



REGIONAL DISTRICT
OF BULKLEY NECHAKO

AGENDA

MEETING NO. 6

May 21, 2020

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"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, May 21, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – May 21, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
6-20	Board Meeting Minutes – April 23, 2020	Adopt
21-22	Special Board Meeting Minutes – May 7, 2020	Adopt
23-25	Broadband Committee Meeting Minutes - May 7, 2020 (Unapproved)	Receive
26-30	Committee of the Whole Meeting Minutes - May 7, 2020 (Unapproved)	Receive
31-35	Rural/Agriculture Committee Meeting Minutes - May 7, 2020 (Unapproved)	Receive
36-39	Waste Management Committee Meeting Minutes - May 7, 2020 (Unapproved)	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>PLANNING (All Directors)</u>	
	<u>Development Variance Permit Applications</u>	
40-45	Deneve Vanderwolf Planning Technician Development Variance Permit Application G-01-20 (Milne) Electoral Area “G”	Recommendation
	<u>Crown Land Application Referrals</u>	
46-47	Deneve Vanderwolf Planning Technician Crown Land Application Referral 7410131 (Environment and Climate Change Canada) Electoral Area “D”	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
48-49	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - May 7, 2020	Recommendation
50-55	John Illes, Chief Financial Officer – Northern Capital and Planning Grant	Recommendation
56-63	Cheryl Anderson, Manager of Administrative Services – Letter to Prime Minister Trudeau re: Firearms Ban	Recommendation
64-66	Cheryl Anderson, Manager of Administrative Services – Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020	Recommendation
67-69	Cheryl Anderson, Manager of Administrative Services – Electoral Area ‘A’ Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020	Recommendation
70-87	Curtis Helgesen, Chief Administrative Officer - RDBN Essential Services Mutual Aid Agreement	Recommendation
88	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area ‘D’ (Fraser Lake Rural) Fraser Lake Legion Branch 274	Recommendation
89	Nellie Davis, Regional Economic Development Coordinator – Federal Gas Tax Funds – Electoral Area ‘D’ (Fraser Lake Rural) Village of Fraser Lake	Recommendation
90	Nellie Davis, Regional Economic Development Coordinator – Smithers Ski Club – Northern Development Application – Community Halls and Recreation Facilities	Recommendation
91	Nellie Davis, Regional Economic Development Coordinator – Connectivity Support Letters	Recommendation
92-138	Haley Jeffrey, Emergency Services Manager - Emergency Management Handbook and Quick Reference Guide for Elected Officials	Recommendation
139-140	Jason Blackwell, Regional Fire Chief - Southside Volunteer Fire Department Apparatus	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
141	Nellie Davis, Regional Economic Development Coordinator – Northern Development Initiative Trust Regional Business Liaison Program	Receive
<u>ENVIRONMENTAL SERVICES REPORTS</u>		
142-146	Alex Eriksen, Director of Environmental Services – Reinstate Cardboard Ban at Knockholt Landfill	Recommendation
147-149	Alex Eriksen, Director of Environmental Services – Design Cost for the Houston Transfer Station and Depot	Recommendation
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u>		
150-151	Metro Vancouver – Direct Support for Local Governments	Receive
<u>ACTION LIST</u>		
153-154	April 2020	Receive
<u>SUPPLEMENTARY AGENDA</u>		
<u>NEW BUSINESS</u>		
<u>IN-CAMERA MOTION</u>		
In accordance with Section 90 of the <i>Community Charter</i> , it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) – labour relations or other employee relations and 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Northwest Resource Benefits Alliance), must/may be closed to the public, therefore exercise their option of excluding the public for this meeting.		
<u>ADJOURNMENT</u>		

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 4****Thursday, April 23, 2020**
Via Video/Teleconference

PRESENT: Chair Gerry Thiessen – left at 12:34 p.m., returned at 12:42 p.m.

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Judy Greenaway
Tom Greenaway
Clint Lambert – left at 12:58 p.m.
Brad Layton
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Blackwell, Regional Fire Chief – arrived at 11:30 a.m., left at 11:40 a.m., returned at 12:00 p.m., left at 1:00 p.m.
Nellie Davis, Regional Economic Development Coordinator
John Illes, Chief Financial Officer
Haley Jeffrey, Emergency Services Manager – arrived at 11:30 a.m., left at 11:50 a.m.
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:04 a.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Storey
Seconded by Director T. Greenaway**2020-4-1**

“That the Board Meeting Agenda of April 23, 2020 be approved; and further, that the Supplementary agenda be received and dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Board Meeting Minutes**
-March 19, 2020Moved by Director Layton
Seconded by Director McGuire**2020-4-2**

“That the Board Meeting Minutes of March 19, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PLANNING (All Directors)

Bylaws for Adoption

New Zoning Bylaw for 3rd
 Reading – Bylaw 1800, 2020

Moved by Director Riis-Christianson
 Seconded by Director Storey

2020-4-3

“That Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 be adopted this 23rd day of April, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rezoning Application A-07-19
 (Hanson North Valley)
 Adoption Report for Rezoning
 Bylaw 1902, 2020
 -Electoral Area “A”

Moved by Director Fisher
 Seconded by Director Atrill

2020-4-4

1. “That first, second, and third reading of Regional District of Bulkley-Nechako Rezoning Bylaw No. 1901, 2020 be repealed this 23rd day of April, 2020.”
2. “That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1902, 2020 be adopted this 23rd day of April, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaws for 1st and 2nd Reading

Rezoning Application A-08-19
 (Penninga) 1st and 2nd Reading
 Report for Rezoning Bylaws
 1907 and 1908, 2020

Moved by Director Fisher
 Seconded by Director Atrill

2020-4-5

1. “That Regional District of Bulkley-Nechako Official Community Plan Amendment Bylaw No. 1907, 2020 be given first and second reading this 23rd day of April, 2020 and subsequently be taken to Public Hearing.
2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020 be given first and second reading this 23rd day of April, 2020 and subsequently be taken to Public Hearing.
3. That the Public Hearing for Regional District of Bulkley-Nechako Official Community Plan Amendment Bylaw No. 1907, 2020 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020 be delegated to the Director or Alternate Director for Electoral Area A.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Development Variance Permit Applications

Development Variance Permit Application A-01-20 (Vriend)
Electoral Area "A" Moved by Director Fisher
 Seconded by Director Atrill

2020-4-6

1. "That the Board receive the submissions regarding Development Variance Permit Application A-01-20 (Vriend) on the Supplementary Agenda.

2. That the Board deny Development Variance Permit A-01-20 for the property located at 6943 Lake Road to vary the side parcel line setback required for a building in the Small Holdings (H1) Zone from 5 metres (16.40 ft.) to 1.8 metres (6 ft.) for the proposed structure built in general compliance with Schedule A of the permit."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Development Variance Permit Application C-02-20 (Hughes)
Electoral Area "C" Moved by Director T. Greenaway
 Seconded by Director J. Greenaway

2020-4-7

1. "That the Board receive the submission regarding Development Variance Permit Application C-02-20 (Hughes) on the Supplementary Agenda

2. That the Board approve Development Variance Permit C-02-20 for the property legally described as "South ½ of District Lot 1662, Range 5, Coast District, Except Plans 4805, PRP13842, PRP14451, PRP14748 and 5879" to vary the minimum parcel area required for a parcel in the Rural Resource (RR1) Zone from 28 ha. to 27 ha. to allow the subdivision in general compliance with Schedule A of the permit."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ALR Applications

ALR Non-Farm Use Application No. 1222 (Landry)
Electoral Area "A" Moved by Director Fisher
 Seconded by Director Atrill

2020-4-8

"That Agricultural Land Reserve Non-Farm Use Application No. 1222 (Landry) be recommended to the Agricultural Land Commission for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application Referrals

Crown Land Application
Referral No. 7410115 (PG
Amateur Radio Club)
Electoral Area "D"

Moved by Director Parker
 Seconded by Director Storey

2020-4-9

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410115 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410115."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
Referral No. 7410120
(Kochel Cattle Company)
Electoral Area "F"

Moved by Director Petersen
 Seconded by Director T. Greenaway

2020-4-10

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410120 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410120."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
Referral No. 7410121
(Kochel) - Electoral Area "F"

Moved by Director Petersen
 Seconded by Director T. Greenaway

2020-4-11

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410121 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410121."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
Referral No. 7410122
(Kochel) - Electoral Area "F"

Moved by Director Petersen
 Seconded by Director T. Greenaway

2020-4-12

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410122 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410122."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
Referral No. 7410130
(Jackson) - Electoral Area "C"

Moved by Director T. Greenaway
 Seconded by Director J. Greenaway

2020-4-13

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410130 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410130."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Building Inspection

First Quarter Building Permit Summary

Moved by Director McGuire
 Seconded by Director J. Greenaway

2020-4-14

“That the Board receive the Planning Department’s First Quarter Building Permit Summary.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Bulkley Valley Cross Country Ski Club – Northern Development Application -Community Halls and Recreation Facilities

Moved by Director Fisher
 Seconded by Director Storey

2020-4-15

“That the Board support the application to Northern Development Initiative Trust from the Bulkley Valley Cross Country Ski Club for a grant of up to \$10,669 for the New Auxiliary Groomer Project from the Northwest Regional Account.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds -Electoral Area “A” (Smithers Rural) Bulkley Valley Gymnastics Association

Moved by Director Fisher
 Seconded by Director Atrill

2020-4-16

1) “That the Board authorize contributing up to \$120,000 of Electoral Area ‘A’ Federal Gas Tax allocation monies to the Bulkley Valley Gymnastics Association for a Recreation Infrastructure project at the LB Werner building, and further,

(All/Directors/Majority)

2) That the Board authorize the withdrawal of up to \$120,000 from the Federal Gas Tax Reserve Fund.”

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds -Electoral Area “A” (Smithers Rural) Bulkley Valley Regional Pool

Moved by Director Fisher
 Seconded by Director Layton

2020-4-17

1) “That the Board authorize contributing up to \$42,175 of Electoral Area ‘A’ Federal Gas Tax allocation monies to the Bulkley Valley Regional Pool for Boiler and Air Handling System upgrades, and further,

(All/Directors/Majority)

2) That the Board authorize the withdrawal of up to \$42,175 from the Federal Gas Tax Reserve Fund and increase the Regional District’s Bulkley Valley Regional Pool local service capital budget by \$42,175.”

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Federal Gas Tax Funds
-Electoral Areas "B" (Burns
Lake Rural) and "E" (Francois/
Ootsa Lake Rural) Lakes District
Fair Association

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2020-4-18

1) "That the Board authorize contributing up to \$18,250 of Electoral Area 'B' and up to \$18,250 of Electoral Area "E" Federal Gas Tax allocation monies to the Lakes District Fair Association for Rodeo Concession Renovation and Electrical Upgrades Project, and further,

(All/Directors/Majority)

2) That the Board authorize the withdrawal of up to \$36,500 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Federal Gas Tax Funds
-Electoral Area "C" (Fort St.
James Rural) Community Arts
Council of Fort St. James

Moved by Director T. Greenaway
 Seconded by Director J. Greenaway

2020-4-19

1) "That the Board authorize contributing up to \$80,000 of Electoral Area 'C' Federal Gas Tax allocation monies to the Community Arts Council of Fort St. James for an Entrance and Interior Renovation project, and further,

(All/Directors/Majority)

2) That the Board authorize the withdrawal of up to \$80,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

RigStar and ABnet Letter
of Support Request

Moved by Director Riis-Christianson
 Seconded by Director McGuire

2020-4-20

"That the Board provide a Letter of Support to RigStar and ABnet for their partnered application to the CRTC Broadband Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Telus Letter of Support
Request

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2020-4-21

"That the Board provide a Letter of Support to Telus for their application to the CRTC Broadband Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Federal Gas Tax Funds Moved by Director Petersen
-Electoral Area "F" (Vanderhoof Seconded by Director T. Greenaway
Rural) Nechako Valley Exhibition
Society

2020-4-22

1) "That the Board authorize contributing up to \$75,000 of Electoral Area 'F' Federal Gas Tax allocation monies to the Nechako Valley Exhibition Society for Fire Safety Upgrades, and further,

(All/Directors/Majority)

2) That the Board authorize the withdrawal of up to \$75,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Grant in Aid Update
-Month of March 2020

Moved by Director Storey
 Seconded by Director J. Greenaway

2020-4-23

"That the Board receive the Regional Economic Development Coordinator's April 23, 2020 memo titled Grant in Aid Update – Month of March 2020."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Resolution re: Municipal
Solid Waste – ICI EPR Program

Moved by Director Fisher
 Seconded by Director Riis-Christianson

2020-4-24

"That the Board approve NCLGA's suggested wording changes to the resolution titled 'Municipal Solid Waste – ICI EPR Program.'"

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place in regard to:

- Submitting the resolution titled 'Municipal Solid Waste – ICI EPR Program' including NCLGA's suggested wording changes
- Continuing to move the issue forward
- CAO Helgesen spoke to an e-mail he recently received from the Ministry of Environment and Climate Change staff.

Fort Fraser Fire Protection
Service Area Boundary
Amendment Bylaw No. 1904, 2020

Moved by Director Parker
 Seconded by Director Storey

2020-4-25

"That Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1904, 2020 be adopted this 23rd day of April, 2020."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Cluculz Lake Fire Department Moved by Director Petersen
Bylaw Amendment No. 1906, Seconded by Director T. Greenaway
2020

2020-4-26

"That Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020 be given first, second and third reading this 23rd day of April, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Internet Allowance for Electoral
Area Directors

Moved by Director Parker
 Seconded by Director Storey

2020-4-27

"That the Board increase the internet reimbursement allowance for Electoral Area Directors from \$75 per month to \$125 per month, and include a one-time maximum \$200 payment in 2020 to cover any internet related installation/upgrade fees, and that these changes be included in the next amendment to Bylaw 1837 (Director's Remuneration)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Directors Remuneration for
April 2020

Moved by Director McGuire
 Seconded by Director T. Greenaway

2020-4-28

"That the Board provide a one-time payment equivalent to the pay of one full meeting to each Director for the month of April."

Opposed: Director Fisher CARRIED
 Director Riis-Christianson

(All/Directors/Majority)

Discussion took place in regard to:

- RDBN Meetings in May, 2020
 - Virtual meetings
- Combining COVID-19 updates with scheduled meetings where possible.

RDBN Emergency Operations
Centre COVID-19 Response
Update

Moved by Director Storey
 Seconded by Director Layton

2020-4-29

1. "That the Board approve the Regional District of Bulkley-Nechako Addendum 3 Pandemic Response.

2. That the Board approve the Regional District of Bulkley-Nechako Business Continuity Plan APPENDIX 1 – Pandemics."

Opposed: Director Riis-Christianson CARRIED

(All/rectors/Majority)

The Province provided a template to be used for the Essential Services Mutual Aid Agreement between the RDBN and each of the member municipalities.

ENVIRONMENTAL SERVICES

RDBN Solid Waste
 Management Facility
 Regulation and User Fee

Moved by Director Fisher
 Seconded by Director Storey

Amendment Bylaw No. 1879, 2019

2020-4-30

“That Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019 be adopted this 23rd day of April, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Covid-19 Pandemic Event &
 Impacts

Directors discussed the following in regard to the COVID-19 Pandemic event and impacts:

- Food Security – meeting the demand with limited capacity and labour
 - Director Lambert has been in discussions with Wes Shoemaker, Deputy Minister, Ministry of Agriculture in regard to utilizing the Class D Licensed Abattoir on the Southside of Francois Lake to assist in providing food security and allowing local farmers to process their beef for sale purposes
- Internet/Cell phone connectivity concerns
 - Lack of connectivity on the southside of Francois Lake is creating challenges
 - Teachers are driving to students' homes to provide schoolwork
 - The community is trying to find creative solutions to work around not having adequate cell/internet connectivity
 - Electoral Area “B” (Burns Lake Rural) along with the Village of Burns Lake are experiencing connectivity challenges
 - Electoral Area “G” (Houston Rural) internet access worsening
 - During an emergency event - more emphasis on the importance of connectivity
 - Support companies wanting to expand connectivity in the region
 - Director Riis-Christianson encouraged the Regional Board to have residents experiencing issues to contact the RDBN Economic Development Department
 - Important to lobby the Provincial and Federal Government to resolve the connectivity issues and challenges
 - Staff are touching base with internet providers that have connectivity interests in the region
 - Reach out to Telus - Southside of Francois Lake
 - Province’s Virtual Health Announcement requires internet access
 - Funding - Northern Development Initiative Trust Connecting British Columbia Phase Three: Funding Intake in Support of COVID-19
 - Project ready initiatives
 - Staff developing an online survey for residents in regard to connectivity concerns

VERBAL REPORTS (CONT'D)

- Follow up with companies to determine full utilization of bandwidth to provide service
- Staff will work to develop a plan to bring forward for Directors' input
- Federal Government announced subsidy for students
 - Significant government compensation may make it difficult for small businesses to hire summer student employees
- Impacts to businesses
 - Employees receiving government funding not wanting to return to work
 - Some small businesses/not for profits e.g. Fraser Lake Legion unable to qualify/access Federal/Provincial Funding programs
- 2020 UBCM Convention
 - No update as of yet in regard to the 2020 UBCM Convention moving forward.

Director Fisher, Electoral Area "A" (Smithers Rural)

- Potential challenges in regard to taxation
- Very busy – business conducted differently within the parameters of the Provincial Orders, Guidelines and Notices

Director Riis-Christianson, Electoral Area "B" (Burns Lake Rural)

- Canadian Emergency Wage Subsidy
 - Requires individuals to have a CRA My Business Account
- Impacts to the cultural sector – libraries/museums are significant
 - Federal Government announced some help this week
 - No guidelines currently

Director Parker – Electoral Area "D" (Fraser Lake Rural)

- Reviewing options to use Federal Gas Tax funding to assist where possible
- Agriculture sector follow-up with the Province
- Acknowledged the Regional Board for its efforts during the event

Director Atrill, Town of Smithers

- Moving toward a Recovery Task Force
 - Looking for examples from neighboring communities
- Hosting a number of virtual meetings to address any and all topics along with the Smithers and District Chamber of Commerce
- Smithers RCMP have indicated an increase in frequency and severity of calls
- Concerned in regard to Provincial discussions of diverting businesses from smaller centres to larger centres – will follow up
- Reviewing additional public messaging

Director McGuire, Village of Granisle

- Hosted a Town Hall meeting on April 22, 2020
- Observing mental health and wellness of its residents
- Senior population has been enjoying walks outside

VERBAL REPORTS (CONT'D)

- Teleconference with Minister Robinson
 - Discussed B.C.'s addition of more ambulances
 - Brought forward the importance of including additional personnel as well
 - Concerns in regard to Ambulances in Granisle continuing to provide cross coverage. Director Storey indicated the Village of Fraser Lake is having the same issues

Director Brien, District of Houston

- Residents in Houston struggling to access EI programs
- Hosting a Town Hall meeting tonight (April 23, 2020) along with the Houston Chamber of Commerce
- Moving forward with its Downtown Revitalization Projects
 - Good to move these projects forward

Director Funk, Village of Burns Lake

- Burns Lake Recycling Depot Closure
 - Location of ICI bin
 - Creating concerns for local businesses
- Awaiting a Provincial response in regard to the start of Tree Planting in the area
 - Concerns - companies preparing to move forward without Provincial guidelines
 - John Rustad, MLA Nechako Lakes has reached out to Northern Health and is awaiting a response
 - Chair Thiessen indicated the Province and Northern Health may be working on a plan
- Working with Directors Riis-Christianson and Lambert to develop an Emergency Response Roundtable
 - Beneficial moving toward recovery
- Small Business assistance from the Federal Government can now be accessed through the local Credit Union
- Moving forward with its 2020 infrastructure projects

Director Storey, Village of Fraser Lake

- Working with Taylor Bachrach, MP Skeena-Bulkley Valley regarding issues being encountered in the community
- White Swan Park in Fraser Lake is closed to tourists
 - The Park will be used for locals needing to self-isolate if required
- Parades by First Responders have been good
- Mt. Milligan is recalling workers April 27, 2020
- West Fraser in Fraser Lake is recalling workers
- NCLGA is working on conducting its AGM electronically

Director J. Greenaway, District of Fort St. James

- Seniors helping Seniors' program in Fort St. James has partnered with Save On Foods to provide food to seniors and those with mobility issues
- Nak'azdli Whut'en is only open to members living on reserve
 - Security is in place
- Apollo Forest Products Ltd. is reopening April 26, 2020.

VERBAL REPORTS (CONT'D)

Flooding in Electoral Area "C" (Fort St. James Rural)

Director T. Greenaway mentioned that two locations in Electoral Area "C" (Fort St. James Rural) have flooding concerns. Flooding from Sowchea Creek is impacting the Sowchea Bay area and there is a washout on Pinchi Lake Road, approximately 30 kms north of Fort St. James. The Ministry of Transportation and Infrastructure is aware of the issues and has contacted RDBN staff and will provide further updates this afternoon. Manager Jones-Middleton provided an update.

UNBC Agriculture Working Group

Director Parker commented that he participated in a working group with the University of Northern B.C. regarding UNBC becoming more involved in the Agriculture sector. He will provide the minutes when they are completed on a future RDBN Committee of the Whole meeting.

Fire Truck for the Southside Fire Department

Director Lambert spoke of the work taking place to purchase a Fire Truck for the Southside Volunteer Fire Department.

Stuart Nechako Manor

Director Petersen mentioned that the Stuart-Nechako Regional Hospital District (SNRHD) provided a thank you letter and gift card in recognition of the Stuart Nechako Manor staff in regard to the adverse conditions they encountered regarding the fire, flooding and subsequent repairs that occurred at the Manor. SNRHD Chair Petersen received a letter of appreciation from Northern Health on behalf of the Manor. The Manor is fully operational at this time. Chair Thiessen will follow up in the near future with Northern Health in regard to its building integrity analysis for the Manor.

Electoral Area "G" (Houston Rural) Update

Director Newell thanked those that have welcomed him to the RDBN. As a newly elected director he has received numerous calls from area residents in regard to the following concerns and topics:

- Lake Babine Nation Foundation Agreement
 - Potential impact to some residents in regard to land transfers
 - Smithers Landing area formed a community association to address LBN Foundation Agreement impacts to area residents
 - Has been in contact with Tlell Glover, Ministry of Indigenous Relations and Reconciliation Negotiations and Regional Operations Division – Skeena Region
 - Director McGuire indicated that MIRR is planning to provide engagement sessions in Granisle
- Houston Mill curtailment
 - Director Brien indicated Canfor extended its curtailment a further two weeks
 - The sawmill is now into its 4th week of a 5-week curtailment
- Rural broadband and cell coverage
 - Concerns regarding the lack of adequate service
 - Contact information for ISP's and cell phone companies.

VERBAL REPORTS (CONT'D)

Thank You to Chair Thiessen and Board of Directors

Director Layton thanked Chair Thiessen and the Board of Directors for reaching out during his recent health concerns.

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORT

Southside Volunteer Fire Department Apparatus

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2020-4-31

“That the Board approve issuing a “Notice of Intent” to purchase the 2019 Stock Liberator Side Control Fire Engine that is currently available through Fort Gary Fire Trucks.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CN – Fraser Lake

Director Storey mentioned that the Village of Fraser Lake has requested that CN clean up the junk yard located at White Swan Park. CN has also been completing construction works in the area at late hours with high levels of noise without providing notification. Concerns have been provided to CN.

Village of Fraser Lake – 4th Lagoon

Director Storey reported that work is being completed on the 4th Lagoon which is exciting and will be beneficial for the community.

Chair's Update

Chair Thiessen attended the following meetings recently:

- Meeting with Premier Horgan – COVID-19 Pandemic
 - Attended with five local government elected representatives from Northern BC
 - Provide an understanding to the impacts of COVID-19 in northern B.C.
- Follow-up meeting - Pathway Forward 2.0 Agreement
 - Chair Thiessen and CAO Helgesen participated in a teleconference meeting with Cory Waters, Chief Negotiator, Ministry of Indigenous Relations and Reconciliation
 - CAO Helgesen will work with Mr. Waters moving forward
- Rio Tinto Water Engagement
- Nechako Roundtable
- Coastal GasLink re: COVID-19 Protocols.

Chair Thiessen spoke of moving forward in a safe manner regarding the COVID-19 Pandemic event.

ICI Recycling in Fort St. James

Director J. Greenaway mentioned that they are experiencing similar issues with ICI Recycling in Fort St. James as Burns Lake. She noted that the District of Fort St. James has been working with a cooperative group to develop a plan for ICI recycling. The COVID-19 event has created some challenges completing the plan in the timeline provided. Director J. Greenaway spoke of the importance of the Regional District continuing work with the Province in regard to ICI recycling.

VERBAL REPORTS (CONT'D)

Receipt of Verbal Reports

Moved by Director J. Greenaway
 Seconded by Director Storey

2020-4-32

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence and Action List

Moved by Director McGuire
 Seconded by Director Atrill

2020-4-33

“That the Board receive the following:

Administration Correspondence

- Northern Development Initiative Trust – 2020 Local Government Internship Program
- the Union of B.C. Municipalities – Provincial Response to 2019 Resolutions

Action List

- March 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Manager Jones-Middleton provided an overview of the 2020 Local Government Internship Program Hire that will begin May 18, 2020 for a one-year term.

NEW BUSINESS

Letter to the Honourable Lana Popham, Minister of Agriculture

Moved by Director Parker
 Seconded by Director Petersen

2020-4-34

“That the Board write a letter to the Honourable Lana Popham, Minister of Agriculture and Deputy Minister Wes Shoemaker in regard to allowing Class D and E Abattoirs to process meat for sale purposes.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Parker noted that currently Class D and E Licensed Abattoirs are unable to sell meat processed at their facilities. Due to the current COVID-19 Pandemic and the recognized need for local processing to provide food security it would be beneficial for Class D and E Licensed Abattoirs to be able to sell locally processed meat. There is currently an Abattoir on the Southside of Francois Lake that would potentially be a location for increased sale possibilities.

Chair Thiessen

Chair Thiessen noted the work that Board of Directors are doing for their residents and recognized the importance of the RDBN Board of Directors supporting their communities and encouraging one another in these challenging times.

ADJOURNMENT

Moved by Director Storey
Seconded by Director T. Greenaway

2020-4-35

“That the meeting be adjourned at 1:16 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**SPECIAL MEETING NO. 5****Thursday, May 7, 2020**
Via Video/Teleconference

PRESENT: Chair Gerry Thiessen

Directors Shane Brienen
Mark Fisher
Dolores Funk
Clint Lambert
Brad Layton
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Directors Gladys Atrill, Town of Smithers
Absent Judy Greenaway, District of Fort St. James
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator
Janette Derksen, Deputy Director of Environmental Services
– arrived at 11:56 a.m.
John Illes, Chief Financial Officer
Haley Jeffrey, Emergency Services Manager
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

Other Taylor Turkington, Manager, Assurance, Beswick Hildebrandt
Lund

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:31 a.m.

MOTION TO HOLD
SPECIAL BOARD MEETINGMoved by Director Petersen
Seconded by Director Parker2020-5-1"In accordance with Section 220 of the *Local Government Act*, the Regional District of Bulkley-Nechako Board of Directors calls a Special Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**AGENDA**Moved by Director Petersen
Seconded by Director McGuire2020-5-2

"That the Board Meeting Agenda of May 7, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BROADBAND COMMITTEE MEETING****Thursday, May 7, 2020****Via Video/Teleconference**

PRESENT: Chair Michael Riis-Christianson

Directors Mark Fisher
Clint Lambert
Chris Newell
Mark Parker
Gerry Thiessen – left at 9:58 a.m.

Director Absent Tom Greenaway, Electoral Area “C” (Fort St. James Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator
Debbie Evans – arrived at 9:59 a.m.
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning – arrived at 10:10 a.m.
Wendy Wainwright, Executive Assistant

Others Taylor Turkington, Manager, Assurance, Beswick Hildebrandt Lund
Shane Brienen, District of Houston
Jerry Petersen, Electoral Area “F” (Vanderhoof Rural)

CALL TO ORDER

Chair Riis-Christianson called the meeting to order 9:31 a.m.

AGENDAMoved by Director Lambert
Seconded by Director Parker**BBC.2020-2-1**

“That the Broadband Committee Agenda for May 7, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Broadband Committee
Meeting Minutes
–January 9, 2020**Moved by Director Parker
Seconded by Director Lambert**BBC.2020-2-2**

“That the Broadband Committee Meeting Minutes of January 9, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Connecting British Columbia
 Funding Program: COVID-19
 Response Moved by Director Thiessen
 Seconded by Director Lambert

BBC.2020-2-3

“That the Broadband Committee receive the Regional Economic Development Coordinator’s May 7, 2020 memo titled Connecting British Columbia Funding Program: COVID-19 Response.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to funding criteria concerning download and upload speeds. Chair Riis-Christianson commented that a meeting is scheduled May 8, 2020 with Telus. Telus’ purchase of ABC Communications was discussed.

DISCUSSION ITEMS

1. How does the RDBN advance its 3 projects?

The following was discussed:

- Frustrations in regard to working with Telco’s to move projects forward
- Staff are scheduling meetings with Telco’s in the region working to advance projects
- Finding alternate solutions to move forward
 - Continue lobbying and advocate for adequate service levels
 - RDBN Board write a letter to Federal and Provincial Government Authorities
 - Request Letters of Support from the municipalities and First Nations communities in the region
 - Highlighting the importance of improving internet service
 - COVID-19 Pandemic impact
 - Lack of internet creates
 - Public safety and health issues
- Lack of educational opportunities for rural B.C. youth due to lack of internet service levels.

Report to RDBN Board
 Meeting

Moved by Director Parker
 Seconded by Director Lambert

BBC.2020-2-4

“That the Broadband Committee direct staff to bring forward a comprehensive lobbying and strategy report to the May 21, 2020 Board Meeting including requests for letters of support from local governments and First Nations Governments in the region.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. Provincial \$50 million fund for small connectivity projects

- Contacting all Internet Service Provider’s (ISP’s) in the region
 - i. Asking if there is an opportunity to utilize fund

DISCUSSION ITEMS (CONT'D)

3. Provincial model for advancing connectivity in rural and remote areas

- Province and Federal approval of connectivity in rural and remote areas requires local governments or ISP's to be in business for three years; and/or local governments to partner with ISP's that are in business for three years
- Request that the Province and Federal governments consider connectivity as an essential service
- Suggest backbone and fibre optic infrastructure be owned by Provincial/Federal Government.

Provincial Ownership of
 Digital Infrastructure

Moved by Director Newell
 Seconded by Director Parker

BBC.2020-2-5

"That the Broadband Committee recommend that the Board write a letter to the Ministry of Citizens' Services suggesting that the Provincial Government consider that internet service be an essential service; and further, that the Provincial Government consider owning digital infrastructure similar to transportation infrastructure."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

RigStar Discussion

- Chair Riis-Christianson met with RigStar May 6, 2020
- RigStar working with TC Energy to provide wireless connectivity along pipeline route
- Potential opportunity to create synergies in the region
 - Reviewed map of areas for potential opportunities
- RDBN will share Broadband Study and priority projects
- Staff will follow up with RigStar in regard to the method used to access internet infrastructure and the cellular user system.

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director Newell

BBC.2020-2-6

"That the meeting be adjourned 10:12 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, May 7, 2020****Via Video/Teleconference**

PRESENT: Chair Gerry Thiessen

Directors Shane Brien
Mark Fisher
Dolores Funk
Clint Lambert
Brad Layton
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Directors Absent Gladys Atrill, Town of Smithers
Judy Greenaway, District of Fort St. James
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator – left at 12:12 p.m., returned at 12:20 p.m.
Janette Derksen, Deputy Director of Environmental Services
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Haley Jeffrey, Emergency Services Manager
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

Other Kiel Giddens, Public Affairs Manager, TC Energy – left at 12:58 p.m.
Tanner Moulton, Public Affairs Coordinator, TC Energy – left at 12:58 p.m.
Rachel Kulasa, Public Affairs, Calgary, TC Energy – left at 12:58 p.m.
Tamara Trabelian, Public Affairs, Prince George, TC Energy – left at 12:58 p.m.
Brenna Herbert, SocioEconomic Advisor, TC Energy – left at 12:58 p.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 12:07 p.m.

AGENDAMoved by Director Petersen
Seconded by Director Funk**C.W.2020-5-1**

"That the Agenda of the Committee of the Whole meeting of May 7, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – March 5, 2020

Moved by Director Layton
 Seconded by Director McGuire

C.W.2020-5-2

“That the Committee of the Whole meeting minutes of March 5, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

TC ENERGY – Kiel Giddens, Public Affairs Manager RE: Coastal GasLink Pipeline Project Update

Chair Thiessen welcomed Kiel Giddens, Public Affairs Manager, TC Energy. Mr. Giddens introduced Tanner Moulton, Public Affairs Coordinator, Rachel Kulasa, Public Affairs, Calgary, Tamara Trabelian, Public Affairs, Prince George and Brenna Herbert, SocioEconomic Advisor, TC Energy.

Mr. Giddens provided a PowerPoint Presentation.

Coastal GasLink Pipeline Project Update

- About TC Energy
- Coastal GasLink is Connecting Cleaner Energy to the World
- Prioritizing local & Indigenous Contracting & Hiring
- Recent Project Milestones
- Prioritizing Safety & Community Support
- Coastal GasLink Progress at May 2020
- Progress in RDBN Region
- Pipe Hauling and Stockpiling
- Workforce Accommodations: Purpose
- Workforce Accommodations in RDBN
- Preparing for 2020 Mainline Construction
- What is a Compressor Station?
- SEEMP Engagement Overview
- SEEMP Effects
- SEEMP Reporting
- Public Communications & Response
- Building a Legacy of Safety and Respect.

Mr. Giddens mentioned that TC Energy will provide an updated solid waste report to RDBN staff by mid May 2020.

Discussion took place regarding:

- TC Energy's building of internet and cell infrastructure
 - Future partnering and use of its connectivity infrastructure
 - Working with Telus and RigStar
 - Working to be a net contributor in the region
 - Connectivity infrastructure will be in place prior to camp employees arriving on sites
- Pipeline location in Area 7
 - Route approved beginning of 2019 - no changes
- LNG Market and long-term contracts for LNG
- TC Energy's assistance in regard to Industrial Commercial Institutional (ICI) recycling
 - Mr. Giddens indicated a willingness to have further discussions

DELEGATION (CONT'D)

TC ENERGY – Kiel Giddens, Public Affairs Manager RE: Coastal GasLink Pipeline Project Update (Cont'd)

- TC Energy hosting a roundtable with Provincial Agencies/Ministries
 - Postponed due to COVID-19 Pandemic
 - Potential opportunity to bring forward ICI recycling concerns in the region
 - Ms. Herbert will follow up with CAO Helgesen and Mr. Giddens regarding local government representation at future roundtable discussions.

Director Parker thanked TC Energy for working with communities and providing local business support.

Chair Thiessen thanked Mr. Giddens for attending the meeting.

REPORTS

Elected Officials Emergency Management Handbook

Haley Jeffrey, Emergency Services Manager provided a PowerPoint Presentation.

RDBN Elected Officials Emergency Management Handbook

- Comprehensive Emergency Management Plan (CEMP)
 - Objectives of the CEMP
 - Current CEMP Addendums
 - CEMP Addendums being developed
 - CEMP Structure Example
 - Purpose of the handbook
 - Mitigation
 - RDBN Role in Disaster Mitigation
 - Preparedness
 - Roles and Responsibilities
 - Response
 - EOC Activation Levels
 - RDBN EOC Organizational Structure
 - Issuing Hazard Notices and Evacuation Alerts
 - Declaring a State of Local Emergency (SOLE)
 - Extraordinary Powers Under SOLE
 - Issuing Evacuation Orders
 - Policy Group Responsibilities
 - Operational Responsibilities
 - Recovery
 - Community Recovery Goals
- RDBN Emergency Response Quick Reference Guide for Elected Officials.

Discussion took place in regard to having more than one policy group.

Moved by Director Petersen
 Seconded by Director Riis-Christianson

C.W.2020-5-3

“That the Committee of the Whole recommend that the Board approve the Elected Officials Emergency Management Handbook and Quick Reference Guide.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Northern Development Initiative Trust – Business Façade Improvement Program Funding Update Moved by Director McGuire
 Seconded by Director Lambert

C.W.2020-5-4

“That the Committee of the Whole receive the Regional Economic Development Coordinator’s May 7, 2020 memo titled Northern Development Initiative Trust Business Façade Improvement Program Funding Update.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Financial Update

Moved by Director Layton
 Seconded by Director Funk

C.W.2020-5-5

“That the Committee of the Whole receive the Chief Financial Officer’s May 7, 2020 memo titled Financial Update.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Prime Minister Trudeau RE: Implementation of Federal Government’s Firearms Ban

Director Lambert noted that he has received numerous calls regarding Prime Minister Trudeau’s implementation of the Federal Government’s Firearms Ban. Discussion took place in regard to the process in which the Federal Government implemented the ban and residents indicating that the lack of consultation and opportunity to provide feedback is a concern. Discussion took place in regard to impacts to Indigenous people.

Draft Letter to Prime Minister Trudeau RE: Opposition to the Process re: Implementation of Federal Government’s Firearm Ban

Moved by Director Lambert
 Seconded by Director McGuire

C.W.2020-5-6

“That the Committee of the Whole recommend that the Board write a letter to Prime Minister Trudeau in opposition to the process regarding the implementation of the Federal Government’s Firearms Ban, and further, that the draft letter be brought forward to the May 21, 2020 Board meeting for consideration.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director McGuire
Seconded by Director Lambert

C.W.2020-5-7

“That the meeting be adjourned at 1:30 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, May 7, 2020****Via Video/Teleconference**

PRESENT: Chair Mark Parker

Directors Mark Fisher
Clint Lambert – arrived at 10:27 a.m.
Chris Newell – left at 10:54 a.m.
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen – arrived at 10:44 a.m.

Director Absent Tom Greenaway, Electoral Area “C” (Fort St. James Rural)

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

Others Shane Brienen, District of Houston
Dolores Funk, Village of Burns Lake – arrived at 10:48 a.m.
Don Jolly, Consultant, Response Specialties Consulting – arrived at 10:38 a.m.
Brad Layton, Village of Telkwa – arrived at 11:03 a.m.
Linda McGuire, Village of Granisle – arrived at 11:00 a.m.
Sarraah Storey, Village of Fraser Lake – arrived at 10:59 a.m.
Taylor Turkington, Manager, Assurance, Beswick Hildebrandt Lund

CALL TO ORDER

Chair Parker called the meeting to order at 10:18 a.m.

AGENDAMoved by Director Riis-Christianson
Seconded by Director Petersen**RDC.2020-4-1**

“That the Rural/Agriculture Committee approve the May 7, 2020 Agenda.”

(All/Directors/Majority) **CARRIED UNANIMOUSLY****MINUTES****Rural Directors Committee Meeting Minutes -March 5, 2020**Moved by Director Petersen
Seconded by Director Riis-Christianson**RDC.2020-4-2**

“That the minutes of the Rural Directors Committee meeting of March 5, 2020 be received.”

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

AGRICULTURE REPORT

RDBN Food and Agriculture Plan – Marketing and Promotional Strategy

Moved by Director Fisher
 Seconded by Director Riis-Christianson

RDC.2020-4-3

“That the Rural/Agriculture Committee receive the Agriculture Coordinator’s May 7, 2020 memo titled RDBN Food and Agriculture Plan – Marketing and Promotional Strategy.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE CORRESPONDENCE

RDBN Letter to Ministry of Agriculture – COVID-19 Crisis and Class D and E Licenses

Moved by Director Petersen
 Seconded by Director Fisher

RDC.2020-4-4

“That the Rural/Agriculture Committee receive the RDBN Letter to Ministry of Agriculture – COVID-19 Crisis and Class D and E Licenses.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to:

- Follow up to ensure that Class D and E licenses are established within the RDBN and potential for a Class A license in the region
- Class D license
 - o 25 animal units
 - 1 animal unit - 1,000 lbs
 - Smaller animal units – poultry/swine
- Class E license
 - o 1-10 animal units
- COVID-19/COVID-19 recovery
 - o Class A and B abattoirs are experiencing high demand
 - o Having a Class A abattoir in region may assist in relieving the demand and allow for a viable business
 - o Market for animals
 - Having to keep animals at home
 - Food shortage
 - Producers and consumers seeking local processing to alleviate the strain.

VERBAL REPORT – Chair Parker re: Agriculture Update

UNBC Agriculture Working Group

Director Parker participated in a working group with the University of Northern B.C. regarding UNBC becoming more involved in the Agriculture sector. Concerns were raised in regard to capacity at the University level and potential directions moving forward. Chair Parker requested Director Lara Beckett, Regional District of Fraser-Fort George also be included in the working group. He will provide the minutes when they are available.

COVID-19 Pandemic Programs – Agriculture

Chair Parker commented that there are a number of Agriculture COVID-19 Pandemic Programs available and staff has them listed on the RDBN Agriculture website page.

VERBAL REPORT – Chair Parker re: Agriculture Update (Cont'd)

Federal Government's \$252 million in COVID-19 relief funding for agri-food industry

Chair Parker mentioned the recent announcement from the Federal Government regarding \$252 million in COVID-19 relief funding for agri-food industry. Approximately \$125 million is to be provided to producers to assist with costs associated with keeping animals at home due to the COVID-19 Pandemic impacts. He noted that allocation of the funding has yet to be clearly defined. Debbie Evans, Agriculture Coordinator spoke of the funding being allocated for agri-stability, recovery and risk management programs.

Local Producers assisting Food Banks

Chair Parker expressed appreciation for local producers supplying product to food banks to assist during the Pandemic.

Discussion took place regarding:

- Finishing meat for processing and sale purposes
- 4H Programs provide instruction to members in regard to finishing cattle
- Ms. Evans indicated there is potential for her to provide a workshop on the finishing process.

Federal Government's
 COVID-19 Agri-Food Industry
 and Producer Funding

Moved by Director Fisher
 Seconded by Director Lambert

RDC.2020-4-5

"That the Rural/Agriculture Committee recommend that the Board write a letter to Taylor Bachrach, MP Skeena-Bulkley Valley and Todd Doherty, MP Cariboo-Prince George requesting that a portion of the recently announced Federal Government COVID-19 relief funding for the agri-food industry and producers be provided to small producers within the RDBN."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PLANNING DEPARTMENT (Rural Directors)

Crown Land Application Referrals

Crown Land Application
 Referral No. 7409684 (Thon)
 – Electoral Area "D"

Moved by Director Lambert
 Seconded by Director Fisher

RDC.2020-4-6

"That the Comment Sheet for Crown Land Application Referral No. 7409684 be provided to the Province as the Regional District's comments on Crown Land Application 7409684."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
 Referral No. 6409187 (Lower
 Dean River Lodge)
 – Electoral Areas "E" and "G"

Moved by Director Lambert
 Seconded by Director Newell

RDC.2020-4-7

"That the Comment Sheet for Crown Land Application Referral No. 6409187 be provided to the Province as the Regional District's comments on Crown Land Application 6409187."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application Referrals (Cont'd)

Crown Land Application Moved by Director Lambert
Referral No. 0264318 (Tchentlo Seconded by Director Petersen
Lake Lodge) – Electoral Area “C”

RDC.2020-4-8 “That the Comment Sheet for Crown Land Application Referral No. 0264318 be provided to the Province as the Regional District’s comments on Crown Land Application 0264318.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

REPORT

Cluculz Lake Volunteer Fire Moved by Director Petersen
Department Study Seconded by Director Riis-Christianson

RDC.2020-4-9 “That the Rural/Agriculture Committee receive the Regional Fire Chief’s May 7, 2020 memo titled Cluculz Lake Volunteer Fire Department Study.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

DELEGATION

Don Jolly, Consultant, Response Specialties Consulting RE: Cluculz Lake Volunteer Fire Department Study

Chair Parker welcomed Don Jolly, Consultant, Response Specialties Consulting.

Mr. Jolly provided a PowerPoint Presentation.

Cluculz Lake Volunteer Fire Department Study

- Legislative Context
- Organizational Challenges
- General Findings
- Playbook
- WorkSafe BC
- Motor Vehicle Act & Freedom of Information and Protection and Privacy Act
- Major Asset Program
- Primary Recommendations.

Discussion took place in regard to:

- Liability considerations
- Volunteer Fire Department respond is with available resources and within its allowable parameters
- A number of outstanding items to be addressed
- Outlined recommendations to bring CLVFD on par with RDBN Rural Volunteer Fire Departments is attainable
- Studies completed for all RDBN rural Volunteer Fire Departments
 - Information will be brought forward, including the role and responsibility of the Regional Fire Chief, rural volunteer fire departments and municipal fire departments in June/July 2020.

Mr. Jolly noted that the Cluculz Lake Volunteer Fire Department members have indicated their satisfaction with the level of service currently being provided. Potential concern is for the replacement of long term capital assets.

Chair Parker thanked Mr. Jolly for attending the meeting.

ADJOURNMENT

Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2020-4-9

“That the meeting be adjourned 11:19 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO
WASTE MANAGEMENT COMMITTEE MEETING
(Committee Of The Whole)

Thursday, May 7, 2020

Via Video/Teleconference

PRESENT: Chair Mark Fisher

Directors Shane Brien
Dolores Funk
Clint Lambert
Brad Layton
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarra Storey
Gerry Thiessen

Directors Gladys Atrill, Town of Smithers
Absent Judy Greenaway, District of Fort St. James
Tom Greenaway, Electoral Area "C" (Fort St. James)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Janette Derksen, Deputy Director of Environmental Services
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Fisher called the meeting to order at 1:31 p.m.

AGENDA

Moved by Director Riis-Christianson
Seconded by Director Storey

WMC.2020-2-1

"That the Waste Management Committee approve the May 7, 2020 Agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Waste Management
Committee Meeting Minutes
-March 5, 2020

Moved by Director Parker
Seconded by Director Layton

WMC.2020-2-2

"That the Minutes of the Waste Management Committee for March 5, 2020 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Reinstate Cardboard Ban at Knockholt Landfill

The following was discussed:

- Option to burn cardboard with wood waste
 - o A number of conditions and considerations a concern
- Timeline to reinstate ban
- Temporary solution impacting potential future commitments from Recycle BC and its post-collection company Green for Life (GFL)
- Green for Life willingness to provide compensation for residential recycling receiving facility and not ICI
- RDBN staff spoke with GFL and they indicated they will visit the region in August, 2020
- Temporary solution to address ICI cardboard only
- Option for secondary uses for cardboard e.g. pellets
- Investigating implementing a region wide plan to equalize cardboard recycling across the region
- Important to remove cardboard from the landfills
- Establishing a working group
 - o Proactive role
 - o Interested businesses to utilize cardboard for secondary purposes
 - o Reaching out to schools
 - o Small scale recycling within the RDBN
 - o Support business recycling initiatives
 - o Economic development opportunity
- Fuel surcharge to transport cardboard from Smithers to Knockholt Landfill
- High expense for companies to transport loose cardboard
- Transporting cardboard to Prince George - nearest receiving facility with capacity
- Reinstating cardboard ban at Knockholt Landfill
- Impact to phase development of Knockholt Landfill due to the temporary lifting of the cardboard ban
- Net zero solution/options for cardboard recycling.

Reinstate Cardboard Ban at Knockholt Landfill

Moved by Director Riis-Christianson
 Seconded by Director Lambert

WMC.2020-2-3

1. "That the Waste Management Committee recommend that the Board direct staff to reinstate the ban on cardboard at Knockholt Landfill on August 1, 2020.
2. That the Waste Management Committee recommend that the Board approve staff research a temporary ICI cardboard solution while negotiations with Recycle BC's Post-Collection Company (or other 3rd party) to establish and operate a new baling facility are underway; and further,
3. That staff report back to the Board with a recommendation on a temporary solution for ICI cardboard after consultation with the commercial sector and stakeholders."

Opposed: Chair Fisher

CARRIED

(All/Directors/Majority)

REPORT (CONT'D)

Chair Fisher spoke to the importance of finding a solution to the issue in the west of the RDBN. The following was discussed:

- Adjusting timelines
- Impact of cardboard disposal to RDBN Landfills
- Forming a working group with stakeholders, RDBN staff and elected officials to work towards a solution to the issues associated with a lack of baling facility in the west of the RDBN
- Staff including the creation of a working group in its research.

Cardboard Processing Working Group

Moved by Chair Fisher
 Seconded by Director Funk

WMC.2020-2-4

“That the Waste Management Committee recommend that the Board authorize the establishment of a Cardboard Processing Working Group, including stakeholders exploring cardboard processing solutions, RDBN staff and elected officials; and further, that a Pilot Project be developed with a goal of recycling 50% of residential and ICI (Industrial Commercial Institutional) cardboard in three years.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- The RDBN taking the lead role in organizing a working group and business/organizations participation
 - Businesses/organizations potential interests/lack of interest
- Duplication of initiatives
- Future discussions regarding long term solution.

VERBAL REPORTS – Chair Fisher re: Update

Chair Fisher mentioned he has been meeting with the Federation of Canadian Municipalities (FCM) Zero Waste Working group and discussing Extended Producer Responsibility (EPR) Programs. He has raised issues regarding Agriculture Plastics and ICI.

CORRESPONDENCE

Correspondence

Moved by Director Riis-Christianson
 Seconded by Director McGuire

WMC.2020-2-5

“That the Waste Management Committee receive the following correspondence:

- Recycle BC – Smithers Telkwa Transfer Station Compensation
- Ministry of Environment and Climate Change Strategy – RDBN Recycling Services.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Parker
Seconded by Director Funk

WMC.2020-2-6

“That the meeting be adjourned at 2:18 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Executive Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: May 21, 2020
SUBJECT: Development Variance Permit Application G-01-20 (Milne)

RECOMMENDATION

That the Board approve Development Variance Permit G-01-20 for the property located at 48190 Axe Road to allow the following parcel line setback variances for pole shed building developed in compliance with Schedule A of the permit:

- Vary Section 8.07 (1) (a) to reduce the front parcel setback from 7.5 metres (24.61 ft.) to 2 metres (6.5 ft).
- Vary Section 8.07 (1) (b) to reduce the side parcel line setback from 2 metres (6.56 ft.) to 0.97 metres (3.18 ft.).
- Vary Section 8.07 (1) (c) to reduce the parcel line which abuts a highway setback from 4.5 metres (14.76 ft.) to 2 metres (6.5 ft).

VOTING

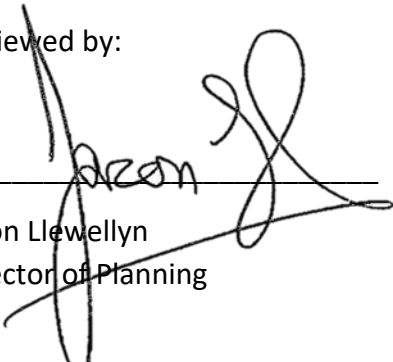
Electoral Area Planning – Participants/Directors/Majority

EXECUTIVE SUMMARY

This application is for a Development Variance Permit to vary the front, side, and highway parcel line setbacks in order for the applicant to build a post and beam style pole shed for RV and boat storage.


Staff have no objection to the proposed variances.

Reviewed by:



 Jason Llewellyn
 Director of Planning

Written by:



 Deneve Vanderwolf
 Planning Technician

APPLICATION SUMMARY

Name of Applicants: John & Elizabeth Milne

Electoral Area: G

Subject Property: Lot 30, District Lot 1352, Range 5, Coast District, Plan 5380. The subject property is 0.17 ha (0.43 acres) in size.

Location: The subject property is located at 48190 Axe Rd, on the western shore of Babine Lake, 5.5 kilometres south of the Village of Granisle.

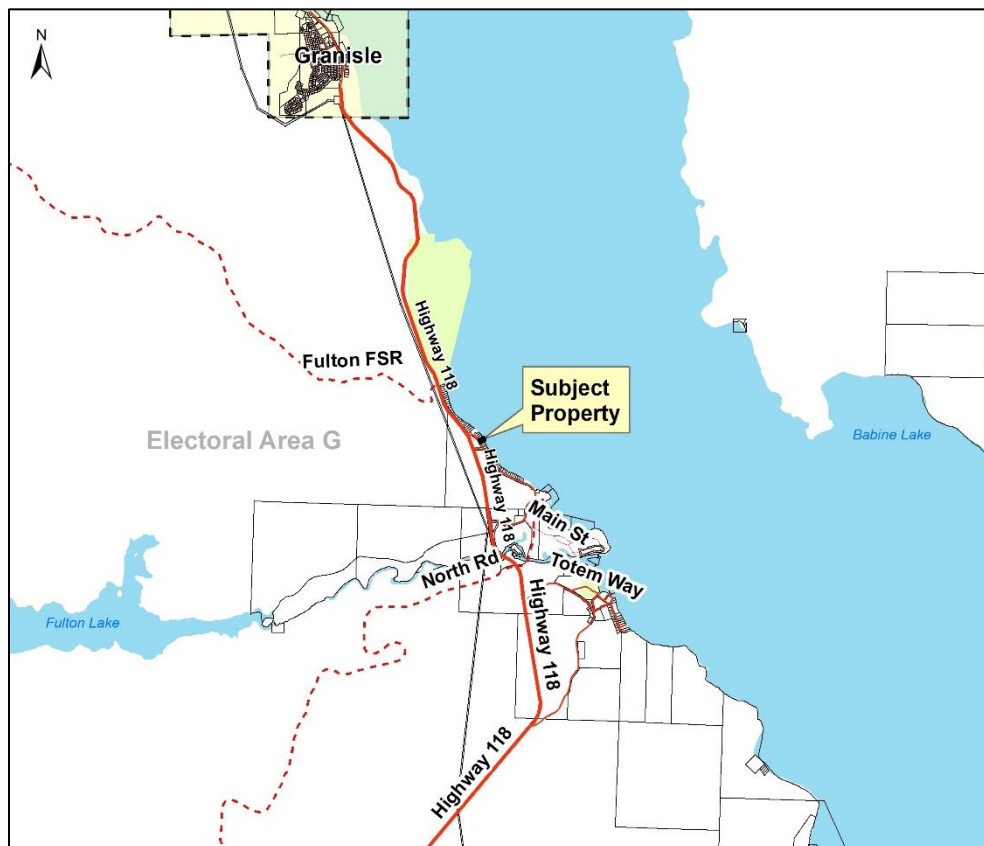
O.C.P Designation: Lakeshore Designation

Zoning: Waterfront Residential II Zone (R4)

Surrounding Land Use: Residential

ALR Status: In the ALR

General Location:



PROPOSAL

The applicants would like to build a post and beam style pole shed for RV and boat storage on their lakeshore property on Babine Lake. The new construction will not meet the front and side parcel line setbacks required in the zoning bylaw.

A Development Variance Permit was issued in 2012, to previous owners, for the garage on the other side of the parcel from the proposed pole shed. The permit varied the setback for the front parcel line which abuts a highway from 7.5 metres (24.61 ft.) to 1.7metres (3.5 ft) and side parcel line setback from 2 metres (6.56 ft.) to 0.97 metres (3.18 ft.).

The subject property is zoned "Waterfront Residential II (R4)" under Regional District Zoning Bylaw No. 1800, 2020. Section 8.07 (1) of the zoning bylaw states that in the Waterfront Residential II Zone, no building or structure or part thereof, except a fence, shall be located within

- a) 7.5 metres (24.60 feet) from the Front Parcel Line;
- b) 2 metres (6.56 feet) from each Side Parcel Line which does not abut a Highway;
- c) 4.5metres (14.76 feet) from any Parcel Line which abuts a Highway.

In order to accommodate the proposed building the applicant has applied for a Development Variance Permit to do the following.

- Vary Section 8.07 (1) (a) to reduce the front parcel setback from 7.5 metres (24.61 ft.) to 2 metres (6.5 ft).
- Vary Section 8.07 (1) (b) to reduce the side parcel line setback from 2 metres (6.56 ft.) to 0.97 metres (3.18 ft.).
- Vary Section 8.07 (1) (c) to reduce the parcel line which abuts a highway setback from 4.5 metres (14.76 ft.) to 2 metres (6.5 ft).

The proposed variances are shown on the following site plan.

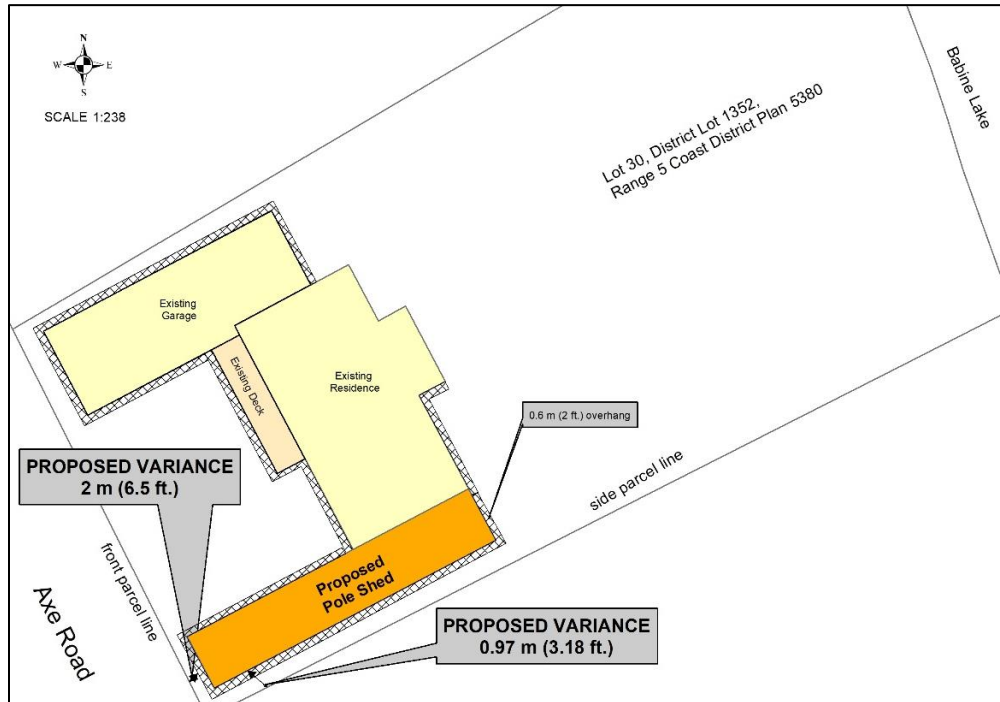
Looking towards the back of property



Looking towards the front of the property



Site plan



PLANNING DEPARTMENT COMMENTS

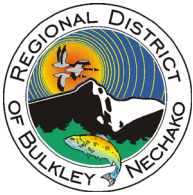
The front parcel line abuts the highway and a 4.5 metre setback is required from the property line by the Ministry of Transportation and Infrastructure. The applicant has submitted an encroachment application to the MoTI to reduce the required setback to 2 metres and is working with the Ministry to obtain approval for the reduced setback.

The Building Inspection Department is not opposed to the reduction in setback; however, the wall of the proposed pole shed on the side parcel line must conform to the requirements for the exposed building face. This means that the wall will need to be covered in a non-combustible material and also have a 45 min fire separation. There are no negative visual or safety impacts anticipated as a result of the requested variance.

A letter indicating that the neighboring property owner is in support of the proposed building has been provided by the applicant.

The Planning Department has no objections to the application as proposed.

All property owners within 100 meters of the subject property have been provided notice of the application and will have an opportunity to comment on this application in writing prior to the May 21, 2020 RDBN Board meeting. All written submissions received will be available at the RDBN Board meeting on May 21, 2020, on the supplemental agenda, when the Board considers this application.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. G-01-20**

ISSUED TO: John & Elizabeth Milne
48190 Axe Rd
Granisle, BC
V0J 1W0

WITH RESPECT TO THE FOLLOWING LANDS:

48190 Axe Rd – Lot 30, District Lot 1352, Range 5, Coast District, Plan 5380

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
 - Vary Section 8.07 (1) (a) to reduce the front parcel setback from 7.5 metres (24.61 ft.) to 2 metres (6.5 ft).
 - Vary Section 8.07 (1) (b) to reduce the side parcel line setback from 2 metres (6.56 ft.) to 0.97 metres (3.18 ft.).
 - Vary Section 8.07 (1) (c) to reduce the parcel line which abuts a highway setback from 4.5 metres (14.76 ft.) to 2 metres (6.5 ft).
2. This variance applies only to the proposed pole shed, which must be developed in substantial compliance to the plan attached as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. This permit is not a building permit nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.
5. If a building permit for the development that is the subject of this permit, has not been issued, and the construction substantially commenced within 2 years after the date of this permit's issuance, this permit shall lapse.

AUTHORIZING RESOLUTION passed by the Regional District Board
this 21st day of May, 2020

PERMIT ISSUED on the ___ day of _____, _____.

Corporate Administrator



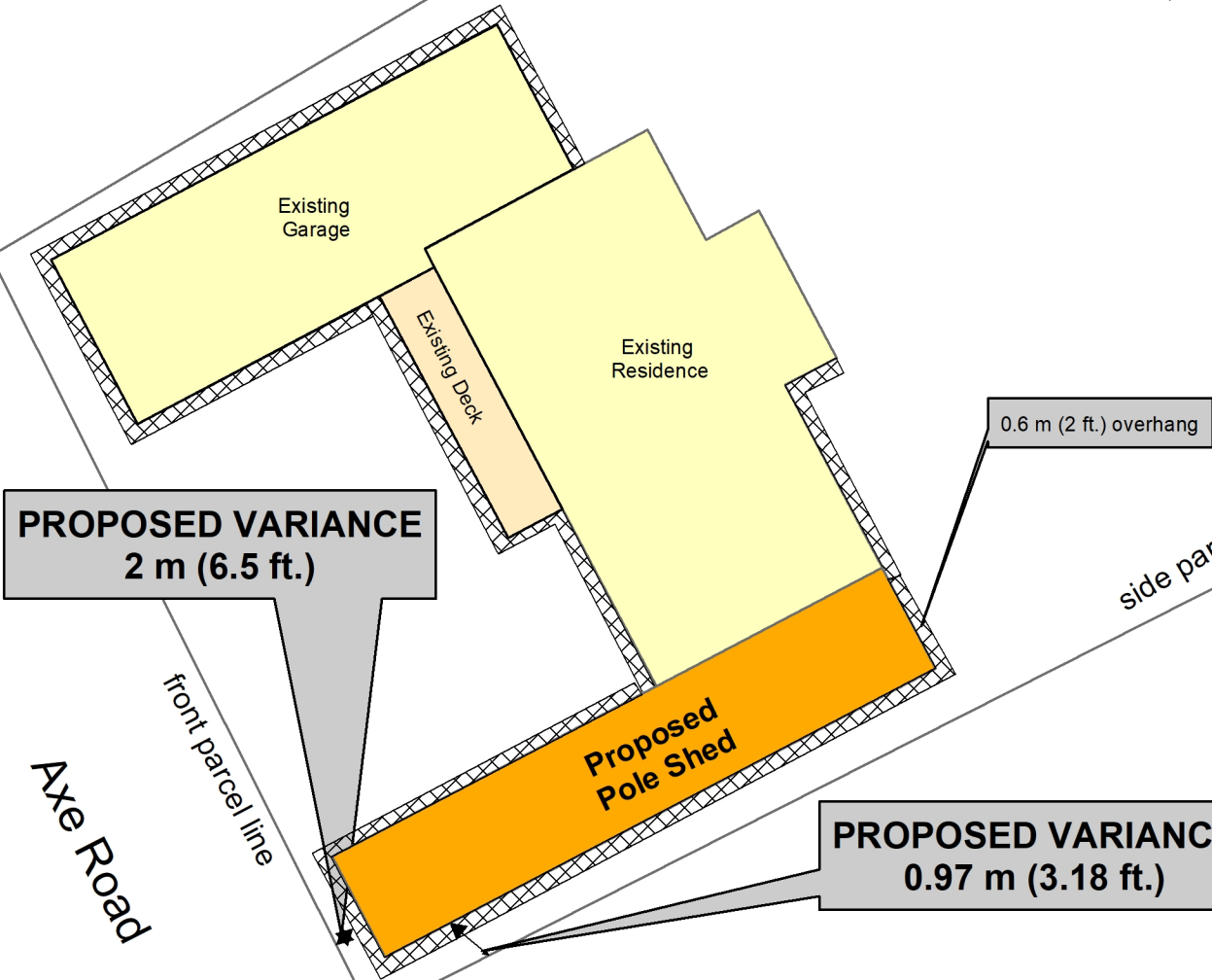
Schedule A: Development Variance Permit G-01-20 Site Plan



SCALE 1:238

Lot 30, District Lot 1352,
Range 5 Coast District Plan 5380

Babine Lake





**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planning Technician
DATE: May 21, 2020
SUBJECT: Crown Land Application Referral No. 7410131 (Environment and Climate Change Canada)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application 7410130.

VOTING

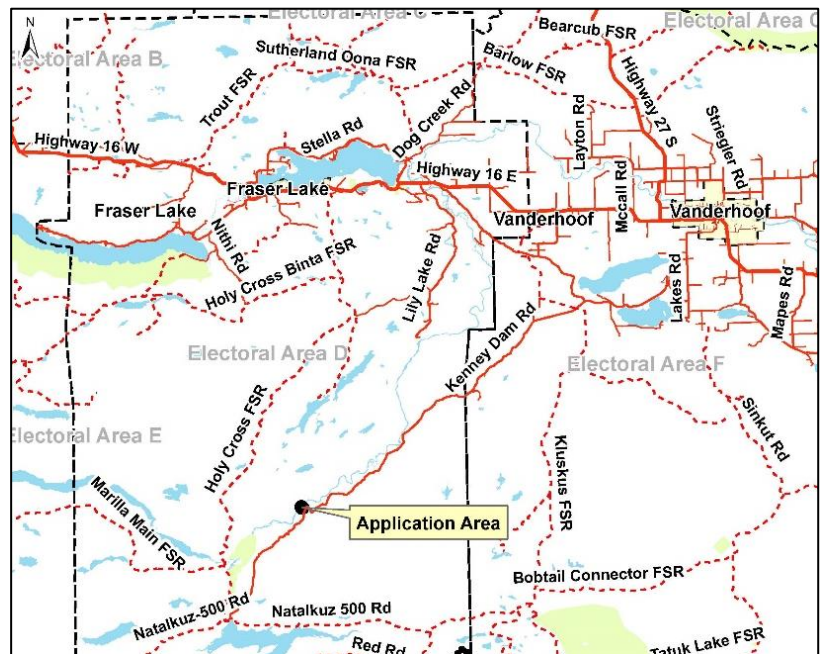
All Directors / Majority

DISCUSSION

This application is regarding a Withdrawal from Disposition to ensure the continued operation of an existing stream gauging station on the Nechako River below Cheslatta Falls.

Withdrawal from Disposition means that the land is identified as being unavailable for other uses. The water gauging station has been in place since 1982.

The application area is located in Electoral Area D approximately 40 km south of the Village of Fraser Lake and 122 km Southwest of the District of Vanderhoof.




The application area is not zoned under the RDBN Zoning Bylaw and is not located within the Agricultural Land Reserve (ALR).

Reviewed by:


 Jason Lewellyn
 Director of Planning

Written by:


 Deneve Vanderwolf
 Planning Technician



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410131**

Electoral Area:	D
Applicant:	Environment and Climate Change Canada
Existing Land Use:	Stream Gauging Cableway
Zoning:	Not zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020
Plan Designation	No designation under Fraser Lake Rural Official Community Plan, Bylaw No. 1865, 2019
Proposed Use Comply with Zoning:	N/A
If not, why?	
Agricultural Land Reserve:	No
Access Highway:	Kenney Dam Road
Archaeological Site:	Present in the vicinity of application area
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: May 21, 2020

SUBJECT: Committee Meeting Recommendations
– May 7, 2020

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendation 1 through 7 as written.

Following are recommendations from the May 7, 2020 Committee Meetings for the Regional Board's consideration and approval.

Broadband Committee Meeting– May 7, 2020

Recommendation 1:

Re: Report to RDBN Board Meeting

“That Staff bring forward a comprehensive lobbying and strategy report to the May 21, 2020 Board Meeting including requests for letters of support from local governments and First Nations Governments in the region.”

Recommendation 2:

Re: Provincial Ownership of Digital Infrastructure

“That the Board write a letter to the Ministry of Citizens' Services suggesting that the Provincial Government consider that internet service be an essential service; and further, that the Provincial Government consider owning digital infrastructure similar to transportation infrastructure.”

Committee of the Whole Meeting – May 7, 2020

Recommendation 3:

Re: Elected Officials Emergency Management Handbook

“That the Board approve the Elected Officials Emergency Management Handbook and Quick Reference Guide.”

Committee of the Whole Meeting – May 7, 2020 (Cont'd)

Recommendation 4:

Re: Draft Letter to Prime Minister Trudeau RE: Opposition to the Process re: Implementation of Federal Government's Firearm Ban

"That the Board write a letter to Prime Minister Trudeau in opposition to the process regarding the implementation of the Federal Government's Firearms Ban, and further, that the draft letter be brought forward to the May 21, 2020 Board meeting for consideration."

Rural/Agriculture Committee Meeting – May 7, 2020

Recommendation 5:

Re: Federal Government's COVID-19 Agri-Food Industry and Producer Funding

"That the Board write a letter to Taylor Bachrach, MP Skeena-Bulkley Valley and Todd Doherty, MP Cariboo-Prince George requesting that a portion of the recently announced Federal Government COVID-19 relief funding for the agri-food industry and producers be provided to small producers within the RDBN."

Waste Management Committee Meeting – May 7, 2020

Recommendation 6:

Re: Reinstate Cardboard Ban at Knockholt Landfill

1. "That the Board direct staff to reinstate the ban on cardboard at Knockholt Landfill on August 1, 2020.
2. That the Board approve staff research a temporary ICI cardboard solution while negotiations with Recycle BC's Post-Collection Company (or other 3rd party) to establish and operate a new baling facility are underway; and further,
3. That staff report back to the Board with a recommendation on a temporary solution for ICI cardboard after consultation with the commercial sector and stakeholders."

Recommendation 7:

Re: Cardboard Processing Working Group

"That the Board authorize the establishment of a Cardboard Processing Working Group, including stakeholders exploring cardboard processing solutions, RDBN staff and elected officials; and further, that a Pilot Project be developed with a goal of recycling 50% of residential and ICI (Industrial Commercial Institutional) cardboard in three years."



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: May 21, 2020
Re: Northern Capital and Planning Grant

Recommendation (All/Directors/Majority):

“That the Board receive the \$1,565,000 Northern Capital and Planning Grant and include this amount as revenue in the next 2020 budget amendment and that the funds be allocated similar to the 2019 allocation.”

“and that \$469,500 of this amount be allocated to Environmental Services capital projects in 2020 and included as a capital expense in the next 2020 budget amendment.”

Background:

On May 11, 2020 the Province announced a further allocation of Northern Capital and Planning Grant funds. The Regional District received the funds on March 27, 2020. The press release and the grant letter are attached to this memo.

The Board decided that for the 2019 grant allocation, that 30% of the funds received would be generally allocated and the remainder would be allocated to Electoral Area projects weighted equally for 50% of the funds and by population for 50% of the funds. If a similar allocation was made in 2020 the funds would be distributed as follows.

Regional	\$	469,500
A	\$	255,504
B	\$	143,608
C	\$	125,970
D	\$	127,892
E	\$	131,973
F	\$	201,850
G	\$	108,703
	\$	1,565,000

Large capital projects in Environmental Services are being brought forward from 2021 including cell development in Knockholt. Staff recommend that the “Regional Portion” of the grant be allocated to Environmental Services to fund these projects. The total amount of projects moving forward could reach \$750,000 depending on engineering, planning, and construction windows.

If the Board agrees with the recommendation, Electoral Area Directors are encouraged to meet with the CAO and CFO to discuss their proposed allocation.

The funds can be utilized to complete plans and to fund capital projects where the capital assets will be owned by the Regional District. The funds cannot be used to pay off current capital debt.

**Attachments:**

1. May 11, 2020 Province of BC – News Release
2. March 27, 2020 – Province of BC – Letter to the Regional District



NEWS RELEASE

For Immediate Release
 2020MAH0026-000850
 May 11, 2020

Office of the Premier
 Ministry of Municipal Affairs and Housing

Province invests in northwest economic development, healthy communities

VICTORIA – The Province is further investing in B.C.’s North to support healthy community growth during major resource development and build infrastructure to meet the needs of people in the region.

“Northern B.C. is rich in natural resources, but its strongest asset is its people,” said Premier John Horgan. “We are proud to work in partnership with northern communities. These funds will help address the social and infrastructure needs that arise out of the many exciting economic developments underway in those communities. We are investing in northern jobs, roads and public services – and most importantly, in northern people.”

The Province is investing a total of \$75 million through two programs:

- The 2020 Northern Capital and Planning Grant provides \$50 million directly to local governments to help address their infrastructure needs and as they prepare for major resource and economic development.
- Another \$25 million will be available to communities as they prepare for major economic development through the B.C. Northern Healthy Communities Fund, which will be administered through the Northern Development Initiative Trust. The fund will be available to local governments, First Nations and non-profits in the region to support local delivery of critical services, such as health and mental health care, housing and child care.

“The need to invest in northern B.C.’s infrastructure and community services is vital, and this funding has a new and significant role to play in contributing to our province’s economic recovery, especially in light of COVID-19’s impacts on B.C.’s people, communities and economy,” said Carole James, Minister of Finance.

This funding is in addition to \$100 million provided through the Northern Capital and Planning Grant to communities in the northwest in 2019. It is part of ongoing dialogue between the Province and B.C.’s northwest and north-central communities on how to support the region over the longer term.

“People are at the heart of strong, resilient communities and this funding is part of our continued commitment to invest in the hard-working people of the North,” said Selina Robinson, Minister of Municipal Affairs and Housing. “We have been listening to northern communities about their need to be ready to seize the opportunities presented by expected growth and resource development. With this funding, they will be able to plan to tackle both the infrastructure and socio-economic needs their communities are facing.”

The Northern Capital and Planning Grant and the B.C. Northern Healthy Communities Fund will

contribute to a resilient B.C. economy and will complement the \$1.5 billion set for economic stimulus as part of B.C.'s COVID-19 Action Plan.

Quick Facts:

- Through the Northern Capital Planning Grant, eligible local governments can expect to receive the following based on their populations and base assessments:
 - Municipalities with more than 8,000 people will receive between \$5.2 million and \$6.6 million.
 - Municipalities with fewer than 8,000 people will receive between \$300,000 and \$3.7 million.
- Regional districts will receive between \$400,000 and \$1.6 million.
- The B.C. Northern Healthy Communities Fund will be distributed by the Northern Development Initiative Trust through an application process.

For a backgrounder with what local leaders are saying about these grants, visit: http://news.gov.bc.ca/files/2020-Northern-Capital-Planning-Grants_BG.pdf

Contacts:

Jen Holmwood
Press Secretary
Deputy Communications Director
Office of the Premier
Jen.Holmwood@gov.bc.ca
250 818-4881

Ministry of Municipal Affairs and Housing
Media Relations
778 584-1255

Connect with the Province of B.C. at: news.gov.bc.ca/connect



March 27, 2020

Ref: 252669

His Worship Mayor Gerry Thiessen, Chair
and Members of the Board
Regional District of Bulkley-Nechako
Box 820
Burns Lake BC V0J 1E0

Dear Chair Thiessen and the Board:

Our government has been listening to northern communities about the need for critical infrastructure, services and planning to prepare for future economic development opportunities and address social pressures associated with growth. We are committed to helping the north build a strong, sustainable, and innovative economy.

Normally, the Province of British Columbia would have preferred a public announcement prior to the second payment under the Northern Capital Planning Grant (NCPG). However, given the current COVID-19 situation, the Province will be paying local governments prior to the end of March 2020 and deferring the announcement to later in the spring. In the meantime, we are confident that local governments will keep this payment confidential until the formal announcement date.

As part of this commitment, I am pleased to advise you that the Regional District of Bulkley-Nechako is the recipient of a \$1,565,000 grant under the second payment of NCPG program.

The purpose of this grant is to support the long-term planning and capital works for your local government. Details of the terms and conditions of this grant, including the administration of grant money, will be addressed through separate correspondence from Ministry of Municipal Affairs and Housing staff to your senior administrative and financial staff. This follow-up correspondence should be sent to your staff in the coming days. The Province anticipates full payment of the grant before the end of the March 2020.

If you have a questions or comments regarding this letter or the NCPG program, please feel free to contact Kevan Letawske, Senior Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: Kevan.Letawske@gov.bc.ca, or by telephone at: 778 698-3239.

.../2

His Worship Mayor Gerry Thiessen , Chair
Page 2

In addition, the Province is planning on providing the Northern Development Initiative Trust (NDIT) with \$25 million to fund an application-based program for local governments, First Nations and other organizations. The purpose of this funding is to help address the social and economic effects of commercial and industrial development in the region including housing, community health, childcare and transition planning. The specific terms and conditions of this funding should be finalized before the end of March 2020. For more information on this proposed program, please contact the NDIT after March 31, 2020, by email at: info@northerndevlopment.bc.ca, or by telephone at: 250 561-2525.

Through these two programs (NCPG and NDIT), the Province welcomes this opportunity to support capital, planning and service delivery throughout Bulkley-Nechako. We believe that these programs are critical tools to ensure the long-term sustainability of British Columbia's northern communities.

Congratulations on your awarded grant. I am very pleased to be able to provide this grant to your community and my best wishes with your future capital works, planning, and public services.

Sincerely,



Selina Robinson
Minister

pc: Kevan Letawske, Senior Policy Analyst, Local Government Infrastructure and Finance Branch



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: May 21, 2020

SUBJECT: Letter to Prime Minister Trudeau re: Firearms Ban

RECOMMENDATION

“That the Board approve the letter to Prime Minister Trudeau regarding the Firearms Ban.”

VOTING

(all/directors/majority)

BACKGROUND

At the May 7, 2020 Committee of the Whole Meeting, the Committee passed a motion to write a letter to Prime Minister Trudeau in opposition to the process regarding implementation of the Firearms Ban. A draft letter is attached for the Board’s consideration, along with the News Release.

Attachments:

1. Letter to Prime Minister Trudeau re: Firearms Ban
2. News Release re: Firearms Ban



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

May 21, 2020

Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau,

RE: Firearms Ban

The Regional District of Bulkley-Nechako Board of Directors, at its May 21, 2020 Board meeting, discussed the recent firearms ban and resolved the following:

"That the Board write a letter to Prime Minister Trudeau in opposition to the process regarding the implementation of the Federal Government's Firearms Ban."

The Board is of the opinion that the firearms ban should have gone through the normal process of being debated by the elected representatives of Canada and approved by both the House of Commons and the Senate, and by the Crown rather than by an Order in Council. The Board believes the ban was undemocratically imposed without an opportunity to debate during a pandemic.

The Board urges the Federal Government to reconsider the process in which the firearms ban was imposed.

Thank you for your consideration.

Yours truly,

Gerry Thiessen
Chair

cc: John Horgan, Premier of BC
The Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness
Taylor Bachrach, MP, Skeena-Bulkley Valley
Todd Doherty, MP, Cariboo-Prince George

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

Prime Minister announces ban on assault-style firearms

May 1, 2020

Ottawa, Ontario

One Canadian killed by gun violence is one too many. Violent crimes involving firearms continue to have devastating impacts on communities across the country, and on Canadians who have lost loved ones to these crimes. Events like the recent tragedy in Nova Scotia, the attack in 2017 at the Centre culturel islamique de Québec, and the massacre that took place in 1989 at École Polytechnique de Montréal should never have happened. That is why the Government of Canada is introducing measures to combat gun violence, and help keep us safe.

Prime Minister Justin Trudeau today announced the ban of over 1,500 models and variants of assault-style firearms. These models represent nine categories of firearms and two types identified by characteristic. Some of their components are also prohibited.

The newly prohibited firearms and components cannot be legally used, sold, or imported. Owners must also continue to safely store them, and may only transfer and transport them under limited circumstances. These measures will remove dangerous firearms designed for military use from our communities, and help ensure that Canadian families and communities no longer suffer from gun violence.

There will be a transition period of two years to protect owners of newly prohibited firearms from criminal liability while they take steps to comply with these new rules. This two-year amnesty order under the *Criminal Code* is in effect until April 30, 2022. There are exceptions under the amnesty for Indigenous peoples exercising Aboriginal or treaty rights to hunt, and for those who hunt or trap to sustain themselves or their families. These exceptions will allow for the continued use of newly prohibited firearms in limited circumstances until a suitable replacement can be found. By the end of the amnesty period, all firearms owners must comply with the ban.

The Government of Canada intends to implement a buy-back program as soon as possible to safely remove these firearms and to introduce legislation as early as possible, working with Parliament and through public consultation.

Quotes

“Because of gun violence, people are dying, families are grieving, and communities are suffering. It must end. Assault-style firearms designed for military use have no place in Canada. By removing them from our streets, we will limit the devastating effects of gun-related violence and help make our country safer.”

— The Rt. Hon. Justin Trudeau, Prime Minister of Canada

“Prohibiting these firearms immediately freezes the market in Canada for the most prevalent assault-style firearms that are not suitable for hunting or sports shooting purposes. These dangerous firearms are designed for the battlefield, not for communities, but have been used tragically to target women, students and worshippers because they are efficient in maximizing fatalities. Today’s initiative is the first step in a broader firearms strategy that will address illegal activities, violence, and self-harm. Our government is also committed to protecting public safety, while ensuring hunters, farmers, and law-abiding recreational firearms owners are also treated respectfully and fairly.”

— The Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness

“Weapons designed for the battlefield have no place on our streets or in our communities. Canadians gave us a clear mandate to ban these dangerous weapons. That is exactly what we are doing with the targeted measures we are announcing today.”

— The Hon. David Lametti, Minister of Justice and Attorney General of Canada

Quick Facts

- In Canada, there are currently over 100,000 restricted firearms among the models that are now prohibited. This number does not include other newly-prohibited models that were not subject to registration requirements.

- An individual should not deliver a firearm to a police station without first making arrangements with a police officer for a safe and scheduled delivery or pick up. Individuals should not surrender their firearm while physical distancing requirements are in effect during the COVID-19 pandemic.
- Firearms owners must keep their firearms securely stored in accordance with the storage requirements until more information on the buy-back program is available.
- A *Criminal Code* amnesty is in place until April 30, 2022, to protect lawful owners from criminal liability and to enable them to comply with the law. Under the amnesty, the newly prohibited firearms can only be transferred or transported within Canada for specific purposes.
- Unless you are an Indigenous person exercising treaty rights to hunt or a sustenance hunter, you can only transfer or transport in accordance with the amnesty, such as to:
 - have them deactivated by an approved business
 - return them to a lawful owner's residence
 - export them lawfully
 - surrender them to police without compensation

Related Product

- Backgrounder: List of prohibited assault-style firearms (<https://www.publicsafety.gc.ca/cnt/cntrng-crm/frrms/paf-afa-en.aspx>)

Associated Links

- *Canada Gazette, Part II* (<http://canadagazette.gc.ca/rp-pr/p2/2020/index-eng.html>)
- *Firearms Act* (<https://laws-lois.justice.gc.ca/eng/acts/f-11.6/>)
- Royal Assent of legislation: Strengthening gun laws to keep communities safe (<https://www.canada.ca/en/public-safety-canada/news/2019/06/royal-assent-of-legislation-strengthening-gun-laws-to-keep-communities-safe.html>)
- Canadian Firearms Program (<http://www.rcmp-grc.gc.ca/cfp-pcaf/index-eng.htm>)

- Engagement Summary Report – Reducing Violent Crime: A Dialogue on Handguns and Assault-Style Firearms
(<https://www.publicsafety.gc.ca/cnt/rsracs/pblctns/2019-rdcng-vlnt-crm-dlg/index-en.aspx>)



Backgrounder: List of prohibited assault-style firearms

May 1, 2020

Prohibition on assault-style firearms

The following categories of firearms (or any variants, current or future, included under the principal model) are classified as prohibited under the *Criminal Code* as of May 1, 2020.

Firearm	Old Classification	New Classification
M16, M4, AR-10, AR-15 rifle*	Non-restricted/Restricted	Prohibited
Ruger Mini-14 rifle	Non-restricted/Restricted	Prohibited
Vz58 rifle	Non-restricted/Restricted	Prohibited
M14 rifle	Non-restricted	Prohibited
Beretta CX4 Storm carbine	Non-restricted/Restricted	Prohibited
Robinson Armament XCR rifle	Non-restricted/Restricted	Prohibited
CZ Scorpion EVO 3 carbine and pistol	Non-restricted/Restricted	Prohibited

SIG Sauer SIG MCX and SIG Sauer SIG MPX carbine and pistol*	Non- restricted/Restricted	Prohibited
Swiss Arms Classic Green and Seasons Series rifles	Non- restricted/Restricted	Prohibited

*Upper receiver is also prescribed as a prohibited device

In addition to the list prohibited by model, all firearms with one or more of the following physical characteristics are prohibited on the basis that their potential power exceeds safe civilian use:

- Firearms with a bore 20mm or greater (e.g., grenade launchers)
- Firearms capable of discharging a projectile with a muzzle energy greater than 10,000 Joules (e.g. sniper rifles)

A list of prohibited firearms is available in *Canada Gazette, Part II* (<http://canadagazette.gc.ca/rp-pr/p2/2020/index-eng.html>).

Date modified:

2020-05-01



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: May 21, 2020

SUBJECT: Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020

RECOMMENDATION

"That "Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020" be given first, second and third reading this 21st day of May, 2020."

VOTING

(all/directors/majority)

BACKGROUND

At the June 20, 2019 Board meeting, "RDBN Electoral Area "B" (Burns Lake Rural) Economic Development Service Area Establishment Bylaw No. 1867, 2019" was adopted. Bylaw 1867 replaced "Lakes Economic Development Service Establishment Bylaw No. 1415, 2006" which may now be repealed.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1910****Being a bylaw to repeal “Lakes Economic Development Service Establishment Bylaw No. 1415, 2006”**

WHEREAS “Lakes Economic Development Service Establishment Bylaw No. 1415, 2006” established a service for the purpose of economic development in the Service Area and for the Regional Board to make grants to the Lakes Economic Development Association;

AND WHEREAS the Regional District of Bulkley-Nechako has established a new service known as Electoral Area “B” (Burns Lake Rural) Economic Development Service for the purpose of the promotion of economic development in Electoral Area “B”;

AND WHEREAS the participants have consented, in writing, to the adoption of this Bylaw;

NOW THEREFORE, the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. “Lakes Economic Development Service Establishment Bylaw No. 1415, 2006” and all amendments thereto are hereby repealed.
2. This Bylaw may be cited as “Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020.”

Certified a true and correct copy of “Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020.”

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: May 21, 2020

**SUBJECT: Electoral Area "A" Pedestrian Crosswalk Local Service
Establishment Repeal Bylaw No. 1911, 2020**

RECOMMENDATION

"That Electoral Area "A" Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020" be given first, second and third reading this 21st day of May, 2020."

VOTING

(all/directors/majority)

BACKGROUND

At the January 23, 2020 Board meeting, the Board passed a motion to provide \$25,000 from General Government Grant-in-aid to the Village of Telkwa for the purpose of providing funding for the Telkwa Pedestrian Crosswalk instead of taxing \$1,000 every year as per Bylaw 646. As a result, "Electoral Area "A" Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020" may be repealed.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1911****Being a bylaw to repeal “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Bylaw No. 646, 1990”**

WHEREAS “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Bylaw No. 646, 1990” established a service for the purpose of contributing to the cost of the Telkwa River Pedestrian Crosswalk provided by the Village of Telkwa for the benefit of residents within Electoral Area “A”;

AND WHEREAS the Regional District of Bulkley-Nechako has provided a one time grant in aid to the Village of Telkwa for this purpose;

AND WHEREAS the participant has consented, in writing, to the adoption of this Bylaw;

NOW THEREFORE, the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Bylaw No. 646, 1990 ” and all amendments thereto are hereby repealed.
2. This Bylaw may be cited as “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020.”

Certified a true and correct copy of “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020.”

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Board of Directors
FROM: Curtis Helgesen, Chief Administrative Officer
DATE: May 21, 2020
SUBJECT: RDBN Essential Services Mutual Aid Agreement

RECOMMENDATION:

That the Board approve the Essential Services Mutual Aid Agreement between the RDBN and each of the member municipalities.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY:

On March 18, 2020, the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General declared a state of local emergency for the entire Province of BC in response to the COVID-19 Pandemic. He later issued Ministerial Order No. M084 under the *Emergency Program Act* on March 26, 2020.

To ensure the continuity of local authorities services, Section 7 of Ministerial Order No. M084 requires that:

- (1) “Each local authority must use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained during the period referred to in section 2.
- (2) After complying with subsection (1), each local authority must report to Emergency Management BC any unresolved issues that may affect the provision of first responder, waste management or drinking water services during the period referred to in section 2.”

In response to Ministerial Order 84 (M084) staff originally requested a template from the Province of BC for efficiency; other jurisdictions also made the same request, but the Province was originally not keen to this request. We also verified the wording in sections 7(1) and 7(2) with the Province as the essential services listed were different. The Province confirmed that waste management includes both liquid and solid waste.

The RDBN worked with member municipalities to develop an Essential Services Mutual Aid Agreement to address first responder, drinking water, wastewater and waste management service delivery. A draft of this agreement appeared on the April 23rd Board Meeting.

After the agenda was finalized but prior to the meeting, the Province issued a draft template that could be utilized by local governments. Staff recommended removing the item from the agenda to allow time for review of the Province's template when compared to the draft already compiled. The RDBN discussed this matter with the Municipal Insurance Association (MIA), and since they had already reviewed our draft, and wanted to assist with consistency across the Province, they paid for a legal review of the two agreements. The lawyer for MIA (Lidstone) provided the final draft template and MIA has confirmed that this agreement satisfies liability from their perspective.

The RDBN discussed this new draft agreement with most of the other CAO's in the region during a recent Zoom meeting, and it was agreed to make a few tweaks to the final template, to make the agreement more generic, so it can be utilized in future emergency events.

The RDBN staff will still be pursuing the guidelines for cost recovery with the Province for support provided between jurisdictions during an emergency event.

ATTACHMENTS:

1. Draft Essential Services Mutual Aid Agreement
2. Ministerial Order No. M084

COVID-19 MUTUAL AID AGREEMENT

THIS AGREEMENT is dated for reference the ____ day of _____ 2020.

BETWEEN:

Regional District of Bulkley-Nechako a Regional District incorporated pursuant to the *Local Government Act* and having its business office at 37-3rd Avenue, P.O. Box 820, Burns Lake, British Columbia, V0J 1E0 (the "**RDBN**")

OF THE FIRST PART

AND:

Town of Smithers a municipality incorporated pursuant to the *Community Charter* and having its business office at 1027 Aldous St., P.O. Box 879, Smithers, British Columbia, V0J 2N0 ("**Smithers**")

OF THE SECOND PART

AND:

The **Village of Telkwa**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 1415 Hankin Ave., P.O. Box 220, Telkwa, British Columbia, V0J 2X0 ("**Telkwa**")

OF THE THIRD PART

AND:

The **District of Houston**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 3367 – 12th Street, P.O. Box 370, Houston, British Columbia, V0J 1Z0 ("**Houston**")

OF THE FOURTH PART

AND:

The **Village of Granisle**, a municipality incorporated pursuant to the *Community Charter* and having its business office at #1 McDonald, P.O. Box 128, Granisle, British Columbia, V0J 1W0 ("**Granisle**")

OF THE FIFTH PART

AND:

The **Village of Burns Lake**, a municipality incorporated pursuant to the *Community Charter* and having its business office at #15, 3rd Avenue, P.O. Box 570, Burns Lake, British Columbia, V0J 1E0 ("**Burns Lake**")

OF THE SIXTH PART

AND:

The **Village of Fraser Lake**, a municipality incorporated pursuant to the *Community Charter* and having its business office at #1 Village Square, McDonald Ave., P.O. Box 430, Fraser Lake, British Columbia, V0J 1S0 ("**Fraser Lake**")

OF THE SEVENTH PART

AND:

The **District of Vanderhoof**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 160 Connaught, P.O. Box 900, Vanderhoof, British Columbia, V0J 3A0 ("**Vanderhoof**")

OF THE EIGHTH PART

AND:

The **District of Fort St. James**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 477 Stuart Drive West, P.O. Box 640, Fort St. James, British Columbia, V0J 1P0 ("**Fort St. James**")

OF THE NINTH PART

WHEREAS:

- A. Upon the declaration of a Province of British Columbia or Local State of Emergency, and/or under a Ministerial Order issued by the Province of British Columbia, the Parties as “local authorities” enter into this mutual aid agreement with neighbouring jurisdictions to ensure continuity of essential services during a declared emergency event.
- B. The Parties wish to enter into an agreement to ensure that mutual assistance is available to:
1. ensure that first responder, drinking water, wastewater and waste management services are maintained;
 2. assist in the provision of health services;
 3. provide infrastructure support; and
 4. provide such other resources and facilities as are controlled by the respective Parties as may be necessitated by an emergency during the term of and in accordance with this Agreement.
- C. The Parties wish to enter into this Mutual Aid Agreement so that supplies, equipment, personnel, information, or other resources of a Party can be deployed to assist one or more of the other Parties to this Agreement for the purposes set out in paragraph B above during an emergency.

NOW THEREFORE in consideration of the mutual rights and obligations contained in this Agreement, the parties covenant and agree as follows:

Interpretation

1. In this Agreement:
 - (a) “Agreement” means this Mutual Aid Agreement;
 - (b) "CAO" means the person appointed by the Council or Board for each Party as the Chief Administrative Officer, and includes the deputy or other person designated by the Board or Council from time to time to act in the place of the CAO;
 - (c) "Emergency Situation" means a real or anticipated occurrence that in the opinion of the CAO of the Requesting Party, compromises the ability of the Requesting Party to provide an Essential Service to their constituents;
 - (d) “Essential Service” means first responder, drinking water, wastewater, and waste management infrastructure services, health services, infrastructure support and

such other resources necessary to protect the health, safety, and welfare of people within the jurisdiction of the Requesting Party;

- (e) "Mutual Aid" means assistance by providing, upon request, emergency resources to another Party outside the jurisdictional boundaries of the Party that provides the emergency resources;
- (f) "Reference Date" means the date the last of the Parties executed this Agreement;
- (g) "Requesting Party" means the local government requesting Mutual Aid under this Agreement;
- (h) "Responding Party" means the local government responding to a request for Mutual Aid under this Agreement; and
- (i) "State of Emergency" means a state of emergency declared by the Province of British Columbia, or a Local State of Emergency declared by a signatory to this agreement, with respect to an emergency event, and any extension of the duration of that declaration.

Term and Termination

2. The terms and conditions of this Agreement are effective from the Reference Date of this Agreement, and this Agreement remains in force until the State of Emergency is ended or until such other date the Parties mutually agree upon in writing.
3. A Party to this Agreement may terminate its rights and obligations under this Agreement by giving thirty (30) days written notice of its intention to do so to the other Parties to this Agreement and thereafter shall be unconditionally released from any further obligation under this Agreement, except any obligation up to the date of termination.
4. If a Party to this Agreement terminates its rights and obligations under this Agreement, this Agreement shall continue in force between the remaining Parties.

Primacy

5. This Agreement does not replace, amend or supersede any other mutual aid agreement or similar agreement entered into between a Party to this Agreement and any other Parties to this Agreement and is subject to such agreements.

Request for Mutual Aid

6. If the CAO of a Requesting Party determines that the Requesting Party is experiencing an Emergency Situation, they may request the Mutual Aid of another Party for the purposes of maintaining that service and in submitting such request, the said CAO shall specify:

- (i) the type of assistance required;
 - (ii) the resources required; and,
 - (iii) the expected duration that Mutual Aid will be required.
7. A request for Mutual Aid under this Agreement shall be made by the CAO of the Requesting Party to the CAO of the Party from whom Mutual Aid is being requested.
8. The Requesting Party shall first request Mutual Aid from the Party that is nearest to their location.
9. If the Party that is nearest to the location of the Requesting Party is unable to provide some or all required Mutual Aid, the Requesting Party may request Mutual Aid from the Party that is next closest in proximity to their location.

Provision of Mutual Aid

10. The CAO of a Party from whom Mutual Aid has been requested under this Agreement must, as soon as practically possible after receiving the request, determine, in their sole discretion, whether and to what extent the requested supplies, equipment, personnel, information, or other resources of their local government may be deployed to assist the Requesting Party.
11. Nothing in this Agreement requires a CAO of a Responding Party to deploy the supplies, equipment, personnel, information, or other resources to assist a Requesting Party.
12. If the CAO of a Party from whom Mutual Aid has been requested under this Agreement determines to respond to the request, the CAO will:
- (a) immediately advise the CAO of the Requesting Party of the particulars of the requested supplies, equipment, personnel, information, or other resources of their local government that are available for deployment;
 - (b) immediately advise the CAO of the Requesting Party of the duration of the period for which the requested supplies, equipment, personnel, information, or other resources of their local government are available for deployment to the Requesting Party; and
 - (c) deploy such supplies, equipment, personnel, information, or other resources.
13. If specialized equipment is supplied to a Requesting Party, the Responding Party will make reasonable efforts to provide an operator to the Requesting Party to operate the specialized equipment.

14. All supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party pursuant to this Agreement will, for the duration of the time that the Mutual Aid is being provided under this Agreement, be under the direction of the CAO of the Requesting Party.
15. By requesting the deployment of supplies, equipment, personnel, information, or other resources from the Responding Party, the Requesting Party hereby agrees that it is the Prime Contractor for any worksites or work completed pursuant to the deployment.
16. The Requesting Party is responsible for:
 - (a) complying with all WorksafeBC requirements imposed on an Owner if the deployment is on land owned by the Requesting Party's land, and on a prime contractor under the *Workers Compensation Act*;
 - (b) implementing safe work procedures to protect the supplies, equipment, personnel, information, and other resources provided by the Responding Party
 - (c) ensuring that any personnel from the Responding Party understand the safe work procedures required to undertake the works and tasks assigned by the Requesting Party; and,
 - (d) ensuring that all safety equipment and proper protective equipment is provided to personnel from the Responding Party, and that safety measures are implemented to protect the health, safety and property of the Responding Party.
17. The CAO of a Responding Party may, in their sole discretion, recall at any time and for any reason, some or all of the supplies, equipment, personnel, information, or other resources provided by the Responding Party to the Requesting Party under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever arising from such a recall.
18. Upon being notified, whether verbally or in writing, that the CAO of a Responding Party has recalled some or all of the supplies, equipment, personnel, information, or other resources under section 17 of this Agreement, the CAO of the Requesting Party shall immediately release and return to the Responding Party the supplies, equipment, personnel, information, or other resources recalled.
19. Where some or all of the supplies, equipment, personnel, information, or other resources of the Responding Party are no longer required to assist the Requesting Party to respond to the Emergency Situation, the CAO of a Requesting Party shall, as soon as practicable, release and return to the Responding Party those supplies, equipment, personnel, information, or other resources that are no longer required.

20. All supplies, equipment, personnel, information, or other resources returned by the Requesting Party to the Responding Party shall be in the same working order and condition as when they were accepted by the Requesting Party.

Cost of Mutual Aid

21. The Responding Party will provide to the Requesting Party a statement of account for the cost of the supplies, equipment, personnel, information, or other resources on a cost recovery basis, without overhead or profit, within sixty (60) days after providing the supplies, equipment, personnel, information, or other resources.
22. The Requesting Party shall pay the account of the Responding Party within thirty (30) days of receiving it.

Waiver and Indemnification

23. No Party to this Agreement shall bring any claim, action, third party action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents, volunteers, or contractors for the provision of Mutual Aid pursuant to the terms of this Agreement, and without limitation for:
 - (a) the provision or deployment of supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party pursuant to this Agreement;
 - (b) any works or actions undertaken by the Party or its elected officials, officers, employees, agents, volunteers, or contractors pursuant to this Agreement; or,
 - (c) the decision of a CAO pursuant to the terms of this Agreement to:
 - (i) deny a request for Mutual Aid;
 - (ii) provide a reduced level of Mutual Aid; or
 - (iii) withdraw some or all of the Mutual Aid.
24. No Party to this Agreement, nor its elected officials, officers, employees, agents or volunteers shall be liable to any other Party to this Agreement in respect of the decision of a CAO to:
 - (i) deny a request for Mutual Aid;
 - (ii) provide a reduced level of Mutual Aid; or
 - (iii) withdraw some or all of the Mutual Aid.

25. The Requesting Party shall indemnify and save harmless the Responding Party, its elected officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, third party actions, causes of action, loss, costs, damages, and expense (including legal fees on a solicitor-client basis), in respect of or in any way related to the provision of Mutual Aid under this Agreement and, without limiting the generality of the foregoing:
- (a) any action taken or thing done or any failure to take action or do a thing under this Agreement, save and except where the claim, demand, action, cause of action, loss, cost, damage, or expense arose from the sole negligence of the Responding Party;
 - (b) the provision or deployment of supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party pursuant to this Agreement;
 - (c) any works or actions undertaken by the Party or its elected officials, officers, employees, agents, volunteers, or contractors pursuant to this Agreement; or,
 - (d) the decision of a CAO pursuant to the terms of this Agreement to:
 - (i) deny a request for Mutual Aid;
 - (ii) provide a reduced level of Mutual Aid; or
 - (iii) withdraw some or all of the Mutual Aid.

Insurance

26. Each Party to this Agreement must:
- (a) keep in force third party liability insurance coverage to a minimum of five million (\$5,000,000.00) dollars; and,
 - (b) keep in force environmental impairment liability insurance coverage to a minimum of five million (\$5,000,000) dollars;
- and each such Party must add all other Parties to this Agreement as additional named insureds to such policies.
27. Each Party must maintain insurance coverage on its own equipment.
28. The Parties must ensure that any insurance policies of a Requesting Party required by sections 27 of this Agreement provides the primary layer of coverage and any insurance policy maintained by a Responding Party is the excess layer of coverage and does not contribute to the primary coverage.

29. Each Party shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own local government.

Miscellaneous Provisions

30. A request for Mutual Aid shall be subject to any of the Parties' obligations pursuant to the provisions of the *Emergency Program Act* R.S.B.C. c. 111.
31. The Parties agree to consult on a regular basis through their CAO's to achieve the optimum deployment of Mutual Aid.
32. The Parties agree that in the event of dispute between any of the Parties, each of the Parties will meet with a qualified mediator in a timely manner and attempt, in good faith, to negotiate a resolution of such dispute during which time such each Party will disclose to the other Party all relevant information relating to the dispute. If the mediator cannot resolve the dispute within 48 hours, Division 3 of Part 9 of the Community Charter applies to the resolution of the dispute.
33. Subject to section 5, this Agreement is the entire agreement between the Parties in respect of the provision of Mutual Aid by the Parties to one another for the purposes of bringing Emergency Situations under control during the State of Emergency.
34. This Agreement shall enure to the benefit of, and be binding upon, the Parties and their respective successors, and any assigns approved in writing by the other Parties.
35. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.
36. Unless otherwise authorized under this Agreement, all notices under this Agreement shall be given in writing to the respective CAO of the Parties to this Agreement.
37. This Agreement may be executed in any number of counterparts and transmitted by electronic means, and if so executed and transmitted, this Agreement will be for all purposes as effective as if the Parties had delivered an executed original Agreement.

IN WITNESS WHEREOF the Parties have signed, sealed, and delivered this Agreement as of the date first written above.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatory(ies):

Chair:

Chief Administrative Officer:

TOWN OF SMITHERS by its authorized signatory(ies):

Mayor:

Chief Administrative Officer:

VILLAGE OF TELKWA by its authorized signatory(ies):

Mayor:

Chief Administrative Officer:

DISTRICT OF HOUSTON by its authorized signatory(ies):

Mayor:

Chief Administrative Officer:

VILLAGE OF GRANISLE by its authorized signatory(ies):

Mayor:

Chief Administrative Officer:

VILLAGE OF BURNS LAKE by its authorized signatory(ies):

Mayor:

Chief Administrative Officer:

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL*Emergency Program Act***Ministerial Order No. M084**

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

WHEREAS coordination between all levels of government is essential to respond effectively to the impacts of the COVID-19 pandemic;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that the attached Local Authorities and Essential Goods and Supplies (COVID-19) Order is made.

March 26, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

LOCAL AUTHORITIES AND ESSENTIAL GOODS AND SUPPLIES (COVID-19) ORDER

Definitions

- 1 In this order,
 - “Act” means the *Emergency Program Act*;
 - “essential goods and supplies” means any goods and supplies that are necessary for the health, safety and welfare of people, including, without limitation, the following:
 - (a) food, water and other beverages;
 - (b) fuel and gasoline;
 - (c) health care goods, pharmaceuticals and medical supplies;
 - (d) personal hygiene, sanitation and cleaning goods.

Application

- 2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the Act, and any extension of the duration of that declaration, is in effect.

Local emergency plans

- 3 Each local authority in the Province must immediately implement the local authority’s local emergency plan for the area for which the local authority has responsibility.

Declarations of state of local emergency and orders set aside

- 4 (1) Any declaration of a state of local emergency made by a local authority or the head of a local authority under section 12 (1) of the Act that meets all of the following criteria is set aside:
 - (a) the declaration of a state of local emergency was made on or before the date on which this order is made;
 - (b) the declaration of a state of local emergency was made in respect of the COVID-19 pandemic.
- (2) Any order of a local authority that meets all of the following criteria is set aside:
 - (a) the order of the local authority was made on or before the date on which this order is made;
 - (b) the order of the local authority was made pursuant to a declaration of a state of local emergency described in subsection (1).

Emergency powers of local authorities

- 5 (1) After the date this order is made, a local authority or, if a local authority consists of more than one person, the head of a local authority must not make a declaration of a state of local emergency under section 12 (1) of the Act in respect of the COVID-19 pandemic without first obtaining the approval of the minister for the proposed declaration.

- (2) After the date this order is made, a local authority must not exercise a power or make an order under section 13 of the Act in respect of the COVID-19 pandemic without first obtaining the approval of the minister for the proposed exercise of power or order under that section.
- (3) After the date this order is made, the council of the City of Vancouver must not exercise a power or make an order or bylaw under section 173 of the *Vancouver Charter* in relation to the COVID-19 pandemic without first obtaining the approval of the minister for the proposed exercise of power or order or bylaw under that section.

Local authority resources and plans

- 6 (1) On the request of the minister, a local authority must
 - (a) take all measures necessary to identify the resources and facilities within the local authority's area of jurisdiction that could be used to respond to or mitigate the impacts of the COVID-19 pandemic, including the following:
 - (i) facilities that could be used to allow individuals to self-isolate;
 - (ii) facilities that could be used to warehouse essential supplies;
 - (iii) facilities that could be used to provide medical care or testing, and
 - (b) report to Emergency Management BC on the resources and facilities identified under paragraph (a).
- (2) On the request of the minister, a local authority must
 - (a) take all measures necessary to identify the critical supply and service needs within its area of jurisdiction relating to the local authority's ability to respond to or mitigate the impacts of the COVID-19 pandemic, and
 - (b) report to Emergency Management BC on the critical supply and service needs identified under paragraph (a).
- (3) Each local authority must review and, if necessary, update its local emergency plan and business continuity plans to ensure that
 - (a) the delivery of essential services can be maintained in a manner that complies with any orders and guidance from the provincial health officer during the period referred to in section 2 of this order, and
 - (b) any impacts and limitations resulting from the COVID-19 pandemic are taken into account with respect to preparations and response measures for other emergencies or disasters, including flooding and wildfires.

Continuity of local authority services

- 7 (1) Each local authority must use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained during the period referred to in section 2.
- (2) After complying with subsection (1), each local authority must report to Emergency Management BC any unresolved issues that may affect the provision of first responder, waste management or drinking water services during the period referred to in section 2.

Critical services and essential goods and supplies

- 8 (1) For the purpose of ensuring the effective management and delivery of critical services for vulnerable populations within the Province, including food banks and shelter services, each local authority must use best efforts to provide assistance in the management and delivery of such services.
- (2) Despite any bylaw of a local authority restricting or limiting when goods, food or supplies may be delivered to a retailer within the local authority's area of jurisdiction, a person may, at any time, deliver goods, food and other supplies to a retailer in that area.
- (3) At the request of the minister, all retailers, suppliers, businesses, and other organizations within the Province must report to Emergency Management BC on their inventory of essential goods and supplies and any other supplies required by front line health care workers, first responders and other prioritized essential workers for the purpose of responding to or mitigating the impacts of the COVID-19 pandemic.
- (4) If directed by the minister, a retailer must not sell more than the specified number of items of a specified good to a person in a single transaction.
- (5) If directed by the minister, a hotel operator or commercial lodging operator within the Province must provide accommodation services for the purposes of self-isolation of individuals, for supporting essential workers or for any other purposes identified by Emergency Management BC.

Secondary selling prohibited

- 9 (1) In this section, “**secondary selling**”, in relation to an essential good or supply, means
- (a) the purchase or other acquisition of the essential good or supply in a retail environment, or
- (b) the acquisition of the essential good or supply by donation from any person, or at no cost from a government or other organization or body, whether inside or outside of British Columbia, and the subsequent offering of that essential good or supply for resale in person, on any business premises, by phone or fax, on a website or an internet-based application or by any other means.
- (2) A person must not engage in secondary selling with respect to essential goods and supplies.

British Columbia Ferry Services

- 10 (1) British Columbia Ferry Services Inc. and all other ferry operators within the Province which carry both vehicles and passengers must implement all procedures necessary to ensure priority loading on ferries for the following:
- (a) vehicles carrying essential goods and supplies;
- (b) residents of ferry sailing destinations.
- (2) British Columbia Ferry Services Inc. must consult the government before changing or varying its minimum ferry service levels within the Province.

Delivery of essential goods and supplies

- 11 If directed by the minister, all suppliers, distributors and retailers within the Province, the Retail Council of Canada (BC), the Canadian Trucking Association of BC and the United Truckers Association must take coordinated measures to ensure the effective delivery of essential goods and supplies throughout the Province, including such food, fuel, medicine and other goods and supplies as may be prioritized by the minister.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: May 21, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area ‘D’ (Fraser Lake Rural)
 Fraser Lake Legion Branch 274

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$21,000 of Electoral Area ‘D’ Federal Gas Tax allocation monies to the Fraser Lake Legion Branch 274 for an Entrance Accessibility Renovation project, and further,
(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$21,000 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The Fraser Lake Legion is conducting a renovation project at their building, which functions as a community center. The project includes a new Entrance with accessible ramp. The original project, which was fully funded, experienced an increase in cost when it was determined that the existing entrance foundation was not sufficient to accommodate the new ramp construction. This application is for the additional costs to upgrade the entrance foundation.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘D’ allocation is \$497,696.

Director Mark Parker is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$21,000 from Area ‘D’ for this Recreation Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: May 21, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area 'D' (Fraser Lake Rural)
 Village of Fraser Lake

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$125,000 of Electoral Area 'D' Federal Gas Tax allocation monies to the Village of Fraser Lake for an energy improvement project at the planned Fraser Lake Innovation Drop-In Center, and for an Ammonia Safety Upgrade at the Fraser Lake Arena, and further,
(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$125,000 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The Village of Fraser Lake is planning to purchase and renovate the building at 298 McMillan Avenue, which will function as a Community Innovation Drop-In Center. The project includes new windows and exterior insulation. The Village of Fraser Lake is also planning Ammonia Safety Upgrades to the Fraser Lake Arena.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'D' allocation is \$497,696.

Director Mark Parker is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$125,000 from Area 'D' for these Energy and Recreation Infrastructure projects. A Board resolution is required to contribute Federal Gas Tax Funds to these projects.



Regional District of Bulkley-Nechako Board of Directors

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: May 21, 2020
 Regarding: Smithers Ski Club
 Northern Development Application- Community Halls and Recreation Facilities

Recommendation:

That the Board supports the application to Northern Development Initiative Trust from the Smithers Ski Club for a grant of up to \$15,000 for the Smithers Ski and Snowboard Club Cabin Upgrade (Phase Two-Interior) Project from the Northwest Regional Account.

Background:

The Smithers Ski Club is requesting a \$15,000 grant under the NDI - Community Halls and Recreation Facilities program in order to upgrade the interior of its club cabin. The club cabin is situated beside the Hudson Bay Mountain Resort's Panorama lodge, 20 km from Smithers on Hudson Bay Mountain Road.

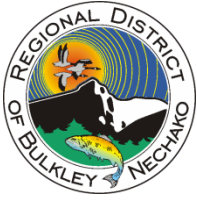
This important infrastructure upgrade is vital to the continued viability of the club. The club provides incredible programming and events to club members and public for both ski and snowboard across all ages, including Special Olympics athletes.

The \$25,214.57 Project includes:

- Flooring - replace threadbare 80's era carpet with rubber nonslip matting with better ability to clean.
- Walls - replace wood panel walls with brighter more modern design, including paint and trim and better ability to clean.
- Woodstove - replace inefficient woodstove with modern certified woodstove. Add fireproofing cement board and tile.

Funding Organization	Amount	Status
Smithers Ski Club	\$10,214.57	Confirmed
Northern Development	\$15,000.00	Pending
Total	\$25,214.57	

A copy of the application with attachments is available should Directors wish to review the information in greater detail.



Regional District of Bulkley-Nechako

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: May 21, 2020
 Regarding: Connectivity Support Letters

Recommendation:

That the Board direct staff to request Letters of Support for upcoming connectivity grant opportunities.

Background:

As per discussion at the May 7, 2020 Broadband Committee, the restrictions and changes to daily life as a result of COVID-19 have highlighted, and perhaps exacerbated, challenges for residents and businesses in regard to poor connectivity in rural BC. RDBN residents are experiencing significant barriers to participating digitally in the new physically distant reality, which is having a detrimental impact on access to: health services, emergency information, supports available from all levels of government, social connection, education continuity (both Public and Post-Secondary) and economic opportunities and sustainability.

As we plan and advocate for increased investment in connectivity infrastructure, the RDBN would like to request Letters of Support from member municipalities and the following offices: (partial list – additional suggestions welcome)

Taylor Bachrach, MP Skeena-Bulkley Valley
 Todd Doherty, MP Cariboo-Prince George
 Doug Donaldson, MLA Stikine
 John Rustad, MLA Nechako Lakes
 Binche Whut'en
 Burns Lake Band
 Cheslatta Carrier Nation
 Lake Babine Nation
 Nadleh Whut'en
 Nak'azdli Whut'en
 Nee Tahi Buhn Band
 Saik'uz First Nation
 Skin Tyee Nation

Stellat'en First Nation
 Takla Lake First Nation
 TI'azt'en Nation
 Wet'suwet'en First Nation
 Yekooche First Nation
 Burns Lake Native Development Corporation
 Carrier Sekani Tribal Council
 Office of the Wet'suwet'en
 Royal Canadian Mounted Police
 Ministry of Transportation and Infrastructure
 School Districts 91 and 54
 Northern Health Authority



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Board of Directors
FROM: Haley Jeffrey, Emergency Services Manager
DATE: May 21, 2020
SUBJECT: Emergency Management Handbook and Quick Reference Guide for Elected Officials

RECOMMENDATION:

1. That the Board approve the "Emergency Management Handbook for Elected Officials and Quick Reference Guide as amended."

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

At the May 7, 2020 meeting the Committee of the Whole made the following recommendation:

"That the Committee of the Whole recommend that the Board approve the Elected Officials Emergency Management Handbook and Quick Reference Guide."

Recommendations that were received have now been incorporated into the document, please see highlighted changes.

Written by

Haley Jeffrey
Emergency Services Manager

Deborah Jones-Middleton
Director of Protective Services

Attachments:

- Emergency Management Handbook for Elected Officials and Quick Reference Guide



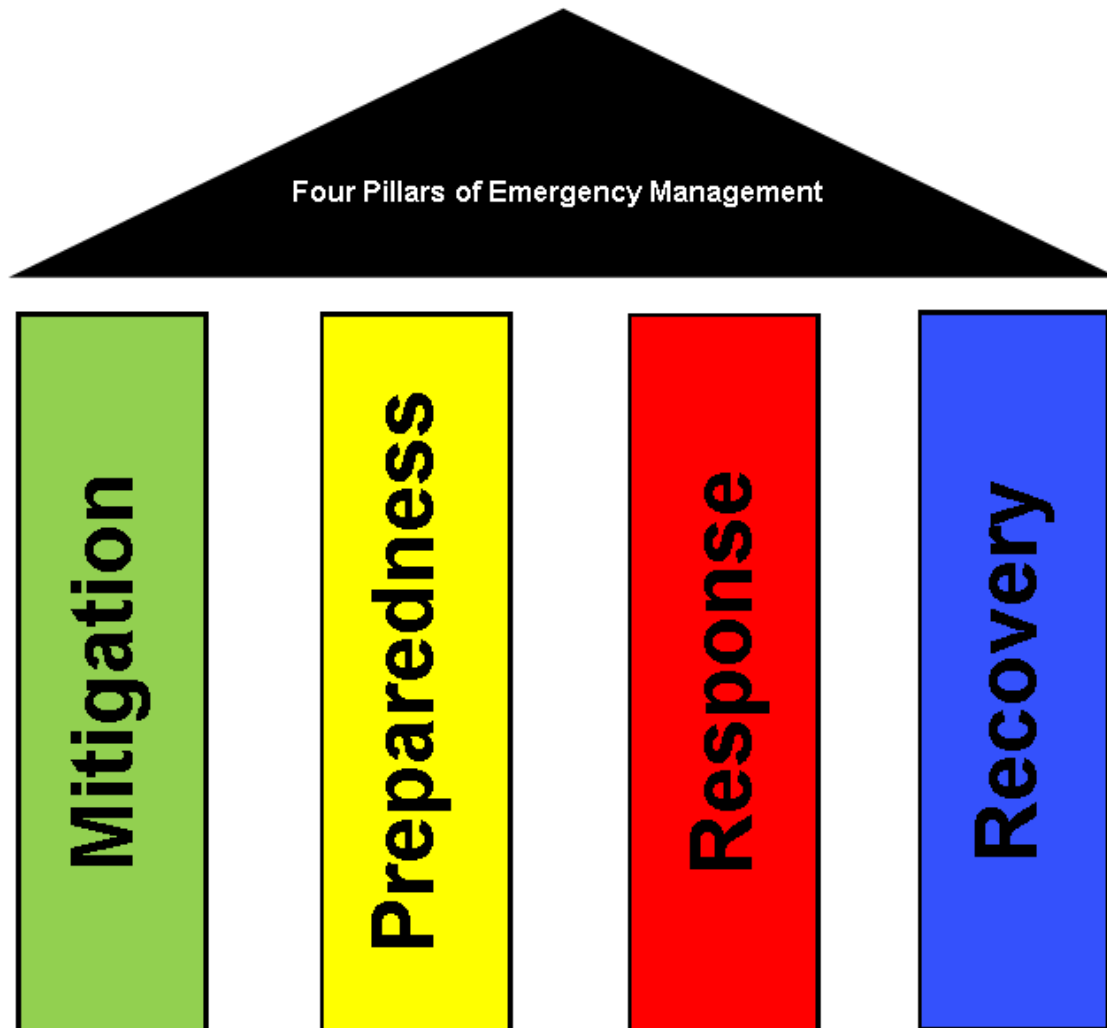
Regional District of Bulkley-Nechako

Elected Official's Emergency Management Handbook

Know the Risks, Make a Plan, Be Prepared"

Regional District of Bulkley Nechako
Emergency Management Mission Statement

Building a safer future through effective partnerships of local government, emergency services, private sector, and volunteer agencies and the residents of the Regional District of Bulkley-Nechako to save lives, protect property and reduce the effects of disasters through mitigation, preparedness, response, and recovery activities.



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G ENERAL

“In the event of an emergency or disaster where there is immediate or imminent threat to the safety and wellbeing of the public and/or first responders, the RDBN will respond accordingly in compliance to the policies and procedures stated within the Comprehensive Emergency Management Plan.”

Regional District of Bulkley-Nechako CEMP Purpose Statement

The Elected Officials Emergency Management Handbook is an addendum of the Comprehensive Emergency Management Plan.

This document is a living document and is subject to amendment and updating as new information and initiatives are identified.

Purpose of the Elected Officials Handbook

In the event of an emergency or disaster where there is immediate or imminent threat to the safety and wellbeing of the public and/or first responders, the Regional District of Bulkley-Nechako (RDBN) will respond accordingly in compliance to the policies and procedures stated within the Comprehensive Emergency Management Plan (CEMP).

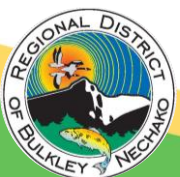
The purpose of the Elected Officials Handbook is to inform the RDBN Board of Directors on the Four Pillars of Emergency Management, which is the foundation of the CEMP, and to outline the policies and operational considerations during an emergency event.

Purpose of the Comprehensive Emergency Management Plan

The purpose of the CEMP is to outline the Provincial Acts, RDBN Bylaws, policies and standard operating procedures of that form the RDBN Emergency Program. The priority of the RDBN is to save lives, reduce suffering, mitigate damage to the environment and control the economic consequences of emergencies and disasters that may occur or impact residents.

The RDBN CEMP prepares for emergencies and disasters by:

- outlining the RDBN’s authority and responsibilities to act in emergencies and disasters;
- communicating the RDBN’s policies and procedures to outside organizations with responsibilities under the CEMP;
- guiding ongoing efforts to train Regional District personnel and volunteers in coordinated emergency response procedures and in exercising the plan;
- providing the operational guidelines for coordinating response hazards and mitigating risks to ensure public safety; and
- coordinating the RDBN CEMP plan with RDBN member municipalities.



Scope of the CEMP Plan

Historically, the Regional District of Bulkley-Nechako has responded to the following emergencies or disasters:

- wildfire;
- floods;
- ice jam breaks;
- landslides or debris flow; and
- extreme weather events.

The CEMP plan is structured around the Fours Pillars of Emergency Management including response addendums and templates.

Objectives

The Regional District of Bulkley-Nechako may address all objectives of emergency management within its jurisdictional responsibility including but not limited to the following:

1. Assess Risks;
2. Mitigate Risks;
3. Plan for Response;
4. Plan for Recovery;
5. Ensure RDBN Preparedness; and
6. Evaluate and Review the Emergency Program

In meeting these objectives, the RDBN will inform and involve the RDBN residents and business owners in steps they can take toward their own emergency preparedness and protection through public education initiatives.

CEMP Addendums

The CEMP includes the following Emergency Planning and Response Addendums.

- EOC Operations Plan;
- Business Continuity Plan;
- Emergency Communications Plan;
- Livestock Evacuation Plan'
- Fort Fraser Water & Sewer Emergency Plan;
- RDBN Recovery Plan;
- EOC Demobilization Plan; and
- Neighborhood Planning Template.

For more information on RDBN Response and Emergency Management plans, please contact the RDBN Director of Protective Services.

Confidentiality

The CEMP contains both general and confidential information. General information used when preparing the CEMP is available publicly however, some specific content in the CEMP is strictly for internal use and will not be contained in the public version of the CEMP. Personnel phone lists, and details of critical infrastructure will be excluded to



meet the requirements of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

Elected Officials may hear or be exposed to sensitive information during an Emergency Operation Center (EOC) response. All operational information that is not released to the public is highly confidential and is not to be shared with unauthorized individuals or organizations. If you are unsure about what information can be shared please contact the Policy Group Liaison or the EOC Director.



MITIGATION

“Disaster mitigation measures are those that eliminate or reduce the impacts and risks of hazards through proactive measures taken before an emergency or disaster occurs.”

Public Safety Canada

Disaster mitigation measures may be structural (e.g. flood dikes) or non-structural (e.g. land use zoning). Mitigation activities should incorporate the measurement and assessment of the evolving risk environment. Activities may include the creation of comprehensive, pro-active tools that help decide where to focus funding and efforts in risk reduction.

RDBN’s Role in Disaster Mitigation

Land Use / Zoning Regulations

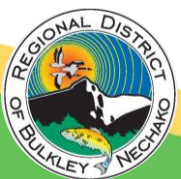
The RDBN Planning Department has implemented the following disaster mitigation practices.

- ‘RDBN Flood Plain Management Bylaw No. 1300, 2004’ establishes flood construction levels and setbacks from lakes and watercourses in flood prone areas.
- ‘Zoning Bylaw 700, 1993’ established minimum setbacks from all lakes and watercourses.
- The RDBN’s Official Community Plans contain policy that ensure land is developed in a manner which reduces risk associated with hazards such as flooding, landslide, and wildfire. This include policy which limits rural sprawl and development of new wildfire interface areas.
- FireSmart and geotechnical hazard promotional information is distributed as part of all building applications.
- Geotechnical reports may be required as part of the building permit process where natural hazards are suspected.
- Through the referral process the Province is encouraged to ensure that FireSmart plans are implemented on resort and recreational development on Crown Lands in interface areas.

FireSmart

As part of the CEMP, the RDBN is required to explore all options for funding that may be available and applicable to the emergency program. The RDBN was awarded funding to hire a one-year term position to fill the role of a FireSmart Educator. The RDBN FireSmart Program will aim to educate the Public by:

- implementing and managing a FireSmart Rebate Program;
- facilitating FireSmart 101 sessions throughout the Regional District of Bulkley Nechako;
- distributing FireSmart information packages at public events;
- collaborating with other FireSmart representatives to develop best practices;



- conducting risk assessments on private properties in the rural areas of the Regional District, and
- providing recommendations to the property owners on actions they can take to reduce their overall risk.

911 Addressing in the Rural Area

There are some areas in the RDBN that do not have building inspection services, the RDBN relies on residents requesting an address. The RDBN encourages all residents to obtain a house number. In an emergency RDBN maps and records are used to expedite evacuation orders.

Grant Funding

The RDBN will ensure eligible grant funding opportunities that fit within the scope of RDBN Emergency Management, the annual work plan and that are supported by the Regional District Board are applied for.

Community Wildfire Protection Planning

The Regional District has not become involved in mitigating Wildfire Risk on crown lands. This forest management, to reduce wildfire risk, is best led by the Ministry of Forest, Lands, and Natural Resource Operations as they have the required jurisdiction, resources, and expertise.



P REPAAREDNESS

“Preparedness includes actions, taken to ensure that individuals, communities, and organizations are ready to undertake emergency response, business continuity and recovery.”

EMBC

Emergency preparedness is the part of Emergency Management that includes emergency response planning, mutual aid agreements, resource inventories emergency exercises and training, hazard risk & vulnerability analysis, communications planning and business continuity planning.

Authority

As per the *Emergency Program Act* legislative requirements, The Regional District of Bulkley-Nechako Board of Directors adopted the following bylaws:

- Regional District of Bulkley-Nechako Emergency Program Service Establishment Bylaw No. 1201
- Regional District of Bulkley-Nechako Program Service Bylaw No. 1210; and
- Regional District of Bulkley-Nechako Administration Structure Amendment Bylaw No. 1448.

The Regional District of Bulkley-Nechako Comprehensive Emergency Management Plan has been constructed for the use of personnel involved in emergency events on behalf of the Regional District. It contains information and policy regarding the way emergency management will be conducted in accordance and compliance with the following legislation:

- *Emergency Program Act 1996*;
- Local Authority Emergency Management Regulation;
- Emergency Program Management Regulation;
- Compensation & Disaster Financial Assistance Regulation; and
- British Columbia Emergency Management System

Local Authority Governance

Emergency Program Act [RSBC 1996] Chapter 111

- *Part 2 (6) – Local authority emergency organization*
- *Part 3 Division 1 (8) – Implementation of local emergency plans*
- *Part 3 Division 3 (12) – Declaration of state of local emergency*
- *Part 3 Division 3 (13) – Powers of local authority in declared state of local emergency*
- *Part 3 Division 3 (14) – Cancellation of declaration of state of local emergency*
- *Part 3 Division 3 (15) – Notification of termination of declaration of state of local emergency*



Local Authority Emergency Management Regulation

- All sections in this regulation summarize the responsibility under the Emergency Program Act the local government Emergency Management Program. Emergency Program Management Regulation
- *Section 4 – Emergency plans and procedures of government corporations*
- *Section 8 – Role of government corporations in emergency or disaster*

Compensation & Disaster Financial Assistance Regulation

- *Part 3*
 - *Division 1 – Interpretation*
 - *Division 2 – Acceptance of Claim Division 3 – Limits on Payment of Assistance on Accepted Claims*
 - *Division 4 – Process for Payment of Assistance*

British Columbia Emergency Management System

“Developed under the authority set out in the BC Emergency Program Act and the Emergency Program Management Regulation, BCEMS is the standard practice for all provincial government ministries and Crown corporations as indicated in the Regulation. It is recommended as best practice for all emergency management stakeholders in BC and applies to emergencies, disasters, and catastrophic events.” – BCEMS

Roles & Responsibilities

Different governments and industrial organizations have different responsibilities regarding emergency and disaster response. Before an event, it is important to understand the roles, responsibilities, and jurisdiction of each responding agencies.

RDBN and other Local Authorities

Local authorities include municipalities and regional districts. First Nations communities with treaty agreements are local authorities under the *Emergency Program Act* and its regulations. Local authorities hold primary responsibility for emergency planning, response and recovery within their jurisdictions. Under Section 6(2) and 6(3) of the *Emergency Program Act*, the local authority must develop emergency plans for response and recovery as well as establish an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures.

The *Local Authority Emergency Management Regulation* requires local authorities to prepare emergency plans which reflect and are based on “the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility”. In order to fulfill this requirement, the local authority should have a current assessment of the risk of the occurrence of a hazard and the potential impact on people and property. This can be accomplished by completing a Hazard Risk and Vulnerability Analysis (HRVA).



In summary, a local authority should perform the following preparedness activities.

- Set up and maintain an emergency management organization which may include one or more emergency program management committee, and one or more Emergency Program Coordinators.
- Develop and maintain a Hazard, Risk and Vulnerability Analysis (HRVA) to identify potential emergencies and disasters in its jurisdictional area.
- Educate community residents and business owners about the need for personal emergency preparedness.
- Prepare for emergencies and disasters through mitigation, preparedness, response recovery and business continuity planning.
- Conduct training and exercises for all emergency response staff.
- Establish procedures for implementing, reviewing and revising response and recovery plans.
- Complete periodic reviews and updating of the local authority emergency plan.
- Respond to emergencies when required.
- Establish procedures for notifying persons threatened by emergencies or impending disasters.
- Identify procedures for obtaining emergency resources.
- Establish priorities for restoring essential services; and
- Work with Emergency Support Services groups to plan for the provision of food, clothing and shelter to victims.

Through these preparedness objectives, the RDBN is more prepared to respond to emergency events at varying severity.



R

ESPONSE

“Actions taken during or immediately before or after a disaster to manage its consequences and minimize suffering and loss.”

Public Safety Canada

As per the *Emergency Program Act*, “...a local authority is at all times responsible for the direction and control of the local authority’s emergency response.” The direction and control is coordinated through the local government Emergency Operations Centre.

In larger events, neighbouring local authorities may choose to run a joint emergency operation centre. Through the EOC the local authority:

- assesses the situation;
- provides support to the first responders, including resources;
- issues a Declaration of State of Local Emergency;
- issues Hazard Notices, Evacuation Alerts, or Orders;
- provides public information, including media briefings;
- coordinates the provision of food, clothing, shelter and transportation;
- provides situation reports to the PREOC;
- tracks finances;
- coordinates recovery of essential services; and
- coordinates community recovery efforts.

This section of the CEMP outlines RDBN EOC policy and Elected Official’s Operational guidelines regarding emergency response. It should be noted that every response is different and specific details are impossible to plan for. However, the RDBN CEMP is intended to provide a comprehensive framework for EOC staff to respond as effectively and efficiently as possible while ensuring public safety is the top priority. The eight goals, in order of priority, put forth by BCEMS which responding agencies adhere to are as follows:

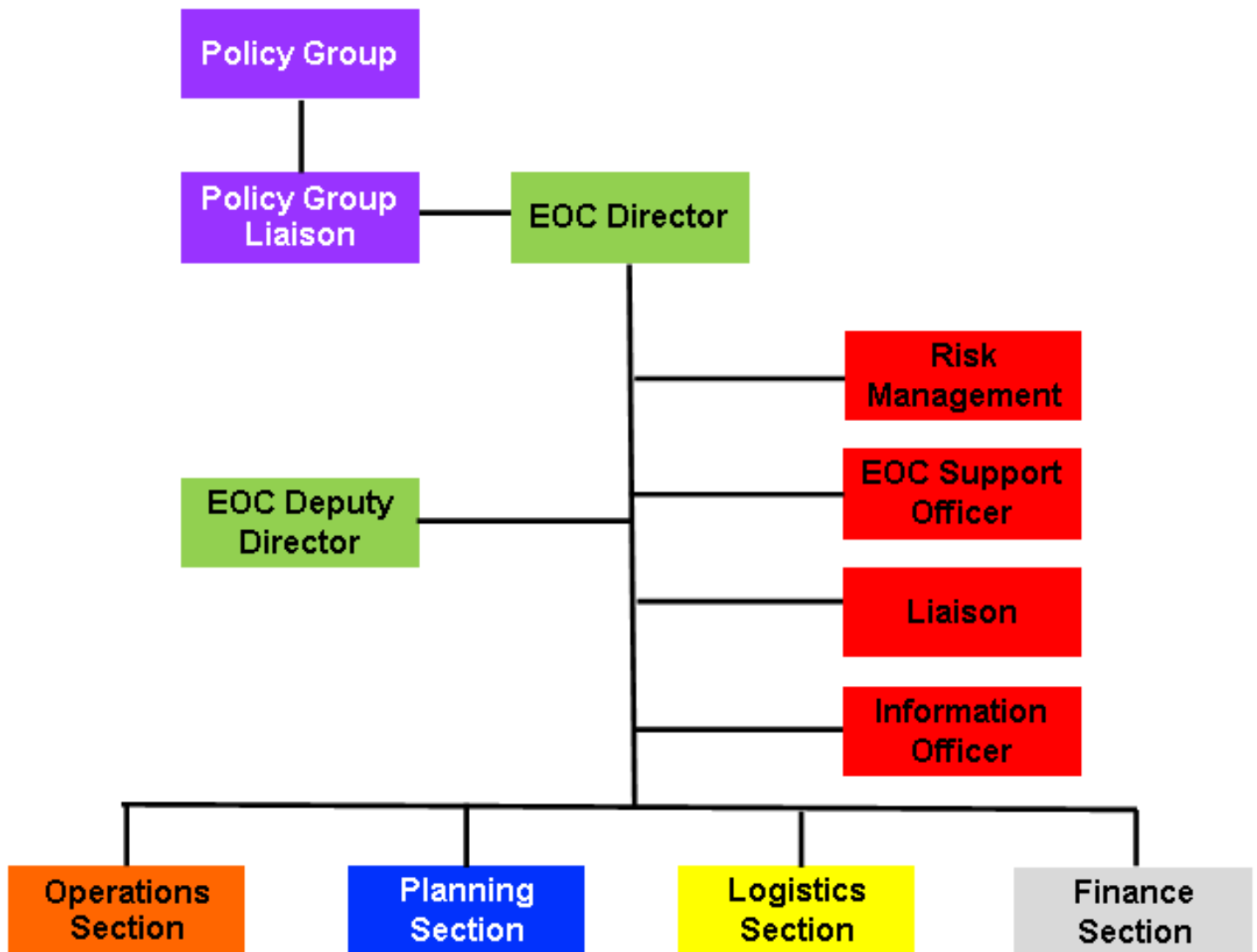
1. Provide for the safety and health of all first responders
2. Save lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses



EOC Structure

EOC ICS Structure

Figure 1 demonstrates the structure and organization of the Emergency Operations Centre (EOC). Each Section is directed by a “Section Chief” which all supplementary functions falling under such sections will report to. All Section Chiefs report to the EOC Director or Deputy Director who report to the Policy Group Liaison who communicates with the Policy Group. Elected Officials fall under the “Policy Group”.



EOC Functions

Figure 2 indicates a brief summary of each EOC Function responsibilities.

EOC Section	Function	Key Roles
Policy Group	The Policy Group supports the EOC's efforts by providing strategic interpretation of existing policies, developing new policies. From time to time the Policy Group receives emergency information from the public which can be provided to the Policy Group Liaison to be vetted by the EOC.	<ul style="list-style-type: none"> ➤ Board Chair ➤ Elected Officials ➤ Policy Group Liaison
Management	Responsible for overall coordination of the EOC; public information, media relations; agency liaison; and proper risk management procedures, through the joint efforts of the RDBN, government agencies and private organizations.	<ul style="list-style-type: none"> ➤ EOC Director ➤ EOC Deputy Director ➤ Risk Manager ➤ Information Officer ➤ Liaison Officer ➤ Support Officer
Operations	Responsible for establishing communications with the site(s) and coordinating all site support activities through the implementation of an EOC Action Plan.	<ul style="list-style-type: none"> ➤ Operations Chief ➤ ESS Director ➤ Agriculture Lead ➤ Other agency Liaisons
Planning	Responsible for collecting, evaluating, and disseminating information; developing the EOC Action Plan and Situation Report in coordination with other sections, and maintaining all EOC documentation.	<ul style="list-style-type: none"> ➤ Planning Chief ➤ GIS ➤ Advanced Planning ➤ Recovery Manager
Logistics	Responsible for providing facilities, services, personnel, equipment and materials.	<ul style="list-style-type: none"> ➤ Logistics Chief ➤ IT Support
Finance / Administration	Responsible for all EOC financial activities.	<ul style="list-style-type: none"> ➤ Finance Chief



EOC Activation Criteria

The EOC may be activated with or without a Declaration of State of Local Emergency (SOLE). However, it is mandatory to activate once a Declaration has been made. The EOC may be activated if any of the following conditions exist:

- there are a significant number of people at risk;
- incident site support is required;
- legal authority is required (e.g. Declaration of State of Local Emergency);
- an evacuation has occurred or there is a potential need for an evacuation;
- the event crosses jurisdictional boundaries (e.g. train derailment, flood, wildfire);
- there are multiple sites involved;
- coordination of multiple agencies is required, beyond what site can adequately handle;
- magnitude and potential duration of the event extends beyond RDBN capacity (e.g. forest fire, flood, landslide);
- there is significant property damage – private and/or public;
- there is a significant financial risk to private sector;
- there are environmental risks; and
- there is a major planned or special event.

EOC Authorization

First responding organizations such as the Royal Canadian Mounted Police (RCMP), Emergency Health Services (EHS), and Fire Departments will most likely receive initial reports of a major emergency or disaster from site personnel or an Incident Commander at site level response. These agencies should follow established procedures detailed in their departmental emergency plans. If it is determined that additional support is required, the Incident Commander (IC) will request activation of the EOC. The RDBN Chief Administrative Officer (CAO), or their designate, will authorize the activation of the EOC based on the IC's request and authorization from the RDBN Chair.



EOC Activation Levels

Figure 3 demonstrates EOC activations levels, descriptions and minimum staffing requirements.

EOC Activation Level	Description	Required Capacity
One	Small Event	
	<ul style="list-style-type: none"> ➤ One Site ➤ Two or more Agencies Involved ➤ Potential Threats ➤ Localized Event 	<ul style="list-style-type: none"> ➤ EOC Director ➤ Information Officer ➤ Liaison Officer ➤ Operations Section Chief ➤ Policy group and EMBC notified.
Two	Moderate Event	
	<ul style="list-style-type: none"> ➤ One or more Sites ➤ Several Agencies Involved ➤ Localized Evacuations ➤ Some resources and or support required 	Level One staffing plus: <ul style="list-style-type: none"> ➤ Section Chiefs (As required) ➤ Policy Group and EMBC/PREOC Limited Activation.
Three	Major Event	
	<ul style="list-style-type: none"> ➤ Multiple sites ➤ Regional Disaster ➤ Multiple Agencies Involved ➤ Extensive Evacuations ➤ Resources and or support required 	Level Two staffing plus: <ul style="list-style-type: none"> ➤ additional EOC functions and positions (as required) ➤ Policy Group and EMBC/PREOC full activation

Hazard Notices, Evacuation Alerts, Declarations and Evacuation Orders

Under the *Emergency Program Act*, the Regional District of Bulkley-Nechako has the Authority to issue a SOLE, Hazard Notices, Evacuation Alerts and Evacuation Orders.

Recommendations by the lead response agency for Evacuation Alerts and Orders are considered when making these decisions, however, in this case the responsibility to issue these rests solely with the local authority. There are times that the lead agency makes a decision to Tactically Evacuate residents due life safety, in this case the RDBN would follow up with a Declaration and an Evacuation Order to support this action. The RDBN Board Chair or their designate signs and approves all Declarations, Evacuation Alerts, Orders and Rescinds.



Issuing Hazard Notices, Evacuation Alerts

Hazard Notices

Hazard Notices are issued when there is a potential hazard that may require residents to prepare for a Shelter-in-Place situation. This notice will only be issued if there is no imminent risk to life safety and health.

Evacuation Alerts

An Evacuation Alert is issued when there is a potential risk to public safety. An Alert is intended for residents to prepare for an Evacuation Order. Evacuation Alert notices are communicated to resident's door to door by RCMP, where practical, and through Social Media, the RDBN webpage and sent to the RDBN EOC Media Distribution List.

A SOLE does not need to be declared when a Hazard Notice or an Evacuation Alert is issued.

Declaring a State of Local Emergency

During a major emergency or disaster, the RDBN Chair, or their designate, may declare a *State of Local Emergency* to enable the RDBN to exercise the extraordinary powers listed in the *Emergency Program Act*. These short-term emergency measures will allow the RDBN and partner agencies to effectively respond to the emergency or disaster.

Section 12 (3) of the Emergency Program Act states the following:

The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

The Policy Group Liaison will assist the Chair in obtaining consent as soon as practicable.

Extending the State of Local Emergency

A local declaration expires seven days from the date it is signed unless it has been extended. The seven-day period is determined by the *Interpretation Act* Section 25(2) which states; "The first day must be excluded and the last day included."

Cancelling the State of Local Emergency

A declaration of State of Local Emergency is cancelled when;

- the Minister cancels the SOLE;
- It is superseded by a Provincial State of Emergency; or
- It is cancelled by a bylaw, resolution, or order.

Once it is apparent to the RDBN that extraordinary powers are no longer required and that the Declaration may be cancelled, EOC staff must advise the RDBN Board as soon as possible.



Issuing an Evacuation Order

An Evacuation Order is issued when there is imminent or immediate risk to public safety. When an Evacuation Order is issued residents and businesses are asked to leave the area immediately and not return until the Evacuation Order has been lifted or an Entry Permit is issued. Under an Evacuation Order, minors are required to leave the area immediately with a guardian.

A SOLE must be in place to issue an Evacuation Order and an Evacuation Order must be issued for residents to be eligible for Emergency Support Services.

The RDBN works with the RCMP to expedite the Evacuation Orders. The RCMP commonly call on local Search and Rescue groups to assist with the delivery of Evacuation Orders. Evacuation Orders are communicated to impacted resident's door to door and through Social Media, the RDBN webpage, the Regional Mass Notification System, and sent to the RDBN EOC Media Distribution List.



Operational Response Guidelines for Elected Officials

Policy Group Members

Members

The Policy Group members will be determined at the beginning of an emergency. It is recommended that there only be one Policy Group at any time to allow for efficient and collaborative effort on behalf of the Policy Group and to reduce duplication of effort.

In small localized events the Policy Group may be identified by teams using the table below. For example, the Directors from the Eastern Team would be invited to join the Policy Group for an emergency affecting Electoral Area 'F'.

As the scope of the response increases, members from the other areas would be invited to participate in the Policy Group. Any Director who wishes to be included in the Policy Group would be welcomed at the discretion of the Chair.

Any financial decisions that the Policy Group wishes to implement must be approved by the majority of the Board.

WEST	CENTRAL	EAST
Electoral Area 'A'	Electoral Area 'B'	Electoral Area 'C'
Electoral Area 'G'	Electoral Area 'E'	Electoral Area 'F'
Smithers	Electoral Area 'D'	Vanderhoof
Telkwa	Burns Lake	Fort St James
Houston	Fraser Lake	
Granisle		

General Responsibilities

Policy Group Responsibilities

- Provide policy and decision support regarding issuance of a SOLE, Evacuation Orders and extraordinary expenses to the Policy Group Liaison. PLEASE NOTE: The single point of contact for the Board during an EOC activation is the Policy Group Liaison or the EOC Director if the Policy Group Liaison is unavailable.

As the Board Directors represent different areas of the region, they may be able to provide important information regarding the event to the Policy Group Liaison. They are likely to hear from residents with relevant information to the Policy Group Liaison that may assist the EOC in response planning.

Board Chair Responsibilities

- Determine Policy Group Members.
- Act as a spokesperson for the jurisdiction and participate in media briefings, as requested by the Policy Group Liaison
- Use best efforts to obtain Board approval to declare a "State of Local Emergency".
- Sign "State of Local Emergency", Evacuation Alerts, Evacuation Orders and Rescinds.
- The RDBN Board Chair or their designate is the media spokesperson for the RDBN.



Policy Group Liaison Responsibilities

- Establish and maintain contacts with RDBN Directors and from adjacent jurisdictions as appropriate.
- Liaise with provincial and federal elected officials as required.

Public Communication

In a major emergency, the Information Officer in the EOC plays a vital role managing and coordinating all public and media information needs. Multiple sources of information may confuse the public and could lead to serious life-threatening consequences. The Policy Group Liaison or the EOC Director will ensure that Directors are kept informed. It is important to remember that operational information and public information are not the same. Directors may only share information that has been authorized for release by the EOC when speaking with reporters, or on social media. Below are key points to remember regarding public communication.

- Accurate public information is extremely important during emergencies. The Policy Group Liaison, EOC Director and Information Officer provide a coordinated and accurate message to the affected public and the media through the Chair.
- The Board Chair will provide updates to media and public at the request of the Policy Group Liaison and coordinated with the EOC Director and Information Officer.
- EOC staff understand that during major emergencies demand for information is often overwhelming. Social media and traditional local media require information to provide emergency instructions and situation reports to the public. It is imperative to work cooperatively with the media to achieve the goals of all concerned. It should be noted that ALL media releases and public information is coordinated at the EOC level. Operational information is NOT to be shared with the public unless approved by the EOC Director.

Operational Guidelines for Declaring a State of Local Emergency

General Information

- The Chair must be satisfied that an emergency exists or is imminent.
- The SOLE must identify the nature of the emergency and the area where it exists or is imminent.
- A SOLE is in effect for seven (7) days unless cancelled earlier.
- A SOLE may be extended in seven-day increments with approval of the Minister for Public Safety & Solicitor General.
- the Minister for Public Safety & Solicitor General can suspend a SOLE at any time.
- Once it is determined that extraordinary powers are no longer required and that the State of Local Emergency may be cancelled, the Minister for Public Safety & Solicitor General must be notified.

The RDBN **NEED NOT** declare a state of local emergency for the following:

- To implement part or all its Emergency Response and Recovery Plan.



- To issue an Evacuation ALERT
- To gain liability protection under the Emergency Program Act.
- To qualify for disaster financial assistance under the Emergency Program Act.

The RDBN must declare a State of Local Emergency to enforce an Evacuation Order.

The *Emergency Program Act* details the powers available to the RDBN after a Declaration has been made. In summary, they are the powers to:

- acquire or use any land or personal property;
- authorize or require any person to render assistance;
- control or prohibit travel within the Regional District of Bulkley-Nechako;
- provide for the restoration of essential facilities and distribution of essential supplies;
- cause the evacuation of persons and livestock;
- authorize entry into a building or on any land without warrant;
- cause the demolition or removal of trees, structures or crops;
- construct any works deemed necessary; and
- fix prices or ration food, clothing, fuel, equipment, medical supplies or other essential supplies.



R ECOVERY

“Recovery is where steps and processes are taken/ implemented to repair communities affected by an emergency event, restore conditions to an acceptable level, or improve them where possible, and to restore self-sufficiency and increase resilience.”

Public Safety Canada

Recovery refers to any actions undertaken by an organization or individual following an emergency that will return essential services (utilities, phones, government offices, etc.) to normal levels of service. Recovery begins the moment the emergency or disaster occurs.

Recovery Phases

The RDBN recovery process is divided into four phases depending on the situation.

Advanced Planning Recovery Phase

Recovery begins at the onset of the emergency event. As part of the advanced planning section of emergency response, planning for community re-entry and restoration of essential services are considered during the event.

Initial Recovery Phase

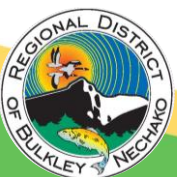
First 72 hours following the incident.

- Debris removal and cleanup.
- Emergency, short term repair of lifeline utilities.
- Emergency repair of transportation systems.
- Building safety inspections.
- Coordination of provincial/federal damage assessments.
- Re-occupancy of structures.
- Formation of initial recovery task force.

Short Term Recovery Phase

72 hours – 4 weeks following an event.

- Provision of interim housing.
- Restoration of lifeline utilities.
- Restoration of social and health services.
- Restoration of transportation services and infrastructure.
- Economic recovery, including sites for business resumption.
- Recovery task force.
- Building demolition.



Long Term Recovery Phase

4 weeks and several years following an event.

- Hazard mitigation.
- Reconstruction of permanent housing.
- Reconstruction of commercial facilities.
- Implementation of long-term economic recovery.

Community Recovery Goals

- Reduce Human Suffering.
- Protect Community Services.
- Protect Community Culture.
- Enhance Economic Vitality.
- Enhance a Sustainable Community.

Community Recovery Support

Recovery Manager

The EOC explores all options for community support by seeking funding through the PReOC for a Recovery Manager. This position activates and implements the RDBN's Recovery Plan. In summary, the RDBN recovery function assesses the impacted community's unmet needs and explores opportunities for volunteer or financial support to aid the community's overall recovery. The Recovery manager may liaise between the community and support organizations and help facilitate public outreach.

Recovery Committee

The Recovery Committee is comprised of community members and organizations that have the knowledge and ability to facilitate the recovery process. Recovery is a very complex issue and different perspectives are imperative in identifying a community's unmet needs. The RDBN Recovery Manager Chairs this committee to ensure RDBN involvement and to provide support to the organizations involved.

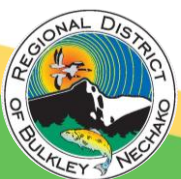
Recovery and Resiliency Centers

A Recovery and/or Resiliency center may be set up in a disaster impacted community when the Evacuation Order has been lifted. In a situation where a large event has impacted a community's ability to recover without support, the Recovery and Resiliency centers allow residents access to utility organizations, local government, provincial government ministry representation, disaster relief organizations and mental health support.

Recovery and Resiliency Centers also provide a location for the community to come together and provide support to one another. This opportunity provides a space to reflect on the event and communicate experiences which can positively influence the community's healing process.

Financial Support

Unlike emergency response, recovery is not currently funded directly by the Provincial Government. Support for community recovery is very limited and often based on



donations and historically disseminated through disaster aid organizations like Red Cross.

This limitation greatly impacts the extent to which the RDBN can respond. At the 2019 UBCM Conference the RDBN made Resolution B97 Disaster Relief and Recovery Funding, it is unclear whether this resolution will be considered in the *Emergency Program Act* Modernization process.

Volunteer Organization Support

There are few disaster relief and aid groups that can support the community during event recovery. Through communication and unmet needs assessment, the Recovery Committee directs where and when these resources are brought to the community. The following services that may be offered to assist with recovery are:

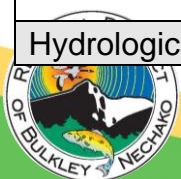
- debris clean-up;
- structure re-building;
- firewood preparation;
- grant funding opportunities for home and local business owners including agriculture operations.

Although not for profit and disaster relief organizations exist, they require operational costs to be provided to assist communities. Service provision is dependent on available funding.



APPENDIX 1 – BC Ministry Hazard Responsibility Chart

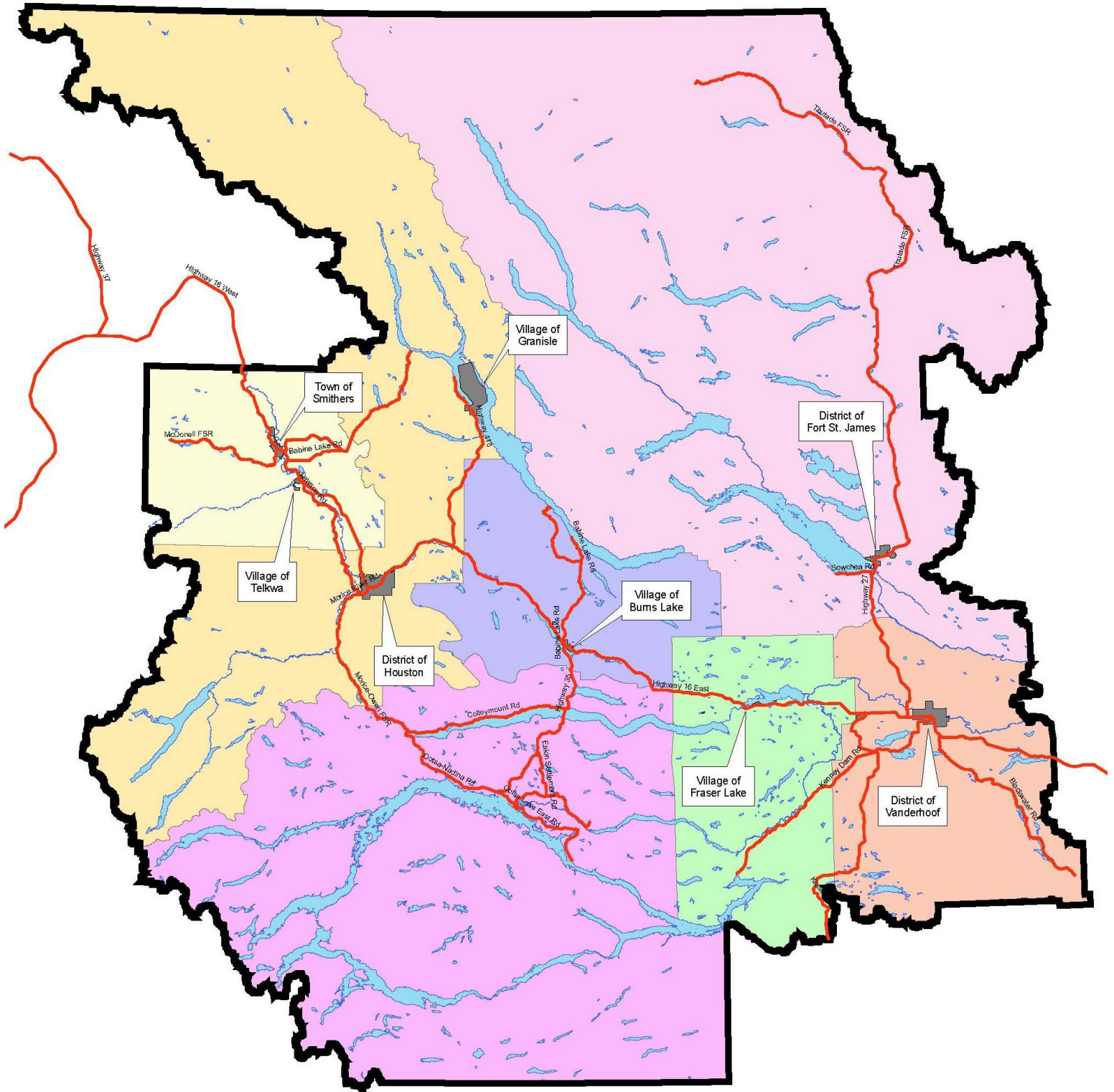
Hazard Groups	Hazard	Ministry
Accidents	Air crash	Public Safety & Solicitor General
	Marine Accidents	
	Motor Vehicle	
Atmosphere	Snowstorms	Emergency Management BC
	Blizzards	
	Ice storms	
	Hailstorms	
	Lightning	
	Hurricane	
	Tornado	
Heat waves		
Dam Failure	Dam failure (Including Foundations & Abutments)	Forests, Lands, Natural Resource Operations & Rural Development
Disease and Epidemics	Human Disease	Health
	Animal Disease	
	Plant Disease	
	Pest Infestations	
Explosions and Emissions	Gas and gas leaks – pipelines	Environment
	Gas and gas leaks (gas wells) – through Oil and Gas Commission	Energy, Mines & Petroleum Resources
	Mine explosion	Municipal Affairs & Housing
	Other explosions	
Fire	Urban and rural fire (excluding interface)	Emergency Management BC; Forests Lands, Natural Resources & Rural Development
	Geological	Avalanches – Highways / Other
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 on transport routes)	Environment
	Radiation	Health
	Infection Materials	
Hydrological	Drought	













	Flooding	Forests, Lands Natural Resource Operations & Rural Development
	Erosion & Accretion	Environment
	Ice Jams	Transportation & Infrastructure
Power Outage	Electrical Power Outage	Emergency Management BC
Riots	Riots & Public Disorder	Public Safety & Solicitor General
Seismic	Ground motion effects Tsunamis	Emergency Management BC
Space Object	Space Object Crash	Emergency Management BC
Structural	Structural collapse	Emergency Management BC
Terrorism	Terrorism (Hostile act against the state)	Public Safety & Solicitor General
Volcanic	Ash falls Pyroclastic flows Lava flows Mudflows	Emergency Management BC
Wildfire	Wildfires (including interface Fire)	Forests, Lands, Natural Resource Operations & Rural Development

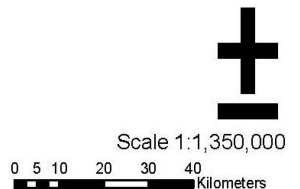


APPENDIX 2 – RDBN Boundary Map



Legend

- | | | |
|---|---|--|
|  Electoral Area A - Smithers Telkwa Rural |  Electoral Area E - Francois/Ootsa Rural |  Municipalities |
|  Electoral Area B - Burns Lake Rural |  Electoral Area F - Vanderhoof Rural |  Lakes |
|  Electoral Area C - Fort St. James Rural |  Electoral Area G - Houston Rural |  Rivers/Streams |
|  Electoral Area D - Fraser Lake Rural |  RDBN Boundary |  Roads |



APPENDIX 3 – RDBN Emergency Management Bylaws

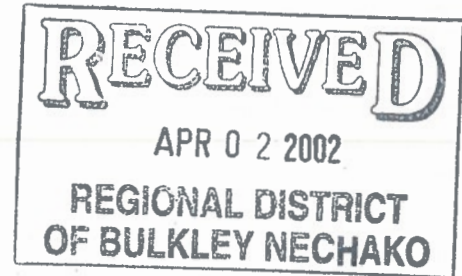
Please see the following page for the following RDBN Bylaws.

- Emergency Program Service Establishment Bylaw No. 1201
- Emergency Program Service Regulatory Bylaw No. 1210
- Emergency Program Administrative Structure Amendment Bylaw No. 1448.

If you would like to reference the following bylaws, please contact the RDBN Director of Protective Services.

- Floodplain Management Bylaw No. 1300, 2004
- RDBN Zoning Bylaw 700, 1993





March 25, 2002

Jay Simon
Secretary
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Dear Jay Simons:

Re: Emergency Program Service Establishment Bylaw No. 1201

Enclosed herewith is one copy of the above bylaw approved under the provisions of section 801 of the *Local Government Act*. The Regional Board may now adopt the bylaw.

Once the bylaw has been adopted by the Board, please forward one certified copy to this office as required under section 801.6(2) of the *Local Government Act*.

Sincerely,

A handwritten signature in blue ink that reads "Allen Taylor".

Allen Taylor
Senior Administrative Officer
Municipal Advice and Approvals

Enclosure

MASB:fileRD02-29.18



No. _____

Statutory Approval

Under the provisions of section _____ **801(1)(a)**

of the _____ **Local Government Act**

I hereby approve Bylaw No. _____ **1201**

of _____ **the Regional District of Bulkley-Nechako** _____ ,

a copy of which is attached hereto.

Dated this 25th day
of March , 2002

Deputy Inspector of Municipalities

REGIONAL DISTRICT OF BULKLEY-NECHAKO**Bylaw No. 1201****A bylaw to establish and provide
Emergency Preparedness Planning pursuant
to the authority of the *Emergency Program Act* as a service
for the benefit of Electoral Areas**

WHEREAS the Lieutenant Governor-in-Council, by B.C. Regulation No. 193/2001 approved August 10, 2001, has granted the Regional District of Bulkley-Nechako the same power that a municipality has as a local authority under the *Emergency Program Act* for such electoral area or areas the regional district may designate;

AND WHEREAS the Board of Directors considers it necessary to establish the service of emergency preparedness planning to prepare for, respond to and recover from emergencies and disasters;

AND WHEREAS the Board of Directors deems it appropriate to become a local authority in accordance with the *Emergency Program Act* in and for all the electoral areas;

AND WHEREAS Section 801.5(1)(b) of the *Local Government Act* allows the Board of Directors, on behalf of electoral area electors, to establish a service where there is no requisition limit, and the participating areas include all of the electoral areas and where the service can be established without borrowing;

AND WHEREAS the Directors of the participating Electoral Areas have consented in writing to the adoption of this bylaw as required by Section 801.5(2) of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. CITATION

- 1.1 This bylaw may be cited as the "Regional District of Bulkley-Nechako Emergency Program Service Establishment Bylaw No. 1201, 2001".

2. SERVICE ESTABLISHMENT

- 2.1 There is hereby established, the service of emergency preparedness planning in and for the participating areas; such service to be known as the "Regional District of Bulkley-Nechako Emergency Program Service".

3. PARTICIPATING AREAS

- 3.1 The service area boundaries for the Regional District of Bulkley-Nechako Emergency Program Service shall be coterminous with that of the participating electoral areas;
- 3.2 The participating area shall be the following electoral areas;
- Electoral Area "A"
 - Electoral Area "B"
 - Electoral Area "C"
 - Electoral Area "D"
 - Electoral Area "E"
 - Electoral Area "F" and
 - Electoral Area "G"

4. COST RECOVERY

- 4.1 The cost of providing the service established under Section 2.1 shall be recovered by requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the participating areas.
- 4.2 Costs shall be apportioned among participating electoral areas on the basis of the converted value of land and improvements within the electoral participating areas.
- 4.3 The annual costs of administration, training, exercises and maintenance of the Emergency Program Service shall be recovered by a requisition of money to be collected by a property value tax, in accordance with Section 803(1)(a) of the *Local Government Act*, on the net taxable value of land and improvements within the participating areas.
- 4.4 The maximum amount that may be requisitioned annually for administration, training, exercises and maintenance of the Emergency Program Service shall be ONE THOUSAND (\$1,000).

READ A FIRST TIME this 18th day of October 2001.

READ A SECOND TIME this 17th day of January 2002.

READ A THIRD TIME this 17th day of January 2002.

THIRD READING RESCINDED this 28th day of February 2002.

AMENDED AND GIVEN THIRD READING this 28th day of February 2002.

I hereby certify that this is a true and correct copy of Bylaw No. 1201.



Deputy Corporate Administrator

CONSENT OF ELECTORAL AREA "A" DIRECTOR RECEIVED this 28th day of February 2002.

CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this 28th day of February 2002.

CONSENT OF ELECTORAL AREA "C" DIRECTOR RECEIVED this 28th day of February 2002.

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this 28th day of February 2002.

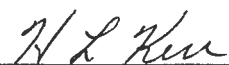
CONSENT OF ELECTORAL AREA "E" DIRECTOR RECEIVED this 28th day of February 2002.

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this 28th day of February 2002.

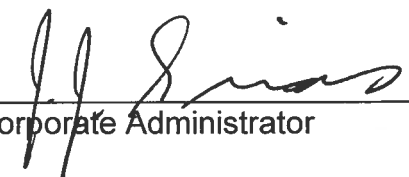
CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this 28th day of February 2002.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 25th day of March 2002.

ADOPTED this 11th day of April 2002.



Chairperson



Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1210**

**Being a bylaw to regulate the
Regional District of Bulkley-Nechako
Emergency Program Service
as a service for the Regional District of Bulkley-Nechako.**

WHEREAS the Regional District of Bulkley-Nechako has by Emergency Program Service Bylaw No. 1201 established the Regional District of Bulkley-Nechako Emergency Program Service,

AND WHEREAS the Regional District of Bulkley-Nechako Board wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

NOW THEREFORE, the Board of the Regional District of Bulkley-Nechako in open meeting assembled enacts as follows:

1. CITATION

- 1.1 This Bylaw shall be cited as the "Regional District of Bulkley-Nechako Emergency Measures Regulatory Bylaw No. 1210, 2001".

2. INTERPRETATION

2.1 In this bylaw:

- (a) "Board" means the municipal directors and electoral area directors of the corporation of the Regional District of Bulkley-Nechako;
- (b) "Chairperson" means that person elected by the board as chairperson;
- (c) "declaration of a state of local emergency" means a declaration of the regional district board or the chairperson that an emergency exists or is imminent in the regional district;
- (d) "disaster" means a calamity that:
 - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;
- (e) "electoral participating area" means electoral areas "A", "B", "C", "D", "E", "F" and "G".
- (f) "emergency" means a present or imminent event that:

- (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- (ii) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property;
- (g) "Regional District of Bulkley-Nechako Emergency Coordinator" means that person appointed under Section 3.2;
- (h) "Regional District of Bulkley-Nechako Emergency Management Organization" means the Emergency Executive Committee, Emergency Coordinator and such other persons appointed and functional groups established, and which are charged with emergency preparedness, response and recovery measures;

2.2 This bylaw shall be construed in accordance with the Emergency Program Act (1996), RSBC Chapter 111 and all Regulations made thereunder. In this bylaw, "Act" means the Emergency Program Act.

3. ADMINISTRATION

- 3.1 An Emergency Executive Committee* shall be composed of :
- (a) Board Member (Committee Chairperson),
 - (b) Board Member (Committee Vice Chairperson),
 - (c) the Chief Administrative Officer,
 - (d) Emergency Coordinator,
 - (e) Deputy Emergency Coordinator,
 - (f) Deputy Corporate Administrator, Financial Administrator, Director of Environmental Services and Director of Planning
 - (g) such other members that the Board may determine.

*Note: The Emergency Executive Committee may strike such sub-committees and work groups as deemed necessary.

- 3.2 The Board shall appoint a Regional District of Bulkley-Nechako Emergency Coordinator to facilitate emergency preparedness, response and recovery measures.
- 3.3 Subject to the approval of the Board, the Emergency Executive Committee may:
- (a) make and amend its terms of reference, policies and procedures,
 - (b) enter into agreements with other regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery, and
 - (c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.

4. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 4.1 The Regional District of Bulkley-Nechako Emergency Executive Committee shall prepare and present to the Board for annual review and approval:
- (a) a list of hazards to which the participating area is subject and which also indicates the relative risk of occurrence,
 - (b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
 - (i) a periodic review and updating of plans and procedures for that review;
 - (ii) a program of emergency response exercises,
 - (iii) a training program,
 - (iv) procedures by which physical and financial emergency resources or assistance may be obtained,
 - (v) procedures by which emergency plans are to be implemented,
 - (vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster,
 - (vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the electoral participating area, and
 - (viii) procedures to establish the priorities for restoring essential services provided by the regional district, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.

5. POWERS OF THE BOARD

- 5.1 The Board, or the Chairperson, or the Emergency Coordinator [or other person designated in the plan] may, whether or not a state of local emergency has been declared, cause the Regional District of Bulkley-Nechako emergency plan to be implemented.
- 5.2 The Board by bylaw or resolution, or the Chairperson by order, may declare a state of local emergency when the extraordinary power or authority enabled by Section 12 of the Act is required to effectively deal with an emergency or disaster in any part of the electoral participating area.
- 5.3 Upon a "declaration of a state of local emergency" being made, the Board or Chairperson shall:
- (a) forward a copy of the declaration to the Minister, and
 - (b) cause the details of the declaration to be published by a means of communication that the Board or Chairperson considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

- 5.4 After a declaration of a state of emergency is made under section 5.2 in respect of all or any part of the electoral participating area[s], and for the duration of the state of emergency, the Board or Chairperson may do any or all acts considered necessary and implement procedures that the Board or Chairperson considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:
- (a) acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (c) control or prohibit travel to or from any portion of the electoral participating area;
 - (d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in the electoral participating area;
 - (e) cause the evacuation of persons and the removal of livestock, animals and personal property from the participating electoral area that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
 - (f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the Board or Chairperson to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Board or Chairperson to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (h) construct works considered by the Board or Chairperson to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the electoral participating area for the duration of the local state of emergency; and
 - (j) authorize the Emergency Coordinator [or other selected person or persons] to exercise, in any part of the electoral participating area[s] affected by a declaration of a local state of emergency, those specific powers enabled in Section 5.4 and assumed by the Board or Chairperson.
- 5.5 The Board or Chairperson must, when of the opinion that an emergency no longer exists in the electoral participating area to which a declaration of local state of emergency was made,
- (a) cancel the declaration of a state of local emergency in relation to that part

- (i) by bylaw or resolution, if cancellation is effected by the Board, or
- (ii) by order, if the cancellation is effected by the Chairperson, and
- (b) promptly notify the Minister of the cancellation of the declaration of a state of local emergency.

6. LIABILITY

- 6.1 As enabled by the Act, no person, including, without limitation, the Board, the Chairperson, members of the Regional District of Bulkley-Nechako Emergency Management Organization, employees of the Regional District of Bulkley-Nechako, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:
- (a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
 - (b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

READ A FIRST TIME the 18th day of October 2001.

READ A SECOND TIME this 17th day of January 2002.

READ A THIRD TIME this 17th day of January 2002.

I hereby certify that this is a true and correct copy of Bylaw No. 1210.




 Deputy Corporate Administrator

ADOPTED this 11th day of April 2002.



 Chairperson



 Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Bylaw No. 1448

A bylaw to amend the administrative structure of the Emergency Program Service.

WHEREAS the Regional District of Bulkley – Nechako has adopted the Regional District of Bulkley-Nechako Emergency Measures Regulatory Bylaw No. 1210, 2001;

AND WHEREAS the Regional District of Bulkley-Nechako Emergency Measures Regulatory Bylaw No. 1210, 2001 established the service of emergency preparedness planning to prepare for, respond to and recover from emergencies and disasters;

AND WHEREAS the Regional District wishes to amend its administrative structure to include the Rural Directors Committee as the political body that oversees the Emergency Program Service;

NOW THEREFORE the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 2.1(h) with the following:

“Regional District of Bulkley-Nechako Emergency Management Organization means the Rural Directors Committee, Emergency Coordinator and such other persons appointed and functional groups established, and which are charged with emergency preparedness, response and recovery measures;”

2. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 3.1 with the following:

“The Rural Directors Committee shall be the political body that oversees the administration of the RDBN Emergency Program.”

2. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 3.3 with the following:

“Subject to the approval of the Board, the Rural Directors Committee may:

- (a) make and amend its terms of reference, policies and procedures,

- (b) enter into agreements with other regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery, and
- (c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.”

3. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 4.1 with the following:

“The Regional District of Bulkley-Nechako Rural Directors Committee shall prepare and present to the Board for annual review and approval:

- (a) a list of hazards to which the participating area is subject and which also indicates the relative risk of occurrence,
- (b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
 - (i) a periodic review and updating of plans and procedures for that review;
 - (ii) a program of emergency response exercises,
 - (iii) a training program,
 - (iv) procedures by which physical and financial emergency resources or assistance may be obtained,
 - (v) procedures by which emergency plans are to be implemented,
 - (vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster,
 - (vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the electoral participating area, and
 - (viii) procedures to establish the priorities for restoring essential services provided by the regional district, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.”

4. This Bylaw may be cited as "Regional District of Bulkley – Nechako Emergency Measures Regulatory Amendment Bylaw No. 1448, 2007.

READ A FIRST TIME this 11 day of October, 2007.

READ A SECOND TIME this 11 day of October, 2007.

READ A THIRD TIME this 11 day of October, 2007.

I hereby certify that this is a true and correct copy of Bylaw No. 1448.

Gail Chapman
Corporate Administrator

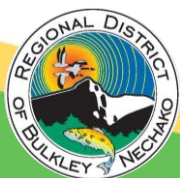
ADOPTED this 11 day of October, 2007.

C. Farrow
Chairperson

Gail Chapman
Corporate Administrator

APPENDIX 4 – EOC Policy Section Position Guides

POLICY GROUP	
Position Description	The Policy Group supports the EOC’s efforts by providing strategic interpretation of existing policies, developing new policies and providing community information from residents to the Policy Group Liaison to guide response and community recovery.
Board Chair Responsibilities	<ul style="list-style-type: none"> ➤ Determine Policy Group members ➤ Act as a spokesperson for the jurisdiction and participate in media briefings, as requested by the Policy Group Liaison ➤ Use best efforts to obtain Board approval to declare a “State of Local Emergency”. ➤ Sign “State of Local Emergency”, Evacuation Alerts, Evacuation Orders and Rescinds.
Responsibilities	<ul style="list-style-type: none"> ➤ Advise on existing policies and examine the requirement for new or temporary policies to support response and recovery. ➤ On the advice of the Policy Group Liaison, request extra-ordinary resources and/or outside assistance. ➤ Ensure steps are taken to acknowledge the contributions of response and recovery staff and volunteers.
Activation Phase	<ul style="list-style-type: none"> ➤ Convene as the EOC Policy Group at the location and times recommended by the Policy Group Liaison. ➤ Obtain current situation status and a briefing on priority actions taken and outstanding, from the Policy Group Liaison.
Operational Phase	<ul style="list-style-type: none"> ➤ Keep apprised of the status of the event through the Policy Group Liaison. ➤ Establish new or temporary policies, as required to support response and recovery operations. ➤ Consult with Policy Group Liaison regarding potential legal issues. ➤ Determine appropriate expenditure limits for expenses not covered by EMBC as required. ➤ Assist in identifying extra-ordinary resources and/or outside assistance resources. ➤ Consult with the Policy Group Liaison to determine the need for a declaration of “State of Local Emergency”. ➤ Prepare for and participate in any media briefings, and public meetings as requested. ➤ When recommended by the EOC, proclaim termination of the emergency response and provide ongoing support the EOC to proceed with recovery efforts.



POLICY GROUP LIAISON

Position Description	The Policy Group Liaison is the EOC point of contact for the Policy Group and responds to requests or concerns from the Policy Group representatives.
Responsibilities	<ul style="list-style-type: none"> ➤ Principal point of contact for representatives of the Policy Group. ➤ Arrange meetings for the Policy Group. ➤ Assist the EOC Director/Deputy Director in ensuring proper procedures are in place for communicating with elected officials. ➤ Assist and serve as an advisor to the EOC Director/Deputy Director. ➤ On the advice of the EOC Director, communicate requests for extraordinary resources and/or outside assistance to the Policy Group. ➤ Coordinate the authorization to issue or rescind a “Declaration of State of Local Emergency”. ➤ Provide the Policy Group with needed information for representatives to act as spokesperson for their jurisdictions and to participate in media briefings, as requested by the EOC Director. ➤ Communicate requests from the Policy Group to the EOC Director/Deputy Director as required. ➤ Conduct Policy Group tours of the EOC facility or incident site as directed.
Activation Phase	<ul style="list-style-type: none"> ➤ Follow the Generic Activation Phase Checklist ➤ Report to EOC and obtain situation status, and a briefing on priority actions taken and outstanding, from EOC Director/Deputy Director. ➤ Based on the situation, convene meetings with the appropriate representatives of the RDBN EOC Policy Group at the location and times recommended by the EOC Director.
Operational Phase	<ul style="list-style-type: none"> ➤ Maintain a position log and any other relevant forms. ➤ Conduct periodic briefings for Policy Group and elected officials. ➤ Brief your relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known. ➤ Keep apprised of the status of the event through the EOC Director. ➤ Communicate need for the establishment of new or temporary policies to the Policy Group, as required to support response and recovery operations. ➤ Consult with EOC Director regarding potential legal issues. ➤ Communicate EOC requirements to the Policy Group to determining appropriate expenditure limits for expenses not covered by EMBC as required. ➤ Assist Policy Group in identifying extra-ordinary resources and/or local government support resources. ➤ Consult with EOC Director to determine need for a declaration of a “Declaration of State of Local Emergency.” ➤ Coordinate requests for Policy Group representatives to act as spokesperson for the Regional District of Bulkley-Nechako and provide representatives with information needed to do so as required. ➤ Coordinate the preparation and participation of Policy Group representatives in any media briefings, and public meetings. ➤ Follow the RDBN Demobilization Phase Checklist.



EOC ACRONYMS

In emergency management acronyms are used to reference everything from operations on site to Provincial Ministries. Below are the most common Acronyms you will hear.

EOC	Emergency Operations Center
SOLE	State of Local Emergency
ESS	Emergency Support Services
ESSD	Emergency Support Services Director
IC	Incident Commander
ICS	Incident Command System
EMBC	Emergency Management BC
BCEMS	British Columbia Emergency Management System
PREOC	Provincial Regional Emergency Operations Centre
AGRI	Ministry of Agriculture
BCWS	BC Wildfire Service
MOTI	Ministry of Transportation & Infrastructure
MOE	Ministry of Environment
FLNRORD	Ministry of Forest Lands & Natural Resource Operations & Rural Development

EMERGENCY EVENT INFORMATION

Hazard Notices, Evacuation Alerts and Orders OR to request sand and sandbags

Regional District of Bulkley-Nechako
250-692-3195 or 1-800-320-3339
www.rdbn.bc.ca

Wildfire Information

BC Wildfire Service
1-888-336-7378

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status>

Flood Warnings & Advisories

River Forecast Centre
<http://bcrcfc.env.gov.bc.ca/warnings/index.htm>

Public Weather Alerts

Environment Canada
https://weather.gc.ca/warnings/index_e.html

PUBLIC COMMUNICATION

Communication

During an emergency event, the RDBN Board Chair is designated as the Media Spokesperson for the RDBN.

The Policy Group will communicate with the EOC Policy Liaison. Only EOC approved messages and information are to be shared with the public.

During an event, it is acknowledged that as community leaders, the public will be seeking information from you. This may also be an opportunity for Elected Officials to provide the EOC with community information. Please direct all public inquiries to the RDBN EOC.

Frequently Asked Questions and Recommended Answers

Q: Where can I find up to date information on an Alert or Order?

A: For up-to-date information on Evacuation Alerts and Orders, residents can visit the RDBN website and Facebook page.

Q: We were issued an Evacuation Order, do I have to leave?

A: As there is an imminent risk to life safety and health, the RDBN is recommending that everyone evacuate the area. Minors MUST evacuate with a Guardian.

Q: Can I re-enter the Order area once I leave?

A: The RDBN has a re-entry policy. This application can be accessed online. For more information, call the RDBN EOC.

Q: How will the RDBN support me financially during and after an emergency event?

A: Residents who are displaced from their homes are entitled to Emergency Support Services (ESS). This program is intended to provide essential necessities to you and your family while you are displaced. Please visit your local reception centre to receive ESS or contact the RDBN EOC for more information. Recovery Support may be available. This availability is determined by the Province of BC after the impact to communities have been assessed.



Regional District of Bulkley-Nechako

Emergency Response Quick Reference Guide for Elected Officials

Know the Risks, Make a Plan, Be Prepared

DURING AN EMERGENCY

RDBN Responsibilities

During an emergency or disaster the RDBN will Activate the Emergency Operations Centre (EOC). During an activation, the EOC will:

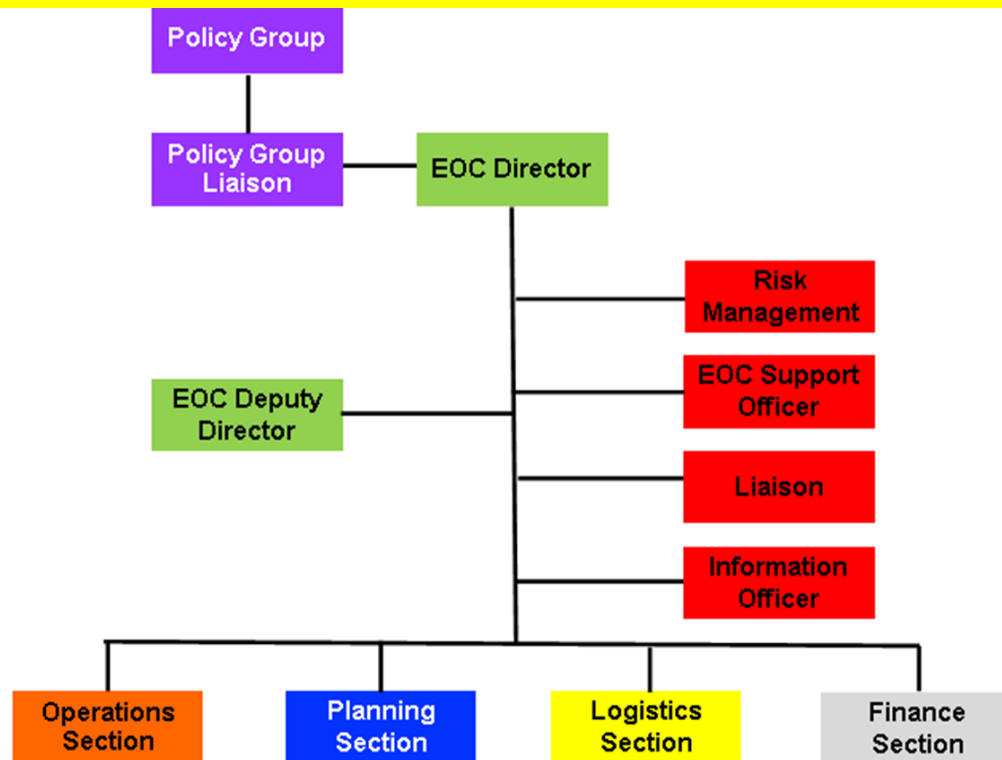
- assess the situation;
- provide support to the site level response including resources (BCWS provides their own resources);
- Issues Hazard Notices, Evacuation Alerts, Orders and/or Declaration of State of Local Emergency;
- provide public information, including media briefings;
- coordinate the provision of food, clothing, shelter and transportation for impacted residents;
- liaise with volunteer groups;
- provide situation reports to the Provincial Regional Emergency Operations Centre (PREOC);
- track finances;
- coordinate recovery of essential services; and
- coordinate community recovery efforts.

Chair Responsibilities

- Determine Policy Group members.
- Act as the spokesperson for the RDBN and participates in media briefings, as requested by the Policy Group Liaison.
- Authorize declaration and rescind of “State of Local Emergency”.

Policy Group Responsibilities

- Advise on existing policies and examine the requirement for new or temporary policies to support response and recovery.
- On the advice of the Policy Group Liaison, request extraordinary resources and/or outside assistance.



EVACUATION INFORMATION

What is a Hazard Notice?

Hazard Notices are issued when there is a potential hazard that may require residents to prepare for a Shelter-in-Place situation. This notice will only be issued if there is no imminent risk to life safety and health.

What is an Evacuation Alert?

An Evacuation Alert is issued when there is a potential risk to public safety. An Alert is intended for residents to prepare for an Evacuation Order.

What is a SOLE?

During a major emergency or disaster the RDBN Chair may declare a State of Local Emergency (SOLE) to enable the RDBN to exercise the extraordinary powers listed in the *Emergency Program Act*. These short-term emergency measures will allow the RDBN and partner agencies to effectively respond to the emergency or disaster.

Process for Declaring a State of Local Emergency

1. RDBN EOC activates and assesses the emergency situation.
2. The Policy Liaison or EOC Director will contact the RDBN Chair for Emergency Briefing. Staff will provide:
 - a recommendation for a Declaration of SOLE;
 - geographic area of event;
 - details and nature of the event; and
 - the extent and risk to public and infrastructure.
 The Policy Group Liaison will work with the Chair to engage the Policy Group.
3. EOC Staff will prepare and provide the Chair with all documentation required for signature. This will be the an Evacuation Alert or a SOLE and/or Evacuation Order.
4. As soon as approval is received from the Chair, EOC staff will forward the documentation to the PREOC which is then provided to the Solicitor General.

Important Information

- The RDBN Chair and Policy Group must be satisfied that an emergency exists or is imminent to declare a SOLE.
- Details of the Hazard Notices, Evacuation Alerts, SOLE and Evacuation Orders are provided to the Public by many different media platforms to the affected population.
- EMBC reimburses Local Authorities for approved expenditures.
- A SOLE is not required to issue a Hazard Notice or an Evacuation Alert.

What is an Evacuation Order?

An Evacuation Order is issued when there is imminent or immediate risk to public safety. When an Evacuation Order is issued residents and businesses are asked to leave the area immediately and not return until the Evacuation Order has been lifted or an Entry Permit is issued. Under an Evacuation Order, minors are required to leave the area immediately with a guardian.

A SOLE must be in place to issue an Evacuation Order and an Evacuation Order must be issued for residents to be eligible for Emergency Support Services.



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**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: May 21, 2020
SUBJECT: **Southside Volunteer Fire Department Apparatus**

RECOMMENDATION

1. That the Board approve the withdrawal of \$117,000 from the "Southside Rural Fire Protection Service Capital Reserve" to purchase a 2019 Stock Liberator Side Control Fire Engine from Fort Garry Fire Trucks.

VOTING: AII /DIRECTORS/MAJORITY

EXECUTIVE SUMMARY

The Southside Volunteer Fire Department currently does not have an adequate fire engine that meets the Fire Underwriters (FUS) requirements. Having appropriate apparatus is a significant consideration of FUS when rating a department and in turn giving its residents a reduction in insurance costs.


The current Engine 11 has been repaired multiple times, with continued failure, and the service technician has rendered it unserviceable.

The Southside Volunteer Fire Department currently uses Rescue 11 as their first line engine as it does have pumping capabilities, however, it is not designed nor is it effective for structure fires. Relying on their current rescue truck for fire suppression activities, especially with modern day fuel loads in homes, puts their members, and residents at risk, and is a major safety concern.

Written by,



Jason Blackwell
Regional Fire Chief



Deborah Jones-Middleton
Director of Protective Services

Background

The Southside Volunteer Fire Department and Regional District staff have been working towards acquiring funding for a new fire engine for the past few years. Local First Nations have also been attempting to secure Federal funding that could be used to purchase a new engine. A recent update from the project lead has informed staff that no decision will be coming soon. If Federal funding is secured in the future those funds could be used towards a future purchase of a new water tender, as their current water tender is also aging and past it's prime.

Director Lambert has committed funding from the Northern Capital and Planning (NC&P) grant to support the Southside Volunteer Fire Department. By utilizing the Southside Rural Fire Protection Service Capital Reserves, previously secured grant funding from Bulkley Valley Credit Union, and the NC&P grant funds, Southside Volunteer Fire Department has the financial ability to purchase a new fire engine now.

An application to NKDF for grant funding has also been submitted, the decision on these funds will be made in mid-May. If the NKDF application is successful, then less funding will need to be used from the NC&P, which could then be directed to the installation of dry hydrants or funding towards a new water tender. The results of the NKDF application were not known before the agenda deadline, so staff will give the Board an updated financial breakdown once NKDF advises.

A Notice of Intent (NOI) to purchase the Fire Engine from Fort Garry Fire Trucks was posted on BC Bid from April 24th to May 1st, as approved by the Board during the April 23rd meeting. There were no other Fire Truck Manufacturers that challenged the NOI with an alternate replacement that met our specifications or budget.

The grant from the Bulkley-Valley Credit Union has been received and has been used to provide Fort Garry Fire Trucks with a \$10,000 non-refundable deposit to hold the Fire Engine until the May 21 Board meeting.

There is mandatory equipment such as 911 radio, suction hose fittings, nozzles, ladders, and hand tools required to meet NFPA standards that will be added to the apparatus.

Funding Source	Funding \$	Funding Confirmed
Northern Capital & Planning Grant	250,000	250,000
Southside Rural Fire Protection Service Capital Reserves	117,000	117,000
Bulkley-Valley Credit Union (used as a deposit)	10,000	10,000
Nechako-Kitamaat Development Fund	40,000	
Total Funding \$	417,000	377,000
Truck Quote including PST	333,300	333,300
Additional Equipment maximum including PST	30,000	30,000
Total Maximum Expenditure	363,300	363,300



Regional District of Bulkley-Nechako Board of Directors

To: Chair Thiessen and the Board of Directors
From: Nellie Davis, Regional Economic Development Coordinator
Date: May 21, 2020
Regarding: Northern Development Initiative Trust
Regional Business Liaison Program

Recommendation:

Receive.

Background:

Northern Development Initiative Trust has implemented a Regional Business Liaison Program to encourage the hiring of locally based talent to provide business support services for the region. The program will fund up to 100% of eligible expenses to a maximum of \$75,000. The program will fund up to three positions per Northern Development Region for a one-year term.

The funding is a one-time offering on behalf of Northern Development to provide additional community-based resources to support small and medium enterprises in accessing support programs made available in response to the COVID-19 pandemic.

Staff are planning an application to the Regional Business Liaison Program to support the ongoing work of member municipalities and agencies working directly with businesses around the region. In order to demonstrate support for the RDBN's application, staff plan to request letters of support from member Municipalities and Business Support Organizations.

The RDBN lies equally in two NDIT Regions – Northwest and Prince George. Application will be made for two positions, one for each half of the Region. Should funding be approved to support one position, the position will support the entire Region.

Regional Business Liaison services will be available to local businesses, non-profit organizations and indigenous-owned businesses.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM**

To: Chair Thiessen and Board of Directors

From: Alex Eriksen, Director of Environmental Services

Date: May 21, 2020

Subject: Reinstate Cardboard ban at Knockholt Landfill

RECOMMENDATION:

(all/directors/majority)

- 1) That the Board approve the re-establishment of the ban on cardboard at the Knockholt Landfill on August 1, 2020.

BACKGROUND:

At the May 7, 2020 Waste Management Committee meeting, a recommendation to the Board was approved to reinstate the cardboard ban at the Knockholt Landfill on August 1, 2020.

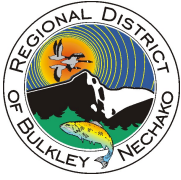
Since the receiving facility in Smithers was destroyed in a fire in May 2019, Knockholt Landfill has been receiving and landfilling ICI cardboard from the western portion of the RDBN. The additional material has made it necessary to expand the landfill in 2020 rather than in 2021, as potentially impacting the overall integrity and stability of the landfill.

It is imperative to reinstate the cardboard ban at Knockholt as soon as possible to extend the lifetime of the landfill and prevent further impacts. Waiting until August 1, 2020 will give the RDBN an opportunity to further research and analyze a cost-effective temporary ICI recycling solution, while a local working group focuses on finding a long-term solution.

Any temporary solution(s) with a full cost analysis will be planned for presentation to the Board at the June 18th meeting.

ATTACHMENTS:

1. May 7, 2020 Waste Management Committee – Memorandum: Reinstate Cardboard B at Knockholt Landfill



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
Waste Management Committee**

MEMORANDUM

To: Chair Fisher, Waste Management Committee

From: Alex Eriksen, Director of Environmental Services

Date: May 7, 2020

Subject: Reinstate Cardboard ban at Knockholt Landfill

RECOMMENDATION:

- 1) That the Waste Management Committee recommend to the Board of Directors to direct staff to reinstate the ban on cardboard at Knockholt Landfill on August 1, 2020.
 - 2) That the Waste Management Committee support staff in researching a temporary ICI cardboard solution while negotiations with Recycle BC's Post-Collection Company (or other 3rd party) to establish and operate a new baling facility are underway.
 - 3) That staff report back to the board of directors with a recommendation on a temporary solution for ICI cardboard after consultation with the commercial sector and stakeholders.
-

BACKGROUND:

Receiving and Baling Facility

On May 9, 2019, the privately owned and operated baling facility (in Smithers) that handled recycled material generated in the western portion of the RDBN, was destroyed in a fire. The facility received and baled mainly Institutional, Commercial and Industrial (ICI) cardboard and Recycle BC (RBC) products from curbside recycling and the RBC Depot in Smithers.

There are currently no operational baling facilities in the western portion of the RDBN.

ICI Cardboard

As a gesture of good faith towards the businesses in the community, the RDBN temporarily lifted the cardboard ban in May 2019 at Knockholt Landfill (KLF) and Smither/Telkwa Transfer Station (STTS). This ban has been in place since July 1, 2016. Lifting the ban has reduced the hauling distance (and cost) for "recycling" ICI cardboard, which would otherwise be trucked loose to Prince George as Terrace does not have capacity to receive more volume at this time. The lifting of the cardboard ban was expected to last 3 to 6 months while a new baling solution was established.

Presently, no promising solutions for handling ICI have been proposed by private business or otherwise.



RDBN staff feels that there is little incentive for the region to find a solution as long as landfilling of ICI cardboard products is allowed.

Residential Recycling

After the fire, curbside recycling service was suspended, and private residents were directed to the RBC depot with their recyclables. The Smithers Town Council reverted their municipal curbside recycling collection to household garbage every week, allowing the previous recycling material to be combined with household waste. It is important to note that, aside from an initial spike in volumes at the Smithers-Telkwa Recycling Depot, there has not been a significant increase in materials received at the RBC Depot; an indication that recyclables are being disposed of as waste. Up until March of 2020, RBC material was transported loose in totes to Surrey, BC and currently being hauled loose to Prince George. Recycle BC's current post-collection company, Green for Life (GFL), is willing to provide compensation for a residential recycling receiving facility only. This compensation, however, would not be adequate to cover the costs for the ICI portion of the facility due to the volumes of cardboard generated by the ICI waste sector. The ICI volumes would require additional infrastructure (larger receiving and storage areas and larger baler) and likely additional staff.

In September 2019, Staff reported the proposed capital and operational costs needed to establish a facility to allow for the expansion into ICI. The Board was not supportive of the annual loss in operational costs that the RDBN would incur to run a facility (about \$140K) with the proposed compensation package and current incentive rates. The RDBN has lobbied the Province to find better incentive rates for the northern rural regions as well as the inclusion of ICI as an EPR program. Although the Province is aware of the need for a solution to ICI recycling, no changes to these programs are expected in the foreseeable future.

Knockholt Landfill

Knockholt Landfill (KLF) has received approximately 500 metric tons of additional material (ICI cardboard) since the ban was lifted, which is estimated to account for approximately 30% of the current volume of material being landfilled. The most notable consequence of this extra material is the need for development of Phase 3B in 2020 which was originally budgeted for 2021. The high volume of cardboard is also reducing the quality of landfilling occurring at KLF due to the nature of the material. Despite the attendant's best efforts to evenly distribute the cardboard throughout the waste and achieve appropriate compaction, there is a risk for layering, inconsistent compaction and overall reduced stability in the landfill. This is not optimal landfill practice and may lead to future issues at Knockholt. It has been recently observed that during the COVID-19 crisis, there has been about a 30% increase in cardboard loads coming to KLF, likely due to online order deliveries. This is expected to continue as long as the crisis, with further impacts to the landfill.

Impacts to Local Business

As mentioned above, the cardboard ban at KLF was lifted to reduce the financial impact to businesses in the Smithers area, who would be forced to pay for the transport of loose cardboard to Prince George for recycling. The cost of transport to KLF was significantly less than to Prince George, but still came with a considerably higher financial burden than prior to the loss of the receiving facility in 2019. One retailer in Smithers has seen an approximate doubling in collection fees from \$24k to \$53k per year since losing the baling facility in Smithers. If the cardboard ban is reinstated, the cost of hauling will again increase significantly if no other option is found. This retailer has indicated that they will be forced to lay-off at least one employee if cardboard collection costs increase. Currently, smaller self-haul business owners are able to dispose of (landfill) their cardboard at the STTS free of charge.

Smither-Telkwa Transfer Station

The cardboard received from self-haul businesses at the STTS has also impacted both transfer station and hauling operations. Currently, the RDBN hauls waste from STTS to KLF. The extra volumes at the STTS



have increased weekly hauling requirements and an increase in associated wages, fuel and maintenance costs. There is also an extra burden to the transfer station attendant who is receiving and handling the incoming loads.

DISCUSSION

There are several important issues associated with ICI cardboard in the western portion of the RDBN and there is no simple solution that addresses them all to everyone's satisfaction. It is clear to RDBN staff that minimizing impacts to the lifespan and integrity of Knockholt Landfill is the main priority and reinstating the cardboard ban is the best way to achieve this. The financial consequence for businesses in the Smithers area is the issue at the center of this larger problem. Removing a local option for recycling/disposal of ICI cardboard may increase the expense of recycling to an unsustainable level potentially resulting in illegal dumping, burning or an illegal influx at the RBC depot. People in the area are willing to recycle cardboard, but only at a reasonable expense. In addition to the above impacts, the continued landfilling of ICI cardboard is also in substantial conflict with the RDBN's Solid Waste Management Plan. Our goal as local government is to encourage recycling and facilitate this in a fair manner.

That being said, staff has compiled the following options regarding the current cardboard ban.

Option 1: Reinstate the Cardboard ban

Force generators to pay for hauling and recycling of this material. This would result in a significant financial burden for local businesses who would have to pay for transport of loose cardboard to Prince George (Terrace does not have capacity). We must also consider the inefficiency of transporting loose cardboard these long distances and the additional fuel emissions generated.

Option 2: No Change

Continue landfilling ICI cardboard with significant impacts to the quality and life expectancy of the landfill. The increase in per capita disposal rates conflicts with the solid waste goals for the RDBN. This option also comes with impacts to Smithers/Telkwa businesses who have seen the increase in collection costs due to the travel distance to Knockholt.

Option 3: Tipping fees

Delay reinstating the cardboard ban until a baling facility is established but charge the tipping fee of \$130/mt (as per bylaw no. 1879) for landfilling. This will result in an additional financial impact to businesses for a period of time until recommendation 1 is fulfilled, however this would be cheaper for businesses than hauling to Prince George. This would impact the quality and lifespan of Knockholt Landfill but would incentivize recycling.

Option 4: Establish Temporary ICI Recycling in Smithers

Reinstate the cardboard ban at KLF, but provide an ICI receiving service for Smithers area businesses. The service would be located at the Smithers-Telkwa Transfer Station (STTS) and would require at least 1 full-time employee (FTE), a baling station, storage area and transportation solution. There are three (3) main models for this approach:

- A. Allow for drop-off of cardboard at no cost to businesses. The RDBN would assume all expenses. Logistically this would not be difficult to achieve, and the infrastructure could be implemented at a relatively low cost. Operations would be expensive and unequal across the region
- B. Allow for drop-off of cardboard at a subsidized cost to businesses. The RDBN would assume a portion of total expenses. User fees and payment methods would need to be established.
- C. Allow for drop-off of cardboard with full cost recovery. The RDBN would operate the service, but user fees would cover all expenses. This may be difficult to achieve with the potentially deficient cardboard volumes generated in the area.



For simplicity (and lack of commitment to handle ICI), all of the above options disregard (but do not negate) the residential recycling options as RBC's post-collection contractor will be responsible for this regardless of how we proceed.

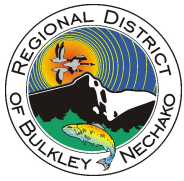
An integral part of each of the above options would be public awareness programs and to and continue efforts to support the establishment a new baling facility.

RDBN staff would like to further explore Option 4B. A tentative plan is to install two (2) temporary compacting roll-off bins at STTS with a pay-per-use system. The bins would require an attendant during opening hours, and businesses would be required to weigh their loads at the existing scale. Businesses would pre-pay for this service and be debited the per kg price of each load. When full, the compacted bins would be hauled by either the RDBN or a private waste hauler to Prince George. Depending on collected fees, bin cost and hauling costs, this system could potentially allow for full cost-recovery, however further research into pricing options is needed.

There are several things to consider when establishing this Option 4B. Although it is intended as a temporary solution, it may provide valuable insight into the feasibility of the RDBN taking-on ICI cardboard internally. Temporary or not, an important consideration is the cost of recycling region wide. The perception of providing a service or subsidizing one region and not another is a fair issue. Finding a solution that equalizes the cost of ICI cardboard recycling across the region seems ideal, however, the result will ultimately be that the western portion of the RDBN would require more resources to do so.

CLOSURE

The issue of ICI cardboard recycling is complex, and the impacts to the landfill are already resulting in premature expenditures for phase development. Upon the RDBN reinstating the cardboard ban at Knockholt Landfill, staff will communicate this decision to the impacted stakeholders and take a lead role in working on solutions for the ICI cardboard in the western region. While the financial details of the above proposed solution(s) are finalized, the RDBN should host a virtual town hall with the business community to determine if the region has moved closer to an independent solution for ICI cardboard.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

To: Chairperson Thiessen and Board of Directors

From: Alex Eriksen, Director of Environmental Services

Date: May 21, 2020

Subject: Design Costs for the Houston Transfer Station and Depot

RECOMMENDATION:

1. That the Board of Directors approve the request for a budget amendment to allocate funds for the design costs for the Houston Transfer Station and Recycling Depot for 2020.

BACKGROUND INFORMATION:

In 2019, the Board directed staff to continue to explore the options to establish a Transfer Station (TS) and Recycling Depot (RD) in Houston. The need for a Recycling Depot is apparent in order to reduce the costs that the RDBN is paying the private bottle depot for the current program they run for the RDBN. This would provide a better more cost-effective way for residents to recycle their material.

If the RDBN is to establish a recycling depot it would be in the best interest for the RDBN to look at also incorporating a small-scale transfer station for self-haul waste disposal. If a transfer station were included at the Houston Recycling Depot location, the current TS at Knockholt Landfill (KLF) could be decommissioned and one of the full-time employees (FTE) from KLF (Attendant #1) could be utilized to operate the new location.

Staff is interested in a parcel of land situated close to Houston, that is owned by the Municipality (see map), which is currently planned for LNG worker camp access for potable water and liquid waste disposal. The design plan for the pumping and receiving station has been finalized and is awaiting construction approval from the camp contractor.

RDBN staff is confident that this site is suitable to house both the LNG utilities and a TS/RD. The District of Houston is open to amending the design of the site to incorporate our TS/RD; however, with the understanding that the RDBN will cover re-design fees once a concept proposal is approved. Design fees would need to cover the re-location of LNG utilities, decommissioning plan for an existing well and grading design for the planned TS/RD. It is important to move forward quickly with conceptual designs so as not to miss the opportunity to utilize such an ideal location for the TS/RD.

RDBN Staff recommends that \$15,000 be re-allocated to the design of the Houston Transfer Station and Recycling Depot in 2020.



FINANCIAL IMPLICATIONS

The funding to pay for the design amendments will be re-allocated from the capital budget for the cement pads at the Recycling Depots. The cement pads project was re-evaluated, and from a cost and versatility perspective, timber rig mats were researched as an alternative, and have been purchased for our depots which has resulted in a savings of approximately \$220,000 in total for the 4 locations. The funding was originally allocated from the Northern Capital and Planning Grant and is proposed be utilized for this project in Houston. The rig mats have been installed at the Burns Lake, Ft. St. James, Vanderhoof and Smithers locations, and we have already received positive feedback.

ATTATCHMENTS

1. Map of parcel of land



Proposed Parcel for Houston Recycling Depot and Transfer Station located at the corner of Rail Street and N. Nadina Avenue.



COVID-19

Response Task Force

Office of the Chair

Tel. 604 432-6215 Fax 604 451-6614

MAY 11 2020

File: CR-12-01

Sav Dhaliwal, Chair,
Councillor, City of Burnaby

Linda Buchanan, Vice Chair,
Mayor, City of North
Vancouver

Ken Baird, Chief,
Tsawwassen First Nation

Neil Belenkie, Mayor,
Village of Belcarra

Mary-Ann Booth, Mayor,
District of West Vancouver

Malcolm Brodie, Mayor,
City of Richmond

Jonathan Coté, Mayor,
City of New Westminster

Bill Dingwall, Mayor,
City of Pitt Meadows

Jack Froese, Mayor,
Langley Township

George Harvie, Mayor,
City of Delta

David Hocking, Councillor,
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Mike Little, Mayor,
District of North Vancouver

Doug McCallum, Mayor,
City of Surrey

Jen McCutcheon, Director,
Electoral Area A

John McEwen, Mayor,
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Ron McLaughlin, Mayor,
Village of Lions Bay

Mike Morden, Mayor,
City of Maple Ridge

Kennedy Stewart, Mayor,
City of Vancouver

Richard Stewart, Mayor,
City of Coquitlam

Rob Vagramov, Mayor,
City of Port Moody

Val van den Broek, Mayor,
Langley City

Darryl Walker, Mayor,
City of White Rock

Brad West, Mayor,
City of Port Coquitlam

The Honourable Chrystia Freeland, P.C., M.P.
Deputy Prime Minister and Minister of Intergovernmental Affairs
House of Commons
Ottawa, ON K1A 0A6
VIA EMAIL: Chrystia.Freeland@parl.gc.ca

Dear Minister Freeland:

Direct Support for Local Governments

On behalf of the Metro Vancouver Board of Directors, I would like to start by sharing my sincere appreciation for Canada’s leadership in responding quickly and thoughtfully to ensure the safety of Canadians during the COVID-19 pandemic.

Metro Vancouver is a federation of 21 municipalities, one Electoral Area and one Treaty First Nation working collaboratively to plan for and deliver vital utility and local government services to more than 2.5 million people. Essential services include drinking water, liquid waste treatment and solid waste management, along with regional services like air quality regulation and monitoring, regional planning, parks and affordable housing.

Metro Vancouver recently established a COVID-19 Response Task Force, representing all 23 member jurisdictions. The Task Force meets regularly to assess the needs and resources necessary for our local governments to function during the COVID-19 emergency period and ensuing months. This letter summarizes the immediate concerns of our members regarding the impacts of the COVID-19 pandemic on our most vulnerable populations followed by our request for emergency funding.

Protecting our Most Vulnerable Residents

Metro Vancouver is very appreciative of the increased funding provided to the Reaching Home program and the additional flexibility is particularly appreciated. At the same time, municipalities are facing multiple challenges with the increasing number of people experiencing homelessness in our communities and the added risk presented by the COVID-19 pandemic.

The faith and non-profit sectors, who provide much needed community support, are struggling to be financially viable. This places an additional burden on municipalities. As well, increased calls for bylaw officers are straining our already tight resources.

In addition to these impacts, municipalities are undertaking a variety of unprecedented actions to support our vulnerable populations, such as repurposing municipal facilities to serve as shelters sufficiently large for physical distancing and providing portable hygiene stations. Having redeployed staff and resources to combat COVID-19, this situation is not financially or operationally sustainable over the longer-term.

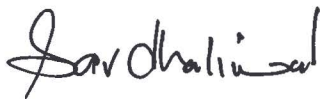
Our Request for Emergency Funding

The COVID-19 health crisis, in addition to the homelessness crisis, has placed immense strain on municipalities who are already challenged with reduced revenue due to the closure of non-essential services. Local governments across the Metro Vancouver region alone are losing an estimated \$43 million every month due to the closure of non-essential services. Municipalities across Canada are at imminent risk of having to cut essential services to Canadians in order to remain financially viable.

On April 23, The Federation of Canadian Municipalities issued a concise report titled 'Protecting Vital Municipal Services' that outlines the need for support for local governments. We are in complete support of their recommendations. On behalf of the 23 member jurisdictions, we urge the Federal Government to give immediate and serious consideration to the FCM's request for emergency operating funding amounting to a near-term gap of at least \$10 billion for municipalities nationwide.

Thank you again for the dedication and leadership your government has shown in responding to this crisis.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/JWD/mg

cc: The Right Honourable Justin Trudeau, P.C., M.P., Prime Minister
The Honourable Catherine McKenna, P.C., M.P., Minister of Infrastructure and
Communities
The Honourable Bill Morneau, P.C., M.P., Minister of Finance
Members of Parliament, Metro Vancouver Region
Board Chairs, BC Regional Districts
Bill Karsten, President, Federation of Canadian Municipalities
Maja Tait, President, Union of British Columbia Municipalities

Regional District of Bulkley-Nechako**Action List - April 2020 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-4-16 Board Meeting April 23, 2020	Bulkley Valley Cross Country Ski Club - Northern Development Application - Community Halls and Recreation Facilities	Provide notification of the Board's support of the application to Northern Development Initiative Trust from the Bulkley Valley Cross Country Ski Club for a grant of up to \$10,669 for the New Auxiliary Groomer Project from the Northwest Regional Account.	Nellie	Completed	
2020-4-17 Board Meeting April 23, 2020	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Bulkley Valley Gymnastics Association	Withdraw and Contribute up to \$120,000 of Electoral Area 'A' Federal Gas Tax allocation monies to the Bulkley Valley Gymnastics Association for a Recreation Infrastructure project at the LB Werner building.	Nellie	In Progress	
2020-4-18 Board Meeting April 23, 2020	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Bulkley Valley Regional Pool	1)Withdraw and contribute up to \$42,175 of Electoral Area 'A' Federal Gas Tax allocation monies to the Bulkley Valley Regional Pool for Boiler and Air Handling System upgrades, and further, 2) And increase the Regional District's Bulkley Valley Regional Pool local service capital budget by \$42,175.	Nellie/John	In Progress	
2020-4-19 Board Meeting April 23, 2020	Federal Gas Tax Funds - Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) Lakes District Fair Association	Withdraw and contribute up to \$18,250 of Electoral Area 'B' and up to \$18,250 of Electoral Area "E" Federal Gas Tax allocation monies to the Lakes District Fair Association for Rodeo Concession Renovation and Electrical Upgrades Project.	Nellie	In Progress	
2020-4-20 Board Meeting April 23, 2020	Federal Gas Tax Funds - Electoral Area "C" (Fort St. James Rural) Community Arts Council of Fort St. James	Withdraw and contribute up to \$80,000 of Electoral Area 'C' Federal Gas Tax allocation monies to the Community Arts Council of Fort St. James for an Entrance and Interior Renovation project.	Nellie	In Progress	
2020-4-21 Board Meeting April 23, 2020	RigStar and ABnet Letter of Support Request	Write a Letter of Support to RigStar and ABnet for their partnered application to the CRTC Broadband Fund.	Nellie	Completed	
2020-4-22 Board Meeting April 23, 2020	Telus Letter of Support Request	Write a Letter of Support to Telus for their application to the CRTC Broadband Fund.	Nellie	Completed	

Regional District of Bulkley-Nechako**Action List - April 2020 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-4-23 Board Meeting April 23, 2020	Federal Gas Tax Funds - Electoral Area "F" (Vanderhoof Rural) Nechako Valley Exhibition Society	Withdraw and contribute up to \$75,000 of Electoral Area 'F' Federal Gas Tax allocation monies to the Nechako Valley Exhibition Society for Fire Safety Upgrades.	Nellie	In Progress	
2020-4-25 Board Meeting April 23, 2020	Resolution re: Municipal Solid Waste - ICI EPR Program	Notify NCLGA of the Board's approval of NCLGA's suggested wording changes to the resolution titled "Municipal Solid Waste - ICI EPR Program.	Cheryl	Completed	
2020-4-28 Board Meeting April 23, 2020	Internet Allowance for Electoral Area Directors	The following changes be included in the next amendment to Bylaw 1837 (Director's Remuneration) -increase the internet reimbursement allowance for Electoral Area Directors from \$75 per month to \$125 per month, and include a one-time maximum \$200 payment in 2020 to cover any internet related installation/upgrade fees, and that these changes be included in the next amendment to Bylaw 1837 (Director's Remuneration).	John		To be completed Fall/Winter 2020
2020-4-29 Board Meeting April 23, 2020	Directors Remuneration for April 2020	Provide a one-time payment equivalent to the pay of one full meeting to each Director for the month of April.	John	Completed	
2020-4-30 Board Meeting April 23, 2020	RDBN Emergency Operations Centre COVID- 19 Response Update	1. Include the Regional District of Bulkley-Nechako Addendum 3 Pandemic Response in the RDBN Emergency Plan. 2. Include the Regional District of Bulkley-Nechako Business Continuity Plan APPENDIX 1 – Pandemics in the RDBN Emergency Plan.	Haley/Deb JM	Completed	
2020-4-31 Board Meeting April 23, 2020	Southside Volunteer Fire Department Apparatus	Issue a "Notice of Intent" to purchase the 2019 Stock Liberator Side Control Fire Engine that is currently available through Fort Gary Fire Trucks.	Jason Blackwell	Completed	
2020-4-34 Board Meeting April 23, 2020	Letter to the Honourable Lana Popham, Minister of Agriculture	Write a letter to the Honourable Lana Popham, Minister of Agriculture and Deputy Minister Wes Shoemaker in regard to allowing Class D and E Abattoirs to process meat for sale purposes.	Cheryl	Completed	