near normal throughout this year's freshet in most areas, the majority of this volume will occur through April and May, rather than May and June, as normally occurs. While the impact of this will vary from river to river across the province, the proportion of flows in June, July and August that are derived from snow melt will be greatly reduced. In the northeast and in lower elevation coastal watersheds, snow melt usually plays a minor role in summer flows, and rainfall is particularly important for determining the flows that are experienced through the summer.

For both spring flood risk and summer low flows, snow pack is just one of the important elements that determine whether or not extreme conditions will emerge. Extreme wet or dry weather can significantly impact the likelihood of peak and low flows. If the remainder of the spring and summer has near normal precipitation, below normal flows are likely throughout the province over the summer.

Current forecasts for the week suggest cool and unsettled weather. Significant rainfall is not expected to



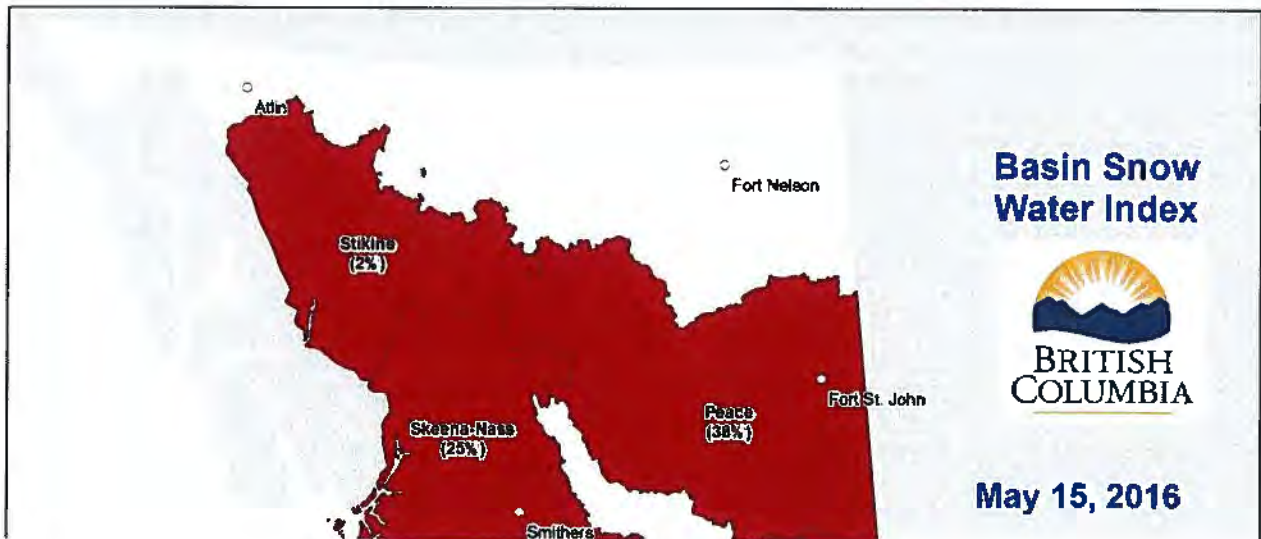
Snow Survey and Water Supply Bulletin – May 15th, 2016

either pose localized flood risk, or ease the trend towards earlier low flows. The River Forecast Centre is modelling streamflow across the province. Information regarding freshet conditions, including hydrologic model forecasts, is available on the [Freshet page](#) on the RFC website. Seasonal information on drought and drought levels is available on the [BC Drought Information Portal](#).

The River Forecast Centre will continue to monitor snow pack conditions and will provide an updated seasonal flood risk and stream flow forecast in the June 1st 2016 bulletin, which is scheduled for release on June 8th.

BC River Forecast Centre May 24, 2016

Figure 1: Basin Snow Water Index – May 15th, 2016. The low May 15th snow basin indices reflect the accelerated melt of the snow pack this season due to the extremely warm spring, rather than a lack of total seasonal snow accumulation.





Input Sought on Solid Waste Management

May 18, 2016

The Ministry of Environment is seeking comments on the draft *Guide to Solid Waste Management Planning (Guide)*. When finalized, the *Guide* will replace the 1994 version and will provide guidance on solid waste management planning.

The draft *Guide* incorporates stakeholder feedback on an intentions paper that was released for consultation in fall 2015. The new *Guide* has been updated to:

- acknowledge changes to the municipal solid waste sector and the roles played by private sector and industry product stewards;
- provide templates and appendices to assist local government planning;
- incorporate the service plan target for waste disposal; and
- emphasize best practices in consultation.

The draft *Guide*, as well as the Intentions Paper Summary of Public Comments report, is available on the Ministry's municipal waste management plans website.

Please provide any comments to the Ministry of Environment by June 30, 2016. Comments may be submitted by mail, email or fax to:

Guide to Solid Waste Management Planning

PO Box 28159 Westshore RPO Victoria BC V9B 6K8

Fax: 250 592-0628

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RCMP Contract Management Committee Update

June 1, 2016

On March 29, 2016, the Local Government Contract Management Committee (LGCMC) met with provincial and RCMP representatives to discuss issues related to the RCMP contract and policing in British Columbia. The following summary highlights key issues discussed at the meeting.

1) Working Group Discussion Items

RCMP Five-Year Review

Committee members discussed the issues brought forward by local governments as part of the Five-Year RCMP Contract Review. The Province has committed to ensuring all local government issues are addressed, even if they are not specific to the RCMP Contract. Provincial staff went through the review process thus far, including the list of issues (broken down into categories) that will be brought forward. It was noted that many of the issues brought forward by BC local governments pertained to the need for increased consultation with provincial and federal governments.

Outstanding Issues

There are several negotiation items that have been outstanding for multiple years, which the LGCMC would like to resolve in the near term.

The first dispute is whether the new RCMP E-Division HQ (Green Timbers) is considered an existing building or a new building under the PPSA. The federal government has asked the Province to pay for additional expenses that are not required for an "existing" building. Local governments are currently required to pay for a portion of costs for the Division Administration Unit occupying space in the new building. Lower Mainland District municipalities also pay for the space occupied by IHIT. The Province is also seeking to receive compensation from the sale of the old E-Division HQ building.

The Federal Government terminated RCMP Members' entitlement to accumulate severance pay for voluntary resignations and retirements effective March 31, 2012. Provinces and Territories (PTs) disagreed with the Federal Government's unilateral decision on a lump sum payout option and they wanted to pay the accumulated severance entitlement over the 20-year Police Service Agreements.

Prior to the 2012 RCMP Agreements, Public Safety Canada stated their support for integrated teams to be cost-shared at 70/30. However, Public Safety Canada has subsequently rescinded their position and instructed the RCMP to bill participating RCMP municipalities with a population of 15,000 and greater at 90/10. Local governments are requesting that Public Safety Canada re-establish this previously held position, as the difference between a 70/30 and 90/10 cost-share for IHIT is approximately \$4 million annually.

In an effort to address these long outstanding issues, the LGCMC will write a letter of support to Public Safety Canada Minister Ralph Goodale, asking the Minister to intervene and find a solution to the three primary outstanding issues (Green Timbers, severance pay, integrated teams).

Auxiliary Constables

In British Columbia, the ACP has existed for over 50 years, and has been governed by provincial policy since 1999. Auxiliary Constables are appointed by the Province under the *Police Act* to assist the Provincial Police Force with its duties. After a recent review, a number of federal changes were introduced, including the discontinuation of ride-alongs and requirement of direct supervision (from a regular member) of Auxiliary Constables. With minimal opportunity to comment prior to these federal changes, the Province will be engaging local governments prior to revisions of the provincial policy.

Keep of Prisoners

An issue suggested by UBCM's membership prior to this meeting, the Province briefly spoke about Keep of Prisoners (KOP), and in particular the 10 year old funding formula. There are currently internal discussions taking place at the provincial level, with the Province aware of the concerns that exist, including the current provincial recovery rate, and cases of prisoners being kept for weekends. The Ministry will continue raising this issue with BC Corrections. **The Committee requests that any local governments with metrics/statistics that show the true cost of the KOP program, and/or information regarding provincial prisoners sitting in lockup for extended periods of time, forward this information to to Bhar Sihota, Policy Analyst, UBCM.**

New Labour Relations Model

On March 9, 2016, over one year after the Supreme Court had ruled that the RCMP had the right to collective bargaining, the federal government tabled Bill C-7 to create a new labour relations structure for RCMP members and reservists. The new legislation includes collective bargaining rights and the inclusion of binding arbitration as the method for dispute resolution. There is no right to strike. The Committee discussed this development, including potential impacts on operating costs.

BC Municipal Companion Document Working Group

Provincial staff discussed the status of the Working Group, which was in the process of solidifying the date of their first meeting. In preparation for the meeting, all Working Group members have selected 2-3 articles in the Companion Document for which they will lead a discussion. The LGCMC will be provided an update on the Working Group's progress by the end of summer.

2) RCMP Update

New Labour Relations Model

The RCMP received an update in mid-March that indicated the current staff relations program would conclude on May 17, 2016, to be replaced by Member Workplace Advisors (MWA) who report directly to Ottawa and will support individual members (but not the collective). It is possible that Bill C-7 will receive royal ascent on June 30, 2016. There is still uncertainty as to which organizations will offer to represent the workforce after that date. The RCMP noted that member representation might be provided either by an established union or a newly formed organization.

Auxiliary Constable Program

Acknowledging the presentation made earlier by Clayton Pecknold, the RCMP noted that there have been 35 work-related injuries to Auxiliary Constables (AC) since 2001. When added to the 2014 shootings in Moncton and Ottawa, there was an increased urgency to do a review of the program. The latest review, following the St. Albert Casino incident, showed that AC duties exceeded capability. The review also showed that non-uniform attire mitigated risk. A hazard assessment process contributed to the national program changes, which include a decrease in responsibility and in particular, the end to ride-alongs.

Pay Council Report/Compensation

There is currently no further update on the status of the report to Cabinet regarding RCMP compensation. Due to the change in government (federal), this item has been put on hold. A timeframe for the decision has not been set.

Human Trafficking

There was no substantial update on this item, forwarded to the Committee and RCMP from UBCM's Community Safety Committee. Going forward, the LGCMC is interested to know how human trafficking operations are funded over time.

Police Dog Services Review

The current review is looking at efficiency, and in particular the idea of "hubbing" – having a hub outside of the national training centre in Alberta in order to minimize costs while keeping service levels high. If there are fewer dog teams, the cost will rise, as the dog services cost is one amount divided among those local governments with dog teams. The cost is rolled into the per officer cost. The Committee had several concerns, including the lack of local government input on how to increase cost efficiency, why the overall cost was significantly higher than some municipal police departments (e.g. Vancouver PD), and the need for taxpayers to be given an explanation. The RCMP is exploring the possibility of a directed review on this matter.

Vacancy Management

The RCMP is currently trying to ramp up depot. RCMP senior staff explained that increased funding is expected to help with this task. The Committee noted that oftentimes all operations and maintenance related to increased funding flows down to the provinces and local governments. It was acknowledged that a fairly significant vacancy pattern exists for federal police officers.

Technology Update

The RCMP has recently reviewed a report on body worn cameras, looking at issues such as privacy and data storage among other things. The City of Calgary decided to back away from a pilot project due to privacy and data storage issues. Provincial staff noted that they have received a legislative committee recommendation to explore body worn cameras – this will include a consultation document and engagement process.

RCMP staff discussed Wisetrack (asset tracking software) and its use, as part of a pilot project in Maple Ridge, Burnaby and Langley. It has gone so well in Maple Ridge that the RCMP may be looking to roll this out to all police forces.

Provincial staff discussed GeoDash predictive policing software that is used to deploy resources to "hot" areas where statistics show a large percentage of criminal activity is taking place. This also allows for police departments to put out lagging indicators to citizens as to the more dangerous areas (according to software statistics).

Terrorism

The general threat level is medium. Nothing specific is happening domestically, although some unspecified long-term projects are ongoing.

Shared Services Canada

There is ongoing dialogue between RCMP Commissioner Bob Paulson and Shared Services Canada (SSC) over issues of public safety and alleged compromised court cases. E-Division is voicing its concerns to Paulson, who in turn will take these concerns to Minister Goodale. Despite all that is going on, the RCMP confirmed that nothing has changed from a service delivery perspective.

The Local Government Contract Management Committee would appreciate your feedback on any of the RCMP contract and other policing issues identified above. UBCM members who have questions or comments are encouraged to contact Bhar Sihota, UBCM Policy Analyst.

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RCMP Five Year Review Update

June 1, 2016

Since August 2015, UBCM has worked with the Province to solicit local government feedback regarding the Five Year Review of the RCMP Police Services Agreements. Since UBCM submitted a final report to the Province on February 15, 2016, the National Contract Management Committee has reviewed the issues raised by the Provinces and Territories and accepted ten predominant issues, which encompass those issues identified by the BC local governments.

As the Five Year Review's focus is to address matters that concern multiple national jurisdictions, not all issues brought forward by BC local governments will be included in the review. Regardless, the Province has committed to address all local government issues either through the Five Year Review or at the provincial level.

Of the issues that do qualify for review, the Province has outlined the next steps in the national review process. These next steps, which include further review, discussion, decision and action phases, are to be completed within one year, as per the terms of the RCMP Contract.

BC local government feedback is organized into ten broad themes, all of which were accepted for review by the national committee. Provincial representatives, commenting on the list, have noted that one of the most important local government concerns to address will be effective consultation. The national staff working group (comprised of representatives from provincial and territorial governments) will be meeting in September to scope out the issues, analyze information and come up with potential options to address the issues accepted by the CMC for the 5 Year Review, including BC local government issues.

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Gas Tax Fund & Asset Management

June 1, 2016

Last week staff from UBCM completed their final of nine Gas Tax and Asset Management spring workshops. Staff travelled throughout BC meeting with over 250 participants representing 130 local governments. Workshops were held in Parksville, Abbotsford, Richmond, Terrace, Whistler, Kelowna, Cranbrook, Fort St. John, and Prince George.

The workshops provided a forum for local government representatives to learn more about the Gas Tax Fund and asset management. The workshops featured UBCM Gas Tax staff, and in some locations, local area experts, sharing their experiences with asset management and offered an overview on asset management resources that are available for use by local governments free of charge.

Thank you to those local governments who stepped-up and shared their journey into asset management with their peers and Asset Management BC for sharing their expertise.

Presentations from these workshops will soon available for download on the UBCM asset management webpage.

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Funding & Resources Update

June 1, 2016

Each month we provide an update on UBCM funding programs and information on other programs or resources that may be of interest to local governments and First Nations.

Local Government Program Services

2016 Strategic Wildfire Prevention Initiative: Applications by local governments and First Nations are welcome at any time under the following wildfire prevention funding streams: Community Wildfire Protection Plans, Fuel Management Prescriptions, Demonstration and Operational Treatment projects. The next application review deadline is September 30, 2016.

Other Funding

Provincial Investment In Affordable Housing: The B.C. government has issued a call for Expressions of Interest to partner with municipalities, non-profit housing providers, community groups and the private sector to facilitate the creation of affordable rental housing for low-to moderate-income households in communities across the province. This new housing program will create safe, affordable homes for people in greatest need. Respondents are asked to submit their information by June 15, 2016.

Tourism Events Program: The province's Tourism Events Program is designed to support world-class events that can enhance the volume of visitors to British Columbia and increase global recognition for the province. The current application window will close on June 30, 2016, for events timed to occur between July 1, 2016, and December 31, 2017. Subsequent application windows are scheduled for overlapping event time frames.

Resources

Healthier Communities Through Tobacco Reduction: Reducing the number of people who smoke has positive health, social, environmental, and financial implications. The majority of smokers want to quit and are looking for helpful tools.

Webinar

Introduction to Collective Impact: Is your organization considering collaborating with other organizations to change population level outcomes on an issue that is important in your community or region? You may be interested in attending this webinar on Thursday June 23rd.

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Input Sought on Provincial Spill Response Regime

June 1, 2016

The Ministry of the Environment is seeking input on its third intentions paper outlining the Ministry's proposed legislative, regulatory and policy changes relating to land-based spill preparedness and response.

Interested local governments are encouraged to provide comments to the Ministry of Environment by June 30, 2016. Please copy UBCM with your submission through Josh van Loon, Senior Policy Analyst.

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Opportunity to Host Suicide Prevention Training

June 1, 2016

Every year more than 500 British Columbians die by suicide. While suicide is a leading cause of death for youth aged 15 – 24, many more adults and older adults, especially men, die by suicide. Tragically, most of these deaths are preventable. In an effort to reduce the risk of suicide and help build safer communities, an opportunity has emerged for local governments to hold Community Gatekeeper Training in Suicide Prevention workshops.

The Canadian Mental Health Association (CMHA) BC Division has received a grant from the BC Ministry of Health to deliver a program of proven suicide prevention workshops: safeTALK (half day) and ASIST (2 days) to 20,000 British Columbians over the next three years. These workshops will train community members who hold positions of trust or responsibility and have regular face-to-face contact with many adults or older adults, to be more capable and comfortable responding to someone who may be at risk. Suitable candidates might include: First Responders; Community Recreation and Friendship Centre Staff; Librarians; Coaches and Teachers; Elders and Spiritual Leaders; HR Professionals; and Service Group Members. Workshops will be delivered through CMHA Branch Offices all over the province on a fee for service basis. For more information or to plan for a workshop in your community please contact Program Manager Dammy Damstrom-Albach at 604-688-3234, Extension 2714.

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Update on National Contract Management Committee

June 8, 2016

The first of the bi-annual meetings of the RCMP National Contract Management Committee (CMC) was held on April 12-14, 2016 in Ottawa. Committee members discussed various policing issues of interest to local governments, including auxiliary constables; the new labour relations regime; directed reviews; and the Five Year Review of RCMP Agreements.

The CMC is the forum that was created for consultation and communication between the Provinces/Territories (PTs) and Public Safety Canada/RCMP with respect to managing the RCMP contracts across the country. Local government representatives from British Columbia, Alberta, and Nova Scotia attend the meetings. A detailed list of issues is documented below, as summarized during a May 18, 2016 Local Government Contract Management Committee teleconference:

Auxiliary Constable Program

BC's Minister of Public Safety and Solicitor General, Mike Morris, recently met with federal Minister of Public Safety and Emergency Preparedness, Ralph Goodale, to discuss the feedback received from BC's communities regarding recent changes to the Auxiliary Constable Program (ACP). The federal government has shown a willingness to re-examine all changes that have taken place, and engage in discourse with PTs. Recently, both the Province and the RCMP conducted separate surveys on the ACP, inviting local governments to provide feedback.

RCMP Labour Relations Regime

The new legislation (Bill C-7) that permits collective bargaining for RCMP members continues to make its way through the House of Commons approval process. It currently sits with the Senate, having made its way through third reading on May 11, 2016. The deadline to pass legislation was May 17, leaving RCMP members in a position where it is unclear as to their legal rights and privileges. It is unsure whether the Senate will approve this legislation before the summer recess. All PTs are under the assumption that there will be a full collective bargaining unit for RCMP members at some point in the near future.

Disability Case Management

The RCMP has implemented a disability case management program based on a pilot conducted in New Brunswick. Case managers have been hired at E-Division whose primary duty is to aid those on disability leave to get back to work in an efficient manner. At a national level, the program is expected to cost about \$4 million per year, which will be more than recouped by reducing the cost of having people off on disability leave, which is currently costing over \$100 million per year. This is a self-funded program that will be paid for out of savings to divisional administrative costs.

Management of Excessive Annual Leave

The RCMP is looking at industry comparators to see what the maximum annual leave carry-over is in other police organizations. They are looking to potentially limit the number of hours officers can accumulate and carry over. The PTs, while accepting this research, have made it known that they expect excessive leave to be managed from within their existing RCMP budgets, and that they do not want a situation that requires payouts from affected municipalities.

Directed Reviews

Under the previous RCMP Agreements, PTs and municipalities paid a flat rate of \$3500/member for cadet training, recruiting and police dogs. Under the new Agreements, after a phase in period of 3 years, PTs and municipalities would go from paying a flat rate to actual costs (cost recovery) for these National Programs. Phase one (information gathering and exploratory phase) of a Directed Review of the Cadet Training Program at Depot, and National Recruiting has recently been completed by an independent firm. PTs are expected to discuss this report and next steps in more detail in the near future.

Departmental Security Clearance

There have been some delays in getting security clearances for RCMP members. The Deputy Commissioner is acutely aware of the backlog and is striving to put measures in place to expedite the process. The Province offered to explore opportunities to lend its security branch (based on RCMP certification) to be used for advance security clearance purposes.

Blood Spatter Analysis

Blood spatter analysis is a forensic identification function that has evolved over the past 25 years. Historically, along with forensic imaging, the federal government had previously covered these costs. The RCMP is looking to allocate this cost to the partners. However, since these costs were outside the cost base at the beginning of the 2012 PPSA, the item cannot be changed until agreed to by the CMC. It was pointed out that while these additional items may be fully justified, they require a process and consultation on when/how these costs will be incurred.

Several months ago, the Province of BC agreed that the RCMP could transfer these 3-4 blood spatter analysis positions to the Province, who would pick up the costs. Municipalities will not be billed for this service, with the only exception being "extraordinary incremental costs".

Five-Year Review of RCMP Agreements

All items put forward at the national level by the Province (on behalf of BC local governments) were accepted. For additional information, please see UBCM's June 1, 2016 article regarding the Five Year Review.

New Entrants Guidelines

The current policy states that if a municipality enters into RCMP contract policing, without ever previously having been policed by the federal government, it must pay 100% of the costs (as opposed to 90% or 70% like other municipalities). PTs have asked for the federal government and the RCMP to re-consider this policy, especially since there are cases where it makes sense to amalgamate policing jurisdictions. Amalgamation is made difficult because the current regulation states that if one of the amalgamating jurisdictions is not under RCMP authority, then the new amalgamated area is treated as a new entrant and must pay 100% of RCMP costs.

Budget Overages

This issue was raised by another PT whose municipalities have been billed over their budget caps. RCMP believes that billing at actual cost can go over the budget cap, if necessary. PTs have taken a strong view that detachment commanders are not to spend beyond their budget caps, unless authorized by Council. This issue highlights the importance of communication between detachment commanders and local governments.

Shared Services Canada

The report from the federal Auditor General lends further support to the notion that Shared Services Canada (SSC) is inefficient. Public Safety Canada is taking the issues raised by PTs very seriously as it examines SSC. Despite inefficiencies and allegations, it appears that a shared service model is still desired at the federal level.

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New Species and Ecosystems at Risk Reports

June 8, 2016

The BC Ministry of the Environment has released two reports on the results of the Species and Ecosystems at Risk (SEAR) Local Government Working Group surveys. The Local Government Survey Report and the Provincial Government Survey Report will serve as a baseline for monitoring how local and provincial governments are addressing the recommendations set out in an earlier discussion paper.

Recommendations focus on: increasing local government awareness, facilitating use of effective tools and techniques, identifying and collaborating on shared responsibilities, conducting ecosystem mapping and encouraging data sharing, and engaging landowners in SEAR habitat protection.

Further information on the SEAR initiative including tools for accessing data about species and ecosystems at risk is available at the Species & Ecosystems at Risk webpage. For more information, please contact Lynn Campbell, BC Ministry of Environment.

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Call for Nominations: UBCM Executive

June 8, 2016

UBCM's 2016 Nominating Committee has been established and a Call for Nominations has been issued to local elected officials wishing to serve on the 2016-17 UBCM Executive. The deadline for advance nominations is Friday, July 29, 2016.

The Call for Nominations provides information about the positions open for nomination, the procedures, Executive member responsibilities, as well as a nomination form. For those who miss the advance nominations process, there will be an opportunity to be nominated from the floor at specified times during the week of Convention.

For further information please contact the Chair of the Nominating Committee, Immediate Past President, Councillor Sav Dhaliwal.

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Sudden Passing of Councillor Chernoff

June 8, 2016



City of Castlegar Councillor Kevin Chernoff passed away suddenly on May 24. He was 55 years old. Mr. Chernoff was first elected to Council in 2005 and over his career served on every City committee.

Mr. Chernoff was the owner of Trowlex Rentals and Sales, an industrial equipment business that had been previously run by his father. Mayor Lawrence Chernoff expressed the Council's shock and dismay at Mr. Chernoff's passing. "Kevin has long been a valuable member of our Council and our community. He gave generously of his time and of his company's resources in supporting initiatives that have helped the City move forward in so many ways," said the Mayor.

Mr. Chernoff is survived by his wife Trish, daughter Megan, mother Vera, brother Harold, and sister Shelly. A memorial service was held for Mr. Chernoff on May 27.

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Fisheries Legacy Trust Issues Final Report

June 8, 2016

In response to changes in BC's salmon fishery in 1997, the federal government, through Community Futures established the Fisheries Legacy Trust (Trust). The role of the Trust was to deliver funding programs to support affected coastal communities. The Trust has released its final report, providing a summary of programs offered between 1998-2016 to support coastal communities.

UBCM partnered with the Trust by recommending local elected officials from coastal communities to sit with other partners on a Steering Committee to review applications and determine funding allocations. Over the years a number of mayors served on the Steering Committee and we wish to acknowledge and recognize the contributions of: Gillian Trumper, Jim Lornie, Gilbert Popovich, Jack Mussallem, Don Scott, Lynn Nash, Walter Jakeway and Charlie Cornfield.

One of the programs well known to coastal communities is the Pacific Fisheries Adjustment and Restructuring (PFAR) program. One element of PFAR was the Community Economic Adjustment Initiative (CEAI), a \$19.7 million program designed to fund long-term, sustainable economic development and diversification in coastal communities. Over the years, many coastal communities have benefited from CEAI's financial support.

The Trust was one of the first examples in Canada where a coalition of non-profit community-led organizations were used to deliver a government economic adjustment program at arm's length from the government itself. Report author, George Lerchs, notes that in addition to the welcome infusion of funds to assist struggling coastal communities, the Trust, and its programs, also realized a greater benefit by increasing the capacity of coastal communities to work together to exert control over their own futures.

Requests for information, questions or comments regarding the Fisheries Legacy Trust Final Report and supporting materials may be directed to report author George Lerchs (250-653-2353).

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Climate and Energy Action Awards

June 8, 2016

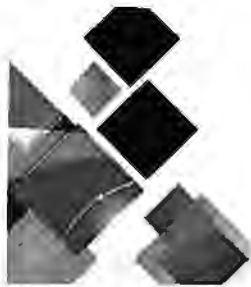
Is your community taking action on active transportation, transit, electric vehicles, building energy retrofits, energy efficient new buildings, organic recycling or community/renewable energy? Receive recognition for your work by applying for a Climate & Energy Action Award.

Awards will be presented at the UBCM Convention and winners will be profiled in Municipal World magazine.

Additional information is available on the Community Energy Association website.

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379

RESOURCE BREAKFAST

SERIES

Energy and Mining - Natural Gas - Forestry - Finance



May 30, 2016

Electoral Area Director Bill Miller
Regional District of Bulkley-Nechako
37 - 3rd Avenue
P.O. Box 820
Burns Lake, BC, V0J 1E0

RECEIVED

JUN 01 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Electoral Area Director Miller,

Re: 3rd Annual Resource Breakfast Series September 27 to 30, 2016 – Victoria, BC

On behalf of the BC Resource Sector, it is my sincere pleasure to offer two of your elected representatives complimentary passes to the 3rd annual *Resource Breakfast Series*. This exciting yearly event will be held at Victoria's Hotel Grand Pacific, spanning four mornings during the September 2016 Union of BC Municipalities' (UBCM) Annual Convention. The breakfasts will take place from 7:00 to 8:30am and each will focus on a different aspect of BC's resource sectors, including Energy and Mining, Natural Gas, Forestry and Finance. These breakfast events provide an excellent opportunity to network and receive brief updates on resource projects and the economy throughout the province. It is also a fantastic chance to meet representatives from the resource sector and the generous sponsoring companies.

Energy and Mining Sector Breakfast, Tuesday, September 27, 2016

Guest of Honour: **Honourable Bill Bennett**, Minister of Energy Mines and Core Review, *confirmed*

Natural Gas Sector Breakfast - Wednesday, September 28, 2016

Guest of Honour: **Honourable Rich Coleman**, Deputy Premier and Minister of Natural Gas Development and Minister Responsible for Housing, *invited*

Forest Sector Breakfast - Thursday, September 29, 2016

Guest of Honour: **Honourable Steve Thomson**, Minister of Forests, Lands and Natural Resource Operations, *confirmed*

Finance Sector Breakfast - Friday, September 30, 2016

Guest of Honour: **Honourable Michael de Jong**, Q.C., Minister of Finance and House Leader, *invited*

Time: 7:00 am-8:30 am
Invited Guests: 200 Mayors and Councillors (MLAs are also invited)
Style: Plated breakfast
Location: Hotel Grand Pacific – 463 Belleville Street, Victoria, BC
Cost: No charge, hosted breakfast
Dress: Business Casual
Note: Agenda subject to change

408 – 688 West Hastings Street (604) 353-3136
Vancouver, British Columbia info@c3alliancecorp.ca
V6B 1P1, Canada www.c3alliancecorp.ca

Last year's Resource Breakfast Series was a huge success, with a sellout crowd each day and representation from 75 different areas of the province. As was the case last year, there will be broad representation from Mayors, Councillors, MLAs, resource and finance sectors and association sponsors from across the province. These breakfasts present an excellent opportunity to meet and learn first-hand the latest news about BC's important resource and finance sectors.

Seating is limited and will be assigned on a first-come, first-served basis. To support and encourage a broad spectrum of leaders from across the Province, we are limiting local government seats to two per Municipal Council or Regional District at any or all of the breakfasts. Please RSVP to info@c3alliancecorp.ca and specify which event(s) you would like your representatives to attend. There is great demand for these popular events, therefore, we respectfully encourage you to request tickets to only the breakfasts you have an interest in attending and are available. We do not permit transferring of tickets. *

We look forward to welcoming you at 3rd Annual Resource Breakfast Series.

Kind regards,



Dan Jepsen
CEO
C3 Alliance Corp. – Resource Breakfast Series Managers

cc: Hon. Bill Bennett, Minister of Energy and Mines and Minister Responsible for Core Review
Hon. Rich Coleman, Minister of Natural Gas Development, Minister Responsible for Housing, and Deputy Premier
Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations
Hon. Michael de Jong, Q.C., Minister of Finance and House Leader
Keith Matthew, President National Aboriginal Energy and Power Association

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Geraldine Craven

From: BC Healthy Communities <celeste@bchealthycommunities.ca> on behalf of BC Healthy Communities <celeste@bchealthycommunities.ca>
Sent: June 1, 2016 12:24 PM
To: Gail Chapman
Subject: Register Now! June 28 Citizen Series Webinar

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 BULKLEY NECHAKO

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BC Healthy Communities
 People. Place. Potential.



northern health
 the northern way of caring

REGISTER NOW - NORTHERN BC CITIZEN SERIES WEBINAR



Growing up Northern: Raising Healthy Children, Families and Communities

MARK YOUR CALENDARS:

Tuesday June 28th,

1:30-3:30 pm PST

CLICK HERE TO REGISTER

Recently, Dr. Sandra Allison, the Chief Medical Health Officer for Northern Health, released a report on the health status of infants and children between the ages of 0-5 in Northern BC. Currently, the statistics are not promising. From healthy pregnancies to oral health, children in Northern BC fare worse than their provincial counterparts. This may be seen as discouraging. However... it is a call to action (which) identifies not only ways to address key problem areas but also demonstrates the unique strengths and assets to be found in Northern BC that may be brought to bear... **READ MORE of the webinar Thinkpiece...**

FREE LEARNING OPPORTUNITY FOR NORTHERN BC RESIDENTS!

With Special Presenters:

- **Dr. Sandra Allison**, Chief Medical Health Officer – Northern Health
- **Lianne Matsuo**, Speech Language Pathologist- School District 57
- **Andrea Maurice**, Early Learning Coordinator - School District 57
- **Sue MacDonald**, Physical Education Instructor- Prince George Centre for Learning Alternatives

Click here for speakers' bios

Join us online at no cost for our series of interactive webinars focused on the role citizens and northern BC communities can play in influencing health outcomes. **Click here** to register. For background on this webinar's topic, and themes to be discussed, please **click here**

THROUGH THIS WEBINAR:

- **LEARN** from and with leading experts in the field about their insights on practices and approaches to community engagement and public participation
- **DISCUSS** the opportunities and challenges of authentic engagement
- **EXPLORE** inspiring examples of community engagement methods and approaches.

WHO SHOULD PARTICIPATE:

- Community Members and Community Organizations
- Social Service Providers
- Health Professionals
- Local Governments
- Educators and researchers
- First Nations and aboriginal community organizations
- Community developers and planners
- Business and Industry Representatives

HOST SITE

To encourage in-person dialogue as part of this webinar session, host sites have been set up to participate with others and are available in these communities:

- Burns Lake
- Fort St. John
- Kelowna
- Prince George
- Skidegate
- Terrace
- Valemont

Click here for a detailed list of host site locations.

You can attend individually or at a host site. If you plan to attend in person, please indicate which host site you plan to join on the **registration form**.

PRE-REGISTRATION REQUIRED

CLICK HERE TO REGISTER.

Webinar Access Information will be sent to you via email; please check your inbox filter settings.

For more information, please contact BC Healthy Communities at celeste@bchealthycommunities.ca / 250-387-4470 / www.bchealthycommunities.ca

Hosted in partnership by Northern Health's Healthy Community Development Team and BC Healthy Communities

Hosted in partnership with:
BC Healthy Communities Society &
Northern Health: Healthy Community Development Team

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BC Healthy Communities
525 Government Street
Victoria, BC V8V 0A6
www.bchealthycommunities.ca
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Sort order: Control account, vendor number, report group
 Selection: Checks from May 01 2016 to May 31 2016 with
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Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
ACC004 ACCESSPOINT INFORMATION									
PA	29913	05/31/16			29913	-100.00	0.00		
Vendor (ACC004) totals:						-100.00	0.00		
ACT002 ACTION SERVICES									
PA	TP-234-001	05/09/16			TP-234-001	-157.50	0.00		
Vendor (ACT002) totals:						-157.50	0.00		
ALL002 ALL WEST GLASS - BURNS LAKE									
PA	TP-237-001	05/25/16			TP-237-001	-40.32	0.00		
Vendor (ALL002) totals:						-40.32	0.00		
ALT003 ALTERNATIVE GROUNDS									
PA	TP-234-002	05/09/16			TP-234-002	-90.30	0.00		
PA	TP-237-002	05/25/16			TP-237-002	-361.73	0.00		
Vendor (ALT003) totals:						-452.03	0.00		
ARM001 ARMTEC									
PA	TP-237-003	05/25/16			TP-237-003	-5,507.16	0.00		
Vendor (ARM001) totals:						-5,507.16	0.00		
ARO001 ARO AUTOMOTIVE & INDUSTRIAL									
PA	TP-234-003	05/09/16			TP-234-003	-119.15	0.00		
Vendor (ARO001) totals:						-119.15	0.00		
BCH002 BC HYDRO									
PA	29906	05/19/16			29906	-8,612.96	0.00		
Vendor (BCH002) totals:						-8,612.96	0.00		
BCP001 BC PRODUCTS STEWARDSHIP COUNCI									
PA	29879	05/09/16			29879	-1,050.00	0.00		
Vendor (BCP001) totals:						-1,050.00	0.00		
BKV001 BKV ENTERPRISES									
PA	29880	05/09/16			29880	-94.50	0.00		
Vendor (BKV001) totals:						-94.50	0.00		
BLA001 BLACK PRESS GROUP LTD									
PA	TP-238-001	05/31/16			TP-238-001	-648.02	0.00		
Vendor (BLA001) totals:						-648.02	0.00		
BLR001 BL RETURN-IT RECYCLING DEPOT									
PA	TP-234-004	05/09/16			TP-234-004	-3,885.00	0.00		
Vendor (BLR001) totals:						-3,885.00	0.00		
BRO001 Helen Brown									
PA	29881	05/09/16			29881	-248.60	0.00		
Vendor (BRO001) totals:						-248.60	0.00		
BUL008 BULKLEY VALLEY HOME CENTRE LTD									
PA	29882	05/09/16			29882	-22.38	0.00		
Vendor (BUL008) totals:						-22.38	0.00		
BUL012 BULKLEY VALLEY ECONOMIC									
PA	TP-235-001	05/24/16			TP-235-001	-3,333.33	0.00		
Vendor (BUL012) totals:						-3,333.33	0.00		
BUL017 BULKLEY VALLEY AGRICULTURE &									
PA	29883	05/09/16			29883	-2,500.00	0.00		
Vendor (BUL017) totals:						-2,500.00	0.00		
BUR001 BURNS LAKE AUTOMOTIVE SUPPLY									
PA	TP-234-005	05/09/16			TP-234-005	-2,839.65	0.00		

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BUR001	BURNS LAKE AUTOMOTIVE SUPPLY (Continued)								
	Vendor (BUR001) totals:					-2,839.66	0.00		
BUR012	BURNS LAKE PUBLIC LIBRARY								
PA	TP-235-002	05/24/16			TP-235-002	-14,930.58	0.00		
	Vendor (BUR012) totals:					-14,930.58	0.00		
BUR014	BURNS LAKE REBROADCAST SOCIETY								
PA	TP-235-003	05/24/16			TP-235-003	-2,500.00	0.00		
	Vendor (BUR014) totals:					-2,500.00	0.00		
BUR028	BURNS LAKE HOME HARDWARE								
PA	TP-234-006	05/09/16			TP-234-006	-75.27	0.00		
	Vendor (BUR028) totals:					-75.27	0.00		
BVA001	B V AQUATIC CENTRE MANG. SOCIE								
PA	TP-235-004	05/24/16			TP-235-004	-40,707.25	0.00		
	Vendor (BVA001) totals:					-40,707.25	0.00		
CAR005	CARSWELL								
PA	TP-234-007	05/09/16			TP-234-007	-224.66	0.00		
PA	TP-237-004	05/25/16			TP-237-004	-494.76	0.00		
	Vendor (CAR005) totals:					-719.42	0.00		
CAS002	CASCADES RECOVERY INC.								
PA	29914	05/31/16			29914	-4,817.25	0.00		
	Vendor (CAS002) totals:					-4,817.25	0.00		
CDW001	CDW CANADA INC								
PA	TP-234-008	05/09/16			TP-234-008	-254.32	0.00		
PA	TP-237-005	05/25/16			TP-237-005	-11,545.10	0.00		
	Vendor (CDW001) totals:					-11,799.42	0.00		
CHE002	CHEVRON CANADA LIMITED								
PA	29884	05/09/16			29884	-4,682.57	0.00		
	Vendor (CHE002) totals:					-4,682.57	0.00		
CHI005	CHINOOK COMFOR LIMITED								
PA	29920	05/31/16			29920	-89.40	0.00		
	Vendor (CHI005) totals:					-89.40	0.00		
CLU003	CLUCULZ LAKE VOL. FIRE DEPT								
PA	TP-235-005	05/24/16			TP-235-005	-1,497.25	0.00		
	Vendor (CLU003) totals:					-1,497.25	0.00		
COL005	COLLEGE OF NEW CALEDONIA								
PA	29885	05/09/16			29885	-52.50	0.00		
	Vendor (COL005) totals:					-52.50	0.00		
DEL003	DELL CANADA INC.								
PA	TP-237-006	05/25/16			TP-237-006	-241.90	0.00		
	Vendor (DEL003) totals:					-241.90	0.00		
EAG001	EAGLE AUTOMOTIVE CENTER								
PA	TP-237-007	05/25/16			TP-237-007	-2,966.67	0.00		
	Vendor (EAG001) totals:					-2,966.67	0.00		
EVE002	EVERGREEN INDUSTRIAL SUPPLIES								
PA	TP-234-009	05/09/16			TP-234-009	-251.28	0.00		
	Vendor (EVE002) totals:					-251.28	0.00		
EXT001	EXTREME SIGNS & STRIPES								
PA	TP-237-008	05/25/16			TP-237-008	-2,912.00	0.00		

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EXT001	EXTREME SIGNS & STRIPES (Continued)								
	Vendor (EXT001) totals:					-2,912.00	0.00		
FIN003	FINNING (CANADA)								
PA	TP-234-010	05/09/16			TP-234-010	-434.01	0.00		
	Vendor (FIN003) totals:					-434.01	0.00		
FOR008	FORT FRASER VOL. FIRE DEP.								
PA	TP-235-006	05/24/16			TP-235-006	-1,516.67	0.00		
	Vendor (FOR008) totals:					-1,516.67	0.00		
FOR015	FORT ST. JAMES LIBRARY								
PA	TP-235-007	05/24/16			TP-235-007	-1,145.83	0.00		
	Vendor (FOR015) totals:					-1,145.83	0.00		
FOR033	FORT SAINT JAMES TV SOCIETY								
PA	TP-235-008	05/24/16			TP-235-008	-12,993.50	0.00		
	Vendor (FOR033) totals:					-12,993.50	0.00		
FOU002	FOUR STAR COMMUNICATIONS INC								
PA	TP-235-009	05/24/16			TP-235-009	-118.13	0.00		
	Vendor (FOU002) totals:					-118.13	0.00		
FRA009	FRASER LAKE BUILDING SUPPLIES								
PA	29886	05/09/16			29886	-59.37	0.00		
	Vendor (FRA009) totals:					-59.37	0.00		
FRA014	FRASER LAKE LIBRARY BOARD								
PA	TP-235-010	05/24/16			TP-235-010	-2,013.00	0.00		
	Vendor (FRA014) totals:					-2,013.00	0.00		
FRA016	FRASER LAKE REBROADCASTING SOC								
PA	TP-235-011	05/24/16			TP-235-011	-5,583.33	0.00		
	Vendor (FRA016) totals:					-5,583.33	0.00		
FRA025	FRASER LAKE BOTTLE DEPOT								
PA	TP-234-011	05/09/16			TP-234-011	-2,657.14	0.00		
	Vendor (FRA025) totals:					-2,657.14	0.00		
FRE003	FRED SURRIDGE LTD								
PA	29915	05/31/16			29915	-919.93	0.00		
	Vendor (FRE003) totals:					-919.93	0.00		
GLE003	GLENWOOD WOMEN'S INSTITUTE								
PA	29916	05/31/16			29916	-10,000.00	0.00		
	Vendor (GLE003) totals:					-10,000.00	0.00		
GRE003	GREYHOUND COURIER EXPRESS								
PA	TP-237-009	05/25/16			TP-237-009	-358.03	0.00		
	Vendor (GRE003) totals:					-358.03	0.00		
GRE008	GREAT WEST EQUIPMENT								
PA	TP-237-010	05/25/16			TP-237-010	-75.24	0.00		
	Vendor (GRE008) totals:					-75.24	0.00		
GRO002	GROUSE MOUNTAIN TRUCKING LTD.								
PA	29887	05/09/16			29887	-3,346.98	0.00		
PA	TP-238-002	05/31/16			TP-238-002	-7,469.21	0.00		
	Vendor (GRO002) totals:					-10,816.19	0.00		
HAN004	NAOMI HANSON								
PA	TP-238-003	05/31/16			TP-238-003	-85.31	0.00		
	Vendor (HAN004) totals:					-85.31	0.00		

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HEA002	HEAVY METAL CO								
PA	TP-237-011	05/25/16			TP-237-011	-3,870.30	0.00		
	Vendor (HEA002) totals:					-3,870.30	0.00		
HIL003	HILL STOP TRUCK WASH								
PA	29888	05/09/16			29888	-157.46	0.00		
	Vendor (HIL003) totals:					-157.46	0.00		
HOS002	HOSKINS SCIENTIFIC LIMITED								
PA	TP-237-012	05/25/16			TP-237-012	-288.01	0.00		
	Vendor (HOS002) totals:					-288.01	0.00		
HOT001	HOTSYNC COMPUTER SOLUTIONS								
PA	TP-237-013	05/25/16			TP-237-013	-5,764.51	0.00		
	Vendor (HOT001) totals:					-5,764.51	0.00		
HOU018	HOUSTON BOTTLE DEPOT								
PA	TP-237-014	05/25/16			TP-237-014	-2,964.26	0.00		
	Vendor (HOU018) totals:					-2,964.26	0.00		
IGI001	IGI RESOURCES								
PA	TP-237-015	05/25/16			TP-237-015	-977.69	0.00		
	Vendor (IGI001) totals:					-977.69	0.00		
IND006	INDUSTRIAL TRANSFORMERS								
PA	TP-234-012	05/09/16			TP-234-012	-1,048.02	0.00		
	Vendor (IND006) totals:					-1,048.02	0.00		
INF001	INFOSAT COMMUNICATIONS								
PA	TP-237-016	05/25/16			TP-237-016	-54.36	0.00		
	Vendor (INF001) totals:					-54.36	0.00		
INL001	INLAND KENWORTH								
PA	TP-237-017	05/25/16			TP-237-017	-972.60	0.00		
	Vendor (INL001) totals:					-972.60	0.00		
INL002	INLAND DIVERS UNDERWATER SERVIC								
PA	29907	05/19/16			29907	-3,564.54	0.00		
	Vendor (INL002) totals:					-3,564.54	0.00		
INT010	INTEGRIS CREDIT UNION								
PA	29908	05/19/16			29908	-105.00	0.00		
	Vendor (INT010) totals:					-105.00	0.00		
KAL003	KAL TIRE - BURNS LAKE								
PA	TP-237-018	05/25/16			TP-237-018	-4,140.86	0.00		
	Vendor (KAL003) totals:					-4,140.86	0.00		
LAK004	LAKES DISTRICT AIRPORT SOCIETY								
PA	TP-235-012	05/24/16			TP-235-012	-6,250.00	0.00		
	Vendor (LAK004) totals:					-6,250.00	0.00		
LAK012	LAKES DISTRICT MUSEUM SOCIETY								
PA	TP-235-013	05/24/16			TP-235-013	-3,083.33	0.00		
	Vendor (LAK012) totals:					-3,083.33	0.00		
LAK032	LAKES DISTRICT FILM								
PA	TP-235-014	05/24/16			TP-235-014	-150.00	0.00		
	Vendor (LAK032) totals:					-150.00	0.00		
LDF001	LD FREE CLASSIFIEDS								
PA	TP-237-019	05/25/16			TP-237-019	-1,670.63	0.00		
	Vendor (LDF001) totals:					-1,670.63	0.00		

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LEX001	LEXISNEXIS CANADA INC.								
PA	TP-238-004	05/31/16			TP-238-004	-234.41	0.00		
Vendor (LEX001) totals:						-234.41	0.00		
LIB001	LIBERTY TRANSPORT LTD.								
PA	TP-237-020	05/25/16			TP-237-020	-54.80	0.00		
Vendor (LIB001) totals:						-54.80	0.00		
M4E001	M 4 ENTERPRISES								
PA	TP-237-021	05/25/16			TP-237-021	-21,063.88	0.00		
Vendor (M4E001) totals:						-21,063.88	0.00		
MAX001	MAXXAM ANALYTICS INC								
PA	TP-234-013	05/09/16			TP-234-013	-2,709.00	0.00		
PA	TP-238-005	05/31/16			TP-238-005	-1,982.40	0.00		
Vendor (MAX001) totals:						-4,691.40	0.00		
MET004	MARY METZLER								
PA	29889	05/09/16			29889	-435.00	0.00		
Vendor (MET004) totals:						-435.00	0.00		
MID001	MID-VALLEY VENTURES LTD.								
PA	29901	05/10/16			29901	-21,000.00	0.00		
Vendor (MID001) totals:						-21,000.00	0.00		
MUN006	MUNICIPAL WORLD								
PA	29909	05/19/16			29909	-446.25	0.00		
Vendor (MUN006) totals:						-446.25	0.00		
NAP001	NAPA AUTO PARTS - BL								
PA	29890	05/09/16			29890	-45.07	0.00		
Vendor (NAP001) totals:						-45.07	0.00		
NOR014	NORTHERN LOG HARVESTING LTD.								
PA	TP-237-022	05/25/16			TP-237-022	-6,835.50	0.00		
Vendor (NOR014) totals:						-6,835.50	0.00		
NOR022	NORTHWEST FUELS LTD.								
PA	TP-234-014	05/09/16			TP-234-014	-1,493.51	0.00		
Vendor (NOR022) totals:						-1,493.51	0.00		
OVE002	OVERWAITEA FOODS								
PA	29891	05/09/16			29891	-259.66	0.00		
Vendor (OVE002) totals:						-259.66	0.00		
PAC004	PACIFIC NORTHERN GAS LTD.								
PA	TP-234-015	05/09/16			TP-234-015	-4,749.83	0.00		
Vendor (PAC004) totals:						-4,749.83	0.00		
PAC007	PACIFIC TRUCK & EQUIPMENT INC								
PA	TP-234-016	05/09/16			TP-234-016	-651.08	0.00		
Vendor (PAC007) totals:						-651.08	0.00		
PLE001	PLEASANT VALLEY EXPRESS								
PA	TP-237-023	05/25/16			TP-237-023	-257.04	0.00		
Vendor (PLE001) totals:						-257.04	0.00		
PRA002	PRAGMATIC CONFERENCING								
PA	TP-234-017	05/09/16			TP-234-017	-34.87	0.00		
Vendor (PRA002) totals:						-34.87	0.00		
PRI014	PRINCE GEORGE COMMUNITY FOUNDA								
PA	29892	05/09/16			29892	-25,000.00	0.00		

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Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
PRI014 PRINCE GEORGE COMMUNITY FOUNDATION (Continued)									
	Vendor (PRI014) totals:					-25,000.00	0.00		
PUR001 PURELY H2O									
PA	TP-237-024	05/25/16			TP-237-024	-108.00	0.00		
	Vendor (PUR001) totals:					-108.00	0.00		
RAN004 RANDY WILSON TRUCKING									
PA	29893	05/09/16			29893	-323.75	0.00		
	Vendor (RAN004) totals:					-323.75	0.00		
RED004 RED ROCKET SERVICES									
PA	TP-234-018	05/09/16			TP-234-018	-105.00	0.00		
	Vendor (RED004) totals:					-105.00	0.00		
REI001 REITSMA'S HOME HARDWARE									
PA	TP-234-019	05/09/16			TP-234-019	-175.50	0.00		
	Vendor (REI001) totals:					-175.50	0.00		
ROG001 ROGERS									
PA	TP-237-025	05/25/16			TP-237-025	-162.49	0.00		
	Vendor (ROG001) totals:					-162.49	0.00		
ROU004 GILLES ROUSSEAU									
PA	29910	05/19/16			29910	-654.65	0.00		
PA	29917	05/31/16			29917	-284.55	0.00		
	Vendor (ROU004) totals:					-939.20	0.00		
ROY003 ROYAL CANADIAN LEGION - BRANCH #									
PA	29894	05/09/16			29894	-2,500.00	0.00		
	Vendor (ROY003) totals:					-2,500.00	0.00		
SAN001 SAN BAR									
PA	29895	05/09/16			29895	-110.00	0.00		
	Vendor (SAN001) totals:					-110.00	0.00		
SMI007 SMITHERS PUBLIC LIBRARY									
PA	TP-235-015	05/24/16			TP-235-015	-7,019.50	0.00		
	Vendor (SMI007) totals:					-7,019.50	0.00		
SMI009 SMITHERS & AREA RECYCLING									
PA	TP-238-006	05/31/16			TP-238-006	-6,114.43	0.00		
	Vendor (SMI009) totals:					-6,114.43	0.00		
SMI021 SMITHERS WELL DRILLING									
PA	29911	05/19/16			29911	-204.96	0.00		
	Vendor (SMI021) totals:					-204.96	0.00		
SMI023 KEN SMITH									
PA	29918	05/31/16			29918	-100.00	0.00		
	Vendor (SMI023) totals:					-100.00	0.00		
SMS001 SMS EQUIPMENT INC.									
PA	TP-237-026	05/25/16			TP-237-026	-153.88	0.00		
	Vendor (SMS001) totals:					-153.88	0.00		
SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.									
PA	TP-235-016	05/24/16			TP-235-016	-1,992.00	0.00		
	Vendor (SOU003) totals:					-1,992.00	0.00		
SPO001 SPOTLESS UNIFORM LTD.									
PA	TP-234-020	05/09/16			TP-234-020	-100.08	0.00		
	Vendor (SPO001) totals:					-100.08	0.00		

Sort order: Control account, vendor number, report group
 Selection: Checks from May 01 2016 to May 31 2016 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
STA008 STARLAND SUPPLY LTD									
PA	TP-234-021	05/09/16			TP-234-021	-144.51	0.00		
Vendor (STA008) totals:						-144.51	0.00		
STE012 STEWART MCDANNOLD STUART									
PA	TP-234-022	05/09/16			TP-234-022	-332.02	0.00		
PA	TP-237-027	05/25/16			TP-237-027	-6,519.50	0.00		
PA	TP-238-007	05/31/16			TP-238-007	-1,709.37	0.00		
Vendor (STE012) totals:						-8,560.89	0.00		
SUD001 SUDS N' DUDS									
PA	TP-234-023	05/09/16			TP-234-023	-83.76	0.00		
Vendor (SUD001) totals:						-83.76	0.00		
SWE001 SWEEPING BEAUTIES JANITORIAL									
PA	TP-234-024	05/09/16			TP-234-024	-162.96	0.00		
PA	TP-235-017	05/24/16			TP-235-017	-2,034.61	0.00		
Vendor (SWE001) totals:						-2,197.57	0.00		
TAY002 TAYLOR BROS HARDWARE									
PA	TP-234-025	05/09/16			TP-234-025	-83.15	0.00		
Vendor (TAY002) totals:						-83.15	0.00		
TEL002 TELUS COMMUNICATIONS COMPANY									
PA	TP-238-008	05/31/16			TP-238-008	-3,254.32	0.00		
Vendor (TEL002) totals:						-3,254.32	0.00		
TEL007 TELUS MOBILITY									
PA	TP-237-028	05/25/16			TP-237-028	-1,176.64	0.00		
Vendor (TEL007) totals:						-1,176.64	0.00		
THI001 DEBRA THIESSEN									
PA	29912	05/19/16			29912	-392.14	0.00		
Vendor (THI001) totals:						-392.14	0.00		
TIR002 TIRETECH									
PA	TP-234-026	05/09/16			TP-234-026	-640.64	0.00		
Vendor (TIR002) totals:						-640.64	0.00		
TOP005 TOPLEY FIRE PROTECTION SOC.									
PA	29896	05/09/16			29896	-21,000.00	0.00		
PA	TP-235-018	05/24/16			TP-235-018	-2,620.84	0.00		
RC	29896	05/09/16				21,000.00	0.00		
Vendor (TOP005) totals:						-2,620.84	0.00		
TOW001 TOWN OF SMITHERS									
PA	29897	05/09/16			29897	-3,921.63	0.00		
PA	TP-237-029	05/25/16			TP-237-029	-2,947.56	0.00		
Vendor (TOW001) totals:						-8,869.19	0.00		
TOW003 TOWER COMMUNICATIONS									
PA	TP-234-027	05/09/16			TP-234-027	-470.40	0.00		
PA	TP-237-030	05/25/16			TP-237-030	-2,450.01	0.00		
Vendor (TOW003) totals:						-2,920.41	0.00		
UNI005 UNION OF B.C. MUNICIPALITIES									
PA	29898	05/09/16			29898	-116.26	0.00		
Vendor (UNI005) totals:						-116.26	0.00		
USB001 US BANK CANADA									
PA	TP-236-001	05/25/16			TP-236-001	-12,835.52	0.00		

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Sort order: Control account, vendor number, report group
 Selection: Checks from May 01 2016 to May 31 2016 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
USB001	US BANK CANADA (Continued)								
	Vendor (USB001) totals:					-12,835.62	0.00		
VAL005	VALLEY DIESEL								
PA	29898 05/09/16				29899	-328.40	0.00		
	Vendor (VAL005) totals:					-328.40	0.00		
VAN005	VANDERHOOF & DISTRICTS CO-OP								
PA	TP-237-031 05/25/16				TP-237-031	-9,612.62	0.00		
	Vendor (VAN005) totals:					-9,612.62	0.00		
VIL004	VILLAGE OF BURNS LAKE								
PA	TP-237-032 05/25/16				TP-237-032	-1,573.84	0.00		
	Vendor (VIL004) totals:					-1,573.84	0.00		
VIS001	THE MOOSE - VISTA RADIO LTD.								
PA	29900 05/09/16				29900	-489.30	0.00		
PA	29919 05/31/16				29919	-231.00	0.00		
	Vendor (VIS001) totals:					-720.30	0.00		
WAS001	WASTE MANAGEMENT OF CANADA CO								
PA	TP-237-033 05/25/16				TP-237-033	-3,998.21	0.00		
	Vendor (WAS001) totals:					-3,998.21	0.00		
WEL002	WELLMAN'S CAR AND TRUCK WASH								
PA	TP-234-028 05/09/16				TP-234-028	-19.43	0.00		
	Vendor (WEL002) totals:					-19.43	0.00		
WIL004	WILLIAMS MACHINERY								
PA	TP-234-029 05/09/16				TP-234-029	-90.40	0.00		
PA	TP-238-009 05/31/16				TP-238-009	-40,892.35	0.00		
	Vendor (WIL004) totals:					-40,882.75	0.00		
XER001	XEROX CANADA LTD.								
PA	TP-234-030 05/09/16				TP-234-030	-5,220.07	0.00		
PA	TP-237-034 05/25/16				TP-237-034	-504.43	0.00		
	Vendor (XER001) totals:					-5,724.50	0.00		
	Control account (1) totals:					-413,907.59	0.00		
REC002	RECEIVER GENERAL								
PA	29876 05/02/16				29876	-37,506.05	0.00		
PA	29905 05/18/16				29905	-39,963.99	0.00		
	Vendor (REC002) totals:					-77,470.04	0.00		
	Control account (2) totals:					-77,470.04	0.00		
	Report Total					-481,377.63	0.00		

116 vendor(s) printed.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1764**

A bylaw to regulate and set fees for the use of Regional District of Bulkley-Nechako municipal solid waste disposal and recycling facilities

WHEREAS the Regional District of Bulkley-Nechako may make bylaws to establish the service for the regulation, storage and management of solid waste and recyclable material, including the regulation of facilities and commercial vehicles used in relation to these matters;

AND WHEREAS the Regional District of Bulkley-Nechako has enacted Refuse Disposal Local Service Establishment Bylaw No. 683, 1990 and established a local service for garbage disposal which includes all Municipal and Electoral Areas of the Regional District as participants;

AND WHEREAS the Regional District of Bulkley-Nechako may, by bylaw, impose fees and charges payable in respect of all or part of a service of the Regional District;

AND WHEREAS the Regional District of Bulkley-Nechako has an approved Regional Solid Waste Management Plan;

AND WHEREAS the Regional District of Bulkley-Nechako desires to establish fees and set standards for and regulate and manage the disposal of municipal solid waste at facilities managed by the Regional District of Bulkley-Nechako and operating according to the approved Regional Solid Waste Management Plan;

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

1. **CITATION**

This bylaw may be cited as "Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016".

2. **INTERPRETATION**

- 2.1 Words or phrases defined in the *British Columbia Interpretation Act, Community Charter, or Local Government Act* or any successor legislation shall have the same meaning when used in this Bylaw, unless otherwise defined in this Bylaw. Unless otherwise stated, and notwithstanding the case used (upper case or lower case), when words or phrases that are defined in section 3 of this Bylaw are used in the body or schedules of this Bylaw, they have the meaning ascribed to them as set out in section 3.
- 2.2 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting the scope or the intent of the provisions of this Bylaw.
- 2.3 Any act or enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein (as may be cited by short title or otherwise) is a reference to an enactment of the Regional District, as amended, revised,

consolidated or replaced from time to time.

- 2.4 If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

3. DEFINITIONS

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

"Agricultural Waste" means solid waste that is discarded from agricultural operations, including, but not limited to: dead animals, slaughter waste, waste from crops, spoiled crops, manure and large quantities of film plastics, twine, and plastic containers used in agricultural operations.

"Asbestos" means any material, whether friable or non-friable, with an asbestos content of greater than 1% either at the time of manufacture, or as determined using a method specified in Section 40(1) of the *Hazardous Waste Regulation*, B.C. Reg. 63/88.

"Auto Hulk" means a vehicle that is no longer used for transportation purposes and/or is not registered.

"Batteries - Lead-Acid" means a product that falls under the 'Lead-acid Battery' product category in the *Recycling Regulation*, B.C. Reg. 449/2004, including, but not limited to: Lead-acid batteries for automobiles, motorcycles, recreation vehicles, marine vehicles and locomotives.

"Batteries - Household" means batteries that fall under the 'Electronic and Electrical' product category in the *Recycling Regulation*, B.C. Reg. 449/2004, including, but not limited to: Nickel Cadmium (NiCd), Lithium Ion (Li-Ion), Nickel Metal Hydride (Ni-MH), or Small-Sealed Lead (Pb) batteries weighing no more than 5 kilograms (11 pounds) each.

"Biomedical Waste" means waste defined as such in the *Hazardous Waste Regulation*, B.C. Reg. 63/88.

"Biosolids" means stabilized municipal sewage sludge resulting from a municipal wastewater treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled.

"Board" means the Board of Directors of the Regional District of Bulkley-Nechako.

"Bulky Waste" means items with a volume greater than 2 cubic meters when crushed including, but not limited to: recreational vehicles, pre-fabricated homes, trailers, watercraft, and other articles that the Director determines require special handling and disposal techniques.

"Chief Administrative Officer" means the Chief Administrative Officer of the Regional District.

"Clean Soil" means soil or sediment material containing substances in quantities or concentrations less than those specified in Section 42 of the *Contaminated Sites Regulation*, B.C. Reg. 375/96.

"Clean Wood Waste" means wood waste, typically originating from construction or demolition, that is not painted, treated with preservatives, or containing adhesives or filler.

"Concrete" means a hardened mixture of cement with sand, gravel and or rebar (not to project in excess of 30 centimetres in length from Concrete pieces).

"Contaminated Soil" means soil or sediment or fill material containing substances in quantities or concentrations greater than those specified in Section 42 of the *Contaminated Sites Regulation*, B.C. Reg. 375/96, but which is not classified as a hazardous waste under the *Hazardous Waste Regulation*, B.C. Reg. 63/88.

"Contaminated Wood Waste" means wood waste that is not defined as Clean Wood Waste, and includes wood that is painted, stained, or treated with preservatives, or that contains filler or adhesives, but does not include non-wood materials such as drywall, insulation, or plastic, which are considered C/D Waste and are not acceptable in a Contaminated Wood Waste pile.

"Construction/Demolition Waste" or "C/D Waste" means largely inert solid waste, resulting from the construction, remodeling, repair, and demolition of structures, roads, sidewalks and utilities, including, but not limited to, asphalt, bricks, Concrete and other masonry materials, roofing materials, wall coverings, plaster, gypsum board or wallboard, insulation, plumbing components and fixtures, electrical fixtures, electrical wiring, electrical components, Clean Soil, and rock.

"Corrugated Cardboard" means containers or materials used in containers consisting of three or more layers of kraft paper material and having smooth exterior liners and a corrugated or rippled core, but excludes containers or materials which are impregnated with blood, grease, oil chemicals, food residue, or wax, or have polyethylene, polystyrene, foil or other non-paper liners, or are contaminated with a material which will render the containers or materials non-marketable.

"Creosote Treated Wood" means wood that has been preserved by a pressure treatment with an anti-microbial pesticide product containing creosote, including, but not limited to, railway ties, telephone poles, and dock pilings.

"Decision" means a decision made by a Person exercising their authority as granted to them pursuant to this Bylaw.

"Director" means the Director of Environmental Services of the Regional District or the Environmental Services Operations Manager, or, where one or both of those persons is absent or unable to act, the Chief Administrative Officer.

"Facility" means a Landfill or Transfer Station Facility leased, owned or operated by the Regional District and used for receiving or processing Municipal Solid Waste.

"Free Liquid" means any portion of material that passes through and drops from a paint filter using the USEPA Method 9095A Paint Filter Liquids Test (within a 5 minute test period).

“Glass Containers” means all clear and coloured containers made of glass, used to hold consumer products, but does not include window glass, laminated glass, safety or tempered glass, mirrored glass, automotive glass, fiberglass, plexiglass, light bulbs, fluorescent tubes, kitchenware, ceramics, or containers that have contained Hazardous Waste or Asbestos.

“Hazardous Waste” means any material defined as such in the Hazardous Waste Regulation B.C Reg. 63/88, including, but not limited to, toxins, poisons, corrosives, irritants, strong sensitizers, flammables, and ignitables, but does not include Asbestos.

“Industrial Waste” means solid waste materials discarded from extraction, harvesting, manufacturing, processing or production of goods and products, including, but not limited to waste generated from industrial operations such as forestry, pulp and paper, mining, fisheries, oil and gas and food processing.

“In-Region Waste” means Waste that originates within the administrative boundaries of the Regional District.

“Land Clearing Waste” means residual wastes and vegetation produced from land clearing and grubbing, utility maintenance, and seasonal or storm-related cleanup, including, but not limited to stumps, tree trunks and branches, and wood chips.

“Landfill” means a location for final disposal of Municipal Solid Waste on land regulated by the British Columbia Ministry of Environment where Municipal Solid Waste is spread and compacted, and cover soil or alternate cover is applied, so that effects on the environment (including public health and safety) are minimized.

“Large Dead Animals and Dead Stock” means any dead stock, deceased animal or part thereof, weighing more than 15 kilograms, but does not include Specified Risk Material.

“Metal Containers” means any food or beverage container made of aluminum or tin-plated steel.

“Metal Drums and Tanks” means any empty metal container with a non-removable top, including, but not limited to drums to contain fuel and underground oil tanks, but does not include metal tanks used to hold compressed gasses, such as Propane Tanks.

“Mixed Waste Paper” includes, but is not limited to newspaper and inserts, office paper, including white and coloured ledger paper, computer paper, photocopy paper, writing pads, paperback books, hardcover books, business forms, phone message notes, file folders, reports, envelopes, non-thermal fax paper, no carbon required (NCR) paper, calculator tape, ‘post-it’ type notes, business cards, paper index cards, boxboard, including paper egg cartons, laundry and cereal boxes, junk mail, gift wrapping paper, packing paper, magazines, catalogues, calendars, directories, postcards, and shredded paper, but does not include waxed paper fibre products, carbon paper, materials that are impregnated with blood, grease, oil, chemicals, or food residue, materials that have polyethylene, polystyrene, foil or other non-paper liners or attachments or materials that are contaminated with a material that will render the Mixed Waste Paper non-marketable.

“Municipal Solid Waste” means discarded or abandoned materials, substances or objects that originate from residential, commercial, institutional, demolition, land clearing

or construction sources, including Recyclable Material, or material that is specified by the British Columbia Ministry of Environment to be included in a waste management plan.

"Noxious Weeds" means all weeds designated within the Provincial and Regional Noxious Weed lists of the *Weed Control Regulation*, B.C. Reg. 66/85.

"Officer" means any member of the Royal Canadian Mounted Police, a Conservation Officer, the Chief Administrative Officer, a Regional District Regulation Compliance Officer or other Regional District Personnel appointed from time to time by the Chief Administrative Officer or Director to administer and enforce this Bylaw.

"ODS Appliance" means refrigeration or heating appliances designed to operate with an ODS coolant or refrigerant in the function of the appliance.

"Ozone Depleting Substances (ODS)" means chlorofluorocarbons (CFCs), halons, chlorocarbons, and hydrochlorofluorocarbons.

"Out of Region Waste" means Municipal Solid Waste that originates outside the administrative boundaries of the Regional District.

"Person" means an individual, a body corporate, a firm partnership, association or any other legal entity or an employee or agent thereof.

"Plastic Packaging" means clean mixed plastics used in packaging that may be marked with a Society of Plastic Industries (SPI) code #1-#7, including, but not limited to toiletry and cleaning containers, margarine and yogurt containers, and food containers, but does not include styrofoam, polystyrene items, or items that have contained Hazardous Waste or Asbestos.

"Product Stewardship Material" means material that falls under a product category of the *Recycling Regulation*, B.C. Reg. 449/2004.

"Prohibited Waste" means those materials that are listed in Schedule "B" attached hereto.

"Propane Tank" means a refillable or non-refillable metal container rated at a capacity of less than 46 kg (101 lb) which is used to contain flammable hydrocarbon gases for use as fuel.

"Recyclable Material" means waste materials that can be used in the creation of new products, where there are existing markets for such new products.

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

"Regional District Personnel" means an employee of the Regional District.

"Regulated Recyclable Material" means those materials that are listed in Schedule "C" attached hereto.

"Rules" has the meaning assigned in section 8.1.

"Scrap Metal" means Recyclable Material which contains ferrous and/or non-ferrous metals, including, but not limited to sheet metal, siding, roofing, rebar, flashings, pipes,

window frames, doors, furnaces, duct work, empty tanks, wire, cable, bathtubs, fencing, bicycle frames, automotive body parts, machinery, garbage cans, metal furniture, tire rims, appliances and fixtures, but does not include ODS Appliances (unless properly certified as having refrigerants professionally removed).

"Site Operator" means that person employed by or having a contract or agreement with the Regional District for attendant duties at a Facility.

"Small Dead Animals" means any deceased animal or portions thereof, weighing less than 15 kilograms, but does not include Specified Risk Material.

"Specified Risk Material" means the skull, brain, trigeminal ganglia (nerves attached to the brain), eyes, tonsils, spinal cord and dorsal root ganglia (nerves attached to the spinal cord) of cattle aged 30 months or older, the distal ileum (portion of the small intestine) of cattle of all ages, and cattle deadstock.

"Tires" means a product that falls under the 'Tire' product category of the *Recycling Regulation*, B.C. Reg. 449/2004, and any other type of tire, including, but not limited to tires used on vehicles, cycles, tractors or heavy equipment.

"Transfer Station" means a Facility that is not a Landfill and which is owned or operated by the Regional District for collecting Municipal Solid Waste.

"Used Oil" means used oil which falls under the 'Lubricating Oil' product category as defined in the *Recycling Regulation*, B.C. Reg. 449/2004.

"Used Oil Containers" means any plastic container, which falls under the 'Empty Oil Containers' product category as defined in the *Recycling Regulation*, B.C. Reg. 449/2004, with a capacity of less than 30 Litres, that was manufactured to hold lubricating oil.

"Used Oil Filters" means used oil filters which fall under the 'Oil Filters' product category as defined in the *Recycling Regulation*, B.C. Reg. 449/2004.

"User Fee(s)" means the user fees as set out and itemized in Schedule "D" attached hereto.

"Valid Identification" means government issued photo identification including a valid British Columbia Identification Card, Canadian driver's license, International driver's license, passport, or citizenship papers or immigration documents.

"Wet Organic Waste" means waste comprised primarily of organic materials that contain fluid in concentrations less than Free Liquid but at levels to require special handling and disposal procedures.

"Yard Waste" means source separated biodegradable, organic materials, substances or objects including, but not limited to grass, lawn and hedge clippings, flowers, weeds, leaves, shrubs and material which originates from household, commercial or municipal gardening or other horticulture activities, but does not include tree stumps, tree branches, Noxious Weeds, rocks, sand, soil, or fruit or vegetable material.

4. SCHEDULES

- 4.1 The following schedules are hereby made and declared to be integral parts of this Bylaw and are attached to and form part of this Bylaw and are enforceable in the same manner as this Bylaw:

SCHEDULE "A"	RDBN Solid Waste Facilities
SCHEDULE "B"	Prohibited Waste
SCHEDULE "C"	Regulated Recyclable Material
SCHEDULE "D"	User Fees
SCHEDULE "E"	Volume to Weight Material Conversion Factors

5. APPLICATION

- 5.1 This bylaw shall apply to all Municipal Solid Waste Facilities owned or operated by the Regional District of Bulkley-Nechako.

6. EXEMPTIONS

- 6.1 Schedule "D" does not apply to the Manson Creek Landfill.

7. COMPLIANCE WITH OTHER LAWS

- 7.1 Except as otherwise specifically provided, nothing in this Bylaw excuses any person from complying with all other applicable enactments and laws.

8. CONDITIONS OF USE / REGULATIONS

- 8.1 The Regional District hereby authorizes Officers and the Director to make rules governing the use of a Facility ("**Rules**") and further the Regional District hereby authorizes Officers, the Director, Site Operators and Regional District Personnel to enforce and provide directions to users of the Facility which are consistent with this Bylaw and which are necessary or convenient for the efficient and lawful operation of the Facility.
- 8.2 The Director shall, in the event of a dispute concerning the application of this Bylaw to the disposal of Municipal Solid Waste, determine the acceptability of the Municipal Solid Waste, direct to which Facility the Municipal Solid Waste may be disposed or may refuse the acceptance of the Municipal Solid Waste in accordance with this Bylaw. The Director may deny acceptance of or limit the volume and frequency of any Municipal Solid Waste delivered to a Facility due to operational or other considerations.
- 8.3 The Regional District accepts no responsibility or liability for damage or injury to any Person or property. Each Person entering a Facility does so solely at their own risk and, as a condition of entry to a Facility, waives all claims against the Regional District and releases the Regional District from any and all liability and claims for all injury, death, loss, damage and expense of any kind that the Person or any other Person may suffer as a result of or in connection with the Person's use of a Facility due to any cause whatsoever, including but not limited to negligence, breach of contract, breach of any statutory duty or duty of care on the part of any of the Regional District and also including the failure on the part of the Regional District to safeguard or protect any Person from the risks, dangers and hazards associated with the use of a Facility.

- 8.4 Every Person depositing Municipal Solid Waste at a Facility shall comply with and abide by:
- (a) the terms and conditions of this Bylaw; and
 - (b) all rules and directions of the Director, Site Operator, Regional District Personnel, Officers whether such rules or directions are in the form of signage, written or verbal instructions.
- 8.5 Any person entering a Facility must, upon request, produce Valid Identification.
- 8.6 All material deposited at a Facility becomes the property of the Regional District, except where such material is deposited or disposed of contrary to the provisions of this Bylaw.
- 8.7 The Regional District hereby establishes and imposes the User Fees set out in Schedule "D" attached hereto. The billable weight (tonnage) shall be determined by the use of weigh scales at the Landfill Facility. In the event that the weigh scales are not operational, the weight (tonnage) shall be determined by measuring the load size and applying the material conversion factors set out in Schedule "E" attached hereto.
- 8.8 Every Person depositing Municipal Solid Waste at a Facility shall pay the applicable User Fees to the Regional District.
- 8.9 Every Person depositing billable volumes of Municipal Solid Waste must provide all information required for the Regional District to generate applicable invoicing.
- 8.10 A Person with Out of Region Waste may be refused entry to a Facility.
- 8.11 No Person shall:
- (a) deposit or dispose of any material at a Facility except in accordance with this Bylaw and any Rules posted at a Facility;
 - (b) deposit Prohibited Waste at a Facility, unless the acceptance of such waste is specifically authorized in writing by both the Regional District and the BC Government;
 - (c) deposit Industrial Waste at a Facility, unless the acceptance of such waste is specifically authorized in writing by both the Regional District and the BC Government;
 - (d) deposit or dispose any Municipal Solid Waste at a Facility in a manner or in a location contrary to the signage or written or verbal direction and designation of the Site Operator;
 - (e) deposit or dispose of any Out of Region Waste at a Facility, unless prior written approval is received from the Director;
 - (f) enter a Facility or deposit or dispose of any material at a Facility at any time other than the designated hours of operation, except by prior arrangement with the Director;

- (g) verbally abuse or threaten any Person at a Facility, including the Site Operator, Regional District Personnel, or any Officer;
- (h) act at a Facility in a manner that is discourteous, disruptive, threatening, or reckless;
- (i) act in a manner contrary to Facility Rules, or directions given by Officers, the Site Operator, the Director, or Regional District Personnel;
- (j) remove, alter, or deface any sign placed or erected at a Facility;
- (k) operate a vehicle in a Facility exceeding the posted speed limit or in a manner deemed to be dangerous by a Site Operator, Regional District Personnel, or Officer. Operating a vehicle in a dangerous manner may include, but is not limited to: operating an overloaded vehicle or with a load not adequately secured, or driving too close to equipment, personnel or the public;
- (l) without authorization, drive a motor vehicle on any part of the Facility other than on roads or areas designated by signage or the Site Operator;
- (m) light or smoke any cigarette, cigar, pipe or any other substance within the boundaries of a Facility;
- (n) remove or salvage any material deposited at a Facility without prior permission of the Director, unless within an area that is clearly designated for reuse activities;
- (o) cause the release of an Ozone Depleting Substance at a Facility;
- (p) ignite a fire or cause a fire to be ignited at any Facility or bring any burning materials or hot ashes to a Facility;
- (q) discharge any firearm at a Facility, except as permitted under an applicable enactment and prearranged by the Director, for example, as may be necessary to control wildlife;
- (r) allow children under the age of 10 years or pets to be outside a vehicle at a Facility at any time, unless specifically directed or permitted otherwise by signage, or by the Site Operator or Regional District Personnel.

8.12 Without written approval of the Director, no Person shall remain at a Facility longer than is required to deposit Municipal Solid Waste or conduct other approved activities or business related to Facility operation.

9. VIOLATION AND PENALTIES

9.1 No Person shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.

9.2 Every Person who contravenes this Bylaw by the doing of an act that it forbids, or omitting to do an act that it requires to be done, shall be deemed to have committed an offence against this Bylaw and:

- (a) shall be liable, upon summary conviction, to a fine of not less than five hundred dollars (\$500) and not more than ten thousand dollars (\$10,000); and
- (b) may be prohibited, by written notice, from depositing or disposing material at a Facility for a specified period of time as the Regional District may determine.

9.3 Notwithstanding any other provision of this Bylaw, any Person who:

- (a) contravenes this Bylaw and causes damage to a Facility shall be responsible to pay all costs associated with remediation of the Facility;
- (b) contravenes this Bylaw and deposits waste in a non-designated location or causes contamination of stockpiles/storage areas, shall be responsible for removing and subsequently depositing the waste materials in the appropriate location;
- (c) contravenes this Bylaw and commits theft or vandalism of Regional District property shall be responsible to pay all costs associated with remediation of the Facility and/or may be prohibited entry into any or all Regional District Facilities for a specified period of time at the discretion of the Director;
- (d) contravenes this Bylaw and/or fails to comply with Rules or directions of a Site Operator, Regional District Personnel, or Officer at a Facility may be prohibited entry into any or all Regional District Facilities for a specified period of time at the discretion of the Director;
- (e) contravenes this Bylaw and is deemed to be abusive or threatening may be ordered to immediately leave the Facility by a Site Operator, Regional District Personnel, or Officer. Any Person deemed to be abusive or threatening may be prohibited entry into any or all Regional District Facilities for a specified period of time at the discretion of the Director;
- (f) contravenes this Bylaw and fails to pay the fees and charges required under this Bylaw may be refused entry into any or all Regional District Facilities until all fees and charges are paid in full.

9.4 A separate offence shall be deemed to be committed upon each event or day during and in which a contravention occurs or continues.

9.5 The penalties imposed by this Bylaw shall be in addition to and not in substitution for any other penalty or remedy imposed by any other statute, law or regulation.

10. INSPECTIONS

10.1 An Officer, Site Operator, Regional District Personnel, or the Director may inspect any load entering a Facility for the purposes of determining:

- (a) compliance with this Bylaw; or
- (b) the nature of the contents of the waste contained in the load for the purpose of a waste audit.

11. DISPUTE MECHANISM NOTICE

- 11.1 A Person using a Facility may file a written notice of appeal with the Director in respect of Decisions made under this Bylaw by the Director, a Site Operator, Regional District Personnel, or an Officer.
- 11.2 The Person for whom a Decision has been made with respect to this Bylaw must file written notice of appeal to the Director within thirty days of the date of Decision.
- 11.3 Upon considering a matter under appeal, the Director may:
- (a) confirm, reverse or vary the Decision under appeal; and
 - (b) make any Decision that the Director considers appropriate.
- 11.4 The Person for whom the appeal Decision has been made under section 11.3 may further appeal the Director's appeal Decision in writing to the Chief Administrative Officer within thirty days of the date of the appeal Decision.
- 11.5 Upon considering a matter under appeal, the Chief Administrative Officer may:
- (c) confirm, reverse or vary the Decision under appeal; and
 - (d) make any Decision that the Chief Administrative Officer considers appropriate.
- 11.6 The Person for whom the appeal Decision has been made under section 11.5 may further appeal the Chief Administrative Officer's appeal Decision in writing to the Board within thirty days of the date of the appeal Decision.
- 11.7 Upon considering the matter under appeal, the Board may:
- (a) confirm, reverse or vary the Decision under appeal; and
 - (b) make any Decision that the Board considers appropriate.
- 11.8 An appeal under this Bylaw does not operate as a stay or suspend the operation of the Decision being appealed unless the authority that has jurisdiction under this Bylaw to consider appeal of the Decision decides otherwise.
- 11.9 At the request of the Chief Administrative Officer and Director, whose Decision is being appealed, the Board shall permit the Chief Administrative Officer and Director to have full party status at the appeal.

12. NO LIMITATION

- 12.1 Nothing in this Bylaw shall limit the Regional District from utilizing any other remedy that would otherwise be available to the Regional District at law.

13. EFFECTIVE DATE

- 13.1 This Bylaw shall take effect the day following the date of its adoption.

14. **REPEAL**


- 14.1 Bylaw No. 1258 cited as "Regional District of Bulkley-Nechako Construction / Demolition and Land Clearing Waste Regulation and Tipping Fee Bylaw No. 1258, 2003" is hereby repealed as of the day following the date of adoption of this Bylaw.
- 14.2 Bylaw No. 1202 cited as "Regional District of Bulkley-Nechako Appliance Containing Ozone Depleting Substances Service Fee Bylaw No. 1202, 2001" is hereby repealed as of the day following the date of adoption of this Bylaw.
- 14.3 Bylaw No. 1109 cited as "Regional District of Bulkley-Nechako Contaminated Soil Tipping Fee Bylaw No. 1109, 1999" is hereby repealed as of the day following the date of adoption of this Bylaw.

READ A FIRST TIME this 14th day of April, 2016.

READ A SECOND TIME this 14th day of April, 2016.

READ A THIRD TIME this 14th day of April, 2016.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1764 at third reading.



Corporate Administrator

APPROVED BY THE MINISTER OF ENVIRONMENT this 9th day of June, 2016

ADOPTED THIS _____ day of _____, 2016.

Corporate Administrator

Chair

SCHEDULE "A" TO BYLAW NO. 1764**RDBN SOLID WASTE FACILITIES**

Facility Name	Civic Address
Knockholt Western Sub-Regional Landfill (Knockholt Landfill)	8072 Aitken Road
Clearview Eastern Sub-Regional Landfill (Clearview Landfill)	22095 Hwy 27 South
Manson Creek Landfill	188653 Thutade Forest Service Road
Smithers/Telkwa Transfer Station	6150 Donaldson Road
Granisle Transfer Station	66201 Babine Drive
Burns Lake Transfer Station	4410 Babine Lake Road
Southside Transfer Station	36007 Eakin Settlement Road
Area "D" Transfer Station	3366 Fraser Lake Airport Road
Vanderhoof Transfer Station	650 Dump Road
Fort St. James Transfer Station	1521 Necoslie Road

SCHEDULE "B" TO BYLAW NO. 1764**PROHIBITED WASTE**

1. Biomedical Waste
2. Regulated Recyclable Material
3. Free Liquids
4. Hazardous Waste
5. Industrial Waste
6. PCBs
7. Waste on Fire or Smoldering

SCHEDULE "C" TO BYLAW NO. 1764

REGULATED RECYCLABLE MATERIAL

The following materials are designated as Regulated Recyclable Material as of the effective date of this Bylaw:

1. Tires.

The following materials are designated as Regulated Recyclable Material as of July 1, 2016:

1. Corrugated Cardboard.

SCHEDULE "D" TO BYLAW NO. 1764**USER FEES AND DISPOSAL RULES****(Applicable at all RDBN Solid Waste Facilities Except Manson Creek Landfill)**

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
Household Waste	No Charge	No Charge	
Commercial/Institutional Waste	No Charge	No Charge	
Mixed C/D – less than 2m ³	No Charge	No Charge	
Mixed C/D – greater than 2m ³	\$90/metric tonne	Not Accepted	
Concrete – less than 2m ³	No Charge	No Charge	Size Restrictions Apply – Must be broken into pieces less than 12 inches in any direction.
Concrete – greater than 2m ³	\$90/metric tonne	Not Accepted	Size Restrictions Apply – Must be broken into pieces less than 12 inches in any direction.
Roofing/Asphalt Shingles – less than 2m ³	No Charge	No Charge	
Roofing/Asphalt Shingles – greater than 2m ³	\$90/metric tonne	Not Accepted	
Bulky Waste	\$90/metric tonne	Not Accepted	<ul style="list-style-type: none"> Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time. Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Clean Wood Waste	No Charge	No Charge	Place in designated area
Contaminated Wood Waste	No Charge	No Charge	Place in designated area
Land Clearing Debris – less than 2m ³	No Charge	No Charge	<ul style="list-style-type: none"> Place in designated area. Tree stumps and tree trunks or branches (greater than 6 inches in diameter), in any quantity, not accepted at Transfer Stations. These materials are only accepted at Landfills.
Land Clearing Debris – greater than 2m ³	\$90/metric tonne	Not Accepted	
Yard Waste	No Charge	No Charge	Place in designated area
Noxious Weeds	No Charge	No Charge	Must be bagged
Wet Organic Waste	No Charge	No Charge	Special handling procedures may apply. Loads may be directed to Landfills only.

SCHEDULE "D" TO BYLAW NO. 1764 (Con't)**USER FEES AND DISPOSAL RULES****(Applicable at all RDBN Solid Waste Facilities Except Manson Creek Landfill)**

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
Asbestos – Friable and Non-friable	\$90/metric tonne	Not Accepted	<ul style="list-style-type: none"> Requires approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time. Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Contaminated Soil – Characterized as commercial/industrial (CL/IL) or less than CL/IL	No Charge	Not Accepted	<ul style="list-style-type: none"> Must be In-Region Source; Requires approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time; Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Contaminated Soil – Characterized as greater than commercial/industrial (CL/IL) but less than Hazardous Waste	\$18/metric tonne	Not Accepted	<ul style="list-style-type: none"> Must be In-Region Source; Requires approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material must be deposited a minimum of one hour before Landfill closing time; Materials only accepted for disposal at the Knockholt and Clearview Landfills.
Specified Risk Material – In-Region	No Charge	Not Accepted	<ul style="list-style-type: none"> Material is only permitted for disposal at the Knockholt and Clearview Landfills; Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required; Special handling procedures apply.
Specified Risk Material – Out-Of-Region	\$100/metric tonne	Not Accepted	<ul style="list-style-type: none"> Material requires written approval of the Director; Forty-eight (48) hours prior notice must be given to the Regional District for disposal; Material is only permitted for disposal at the Knockholt and Clearview Landfills; Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required; Special handling procedures apply; Additional user fees may apply.

SCHEDULE "D" TO BYLAW NO. 1764 (Con't)**USER FEES AND DISPOSAL RULES****(Applicable at all RDBN Solid Waste Facilities Except Manson Creek Landfill)**

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
Dead Animals and Dead Stock Excluding Specified Risk Material Waste	No Charge	No Charge	<ul style="list-style-type: none"> Any individual carcass or part of a carcass under 15 kg is considered a small animal, and any individual carcass over 15 kg is considered a large animal; Disposal of greater than two (2) large carcasses requires approval of the Director; Small animals may be disposed of in unlimited numbers; Small animals being disposed of must be contained in a sealed, waterproof container (heavy duty plastic bags are acceptable); Large animals may only be disposed of at a rate of one carcass per vehicle per day at transfer stations.
Slaughter House (Abattoir) Waste Excluding Specified Risk Material Waste	No Charge	No Charge	<ul style="list-style-type: none"> Material is only permitted for disposal at the Knockholt and Clearview Landfills; Special handling procedures apply.
ODS Appliances (eg. fridges/freezers/air conditioners/water coolers)	\$20 per unit	\$20 per unit	<ul style="list-style-type: none"> Not accepted at the Clearview Landfill
Auto Hulks	No Charge	No Charge	<ul style="list-style-type: none"> Site restrictions may apply; All fluids, batteries, ODS and tires must be removed prior to disposal; Place in designated area; Not accepted at the Clearview Landfill.
Scrap Metal	No Charge	No Charge	<ul style="list-style-type: none"> Place in designated area; Not accepted at the Clearview Landfill.
Metal Drums and Tanks			<ul style="list-style-type: none"> Material must be cut open and free of any liquids or contamination; Size restriction requirements may apply.

SCHEDULE "E" TO BYLAW NO. 1764**VOLUME TO WEIGHT MATERIAL CONVERSION FACTORS**

Table 1: Material Conversion Factors

Material Code	Primary Waste Material Type	Material Conversion Factor
A	Concrete	1.2
B	Wood	0.5
C	Roofing	0.5
D	Land Clearing	0.4
E	Mixed	0.6

Note: Load Volume (m³) x Material Conversion Factor = Weight in Metric Tonnes

Table 2: Typical Vehicle Type and Volume Guide

Vehicle Type	Load Volume
Pickup truck (filled level) or passenger vehicle	Less than 2 m ³
Pickup truck, mounted or built-up	4 m ³
Single axle truck	6 m ³
Tandem axle truck	10 m ³
Pup trailer	8 m ³
End dump	18 m ³
Other	Measurement of box size in meters