

# AGENDA

MEETING NO. 10

AUGUST 11, 2022

P.O. BOX 820  
BURNS LAKE, BC V0J 1E0  
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**VISION**

“A World of Opportunities  
Within Our Region”

**MISSION**

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****AGENDA**

Thursday, August 11, 2022

First Nations Acknowledgement

| <u>PAGE NO.</u> | <u>CALL TO ORDER</u> | <u>ACTION</u> |
|-----------------|----------------------|---------------|
|-----------------|----------------------|---------------|

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)(g) litigation or potential litigation affecting the municipality (Legal Issues) may be closed to the public therefore exercise their option of excluding the public for this meeting.

|  |                                 |         |
|--|---------------------------------|---------|
|  | <u>AGENDA – August 11, 2022</u> | Approve |
|--|---------------------------------|---------|

|  |                             |         |
|--|-----------------------------|---------|
|  | <u>SUPPLEMENTARY AGENDA</u> | Receive |
|--|-----------------------------|---------|

MINUTES

|      |                                       |         |
|------|---------------------------------------|---------|
| 7-18 | Board Meeting Minutes – July 21, 2022 | Approve |
|------|---------------------------------------|---------|

|       |  |         |
|-------|--|---------|
| 19-22 | Rural/Agriculture Committee Meeting Minutes<br>- July 21, 2022 | Receive |
|-------|--|---------|

ELECTORAL AREA PLANNING (All Directors)Temporary Use Permit

|       |  |                |
|-------|--|----------------|
| 23-29 | Danielle Patterson, Senior Planner<br>Temporary Use Permit No. F-02-19 Renewal Request<br>Electoral Area F | Recommendation |
|-------|--|----------------|

|       |  |                |
|-------|--|----------------|
| 30-36 | Danielle Patterson, Senior Planner<br>Temporary Use Permit No. F-03-19 Renewal Request<br>Electoral Area F | Recommendation |
|-------|--|----------------|

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| <u>PAGE NO.</u> | <u>Development Variance Permit</u>   | <u>ACTION</u>  |
|-----------------|--|----------------|
| 37-52           | Danielle Patterson, Senior Planner<br>Development Variance Permit Application No. A-01-22<br>Electoral Area A<br><br><u>Bylaw for Adoption</u>   | Recommendation |
| 53-63           | Danielle Patterson, Senior Planner<br>Rezoning Application RZ C-01-20 (Willick)<br>Adoption Report Rezoning Bylaw No.1915, 2020<br>Electoral Area C<br><br><u>DEVELOPMENT SERVICES (All Directors)</u><br><br><u>Land Referral</u> | Recommendation |
| 64-73           | Danielle Patterson, Senior Planner<br>Crown Land Application No.7410236<br>Electoral Area C<br><br><u>ADMINISTRATION REPORTS</u>   | Recommendation |
| 74-92           | John Illes, Chief Financial Officer – Remuneration<br>Bylaw Review   | Recommendation |
| 93-101          | John Illes, Chief Financial Officer – Local<br>Government Climate Action Program (LGCAP)   | Recommendation |
| 102-104         | John Illes, Chief Financial Officer – Climate<br>Action Initiative – Previous Program and Funding  | Recommendation |
| 105-106         | Nellie Davis, Manager of Regional Economic<br>Development – RDBN Public Event Participation<br>Policy  | Recommendation |
| 107             | Nellie Davis, Manager of Regional Economic<br>Development – Canada Community – Building<br>Fund BC – Area C (Fort St. James Rural) Community<br>Arts Council of Fort St. James – Furnace Replacement                               | Recommendation |

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| <u>PAGE NO.</u>                      | <u>ADMINISTRATION REPORTS (CONT'D)</u>   | <u>ACTION</u>          |
|--------------------------------------|--|------------------------|
| 108                                  | Nellie Davis, Manager of Regional Economic Development - Canada Community – Building Fund BC – Area F (Vanderhoof Rural) St John Hospital Auxiliary Society – Stuart Nechako Manor Bus                                   | Recommendation         |
| 109-116                              | Nellie Davis, Manager of Regional Economic Development – Grant in Aid – Area A (Smithers/ Telkwa Rural) Bulkley-Valley Search and Rescue Training and Operations Center  | Recommendation         |
| 117-118                              | Nellie Davis, Manager of Regional Economic Development – Grant in Aid – Area A (Smithers/ Telkwa Rural) Skate Park Expansion Project   | Recommendation         |
| 119-122                              | Nellie Davis, Manager of Regional Economic Development – Grant in Aid – Area F (Vanderhoof Rural) Nulki-Tachick Lakes Stewardship Society  | Recommendation         |
| 123                                  | Jason Blackwell, Regional Fire Chief – Southside Fire Department Repairs and Maintenance Reserve   | Recommendation         |
| 124-134                              | John Illes, Chief Financial Officer – Invitation for Comments: Zero Emission Vehicles Act and Regulation   | Receive                |
| 135-136                              | First Nations Liaison- Truth and Reconciliation Calls to Action  | Discussion/<br>Receive |
| <u>ADMINISTRATION CORRESPONDENCE</u> |  |                        |
| 137-140                              | Ministry of Forests – Timber, Range and Economics Division – Intention Paper Initiative and Policies for Community Forest Agreements and RDBN March 1, 2022 Letter RE: Harmonizing Stumpage Policy for Community Forests | Receive                |

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| <u>PAGE NO.</u> | <u>ADMINISTRATION CORRESPONDENCE (CONT'D)</u>   | <u>ACTION</u> |
|-----------------|---|---------------|
| 141-143         | Bulkley Valley Community Foundation Annual Report for 2021  | Receive       |
| 144-162         | Regional District of Nanaimo – Support for UBCM Resolution – Legislative Reform Initiative            | Receive       |
| 163             | Union of B.C. Municipalities – RE: 2021 CEPF: Emergency Support Services (Regional: Team Development) | Receive       |

UBCM CONVENTION INVITATIONS

|         |  |         |
|---------|--|---------|
| 164-165 | Union of B.C. Municipalities – Re: 2022 UBCM Official Opposition Meeting Opportunities                                 | Receive |
| 166-213 | Union of B.C. Municipalities – Invitation to Meet Office of Seniors Advocate and Land Title and Survey Authority of BC | Receive |

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

ADJOURNMENT

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 9****Thursday, July 21, 2022**

**PRESENT:** Chair Gerry Thiessen

Directors Shane Brienen  
Mark Fisher  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Linda McGuire – via Zoom – left at 12:59 p.m.  
Annette Morgan – via Zoom  
Bob Motion  
Chris Newell – via Zoom  
Mark Parker  
Jerry Petersen  
Michael Riis-Christianson  
Sarrah Storey – via Zoom – arrived at 11:20 a.m., left at 11:50 a.m., returned at 12:00 p.m.

Director Gladys Atrill, Town of Smithers

Absent

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
John Illes, Chief Financial Officer – via Zoom  
Jason Blackwell, Regional Fire Chief – arrived at 12:54 p.m., left at 1:12 p.m.  
Teryn Cameron, Administration Summer Student – left at 12:05 p.m.  
Megan D'Arcy, Agriculture Coordinator (West) – via Zoom  
Janette Derksen, Waste Diversion Supervisor – arrived at 11:05 a.m., left at 11:40 a.m.  
Alex Eriksen, Director of Environmental Services - arrived at 11:05 a.m., left at 11:45 a.m.  
Justin Greer, Regional Economic Development Assistant – arrived at 11:41 a.m.  
Deborah Jones-Middleton, Director of Protective Services – left at 1:45 p.m.  
Jason Llewellyn, Director of Planning – left at 1:45 p.m.  
Crystal Miller, Accounting Clerk 1 – arrived at 11:48 a.m., left at 1:03 p.m.  
Jen Rensing, Protective Services Summer Student – left at 10:51 a.m.  
Wendy Wainwright, Deputy Director of Corporate Services

**FIRST NATIONS ACKNOWLEDGEMENT****STAFF INTRODUCTIONS**

Cheryl Anderson, Director of Corporate Services introduced Teryn Cameron, Administration Summer Student and Deborah Jones-Middleton introduced Jen Rensing, Protective Services Summer Student.

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:48 a.m.

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director Fisher  
 Seconded by Director Brien

2022-9-1

“That the Board Meeting Agenda of July 21, 2022 be approved; and further, that the Supplementary Board Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Board Meeting Minutes  
 June 30, 2022

Moved by Director Petersen  
 Seconded by Director Brien

2022-9-2

“That the Board Meeting Minutes of June 30, 2022 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

**Temporary Use Permit**

Temporary Use Permit Renewal  
 Request TUP F-01-19  
 -Electoral Area “F”

Moved by Director Petersen  
 Seconded by Director Brien

2022-9-3

“That the Regional District Board approve a renewal of Temporary Use Permit F-01-19 for the Clear Creek Stockpile Site located on the property legally described as Remnant NW 1/4, Section 22, Township 19, Range 5, Coast District for a three-year duration.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding

- Temporary Use Permit renewals coming due in the near future
- Natural recovery and preferred method of reclamation
  - o Request reclamation area be planted with trees
  - o Consideration of noxious weeds
- Compensation to Electoral Area G (Houston/Topley) residents that have had to make concessions due to pipeline activity
  - o No movement regarding connectivity issues
  - o Significant increase in road use and traffic
  - o Impact to backcountry access
- Accommodation – minimal benefits
- Industry communication representatives are often not in the position long term which is creating communication challenges.



## DEVELOPMENT SERVICES (ALL DIRECTORS)

### Municipal Referral

Town of Smithers Draft  
 Official Community Plan and  
 Zoning Bylaw Referral

Moved by Director Fisher  
 Seconded by Director Parker

2022-9-4

“That staff inform the Town of Smithers that the Regional District of Bulkley-Nechako has no concerns with draft Official Community Plan Bylaw No. 1935, 2022 and Draft Zoning Bylaw No. 1936, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### OTHER

#### Tenas Coal Project – Environmental Assessment: Application Review

Jason Llewellyn, Director of Planning provided an outline of staff comments to the Environmental Assessment Office. He noted concerns regarding the minimal level of monitoring and public input outlined in Tenas Coal Project – EA Application.

The Board provided the following additional comments:

- Temporary housing – impacts to housing in communities
- Solid waste
  - o Clarity regarding volumes
  - o Industrial, Commercial and Institutional (ICI) cardboard
- Emergency Management
- Noise
  - o Baseline
  - o Social economic impacts
- Human trafficking
  - o Camps – education campaigns
  - o Company to address the issue.

Tenas Coal Project  
 Environmental Assessment:  
 Application Review

Moved by Director Fisher  
 Seconded by Director Brienen

2022-9-5

1. “That the Board ratify the comments provided by staff to the Environmental Assessment Office regarding the Tenas Project Environmental Assessment Certificate Application.

2. That the Board direct staff to write a letter identifying the Board’s additional comments regarding Housing, Solid Waste, Emergency Management, Noise and Human Trafficking to the Environmental Assessment Office.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ENVIRONMENTAL SERVICES REPORTS**

### **Diversion and Recycling**

#### **Vanderhoof Transfer Station -Electronics Pilot Program**

Moved by Director Petersen  
 Seconded by Director Greenaway

2022-9-6

1. "That the Board approve the plan for the pilot program for Electronics Material Collection and Removal from the Vanderhoof Transfer Station.
2. That the Board authorize staff to initiate the contract negotiations with SD 91 Nechako Lakes based on the terms and conditions of the draft contract provided in staff's memorandum."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

#### **Knockholt Landfill & Transfer Station – Recycling Depot Proposal**

Moved by Director McGuire  
 Seconded by Director Motion

2022-9-7

1. "That the Board allocate \$220,500 for the development of the new Recycling Depot at the Knockholt Landfill & Transfer Station.

2. And further, that the Board direct staff to bring forward budget actuals for funding the Knockholt Landfill & Transfer Station – Recycling Depot Proposal considering reprioritizing capital projects and reallocate funding and/or surplus metal recycling revenue; and/or any surplus capital funds from underbudget projects."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Discussion took place regarding:

- Funding the Knockholt Landfill & Transfer Station – Recycling Depot
- Challenges for smaller electoral areas to fund capital projects
- Electoral Area G support of utilizing \$100,000 Northern Capital Planning Grant Funding
- Consistency and equality across the region for recycling depot service levels
- Consideration of option 3, 4 and 5 in the July 21, 2022 Knockholt Landfill & Transfer Station Recycling Depot Proposal memorandum.

### **Miscellaneous**

#### **Area D Transfer Station: Proposed New Hours of Operation**

Moved by Director Parker  
 Seconded by Director Petersen

2022-9-8

"That the Board approve opening the Area D Transfer Station on Thursdays and approve reducing the weekday hours to 10:00 a.m. to 6:00 p.m. for zero (0) additional man-hours per week."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **ENVIRONMENTAL SERVICES REPORTS (CONT'D)**

### **Miscellaneous**

Proposed Site Name Changes Moved by Director Parker  
 Seconded by Director Brienen

2022-9-9 "That the Board receive the Director of Environmental Services' Proposed Site Name Changes memorandum; and further that, RDBN Transfer Stations and Recycling Depot names include municipal and electoral area names."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Staff will bring forward cost analysis for the signage replacement project.

### **Verbal Report**

Alex Eriksen, Director of Environmental Services - Environmental Services Operation Update

Phase 3 Expansion at Knockholt Landfill

- Weather challenges
  - o Equipment not able to work due to moisture
- Landfill liner to be complete July 22, 2022
- Positive movement forward
- Moving forward Environmental Services capital projects
- Operations as usual
- Cost recovery
  - o Moving forward
  - o Will include update at the RDBN September Board meeting
  - o Region-wide waste audit scheduled to be conducted July 25-29, 2022.

Environmental Services  
Verbal Report

Moved by Director Riis-Christianson  
 Seconded by Director Fisher

2022-9-10

"That the Board receive the Environmental Services Verbal report."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **ADMINISTRATION REPORTS**

Alternative Approval Process      Moved by Director Funk  
-Recreation Contribution      Seconded by Director Greenaway  
Service Establishment Bylaw  
No.1976, 1977, 1978 , and 1979

2022-9-11

1. "That for the purpose of obtaining approval for the Recreation Contribution Service Establishment Bylaws using the Alternative Approval Process, the fair determination of 10% of the total number of eligible electors within each service area be:
  - Bylaw No. 1976 – Electoral Area A - 405
  - Bylaw No. 1977 – Electoral Areas B and E - 236
  - Bylaw No. 1978 – Electoral Area C - 103
  - Bylaw No. 1979 – Electoral Area G - 69
2. That the deadline for receiving elector responses for the bylaws be Monday, September 12, 2022.
3. That the attached Elector Response Forms be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw No. 1983 Gowan Road  
Street Lighting Service

Moved by Director Funk  
 Seconded by Director Riis-Christianson

2022-9-12

"That Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022 be given first, second and third reading this 21<sup>st</sup> day of July, 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2022 Reserve Contribution

Moved by Director Parker  
 Seconded by Director McGuire

2022-9-13

"That the Board direct staff to place the surplus from the 2021 calendar year for major services into the Operational Reserves established for that service."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Public Event  
Participation Policy

Moved by Director Brienens  
 Seconded by Director Fisher

2022-9-14

"That the Board direct staff to bring forward the Regional District of Bulkley-Nechako Public Event Participation Policy with revised wording for consideration."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Director Riis-Christianson removed himself from the meeting at 11:48 a.m. due to a conflict of interest regarding his employer being the Lakes District Museum Association.

COVID-19 Relief Funds

Moved by Director Greenaway  
 Seconded by Director Motion

2022-9-15

"That the Board approve the following applications for COVID-19 Relief Funds

**Electoral Area C (Fort St. James Rural)**

- Fort St. James Slo-pitch Society – Insurance, fees and supplies - \$2,049

**Electoral Area D (Fraser Lake Rural)**

-Endako Hall Society – Insurance, property tax, hydro - \$10,524

-Regional Transit – Service delivery - \$3,000

**Electoral Area E (Francois/Ootsa Lake Rural)**

-Lakes District Museum Association – Safety and cleaning supplies - \$792

**Electoral Area F (Vanderhoof Rural)**

-Nechako Valley Exhibition Society – Insurance - \$22,842."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Riis-Christianson returned at 11:49 a.m.

Government of Canada Active  
 Transportation Fund Highway  
 35 Multi-use Pathway Feasibility  
 Project

Moved by Director Funk  
 Seconded by Director Riis-Christianson

2022-9-16

"That the Board approve entering into and executing the funding agreement with the Government of Canada for the Active Transportation Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

St. John Hospital Auxiliary  
 Society – Letter of Support  
 Request

Moved by Director Petersen  
 Seconded by Director Motion

2022-9-17

"That the Board provide a Letter of Support to the St. John Hospital Auxiliary Society to be used for its funding applications for the Stuart Nechako Manor Bus project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS (CONT'D)**

Letter re: Nechako Reservoir  
 Surcharge

Moved by Director Parker  
 Seconded by Director Lambert

2022-9-18

“That the Board ratify the letter to the Director and Comptroller of Water Rights regarding the Nechako Reservoir Surcharge.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Reservoir surcharge
- Impacts to industry and communication with industry
- Impacts due to increased water levels
- Future presentation from Rio Tinto and Water Comptroller regarding the Nechako Reservoir system to the newly elected 2022 Board
- Consistent Communication representatives from industrial companies such as:
  - Rio Tinto
  - LNG
  - CN Rail
- Consideration of cumulative impacts.

### **Break at 12:05 p.m. for lunch**

### **Reconvened at 12:54 p.m.**

Departmental Quarterly Reports  
 -2<sup>nd</sup> Quarter

Moved by Director Motion  
 Seconded by Director Brienien

2022-9-19

“That the Board receive the Director of Corporate Services’ Departmental Quarterly Reports – 2<sup>nd</sup> Quarter memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2<sup>nd</sup> Quarter Financial Report

Moved by Director Petersen  
 Seconded by Director Fisher

2022-9-20

“That the Board receive the Chief Financial Officer’s 2<sup>nd</sup> Quarter Financial Report memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fire Safety Act

Moved by Director Lambert  
 Seconded by Director Greenaway

2022-9-21

“That the Board receive the Regional Fire Chief’s Fire Safety Act memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Truth and Reconciliation Calls  
 to Action

Moved by Director Motion  
 Seconded by Director Fisher

2022-9-22

“That the Board receive the First Nations Liaison’s Truth and Reconciliation Calls to Action memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS (CONT'D)**

Growing Opportunities Newsletter and Podcast Update Moved by Director Parker  
 Seconded by Director Lambert

2022-9-23 "That the Board receive the Agriculture Coordinator's Growing Opportunities Newsletter and Podcast Update memorandum."  
 (All/Directors/Majority) CARRIED UNANIMOUSLY

### **ADMINISTRATION CORRESPONDENCE**

Ministry of Advanced Education and Skills Training - Veterinary Funding Announcement Moved by Director Petersen  
 Seconded by Director Parker

2022-9-24 "That the Board receive the Administration Correspondence from the Ministry of Advanced Education and Skills Training – Veterinary Funding Announcement."  
 (All/Directors/Majority) CARRIED UNANIMOUSLY

BC Assessment – Invitation: Meet with BC Assessment at the Union of B.C. Municipalities Convention Moved by Director Parker  
 Seconded by Director Lambert

2022-9-25 "That the Board receive the Administration Correspondence from BC Assessment – Invitation: Meet with BC Assessment at the Union of B.C. Municipalities Convention."  
 (All/Directors/Majority) CARRIED UNANIMOUSLY

### **ACTION LISTS**

Action Lists – March, April and May, 2022 Moved by Director Lambert  
 Seconded by Director Riis-Christianson

2022-9-26 "That the Board receive the Action Lists for March, April and May, 2022."  
 (All/Directors/Majority) CARRIED UNANIMOUSLY

### **SUPPLEMENTARY AGENDA**

#### **DEVELOPMENT SERVICES**

ALR Non-Farm Use Application No. 1247, Electoral Area A Moved by Director Fisher  
 Seconded by Director Greenaway

2022-9-27 "That Agricultural Land Reserve Application No. 1247 be recommended to the Agricultural Land Commission for approval."  
 (All/Directors/Majority) CARRIED UNANIMOUSLY

### Other

Provincial Response to  
 June 1, 2022 Letter  
 Re: Step Code

Moved by Director Funk  
 Seconded by Director Brienen

2022-9-28

“That the Board receive the provincial response from the Ministry of Attorney General and Minister Responsible for Housing regarding the BC Energy Step Code.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Letter does not address the RDBN questions asked
- Province is considering provisions to the building permit if geothermal heating or a heat pump is installed
  - Larger municipalities have indicated they are not in support
- Awaiting details in the future draft BC Building Code
- Rebates for heat pumps – electrical heat only.

Write a Letter to MLA Nathan  
 Cullen and Acting Minister  
 Responsible for Housing  
 Re: Step Code

Moved by Director Newell  
 Seconded by Director Lambert

2022-9-29

“That the Board forward the Provincial Response to RDBN June 1, 2022 Letter regarding Step Code to Nathan Cullen, MLA Stikine and the Honourable Murray Rankin, Acting Attorney General and Minister responsible for Housing; and further, that the Board outline solutions to address ongoing issues regarding housing availability in northern B.C. and impacts from implementation of the BC Energy Step Code.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Fraser Lake – Update Director Storey noted that CityWest is in the process of installing fibre to each home in Fraser Lake.

Village of Burns Lake - Update Director Funk provided an update regarding the following:

- Endako Weir Presentation
  - Informed Council unqualified to understand studies
  - Council requested response regarding erosion, Village of Burns Lake Sewage Lagoons and low-lying property septic fields on Burns Lake
    - Any issues are existing and not a concern of the proponent
    - Only committed to monitoring the project for 2 years
    - A number of concerns moving forward
- Greater Metro Hockey League (GMHL) – Burns Lake Timbermen
  - Will start beginning of October 2022



**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

- Centennial Project
  - o 2023 marks the 100 year anniversary of the Village of Burns Lake
  - o Wanting to document 100 year review of indigenous and non indigenous community
  - o First Nations support of project moving forward
- Reaching out to GMHL Member in regard to First Nations Liaison knowledge and communication

Rural/Agriculture Committee  
-Update

Director Parker mentioned that he continues to address the veterinarian shortage issue in the region and province. He met with the BC Cattlemen's Association regarding the Economic Impact Study. The BC Cattlemen's Association will undertake the project. Director Parker also has a meeting scheduled with Mark Barnes, Director, Office of Research and Innovation, University of Northern British Columbia.

Electoral Area E (Francois/Ootsa Lake Rural) – Update

Director Lambert commented that he has been working on reinstating a post office on the Southside of Francois Lake. A Canada Post Inspector inspected potential sites and a candidate is being considered for the Postmaster position.

Electoral Area B (Burns Lake Rural) – Update

Director Riis-Christianson also attended the Endako Weir Presentation at the Village of Burns Lake and voiced unease regarding the proponents not wanting to share their studies. He thanked Jason Llewellyn, RDBN Director of Planning for reaching out to provincial staff. Province has indicated it is attempting to work with the proponent to address some of the issues.

Electoral Area C (Fort St. James Rural) – Update

Director Greenaway provided the following update:  
 -Fort St. James New Seniors Complex Land Blessing  
 -Met with Ministry of Transportation and Infrastructure regarding Sowchea Road  
 -Joined the District of Fort St. James for a Salmon Day Cook-off at the Fort St. James National Historic Site on July 16, 2022.

District of Vanderhoof – Update

Chair Thiessen spoke of the following;  
 -Vanderhoof Culture Centre Grand Opening
 

- o Peter Rodseth's carving
  - o Took 6 years to complete
- o Minister Osborne and Cullen were in Vanderhoof today to visit the Centre
- o The building itself resembles a pit house used by Carrier people

-Concert in the Park – July 23, 2022.

Receipt of Verbal Reports

Moved by Director Motion  
 Seconded by Director Brien

2022-9-30

"That the verbal reports of the various Board of Directors be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**IN-CAMERA MOTION**

Moved by Director Motion  
Seconded by Director Brien

2022-9-31

"In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Sections 90(1)(c) labour relations or other employee relations and 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Boundary Expansion/RBA) 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 Motion  
Seconded by Director Brien

2022-9-32

"That the meeting be adjourned at 1:46 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Deputy Director of  
Corporate Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, July 21, 2022**

**PRESENT:** Chair Mark Parker

Directors Mark Fisher  
Tom Greenaway  
Clint Lambert  
Chris Newell – via Zoom  
Jerry Petersen  
Michael Riis-Christianson  
Gerry Thiessen – arrived at 10:30 a.m.

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Megan D’Arcy, Agriculture Coordinator (West) – via Zoom  
John Illes, Chief Financial Officer – via Zoom – arrived at 10:41 a.m.  
Deborah Jones-Middleton, Director of Protective Services  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Deputy Director of Corporate Services

Others Shane Brienen, District of Houston – arrived at 10:21 a.m., left at 10:43 a.m.  
Brian Edmonds, Superintendent, RCMP – via Zoom,  
Ken Floyd, Inspector, Bronze Commander, CGL Deployment, RCMP – via Zoom arrived at 10:21 a.m., left at 10:43 a.m.  
Linda McGuire, Village of Granisle  
Annette Morgan, Village of Telkwa – via Zoom  
Bob Motion, District of Fort St. James

**CALL TO ORDER**

Chair Parker called the meeting to order at 10:00 a.m.

**AGENDA**Moved by Director Lambert  
Seconded by Director Greenaway**RDC.2022-7-1**

“That the Rural/Agriculture Committee Agenda for July 21, 2022 be approved.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Rural/Agriculture Committee  
Meeting Minutes  
-June 16, 2022**Moved by Director Petersen  
Seconded by Director Riis-Christianson**RDC.2022-7-2**

“That the minutes of the Rural/Agriculture Committee meeting of June 16, 2022 be approved.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **DELEGATION**

### **RCMP-Superintendent Brian Edmonds and Ken Floyd, Inspector, Bronze Commander, CGL Deployment RE: Update**

Chair Parker welcomed Superintendent Brian Edmonds and Ken Floyd, Inspector, Bronze Commander, CGL Deployment, RCMP.

Inspector Floyd provided the following update regarding the Coastal GasLink (CGL) Deployment:

- February 17, 2022 Incident on the Morice Forest Service Road in the Houston area
  - o Ongoing criminal investigation
  - o \$8 million damage to property and cleanup of area
  - o Active investigation.

Director Newell brought forward communication concerns regarding a lack of dialogue and spoke of developing a relationship between himself as Electoral Area Director and the RCMP and increasing communication. Inspector Floyd noted his willingness to contact Director Newell and establish expectations regarding communications.

Chair Parker suggested providing contact information for all Electoral Area Directors to the RCMP. Inspector Floyd indicated that procedures are in place to communicate with First Nations communities, Mayors and Councils and that the Regional District could also be included.

Inspector Floyd continued his update:

- August and Fall of 2022 – increase CGL activity in respect to construction
  - o Workers/supplies
- Security in regard to increased activity
  - o RCMP working with industry
    - Industry has independent security that liaises with RCMP
  - o Increased work in areas requires an escalation of care of workers
    - Enhance response times in the area to accommodate the risk
- Community Industry Support Office – remains open
  - o Staffed by RCMP
  - o Patrols of the Morice and Marten Forest Service Road areas
  - o Regular and routine patrols – Satellite communication and cameras
  - o Engagement with industry security personnel
  - o More timely and robust police and security presence.

The following was discussed:

- Community support capacity and engagement
- Safety and accountability key through the region
- Where to refer concerns and issues
  - o RCMP – criminal offences
  - o Victim Services
  - o Elizabeth Fry Society
  - o Community Youth Centres
  - o Industry contacts
    - Inspector Floyd will provide industry contact information
- In the process of formalizing Houston Sergeant Mark Small promotion to Staff Sergeant of the Smithers RCMP detachment
- Corporal Ryan Fillmore, Operations NCO will oversee operations of the Houston RCMP detachment
- RCMP outreach varies community to community
- Fraser Lake Detachment has a good communication process with Chair Parker, Electoral Area D (Fraser Lake Rural)
- Strong community engagement at all levels an RCMP priority
- RCMP District Advisory Non-Commissioned Officers (NCOs) (DANCOs)
  - o 5 Districts from 100 Mile House to Atlin

- 2 DANCOs within the RDBN
- Importance of communication with Electoral Area Directors
  - Building relationships with Detachment Commanders
- Consistent statistics and information to all municipalities and electoral areas
- Open invitation for Directors to contact Detachment Commanders to determine appropriate level of communication
- Human Trafficking in the North
  - Most complex and unique investigations – numerous moving components
  - 90% - younger female persons
  - Challenges regarding a willingness of victims to come forward to disclose information
  - Priority for RCMP in B.C.
  - Provincial mandated task force
  - Requested that the public report any suspicious activity they have witnessed to the RCMP.

Chair Parker thanked Superintendent Edmonds and Floyd for attending the meeting.

### **RURAL REPORTS**

#### **Grant in Aid Update**

Moved by Director Lambert  
 Seconded by Director Riis-Christianson

#### **RDC.2022-7-3**

“That the Committee receive the Manager of Regional Economic Development’s Grant in Aid Update memorandum.”

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

### **DEVELOPMENT SERVICES**

#### **Mine Referral**

#### **Notice of Work File No. 1641067-2022-01 Electoral Area “C”**

Moved by Director Greenaway  
 Seconded by Director Petersen

#### **RDC.2022-7-4**

“That the Comment Sheet regarding Notice of Work No. 1641067-2022-01 be provided to the Ministry of Energy, Mines and Low Carbon Innovation.”

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

#### **Notice of Work File No. 1300257-2022 Electoral Area “C”**

Moved by Director Greenaway  
 Seconded by Director Petersen

#### **RDC.2022-7-5**

“That the Comment Sheet regarding Notice of Work No. 1300257-2022 be provided to the Ministry of Energy, Mines and Low Carbon Innovation.”

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

**ADJOURNMENT**

Moved by Director Lambert  
Seconded by Director Fisher

RDC.2022-7-6

“That the meeting be adjourned at 10:44 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate  
Services



23  
**Regional District of Bulkley-Nechako  
Board of Directors**

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** August 11, 2022  
**Subject:** Temporary Use Permit TUP F-02-19 Renewal Request

---

**RECOMMENDATION:** **(all/directors/majority)**

That the Board approve a renewal of Temporary Use Permit F-02-19 for the Stockpile Site 10A located on the properties legally described as Section 35, Township 18, Range 5, Coast District, and Part of Primary: Section 26, Township 18, Range 5, Coast District for a three-year duration.

---

**EXECUTIVE SUMMARY**

In 2019 the Board approved the issuance of a Temporary Use Permit (TUP) for the Coastal GasLink Stockpile Site 10A. The TUP allowed an approximately 24.5 ha (60.5 ac) application area to be used for the operation of equipment and materials storage site associated with the construction of the Coastal GasLink pipeline. The TUP expires in October 2022.

The agent has requested a three-year renewal of the TUP on behalf of TC Energy as pipeline construction remains ongoing. Section 497(2) of the Local Government Act allows local governments to renew a TUP for a maximum of three years.

Staff have no concerns with the operation of the stockpile site and have received no complaints from the public regarding the facility.

## APPLICATION SUMMARY

**Name of Applicant/Agent:** Nicole Stuckert, Coastal GasLink Pipeline Ltd.

**Electoral Area:** F

**Subject Property:** Section 35, Township 18, Range 5, Coast District, and Part of Primary: Section 26, Township 18, Range 5, Coast District

**OCP Designation:** Resource (RE) in the Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021

**Zoning:** Rural Resource (RR1) in the Regional District of Bulkley-Nechako Zoning Bylaw No 1800, 2020 (“the Zoning Bylaw”)

**ALR Status:** Not located within the ALR

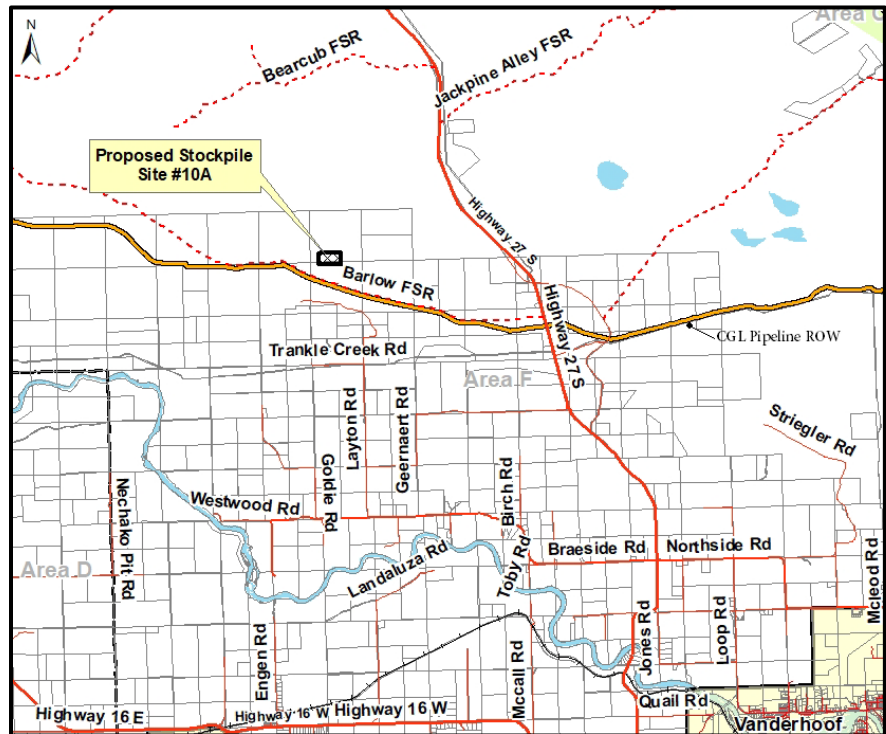
**Existing Land Use:** Storage of Coastal GasLink Pipeline construction materials

**Location:** Near Barlow Forest Service Road, approximately 26 km northwest of the District of Vanderhoof

**Location Map:**

**Proposal:**

The applicant is requesting a renewal of their Temporary Use Permit (TUP), originally issued on October 24, 2019, for the continued use of Stockpile Site 10A. The stockpile site is for the storage of pipe, fuel, and other materials for the ongoing construction of the Coastal Gaslink Pipeline that started in 2020.



The TUP application area is about 24.5 ha (60.5 ac). Peak traffic is 300 flatbed truck loads per week while pipe is delivered to the site and six truckloads per day of pipe and other materials for delivery to the pipeline right of way as needed for construction. The storage requirements will decrease as the construction is completed and the site transitions to



reclamation activities. Employees working on site will range from four to five, including a site security guard, operator, and store person. Like the original TUP request, the applicant is not proposing any limitations on hours of operation in the TUP renewal request. Staff have confirmed with the applicant that Coastal GasLink Ltd. has no proposed changes to the existing stockpile site plan.

### Official Community Plan (OCP) & Zoning

The TUP renewal must be in accordance with the policy identified in the OCP, which allows for the issuance of a Temporary Use Permit on the following basis:

*"(a) the proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*

*(b) the environment would not be negatively affected by the proposed temporary use;*

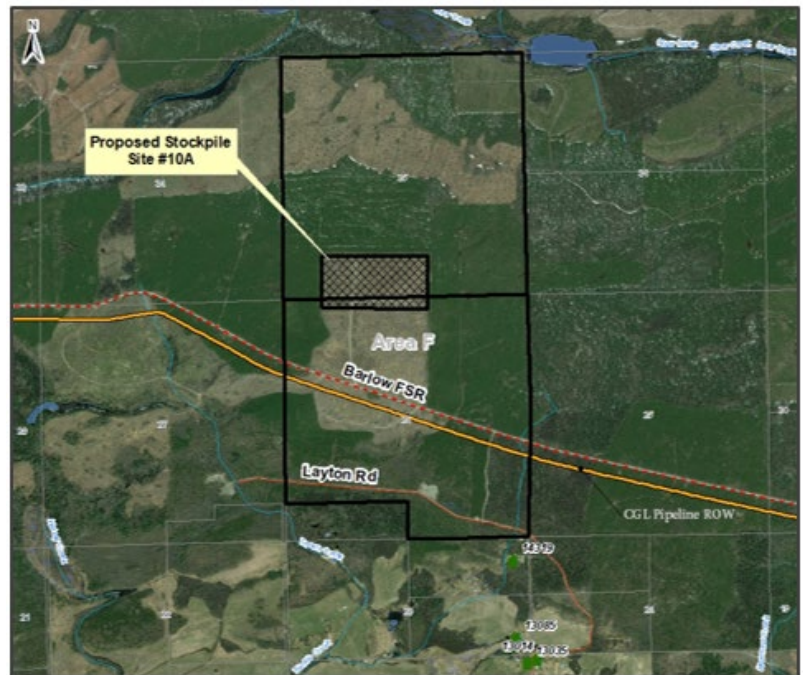
*(c) the proposed temporary use will not have adverse affects on neighbouring land uses or property owners;*

*(d) the need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that the required decommissioning and reclamation is completed;*

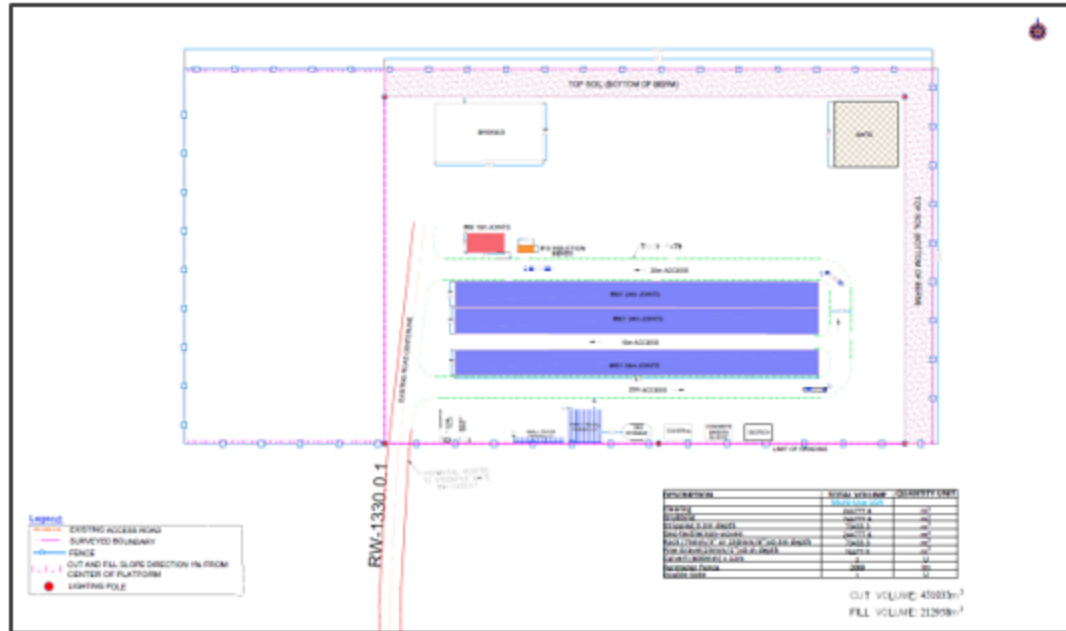
*(e) the proposed temporary use does not require a significant amount of capital investment in a particular location; and,*

*(f) the proposed temporary use has the support of the Agricultural Land Commission through the approval of an application if the land is within the ALR."*

**CGL Stockpile Site 10A Plan**



## CGL Stockpile Site 10A Layout



### Land Use Impacts

The proposed location continues to appear well suited for the ongoing storage use, given its relatively remote location, proximity to the pipeline Right of Way, existing road infrastructure, and relatively flat topography. The closest residents are approximately 2 km to the south. Additionally, a range license overlaps the use area. Staff are not aware of any concerns from these landowners and occupants.

Given the Coastal GasLink Stockpile Site 10A is located on Crown Lands under permit, staff continue to have no concerns about adequate site reclamation. As such, a reclamation security was not required as part of the 2019 TUP and staff recommend no security requirement for the proposed TUP renewal.

The site must be accessed, developed, and reclaimed in accordance with the permit issued by the BC Oil and Gas Commission.

### Temporary Use Permit Renewals Explained

A TUP allows an approved use to continue for up to three years. During that time, a request can be made to have the Board consider renewing the TUP for a maximum of three additional years. Once the renewed TUP expires, the use must discontinue, or the applicant may apply for Board consideration of a new TUP application.

Given that industrial storage use is not a permitted use in the RR1 Zone, the applicant must apply to rezone the property or apply for a TUP for the proposal. As the proposed use is anticipated to be short-term, renewal of the existing TUP is an appropriate option.

**ATTACHMENTS:**

- TUP F-02-19 Renewal
- [Link to Crown Permit](#)
- [Link to Applicant Environmental Management Plan](#)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**TEMPORARY USE PERMIT NO. F-02-19 (2022 Renewal)**

ISSUED TO: TC Energy / Coastal GasLink Pipeline Ltd.  
 450-1<sup>st</sup> Street SW  
 Calgary, Alberta T2P 5H1

WITH RESPECT TO THE FOLLOWING LANDS:

**Section 35, Township 18, Range 5, Coast District, and; Part of Primary:  
 Section 26, Township 18, Range 5, Coast District**

1. This Temporary Use Permit Renewal authorizes the following temporary use:  

Operation and storage of equipment and materials associated with the construction of the Coastal Gaslink Pipeline Project.
2. The temporary use identified in Section 1 may only operate within the 'use area' identified in Schedule A, which forms part of this permit
3. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A. If the terms of this permit are not met the permit shall be void.
4. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur only for a term of three years from the date of issuance of this permit.  

If a term or provision of this permit is contravened or not met, or if the applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.
5. As a term of this permit the owner of the land must remove all equipment from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the \_\_\_\_\_ day  
 of \_\_\_\_\_, 2022.

PERMIT ISSUED on the \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
 Corporate Administrator



# Schedule A: TUP F-02-19 (CGL Stockpile Site 10A)

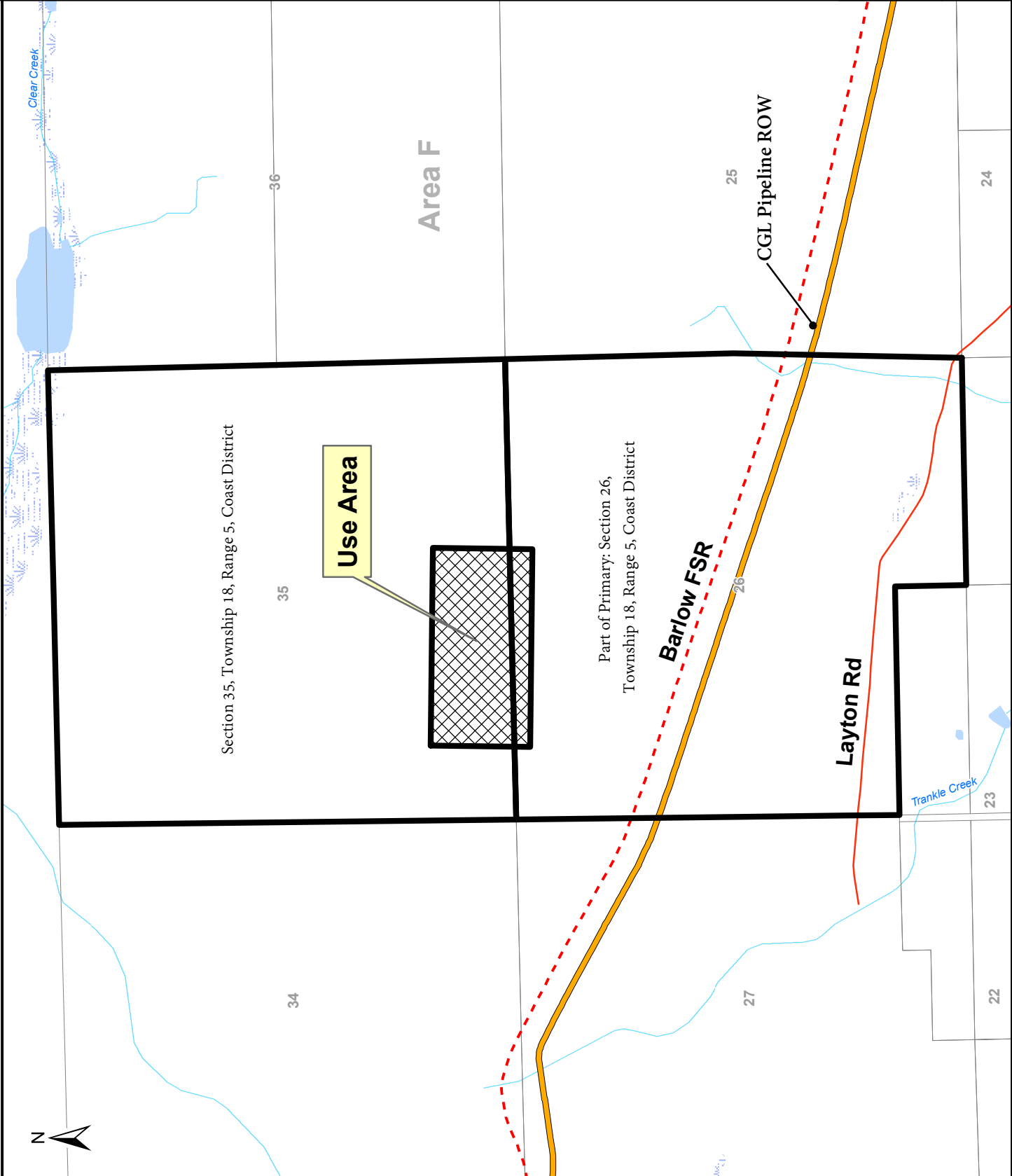
## Legend

- Stockpile Site #10A
- CGL Pipeline
- Forest Service Road
- Secondary Road
- Cadastral
- Watercourse
- Lake
- Wetland

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 Date: 2019-11-04  
 Time: 1:13:46 PM

29





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** August 11, 2022  
**Subject:** Temporary Use Permit TUP F-03-19 Renewal Request

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**RECOMMENDATION:** (all/directors/majority)

That the Board approve a renewal of Temporary Use Permit F-03-19 for the Coastal GasLink Laydown Site 26 located on the property legally described as Part of Primary: Section 26, Township 18, Range 5, Coast District for a three-year duration.

---

**EXECUTIVE SUMMARY**

In 2019 the Board approved the issuance of a Temporary Use Permit (TUP) for the Coastal GasLink Laydown Site 26. The TUP allowed the approximately 2.71 ha (6.70 ac) application area to be used for the operation of equipment and materials storage site associated with the construction of the Coastal GasLink pipeline. The TUP expires in October 2022.

The agent has requested a three-year renewal of the TUP on behalf of TC Energy as pipeline construction remains ongoing. Section 497(2) of the *Local Government Act* allows local governments to renew a TUP for a maximum of three years.

Staff have no concerns with the operation of the laydown site and have received no complaints from the public regarding the facility.

## APPLICATION SUMMARY

**Name of Applicant/Agent:** Nicole Stuckert, Coastal GasLink Pipeline Ltd.

**Electoral Area:** F

**Subject Property:** Part of Primary: Section 26, Township 18, Range 5, Coast District.

**OCP Designation:** Resource (RE) in the Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021

**Zoning:** Rural Resource (RR1) in the Regional District of Bulkley-Nechako Zoning Bylaw No 1800, 2020 ("the Zoning Bylaw")

**ALR Status:** Not located within the ALR

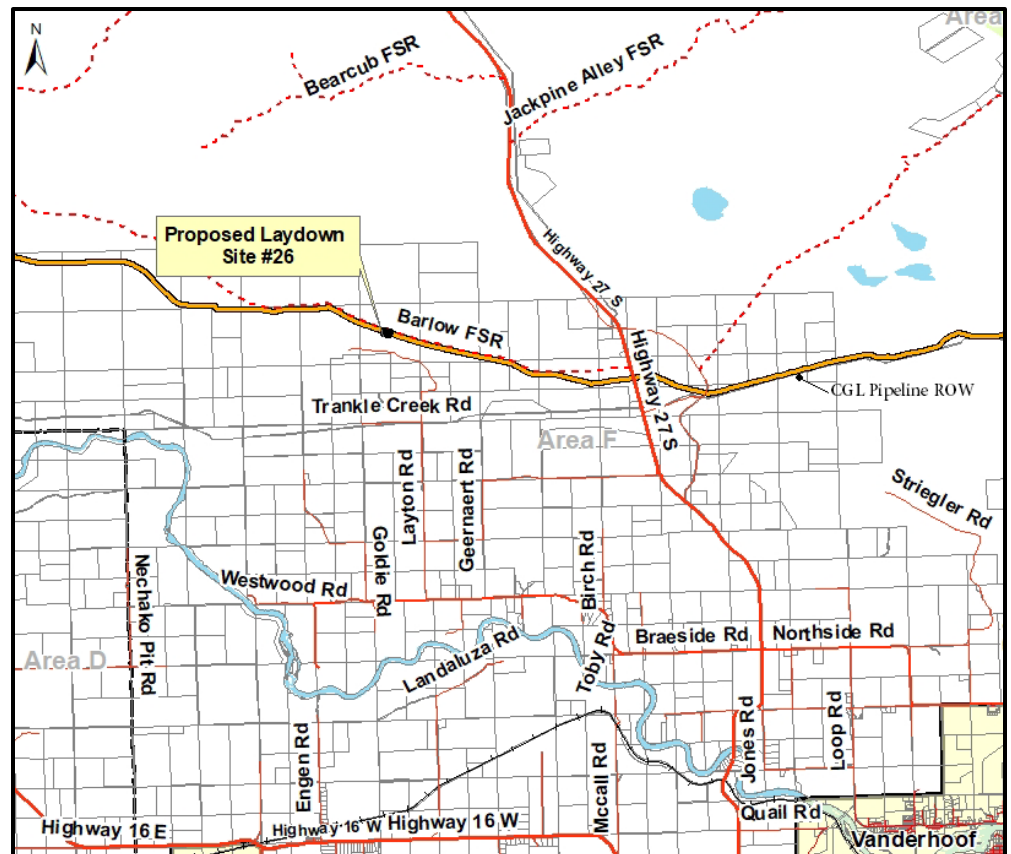
**Existing Land Use:** Storage of Coastal GasLink Pipeline construction equipment, fuel, and materials

**Location:** Adjacent to Barlow Forest Service Road, approximately 26 km northwest of the District of Vanderhoof

### Location Map

#### Proposal:

The applicant noted in their request for a TUP renewal that the COVID-19 Pandemic had created delays to their construction of the pipeline. As such, the applicant is requesting a renewal of their Temporary Use Permit (TUP), originally issued on October 24, 2019, to allow the continued use of the Crown lands for a "laydown site". This laydown site is for the continued storage of equipment, fuel, and other materials as



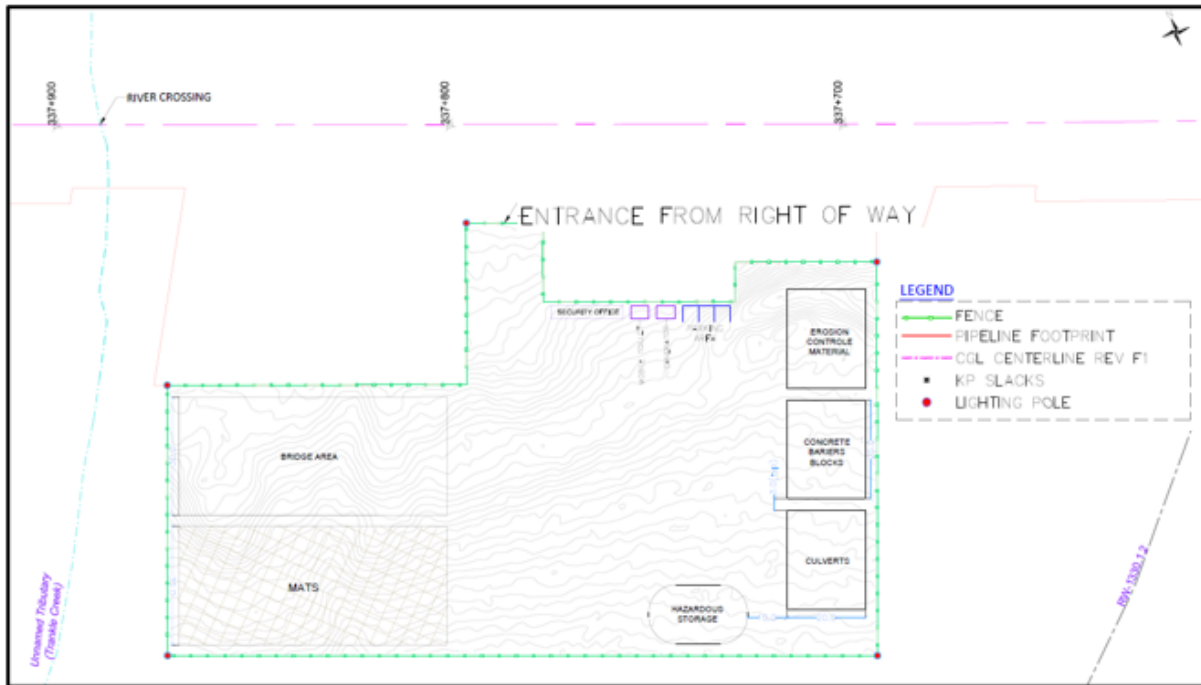
part of the ongoing construction of the Coastal Gaslink Pipeline that started in 2020. There are also three workers on the worksite.

The application area is about 2.71 ha (6.70 ac). Peak traffic is stated to be eight to 10 vehicles per day for material handling and storage. Equipment and materials are delivered from the site to the pipeline right of way as needed for construction. A security guard and two operators work on the site. Like the original TUP request, the applicant is not proposing any limitations on hours of operation in the TUP renewal request. Staff have confirmed with the applicant that Coastal GasLink Ltd. has no proposed changes to the existing laydown site plan.

**CGL Laydown Site 26 Site Plan**



**CGL Laydown Site 26 Site Layout**





## Official Community Plan (OCP) & Zoning

The TUP must be in accordance with the policy identified in the OCP, which allows for the issuance of a Temporary Use Permit on the following basis:

- “(a) the proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*
- (b) the environment would not be negatively affected by the proposed temporary use;*
- (c) the proposed temporary use will not have adverse affects on neighbouring land uses or property owners;*
- (d) the need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that the required decommissioning and reclamation is completed;*
- (e) the proposed temporary use does not require a significant amount of capital investment in a particular location; and,*
- (f) the proposed temporary use has the support of the Agricultural Land Commission through the approval of an application if the land is within the ALR.”*

## Land Use Impacts

The proposed location continues to appear well suited for the ongoing storage use, given its relatively remote location, proximity to the pipeline right of way, existing road infrastructure, and relatively flat topography. However, it is noted that the closest residents are about 1 km to the south of the TUP area, which also overlaps a range license. Staff are not aware of any concerns from these landowners and occupants.

Given the Coastal GasLink Laydown Site 26 is located on Crown lands under required to be under permit, staff continue to have no concerns about adequate site reclamation. As such, a reclamation security was not required as part of the 2019 TUP and staff recommend no security requirement for the proposed TUP renewal.

The site must be accessed, developed, and reclaimed in accordance with the permit issued by the BC Oil and Gas Commission.

## Temporary Use Permit Renewals Explained

A TUP allows an approved use to continue for up to three years. During that time, a request can be made to have the Board consider renewing the TUP for a maximum of three additional years. Once the renewed TUP expires, the use must discontinue, or the applicant may apply for Board consideration of a new TUP application.

Given that industrial storage of equipment and fuel are not permitted uses in the RR1 Zone, the applicant must apply to rezone the property or apply for a TUP renewal for the

proposal. As the proposed use is anticipated to only be for the duration of pipeline construction, renewal of the existing TUP is an appropriate option.

**ATTACHMENTS:**

- TUP F-03-19 Renewal
- [Link to Crown Permit](#)
- [Link to Environmental Management Plan](#)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**TEMPORARY USE PERMIT NO. F-03-19 (2022 Renewal)**

ISSUED TO: TC Energy / Coastal GasLink Pipeline Ltd.  
 450-1<sup>st</sup> Street SW  
 Calgary, Alberta T2P 5H1

WITH RESPECT TO THE FOLLOWING LANDS:

**Part of Primary: Section 26, Township 18, Range 5, Coast District**

1. This Temporary Use Permit Renewal authorizes the following temporary use:  

Operation and storage of equipment and materials associated with the construction of the Coastal Gaslink Pipeline Project.
2. The temporary use identified in Section 1 may only operate within the 'use area' identified in Schedule A, which forms part of this permit
3. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A. If the terms of this permit are not met the permit shall be void.
4. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur only for a term of three years from the date of issuance of this permit.

If a term or provision of this permit is contravened or not met, or if the applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.

5. As a term of this permit the owner of the land must remove all equipment from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the \_\_\_\_\_ day  
 of \_\_\_\_\_, 2022.

PERMIT ISSUED on the \_\_\_\_ day of \_\_\_\_\_, 2022

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Corporate Administrator



# Schedule A: TUP F-03-19 (CGL Laydown Site 26)

## Legend



34

35

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Part of Primary: Section 26,  
Township 18, Range 5, Coast District

Barlow FSR

Use Area

CGL Pipeline ROW

Layton Rd

Area F

22









23

24

36

25

27

-  Laydown Site #26
-  CGL Pipeline
-  Forest Service Road
-  Secondary Road
-  Cadastre
-  Watercourses
-  Lake
-  Wetland

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 User: Jennifer MacIntyre  
 Date: 2019-11-05  
 Time: 11:06:15 AM



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** August 11, 2022  
**Subject:** Development Variance Permit Application No. A-01-22

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**RECOMMENDATION:** (all/directors/majority)

1. That the Board approve Development Variance Permit A-01-22 for the property located at 6315 Hetherington Road to allow the following variances to "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" for the purpose of constructing an accessory building for a studio/workshop:
  - Vary Section 3.0.8.1d) by reducing the setback from 15 m to 7.5 m,
  - Vary Section 14.0.4.1a) by reducing the setback of a structure from a Front Parcel Line from 7.5 m to 2.5 m, and
  - Vary Section 14.0.4.1c) by reducing the setback from a parcel line that which abuts a highway from 7.5 m to 2.5 m.
2. That the Board direct staff to issue the permit once a copy of an approved setback permit for the studio/shop from the Ministry of Transportation and Infrastructure is received and once a demolition permit for the shed has been issued by the RDBN.

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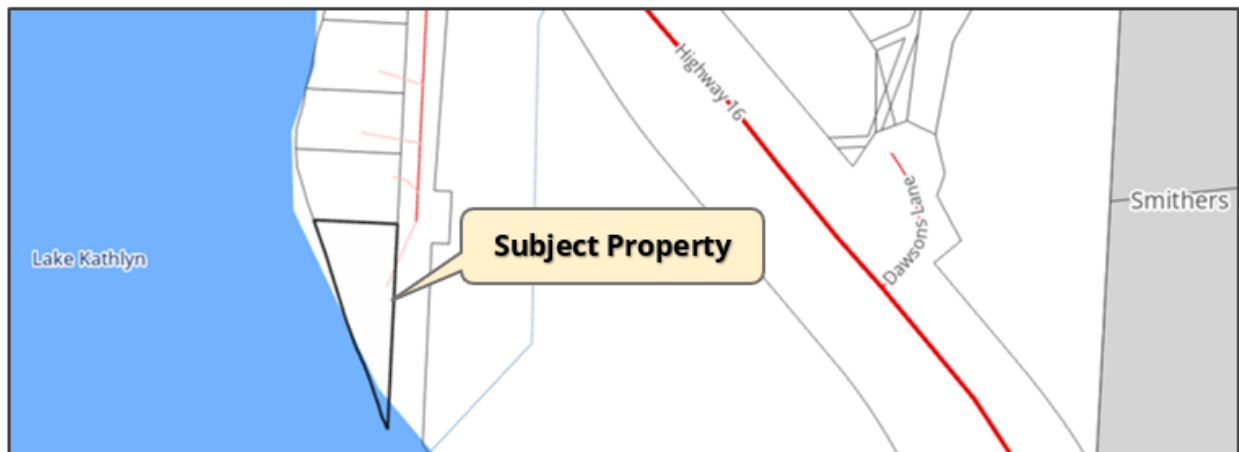
### EXECUTIVE SUMMARY

This application proposes to reduce the setback requirements from a parcel line abutting a highway, the front yard parcel line setback, and the setback requirement from the natural boundary of Lake Kathlyn. These variances facilitate construction of an accessory building for use as a studio/workshop. The subject property is triangular, creating siting limitations.

Staff have no objections to the reduced setbacks on this parcel and recommend the permit be approved.

**APPLICATION SUMMARY**

|                           |   |
|---------------------------|---|
| <b>Name of Applicant:</b> | Murray Vetsch   |
| <b>Electoral Area:</b>    | A   |
| <b>Subject Property:</b>  | Lot B, Section 14, Township 1A, Range 5, Coast District Plan 1622 (PID 012-645-095)                             |
| <b>Property Size:</b>     | 2,185 m <sup>2</sup> (23,519 ft <sup>2</sup> )  |
| <b>OCP Designation:</b>   | Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014 (the OCP)     |
| <b>Zoning:</b>            | Small Holdings (H1) in Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)   |
| <b>ALR Status:</b>        | Not in the ALR  |
| <b>Existing Land Use:</b> | Residential   |
| <b>Location:</b>          | 6315 Hetherington Road, abutting Lake Kathlyn, about 425 m from the Town of Smithers (see subject property map) |

**Subject Property Map:****PROPOSAL:**

The applicant is requesting a Development Variance Permit (DVP) to construct a studio/workshop with room for a personal workout space, powder room, and storage. To facilitate this build, the applicant is requesting the following variances to the RDBN Zoning Bylaw:

- Small Holdings Zone (H1) Section 14.0.4.1a) to reduce the setback of a structure from a Front Parcel Line from 7.5 m to 2.5 m,
- Small Holdings Zone (H1) Section 14.0.4.1c) to reduce the setback of a structure from a parcel line that which abuts a highway from 7.5 m to 2.5 m, and

- Setbacks from a Natural Boundary Section 3.0.8.1d) to reduce the setback from a building or other structure from the Natural Boundary of any other Watercourse from 15 m to 7.5 m.

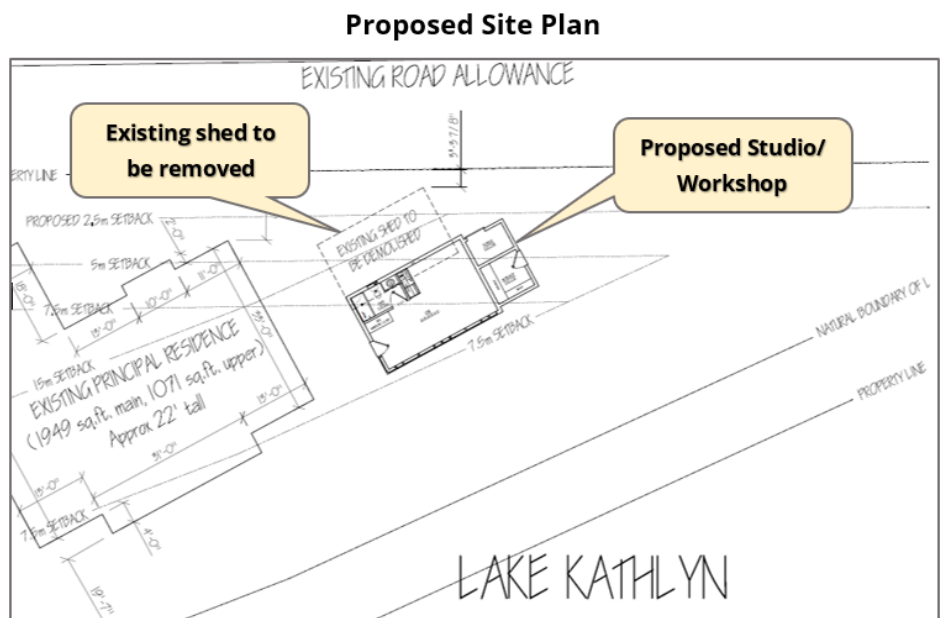
The applicant provided the following reasons for the requested variances:

- The triangular shape of the subject property and the size of the the existing septic field greatly reduce sites for accessory buildings,
- The proposed location is convenient and aestically pleasing, and
- The property owners' attempted purchase of the existing road right of way from the Ministry of Transportation (MoTI) to resolve siting limitations was unsuccessful.

## DISCUSSION

### Zoning Bylaw and Land Use

The applicant is proposing a front yard parcel line setback reduction and a parcel line which abuts a highway setback reduction. The requested reduction for both is 2.5 m rather than the 7.5 m required in the H1 Zone, as the setbacks apply to the same proeprty line on this triangular property



The applicant is also proposing a rearyard setback of 7.5 m, which meets the requirements of the H1 Zone. However, given that the property abuts Lake Kathlyn, the Zoning Bylaw Natural Boundary setback requirements, based on the following property areas, also apply.

- Under 2,025 m<sup>2</sup> in area requires a 7.5 m (24.6 ft) setback.
- Greater than or equal to 2,025 m<sup>2</sup> requires a 15 m (49.2 ft) setback.

A single family dwelling and an approximately 27 m<sup>2</sup> (290 ft<sup>2</sup>) old shed are located on the subject property (see Applicant Submission). The old shed has a front yard setback of 1.01 m (3.32 ft), which is 6.4 closer to the front yard parcel line than permitted in the Zoning Bylaw. The owners will remove the old shed as part of the DVP approval process.

### **Floodplain Management Bylaw and Building Inspection**

The RDBN's Floodplain Management Bylaw No. 1878, 2020 lists the flood setback and flood construction level for Lake Kathlyn as 7.5 m and 1.5 m, respectively. Based on the applicant's submission, the proposed variances comply with both requirements.

Building inspection has no concerns with the proposal. As the old shed is larger than 25 m<sup>2</sup> (269 ft<sup>2</sup>), it requires a demolition permit before the new accessory building is built.

### **Ministry of Transportation and Infrastructure (MoTI)**

MoTI typically requires a 4.5 m structure setback from highway rights-of-way. Given this, the requested front yard parcel line variance requires a MoTI setback permit. The applicant is aware of this requirement and has started the permit application process.

### **Planning Department Comments**

The existing septic field, MoTI right-of-way, and triangular shape of the subject property restrict potential accessory building site locations. The proposed setback variances meet the Floodplain Management Bylaw requirements and the H1 Zone rear yard parcel line setback requirements. The requested front yard variance is on an undeveloped MoTI right-of-way, limiting its effect on neighbouring properties and development. The proposal appears to fit the character of the neighbourhood and Planning staff have no concerns to the application. Staff recommend approval of the variances, as presented.

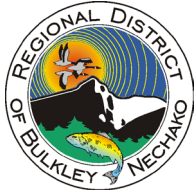
### **PUBLIC CONSULTATION**

All property owners within 100 m of the subject property have been provided written notice of the application and were given an opportunity to comment on this application in writing. Written submissions will be made available at the Board meeting on August 11, 2021.

### **ATTACHMENTS:**

- Development Variance Permit A-01-22
- Applicant Submission
- Site Photos





## REGIONAL DISTRICT OF BULKLEY-NECHAKO DEVELOPMENT VARIANCE PERMIT NO. A-01-22

ISSUED TO: Barry Lester and Jacqueline Lester  
6315 Heatherington Road  
Smithers, British Columbia V0J 2N2

WITH RESPECT TO THE FOLLOWING LANDS:

**6315 Heatherington Road, legally described as Lot B, Section 14, Township 1A, Range 5, Coast District Plan 1622; PID 012-645-095 (the "Lands")**

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
  - Section 3.0.8.1d), by reducing the minimum setback from the Natural Boundary where a "Building or other Structure, or part thereof, shall be used, occupied, developed, constructed, erected, altered, modified, replaced, located, or enlarged" from 15 m to 7.5 m,
  - Section 14.0.4.1a) by reducing the minimum Front Parcel Line setback of a structure from 7.5 m to 2.5 m, and
  - Section 14.0.4.1c) by reducing the setback Parcel Line setback of a structure which abuts a highway from 7.5 m to 2.5 m.
2. These variances apply only to the construction of an accessory building, containing no dwelling, as shown on the site plan attached hereto as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. In accordance with Section 503 of the *Local Government Act*, notice of this Development Variance Permit shall be filed in the Land Title Office. Once filed, the terms of this Development Variance Permit shall be binding upon all persons who acquire an interest in the land affected by the permit.
5. This permit shall lapse if the holder of this permit has not substantially started construction with respect to which the permit was issued within two (2) years of the date of the Board resolution authorizing this permit.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional District Board

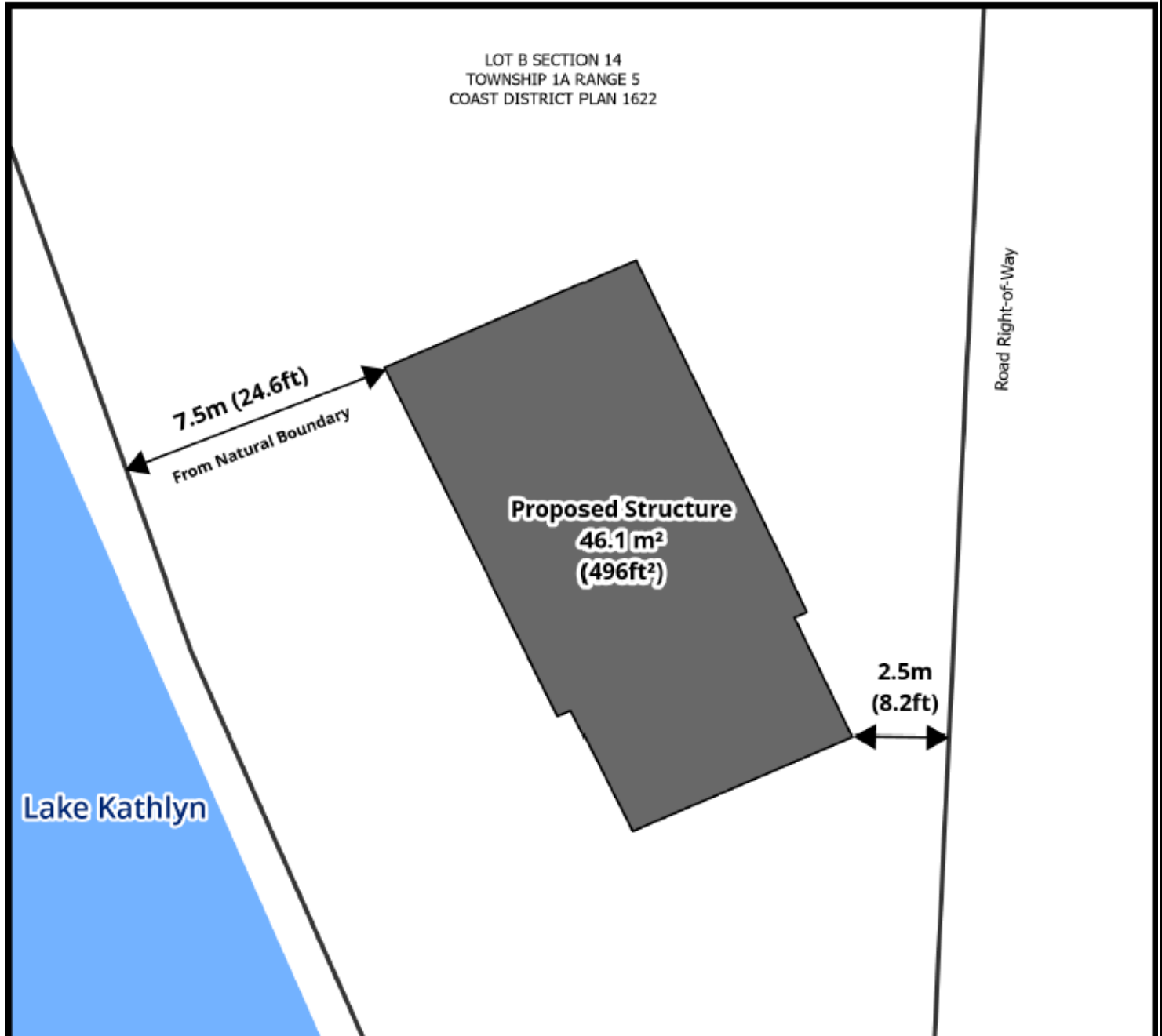
this \_\_ day of \_\_\_\_\_, 2022.

PERMIT ISSUED on this \_\_ day of \_\_\_\_\_, 2022.

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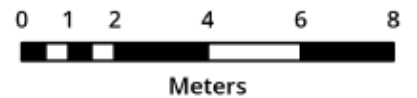
Corporate Administrator

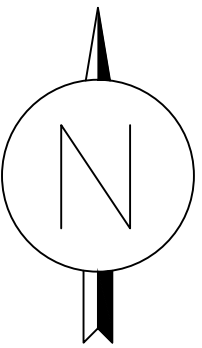
DEVELOPMENT VARIANCE PERMIT NO. A-01-22  
SCHEDULE A



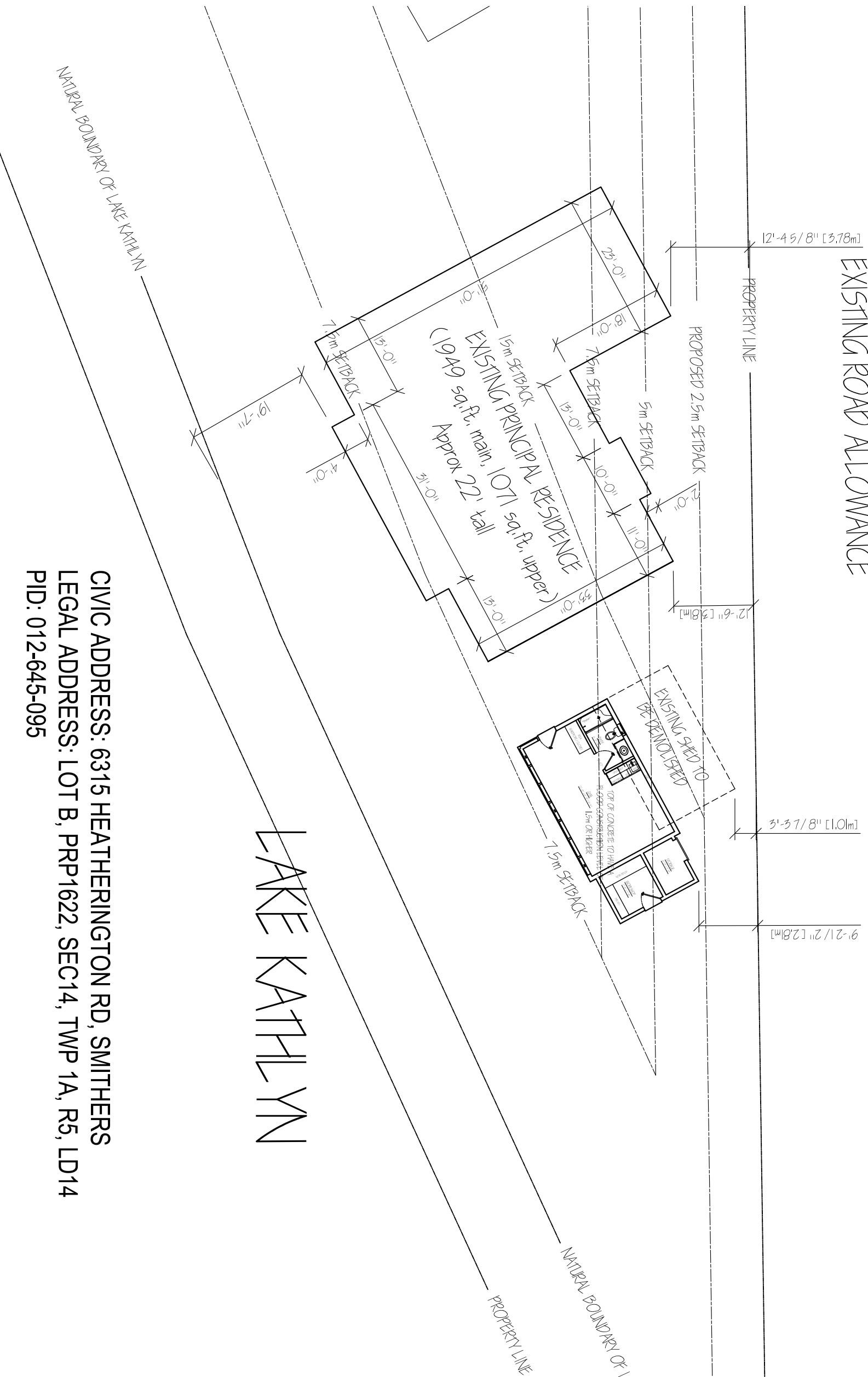
DVP A-01-22: Schedule A  
Regional District of Bulkley Nechako  
Produced: 7/22/2022

Lot Area: ± 0.289 ha





EXISTING ROAD ALLOWANCE



CIVIC ADDRESS: 6315 HEATHERINGTON RD, SMITHERS  
 LEGAL ADDRESS: LOT B, PRP1622, SEC14, TWP 1A, R5, LD14  
 PID: 012-645-095

LAKE KATHLM

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**B & J Lester Studio**  
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 Smithers, BC

|                       |       |
|-----------------------|-------|
| Drawn<br>Slate Pan    | Scale |
| Date<br>June 18, 2022 |       |
| Sheet<br>NFS          |       |

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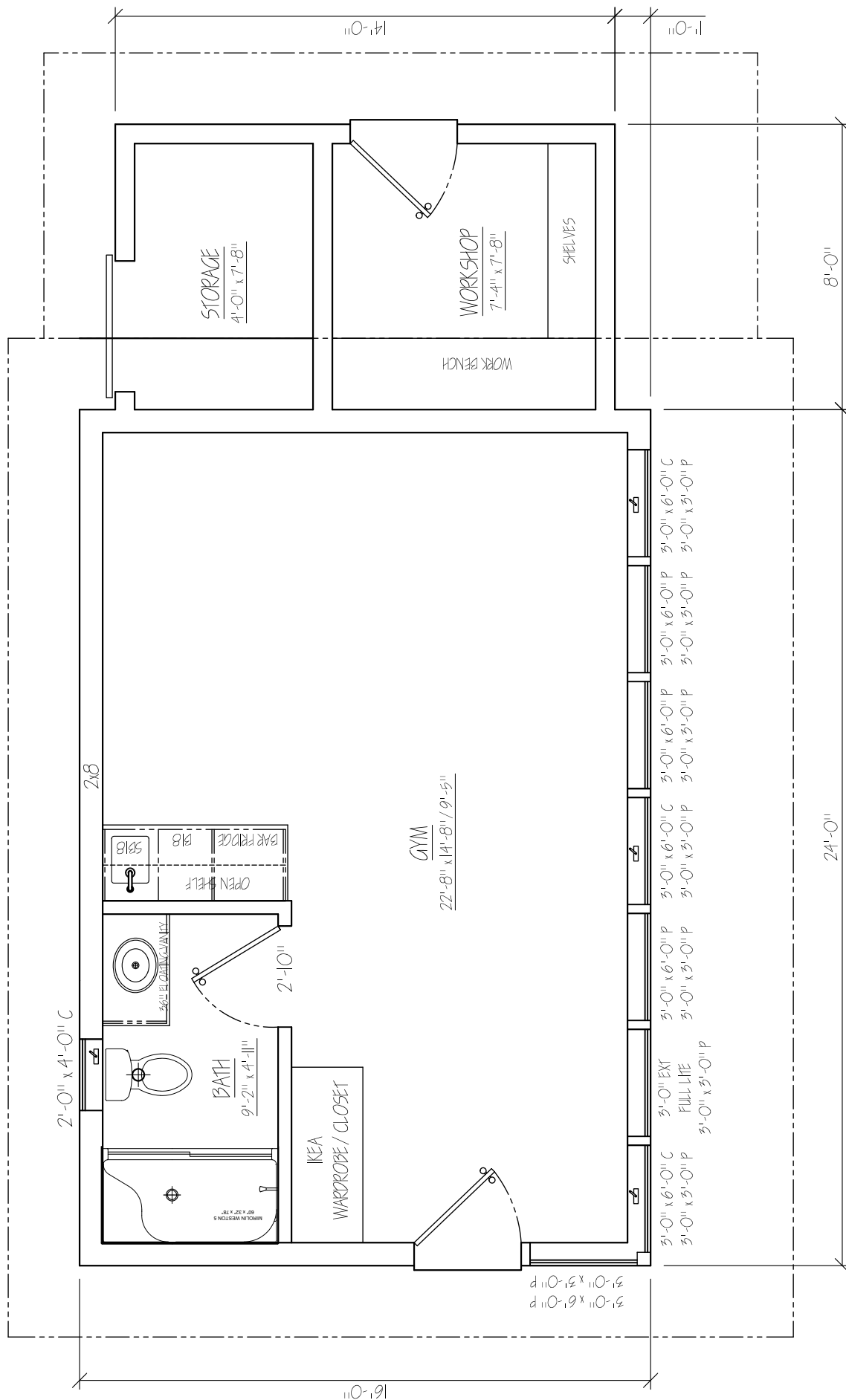


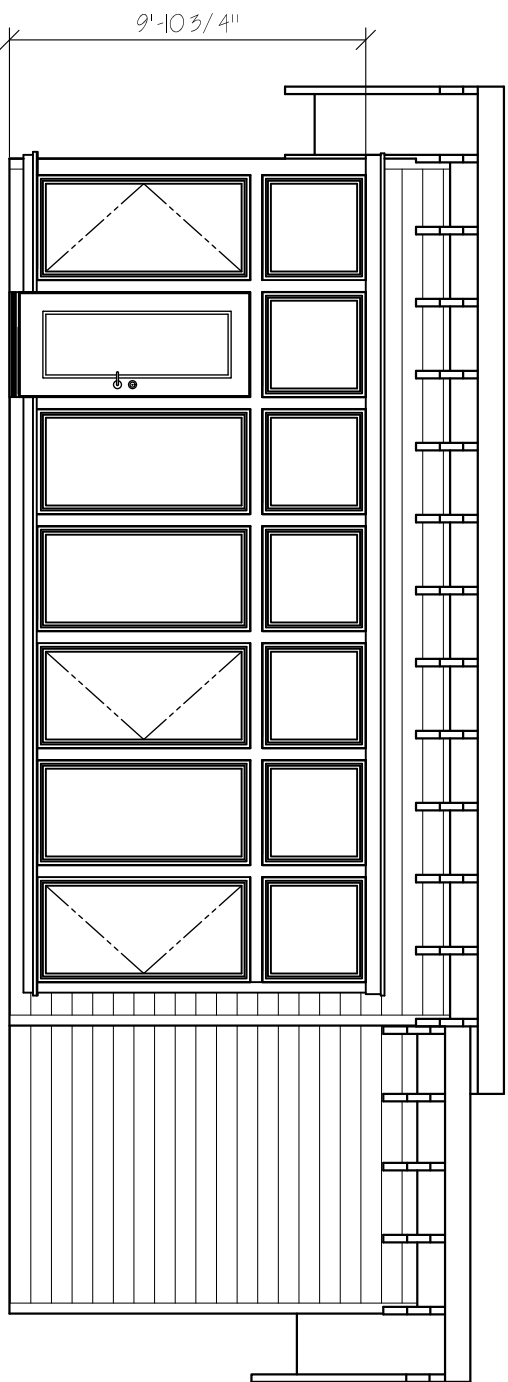
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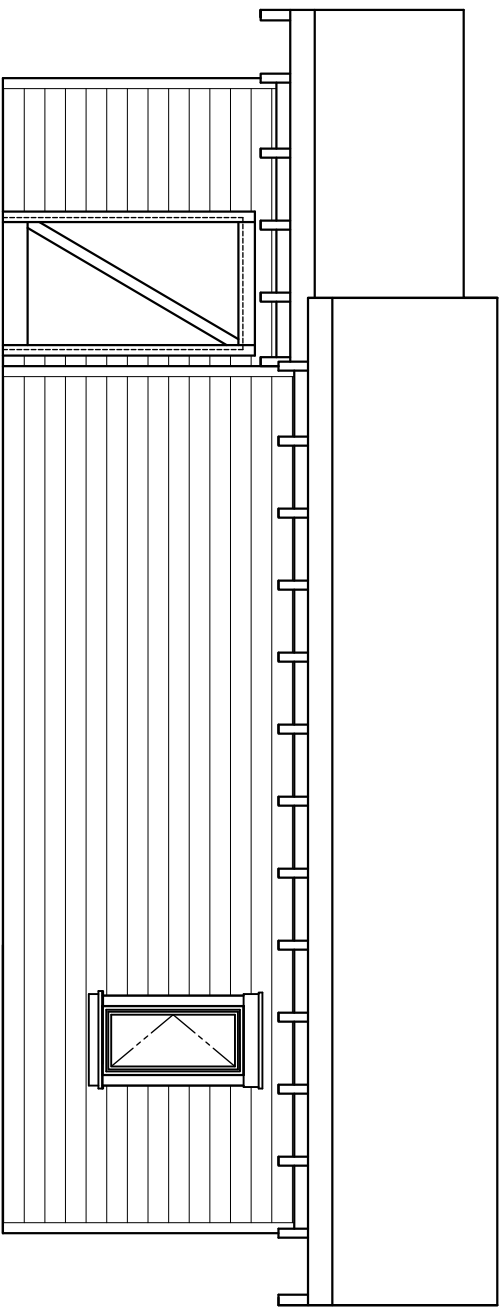
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Date: May 7, 2022  
Scale: 1/4" = 1'

GARDEN SHED  
14'-8" x 7'-4"

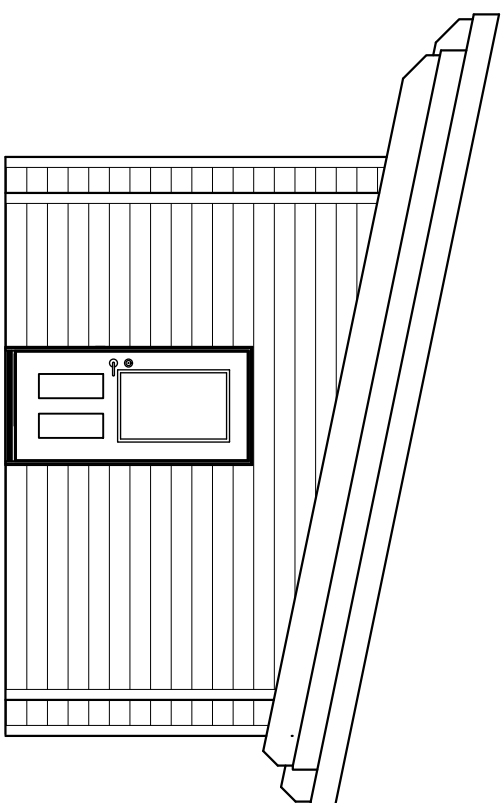




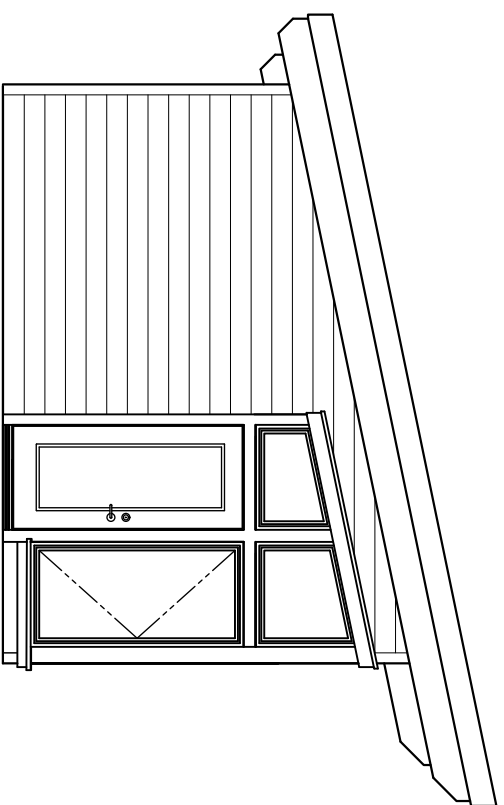
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EAST ELEVATION  
 SCALE: 3/16"=1'-0"



SOUTH ELEVATION  
 SCALE: 3/16"=1'-0"



NORTH ELEVATION  
 SCALE: 3/16"=1'-0"

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**B & J Lester Studio**  
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 Smithers, BC

| Project  | Sheet |
|--|-------|
| Building Elevations<br>Date: May 7, 2022<br>As-Shown | 2/2   |



July 21, 2022

**Re: Lester DVP Application**

To Whom It May Concern,

The following is the rationale/reasons why we are seeking to have a Development Variance Permit granted for:

6315 HEATHERINGTON RD SMITHERS (Lot B, Plan PRP1622, Section 14, Township 1A, Range 5, Land District 14 - PID: 012-645-095)

- 1) The owners, Barry and Jackie Lester, are long term residents and love living on Lake Kathlyn. They are very active and engaged community members and would like to build a small studio space to accommodate some larger pieces of exercise equipment that they use every day. The studio would also include a small bathroom.
- 2) The studio is only intended to be used personally.
- 3) In order to place the studio in a location that is a convenient and aesthetically pleasing in addition to the residence, away from the existing septic system, the owners would like to place the studio at the narrow end of their triangularly shaped lot. This is also currently the location of an existing garden shed that is aging and in need of replacement.
- 4) The size of the parcel in question is 2185sq.m., therefore it is required to have a 15m set back from a body of water, while the maximum size of parcel to allow for a shorter 7.5m setback from the natural boundary of a body of water is 2025sq.m. Since the parcel in question is only slightly larger than the maximum allowed to have the 7.5m setback, and is a triangular shape, the 15m setback requirement greatly reduces the size and location of what can be built.
- 5) There is an existing unused road allowance on the east side of the property and the Lesters approached the Ministry of Transport to discuss the possibility of purchasing it in July 2021. The MoT was not interested in selling this road allowance to the owners.
- 6) If the MoT would have been willing to sell this road allowance it would have allowed for the proposed studio to be moved back away from the shore of Lake Kathlyn to accommodate the 15m setback.
- 7) The existing road allowance requires that there be a side setback on this parcel of 7.5m. This road allowance has not been used in recent history - if ever - and is currently completely overgrown, therefore does not see public use or traffic.

In order to locate the modestly-sized, private studio (496sq.ft) at the narrow end of the property we require:

- a. a variance to the minimum setbacks from the natural boundary of a body of water. We would like to be able to use the smaller setback of 7.5m which is applicable for parcels under 2025sq.m.
- b. a variance to the minimum side setback of this parcel from 7.5m which is required currently due to the road allowance and the use of a reduced setback of 2.5m

# Lester Studio / Garden shed

---

384 sq.ft. studio w / 8x14 garden shed

Lot B Plan PPP1622 Section 14 Township 1A Range 5

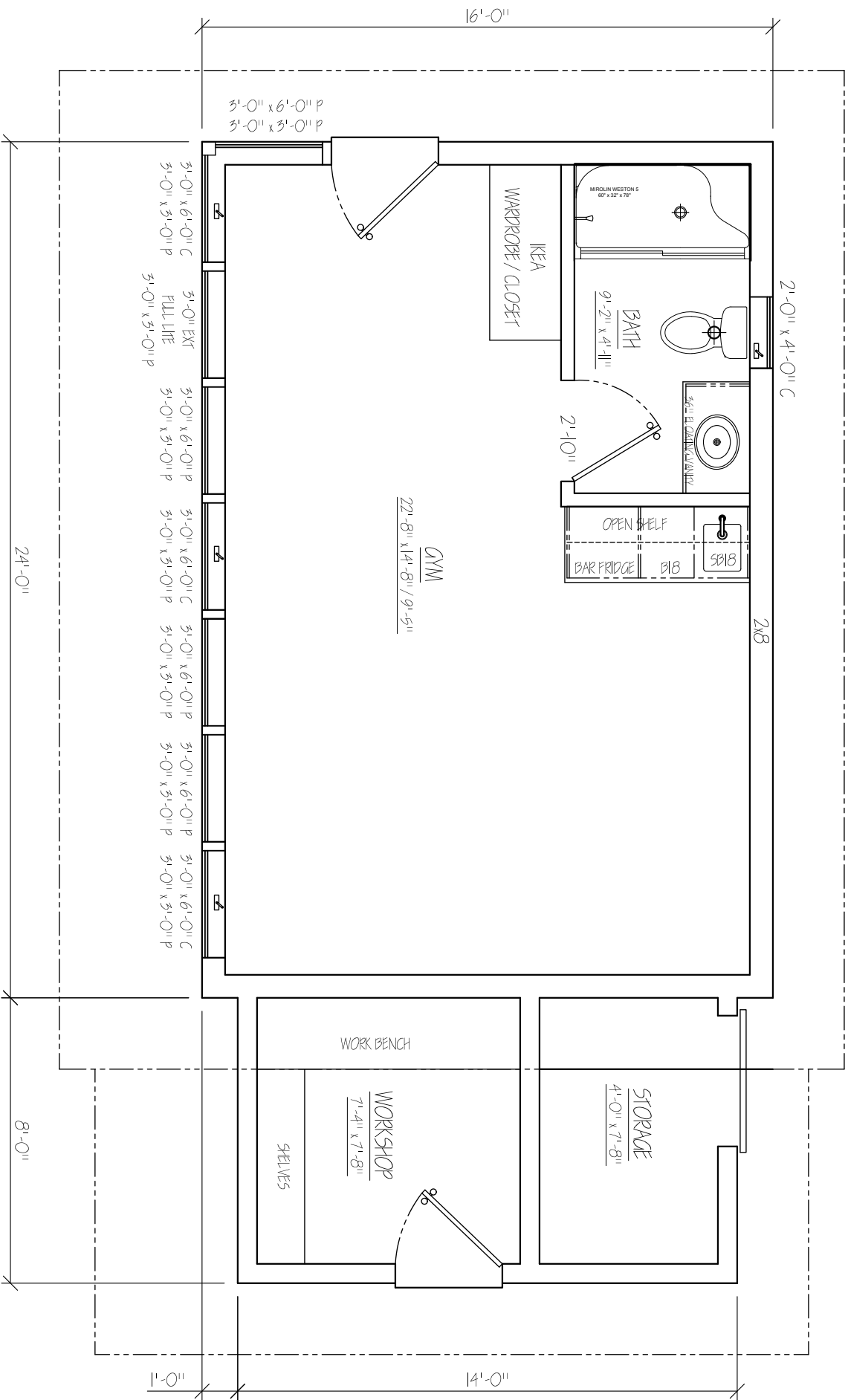
Land District 14

PIP - 012-645-095

Westwind Enterprises Signature:

Client Signature:





GARDEN SHED  
14'-8" x 7'-4"

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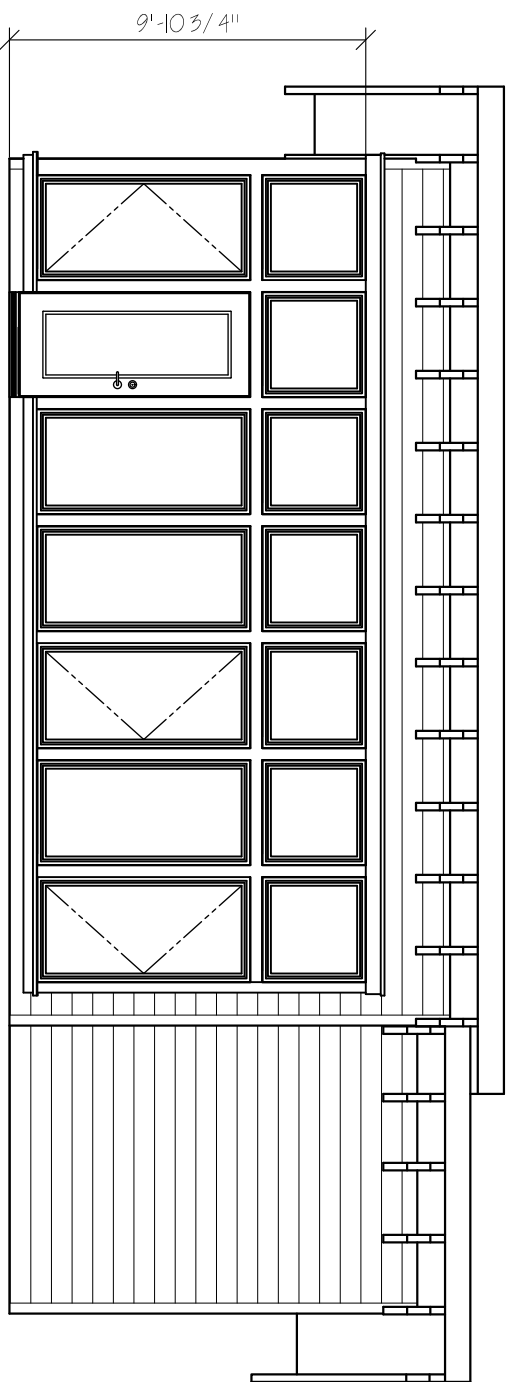
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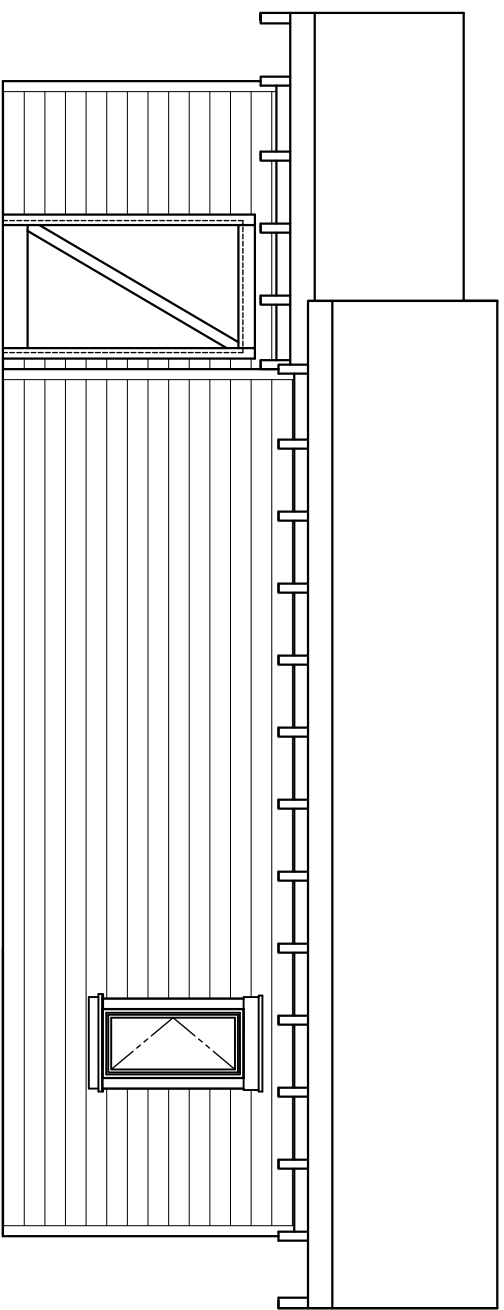
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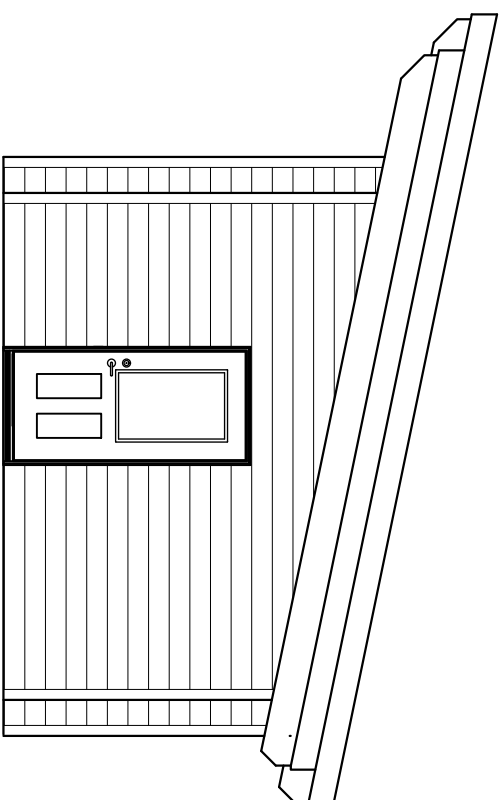
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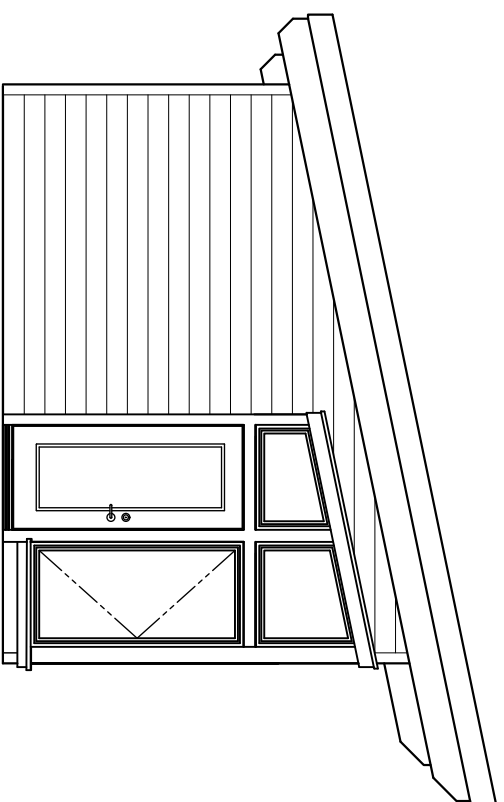
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SCALE: 3/16"=1'-0"



EAST ELEVATION  
SCALE: 3/16"=1'-0"



SOUTH ELEVATION  
SCALE: 3/16"=1'-0"



NORTH ELEVATION  
SCALE: 3/16"=1'-0"

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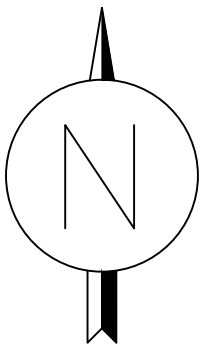
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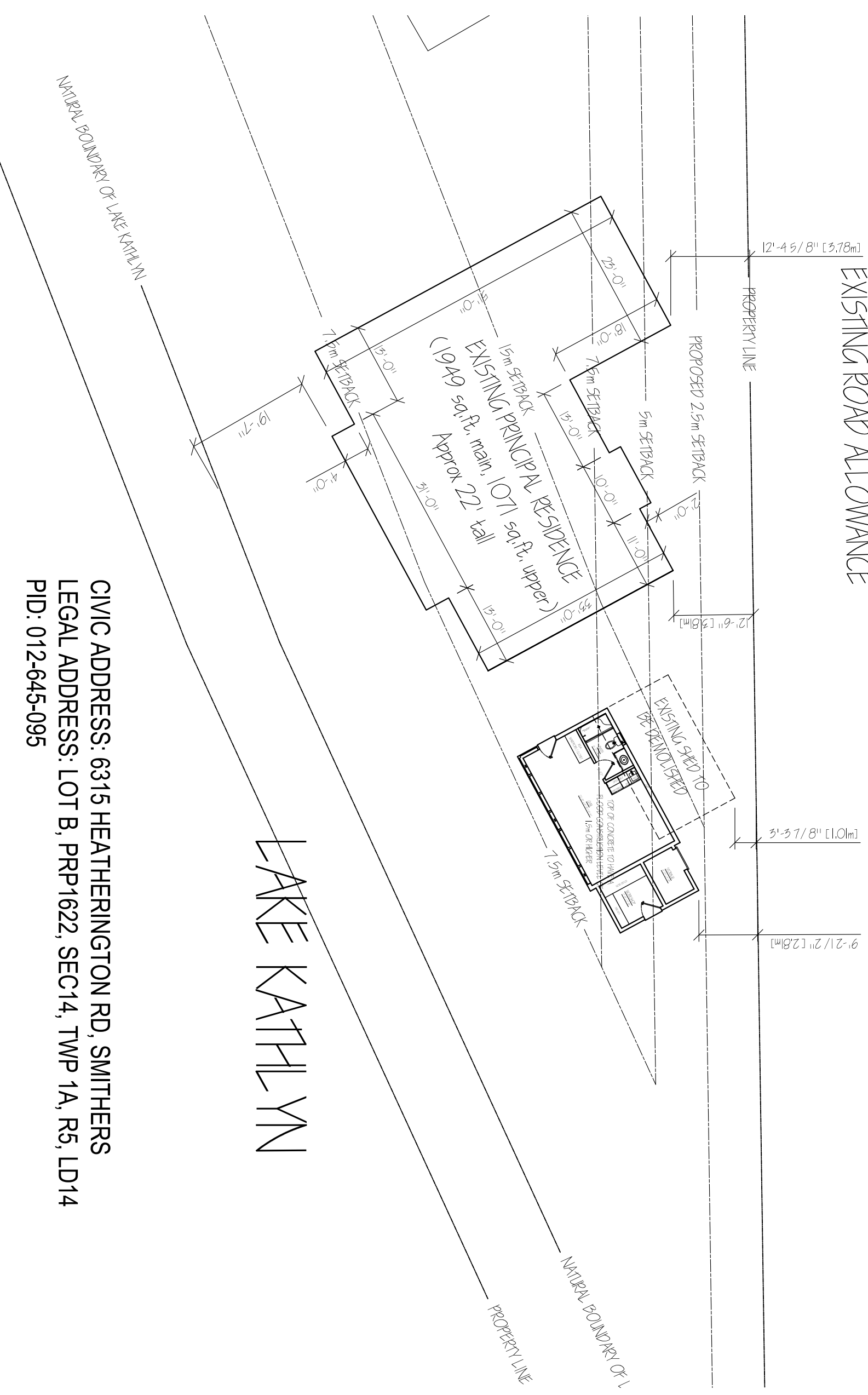
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Smithers, BC

| Project  | Sheet |
|--|-------|
| Building Elevations<br>DATE: May 7, 2022<br>As-Shown | 2/2   |



# EXISTING ROAD ALLOWANCE



CIVIC ADDRESS: 6315 HEATHERINGTON RD, SMITHERS  
 LEGAL ADDRESS: LOT B, PRP1622, SEC14, TWP 1A, R5, LD14  
 PID: 012-645-095

## LAKE KATHLM

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 Smithers, BC

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| Scale        | Sheet |
| 1/8" = 1'-0" | 1 / 1 |
| Date         |       |
| 18, 2022     |       |
| Drawn        |       |
| NFS          |       |

## Site visit photos

Photo 1: View of shed and house from Hetherington Rd



Photo 2: View of Hetherington Rd from the subject property

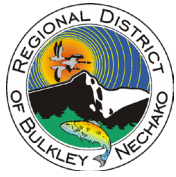


Photo 3: Front yard setbacks: shed too close to meet setbacks and house meeting setbacks due to triangular shape of property



Photo 4: Rear yard siting of house and shed





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** August 11, 2022  
**Subject:** Rezoning Application C-01-20 (Willick)  
Adoption Report for Rezoning Bylaw 1915, 2020

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**RECOMMENDATION:** (all/directors/majority)

That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020" be adopted.

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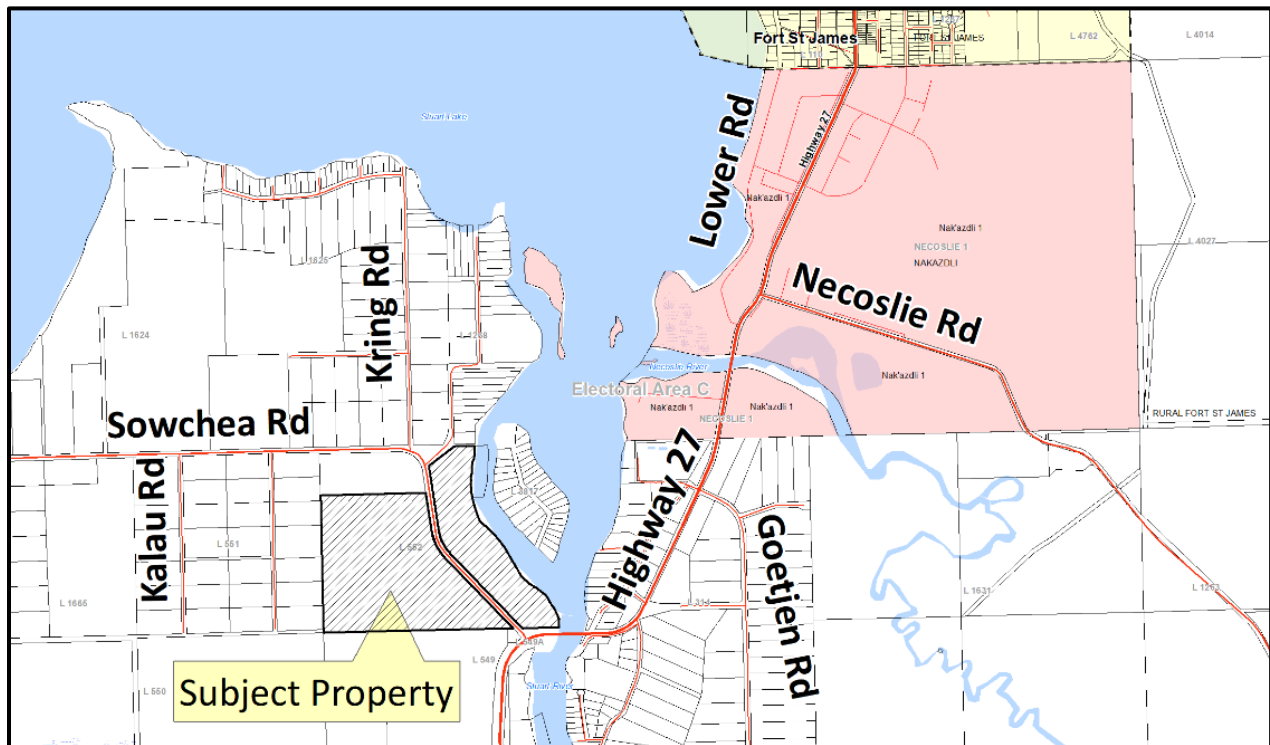
### EXECUTIVE SUMMARY

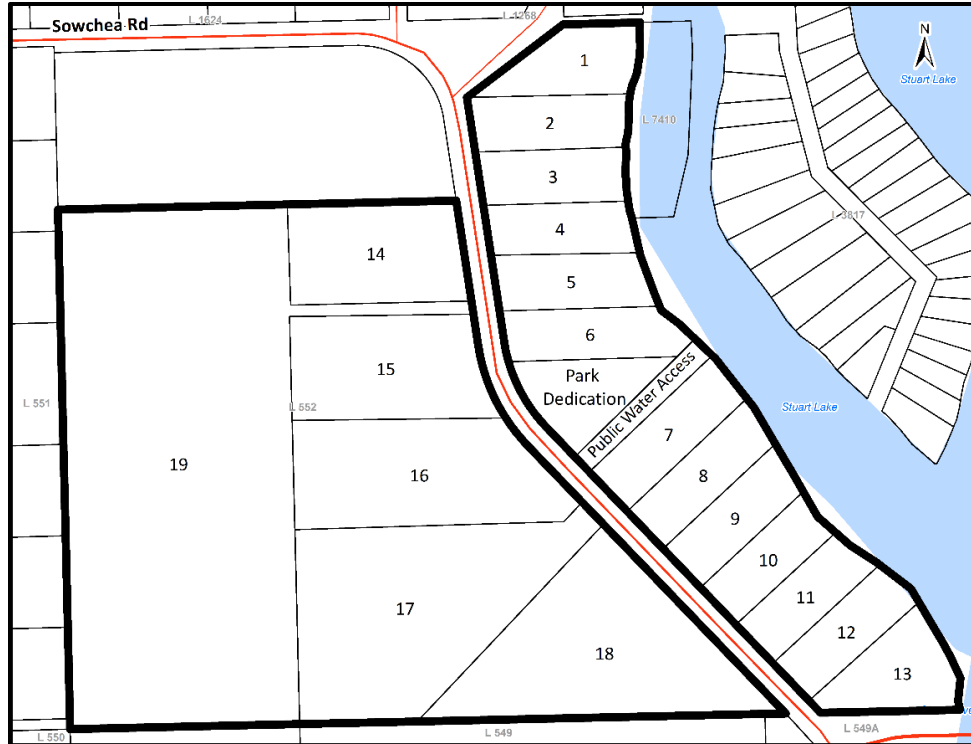
Rezoning Bylaw No. 1915 rezones a portion of the subject property from the Small Holdings (H1) Zone to the Waterfront Residential II (R4) Zone. The rezoning allows the subject property to be subdivided as shown in the site plan in this report.

This bylaw was given third reading on September 17, 2020. At the Boards direction final adoption was withheld until a covenant was registered on title of the subject property confirming the number of lots to be created and the location of the waterfront parkland dedication. The covenant has been registered on title to the satisfaction of the Planning Department; therefore, it is recommended that Rezoning Bylaw No. 1915 be adopted.

## APPLICATION SUMMARY

|                           |  |
|---------------------------|--|
| <b>Name of Owner:</b>     | Stuart River Development Ltd.  |
| <b>Electoral Area:</b>    | C  |
| <b>Subject Property:</b>  | District Lot 552, Range 5, Coast District, except Plans 9838 and 10375                           |
| <b>Property Size:</b>     | 47.23 ha (116.7 ac)  |
| <b>OCP Designation:</b>   | Rural Residential (RR) in the Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010. |
| <b>Zoning:</b>            | Small Holdings (H1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.         |
| <b>ALR Status:</b>        | Not in the ALR   |
| <b>Existing Land Use:</b> | Vacant Land  |
| <b>Location:</b>          | The subject property is on Sowchea Road at the mouth of the Stuart River.                        |





| Proposed Parcel     | Area in ha (ac)     |
|---------------------|---------------------|
| Lot 1               | 1.31 ha (3.24 ac)   |
| Lot 2               | 1.04 ha (2.58 ac)   |
| Lot 3               | 1.01 ha (2.49 ac)   |
| Lot 4               | 0.97 ha (2.4 ac)    |
| Lot 5               | 1.01 ha (2.49 ac)   |
| Lot 6               | 1.17 ha (2.89 ac)   |
| Parkland Dedication | 0.80 ha (1.97 ac)   |
| Public Water Access | .340 ha (0.98 ac)   |
| Lot 7               | 1.08 ha (2.67 ac)   |
| Lot 8               | 1.05 ha (2.59 ac)   |
| Lot 9               | 0.97 ha (2.4 ac)    |
| Lot 10              | 0.93 ha (2.31 ac)   |
| Lot 11              | 0.93 ha (2.31 ac)   |
| Lot 12              | 1.01 ha (2.49 ac)   |
| Lot 13              | 1.08 ha (2.67 ac)   |
| Lot 14              | 2.30 ha (5.69 ac)   |
| Lot 15              | 2.52 ha (6.23 ac)   |
| Lot 16              | 3.31 ha (8.18 ac)   |
| Lot 17              | 5.04 ha (12.45 ac)  |
| Lot 18              | 4.59 ha (11.34 ac)  |
| Lot 19              | 14.73 ha (36.39 ac) |

## REFERRAL COMMENTS

### Electoral Area C Advisory Planning Commission (APC):

*“Questions regarding size for septic? Northern Health has dealt with this. Question regarding water access. Bob has inspected and deems fair not great access. Under auspices of Department of Highways. RDBN will be able to develop the park. Assume no taxes. Conversation regarding soil, drainage, septic, drinking water. Caution regarding driving access to Sowchea Road will increase risk. Question regarding frontage road. Discussed with Department of Highways if required it would further reduce lot size but remain larger than most lots. Question regarding supply water not required by Northern Health but waiting on referral. Prepared to drill wells if required. Lot 19 totally logged others selectively. Should help frame other improved. APC supports application”*

### Ministry of Transportation and Infrastructure:

- *“MoTI is currently reviewing a subdivision application for the above noted parcel. The proposed zoning boundaries are consistent with the current proposed subdivision layout; however, the proposed subdivision layout is not guaranteed as it is dependant on review and approval by the Provincial Approving Officer.*
- *MoTI is working with the Ministry of Environment to address on site contamination through our subdivision process.*
- *No storm drainage shall be directed to MoTI drainage system. This includes but is not limited to collection and run-off of the internal road system.*
- *MoTI setback requirements to be followed as per Section 12 of the Provincial Undertakings Regulation.”*

### Northern Health

*“Northern Health is concerned with the proposed size for some of the lots in the subdivision. According to the Northern Health Guidelines for Subdivisions: ([https://www.northernhealth.ca/sites/northern\\_health/files/services/environmental-health/documents/subdivision-guidelines.pdf](https://www.northernhealth.ca/sites/northern_health/files/services/environmental-health/documents/subdivision-guidelines.pdf)) the recommended minimum lot size is 1.6 ha (4.0 ac) if the on site sewage system will be a lagoon. The minimum lot size in the proposal is 0.8 ha (1.98 ac). The proposal does not indicate if an assessment has been done to determine if the condition of the lots will allow for a Type 1 sewerage system or a lagoon. Therefore, it is recommended that an assessment is made for each lot that will be smaller than 1.6 ha to determine the suitability for installation of sewerage systems for the property. Based on the assessment, the lot sizes can be altered if lagoons will be required.*



*In addition to the lot size limits for sewerage systems, for lots that will have individual water systems (wells), the recommended minimum lot size is 1.0 ha (2.5 ac). The proposal does not mention the plans for water systems, so it is recommended that any lots that will have their own water systems should meet the 1.0 hectare size limit."*

## DISCUSSION

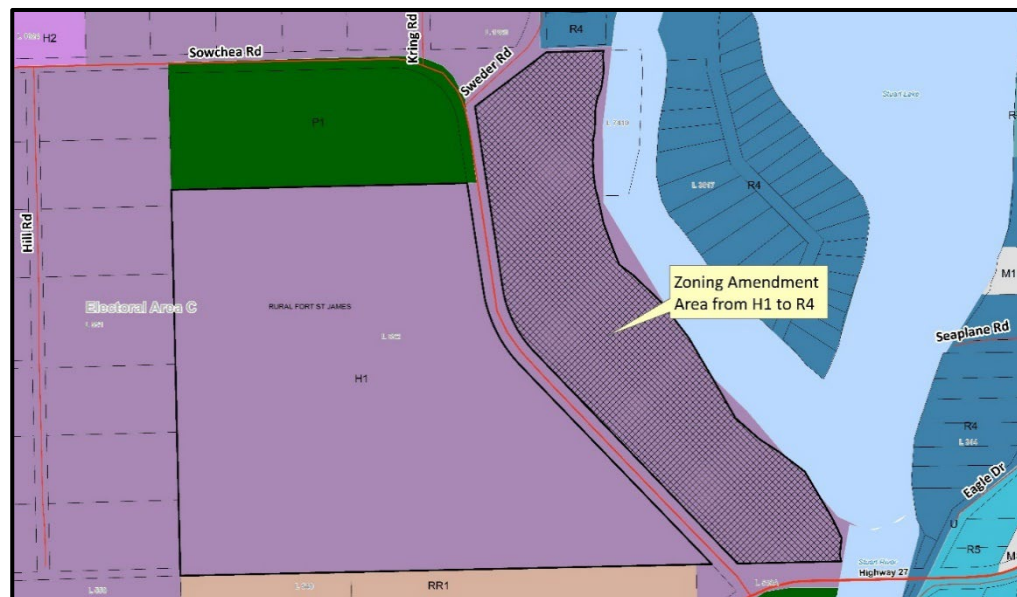
### Official Community Plan

The proposed rezoning is supported by "Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010." The subject property is designated Rural Residential. This designation is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area.

Policy 3.4.2 (10) states that rezoning applications to permit parcels smaller than 2 ha to a minimum parcel size of 0.8 ha may be considered where the reduced parcel size will result in a parcel layout that provides improved protection on an environmentally sensitive area and the average parcel created is not smaller than 2 ha. The average parcel size is 2.25 ha (5.56 ac). The area to the west of Sowchea Road contains wetlands and could be considered environmentally sensitive. The larger parcels proposed in this area would help protect those lands from development impacts.

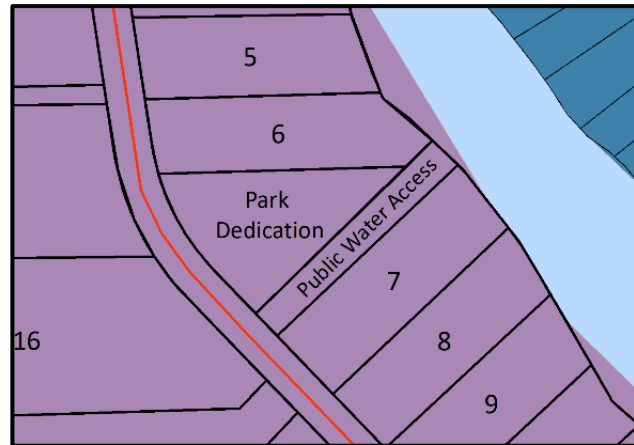
### The Proposed R4 Zone

The Waterfront Residential II (R4) Zone allows parcels with areas as small as 0.8 ha (1.98 ac) in size. The parkland dedication area and water access are not subject to the minimum parcel area regulation. The R4 Zone allows each parcel to be used for a Single Family Dwelling or for a Two Family Dwelling. The lands proposed for rezoning to R4 are shown in the map below.



## Parkland Dedication

The proposed subdivision triggers the allowance for parkland dedication pursuant to Section 510 of the *Local Government Act*. Where a proposed subdivision creates 3 or more lots where the smallest lot being created is 2 ha or smaller the applicant may be required to provide, without compensation, up to five percent of the value of the lands for parkland in a location acceptable to the RDBN. Alternatively, the applicant may provide a cash equivalent to the market value of the five percent value of the of lands to be dedicated, where a local government has a parks function ("Regional District of Bulkley-Nechako Electoral Areas' Parks and Trails Establishment Bylaw No. 1881, 2019").



The applicant is proposing to dedicate approximately 0.97 ha (1.97 ac) of land as parkland in the location shown on the preliminary site plan. This is 1.7% of the parcel. This parkland is adjacent to the 0.36 ha (0.98 ac) public road access required to be provided to the Ministry of Transportation and Infrastructure (MoTI) as a condition of subdivision. In total, this represents approximately 1.3 ha (3.3 ac) or 1.97% of the parcel.

## Covenant on Title

The applicant has registered a covenant on Title of the property to the satisfaction of staff, confirming that the number of lots to be created is in accordance with OCP policy. Staff are comfortable leaving the remaining details of the subdivision design to the MoTI subdivision approval process and are not recommending that the applicant commit to the proposed subdivision plan. The amount of parkland dedication adjacent to the public water access is confirmed in the covenant.

## Site Contamination

The previous use of the site for a sawmill has triggered the requirement for a Contaminated Sites Questionnaire to be submitted to the Province. The Province has provided the necessary authorization from the Ministry of Environment and Climate Change Strategy for the rezoning to proceed. Planning Department staff are confident that site contamination issues will be appropriately addressed by MoTI as part of the subdivision approval process and are not asking the applicant to address contamination issues as part of the rezoning process.

### **Planning Department Comments**

The applicant has worked with the Planning Department to develop the general parameters of the subdivision, including the location of the parkland dedication and the public road access. The parkland proposed to be provided to the RDBN has high recreation value if developed in conjunction with the public water access. It is noted that this will require the authorization of the Ministry of Transportation and Infrastructure.

### **PUBLIC HEARING**

The Public Hearing for Bylaw No. 1915 was held on September 2, 2020. The Public Hearing Report was considered by the Board prior to third reading.

### **ATTACHMENTS:**

- Rezoning Bylaw No. 1915, 2020
- Letter from the applicant dated June 18, 2020
- [Covenant \(link\)](#)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1915**

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following land is rezoned from the "Small Holdings (H1)" Zone to the "Waterfront Residential (R4)" Zone.

The part of 'District Lot 552 Range 5 Coast District Except Plans 9838 and 10375' as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020."

READ A FIRST TIME this 13 day of August, 2020

READ A SECOND TIME this 13 day of August, 2020

PUBLIC HEARING HELD this 2 day of September, 2020

READ A THIRD TIME this 17 day of September, 2020

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020"

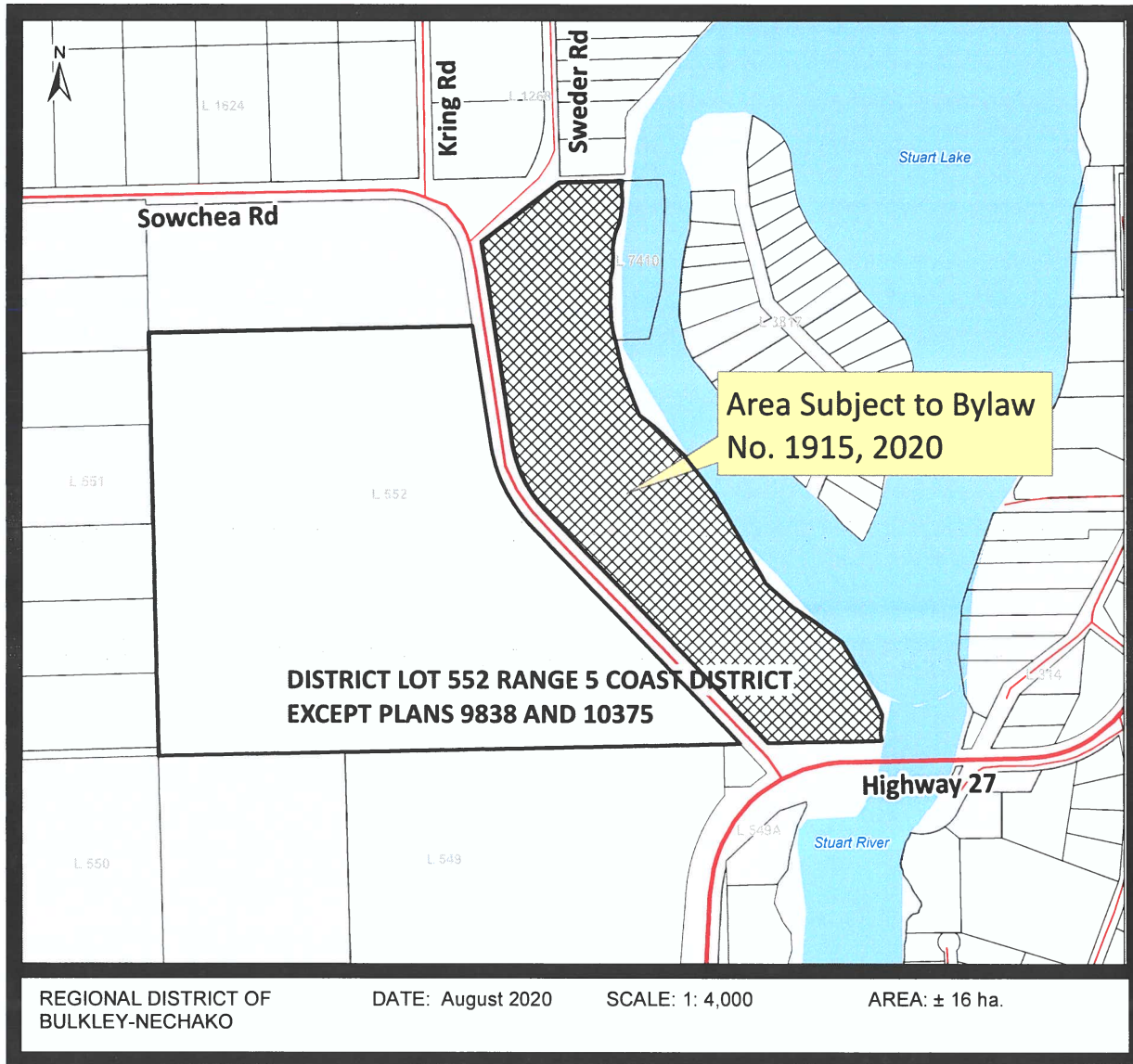
DATED AT BURNS LAKE this 17 day of September, 2020

Corporate Administrator

ADOPTED this 11 day of August, 2022

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator



### SCHEDULE "A" BYLAW NO. 1915

Part of "District Lot 552 Range 5 Coast District Except Plans 9838 and 10375", comprising of ± 16 ha. being rezoned from the "Small Holdings (H1)" Zone to the "Waterfront Residential (R4)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1915, 2020.

\_\_\_\_\_  
Corporate Administrator

June 18<sup>th</sup>, 2020

Gregory Willick

Director

Stuart River Development Ltd.



To whom it may concern Buckley Nechako Regional District,

Stuart River Development is applying to re-zone a portion of District Lot 552 on Sowchea Rd. which will involve to two separate zoning types on the lot on either side of Sowchea Rd. that splits the lot. The application will ask for a zoning on the water front that allows for 2 acre minimum lot sizing and to maintain Small Holdings (H1) on the back portion of the property. The lot sizing of 2 acres is below that outlined for the area in the OCP and as such we will also be requesting an amendment to the OCP to allow for the 2 acre minimum of the river front portion of the lot.

The intention behind the re-zoning is to subdivide the river portion into lots for residential or recreational use following suite with the lots up river of the property on Sweder Rd., the lots directly across the river on Fir Island, and the lots across the river on Garvie Rd. that are zoned as Waterfront Residential II (R4). The river frontage would provide some of the last river/lakefront living opportunities in the area while still being located in an area with access to power, school bus routes, fire halls, and the community of Fort St. James. We expect the river front lots would end up split between local residential and seasonal/vacation lots. The proposed density increase from the OCP/Current Zoning averages 2.65 acres on the river front which is significantly larger than the current average residential riverfront/lake front property on Stuart Lake and River.

Our subdivision process will have a couple other benefits for the district and Sowchea community as well. The site being in an ideal location in Fort St. James and thus has had some previous uses that have left legacy problems. Existing environmental contamination, illegal garbage dumping, and quarry partying are issues that development of this site will eliminate for the district and the surrounding residents. In the 1970's the river front portion of the property had the ParMill Sawmill this has left some areas of identified contamination, through the subdivision process we will mitigate this contamination to residentially acceptable levels. The back portion of the property has been regularly used for illegal garbage dumping, we will mitigate this by restricting access and encouraging local transfer station use. Finally the rock quarry located on the river portion of the property has historically been used as a party spot and with restricted access and development we will remove this issue. We are committed to fixing these issues and the successful subdivision will clean up the property of contaminants on Stuart river frontage, cleanup this stretch of Sowchea road of physical garbage, and remove a common source of noise and complaints.

The portion of the lot that is on the south side of Sowchea Rd. is requested to stay as Small Holdings (H1) and subdivide lots along Sowchea Rd. leaving a large lot in the back section of the property for future agricultural activity. The surrounding properties on the back side along Hill Rd. and the majority of Sowchea Rd. that are not waterfront are zoned as Small Holdings (H1) and we would like to maintain this and create 6 lots on this side of the property.

Stuart River Development would request dual zoning on this lot, with the river front portion re-zoning to allow for a minimum lot size of 2 Acres for residential lot development and the non-river front section staying zoned as Small Holdings (H1) for agriculture and larger rural lot development. Both portions of the lot would then better follow the surrounding land uses and promote residential development on a desirable central location at the start of Sowchea Rd.

Sincerely,

Gregory Willick  
Director  
Stuart River Development Ltd.

A handwritten signature in black ink, appearing to read 'Gregory Willick', written in a cursive style.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** August 11, 2022  
**Subject:** Crown Land Application Referral No. 7410236

---

**RECOMMENDATION:** (all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410236.

---

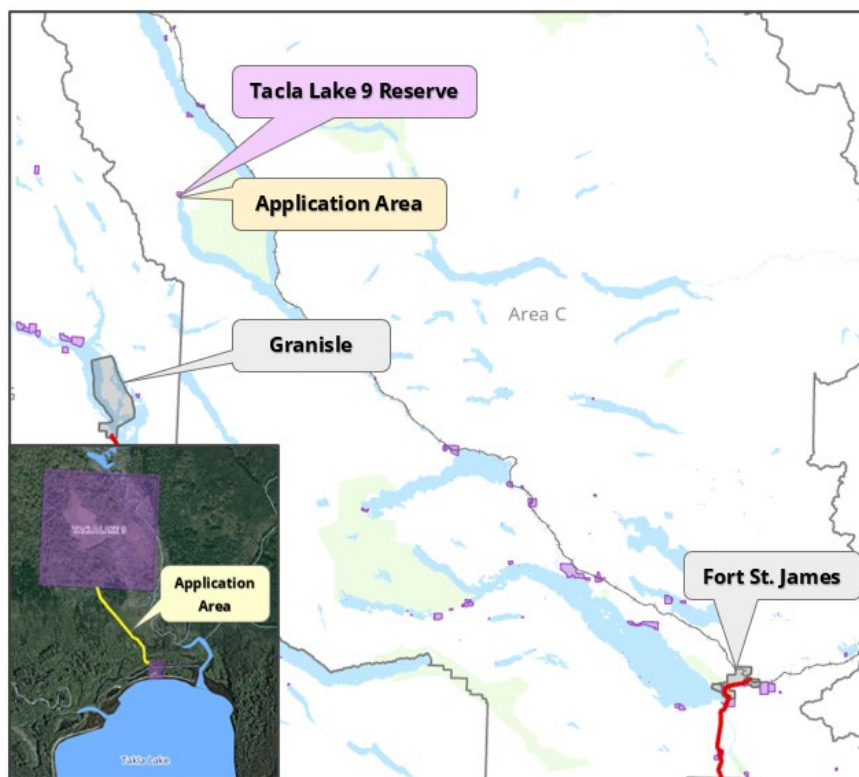
### DISCUSSION

Takla Nation has applied for a Licence of Occupation for a 30 year term. The application is for a 1.49 ha (3.68 ac) area of land containing an existing heritage trail used historically and currently by Takla Nation community members for travel, fishing, hunting, and other cultural practices (see attached Takla Nation West Arm Roadway Management Plan). The application area is located near the Tacla Lake 9 Reserve (Ferry Landing) off of the west arm of Takla Lake.

The proposal includes upgrading the trail into a 730 m (2,395 ft) long private road for use by Takla Nation members. The nearest residence is approximately 3.5 km from proposed road location.

### ATTACHMENTS:

- Applicant Submission
- Comment Sheet





126°2'15"W 126°2'5"W 126°1'55"W 126°1'45"W 126°1'35"W 126°1'25"W 65 126°1'15"W 126°1'5"W 126°0'55"W 126°0'45"W 126°0'35"W

# SITE MAP

BCGS Mapsheet: 93M040

Lat/Long: 55° 18' 55.6" N 126° 01' 20.953" W

1734680  
DL 4331 IR 9 TACLA LAKE (FERRY-LANDING)

93M040

1866250

N O R T H W E S T  
A R M

126°2'

## File Number: 7410236

Site # 1 of 1 - APPLICATION Area = 1.49 Ha.

TYPE: RIGHT-OF-WAY

PURPOSE:  
TRANSPORTATION

SUBTYPE: INTERIM LICENCE

SUBPURPOSE:  
ROADWAY

LOCATION: NORTH TAKLA LAKE

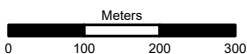
IMAGERY: N/A

Produced by  
Ministry of Forests  
Northern Service Centre  
FrontCounterBC  
Date: May 6, 2022

Scale: 1:10,000 \*

\* if printed on 8.5X14 page

Projection: BC Albers  
Datum: NAD 83



## Legend

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| Crown Land Application          | Protected Areas                     |
| Primary Survey Parcel           | Protected Area                      |
| Subdivision                     | OIC Ecological Reserve              |
| Municipality                    | Recreation Area                     |
| <b>Surveyed Rights of Way</b>   | <b>Base Mapping Features (20K)</b>  |
| Surveyed Road R/W               | River or Stream                     |
| Gas/Oil R/W District Lot        | River or Stream - Dry               |
| Power Transmission R/W          | Lake                                |
| Gas/Oil R/W                     | Reservoir - Definite                |
| Telecom R/W District Lot        | Glacier/Icefield                    |
| Miscellaneous R/W               | Contour - 20m interval              |
| <b>Transportation Corridors</b> | <b>Transportation - Lines (20K)</b> |
| Highway                         | Airfield                            |
| Railway                         | Road                                |
| Surveyed Road R/W               | Forest Service Road                 |
|                                 | Road Permit                         |
|                                 | Trail                               |
|                                 | Rail Line                           |

All measurements are approximate.



66

# TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

## Takla Nation West Arm Roadway Management Plan

April 20, 2022

**Prepared by:**

A blue ink signature of Conor Sproull.

Conor Sproull, RPF  
Stewardship Forester  
Takla Nation  
forester@taklafn.ca

**Peer Reviewed:**

Pat Bredin, RPF  
Resource Operations Manager  
Sasuchan Development Corporation  
pbredin@taklafn.ca



# TAKWA NATION

HEALTH ■ PROSPERITY ■ TRADITION

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## Overview

The purpose of this crown land tenure application is to upgrade an existing heritage trail currently being used by Takla Nation community members for traditional and cultural uses to a safe and sustainable standard for pickup truck access. The roadway will provide access to Takla First Nation community members between two existing Indian Reserve polygons down to the northern tip of the West Arm of Takla Lake on the unseeded Territory of the Takla First Nation.

## Project Description

This project is located at the tip of the West Arm of Takla Lake. The proposed roadway is located between the two TACKLA LAKE (FERRY LANDING) NO 9 Indian Reserve (IR) polygons and will be approximately 730m in length with a right of way no greater than 20m. The road will be upgraded with ditching, culverts, and gravel.

### 1. Background

#### 1.1 Road standards

The purpose of the road is for private recreational/traditional use by Takla Nation community members only and is not intended to be used as a public road nor be used by the public.

#### 1.1 Term of the road

The term of the road (road life expectancy) is for 30 years or greater.

### 2. Location

#### 2.1 Date the road was flagged and in what manner

Given there is existing access in place (cleared access trail) and the road centerline is obvious the road has not been flagged. However, the culvert locations have been marked.

#### 2.1 If fencing is affected, where and what will be done to restore fence integrity

Fencing is not affected. No means to restore fencing integrity is necessary.

#### 2.1 Color of flagging tape used to mark the centerline

Given there is existing access in place (cleared access trail) and the road centerline is obvious the road has not been flagged.



## 2.2 The rationale for the road requirement and whether alternate arrangements could be made to accommodate our needs for crown land

**The rationale** for the road requirement is to facilitate safe and sustainable access for Takla elders, youth, and peoples of all abilities to participate in the traditional and cultural use of a sacred heritage area located on the unseeded territory of the Takla Nation.

## 2.3 Intended season of use, climate, volume of traffic

**The intended season of use** will be all season/year-round.

**The climate** of the site, located in the Takla Wet Cool Sub-Boreal Spruce (SBSwk3) biogeoclimatic unit is broadly described as continental and characterized by extreme seasonal temperature changes, with snowy winters and short, warm, moist summers, and moderate to high levels of precipitation with a mean annual precipitation of 608mm, mean annual snowfall of 209cm, a mean annual temperature of 2.4°C, and 104 frost free days (LMH54).

**The volume of traffic** is intended for pick-up use and will be sporadic in nature as the site of interest is for private, recreational, and traditional use by elders, youth, families, and friends with higher volumes on weekends and the summer months. An approximation could be approximately 10-20 passes per week.

## 3. Infrastructure

### 3.1/5.0 Nature and intensity of existing land use in the area

**The immediate area** has historically and is currently being used by Takla community members to travel, hunt, fish, farm and raise generations of families. This sacred area is not only for traditional and cultural use but also for sustenance. There is existing access in place (cleared access trail) which is approximately 10-15m wide with a defined trail location comprised of native materials.

**The surrounding area** is primarily used for Forestry and Timber Harvesting. Canfor is the primary licensee operating in the area and works in collaboration with Takla.

There is little to no public use given the poor access, remoteness of the area and occupancy of Takla community members.

### 3.1 Method of Construction

Native materials will be pulled from the ditch lines to build a raised subgrade and capped with gravel.

### 3.1 Volumes of gravel/fill and the source of the gravel.

900m<sup>3</sup> of gravel will be required and sourced from the access road clearing width.



# TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

The access road permit is held by Canfor. Canfor has offered a letter of support (attached) - Canfor Forest Products Ltd. Letter of Support for Takla Lake First Nation regarding the use of road building materials from Road Permit R03457-13-B, R03457-8-T, R03457-8-CC held by Canfor.

## 3.1 Clearing width

Due to the existing heritage trail, there is already a “right of way” that is 10-15m wide. The width will only be increased, if necessary, with the removal of snags.

## 3.1 Ditching Depth

Ditch depths are proposed to be 1.5 to 2 feet deep.

## 3.1 Construction schedule (start/stop)

Pending the approval of this application Construction will begin August 2022 and end by September 2022.

## 3.1 Rock blasting required.

Not applicable. No rock.

## 3.1/3.5 Endhaul/disposal and borrow areas

Not applicable. Given the nature of the flat terrain, native materials will be pulled from the ditches onto the road and capped with gravel (gravel source identified in section 3.1)

## 3.1 Planned move and placement of materials

Gravel will be moved and placed as per the proposed construction schedule (August-September 2022).

## 4. Environmental

### Resource impacts (Wildlife, riparian areas, swamps)

Additional wildlife impacts will be minimal due to the preexisting trail usage. The improved road surface may increase indigenous hunting and fishing activities.

To provide access to the traditional use area in the southern IR polygon the road must be located in the Takla Lake riparian management area. The road will be within approximately 10m of the lake for approximately 50m as it approaches the only practicable crossing (currently a foot bridge crossing) of a flood channel from Takla Lake. Locating the road in a different area would cause a higher risk of sediment delivery into the lake.



#### 4.1.1 Slash disposal methods

Due to the existing trail right of way it is anticipated that there will be minimal or no additional slash. There might be some light brushing required and snag falling. The brush and snags will be left on site and removed from the road and right of way. Snags will most likely be used for firewood.

#### 4.1.1 Timber removal requirements

Due to the existing trail and right of way it is anticipated that there will be minimal or no removal of additional timber, apart from snags and danger trees.

#### 4.1.2 Soil Types

Multiple soil types transition from a Silty clay loam in the northern and inland section of the road to a Silty loam and Sandy loam soils along the lakeshore.

#### 4.1.2 Measures to mitigate soil erosion

Due to the nature of the terrain having minimal to no slope soil erosion is considered to be a low hazard.

#### 4.3.1 Drainage control measures including location and direction of any drainage course

No streams or natural drainages were identified in the survey/field work.

Road grades are less than 5% and culverts will be installed at the proposed locations on the map to maintain natural drainage patterns and prevent ditch erosion.

## 6. Reclamation program

### 6.1 Future deactivation requirements

Not applicable. Road is long term.



## Canadian Forest Products Ltd.

---

### Houston

April 8, 2022

VIA EMAIL: [forester@taklafn.ca](mailto:forester@taklafn.ca), [landsdirector@taklafn.ca](mailto:landsdirector@taklafn.ca)

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

**Re: Canadian Forest Products Ltd. Letter of Support for Takla Lake First Nation regarding the use of road building materials from Road Permit R03457-13-B, R03457-8-T, R03457-8-CC held by Canfor**

To whom it may concern:

I am writing on behalf of Canfor regarding Takla First Nation road building and access to gravel. It is to our understanding that the Takla Nation is applying for a Statutory Right of Way tenure at the northern tip of the West Arm of Takla Lake ("The Farm") to facilitate access to the land to carry out cultural and traditional uses. Canfor is the major Licensee operating in the area around the farm.

One of the Canfor Road Permits, R03457 sections 13-B, 8-T, and 8-CC stemming off the Dust Forest Service Road (used to access the farm) has a gravel source within the Road Permit clearing width area approximately 3km from the proposed road that the Takla Nation is applying for. Canfor supports the project and would like to provide permission for Takla to use the gravel and materials (approximately 90 loads / 900m<sup>3</sup>) from the Canfor Road Permit.

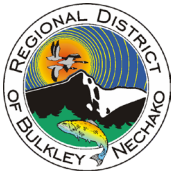
Please contact the Takla Lands and Stewardship department with any questions or concerns, at any time.

Sincerely,

A handwritten signature in blue ink that reads "K. Jaarsma".

Keith Jaarsma, RPF  
Harvesting Supervisor  
Canfor Houston  
[keith.jaarsma@canfor.com](mailto:keith.jaarsma@canfor.com)





|  |  |
|--|--|
| <b>Agent/Applicant:</b>                    | Takla Nation   |
| <b>Electoral Area:</b>                     | C  |
| <b>Existing Land Use:</b>                  | Heritage trail for traditional and cultural practices (travel, hunting, fishing, so forth)   |
| <b>Zoning:</b>                             | None   |
| <b>OCP Designation:</b>                    | None   |
| <b>Proposed Use Comply with Zoning:</b>    | N/A  |
| <b>If not, why?</b>                        | N/A  |
| <b>Agricultural Land Reserve Status:</b>   | Not in the ALR   |
| <b>Access:</b>                             | Tacla Lake 9 Reserve (Ferry Landing)   |
| <b>Within a Building Inspection Area:</b>  | No   |
| <b>Within a RDBN Fire Protection Area:</b> | No   |
| <b>Other comments:</b>                     | The RDBN has no concerns with Takla Nation's proposal. The RDBN supports the upgrade and use of the trail by Takla Nation community members. |



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** August 11, 2022  
**Subject:** **Remuneration Bylaw Review**

---

**RECOMMENDATION:** **(all/directors/majority)**

That staff bring back a remuneration amendment bylaw for consideration that clarifies meal expenses and travel remuneration as recommended in this memo.

---

**BACKGROUND**

It is a good practice to review director remuneration before every election to ensure that it is comparable to neighboring jurisdictions, is set at an appropriate level so as to not detract future candidates from seeking election, and that it also considers the costs of lost employment or work that may be missed while an elected official is attending to political duties.

A review of the 2020 remuneration and Expenses for the Northern regional districts' directors (North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser Fort-George, Cariboo, and Peace) was completed by the Finance Department. The average director remuneration ranges from a low of about \$17,000 to a high of about \$32,000. Most of the regional districts pay directors an average remuneration between \$20,000 and \$25,000. The average remuneration in Bulkley-Nechako is \$24,323 (and does not include extended medical and dental benefits).

With Bulkley-Nechako's remuneration bylaw being tied to B. C. Consumer Price Index published by Statistics Canada and the Regional District's average director remuneration being within the average range, staff are not recommending a change in remuneration.

**NEW SIMPLIFIED MONTHLY REMUNERATION FORM**

A new monthly remuneration form is now in use and is an attachment to this memo. The Finance Department hopes that this form simplifies the remuneration process for directors. For example, if directors attend all meetings in a particular month virtually or if they carpooled to the Board and Committee meetings, they may not be required to submit a remuneration form for that month.

**ANALYSIS**

All Regional Districts pay their Chair, Vice Chair, and committee chairs (if any) an increased remuneration. The additional amounts for Chair and Vice Chair vary considerably; however, the time required to be devoted to these positions and the public expectation of these positions may also vary with each Regional District.

In addition, all Regional Districts, except one, pay their electoral area directors an increased remuneration amount of usually between 25% to 50% of the base amount (that is paid to municipal directors). Cariboo Regional District pays all directors, both municipal and rural, the same amount.

Most of the Regional Districts have a bylaw describing both remuneration and expenses for directors (like Bulkley-Nechako), the others have one bylaw describing remuneration and another describing eligible travel and incidental expenses.

Bulkley-Nechako is unique in that it provides rural directors with an additional remuneration for population; that it provides health and dental insurance to its directors, and that it more fully describes rural director expenses and remuneration. While the health and dental benefits are not included in Directors Remuneration, the value ranges between \$1,500 for single coverage to \$3,600 for family coverage each year.

Currently the bylaw appears to be providing the right amount of remuneration for attending events and meetings and the right amount of remuneration as a fixed amount to compensate for those parts of public service that are difficult to measure. About 35% of a Bulkley-Nechako directors remuneration comes from “meeting remuneration” given to attend meetings and other public events. For local governments there is a blend of remuneration between elected officials receiving a flat sum per year (with no remuneration for meetings or convention attendance) to those where about half of the remuneration comes from attendance at meetings or public events.

Overall, the current bylaw appears to provide slightly above the median remuneration and an appropriate level of balance as compared to other Northern regional districts. Therefore, no significant changes are recommended.

**RECOMMENDATIONS:**

The two options below are recommended based on feedback from both staff and directors and will help clarify the intent and interpretation of the bylaw.

Some clarification and inflation indexing can be added to the bylaw as far as meal expenses and travel incidentals.

Section 8 (C) of the bylaw is proposed to be replaced with the following:

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the CRA meal rate for the “Simplified method for meal and vehicle rates used to calculate travel expenses”.

For overnight stays, outside the Regional District, the Director may claim an additional \$40.00 incidental amount for each night of the stay.

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business.

The CRA (Canada Revenue Agency) meal expense rate is currently \$23.00 per meal and is always considered non-taxable. This is not a change from the current bylaw. The CRA updates this amount annually and so the new rate can be used when it is published (like the new mileage rate CRA publishes for each year). The \$40.00 incidental rate for out of district overnight stays allows directors to recover the additional costs often associated with travel (including the higher costs often associated with purchasing meals when attending UBCM or NCLGA). Receipts for these claims are not required. When meal claims are made is left to the discretion of the Directors; however, the appropriateness of the claim is reviewed annually during the Regional District’s audit.

Some clarification is needed for Schedule C - “Travel Remuneration”. The concept of travel remuneration has been added to several different Regional District bylaws after it was introduced by Bulkley-Nechako in 2018. The purpose of travel time is to compensate Directors for the additional time spent travelling back and forth from their home to the Burns Lake office for Board and Committee meetings. For municipal directors milage and travel time is based on distance from the municipal office to the regional district office and for rural directors it is based on the distance from their home to the regional district office. SCHEDULE C of the bylaw is proposed to be replaced with the following:

#### **Travel Time Remuneration**

1. Travel time remuneration of \$25.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).

**Attachments:       New Director's Monthly Remuneration Form**  
**Bylaw 1837 - Unofficially Consolidated**

**Regional District of Bulkley-Nechako**  
Directors Remuneration & Expense Claim 2022

**Employee Name:** \_\_\_\_\_

**Month:** \_\_\_\_\_

| <b>Other Meetings besides the monthly Board meetings</b> | <b>Half or Full</b> | Please provide brief description of the event(s) attended. Travel Remuneration may be claimed for RDBN Board events. For Non-Board events, claim half or full day (as appropriate for travel to conventions, etc.) |
|--|---------------------|--|
| Date:  |                     |  |
| Date:  |                     |  |
| Date:  |                     |  |
| Date:  |                     |  |
| Date:  |                     |  |
| Date:  |                     |  |
| Date:  |                     |  |

**EXPENSES**

| <b>Mileage</b> | <b>Distance (km)</b> | Please provide brief description of the event(s) attended. |
|----------------|----------------------|--|
| Date:          |                      |  |
| Date:          |                      |  |
| Date:          |                      |  |
| Date:          |                      |  |
| Date:          |                      |  |
| Date:          |                      |  |
| Date:          |                      |  |

| <b>Meals - within the Regional District</b>  |                             |  |
|--|-----------------------------|--|
| <b>Meals</b>                                 | Please enter the # of meals | Please provide brief description of the event(s) attended. |
| # of Breakfasts (\$23.00)                    |                             |  |
| # of Lunches (\$23.00)                       |                             |  |
| # of Dinners (\$23.00)                       |                             |  |
| # of Full Days (\$69.00)                     |                             |  |
| <b>Meals - outside the Regional District</b> |                             |  |
| # of Breakfasts (\$23.00)                    |                             |  |
| # of Lunches (\$23.00)                       |                             |  |
| # of Dinners (\$40.00)                       |                             |  |
| # of Full Days (\$86.00)                     |                             |  |

| <b>Other Expenses</b> |                                   |   |
|-----------------------|-----------------------------------|---|
|                       | Please enter amount of receipt \$ | Please enter brief description (Internet, Hotel, Parking, Airfair, etc.) - please attach receipts |
| Date:                 |                                   |   |
| Date:                 |                                   |   |
| Date:                 |                                   |   |
| Date:                 |                                   |   |

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW 1837**

**UNOFFICIAL CONSOLIDATION**  
**A Bylaw for Directors' Remuneration**

---

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

**Board Day** means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

**Committee** means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

**Committee of the Whole Meeting** means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

**Meals** means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

**Miscellaneous Expenses** means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

**Per Diem Rates** means the maximum a Director may claim for meals and incidentals while on Regional District business.

#### 4. INTERPRETATION AND APPLICATION

- (A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Chair, Vice Chair, and CAO for resolution.

#### 5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office. Remuneration shall be comprised of the following:
  - (i) **Directors, Chair and Vice Chair, Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
  - (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.



- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

**Travel time remuneration** -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.
- (C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
- a) within the Director's electoral area;
  - b) for sanctioned meetings; and
  - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the

privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en-route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

#### (B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

#### (C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while on Regional District business, a Director may claim the following allowances:

For Meals and Incidentals within the Regional District

| Full Day | Breakfast | Lunch | Dinner |
|----------|-----------|-------|--------|
| \$69     | \$23      | \$23  | \$23   |

For Meals and Incidentals Outside the Regional District

| Full Day | Breakfast | Lunch | Dinner |
|----------|-----------|-------|--------|
| \$86     | \$23      | \$23  | \$40   |

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business. To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure (and end after 1 pm on the date of return) to claim lunch
- End after 6 pm on the date of return to claim dinner

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

(E) Loyalty Programs and Other Travel Programs

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

(F) Authorization for Out-of-District Travel

- (i) In general, out-of-district travel will be authorized by the Board.

- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review of both the Chair and Vice-Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the

RDBN will reimburse the municipality 50% of the cost associated with this service to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

- (B) Electoral Area directors will be reimbursed up to \$125 per month for home internet service upon the provision of receipts. A one-time fee of up to \$200 may be reimbursed for the installation costs associated with the provision of a higher speed internet service.
- (C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000. Electoral Area directors will be provided technical support and business software that is determined by the Regional District's Information Officer (or similar position) as required to support their role as Director.

#### 11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated no less than \$10,000 (to be increased by CPI annually) to attend conventions and meetings related to their work as an Electoral Area Director including meetings with Elected Officials or officer of other governments including Indigenous Governments.

This amount includes costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration.

Costs will be reimbursed at the regular expense rate described in this bylaw. Remuneration rates will be either at the ½ day or full day meeting rates listed in Schedule B.

- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.
- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

#### 12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014  
and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

Certified a true and correct copy of "Regional District of Bulkley Nechako Directors'  
Remuneration and Expenses Bylaw No. 1837, 2018."

\_\_\_\_\_  
Corporate Administrator

READ A FIRST TIME this                 day of                         , 2018.

READ A SECOND TIME this            day of                         , 2018.

READ A THIRD TIME this            day of                         , 2018.

ADOPTED this             day of                         , 2018.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

## **SCHEDULE A**

### **Chair and Directors' Remuneration**

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month, thereafter to be increased annually and rounded to the nearest dollar on January 1<sup>st</sup>, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

3) Chair, Vice-Chair, and Committee Chair Remuneration

- A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.
- B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.
- C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.
- D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.



5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

7) Extended Health and Dental Benefits

An option for Extended Health and Dental Benefits will be provided to all Directors with the costs being paid by the Regional District

## **SCHEDULE B**

### **Meeting Remuneration**

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

| Meeting Type   | Allowance *           |                      | Notes  |
|--|-----------------------|----------------------|--|
|  | Half Day<br>< 3.5 hrs | Full Day<br>3.5 hrs+ |  |
| Board and Committee Meetings   | \$235                 | \$235                | Travel time may be claimed (if applicable)   |
| Other meetings approved by Board motion within the Regional District   | \$118                 | \$235                | Travel time may be claimed (if applicable)   |
| <p>For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors:</p> <p>Attendance and travel to political conventions or similar events, for attendance at meetings between the Regional District and other levels of government including with First Nations Governments, and for the attendance at ceremonial events.</p> <p>Attendance by virtual means is included.</p> | \$118                 | \$235                | <p>Includes time spent travelling to these events.</p> <p>Additional travel time is not applicable.</p> <p>All costs are charged to rural government except for costs associated with travel and remuneration of the chair or committee chair are charged to general government.</p> |

\* to be increased annually on January 1<sup>st</sup>, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

### **Schedule C**

#### **Travel Time Remuneration**

1. Travel time remuneration of \$25 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending all meetings within the Regional District boundaries and include:
  - A) All travel by Board Chair or Vice-Chair when representing the RDBN within the Regional District;
  - B) Travel by Directors to sanctioned meetings within the Regional District; and
  - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.
  
2. Travel remuneration for all travel outside the Region District boundaries or for attendance at conventions or similar events within the regional district shall be at the meeting rate described in Schedule B.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** August 11, 2022  
**Subject:** **Local Government Climate Action Program (LGCAP)**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board direct staff to approach member municipalities with respect to forming partnerships for the measurement of Green House Gas (GHG) Emissions and setting GHG reduction targets.

That the Board direct staff to bring back a memo outlining appropriate methods and timelines for the creation of a Climate Action Strategy.

That the Board receive the Local Government Climate Action Program Survey Submission.

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**BACKGROUND**

This is the second of two board memos with respect to climate action and funding initiatives on the agenda.

The provincial government has replaced the Climate Action Revenue Incentive Program (CARIP) with the new Local Government Climate Action Program (LGCAP). The program offers \$112,082 in 2022 to support climate action initiatives determined by the board. The Regional District is expected to meet or move towards meeting the requirements of the Climate Action Charter if it is to continue to receive these funds. The funds can be used for a broad range of climate action initiatives including staff salaries, consultants, carbon reduction projects, creation of strategies as well as capital items that will improve on GHG emissions.

***Climate Action Strategy Required***

The new LGCAP contemplates the completion of a Climate Action Strategy for the Regional District, and the creation of this strategy is recommended to provide a framework for future climate change actions that may be contemplated by the board and undertaken by staff.

### ***Green House Gas Emissions Measurements and Targets required for the Local Government and Local Community***

The Local Government Climate Action Program reinforces the Climate Action Charters requirement to measure local government emissions and track community wide emissions and setting a community wide GHG reduction target. The Regional District has not yet moved forward in measuring community wide emissions or contemplated setting a GHG reduction target for the community. For Regional Districts a meaningful reduction target and community wide emission measurement can only be done by estimating the GHG emissions for all seven electoral areas and all eight member municipalities. As Regional District GHG reporting and target setting relies so heavily on municipal reporting and target setting, the Regional District is best to fully partner with its member municipalities to complete this project.

### ***Resource Needs and Municipal Partnership Opportunities***

The creation of a climate action strategy and the setting of GHG targets for the Regional District may be completed as a project by a consultant or may be undertaken by Regional District staff. The measurements of GHG emissions for both the Regional District and the community as a whole, will be done yearly and so may best to be undertaken by Regional District staff.

The climate action strategy may be best thought of as a living document, to be updated yearly as the Regional District staff and board learn about opportunities for GHG reductions and as additional research on climate change becomes available.

With the addition of \$112,082 in provincial funding and a commitment from the board of an additional 20% of funds or equivalent in staff time be dedicated to climate change, this memo is proposing that a portion of these funds be used to fund a Climate Action Analyst – either a staff position or a consulting position based on how best to meet the needs of the region after consultation with interested member municipalities. The knowledge and expertise of such a position can likely be utilized by member municipalities. For example, the methodologies and calculation of “whole community” GHG emissions can likely be completed for the member municipalities and the electoral areas without significant additional effort. In addition, if an agreement can be made with some member municipalities on the look and format of a standardized climate action strategy, this too might be undertaken as either an expanded strategy for the Regional District and one or more member municipalities or as additional but similar plans.

This memo proposes that the Regional District work collaboratively with its member municipalities on the creation of climate action strategies, and GHG emission measurement to build reporting consistency and save funds by sharing a staff position.

Several member municipalities have recently reached out to the Regional District suggesting this course of action.

***Climate Action Program Survey***

The Program Survey Submission attached to this memo was a mandatory requirement to receive the initial payment of \$112,082 and was required to be complete by July 15, 2022. As the Board has yet to formulate a plan around the receipt of these funds and direction to complete a climate action plan strategy has not been made, the survey was completed in a limited manner so as not to limit the possible actions contemplated by the board. Many additional climate initiatives could have been added for strategies related to support the creations of compact communities and urban attainment; however, these will be added for the 2023 survey. In addition, information obtained from the *Hazard Risk Vulnerability Assessment* (HRVA) work currently being undertaken and other board input will be utilized to update the 2023 survey to identify the most significant climate hazards as well as identifying the minority/vulnerable group that will be most impacted by these climate hazards. This survey should be only considered as a starting point for identifying the work the Regional District has done in the past to support climate change, is currently undertaking, and will be completing in the future as identified on the climate action strategy proposed to be completed in this memo.

Attachments: LGCAP Introduction Letter  
Survey Submission



Dear John Illes,

I am writing to follow up on the announcement made by the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Nathan Cullen, Minister of Municipal Affairs, on the new Local Government Climate Action Program (LGCAP). The program will provide predictable, annual, long-term funding for local climate action to help reach [legislated climate targets](#) and prepare communities for the impacts of a changing climate.

The program will provide \$112,082 to Bulkley-Nechako Regional District to support local climate initiatives aligned with the [CleanBC Roadmap](#) and the draft [Climate Preparedness and Adaptation Strategy](#). Local governments and Modern Treaty Nations will be required to report on their actions to reduce emissions and prepare for climate impacts.

There are several program supports available to you:

- Please visit the [LGCAP website](#) for program details
- The LGCAP website includes the Program Guide and Survey Template, which can be used to prepare for required online reporting.
- Webinars will be held throughout May 2022 to provide program information and answer any questions you may have. Registration details can be found [here](#).

In June, you will receive an email with instructions on how to access the online reporting tool.

The Province is requesting one point of contact from your community for ongoing communications regarding the use and reporting of LGCAP funding. Please confirm the name and position of your community contact to [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca)

Let me close by saying the Province is excited about the LGCAP and the opportunities it provides to continue collaboration with local governments and Modern Treaty Nations on climate action.

Sincerely,  
Jeremy Hewitt  
Associate Deputy Minister  
Climate Action Secretariat  
Ministry of Environment and Climate Change Strategy





## Local Government Climate Action Program Survey Submission Report

### Bulkley-Nechako Regional District

Report generated on Friday, July 15, 2022 14:24 PST

| Question   | Answer  |
|--|---|
| 1. Does your local government or Modern Treaty Nation have a climate action plan or strategy?  | No, but we are intending to undertake one in the next two years   |
| 2. For the calendar year 2021, did your local government or Modern Treaty Nation measure and publicly disclose corporate greenhouse gas (GHG) emissions? | No, corporate GHG emissions are not currently being measured, but we are currently undertaking one and it will be completed in the next two years |
| 3. For calendar year 2021, did your local government or Modern Treaty Nation measure and publicly disclose a community-wide emissions inventory?         | No, and we are not intending to undertake due to lack of financial capacity   |
| 4. Is your local government or Modern Treaty Nation tracking progress on its community-wide GHG reduction target?  | No  |
| 4.e. If no, select all that apply:   | "No, as our community emissions are not fully calculated"   |
| 5. Describe up to four climate initiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Buildings     | NA  |

|  |  |
|--|--|
| 6. Describe up to four climate initiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Transportation  | Moving all passenger vehicle fleet to hybrid or all electric vehicles.                               |
| 7. Describe up to four climate initiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Community   | Providing recycling to the regional district to reduce landfill waste.                               |
| 8. Describe up to four climate initiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Climate Resilience  | Assessment of current and future climate hazards are currently being undertaken for all rural areas. |
| 9. Which elements of your community's current official community plan (OCP) (or other relevant strategies, policies and/or plans) support the creation of more complete, compact communities?  | NA Regional's District Community Plans are only over rural areas.                                    |
| 10. What actions has your local government or Modern Treaty Nation taken to increase community completeness and compactness since 2020 (e.g. urban containment boundary, increasing density by allowing secondary suites and laneway or carriage housing options)? | NA Regional's District Community Plans are only over rural areas.                                    |
| 11. What data would be most valuable to your local government or Modern Treaty Nation in decision-making related to the creation of complete, compact communities?   | NA Regional's District Community Plans are only over rural areas.                                    |
| 12. From 2021 to now, has your local government or Modern Treaty Nation taken any action(s) to address climate impacts?  | The Regional District provides emergency services to all those impacted by an emergency event.       |
| 13. Has a climate risk and vulnerability assessment (or similar assessment) been undertaken for your local government or Modern Treaty Nation?   | No, but we are currently undertaking one and it will be complete in the next year                    |

|   |   |
|---|---|
| 14. What are the three most significant climate hazards faced by your jurisdiction  | "Wildfire", "Overland flooding", "Wind, rain, and other storm events", "Extreme heat and heat stress", "Extreme cold, snow and ice", "Ecological, cultural and/or human health impacts (examples of cultural impacts include threats to identities, languages, and livelihoods; examples of ecological impacts include biodiversity loss, erosion, invasive species, ecosystem changes)", "Water shortage", "Coastal flooding, storm surge events and/or other coastal hazards" |
| 15. Are you responding to this survey on behalf of a Modern Treaty Nation?  | No  |
| 16. Based on the hazard you indicated as most significant in question 14, as a local government, which groups are most exposed/vulnerable to the impacts of that climate hazard?        | "Indigenous peoples"  |
| 17. Based on the hazard you indicated as second most significant in question 14, as a local government, which groups are most exposed/vulnerable to the impacts of that climate hazard? | "Low-income households"   |
| 18. Based on the hazard you indicated as third most significant in question 14, as a local government, which groups are most exposed/vulnerable to the impacts of that climate hazard?  | "Indigenous peoples"  |
| 19. Select the top three factors your local government or Modern Treaty Nation needs most to increase the capacity to adapt to climate impacts and build community resilience.          | "Increased funding"   |
| 20. How does your local government or Modern Treaty Nation ensure equitable access to, and distribution of, climate action opportunities and benefits?                                  | "There are no specific measures in place at this time to ensure equitable access to, and distribution of, opportunities and benefits"   |
| 21. Do the climate action plan(s) and priorities of your local government or Modern Treaty Nation align with the climate action plans and priorities of senior levels of government?    | "Yes, we assess our plans and priorities for multilevel alignment"  |

|  |  |
|--|--|
| 22. Is your local government a signatory to the B.C. Climate Action Charter or a Modern Treaty Nation?   | Yes  |
| 23. To demonstrate commitment to climate action, climate investments (i.e., matching funding or in-kind contributions) equivalent to 20% of the provincial funding received are required of local governments and Modern Treaty Nations. The intent is to show past, current, and future investments in climate action and create awareness and education. | "Staff time", "Climate or energy studies and/or assessments", "Climate resilient infrastructure and/or capital project(s)" |
| 24. Please provide your (or survey primary contact's) first and last name.   | John Illes   |
| 25. Please indicate your (or survey primary contact's) position with your local government or Modern Treaty Nation.  | Chief Financial Officer  |
| 26. Please provide your (or survey primary contact's) business email address.  | john.illes@rdbn.bc.ca  |
| 27. Please provide your (or survey primary contact's) business phone number.   | 2506921234   |



Local Government Climate Action Program Attestation Form

**Instructions for the Attestor:**

1. Complete and sign this form by filling in the fields below.
2. Email the completed and signed form to [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca).

I, the Chief Financial Officer, or equivalent position, of \_\_\_\_\_ (name of local government) confirm the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That if funds are held in reserve, they will be spent by the end of March 2025.
3. That a completed and signed version of this form will be submitted by email to the Climate Action Secretariat, Ministry of Environment and Climate Change Strategy by July 29, 2022.
  - a. If council approval is required, it will be submitted no later than September 30, 2022.
4. That a completed and signed version of this form will be publicly posted by September 30, 2022.
5. That a completed and exported version of the program survey (submitted online) will be publicly posted by September 30, 2022.

Attested to by me at (name of local government) \_\_\_\_\_  
 on (date) \_\_\_\_\_ 20\_\_\_\_\_

Signature of Attestor:

\_\_\_\_\_

Printed Name of Attestor:

\_\_\_\_\_

Title or Profession of Attestor (i.e. Chief Financial Officer or equivalent position):

\_\_\_\_\_

Telephone Number of Attestor:

\_\_\_\_\_

Email Address of Attestor:

\_\_\_\_\_

**Ministry of Environment and  
 Climate Change Strategy**

Climate Partnerships and  
 Engagement Branch  
  
 Climate Action Secretariat

Mailing Address:  
 PO Box 9486  
 Stn Prov Govt  
 Victoria BC V8W 9W6

Email: [env.mail@gov.bc.ca](mailto:env.mail@gov.bc.ca)  
 Website:  
[http://www2.gov.bc.ca/gov/content/  
 environment/climate-change](http://www2.gov.bc.ca/gov/content/environment/climate-change)



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** August 11, 2022  
**Subject:** **Climate Action Initiative – Previous Program and Funding**

---

**RECOMMENDATION:** (all/directors/majority)

That staff bring back a budget amendment to utilize the remaining carbon credit/carbon project reserve for the replacement of the administration office's heating and cooling system.

---

**BACKGROUND**

This is the first of two board memos with respect to climate action and funding initiatives on the agenda.

The CARIP (Climate Action Revenue Incentive Program) was created by the province after the Climate Action Charter was initiated in 2012. Like many other local governments, the Regional District signed on to the charter. As part of the agreement the Regional District promised to:

- Measure and report the equivalent amount of carbon the regional district used for its own operations.
- Measure and report the equivalent amount of carbon all private individuals, all companies, all organization, and all industrial activities used within the Regional District. For Regional District's this included the carbon produced in municipalities but not on federal lands and jurisdictions.
- Be carbon neutral by either purchasing carbon offsets (carbon credits) or by undertaking carbon reduction initiatives that when audited by a third party showed a permanent decrease in carbon emissions.

In exchange for this promise the provincial government returned the "carbon tax" charged on certain fuels such as gasoline, diesel and natural gas.

Using a variety of tool and financial reports, the Regional District was able to measure its carbon emissions from its own operations. The regional district has never measured or made an attempt to measure the carbon emissions from the private citizens, commercial

or industrial operations within the Regional District. This task is left outstanding and would require additional staff and financial resources to undertake.

The Board of the Regional District directed staff to place into reserves the amount of money that would be required to purchase offsetting carbon credits for its own operations every year. The amount that was calculated per year in 2012 was \$20,000 based on the regional districts 2012 operations and a carbon credit price of \$20 per ton. The Regional District currently has \$180,000 set aside to purchase carbon credits. Financial department have called this reserve the "CARIP" reserve, but it is more accurately described as a "carbon credit" reserve.

The estimate for carbon offset credits and carbon credit price has never been updated since 2012. Unfortunately, the estimate carbon emissions in 2012 did not include the large increase in Environmental Service emissions for the operation of transfer stations and waste hauling. In addition, the price for carbon offsets may soon reach \$40 per ton although carbon credits of \$15 per ton and below are sometimes still available. In summary, the amount of cash set aside in reserves is unlikely to cover the cost of "becoming carbon neutral" for the years 2012 to 2022.

The Regional District has received the CARIP rebate from the provincial government every year until 2022 (when the program was retired). The CARIP rebate was utilized every year to lower property taxes for Environmental Service and the Bulkley Valley Pool Service.

There are several options to utilize the carbon credit reserve:

1. Undertake a carbon reduction initiative
  - a. ZEV (zero emissions vehicles) are eligible to be classified as a carbon reduction initiative without an external audit
  - b. Retrofit natural gas furnaces, air conditioners are also eligible to be classified as carbon reduction initiatives without an external audit if attested to by a building energy advisor or engineer.
  - c. Other initiatives including afforestation and community energy systems (these types of initiatives are required to be third party audited).
2. Purchase carbon credits
3. Utilize the reserve for some other purpose. This option is against the spirit and intent of the climate action charter that the Regional District has signed.

The Regional District has committed \$50,000 of the \$180,000 reserve to the Bulkley Valley Pool heat exchange project in the 2022 approved five-year financial plan.

During the last two recent summer heat spells, it became clear, working with our external heating specialists, that the Regional District's office building heating and cooling system has reached end of life. Some upstairs parts of the building exceeded 26 degrees.

Replacing the heating/cooling system with high efficiency units or combination heat pump/high efficiency units is an eligible project under the old guidelines. Updating the heating/cooling system is the current staff recommendation for the utilization of the remaining carbon credit reserve and is now a priority capital project.





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** August 11, 2022  
**Subject:** **RDBN Public Event Participation Policy**

---

**RECOMMENDATION:** **(all/directors/majority)**

That the Board approve the Regional District of Bulkley-Nechako Public Event Participation Policy.

---

**BACKGROUND**

Edits to the Draft RDBN Public Event Participation Policy were made based on discussion at the July 21<sup>st</sup> RDBN Board meeting. Changes have been highlighted in the draft document attached.

The policy was created to reflect the guidelines set out in the RDBN Corporate Operations Communication Guide and Director Communication Guide.

**ATTACHMENTS:**

- 1) Draft RDBN Public Event Participation Policy



## Regional District of Bulkley-Nechako Public Event Participation Policy

### **Purpose:**

To provide direction for RDBN Directors and staff regarding participation in third-party, public events hosted within the RDBN as representatives of the organization. The policy aims to balance the need for outreach and engagement with efficient communication and planning to maximize opportunities while minimizing impacts to staff schedules and overtime. Public events can include (but are not limited to): tradeshow, farmers markets, parades, community fairs and career fairs.

This policy is intended to be reviewed and updated each Board election cycle to ensure it continues to reflect organizational goals and priorities.

### **Policy:**

Rural Director and Chair Participation at public events:

Rural Directors and the Chair may choose to participate at events in their community and/or within the region to raise awareness of the organization and their role as elected officials for the RDBN.

If Directors wish, staff can support the booking of venues and arrange RDBN branded booth materials (table, tablecloth, tent, printed materials) to be provided to the Director in advance of the event.

Staff participation at public events:

Staff participation at events in the region must be pre-approved by the staff member's Department Head and the Corporate Officer/CAO.

Staff participation is encouraged for RDBN projects and functions that require information and education to be provided to residents as well as to facilitate general education and engagement with the public. Staff will not participate in parades in the region.

Staff should not book their own booth space at third-party public events, but request bookings by providing Corporate Communication staff with the proposed event name and participation date(s). If RDBN staff or Directors are already scheduled to participate, information transfer and sharing will be facilitated to ensure all projects and programs are represented at the event.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** August 11, 2022  
**Subject:** **Canada Community-Building Fund BC – Area C (Fort St. James Rural)  
Community Arts Council of Fort St. James – Furnace Replacement**

---

**RECOMMENDATION:** **(all/directors/majority)**

- 1) That the RDBN Board of Directors authorize contributing up to \$15,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to a Community Energy System Project for Community Arts Council of Fort St. James, and further,

**(participants/weighted/majority)**

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$15,000 from the Federal Gas Tax Reserve Fund.
- 

### **BACKGROUND**

The current heating system in the Pope Mountain Arts building includes two older furnaces, one of which is not currently functioning. This project will replace both furnaces with one high-efficiency furnace to reduce fuel consumption.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area C allocation is \$248,561

Director Tom Greenaway is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$15,000 from Area C for this Community Energy System Infrastructure project.

A Board resolution is required to contribute Canada Community-Building BC Funds to this project.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** August 11, 2022  
**Subject:** **Canada Community-Building Fund BC – Area F (Vanderhoof Rural)  
St John Hospital Auxiliary Society – Stuart Nechako Manor Bus**

---

**RECOMMENDATION:** (all/directors/majority)

- 1) That the RDBN Board of Directors authorize contributing up to \$35,000 of Electoral Area F (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Public Transit project, and further,

(participants/weighted/majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$35,000 from the Federal Gas Tax Reserve Fund.
- 

### BACKGROUND

The project will facilitate the purchase of a wheelchair accessible bus valued at \$155,000 with a goal to providing the 53 residents of the long term care facility (Stuart Nechako Manor (SNM)) in Vanderhoof with recreational opportunities in the form of outings and to also provide transportation to vulnerable and at risk community members (seniors and/or disabled) so they can access the Adult Day Program which has currently been suspended due to COVID and then more recently due to lack of transportation options.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area "F" allocation is \$115,674

Director Jerry Petersen is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$35,000.00 from Area "F" for this Regional Transit Infrastructure project.

A Board resolution is required to contribute Canada Community-Building BC Funds to this project.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Nellie Davis, Manager of Regional Economic Development

**Date:** August 11, 2022

**Subject:** **Grant in Aid – Area A (Smithers/Telkwa Rural)**  
**Bulkley-Valley Search and Rescue Training and Operations Center**

---

### RECOMMENDATIONS:

**(all/directors/majority)**

- 1) That the Board authorize contributing up to \$200,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to RDBN Environmental Services for a Solid Waste infrastructure Project.
- 2) That the Board approve allocating up to \$200,000 in Regional Grant in Aid monies to Bulkley Valley Search and Rescue for construction of a Training and Operations Center.

**(participants/weighted/majority)**

- 3) That the Board authorize the withdrawal of up to \$200,000 from the Federal Gas Tax Reserve Fund.
- 

### BACKGROUND

The Bulkley Valley Search and Rescue Society (BVSAR) is working to complete construction of a 4,500 square foot operations and training center at the Smithers Airport. BVSAR signed a 25-year comprehensive lease agreement with the Town of Smithers and received permission from Navigation Canada to construct the building adjacent to their communication towers.

Construction has been undertaken as funds were available since 2017, and approximately \$400,000 in work has been completed. BVSAR and the RDBN are developing a phased approach to securing 50% matching funds from the Community Gaming Grants – Capital Projects intake. Funds from this Grant in Aid will be used to leverage additional grants in both 2022 and 2023 to ensure that the building can reach move-in stage this year, and full completion in 2023.

To facilitate this contribution, up to \$200,000 from the approved 2022 Environmental Services Budget will be moved to General Government for Regional Grant in Aid, resulting in a taxation-neutral status for the 2022 Budget.

Please see the attached application for further detail.

Director Mark Fisher is supportive of contributing up to \$200,000 towards this project. RDBN Staff are supporting the group to submit grant applications to secure the remaining funds required.

**ATTACHMENTS:**

- 1) Grant in Aid Application with attachments

**From:** [website@rdbn.bc.ca](mailto:website@rdbn.bc.ca)  
**To:** [Nellie Davis](#); [andy@abcweblink.ca](mailto:andy@abcweblink.ca)  
**Subject:** [EXTERNAL]: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM  
**Date:** Monday, August 1, 2022 8:46:29 PM

---

There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

ORGANIZATION:  
Bulkley Valley Search and Rescue

CONTACT NAME:  
Anastasia Ledwon

MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):  
PO Box 159, Smithers, BC V0J 2N0

EMAIL:  
[anastasia.ledwon@bvsar.com](mailto:anastasia.ledwon@bvsar.com)

PHONE:  
2508470406

AMOUNT BEING REQUESTED:  
450,000.00

PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:

June 29, 2022

PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:

We are working to complete the construction and interior finishing of our operations building, centrally located at the Smithers Airport.

TO THE BEST OF MY KNOWLEDGE, ALL OF THE INFORMATION THAT IS PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT. FURTHERMORE, I HEREBY CERTIFY THAT THIS APPLICATION FOR ASSISTANCE IS NOT BEING MADE ON BEHALF OF AN INDIVIDUAL, INDUSTRY, COMMERCIAL OR BUSINESS:

Yes

PLEASE DESCRIBE THE SERVICES/BENEFITS THAT YOUR ORGANIZATION PROVIDES TO THE COMMUNITY. ARE THESE SERVICES/BENEFITS AVAILABLE TO THE COMMUNITY FROM ANOTHER ORGANIZATION OR AGENCY:

BVSAR serves a vast region that extends from their base in Smithers to the neighbouring communities of Houston, Witset, and Hazelton, providing ground, rope, swift water, and ice rescue as well as avalanche response. No other organization provides the services that we do, in our community. Regionally, we work together with other Search and Rescue teams from Houston, Burns Lake, Fort St. James, Terrace, and Vanderhoof.

BVSAR provides service to anyone, regardless of age, gender, race, religion, or sexual orientation.

Not only the Town of Smithers, but the whole Electoral Area A (Smithers Rural) of the RDBN, as well as the region's many tourists and visitors benefit from the trained BVSAR volunteers prepared to provide search and rescue service. The local RCMP also recognizes the role of BVSAR in the community and will request assistance

with evacuations and other response needs.

Each year BVSAR undertakes community education programs and mentorship through the AdventureSmart Program, through supervised campouts (e.g. BV Christian School winter campout) and through talks to community groups (e.g. Smithers Ski Club presentation). In addition, BVSAR members routinely attend community events (e.g. annual Kinsmen barbeque in Telkwa and other special events such as BC Rivers Day and parades). BVSAR regularly promotes outdoor safety on social media and encourages safety and preparedness while enjoying backcountry adventures.

**DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:**

- BVSAR is responsible for the Smithers, Hazelton, and Dease Lake RCMP areas (117,476 sq km)
- We cover the geographical range from the west including Mount Edziza, east including Spatsizi Plateau, north up to the Yukon, and south to Tweedsmuir Park. Our area is extensive and overlaps other SAR areas because we are the initial response team for avalanche, swiftwater, and rope callouts.
- BVSAR also has and continues to respond through mutual aid all through Northern BC, from as far east as Mackenzie to as far west as Haida Gwaii, south to Bella Coola and north to the Yukon Border.
- BVSAR typical task area: 380 000 sq km. Bulkley Valley volunteers have responded consistently as mutual aid across the entire northwest region, as well as parts of the northeast region and as far south as Bella Coola, as a result of the often limited volunteer availability throughout BC's northern areas.
- BVSAR has responded to calls within an approximately 147,000km<sup>2</sup> area. Sometimes this includes a mutual aid response to assist another team.

**IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:**

Yes

**PLEASE DETAIL ANY REMUNERATION PAID, OR FUNDS OTHERWISE MADE AVAILABLE TO MEMBERS, OFFICERS, ETC. OF YOUR ORGANIZATION:**

We cover task- and training-related expenses for our members. Board members receive no remuneration, as per our bylaws. All of our members are responsible for providing their own gear, at their own expense, barring team shell jackets, pants, pro shirts, and mid-layer jackets.

**PLEASE COMMENT ON THE NUMBER OF MEMBERS/VOLUNTEERS IN YOUR ORGANIZATION AND HOW LONG YOUR ORGANIZATION HAS BEEN IN OPERATION:**

We have been operating as a non-profit charitable Society since 1992 and as a volunteer group for almost ten years prior to that date. We currently stand at approximately 50 active members and 3 support members, with a new group of Members-In-Training (MITs) starting in September of 2022.

**ASSISTANCE IS BEING REQUESTED FOR:**

a capital project and/or equipment

**OTHER PURPOSE IF ANY:**

**PLEASE DESCRIBE THE PROPOSAL FOR WHICH YOU ARE REQUESTING ASSISTANCE. IF YOU ARE APPLYING FOR AN EXEMPTION FROM FEES AND/OR CHARGES OR OTHER CONSIDERATION, PLEASE PROVIDE DETAILS OR YOUR REQUEST HERE. ATTACH ADDITIONAL INFORMATION IF REQUIRED.:**

BVSAR is currently working on completing their new Operations Centre, a 4500 square foot operations and training facility (currently in construction phase). We are almost \$400,000.00 into construction, most recently having completed the installation of plumbing, electrical, and insulation. We have another \$450,000.00 (approximately) to go, and are seeking to submit an application to the Capital Gaming Grant committee for 2022. We require matching funds for this grant and currently have approximately \$32,000.00 in a restricted bank account. We have a quote for \$89,000.00 for the installation of drywall, including mudding and taping, and would need to top up our matching funds. After that, we would use any additional funds provided by RDBN to leverage matching funds from corporate and other potential sponsors.



The quotes we are attaching with this application include the amount necessary to complete the building, but it's from 2020 (we recently completed the plumbing and electrical installations, as well as the insulation batting and spray foam, so those can be deducted from the final cost). The contractors have told us that doing full quotes on an annual basis, when we do not have the money in hand to proceed, is a costly business and so have started giving us smaller updated sections as we have brought in the cash. The second quote is current to 2022, for the installation of drywall. You will see that it has almost doubled in the two years since the full quote was done, due to supply chain challenges and rising material costs.

**DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:**

The new operations facility will provide the team with a centralized location to facilitate search and rescue services, including training. This will help to increase our response times through better organization and having all of our gear and vehicles located in one place. Additionally, this will allow us faster turn-around times. We will also have space for PEPAIR and Smithers Amateur Radio Society, and potentially Avalanche Canada.

**SUPPORTING FINANCIAL INFORMATION SUCH AS A BUDGET OR FINANCIAL REPORT. ENSURE THE FOLLOWING INFORMATION IS CLEARLY ITEMIZED: - TOTAL COST OF PROJECT/PROPOSAL; - GRANTS/FUNDING FROM OTHER SOURCES; - FUNDING CONTRIBUTED BY APPLICANT THROUGH FUNDING RAISING:**

6268,6269

**HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:**

No

**NAME OF 1ST GRANT OR FUNDING AGENCY:**

**AMOUNT APPLIED FOR FROM 1ST AGENCY:**

**STATUS OF 1ST GRANT APPLICATION:**

**NAME OF 2ND GRANT OR FUNDING AGENCY:**

**AMOUNT APPLIED FOR FROM 2ND AGENCY:**

**STATUS OF 2ND GRANT APPLICATION:**

**NAME OF 3RD GRANT OR FUNDING AGENCY:**

**AMOUNT APPLIED FOR FROM 3RD AGENCY:**

**STATUS OF 3RD GRANT APPLICATION:**

**NAME OF 4TH GRANT FUNDING AGENCY:**

**AMOUNT APPLIED FOR FROM 4TH AGENCY:**

**HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE**

REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

Yes

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

We have not received funds but have been granted access to RDBN's amazing grant writers.

DOES YOUR ORGANIZATION:

Provide an opportunity for individuals to make direct contributions?

To view all of this form's submissions, visit <https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315>

115  
**CONTRACTOR BID SHEET**

**Bashor Construction Ltd.**

Box 3454 Smithers, BC V0J 2N0 T: 846-9031 c: 847-0499

Customer: Bulkley Valley Search and Rescue

Ventura Road Smithers Airport

[File # Quote to finish drywall](#)

| <b>Price Breakdown:</b>         | <b>Material</b>     | <b>Labor</b> | <b>Comments:</b> |
|---------------------------------|---------------------|--------------|------------------|
| Digging foundation and services |                     |              |                  |
| Foundation                      |                     |              |                  |
| Rough Carpentry & Framing       |                     |              |                  |
| Finish Carpentry & Trim work    |                     |              |                  |
| Insulation/Vapour Barrier       |                     |              |                  |
| Drywall                         | \$ 85,000.00        |              |                  |
| Electrical                      |                     |              |                  |
| Light Fixtures                  |                     |              |                  |
| Rough Plumbing                  |                     |              |                  |
| Plumbing Fixtures               |                     |              |                  |
| Heating & Ventilation           |                     |              |                  |
| Floor Coverings                 |                     |              |                  |
| Painting                        |                     |              |                  |
| Shelving in bay areas and       |                     |              |                  |
| Cabinetry                       |                     |              |                  |
| Doors                           |                     |              |                  |
| Windows                         |                     |              |                  |
| Roofing                         |                     |              |                  |
| Siding & Soffits                |                     |              |                  |
| Eaves trough & Downspouts       |                     |              |                  |
| Finish Hardware                 |                     |              |                  |
| Fire rated drop ceilings        |                     |              |                  |
| Post Construction Cleaning      |                     |              |                  |
| Misc. Extras – list below       |                     |              |                  |
| Rental safty fence/compactors   |                     |              |                  |
| Sewar Hookups                   |                     |              |                  |
| Permits                         |                     |              |                  |
| Comunications                   |                     |              |                  |
| Bv Weed busters                 |                     |              |                  |
|                                 |                     |              |                  |
| Sub Totals:                     |                     |              |                  |
| PST on materials ( incl.)       |                     |              |                  |
| Total Materials & Labor         |                     |              |                  |
| Overhead                        |                     |              |                  |
| Profit                          |                     |              |                  |
| Total                           | \$ 85,000.00        |              |                  |
| GST                             | \$ 4,250.00         |              |                  |
| <b>Total Bid:</b>               | <b>\$ 89,250.00</b> |              |                  |

**Submitted by: Mark Bashor**  
**July 29th 2022**

**GST # 826034738**

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**CONTRACTOR BID SHEET**

**Bashor Construction Ltd.**

**Box 3454 Smithers, BC V0J 2N0 T: 846-9031 c: 847-0499**

Customer: Bulkley Valley Search and Rescue

Ventura Road Smithers Airport

[File # finishing second addition](#)

| <b>Price Breakdown:</b>         | <b>Material</b>      | <b>Labor</b>  | <b>Comments:</b>                      |
|---------------------------------|----------------------|---------------|---------------------------------------|
| finish fencing                  |                      |               |                                       |
| Foundation                      |                      |               |                                       |
| Batt insulation                 | \$ 9,633.00          | \$ 4,000.00   |                                       |
| Finish Carpentry & Trim work    | \$ 3,900.00          | \$ 4,000.00   | Door/window trims/handrail            |
| Insulation/Vapour Barrier       |                      | \$ 14,300.00  | spray foam                            |
| Drywall                         | \$ 44,478.00         |               |                                       |
| Electrical                      |                      | \$ 42,369.35  | 200 amp service                       |
| suspended ceiling upstairs      |                      | \$ 11,000.00  |                                       |
| Heating upstairs                |                      | \$ 21,853.00  | Heat forced air up/heat pump          |
| Plumbing Fixtures               |                      | \$ 10,990.00  | plumbing                              |
| Heating & Ventilation           |                      | \$ 14,559.00  | downstairs heating                    |
| Floor Coverings                 | \$ 10,500.00         | \$ 3,200.00   | vinyle plank flooring                 |
| Painting                        |                      | \$ 26,000.00  |                                       |
| Shelving in bay areas and       |                      | \$ 6,500.00   |                                       |
| Cabinetry                       | \$ 6,500.00          |               | Kitchen                               |
| Doors                           | \$ 7,599.20          | \$ 4,500.00   |                                       |
| storage mezanine/slider openers | \$ 2,200.00          | \$ 1,750.00   |                                       |
| Roofing                         |                      |               |                                       |
| Entrance roofs                  | \$ 5,800.00          | \$ 2,000.00   |                                       |
| Eaves trough & Downspouts       |                      |               |                                       |
| Finish Hardware                 |                      |               |                                       |
| Ladder for climbing area        | \$ 2,000.00          |               |                                       |
| Post Construction Cleaning      |                      |               |                                       |
| Misc. Extras – list below       |                      |               |                                       |
| Rental safty fence/compactors   |                      | \$ 4,000.00   | Lift                                  |
| Sewar Hookups                   |                      |               |                                       |
| Permits                         |                      |               |                                       |
|                                 |                      |               |                                       |
| Bv Weed busters                 | \$ 2,800.00          |               | Fencing and landscaping               |
| subtotal                        | \$ 95,410.20         |               |                                       |
| Sub Totals:                     | \$ 102,088.91        | \$ 171,021.35 |                                       |
| PST on materials ( incl.)       | \$ 6,678.71          |               |                                       |
| Total Materials & Labor         | \$ 273,110.26        |               | Prices subject to change over 30 days |
| Overhead                        | \$ 13,655.00         |               |                                       |
| Profit                          | \$ 13,655.00         |               |                                       |
| Total                           | \$ 300,420.26        |               |                                       |
| GST                             | \$ 15,021.01         |               |                                       |
| <b>Total Bid:</b>               | <b>\$ 315,441.27</b> |               |                                       |

**Submitted by: Mark Bashor**  
**July 25 2020**

**GST # 826034738**



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** August 11, 2022  
**Subject:** **Grant in Aid – Area A (Smithers/Telkwa Rural)**  
**Smithers Skate Park Society – Skate Park Expansion Project**

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**RECOMMENDATIONS:** **(all/directors/majority)**

- 1) That the Board rescind 1 and 2 of resolution 2017-15-10 from November 23, 2017:
  1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$30,000 of Electoral Area "A" Federal Gas Tax allocation monies to the Town of Smithers for the Skate Park renovation and expansion;  
  
(All/Directors/Majority) CARRIED UNANIMOUSLY
  2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$30,000 from the Federal Gas Tax Reserve Fund."  
  
(Participants/Weighted/Majority) CARRIED UNANIMOUSLY
- 2) That the Board authorize contributing up to \$70,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to Environmental Services for a Solid Waste infrastructure Project.
- 3) That the Board approve allocating \$70,000 in Regional Grant in Aid monies to the Smithers Skate Park Society for construction of the Skate Park Expansion.

**(Participants/Weighted/Majority)**

- 4) That the Board authorize the withdrawal of up to \$70,000 from the Federal Gas Tax Reserve Fund.

### BACKGROUND

In 2017 the Board approved a \$30,000 Federal Gas Tax contribution to the Town of Smithers for a Skate Park Expansion Project. Since that time, a non-profit society was created by community members to manage the project. The Smithers Skate Park Society

raised sufficient funds for Phase 1 and construction is now underway. As the Town of Smithers is no longer responsible for project management, it is no longer reasonable that the Town manage the reporting and flow-through of funds for this project.

To facilitate an equivalent contribution, \$70,000 from the approved 2022 Environmental Services Budget will be moved to General Government for Regional Grant in Aid, resulting in a taxation-neutral status for the 2022 Budget. This change will appear in a Budget amendment brought to the Board in October 2022.

This change will also ensure that the group is not responsible for complying with the RDBN's Canada Community-Building Procurement and Transparency and Accountability Policies and reporting, which would be burdensome to implement at this late stage of the project.

Director Mark Fisher is supportive of contributing \$70,000 towards this project.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** August 11, 2022  
**Subject:** **Grant in Aid – Area F (Vanderhoof Rural)**  
**Nulki-Tachick Lakes Stewardship Society**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board approve allocating \$5,000.00 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Nulki-Tachick Lakes Stewardship Society for an Expanded Macrophyte Harvest Feasibility Study on Nulki and Tachick Lakes.

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**BACKGROUND**

Please see the attached application for further detail.

Director Jerry Petersen is supportive of contributing \$5,000 towards this project. RDBN Staff are supporting the group to submit grant applications to secure the remaining funds required.

**ATTACHMENTS:**

- 1) Grant in Aid Application

**From:** [website@rdbn.bc.ca](mailto:website@rdbn.bc.ca)  
**To:** [Nellie Davis](#); [andy@abcweblink.ca](mailto:andy@abcweblink.ca)  
**Subject:** [EXTERNAL]: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM  
**Date:** Friday, July 15, 2022 11:13:34 AM

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There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

ORGANIZATION:  
NULKI - TACHICK LAKES STEWARDSHIP SOCIETY

CONTACT NAME:  
Ray Klingspohn

MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):  
11206 Edwards Rd., Vanderhoof, B.C., V0J 3A1

EMAIL:  
[raydon.rk@gmail.com](mailto:raydon.rk@gmail.com)

PHONE:  
250-524-3051

AMOUNT BEING REQUESTED:  
\$60,000 - (less \$30,000 already committed from S.E.R.N.bc) = \$30,000

PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:

To be announced (August/September)

PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:

To complete funding for required Qualified Registered Professional (Expanded Macrophyte Harvest Feasibility Study) on Nulki and Tachick Lakes within the R.D.B.N.. Completed study is required before any approval from M.O.E.C.C.S. and Saik'uz First Nations to proceed with any controlled harvesting allowing our project to move forward in tandem with other ecosystem projects already in progress. Please refer to copies of expanded study proposal including supporting documents already in R.B.D.N.'s possession (Jerry Peterson, Nellie Davis, Justin Greer) for more detailed information.

TO THE BEST OF MY KNOWLEDGE, ALL OF THE INFORMATION THAT IS PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT. FURTHERMORE, I HEREBY CERTIFY THAT THIS APPLICATION FOR ASSISTANCE IS NOT BEING MADE ON BEHALF OF AN INDIVIDUAL, INDUSTRY, COMMERCIAL OR BUSINESS:

Yes

PLEASE DESCRIBE THE SERVICES/BENEFITS THAT YOUR ORGANIZATION PROVIDES TO THE COMMUNITY. ARE THESE SERVICES/BENEFITS AVAILABLE TO THE COMMUNITY FROM ANOTHER ORGANIZATION OR AGENCY:

To improve the quality of water and the overall health of both lakes (Nulki and Tachick) through assessments, identification of issues of concern, selection of remediation strategies with ongoing monitoring and long term outcome evaluation. This will support enhanced tourism and recreation opportunities (eg. Saik'uz Campground on Nulki Lake) and improve the setting for the Carrier Sekani Wellness Center on Tachick Lake. All residents of both lakes will benefit from the improvements to water quality.



DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:

Nulki Hills, Nulki and Tachick Lake Watershed which includes Upper and Lower Stoney, Corkscrew, Bear and Tachick Creek tributaries.

IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:

Yes

PLEASE DETAIL ANY REMUNERATION PAID, OR FUNDS OTHERWISE MADE AVAILABLE TO MEMBERS, OFFICERS, ETC. OF YOUR ORGANIZATION:

Please note, our volunteer members do not receive any remuneration and are only reimbursed for approved out of pocket expenses incurred regarding business done on behalf of N.T.L.S.S..

PLEASE COMMENT ON THE NUMBER OF MEMBERS/VOLUNTEERS IN YOUR ORGANIZATION AND HOW LONG YOUR ORGANIZATION HAS BEEN IN OPERATION:

The Nulki-Tachick Lakes Stewardship Society has been Incorporated since March 22, 2021. Certification # S0074625 document in R.D.B.N. possession.

Membership count as of July 15, 2022 is closing in on a total of 50 and growing monthly.

ASSISTANCE IS BEING REQUESTED FOR:

a capital project and/or equipment

OTHER PURPOSE IF ANY:

PLEASE DESCRIBE THE PROPOSAL FOR WHICH YOU ARE REQUESTING ASSISTANCE. IF YOU ARE APPLYING FOR AN EXEMPTION FROM FEES AND/OR CHARGES OR OTHER CONSIDERATION, PLEASE PROVIDE DETAILS OR YOUR REQUEST HERE. ATTACH ADDITIONAL INFORMATION IF REQUIRED.:

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

As stated in Section: 3 of application.

SUPPORTING FINANCIAL INFORMATION SUCH AS A BUDGET OR FINANCIAL REPORT. ENSURE THE FOLLOWING INFORMATION IS CLEARLY ITEMIZED: - TOTAL COST OF PROJECT/PROPOSAL; - GRANTS/FUNDING FROM OTHER SOURCES; - FUNDING CONTRIBUTED BY APPLICANT THROUGH FUNDING RAISING:

HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:

Yes

NAME OF 1ST GRANT OR FUNDING AGENCY:

Society for Ecosystem Restoration in Northern B.C. (SERNbc)

AMOUNT APPLIED FOR FROM 1ST AGENCY:

30000

STATUS OF 1ST GRANT APPLICATION:

Approved

NAME OF 2ND GRANT OR FUNDING AGENCY:

R.D.B.N. Grant writing on behalf of N.T.L.S.S.

AMOUNT APPLIED FOR FROM 2ND AGENCY:

30000

STATUS OF 2ND GRANT APPLICATION:

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

STATUS OF 3RD GRANT APPLICATION:

NAME OF 4TH GRANT FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 4TH AGENCY:

HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

DOES YOUR ORGANIZATION:

Provide an opportunity for individuals to make direct contributions?

To view all of this form's submissions, visit <https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315>



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Blackwell, Regional Fire Chief  
**Date:** August 11, 2022  
**Subject:** **Southside Fire Department Repairs and Maintenance Reserve**

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**RECOMMENDATION:** **(all/directors/majority)**

That the Board approve the withdrawal of \$4,747.00 from the Southside Volunteer Fire Department Repairs and Maintenance Reserve for the cost of repairs to their apparatus which were required to pass the commercial vehicle inspections.

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### **BACKGROUND**

The Southside Fire Department wishes to withdraw funds from the "Southside Rural Fire Protection Service Repairs and Maintenance Reserve Establishment Bylaw No. 1762, 2016" to pay for the costs of unforeseen repairs to their tender and wildland truck that were required to pass the Commercial Vehicle Inspections. The wildland truck was just recently acquired, but it was a private sale and there was no warranty. The repairs to the wildland truck were not mechanical, a new windshield and some marker lights were the issues. Labour to fix these items was the bulk of the invoice.

The "Southside Rural Fire Protection Service Repairs and Maintenance Reserve Establishment Bylaw No. 1762, 2016" was passed in 2016 and the reserve was established with funds from the Southside Volunteer Fire Department's own account to be used for Southside Volunteer Fire Protection Service repairs and maintenance expenditures as stated in section 3 of the Bylaw.

The total cost of the inspection and repairs to the tender and wildland truck was \$4,747.00, leaving a balance of \$1,410.00 in the Repairs and Maintenance Reserve.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** August 11, 2022  
**Subject:** **Invitation for Comments: Zero Emission Vehicles Act and Regulation**

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**RECOMMENDATION:** (all/directors/majority)

Receipt

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### BACKGROUND

The Zero Emission Vehicles Act and Regulation regulate the sales of vehicles in British Columbia. The intentions paper indicates that the ZEV Act was fully reviewed by local governments.

The ZEV Act and Regulation requires automakers to meet escalating light duty sales targets. In addition, it increases the minimum range moving the expected range to at least 241 km. It also increases the definition of light-duty motor vehicle to a GVW of 4,536 kg. This number may be significant to the Regional District in that the lower range of Ford F350 trucks is 4,491 kg.

Staff is not recommending any feedback on the intentions paper but staff are willing to provide feedback based on any Board direction.

**Attachments:** **2022 Formal Review Intentions Paper**



# B.C. Zero-Emission Vehicles Act and Regulation: 2022 Formal Review Intentions Paper

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July 2022

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## 1. Context

The Province passed the *Zero-Emission Vehicles (ZEV) Act* on May 30, 2019, and the ZEV Regulation (Regulation) on July 30, 2020. The ZEV Act provides the overarching framework for new, light-duty ZEV requirements in the province, with the more technical components prescribed in the Regulation. The ZEV Act and Regulation require automakers to meet escalating light-duty ZEV sales targets.

The ZEV Act and Regulation were informed by engagement and consultation with stakeholders, including the auto industry, local governments, and environmental non-governmental organizations (ENGOS). Following consultation, Government committed to conducting a formal technical review of the ZEV Act and Regulation at regular intervals to review market trends, receive input from stakeholders, and allow for any necessary adjustments to the ZEV Act and Regulation. The Province intends to conduct a formal review of the ZEV Act and Regulation every three to five years, or as needed. This first formal review is being conducted now because: one full compliance period has been completed; the Province released its new light-duty ZEV targets and commitment to medium- and heavy-duty ZEV targets in the Clean BC Roadmap to 2030; and because of interest, including as heard by stakeholders in previous consultations, in remaining aligned where possible with Quebec and California, who are both working on updates to their requirements.

## 2. Discussion

This paper initiates the first formal review by outlining the Province's intentions with respect to amending the ZEV Act and Regulation. The Province is seeking input from stakeholders on questions posed within the intentions paper, as well as the proposed amendments as outlined in the sections below.

### 2.1 Accelerate light-duty ZEV targets

In October 2021, the Province released the Clean BC Roadmap to 2030 which committed British Columbia (B.C.) to accelerate the light-duty ZEV targets such that 26% of light-duty vehicles sold in B.C. would be ZEVs by 2026, 90% by 2030 and 100% by 2035. In 2021, ZEVs accounted for 13% of all new light-duty vehicle registrations in the Province. For the first quarter of 2022 this number was up to 17.1% of all new vehicle registrations. This places B.C. ahead of its current 2025 ZEV Act target of ZEVs comprising 10% of light-duty vehicle sales. To deliver on Roadmap commitments, build on B.C.'s momentum, and to align with new light-duty targets in other jurisdictions, B.C. will be amending the ZEV targets.

*The following changes will be made to the ZEV Act:*

- *Increase the provincial light-duty sales targets found in section 7 of the ZEV Act to 26% by 2026, 90% by 2030, and 100% by 2035.*
- *Change the prohibition year from 2040 to 2035 in section 9 of the ZEV Act.*

## 2.2 Credits per vehicle

B.C.'s 2019 ZEV Regulations Intentions Paper proposed aligning with California and Quebec's credit requirement framework until 2025, after which it would switch to a one credit per vehicle formula. Following consultations, the Ministry of Energy, Mines and Low Carbon Innovation decided to maintain the California and Quebec credit formulas past 2025, but to consider amending this approach as part of future formal reviews. Both California and Quebec are now recommending a change from the current credit formula to one credit per vehicle<sup>1</sup>. The Province is proposing to move to a one credit per vehicle formula beginning in model year 2026. This change would simplify the Regulation now that the ZEV market is evolving to include more longer-range ZEVs.

To align with the move to one credit per vehicle, and still meet the legislated ZEV targets, the existing credit banks of suppliers would need to be adjusted. The credit banks are proposed to be adjusted by dividing them by the maximum credits per vehicle class. Class A ZEVs include battery electric vehicles (BEVs), extended range electric vehicles (EREVs) and fuel cell electric vehicles (FCEVs). Existing credits earned from the sale of Class A ZEVs would be divided by 4. Class B ZEVs include extended range electric vehicles with medium range and plug-in hybrid electric vehicles (PHEVs). Existing Class B ZEV credits would be divided by 1.3. This change would also take place for model year 2026.

### *Proposed changes to the ZEV Regulation:*

- *Amend the ZEV Act so that beginning in model year 2026, eligible ZEVs (ZEV Class A and B) would earn 1 credit per vehicle.*
- *In model year 2026, the existing credit banks would undergo a one-time adjustment such that the existing Class A ZEV credits would be divided by 4, and existing Class B ZEV credits would be divided by 1.3.*

## 2.3 Compliance ratios

To align with B.C.'s proposed new one credit per vehicle system and the expediated light-duty ZEV targets, the compliance ratios within the Regulation are also proposed to be amended. The Province intends to keep a minimum Class A requirement for large suppliers which has been reflected in the ratios below. The changes to the compliance ratios would take effect starting after the compliance date for model year 2025.

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<sup>1</sup> Under Quebec's proposed amendments a low-emission motor vehicle (such as a PHEV) would be eligible for 0.5 credits if it had a range of 80 kms or more.

*Proposed changes to the ZEV Regulation:*

- *Amend the compliance ratios in sections 11 and 12 as follows:*

| <i>Model Year</i>   | <i>Total ZEV Compliance Ratio (existing)</i> | <i>Total ZEV Compliance Ratio (proposed)</i> | <i>Minimum ZEV Class A Compliance Ratio for Large Suppliers (existing)</i> | <i>Minimum ZEV Class A Compliance Ratio for Large and Medium Suppliers (proposed)</i> |
|---|--|--|--|---|
| 2020  | 9.5%   | 9.5%   | 6%   | 6%  |
| 2021  | 12.0%  | 12.0%  | 8%   | 8%  |
| 2022  | 14.5%  | 14.5%  | 10%  | 10%   |
| 2023  | 17.0%  | 17.0%  | 12%  | 12%   |
| 2024  | 19.5%  | 19.5%  | 14%  | 14%   |
| 2025  | 22.0%  | 22.0%  | 16%  | 16%   |
| <i>Amendments take effect (switch to one credit per vehicle, and realign compliance ratios)</i> |  |  |  |   |
| 2026  | 32.0%  | 26.3% <sup>2</sup>                           | 23%  | 15.2%   |
| 2027  | 41.5%  | 42.6%  | 29%  | 28.7%   |
| 2028  | 51.5%  | 58.9%  | 36%  | 43.2%   |
| 2029  | 61.0%  | 74.8%  | 43%  | 58.0%   |
| 2030  | 71.0%  | 91.0%  | 50%  | 73.3%   |
| 2031  | 90%  | 93.2%  | 63%  | 77.2%   |
| 2032  | 108.5%                                       | 95.2%  | 77%  | 80.6%   |
| 2033  | 127.5%                                       | 97.2%  | 90%  | 83.7%   |
| 2034  | 146%   | 99.3%  | 104%   | 86.7%   |
| 2035+   | 165%   | 100%   | 117%   | 89.5%   |

**2.4 Medium volume suppliers**

As per the table above, the Province also plans to require medium volume suppliers to meet the minimum Class A compliance ratio requirements for model year 2026 onwards. This is to support the Province to meet its GHG emission reductions targets, since Class A vehicles have lower emissions than Class B vehicles. This means all suppliers that have total sales volumes of 1,000 light-duty vehicles or more in B.C. per year would be subject to one set of requirements in the ZEV Act and Regulation (as opposed to the current system where large volume suppliers have slightly different requirements from medium volume suppliers).

*Proposed change to the ZEV Regulation:*

- *Amend the ZEV Regulation to require medium volume suppliers to meet the Class A compliance ratios.*

<sup>2</sup> Because small volume suppliers would be excluded until 2035, in order to meet the legislated ZEV Act targets, the compliance ratios need to be slightly higher than the legislated targets.



## 2.5 Penalty for credit deficit

The automatic penalty for non-compliance will be changed to align with the new credit system. Currently, the automatic administrative penalty for a credit deficit is \$5,000 per credit. To align with the change from a maximum of 4 credits per eligible ZEV to a maximum of 1 credit per ZEV, the automatic penalty rate will be increased to \$20,000 per credit when the 1 credit per vehicle provisions come into force in model year 2026.

*Proposed changes to the ZEV Regulation:*

- *Amend section 17 to increase the prescribed penalty rate from \$5,000 to \$20,000 for all model years, vehicle classes and ZEV classes from model year 2026 onward.*

## 2.6 Vehicle range

Although the Province is proposing to move to a more simplified one credit per vehicle system, the Province values and understands the importance of minimum vehicle ranges for ZEVs to ensure consumers have access to ZEVs that align with their preferences. Vehicle range also continues to increase as battery and ZEV technology advances. Many vehicles on the market already have a range well above the current minimum ranges for BEVs and PHEVs in the ZEV Regulation. For example, of the 2020 model year Class A ZEVs available for sale in BC, over 85% of the models had a range above 241 kms (the new BEV, EREV and FCEV minimum range proposed below). The Province intends to increase the minimum range for eligible ZEVs beginning in model year 2026. This is consistent with previous feedback from stakeholders that encouraged the Province to increase ZEV range minimums after 2025. This change also aligns with some of the increases in vehicle range proposed by Quebec<sup>3</sup> and California<sup>4</sup> for their ZEV mandate updates.

*Proposed changes to the ZEV Regulation:*

- *Amend the vehicle definitions in section 1 of the Regulation to increase the range for ZEV types as follows for model year 2026 onward:*
  - *Battery electric vehicle (BEV): has a minimum EPA range of 241 km.*
  - *Battery electric vehicle – short range (BEV – short): has an EPA range of less than 241 km.*
  - *Extended range electric vehicle (EREV): has a minimum EPA range of 241km.*
  - *Extended range electric vehicle – medium range (EREV – medium): has a minimum EPA range of 80 km and a maximum EPA range of less than 241 km.*
  - *Extended range electric vehicle – short range (EREV – short): has an EPA range of less than 80 km.*
  - *Fuel cell electric vehicle (FCEV): has a minimum EPA range of 241 km.*

<sup>3</sup> Quebec is proposing to increase its PHEV minimum all-electric range to 80 kms, with the ability to earn transitional credits for PHEVs with a range between 50 and 80 kms for model year 2025 to 2027.

<sup>4</sup> California is proposing to increase its PHEV minimum all-electric range to 50 miles (approximately 80 kms), with the ability to earn transitional credits for PHEVs with a range between 30 and 50 miles for model year 2026 to 2028. California is proposing to change the BEV range to 150 miles (approximately 241 kms).

- *Fuel cell electric vehicle – short range (FCEV – short): has an EPA range of less than 241 km.*
- *Plug-in hybrid electric vehicle (PHEV): has a minimum EPA all-electric range of 80 km.*
- *Plug-in hybrid electric vehicle – short range (PHEV – short): has an EPA range of less than 80 km.*

*The Province is interested in comments on each type of vehicle and range proposed. For example, is it still necessary to have an EREV category.*

## 2.7 New vehicle requirements

As more ZEVs come onto the market at lower prices, the Province is interested in ensuring that available ZEVs are meeting certain minimum standards that customers seek in a ZEV. Therefore, the Province is considering similar minimum ZEV requirements as California, to come into effect for model year 2026. These requirements would include an on-board vehicle charger with a size of 5.76kW, a convenience cord that is capable of both level 1 and level 2 charging, and requiring eligible ZEVs to have direct current fast charger (DCFC) capability and a DCFC inlet.

*Proposed changes:*

- *Require that to be an eligible ZEV under the Act and Regulation the vehicle must have:*
  - *an on-board charger with a size of 5.76kW;*
  - *a convenience charging cord that is capable of both level 1 and level 2 charging and is at least 20 feet in length; and*
  - *DCFC capability with vehicle connectors that conform with the Combined Charging Standard.*

The Province is also considering including by reference some of, or all of the ZEV assurance measures that have been proposed by California, to ensure that ZEVs continue to meet drivers' needs. The ZEV assurance measures proposed by California include durability requirements, specific propulsion-related parts and battery warranties, and battery labeling. A high-level summary of the requirements being considered are listed below. Please refer to the California Air Resources Board website for a full list of proposed ZEV assurance measures and for further detail<sup>5</sup>. This change would ensure that ZEV supply to B.C. meets the same minimum quality standards as ZEV supply to California.

*The Province is seeking feedback on adopting California's minimum assurance measures that have been proposed for their ZEVs, including the pros and cons of inclusion of the following measures and how these measures could be implemented and verified in B.C:*

- 1. *Durability:*** *requiring vehicles to have 80% certified range value for 10 years or 150,000 miles (approximately 241,000 kms).*

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<sup>5</sup> [https://ww2.arb.ca.gov/rulemaking/2022/advanced-clean-cars-ii?utm\\_medium=email&utm\\_source=govdelivery](https://ww2.arb.ca.gov/rulemaking/2022/advanced-clean-cars-ii?utm_medium=email&utm_source=govdelivery) (See "[Staff Report: Initial Statement of Reasons](#)")

2. **Propulsion-related parts warranty:** requiring suppliers to provide a warranty for a minimum of three years or 50,000 miles (approximately 80,000 kms). For high-priced parts this would be seven years or 70,000 miles (approximately 113,000 kms).
3. **Battery warranty:** suppliers must offer a battery state of health warranty for eight years or 100,000 miles (approximately 161,000 kms) for any battery that falls below 70% for 2026 through 2030 model years, increasing to 75% for 2031 model year and subsequent model years.
4. **Battery labeling:** requiring all suppliers to include a label on the vehicle battery that provides information about the battery system.
5. **Other:** other measures that may not be captured in this list that could help ensure new ZEVs meet drivers' needs.

## 2.8 Vehicle weight

The Province is proposing to include vehicles with a gross vehicle weight rating (GVWR) of 4,536 kgs or less under its light-duty ZEV requirements beginning in model year 2026. Currently only vehicles with a GVWR of 3,856 kgs or less are included in the ZEV standard. Expanding the requirement to include vehicles with a GVWR of 4,536 kgs or less would ensure a larger segment of the vehicle market, including trucks, vans and SUVs are required to transition to ZEVs. This change would also align with the vehicles that are captured under Quebec's ZEV standard (vehicles with a GVWR of less than 4,500 kgs).

*Proposed changes to the ZEV Regulation:*

- *Amend the definition of 'light-duty motor vehicle' to increase the gross vehicle weight rating to 4,536 kgs or less.*

## 2.9 Registration and sales requirements

B.C. is interested in ensuring that ZEVs that receive credits under the ZEV Act and Regulation are reducing emissions in B.C. Therefore, the Province is proposing to require that, to earn credits under the ZEV Act and Regulation, the ZEV must be delivered for retail sale or lease (otherwise known as wholesale) in B.C. for the first time (and not previously sold in another jurisdiction) and be registered in B.C. with the Insurance Corporation of B.C (ICBC). The Province is also proposing to change the requirement for reporting total light-duty sales in the Province to be vehicles that are delivered for sale or lease into B.C. for the first time.

These proposed changes align with registration and sales requirements in Quebec where ZEVs must be registered within the Province to earn credits. The proposed changes would also create administrative simplicity for the Province and regulated parties in determining compliance numbers for both total light-duty vehicle sales and light-duty ZEV sales for compliance periods. Requiring suppliers to submit data based on vehicles being delivered for sale in B.C. was also requested by suppliers. These changes would apply to the model year 2023 compliance period.

*Proposed changes to the ZEV Act:*

- *Require that for a ZEV to receive credits under the ZEV Act and Regulation the vehicle must be delivered for retail sale or lease in B.C. for the first time (and not previously sold in another jurisdiction) and be registered in B.C.*
  - *The same requirements would apply for suppliers to report their total light-duty vehicle sales with the exception of the registration requirement.*
- *Amendments would be required to the definition of consumer sale to capture these changes.*

## 2.10 ZEV sales forecast

Supplier sales forecasts helps provide insight into the ZEV market as it progresses. This information can help the Province make informed decisions about investments in ZEV charging and fuelling infrastructure to ensure sufficient infrastructure is in place as new ZEVs enter the market.

*Proposed changes:*

- *Starting in compliance year 2023, require all medium and large suppliers to provide three years of ZEV sales forecast data annually as part of their model year reporting requirements.*
- *This data will be kept confidential to government.*

## 2.11 Reporting for small volume suppliers

Currently, only medium and large suppliers are required to report their total light-duty vehicle and ZEV sales each year, which they submit as part of their model year report. Small suppliers (under 1,000 sales per year) are not required to report on their total sales unless they choose to opt-in to the requirements.

The Province is proposing to require all small volume suppliers to submit a report with their total light-duty vehicle and ZEV sales to the Province annually at the same time that medium and large volume suppliers are required to submit their model year report. This would provide the Province with fulsome data on the light-duty vehicle market in B.C. This data can also be used to monitor light-duty vehicle sales trends by supplier to ensure that they are aware of their requirements if they are close to moving into the medium volume supplier class.

*Proposed changes to the ZEV Act:*

- *For the next compliance period, require that all small volume suppliers annually submit a report that includes their total light-duty vehicle sales and their total ZEV sales for the year to the Province. This report would be subject to the same auditing provisions as model year and supplementary reports.*

## 2.12 EPA range

An amendment is proposed to ensure that the definition of EPA range references all acceptable methods for calculating 5-cycle range values. This change was requested by suppliers and would apply to the model year 2023 compliance period.

*Proposed change to the ZEV Regulation:*

- *Amend subsection (a) of the definition of ‘EPA range’ in section 1 of the ZEV Regulation to include ‘equivalent methods set out by the EPA’ and remove subsection (b).*

## 2.13 Reporting dates

The Province is proposing changes to its reporting dates to create administrative simplicity, streamline the process for model year reports and better track supplier’s compliance. Under the existing ZEV Act and Regulation, the compliance date is September 30 and suppliers must submit their model year reports within 20 days after the compliance date.

The Province is proposing adjustments to streamline the reporting process for regulated parties and the Province. The new compliance date would be September 1. Suppliers would have until September 15 to submit credit applications to the Province for any vehicles sold up to the compliance date (and for any model year) to be included in the compliance year. Suppliers would not be able to submit anything through the ZEV Reporting System between September 15 and 30 while the Ministry processes any last transactions. On October 1, suppliers would be able to begin submitting their model year reports, with the final reports due on October 20. These changes would take place for the model year 2023 compliance period.

This change would streamline the process for processing model year reports so that suppliers can receive their assessment quickly. It also provides certainty for suppliers about their compliance position before they submit their model year report.

*Proposed change to the ZEV Regulation:*

- *Amend the regulation to change the compliance date from September 30 to September 1.*
- *Require suppliers to submit credit applications for all ZEV sales that will be included in the model year report by September 15.*
- *Change the number of days after the compliance date in which the model year report must be submitted to the director from 20 days to 49 days (which would be October 20).*

## 2.14 Encouraging affordable ZEVs for carsharing

The Province is proposing to add an additional way for suppliers to earn ZEV credits through initiative agreements. The proposed change would enable the Province to issue ZEV credits to suppliers that sold ZEVs to co-operative car share programs in BC at 25% or more off the Manufacturer Suggested Retail Price (MSRP). This change would help enable the further expansion of co-operative car sharing as an alternative form of transportation and encourage

co-operative car sharing vehicles to be ZEVs. The current 5% limit on the use of initiative agreement credits would still apply.

*Proposed change to the ZEV Regulation:*

- *Amend section 15 of the Regulation to include the sale of ZEVs to co-operative owned car share programs in B.C. at 25% or higher off the MSRP.*

## 2.15 Autonomous vehicles

BC does not currently have a ZEV requirement specific to autonomous vehicles. Autonomous vehicle technology is still in the early years of development but is evolving quickly. California is proposing to ban the operation of autonomous light-duty vehicles that are not ZEVs beginning January 1, 2030 (for model year 2031 and later).

*The Province is seeking feedback on if it should consider a similar requirement for the operation of autonomous light-duty vehicles in B.C.*

## 3. Providing Input

The Ministry of Energy, Mines and Low Carbon Innovation requests your written input on the ZEV Act and Regulation 2022 Formal Review Intentions Paper by no later than Tuesday, September 27, 2022 to [ZEVRegulation@gov.bc.ca](mailto:ZEVRegulation@gov.bc.ca).



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**Regional District of Bulkley-Nechako**  
**Board of Directors**

**TO:** Chair and Board  
**FROM:** First Nations Liaison  
**DATE:** August 11, 2022  
**SUBJECT:** Truth and Reconciliation Calls to Action

---

**RECOMMENDATION:** (all/directors/majority)

Receive/discuss.

---

### **BACKGROUND**

As part of the RDBN's efforts for creating space to discuss the Truth and Reconciliation Commissions' 94 Calls to Action and how to support local First Nations in their advocacy for reconciliation efforts in the region, staff has prepared this memo to discuss the Calls to Action that focus on reconciliation, media, and sports.

Of the five Calls to Action brought forward in this report, Call 89 has not been started, Calls 86, 87, and 90 are in progress, and Call 88 has been completed. To address Call 86, some journalism schools in Canada offer courses on Indigenous history; however, they are not mandatory and do not all include all the criteria cited in the Call<sup>1</sup>. To work on Call 87, Canada's Sports Hall of Fame has launched a digital book about Indigenous athletes<sup>2</sup>. To address Call 88, starting in 2017, the federal government committed ongoing funding to support culturally relevant sports programming for Indigenous youth and children at the community level and support the North American Indigenous Games<sup>3</sup>.

As noted earlier, Call 89 has not yet been started, there has been no amendment to the Physical Activity and Sport Act to support reconciliation with the policies stated in the Call<sup>4</sup>. Following the TRC report release, Sport Canada reinstated funding to the Aboriginal Sport Circle, a national organization that advocates for athletic resources for Indigenous, Métis, and Inuit Peoples to address Call 90<sup>5</sup>. The Government of Canada has committed to providing \$5.5 million every four years to support Indigenous youth and

---

<sup>1</sup> CBC News. Beyond 94 – Call 86. <https://newsinteractives.cbc.ca/longform-single/beyond-94?cta=86>

<sup>2</sup> CBC News. Beyond 94 – Call 87. <https://newsinteractives.cbc.ca/longform-single/beyond-94?cta=87>; Canadian Hall of Fame. Indigenous Heroes. <https://indigenousheroes.ca/chapters/>

<sup>3</sup> CBC News. Beyond 94 – Call 88. <https://newsinteractives.cbc.ca/longform-single/beyond-94?cta=88>

<sup>4</sup> CBC News. Beyond 94 – Call 89. <https://newsinteractives.cbc.ca/longform-single/beyond-94?cta=89>; Canadian Heritage. 2005. "Sport Canada's Policy on Aboriginal Peoples' Participation in Sport" [https://www.canada.ca/content/dam/pch/documents/services/sport-policies-acts-regulations/aboriginal\\_v4-eng.pdf](https://www.canada.ca/content/dam/pch/documents/services/sport-policies-acts-regulations/aboriginal_v4-eng.pdf)

<sup>5</sup> CBC News. Beyond 94 – Call 90. <https://newsinteractives.cbc.ca/longform-single/beyond-94?cta=90>

sports initiatives in Indigenous sports leadership, culturally relevant sports programming, the North American Indigenous Games, and Sport Canada's data and research<sup>6</sup>.

## **CALLS TO ACTION FOR DISCUSSION**

### *Media and Reconciliation*

86. We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations.

### *Sports and Reconciliation*

87. We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.

88. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.

89. We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples.

90. We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing:

- i. In collaboration with provincial and territorial governments, stable funding for, and access to, community sports programs that reflect the diverse cultures and traditional sporting activities of Aboriginal peoples.
- ii. An elite athlete development program for Aboriginal athletes.
- iii. Programs for coaches, trainers, and sports officials that are culturally relevant for Aboriginal peoples.
- iv. Anti-racism awareness and training programs.

---

<sup>6</sup> CIRNAC. “Delivering on Truth and Reconciliation Commission Calls to Action” – Sports and reconciliation. <https://www.rcaanc-cirnac.gc.ca/eng/1524505883755/1557512006268>





Reference: 269732

August 3<sup>rd</sup>, 2022

**BY EMAIL: [cheryl.anderson@rdbn.bc.ca](mailto:cheryl.anderson@rdbn.bc.ca)**

Gerry Thiessen  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake, British Columbia  
V0J 1E0

Dear Gerry Thiessen:

Thank you for your letter of March 1st, 2022, to Minister Conroy, regarding Intentions Paper Initiative and Policies for Community Forest Agreements. I have been asked to respond.

Changes to forest policy, including revisions to pricing policy, are key to advancing the critical work of reconciliation, and this work must be undertaken in consultation and cooperation with First Nations. Government is seeking to move forward honourably and cooperatively to transform the forest sector in ways that uphold First Nations' priorities, rights, and principles in alignment with the *Declaration on the Rights of Indigenous Peoples Act* and the UN Declaration on the Rights of Indigenous Peoples.

Revising tenure disposition considerations is part of the Strengthening the Social Contract goal for modernizing forest policy. Currently, there is a disparity between stumpage rates applied to Woodlot Licences, Community Forest Agreements, and First Nation Woodland Licenses. Government's intention is to harmonise the rate structures, consistent with our market-based pricing system, while being mindful that smaller tenure ownership is impacted by economies of scale.

Government acknowledges that Community Forest Agreements are an important source of revenue for supporting local priorities and community initiative, and I want to assure you that Intentions Paper Policy #18 is still in the development phase. We have heard that there are many social objectives associated with these tenures, that smaller tenures are impacted by economies of scale, and that many communities benefit from the existing model.

The tenure types being examined in this policy cover a large range of sizes and have very different cost structures and economies of scale. Government is committed to continue

engaging with the Community Forest Association, the Woodlot Federation, and several First Nations on the matter.

Your comments will be taken into consideration while government works through the policy development process.

Thank you for writing and sharing your concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'MS', followed by a horizontal line.

Melissa Sanderson  
Assistant Deputy Minister

pc: Honourable Katrine Conroy, Minister of Forests



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

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

February 24, 2022

The Honourable Katrine Conroy  
Minister of Forests, Lands, Natural Resource Operations and Rural Development  
PO Box 9046, Stn. Prov. Govt.  
Victoria, B.C.  
V8W 9E2

Dear Minister Conroy,

**RE: Harmonizing Stumpage Policy for Community Forests**

At its January 13, 2022 Natural Resources Committee meeting, the Regional District of Bulkley-Nechako (RDBN) Board of Directors received and discussed a letter from Burns Lake Community Forest Ltd. regarding the Province of B.C.'s policy intention to harmonize stumpage policy for community forests with the policy for First Nations Woodland Licenses consistent with the market-based timber pricing system in B.C.

The Regional Board is concerned about the proposed changes to harmonize stumpage rates by moving community forests into a market-based structure. The current tabular rate pricing system has been instrumental in supporting community initiatives, increasing local employment, and innovation in forest management. Moving to a market-based structure will decrease the profits of our community forests and have negative impacts on the long-term sustainability of these tenures due to unpredictability.

The *Modernizing Forest Policy in British Columbia* publication indicates that the motivation for changing community forest timber pricing is to strengthen the social contract by:

- Supporting local communities by ensuring the growth of good jobs and long-term economic opportunities
- Ensuring local communities, including Indigenous communities, have opportunities to benefit from the resources from their own backyards
- Maximizing BC's benefit in terms of jobs and value from our resources.

The Regional Board does not feel that the proposed change to community forest timber pricing will accomplish those goals, and will, in fact, have the opposite effect. We urge you to reconsider the proposal to change the pricing for area-based tenures and leave the tabular rate system in place to ensure the continued success of our community forests.

**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 & OOSTA LAKES  
C-FORT ST. JAMES RURAL G-HOUSTON RURAL  
D-FRASER LAKE RURAL

Thank you for your consideration. We look forward to your response.

Yours truly,

A handwritten signature in cursive script, appearing to read "Gerry Thiessen", with a long horizontal flourish extending to the right.

Gerry Thiessen  
Chair

**RECEIVED****AUG 02 2022****REGIONAL DISTRICT OF  
BULKLEY-NECHAKO**

Box 4584  
Smithers BC V0J 2N0

### **Bulkley Valley Community Foundation Annual Report for 2021**

The Directors and Staff of the Bulkley Valley Community Foundation (BVCF) are pleased to present our 2021 Annual Report.

The report lists our grant and learning award recipients, and the donors and supporters who assisted the BVCF in 2021.

It is very gratifying to support many worthy organizations and individuals in our communities with grants and learning awards. In 2021, we gave over \$93,700.00 to non-profit groups and students from Topley to Kitwanga, as well as \$271,000.00 in Community Impact Grants. These extraordinary grants were made possible through the generosity of a local donor.

Donors and supporters make this local-level impact possible, and to fulfill our purpose:

“to create opportunities for donors to support local initiatives, organizations and individuals to improve the quality of life throughout our communities”.

More information about the BVCF can be found on our website [www.bvcf.ca](http://www.bvcf.ca). Please contact us at [info@bvcf.ca](mailto:info@bvcf.ca) or by telephone at 250-847-4356 if you would like details about this report or the Foundation.

Yours truly,

A handwritten signature in blue ink that reads "Kate Daniels-Howard".

*Kate* Kate Daniels-Howard, Chair  
Bulkley Valley Community Foundation

Enclosure (1)

## GRANTS

**COMMUNITY GRANTS: \$45,206.54**

**Bulkley Valley Historical & Museum Society**  
New Display Hardware

**Bulkley Valley Regional Pool McEwen Fund:**  
Adaptive Aquatics Program  
Recreation Access Program

**Bulkley Valley Research Centre**  
Laptop

**Cycle 16 Trail Society**  
Multi-Use Trail Overpass Conceptual Design

**District of New Hazelton**  
Fitness in the Park

**Dze L K'ant Friendship Centre**  
Indigenous Adult War Canoe Program

**Groundbreakers Agriculture Association**  
Kitchen Lending Library

**Houston Link to Learning**  
Family Resource Drop-in Program & Resource Library

**Roche View Lodge Society**  
Pool Table Upgrades

**Silverthorne Elementary School, SD 54**  
Silverthorne Elementary Breakfast & Lunch Program

**Smithers Community Services Association**  
StoryWalk Program

**Smithers Curling Club**  
Curling Club Washroom Renovation

**Smithers Skate Park Society**  
Expansion Project Post-Construction & Maintenance

**Telkwa Community Initiatives Program**  
Telkwa Community Garden Infrastructure Upgrade

**Town of Smithers**  
Affordable Recreation Fund: Affordable Recreation Program

**Walnut Park Elementary School, SD 54**  
Exploring Drumming in a Cultural Context

**Wrinch Memorial Foundation**  
Starting Smart Pregnancy Outreach Program  
Baby Welcome Bags

**COMMUNITY IMPACT GRANTS:  
\$271,000.00**

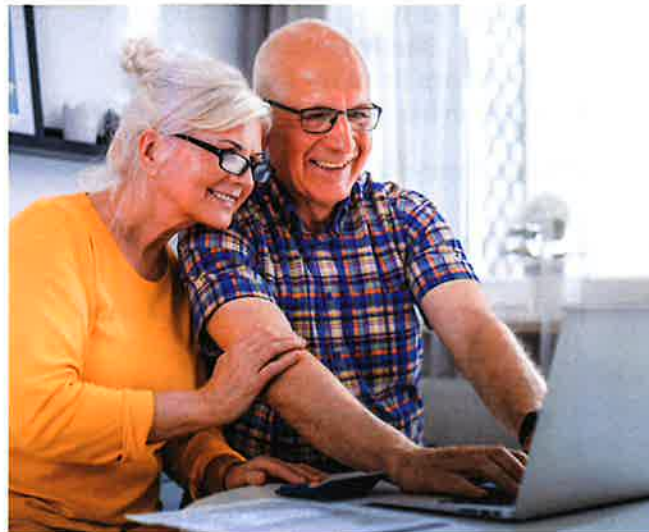
These extraordinary grants were made possible by the generosity of a local donor.

**Grendel Group (Family Advocates)**  
GrendelHouse community residence project

**Bulkley Valley Cross Country Ski Club**  
Ski S'Kool program

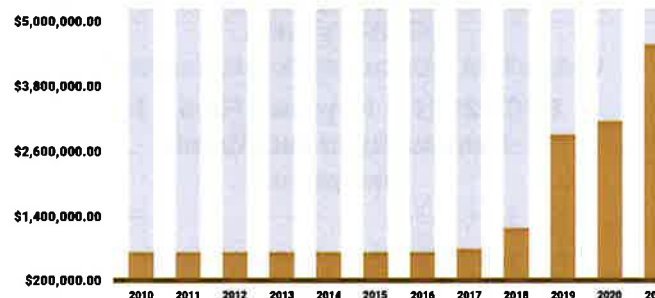
**Bulkley Valley Regional Swimming Pool**  
Facility upkeep and enhancement project

**Morice Mountain Nordic Ski Club**  
Trail system improvement



## NET ASSETS

BVCF endowment funds continue to grow, enabling us to support more projects and more people.



**BULKLEY VALLEY  
COMMUNITY FOUNDATION**

Annual Report 2021



**GRANTS:  
\$3,000.00**

### CHRISTMAS FOOD HAMPERS

Foundation directors granted funds to organizations in Houston, Hazelton and Smithers.

## ABOUT US

The purpose of the Bulkley Valley Community Foundation is to create opportunities for donors to support local initiatives, organizations and individuals to improve the quality of life throughout our communities.

Our dedicated team governs grant making, learning awards, investing and outreach.



We welcome donations of any size at any time. Donations are pooled and invested. Annual earnings are given back to our communities and students – every year – in perpetuity.



Contact us for information

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

## DONATIONS \$881,744.76

### Paul Backhouse Memorial Fund

Dave & Monica Gowryuk

Anne Kerr & Jean Michael Hanssens

Kevin Brewer • Jan & Monty McCarron

Cheryl McLatchy • Joseph Pojar • Gail Maxwell

Michael Marchant • Jill & Mike Dunbar

Backhouse-Smiths Caleigh, Meaghan, Heather,  
Malcolm

Rollie & Auntie Lorraine • Warren Tsoi

Danielle Helm • Marilyn Moore • M. Burch

Alexandra Howard • Don & Debra Blacklock

Graham Mackenzie • Kathleen McConchie

Helen Huzzy • Kevin Gourlay • Delight Dodyk

Ardley-Ferries • Katharine Davidson

Sandy MacDonell

Smithers Brewing Company Ltd.

Wendy Wiwchar • Kathleen Fisher • Robert  
Rentz

Kristin Purdy • Robert & Karen Mitchell

Kristen Brewer

### Alec Duncan Cooper Fund

Estate of Alexander Cooper

Iris Kobayakawa-Chow • Jeffrey B. Chow

### BVCF Community Giving Fund

Dawid Laszuk • McElhanney Ltd.

Elaine Edmison • Paulus Schalkwijk

Hardy O'Donoghue • Katharine Davidson

Bulkley Valley Bottle Depot

Bonnie McCreary • Estate of John MacDonald

Prov Employees Community Services Fund

Creative Roots Community Bursary Fund

Anonymous

### Nick Van Arem Endowment Fund

Tonia Turbin • Stephen Osborn

### Wetzin'kwa Community Forest Scholarship/ Bursary Fund

Wetzin'kwa Community Forest Corporation

BVCF 2021-1 Paydown Fund – for  
Community Impact Grants

Anonymous

*Thank you to Smithers Interior News for your  
support!*

## LEARNING AWARDS: \$48,500.00

### BVCF Grade 12 Learning Awards

#### HOUSTON SECONDARY SCHOOL

Mary Hodge • Jaxson Lohn  
JulieAna Maciel • Ton Tran

#### HAZELTON SECONDARY SCHOOL

Anela Croft • Patience Muldoe

#### BULKLEY VALLEY CHRISTIAN SCHOOL

Gavin Nanninga

#### SMITHERS SECONDARY SCHOOL

Jessie Tran • Jenelle Stanton  
Sarah Fillier • Janessa Garcia  
Bodhi Wilson • Jackson  
McDiarmid • Jonah Ma  
Morgan Fort • Sage Murphy

#### EBENEZER CHRISTIAN REFORMED SCHOOL

Caitlyn Wierenga • Cameron  
Dykstra • Ava Bruintjes  
Deanna Wendt  
Sam Bredenhof

### Wetzin'kwa Community Forest Corporation Awards

#### SMITHERS SECONDARY SCHOOL

Jackson McDiarmid  
Janessa Garcia

#### BULKLEY VALLEY CHRISTIAN SCHOOL

Gavin Nanninga

### Alec Duncan Cooper Awards

Congratulations to the first-ever recipients on their  
achievements:

**Greyson Gould: Mathematics**

**Brooke Schley: Physics**

### Nick Van Arem Award

for Courage, Spirit and Determination

**Aleea Zubeck**

### Fritz Pfeiffer Adult Learning Awards

Rebecca Sketchley • Chantel Wickson • Ella

Maskiewich Rachel Cuell • Kevin Berry • Tirion Grice •

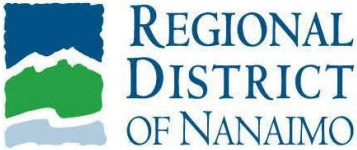
Oliver Holt Aurora Mernickle • Kathryn Shiach • Julia

Sundell Katelyn Hirtz



#### CREATIVE ROOTS BURSARY FUND

Provides tuition help for pupils of the Creative  
Roots Performing Arts School.



July 22, 2022

Dear B.C. Chairs and Mayors:

I write to seek your support for the Regional District of Nanaimo's UBCM resolution urging UBCM to work with the Ministry of Municipal Affairs and local governments in a collective endeavour to modernize the *Local Government Act*.

Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority, subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models.

Further, social, political and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship and a recognition of the importance of First Nations' meaningful participation in regional governance. These realities should be reflected in updated legislation. Inclusive governance, a goal identified in the Province's Action Plan under the *Declaration of the Rights of Indigenous Peoples Act*, is an important aspect of legislative reform and will inform any re-envisioning of the *Local Government Act*.

This initiative is also of interest to municipal officials, including to those who look to level the playing field with their rural neighbours, as many aspects of municipal operations are contained in the *Local Government Act*. The planning framework, shared by regional districts and municipalities, is within the *Local Government Act* and needs updating.

In June 2021, the Regional District of Nanaimo, with Don Lidstone, Q.C., hosted a virtual half-day session with regional district Chairs and CAOs across BC to explore the possibility of mobilizing a collaborative effort to modernize the legislation. Participants expressed an interest in proceeding with the initiative, pending approval of their Boards.

On April 1, 2022, the Chairs of the Regional District of Nanaimo and Alberni-Clayoquot Regional District, together with Don Lidstone, hosted a workshop on this topic at the AVICC Convention which was attended by elected officials from regional districts and municipalities and generated robust discussion. The slide presentation used at that session is attached for reference.



The Regional District of Nanaimo resolution, endorsed at the April AVICC Convention and included in the 2022 UBCM resolutions book, proposes action on this matter as follows:

*WHEREAS regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority, subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models;*

*AND WHEREAS the social, political and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship and a recognition of the importance of First Nations' participation in regional governance, and these realities should be reflected in updated legislation;*

*THEREFORE BE IT RESOLVED THAT UBCM be urged to work with the Ministry of Municipal Affairs and regional districts to further a legislative reform initiative for the purpose of comprehensively reviewing and modernizing the Local Government Act.*

In addition, the RDN has requested a meeting with Minister Cullen, to be arranged jointly with Chair John Jack of the Alberni-Clayoquot Regional District, to discuss this initiative further at the upcoming UBCM Convention.

We welcome your support of the UBCM resolution and look forward to achieving forward momentum and interjurisdictional collaboration for this important initiative.

Sincerely,



Tyler Brown, Chair  
Regional District of Nanaimo

# Legislative Reform Initiative: Continuing the Discussion

2022 AVICC Annual Convention

April 1, 2022

9:00 -11:00

# Agenda

- 9:00-9:10 Welcome and Introductions
- 9:10-9:30 Legislative Reform Initiative: Context and Background
- 9:30-10:25 Discussion: Ideas for Legislative Change
- 10:25-10:45 Discussion: Process to Achieve this Objective
- 10:45-10:55 Discussion: Next Steps to Continue Momentum
- 10:55-11:00 Conclusion/Wrap Up

## Panel

- **Tyler Brown**, Chair, Regional District of Nanaimo; Member of Council, City of Nanaimo
- **John Jack**, Chair, Alberni-Clayoquot Regional District; Member of Council, Huu-ay-aht First Nation
- **Douglas Holmes**, Chief Administrative Officer, Regional District of Nanaimo
- **Don Lidstone**, Q.C., Managing Partner, Lidstone & Company

# The Challenge

- Limits on legislative authority no longer supported by policy rationales
- Demographics/population growth/increased development/sparsely populated areas
- Business licensing, subdivisions, fireworks, parking, tree management
- Is such a distinction between authority of regional districts and municipalities still supportable?
- Revenue generation, models of taxation, funding for services – lack of flexibility in current paradigm

## The Challenge (continued)

- Establishing services to optimize scale, cost distribution, fair participation
- Urban/rural friction
- Social, political, economic values have shifted significantly since legislation was drafted.

## Purpose of Today's Workshop

- Continue the conversation
- Hear from local government partners about aspects of the legislation in need of reform
- Confirm support for this important initiative
- Focus forward momentum and collaboration

## Summary of Issues

- *Community Charter* replaced *Municipal Act* in 2003; excellent example of municipal legislation in Canada
- *Local Government Act* created 1966, based on 1849 legislation. Not overhauled in early 2000s as planned.



# Summary of Issues Continued

- Challenges with *LGA*:
  - a) convoluted language
  - b) anachronistic provisions
  - c) inflexible
  - d) restrictions on taxation/revenue generation
  - e) complexities in service establishment
  - f) lacks provisions to allow RDs to regulate, prohibit and impose requirements by bylaw without provincial approval
- Social/environmental values have changed since *LGA* was drafted, including:
  - a) First Nations inclusive governance/reconciliation
  - b) climate change
  - c) environmental stewardship

# Some Themes from Session with Regional District Chairs and CAOs on June 25, 2021

- First Nations must be invited to be part of this modernizing exercise
- UBCM involvement in this initiative is of great value
- A new legislative scheme should contemplate seven generations into the future; establish a framework responsive to future societal changes

## Themes from Discussion June 25, 2021, continued

- “Be careful what you wish for”: More authority requires more resources
- Ensure core task of modernizing RD legislation is not sidetracked by other issues
- RDs need more flexibility with revenue sources.  
Municipalities have authority to use fees to shape behaviour.

## Themes from Discussion June 25, 2021, continued

- Community amenity contributions should be addressed as part of this initiative
- Consultation with Boards, First Nations, stakeholders, developers, owners, citizens, and the Province is key
- MFA could be part of “blue ribbon panel” or a separate technical advisory group

# Legislative Reform Ideas Roundtable Discussion

- What kind of legislative reform do you envision?
- How would things improve?

# Outline of Process Proposed at June 25, 2021, Session

- 1) Establish a Committee of Board Chairs/CAOs to oversee legislation review process
- 2) Develop “blue ribbon panel”: 3 - 4 experts to identify problems, solutions, consequences. Provide an economic, social, environmental analysis for proposed solutions.
  - a) Panel comprised of elected officials, administrators, and a consultant
  - b) Panel reports to a “parliament” of elected officials/CAOs for guidance
  - c) Process subject to a non-disclosure agreement

# Outline of Proposed Process Continued

- 3) Conduct thorough consultation with affected RDs and municipalities
- 4) Invite treaty and non-treaty First Nations as partners in the process
- 5) Based on outcomes from “blue ribbon panel,” Board Chairs produce detailed draft Regional District Charter with accompanying commentary of approximately 15 pages

# Outline of Proposed Process Continued

- 6) Identify and consult stakeholder groups including elected officials, administration, LGMA, and MFA. Symposiums could also be conducted for stakeholders to submit ideas and establish a consensus.
- 7) Develop plan to identify milestones of the process to reform legislation.



# Outline of Proposed Process Continued

- 8) Establish buy-in from the Premier and Minister of Municipal Affairs
- 9) Engage in the legislative drafting process. Provincial legislative counsel would ultimately present a draft bill to the Legislative Assembly.
- 10) Aim for spring of 2024

# Continuing the Momentum

- Where do we go from here?
- Ideas for next steps

July 13, 2022

Chair Gerry Thiessen and Board  
Regional District of Bulkley-Nechako  
PO Box 820  
37 - 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0  
*via email: gerry.thiessen@rdbn.bc.ca*

Reference: AP6678

**RE: 2021 CEPF: Emergency Support Services (Regional: Team Development)**

Dear Chair Thiessen and Board,

Thank you for providing a final report and financial summary for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$67,140.04. Based on this, a payment in this amount will follow by electronic funds transfer. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure.

I would like to congratulate the Regional District of Bulkley-Nechako and partners for undertaking this project and responding to the opportunity to develop ESS capacity to increase the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Sasha Pryn  
Program Officer

cc: *Christopher Walker, Emergency Program Coordinator, Regional District of Bulkley-Nechako*

*The Community Emergency Preparedness Fund is funded by the Province of BC*

**From:** [info](#)  
**To:** [info](#)  
**Subject:** RE: [EXTERNAL]: FW: EXTERNAL - UBCM Meetings- Regional Districts  
**Date:** Monday, July 25, 2022 10:40:05 AM

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**From:** Olson, Marissa <[Marissa.Olson@leg.bc.ca](mailto:Marissa.Olson@leg.bc.ca)>  
**Sent:** July 22, 2022 3:35 PM  
**To:** Gerry Thiessen <[mayor@district.vanderhoof.ca](mailto:mayor@district.vanderhoof.ca)>  
**Subject:** EXTERNAL - UBCM Meetings- Regional Districts

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

July 22, 2022

Chair Gerry Thiessen  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake, BC V0J 1E0

Dear Chair Thiessen,

**Re: 2022 UBCM Official Opposition Meeting Opportunities**

On behalf of our new Leader, Kevin Falcon, and the BC Liberal Official Opposition Caucus, I would like to extend an invitation to meet with you during the upcoming Union of BC Municipalities (UBCM) Convention in Whistler. UBCM provides the opportunity to share ideas, gather information and collaborate with colleagues from across the province. After two years of virtual meetings, we very much look forward to seeing you in person.

Once again, we will have engagement opportunities that the Official Opposition would welcome your participation in during the UBCM Convention:

1. For a one-on-one meeting with Kevin Falcon, Leader of the Official Opposition, or any of our Critics, please contact us at [BCLiberalCaucus@leg.bc.ca](mailto:BCLiberalCaucus@leg.bc.ca).
2. Our Caucus will host two roundtable discussions on the topics noted below at the Aava

Whistler Hotel in the Summit Rooms on Thursday, September 15, 2022. The address of the hotel is 4005 Whistler Way and is located next to the Whistler Conference Centre.

| TOPIC  | TIME         |
|--|--------------|
| Investing in safe communities: discussing the challenges local governments face in dealing with public safety, health, and addictions                            | 12:30-1:20pm |
| BC's Affordability Crisis: exploring options to help address the challenges British Columbians are facing due to the soaring cost of living in their daily lives | 1:30-2:30pm  |

In accord with this year's theme of *Value of One, Power of Many*, we respect the strong partnership between local and provincially elected representatives. I hope each of you will have the opportunity to connect with the Leader of the Official Opposition, Kevin Falcon, and other Official Opposition MLAs during the UBCM Convention - our shared constituents are better served when we work together to provide solutions to the challenges our communities face.

Sincerely,

Dan Ashton, MLA  
Penticton  
Official Opposition Critic for Municipal Affairs

**From:** [Wendy Wainwright](#)  
**To:** [Wendy Wainwright](#)  
**Subject:** FW: [EXTERNAL]: Invitation to Meet with Office of Seniors Advocate and Land Title and Survey Authority of British Columbia During UBCM Convention  
**Date:** Wednesday, August 3, 2022 3:29:00 PM  
**Attachments:** [2022 UBCM Provincial Appointment Book Updated.pdf](#)  
**Importance:** High

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**From:** MUNI UBCM Meeting Requests MUNI:EX <[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)>  
**Sent:** Wednesday, August 3, 2022 12:31 PM  
**Subject:** [EXTERNAL]: Invitation to Meet with Office of Seniors Advocate and Land Title and Survey Authority of British Columbia During UBCM Convention  
**Importance:** High

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

This message is being sent to all UBCM Member Municipalities, Regional Districts and First Nations on behalf of the Ministry of Municipal Affairs.

**Subject:** Invitation to Meet with the Office of the Seniors Advocate and the Land Title and Survey Authority of British Columbia During UBCM Convention

**Intended Recipient(s):** Mayors/Regional District Chairs/Islands Trust Chair/CAOs  
and cc: General Email and Secretaries  
Chiefs and Chief Councillors  
and cc: Secretaries and Alternates

**Attachments:** One (1) Updated Provincial Appointment Book, and message below

If you have received this message in error, we ask that you please forward it to the appropriate person in your office.

-  
MESSAGE:

**2022 UBCM Convention – Ministries, Agencies, Commissions and Corporations (MACC) Staff Meetings**

Senior staff from the Office of the Seniors Advocate (OSA) and the Land Title and Survey Authority of British Columbia (LTSA) are pleased to offer UBCM Delegates an opportunity to meet to discuss matters related to the following: (See page 44 of the attachment for more details)

- Office of the Seniors Advocate (OSA) - OSA monitors and analyzes seniors services and issues in B.C., and makes recommendations to government and service providers to address systemic issues. OSA also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work.
- Land Title and Survey Authority of British Columbia (LTSA) - LTSA is a statutory corporation responsible for operating B.C.'s land title and survey systems and the Land Owner Transparency Registry (LOTR). LTSA provides land information and datasets to the province, local governments and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP.

As a reminder, meetings will be held at the Hilton Whistler Hotel, Cheakamus Room - 8:30 am – 4:00 pm on Tuesday, September 13, 2022 - Thursday, September 15, 2022.

To request a meeting with OSA or LTSA staff, please complete the form located at: <https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>.

The deadline to submit online meeting requests is **Tuesday, August 23, 2022**. Meeting confirmation details will be sent to the contact(s) identified on your meeting request form.

If you have any questions, please contact the MACC Staff Meeting Coordinator, Eri Moriya, by phone at: 778 698-1686, or the Assistant MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784. You may also reach out via email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca).

Regards,

Birgit Schmidt, Director  
MUNI UBCM Convention Coordinator  
Local Government Division | Ministry of Municipal Affairs  
Phone: 778 698-3260 | Email: [Birgit.Schmidt@gov.bc.ca](mailto:Birgit.Schmidt@gov.bc.ca)

# 2022 PROVINCIAL APPOINTMENT BOOK

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## Meeting Requests with:

The Premier and Cabinet Ministers and  
Provincial Government Staff from Ministries,  
Agencies, Commissions and Corporations (MACC)

at the 2022 UBCM CONVENTION  
September 12 – 16, 2022

Whistler Conference Centre  
Whistler, British Columbia



Ministry of  
Municipal Affairs





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## INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and provincial ministries, agencies, commissions and corporations (MACC) staff, to be scheduled the week of 2022 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister, Honourable Nathan Cullen, Municipal Affairs; and
3. Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All meetings for the 2022 UBCM Convention will take place in person. Details will be provided when meetings are confirmed.

### Meeting Dates

Meetings with the **Premier and Cabinet Ministers including the Minister of Municipal Affairs** will be 15 minutes in length, and will take place in person during the following dates:

**Second Level, Westin Hotel**  
**Monday, September 12, 2022**  
 to  
**Friday, September 16, 2022**

Meetings with **MACC staff** will be 30 minutes in length (20 minutes for the Ministry of Transportation and Infrastructure only), and will take place in person during the following dates:

**Cheakamus Room, Hilton Whistler Hotel**  
**Tuesday, September 13, 2022**  
 to  
**Thursday, September 15, 2022**

### On-Site Provincial Appointment Desk

Provincial Appointment Desk staff will be available on-site to schedule meetings with MACC Staff at the following locations:

**Monday, September 12, 2022**  
 Grand Foyer, Whistler Conference Centre  
 8:30 am – 4:00 pm

**Tuesday, September 13, 2022 –**  
**Thursday, September 15, 2022**  
 Lobby, Cheakamus Room, Hilton Whistler Hotel  
 8:30 am – 4:00 pm

## MEETING REQUEST INFORMATION AND LINKS

**Honourable John Horgan,  
Premier and Cabinet Ministers**  
(except Minister of Municipal Affairs)

Click: [Premier and Cabinet Ministers Meeting Requests](#)

**Invitation Code:** MeetingRequest2022  
(case sensitive)

**Deadline:** June 24, 2022

**Questions:**

Contact the Premier's UBCM Meeting Request Coordinator, Marlene Behrens by email at: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca),

or by telephone at: 250 213-3856

**Honourable Nathan Cullen,  
Minister of Municipal Affairs**

Click: [Municipal Affairs Minister's Meeting Requests](#)

**Deadline:** June 24, 2022

**Questions:**

Contact the MUNI Minister's Meeting Coordinator, Katie Carrothers by email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca),

or by telephone at: 236 478-0537

**Provincial Government (MACC)  
Staff**

(Ministries, Agencies, Commissions and Corporations)

Click: [MACC Staff Meeting Requests](#)

**Deadline:** August 23, 2022

**Questions:**

Contact the MACC Staff Meeting Coordinator, Eri Moriya, by phone at: 778 698-1686, or the Assistant MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at 778 405-1784.

You may also reach them by email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca),

Once meetings are scheduled, confirmation will be sent to UBCM local government and First Nations members **via email**.

## PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2022 UBCM CONVENTION

### MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING

| DIVISION/BRANCH  | TOPIC   |
|--|---|
| <b><i>Finance, Technology and Management Services Division</i></b> | <ul style="list-style-type: none"> <li>Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, ministry's 10-year capital plan, PSI property acquisition and disposition, manage ministry budget, maintain ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead ministry's business continuity and emergency response readiness with PSIs. Division responsible for student housing, leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.</li> </ul>   |
| <b><i>Governance and Corporate Planning Division</i></b>           | <ul style="list-style-type: none"> <li>Post-secondary governance, legislation, degree quality assurance, private career training regulation, data and analytical support, audit, institutional accountability, corporate planning, stakeholder relations, sector labour relations and bargaining, and internal human resources for the ministry.</li> </ul>   |
| <b><i>Post-Secondary Policy and Programs Division</i></b>          | <ul style="list-style-type: none"> <li>25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, health and medical education. Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, co-ops, and micro-credentials. The division is also responsible for international education, leading strategic policy/liaison function for the sector, and intergovernmental relations.</li> </ul> |
| <b><i>Workforce Development and Skills Training Division</i></b>   | <ul style="list-style-type: none"> <li>Development and management of targeted labour market programs and policies, including the Community Workforce Response Grant, the BC Employer Training Grant, and Indigenous skills training and partnerships, the dissemination of labour market information, and oversight of SkilledTradesBC (formerly the Industry Training Authority) to help British Columbians advance their skills and employment and support employers to meet their workforce needs.</li> </ul>  |

## MINISTRY OF AGRICULTURE AND FOOD

| DIVISION/BRANCH                                       | TOPIC   |
|---|---|
| <b><i>Business Risk Management Branch</i></b>         | <ul style="list-style-type: none"> <li>Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests and market declines, that cause income losses and lead to financial instability. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - offers insurance protection for agricultural crops against weather perils; Agri-Stability - protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.</li> </ul> |
| <b><i>Corporate, Policy and Priorities Branch</i></b> | <ul style="list-style-type: none"> <li>Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, for agriculture and seafood. Also responsible for the ministry's emergency management planning and preparedness activities, develops ministry climate change policy and provides support and coordination on climate related issues.</li> </ul>   |
| <b><i>Extension and Support Services Branch</i></b>   | <ul style="list-style-type: none"> <li>Provides extension and support services to enhance sector growth, competitiveness, sustainability, and adaptability. Working with industry associations (livestock, horticulture, aquaculture, and shellfish), local governments, academic partners and the farming community, the Branch leads environmental, climate change and traceability programming, supports agriculture planning, provides sector knowledge and technical expertise, facilitates emergency preparedness and response and supports industry to meet existing and emerging market and regulatory requirements.</li> </ul>   |

## MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

|   |   |
|---|---|
| <p><b><i>Food and Beverage Branch</i></b></p>       | <ul style="list-style-type: none"> <li>• Supports agriculture, food and beverage sector production, businesses and organizations through a wide variety of economic development and food system services and programs. Leads market, business, and value chain activities to support food and beverage producers, processors, Indigenous communities, and regional economies as well as key initiatives including Feed BC, Buy BC, BC Food Hub Network and the integration of regenerative agriculture practices utilizing Agritech as an enabler. Working closely with ministry branches including Extension and Support Services Branch and other provincial and federal agencies, the branch helps activate and grow the next generation of agriculture and food leaders and Indigenous entrepreneurs, food and beverage production and processors; with an added focus of ensuring that production and processing practices are sustainable and enabling of a resilient food system by utilizing regenerative practices and championing the advancement and adoption of innovative developments and Agritech to use agriculture as a tool to address climate change.</li> </ul> |
| <p><b><i>Food Safety Inspection Branch</i></b></p>  | <ul style="list-style-type: none"> <li>• Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/ territorial Canadian Agricultural Partnerships (CAP) agreement.</li> </ul>   |
| <p><b><i>Labour Unit</i></b></p>                    | <ul style="list-style-type: none"> <li>• Works closely with the Ministry of Labour to improve food security and the safety of temporary foreign workers (TFWs) and domestic farm workers (DFWs) in farming communities. The Labour Unit is responsible for ministry oversight, coordination, and direction regarding all labour initiatives. The Labour Unit is responsible for developing a comprehensive Agriculture Labour Strategy and action plan which includes all facets of agriculture labour supply, demand, training, accommodations, etc. focused on farm labour currently relying on TFWs and DFWs. The Labour Unit coordinates with other ministries, federal and local government representatives, and industry associations to support labour-related issues and inform future direction and action plans.</li> </ul>   |
| <p><b><i>Plant and Animal Health Branch</i></b></p> | <ul style="list-style-type: none"> <li>• Supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.</li> </ul>   |

## ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING

| DIVISION/BRANCH   | TOPIC   |
|---|---|
| <i>Office of Housing and Construction Standards</i>       |   |
| <b><i>Building and Safety Standards Branch</i></b>        | <ul style="list-style-type: none"> <li>• Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas, elevator, and energy codes, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada.</li> <li>• Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires).</li> <li>• Nationally harmonized technical requirements to make new buildings more accessible.</li> </ul> |
| <b><i>Homelessness Policy and Partnerships Branch</i></b> | <ul style="list-style-type: none"> <li>• Homelessness policy and program development such as Rent Banks, Homeless Counts, Integrated Data Project, coordinated encampment response. Leading engagement and facilitation across government with partners and stakeholders towards a more coordinated and effective approach to addressing homelessness as well as leading government's efforts to address homelessness by delivering a homelessness strategy.</li> </ul>   |
| <b><i>Housing and Policy Branch</i></b>                   | <ul style="list-style-type: none"> <li>• Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing.</li> </ul>  |

## ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING CONTINUED...

|   |   |
|---|---|
| <b><i>Multiculturalism and Anti-Racism Branch</i></b> | <ul style="list-style-type: none"> <li>• Anti-Racism Data legislation.</li> <li>• <i>Anti-Racism Act</i>, Multiculturalism Grant program.</li> <li>• Legacy Initiatives.</li> <li>• Report on Multiculturalism.</li> <li>• Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives.</li> <li>• Multicultural Advisory Council (MAC).</li> <li>• Proclamations Program.</li> <li>• Anti-Racism Training (Institutional Change Initiative).</li> </ul> |
| <b><i>Residential Tenancy Branch</i></b>              | <ul style="list-style-type: none"> <li>• The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.</li> </ul>   |

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

| <b>DIVISION/BRANCH</b>   | <b>TOPIC</b>  |
|--|---|
| <b><i>Deputy Minister's Office and Executive Operations, Strategic Services Branch</i></b> | <ul style="list-style-type: none"> <li>• The Strategic Services Branch provides expertise to enable the large-scale, cross divisional and complex transformation envisioned in the ministry's Strategic Framework. The branch leads:             <ul style="list-style-type: none"> <li>○ Strategic planning and engagement – directs planning, reporting, internal, external and web-based communications and engagement;</li> <li>○ Project management and lean services – supports strategic initiatives and continuous improvement; and</li> <li>○ Change management – champions organizational change and effective implementation.</li> </ul> </li> </ul> |



## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

|   |   |
|---|---|
| <p><b><i>Service Delivery Division</i></b></p>  | <ul style="list-style-type: none"> <li>• Service Delivery Division is responsible for delivering community services to children, youth and families across the province, including adoption and guardianship, child and youth mental health, children and youth with support needs, (including specialized provincial services, Autism Information Services, and Provincial Deaf and Hard of Hearing Services) child protection and family services, resources, Services to Adults with Developmental Disabilities, Specialized Intervention and Youth Justice, and forensics Early Years, and supporting youth transitioning to adulthood.</li> <li>• Our professional and support staff work closely with families, extended families, Delegated Aboriginal Agencies, First Nations, Métis and Inuit partners, foster caregivers, community social service agencies, service providers and ministry partners in pursuit of our ministry’s vision.</li> </ul>  |
| <p><b><i>Strategic Integration, Policy and Legislation Division / Child Welfare, Reconciliation and CYMH Policy and Strategic Integration</i></b></p> | <ul style="list-style-type: none"> <li>• The Child Welfare, Reconciliation and CYMH Policy and Strategic Integration branch is responsible for identifying opportunities, risks and system-wide challenges to cross-ministry integration. Develops strategic and operational policy to improve mental health outcomes for children, youth and their families, as well as leads the research, development and implementation for the network of care (including the Specialized Homes and Support Services Transformation). Leads the development of strategic policy to advance systemic change in support of Indigenous reconciliation, including amendments to the CFCSA to uphold Indigenous jurisdiction over child and family services. Responsible for the development of, and revisions to, operational child welfare policy in support of prevention, family preservation, child protection, guardianship, adoption, youth and young adults.</li> </ul> |
| <p><b><i>Strategic Integration, Policy and Legislation Division / Policy, Legislation and Litigation</i></b></p>                                      | <ul style="list-style-type: none"> <li>• The Policy, Legislation and Litigation Branch leads legislation, litigation, and cross-divisional strategic policy and research. The branch also serves as the hub for external research and legal support.</li> </ul>   |
| <p><b><i>Strategic Integration, Policy and Legislation Division / Strategic Initiatives</i></b></p>   | <ul style="list-style-type: none"> <li>• The Strategic Initiatives Branch is responsible for the development of strategic complex, large-scale and cross-divisional projects, including improving supports for youth and young adults transitioning from care, and prevention and family supports. The branch also leads the Service Frameworks for each of these areas.</li> </ul>   |

## MINISTRY OF CITIZENS' SERVICES

| DIVISION/BRANCH                            | TOPIC  |
|--|--|
| <i>Government Digital Experience</i>       | <ul style="list-style-type: none"> <li>• Provides technical infrastructure that enables gov.bc.ca; manages high priority web content, including COVID-19 and vaccination information, flooding information, Ukraine support.</li> <li>• Executes various methods for gathering feedback from citizens about the policies, programs and services including designing services or information collaboratively and/or surveying or gathering feedback online or in person.</li> <li>• Creates standards to make government's web site accessible and ensure that the site is plain language, easy to navigate and read and includes preparing content for high priorities in multiple languages.</li> <li>• The Division also delivers digital policy advice and technology services to Government Communications and Public Engagement (GCPE) to support its day-to-day operations.</li> </ul>   |
| <i>Office of Chief Information Officer</i> | <ul style="list-style-type: none"> <li>• The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the province.</li> <li>• The OCIO provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the province.</li> <li>• The OCIO is responsible for the province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations.</li> <li>• It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security.</li> </ul> |

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

|   |  |
|---|--|
| <p><b><i>OCIO Connectivity</i></b></p>      | <ul style="list-style-type: none"> <li>• The Division provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia and the Connecting Communities BC funding programs.</li> <li>• Programming supports local governments, First Nations and regional districts by assisting with connectivity planning and helping communities to better understand how to achieve greater economic, environmental, public safety and social benefits enabled through high-speed internet.</li> <li>• Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access, and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies, and major events.</li> </ul>  |
| <p><b><i>Procurement and Supply</i></b></p> | <ul style="list-style-type: none"> <li>• The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.</li> <li>• Procurement Services Branch (PSB) is the lead contact for the Single Point of Access (SPA) initiative; a federal initiative in which all Municipalities, Advanced Education, Schools and Hospitals will be required to post all of their procurement activity on a Single Point of Contact web site so that we comply with the requirements of the Comprehensive Economic and Trade Agreement (CETA). Compliance by all provinces and Territories is required by September 2022.</li> <li>• PSB is also the lead for coordinating access to the Federal National Memorandum of Understanding (NMUA) which grants access to provinces and territories to numerous Corporate Supply Agreements created by the Federal Government.</li> <li>• The new modernized BC Bid is government's online procurement tool for accessing and competing on public sector procurement opportunities. Used by hundreds of publicly funded organizations, such as Crown Corporations, health authorities and municipalities, the modernized application will make it easier for businesses of all sizes to take advantage of public sector contracts available.</li> <li>• Procurement Transformation Branch (PTB), in collaboration with the Ministry of Indigenous Relations and Reconciliation (MIRR), is forming an External Advisory Committee under the Indigenous Procurement Initiative (IPI) to determine actions to take in order to reduce barriers to government procurement opportunities and better support participation by Indigenous businesses and communities.</li> </ul> |

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

|                             |   |
|-----------------------------|---|
| <b><i>Real Property</i></b> | <ul style="list-style-type: none"> <li>• The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.</li> </ul>   |
| <b><i>Service BC</i></b>    | <ul style="list-style-type: none"> <li>• Service BC (SBC) is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the SBC Provincial Contact Centre, SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The Division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government.</li> <li>• The BC Corporate Registries branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information.</li> </ul> |

## MINISTRY OF EDUCATION AND CHILD CARE

| DIVISION/BRANCH                         | TOPIC  |
|---|--|
| <b><i>Capital Management Branch</i></b> | <ul style="list-style-type: none"> <li>• The Capital Management Branch establishes and administers the Ministry of Education and Child Care's Capital Programs, estimated with at \$12.65 billion committed over 2022 and 2024, annually and includes via the following programs areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Branch establishes the sets priorities and programs for capital investment and engages public school districts in identifying local capital priorities for funding on an annual basis. Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, The Branch also establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.</li> </ul> |

## MINISTRY OF EDUCATION AND CHILD CARE CONTINUED...

|  |   |
|--|---|
| <p><b><i>Child Care Division</i></b></p>                         | <ul style="list-style-type: none"> <li>• The Child Care Division leads the development and implementation of B.C.'s Childcare BC plan and has operational accountability for government's child care funding programs and registry of Early Childhood Educators.</li> <li>• Childcare BC:             <ul style="list-style-type: none"> <li>○ New Spaces Fund.</li> <li>○ UBCM Child Care New Spaces Grants.</li> <li>○ UBCM Child Care Planning Grants.</li> <li>○ BC Maintenance Fund.</li> <li>○ Start-up Grants.</li> <li>○ Child Care Fee Reduction Initiative.</li> <li>○ Affordable Child Care Benefit.</li> <li>○ Child Care Operating Funding.</li> <li>○ Young Parent Program.</li> <li>○ Early Childhood Educator (ECE) Wage Enhancement.</li> <li>○ Funding for ECE Bursaries.</li> <li>○ ECE Registry.</li> <li>○ Aboriginal Head Start.</li> </ul> </li> <li>• Aboriginal / Support Child Development funding/strategy.</li> </ul> |
| <p><b><i>Funding and Financial Accountability Branch</i></b></p> | <ul style="list-style-type: none"> <li>• The Funding and Financial Accountability Branch has oversight for the allocation and management of over \$7.25 billion of operating and special purpose funding to B.C.'s 60 Boards of Education, as well as independent School Authorities, and oversees the budgeting and financial reporting of all 60 school districts. Included in this are policies related to improving financial management and accountability in the K-12 public school sector. The Branch also plays a leadership role in the implementation of various elements of the BC Tripartite Education Agreement with Canada and the First Nations Education Steering Committee.</li> </ul>   |
| <p><b><i>Resource Management Division</i></b></p>                | <ul style="list-style-type: none"> <li>• The Resource Management Division is responsible for the oversight and management of approximately \$78.2 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives and child care initiatives and programs. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.</li> </ul>   |

## MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION

| DIVISION/BRANCH  | TOPIC  |
|--|--|
| <p><b><i>Electricity and Alternative Energy Division</i></b></p> | <ul style="list-style-type: none"> <li>• The Division is responsible for British Columbia’s electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency.</li> <li>• The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, programs, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: <i>Greenhouse Gas Reduction Act</i> (Renewable and Low Carbon Fuel Requirements), the <i>Zero-Emission Vehicle Act</i>, the <i>Utilities Commission Act</i>, and the <i>Clean Energy Act</i>.</li> <li>• The Division is responsible for B.C.’s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</li> <li>• The Division is responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining Council and are seeking to engage with First Nations rights holders and organizations in a collaborative dialogue to: <ul style="list-style-type: none"> <li>○ position First Nations to fully participate in current and future opportunities in British Columbia’s clean energy sector; and</li> <li>○ align the province’s strategic clean energy policy and legislation with the United Nations Declaration on the Rights of Indigenous people.</li> </ul> </li> <li>• Implementation of the BC Hydrogen Strategy and administration of the BC Hydrogen Office.</li> </ul> |
| <p><b><i>LNG Canada Implementation Secretariat</i></b></p>       | <ul style="list-style-type: none"> <li>• This Division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management.</li> </ul>  |

## MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

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| <p><b><i>Mines Competitiveness and Authorizations Division</i></b></p> | <ul style="list-style-type: none"> <li>• Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards.</li> </ul>   |
| <p><b><i>Mines Health, Safety and Enforcement Division</i></b></p>     | <ul style="list-style-type: none"> <li>• The Division was created in 2019 and is responsible for mine worker health and safety, compliance verification and enforcement, and investigations of serious incidents at mines.</li> <li>• Oversees the regulation of abandoned mines.</li> <li>• Manages the ongoing review and revision of the Health, Safety and Reclamation Code for Mines in B.C.</li> <li>• Oversees policy and Indigenous engagement in its core business areas.</li> <li>• The Division includes the Chief Auditor, responsible for conducting audits evaluating effectiveness of B.C.'s mining regulatory framework.</li> </ul>   |
| <p><b><i>Strategic and Indigenous Affairs Division</i></b></p>         | <ul style="list-style-type: none"> <li>• Supports mandate delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI's Divisions on its energy, mining and natural gas mandates.</li> <li>• Supports EMLI efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters. This work is consistent with Government's objectives under the <i>Declaration on the Rights of Indigenous Peoples Act</i> and ensures that First Nations actively participate in natural resource development in their Traditional Territories.</li> <li>• Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMLI takes a strategic approach to the delivery of its programs and services.</li> </ul> |

## MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

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| <p><b><i>Oil and Gas Division</i></b></p>           | <ul style="list-style-type: none"> <li>• This Division is accountable for the management and responsible development of the province’s oil and gas resources. This includes issuing and administering Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; maintaining petroleum geology databases and systems; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province’s royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province’s liquefied natural gas industry and other industries that add value to British Columbia’s oil and gas resources.</li> <li>• The Division develops policy, provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects.</li> <li>• The Division assesses and collaborates across-government on Indigenous reconciliation initiatives and environmental monitoring and research programs, conducts oil and gas resource assessments, manages resource development planning, manages cumulative effects, guides modernized land use planning, and develops environmental practices and initiates and administers oil and natural gas restoration programs.</li> <li>• The Division in association with the Ministry of Environment and Climate Change Strategy, has responsibility for policies, programs, regulations and legislation to support achieving greenhouse gas reduction targets as it relates to the oil and gas sector, including methane emissions targets and advancing carbon capture, utilization and storage.</li> </ul> |
| <p><b><i>Woodfibre Implementation Group</i></b></p> | <ul style="list-style-type: none"> <li>• Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</li> </ul>   |



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

| DIVISION/BRANCH                                     | TOPIC   |
|---|---|
| <b><i>BC Parks, Recreation Sites and Trails</i></b> | <ul style="list-style-type: none"> <li>Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas, and for developing, maintaining, and managing a network of recreation sites and recreation trails on Crown land throughout the province.</li> </ul>   |
| <b><i>Climate Change Strategy</i></b>               | <ul style="list-style-type: none"> <li>Province-wide coordination and management of systems to address and respond to climate change including: CleanBC, CleanBC Roadmap to 2030, CleanBC Communities Fund, CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Offset Program, Climate Preparedness and Adaptation Strategy, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory and new Local Government Climate Action Program. Climate action pieces of legislation related to climate change including: <i>Greenhouse Gas Industrial Reporting and Control Act</i>, <i>Climate Change Accountability Act</i>, <i>Renewable and Low Carbon Fuel Requirements Act</i>, <i>Vehicle Emissions Standards Act</i>, <i>Clean Energy Act</i>, <i>Greenhouse Gas Reduction - Emissions Standards</i>, and Carbon Tax.</li> </ul> |
| <b><i>Compliance and Enforcement</i></b>            | <ul style="list-style-type: none"> <li>Conservation Officer Service: A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities. Compliance and enforcement for industrial, commercial activities and sectors regulated under the <i>Environmental Management Act</i> regarding discharges to the environment, and under the <i>Integrated Pest Management Act</i> as it relates to pesticide use and storage; compliance planning.</li> </ul>  |
| <b><i>Environmental Assessment Office</i></b>       | <ul style="list-style-type: none"> <li>Review, compliance, and enforcement of major projects to assess their potential effects, in coordination with federal or provincial agencies. The <i>Environmental Assessment Act</i> is the legal framework for B.C.'s environmental assessment process.</li> </ul>   |

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

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| <p><b><i>Environmental Protection Division</i></b></p> | <ul style="list-style-type: none"> <li>• Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i>, contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i>, extended producer responsibility, recycling, Provincial Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Recycled Plastics Manufacturing Stimulus Fund, bonding financial assurance, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality; State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector library services; corporate Indigenous relations and partnership development.</li> </ul> |
| <p><b><i>Strategic Services</i></b></p>                | <ul style="list-style-type: none"> <li>• Overarching environmental policy and legislation; intergovernmental relations; Business Improvement and Service Plan; ministry-wide integration and delivery of digital and service transformation opportunities; advice and recommendations on cross-cutting Indigenous initiatives, Indigenous relationship practices evaluation, strategies, and guiding principles development for partnerships with Indigenous Nations.</li> </ul>   |

## MINISTRY OF FINANCE

| DIVISION/BRANCH  | TOPIC  |
|--|--|
| <p><b><i>Crown Agencies Secretariat</i></b></p>  | <ul style="list-style-type: none"> <li>• Oversight of governance, training, corporate accountability and appointments to all Crown Corporations, agencies, boards, and commissions.</li> <li>• Strategic oversight and support to specific Crowns, agencies or organizations, including:               <ul style="list-style-type: none"> <li>○ The BC Lottery Corporation (BCLC), including BCLC’s oversight of casinos and community gaming facilities.</li> <li>○ The Liquor Distribution Branch (LDB) sales and policy, including BC Liquor Stores and provincially authorized legal cannabis retail.</li> <li>○ BC Housing, in collaboration with the Attorney General and the Minister Responsible for Housing ministry.</li> <li>○ Insurance Corporation of BC (ICBC) providing direct support to the Minister of Public Safety and Solicitor General.</li> </ul> </li> </ul> <p><b>**For <u>Minister</u> meeting requests for the Insurance Corporation of BC please direct these to the <a href="#">Ministry of Public Safety and Solicitor General</a>.</b></p> <p><b>**For <u>staff</u> meeting requests for the Insurance Corporation of BC please see their description in the <a href="#">Provincial Agencies, Commissions and Corporations section</a>.</b></p> <p><b>**For <u>Minister</u> meeting requests for BC Housing, please direct these to the <a href="#">Attorney General and Minister Responsible for Housing</a>.</b></p> <p><b>**For <u>staff</u> meeting requests for BC Housing, please see their description in the <a href="#">Provincial Agencies, Commissions and Corporations section</a>.</b></p> |
| <p><b><i>Policy and Legislation Division / Financial and Corporate Services Branch</i></b></p> | <ul style="list-style-type: none"> <li>• Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives.</li> </ul>  |

## MINISTRY OF FINANCE CONTINUED...

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| <p><b><i>Policy and Legislation Division / Intergovernmental Fiscal Relations</i></b></p> | <ul style="list-style-type: none"> <li>• Federal-provincial fiscal relations (e.g., intergovernmental transfers). <ul style="list-style-type: none"> <li>○ Support Premier’s participation at Premiers’ and First Ministers’ tables.</li> <li>○ Support Finance Minister’s participation at provincial-territorial and federal-provincial-territorial Finance Ministers’ tables.</li> </ul> </li> <li>• Joint federal-provincial social policy priorities (e.g., income security and pensions).</li> <li>• Cannabis revenue sharing.</li> <li>• Local government fiscal relations, with Municipal Affairs.</li> <li>• First Nations fiscal relations, with Indigenous Relations and Reconciliation.</li> </ul> |
| <p><b><i>Policy &amp; Legislation Division / Property Assessment Services</i></b></p>     | <ul style="list-style-type: none"> <li>• Provincial property assessment policy/legislation including: <ul style="list-style-type: none"> <li>○ Valuation of development properties and tax implications on small businesses.</li> <li>○ Assessment methodology for Crown leased lands.</li> <li>○ Impacts of assessment on housing affordability.</li> </ul> </li> <li>• Assessment appeals and impacts on municipal revenues.</li> </ul>  |
| <p><b><i>Policy and Legislation Division / Tax Policy Branch</i></b></p>                  | <ul style="list-style-type: none"> <li>• Provincial tax policy, including: <ul style="list-style-type: none"> <li>○ Provincial property taxes (school, rural, police).</li> <li>○ Property Transfer Tax.</li> <li>○ Speculation and Vacancy Tax.</li> <li>○ Provincial Sales Tax.</li> <li>○ Carbon Tax.</li> <li>○ Motor Fuel Tax.</li> <li>○ Provincial Income Tax.</li> <li>○ Indigenous Taxation.</li> <li>○ Employer Health Tax.</li> </ul> </li> </ul>   |

## MINISTRY OF FORESTS

| DIVISION/BRANCH                                       | TOPIC   |
|---|---|
| <b><i>BC Timber Sales</i></b>                         | <ul style="list-style-type: none"> <li>BC Timber Sales (BCTS) manages about 20 per cent of the province's allowable annual cut for Crown timber supporting the BC Timber Market Pricing System and generating economic prosperity for British Columbians through the safe, sustainable development and auction of Crown timber. BCTS operates in 33 communities and directly supports on average 7,000 jobs across B.C.</li> </ul>  |
| <b><i>BC Wildfire Service</i></b>                     | <ul style="list-style-type: none"> <li>Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.</li> </ul>  |
| <b><i>Forest and Range Sector Policy Division</i></b> | <ul style="list-style-type: none"> <li>Economics, Trade, Export Policy, Softwood Lumber, Timber Pricing, Competitiveness and Compensation policy, Resource worker safety, value added, range policy and planning, modernizing forest policy, BC Timber Sales provincial operations.</li> </ul>  |
| <b><i>Integrated Resource Operations Division</i></b> | <ul style="list-style-type: none"> <li>Archaeology; Compliance and Enforcement; Fish and Wildlife, Water Management, Engineering, Forest Tenures, Crown land Opportunities, Restoration and Lands.</li> </ul>   |
| <b><i>Office of the Chief Forester</i></b>            | <ul style="list-style-type: none"> <li>The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and strategic old growth support. All these activities are carried out to achieve sustainable management of B.C.'s forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and six branches: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Forest Carbon and Climate Services Branch, Forest Investment and Reporting Branch and Forest Science, Planning and Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities Branch.</li> </ul> |
| <b><i>Regional Operations</i></b>                     | <ul style="list-style-type: none"> <li>Resource management coordination, and implementation, Crown land water, fish and wildlife and forest authorizations, community forest agreements, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Invasive Species and Ecosystem Restoration.</li> </ul>  |

## MINISTRY OF HEALTH

| DIVISION/BRANCH  | TOPIC   |
|--|---|
| <b><i>Finance and Corporate Services</i></b>                   | <ul style="list-style-type: none"> <li>• Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management.</li> <li>• Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.</li> </ul>   |
| <b><i>Health Sector Workforce and Beneficiary Services</i></b> | <ul style="list-style-type: none"> <li>• Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.</li> </ul>   |
| <b><i>Hospital and Provincial Health Services</i></b>          | <ul style="list-style-type: none"> <li>• Focuses on implementing specialized community and surgical services and programs, provincial health service, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAiD).</li> <li>• Works towards service transformation across the acute and provincial health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives.</li> <li>• Works on continuing to implement the Surgical Renewal Commitment to address and improve patients access and wait times for surgical and diagnostic imaging services while also increasing surgical and diagnostic capacity in the province.</li> </ul> |
| <b><i>Office of Indigenous Health</i></b>                      | <ul style="list-style-type: none"> <li>• Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness.</li> <li>• Key focus: Using the Recommendations of the <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.</li> </ul>   |
| <b><i>Population and Public Health</i></b>                     | <ul style="list-style-type: none"> <li>• Focuses on improving the overall health and well-being of the population by promoting good health and wellness, preventing disease, injury and illness, and protecting people from harm.</li> </ul>  |
| <b><i>Seniors Services</i></b>                                 | <ul style="list-style-type: none"> <li>• Responsibility for Home Health, Long-Term care and Assisted Living policy development and implementation.</li> <li>• Ministry policy and actions related to the Assisted Living Registry operations and oversight.</li> </ul>  |

## MINISTRY OF HEALTH CONTINUED...

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| <p><b>Primary Care</b></p> | <ul style="list-style-type: none"> <li>• Responsible for primary care policy direction, strategy development implementation, results monitoring, quality improvement and evaluation oversight. The current priorities of the division are: Increasing attachment and access through Primary care networks; Urgent and primary care centres; Community health centres; First Nations Led Primary Care Initiatives, Interdisciplinary team based primary care services both in person and virtual; integration of primary care services with specialized community services programs.</li> <li>• The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.</li> </ul> |
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## MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

| DIVISION/BRANCH   | TOPIC  |
|---|--|
| <p><b>Negotiations and Regional Operations Division</b></p>         | <ul style="list-style-type: none"> <li>• Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.</li> </ul>  |
| <p><b>Reconciliation Transformation and Strategies Division</b></p> | <ul style="list-style-type: none"> <li>• Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous People Act</i>.</li> <li>• Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional and provincial levels.</li> <li>• Provides strategic advice and coordination to support Indigenous economic development and sustainability as a means to advance self-determination.</li> </ul>  |
| <p><b>Strategic Partnerships and Initiatives Division</b></p>       | <ul style="list-style-type: none"> <li>• Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions of Indigenous people in B.C.</li> <li>• Leads B.C.'s efforts in socio-cultural reconciliation with Indigenous communities and the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations</li> <li>• Leads community engagement and the coordination of the provincial response to residential school sites in B.C.</li> <li>• Supports the negotiation of land packages and project manages the transfer of provincial Crown land to First Nations as part of provincial agreements.</li> <li>• Leads the provincial efforts to bring modern treaties into effect.</li> </ul> |

## MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION

| DIVISION/BRANCH   | TOPIC  |
|---|--|
| <p><b><i>Small Business and Economic Development Division</i></b></p> | <ul style="list-style-type: none"> <li>• Delivers on-the-ground regional and rural economic development and diversification, directly assisting rural communities in accessing funding, implementing projects, supporting business retention and expansion, investor readiness, and sector development. This work includes supporting communities responding to economic shocks (such as mill or mine closures).</li> <li>• Government lead on implementation of Recommendation #14 in the Old Growth Strategic Review (<i>“Support forest-sector workers and communities as they adapt to changes resulting from a new forest management system”</i>). Leads implementation of Forest Worker and Community Supports programs, as well as other established programs such as the Forest Employment Program and the Community Transition Rapid Response.</li> <li>• Provides economic recovery assistance for disaster impacted communities, including immediate on-the-ground services for transition support; economic recovery services and economic recovery funding for impacted communities to assess business impacts, and support economic development including new opportunities.</li> <li>• Responsible for Rural Resident Attraction and Retention Pilots (ending March 2023) supporting the advancement of business retention and expansion, using existing tools, resources, and best practices.</li> <li>• Provides rural development policy advice and support within government.</li> <li>• Economic analysis and policy, including LNG economic and workforce impacts and opportunities; Business growth and scale-up, including the B.C. supplier development pilot; Better Regulations for British Columbians; and Business and Economics Implications Framework.</li> <li>• Supports the development and delivery of policies, programs and initiatives supporting inclusive economic recovery, local, regional and Indigenous economic development, outreach, engagement and community investment readiness.</li> <li>• Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Mobile Business Licences; BizPal and Sector and Regulatory Competitiveness.</li> <li>• Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness.</li> <li>• Support the COVID Industry Engagement Table which focuses on ways to reduce the transmission of COVID-19 in workplaces, and to provide input and advice to the government on the impacts and effectiveness of new public health measures and restrictions.</li> <li>• Focus on increasing Indigenous participation in the economy, promoting Indigenous businesses and entrepreneurs, and industry partnerships.</li> </ul> |



## MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

### ***Investment and Innovation Division***

- Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives.
- Develops partnerships with investors to match project financing needs with strategic sources of capital.
- Responsible for InBC - a \$500 million strategic investment fund with a “triple bottom line” mandate that invests in high-growth potential businesses to help them scale up.
- Facilitates investments through the Major Investments Office:
  - Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.
  - Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.
  - Works closely with the Ministry of Energy, Mines, and Low Carbon Innovation to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.
  - Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives, including economic recovery.
  - Develops partnerships with investors to match project financing needs with strategic sources of capital.
  - Develops relationships with industry associations, investors, and other investment focused stakeholders to identify projects that could benefit from the branch’s involvement.
  - Leads the ministry’s investment evaluation process.
- Establishing Integrated Marketplaces to amplify B.C. innovation and to connect B.C. businesses with customers seeking technology solutions that will solve business problems (initially focused on the transportation and clean tech sector).
- Establishment of the (Environment, Social, Governance) ESG Centre of Excellence in B.C. to enable B.C. businesses to leverage their ESG advantage and to attract ESG investment capital to B.C.
- Development of a Life Sciences Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector.

## MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

### ***Trade and Industry Development Division***

- Delivers “StrongerBC” initiatives that help B.C. businesses adapt and recover from the impacts of COVID-19 (Agritech, Manufacturing, Supply Chain).
- Develops programming and strategies for major and emerging sectors of B.C.’s economy.
- Spurs economic opportunities through Canada’s free trade agreements and our own international networks in support of diversified and growing exports and investment attraction.
- Drives prosperity and global opportunities for B.C. businesses in collaboration with Global Affairs Canada in the USA, Europe and Asia.
- Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and overseas.
- Manages international and industry focused domestic marketing efforts in order to promote B.C. internationally as an attractive place to do business.
- Delivers and coordinates trade readiness and trade services programs serving communities across the province including indigenous communities, helping develop prosperous exporting companies positively impacting these communities.
- Supports the delivery of the Export Navigator Program.
- Supports the delivery of the Agritech Concierge Program and co-lead for implementation of the recommendations of the Food Security Task Force.
- Develops and delivers initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with B.C. communities and federal partners to optimize the best investment opportunities for B.C.
- Advances and defends B.C. interests in international and domestic trade negotiations, agreements, and disputes.
- Monitors, analyzes, and communicates trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making.
- Leads the development of a Trade Diversification Strategy and an Industrial and Manufacturing Strategy.

## MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

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| <p><b><i>Innovation, Technology and Investment Capital Division</i></b></p> | <ul style="list-style-type: none"> <li>• B.C.'s technology and innovation policy and programming, including responsibility for Innovate BC.</li> <li>• Intellectual Property.</li> <li>• Coordination of the province's StrongerBC economic plan and associated programming.</li> <li>• Province's participation in the Digital Supercluster and Quantum Algorithms Institute.</li> <li>• Venture Capital Tax Credit.</li> <li>• Secretariat for StrongerBC, Economic Plan coordination, tracking and reporting.</li> <li>• BC Knowledge Development Fund.</li> <li>• Cannabis economic development.</li> <li>• Clean technology, hydrogen and low carbon innovation.</li> </ul> |
| <p><b><i>Office of Mass Timber Implementation</i></b></p>                   | <ul style="list-style-type: none"> <li>• The Office is tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production.</li> <li>• Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC, advancing the Mass Timber Action Plan, cross-government and external partner coordination and collaboration and supporting the Minister's Mass Timber Advisory Council.</li> </ul>   |

## MINISTRY OF LABOUR

| DIVISION/BRANCH                            | TOPIC  |
|--|--|
| <p><b><i>Employment Standards</i></b></p>  | <ul style="list-style-type: none"> <li>• Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the <i>Temporary Foreign Worker Protection Act</i>.</li> </ul> |
| <p><b><i>Forest Worker Support</i></b></p> | <ul style="list-style-type: none"> <li>• Delivery of the Bridging to Retirement program which supports forestry workers, contractors and their employees impacted by Old Growth deferrals who are 55+ to transition to retirement in their communities and also enables workers in working forestry operations to voluntarily retire, with employer participation.</li> </ul>  |

## MINISTRY OF LABOUR CONTINUED...

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| <b><i>Labour Relations</i></b>      | <ul style="list-style-type: none"> <li>Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> and the <i>Fire Department Act</i>.</li> </ul>   |
| <b><i>Workers' Compensation</i></b> | <ul style="list-style-type: none"> <li>Administration of the <i>Workers Compensation Act</i> through WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.</li> </ul> |

## MINISTRY OF LAND, WATER AND RESOURCE STEWARDSHIP

| DIVISION/BRANCH   | TOPIC   |
|---|---|
| <b><i>Authorizations and SDM Solutions</i></b>                  | <ul style="list-style-type: none"> <li>A broad initiative to review legislation, provincial policy, tools, supports and standards needed to support statutory decision making and effective permitting and authorizations that are timely, transparent and fair.</li> </ul>   |
| <b><i>Cumulative Effects NRS Solutions</i></b>                  | <ul style="list-style-type: none"> <li>Building a cumulative effects management system in response to the Yahey court case that can be leveraged elsewhere in the province regionally.</li> </ul>   |
| <b><i>Natural Resource Information and Digital Services</i></b> | <ul style="list-style-type: none"> <li>Provides essential Information Management (IM) services to the sector by way of the creation, maintenance, and publication of foundational datasets and geospatial information as well as providing custom analytics. This work provides essential context and intelligence to support decision making across the natural resource ministries and beyond. The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the sector.</li> </ul> |

## MINISTRY OF LAND, WATER AND RESOURCE STEWARDSHIP CONTINUED...

|   |  |
|---|--|
| <p><b><i>Land Use Policy, Planning and Terrestrial Ecosystems</i></b></p> | <ul style="list-style-type: none"> <li>• Responsible for leading B.C.’s land management strategies to ensure that land use decisions support the province’s goals for reconciliation with Indigenous Nations, conservation of wildlife and habitat and economic growth. This includes leading regional land use and reconciliation forums including:             <ul style="list-style-type: none"> <li>○ Advancing land use objectives and strategies that guide tactical and operational activities.</li> <li>○ Setting land use objectives, connecting objectives to implementation, tracking outcomes and revising objectives and strategies based on monitoring.</li> <li>○ Monitoring ecosystem conditions to feed into land use planning and decision making.</li> </ul> </li> <li>• Responsible for delivering the following programs:             <ul style="list-style-type: none"> <li>○ Modernized Land Use Planning delivered in partnership with Indigenous Nations.</li> <li>○ Collaborative Indigenous Stewardship Forums.</li> <li>○ Together for Wildlife Strategy.</li> <li>○ Cumulative Effects Framework.</li> <li>○ Species at Risk Recovery and the Provincial Caribou Recovery Program.</li> <li>○ Recommendations within the Old Growth Report.</li> </ul> </li> <li>• Chairing Regional Management Committees.</li> </ul>              |
| <p><b><i>Reconciliation and Natural Resource Sector Policy</i></b></p>    | <ul style="list-style-type: none"> <li>• This Division provides leadership in developing a “roadmap” for the natural resource sector to support the effective operationalization and implementation of the <i>Declaration on the Rights of Indigenous Peoples Act</i>, including working with the Declaration Act Secretariat on the alignment of natural resource sector laws and development of sector-specific tools and supports to advance reconciliation more effectively (e.g., policy, legislation, processes, etc.); this will include co-developing a foundation for co-management and shared decision making with Indigenous governments.</li> <li>• Some of the primary objectives of the Reconciliation and Natural Resource Sector Policy Division include:</li> <li>• Strategic land and resource reconciliation policy/frameworks including:             <ul style="list-style-type: none"> <li>○ Land and natural resource assets.</li> <li>○ Governance/co-management.</li> <li>○ Engagement.</li> </ul> </li> <li>• Cross sector policy.</li> <li>• Working with the <i>Declaration Act</i> Secretariat to coordinate alignment of Natural Resource Sector laws.</li> <li>• Co-ordinating today’s efforts and building future legislative and policy frameworks for cumulative effects, shared decision making and climate change.</li> </ul> |

## MINISTRY OF LAND, WATER AND RESOURCE STEWARDSHIP CONTINUED...

|   |   |
|---|---|
| <p><b><i>Water, Fisheries and Coastal Policy and Planning</i></b></p> | <ul style="list-style-type: none"> <li>• The Water, Fisheries and Coastal Policy &amp; Planning Division brings together program areas responsible for the Watershed Security Strategy and associated Fund, Wild Salmon Strategy, and Coastal Marine Strategy.</li> <li>• It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures.</li> <li>• The Division provides provincial leadership on water and coordinates government’s strategy on ‘source to tap’ drinking water protection. It is also responsible for watershed-related strategic planning, policy and science for B.C. and for setting objectives for water quality and sustainability.</li> <li>• The Division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.’s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO).</li> <li>• The Division is the provincial hub for marine and coastal policy and planning, providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.</li> </ul> |
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## MINISTRY OF MENTAL HEALTH AND ADDICTIONS

| DIVISION/BRANCH  | TOPIC   |
|--|---|
| <p><b><i>Child and Youth Mental Health Policy Division</i></b></p> | <ul style="list-style-type: none"> <li>• Set strategic direction and lead initiatives related to child and youth mental health and substance use, including the expansion of Foundry Youth Centres, developing a youth substance use system of care, including youth substance treatment beds, and implementing integrated child and youth teams.</li> <li>• Supporting Indigenous-led solutions for mental health and substance use needs through Indigenous partnerships and advancing broader commitments to Indigenous reconciliation, including implementation of the Memorandum of Understanding: Tripartite Partnership to Improve Mental Health and Wellness Services, land-based healing initiatives, and First Nations-run treatment centres.</li> <li>• Leading mental health initiatives such as suicide prevention and the expansion of affordable community counselling.</li> <li>• Developing programs to serve people with complex mental health and substance use needs, including implementation of complex care housing and community-based mental health crisis response services.</li> </ul> |

## MINISTRY OF MENTAL HEALTH AND ADDICTIONS CONTINUED...

|   |  |
|---|--|
| <p><b>Substance Use Policy Division</b></p> | <ul style="list-style-type: none"> <li>• Lead for substance use policy, system integration and innovation, including the overdose public health emergency. This includes the full continuum of substance use services and supports from prevention, early intervention, harm reduction as well as treatment and recovery.</li> <li>• Lead for decriminalization in B.C.</li> <li>• Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province.</li> <li>• Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.</li> </ul> |
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## MINISTRY OF MUNICIPAL AFFAIRS

| DIVISION/BRANCH  | TOPIC   |
|--|---|
| <i>Local Government Division</i>   |   |
| <p><b>Governance Structures</b><br/><b>Governance Services</b><br/><b>Governance Relations</b></p> | <ul style="list-style-type: none"> <li>• Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance.</li> <li>• Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services.</li> <li>• Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations.</li> </ul>   |
| <p><b>Infrastructure and Engineering</b></p>   | <ul style="list-style-type: none"> <li>• Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund, COVID-19 Resilience Infrastructure Stream), Community Economic Recovery Infrastructure Program, Clean Water and Wastewater Fund and NBCF-Small Communities Fund].</li> </ul> |

## MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

|   |   |
|---|---|
| <p><b>Local Government Finance</b></p>                          | <ul style="list-style-type: none"> <li>• Local government finance, including:             <ul style="list-style-type: none"> <li>○ budgeting and financial plans.</li> <li>○ audited financial statements.</li> <li>○ unconditional grants; Safe Restart – Local Government grants; reserve funds.</li> <li>○ investments and municipal corporations; long-term liabilities.</li> <li>○ development financing (including Development Cost Charges).</li> <li>○ user-fees.</li> <li>○ taxation (including tax sale).</li> <li>○ COVID-19 response temporary financial measures.</li> </ul> </li> </ul>   |
| <p><b>Local Government Policy, Research and Legislation</b></p> | <ul style="list-style-type: none"> <li>• Overall responsibility for local government legislation development for <i>Community Charter</i>, <i>Local Government Act</i>, <i>Local Elections Campaign Financing Act</i> and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.</li> </ul>   |
| <p><b>Planning and Land Use Management Programs</b></p>         | <ul style="list-style-type: none"> <li>• Local government planning and land use management framework, including: rental zoning, housing needs reports; public hearings, other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and the Development Approvals Process Review.</li> <li>• CleanBC, Climate Action Charter, joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action.</li> <li>• Dispute resolution related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.</li> <li>• Socio-economic effects of LNG Canada and Coastal GasLink’s LNG projects on local governments and Indigenous Nations in northern B.C.</li> <li>• Funding programs: Safe Restart -- Strengthening Communities’ Services, Safe Restart -- Local Government Development Approvals Program, Northern Healthy Communities Fund.</li> </ul> |
| <p><b>Public Libraries Branch</b></p>                           | <ul style="list-style-type: none"> <li>• The Public Libraries Branch works together with public library boards, library staff and local governments to improve and ensure the public’s access to information, resources, and services under the <i>Library Act</i>. Providing the regulatory structure that supports public libraries’ operation and governance. Apportioning grants to help library boards and public bodies that are engaged in delivering and improving public library service. Responsible for areas covering legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services and provincial policies. Responsible for implementation of B.C.’s strategic plan for public library services and the provincial community literacy portfolio.</li> </ul>   |



## MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

| <i>Immigration Services and Strategic Planning Division</i>      |   |
|--|---|
| <b><i>Community Gaming Grants</i></b>                            | <ul style="list-style-type: none"> <li>Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including: Arts and Culture, Sport, Public Safety, Environment, Human and Social Services and Parent Advisory Councils.</li> <li>Eligible not-for-profit can also apply for Capital Grants through the program.</li> </ul>                  |
| <b><i>Immigration Services</i></b>                               | <ul style="list-style-type: none"> <li>Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international entrepreneurs and skilled and semi-skilled workers. The Entrepreneur Immigration Regional Pilot and the PNP Tech Pilot are supported by a dedicated PNP Concierge service; Settlement and Integration services, foreign qualifications recognition and interprovincial labour mobility.</li> </ul> |
| <b><i>Strategic Planning and Legislative Services Branch</i></b> | <ul style="list-style-type: none"> <li>The branch provides services and leadership in the areas of legislative services, community policy, corporate priorities and strategic planning related to local governments and communities.</li> <li>The branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders and board appointments for the ministry.</li> </ul>  |

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

| <b>DIVISION/BRANCH</b>            | <b>TOPIC</b>  |
|-----------------------------------|---|
| <b><i>BC Coroners Service</i></b> | <ul style="list-style-type: none"> <li>Responsible for investigating and determining the circumstances of all unnatural, sudden and unexpected, unexplained or unattended deaths in the province.</li> <li>Makes recommendations to improve public safety and prevent death in similar circumstances.</li> <li>Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.</li> </ul> |
| <b><i>BC Corrections</i></b>      | <ul style="list-style-type: none"> <li>Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years, or on an immigration detention.</li> </ul>  |

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

|   |  |
|---|--|
| <p><b><i>Cannabis, Consumer Protection, and Corporate Policy Branch</i></b></p> | <ul style="list-style-type: none"> <li>• Responsible for consumer protection policy, which includes consumer contracts, cost of credit disclosure, ticket sales, film classification, and licensing of travel agents, motor dealers, funeral services, payday lenders, debt collectors, and home inspectors.</li> <li>• Responsible for leading and supporting the development and implementation of provincial non-medical cannabis policy and leading negotiation of government-to-government agreements with Indigenous nations in respect to cannabis pursuant to the <i>Cannabis Control and Licensing Act</i> section 119.</li> </ul>  |
| <p><b><i>Community Safety and Crime Prevention Branch</i></b></p>               | <ul style="list-style-type: none"> <li>• Responsible for coordinating a provincial network of programs and services for victims of crime including programming for violence against women, gender-based violence, and sexual assault.</li> <li>• Responsible for coordinating the province's work in the areas of restorative justice, and human trafficking.</li> <li>• Includes the Civil Forfeiture Office which manages the Civil Forfeiture Crime Prevention and Remediation grant program.</li> </ul>  |
| <p><b><i>Emergency Management BC (EMBC)</i></b></p>                             | <ul style="list-style-type: none"> <li>• EMBC is the lead coordinating agency in the provincial government for all emergency management activities.</li> <li>• EMBC works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the four pillars of emergency management - mitigation, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness.</li> <li>• Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.</li> </ul> <p><b>**Meeting requests for the <u>Minister</u> will be held with the Parliamentary Secretary for Emergency Preparedness.</b></p> |
| <p><b><i>Gaming Policy and Enforcement Branch</i></b></p>                       | <ul style="list-style-type: none"> <li>• Regulates all gambling in British Columbia and ensures the integrity of gambling industry companies, people, and equipment.</li> <li>• Regulates oversight of commercial gambling conducted and managed by the British Columbia Lottery Corporation (e.g., lotteries, casinos, community gaming centres, commercial bingo halls and online gambling on PlayNow.com), British Columbia's horse racing industry, and licensed charitable gambling events.</li> <li>• Administers the Gambling Support BC program, which includes a continuum of responsible and problem gambling prevention and treatment services.</li> <li>• Administers Host Financial Assistance Agreements with local governments that host a gaming facility within their jurisdiction.</li> </ul>  |

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

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|---|---|
| <p><b>Insurance Corporation of BC (ICBC)</b></p>    | <ul style="list-style-type: none"> <li>• ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance.</li> </ul> <p><b>**For <u>Minister</u> meeting requests for the Insurance Corporation of BC please direct these to the Ministry of Public Safety and Solicitor General.</b></p> <p><b>**For <u>staff</u> meeting requests for the Insurance Corporation of BC please see their description in the <a href="#">Provincial Agencies, Commissions and Corporations section</a>.</b></p>  |
| <p><b>Liquor and Cannabis Regulation Branch</b></p> | <ul style="list-style-type: none"> <li>• Issues non-medical cannabis and liquor licenses.</li> <li>• Educates establishments about cannabis laws and rules.</li> <li>• Take enforcement action when licensed establishments do not follow the <i>Cannabis Control and Licensing Act</i> and the <i>Liquor Control and Licensing Act</i>, associated regulations or their specific terms and conditions.</li> <li>• Regulates training programs including Selling It Right and Serving It Right.</li> <li>• Works with local government, Indigenous nations, and stakeholders to develop liquor and non-medical cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy.</li> </ul>  |
| <p><b>RoadSafety BC</b></p>                         | <ul style="list-style-type: none"> <li>• RoadSafetyBC is responsible for road safety in the province, working with our partners to help reach our goal of zero traffic fatalities and serious injuries.</li> <li>• The branch operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.</li> <li>• The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to:             <ul style="list-style-type: none"> <li>○ Prohibit a person from driving a motor vehicle.</li> <li>○ Require a driver to take part in a program to improve their driving.</li> <li>○ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions.</li> </ul> </li> <li>• Make sure B.C. drivers are medically fit to drive.</li> </ul> |

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

### ***Policing and Security Branch***

- The branch superintends and provides central oversight of B.C. policing and law enforcement by developing and administering policing policy, programs, and provincial standards. The branch ensures the adequate and effective delivery of policing throughout the province.
- Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, and regulates the security industry, metal dealers and recyclers, pill presses, and armored vehicles / body armor.
- The Community Safety Unit delivers a province-wide regulatory cannabis compliance and enforcement program to address the illegal sale of cannabis.
- The Policy, Legislation and Modernization Division develops and coordinates policies and legislative initiatives, and is the lead on diversity, mental health, and addiction issues in relation to policing. This division is also the lead for policing modernization and coordinating responses to the report of the Special Committee on Reforming the *Police Act*.
- Municipal Policing, Governance and Oversight Division is responsible for superintending, oversight and alignment of municipal police and their boards, and also plays a central policy role for superintending integrated policing teams.
- The Serious and Organized Crime Division is responsible for oversight and policy development in the areas of organized crime, gang violence and serious crime, as well as innovative crime prevention responses, such as Situation Tables.
- The Indigenous, Core Policing, and Contract Management Division provides oversight of provincial, municipal, and Indigenous policing agreements, and works with Public Safety Canada in support of the First Nations Policing Program. The division also oversees the transition to a new police service in the City of Surrey.

## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

| DIVISION/BRANCH   | TOPIC  |
|---|--|
| <p><b><i>Accessibility Directorate</i></b></p>                      | <ul style="list-style-type: none"> <li>• Providing cross-government advice and support to promote greater accessibility and inclusivity of policies and programs.</li> <li>• Implementation of the <i>Accessible British Columbia Act</i>, which seeks to identify, remove, and prevent barriers to inclusion experienced by people with disabilities.</li> <li>• Support for Ministerial Advisory Committees, including Presidents Group, Registered Disability Savings Plan Action Group, and Provincial Accessibility Committee.</li> </ul>   |
| <p><b><i>Employment and Labour Market Services Division</i></b></p> | <ul style="list-style-type: none"> <li>• WorkBC Employment Services is the largest network of employment providers in the province and supports all British Columbians seeking work regardless of where they live or employment barriers they may face. Services are delivered through 102 WorkBC Centres as well as through a strong online presence, accessible from anywhere in the province. Services include access to individualized employment counselling, job search resources, employment planning, skills training, financial supports, wage subsidy placements, assistive technology supports, apprentice services and more.</li> <li>• WorkBC Community and Employer Partnerships (CEP) provide work experience and training opportunities in communities across B.C. to address local labour market issues. The CEP fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians.</li> </ul> <p>To support recovery efforts, CEP is ensuring funding is accessible and equitably distributed throughout the province and prioritizing applications that:</p> <ul style="list-style-type: none"> <li>• Create work experience and training opportunities to prepare job seekers for occupations that have a strong labour market outlook; and</li> <li>• Support an inclusive economic recovery in B.C. communities.</li> </ul> |

## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

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|--|--|
| <p><b>Research, Innovation and Policy Division</b></p> | <ul style="list-style-type: none"> <li>• Provides research, policy and legislation support to the ministry to deliver income and disability assistance to British Columbians most in need.</li> <li>• Provides reconsideration services for clients disputing eligibility decisions regarding income assistance, disability assistance and child care subsidy.</li> <li>• Leads government's work on Together BC, B.C.'s Poverty Reduction Strategy, and leads the ministry's work on mandate items regarding food security and period poverty.</li> <li>• Supports the Parliamentary Secretary for Community Development and Non-Profits.</li> <li>• Leads the ministry's intergovernmental relations work for the Forum of Ministers Responsible for Social Services.</li> <li>• Leads the ministry's work toward reconciliation and alignment with the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</li> </ul> |
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## MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

| DIVISION/BRANCH                      | TOPIC   |
|--------------------------------------|---|
| <p><b>Arts and Culture</b></p>       | <ul style="list-style-type: none"> <li>• Leads research, analysis, policy, and program development to provide broad access to and participation in arts and culture.</li> <li>• Provides oversight and strategic direction for the BC Arts Council and Royal BC Museum.</li> <li>• Administers application-based grant programs for artists/cultural practitioners, and non-profit arts and culture organizations.</li> <li>• Provides oversight and implementation of cultural infrastructure priority projects in the Minister's mandate letter, including the Royal BC Museum modernization and the establishment of a Chinese Canadian Museum, supporting redevelopment of the Jewish Community Centre and starting work on the establishment of a South Asian Museum.</li> </ul> |
| <p><b>BC Athletic Commission</b></p> | <ul style="list-style-type: none"> <li>• Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.</li> </ul>   |
| <p><b>Creative Sector</b></p>        | <ul style="list-style-type: none"> <li>• Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.</li> </ul>   |

## MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT CONTINUED...

|                         |   |
|-------------------------|---|
| <b>Heritage</b>         | <ul style="list-style-type: none"> <li>• Provides advice and information on British Columbia’s historic places, paleontological resources, and geographical names. Exercises regulatory authority and develops policy under the <i>Heritage Conservation Act</i> and the <i>Land Act</i> regarding the identification, formal recognition, commemoration, protection and celebration of heritage and fossil sites, management of provincial heritage sites and the management of the BC Register of Historic Places and the BC Geographical Names office.</li> </ul>  |
| <b>Mountain Resorts</b> | <ul style="list-style-type: none"> <li>• Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. Evaluates phased development plans and conducts major project reviews, leading work teams that include other natural resource agencies and consulting with local governments, public recreation users, and First Nations.</li> </ul>  |
| <b>Sport</b>            | <ul style="list-style-type: none"> <li>• Lead on policy development and program implementation related to amateur sport development in B.C. Manages the Major Event Program (MEP) for financial support for major sporting events and considers opportunities associated with marquee events, such as FIFA World Cup, Invictus Games and Olympics and Paralympics. Work is guided by B.C.’s Sport Framework (<i>Pathways to Sport</i>) which identifies three key priority areas of focus for the provincial sport system: sport participation; athlete development; sport event hosting. Provides oversight and strategic direction to viaSport and the BC Games Society.</li> </ul> |
| <b>Tourism</b>          | <ul style="list-style-type: none"> <li>• Policies, programs, destination development and strategic engagement to support B.C. tourism sector’s recovery and resilience; manages the Resort Municipality Initiative (RMI), Tourism Event Program and Municipal Regional District Tax program (MRDT), jointly with Ministry of Finance and Destination BC. Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework.</li> </ul>   |

## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

| DIVISION/BRANCH   | TOPIC   |
|---|---|
| <p><b><i>Highways and Regional Services Division</i></b></p>                        | <ul style="list-style-type: none"> <li>• The Highways and Regional Services Division is responsible for developing, maintaining, and operating safe, secure provincial and regional transportation networks. Leading the ministry in provincial issue management, emergency response and preservation of infrastructure. Promoting compliance of safety regulations within the transport sector, with the goal of increasing road safety and protecting public health, the environment, and transportation infrastructure. Planning and delivering rehabilitation and capital projects in the region. Fostering partnerships and delivering on commitments with First Nations and Indigenous communities. Supporting provincial economic growth through regional work and development services. Implementing sustainable, resilient, and innovative transportation solutions.</li> <li>• The Division, through their Commercial Vehicle Safety Enforcement (CVSE) program, also regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond. This Division also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter, and inter-city (scheduled) buses, in accordance with the <i>Passenger Transportation Act</i>.</li> </ul> |
| <p><b><i>Integrated Transportation and Infrastructure Services Division</i></b></p> | <ul style="list-style-type: none"> <li>• The Integrated Transportation and Infrastructure Services Division (ITIS) provides cross ministry planning, engineering, and property services, and oversees major infrastructure projects. ITIS is responsible for all aspects of strategic planning, capital programming, including development and management of the provincial 10-year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. The division oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. Through the Chief Engineer's Office, the division is also responsible for ensuring that the ministry's designs and standards are adapting to climate change.</li> </ul>  |



## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

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| <p><b><i>Policy, Programs and Partnerships Division</i></b></p>  | <ul style="list-style-type: none"> <li>• The Policy, Programs and Partnerships Division is responsible for aspects of strategic transportation policy, legislation, and grant programs in British Columbia. This includes air, rail, public transit service delivery through BC Transit and coastal and inland ferry delivery, governmental relations, active transportation, and airport grant programs, Clean BC, and climate change initiatives. The division has direct oversight of the province's coastal ferry service through BC Ferries and supports the Minister Responsible for TransLink.</li> </ul>  |
| <p><b><i>Strategic and Corporate Priorities Division</i></b></p> | <ul style="list-style-type: none"> <li>• The Strategic and Corporate Priorities Division leads the key strategic cross ministry and corporate initiatives, enabled by talent, technology and operational services. Develop and coordinate ministry strategy, priorities, and performance management. Coordinate cross ministry support and tracking on corporate and priority initiative. Coordinate corporate and ministry-level reconciliation efforts. Align talent and technology efforts to enable strategic goals and outcomes. Facilitate a learning culture where everyone is valued. Prioritize solutions that help people do meaningful work. Promotes innovation through investment in people, culture, and technology. Within the division, the Information Management Branch (IMB) helps design, build, and run all technology solutions for the ministry. Lead strategic HR initiatives and operations, in partnership with the PSA.</li> </ul> |

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2022 CONVENTION

| DIVISION/BRANCH                                    | TOPIC  |
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| <b><i>Agricultural Land Commission</i></b>         | <ul style="list-style-type: none"> <li>Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.</li> </ul>  |
| <b><i>BC Emergency Health Services (BCEHS)</i></b> | <ul style="list-style-type: none"> <li>As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics, emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient inter-facility transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C.               <ul style="list-style-type: none"> <li>Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.</li> </ul> </li> </ul>   |
| <b><i>BC Housing</i></b>                           | <ul style="list-style-type: none"> <li>BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.</li> <li>Through the <i>Homeowner Protection Act</i>, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.</li> </ul> |
| <b><i>BC Hydro</i></b>                             | <ul style="list-style-type: none"> <li>BC Hydro's mission is to safely provide our customers with reliable, affordable, clean electricity. Our vision celebrates our clean energy advantage and our environmental stewardship role in B.C. Sustainability is about making the best choices with available resources, which means leveraging our clean electricity for all British Columbians. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations.</li> </ul>  |

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2022 CONVENTION CONTINUED...

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| <b><i>BC Oil and Gas Commission</i></b>                                      | <ul style="list-style-type: none"> <li>• The BC Oil and Gas Commission regulates oil, gas and geothermal activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.</li> </ul>  |
| <b><i>BC Transit</i></b>   | <ul style="list-style-type: none"> <li>• From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the meeting request.</li> </ul>   |
| <b><i>Insurance Corporation of British Columbia (ICBC)</i></b>               | <ul style="list-style-type: none"> <li>• ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.</li> </ul> |
| <b><i>Office of the Seniors Advocate (OSA)</i></b>                           | <ul style="list-style-type: none"> <li>• OSA monitors and analyzes seniors' services and issues in B.C., and makes recommendations to government and service providers to address systemic issues. The Office also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work. The services which the Office monitors are in five key areas: health care, housing, income supports, community supports and transportation.</li> <li>• The Office collaborates with service providers, government and health authorities to improve effectiveness, efficiency and outcomes for seniors.</li> </ul>   |
| <b><i>The Land Title and Survey Authority of British Columbia (LTSA)</i></b> | <ul style="list-style-type: none"> <li>• LTSA is a statutory corporation responsible for operating BC's land title and survey systems and the Land Owner Transparency Registry (LOTR).</li> <li>• LTSA processes over seven million online transactions annually and provides land information and datasets to the province, local governments and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP. ParcelMap BC is the current, complete and trusted mapped representation of titled and Crown land parcels across British Columbia, considered to be the point of truth for the graphical representation of property boundaries.</li> </ul>  |

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2022 CONVENTION CONTINUED...

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| <p><b><i>Police Victim Services<br/>British Columbia<br/>(PVSBC)</i></b></p> | <ul style="list-style-type: none"> <li>• Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the province of B.C.</li> <li>• PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police-based victim services to the citizens of each community.</li> <li>• Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services.</li> <li>• PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs.</li> <li>• Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues.</li> <li>• PVSBC will have staff present at the Convention to engage delegates in any issue related to the delivery of police-based victim services as well as the linkage to police and other local partner/stakeholders within their community.</li> </ul> |
| <p><b><i>Royal Canadian Mounted Police<br/>(RCMP)</i></b></p>                | <ul style="list-style-type: none"> <li>• The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service.</li> </ul>   |



Ministry of  
Municipal Affairs

