



1

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

# AGENDA

MEETING NO. 12

September 19, 2019

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

# **2**

## **VISION**

“A World of Opportunities  
Within Our Region”

## **MISSION**

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

**AGENDA**

Thursday, September 19, 2019



| <u>PAGE NO.</u> | <u>CALL TO ORDER</u>   | <u>ACTION</u> |
|-----------------|--|---------------|
|                 | <u>AGENDA – September 19, 2019</u>   | Approve       |
|                 | <u>SUPPLEMENTARY AGENDA</u>  | Receive       |
|                 | <u>MINUTES</u><br>(All highlighted items may be received as a block)           |               |
| 9-25            | Board Meeting Minutes – September 19, 2019                                     | Adopt         |
| 26-28           | Agriculture Committee Meeting Minutes<br>- September 5, 2019 (Unapproved)      | Receive       |
| 29-30           | Agriculture Committee Meeting Minutes<br>- May 2, 2019                         | Receive       |
| 31-34           | Broadband Committee Meeting Minutes<br>- August 28, 2019 (Unapproved)          | Receive       |
| 35-37           | Committee of the Whole Meeting Minutes<br>- September 5, 2019 (Unapproved)     | Receive       |
| 38-44           | Committee of the Whole Meeting Minutes<br>- June 6, 2019                       | Receive       |
| 45-49           | Forestry Committee Meeting Minutes<br>- September 5, 2019 (Unapproved)         | Receive       |
| 50-56           | Forestry Committee Meeting Minutes<br>- June 6, 2019                           | Receive       |
| 57-59           | Regional Transit Committee Meeting Minutes<br>- September 5, 2019 (Unapproved) | Receive       |
| 60-65           | Regional Transit Committee Meeting Minutes<br>- March 7, 2019                  | Receive       |
| 66-67           | Rural Directors Committee Meeting Minutes<br>- September 5, 2019 (Unapproved)  | Receive       |

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| <u>PAGE NO.</u> | <u>MINUTES (CONT'D)</u>  | <u>ACTION</u> |
|-----------------|--|---------------|
| 68-71           | Rural Directors Committee Meeting Minutes<br>- June 20, 2019                   | Receive       |
| 72-74           | Waste Management Committee Meeting Minutes<br>- September 5, 2019 (Unapproved) | Receive       |
| 75-78           | Waste Management Committee Meeting Minutes<br>- June 6, 2019                   | Receive       |

### BUSINESS ARISING OUT OF THE MINUTES

#### DELEGATIONS

|        |  |  |
|--------|--|--|
| 79-91  | <u>RIO TINTO</u><br>Andrew Czornohalan, Operations Director<br>Danielle De Kay, Advisor, Communities & Communications<br>Lianne Olson, Communications and Communities Advisor, Nechako Watershed<br>RE: Nechako Reservoir Update |  |
| 92-153 | <u>EMERGENCY MANAGEMENT AND TRAINING INC.</u><br>Darryl Culley, Project Manager<br>Michael Andrews and Donna Munt, Sub-Consultants<br>RE: Review of the RDBN Emergency Operations Centre Response to the 2018 Wildfires          |  |

|         | <u>ADMINISTRATION REPORTS</u>   | <u>ACTION</u>                |
|---------|---|------------------------------|
| 154-156 | Wendy Wainwright, Executive Assistant<br>- Committee Meeting Recommendations<br>- September 5, 2019           | Recommendation<br>(Page 156) |
| 157-161 | Cheryl Anderson, Manager of Administrative Services - Lakes Landscape-Level Planning Pilot Project Meetings   | Recommendation<br>(Page 157) |
| 162-173 | Cheryl Anderson, Manager of Administrative Services – Proposed BC Caribou Recovery – Herd Planning Session    | Recommendation<br>(Page 162) |
| 174-180 | Cheryl Anderson, Manager of Administrative Services – BC Rural Conference – October 7-8, 2019 – Kelowna, B.C. | Recommendation<br>(Page 174) |



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| <b><u>PAGE NO.</u></b> | <b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>   | <b><u>ACTION</u></b>      |
|------------------------|---|---------------------------|
| 181-182                | John Illes, Chief Financial Officer – Regional Parks and Trails   | Recommendation (Page 182) |
| 183-186                | John Illes, Chief Financial Officer – Insurance Service Provider Agreement for Burns Lake Museum  | Recommendation (Page 183) |
| 187-204                | John Illes, Chief Financial Officer – Minor Amendment to the Remuneration and Expense Reimbursement Bylaw   | Recommendation (Page 189) |
| 205-206                | Deborah Jones-Middleton, Director of Protective Services – Amending the “Regional District of Bulkley-Nechako Emergency Service Establishment Bylaw No. 1201” | Recommendation (Page 205) |
| 207                    | Jason Blackwell, Regional Fire Chief<br>- Community Emergency Preparedness Fund<br>- Volunteer & Composite Fire Departments Equipment and Training            | Recommendation (Page 207) |
| 208                    | Jason Blackwell, Regional Fire Chief<br>- Community Resiliency Investment Program<br>- FireSmart Community Funding & Supports                                 | Recommendation (Page 208) |
| 209                    | Jason Blackwell, Regional Fire Chief<br>- Southside Fire Department Maintenance Reserve   | Recommendation (Page 209) |
| 210                    | Kim Fields, Accounting Clerk – Federal Gas Tax Funds – Electoral Area “C” (Fort St. James Rural) RDBN Fort St. James Recycle Depot                            | Recommendation (Page 210) |
| 211                    | Kim Fields, Accounting Clerk – Federal Gas Tax Funds – Electoral Area “G” (Houston Rural) RDBN Houston Recycle Depot  | Recommendation (Page 211) |
| 212-213                | Jason Blackwell, Regional Fire Chief – Diesel Emissions Exhaust Study   | Receive                   |

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| <u>PAGE NO.</u> | <u>DEVELOPMENT SERVICES</u>  | <u>ACTION</u>                |
|-----------------|--|------------------------------|
|                 | <u>Memo</u>  |                              |
| 214-215         | Jason Llewellyn, Director of Planning<br>- Parks and Recreation Service Delivery Study                                   | Recommendation<br>(Page 215) |
| 216-235         | Jason Llewellyn, Director of Planning<br>Coastal GasLink Pipeline Delegations  | Recommendation<br>(Page 217) |
| 236-264         | Maria Sandberg, Planner<br>Town of Smithers Rezoning and OCP Amendment<br>Bylaws No. 1874 and 1875                       | Recommendation<br>(Page 237) |
| 265-276         | Jennifer MacIntyre, Planner 1<br>Recent Agricultural Land Commission Decisions   | Receive                      |
|                 | <u>Applications</u>  |                              |
| 277-284         | Jennifer MacIntyre, Planner 1<br>ALR Application No. 1217 (Poirier)<br>Subdivision within the ALR<br>Electoral Area "A"  | Recommendation<br>(Page 280) |
| 285-291         | Jennifer MacIntyre, Planner 1<br>ALR Application No. 1218 (Langen)<br>Non-Adhering Residential Use<br>Electoral Area "A" | Recommendation<br>(Page 289) |
|                 | <u>ELECTORAL AREA PLANNING</u> ( <i>All Directors</i> )  | <u>ACTION</u>                |
|                 | <u>Bylaw for 3<sup>rd</sup> Reading and Adoption</u>   |                              |
| 292-297         | Jennifer MacIntyre, Planner 1<br>Bylaw 1880, 2019, Rezoning File A-02-19<br>Electoral Area "A"                           | Recommendation<br>(Page 294) |
|                 | <u>Applications</u>  |                              |
| 298-303         | Jennifer MacIntyre, Planner 1<br>Rezoning File D-01-19 (Dinsmore)<br>Electoral Area "D"                                  | Recommendation<br>(Page 301) |
| 304-322         | Jennifer MacIntyre, Planner 1<br>Temporary Use Permit G-01-19<br>(CGL Huckleberry Multi-Use Site)<br>Electoral Area "G"  | Recommendation<br>(Page 312) |

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| <u>PAGE NO.</u>   | <u>Referrals</u>  | <u>ACTION</u>  |
|---|---|--|
| 323-327   | Land Referral No. 7410101 (Ministry of Environment) Electoral Area "C"                                      | Recommendation (Page 324)  |
| 328-331   | Land Referral No. 7401170 (Larson) Electoral Area "F"   | Recommendation (Page 328)  |
| 332-342   | Land Referral No. 6409151 Electoral Area "G"  | Recommendation (Page 333)  |
| <b><u>BUILDING INSPECTION (All Directors)</u></b>                   |   |  |
| <b><u>Report</u></b>  |   |  |
| 343   | Jason Berlin, Building Inspector<br>August 2019 Building Inspectors Report                                  | Receive  |
| <b><u>VERBAL REPORTS</u></b>  |   |  |
| <b><u>RECEIPT OF VERBAL REPORTS</u></b>                             |   |  |
| <b><u>FINANCIAL</u></b>   |   |  |
| 344-354   | Operating Accounts<br>- Accounts Paid August, 2019  | Ratify   |
| <u>PAGE NO.</u>   | <b><u>ADMINISTRATION BYLAWS</u></b>   | <b><u>ACTION</u></b>   |
| <b><u>Bylaw for First, Second and Third Reading</u></b>             |   |  |
| 355-357   | <b><u>No. 1881</u></b> – RDBN Electoral Areas' Parks and Trails Establishment<br>(all/directors/majority)   | 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading            |
| 358-359   | <b><u>No. 1883</u></b> – RDBN Emergency Program Service Establishment Amendment<br>(all/directors/majority) | 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading            |
| <b><u>Bylaw for First, Second, Third Reading &amp; Adoption</u></b> |   |  |
| 360-362   | <b><u>No. 1882</u></b> – RDBN Directors' Remuneration and Expenses Amendment<br>(all/directors/majority)    | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading & Adoption |

## **SUPPLEMENTARY AGENDA**

### **NEW BUSINESS**

### **IN-CAMERA MOTION**

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)(i) - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (acquisition of property) and 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Resource Benefits Alliance), must/may be closed to the public, therefore exercise their option of excluding the public for this meeting.

### **ADJOURNMENT**

REGIONAL DISTRICT OF BULKLEY-NECHAKOMEETING NO. 11Thursday, August 15, 2019

|                 |                        |  |
|-----------------|------------------------|--|
| <b>PRESENT:</b> | Chair                  | Gerry Thiessen   |
|                 | Directors              | Shane Brienen<br>Mark Fisher<br>Dolores Funk<br>Tom Greenaway<br>Clint Lambert<br>Brad Layton<br>Linda McGuire<br>Rob Newell<br>Mark Parker<br>Jerry Petersen<br>Bev Playfair<br>Michael Riis-Christianson   |
|                 | Directors<br>Absent    | Taylor Bachrach, Town of Smithers<br>Kim Watt-Senner, Village of Fraser Lake   |
|                 | Alternate<br>Directors | Gladys Atrill, Town of Smithers<br>Craig Lepoidevin, Village of Fraser Lake  |
|                 | Staff                  | Curtis Helgesen, Chief Administrative Officer<br>Nellie Davis, Regional Economic Development Coordinator – left at 11:24 a.m.<br>Janette Derksen, Deputy Director of Environmental Services – arrived at 10:43 a.m.<br>Debbie Evans, Agriculture Coordinator – left at 11:04 a.m.<br>Jordanna Evans, Economic Development Support Assistant– left at 11:04 a.m.<br>John Illes, Chief Financial Officer<br>Shari Janzen, Economic Development Support Assistant – left at 11:04 a.m.<br>Deborah Jones-Middleton, Director of Protective Services - left at 11:04 a.m.<br>Jason Llewellyn, Director of Planning and Protective Services<br>Rory McKenzie, Director of Environmental Services – arrived at 11:10 a.m.<br>Rebecca Rodriguez, Acting Manager of Emergency Services – left at 11:04 a.m.<br>Wendy Wainwright, Executive Assistant<br>Sam West, Planning Student – left at 11:41 a.m. |
|                 | Others                 | Samantha Charlton, Project Coordinator, Regional Adaptation and Program Manager, Farm Adaptation, BC Agriculture and Food Climate Action Initiative – left at 11:04 a.m.<br>Steve Forseth, Electoral Area D, (Commodore Heights-McLeese Lake), Cariboo Regional District<br>Travis Marttinen, Vanderhoof – left at 11:29 a.m.<br>Alan Taylor, Vanderhoof – left at 11:29 a.m.  |
|                 | Media                  | Blair McBride, Lakes District News   |

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:40 a.m.

**OATH OF OFFICE**

Curtis Helgesen, Chief Administrative Officer administered the Oath of Office to Alternate Director Gladys Atrill, Town of Smithers.

**AGENDA**

Moved by Director Layton  
Seconded by Director Lambert

2019-11-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of August 15, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

Moved by Director McGuire  
Seconded by Director Layton

2019-11-2

"That the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Board Meeting Minutes  
-July 18, 2019

Moved by Director Parker  
Seconded by Director Petersen

2019-11-3

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of July 18, 2019 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATION**

**BC AGRICULTURE AND FOOD CLIMATE ACTION INITIATIVE – Samantha Charlton, Project Coordinator, Regional Adaptation and Program Manager, Farm Adaptation RE: Overview of the Completed Bulkley-Nechako and Fraser-Fort George Regional Adaptation**

Chair Thiessen welcomed Samantha Charlton, Project Coordinator, Regional Adaptation and Program Manager, Farm Adaptation, BC Agriculture and Food Climate Action Initiative.

Ms. Charlton provided a PowerPoint Presentation.

**Bulkley-Nechako and Fraser-Fort George Regional Adaptation Strategies**

Outline

- Introduction to the Climate Action Initiative (CAI)
  - o Timeline of key CAI Activities
- Regional Program
  - o Two adaptation programs
    - Regional Adaptation Program
    - Farm Adaptation Innovator Program
  - o Strategies
    - Completed
    - Underway
  - o Projects
- Engagement to date

## **DELEGATION (CONT'D)**

### **BC AGRICULTURE AND FOOD CLIMATE ACTION INITIATIVE – Samantha Charlton, Project Coordinator, Regional Adaptation and Program Manager, Farm Adaptation RE: Overview of the Completed Bulkley-Nechako and Fraser-Fort George Regional Adaptation (Cont'd)**

- Bulkley-Nechako and Fraser-Fort George Strategies
  - o Four Impact areas:
    1. Increasing wildfire risk
    2. Increasing variability and changing crop suitability
    3. Warmer and drier summer conditions
    4. Changing pest and beneficial insect plantations
  - o 12 Strategies and 26 Actions
- Implementation priorities
- Next Steps
  - o Continued Regional District Partnership Continuum
  - o Why collaboration is critical.

Discussion took place in regard to:

- Administration fees
- Funding and sourcing grants
- RDBN staff to work on funding sources.

Ms. Charlton noted that organizations administering funding are usually agriculture associations and grants/funding are project specific with an administration fee to oversee the project. Ms. Charlton also mentioned that the Bulkley-Nechako and Fraser-Fort George Agricultural Adaptation Projects: Discussion and Prioritization report provides a preliminary outline and is a discussion document for the working groups to have an outline of projects and the priority of the project.

Chair Thiessen thanked Ms. Charlton for attending the meeting.

## **ADMINISTRATION REPORTS**

### **Minor Update to Asset Disposal Policy**

Moved by Director Layton  
Seconded by Director Fisher

2019-11-4

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 23, 2019 memo titled "Minor Update to Asset Disposal Policy."
2. That the Regional District of Bulkley-Nechako Board of Directors amend the Tangible Capital Asset Accounting Policy as outlined in the Chief Financial Officer's July 23, 2019 staff report."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION REPORTS (CONT'D)**

Broadband Connectivity  
Committee

Moved by Director Layton  
Seconded by Director Newell

2019-11-5

1. "That the Regional District of Bulkley-Nechako Board of Directors establish the Broadband and Connectivity Committee with Director Riis-Christianson as Chair and Directors Greenaway, Newell, Lambert and Parker as members; and,
2. That the Regional District of Bulkley-Nechako Board of Directors adopt the Terms of Reference for the Broadband and Connectivity Committee; and
3. That the first meeting be held August 23, 2019 at 10:00 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid Applications

Moved by Director McGuire  
Seconded by Director Petersen

2019-11-6

1. "That the Smithers District Chamber of Commerce be given \$170.62 grant in aid monies from Electoral Area "A" (Smithers Rural) for the Environmental Business of the Year Award.
2. That the Burns Lake Public Library be given \$1,415 grant in monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for the purchase of a sea container for additional storage.
3. That the Decker Lake Recreation Commission be given \$2,500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for upgrades to the Decker Lake Hall.
4. That the Nechako Valley Community Services Society be given \$500 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for the Gala Dinner.
5. That the College of New Caledonia be given \$2,500 grant in aid monies from Electoral Area "G" (Houston Rural) for the "Paint the Lake" Retreat."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

College of New Caledonia  
"Roots of our Forest" Workshop  
-Request for Letter of Support

Moved by Director Fisher  
Seconded by Director Layton

2019-11-7

"That the Regional District of Bulkley-Nechako Board of Directors provide a letter to the College of New Caledonia in support of the "Roots of our Forest" workshop/speaker series."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



**ADMINISTRATION REPORTS (CONT'D)**

Contract Award Decision  
-Glacier Electric for Omineca  
Ski Club Trail Lighting

Moved by Director Riis-Christianson  
Seconded by Director Lambert

2019-11-8

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize staff to enter into and finalize contract negotiations with Glacier Electric for the Omineca Ski Club Trail Lighting Improvement project; and

2. That the Regional District of Bulkley-Nechako Board of Directors authorize staff to enter into that contract."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Village of Granisle Letter of  
Support Request

Moved by Director McGuire  
Seconded by Director Greenaway

2019-11-9

"That the Regional District of Bulkley-Nechako Board of Directors provide a Letter of Support to the Village of Granisle for their Waterfront Trail Planning Project application to the BC Rural Dividend Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional District of Kitimat-  
Stikine Letter of Support  
Request

Moved by Director Fisher  
Seconded by Director Brienon

2019-11-10

"That the Regional District of Bulkley-Nechako Board of Directors provide a Letter of Support to the Regional District of Kitimat-Stikine for their Comprehensive Signage Strategy Project application to the BC Rural Dividend Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Burns Lake Mountain Bike  
Association Letter of Support  
Request

Moved by Director Funk  
Seconded by Director Lambert

2019-11-11

"That the Regional District of Bulkley-Nechako Board of Directors provide a Partnership Letter of Support to the Burns Lake Mountain Bike Association for their Up-Track and Village Connector Project application to the BC Rural Dividend Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Village of Burns Lake  
Letter of Support Request

Moved by Director Funk  
Seconded by Director Lambert

2019-11-12

"That the Regional District of Bulkley-Nechako Board of Directors provide a Letter of Support to the Village of Burns Lake for their Tourism Master Plan and Mobile Visitation Center Project application to the BC Rural Dividend Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Chinook Community Forest  
2019 Dividend

Moved by Director Riis-Christianson  
Seconded by Director Lambert

2019-11-13

"That the Regional District of Bulkley-Nechako Board of Directors:  
1. receive the Chief Financial Officer's July 23, 2019 memo titled "Chinook Community Forest 2019 Dividend;"  
2. receive the \$12,680.23 dividend payment;  
3. return \$5,000 to each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) Grant in Aid; and,  
4. contribute \$2,680.23 to the Chinook Community Fund Society."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Signing Authorities for RDBN  
Accounts

Moved by Director Petersen  
Seconded by Director Funk

2019-11-14

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 31, 2019 memo titled "Signing Authorities for RDBN Accounts."

"That the Regional District of Bulkley-Nechako Board of Directors appoint Directors Michael Riis-Christianson, Electoral Area "B" and Dolores Funk, Village of Burns Lake, Chair Gerry Thiessen and Vice Chair Mark Parker to be signing authorities for the Regional District of Bulkley-Nechako's accounts at Bulkley Valley Credit Union (Burns lake); and that,

"The Regional District of Bulkley-Nechako Board of Directors appoint the following staff members as additional signing authorities, Curtis Helgesen, Chief Administrative Officer, John Illes, Chief Financial Officer, Cheryl Anderson, Manager of Administrative Services and that past CAO Melany de Weerd be removed as a signing authority."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Broadband Study  
-Completed by TANEx  
Engineering

Moved by Director Layton  
Seconded by Director Lambert

2019-11-15

"That the Regional District of Bulkley-Nechako Board of Directors receive the Regional Economic Development Coordinator's April 9, 2019 memo titled "RDBN Broadband Study – Completed by TANEx Engineering."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION REPORTS (CONT'D)

#### Administration Reports

Moved by Director Petersen  
 Seconded by Director McGuire

2019-11-16

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

- Chief Financial Officer – Municipal Finance Authority – Loan Completion
- Chief Financial Officer – Income Statements for the First Half of 2019
- Protective Services Assistant – Monthly 9-1-1 Call Report – May 2019
- Protective Services Assistant – August 1, 2019 BC Drought Report
- Accounting Clerk – Electoral Area Allocations of Federal Gas Tax Funds to July 24, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Newell requested the Federal Gas Tax Funds distribution model be brought forward to the Rural Directors Committee.

### ENVIRONMENTAL SERVICES REPORTS

#### Fort Fraser Local Commission Recommendation – BC ONE Call Agreement

Moved by Director Parker  
 Seconded by Alternate Director Lepoidevin

2019-11-17

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Deputy Director of Environmental Services' August 2, 2019 memo titled "Fort Fraser Local Commission Recommendation – BC ONE Call Agreement."

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize entering into an agreement with BC ONE Call for the Fort Fraser Utility Service Area."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Authorization to Proceed with Purchase of Capital Equipment -Two Tractors with a Frontend Loader

Moved by Director Greenaway  
 Seconded by Director Layton

2019-11-18

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Environmental Services' August 6, 2019 memo titled "Authorization to Proceed with Purchase of Capital Equipment – Two Tractors with a Frontend Loader."

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize staff to purchase the Two Tractors from Huber Farm Equipment for a total cost not to exceed \$120,000."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ENVIRONMENTAL SERVICES REPORTS (CONT'D)

Bylaw No. 1764 Amendment  
-Camp Waste/user Fee  
Schedule D

Moved by Director Playfair  
 Seconded by Director Layton

2019-11-19

"That "Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Bylaw No. 1879, 2019" as amended be given first, second and third reading this 15<sup>th</sup> day of August, 2019 and subsequently be submitted to the Ministry of Environment for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DEVELOPMENT SERVICES

### Applications

ALR Application No. 1214  
(Tschuor-Caviezel) Non-Farm  
Use within the ALR  
Electoral Area E

Moved by Director Lambert  
 Seconded by Director Riis-Christianson

2019-11-20

"That Agricultural Land Reserve Non-Farm Use Application No. 1214 (Roy Northern Land Services Ltd.) be recommended to the Agricultural Land Commission for approval subject to the recommendations outlined in the July 30, 2019 Board Report for ALR Application No. 1214."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ALR Application No. 1216  
(Goebel/Tevely) Non-Adhering  
Residential Use Electoral  
Area A

Moved by Director Fisher  
 Seconded by Director Funk

2019-11-21

1. "That the APC Meeting Minutes for ALR Application No. 1216 on the Supplemental Agenda be received, and;
2. That the Agricultural Land Reserve Non-Adhering Residential Use Application No. 1216 (Goebel) be recommended to the Agricultural Land Commission for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ALR Application No. 1215  
(Martinen) Non-Farm  
Use within the ALR  
Electoral Area F

Moved by Director Petersen  
 Seconded by Director Greenaway

2019-11-22

"That the Agricultural Land Reserve Non-Farm Use Application No. 1215 be recommended to the Agricultural Land Commission for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

**Referrals**

Land Referral No. 7410097  
(Hoy) Electoral Area "C"

Moved by Director Greenaway  
 Seconded by Director Parker

2019-11-23

"That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410097" be provided to the Province as the Regional District's comments on Crown Land application 7410097."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral No. 7410092  
(Buchanan) Electoral Area "F"

Moved by Director Petersen  
 Seconded by Director Greenaway

2019-11-24

"That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410092" be provided to the Province as the Regional District's comments on Crown Land application 7410092."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral No. 7405905  
(Larworth Logging Ltd.)  
Electoral Area "D"

Moved by Director Parker  
 Seconded by Alternate Director Lepoidevin

2019-11-25

"That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7405905" be provided to the Province as the Regional District's comments on Crown Land application 7405905."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral No. 7409785  
(One Hope Ministries Canada)  
Electoral Area "F"

Moved by Director Petersen  
 Seconded by Director Playfair

2019-11-26

"That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409785" be provided to the Province as the Regional District's comments on Crown Land application 7409785."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## Applications

Chair Thiessen called for comments from the gallery.

Development Variance  
Permit No. C-02-19  
Shelara Holdings Ltd.  
Electoral Area "C"

Moved by Director Greenaway  
 Seconded by Director Playfair

2019-11-27

"That the Regional District of Bulkley-Nechako Board of Directors approve Development Variance Permit C-02-19 for the property located at 2539 Highway 27 South developed in compliance with Schedule A of the permit, and that the permit be issued once Ministry of Transportation and Infrastructure (MOTI) approval is received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## BUILDING INSPECTION (All Directors)

Building Inspectors Report  
-July 2019

Moved by Director Riis-Christianson  
 Seconded by Director Playfair

2019-11-28

"That the Regional District of Bulkley-Nechako Board of Directors receive the Buildings Inspectors Report for July 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen questioned the implications to owner builds and construction with the new Provincial requirements for owner/builders to complete and pass an exam prior to building. He questioned the number of people writing and passing the test. Jason Llewellyn, Director of Planning will research the information and provide it to the Board. Mr. Llewellyn noted that modular home construction has increased. Modular Home construction does not require an owner/builder to complete the Provincial examination process. Discussion took place regarding the impacts to the residential construction industry throughout the region.

## VERBAL REPORTS

Federation of Canadian  
Municipalities – Recognizes  
the Village of Granisle for its  
use of Federal Gas Tax Funds

Director McGuire announced that the Federation of Canadian Municipalities (FCM) recognized the Village of Granisle for its use of Federal Gas Tax Funds for its biomass project which heats the Village office, ice arena, elementary school, curling rink, fire hall, public works office and tourist information centre.

John Rustad, MLA Nechako  
Lakes attended Village of  
Granisle Council Meeting

Director McGuire mentioned that John Rustad, MLA Nechako Lakes attended a Village of Granisle Council meeting and indicated his willingness to attend Village of Granisle 2019 UBCM Convention Minister Meetings if requested.

## VERBAL REPORTS (CONT'D)

### Village of Granisle Community Transit Bus

Director McGuire noted that the Village of Granisle intends to speak with the Minister of Transportation and Infrastructure at the 2019 UBCM Convention regarding the funding model of its Community Transit Bus. The Village of Granisle's original funding was based on operating the service with volunteers but due to the increase of service levels, because of demand, the cost to operate the service has increased.

### Better at Home Program -Village of Granisle

Director McGuire spoke of the importance of the Better at Home Program in the Village of Granisle that allows seniors to remain in their homes and community. She noted the struggles the community has to ensure that seniors no longer able to stay at home have the ability to have higher levels of care provided within their communities.

### RBA Meeting in Terrace -August 23, 2019

Director McGuire commented that Alternate Director Liversidge will be attending the RBA meeting in Terrace on August 23, 2019 on her behalf.

### Interior Forest Renewal Engagement Meetings in Burns Lake and Houston

Director McGuire mentioned that along with Chair Thiessen Directors Riis-Christianson and Funk, attended the Interior Forest Renewal Engagement Meeting in Burns Lake and was disappointed in the attendance and that a number of the audience left prior to the end of the meeting. Director Riis-Christianson noted that the meeting being held during the day may have impacted the number of attendees. Director Funk spoke of the need to move forward with raw log exports. She also voiced concerns in regard to the engagement process and lack of attendees.

Chair Thiessen referenced the letter from Premier John Horgan and the need to have stakeholders, industry, First Nations, and community representatives involved in the engagement process. He voiced concerns in regard to people leaving the meeting and lack of industry representation. He noted the need to relay concerns to the Minister of Forests, Lands, Natural Resource Operations and Rural Development and Premier Horgan.

Director Newell attended the engagement session in Houston and noted that good ideas were brought forward and a number of rural residents spoke of the importance of FireSmarting rural population pockets.

### Village of Telkwa Water Tower Project

Director Layton reported that the Village of Telkwa's Water Tower Project is proceeding. He noted that the project completion will assist in encouraging development in the community.

### Telkwa Coal - Environmental Assessment Certificate

Director Layton noted that Telkwa Coal is awaiting its Environmental Assessment Certificate in September 2019.

### Apollo Forest Products Ltd. -Fort St. James

Director Playfair announced that Apollo Forest Products Ltd. in Fort St. James will begin a two week curtailment of operations August 16, 2019.

## VERBAL REPORTS (CONT'D)

- 2018 Wildfire Land Reclamation Director Lambert mentioned that he spoke with a representative from BC Wildfire Service in regard to the 2018 Wildfire land reclamation applications and denials for lands on the Southside of Francois Lake. The applications are approved at the Provincial level and they encouraged people to continue to submit applications and seek approval.
- Rural Coordination Centre of B.C. Visits Director Lambert met with the Rural Coordination Centre of B.C. in regard to their Rural Site Visit project to hear directly from community members about health care delivered in B.C. They spoke of the cost of having long term care residents in the hospital utilizing acute care beds vs. in a long term care facility. It is \$1,500 per day in a long term care facility vs. \$5,000 per day in an acute care bed.
- Preparing information for the 2019 UBCM Convention  
Re: Agriculture Director Parker mentioned that he has been preparing to take forward information in regard to Agriculture concerns in the region to the Minister of Agriculture at the 2019 UBCM Convention in Vancouver, September 23-27, 2019.
- Major Paving Projects  
-Village of Burns Lake Director Funk spoke of the major paving projects being completed in the Village of Burns Lake and the Ministry of Transportation and Infrastructures paving Highway 16 through the community.
- Village of Burns Lake & District of Houston Meeting with John Rustad, MLA Nechako Lakes Director Funk commented that John Rustad, MLA Nechako Lakes will be meeting with the Village of Burns Lake on August 22, 2019 and extended the invitation to the Regional Board if they would like to attend.
- Director Brienen noted that the District of Houston is meeting with Mr. Rustad August 20, 2019 at 12:00 p.m. and also extended an invitation to the Regional Board to attend.
- Bulkley Valley Exhibition  
-August 22-25, 2019 Director Fisher announced that the Bulkley Valley Exhibition will take place August 22-25, 2019 and extended an invitation to the Regional Board to attend.
- Farmer's Market Grant  
-Better Recruitment Strategy Director Fisher mentioned that the Smithers Farmer's Market received grant funding to complete a recruitment strategy to recruit and support vendors through a direct marketing model.
- Letter to the Federal Government Re: Forest Dependent Communities Director Brienen mentioned that the District of Houston added their signature to the joint letter to the Federal Government regarding the impact to forest dependent communities with the recent downturn of the Forest Industry.
- Director Brienen spoke of the funding originally promised by the Federal Government to communities impacted by the Mountain Pine Beetle but the full amount was never allocated.
- He also spoke to developing a regional voice in regard to the Interior Forest Renewal Engagement process at an upcoming RDBN Forestry Committee Meeting.



**VERBAL REPORTS (CONT'D)**

Grand Opening Skateboard Park – Vanderhoof

Director Petersen and Chair Thiessen attended the Grand Opening of the Skateboard Park in Vanderhoof on August 7, 2019. Chair Thiessen mentioned that the District of Vanderhoof now has the majority of its recreation facilities in one location: the Arena, Curling Rink, Tennis Courts, Football, Soccer, Ball and Track Fields, Pool, Soccer and Skateboard Park. He noted his appreciation for Director Petersen’s involvement and support of the project.

Nechako Valley Exhibition August 16-18, 2019

Director Petersen extended an invitation to the Regional Board to attend the Nechako Valley Exhibition in Vanderhoof August 16-18, 2019 in Vanderhoof.

Town of Smithers New CAO Starts August 19, 2019

Alternate Director Atrill mentioned that the new CAO for the Town of Smithers will begin on August 19, 2019.

Big Bar Landslide – Rio Tinto Water Engagement Initiative -Nechako River

Chair Thiessen brought forward concerns regarding the Province providing an order to Rio Tinto to reduce flows to the Nechako River in response to the Big Bar Landslide. He spoke of the impacts to the water temperatures in the Nechako River and the lack of consultation with local governments and First Nations.

Director Parker thanked Chair Thiessen for his leadership and due diligence ensuring that there was a voice to bring forward concerns in regard to the impacts to the Nechako River.

Discussion took place in regard to meeting with the First Nations communities impacted by the Province’s decisions in regard to the order to Rio Tinto for the Nechako River and Rio Tinto’s Water Engagement Initiative.

Receipt of Verbal Reports

Moved by Director Brienen  
 Seconded by Director Newell

2019-11-29

“That the verbal reports of the various Regional District of Bulkley-Nechako Board of Directors be received.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION CORRESPONDENCE**

Thompson-Nicola Regional District –Request that Chair be Signatory on ICI Recycling Letter to Minister Heyman

Moved by Director Fisher  
 Seconded by Director Riis-Christianson

2019-11-30

“That the Regional District of Bulkley-Nechako Board of Directors authorize Chair Thiessen to be a signatory to the Thompson-Nicola Regional District letter to the Honourable George Heyman, Minister of Environment and Climate Change Strategy; and further, that the Regional District of Bulkley-Nechako participate in a representative group to attend a single meeting with Minister Heyman at the 2019 Union of BC Municipalities Convention.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### ADMINISTRATION CORRESPONDENCE (CONT'D)

Administration Correspondence & Action List Moved by Director Brien  
 Seconded by Director Newell

2019-11-31 "That the Regional District of Bulkley-Nechako Board of Directors receive the Administration Correspondence from BC Hydro – Prince George to Terrace Capacitor Project and the June 2019 Action List."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### FINANCIAL

Operating Accounts -July, 2019 Moved by Director McGuire  
 Seconded by Director Layton

2019-11-32 "That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid July, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION BYLAWS

#### Bylaws for Adoption

No. 1874 –Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Amendment Moved by Director Petersen  
 Seconded by Director Layton

2019-11-33 "That "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Amendment Bylaw No. 1874, 2019" be adopted this 15<sup>th</sup> day of August, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

No. 1875 –RDBN Electoral Area "G" (Houston Rural) Economic Development Service Area Establishment Moved by Director Newell  
 Seconded by Director Brien

2019-11-34 "That "Regional District of Bulkley-Nechako Electoral Area "G" (Houston Rural) Economic Development Service Area Establishment Bylaw No. 1875, 2019" be adopted this 15<sup>th</sup> day of August, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## SUPPLEMENTARY AGENDA

### ADMINISTRATION REPORTS

Smithers Christian Reformed Church – Request for Grant in Aid – Electoral Area “A” (Smithers Rural)

Moved by Director Fisher  
 Seconded by Alternate Director Atrill

2019-11-35

“That the Smithers Christian Reformed Church be given \$2,500 grant in aid monies from Electoral Area “A” (Smithers Rural) towards the purchase of a dishwasher.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Lakes District Fair Association – Request for Grant in Aid – Electoral Areas “B” (Burns Lake Rural) & “E” (Francois/Ootsa Lake Rural)

Moved by Director Lambert  
 Seconded by Director Riis-Christianson

2019-11-36

“That the Lakes District Fair Association 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 insurance costs.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Invitation to the 6<sup>th</sup> Annual Resource Breakfast Series -September 2019 hosted During the 2019 UBCM Convention

Moved by Director Greenaway  
 Seconded by Director Layton

2019-11-37

“That the Regional District of Bulkley-Nechako Board of Directors authorize the following attendance at the 6<sup>th</sup> Annual Resource Breakfast Series:

- Directors Greenaway and Newell at the Mining Sector Breakfast Tuesday, September 24, 2019
- Director Parker at the Energy Sector Breakfast, Thursday, September 26, 2019
- Directors Layton and Lambert at the Forestry Sector Breakfast Friday, September 27, 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

**Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading**

Bylaw No. 1880, 2019  
Rezoning File A-02-19  
Electoral Area "A"

Moved by Director Fisher  
Seconded by Director Layton

2019-11-38

1. "That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019" be given first and second reading this 15<sup>th</sup> day of August, 2019 and subsequently be taken to Public Hearing."

2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019" be delegated to the Director or Alternate Director for Electoral Area "A".

(Electoral Area Planning/All Directors/Majority)

3. That the \$700.00 application fee and signage deposit for Rezoning Application A-02-19 be waived."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

Rio Tinto's Water Engagement Initiative

Moved by Director Lambert  
Seconded by Director Parker

2019-11-39

"That the Regional District of Bulkley-Nechako Board of Directors write a letter to the Director and Comptroller of Water Rights, Water Management Branch, Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding the need for the Province to increase participation in Rio Tinto's Water Engagement Initiative and in support of the District of Vanderhoof's letter; and further, that the letter be cc'd to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), the Honourable Jonathan Wilkinson, Minister of Fisheries and Oceans Canada, Eamon O'Donoghue, Assistant Deputy Minister, FLNRORD, Cheslatta Carrier Nation, Skin Tyee First Nation, Nee Tahi Buhn Band, Nadleh Whut'en First Nation, Stellat'en First Nation and Saik'uz First Nation."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen spoke of the importance of having Provincial decision makers involved in Rio Tinto's Water Engagement Initiative.

Discussion took place regarding local government and First Nations engagement. Past RDBN C2C Forums were discussed and staff will provide information to Director Funk.

Cell Phone Signage for the Southside of Francois Lake

Director Lambert spoke of funding received by the Chinook Emergency Response Society to install cell phone signs to indicate there is cell coverage on the Southside of Francois Lake. During the 2018 Wildfires there was a need to identify areas where there is cell service. He brought forward concerns regarding the Ministry of Transportation and Infrastructures lack of approval to install the signage.

**NEW BUSINESS (CONT'D)**

**Cell Phone Signage for the  
 Southside of Francois Lake**

Moved by Director Lambert  
 Seconded by Director Layton

2019-11-40

"That the Regional District of Bulkley-Nechako Board of Directors write a letter of support to the Chinook Emergency Response Society to install its cell phone signage along Ministry of Transportation and Infrastructure right of way on the Southside of Francois Lake."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**IN-CAMERA MOTION**

Moved by Director Layton  
 Seconded by Director McGuire

2019-11-41

"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)(k), negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public (recycling), may 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 Brien  
 Seconded by Director Newell

2019-11-42

"That the meeting be adjourned at 12:27 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**AGRICULTURE COMMITTEE MEETING**  
**(Committee Of The Whole)**

**Thursday, September 5, 2019**

**PRESENT:** Chair Mark Parker

Directors Gladys Atrill  
Shane Brienen  
Mark Fisher  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire  
Jerry Petersen  
Bev Playfair  
Michael Riis-Christianson  
Kim Watt-Senner  
Gerry Thiessen

Directors Dolores Funk, Village of Burns Lake  
Absent Rob Newell, Electoral Area "G" (Houston Rural)

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Janette Derksen, Deputy Director of Environmental Services  
Debbie Evans, Agriculture Coordinator  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Executive Assistant

Media Blair McBride, Lakes District News

**CALL TO ORDER**

Chair Parker called the meeting to order at 1:30 p.m.

**AGENDA**

Moved by Director Lambert  
Seconded by Director Layton

AG.2019-5-1

"That the Agriculture Committee Agenda of September 5, 2019 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES**

Agriculture Committee  
Meeting Minutes  
-May 2, 2019

Moved by Director Petersen  
Seconded by Director Brienen

AG.2019-5-2

"That the Minutes of the Agriculture Committee Meeting of May 2, 2019 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **REPORTS**

### **RDBN 2012 Agriculture Plan Update Report**

Moved by Director Layton  
 Seconded by Director Lambert

### **AG.2019-5-3**

"That the Agriculture Committee receive the Agriculture Coordinator's September 5, 2019 memo titled "RDBN 2012 Agriculture Plan Update report."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **NDIT – Agriculture Coordinator -Pilot Project Extension and Disbursement Schedule -Northern Development Project Number 5112 20**

Moved by Director Playfair  
 Seconded by Director Riis-Christianson

### **AG.2019-5-4**

"That the Agriculture Committee receive the correspondence from Northern Development Initiative Trust – Agriculture Coordinator - Pilot Project Extension and Disbursement Schedule – Northern Development Project Number 5112 20."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **BC Meat Inspection Program RE: Feedback on Class D Licences – Regional District of Bulkley-Nechako**

Moved by Director Lambert  
 Seconded by Director Petersen

### **AG.2019-5-5**

"That the Agriculture Committee receive the correspondence from the BC Meat Inspection Program RE: Feedback on Class D Licences – Regional District of Bulkley-Nechako."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **VERBAL REPORT**

### **Agriculture Land Commission (ALC) – Jason Llewellyn, Director of Planning**

Jason Llewellyn, Director of Planning provided an overview of the challenges regarding the Ministry of Agriculture and Agriculture Land Commission's (ALC) regulation prohibiting the deposit of soils from another parcel of land onto land within the Agriculture Land Reserve (ALR) being limited to 1,000 m<sup>2</sup> and the ALC expecting local governments to enforce their regulations through the local government building permit process. Staff are currently researching the RDBN's role and flexibility in addressing the ALC requirements. Mr. Llewellyn outlined the ALC application process for a property owner needing to conduct groundwork on their property that requires more than 1,000 m<sup>2</sup> of soils. The ALC has 60 days once a property owner submits a Notice of Intent to provide approval or request further information, if more information is required the timeline is extended a further 60 days. Concerns were brought forward in regard to the potentially lengthy process and impacts to a property owner in a short northern building season. The ALC also provides a second option that potentially lessens the wait time but a separate application is required for a \$1,500 permit fee.

The Board expressed its concerns in regard to the ALC's expectation of local government. Frustrations were brought forward in regard to the ALC eliminating the two zones and only having one zone for the Province and no northern input. Discussion took place in regard to the Board advocating for a two zone system.

**VERBAL REPORT (CONT'D)**

Staff will bring forward a report at the September 19, 2019 Board Meeting regarding the RDBN's roles concerning the ALC's expectation of local government. Director Fisher requested staff bring forward a press release in regard to the information including the Board's stance on the issue at the September 19, 2019 meeting for Board review.

Discussion took place regarding the potential intent of the ALC regulations and questions were raised in regard to the Ministry of Agriculture educating the public in regard to the regulation changes.

Chair Parker noted the importance of meeting with the Minister of Agriculture and the Liberal Opposition Critic at the 2019 UBCM Convention.

**Verbal Report**

Moved by Director Layton  
 Seconded by Director Lambert

**AG.2019-5-6**

"That the Agriculture Committee receive the Director of Planning's verbal report re: Agriculture Land Commission."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Watt-Senner  
 Seconded by Director Layton

**AG.2019-5-7**

"That the meeting be adjourned at 2:05 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Mark Parker, Chair

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Wendy Wainwright, Executive Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****AGRICULTURE COMMITTEE MEETING**  
**(Committee Of The Whole)****Thursday, May 2, 2019**

**PRESENT:** Chair Mark Parker

Directors Taylor Bachrach  
Shane Brienen  
Mark Fisher  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire – arrived at 1:48 p.m.  
Rob Newell  
Bev Playfair  
Michael Riis-Christianson – arrived at 1:48 p.m.  
Kim Watt-Senner  
Gerry Thiessen

Director Absent Jerry Petersen, Electoral Area "F" (Vanderhoof Rural)

Alternate Director Roy Spooner, Electoral Area "F" (Vanderhoof Rural)

Staff Cheryl Anderson, Acting Chief Administrative Officer/Manager of Administrative Services  
Debbie Evans, Agriculture Coordinator  
John Illes, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER**

Chair Parker called the meeting to order at 1:45 p.m.

**AGENDA**Moved by Director Funk  
Seconded by Director Watt-Senner**AG.2019-4-1**

"That the Agriculture Committee Agenda of May 2, 2019 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Agriculture Committee**  
**Meeting Minutes**  
**-April 4, 2019**Moved by Director Newell  
Seconded by Director Layton**AG.2019-4-2**

"That the Minutes of the Agriculture Committee Meeting of April 4, 2019 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**REPORTS**

Livestock Emergency Hay

Moved by Director Watt-Senner  
Seconded by Director Lambert

AG.2019-4-3

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors support the proposal for change of the Emergency Hay Program to support feed shortage and relocation of livestock in the event of an emergency in 2019."

(All/Directors/Majority) CARRIED UNANIMOUSLY

2019 Pilot with RDBN  
Fairgrounds for Emergency  
Response

Moved by Director Riis-Christianson  
Seconded by Director Layton

AG.2019-4-4

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve the 2019 Pilot with RDBN Fairgrounds for Emergency Response."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Agriculture Reports

Moved by Director Newell  
Seconded by Director Watt-Senner

AG.2019-4-5

"That the Agriculture Committee receive the following Reports:

- 2019 Emergency and Livestock Preparedness Workshops Report
- SheepFest 2019 Report
- Haskap 3.0 Workshop Report
- Agri-Food Business Planning Workshop Report."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Bachrach  
Seconded by Director Layton

AG.2019-4-6

"That the meeting be adjourned at 1:54 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOBROADBAND COMMITTEE MEETINGWednesday, August 28, 2019

**PRESENT:** Chair Michael Riis-Christianson

Directors Tom Greenaway  
Clint Lambert  
Mark Parker

Director Rob Newell, Electoral Area "G" (Houston Rural)

Absent

Staff Curtis Helgesen, Chief Administrative Officer  
John Illes, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 12:27 p.m.

AGENDAMoved by Director Lambert  
Seconded by Director GreenawayBBC.2019-1-1

"That the Broadband Committee Agenda for August 28, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLYREPORTSTerms of Reference ReviewMoved by Director Greenaway  
Seconded by Director LambertBBC.2019-1-2

"That the Broadband Committee adopt the Regional District of Bulkley-Nechako Broadband and Connectivity Committee Terms of Reference."

(All/Directors/Majority)

CARRIED UNANIMOUSLYLegislation Review *Local Government Act 273 to 275*Moved by Director Lambert  
Seconded by Director ParkerBBC.2019-1-3"That the Broadband Committee receive the Chief Financial Officer's August 20, 2019 memo titled "*Legislation Review Local Government Act 273 to 275.*"

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the *Local Government Act Section 274 Exception for assistance under partnering agreements* and the definition of "high-speed internet service". Concerns were brought forward regarding the potential risks of providing high-speed internet service and subscribers purchasing the service.

**REPORTS (CONT'D)**

Important Milestones in  
Preparing for CRTC Grant  
Submission

Moved by Director Parker  
Seconded by Director Greenaway

BBC.2019-1-4

“That the Broadband Committee receive the Chief Financial Officer's August 20, 2019 memo titled “Important Milestones in Preparing for CRTC Grant Submission.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Options in preparing for CRTC Grant submission
  - o Determining a business entity
    - Establishing a service – lengthy process
    - RD created corporation – requires consent of the Minister of Municipal Affairs and Housing
    - Potential partnerships with a society e.g. Rebroadcast societies – very limited capacity and volunteer organization
  - o Entity applying must have internet expertise
    - RDBN would require a partner
- If moving forward staff will determine best models to bring forward to the RDBN Board for consideration
- Identify and prioritize projects to apply for grant funding
  - o Provide at upcoming Broadband Committee meeting
- The importance of determining risk tolerance
- Future risks with the constant changing of technology
- Cost to subscribers and coverage
- The need to meet and have discussions with ISPs (internet service providers)
- Potential advocacy role with the Federal and Provincial Government
- Is there sufficient backbone infrastructure
- CRT grant requires applicants to own and operate infrastructure
- ISPs may only provide service to low-risk, high-yield opportunities
- 50 megabits per second download and 10 megabits per second upload
- Lobbying to ensure guidelines for funding to be allocated to areas that receive less than the 50 download and 10 upload speeds
- Rural areas participating in the economy require access to adequate high-speed internet as defined by the *Local Government Act*
- High-speed internet is a key factor for retention
- Federal Governments March 2019 announcement of providing everyone in Canada access to high speed internet at minimum speeds of 50/10 Mbps by 2030
- Potential partnership with Regional District of Fraser-Fort George (RDFFG)
  - o RDFFG recently received a positive update from Telus in regard to internet improvements in their region
- Many other agencies require high speed internet such as rural healthcare and education
- Deadlines for grant submissions have not been announced as of yet

## REPORTS (CONT'D)

### Subject Matter Experts and Project Management

Moved by Director Parker  
 Seconded by Director Greenaway

BBC.2019-1-5

"That the Broadband Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve TANex continue on a month to month basis to provide subject matter expertise and project management under the direction of the Broadband Committee at rates presented as outlined in the January 14, 2019 TANex report."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### CIRA Speed Test

Moved by Director Lambert  
 Seconded by Director Greenaway

BBC.2019-1-6

"That the Broadband Committee receive the Chief Financial Officer's August 20, 2019 memo titled "CIRA (Canadian Internet Registration Authority) Speed Test;" and further, that the Broadband Committee recommend that the Board direct staff to secure the CIRA Speed Test platform at a cost of \$3,000 for one year allocated to the Northern Capital Planning Grant Broadband apportionment."

(All/Directors/Majority) CARRIED UNANIMOUSLY

The benefits of the data from the CIRA speed test was discussed along with marketing the tool to RDBN residents.

### Meeting with Major Internet Providers and Non-Disclosure Agreements

Moved by Director Parker  
 Seconded by Director Lambert

BBC.2019-1-7

1. "That the Broadband Committee recommend that the Board direct staff to arrange meetings between the Broadband Committee and the major telecoms as well as the local internet providers, and other interested stakeholders, and that where possible, the meetings to be held in Vancouver are arranged during UBCM 2019 week to minimize travel costs; and

2. Further, that the Broadband Committee recommend that the Regional District of Bulkley-Nechako Board of Directors enter into non-disclosure agreements with telecommunications companies when requested."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Speaking with the Liberal Opposition Critics at the 2019 UBCM Convention was discussed along with meeting with the major telecoms as soon as possible.

## NEW BUSINESS

### Pipeline Legacy Funding for Broadband/Connectivity

Discussion took place in regard to asking the question of pipeline companies in regard to legacy funding/infrastructure for broadband and connectivity in the region.

ADJOURNMENT

Moved by Director Lambert  
Seconded by Director Parker

BBC.2019-1-8

"That the meeting be adjourned 1:49 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOCOMMITTEE OF THE WHOLE MEETINGThursday, September 5, 2019

**PRESENT:** Chair Gerry Thiessen

Directors Gladys Atrill  
Shane Brienen  
Mark Fisher  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire  
Mark Parker  
Jerry Petersen  
Bev Playfair  
Michael Riis-Christianson  
Kim Watt-Senner

Via- Teleconference Rob Newell, Electoral Area "G" (Houston Rural)

Director Absent Dolores Funk, Village of Burns Lake

Alternate Director Darrell Hill, Village of Burns Lake

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services  
– arrived at 11:00 a.m.  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Executive Assistant

Others John Pousette, Provincial Bark Beetle Coordinator, Office of the Chief Forester Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 10:43 a.m.  
Ken White, Entomologist - Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 10:36 a.m.

Media Blair McBride, Lakes District News – arrived at 10:41 a.m.

CALL TO ORDER Chair Thiessen called the meeting to order at 10:33 a.m.

OATH OF OFFICE Curtis Helgesen, Chief Administrative Officer administered the Oath of Office to Gladys Atrill, Director, Town of Smithers.

## **AGENDA**

Moved by Director Layton  
Seconded by Director Greenaway

### **C.W.2019-6-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of September 5, 2019 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **MINUTES**

### **Committee of the Whole Minutes – June 6, 2019**

Moved by Director McGuire  
Seconded by Director Petersen

### **C.W.2019-6-2**

"That the Committee of the Whole meeting minutes of June 6, 2019 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **REPORT/DISCUSSION**

### **Union of B.C. Municipalities Meetings 2019 – Lead Speakers/Expanded Minister of Environment Topics for Discussion**

- The Honourable John Horgan, Premier – Lead Speakers: Chair Thiessen, Directors Brien and Funk
- The Honourable Lana Popham, Minister of Agriculture – Lead Speaker: Director Parker
- The Honourable Jinny Sims, Minister of Citizens' Services – Lead Speaker: Director Newell (tentative)
- The Honourable Michelle Mungall, Minister of Energy, Mines and Petroleum Resources – Lead Speaker: Director Layton (tentative)
- The Honourable George Heyman, Minister of Environment – Lead Speaker: Director Fisher
- The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development – Lead Speaker: Director Layton
- The Honourable Adrian Dix, Minister of Health – Lead Speaker: Directors Petersen and Brien
- The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General – Lead Speaker: Director Lambert
- The Honourable Claire Trevena, Minister of Transportation and Infrastructure – Lead Speaker: Director Greenaway.

Director Fisher mentioned that a second meeting with Minister Heyman is not required at this time and at the conclusion of the 2019 UBCM Convention Minister Meetings further discussion can take place in regard to the need for an additional meeting with Minister Heyman and or Ministry of Environment and Climate Change Strategy staff.



## INVITATION

Northern Health – Invitation to Meet with Cathy Ulrich, President and Chief Executive Officer and Coleen Nyce, Chair, Northern Health at the 2019 UBCM Convention in Vancouver, B.C. Moved by Director Fisher  
Seconded by Director Watt-Senner

C.W.2019-6-3

“That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors provide the following discussions to Northern Health for a meeting at the 2019 UBCM Convention in Vancouver, B.C.:

- Stuart Nechako Manor Update
- Fort St. James Hospital Update
- Fort St. James Primary Care Facility Update
- RDBN provide information re: impact to seniors care due to Ministry of Agriculture Regulations re: second dwellings on properties within the Agriculture Land Reserve (ALR).

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## NEW BUSINESS

Meetings with Opposition Critics at the 2019 UBCM Convention

Director Parker spoke of scheduling a meeting with the Opposition Critic for the Minister of Agriculture at the 2019 UBCM Convention. The Regional Board directed staff to also schedule meetings with the Opposition Critics for the Minister of Environment and Climate Change Strategy, Minister of Public Safety and Solicitor General and Minister of Forests, Lands, Natural Resource Operations and Rural Development.

Staff has spoken with UBCM staff and will schedule a meeting at the 2019 UBCM Convention to discuss Community Works Fund (Gas Tax) criteria once Minister Meetings are scheduled.

## ADJOURNMENT

Moved by Director Greenaway  
Seconded by Director Watt-Senner

C.W.2019-6-4

“That the meeting be adjourned at 11:04 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOCOMMITTEE OF THE WHOLE MEETINGThursday, June 6, 2019

**PRESENT:** Chair Gerry Thiessen

Directors Taylor Bachrach – arrived at 1:14 p.m.  
Shane Brienen  
Mark Fisher– arrived at 1:14 p.m.  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Brad Layton– arrived at 1:14 p.m.  
Linda McGuire  
Rob Newell  
Mark Parker  
Jerry Petersen  
Bev Playfair  
Michael Riis-Christianson  
Kim Watt-Senner

Staff Cheryl Anderson, Acting Chief Administrative Officer/Manager of Administrative Services  
Nellie Davis, Regional Economic Development Coordinator – arrived at 2:13 p.m., left at 2:36 p.m.  
John Illes, Chief Financial Officer  
Janette Derksen, Deputy Director of Environmental Services – arrived at 2:30 p.m.  
Deborah Jones-Middleton, Director of Protective Services  
Jason Llewellyn, Director of Planning  
Jennifer MacIntyre, Planner 1 – arrived 1:27 p.m., left at 2:16 p.m.  
Rory McKenzie, Director of Environmental Services – arrived at 2:26 p.m.  
Maria Sandberg, Planner – left at 2:16 p.m.  
Sam West, Planning Summer Student – left at 2:16 p.m.  
Wendy Wainwright, Executive Assistant

Others Chuck Braun, Loop Resources – arrived at 1:40 p.m.  
Sean Staplin, Senior Water Stewardship Officer, Land and Water Section – Smithers, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 2:16 p.m.  
Johanna Wick, Regional Hydrogeologist, Land and Water Section – Smithers, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 2:16 p.m.

Media Blair McBride, Lakes District News – arrived at 1:18 p.m.

**CALL TO ORDER** Chair Thiessen called the meeting to order at 1:11 p.m.

**AGENDA &  
SUPPLEMENTARY**

Moved by Director Watt-Senner  
Seconded by Director Newell

C.W.2019-5-1

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of June 6, 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 – May 2, 2019

Moved by Director Petersen  
Seconded by Director Funk

C.W.2019-5-2

"That the Committee of the Whole meeting minutes of May 2, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATION**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Sean Staplin, Senior Water Stewardship Officer, and Johanna Wick, Regional Hydrogeologist, Land and Water Section – Smithers RE: *Water Sustainability Act* –Overview**

Chair Thiessen welcomed Sean Staplin, Senior Water Stewardship Officer, and Johanna Wick, Regional Hydrogeologist, Land and Water Section, Smithers, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Mr. Staplin and Ms. Wick provided a PowerPoint Presentation.

**Water Sustainability Act – Overview**

- Overview
  - o *Water Sustainability Act (WSA)*
  - o WSA regulate in three areas
    - Use
    - Management
    - Protection
- Authorizations
  - o Section 5 – Water Vested in the Crown
    - Stream
    - Groundwater
  - o No diversion/use without authorization (or permission)
  - o Authorizations
    - Section 9 – Licences
    - Section 10 – Use Approvals
    - Section 11 – Changes in and about a stream
  - o Water Licenses: Water Use Purposes
  - o Application Process – Established in Regulations
    - On-line only
    - FrontCounterBC can assist
- Application Fees/Rental Rates
  - o Rate Comparisons

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Sean Staplin, Senior Water Stewardship Officer, and Johanna Wick, Regional Hydrogeologist, Land and Water Section – Smithers RE: *Water Sustainability Act* –Overview (Cont'd)**

- Flood Response
  - o The British Columbia Flood Response Plan
  - o Flood Response – Roles/Responsibilities
  - o Post event funding potential
- Drought Response
  - o Info source
  - o BC Drought Response Plan
  - o Drought Indicator Summary
  - o Drought Levels – Fall 2018
  - o Snow Map – May 1, 2019
  - o Current Streamflow – Upper Bulkley
  - o Key Early Messaging

Discussion took place regarding:

- Domestic well use for livestock
- Effective date of changes– February 29, 2016
  - o Waived until March 1, 2022
- Establishing the date of first in time/first in right framework
- Fees and rates in regard to municipalities
  - o Not charged total licenced volume only the amount of water used
- The development of the rate structure being utilized
- *Water Act* first came into effect in 1909 – came from the *Gold Fields Act* – vested in the Crown
- British Columbia is one of the last Provinces to change its *Water Act* to include domestic water use
- Province rates for bottled water facilities and the rationale in regard to rates
  - o Mr. Staplin will provide further information to RDBN staff in regard to the rates and agreements associated with bottled water facilities
- Enforcement of authorized volumes re: farmers
  - o The Land and Water Section (FLNRORD) has an understanding of volumes taken and the water being licenced is the water being used
  - o Licenced volumes over a certain threshold will have a metering system to be implemented in the future
    - Eg. heavier industrial level uses – bottling plants/pulp operations
  - o Rio Tinto
- Applicants not receiving follow up or any communication from Land and Water Section, FLNRORD
  - o recognized there is short comings and the need for improvements
  - o Extension on implementation timeline will assist in improving the process
- Increased awareness
  - o highlighting benefits of compliance under the regulations
  - o understanding the regulations
  - o advantageous
- International and large corporation interest in water
  - o Currently in legislation:
    - prohibition of bulk exports (doesn't include bottled water)
    - prohibition on moving water from one significant drainage to another
  - o Sustainability paramount in the updated legislation
  - o Tools within the *Water Sustainability Act* for stakeholders and local governments to meet water objectives, water sustainability plans, land use implications
  - o Legislation and protective measures in regard to sustainability

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Sean Staplin, Senior Water Stewardship Officer, Land and Water Section – Smithers and Johanna Wick, Regional Hydrogeologist, Land and Water Section – Smithers RE: *Water Sustainability Act* – Overview (Cont'd)**

- Corporations
  - o Can't put a reserve on water
  - o Must show beneficial use
  - o Regulations in place in regard to usage
- First in time/first in right in current *Water Sustainability Act* – prior to First in time/first in right legislation is:
  - o Critical household use – curtailment of regular quantity of domestic water
  - o Critical environmental flow
- Flood mitigation funding re: Village of Telkwa dyke
- Equity Mine impact to water resources
  - o Under purview of Ministry of Energy, Mines and Petroleum Resources and Ministry of Environment and Climate Change
- Drought Conditions – regulating water conservation re: municipalities
  - o Often municipalities implement restrictions
  - o Mr. Staplin spoke to the 2018 drought levels and the areas of interest being small to medium sized water bodies – tributaries to the Bulkley River that have significant agriculture irrigation demands – very little of the irrigation demand allocated was used
  - o Land and Water Section wanting to improve efforts in contacting local governments earlier
- Green lawn = wildfire prevention
  - o Water preservation can be in conflict
  - o There is consideration and sensitivity to fighting fires.

Chair Thiessen thanked Mr. Staplin and Ms. Wick for attending the meeting.

**REPORTS**

**Provincial Nominee Program  
-Regional Pilot**

Moved by Director Fisher  
Seconded by Director Riis-Christianson

**C.W.2019-5-3**

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to proceed and participate in the Provincial Nominee Program – Regional Pilot within the Regional District."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Discussion took place in regard to possible benefits and economic development opportunities of the Provincial Nominee Program. Director Funk explained, as identified in the staff report, that the Nominee has identified a rural property more appropriate than a property within the Village of Burns Lake boundaries and for this reason the Village will provide initial host duties. Concerns were brought forward in regard to the potential staff time required to participate in the program. Nellie Davis, Regional Economic Development Coordinator noted that the program is new and staff will provide an update to the Regional Board in regard to staff time used for the program.

**REPORTS (CONT'D)**

RDBN Resolutions to North  
Central Local Government  
Association (NCLGA)

Moved by Director Parker  
Seconded by Director Brienen

C.W.2019-5-4

"That the Committee of the Whole receive the Manager of  
Administrative Services/Acting CAO's May 27, 2019 memo titled  
"RDBN Resolutions to North Central Local Government  
Association (NCLGA)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Proposed Six Month Budget  
Update

Moved by Director Layton  
Seconded by Director Playfair

C.W.2019-5-5

"That the Committee of the Whole receive the Chief Financial  
Officer's May 14, 2019 memo titled "Proposed Six Month Budget  
Update."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Futurpreneur/ThriveNorth  
Letter of Support

Moved by Director Riis-Christianson  
Seconded by Director Playfair

C.W.2019-5-6

"That the Committee of the Whole receive the Regional  
Economic Development Coordinator's May 29, 2019 memo titled  
"Futurpreneur/ThriveNorth Letter of Support."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

UBCM – ALC No Longer  
Reviewing Cannabis Production

Moved by Director Lambert  
Seconded by Director Playfair

C.W.2019-5-7

"That the Committee of the Whole receive the correspondence  
from UBCM titled "ALC No Longer Reviewing Cannabis  
Production."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**INVITATION**

Rio Tinto RE: Water Moved by Director Parker  
Engagement – Rio Tinto Water Seconded by Director Petersen  
Engagement Initiative Update  
-FLNRORD – Letter to Rio Tinto

C.W.2019-5-8

“That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors participate in Rio Tinto’s Water Engagement Initiative with Rio Tinto’s agreement to the commitments outlined in the March 25, 2019 Letter from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to Rio Tinto as follows:

- Fulsome engagement with First Nations in the process;
- Potential water licence changes as a result of the outcomes of the process;
- Provision of an independent consultant to lead this engagement; and,
- Provision of technical resources regarding the availability and understanding of hydrological information to the community, interested parties, and Indigenous nations. This technical support is critical to increasing the understanding of the local communities and to better enable them to meaningfully contribute to this initiative.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rio Tinto RE: Water Moved by Director Parker  
Engagement – Rio Tinto Water Seconded by Director Lambert  
Engagement Initiative Update  
-FLNRORD – Letter to Rio Tinto

C.W.2019-5-9

“That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors authorize attendance of Directors and one staff member in Rio Tinto’s Water Engagement Initiative.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

University of Northern British Moved by Director Layton  
Columbia – Cumulative Impacts Seconded by Director Newell  
Research Consortium – Public  
Presentation: New Tools for  
Assessing the Cumulative Impacts  
of Resource Development

C.W.2019-5-10

“That the Committee of the Whole receive the invitation from the University of Northern British Columbia Cumulative Impacts Research Consortium titled “Public Presentation: New Tools for Assessing the Cumulative Impacts of Resource Development.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**INVITATION (CONT'D)**

University of Northern British Columbia – Cumulative Impacts Research Consortium – Public Presentation: New Tools for Assessing the Cumulative Impacts of Resource Development Moved by Director Layton  
Seconded by Director Newell

C.W.2019-5-11

“That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors write a letter to the University of Northern British Columbia Cumulative Impacts Research Consortium thanking them for providing the Public Presentations regarding New Tools for Assessing the Cumulative Impacts of Resource Development and request that the presentations be held throughout northern B.C.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Director Brienen will forward the information to the RBA. Jason Llewellyn, Director of Planning indicated staff is attending the presentation in Vanderhoof, B.C. June 11, 2019.

**SUPPLEMENTARY AGENDA**

**REPORT**

RDBN Resolution to Union of BC Municipalities -Disaster Relief and Recovery Funding Moved by Director Parker  
Seconded by Director McGuire

C.W.2019-5-12

“That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve the Disaster Relief and Recovery Funding resolution for submission to the Union of B.C. Municipalities for consideration at its 2019 Convention.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Greenaway  
Seconded by Director Playfair

C.W.2019-5-13

“That the meeting be adjourned at 2:58 p.m.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKOFORESTRY COMMITTEE MEETING  
(Committee of the Whole)Thursday, September 5, 2019

**PRESENT:** Chair Brad Layton

Directors Gladys Atrill  
Shane Brienen  
Mark Fisher  
Tom Greenaway  
Clint Lambert  
Linda McGuire  
Mark Parker  
Bev Playfair  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen  
Kim Watt-Senner

Via- Teleconference Rob Newell, Electoral Area "G" (Houston Rural)

Director Absent Dolores Funk, Village of Burns Lake

Alternate Director Darrell Hill, Village of Burns Lake

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Executive Assistant

Others John Pousette, Provincial Bark Beetle Coordinator, Office of the Chief Forester Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
Ken White, Entomologist - Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Media Blair McBride, Lakes District News

CALL TO ORDER

Chair Layton called the meeting to order at 11:05 a.m.

AGENDAMoved by Director Greenaway  
Seconded by Director McGuireF.C.2019-3-1

"That the Forestry Committee Meeting Agenda of September 5, 2019 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## MINUTES

Forestry Committee Meeting  
Minutes – June 6, 2019

Moved by Director Petersen  
Seconded by Director Greenaway

F.C.2019-3-2

“That the Forestry Committee Meeting Minutes of June 6, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DELEGATION

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – John Pousette, Provincial Bark Beetle Coordinator, Office of the Chief Forester Division and Ken White, Entomologist, Skeena – Update re: Overview of the Provincial Bark Beetle Situation and Bark Beetle specific to the Regional District of Bulkley-Nechako

Chair Layton welcomed John Pousette, Provincial Bark Beetle Coordinator, Office of the Chief Forester Division and Ken White, Entomologist, Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Messrs. White and Pousette provided a PowerPoint Presentation.

### **Bark Beetle Activates in the Skeena Region**

- Monitoring
- Harvesting
- Record Keeping
- 2018 Flight Lines
- Omineca Region vs. Skeena Region 2013-2018
- Other Beetles
  - o Mountain Pine Beetle
  - o Western Balsam Bark Beetle

### **Spruce Bark Beetle Outbreak**

- Why Spruce Beetle now?
  - o Weather changes in the Mackenzie and Prince George areas
- 2018 Spruce Beetle Mortality
- Current Actions
  - o Annual Beetle Summit-November
  - o Community outreach and public engagement
  - o Forest health funding – Landbase Investment (LBI) account – surveys
  - o Direction for licensee Spruce Beetle Action Plans, monitor and evaluate performance
  - o Support continuing research on shelf life of bark beetle killed timber
  - o Improve licensee hauling and storage behaviors
  - o Funnel traps and trap trees.

Mr. White provided an overview of the provincial funding for forest health allocated to the Omineca and Skeena region of \$2.01M. The funding is apportioned to aerial overviews, monitoring and a minimum amount for research.

Chair Layton brought forward community leader concerns in regard to stumpage and sawmill curtailments. Small-scale salvagers have a willingness to harvest spruce beetle trees but because of current stumpage rates, it is not economical to harvest the timber. In the past trap tree programs were implemented by the government to utilize the fiber and mitigate the impact of the spruce beetle. Mr. Pousette noted that in the Prince George Timber Supply Area licencees have been requested to move their harvesting into spruce beetle areas to mitigate the impacts.

### **DELEGATION (CONT'D)**

Mr. White mentioned that a new person has been hired in the Smithers FLNRORD District office to facilitate small scale salvaging for the Skeena region. Discussion took place in regard to personnel in Prince George for the Omineca/Prince George region to address small scale salvaging.

Chair Layton brought forward concerns in regard to the impending shortage of timber supply and the importance of addressing the spruce beetle. He noted the Province's duty to manage the forests for the public and on the need for on the ground action for spruce beetle to address the potential impacts. Mr. Pousette commented that the Chief Forester takes into consideration a number of factors and values in the overall health of the forests. There are a number of values to consider in regard to the challenges of the spruce beetle along with challenges in accessing the spruce beetle killed timber in the Omineca region.

Discussion took place in regard to market impacts to harvesting and addressing spruce beetle timber.

Director Atrill questioned the impact of the aspen leaf liner in regard to the overall forest health. Mr. White noted that monitoring is taking place in regard to the aspen leaf liner and other factors impacting the aspen. He mentioned that there are a number of factors that can impact the timber that are difficult to foresee. Mr. White referenced the timeline and impact of the Mountain Pine Beetle. He noted that climate change and a number of factors such as other beetles can't be predicted. Director Thiessen spoke of the impacts of weather to the overall forest health. He brought forward concerns in regard to the monies that are being removed from the region from forestry and the investment in forest health is not enough. The importance of adequate funding for forest health was discussed.

Discussion took place in regard to:

- significant small scale salvaging of fir beetle in the Prince George Timber Supply Area
- harvesting on the landbase in Sweden – intensive forestry
- B.C. - extensive forestry
- Cruise based and scale based salvaging
- Spruce beetle stands are more diverse stands vs. the pine stands of the Mountain Pine Beetle
- Trap tree program
  - o Approvals for the program are very lengthy and not timely
  - o Requires further resources
- Further funding resources is required for forest health
- Forest health funding is apportioned from the Landbased Investment Strategy funding.

Chair Layton thanked Messrs. Pousette and White for attending the meeting.

### **CORRESPONDENCE**

Ministry of Forests, Lands, Natural Resource Operations And Rural Development -Invitation to Collaborate with The Province of BC – Lakes Landscape -Level Planning Pilot Project – An Introductory Letter

Curtis Helgesen, CAO spoke with the consultant of the Lakes Landscape – Level Planning Pilot Project in regard to scheduling a meeting for September 30, 2019 from 3:30-4:30 pm. The Consultants will be meeting with stakeholders throughout the week. Discussion took place in regard to requesting a meeting later in the week of September 30 to October 4, 2019 and extending an invitation to the Lakes Timber Supply Community Advisory Committee. An alternative meeting date was suggested for Thursday, October 3, 2019.

## DISCUSSION ITEMS

### **1. Interior Forest Renewal Engagement – A Regional RDBN Voice**

Discussion took place regarding:

- the importance of completing the Interior Forest Renewal Engagement feedback forms
- Concerns and frustrations in regard to the structure of a number of the engagement sessions
  - o inconsistent formats and reporting after the meetings
- The only meeting Chair Layton received reporting afterward was the Smithers meeting
- The importance of engagement sessions that are consistent and provide reporting out.

Chair Layton spoke of bringing forward the issue to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development at the 2019 UBCM Convention. Director McGuire noted the importance of speaking with Eamon O'Donoghue, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Director Brienens spoke of regionally working to ensure that timber remains in a community for processing. He spoke of the impacts to the District of Houston and its community members when the mill closed in Houston in 2016. Director Brienens mentioned the forest downturns that have taken place in the past and impacts of mill closures. He spoke of the importance of working together during the challenges but to continue to work as forestry recovers to ensure that the challenges do not reoccur and long-term plans are in place to mitigate issues. Director Brienens noted the importance of continuing to work as communities and with government during favourable times to ensure the long-term economic viability of forest communities and the need to learn from the past.

Director Brienens spoke of the need for reforestation education. Chair Layton suggested having FLNRORD staff to speak at a future Forestry Committee meeting in regard to reforestation. He also included the need to understand volume and area based harvesting and returns on silviculture.

Forestry Policy  
Engagement Sessions

Moved by Director Brienens  
Seconded by Director McGuire

F.C.2019-3-3

"That the Forestry Committee recommend that the Board write a letter to Eamon O'Donoghue, Assistant Deputy Minister providing feedback in regard to the inconsistent format and reporting afterwards of the Interior Forest Renewal Engagement Sessions held throughout the region."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **2. Chair Layton – Update from Geoff Recknell, Regional Executive Director, Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development**

Chair Layton provided a brief overview of the e-mail correspondence from Geoff Recknell, Regional Executive Director, Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development. He identified the need to speak to Coastal GasLink in regard to the utilization of fiber on pipeline right of way. The B.C. Oil and Gas Commission is scheduled to meet with the Board on October 10, 2019.

Chair Layton spoke of the complexities of the tariff fund and stumpage issues.

The lack of engagement to changes to the *Forest Range & Practices Act* and the challenges from lack of capacity and resources in regard to Range staff within FLNRORD was discussed. Director Parker will bring forward the concerns to the Minister of Agriculture.

**DISCUSSION ITEMS (CONT'D)**

**3. Mountain Pine Beetle Funds (Resolutions to FCM & UBCM and background information)**

Drafting a letter in regard to the Mountain Pine Beetle Funds was discussed. Staff will draft a letter and provide a template to RDBN partner municipalities wanting to address the lack of funds that were not provided to communities impacted by the Mountain Pine Beetle.

**ADJOURNMENT**

Moved by Director Lambert  
Seconded by Director Brienen

F.C.2019-3-4

"That the meeting be adjourned at 12:34 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
Brad Layton, Chair

\_\_\_\_\_  
Wendy Wainwright, Executive Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**FORESTRY COMMITTEE MEETING**  
**(Committee of the Whole)**

**Thursday, June 6, 2019**

- PRESENT:**
- Chair Brad Layton
  - Directors Taylor Bachrach  
Shane Brienen  
Mark Fisher  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Linda McGuire  
Rob Newell  
Mark Parker  
Bev Playfair  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen  
Kim Watt-Senner
  - Staff Cheryl Anderson, Acting CAO/Manager of Administrative Services  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Executive Assistant
  - Others Daniella Oake, Babine Forest Products  
Eamon O'Donoghue, Assistant Deputy Minister, Regional Operations North Area Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
Geoff Recknell, Regional Executive Director, Ministry of Forests, Lands, Natural Resource Operations and Rural Development
  - Media Blair McBride, Lakes District News

**CALL TO ORDER** Chair Layton called the meeting to order at 10:46 a.m.

**AGENDA** Moved by Director Watt-Senner  
Seconded by Director Lambert

**F.C.2019-2-1** "That the Forestry Committee Meeting Agenda of June 6, 2019 be adopted."

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

**MINUTES**

**Forestry Committee Meeting Minutes – March 21, 2019** Moved by Director Parker  
Seconded by Director Funk

**F.C.2019-2-2** "That the Forestry Committee Meeting Minutes of March 21, 2019 be received."

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

## **DELEGATION**

### **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Eamon O’Donoghue, Assistant Deputy Minister, Regional Operations North Area and Geoff Recknell, Regional Executive Director, Skeena Update re: Interior Forest Revitalization, FRPA (Forest and Range Practices Act) renewal and Community/Forestry Resilience**

Chair Layton welcomed Eamon O’Donoghue, Assistant Deputy Minister, Regional Operations North Area, and Geoff Recknell, Regional Executive Director, Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Mr. O’Donoghue spoke of the following:

- Currently there is more mill capacity than trees on the land base
- Adjustments will need to take place
- Will be challenging for communities
- The mid-term is now
- Current BC NDP Government, when elected, recognized the need for change and to have more forest sector benefits into communities
  - Number of jobs created and held in communities
  - How communities can have more value from the forest
  - Benefits accrued back to communities
  - Initiatives to mitigate some of the impacts
  - Bring communities back into forest management

#### **Interior Forest Revitalization (IFR):**

- Focused on declining Allowable Annual Cut’s
- Addressing what to do and the impact to communities
- Utilize fiber more effectively to create and keep more jobs in communities:
  - e.g. utilize waste
  - What policy changes can be made to help enhance opportunities for businesses to survive and thrive
- Discussion Papers in draft form to be released soon for review in regard to:
  - Fiber sustainability/utilization
  - Adding value in the processing chain
    - Investigate alternative manufacturing
  - Fire Risks for communities
  - Climate change and forest carbon
    - How to deal with forest carbon and greenhouse gas emissions
    - Reduce risk and being thoughtful about carbon utilization and sequestration
  - Forest tenure and fiber supply
    - tenure opportunities
    - eg. Bill 22 –FLNRORD – legislation reform to allow public interest from communities to be expressed in changes such as transfer of tenures/proposed consolidations
- Wood product innovation and bio-economy
- Timber pricing/Softwood Lumber Agreement (dispute):
  - Continue to maintain market pricing through BC Timber sales
  - Moving forward
  - Keeping markets open
- Resilience of communities

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Eamon O'Donoghue, Assistant Deputy Minister, Regional Operations North Area and Geoff Recknell, Regional Executive Director, Skeena Update re: Interior Forest Revitalization, FRPA (Forest and Range Practices Act) renewal and Community/Forestry Resilience (Cont'd)**

- Proposed engagement process:
  1. Timber Supply Analysis Coalitions:
    - a. Intended to be locally lead
    - b. Local government, First Nations, Industry stakeholders
    - c. Province intends to run approximately three at a time – “think tank” of what is occurring
    - d. FLNRORD not directly involved and will be coalition led
    - e. Outcomes to be brought to the Deputy Minister for consideration and discussion
  2. Engagement Sessions
    - a. Lead by local FLNRORD staff and District Office staff
    - b. Planning sessions in each district along Highway 16 including Terrace, Smithers and Burns Lake, Fort St. James and other locations
    - c. Opportunity to have presentations, ask questions and conduct break out groups to discuss the Discussion Papers
    - d. Initial engagement session to be completed end of summer 2019.

Director Thiessen mentioned the letter that Premier Horgan spoke of at the COFI Convention April 3-5, 2019 in Vancouver, B.C. that was provided to industry in regard to the engagement process. He noted the importance of communities being provided similar information and communication. Director Thiessen spoke of the uncertainty for potential investors and establishing security in communities to ensure investment opportunities. Mr. O'Donoghue spoke to the letter and noted that the engagement process is to provide an opportunity for communities to have input into the discussion papers that will be released in the near future and will be an opportunity to influence the forest sector going forward. The engagement process will be intensive over the next few months and is a very ambitious timeline with potential recommendations in approximately a year. Director Thiessen requested a copy of the letter that was provided to industry in regard to the engagement process.

Director Funk questioned when the engagement session dates will be released in order to ensure that communities have an opportunity to provide input. Mr. Recknell mentioned that they are sensitive to the summer months and scheduling and will provide the information as soon as it has been confirmed. He also commented that there will be opportunities to provide input and comments beyond the scheduled engagement sessions as well. Mr. Recknell noted they will be sending invitations to stakeholders. Mr. Newell spoke of the importance of including rural representation.

Discussion took place in regard to the importance of providing information to communities that is understandable.

Mr. O'Donoghue defined the issue:

- Mountain Pine Beetle and fire impacts have led to the current state of the forests
- Government wants to mitigate the depth of the implications to communities
  - Investigating from a policy/legislative point of view as to what can be done to mitigate the impacts
  - Investigate ways to better utilize fiber left on the land base
  - Investigating other area successes
  - Researching various options.



**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT (CONT'D)**

Director Newell spoke of fiber utilization along pipeline routes and access areas. Mr. O'Donoghue noted at the time the permits were written consideration was given to salvaging more than what was economically viable. He commented that he will review the conditions that the companies agreed to in regard to the pipeline route and access permit language and provide further information to the Regional Board at its June 20, 2019 meeting.

***Forests and Range Practices Act (FRPA) Renewal***

- Linked to the Interior Forest Revitalization (IFR) process and being completed parallel to the IFR process
- Reviewing how well FRPA has worked since its implementation in 2004:
  - What can be done to improve FRPA
  - Provide District Manager with more authority
  - Overall good model
  - Possibility of landscape level planning process:
    - "Go to" document to approve forest activity on the land base
      - Stream line the process
      - More information available immediately
- Public engagement May 27, 2019 to mid-July 2019:
  - Ongoing broader conversation throughout the process
- Expect legislation to potentially come into effect spring of 2021
- Website access to:
  - Engagement Discussion Paper
  - Provide direct feedback
  - Can potentially have a member of the FLNRORD team conducting the renewal process to present to the Regional Board if required
- Consideration for more spatial information when plans are approved
  - proposed workshop at UBCM was declined

***Community/Forestry Resilience***

- Wildfire in relation to communities
- Timber Supply
  - Lakes Timber Supply Review (TSR)
    - Challenging
- How to build more resilience into the forest management land base and how to manage in order to have more resiliency built into the forest management land base
- Some areas have become dysfunctional due to Mountain Pine Beetle and/or wildfire
- Timber Sustainability, wildlife and biodiversity sustainability or a community safety perspective - some areas needed to be managed through a more dynamic system that created a more diverse system and could be more resilient to beetle epidemic and or wildfire
- Investigating a pilot project in the Lakes District Area:
  - Suggested at the Wildfire Resilience Conference in Burns Lake in April 2019
    - Created momentum to move forward with initiative
  - Same geographic area as the LRMP (Land and Resource Management Plan):
    - Include area based tenures
    - Community Forest Licences
    - Woodlot licences
    - Planning on public land not private land
    - Mindful of parallel processes occurring

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT (CONT'D)**

- Community planning in regard to wildfire mitigation and protection plans
- TSR – separate process but will provide input
- FRPA and IFR processes
- Other considerations
- Engagement with a broad cross section of stakeholders
- Process/Next Steps
  - Distinction– most communities familiar with LRMP process and the LRMP still exists
  - Different objective at the time the LRMP was developed:
    - Having right balance between economic, park interests and other community values that were managed in the matrix
  - The pilot project will investigate more of a landscape plan but will consider some objectives eg. Visual Quality Objectives (VQO), etc.
  - Will have some linkages to regulatory changes and the FRPA renewal process
  - Summer/early fall 2019
    - Scoping exercise
      - Early discussions with community leaders/stakeholders
      - Recommendations in regard to timelines, process design
      - Initiate process in fall/winter 2019
      - Full open public process will follow
  - FLNRORD will provide follow up report as move forward through process

Discussion took place in regard to:

- Forestry issues relating to the RDBN:
  - RDBN elected officials have an interest in the economics and sustainability of the area
  - Province listens to local government – want to be considerate of implementing policies that are in sync with rural BC and local governments
  - May be links to Emergency Management
    - Opportunity for conversation in regard to BC Wildfire Service – more attention to planning and prevention similar to Regional Districts
  - Opportunity for conversation in regard to forestry landscape level plans and RDBN land use planning
- Community input in forest policy is important
- IFR (Interior Forest Revitalization)
  - more flexibility to allow companies to transfer cuts to other timber supply areas in terms of beetle epidemics - allow better utilization of forests
    - Bill 22 received Royal Assent last week of May 2019
    - Contribute to short term benefit to communities in regard to being in the mid-term currently
    - Spruce Beetle transfers – questions have been asked by a number of stakeholders –Chief Forester considers a number of factors in regard to potential transfers
    - Important that the fairness component is considered
  - Risk assessment and mitigation – fire/flooding etc.
    - Build measures into communities and local governments
    - FLNRORD will be reviewing through the Lakes District Area Pilot Project

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT (CONT'D)**

- Midterm now - short term (next 20-40 years) considerations:
  - Incent better utilization of fiber
  - There will be challenges
  - Not enough trees for the milling capacity that exists
  - Attempt to mitigate impact as best can
  - FLNRORD Rural Development Department
    - Programs
      - Grant funding opportunities
  - Staff within FLNRORD go to communities impacted by mill closures to assist with the recovery process moving forward
  - Important to work together to develop solutions
- June 20, 2019 Regional Board Meeting – FLNRORD Delegation
  - Discussion topics:
    - Timber appurtenancy
    - Species at Risk
    - Forest Tenures
    - Salvage
    - Economics of the Forest industry
      - Peter Jacobsen, Executive Director, Timber Operations, Pricing and First Nations Division, Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- FRPA renewal
  - address fuel mitigation management within 2 kms municipal boundary zone
  - LRMP values /goals – challenges for public safety
    - can raise the concerns through the FRPA renewal feedback process
- Important for continued communications and opportunities to provide feedback and input
  - Mr. O'Donoghue expressed his willingness to provide further information and continue to present to the Regional Board on topics of concern
- Mill shutdowns and curtailments
  - Markets threatening the vitality and viability of communities
  - Challenging to attract investment
  - What impact can local governments have moving forward
  - Impacts to Houston with the closure of the West Fraser Sawmill closure in 2014 and the timber transfer
- July 1, 2019 stumpage increase
  - Supply and demand
  - Capacity and volume
  - Softwood Lumber Agreements
  - Past prices
- Discussion Paper provided to the Omineca Beetle Action Coalition (OBAC) by Ray Shultz that spoke to Jurisdictions and Jobs
- Short term reinvestments in mills being curtailed/cancelled
- Examples of forest innovation projects
- FLNRORD economic values and objectives being clearly defined
  - Auditor General's audit of FLNRORD in the region in regard to management of cumulative effects
    - FLNRORD developed a cumulative effects framework – currently has five values
    - Report with the Wet'suwet'en First Nation and Lake Babine Nation with approximately 25 values
    - Work in progress to improve
    - Environmental Stewardship Initiative with five Nations across the Skeena
    - Mr. O'Donoghue is willing to provide the reports



**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT (CONT'D)**

- Comparison of value of timber left standing and value of timber cut
  - Land use plans define values
- Importance of the Northwest B.C. Resource Benefits Alliance (RBA)
  - Province benefits from timber transfers
  - Impacts to regions and communities from timber transfers
- Pipeline right of way clearing
  - Economically viable for pipeline companies or forest companies for fiber utilization
  - Mr. O'Donoghue will follow up with further information
  - Harvesting plans for pipeline right of ways
- Fire Bans
  - Fires started with cigarettes
  - BC Wildfire Services (BCWS) consideration and conditions to implement fire bans
  - Indicators for fuel loads being different today than those in the past and logging practices
  - Mr. O'Donoghue will follow up with Ian Meier, Acting Executive Director, BC Wildfire Service, Smithers, Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Mr. O'Donoghue will follow-up regarding:
  - Pipeline fiber utilization agreement
  - Economics of Industry – Peter Jacobsen, Executive Director, Timber Operations, Pricing and First Nations Division, FLNRORD
  - BCWS – Fire Bans – Ian Meier, Acting Executive Director, BC Wildfire Service, Smithers, FLNRORD
  - Provide links to the FRPA and IFR discussion papers to RDBN staff
  - Copy of Premier Horgan's letter to industry referenced at the 2019 COFI Conference.

Chair Layton spoke of the Regional Board's topics of discussion concerning fiber utilization, access to residual fiber, harvesting activities, bioenergy, value added, etc. that can be brought forward through the IFR roundtable discussions. Chair Layton will follow up with Mr. O'Donoghue in regard to further discussion.

Chair Layton thanked Mr. O'Donoghue and Mr. Recknell for attending the meeting.

**ADJOURNMENT**

Moved by Director Thiessen  
Seconded by Director Watt-Senner

F.C.2019-2-3

"That the meeting be adjourned at 12:35 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Brad Layton, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****REGIONAL TRANSIT COMMITTEE MEETING**  
**(Committee Of The Whole)****Thursday, September 5, 2019**

|                 |                             |  |
|-----------------|-----------------------------|--|
| <b>PRESENT:</b> | Chair                       | Tom Greenaway  |
|                 | Directors                   | Gladys Atrill<br>Shane Brienen<br>Mark Fisher<br>Clint Lambert<br>Brad Layton<br>Linda McGuire<br>Mark Parker<br>Bev Playfair<br>Jerry Petersen<br>Michael Riis-Christianson<br>Gerry Thiessen<br>Kim Watt-Senner  |
|                 | Directors<br>Absent         | Dolores Funk, Village of Burns Lake<br>Rob Newell, Electoral Area "G" (Houston Rural)  |
|                 | Staff                       | Curtis Helgesen, Chief Administrative Officer<br>Cheryl Anderson, Manager of Administrative Services<br>Debbie Evans, Agriculture Coordinator – arrived at 1:10 p.m.<br>John Illes, Chief Financial Officer<br>Jason Llewellyn, Director of Planning – arrived at 1:10 p.m.<br>Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator<br>Wendy Wainwright, Executive Assistant  |
|                 | Others                      | Dave Christie, EDO, Village of Fraser Lake<br>Melany Helmer, CAO, District of Fort St. James   |
|                 | Via Tele-<br>Conference     | Brenda Anderson, Financial Officer, Village of Granisle<br>Linda Harmon, Director, Strategic Outreach & Business Engagement, Transit Branch, Ministry of Transportation & Infrastructure<br>Debbie Joujan, CAO, Village of Telkwa<br>Jim Martin, CAO, Regional District Fraser-Fort George<br>Rob Ringma, Senior Regional Transit Manager, BC Transit<br>Tiina Schaeffer, Manager of Sustainable Community Development and Transit, City of Prince George<br>Aaron Thompson, Transit Planner, BC Transit |
|                 | Media                       | Blair McBride, Lakes District News   |
|                 | <b><u>CALL TO ORDER</u></b> | Chair Greenaway called the meeting to order at 1:01 p.m.   |
|                 | <b><u>AGENDA</u></b>        | Moved by Director Layton<br>Seconded by Director McGuire   |
|                 | <b><u>RTC. 2019-2-1</u></b> | "That the Regional Transit Committee Agenda for September 5, 2019 be adopted."   |
|                 | (All/Directors/Majority)    | <b><u>CARRIED UNANIMOUSLY</u></b>  |

## MINUTES

### Regional Transit Committee Minutes – March 7, 2019

Moved by Director Thiessen  
 Seconded by Director Layton

### RTC.2019-2-2

“That the Regional Transit Committee Minutes of March 7, 2019 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## REPORTS

### Closed Circuit Television (CCTV) Cameras

Moved by Director McGuire  
 Seconded by Director Layton

### RTC.2019-2-3

“That the Regional Transit Committee receive the Regional Transit Coordinator’s August 19, 2019 memo titled “Closed Circuit Television (CCTV) Cameras.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Fort St. James Intercommunity Transit Feasibility Review

Moved by Director Playfair  
 Seconded by Director Layton

### RTC.2019-2-4

“That the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako direct staff to work with BC Transit and the RDBN Finance Department in regard to the Fort St. James Intercommunity Transit Feasibility Review.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Greenaway brought forward concerns in regard to the costs of a Fort St. James Intercommunity Transit system. Director Playfair mentioned that the District of Fort St. James Council considered the Fort St. James Intercommunity Transit Feasibility Review at its last council meeting and concerns were raised in regard to the minimal time in Prince George and cost of the system. Rob Ringma, Senior Regional Transit Manager, BC Transit mentioned the review was conducted to determine interest in an intercommunity transit and provide preliminary information to local government. With interest shown he noted more work can be conducted and options reviewed to determine next steps.

Director McGuire questioned the Community Transportation Grant. Linda Harmon, Director, Strategic Outreach & Business Engagement, Transit Branch, Ministry of Transportation & Infrastructure mentioned that the current grant was for a three year term and there is discussion taking place at the Provincial level in regard to next steps but no decisions have been made. She noted that there may be an opportunity to speak with Andrew Brooke, Executive Director, Programs & Corporate Initiatives and Deborah Bowman, Assistant Deputy Minister, Transportation Policy & Programs, Ministry of Transportation and Infrastructure at the 2019 UBCM Convention.

**REPORTS (CONT'D)**

Director Thiessen spoke of Vanderhoof, Fraser Lake and Fort St. James working in the past to develop an intercommunity busing system and the opportunity to connect to the Highway 16 Transit system. He noted the importance of investigating all possible opportunities available in developing a Fort St. James Intercommunity Transit. Discussion took place in regard to the importance of investigating potential ridership and the capacity of the Highway 16 Transit system.

Historical Ridership

Moved by Director Lambert  
 Seconded by Director Layton

RTC.2019-2-5

"That the Regional Transit Committee receive the Regional Transit Coordinator's August 19, 2019 memo titled "Historical Ridership."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ridership

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

RTC.2019-2-6

"That the Regional Transit Committee receive the Regional Transit Coordinator's August 19, 2019 memo titled "Ridership."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Brien  
 Seconded by Director Layton

RTC.2019-2-7

"That the meeting be adjourned at 1:23 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Tom Greenaway, Chair

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Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOREGIONAL TRANSIT COMMITTEE MEETING  
(Committee Of The Whole)Thursday, March 7, 2019

**PRESENT:** Chair Tom Greenaway

Directors Shane Brienen  
Mark Fisher  
Dolores Funk  
Clint Lambert  
Brad Layton  
Linda McGuire  
Rob Newell  
Mark Parker  
Bev Playfair  
Jerry Petersen  
Gerry Thiessen  
Kim Watt-Senner – left at 1:28 p.m.

Directors Taylor Bachrach, Town of Smithers  
Absent Michael Riis-Christianson, Electoral Area “B” (Burns Lake Rural)

Alternate Directors Doug Bysouth, Electoral Area “B” (Burns Lake Rural)

Staff Melany de Weerd, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Debbie Evans, Agriculture Coordinator – arrived 1:48 p.m.  
John Illes, Chief Financial Officer  
Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator  
Wendy Wainwright, Executive Assistant

Others Linda Berg, Executive Director, Lake Babine Nation – left at 2:06 p.m.  
Linda Harmon, Director, Strategic Outreach and Business Engagement, Ministry of Transportation and Infrastructure  
Rob Ringma, Manager, Government Relations, BC Transit

Via Tele-Conference Lara Beckett, Director Electoral Area “C” Chilako River-Nechako, Regional District of Fraser-Fort George  
John Benedict, General Manager, Saik’uz First Nation  
Dave Christi, Economic Development Officer, Village of Fraser Lake  
Levi Davis, Takla First Nation – left at 1:15 p.m., returned at 1:20 p.m.  
Zoe Dhillon, Special Projects Coordinator, District of Vanderhoof  
Debbie Joujan, Chief Administrative Officer, Village of Telkwa  
Art Kaehn, Chair, Regional District of Fraser-Fort George  
Tiina Schaeffer, Manager of Sustainable Community Development and Transit, City of Prince George

Media Blair McBride, Lakes District News – left at 1:55 p.m.

**CALL TO ORDER** Melany de Weerd, CAO called the meeting to order at 1:01 p.m.



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**ELECTIONS**

Chairperson

Ms. de Weerdt called for nominations for the position of Chairperson for the Regional Transit Committee for the year 2019.

Moved by Director Thiessen  
Seconded by Director Parker

RTC.2019-1-1

"That Director Greenaway be nominated for the position of Chairperson of the Regional Transit Committee for the year 2019."

Ms. de Weerdt called for nominations for Chairperson a second time.

Ms. de Weerdt called for nominations for Chairperson a third time.

There being no further nominations, Ms. de Weerdt declared Director Greenaway, Chairperson of the Regional Transit Committee for the year 2019 by acclamation.

Vice-Chairperson

Ms. de Weerdt called for nominations for the position of Vice-Chairperson of the District Regional Transit Committee for the year 2019.

Moved by Director Thiessen  
Seconded by Director Lambert

RTC.2019-1-2

"That Director Funk be nominated for the position of Vice-Chairperson of the Regional Transit Committee for the year 2019.

Ms. de Weerdt called for nominations for Vice-Chairperson a second time.

Ms. de Weerdt called for nominations for Vice-Chairperson a third time.

There being no further nominations, Ms. de Weerdt declared Director Funk as Vice-Chairperson of the Regional Transit Committee for the year 2019 by acclamation.

Chair Greenaway assumed the Chair.

**AGENDA**

Moved by Director Layton  
Seconded by Director McGuire

RTC. 2019-1-3

"That the Regional Transit Committee Agenda for March 7, 2019 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Linda Harmon, Director, Strategic Outreach and Business Engagement RE: Highway 16 Transportation Action Plan**

Chair Greenaway welcomed Linda Harmon, Director, Strategic Outreach and Business Engagement, Ministry of Transportation and Infrastructure.

Ms. Harmon provided a PowerPoint Presentation.

Ms. Harmon spoke of the following

- Timeline of the Input, Engagement, Action 2006-2016
- Highway 16 Transportation Action Plan
- Transit Expansion
  - o \$4.2 million commitment – over five years
- Community Transportation Grants
  - o \$2 million commitment – over three years
- First Nations Driver Education
  - o \$400,000 commitment– over three years
- Safety Improvements
  - o \$1.5 million commitment
- Collaboration
- BC Bus North
  - o In 2018 the Province committed to provide service to end of May 2019
  - o BC Bus North Service is being used for its intended purpose as a long haul service
  - o Ridership continues to be strong on BC Transit Inter-Community Service.

Director McGuire encouraged Ms. Harmon and the Ministry of Transportation and Infrastructure to continue the Community Transportation Grants. She spoke of the benefits for the Village of Granisle and expressed her appreciation for the funding. Director Thiessen noted the benefits of the program for Vanderhoof and Saik'uz First Nation.

Chair Greenaway thanked Ms. Harmon for attending the meeting.

## **DELEGATIONS (CONT'D)**

### **BC TRANSIT – Rob Ringma, Manager, Government Relations RE: UPDATE**

Chair Greenaway welcomed Rob Ringma, Manager Government Relations, BC Transit.

Mr. Ringma provided a PowerPoint Presentation.

Mr. Ringma provided an overview regarding:

- Looking Back
  - o Engagement
  - o Considerations and funding
  - o Vehicles and infrastructure
- Ridership
- Collaboration
- Service Considerations.

Director Lambert questioned the current funding model with the Province covering 100% of the capital costs and 2/3 of the operating costs and the five year timeline. Mr. Ringma noted that it is currently for five years and the decision would need to be made by the Ministry of Transportation and Infrastructure as to next steps. Ms. Harmon noted that the question has been raised and MoTI is aware of the concerns. She commented that as early as 2020 the funding model will need to be reviewed and a best solution determined moving forward. Ms. Harmon mentioned that the funding question should be asked again moving forward.

## DELEGATIONS (CONT'D)

### BC TRANSIT – Rob Ringma, Manager, Government Relations RE: UPDATE (CONT'D)

Discussion took place in regard to BC Transit's ridership information and the RDBN survey that was conducted in 2018. The time frames were different and the RDBN survey was conducted to determine where riders reside that use the Bulkley-Nechako Transit Service.

Director McGuire brought forward the current inability for the Granisle Community Bus to connect with the Highway 16 Bulkley-Nechako Transit Service. Mr. Ringma mentioned that the topic has been brought forward during Collaboration meetings.

Discussion took place in regard to signage and advertising. Mr. Ringma provided an outline of the marketing initiatives conducted by BC Transit. The new signage near Smithers was an initiative undertaken by the Town of Smithers utilizing funding from Northern Development Initiative Trust to have signage that provides information in regard to the two transit services provided in the community.

Chair Greenaway thanked Mr. Ringma for attending the meeting.

## REPORTS

### 2018 Survey Report

Moved by Director Petersen  
 Seconded by Director McGuire

### RTC.2019-1-4

"That the Regional Transit Committee receive the Regional Transit Coordinator's February 4, 2019 memo titled "2018 Survey Report;" and further, that the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to continue conducting the survey twice a year."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Area A Public Engagement Plan – 2019 – Transit Related Initiative

Moved by Director Fisher  
 Seconded by Director Lambert

### RTC.2019-1-5

"That the Regional Transit Committee receive the Regional Transit Coordinator's January 29, 2019 memo titled "Area A Public Engagement Plan – 2019 – Transit Related Initiative;" and further, that the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors authorize providing five tickets to Directors wanting to use the tickets as giveaways to promote the service."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### 2019 GradPass Program

Moved by Director Petersen  
 Seconded by Director Layton

### RTC.2019-1-6

"That the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve participation in the GradPass Program for 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORTS (CONT'D)**

Infrastructure Request

Moved by Director Funk  
Seconded by Director Layton

RTC.2019-1-7

"That the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve moving forward with the installation of a bus shelter at the stop beside the Lake Babine Nation Band Office on Sus Ave in the community of Woyenne."

(All/Directors/Majority) CARRIED UNANIMOUSLY

2018 Ridership

Moved by Director Layton  
Seconded by Director Lambert

RTC.2019-1-8

"That the Regional Transit Committee receive the Regional Transit Coordinator's January 31, 2019 memo titled "2018 Ridership."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**CORRESPONDENCE**

Correspondence

Moved by Director Brien  
Seconded by Director McGuire

RTC.2019-1-9

"That the Regional Transit Committee receive the following correspondence:  
-BC Transit – BC Transit Continues to Enhance Safety with CCTV Cameras  
-Government of BC – All 12 Community Services Running, Benefiting People in the North."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**MINUTES**

Regional Transit Committee Meeting Minutes -July 19, 2018

Moved by Director Layton  
Seconded by Director Brien

RTC.2019-1-10

"That the Minutes of the Regional Transit Committee meeting of July 19, 2018 be received."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**NEW BUSINESS**

2019 GradPass Program

Moved by Director Newell  
Seconded by Director Layton

RTC.2019-1-11

"That the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve including the Houston Christian School, Northside Christian School (Vanderhoof) and Bulkley Valley Christian School (Smithers) in the GradPass Program for 2019."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**NEW BUSINESS (CONT'D)**

Takla First Nation  
Community Bus

Levi Davis, Takla First Nation provided an overview of the ridership and schedule of the Takla Nation Community Bus. Chair Greenaway mentioned that with no transit in Fort St. James there may be an opportunity to work with the First Nations communities to increase ridership on the Takla Nation Community Bus. Mr. Davis indicated they are considering options for the services. Mr. Ringma suggested Mr. Davis contact him to discuss the service schedule. Chair Greenaway encouraged further discussion in the future.

Asset Management Planning  
-Bus Replacement

Lara Beckett, Director Electoral Area "C" Chilako River-Nechako, Regional District of Fraser-Fort George questioned if asset management planning for bus replacement is being conducted. Mr. Ringma mentioned that BC Transit amortizes its light duty vehicles (buses) over a five year period but consideration is given to factors in the fleet: monitoring, wear and tear and kilometres.

**ADJOURNMENT**

Moved by Director Layton  
Seconded by Director Playfair

RTC.2019-1-12

"That the meeting be adjourned at 2:10 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
Tom Greenaway, Chair

\_\_\_\_\_  
Wendy Wainwright, Executive Assistant

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REGIONAL DISTRICT OF BULKLEY-NECHAKO

RURAL DIRECTORS COMMITTEE MEETING

Thursday, September 5, 2019

**PRESENT:** Acting Chair Mark Parker

Directors Mark Fisher  
Tom Greenaway  
Clint Lambert  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen

Director Rob Newell, Electoral Area "G" (Houston Rural)  
Absent

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Janette Derksen, Deputy Director of Environmental Services  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services – left at 3:03 p.m.  
Jason Llewellyn, Director of Planning  
Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator – left at 2:53 p.m.  
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Acting Chair Parker called the meeting to order at 2:48 p.m.

AGENDA

Moved by Director Petersen  
Seconded by Director Lambert

RDC.2019-7-1

"That the Rural Directors Committee Agenda for September 5, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural Directors Committee  
Meeting Minutes  
-June 20, 2019

Moved by Director Lambert  
Seconded by Director Riis-Christianson

RDC.2019-7-2

"That the minutes of the Rural Directors Committee meeting of June 20, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## REPORTS

### Bulkley Nechako Regional Transit-Grant in Aid

The current agreement with the Province for the Bulkley Nechako Regional Transit Service will end March 31, 2022. Electoral Area Directors interested in committing Grant in Aid funds to the Bulkley Nechako Regional Transit Service can provide the information to staff to include at an upcoming RDBN Board Meeting.

Discussion took place in regard to utilizing Community Works (Gas Tax) Funds for the capital acquisition of buses.

### Distribution of Northern Capital And Planning Grant

Moved by Director Riis-Christianson  
Seconded by Director Fisher

### RDC.2019-7-3

"That the Rural Directors Committee receive the Chief Financial Officer's August 19, 2019 memo titled "Distribution of Northern Capital and Planning Grant" and;

That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the "Rural" portion of the Northern Capital and Planning Grant be allocated as per Option 2 (½ Fixed and ½ by Population) in the August 19, 2019 staff report."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### Community Works Fund (Gas Tax) Allocation Methods

Moved by Director Fisher  
Seconded by Director Riis-Christianson

### RDC.2019-7-4

"That the Rural Directors Committee receive the Chief Financial Officer's August 19, 2019 memo titled "Community Works Fund (Gas Tax) Allocation Methods."

(All/Directors/Majority) CARRIED UNANIMOUSLY

## DEVELOPMENT SERVICES

### Memo

### Land Referral File No. 0282536 MOTI – Electoral Area "F"

Moved by Director Petersen  
Seconded by Director Greenaway

### RDC.2019-7-5

"That the "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 0282536" be provided to the Province as the Regional District's comments on Crown Land Referral 0282536."

(All/Directors/Majority) CARRIED UNANIMOUSLY

## ADJOURNMENT

Moved by Director Lambert  
Seconded by Director Greenaway

### RDC.2019-7-6

"That the meeting be adjourned 3:04 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL DIRECTORS COMMITTEE MEETING****Thursday, June 20, 2019**

**PRESENT:** Chair Rob Newell

Directors Mark Fisher  
Tom Greenaway  
Clint Lambert  
Mark Parker  
Jerry Petersen  
Michael Riis-Christianson

Staff Cheryl Anderson, Acting Chief Administrative Officer/Manager of Administrative Services  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning – arrived at 10:38 a.m.  
Wendy Wainwright, Executive Assistant

Other Gerry Thiessen, Director, District of Vanderhoof

**CALL TO ORDER**

Chair Newell called the meeting to order at 10:01 a.m.

**AGENDA**Moved by Director Greenaway  
Seconded by Director Petersen**RDC.2019-6-1**

"That the Rural Directors Committee Agenda for June 20, 2019 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Rural Directors Committee Meeting Minutes -June 6, 2019**Moved by Director Greenaway  
Seconded by Director Petersen**RDC.2019-6-2**

"That the minutes of the Rural Directors Committee meeting of June 6, 2019 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****REPORTS****Burns Lake Paintball Association– Request for Grant in Aid – Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural)**Moved by Director Riis-Christianson  
Seconded by Director Lambert**RDC.2019-6-3**

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Burns Lake Paintball Association be given \$925 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for costs associated with insurance."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**



## DISCUSSION ITEM

### Northern Capital Planning Grant (NCPG)

Chair Newell spoke of how well the Regional District model in B.C. operates. He noted the importance of determining an equitable distribution of the Northern Capital Planning Grant (NCPG).

Discussion took place regarding the limitations imposed by the Province in regard to Regional Districts and the Northern Capital and Planning Grant (NCPG).

Rescind Motion  
RDC 2019-5-12 Northern  
Capital Planning Grant

Moved by Director Riis-Christianson  
Seconded by Director Parker

RDC- 2019-6-4

"That the Rural Directors Committee rescind Motion RDC.2019-5-12 – Northern Capital Planning Grant."

Opposed: Director Fisher  
Director Greenaway  
Director Petersen

CARRIED

(All/Directors/Majority)

Discussion took place regarding:

- Approaching Regional Districts of Fraser-Fort George and Kitimat-Stikine to determine any challenges in allocating NCPG funding
- Bringing forward the issue at the Union of B.C. Municipalities Convention September, 2019.
  - Present a rationale to the Province that would be beneficial for both the Province and Regional Districts
  - Request that the parameters be changed to enable the funds to be used as leverage funding
  - More flexibility is needed to allocate the funds
- Challenges in regard to criteria – e.g. Need an established service to allocate funds and monies can't be allocated to an Electoral Area
- Potential Funding Allocation Options
  - Rural Directors having the option to provide funding to support member municipalities and assist with projects that benefit rural and municipal residents
  - Economic Development Services - an option for allocating funds
  - Establishing a Parks and Recreation Service
  - Allocating funding to planning in Electoral Area "A" (Smithers Rural)
    - Economic Development projects
    - Water service planning
    - Emergency Management planning
- Determining an equitable method to allocate the funding
- Two potential opportunities
  - utilize funding for new opportunities
  - utilize funding for capital expenses such as Fort Fraser Sewer
- Rural Directors to bring forward a list of potential opportunities to the Regional Board
- Staff outlined potential funding allocation ideas
  - Rural Government
  - Environmental Services
    - Reduce taxation
    - Increase Special Projects budget
- Accountability.

**DISCUSSION ITEM (CONT'D)**

**Northern Capital Planning Grant (NCPG) (Cont'd)**

Northern Capital Planning Grant Criteria

Moved by Director Riis-Christianson  
Seconded by Director Fisher

RDC- 2019-6-5

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to contact the Regional Districts of Kitimat-Stikine and Fraser-Fort George in regard to the Provincial Government's Northern Capital Planning Grant criteria and parameters; and further, that a written report be prepared to bring forward to the Provincial Government to identify the inequities of the criteria and parameters of the Northern Capital Planning Grant to Regional Districts."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Capital Planning Grant

Moved by Director Riis-Christianson  
Seconded by Director Greenaway

RDC- 2019-6-6

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors allocate the majority of the Northern Capital and Planning Grant funding for projects that benefit Electoral Areas; and further, that Electoral Area Directors have the discretion to provide funding to municipal projects that support municipal and electoral area residents."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Newell and the Rural Directors committee gave permission for Director Thiessen to speak.

Director Thiessen spoke of a number of projects that he, on behalf of the District of Vanderhoof, and Director Petersen, Electoral Area "F" (Vanderhoof Rural) have worked on together to benefit both municipal and rural area residents.

Northern Capital Planning Grant – July 4, 2019 RDBN Meeting

Moved by Director Riis-Christianson  
Seconded by Director Fisher

RDC- 2019-6-7

"That the Regional District of Bulkley-Nechako Board of Directors at its July 4, 2019 Special Board Meeting regarding Northern Capital Planning Grant develop a funding allocation that meets the current criteria, and further, that the RDBN Board of Directors request a meeting with the Minister of Municipal Affairs and Housing in regard to changing the criteria and parameters of the Northern Capital Planning Grant for Regional Districts."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Cheryl Anderson, Acting CAO commented that potential ideas for the allocation of NCPG funding can be provided to staff for the July 4, 2019 Board Agenda. Staff can assist with cost analysis if required. Ms. Anderson spoke of the time line required to develop a new service.

**NEW BUSINESS**

Role of Regional District's  
Re: Wildfires

Director Lambert brought forward Regional Districts and their position in regard to wildfire stay and defend decisions. Discussion took place in regard to the *Emergency Program Act* and the mandate of the Regional District. Jason Llewellyn, Director of Planning indicated that staff are following up in regard to the position of the Regional District and will provide a report to the Regional Board. He also spoke of the RDBN resolutions submitted to UBCM in regard to Permitting Entry into an Evacuation Order Area and Stay and Defend Policy.

**ADJOURNMENT**

Moved by Director Riis-Christianson  
Seconded by Director Lambert

RDC.2019-6-8

"That the meeting be adjourned 10:46 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Rob Newell, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****WASTE MANAGEMENT COMMITTEE MEETING**  
**(Committee Of The Whole)****Thursday, September 5, 2019**

**PRESENT:** Chair Mark Fisher

Directors Gladys Atrill  
Shane Brienen  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire  
Mark Parker  
Bev Playfair  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen  
Kim Watt-Senner

Directors Absent Dolores Funk, Village of Burns Lake  
Rob Newell, Electoral Area "G" (Houston Rural)

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Janette Derksen, Deputy Director of Environmental Services  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services  
– arrived at 2:36 p.m.  
Jason Llewellyn, Director of Planning – arrived at 2:36 p.m.  
Deneve Vanderwolf, Planning Technician/Regional Transit  
Coordinator – arrived at 2:36 p.m.  
Wendy Wainwright, Executive Assistant

Media Blair McBride, Lakes District News – left at 2:35 p.m.

**CALL TO ORDER**

Chair Fisher called the meeting to order at 2:05 p.m.

**AGENDA**Moved by Director Layton  
Seconded by Director Lambert**WMC.2019-4-1**

"That the Waste Management Committee receive the September 5, 2019 Agenda."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Waste Management**  
**Committee Meeting Minutes**  
**-June 6, 2019**Moved by Director McGuire  
Seconded by Director Riis-Christianson**WMC.2019-4-2**

"That the Minutes of the Waste Management Committee for June 6, 2019 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**VERBAL REPORTS**

**1. SWMP (Solid Waste Management Plan) Advisory Committee**

Chair Fisher spoke of the importance of public engagement in regard to the RDBN SWMP and the benefit of having community members involved as an Advisory Committee in reviewing the SWMP moving forward. It was suggest to have meetings twice a year providing an opportunity for feedback. SWMP Advisory Committee Terms of Reference will be brought forward at a future Waste Management Committee Meeting for consideration.

**2. Non Recycle BC EPR (Extended Producer Responsibility) Programs**

Janette Derksen, Deputy Director of Environmental Services provided a definition of EPR Programs. Governed by the Ministry of Environment through the *Environmental Management Act*. Product Stewards manage the EPR Programs placing the responsibility on the producer to manage its product from inception to end of life. An example is Recycle BC who is a Steward of the PPP (Print/Package/Paper) EPR Program. There are 18 products within the EPR Program framework and B.C. is a leader in EPR Programs.

Ms. Derksen mentioned that there is a balanced cross section of EPR Programs throughout the RDBN with some of the RDBN smaller facilities having fewer EPR Programs. A number of private businesses also provide EPR Program collection. Cost recovery and public education are challenges associated with hosting the programs. Discussion took place regarding private businesses providing public education in regard to the EPR Programs they host. Product Stewards are the stakeholders that manage the program revenues, logistics and provide educational material to product collection hosts. Due to challenges associated with educating the public in regard to available programs a number of products are being disposed of in the transfer stations and landfills.

Discussion took place in regard to:

- the RDBN investigating new and existing EPR Programs and potential costs
- the challenges for large companies to recycle products all across the province
- landfilling
- social responsibility and developing solutions for recycling
- SWMP product diversion and bringing forward plans during the 2020 RDBN Budget discussions
- higher costs to recycle in northern B.C.

**RDBN Participation in New and Existing Programs**

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| <u>Extended Producer</u>             | Moved by Director Riis-Christianson |
| <u>Responsibility (EPR) Programs</u> | Seconded by Director Layton         |
| <u>-RDBN Transfer Stations</u>       |                                     |

WMC.2019-4-3

“That the Waste Management Committee recommend that the Board direct staff to investigate new and existing Extended Producer Responsibility (EPR) Programs at RDBN Transfer Stations including a complete cost analysis.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

Recycling Council of BC  
-August 21, 2019  
-Proclamation Request  
-Waste Reduction Week 2019

Discussion took place in regard to declaring proclamations. Chair Fisher mentioned that the RDBN is a member of the Recycling Council of British Columbia (RCBC) and the importance of promoting waste reduction in the RDBN.

RDBN Policy  
Re: Proclamations

Moved by Director Atrill  
Seconded by Director McGuire

WMC.2019-4-4

"That the Waste Management Committee recommend that the Board direct staff to draft an RDBN Proclamation Policy that identifies that the Board does not support the practice of issuing proclamations."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**NEW BUSINESS**

Chair Fisher Meeting  
Re: Plastic Pelletizer Design  
while in Attendance at the  
2019 UBCM Convention

Moved by Director Riis-Christianson  
Seconded by Director Watt-Senner

WMC.2019-4-5

"That the Waste Management Committee recommend that the Board authorize Chair Fisher's attendance at a meeting regarding a Plastic Pelletizer while in attendance at the 2019 UBCM Convention September 23-27, 2019 in Vancouver, B.C."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Update RE: Baling Facility

Curtis Helgesen, CAO, mentioned that, he, along with Environmental Services staff met, with the Village of Telkwa and Town of Smithers CAO's, Green by Nature and Recycle BC in regard to a baling facility in the west end of the RDBN. Staff are awaiting a response from Green by Nature and Recycle BC.

**ADJOURNMENT**

Moved by Director Watt-Senner  
Seconded by Director McGuire

WMC.2019-4-6

"That the meeting be adjourned at 2:47 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

\_\_\_\_\_  
Mark Fisher, Chair

\_\_\_\_\_  
Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOWASTE MANAGEMENT COMMITTEE MEETING  
(Committee Of The Whole)Thursday, June 6, 2019

**PRESENT:** Chair Mark Fisher

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

Staff Cheryl Anderson, Acting CAO/Manager of Administrative Services  
Janette Derksen, Deputy Director of Environmental Services  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Rory McKenzie, Director of Environmental Services  
Wendy Wainwright, Executive Assistant

Other Chuck Braun, Loop Resources – left at 3:20 p.m.

Media Blair McBride, Lakes District News – left at 3:07 p.m.

CALL TO ORDER

Chair Fisher called the meeting to order at 3:00 p.m.

AGENDAMoved by Director McGuire  
Seconded by Director LaytonWMC.2019-3-1

"That the Waste Management Committee receive the June 6, 2019 Agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLYMINUTESWaste Management  
Committee Meeting Minutes  
-March 7, 2019Moved by Director Layton  
Seconded by Director BrienenWMC.2019-3-2

"That the Minutes of the Waste Management Committee for March 7, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DELEGATION

### LOOP RESOURCES – Chuck Braun RE: Food Reclamation Program

Chair Fisher welcomed Chuck Braun, Loop Resources.

Mr. Braun provided an overview of Loop Resources Food Reclamation Program:

- Provide services from Saskatchewan to the west coast of B.C.
- Redirect food store waste directly to small farms
  - Food is provided to small farms and the packaging is recycled/disposed of appropriately
  - Some foods provided to wildlife animal shelters and dog kennels
- Address liability issues related to:
  - In the past stores stopped giving directly to people due to liability issues and the food waste was going directly into dumpsters
  - Farms personal on store sites
  - WCB requirements and regulations
- In almost all locations the service fees equal or are lesser than tipping fees
  - Funded by the stores
  - Funds are used to administer the program, develop apps, complete research, WCB and liability coverage for stores and farms
  - Exception - RDBN does not have tipping fees currently for food waste
  - Data collected by the App used to track foods picked up also assist stores with buying practices to reduce waste
- Organize local farms to pick up food from local stores
  - Schedule and track pickup by farms
  - Volunteer assistance to operate the program
- Tipping fees throughout the province
  - No tipping fees within the RDBN create a negative for the program
- Canadian Food Inspection Agency regulations regarding livestock feed and food safety
- Currently active in 70 stores
  - Save On More
  - Loblaws
    - Pilot project
  - Federated Co-ops
  - Safeway
  - Walmart
- Researching options:
  - utilize/recycle plastics
  - waxed cardboard
    - potential utilization by pellet plants
- Potential ways to provide assistance
  - Transportation of waxed cardboard to processing site
  - Education
- Waste amounts produced daily by small and large stores
  - Stores ensure the waste is kept at food safe levels until it leaves the stores
- Pilot project in Burns Lake working with Food Share Program
  - Charitable programs currently in place are not impacted
- Highway 16 Corridor has Facebook Page to share information and products
  - Active in Burns Lake, Smithers, Terrace
  - Opening in Kitimat and Prince Rupert
  - Recently received approval to open in Fort St. James

Chair Fisher spoke of Loop Resources being a good example of a waste based business idea.

Chair Fisher thanked Mr. Braun for attending the meeting.



## VERBAL REPORTS

### Chair Fisher

- Support for waste based economic development and processing opportunities, and conversations with other levels of government
  - Chair Fisher attended the 2019 Recycling Council of B.C. (RCBC) Conference on Circular Economy: Moving Beyond Waste May 8-10, 2019 in Whistler, B.C.
    - Spoke of initiatives and opportunities brought forward and potentially being developed in the region in regard to waste based economic development and processing opportunities
      - Vanderhoof – gasification project
      - Lake Babine Nation youth project – woodshed project out of waste wood
      - Agriculture Plastics – fence posts
    - Need a mechanism to support opportunities
    - Nathan Cullen, MP Skeena-Bulkley Valley support through Members Bill
    - Will bring forward at Economic Development discussion and provide a written report at a future meeting

### Environmental Services Staff – Rory McKenzie, Director of Environmental Services

- Knockholt Landfill Update
  - Phase 1 and 2 are now completed as of Tuesday, June 4, 2019
    - Capped the void between Phase 1 and 2
    - Covered with clay cap and topsoil
    - Seeding to take place – weather dependent
- Fort St. James Recycling Depot Update
  - Began construction spring of 2019
  - Moved and created a new wood waste area
  - Will be operational and able to receive products June 12, 2019 with full completion of the project to follow
  - Hired new attendant
- Burns Lake Recycling Depot Update
  - Restructuring site and moving wood waste location
  - Current Reuse Shed Attendant to fulfill the Recycling Depot Attendant position
  - Will be operational and able to accept products June 19, 2019 with full completion of the project to follow

### Smithers Recycling/Fire at the Smithers Area Recycling Society Depot Facility

- In discussions with Recycle BC, Town of Smithers, Village of Telkwa and Chair Fisher, Director Electoral Area “A” (Smithers Rural)
- Working on a plan
- Recycling products are being redirected to the RDBN Recycle Depot at the Smithers Telkwa Transfer Station
- Recycle BC agreed to assist in providing funding for additional staff at the RDBN Smithers Transfer Station Recycle Depot until the situation is resolved

Director Bachrach acknowledged the work that has been completed by RDBN staff.

### Verbal Reports

Moved by Director Funk  
Seconded by Director Layton

### WMC.2019-3-3

“That the Waste Management Committee receive the various verbal reports as presented.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Layton  
Seconded by Director McGuire

WMC.2019-3-4

"That the meeting be adjourned at 3:29 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Fisher, Chair

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Wendy Wainwright, Executive Assistant

An aerial photograph of the Nechako Reservoir, showing a large body of water with a dam in the distance. The surrounding area is densely forested with green trees. A road or path is visible on the right side of the reservoir. The image is used as a background for a presentation slide.

**RioTinto**

**Nechako Reservoir Update  
Regional District of Bulkley-Nechako**

**19 September 2019**

Andrew Czornohalan

19

# Reservoir Precipitation & Inflow as of 30 August

**Nechako Watershed Inflows and Precipitation**

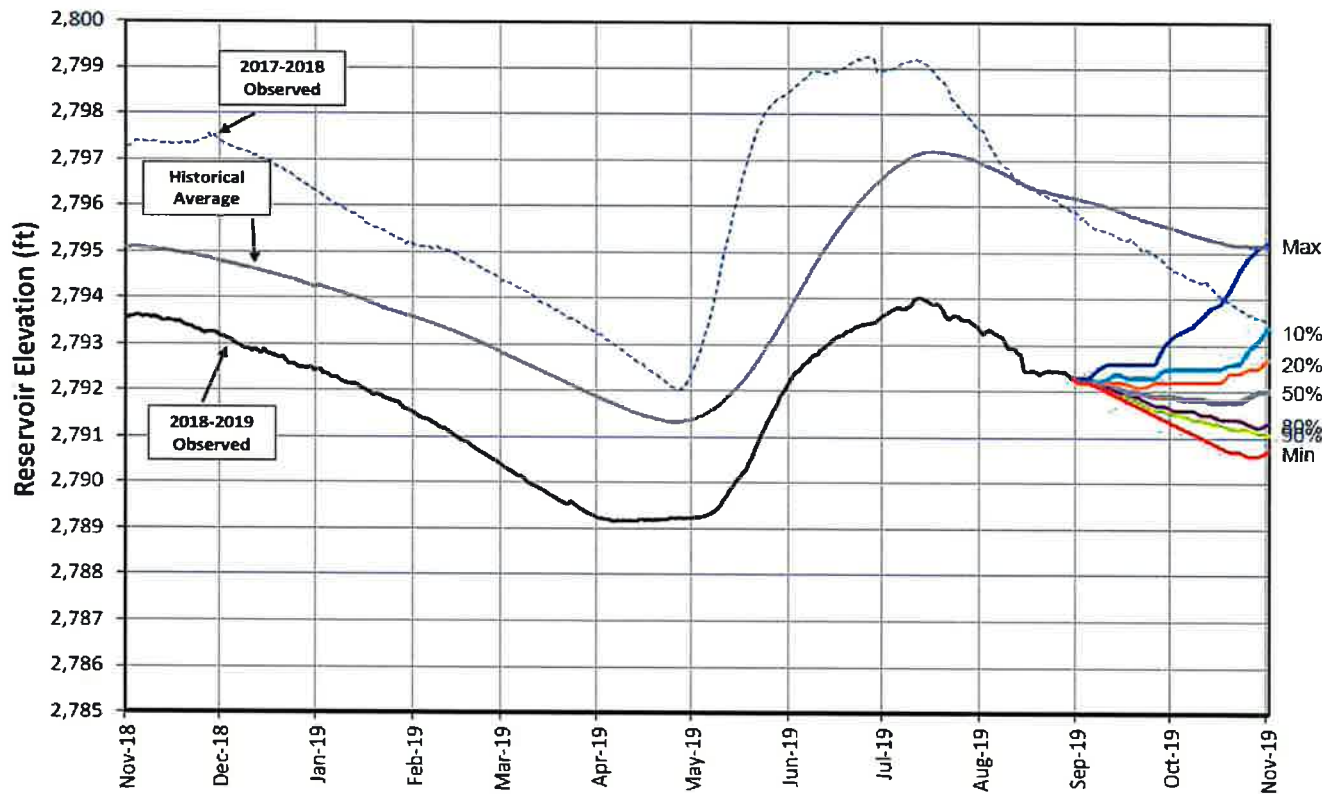
| Period<br>(2013-2019)     | Observed Inflows |                  | Observed Precipitation |                  |
|---------------------------|------------------|------------------|------------------------|------------------|
|                           | (cms)            | (%LTA 1955-2018) | (mm)                   | (%LTA 1988-2018) |
| November, 2018            | 113              | 74%              | 93                     | 74%              |
| December, 2018            | 92               | 82%              | 160                    | 165%             |
| January, 2019             | 83               | 86%              | 101                    | 117%             |
| February, 2019            | 53               | 64%              | 31                     | 51%              |
| March, 2019               | 56               | 77%              | 16                     | 27%              |
| April, 2019               | 172              | 125%             | 38                     | 92%              |
| May, 2019                 | 420              | 97%              | 46                     | 101%             |
| June, 2019                | 278              | 56%              | 44                     | 76%              |
| July, 2019                | 214              | 67%              | 104                    | 185%             |
| August, 2019              | 112              | 65%              | 25                     | 50%              |
| Winter (Nov-Mar)          | 80               | 77%              | 401                    | 94%              |
| Spring & Summer (Apr-Aug) | 241              | 77%              | 257                    | 103%             |
| Year 2018-2019 (to date)  | 160              | 77%              | 658                    | 97%              |

80



# Reservoir condition & Forecast as of 30 August

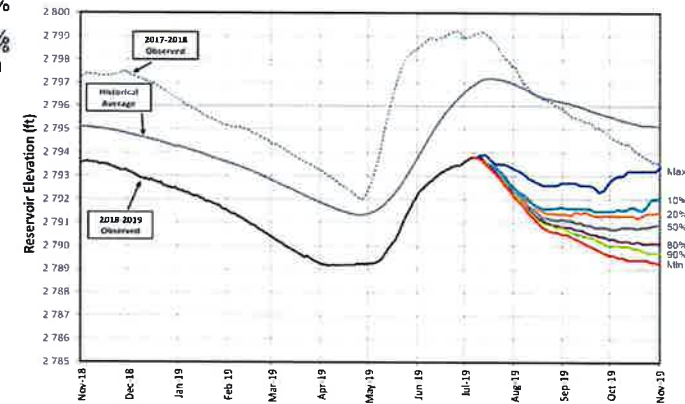
**NECHAKO RESERVOIR**  
 Observed and Projections 2018-2019  
 30 August 2019 Projections - SDP V7.0.4



The 5 July reservoir forecast indicated possibility of 2789 feet elevation by 1 November.

The reduced risk of low water level is primarily due to reduced power generation.

18



# Big Bar Incident Update

- In June it was discovered that a landslide in the Fraser River at Big Bar created an obstacle to salmon migration, including the salmon of the Nechako watershed that the STMP is intended to protect.
- On 3 August 2019 Rio Tinto received an Order from the BC Comptroller of Water Rights to suspend the Summer Temperature Management Program (STMP) to facilitate instream works in the Fraser River at the Big Bar land slide area and possibly facilitate salmon passage through the slide area.
- Rio Tinto was instructed to reduce Nechako River discharge starting on 3 August, and instructed to resume the STMP flows when water temperature began to exceed 22 degrees.
- As of 3 September salmon passage was restored due a combination of instream works done by the Big Bar Unified Command team and water level reducing even further.
- Please see [getinvolvednechako.ca](http://getinvolvednechako.ca) for more details.

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# Big Bar Incident Update



Photo 1.

Fraser River at Big Bar land slide on 29 July 2019—Discharge at Big Bar was about 2550 m<sup>3</sup>/s. Crews were able to safely access only the margin of the river.



Photo 2.

Fraser River at Big Bar land slide on 27 August 2019—Discharge at Big Bar was about 2000 m<sup>3</sup>/s. Crews were able to safely access a large area. The work was successful.

A change in discharge in the Nechako River at Cheslatta Falls takes an about 2-3 weeks to impact the Fraser River at Big Bar.

Limiting Nechako River discharge represents about 20% of the total change in discharge that resulted in improved working conditions 3 weeks after reducing Nechako River discharge.

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# Nechako Reservoir Project

Plunge pool repair project continuing until 1 November.

Diversion pipes are installed, discharge is being maintained at 32 m<sup>3</sup>/s, the normal level for this time of year.

Avison Management Services of Vanderhoof is the environmental monitor. For this project.

Cheslatta Carrier Nation also on contract for this project.





# Water Engagement Initiative



- In the past meeting participants identified issues and interests related to Rio Tinto operations.
- The next several meetings will be focused on fully understanding those issues.
- A field trip was organized for 10 September in the reservoir area followed by a meeting in Burns Lake on 11 September at College of New Caledonia.
- Next meeting is 8 October in Vanderhoof
- Participants will gain a better understanding of:
  - Issues related to high reservoir level
  - Issues related to low reservoir level
  - Recreation
  - Fisheries
  - Spillway maintenance and operation

# Kemano T2 Project Update

Commissioning of the new Tunnel Boring Machine is complete and construction is underway with 1,511m of 7,608m of the new tunnel completed.

All other work fronts are under construction as detailed below

- Refurbishment of the existing T2 tunnel is underway, which involves the removal of existing utilities and rail and applying shotcrete to line the exposed rock
- Completion of over 50% of the drilling and blasting required for the Connection Tunnel and Surge Shaft
- Completion marine infrastructure upgrades at Kemano Beach which included replacement of piled berthing structures and structural components of the barge ramp and replacement of the boat dock facility.
- At Tahtsa Intake the existing 1950's era crane has been replaced with a new crane and new stop logs have been installed for the new tunnel



# Community and economic impact: \$533.9M



**\$215 million** in salaries and benefits, including retiree benefits



**\$1.3 million** in community contributions and sponsorships



**\$284 million** spent on goods and services in the province



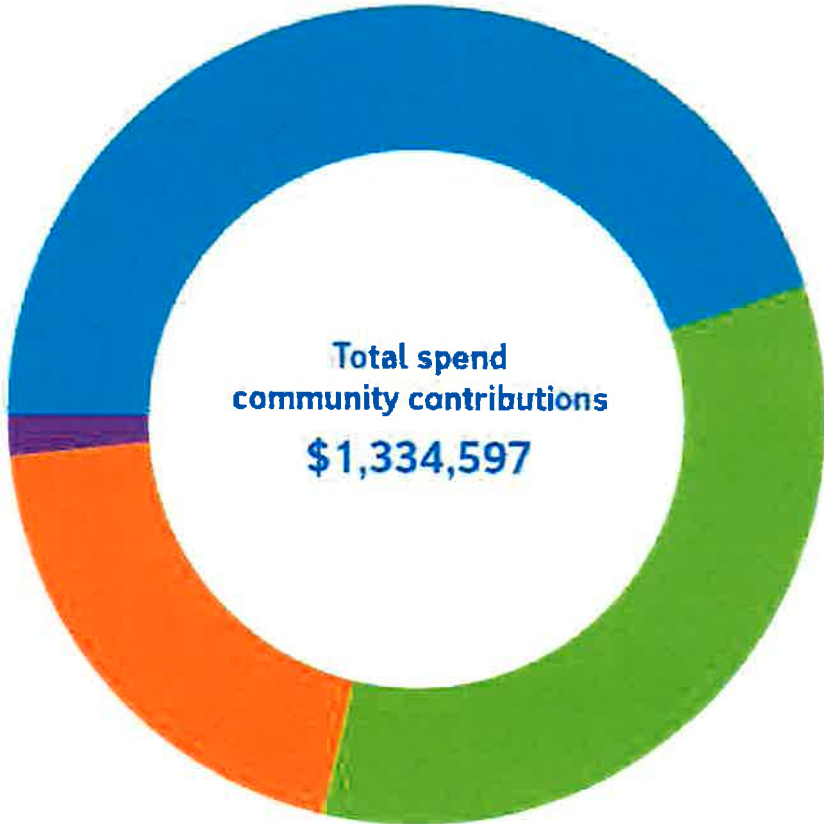
**\$33.6 million** in direct contribution to the municipal and provincial tax base

# Community Contributions

## Community contributions



total \$1,334,597



|     |   |
|-----|---|
| 28% | Community   |
| 21% | Education   |
| 9%  | First Nations   |
| 7%  | Health & Well-being   |
| 1%  | Sports  |
| 34% | Other – poverty reduction, environment, sustainable development & other |





## 2019 RDBN Community Contributions

- Hatchery Sturgeon Recovery Initiative—Boat Kit Program \$5K
- Hatchery Sturgeon Recovery Initiative—Local Hire Program \$100K
- Youth Centre \$30K/year (for 3 years)
- Neighbour Link \$5K/year (for 3 years)
- Vanderhoof Pool \$450K
- Vanderhoof Air Cadet's—Canoe's \$3K
- Vanderhoof Minor Hockey—Equipment Shed \$10K
- SD91—Innovation & Careers 'STEM' Program \$30K
- Breakfast Club of Canada \$150K (Nechako Region)
- Kinnette's \$2.5K/year (for 3 years)
- Vanderhoof Fall Fair—Marketing \$2K
- Vanderhoof Ducks Unlimited \$5K + Auction Prize \$10K
- Chinook Emergency Response Society—cell coverage signage & CERS Coordinator \$25K
- Cheslatta Carrier Nation—Wildfire Emergency Equipment Units \$98K
- Highway of Hope—Driving it Forward Program \$10K
- Indspire—Indigenous scholarships and bursary program \$1M (plus \$1M matching from Federal Government) across Canada

# Our newest member...



RioTinto

90

An aerial photograph of a large, winding lake with several islands. The surrounding landscape is covered in dense forest with some trees showing autumn colors. The sky is clear and blue. A large green rectangular overlay is positioned on the left side of the image, containing the RioTinto logo and the text 'Questions or Comments?'.

RioTinto

Questions or Comments?

**Review of the  
Regional District of Bulkley-Nechako  
Emergency Operations Centre  
Response to the 2018 Wildfires**

**August 2019**



[www.emergencymgt.com](http://www.emergencymgt.com)  
1-888-421-0665



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## Executive Summary

The Regional District of Bulkley-Nechako (RDBN) is a vast and scenic area which comprises numerous hamlets and has within its boundary 8 municipalities and 14 First Nations communities.

The risk profile of the region is dominated by the annual threat of melt-based seasonal freshet flooding and the ongoing threat of wildland and wildland urban interface fires in summer months. Unfortunately, climate-based hazards are increasing in scope, intensity and frequency and it is as a result of this threat that RDBN engaged the services of Emergency Management & Training Inc. (EMT) to review their 2018 strategic response and to make recommendations for improvement.

On May 28, 29 and 30, a team from EMT deployed to the RDBN offices in Burns Lake and conducted a series of in-person interviews and conference calls with key staff and stakeholder agencies as well as subsequent phone conversations. This report is based on these interviews, stakeholder feedback and a review of Regional District plans, policies and procedures as well as documentation from the 2018 wildfire response.

While this report identifies and recommends areas for improvement, it also recognizes best practices that were implemented and should be continued. EMT staff were impressed with the passion and depth of knowledge of RDBN staff with designated emergency management roles as well as staff who worked in the EOC or otherwise supported the response. Considering the vastness of the jurisdiction combined with the scope and duration of the emergency as well as the complexities that arose, it is a testament to RDBN staff's dedication to manage the event as effectively and efficiently as they did.

This report further identifies areas where provincial policies and procedures were lacking, significantly delayed or were otherwise noteworthy and have been included for reference and consideration for the RDBN to lobby for improvement for future emergencies.

This document culminates a series of recommendations and considerations that can be implemented into an action plan for improvement. It is suggested that these be broken into assigned tasks with timelines for implementation ranging from immediate to their incorporation into long-term work plans.

### Twelve fires in Bulkley Fire Zone

By Emma F. Paquette August 10, 2018



With a solid foundation from which to build, we are confident that the recommendations and best practices identified in this report will help RDBN build greater resilience in the face of an intensifying hazardous climate.

*You should never view your challenges as a disadvantage. Instead, it's important for you to understand that your experience facing and overcoming adversity is actually one of your biggest advantages.*

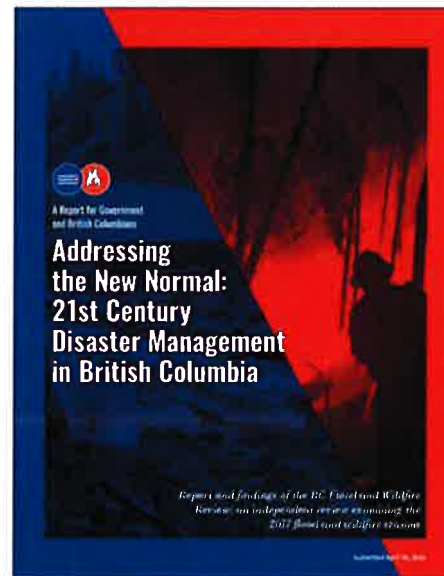
**Michelle Obama**

## Introduction

British Columbia is 95 million hectares in size and 60.3 million hectares (about 64%) is forested. Forest fires are an annual reality in BC, but a combination of changing climate, increased population along the urban interface and human activity have seen an increase in the number of fires and floods, their magnitude and the scope of human impact. To support response and associated activities, the Province of BC implemented provincial declarations of emergency in both 2017 and 2018 after issuing only two previously in its history (1998, 2003); indications are that these are a suggestion of the “new normal” in BC and globally.

As emergency management in BC matures, efforts to take a proactive approach to these increasing events has been hampered by prolonged responses as freshet flooding transitions into fire seasons and then recovery. Despite this, and after limited action following the 2004 release of the Honourable Gary Filmon’s *Firestorm 2003 Provincial Review*, the Province of BC has increased its public safety staff and its efforts to build resiliency in the face of the new reality of major emergencies and disasters. Many of these efforts are rooted in the report and findings of the independent review examining the 2017 flood and wildfire seasons conducted by the Honorable George Abbott and his Co-chair Chief Maureen Chapman entitled *[A Report for Government and British Columbians Addressing the New Normal: 21st Century Disaster Management in British Columbia \(April 30, 2018\)](#)*.

The Regional District of Bulkley-Nechako (RDBN) comprises an area of 73,419.01 square kilometres and the Regional District is headquartered near its geographic centre in the Village of Burns Lake. Within the boundaries of the RDBN are 8 municipalities and 14 non-treaty First Nations communities. In the summer of 2018, the RDBN mobilized its emergency management structure for over 72 days in response to 15 major fires which resulted in 64 evacuation orders and alerts with 1,544 dwellings under evacuation order, affecting approximately 3,475 people and requiring the relocation of over 3,000 livestock. Eight dwellings and over 45 other structures were lost and a declaration of state of local emergency was in place from August 1 to September 20.



In an effort to identify best practices and areas for improvement, the RDBN contracted Emergency Management & Training Inc. (EMT) to conduct a Regional District of Bulkley-Nechako 2018 Wildfire After Action Review. From May 28 to May 30, 2019, a team from EMT attended a series of on-site stakeholder meetings and conference calls to gather information;

additional information was gathered by email and follow-up telephone conversations. This report is the culmination of findings from these sessions.



## Scope

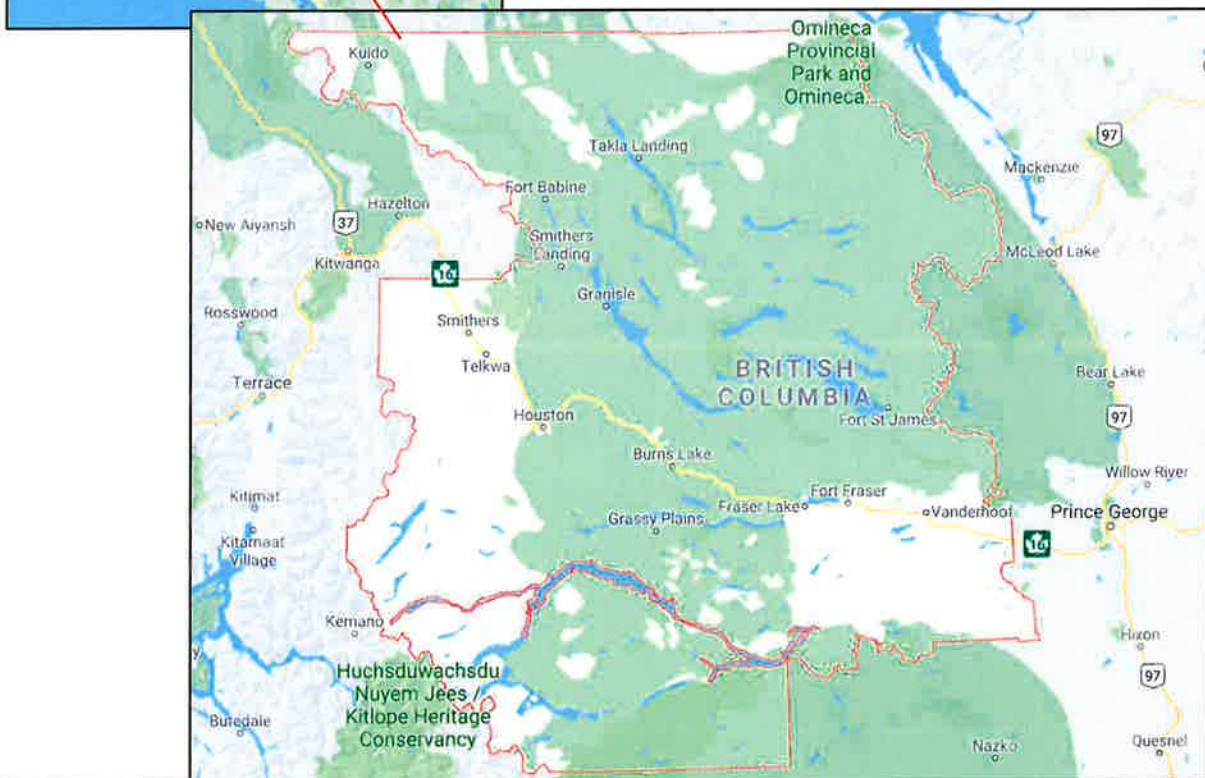
Although the landmass of the Regional District of Bulkley-Nechako encompasses a number of municipalities and First Nations communities, this report was commissioned by the RDBN and is related to their government structure and services and their jurisdictional area of responsibility. Other jurisdictions mentioned in this report are for the intent of reference by RDBN and to provide perspective and recommendations.

The primary functional scope of the EMT analysis has been the mobilization and function of the RDBN Emergency Operations Centre (EOC) and critical support functions provided by the Regional District in support of tactical and response support operations. In addition to the functional scope, additional observations and recommendations beyond the primary scope, but prevalent in the interviews and feedback, have been included for RDBN consideration.



### By the numbers...

- 15 major urban interface fires
- 72 days of EOC activation
- 51 days under a declared emergency
- 64 evacuation alerts, orders & extensions
- 1544 dwellings under evacuation order
- 3475 people (approximately) displaced
- 3000+ livestock relocated





## RDBN Observations

### RDBN Structure & Organization

Like many rural authorities, the Regional District of Bulkley-Nechako (RDBN) has limited staff and resources. This is especially true in the case of regional districts which typically comprise of vast areas, yet lack the personnel and resources of municipalities, especially those with a significant population and tax base. As a result, these local authorities are forced to do more with less and such is the case with the RDBN.

With a complex geography and hazardous climate, RDBN has been impacted by and responded to regular flooding and fire events which have been increasing in frequency, scope and impact in recent years. These unfortunate circumstances have resulted in an increased awareness by staff, business, industry and citizens. They have also resulted in a strategic emergency management response that is extremely capable but under-resourced and facing the possibility of becoming overwhelmed if the current hazard trends continue.

The Emergency Management & Training Inc. (EMT) team, comprised of industry experts, were impressed by what was achieved by so few in the face of such a significant series of events. The positive leadership resulted in a very effective EOC; staff exhibited a strong team approach and the initiative of those personnel who were assigned or assumed key roles as the events unfolded should be commended. Indeed, in the absence of resources, including human resources, the efforts of a cohesive team can overcome adversity equally or more effectively



than a larger group lacking familiarity and trust. Teamwork is the first of the guiding principles of the RDBN Emergency Plan.

## Governance

The Regional District of Bulkley-Nechako Emergency Preparedness Plan indicates that there are two bylaws that empower emergency management:

- RDBN Emergency Preparedness Planning Bylaw 1201 Amendment Bylaw 1285, 2004 which obligates the Regional District to be compliant with the Emergency Program Act, and
- RDBN Emergency Measures Regulatory Bylaw 1210 Amendment Bylaw 1448, 2007 which establishes and regulates emergency management for the RDBN

Bylaw 1210, Amendment Bylaw 1448 states in part, “RDBN Emergency Program will be administered by an Emergency Management Organization consisting of Rural Directors Committee and Emergency Coordinator”. It further recommends that “in order to provide the Emergency Program with continuity and commitment the Rural Directors Committee will meet every three (3) months to discuss priority issues and to evaluate the RDBN Emergency Program”.

It is important that the Board meet regularly to endorse and empower emergency management efforts in their jurisdiction. This can be achieved through a number of activities, including budget support to ensure that there are current and adequate emergency plans, programs and resources in place and that readiness remains a corporate priority for the local authority. Further, Board sign-off on plans and guidelines ensures the commitment of staff to train, exercise and respond in emergency roles, whereby ensuring familiarity and an effective and efficient response in crisis. Many of these are obligations under the Local Authority Emergency Management Regulation of the Emergency Program Act. The BC Emergency Program Act is currently under review and it is expected that the revisions will mandate greater compliance for emergency management for local authorities in BC.

When an emergency occurs in a local authority’s jurisdiction, regardless of magnitude, impact and consequences, some element of continuity of critical local government operations must prevail. While an emergency may have impacts that result in the failure of a business, the business of government must continue and function in conjunction with emergency operations. It is for this reason that the role of Emergency Operations Centre (EOC) Director is best filled by a member of the RDBN’s Management Team; they bring the necessary authority to make decisions on both emergency and continuity of operations, including expenditure authorization, allocation of resources, implementation of extraordinary authority, reduction or reallocation of

government services and resources and to liaise with elected officials (collectively known as the Policy Group) on issues such as acceptable loss.

## RDBN Emergency Program

The RDBN has been fortunate to have had a history of staff fulfilling emergency management roles who are capable, committed and passionate about public safety. The corporate commitment is equally evident in the recent establishment of the position of Director of Protective Services which adds organizational depth of 2.5 full-time equivalent (FTE) staff allocated to emergency management. This allows for experienced leadership to both the emergency program and strategic response.



Dedicated staff positions to address Emergency Support Services (ESS) reflect the organization's commitment to supporting its citizens in crisis. Further, the position of Agriculture Coordinator, currently temporary, is a testament to the RDBN's commitment to the agricultural community within its boundaries, including in times of emergency. For a large local authority with a small staff, RDBN is to be commended for its commitment to public safety by putting such emphasis on staff allocation to support ESS, agriculture and emergency management in general.

Despite the best efforts of these personnel, the size and complexity of the local authority, both in demographics and geography, combined with the frequency and magnitude of emergency events means that those dedicated staff face increasingly complex issues in readiness, response and recovery. This "new normal" of "mega hazards" and their consequences and ongoing limitations in committed resources mean that local authorities must seek innovative solutions.

The existing Emergency Preparedness Plan outlines concepts of a program structure that includes representation across the vast, yet distinct areas of the RDBN, many of which have variables in demographics and hazard profiles as well as response and support capabilities and capacities. These concepts are supported by the Emergency Preparedness Plan Section 3.1.4 indicating that each Response Zone will operate a Response Zone Committee facilitated by an Operational Area Coordinator and will be comprised of the Electoral Area Director(s) and representatives from key response agencies and other stakeholders.

Another theme that recurred in interviews was the desire for a comprehensive emergency management model for RDBN, including possibilities for collaboration or integration with the local authorities and First Nations within the boundaries of RDBN, as is the case with the joint Emergency Support Services (ESS) agreement. Again, a starting framework is proposed in the Regional District of Bulkley-Nechako Emergency Preparedness Plan (2003).

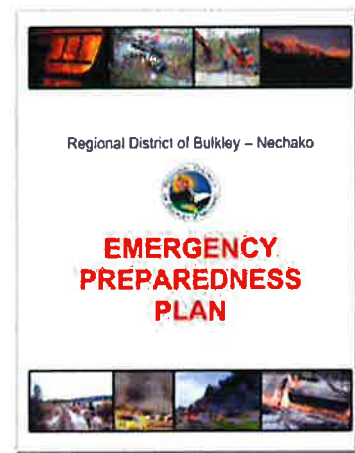
## RECOMMENDATIONS

- ↳ RDBN Protective Services should review the current Emergency Preparedness Plan and revisit the structure to promote the overall RDBN program initiatives in the unique and distinct areas of the jurisdiction.
- ↳ In an effort to multiply manpower and gain efficiencies in available resources, RDBN should seek collaboration opportunities in preparedness, volunteer management, training & exercises, and response coordination with neighbouring local governments and First Nations.

## The Plan

The Regional District of Bulkley-Nechako Emergency Preparedness Plan was written in 2003 and last updated in 2004. This outdated, 435-page document combines concepts of a policy document driving a Regional District-wide integrated emergency management program with all-hazard response guidelines and other data collections such as demographics as well as position guides, etc.

Many elements of the document are conceptual and were either never implemented, evolved beyond the plan, or ceased to exist over time. Much of the content is taken from provincial guidelines and hasn't been modified to the operational specifics of the RDBN.



Most of these component “chapters” are better suited as stand-alone documents, guidelines and checklists, as opposed to being elements of one overwhelming catalogue. Despite this, many of the concepts have merit and are worthy of review as they pertain to recommendations in this report and some are assigned as action items for the evolution of emergency management for the RDBN.

Current trends in emergency management are for simple, intuitive response plans which are less prescriptive and are flexible to the dynamics of a crisis event. More accurately defined as “guidelines”, the focus is on ease of reference and visual interpretation of necessary action through the use of checklists and decision trees and with electronic versions capable of linking within a document and even between documents in an effort to navigate to the necessary information in a timely manner.

Response plans and emergency programs in general must start with a foundation based on credible hazards, the potential risk of hazards occurring, and an assessment of vulnerabilities

and impacts of the various hazards. Based on the results of such a hazard, risk & vulnerability assessment (HRVA), a local authority bases mitigation efforts, community and emergency planning, response and readiness capabilities and capacities, training and exercises as well as considerations for community, environmental, financial and physical recovery.

Since the 2003 Emergency Plan, there have been significant changes in agencies, best practices and terminology. Ideally, what comprises the current plan will be separated into several lean documents, the RDBN Emergency Program policy document and Guidelines for Strategic Response Support. Both documents require Board endorsement and sign-off and dedicated administrative support to ensure documents remain current and relevant.

By contrast, the Regional District of Bulkley-Nechako Emergency Livestock Evacuation Plan is a current and concise document. Written in 2011 and updated on the eve of the 2018 wildfire season, the document clearly identifies roles and responsibilities of relevant EOC positions with a role in livestock evacuation. Due to the complexities of livestock management during crisis, it is imperative that this document be incorporated into the RDBN Emergency Program plan maintenance protocol in order to remain current and relevant.

Notably absent from the plans is a pre-scripted Crisis Communications Plan. Anticipating hazard and function-specific information strategies can ensure accurate messages are delivered in a timely manner during crisis.

## RECOMMENDATIONS

- ↳ RDBN seek grants to engage consultants or designate staff to review and update the current hazard, risk & vulnerability assessment to guide a more concise Emergency Preparedness Plan and other aspects of hazard mitigation, preparedness, response and recovery. The response aspects of the plan should function as a set of guidelines supporting an all-hazards approach to strategic emergency management which incorporates the use of visually intuitive tools such as checklists and decision trees.
- ↳ RDBN should consider the development of a comprehensive all-hazards Crisis Communications Plan to ensure that key messages to support public information and drive necessary, potentially life saving actions for the public at risk.
- ↳ RDBN Board should review, endorse and promote staff engagement and compliance with the revised emergency plan including those efforts to ensure staff training, proficiency through exercising and an ongoing commitment to plan maintenance.

## Training & Exercises

In a major emergency, all available staff can loosely be defined as local government responders, whether they have a response role, a continuity of critical departmental operations role, or are

available as a supernumerary in circumstances of reduced staff; they are RDBN's greatest asset in crisis. While these staff are intelligent and adaptable, the 2018 Wildfire Review indicated the need for more staff training for EOC processes and functions and a clear understanding and familiarity with all EOC roles and responsibilities.

Unfortunately, training courses through BC's public safety educational institution, the Justice Institute of BC (JIBC), can be expensive and are general in content. Provincially funded JIBC courses are few and a requirement of hosting a sponsored course is mandatory seat sharing with adjacent jurisdictions, limiting RD-specific learning opportunities. In addition, these courses include significant focus on general principles which are repeated in each course and often result in full-day or multi-day courses which many local governments can not afford in lost staff time. If not offered locally, staff travel and associated expenses are additional costs.

Through the significant experience of RDBN staff and other partner agencies, there is an opportunity to develop some elements of in-house training and exercises, some of which is already in place. This, combined with Emergency Management BC (EMBC) sponsored courses at RDBN and through neighbouring local authorities, along with seeking UBCM Community Emergency Preparedness Fund grants, offer options to integrate into RDBN's Emergency Management Training & Exercise Program.

General EOC exercises are a critical component of validating training and in building confidence and competence in emergency roles, but they should be the final step in a comprehensive training and exercise program. Once staff have received training, tabletop and EOC functional exercises should be regularly conducted.

A recommendation in this review is to familiarize all RDBN staff to emergency operations, RDBN should further consider integrating emergency management into employee orientation and training programs.

## RECOMMENDATIONS

- ✎ RDBN should continue to take advantage of any free training opportunities through the province, those offered in adjacent local governments and First Nations and seek grant opportunities through UBCM and otherwise to fund emergency training opportunities.
- ✎ RDBN should explore additional opportunities to develop and evolve function-specific, concise, in-house training tailored to the intricacies and variables of the RD's emergency management system. Position-specific and process-specific training should be emphasized as part of a comprehensive training and exercise program.

- ↳ RDBN emergency management staff, with Board endorsement, should offer ongoing training culminating its tabletop and/or functional exercises in the weeks preceding commonly recurring seasonal hazards.
- ↳ RDBN should integrate basic emergency management training into employee intake and development and may consider adding emergency roles to employee job descriptions.

## Volunteer Programs

Emergency Management BC is highly dependent on volunteer groups to support the public safety mandate. Engaging volunteers in an EMBC supported public safety lifeline or in other support portfolios can be a force multiplier of personnel and expand response and other program capacity.

Emergency Management BC supports 5 disciplines of “Public Safety Lifeline” volunteers who support emergency management in BC. These volunteer groups are:

1. Emergency Support Services (ESS)
2. Ground Search & Rescue (SAR)
3. Emergency Radio Communications
4. “PEP” Air (pilots & spotters)
5. General Services volunteers

Most emergency programs engage only ESS, Emergency Radio Communications, and General Services volunteers and many include emergency preparedness education volunteers in the latter category. Most Ground Search & Rescue teams in BC are independent societies and have a distant relationship with the local authority, if any, and PEP Air is a direct report to the Joint Rescue Coordination Centre and the Province of BC.

The success of any volunteer programs can be partially attributed to the allocation of time and resources into these programs that supplement and support corporate emergency management. The RDBN has dedicated staff to address Emergency Support Services (ESS), which is a testament to their commitment to their citizens in crisis.

**Emergency Support Services (ESS)** is tasked with assisting displaced residents who have been evacuated from their homes due to a fire or other life-threatening emergency. The RDBN ESS portfolio is adequately staffed but has the challenge of large areas to cover with few volunteers scattered across the jurisdiction. Of all of the RD supported volunteer teams, the ESS team is the most likely to engage in “routine” emergencies and is a well justified use of resources, budget, and staff time.



A region wide ESS agreement has been developed to maximize efficiencies with team strength, response times, and resource allocation. This agreement is an example for collaborative opportunities for regional stakeholders to work together in preparing for, responding to, and recovering from emergency events.

**Search and Rescue** teams are a presence trained in command and control and emergency communications which can support the Regional District and supplement responders in an array of functional roles. In addition to Search & Rescue (SAR) team's primary role in ground search & rescue, SAR personnel across BC have been engaged in support roles including auxiliary communications, evacuation notification, medical aid, transportation support, coordination of air operations and damage assessment.

Depending on the emergency, local SAR teams can sometimes engage the services of other SAR teams under a provincial task number and increase their force to supplement their designated role(s).

**Emergency Radio Communications** volunteers provide communications back-up in large-scale emergencies and disasters. The majority of Emergency Communications Volunteers in BC are amateur (ham) radio operators. While amateur radio spectrum requires a licensed amateur radio operator, the operators themselves are usually technically inclined and can support communications on other platforms, including commercial radio and satellite communications as well as other technical functions. In the RDBN, there is one Emergency Communications volunteer who is affiliated with the Bulkley Valley Amateur Radio Club.

The amateur radio community has established a trunk VHF amateur radio system linking the Highway 16 corridor. Also available is long distance amateur HF radio and there are 2 satellite phones in the RDBN. Additional radio spectrum and satellite capabilities should be inventoried and, where appropriate, included as an emergency communications contingency strategy that is regularly tested.

**General Services** is a category of public safety lifeline volunteer that is not well-defined by Emergency Management BC and care should be taken not to make assumptions regarding the extension of volunteer WorkSafeBC and liability coverages without verifying that the engaged volunteers are eligible based on their role. Potential roles may include promotion of Firesmart and other emergency preparedness activities and the Agriculture Volunteer Team that supported agricultural issues during the 2018 wildfires.

In addition to engaging EMBC public safety lifeline volunteers, other community groups and individuals may be engaged to support emergencies such as Affiliated Volunteers and Convergent Volunteers.

Affiliated Volunteers are established structured groups who engage in an organized manner to assist in public safety lifeline or other emergency management roles for a local authority. Faith-based groups, service clubs, community associations and other groups have engaged local authorities in areas of BC in support of emergency response. Whenever volunteer groups engage, either as part of the emergency program or spontaneously during crisis, they should be engaged by the local authority who will coordinate their participation in local response.

Convergent Volunteers are citizens who are previously unaffiliated with the local authority who spontaneously volunteer to help the community in crisis. Studies have shown that, when not engaged, many volunteers will self-deploy and may compete with organized response for resources and may, unknowingly, put themselves at risk despite the best of intentions.

When these unaffiliated and spontaneous volunteer groups engage in support of public safety lifeline volunteers, they need only sign-in on a task registration form to be eligible for liability and WorkSafeBC coverage. If they are volunteering in any other capacity, Emergency Management BC should be consulted as to the availability of coverages under task.

When unaffiliated volunteers are being engaged in support of a local authority's emergency management efforts, it is advisable that they be assigned to and supervised by staff or affiliated volunteers for liability reasons.

## RECOMMENDATIONS

- ↳ Promote and support the evolution and expansion of the Regional ESS strategy.
- ↳ Work with RCMP and Search & Rescue teams to identify potential roles and responsibilities, reporting structures under the various hazard situations including streamlining evacuations and extend training and exercise opportunities to the team, as appropriate.
- ↳ Support the efforts of the regional SAR teams transitioning to a digital mapping system to provide real-time updates regarding the evacuation process and to seek opportunities to integrate with other mapping systems.
- ↳ Develop an emergency communications strategy of available amateur, commercial and satellite resources and ensure their availability in the EOC. Engage or support the training of more emergency communications volunteers through the amateur community, from the search & rescue teams or from staff to support amateur radio and other emergency communications platforms.
- ↳ Consider formalizing the Agricultural Volunteer Program under the RDBN Agricultural Coordinator and establish non-emergency engagement so they can be quickly mobilized



in emergencies. Determine insurance coverage eligibility for these volunteers from Emergency Management BC, the Ministry of Agriculture, or through the RDBN.

- ↳ Consider outreach strategies for the engagement of organized groups as a force multiplier, either to engage and bolster public safety lifeline teams such as ESS or plan for their engagement when called upon in major emergencies. Extend training opportunities to these groups and prepare “just-in-time” training for use when these groups are engaged in crisis.
- ↳ Anticipate spontaneous volunteerism and develop a strategy for engagement.



## EOC

An Emergency Operations Centre (EOC) is a facility that supports the work of the designated local government leadership team in the event of an incident or crisis to provide overall jurisdictional direction and control, coordination and resource support. The EOC facility should be capable of supporting the team's space, communications, and technology requirements in the event of a crisis.

## Facility

The EOC space is the Regional Board Room, located on the second floor of the RDBN office which is adjacent to the Permits Counter. The public applying for re-entry and other permits during the EOC activation had access to the EOC, which proved disruptive. Additionally, the Geographic Information System (GIS) work area is on the main floor and the GIS technicians continued to work from their routine space requiring personnel to move significant distance between the EOC command room and their office space.



With the increase in the scope and magnitude of wildfire, flooding and other hazard events, there is significant potential for an emergency to impact the Village of Burns Lake. In extreme circumstances, this could include the requirement to evacuate the Regional District office and the EOC. In an effort to ensure continuity of routine and emergency operations, considerations should be given to either relocating the EOC to another location, equipping a secondary location within the Regional District as a back-up EOC, and/or developing strategies for rapid deployment of a series of kits to function as a temporary emergency operations centre in an alternate location. Any relocation strategy should include continuity of critical routine business processes of the RDBN in balance with strategic support to emergency operations.

### RECOMMENDATIONS

- ↳ Consider permanently relocating the EOC to another location to avoid disruption to the Regional District’s critical routine business. The designated facility is to have enough space for all EOC functions, communications, and technology requirements.
- ↳ In the current EOC facility layout, restrict all public access to the second floor of the facility and, where possible, engage security officers under the task number for cost recovery. Alternately or additionally, consider roping off the staircase at the main floor with a “restricted access” sign during emergency operations.
- ↳ Establish business continuity strategies for the temporary relocation of the EOC with consideration to ensuring continuity of critical “routine” business functions.

## EOC Mobilization & Critical Decision Aids

When faced with an emergency situation, first responders must react to the situation and attempt to overcome the hazard through the application of strategy and resources. The EOC on the other hand is generally not a tactical entity but is strategic and allows a more analytical approach to addressing and anticipating the emergency situation.

Initially, in 2018 mobilization of the EOC, the fire situation and weather forecast caused an assumption that it was going to be a short activation. As the days progressed and the anticipated precipitation did not materialize, the situation deteriorated and the need for expanded EOC staffing and engagement grew to meet the incident. This deterioration can occur quickly and overwhelm staff before they have an opportunity to take proactive measures to ensure that they are adequately resourced for the emergency. This, combined with staff summer holidays and the expanding provincial scope of the event, meant that the acquisition of additional personnel was difficult.

It can be helpful to pre-establish EOC activation levels based on triggers at which various staffing positions are filled and mutual support is requested to ensure operational depth. These

triggers can include streamflow rates and gauge readings for flooding and evacuation alerts, orders and fire behavior characteristics for wildfire. Transportation route status, potential infrastructure impacts and losses, and other anticipatory factors can also drive an EOC mobilization or escalation in activation status.

The EOC can be an environment of high stress and, despite the best efforts to train and exercise, it will be an unaccustomed environment for many staff. It is imperative that intuitive reference material and job aids be made available to staff for ease of reference. These prompts are intended to complement training and exercising, not replace it, and can significantly enhance initial actions and decision making through position-specific checklists, decision trees, and flow diagrams.

Participant and stakeholder feedback indicated common themes regarding decision making during the 2018 wildfires. Notable was the need to ensure that decisions are informed and justified, especially as they relate to evacuation alerts and orders. In the absence of details, decisions were being made based on recommendations from other agencies and field personnel, but often lacking sufficient detail to validate authorities and decisions. It was further apparent that some agency recommendations for the implementation of evacuation orders were being conveyed without discussion, explanation or justification, although the authority rested with the RDBN.

## RECOMMENDATIONS

- ✎ RDBN should establish guidelines indicating conditions and circumstances to mobilize the EOC and component functions to predefined activation levels. In all circumstances and when in doubt, the activation level should exceed the response support requirements in order to “go bigger fast” in the event that the situation deteriorates.
- ✎ In advance of emergencies, BC Wildfire Service (BCWS), including Prince George Fire Centre, must communicate expectations and clarify roles and authorities and ensure that key personnel in the chain of command understand these agency roles and responsibilities and convey information accordingly.
- ✎ Where possible, recommendations from BCWS to implement orders and alerts, including expansion of these authorities must be accompanied by as much information as possible, including a map, hand drawn, if necessary. Other desired information includes affected population estimates, livestock implications, fire conditions (direction, rate of spread), transportation options and impacts, and infrastructure at risk.

## Staffing

As the RDBN is a relatively small organization responsible for a vast and complex jurisdiction, it is necessary to seek efficiencies in the balance between routine business and emergency

operations. For the operation of the EOC to be effective and efficient and provide situational awareness to those dealing with the emergency, it is important that staff involved in the EOC be located in the EOC. Further, a Logistics Section was not formally established and responsibilities for Logistics were fragmented throughout the organizational structure.

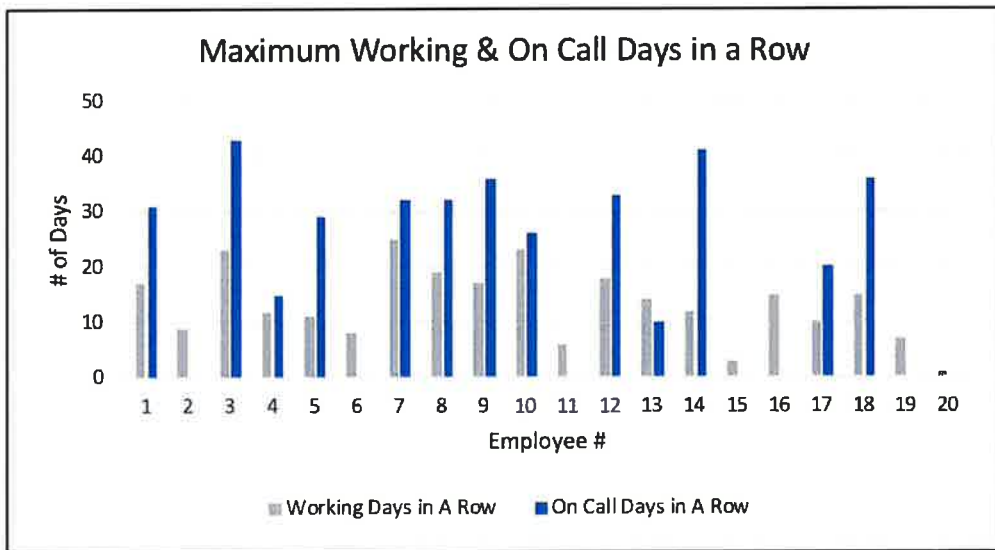
It is commendable that a select few staff of the RDBN were able to manage the EOC for such a prolonged period and for such a significant and complex response, but the reliance of a few dedicated personnel is not sustainable nor healthy. Despite strong leadership who are aware of their responsibilities, RDBN needs more people with sufficient training available for relief to allow for days off for existing staff and should train as many staff as possible, regardless of routine job descriptions, in order to add maximum flexibility to EOC staffing in times of emergency. This is particularly challenging for senior staff due to the difficulty to find someone with the knowledge and authority to take over critical roles. Staffing EOC activations during summer months are further impacted due to the high number of vacations and while it may be undesirable to implement restrictions and policies regarding staggered vacations to ensure staffing capacity for emergencies it may become necessary if current patterns persist.

One of the primary reasons for establishing a structured EOC is to manage essential process flows including maintaining accurate position logs, managing incident reporting and situational awareness, and efficient resource management. When working with limited staffing, adherence to these essential processes can be unmanageable and staff can start to react to the situation as opposed to responding to it in a proactive manner. In an effort to ensure that these processes are followed and to maximize the benefits of effective documentation, the use of “scribes” is a proven best practice. Assigning administrative staff to the role of scribes in support of key personnel and processes will ensure that critical documentation and processes are maintained.

Early anticipation of a prolonged response and engagement of resources from out of Region is recommended. However, personnel from out of Region will lack local knowledge of geography as well as resource capabilities and capacities and, in certain roles, authority. Staffing support can be engaged by a resource request to Emergency Management BC through the Provincial Regional Emergency Operations Centre (PREOC) or through a local authority to local authority agreement approved as an Expenditure Authorization Request (EAF) from EMBC. In either case, when personnel are brought in from out of jurisdiction, it is a best practice to ensure that RDBN personnel fill key roles where local knowledge and authority are required. When compiling staffing plans for events that have the potential to be prolonged, request help early to ensure that there is the organizational depth to maintain these key roles.

Designated EOC staff should understand and be trained and exercised in their role and have arrangements with their supervisor to backfill their routine position with little or no notice. EOC staff should be trained to personnel depth for key positions to allow for 24/7 EOC operations

over an extended period and include mandatory days of rest. Once the EOC is activated and a rhythm is established, a staffing plan needs to be implemented and adhered to. As discussed, this involves engaging supplementary staff to reduce the burden on RDBN staff and it also includes the setting and strict enforcement of established shift durations and maximum consecutive days of work to ensure staff wellness. Labour relations and human resources considerations should be addressed well in advance of activations to ensure staff commitment in crisis.

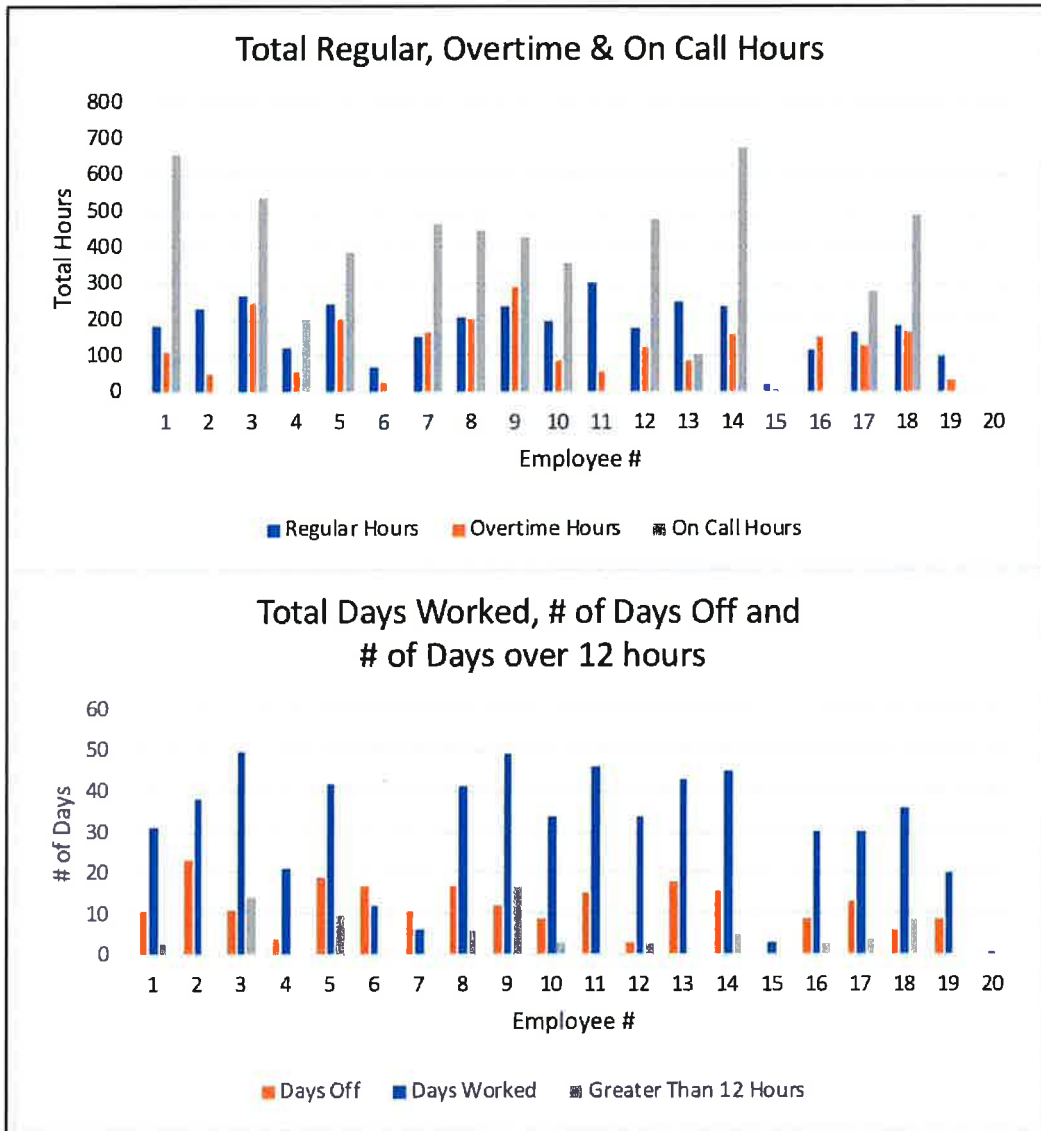


Footnote: Statics courtesy of RDBN

Empower staff with understanding and familiarity by establishing and enforcing shift commencement and transition protocols, including start of shift briefings to include event situational awareness, facility familiarity, health, safety and emotional welfare. Once an EOC orientation is completed, staff can be oriented to their role, either by review of position checklists, through supervisory briefings or through a position briefing by the outgoing person



in the role and using the position log as a point of reference. Overlap when training someone to cover a position before time off is taken ensures the relief staff knows what is going on and the previous staff member feels comfortable taking time off.



Worker care must be recognized as a priority and staffing capacity must be constantly assessed for adequacy and opportunities taken to reduce staffing and rest personnel. Care must be taken not to reduce staffing beyond the potential for the hazard to rapidly escalate resulting in insufficient personnel to address the situation and balanced decisions.

The psychological impacts of emergencies and disasters go beyond those citizens who are most directly impacted. Personnel working in support of emergencies occurring in their community can mean that impacts are close to home, sometimes affecting friends, family, and neighbours as well as familiar elements of the community. Emotions run high and this can add to an already heavy burden; it is essential to have emotional support resources and strategies

available to support those engaged in emergency management at all levels. Where possible, this includes mitigating stressors such as community contact when on shift in the EOC. Establishing contract security or non-essential uniformed personnel to control access and maintain order is advised. Ensure that psycho-social support mechanisms are available, including the appropriate credentialed expertise for the degree of loss or emotional trauma incurred or anticipated.

*There will always be a psychological impact to those affected by an emergency, regardless of whether it is a large-scale event or limited to one or two individuals.*

*The psychosocial component of an emergency can have long lasting and often detrimental implications if consideration is not given in the planning stage to mitigation strategies capable of addressing the greater community needs.*

**Emergency Management in BC reference manual as quoted in the Abbott-Chapman Report**

Lastly, and where possible, ensure that employees are compensated for time committed to emergency management roles. Extend existing payroll process into the EOC and ensure that opportunities to cost recover eligible overtime are maximized in the financial claim from the province, including for exempt managers who are eligible for overtime incurred over and above regular hours of work. When addressing payroll issues and overtime, remind staff to be sensitive of the presence of volunteers who may be performing similar response and support roles in the same conditions and for the same long shifts, but without pay.

## RECOMMENDATIONS

- ↪ At minimum, during significant response, representation is required in all Sections of the EOC command structure including Management, Information, Operations, Planning, Logistics, and Finance. When assigning multiple functions to individuals, it is prudent to keep them in the same section groupings while ensuring representation in all sections.
- ↪ Staffing guidelines should include identification of knowledge, skills and authorities required for leadership positions while ensuring that such positions are filled by RDBN staff and engage incoming personnel from out-of-jurisdiction in support roles.
- ↪ Train as many staff as possible in basic EOC functions, roles and responsibilities to maximize flexibility and with an emphasis on engaging administrative support as scribes.
- ↪ Request additional staff support from Emergency Management BC and develop and maintain a list of trained individuals that are willing to assist RDBN emergency operations in the time of a crisis.
- ↪ RDBN should establish an EOC Worker Care Policy including maximum hours and consecutive days of work, contingencies for staffing, and fair and consistent application for hours paid for all staff. This Policy should further identify mental health resources



and circumstances where they are engaged, including support to volunteers directly engaging evacuees in high stress situations.

## Policy Group

“Policy Group” refers to the collective of elected officials/decision makers on behalf of a local authority or First Nation. Ultimately, legal responsibility for the local authority resides with the Policy Group who are responsible for implementing extraordinary authority under a declaration of state of local emergency, or otherwise, but are often not present in the EOC.

During dynamic emergencies, communication between staff and policy group is crucial. The intensity of decision making due to the amount of orders and alerts is difficult, especially as the Chair or their designate may not be physically present in the EOC. A strategy to communicate between the EOC and/or convene the Board in person or virtually is recommended so that emergency decisions can be made through consultation and collaboration.

The Policy Group is encouraged to bring forward concerns or suggestions to the EOC and not work independently of the EOC.

### RECOMMENDATIONS

- ✎ Develop and test protocols and communications platforms for convening the RDBN Board, in person or virtually, during emergency events. These protocols should include procedures for succession planning and, as required, delegation of authority.
- ✎ Consider establishing an EOC role(s) for an RDBN Board member(s) in support of the EOC, possibly as a political advocate and including elements of the Liaison Officer (communicate with Provincial entities, utilities, etc.) when conducting advocacy. In prolonged emergencies, this role could be rotating and may or may not require a physical presence in the EOC.

## EOC Layout & Operating Elements

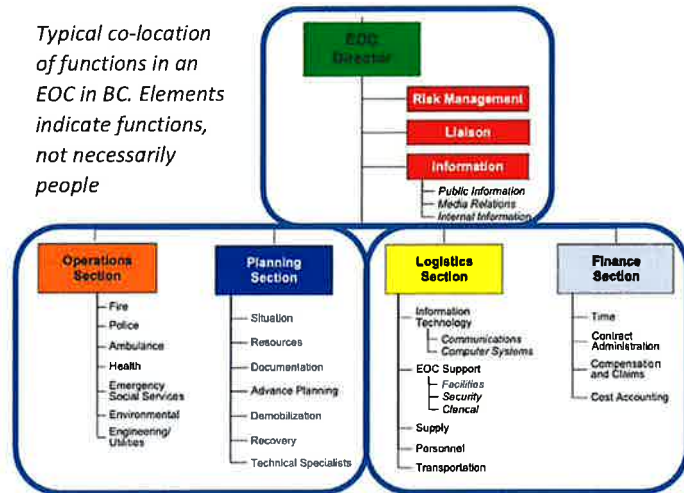
While the RDBN boardroom and adjacent rooms functioned as an EOC, the use of the space could have been utilized more effectively to facilitate information flows. The physical layout of

the EOC does not significantly change from the Boardroom layout during EOC operations. Unfortunately, the facility layout can not be adjusted to enhance communications flows and process efficiencies for EOC activations.

As a best practice, most EOCs in BC are organized to have most functional elements of a Section of the organizational chart co-located or in immediate proximity. This includes

having all Management functions together and integrating representatives from tactically engaged agencies into the Operations Section along with Regional District departmental personnel. Further, to maximize communications and process flows, it is prudent to have Operations and Planning in proximity to ensure that operational situational awareness is effectively and efficiently recorded, displayed, and that contingencies being considered by Planning based on the current situation remain relevant as the situation changes. It is also a best practice to co-locate Logistics and Finance as Logistics are the main spenders and Finance are responsible for tracking expenditures and initiating the local authority's cost recovery claim to the Province.

*Typical co-location of functions in an EOC in BC. Elements indicate functions, not necessarily people*



## RECOMMENDATIONS

- ↳ Exercise potential EOC floorplans for efficiency of process flows.
- ↳ The organizational structure of the EOC must continue to follow the adopted emergency management framework for BC but may be adjusted slightly to better reflect operational variances in practice by the RD. Use vests to formalize roles and authorities.

## EOC Functions

Within the EOC, some Sections seemed fragmented, both physically and according to the command structure. It is typical in an incident command system (ICS) based on the command and control model, such as that adopted by RDBN, to co-locate and integrate all departments and agencies into the EOC with representatives having the necessary authority to make decisions on behalf of their organization.

In the absence of sufficient staffing, roles and responsibilities of functions from throughout the organizational structure were filled based on necessity, often with consideration to personal skillsets as opposed to formally designated roles assigned to appropriately trained staff.

In several instances, notably involving Operations, these roles were integrated from multiple elements of the organizational structure which can lead to challenges in prioritization of tasks, supervision, and continuity in staffing. Planning and training for function-specific roles and multi-tasking within elements of the command structure can ensure that all functional components have designated staff, unity of command (one supervisor), and continuity in operations.

## EOC Operations

Within an EOC, the Operations Section is typically outward facing, coordinating and supporting tactical and field activities. As evacuation, agricultural issues and Emergency Support Services are major, complex field activities that were supported and/or coordinated from the EOC, they are addressed in separate sections of this document.

Nothing is more important in an emergency than public safety and addressing the needs of a displaced population. The RDBN clearly recognizes this as is evident by the staff resources committed to building and maintaining an ESS program. Though ESS is self-contained in small emergencies, it is imperative that ESS be recognized as a critical component in the Operations Section and integrated accordingly. In the absence of a formally established Logistics Section, many tasks that would normally be the responsibility of Logistics were managed by ESS which had the potential to distract from their primary mandate of reducing human suffering. The completed Regional ESS Strategy will see the capacity levels of volunteers will be increased to support staff to manage the Reception Centre.

Agency representatives in the EOC included the RCMP, Ministry of Agriculture, and others. Staff and stakeholder engagement emphasized that, where possible, additional representation from BC Wildfire Service, and other key stakeholders based on their degree of tactical engagement, should be represented in order to maximize inter-agency coordination and the flow of timely and accurate information.

A prominent observation from those interviewed was the inconsistency in representation from the RCMP. It was noted that the 4-day rotation for RCMP officers in the EOC was too short, causing a major lack of consistent communication between the EOC and the RCMP in the field. It was further noted that the familiarity of engaging the local detachment Commander or a senior officer made a significant difference to strategic decision making and inter-agency coordination than representation from junior officers and out-of-region officers.

During major emergencies, impacting one or more Emergency Management BC regions, representatives of provincial ministries are generally located in the Provincial Regional EOC and function as a resource to all stakeholders. However, due to the remote location of the RDBN EOC and the amount of agriculture issues and impacts, a representative of the BC Ministry of

Agriculture worked from the RDBN EOC and coordinated support with the RDBN Agricultural Coordinator, which is ideal, where possible.

## RECOMMENDATIONS

- ✦ When it is necessary, multi-tasking representatives in the EOC should be within the same section.
- ✦ The Regional ESS Strategy should be set as a priority as it will increase capacity to reduce human impact and it will also have positive repercussions allowing greater flexibility for staff assignments in the EOC.
- ✦ RCMP representation should be a local, senior officer and must have regular and consistent representation wherever possible. Representatives must have sufficient authority to make decisions to commit or re-locate resources in coordination with other EOC elements.
- ✦ Work with the RCMP to identify roles and responsibilities to the evacuation notification process.
- ✦ A BC Wildfire representative should be present or immediately available to the RDBN and local authorities in general. If physical representation is not practical, BC Wildfire Service should consider local authority Liaison Officers to ensure open communications with local authorities to aid in timely, accurate, critical decision making.

## EOC Planning

Essentially, the Planning Section in an EOC has three primary mandates: document what has happened, display what is happening, and anticipate what may happen.

Documentation processes were heavily dependent on paper and the result was a significant delay in recovery and otherwise. One RDBN staff comment suggested “going into the recovery stage, would have been nice to start recovery sooner to have a head start and be able to look at all the filling and things”. It must be recognized that documentation is not an end of event task, but it is an ongoing process that is everyone’s responsibility. Establishing EOC Guidelines which are functional and not part of the RDBN Emergency Plan would provide for position reference and guide key processes such as documentation management.

It is a best practice to establish position-specific email addresses and computer log-in credentials that can be used across staffing shifts by personnel who may rotate through the various EOC positions. Although they existed, these position emails weren’t used, which made position continuity difficult.

Several staff reflected a theme noted by other local authorities that the existing provincial forms do not work well. Emergency Management BC has indicated that the existing forms are under review, but they have also indicated that as long as forms developed by local authorities “meet the intent” of the provincial forms and include the same general elements of information management, they can be adjusted or developed and used.

While the RDBN ran an effective emergency operation centre, many processes failed to take advantage of efficiencies that can be afforded through the use of technology. Much of the documentation from the 2018 fire season remains in paper format and lacks organization. Establishing and enforcing strict written documentation management protocols will ensure documentation retention in an organized manner, ideally in electronic format. Such protocols will enhance operational reference, expedite financial claims for cost recovery from higher government and will provide for more effective and efficient reference when addressing insurance and liability matters as well as freedom of information requests.

Displays in the EOC were many but failed to take advantage of the flexibility afforded by the use of technology. Notable was the lack of a centrally projected Event Board to track key updates and information for the consumption of all in the EOC. Similarly, the EOC did not project a centralized situation map.

Nothing provides instantaneous situational awareness during crisis like a well-maintained, current, and comprehensive situation map. At a glance, it is possible to understand hazard characteristics, protective measures, response and support resources and facilities as well as including traffic routing and key infrastructure potentially at risk. The addition of “call-outs” indicating detail of what is occurring further enhances reader understanding; inclusion of colour coding, and, where available, photos, enhance awareness even further.

The only RDBN maps made available to the review team were evacuation maps which were excellent and reflected current best practices. The use of shading using colours increasing in intensity to reflect hazard status make maps visually intuitive; thatching and other enhancements further aid in ease of reference. The applied practice of dating information by fire, order, and alert instead of dating the map as a whole ensures that the viewer understands the currency of the various components and information contained in the map, reducing the potential of making decisions based on outdated information.

During the 2018 wildfire response, there was a dependency on paper maps and other key information displays. A recurrent theme in staff and agency interviews was the delays in acquiring paper maps.





It must be noted that the expertise to generate and maintain electronic maps may not be immediately available and when it is, there can be delay in updating the validity of projected electronic maps. As a result, there can be an increased reliance on paper maps, especially when dynamic emergency events require the timely plotting of rapidly changing information.

When the sharing of digital information between the RDBN and the Province was done, there were inconsistencies in file formats. It was further noted that inconsistencies in datasets, notably forest service roads and other back country road networks, are ambiguous when sharing information regarding closures, restrictions, and control points between agencies and that a comprehensive shared road atlas is a necessity.

Additional considerations were to make greater use of GIS toolsets to support the various permitting uses, alert and order issuance, call taker reference for public information and for RCMP and SAR reference when conducting evacuation notifications. When various stakeholders are requesting maps, it is prudent to verify required and desired layer information with those interpreting the maps for operational reference.

Another key component of an EOC Planning Section is forward planning. The intention of an Advance Planning Unit (APU) is to consider the hazard beyond the current operational period and establish contingency plans and strategies for implementation if those eventualities evolve. In the RDBN EOC during the 2018 fires, issues relating to Advance Planning were addressed by the Operations Section, generally the busiest element of an emergency operations centre.

Ideally coordinated by a local authority representative, often a Planner, the APU should be comprised of RDBN and agency representatives and subject-matter experts. When these personnel are not available, it falls to the APU Leader to engage them virtually to assess potential eventualities and develop strategies for addressing them.

**Advance Planning Units are the “think-tank” of the EOC and can analyse such considerations as evacuation route planning, hazard behaviour based on current fire and weather conditions, critical infrastructure assurance and consequences of loss, as well as setting infrastructure restoration priorities and assessing matters of re-entry and recovery.**

Considering the proximity of the BC Wildfire Service office adjacent to the RDBN office, RDBN EOC Operations and Advance Planning representatives should attend morning wildfire briefings. Based on these briefings, the Operations personnel can identify immediate action and Advanced Planners can identify future implications from information gained. RDBN EOC is encouraged to regularly consult BCWS personnel on potential implications of contingencies under consideration.

EMBC coordinated daily conference calls for all agencies involved in the 2018 wildfires. These calls at times were in excess of two hours taking away valuable time from the EOC. Coordination calls should only focus on operational issues and situational awareness.

While it was not an issue in the 2018 wildfires, the RDBN should work with BC Hydro and other utility providers to analyse service grids, assess priority facilities within these areas, and set priorities for their restoration in advance of emergencies resulting in their disruption or loss.

## RECOMMENDATIONS

- ↪ Build a system for electronic documentation retention pre-populated with reference documents and forms and organized based on the EOC structure. Use of SharePoint or a dedicated drive have proven effective in other jurisdictions. Consideration must be given to agency representative access as well as remote access and the potential for use in an alternate EOC which may not have shared IT access.
- ↪ Develop EOC Guidelines to include paper and electronic documentation retention processes, email management, version control, and distribution.
- ↪ A combination of static paper and projected electronic maps are advised. A primary event overview map should be projected and maintained as a key display in the EOC. Paper maps should be reserved or prioritized for operational use and advance planning and, when appropriate, should combine datasets which reduce the need for more printed maps, but caution should be taken to avoid confusing clutter.
- ↪ Move GIS staff to the EOC and consider obtaining a second plotter and/or seek other plotters within the community..
- ↪ Consider basic staff training in plotting maps or use of simplified tools so information can be entered by practitioners and avoiding delay or needing the expertise of a GIS technician.
- ↪ Coordinate the sharing of information seasonally using predetermined GIS file formats and platforms.
- ↪ In significant emergencies and, based on pre-determined conditions and activation levels, formalize the role of Advance Planning to consider the future state of the emergency and operational contingencies.
- ↪ Conduct an analysis of Critical Infrastructure (CI) culminating in a cross-sector ranking of criticality and a protocol for post-disaster assessment and restoration.
- ↪ Documentation processes must be established and strictly adhered to.



## EOC Logistics

All functions in Logistics will serve one of two primary service areas: to supply the site(s) and to support the EOC. Unfortunately, the lack of a formally established Logistics Section resulted in unnecessary delays and some required support not being sourced.

A function of Logistics is the Facilities Unit. This unit is generally staffed by an employee from the facility housing the EOC and will arrange for feeding EOC staff and well as facility maintenance and custodial services.

This unit will also ensure that the EOC is appropriately set-up and ready for operations; this should be pre-planned, based on a drafted floor plan and followed for all events, even small operations as they could escalate (as was the case in 2018).

The Facilities Unit is also responsible for facility security and access control, which became an issue in the response to the 2018 fires. In this case, the Facilities Unit could have recommended the relocation of the issuing of permits to the main floor and restricted access to the second floor where the emergency operations centre is located. This unit is further responsible for considerations relating to the potential relocation of the EOC, should the hazard result in this necessity.

Several individuals indicated challenges with engaging contract security services for the EOC, ESS Reception Centres, and even to supplement access control and patrols of evacuated areas, which are all eligible expenses under an EMBC task number. A good Logistician will understand the situation and anticipate resource needs whereby reducing delay when a resource request is initiated as its availability and cost will have already been ascertained. This operational best practice can be extended to routine operations where RDBN staff can source such services and establish agreements for their engagement in advance of emergency operations.

Another key component of Logistics is the Personnel Unit which addresses EOC staffing and other human resources related issues. Staffing for this position is a natural transition for local authority personnel from the Human Resources department. In addition to those considerations outlined in the “Staffing” section of this review, it is prudent to clarify the parameters of the function and whether the role includes staffing support for tactically engaged functions and volunteer management, including the potential use of spontaneous volunteers.

The Supply Branch of an EOC addresses acquisition of extraordinary resources which are not immediately available to operational entities. Generally acquired through the use of the

*Logistics as a department did not exist for the entire event and it greatly limited the EOC's ability to source needed resources as there were three rotating heads of Logistics who all had other busy positions to fill.*

**Anonymous quote from the RDBN  
2018 Wildfire interviews**

resource request process, it is a common practice that resources sourced and assigned by the Operations and Logistics Sections of the EOC have consolidated resource tracking.

Emergency Support Services teams in BC often manage their own logistics in smaller responses and their management of these same resources in larger events can result in fragmentation of logistics responsibilities. Similarly, a significant proportion of logistical issues in the 2018 wildfire EOC activation were related to agriculture and were managed by the Agriculture Branch in Operations directly. As both ESS and agriculture had strong representation in Operations, assigning an ESS and/or Agriculture representative to Logistics can help to meet the broader needs of staffing an RDBN EOC Logistics Section.

Yet another key role for the Logistics Section is to address issues relating to information technology, audio-visual systems and technical communications systems. Redundancy in technical systems is essential for emergency operations centres in case of loss of primary function. Any contingency technical solutions to emergency management should have a routine application so that there is familiarity with the tools when crisis hits. Alternately, tools engaged specifically for emergency management must be simple and intuitive for users; during an emergency is not the time to be learning software and technology.

Technical innovation in recent years allows connectivity which can enhance emergency operations. When key decision makers are spread over vast areas, as can be the case within the RDBN, it is possible to “virtually” connect these decision makers for voice, video and data collaboration. However, there is a balance between a critical dependency on technology which can be a vulnerability and the use of technology to gain operational efficiencies. As such, technology should be engaged where possible, but where it is engaged to facilitate critical processes, it must always be coupled with a contingency strategy in case of failure of the primary platform. While technology can enhance collaboration, physical co-location of decision makers and stakeholder agencies remains a preferred approach.

Some local authorities have the luxury of dedicated EOC computers. Dedicated computers for emergency management are only ideal if there is an IT strategy to ensure that they remain powered, tested, and that software is updated regularly. Instead, a “bring your own device” is an evolving trend which maximizes the use of local authority technology and has the advantage of providing users with familiar hardware in crisis. Even with the use of staff assigned computers, it is recommended that the RDBN EOC use generic, position-specific login credentials for each position rather than having staff use their own personal logins.

Feedback from interviews relating to the 2018 wildfire EOC activation indicate that there are insufficient telephone jacks available in the EOC and that some phone and internet jacks did not function. A review of the RDBN facility’s technical capabilities is recommended and consideration of wireless solutions for data management should be considered.

Maximum flexibility through redundant technical communications systems is critical, including commercial and amateur radio capabilities with all communications bands and channels available in an emergency. The need for backup communication was not a notable issue in the 2018 wildfire activation, but it is a potential for future crises. The RDBN EOC's technical capabilities include a VHF amateur radio linked to a trunked radio network, but this system requires a licence for operation and there is only one local licenced operator available to the EOC.

The RDBN has satellite phones and these systems should be familiar to key volunteers and Logistics staff as they can readily facilitate out of area communications independently of terrestrial infrastructure, which may be damaged.

The RDBN should conduct an assessment of its licenced and other available commercial radio spectrum to ensure that the EOC can communicate with tactical field units and other stakeholders. All communications systems available to the EOC must be tested regularly to ensure that they have the capability to communicate with field units, support facilities, Emergency Management BC, neighbouring local authorities, and other stakeholder agencies.

#### RECOMMENDATIONS

- ✎ Formally establish an EOC Logistics Section and assign staff to address facility issues and feeding, human resources, technical support, and resource acquisition. Take advantage of Operations units that have traditionally been adequately staffed and re-assign personnel to the Logistics Section to address resource issues.
- ✎ Prior to response, seek supplier agreements with security firms and establish access control measures and procedures including restricting public access to the second floor during emergency operations.
- ✎ Consider investing in a telephone-based system for coordinating group reverse conference calling with expanded features to support emergency staff notification and recall.
- ✎ RDBN should consider an audit of technical communications needs and capabilities beyond amateur radio starting with a comprehensive listing of licensed RDBN radio frequencies. Based on this frequency list, develop a cross-departmental user arrangement which dictates priorities and functions for radio use in emergencies.
- ✎ Conduct a technical audit of existing facility capabilities and EOC requirements to include potential telephone expansion for the EOC, including the option of a designated call centre. This assessment should also include wired and wireless options for internet connectivity, data sharing, and retention. The audit and any proposed solutions should consider available computers, telephones, and other hardware and their capabilities.

## EOC Finance

It is in the early stages of a dynamic event that resources are applied with a focus on mitigating the emergency and with little consideration to the financial implications of doing so. The financial claims process is often considered an end of event process during emergency operations, yet local authorities can initiate their claim and start to receive cost recovery from the Province while the EOC is operational.

In the RDBN EOC, Finance attended key EOC briefings, but was not always located in the EOC during the response. Further, while there were no observed and unnecessary delays in the claim, nor noted lost opportunities of cost recovery, a documentation audit was not conducted in detail and large boxes of response documentation were observed and awaiting review.

The ongoing staffing of the Finance Section in the EOC is recommended; where possible, routine continuity of business can be conducted in the EOC in conjunction with emergency operations. Further, the presence of a Finance representative in the EOC boosts the overall EOC team staffing and can provide elements of support, notably in the Logistics Section, which itself was never mobilized in this response.

Provincial financial process-specific feedback was consistent with that observed in other local authorities and for other responses around BC. These include delays in claims while awaiting recipients to cash cheques and delays in provincial processing of claims due to overall volume.

A notable challenge was the inclusion of multiple recipients on one Expenditure Authorization Form (EAF), which purportedly caused the need for significant amendments afterwards; separate EAFs for every request and person is recommended in future.

### RECOMMENDATIONS

- ✎ Formally establish an EOC Finance Section with regular, ongoing representation. If co-located with Logistics, there is an opportunity for some provision of support or integration of logistics processes (i.e. resource tracking) and gaining efficiencies despite staffing limitations.
- ✎ Manage financial and claims documentation as it evolves and coordinate the ongoing compilation and submission of the EMBC claim during response, whereby maximizing cost recovery and reducing delay.

## Communications & Information Management

### Public Communications

Nothing will freeze the public into inaction as much as conflicting and ambiguous information. At the onset of the fires in the RDBN, the BC Wildfire Service claimed to be unaware that the RDBN had personnel managing the various aspects of public information.

It is imperative that all stakeholder Information Officers and others responsible for corporate communications during crisis collaborate and share key messages. When Information Officers collaborate during an emergency, their communications are referred to as a Joint Information Centre (JIC). In the early stages of an emergency and through the progression of the event, those managing RDBN public information should determine what agencies are stakeholders and coordinate with them. Those engaged in crisis communications may vary by hazard, phase of event, area of impact or threat, or otherwise and may include the media, response or response support agencies impacted, neighbouring and/or receiving communities and infrastructure asset owners and service providers.

In the RDBN EOC, a communications expert was brought in to support social media. Information management was also supplemented by staff who supported the function aside from their primary EOC role(s).

*Next to doing the right thing, the most important thing is to let people know that you are doing the right thing.*

**John D. Rockefeller**

When information was shared in the morning briefing it was very helpful for call takers; it allowed them to hear official terms to use with the public and ensure that the information given was current and accurate. It is the responsibility of the person designated as the Information Officer in the organizational structure to manage the information to be publicly disseminated by call takers.

Call takers struggled with where to direct calls and had a general lack of understanding of emergency management. In many cases, calls were directed to the various sections and units or specific personnel in those functional elements to address specific issues. If it is necessary to direct calls within the EOC, the provision of a daily EOC organizational chart, including contact numbers, can ensure that calls are forwarded appropriately and in a timely manner.

The generation of a list of frequently asked questions (FAQs) and answers for call takers is time well spent and will reduce the disruption of public information calls distracting functional units in the EOC. Where possible, the FAQs should be updated regularly and be available for common staff reference electronically, avoiding issues of hardcopy printing and version control. Additionally, call takers should have access to electronic and/or hard copy situation maps and spreadsheets indicating areas under evacuation alert and order and to assist them with

interpreting and conveying accurate information to the public. Similarly, if the expertise and time dictate, the generation and publishing of videos or printed FAQs to the website and social media outlets can reduce call volume into the EOC, however, once introduced, they must be maintained.

Training for call takers should also include conflict resolution and dealing with people in emotional distress. This training should extend to managing one's own emotions, recognition of stressors, and strategies for addressing personal emotional stress.

Public calls may be the first indication of circumstances which may be previously unknown to the EOC. Emphasis in training for call takers should help them recognize the difference between intelligence and information; the former being of value as operational situational awareness. This information should be conveyed to Operations along with details of the information source and confidence of the reliability of the information.

Similarly, social media in crisis has the potential to be rife with speculation and misinformation, yet it can also be a source of unvalidated situational awareness. While it may be tempting to attempt to rectify misinformation by responding to social media threads, this can quickly become overwhelming. A best practice for dealing with social media is to maintain accurate and current information on the local authority's website and direct followers to the site by a link.

Strategies are to be developed on the official release of impact and critical loss information and should be authorized by the EOC Director and coordinated with other stakeholder agencies. Key messages can inform public meetings and RDBN representatives attending these meetings need to be briefed on these messages, notably sensitive issues evident through media and social media monitoring.

Live streaming public meetings provided an opportunity for residents who are not in the area to receive up-to-date information, potentially resulting in fewer calls into the call centre. RDBN is encouraged to continue this practice.

## RECOMMENDATIONS

- ✦ Develop an RDBN Crisis Communications plan to include pre-scripted general message templates as the basis for hazard specific frequently asked questions.
- ✦ Formally establish the role of Information Officer, ideally someone who is trained in crisis communications and oversees all aspects of information management, including a call centre and designated call-takers.



- ↳ Formally establish a call centre and staff it with non-essential staff or carefully screened volunteers. Ensure that call takers have dedicated phones so as not to interfere with RDBN continuity of operations and ensure a means of leaving recorded messages. Alternately, investigate the potential to outsource the call centre to a contracted company and further investigate cost recovery potential under a provincial task number.
- ↳ Train call takers in emergency management and in dealing with people in emotional distress.
- ↳ Avoid the practice of directing public calls to staff engaged in functional roles in the EOC unless they are operationally relevant. Never use personal or agency assigned cell phones for taking calls from the public.
- ↳ Focus all public information on the RDBN website and streamline all social media activity to directing followers to the website for current and accurate information.

## Agency-to-Agency Communication

In many crises, communication is one of the first casualties and the larger and more complex the emergency, the more challenging communications can become.

*Communication works  
for those who work at it*

**John Powell**

### **BC Wildfire Service (BCWS)**

The general consensus from RDBN staff and BC Wildfire Service personnel interviewed was that the relationship between BCWS and RDBN was positive and showed significant improvement from previous years; despite this, there is room for improvement.

As the agency with the most current and accurate information regarding the hazard, other stakeholders are constrained in their actions and messaging due to their dependence on BCWS for situational awareness and recommendations for action. BCWS encourage RDBN and other stakeholders to be more prescriptive with information requests.

Not all Fire Centres allow local authority/ First Nations participation in conference calls and this inconsistency proved frustrating for the RDBN when dealing with 3 BCWS Fire Centres in 4 Zones. Likely as a result of this, a theme of feedback was to encourage the establishment of BCWS to provide wildfire liaison to the RDBN EOC and/or local authorities and First Nations.

Where available, access to timely intelligence can assist RDBN and others to be more proactive and less reactive to recommendations provided by BCWS and allow for the advance planning of evacuation, ESS, and potential infrastructure loss.

## RECOMMENDATIONS

- ↳ RDBN should communicate with BCWS in advance of wildfire season to exchange key contacts and verify points of contact. Further clarification of expectations and deliverables should be addressed in this communication.
- ↳ Lobby BC Wildfire Service, possibly with the advocacy of EMBC, to facilitate RDBN participation in BCWS conference calls.

### RCMP

In addition to the recommendations outlined in the “Staffing” section of this review which pertain to the role of the RCMP in the RDBN EOC, the RCMP was further engaged in evacuation notification, access control, security of evacuated areas and other aspects of law enforcement.

As the local detachments were overwhelmed, many RCMP from other areas around the Province were deployed into impacted areas. For most RCMP officers, there was a four-day rotation. This was too short, causing a major lack of consistent communication and messaging between the EOC and the RCMP. In some cases, there was inconsistent messaging between the RCMP and impacted residents around the re-entry process.

While the added presence and support of the RCMP is appreciated, there was ambiguity as to the reporting structure for those deployed to support the emergency. With the presence of a Bronze Level RCMP Commander in Prince George, some interviewees questioned if the additional officers were responsible to the Bronze Commander or if they were supplemental police officers extending the capacity of the local detachment as a contracted police force to the local authority.

*Respondents also cited the need for greater compassion and noted feelings of bullying by RCMP officers.*

**Abbott Chapman Report**  
(based on 2017 Wildfires)

Some interviewed indicated frustration with the lack of commercial accommodation for displaced residents, specifically vulnerable populations. It was suggested that deployed support personnel, including the RCMP, were occupying rooms that could be used by evacuees and that able-bodied responders may better be accommodated on cots in group lodging.

## RECOMMENDATIONS

- ↳ RDBN may seek clarification as to the reporting structure of deployed RCMP officers.
- ↳ Consider group lodging for responders, when available. Commercial accommodations are limited for evacuees, specifically for vulnerable populations.



- ✎ RCMP should consider specific training for officers deployed into disaster areas including evacuation notification and access control.
- ✎ Provide key messaging to the RCMP prior to the RCMP deploying into areas under heightened emotional distress.

### First Nations Communities

RDBN should continue to promote opportunities for mutual engagement with First Nations communities before, during, and after emergencies. Improve relations, obtain contacts, and increase awareness of responsibilities beforehand with First Nations during non-fire months. With a shared hazard potential, there are opportunities for coordinated efforts for mitigation, preparedness, training and exercising, including those funded by Emergency Management BC.

Response related opportunities include identifying and discussing road access authority during response between jurisdictional boundaries. Other opportunities of shared resources, personnel, and facilities can expand capabilities which would otherwise exceed the capabilities of these jurisdictions on their own. As these relationships progress, First Nations looking for mentorship should be referred to Emergency Management BC.

It must be clarified that BCWS issue recommendations directly to the First Nations when an Evacuation Alert or Order is recommended. First Nations, like municipalities and regional districts, are all local governments and responsible for issuing all alerts and orders within their jurisdiction under the Emergency Program Act.

### RECOMMENDATIONS

- ✎ Seek opportunities for joint training and to collaborate with neighbouring First Nations and other neighbouring jurisdictions with an emphasis on maximizing cost recovery according to the *Financial Assistance for Emergency Response and Recovery Costs: A Guide for Local Authorities and First Nations*.
- ✎ When First Nations communities are impacted by the same event as the RDBN the impacted First Nations should be offered representation in the EOC.
- ✎ Explore opportunities to assist First Nations to build capacity to deal with emergencies.

### Provincial Guidance

During significant events, Emergency Management BC holds regional conference calls which include weather, fire conditions, travel restrictions and local authority reports. The information included in these calls is both valuable and appreciated but the duration of some calls approached 2 hours, taking valuable time from other essential activities.

There was reported inconsistencies between the Northeast and the Northwest Provincial Regional Emergency Operations Centre (PREOC) and between the PREOC's and Provincial Emergency Coordination Centre (PECC) in Victoria. Notable were inconsistencies regarding duration of ESS extensions and approved allocations of service.

Due to the number of evacuees and lack of services in the Village of Burns Lake, evacuees received ESS in neighbouring communities in both the EMBC Northeast and Northwest regions.

When evacuees communicated with their neighbours, there were inconsistencies in services provided which were brought to the attention of RDBN with requests for explanation.

*In addition to EMBC, other BC ministries and Crown corporations have legislated emergency management responsibilities. EMBC coordinates between and among these ministries and agencies to support local government response. Local governments access support from those ministries through the Provincial Regional Emergency Operations Centre (PREOC).*

**Emergency Management in BC reference manual as quoted in the Abbott-Chapman Report**

Unfortunately, the level of support from Emergency Management BC is not consistent with support from other ministries and a desired “whole of government” approach during major emergencies is lacking. Key ministries with potential support roles to the evacuated population, specifically the Ministry of Social Development & Poverty Reduction and the Ministry of Health, are difficult to engage.

One aspect of the Provincial Health Services Authority (PHSA) that did engage is the Disaster Psycho-social Support (DPS) team. These mental health professions who volunteer to support emergency management are an invaluable resource, yet many seem unfamiliar with the general functions of Emergency Support Services (ESS) and cultural considerations associated with rural First Nations.

A consistent theme of feedback is that the ESS concept of operations is not sustainable and does not expand well into mass care situations. ESS is intended to be delivered by local volunteers and to provide up to 72 hours of food, clothing, lodging and other services to a displaced population. The extreme scope and human impacts of the last few fire seasons has stressed the ESS volunteer base and key supplier agreements. Emergency Management BC is reviewing the ESS program and initiatives such as the “ESS Modernization Project”, an electronic registration system is being piloted in select communities.

With the increasing frequency and magnitude of recent hazard events come new secondary events and challenges, such as air quality, drought, and extreme heat. Emergency Management BC must recognize these changing hazards and establish a roster of eligible expenses associated with these, including air purifiers for Reception Centres and Group Lodging facilities.

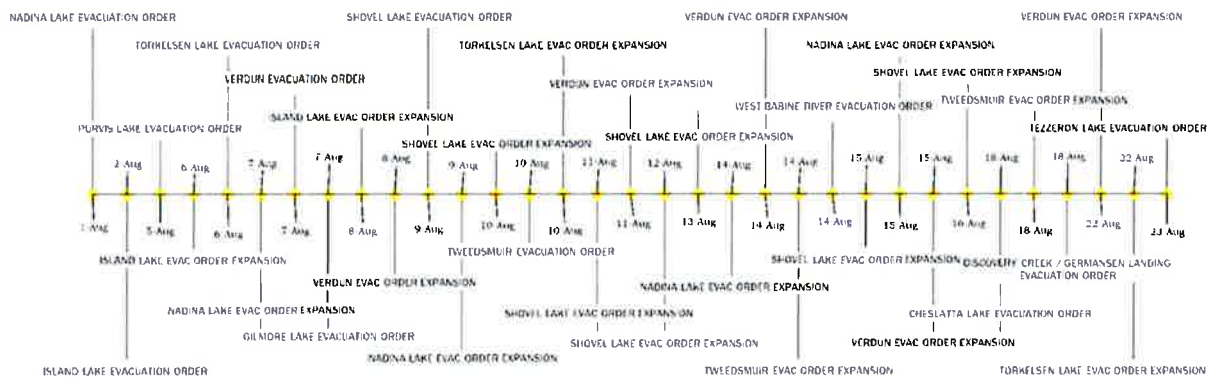
**RECOMMENDATIONS**

- ↪ RDBN should engage in provincial outreach and seek other opportunities to lobby and engage provincial entities to continue to evolve with changing hazards.
- ↪ In the face of worsening hazards, Emergency Management BC should lobby provincial leadership to mandate Ministry engagement in a whole of government approach.

## Response Activities and Support

### Evacuation

In the summer of 2018, the RDBN mobilized its emergency management structure over 72 days in response to 15 major fires which resulted in 64 evacuation orders and alerts with 1,544 dwellings under evacuation order, affecting approximately 3,475 people and requiring the relocation of over 3,000 livestock. Eight dwellings and over 45 other structures were lost and a declaration of state of local emergency was in place from August 1 to September 20.



When there is an imminent threat to life safety, response agencies, including the BC Wildfire Service, have authority to order a “tactical evacuation” to remove the public from immediate harm. Tactical evacuations are a temporary measure until the public can return home or until other legislation can be implemented to keep the public from an unsafe area.

According to the *Evacuation Operational Guidelines* (EMBC 2009), “The legal authority for local authorities to order an evacuation rests within the Emergency Program Act (1993) Section 12(1).” Under this section the head of a local authority or designate is permitted to declare a state of local emergency giving legal power to, “*cause the evacuation of persons and the removal of livestock, animals and personal property that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property*”. Under Section 9(1) of the Emergency Program Act the Solicitor General is authorized to declare a provincial state of emergency. Under a provincial declaration the Solicitor General has the authority to order evacuations as deemed necessary.

While the authority to evacuate the public is available to other authorities and levels of government and may be initiated by them in dire circumstances, the responsibility for ensuring that evacuation of citizens at risk should be assumed by the local authority on verification of circumstances dictating the need. It should be noted that an evacuation alert is simply a notification of the potential need to evacuate; in dynamic and rapidly unfolding hazard events,

it isn't always possible to provide this forewarning. An evacuation order *is* a legal authority and is one of the suites of extraordinary powers that can be assumed by a local authority under a declaration of state of local emergency. A local authority must activate its EOC to declare a state of local emergency and must have a declaration of state of local emergency in place to order evacuation and assume complementing authorities.

The majority of evacuation-related feedback was on access permits and re-entry processes and protocols. An exception included challenges in determining the boundaries and parameters of orders, alerts and other requirements as descriptors were too vague or broad in definition. A key issue was identified that Order areas were established prior to discussing the evacuation routes and security check points with RDBN.

Further, there was often a lack of information advising evacuees of options for where to evacuate to. Another challenge was elements voluntarily evacuating in the absence of a legal order and adding to the challenges of support to the evacuated population. Additionally, and on several occasions, some residents who opted to “stay and defend” evacuated their children yet failed to arrange for their care by a designated responsible adult.

In the conducting of public notification, the Bulkley Valley Search & Rescue team carried out notifications of evacuation alert and the RCMP conducted evacuation orders. Beyond the direction to initiate these processes, there was no established process to provide the EOC with status reports. There are now opportunities to use technology to record delivery of notices that can be updated to RDBN GIS in real time.

Once issued, non-compliance to evacuation orders was estimated to be about 30%. This raised questions regarding enforcement and liability associated with the public safety of those remaining in evacuated areas or failing to re-evacuate once permitted re-entry.

### **Re-Entry Permitting Process**

Managing Access to Areas Under Evacuation Order for Local Authorities and First Nations: A component to the Evacuation Operational Guidelines is an addendum to Evacuation Operational Guidelines (EMBC 2009) that was published in June of 2019 and credits the RDBN and others in informing the guideline. The guideline “provides a recommended process, along with tools and templates, for Local Authorities and First Nations to manage the temporary access into areas under Evacuation Order”. Despite the recent issue of the guideline, key observations and recommendations collected in the Emergency Management & Training Inc. review of the RDBN 2018 wildfire response experience have been included as key lessons learned.

In the 2018 wildfire season there were approximately 500 permits issued. Five distinct types of permit for temporary re-entry were issued by the RDBN:

- permits to address agricultural/livestock issues,
- permits to retrieve critical needs, such as medication and pets,
- “pass-through”
- permits allowing residents to pass through evacuated areas to safe areas beyond, and
- permits on behalf of First Nations.

Due to the risk associated with allowing people into areas under evacuation order, greater scrutiny is required when issuing permits; if the evacuee can access items such as medications from pharmacies or medical institutions without the need for re-entry, these options should be promoted. Pre-scripting messages to include verbal and written prompts of essentials to take should be part of the notification process and can help to reduce requests for return. Similarly, it is prudent to differentiate between re-entry to tend to commercial farms versus hobby farms.

Abuse and inconsistency of permit issuing and enforcement compounded matters of non-compliance. Challenges with the RCMP enforcing roadblocks consistently and expediting the permitting process were noted. Further, guidelines for enforcement and who is responsible to find the people who don't come back were raised and remain unclear, as are concerns regarding liability for permitting those who fail to return and become casualties. This was a key driver in recommendations regarding escorted re-entry, but also concerns regarding the manpower draw to conduct escorts.

The RDBN re-entry permitting process does not apply to the Fire Centre's movement of supplies, equipment, and personnel, yet they did not use a permitted process to grant access to these resources. Access to other agencies responsible for the protection and restoration of infrastructure and other industry personnel also requires clarification as reports were noted of circumstances of “cheaters” posing as response and industry personnel.

Some community groups are being “proactive” and going out to purchase fire suppression equipment themselves. There is concern that this may encourage more people to stand and defend rather than evacuate. Interviewees indicated that the majority of safety issues raised were by the residents who refused to leave, not by the residents issued permits. An issue identified with residents not evacuating was their need for supplies. Supplies had to be ferried to a drop off location in the evacuation zone and a Policy should be established whether or not to allow the re-supply of those residents who refuse to evacuate.

Other safety issues purported to have occurred relating to people staying behind were pumps and hoses being relocated or stolen, idle heavy equipment being operated, residents helping themselves to their neighbours resources, theft of property, flagging tape being moved,



gasoline and sprinklers stolen, and threats issued against BCWS personnel. Apparently, in some cases, the RCMP refused to get involved.

Ultimately, the communities within and comprising the RDBN are small and many residents are familiar with each other. Tensions surrounding permitting and other restrictions resulting from the fire hazard negatively impacted personal relationships between staff and local residents. Suggestions were made that the permitting process be coordinated at a location other than the RDBN office and, if possible, conducted by utilizing outside agencies whereby minimizing local community impact.

## RECOMMENDATIONS

- ↳ New Provincial Guidelines for post evacuation re-entry were established in 2019 based partially on the 2018 RDBN wildfire experience. RDBN should review and revise the formal policy regarding how and when re-entry permits are issued and integrate best practices from the *Managing Access to Areas Under Evacuation Order for Local Authorities and First Nations: A component to the Evacuation Operational Guidelines (2019)*. These guidelines must be conveyed to those controlling access and strictly and consistently enforced.
- ↳ There is a need for a coordinated, multi-government enhanced public information strategy on the meaning and implications of evacuation authorities and why they are put in place. Targeting the agriculture community and other special interest groups was emphasized.
- ↳ Consider conducting permitting in a different location than from the EOC/RDBN office and, if available outsourcing responsibility to an entity acting under the direction of RDBN. RDBN staff residing in an affected area should not be involved in the permitting system.

## Agriculture

The agricultural component was a high point in the RDBN response to the fires and subsequent evacuations. Effective coordination and communication with the many stakeholders in this sector were due in large part to the proactive measures of the RDBN in appointing a full-time, temporary Agricultural Coordinator.

Consensus between agencies indicated that there was unprecedented inter-agency coordination and that this was the most successful year with BCWS and the Range Program. Despite these successes, there were opportunities for improvement and many lessons learned.

The areas comprising the RDBN are heavily engaged in the agricultural industry and the sector is a close-knit community. During the fires, there was an outpouring of support from volunteers

to donations and the establishment of “buddy” farms. Formalizing the volunteer community into an organized group that meets periodically and can convene in crisis would be a prudent proactive initiative. Ongoing engagement of commercial suppliers supplemented by volunteers would further help to organize and support donations management.

A recurring dilemma that faces the sector is whether to evacuate livestock or release livestock for later retrieval. Time can be a deciding factor, but when evacuation is the intended strategy, a host or “buddy” farm is an ideal solution that the RDBN Agriculture Coordinator has been instrumental in promoting through outreach. The buddy initiative was stated to have started with the dairy sector to aid in linking farms with common bio-security profiles and it has expanded across the commercial sector and into hobby farms. Buddy farm engagement between commercial entities are tracked by the EOC, but hobby farms were out of scope. Interviewees encouraged the establishment and ongoing maintenance of a roster of buddy farms and transporters, potentially extending to include hobby farms.

Sheltering animals in place as opposed to transporting can save money, but it may place the herd at risk. Further, challenges with the release of cattle include the identification, finding and recovery of animals and potential fraud for no proof of ownership of animals. Also of concern is that a shelter in place approach may go hand-in-hand with a stand and defend policy and put people at risk.

Despite the EOC not formalizing a Logistics Section, the Agriculture Branch of Operations in the EOC helped to coordinate logistics and transport using industry partners. As indicated, the representation from the Ministry of Agriculture in the EOC was of significant benefit. This has been recognized by the Ministry and they are considering recruitment and training of personnel to potentially include retirees and association representatives. Further, there is an ongoing initiative to working with the fair grounds for a working list of their current resources.

Of the multitude of Expenditure Authorization Forms (EAFs) processed, 65 were for agricultural purposes. Of the those supporting resource issues, one was significant in that the quality of feed was deemed sub-standard and some interviewees indicated that they believed its provision was intentionally fraudulent. In addition, there were indications that some recipients of these resources did not need the animals and others were not eligible to receive them.

The partnership with the fairgrounds was successful when supporting commercial entities, but an uncoordinated public announcement resulted in the convergence of animals from hobby farms. The co-location of these different classifications of animals at fair grounds formed a problem when the commercial producers’ and hobby farmers’ animals were being mixed together and only the commercial animals were eligible for support resources. Unfortunately, provincial support to hobby farms is limited to the eligibilities under ESS incidentals which may be applied to “pets”, but there is no funding specifically allocated to any animals.



## RECOMMENDATIONS

- ↳ Engage the Emergency Management BC and the Ministry of Agriculture to gain clarification on liability & insurance eligibilities and lobby support to extend eligibilities of support to hobby farms.
- ↳ RDBN should evolve and formalize volunteer teams, agreements and service and resource providers engaged in support of the agricultural industry during the 2018 wildfires.

## ESS Response

Emphasis of the feedback regarding ESS focused on the challenges of applying the ESS support model in a mass care situation. In these circumstances, there is a staffing requirement and an extended commitment that is difficult to address when the system relies on volunteers.

The scope of event and impacts on large populations make the delivery of ESS an emotionally charged environment with the potential to result in violence or emotionally traumatic consequences for the volunteer workforce. Further, there is significant burden based on the discretion of volunteers who are expected to assess each evacuee and prioritize what support is needed and either provide or refuse the support based on this needs assessment.

Managing staff wellness was not given priority due to inadequate staffing, expertise, and time. Ensuring a healthy work environment, even in the face of such a crisis, is the right of every worker in BC, especially unpaid volunteers. Focus on the needs and wellness of the volunteers, pre-determine sources of emotional support, and set and enforce a realistic staffing plan. Placing unreasonable burden on volunteers can result in risk of loss of volunteers or unacceptable adverse emotional stress.

Staffing capacity and the training and experience levels of those providing ESS were additional challenges. In many cases, the provincial standard organizational structure, based on the Incident Command System (ICS), was not followed which led to a lack of formalized roles and uncoordinated service delivery and support services. These challenges started at the top, where there was no experienced Reception Centre Manager. Provincial requests for personnel resulted in underqualified support personnel.

In some cases, spontaneous “walk-in” volunteers were engaged and other force multipliers such as firefighter wives and faith-based groups were engaged. Outside of hazard events, planning and program expansion of ESS through individual and agency engagement and training should be a top priority for the RDBN. Coupled with the regional ESS strategy, this is a solid

foundation for expanding to the capacity necessary for the new normal of major hazards and human impacts.

Contract security was not available for the Burns Lake Reception Centre and off-season contacts should be explored with service providers and coordinated through EMBC for regional support to the north while ensuring eligibility for cost recovery. Another recommended human resource for reception centres are First Nations Liaisons, to ensure that First Nations cultural issues are addressed and that there is equity and continuity in service provision. Consistent representation of mental health support is encouraged, but members of the provincial Disaster Psycho-social Support team should come trained in basic ESS and be oriented to local considerations and First Nations cultural issues.

A number of other resource related issues were raised, including the severe lack of commercial accommodation available in the region and this shortage is compounded by the influx of tourists during the summer months. Accommodation shortages are further compounded when commercial accommodation is occupied by the influx of responders and response support personnel. Further, accommodations in Prince George and Vanderhoof were taken up by self-evacuated people who weren't under evacuation order. While no RDBN group lodging was conducted during this fire season due in part to the logistical draw of resources and personnel, group lodging should be considered to house support personnel to free up commercial rooms for evacuees, especially vulnerable populations.

With no accommodations available for evacuees, people under Evacuation Order were forced to travel long distances and up to 5 hours for commercial accommodations. This considerable distance is problematic for vulnerable populations requiring access to support mechanisms and other essential services. Unfortunately, no organized transport beyond personal vehicles were available and the maximum \$30 towards fuel supplied by ESS was insufficient.

Pet care is another concern as needs should be separate from incidentals. This shortcoming causes a burden on local shelters because people can not pay their bills.

There were multiple reception centres opened to support the evacuees. As mentioned previously, there was an inconsistency of services provided in ESS reception centres in different EMBC regions.

There was inconsistent messaging from the Province and resources available to evacuees varied depending on community and Reception Centre. The Province's handling of ESS is inconsistent from one community to another, but more specifically, between EMBC regions.

Unaccompanied minors are a significant issue with a stand and defend culture. Official EMBC policy is to call Ministry of Children and Family Development (MCFD), but when called, MCFD

did not know why they were being called and were unable to assist in any way. Further, family reunification is not possible with multiple reception centres using the current paper registration system and no central database. The forthcoming EMBC ESS Modernization project should solve this issue through electronic registration.

ESS modernization will also address the challenge of the current referral form system being slow and inefficient. The RDBN ESS paperwork was not well organized or kept track of as it was collected. These inefficiencies caused wait times at reception centres to be extremely long for evacuees. The modernization will further provide overall awareness to evacuees and help to identify evacuees that register at multiple reception centres and receive duplicate support, as was the case in several incidences in 2018.

## RECOMMENDATIONS

- ✎ With the roll out of the EMBC ESS modernization project, embrace technical solutions for registrations and referrals.
- ✎ Communicate with EMBC that they need to ensure the Ministry of Children and Family Development understands and follows EMBC's policy in dealing with unaccompanied minors.
- ✎ The Province should enforce its whole of government approach to emergency management and require stakeholder ministries (Ministry of Health, Ministry of Social Development and Poverty Reduction, etc.) to be accountable in crisis.
- ✎ Establish a worker care strategy to include mental and emotional health and personal safety for staff and volunteers.
- ✎ Investigate group lodging for response personnel to reserve limited commercial accommodations for evacuated vulnerable population.
- ✎ Implement daily conference calls between the ESSD and all Reception Centre Managers to provide an opportunity to address issues.

## Recovery

Many aspects of recovery in the RDBN are ongoing a year later and are expected to extend for some time. A key concern is retention of valued suppliers; many in the north are small businesses and, despite their willingness to help, have little capacity to absorb costs and await delayed payment. Unfortunately, in the recent large-scale emergencies, the scope extends through the documentation and financial aspects of emergency management and undesirable delay can result. RDBN records indicate that over 4 months after the order was lifted, some suppliers still had not been reimbursed.

The RDBN maintains that the responsibility of oversight of recovery in a local authority belongs to local government. The RDBN has appointed its own Recovery Manager, yet they have been frustrated at the lack of communication from the provincially appointed Recovery Manager. The provincial appointment of a Recovery Manager should come with the caveat that they are to report under the local government.

With other non-government organizations (NGOs) keen to help, this lack of engagement has extended to other agencies as well. All funding for recovery is consumed by the Red Cross and their assistance is said to be limited to the \$400,000 of donations raised specifically for this wildfire event and that there is no accountability or transparency for what this money is allocated to. Some at the RDBN believe that government funding should have been made available to the local authority to hire their own Recovery Manager to support this effort under their direction.

Finally, many residents in the impacted areas are vulnerable populations who have no insurance and no safety net; many live on unregistered properties. Their eligibility for Disaster Financial Assistance or even Red Cross support are uncertain and clearer guidelines and more flexibility are needed to make these mechanisms available to those who need them most.

## Best Practices and Recommendations

During the review process, Emergency Management & Training Inc. interviewed RDBN staff and stakeholder agencies to determine best practices and recommendations for improvement. Best practices are those processes and procedures identified and implemented and proven to be successful. Many best practices were observed regarding the 2018 wildfire response and only those which were notably innovative, gained significant efficiencies, or pertained to key performance measures are included below.

The recommendations for improvement identified in the report are suggested areas for growth of the RDBN emergency program. Due to limitations in resources, personnel, or funding, some may be adopted as written, others may be adapted to RDBN's capabilities and capacities and yet others may be deemed wholly unattainable.

### Best Practices

- ✓ Early and consistent use of the EOC dedicated email and computer login system to streamline efficiencies.
- ✓ RDBN maps and dating layered information and ensuring maps are visually intuitive are an industry accepted best practice.
- ✓ Highly competent staff with many experienced in emergency management and the use of a team approach with strong leadership were key factors in an effective and efficient response.
- ✓ Development of an electronic tracking system for staff hours and expenditures improved efficiency for the response and recovery claim to the Provincial government.
- ✓ Sourcing and dedicating a crisis communications expert to provide consistent information to the media and public and to monitor and support social media ensured timely and accurate information dissemination.
- ✓ Live streaming public meetings provided an opportunity for residents who are not in the area to receive up-to-date information.
- ✓ The relationship between the RDBN and the Nadina Fire Centre is an example of how local authorities and provincial tactical agencies can effectively coordinate and share vital information during crisis.
- ✓ Established evacuation alert and order processes have been refined based on past experiences and were a noted success.
- ✓ Assisting and streamlining the re-entry permit process with First Nations ensured there was no duplication of effort and provided a consolidated roster of those in the evacuated area.

- ✓ Dedicated staff position to support Agriculture and the RDBN commitment to support and continue to outreach to the agricultural community.
- ✓ The updated Bulkley-Nechako Emergency Livestock Evacuation Plan identifies the functional requirements to support livestock during an emergency, whereby ensuring resiliency of this critical industry.
- ✓ Ministry of Agriculture having a dedicated representative in the EOC helped them to understand and support the issues at the grass roots level.
- ✓ RDBN's commitment to ESS through dedicated staff positions ensures capacity to address the needs of displaced residents.
- ✓ Regional Emergency Support Services Agreement with local authorities within the RDBN boundaries maximizes efficiencies of limited resources over a vast area.
- ✓ Seek commercial lodging such as registered bed and breakfast, consideration to billeting and group lodging where resources are available to keep people in their community and near their support mechanism.

## Recommendations

### RDBN Emergency Program

- ✎ RDBN Protective Services should review the current Emergency Preparedness Plan and revisit the structure to promote the overall RDBN program initiatives in the unique and distinct areas of the jurisdiction.
- ✎ In an effort to multiply manpower and gain efficiencies in available resources, RDBN should continue to seek collaboration opportunities in preparedness, volunteer management, training & exercises and response coordination with neighbouring local governments and First Nations.

### The Plan

- ✎ RDBN seek grants to engage consultants or designate staff to review and update the current hazard, risk & vulnerability assessment to guide a more concise Emergency Preparedness Plan and other aspects of hazard mitigation, preparedness, response and recovery. The response aspects of the plan should function as a set of guidelines supporting an all-hazards approach to strategic emergency management which incorporates the use of visually intuitive tools such as checklists and decision trees.
- ✎ RDBN should consider the development of a comprehensive all-hazards Crisis Communications Plan to ensure that key messages to support public information and drive necessary, potentially life saving actions for the public at risk.
- ✎ RDBN Board should review, endorse and promote staff engagement and compliance with the revised emergency plan including those efforts to ensure staff training, proficiency through exercising and an ongoing commitment to plan maintenance.

## Training and Exercises

- ↳ RDBN should continue to take advantage of any free training opportunities through the province, those offered in adjacent local governments and First Nations, and seek grant opportunities through UBCM and otherwise to fund emergency training opportunities.
- ↳ RDBN should explore additional opportunities to develop and evolve function-specific, concise, in-house training tailored to the intricacies and variables of the RD's emergency management system. Position-specific and process-specific training should be emphasized as part of a comprehensive training and exercise program.
- ↳ RDBN emergency management staff, with Board endorsement, should offer ongoing training culminating its tabletop and/or functional exercises in the weeks preceding commonly recurring seasonal hazards.
- ↳ RDBN should integrate basic emergency management training into employee intake and development and may consider adding emergency roles to employee job descriptions.

## Volunteer Programs

- ↳ Promote and support the evolution and expansion of the Regional ESS strategy.
- ↳ Work with the RCMP and Search & Rescue teams to identify potential roles and responsibilities, reporting structures under the various hazard situations including streamlining evacuations, and extend training and exercise opportunities to the team, as appropriate.
- ↳ Support the efforts of the regional SAR teams transitioning to a digital mapping system to provide real-time updates regarding the evacuation process and to seek opportunities to integrate with other mapping systems.
- ↳ Develop an emergency communications strategy of available amateur, commercial and satellite resources and ensure their availability in the EOC. Engage or support the training of more emergency communications volunteers through the amateur community, from the search & rescue teams or from staff to support amateur radio and other emergency communications platforms.
- ↳ Consider formalizing the Agricultural Volunteer Program under the RDBN Agricultural Coordinator and establish non-emergency engagement so they can be quickly mobilized in emergencies. Determine insurance coverage eligibility for these volunteers from Emergency Management BC, the Ministry of Agriculture, or through the RDBN.
- ↳ Consider outreach strategies for the engagement of organized groups as a force multiplier, either to engage and bolster public safety lifeline teams such as ESS or plan for their engagement when called upon in major emergencies. Extend training opportunities to these groups and prepare "just-in-time" training for use when these groups are engaged in crisis.
- ↳ Anticipate spontaneous volunteerism and develop a strategy for engagement.



## Facility

- ↪ Consider permanently relocating the EOC to another location to avoid disruption to the **Regional District's critical routine business**. The designated facility to have sufficient space for all EOC functions, communications and technology requirements.
- ↪ In the current EOC facility layout, restrict all public access to the second floor of the facility and, where possible, engage security officers under the task number for cost recovery. Alternately or additionally, consider roping off the staircase at the main floor with a "restricted access" sign during emergency operations.
- ↪ Establish business continuity strategies for the temporary relocation of the EOC with consideration to ensuring continuity of critical "routine" business functions.

## EOC Mobilization & Critical Decision Aids

- ↪ RDBN should establish guidelines indicating conditions and circumstances to mobilize the EOC and component functions to predefined activation levels. In all circumstances and when in doubt, the activation level should exceed the response support requirements in order to "go bigger fast" in the event that the situation deteriorates.
- ↪ In advance of emergencies, BC Wildfire Service (BCWS), including Prince George Fire Centre must communicate expectations and clarify roles and authorities and ensure that key personnel in the chain of command understand these agency roles and responsibilities and convey information accordingly.
- ↪ Where possible, recommendations from BCWS requests to implement orders and alerts, including expansion of these authorities must be accompanied by as much information as possible, including a map, hand drawn, if necessary. Other desired information includes affected population estimates, livestock implications, fire conditions (direction, rate of spread), transportation options and impacts and infrastructure at risk.

## Staffing

- ↪ At minimum during significant response, representation is required in all Sections of the EOC command structure, including Management, Information, Operations, Planning, Logistics and Finance. When assigning multiple functions to individuals, it is prudent to keep them in the same section groupings while ensuring representation in all sections.
- ↪ Staffing guidelines should include identification of knowledge, skills and authorities required for leadership positions while ensuring that such positions are filled by RDBN staff and engage incoming personnel from out-of-jurisdiction in support roles.
- ↪ Train as many staff as possible in basic EOC functions, roles and responsibilities to maximize flexibility and with an emphasis on engaging administrative support as scribes.
- ↪ Request additional staff support from Emergency Management BC and develop and maintain a list of trained individuals that are willing to assist RDBN emergency operations in the time of a crisis.



- ↪ RDBN should establish an EOC Worker Care Policy including maximum hours and consecutive days of work, contingencies for staffing and, fair and consistent application for hours paid for all staff. This Policy should further identify mental health resources and circumstances where they are engaged, including support to volunteers directly engaging evacuees in high stress situations.

### Policy Group

- ↪ Develop and test protocols and communications platforms for convening the RDBN Board in person or virtually during emergency events. These protocols should include procedures for succession planning and, as required, delegation of authority.
- ↪ Consider establishing an EOC role(s) for an RDBN Board member(s) in support of the EOC, possibly as a political advocate and including elements of the Liaison Officer (communicate with Provincial entities, utilities, etc.) when conducting advocacy. In prolonged emergencies this role could be rotating and may or may not require a physical presence in the EOC.

### EOC Layout & Operating Elements

- ↪ Exercise potential EOC floorplans for efficiency of process flows.
- ↪ The organizational structure of the EOC must continue to follow the adopted emergency management framework for BC but may be adjusted slightly to better reflect operational variances in practice by the RD. Use vests to formalize roles and authorities.

### EOC Operations

- ↪ When it is necessary multi-tasking representatives in the EOC should be within the same section.
- ↪ The evolution of the Regional ESS Strategy should be set as a priority as it will increase capacity to reduce human impact and it will also have positive repercussions allowing greater flexibility for staff assignments in the EOC.
- ↪ RCMP representation should be a local, senior officer and must have regular and consistent representation wherever possible. Representatives must have sufficient authority to make decisions to commit or re-locate resources in coordination with other EOC elements.
- ↪ Work with the RCMP to identify roles and responsibilities to evacuation notification process.
- ↪ A BC Wildfire representative should be present or immediately available to the RDBN and local authorities in general. If physical representation is not practical, then BC Wildfire Service should consider local authority Liaison Officers under the Regional Wildfire Control Officer (RWCO) to ensure open communications with local authorities to aid in timely, accurate, critical decision making.

## EOC Planning

- ↪ Build a system for electronic documentation retention pre-populated with reference documents and forms and organized based on the EOC structure. Use of SharePoint or a dedicated drive have proven effective in other jurisdictions. Consideration must be given to agency representative access as well as remote access and the potential for use in an alternate EOC which may not have shared IT access.
- ↪ Develop EOC Guidelines to include paper and electronic documentation retention processes, email management, version control, and distribution.
- ↪ A combination of static paper and projected electronic maps are advised. A primary event overview map should be projected and maintained as a key display in the EOC. Paper maps should be reserved or prioritized for operational use and advance planning and, when appropriate, should combine datasets which reduce the need for more printed maps, but caution should be taken to avoid confusing clutter.
- ↪ Move GIS staff to the EOC and consider obtaining a second plotter and/or seek other plotters within the community.
- ↪ Consider basic staff training in plotting maps or use of simplified tools so info can be entered by practitioners and avoiding delay or needing the expertise of a GIS technician.
- ↪ Coordinate the sharing of information seasonally using predetermined GIS file formats and platforms.
- ↪ In significant emergencies and, based on pre-determined conditions and activation levels, formalize the role of Advance Planning to consider the future state of the emergency and operational contingencies.
- ↪ Conduct an analysis of Critical Infrastructure (CI) culminating in a cross-sector ranking of criticality and a protocol for post-disaster assessment and restoration.
- ↪ Documentation processes must be established and strictly adhered to.

## EOC Logistics

- ↪ Formally establish an EOC Logistics Section and assign staff to address facility issues and feeding, human resources, technical support and resource acquisition. Take advantage of Operations units that have traditionally been adequately staffed and re-assign personnel to the Logistics Section to address resource issues.
- ↪ Prior to response seek supplier agreements with security firms and establish access control measures and procedures including restricting public access to the second floor during emergency operations.
- ↪ Consider investing in a telephone-based system for coordinating group reverse conference calling with expanded features to support emergency staff notification and recall.

- ↪ RDBN should consider an audit of technical communications needs and capabilities beyond amateur radio starting with a comprehensive listing of licensed RDBN radio frequencies. Based on this frequency list, develop a cross-departmental user arrangement which dictates priorities and functions for radio use in emergencies.
- ↪ Conduct a technical audit of existing facility capabilities and EOC requirements to include potential telephone expansion for the EOC, including the option of a designated call centre. This assessment should also include wired and wireless options for internet connectivity, data sharing and retention. The audit and any proposed solutions should consider available computers, telephones, and other hardware and their capabilities.

### **EOC Finance**

- ↪ Formally establish an EOC Finance Section with regular, ongoing representation. If co-located with Logistics, there is an opportunity for some provision of support or integration of logistics processes (i.e. resource tracking) and gaining efficiencies despite staffing limitations.
- ↪ Manage financial and claims documentation as it evolves and coordinate the ongoing compilation and submission of the EMBC claim during response, whereby maximizing cost recovery and reducing delay.

### **Public Communications**

- ↪ Develop an RDBN Crisis Communications plan to include pre-scripted general message templates as the basis for hazard specific frequently asked questions.
- ↪ Formally establish the role of Information Officer, ideally someone who is trained in crisis communications and oversees all aspects of information management, including a call centre and designated call-takers.
- ↪ Formally establish a call centre and staff it with non-essential staff or carefully screened volunteers. Ensure that call takers have dedicated phones so as not to interfere with RDBN continuity of operations and ensure a means of leaving recorded messages. Alternately, investigate the potential to outsource the call centre to a contracted company and further investigate cost recovery potential under a provincial task number.
- ↪ Train call takers in emergency management and in dealing with people in emotional distress.
- ↪ Avoid the practice of directing public calls to staff engaged in functional roles in the EOC unless they are operationally relevant. Never use personal or agency assigned cell phones for taking calls from the public.
- ↪ Focus all public information on the RDBN website and streamline all social media activity to directing followers to the website for current and accurate information.

### Agency-to-Agency Communications

- ↪ RDBN should communicate with BCWS in advance of wildfire season to exchange key contacts and verify points of contact. Further clarification of expectations and deliverables should be addressed in this communication.
- ↪ Lobby BC Wildfire Service, possibly with the advocacy of EMBC, to facilitate RDBN participation in BCWS conference calls.
- ↪ RDBN may seek clarification as to the reporting structure of deployed RCMP officers.
- ↪ Consider group lodging for responders, when available. Commercial accommodations are limited for evacuees, specifically for vulnerable populations.
- ↪ RCMP should consider specific training for officers deployed into disaster areas including evacuation notification, and access control.
- ↪ Provide key messaging to the RCMP prior to RCMP deploying into areas under heightened emotional distress.
- ↪ Seek opportunities for joint training and to collaborate with neighbouring First Nations and other neighbouring jurisdictions with an emphasis on maximizing cost recovery according to the *Financial Assistance for Emergency Response and Recovery Costs: A Guide for Local Authorities and First Nations*.
- ↪ When First Nations communities are impacted by the same event as the RDBN the impacted First Nations should be offered representation in the EOC.
- ↪ Explore opportunities to assist First Nations to build capacity to deal with emergencies.
- ↪ RDBN should engage in provincial outreach and seek other opportunities to lobby and engage provincial entities to continue to evolve with changing hazards.
- ↪ In the face of worsening hazards, Emergency Management BC should lobby provincial leadership to mandate Ministry engagement in a whole of government approach

### Evacuation

- ↪ New Provincial Guidelines for post evacuation re-entry were established in 2019 based partially on the 2018 RDBN wildfire experience. RDBN should review and revise the formal policy how and when re-entry permits are issued and integrate best practices from the *Managing Access to Areas Under Evacuation Order for Local Authorities and First Nations: A component to the Evacuation Operational Guidelines (2019)*. These guidelines must be conveyed to those controlling access and strictly and consistently enforced.
- ↪ There is a need for a coordinated, multi-government enhanced public information strategy on the meaning and implications of evacuation authorities and why they are put in place. Targeting the agriculture community and other special interest groups was emphasized.

- ✎ Consider conducting permitting in a different location than from the EOC/RDBN office and, if available outsourcing responsibility to an entity acting under the direction of RDBN. RDBN staff residing in an affected area should not be involved in the permitting system.

### Agriculture

- ✎ Engage the Emergency Management BC and the Ministry of Agriculture to gain clarification on liability & insurance eligibilities and lobby support to extend eligibilities of support to hobby farms.
- ✎ RDBN should evolve and formalize volunteer teams, agreements and service and resource providers engaged in support of the agricultural industry during the 2018 wildfires.

### ESS Response

- ✎ With the role out of the EMBC ESS modernization project, embrace technical solutions for registrations and referrals.
- ✎ Communicate with EMBC that they need to ensure the Ministry of Children and Family Development understands and follows EMBC's policy in dealing with unaccompanied minors.
- ✎ The Province should enforce it's whole of government approach to emergency management and require stakeholder ministries (Ministry of Health, Ministry of Social Development and Poverty Reduction, etc.) to be accountable in crisis.
- ✎ Establish a worker care strategy to include mental and emotional health and personal safety for staff and volunteers.
- ✎ Investigate group lodging for response personnel to reservice limited commercial accommodations for evacuated vulnerable population.
- ✎ Implement daily conference calls between the ESSD and all Reception Centre Mangers to provide an opportunity to address issues.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEMORANDUM**

**TO: Chairperson Thiessen and Board of Directors**

**FROM: Wendy Wainwright, Executive Assistant**

**DATE: September 11, 2019**

**SUBJECT: Committee Meeting Recommendations  
– August 28 and September 5, 2019**

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Following are recommendations from the August 28, 2019 Broadband Committee meeting and September 5, 2019 Committee meetings for the Regional Board's consideration and approval.

**Broadband Committee Meeting – August 28, 2019****Recommendation 1:****Re: Subject Matter Experts and Project Management**

“That the Board approve TANex continue on a month to month basis to provide subject matter expertise and project management under the direction of the Broadband Committee at rates presented as outlined in the January 14, 2019 TANex report.”

**Recommendation 2:****Re: CIRA Speed Test**

“That the Board direct staff to secure the CIRA Speed Test platform at a cost of \$3,000 for one year allocated to the Northern Capital Planning Grant Broadband apportionment.”

**Recommendation 3:****Re: Meeting with Major Internet Providers and Non-Disclosure Agreements**

1 “That the Board direct staff to arrange meetings between the Broadband Committee and the major telecoms as well as the local internet providers, and other interested stakeholders, and that where possible, the meetings to be held in Vancouver are arranged during UBCM 2019 week to minimize travel costs; and

2. Further, that the Board enter into non-disclosure agreements with telecommunications companies when requested.”

**Committee of the Whole – September 5, 2019**

**Recommendation 4:**

**Re: Northern health – Invitation to Meet with Cathy Ulrich, President and Chief Executive Officer and Coleen Nyce, Chair, Northern Health at the 2019 UBCM Convention in Vancouver, B.C.**

“That the Board provide the following discussions to Northern Health for a meeting at the 2019 UBCM Convention in Vancouver, B.C.:

- Stuart Nechako Manor Update
- Fort St. James Hospital Update
- Fort St. James Primary Care Facility Update
- RDBN provide information re: impact to seniors care due to Ministry of Agriculture Regulations re: second dwellings on properties within the Agriculture Land Reserve (ALR).

**Regional Transit Committee Meeting – September 5, 2019**

**Recommendation 5:**

**Re: Fort St. James Intercommunity Transit Feasibility Review**

“That the Board direct staff to work with BC Transit and the RDBN Finance Department in regard to the Fort St. James Intercommunity Transit Feasibility Review.”

**Rural Directors Committee Meeting – September 5, 2019**

**Recommendation 6:**

**Re: Distribution of Northern Capital and Planning Grant**

“That the “Rural” portion of the Northern Capital and Planning Grant be allocated as per Option 2 (½ Fixed and ½ by Population) in the August 19, 2019 staff report.”

**Waste Management Committee Meeting – September 5, 2019**

**Recommendation 7:**

**Re: Extended Producer Responsibility (EPR) Programs - RDBN Transfer Stations**

“That the Board direct staff to investigate new and existing Extended Producer Responsibility (EPR) Programs at RDBN Transfer Stations including a complete cost analysis.”

**Recommendation 8:**

**Re: RDBN Policy Re: Proclamations**

“That the Board direct staff to draft an RDBN Proclamation Policy that identifies that the Board does not support the practice of issuing proclamations.”

**Waste Management Committee Meeting – September 5, 2019 (CONT'D)**

**Recommendation 9:**

**Re: Chair Fisher Meeting Re: Plastic Pelletizer Design while in Attendance at the 2019 UBCM Convention**

“That the Board authorize Chair Fisher’s attendance at a meeting regarding a Plastic Pelletizer while in attendance at the 2019 UBCM Convention September 23-27, 2019 in Vancouver, B.C.”

**Forestry Committee Meeting – September 5, 2019**

**Recommendation 10:**

**Re: Forestry Policy Engagement Sessions**

“That the Board write a letter to Eamon O’Donoghue, Assistant Deputy Minister providing feedback in regard to the inconsistent format and reporting afterwards of the Interior Forest Renewal Engagement Sessions held throughout the region.”

**RECOMMENDATION:**

**(ALL/DIRECTORS/MAJORITY)**

Recommendation 1 through 10 as written





## Regional District of Bulkley-Nechako Memo

**TO:** Chair Thiessen and Board of Directors

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

**DATE:** September 10, 2019

**SUBJECT:** Lakes Landscape-Level Planning Pilot Project Meeting

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### RECOMMENDATION

That the Board authorize attendance of Directors to either of the following Lakes Landscape-Level Planning Pilot Project Meetings:

- Monday, September 30<sup>th</sup> (3:30-4:30 pm), Village of Burns Lake Council Chambers
- Thursday, October 3<sup>rd</sup> (6:00-7:00 pm), Regional District of Bulkley-Nechako Boardroom

### BACKGROUND

As discussed at the September 5<sup>th</sup> Forestry Committee Meeting, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development has extended an invitation to the Board to attend a Lakes Landscape-Level Planning Pilot Project Meeting as part of its commitment following the Northern Conference for Wildfire Resiliency held in Burns Lake in April, 2019. The invitation is attached.

**Cheryl Anderson**

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**Subject:** FW: Discussions about Lakes Landscape-Level Plan Pilot Project

**From:** Cathy Scott-May <[cathy.scott-may@outlook.com](mailto:cathy.scott-may@outlook.com)>

**Sent:** Wednesday, August 28, 2019 10:09 AM

**To:** Curtis Helgesen <[curtis.helgesen@rdbn.bc.ca](mailto:curtis.helgesen@rdbn.bc.ca)>; [edo@burnslake.ca](mailto:edo@burnslake.ca)

**Cc:** Scarth, Andrea FLNR:EX <[Andrea.Scarth@gov.bc.ca](mailto:Andrea.Scarth@gov.bc.ca)>

**Subject:** FW: Discussions about Lakes Landscape-Level Plan Pilot Project

Curtis and Lorie:

I have blocked out Monday, Sept 30<sup>th</sup> from 3:30 PM onwards, including the evening, in case the Village and Regional District choose to have a joint meeting with myself and Andrea Scarth of the Ministry of Forests, Lands and Natural Resource Operations regarding the Lakes Landscape-Level Plan Pilot Project. As local government representatives will be in Vancouver the previous week for UBCM, it was suggested that a Sunday evening meeting may not work because some may spend the weekend at the coast. It was also suggested that having a meeting with local government earlier in the week would be best, hence the proposal for one or more meetings on Monday. If a different date or time is preferred, then please let me know as soon as possible as meetings are being scheduled so availability is getting more restricted.

My understanding is the Regional District will discuss involvement with the pilot project at the Sept 5<sup>th</sup> meeting of the Forestry Committee and Lorie is waiting to get a response from the Mayor regarding the questions I posed (see below – Curtis, the questions may be helpful for the discussions by the Forestry Committee). I will wait to hear from you regarding whether a joint meeting is preferred as well as the date, time and location for the one or two meetings.

Thank you for your assistance in organizing discussions with local government representatives.

Cathy Scott-May  
Project Consultant  
Cell: 250.354.3759

**From:** Cathy Scott-May

**Sent:** August 27, 2019 3:48 PM

**To:** [edo@burnslake.ca](mailto:edo@burnslake.ca)

**Cc:** Scarth, Andrea FLNR:EX <[Andrea.Scarth@gov.bc.ca](mailto:Andrea.Scarth@gov.bc.ca)>

**Subject:** Discussions about Lakes Landscape-Level Plan Pilot Project

Lorie:

Thanks for taking the time to talk with me today. Here is information for your discussion at tonight's Council meeting. Following that meeting, if you could let me know if, how and when people would like to meet, then that would be appreciated.

To create a draft Terms of Reference for the Lakes Landscape-Level Plan Pilot Project by November 2019, we hope to discuss the following:

- a. **The scope for the plan:** What are the key questions that can and need to be explored through the Lakes Landscape-Level Plan Pilot Project?

- i. What questions can we likely answer with reasonable confidence during development of the plan, which will form the foundation for the plan and best practices?
  - ii. What questions will have to be explored during implementation of the plan, which will form the basis for research, monitoring and innovative trials?
  - iii. What will remain uncertain and how can the plan support resilient ecosystems and communities in the face of uncertainty?
- b. **An appropriate niche:** As some of the questions and concerns will need to be addressed through other initiatives, how will the pilot landscape-level plan need to be undertaken so it is part of a comprehensive and coordinated approach to the issues? There are a lot of other initiatives going on.
- c. **The planning process:** What does the Province need to understand to design a planning process that will effectively support the interests and needs of residents, including:
- i. Timelines: balancing the time required for an inclusive process with the need to take action to address risks?
  - ii. Geography: the general planning area is the former Lakes District, but do we need to look at sub-units within that area?
  - iii. Structures: are there existing organizations/ forums that could be used to support plan development and implementation? Do we need to create one or more structures?
  - iv. Principles, processes, protocols for engagement, incorporation of both scientific and Traditional Ecological Knowledge, and decision-making. Can we build on existing agreements that have worked well? What have been the lessons learned that need to be reflected in a Terms of Reference for the Lakes Landscape-Level Plan?
- d. **Next steps** for creating the Terms of Reference for the pilot project
- e. **Other topics of interest** of Local Government

Cathy Scott-May  
Project Consultant  
Cell: 250.354.3759



**Sheryl Worthing**

**CAO**

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#15 3rd Avenue, Burns Lake, BC V0J 1E0

**From:** Scarth, Andrea FLNR:EX <[Andrea.Scarth@gov.bc.ca](mailto:Andrea.Scarth@gov.bc.ca)>

**Sent:** August-26-19 3:34 PM

**To:** Dolores Funk <[mayor@burnslake.ca](mailto:mayor@burnslake.ca)>

**Cc:** Economic Development Officer <[lwatson@burnslake.ca](mailto:lwatson@burnslake.ca)>; Charlie Rensby <[crensby@burnslake.ca](mailto:crensby@burnslake.ca)>

**Subject:** Lakes Landscape-Level Planning Pilot project – an introduction

Dear Mayor Funk,

Attached please find an invitation to collaborate with the Province of BC and other interested organizations in the design of a landscape-level planning process for the Lakes District.

In April 2019 at the Northern Conference for Wildfire Resiliency in Burns Lake, Eamon O'Donoghue (Assistant Deputy Minister) and Ian Meier (Director, BC Wildfire Service) committed the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to a landscape-level planning pilot project. The commitment reflects what the Province of BC heard at the conference – that a fundamental change in resource management is needed to support resilient landscapes and communities.

#### **Scheduling an initial discussion with your organization**

Cathy Scott-May, the consultant hired to support the design of the planning process, will be contacting your organization to discuss your interests and potential involvement. If your organization is interested, then Cathy hopes to schedule a meeting with the appropriate representatives of your organization, ideally during the week of September 30 to October 4<sup>th</sup>.

#### **Introducing consultant Cathy Scott-May**

Cathy has been a consultant for 25+ years and has extensive experience in land use planning and negotiations involving governments, First Nations and industry. She was the project manager for both the Northeast and North Area Cumulative Effects Programs and has recently worked with Tsilhqot'in communities to define an Indigenous framework for cumulative effects and land use planning. She is currently working with the Tsay Keh Dene Nation, governments and industry to scope out pilot projects that will support decision-makers to better incorporate climate change information into decision-making.

If you would like to contact Cathy, then she can be reached at [cathy.scott-may@outlook.com](mailto:cathy.scott-may@outlook.com) or 250.354.3759.

On behalf of the project team, I look forward to working with you on this project.

Sincerely,  
Andrea

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Andrea Scarth  
Senior Project Manager  
Regional Initiatives, Skeena Region  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
Phone: 250-876-8709  
Email: [Andrea.Scarth@gov.bc.ca](mailto:Andrea.Scarth@gov.bc.ca)

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## Regional District of Bulkley-Nechako Memo

**TO:** Chair Thiessen and Board of Directors

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

**DATE:** September 10, 2019

**SUBJECT:** Proposed BC Caribou Recovery – Herd Planning Session

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### RECOMMENDATION

“That staff perform a Doodle Poll to determine the preferred date to schedule the Proposed BC Caribou Recovery – Herd Planning Session. Further, that the Board authorize attendance of Directors to the session to be held at the Regional District of Bulkley-Nechako Office on the preferred date.”

### BACKGROUND

In January, 2019 Sean Mitchell and Raylene Otto, Land & Resource Specialists, BC Caribou Recovery Team presented to the Board regarding Caribou Recovery. The Board requested that local government continue to be included in the engagement process. A further presentation by Geoff Recknell, Regional Executive Director, Skeena and Heather Wiebe, NxNW Caribou Recovery Team Lead, Omineca Region, Ministry of Forests, Lands, Natural Resource Operations and Rural Development to the Board took place in June, 2019.

As part of the engagement process, Mr. Mitchell has requested a 4-6 hour session with the Board to present the latest science on the Tweedmuir-Entiako herd, tools available, and discuss recovery actions. As the session is lengthy, a separate meeting day of either Thursday, October 17<sup>th</sup> or Thursday October 31<sup>st</sup> is being proposed.

Additional background information as well as a pre-engagement package are attached.

**Cheryl Anderson**

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**From:** Mitchell, Sean FLNR:EX <Sean.Mitchell@gov.bc.ca>  
**Sent:** September 4, 2019 4:38 PM  
**To:** Cheryl Anderson  
**Subject:** RE: BC Caribou Recovery - Herd Planning with the Regional District  
**Attachments:** pre-engagement-package-final.pdf

Hi Cheryl,

I have attached a pre-engagement package with a program and herd planning description. The goal of the session would be to present you the latest science on the Tweedsmuir-Entiako herd, discuss the tools we have available and we would be looking for your recommendation on recovery actions.

Once we have a date for the Regional District session, we would be booking sessions with Guide Outfitters/Trappers, Motorized and Non-Motorized Recreation groups, ENGOS and Sportsmen Groups in your area. These will be for invited guests only. We will also be offering a webinar session for anyone who cannot attend one of the sessions. The general public will be able to provide feedback thru an online system.

The session with the Regional District can be attended by whoever you would like to be there but it is not designed as a public session, as there will be other opportunities for the public to engage. The Regional District session is for recommendations from the local government. I presented to the board about this previously.

We are currently booked the first week of October now.

Thanks,  
Sean

**From:** Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>  
**Sent:** September 4, 2019 4:28 PM  
**To:** Mitchell, Sean FLNR:EX <Sean.Mitchell@gov.bc.ca>  
**Subject:** RE: BC Caribou Recovery - Herd Planning with the Regional District

Hi Sean,

Can you provide me with some additional information in regard to your request?

What would the discussion points for the session be?

Will you be doing community meetings that are open to the public and to stakeholders?

Thank you.

Cheryl Anderson  
Manager of Administrative Services  
Regional District of Bulkley-Nechako  
Phone: (250) 692-3195  
TF: 1-800-320-3339  
Fax: (250) 692-3305

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**From:** Mitchell, Sean FLNR:EX <[Sean.Mitchell@gov.bc.ca](mailto:Sean.Mitchell@gov.bc.ca)>  
**Sent:** August 27, 2019 1:40 PM  
**To:** Cheryl Anderson <[cheryl.anderson@rdbn.bc.ca](mailto:cheryl.anderson@rdbn.bc.ca)>  
**Subject:** BC Caribou Recovery - Herd Planning with the Regional District

Hi Cheryl,

I am looking to book a herd planning session with your board in the coming months. We have previously presented about this. It takes about 4 – 6 hours to go thru and there is some pre-reading materials for those who are interested.

I am just putting together a rough schedule. Would it be possible to do something like this either the last two weeks of September or the last two weeks of October?

Let me know when you think we would be able to put this on.

Many thanks,  
Sean



**Sean Mitchell**

Land & Resource Specialist | BC Caribou Recovery Team  
Ministry of Forests, Lands, Natural Resource Operations & Rural Development  
Phone: 250 847-7689 | e-mail: [sean.mitchell@gov.bc.ca](mailto:sean.mitchell@gov.bc.ca)





# **BC Caribou Recovery Program**

## **Herd Planning Engagement**

### **Pre-Engagement Package**

#### **Contents**

- Introduction Letter
- Provincial Caribou Recovery Program Overview
- Engagement Brief
- Caribou Recovery Management Actions
- Herd Plan/Status Report

## Caribou Herd Planning Engagement Preparation

The Province of British Columbia is embarking on a herd planning process. Your participation is appreciated.

**Purpose:**

Identify management or recovery actions reflective of local knowledge and the needs of all British Columbians.

### Engagement Objectives

1. Provide information about the Caribou Recovery Program.
2. Inform you of the tools for caribou recovery and how they work.
3. Provide information collected by the Province on the herd/herds of concern.
4. Ensure recommendations include local knowledge of caribou and the area.
5. Discuss your recommendations on/or concerns for which tools to be used for each herd.

This package is provided to you as reference to for the upcoming herd planning engagement session.

**Included in this package:**

- Provincial Caribou Recovery Program Overview
- Engagement Brief – describing how your involvement will result in the caribou recovery decision
- Management Actions – describing what tools we have and how we would use them
- Herd Plan/Status Report – All current known information on the herd
- Herd Map.

When we meet, we will give you an opportunity to share your local knowledge and science. Options will be available to incorporate input into public herd plans or to protect confidentiality of sensitive information. Either way, your input will be included in the engagement informed decision-making process.

We again thank you for your participation in this process. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Sean Mitchell  
Land and Resource Specialist  
Ministry of Forest, Land Natural Resource Operation & Rural Development  
[sean.mitchell@gov.bc.ca](mailto:sean.mitchell@gov.bc.ca)  
250 847 7689

## BC Caribou Recovery Program Overview

British Columbia is home to the woodland caribou, *Rangifer tarandus* caribou. The herds found in its mountainous mature forests are an important part of the natural food chain and the rich biodiversity of the province. Unfortunately, due to significant changes within the caribou's preferred habitat over the last century, their population has declined from 40,000 to about 15,000, provincewide.

The Government of British Columbia is committed to a long-term, comprehensive, and science-based approach to caribou recovery; including, but not limited to western science and Indigenous traditional knowledge. Through modernizing changes to regulations, leadership, data management and accessibility, the Province hopes to deepen our understanding of the woodland caribou and our effects on herds.

With an extensive history of caribou monitoring and management, the government is a leader in conducting caribou research and developing innovative management activities. With an investment of \$47 million, British Columbia is dedicated to ensuring caribou remain on the landscape now and for future generations.

**The Provincial Caribou Recovery Program's fundamental purpose is to develop, implement, and monitor new management actions and provincial strategies to ensure we are meeting or exceeding provincial and federal population and habitat objectives. The Province also recognizes the need to balance social and economic needs of all British Columbians. This includes a commitment to protecting Indigenous rights and interests while maintaining B.C.'s robust and diverse natural resource sector.**

### Program Goals

- Reverse the decline of woodland caribou where it is feasible to do so;
- Achieve a stable to increasing population of identified woodland caribou herds;
- Align science and recovery approaches with Canada and Indigenous governments where appropriate;
- Demonstrate reasonable efforts to meet the Species at Risk Act caribou recovery strategy;
- Provide increased certainty for the natural resource sector in B.C.;
- Ensure resources are efficiently allocated, coordinated and prioritized to those actions and activities that achieve demonstrable caribou recovery objectives; and,
- Ensure caribou management actions are open, transparent and reported on regularly.

## Engagement Brief

This engagement process has been developed to hear from all citizens of British Columbia. The Province has completed a prior engagement process on the Caribou Recovery Program Plan, and engagement on draft Bilateral Conservation Agreement and Partnership Agreement. Comments received have been used to develop this engagement process.

Our engagement process provides opportunity for discussions with small and large groups.

### Phase One: Small Tables

Phase one involves meeting with Indigenous Groups, Local Government, Industry and Stakeholders separately to understand the issue from their point of view. At the end of each session, a What We Heard Document will be developed.

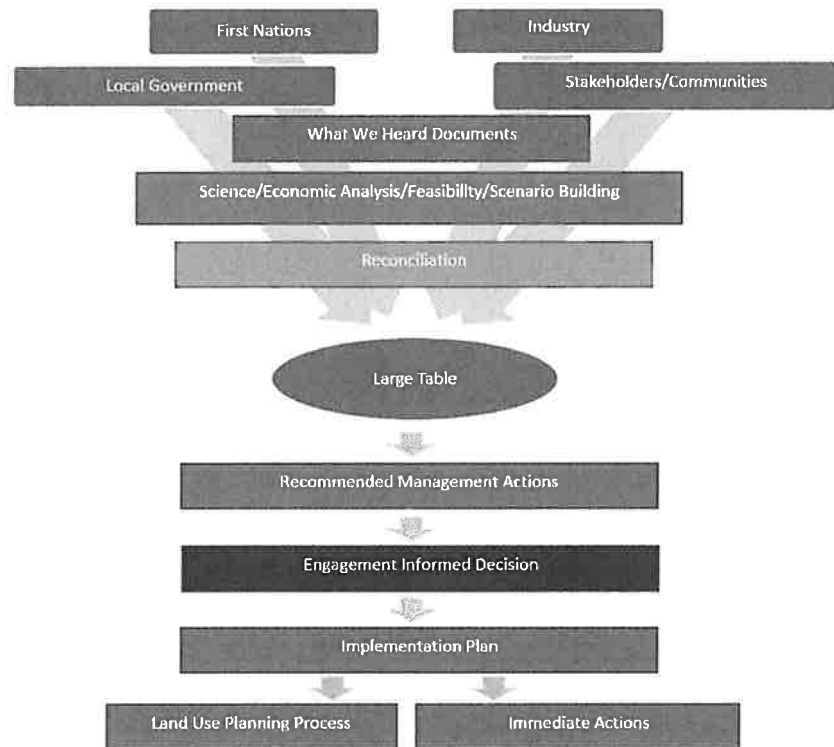
We will then develop scenarios using the recommended actions and, when needed, a socio-economic impact assessment for use at the second phase of herd planning engagement: Large Table.

These reports, assessments and scenarios will be shared with Indigenous Groups. Comments will be requested and assembled into a reconciliation report which will form part of the engagement informed decision.

### Phase Two: Large Tables

During phase two we will invite one representative from each of the small tables to attend subsequent meetings. We anticipate this phase will take place November 2019 in Prince George.

A facilitated discussion will bring the group together and discuss tools recommended for caribou recovery. The results of engagement, likelihood of success, scenarios built using the results, and socio-economic impacts will be analyzed and reviewed.



### Engagement Informed Decision Making

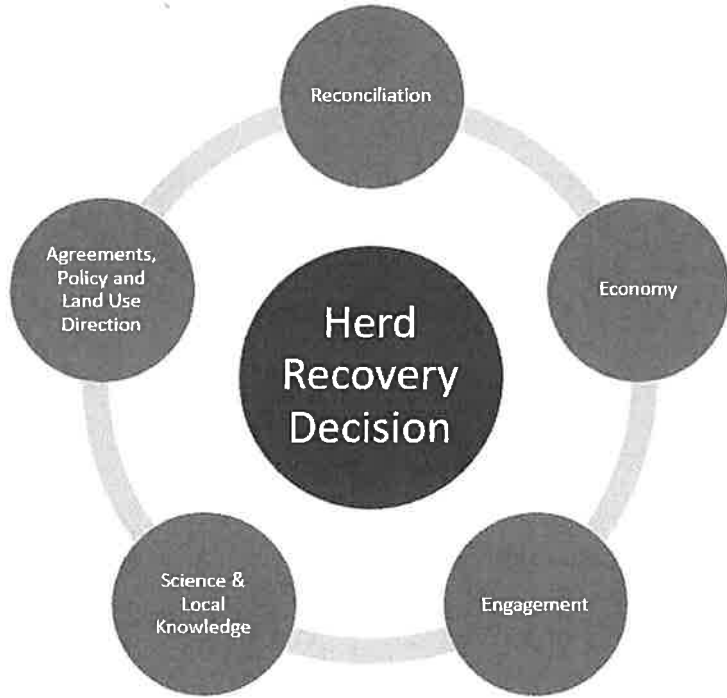
Many factors will be considered prior to making decisions and implementation of management actions for each herd...

A recommendation package for decision will be a final product and will include: results of engagement, science, economics, reconciliation, and existing policy/agreements.

### Engagement Process Timeline

Phase One Engagement – June 2019 – November 2019

Phase Two Engagement – November 2019 – March 2020



## Caribou Recovery Management Actions

### A Classic Caribou Story

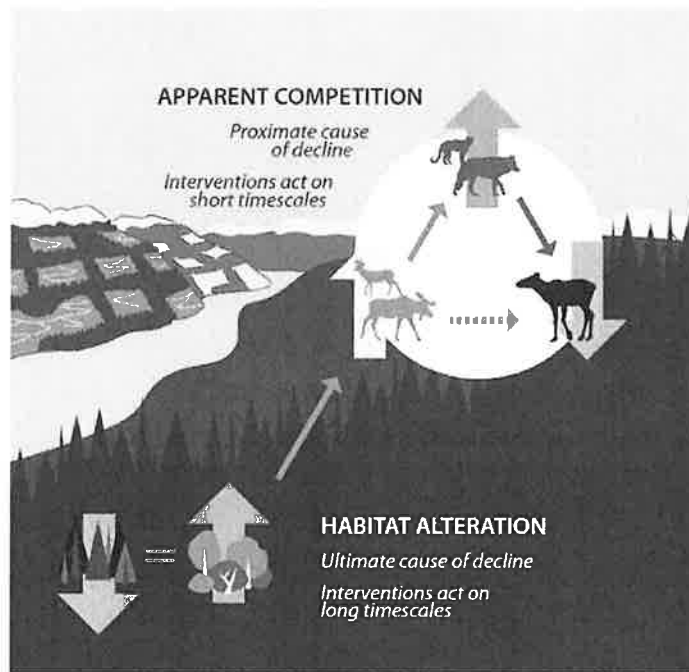
Habitat alteration is a core driver of caribou population decline. When forests are disturbed, through industrial activity or natural causes like wildfire, the regenerating vegetation is initially dominated by shrubs, which are prime food for moose and white-tailed deer. Those increases in moose and deer support an unusually high number of predators, which in turn place an unduly high predation pressure on caribou. Compared to other ungulate species like deer and moose, caribou also have a slow population growth rate (caribou can only have one young per year). As a result, caribou populations are more dramatically impacted by increased predation.

Studies to date have focused on two related approaches to recovering caribou.

The first involves protecting and restoring habitat. The second involves population management, which means directly managing populations of caribou, their predators, and competing ungulates.

While habitat recovery and restoration are essential for the long-term recovery of caribou, this recovery happens gradually over long time-scales. Population management is therefore a necessary short-term measure to increase woodland caribou populations while habitat is re-established. As caribou habitat recovers, the need for population management is expected to diminish over time.

Population management treatments – including wolf reduction, maternity penning and moose reduction – have been shown to reverse population declines where treatments are intensely applied; half measures are generally ineffective. Research indicates that it is most beneficial to combine multiple complementary interventions in caribou herd recovery.



## Caribou Recovery Management Actions

| ACTION                       | DESCRIPTION   | ANTICIPATED OUTCOMES  | EXAMPLES   | CONSIDERATIONS   |
|------------------------------|---|---|--|--|
| <b>Habitat Protection</b>    | Habitat protection involves legislation or conservation designations that limit human activities on a land base for the purpose of species or ecosystem conservation. Definitions of caribou habitat protection vary by habitat type. For high elevation habitat, protection is defined as complete prevention of industrial activity or habitat disturbance. For low elevation habitat, protection is defined as a level of disturbance below an identified threshold. The Federal Recovery Strategy defines this threshold as 65% for low elevation core habitat. | <ul style="list-style-type: none"> <li>• Reduced disturbance to caribou reduction in caribou predation</li> <li>• Reduced land availability for other uses</li> </ul>   | <ul style="list-style-type: none"> <li>• Ungulate Winter Range</li> <li>• Wildlife Management Areas</li> </ul>   | <ul style="list-style-type: none"> <li>• There are a variety of regulatory measures in British Columbia that may include provisions for the protection of caribou habitat on crown land. These range from providing full protection to providing guidance or notification on values to decision makers.</li> </ul>   |
| <b>Habitat Restoration</b>   | There are two types of habitat restoration: Ecological and Functional. Ecological restoration is the regeneration (or regrowth) of a disturbed ecosystem to its pre-disturbed state. It involves tree replanting and ensuring the availability of caribou forage. Functional restoration reduces the use of linear features such as roads and trails. The intent is to reduce the efficiency of predator movement and maintain spatial separation between caribou and its predators.  | <ul style="list-style-type: none"> <li>• Reduce availability of moose forage</li> <li>• Reduction in predation</li> <li>• Ecological restoration should lead to fewer wolves preying on caribou (fewer moose) and functional should have less access to caribou</li> <li>• Fewer moose and deer on the landscape</li> </ul> | <ul style="list-style-type: none"> <li>• Lichen seeding</li> <li>• Restoring roads (downing trees)</li> <li>• Silvicultural practices that promote conifer growth and reduce shrubs</li> </ul> | <ul style="list-style-type: none"> <li>• Habitat restoration is more beneficial if applied with ecological protection measures.</li> <li>• Functional restoration is a technique that can have short term benefits where roads are a primary concern, but has moderate effects on revegetation in the long-term.</li> <li>• Combining ecological and functional restoration may be most effective in terms of caribou habitat management.</li> </ul> |
| <b>Recreation Management</b> | Recreation management involves reducing disturbance from recreational activities by controlling or limiting access to sensitive caribou   | <ul style="list-style-type: none"> <li>• Reduction in disturbance of caribou by motorized</li> </ul>  | <ul style="list-style-type: none"> <li>• Motorized vehicle closure</li> </ul>  | <ul style="list-style-type: none"> <li>• This management action requires resources to inform, and to monitor and enforce compliance.</li> </ul>  |

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|                                   |   |  |   |   |
|-----------------------------------|---|--|---|---|
|                                   | <p>habitat in the backcountry. Backcountry recreation has the potential to adversely effect caribou populations through (1) direct disturbance and increased metabolic requirements; (2) displacement of caribou from their preferred habitats; and (3) increased predation (by providing wolves with greater access to caribou). Recreation management options include access restrictions, education and outreach, and recreation monitoring.</p>   | <p>vehicles in critical habitat areas.</p> <ul style="list-style-type: none"> <li>• Reduction in caribou predation.</li> <li>• Establishment of new trails and recreational areas to accommodate stakeholder groups.</li> <li>• Requirement of resources for information sharing, enforcement and monitoring of compliance.</li> </ul> | <ul style="list-style-type: none"> <li>• Heli-skiing restrictions</li> </ul>  | <ul style="list-style-type: none"> <li>• Should prompt consideration for relocation of recreation trails and activities to areas outside of critical caribou habitat.</li> </ul>  |
| <p><b>Predator Management</b></p> | <p>Predator management is the controlled reduction of species that are known predators of the species at risk.</p> <p>Predator management for caribou recovery has typically focused on wolves as they are widely demonstrated to be a major predator of caribou calves and adults, and wolf populations are believed to be unnaturally large as a result of anthropogenic landscape-change. Additionally, wolf populations are very resilient and are known to recover quickly after wolf control programs are terminated.</p> | <ul style="list-style-type: none"> <li>• Caribou population growth.</li> <li>• Reduction in caribou predation.</li> </ul>  | <ul style="list-style-type: none"> <li>• Ongoing wolf control in the Central Mountain Caribou region of B.C.</li> </ul> | <ul style="list-style-type: none"> <li>• Recommended use in conjunction with primary prey management (otherwise predator management could lead to increased moose numbers, thereby attracting more wolves from other regions).</li> <li>• To increase benefits of predator management, can apply maternal penning in initial stages.</li> <li>• If predator control ceases, populations could rebound exponentially due to increased primary prey.</li> </ul> |



|                                |   |   |   |   |
|--------------------------------|---|---|---|---|
| <b>Primary Prey Management</b> | Primary prey management is the controlled reduction of species that sustain the predator of concern. Wolves are a major predator of caribou, and other ungulate species (especially moose) are the primary prey of wolves. Controlling deer and moose numbers in this case would be considered primary prey management.   | <ul style="list-style-type: none"> <li>• Reduction of predator populations.</li> <li>• Reduction of caribou predation.</li> </ul>   | <ul style="list-style-type: none"> <li>• Revelstoke</li> </ul>  | <ul style="list-style-type: none"> <li>• Recommended use in conjunction with predator management.</li> <li>• Ineffective unless primary prey severely reduced.</li> </ul>   |
| <b>Maternal Penning</b>        | Maternal penning involves capturing pregnant adult females in late winter and transporting them to a pen where they are protected from predators until after the neo-natal period (3-4 months). The caribou are fed a combination of natural foods and pelleted-rations which may have the additional benefit of improving nutrition and growth of the young calves. The cows and calves are released back to the wild in July. | <ul style="list-style-type: none"> <li>• Caribou population growth.</li> <li>• Reduction in caribou predation.</li> <li>• Adult caribou are subject to risks through capture and captivity.</li> <li>• Caribou calves are released to the wild as naive animals.</li> </ul> | <ul style="list-style-type: none"> <li>• British Columbia has an active maternal penning projects located at Klinse-Za in the Northeast.</li> </ul> | <ul style="list-style-type: none"> <li>• Recommended use in conjunction with habitat protection, restoration and predator control (to increase the probability of survival upon release from the enclosure).</li> <li>• Maternal penning will have a significant population benefit only if a very large proportion (50% or more) of the adult females in the herd can be placed in the pen.</li> </ul> |



## Regional District of Bulkley-Nechako Memo

**TO:** Chair Thiessen and Board of Directors

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

**DATE:** September 19, 2019

**SUBJECT:** BC Rural Conference – October 7-8, 2019, Kelowna, B.C.

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### RECOMMENDATION

That the Board consider:

“That Chair Thiessen be authorized to attend the BC Rural Conference October 7-8, 2019 in Kelowna, B.C.”

### BACKGROUND

Attached is the invitation to the B.C. Rural Conference taking place October 7-8, 2019 in Kelowna, B.C.

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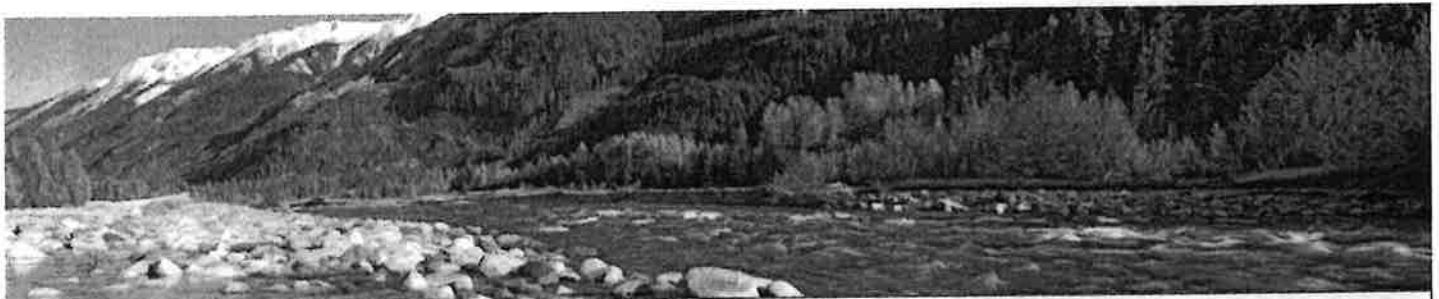


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# Keeping It Rural Conference Coming in October!

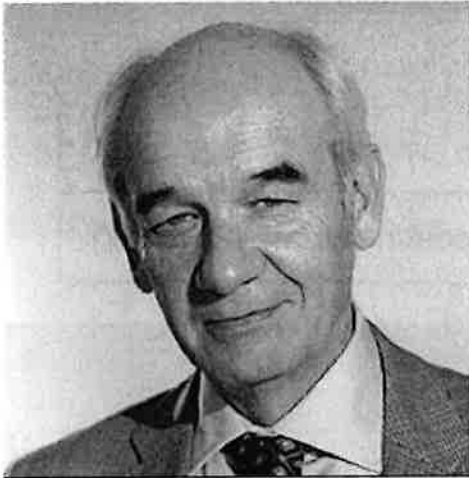
 SEPTEMBER 9, 2019 (<https://www.bcruralcentre.org/2019/09/09/keeping-it-rural-conference-coming-in-october/>)  RANDY MORSE (<https://www.bcruralcentre.org/author/randy/>)

Struggling to attract and retain young people to and in your rural community? Wondering how to convince doctors to stay and practice in your town or region? Do you wish your hometown had the capital to support exciting startups and support local businesses wishing to expand? Then do we have the conference for you — *Keeping It Rural*, the 2019 edition!

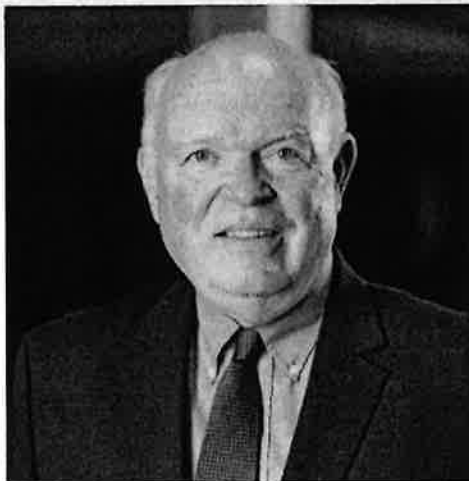
Please join us **October 7 & 8** in Kelowna, at the Four Points by Sheraton Kelowna Airport Hotel (<http://www.FourPointsKelownaAirport.com/>) for two days of inspiring presentations and workshops on rural community development, featuring outstanding presenters from across North America.

*The Conference will run from 8:30 AM Monday, October 7th to 4:30 PM Tuesday, October 8th*

## Keynote Speakers include:



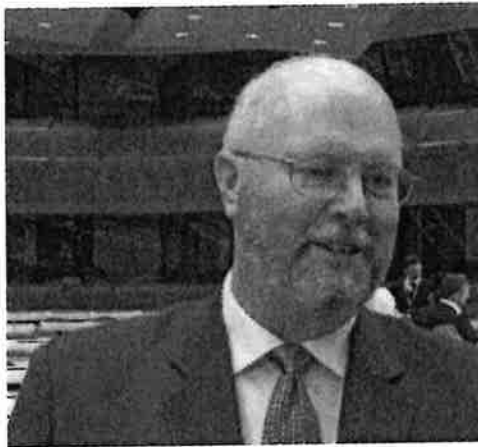
**Rankin MacSween** (Nova Scotia) Back by popular demand! Rankin gave an amazingly inspirational keynote speech at our 2015 conference, one that people still talk about. For over three decades, he has led Canada's oldest – and most successful – community development corporation, New Dawn Enterprises, (<http://www.newdawn.ca/>) on Cape Breton Island.



**Milan Wall** (Nebraska) Milan is the founder and Co-Director of the Heartland Center for Leadership Development (<https://heartlandcenter.info/>), with over 40 years of experience working with rural communities across the United States and Canada. He is co-author of a number of publications on leadership and community development, including *The Entrepreneurial Community: A Strategic Leadership Approach to Community Survival*, and *Clues to Rural Community Survival*. On the second day of the conference Milan will lead a workshop on the *20 Clues to Rural Community Survival*.

**Blanca Surgeon** (New Mexico) Blanca is the Building Rural Communities Training Coordinator with the Rural Community Assistance Corporation (<https://www.rcac.org/>) (RCAC). With the RCAC since 1995, Blanca has worked with rural communities and Native American Nations across the western U.S. on rural community leadership and economic development. On the second day of the conference, Blanca will lead a workshop on the highly successful *WealthWorks* (<https://www.wealthworks.org/basics/wealthworks-your-region-introduction>) program that has been used extensively in rural communities in the U.S.

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**Mark Drabenstott** (Kansas) Mark has over 35 years of experience in rural and regional development including 4 years as Chair of the OECD Regional Development Policy Committee (<http://www.oecd.org/cfe/regional-policy/regionaldevelopment.htm>) and 25 years as the Vice-President of the Center for the Study of Rural America at the Federal Reserve Bank of Kansas.

There will also be lively, informative presentations on topics that include *Attracting Youth to Rural Communities*, *Attraction & Retention of Rural Physicians*, and *Rural Community Investment Cooperatives*.

For a more comprehensive look at our *Keeping It Rural 2019* speakers, **click here** (<https://www.bcruralcentre.org/conferences/keeping-it-rural-2019/>).

## To Register

<https://www.civicinfo.bc.ca/event/2019/Keeping-It-Rural> (<https://www.civicinfo.bc.ca/event/2019/Keeping-It-Rural>)

Be sure to check our *Keeping It Rural 2019* page (<https://www.bcruralcentre.org/conferences/keeping-it-rural-2019/>) regularly for updates.



| <b>Monday October 7th</b>  |   |
|----------------------------|---|
| 8:30 – 9:00 AM             | <b>Conference Opening &amp; Welcome</b>   |
| 9:00 – 9:45 AM             | <b>Top 10 Ways to Grow Your Rural Region</b> Mark Drabensstott will summarize what he believes are some of the most critical elements for successful rural development.   |
| 9:45 – 10:15 AM            | <b>Rural Health Care</b> Dr. David Snadden  |
| 10:15 – 10:30 AM           | <b>Refreshment Break</b>  |
| 10:30 – 11:15 AM           | <b>First Nations &amp; Rural Community Partnerships</b>   |
| 11:15 – Noon               | <b>The Forest Sector &amp; Rural Community Development</b>  |
| Noon – 1 PM                | <b>Buffet Lunch</b>   |
| 1 to 2 PM                  | <b>Small Places – Big Successes: Rural Towns Revitalizing Themselves</b><br>Milan Wall and Blanca Surgeon will describe some of the innovative ways small rural communities around the U.S are working towards rural revitalization.  |
| 2 to 3:15 PM               | <b>Attracting Youth to Rural Communities</b> - A panel discussion on how can rural communities can better attract young people and families. This presentation will also highlight the process and outcomes of Kaslo's highly successful <i>Escape the City</i> social media youth attraction contest.  |
| 3:15 – 3:30 PM             | <b>Refreshment Break</b>  |
| 3:30 – 5:00 PM             | <b>Rural Issues Roundtable Discussions</b><br>An opportunity for conference participants to discuss specific rural issues with other conference attendees. Like speed dating - participants will have the opportunity to choose and participate in 3 to 4 discussion tables on different rural topics.  |
| 5 – 6 PM                   | <b>No Host Bar &amp; Networking</b>   |
| 6 - 8 PM                   | <b>Dinner &amp; Keynote Address</b> – Rankin MacSween, CEO of New Dawn Enterprises  |
| <b>Tuesday October 8th</b> |   |
| 8 AM – 11:30               | <b>The 20 Clues to Rural Community Survival Workshop</b> – Milan Wall The "20 Clues to Rural Community Survival" is one of the Heartland Center's most popular and effective training tools. The list of vital characteristics provides an "ideal" benchmark against which people can measure their own community. It moves people naturally from theory, to strategy, to action. |
| 11:30 – 12:30 PM           | <b>Buffet Lunch</b>   |
| 12:30 – 4 PM               | <b>The WealthWorks Program Workshop</b> – Blanca Surgeon<br>WealthWorks is a proven approach to rural economic development that brings together and connects rural community assets to meet market demand. In this workshop, Blanca will describe the WealthWorks process and provide examples of its implementation in small rural communities throughout the northwest U.S.     |
| 4 – 4:30 PM                | <b>Conference Closing Remarks</b>   |

Keeping it Rural 2019 Conference Kelowna, BC October 2019

(<https://www.bcruralcentre.org/wp-content/uploads/2019/09/Keeping-it-Rural-2019-Conference-Agenda.pdf>)

KEEPING IT REAL CONFERENCE ([HTTPS://WWW.BCRURALCENTRE.ORG/CATEGORY/KEEPING-IT-REAL-CONFERENCE/](https://www.bcruralcentre.org/category/keeping-it-real-conference/)), NEWS ([HTTPS://WWW.BCRURALCENTRE.ORG/CATEGORY/NEWS/](https://www.bcruralcentre.org/category/news/)) BLANCA SURGEON ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/BLANCA-SURGEON/](https://www.bcruralcentre.org/tag/blanca-surgeon/)), CONFERENCE ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/CONFERENCE/](https://www.bcruralcentre.org/tag/conference/)), KEEPING IT RURAL 2019 ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/KEEPING-IT-RURAL-2019/](https://www.bcruralcentre.org/tag/keeping-it-rural-2019/)), KELOWNA ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/KELOWNA/](https://www.bcruralcentre.org/tag/kelowna/)), MARK DRABENSTOTT ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/MARK-DRABENSTOTT/](https://www.bcruralcentre.org/tag/mark-drabensstott/)), MILAN WALL ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/MILAN-WALL/](https://www.bcruralcentre.org/tag/milan-wall/)), RANKIN MACSWEEN ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/RANKIN-MACSWEEN/](https://www.bcruralcentre.org/tag/rankin-macsween/)), RURAL ADVOCACY ([HTTPS://WWW.BCRURALCENTRE.ORG/TAG/RURAL-ADVOCACY/](https://www.bcruralcentre.org/tag/rural-advocacy/)), RURAL DEVELOPMENT



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◀ Workforce & Resident Attraction Strategies Webinar

(<https://www.bcruralcentre.org/2019/09/06/workforce-resident-attraction/>)

Social Enterprise & Community Development ▶ (<https://www.bcruralcentre.org/2019/09/09/social-enterprise-community-development/>)

## Rural Success Stories



Indigenous Tourism in BC — Welcoming Visitors, Preserving Culture, Growing Businesses

(<https://www.bcruralcentre.org/2019/06/17/indigenous-tourism-in-bc/>) June 17, 2019 - From the arid climate of Osoyoos in the south central part of British Columbia,...

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## Featured Video

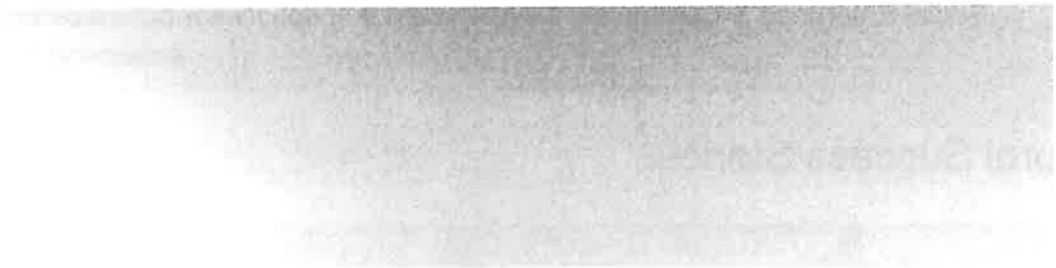
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Aboriginal Business Success Stories (<https://www.bcruralcentre.org/2019/06/13/aboriginal-business-success/>) June 13, 2019 - From the desert vineyards of Southern British Columbia, to the frozen tundra high above the...

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## Featured Report



Tla'amin Nation & Powell River: Government to Government Collaboration on BC's Sunshine Coast (<https://www.bcruralcentre.org/2019/06/18/tlaamin-nation-powell-river/>) June 18, 2019 - The coastal town of Powell River shares several similarities with...

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## Regional District of Bulkley-Nechako Board Agenda

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** September 19, 2019  
**Subject:** Regional Parks and Trails

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### Overview:

The Regional District is currently reviewing options for the creation of a program to manage parks and trails within the Regional District. As part of this creation process, the Board as a first step must by bylaw establish a service. By starting the process now, we will be in a position to have the bylaw adopted by the end of 2019 if desired by the Board.

### Discussion:

The announcement of the Northern Capital and Planning Grant and the deadline to dedicate this funding to different established services by the end of December has expedited the need to adopt a Parks and Trails establishment bylaw.

Currently the scope and size of any possible regional parks service is unknown and may not be distributed evenly through the Regional District's electoral areas. Therefore, any bylaw must be flexible enough to appropriately requisition funds from those Electoral Areas based on the costs of managing each Electoral Area's parks or trails.

The bylaw presented provides such flexibility. Tax is only requisitioned from Electoral Areas that have an established park or trail within that Electoral Area. Further, only the actual costs for creating, managing and marketing that park or trail are requisitioned from each Electoral Area. For example, a board established park in Electoral Area A will have all the costs associated for that park requisitioned from Electoral Area A (and no tax be requisitioned from any of the other Electoral Areas).

Any tax collected will be based on improvements only. For example, unimproved land, pastures, farm fields and forest lands will not be taxed.

No parks, trails or other recreation services would be formally provided to the public until decisions regarding the nature of the service are made in conjunction with the budgeting process and hiring decisions. This review by the Board is expected to occur sometime after the completion of the *Parks and Recreation Service Delivery Study* in early 2020.



Currently municipalities are not a contributor to this proposed service. Ideally, a fully functioning Parks Service will require funding from the core users of the service, and this would include municipal residents. In the future, after reviewing the recommendations from the upcoming commissioned parks and trails report, the directors may consider including the municipalities as participants in this service at a future time.

Approval of this bylaw will allow the Electoral Area directors to contribute (by the end of 2019) part of the Northern Capital and Planning Grant to this service to create future parks and trails.

Recommendation:

(All/Directors/Majority)

That Bylaw 1881, the "Regional District of Bulkley-Nechako Electoral Areas' Parks and Trails Establishment Bylaw" found later in the agenda be given three readings.



## Regional District of Bulkley-Nechako Memo Board Agenda – September 19, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** September 6, 2019  
**Re:** Insurance Service Provider Agreement for Burns Lake Museum

---

The Municipal Insurance Association (MIA) provides associate membership for \$250 to organizations that are “associated” with a local government. The Lakes District Museum Society has requested to become an associate member.

The Regional District provides a significant portion of the operating and capital funding for the Burns Lake Museum through the Lakes District Arts and Culture Service and therefore the Society is eligible for associate membership.

Other associate members for the Regional District are the Bulkley Valley Aquatic Centre Management Society, Fort Fraser Volunteer Fire Department, Southside Volunteer Fire Department, Topley Fire Protection Society, and the Burns Lake Public Library Association.

Societies providing services to local government often find it difficult or very costly to find liability insurance in performing their public services. Allowing the society to become an associate member has some risk to the Regional District. The deductible is \$50,000 and the Regional District is responsible for all liability up to this amount. This risk is mitigated by utilizing MIA legal experts that specialize in public service liability issues. Any significant liability costs to settle a claim is recovered from the associated local service.

There have been no claims from associate members to date.

Recommendation:

(All/Directors/Majority)

“That the Board of Directors approve the Service Provider Agreement between: The Regional District of Bulkley-Nechako and The Lakes District Museum Society effective October 1, 2019.”

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MUNICIPAL INSURANCE ASSOCIATION  
OF BRITISH COLUMBIA

## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 20<sup>th</sup> day of September, 2019 by and in between the Regional District of Bulkley-Nechako (the “Local Government”) and Lakes District Museum Society (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

*The operating of the Lakes District Museum, Archives and associated infrastructure, including heritage sites that the Society has an agreement with either the Village of Burns Lake or the Local Government to manage.*

The term of the Agreement is perpetual commencing the October 1, 2019.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF THE REGIONAL DISTRICT  
BULKLEY-NECHAKO**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ON BEHALF OF LAKES DISTRICT  
MUSEUM SOCIETY**

Name: Cameron Hart / [Signature]

Title: Secretary / DIRECTOR

Signature: [Signature]

Date: Sep 4, 2019



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MUNICIPAL INSURANCE ASSOCIATION  
of British Columbia

Certificate: 0002  
Page 1 of 2

**MEMBERSHIP CERTIFICATE AND  
EVIDENCE OF LIABILITY PROTECTIONS**

This Membership Certificate is issued for the Coverage Period set out below in accordance with the application filed with and accepted by the Association.

**Insured Party:** R.D. of Bulkley-Nechako **Assessment:** \$109,351  
**Group:** C

**Coverage Period:** Jan 01, 2019 to Jan 01, 2020  
Standard Time at the address of the insured party.

**Coverage A:** Bodily Injury, Personal Injury, and/or Property Damage Liability including Non-owned auto. Limit of Liability \$40,000,000 per Occurrence including damages and allocated loss expenses combined.

**Coverage B:** Errors and Omissions Liability. Limit of Liability \$40,000,000 per Occurrence including damages and allocated loss expenses combined. This coverage (B) is afforded on a "claims made" basis.

**Coverage C:** Supplementary Payments: Defence and Other Costs.

**Deductible:** Coverages A, B, or C: \$50,000

**ADDITIONAL INSURED**

Notwithstanding any requirement, term or condition of any agreement, whether oral or in writing, or the requirement of any document, with respect to which this certificate is issued or may pertain, the insurance evidenced by this certificate is subject to all terms and exclusions and conditions of the above noted Coverages.

**ASSOCIATE MEMBERS**

Coverage for the following Associate Members is solely for liability arising out of services provided for, or on behalf of, the subscriber.

|  |   |
|--|---|
| 1) Bulkley Valley Aquatic Centre Management Society : with respect to services provided to or on behalf of the Named Subscriber as outlined in the Operating Agreement. Certificate is in effect until December 31, 2019, subject to renewal.                          | Limit: \$10,000,000<br>From: 2015.01.01<br>To: 2019.12.31 |
| 2) Fort Fraser Volunteer Fire Department : with respect to their firefighting and emergency services provided on behalf of the Named Subscriber. This certificate is in effect until October 31, 2020, subject to renewal.   | Limit: \$5,000,000<br>From: 2015.11.22<br>To: 2020.10.31  |
| 3) Southside Volunteer Fire Department Society : with respect to their firefighting and emergency services provided on behalf of the Named Subscriber. This certificate is in effect until October 31, 2020, subject to renewal.                                       | Limit: \$5,000,000<br>From: 2015.11.22<br>To: 2020.10.31  |
| 4) Topley Fire Protection Society : with respect to the provision of Fire Protection and Road Rescue and Medical First Response services as set out in the Agreement dated January 1, 2016. This certificate is in effect until December 31, 2020, subject to renewal. | Limit: \$5,000,000<br>From: 2016.03.24<br>To: 2020.12.31  |
| 5) Burns Lake Public Library Association : with respect to the operation and maintenance of the Burns Lake Public Library for or on behalf of the Named Subscriber.  | Limit: \$5,000,000<br>From: 2018.06.18<br>To: 2019.12.31  |

**ADDITIONAL INSURED**

Coverage for the following Additional Insureds is solely for the vicarious liability of the Additional Insured arising from damages caused by the Subscriber and does not extend to any direct liability of the Additional Insured.

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## Regional District of Bulkley-Nechako Board Meeting

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** September 19, 2019  
**Subject:** Minor Amendment to the Remuneration and Expense Reimbursement Bylaw

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### Background:

Bylaw 1837 was adopted by the Board on June 21, 2019 and effective January 1, 2019. The purpose of this bylaw was three fold: to update remuneration amounts to mitigate the impact from the loss of the “elected officials” allowance, to update the expenses reimbursement procedures to more closely follow published advice from the Canada Revenue Agency, and to provide the board for expenses associated with elected office (such as the provision of cell phones, internet and computers).

Financial staff have been gathering feedback on the bylaw during its first six months in effect. Staff members, Directors and financial staff have brought forward recommendations for this amendment. The purpose of this amendment is primarily to simplify the per diem claim procedure in advance of September’s UBCM travel.

A consolidated Bylaw 1837 is attached to this memo with the original sections that were replaced provided on the last page of consolidation for your reference.

This bylaw only applies to elected officials and does not apply to the Regional District’s employees. Travel allowances for employees are provided for by policy.

### Discussion:

#### Meal reimbursement and allowances:

Considering the difficulty of preparing, reviewing and paying for travel vouchers where receipts are required has provided an impetus to review a simpler “per diem” reimbursement amount.

The main risk associated with an allowance being deemed taxable (by the *Canada Revenue Agency*) appears to be with not reimbursing the actual meal expenses incurred within the geographic location of the directors’ (or a staff member’s) responsibilities. It then goes on to specify a limited number of exceptions where per diem rates are not taxable (such as when “[directors] are required to attend formal full-day conferences, seminars, meetings or hearings and where meals are an integral part of the proceedings.”



The risk associated with the Regional District’s per diem rates (without the provision of receipts) being deemed taxable by *Canada Revenue Agency* is likely minimal and so receipts will not be required as part of the reimbursement process. Discretion is advised when claiming a per diem meal allowance when travelling within the Regional District.

The recommended changes included in this proposed bylaw amendment is to have two sets of per diem allowances -one for within the Regional District and one for travel outside the Regional District. The daily total allowances remain the same.

The section of the bylaw dealing with meal expense reimbursement is simplified to:

In lieu of reimbursement of actual expenses for meals and incidentals while on authorized Regional District business or attending a sanctioned event on behalf of the Regional District, Directors may claim the following allowances:

**Travel within the Regional District**

| Full Day | Breakfast | Lunch | Dinner |
|----------|-----------|-------|--------|
| \$65     | \$15      | \$20  | \$30   |

**Travel Outside the Regional District**

| Full Day | Breakfast | Lunch | Dinner |
|----------|-----------|-------|--------|
| \$80     | \$20      | \$25  | \$35   |

**Additional Recommendations Associated with Travel:**

The use of credit cards with “points”, and other loyalty programs should be specifically allowed for in the bylaw; otherwise, the ownership of these benefits are subject to interpretation. As most directors have credit cards with some type of “points” system, this bylaw update is also best included before September’s UBCM travel.

The following sample is from the *Canada Revenue Agency’s Travel Directive*:

*Provided that there are no additional costs to the Agency, employees travelling on CRA business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of government approved services and products wherever possible.*

A similar clause is included in the proposed bylaw amendment.



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The Board has suggested further changes to the remuneration bylaw, and these will be investigated further by staff and brought forward to the November or December Board meetings.

I would be pleased to answer any questions.

**Recommendation:**

“That the directors consider giving Bylaw 1882, the ‘Regional District of Bulkley Nechako Directors’ Remuneration and Expenses Bylaw Amendment’, found later in the agenda three readings and adoption.”

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW 1837**

**A Bylaw for Directors' Remuneration**

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WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

**Board Day** means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

**Committee** means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

**Committee of the Whole Meeting** means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

**Meals** means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

**Miscellaneous Expenses** means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

**Per Diem Rates** means the maximum a Director may claim for meals and incidentals while on Regional District business.

#### 4. INTERPRETATION AND APPLICATION

- (A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Regional District Executive Committee for resolution. If the dispute is not resolved at the Executive Committee, the matter shall be forwarded to the Regional District Board.

#### 5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office unless pay is suspended in accordance with the Regional District Code of Conduct and Ethics. Remuneration shall be comprised of the following:
  - (i) **Directors, Chair and Vice Chair, Standing Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
  - (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

**Travel time remuneration** -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.

(B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.

(C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
- a) within the Director's electoral area;
  - b) for sanctioned meetings; and
  - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the privately owned vehicle being situated at the point of departure or at the

place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

#### (B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

#### (C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while on authorized Regional District business or attending a sanctioned event on behalf of the Regional District, a Director may claim the following allowances:

**Travel within the Regional District**

| Full Day | Breakfast | Lunch | Dinner |
|----------|-----------|-------|--------|
| \$65     | \$15      | \$20  | \$30   |

**Travel Outside the Regional District**

| Full Day | Breakfast | Lunch | Dinner |
|----------|-----------|-------|--------|
| \$80     | \$20      | \$25  | \$35   |

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business. To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure (and end after 1 pm on the date of return) to claim lunch
- End after 6 pm on the date of return to claim dinner

**(D) Miscellaneous Expenses**

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

**(E) Loyalty Programs and Other Travel Programs**

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

**(F) Authorization for Out-of-District Travel**

- (i) In general, out-of-district travel will be authorized by the Board.

- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review and approval by both the Chair of the Board and the Finance/Audit Committee Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the RDBN will reimburse the municipality 50% of the cost associated with this service

to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

- (B) Electoral Area directors will be reimbursed up to \$75 per month for home internet service upon the provision of receipts.
- (C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000.

#### 11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated \$2000 to attend conventions and meetings related to their work as an Electoral Area Director. This amount does not include costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration. Costs will be reimbursed at the regular expense rate described in this bylaw. Electoral Area Directors that choose not to attend UBCM or NCLGA conventions may increase this amount by the amount staff estimate attendance at these conventions would cost.
- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.
- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

#### 12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014 and all bylaws enacted in amendment thereto are hereby repealed.

#### 13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.





## **SCHEDULE A**

### **Chair and Directors' Remuneration**

#### 1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month, thereafter to be increased annually and rounded to the nearest dollar on January 1<sup>st</sup>, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

#### 2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

#### 3) Chair, Vice-Chair, and Committee Chair Remuneration

- A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.
- B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.25 times the basic remuneration.
- C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.
- D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

#### 4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.

5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

## **SCHEDULE B**

### **Meeting Remuneration**

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting. As an exception, when one of the meetings is a regular Board meeting and the other meeting begins after 6:00 pm on the same day, the other meeting will be remunerated as a separate meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

| Meeting Type   | Allowance *           |                      | Notes  |
|--|-----------------------|----------------------|--|
|  | Half Day<br>< 3.5 hrs | Full Day<br>3.5 hrs+ |  |
| Board and Committee Meetings   | \$235                 | \$235                | Travel time may be claimed (if applicable)   |
| Other approved meetings within the Regional District   | \$118                 | \$235                | Travel time may be claimed (if applicable)   |
| Attendance and travel to Conventions or similar events (including: NCLGA, UBCM, Minerals North, etc.)  | \$118                 | \$235                | Includes time spent travelling to these events.<br>Additional travel time is not applicable. |
| <p>* to be increased annually on January 1<sup>st</sup>, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.</p> |                       |                      |  |

### **Schedule C**

#### **Travel Time Remuneration**

1. Travel time remuneration of \$25 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending all meetings within the Regional District boundaries and include:
  - A) All travel by Board Chair or Vice-Chair when representing the RDBN within the Regional District;
  - B) Travel by Directors to sanctioned meetings within the Regional District; and
  - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.
  
2. Travel remuneration for all travel outside the Region District boundaries or for attendance at conventions or similar events within the regional district shall be at the meeting rate described in Schedule B.

## Repealed Sections – For information Only

### Section 3 - Definitions

**Meals** means food and non-alcoholic beverages consumed by individual Directors while attending a sanctioned meeting within the Region on such occasions when the meal service is not already provided by the Regional District (receipts required).

**Per Diem Rates** means the daily rate a Director may charge for meals and incidentals while on Regional District business outside of the region as per Section 8(E) (no receipt required).

### Section 6

#### (C) Meal Expenses Within the Highway 16 Corridor Within the RDBN

When attending sanctioned meetings within the *Highway 16 corridor*, Directors are entitled to reimbursement for the actual cost of meals not to exceed \$65.00 per day. Receipts must be provided. The Claims for meals are as follows:

| Full Day | Breakfast | Lunch | Dinner | B & L | L & D | B & D |
|----------|-----------|-------|--------|-------|-------|-------|
| \$65     | \$15      | \$20  | \$30   | \$35  | \$50  | \$45  |

A claim for meals can only be made if it has not been provided by the region or as part of a convention or other event. Receipts must be provided. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business. To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure (and end after 1 pm on the date of return) to claim lunch
- End after 6 pm on the date of return to claim dinner

#### (E) Per Diem in Lieu of Actual Costs of Meals and Incidentals

In lieu of reimbursement of actual expenses for meals and incidentals while on authorized regional district business outside of the *Highway 16 corridor*, Directors may elect to utilize a per diem rate of \$80.00 per day. The per diem rate shall only

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apply when the out-of-district travel requires an overnight stay. If the period of travel includes partial days or if some of the meals are provided, the per diem shall be as follows:

| Full Day | Breakfast | Lunch | Dinner | B & L | L & D | B & D |
|----------|-----------|-------|--------|-------|-------|-------|
| \$80     | \$25      | \$30  | \$40   | \$50  | \$60  | \$60  |





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## Board Report

**To:** Board of Directors  
**From:** Deborah Jones-Middleton, Director of Protective Services  
**Date:** September 19, 2019  
**Re:** **Amending the 'Regional District of Bulkley-Nechako Emergency Service Establishment Bylaw No. 1201'**

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### Recommendation:

1. "That the 'Regional District of Bulkley-Nechako Emergency Service Establishment Amendment Bylaw No. 1883' be given three readings later in the agenda."

### Background

At the March 21, 2019 meeting the Board approved the "Regional District of Bulkley-Nechako Emergency Service Establishment Amendment Bylaw No. 1862 which increased the funding by 25% to \$0.0912 per \$1,000, amending the "Regional District of Bulkley-Nechako Emergency Service Establishment Bylaw No. 1201, 2001.

The 2019 Emergencies Preparation Planning Service budget was \$0.08926 per \$1,000. However, 50% of the Director of Protective Service wages were paid from the 9-1-1 Service for one year with the agreement of the municipal directors. The 2019 budget also included over \$17,000 in Grant in Aid to offset taxation to local fire departments as a one-time measure to reduce taxation for this service, and 10% of the Regional Fire Chief's wages were allocated to the Unsightly Premises Bylaw.

In 2020, without changes to the taxation limit, the Emergency Preparation Planning Service which includes Emergency Response and Rural Fire Department Administration cannot be maintained.

The Protective Services Department supports the Emergency Preparedness Planning Service, 9-1-1 Service, four Rural Fire Departments, eight Rural Fire Protection Area services, and responds to emergencies and disasters impacting Regional District residents. The department has four full-time staff; Director of Protective Services, Regional Fire Chief, Emergency Services Manager, and Protective Services Coordinator.

Staff has looked at the costs for continuing the existing programs for the next ten years. The Director of Protective Services wages to the 9-1-1 Service for 2020 have been reduced to 10% and the Regional Fire Chief's wages have been removed from the 2020 Unsightly Premises Service. The budget projections have been based on the current staffing levels, Board objectives and existing programs.

Under Section 339(2)(e) of the *Local Government Act*, the requirement for a tax limit does not apply to a service establishment bylaw for programs in preparation for emergencies. As with all services, regardless of whether there is a tax limit, the Board has the opportunity to review and approve the budgets put forth by staff for consideration.

Changing environmental conditions causing more emergencies, and the potential for changes in legislation may result in more preparation for these emergencies to protect the citizens of the Regional District.

**Date:** September 19, 2019

**Re:** New Service Establishment Bylaw to Support Programs in Preparation for Emergencies

**Page:** 2

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To accommodate the future cost of providing the above noted services the 'Regional District of Bulkley-Nechako Emergency Program Service Establishment Bylaw No. 1201' can be amended to remove the tax limit.

This project will be managed by the Director of Protective Services and the Regional Fire Chief.

Respectfully submitted:



Deborah Jones Middleton  
Director of Protective Services



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# Board Report September 19, 2019

To: Chair Thiessen and the Board of Directors  
 From: Jason Blackwell (Regional Fire Chief)  
 Date: September 5<sup>th</sup>, 2019  
 Regarding: Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment and Training.

## Recommendation

1. That the Board supports applying to UBCM for the Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment and Training to seek funding to establish a central cache of specialized fire department training equipment and props.
2. That the Board authorize the Chair and CAO to enter into a contract with Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment and Training program should the funding be approved and provide overall grant management for the project.

## Background

UBCM is offering the Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment and Training this year. Staff are preparing an application for the 2020 intake to start a central cache of fire department training props and equipment. A resolution from the RDBN Board is required to submit the application.

The purpose of this project is to seek funding to establish a central cache of fire department training props and equipment that can be signed out as needed to assist with fire department training programs. By establishing a central cache of equipment, the fire departments will have access to training equipment without straining their operating budgets. This year’s contribution will be a specialized system for fire extinguisher training.

The Community Emergency Preparedness Fund will contribute 100% of the cost of the eligible activities to a maximum of \$25,000. The project cost estimates are as follows:


|                       |             |
|-----------------------|-------------|
| Bullex bulls eye plus | \$24,797.21 |
|                       |             |
| Total                 | \$24,797.21 |

This project will be managed by the Regional Fire Chief.

Written By:

  
 Jason Blackwell  
 Regional Fire Chief

Reviewed by:

  
 Deborah Jones Middleton  
 Director of Protective Services



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## Board Report September 19, 2019

To: Chair Thiessen and the Board of Directors  
From: Jason Blackwell (Regional Fire Chief)  
Date: September 5<sup>th</sup>, 2019  
Regarding: Community Resiliency Investment Program – FireSmart Community Funding & Supports

### Recommendation

1. That the Board supports applying to UBCM for the Community Resiliency Investment – FireSmart Community and Supports Funding Program to seek funding for a seasonal FireSmart Educator position.
2. That the Board authorize the Chair and CAO to enter into a contract with Community Resiliency Investment – FireSmart Community and Supports Funding Program should the funding be approved and provide overall grant management for the project.

### Background

UBCM is offering the Community Resiliency Investment – FireSmart Community and Supports Funding Program this year. Staff are preparing an application for the 2020 intake to implement and a FireSmart Education Program. A resolution from the Board is required to submit the application.

The purpose of this project is to seek funding to hire a seasonal staff position to fill the role of a FireSmart Educator. Some of the proposed activities of this position would be:

- educating the public by hosting FireSmart 101 sessions in multiple locations, similar to the pilot project that was conducted earlier this year;
- create and/or update FireSmart information packages for distribution;
- collaborate with other FireSmart representatives and Communities to support local projects;
- conduct risk assessments on private properties throughout the high-risk areas of the Regional District; and
- provide recommendations to the property owners on actions they can take to reduce their overall risk.

The Community Resiliency Investment Program will contribute 100% of the cost of the eligible activities to a maximum of \$150,000. The project would start in April 2020 with a one-year duration, and cost estimates are as follows:

|                                    |                     |
|------------------------------------|---------------------|
| FireSmart Educator – 12-month term | \$85,360.42         |
| Travel costs                       | 4,000.00            |
| Advertising                        | 10,000.00           |
| Meeting costs                      | 4,000.00            |
| Supplies                           | 4,000.00            |
| Total                              | <b>\$107,360.42</b> |

This project will be managed by the Director of Protective Services and the Regional Fire Chief.

Written By:



Jason Blackwell  
Regional Fire Chief

Reviewed by:



Deborah Jones Middleton  
Director of Protective Services

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Memorandum

To: Chair Thiessen and the Board of Directors
From: Jason Blackwell (Regional Fire Chief)
Date: Aug 8, 2019
Regarding: Southside Fire Department Maintenance Reserve

PURPOSE:

To seek approval from the Board to withdraw funds from the Southside fire departments repairs and maintenance capital reserve.

DISCUSSION:

The Southside Fire Department wishes to withdraw funds from the Southside Rural Fire Protection Service Repairs and Maintenance Reserve Establishment Bylaw No. 1762, 2016 to complete some updates to their hall, specifically their gear storage area. This bylaw reserve fund was created in 2016 with surplus money from the Southside Fire Department's own account, and shall only be used for Southside Rural Fire Protection Service Repairs and maintenance expenditures as stated in Section 3 of the Bylaw. Currently each member's bunker coat hangs on hooks in the wall, while the pants and boots are kept on the floor. Firefighting personal protective equipment (PPE) is quite expensive, and it is getting damaged, mixed up, and unable to properly dry with the current arrangement. This causes unnecessary repairs and possible early replacement of PPE at the cost of the department.

The Southside Fire Department wishes to install fire department specific storage lockers in their hall. This will provide a bank of storage lockers with 14 individual compartments. PPE can be properly stored avoiding unnecessary damage, and lockers are designed to allow air flow and ventilation, so PPE can be aired out and dried after use. Additional locker spaces can be added on in the future if more space is needed. The total cost of the project would be \$6,653.16. leaving a balance of \$9,046.84 in the Repairs and Maintenance Reserve. The Southside Fire Department also has a "Southside Rural Fire Protection Capital Maintenance Reserve No 1747, 2015" that is set aside for capital purchases such as new fire apparatus. The balance of this reserve is currently at \$116,200. Bylaw No.

Recommendation

That the Board approve the withdrawal of \$6,653.16 from the Southside Fire Department Repairs and Maintenance Reserve for the purchase of new storage lockers.

All/Directors/Majority

Written By:

[Signature of Jason Blackwell]

Jason Blackwell
Regional Fire Chief

Reviewed by:

[Signature of Deborah Jones Middleton]

Deborah Jones Middleton
Director of Protective Services



**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
September 19, 2019**

To: Chair Thiessen and the Board of Directors  
From: Kim Fields, Accounting Clerk  
Date: August 14, 2019  
Regarding: Federal Gas Tax Funds – Electoral Area 'C' (Fort St. James Rural)  
RDBN Fort St. James Recycle Depot

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There was a resolution made March 7, 2019 to provide \$150,000.00 of Electoral Area "C" Federal Gas Tax allocation monies towards the setup of the Fort St. James Recycling Depot, if no alternative funding was available.

At the April 18, 2019 meeting, Motion 2019-5-43 was made to provide funding for this project from the Northern Capital Infrastructure and Planning Grant. Accordingly, the Gas Tax commitment must be rescinded.

**RECOMMENDATION:**

That the RDBN Board of Directors rescind Motion 2019-3-4 passed on March 7, 2019.

**(All/Directors/Majority)**

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**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
September 19, 2019**

To: Chair Thiessen and the Board of Directors  
From: Kim Fields, Accounting Clerk  
Date: August 14, 2019  
Regarding: Federal Gas Tax Funds – Electoral Area 'G' (Houston Rural)  
RDBN Houston Recycle Depot

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There was a resolution made March 7, 2019 to provide \$95,000.00 of Electoral Area "G" Federal Gas Tax allocation monies towards the setup of the Houston Recycling Depot, if no alternative funding was available.

At the April 18, 2019 meeting, Motion 2019-5-43 was made to provide funding for this project from the Northern Capital Infrastructure and Planning Grant. Accordingly, the Gas Tax commitment must be rescinded.

**RECOMMENDATION:**

That the RDBN Board of Directors rescind Motion 2019-3-4 passed on March 7, 2019.

**(All/Directors/Majority)**





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## Memorandum

To: Chair Thiessen and the Board of Directors  
From: Jason Blackwell (Regional Fire Chief)  
Date: August 7, 2019  
Regarding: Diesel Emissions Exhaust Study

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### **PURPOSE:**

To update the Board regarding the results of the diesel emissions exhaust study that was conducted in the Topley fire hall.

### **BACKGROUND:**

On January 25, 2019 staff received a letter from the Topley Fire Protection Society which stated that a vehicle exhaust removal system is required by WorkSafe BC, and that the lack of this system is having a profound effect on the health of the volunteers.

Part 31 of WorkSafe BC's Occupational Health & Safety Regulations deals specifically with firefighting operations. Section 31.32 states "*unless air monitoring shows that levels of vehicle exhaust gas components are below the exposure limits established under section 5.48, effective local venting for the exhaust gases must be provided in vehicle areas in fire halls*". According to WorkSafe, if a vehicle exhaust extraction system is not in place, it is the AHJ's responsibility to prove that the system is not needed. Air monitoring would need to be conducted in order to determine exposure levels.

The Regional District of Fraser Fort George (RDFFG) reviewed this issue a few years ago. The RDFFG consulted with WorkSafe B.C and hired a consultant to conduct air monitoring of 4 representative rural fire halls within their Regional District. Monitoring showed that their fire halls, operating according to recommended procedures, experience acceptable vehicle exhaust gas component levels, and these results were extrapolated to the remaining fire halls. Therefore, the decision was made to not install exhaust extraction systems. WorkSafe BC had no objections.

The procedures implemented by the RDFFG are as follows:

- Bay doors are opened prior to truck being started.
- The truck is removed from the hall immediately.
- Trucks are never to be run in the fire hall, for maintenance or any other purpose.
- When trucks are being returned to the fire hall the bay doors stay open for a short period of time after the truck has been parked in the bay to allow for ventilation.

The fire halls do not have any sleeping quarters and are not "full time career" departments where the firefighters respond on a more frequent basis. Volunteer firefighters are typically only exposed to some level of diesel exhaust once or twice a week.

### **DISCUSSION:**

RDBN staff had no reason to believe that testing for RDBN fire halls would show results different from the RDFFG. However, given the formal letter from the Topley Fire Protection Society, it was recommended and approved during the February 2019 Board meeting that staff hire a contractor to conduct a diesel emission exhaust study of the Topley fire hall.



Cascadia OHS was contracted to conduct the study on the Topley fire hall. Sampling was conducted on May 27<sup>th</sup>, 2019 during their practice night. Sampling was conducted from 15:45hrs-21:30hrs which included 3 mock drills, as well as an actual fire call.

The parameters of diesel exhaust that were measured were:

- Poly Aromatic Hydrocarbons (PAH)
- Nitric Oxide and Nitrogen Dioxide
- Sulphur Dioxide
- Carbon Monoxide and Carbon Dioxide
- Total Particulate Matter (Diesel)

The report's final recommendations were as follows:

*"all test results are within WorkSafe BC's regulations and guidelines, Cascadia OHS concludes that the area of concern does not demonstrate any hazardous diesel fume emissions to workers. If worker complaints persist, further testing may be required"*

Therefore, the results of the tests have proven that levels of vehicle exhaust components are below the exposure limits established under section 5.48 of WorkSafe BC's Occupational Health and Safety Regulation, and no exhaust extraction system is required to be installed. A formal letter has been sent to the Topley Fire Protection Society outlining the results of the study, and the "Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guidelines" will be updated to include similar procedures implemented by the RDEFG to reduce any exposures.

**Recommendation**

Receive

Written By:



Jason Blackwell  
Regional Fire Chief

Reviewed by:



Deborah Jones Middleton  
Director of Protective Services



# Memorandum

To: Chair Thiessen and Board of Directors  
From: Jason Llewellyn, Director of Planning  
Date: September 9, 2019  
Regarding: Parks and Recreation Service Delivery Study

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## **BACKGROUND:**

In June 2019 the RDBN Board approved the issuance of a request for proposals (RFP) seeking a consultant to prepare a Parks and Recreation Service Delivery Study. The \$100,000 cost of the study is to be funded by the Infrastructure and Planning Grant recently provided by the Province.

The Purpose of the Parks and Recreation Service Delivery Study is to provide a comprehensive and clear analysis of the parks and recreation demand and expectations across the region, and propose service delivery models for a Regional District Parks and Recreation service. The Study is intended to serve the Regional District Board as a strategic resource to guide decision making in relation to the provision of parks and recreation services in the rural area. The Parks and Recreation Service Delivery Study is expected to identify the parks and recreational needs of Regional District residents and visitors, prioritize projects and services, and identify and discuss the service delivery options suitable for the Regional District to meet those needs in an efficient and effective manner.

The purpose of this report is to obtain Board approval for staff to enter into a contract with Dynamic Planning and Engagement regarding their completion of the Parks and Recreation Service Delivery Study.

Administration of the Parks and Recreation Service Delivery Study contract and the necessary interaction with the consultant will be the responsibility of the Planning Department. It is estimated that the project will take approximately 60 hours of the Director of Planning's time in 2019.

## **STAFF'S RECOMMENDATION:**

The RDBN received and reviewed 2 quality proposals. Dynamic Planning and Engagement is a relatively new and small Prince George based consulting company that has partnered with planning consultants from the Bulkley Valley and a parks and recreation specialist for this project. C+S Planning Group is a partnership between 2 well established Alberta based consultants.

The proposals were reviewed by the Director of Planning, the Director of Finance, and the Chief Administrative Officer. The combined scores awarded by the reviewers for each proposal are shown below.

|                               | <i>Qualifications<br/>&amp; Experience</i> | <i>Methodology<br/>&amp; Workplan</i> | <i>Fee</i> | <i>Proposal<br/>Quality</i> | <i>TOTAL</i> |
|-------------------------------|--|---------------------------------------|------------|-----------------------------|--------------|
| <i>Dynamic<br/>Planning</i>   | 76   | 79                                    | 87         | 28                          | 270          |
| <i>C+S Planning<br/>Group</i> | 76   | 80                                    | 81         | 25                          | 262          |

The proposed fees (excluding GST and contingency) are shown below.

|                           | <i>Fees</i> |
|---------------------------|-------------|
| <i>Dynamic Planning</i>   | \$91,202    |
| <i>C+S Planning Group</i> | \$90,444    |

It is staff's recommendation that the contract be awarded to Dynamic Planning and Engagement as their proposal indicates that they can provide quality service for the most competitive price. Dynamic Planning and Engagement's hourly wage rate is substantially lower than that of C+S Planning Group, and the travel costs are lower. In staff's opinion this allows for better public engagement and evaluation of parks and recreation needs across the region. Also, the personnel proposed to work on the review have notable northern BC experience.

The proposals are available from staff on request by Board members.

**Recommendations:**

That the Board authorize staff to enter into a contract with Dynamic Planning and Engagement for the completion of a Parks and Recreation Service Delivery Study.

Written By:

  
 Jason Llewellyn  
 Director of Planning



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## MEMORANDUM

To: Chair Thiessen and Regional District Board  
From: Jason Llewellyn, Director of Planning  
Date: September 9, 2019  
Re: Coastal Gaslink Pipeline Delegations

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### BACKGROUND

The OGC has recently offered to provide the RDBN Board with a presentation regarding the oil & gas industry requirements for emergency management planning and response. Staff have scheduled the OGC to attend the October 10, 2019 Board meeting as a delegation. Staff have also invited TC Energy (TransCanada), and the prime contractor for the construction project, Pacific Atlantic Pipeline Construction (PAPC), to appear as a delegation on October 10<sup>th</sup>, 2019.

On September 21, 2017 the Oil and Gas Commission (OGC) and TransCanada were a delegation to an RDBN Board meeting. At that meeting the OGC offered to discuss the RDBN's outstanding concerns with the Environmental Assessment Office (EAO). To facilitate these discussions the Board sent the attached letter dated November 10<sup>th</sup>, 2017 to the OGC which outlined the RDBN's issues. The attached letter dated December 15<sup>th</sup>, 2017 was received from TransCanada.

This report asks that the Board to consider what information the OGC, TC Energy, and PAPC should be prepared to discuss with the RDBN Board on October 10<sup>th</sup>, 2019. This information will be passed on to the OGC, TC Energy, and PAPC to allow them to prepare for their presentation.

### PREVIOUSLY DISCUSSED ISSUES

The attached November 10<sup>th</sup>, 2017 letter to the OGC and December 15<sup>th</sup>, 2017 response from TransCanada provide an overview of the issues previously raised by the RDBN Board.

The remaining issue of concern for RDBN relates to the manner in which the Province will accept, evaluate, and respond to public complaints associated with pipeline construction. It appears that the construction contractors are setting up offices in communities along the construction route, and TC Energy are establishing public communications protocols. This is a positive step. However, when there is an issue where the public are not satisfied with a construction related impact, and the contractor cannot mitigate that concern, it is unclear what process the Province will have in place to accept, evaluate and respond to the general public and industry.

Staff recommend that the Board ask the OGC to outline the specific procedures and processes by which the Province will accept, evaluate, and respond to public complaints associated with pipeline construction, where those concerns cannot be addressed by the TC Energy or their contractor.

**Recommendation:**

That the Board confirm what issues the OGC, TC Energy, and PAPC should be prepared to discuss at the October 10 Board Meeting.

*(All Directors / Majority)*

Written by:



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Jason Llewellyn  
Director of Planning

Attached: TC Energy Open House venue dates and locations.  
A November 10, 2017 letter to the OGC from the RDBN.  
A December 15, 2017 letter from TransCanada to the RDBN

## **TC Energy Open House venue dates and locations.**

Each open house event will take place from 4-8pm

### **Dawson Creek Open House (September 17<sup>th</sup>)**

George Dawson Inn  
11705 8<sup>th</sup> Street, Dawson Creek, BC, V1G 4N9

### **Chetwynd Open House: (September 18<sup>th</sup>)**

Chetwynd Recreation Centre (Cottonwood Hall)  
4552 N Access Rd, Chetwynd BC

### **Kitimat LNG Canada + CGL Open House (October 1<sup>st</sup>)**

### **Terrace LNG Canada + CGL Open House (October 2<sup>nd</sup>)**

### **Prince George Open House (October 16<sup>th</sup>)**

Ramada Plaza  
444 George St, Prince George BC, V2L 1R6

### **Vanderhoof Open House (October 17<sup>th</sup>):**

Community Event Center  
474 Victoria St E  
PO Box 322 Vanderhoof, B.C. V0J 3A0

### **Houston Open House: (October 23<sup>rd</sup>)**

Houston Leisure Services  
PO Box 370, Houston BC, V0J 1Z0

### **Burns Lake Open House (October 24<sup>th</sup>):**

Burns Lake Heritage Center  
[540 Hwy 16, Burns Lake BC V0J 1E0](#)

### **Fraser Lake Open House (October 29<sup>th</sup>):**

Fraser Lake Recreation Complex  
30 Carrier Crescent  
Fraser Lake, B.C. V0J 1S0

### **Tanner Moulton**

Public Affairs Coordinator  
Coastal GasLink Pipeline Project  
Office: 250-596-8071

[TCEnergy.com](http://TCEnergy.com)

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37, 3RD AVE, PO Box 820  
 BURNS LAKE, BC  
 VOJ 1E0

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November 10, 2017

James O'Hanley, Vice President, Applications,  
 BC Oil and Gas Commission  
 6534 Airport Road  
 Fort St. John, BC, V1J 4M6

Sent by e-mail to [james.ohanley@bcogc.ca](mailto:james.ohanley@bcogc.ca)

**Re: LNG Pipeline Development Concerns**

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The Board of the Regional District of Bulkley-Nechako (RDBN) would like to thank you and Corey Jonsson for meeting with the Board on September 21<sup>st</sup>, 2017. We appreciate your commitment to increased dialogue and collaboration between our organizations. We also appreciate your offer to discuss with the Environmental Assessment Office (EAO) the LNG pipeline development issues which the RDBN believes have not yet been adequately addressed.

To assist in your discussions with the EAO we have prepared this letter which summarizes the concerns that continue to exist. Also, attached to this letter is a chronology of the comments provided by letter by the RDBN to the EAO (during the certificate approval process) and the OGC (during the permitting process).

The Board emphasizes that the RDBN is not objecting to LNG Pipeline development in our region. The potential opportunity associated with LNG development is recognized; however, it is our responsibility to work with the Province and industry in an attempt to maximize the potential benefits to our residents, and minimize the negative impacts and potential risks, associated with the construction and operation of the pipeline. We are hopeful that this letter and your discussions with the EAO will ultimately benefit the pipeline development process and our residents.

Please note that the issues discussed below focus on the Coastal Gaslink Pipeline (CGL). The RDBN has been notably involved in the associated approval processes for the CGL Pipeline as it is proposed to be developed through the heart of our region. We wish to note that the issues discussed below are applicable to some degree to all potential pipelines developed in our region.

M:\Planning\Referrals\OGC Referrals\general info\2017issues\Nov 10 2017 letter to OGC

**MUNICIPALITIES:**

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

**ELECTORAL AREAS:**

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

### **Worker Camps and Pipeline Facilities Locations Contrary to RDBN Bylaws.**

At present at least one work camp and a number of other facilities associated with the CGL pipeline cannot legally occur as proposed. There is a formal process for TransCanada to ask the RDBN Board to permit these use to occur; however, this approval is discretionary and is not guaranteed. Therefore, it is important that TransCanada initiate the process to determine if these facilities can be located as proposed as soon as possible.

The RDBN has consistently requested that the outstanding land use issues be addressed; however, the only formal requirement is that contained in the Socio-Economic Effects Management Plan (SEEMP) prepared by TransCanada. This plan states that TransCanada will make the necessary Temporary Use Permit applications 3 months prior to the start of construction. CGL representatives have verbally indicated to the RDBN that their plan is to submit applications 6 months prior to construction.

Unfortunately, these timelines do not ensure adequate opportunity for meaningful public consultation, and evaluation and resolution of any outstanding public or Board concerns that may arise. Also, the application timeline would not likely provide CGL adequate opportunity to identify alternative facility locations, and obtain OGC approvals, should the Board not approve the proposed land uses.

The RDBN advises that TransCanada immediately initiate the application process to allow the RDBN Board to determine if the work camps and other pipeline facilities can be located as proposed.

### **Liquid Waste Disposal**

The RDBN continues to believe that TransCanada should explore options for cooperation with the RDBN or member municipalities in the disposal of liquid waste from work camps. The Socio-Economic Effects Management Plan (SEEMP) prepared by TransCanada states that TransCanada must provide "Waste and Water Management Information" a minimum of 3 months before construction. However, exploring options for cooperation with the RDBN or member municipalities cannot occur within this limited timeline and will only be possible if TransCanada takes advantage of an available option well in advance of construction.

It would be a shame if money is spent unnecessarily on hauling waste long distances, or building on-site disposal facilities which will be abandoned, rather than investing in improving local community infrastructure.

### **Invasive Plant Control**

The RDBN again recommends that TransCanada provide annual funding to the Northwest Invasive Plant Council (NWIPC) as do numerous agencies with right of ways that facilitate the spread of invasive plants. The CGL pipeline will facilitate the long term spread of invasive plants, and these invasive plants will spread from the pipeline onto adjacent lands. The cost of combating these inevitable invasive plants outbreaks from the pipeline will be at the expense of the residents of the RDBN if TransCanada does not contribute to the NWIPC.



### **Fire Protection and Emergency Response**

The RDBN has asked that TransCanada address fire protection and emergency response issues in a proactive manner. Unfortunately, the Socio-Economic Effects Management Plan (SEEMP) prepared by TransCanada states that TransCanada must provide "Emergency Response Planning Information" a minimum of 3 months before construction, and there is no requirement that the RDBN approve, or otherwise be involved in, the plan development process.

The RDBN continues to advise that TransCanada immediately develop emergency response plans in consultation with the RDBN that address fire protection and emergency response based on an understanding of the services available in the region, and in consultation with the RDBN. Specific areas of interest to the RDBN include consistent communications protocols for work camps, evacuation plans for workers that do not use resources needed by local residents, and confirmation that TransCanada is not relying on the use of local fire departments where that service is not available.

### **Log and Wood Fiber Utilization**

The long term loss of forested lands associated with pipeline construction represents a negative impact to the long term sustainability of the region's forest products industries. The impact of this loss should be mitigated through the full use of wood fibre harvested along the pipeline route. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the wood fibre will not be utilized in support of the forest products industries. The RDBN requests that TransCanada be required to ensure that all wood fibre harvested for pipeline construction is utilized.

An additional issue related to the use of wood fibre, relates to the potential facilitation of the spread of the Spruce Beetle. Our understanding is that the Spruce Beetle takes advantage of fallen logs and wood debris in their reproduction process; therefore, an increase in the availability of such materials facilitates Spruce Beetle population growth. For this reason the RDBN requests that TransCanada be required to ensure that all wood fibre harvested for pipeline construction is utilized, and that wood debris is not left in place.

### **Employee Training and Apprenticeships and the Use of Local Business**

The Socio-Economic Effects Management Plan (SEEMP) prepared by TransCanada states that TransCanada must prepare a "procurement strategy" that provides opportunities for qualified Aboriginal and local contractors, and a "Coastal GasLink training program," some time prior to construction. There is no requirement that the RDBN be involved in the plan development process.

The RDBN remains concerned that there are no specific commitments regarding the use of local employment in the pipeline construction process, and there are no specific commitments regarding the provision of apprenticeship positions for local employees.

The RDBN also remains concerned that there are no specific commitments regarding the use of local business, and there are limited specific commitments regarding the actions that will be taken to allow local business to take advantage of the opportunity offered by pipeline construction.

### **Public Communications During Construction**

The RDBN is concerned that industry and the OGC will not have an adequate plan in place to accept, evaluate, and respond to public complaints associated with pipeline construction. It is expected that the Province and industry may look to the RDBN to play a role in accepting public complaints and representing those concerns to the OGC and industry. This will allow the Province and industry to avoid being directly accountable for adequately responding to the public regarding negative impacts associated with the pipeline construction process.

The Socio-Economic Effects Management Plans (SEEMPs) approved by the Province outlines the process that industry must use to engage with stakeholders during construction. However, the SEEMPS are largely silent regarding the specific manner in which industry will accept, evaluate and respond to the general public. There is also no indication of the role the OGC or the EAO will play in ensuring that public concerns are adequately addressed.

The RDBN recommends that TransCanada be required to develop specific procedures and processes by which they and the Province will accept, evaluate, and respond to public complaints associated with pipeline construction.

The Board of the Regional District of Bulkley-Nechako looks forward to addressing these issues with the OGC and the EAO.

Sincerely,



Bill Miller, Chair  
Regional District of Bulkley-Nechako

cc: David Kmet, Sr. Lands Representative, TransCanada Corporation, 450 – 1<sup>st</sup> Street SW, Calgary, AB, Canada, T2P 5H1 ([Dave\\_Kmet@transcanada.com](mailto:Dave_Kmet@transcanada.com))

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December 15, 2017

Regional District of Bulkley-Nechako  
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CGL4703-CGP-RDBN-PR-LTR-2072

Re: Coastal GasLink presentation to RDBN Board, September 21, 2017.

Dear Chair Miller,

On behalf of the Coastal GasLink Pipeline Project, thank you for the opportunity to present to the RDBN Board on September 21, 2017. We appreciate the opportunity to share information, and to gain valuable feedback from Board members.

As part of our follow-up to the meeting, we had committed to sending a preliminary permitting schedule, and a record of some of the important construction planning updates that we currently have available. This letter and response is also in reference to the letter from the RDBN sent to the OGC, dated November 10, 2017.

**Temporary Use Permit Applications**

We understand that regional districts need to plan for any Temporary Use Permit applications in advance to ensure that the Board and staff are equipped to make decisions. As we have explained, the Coastal GasLink construction schedule is fully dependent on a Final Investment Decision (FID) from our client, LNG Canada. In July of 2016, LNG Canada announced a delay to their project. In the meantime, they are advancing the planning for their project in anticipation of a decision by their joint venture partners. Coastal GasLink has been reviewing our construction schedules, and working with our front-running Prime Contractors to plan our project more effectively. As these contractors are a key part of the detailed planning, much of the final decision-making cannot be completed until contracts have been awarded. The project is broken up into 8 construction sections, and will be carried out by 4 different Prime Contractors. The way we've designed our work packages will allow the contractors to have their crews work in both summer and winter months.

Coastal GasLink will require Temporary Use Permits from local governments across the certified project corridor. This includes TUPs for camps, multi-use sites, stockpile sites, and laydown sites. The following table is a preliminary TUP permit application schedule as of December 2017:

| Site Application | Application Submission Date | Date Required by |
|------------------|-----------------------------|------------------|
| Stockpile 10A    | Oct/Nov 2018                | August 1, 2019   |
| Stockpile 11A    | Oct/Nov 2018                | August 1, 2019   |
| Laydown 26       | Oct/Nov 2018                | August 1, 2019   |

December 15, 2017

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|   |                  |                  |
|---|------------------|------------------|
| Laydown 26A                               | Oct/Nov 2018     | August 1, 2019   |
| Laydown 43                                | Oct/Nov 2018     | August 1, 2019   |
| Tchesinkut Lake Camp                      | April/May 2019   | January 15, 2020 |
| Stockpile (either Goosly or Parrot Lakes) | April/May 2019   | January 15, 2020 |
| Laydown Hwy 35                            | April/May 2019   | January 15, 2020 |
| Laydown 27                                | April/May 2019   | January 15, 2020 |
| Laydown 28                                | April/May 2019   | January 15, 2020 |
| Huckleberry Camp                          | Oct/Nov 2019     | August 1, 2020   |
| Laydown 23                                | Oct/Nov 2019     | April 2019       |
| Multi-Use 9A                              | TUP not required | August 1, 2020   |
| Stockpile Titanium Peak                   | TUP not required | August 1, 2020   |

As we stated in the presentation in September, these sites and the schedule are subject to change, as there has not been an investment decision to definitively proceed with the project. Our permit applications need to be sequenced to the timing of use for each site, need to match the requirements of the Prime Contractors (who are not yet awarded), and need to account for the permit term (3 years). It is anticipated the last of these sites will not be vacated until Q1 of 2022 and final reclamation completed in the summer of 2022. As a result, it is not practical to initiate the application process at this time as the permits would expire before the project would be complete. If there are any issues with a particular site that the RDBN has currently, we are willing to discuss them in detail. These locations have been available in a detailed map book on the dedicated Sharepoint website created for RDBN during the regulatory process. The general reference maps of ancillary sites used in the September 21, 2017 presentation have also been attached to this letter for your convenience.

### Construction Camps

The EAC Application contemplated camps and ancillary facilities in its assessment of environmental, economic, social, heritage and health effects of the Project. Coastal GasLink's camp requirements are formed from the mitigations committed to in that process and from detailed discussions we are currently having with our leading Prime Contractors and camp contractors. The current construction camps planned within the RDBN, approximate peak workforce, and duration include the following locations:

Vanderhoof Airport - 850 persons at peak, over 120,000 man days  
 Lejac - 550 persons at peak, over 140,000 man days  
 Tchesinkut Lake - 600 persons at peak, over 100,000 man days.  
 Huckleberry - 850 persons at peak, over 120,000 man days.  
 Multi-use Site 9A - 150 persons at peak, over 35,000 man days.

These camps will reflect current construction workforce standards, including separate quarters for men and women, catering, laundry, games rooms and exercise facilities. The camp population will include the construction workforce, field management and supervisory staff, technical and administrative support, camp catering and maintenance services, security, medical personnel and logistics services. Medical services on site will include paramedics, first aid attendants, and access to the services of a nurse practitioner. Security personnel will also be on site at all times, and camps will be equipped with their own fire suppression capability. Members of the workforce may travel into communities and use facilities and services during non-work hours, and we are reviewing transportation options for this to attempt to minimize traffic.

Coastal GasLink has adopted TransCanada policies and processes to ensure safe and harassment-free camp and work environments. These rules prohibit the use or possession of illegal drugs, and will have no tolerance for harassment. Firearms will be prohibited on site. The Project will set out clear guidelines for behaviour to all workers that will be enforced by camp management and by Prime Contractors. This is for the benefit of everyone in camp and in northern B.C. communities.

Coastal GasLink's camps will have their own power sources, water supply and waste management systems. However, we are investigating the use of grid power, hauling in water and utilizing centralized sewage treatment systems for multiple camps. Although we've discussed liquid waste capacity with a number of municipalities, recent guidance from the Ministry of Environment has indicated that liquid waste must be treated on site in camps that are over 100 persons. Therefore, with regard to liquid waste disposal, it is Coastal GasLink's intention to treat sewage on site at construction camps where practical, generating a dewatered biosolid. RDBN staff have previously indicated to us that some biosolids may be accepted at RDBN landfills depending on volumes. However, we understand that the regional district prefers the use of composting methods for biosolids so this has been taken into consideration. The solid waste from the camps will be hauled to local landfills that have capacity, and we would expect regular tipping fees to apply. The Project has committed to avoid any solid waste incineration as part of the mitigation included in Section 6 of the Environmental Assessment. The approximate solid and liquid waste volumes by camp location for Coastal GasLink were provided to RDBN staff in 2015, and are attached again in the appendices to this letter for reference.

#### **Fire Protection and Emergency Response**

TransCanada has an Emergency Management Program that includes Corporate, Operations and Project related areas. The program is routinely reviewed and revised as necessary and is tested through drills on an ongoing basis. The Emergency Response Program is based on an Incident Command System structure. This system can be activated to respond to a variety of potential emergencies such as fire, natural disaster, security events, etc. When activated, this program assembles subject matter experts in various disciplines such as Emergency Response, Safety, Environment, Operations, Engineering, Supply Chain Management, Communications, etc. to ensure the appropriate resources are engaged to mitigate the emergency as effectively and expeditiously as possible.

During the pipeline construction phase, Coastal GasLink will be utilizing experienced and qualified pipeline contractors, who are designated as Prime Contractors. In addition, construction workers are provided extensive training during onboarding and throughout construction to reduce environmental, safety, and security risk. Prime Contractors are responsible to develop, as part of their Project/Site Specific Safety Plans, comprehensive Emergency Response Plans. These Plans must include various emergency situations and scenarios and identify procedures and resources required to isolate, control and manage emergencies. The Prime Contractors, as part of their planning and preparation to commence the construction process will consult local resources to identify and engage the available resources and to share information. The plans will ensure that emergency response management is executed in compliance with applicable laws, regulations

and in accordance with contract obligations respecting TransCanada policies and procedures. Where there are gaps noted (for example, camps where there is no Fire Protection service in proximity), then the appropriate resources would be brought in by the contractors. The Prime Contractors will typically be self-sufficient for all but major emergencies. The Prime Contractor Emergency Response Plans will also contain Communication Plans which will include local governments and emergency service providers where applicable. These Emergency Response Plans would be shared with regional organizations of concern when they have been developed and prior to construction commencing, and must be submitted for approval to regulatory authorities.

TransCanada strives to maintain good communications throughout construction and operations. We operate more than 91,000 kilometres of pipeline throughout North America and we are eager to maintain good relationships with local organizations and vendors who are our neighbours. Our people working for TransCanada during the operations phase will likely be drawn from and live in the local communities. Prior to a pipeline going into service, TransCanada's Regional Emergency Operations Plans are updated to integrate the new asset into its operations. As standard practice, the development of these plans includes consultation and communication with local governments and emergency service providers. Following the development of the plans, emergency scenarios and the company responses will be communicated and shared with these organizations. As well, local governments will be informed of any practice drills that occur as a regular course of our operations.

Coastal GasLink and our Prime Contractors will work with local organizations as soon as possible and when it has the appropriate information to do so. We cannot provide specific Emergency Response Plans until contracts are in place with our Prime Contractors. Because Prime Contractors are a key component of this discussion, we believe it is important for communication protocols to be established with their involvement.

### Invasive Plants

The Environmental Assessment Certificate (EAC) for the Coastal GasLink Project conditions the development of an Invasive Plants Management Plan (Condition 16). This Plan was developed with extensive consultation from government agencies, Aboriginal groups, and stakeholders and was approved as part of the Project's Environmental Management Plan by the Environmental Assessment Office (EAO) on April 29, 2016. The Plan will be implemented applying industry standards and best management practices during construction, reclamation and throughout the operations phase.

The primary objective is to prevent the introduction of noxious and invasive plants (weeds) to Project sites but also to manage weeds discovered during monitoring activities throughout construction, reclamation and operations. The plan also provides details on alternative methods of weed control, avoiding the use of herbicides and pesticides, in accordance with British Columbia's *Integrated Pest Management Act* and commitments documented during Coastal GasLink's ongoing Aboriginal and stakeholder consultation. Furthermore, it is our expectation that equipment will arrive to site clean and free of debris. Our interest is to work in co-operation with you and other stakeholders to use effective weed management strategies at every phase.

With regards to the Northwest Invasive Plant Council (NWIPC), Coastal GasLink last met with them in November 2015. Coastal GasLink and NWIPC discussed project scope and potential opportunities for partnership. Coastal GasLink plans further discussions with NWIPC on sharing database information and potential opportunities to contract with the organization during the construction phase. At that time, Coastal GasLink representatives also invited NWIPC to submit an application to the project's Community Investment program, but no application has been received to date. Coastal GasLink provided \$15,000 to the Invasive



Species Council of BC in 2013 to deliver training programs in northern B.C. communities, with the involvement of NWIPC.

### Timber Salvage

The EAC also conditions Coastal GasLink to develop a Timber Salvage Strategy (Condition 21) and underwent the same consultation and approval process. The strategy is about minimizing the volume of waste timber to gain the most value from a shared resource. The strategy includes the following details:

- timber volume estimates for the Certified Pipeline Corridor;
- marketing commitments and plans for the timber cleared;
- salvage activities for the timber volume that will not be marketed; and,
- the approach for a reconciliation report including a scaled volume comparison to the timber volume estimate to FLNR and EAO on at least an annual basis until harvest activities are complete.

Section 13.0 (Forest Pest Management) of the Timber Salvage Plan addresses how we will approach forest pests, such as the Spruce Beetle. The Timber Salvage Plan also describes mitigation to avoid and minimize the spread of forest pests during construction-associated timber management and hauling. Pest infestation monitoring and stand evaluation of risk will be ongoing to ensure Coastal GasLink activities have not created conditions for forest pest spread. Infested timber will not be transported during critical times to avoid distributing forest pests into new geographic areas.

### Local Contracting and Employment

Coastal GasLink goes beyond the industry standard when it comes to emphasizing local contracting and employment on the Project. Local businesses, including those in the RDBN, have already participated in opportunities for the Project. The Socio-economic Effects Management Plan was approved by the EAO on May 13, 2016, and includes mitigation for concerns on the economy and on the labour force, among other social impacts. The Project continues to develop plans and work with our contractors to ensure that qualified Aboriginal and local individuals are considered for opportunities.

Most business opportunities on Coastal GasLink will be provided through Prime Contractors or their sub-contractors. To ensure meaningful opportunities for B.C. communities, TransCanada requires that each Prime develop a Local and Aboriginal Participation plan. These plans describe how contractors will identify and utilize local business capacity. A large portion of the prime contractors' hiring will be through construction labour unions. We are currently working closely with our leading contractors on their labour strategies. These strategies include advanced work and planning with the unions to ensure that Aboriginal and local people in Northern BC have preferential hiring.

The Project continues to connect with businesses and individuals at Chamber events, business forums, and job fairs across Northern BC. Throughout these efforts, we have been collecting local vendor information through our vendor databases, and will be sharing this information with our contractors. Coastal GasLink plans to notify communities when our prime contractors are selected, and we will tour the region with our contractors to promote both local contracting and local employment through networking opportunities. During construction, Coastal GasLink will continue to oversee the prime contractor to ensure a quality product, a safe worksite and the implementation of Local and Aboriginal Participation plans.

Many communities, including those in the RDBN, communicated how important it is for Coastal GasLink to invest in education and training opportunities to ensure individuals are ready when the project moves to the construction phase. As a result, the Project developed the *Pathway to Pipeline Readiness Program* as a set of principles to enable spending on skills training. The program aims to support Northern B.C.'s skilled labour force, and to grow workers' transferable skills. We recognize that building the capacity of individuals along our pipeline route is essential to maximizing local benefits and building a better project.

Since 2014, Coastal GasLink has committed over \$1.8 million to education and training initiatives in Northern BC (increased to over \$3 million when combined with other TransCanada projects). These investments include major funding partnerships with College of New Caledonia, and Northwest Community College for bursaries and equipment purchases. They also include major funding partnerships with Indigenous training organizations to upgrade essential skills, and job readiness. These investments have been made in advance of a Final Investment Decision because we recognize that training and labour force preparation takes time. In the coming months, Coastal GasLink will be announcing new partnerships that will support individuals in the RDBN region to gain construction-related work experience, and to help entrepreneurs with the support they need to capitalize on new business opportunities. Further direct training will be included as part of the construction phase, and is related to the labour strategies of the Prime Contractors and their respective labour unions. This includes safety training and on-boarding, union-sponsored training opportunities, and the hiring of apprentices in select trades.

### Public Relations During Construction

Coastal GasLink takes all public concerns seriously, and takes responsibility for answering questions related to our project. The project email address and public phone number are available to contact us at any time, along with Public Affairs, Indigenous Relations, and Land staff who regularly engage with landowners, stakeholders and Aboriginal groups. The SEEMP contains a section dedicated specifically to engagement during construction. SEEMP section 3.4 includes an Issues Management Process (see figure below) that describes how Coastal GasLink responds to public inquiries.



Coastal GasLink takes accountability for responding, documenting and tracking issues, as part of the regulatory reporting process. If RDBN Directors or staff receive public complaints regarding Coastal GasLink, we'd ask that they be directed to:

Coastal GasLink toll-free number: 1-855-633-2011

Email: [CoastalGasLink@TransCanada.com](mailto:CoastalGasLink@TransCanada.com)

RDBN Directors and staff are also welcome to forward any inquiries to Coastal GasLink Public Affairs staff members. In addition to the Public Affairs team that RDBN is in regular contact with, Coastal GasLink has plans to hire additional Public Affairs staff if a FID is reached. For the RDBN records, the current staff includes the following representatives:



| Name:           | Title:                              | Location:        | Phone:       | Email:   |
|-----------------|-------------------------------------|------------------|--------------|--|
| Kiel Giddens    | Regional Manager,<br>Public Affairs | Prince<br>George | 250-596-8058 | <a href="mailto:kiel_giddens@transcanada.com">kiel_giddens@transcanada.com</a>       |
| Catie Underhill | BC Public Affairs<br>Liaison        | Calgary          | 403-920-4534 | <a href="mailto:catie_underhill@transcanada.com">catie_underhill@transcanada.com</a> |
| Rachel Kulasa   | BC Public Affairs<br>Liaison        | Calgary          | 403-920-6499 | <a href="mailto:rachel_kulasa@transcanada.com">rachel_kulasa@transcanada.com</a>     |
| Trevor Halford  | Director, BC Public<br>Affairs      | Vancouver        | 778-328-5305 | <a href="mailto:trevor_halford@transcanada.com">trevor_halford@transcanada.com</a>   |

### South of Houston Alternate Route Amendment

On November 8, 2017, the Project filed an amendment application to add an alternate route option called the South of Houston Alternate Route (SHAR) to the Certified Pipeline Corridor with the B.C. Environmental Assessment Office (EAO), and filed with the B.C. Oil and Gas Commission (OGC) shortly thereafter. The requested amendments would add the proposed SHAR to the existing Certified Pipeline Corridor and one of the two potential route options would be chosen for construction.

After extensive consultation with local communities and Aboriginal groups, the South of Houston Alternate Route was identified to help minimize potential adverse effects on traditional and cultural land use on a portion of the current route. As part of our ongoing engagement, Coastal GasLink notified these Aboriginal groups in May 2016 and August 2017 of our intent to study an alternate route about 4 km south of our certified pipeline corridor (southwest of Burns Lake and south of Houston), and about 42 km in length. Since that time, we have completed important environmental and engineering fieldwork that has helped us identify an alternate route option which best reduces those impacts identified by Aboriginal groups. Coastal GasLink appreciates RDBN's participation in the EAO Working Group for the SHAR amendment application.

In closing, thank you to the RDBN Board and staff for the interest in Coastal GasLink. It is our hope that RDBN views Coastal GasLink as a welcome industry partner and a project of choice among major LNG-related projects in BC. We believe the Project continues to represent a transformational economic opportunity for Northern BC communities. We will continue to keep RDBN informed of our plans moving forward, and please don't hesitate to contact us if we can be of further assistance.

Sincerely,



**Kiel Giddens**  
 Regional Manager, Public Affairs  
 Coastal GasLink Pipeline Project

cc: James O'Hanley, Vice President, Applications  
 BC Oil and Gas Commission  
[James.O'Hanley@bcogc.ca](mailto:James.O'Hanley@bcogc.ca)

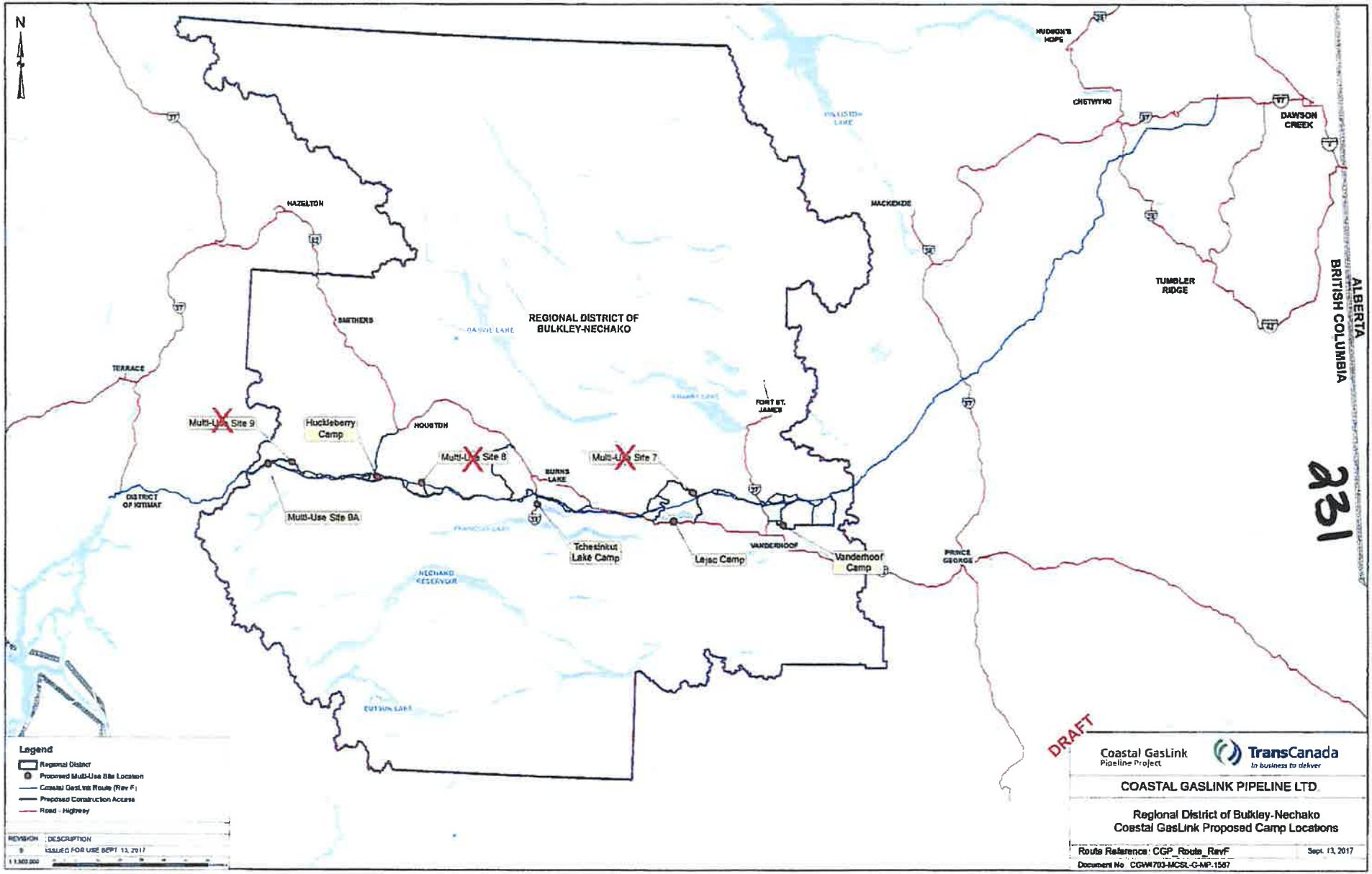
December 15, 2017

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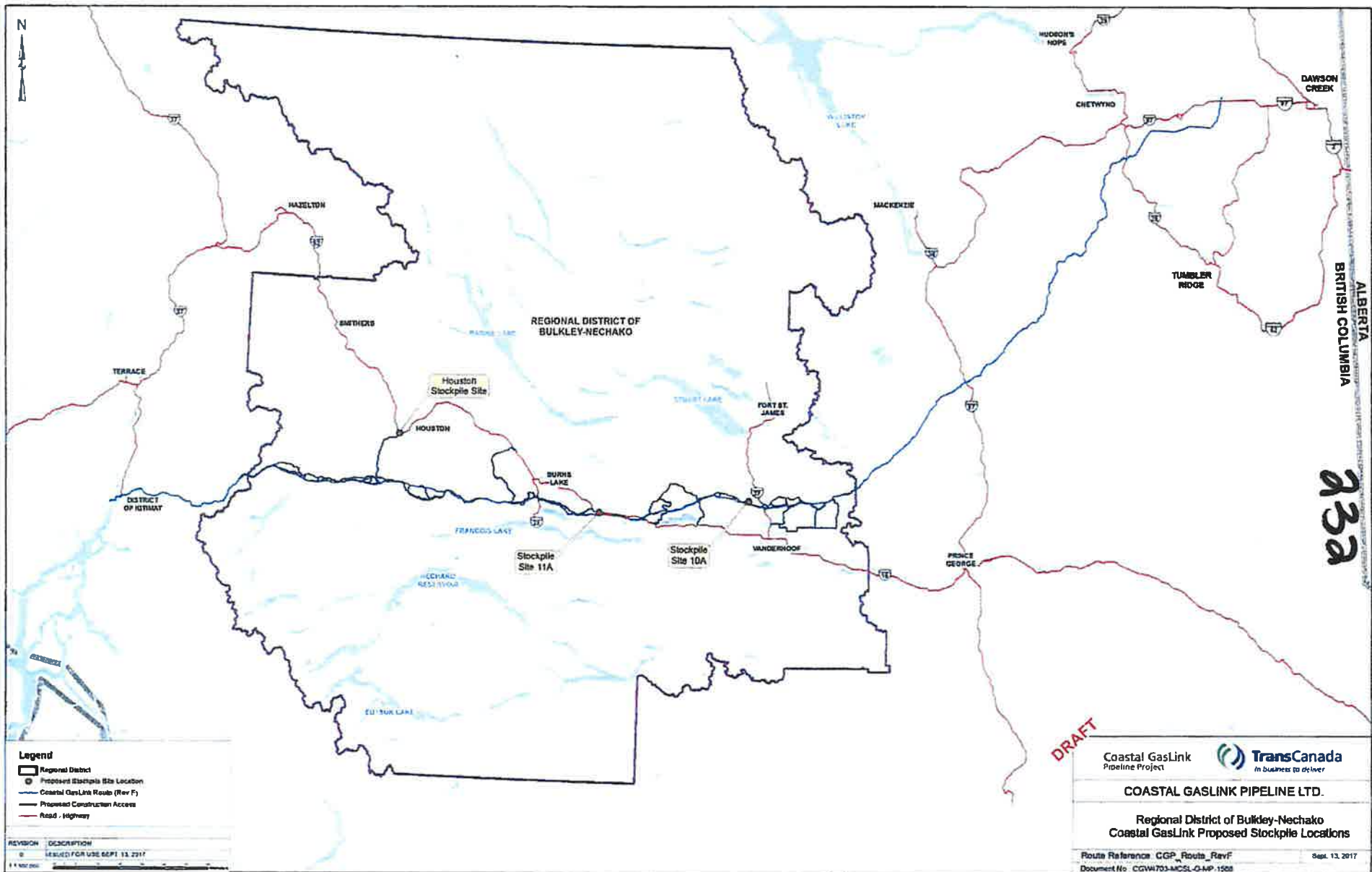
231

- Legend**
- Regional District
  - Proposed Multi-Use Site Location
  - Coastal GasLink Route (Rev F)
  - Proposed Construction Access
  - Road - Highway

| REVISION | DESCRIPTION                 |
|----------|-----------------------------|
| 9        | ISSUED FOR USE SEP 13, 2017 |

**DRAFT**

|   |   |
|---|---|
| Coastal GasLink<br>Pipeline Project   | <b>TransCanada</b><br><i>In business to deliver</i> |
| <b>COASTAL GASLINK PIPELINE LTD.</b>  |   |
| Regional District of Bulkley-Nechako<br>Coastal GasLink Proposed Camp Locations |   |
| Route Reference: CGP_Route_RayF   | Sept. 13, 2017                                      |
| Document No. CGW703-MCSL-G-MP-1587  |   |



**Legend**

- Regional District
- Proposed Stockpile Site Location
- Coastal GasLink Route (Rev F)
- Proposed Construction Access
- Road - Highway

| REVISION | DESCRIPTION                |
|----------|----------------------------|
| 1        | ISSUED FOR USE SEP 13 2017 |

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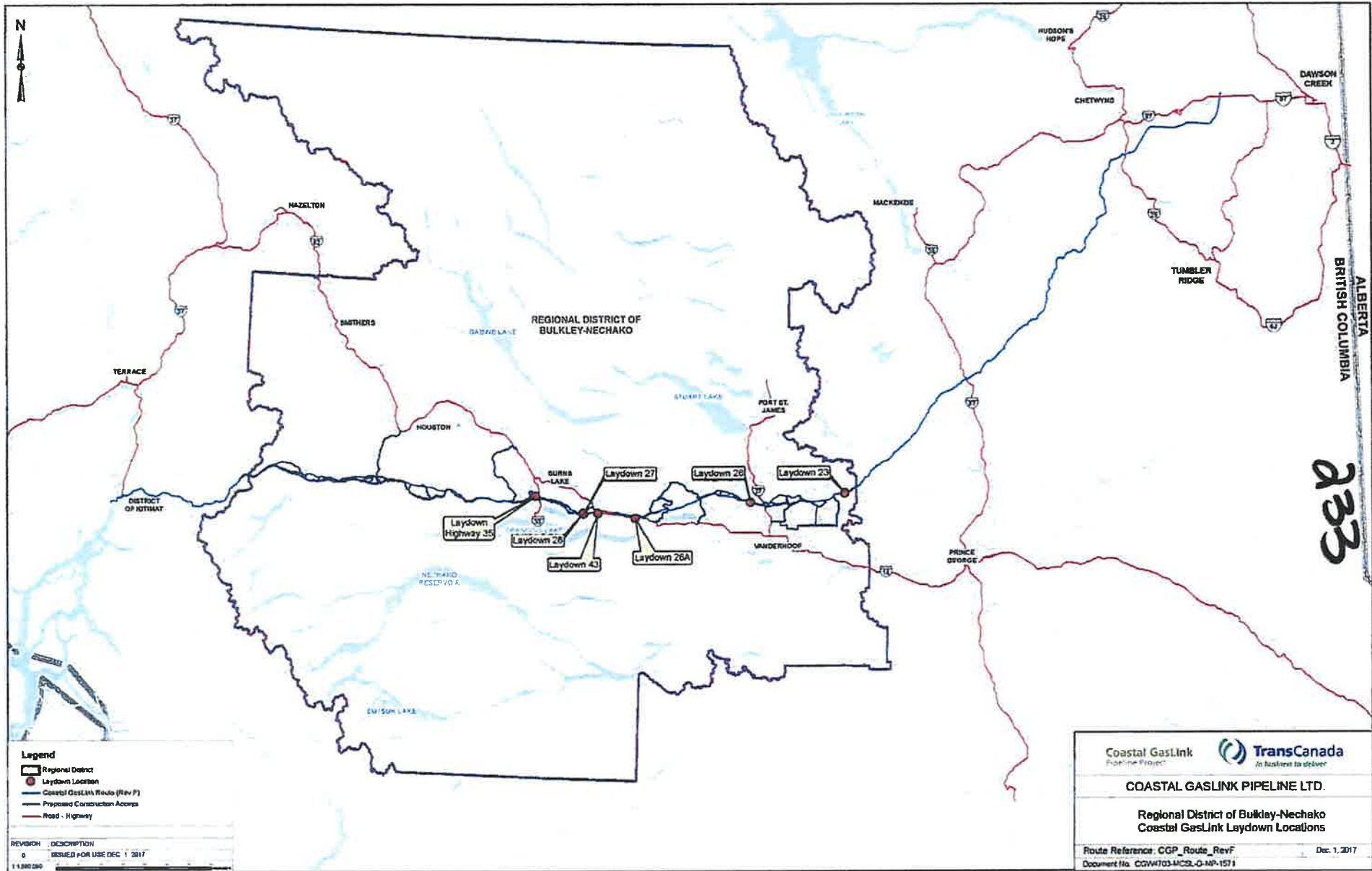
Coastal GasLink Pipeline Project **TransCanada**  
In business to deliver

**COASTAL GASLINK PIPELINE LTD.**

**Regional District of Bulkley-Nechako  
Coastal GasLink Proposed Stockpile Locations**

Route Reference: CGP\_Route\_RevF Sep. 13, 2017  
Document No.: CGW1703-MCSL-OMP-1508

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- Legend**
- Regional District
  - Laydown Location
  - Coastal GasLink Route (Rev F)
  - Proposed Construction Access
  - Road - Highway

| REVISION | DESCRIPTION               |
|----------|---------------------------|
| 0        | ISSUED FOR USE DEC 1 2017 |

Coastal GasLink  
Pipeline Project



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**COASTAL GASLINK PIPELINE LTD.**

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**Regional District of Bulkley-Nechako  
Coastal GasLink Laydown Locations**

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Route Reference: CGP\_Route\_RevF
Dec. 1, 2017

Document No. CGW703-MCSL-G-NP-1571

**CGL Camp Solid Waste Summary** (Preliminary, Dec 6, 2015)

| Camp Name                   | Construction Section | Nearest Community | Regional District   | Peak beds pioneer phase | Solid Waste Volumes (kg/day) | Peak beds construction phase | Solid Waste Volumes (kg/day) | Peak beds testing phase | Solid Waste Volumes (kg/day) | Total Occupied Person Days | Solid Waste Total Volumes (kg) Low Case | Solid Waste Total Volumes (kg) High Case |
|-----------------------------|----------------------|-------------------|---------------------|-------------------------|------------------------------|------------------------------|------------------------------|-------------------------|------------------------------|----------------------------|---|--|
| Wilde Lake                  | CS                   | Dawson Creek      | Peace River         | N/A                     |                              | 150                          | 750                          | N/A                     |                              | 30,000 - 60,000            | 150,000                                 | 300,000                                  |
| Chetwynd (previously Benke) | 1                    | Chetwynd          | Peace River         | 100                     | 500                          | 750                          | 3750                         | 200                     | 1000                         | 100,000 - 150,000          | 500,000                                 | 750,000                                  |
| Main 1B                     | 1                    | Chetwynd          | Peace River         | 100                     | 500                          | 250                          | 1250                         | 50                      | 250                          | 20,000 - 40,000            | 100,000                                 | 200,000                                  |
| Main 2B                     | 2                    | Tumbler Ridge     | Peace River         | 100                     | 500                          | 600                          | 3000                         | 150                     | 750                          | 75,000 - 100,000           | 375,000                                 | 500,000                                  |
| Main 4A                     | 3                    | Mackenzie         | Fraser Fort -George | 75                      | 375                          | 525                          | 2625                         | 200                     | 1000                         | 85,000 - 125,000           | 425,000                                 | 625,000                                  |
| Main 5B                     | 3                    | Prince George     | Fraser Fort -George | 100                     | 500                          | 500                          | 2500                         | 100                     | 500                          | 100,000 - 140,000          | 500,000                                 | 700,000                                  |
| Vanderhoof                  | 4                    | Vanderhoof        | Bulkley Nechako     | 75                      | 375                          | 500                          | 2500                         | 100                     | 500                          | 30,000 - 60,000            | 150,000                                 | 300,000                                  |
| Lejac/Main 7                | 5                    | Fraser Lake       | Bulkley Nechako     | 100                     | 500                          | 800                          | 4000                         | 100                     | 500                          | 150,000 - 200,000          | 750,000                                 | 1,000,000                                |
| Tchesinkut Lake             | 6                    | Burns Lake        | Bulkley Nechako     | 100                     | 500                          | 500                          | 2500                         | 100                     | 500                          | 50,000 - 100,000           | 250,000                                 | 500,000                                  |
| Main 8                      | 6                    | Houston           | Bulkley Nechako     | 100                     | 500                          | 400                          | 2000                         | 150                     | 750                          | 75,000 - 200,000           | 375,000                                 | 1,000,000                                |
| Main 9                      | 7                    | Houston           | Bulkley Nechako     | 150                     | 750                          | 450                          | 2250                         | N/A                     |                              | 50,000 - 75,000            | 250,000                                 | 375,000                                  |
| Main 9A                     | 8                    | Houston           | Bulkley Nechako     | 100                     | 500                          | 100                          | 500                          | N/A                     |                              | 10,000 - 20,000            | 50,000                                  | 100,000                                  |
| P2                          | 8                    | Houston           | Kitimat Stikine     | 150                     | 750                          | 500                          | 2500                         | 100                     | 500                          | 50,000 - 100,000           | 250,000                                 | 500,000                                  |
| Main 10 A                   | 8                    | Kitimat /Terrace  | Kitimat Stikine     | 100                     | 500                          | N/A                          |                              | N/A                     |                              | 5,000 - 15,000             | 25,000                                  | 75,000                                   |
| P4                          | 8                    | Kitimat /Terrace  | Kitimat Stikine     | 250                     | 1250                         | 450                          | 2250                         | 200                     | 1000                         | 75,000 - 125,000           | 375,000                                 | 625,000                                  |
| Kitimat MS                  | 8                    | Kitimat           | Kitimat Stikine     | 300                     | 1500                         | 700                          | 3500                         | 200                     | 1000                         | 150,000 - 200,000          | 750,000                                 | 1,000,000                                |

Camp occupancies are estimated and considered preliminary  
 The solid waste quantities are based on an average of 5kg/person /day  
 The camp-related solid waste quantities do not include construction waste.  
 Incineration and recycling are expended to reduce solid waste volumes by about 90%.  
 The remaining solid waste would be ash, from the incinerator.

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CGL Camp Liquid Waste Summary

(Preliminary, Dec. 6, 2015)

| Camp Name                   | Construction Section | Nearest Community | Regional District   | Peak beds pioneer phase | Liquid Waste Volumes* (M3/day) | Peak beds Construction phase | Liquid Waste Volumes* (M3/day) | Peak beds testing phase | Water and Sewer Volumes (M3/day) not combined | Occupied person days | Total Liquid Waste Volumes* (M3) Low Case | Total Liquid Waste Volumes* (M3) High Case |
|-----------------------------|----------------------|-------------------|---------------------|-------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------|---|----------------------|---|--|
| Wilde Lake                  | C5                   | Dawson Creek      | Peace River         | N/A                     |                                | 150                          | 30                             | N/A                     |   | 30,000 - 60,000      | 6,000                                     | 12,000                                     |
| Chetwynd (previously Benke) | 1                    | Chetwynd          | Peace River         | 100                     | 20                             | 750                          | 150                            | 200                     | 40  | 100,000 - 150,000    | 20,000                                    | 30,000                                     |
| Main 1B                     | 1                    | Chetwynd          | Peace River         | 100                     | 20                             | 250                          | 50                             | 50                      | 10  | 20,000 - 40,000      | 4,000                                     | 8,000                                      |
| Main 2B                     | 2                    | Tumbler Ridge     | Peace River         | 100                     | 20                             | 600                          | 120                            | 150                     | 30  | 75,000 - 100,000     | 15,000                                    | 20,000                                     |
| Main 4A                     | 3                    | Mackenzie         | Fraser Fort -George | 75                      | 15                             | 525                          | 105                            | 200                     | 40  | 85,000 - 125,000     | 17,000                                    | 25,000                                     |
| Main 5B                     | 3                    | Prince George     | Fraser Fort -George | 100                     | 20                             | 500                          | 100                            | 100                     | 20  | 100,000 - 140,000    | 20,000                                    | 28,000                                     |
| Vanderhoof                  | 4                    | Vanderhoof        | Bulkley Nechako     | 75                      | 15                             | 500                          | 100                            | 100                     | 20  | 30,000 - 60,000      | 6,000                                     | 12,000                                     |
| Lejac/Main 7                | 5                    | Fraser Lake       | Bulkley Nechako     | 100                     | 20                             | 800                          | 160                            | 100                     | 20  | 150,000 - 200,000    | 30,000                                    | 40,000                                     |
| TchesInkut Lake             | 6                    | Burns Lake        | Bulkley Nechako     | 100                     | 20                             | 500                          | 100                            | 100                     | 20  | 50,000 - 100,000     | 10,000                                    | 20,000                                     |
| Main 8                      | 6                    | Houston           | Bulkley Nechako     | 100                     | 20                             | 400                          | 80                             | 150                     | 30  | 75,000 - 200,000     | 15,000                                    | 40,000                                     |
| Main 9                      | 7                    | Houston           | Bulkley Nechako     | 150                     | 30                             | 450                          | 90                             | N/A                     |   | 50,000 - 75,000      | 10,000                                    | 15,000                                     |
| Main 9A                     | 8                    | Houston           | Bulkley Nechako     | 100                     | 20                             | 100                          | 20                             | N/A                     |   | 10,000 - 20,000      | 2,000                                     | 4,000                                      |
| P2                          | 8                    | Houston           | Kitimat Stikine     | 150                     | 30                             | 500                          | 100                            | 100                     | 20  | 50,000 - 100,000     | 10,000                                    | 20,000                                     |
| Main 10 A                   | 8                    | Kitimat /Terrace  | Kitimat Stikine     | 100                     | 20                             | N/A                          |                                | N/A                     |   | 5,000 - 15,000       | 1,000                                     | 3,000                                      |
| P4                          | 8                    | Kitimat /Terrace  | Kitimat Stikine     | 250                     | 50                             | 450                          | 90                             | 200                     | 40  | 75,000 - 125,000     | 15,000                                    | 25,000                                     |
| Kitimat MS                  | 8                    | Kitimat           | Kitimat Stikine     | 300                     | 60                             | 700                          | 140                            | 200                     | 40  | 150,000 - 200,000    | 30,000                                    | 40,000                                     |

Camp occupancies are estimated and considered preliminary

The liquid waste quantities are based on an average of 200 liters/person /day (0.2 cubic metres)

\* Potable water requirements are assumed to be the same as liquid waste quantities i.e. 200 liters/person /day (0.2 cubic metres)

Initial potable water quantities will be hauled from local municipalities, until water wells and associated water treatment facilities are set up

Initial waste water quantities will be hauled to local municipalities, until waste water treatment facilities are set up on site

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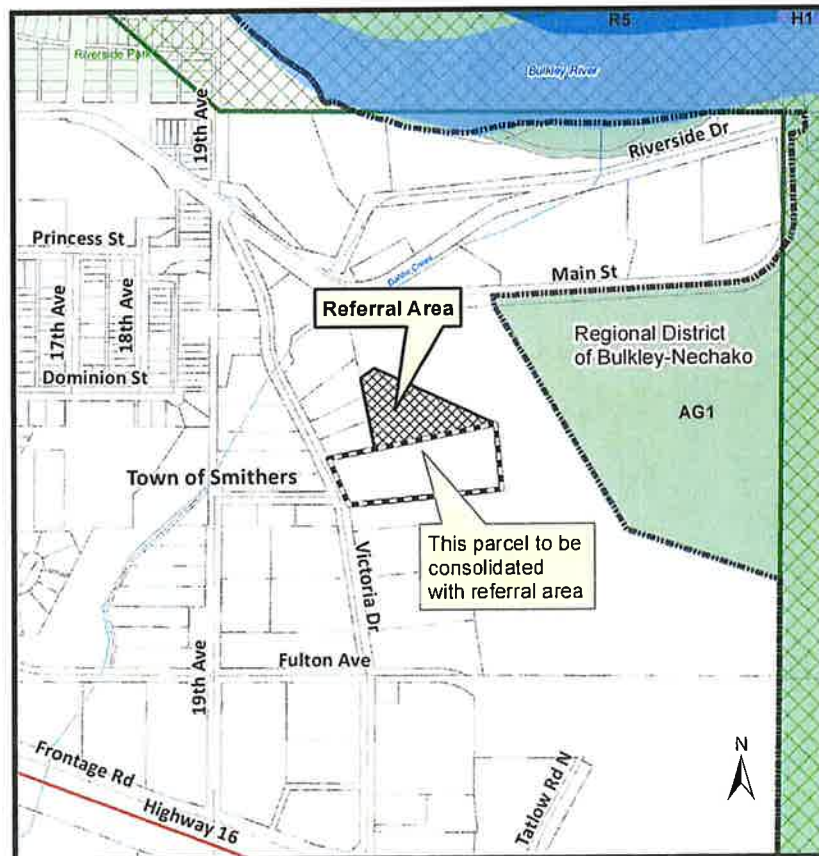


236  
MEMORANDUM

To: Board of Directors  
From: Maria Sandberg  
Date: September 9, 2019  
Re: Town of Smithers Rezoning and OCP Amendment Bylaws No. 1874 and 1875

The Town of Smithers is asking for comments on an OCP amendment and rezoning application that they are currently processing for a property close to the Regional District boundary. Bylaws 1874 and 1875 are proposed to amend the Official Community Plan from 'Rural Lands' to 'Light Industrial', and to rezone from 'Agricultural Zone' to 'Medium Industrial Zone' for a 1.88 ha portion of the subject property (the referral area). The bylaws were given first and second reading by the municipality on August 13, 2019.

The applicant wishes to consolidate the referral area with their existing operation on the adjacent property to the south which is already zoned 'Medium Industrial'. The referral area is currently used for industrial purposes and this amendment will bring the property into compliance. The operations include an office, the production of curbs, septic tanks and precast blocks and the storage of equipment and aggregate.





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The nearest Regional District property is located approximately 100 metres east of the application area and is currently vacant. It is not in the Agricultural Land Reserve but is zoned Agricultural. Planning Department staff have reviewed the proposal and have no comments or concerns, as there will be a buffer of agriculturally zoned lands between the referral area and the properties in the Regional District.

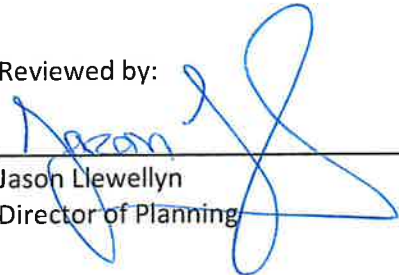
The Town of Smithers will send out notices of the public hearing to residents in the Regional District within 200 metres of the subject property (3 properties, all with the same owner), so that they can express any concerns with the proposed change in regulation.

**Recommendation**

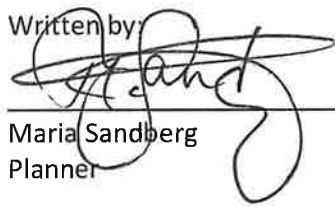
That the Regional District Board direct staff to respond to the Town of Smithers that the RDBN has no comments or concerns with Rezoning and OCP Amendment Bylaws No. 1874 and 1875.

*Development Services – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Maria Sandberg  
Planner



August 21, 2019

FILE: 3360-20/R19-08

**SENT VIA EMAIL:** [jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca)

Jason Llewellyn  
Director of Planning  
Bulkley-Nechako Regional District  
PO Box 820, Burns Lake, British Columbia V0J 1E

Dear Jason Llewellyn:

**RE: Bylaw No. 1874 cited as "Bylaw No. 1874 – Town of Smithers Zoning Bylaw No. 1614 Amendment No. 19-05" & Bylaw No. 1875 cited as "Bylaw No. 1875 – Town of Smithers Zoning Bylaw No 1403 Amendment No. 19-06"**

At its Regular Meeting on August 13<sup>th</sup>, 2019, the Town of Smithers Council gave First and Second Readings to Bylaw No. 1874 to amend the Town of Smithers Official Community Plan Bylaw No. 1614 and Bylaw No. 1875 to amend the Town of Smithers Zoning Bylaw No. 1403, with the following condition:

***"THAT the subject property is subdivided from the parent parcel and consolidated concurrently with the adjacent property, legally described as Lot 5 Section 30 Township 4 Range 5 Coast District Plan 4803."***

The purpose of Bylaw No. 1874 and Bylaw No. 1875 is 1) to amend the OCP designation from 'Rural Lands' to 'Light Industrial' and 2) to change the zoning from A-1 Agricultural Zone to M-2 Medium Industrial for a ± 1.88 ha portion of the property legally described as Block 1 Section 30 Township 4 Range 5 Coast District (3462 Victoria Drive).

The Applicant has applied for an OCP amendment and to rezoning as a step towards consolidating the ± 1.88 ha portion of the subject property with their existing operations at 3520 Victoria Drive (zoned on an M-2). In addition, the Applicant wants to bring their current business operations on the ± 1.88 ha portion of the property in compliance with zoning.

Please review the proposed zoning amendment bylaw and relay any comments you may have to the Town of Smithers **prior to Tuesday, September 17, 2019**. Feel free to call me on my direct line at (250) 847-1622 or email me at [planner@smithers.ca](mailto:planner@smithers.ca) if you have any questions or require more information.

Sincerely,

Danielle Patterson  
Planner

Enclosures: 1 (Report to Council DEV 19-049)

DP

n:\3000-3699 land administration\3360 zoning and rezoning\3360-20 - applications by year\2019\r19-06 3462 victoria drive (west fraser concrete co perry)\proc\referrals\bnrd\referral letter to bnrd r19-06.doc



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## REPORT TO COUNCIL

**DATE:** August 2, 2019

**REPORT:** DEV 19-049

**FROM:** Danielle Patterson, Planner

**FILE:** 3030-20/R19-06

**SUBJECT: Joint Official Community Plan & Zoning Amendment for the Property located at 3462 Victoria Drive**

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### RECOMMENDATIONS:

1. THAT Council give First Reading to Bylaw No. 1874 - Official Community Plan Bylaw No. 1614 Amendment No. 19-05;
2. THAT Council give Second Reading to Bylaw No. 1874 - Official Community Plan Bylaw No. 1614 Amendment No. 19-05;
3. THAT Council give First Reading to Bylaw No. 1875 – Zoning Bylaw No. 1403 Amendment No. 19-06:
4. THAT Council give Second Reading to Bylaw No. 1875 – Zoning Bylaw No. 1403 Amendment No. 19-06, with the following condition:
  - a. that the subject property is subdivided from the parent parcel and consolidated concurrently with the adjacent property, legally described as Lot 5 Section 30 Township 4 Range 5 Coast District Plan 4803.

### BACKGROUND:

#### Application

On June 19, 2019, the Town of Smithers received a Zoning Amendment application, for the subject property at 3462 Victoria Drive. Based on discussions with staff, the Applicant resubmitted the application as a Joint Official Community Plan (OCP) Amendment & Re-Zoning application with additional documents on June 18, 2019 (see Attachment 1). The portion of the property under consideration for amendment is ± 1.88 ha (± 4.66 ac), located on the east side of Victoria Drive (see Attachment 2). The Applicant currently uses the ± 1.88 ha (± 4.66 ac) portion of the subject property in conjunction with their property at 3520 Victoria Drive for their regular business operations, which include office operations, the production of curbs, septic tanks, and precast blocks, and the storage of equipment and aggregate. The Applicant's intention for the Joint OCP Amendment & Rezoning is to have their business operations on the ± 1.88 ha portion comply with zoning regulations and to assist in pursuing consolidated business operations on one (1) parcel.

|             |                          |         |                          |          |                          |                            |
|-------------|--------------------------|---------|--------------------------|----------|--------------------------|----------------------------|
| CAO         | <input type="checkbox"/> | Dir/DS  | <input type="checkbox"/> | Dir/FIN  | <input type="checkbox"/> | Agen Date: August 13, 2019 |
| Dir/CS      | <input type="checkbox"/> | Dir/WO  | <input type="checkbox"/> | Bldg Ins | <input type="checkbox"/> | In-Cam Date:               |
| Admin Asst. | <input type="checkbox"/> | Fire    | <input type="checkbox"/> | Planner  | <input type="checkbox"/> | Agenda Placement: Bylaws   |
| Dir /Rec    | <input type="checkbox"/> | Air/Mgr | <input type="checkbox"/> | PCSO     | <input type="checkbox"/> | Other:                     |

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Official Community Plan & Zoning:

The proposal is to change the OCP designation from Rural Lands to Light Industrial and to change the zone from A-1 Agricultural to M-2 Medium Industrial (see Attachment 3 - maps).

The subject property is designated Rural Lands in the Official Community Plan. The intention of the Rural Lands designation "*is to maintain the rural character of Smithers by limiting development and infrastructure investments on rural lands*" (s. 5.2, p. 18). A redesignation to Light Industrial would allow for uses including "*manufacturing, processing, construction trades or similar*" (s. 5.2, p. 18).

The subject property is zoned A-1, which does not permit any industrial-related uses other than gravel removal. A change to the M-2 zone would permit the Applicant's current business uses to continue on the subject property. The A-1 and M-2 zoning bylaw sections are attached to this report (see Attachment 4).

The subject property is south of a residential property (R-2), east of a towing business and natural resource consulting firm (both M-2), east of a collision business (M-2), and north of West Fraser Concrete (M-2). The majority of properties in the neighbourhood are zoned M-2 and the proposed zoning amendment generally fits the character and uses in the area.

**POLICY CONSIDERATIONS:**

Official Community Plan policies in sections 5.3.2 (Land Use, Infrastructure & Resource Efficiency) and 14.2.3 (Economic, Industrial & Commercial Development – Industrial) support the proposal. Official Community Plan section 5.2 (Land Use Plan & Designations) and policies in section 9.2.4 (Maintain Rural Character) (see Attachment 5) are relevant to the staff recommendations.

While the OCP states the "*subdivision of land into parcels less than sixteen hectares within areas designated Rural will not be supported without the provision of roads and sewerage, storm drain and water facilities*" (s. 5.2), the existing parcel in its entirety is less than the 16 ha. The proposal for the ± 1.88 ha portion of the subject property is corrective in nature, to bring an existing industrial, rather than agriculture use, in compliance with zoning. Due to the nature of current use, there is no additional need at this time for the provision of roads and sewerage, storm drain, or water facilities. Staff suggest that due to these factors, the requirement for additional services only if future building or subdivision occurs on the remainder of the parent property would align with the intent of the OCP without discouraging the Applicant to bring their current property use into compliance.

**DISCUSSION:**

The location of the Rural Lands designation is adjacent to and/or along significant sections of the boundaries of the Town of Smithers. This designation provides a rural boundary between Agricultural Lands (within the Town of Smithers) and/or agricultural land within the neighbouring Bulkley-Nechako Regional District and other land designations in the Town. Near the Main Street and Victoria Drive intersection, the Rural Land designation is a buffer between the Light Industrial designation and agricultural lands outside of the Town of Smithers' boundaries. The Light Industrial designation is concentrated along Nineteenth Avenue and Victoria Drive between Highway 16 and Main Street.

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M-2 zoned properties are concentrated along Tatlow Road, Nineteenth Avenue, and Victoria Drive, including the area where the subject property is located. While this proposed rezoning would remove a portion of land currently under A-1 zone, that land is currently used for industrial use. In addition, the proposal would support the intensification of existing built and serviced areas.

The approval of this application would result in the current uses on the subject property being in compliance with both Official Community Plan and zoning regulations and would allow the property to be used for any of the permitted principal and auxiliary uses in the M-2 zone, subject to regulations. The subject property is not within the Environmental Development Permit Area or the Form and Character Development Permit Area.

Staff Recommendations:

Based on the above, staff recommend the approval of this application. A condition on the approval is recommended for the following reason:

**Reduction in risk of ‘split-zoning’:** Split-zoning can create situations that make interpretation of zoning permitted uses and regulations difficult. Two (2) situations when split-zoning may be appropriate are due to a natural geographic boundary (i.e., a ravine or steep slope) or in preparation for subdivision. As one of the Applicant’s stated reasons for the rezoning is to facilitate a future subdivision, it is prudent to require the submission of a Preliminary Subdivision Application and the consolidation with the adjacent Lot 5 to reduce the likelihood the property will be split-zoned without a future subdivision.

**APC RECOMMENDATIONS:**

At the July 31, 2019 Advisory Planning Commission (APC) meeting, the APC passed the following motions in support of the OCP amendment and rezoning, with one (1) member in opposition:

THAT the Advisory Planning Commission recommend that Council proceed with Bylaw No. 1874 - “Official Community Plan Bylaw No. 1614 Amendment No. 19-05,” to change the land use designation of a ± 1.88 ha portion of the property legally described as Block 1 Section 30 Township 4 Range 5 Coast District Plan 8404 Except Plan 9834, from Rural Lands to Light Industrial; AND

THAT the Advisory Planning Commission recommend that Council proceed with Bylaw No. 1875 – “Zoning Bylaw No. 1403 Amendment No. 19-06,” to rezone a ± 1.88 ha portion of the property legally described as Block 1 Section 30 Township 4 Range 5 Coast District Plan 8404 Except Plan 9834, from A-1 Agriculture to M-2 Medium Industrial, with the following condition:

- a. that the subject property is subdivided from the parent parcel and consolidated concurrently with the adjacent property, legally described as Lot 5 Section 30 Township 4 Range 5 Coast District Plan 4803.

Discussions of the proposal included the potential of the subject property for agricultural use and the corrective nature of the proposal to bring the current use of the subject property in compliance with zoning regulations. Please refer to item number 6.2 of the

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APC Meeting Minutes, included under Councillor Thomas' Reports on the agenda for the August 13<sup>th</sup>, 2019 Regular Council meeting for additional details.

**ENVIRONMENTAL / ACCESSIBILITY IMPLICATIONS:**

As this application is to bring current operations under compliance with zoning regulations, approval of this application will not have any negative environmental or accessibility implications for other developments on the site or surrounding areas.

**COMMUNICATIONS:**

Notifications will comply with the *Local Government Act* and the Development Procedures Bylaw.

**NEXT STEPS:**

Upon successful Second Reading of both bylaws, the Applicant must submit a Preliminary Subdivision Application to create a new lot for the ± 1.88 ha portion of the subject property. After the creation of the new ± 1.88 ha parcel, a Public Hearing would be scheduled. Upon a successful Adoption of the bylaws, the Applicant's final step will be to purchase and consolidate the proposed ± 1.88 ha parcel with the property at 3520 Victoria Drive to ensure the newly created parcel is not landlocked.

**ALTERNATIVES:**

1. Require changes to the application.
2. Deny the Joint OCP Amendment & Rezoning application.

**ATTACHMENTS:**

1. Application R19-06
2. Subject Property Map
3. OCP Detail Map and Zoning Detail Map
4. Sections 3.1 & 6.2 (A-1 Zone & M-2 Zone), Zoning Bylaw No. 1403
5. Sections 5.2, 5.3.2, 9.2.4, & 14.2.3 of Official Community Plan Bylaw No. 1614
6. Bylaw No. 1874 OCP Amendment 19-06
7. Bylaw No. 1875 Zoning Bylaw Amendment 19-06

Respectfully submitted by:



Danielle Patterson  
Planner

DP/MA

Submission approved by:



Mark Allen  
Acting Chief Administrative Officer





## ATTACHMENT CHECKLIST

## A) PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

- Letter of authorization if the applicant is other than the registered owner(s).
- Site profile in accordance with the *Environmental Management Act* and *Contaminated Sites Regulation*.
- Site plan (including 1 set of reduced 8.5x11 plans) showing:
- Location of existing and proposed buildings and structures, lot dimensions & setbacks.
  - Parking areas, loading space, access/egress, garbage areas & landscaping.
  - North arrow & scale.
  - Measurements in metric (imperial measurements may also be included).
- Supplemental letter of intent & rationale is strongly encouraged but not required.
- Other information as necessary to assess the development proposal.

## B) OCP &amp;/OR ZONING AMENDMENT APPLICATIONS ONLY:

- Acknowledge sign notification posting requirements as specified by the Town of Smithers.

## C) ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Plans showing:
- Toe of slope and top of bank;
  - Location of watercourses and any watercourse setback areas that are located on or that abut the site;
  - Existing and proposed grades, including details on proposed retaining walls;
  - Floodplain areas;
  - Areas to be cleared, areas of cut and fill and proposed sequencing/timing.

## D) FORM &amp; CHARACTER DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Elevation drawings illustrating all sides of the building(s) & including proposed signage details.
- Exterior samples and materials.

## E) TEMPORARY USE PERMIT APPLICATIONS ONLY:

- Rationale & long term plan outlining when & how temporary use will be ended, buildings/area to be used, hours of use & site rehabilitation.
- Permit length requested (max. 3 years): \_\_\_\_\_

## AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the *Freedom of Information and Protection of Privacy Act* of BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I acknowledge that fees as per the Town of Smithers Development Procedures Bylaw No. 1807 do not imply or guarantee application approval.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600.





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Regional District Bulkley Nechako  
Town of Smithers

MAIN STREET

SUBJECT PROPERTY

Plan 8404  
Rem. of Blk 1

Plan 4803  
Lot 5

INTENDED CONSOLIDATED  
PARCEL BOUNDARY

VICTORIA DRIVE

DAKLE CREEK

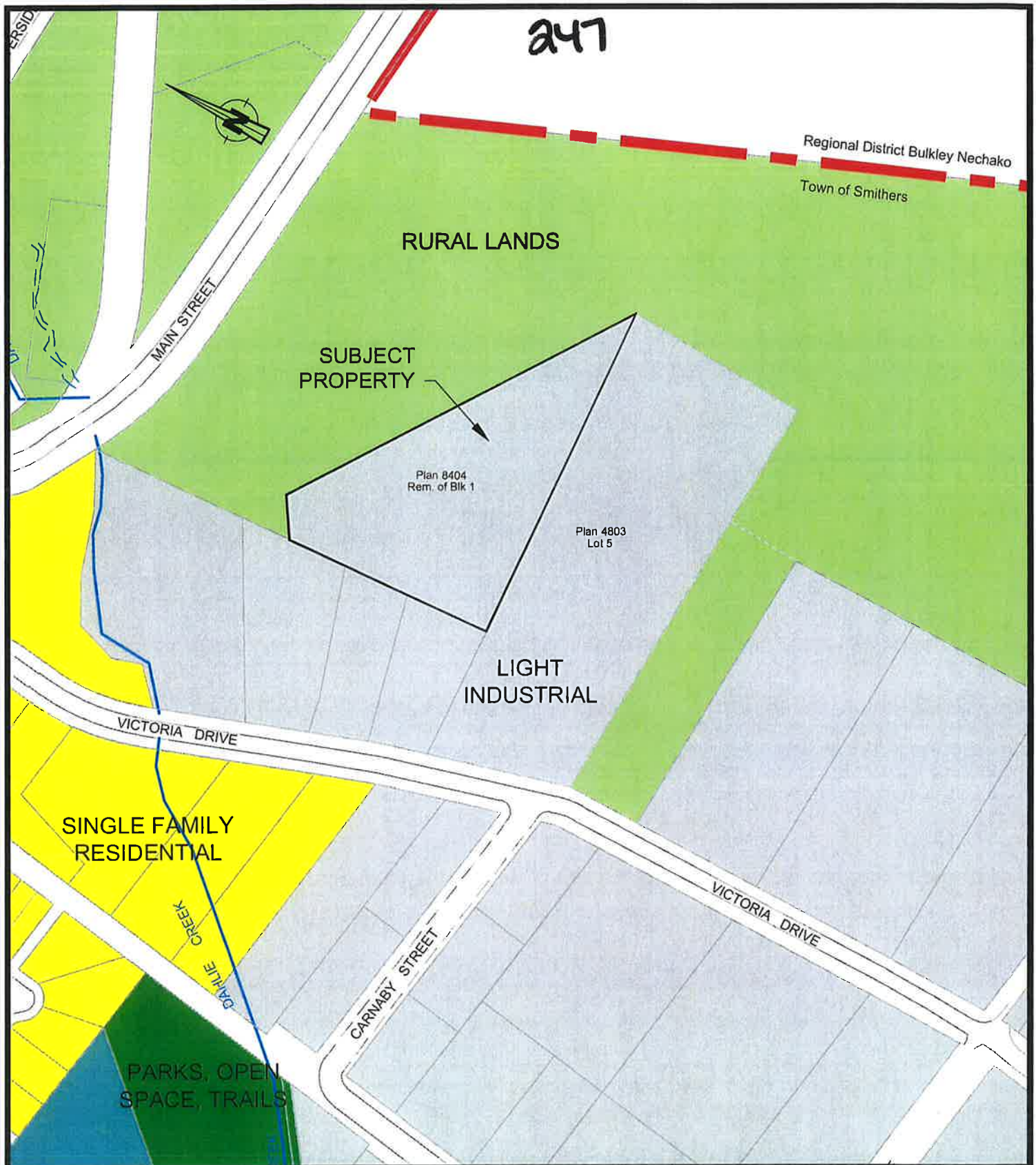
CARNABY STREET

VICTORIA DRIVE



TITLE:  
REZONING APPLICATION  
3462 Victoria Drive

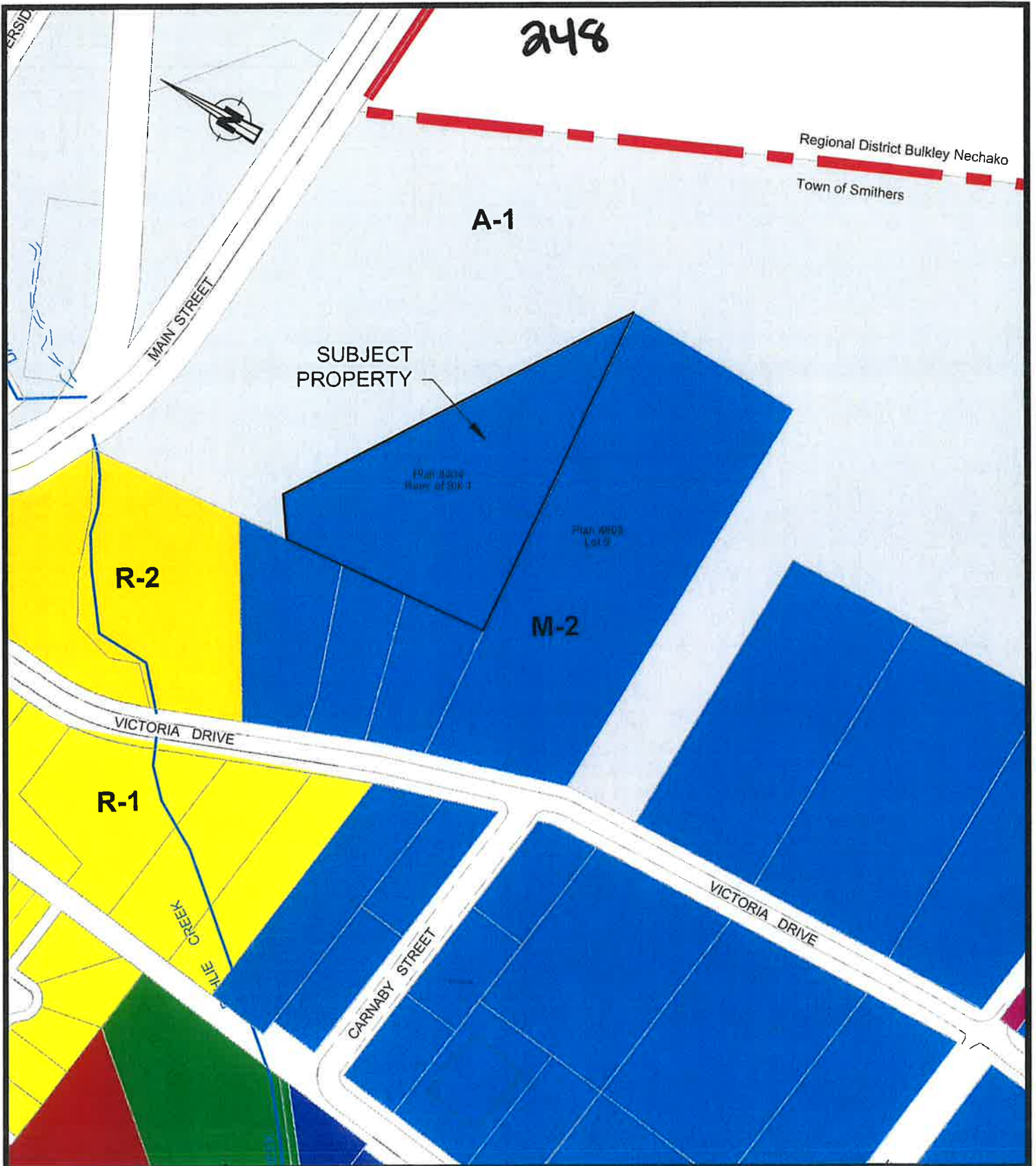
|   |                  |
|---|------------------|
| SCALE: 1:2500 at 8.5" x 11"   |                  |
| DRAWN BY: LAB   | DATE: 2019-07-19 |
| APPROVED BY: MFA  | DATE: 2019-07-19 |
| DRAWING PATH: N:\3000-3999 LAND ADMINISTRATION\3360 ZONING AND REZONING\3360-20 - APPLICATIONS BY YEAR\2019\19-06 3462 Victoria Drive (West Fraser Concrete co Perry)\PROCIR-06 |                  |



TITLE:  
**OCP APPLICATION**  
 3642 Victoria Drive  
 OCP Map Detail

|   |                  |
|---|------------------|
| SCALE: 1:2500 at 8.5" x 11"   |                  |
| DRAWN BY: LAB   | DATE: 2019-07-19 |
| APPROVED BY: MFA  | DATE: 2019-07-19 |
| <small>N:\33000-3699 LAND ADMINISTRATION\3360 ZONING AND REZONING\3360-20 - APPLICATIONS BY YEAR\2019R19-06</small><br>DRAWING PATH: 3642 Victoria Drive (West Fraser Concrete co Perry)\PROGR-06 |                  |





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Regional District Bulkley Nechako  
Town of Smithers

A-1

SUBJECT PROPERTY

Plan 5500  
Block of Sit-1

Plan 4803  
Lot 9

R-2

M-2

VICTORIA DRIVE

R-1

SALE CREEK

CARNABY STREET

VICTORIA DRIVE



TITLE:  
REZONING APPLICATION  
3642 Victoria Drive  
Zoning Map Detail

|   |                  |
|---|------------------|
| SCALE: 1:2500 at 8.5" x 11"   |                  |
| DRAWN BY: LAB   | DATE: 2019-07-19 |
| APPROVED BY: MFA  | DATE: 2019-07-19 |
| DRAWING PATH: N:\3000-3899 LAND ADMINISTRATION\3360 ZONING AND REZONING\3360-20 - APPLICATIONS BY YEAR\2019\19-06 3642 Victoria Drive (West Fraser Concrete co Perry)\PROC\R-08 |                  |

## Division 3 – Agricultural Zones

### Section 3.1 A-1 Agricultural Zone

#### Purpose

The purpose of the A-1 zone is to accommodate agricultural uses within Town boundaries on land located both within and outside the Provincial Land Reserve.

#### Permitted Principal Uses

3.1.1 The following and no other principal uses are permitted in an A-1 zone:

- (a) **agriculture;**
- (b) **single family dwelling;**
- (c) **gravel removal;**
- (d) **parks and trails;** *(Bylaw 1685)*

#### Permitted Auxiliary Uses

And the following and no other **auxiliary** uses are permitted in an A-1 zone:

- (e) **boarding use;**
- (f) **home occupation;**
- (g) **secondary suite;**
- (h) **auxiliary building;**
- (i) **backyard hen keeping** auxiliary to a single-family dwelling. *(Bylaw 1781)*

#### Regulations

3.1.2 In an A-1 zone the following regulations contained in Table 3.1 shall apply:

| Table 3.1                              |  |
|--|--|
| Element                                | Regulations  |
| <b>Parcel Size and Coverage</b>        |  |
| <b>Parcel Area</b>                     | 16 hectares minimum  |
| <b>Parcel Width</b>                    | Not restricted   |
| <b>Parcel Coverage</b>                 | 30% maximum for all <b>buildings</b> and <b>structures</b> |
| <b>Principal Buildings</b>             |  |
| <b>No. of Principal Buildings</b>      | 1, except in respect of agricultural uses                  |
| <b>Setbacks</b>                        |  |
| <b>front yard</b>                      | 7.5 metres minimum   |
| <b>rear yard</b>                       | 7.5 metres minimum   |
| <b>side yard</b>                       | 7.5 metres minimum   |
| <b>Height of residential buildings</b> | 9 metres maximum   |

| Table 3.1  |   |
|--|---|
| Element  | Regulations   |
| <b>Auxiliary Buildings</b>                                   |   |
| <b>Parcel Coverage of Auxiliary Buildings and Structures</b> | 5%  |
| Setbacks   |   |
| <b>front yard</b>  | 7.5 metres minimum  |
| <b>rear yard</b>   | 7.5 metres minimum  |
| <b>side yard</b>   | 7.5 metres minimum  |
| <b>Height</b>  | 6.1 metres maximum  |
| <b>Fencing</b>   |   |
| <b>Height</b>  |   |
| in the required <b>front yard</b>                            | 1.2 metres maximum  |
| in any other yard  | 2 metres maximum  |
| <b>Parking</b>   |   |
|  | Parking in the A-1 zone shall comply with Section 2.9 contained in General Regulations. |

#### Additional Requirements

3.1.3 In respect of an agricultural use:

- (a) No person shall keep livestock on a **parcel** less than 0.4 hectares in area;
- (b) On **parcels** which are 0.4 to 2 hectares in area, no person shall keep more than 1 horse, 2 cattle, and 12 poultry for each 0.4 hectares of **parcel area**.

Section 6.2 M-2 Medium Industrial ZonePurpose

*The purpose of the M-2 zone is to accommodate those industrial operations which are partially enclosed and require some outdoor storage.*

Permitted Principal Uses

6.2.1 The following principal uses and no others are permitted in the M-2 zone:

- (a) automobile, motorcycle, boat, mobile home, and recreational trailer and vehicle sales and rentals, repair shops, auto body shops and fuel pumps;
- (b) laundry, dry cleaning intended to serve commercial, **industrial**, and **institutional uses** excluding coin operated **laundromat**, coin operated dry cleaning;
- (c) dispensing of fuel;
- (d) **manufacturing plant** if totally contained in a **building**;
- (e) truck terminal and railway freight depot;
- (f) farm machinery, farm equipment sales, service; sale of farm, garden supplies;
- (g) **trade shop** and as **auxiliary use**, the sale and service of products manufactured on the same **parcel** and only those goods and supplies normally associated with the trade;
- (h) indoor, outdoor storage including **shipping containers** (*Bylaw 1607*), excluding auto wrecking or storage;
- (i) **wholesale use**;
- (j) works yard;
- (k) asphalt, concrete crushing plant;
- (l) dog pound;
- (m) sales and service of logging and construction materials and supplies;
- (n) animal hospital and veterinary facility when totally contained in a **building**;
- (o) processing, manufacturing dairy products;
- (p) laboratory, testing facility;
- (q) sales and service, rental and repair of tools;
- (r) building supply, lumber yard;
- (s) auctions other than of livestock provided that the auction takes place only in a **building** which satisfies the requirements of the British Columbia Building Regulations for assembly occupancy;
- (t) documents and parcel delivery depot;
- (u) **fuel sales - wood**;
- (v) recreation for gymnastics only; (*Bylaw 1440*)
- (w) vehicle washing establishment. (*Bylaw 1460*)

Permitted Auxiliary Uses

And the following and no other **auxiliary** uses are permitted in an M-2 zone:

- (x) office **auxiliary** to principal uses;
- (y) not more than one **dwelling** unit; (*Bylaw 1845*)
- (z) **building auxiliary** to the principal building;
- (aa) mobile food concession;
- (bb) auction of goods sold in respect of the principal use.

Regulations

6.2.2 In the M-2 zone the following regulations contained in Table 6.2 shall apply:

| Table 6.2   |   |
|---|---|
| Element   | Regulations   |
| <b>Parcel Size and Coverage</b>   |   |
| <b>Parcel Area</b>  | 1,700 m <sup>2</sup> minimum  |
| <b>Parcel Width</b>   | 30 metres minimum   |
| <b>Parcel Coverage</b>  | 75% maximum for all <b>buildings</b> and <b>structures</b>  |
| <b>Principal Buildings</b>  |   |
| <b>No. of Principal Buildings</b>   | 2 maximum ( <i>Bylaw 1552</i> )   |
| <b>Setbacks</b>   |   |
| <b>front yard</b>   | 3 metres minimum  |
| <b>rear yard</b>  |   |
| where a <b>rear yard</b> adjoins a dedicated railway right-of-way or a <b>lane</b> contiguous to a <b>parcel</b> zoned R-1, R-2, R-3, R-4, or R-5 | 0 metres  |
| for all other <b>parcels</b>  | 4.5 metres minimum  |
| <b>side yard</b>  |   |
| exterior  | 4.5 metres minimum  |
| interior  | 4.5 metres minimum on at least one <b>side yard</b>   |
| asphalt plant and gravel crushing plant   | 600 metres minimum from a <b>parcel</b> located in an R-1, R-2, R-3, R-4, or R-5 zone or an area designated for <b>residential use</b> under the Community Plan |
| <b>Height</b>   | 12 metres   |



| Table 6.2   |   |
|---|---|
| Element   | Regulations   |
| <b>Auxiliary Buildings</b>  |   |
| <b>No. of Auxiliary Buildings</b>   | 1 maximum   |
| <b>Setbacks</b>   |   |
| <b>front yard</b>   | 3 metres minimum  |
| <b>rear yard</b>  |   |
| where a <b>rear yard</b> adjoins a dedicated railway right-of-way or a <b>lane</b> contiguous to a <b>parcel</b> zoned R-1, R-2, R-3, R-4, or R-5 | 0 metres  |
| for all other <b>parcels</b>  | 4.5 metres minimum  |
| <b>side yard</b>  |   |
| exterior  | 4.5 metres minimum  |
| interior  | 4.5 metres minimum on at least one <b>side yard</b>   |
| <b>Height</b>   | 12 metres   |
| <b>Parking and Loading</b>  |   |
|   | Parking and loading in the M-2 zone shall comply with Sections 2.9 and 2.10 contained in General Regulations. |

### 6.2.3 Conditions of Use

- (a) No **manufacturing plant** use shall include more than 50 m<sup>2</sup> or 10% of the **gross floor area**, whichever is less, devoted to **retail sales** or display of goods manufactured, assembled, disassembled or repaired on site.
- (b) No **wholesale** or **warehouse use** shall include more than 50 m<sup>2</sup> or 10% of the **gross floor area**, whichever is less, devoted to display of goods.

**Rural:** The intent of the Rural designation is to maintain the rural character in Smithers by limiting development and infrastructure investments on rural lands. The development of land designated Rural is discouraged. The subdivision of land into parcels less than sixteen hectares within areas designated Rural will not be supported without the provision of roads and sewerage, storm drain and water facilities. The cost of providing such services will dictate a more rural development density.

**Civic/Community use:** The intent of the Civic/Community designation is to support a broad range of public and institutional facilities, which serve the educational, health and safety, and cultural needs of the community. Supported uses include, but are not limited to schools, churches, hospital and police stations, as well as, land required to service the municipal utility infrastructure (i.e. sewage treatment facilities and water reservoirs). Civic uses, such as the library, Museum and Town Hall are also included as Community Uses.

**Light industrial:** The intent of the Light Industrial designation is to provide lands for enclosed manufacturing, processing, assembly, construction trades or similar.

**Heavy industrial:** The intent of the Heavy industrial designation is to provide appropriate places for activities such as resource processing, manufacturing, warehousing, sand and gravel extraction and auto wreckers and similar uses which may by their nature cause noise, emissions, or visual impact and should be separated from other uses. The zoning bylaw shall specify appropriate site sizes, setback distances and range of uses to ensure that heavy industry can operate effectively. Retail and office use will be restricted to a minor role on these sites, and must be associated with the primary business.

**CN Lands:** The intent of the CN Lands designation is to illustrate where CN lands exist in the town. Future lands may be available to the community for parks, recreation or trails.

**Airport Lands:** The intent of the Airport Lands designation is to provide lands for the airport use. A separate land use plan for the airport will be developed.

## 5.3. Objectives & Policies

### 5.3.1. LAND SUPPLY

- Objective:** *To ensure an adequate supply of suitable land to accommodate population growth in a managed, thoughtful manner.*
- Policy 1** The land use designations on Schedule A: Land Use provides the land use framework for managing growth in the Town. Changes of land use (re-zonings) will only be permitted in accordance with Schedule A: Land Use.
- Policy 2** An assessment of residential and commercial capacity and projected growth will be conducted every five years to ensure there is adequate supply of land to accommodate the anticipated housing, service, and employment needs of the community.

### 5.3.2. LAND USE, INFRASTRUCTURE & RESOURCE EFFICIENCY

- Objective:** *To encourage compact settlement patterns that:*
- *Ensure efficient use of the land base in order to preserve open space and conserve natural resources.*
  - *Ensure the efficient, cost effective and contiguous provision of municipal infrastructure, public facilities and transportation systems.*
- Policy 1** The majority of new growth and development will be accommodated through sensitive infill and intensification (redevelopment) of existing built and serviced areas. These forms of development will be given priority over development proposals on previously undeveloped (greenfield) sites within the Town boundaries.
- Policy 2** The majority of new residential growth should occur within the Downtown and the adjacent mixed residential neighbourhoods as shown in Schedule A: Land Use.
- Policy 3** Commercial, mixed-use and multi-family development proposals shall demonstrate how they meet the Development Permit Area design guidelines.

*Infill development is the use of land within a built-up area. It focuses on the reuse and repositioning of obsolete or underutilized buildings and sites.*

agriculture community (i.e. on-farm housing, agro-tourism, changes to BC's Assessment's farm classification, etc.).

- Policy 4 Encourage the diversification of agricultural activity and products that show potential for economic viability.
- Policy 5 Continue to allow and support the development of farmers' markets.

### 9.2.3. ENVIRONMENTAL STEWARDSHIP

*Objective: To encourage and support the implementation of environmentally considerate farming practices.*

- Policy 1 Encourage the local agricultural community to provide leadership in the protection and conservation of the environment and natural resources as it relates to farm practice.
- Policy 2 Encourage participation in the BC Environmental Farm Plan Program as it relates to agricultural and farming practices. The Environmental Farm Plan Program gives participating farmers a better understanding of existing environmental legislation, regulations and policies over farm activities and provides a range of preferred beneficial farm management practices as well as assistance with their implementation.
- Policy 3 Support the beneficial application of recycled organic matter and compost to local farm lands in order to reduce the Town's contribution to the waste stream, and improve the health and fertility of local soils.

### 9.2.4. MAINTAIN RURAL CHARACTER

*Objective: To maintain rural lands for rural uses and provide a rural boundary to the community.*

- Policy 1 The areas designated as Rural on Schedule A: Land Use are intended to be retained for rural residential, agricultural and forestry uses over the long-term.
- Policy 2 Support agricultural and forestry uses on rural lands.
- Policy 3 Encourage the Bulkley Nechako Regional District to maintain the rural and agricultural zoning in the areas adjacent to the Town's boundary.

*The concept of agrotourism is a direct expansion of ecotourism, which encourages visitors to experience agricultural life at first hand. Agrotourism is gathering strong support from small communities as rural people have realised the benefits of sustainable development brought about by similar forms of nature travel.*

*The BC Environmental Farm Plan Program provides an opportunity to encourage farmers and those connected with the agricultural industry to employ more environmentally considerate practices.*

**A Temporary Use Permit (TUP)** is required for any temporary land use that does not conform to the Zoning Bylaw. The use must be clearly temporary or seasonal in nature and not create an unacceptable negative impact on surrounding permanent uses. An applicant must submit an outline detailing when and how the use in that location will be ended, the buildings to be used, the area of use, the hours of use, appearance, landscaping and site rehabilitation. The Town of Smithers may require security to ensure compliance. Town Council approves all Temporary Use Permits

- Policy 9 Continue to encourage the establishment of tourist facilities through land use designations for tourist commercial and accommodation. These facilities must adhere to the same design guidelines as the downtown core.
- Policy 10 Recognize the critical role that the railway has and will have and strongly encourage its use in transporting people and goods.
- Policy 11** Support business initiatives, which provide added value to resources and support development of compatible value-added secondary manufacturing business within Smithers' industrial areas.
- Policy 12 Support the protection of the fossil beds in Driftwood Canyon Provincial Park as a key community resource.
- Policy 13 Appropriate Temporary Commercial Uses are supported on lands designated commercial.

#### 14.2.2. THE DOWNTOWN CORE

**Objective:** To increase commercial activity in the downtown core to support local business by further defining the downtown as the heart of the community.

- Policy 1 Revise the parking regulations in the Zoning Bylaw to encourage retail uses on the ground floor in the downtown. (For details, refer to the August 2008 Charrette Report).

#### 14.2.3. INDUSTRIAL

**Objective:** Secure adequate industrial lands to ensure capacity for value added manufacturing and future capacity for any tourism and/or resource based ventures.

- Policy 1** Restrict industrial development to the area generally south of Pacific Street and east of the planned extension to 16<sup>th</sup> Avenue in order to concentrate industrial development in areas separate and distinct from commercial and residential lands while at the same time acknowledging the potential for industrial development in the future land use plan for the airport.

- Policy 2 Sell land at market value for industrial needs only if the existing capacity is maximized and/or specific industrial uses, such as secondary manufacturing, need more capacity.
- Policy 3 Existing gravel extraction sites are recognized within the areas designated as Heavy Industrial on Schedule A: Land Use. Additional gravel sites, where sufficient resources justify their creation, are supported within the area designated as Heavy Industrial.
- Policy 4 Ensure that all value-added and secondary manufacturing businesses have access to adequate industrial lands.
- Policy 5 Areas with active industrial use shall be buffered from non-industrial uses.
- Policy 6 Appropriate Temporary Industrial Uses are supported on lands designated industrial.
- Policy 7 Encourage mixed use light industrial/residential development in current industrial areas that are in close proximity to existing residential neighbourhoods and community amenities.

*All sand and/or gravel extraction applications are made to the Ministry of Energy, Mines and Petroleum Resources (MEMPR) who refer application to stakeholders (including the Town) for comment. OCP policies are considered when reviewing application referrals, however, MEMPR makes the final decision.*

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## BYLAW NO. 1874

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### **TOWN OF SMITHERS OFFICIAL COMMUNITY PLAN BYLAW NO. 1614 AMENDMENT NO. 19-05**

**WHEREAS** the Council may, under the authority of Section 472 of the *Local Government Act*, may adopt one or more Official Community Plans;

**NOW THEREFORE** the Council of the Town of Smithers, in open meeting assembled, hereby enacts as follows:

#### **1 CITATION:**

- 1.1 This bylaw may be cited as "Bylaw No. 1874 – Town of Smithers Official Community Plan Bylaw No. 1614 Amendment No. 19-05" and takes effect as of the date of adoption.

#### **2 ADMINISTRATIVE PROVISION:**

- 2.1 If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of the bylaw.

#### **3. MAP AMENDMENT:**

- 3.1 The Land Use map of the Town of Smithers' Official Community Plan Bylaw No. 1614 (shown on Schedule A) is amended by changing a ± 1.88 ha portion of the property legally described as Block 1 Section 30 Township 4 Range 5 Coast District Plan 8404 Except Plan 9834, and forming part of this Bylaw:

**From: Rural Lands**  
**To: Light Industrial**



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**TOWN OF SMITHERS**  
BYLAW NO. 1874

Page 2

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|                          |        |         |
|--------------------------|--------|---------|
| READ A FIRST TIME THIS   | DAY OF | , 2019. |
| READ A SECOND TIME THIS  | DAY OF | , 2019. |
| PUBLIC HEARING HELD THIS | DAY OF | , 2019. |
| READ A THIRD TIME THIS   | DAY OF | , 2019. |
| ADOPTED THIS             | DAY OF | , 2019. |

The Corporate Seal of the Town of Smithers  
was hereto affixed in the presence of:

---

Taylor Bachrach  
Mayor

---

Keith Stecko  
Acting Chief Administrative Officer

**CERTIFIED A TRUE AND CORRECT  
COPY** of "Bylaw No. 1874 – Town of  
Smithers Official Community Plan Bylaw  
No. 1614 Amendment No. 19-05".

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Dianna Plouffe  
Corporate Officer

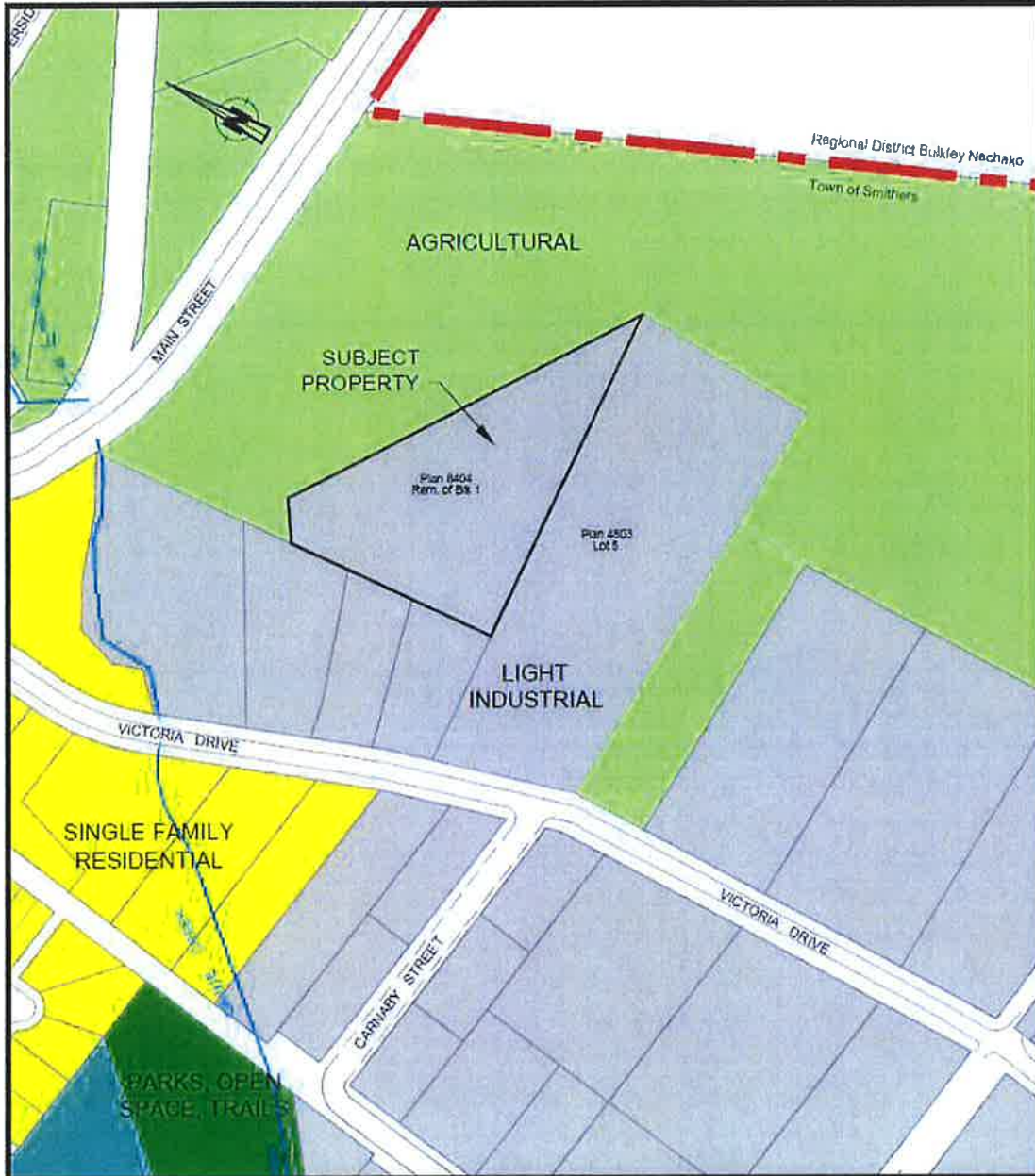
DP/MA

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**TOWN OF SMITHERS**  
BYLAW NO. 1874

Page 3

**SCHEDULE A**



|   |   |  |
|---|---|--|
|  | <b>TITLE:</b><br>OCP APPLICATION<br>3642 Victoria Drive<br>OCP Map Detail | <b>SCALE:</b> 1:2500 at 8.5" x 11"   |
|   |   | <b>DRAWN BY:</b> LAB <b>DATE:</b> 2019-07-19   |
|   |   | <b>APPROVED BY:</b> MFA <b>DATE:</b> 2019-07-19  |
|   |   | <small>REGISTERED LAND SURVEYORS COMPANY AND<br/>REGULATED PROFESSION - APPLICATION BY YEAR/2019/15-06<br/>MFC Victoria Drive River Town Centre to Park 100/2008</small> |



## **BYLAW NO. 1875**

### **TOWN OF SMITHERS ZONING BYLAW NO. 1403 AMENDMENT NO. 19-06**

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**WHEREAS** the Council may, under the authority of Section 479 of the *Local Government Act*, create different zones and regulate uses, density, and siting within each zone;

**NOW THEREFORE** the Council of the Town of Smithers, in open meeting assembled, hereby enacts as follows:

**1. CITATION:**

- 1.1 This bylaw may be cited as "Bylaw No. 1875 – Town of Smithers Zoning Bylaw No. 1403 Amendment No. 19-06" and takes effect as of the date of adoption.

**2. ADMINISTRATIVE PROVISION:**

- 2.1 If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of the bylaw.

**4. MAP AMENDMENT:**

- 4.1 The Zoning map of the Town of Smithers Zoning Bylaw No. 1403 (shown on Schedule A) is amended by changing a ± 1.88 ha portion of the property legally described as Block 1 Section 30 Township 4 Range 5 Coast District Plan 8404 Except Plan 9834, and forming part of this bylaw:

**From: A-1 Agriculture**

**To: M-2 Medium Industrial**

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**TOWN OF SMITHERS**  
BYLAW NO. 1875

Page 2

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READ A FIRST TIME THIS DAY OF , 2019.  
READ A SECOND TIME THIS DAY OF , 2019.  
RECEIVED APPROVAL OF THE MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE ON THIS DAY OF , 2019.  
PUBLIC HEARING HELD THIS DAY OF , 2019.  
READ A THIRD TIME THIS DAY OF , 2019.  
ADOPTED THIS DAY OF , 2019.

The Corporate Seal of the Town of Smithers  
was hereto affixed in the presence of:

---

Taylor Bachrach  
Mayor

---

Keith Stecko  
Acting Chief Administrative Officer

**CERTIFIED A TRUE AND CORRECT  
COPY** of "Bylaw No. 1875 – Town of  
Smithers Zoning Bylaw No. 1403  
Amendment No. 19-06".

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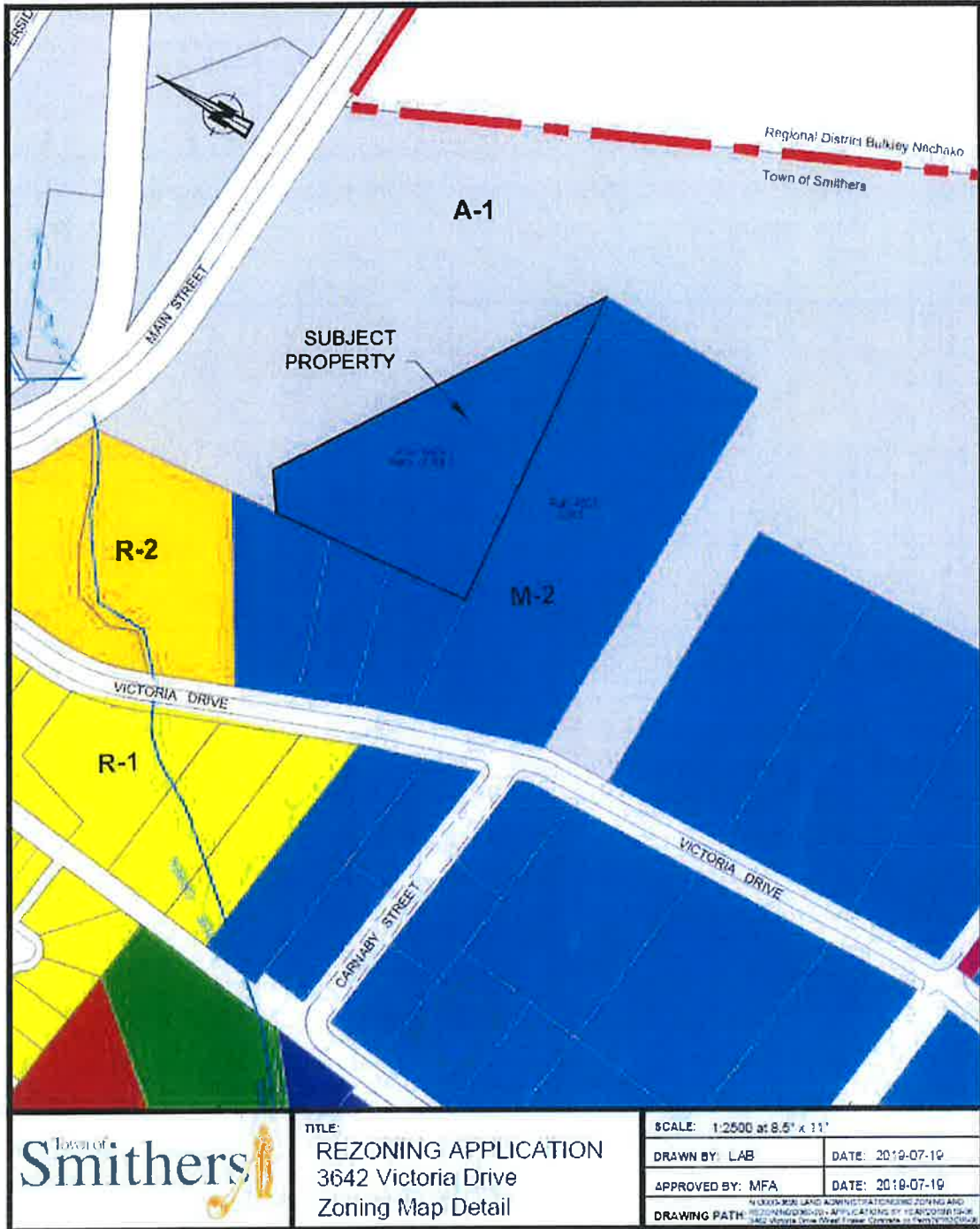
Dianna Plouffe  
Corporate Officer

DP/MA

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TOWN OF SMITHERS  
BYLAW NO. 1875

SCHEDULE A





265  
MEMORANDUM

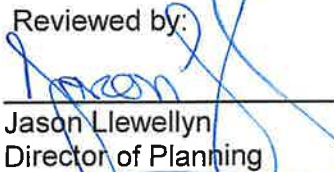
To: Chair Thiessen and Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: August 22, 2019  
Re: Recent Agricultural Land Commission Decisions

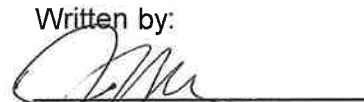
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For the Board's information, the following is a summary of recent decisions handed down by the Agricultural Land Commission. Please contact the Planning Department if you would like a copy of the ALC Minutes or Resolution for these applications.

| File # | Elec. Area | Applicant      | Description   | Board Recommendation | ALC Decision |
|--------|------------|----------------|---|----------------------|--------------|
| 1211   | F          | Walter Neufeld | Non-Farm Use application to legalize equipment storage. | Denial               | Denied       |
| 1207   | A          | Scott Rowsell  | Subdivision within the ALR                              | Denial               | Denied       |

*Development Services - All/Directors/Majority*

Reviewed by:  
  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:  
  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



albb

**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

April 29, 2019

ALC File: 57920

**Scott Roswell**  
**DELIVERED ELECTRONICALLY**

Dear Scott Roswell:

**Re: Application 57920 to subdivide land in the Agricultural Land Reserve**

Please find attached the Reasons for Decision of the North Panel for the above noted application (Resolution #121/2019). As agent, it is your responsibility to notify the applicant accordingly.

**Review of Decisions by the Chair**

Under section 33.1 of the *Agricultural Land Commission Act* (ALCA), the Chair of the Agricultural Land Commission (the "Commission") has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

**Request for Reconsideration of a Decision**

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to [ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca).

Yours truly,

A handwritten signature in black ink that reads 'Shawna Wilson'. The signature is written in a cursive, flowing style.

Shawna Wilson, Land Use Planner

Enclosure: Reasons for Decision (Resolution #121/2019)

cc: Regional District of Bulkley-Nechako (File:1207) Attention: Jennifer MacIntyre



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**AGRICULTURAL LAND COMMISSION FILE 57920**  
**REASONS FOR DECISION OF THE NORTH PANEL**

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

**Applicants:** Scott Roswell  
Erin Roswell

**Agent:** Scott Roswell

**Property:** Parcel Identifier: 004-683-862  
Legal Description: Lot 1, Section 17, Township 4,  
Range 5, Coast District, Plan  
8754  
Civic: 1921 Lubbers Road, Smithers, BC  
Area: 5.3 ha

**Panel:** Janice Tapp, North Panel Chair  
Ross Ravelli  
Andrew Adams  
James Garnet Berge



## OVERVIEW

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act (ALCA)*.
- [2] Pursuant to s. 21(2) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to subdivide the Property into one lot of 2 ha and one lot of 3.3 ha for the purpose of farm diversification (the "Proposal").
- [3] The issue the Panel considered is whether the Proposal would impact the agricultural utility of the Property.
- [4] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
- (a) to preserve the agricultural land reserve;
  - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
  - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

## EVIDENTIARY RECORD

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

## EVIDENCE AND FINDINGS

- [6] The Application was submitted on September 13, 2018 and was forwarded to the Commission by the Regional District of Bulkley-Nechako (RDBN) on December 7, 2018. Subsequently, on February 22, 2019, the ALCA was amended and changes were made to



its regulations. The Applicants were given an opportunity to make written submissions relating to the amendment of the ALCA and changes to its regulations as it relates to this application.

**Issue: Whether the Proposal would impact the agricultural utility of the Property**

- [7] The Property is used as a horse farm with paddocks, barn, round pen, and outdoor riding arena. The Application submits that the Proposal supports the agricultural use of the land as each proposed lot includes paddocks and associated farm infrastructure. In addition, the Application submits that the Proposal would further support the agricultural use of the land by selling one lot that can function as a horse boarding/training facility and re-investing the proceeds from the sale into the other lot.
- [8] The Panel considered that reducing the size of an agricultural parcel reduces the area and range of agriculture that could occur on the Property. In addition, the existing and potential residential infrastructure and associated servicing further decreases the area of land available for agriculture. As such, the Panel finds that the proposed subdivision of the 5.3 ha Property into two smaller lots would limit the opportunity for agricultural uses and therefore negatively impact the agricultural utility of the Property.
- [9] The Property is zoned H1 Small Holdings in the RDBN Zoning Bylaw No. 700, 1993 and is designated Agriculture in the Smithers Telkwa Rural Official Community Plan (OCP) Bylaw No. 1704, 2014. While the Proposal is consistent with current zoning, which requires a minimum parcel size of 2 ha, it is inconsistent with the Agriculture designation in the OCP, which supports a minimum parcel size of 16 ha. Further, a guiding policy under the RDBN Agricultural Plan is to maintain larger parcel sizes and separate small lot residential development from farming areas. The Panel finds that the Proposal is contrary to the intent of the Agricultural Plan.
- [10] Based on the findings above, the Panel finds that the Proposal would negatively impact the agricultural utility of the Property.

**DECISION**

[11] For the reasons given above, the Panel refuses the Proposal to subdivide the Property into one lot of 2 ha and one lot of 3.3 ha.

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

[13] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[14] Resolution #121/2019  
Released on April 29, 2019

A handwritten signature in black ink that reads 'Janice E. Tapp'. The signature is written in a cursive, flowing style.

**Janice Tapp, Panel Chair**

On behalf of the North Panel



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**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

August 21, 2019

ALC File: 58388

**Stephanie Leong**  
**Heather Sadler Jenkins LLP**  
**DELIVERED ELECTRONICALLY**

Dear Stephanie Leong:

**Re: Application 58388 to conduct a non-farm use in the Agricultural Land Reserve**

Please find attached the Reasons for Decision of the North Panel for the above noted application (Resolution #294/2019). As agent, it is your responsibility to notify the applicant accordingly.

**Review of Decisions by the Chair**

Under section 33.1 of the *Agricultural Land Commission Act (ALCA)*, the Chair of the Agricultural Land Commission (the "Commission") has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

**Request for Reconsideration of a Decision**

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to [ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'Tory Lawson', written in a cursive style.

Tory Lawson, Land Use Planner

Enclosure: Reasons for Decision (Resolution #294/2019)

cc: Bulkley-Nechako Regional District (File: ALR 1211): Attention, Jennifer MacIntyre

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**AGRICULTURAL LAND COMMISSION FILE 58388**  
**REASONS FOR DECISION OF THE NORTH PANEL**

**Non-Farm Use Application Submitted Under s. 20(2) of the *Agricultural Land Commission Act***

**Applicants:** Walter Neufeld  
Louise Neufeld

**Agent:** Stephanie Leong, Heather Sadler Jenkins LLP

**Property:** Parcel Identifier: 010-713-786  
Legal Description: Lot A, Section 22, Township  
11, Range 5, Coast District, Plan 5106  
Civic: 2590 Northside Road, Vanderhoof, BC  
Area: 2.9 ha

**Panel:** Andrew Adams, North Panel Chair (Acting)  
Ross Ravelli  
James Garnet Berge



## OVERVIEW

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA).
- [2] Pursuant to s. 20(2) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to use 0.8 ha of the 2.9 ha Property for storage and parking of equipment and tractor-trailers (the "Proposal").
- [3] The first issue the Panel considered is whether the Proposal would affect the agricultural utility of the Property.
- [4] The second issue the Panel considered is whether the Proposal should be located within the ALR.
- [5] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
- (a) to preserve the agricultural land reserve;
  - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
  - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

## EVIDENTIARY RECORD

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





## **BACKGROUND**

[7] In April 2018, ALC Compliance and Enforcement received a referral from the Ministry of Forest, Lands, Natural Resource Operations, and Rural Development regarding an ongoing use of the Property for the storage and maintenance of commercial vehicles, and the storage of camp shacks and fuel. The Property also had the storage of logging equipment at the time of the referral. ALC Compliance and Enforcement then delivered a Compliance Notice to the Applicants, stating that the non-farm use on the Property was not compliant with ALC legislation. In January 2019, the Application for the Non-Farm Use was submitted to the Commission for consideration.

## **EVIDENCE AND FINDINGS**

[8] The Application was submitted on January 3, 2019 and was forwarded to the Commission by the Bulkley-Nechako Regional District on April 25, 2019. Subsequently, on February 22, 2019, the ALCA was amended and changes were made to its regulations. The Applicant was given an opportunity to make written submissions relating to the amendment of the ALCA and changes to its regulations as it relates to this application. While the Application was submitted under the former s. 20(3) of the ALCA, the Panel has considered it under s. 20(2) of the ALCA as amended.

### **Issue 1: Whether the Proposal would affect the agricultural utility of the Property.**

[9] The Application submits that the Proposal would not affect agricultural operations on the Property, as the Applicants' daughter lives on the Property and is starting a greenhouse business on the remainder of the Property. The Panel considered that, while the Proposal is 0.8 ha in size, the Property is only 2.9 ha and the Proposal would cover over a quarter (27%) of the Property. The Panel finds that the use of 0.8 ha of the Property for an industrial and commercial use would limit the agricultural utility of the Property, and the Property has greater potential as a single agricultural unit.



[10] While the Applicants' daughter is starting a greenhouse business on the Property, the Panel finds that the established commercial and industrial use on the Property is the primary use. Further, the Panel finds there is no connection between the commercial and industrial uses occurring on the Property and the farm use of the Property. In this regard, the commercial and industrial use outlined in the Proposal reduces the area of the Property available for agriculture.

**Issue 2: Whether the Proposal should be located within the ALR.**

[11] The Application submits that 0.8 ha of the Property would be used for the parking and storage of industrial and commercial vehicles for several months a year. The Panel considered that, although only a portion of the Property would be used for commercial and industrial use, the Property is surrounded by primarily large lot agricultural operations. The Panel finds that the introduction of industrial and commercial activity, regardless of seasonal or permanent use, into an area primarily used for agriculture, is inconsistent with objective of the ALCA to preserve and encourage agriculture. The Panel finds that the Proposal would be more appropriately located outside of the ALR.

**DECISION**

[12] For the reasons given above, the Panel refuses the Proposal to use 0.8 ha of the 2.9 ha Property for storage and parking of equipment and tractor-trailers.

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

[14] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

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[15] Resolution #294/2019

Released on August 21, 2019

A handwritten signature in black ink, appearing to read "Andrew Adams".

**Andrew Adams, Panel Chair (Acting)**

On behalf of the North Panel



Regional District of Bulkley Nechako  
 Planning Department Board Report  
**Application No. 1217 – Subdivision within the ALR**  
 September 9, 2019

### APPLICATION SUMMARY

|                            |   |
|----------------------------|---|
| <b>Name of Owner:</b>      | Brandy and Gus Poirier  |
| <b>Name of Agent:</b>      | Brandy Poirier  |
| <b>Electoral Area:</b>     | A   |
| <b>Subject Property:</b>   | Lot A, (Plan 8861), Section 32, Township 4, Range 5, Coast District, Except Plans 8862, 9401, 11496, 11654 & PRP114491.     |
| <b>O.C.P. Designation:</b> | Agricultural (AG)   |
| <b>Zoning:</b>             | Small Holdings (H1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993                             |
| <b>Existing Land Use:</b>  | Residential and agriculture   |
| <b>Property Size:</b>      | 10 ha. (24.86 ac.)  |
| <b>Location:</b>           | The subject property is located at 3865 Old Babine Lake Road, approximately 2 kilometers northeast of the Town of Smithers. |

#### Proposal summary:

The purpose of this application is to subdivide the 10 ha. subject property to create two 2.1 ha. size parcels (Proposed Lots 1 and 2) and a 4.4 ha. remainder parcel (Proposed Remainder).

#### Proposed Subdivision Plan



**REFERRAL COMMENTS****Advisory Planning Commission**

Resolution: APC does not support the application

Comments: Application for subdivision does not compliment the OCP

**RDBN Agriculture Coordinator**

Approval not recommended due to reasons outlined below.

Comments: The proposal of subdivision of the property would result in smaller parcels which would reduce agriculture capability. The new residential infrastructure and investment would reduce the arable land within the proposed parcels.

67% of the property is Class 3+4 and there is agriculture potential on the whole property. If land is currently not being farm, potential to use land matching program and have someone farm the land.

With the RDBN policy to maintain appropriately large parcel size and to keep smaller parcel residential development away from farming areas, I support the RDBN Planning Department recommendation to keep the land as one property.

**Ministry of Agriculture**

The majority of the subject parcel currently is in a grass hayfield, with a residence, shop and other outbuildings and equipment storage. I believe the hayland was harvested this year. The applicant advises "low quality hay" was produced. The subject parcel has been subjected to a history of ALR subdivisions and other applications, leading to the current size and configuration.

From an agriculture perspective, our Ministry of Agriculture Strengthening Farming staff know that increased fragmentation of ALR parcels leads to more residential and other non-farm uses that essentially then compete with agriculture uses and can lead to landowner conflicts. The subject parcel is located in a desirable location: paved road access, close to town, decent soil capability for agriculture, and aspect to name a few attributes.

Arguably, this is one of the first larger relatively intact agriculture parcels one encounters after leaving town and heading north into the "Driftwood / Telkwa High Road" areas where large parcel agriculture endeavours are the norm and produce a variety of agriculture commodities. In other words, I would consider the subject parcel within a small lot agriculture (H1 and H2 zoning) and larger parcel (AG1) agriculture interface area thus approving the subdivision proposal would just essentially push this interface northward into the larger agriculture holdings and also negatively affect the current and future agriculture management options possible on the subject parcel as a result.

I really don't see any clear benefit to agriculture from this subdivision proposal. That said, I am willing to discuss with the applicant on how to produce higher quality hay or other agriculture commodities.

## LAND USE POLICY

### OCP and Agricultural Plan

The OCP designation for the property is Agriculture (AG). This designation is intended to preserve these lands for the purposes of farming and other related activities.

Section 3.1.2(6) of the OCP states that:

*Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.*

- a) There is limited agricultural potential within the proposed area.*
- b) Soil conditions are not suitable for agriculture.*
- c) Neighbouring uses will not be compromised.*
- d) Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.*
- e) The application is in the best interest of the local community.*
- f) The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.*
- g) And, traffic management issues will be considered and addressed appropriately.*

A guiding policy under RDBN's Agricultural Plan is to maintain appropriately large parcel sizes and to keep smaller parcel residential development away from farming areas. This policy helps preserve the integrity of agricultural lands and minimizes conflict between agriculture and non-agriculture uses. The Agriculture Plan recommends that:

*The RDBN should continue with its efforts to protect and preserve farm land and soil having capability for agricultural purposes through the restriction of subdivision, and limited encroachment of non-farm uses.*

### Zoning

The subject property is zoned Small Holdings (H1) under the Regional District of Bulkley-Nechako Zoning Bylaw no. 700, 1993. The minimum parcel size is 2.0 ha. The proposed subdivision layout meets the minimum parcel size requirements for the H1 Zone at subdivision. Agriculture is a permitted use under the H1 Zone.

## DISCUSSION

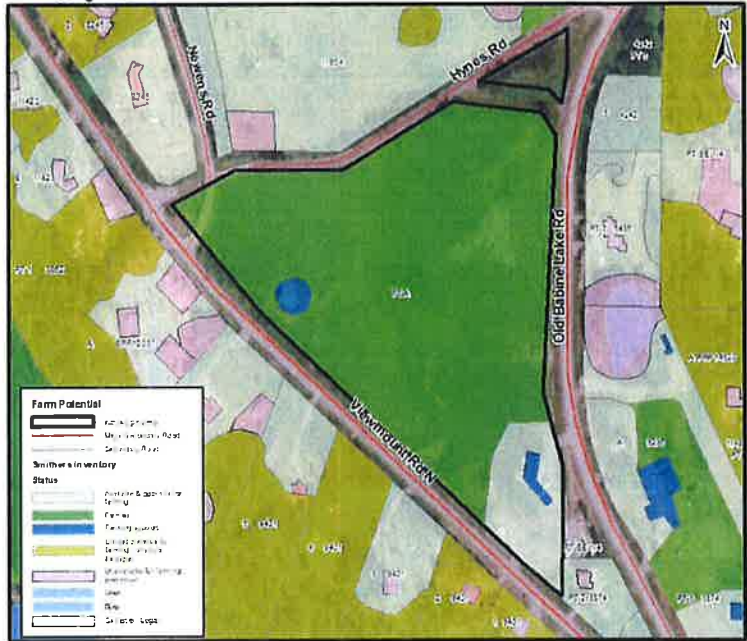
### Land Use

The subject property size is larger than the surrounding area and is in an area that is primarily residential. To the north of the property there are large farmed properties. Directly surrounding the property are smaller residential acreages. The average property size surrounding the subject property is 2.8 ha. The agricultural capability ratings show that the property is suitable for agriculture (see Appendix A for more details).



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In the summer of 2013, RDBN staff did an Agricultural Land Use Inventory (ALUI), which includes the subject property. According to the ALUI 74% of the property is cultivated for forage and pasture, 7% of the subject property is lawn, and 1% is built farm support. The remaining areas were not surveyed. According to BC Assessment, the property does not hold farm class status.



Of all private owned ALR parcels in Electoral Area A, 7% (115 parcels) are between the size of 8 ha and 16 ha.

**Subdivision Concerns**

Parcel size is a consideration when determining the agricultural potential of a land parcel.

Larger parcels usually allow farmers greater flexibility to expand or change their type of operation as the economy and markets change. Some types of agriculture can be successful on small parcels, (e.g. intensive market gardens, nurseries, poultry). Small parcels may also be suitable for start-up farmers and established farmers wanting to expand through leases.

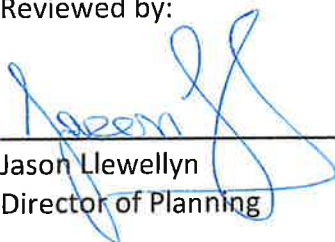
If subdivided, the farmed portion of the subject property will become smaller and the proposed lots will require new residential infrastructure and investment, further taking away from the arable lands.

Agriculture on the subject property will be compromised if subdivided into smaller acreage. Therefore, it is the Planning Department’s opinion that the agricultural interests are best served by keeping the land as one property and recommend that the application be denied.


**Recommendation:**  
That the Agricultural Land Reserve Subdivision Application No. 1217 (Poirier) be recommended to the Agricultural Land Commission for denial.

*Development Services – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



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## APPENDIX A

### AGRICULTURAL CAPABILITY

(Based on Canada Land Inventory mapping)

67 % of the Subject Property is:

60 % Class 3 land limited by cumulative and minor adverse conditions; and,  
40 % Class 4 land limited by topography and undesirable soil structure.

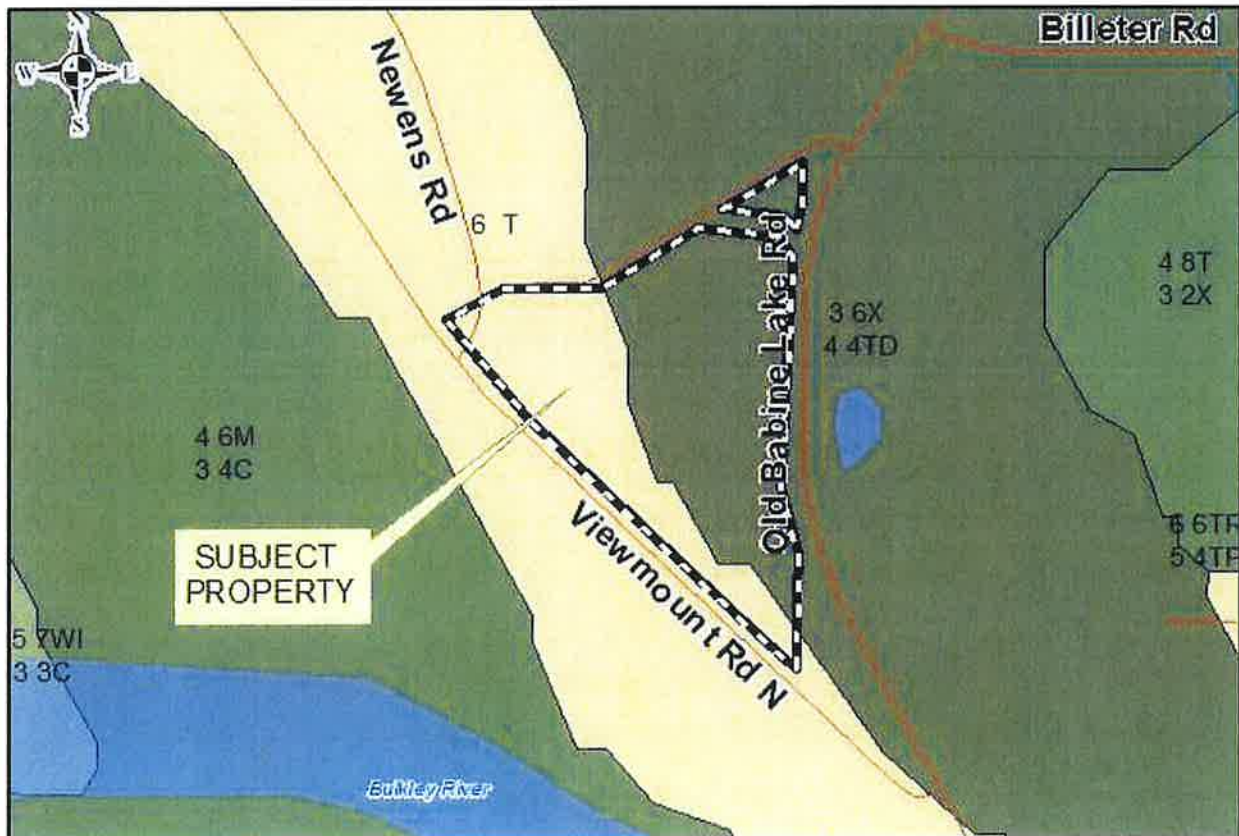
33 % of the Subject Property is:

100 % Class 6 land limited by topography.

**Class 3** Land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

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

**Class 6** Land is important in its natural state as grazing land. These lands cannot be cultivated due to soil and/or climate limitations.





**APPENDIX B  
PREVIOUS APPLICATIONS**

**No. 34** Fractional SW ¼, Section 32, Township 4, Range 5 Coast District.

Application to exclude the subject property from the ALR (1975).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Denied   |

**No. 374** Lots 1 & 2, Plan 8861, Section 32, Township 4, Range 5 Coast District.

Application to subdivide into four lots (1981).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Denial   |
| Regional Board recommendation: | Denial   |
| A.L.C. Decision:               | Approved |

**No. 472** Lot A, Plan 8861, Section 32, Township 4, Range 5 Coast District.

Application to the 36.02 ha subject property into three lots of 7.01 ha, 8.8 ha and 18.77 ha (1982).

|                                |   |
|--------------------------------|---|
| Staff recommendation:          | Denial  |
| Regional Board recommendation: | Approval  |
| A.L.C. Decision:               | Denied as proposed<br>but allowed 2 lot<br>subdivision. |

**No. 545** Lot A, Plan 8861, Section 32, Township 4, Range 5 Coast District.

Application to subdivide a 2.02 ha parcel from the 36.02 ha subject property (1983).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Approved |

**No. 631** Lot A, Plan 8861, Section 32, Township 4, Range 5 Coast District.

Application to subdivide the subject property into two parcels of 8.8 ha and 7.0 ha, the latter being the current subject property (1985).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Denied   |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Approved |

**No. 788** Lot A, Plan 8861, Section 32, Township 4, Range 5 Coast District.

Application to exclude the subject property from the ALR for the purpose of subdivision (1991).

|                                |        |
|--------------------------------|--------|
| Staff recommendation:          | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision:               | Denied |

## SURROUNDING APPLICATIONS

**No. 852** Lot 1, Section 32, Township 4, Range 5, Coast District Plan 11496.

Application to subdivide 16.5 ha into seven rural residential lots of approximately  $\pm 2.0$  ha each (1992).

|                                |        |
|--------------------------------|--------|
| Staff recommendation:          | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision:               | Denied |

**No. 265** SE 1/4 Section 32, Township 4, Excluding Plans 3874, 4242 and 5436, Range 5, Coast District

Application to subdivide a 9.5-acre parcel from the subject property (1978).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Denial   |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Approved |

**No. 487** SE 1/4 Section 32, Township 4 except Parts included in Plan 3874, 4242, 5436 and 9236, Range 5, Coast District

Application to exclude 55.5 ha from the ALR (1982).

|                                |        |
|--------------------------------|--------|
| Staff recommendation:          | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision:               | Denied |

**No. 998** Lot 1, Plan 11654, Section 32, Township 4, Range 5 Coast District.

application is to subdivide the subject property into two parcels of approximately 2.1 ha and 4.0 ha. (2005).

|                                |        |
|--------------------------------|--------|
| Staff recommendation:          | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision:               | Denied |

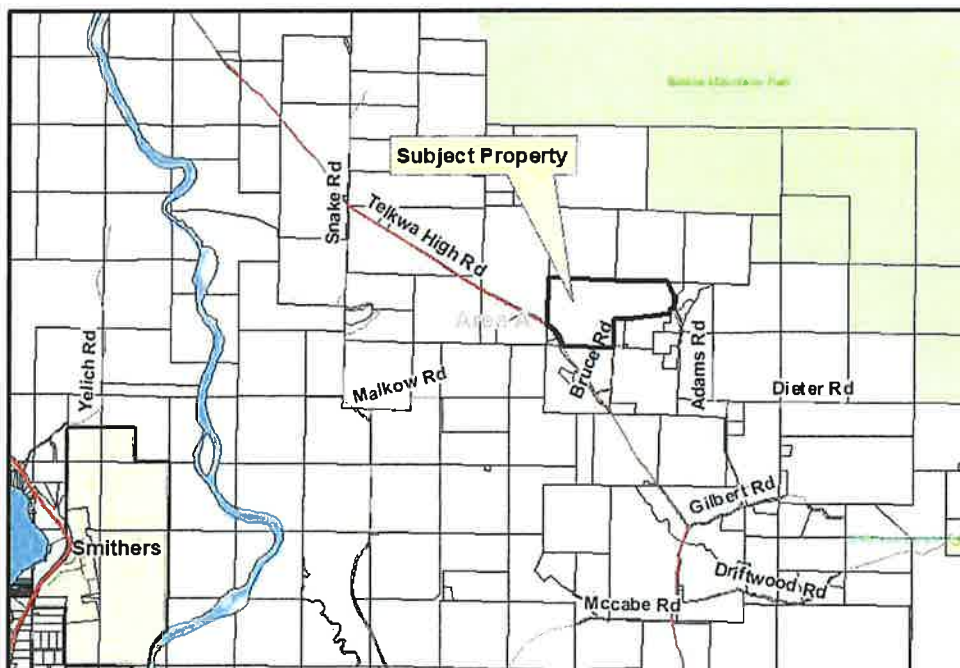




Regional District of Bulkley Nechako  
 Planning Department Board Report  
**Application No. 1218 – Non-Adhering Residential Use**  
 September 9, 2019

|                              |   |
|------------------------------|---|
| <b>Name of Owner(s):</b>     | Tanja and Shawn Landry, Peter and Angelika Langen   |
| <b>Name of Agent:</b>        | Tanja Landry  |
| <b>Electoral Area:</b>       | A   |
| <b>Subject Property:</b>     | Lot A, District Lot 844, Range 5, Coast District, Plan EPP52063. This parcel is approximately 90.64 ha. (224.25 acres) in size.   |
| <b>O.C.P. Designation:</b>   | Agriculture (AG)  |
| <b>Zoning:</b>               | Agricultural (Ag1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.   |
| <b>Existing Land Use:</b>    | <u>Agri-tourism:</u> including wildlife sanctuary and horseback riding. Charity, Northern Lights Wildlife Society and Mountain View Adventures business operate on the property including accommodations consisting of 1 dorm consisting of 6 bunk beds.<br><u>Agriculture:</u> Property is classified as a 'Farm' according to BC Assessment, lands used for pasture, and grains/forage crops. |
| <b>Surrounding Land Use:</b> | Agriculture and Residential   |
| <b>Location:</b>             | The subject property is located at 17366 Telkwa High Road, 11 km east of the Town of Smithers.  |

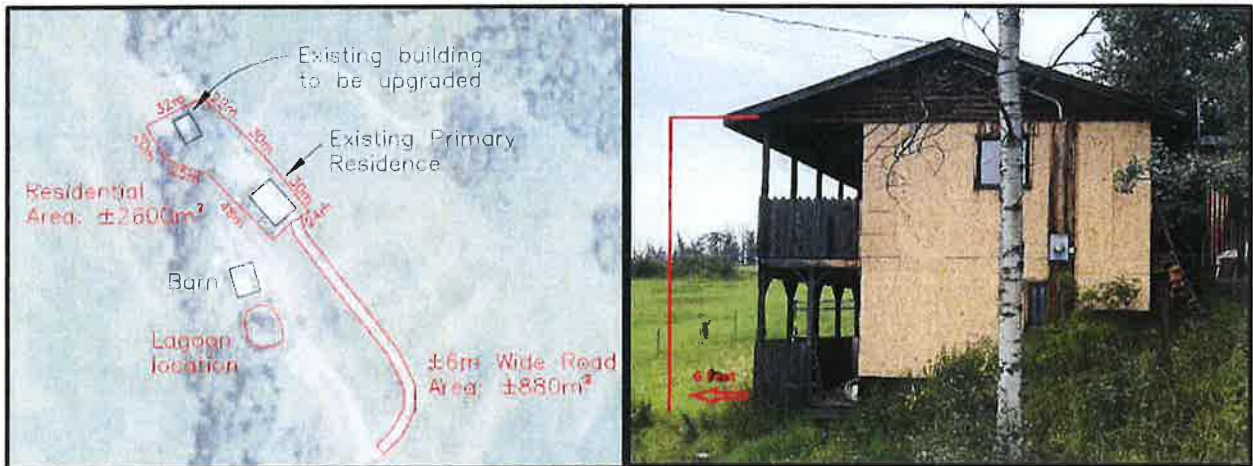
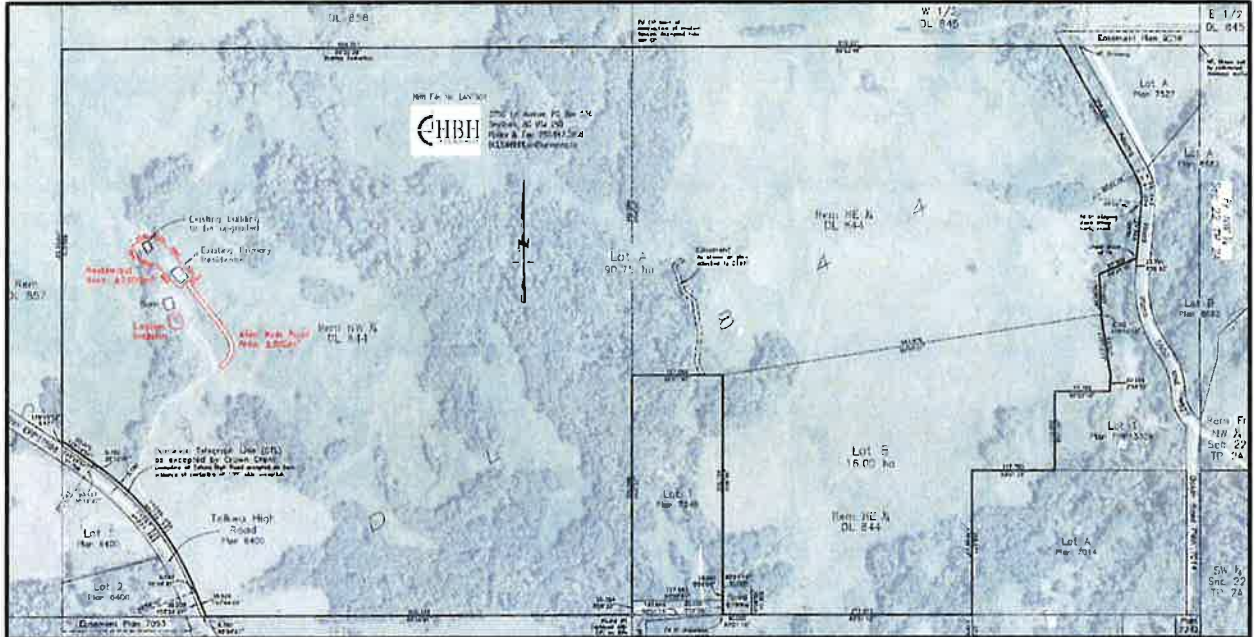
**General Location Map**





**Proposal:**

The purpose of this Non-Adhering Residential Use application is to allow new construction of a 460 ft<sup>2</sup> addition to the pre-existing additional residence on the property. The total floor areas of both residences on the property is unknown.

**Site Plan**

The ownership of the property consists of 4 joint owners. The Landry's (daughter and husband) have moved back to the property to assist her parents (Langens) with the farm. The applicant explains that both families need to reside on the property to keep the farm operating. The applicants state that the 460 square foot addition to the existing second dwelling would make the dwelling more live-able and allow their family to better assist their ageing parents and reside on the farm.

**REFERRAL COMMENTS****Advisory Planning Commission**

Resolution: APC Supports the Application.

Comments: APC is unclear why this application is necessary in order to offer the owners a building permit that meets RDBN and ALC guidelines. The applicants are endeavouring to preserve all of the land available to expand farming operations and improve the land. It was noted that the information in the application is not accurate – “12 units” is in fact one unit, with six bunk beds that can sleep up to 12 and does comply with the zoning and OCP. Also noted is that “camp” for up to 12 participants at any one time is only four weeks per year.

**RDBN Agriculture Coordinator**

Resolution: No objections

Comments: The addition is for two families to run farm and Agri-tourism business. The addition is not affecting farm land.

**Ministry of Agriculture**

Thank you for the referral package dated August 28, 2019 (ALR 1218 Landry).

As you may be aware, the subject property underwent a Sec 10 boundary adjustment in 2015, and at that time of referral to AGRI (see attached email), I provided comment that this property hosts a non-profit wildlife shelter and associated infrastructure and therefore it was in the best interests of the Langen’s to apply for a non-farm use permit from the Agriculture Land Commission. At this present time, I am not certain if a non-farm use has been pursued by the applicants of this non-adhering residential use, but if this matter is outstanding I request that this non-adhering residential use application be forwarded to the ALC, along with a request for a site visit from the ALC North Panel to see the shelter and farm operations and also obtain direct information from the owner/operators.

From the information provided by the applicant included in the referral package, I have no concerns with the proposed expansion and renovation of the existing building shown as long as it is within an acceptable (total m2 area) of all residential-use footprint and that this specific building is used as a single family dwelling in support of the farm operation(s) as per ALC secondary residence use policy. With that said, I note that the pictures provided in the referral of the building proposed for expansion do not show an even larger structure immediately to the north that appears to be a temporary housing unit also and is clearly visible from Telkwa High Road; I suggest some clarity is needed regarding existing residential footprint.

This is productive self-irrigated (sub-surface) agriculture land suited to an increasing variety of crop options being Class 3 and 4 and rated by the Canada Land Inventory Soil Capability mapping. There is generally large parcel agriculture surrounding the subject parcel. I am happy to hear that the fields on the subject property will receive some rejuvenation investment and as part of the farm business there are horse-camps aimed at connecting and building skills for young persons in agriculture.





property, although there are multiple structures on the property that would require a building permit. The RDBN Building Inspectors, and Planning Department staff, will follow up with the property owners regarding their non-compliant buildings.

### **Agri-Tourism Accommodation, Wildlife Shelter and Zoning**

The applicant provided additional information regarding the use of the property for the agri-tourism and wildlife business (see attached). In addition to the residences, there is a building consisting of 12 beds in a dorm style accommodation called 'The Fort'. The ALC Use Regulation allows up to 10 sleeping units. However, Local Government Zoning Bylaws can be more restrictive than the *Agricultural Land Commission Act and Regulations*.

The RDBN Zoning Bylaw is more restrictive of agri-tourism accommodations as the Guest Ranch use only permits 3 sleeping units. Guest Ranch is defined as the following,

*'the use of land, buildings, and structures, consisting of not more than three attached sleeping units or detached guest cabins and which caters to the needs of tourists in conjunction with agricultural use by furnishing temporary sleeping accommodation and recreation and may provide meals as an accessory use.'*

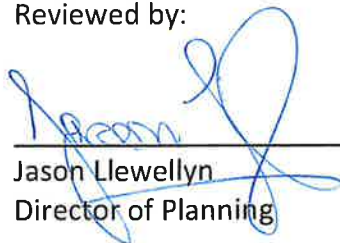
The agri-tourism use appears to be in line with the guest ranch use as one dorm would be classified as one sleeping unit. However, the use of the property as a wildlife sanctuary may not be consistent with the Agricultural Land Commission and may require a Non-Farm Use application and/or rezoning application. The applicant is encouraged to consult with the ALC regarding all the associated uses on the property.

**Recommendation:**

That the Agricultural Land Reserve Non-Adhering Residential Use Application No. 1218 (Landry) be recommended to the Agricultural Land Commission for approval.

*Development Services – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I

## APPENDIX A:

## Agricultural Capability based on Canada Land Inventory mapping

61% of the Subject Property is:

70% Class 4 land limited by stoniness and topography

30% Class 5 land limited by topography and soil moisture deficiency

38% of the Subject Property is:

60% Class 3 land limited by cumulative and minor adverse conditions

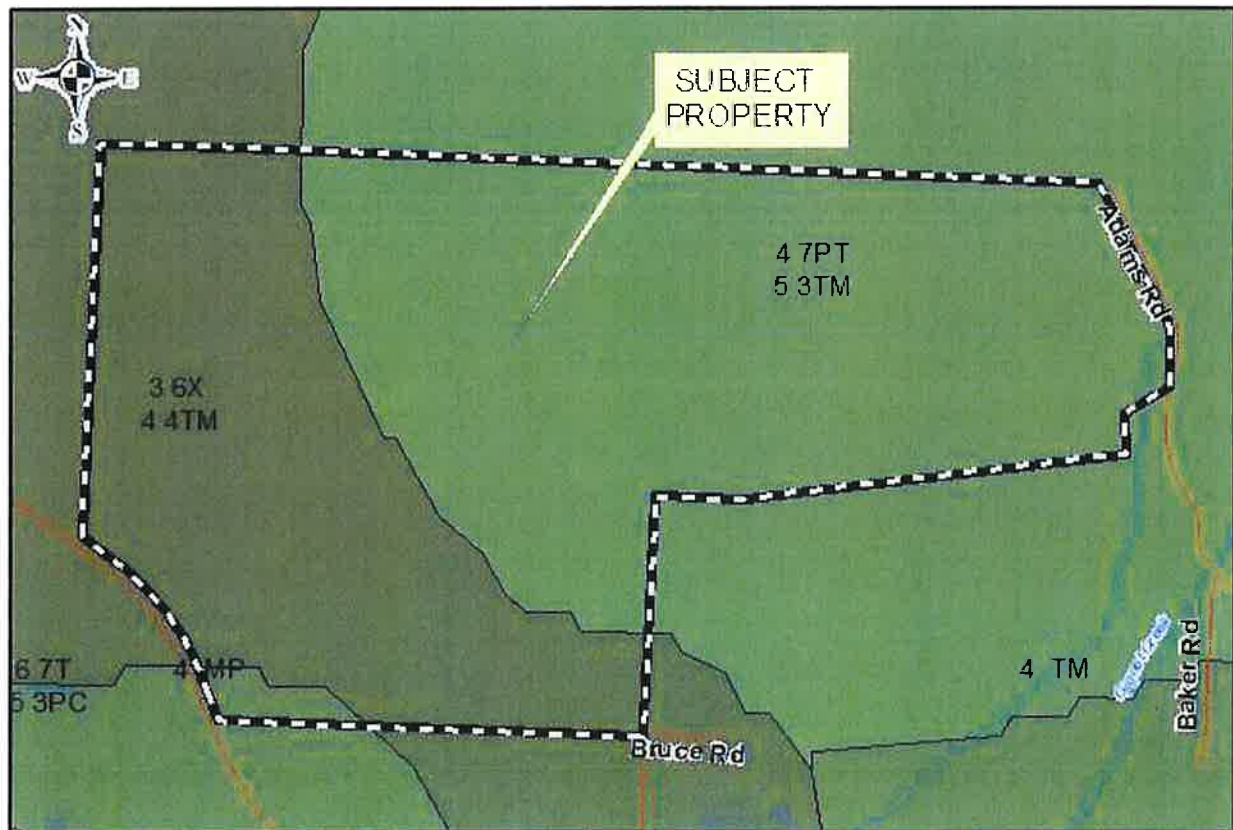
40% Class 4 land limited by topography and soil moisture deficiency

1% of the Subject Property is:

100% Class 4 limited by soil moisture deficiency and stoniness

- Class 3** Land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.
- Class 4** Land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.
- Class 5** Land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.

## Agricultural Capability Map



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**From:** [info@wildlifeshelter.com](mailto:info@wildlifeshelter.com)  
**To:** [Jennifer MacIntyre](#)  
**Cc:** [Tania Landry](#)  
**Subject:** Additional Info for application File # 1218 (Landry)  
**Date:** September 8, 2019 10:53:08 AM

---

Hi Jennifer, as discussed here is the additional information we discussed to support our application.

- As already pointed out the dorm style accommodations are one room of 6 bunkbeds (12x12) without mattresses for our 4 weeks of kids camp each summer. The camps purpose is to introduce kids to horses. The income from these camps supports our horse breeding business and minimizes our costs as the horses are dually used by the business and for breeding. This makes selling young horses more realistic and profitable.
- We applied for the extension to minimize our footprint on farm land. We also have the option to set up a Mobile Home which will take away extra grazing land especially as it would also require a new lagoon, as it is not permitted to tie in a new building to the existing non-conforming system.
- Expanding the existing building would allow us to stay in the current septic system. Our lagoon is safe and has managed much more use that we currently need. In the past we had up to 30+ kids from May to September plus our family. If you need confirmation that the current system is viable our Contractor of maintenance is Rich Horton from Skyview Contracting.
- We have recently agreed to a 5 year contract with Ryan Edwards. The purpose of this contract is to reinstate our hayfields (70 acres) into full productivity again. Over the next few years the area will be plowed and planted with different crops to prepare it for hay again.
- With the Landry Family joining our efforts we have the financial and labor means to clear and expand our current grazing fields. Brush has encroached heavily on the grazing areas and we are actively working on returning pastures to full productivity.
- With both families pooling resources we can keep farming this property
- The Northern Lights Wildlife Shelter has been operating on this property since 1990. The shelter buildings only occupy land that is not usable farmland. The shelter provides much needed temporary shelter for injured and orphaned wildlife. The shelter pays a monthly rent towards our family which in turn provides a regular income that is used to replace and upkeep fences and other farm structures.

I hope that this information is helpful in moving this forward. We do not want to be forced to go ahead with the Mobile Home Option (before that deadline) and hope that the application will be approved to minimize our impact on viable farmland and allow our family to continue farming this property.

*Angelika Langen*

NLWS Co-Founder & Manager

[www.wildlifeshelter.com](http://www.wildlifeshelter.com)

Cell phone: 250 877 1181 (text or call)



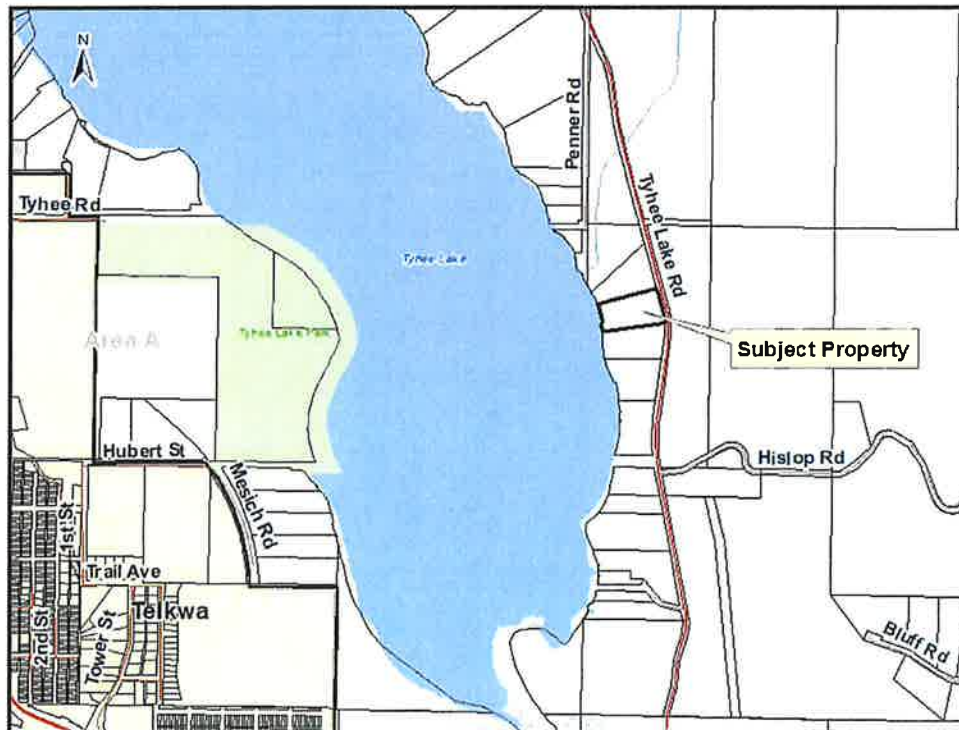


Planning Department 3<sup>rd</sup> Reading and Adoption Report  
 Rezoning Bylaw No. 1880, 2019  
 Rezoning Application File No. A-02-19  
 September 10, 2019

### APPLICATION SUMMARY

|                              |   |
|------------------------------|---|
| <b>Name of Applicants:</b>   | Evelyn Koopmans   |
| <b>Name of Agent:</b>        | Kara Bisschop   |
| <b>Electoral Area:</b>       | A   |
| <b>Subject Property:</b>     | Lot 4, Section 36, Township 5, Range 5, Coast District, Plan 8647                               |
| <b>Property Size:</b>        | 2.12 ha. (5.26 ac.)   |
| <b>Location:</b>             | The subject property is located at 6943 Tyhee Lake Road, 4 km east of the Village of Telkwa.    |
| <b>OCP Designation:</b>      | Agricultural (AG) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014     |
| <b>Zoning:</b>               | Small Holdings (H1) zone in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 |
| <b>Existing Land Use:</b>    | Residential   |
| <b>Surrounding Land Use:</b> | Residential parcels that range in size from 2 ha. to 7 ha. along the lakeshore.                 |
| <b>ALR Status:</b>           | Within the ALR  |

#### Location Map





**PLANNING DEPARTMENT COMMENTS****Public Hearing**

The public hearing for Bylaw 1880 was held on September 9, 2019. The report of the Public Hearing is attached to this report.

**Building Inspection**

The building inspectors have no concerns regarding the reduced separation of the two dwellings and have confirmed the 2.4 metre separation meets building code fire separation requirements. Given the adoption of Rezoning Bylaw 1880, the building inspectors are prepared to issue the building permit for the modular home.

**Considerations**

A key consideration in rural land use planning is the desire to keep rural densities at a reasonable level to maintain an area's rural character, avoid the environmental issues that can be associated with on-site sewage disposal and water supply, and control the need for land use regulations associated with higher density. The Small Holdings (Additional Dwelling) (H1-A) Zone only permits two single family dwellings per parcel. The Zoning Bylaw has a provision that limits the size of the second dwelling to reduce the potential visual impact associated with two large homes on a property. In addition, the size restriction also serves to limit the number of bedrooms and therefore control the on-site sewage disposal impacts. The proposed second dwelling meets the prescribed size for a second dwelling under the H1-A zone.

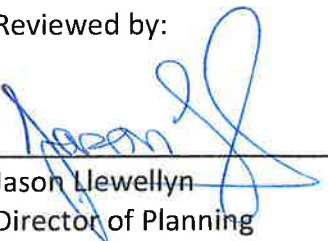
The applicant has given a letter from an on-site wastewater practitioner confirming the property can support a holding tank for the second dwelling. Further subdivision of the property cannot occur under the current or the proposed zoning due to the existing parcel size of 2.0 ha. The mobile home would not be visible from the road and the proposed 2<sup>nd</sup> dwelling is not expected to impact the character of the area. Planning Department staff have no concern with the proposal for a second dwelling on the subject property.

**Recommendations:**


1. That the Regional District Board receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019"
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019" be given Third Reading and Adoption.

*Electoral Area Planning – All Directors / Majority*

Reviewed by:

  
Jason Llewellyn  
Director of Planning

Written by:

  
Jennifer MacIntyre  
Planner I



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REGIONAL DISTRICT OF BULKLEY-NECHAKO  
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1880  
September 9, 2019

Report of the Public Hearing held at 7:00 p.m. Monday, September 9, 2019 in the West Fraser Room at the Smithers Municipal Office, 1027 Aldous Street, Smithers, B.C. regarding Bylaw No. 1880.

Present: Mark Fisher, Chairperson  
Jason Llewellyn, Recording Secretary  
James Bishop, Applicant  
Gail Currie, Tyhee Lake Road

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

BUSINESS:

Chair Fisher Welcomed everyone to the public hearing and read a statement introducing the application and the public hearing process.

Chair Fisher Called for comments on Bylaw No. 1880.

Gail Currie Asked if support of the application would set a precedent and open the door for more applications.

Jason Llewellyn Said that the door is open for anyone to make a similar application, regardless of support for this application. Each application is considered on a case by case basis.

Gail Currie Said that she did not have an issue with the rezoning. Her concern is the long term impact on the lake water quality if everyone had a second dwelling on their property.

Jason Llewellyn Noted that the land in the area is in the Agricultural Land Reserve and that the regulations limit 2<sup>nd</sup> dwellings to a manufactured home for family members.

Chair Fisher Called for comments on Bylaw No. 1880 three times.

Chair Fisher Closed the hearing at 7:12 p.m.

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Mark Fisher, Chairperson

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Jason Llewellyn, Recording Secretary



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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1880**

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"

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

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1 A)" Zone.

'Lot 4, Section 36, Township 5, Range 5, Coast District, Plan 8647', shown on Schedule "A", which is incorporated in and forms part of this bylaw.

2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the wording of Section 12.1.05 (2) is deleted and replaced with the following:

"In the Small Holdings (Additional Dwelling) Zone, the distance between single family dwellings on the same parcel shall not be less than 15 m. (49.21 ft.), except for the land described as Lot 4, Section 36, Township 5, Range 5, Coast District, Plan 8647 where the distance between single family dwellings shall not be less than 2.4 m. (7.87 ft.)"

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019".

READ A FIRST TIME this 15 day of August 2019

READ A SECOND TIME this 15 day of August 2019

PUBLIC HEARING HELD this 9 day of September, 2019

READ A THIRD TIME this     day of             , 2019

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1880, 2019"

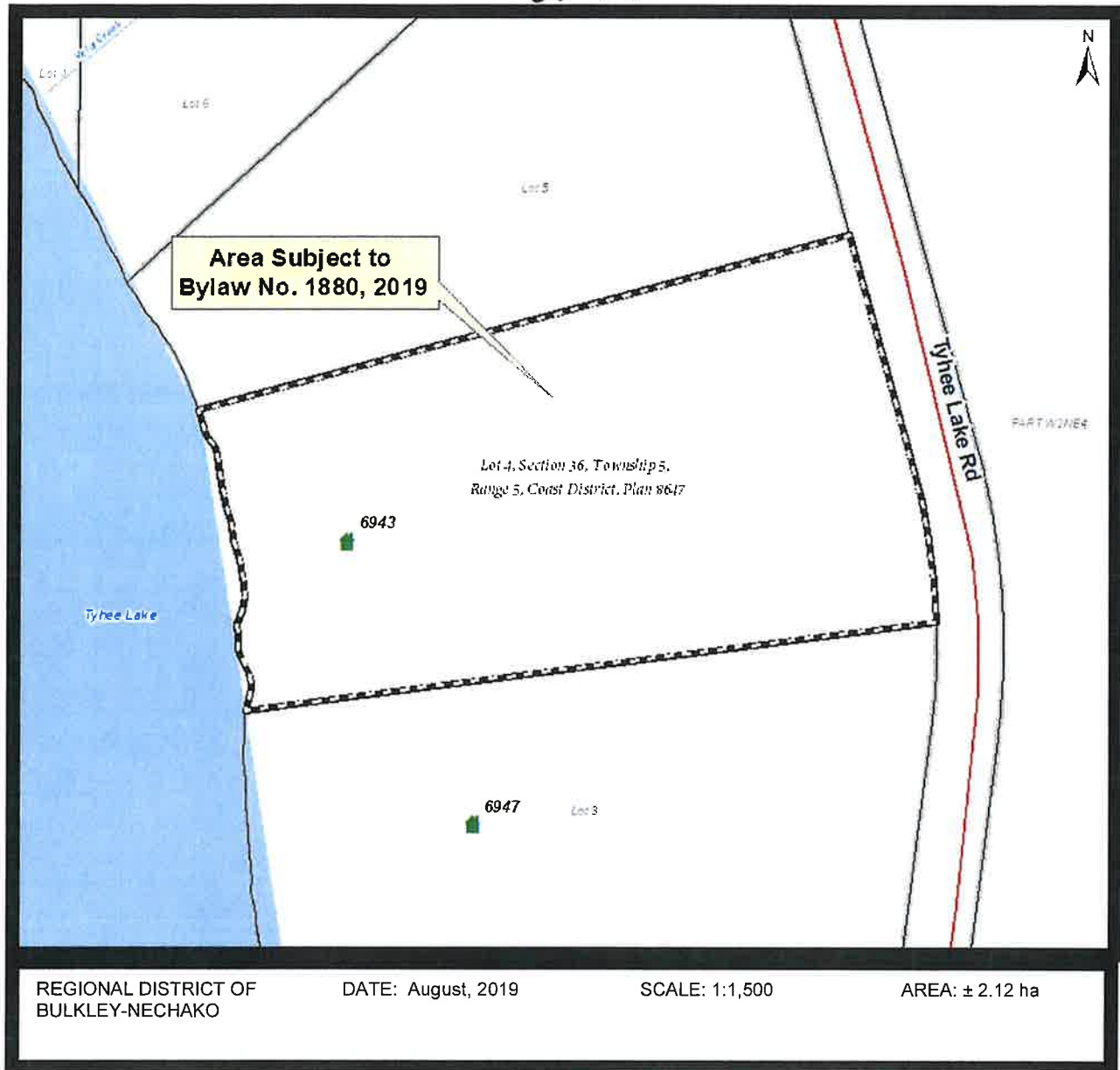
DATED AT BURNS LAKE this             day of             2019

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

ADOPTED this                             day of             2019

\_\_\_\_\_  
Chairperson

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



### **SCHEDULE "A" BYLAW NO. 1880**

'Lot 4, Section 36, Township 5, Range 5, Coast District, Plan 8647', comprising of ±2.12 ha. Being rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1 A)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1880, 2019.

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

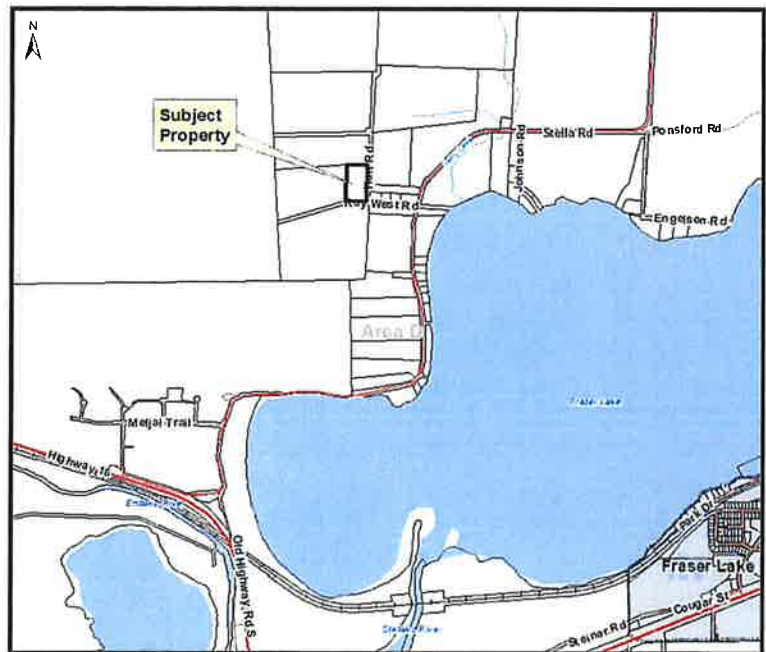


**Planning Department Report**  
**OCP Amendment and Rezoning File No. D-01-19**  
**September 9, 2019**

## APPLICATION SUMMARY

|                                |   |
|--------------------------------|---|
| <b>Name of Property Owner:</b> | George and Dinsmore and Desiree Gordon  |
| <b>Name of Agent:</b>          | Dawn Develin and Ray Dinsmore   |
| <b>Electoral Area:</b>         | D   |
| <b>Subject Property:</b>       | Lot 2, District Lot 3238, Range 5, Coast District, Plan 6758  |
| <b>Property Size:</b>          | 2.602 ha. (6.43 ac.)  |
| <b>Location:</b>               | The subject property is located at 2940 Ray West Road, approximately 2.5 km northwest of the Village of Fraser Lake |

### Location Map



|                            |   |
|----------------------------|---|
| <b>Existing Land Use:</b>  | Mixed residential and Agriculture. There are multiple acreage properties in the immediate area, and many smaller parcels located along Fraser lake.<br><br>The subject property contains a 1,250 ft <sup>2</sup> residence. |
| <b>O.C.P. Designation:</b> | Rural Residential (RR) in the Endako, Fraser Lake & Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019.   |
| <b>Zoning:</b>             | Small Holdings zone (H1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.  |
| <b>ALR Status:</b>         | Not in the ALR  |

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## PROPOSAL

The agent has indicated that the subdivision would allow the property owners live near family to which they visit multiple times a year.

The agent wishes to subdivide the 2.6 ha. subject property in two parcels.

- Proposed Lot 1 is proposed to be 1.29 ha. (3.21 ac.) in size, and would contain the existing dwelling.
- Proposed Lot 2 is proposed to be 1.29 ha. (3.21 ac.) in size, and is proposed to be developed for residential use.

### Subdivision Plan



The proposed size does not comply with the Rural Residential (RR) designation or the Small Holdings (H1) zone. Therefore, the applicant wishes to **amend the Endako, Fraser Lake and Fort Fraser Official Community Plan** to permit parcel size as small as 3.21 acres to support the zoning amendment from the **Small Holdings (H1) Zone to the Rural Residential (R6) Zone** to allow the proposed subdivision.

## PLANNING DEPARTMENT COMMENTS

### Official Community Plan

The Rural Residential (RR) designation permits parcel sizes smaller than 4.94 acres only if the reduced parcel size results in a parcel layout that provides improved protection to an environmentally unique or sensitive area; and, the average size of all parcels created is not smaller than 2 ha. (Section 3.4.2 (12)).

The proposed subdivision layout does not meet the criterion set out in the Official Community Plan. Therefore, this provision under the Rural Residential designation would need to be amended as such to suit the proposal.

### Zoning

The uses permitted in the proposed R6 zone include:

- a) *single family dwelling;*
- b) *two family dwelling*
- c) *field crops and horticulture;*
- d) *non-commercial farm livestock;*
- e) *home occupation;*
- f) *buildings and structures accessory to the*
- g) *permitted principal uses.*

### On-Site Water and Sewage Disposal

The applicants have noted that they wish to bring water, hydro and septic onto the site.

Applications to permit small parcels must demonstrate that the proposed lots can accommodate an on-site water supply and sewage disposal system. At this time and to the knowledge of the RDBN, no Registered On-site Wastewater Practitioner (ROWP) has established the suitability of the site for additional sewage systems.

This parcel was the subject of a denied 1982 rezoning application. At review by the Standing Planning Committee it was noted that "...sewage disposal is a problem because of the soils in the area" and moved to recommend to the board "denial of the appeal because of the conflict with the Official Settlement Plan and the objections of the Ministry of Health".

### Land Use

The area is a mix of small and large lots. Most of the small lots were created in the 1960's and are adjacent to Fraser Lake. The parcels directly adjacent to the subject property are notably larger than the proposed 1.29 ha. parcels.

## DISCUSSION

The intent of the Rural Residential designation is to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area. Parcel size and the density of development in the RDBN's rural areas has notable environmental, health, and social implications. The regions Official Community Plans contain policy to limit the creation of new parcels smaller than 2 ha. This is done primarily to maintain rural character, and allow residents to live relatively free from regulation. Smaller parcels and increased density place

residents in closer proximity to each other and increase the demand for regulations (animal control, noise control, wood burning appliance restrictions, sewage system maintenance, etc.).

This issue, and the associated policy, is always reviewed a part of the Official Community Plan development process for each electoral area. To date the policy to restrict the subdivision of rural residential parcels that are smaller than 2 ha. has been unanimously supported in all RDBN rural OCPs. Planning Department staff cannot recommend that this OCP policy be amended given Therefore, Planning Staff have recommend that the application be denied.

### **Board Options**


Should the Board wish to give further consideration to this application staff should be directed to prepare the necessary OCP amendment and rezoning bylaws for the Board's consideration.

**Recommendation:**

That OCP amendment and Rezoning Application D-01-19 (Dinsmore) be denied.

*Electoral Area Planning – All Directors/ Majority*

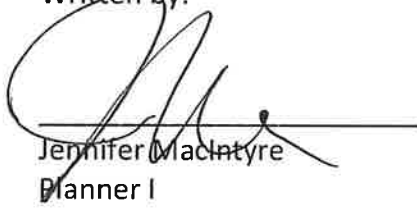
Reviewed by:



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Jason Llewellyn  
Director of Planning

Written by:



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Jennifer MacIntyre  
Planner I



302

Ray Dinsmore & Dawn Devlin

1 Coles Court

Wasaga Beach, Ontario

L9Z 1H5

To whom it may concern;

We are writing in addition to our application for OCP and Rezoning Application concerning 2740 Ray West rd which is currently owned by our brother and niece of many yrs. The current land is 6.4 acres to which the family would like a severance of 2 lots of 3.2 Acres each.

We are currently residing in Ontario, planning on retirement in the next few years and wish to be closer to our family of generations throughout British Columbia. We currently travel multiple times to BC yearly to visit family throughout. With this possibility of rezoning and severance we have been in contact with a local builder, Pine Ridge Modular in Burns Lake, and have found our home. We also will be hiring local businesses to bring in water, hydro, septic etc.

We have noticed smaller parcels within the immediate area and are hoping this is a positive note. We look forward to our retirement within the Fraser Lake Area.

Please do not hesitate to contact us with any further information or clarification.

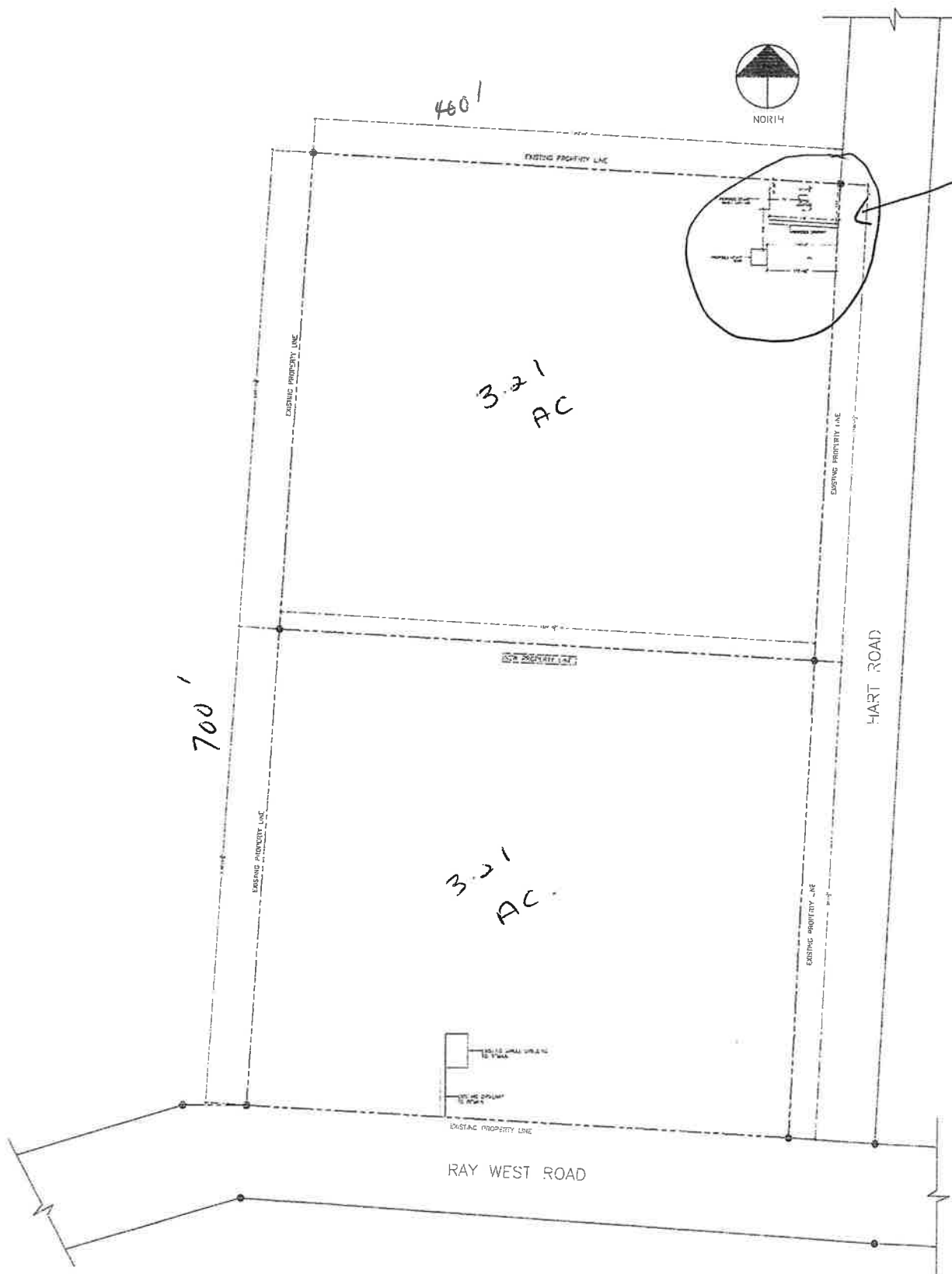
Regards,

Ray & Dawn

Ray Cell 519 379-5854

Dawn Cell 705 796-7377

303



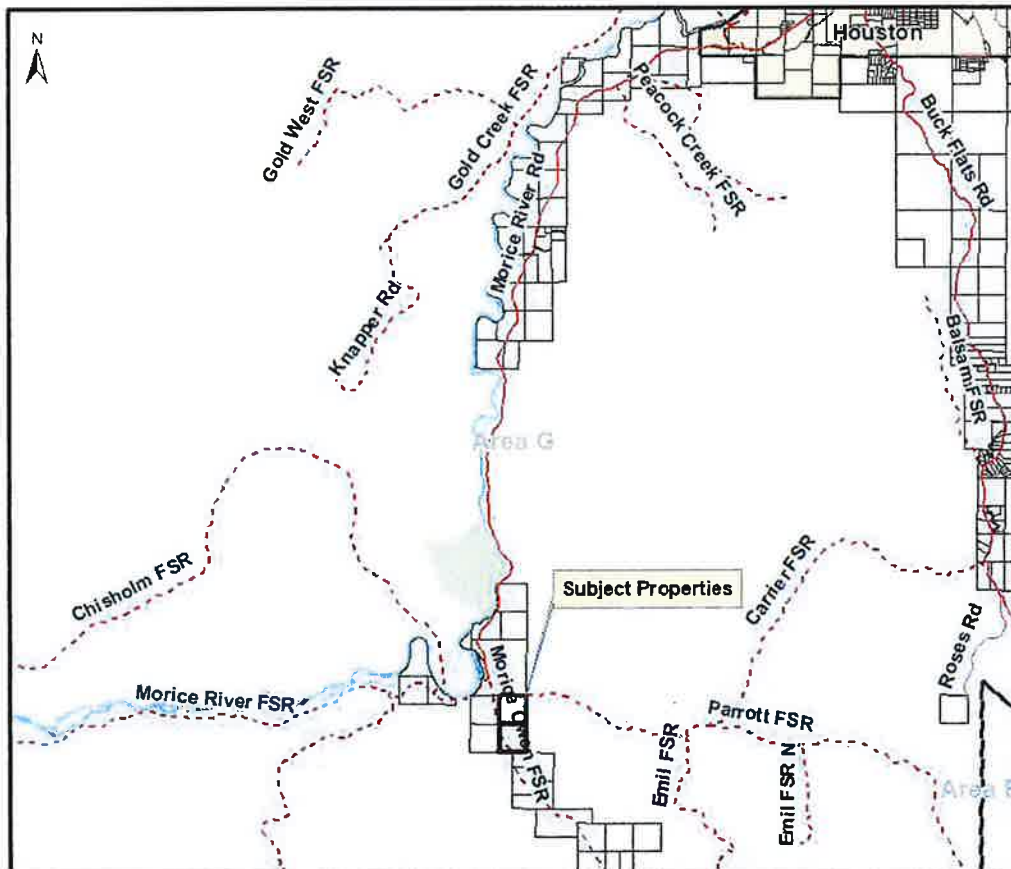
\*  
Appendix  
A

Lot Plan  
SCALE: 3/32" = 1'-0"



## APPLICATION SUMMARY

|                            |   |
|----------------------------|---|
| <b>Name of Owner:</b>      | Crown   |
| <b>Name of Agent:</b>      | Nicole Stuckert, CGL Land Representative  |
| <b>Electoral Area:</b>     | G   |
| <b>Subject Properties:</b> | Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District, and unsurveyed Crown Lands.               |
| <b>O.C.P. Designation:</b> | Resource (RE)   |
| <b>Zoning:</b>             | Rural Resource (RR1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.                           |
| <b>Existing Land Use:</b>  | Forested  |
| <b>Location:</b>           | The subject properties are located on Morice Owen and Carrier Forest Service Roads, 25 km south of the District of Houston. |



## Proposal

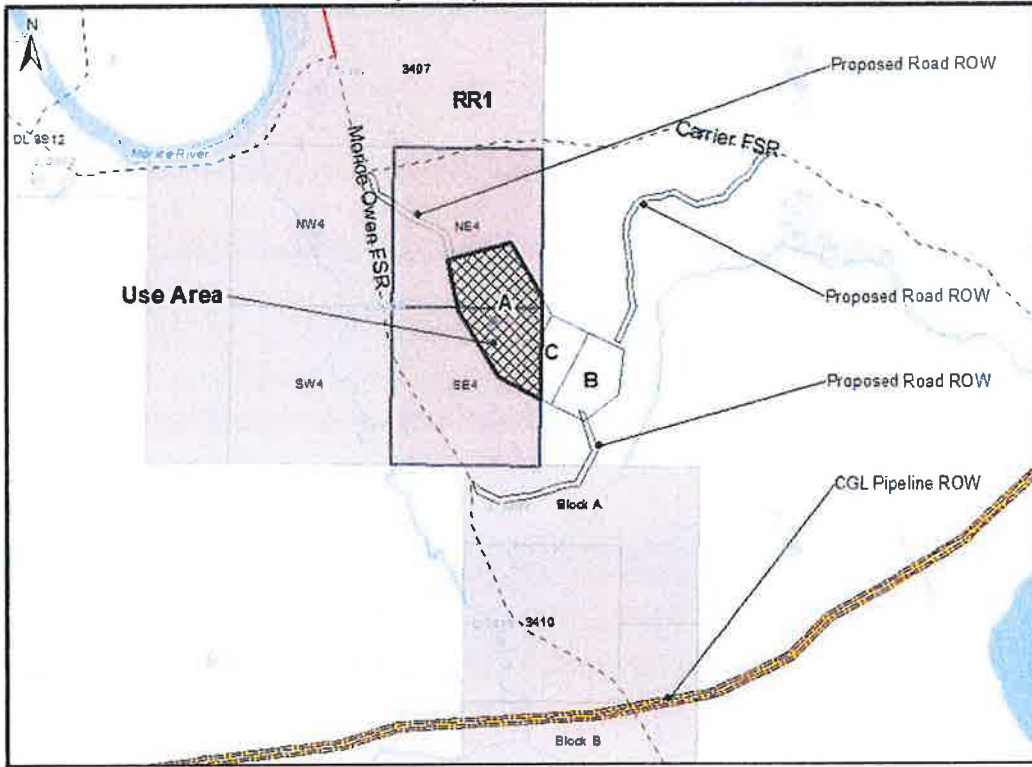
TC Energy wish to use the 42.94 ha. application area for a temporary work camp providing accommodation for workers (Area A), equipment and materials storage area or laydown site (Area C), and contractor yard (Area B). The application area is referred to as the Huckleberry Multi-Use Site and is proposed to support the construction of the Coastal GasLink (CGL) Pipeline.



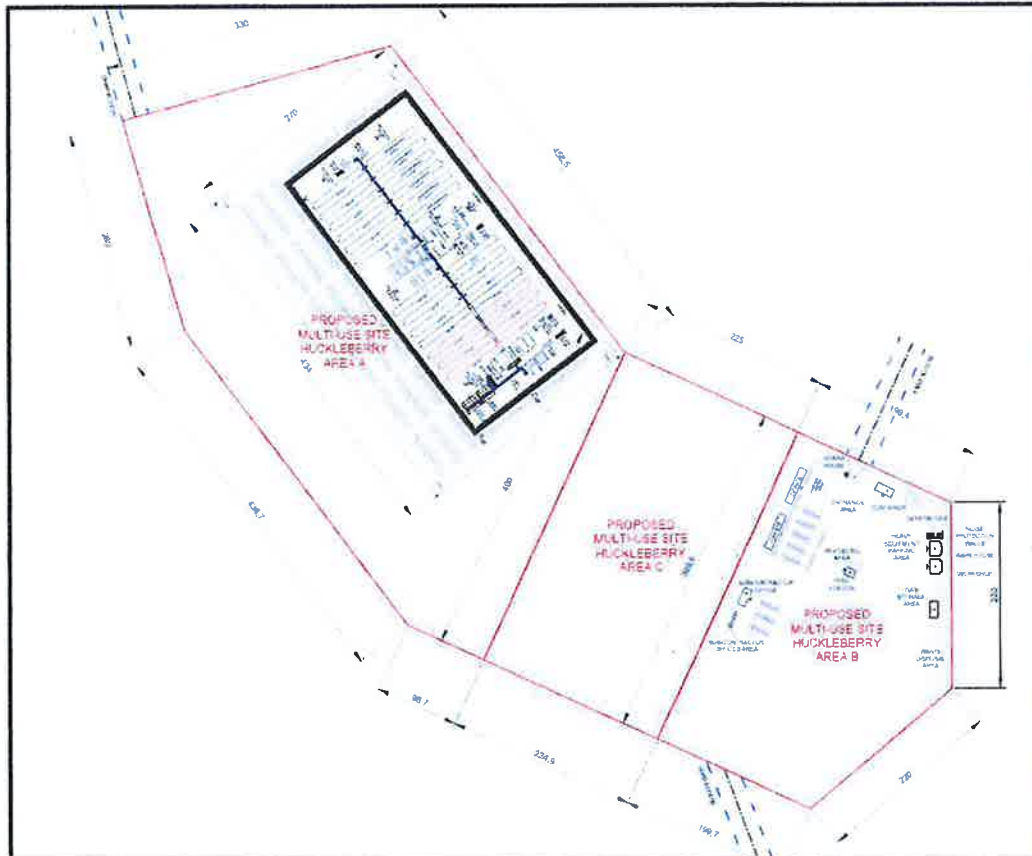
Construction, use, and reclamation of the proposed multi-use site is intended to occur over a three to four-year period. CGL wish to start clearing the site in September 2019. At peak times there is expected to be 800 workers housed in the construction work camp. The Huckleberry Multi-Use Site is not located within the Building Inspection Area. Therefore, no building permit is required.

A portion of the subject properties are zoned Rural Resource (RR1). The RR1 zone does not allow contracting, storage yard, or work camp use. Therefore, the applicant is requesting the issuance of a Temporary Use Permit (TUP) to allow the operation of the proposed work camp and a portion of the laydown site, as these uses are not permitted uses in the Rural Resource (RR1) zone. The contractor yard is not located in a zoned area; therefore, RDBN issuance of a Temporary Use Permit application is not required. The Temporary Use Permit Area is shown as the cross hatched area and is approximately 24.78 ha. in size; whereas, the multi-use site is 42.94 ha. in size.

Temporary Use Permit Area



Site Plan



## TEMPORARY USE PERMITS EXPLAINED

A TUP can allow a use to occur for up to three years, after which a subsequent request can then be made to have the Board consider renewing the permit for an additional three years. After the six years, a new application can be made to allow the use to continue.

The permit should only be issued in accordance with the policy identified in the Houston, Topley, Granisle Rural Official Community Plan, which allows for the issuance of a Temporary Use Permit on the following basis:

- 6.2 (1) Temporary use permits may be issued for temporary uses, pursuant to Section 492 of the *Local Government Act*, under the following circumstances.
- (a) The proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;
  - (b) The environment would not be negatively affected by the proposed temporary use.
  - (c) The proposed temporary use will not have adverse affects on neighbouring land uses or property owners;
  - (d) The proposed temporary use does not require a significant amount of capital investment in a particular location; and,
  - (e) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).

### Notification and Approval Process

This report has been referred to affected government agencies, First Nations, and the local Advisory Planning Commission (APC) for comment on the proposed development. Notice of this application was published in the Houston Today, September 11, 2019 publication, informing the public of the time and location of the Board's consideration of the application, and their ability to provide input.

There are no residents near the proposed location. However, the Ministry of Forests Lands Natural Resource Operations and Rural Development, Skeena District office was notified of the proposal and asked to provide all tenure holders within 50 metres of the subject property with a similar notice.

Prior to the Board's consideration of the application the gallery will be asked if anyone wishes to provide comment on the application. No submissions have been received at the time of writing this report.

## REFERRAL COMMENTS

### Advisory Planning Commission

Recommend approval of the application provided that the applicants submit a draft Emergency Response Management Plan to the satisfaction of the RDBN.

## Ministry of Transportation and Infrastructure

Approval recommended subject to conditions below:

- The site itself is far removed from any highway or road under the jurisdiction of MoTI
- Cautions should be taken for traffic volumes to and from camp – or going to work vs leaving work – scheduled days off
- Any overweight oversized or extra-ordinary loads need to be permitted through CVSE (Provincial Permit Centre)
- Load restrictions will apply
- Cautions should also be made as far as getting workers to the camp – use of bus system etc.

## RDBN Environmental Services Dept.

In the review of the CGL Environment Management Plan included in the report the Environmental Services department recognized that there was need for some clarification on the types of waste that the RDBN will be accepting from the Construction/Demolition and the duration of the operation of these work camp.

The EMP itemizes the Solid Non-hazardous Wastes as materials that could be classified as industry waste and others as General or Construction & Demolition Waste.

The RDBN will be accepting General Waste from the work camps such as food waste, and other household waste produced but the living/entertainment quarters and kitchen facilities. The RDBN will also accept Construction & Demolition Waste streams from the set up and take down of the camps. Both these waste streams will need to be segregated when disposed of at the RDBN sub-regional landfills as there is different disposal rates for each. There will be a surcharge applied to the fee if these waste streams are not separated or contain restricted materials. Both these waste streams are recognized in the EMP as Non-hazardous Waste, but it is recognized that other materials in that list of non-hazardous waste are considered by the RDBN to be restricted or industry waste. Approval by the Director of Environmental Services or his/her delegate to regulate those materials, these being, metal, clean dimensional wood and other program's material which is located at the RD facilities.

The RDBN will not be excepting Industry waste, waste produced by the production of the pipeline and its operation, or any hazardous waste. These will be the responsibility of CGL or its sub coordinate to locate another disposal location. There are also restricted materials that will not be accepted at any of the RD facilities, these being Tires and Cardboard. These are recommended to be recycled, current situations in the region will force the haul contractors to ship to other Regional District processing facilities.

The EMP lists off the process for waste disposal where they will provide receptacles for recycling various products and materials to be hauled and disposed of at appropriate recycling depots. By provincial definition work camps fall under the Industry Commercial and Institutional sector. Currently, there are recycling depots located around the region that are strictly for residential recycling although, some depots offer a variety of Extended Producer Responsibility programs that can accept some materials from commercial business. All Print Paper and Packaging material will not be accepted at regional recycling facilities.



The department is recommending that the work camp solid waste managers consult with the RDBN staff on what can be recycled and where.

#### **Northern Health Authority**

Please see attached letter.

#### **Ministry of Environment**

No response received at the time of writing this report.

#### **District of Houston**

No response received at the time of writing this report.

#### **First Nations**

Referral package was sent out on July 23, 2019 and no responses were received from the following groups at the time of writing this report.

- Skin Tyee Nation
- Nee-Tahi-Buhn Band
- Wet'suwet'en First Nation
- \*Office of the Wet'suwet'en

\*Office of the Wet'suwet'en contacted RDBN notifying staff that the Wet'suwet'en Hereditary Chiefs could not respond in time of the September 19, 2019 Board meeting.

#### **Public Meeting**

During the referral process of the application, RDBN staff recommended that the proponent hold a public meeting in the District of Houston to allow residents to ask questions and raise concerns directly with CGL and the contractor regarding the proposed work camp.

The applicant declined the meeting request and responded with the following comments:

*"Coastal GasLink has held public open houses on the project since 2013, including an open house providing information on the Huckleberry Multi-Use Site in Houston in 2015. The project also held a series of Regional Economic Summits this year which provided an opportunity for residents to engage with the project team, and for prospective subcontractors or job-seekers to meet our prime contractors. The Houston Regional Economic Summit took place on February 21st, 2019. At this time, Coastal GasLink has additional public open houses and job fairs planned across the entire project corridor to discuss the Project and related ancillary sites in the area, such as Huckleberry Multi-Use Site, in September and October of 2019. Open house events closest to the Huckleberry site are scheduled in Houston on October 23, Burns Lake on October 24 on and Fraser Lake on October 29. Coastal Gaslink will provide details regarding the venues to the RDBN upon confirmation of all details, and will advertise these events in newspapers, radio, and on social media. PAPC has also opened a local*

*office in Houston and has a Community BBQ planned for September 13th. Should greater interest be communicated by RDBN community members specific to the Huckleberry Multi-Use site, Coastal Gaslink would be available to arrange a community meeting for interested members.”*

## **PLANNING DEPARTMENT COMMENTS**

For the purposes of this application the impacts associated with the proposed use have been divided into four categories. The land use impacts associated with the proposed location, the Infrastructure Impacts, the Emergency Management Impacts, and the Social / Health Impacts associated with the introduction of a large temporary workforce into the region.

### **Land Use Impacts**

The area is exclusively undeveloped Crown lands. The closest residence is 4 km south from the proposed Multi-Use Site. This location appears well suited for the proposed uses, given its relatively remote location, proximity to the Pipeline ROW and existing road infrastructure, relatively flat topography, and is within a previously disturbed site (cut-block).

*Fencing and Screening* - No screening or berming is noted on the site plan. It is assumed that the Multi-Use Site will be well screened with existing forested lands as the site is placed 300 to 500 metres from Carrier and Morice Owen Forrest Service Roads. The Multi-Use Site plan shows that the area will be fenced and gated with a security guard at the contractor yard entrance at Carrier FSR. The Work Camp site (Area A) will be fenced but does not show a security guard at the Morice Owen entrance point.

Given the isolated location staff have no notable concerns regarding the aesthetic impact of the proposed use.

*Site Reclamation* - Hazardous materials will be stored on site in the areas defined under the site plan. It is noted that testing for contaminants is not planned; however, in an event contaminated soils are encountered during construction, the Contaminated Soils Management Plan will be implemented. If a spill occurs the Spill Contingency Plan will be implemented. These plans identify responsibilities for containment, clean-up and reporting and have been developed to the satisfaction of the Province.

*Site Security* - At the APC meeting, the Prime Contractor specified that all access points into the multi-use site will be gated and supervised by security personnel.

*Parking* – Temporary Use Permits can limit the area available for parking requirements, transportation plan and operations could be incorporated into the permit to ensure minimal personal vehicular traffic to and from the site along with ensuring reliance on bus and shuttle services.

When asked about the increase in traffic, the prime contractor stated that they plan to provide a shuttle service to and from the work camp to town.

According to the prime contractor there are 300 parking spaces available on site. The RDBN Zoning Bylaw regulates parking requirements. However, Industrial Work Camp accommodations are not a listed use under the regulation. Municipalities generally require 2 spaces per 10 beds for construction accommodation use (example, District of Kitimat). Therefore, the OGC permitted area for the multi-use site is large enough to accommodate the anticipated occupancy of the camp and the number of parking stalls appears to be adequate. Therefore, to ensure minimal but adequate space for the operation of the camp, a condition of the TUP is to require 2 spaces per 10 beds within the Use Area.

*Dust* - The roads, parking areas and walkways will not be paved. There are no nearby residents that will be impacted by dust generated on site. However, dust is a concern for the workers and employees attending the site. The prime contractor has stated that the use of water will be used to mitigate dust on site. The applicant is aware that they need to apply for a water licence for the use of water.

*Archaeological Sites* - There are no known archaeological sites on the property according to Provincial Mapping. CGL's Heritage Resource Discovery Contingency Plan provides site assessment criteria and mitigation to be implemented in the event that archaeological, historical or paleontological resources are discovered during construction of the Project. The contingency plan does not include notice to local First Nation groups who have traditional territories in the area.

*Environmental Impact* - There are two small watercourses adjacent to the Multi-Use Site. Owen Creek flows into the Morice River and the other flows to into Owen Creek. The RDBN's Floodplain management bylaw contains building elevation requirements above the natural boundary of these watercourses. No water features are shown on the proposed site plan.

*Capital Investment* – The proposed development will require notable construction costs; however, there will be limited long term improvement or capital investment remaining on site following reclamation of the site. There will be no permanent structures proposed as part of the temporary use, as CGL has agreed to reclaim the site to its natural state. Therefore, the use can be removed from the site at the end of the permit period.

### **Infrastructure Impacts**

*Solid Waste Disposal* – CGL has stated that receptacles for recycling various products will be available on site and will be hauled to appropriate recycling center in Houston. RDBN's Environmental Services Department states that recycling centers may not accept materials from commercial business and recommends that the work camp solid waste managers consult with the RDBN Environmental Services Department on what can be recycled where.

*Liquid Waste Disposal* – The method of liquid waste disposal is not confirmed at this time. Approval from Northern Health or the Ministry of Environment will be required. CGL stated that

they are in negotiation with the District of Houston and no confirmation has been made.

*Transportation and Roads* - From August 2019 to September 2021, CGL intends to receive medium size equipment and material to the camp, with an expected frequency of about 5 trucks per day. From June 2020 until March 2022 an average number of 250 vehicles (trucks and cars) will be leaving and entering the camp daily to reach to work locations in the Pipeline ROW from Monday to Saturday.

Site access and egress will be from Highway 16, to the Morice FSR, Morice Owen FSR, Carrier FSR, and Coastal GasLink Right of way. CGL has confirmed that they will not utilize Buck Flats Road to access the Multi-Use Site or any other facilities associated with the pipeline project. Traffic Control Management Plan provides guidelines for vehicle use on the Pipeline ROW, temporary access roads. Operators will also adhere to the Wet Soils Contingency Plan. As stated in the Traffic Control Management Plan, CGL will notify the RDBN of all access road upgrading required for the pre-construction stage of the project. Under the Traffic Control Management Plan CGL commits to "Place notices in local and regional newspapers where appropriate to announce the Project initiation and the construction schedule. Information regarding labour, equipment, and activity schedules will be provided to applicable municipal and provincial authorities prior to the commencement of work."

It is likely that road access may be impacted due to construction activities. Coastal GasLink state that they will accommodate continued public access during pipeline construction whenever practical. To ensure safety of roadways, CGL will do the following;

- All access points to the ROW will be flagged and signed to discourage public use.
- Construction personnel will be transported between construction yards, construction camps and the construction site by multi-passenger vehicles to the extent practical, to reduce vehicle traffic.
- Coastal GasLink will set the speed limit on the ROW.
- Post-construction, roadways will be deactivated and reclaimed unless identified in other agreements or regulatory direction.

Methods to control access may include:

- posting of appropriate signage at all points of access
- create a visual barrier to reduce line of sight
- installation of locking gates and fencing
- installation of slash or rock barriers

At the APC meeting, CGL and the Prime Contractor stated that they have organized a road use committee with Canfor and the Ministry of Forests regarding the potential impacts to forestry operations and scheduling.

*Community Recreational Facilities* - The proposed work schedule for the Huckleberry work camp is six days on and one day off, from Monday to Saturday with Sundays off. The workers day off is non-negotiable. There is concern that the camp will increase demand on community facilities

such as nearby recreation sites. CGL states that they will mitigate this negative affect by providing workers with access to recreation facilities in the construction camp, including exercise equipment, electronics, movies, television, etc. On the site plan there are two areas for recreation and gym facilities. No other details regarding this is noted in the application.

### **Emergency Management Impacts**

Coastal GasLink must adhere to their Emergency Response Plan for the proposed project related emergencies. Prime Contractors are responsible to submit and adhere to safety plans that address emergency procedures. The RDBN has requested the ability to review the draft emergency response plans developed for the Huckleberry Multi-Use Site and other facilities. The Planning Department, and Protective Services Department have informed CGL, TC Energy, and the contractor that staff support for the TUP may be dependent upon staff have confidence that there is an evacuation plan in place for the work camp that does not rely on local resources, and occupy hotel rooms in the region (including Prince George).

CGL has provided the RDBN with a draft Emergency Management and Fire Management Plans for review on September 7, 2019. The plans have satisfied the Director of Protective Services. Copies of the draft emergency response plans can be provided upon request.

### **Social / Health Impacts**

It is known that work camps can have negative social, health, and crime related impacts on communities. Northern health Authority state in their referral letter (see attached) that throughout the EA and SEEMP review processes, Northern Health have requested that the camp develop a site-specific Health and Medical Services Plan (HMSP) outlining how they will manage their impacts to local health care systems. At the APC meeting, the prime contractor stated that these plans are underway and are working with CGL at providing Northern Health with a final HMSP for the Huckleberry Camp.

The Province of BC has accepted as adequate the mitigation strategies proposed by TC Energy as part of the Environmental Assessment Certificate approval process, and the Oil and Gas Commission permitting processes to address the concerns raised by Northern Health, as well as the majority of issues raised in this report. Northern Health have been advised to address their concerns to the Environmental Assessment Office and the Oil and Gas Commission.

### **Setbacks**

The proposed siting of many proposed temporary structures cross over the subject properties north and south dividing parcel line and some structures are within the 7.5-meter setback area prescribed by the Rural Resource (RR1) Zone.

The *Local Government Act* states that Temporary Use Permits can allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued; therefore, this TUP proposes to allow the proposed siting of the temporary building without the issuance of a development variance permit. Staff have included a provision to allow the buildings

to be sited 0 meters from a parcel line within the use area defined under the TUP.

## Security


As the Huckleberry Multi-Use Site is located on Crown Lands under permit staff are not concerned that the site will not be adequately reclaimed. Therefore, staff are not recommending that the Board require reclamation security as a condition of the permit.

### Recommendation


1. That the Regional District Board approve the issuance of Temporary Use Permit G-01-19 for the proposed Huckleberry Multi-Use Site located on the properties legally described as 'Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District, and unsurveyed Crown Lands.
2. That the Regional District Board direct staff to send the attached letter to the Environmental Assessment Office and the Oil and Gas Commission regarding Northern Health's request for a site-specific Health and Medical Services Plan as mentioned in Northern Health Authority referral response letter to the RDBN dated August 12, 2019.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by

  
Jason Llewellyn  
Director of Planning

Written by

  
Jennifer MacIntyre  
Planner I

September 19, 2019

Environmental Assessment Office  
2nd Floor 836 Yates St.  
PO Box 9426, Stn Prov Govt  
Victoria, BC, V8W 9V1

BC Oil and Gas Commission  
Bag 2, Fort St. John, B.C., V1J 2B0

**RE: Northern Health Request for a Health and Medical Services Plan for Coastal GasLink Pipeline Project, Huckleberry Work Camp**

---

As part of the Regional District of Bulkley-Nechako's process to evaluate the issuance of a Temporary Use Permit for the Coastal GasLink Pipeline's Huckleberry Work Camp the Northern Health Authority asked that the RDBN support their request that Coastal GasLink provide a site-specific Health and Medical Services Plan (HMSP) for the workcamp.

Given that these Provincial Government issues were addressed by the Province as part of the Environmental Assessment process and Oil and Gas Permitting process, the RDBN is forwarding the Northern Health Authority request to you for your attention.

Sincerely,

Jason Llewellyn  
Director of Planning

cc:

Steve Campbell  
Team Lead – Land Management  
Coastal GasLink Pipeline Ltd.  
450 – 1st Street S.W.  
Calgary, AB, Canada T2P 5H1





**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
TEMPORARY USE PERMIT NO. G-01-19**

ISSUED TO: TC Energy, Coastal GasLink  
450-1<sup>st</sup> Street SW  
Calgary, AB T2P 5H1

WITH RESPECT TO THE FOLLOWING LANDS:

**NE and SE ¼ Sections of District Lot 3408, Range 5,  
Coast District**

1. This Temporary Use Permit authorizes the following temporary use:
  - Operation of a work camp providing accommodation for up to 800 employees, and a laydown area used for the storage of equipment and materials, associated with the construction of the Coastal Gaslink Pipeline Project.
2. The temporary use identified in Section 1 may only operate within the 'use area' identified in Schedule A, which forms part of this permit, and permits the location of buildings as shown on Schedule A.
3. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A. If the terms of this permit are not met the permit shall be void.
4. The permit holder shall, as a condition of this permit:
  - a. Maintain a minimum of 2 parking stalls per 10 beds within the use area and not allow off-site parking.
  - b. Not allow the use of Buck Flats Road to access the use area for any purpose, with the exception of emergency response.
5. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur only for a term of three years from the date of issuance of this permit.

If a term or provision of this permit is contravened or not met, or if the Applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the Applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.

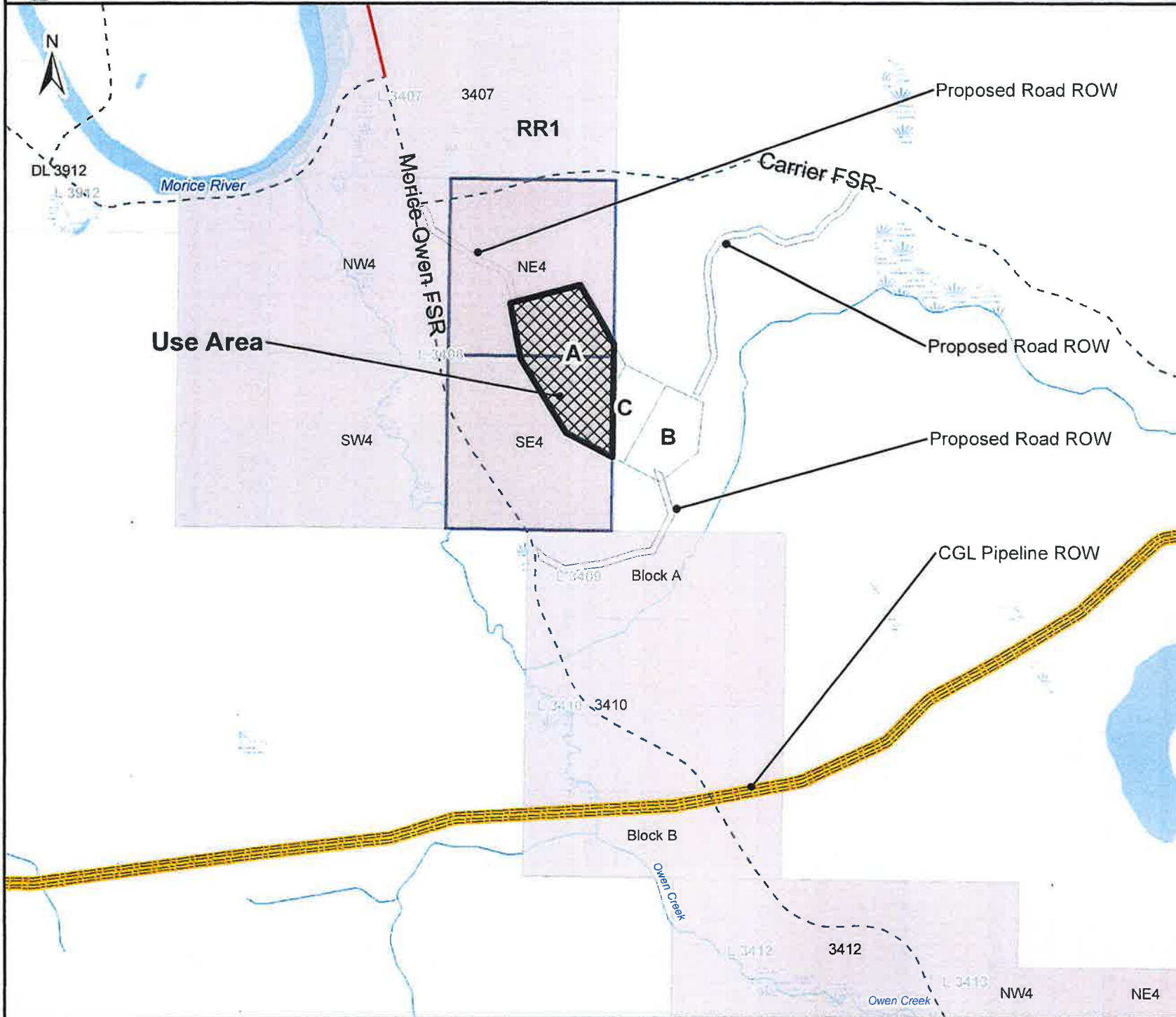
6. As a term of this permit the owner of the land must remove all equipment from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit, unless this permit is renewed by the Board.

7. This permit is not a building permit nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2019.

PERMIT ISSUED on the \_\_\_\_ day of \_\_\_\_\_, 2019

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



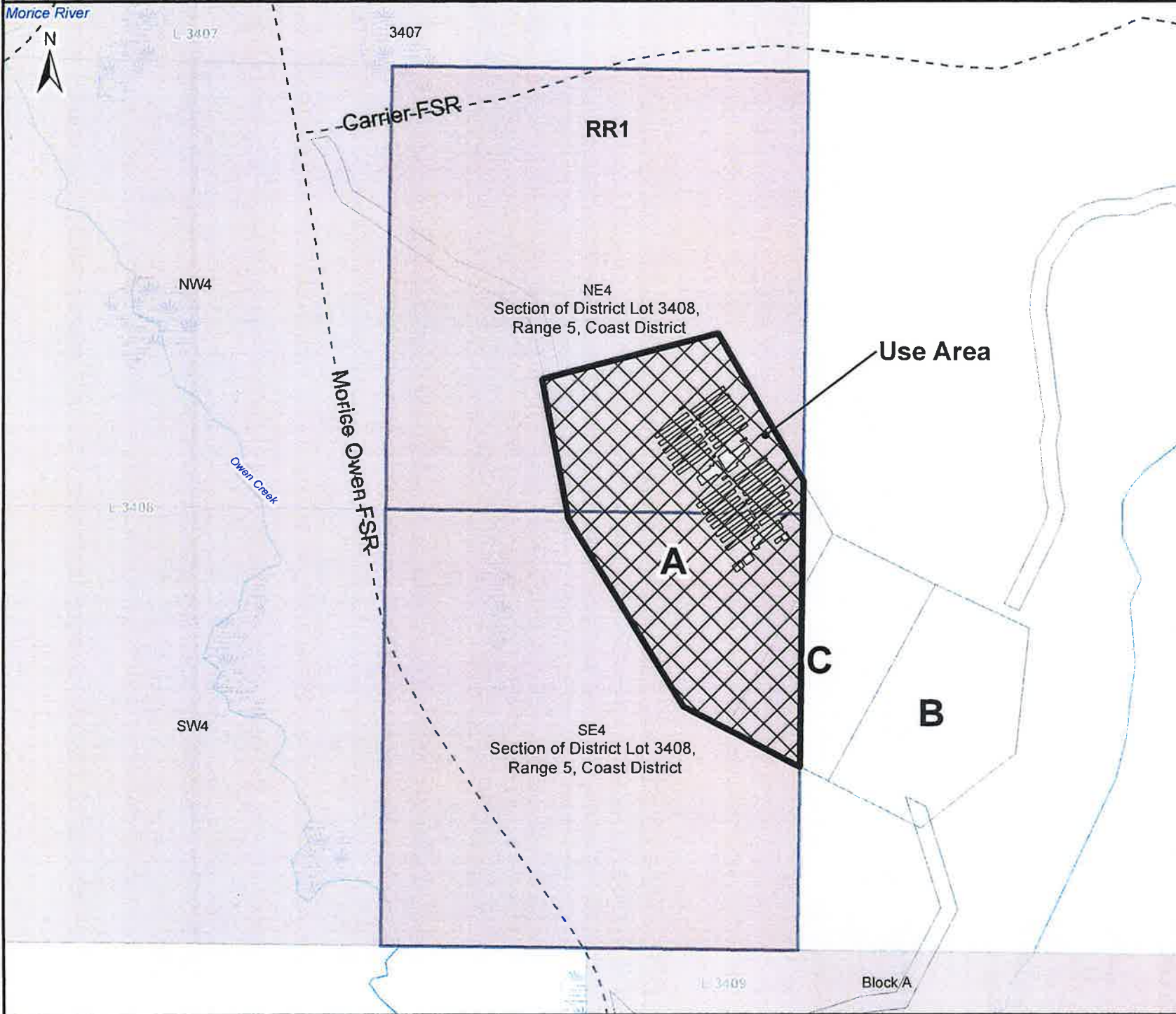
318

**RDBN Zoning CLASS**

|  |                      |
|--|----------------------|
|  | Rural Resource (RR1) |
|  | Use Area             |
|  | Subject Property     |
|  | OGC Permits          |
|  | CGL Pipeline ROW     |
|  | Cadastre             |
|  | Forest Service Road  |
|  | Major Secondary Road |
|  | Watercourses         |
|  | Lake                 |
|  | River                |
|  | Wetland              |

\*DISCLAIMER. The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

**Scale: 1 cm = 247 m**  
 User: jennifer.macintyre  
 Date: 2019-09-06  
 Time: 12:23:32 PM



319

|                          |                      |
|--------------------------|----------------------|
|                          | Use                  |
|                          | Work Camp Structures |
|                          | Subject Property     |
|                          | OGC Permits          |
|                          | Cadastre             |
|                          | Forest Service Road  |
| <b>RDBN Zoning CLASS</b> |                      |
|                          | Rural Resource (RR1) |
|                          | Watercourses         |
|                          | River                |
|                          | Wetland              |

\*DISCLAIMER. The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 98 m  
 User: jennifer.macintyre  
 Date: 2019-09-06  
 Time: 1:42:18 PM



12 August, 2019

**To:** Jason Llewellyn  
Director of Planning  
Regional District of Bulkley-Nechako

**RE: Northern Health Authority's Response to TUP G-01-19 (CGL Huckleberry Multiuse Site) Notice of Referral**

---

Dear Mr. Llewellyn,

Thank you for providing an opportunity to give feedback on this Temporary Use Permit Application. Please consider the following comments from Northern Health Authority's Health Protection and Disease Prevention Program and Health & Resource Development Program.

**Health Protection and Disease Prevention Program's Comments**

The applicant, Coastal Gas Link Pipeline Ltd., has stated that their plan is to use 42.94 hectares for a temporary construction camp, contractor yard and laydown site. The applicant should be aware that they would need to comply with the BC *Public Health Act*, *Drinking Water Protection Act*, and their pursuant regulations which are listed below:

- The camp living areas would need to comply with the Industrial Camps Regulation.
- The camp kitchens would need to comply with the Food Premises Regulation. As they are food service establishments, permits to operate would need to be issued by an environmental health officer.
- Any water supply systems (at either the camp, contractor yard, or laydown site locations) would need to comply with the *Drinking Water Protection Act* and Drinking Water Protection Regulation. A construction permit would need to be issued by a public health engineer prior to a water system being installed. An operating permit would also need to be issued by an environmental health officer prior to water being supplied to users.
- Onsite sewage disposal must not cause a health hazard, as prescribed in the Sewerage System Regulation. If holding tanks are going to be used, permits to construct a holding tanks would need to be issued by an environmental health officer.

As the assigned local environmental health officer for this proposed camp, applicants for permits are encouraged to contact me directly if they have any questions. Please email me

at [Doug.Gordon@northernhealth.ca](mailto:Doug.Gordon@northernhealth.ca) or call 250 847 6400. All applications for permits should be submitted to Environmental Health Officer Ali Moore at [ali.moore@northernhealth.ca](mailto:ali.moore@northernhealth.ca). Further information and application forms are available on Northern Health's Environmental Health website: <https://www.northernhealth.ca/services/environmental-health>.

### **Health & Resource Development Program's Comments**

#### **Transportation and Roads**

The Traffic Control Management Plan should make every effort feasible to minimize the number of vehicles both to and from the camp to the work location but also up into the community. Road dust mitigation strategies should also be employed to minimize excessive road dust.

#### **Emergency Management Impacts**

We agree that the RDBN and Northern Health should be able to review the draft emergency response plans developed for the Huckleberry Multi-Use Site and other facilities. Note that Northern Health has not yet received the draft ERP for review for this site, but CGL has committed to provide all site specific ERPs for CGL to NH and we look forward to reviewing. Please also see [Northern Health Emergency Roles and Responsibilities](#) for important information regarding roles, responsibilities and contact information.

#### **Community Health Services**

As the RDBN is aware, camps can [place pressures on community health services](#). Northern Health is requesting that camps move beyond minimum first aid requirements for on-site health care and develop a Health and Medical Services Plan (HMSP) outlining how they will manage their impacts to the local health care system and work collaboratively with Northern Health for medical escalations and traumas (scaled appropriately to the size of the camp). This is something that was brought forward by Northern Health during the Environmental Assessment (EA) process for the CGL project and also during the development of CGL's Socio-Economic Effects Management Plan (SEEMP). Aligning with the comments made by Northern Health during the EA and the SEEMP process as well as CGL's Emergency Management Plan, we have requested that the camp develop a site specific Health and Medical Services Plan (HMSP) outlining how they will manage their impacts to local health care systems and work collaboratively with Northern Health for medical

---

escalations and traumas. We have requested that a plan be developed that aligns with the following best management guides to reduce local health care impacts and promote health and wellbeing of the workforce:

- [Health and Medical Services Plan Best Management Guide for Industrial Camps](#)
- [Communicable Disease Control Plan Best Management Guide for Industrial Camps](#)
- [Health and Safety During the Opioid Overdose Emergency: Northern Health's Recommendations for Industrial Camps](#)

We encourage the RDBN to support our requests for the CGL camps to align with these best management guides, as well as leading practices for the management of broader impacts to community health. Please note that Northern Health provided comments on social and health impacts throughout the EA and SEEMP review processes. The following documents provide additional information on leading practices for managing social and health impacts of industrial projects:

- [The social determinants of health impacts of resource extraction and development in rural and northern communities: A summary of impacts and promising practices for assessment and monitoring](#)
- [Summary of Community Toolkits Addressing Socio-Economic and Health Impacts from Natural Resource Development Relevant to Northern BC](#)
- [Indicators for monitoring the SDOH related to resource development in Northern BC - January 2019](#)

If you have any questions or concerns, please contact the undersigned.

Yours Sincerely,

*Douglas Gordon*

Doug Gordon, C.P.H.I.(C)  
Environmental Health Officer  
Northern Health Authority  
[Doug.Gordon@northernhealth.ca](mailto:Doug.Gordon@northernhealth.ca)  
Tel: 250 847 6400

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# 323 MEMORANDUM

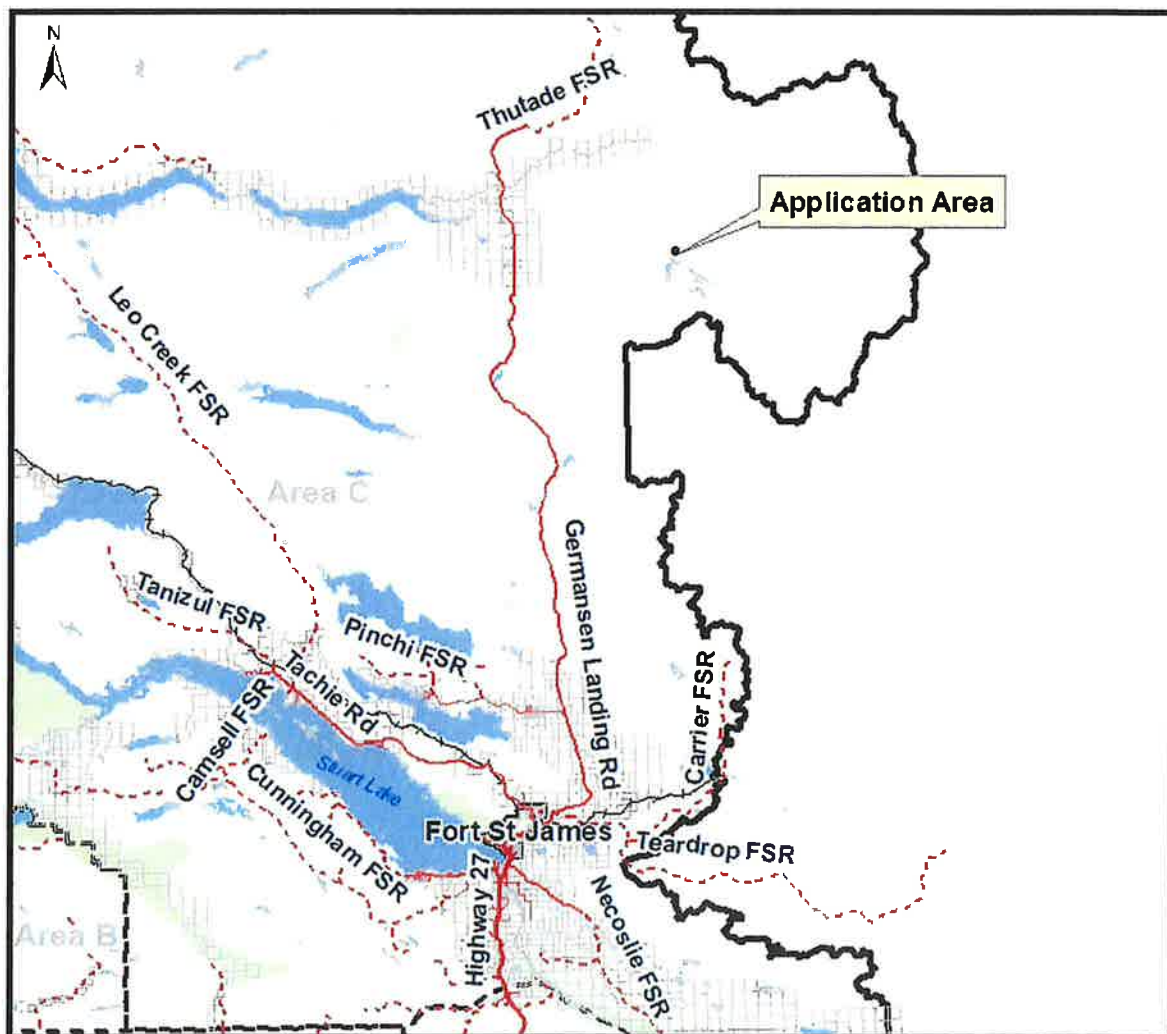
To: Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: September 6, 2019  
Re: Land Referral File No. 7410101 (Ministry of Environment)

---

This application from the province is regarding a proposed Section 17 Conditional Withdrawal under the Reserves, Notations, Withdrawals policy for a snow and climate monitoring station for a thirty-year term.

The proposed snow survey station is located on unsurveyed Crown lands, just north of Philip Lakes, 95 km north of the District of Fort St. James and is 1.28 ha in size.

## Location Map



Conditional withdrawal means that the lands in the area will not be available for activities not deemed compatible with the monitoring station.

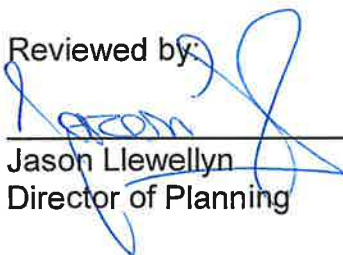
The application area is not zoned (RR1) or designated under the Area's OCP.

**Recommendation**

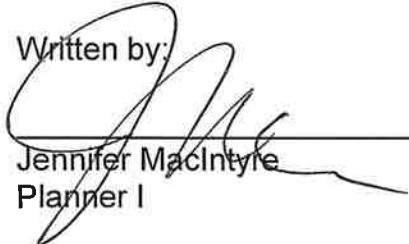
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410101.

*Board of Directors – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



315

## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7410101

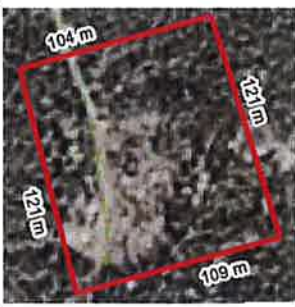
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|   |  |
|---|--|
| <b>Electoral Area:</b>                  | C                                      |
| <b>Applicant:</b>                       | Ministry of Environment                |
| <b>Existing Land Use:</b>               | Vacant                                 |
| <b>Zoning:</b>                          | N/A                                    |
| <b>Plan Designation</b>                 | N/A                                    |
| <b>Proposed Use Comply With Zoning:</b> | N/A                                    |
| <b>If not, why?</b>                     |  |
| <b>Agricultural Land Reserve:</b>       | Outside the ALR                        |
| <b>Access Highway:</b>                  | Unknown                                |
| <b>Archaeological Site:</b>             | None according to provincial mapping   |
| <b>Building Inspection:</b>             | Outside the Building Inspection Area   |
| <b>Fire Protection:</b>                 | Outside the Rural Fire Protection Area |
| <b>Other comments:</b>                  | None.                                  |





**SITE MAP**  
 BCGS Mapsheet: 930011  
 Lat/Long: 55° 7' 25.649" N 123° 53' 52.833" W



Inset Map  
 Scale - 1:3,000

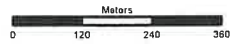
© 2016 Airbus Defence and Space, Licensed by Planet Labs Geomatics Corp.

**File Number: 7410101**  
 Site # 1 of 1 - APPLICATION Area = 1.28 Ha.  
 TYPE: RESERVE/NOTATION PURPOSE: ENVIRONMENT, CONSERVATION, & RECR  
 SUBTYPE: SEC 17 DESIGNATED USE AREA SUBPURPOSE: SNOW SURVEY  
 LOCATION: PHILIP LAKES IMAGERY: Spot - 2016-2017

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 & Rural Development  
 Northern Service Centre  
 FrontCounter/BC  
 Date: July 4, 2019

Scale: 1:10,000  
 \*if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83

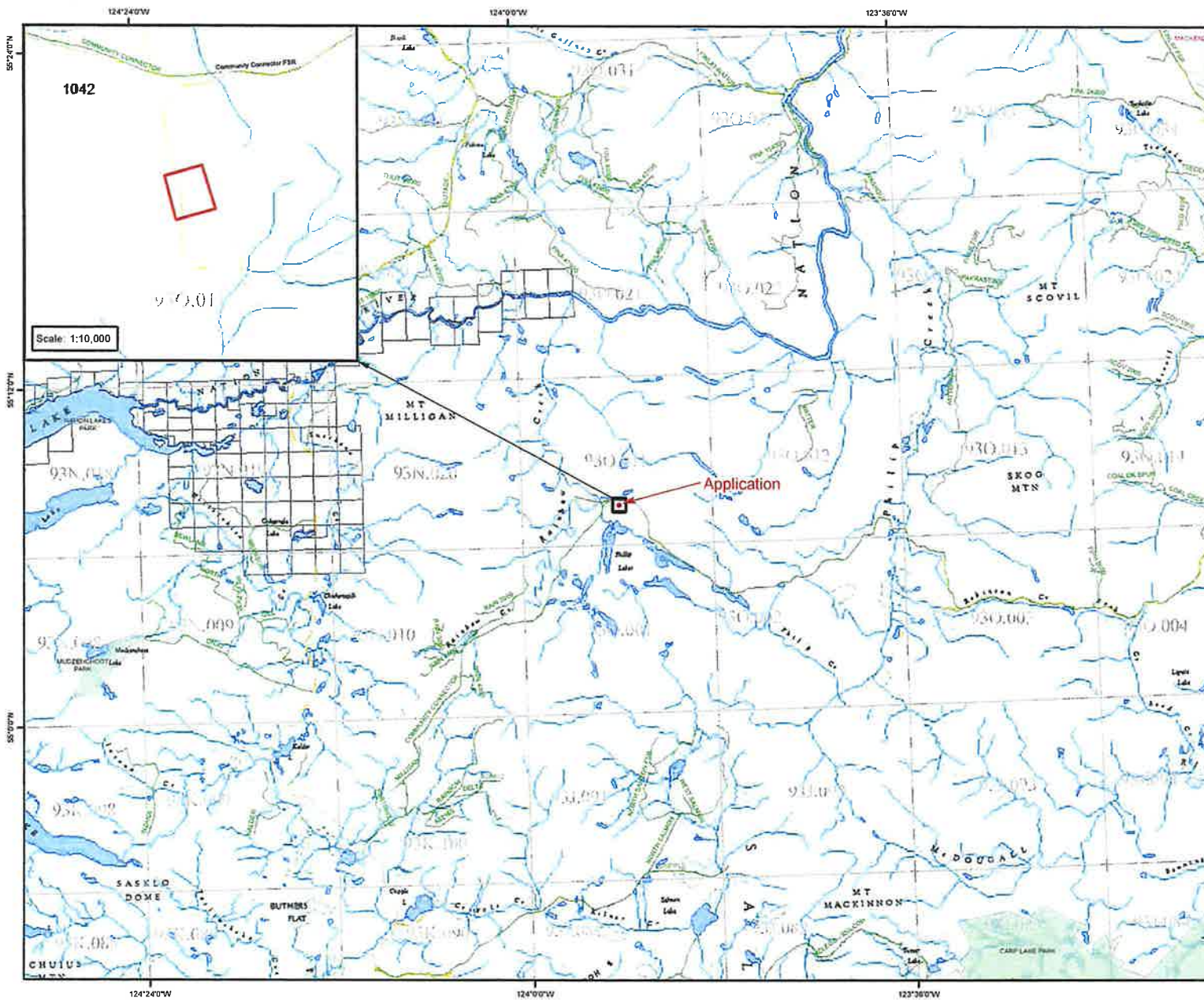


**Legend**

- Crown Land Application
- Primary Survey Parcel
- Subdivision
- Municipality
- Surveyed Rights of Way
  - Surveyed Road R/W
  - Gas/Oil R/W District Lot
  - Power Transmission R/W
  - Gas/Oil R/W
  - Telecom R/W District Lot
  - Miscellaneous R/W
- Transportation Corridors
  - Highway
  - Railway
  - Surveyed Road R/W
- Protected Areas
  - Provincial Park
  - Protected Area
  - OEC Ecological Reserve
  - Recreation Area
- Base Mapping Features (20K)
  - River or Stream
  - River or Stream - Dry
  - Lake
  - Reservoir - Definite
  - Glacier/Infield
  - Contour - 20m Interval
- Transportation - Lines (20K)
  - Airport
  - Road
  - Forest Service Road
  - Road Permit
  - Trail
  - Rail Line

All measurements are approximate





**LOCATION MAP**  
 File - 7410101 Area = 1.28 Ha  
 Client - MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

**Legend**

|                        |                              |
|------------------------|------------------------------|
| Crown Land Application | Rapids                       |
| Municipal Boundary     | River or Stream - Definite   |
| Primary Survey Parcel  | River or Stream - Dry        |
| Subdivision            | River or Stream - Indefinite |
| Surveyed Rights of Way | Dam - section Base           |
| <b>Protected Areas</b> | Flooded Land - Inundated     |
| Provincial Park        | Lake - Definite              |
| Protected Area         | Lake - Indefinite            |
| OIC Ecological Reserve | Lake - Intermittant          |
| <b>Transportation</b>  | Reservoir - Definite         |
| Highway                | Glacier                      |
| Railway                | Icefield                     |
| Surveyed Road RW       | Island - Definite            |
| Road                   | Sand Bar                     |
| Forest Service Road    | <b>Contours</b>              |
| Trail                  | Contour - interval 200m      |
| Rail Line              |                              |

Produced by  
 Ministry of Forests, Lands and  
 Natural Resource Operations  
 and Rural Development  
 Prince George  
 FrontCounterBC  
 Date: July 4, 2019

Scale - 1:250,000  
 \* if printed on 17X11

BC Albers Projection/N





3296  
**MEMORANDUM**

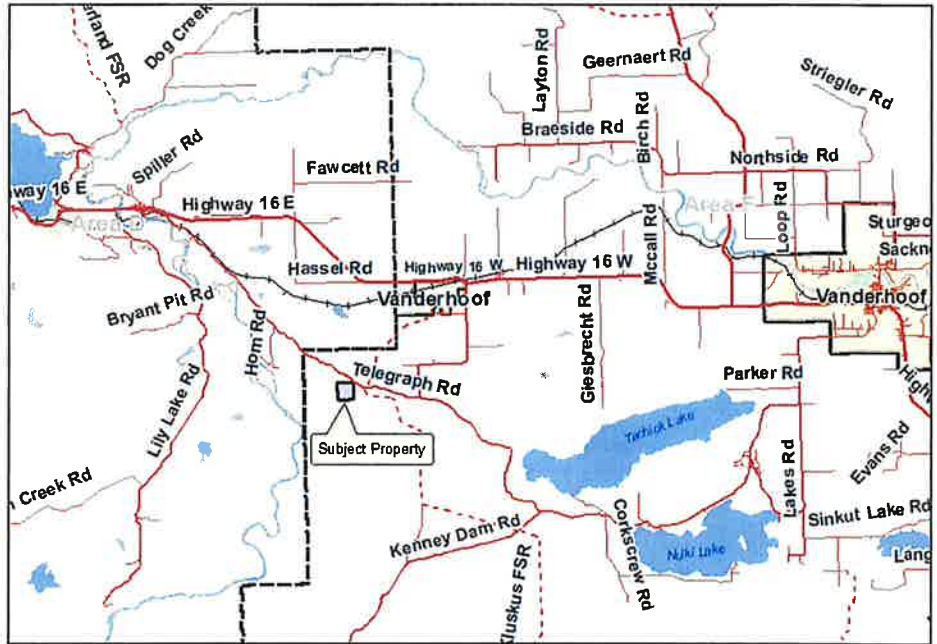
To: Board of Directors  
From: Sam West, Summer Student  
Date: August 30th, 2019  
Re: Land Referral File No. 7401170 (Larson)

This application is regarding a Crown Grant for extensive agricultural purposes.

The application area is located 20 kilometres west of the District of Vanderhoof and 5 kilometres south of Highway 16 East. The legal access is from the Kluskus FSR. The surveyed Crown parcel is vacant and is 63.17 ha. in size.

The property is zoned Agricultural (Ag1) and is within the Agricultural Land Reserve (ALR). The applicants are applying to purchase the lands by a Crown Grant Direct Sale to develop it for Extensive Agriculture purposes. It appears that the land was forfeited to the Crown in 1989.

The Applicants own multiple parcels in the Fraser Lake and Fort Fraser Area within 15km of the subject parcel.

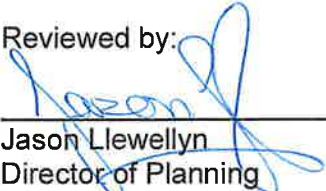


**Recommendation**

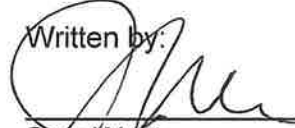
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7401170.

*Directors – All/Directors/Majority*

Reviewed by:

  
Jason Llewellyn  
Director of Planning

Written by:

  
Sam West  
Summer Student



329

**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT  
SHEET ON CROWN LAND REFERRAL 7401170**

---

**Electoral Area:** F

**Applicant:** Gordon and Melanie Larson

**Existing Land Use:** Vacant

**Zoning:** Agriculture (Ag1) under RDBN Zoning Bylaw No. 800, 1993

**Plan Designation** Agricultural (AG) under Vanderhoof Rural OCP No. 1517, 2009

**Proposed Use Comply  
With Zoning:** Yes, Agriculture is a permitted use in the Ag1 zone.

**If not, why?** N/A

**Agricultural Land Reserve:** Yes

**Access Highway:** Legal undeveloped access off Kluskus FSR

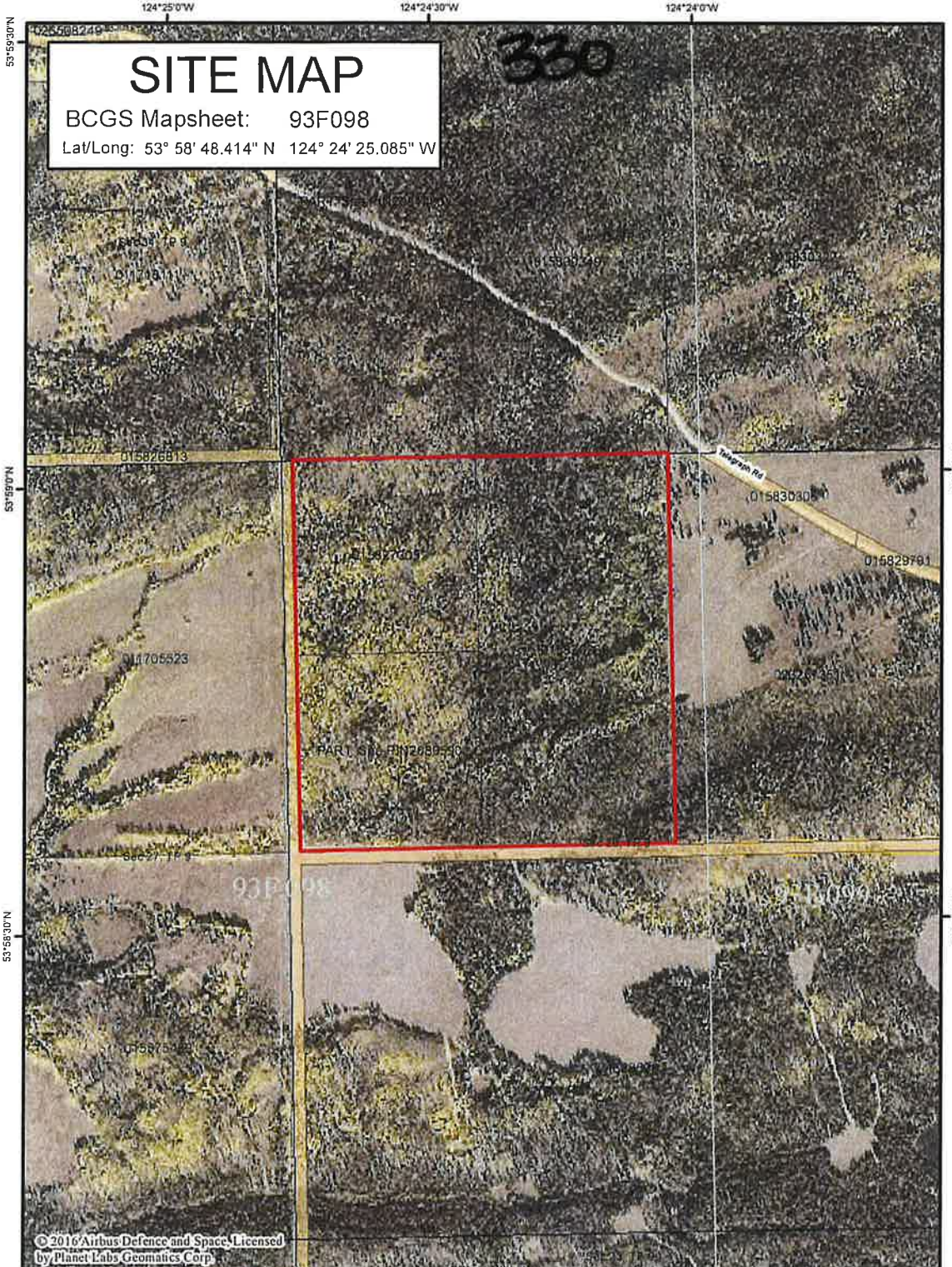
**Archaeological Site:** None according to provincial mapping

**Building Inspection:** Outside the Building Inspection Area

**Fire Protection:** Outside the Rural Fire Protection Area

**Other comments:** N/A





**SITE MAP**  
 BCGS Mapsheet: 93F098  
 Lat/Long: 53° 58' 48.414" N 124° 24' 25.085" W

© 2016 Airbus Defence and Space, Licensed by Planet Labs, Geomatics Corp.

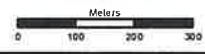
**File Number: 7401170**  
 Site # 1 of 1 - APPLICATION Area = 63.17 Ha.  
 TYPE: CROWN GRANT PURPOSE: AGRICULTURE  
 SUBTYPE: DIRECT SALE SUBPURPOSE: EXTENSIVE  
 LOCATION: BEARSHEAD HILL IMAGERY: Spot - 2016-2017

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 Northern Service Centre  
 FrontCounterBC  
 Date: July 30, 2019

Scale: 1:10,000

\* if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83

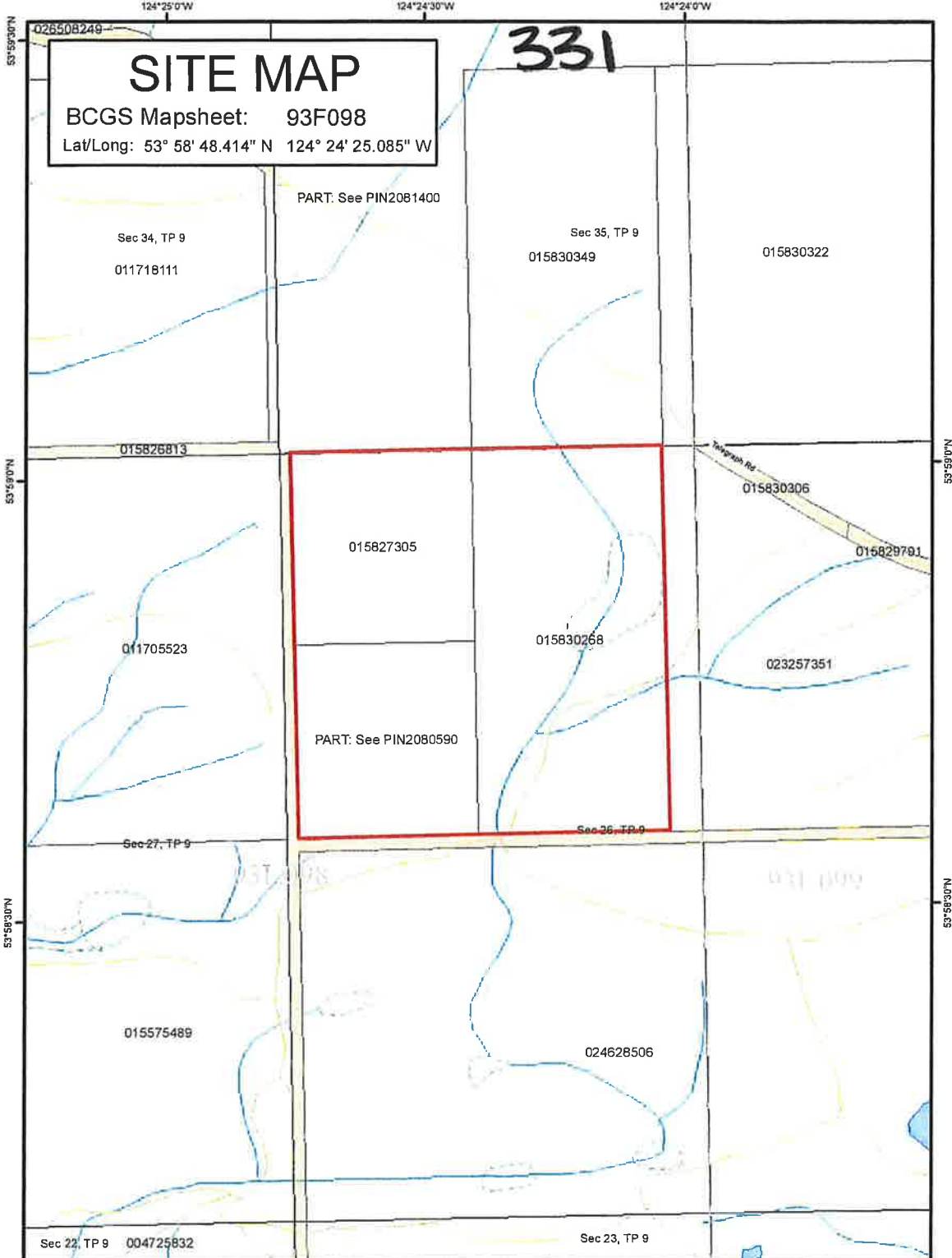


**Legend**

- Crown Land Application
- Priority Survey Parcel
- Subdivision
- Municipality
- Surveyed Rights of Way
  - Surveyed Road R/W
  - Gas/Oil R/W District Lot
  - Power Transmission R/W
  - Gas/Oil R/W
  - Telecommunications R/W District Lot
  - Miscellaneous R/W
- Transportation Corridors
  - Highway
  - Railway
  - Surveyed Road R/W
- Protected Areas
  - Provincial Park
  - Protecting Area
  - Ecological Reserve
  - Reclamation Area
- Base Mapping Features (20K)
  - River or Stream
  - River or Stream - Dry
  - Lake
  - Reserve - Define
  - Glacier/Infield
  - Contour - 20m Interval
- Transportation - Lines (20K)
  - Pipeline
  - Road
  - Forest Service Road
  - Dead Point
  - Trail
  - Rail Line

All measurements are approximate.





**SITE MAP**  
 BCGS Mapsheet: 93F098  
 Lat/Long: 53° 58' 48.414" N 124° 24' 25.085" W

331

**File Number: 7401170**

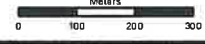
Site # 1 of 1 - APPLICATION Area = 63.17 Ha.

TYPE: CROWN GRANT PURPOSE: AGRICULTURE  
 SUBTYPE: DIRECT SALE SUBPURPOSE: EXTENSIVE  
 LOCATION: BEARSHEAD HILL IMAGERY: NA

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 Northern Service Centre  
 FrankCoastal@bc.ca  
 Date: July 30, 2019

Scale: 1:10,000  
 \* if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83



**Legend**

- |                          |                                    |
|--------------------------|------------------------------------|
| Crown Land Application   | Protected Areas                    |
| Primary Survey Parcel    | Provincial Park                    |
| Subdivision              | Protected Area                     |
| Municipality             | OC Ecological Reserve              |
| Surveyed Rights of Way   | Recreation Area                    |
| Surveyed Road R/W        | <b>Base Mapping Features (20K)</b> |
| Gas/Oil R/W District Lot | River or Stream                    |
| Power Transmission R/W   | River or Stream - Dry              |
| Gas/Oil R/W              | Lake                               |
| Telecom R/W District Lot | Reservoir - Define                 |
| Miscellaneous R/W        | Glacier/Icefield                   |
| Transportation Corridors | Contour - 20m interval             |
| Highway                  | <b>Transportation - Lows (20K)</b> |
| Railway                  | Arched Road                        |
| Surveyed Road R/W        | Forest Service Road                |
|                          | Road Permit                        |
|                          | Trail                              |
|                          | Rail Line                          |

All measurements are approximate



332

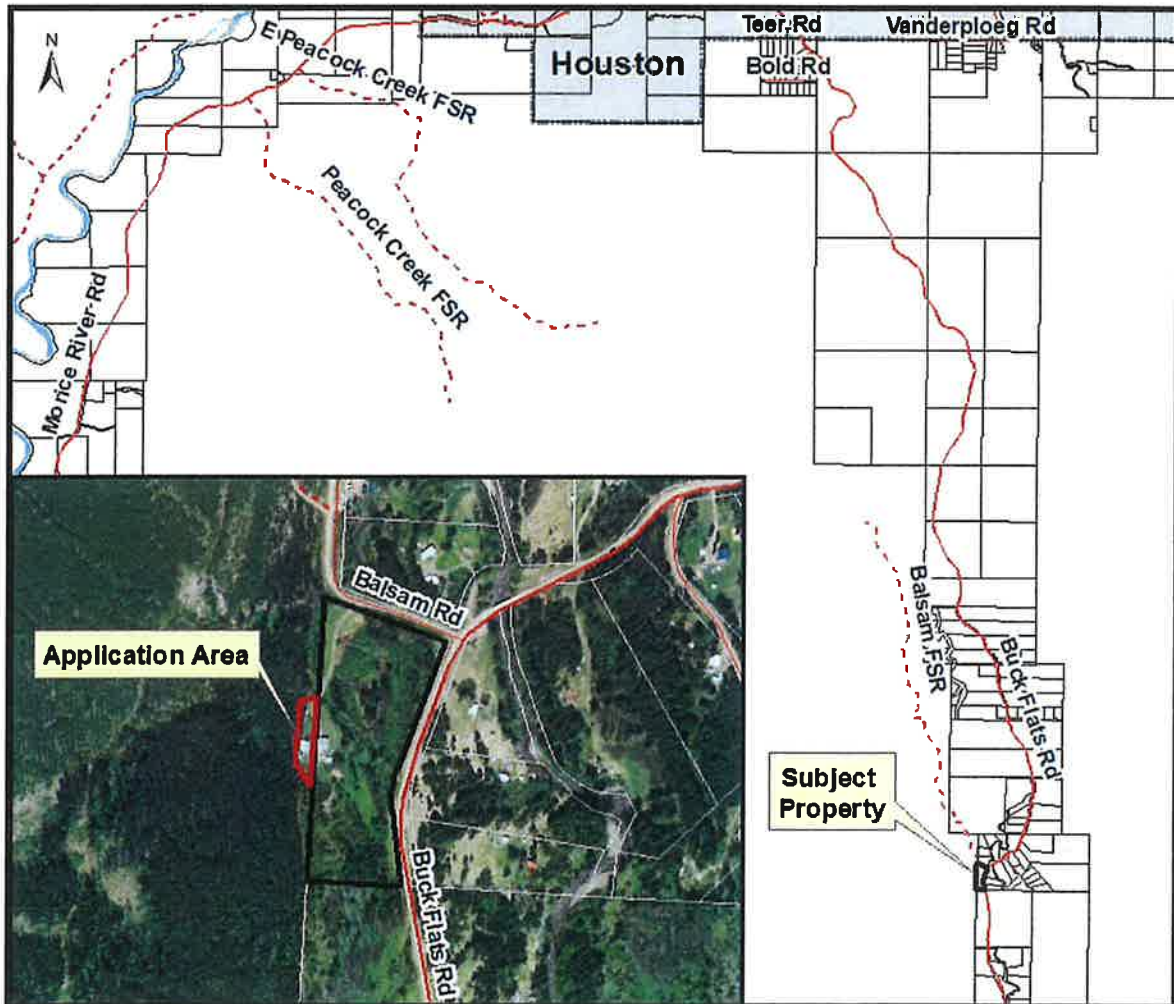
## MEMORANDUM

To: Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: September 6, 2019  
Re: Land Referral File No. 6409151

This Provincial referral is regarding a Direct Sale of Crown Land for residential purposes to address a notice of trespass.

The applicants are applying to purchase 0.15 ha. of Crown lands (Application Area) located directly west of their private property (Subject Property) at 16089 Balsalm Road, 15 km South of the District of Houston. The applicants have built a hay shed and other outbuildings located within the Application Area and wish to legalize the trespass onto crown land.

Location Map



The Application Area is located outside of RDBN Building Inspection Area; therefore, the applicants do not require to apply for a building permit.

The Subject Property is zoned Small Holdings (H1) and Designated Rural Residential (RR) under the area's Official Community Plan. However, the Application Area is not zoned.

Staff have no objections to this application provided that the Crown lands are zoned H1 prior to their subdivision and sale, the subdivision boundaries allow for adequate building setbacks pursuant to the H1 zone, and the Crown lands that are subdivided and sold are consolidated with the Subject property.

**Recommendation**


That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 6409151.

*Board of Directors – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT  
SHEET ON CROWN LAND REFERRAL 6409151**

---

|   |  |
|---|--|
| <b>Electoral Area:</b>                      | G  |
| <b>Applicant:</b>                           | Alan Todd & Esther Larsen  |
| <b>Existing Land Use:</b>                   | Single Family Dwelling   |
| <b>Zoning:</b>                              | Application Area – Not Zoned<br>Subject Property - Small Holdings (H1)   |
| <b>Plan Designation</b>                     | Application Area – No Designation<br>Subject Property - Rural Residential (RR)   |
| <b>Proposed Use Comply<br/>With Zoning:</b> | Application Area– NA<br>Subject Property - No  |
| <b>If not, why?</b>                         | Dwelling does not appear to comply with the setback requirements of the H1 Zone.   |
| <b>Agricultural Land Reserve:</b>           | Outside the ALR  |
| <b>Access Highway:</b>                      | Balsam Rd.   |
| <b>Archaeological Site:</b>                 | None according to Provincial mapping   |
| <b>Building Inspection:</b>                 | Outside the Building Inspection Area   |
| <b>Fire Protection:</b>                     | Outside the Rural Fire Protection Area   |
| <b>Other comments:</b>                      | The RDBN's support for the application is subject to the following: <ul style="list-style-type: none"> <li>• The Crown lands should be zoned H1 prior to their subdivision and sale.</li> <li>• The subdivision boundaries should allow for adequate building setbacks pursuant to the H1 zone.</li> <li>• The Crown lands that are subdivided and sold should be consolidated with Lot 1, District Lot 5202, Range 5, Coast District, Plan 6850.</li> </ul> |

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# Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

## 1.0 Background

### 1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

Also see Property Information letter attached. This Direct Sale application is being requested in order to bring the Trespass Notice into compliance regarding outbuildings that were built on our existing private property on Lot 1 DL 5202 R5 Coast District Plan 6805 also known as 16089 Balsam Road Houston BC V0J 1Z1. When the property was purchased back in 1996 the existing acreage was already logged and cleared. We built our existing house and outbuildings on what we had assumed was our private land. During site visits by the Ministry of Forests staff regarding crown land timer sales it was discovered that our outbuildings are actually on Crown Land. We are therefore applying for a Direct Sale for approximately 0.1583 hectares under the Crown Land Extension to Private Holdings Policy. If there are any objections to this Direct Sale during the referral and consultation requirements we will then entertain a Licence of Occupation rental to secure the portion of Crown Land in question. The existing Hay Shed is approximately 45 x 55 feet and is already fully constructed. No new construction is required.

### 1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



| Activity | Brief Description of Activity | Status (e.g. Complete, incomplete, ongoing) | Comments / Milestones |
|----------|-------------------------------|---|-----------------------|
| N/A      |                               |   |                       |

Add Row

### 1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



No First Nations Consultation has been undertaken as we have always thought this portion was already on our private holdings.



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## 2.0 Location

### 2.1 Description

Provide a general description of the location of the project:



Property is located adjacent to Lot 1 District Lot 5202, Range 5 Coast District Plan 6805 or at 16089 Balsam Road Houston BC V0J 1Z1. Crown Land portion is approximately 0.1583 hectares.

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



This parcel of Crown Land is required in order to comply with a Trespass Notice dated May 21 2019.

### 2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



| Project Phase (Construction / Operations) | Brief Description of Activity / Works | Season |
|---|---------------------------------------|--------|
| N/A                                       |                                       |        |
| <a href="#">Add Row</a>                   |                                       |        |

### 3.0 Infrastructure and Improvements

#### 3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

| Facility/Infrastructure/Process          | Construction Methods/Materials | Construction Schedule        |
|--|--------------------------------|------------------------------|
| Hay Shed                                 | Timber walls with a metal roof | Fully constructed since 1996 |
| <input type="button" value="Add Field"/> |                                |                              |

#### 3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



| Roadway/Proposed Connection              | Existing/Proposed | Existing Road Classification | Road Permittee Information and Road Use Agreements | Traffic Volume     |                  | Mitigation of Traffic Effects |
|--|-------------------|------------------------------|--|--------------------|------------------|-------------------------------|
|  |                   |                              |  | Construction Phase | Operations Phase |                               |
| N/A                                      |                   |                              |  |                    |                  |                               |
| <input type="button" value="Add Field"/> |                   |                              |  |                    |                  |                               |

#### 3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



No new utilities are required. Private property with Hydro, phone lines have been in place since 1996,.

### 3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

| Project Phase (Construction/ Operation) | Water Requirement (e.g. Surface water or ground water, etc) | Source/location | Volume | Infrastructure Description | Agreements |
|---|---|-----------------|--------|----------------------------|------------|
| N/A                                     |   |                 |        |                            |            |

Add Field

### 3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed.



| Project Phase (Construction/ Operation) | Is there a water requirement (e.g. Surface water or ground water, etc) | Discharge distance to closest body of water (well, lake, etc.) | Volume of daily discharge | Infrastructure Description | Existing Agreements |
|---|--|--|---------------------------|----------------------------|---------------------|
| N/A                                     |  |  |                           |                            |                     |

Add Field

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## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

Yes  No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes  No

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes  No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes  No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes  No

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

Yes  No



#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

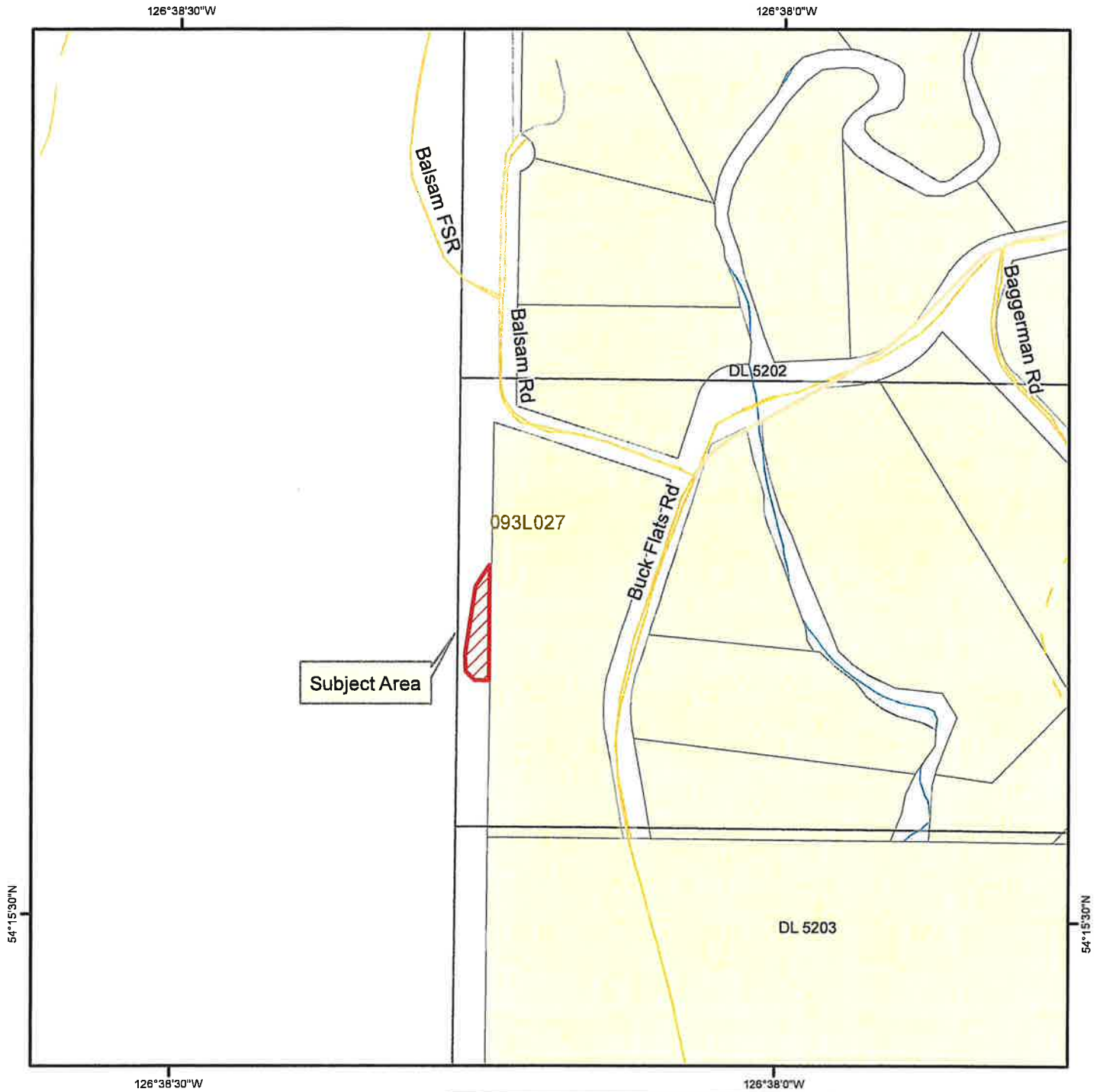
Yes  No

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes  No

# Referral Map 341

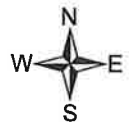


**File No: 6409151**

Scale: 1:5,000

Date: 19 Aug 2019

-  Tenure Area
-  Indian Reserves
-  Parks and Protected Area



0 65 130 260 Meters



Page: \_\_\_\_ of \_\_\_\_

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# Crown Land portion



### Legend

- Land Ownership**  
 CBM - Integrated Cadastral Fabric (Public View)
- Recreation Tenure Alpine Ski Areas
- Alpine Ski Tenure Boundary
  - Alpine Ski Tenure Boundary

*This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.*  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION.**

Printed from the Pre-Application app

Center: 54°15'39", -126°38'12"  
 Scale: 1 : 4232  
 SRS: EPSG:3857  
 UTM Zone: 9







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## ***Building Inspector's Report For August 2019***

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1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 14 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$13,104.00, with a total construction value of \$2,621,500.00. There have been 97 permits issued to date in 2019.

2. Building Permit Summary for the Village of Burns Lake

There was 1 building permit application submitted this reporting period, with a total value of \$800,000.00. There have been 14 permits issued to date in 2019.

3. Building Permit Summary for the Village of Fraser Lake

There were no building permit applications submitted this reporting period. There have been 10 permits issued to date in 2019.

4. Building Permit Summary for the Village of Granisle

There were 6 building permit applications submitted this reporting period, with a total construction value of \$147,044.00. There have been 12 permits issued to date in 2019.

5. Building Permit Summary for the District of Fort St. James

There were no building permit applications submitted this reporting period. There have been 8 permits issued to date in 2019.

6. Building Permit Summary for the Village of Telkwa

There were no building permit applications submitted this reporting period. There have been 13 permits issued to date in 2019.

7. Building Permit Summary for the District of Houston

There were 2 building permit application submitted this reporting period with a total construction value of \$75,000.00. There have been 14 permits issued to date in 2019.

Reviewed by:

Written by:

  
\_\_\_\_\_  
Jason Llewellyn, Director of Planning

  
\_\_\_\_\_  
Jason Berlin, Chief Building Inspector



Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZZ]  
 All report groups  
 Include fully paid transactions.

CHEQUE LISTING Aug 2019

| 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) |
|---------------|------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| 5MC001        | 5M CONTRACTING INC           |           |          |           |            |              |              |                          |                         |
| PA            | 32648                        | 08/29/19  |          |           | 32648      | -315.00      | 0.00         |                          |                         |
|               | Vendor (5MC001) totals:      |           |          |           |            | -315.00      | 0.00         |                          |                         |
| ABE001        | ABERDEEN BUSINESS CONSULTING |           |          |           |            |              |              |                          |                         |
| PA            | TP-465-001                   | 08/06/19  |          |           | TP-465-001 | -165.11      | 0.00         |                          |                         |
| PA            | TP-469-001                   | 08/29/19  |          |           | TP-469-001 | -38.85       | 0.00         |                          |                         |
|               | Vendor (ABE001) totals:      |           |          |           |            | -203.96      | 0.00         |                          |                         |
| ACE002        | ACE HARDWARE                 |           |          |           |            |              |              |                          |                         |
| PA            | 32619                        | 08/14/19  |          |           | 32619      | -115.41      | 0.00         |                          |                         |
|               | Vendor (ACE002) totals:      |           |          |           |            | -115.41      | 0.00         |                          |                         |
| ALL002        | ALL WEST GLASS - BURNS LAKE  |           |          |           |            |              |              |                          |                         |
| PA            | TP-465-002                   | 08/06/19  |          |           | TP-465-002 | -226.12      | 0.00         |                          |                         |
|               | Vendor (ALL002) totals:      |           |          |           |            | -226.12      | 0.00         |                          |                         |
| ALT003        | ALTERNATIVE GROUNDS          |           |          |           |            |              |              |                          |                         |
| PA            | TP-465-003                   | 08/06/19  |          |           | TP-465-003 | -90.30       | 0.00         |                          |                         |
| PA            | TP-469-002                   | 08/29/19  |          |           | TP-469-002 | -514.92      | 0.00         |                          |                         |
|               | Vendor (ALT003) totals:      |           |          |           |            | -605.22      | 0.00         |                          |                         |
| ARD002        | ARDENT ENERGY INC            |           |          |           |            |              |              |                          |                         |
| PA            | 32635                        | 08/15/19  |          |           | 32635      | -735.00      | 0.00         |                          |                         |
|               | Vendor (ARD002) totals:      |           |          |           |            | -735.00      | 0.00         |                          |                         |
| ARG001        | ARGYLE MILLWORK LTD          |           |          |           |            |              |              |                          |                         |
| PA            | 32601                        | 08/08/19  |          |           | 32601      | -504.00      | 0.00         |                          |                         |
|               | Vendor (ARG001) totals:      |           |          |           |            | -504.00      | 0.00         |                          |                         |
| ARO001        | ARO AUTOMOTIVE & INDUSTRIAL  |           |          |           |            |              |              |                          |                         |
| PA            | TP-465-004                   | 08/06/19  |          |           | TP-465-004 | -912.15      | 0.00         |                          |                         |
|               | Vendor (ARO001) totals:      |           |          |           |            | -912.15      | 0.00         |                          |                         |
| ASS006        | BC ASSESSMENT AUTHORITY      |           |          |           |            |              |              |                          |                         |
| PA            | TP-466-001                   | 08/14/19  |          |           | TP-466-001 | -630.00      | 0.00         |                          |                         |
|               | Vendor (ASS006) totals:      |           |          |           |            | -630.00      | 0.00         |                          |                         |
| BAN001        | BANDSTRA TRANSPORTATION      |           |          |           |            |              |              |                          |                         |
| PA            | TP-465-005                   | 08/06/19  |          |           | TP-465-005 | -108.75      | 0.00         |                          |                         |
| PA            | TP-466-002                   | 08/14/19  |          |           | TP-466-002 | -54.47       | 0.00         |                          |                         |
|               | Vendor (BAN001) totals:      |           |          |           |            | -163.22      | 0.00         |                          |                         |
| BCH002        | BC HYDRO                     |           |          |           |            |              |              |                          |                         |
| PA            | TP-466-003                   | 08/14/19  |          |           | TP-466-003 | -4,100.98    | 0.00         |                          |                         |
|               | Vendor (BCH002) totals:      |           |          |           |            | -4,100.98    | 0.00         |                          |                         |
| BCT001        | BCTRANSIT                    |           |          |           |            |              |              |                          |                         |
| PA            | 32649                        | 08/29/19  |          |           | 32649      | -8,973.74    | 0.00         |                          |                         |
|               | Vendor (BCT001) totals:      |           |          |           |            | -8,973.74    | 0.00         |                          |                         |
| BIR003        | BIRD'S EYE VIEW ADVERTISING  |           |          |           |            |              |              |                          |                         |
| PA            | 32650                        | 08/29/19  |          |           | 32650      | -88.20       | 0.00         |                          |                         |
|               | Vendor (BIR003) totals:      |           |          |           |            | -88.20       | 0.00         |                          |                         |
| BLA001        | BLACK PRESS GROUP LTD        |           |          |           |            |              |              |                          |                         |
| PA            | TP-465-006                   | 08/06/19  |          |           | TP-465-006 | -847.28      | 0.00         |                          |                         |
|               | Vendor (BLA001) totals:      |           |          |           |            | -847.28      | 0.00         |                          |                         |
| BLA008        | BLASTPRO CONSTRUCTION LTD    |           |          |           |            |              |              |                          |                         |
| PA            | 32636                        | 08/15/19  |          |           | 32636      | -11,444.58   | 0.00         |                          |                         |
|               | Vendor (BLA008) totals:      |           |          |           |            | -11,444.58   | 0.00         |                          |                         |

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Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 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) |
|---------------|--------------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| BLR001        | BL RETURN-IT RECYCLING DEPOT         |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-004                        | 08/14/19  |          |           | TP-466-004 | -1,386.89    | 0.00         |                          |                         |
|               | Vendor (BLR001) totals:              |           |          |           |            | -1,386.89    | 0.00         |                          |                         |
| BNK001        | BNK AUTOMOTIVE LTD.                  |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-005                        | 08/14/19  |          |           | TP-466-005 | -67.69       | 0.00         |                          |                         |
|               | Vendor (BNK001) totals:              |           |          |           |            | -67.69       | 0.00         |                          |                         |
| BRA002        | BRAESIDE RECREATION COMMISSION       |           |          |           |            |              |              |                          |                         |
|               | PA 32583                             | 08/02/19  |          |           | 32583      | -5,000.00    | 0.00         |                          |                         |
|               | Vendor (BRA002) totals:              |           |          |           |            | -5,000.00    | 0.00         |                          |                         |
| BRA003        | BRANDT TRACTOR LTD                   |           |          |           |            |              |              |                          |                         |
|               | PA 32651                             | 08/29/19  |          |           | 32651      | -695.86      | 0.00         |                          |                         |
|               | Vendor (BRA003) totals:              |           |          |           |            | -695.86      | 0.00         |                          |                         |
| BRI010        | BC ECONOMIC DEVELOPMENT ASSOCIATION  |           |          |           |            |              |              |                          |                         |
|               | PA 32602                             | 08/08/19  |          |           | 32602      | -945.00      | 0.00         |                          |                         |
|               | Vendor (BRI010) totals:              |           |          |           |            | -945.00      | 0.00         |                          |                         |
| BUC003        | BUCK CREEK ENTERPRISES               |           |          |           |            |              |              |                          |                         |
|               | PA 32620                             | 08/14/19  |          |           | 32620      | -19.61       | 0.00         |                          |                         |
|               | Vendor (BUC003) totals:              |           |          |           |            | -19.61       | 0.00         |                          |                         |
| BUL004        | BULKLEY VALLEY COMMUNITY ARTS CENTRE |           |          |           |            |              |              |                          |                         |
|               | PA 32584                             | 08/02/19  |          |           | 32584      | -1,417.00    | 0.00         |                          |                         |
|               | Vendor (BUL004) totals:              |           |          |           |            | -1,417.00    | 0.00         |                          |                         |
| BUL008        | BULKLEY VALLEY HOME CENTRE LTD       |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-006                        | 08/14/19  |          |           | TP-466-006 | -41.96       | 0.00         |                          |                         |
|               | Vendor (BUL008) totals:              |           |          |           |            | -41.96       | 0.00         |                          |                         |
| BUL010        | BULKLEY VALLEY WATER SERVICES        |           |          |           |            |              |              |                          |                         |
|               | PA TP-465-007                        | 08/06/19  |          |           | TP-465-007 | -200.00      | 0.00         |                          |                         |
|               | PA TP-466-007                        | 08/14/19  |          |           | TP-466-007 | -147.00      | 0.00         |                          |                         |
|               | PA TP-469-003                        | 08/29/19  |          |           | TP-469-003 | -147.00      | 0.00         |                          |                         |
|               | Vendor (BUL010) totals:              |           |          |           |            | -494.00      | 0.00         |                          |                         |
| BUL011        | BULKLEY VALLEY WHOLESALE             |           |          |           |            |              |              |                          |                         |
|               | PA TP-469-004                        | 08/29/19  |          |           | TP-469-004 | -244.91      | 0.00         |                          |                         |
|               | Vendor (BUL011) totals:              |           |          |           |            | -244.91      | 0.00         |                          |                         |
| BUR001        | BURNS LAKE AUTOMOTIVE SUPPLY         |           |          |           |            |              |              |                          |                         |
|               | PA TP-465-008                        | 08/06/19  |          |           | TP-465-008 | -1,566.03    | 0.00         |                          |                         |
|               | Vendor (BUR001) totals:              |           |          |           |            | -1,566.03    | 0.00         |                          |                         |
| BUR012        | BURNS LAKE PUBLIC LIBRARY            |           |          |           |            |              |              |                          |                         |
|               | PA TP-468-001                        | 08/30/19  |          |           | TP-468-001 | -18,916.67   | 0.00         |                          |                         |
|               | Vendor (BUR012) totals:              |           |          |           |            | -18,916.67   | 0.00         |                          |                         |
| BUR014        | BURNS LAKE REBROADCAST SOCIETY       |           |          |           |            |              |              |                          |                         |
|               | PA TP-468-002                        | 08/30/19  |          |           | TP-468-002 | -2,708.33    | 0.00         |                          |                         |
|               | Vendor (BUR014) totals:              |           |          |           |            | -2,708.33    | 0.00         |                          |                         |
| BUR028        | BURNS LAKE HOME HARDWARE             |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-008                        | 08/14/19  |          |           | TP-466-008 | -80.03       | 0.00         |                          |                         |
|               | Vendor (BUR028) totals:              |           |          |           |            | -80.03       | 0.00         |                          |                         |
| BVA001        | B V AQUATIC CENTRE MANG. SOCIETY     |           |          |           |            |              |              |                          |                         |
|               | PA TP-468-003                        | 08/30/19  |          |           | TP-468-003 | -49,916.67   | 0.00         |                          |                         |
|               | Vendor (BVA001) totals:              |           |          |           |            | -49,916.67   | 0.00         |                          |                         |
| BVH001        | B. V. HISTORICAL & MUSEUM SOC.       |           |          |           |            |              |              |                          |                         |

Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 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) |
|--|---------------------------|-----------|----------|-----------|------------|--------------------|--------------|--------------------------|-------------------------|
| <b>BVH001 B. V. HISTORICAL &amp; MUSEUM SOC. (Continued)</b> |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32585                     | 08/02/19  |          |           | 32585      | -20,624.00         | 0.00         |                          |                         |
| Vendor (BVH001) totals:                                      |                           |           |          |           |            | <b>-20,624.00</b>  | <b>0.00</b>  |                          |                         |
| <b>BVJ001 BV JET CONTROLS CO</b>                             |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32638                     | 08/15/19  |          |           | 32638      | -1,400.44          | 0.00         |                          |                         |
| Vendor (BVJ001) totals:                                      |                           |           |          |           |            | <b>-1,400.44</b>   | <b>0.00</b>  |                          |                         |
| <b>CAR013 CARO ANALYTICAL SERVICES</b>                       |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-465-009                | 08/06/19  |          |           | TP-465-009 | -1,475.67          | 0.00         |                          |                         |
| PA   | TP-466-009                | 08/14/19  |          |           | TP-466-009 | -205.80            | 0.00         |                          |                         |
| PA   | TP-469-005                | 08/29/19  |          |           | TP-469-005 | -411.60            | 0.00         |                          |                         |
| Vendor (CAR013) totals:                                      |                           |           |          |           |            | <b>-2,093.07</b>   | <b>0.00</b>  |                          |                         |
| <b>CAR014 JUSTIN CARTWRIGHT</b>                              |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32603                     | 08/08/19  |          |           | 32603      | -585.20            | 0.00         |                          |                         |
| Vendor (CAR014) totals:                                      |                           |           |          |           |            | <b>-585.20</b>     | <b>0.00</b>  |                          |                         |
| <b>CAS003 CASCADIA OHS</b>                                   |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32652                     | 08/29/19  |          |           | 32652      | -5,028.45          | 0.00         |                          |                         |
| Vendor (CAS003) totals:                                      |                           |           |          |           |            | <b>-5,028.45</b>   | <b>0.00</b>  |                          |                         |
| <b>CDW001 CDW CANADA INC</b>                                 |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-465-010                | 08/06/19  |          |           | TP-465-010 | -1,426.80          | 0.00         |                          |                         |
| Vendor (CDW001) totals:                                      |                           |           |          |           |            | <b>-1,426.80</b>   | <b>0.00</b>  |                          |                         |
| <b>CHE002 PARKLAND REFINING (BC) LTD.</b>                    |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-465-011                | 08/06/19  |          |           | TP-465-011 | -5,185.77          | 0.00         |                          |                         |
| Vendor (CHE002) totals:                                      |                           |           |          |           |            | <b>-5,185.77</b>   | <b>0.00</b>  |                          |                         |
| <b>CIT002 CITY OF PRINCE GEORGE</b>                          |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32639                     | 08/16/19  |          |           | 32639      | -280.00            | 0.00         |                          |                         |
| Vendor (CIT002) totals:                                      |                           |           |          |           |            | <b>-280.00</b>     | <b>0.00</b>  |                          |                         |
| <b>CLU003 CLUCULZ LAKE VOL. FIRE DEPT</b>                    |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-468-004                | 08/30/19  |          |           | TP-468-004 | -1,475.00          | 0.00         |                          |                         |
| Vendor (CLU003) totals:                                      |                           |           |          |           |            | <b>-1,475.00</b>   | <b>0.00</b>  |                          |                         |
| <b>COL008 COLLABRIA</b>                                      |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32643                     | 08/27/19  |          |           | 32643      | -16,062.29         | 0.00         |                          |                         |
| Vendor (COL008) totals:                                      |                           |           |          |           |            | <b>-16,062.29</b>  | <b>0.00</b>  |                          |                         |
| <b>DIS001 DISTRICT OF FORT ST JAMES</b>                      |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32586                     | 08/02/19  |          |           | 32586      | -232,731.00        | 0.00         |                          |                         |
| PA   | 32600                     | 08/07/19  |          |           | 32600      | -231,690.00        | 0.00         |                          |                         |
| PA   | 32640                     | 08/16/19  |          |           | 32640      | -25,750.00         | 0.00         |                          |                         |
| RC   | 32586                     | 08/07/19  |          |           |            | 232,731.00         | 0.00         |                          |                         |
| Vendor (DIS001) totals:                                      |                           |           |          |           |            | <b>-257,440.00</b> | <b>0.00</b>  |                          |                         |
| <b>DIS002 DISTRICT OF HOUSTON</b>                            |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32587                     | 08/02/19  |          |           | 32587      | -15,860.00         | 0.00         |                          |                         |
| Vendor (DIS002) totals:                                      |                           |           |          |           |            | <b>-15,860.00</b>  | <b>0.00</b>  |                          |                         |
| <b>DIS004 DISTRICT OF VANDERHOOF</b>                         |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32588                     | 08/02/19  |          |           | 32588      | -406,712.00        | 0.00         |                          |                         |
| Vendor (DIS004) totals:                                      |                           |           |          |           |            | <b>-406,712.00</b> | <b>0.00</b>  |                          |                         |
| <b>DIS007 DISTRICT OF KITIMAT</b>                            |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32604                     | 08/08/19  |          |           | 32604      | -125.00            | 0.00         |                          |                         |
| Vendor (DIS007) totals:                                      |                           |           |          |           |            | <b>-125.00</b>     | <b>0.00</b>  |                          |                         |
| <b>DOO001 DOOR2DOOR CONSTRUCTION</b>                         |                           |           |          |           |            |                    |              |                          |                         |

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Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZ]  
 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) |
|---------------|------------------------------------|-----------|----------|-----------|------------|--------------|-------------------|--------------------------|-------------------------|
| DOO001        | DOOR2DOOR CONSTRUCTION (Continued) |           |          |           |            |              |                   |                          |                         |
|               | PA 32616                           | 08/08/19  |          |           | 32616      | -10,924.23   | 0.00              |                          |                         |
|               | Vendor (DOO001) totals:            |           |          |           |            |              | <b>-10,924.23</b> | <b>0.00</b>              |                         |
| DTU001        | DTU INDUSTRIAL WHOLESALE           |           |          |           |            |              |                   |                          |                         |
|               | PA 32653                           | 08/29/19  |          |           | 32653      | -128.80      | 0.00              |                          |                         |
|               | Vendor (DTU001) totals:            |           |          |           |            |              | <b>-128.80</b>    | <b>0.00</b>              |                         |
| EAG001        | EAGLE AUTOMOTIVE CENTER            |           |          |           |            |              |                   |                          |                         |
|               | PA TP-466-010                      | 08/14/19  |          |           | TP-466-010 | -2,132.05    | 0.00              |                          |                         |
|               | Vendor (EAG001) totals:            |           |          |           |            |              | <b>-2,132.05</b>  | <b>0.00</b>              |                         |
| EME004        | EMERGENCY MANAGEMENT & TRAININ     |           |          |           |            |              |                   |                          |                         |
|               | PA 32621                           | 08/14/19  |          |           | 32621      | -20,120.35   | 0.00              |                          |                         |
|               | Vendor (EME004) totals:            |           |          |           |            |              | <b>-20,120.35</b> | <b>0.00</b>              |                         |
| EVE002        | EVERGREEN INDUSTRIAL SUPPLIES      |           |          |           |            |              |                   |                          |                         |
|               | PA TP-466-011                      | 08/14/19  |          |           | TP-466-011 | -20.11       | 0.00              |                          |                         |
|               | Vendor (EVE002) totals:            |           |          |           |            |              | <b>-20.11</b>     | <b>0.00</b>              |                         |
| FOR002        | FORT FRASER CEMETERY COMMISSIO     |           |          |           |            |              |                   |                          |                         |
|               | PA 32589                           | 08/02/19  |          |           | 32589      | -2,000.00    | 0.00              |                          |                         |
|               | Vendor (FOR002) totals:            |           |          |           |            |              | <b>-2,000.00</b>  | <b>0.00</b>              |                         |
| FOR005        | FORT FRASER HALL SOCIETY           |           |          |           |            |              |                   |                          |                         |
|               | PA 32590                           | 08/02/19  |          |           | 32590      | -2,500.00    | 0.00              |                          |                         |
|               | Vendor (FOR005) totals:            |           |          |           |            |              | <b>-2,500.00</b>  | <b>0.00</b>              |                         |
| FOR008        | FORT FRASER VOL. FIRE DEP.         |           |          |           |            |              |                   |                          |                         |
|               | PA TP-468-005                      | 08/30/19  |          |           | TP-468-005 | -1,633.33    | 0.00              |                          |                         |
|               | Vendor (FOR008) totals:            |           |          |           |            |              | <b>-1,633.33</b>  | <b>0.00</b>              |                         |
| FOR015        | FORT ST. JAMES LIBRARY             |           |          |           |            |              |                   |                          |                         |
|               | PA TP-468-006                      | 08/30/19  |          |           | TP-468-006 | -1,432.33    | 0.00              |                          |                         |
|               | Vendor (FOR015) totals:            |           |          |           |            |              | <b>-1,432.33</b>  | <b>0.00</b>              |                         |
| FOR033        | FORT SAINT JAMES TV SOCIETY        |           |          |           |            |              |                   |                          |                         |
|               | PA TP-468-007                      | 08/30/19  |          |           | TP-468-007 | -13,958.33   | 0.00              |                          |                         |
|               | Vendor (FOR033) totals:            |           |          |           |            |              | <b>-13,958.33</b> | <b>0.00</b>              |                         |
| FOU002        | FOUR STAR COMMUNICATIONS INC       |           |          |           |            |              |                   |                          |                         |
|               | PA TP-466-012                      | 08/14/19  |          |           | TP-466-012 | -123.64      | 0.00              |                          |                         |
|               | Vendor (FOU002) totals:            |           |          |           |            |              | <b>-123.64</b>    | <b>0.00</b>              |                         |
| FRA003        | FRANCOIS TCHESINKUT REC COMM       |           |          |           |            |              |                   |                          |                         |
|               | PA 32637                           | 08/15/19  |          |           | 32637      | -375.00      | 0.00              |                          |                         |
|               | Vendor (FRA003) totals:            |           |          |           |            |              | <b>-375.00</b>    | <b>0.00</b>              |                         |
| FRA009        | FRASER LAKE BUILDING SUPPLIES      |           |          |           |            |              |                   |                          |                         |
|               | PA 32605                           | 08/08/19  |          |           | 32605      | -59.50       | 0.00              |                          |                         |
|               | Vendor (FRA009) totals:            |           |          |           |            |              | <b>-59.50</b>     | <b>0.00</b>              |                         |
| FRA014        | FRASER LAKE LIBRARY BOARD          |           |          |           |            |              |                   |                          |                         |
|               | PA TP-468-008                      | 08/30/19  |          |           | TP-468-008 | -2,516.25    | 0.00              |                          |                         |
|               | Vendor (FRA014) totals:            |           |          |           |            |              | <b>-2,516.25</b>  | <b>0.00</b>              |                         |
| FRA016        | FRASER LAKE REBROADCASTING SOC     |           |          |           |            |              |                   |                          |                         |
|               | PA TP-468-009                      | 08/30/19  |          |           | TP-468-009 | -6,281.25    | 0.00              |                          |                         |
|               | Vendor (FRA016) totals:            |           |          |           |            |              | <b>-6,281.25</b>  | <b>0.00</b>              |                         |
| FRA025        | FRASER LAKE BOTTLE DEPOT           |           |          |           |            |              |                   |                          |                         |
|               | PA TP-465-012                      | 08/06/19  |          |           | TP-465-012 | -3,478.16    | 0.00              |                          |                         |
|               | Vendor (FRA025) totals:            |           |          |           |            |              | <b>-3,478.16</b>  | <b>0.00</b>              |                         |

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Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZ]  
 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) |
|--|---------------------------|-----------|----------|-----------|------------|-------------------|--------------|--------------------------|-------------------------|
| <b>GEM003 GEM STAR TRUCKING LTD.</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32654                     | 08/29/19  |          |           | 32654      | -51.21            | 0.00         |                          |                         |
| Vendor (GEM003) totals:                      |                           |           |          |           |            | <b>-51.21</b>     | <b>0.00</b>  |                          |                         |
| <b>GLO001 GLOBALSTAR CANADA</b>              |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32606                     | 08/08/19  |          |           | 32606      | -179.18           | 0.00         |                          |                         |
| Vendor (GLO001) totals:                      |                           |           |          |           |            | <b>-179.18</b>    | <b>0.00</b>  |                          |                         |
| <b>GRA002 GRAYDON SECURITY SYSTEMS</b>       |                           |           |          |           |            |                   |              |                          |                         |
| PA   | TP-466-013                | 08/14/19  |          |           | TP-466-013 | -220.19           | 0.00         |                          |                         |
| Vendor (GRA002) totals:                      |                           |           |          |           |            | <b>-220.19</b>    | <b>0.00</b>  |                          |                         |
| <b>GRE008 GREAT WEST EQUIPMENT</b>           |                           |           |          |           |            |                   |              |                          |                         |
| PA   | TP-466-014                | 08/14/19  |          |           | TP-466-014 | -73.03            | 0.00         |                          |                         |
| PA   | TP-469-006                | 08/29/19  |          |           | TP-469-006 | -2,426.23         | 0.00         |                          |                         |
| Vendor (GRE008) totals:                      |                           |           |          |           |            | <b>-2,499.26</b>  | <b>0.00</b>  |                          |                         |
| <b>GUI001 GUILLEVIN INTERNATIONAL CO.</b>    |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32622                     | 08/14/19  |          |           | 32622      | -2,008.13         | 0.00         |                          |                         |
| Vendor (GUI001) totals:                      |                           |           |          |           |            | <b>-2,008.13</b>  | <b>0.00</b>  |                          |                         |
| <b>HEA002 HEAVY METAL CO</b>                 |                           |           |          |           |            |                   |              |                          |                         |
| PA   | TP-469-007                | 08/29/19  |          |           | TP-469-007 | -5,935.65         | 0.00         |                          |                         |
| Vendor (HEA002) totals:                      |                           |           |          |           |            | <b>-5,935.65</b>  | <b>0.00</b>  |                          |                         |
| <b>HIL003 HILL STOP TRUCK WASH</b>           |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32623                     | 08/14/19  |          |           | 32623      | -23.17            | 0.00         |                          |                         |
| Vendor (HIL003) totals:                      |                           |           |          |           |            | <b>-23.17</b>     | <b>0.00</b>  |                          |                         |
| <b>HOU006 HOUSTON SMITHERS REBROADCASTIN</b> |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32591                     | 08/02/19  |          |           | 32591      | -35,000.00        | 0.00         |                          |                         |
| PA   | TP-468-010                | 08/30/19  |          |           | TP-468-010 | -5,000.00         | 0.00         |                          |                         |
| Vendor (HOU006) totals:                      |                           |           |          |           |            | <b>-40,000.00</b> | <b>0.00</b>  |                          |                         |
| <b>HOU018 HOUSTON BOTTLE DEPOT</b>           |                           |           |          |           |            |                   |              |                          |                         |
| PA   | TP-466-015                | 08/14/19  |          |           | TP-466-015 | -3,455.24         | 0.00         |                          |                         |
| Vendor (HOU018) totals:                      |                           |           |          |           |            | <b>-3,455.24</b>  | <b>0.00</b>  |                          |                         |
| <b>HUB001 HUB INTERNATIONAL</b>              |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32624                     | 08/14/19  |          |           | 32624      | -1,850.00         | 0.00         |                          |                         |
| Vendor (HUB001) totals:                      |                           |           |          |           |            | <b>-1,850.00</b>  | <b>0.00</b>  |                          |                         |
| <b>HUB004 HUBER EQUIPMENT</b>                |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32655                     | 08/29/19  |          |           | 32655      | -406.50           | 0.00         |                          |                         |
| Vendor (HUB004) totals:                      |                           |           |          |           |            | <b>-406.50</b>    | <b>0.00</b>  |                          |                         |
| <b>IAF001 IA FINANCIAL GROUP</b>             |                           |           |          |           |            |                   |              |                          |                         |
| PA   | 32582                     | 08/01/19  |          |           | 32582      | -720.00           | 0.00         |                          |                         |
| PA   | 32625                     | 08/14/19  |          |           | 32625      | -720.00           | 0.00         |                          |                         |
| Vendor (IAF001) totals:                      |                           |           |          |           |            | <b>-1,440.00</b>  | <b>0.00</b>  |                          |                         |
| <b>IDE001 IDEAL OFFICE SOLUTIONS</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA   | TP-469-008                | 08/29/19  |          |           | TP-469-008 | -235.17           | 0.00         |                          |                         |
| Vendor (IDE001) totals:                      |                           |           |          |           |            | <b>-235.17</b>    | <b>0.00</b>  |                          |                         |
| <b>IGI001 IGI RESOURCES</b>                  |                           |           |          |           |            |                   |              |                          |                         |
| PA   | TP-466-016                | 08/14/19  |          |           | TP-466-016 | -569.11           | 0.00         |                          |                         |
| Vendor (IGI001) totals:                      |                           |           |          |           |            | <b>-569.11</b>    | <b>0.00</b>  |                          |                         |
| <b>IND006 INDUSTRIAL TRANSFORMERS</b>        |                           |           |          |           |            |                   |              |                          |                         |
| PA   | TP-466-017                | 08/14/19  |          |           | TP-466-017 | -872.19           | 0.00         |                          |                         |
| Vendor (IND006) totals:                      |                           |           |          |           |            | <b>-872.19</b>    | <b>0.00</b>  |                          |                         |

Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 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) |
|---|---------------------------|-----------|----------|-----------|------------|-------------------|--------------|--------------------------|-------------------------|
| <b>INF001 INFOSAT COMMUNICATIONS</b>          |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-466-018                | 08/14/19  |          |           | TP-466-018 | -61.49            | 0.00         |                          |                         |
| Vendor (INF001) totals:                       |                           |           |          |           |            | <b>-61.49</b>     | <b>0.00</b>  |                          |                         |
| <b>JMA002 J-MANN ELECTRIC LTD</b>             |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32626                     | 08/14/19  |          |           | 32626      | -20,498.41        | 0.00         |                          |                         |
| Vendor (JMA002) totals:                       |                           |           |          |           |            | <b>-20,498.41</b> | <b>0.00</b>  |                          |                         |
| <b>JON001 Deborah Jones-Middleton</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32607                     | 08/08/19  |          |           | 32607      | -2,725.77         | 0.00         |                          |                         |
| Vendor (JON001) totals:                       |                           |           |          |           |            | <b>-2,725.77</b>  | <b>0.00</b>  |                          |                         |
| <b>JUB003 JUBINVILLE HOLDINGS</b>             |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32627                     | 08/14/19  |          |           | 32627      | -27.83            | 0.00         |                          |                         |
| Vendor (JUB003) totals:                       |                           |           |          |           |            | <b>-27.83</b>     | <b>0.00</b>  |                          |                         |
| <b>KAL003 KAL TIRE - BURNS LAKE</b>           |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-465-013                | 08/06/19  |          |           | TP-465-013 | -6,466.63         | 0.00         |                          |                         |
| PA  | TP-466-019                | 08/14/19  |          |           | TP-466-019 | -74.36            | 0.00         |                          |                         |
| Vendor (KAL003) totals:                       |                           |           |          |           |            | <b>-6,540.99</b>  | <b>0.00</b>  |                          |                         |
| <b>LAK002 LAKE KATHLYN PROTECTION SOCIETY</b> |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32592                     | 08/02/19  |          |           | 32592      | -8,800.00         | 0.00         |                          |                         |
| Vendor (LAK002) totals:                       |                           |           |          |           |            | <b>-8,800.00</b>  | <b>0.00</b>  |                          |                         |
| <b>LAK004 LAKES DISTRICT AIRPORT SOCIETY</b>  |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-468-011                | 08/30/19  |          |           | TP-468-011 | -6,875.00         | 0.00         |                          |                         |
| Vendor (LAK004) totals:                       |                           |           |          |           |            | <b>-6,875.00</b>  | <b>0.00</b>  |                          |                         |
| <b>LAK012 LAKES DISTRICT MUSEUM SOCIETY</b>   |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-468-012                | 08/30/19  |          |           | TP-468-012 | -4,000.00         | 0.00         |                          |                         |
| Vendor (LAK012) totals:                       |                           |           |          |           |            | <b>-4,000.00</b>  | <b>0.00</b>  |                          |                         |
| <b>LAK014 LAKES DISTRICT PRINTING</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-469-009                | 08/29/19  |          |           | TP-469-009 | -302.40           | 0.00         |                          |                         |
| Vendor (LAK014) totals:                       |                           |           |          |           |            | <b>-302.40</b>    | <b>0.00</b>  |                          |                         |
| <b>LAK023 LD FALL FAIR ASSOCIATION</b>        |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32628                     | 08/14/19  |          |           | 32628      | -7,234.89         | 0.00         |                          |                         |
| PA  | 32656                     | 08/29/19  |          |           | 32656      | -30.00            | 0.00         |                          |                         |
| Vendor (LAK023) totals:                       |                           |           |          |           |            | <b>-7,264.89</b>  | <b>0.00</b>  |                          |                         |
| <b>LAK027 LAKES DISTRICT ARTS COUNCIL</b>     |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-468-013                | 08/30/19  |          |           | TP-468-013 | -625.00           | 0.00         |                          |                         |
| Vendor (LAK027) totals:                       |                           |           |          |           |            | <b>-625.00</b>    | <b>0.00</b>  |                          |                         |
| <b>LAK032 LAKES DISTRICT FILM</b>             |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-468-014                | 08/30/19  |          |           | TP-468-014 | -150.00           | 0.00         |                          |                         |
| Vendor (LAK032) totals:                       |                           |           |          |           |            | <b>-150.00</b>    | <b>0.00</b>  |                          |                         |
| <b>LDF001 LDFC PRINTING &amp; STATIONARY</b>  |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-465-014                | 08/06/19  |          |           | TP-465-014 | -6,398.43         | 0.00         |                          |                         |
| Vendor (LDF001) totals:                       |                           |           |          |           |            | <b>-6,398.43</b>  | <b>0.00</b>  |                          |                         |
| <b>LEX001 LEXISNEXIS CANADA INC.</b>          |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-469-010                | 08/29/19  |          |           | TP-469-010 | -404.78           | 0.00         |                          |                         |
| Vendor (LEX001) totals:                       |                           |           |          |           |            | <b>-404.78</b>    | <b>0.00</b>  |                          |                         |
| <b>LIN002 LINO'S SALES &amp; SERVICE LTD.</b> |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-466-020                | 08/14/19  |          |           | TP-466-020 | -16.75            | 0.00         |                          |                         |
| Vendor (LIN002) totals:                       |                           |           |          |           |            | <b>-16.75</b>     | <b>0.00</b>  |                          |                         |
| <b>LOO001 LOOMIS EXPRESS</b>                  |                           |           |          |           |            |                   |              |                          |                         |

Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZ]  
 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) |
|---------------|-----------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| LOO001        | LOOMIS EXPRESS (Continued)        |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-021                     | 08/14/19  |          |           | TP-466-021 | -63.82       | 0.00         |                          |                         |
|               | Vendor (LOO001) totals:           |           |          |           |            | -63.82       | 0.00         |                          |                         |
| MED001        | MEDICAL SER. PLAN                 |           |          |           |            |              |              |                          |                         |
|               | PA 32664                          | 08/30/19  |          |           | 32664      | -2,681.00    | 0.00         |                          |                         |
|               | Vendor (MED001) totals:           |           |          |           |            | -2,681.00    | 0.00         |                          |                         |
| MIN002        | MINISTER OF FINANCE - PROVINCE OF |           |          |           |            |              |              |                          |                         |
|               | PA TP-467-001                     | 08/15/19  |          |           | TP-467-001 | -3,600.00    | 0.00         |                          |                         |
|               | Vendor (MIN002) totals:           |           |          |           |            | -3,600.00    | 0.00         |                          |                         |
| NAD002        | NADINA TRUCK SERVICE LTD          |           |          |           |            |              |              |                          |                         |
|               | PA 32629                          | 08/14/19  |          |           | 32629      | -1,301.86    | 0.00         |                          |                         |
|               | Vendor (NAD002) totals:           |           |          |           |            | -1,301.86    | 0.00         |                          |                         |
| NAP003        | NAPA AUTO PARTS - HOUSTON         |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-022                     | 08/14/19  |          |           | TP-466-022 | -102.90      | 0.00         |                          |                         |
|               | Vendor (NAP003) totals:           |           |          |           |            | -102.90      | 0.00         |                          |                         |
| NOR019        | NORTHLAND AUTOMOTIVE              |           |          |           |            |              |              |                          |                         |
|               | PA TP-465-015                     | 08/08/19  |          |           | TP-465-015 | -215.54      | 0.00         |                          |                         |
|               | PA TP-466-023                     | 08/14/19  |          |           | TP-466-023 | -36.54       | 0.00         |                          |                         |
|               | Vendor (NOR019) totals:           |           |          |           |            | -252.08      | 0.00         |                          |                         |
| NOR037        | NORTHERN SOCIETY FOR DOMESTIC P   |           |          |           |            |              |              |                          |                         |
|               | PA 32593                          | 08/02/19  |          |           | 32593      | -36,973.00   | 0.00         |                          |                         |
|               | Vendor (NOR037) totals:           |           |          |           |            | -36,973.00   | 0.00         |                          |                         |
| NOR042        | NORTHERN MAT & BRIDGE             |           |          |           |            |              |              |                          |                         |
|               | PA 32657                          | 08/29/19  |          |           | 32657      | -1,800.00    | 0.00         |                          |                         |
|               | Vendor (NOR042) totals:           |           |          |           |            | -1,800.00    | 0.00         |                          |                         |
| OKT001        | 1118662 BC LTD DBA OK TIRE        |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-024                     | 08/14/19  |          |           | TP-466-024 | -1,307.74    | 0.00         |                          |                         |
|               | Vendor (OKT001) totals:           |           |          |           |            | -1,307.74    | 0.00         |                          |                         |
| OLS001        | LANA OLSON                        |           |          |           |            |              |              |                          |                         |
|               | PA 32658                          | 08/29/19  |          |           | 32658      | -250.00      | 0.00         |                          |                         |
|               | Vendor (OLS001) totals:           |           |          |           |            | -250.00      | 0.00         |                          |                         |
| OVE002        | SAVE ON FOODS                     |           |          |           |            |              |              |                          |                         |
|               | PA 32608                          | 08/08/19  |          |           | 32608      | -336.36      | 0.00         |                          |                         |
|               | Vendor (OVE002) totals:           |           |          |           |            | -336.36      | 0.00         |                          |                         |
| PAC004        | PACIFIC NORTHERN GAS LTD.         |           |          |           |            |              |              |                          |                         |
|               | PA TP-465-016                     | 08/06/19  |          |           | TP-465-016 | -1,989.65    | 0.00         |                          |                         |
|               | PA TP-466-025                     | 08/14/19  |          |           | TP-466-025 | -92.19       | 0.00         |                          |                         |
|               | Vendor (PAC004) totals:           |           |          |           |            | -2,081.84    | 0.00         |                          |                         |
| PAC007        | PACIFIC TRUCK & EQUIPMENT INC     |           |          |           |            |              |              |                          |                         |
|               | PA TP-466-026                     | 08/14/19  |          |           | TP-466-026 | -679.16      | 0.00         |                          |                         |
|               | Vendor (PAC007) totals:           |           |          |           |            | -679.16      | 0.00         |                          |                         |
| PAY002        | PAYNE SEPTIC SERVICE (2010)       |           |          |           |            |              |              |                          |                         |
|               | PA 32630                          | 08/14/19  |          |           | 32630      | -126.00      | 0.00         |                          |                         |
|               | Vendor (PAY002) totals:           |           |          |           |            | -126.00      | 0.00         |                          |                         |
| PID001        | PIDHERNY CONTRACTING LTD.         |           |          |           |            |              |              |                          |                         |
|               | PA 32609                          | 08/08/19  |          |           | 32609      | -5,218.50    | 0.00         |                          |                         |
|               | Vendor (PID001) totals:           |           |          |           |            | -5,218.50    | 0.00         |                          |                         |
| PRA002        | PRAGMATIC CONFERENCING            |           |          |           |            |              |              |                          |                         |



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 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) |
|--|---------------------------|-----------|----------|-----------|------------|--------------------|--------------|--------------------------|-------------------------|
| <b>PRA002 PRAGMATIC CONFERENCING (Continued)</b> |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-027                | 08/14/19  |          |           | TP-466-027 | -28.70             | 0.00         |                          |                         |
| Vendor (PRA002) totals:                          |                           |           |          |           |            | <b>-28.70</b>      | <b>0.00</b>  |                          |                         |
| <b>PRO009 PROVINCE OF BC</b>                     |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-028                | 08/14/19  |          |           | TP-466-028 | -19,552.89         | 0.00         |                          |                         |
| Vendor (PRO009) totals:                          |                           |           |          |           |            | <b>-19,552.89</b>  | <b>0.00</b>  |                          |                         |
| <b>PUR001 PURELY H2O</b>                         |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-029                | 08/14/19  |          |           | TP-466-029 | -104.00            | 0.00         |                          |                         |
| Vendor (PUR001) totals:                          |                           |           |          |           |            | <b>-104.00</b>     | <b>0.00</b>  |                          |                         |
| <b>QTR001 Q TRADE ADVISOR</b>                    |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32641                     | 08/20/19  |          |           | 32641      | -10,172.53         | 0.00         |                          |                         |
| Vendor (QTR001) totals:                          |                           |           |          |           |            | <b>-10,172.53</b>  | <b>0.00</b>  |                          |                         |
| <b>QUI002 QUICKSERIES PUBLISHING INC</b>         |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32659                     | 08/29/19  |          |           | 32659      | -1,162.35          | 0.00         |                          |                         |
| Vendor (QUI002) totals:                          |                           |           |          |           |            | <b>-1,162.35</b>   | <b>0.00</b>  |                          |                         |
| <b>REG001 REG.DIST.OF FRASER-FORT GEORGE</b>     |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32610                     | 08/08/19  |          |           | 32610      | -114,296.19        | 0.00         |                          |                         |
| PA   | 32631                     | 08/14/19  |          |           | 32631      | -30,744.00         | 0.00         |                          |                         |
| Vendor (REG001) totals:                          |                           |           |          |           |            | <b>-145,040.19</b> | <b>0.00</b>  |                          |                         |
| <b>REG004 REG DIST OF KITIMAT-STIKINE</b>        |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32611                     | 08/08/19  |          |           | 32611      | -125.00            | 0.00         |                          |                         |
| Vendor (REG004) totals:                          |                           |           |          |           |            | <b>-125.00</b>     | <b>0.00</b>  |                          |                         |
| <b>RIV004 RIVER ROCK RANCH</b>                   |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32647                     | 08/29/19  |          |           | 32647      | -345.00            | 0.00         |                          |                         |
| Vendor (RIV004) totals:                          |                           |           |          |           |            | <b>-345.00</b>     | <b>0.00</b>  |                          |                         |
| <b>ROG001 ROGERS</b>                             |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-030                | 08/14/19  |          |           | TP-466-030 | -160.54            | 0.00         |                          |                         |
| Vendor (ROG001) totals:                          |                           |           |          |           |            | <b>-160.54</b>     | <b>0.00</b>  |                          |                         |
| <b>ROU002 ROUND LAKE COMMUNITY ASSOC.</b>        |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32660                     | 08/29/19  |          |           | 32660      | -140.00            | 0.00         |                          |                         |
| Vendor (ROU002) totals:                          |                           |           |          |           |            | <b>-140.00</b>     | <b>0.00</b>  |                          |                         |
| <b>SHE005 EVA SHERWOOD</b>                       |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32661                     | 08/29/19  |          |           | 32661      | -160.00            | 0.00         |                          |                         |
| Vendor (SHE005) totals:                          |                           |           |          |           |            | <b>-160.00</b>     | <b>0.00</b>  |                          |                         |
| <b>SMI005 SMITHERS PARTS LTD.</b>                |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32632                     | 08/14/19  |          |           | 32632      | -66.59             | 0.00         |                          |                         |
| Vendor (SMI005) totals:                          |                           |           |          |           |            | <b>-66.59</b>      | <b>0.00</b>  |                          |                         |
| <b>SMI007 SMITHERS PUBLIC LIBRARY</b>            |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-468-015                | 08/30/19  |          |           | TP-468-015 | -6,975.92          | 0.00         |                          |                         |
| Vendor (SMI007) totals:                          |                           |           |          |           |            | <b>-6,975.92</b>   | <b>0.00</b>  |                          |                         |
| <b>SMI024 SMITHERS ART GALLERY</b>               |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32594                     | 08/02/19  |          |           | 32594      | -9,296.00          | 0.00         |                          |                         |
| Vendor (SMI024) totals:                          |                           |           |          |           |            | <b>-9,296.00</b>   | <b>0.00</b>  |                          |                         |
| <b>SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.</b>     |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-468-016                | 08/30/19  |          |           | TP-468-016 | -2,075.33          | 0.00         |                          |                         |
| Vendor (SOU003) totals:                          |                           |           |          |           |            | <b>-2,075.33</b>   | <b>0.00</b>  |                          |                         |
| <b>SPO001 SPOTLESS UNIFORM LTD.</b>              |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-465-017                | 08/06/19  |          |           | TP-465-017 | -33.50             | 0.00         |                          |                         |

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|---|---------------------------|-----------|----------|-----------|------------|-------------------|--------------|--------------------------|-------------------------|
| <b>SPO001 SPOTLESS UNIFORM LTD. (Continued)</b> |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-466-031                | 08/14/19  |          |           | TP-466-031 | -16.75            | 0.00         |                          |                         |
| PA  | TP-469-011                | 08/29/19  |          |           | TP-469-011 | -16.75            | 0.00         |                          |                         |
| Vendor (SPO001) totals:                         |                           |           |          |           |            | <b>-67.00</b>     | <b>0.00</b>  |                          |                         |
| <b>SSQ001 SSQ FINANCIAL</b>                     |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32665                     | 08/30/19  |          |           | 32665      | -1,661.39         | 0.00         |                          |                         |
| Vendor (SSQ001) totals:                         |                           |           |          |           |            | <b>-1,661.39</b>  | <b>0.00</b>  |                          |                         |
| <b>STA008 STARLAND SUPPLY LTD</b>               |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-465-018                | 08/06/19  |          |           | TP-465-018 | -14,793.50        | 0.00         |                          |                         |
| Vendor (STA008) totals:                         |                           |           |          |           |            | <b>-14,793.50</b> | <b>0.00</b>  |                          |                         |
| <b>STE012 STEWART MCDANNOLD STUART</b>          |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-466-032                | 08/14/19  |          |           | TP-466-032 | -1,517.05         | 0.00         |                          |                         |
| PA  | TP-467-002                | 08/15/19  |          |           | TP-467-002 | -4,195.47         | 0.00         |                          |                         |
| PA  | TP-469-012                | 08/29/19  |          |           | TP-469-012 | -4,825.26         | 0.00         |                          |                         |
| Vendor (STE012) totals:                         |                           |           |          |           |            | <b>-10,537.78</b> | <b>0.00</b>  |                          |                         |
| <b>SUD001 SUDS N' DUDS</b>                      |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-469-013                | 08/29/19  |          |           | TP-469-013 | -89.78            | 0.00         |                          |                         |
| Vendor (SUD001) totals:                         |                           |           |          |           |            | <b>-89.78</b>     | <b>0.00</b>  |                          |                         |
| <b>SUN002 SUN LIFE FINANCIAL</b>                |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32666                     | 08/30/19  |          |           | 32666      | -22,002.65        | 0.00         |                          |                         |
| Vendor (SUN002) totals:                         |                           |           |          |           |            | <b>-22,002.65</b> | <b>0.00</b>  |                          |                         |
| <b>SWE001 SWEEPING BEAUTIES JANITORIAL</b>      |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-468-017                | 08/30/19  |          |           | TP-468-017 | -2,271.15         | 0.00         |                          |                         |
| Vendor (SWE001) totals:                         |                           |           |          |           |            | <b>-2,271.15</b>  | <b>0.00</b>  |                          |                         |
| <b>TAN002 TANEX ENGINEERING CORPORATION</b>     |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32612                     | 08/08/19  |          |           | 32612      | -3,282.56         | 0.00         |                          |                         |
| Vendor (TAN002) totals:                         |                           |           |          |           |            | <b>-3,282.56</b>  | <b>0.00</b>  |                          |                         |
| <b>TAY002 TAYLOR BROS HARDWARE</b>              |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-466-033                | 08/14/19  |          |           | TP-466-033 | -130.59           | 0.00         |                          |                         |
| Vendor (TAY002) totals:                         |                           |           |          |           |            | <b>-130.59</b>    | <b>0.00</b>  |                          |                         |
| <b>TEC003 TECHNICAL SAFETY BC</b>               |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-465-019                | 08/06/19  |          |           | TP-465-019 | -241.00           | 0.00         |                          |                         |
| Vendor (TEC003) totals:                         |                           |           |          |           |            | <b>-241.00</b>    | <b>0.00</b>  |                          |                         |
| <b>TEL002 TELUS COMMUNICATIONS INC.</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-465-020                | 08/06/19  |          |           | TP-465-020 | -3,112.51         | 0.00         |                          |                         |
| Vendor (TEL002) totals:                         |                           |           |          |           |            | <b>-3,112.51</b>  | <b>0.00</b>  |                          |                         |
| <b>TEL004 TELUS COMMUNICATIONS INC.</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32633                     | 08/14/19  |          |           | 32633      | -2,240.00         | 0.00         |                          |                         |
| Vendor (TEL004) totals:                         |                           |           |          |           |            | <b>-2,240.00</b>  | <b>0.00</b>  |                          |                         |
| <b>TEL007 TELUS MOBILITY</b>                    |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-466-034                | 08/14/19  |          |           | TP-466-034 | -1,897.55         | 0.00         |                          |                         |
| Vendor (TEL007) totals:                         |                           |           |          |           |            | <b>-1,897.55</b>  | <b>0.00</b>  |                          |                         |
| <b>TOP001 TOPLEY CEMETERY SOCIETY</b>           |                           |           |          |           |            |                   |              |                          |                         |
| PA  | 32595                     | 08/02/19  |          |           | 32595      | -1,500.00         | 0.00         |                          |                         |
| Vendor (TOP001) totals:                         |                           |           |          |           |            | <b>-1,500.00</b>  | <b>0.00</b>  |                          |                         |
| <b>TOP005 TOPLEY FIRE PROTECTION SOC.</b>       |                           |           |          |           |            |                   |              |                          |                         |
| PA  | TP-468-018                | 08/30/19  |          |           | TP-468-018 | -2,837.50         | 0.00         |                          |                         |
| Vendor (TOP005) totals:                         |                           |           |          |           |            | <b>-2,837.50</b>  | <b>0.00</b>  |                          |                         |

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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) |
|--|---------------------------|-----------|----------|-----------|------------|--------------------|--------------|--------------------------|-------------------------|
| <b>TOW001 TOWN OF SMITHERS</b>                 |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32596                     | 08/02/19  |          |           | 32596      | -384,933.00        | 0.00         |                          |                         |
| PA   | TP-465-021                | 08/06/19  |          |           | TP-465-021 | -310.90            | 0.00         |                          |                         |
| Vendor (TOW001) totals:                        |                           |           |          |           |            | <b>-385,243.90</b> | <b>0.00</b>  |                          |                         |
| <b>TOW003 TOWER COMMUNICATIONS</b>             |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-035                | 08/14/19  |          |           | TP-466-035 | -3,197.72          | 0.00         |                          |                         |
| Vendor (TOW003) totals:                        |                           |           |          |           |            | <b>-3,197.72</b>   | <b>0.00</b>  |                          |                         |
| <b>TWE002 TWEEDSMUIR ROD &amp; GUN CLUB</b>    |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32662                     | 08/29/19  |          |           | 32662      | -150.00            | 0.00         |                          |                         |
| Vendor (TWE002) totals:                        |                           |           |          |           |            | <b>-150.00</b>     | <b>0.00</b>  |                          |                         |
| <b>VAL005 VALLEY DIESEL</b>                    |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32634                     | 08/14/19  |          |           | 32634      | -418.64            | 0.00         |                          |                         |
| Vendor (VAL005) totals:                        |                           |           |          |           |            | <b>-418.64</b>     | <b>0.00</b>  |                          |                         |
| <b>VAN005 VANDERHOOF &amp; DISTRICTS CO-OP</b> |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-465-022                | 08/06/19  |          |           | TP-465-022 | -19,150.98         | 0.00         |                          |                         |
| PA   | TP-466-036                | 08/14/19  |          |           | TP-466-036 | -20,108.12         | 0.00         |                          |                         |
| Vendor (VAN005) totals:                        |                           |           |          |           |            | <b>-39,259.10</b>  | <b>0.00</b>  |                          |                         |
| <b>VIL001 VILLAGE OF FRASER LAKE</b>           |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32597                     | 08/02/19  |          |           | 32597      | -5,000.00          | 0.00         |                          |                         |
| PA   | 32613                     | 08/08/19  |          |           | 32613      | -100.00            | 0.00         |                          |                         |
| Vendor (VIL001) totals:                        |                           |           |          |           |            | <b>-5,100.00</b>   | <b>0.00</b>  |                          |                         |
| <b>VIL003 VILLAGE OF TELKWA</b>                |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32598                     | 08/02/19  |          |           | 32598      | -117,618.00        | 0.00         |                          |                         |
| Vendor (VIL003) totals:                        |                           |           |          |           |            | <b>-117,618.00</b> | <b>0.00</b>  |                          |                         |
| <b>VIL004 VILLAGE OF BURNS LAKE</b>            |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32599                     | 08/02/19  |          |           | 32599      | -466,424.00        | 0.00         |                          |                         |
| Vendor (VIL004) totals:                        |                           |           |          |           |            | <b>-466,424.00</b> | <b>0.00</b>  |                          |                         |
| <b>VIS001 VISTA RADIO LTD.</b>                 |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32614                     | 08/08/19  |          |           | 32614      | -258.30            | 0.00         |                          |                         |
| PA   | 32663                     | 08/29/19  |          |           | 32663      | -428.40            | 0.00         |                          |                         |
| Vendor (VIS001) totals:                        |                           |           |          |           |            | <b>-686.70</b>     | <b>0.00</b>  |                          |                         |
| <b>WAD001 DAWN WADDILOVE</b>                   |                           |           |          |           |            |                    |              |                          |                         |
| PA   | 32615                     | 08/08/19  |          |           | 32615      | -520.00            | 0.00         |                          |                         |
| Vendor (WAD001) totals:                        |                           |           |          |           |            | <b>-520.00</b>     | <b>0.00</b>  |                          |                         |
| <b>WAS001 WASTE MANAGEMENT OF CANADA CO</b>    |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-037                | 08/14/19  |          |           | TP-466-037 | -5,566.93          | 0.00         |                          |                         |
| Vendor (WAS001) totals:                        |                           |           |          |           |            | <b>-5,566.93</b>   | <b>0.00</b>  |                          |                         |
| <b>WEL002 WELLMAN'S CAR AND TRUCK WASH</b>     |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-038                | 08/14/19  |          |           | TP-466-038 | -139.65            | 0.00         |                          |                         |
| Vendor (WEL002) totals:                        |                           |           |          |           |            | <b>-139.65</b>     | <b>0.00</b>  |                          |                         |
| <b>WIL004 WILLIAMS MACHINERY</b>               |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-465-023                | 08/06/19  |          |           | TP-465-023 | -1,036.42          | 0.00         |                          |                         |
| PA   | TP-466-039                | 08/14/19  |          |           | TP-466-039 | -74.93             | 0.00         |                          |                         |
| Vendor (WIL004) totals:                        |                           |           |          |           |            | <b>-1,111.35</b>   | <b>0.00</b>  |                          |                         |
| <b>XCG001 XCG CONSULTANTS LTD.</b>             |                           |           |          |           |            |                    |              |                          |                         |
| PA   | TP-466-040                | 08/14/19  |          |           | TP-466-040 | -8,166.91          | 0.00         |                          |                         |
| Vendor (XCG001) totals:                        |                           |           |          |           |            | <b>-8,166.91</b>   | <b>0.00</b>  |                          |                         |
| <b>XER001 XEROX CANADA LTD.</b>                |                           |           |          |           |            |                    |              |                          |                         |

Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2019 to Aug 31 2019 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) |
|---|-----------------------------|-----------|----------|-----------|------------|----------------------|--------------|--------------------------|-------------------------|
| <b>XER001 XEROX CANADA LTD. (Continued)</b> |                             |           |          |           |            |                      |              |                          |                         |
| PA  | TP-465-024                  | 08/06/19  |          |           | TP-465-024 | -890.38              | 0.00         |                          |                         |
| PA  | TP-469-014                  | 08/29/19  |          |           | TP-469-014 | -1,402.97            | 0.00         |                          |                         |
|   | Vendor (XER001) totals:     |           |          |           |            | <b>-2,293.35</b>     | <b>0.00</b>  |                          |                         |
|   | Control account (1) totals: |           |          |           |            | <b>-2,394,524.11</b> | <b>0.00</b>  |                          |                         |
| <b>REC002 RECEIVER GENERAL</b>              |                             |           |          |           |            |                      |              |                          |                         |
| PA  | 32618                       | 08/14/19  |          |           | 32618      | -43,146.88           | 0.00         |                          |                         |
| PA  | 32646                       | 08/29/19  |          |           | 32646      | -66,313.23           | 0.00         |                          |                         |
|   | Vendor (REC002) totals:     |           |          |           |            | <b>-109,460.11</b>   | <b>0.00</b>  |                          |                         |
|   | Control account (2) totals: |           |          |           |            | <b>-109,460.11</b>   | <b>0.00</b>  |                          |                         |
|   | Report Total                |           |          |           |            | <b>-2,503,984.22</b> | <b>0.00</b>  |                          |                         |

151 vendor(s) printed.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1881

A BYLAW TO ESTABLISH THE ELECTORAL AREAS' PARKS AND TRAILS SERVICE

---

**WHEREAS:**

- A. Under Section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of the creating, operating and marketing Regional Parks and Regional Trails;
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- D. Participating area approval in the participating areas has been obtained under Section 347 of the *Local Government Act*.

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

1) **Service**

The Electoral Areas' Parks and Trails Service (the "**Service**") is established by this Bylaw for the purpose of creating, operating and marketing Regional Parks and Regional Trails within the Electoral Areas of the Regional District of Bulkley-Nechako.

2) **Boundaries**

The boundaries of the Service Area are the boundaries of Electoral Areas "A" (Smithers Rural), "B" (Burns Lake Rural), "C" (Fort St. James Rural), "D" (Fraser Lake Rural), "E" (Francois Lake Rural), "F" (Vanderhoof Rural) and "G" (Houston Rural) in the Regional District of Bulkley-Nechako (the "**Service Area**").

3) **Participating Areas**

The "Participating Areas" are Electoral Areas "A" (Smithers Rural), "B" (Burns Lake Rural), "C" (Fort St. James Rural), "D" (Fraser Lake Rural), "E" (Francois Lake Rural), "F" (Vanderhoof Rural) and "G" (Houston Rural).



READ A THIRD TIME this                      day of                      2019

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1881 at third reading.

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

- CONSENT OF ELECTORAL AREA "A" DIRECTOR RECEIVED this
- CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this
- CONSENT OF ELECTORAL AREA "C" DIRECTOR RECEIVED this
- CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this
- CONSENT OF ELECTORAL AREA "E" DIRECTOR RECEIVED this
- CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this
- CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this            day of                      ,  
2019

ADOPTED THIS                                      day of                      2019

\_\_\_\_\_  
Chair

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





CONSENT OF ELECTORAL AREA "E" DIRECTOR RECEIVED this  
day of \_\_\_\_\_, 2019

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this  
day of \_\_\_\_\_, 2019

CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this  
day of \_\_\_\_\_, 2019

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1883 as adopted.

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

360

1st, 2nd, 3rd Reading  
& Adoption

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW 1882**

**A Bylaw for Amending Directors' Remuneration**

---

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. **TITLE:**

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 1882, 2019"

2. Bylaw 1837, 2018 "A Bylaw for Directors' Remuneration" is hereby amended by:

**The Definition of Meals in section 3 is struck out and replaced with:**

*Meals means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.*

**The Definition of Per Diem Rates is struck out and replaced with:**

*Per Diem Rates means the maximum a Director may claim for meals and incidentals while on Regional District business.*

**Section 6 (C) is struck out and replaced with:**

**6 (C) Meal Expenses**

*In lieu of reimbursement of actual expenses for meals and incidentals while on authorized Regional District business or attending a sanctioned event on behalf of the Regional District, Directors may claim the following allowances:*

*Travel within the Regional District*

| <i>Full Day</i> | <i>Breakfast</i> | <i>Lunch</i> | <i>Dinner</i> |
|-----------------|------------------|--------------|---------------|
| <i>\$65</i>     | <i>\$15</i>      | <i>\$20</i>  | <i>\$30</i>   |

*Travel Outside the Regional District*

| <i>Full Day</i> | <i>Breakfast</i> | <i>Lunch</i> | <i>Dinner</i> |
|-----------------|------------------|--------------|---------------|
| <i>\$80</i>     | <i>\$20</i>      | <i>\$25</i>  | <i>\$35</i>   |

*A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business. To claim meals, travel status must:*

- *Begin before 7 am on the date of departure to claim breakfast*
- *Begin before 12 pm on the date of departure (and end after 1 pm on the date of return) to claim lunch*
- *End after 6 pm on the date of return to claim dinner*

**Section 6 (E) is struck out and replaced with:**

**6 (E) Loyalty Programs and Other Travel Programs**

- a. *Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.*

