

REGIONAL DISTRICT OF BULKLEY-NECHAKO

**COMMITTEE OF THE WHOLE
AGENDA
Thursday, February 11, 2021**

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>AGENDA- February 11, 2021</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
3-6	Committee of the Whole Meeting Minutes - January 14, 2021	Approve
	<u>DELEGATIONS</u>	
	<u>SCHOOL DISTRICT 91 (NECHAKO LAKES)</u> Nadine Frenkel, Chair Manu Madhok, Superintendent RE: Update	
	<u>SCHOOL DISTRICT 54 (BULKLEY VALLEY)</u> Mike McDiarmid, Superintendent Matthew Monkman, Assistant Superintendent RE: Update	
	<u>REPORTS</u>	
7-10	John Illes, Chief Financial Officer - Stuart-Nechako Economic Development Service	Recommendation
11-16	John Illes, Chief Financial Officer - Provincial COVID-19 Relief Funds	Recommendation
17-26	Haley Jeffrey, Emergency Services Manager - Revised Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities	Recommendation
27-28	John Illes, Chief Financial Officer - Bylaw Limits on Taxation	Receive
29-31	Alex Eriksen, Director of Environmental Services - Update – Agricultural Plastic Recycling – Clean Farms Pilot Program	Receive
32-52	Cheryl Anderson, Manager of Administrative Services – Committee Terms of Reference	Receive

<u>PAGE NO.</u>	<u>REPORTS (CONT'D)</u>	<u>ACTION</u>
53-87	Cheryl Anderson, Manager of Administrative Services – Lakes and Prince George Timber Supply Apportionment	Discussion/ Receive

CORRESPONDENCE

88-89	Emergency Management BC – EMBC Update: Emergency Management Legislation - RDBN	Receive
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SUPPLEMENTARY AGENDA

NEW BUSINESS

IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) - labour relations or other employee relations and Section 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 (First Nations Relations/Connectivity), must be closed to the public, therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, January 14, 2021**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Director Absent Brad Layton, Village of Telkwa

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – left at 11:32 a.m.
Jason Llewellyn, Director of Planning – left at 11:32 a.m.
Wendy Wainwright, Executive Assistant

Others Taylor Bachrach, MP Skeena-Bulkley Valley – left at 11:45 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:52 a.m.

AGENDAMoved by Director McGuire
Seconded by Director Funk**C.W.2021-1-1**

"That the Agenda of the Committee of the Whole meeting of January 14, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Committee of the Whole
Minutes – November 5, 2020**Moved by Director Petersen
Seconded by Director Parker**C.W.2021-1-2**

"That the Committee of the Whole meeting minutes of October 8, 2020 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

TAYLOR BACHRACH, MP, SKEENA-BULKLEY VALLEY RE: CN Issues

Chair Thiessen welcomed Taylor Bachrach, MP, Skeena-Bulkley Valley.

Mr. Bachrach spoke of the following:

- A past meeting with CN and Regional Fire Chiefs after the rail disaster in Lac-Megantic, Quebec
 - o Discussed response capacity within the RDBN
 - o Questioned if adequate follow up had taken place
- Rail safety and rail land topics brought to his attention recently are:
 - o Whistle cessation at rail crossings
 - o Transportation of dangerous goods
 - o Cleanup near rail yards and tracks
 - o Vacant land near railway properties
- Rail issues a priority for the coming year
- Rail issues unite communities throughout the region
- A number of rail derailments in northwest B.C.
- Projected increase in dangerous goods through the corridor
- Developing a Cumulative Risk Assessment
 - o Various projects have risk assessment processes
 - o May not include rail transportation in the assessment scope
 - o Case for a regional risk assessment
 - What is the response capacity of the region?
 - CN indicated in a recent meeting with the RDBN that rail safety is a shared responsibility
 - Volunteer Fire Departments have indicated they do not have the capacity to respond, and the responsibility is too great a risk for volunteers to respond to major industrial fire involving dangerous goods in rail yards and along rail ways
 - Important to communicate to the Federal Government and CN
- Member of the Parliamentary Standing Committee on Transport
 - o Advocating for a rail safety study
- Public Accounts Committee
 - o Recent delegation from the Environment Commissioners Office
 - Follow up on audit of Transport Canada's handling of Dangerous Goods
 - Identified lack of follow up by Transport Canada in regard to violations
 - Lack of comprehensive understanding of compliance monitoring
 - o Follow up to continue to ensure that Transport Canada rectifies the issue
- Parliamentary petition
 - o Regionwide risk assessment of rail safety
 - o Need to understand what communities envision as solution
- New Minister of Transport
 - o Scheduled to meet January 15, 2021
- Challenges in meeting with CN and addressing issues.

Discussion took place regarding:

- Past meeting with Minister of Transport focused on ocean travel safety guidelines rather than rail travel
- Unacceptable that Rail companies expect local response teams within municipalities to be the primary response to a rail incident
- Tabletop exercise to identify the areas requiring attention
- CN's lack of industrial firefighting equipment located in the region
 - o Equipment located outside the region in Terrace, Prince George and Edmonton

DELEGATION (Cont'd)

TAYLOR BACHRACH, MP, SKEENA-BULKLEY VALLEY RE: CN Issues (Cont'd)

- Investigating solutions to address the issues
 - o Funding to address inadequate emergency response for rail safety in the region
 - o Grant in lieu of taxes
 - o Staff will research CN lines and taxation
- New CN Safety Manager Position located in Prince George
- Response times for a potential rail disaster significant
 - o Require legislation and/or policy
 - Clear response times and targets
 - Response times triggered to magnitude of response
 - Guarantee of safety measures in remote areas
 - Mr. Bachrach indicated his willingness to bring the information forward
- Concerns regarding response times and safety issues have been brought forward numerous times with no changes
 - o Local Government continues to repeat the issues, but the answers don't change
 - o Imperative that the Federal Government understands the impact and vulnerabilities of communities from rail transportation and the transportation of dangerous goods
- Rail capacity of corridor through the region
- Private crossings
 - o Safety concerns due to trains blocking private crossing for long periods of time
 - o Grade Crossing Regulations
 - Prohibitions for public crossings do not apply to private crossings
 - o Encourage residents to document
 - o Mr. Bachrach will bring the issue forward
- Emergency vehicles ability to cross railway crossing
 - o Length of time to split a train can be significant
- RDBN addressing whistle cessation concerns in Smithers area
- Potential twining of tracks in the Smithers area
- Corporate responsibility of the rail company to clean up and improve railway work sites
 - o Unsightly Premise Bylaw
- Impacts from changes to other modes of transport of goods
 - o Nav Can services
 - o Potential changes to air service delivery of goods
- Spraying invasive species along the rail corridor
 - o Proper signage
- Fire mitigation along the rail corridor
- CN's response of trespassing to the District of Vanderhoof's initiative to clean up litter along railway
- Industry impacted by lack of available rail cars or time to load rail cars
- Railway land not available for sale
 - o Potential economic benefit for small businesses to have access to available lands.

Chair Thiessen thanked Mr. Bachrach for attending the meeting.

REPORT

Property Assessment Changes 2021 Moved by Director Lambert
 Seconded by Director Greenaway

C.W.2021-1-3 "That the Committee of the Whole receive the Chief Financial Officer's Property Assessment Changes 2021 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT (CONT'D)

CFO Illes provided an overview of the Property Assessment Changes 2021 and the Non-Market change report.

The following was discussed:

- Rate per \$1,000 in regard to Utilities
 - Staff will bring forward information at a future Board meeting
- Impact of pipeline activity
- Staff bringing forward a taxation strategy at a future Board meeting for consideration
- Director Lambert identified significant increase to property assessments in Electoral Area "E" (Francois/Ootsa Lake Rural)
- B.C. Assessment Appeal process
- Legacy Policy in regard to industrial activity.

IN-CAMERA MOTION

Moved by Director Parker
 Seconded by Director Brien

C.W.2021-1-4

"In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 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 (Connectivity), must be closed to the public, therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Storey
 Seconded by Director Riis-Christianson

C.W.2021-1-5

"That the meeting be adjourned at 12:05 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 11, 2021
Re: Stuart-Nechako Economic Development Service

Recommendation (All/Directors/Majority):

That staff be directed to repeal Bylaw No. 1460 and that the remaining funds in the service be distributed to the participating areas.

Discussion:

Bylaw No.1460 was created in 2008 for the purpose of providing funds to the Stuart Nechako Regional Economic Development Society.

The Society no longer provides any services to the Regional District and the bylaw may be repealed. If a similar society were to provide a service, the Electoral Area Directors can choose to participate by providing funds from their Electoral Area Economic Development Services. Each Electoral Area in the Regional District has an established economic development service.

The service currently has a positive cash balance of \$8,692.

The funds for this service were contributed based on population. Therefore, the funds must be returned to the participating areas on the same basis. The funds for the municipalities will be repaid by cheque and the funds for the Electoral Areas will be transferred to that Electoral Area's Economic Development Service.

Amounts to be returned:

Fraser Lake	\$	731
Vanderhoof	\$	2,807
Fort St James	\$	1,089
C	\$	878
D	\$	913
F	\$	2,274
	\$	8,692

Attachment: Bylaw No. 1460

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1460****A Bylaw to establish the Stuart-Nechako Economic Development Service**

WHEREAS:

A Regional District may, by bylaw, establish and operate a service under the provisions of Part 24 of the Local Government Act;

The Regional Board of the Regional District of Bulkley-Nechako wishes to establish an economic development service for the Village of Fraser Lake, District of Vanderhoof, District of Fort St. James and Electoral Areas "C", "D", and "F";

Pursuant to subsections 801(2)(c) and (d) of the Local Government Act, the approval of the electors has been obtained in accordance with sections 801.4 and 801.5 of the Local Government Act.

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

1. **Service**

The service established by this Bylaw is the "Stuart-Nechako Economic Development Service" (the "**Service**") for the purpose of economic development in the Service Area and for the Regional Board to make grants to the Stuart Nechako Regional Economic Development Society.

2. **Boundaries**

The boundaries of the Service Area are the Village of Fraser Lake, the District of Vanderhoof, the District of Fort St. James and Electoral Areas "C", "D", and "F" (the "**Service Area**").

3. **Participating Areas**

The "Participating Areas" are the Village of Fraser Lake, the District of Vanderhoof, the District of Fort St. James and Electoral Areas "C", "D", and "F".

4. **Cost Recovery**

As provided in section 803 of the Local Government Act, the annual cost of providing the Service shall be recovered by a requisition of money to be collected by a property value tax imposed in the Service Area on improvements only.

5. **Maximum Requisition**

The maximum amount that may be requisitioned annually for the cost of the Service is FIFTY THOUSAND DOLLARS (\$50,000).

6. **Apportionment**

The cost of providing the Service shall be apportioned between the Participating Areas on the basis of population excluding Natives on Reserves according to the most recent Federal census information.

7. **Citation**

This Bylaw may be cited for all purposes as "Stuart-Nechako Economic Development Service Establishment Bylaw No. 1460, 2008".

READ A FIRST TIME this 6th day of March , 2008.

READ A SECOND TIME this 6th day of March , 2008.

READ A THIRD TIME this 6th day of March , 2008.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1460 cited as "Stuart-Nechako Economic Development Service Establishment Bylaw No. 1460, 2008".

Gail Chapman
Corporate Administrator

CONSENT OF THE VILLAGE OF FRASER LAKE RECEIVED this 12 day of March, 2008.

CONSENT OF THE DISTRICT OF VANDERHOOF RECEIVED this 17 day of March, 2008.

CONSENT OF THE DISTRICT OF FORT ST. JAMES RECEIVED this 26 day of March, 2008.

CONSENT OF ELECTORAL AREA "C" DIRECTOR RECEIVED this 20 day of March, 2008.

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this 11 day of March, 2008.

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this 20 day of March, 2008.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 28 day of March, 2008.

Adopted this 3 day of April, 2008.

Steven Benedict
CHAIR

Gail Chapman
CORPORATE ADMINISTRATOR



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 11, 2021
Re: Provincial COVID – 19 Relief Funds

Recommendation (All/Directors/Majority):

That the Board allocate \$218,574 of the Covid Safe Restart Grant to the 2021 identified projects and incorporate these amounts into the 2021 budget, and to allocate \$ _____ to the Electoral Areas, leaving the remaining amount of \$ _____ to be allocated later in 2021.

Discussion:

The Province has provided the Regional District with \$583,000 to provide relief for pandemic related losses of income or for additional expenses related to the change in business delivery caused by COVID restrictions and safety measures.

At the Board Meeting on January 28th the Board allocated \$100,372 to pandemic related purchases made in 2020. This leaves \$482,628 of these funds to be allocated.

At this meeting, staff also recommended to the Board that \$132,047 of funds be allocated to rural directors to allocate to established services in their electoral area; however, the Board did not make this allocation at the Board meeting and instead asked for the remainder of the funds to come back to the Board for discussion. As each director has different services established it may be more appropriate to review the established services and allocate by need.

The amount recommended at the last meeting, by Electoral Area, is as follows:

A	\$42,732	E	\$12,951
B	\$15,756	F	\$29,796
C	\$11,504	G	\$ 7,341
D	\$11,967		

The remaining funds can be used for increased operational costs borne by the Regional District or for any service where the Regional District has lost revenue. The funds are not generally to be used for capital items except for retrofit to address the pandemic



work conditions such as computers, network and internet systems that will allow organizations to allow staff to work remotely.

The money must be fully allocated to a Regional District Service (similar to the process for the NCPG) by the end of 2021 but currently there is no time limit on when the money must be spent.

There are two steps to spend any of the funds. The first step is to allocate the money into a regional district service and the second step is to include the purchase (or grant) as part of that service's bylaw. If the Board wishes to provide funds to a not for profit organization then that organization should be eligible to receive funds as part of that local service bylaw.

If the organization is not eligible to receive funds as part of a local service bylaw, the Province has indicated that some of the funds may be allocated to Rural Grant in Aid. This would increase the Grant in Aid amount for that Electoral Area. The community organization receiving funds this way would be required to make application justifying that the grant would be used for the additional Covid-19 related expenses to reopen or to provide service. The Safe Restart Grant is not to be used to cover lost revenue by non-profits as there are other provincial and federal grants available for these organizations.

Staff have created a list of eligible expenses that are being planned to purchase in the 2021 budget.

2021		
Increased Janitorial*		\$ 12,000
Working form home: High End Laptops for Planning Dept.		\$ 17,500
Working form home: Regular Laptops for Other Depts.		\$ 20,000
Audio-Visual for Board Room		\$ 114,950
Signage for Transfer/Recycling*		\$ 14,124
Plexiglass*		\$ 2,500
Upgrade of Firewall for work at home support*		\$ 15,000
Upgrade of Firewall for remote email access support*		\$ 7,500
Masks, Gloves, Sanitizer Supplies for Office and Field*		\$ 7,500
Sneeze Shields (ESS)		\$ 7,500
Total 2021		\$ 218,574

The items with the asterisk (*) are additional expenses required by different services directly as a result of the pandemic and a request will be made to add these items to the 2021 budget. The audio-visual equipment for the boardroom may be covered by another grant. Staff hope to find out the results from the grant application within four months.



If the Board wishes to approve the 2021 recommendations, then \$264,054 in funds will remain for other projects. Of this amount staff had previously recommended that \$132,047 be allocated to Electoral Area Services (leaving \$132,007 remaining for other projects).

Attachment: Provincial Letter of November 2, 2020



November 2, 2020

Ref: 257735

Curtis Helgesen
Chief Administrative Officer
Regional District of Bulkley-Nechako
Box 820
Burns Lake BC V0J 1E0

Dear Curtis Helgesen:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams (“Development Services” for \$15 million and “Strengthening Communities” for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the “COVID-19 Safe Restart Grants for Local Governments” and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

.../2

Curtis Helgesen
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As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Bulkley-Nechako** is the recipient of a **\$583,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **39,517** and rural population of **19,793** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

Curtis Helgesen
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Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
John Illes, Chief Financial Officer, Regional District of Bulkley-Nechako



REGIONAL DISTRICT OF BULKLEY NECHAKO STAFF REPORT

TO: Committee of the Whole
FROM: Haley Jeffrey, Emergency Services Manager
DATE: February 11, 2021
SUBJECT: Revised Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities

RECOMMENDATION:

1. That the Committee of the Whole recommend the RDBN Board direct staff to prepare and submit a response letter regarding the Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities (Financial Guidelines) prior to the comment period deadline of February 28, 2021.
2. And that the Committee of the Whole recommend the RDBN Board direct staff to invite our member municipalities to send a letter of support regarding feedback from the RDBN.

VOTING: All Directors

EXECUTIVE SUMMARY

On December 10, 2020, RDBN staff presented a Report to the Board expressing concern regarding the revised Provincial Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities (revised Financial Guidelines). The Board passed a recommendation for staff to send a letter to Minister Farnworth formally requesting an extension of the effective date of release for the guidelines to ensure that local governments and First Nations communities could thoroughly review and provide feedback on the document.

On January 20, 2021, Emergency Management BC (EMBC) announced that due to the feedback submitted by Local Authorities and First Nations communities, they have recognized the additional need for communities to work through the revised Financial Guidelines. They have invited the opportunity for communities to provide feedback by February 28, 2021. EMBC plans to have the revised guidelines posted online by April 30, 2021 and becoming effective November 2021.

Staff have completed an in-depth comparison from both the 2008 version of the Financial Guidelines and the revised Financial Guidelines. From this analysis, staff have further comments and concerns to add regarding the implications to local governments.

Written by,

Handwritten signature of Haley Jeffrey in black ink.

Haley Jeffrey
Emergency Services Manager

Reviewed by:

Handwritten signature of Deborah Jones-Middleton in black ink.

Deborah Jones-Middleton
Director of Protective Services

DISCUSSION:

While the revised Financial Guidelines will have many implications regarding local government (LG) and First Nation (FN) operations and staff capacity, another major concern is that it omits many of the eligible expenditures that were in the 2008 version leaving questions regarding eligibility for those excluded costs.

The following content describes the key areas of concern, impacts that the revised Financial Guidelines could have to local governments and questions for EMBC. This content will be the basis for the feedback provided to EMBC.

EOC Administrative Operating CostsPayroll

Eligible	➤ Incremental payroll costs: excluding taxes or benefits for regular employees and within deployment/shift length guidelines (see Staffing, Consultants, and Volunteers).
Ineligible	➤ Regular salaries and payroll costs outside of deployment/shift length guidelines (see Staffing, Consultants, and Volunteers).
Comments	EMBC needs to provide clarification on why payroll expenses to benefits are no longer included as these costs are still incurred by local governments.
Eligible	➤ The overtime or double time incurred by employees performing work directly related to response activities, within limits set by the deployment/shift length guidelines. Overtime and double time earned must be paid out and cannot be banked.
Ineligible	➤ Overtime or double time incurred by employees working outside of the deployment/shift length guidelines
Comments	<p>LGs are continuously told by the Provincial Government that Emergency Response is a LG responsibility. Operationally, EMBC's proposed shift deployment guidelines for LGs should not be implemented. The deployment/shift length guidelines advise that staff can only work up to a 14-hour day, although this appears reasonable, the RDBN does not have the staff capacity to be able to implement the criteria especially during events with extended response activities similar to what was experienced in 2017 and 2018. It is also very difficult when significant emergency events are impacting multiple local governments to bring in trained staff from other local governments to support the Emergency Operations Centre (EOC). Therefore, the RDBN will be forced to pay the difference in wages to ensure the EOC continues to respond to emergencies. Furthermore, the revised Financial Guidelines states "Local Authorities and First Nations may wish to clarify staffing plans and scheduling with EMBC before an emergency to establish eligibility." LGs do not have time to continually consult EMBC with operational duties required to quickly respond to an evolving event effectively.</p> <p>The previous 2008 Financial Guide also specified that overtime was eligible in accordance with Local Authority employment agreements.</p>
Ineligible	➤ Overtime policies designed specifically to be in effect only during EMBC response eligible events.
Comments	Emergency events require duties that are outside the scope of an employee's everyday duties. Local Authorities implement separate policies and processes that consider extenuating circumstances such as emergencies and disasters where staff may be required to work for extended periods of time. The RDBN has a current policy in place that allows for Senior Management to incur overtime costs specifically during an emergency event. Consideration must be given to Local Authority policies and procedures that provide for work life balances and overtime compensation during

extenuating circumstances such as emergencies. The RDBN has the Regional District of Bulkley-Nechako Overtime Policy #D-5 that states "...where the overtime work is associated with an emergency event where a Provincial task number has been issued, all employees shall be paid for overtime hours worked in excess of their regularly scheduled workday as per Employment Standards". This allows for Senior Management to incur overtime costs as per Employment Standards during an emergency event. This proposed change would eliminate the possibility for Senior Management to be eligible for fair compensation during emergency events under their current contracts.

Ineligible	➤ Payroll expenditures associated with the payment of stand-by or on-call wages.
Comments	An activated EOC sometimes requires staff to be on call when they are not in the office resulting in an on-call function being necessary during emergency events. During unpredictable disasters, it is not uncommon for staff to be called in during the middle of the night. This restriction may put financial strain on the RDBN to pay on-call wages to ensure staff remain available to respond during an emergency event.

Eligible	➤ Incremental payroll expenses for the hiring of auxiliary staff to temporarily cover certain positions left vacant by staff working on response-related activities.
Ineligible	➤ Excessive or non-industry standard contract costs associated with the hiring or contracting of additional staff or consultants.
Comments	The province needs to clarify what they consider excessive costs. During an event contractors and trained personnel are not readily available when they are needed. The Province also needs to clarify what is meant by 'certain' positions and clearly identify which positions would be ineligible. The RDBN pulls from all departments within the organization when an EOC is activated.

Eligible	➤ Incremental payroll expenses or reasonable contract costs associated with the temporary hiring or contracting of additional staff or consultants for approved/EMBC authorized response activities when internal capacity has been exceeded.
Ineligible	➤ Payroll expenditures not directly related to response activities (i.e., the backlog of regular work due to time spent working on the event)
Comments	Who defines internal capacity? The Disaster Financial Assistance (DFA) regulation identifies that the local government body structure meaning the structure that is essential to the functions and operations of the local government body is an eligible cost. The determination of internal capacity should remain with the LG. Payroll expenditures are essential to the functions and operations of the LG and temporary hiring or overtime expenses to cover positions left vacant by staff working on response-related activities should be eligible and is supported by the eligible local government body structure interpretation in Part 3 of the DFA regulation, however, this does not mean the Province will not review and amend the DFA regulation. In 2018 staff spent over a year and a half, post cancellation of all Evacuation Orders, overseeing recovery efforts, preparing financial claims, after action debriefing, and demobilizing the EOC.

Supplies / Assets

- | | |
|------------|--|
| Ineligible | ➤ Maintenance or repair for equipment used during the event. |
|------------|--|

Comments The province needs to provide clarification on why equipment used during an emergency event is no longer eligible for repair or maintenance.

Food

Eligible ➤ Provision of food and water to EOC staff during activation, not to exceed provincial per diem rates.

Comments The Province needs to clarify which provincial per diem rates limits the RDBN is to adhere to. Due to limited supplier options in rural communities, high costs are unavoidable. \$50.00 a day per person is at times not sufficient to provide up to three healthy meals, beverages, and snacks to ensure EOC staff are able to maintain their ability to continue working and stay healthy mentally and physically during long term responses, and post event.

Emergency Measures – Emergency Operations Response Costs (Evacuations)

Evacuation of Residents

Eligible ➤ Incremental costs of the transport of vulnerable people from an evacuation order or alert area (i.e., the rental of buses).

Ineligible ➤ Costs associated with the planned evacuation of non-vulnerable people from an alert area.

Comments The Province needs to clarify what definition of vulnerable they adhere to. Vulnerability is an umbrella term that is used in emergency management to describe complex layers of societal resiliencies. Identifying vulnerable populations at the community level should be determined by the LG.

The Province also needs to clarify if transporting evacuees out of evacuation order areas is still an eligible expense. Most resources and advice for communities for evacuations recommend for residents to carpool with neighbours or only take one vehicle to reduce congestion along evacuation routes out of high-risk order areas.

Subject Matter Experts

Eligible ➤ Engineering or specialist expertise required to determine immediate risk to public safety (if Provincial resources are not available for this purpose).

Ineligible ➤ Consultants (subject matter experts) for reports or determinations not related to the issuance or rescinding of evacuation alerts or orders.

Comments Schedule 5 of the DFA Regulation provides for measures to determine the area and extent of the disaster and is not specific to the issuance or rescinding of evacuation alerts or orders. To respond to and recover from emergencies and disasters, LGs must be able to assess damage from a disaster.

Livestock

Eligible ➤ The transport, feeding and shelter of evacuated commercial livestock as per prescribed rates and authorization under the Ministry of Agriculture's Livestock Relocation program

Ineligible ➤ Costs associated with the evacuation of pets, hobby farm animals, or other animals not considered to be commercial livestock.

Comments It should be noted that the 2008 Financial Guidelines stated, "Evacuation, shelter and feeding for livestock and poultry, including the restoration of facilities used for those purposes." Restoration of facilities used for sheltering livestock now has been omitted. The province needs to clarify if restoration of facilities is no longer eligible.

A large area of concern that has been neglected by the province regarding farming is support for residents whose animals in their care are being raised as a personal food source. These farms are not commercial operations but are also not considered hobby farms. In rural communities, these situations represent a large portion of livestock/farm animal evacuations.

NOTE In a footnote included on page 16, the document states that the Province is working on Financial Guidelines for Livestock during emergency events. To date, the RDBN has not been approached or been made aware that guidelines were being developed. The RDBN would like to know when the province will invite feedback on a draft of that document.

Evacuation Order Area Security

- | | |
|------------|---|
| Eligible | ➤ Temporary and incremental costs associated with traffic control or security, outside of the scope of responsible agencies such as RCMP, or Ministry of Transportation; and only when other methods for preventing or restricting access are insufficient (i.e., gates, barricades, or signage) |
| Ineligible | ➤ Costs associated with long term security or traffic control measures; are within the scope of responsible agencies such as RCMP, Ministry of Transportation and Infrastructure (MoTI); or when other measures of preventing or restricting access are sufficient (i.e., gates, barricades, or signage). |

Comments The 2018 Wildfire season and 2018 landslide in Old Fort are prime examples of long-term evacuations. Barricades and gates are not a sufficient security / traffic control measure to protect communities when they are displaced from their homes. The Province needs to clarify what they consider 'long term' and provide evidence-based information regarding the efficiency of gates and barricades that were effective at keeping communities safe from looters.

Emergency response actions include costs and expenditures related to the effort to save lives, reduce suffering, protect property, and to reduce immediate threats from emergencies. The emergency response period may be before impact if early information warns of an imminent event and may continue as long as the event is in progress, or imminent threat continue to exist. It should also be noted, that if there is an Evacuation Order that requires long term security of an area due to a public safety risk and potential response operations occurring, should individuals re-enter the Evacuation Order area, suppression activities may be disrupted due to public safety concerns.

The "Evacuation Operational Guide for First Nations and Local Authorities in British Columbia" A guide to managing evacuations during emergency response," issued by the EMBC on July 4, 2019, specifically recommends the use of checkpoints staffed by RCMP or experienced contractor acting on behalf of the local authority. The revised Financial Guidelines contradicts the above guide by allowing for gates, barricades, or signage being expected to be utilized prior to traffic control or security personnel. How does the Province define sufficient methods or preventing access to "to protect the health, safety or welfare of a person or to limit damage to property"?

Expense Approval Requirements

- | | |
|--------------|--|
| Requirements | ➤ Any expenses not clearly eligible need to have an approved Expense Authorization Form (EAF) associated with them as part of the response claim. It is necessary to ensure that an approved EAF is obtained before the expense is incurred. (The need for pre-authorization must not impede emergency actions to prevent loss of life or property.) |
|--------------|--|

- All expenditures (forecasted and actual) need to be tracked and reported to EMBC daily. This includes site costs, EOC costs and Emergency Support Services (ESS) costs.

Comments When responding to an event, it can take 24 to 48hrs before an EAF is approved. In 2018, there were significant delays in sourcing logistical needs due to submitted EAFs not being authorized in a timely fashion. The number of eligible examples has drastically been reduced and the requirement for approved EAFs before the expense is incurred has been specified. Please clarify the process for reimbursement when emergency actions to prevent loss of life or property have been undertaken without pre-authorization?

Expense Reimbursement

Requirements ➤ Backup documentation is required as part of the response claim. This backup documentation includes invoices, receipts, contracts, rental agreements, cancelled cheque images, payroll expenses and other financial documentation available through your record keeping system and banking institution.

Comments The new documentation criteria require significant staffing resources to obtain, reconcile, copy, redact (if required), assemble and submit a financial claim. Additional personnel specializing in accounting, bookkeeping, records management with the necessary technical familiarity with the systems utilized are needed, these personnel may need to be hired, seconded, contracted, or excessive overtime costs incurred to satisfy these requirements.

The required documentation is typically not available for several weeks after the event. Clarification is required to determine if response costs for incremental staff time, or incremental payroll expenses for the hiring of auxiliary staff, to temporarily cover certain positions left vacant by staff working on response-related activities is eligible.

LGs are required to have stringent financial controls in place and follow the Generally Accepted Accounting Principles (GAPP) of Canada. Sufficient records are retained and maintained at the local authority and duplication of these records for provision to the Province as elements of a Response Claim is arduous on Local Authorities and redundant.

Requirements ➤ Excessive claims for overtime are not eligible.
 ➤ Local authorities may be asked to provide rationale and documentation supporting the scheduling of excluded staff and other positions.

Comments Timesheets are not submitted daily, and payroll is neither estimated nor calculated daily. There are significant salary variations and daily calculations for the estimations of overtime is resource heavy with very limited financial staff who have access to this information. Payroll staff calculate overtime on regular weekly intervals. The province should consider weekly reporting rather than duplicating work daily requiring a reallocation of the limited financial staff to provide onerous daily estimates.

The definition of “excessive” needs to be clarified.

The statement in Section 3.2 “Daily EOC Staff Overtime Tracking appears to imply that excluded staff should not be scheduled in an EOC. There seems to be a lack of understanding on local government structures and excluded positions. EMBC is encouraged to collaborate with UBCM or any local authority before developing documents that impact the local governments. Had collaboration occurred, it would have been clear, that to effectively respond to emergencies, the participation of all staff including excluded staff is a requirement in a many LG organizations.

Requirements	<ul style="list-style-type: none"> ➤ Backup Documentation and proof of payment – Payroll ➤ Requirement: timesheets completed by the employee with clearly defined work details as to event work and non-event related work
Comments	<p>Timesheets should be in accordance with the Local Authority procedures not Provincial processes. EOC sign in/out sheets have always been accepted to indicate hours worked for the event with payroll systems verifying hours of overtime, dates of pay as supported by the sign in/out sheets.</p> <p>It should also be noted that EMBC is already provided staffing daily through submitted EOC Org Charts. The continual duplication of effort and documentation lacks effectiveness.</p>

Emergency Measures – Emergency Support Services

Staffing

Eligible	➤ Staff in an EOC to manage evacuations and support for local ESS program.
Ineligible	➤ As a volunteer-based program, the payment of ESS staff providing direct interaction with evacuees is not eligible.
Comments	<p>ESS is run by local governments through many different structures. Some Emergency Support Services Directors and staff that interact directly with evacuees are paid, and others are not. During a large event, Host, or impacted community ESSD's may support the reception centre(s) and Reception Centre Managers (RCMs) and may, in some circumstances, have to deal with evacuees directly. The parameters proposed are not appropriate and by exempting already employed staff costs while responding to an emergency from being eligible for reimbursement penalizes the local government for not having a volunteer program.</p> <p>The new ERA tool requires government email access, corporate cellphones, computers and printing facilities. With these requirements, it is essential that local government staff be involved in ESS delivery and this could potentially include direct interaction with evacuees as volunteers are not issued government email accounts or individual corporate cellphones.</p>

Host Community

Eligible	➤ When a non-impacted community is designated by the Province to act as a host community and to provide services to evacuated people from another community, the threshold for incremental costs changes and eligibility for those costs is expanded. Contact the Regional Duty Manager or activated PREOC for eligibility of Host Community expenditures.
Comments	<p>The Province should not have the ability to designate host communities unless powers under and Provincial State of Emergency support it. Under a State of Local Emergency, this is a response measure exercised through requesting another community for support. A community does not have time to consult the province for these activities when evacuating residents. These decisions are made at the community level during evacuation planning and response.</p>

ESS Benefit Provision

Eligible	➤ Billeting or hotel accommodation within the referral system.
Ineligible	<ul style="list-style-type: none"> ➤ Fuel, grocery, and meal vouchers, outside of the referral system. ➤ Allowances for incidentals, clothing or supplies, outside of the referral system.

Comments *The Local Authority Emergency Management Regulation* Section 2 (f) specifies that the local authority must coordinate the provision of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters, whether that provision is made from within or outside of the local authority. The regulation does not specify that this must be completed utilizing the Provincial volunteer-based program. As previously mentioned, the DFA Regulation specifies that the operation of registration services is eligible. The Emergency Program Management Regulation specifies that the Provincial Emergency Program provides advice and assistance to local authorities in the development of local emergency management organizations and local emergency programs, it does not specify that the Provincial Emergency Program will decide how these services are administered and penalize a local authority by refusing compensation if not administered in the method selected by the Province. Schedule 2 of the *Emergency Program Management Regulation* further specifies that the Minister of Social Services will provide the following:

- food, clothing and shelter in private or congregate facilities;
- registration and information to assist in locating and reuniting of families;
- care of children who are not accompanied by a guardian or custodian, and mentally challenged persons;
- necessary financial assistance or assistance in kind
- provide clothing, food, shelter, registration and information services as may be required by emergency workers; and,
- provide assistance to local authorities in the planning and operation of emergency social services consisting of emergency feeding, clothing, lodging, registration and inquiry and personal services.

At some point this provincial responsibility was offloaded to local governments who are expected to undertake all the planning and preparation work at their own expense with limited resources and now are being told that financial compensation will be withheld if the interaction is not undertaken by volunteers. Please clarify how the Province can justify withholding financial support to local authorities who are expected to take on this responsibility?

Note: **It is anticipated that the Province will be addressing this issue by making sure the *Emergency Program Act and Regulations* will ensure that local authorities are mandated to have a volunteer ESS program.**

Recovery

Debris Removal

Eligible ➤ Incremental costs associated with the clean-up of debris to ensure immediate public safety and essential public works operations; and clearance of debris posing an immediate risk to public safety or flood protection structures is eligible.

Comments The eligibility now includes the word “immediate”. Please clarify what constitutes immediate and why it is acceptable to leave debris that poses a public safety concern that does not fall under “immediate”.

In past responses the RDBN has requested debris cleanup for uninsured properties and EMBC denied this request over 24 hours later. The Province must consider immediate safety concerns on Private property for debris cleanup. For example, danger tree removal on private property.

Defined Eligible Expenditures from 2008 Guidelines Omitted from Revised Guidelines

The following criteria were omitted from the revised Financial Guidelines. The Province needs to clarify why these have been removed and if they will still be eligible expenses.

- Response costs not reimbursed through civil litigation award.
- All telephone charges if rented or leased for event.
- Facility damage due to occupation.
- Remove hazardous materials, chattels, assets, and related storage and transportation costs.
- Medical care to casualties and transportation, moving patients or casualties, their return after the disaster.
- Actions needed during response to protect potable water supplies, essential public lands, and health related air quality.
- Use of fire vehicles outside local authority jurisdiction under conditions of PEP Policy Bulletin 00-11
- Costs of special fire protection of local authority facilities (e.g., external sprinklers) not otherwise reimbursed.
- Establishment of registration, inquiry services, emergency control headquarters.
- After-action debrief costs, pre-approved by PEP.
- Scalping when there is an unusually heavy disaster related deposition, and then only the cost of removing the deposition.

Deployment Shift Guidelines

The revised Financial Guidelines state the following policy:

“It is important to limit deployment lengths (i.e., days worked in the EOC) as well as shift lengths in order to support staff health and safety as well as maximize the effectiveness of personnel.

Deployment Length:

The standard length of deployment is between 7 and 10 days. This deployment length is considered optimum as it provides consistency and sustainability of operations, while supporting good worker care practices. Ideally, a two-day rest period would occur for staff that have been deployed for 10 days.

Shift Lengths:

Extended shift length is a key factor in cumulative fatigue. The following shift length maximums may apply to the eligibility for reimbursement for EOC staff during the response phase of the event.

Days 1-4: Maximum shift length is 14 hours.

Days 5-12: Maximum shift length is 12 hours.

The following work/rest ratios are used as a guide to ensure good worker care practices:

- Meal/rest breaks 30 minutes to 1 hour are recommended to be taken away from the workstation once every 5 hours to ensure adequate rest and that fatigue is minimized.
- All workers must get a complete 8- hour period of rest between the end of one shift and the start of another shift.

Due to the nature of emergencies, there may be extreme circumstances when resources are limited and exemptions to these limits are required. However, pre-authorization from the Regional Duty Manager or activated PREOC are required when claiming reimbursement for workers that exceed the Deployment/Shift Length Guidelines.”

If this policy were to come into effect, the RDBN’s already stretched internal capacity would be impacted further by limiting the number of staff that could work within the EOC during an extended event. During the 2018 Wildfire season staff were working at maximum capacity and were unable to source personnel to work within the EOC. Requests were made to the province and EOC staff were told to source staff

themselves. Other local governments besides the RDBN who requested support from EMBC were provided with EOC specific staff to work within their EOC's.

Through the EOC, the appropriate staff required to assist the response are determined daily and decisions are made based on the following: current staff capacity, staff burn out, expected response operations.

EMBC should not be putting staff scheduling into policy as it is not their place to do so and LG and FN communities have internal policies in place that allow for successful response and staff considerations. By including these limitations within this policy, EMBC is putting the RDBN in a position to respond regardless of being compensated appropriately and will result in increased taxation.

MOVING FORWARD

Through the consistent concerns and collaboration between different emergency managers in multiple jurisdictions, the Province has heard the need for the delay in releasing the Proposed guidelines to allow for local governments to further analyze the revised guidelines. Staff are recommending the RDBN Board of Directors request letters of support from RDBN member municipalities' to be forwarded to the Minister of Public Safety and Solicitor General.

In Emergency Management, success is often determined by how quickly and effectively the LG was able to respond. The revised version of the Financial Guidelines inefficient processes will greatly impact response times and require more staff time that may not be eligible for reimbursement.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: February 11, 2021
Re: Bylaw Limits on Taxation

Recommendation (All/Directors/Majority):

Receipt

Discussion:

Staff will be bringing forward bylaws at the February 25th Board meeting that correlate to the information in this memo. These bylaws require a tax rate limit under the **Local Government Act**. The rate limits the amount of money that the Board can requisition when setting the service's budget. In establishing a new bylaw or amending an old bylaw, the taxation limit should be set to cover the expected maximum yearly budget of that service over the next five years with consideration given to unexpected events.

Regional District Bylaws nearly always need to have a limit on taxation. There are some exceptions listed in the **Local Government Act**. These include the following:

- a) a regulatory service;
- b) coordination, research and analytical services relating to the development of the regional district;
- c) social planning services;
- d) the promotion of economic development;
- e) programs in preparation for emergencies;
- f) emergency communication systems;
- g) regional parks and regional trails;
- h) participation in a regional library district under Part 3 [Regional Library Districts] of the Library Act;

The Province interprets this part of the **Act** very strictly. For example, emergency communication systems could not include the creation of a cell phone network that *could also be used* for emergency communication. The reason for this type of interpretation is that the approval of a bylaw for these services does not require electoral consent but rather can rely on the discretion of the Electoral Area Director.



Bylaws that do not have an exemption from having a limit can specify the taxation limit in two ways:

- By specifying a taxation limit per \$1,000 (of most often total assessments of land and improvements).
- By specifying a total amount of dollars that can be requisitioned.

The first option has the benefit of having the maximum taxation amount increase each year that assessments increase. Therefore the taxation limit increases with the both the market value of assessments (usually thought to be inflation) and with non-market increases (usually considered to be the addition of more residential or commercial properties to be serviced by the bylaw).

The second option has the advantage that it is very easy to understand but has the disadvantage that the amount does not easily translate into a tax amount per household.

Currently a bylaw specifying a taxation rate of \$X.XX per \$1,000 for the entire Regional District, only the Electoral Areas at different rates is listed below:

Tax Rate per \$1,000	Entire Regional District	Electoral Areas
\$ 0.01	\$ 66,799	\$ 33,785
\$ 0.05	\$ 333,996	\$ 168,926
\$ 0.10	\$ 667,991	\$ 337,853
\$ 0.25	\$ 1,669,978	\$ 844,632
\$ 1.00	\$ 6,679,913	\$ 3,378,527

As bylaws that specify a total dollar requisition limit do not automatically adjust with inflation, Directors involved with such bylaws should consider increasing the limit by 25% every five years to ensure that the taxation limit can keep up with the budget's inflationary pressures. If a "five-year increase" is delayed or missed, there is not an opportunity in legislation for the bylaw limit to "catch up".

The Regional District of Bulkley-Nechako is unique in the province in that the Electoral Area taxation and the Municipal taxation are each nearly 50% of the total taxation. Usually municipal taxation is a significantly higher percentage.

The bylaw's maximum taxation rate (or requisition) does not set the budget for that service. The budget for that service is set by the Directors adopting the budget bylaw.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Chairperson Thiessen and the Committee of the Whole
From: Alex Eriksen, Director of Environmental Services
Date: February 11, 2021
Subject: Update – Agricultural Plastic Recycling – Clean Farms Pilot Program

BACKGROUND

Clean Farms is a non-profit environmental stewardship organization focused on agricultural waste.

On October 1, 2020, the Solid Waste Management Committee approved the allotment of up to \$5,000 (50% of the projected cost for RDBN) for Clean Farms to complete a region-wide Agricultural Waste Characterization Study. The objective of the study was to identify the potential volumes of agricultural twine, bale wrap and silage wrap available for collection and recycling withing the RDBN. The study was conducted in conjunction with similar investigations in the Peace River and Fraser Fort George Regional Districts.

UPDATE

On January 29, 2021, Staff received the Waste Characterization Summary which identified local farmer's desire for convenient recycling and the estimated tonnages available in the region (see attached).

The cost for the study was below 50% of the proposed budget and therefore the RDBN did not have to contribute any of the allotted \$5,000.

A Clean Farms delegation will present their findings along with a proposal for the collection and recycling aspect of the pilot project to the Board at an upcoming meeting.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Alex Eriksen'.

Alex Eriksen
Director of Environmental Services

Attachments:

1. Waste Characterization Summary for the Regional District of Bulkley-Nechako

Waste Characterization Summary for the Regional District of Bulkley-Nechako

Study Objectives

The objective of this study was to understand the amounts of plastics used by farmers in the Regional District of Bulkley-Nechako, Fraser-Fort George and Peace River Regional District. The study focused on twine, net wrap, and bale wrap/silage plastics, which are primarily used in livestock production. Following is a summary of the findings relevant to the Regional District of Bulkley-Nechako.

Methodology

During this study, researchers reached out to farmers and ranchers, primarily by phone, to ask about their plastic usage on-farm. Throughout Northern British Columbia, over 48 farming operators, regional district representatives, and supplier outlets provided information. The information obtained helped to capture usage patterns in the region. After determining the average on-farm use of plastics, regional estimates were extrapolated by using 2016 farming census data.

The method of wrapping large round bales directly impacts the amount of plastic used. A livestock association in the Vanderhoof area is speaking to farmers to quantify the plastic requirements for wrapping¹. The weight of plastic required for wrapping a large, round bale in the area is found to be:

- Twine: ¼ pound
- Net Wrap: ½ pound
- Bale Wrap Tubes: 2 pounds
- Bale Wrap Individually: 4 pounds

The method of wrapping is not mutually exclusive since some ranchers mentioned using both plastic twine and individual plastic bale wrap on their large round bales. An average has been taken between tubes and individually wrapped bales for the purposes of estimation.

¹ Personal Communication, Alax Kulchar, November 10, 2020



For cattle operations, according to the ranchers interviewed, the average number of Large Round Bales required per head of cattle is just over 6 (6.2) large round bales per year. The range mentioned is from 4.5 to 10 bales per head per year of large round bales. A high, low and average estimate has therefore been provided.

Results

The Bulkley-Nechako and Stikine region is home to 11% of the beef cows in British Columbia. Of a total 56,113 cattle and calves, 23,428 are beef cows, and 977 are dairy cows². This region is estimated to use the below amounts of plastic for 23,428 beef cows if all bales were wrapped using only the single method below. In addition to beef cows and calves, bales are also used to feed dairy cows, horses, sheep, goats and bison in Northern BC.

Material	Average Use (MT)	Low Use (MT)	High Use (MT)
Twine	16.47	11.96	26.57
Net Wrap	32.94	23.91	53.13
Bale wrap ¹	197.66	143.46	318.80

¹ Bale wrap calculations average between estimate for tubes and individually wrapped bales.

Over the course of the study, researchers also identified recurring themes that would come up in conversation. These themes include: some current practice of burning plastics on-farm; noticeable growth of plastic usage over time; a desire for convenient recycling solutions; as well as desire to use less plastic in their operation. In addition, plastic use is noted to increase with seasonal wetness.

² Ministry of Agriculture, Agriculture in Brief: Nechako (2016). https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/statistics/census/census-2016/aginbrief_2016_nechako_region.pdf.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Committee of the Whole
FROM: Cheryl Anderson, Manager of Administrative Services
DATE: February 11, 2021
SUBJECT: Committee Terms of Reference

RECOMMENDATION

(all/directors/majority)

Discussion/Receive

BACKGROUND

Following Board discussion in December regarding committees and individual committee chair meetings in January with the Chair and Vice-Chair, the following Draft Terms of Reference have been prepared. Staff and Committee Chairs are in the process of reviewing the documents and finalized versions will be brought forward at the February or March Board meeting for approval.

Attachments

1. Committee of the Whole TOR
2. Rural Directors Committee TOR
3. Connectivity Committee TOR
4. Agriculture Committee TOR
5. Natural Resources Committee TOR
6. Waste Management Committee TOR
7. Regional Solid Waste Advisory Committee TOR

Regional District of Bulkley-Nechako

Committee of the Whole

Terms of Reference

1. Committee Mandate

The general mandate of the Committee of the Whole is to examine and provide advice to the Board on various matters of regional interest.

2. Scope of Work

The Committee of the Whole shall:

- a) Provide an opportunity for all Board members to discuss and explore matters to much greater depth than can be accomplished in a regularly scheduled meeting of the Board such as, but not limited to:
 1. Budget deliberations;
 2. Policy changes;
 3. Service delivery;
 4. Matters relating to Board governance;
 5. Strategic Planning;
 6. Any other matter as determined by a Committee Chair in consultation with the Board Chair that would be better considered at a Committee of the Whole Meeting;
- b) Receive delegations from the public and presentations from staff related to items requiring more in depth explanation and discussion.

3. Authority

The Committee is a Standing Committee of the RDBN established by the Board under section 218 (2) of the *Local Government Act*. Bylaw 1832, Part 19 outlines the requirements for standing committees.

4. Membership

- a) The Committee of the Whole shall be comprised of all RDBN Directors;
- b) The Chair of the RDBN shall be the Chair of the Committee of the Whole.

5. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

6. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;

- c) All meetings must be open to the public unless strictly allowed to be closed under the *Local Government Act* or the *Community Charter*;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

7. Quorum

Quorum of the Committee is the majority of all its members – eight (8) voting members.

8. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

9. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

10. Reporting to the Board

- a) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

11. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

12. Staff Support

- a) The Manager of Administrative Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

13. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

Regional District of Bulkley-Nechako

Rural Directors Committee

Terms of Reference

1. Committee Mission

To consider matters relating to activities and RDBN services that effect electoral areas only.

2. Committee Mandate

The general mandate of the Rural Directors Committee will include:

- a) Providing a forum for discussing topics specific to electoral area topics/issues and service delivery;
- b) Advocating to senior levels of government regarding issues of importance to electoral areas.

3. Scope of Work

The Rural Directors Committee shall:

- c) Discuss/address topics specific to electoral area topics/issues and service delivery;
- d) Advocate to senior levels of government regarding issues of importance to electoral areas;
- e) Oversee the administration of the Emergency Program Service;
- f) Make recommendation to the Board regarding services in the electoral areas including, but not limited to:
 - i. Electoral Area Administration
 - ii. Electoral Area Planning
 - iii. Building inspection
 - iv. Bylaw enforcement
 - v. Grants-in-aid
 - vi. Rural Fire protection
 - vii. Emergency preparedness
 - viii. Local economic development
 - ix. Gas Tax Funding
 - x. Street Lighting
 - xi. Invasive Plant Control

4. Authority

The Committee is a Standing Committee of the RDBN established by the Board under section 218 (2) of the **Local Government Act**. Bylaw 1832, Part 19 outlines the requirements for standing committees.

5. Membership

- a) The Rural Directors Committee shall be comprised of the Directors of Electoral Areas "A", "B", "C", "D", "E", "F", and "G";
- b) The Chair of the RDBN shall appoint a Chair of the Committee;
- c) The Chair of the RDBN Board is an ex-officio member of the Committee.

6. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

8. Quorum

Quorum of the Committee is the majority of all its members – four (4) voting members.

9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

10. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

13. Staff Support

- a) The Chief Administrative Officer shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

14. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

Regional District of Bulkley-Nechako Connectivity Committee Terms of Reference

1. Committee Vision

That all citizens in the Regional District of Bulkley-Nechako (RDBN) will have access to affordable, reliable High Speed Internet and cellular telephone service.

2. Committee Mandate

The purpose of the Committee is to develop and implement the RDBN's Connectivity Strategy. The Committee will report back regularly and work collaboratively with the RDBN Board to implement the RDBN's approved Broadband Connectivity Strategy.

3. Scope of Work

The Committee shall:

- a) Consider, inquire and make recommendations to the Board on connectivity;
- b) Provide advice in the development and implementation of policies, procedures, bylaws, reports and action plans to enhance connectivity;
- c) Provide advice on a systematic and coordinated approach to bring connectivity to all locations within the Regional District;
- d) Identify specific projects to connectivity within the RDBN;
- e) Recommend to the Board informal or formal partnerships that would enhance the success of connectivity related projects;
- f) Prepare grant applications for connectivity projects for the Board's review and submission;
and
- g) Complete community consultation on the development and implementation connectivity plans and projects.

4. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the **Local Government Act** to consider, inquire and make recommendations to the Board concerning connectivity. Bylaw 1832, Part 19 outlines the requirements for select committees.

5. Membership

- a) Members shall be appointed by Board;
- b) The Committee shall consist of five (5) voting members from the Board of the RDBN;
- c) The Chair of the RDBN shall appoint a Chair of the Committee;
- d) The Chair of the RDBN Board is an ex-officio member of the Committee.

6. Tenure

This select committee shall be disbanded upon the completion of the tasks outlined in this Terms of Reference at the direction of the RDBN Board.

7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meeting will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

8. Quorum

Quorum of the Committee is the majority of all its members –three (3) voting members.

9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

10. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be adopted by the Committee prior to presentation to the Board.

12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

13. Staff Support

- a) The Manager of Regional Economic Development shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

14. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

Regional District of Bulkley-Nechako Agriculture Committee Terms of Reference

1. Committee Vision

To advance, promote and strengthen the growth and long-term viability of agriculture in the RDBN.

2. Committee Mandate

The general mandate of the Agriculture Committee will include:

- a) Providing advice to the Regional Board on matters relating to or influencing agriculture in the region;
- b) Providing direction and support to the Agriculture Function of the Economic Development Department;
- c) Encouraging and enhancing the sustainability and vitality of agriculture in the region;
- d) Supporting the implementation, periodic review, and amendments of the RDBN's Food and Agriculture Plan;
- e) Providing a forum for focusing on the concerns of agriculture in the region.

3. Scope of Work

The Committee shall:

- a) Advocate on behalf of the agricultural community;
- b) Consider, inquire and make recommendations to the board on:
 - a. Raising awareness of agriculture and promoting food security;
 - b. Enhancing an understanding of agriculture's role in the local and/or regional economy;
 - c. Assisting the Board in achieving the goals and objectives of the RDBN Food and Agriculture Plan;
- c) Provide advice in the development and implementation of reports and action plans to enhance agriculture in the RDBN;
- d) Identify specific projects to enhance agriculture within the RDBN;
- e) Promote public awareness of agriculture and its role and economic value in the region.

4. Authority

The Committee is a Standing Committee of the RDBN established by the Board under section 218 (2) of the **Local Government Act**. Bylaw 1832, Part 19 outlines the requirements for standing committees.

5. Membership

- a) The Agriculture Committee shall be a Committee of the Whole;
- b) The Chair of the RDBN shall appoint a Chair of the Committee;
- c) The Chair of the RDBN Board is an ex-officio member of the Committee.

6. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

8. Quorum

Quorum of the Committee is the majority of all its members –eight (8) voting members.

9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

10. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

13. Staff Support

- a) The Manager of Regional Economic Development shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

14. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

Regional District of Bulkley-Nechako

Natural Resources Committee

Terms of Reference

1. Committee Vision

The Natural Resources Committee will stay abreast of natural resource activity including, but not limited to forestry, mining, natural gas, and environmental impacts in the region and act as a conduit between industry and other levels of government.

2. Committee Mandate

The purpose of the Committee is to have a dedicated body that will focus on natural resources within the RDBN and build relationships with first nations, industry, bureaucrats and other levels of government to ensure the ongoing success of resource related activities and that those activities are reflective of the goals and desires of the region as a whole.

3. Scope of Work

The Committee shall:

- a) Consider, inquire, and make recommendations to the Board on natural resource related matters that impact the RDBN;
- b) Identify and connect with key stakeholders on an as-needed basis to ensure the RDBN stays current in its understandings and provide updates to the Board;
- c) Identify areas of weakness and/or threats to the various industries, determine advocacy opportunities and work towards solutions;
- d) Act as the RDBNs point of contact for resource related initiatives;
- e) Represent the RDBN at resource-focused events and report back to the Board;
- f) Build regional capacity for diversification of the resource industries.

4. Authority

The Committee is a Standing Committee of the RDBN established by the Board under section 218 (2) of the **Local Government Act**. Bylaw 1832, Part 19 outlines the requirements for standing committees.

5. Membership

- a) Members shall be appointed by the Chair of the Board;
- b) The Committee shall consist of six (6) voting members from the Board of the RDBN;
- c) The Chair of the RDBN shall appoint a chair of the Committee;
- d) The Chair of the RDBN Board is an ex-officio member of the Committee.

6. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

8. Quorum

Quorum of the Committee is the majority of all its members – four (4) voting members.

9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

10. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

13. Staff Support

- a) The Manager of Administrative Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

14. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

Regional District of Bulkley-Nechako

Waste Management Committee

Terms of Reference

1. Committee Mandate

The purpose of the Committee is to oversee and make recommendations to the Board regarding solid waste management matters.

2. Scope of Work

The Committee shall:

- a) Make recommendations to the Board regarding solid waste and environmental monitoring and compliance;
- b) Act as a liaison between the Regional Solid Waste Advisory Committee(RSWAC) and the Regional Board;
- c) Pursue matters referred by the RSWAC and ensure the effective exchange of information with the Regional Board;
- d) Provide political oversight on delivery of the solid waste function and monitor implementation of the Solid Waste Management Plan (SWMP);
- e) Identify challenges and opportunities with respect to solid waste and ensure that the solid waste services meet the community needs;
- f) Conduct an annual youth forum.

3. Authority

The Committee is a standing committee of the RDBN established by the Board under section 218 (2) of the *Local Government Act*. Bylaw 1832, Part 19 outlines the requirements for select committees.

4. Membership

- a) The Waste Management Committee shall be comprised of 6 (six) Directors with representation from the entire region;
- b) The Committee shall include up to 3 (three) youth as non-voting members. These positions will be advertised annually. An application and interview process will be required. Interviews will be conducted by the Chair of the Committee and 2 (two) committee members;
- c) The Chair of the RDBN shall appoint the Chair and Committee members;
- d) The Chair of the RDBN Board is an ex-officio member of the Committee.

5. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

6. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

7. Quorum

Quorum of the Committee shall be 4 (four) voting members.

8. Voting

All RDBN Board members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

9. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

10. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

11. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

12. Staff Support

- a) The Director of Environmental Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

13. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

Regional District of Bulkley-Nechako Regional Solid Waste Advisory Committee Terms of Reference

1. Committee Mandate

The purpose of the Committee is to monitor and make recommendations to the Waste Management Committee on the implementation of the Solid Waste Management Plan (SWMP).

2. Scope of Work

The Committee shall:

- a) Act as advisors to the Waste Management Committee;
- b) Monitor the progress made on the SWMP to date;
- c) Keep apprised of key topics and trends in the solid waste and recycling sectors and their impact on the region;
- d) Prioritize and make recommendations to the Waste Management Committee on the implementation of projects and initiatives in the region.
- e) Represent a balance of community interests;
- f) Participate on smaller ad-hoc committees dealing with specific issues or tasks as required;
- g) Contribute to programs and policies that are in the best interests of all residents of the RDBN, balancing both community and industry needs and technical requirements.

3. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the *Local Government Act* to consider, inquire and make recommendations to the Board via the Waste Management Committee concerning the Solid Waste Management Plan. Bylaw 1832, Part 19 outlines the requirements for select committees.

4. Membership

- a) The committee shall consist of no more than 15 members representing a diversity of backgrounds, interests, and geographical location. The committee will combine technical, political and community representation and will involve the RDBN, municipal and First Nations governments from the Bulkley-Nechako region. Membership should include representation as follows:
 - Minimum two (2) representatives from RDBN member municipalities;
 - Minimum two (2) representatives from RDBN electoral areas;
 - Minimum three (3) representatives from First Nations within the RDBN;
 - Public (rural and municipal);
 - Public Sector/Institutions (eg. Province, School District, Hospital);
 - Waste Management Service Providers;
 - Agricultural Sector;
 - Province.

- b) The Chair of the Waste Management Committee shall be the Chair of the Regional Solid Waste Advisory Committee;
- c) Members shall be approved by the RDBN Board of Directors.

5. Tenure

This select committee shall be disbanded upon the completion of the tasks outlined in this Terms of Reference at the direction of the RDBN Board.

6. Meetings

- a) The Committee shall meet a minimum of two times per year or as required in order to adequately address the Scope of Work;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

7. Quorum

Quorum of the Committee shall be a minimum of 50% plus one.

8. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

9. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

10. Reporting to the Board

- a) The Chair or designate shall report to the Waste Management Committee at a minimum once every six (6) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Waste Management Committee.

11. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

12. Staff Support

- a) The Director of Environmental Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

13. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board via the Waste Management Committee for approval.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Committee of the Whole

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: February 11, 2021

SUBJECT: Lakes and Prince George Timber Supply Area Apportionment

RECOMMENDATION

(all/directors/majority)

Discussion.

BACKGROUND

Further to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development presentation to the Board on January 28, 2021, attached are the more detailed Lakes and Prince George TSA Apportionment presentations that were provided after the meeting.

At the meeting, the Board resolved to send a letter to the Minister outlining the concerns discussed. The letter is attached.

Attachments

1. Lakes TSA Apportionment presentation
2. Prince George TSA Apportionment presentation
3. Letter to the Honourable Katrine Conroy



Ministry of
Forests, Lands, Natural
Resource Operations
and Rural Development

Lakes Timber Supply Area Apportionment

Engagement with Forest Licence Holders and Stakeholders – January 13th 2021

Lakes Timber Supply Area Background

- November 2019 AAC Determination for Lakes TSA reduced the AAC by 41%.
 - Previous AAC was 1,648,660 m³/year;
 - New AAC set at 970,000 m³/year.
- FLNRORD initiated consultation with First Nations and engagement with Licensees and local stakeholders in December of 2019.
 - Licence holders conveyed their view that apportionment options should minimize proportionate reduction implications to RFLs;
 - First Nations have conveyed their view that apportionment options should consider and increase in First Nation volume;
 - The Province has worked with First Nations based on our interests in reconciliation and forest sector competitiveness.



Current Mandates

- Continue work to update and modernize forest policy and legislation to ensure a competitive, sustainable future for forest communities, Indigenous peoples, workers, and companies.
- Continue creating opportunities for Indigenous peoples to be full partners in our economy and providing a clear and sustainable path for everyone to work toward lasting reconciliation.
- Continue collaborating with the forest industry and stakeholders to implement the Interior Forest Sector Renewal process.



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Key Considerations

1. Apportionment policy and approaches in other units;
2. The changes in AAC overtime;
3. The relative distribution of AAC over time;
4. The evolving reconciliation relationship with FNs;



Apportionment Policy and Other Units

- 2018 Apportionment policy is intended to support development of options, but does not exist in isolation;
- Approaches in Quesnel, 100 Mile House and PG TSA have informed scenarios in Lakes;
- Reconciliation, forest sector competitiveness and new mandates all inform scenarios for apportionment.



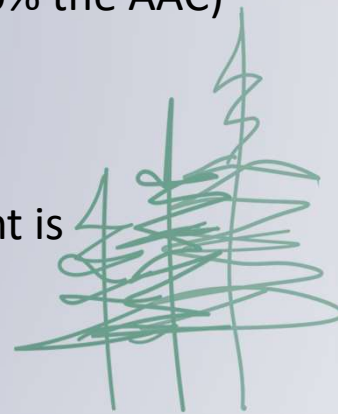
Changes in the AAC over time

- The AAC has decreased 35% from 1.50 M in 1995 to 0.97 M in 2019
 - 33% of the THLB removed representing the issuance of Community Forest tenures;
 - MPB uplifts in 2001 effectively doubled the AAC for ten years. MPB volume allocated to BCTS and NRFLs for competitive and First Nation direct Award.
- 2019 AAC is 43% green and comprised of low volume stands.
- Today there is less “Conventional AAC” than has historically been utilized for sawlog manufacturing as evidenced by the inclusion of a green partition and dead or “Transitory Uplift” as part of the AAC.



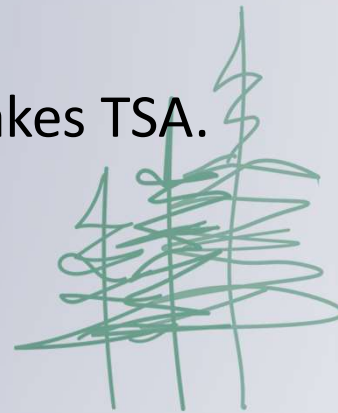
Changes in Distribution of AAC

- Bill 28 and the 2004 policy mandated FNs holdings to (~6%) of the provincial AAC to support reconciliation. The second intent was to establish MPS through BCTS at 20% of the AAC;
- Pre-Bill 28, ~67% of Lakes AAC held by replaceable forest licences;
- Post Bill 28 RFLs held 60% and First Nation Mandated to 5.4% (79,163m³/yr);
- Between 2001 and 2017, First Nations in Lakes TSA received significant non-replaceable AAC (~ 750,000m³/yr between 2001-11 and ~500k between 2012-17 representing ~ 20% the AAC) which increased their capacity and interest in the sector;
- 2019 RFL commitments represent 90% of the current AAC;
- Commitments for RFL, First Nations and BCTS represent 122% of the current AAC;
- Consideration of current goals for reconciliation in the context of the apportionment is warranted.



Evolving Nature of Reconciliation

- Bill 28 was an explicit policy shift to increase the role of FN in the economic aspect of the forest sector and was the last explicit policy shift to address reconciliation;
- The law, as well as the enactment of DRIPA in 2019 have informed Provincial mandates.
- Significant agreements with First Nations inform approaches in Lakes TSA.





Ministry of
Forests, Lands, Natural
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and Rural Development

Description of Scenarios



Common elements

- Scenarios present a spectrum of considerations;
- BCTS Apportionment examined at 20% of the TSA and Crown managed forest land base to maintain market-based pricing accuracy;
- The Forest Service Reserve is to be maintained at its current level (3,261m³/yr);
- The First Nation Woodland Licence (FNWL) category will support reconciliation discussions with multiple FNs in the TSA;
- The amount apportioned to FNWLs is the difference between the 970,000 m³/yr AAC and the aggregate amount of AAC remaining.





Scenario #1

- Considering policy, reduce BCTS and RFLs by an equal share in difference between current commitments and the new AAC (18% reduction)
- No new volume allocated to FNWLs.

Apportionment Category	Existing Commitments	Scenario #1	% of AAC
Replaceable Forest Licences	875,437	716,983	74%
Non-Replaceable Forest Licences	0	0	-
First Nation Woodland Licence	16,746	16,746	1.7%
BC Timber Sales	284,506	233,010	24%
Woodlots	0	0	-
Community Forest Agreements	0	0	-
Forest Service Reserve	3,261	3,261	0.3%
Total	1,179,950	970,000	
Reduction to RFLs		158,454	
Reduction to BCTS		51,496	
New FN Apportionment		0	



Scenario #2

- Set BCTS at 20% of the CMFLB.
- Lakes TSA Reference AAC 957,416m³/yr
- Lakes TSA green AAC 420,000m³/yr
- Considering the difference between the reference AAC and the green AAC, apply a percent reduction to the RFLs.
- $420,000/957,416 = 56\%$

Apportionment Category	Existing Commitments	Scenario #2	% of AAC
Replaceable Forest Licences	875,437	384,037	39.6%
Non-Replaceable Forest Licences	0	0	-
First Nation Woodland Licence	16,746	295,365	30.4%
BC Timber Sales	284,506	287,337	29.6%
Woodlots	0	0	-
Community Forest Agreements	0	0	-
Forest Service Reserve	3,261	3,261	0.3%
Total	1,179,950	970,000	
Reduction to RFLs		491,400	
Increase to BCTS		2,831	
New FN Apportionment		278,619	



Scenario #3

- Considering the share of volume held by forest licences post *Forest Revitalization Act* set the forest licence category at 60 percent of the apportionment and BCTS at 20 percent of the TSA AAC.
- FNWL allocation set at 20%

Apportionment Category	Existing Commitments	Scenario #3	% of AAC
Replaceable Forest Licences	875,437	578,739	59.7%
Non-Replaceable Forest Licences	0	0	-
First Nation Woodland Licence	16,746	194,000	20%
BC Timber Sales	284,506	194,000	20%
Woodlots	0	0	-
Community Forest Agreements	0	0	-
Forest Service Reserve	3,261	3,261	0.3%
Total	1,179,950	970,000	
Reduction to RFLs		296,698	
Reduction to BCTS		90,506	
New FN Apportionment		177,254	



Scenario #4

- The forest license category is reduced by the reduction in the AAC from 1,648,660m³ per year to 970,000m³ per year.

Apportionment Category	Existing Commitments	Scenario #4	% of AAC
Replaceable Forest Licences	875,437	196,777	20.3%
Non-Replaceable Forest Licences	0	0	-
First Nation Woodland Licence	16,746	575,962	59.4%
BC Timber Sales	284,506	194,000	20%
Woodlots	0	0	-
Community Forest Agreements	0	0	-
Forest Service Reserve	3,261	3,261	0.3%
Total	1,179,950	970,000	
Reduction to RFLs		678,660	
Reduction to BCTS		90,506	
New FN Apportionment		559,216	



Implications of Scenarios

Apportionment Category	Existing Commitments	Scenario #1	Scenario #2	Scenario #3	Scenario #4
Replaceable Forest Licences	875,437	716,983	384,037	578,739	196,777
Non-Replaceable Forest Licences	0	0	0	0	0
First Nation Woodland Licence	16,746	16,746	295,365	194,000	575,962
BC Timber Sales	284,506	233,010	287,337	194,000	194,000
Woodlots	0	0	0	0	0
Community Forest Agreements	0	0	0	0	0
Forest Service Reserve	3,261	3,261	3,261	3,261	3,261
Total	1,179,950	970,000	970,000	970,000	970,000
Change to RFLs		-158,454	-491,400	-296,698	-678,660
Change to BCTS		-51,496	+2,831	-90,506	-90,506
Change to FNWL Apportionment		0	+278,619	+177,254	+559,216



Process Steps

1. FLNR will distribute this slide deck to licence holders for reference;
2. FLNR will be available for one-on-one meetings to discuss the apportionment scenarios between January 18-29;
3. Written comments are encouraged and should be sent to FLNR February 12th;
4. FLNR has initiated consultation with other FN in the TSA, and will continue to engage concurrent to this timeline.
5. A decision on the apportionment by the Minister is anticipated in winter 2021.





Ministry of
Forests, Lands, Natural
Resource Operations
and Rural Development

Prince George Timber Supply Area Apportionment

Engagement with forest licence holders – September 2nd 2020

Background

- October 2017 Determination for PG TSA reduced the AAC by 33.2%
- In 2019, FLNR engaged CSFN and Licence Holders on a draft scenario for the apportionment;
 - CSFN confirmed their interest in collaboration on the apportionment;
 - Licence holders conveyed their view that apportionment options should minimize proportionate reduction implications to RFLs.
- In fall 2019, FLNR and CSFN initiated collaboration on the apportionment pursuant to section 7.3 of Pathways Forward 2.0. Scenarios #2,3 & 4 are a reflection of this collaborative work.



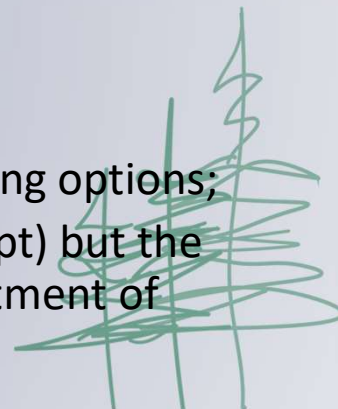
Context

Reconciliation Processes in the PG TSA:

- BC has strong interests in reconciliation, and is exploring new approaches throughout the Province;
- The Pathways Forward 2.0 Agreement between CSFN and BC facilitates a step-wise approach to address aboriginal title interests, with a priority focus on forestry;
- BC engaged other FNs in the TSA concurrently and continues to engage in parallel to the collaboration with CSFN.

2018 Apportionment Decision Guide

- Policy is not intended to be static or directive. Its used to assist staff in developing options;
- Approach in PG is informed by elements of the policy (i.e. reference AAC concept) but the approach is also influenced by other mandates and policies, including the enactment of DRIPA in 2019.



Key Considerations

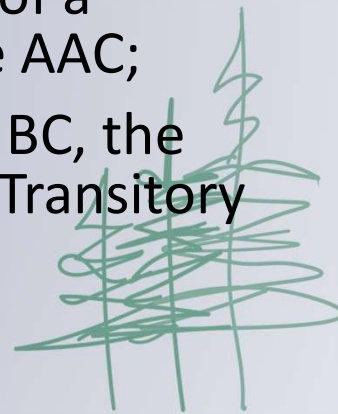
Four considerations informed the scenarios that have been collaboratively developed through technical work with CSFN:

1. The changes in AAC overtime
2. The relative distribution of AAC over time;
3. The evolving reconciliation relationship with FNs
4. The role that the forest sector has and continues to play in rural communities.



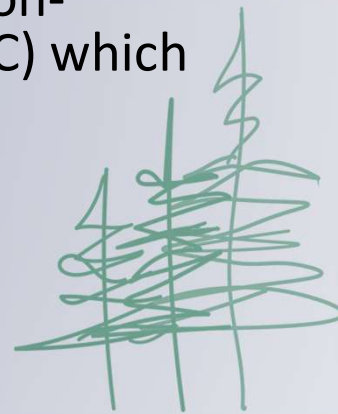
Changes in the AAC over time

- The base case AAC has decreased from 9.6M in the pre-2004 AAC to 6.1M in 2017, due in part, to climate change induced effects (MPB etc.). Certainty in short-term volume availability is limited;
- Today there is less AAC that has historically been utilized for sawlog manufacturing (“Conventional AAC”), evidenced by the inclusion of a temporary bio-energy partition (“Transitory Uplift”) as part of the AAC;
- While promoting volume in less economic stands is an interest of BC, the apportionment needs to consider how “Conventional AAC” and “Transitory Uplift AAC” is managed.



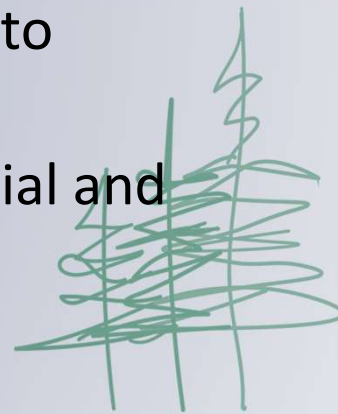
Changes in Distribution of AAC

- Pre-Bill 28, ~70% of the AAC was apportioned to replaceable forest licences;
- Part of the policy intent behind Bill 28 was to ensure that FNs received more (~6%) of the AAC to support reconciliation. The second intent was to establish MPS through BCTS at 20% of the AAC;
- Between 2011 and 2017, First Nations in PG TSA received significant non-replaceable AAC (e.g. CSFN held ~1.4M cubic meters or 11% of the AAC) which increased their capacity and interest in the sector;
- At current levels, RFL's make up ~75% of the conventional AAC.
- Consideration of current goals for reconciliation in the context of the apportionment is warranted.



Evolving Nature of Reconciliation

- Bill 28 was an explicit policy shift to increase the role of FN in the economic aspect of the forest sector. Subsequent policies and enactments have advanced these shifts;
- The legal landscape (*wrt* Indigenous Rights etc.) has shifted over the past decade, and has resulted in the courts encouraging governments to advance reconciliation;
- In 2019, BC enacted DRIPA and entered into a series of precedential and reconciliation agreements, including Pathways Forward 2.0.



Role of the Forest Sector in Rural Communities

- Forest sector employment peaked in the PG TSA in 1998, with 1500 persons employed per million cubic meters of AAC. This has since fallen by 55% due primarily to advancements in technology;
- Manufacturing facilities within city limits are amongst the largest contributors to local tax bases, which is critical for maintain current levels of service;



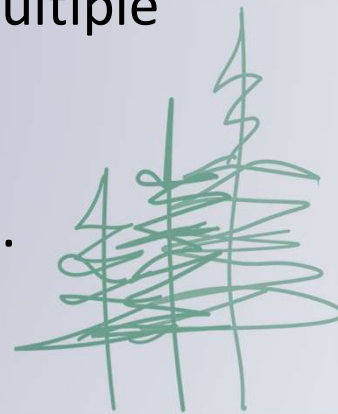


Ministry of
Forests, Lands, Natural
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and Rural Development

Description of Scenarios

Common elements

- Apportionment to BCTS is to be maintained at 20% of the 2017 AAC (1,670,000 m³/yr) to maintain market-based pricing accuracy;
- The Forest Service Reserve is to be maintained at its historical average (130,000m³/yr);
- The FNWL category will support reconciliation discussions with multiple FNs in the PG TSA, including CSFN.
- The amount apportioned to FNWLs is the difference between the 8,350,000 m³/yr AAC and the aggregate amount of AAC remaining.



Scenario #1

- Uncommitted Forest Licence AAC that was surplus to BCTS, FSR, and existing FNWL commitments, was apportioned the FNWL category.
- Scenario 1 results in an increase in the volume available for FNWLs by 440,267 m³.
- FL categories are reduced by 10.20% (a decrease to RFLs from 5,705,441 m³ to 5,123,543 m³).

Apportionment Category	Existing Commitments	Scenario #1
Replaceable Forest Licences	5,705,441	5,123,543
Non-Replaceable Forest Licences	253,000	227,197
<i>(Bio-Energy NRFL)</i>	<i>595,000</i>	<i>534,316</i>
First Nations	224,677	664,944
BC Timber Sales	2,500,000	1,670,000
Woodlots	0	0
Community Forest Agreements	0	0
Forest Service Reserve	181,917	130,000
Total	9,450,035	8,350,000
Reduction to RFLs		581,898
Reduction to NRFLs		25,803
	<i>Reduction to Bio-Energy NRFLs</i>	<i>60,684</i>
New FN Apportionment		440,267

Scenario #2

- This uses a reference AAC of 7,600,000 m³, to represent “Conventional AAC” which excludes the bio-energy partition from the reference AAC calculation.
- Scenario 2 results in an increase in the volume available for FNWLs by 616,393 m³
- FL categories are reduced by 12.89% (a decrease from 5,705,441 m³ to 4,970,208 m³)

Apportionment Category	Existing Commitments	Scenario #2
Replaceable Forest Licences	5,705,441	4,970,208
Non-Replaceable Forest Licences	253,000	220,397
<i>(Bio-Energy NRFL)</i>	<i>595,000</i>	<i>518,325</i>
First Nations	224,677	841,070
BC Timber Sales	2,500,000	1,670,000
Woodlots	0	0
Community Forest Agreements	0	0
Forest Service Reserve	181,917	130,000
Total	9,450,035	8,350,000
Reduction to RFLs		735,233
Reduction to NRFLs		32,603
<i>Reduction to Bio-Energy NRFLs</i>		<i>76,675</i>
New FN Apportionment		616,393

Scenario #3

- Scenario #3 assumes that the % of the “Conventional AAC” (7,600,000 m³) apportioned to RFL’s should be equivalent to AAC apportioned to replaceable forest license categories following the implementation of the *Forestry Revitalization Act* in 2004 (60.82% of the pre-2004 AAC);
- Scenario 3 results in an increase in the volume available for FNWLs by 1,082,746 m³;
- FL categories are reduced by 18.98% (a decrease from 5,705,441 m³ to 4,622,695 m³)

Apportionment Category	Existing Commitments	Scenario #3
Replaceable Forest Licences	5,705,441	4,622,695
Non-Replaceable Forest Licences	253,000	204,987
<i>(Bio-Energy NRFL)</i>	<i>595,000</i>	<i>482,084</i>
First Nations	224,677	1,240,233
BC Timber Sales	2,500,000	1,670,000
Woodlots	0	0
Community Forest Agreements	0	0
Forest Service Reserve	181,917	130,000
Total	9,450,035	8,350,000
Reduction to RFLs		1,082,746
Reduction to NRFLs		48,013
<i>Reduction to Bio-Energy NRFLs</i>		<i>112,916</i>
New FN Apportionment		1,015,556

Scenario #4

- Scenario #4 assumes all FL categories are reduced by the amount of the reduction in the AAC from 12,500,000 m³ to 8,350,000 m³ in 2017 or 33.2%
- Scenario 4 results in an increase in the volume available for FNWLs by 1,947,624 m³.
- FL categories are reduced by 33.2% (a decrease from 5,705,441 m³ to 3,811,235 m³)

Apportionment Category	Existing Commitments	Scenario #4
Replaceable Forest Licences	5,705,441	3,811,235
Non-Replaceable Forest Licences	253,000	169,004
<i>(Bio-Energy NRFL)</i>	<i>595,000</i>	<i>397,460</i>
First Nations	224,677	2,172,301
BC Timber Sales	2,500,000	1,670,000
Woodlots	0	0
Community Forest Agreements	0	0
Forest Service Reserve	181,917	130,000
Total	9,450,035	8,350,000
Reduction to RFLs		1,894,206
Reduction to NRFLs		83,996
<i>Reduction to Bio-Energy NRFLs</i>		<i>197,540</i>
New FN Apportionment		1,947,624

Implications of Scenarios

Forest Licence Category	Current Apportionment of 2012 AAC	Scenario 1	Scenario 2	Scenario 3	Scenario 4
RFL	45%	61 %	65%	61 %	45%
NRFL	29%	2%	3%	3%	2%
NRFL (Bio-energy)	4%	6%	7%	6%	4%
First Nations	3%	7%	11 %	16%	26%
BCTS	20%	20 %	22%	22%	20%
CFA	0%	0 %	0%	0%	0 %
FSR	1%	1%	2%	2%	1%
Total	12,500,000	8,350,000	7,600,000%	7,600,000	8,350,000



Process Steps

1. FLNR will distribute this slide deck to licence holders for reference;
2. FLNR will be available for one-on-one meetings to discuss the apportionment scenarios between September 21 – October 2 (*to accommodate for travel amidst COVID*);
3. Written comments are encouraged and should be sent to FLNR by October 9th;
4. FLNR has initiated consultation with other FN in the TSA, and will continue collaboration with CSFN, which will occur concurrent to this timeline.
5. A decision on the apportionment by the Minister is anticipated in fall 2020.



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

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

February 2, 2021

The Honourable Katrine Conroy
Minister of Forests, Lands, Natural Resource Operations and Rural Development
PO Box 9049 Stn Prov Govt
Victoria, B.C.
V8W 9E2

FLNR.Minister@gov.bc.ca

Dear Minister Conroy,

RE: Consultation – Lakes and Prince George Timber Supply Area Apportionment

In mid-January, the Regional District of Bulkley-Nechako (RDBN) became aware of presentations that were being provided to forest licence holders and First Nations to inform the Minister's upcoming decision on apportionments in the Lakes and Prince George TSA. Although the RDBN was not directly provided with the information, there was an awareness that different scenarios were being proposed with a deadline of February 15th for comments.

At that time, RDBN staff reached out to Anthony Giannotti, Tenures Team Leader and Lori Borth, Director of Strategic Initiatives to request a presentation to the RDBN Board prior to the February 15th deadline. A presentation was scheduled for January 28th, with a modified PowerPoint presentation being provided one day in advance of the meeting. This presentation did not include any scenarios.

During the presentation, RDBN Directors asked about the various scenarios and were advised that they would be distributed following the meeting. This was critical information that was imperative to the presentation given the short timeline provided for comments. The RDBN Board questioned the lack of information within the presentation and requested an extension to the deadline.

On February 1st, Ms. Borth provided the detailed presentations, inclusive of the proposed scenarios, and advised that further engagement would be taking place with Mayors and Councils rather than further engagement with the RDBN Board of Directors. She also indicated that the deadline had been extended to

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

February 28th. The decision to exclude Electoral Area Directors from future dialogue is unacceptable given that they are elected officials representing approximately 48% of the region's population. The RDBN should be consulted as an order of government, not as a stakeholder.

The forest sector is a very important and vital component of the economy of this region which encompasses 8 communities and 7 electoral areas. The residents of the RDBN depend upon the forest for a wide range of economic, social and culture needs. Management of our forest resources should reflect the unique interests of local communities now and for the longer-term. The Pathway Forward 2.0 Agreement, the Lake Babine Nation Foundation Agreement, and the Wet'suwet'en Affirmation Agreement all include language relating to forest tenures and forestry as a major drive of the regional economy which will undoubtedly have a significant impact on the apportionment. Collaboration amongst all levels of government, First Nations, and stakeholders is a critical component of discussions regarding apportionment.

The RDBN is disappointed and frustrated by the lack of consultation and the oversight as an elected body. Given that the Board meets twice per month, the timeline provided does not allow meaningful input. A minimum of six weeks is required once all information has been provided, for the Board to gather, collaborate, and respond in a meaningful and effective manner.

The RDBN Board requests a meeting with you as soon as possible to discuss the concerns outlined, in addition to a further extension to the revised date of February 28th.

We look forward to your response.

Sincerely,



Gerry Thiessen
Chair

cc The Honourable Josie Osborne, Minister of Municipal Affairs

Cheryl Anderson

Subject: FW: [EXTERNAL]: RE: EMBC Update: Emergency Management Legislation - RDBN - Stay and Defend

From: "Lewis, Cameron F EMBC:EX" <Cameron.Lewis@gov.bc.ca>
Date: December 22, 2020 at 2:31:29 PM PST
To: Gerry Thiessen <gerry.thiessen@rdbn.bc.ca>
Cc: Haley Jeffrey <haley.jeffrey@rdbn.bc.ca>, Deborah Jones-Middleton <deborah.jm@rdbn.bc.ca>, "EMBC EM Modernization Public Engagement EMBC:EX" <modernizeEM@gov.bc.ca>, "Scambler, Elizabeth EMBC:EX" <Elizabeth.Scambler@gov.bc.ca>, "Hansen, Regan EMBC:EX" <Regan.Hansen@gov.bc.ca>, "Maley, Madeline L EMBC:EX" <Madeline.Maley@gov.bc.ca>, "Brach, Pader W EMBC:EX" <Pader.Brach@gov.bc.ca>, "Mcdonald, Devon EMBC:EX" <Devon.Mcdonald@gov.bc.ca>
Subject: [EXTERNAL]: RE: EMBC Update: Emergency Management Legislation - RDBN - Stay and Defend

Chair Gerry Thiessen,

My apologies, I meant to add one additional piece to the note below. Your submission noted the importance of Provincial guidance regarding "stay and defend" policies. The Ministry of Forests, Lands and Natural Resource Operations and Rural Development is undertaking some work regarding procedures for "stay and defend" situations. I have highlighted your submission comments on this topic for that Ministry's point of contact - Carol Loski, Strategic Advisor, Integrated Resource Operations Division (Carol.Loski@gov.bc.ca). EMBC maintains an interest in ensuring that we have a consistent approach to this issue as well. Thank you for your comments.

Cameron Lewis | Executive Lead
 Emergency Management Modernization Unit
[Emergency Management BC](#)
 Phone: 778-698-4897 Cell: 250-213-6882

24 Hour Emergency Reporting: 1 800 663-3456
 Follow us on Twitter [@EmergencyInfoBC](#) and [@PreparedBC](#)

From: Lewis, Cameron F EMBC:EX <Cameron.Lewis@gov.bc.ca>
Sent: December 22, 2020 1:51 PM
To: 'gerry.thiessen@rdbn.bc.ca' <gerry.thiessen@rdbn.bc.ca>
Cc: 'haley.jeffrey@rdbn.bc.ca' <haley.jeffrey@rdbn.bc.ca>; 'deborah.jm@rdbn.bc.ca' <deborah.jm@rdbn.bc.ca>; EMBC EM Modernization Public Engagement EMBC:EX <modernizeEM@gov.bc.ca>; Scambler, Elizabeth EMBC:EX <Elizabeth.Scambler@gov.bc.ca>; Hansen, Regan EMBC:EX <Regan.Hansen@gov.bc.ca>; Lewis, Cameron F EMBC:EX <Cameron.Lewis@gov.bc.ca>
Subject: EMBC Update: Emergency Management Legislation - RDBN

Chair Gerry Thiessen,

Thank you so much for taking the time to review the [What We Heard Report](#) and for responding with your feedback on BC's modernization of its emergency management legislation. Please accept our apologies for the delay in writing. The recent BC election required we pause all engagement during the caretaking period. With that now complete, we're pleased to be reinitiating conversations with our partners.

The unprecedented emergency events we've experienced in the past three years—the 2017 and 2018 wildfires and flooding and now the 2020 global pandemic—show the need to position BC as being more resilient in crisis. Implementing the new legislation will do just that and will provide a foundation for a shift in our emergency management system. That shift or modernization will incorporate leading approaches to emergency management, underscore the rights of Indigenous people, and see an increasing emphasis on *preparing* for emergencies and *reducing risk* wherever we can.

This effort would not be possible without the valuable perspectives and guidance provided by you and our other partners. Your feedback to date has been shared with senior leadership as well as our policy and legislation team and helped to validate and advance legislative direction. Your letter raised important point regarding host communities, the emergency management responsibilities of provincial ministries, and the desire for mechanisms to assist local authorities with resources before, during, and after emergencies. While the new legislation will likely not fully address all the issues raised, recent experiences regarding host communities and the challenge of coordinated ministry emergency response is absolutely helping to shape the new legislation. Further, it is recognized that new obligations will not be implemented successfully without new investment.

In cases where a given piece of feedback or a recommendation may not be applicable to this current legislation, it may however be relevant for regulation and/or policy development. For this reason, we are maintaining a catalogue of all the feedback saved and tracked for consideration in future.

We are pleased to share that we are now drafting this legislation; however, our timelines have shifted due to COVID-19 and the recent election. EMBC is seeking government's direction regarding timing and we will share this information as soon as a new timetable is confirmed.

Although we have now concluded gathering broad feedback on the legislation, there is continued need for your voice and involvement. We have significant work to do in developing regulations, policies and procedures to support the new legislation—and we will need your help to be successful. We'll be in touch soon with more information on how you can participate. We are also working closely with the UBCM Flood and Wildfire Advisory Committee.

In the meantime, for ongoing updates and timelines, please visit our [Changes to the Emergency Program Act webpage](#), send an inquiry to modernizeEM@gov.bc.ca or contact me directly.

With thanks,

Cameron Lewis | Executive Lead
Emergency Management Modernization Unit
[Emergency Management BC](#)
Phone: 778-698-4897 Cell: 250-213-6882

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