



1  
REGIONAL DISTRICT OF BULKLEY-NECHAKO  
COMMITTEE OF THE WHOLE  
AGENDA  
Thursday, March 7, 2019

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>CALL TO ORDER</u>	
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA</u> – March 7, 2019	Approve
	<u>MINUTES</u>	
2-5	Committee of the Whole Meeting Minutes – January 3, 2019	Receive
	<u>REPORTS</u>	
6	John Illes, Chief Financial Officer - Travel Reminders	Direction/Receive
7-11	John Illes, Chief Financial Officer – Remuneration Bylaw Policy Update	Receive
12-29	Jason Llewellyn, Director of Planning and Protective Services – Wildfire/Emergency Preparedness and Response Strategic Priorities	Receive
30-33	Melany de Weerd, CAO – RBA – Strategic Priority	Receive
34-35	Nellie Davis, Regional Economic Development Coordinator – Bulkley-Nechako Workforce Opportunities Table Update	Receive
	<u>CORRESPONDENCE</u>	
36	Canadian Cancer Society – Peace of Mind Campaign for the Canadian Cancer Society Kordyban Lodge - Request for Support	Direction/Receive
37-38	Jim Snetsinger, RPF – Lakes TSR Update	Receive
	<u>INVITATION</u>	
39-40	Community Futures Nadina – Making Resilience and Recovery the New Norm	Receive
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, January 3, 2019**

**PRESENT:** Vice-Chair Mark Parker

Directors Taylor Bachrach  
Shane Brienen  
Mark Fisher  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Rob Newell  
Bev Playfair  
Jerry Petersen  
Michael Riis-Christianson  
Kim Watt-Senner

Directors Absent Linda McGuire, Village of Granisle  
Gerry Thiessen, District of Vanderhoof

Alternate Directors Cyndi Lauze, District of Vanderhoof  
Thomas Liversidge, Village of Granisle

Staff Melany de Weerd, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
John Illes, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

Others Dwayne Lindstrom, Fraser Lake

**CALL TO ORDER** Vice-Chair Parker called the meeting to order at 11:19 a.m.

**AGENDA & SUPPLEMENTARY** Moved by Director Bachrach  
Seconded by Director Layton

**C.W.2019-1-1** "That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of January 3, 2019 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**MINUTES**

**Committee of the Whole Minutes –June 7, 2018** Moved by Director Petersen  
Seconded by Director Newell

**C.W.2019-1-2** "That the Committee of the Whole meeting minutes of June 7, 2018 be received."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**REPORTS**

**Smithers, Houston and Area  
Television Rebroadcasting**

Moved by Director Fisher  
Seconded by Director Brien

**C.W.2019-1-3**

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's December 18, 2018 memo titled "Smithers, Houston and Area Television Rebroadcasting," and that,

The Committee of the Whole recommend to the Regional District of Bulkley-Nechako Board of Directors that the annual grant to the Smithers, Houston and Area Television Rebroadcasting Society remain at \$60,000 in the 2019 proposed budget."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE**

**Correspondence**

Moved by Director Bachrach  
Seconded by Director Brien

**C.W.2019-1-4**

"That the Committee of the Whole receive the following correspondence:  
-Vanderhoof Community Forest – Wildfire Risk Management Plan;  
-Legislative Assembly of BC – Select Standing Committee on Crown Corporations – Call for Written Submissions;  
-Northern Health – Media Bulletin – Northern Health Connections Modified Holiday Schedule."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**INVITATIONS**

**Community Energy Association  
-BC Municipal Climate  
Leadership Council Workshop  
Re: Climate Action Planning  
-January 18, 2019 – Vancouver,  
BC**

Moved by Director Fisher  
Seconded by Director Brien

**C.W.2019-1-5**

"That the Committee of the Whole receive the invitation from the Community Energy Association – BC Municipal Climate Leadership Council Workshop re: Climate Action Planning – January 18, 2019 – Vancouver, BC."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**SUPPLEMENTARY AGENDA**

Changes to Remuneration  
Bylaws – Implementation  
Details

Moved by Director Greenaway  
Seconded by Director Newell

C.W.2019-1-6

"That the Committee of the Whole receive the Chief Financial Officer's December 20, 2018 memo titled "Changes to Remuneration Bylaws – Implementation Details."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Completed Assessment Roll  
Update

Moved by Director Layton  
Seconded by Director Newell

C.W.2019-1-7

"That the Committee of the Whole receive the Chief Financial Officer's January 2, 2019 memo titled "Completed Assessment Roll Update."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

Parliamentary Secretary for  
Emergency Preparedness  
EMBC Reimbursement for  
Road Rescue Calls

Moved by Director Newell  
Seconded by Director Petersen

C.W.2019-1-8

"That the Committee of the Whole receive the correspondence from Parliamentary Secretary for Emergency Preparedness – EMBC Reimbursement for Road Rescue Calls."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Response Letter to  
Parliamentary Secretary for  
Emergency Preparedness  
-EMBC Reimbursement for  
Road Rescue Calls

Moved by Director Riis-Christianson  
Seconded by Director Brien

C.W.2019-1-9

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako write a response letter to Jennifer Rice, Parliamentary Secretary for Emergency Preparedness to clarify and outline the RDBN's concerns in regard to the Province withdrawing funding for road rescue events and no longer providing task numbers due to the RDBN having Bylaws to fund small portions of its Volunteer Fire Departments road response costs not attributable to specific road rescue call-outs; and further, that both RDBN bylaws and the funding for road rescue through EMBC task numbers be permitted concurrently."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Message from Vice-Chair  
Parker**

Vice-Chair Parker commented that he, along with Chair Thiessen is looking forward to the New Year. He spoke of the strength of the Regional Board and the ability to move forward and face any challenging decisions that may arise throughout the year.

**ADJOURNMENT**

Moved by Director Brien  
Seconded by Director Layton

**C.W.2019-1-10**

"That the meeting be adjourned at 11:37 a.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Mark Parker, Vice-Chair

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Wendy Wainwright, Executive Assistant



## Regional District of Bulkley-Nechako Committee Agenda March 7, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** February 26, 2019  
**Re:** Travel Reminders

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The financial department would like to remind directors that when providing receipts for meals that the receipt from the provider must include their GST number and be itemized.

There are two per diem meal rates under the current bylaw. The first is for municipalities and areas along the Highway 16 corridor (from Prince Rupert to Tete Jaune Cache). The second rate applies to the rest of the province and is a higher rate designed to cover the increased costs associated with travel to the Lower Mainland and the Peace River areas.

Past practice dictates that the Regional District does not provide reimbursement for alcoholic beverages as part of a meal claim. If the Directors wish to change this practice direction can be provided.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

“That the Board receive the Chief Financial Officer’s memo dated February 26, 2019 titled ‘Remuneration Bylaw Policy Update’” and

Optionally - Direction



## Regional District of Bulkley-Nechako Committee Agenda March 7, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** February 26, 2019  
**Re:** Remuneration Bylaw Policy Update

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Financial staff have been working with the new remuneration bylaw for two months and are discovering areas where more direction is needed.

The remuneration policy states in Section 11 of bylaw 1837 that the Board may send any director to any convention of meeting with its associated cost paid from General Government and further that the Rural Directors may send any rural director to any convention or meeting with its associated costs paid for from Rural Government at its discretion.

*In order to better track and allocate for expenditures, the finance department request that the Board include in any motion authorizing a Board member to attend a function that the source of the funds also be specified.*

Some options for consideration for funding sources are from –

- the Rural Government budget for items related to all the Electoral Area,
- the General Government budget for items of interest to both the Electoral Areas and the municipalities
- the Agriculture Budget for agriculture related items
- the Economic Development Budget for economic development related items
- the \$2000 allowance assigned to each Electoral Area director for items of interest to that specific director or specific Electoral Area.

It is important to note that currently there is no allowance for director travel or remuneration in the Agriculture or Economic Development budgets.

For approved director travels and costs please see the attached board policy. If the Board wishes to change this policy, please provide direction.



Travel and attendance for items in the Rural budget are available only to Electoral Area directors. Travel and attendance for items in the General Government must be available to both Municipal and Electoral Area Directors (as both municipalities and electoral areas contribute to this budget). For auditing purposes, a Board motion is suggested to specify which director(s) will be attending a function.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board receive the Chief Financial Officer's memo dated February 26, 2019 titled 'Remuneration Bylaw Policy Update'".



**(d) Board Members Attendance at Events Policy****ADOPTED 2013****POLICY # B-3(d)**  
**ADOPTED: March 21, 2013****REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**POLICY**  
**RDBN Board Members Attendance at Events**  
**as a Representative of the RDBN****BACKGROUND:**

The cost of multiple RDBN Board members attendance at events such as Minerals Roundup, Minerals North, Federation of Canadian Municipalities Conference, and UBCM Electoral Area Directors Forum, etc. can be substantial. RDBN constituents could be better served by reducing the number of Board Members attending events. In return, the monies saved could be utilized for Board members to meet directly with Federal Government members of Parliament, Ottawa, and/or members of the Provincial Legislature, Victoria, regarding regional issues that have been identified as priorities by the RDBN.

**PURPOSE:**

The RDBN wishes to optimize the use of taxpayers' dollars by clarifying the number, process and expectation of RDBN Board members when attending sanctioned events.

Due to increasing costs associated with RDBN Board members attending events which are paid for by RDBN taxpayers' dollars, a policy is necessary to ascertain how many RDBN Board members will attend events and the selection process to determine who will attend as a delegate on behalf of the RDBN at such conferences/conventions, etc.



## POLICY:

### Authorization

RDBN Board members are required to get authorization from the RDBN Board of Directors to attend an event on behalf of the RDBN, this is done via a Regional District Board motion. If this is not possible due to time constraints, approval may come from the RDBN Chair. Without prior approval, the RDBN Board member will not be entitled to claim remuneration or reimbursement of expenses for attending the event.

### Number of Directors Authorized to Attend Specified Events \*(does not include other events that may be scheduled from time to time)

Minerals Roundup (*paid for from general government)	-	Chair plus one (1) Director
UBCM Electoral Area Directors Forum (*paid for from rural government)	-	Two (2) Rural Directors
North Central Local Government Assoc. Convention (*Chair paid for from general government/Rural Directors paid for from rural government)	-	Chair plus Rural Directors
Minerals North (*paid for from general government)	-	Chair plus two (2) Directors
Federation of Can. Municipalities Conference (*paid for from general government)	-	Chair plus one (1) Director
Union of BC Municipalities (*Chair paid for from general government/Rural Directors paid for from rural government)	-	Chair plus Rural Directors
Other events	-	at the discretion of the RDBN Board

### Selection

When an invitation to attend an event is brought before the Regional Board for consideration, those Regional District Directors wishing to attend shall announce, at that time, their desire to attend.

Selection of delegates will be made by the Board/Chair on a rotational basis, from among the Regional District Director(s) who wish to attend a particular event.



### Appointees

The RDBN appointee's primary responsibilities are:

1. To represent and advocate the interests of the RDBN to the best of their ability first and foremost and their constituency secondly;
2. To report back to the Regional Board, in writing;

### Remuneration

Directors who sit on Boards/Commissions, etc. as appointed by the Regional Board from time to time and who are remunerated for their time and/or expenses by that Board/Commission, etc. will not be eligible to claim remuneration and/or expenses from the RDBN.

### Cost Allocation

Because RDBN appointees will attend events primarily to represent the RDBN as a whole, the costs are paid from the General Government budget. The exceptions are the UBCM Electoral Area Director's Forum, Electoral Area Directors attendance at the NCLGA Convention and UBCM Convention for which costs are paid from the Rural Government budget.



## MEMORANDUM

To: Committee of the Whole  
From: Jason Llewellyn, Director of Planning and Protective Services  
Date: February 27, 2019  
Re: Wildfire / Emergency Preparedness and Response Strategic Priorities

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### BACKGROUND

The Board has identified wildfires and emergency preparedness and response services as a strategic priority for the RDBN. This memo discusses the RDBN's Protective Services Department's proposed work plan for 2019, discusses opportunities for future emergency program development, and discusses possible areas for future Board advocacy.

#### Emergency Response Legislation

The *Emergency Program Act*, and the *Local Authority Emergency Management Regulation* outline the authority, and the associated responsibilities, of local governments in relation to emergency preparedness, response, and recovery. The Act requires local governments to prepare, and implement, a local emergency plan that ensures the RDBN is prepared to respond to and recover from emergencies and disasters.

A key component of the RDBN's legislated responsibilities is to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters. The provision of these services to residents is referred to as Emergency Social Support (ESS) services.

#### RDBN EMERGENCY PREPAREDNESS AND RESPONSE WORK PLAN FOR 2019

The work identified below for 2019 does not include regular Protective Services Department work, and does not include new initiatives unrelated to wildfire emergency response. Any additional activities will require a reallocation of staff resources or additional resources in 2019.

#### Director of Protective Services

The RDBN is well prepared to respond to the most common emergencies. The RDBN's facilities and equipment resources are reasonably adequate, and staff are well trained and experienced. However, events over a certain size, and events lasting for extended periods, will exceed the RDBN's in house capacity, and support from outside of the organization will be required. This support is typically available from the Province and other local governments with short notice provided that provincial resources are not in

short supply as a result of province wide emergency events (as occurred in 2018). The 2019 hiring of a Director of Protective Services dedicated full time to the department will further improve the RDBN's response capacity, and reduce the impact of an emergency event on regular RDBN activities.

### **Regional ESS Strategy**

The most notable improvement to the RDBN's response capacity planned for 2019 is implementation of the proposed Regional ESS Strategy. This strategy is expected to improve the RDBN's, and member municipalities', ability to respond to resident's needs during an evacuation. Increased numbers of trained ESS volunteers across the region will limit the RDBN's reliance on resources from outside of the region during large scale evacuations, and reduce the workload on RDBN and municipal staff during an emergency event.

### **After Action Review**

The Province of BC has approved the RDBN's request for funding to complete an After Action Review of the RDBN's response to the 2018 interface wildfires. The After Action Review will evaluate the actions and operation of the RDBN's Emergency Operations Centre (EOC) in response to interface wildfires in the region in 2018, and is expected to be completed in early 2020. This review will make recommendations relating to improved emergency response.

### **Public Communications and FireSmart**

The Protective Services Department's work plan for 2019 includes the preparation necessary to apply to the Provincial Community Resiliency Investment program for up to \$100,000 per year for a project to reduce wildfire risks and wildfire impacts in the RDBN. The intake for this grant is expected in the fall of 2019. The Rural Fire Chief will work with the BC Wildfire Service, and the Board, to develop a FireSmart plan to facilitate FireSmart awareness and activity on private lands, and generally increase public awareness regarding emergency preparedness. This plan must be acceptable to the BC Wildfire Service to qualify for the funding to implement the FireSmart plan in 2020.

As part of the process to develop an RDBN FireSmart plan the Rural Fire Chief is proposing to work with two community groups (Electoral Area A and E) in the spring of 2019 to train a number of community volunteers to undertake FireSmart assessments of private properties. The intent is that these volunteers will work with their community to host FireSmart workshops and train their neighbours on FireSmart principles. It is proposed that this work in 2019 will serve as an informal pilot project, and if successful will be incorporated into the RDBN's FireSmart Plan proposed to the BC Wildfire Service. The Rural Fire Chiefs availability to work on FireSmart issues in 2019 is limited by the necessity to complete the rural fire department review in 2019. The rural fire department review is of high priority given budget implications for 2020.

It is noted that the RDBN's Agriculture Coordinator has undertaken an initiative to host 11 workshops across the region in 2019 to inform the agriculture community on how to prepare for emergency events such as wildfire.

## **REVIEW OF THE RDBN'S EMERGENCY RESPONSE PLAN - 2020 AND BEYOND**

Following completion of the 2018 Wildfire After Action Review the Protective Services Department will discuss with the Board the implementation of recommendations contained in the final report, and the budget implications.

Staff recommend that the results of the After Action Review inform the content of a revised RDBN Emergency Response Plan, which is scheduled to be reviewed and updated. The plan review process would include a comprehensive evaluation of the RDBN's response procedures and policies and ensure a coordinated approach to developing the program further.

## **ADVOCACY**

The following is a discussion of the issues which could be the subject of the Board's future advocacy efforts.

The RDBN has some flexibility in how it responds to the wildfire threat, and emergencies; however, the RDBN's actions are largely controlled by Provincial legislation, and Provincial policy regarding the financial support that is available to residents and local governments. Therefore, advocating for changes to legislation and provincial policy could be an important factor in allowing for the best response at the local level.

### **Re-entry Permitting During an Evacuation**

As wildfire events increase in duration, and residents are displaced from their homes for longer periods of time, the pressure on local governments to allow resident's re-entry into an evacuation area increases. Reasons given for re-entering an evacuation area are varied. For example, residents may want to obtain recreational vehicles to use as accommodation, retrieve pets left at home, or collect valuables or documents that were left behind. Residents also want to deliver food and other supplies to residents that have decided to not evacuate. Farmers have a particularly strong desire to return to their farms to harvest crops or tend to animals that are sheltering in place.

Re-entry permitting and the provision of support for persons refusing to evacuate poses a difficult political, ethical, and operational challenge for local government staff. Administering re-entry permits is time consuming for both the Emergency Operations Centre (EOC) staff and BC Wildfire Service staff. The process also requires the RDBN, and Province, to accept inherent risk.

The Provincial legislation, and the British Columbia Emergency Management System do not address, recognize, or provide any direction regarding re-entry permitting or the provision of support for persons who do not evacuate. Therefore, each local jurisdiction

is required to develop its own policies, procedures, and protocols regarding re-entry permitting and support for persons not evacuating.

The Board may wish to consider advocating that the Province address the re-entry permitting issue, and the provision of support for persons who do not evacuate, to ensure a coordinated and organized approach to the issue. This review should consider legislation changes that may be necessary to fully address the associated risk management issues.

### **Fire Insurance and DFA**

There are no provincial or Federal funding sources available to compensate residents for uninsured structure loss, content loss, or property damage from wildfire. Disaster Financial Assistance (DFA) is not available to cover "*costs or expenses ... for which insurance was reasonably and readily available*". The Province considers that fire insurance is reasonably and readily available for single family residential homes across all of BC. Affordability is not a consideration. Fire damage, including wildfires, is deemed to be insurable and not eligible for DFA.

Unfortunately, it is common for residents who suffer structure loss or property damage from wildfires to not have insurance to cover the loss. The cost of insurance for the necessary coverage is relatively high and not available from all insurance brokers, especially when wood heat is the primary heating method.

The Board may wish to consider advocating that the Province reevaluate its approach to providing disaster financial assistance to residents impacted by wildfire.

### **Provincial Financial Support for Recovery**

A notable amount of the financial support that has been made available to residents impacted by wildfires in 2017 and 2018 was administered through the Canadian Red Cross. Staff appreciate the efforts of the Canadian Red Cross in supporting communities impacted by an emergency. However, there are a number of concerns regarding the use of the Red Cross to distribute public funds. The method of funds distribution is very labour intensive with notable Red Cross overhead. Red Cross coordination with RDBN recovery efforts has been consistently inadequate. And, the Red Cross does not share with local governments any information regarding the support they have provided, or the recovery issues they may have addressed. This seriously challenges the RDBN's ability to effectively manage recovery efforts.

The Board may wish to consider advocating that the Canadian Red Cross and Province reevaluate its approach to providing financial assistance to residents impacted by wildfire and other emergencies.

### **Community Resilience Investment Program – Fuel Management on Crown Land**

The Community Resiliency Investment (CRI) program is a new provincial program which provides local governments with funding to undertake projects to reduce the risk

and impact of wildfire to communities in BC through community funding, and priority fuel management activities on provincial Crown land. The program is administered through the BC Wildfire Service (BCWS).

This program provides funding for local governments to complete a Community Wildfire Protection Plan (CWPP) that allows local governments and First Nations to take responsibility for planning and implementation of fuel management treatments on Crown Land. Local government responsibility includes all aspects of the risk identification, planning, consultation, contract management, public engagement, implementation, and maintenance associated with the management of the fuels on the Crown Land addressed in the CWPP.

Under a CWPP the Province retains control of directing the local government planning process and the mitigation that occurs, and the Local Government accepts responsibility for ensuring completion of the associated works, as well as long term management of the treated areas to the satisfaction of the Province. The attached document shows the work associated for each treatment area under a CWPP.

The scale of work required for the RDBN to undertake fuel treatment on Crown Lands adjacent to developed rural areas across the RDBN in any meaningful way does not appear to be practical. Downloading fuel management responsibility to the RDBN is not an effective strategy and would be grossly inefficient and ineffective, and cannot adequately address the fuel management issues and risks that exist.

The Board may wish to consider advocating that the Province take responsibility for developing forest management practices, and a fuel mitigation strategy, that comprehensively addresses the wildfire risks that exist across the Province.

### **Community Resilience Investment Program - FireSmart Community Funding**

The Community Resilience Investment Program includes funding for FireSmart related activities on private property. This funding is administered by the BC Wildfire Service and is available to local governments and First Nations, as discussed previously.

There are a notable number of requirements that appear to be unnecessary barriers to the RDBN's access to this funding, such as the requirement for a CWPP or other acceptable plan that includes assessment and identification of FireSmart priorities to the satisfaction of the BC Wildfire Service. The BC Wildfire Service has indicated a willingness to work with the RDBN to overcome these issues, and staff are hopeful that the RDBN will be able to develop a plan to the satisfaction of the BC Wildfire Service in 2019 with the staff resources available.

The program's structure puts large regional districts at a notable disadvantage compared to municipalities and First Nations communities. The funding available is up to \$100,000 per year per local government regardless of population or geographic area. Also, the funding is short term and must be applied for annually.



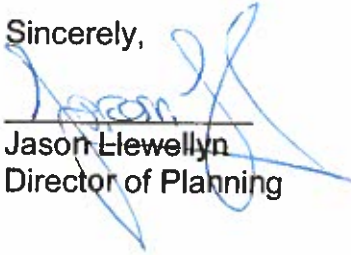
The Board may wish to consider advocating that the Province simplify its requirements for access to the Community Resilience Investment Program, establish long term FireSmart funding, and re-evaluate the fairness of the funding cap of \$100,000 per local government regardless of geographic area.

**Recommendation**

Receipt

All Directors / Majority

Sincerely,



Jason Lewellyn  
Director of Planning

# Fuel Management Prescription – Notes to Assist Form Completion

## A. PROJECT IDENTIFICATION

This section denotes the legal and physical boundaries of the prescription, the authority to proceed, and any linkages to higher level plans. This information must be included in the prescription.

**PROJECT ID AND UNIT ID:** Identify the treatment unit and any associated fuel management projects.

**LAND OR TENURE HOLDER:** Identify the legal occupant of the area, or the person authorized to carry out works on the area. This could be the owner of fee-simple land, the tenure or lease-holder in the case of occupied crown land, or an authorized official in the case of vacant crown land.

**LATITUDE/LONGITUDE:** Include to the nearest 1/00 minute. This information can be found at the following site:

<http://maps.gov.bc.ca/ess/sv/imapbc/>

**GEOGRAPHIC DESCRIPTION:** Use a familiar and identifiable unit, such as “Lower Lemon Creek Valley” or “Champion Lakes Campgrounds”.

**HIGHER-LEVEL PLAN(S):** Identify any public document that sets standards for land management in the area, such as “Kootenay-Boundary Land Use Plan”, or the internal document such as “Kikomun Creek Provincial Park Ecosystem Restoration Plan”. Another example would be a Woodlot Licence Plan or Community Forest Management Plan, etc., that is associated with the area and incorporated into the prescription. Identify specific unit(s) (i.e. Landscape Units) related to this prescription if applicable. If no plan exists, enter “N/A”.

**MAP REFERENCE NUMBER:** State the 1:20 000 TRIM number, such as “082F 031”. This information can be found at the following site: <http://maps.gov.bc.ca/ess/sv/imapbc/>

Select “Add DataBC layers”, and under “Base Maps” select “Mapsheet Grid (1:20,000)”. Zoom in to area and use “Point Identity” tool to scroll over the area and get map reference.

## B. PROJECT DESCRIPTION

This section specifies the objective of the prescription which should answer the questions: why is this project being undertaken; what strategies will be used to achieve the objective; what will this project accomplish; and what methods will be employed?

### FUEL Management Objective and Rationale

This section specifies the objective of the fuel management project. Fuel treatment objectives will drive the rationale for treatment area placement and treatment method selection. When specifying objectives for a fuel treatment, first the rationale for the necessity of the fuel treatment should be described. For example, “treatment unit one was identified as a high priority in the Community Wildfire Protection Plan (CWPP) and improves suppression opportunities along the community’s main access road” There should be both primary and secondary objectives. The primary objective should be expanded beyond “public safety” by incorporating details such as “To improve public and responder safety on the community’s main access road by reducing the potential for crown fire initiation, fire intensity and crown fire spread within the adjacent stand.” Wildfire specific public safety objectives should include supporting details such as fire history, fire behavior and weather trends, and location of treatments to provide continuity and anchoring. Examples of secondary objectives that are commonly relevant include

# Fuel Management Prescription – Notes to Assist Form Completion

ecosystem restoration, range improvement, wildlife habitat and recreation. These should also be expanded on with relevant details. Also include a rationale for why the prescribed treatment is necessary (e.g. "treatment unit one was identified as a high priority due to the proximity to a high value asset and provides a defensible space along the community's main access road"). For all objectives objectives, provide supporting details such as: fire history, fire behaviour and weather trends (i.e. number of days with crown fire potential, prevailing wind history, etc.), and location of treatments to provide continuity and anchoring.

It is recognized that there are multiple overlapping legal objectives present on crown land and therefore all proposed fuel management treatments must consider these in conjunction with FES objectives. Proximity of proposed projects to communities or value at risk does not change this requirement. The regional Fire Centre must also be contacted to provide input regarding the wildfire threat in the proposed project locations as outlined in the current application process. It is strongly recommended that proponents seek opportunities to increase fuel treatment efficacy from the value outwards. Fuels should be more intensively treated closest to the value and the further out a treatment extends, the intensity may be reduced.

**STRATEGIES:** Indicate what will be done to satisfy the objective. For example, "Increase sunlight to the forest floor to encourage grass and forage production, and reduce predator hide habitat", or "modify stand structure to reduce fuels available in the event of a wildfire".

**METHODS:** Provide a brief description of the proposed treatments. Provide more detail in Section B Project Description.

**Note:** *How the treatment units will be anchored, accessible/defensible and designed according to expected fire spread and intensity must be included within the prescription for fuel management specific strategies.*

## C. TREATMENT UNIT SUMMARY

This section provides a summary of the treatment unit area, proposed treatments, and general physical description.

**NET AREA:** Identify the net area to be treated, excluding areas such as water bodies, roads, areas removed from the treatment area, etc.

**GROSS AREA:** Identify the total area covered by the prescription.

**LEAVE AREAS:** State the area retained/reserved within the treatment boundaries to meet specific objectives/values outlined in this prescription (i.e. wildlife tree reserve (WTR), wildlife feature protection, etc.).

**Non-Productive (NP):** State the total area that that is considered non-productive (i.e. rock outcrops, permanent roads or landings, etc.).

**NET AREA REFORESTATION (NAR):** State the area requiring reforestation.

**TREATMENT REGIME:** List the proposed treatments in the order they will occur (e.g. spacing, pruning, hand piling, pile burning). **GENERAL DESCRIPTION:** Describe the treatment area and its boundaries in the context of the local terrain including terrain characteristics (e.g. flat, rolling, etc.) or features; any landscape/topographic limitations to wildfire; and any other physical characteristics not included in Section D Site Characteristics. For example: "The treatment unit (TU) is uniformly sloped with a few rocky outcrops that were excluded from the net treatment area. The TU is located between the Chapman Road and the lake, being bounded on the east by Deep Creek and on the west by the BC Hydro campground".

# Fuel Management Prescription – Notes to Assist Form Completion

## D. SITE CHARACTERISTICS

This section denotes the physical characteristics and ecological classification of the treatment unit.

**CFFBPS FUEL TYPE:** Identify the Canadian Forest Fire Behaviour Prediction System (CFFBPS) fuel type for each treatment area. The CFFBPS includes 17 fuel types that are used in fire behaviour prediction work in British Columbia. If you do not know the reference fuel type for your area, contact your nearest Fire Centre or Zone Office for assistance.

**TIMBER TYPE:** Enter major tree species and percent (species composition. For example: Fd<sub>7</sub>Lw<sub>3</sub>(Py) denotes a stand dominated by Douglas fir (70%) followed by Western larch (30%), with a minor component (<10% which is denoted in brackets) of Yellow pine.

**BGC SUBZONE, VARIANT & SITE ASSOCIATION:** Identify the Biogeoclimatic Zone, subzone and site associations for each treatment unit. Information can be found at: <http://maps.gov.bc.ca/ess/sv/imapbc/>

Select "Add DataBC layers", and under "Forest Grasslands and Wetlands" select "BEC Analysis – Zones – All". Zoom in to area and use "Point Identity" tool to scroll over the area to identify BGC zone.

**ELEVATION RANGE:** Enter elevation to nearest 50 metres.

**SLOPE POSITION:** Enter slope position as "upper, middle, lower, valley bottom, hilltop, or mid-slope bench".

**SLOPE RANGE:** Enter the range in slope gradient.

**ASPECT:** Enter the treatment unit aspect(s).

**FUEL TYPE DETERMINATION:** State how fuel type was determined (i.e. Fuel Spatial layer). If fuel type was determined by other means or was not the best fit upon ground truthing, provide a rationale and methodology (if applicable) and attach photos.

## E. SOIL CHARACTERISTICS

This section summarizes specific soil characteristics used in making planning decisions around soil conservation. Completing this section is essential in all treatments that contain heavy equipment operations or any treatment that may impact soil conservation or other values in, or adjacent to, the treatment unit.

**SOIL TEXTURE:** Enter the soil texture class (e.g. sand, silt, clay, loam).

**DUFF DEPTH:** Enter the average depth (cm) of the organic material between the top of the mineral soil and the top of the forest floor, including the "L layer" (unmodified litter), the "F layer" (partially decomposed, lighter organic material), and the "H layer" (highly modified, darker organic material).

**COARSE FRAGMENT CONTENT:** Provide a visual estimate of the percentage of particles > 2mm in diameter (gravels, cobbles, stones) that are present in the soil profile (by volume).

**SOIL DISTURBANCE LIMIT:** Enter the soil disturbance limit as per the objective under FRPA (*Forest and Range Practices Act*) for soil conservation.

**SOIL HAZARD RATING:** Identify the sensitivity of the treatment unit to: soil compaction, surface soil erosion, and soil displacement (Low, Moderate, High, and Very High).

**Guidance Document:** *Hazard Assessment Keys for Evaluating Site Sensitivity to Soil Degrading Processes Guidebook*  
<https://www.for.gov.bc.ca/tasb/legsregs/fpc/fpcguide/HAZARD/HazardAssessKeys-web.pdf>

# Fuel Management Prescription – Notes to Assist Form Completion

## F. VALUES – FOREST AND RANGE PRACTICES ACT

This section provides details and management strategies for values identified under legislation and Higher Level Plans, as well as any other site-specific values identified. If a value is not known to exist or is not applicable, provide a rationale. For example: "Reviewed Conservation Data Centre (CDC) spatial layers on May 12, 2014, and no species or ecological communities at risk were identified". If the value is known to exist, provide adequate information, such as: the source of the data; specific identification unit (i.e. Landscape Unit); any management specifications or existing standards in place; the likely impact of the project on the value; and any measures that will be taken to maintain or enhance the value. Additional direction can be found below.

### Reference Links:

*Forest and Range Practices Act (FRPA)* [http://www.bclaws.ca/Recon/document/ID/freeside/00\\_02069\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_02069_01)

*Forest Planning and Practices Regulation (FPPR)* [http://www.bclaws.ca/civix/document/id/complete/statreg/14\\_2004](http://www.bclaws.ca/civix/document/id/complete/statreg/14_2004)

*Government Actions Regulation (GAR)* [http://www.bclaws.ca/Recon/document/ID/freeside/582\\_2004](http://www.bclaws.ca/Recon/document/ID/freeside/582_2004)

*Land Use Objectives Regulations (Land Act)* - [http://www.bclaws.ca/civix/document/id/complete/statreg/357\\_2005](http://www.bclaws.ca/civix/document/id/complete/statreg/357_2005)

*Silviculture Prescription Plot Card FS 39A-1* - <http://www.for.gov.bc.ca/isb/forms/lib/FS39A.PDF>

**RIPARIAN AND LAKESHORE AREAS:** This section includes streams, wetlands, and lakes. Describe the extent of the proposed treatment in riparian areas. Describe any requirements and specifications to ensure appropriate operations in Riparian Management Areas (RMAs).

**Guidance document:** *Riparian Management Area Guidebook*

<https://www.for.gov.bc.ca/tasb/legsregs/fpc/fpcguide/riparian/rip-toc.htm>

**RIPARIAN MANAGEMENT AREAS (RMAs):** This section includes streams, wetlands, and lakes. Complete the Riparian Management table including riparian class, Riparian Reserve Zone (RRZ) and Riparian Management Zone (RMZ) widths and any specific management/treatment strategies. Ensure any non-classified drainages (NCDs), and non-classified wetlands (NCWs) are included in the table. If tree removal will occur, state the Basal Area (BA) or stems per hectare (sph) to be retained or removed from the RRZ and RMZ and describe the recommended species and tree characteristics for retention. If treatment is proposed in a lakeshore management zone or riparian management zone, describe how the prescription is consistent with objectives under legislation.

**TEMPERATURE SENSITIVE STREAMS:** Describe how the proposed treatment is consistent with the requirements to retain trees and other vegetation that shade these streams, or any requirements to ensure consistency with legislation.

**ROAD CONSTRUCTION IN RIPARIAN MANAGEMENT AREAS:** Describe the extent of road construction in the RMA and how it is consistent with FPPR section 50 and any specific requirements. Show the location on an applicable map.

**STREAM CROSSINGS:** State the requirement that stream crossings must be constructed and removed in accordance with FPPR section 55. Indicate the location of the stream crossings to be constructed on the applicable map.

## Fuel Management Prescription – Notes to Assist Form Completion

**MAINTAINING STREAM BANK STABILITY:** If the stream bank or channel is likely to be affected by proposed treatments, describe proposed retention of trees in the RMZ for the affected streams and any specific conditions to ensure activities do not increase the likelihood of stream bank or stream channel instability.

**DOMESTIC WATER LICENCES:** Provide details and describe any specific requirements to ensure that material that is harmful to human health is not deposited in, or transported to, the water source used for human consumption.

**LICENCED WATER WORKS:** Provide details if timber harvesting, site preparation or road construction may occur within a 100 m of a licensed waterworks and describe any specific requirements to ensure the activity will not damage the licensed waterworks or increase sediment delivery to a water intake for human consumption.

**FISHERIES SENSITIVE WATERSHED:** Describe how the proposed treatment is consistent with the fisheries sensitive watershed objectives or any requirements to ensure consistency if applicable.

**COMMUNITY WATERSHED:** If the treatment area is in a community watershed, describe any specific requirements to be consistent with objectives set by government for water quality in the community watershed and to comply with FPPR sections 8.2, 61, 62 and 84.

If road construction or deactivation is required, state specifics around compliance with FPPR section 84 and the requirement to notify affected water licensees or water purveyors at least 24 hours before the road construction or deactivation commences.

**WATERSHED ASSESSMENT CONSIDERATIONS:** Describe how the proposed treatment is consistent with the watershed assessment considerations and describe any requirements to ensure consistency.

**SOIL DISTURBANCE AND PERMANENT ACCESS STRUCTURES:** State the proposed maximum soil disturbance percent for each treatment unit (5% or 10 % Based on Soil Hazards), and proposed maximum permanent access structure percent if applicable.

If proposed Permanent Access Structures exceed 7%, describe how the proposed % is consistent with FPPR section 36(1) and (2).

**LANDSLIDES AND TERRAIN STABILITY:** Describe how the primary forest activities are consistent with FPPR section 37 if concerns were identified and a terrain stability field assessment was complete. Describe any requirements to ensure activities do not cause a landslide (i.e. no excavated or bladed trails or ground based harvesting on steep potentially unstable slopes).

**SUITABLE SECONDARY STRUCTURE:** Indicate if the 'targeted pine leading stand' will be protected or why not protecting the 'targeted pine leading stand' is consistent with FPPR section 43.1 if applicable.

**Note:** If FPPR section 43.1 does not allow the 'targeted pine leading stand' to be harvested, an exemption may be requested under FPPR section 91(3).

**UNGULATE WINTER RANGE (UWR):** Describe how the proposed treatment complies with applicable general wildlife measures (GWM) or is consistent with objectives for the UWR. Describe any requirements to ensure activities are appropriate.

**WILDLIFE HABITAT AREA (WHA):** Describe how the proposed treatment complies with applicable GWM or is consistent with objectives for the WHA. Describe any requirements to ensure activities are appropriate.

**OBJECTIVES SET BY GOVERNMENT FOR WILDLIFE:** Describe how the proposed treatment is consistent with the applicable objectives for wildlife under FPPR section 7. Describe any requirements to ensure activities are appropriate.

**OBJECTIVES SET FOR GOVERNMENT FOR BIODIVERSITY (Landscape Level):** Describe how the proposed treatment is consistent with the applicable objectives for landscape level biodiversity under FPPR section 9. Describe any requirements to ensure activities are appropriate.

## Fuel Management Prescription – Notes to Assist Form Completion

Guidance document: *Biodiversity Guidebook* <https://www.for.gov.bc.ca/tasb/legsregs/fpc/fpcguide/biodiv/biotoc.htm>

**OBJECTIVES SET FOR GOVERNMENT FOR BIODIVERSITY (Stand Level):** Describe any specifications around maintaining stand structure (wildlife trees, wildlife tree reserves, etc.), coarse woody debris, and maintaining tree and vegetation species composition. Details may also be located in other sections of the prescription.

Guidance documents: *Biodiversity Guidebook* <https://www.for.gov.bc.ca/tasb/legsregs/fpc/fpcguide/biodiv/biotoc.htm>

and *Chief Foresters' Guidance on Coarse Woody Debris Management*

<https://www.for.gov.bc.ca/hfp/values/wildlife/wlt/policies.htm>

**RECREATION FEATURES:** State any known recreation features within the proposed treatment area and whether or not they are protected under FPPR section 70. Describe any requirements for protecting, maintaining or enhancing these features.

**VISUAL QUALITY OBJECTIVES:** Describe how the proposed treatment is consistent with 'visual quality objectives'. Describe any requirements to ensure consistency with 'visual quality objectives'.

**ARCHAEOLOGICAL RESOURCES/CULTURAL HERITAGE RESOURCES:** Identify any known or suspected archaeological or cultural values (i.e. CMTs, cache and house pits, etc.), and discuss how these features are being managed.

**Note:** Do not disclose the location of confidential sites.

**INVASIVE PLANTS:** Describe any specific requirements to prevent the introduction or spread of invasive plants if applicable to the site or activity.

**NATURAL RANGE BARRIERS:** Indicate the location of the natural range barrier on a map if applicable, and describe any requirements to mitigate the effect of removing or rendering ineffective natural range barriers.

**LAND USE OBJECTIVES:** Specify the land use objectives that apply to the proposed area. This may include items that are not listed in this checklist, like Old Growth Management Areas. If a conflict is identified, please describe and provide a rationale for why the proposed treatment activities should occur. State any requirements to ensure activities are as consistent as possible with land use objectives.

### G. OTHER STATUTORY AND NON-STATUTORY CONSIDERATIONS

This section identifies additional considerations not addressed in any section above. Any points or areas of concern identified should be mapped if possible.

#### CONSULTATION

**CONSULTATION – FIRST NATIONS:** Identify all First Nations whose traditional territory falls within the prescription area and list any concerns brought forward from the consultation process and how those concerns are being addressed. If no feedback was provided from the band, than state so. State whether or not the consultation processes is complete and provide details (i.e. date referral process complete, etc.). Attach all relevant documentation.

Guidance Document: *Updated Procedures for meeting Legal Obligations When Consulting First Nations*

[http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BEBE782E&filename=legal\\_oblig](http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BEBE782E&filename=legal_oblig)

Revised May 12, 2015

# Fuel Management Prescription – Notes to Assist Form Completion

ations when consulting with first nations.pdf

**CONSULTATION – GENERAL:** Describe the scale of consultation (local, regional), the method (notice, poll, survey, meetings) and the details of any meetings to be scheduled. Attached any specific details and describe how any specific concerns have been addressed within the prescription. Some level of public consultation should occur if the treatment area is: subject to public use; contains a value of concern as identified in a management plan, higher level plan, etc.; adjacent to private property; or is highly visible from major transportation routes.

**EXISTING TENURE HOLDERS:** Identify existing tenure holders in the proposed treatment areas that include Forest Tenure Holders, Range Tenure Holders and Guide Outfitters. Ensure adequate consultation and attach all written comments received.

**PRIVATE PROPERTY:** Indicate whether or not there is private property adjacent to the treatment unit(s), or any specific concerns expressed by the landowner or community, and what measures have been taken or are recommended to inform and educate landowners regarding the proposed treatment and FireSmart.

**SMOKE MANAGEMENT:** Ensure compliance with all relevant legislation (i.e. Environment Management Act and Open Burning Smoke Control Regulations) and existing Smoke Management Plans. State any existing plans and any requirements to ensure consistency with objectives.

List the minimum venting indices required, the source of your venting forecasts, and any special measures in place to manage smoke (e.g. roadside warning signs, flag-persons at night, special burning equipment, curing slash prior to burning, etc.).

**SAFETY:** Describe any safety concerns within and adjacent to the treatment unit and specific measures required to ensure worker safety (i.e. steep slopes, danger trees, etc.).

**UTILITIES:** List any utilities (i.e. gas or other pipelines, hydro lines, etc.) located in, or adjacent to, the treatment area and describe any concerns and requirements regarding communication, procedures, and safety.

**ACCESS CONTROL:** Describe any specific access concerns and requirements, including any post treatment measures required to limit access to the area.

**TRAFFIC CONTROL:** Describe any measures that will be required to ensure traffic safety through the unit (e.g. flag-persons, traffic control signs, spotters for fallers or skidders working near roadside, etc.)

**OTHER:** List other issues not addressed above and describe any specific requirements.

## H. STAND TABLE

This section describes the existing and desired characteristics of the forest stand within the treatment area. This information is essential in ensuring the prescription is meeting the established objectives with measurable specifications. Stems per hectare (sph) data is required; and where volume based data is required, the volume-per-hectare section should be populated along with the sph for the understory layers. In all cases, the stand should be sampled to a level that provides sufficient and accurate



## Fuel Management Prescription – Notes to Assist Form Completion

25

data required to: determine the desired treatment specifications; estimate fuel loading; and to assist with harvest/treatment planning and valuation (if applicable).

**SPECIES AND DIAMETER CLASS:** Fill in a separate line for each species by diameter class. Use appropriate diameter classes to ensure adequate data for treatment specifications and for fire behaviour model inputs.

**CROWN BASE HEIGHT:** Determine the conifer Crown Base Height (CBH). CBH is a measure from the ground to the live or dead crown in the veteran, dominant and co-dominant coniferous canopy layers. Dead crowns are only measured when they are of sufficient density to allow vertical wildfire spread. Individual dead limbs should not be considered. Full whorls of dead limbs, especially with needles and fine branches or volatile mosses or lichens should be considered as part of the live crown in this measurement.

**TREE HEIGHT:** Determine the average tree height for each species within each diameter class.

**SURFACE FUEL LOADING:** Provide the dry weight of combustible materials per unit area and describe the distribution (i.e. scattered, continuous, elevated, etc.). Recommended units are kilograms per square metre (kg/m<sup>2</sup>) and tonnes per hectare (t/ha) (1.0 kg/m<sup>2</sup> is equivalent to 10 t/ha). Describe methods for determining this value and attach any field data cards if applicable.

**CROWN CLOSURE:** Estimate the percentage of stand condition resulting in the crowns of trees touching and effectively blocking sunlight from reaching the forest floor. If there is a deciduous component to the stand, provide percent of crown closure for the live and dead coniferous component as well as the crown closure for the deciduous component.

**COARSE WOODY DEBRIS (CWD):** Describe existing and target sph and distribution. The prescribed target CWD should reduce the wildfire hazard while also meeting stand level biodiversity objectives under FRPA (more detail regarding this should be found under the "Values" section).

**Guidance document:** *Chief Forester's Guidance on Coarse Woody Debris Management*

<https://www.for.gov.bc.ca/hfp/values/wildlife/wlt/policies.htm>

**WILDLIFE TREE RETENTION TARGET:** Specify any retention objectives and targets for each treatment unit. Provide greater detail in the "Values" section of this document under "Biodiversity – Stand level".

**FOREST HEALTH:** Describe any identified forest health concerns in the area (i.e. Mountain pine beetle attack % and stage, root rot, pests, etc.), and how these concerns will be addressed within this prescription.

**TREE REMOVAL/RETENTION STRATEGY BY SIZE/SPECIES:** Summarize the treatment specifications outlined above for each treatment unit. For example: "Retain all Yellow pine (25 sph), Western larch (30 sph), hardwoods (15 sph), and 50% of Douglas fir greater than 40 cm. (15 sph). Remove all Douglas fir below 40 cm dbh, 50% of Douglas fir greater than 40 cm dbh, and all Lodgepole pine. Target density = 85 sph, with an acceptable range of 60 – 110 sph."

**TREATMENT SPECIFICATION RATIONALE:** Provide a summary as to how the treatment specifications were determined and how they will meet the prescription objectives. Discuss which parameters of the fuel component of the threat assessment worksheets will be modified and the anticipated reduction value. Include considerations of local fire behaviour (fuel, weather, and topography), fire history (size, location and cause of starts, etc.), and anchoring of treatment polygons. Also include

# Fuel Management Prescription – Notes to Assist Form Completion

specifics around determination of treatment targets (i.e. pruning height, thinning density, etc.). Attach any supporting documentation (i.e. model runs, references, etc.).

## I. TREATMENT DESCRIPTION

Each fuel treatment unit is further described by location, treatment area, treatment type, fuel type hazard distribution, tenure, and habitat values.

**FUEL TREATMENT RATIONALE** The rationale should include a summary of the post treatments fire behaviour including localized weather patters, adjacent fuel types and values at risk. The rationale for treatment is also summarized in the table based on a synthesis of all available information related to fuel hazards and values at risk. Provide a summary as to how the treatment specifications were determined and how they will meet the prescription objectives. Discuss which parameters of the fuel component of the threat will be modified and the anticipated reduction value. Include considerations of local fire behaviour (fuel, weather, and topography), fire history (size, location and cause of starts, etc.), and anchoring of treatment polygons. Also include specifics around determination of treatment targets (i.e. pruning height, thinning density, etc.). Attach any supporting documentation (i.e. model runs, references, etc.). This section describes the various phases of the proposed treatments, including: techniques, targets/specifications, timing, and variations between treatment units. Sufficient detail is required to ensure transparency with prescription objectives and the management of identified values and concerns.

*Note: All treatments that occur on crown land require proper authorizations and licences when the cutting, damaging, destroying and/or removal of crown timber are proposed.*

## MERCHANTABLE TIMBER HARVEST

This section focuses specifically on the removal of merchantable timber that is subject to pricing (stumpage) and potential reforestation obligations. Ensure all targets/specifications and timing requirements are detailed along with any variations between treatment units (i.e. silvicultural system, winter logging, etc.).

*Note: Boundaries, leave areas, riparian reserve zones, machine free zones, etc., should be adequately ribboned, and mapped. If not done so at the prescription stage, this needs to be stated clearly in the "Outstanding Works" section of this document.*

**ROADS, LANDINGS AND TRAILS:** Describe how the treatment unit will be accessed and developed (e.g. existing roads or new construction, skid trails, etc.); the standards and locations of required new construction; and the deactivation requirements and techniques of roads, landings and trails upon project completion. All roads and access structure must be mapped, have proper approval (e.g. road permits and road use agreements), and meet provincial standards.

**FELLING:** Describe the method (e.g. hand, feller buncher) and whether tops and branches will be bucked in place or processed roadside.

**YARDING/SKIDDING:** Describe the method (e.g. skid-trails, hoe-chucking, high-lead) and the type of equipment (rubber-tire skidder, forwarder, backhoe, grapple yarder, etc.). Include any additional measures or restrictions.

**LOADING/HAULING:** Describe the equipment to be used, the location (e.g. roadside, landings), and the timing (concurrent with logging, decked for a period of time, etc.). Include any critical timelines, such as beetle flights, soft ground restrictions, etc.

**SLASH DISPOSAL:** Describe the actions that will be taken to ensure that the hazard and risk created by tree removal is reduced to an acceptable standard.

## Fuel Management Prescription – Notes to Assist Form Completion

Guidance Document: *A Guide to Fuel Hazard Assessment and Abatement in British Columbia*

[http://bcwildfire.ca/Industry\\_Stakeholders/Industry/Hazard%20Assess%20%20Abate%20Guidance%20Doc%20FINAL%20with%20all%20Links%20April%202012.pdf](http://bcwildfire.ca/Industry_Stakeholders/Industry/Hazard%20Assess%20%20Abate%20Guidance%20Doc%20FINAL%20with%20all%20Links%20April%202012.pdf)

**SITE DISTURBANCE:** Describe the acceptable level of site disturbance (e.g. compaction, mineral soil exposure) and the measures that will be taken to ensure that this level is not exceeded.

**SPECIAL MEASURES:** Describe any measures that will be taken to address the objectives, targets or Values that are not listed above (e.g. no-work-zones to protect critical habitat, variable spacing along riparian areas to “feather” the boundaries, etc.)

### STAND MODIFICATION TREATMENTS

This section focuses on treatments where timber is not going to be harvested for commercial purposes. Ensure all targets/specifications and timing requirements are detailed along with any variations between treatment units.

**Note:** *This section may also need to be filled out if heavy equipment will be used to remove any non-commercial or merchantable stems.*

**Note:** *Boundaries, leave areas, riparian management zones, etc., should be laid out, adequately ribboned, and mapped. If not done so at the prescription stage, this needs to be stated clearly in the “Outstanding Works” section of this document.*

**MERCHANTABLE TIMBER HARVEST UTILIZATION:** Was commercial timber harvest considered as a treatment option? If commercial timber harvest is not prescribed, explain why.

**BRUSHING:** Describe the method to be used, and other specific details such as: target species and size, desired density, and debris disposal requirements, if any.

**PRUNING:** Describe the equipment to be used, the target crown base height, the live crown ratio that will result, and the disposition of slash created.

**THINNING:** Describe the existing and proposed stands in terms of species composition, average height and crown width, and density (if not captured in the “Stand Table” section above). Describe the method of thinning, the equipment to be used, the target density, and the slash disposal method.

**DEBRIS PILING:** Describe method (i.e. hand or mechanical) and specifications (i.e. dimensions, maximum Diameter to be piled, etc.), and any other instructions such as distance to standing timber, etc.

**PILE BURNING:** Describe pile burning details including methods and timing. Ensure compliance with all relevant legislation and existing Smoke Management Plans that should also be detailed in the “Smoke Management” section of the plan.

**MULCHING:** Describe the type of equipment to be used, the number of stems to be removed, the volume of mulched material to be created, and the disposition of that material if it is considered an impediment to meeting the project objectives.

**MASTICATION:** See comments on “mulching” above.

**GRINDING:** See comments on “mulching” above.

**PRESCRIBED FIRE:** Describe the objectives of the prescribed fire (i.e. desired amount of duff removal; ground fuel reduction objectives - type of material to be consumed, size of material, % coverage, etc.; crown base height target; acceptable % leave tree mortality; % acceptable understory survival, etc.). Describe the conditions under which the burn is not acceptable (e.g. “Do not burn 2 if bunchgrass is > x cm in height” or “do not burn when extensive mop-up is probable”, etc.). Provide an

## Fuel Management Prescription – Notes to Assist Form Completion

acceptable and realistic range of outcomes for each of these objectives, so that burn objectives are achievable and burn opportunities exist. Map and label all areas that are excluded from the prescribed fire (e.g. critical wildlife habitat).

**Note:** Provide a Burn Plan that specifies the range of fire parameters that will achieve the prescribed objectives.

**PLANTING:** Describe planting objectives and specifications and ensure further details are included in the “Post Treatment” section including the “Stocking Standard” portion of the plan. Stocking standards must be approved by the land manager at the time of prescription development.

**OTHER:** Describe any treatment not specifically listed above, including the method, equipment to be used, the target results, and how debris will be disposed of. Explain how the treatment will meet the objectives of the prescription while addressing the identified values and issues.

### AUTHORIZATION AND TIMBER TENURE

State any authorization and timber tenure requirements that need be in place prior to treatment start-up. “Other” can include local government if on municipal land, and utilities (gas, hydro, etc.) if required.

### J. POST TREATMENT

This section addresses silviculture obligations and the effects of the proposed treatments over time.

**EXPECTED VEGETATION RESPONSE:** Describe the amount and type of vegetation expected to occupy the site as a result of the treatment(s).

**ADDITIONAL TREATMENTS OR MAINTENANCE:** Describe any additional treatments recommended that are not addressed within this prescription as well as any recommended maintenance treatment and timing.

**SILVICULTURE OBLIGATIONS:** Provide details around silviculture obligations (e.g. planting, stand tending, free to grow) if applicable.

**PLANTING:** Provide specific planting specifications not found in the stocking standards table. Ensure a planting map is provided and that all areas that are not easily identifiable on the ground are ribboned in the field and ribbon weight and colour are stated here. Any ribboning required should also be stated in the “Outstanding Works” section if not completed at the time of the prescription. If sowing is required, state specifics here (including timing) and ensure this is noted in the “Outstanding Works” section.

**STOCKING STANDARDS:** Complete the table provided or attach a table with all relevant information. All stocking standards must be approved by the district manager at the time of the prescription development. If wildfire management is the primary long-term objective in the treatment area, ensure that stocking standards reflect this, and that a long-term maintenance plan is proposed to sustain this objective.

### K. OUTSTANDING WORKS

Describe any outstanding work required prior to treatment (e.g. assessments, ribboning, authorization and tenure acquisition, sowing request, etc.). It is expected that the majority of work required for the prescribed treatment(s) will be completed at the prescription stage. If this is not possible it is expected that the local government and the Fuels Management Specialist are

29

## Fuel Management Prescription – Notes to Assist Form Completion

informed and that details are provided in this section.

### L. ADMINISTRATION

#### PREPARATION

Fuel management prescriptions constitute professional forestry practice in British Columbia. Field work must be completed or supervised by a qualified professional, and the prescription must be signed by a Registered Professional Forester. For further information on this subject, refer to the Association of BC Forest Professionals: <http://www.abcfp.ca/>

### M. ATTACHMENTS

Indicate which documents are attached by checking the appropriate box. If a professional assessment was completed, indicate the date the report was completed and the professional who completed the work.

### MAPPING STANDARDS

See CRI Program Guide



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**Committee of the Whole**  
**Memorandum**

**TO:** Chair Thiessen and Committee of the Whole

**FROM:** Melany de Weerd, CAO

**DATE:** February 26, 2019

**SUBJECT:** RBA – Strategic Priority

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**PURPOSE**

This report is to provide the RDBN Committee of the Whole with an overview of the Northwest British Columbia Resource Benefits Alliance (RBA).

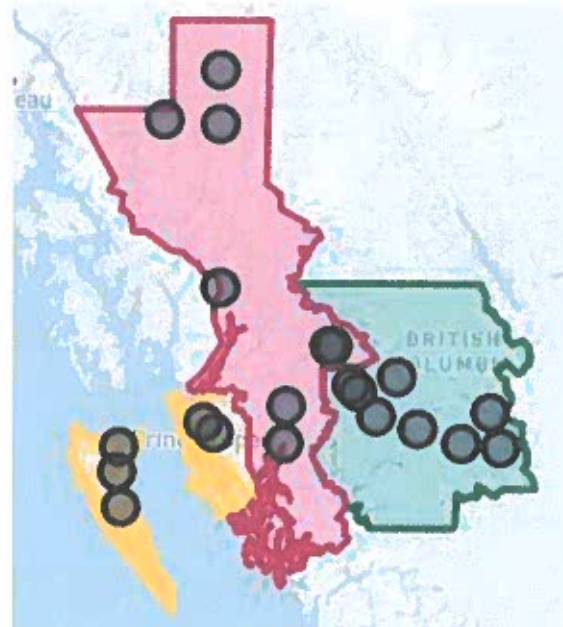
**STRATEGIC PRIORITY**

During the February 2019 Strategic Planning Session, the RDBN Board of Directors identified the RBA as one of its top priorities for this term of office. The goal is to keep revenue from resource extraction in the region to create livable and sustainable communities.

**BACKGROUND**

The RBA is an association of all 21 local governments across the Northwest from Masset to Vanderhoof. Formed in 2014, the RBA includes all member municipalities and electoral areas of the Regional District of Bulkley-Nechako, the Regional District of Kitimat-Stikine, and the North Coast Regional District. The RBA was created to negotiate a new funding agreement with the province to ensure that the Northwest benefits from the tremendous level of economic development activity in the region.

The Northwest economy has traditionally been based upon natural resource extraction, which has generated tremendous amounts of wealth for the Province but has a long history of boom and bust. There are four natural resource industries that have formed the economic foundation of the region: forestry, commercial fisheries, mining and hydro-electricity. For too long, economic activity taking place in the region has hurt local economies instead of benefiting them.



The sustainability of our communities has been reduced rather than enhanced because:

- Most of the economic activity is outside of municipal boundaries and regional district service areas, generating little local government revenue while imposing significant costs on nearby communities;
- It drains resources needed to review and plan for proposed projects (whether they proceed or not) that could be used to provide residents with services and infrastructure; and
- The lack of community infrastructure and services makes it difficult to attract and retain workers in the resource industries and other businesses in the Northwest, including public services such as healthcare.

If we can improve the physical and social infrastructure of our communities, we can support existing businesses and new resource development to build sustainable communities – not just work camps. This will allow us to attract the workers we need to grow our service and tourism sectors and to show our potential as an ideal place for professionals and families to grow.

#### *Why is a funding agreement important for the Northwest?*

The provincial government has negotiated many community-specific benefits agreements related to all sorts of developments throughout the province – it's the Northwest's time for an agreement to move forward.

Usually, local governments access cost-shared provincial and federal grant programs to help meet their infrastructure needs. Infrastructure spending by both levels of government has been significant since the 2009 recession, but the Northwest infrastructure deficit has not been reduced.

Local governments are responsible for providing services that are crucial for the sustainability and livability of their communities, including:



#### **Services**

Land use planning, parks and recreation programming, police and first responders, social welfare programs, and many other important services



#### **Local Infrastructure**

Development and maintenance of local infrastructure like roads, airports, public buildings, recreational and other facilities as well as sewer and water systems



### **Environmental Protection**

Fostering the economic, social and environmental well-being of their communities Development imposes significant costs on local governments but usually does not increase revenues or distribute them proportionately. As a result, local taxpayers face higher property taxes while levels of service and quality of infrastructure deteriorate, reducing community sustainability and livability. It's time to reverse that.



### **Community Well-Being**

Yet, over the past five years more than \$13 billion has been spent on major capital projects in the region, including pipelines, transmission lines, mines, clean energy projects, port expansions, LNG plant site preparation and an aluminum smelter replacement, just to name a few. At the same time, the provincial government has earned at least \$500 million in incremental revenue associated with these projects. There are currently proposed major industrial projects in the Northwest with a capital cost of \$65 billion in process not including the recent final investment decision related to LNG. A situation that was urgent in 2014 has only become increasingly difficult for Northwest BC communities. As development has proceeded, the region has not been able to meet the infrastructure or service needs of industry or Northwest communities.

Little additional local revenue is generated by major capital projects because development is largely outside municipalities and has wide-ranging impacts. Local residents and businesses subsidize the provincial government, creating a significant competitive disadvantage for the region.

The Northwest BC Resource Benefits Alliance was formed to seek a new funding agreement with the province that ensure more of the revenue generated from the northwest, remains in the region. A funding agreement will allow local governments to better encourage economic development in the northwest and ensure that development creates good local jobs and sustainable, livable communities.

### **Northern Capital and Planning Grant**

The recent Provincial Government announcement of a \$100-million Northern Capital and Planning Grant to reinvest back into the Northwest, although not related to RBA negotiations, is welcome news for the northwest. The RBA has been working closely with the Province since 2017 to find a funding arrangement that works for the Northwest and this investment is a huge step in the right direction.

For too long our communities have lacked the funding needed to support our aging physical and social infrastructure. An investment of this scale is unprecedented, and we commend the provincial government for its investment back into the Northwest. This financial injection will ensure our communities are sustainable and liveable, now and into the future.

We look forward to the immediate and long-term opportunities this funding will provide.



**MOVING FORWARD**

The RBA will continue its long-term discussions with the Province with a goal of negotiating a final agreement for the northwest that will keep revenue from resource extraction in the region to create livable and sustainable communities.

**Recommendation**

Receipt

*All Directors/ Majority*



**Regional District of Bulkley-Nechako  
Committee of the Whole  
March 7, 2019**

To: Chair Thiessen and the Board of Directors  
 From: Nellie Davis, Regional Economic Development Coordinator  
 Date: February 22, 2019  
 Regarding: Bulkley-Nechako Workforce Opportunities Table Update

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The Bulkley-Nechako Workforce Opportunities Table (BNWOT) held its first meeting of 2019 on January 30 at the RDBN office.

Highlights of previously completed Table initiatives (as identified in the 2014 Regional Skills Gap Analysis) include:

- Creation of Project Plans to guide ongoing Table planning and communication
  - Social Media Plan (subsequently implemented)
  - Sustainability Plan (subsequently implemented)
  - Communications Plan (subsequently implemented)
- Education/Career Pathways for six priority sectors experiencing labor force gaps. Career Pathways are created to meet current and emerging labour needs and encourage education and training within the region (where possible), decreasing youth migration to larger centers. Pathways are complete for:
  - Healthcare
  - Forestry
  - Agriculture
  - Entrepreneurship
  - Mining
  - Tourism
- Cost of Living Infographics to support Attraction and Retention strategies
- Employee Attraction and Retention Workshop developed and delivered across the region in the Spring of 2018.

The Table currently has 28 members with representatives from Local Government, Provincial Government, Secondary and Post-Secondary Education, Forestry, Gas and Mining Industries, Industry Training Authority, Community Futures and Employment Support Services. The Table meets monthly via conference call, and twice annually for an in-person meeting.

At the January 30<sup>th</sup> meeting the table elected an executive for 2019 and outlined a workplan for 2019, which includes:

1. A refreshed Labour Skills Profile. Funding for this project has been applied for through the Community Futures Nadina Office. This project will ensure the Table has accurate information to inform project planning and develop relevant attraction and retention strategies based on identified strengths and gaps.

2. Creation of an Enhanced Career Pathway for Class 1 Drivers. A lack of experienced Class 1 Drivers has been identified as a significant gap in Northern BC.
3. Virtual Job Fair. Staff have been researching the opportunity for a virtual job fair which allows participants to engage with employers from across the region in an online forum. The program allows for real-time interaction with representatives from businesses and the ability to submit resumes directly for advertised positions. This style of job fair would allow job seekers from other areas of the Province (or Country) to participate effectively in the fair without the expense of travel for either employee or employer and will attract new employees to the region.
4. Developing resources to support online retail skill development for small to medium sized businesses in the Region. This project may be conducted in partnership between the BNWOT and the Village of Burns Lake.
5. Update of existing Career pathways to reflect current and regionally specific needs and opportunities. This will be done through review and collaboration with industry and post-secondary stakeholders. This process can help ensure local education opportunities are aligned with current and anticipated regional training needs, thereby retaining youth across the region.

The Table also plans to have a presence at the 2019 Regional Business Forum in Vanderhoof in order to raise awareness of Table projects in the Region.

<b>Recommendation:</b>	<b>(All/Directors/Majority)</b>
Receive.	

36

Board - Direction/  
Receive



Canadian  
Cancer  
Society

RECEIVED

FEB 22 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

February 22, 2019

Mr. Gerry Thiessen, Board Chair  
Regional District of Bulkley-Nechako  
37 - 3<sup>rd</sup> Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Chair Thiessen and Regional District of Bulkley-Nechako Directors,

Re: Peace of Mind Campaign for the Canadian Cancer Society Kordyban Lodge

Thank you for the opportunity to present on behalf of the Canadian Cancer Society at your February 21 Board meeting. This letter is to follow-up on our proposal for your support of the Peace of Mind Campaign in the amount of \$25,000.

The Peace of Mind Campaign is raising \$450,000 to offset Kordyban Lodge guest fees for a calendar year. The new fee of \$20 will begin in January 2020 and guest fees will be pro-rated if the campaign goal is not met. The success of the campaign will determine future Lodge guest fee funding as a potential annual fundraising activity.

During the past three years, guest fees from the Regional District of Bulkley-Nechako have averaged \$98,323 each year. On an annual basis, there are anywhere from 278 to 383 Bulkley-Nechako Regional District guests per year staying at the Lodge.

Non-cancer guests are welcome to stay providing space is available. Average statistics show that 62% of guests are cancer related (those with cancer and a friend or family member) and 38% of guests are non-cancer related (e.g. kidney, heart, or other medical appointments).

Not having to worry about where to stay or how to pay for lodging allows guests to focus on getting better. The number of new cancer cases diagnosed in the north each year is continuing to increase with the growth in the number of people 65 years and older. This campaign is an opportunity to support the people and communities of the Regional District of Bulkley-Nechako.

Thank you for your consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "Margaret Jones-Bricker".

Margaret Jones-Bricker  
Manager, Annual Giving

**Cheryl Anderson**

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**Subject:** FW: Lakes TSR Update

**From:** [jsnetsinger34@gmail.com](mailto:jsnetsinger34@gmail.com) <[jsnetsinger34@gmail.com](mailto:jsnetsinger34@gmail.com)>

**Sent:** Tuesday, February 26, 2019 9:42 PM

**To:** 'Sheryl Worthing' <[sworthing@burnslake.ca](mailto:sworthing@burnslake.ca)>; Wendy Wainwright <[wendy.wainwright@rdbn.bc.ca](mailto:wendy.wainwright@rdbn.bc.ca)>; 'Richard Vossen' <[RichardVossen@HamptonLumber.com](mailto:RichardVossen@HamptonLumber.com)>; 'Ian Gray' <[IanGray@HamptonLumber.com](mailto:IanGray@HamptonLumber.com)>; 'Jaret van der Giessen' <[jaret.van.der.giessen@westfraser.com](mailto:jaret.van.der.giessen@westfraser.com)>; 'Janning-Stewart, Debbie FLNR:EX' <[Debbie.JanningStewart@gov.bc.ca](mailto:Debbie.JanningStewart@gov.bc.ca)>; 'Frank Tiramani' <[Frank.Tiramani@sinclar.com](mailto:Frank.Tiramani@sinclar.com)>; 'Cindy Shelford' <[cindy.shelford@gmail.com](mailto:cindy.shelford@gmail.com)>; 'Klaus Posselt' <[klaus@tahtsa.ca](mailto:klaus@tahtsa.ca)>

**Cc:** 'Bernard, Agathe FLNR:EX' <[Agathe.Bernard@gov.bc.ca](mailto:Agathe.Bernard@gov.bc.ca)>; 'May, Brent FLNR:EX' <[Brent.May@gov.bc.ca](mailto:Brent.May@gov.bc.ca)>

**Subject:** Lakes TSR Update

This is a brief TSR update for the Lakes TSA stakeholders.

Since I met with you in mid- January Ministry staff have been working hard to complete the base case analysis along with numerous sensitivity analyses, many of which we discussed during our conversations in January. This is complex work that is progressing very well.

The drafting of the public discussion paper is also underway. The challenge with this document is to ensure it is complete, including all the sensitivity analyses, while at the same time ensuring it is a document that people will want to read to provide the ministry with their input. In this regard, we also anticipate producing a concise summary document that will provide the public with the key facts and timber supply projections.

In the very near future we expect to finalize the dates for the Chief Forester's field trip to Burns Lake. Once those dates have been established, we will be in contact to start the discussion regarding the topics to be examined in the field and associated logistics.

Lastly, we are also turning our minds to a communication strategy to ensure effective public engagement once the public discussion paper has been released. It is envisioned that this strategy will include a variety of media along with events open to the public with various printed materials to support the public discussion.

Please do not hesitate to contact Agathe Bernard or myself if you have any questions or concerns. We will be in contact with you again in the near future.





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Ph: (250) 845-2522

Burns Lake  
Houston  
Telkwa

Granisle  
Smithers  
Topley

[www.cfnadina.ca](http://www.cfnadina.ca)

*Growing communities – one idea at a time*

**Community Future Nadina is extending an invitation to you and your organization to attend this very important workshop.**

### **Making Resilience and Recovery the New Norm**

**A BC Wildfire Business Transition Workshop Presented by CF Nadina**

**Presenters:** Dale Wheeldon, President and CEO, BC Economic Development Association

Colleen Bond, Disaster Recovery Specialist

This workshop is designed for Economic Developers; Mayors; Chiefs; Council Members and other Elected Official; CAO's and Senior Staff; Emergency Managers; Chambers of Commerce; Planners; Economic Development Committee Members and Other stakeholders that have a role in business and economic recovery.

We have all heard the stories of disasters impacting communities around the world. The fact is the number of disasters happening is increasing and it is going to get worse. Your community and its businesses can survive but it depends on your level of readiness.

Today, emergency planning means preparing for the potential impacts of disruption on the local and regional economy. The majority of Local Emergency Plans do not account for the needs of the business community or the economy, before, during and following a disaster. Preparing for disruption and planning for recovery can make a significant difference in offsetting detrimental side effects of an already unfortunate situation. This workshop will help you prepare for the impacts that a disaster will have on the local economy.

Participants will benefit from the hands-on experience of two of Canada's most experienced Economic Development Professionals who launched Canada's first Economic Recovery Program and have shared it across Canada and the US. The speakers develop recovery plans for impacted communities and are leaders in assessing businesses affected by disasters.

You will learn during this full one-day workshop:

- What is a disaster?
- Emergency Planning vs Economic Resiliency and Recovery
- Preparation activities
- Post Disaster Actions and Planning
- Business Retention and Expansion and Business Continuity (your role)
- Disaster Case Studies

**A BC Wildfire Business Transition Workshop Presented by CF Nadina**

**Burns Lake: March 25<sup>th</sup>    Houston: March 27<sup>th</sup>    Smithers: March 28<sup>th</sup>**

40

- Workforce organizations

Please choose the location of your convenience.

**Burns Lake:** March 25<sup>th</sup>, 2019, 9AM to 4PM: - Burns Lake Vineyard Fellowship, 457 W Highway 16

**Houston:** March 27<sup>th</sup>, 2019, 9AM to 4 PM: - Community Futures Nadina, 2430 Butler Ave, Unit A.

**Smithers:** March 28<sup>th</sup>, 2019, 9AM to 4 PM: - Old Church Hall, 3704 First Avenue, Smithers, BC

**SPACE IS LIMITED – lunch is provided**

**RSVP REQUIRED BY March 18<sup>th</sup>, 2019: please specify the workshop location when reserving**

Email: [nadina1@cfnadina.ca](mailto:nadina1@cfnadina.ca)

Phone: Ais Sheridan at 250.845.2522

If you have any questions, please feel free to contact me at any time.

Sincerely,



Kim Martinsen,  
General Manager

250.877.1432

[kmartinsen@cfnadina.ca](mailto:kmartinsen@cfnadina.ca)



A BC Wildfire Business Transition Workshop Presented by CF Nadina

**Burns Lake: March 25<sup>th</sup>    Houston: March 27<sup>th</sup>    Smithers: March 28<sup>th</sup>**