

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

Thursday, January 9, 2020

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	<u>CALL TO ORDER</u>	
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA</u> – January 9, 2020	Approve
	<u>MINUTES</u>	
2-5	Committee of the Whole Meeting Minutes – November 7, 2019	Adopt
	<u>PRESENTATION</u> Wendy Wainwright, Executive Assistant re: Electronic Agendas	
	<u>REPORTS</u>	
6-10	John Illes, Chief Financial Officer – Asset Management Policy and Strategy	Recommendation (Page 6)
11-70	Protective Services – Modernizing BC’s Emergency Management Legislation	Recommendation (Page11)
71	Curtis Helgesen, CAO – 2020 Departmental Work Plans	Receive
72-73	- Administration	
74-75	- Agriculture	
76-77	- Finance	
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80-81	- Regional Economic Development	
82-83	- Planning and Land Use	
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86	- GIS and House Numbering	
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	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, November 7, 2019**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Tom Greenaway
Clint Lambert
Brad Layton
Mark Parker
Jerry Petersen
Bev Playfair – via teleconference
Michael Riis-Christianson
Kim Watt-Senner

Directors Absent Dolores Funk, Village of Burns Lake
Linda McGuire, Village of Granisle
Rob Newell, Electoral Area “G” (Houston Rural)

Alternate Director Thomas Liversidge, Village of Granisle

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Blackwell, Regional Fire Chief –arrived at 11:37 a.m.
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Wendy Wainwright, Executive Assistant

Others Ron Blinn, The First Responders Café – arrived at 10:54 a.m.
Vanessa Foord M.Sc., P.Ag. Research Climatologist, North Area, Ministry of Forests, Lands, Natural Resource Operations and Rural Development via teleconference 11:20 a.m. to 12:00 p.m.
Randall Sweet, Senior External Relations Advisor, Chevron Canada– left at 11:22 a.m.
Cindy Wiebe, The First Responders Café – arrived at 10:54 a.m.

Media Blair McBride, Lakes District News – arrived at 10:42 a.m.

CALL TO ORDER

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

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Greenaway
Seconded by Director Watt-Senner**C.W.2019-8-1**

“That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of November 7, 2019 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – October 10, 2019

Moved by Director Petersen
Seconded by Director Greenaway

C.W.2019-8-2

“That the Committee of the Whole meeting minutes of October 10, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

CHEVRON CANADA – Randall Sweet, Senior External Relations Advisor RE: Proposed Kitimat LNG Project and Pacific Trails Pipeline (PTP)

Chair Thiessen welcomed Randall Sweet, Senior External Relations Advisor, Chevron Canada.

Mr. Sweet provided a PowerPoint Presentation

Kitimat LNG Project Update

- Chevron Corporation and Woodside Energy – Global LNG experience and strengths
- Kitimat LNG Overview – Designed to set the global standard for clean LNG
- Recent Kitimat LNG Plant project changes – significant reductions achieved in LNG unit cost
- Kitimat LNG Reducing global emissions while providing benefits for First Nations, BC and Canada
- Marine route
- Kitimat LNG Environmental Assessment Certificate History
- Kitimat LNG current focus area – Working to advance a cost competitive project

Mr. Sweet provided an update regarding an estimated timeline for the project in the next 5-10 years, the shipping process to keep the liquid gas in liquid form and BC Hydro rates for the project. He also provided an outline of Chevron Canada’s monitoring of the fracking process and the BC Oil and Gas Commission oversight. Discussion took place regarding schematics of the project including powerlines and roads, employee hiring and potential overlap of other major projects in the region. Mr. Sweet noted that Chevron Canada is a part of the BC LNG Alliance and has also been in conversations with LNG Canada to determine potential synergies and areas that they can potentially work together. Chair Thiessen requested that as the project moves forward the Regional Board receives further detailed discussion in regard to the project and the pipeline route.

Chair Thiessen thanked Mr. Sweet for attending the meeting.

DELEGATIONS (CONT'D)

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Vanessa Foord M.Sc., P.Ag. Research Climatologist, North Area RE: Climate Change – via teleconference – 11:20 a.m. to 12:00 p.m.

Chair Thiessen welcomed Vanessa Foord, M.Sc. P.Ag. Research Climatologist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Ms. Foord provided a PowerPoint Presentation.

Climate Change and Drought Risk in the Bulkley-Nechako

- Top Ten Hottest Years (1880-2018)
- BC Climate Change
 - o BC-Wide Annual Mean of Daily Mean Temperature Anomaly

DELEGATIONS (CONT'D)

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Vanessa Foord M.Sc., P.Ag. Research Climatologist, North Area RE: Climate Change – via teleconference – 11:20 a.m. to 12:00 p.m. (Cont'd)

- Northern BC Climate Change
 - o Annual Mean Temperature Fort St. James 1895-2018
 - o Northern BC Climate Trends
- Poles warming faster than Equator
 - o Artic Amplification
- Impact to mid-latitude jet stream
- Effect on BC weather/extreme events
- Climate Records for long term climatology
 - o Smithers Airport Winter Total Precipitation 1942-2018
 - o Smithers Airport Summer Max Temperature 1942-2018
 - o Smithers Airport Winter Max Snow Depths 1955-2018
 - o Vanderhoof (3) May to September with Rain 1980-2018
- 2041-2070
 - o Change in Mean Annual Precipitation
 - o Change in Summer Precipitation
 - o Change in Precipitation as Snow
 - o Change in Mean Annual Temperature
 - o Change in Extreme Max Temperature
- Spruce Drought Risk Comparison
 - o Past 1961-1990
 - o Future 2080s
- Wildfire Threat Mapping
 - o 2017 Provincial Strategic Threat Analysis BC Wildfire Service Wildfire Threat

Ms. Foord commented that the lack of water and moisture is becoming more frequent within the Regional District and water shortages may be an issue outside municipalities and in rural and agriculture areas. Discussion took place in regard to information specific to the Nechako Reservoir and Rio Tinto and the research being completed by the University of Northern B.C. (UNBC). Ms. Foord reviewed the impacts of greenhouse gasses attributing to climate change and impacts to the jet stream changes, atmospheric river and the FLNRORD's considerations to changing silviculture. The drought tool is assisting in silviculture considerations. Discussion took place in regard to human and natural factors contributing to climate change. Ms. Foord spoke of information from NASA and a study released in 2018 by Environment Canada.

Chair Thiessen thanked Ms. Foord for attending the meeting.

DELEGATIONS (CONT'D)

THE FIRST RESPONDERS CAFÉ – Ron Blinn, Cindy Wiebe, RE: Update – Support to First Responders

Chair Thiessen welcomed Ron Blinn and Cindy Wiebe, The First Responders Café.

Ms. Wiebe and Mr. Blinn provided an overview of The First Responders Café. They provided an outline of what they do, Canadian facts and figures, compassion fatigue and burnout syndrome. They spoke of the value and importance of structured formal resources for the mental health of all first responders and identified the need for additional assistance and resources in small communities where accessing formal resources can often be challenging. They noted peer support can often be integral in the process. They provided an outline in regard to hiring a part-time coordinator and providing The First Responders Café's throughout the northwest.

DELEGATIONS (CONT'D)

THE FIRST RESPONDERS CAFÉ – Ron Blinn, Cindy Wiebe, RE: Update – Support to First Responders (Cont'd)

Director Watt-Senner spoke of her experience as a retired RCMP officer. Discussion took place in regard to funding options.

Chair Thiessen thanked Mr. Blinn and Ms. Wiebe for attending the meeting.

SUPPLEMENTARY AGENDA

The First Responders Café Moved by Director Greenaway
Society – Request for Funding Seconded by Director Layton

C.W.2019-8-3 “That “The First Responders Café Society – Request for Funding” be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Layton
 Seconded by Director Greenaway

C.W.2019-8-4 “That the meeting be adjourned at 12:27 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

 Gerry Thiessen, Chair

 Wendy Wainwright, Executive Assistant



Regional District of Bulkley-Nechako Board Meeting

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: January 9, 2020
Subject: Asset Management Policy and Strategy

Recommendation:

“That the Board direct staff to implement the Asset Management Policy and Strategy.”

Background:

The Regional District received an Infrastructure Planning Grant to complete a condition assessment of the administration building. As part of the completion of the grant, staff and the Board are required to develop an asset management policy and strategy by January 17, 2020.

Attached to this memo is the draft policy for the Board to consider. Early implementation of this policy will provide the direction for staff to move forward and complete the Regional District’s first Asset Management Plan in later 2020.

DRAFT 2020

POLICY # F-XX

ADOPTED:

REVISED:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
ASSET MANAGEMENT POLICY AND STRATEGY****PURPOSE:**

To provide guidance and to outline the desired outcomes and responsibilities as the Regional District formalizes its Asset Management Program.

GENERAL:

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as “the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset”. To guide the organization, the following policy statements have been developed:

- a) The Regional District will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b) The Regional District will monitor standards and service levels to ensure that they meet/support community and Board goals and objectives.
- c) The Regional District will develop and maintain asset inventories of all its infrastructures.
- d) The Regional District will establish infrastructure replacement strategies using full life cycle costing principles.
- e) The Regional District will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The Regional District will plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.
- g) Where appropriate, the Regional District will consider and incorporate asset management in its other corporate plans.
- h) The Regional District will report to citizens where and when appropriate on the

status and performance of work related to the implementation of this asset management policy.

- i) The Regional District will modify and/or adapt current procedures where justified to improve operational effectiveness and efficiency.
- j) The Regional District will review on an on-going basis business processes related to asset acquisition, maintenance, and disposition, as well as service provision.
- k) The Regional District will support the development and improvement of decision-making tools that promote doing the right thing to the right asset at the right time.
- l) Modify this policy/procedure at any time it is seen to be required.

Vision and Goals for Infrastructure Assets

As assets age and deteriorate, by using sound asset management practices, the Board and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term, and are managed for present and future users.

This policy is to articulate the Board's commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that the Board is exercising good stewardship and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for guidelines and practices are delegated to staff.

Principals

The key principles of the asset management policy are outlined in the following list. The Regional District will:

- a) make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement, and decommission) associated with infrastructure asset decisions, including additions and deletions. Options should be articulated and evaluated, and the basis for the decisions recorded;
- b) integrate corporate, financial, business, technical and budgetary planning for infrastructure assets;
- c) establish organizational accountability and responsibility for asset inventory, condition, use and performance;

- d) consult with stakeholders where appropriate;
- e) define and articulate service, maintenance and replacement levels;
- f) use available resources effectively;
- g) manage assets to be sustainable;
- h) minimize total life cycle costs of assets;
- i) consider environmental goals;
- j) consider social and sustainability goals;
- k) minimize risks to users and risks associated with failure;
- l) pursue best practices where available; and
- m) report the performance of its asset management program.

Guidelines and Practices

This policy will be implemented by staff using accepted industry guidelines and practices.

The Regional District will comply with required capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization.

Strategic asset management plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition, projected performance and remaining service life and consequences of losses or downtime.

The Regional District's Asset Management Plan will be composed primarily of three parts encompassing the following three types of assets:

Linear Assets

The portion of the asset management plan related to linear assets, such as water and sewer lines, shall be geographic in nature and may be tracked, reported and monitored in a different manner than other assets such as rolling stock or buildings. Funds will be contributed to a maintenance, repair and replacement reserve as identified in the Regional District's Reserve Policy (to be adopted in late 2020).

Building, Transfer Stations, Landfills or similarly large (non-linear) Assets

Each building or large asset will, on a regular basis, have a life cycle analysis completed for it by a qualified individual. This analysis will identify the maintenance and capital repairs or upgrades necessary to maintain the asset in a safe, usable state. The Asset Retirement Obligations will be identified for each building. Funds will be contributed to

a maintenance, repair and replacement reserve as identified in the Regional District's Reserve Policy (to be adopted in late 2020).

Rolling Stock and Machinery

Each vehicle or heavy piece of machinery will be scheduled for replacement over its identified useful life. Staff will place funds in designated reserves for the replacement of each vehicle every year. This amount will be sufficient to fully purchase a new asset of a similar type at the end of its useful life.

Implementation, Review and Reporting of Asset Management Work

The implementation, review and reporting back regarding this policy will be integrated within the organization. Due to the importance of this policy, the Regional District's asset management program will be reported to the Board on a regular basis, and implementation of this policy reviewed by regularly.

Actions	Responsibility
Adopt Asset Management Policy	Board
Monitor and review infrastructure standards and service levels at established intervals	Board and Chief Administrative Officer
Develop and maintain infrastructure strategies including development and service plans	Environmental Services, other asset operation and maintenance departments, Finance
Develop and maintain asset inventories	Environmental Services, other asset operation and maintenance departments, Finance
Assess infrastructure condition and service levels	Environmental Services and other asset operation and maintenance departments
Establish and monitor infrastructure replacement levels using full life cycle costing principles	Environmental Services and other asset operation and maintenance departments
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Environmental Services, other asset operation and maintenance departments, Finance
Report to citizens on status of the Regional District's infrastructure assets and asset management program.	Board and Chief Administrative Officer



REGIONAL DISTRICT OF BULKLEY NECHAKO STAFF REPORT

TO: Board of Directors / Committee of the Whole / Agriculture Committee, etc.
FROM: Protective Services Department
DATE: January 9, 2020
SUBJECT: Modernizing BC's Emergency Management Legislation

RECOMMENDATION:

1. That the Committee of the Whole recommend the RDBN Board direct staff to send the letter of response to the Honourable Minister Farnworth regarding the Modernizing BC's Emergency Management Legislation – Discussion Paper, as attached.
2. And, that the Committee of the Whole recommend the RDBN Board direct staff to prepare and submit the same response letter regarding the Modernizing BC's Emergency Management Legislation – Discussion Paper to EmergencyProgramAct@gov.bc.ca prior to the comment period deadline of January 31, 2020.

VOTING: All Directors

EXECUTIVE SUMMARY

The Province of BC is inviting comments to the proposals outlined in the Modernizing BC's Emergency Management Legislation – Discussion Paper. Emergency Management BC will use the feedback from this public engagement period to inform the drafting of the new legislation, which is expected to be introduced in the fall of 2020 legislative session.

Written by,

Sashka Macievich
Protective Services Project Coordinator

Reviewed by:

Deborah Jones-Middleton
Director of Protective Services

DISCUSSION:

Emergency Management B.C. (EMBC) is modernizing the *Emergency Program Act (EPA)* to support more effective management of emergencies in B.C. by incorporating international best practices, including the United Nations (UN) Sendai Framework for Disaster Risk Reduction (Sendai Framework); the UN Declaration on the Rights of Indigenous Peoples (the Declaration); and the draft principles that guide the Province's relationship with Indigenous Peoples.

The new *Act* will reflect the lessons learned from the unprecedented flood and wildfire seasons in 2017 and 2018, address all four pillars of emergency management (mitigation, preparedness, response and recovery), and place more emphasis on up-front disaster risk reduction in order to prevent events from happening and to lessen the impact when they do occur.

The Discussion Paper was released on October 28, 2019, in order to understand and provide relevant responses the Protective Services Department:

- Individually reviewed the Discussion Paper.
- Met together to discuss concerns and questions.
- Compared the proposed changes to the current legislation.
- Met with Northern BC Emergency Planning personnel via a Region to Region telephone conference.
- Attended a webinar hosted by EMBC to review proposed changes and provide feedback to concerns.
- Prepared a draft response for review by the CAO and several board members.

The attached response letter outlines the concern that there is a significant download of responsibility to local authorities that will require substantial financial and human resources to meet the proposed requirements of the new legislation.

ATTACHMENTS:

- RDBN draft response to the Discussion Paper – British Columbia – Modernizing BC's Emergency Legislation. (full document)
- Discussion Paper - British Columbia – Modernizing BC's Emergency Legislation. (full document)
- Sendai Framework for Disaster Risk Reduction link:
<https://www.unisdr.org/we/coordinate/sendai-framework>
- Current *Emergency Protection Act* link:
http://www.bclaws.ca/Recon/document/ID/freeside/00_96111_01

January xx, 2020

Mike Farnworth, Minister of Public Safety and Solicitor General
Room 128 Parliament Buildings
Victoria, BC V8V 1X4

And via email: EmergencyProgramAct@gov.bc.ca

Dear Minister Farnworth

Re: Discussion Paper: British Columbia – Modernizing BC’s Emergency Management Legislation

The Regional District of Bulkley-Nechako (RDBN) respectfully submits the following comments in response to the Discussion Paper: British Columbia – Modernizing BC’s Emergency Management Legislation (Discussion Paper).

In the Minister’s Message, you point out that the Province “need(s) to do more,” is “developing new relationships with indigenous communities, and finding ways to better support and provide protection to ...volunteers,” and asks that “we can move forward together to protect our communities.” The Discussion Paper outlines excellent key principles and strategies but is unclear on how the Province will support local authorities in building capacity, obtaining expertise, and securing the financial resources required to achieve the goal of being more resilient.

Discussion Paper Information

The Sendai Framework’s All-of-Society Approach in the Discussion Paper sets out four priorities

1. Understanding disaster risk.
2. Strengthening disaster risk governance to manage disaster risk.
3. Investing in disaster risk reduction for resilience.
4. Enhancing disaster preparedness for effective response and to “build back better” in recovery, rehabilitation, and reconstruction.

RDBN Comments

The adoption of the United Nations Sendai Framework for Disaster Risk Reduction by the Province is an opportunity to restructure and focus on the need for resilient communities. The RDBN has experienced an increase in severity and frequency of disaster events and understands first-hand the need for modernized emergency management legislation. In order to fully understand the proposed changes, the RDBN is requesting clarification on the following observations:

Priority 1. Until now most local authorities have used a broad-brush approach to Hazard Risk and Vulnerability Assessment (HRVA), focusing primarily on known hazards and how to effectively respond to them. Undertaking a comprehensive “All-of-Society” HRVA as determined by the Framework will be considerably more time-consuming and costly. Planning bodies tasked with Emergency Management vary greatly, among them large multi-jurisdictional Regional Districts, urban centres, and remote rural communities. While some local authorities have some dedicated capacity in place, many smaller local authorities rely on fire chiefs to perform emergency planning off

- the sides of their desks. What resources will the Province provide to support local authorities to achieve the level of understanding outlined in the Framework?
- Priority 2. This priority calls for collaboration and partnerships between all levels of government to address disaster risk, and to empower local authorities through regulatory and financial means to work and coordinate with civil society, communities, and indigenous peoples in disaster risk management at the local level. What measures will the Province take to ensure cooperation between partners who operate under different governmental agencies?
- Priority 3. To achieve this priority, it is important to allocate the necessary resources, including finance and logistics, at all levels of administration for the development and the implementation of disaster risk reductions strategies. Disaster risk resilience requires public and private investment. Currently, flood mitigation activities are estimated to be between \$600,000 and \$3.4 million for a small neighborhood in the RDBN. None of the proposed projects are affordable for residents. What new funding mechanisms will be available to local authorities and private property owners to perform mitigation efforts? What will the impact be to local authorities choosing not to perform mitigation efforts due to financial constraints?
- Priority 4. This action calls for strengthening preparedness for response and ensuring capacities are in place for effective response and recovery at all levels, and to ‘Build Back Better.’ The United Nations General Assembly, 2016, defines ‘Build Back Better’ as ‘The use of the recovery, rehabilitation and reconstruction phases after a disaster to increase the resilience of nations and communities through integrating disaster risk reduction measures into the restoration of physical infrastructure and societal systems, and into the revitalization of livelihoods, economies, and the environment.’ Recovery costs are currently limited to building back to levels prior to a disaster event. What strategies will the Province be implementing to encourage DFA and insurance providers to better align with this priority?

Discussion Paper Information

Path to Modernization

- January to September 2019 – Initial Engagement
- October 29, 2019 – Discussion paper released
- October 28, 2019, to January 31, 2020 – Comment period on discussion paper
- February 2020 to Early spring 2020 – Regional engagement sessions with First Nations and meetings with stakeholder groups
- Early spring 2020 - What We Heard report
- Fall 2020 – Modernized emergency management legislation introduced
- Spring 2021 – Implementation for 2021 flood and wildfire seasons

RDBN Comments

From the end of the initial engagement period to introduction of the Modernized Emergency Management Legislation is approximately one year. Is there enough time to assess and respond to comments and concerns from emergency planning bodies? Since the original discussion in 2016, BC has experienced several major emergency events that define the future of disasters in the Province. In 2018 Northern BC and the

RDBN was hit especially hard, with the worst wildfires in BC history. Remote, rural areas have not had an opportunity to provide valuable feedback from their experiences during these events that would inform the Modernization in a way relevant to them.

The ‘What We Heard Report’ scheduled to be released in Spring 2020 should be comprised of each proposal along with the related comments and concerns received and the resulting draft Act and/or draft Regulations. Local Authorities require time to review draft documents and to fully debate proposed changes in forums such as UBCM.

Engagement activities should include Local Authorities and other emergency planning bodies concurrent with engagement with First Nations.

An extended timeline allows the process to encompass an All-of-Society approach as emphasized in the Discussion Paper.

Discussion Paper Information

Local Authorities

Require Local Authorities to:

- Identify, understand, and assess hazards, risks and vulnerabilities;
- Develop post-disaster needs assessments and post-disaster recovery plans;
- Give greater consideration to current and future risk for development and building approvals and required mitigation measures when development and buildings are approved in hazardous areas.

RDBN Comments

Many local governments currently do not have the resources to maintain basic response planning. These requirements are demanding a higher level of capacity, expertise, and financial resources, especially when it comes to development of mitigation measures. How will the Province support local governments in meeting these requirements?

The RDBN brought forward UBCM Resolution B97 Disaster Relief and Recovery Funding requesting the Province provide Recovery Funding directly to the Local Authority impacted and provide guidelines and best practices to address recovery issues. How is the Province addressing this issue in the Modernization of BC’s Emergency Legislation?

Discussion Paper Information

First Nations are Recognized as Emergency Management Partners

- Consult with First Nations when preparing emergency management plans.
- Consider Indigenous and traditional knowledge in the development of hazard, risk and vulnerability assessments by Provincial entities and Local Authorities.
- Consider cultural safety and inclusiveness when developing and implementing emergency management plans.
- Indigenous communities are often disproportionately impacted by emergencies due to their relatively remote locations, lack of access to services and reliance on natural ecosystems.
- Modernizing BC’s emergency management legislation presents an opportunity to re-examine how the Provincial Government, Canada, Local Authorities, and critical infrastructure operators work with First Nations on wildfire, flooding, and other emergencies, and improve recognition of First Nations as partners in emergency management.

- Recognition of Indigenous peoples as emergency management decision-makers based on their inherent rights of self-government and self-determination will advance governments reconciliation efforts, facilitate a coordinated response to emergencies, and help create more predictability for other users of the land.
- Expand the definition of ‘emergency’ to include actions to protect community well-being, significant Indigenous cultural sites, and the environment.

RDBN Comments

Local Authorities cannot presume to understand Indigenous and traditional knowledge. How does the Province propose to deliver this information to emergency planning bodies? Some Regional Districts are large and have many First Nations neighbors and residents. (There are fourteen First Nations communities in the RDBN.) What resources will the province provide to ensure that each different Indigenous community receives the same considerations?

Consultation requirements alone for the RDBN will require an increase in resources. The Discussion Paper is not clear about the extent of consultation required; specifically, in relation to location and distance from Local Authorities.

Indigenous communities that are disproportionately impacted are in remote, rural areas that are also home to non-Indigenous communities that suffer the same impacts. It should be recognized that communities in these areas share similar vulnerabilities and impacts. BC has many cultures represented in its population. Will all cultures have the same protections?

Recognizing that emergency planning is an important step in the reconciliation journey, the RDBN welcomes the opportunity to work with First Nations within the region to develop collaborative emergency plans. Resources and capacity are an ongoing issues for emergency planning bodies. How will the Province ensure federally legislated and funded First Nations will consult with local authorities regarding emergency planning and response?

Discussion Paper Information

Provincial Authority

- While the Provincial Government has a leadership role in emergency management; responsibility is shared with other partners including Local Authorities, First Nations, critical infrastructure operators, the private sector, industry, non-government organizations, citizens, and volunteers.
- Many of these proposals would impose additional obligations on emergency management partners, which will raise issues of capacity and resources and will require time to develop and implement new approaches.
- The Province is committed to working with emergency management partners to ensure the necessary supports are in place so that the proposed new framework can be delivered.
- In addition to traditional financial approaches currently being utilized, the Province will be guided in this consultation process with input on any new or emerging funding approaches, such as incentives to shift behaviors, as well as public and private partnerships that encourage disaster mitigation efforts.
- Design Principles for Modernization – A Funding Mechanism that Works. Responsive, flexible and disciplined funding mechanisms.

RDBN Comments

Additional requirements and obligations are far outside the capacities, resources, and budgets of most Local Authorities. How will the Province support the downloading of these responsibilities to Local Authorities?

Traditional financial approaches currently being provided are already below requirements needed for Local Authorities’ obligations under the current EPA. Are additional financial resources being transferred to the Local Authorities along with the additional requirements, and if so, how long will those resources be available?

Will funding mechanisms be imbedded in the Act as it is one of seven design principles guiding development of the modernized legislation?

Discussion Paper Information

- Establish a requirement for the Province to centrally house and provide transparent data on hazard, risk, and vulnerability assessments or mitigation planning documents conducted or prepared by Provincial ministries, crown corporations and agencies, Local Authorities and critical infrastructure operators.
- Enable creation of a registry of critical infrastructure to better understand both risk and the assets available during response and recovery and inform development of supply chain management strategies.
- Require that (critical infrastructure) emergency management planning documentation be developed into two parts:
 - Information such as risks to critical infrastructure, risks caused by the critical infrastructure, general operating procedures, consequence of loss, estimated restoration timelines, anticipated resource requirements, and primary contact information; and,
 - Sensitive information that exposes vulnerabilities and any additional details within the plan such as additional staff contact information, internal procedures, etc.
 - Require that Part 1 be provided to the Province, and/or made available upon request to Local Authorities, First Nations, and/or the public.
 - Require critical infrastructure operators to conduct mandatory exercises for specific assets as designated by the Province through regulation or policy; and, require critical infrastructure operators to invite provincial regulators and emergency management authorities, as well as local participants such as Local Authorities, First Nations, and local organizations, to the mandatory exercises.

RDBN Comments

Who is responsible for the compilation and maintenance of the HRVA and critical infrastructure data? How will emergency planning bodies access these registries and data bases? What measures will be taken to ensure security of confidential information? How will the Province ensure federally legislated bodies such as CN Rail provide information to Local Authorities and First Nations *as well as the Province* regarding risks and emergency plans associated with critical infrastructure?

Exercises are valuable opportunities to test emergency plans, but participating in exercises mandated for every critical infrastructure operator add to capacity and resource issues.

Discussion Paper Information

- Ability for Minister to prescribe by regulation a new 'Local Authority'. This could include a Treaty First Nation whose Final Agreement defines it as a Local Authority, an appropriate body within the Stikine, or a group of willing First Nations, municipalities, and/or electoral areas that wish to form a unified Local Authority for the purposes of undertaking some or all emergency management functions.

RDBN Comments

Some areas of the Province do not have a Local Authority. How does the Province plan to provide emergency services to these communities? Will it be required of neighbouring regions? If so, who will provide funding, resources, and support to those regions?

If a new Local Authority is established within an existing Local Authority, how will that Local Authority be affected? Who will provide funding and resources to the new Local Authority?

Discussion Paper Information

- Establish a comprehensive list of requirements including: hazard, risk, vulnerability assessment; mitigation plans; response; recovery; business continuity plans; training; exercising; and a review cycle.
- Through regulation, provide detailed program and plan content requirements.
- Enable EMBC to audit emergency management plans, audit results would be shared with the planning body and made public.

RDBN Comments

Will EMBC be directing Local Authority Emergency Plan amendments? Will results of the audit be shared with the planning body prior to being made public?

Discussion Paper Information

- The current EPA includes a provision that creates an offence for any contravention of the Act or its regulations or for interference with the exercise of powers or performance of duties under the act. The penalty for committing an offence is imprisonment for not more than one year or a fine of not more than \$10,000, or both. As part of modernizing the act, consideration will be given to what additional compliance and enforcement provisions may be appropriate.

RDBN Comments

Considering capacity and resource deficiencies, how long will planning bodies be given to achieve compliance? What would constitute an offence for a contravention of the Act and who specifically would be penalized?

Discussion Paper Information

Volunteers

- Clearly define different types of volunteers.
 - Registered Volunteers
 - Convergent volunteers – not registered
 - Service Providers

RDBN Comments

Defining different types of volunteers accords registered volunteers more stable employment protection, but it creates difficulty during an event. Many convergent volunteers have specialized skills and have more knowledge than registered volunteers. Local Authorities require the ability to place all volunteers into the appropriate emergency role, regardless of their type.

Discussion Paper Information

- Establish job-protected leaves for volunteers with specialized skill sets.

RDBN Comments

In addition to job-protected leaves, consideration should be given volunteers critical to emergency response who provide specialized services and significant time commitments during an emergency event. Search and Rescue and ESS volunteers who provide services during response should be remunerated in a paid on-call manner similar to payment for many Volunteer Fire Fighters.

Discussion Paper Information

- Require Local Authorities or a BC agency requesting a registered volunteer to:
 - Document their original request for the volunteer
 - Confirm the duration of the deployment
 - Confirm that the volunteer was in fact present for the emergency response
 - Make this documentation available on the request of the employer
- Provide a process by which an employer could dispute the ongoing deployment of the employee in a volunteer capacity with the responsible Local Authority or agency because the employee is critical to business continuity or other hardship.

RDBN Comments

This will require additional resources during an emergency event? Will additional resources be available to Local Authorities?

How will a dispute process affect Local Authorities during an event? What recourse will employers have? Can a claim be made against the Local Authority in a court of law?

Response Issues Not Addressed in Discussion Paper

Impacted and Host Communities

During the 2017 and 2018 wildfire and flood emergency events, emergency response activities extended over long periods of time. Staff at Local Authorities responding to the events and Host Communities supporting evacuees worked long hours in stressful environments. At the conclusion of these emergency events, many staff faced an overwhelming backlog of work. Staff retention and attraction of qualified personnel is a consistent issue for communities impacted by severe events; many are still working in catch-up mode. How will the Province enact ‘All-of-Society’ strategies to address these issues, and what financial supports will be available?

Provincial Ministries

Given the adoption of the Sendai Framework’s All-of-Society Approach by the Province, during a wildfire event will Provincial Ministries, Crown corporations and agencies such as BCWS, MOTI, MOC, work with local authorities, First Nations, and infrastructure

owners, during a response to determine the assets at risk and make response decisions collectively?

RCMP

How will the new Act enforce the RCMP’s responsibility to execute orders and provide security of an evacuation area during an emergency response?

Stay and Defend

In recent years ranchers, farmers and property owners have elected to stay in an evacuation order area to defend their property. The RDBN brought forward UBCM Resolution B101 Stay and Defend Policy asking the Province to provide guidance in the form of policies and best practices for Local Authorities. What steps is the Province taking to address this resolution?

Summary

In general, the RDBN supports the policy shifts proposed in the Discussion Paper. We are prepared to put in the hard work required to build a strong, resilient community for the people who live and work in the Regional District of Bulkley-Nechako.

The Province has made the commitment to adopt the Sendai Framework and modernize the emergency legislation. How will the Province support its obligation to ensure local authorities obtain the resources required to meet the expectations of the new legislation?

We look forward to your response to our concerns.

Sincerely,

Gerry Thiessen

Chair



MODERNIZING BC'S EMERGENCY MANAGEMENT LEGISLATION



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Minister's Message

When our government came into office, the province was in a provincial state of emergency. That time is still very vivid for me because of how widespread the impacts were. 2017 and 2018 were two of the worst flood and wildfire seasons this province has ever seen. Tens of thousands of people were evacuated from their homes. Cities, towns and villages were affected in every corner of the province. Transportation routes were shut down, and some communities were cut off completely, with remote and First Nations communities disproportionately affected by these events.

Business as usual just isn't enough anymore. We need to do more than just learn from these experiences – we must use them to drive real change in the way we manage emergencies. We're taking the lessons learned from the Abbott-Chapman Report, the report by the Tsilhqot'in National Government on the 2017 wildfires, and numerous after-action reports and bringing them into the way we do business.

The Government of Canada has embraced the United Nations' Sendai framework, which is an internationally-acknowledged approach to emergency management disaster risk reduction. British Columbia is the first province to officially adopt the Framework, and our way forward will

reflect these international best practices. We're developing new relationships with indigenous communities as emergency management partners, and we're finding ways to better support and provide protections to the thousands of volunteers BC's emergency system relies on every year for things like ground search and rescue, emergency support services, and evacuation centres. Many community partners – such as Prince George, Kamloops and Tk'emlúps First Nation – have worked hard to support evacuees from around the province during times of crisis.

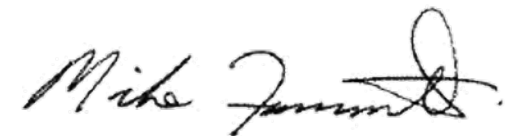
All these critical shifts are reflected as we work to bring the Emergency Program Act in line with today's changing needs and realities. As BC's primary piece of legislation for emergency management, this act is the backbone of what we do, and it needs to be updated to reflect what we know, what we've learned, and how we must work together going forward.

Through this discussion paper, we hope to hear diverse views and get insights from all levels of government, Indigenous communities, partners and stakeholders. We want to know your views on how to modernize our emergency management approach to help mitigate risk, ensure we are better prepared, and strengthen our response efforts to

more effectively recover from the psycho-social, financial and economic impacts of disasters.

The feedback will help government move forward with a clear legislative direction – one that reflects the challenges, needs and thoughts of communities, partners and stakeholders – when a modernized act is introduced in the fall 2020 legislative session.

Our government recognizes that the environment is changing in ways that will challenge all of us, and we're working towards a goal of a more resilient province. While many changes have already been made we also need the best legislative foundation to build on. I hope you take the time to provide your thoughts, input and suggestions into this legislative change, so we can move forward together to protect our communities.



Honourable Mike Farnworth

Minister of Public Safety and Solicitor General

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Introduction

British Columbia's **Emergency Program Act (EPA)**, which was passed in 1993, has its roots in Canada's **War Measures Act**, particularly the declaration of states of emergency and the powers available to the provincial government and Local Authorities through those declarations. The EPA has guided the province through events such as the Kelowna interface fires in 2003, the Johnson's Landing landslide in 2012, and the Grand Forks flooding in 2018.

However, several factors are driving the need to modernize our approach to emergency management:

- BC's geography, geology and climate present diverse and complex hazards such as earthquakes, wildfires, flooding, and severe weather events (e.g., ice, snow and windstorms);
- Driven by climate change, natural disasters are increasing in frequency and severity, making it imperative for governments, businesses, non-profit organizations, citizens and visitors to be prepared and ready;
- Emergencies have devastating impacts – often long-lasting – on citizens, visitors, communities, businesses, and critical infrastructure. During the 2017 wildfires, over 65,000 people were evacuated and over 200 homes were lost;
- Responding to and recovering from these events takes a financial toll on governments, businesses, and individuals. From 2009 to 2018, the BC provincial government spent over \$3.3 billion under the EPA and the **Wildfire Act**. \$1.6 billion of this was spent on flood and wildfire response and recovery in 2017 and 2018 alone;
- Indigenous communities are often disproportionately impacted by emergencies, due to their relatively remote locations, lack of access to services, and reliance on natural ecosystems;
- The needs of our most vulnerable citizens are not always sufficiently considered; and
- The recent unprecedented flood and wildfire seasons surfaced a number of gaps in the current legislation; applying the lessons learned from those events will ensure that BC continues to be resilient in the face of disasters and remains a recognized leader in emergency management.



2003: The Okanagan Mountain Park wildfire in Kelowna burned over 25,900 hectares and over 33,000 people were forced to evacuate.



2012: A landslide severely impacted the community of Johnsons Landing, causing four deaths and completely destroying four homes.



2018: Severe flooding occurred in and around the city of Grand Forks, damaging more than 400 homes and 100 businesses.



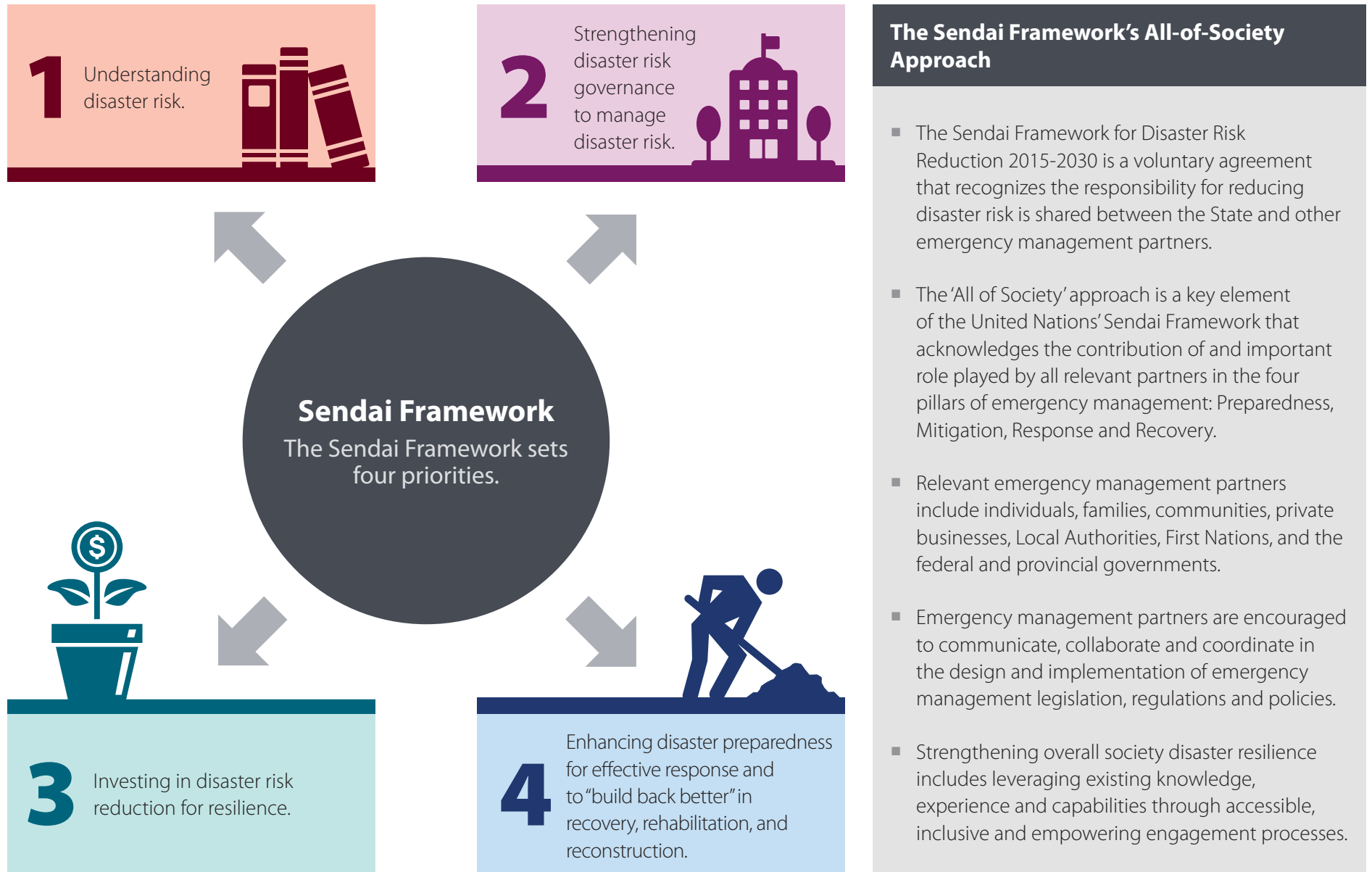
Adopting the Sendai Framework

While the EPA itself hasn't changed significantly since 1993, BC's approach to emergency management has evolved. Practices, policies and processes have been strengthened in response to after-action reviews and more substantial reviews such as the 2014 Renteria Report on Earthquake Preparedness, the Auditor General's 2018 report on Managing Climate Change Risks, the Abbott-Chapman report on the 2017 wildfire and flood season, the Tsilhqot'in National Government report *The Fires Awakened Us*, and the Nadleh Whut'en report *Trial by Fire*. Local Authorities and First Nations have entered into a number of innovative and collaborative arrangements to plan, prepare for, and respond to emergencies. Provincial agencies such as Emergency Management BC (EMBC) and the BC Wildfire Service have improved their communications protocols and adopted a more inclusive approach, including respect for Indigenous knowledge and culture.

In Canada, provincial and territorial governments have primary responsibility for emergency management. In an emergency, the first response is almost always by the Local Authority or at the provincial or territorial level because most emergencies occur at a local or regional scale. If a provincial or territorial government requires resources beyond its capacity, the federal government will provide assistance. Canada is responsible for reserve lands, and this responsibility is delegated to the Minister of Indigenous Services. Indigenous Services Canada supports emergency mitigation, preparedness, response and recovery on-reserve, and has a service agreement with Emergency Management BC to ensure that First Nations have access to the provincial emergency management system.

But with increasing pressure on emergency management organizations, businesses and individual citizens, it is time to take a serious

look at our approach. In 2015, in response to the challenges faced by jurisdictions around the world, the United Nations developed the Sendai Framework for Disaster Risk Reduction (Sendai Framework). The Sendai Framework has been adopted by 187 countries, including Canada. In October 2018, BC became the first province to adopt it. The Sendai Framework marks a shift from focusing on emergency preparedness and response to recognizing that risk identification and mitigation are key to managing hazards and reducing the impact of events. It aims for substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries and calls for **all of society** to share responsibility for reducing disaster risk. Modernizing our legislation is one of the first key steps to implement the Sendai Framework.



The Four Recovery Sectors:



People & Communities

- Physical, mental, and social wellbeing
- Health and safety
- Mental health
- Community psycho-social, emotional, cultural, and spiritual wellbeing
- Interim housing



Infrastructure

- Private and public physical infrastructure
- Critical infrastructure such as utilities, communication networks, roads and bridges, and transportation
- Residential and commercial buildings
- Infrastructure planning



Environment

- Land degradation and contamination
- Biodiversity and ecosystem impacts
- Natural resource damage and loss



Economy

- Small, medium, and large enterprise
- Tourism
- Cultural livelihood
- Agriculture
- Broader economy

Interim Disaster Recovery Framework

Given the recovery challenges in 2017 and 2018, it was recognized that a new approach was needed in advance of developing new emergency management legislation. In May 2019, BC developed an Interim Disaster Recovery Framework for the 2019 and 2020 flood and wildfire seasons, establishing a strategic approach and clear roles and responsibilities, ensuring accountability, and providing overall guidance to recovery operations.

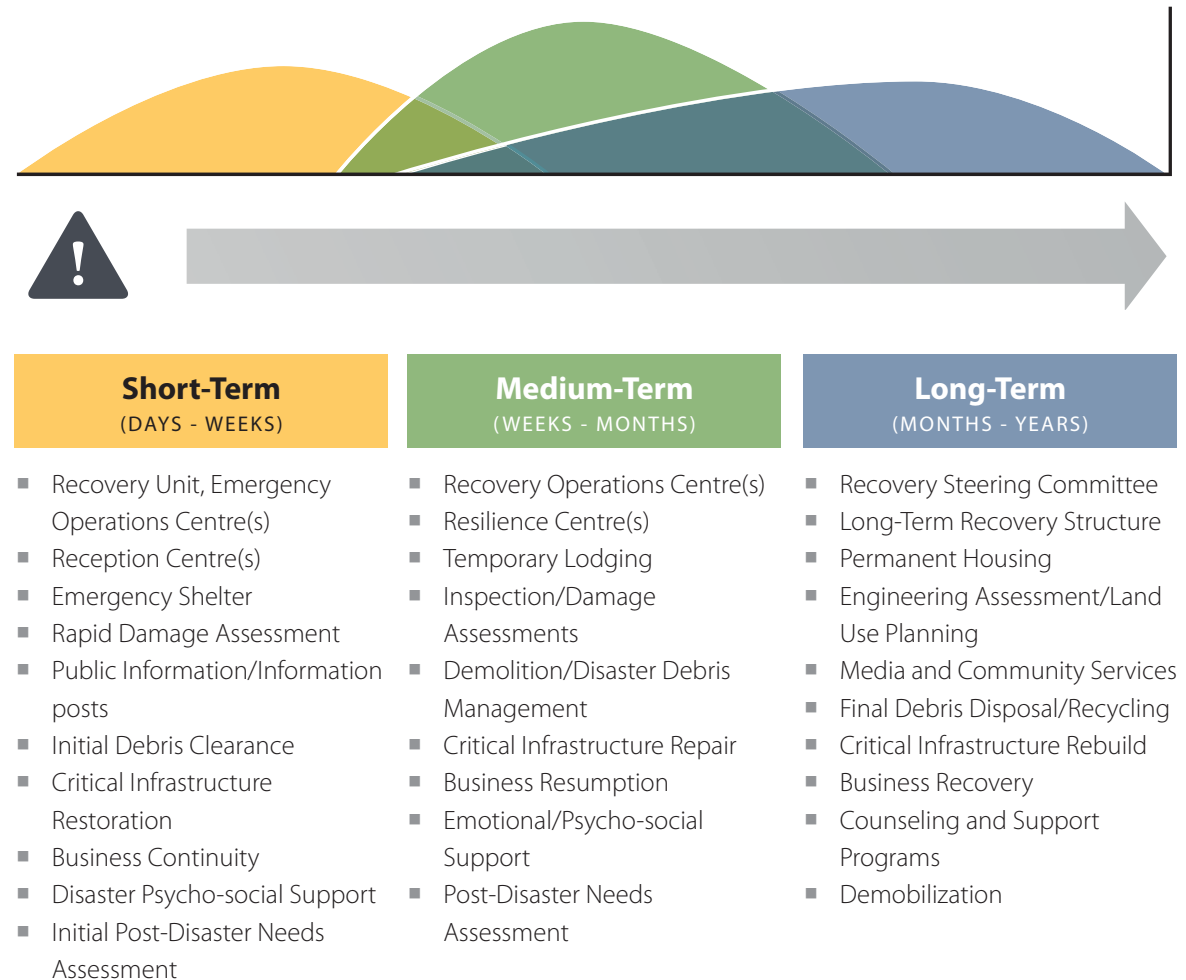
The interim framework organizes recovery by four sectors: People and Communities, Environment, Economy, and Infrastructure, each of which has an Assistant Deputy Minister responsible for overseeing the sector's recovery strategies and ensuring inclusivity and coordination with partners. It leverages existing operational and governance structures at the local, regional, and provincial levels. Similar to response operations, the Ministers' and Deputies' Emergency Council can be convened to ensure a coordinated provincial approach for significant recovery events such as the Telegraph Creek wildfires and Grand Forks flooding. The interim framework will need to be reassessed and finalized once the emergency management legislation is revised.

The Three Stages of Recovery:

Recovery consists of three stages – short-medium- and long-term – and works towards minimizing future damage to communities and the environment.

The interim framework recognizes that there isn't a clear dividing line between response and recovery and that the earlier recovery efforts are initiated during response, the more effective those efforts will be. Recovery can take months or even years, particularly if additional events produce cumulative impacts.

BC's emergency management system is a true partnership, including federal, provincial, local and First Nations governments; critical infrastructure operators; thousands of volunteers; businesses; and people. This discussion paper outlines the key proposed attributes of a new emergency management Act, focusing on what would be new or different. Some of the proposed provisions will be supported by regulations to spell out requirements in more detail. We invite all British Columbians, stakeholders and emergency management partners, to tell us what they think about the proposals outlined in this paper to help us shape the new legislation and supporting regulations.





A Four Pillars Approach to Emergency Management

Emergency management is a universal term for the systems and processes used for preventing or reducing the impacts of emergencies on communities. Emergency management is conceptualized in four phases:

- mitigation;
- preparedness;
- response; and
- recovery.

This approach is an internationally recognized system for defining and understanding different aspects of emergency management and is integral to the systems and processes used in BC to minimize exposure and vulnerability to hazards, prepare for and manage emergencies, and rebuild afterwards.

While the EPA is strong on the preparedness and response pillars, there are significant gaps when it comes to mitigation (pre-emergency activities) and recovery (post-event activities). The new Act will encompass all four pillars of emergency management, specifying the obligations of emergency management partners in each area.

Reconciliation

The Province of British Columbia has committed to full implementation of the United Nations Declaration on the Rights of Indigenous Peoples (the Declaration), the Truth and Reconciliation Commission's (TRC) Calls to Action and the principles articulated in the Supreme Court of Canada's *Tsilhqot'in* decision, and to reviewing its policies, programs and laws to bring these commitments into action.

Modernizing BC's emergency management legislation presents an opportunity to re-examine how the provincial government, Canada, Local Authorities and critical infrastructure operators work with First Nations on wildfire, flooding and other emergencies, and improve recognition of First Nations as partners in emergency management.

Long-standing, traditional knowledge about the land and natural forces has been handed down through generations since time immemorial—these stories and oral traditions are a rich and valuable source of knowledge that can complement scientific data and modern approaches to emergency management. For example, Indigenous prescribed burning practices

were done in the past to reduce fuel loads, remove disease, and cleanse the land. Reduction in these practices over time has increased fire risk, but acknowledgement of the value of these traditions, and a renewed focus on practice, is being revitalized in BC.

Indigenous Nations and peoples have their own laws, governments, political structures, social orders, territories and rights inherited from their ancestors. Recognition of Indigenous peoples as emergency management decision-makers based on their inherent rights of self-government and self-determination will advance government's reconciliation efforts, facilitate a coordinated response to emergencies, and help create more predictability for other users of the land.

On October 24, 2019, BC introduced legislation that creates a framework for reconciliation in BC. The legislation will mandate government to bring provincial laws into alignment with the Declaration over time. This reconciliation legislation will also seek to create more flexibility for the legal status of Indigenous governments in BC, and to create opportunities for decision-making for Indigenous governments.

What Have We Done? What's Next?

In January 2016, EMBC issued a discussion paper outlining potential changes to the EPA. EMBC hosted a 15-week online consultation forum to allow an opportunity for the public, partners and stakeholders to submit input. EMBC received over 70 submissions from stakeholders, as well as comments from forum participants. With the 2017 provincial election and the scale of emergency events in both 2017 and 2018, work on the EPA was paused. The Province is now proceeding with a more comprehensive approach to prepare an entirely new Act that will replace the EPA. The feedback that was provided

in 2016 has been considered in developing the proposals outlined in this discussion paper.

Keeping in mind that emergency management is a shared responsibility, EMBC had extensive discussions to inform the development of the proposals in this discussion paper. EMBC staff met with every provincial ministry, consulted with staff from Public Safety Canada and Indigenous Services Canada, briefed numerous groups, engaged with key partners such as the Union of BC Municipalities (UBCM), the First Nations Leadership Council, the

First Nations Health Authority (FNHA), and the First Nations Emergency Services Society (FNESS), and conducted an all-day session with Indigenous emergency management champions.

The proposals in this discussion paper have been informed by experience, research into other leading jurisdictions, and the voices of emergency management partners. Over the next three months, engagement will broaden, welcoming input and dialogue from partners, stakeholders, and the public.

The Path to Modernization:





DESIGN PRINCIPLES FOR MODERNIZATION

Seven design principles are guiding development of BC's modernized emergency management legislation. The design principles reflect the key strategic shifts that underpin a more modern approach to emergency management in BC.



A Four-Pillar Approach

The Act will encompass all stages of emergency management: mitigation, preparedness, response, and recovery.



Shifting How We Think

The Act will reflect a shift from disaster response to managing and reducing disaster risk.



An All-of-Society Approach

Emergency management is a shared responsibility: individuals, governments, communities, private and non-profit sectors.



Putting Safety First

Protection of life, health, and safety is paramount.



Transparent Decisions

Decisions made under the Act and regulations will be transparent.



A Funding Mechanism that Works

Responsive, flexible and disciplined funding mechanisms.



Focus on Inclusion

The Act will be inclusive and will consider the needs of vulnerable citizens.



KEY DEFINITIONS

The starting point for discussion about modernizing BC's emergency management legislation is the key definitions that will underpin the new Act. The following definitions are proposed.



Emergency

The definition of emergency is essential to emergency management legislation. In the current EPA, the term gives meaning to other important concepts such as emergency plans and measures, and states of emergency.

It is proposed to define "emergency" as:

A present or imminent event or circumstance that:

- (a) Is caused by accident, fire, explosion, technical failure or a force of nature; and
- (b) Requires prompt coordination of action or special regulation of persons or property to protect the health safety or well-being of a person or community or to limit the damage to property, significant Indigenous cultural sites or the environment; or
- (c) Any other situation prescribed by the Lieutenant Governor in Council.

The proposed definition adds damage to "significant Indigenous cultural sites or the environment". The former has been raised in a number of after-action reviews, while the latter has been adopted by a number of other provinces. The proposed definition also adds a new provision that would allow the provincial government to declare through an order-in-council that an event constitutes an emergency. Examples could include events with significant impacts on human health (such as foreign animal disease outbreaks or pandemics) or economic crises. This would give Cabinet the ability to direct EMBC into action if deemed necessary.



Local Authority

Local Authorities are defined in the EPA as:

- (a) For a municipality, the municipal council;
- (b) For an electoral area in a regional district, the board of the regional district; or
- (c) For a national park, the park superintendent.

There are additional circumstances under which it may be appropriate to designate an entity as a Local Authority:

- Under the terms of modern treaties, Treaty First Nations are considered Local Authorities under the EPA; however, there is no reference in the legislation itself to Treaty First Nations;
- The Stikine region is the only area of BC where there is no Local Authority; and,
- Many regions of the province have initiated collaborative emergency management partnerships across multiple municipalities or within an entire regional district (for example, through the Integrated Partnership for Regional Emergency Management in Metro Vancouver and the Regional Emergency Management Partnership in the Capital Regional District).

It is therefore proposed to:

Add the ability for the Minister to prescribe by regulation a new “Local Authority”. This could include a Treaty First Nation whose Final Agreement defines it as a Local Authority, an appropriate body within the Stikine, or a group of willing First Nations, municipalities and/or electoral areas that wish to form a unified Local Authority for the purposes of undertaking some or all emergency management functions.





KEY DEFINITIONS: *The Four Pillars of Emergency Management*



1. Mitigation

In keeping with the Sendai Framework, and with a view to future risk associated with climate change, mitigation will be built into the new Act in order to:

- Enhance information about hazards, risks and vulnerabilities;
- Improve integration and hazard and risk information flow between communities, ministries, Crown corporations, and critical infrastructure operators;
- Mandate greater consideration of current and future risk when considering development in hazardous areas; and,
- Build resiliency and social cohesion of communities.

It is proposed to define “mitigation” as:

The phase of emergency management in which proactive steps are taken to prevent a hazardous event from occurring by eliminating the hazard, or to reduce the severity or potential impact of such an event before it occurs. Mitigation protects lives, property, cultural sites, and the environment, and reduces vulnerabilities to emergencies and economic and social disruption.



2. Preparedness

Building on the strong preparedness and planning requirements in the EPA, modernized emergency management legislation will:

- Establish clear and expanded emergency management responsibilities for key partners;
- Improve integration and information flow between ministries, Crown corporations, Local Authorities, First Nations, and critical infrastructure operators; and,
- Enhance emergency plan quality including more rigour on risk assessment, mitigation and recovery.

It is proposed to define “preparedness” as:

The phase of emergency management during which action is taken to ensure readiness to undertake emergency response and recovery. It includes, but is not limited to, hazard, risk, and vulnerability assessment, planning, resource planning, volunteer management, training, exercises, public/stakeholder education, and continuous improvement.



3. Response

Building on the response provisions in the EPA, modernized emergency management legislation will:

- Allow for setting standards for emergency public notifications and warnings to ensure clear responsibilities, timeliness, and accuracy;
- Enable the Province to enter into aid agreements with other jurisdictions (for example, to provide emergency management and other accredited professionals to assist during a catastrophic event); and,
- Clarify distinct powers for both the Province and Local Authorities during states of emergency, and the duration of states of emergency.

It is proposed to define “response” as:

The phase of emergency management during which actions are taken in direct response to an imminent or occurring emergency in order to prevent, limit and manage impacts. Response includes the initiation of plans and actions to support recovery and may include deployment of registered volunteer resources.



4. Recovery

The Sendai Framework includes the concept of “building back better” during recovery from events to reduce future risk and enhance resilience. A 2018 report prepared under the auspices of the World Bank expands this concept:

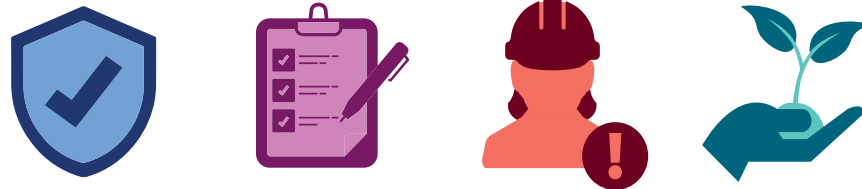
- Building back **stronger** refers to reconstructing buildings and infrastructure to ensure the built environment is better able to withstand future emergencies;
- Building back **faster** reduces disaster impacts by accelerating reconstruction through measures such as contingent reconstruction plans, pre-approved contracts, and financial arrangements; and,
- Building back **more inclusively** ensures that the most disproportionately impacted can access the support they need to rebuild. In the absence of such support, they are the most likely to experience the long-term consequences caused by health issues and disability, loss of schooling and education, or simply the inability to save or borrow to rebuild or replace lost assets.

With this in mind, modernized emergency management legislation will:

- Ensure Local Authorities, ministries, Crown corporations, First Nations, and critical infrastructure operators are prepared to recover from emergency events; and,
- Give Local Authorities and ministries the tools and powers required to build back stronger, faster, and inclusively.

It is proposed to define “recovery” as:

The phase of emergency management during which action is taken to re-establish social, cultural, physical, economic, personal and community well-being through inclusive measures that reduce vulnerability to emergencies, while enhancing sustainability and resilience. It includes taking steps to repair a community impacted by an emergency and restore conditions to a level that could withstand a potential future event or, when feasible, improve them to increase resilience in individuals, families, organizations, and communities.



Stepping Up & Sharing Responsibility

A Blueprint for 21st Century Emergency Management

While the provincial government has a leadership role in emergency management, fully committing to the Sendai Framework means that responsibility is shared with other partners including Local Authorities, First Nations, critical infrastructure operators, the private sector, industry, non-governmental organizations (NGOs), citizens and volunteers. We recognize that many of these proposals would impose additional obligations on emergency management partners, which will raise issues of capacity and resources and will require time to develop and implement new approaches. The Province is committed to work with emergency management partners to ensure the necessary supports are in place so that the proposed new framework can be delivered.

This section outlines the key proposed changes for BC's emergency management partners that would be incorporated in a modernized Act.

Minister Responsible for Emergency Management

Under the EPA, the Minister has a number of duties and powers, including preparing emergency plans, entering into agreements, conducting public information, training and exercising programs, and reviewing and recommending modifications to Local Authorities' plans. The Minister may declare a provincial state of emergency (PSOE) and must approve extensions to states of local emergency (SOLEs).

States of Emergency



The provisions in the EPA dealing with states of emergency have their roots in Canada's War Measures Act. A **state of emergency** is an extraordinary measure that provides powerful tools to provincial and/or local governments that curtail rights and freedoms.

SOLE Durations

Currently, SOLEs are initially established at seven days and may be extended for further seven-day periods; the Minister's approval is required for extensions. Experience has shown that SOLEs are frequently renewed, often repeatedly, to deal with high-impact events.



It is proposed that:

- The duration of a SOLE be set at 14 days, with extensions of 14 days at a time approved by the Minister or designate. Extensions may include changes to the geographical scope of the SOLE.

PSOE Durations

Currently, PSOEes are initially established at 14 days and may be extended for further 14-day periods, with approval of the Lieutenant Governor in Council (LGIC).



It is proposed that:

- The duration of a PSOE be set at a maximum of 28 days, with extensions of 28 days at a time approved by the LGIC. Extensions may include changes to the geographical scope of the PSOE.



Powers Available During PSOEs & SOLEs

The EPA sets out the powers available to the Minister during a provincial state of emergency (s. 10(1)) and to a Local Authority for a local state of emergency (s. 13(1)). ***In order to ensure an appropriate suite of powers is in place during states of emergency, the following is proposed.***



It is proposed to:

- Clearly set out the powers available to the Minister and to Local Authorities, respectively, by listing these powers;
- Clarify that the Minister and Local Authorities may do all acts and implement all procedures necessary to mitigate, prepare for, respond to or recover from the effects of an emergency.

Continued use of a SOLE

Experience in 2017 and 2018 showed that continued use of a SOLE is not an appropriate tool as communities transition from response to recovery. ***To support Local Authorities to transition from reliance on SOLEs to their regular decision-making processes, the following is proposed.***



It is proposed to:

- Introduce a new provision to allow the Minister to grant a Local Authority the use of specific powers for a “transition period” between response and recovery of up to 90 days. A Local Authority would make an application to the Minister, citing what powers are required and demonstrating that they are in the public interest; necessary or desirable to ensure a timely and effective recovery; and proportionate in the circumstances. The Minister could approve multiple extensions, for up to 90 days each. Local Authorities would be required to report publicly on their use of the transition powers.

Powers During Catastrophic Events

Careful consideration was given to whether an additional suite of powers should be available to the Minister for a catastrophic event such as a subduction earthquake. The existing powers under the EPA, specifically section 10(1) and section 26, are extremely powerful. ***Minor amendments are proposed to clarify how these powers apply during a catastrophic event.***



It is proposed that:

- **S. 10(1)** would clarify that for the duration of a provincial state of emergency, the Minister may do all acts and implement all procedures considered necessary to mitigate, prepare for, respond to or recover from the effects of an emergency; and,
- **S. 26** would clarify that unless otherwise provided for in a declaration of a state of emergency, if there is a conflict between the emergency management Act, the regulations, orders, or authorized actions made under the Act, and the regulations, orders, or authorized actions under other Acts, the emergency management Act and its regulations, orders, or authorized actions prevail.



Entering Into Agreements



Accessing Support

The Minister currently has the authority to “enter into agreements with the government of Canada or any other province, or with any agency of such a government, dealing with emergency plans and programs.” ***In order to ensure that BC can quickly and effectively access support from other jurisdictions as and when needed, the following is proposed.***



It is proposed to:

- Clarify that the Minister can enter into agreements with international jurisdictions. Agreements could include arrangements with one or more other jurisdictions to share resources in relation to emergency management.

Partnerships with First Nations

A number of First Nations have entered into emergency management agreements with the Province and/or local governments. For example, in 2018 the Central Coast Regional Emergency Management Partnership Memorandum of Understanding was signed between the Nuxalk Nation, Central Coast Regional District, and EMBC. In April 2019, a tripartite agreement was signed by Canada, BC and the First Nations Leadership Council to establish a formal relationship to hold collaborative, constructive and regular dialogue on emergency management issues. ***In order to facilitate partnerships with First Nations, the following is proposed.***

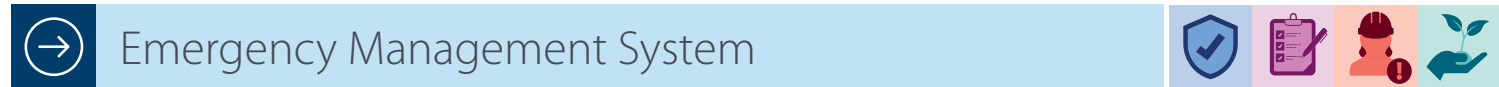


It is proposed to:

- Provide clear authority for the Minister and for Local Authorities to enter into emergency management agreements with First Nations. Agreements could address issues such as collaborative hazard and risk assessment and/or planning; delivery of emergency management services or programs; and/or joint recovery activities.

Enhancing Confidence in the Emergency Management System

BC is already a recognized leader in emergency management. Modernizing our legislative framework underscores our commitment to continuous improvement and will enshrine in legislation many of the best practices that are already commonplace in our province. That said, it is also important for the public to have confidence in our emergency management regime. To that end, we are proposing measures to enhance transparency and quality assurance.



Transparency

To increase transparency around risk, and coordination and consolidation of risk assessments and hazards across the province, the following is proposed.



It is proposed to:

- Establish a legislative requirement for the Province to centrally house and provide transparent data on hazard, risk and vulnerability assessments, or mitigation planning documents which are conducted or prepared by other bodies (provincial ministries, Crown corporations and agencies; Local Authorities; and critical infrastructure operators).

Quality Assurance

To provide quality assurance of emergency management plans prepared by other bodies, the following is proposed.



It is proposed to:

- Require provincial ministries, Crown corporations and agencies, Local Authorities, and critical infrastructure owners/operators to register their emergency management plans with EMBC; and
- Enable EMBC to audit emergency management plans. In the spirit of continuous improvement, audit results would be shared with the planning body and made public.

Provincial Ministries, Crown Corporations & Agencies

Provincial government bodies must lead by example to adopt a four-pillar approach to emergency management and increase confidence in the quality of emergency plans. This includes expanding the public sector entities required by law to do emergency planning. Under the EPA, all ministries and certain Crown corporations are required to prepare emergency plans to be followed in the event of an emergency or disaster. These plans can be divided into two categories: business continuity plans, which focus on the continuity of services, and emergency management plans. Content requirements for business continuity plans are identified in policy, not in regulation. The Emergency Management Program Regulation delegates responsibilities for some hazard-specific planning to some ministries but there is otherwise little direction on what content should be included in ministry emergency management plans. Currently, ministries are not obligated to include risk mitigation or recovery within their plans. The following table shows key hazards and the primary provincial ministries responsible for provincial level activities to provide expertise and direct support to Local Authorities in managing an incident.

Ministry Hazard Responsibilities (1/3)

HAZARD GROUP	HAZARD	MINISTRY
Accidents	Air crashes	Public Safety & Solicitor General
	Marine accidents	
	Motor vehicle crashes	
Atmosphere	Snowstorms	Emergency Management BC
	Blizzards	
	Ice storms	
	Fog	
	Hailstorms	
	Lightning	
	Hurricanes	
	Tornadoes	
	Heat waves	
Dam Failure	Dam failure (includes foundations and abutments)	Forests, Lands, Natural Resource Operations & Rural Development
Disease & Epidemics	Human diseases	Health
	Animal diseases	Agriculture
	Plant diseases	
	Pest infestations	

Ministry Hazard Responsibilities (2/3)

HAZARD GROUP	HAZARD	MINISTRY
Explosions & Emissions	Gas and gas leaks (pipeline)	Environment
	Gas and gas leaks (gas wells)	Energy, Mines & Petroleum Resources
	Mine	
	Other explosions	Municipal Affairs & Housing
Fire (Urban & Rural)	Fire (urban and rural — excludes interface fire)	Emergency Management BC; Forests, Lands, Natural Resources & Rural Development
Geological	Avalanches: highways/other	Transportation & Infrastructure; Emergency Management BC
	Debris avalanches and debris flows	Forests, Lands, Natural Resources & Rural Development
	Submarine slides	
	Landslides: highways/other	Transportation & Infrastructure; Emergency Management BC
	Land subsidence	Energy, Mines & Petroleum Resources
Hazardous Materials	Hazardous spills (on site or transport routes)	Environment
	Radiation	Health
	Infectious materials	
Hydrologic	Drought	Forests, Lands, Natural Resources & Rural Development
	Flooding	
	Erosion and accretion	Environment
	Ice jams	Transportation & Infrastructure

Ministry Hazard Responsibilities (3/3)

HAZARD GROUP	HAZARD	MINISTRY
Power Outage	Electrical power outage	Emergency Management BC
Riots	Riots & public disorder	Public Safety & Solicitor General
Seismic	Ground motion effects	Emergency Management BC
	Tsunamis	
Space Object	Space object crash	Emergency Management BC
Structural	Structural collapse	Emergency Management BC
Terrorism	Terrorism (hostile act against state)	Public Safety & Solicitor General
Volcanic	Ash falls	Emergency Management BC
	Pyroclastic flows	
	Lava flows	
	Mudflows	
Wildfire	Wildfire (includes interface fire)	Forests, Lands, Natural Resource Operations & Rural Development



Preparedness for Provincial Ministries, Crown Corporations & Agencies

Business Continuity Plans

To ensure transparency, consistency, quality, and oversight and to enhance information sharing of business continuity plans, the following is proposed.



It is proposed to:

- Require all ministries, Crown corporations, and agencies to have programs and plans to deal with the continuity of services. This could include school districts, universities, colleges, health authorities, and others;
- Enable the prescription (in regulation) of standards for plan content, process, training, exercising and review; and
- Establish a mechanism to enable EMBC to collect, review, and audit business continuity plans.

Emergency Management Plans

To ensure transparency, consistency, quality, and oversight and enhance information sharing of emergency management plans, the following is proposed.



It is proposed to:

- Require ministries, Crown Corporations, agencies and other public sector entities to develop emergency plans, participate in the development of integrated plans for which they are not the lead, and perform hazard, risk and vulnerability assessment, mitigation, preparedness, response, and recovery duties as assigned by the Minister. This could include school districts, universities, colleges, health authorities, and others;
- Enable the prescription (in regulation) of specific roles and responsibilities for mitigation, preparedness, response, and recovery, plan content, process, training, exercising and review; and
- Establish a provincial obligation to provide hazard data and coordinate with Local Authorities and First Nations as available and requested.

Continuity After Catastrophe

To ensure continuity of government operations following a catastrophic event such as a damaging earthquake, the following is proposed.



It is proposed to:

- Require the Province to develop continuity of government plans that ensure the continued operation of the executive, judicial, and legislative arms of government.

Local Authorities

Under the EPA, Local Authorities include municipal councils and regional district boards. Successful emergency management must be driven by, and responsive to, local communities. Local Authorities therefore have a vital role in emergency management at the community and regional level, as they are responsible for preparing and implementing emergency plans. However, events in 2017 and 2018 highlighted the importance of strengthening both up-front risk mitigation and post-event recovery. A modernized approach to emergency management can increase community resiliency by:

- Increasing the specificity of emergency planning requirements, including obligations to identify hazards, vulnerabilities, and risk and implement risk reduction measures;
- Enhancing community consultation and coordination;
- Empowering new and existing partnerships; and
- Providing a new “transition period” to enable a more seamless transition from response to recovery by allowing specific powers to continue for a longer period of time while providing public accountability on the use of the powers.



Mitigation for Local Authorities

Building & Development

Risk reduction starts with making sound decisions about where and how to build. To facilitate risk-based decision-making about building and development in hazardous areas, the following is proposed.



It is proposed to:

- Require Local Authorities, and the Province (through the Ministry of Transportation and Infrastructure’s subdivision approval authority in unincorporated areas) to give greater consideration of current and future risk for new development approvals in hazardous areas; and,
- Require sustainable long-term mitigation measures when building and development is approved in hazardous areas.

Hazard & Risk Identification

To enhance the capacity to prevent and mitigate emergencies, and close gaps that exist in hazard and risk identification, the following is proposed.



It is proposed to:

- Include legislative and regulatory requirements for Local Authorities to identify, understand and assess hazards, risks, and vulnerabilities, and establish associated mitigation plans for risks and consequences.

Collaboration & Coordination

To increase transparency around risk, and enhance coordination and consolidation of risk assessments and hazards across the province, the following is proposed.



It is proposed to:

- Enable the Minister or designate to direct Local Authorities to collaborate and coordinate at a regional scale for risk assessment, mitigation planning and mitigative works; and
- Enable the establishment of non-regulatory or regulatory incentives to enhance regional collaboration and coordination for risk assessment, mitigation planning and mitigative works.



Preparedness for Local Authorities

Standardized Programs & Plans

To increase standardization and alignment of Local Authority emergency management programs and plans, the following is proposed.



It is proposed to:

- Establish a comprehensive list of requirements including: hazard, risk, and vulnerability assessment; mitigation plans; response; recovery; business continuity plans; training; exercising; and a review cycle; and
- Through regulation, provide detailed program and plan content requirements.

Collaborative Planning & Partnerships

To increase collaboration, enable community-driven planning and partnerships, provide transparency and accountability among partners and stakeholders, and enable the Province to understand local capacities and needs, the following is proposed.



It is proposed to:

- Require Local Authorities to provide plans to neighbouring jurisdictions (Local Authorities and First Nations), to the Province, and stakeholders such as critical infrastructure operators, school districts, and health authorities and consider any feedback;
- Enable Local Authorities and First Nations to enter into agreements with one another for the purposes of integrated or multi-jurisdictional plans; and
- Introduce a requirement for Local Authorities preparing emergency management plans to consult with First Nations. Consultation standards for Local Authorities could be specified in regulation or guidelines.



Response for Local Authorities

Response Provisions

Proposed changes to response provisions for Local Authorities are outlined in the section on the Minister's powers.



See Page 19



Recovery for Local Authorities

Recovery Plan Incentives

To provide incentives to develop strong recovery plans, the following is proposed.



It is proposed to:

- Enable regulations that would require post-disaster needs assessments and post-disaster recovery plans as a condition of receiving provincial recovery funds and the renewal of recovery powers.

Transitioning out of a SOLE

As described in the section on the Minister's powers, to create a mechanism for the use of emergency powers over an extended period of time and recognize the transition between response and recovery, the following is proposed.



It is proposed to:

- Introduce a 90-day "transition period" where Local Authorities can request the use of specific SOLE powers for up to 90 days at a time. Powers would be selected and justified for the circumstance, based on whether the transition powers are in the public interest, necessary and desirable, and proportionate to the circumstances.

Tools to Support Recovery

To provide Local Authorities with additional tools to support recovery, particularly during the transition from response to recovery, the following is proposed.



It is proposed to:

- Enable Local Authorities, in consultation with the Minister responsible for the Community Charter, Vancouver Charter and Local Government Act and the Minister responsible for emergency management, to make emergency amendments to an Official Community Plan, Regional Growth Strategy, zoning, or bylaws.

Advancing Reconciliation with Indigenous Peoples

First Nations representatives have demonstrated a strong interest in all aspects of BC's emergency management regime. First Nations know their communities best, including making decisions on how and when to respond to events that impact their values and people.

Modernizing the legislation provides an opportunity to advance reconciliation with Indigenous peoples and address many of the challenges that were identified in 2017 and 2018, including investing in community planning, preparedness and mitigation, and respecting Indigenous knowledge and practices. Taking steps to recognize First Nations as partners in emergency management will demonstrate progress towards implementing the recommendations in First Nations community reports, the Abbott-Chapman Report, the Tsilhqot'in National Government report *The Fires Awakened Us*, and the Nadleh Whut'en report *Trial by Fire*.

Canada is responsible for reserve lands, and this responsibility is delegated to the Minister of Indigenous Services. Under the Emergency Management Act (2007), each federal minister is required to identify risks within their areas of responsibility and maintain emergency management plans to mitigate those risks. Indigenous Services Canada supports the four pillars of emergency management (mitigation,

preparedness, response and recovery) on-reserve and has a service agreement with EMBC to ensure that First Nations have access to the provincial emergency management platform.

BC will continue to work with First Nations and Canada to provide clarity on jurisdictional roles and responsibilities for reserve lands and community members who live off-reserve.

First Nations, along with the federal, provincial and local governments, have already embarked on the path to partnerships. In addition to the tripartite agreement between Canada, BC and the First Nations Leadership Council that was mentioned earlier in this discussion paper, a number of First Nations have entered into collaborative arrangements, including:

- The ***Collaborative Emergency Management Agreement*** between the Tsilhqot'in National Government, Canada and BC;
- The ***Central Okanagan Regional Emergency Plan***, which supports local governments, the Regional District of Central Okanagan, and the Westbank First Nation; and,
- The ***Tofino-Ahousaht Protocol Agreement*** on areas of mutual interest, including infrastructure, health and emergency planning.

Under the Final Agreements of modern treaties, Treaty First Nations have the same powers, duties and responsibilities under the EPA as Local Authorities. Westbank First Nation and Shíshálh Nation are self-governing, with the power to regulate public order, safety and emergency preparedness. Shíshálh Nation is a member of the Sunshine Coast Regional District Emergency Program and Westbank First Nation is a member of the Regional District of Central Okanagan Emergency Program.

The First Nations Health Authority (FNHA) coordinates activities in response to emergencies that may impact the health of BC First Nations community members. Since 2017, FNHA has strengthened its capacity to support First Nations communities to prepare for, respond to and recover from emergencies by establishing emergency management policies and procedures, developing an Emergency Operations Centre response mechanism, and creating additional staff positions focused on leading and supporting emergency management within its organization.

The First Nations Emergency Services Society (FNESS) works closely with First Nations communities, EMBC, Indigenous Services Canada (ISC) and other partners to support emergency management for First Nations communities in BC.

→ First Nations as Partners



It is recognized that First Nations will have interests in all the legislative changes under consideration. In order to further strengthen First Nations as partners in the governance and operations of emergency management and improve communications before, during and after an emergency, the following changes are proposed.

It is proposed to:

- Expand the definition of “emergency” to include actions to protect community well-being, significant Indigenous cultural sites and the environment;
- Provide clear authority for the Minister responsible for emergency management and for Local Authorities to enter into emergency management agreements with First Nations or First Nations groups, including Treaty First Nations. Agreements could address issues such as collaborative hazard and risk assessment and/or planning; delivery of emergency management services or programs; mutual aid; and/or joint recovery activities;
- Introduce a requirement for Local Authorities preparing emergency management plans to consult with First Nations;
- Introduce a requirement for critical infrastructure owners/operators to provide non-sensitive information to First Nations upon request. (Note: information would also be provided to Local Authorities and/or the public upon request.);
- Require consideration of Indigenous and traditional knowledge in the development of hazard risk and vulnerability assessments by provincial entities and Local Authorities. The entity conducting the assessments could be encouraged to communicate the results to affected First Nations; and,
- Establish that provincial entities and Local Authorities must consider cultural safety and inclusiveness when developing and implementing emergency management plans. Specific requirements could be established in regulation and supported by policies and guidance material.

Critical Infrastructure Operators

Federal, provincial and territorial governments in Canada define critical infrastructure as the processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of people and the effective functioning of government. There are ten recognized critical infrastructure sectors:

Critical Infrastructure Sectors

SECTOR	SUB-SECTOR
Energy & Utilities	Electricity; Petroleum and Crude Oil; Natural Gas; Other
Communications	Telecommunications; Radio; Broadcasting; Satellite
Transportation	Rail; Road; Marine; Air
Water	Potable Water; Wastewater; Dams
Health	Critical Care; Extended Care; Blood/Organ Facilities; Pharmaceutical Facilities
Safety	Police/Law Enforcement; Fire; Ambulance; Emergency Management
Government	Federal; Provincial; First Nations; Local Authority
Food	Farming/Production; Processing/Packaging; Storage/Distribution
Finance	Banking/Financial Institutions; Securities/Investments; Point of Sale/ATM Machines
Manufacturing	Defense Industrial Base Manufacturing*; Critical Manufacturing**

* Defense industrial base manufacturing consists of businesses and government organizations involved in research, development, production and service of military equipment and facilities.

** Critical manufacturing varies across five key areas: primary metals, machinery, electrical equipment, transportation and heavy equipment, and chemical manufacturing.

The EPA does not reference critical infrastructure; it is regulated at both the provincial and federal levels within legislation that is typically specific to a single sector or sub-sector. This means that the requirements for emergency management activities are not consistent across sectors and may not be integrated with provincial or Local Authorities' emergency management plans.

In BC, many critical infrastructure operators already demonstrate exceptional emergency management practices, often going beyond existing regulatory requirements, as observed during the 2017 and 2018 flood and wildfire events as well as in many other instances. The proposals outlined below would serve to strengthen certain practices and close any gaps. It is recognized that the Province must respect federal jurisdiction over certain critical infrastructure sectors.

These recommendations are centered on adopting a cross-sector approach that defines expectations with respect to the development of four-pillar emergency management planning documentation that is registered provincially, exercised, subject to audit, and integrated with government emergency plans. The intention of these activities is to enhance the resilience of critical infrastructure in British Columbia, as well as those that rely on its services. The resilience of critical infrastructure assets and systems is essential to the functionality of critical supply chains such as food, water, fuel, shelter, and medical supplies, and is also a vital component of efficient and effective response and recovery efforts. Furthermore, awareness of downstream risks (i.e., scenarios that may result in critical service losses)

and interdependencies (where one critical infrastructure asset relies on another, or there is a mutual dependency) may also help the Province, Local Authorities, First Nations, and other critical infrastructure operators develop and update their emergency management planning documentation appropriately.

In addition, consistent emergency management planning documentation can help ensure effective and efficient resource-sharing, as critical infrastructure operators are often the source of specialized resources and personnel. Understanding the needs of critical infrastructure operators in greater depth may also allow the Province to explore additional opportunities to provide support in return before, during, and after emergency events.

A modernized approach to emergency management would:

- Improve information sharing and coordination between critical infrastructure operators, the Province, Local Authorities, and First Nations; and,
- Establish minimum standards for emergency management and business continuity plans for critical infrastructure operators.



Preparedness for Critical Infrastructure

A Cross-Sector Approach

To build a foundation for a cross-sector approach that outlines expectations around emergency management planning, business continuity planning, information sharing, and exercising, the following is proposed.



It is proposed to:

- Establish a power to allow for creation of a registry that captures specific critical infrastructure assets and their respective emergency management planning documentation, which may include information on risks, contacts, operating procedures, resource requirements, and resource availability. This registry would also serve to clarify which critical infrastructure operators and respective assets are subject to the regulatory requirements, as it may include “tiers” to ensure appropriate attention is paid to the assets and systems with greater risk and/or consequence; and
- Establish cross-sector regulation for critical infrastructure emergency management activities to ensure consistency. This would include activities required for critical infrastructure sectors as defined by EMBC and include supplementary aspects to existing statutes and regulations with respect to their requirements related to emergency management activities. Attention will be paid to ensuring that existing requirements and efforts are not duplicated.

Risk and Resource Needs

To increase understanding of risk and resource needs of critical infrastructure operators, and increase coordination with other emergency partners, the following is proposed.



It is proposed to:

- Require critical infrastructure operators to develop specific emergency management planning documentation, which would be inclusive of planning for hazards created by the critical infrastructure, business continuity planning for service disruptions, and considerations for downstream impacts of service disruptions.

Information Sharing and Security

To improve coordination and information sharing while respecting critical infrastructure operators' proprietary information and minimize information security issues, the following is proposed.



It is proposed to:

Require that emergency management planning documentation be developed into two parts:

1. Information such as risks to critical infrastructure, risks caused by the critical infrastructure, general operating procedures, consequence of loss, estimated restoration timelines, anticipated resource requirements, and primary contact information; and,
2. Sensitive information that exposes vulnerabilities and any additional details within the plan such as additional staff contact information, internal procedures, etc.

Require that Part 1 be provided to the Province, and/or made available upon request to Local Authorities, First Nations, and/or the public.

Quality Assurance

To increase quality assurance of emergency management planning documentation, the following is proposed.



It is proposed to:

- Require certain critical infrastructure operators to provide a "Statement of Assurance" that would advise of measures they have taken to ensure that their emergency management documentation is of adequate quality. The Province would have authority to engage an accredited subject matter expert to validate the "Statement of Assurance"; and,
- Conduct prioritized audits of emergency management planning documentation. These audits would be done by either EMBC alone, or with the assistance of ministries with leadership/ regulatory roles for a particular sector.

Testing and Integration of Plans

To ensure that critical infrastructure emergency management and business continuity plans are tested consistently and to provide opportunities to integrate plans with other emergency plans, the following is proposed.



It is proposed to:

- Require critical infrastructure operators to conduct mandatory exercises for specific assets as designated by the Province through regulation or policy at a defined frequency and level (tabletop, full-scale, etc.); and,
- Require critical infrastructure operators to invite provincial regulators and emergency management authorities, as well as local participants such as Local Authorities, First Nations, and local organizations, to the mandatory exercises.

Improving Information Sharing

To increase information sharing both during and outside of emergency events, and to enhance planning related to catastrophic events, the following is proposed.



It is proposed to:

- Require critical infrastructure operators to provide emergency management information beyond that identified in Part 1 (see above) as requested by EMBC (or another provincial agency at the request of EMBC) including sensitive event-specific information, additional contact information, or internal procedures.

Supporting Volunteers & Non-Governmental Organizations

People who offer their services without expectation of compensation are a critical component of the emergency management process and contribute to an all-of-society approach, along with the many non-profit organizations involved in all four pillars of emergency management.

Currently, Public Safety Lifeline Volunteers provide services in five distinct functions:

- Search and Rescue services to locate and retrieve injured, lost, or missing individuals;
- Road Rescue services to extricate motorists trapped by an accident;
- Emergency Support Services to meet the temporary accommodation, meals and incidental needs of individuals and families evacuated during an emergency;
- Provincial Emergency Radio Communications services to provide additional or alternate radio connections in support of managing an emergency; and,
- Provincial Emergency Program Air to enable searches from the air, conduct reconnaissance (i.e., damage assessment), communications relay or transport personnel and supplies.

The Province also provides a means for a Local Authority or First Nation to organize convergent volunteers for general service tasks such as filling sandbags.

The skills and experiences of volunteers often go beyond their core functions, such as ensuring that in an emergency, residents are notified and advised of actions to take, or as a member of an Emergency Operations Centre. The Province supports these volunteers by providing training, reimbursing operational costs and providing WorkSafe and liability coverage.

Beyond formal provincially organized lines, volunteers make invaluable contributions to emergency management through non-government organizations (NGOs), community service organizations and other mechanisms.



Strengthening Supports for Volunteers & NGOs



Helping Volunteers Help BC

To strengthen support for the thousands of volunteers essential to emergency management, the following is proposed.



It is proposed to:

- Increase support and formal oversight of volunteers;
- Increase access to broader resources, including volunteers affiliated with third parties such as NGOs, and continue the ability of NGOs, philanthropic organizations, societies, and other organizations to enter into agreements with BC;
- Create more equitable treatment between a person ordered to provide support in an emergency and one who willingly provides support; and,
- Recognize that service provider organizations can be impacted by emergencies and may need support during response and recovery.



Preparedness for Volunteers & NGOs

New Definitions

To ensure consistent interpretation of new and existing laws and regulations related to volunteers and enable the Province to enter into agreements with third-party service providers, the following is proposed.



It is proposed to:

Have new definitions that would clearly distinguish the difference between a registered volunteer, convergent volunteer, and service provider:

Registered volunteers would be specialized disciplines prescribed by regulation and:

- Receive no remuneration for their service;
- Be provided with civil liability protection under the Act, workers' compensation and liability insurance;
- Obtain and retain registered status with the Province or other entities according to the regulation;
- Operate under Local Authority or direction of the requesting agency;
- May provide direction to convergent volunteers;
- Operate in all phases of emergency management; and,
- May receive time limited employment protection according to the Act.

Convergent volunteers would not be registered and would:

- Receive no remuneration for their service;
- Arrive on scene offering support and assistance;
- Be supervised by the Local Authority, the Province, or a registered volunteer to be able to receive workers' compensation and other benefits; and,
- Receive civil liability protection under the Act.

Service Providers may be a registered charity, philanthropic organization, society or other organization. The new legislation will include an explicit authority for the Minister (or designate) and Local Authorities to enter into agreements with Service Providers. Such agreements could:

- Authorize the Service Provider to deliver emergency response or recovery services or arrange for the deployment of staff or affiliated volunteer personnel. For clarity, personnel deployed on behalf of a Service Provider will be protected under workers' compensation and insurance policies secured by the Service Provider.

Legal Certainty

To provide greater legal certainty around the process to access workers compensation for injured volunteers and clarify provincial support and governance related to volunteers, the following is proposed.



It is proposed to:

- Ensure that the new legislation contains an authority to prescribe classes of registered volunteers, rules around supports for volunteers, and develop and implement a supporting regulation. Having the ability to prescribe classes of registered volunteers in a regulation allows for flexibility over time to accommodate new areas of specialized volunteer disciplines. Policy instruments would continue to be used for discipline-specific program rules and guidelines such as reimbursement rates and safety conditions.

Job-Protected Leaves

To provide job-protected leaves for persons ordered to provide assistance and for those registered volunteers specifically requested to provide support, the following is proposed.



It is proposed to:

Carry forward the existing section 25 of the EPA that provides that persons ordered to assist during a declared Provincial State of Emergency or a State of Local Emergency cannot have their employment terminated for complying with that order.

- Establish job-protected leave without pay for “registered volunteers.” This provision would be restricted to those registered volunteers specifically requested by a Local Authority or a BC agency to support emergency response. Job-protected leaves would not be conditional on a State of Local Emergency or Provincial State of Emergency being declared.

Ensuring Fairness to Employers

To ensure fairness to affected employers, the following is proposed.



It is proposed to:

- Require Local Authorities or a BC agency requesting the registered volunteer to:
 - Document their initial request for the volunteer;
 - Confirm the duration of the deployment;
 - Confirm that the volunteer was in fact present for the emergency response; and,
 - Make this documentation available on request of the employer.
- Provide a process by which an employer could dispute the ongoing deployment of the employee in a volunteer capacity with the responsible Local Authority or BC agency because the employee is critical to business continuity or other hardship.

Protection from Civil Liability

To protect volunteers and others from civil liability, the following is proposed.



It is proposed to:

- Include a civil liability protection provision for registered and convergent volunteers, boards of search and rescue societies, authorized persons offering support from another jurisdiction, persons authorized or ordered to provide assistance under a State of Local Emergency or Provincial State of Emergency, provincial government employees and officials, Local Authority employees and officials, the Minister and the Provincial government as a whole, similar to what is set out in the Wildfire Act;
- A new civil liability clause will clarify that no legal proceedings can be commenced or maintained against a protected person or entity because of anything done or omitted in the course of undertaking a power, duty or obligation resulting from the legislation or associated regulations. Including the BC government and Local Authorities as protected entities is intended to acknowledge that unavoidable property damage or losses can result from governments' response to a given hazard, and that climate change is increasing the overall frequency of events; and,
- Bad faith or grossly negligent actions or omissions will be exempt from civil liability protection, as is the case under the current EPA.

Supporting & Empowering Citizens, Visitors & Businesses

Citizens can be encouraged to participate in an all-of-society approach to emergency management through information, education, building codes, access to information about hazards, risk, preparedness and response (e.g., evacuation routes), purchasing adequate personal insurance, and taking active roles during recovery. It's also important to provide citizens and visitors with accurate and timely information before, during and after emergencies, and to ensure that public notifications and warnings are widespread and well-understood.

The Province is not contemplating legislative changes that would specifically address the role of citizens and businesses in emergency management. We will build on existing programs and actions by enhancing the promotion of citizen and business involvement across all four emergency management pillars — mitigation, preparedness, response and recovery. This would build on current education and promotional initiatives at the provincial and local levels, such as:

- Strengthening provincial education and preparedness and mitigation initiatives such as Partners in Preparedness, Master of Disaster, High Ground Hikes, and FireSmart;

- Making materials available in additional languages;
- Developing initiatives to better reach vulnerable people;
- Strengthening and expanding the role of business partnerships (e.g., with the real estate community and tourism sector);
- Expanding social media such as Twitter, Facebook and webpages;
- Encouraging local governments to undertake more education and promotion and to encourage citizen participation in emergency management planning; and,
- Increasing citizens' awareness and participation in emergency planning, at an individual and community level, through transparent access to hazard information.

Citizen Preparedness

There are no identified jurisdictions that legislate citizens to be prepared or to undertake mitigation measures. Even Japan — often characterized as the “most prepared country in the world” for disasters — does not appear to mandate citizen preparedness, favouring instead robust public awareness programs, including regular drills (some of which involve hundreds of thousands of citizens), guides and brochures, and access to hazard and response planning information.

Financial Considerations

The Province recognizes that not all of the financial elements required to support the modernization of the emergency management system will be enabled through changes to legislation.

Signalling a commitment to a modernized emergency management system will require new investment with the objective of ensuring all four pillars are supported by stable, responsive and transparent funding mechanisms while meeting the Province's fiscal mandate and maintaining the flexibility to invest year-end funds when available.

The resourcing implications for provincial government bodies, local governments, First Nations, other emergency management partners and stakeholders required to deliver on any new emergency management obligations will be considered as legislation is developed, recognizing the importance of supporting their capacity to deliver. The capacity of partners to deliver will also inform the phasing-in of any new obligations.

The Province will continue to work to maximize opportunities to partner with the federal

government to fund or co-fund emergency management activities as their support is essential in modernizing the emergency management system. The Province will also continue to advocate at the federal level for increased funding supports to meet the needs of British Columbians.

The Province continues work to improve its policies, procedures and administrative processes to ensure Local Authorities, First Nations, and service providers are transparently and efficiently reimbursed for response and recovery costs.

The Province recognizes that investments in mitigation and preparedness can reduce risk and reduce or avoid expenditures associated with emergency events.

In addition to traditional financial approaches currently being utilized, the Province will be guided in this consultation process with input on any new or emerging funding approaches, such as incentives to shift behaviour, as well as public and private partnerships that encourage disaster mitigation efforts.

Compliance & Enforcement

Many of the proposed changes to BC's emergency management legislation involve obligations for emergency management partners to reduce risk and enhance resilience. The Province will work with partners on voluntary measures to enhance compliance with these requirements (e.g. training, guidance documents, phased implementation, planning assistance, etc.). Voluntary compliance is the preferred mechanism for reducing risk and improving resilience. At the same time, mechanisms are required to ensure that obligations under the Act are met where voluntary compliance is not achieved.

The current EPA does not have an extensive compliance and enforcement regime. It includes a provision that creates an offence for any contravention of the Act or its regulations or for interference with the exercise of powers or performance of duties under the Act. The penalty for committing an offence is imprisonment for not more than one year or a fine of not more than \$10,000, or both. As part of modernizing the Act, consideration will be given to what additional compliance and enforcement provisions (e.g., fines or other penalties) may be appropriate.

Tell us more:

- What tools should be available (in legislation or otherwise) to ensure compliance with the new Act?
- What incentives may be useful or appropriate?
- What penalties or enforcement mechanisms may be appropriate for non-compliance with the new Act?

Next Steps & How to Participate

Comments on the proposals outlined in this discussion paper can be submitted online at engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization, or by email at EmergencyProgramAct@gov.bc.ca, until January 31, 2020.

Questions to consider include:

- Will the proposed legislative changes promote a shift to a focus on disaster risk reduction?
- Will the proposals encourage an all-of-society approach to emergency management?
- Are there other measures that could be considered to improve our approach to emergency response?
- Are the proposed new recovery tools useful and appropriate?
- Are there other ways to advance reconciliation and recognize First Nations as emergency management partners?
- What issues are important to consider with regard to critical infrastructure?
- What support would be needed to implement these proposals? Examples include training on the new requirements, templates for emergency management plans, and additional expertise and capacity.

Feedback will inform next steps regarding the proposed changes to ensure they successfully deliver a modernized emergency management framework. In the spring of 2020, we will release a What We Heard report that summarizes the feedback received. The feedback will be used to inform and shape the final legislative changes, culminating in a new emergency management Act planned to be introduced in the Legislative Assembly in the fall of 2020.



What Will Change with Emergency Management Modernization? A Hypothetical Scenario

Scenario:

In December, a massive landslide occurs in BC's interior. Road access is cut off to a small municipality and a First Nations reserve. Several homes in a new subdivision within the municipality suffer major damage. A natural gas pipeline is damaged. Supply is interrupted, and service may need to be shut off to communities in the Lower Mainland. With a forecasted long-term cold spell, there are significant concerns about homes, businesses and critical infrastructure, such as schools and health care facilities, having heat during the winter.

The reason for the landslide is still being investigated, but slope instability due to a wildfire five years ago and associated deforestation are main contributors.



See the next page for an illustration of how this event could unfold under the current EPA, compared to under a modernized emergency management act.

How this hypothetical event could unfold under the current Emergency Program Act (EPA):

- As is the case with many emergencies, the landslide catches the impacted municipality and First Nation by surprise.
 - The risk of such a landslide was not assessed by the municipality, in part because its plan was not updated for post-wildfire risks.
 - Provincially-held post-wildfire risk data for previous years was not readily available to the municipality through a central location.
 - As a result, planning for alternate supply and egress routes for the municipality and the First Nation did not occur, resulting in significant challenges (e.g. transport of acute care patients to hospital, and delivery of food and fuel to the community).
- Landslide risk was not accounted for when the new subdivision was approved. Without a full risk assessment or mitigation strategies, some houses were constructed in a landslide hazard area.
- The municipality's emergency plan was not exercised, leading to confusion and delays in the early stages of response for both the municipality and the neighbouring First Nation.
- Response efforts by the Province are hampered by a lack of information regarding the gas line operator's emergency plan. While the gas line owner has plans in place, these plans have not been shared with EMBC, the municipality, or the First Nation.
- The Lower Mainland municipalities that may have their gas supply cut off are unaware that a shutoff strategy is included in the gas line operator's plan regarding pipeline breaches and are unaware that service may take up to three months to restore if it is shut off.
- The municipality's emergency plan does not address the recovery phase, hampering community recovery efforts in the coming weeks and months.

How this hypothetical event could unfold under a modernized emergency management act:

- The event creates challenges, but the impacted partners are not caught by surprise and are able to mount a quick and cohesive response effort.
- The risk of a landslide is identified in the municipality's mandated emergency plan. Risk identification and assessment are aided by simplified access to provincially-held risk data.
- The placement of several lots in the new subdivision was altered to account for the landslide risk, and no homes are significantly damaged in the landslide.
- Based on the identified landslide risk, the community has established access to an adjacent Forest Service Road to act as an alternate supply and egress route.
- The municipality and the First Nation recently held a small joint exercise of their mutually-shared emergency plans, which greatly improves response operations following the landslide.
- The Province, impacted municipality and First Nation, and Lower Mainland municipalities have access to key information about the gas line operator's emergency plan, allowing them to plan for gas line risks and interruptions. Lower Mainland municipalities work with the gas line operator to suggest customer prioritization (e.g. critical facilities and vulnerable populations) and shutdown procedures that will safeguard public safety. Emergency Management BC and the Ministry of Energy, Mines and Petroleum Resources have already worked with the gas line operator to complete provincial energy disruption planning.
- The municipality has a basic plan in place for the recovery phase, which speeds recovery in the weeks and months ahead.
- Overall, the partners can respond to and recover from this event, having previously identified the risks, engaged in mitigation where practical and cost effective, and shared and exercised plans together.

Modernizing BC's Emergency Management Legislation: Key Policy Shifts at a Glance

All four emergency management pillars (mitigation, preparedness, response, recovery) are recognized in legislation:

- Require provincial ministries, Crown corporations and agencies to:
 - Have programs and plans to deal with continuity of services;
 - Develop emergency management plans;
 - Exercise and review their plans; and
 - Carry out duties related to mitigation, preparedness, response and recovery as assigned by the Minister responsible for emergency management.
- Require Local Authorities to:
 - Meet clear requirements for the content and exercising of plans, and their review cycle;
 - Identify, understand and assess hazards, risks and vulnerabilities, and establish associated mitigation plans for high-risk hazards; and,
 - Develop post-disaster needs assessments and post-disaster recovery plans.
- Require Local Authorities and provincial subdivision approving officers to give greater consideration to current and future risk for development and building approvals, and require mitigation measures when development and building are approved in hazardous areas.

First Nations are recognized as emergency management partners:

- Expand the definition of “emergency” to include actions to protect community well-being, significant Indigenous cultural sites, and the environment;
- Provide clear authority for the Minister and Local Authorities to enter agreements with individual First Nations or First Nations groups;
- Require Local Authorities preparing emergency management plans to consult with First Nations;
- Require critical infrastructure operators to provide emergency management information to First Nations upon request;
- Require consideration of Indigenous and traditional knowledge in the development of hazard risk and vulnerability assessments by provincial entities and Local Authorities; and,
- Establish that provincial entities and Local Authorities must consider cultural safety and inclusiveness when developing and implementing emergency management plans.

Greater recognition of critical infrastructure as an integral part of emergency management:

- Enable creation of a registry of critical infrastructure to better understand both risk and the assets available during response and recovery and inform development of supply chain management strategies;
- Require critical infrastructure emergency plans to address all four pillars; and,
- Require specific emergency management planning documentation, which could include a “statement of assurance” for certain operators, to ensure information is readily available before, during and after events.

Better tools for response and recovery:

- Set the initial duration and renewal period for a provincial state of emergency at a maximum of 28 days (currently 14) and for a local state of emergency at 14 days (currently 7);
- Create a new provision to allow the Minister to grant a Local Authority the use of specific powers for a “transition period” between response and the end of the recovery phase of up to 90 days;
- Enable Local Authorities to make emergency amendments to Official Community Plans, Regional Growth Strategies, zoning, or bylaws;
- Enable, by regulation, standards for emergency public notifications and warnings; and,
- Clarify how existing provincial powers would apply during a catastrophic event.

Greater recognition and protection for volunteers:

- Define service providers and provide clear authority for the Minister to enter into agreements with them;
- Clearly define different types of volunteers;
- Modernize civil liability protection to better deter nuisance lawsuits; and,
- Establish job-protected leaves for volunteers with specialized skill sets.

Stronger coordination, collaboration and provision of information between emergency management partners:

- Require ministries, Crown corporations, agencies and other public sector entities (such as school districts, universities, colleges, and health authorities) to participate in the development of integrated plans for which they are not the lead;
- Enable Local Authorities and First Nations to enter into agreements to do integrated or joint planning and to voluntarily form unified Local Authorities to do some or all emergency management functions;
- Enable the Minister to direct Local Authorities to collaborate and coordinate at a regional scale for risk assessment, mitigation planning and mitigative works, and enable establishment of regulatory or non-regulatory incentives for collaboration and coordination;
- Require Local Authorities to provide plans to neighbouring jurisdictions (including First Nations), to the Province, and stakeholders such as critical infrastructure operators and consider any feedback; and,
- Require Local Authorities preparing emergency plans to consult with First Nations.

Greater confidence in the emergency management system:

- Establish a requirement for the Province to centrally house and provide transparent data on hazard, risk and vulnerability assessments or mitigation planning documents conducted or prepared by provincial ministries, Crown corporations and agencies, Local Authorities, and critical infrastructure operators;
- Require provincial ministries, Crown corporations and agencies and Local Authorities to register their emergency management plans with EMBC; and,
- Enable EMBC to audit emergency management plans and make the results public.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Committee of the Whole

FROM: Curtis Helgesen, CAO

DATE: December 20, 2019

SUBJECT: 2020 Departmental Work Plans

RECOMMENDATION

Receive.

BACKGROUND

The 2020 'Draft' Departmental Work Plans are attached for your review/consideration as part of the budgeting process. Staff is requesting that the Board identify any projects that should be added/removed, in addition to identifying any questions on the work plans as submitted.

The first draft of the budget will be provided for the Board's consideration at the January 23, 2020 Board meeting.



Regional District of Bulkley-Nechako

Administration Department Priorities and Projects: 2019 Update and Proposed 2020 Work Plan

DECEMBER 2019

Department: Administration

Submitted by: Curtis Helgesen, CAO

2020 Proposed Work Plan

The 2020 proposed work plan is based on staffing levels and standards of service similar to 2019.

Administration Staffing:

Curtis Helgesen, CAO

Cheryl Anderson, Manager of Administrative Services

Wendy Wainwright, Executive Assistant

Geraldine Craven, Administration Clerk/Receptionist

Deneve Vanderwolf, Regional Transit Service Coordinator

➤ **75% of resources applied to regular operations:**

- Plan, organize, coordinate and direct **ALL** operations of the RDBN;
- Oversee, supervise, delegate, provide leadership to and mentor staff of the RDBN;
- Responsible for all human resources matters;
- Coordinate activities of all departments, ensuring that services are provided in an efficient and cost-effective manner;
- Ensure that policies and directives of the Regional Board are carried out;
- Make recommendations as to legal options available to the Regional Board on various legal matters;
- Develop RDBN policy as directed by the Regional Board;
- Oversee, administratively, the Fort Fraser Water and Sewer works in Fort Fraser, working with staff and the Fort Fraser Local Community Commission;
- Develop strategic and corporate goals through ongoing strategic planning process as directed by the Board:
 - **NOW**
 - Wildfires/Emergency Services – Public Safety
 - Northwest BC Resource Benefits Alliance
 - Resident Attraction/Retention
 - Work Camp Strategy
 - Public Engagement – Communication
 - First Nations Partnerships/Relationships
 - **NEXT**
 - Infrastructure – ongoing operating costs
 - Parks and Recreation



- Economic Development

- **BOARD ADVOCACY**

- Healthcare
- Midterm Timber Supply
- Connectivity
- Species at Risk
- Water Management
- Rail Safety
- Three Phase Power

- **OPERATIONAL**

- Waste Management
- Agriculture
- Transit

- Represent the RDBN at the intergovernmental level;
- Possible referenda/alternative approval process at the discretion of the Board;
- Bylaw Updates;
- Nechako Watershed.

➤ **25% of Staff Resources applied to assisting the Chair and Directors as required, aiding them to fulfill their functions; Report to each Director on matters and concerns in respect of their area;**

- Foster an environment of positive public relations both internally and externally;
- Initiate actions required by the Board and coordinate and monitor tasks emerging from Board direction;
- Work toward enhancing RDBN public awareness;
- Carry out statutory duties outlined in the *Local Government Act/Community Charter*;
- Perform the same statutory function for the SNRHD as CAO of the RDBN.

2020 Projects:

- Resource Revenue Sharing – NW Resource Benefits Alliance Partnership
- Vanderhoof Primary Care and Community Services Master Planning Steering Committee
- Northern Health Authority Steering Committee for Fort St. James Primary Care Facility
- Agriculture Strategy/ Agriculture Sector Engagement
- Implementation of Electronic Agendas
- By-Election Electoral Area “G” (Houston Rural)
- Transit Service Expansion Discussion with BC Transit
- Transit Service Funding Model Discussion with Ministry of Transportation and Infrastructure



Regional District of Bulkley-Nechako Department Priorities and Projects: December 2020

Department: Agriculture
Submitted by: Debbie Evans, Agriculture Coordinator

Resource Allocation

The 2020 work plan is based on:

- 1 FTE Agriculture Coordinator
- 10% is creating and strengthening relationships with Agriculture stakeholders, producers and all levels of Government.
 - Attending organizational meetings and events
 - Working one-on-one with individuals and working with small groups
- 10% is working with agriculture groups to leverage opportunities and support for their activity. Examples are:
 - Producer workshops on a variety of topics, e.g.: beekeeping tips, wool prep and spinning, seed saving, succession planning, individual commodity meetings
 - Supporting BC Forage Council, Smithers Farmers Institute and producer associations for their workshops
 - Promotion of the Environmental Farm Plan which is a voluntary, confidential assessment of opportunities to enhance environmental operations on farms and ranches
 - Promote BC Premises Identification Program as a useful tool as an early warning system to notify animal owners of an emergency such as flood or fire that could affect their animals or operations
- 10% is Emergency Preparedness
 - Partnering with Protective Services Department for mock EOC with at least 2 assistant agriculture desk volunteers
 - Updating Livestock contacts
 - Expand Emergency Agriculture Recovery, EOC support needed for future events in manual
- 10% working on RDBN Food Hub Feasibility Study
 - Hire Contractor end of January
 - Support project with surveys, workshops, etc.
 - Present finalized RDBN Food Hub Feasibility Study with actionable items to Agriculture Committee at October 2020 meeting
- 10% working on RDBN Non-Timber Forest Product Study
 - Hire Contractor end of January
 - Support project with surveys, workshops, extension with First Nations Communities, etc.
 - Present finalized RDBN Non-Timber Forest Product Study with actionable items to Agriculture Committee at October 2020 meeting
- 10% working on Regional Food Economy Assessment*
 - Hire Contractor end of January
 - Support project with surveys, workshops, etc.
 - Present finalized Regional Food Economy Assessment with actionable items to Agriculture Committee at October 2020 meeting

- 5% is Youth in Agriculture. Activities planned are:
 - Work with School District for possible agriculture related partnerships
 - Encourage Youth presence at Regional Agriculture Forum
 - Meet with First Nations, do presentation on Youth in Agriculture and explore ways to engage youth
 - Support for Young Agrarians, Groundbreakers and BC 4-H clubs & district events
- 5% is Marketing and Promotion of Agriculture
 - Increase content and producers in the Connecting Consumers & Producers 2020 brochure
 - Assist Economic Development Department with the promotion of Connecting Consumer & Producers events
 - Promoting local agriculture at Fairs & Farmers' Markets
- 5% is completing and marketing the updated RDBN Agriculture Plan
 - Goal is to have final draft for February Agriculture Committee meeting
 - Marketing the completed RDBN Agriculture Plan at events and stakeholder meetings
- 5% is Regional Climate Change Agriculture Adaptation Strategies Implementation
 - Administering the first project: Knowledge Transfer for Adoption of Water Management Best Practices
 - Participation with the steering committee and individual project committees
- 5% is the Regional Agriculture Forum
 - Regional Forum after Ag Plan is finalized
 - With other organizations workshops in Feb/March an October workshop would be best
 - Local Food Security, Regenerative Agriculture, Updating projects of the RDBN 2020
 - Workshop administration from start to finish
- 5% is working with the RDBN Agriculture Committee
 - Meeting preparation
 - Arranging guests
 - Following up on actionable items
 - Assisting with presentations
- 5% Emergency Livestock Support
 - Support emergency services in the event of a flood or fire within the region
 - Hope is that this allocation stays at this percentage of FTE resource!
- 2% Regional Agriculture Page on the RDBN website
 - Monthly updating of the site
 - Monitoring for information to add to site
- 1% ALR
 - Provide expertise and team with RDBN Planning to process ALR applications and referrals for crown land related to agriculture
- 2% is Other Duties as Required.

The * items are contingent on securing funding. All funding will be known by beginning of December 2019. If funding is not secured, more time will be allocated to other component of the above priorities.



Regional District of Bulkley-Nechako

Financial Department Priorities and Projects: January 9, 2020

Financial Department

The financial department is:

John Illes, CFO

Laura O'Meara, Senior Financial Assistant

Kim Fields, Accounting Clerk

One Vacant Payroll Position

OVERVIEW

The Financial Department is legislatively responsible for the receiving, investing, disbursing the funds of the Regional District. The services provided by the financial department remain largely unchanged year to year. The Financial Department is also contracted to the Stuart-Nechako Regional Hospital District to provide all the financial services required of the Hospital District.

Yearly activity will continue:

- Financial Reporting and Audit
- Budgeting
- Payroll and Benefits (including Benefits review and renewal)
- Accounts Receivable/Accounts Payable and Invoicing
- Investing of Funds in Reserves and Borrowing of funds for both Regional District and Municipal needs

2020 PROJECTS AND UPDATES

- The Asset Management Plan is scheduled to be completed in 2020. The Finance Department will work with an NDIT Intern to complete this project.
- The web sites redesign for the Regional District has been successful. Further work will be completed to enhance public communication and engagement.
- Minor IT upgrades will be completed in 2020 to make the Regional District's IT more robust. This includes a new email server and the final replacement of the older desktop workstations.
- Financial staff will work to complete the transition from monthly to bi-weekly payroll. This transition will happen over the next year. The field staff's payroll has transitioned successfully in 2019.

- The transition to the new budgeting software – Questica – will be completed in 2020 and will be the platform used for the 2021 budget.
- The Regional District’s corporate policies concerning finance will be reviewed and policies that need to be amended will be brought back to the Regional Board. Priority will be given to updating the Regional District’s purchasing policy, reserve contribution policy, and investment policy.



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Regional District of Bulkley- Nechako
Priorities and Projects: 2020
Protective Services Department

Department: Protective Services

Submitted by: Deborah Jones-Middleton, Director of Protective Services

Services Provided

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.

2019 Emergency Event Response

Wildfire Event

On May 11, 2019, the Lejac wildfire caused the Regional District to issue an Evacuation Order and an Evacuation Alert which were rescinded on May 12, 2019. Emergency Support Services (ESS) were not required for this event. In our region, there were nine Level One Emergency Support Services responses between January 1st and September 30th, 2019

2018 Wildfire Recovery

Completed the 2018 Wildfire Recovery efforts including:

- ‘Wellness Checks’;
- removal of danger trees and large-scale debris cleanup on private properties;
- advocating to BC Hydro to re-establish power service;
- assisting business owners with Small Business and Non-Profit Assistance program; and
- hosted a Community Recovery Wrap Up Dinner;

2019 Notable Projects

% Complete

911

- Renew 9-1-1 Maintenance Contract. 100%

Rural Fire

- Applied for the Community Resiliency Fund to support a FireSmart Education Program in 2020 (UBCM CRI Grant). 100%
- Applied for the Volunteer & Composite Fire Department Training & Equipment. 100%

Emergency Preparedness Planning

- 2019 NESST Conference. 100%
- ESS Agreements with Municipalities finalized. 100%
- Purchased and outfitted the ESS/EOC Mobile Response Trailer (UBCM CEMPF Grant). 100%
- Review and revision of RDBN Re-entry permitting policy. 95%
- 2018 Wildfire After Action Review. 100%

2020 Resource Allocation

- Emergency Preparedness Planning Service. 65%
- Rural Fire Services. 20%
- 9-1-1 Service. 10%
- Administration 5%



2020 Notable Projects

Administration

- Apply for an Intern Student, through NDIIT funding, to:
 - develop a Business Continuity Plan; and
 - develop an Asset Management Plan.

911

- Determine the funding mechanism for a Regional Mass Communication System.
- If approved implement a Regional Mass Communication System.

Rural Fire

- Complete the Comprehensive Assessment of the rural fire departments.
- Evaluate and prioritize the Comprehensive Assessment recommendations.
- Implement approved recommendations from the fire department review.
- Complete Cluculz Lake Fire Department Review.
- If the Community Resiliency Fund to support a FireSmart Program is awarded, hire a FireSmart Educator for a one-year term and implement the program by March 2020.
- Northern Capital and Planning Grant:
 - Rural Fire Capital Reserve - Fire Vehicles, Equipment and Plans in:
 - ✓ Electoral Area 'A'
 - ✓ Electoral Area 'E'
 - Install water systems to support rural fire response in:
 - ✓ Electoral Area 'A'
 - ✓ Electoral Area 'B'
 - ✓ Electoral Area 'C'
 - ✓ Electoral Area 'E'
 - ✓ Electoral Area 'G'

Emergency Preparedness

- Priority Works from 2018 Fire Response Review Recommendations as follows:
 - implement a HRVA program – Northern Capital and Planning Grant including:
 - ✓ FireSmart Education;
 - ✓ Neighbourhood planning; and
 - ✓ Public Education.
 - begin the process of developing the:
 - ✓ EOC Response Guidelines; and
 - ✓ EOC Crisis Communication Plan;
 - develop the Elected Official Emergency Response Information Handbook;
 - provide an Elected Officials Emergency Response workshop for the Board
 - work with supporting agencies such as BC Wildfire Service, RCMP and Search and Rescue to develop evacuation planning and training; and
 - look at options to multiply manpower and gain efficiencies in available resources.
- Begin the process of designing and engaging a contractor to build a storage facility for Emergency Supplies storage at the Burns Lake Transfer station.
- Apply for the Community Emergency Preparedness Fund:
 - Emergency Operations Centre; and
 - Emergency Support Services.
- 2020 NESST Conference.



Regional Economic Development 2020 Workplan

2020 Priorities:

<ul style="list-style-type: none"> • Proposal writing assistance for Municipalities, Not for Profit, and First Nations Organizations in the region (outside of additional Municipal agreements)
<ul style="list-style-type: none"> • Administer the RDBN Grant in Aid Program
<ul style="list-style-type: none"> • Administer the RDBN Federal Gas Program
<ul style="list-style-type: none"> • Municipal Grant writing as per agreements (FTE estimate per Municipality) • This calculation is for Fort St James only at this time
<ul style="list-style-type: none"> • Semi-annual Regional Communication Meetings with Municipal, First Nations, Community Futures and Northern Development EDO's
<ul style="list-style-type: none"> • Coordinate and host capacity building workshops for: <ul style="list-style-type: none"> ○ Not for Profit Organizations ○ Regional Economic Development Professionals
<ul style="list-style-type: none"> • Administer funding programs –Rural Economic Development Services, NDIT Business Façade Improvement Program
<ul style="list-style-type: none"> • Purchase Chamber memberships in each municipality and attend one Chamber meeting annually
<ul style="list-style-type: none"> • Compile and distribute Regional Data: <ul style="list-style-type: none"> ○ RDBN Data Warehouse ○ Regional Profiles ○ Update RDBN Directory and review use

2020 Projects:

<ul style="list-style-type: none"> • Redo Economic Development Action Plan (previous 2015-2017)
<ul style="list-style-type: none"> • Website maintenance and updates for RDBN website

Bulkley-Nechako Workforce Opportunities Table

<ul style="list-style-type: none"> • Participate on the Bulkley-Nechako Workforce Opportunities Table (formerly SWOT)
<ul style="list-style-type: none"> • Organize and facilitate regular meetings – prepare agenda and take minutes <ul style="list-style-type: none"> ○ Assist with the update of the Regional Skills Gap Analysis ○ Manage Social Media posts and webpage (opportunities.rdbn.bc.ca)
<ul style="list-style-type: none"> • Re-design and ongoing management of opportunities.rdbn.bc.ca website

Rural Connectivity

<ul style="list-style-type: none"> • Continue working with Broadband Committee on Connectivity in the Region
<ul style="list-style-type: none"> • Prepare for grant applications

Tourism

<ul style="list-style-type: none"> • Support Northern BC Tourism to host Information Sessions
<ul style="list-style-type: none"> • Distribute Regional Tourism Brochure
<ul style="list-style-type: none"> • Ongoing management of visitbulkleynechako.ca website and social media
<ul style="list-style-type: none"> • Asset collection contest
<ul style="list-style-type: none"> • Support collaborative projects (Ride North, Route 16, BCFMA)

Entrepreneurship

<ul style="list-style-type: none"> • 2021 RDBN Business Forum
<ul style="list-style-type: none"> ○ Prepare to collaborate and support the two-day Business Forum to be held in 2021
<ul style="list-style-type: none"> ○ Facilitate Regional Business Forum Advisory Committee meetings
<ul style="list-style-type: none"> ○ Secure event sponsorship
<ul style="list-style-type: none"> • 2021 Start-up Business Contest
<ul style="list-style-type: none"> ○ Coordinate and promote bi-annual business planning competition within the region to help identify potential gap-filling entrepreneurs from within the community.
<ul style="list-style-type: none"> ○ Secure sponsorship for prizes for business contest
<ul style="list-style-type: none"> ○ Facilitate regional Advisory Committee meetings
<ul style="list-style-type: none"> ○ Coordinate workshops to offer support to prepare business plans

Agriculture

<ul style="list-style-type: none"> • Sponsor Community Events grant program promoting local food production
<ul style="list-style-type: none"> • Assist with updates “Connecting Consumers and Producers” Agriculture Brochure and print copies for distribution at Community Events
<ul style="list-style-type: none"> • Source, purchase and distribute local promotional items to approved events
<ul style="list-style-type: none"> • Support Agriculture Coordinator with projects as requested

Attraction and Retention Marketing

<ul style="list-style-type: none"> • Complete Marketing Initiatives that will ensure the RDBN is marketed for residents, visitors and industry
<ul style="list-style-type: none"> ○ Social Media Marketing
<ul style="list-style-type: none"> ○ Print Marketing
<ul style="list-style-type: none"> ○ Promotional Materials
<ul style="list-style-type: none"> ○ Maintain Image Bank and promote use
<ul style="list-style-type: none"> ○ Use InDesign to complete updates to marketing materials – eg. Sector/Community Profiles, Tourism profiles, infographics
<ul style="list-style-type: none"> ○ Promote and Distribute 360* VR Projects

Support member municipality Economic Development projects – by request and as time permits



Regional District of Bulkley- Nechako Priorities and Projects: 2020

Planning and Land Use Management Function

Department: Planning
Submitted by: Jason Llewellyn, Director of Planning

Staff: Jason Llewellyn, Director of Planning (60%)
Maria Sandberg, Planner
Jennifer MacIntyre, Planner 1
June Stratichuk, Development Services Clerk (60%)
Deneve Vanderwolf, Planning Technician (40%)

Services Provided

- Responding to property, land use, and development inquiries.
- Undertaking planning studies, and creating land use and development plans and policy.
- Processing development applications and referrals.
- Making recommendations to the Regional District Board on land use and development issues.
- Participating in, and making recommendations to the Board, regarding Provincial projects.

Resource Allocation Proposed for 2020

The 2020 work plan is anticipating that workloads will increase from 2019. It is anticipated that the Planning Department will continue to see increased demand to undertake planning work for municipalities under contract, and that demands associated with pipeline construction will increase.

2019 Notable Projects / Work

General

- Processing 14 rezoning, 10 Temporary use permit, 6 development variance permit, and 10 ALR applications
- Zoning Bylaw Public Review 95% complete
- Development Procedures Bylaw Review 95% complete
- Liquor License and Cannabis Policy Review 90% complete
- Initiation of Electoral Area F OCP review 15% complete
- Writing of a Housing Discussion Paper 95% complete
- RFP and initiation of a Parks and Recreation study for the RDBN 30% complete

Municipal Work

- Adoption of the Fraser Lake OCP (under contract) 100% complete
- Development of Burns Lake's Development Procedures Bylaw (under contract) 100% complete
- Processing of 5 land use applications for Burns Lake (under contract) 90% complete
- Drafting a Floodplain Management Bylaw for Telkwa (under contract) 20% complete

Environmental Assessment Participation

- Mount Milligan Water Supply Assessment Application Working group ongoing
- Tenas Coal Environmental Assessment Application Working group ongoing

2020 Proposed Notable Projects

- Zoning Bylaw adoption (formal consideration)
- Electoral Area F OCP Review
- Finalize the Housing Discussion Paper
- Completion of a Parks and Recreation study for the RDBN
- Tenas Coal Environmental Assessment Application Working group
- Lake Kathlyn Development Permit Area consultation

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Regional District of Bulkley- Nechako Priorities and Projects: 2020 Building Inspection Function

Department: Planning
Submitted by: Jason Llewellyn, Director of Planning

Staff: Jason Llewellyn, Director of Planning (15%)
Richard Wainwright, Chief Building Inspector
Jason Berlin, Chief Building Inspector
Steve Davis, Building Inspector (75%)

Services Provided

- Processing building permit applications in Electoral Areas and participating municipalities (Fraser Lake, Granisle, Fort St. James, Burns Lake, Telkwa, Houston).
- Building Bylaw and Floodplain Bylaw implementation and enforcement.

Resource Allocation Proposed for 2020

The 2020 work plan is based on standards of service similar to 2019. This includes the provision of building inspection services to the rural areas, and municipalities under contract (Village of Telkwa, District of Houston, Village of Granisle, Village of Burns Lake, Village of Fraser Lake, District of Fort St. James).

- 70% of resources undertaking inspections of construction and enforcement.
- 25% of resources processing applications and responding to public inquiries.
- 5% of resources on RDBN facilities maintenance.

2019 Notable Projects / Work

- 127 building permits issued in Electoral Areas
- 88 building permits issued in municipalities under contract.
- Registration of 5 Section 57 notices on title
- Old Building Permit file follow-up ongoing

2020 Proposed Notable Projects

- Old Building Permit file follow-up
- Continued focus on registering notices on title (Section 57 CC) as an enforcement tool.
- Development of a revised enforcement and inspection policy
- Review of the revised MIA template Building Bylaw and bylaw review



Regional District of Bulkley- Nechako Planning Department Priorities and Projects: 2019 Bylaw Enforcement Function

Department: Planning
Submitted by: Jason Llewellyn, Director of Planning

Staff: Director of Planning (10%)
Steve Davis, Building Inspector (25%)

Services Provided

- Receive and respond to complaints regarding bylaw violations.
- Work closely with Planning Department staff to evaluate and resolve bylaw violations.
- Undertake site visits, notice delivery, and other activities in support of Planning Department.
- Making recommendations to the Regional District Board on bylaw enforcement issues and actions.

Resource Allocation Proposed for 2020

The 2020 work plan is anticipating that the standards of service for 2020 will be similar to 2019. This includes providing a minimal level of bylaw enforcement service, and responding only to notable bylaw infractions.

- 40% of resources applied to receiving and responding to inquiries regarding bylaw enforcement.
- 10% of resources applied to investigating and working with public to resolve bylaw infractions.
- 50% of resources applied to office work such as letter writing, report writing, and file management associated with bylaw enforcement.

This will change if the RDBN Board partners with the District of Houston and the Village of Burns Lake for a shared Bylaw Enforcement Officer. In this case the level of service will increase.

2019 Notable Projects / Work

- Winning the Supreme Court appeal for Gala Bay Springs Water Co. (Electoral Area D).
- Prepared for unsightly premises clean-up and recovery of costs as taxes (Electoral area A and D).
- Investigation and initiation of enforcement on multiple enforcement files.

2020 Proposed Notable Projects

- Potentially unsightly premises clean-up and recovery of costs (Electoral area A and D).



Regional District of Bulkley- Nechako Priorities and Projects: 2020

GIS and House Numbering Function

Department: Planning
Submitted by: Jason Llewellyn, Director of Planning

Staff: Jason Llewellyn, Director of Planning (15%)
Eric Rehwald, GIS Technician

Services Provided - discretionary

- Maintaining accurate and up to date digital data.
- Responding to staff and public requests for mapping and digital data.
- Maintaining GIS hardware, software and required user licenses.
- Maintaining municipality, first nations, and electoral area addressing database for 911.

Resource Allocation Proposed for 2020

The 2020 work plan is based on one staff person and standards of service similar to 2019.

- 30% of resources on data and system maintenance.
- 20% of resources on staff mapping and data requests.
- 25% of resources on public mapping and inquiries.
- 20% of resources on Department projects.
- 5% Hazard, Risk, and Vulnerability Analysis for Protective Services

2019 Notable Projects / Work

- 73 new rural addresses issued.
- Maintained a current and accurate GIS database and updates to the 911 system.
- Created new zoning bylaw map books for the proposed new zoning bylaw.

2020 Proposed Notable Projects

- Working with the RDFFG to replace the GeoCortex web mapping application and server, and improving the Hub database software.



Regional District of Bulkley- Nechako Environmental Services Department Priorities and Projects: 2019 Update and Proposed 2020 Work Plan

(As of December 19, 2019)

Department: Environmental Services
Submitted by: Rory McKenzie, Director of Environmental Services & Janette Derksen, Deputy Director of Environmental Services

Staffing and Equipment

Environmental Services Department staffing is a mixture of both internal and external personnel. Internal staff include:

- Director of Environmental Services
- Deputy Director of Environmental Services
- Environmental Services Operations Supervisor
- Environmental Services Operations Forman
- Environmental Services Assistant

External staff include:

- Transfer Station Attendants – 12 plus 7 alternates (holiday and sick relief)
 - Landfill Attendants – 4
 - Waste Haul Drivers - 3
 - Water/Sewer Operator (Fort Fraser) - 1
 - Recycling Attendant – 8*, plus 3 alternate (holiday and sick relief)
- *2 of the Recycling Attendants are part of the compensation through Recycle BC

To provide solid waste services associated with transfer station and landfill operation as well as waste hauling the Environmental Services Department operates and maintains the following equipment:

- 8 skid-steer loaders (7 primary and 1 spare)
- 3 tractor units
- 8 – 53 foot walking floor trailers
- 1 roll off truck
- 2 dump trucks
- 1 tandem water truck (Clearview)
- 3 excavators
- 2 crawler dozers
- 2 landfill compactors
- 1 flat deck trailer
- 1 low bed trailer
- 6 pickup trucks
- 4 tractors

Services Provided

- **Solid Waste Management**
 - Operation of 8 transfer stations, 2 sub-regional landfills and eastern/western waste haul
 - Contract admin for 1 secondary landfill (Manson Creek) and privately-owned recycling depot funding contracts.
 - Operation of 4 recycling depots located at the Vanderhoof, Smithers/Telkwa and Fort St. James and Burns Lake Transfer Stations and fulfilling service agreements for EPR programs hosts at the sites.
 - Environmental Reporting for RDBN Operational Certificates and permits to the Ministry of Environment which includes annual reports/sites, inspection and compliance reports, environmental monitoring and reporting for each site and Green House Gas reporting.
- **Liquid Waste Management**
 - Septage receiving facilities at Smithers/Telkwa Transfer Station, Knockholt Landfill, Burns Lake Transfer Station, Fort Fraser Waste Water Treatment Facility managing rural septage haulers volumes and discharge permits.
- **Invasive Plant Management** – In Partnership with the Northwest Invasive Plant Council including board member and managing contribution funding.
- **BC Product Stewardship Council** – Regional representation on Council.
- **Fort Fraser Water and Wastewater Systems**
 - **Small Water Supply and Distribution System**
 - Two deep wells with pumps, storage tower, approximately 6.4km of distribution piping, approximately 135 service connections
 - **Small Waste Water Collection and Treatment System**
 - Approximately 4.9km of collection piping, anaerobic cell, aeration cell, polishing cell with discharge to Nechako River
- **Occupational Health and Safety** – Chair and Co-Chair, OH&S program staff implementation on sites.

Although the Environmental Services Department is involved in the various services as outlined above, the **following 2019 Update and Proposed 2020 Work Plan applies to Solid Waste Management only**, for projects over \$5000, which impacts all Directors and areas of the RDBN. The proposed 2019 work plan was based on the Boards approval to hire a Waste Diversion Coordinator in 2019. This plan does not identify the Fort Fraser water and sewer plans, the Northwest Invasive Plant Council or ongoing management projects and administration of these.



2019 Projects Completed or Pending Completion in 2020 Capital/Operational

- Weigh scale deck and drainage at Knockholt Landfill **(Complete)**
- Phase 1 & 2 Closure project at the Knockholt Landfill **(Complete)**
- Recycling Depot at Vanderhoof and Smithers/Telkwa Transfer Station, construct pole shed and recycling attendant's small office – Phase 2 **(Complete)**
- Recycling Depot Phase 1&2 for Fort St. James and Burns Lake, **(Complete)**
- Conduct the metal recycling with contractor **(Pending, before December 31, 201 - Manson Creek Landfill and Smithers/Telkwa Transfer Station)**
- Purchase 1 Excavator for Wood waste Haul Service, 1 used plow pick-up for Clearview, 1 Freightliner Water truck and fire suppression units for Clearview and Knockholt Landfills, 4 Kabota tractors for recycling depots. **(Complete)**
- Build new tip pad for Fort St. James relocated wood waste pile **(Complete)**
- Established new electronics, small appliance, Household batteries and lights at the Fort St. James Transfer Station Recycling Depot. **(On-going)**

- **Planning Projects/Administrative**
 - Amended Solid Waste User Fee Bylaw to include camp waste **(Pending Approval by Ministry)**
 - Subsidized backyard composting promotion program **(Complete)**
 - GHG Emissions Report for Clearview and Knockholt Landfills. **(Complete)**
 - Closure reports for the 15 historical closed landfills for the Ministry **(Complete)** Abandonment Process **(In-progress)**
 - Cost Recovery Study (in-depth study) – **(On-going)**
 - Somerset Estates Sewer Condition Assessment **(On-going)**

- **Ongoing Projects**
 - Extended producer responsibility programs – Participate in consultation sessions and on BC Product Stewardship Council
 - Participate in the development of local recycling programs
 - Recycling and sustainability education programs
 - Review and negotiate new licence of occupation / lease documents for RDBN solid waste management facilities.



2019 Resource Allocation

- 65% of departments internal staff resources applied to regular operations including:
 - Transfer station, landfill, hauling operations;
 - Re-use shed/Recycling depot operations (current and proposed RDBN depots);
 - Landfill leachate collection/treatment, environmental monitoring activities;
 - Fort Fraser Water and Sewer operations;
 - Report preparation (eg. annual ministry reports, Fort Fraser reporting, budgeting and Board memorandums), data collection and entry, data analysis/trending (waste haul and field monitoring data) and public education (social media and publications) and inquiries.
- 25% of departments internal staff resources applied to projects required due to operational requirement (re-build tip pads or recycling depots) or by Ministry of Environment (example landfill closure, monitoring wells).
- 10% of departments internal staff resources available for ongoing projects (backyard composting program, Invasive Plant Management and OH&S).

2020 Proposed Projects

- **Capital/Operational**
 - Fraser Lake Landfill post closure works (topsoil, grass seeding)
 - Environmental groundwater monitoring wells at Knockholt – update Operational Certificate’s Environmental Monitoring Program (EMP)
 - Replace Vanderhoof transfer station’s bobcat and the spare bobcat
 - Purchase 3 Aluminum Haul trailers for the west
 - Establish Recycle BC contracts/depots for Houston and Area and Fraser Lake Area communities in the Regional District
 - Create a Waste Diversion Coordinator and 1 Laborer position
 - Negotiate property purchase with set backs, ALR application process, re-zoning process with the RDBN and subdivision application process and approval
 - Work to re-establish closure conditions at Former Smithers/Telkwa Landfill, Environmental Monitoring Plan Development
 - Develop Phase 3B at Knockholt Landfill
 - Develop Sub-cell 4 at Clearview Landfill, inspection of Subcell 1&2 closure and earthworks for cell 4 submission to Ministry for approval.



- **Planning Projects/Administrative**

- In depth Cost Recovery Study (**in-Progress**)
- Abandonment Process for 15 historical landfills (**In-progress**)
- Septage User Fee Bylaw amendment
- Septage disposal service and fee review
- Subsidized backyard composting promotion program
- Fraser Lake Landfill soil borrow pit closure plan
- Summer Student to assist with waste diversion programs
- Update Clearview DOC plan
- GHG Emissions Report for Clearview and Knockholt Landfills.

- **Ongoing Projects**

- Extended producer responsibility programs – Participate in consultation sessions and on BC Product Stewardship Council.
- Participate in the development and promotion of local re-use and recycling programs.
- Review and negotiate new licence of occupation / lease documents for RDBN solid waste management facilities.