



Regional District of Bulkley-Nechako
Committee of the Whole
AGENDA
Thursday, September 8, 2022

PAGE NO.

ACTION

First Nations Acknowledgement

AGENDA- September 8, 2022

Approve

Supplementary Agenda

Receive

MINUTES

3-8

Committee of the Whole Meeting Minutes
- June 16, 2022

Approve

DELEGATION

FRASER BASIN COUNCIL – via Zoom

Kim Menounos, Manager, Northern Interior Region
RE: Update

REPORTS

9-23

Curtis Helgesen, CAO/Cheryl Anderson, Director
of Corporate Services -Delegation of Authority Bylaw

Recommendation

24-25

Nellie Davis, Manager of Regional Economic
Development – Letter of Support Ulkatcho First
Nation Evacuation Route

Recommendation

26-27

Jason Blackwell, Regional Fire Chief
-Topley Fire Hall Expansion

Recommendation

28-65

Chris Walker, Emergency Program Coordinator
-Regional Emergency Support Services Plan

Recommendation

66-92

Deborah Jones-Middleton, Director of Protective
Services – Jackpine/Skilhorn Prescribed Fire Project

Recommendation

<u>PAGE NO.</u>	<u>REPORTS CONT'D</u>	<u>ACTION</u>
93-94	Deborah Jones-Middleton, Director of Protective Services – Town of Smithers Request for Support for the Community Emergency Preparedness Fund Disaster Risk Reduction – Climate Adaptation Grant Fund Application	Recommendation
95-97	John Illes, Chief Financial Officer – <i>Landowner Transparency Act</i>	Receive
98-100	First Nations Liaison – Truth and Reconciliation Calls to Action	Discussion/ Receive

ADMINISTRATION CORRESPONDENCE

Union of B.C. Municipalities

101-102	TC Energy – Coastal GasLink at UBCM Meeting Request	Receive
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SUPPLEMENTARY AGENDA

NEW BUSINESS

IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Connectivity) must be closed to the public therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, June 16, 2022**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill – via Zoom
Shane Brienen
Mark Fisher
Tom Greenaway
Clint Lambert
Linda McGuire
Annette Morgan
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey – via Zoom, left at 12:07 p.m., returned at 1:24 p.m.

Director Dolores Funk, Village of Burns Lake

Absent

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Megan D’Arcy, Agriculture Coordinator (west) – arrived at 1:24 p.m.
Nellie Davis, Manager of Regional Economic Development
John Illes, Chief Financial Officer
Wendy Wainwright, Deputy Director of Corporate Services

Others Bryan Crosby, Regional Manager, Planning & Partnerships, Ministry of Transportation and Infrastructure – left at 11:57 a.m.
Darrell Gunn, Executive Director, Northern Region, Ministry of Transportation and Infrastructure – left at 11:57 a.m.
Shaun Holahan, District Manager, Fort George District, Ministry of Transportation and Infrastructure – left at 11:57 a.m.
Dave Stevens, President, Bulkley Valley Lakes District Airshed Management Society – left at 11:20 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:38 a.m.

FIRST NATIONS ACKNOWLEDGEMENT**AGENDA**Moved by Director Newell
Seconded by Director Greenaway**C.W.2022-6-1**

“That the Agenda of the Committee of the Whole meeting of June 16, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
 Minutes – May 12, 2022

Moved by Director Motion
 Seconded by Director Petersen

C.W.2022-6-2

“That the Committee of the Whole Meeting Minutes of May 12, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

BULKLEY VALLEY LAKES DISTRICT AIRSHED MANAGEMENT SOCIETY – Dave Stevens, President RE: Air Pollution Monitoring in the RDBN

Chair Thiessen welcomed Dave Stevens, President, Bulkley Valley Lakes District Airshed Management Society.

Mr. Stevens provided an overview of the Bulkley Valley Lakes District (BVLD) Airshed Management Society – Air Pollution Monitoring in the RDBN.

- Established in 2005
- Factual understanding of air pollution for decision making
- Updated micro emissions Inventory for the Bulkley Valley Lakes District
 - o Project began in 2018
 - o Amass an inventory of air pollution in the Bulkley Valley
 - o Dungate Community Forest a funding partner and requested a *Summary Report of Local Air Quality*
- Burns Lake Volunteer Fire Department – regulatory grade equipment in place
 - o Particular monitoring and calibration is conducted by a technician
 - o Good information
- Low-cost monitoring options
 - o PurpleAir Sensors
- Crematory proposal in Smithers in 2021 prompted review of air pollution in the area
 - o Concerns expressed regarding pollution
 - o Received grant in aid funding to install two PurpleAir Sensors
- Ministry of Environment has a network of monitors within Burns Lake
- Rural areas un-addressed
- Will bring forward funding request for sensors for rural areas surrounding Burns Lake.

Chair Thiessen thanked Mr. Stevens for attending the meeting.

REPORTS

Union of B.C. Municipalities
 -Minister Meeting/Ministry
 Staff Requests

Moved by Director Parker
 Seconded by Director McGuire

C.W.2022-6-3

“That the Committee recommend to the Board that the Minister Meeting requests be submitted for the 2022 Union of BC Municipalities Convention.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

The Committee spoke of including the following additional requests for Minister Meetings for the 2022 UBCM Convention:

Minister of Advanced Education and Skills Training (Director Parker) (Same as Minister of Agriculture request)

- Vet Shortage (identify what steps RDBN has taken)
(Potential for joint meeting with RDFFG)

Minister of Transportation and Infrastructure (Chair Thiessen/Director Greenaway)

- Highway 16/27 Corridor Study and Intersection

Minister of Health

- Impacts of vaccine mandates (Director Newell)
- Needle Exchange Programs (Director Brienen)
 - Discarded needles – make more identifiable as they are ending up in playgrounds and other public locations.

Discussion took place regarding:

- Meetings with the Regional District and member municipalities in support of same topics being brought forward
- Northwest B.C. Resource Benefits Alliance (RBA) request for meeting will be submitted by the RBA.

Union of B.C. Municipalities -Resolutions

Moved by Director Riis-Christianson
Seconded by Director Lambert

C.W.2022-6-4

“That the Committee recommend that the Sustainable Funding for Public Libraries Resolution be submitted to the Union of BC Municipalities for consideration at this year’s convention if not addressed through the North Central Local Government Association resolution process.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BC Hydro – UBCM 2022 Meeting Invite

Moved by Director Lambert
Seconded by Director Riis-Christianson

C.W.2022-6-5

“That the Committee receive the Director of Corporate Services’ BC Hydro – UBCM 2022 Meeting Invite memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Draft RDBN Director Communication Guide and Communications Policy

The following was discussed:

- Utilizing Guide and Policy for Director Orientation.
- Responsibility and obligation of elected officials -communicating with constituents
- Elected officials providing a response in regard to a request for information
- Wording change “should” to “may”
- Living document
- Chair speaks on behalf of the board
- Guide is to provide support and guidance regarding communications for the Board and staff.

INCAMERA MOTION

Moved by Director Brienen
Seconded by Director

C.W.2022-6-6

“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Highway 16/27) must be closed to the public therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**Break for Committee of the Whole In-Camera Meeting at 11:57 a.m.****Reconvened at 12:07 p.m.****Break for Lunch at 12:07 p.m.****Reconvened 12:49 p.m.****REPORTS (CONT'D)****Draft RDBN Director Communication Guide and Communications Policy (Cont'd)**

- RDBN Strategic Plan
 - Communication/Public Communication
- Guides – living document and tools to be utilized
- Guide and Policy provide an outline on how to deliver communication.

Draft RDBN Director
Communication Guide and
Communications Policy

Moved by Director Riis-Christianson
Seconded by Director Morgan

C.W.2022-6-7

“That the Committee recommend that the Board approve the RDBN Director Communication Guide and RDBN Communications Policy as amended to replace “should” with “may”.”

Opposed: Director Riis-Christianson CARRIED

(All/Directors/Majority)

Draft RDBN Corporate
Operations Communication
Guide

Moved by Director Atrill
Seconded by Director Morgan

C.W.2022-6-8

“That the Committee recommend that the Board approve the RDBN Corporate Operations Communication Guide.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Statement of Financial Information (SOFI)

Moved by Director Riis-Christianson
 Seconded by Director Parker

C.W.2022-6-9

“That the Chair and Chief Financial Officer sign the SOFI report indicating approval of the statements and schedule of financial information and that the Committee recommend that the Board approve the SOFI report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Revenue Anticipation Bylaw

Moved by Director Lambert
 Seconded by Director Brien

C.W.2022-6-10

“That the Committee direct staff to bring forward a revenue anticipation bylaw for \$1.5 million to the Board Meeting on June 30, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Local Government Climate Action Program (LGCAP) and Electric Vehicles

Moved by Director Atrill
 Seconded by Director Riis-Christianson

C.W.2022-6-11

“That the Committee direct staff to bring forward a budget amendment to facilitate the purchase of two electric vehicles in 2022 or 2023 and to include a contribution to the LGCAP reserve of \$22,417, and that staff bring a statutory reserve bylaw forward to hold LGCAP reserve funds for Board consideration to the June Board meeting.”

Moved by Lambert
 Seconded by Director Brien

C.W.2022-6-12

“That the Committee defer the Local Government Climate Action Program (LGCAP) and Electric Vehicles to a future Committee of the Whole Meeting to include additional information regarding options, including cost analysis, to utilize the Local Government Climate Action Program and the discontinued Climate Action Revenue Incentive Program; and further, that the Local Government Climate Action Program criteria and requirements be provided to the Board.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Truth and Reconciliation Calls to Action

Moved by Director Morgan
 Seconded by Director McGuire

C.W.2022-6-13

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM

Staff Appreciation

- Proposed Barbeque and ballgame following the July 21, 2022 Board meeting
- During meeting provide long-term service awards
- Invite internal and external staff
- Potentially adjust RDBN Transfer Station and Landfill hours
 - o Options to be able to include external staff
 - o Recruitment and retention of employees
- Recognition of staff's work
- Board feedback
- Board interaction with staff.

Staff Appreciation

Moved by Director Morgan
 Seconded by Director Atrill

C.W.2022-6-14

"That the Committee recommend that the Board direct staff to plan a staff appreciation day for July or August 2022; and further that additional information be brought forward at the June 30, 2022 Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

PJS Board Room Technology System

Concerns and frustrations were expressed regarding the PJS Systems Board Room Technology System and continuous technical issues. Staff provided an update in regard to the system and potentially having PJS Systems provide an in-person service call.

Ron Poole, Consultant, Northwest B.C. Resource Benefits Alliance

Director Brienen spoke of inviting Ron Poole, Consultant, Northwest B.C. Resource Benefits Alliance (RBA) to the next RDBN Board Meeting to provide an RBA update.

ADJOURNMENT

Moved by Director McGuire
 Seconded by Director Newell

C.W.2022-6-15

"That the meeting be adjourned at 1:48 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Curtis Helgesen, CAO and Cheryl Anderson, Director of Corporate Services
Date: September 8, 2022
Subject: Delegation of Authority Bylaw

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

That the Delegation of Authority Bylaw be brought to the September 22, 2022 Board meeting for the Board's consideration. Further, that staff bring forward an amendment to the RDBN Officer Bylaw.

BACKGROUND

Over the last year, the Chair and CAO have discussed the implementation of a Delegation of Authority Bylaw to provide clarity for both the Board and CAO regarding the powers, duties and functions delegated to the CAO. Many local governments have Delegation of Authority Bylaws in place and staff has researched them and borrowed some best practices in formulating the attached bylaw. A formal bylaw will formally define the roles and responsibilities of the CAO as permitted under the *Local Government Act* (LGA).

To provide some context to the bylaw, the following LGA sections are referenced within the draft bylaw:

Delegation of board authority

229 (1) Subject to the specific limitations and conditions established under this or another Act, a board may delegate its powers, duties and functions, including those specifically established by an enactment, to

- (a) a board member or board committee,
- (b) an officer or employee of the regional district, or
- (c) another body established by the board.

(2) As exceptions, a board may not delegate the following:

- (a) the making of a bylaw;
- (b) a power or duty exercisable only by bylaw;
- (c) a power or duty to appoint, suspend or terminate a regional district officer;

- (d) a power or duty established by an enactment that the board hear an appeal or reconsider an action, decision or other matter;
 - (e) a power or duty established by this or any other Act that the board give its approval or consent to, recommendations on or acceptance of an action, decision or other matter;
 - (f) the power to impose a remedial action requirement under Division 12 [*Remedial Action Requirements*] of Part 3 of the *Community Charter*.
- (3) A board may not delegate under subsection (1) to a corporation.
- (4) In exercising its powers under subsection (1), a board may establish any terms and conditions it considers appropriate.

Officer positions

234 (1) A board

- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 236 [*corporate administration*] and 237 [*financial administration*], with titles it considers appropriate,
- (b) may, by bylaw, establish other officer positions for its regional district, with titles it considers appropriate, and
- (c) may, by bylaw or resolution, assign powers, duties and functions to those officer positions.

(2) For certainty,

- (a) a board may assign to an officer position powers, duties and functions in addition to those required or permitted to be assigned by this Act or another enactment, and
- (b) the same person may be appointed to 2 or more officer positions.

Chief administrative officer

235 One of the officer positions established under section 234 may be assigned the chief administrative responsibility, which includes the following powers, duties and functions:

- (a) overall management of the administrative operations of the regional district;
- (b) ensuring that the policies and directions of the board are implemented;
- (c) advising and informing the board on the operation and affairs of the regional district.

Corporate administration

236 One of the officer positions established under section 234 must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a) ensuring that accurate minutes of the meetings of the board and board committees are prepared and that the minutes, bylaws and other records of the business of the board and board committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the board and board committees, as required by law or authorized by the board;
- (c) certifying copies of bylaws and other documents, as required or requested;
- (d) administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act relating to regional districts;
- (e) accepting, on behalf of the board or regional district, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the board or regional district;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

Financial administration

237 One of the officer positions established under section 234 must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- (a) receiving all money paid to the regional district;
- (b) ensuring the keeping of all funds and securities of the regional district;
- (c) expending and disbursing money in the manner authorized by the board;
- (d) investing funds, until required, in authorized investments;
- (e) ensuring that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the regional district.

If the Board wishes to proceed with the Delegation of Authority Bylaw, staff will also bring back a revised Officers Bylaw that more directly correlates to the Officer positions as defined in the LGA.

ATTACHMENTS

Draft Delegation of Authority Bylaw
RDBN Officers Bylaw No. 1594, 2011
RDBN Officers Amendment Bylaw No. 1782, 2016

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. _____

A Bylaw of the Regional District of Bulkley-Nechako for the establishment of Officers and delegation of authority.

WHEREAS S. 234 of the *Local Government Act* provides that a board may, by bylaw, create the position of chief administrative officer;

AND WHEREAS S. 235 of the *Local Government Act* and other provincial statutes provide for certain duties, functions and powers of a chief administrative officer that are independent of the board;

AND WHEREAS S. 229 b) of the *Local Government Act* further provides that a board may delegate other powers, duties, and functions within local government jurisdiction to a chief administrative officer;

AND WHEREAS the *Local Government Act* provides that a Board may delegate its powers, duties and functions only by bylaw

NOW THEREFORE the Regional District of Bulkley-Nechako, duly assembled, enacts as follows:

PART I - PURPOSE AND TITLE

- 1.1 The purpose of this bylaw is to establish the position of the Chief Administrative Officer of the Regional District pursuant to the *Local Government Act* or any successor legislation and to confirm the power of delegation to the Chief Administrative Officer granted, inter alia, pursuant to the *Local Government Act*.
- 1.2 This bylaw shall be known as the 'Chief Administrative Officer Delegation Bylaw' or the "CAO Delegation Bylaw".

PART II - DEFINITIONS

- 2.1 **"Administration"** means the general operations of the Regional District, including all personnel, financial and other related resources, as permitted by the Local Government Act and any successor legislation.
- 2.2 **"Administrative Directive"** means procedures that are approved by the Chief Administrative Officer, focused on the internal workings of the Regional District and that primarily impact and address employees and contractors of the Regional District.

- 2.3 **"Board"** means the Board of Directors of the Regional District of Bulkley-Nechako.
- 2.4 **"CAO"** means the person appointed by the Board under Section 234 of the *Local Government Act* as, collectively, Chief Administrative Officer, with the powers, duties and functions as per Section 235 of the *Local Government Act*, for the Regional District of Bulkley-Nechako, or his/her designate.
- 2.5 **"Chair"** means the Director elected by the Board of Directors as the head and chief executive officer of the Regional District.
- 2.6 **"Contract"** means any agreement establishing legal rights and obligations between the Regional District and one or more other parties, whether or not involving receipt or payment of money, and includes an amendment to an agreement.
- 2.7 **"Corporate Officer"** means the person appointed by the Board under Section 234 of the *Local Government Act* as, collectively, Corporate Officer, with the powers, duties and functions as per Section 236 of the *Local Government Act*, for the Regional District of Bulkley-Nechako, or his/her designate.
- 2.8 **"Emergency Program Act"** means RSBC 1996, Chapter 111 as amended from time to time.
- 2.9 **"Employee"** does not include the auditor or counsel engaged by the Board, or their employees.
- 2.10 **"Financial Officer"** means the person appointed by the Board under Section 234 of the *Local Government Act* as, collectively, Financial Officer, with the powers, duties and functions as per Section 237 of the *Local Government Act*, for the Regional District of Bulkley-Nechako, or his/her designate.
- 2.11 **"Local Government Act"** means the *Local Government Act*, RSBC 2015, Chapter 1, as amended from time to time.
- 2.12 **"Policy"** means policies that are approved by the Board by bylaw or resolution to provide strategic direction on programs and services delivered by the Regional District and primarily impact and address residents of the Regional District; and, provide an official position on plans to govern the people of the Regional District and are within the Board's jurisdiction under legislation.
- 2.13 **"Regional District"** means the Regional District of Bulkley-Nechako.

PART III - CHIEF ADMINISTRATIVE OFFICER

- 3.1 The position of CAO is hereby established.
- 3.2 The Board shall, by resolution, appoint an individual to the position of CAO and

- 3.3 establish the terms and conditions of the CAO's employment. If a vacancy occurs in the position the Board may, by resolution, appoint a person to be an interim CAO and in such case all the provisions of this bylaw that apply to the CAO apply equally to the interim CAO.
- 3.4 The Regional District will indemnify the CAO, provided that the CAO acts in the course and scope of his or her employment and acts in good faith to comply with an applicable resolution, bylaw, statute, regulation or enactment.
- 3.5 The remuneration and other terms of engagement of the CAO shall be set out in an agreement between the CAO and the Regional District that is satisfactory to the Board and not inconsistent with any provision of the Local Government Act or this bylaw, which the Chair shall execute on behalf of the Regional District.
- 3.6 The CAO shall have all the powers, duties and functions given to the CAO under the Local Government Act or any other statute. Without limiting the generality of the foregoing, the CAO is the principal link between Administration and the Board.

Operational Matters

The CAO or designate shall:

- 3.7 Establish the organizational structure of the Regional District; including the merging, dividing and elimination of departments and establishing a managerial hierarchy.
- 3.8 Advise, inform and make recommendations to the Board about:
 - 3.8.1 the operations of the Regional District;
 - 3.8.2 the financial condition of the Regional District; and,
 - 3.8.3 Board Policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the Regional District.
- 3.9 Direct, supervise, review and ensure that the officers designated under Sections 236 and 237 of the *Local Government Act* carry out their powers, duties and functions in the best interests of the Regional District.
- 3.10 Direct, supervise and review the memorandums, reports and proposals of all departments of the Regional District prior to submission to the Board.
- 3.11 Appoint an employee of the Regional District as Acting CAO to act during absences of the CAO and to exercise all the powers, duties and functions of the CAO as required under the Local Government Act, this bylaw or any other Act.
- 3.12 Be responsible to the Board for the overall management of the Emergency Response Plan, and act as Emergency Operations Centre Policy Liaison during an event.
- 3.13 Establish and implement all Administrative Directives, for all matters within the powers of the CAO.
- 3.14 Conduct audits, investigations and studies of the Administration, as deemed necessary,

subject to the right of the Board to direct audits, investigations and studies.

- 3.15 Provide corporate leadership in ensuring that all Board Policies and programs of the Regional District are efficiently coordinated, are delivered in a responsive and effective manner and reflect the overall strategic priorities of the Regional District as defined by the Board.
- 3.16 Instruct legal counsel on any matters involving any potential legal and administrative proceedings involving the Regional District, and without limiting the foregoing:
 - 3.16.1 provide legal services to the Board, committees and departments of the Regional District;
 - 3.16.2 appear in all legal and administrative proceedings including commencing, defending and intervening in them to define, enforce and defend the Regional District as may be required by the Board to protect its legal rights.
- 3.17 Sign Land Title documents to release obsolete charges from land titles.
- 3.18 Sign Land Title Office covenants under Section 219 and Statutory Rights of Way and easements under Section 218 of the Land Title Act.
- 3.19 Carry out inspections, remedies, enforcement or actions pursuant to the *Local Government Act*, where that Act or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Regional District.
- 3.20 Make determinations and issue orders pursuant to the *Local Government Act* or any other statute, enactment or bylaw which the Regional District is authorized to enforce, including without limitation, matters related to dangerous or unsightly property.

Corporate Matters

The CAO, or if designated, the Corporate Officer shall:

- 3.21 Carry out the powers, duties and functions as outlined in Section 236 of the *Local Government Act*.
- 3.22 Along with the person presiding at the meeting, sign all minutes of the Board and Board committee meetings.
- 3.23 Along with the Chair, sign all bylaws.
- 3.24 Authorize the Chair's signature, CAO's signature and the signatures of any other employees to whom the Board, Chair or the CAO delegates signing authority, to be lithographed or otherwise reproduced.

Financial Matters

The CAO, or if designated, the Financial Officer shall:

- 3.25 Carry out the powers, duties and functions as outlined in Section 237 of the *Local Government Act*.
- 3.26 Along with the Chair or any other person authorized by the Board, sign cheques and

other negotiable instruments.

- 3.27 Along with the Corporate Officer, sign all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract bylaw, statute or enactment.
- 3.28 Prepare and submit to the Board estimates of revenue and expenditures and capital programs annually, or as required by the Board.
- 3.29 Monitor and control expenditures within the budgets approved by the Board.
- 3.30 Advise the Board and make recommendations about the financial condition of the Regional District and the Policies and programs as may be necessary or desirable to carry out the powers, duties and functions of the Regional District.
- 3.31 Ensure that actual revenues and expenditures of the Regional District compared with the estimates in the budget approved by the Board are reported to the Board as often as the Board directs.
- 3.32 Pay any amounts which the Regional District is legally required to pay pursuant to an Order or Judgment of a Court, Board or other tribunal of competent jurisdiction relating to an action, claim or demand against the Regional District.
- 3.33 Expend monies, in cases where a local state of emergency has been declared, that are not an approved budget and subsequently report to the Board on the implication of these expenditures.

Contracts and Agreements

The CAO or his/her designate shall:

- 3.34 If by bylaw or resolution the Board does or authorizes or directs to be done any act or thing that would otherwise be within the authority of the CAO, whether on the Board's own initiative or at the request of the CAO, then the CAO's authority in respect of that act or thing is limited in accordance with the language of the bylaw or resolution.
- 3.35 Every act or thing done by the CAO or by any person exercising any CAO power, duty or function under delegation from the CAO, must be done in compliance with the requirements of all applicable statutory and regulatory provisions, the common law and equity, and Board Policies, and in accordance with the provisions of any interprovincial or international trade agreement that is binding on the Regional District.
- 3.36 Retain the services of any individual or corporation for purposes related to the operations of the Regional District and enter into all agreements and contracts and complete all necessary documents required for the provision of such services, provided the expenditure does not exceed the amount approved by the Board in its annual budget or contradict the spending authority and limits in the Board's purchasing bylaw or policy.
- 3.37 Approve and enter into agreements with and make payments or grants, or both, to persons, organizations or governments for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.
- 3.38 Approve and enter into agreements with external agencies, including municipalities for

the provision of goods and services in accordance with rates determined in the approved financial plan or adopted Fees and Charges bylaw.

- 3.39 Approve and enter into all agreements and contracts necessary to provide insurance coverage for the Regional District.
- 3.40 Negotiate and execute on behalf of the Regional District all encroachment, easement and right-of-way agreements whereby the Regional District grants to third parties an interest in Regional District lands by way of a right-of-way easement or encroachment right provided that the CAO shall not be authorized in conjunction with the power to authorize the expenditure of any Regional District funds to accommodate such right-of-way, easement or encroachment right. The CAO shall impose a charge in relation to the grant and administration of the right-of-way, easement or encroachment right and the CAO shall ensure that such administrative fee is collected from the third party benefiting from such right-of-way, easement or encroachment right prior to the execution of such Agreement.
- 3.41 Provided funds are included in an approved budget, negotiate and execute on behalf of the Regional District all encroachment, easement, licenses of occupation and right-of-way agreements whereby the Regional District obtains from a third party an interest in lands by way of an encroachment, easement, license of occupation or right-of-way.
- 3.42 Approve and enter into all documents, consents, approvals, acknowledgments, and certificates required for or incidental to any agreement, contract, settlement, tender or investment.
- 3.43 Approve and enter into all agreements and contracts involving the lease of land and/or buildings at current fair market value where the Regional District is lessee or lessor, provided that the term shall not exceed five (5) years, exclusive of renewals.
- 3.44 Make application for and enter into provincial, federal and other grant funding agreements.

Legislative Matters

The CAO and/or the Corporate Officer shall:

- 3.45 Attend all meetings of the Board and committees of the Board and meetings of such boards, authorities and other bodies as are required by the Board.
- 3.46 Prepare and submit to the Board such reports and recommendations as may be required by the Board or the Board committees.
- 3.47 Ensure the names of the Board present at the Board meetings and members of the Board committee meetings are recorded.

Personnel Matters

The CAO or his/her designate shall:

- 3.48 Supervise, evaluate, direct, hire, fire, discipline, demote, promote and transfer all employees of the Regional District.

PART IV-ACCOUNTABILITY

- 4.1 The CAO is accountable to the Board for the exercise of all powers, duties and functions.
- 4.2 The matters delegated to the CAO by this Bylaw are in addition to any other delegations made by the Board to the CAO and the CAO shall exercise and carry out such other powers, duties and functions as may be required by the Board, from time to time.

PART V- DELEGATION

- 5.1 The CAO is authorized to delegate and to authorize further delegations to any employee or their delegate, from time to time, of any of the CAO's powers, duties or functions.
- 5.2 Where an employee has been delegated any of the CAO's powers, duties, functions, pursuant to S. 5.1, the said employee shall have no authority to further delegate to another person any power, duty, or function that has been delegated.

PART VI - CONFLICT

- 6.1 The provisions of this bylaw shall prevail in any case where there is a conflict between this bylaw and any previous bylaw or resolution of the Board.
- 6.2 If any provision of this bylaw is declared invalid by a court, all other provisions remain valid.

PART VII - REPEAL OF BYLAWS

The following bylaws are hereby repealed:

- 7.1 Bylaw _____.
- 7.2 Bylaw _____

READ A FIRST, SECOND AND THIRD TIME this ___ day of _____, 2022.

ADOPTED this ___ day of _____, 2022.

Chair

Corporate Officer

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1594**

A bylaw to establish officer positions for the Regional District of Bulkley-Nechako and to assign the powers, duties and functions to those officers.

WHEREAS Section 196 of the *Local Government Act* empowers the Board, by bylaw, to establish officer positions and to establish the powers, duties, and responsibilities of officers;

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

1. OFFICER POSITIONS

The following positions are hereby established as officer positions of the Regional District of Bulkley-Nechako:

- (a) Chief Administrative Officer;
- (b) Corporate Administrator;
- (c) Financial Administrator;
- (d) Director of Planning;
- (e) Director of Environmental Services;
- (f) Manager of Administrative Services.

2. POWERS, DUTIES, AND RESPONSIBILITIES

2.1 The Chief Administrative Officer is assigned the powers, duties, and functions set out in Section 197 of the *Local Government Act*, and such other powers, duties, and functions deemed necessary by the Board from time to time.

2.2 The Corporate Administrator is assigned the powers, duties and functions set out in Section 198 of the *Local Government Act*, and such other powers, duties, and functions deemed necessary by the Board from time to time and:

- (a) the authority to assign powers, duties, and functions to any officer or employee of the Regional District; and
- (b) the authority to appoint a person as a deputy of an officer or a person to act in the place of the officer if the officer is temporarily unable to act or is temporarily incapacitated.

2.3 The Financial Administrator is assigned the powers, duties, and functions set out in Section 199 of the *Local Government Act*, and such other powers, duties, and functions deemed necessary by the Board from time to time.

2.4 The responsibilities of all other Officer positions as stated in Section 1 are in accordance with his/her Job Description and functions deemed necessary by the Board from time to time.

3. REPEAL

3.1 "Regional District of Bulkley-Nechako Officer Bylaw No. 1161, 2000" and "Regional District of Bulkley-Nechako Officers Amendment Bylaw No. 1378, 2006" are hereby repealed.

4. CITATION

4.1 This bylaw shall be cited for all purposes as "Regional District of Bulkley-Nechako Officers Bylaw No. 1594, 2011."

READ A FIRST TIME this 24th day of February, 2011

READ A SECOND TIME this 24th day of February, 2011

READ A THIRD TIME this 24th day of February, 2011

I hereby certify that this is a true and correct copy of Bylaw No. 1594.


Corporate Administrator

ADOPTED this 24th day of February, 2011


Chairperson


Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1782

A Bylaw to amend "Regional District of Bulkley-Nechako Officers Bylaw No. 1594, 2011"

WHEREAS the Regional District of Bulkley-Nechako has established the "Regional District of Bulkley-Nechako Officers Bylaw No. 1594, 2011" to establish Officer positions and to establish the powers, duties and responsibilities of Officers;

AND WHEREAS the Regional District wishes to amend the Officer positions established in the bylaw by adding a Deputy Chief Administrative Officer, a Deputy Corporate Administrator and Deputy Financial Administrator;

AND WHEREAS the Regional District wishes to amend the Officer positions established in the bylaw to permit the same person to hold two or more Officer positions;

AND WHEREAS the Regional District wishes to amend the bylaw to permit a position to not be filled if, in the opinion of the Board of Directors, it is not warranted at that time.

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

1. Section 1. of "Regional District of Bulkley-Nechako Officers Bylaw No. 1594, 2011" is hereby amended to read as follows:

1. OFFICER POSITIONS

1.1. The following positions are hereby established as Officer positions of the Regional District of Bulkley-Nechako:

- (a) Chief Administrative Officer;
- (b) Corporate Administrator;
- (c) Financial Administrator;
- (d) Director of Planning;
- (e) Director of Environmental Services;
- (f) Manager of Administrative Services;
- (g) Deputy Chief Administrative Officer;
- (h) Deputy Corporate Administrator;
- (i) Deputy Financial Administrator.

- 1.2. Notwithstanding any clause in this bylaw, one (1) person may be appointed to two (2) or more of the officer positions herein noted. All of the officer positions as herein noted need not be filled, if in the opinion of the Board of Directors it is not warranted at that time.
2. This bylaw shall be cited for all purposes as "Regional District of Bulkley-Nechako Officers Amendment Bylaw No. 1782, 2016."

READ A FIRST TIME this 22 day of September, 2016

READ A SECOND TIME this 22 day of September, 2016

READ A THIRD TIME this 22 day of September, 2016

I hereby certify that this is a true and correct copy of Bylaw No. 1782.



Corporate Administrator

ADOPTED this 22 day of September, 2016



Chairperson



Corporate Administrator



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Nellie Davis, Manager of Regional Economic Development
Date: September 8, 2022
Subject: **Letter of Support - Ulkatcho First Nation Evacuation Route**

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

That the Committee recommend that the Board approve the attached Letter of Support for Ulkatcho First Nation.

BACKGROUND

Ulkatcho First Nation has been advocating for a 17 km evacuation route for two decades. The proposed route north of Anahim Lake will connect the Quesnel FSR and Kluskus FSR, allowing egress from the area to communities along Highway 16. In recent years, the community has been trapped with no egress route more than once, as access to Highway 20 has experienced blockage by both slides and wildfires.

Ulkatcho First Nation has used data from caribou herd migration to propose the route they believe will have the least impact. Ministry of Forest staff have submitted a funding request for the project, which has yet to be approved.

ATTACHMENTS

Draft Letter of Support



September 9, 2022

Honorable John Horgan, Premier
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1
Via email: premier@gov.bc.ca

Dear Premier Horgan:

Re: Ulkatcho Emergency Evacuation Route

The RDBN Board would like to extend its support of the Ulkatcho First Nation's (UFN) efforts to develop a 17 km connector road north of Anahim Lake to serve as an emergency evacuation route in the region.

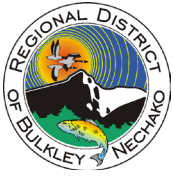
The Nation and residents in the surrounding area are at significant risk of losing egress when an emergency event cuts off access to Highway 20, as experienced with both wildfires and slides in recent years. An emergency route connecting the area to communities and resources to the north is a critical need for residents and visitors, allowing them safe, reliable access to accommodation, healthcare, and supplies.

UFN has put significant research into proposing a route that has the least impact on wildlife, including migrating caribou herds, using satellite telemetry data to monitor migration patterns. We advocate that you strongly consider the request of the Ulkatcho First Nation to move forward in developing this critical emergency infrastructure and expedite the approval of a Ministry of Forests funding request to complete the project.

Sincerely,

Gerry Thiessen
Chair

cc: Chief Lynda Price, Ulkatcho First Nation



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Jason Blackwell, Regional Fire Chief
Date: September 8, 2022
Subject: **Topley Fire Hall Expansion**

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

That the Board approve the expansion to the Topley Fire Hall subject to the Topley Volunteer Fire Department securing the funds to complete the entire project.

BACKGROUND

In April of this year the Topley Volunteer Fire Department (TVFD) submitted a proposal to the RDBN to consider funding an expansion to their hall to house their expanding fleet and to allow quicker deployment of apparatus during emergencies. The TVFD is wanting to add an additional 28' x 48' space area to the existing Fire Hall. The addition would allow storage of the newly acquired Structural Protection Unit trailer and the ability to arrange the other apparatus for quicker deployment. With the current Fire Hall set up the TVFD must move apparatus to get the appropriate apparatus out of the Fire Hall for some responses.

The TVFD has expanded significantly since the 2015 referendum. The RDBN has purchased a building facility which the TVFD renovated into the existing Fire Hall, acquired newer apparatus and equipment, and have trained their members to the exterior level. The TVFD is also the only RDBN department that provides a Medical First Responder Service.

The TVFD has obtained a quote from a local contractor to complete this expansion at a cost of \$343,000. RDBN building inspectors indicated that an engineer would need to be involved in this expansion which would be an additional cost. If this project is to move forward the RDBN will require a Request for Proposal process and provide oversight on the construction.

Since the Topley Fire Protection Service Area is within both Electoral Area B and Electoral Area G, discussions have taken place with both Director Newell and Director Riis-Christianson. Both Directors have stated that they do not have any funding to put towards this expansion, and the TVFD is already receiving the maximum taxation available for the service.

The TVFD would like to search for grant funding opportunities to raise the necessary funds for this expansion. The Topley Fire Hall is owned by the RDBN and the decision to move forward with the expansion is at the discretion of the RDBN Board.

Staff have outlined some concerns to Director Newell, Director Riis-Christianson, and the TVFD regarding funding and whether the expansion is the best avenue to direct funds towards. The two major concerns are increased operational expenses and apparatus replacement.

The ever-increasing costs of every day operations are going up; the annual taxation rate was increased by 25% in 2021, and the service is already taxing at the maximum rate. Utilities, fuel, insurance, repairs, and maintenance are a few of the ongoing costs that are increasing each year. An addition to the existing Fire Hall will also increase those costs.

None of their apparatus is new, the primary fire engine is 15 years old and should be slated for replacement in the next 10-15 years to ensure they have reliable equipment to respond to emergencies. A new fire engine in 2022 is approximately \$400,000. In 2021 the Topley Fire Protection Service contributed \$8,400 and will be contributing \$5,900 in 2022. The TVFD will have \$24,724.87 in Capital Reserves at the end of 2022. Since the TVFD is currently at their maximum taxation levels, they cannot increase this contribution without affecting the monthly operating allowance. The current rate of Capital Reserve contribution will not provide the necessary funds to purchase newer apparatus. The TVFD is also still paying down the loan used to purchase the existing fire hall and their primary fire engine with a balance of \$313,000 which will be paid off in 2041.

Staff recently met with the TVFD and the Area Directors to discuss the proposed expansion. TVFD provided their rationale to the Directors as to why the expansion is needed and staff also raised their concerns.

It was agreed that the expansion would be a benefit to the department for storage and easier deployment of apparatus, however, both Directors advised there are no RDBN grant funds available to fund the project. It was also emphasized that planning for the future needs of the TVFD needs to be considered.

The TVFD has the highest call volume of all the RDBN departments, and they provide a professional service to their residents with what they have currently.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Christopher Walker, Emergency Program Coordinator
Date: September 8, 2022
Subject: Revised Regional Emergency Support Services Plan

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

That the Committee of the Whole recommend that the Board approve the revised Regional Emergency Support Services Plan.

BACKGROUND

The Regional Emergency Support Services Plan (RESS Plan) provides direction on maintaining a functional ESS team and responding on behalf of the RDBN during an emergency requiring evacuation.

The current RESS plan was last created in 2015. The revised RESS Plan was reviewed and amended in collaboration with the member municipality Emergency Support Services Team Directors. The RESS Plan provides support for the member municipality teams to prepare for and respond to RDBN emergencies requiring evacuation.

ATTACHMENTS:

Regional Emergency Support Services Plan – 2022 Revision

Bulkley Nechako Emergency Support Services
Regional
Emergency Support Services Plan





Telkwa

Town of
Smithers
...simply exceptional.

THE LAKESIDE VILLAGE OF
Granisle



FORT ST. JAMES



District of Vanderhoof

Burns
Lake

Carve your path.

Bulkley Nechako ESS Teams:

- Bulkley ESS
- Bulkley Nechako Mobile ESS
- Burns Lake and Area ESS
- Fort St. James ESS
- Fraser Lake ESS
- Granisle ESS
- Houston ESS
- Vanderhoof ESS



Revision History

Revision	Section	Description of Change	Effective Date
0	Initial Document		December 31, 2015
1	Entire Document	The entire document was reviewed, and revisions made to serve the needs of the member municipality Emergency Support Services teams in preparing for and responding to RDBN emergencies requiring evacuation.	



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APPENDIX 1 – RDBN BOUNDARY MAP 31



Acronyms

BC	British Columbia
BCEMS	British Columbia Emergency Management System
BNESS	Bulkley Nechako Emergency Support Services
BNESST	Bulkley Nechako Emergency Support Services Team
EPC	Emergency Program Coordinator
EOC	Emergency Operations Centre
ESS	Emergency Support Services
ESSD	Emergency Support Services Director
EMBC	Emergency Management British Columbia
FNESS	First Nations Emergency Support Society
FNHA	First Nations Health Authority
ICS	Incident Command System
JI or JIBC	Justice Institute of British Columbia
MST	Mobile Support Team
MCFD	Ministry of Children and Family Development
RC	Reception Centre
RDBN	Regional District of Bulkley-Nechako
PECC	Provincial Emergency Coordination Centre
RESS	Regional Emergency Support Services
PREOC	Provincial Regional Emergency Operations Centre



Mission Statement

Emergency Support Services is a dedicated group of professional volunteers committed to providing compassionate timely response to local, regional, and provincial residents affected by emergencies. Essential needs are offered to evacuees on a short-term basis, through collaboration with local business partners and other support agencies. We strive to deliver service with empathy, respect, and dignity.

GENERAL

Purpose of the Regional Emergency Support Services Plan

In the event of an emergency or disaster where a resident or residents of the RDBN or member municipality have been evacuated from their primary residence, Bulkley-Nechako ESS will respond accordingly in compliance to the policies and procedures stated within the Regional Emergency Support Services Plan (RESS).

The purpose of the RESS is to outline the roles, responsibilities, and procedures for an Emergency Support Services (ESS) activation for an RDBN or municipal emergency and to provide direction for the ongoing development and running of ESS teams. This information has been developed based on RDBN policies, consultation with Bulkley-Nechako ESS team leaders, and the Provincial guidelines and associated reference materials.

Scope of the RESS Plan

ESS provides short-term, basic needs including food, clothing, incidentals, and shelter, immediately after a resident has been displaced.

The ESS program is a volunteer-based program and is dependent on community volunteers to provide these services.

Historically, ESS volunteers have responded to residents impacted by the following emergencies or disasters:

- Structure fires
- Wildland interface fires
- Flooding
- Ice jam breaks
- Landslides or debris flow
- Extreme weather events



Objectives

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

- Assess risks
- Mitigate risks
- Plan for emergency response
- Plan for recovery from emergencies
- Ensure RDBN preparedness
- Evaluate and review the emergency program

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

Confidentiality

The RESS contains both general and confidential information. General information used when preparing the RESS is available publicly however, some specific content in the RESS is strictly for internal use and will not be contained in the public version of the RESS. Personnel phone lists, and details of critical infrastructure will be excluded to meet the requirements of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

ESS volunteers may hear or be exposed to sensitive information during an emergency response. All operational information that is not released to the public is highly confidential and is not to be shared with unauthorized individuals or organizations. If you are unsure about what information can be shared, please contact your ESSD or the EPC for the Local Authority you are responding on behalf of.



PROGRAM IMPLEMENTATION

Regional Bulkley Nechako Emergency Support Services Plan Committee

The Regional Bulkley Nechako Emergency Support Services Plan Committee is comprised of ESSDs from the RDBN member municipalities.

Authority

The BNESS Plan has been developed for the use of personnel involved in Emergency Support Services. It contains information and policy regarding the way emergency management will be conducted in accordance and compliance with the following legislation.

Emergency Program Act

[RSBC 1996] Chapter 111

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

Local Authority Emergency Management Regulation

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

British Columbia Emergency Management System

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

ESS Field Guide

The EMBC Emergency Support Services Field Guide (2010) should be read and be available to ESS Volunteers to provide guidance and an overview of ESS in the Emergency Management structure. The Guide is available [here](#).



Contractual Agreements

The RDBN has agreements with all member municipalities within the region to increase capacity and opportunity for training of the ESS teams. This collaborative approach encourages partnership and consistency with team management and operational readiness.

The ESS agreement clearly depicts financial and administrative responsibilities for both the RDBN and member municipalities.

Joint ESS Teams refers to the Agreement signed by each municipality. The following definition is from the agreement (section 6):

“The RDBN and the Municipality agree to cooperate and share their resources as contemplated under and in accordance with this Agreement for the purpose of creating a joint ESS team that will be responsible for coordinating and providing emergency social services in the event that a state of local emergency is declared, and a local emergency plan is activated within either or both of the Electoral Area or the Municipality.”

Funding

The RDBN provides Annual Training Budgets allocated specifically for ESS program function and response supplies.

The RDBN will continue to seek grant funding opportunities that benefit the Regional ESS Program. The RDBN will coordinate with the Municipal ESSDs for a collaborative approach to grant funding applications.

Roles & Responsibilities

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

Regional District of Bulkley-Nechako

The RDBN shall be responsible for the following tasks required for the establishment and operation of the joint ESS teams:

- Volunteer recruitment:
 - Provision of advertisement templates.
 - Provision of orientation packages.
 - Provision of public information templates.
 - Coordinating Recruitment Campaigns through various forms of media.
- Volunteer management:
 - Provide quarterly reports on recruitment of new members, training completed, training plans, and response records provided by the municipality on the Bulkley Nechako ESS [website](#).
 - Ensure proper worker care resources are provided and debriefs are facilitated.



- ESS volunteer appreciation:
 - Coordinating ESS Volunteer appreciation events.
 - RDBN Protective Services staff will endeavor to attend one ESS event per team per year.
- Training:
 - Coordinate EMBC Annual Training application.
 - Identify and coordinate other ESS training.
 - Support the development of in-house training.
 - Coordinate and facilitate training exercises.
 - Cover ESSD and volunteer training costs to the maximum annual allotment in the agreement for the ESS team members and ESSD.
 - Participate on the Northern Emergency Support Services Training Conference (NESST) Organizing Committee.
 - Provide policy.
- Supplier engagement:
 - Provision of supplier letter templates.
 - Provision of thank you supplier letter templates.
- Administrative duties:
 - Provision of volunteer website that includes centralized records keeping, communications and template tools.
 - Coordinate ESS form ordering and distribution.
 - Providing Reception Centre Kit materials.
- Regional ESS strategy:
 - Coordination of agreements between municipalities and RDBN.
 - Facilitate processes to further develop ESS strategy.
 - Facilitate meetings/communications.
 - Maintain ESS strategy.
- ESS Regional Director - team management:
 - Provide support to the ESSD.
 - Facilitate training of ESSD.
 - Coordinate Regional ESSD meetings.
- ESS Branch Coordinator Response:
 - Provide support to activated ESS teams during emergency events and fulfilling duties assigned in an EOC.

Member Municipalities

The municipality shall be responsible for establishment and operation of the joint ESS team. The municipality will appoint an Emergency Support Services Director (ESSD) and ensure the ESSD adheres to their responsibilities as outlined under the ESSD Responsibilities in this document.



- Facility
 - Provide a safe place to meet with the public and from which ESS volunteers can provide ESS services 24 hrs a day 7 days a week, this facility, if not owned by the Local Authority, can be rented during an emergency requiring Reception centre of Group Lodging Facilities (request through EOC).
 - Provide a safe place for the ESS Team to meet and train in.
 - Provide secure facilities for the storage of reception centre kits and associated paperwork.

BN Mobile Support Team ESSD

The BN Mobile Support Team (BNMST) ESSD is responsible to be prepared to respond in support of a municipal team during a response and maintain a complete Reception Centre Kit.

Municipal ESSD Responsibilities

The Municipal ESSD is responsible for the Municipal ESS Team's development, training, responses, and representation of the team at regional meetings.

- ESS Director – Team Management
 - The ESSD shall:
 - ✓ Act as the RDBN's contact for the ESS team and be prepared to report to the RDBN on the municipality's responsibilities under this agreement.
 - ✓ Ensure that all volunteers comply with EMBC policy and standards of conduct.
 - ✓ Participate in regional ESSD meetings.
 - ✓ Undertake volunteer evaluations.
 - ✓ Fulfill role of primary contact between an ESS team and an EOC (may be delegated to a Reception Centre Manager).
 - ✓ Undertake volunteer scheduling.
 - ✓ The Municipal ESSD is to ensure all volunteers have filled out and submitted the Public Safety Lifeline Volunteer Registration Form.
- ESS Volunteer recruitment
 - Recruiting ESS Volunteers through various forms of media.
 - Facilitate volunteer screening to determine volunteer placement.
 - Ensure volunteer orientation package completion.
 - Organize community outreach campaign.
 - Organize public education initiatives.
 - Maintain a roster of at least 5 active volunteers with appropriate training.
- ESS volunteer management
 - Team meets monthly.
 - Coordinate volunteer appreciation and recognition initiatives.
 - Utilize the Bulkley Nechako ESS [website](#) provided by the RDBN.
 - Register team members as Public Safety Lifeline Volunteers with EMBC and ensure they receive their identification cards.



- Ensure volunteers are aware of and trained in worker care and facilitate proper debriefing post response.
- Training
 - Encourage volunteers to attend RDBN provided training.
- Supplier
 - Maintain an up-to-date supplier list.
 - Distribute supplier thank you letters.
 - Engage suppliers and renew Supplier Agreements annually.
 - Provide annual supplier refreshers on the referral process.
 - Identify potential RC and GL locations.
 - Conduct RC and GL compatibility surveys and inspections.
- Administrative duties
 - File response paperwork with the 'Task Report Sheet', 'Task Sign in Sheet', and 'Task Action Form' to protective.services@rdbn.bc.ca post response.
 - Reception Centre kits need to be checked for supplies used.
 - The used supply list will be submitted to the RDBN for resupply as part of the incident reporting system.
 - Develop local partner relationships (Victim Services, Food Bank, Thrift Store, Salvation Army etc.) if present in the community.
 - Provide annual updates to municipal councils on ESS activities.
 - Submit volunteer expense claims to the Local Authority you are responding on behalf of.
- ESS Director - response
 - Obtain a provincial task number prior to deploying.
 - Initiate call outs/activation as requested by an EOC or EPC.
 - Ensure paperwork completion and submission.
 - Ensure volunteers receive operational and emotional debriefing.
 - Demobilization.
 - Request volunteer support from other ESS teams through the RDBN or EOC.

Reception Centre Manager

Responsible to ensure the continued activation of the Reception Centre. The Reception Centre Manager reports to the ESS Branch Coordinator.

Volunteers

To be trained as an ESS volunteer and available to respond when on call. Attend a minimum of **60%** of ESS events including:

- Monthly meetings
- Training
- Responses

Leaves of absence are available when necessary.



All ESS Volunteers are to be registered with EMBC as a Public Safety Lifeline Volunteer before they may respond to any incidents. The ESSD is responsible for ensuring forms are completed and sent to EMBC as per ESS agreement.

Volunteers on Stand-by must have access to a Level One response kit and/or a personal 'Grab and Go Bag' containing but not limited to:

- computer
- printer
- identification
- paper and pen

PROGRAM ADMINISTRATION

Team Management

Recruitment

Recruitment activity examples are as follows but not limited to:

- Current volunteer relationships
- Talk to the Volunteer Fire Department to see if anyone they know would be interested
- Local advertising, through newspapers and social media platforms
- Community Boards
- Community Website
- Local Markets
- Mail outs
- Community Newsletters
- Grocery Store Stuffers
- Presentation at community events
- Talk to your local churches.
- Highschool student
- Local library

Volunteer Intake

Criminal Record Check is required, including Vulnerable populations.

Completion of the application form – including skill level questions and scenarios including but not limited to the following:

- Skill levels
 - Computer skills
 - Writing skills
 - Communication skills
- What volunteer experience do you have and what commitments are you currently involved with?
- Would your workplace allow you to respond and pay you while you respond?
 - Level One



- Reception Centre

- When would you be available to response?

Introduction to the team – confirmation from the team that they approve the potential volunteers joining the team.

Developing questions that support the interview process.

- Let them know what is expected of them.
- What they think their strengths and weakness are.
- What is your most stressful experience?
- What are your hobbies?
- What type of family commitments do you have – Hierarchy of importance Family, work, and ESS?
- Would you be available to deploy to other communities?
- How do you deal with other people being stressed, upset, or obnoxious?

Orientation of New Members Suggested Topics

- This is what ESS is.
- Sign them up for Intro To ESS.
- Fill out PSLV registration form and submit to EMBC.
- Sign them up for ICS 100 and provide them a course booklet.
- Identification photo and tag (this can be the EMBC PSLV card received from registering as a PSLV with EMBC).
- Mentorship with experienced volunteer.
- Introduction to Team at the next Team Meeting.
- Show them the forms online and physically.
- Orient volunteers to suppliers list.
- Sign them up on the website and provide them with their login.
- Access to the regional and appropriate municipal ESS plan.

Training & Exercises

Exercises are designed to test the plans and procedures. Plans are then refined and adapted to meet the needs of the ESS Team. Exercises can take several forms:

- **Full Scale** – validates and evaluates multiple functions at multiple sites plan in collaboration with local fire department and other agencies (e.g., EOC, Search & Rescue, Rangers).
- **Functional** – a less “real life” component – functional exercises validate and evaluate multiple functions at a single site, annual event regionally.
- **Table-top** – discussion-based exercises in which players discuss and explore the response to a theoretical emergency scenario.
- **Drills and Form Orientation** – evaluates and validates a single, specific operation or function.



Network for Emergency Support Services Teams Conference

The Network for Emergency Support Services Teams (NESST) weekend is an opportunity to acquire training and networking with other ESS teams. Volunteers submit their requests to attend training to the ESSD, and the ESSD determines the number of volunteers they can send based on their training budget.

EMBC Provided Courses

- Introduction to Emergency Support Services (EMRG-1600)
- Introduction to Emergency Management (EMRG-1100)
- Level One ESS (EMRG-1607)
- ICS Level 100
- Introduction to Reception Centres (EMRG-1610)
- Registrations & Referrals (EMRG-1615)
- Intro to Group Lodging (EMRG-1612)
- ESS Director Course (EMRG-1681)
- ERA for Responders (EMRG-1620)
- ERA for Management (EMRG-1622)

Required Training

To become a Reception Centre Manager, volunteers must demonstrate:

- Leadership qualities
- Ability to think on your feet
- Well integrated into the team
- Good organization skills
- Ability to take responsibility for and train other
- Regularly attend Team Meetings, Emergency Support Services training, and exercises

Training involved in becoming a Reception Centre (RC) Manager includes:

- EMRG-1610 Intro Reception Centre
- EMRG-1627 Applied Introduction to Reception Centre
- EMRG-1681 ESS Director Course
- Psychosocial Resilience
- Public Safety Lifeline Leadership

The ESS teams receive an Annual Training Request from EMBC for the training courses in the next year. The Application must be submitted by the end of December of the preceding year for training. The training materials and instructors are provided to the ESS at no cost. There is an opportunity to collaborate with other ESS teams on the type of training required and host locations, by submitting your requests to the RDBN Emergency Program Coordinator by December 1st, they will submit a joint request to EMBC. Consider an annual meeting to discuss the training requirements for the next year and collaborate with the ESS teams.

Volunteers are also encouraged to attend training hosted by neighbouring ESS teams.



Monthly Meetings

The Municipal ESSD or designate, will plan monthly meetings for training and exercises. It is recommended that an annual training calendar or plan be created prior to the start of a new year.

Attendance tracking can be maintained in the Bulkley Nechako ESS website.

Volunteer Appreciation

The RDBN will host an annual appreciation event and provide appropriate ESS volunteer equipment depending on budget availability.

Other Options to consider:

- Christmas dinner
- ESS appropriate equipment
- An annual thank you note to each volunteer
- Years of service recognition (five-year increments)

Bulkley Nechako Mobile Support Team

The RDBN will appoint an ESSD for the RDBN Mobile Support Team (RDBNMST) and ensure the maintenance of all required supplies.

The Regional District will deploy the RDBNMST to respond in support of a Municipal ESS Team when required.

Recruitment to the RDBNMST will be conducted by the RDBNMST ESSD and the RDBN Emergency Program Coordinator. Recruitment will not be taken from volunteers that are already with an existing ESS team. If potential recruit was part of an ESS team previously, the ESSD of that team will be consulted before offering a position with the RDBNMST.

Bulkley-Nechako Emergency Support Services Website

The BNESS Website is to be used for member and resource tracking to facilitate a regional database for each team to access when in need of support and coordination of equipment purchases. The Municipal ESSD or designate is to enter new volunteers into the system, allowing the ESSD to easily send training and meeting information to their team members. The website also provides access to all volunteers.

The BNESS Website provides access to:

- Volunteer contact information.
- Training records and calendars.
- Plans, supporting documents, templates, meeting minutes/comments, volunteer evaluation (add a section on this too).
- Attendance records.
- Response records.
- Level One and Reception Centre Response Kit inventories.



ESS Expense Claims

Level One Response

EMBC does not reimburse ESS for Level One incidents for travel and meal expenses, unless it is an extraordinary situation causing longer response (more than four hours). If it is longer than four hours, the ESSD would discuss the expense options with the EMBC Regional Duty Manager.

ESS Volunteers are eligible for mileage reimbursement when using personal vehicles for RDBN ESS incidents over ten kilometers. They also can get meal reimbursements if a task is four or more hours for a maximum of three meals a day per four hours. Receipts must be provided with the claim. Meals will be reimbursed up to the maximums listed below. Alcohol is not eligible for reimbursement.

- Breakfast, \$15
- Lunch, \$20
- Dinner, \$30
- Mileage, 0.61

Level Two & Three Response

For Incidents above Level One, reimbursement of expenses will be covered by EMBC task number. Consumed supplies are eligible for reimbursement, it is imperative that an inventory of supplies be done after the response and the cost of resupplying the resources is included in the Expense Claim for the response. Please see the [EMBC Expense Policy](#).

The RDBN will resupply consumed supplies that are not eligible under task.

For tasks for the RDBN, a claim form needs to be submitted for your consumed supplies to the RDBN Emergency Program Coordinator as quickly as possible to ensure a task claim can be made. The form can be found on the [ESS website](#).

ESS Suppliers

Each team is responsible for maintaining supplier agreements for the following:

- Accommodations
- Food
- Clothing
- Incidentals
- Transportation

Inquiries about response claims to EMBC regarding outstanding invoices will be directed to your Emergency Program Coordinator who can reach out to EMBC Finance Department essfinanceinquiries@gov.bc.ca.

If you require assistance, contact the RDBN Emergency Program Coordinator at 250-692-3195.



ESS Response Kits

Teams are responsible to ensure response kits are maintained. There are two types of response kits; Level 1 Kit and Reception Centre Kit. An inventory of what is to be in each kit is on the ESS website. Post response a full inventory should be done of the response kit and consumed supplies should be submitted to the RDBN Emergency Program Coordinator to be replenished. Some of these supplies are eligible under task so please refer to the expense claim process.

Liability Coverage

EMBC WCB

For the EMBC WCB coverage to be applicable to injured volunteers, they need to be signed in on the task sheets for incidents, events, and training with valid tasks numbers. See the [EMBC Policy 5.07](#).

Public Entity Casualty Package Policy

When the ESS team is attending any ESS sponsored events, they are doing so on behalf of the municipality and the Regional District. When responding to incidents, the ESS team is doing so on behalf of the local authority they are responding for. This coverage for incident response is only applicable when responding on behalf of the RDBN.

Code of Conduct

All BNESS volunteers will uphold the EMBC Code of Conduct and if applicable their Municipal team's Code of Conduct. Volunteers who violate the Code of Conduct may have their EMBC registration and membership of the BNESS program revoked or suspended, following a review process by select committee involving the Local authority EPC, RDBN EPC, team ESSD, and a second ESSD from with the region. This committee will recommend actions to the RDBN Director of Protective Services for final decision. The committee members will elect a chair for each Code of Conduct review who will be responsible for gathering and generating documents.

EMBC Code of Conduct

The purpose of this Code of Conduct is to identify standards of behaviour by which all volunteers registered with EMBC must abide. Volunteers who violate the Code of Conduct may have their registration revoked or suspended.

COMPETENCY

- Volunteers will carry out their duties to the best of their abilities.
- Volunteers will seek to develop and maintain skills necessary to the performance of their assigned duties.



CONFIDENTIALITY

- Volunteers will keep confidential all information they are exposed to while serving as volunteers, including information concerning other volunteers, clients, EMBC, and other organizations.
- Volunteers will not disclose confidential information, unless required to do so by law, or to assist in responding to an emergency.

AUTHORITY

- Volunteers who are placed in leadership positions will exercise their responsibilities consistently and fairly.
- Volunteers will respect the chain of command and follow reasonable directions given by a person in authority.
- Volunteers will follow operational guidelines and policies.

COMMUNICATION

- Volunteers will not publicly criticize fellow volunteers, clients, EMBC, or other organizations involved in an emergency response.
- Volunteers will not use insulting, harassing, or otherwise offensive language while serving as a volunteer.
- Volunteers will conduct themselves in a manner that positively supports EMBC's policies and guidelines.
- Volunteers will not represent themselves as agents of the Province of British Columbia.
- Volunteers will not comment to the media or in social media on any operations they were involved in unless approved by the Tasking Agency.

PERSONAL CONDUCT

- Volunteers will work as part of a team, with personal and team safety always at the forefront.
- Volunteers will treat others, including other volunteers, clients, and members of other organizations, with respect and dignity.
- Volunteers will not engage in violence, harassment, abusive behaviour, or discrimination.
- Volunteers will carry out their duties in an honest and professional manner.

CONFLICT OF INTEREST

- Volunteers will avoid real or perceived conflicts of interest.
- Volunteers will declare involvement in any form of self-employment or private business which competes with programs or services supported by EMBC which could be considered a conflict of interest.
- Volunteers who find themselves in a conflict of interest will self-declare to the appropriate regional office for vetting.



GENERAL

- Volunteers will not use EMBC facilities, supplies, or equipment for private purposes without permission.
- Volunteers will appropriately care for any materials entrusted to them and return all borrowed equipment and supplies.
- Volunteers will observe all laws.
- Volunteers will dress appropriately while on duty and will refrain from wearing EMBC identification when not on duty.
- Volunteers will not accept an assignment or respond if they are under the influence of drugs or alcohol.
- Volunteers will not respond or act in PSLV duties while under the influence of alcohol or drugs.
- Volunteers will conduct exercises, training, and operations in accordance with EMBC policies and operating guidelines. When there is no written EMBC standard, the standard of care shall be that of the related industry.

If a volunteer is unclear on any element of the code of conduct, the volunteer will seek out clarity from their PSLV Organization, Local Government or an EMBC regional office.

[EMBC Code of Conduct Website](#)

Reception Centres

Volunteer Identification

Volunteers will wear ESS identifiable clothing when fulfilling an ESS role. [EMBC PSLV identification cards](#) should be displayed at all times when responding in an ESS capacity.

WORKER CARE

Worker care is paramount before, during, and after a response. The physical and emotional health and safety must be a top team priority.

Post response debriefs and daily check-ins must be done with the volunteers.

There are many resources available to and links to those resources can be found in Appendix.

Shift debriefing

Before an ESS Volunteer leaves for the day a shift debriefing should be conducted.

Questions to ask:

- How did your shift go?
- Do you have any suggestions for improvement?
- Are you safe to drive?
- Do you have a good emotional support system?



Post incident debriefing

Post incident debriefing should take place with all responding volunteers and supported by the local authority you are responding on behalf of. Here are the questions that should be used to guide the debriefing:

- What went well?
- What did not work well?
- What do we need? (Equipment or training)?
- Do we need to activate Critical Incident Stress Management?

RESPONSE

Call out Procedure

ESS is activated by EMBC or the responding local authority. Information you should obtain before deployment of volunteers is:

- EMBC task number.
- Type of incident.
- Location.
- Number of impacted residents.

Response Procedures

When an emergency forces people from their homes, the Regional ESS Plan is activated. Procedures vary based on the severity of the disaster and the number of individuals affected. This portion of the plan will describe the four levels of activation, authorization for each, protocols for requesting assistance from other members of the RESST, procedures required to carry out the level of activation, and steps for deactivation.

Protocols to Request Assistance From ESS Teams

Procedure for requesting support from other Regional Emergency Support Services Teams:

- ESSD, in consultation with RC and GL Managers will determine the need for additional support service.
- ESSD will request support from the ESS Branch Coordinator by submitting a resource request form.
- ESS Branch Coordinator will request forward the request to the EOC logistics to request resources from other RESS Teams and from the PREOC for additional personnel.
- The PREOC will arrange support as available and required.

Level 1 Activation

ESS activates at Level 1 for an event involving:

- Less than twelve people.
- Generally, one or two dwellings.
- No Reception Centre is activated.
- No EOC activated.



- Determine needed services at the site.

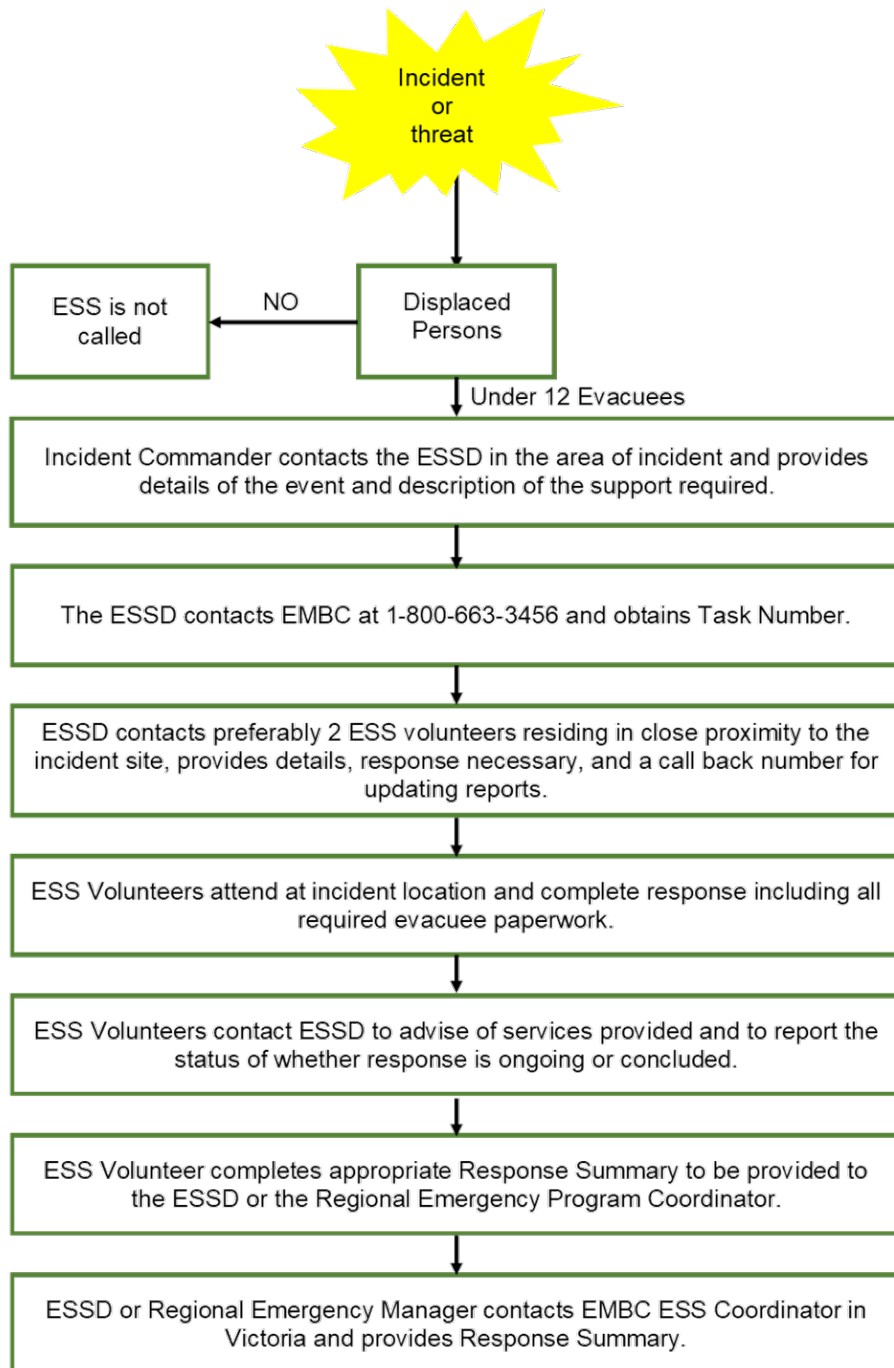
The recommended staffing and support requirements for a Level 1 Response include:

- A minimum of two volunteers.
- An ESSD available for support and consultation.
- The Regional Emergency Program Coordinator available for support.
- EMBC available for inquiries.
- Safety for ESS Volunteers must always be the primary concern.

Appropriate authorization is critical when responding to any activation. The RESS has specific Call Out Procedures regarding all activation levels.



Diagram One Level 1



Level 1 Response Kits

An activation call may be received at any time of the day or night. Volunteers need to be ready to respond quickly and to make sure they have all necessary tools available to them when they respond. The RESS supplies a kit to all the trained volunteers for response to a Level 1 Activation. A complete Response Kit list can be found on the ESS website.

Level 1 Response Report and Expense Claim

After attending a Level 1 Response, it is important to ensure that all paperwork is completed immediately. The RESS requires that the following paperwork be completed after attending Level 1 activations:

- Task Report Form.
- Task Registration Form.
- Procedure and Action Checklist.
- ESS Registration File.
- Referral Forms.
- Volunteer Expense Claim.

Once completed, all forms and expense claims are to be submitted to the ESSD. The ESSD will submit all Volunteer Expense Claims to the Finance Department who will forward photocopies of the Volunteer Expense Claim and proof of payment to EMBC and reimburse the ESS Volunteer. Volunteers are required to maintain a Position Log chronologically for every event.

Suppliers are to be signed up through the ERA 2.0 tool, for reimbursement.

If Paper forms are used, the RESS are to request that suppliers submit all the following forms with the task number identified on each:

- White copy of the Referral Form.
- Original till tape.
- Invoice.

to the EMBC office at:

**Emergency Social Services
Emergency Management BC
PO Box 9201 STN PROV GOVT
Victoria, BC, V8W 9J1**



Level 2 Activation

ESS Level 2 may occur when:

- More than 12-50 evacuees are involved.
- Multiple dwellings (e.g., neighborhood or apartment block) are impacted.
- Reception Centre is activated.
- EOC may be activated.
- PREOC may be activated.

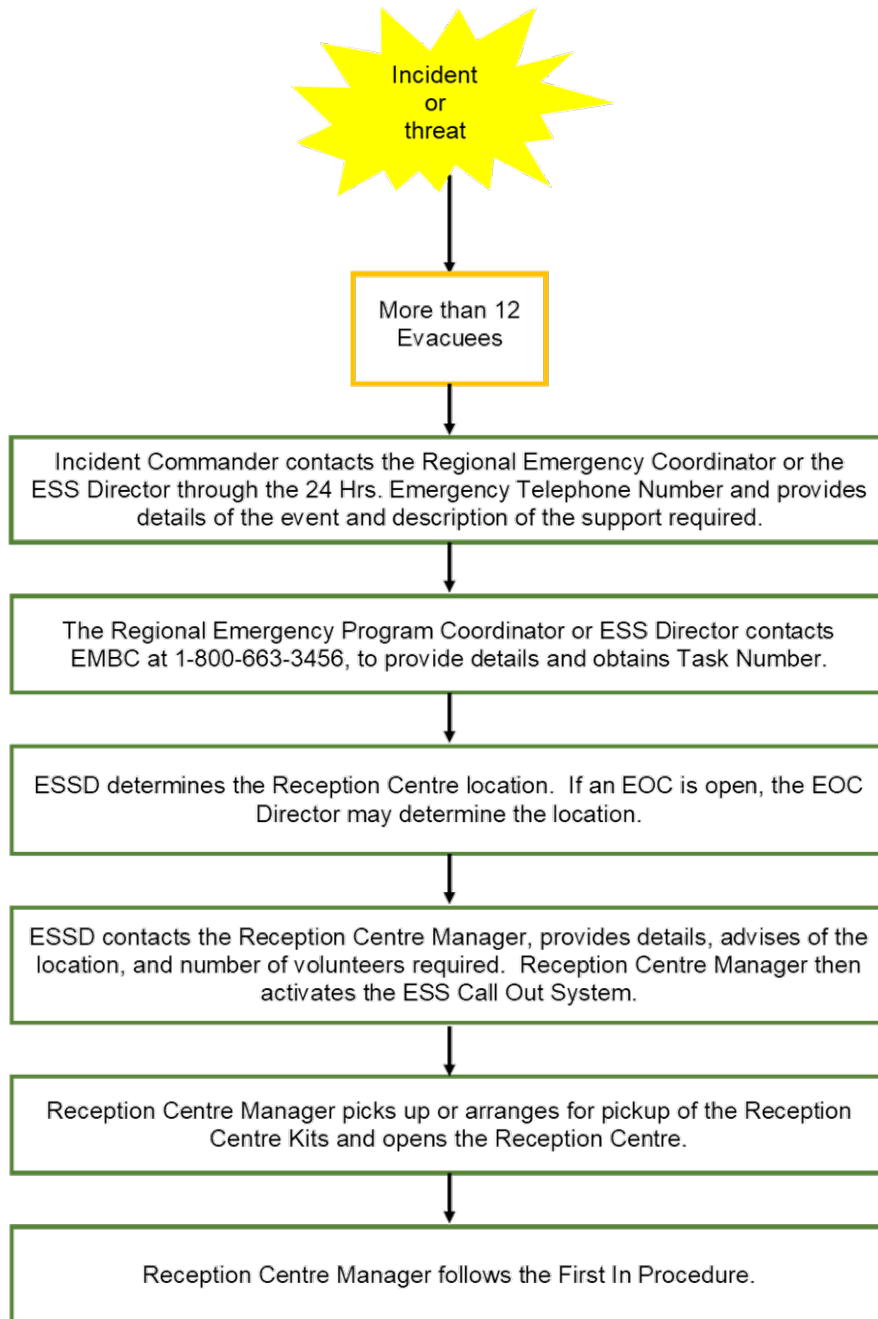
The recommended staffing requirements are:

- ESS Director (may be in EOC, if activated).
- Reception Centre (RC) Manager.
- Registration and Referral's personnel.
- Documentation personnel.
- Meet and greet.
- Other Reception Centre functions, as required.
- Regional Emergency Program Coordinator.

Due to the Regional District of Bulkley-Nechako's vast area, small population, and limited ESS team members, ESS volunteers may be required to fill more than one position in an event.



Diagram Two Level 2



Standby Call Out

The purpose of a Standby Call-Out System is to notify all ESS Volunteers of the potential activation (via email) and that they may be requested to respond. The call-out gives the ESS Director an idea of those available as well as the expected response times. It also allows ESS Volunteers to make necessary arrangements to be available on short notice. Once authorization has been given, the ESSD or designate will notify the RC Manager and advise to proceed with Standby Call-Out System. The RC Manager/ESSD will contact volunteers to:

- Provide a brief situation report.
- If able, provide estimated number of evacuees.
- Request availability status.
- Request how they may be reached over the next 48 hours.
- Request that Volunteers advise RC Manager of any change in their status.

Activation Call Out

The purpose of an Activation Call-Out is to notify all ESS Responders that they are needed as part of the ESS response that is underway. This type of call-out will provide specific instructions regarding where to respond and when. An activation call-out may or may not be preceded by a Standby Call-Out.

The Regional Emergency Coordinator or ESSD activates the call-out system to provide a situation report. It is important to keep in mind the number of volunteers that are required and the duration of the event. The following information is required:

- Provide a brief situation report.
- If able, provide estimated number of evacuees.
- Request availability status.
- Request assistance for activation of a Reception Centre and/or Group Lodging facility.
- Provide location and driving directions.
- Confirm estimated time of arrival.



Level 3 Activation

Level 3 activations will be supported by the EOC. Some functions may be coordinated at the EOC level rather than at the Reception Centre. For example, the Logistics and Finance functions of the Reception Centre may be coordinated at the EOC. The Reception Centre Manager is to exchange procurement information with the EOC.

A Level 3 Activation will occur when an event involves:

- More than 50-150 people impacted.
- Multiple dwellings or neighbourhoods affected.
- One or more ESS facilities activated (e.g., Reception Centres, Group Lodging facilities).
and
- Resource support/coordination is required.

The recommended staffing and support requirements are:

- ESS Branch Coordinator at the EOC.
- RC Manager(s).
- ESS Support Organizations (may be required).

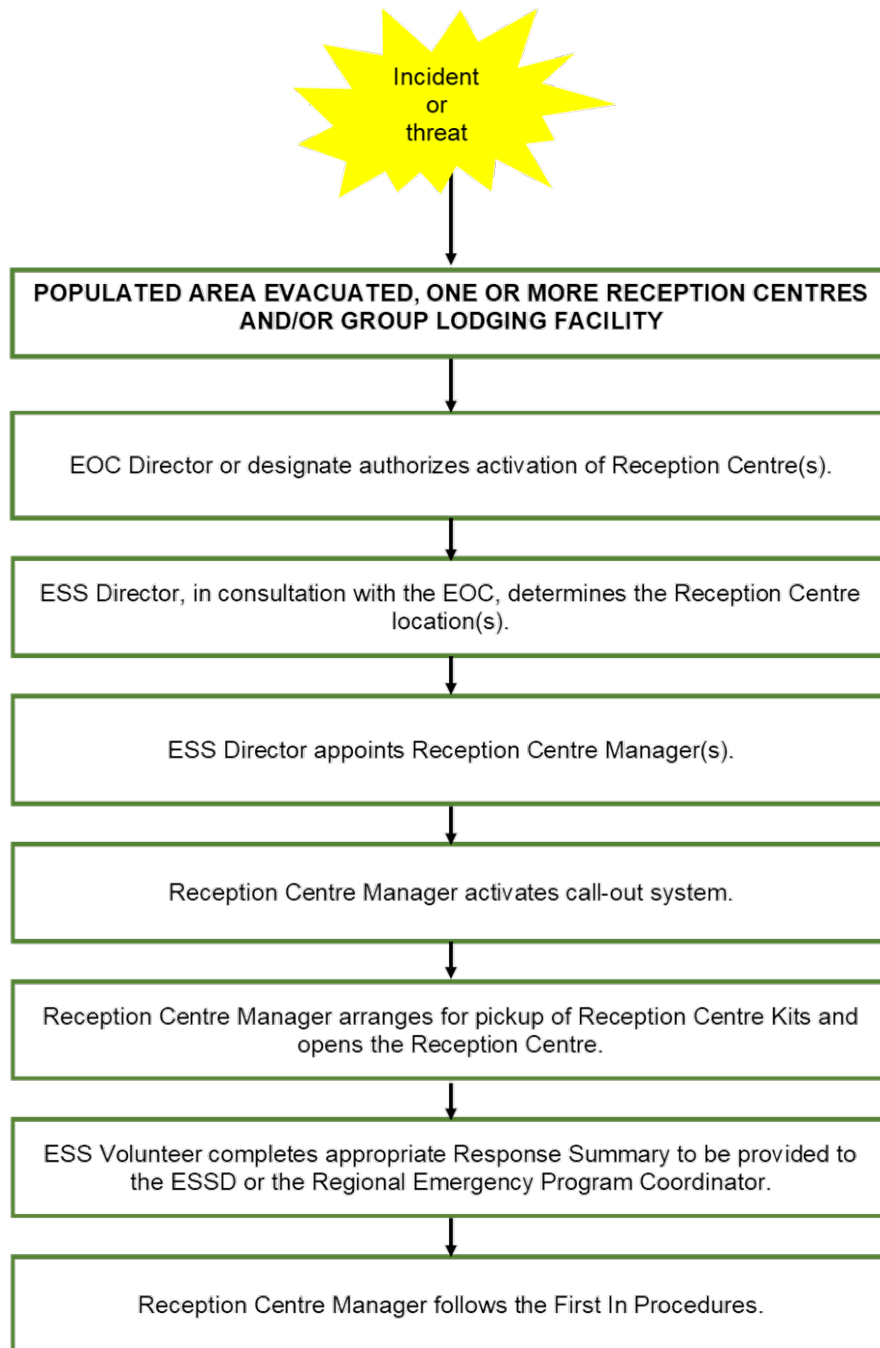
Level 4 Activation

An ESS Level 4 Activation consists of two or more Reception Centres being activated. The ESS Branch Coordinator will be in the EOC to support and coordinate between the EOC and the Reception Centres.

Many functions will be centralized at the EOC to avoid duplication by multiple Reception Centres. For example, Group Lodging may be coordinated from the EOC and will likely be at a single location rather than each Reception Centre setting up Group Lodging at different locations.



Diagram Three Level Three and Four



Evacuation Registration Assistance Tool (ERA)

BCEID

In order to access the ERA Tool, volunteers must have a personal BCEID set up and added to your specific ESS team's account. You can find instructions [here](#).

ERA Tool Access

The ESSD and EPC of your local authority should have administrator access to your local authorities ERA account.

If your team does not have access, contact EMBC for assistance.

Paper Registration Forms

Public Safety Lifeline Volunteer Numbers are required for all new paper forms to be valid. Every volunteer needs to have these numbers (from EMBC) before they can respond to an ESS task.

Technical Support

ERA technical support can be contacted by email at essmodernization@gov.bc.ca or through EMBC at 1-844-537-7377.

Reception Centre Policy

Unaccompanied Minors

Minors without a legal guardian are considered Unaccompanied. They need to be immediately reported to Ministry of Children and Family Development. If you are unsuccessful in getting support from the local MCFD contact your EOC FNHA FESS FNHA can act with and on behalf of MCFD to provide services to FN unattended children; (should be done by EOC prior to evacuees).

Security

Security services for Reception Centres and Group Lodging facilities can be requested through the EOC, depending on availability of security companies. Any security concerns need to be reported to the ESS Branch Coordinator.

EOC Communication

The Reception Centre Manager reports to the ESS Branch Coordinator or designate. Resource requests forms are to be submitted to the ESS Branch Coordinator.



ESS Branch Coordinator

The ESS Branch Coordinator works under the EOC Operations Section Chief. The ESS Branch Coordinator communicates requests to finance for Expense Authorization to the PREOC. They are also responsible to gather ESS Situation Reports from each RCM and summarize the information for the EOC Situation Report.

Although the ESS Team is responsible for being prepared for and responding to an emergency during a Level 2 or Level 3 response, the ESSD in the EOC supports the Reception Centre Manager (RCM), including but not limited to the following:

- Coordination meetings to ensure all RCMs are supported.
- Provide support if other facilities are required.
- Source and get approval for the movement of, purchase, or rental of equipment and supplies.
- Additional resourcing of ESS volunteers.

EOC Structure

Figure 1 demonstrates the structure and organization of the Emergency Operations Centre. Each Section is directed by a "Section Chief" which all supplementary functions fall under. All Section Chiefs report to the EOC Director who reports to the Policy Group Liaison who communicates with the Policy Group.

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

ESS Branch Coordinator Functions

The ESS Branch Coordinator works with volunteer and private agencies to provide food, clothing, shelter, and other essential services as required for evacuees, displaced persons, and disaster victims in the affected area.

- Determine status of emergency and assess the level of ESS required with EOC Director.
- Call-out ESS volunteers and ensure that other appropriate ESS resources are identified and alerted.
- Coordinate the delivery of food, clothing, shelter, health, and other essential services for evacuees.
- Liaise between the Reception Centres and the Health Authority for the provision of health services.
- Oversee the development of branch objectives, status reports, and daily expenditures.

ESS Activation Criteria

An EOC may be activated with or without a Declaration of State of Local Emergency (SoLE). However, it is mandatory to activate a SoLE to execute an Evacuation Order. The EOC may be activated if any of the following conditions exist:

- Residents' life safety is at risk.



- Incident site support is required.
- Legal authority is required (e.g., Declaration of State of Local Emergency).
- A tactical evacuation has occurred or there is a potential need for an evacuation.
- The event crosses jurisdictional boundaries (e.g., train derailment, flood, wildfire).
- There are multiple sites involved.
- Coordination of multiple agencies is required, beyond site capacity.
- Magnitude and potential duration of the event extends beyond RDBN daily capacity (e.g., wildfire, flood, landslide).
- There is significant property damage – private and/or public.
- There is a major planned or special event.

EOC Authorization

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

ESS Activation Levels

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



EOC Activation Level	Description	Required Capacity
One	Small Event	
	<ul style="list-style-type: none"> ➤ One Site ➤ Under 12 evacuees 	<ul style="list-style-type: none"> ➤ Local ESSD ➤ At Least 2 Volunteers
Two	Moderate Event	
	<ul style="list-style-type: none"> ➤ One or more Sites ➤ Over 12 Evacuees ➤ Potential Reception Centre 	<ul style="list-style-type: none"> ➤ Local ESSD ➤ Regional ESSD ➤ Reception Centre Manager ➤ At least 5 Volunteers
Three	Major Event	
	<ul style="list-style-type: none"> ➤ Multiple sites ➤ Regional Disaster ➤ Multiple Agencies Involved ➤ Extensive Evacuations ➤ Resources and or support required 	Level Two staffing plus: <ul style="list-style-type: none"> ➤ additional EOC functions and positions (as required) ➤ Policy Group and EMBC/PREOC full activation

DEMOBILIZATION

Reporting of Incident

Once an incident has concluded a report form needs to be filled out and sent to the RDBN EPC for tracking of statistics and liability.

Level One

If the ERA tool is not used, complete all forms, ensure pink copies of any paper-based forms are put into envelopes to be mailed to EMBC with copy of sign in sheet and action report are included.

If the incident is for the RDBN, then a report must be sent to the RDBN EPC. A resupply list of used supplies needs to be completed and sent to the RDBN for restock.

Debriefing and task sign-out needs to be completed, then contact Emergency Coordination Centre to close out task.

Level Two

The ESS Plan deactivation is authorized by the ESS Director in consultation with the EOC Director. The ESS Plan will be deactivated when people affected by an emergency have been sufficiently assisted with services to address immediate physical and emotional concerns.



The ESS Branch Coordinator will:

- notifies the ESSD to demobilize all facilities.
- The ESSD notifies the RC and facility managers to demobilize their facilities.

The RC Managers will:

- Collect and finalize the appropriate documentation and provide EOC ESSD with all documents.
- Ensure the facility or mobile response units are cleaned up and restored to working order.
- Complete a full inventory and restocking of reception centre kits and mobile response equipment to be submitted to the RDBN for restocking.
- Debrief staff and volunteers.
- Release staff and volunteers.
- Provide a summary report to the ESSD.
- Debriefing and task sign-out needs to be completed, then contact Emergency Coordination Centre to close out task.

Level 3 & 4

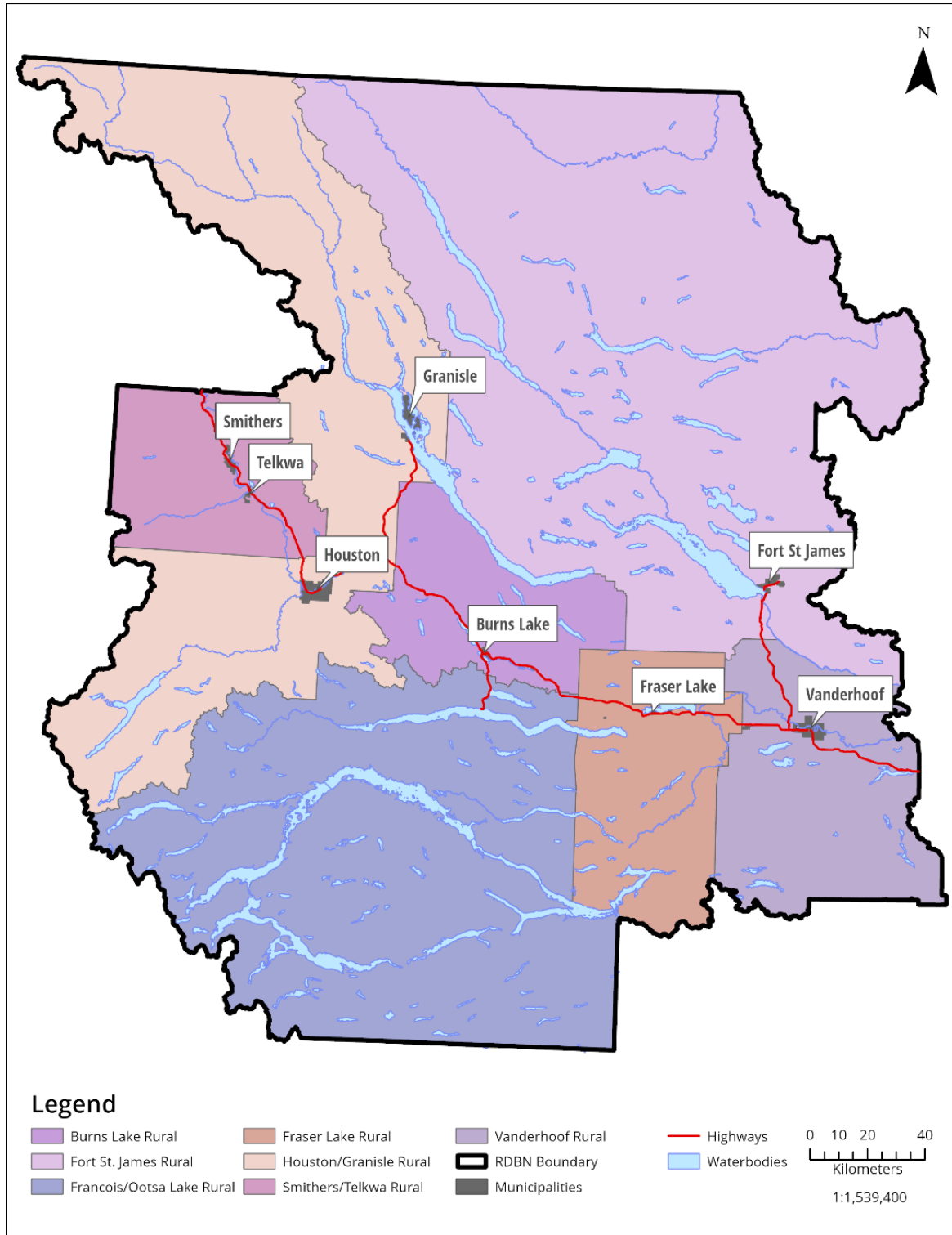
- The EOC director, ESS Branch Coordinator or the local EPC notifies the ESSD to demobilize all facilities.
- The ESSD notifies RC facility managers to demobilize their facilities.

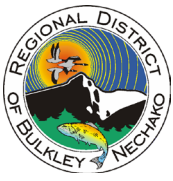
The Section Chiefs will:

- Gather volunteers for briefing.
- Direct documentation unit to finalize any documentation tasks underway and provide final situation report numbers.
- Direct volunteers to demobilize to conduct full inventory of RC Kits.
- Provide RC Manager with deficiencies.
- Restock RC supplies as needed.
- Direct volunteers to demobilize RC.
- Move equipment to storage.
- Conduct debriefing.
- Complete activation report.
- Complete situation report.



APPENDIX 1 - RDBN Boundary Map





Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Deborah Jones-Middleton, Director of Protective Services
Date: September 8, 2022
Subject: **Jackpine/Skillhorn Prescribed Fire Project**

RECOMMENDATION: (all/directors/majority)

For Discussion

BACKGROUND

The BC Wildfire Service – Bulkley Fire Zone (BFZ) has been planning a prescribed burn in the Jackpine/Skillhorn area near the Village of Telkwa. The project has been in the development phase since the fall of 2021. Throughout the planning phase, the BFZ has consulted multiple stakeholders including local First Nations, the Telkwa Fire Department, and Jason Blackwell, Regional Fire Chief, RDBN.

The Burn Plan is centered around wildfire risk reduction by maintaining previously fuel treated forests within the existing Telkwa Community Wildfire Prevention Plan (CWPP) area. The Burn Plan is to do a low intensity, controlled surface fire to reduce the risk of a high intensity wildfire impacting the Telkwa area. The total area proposed to be treated is 45 hectares between Coalmine Road and the Telkwa Airstrip.

The BFZ is looking to move this project from the planning phase to implementation. The Burn Plan has received approval from both the Northwest Fire Center and Resource District and is in the final stages of public outreach. Prior to approaching the Village of Telkwa and door-to-door public outreach, the BFZ provide the RDBN an opportunity for any comments or concerns, and approval to move forward with the final stages of outreach and implementation of this project. Ultimately the RDBN has no jurisdiction over this process and the BFZ could proceed without our approval, but they have been very engaging from the beginning, and they want to ensure all parties are on the same page. Implementation of the Burn Plan could occur as early as this September.

DISCUSSION

RDBN staff have been engaged throughout the planning stage of the Burn Plan. The BFZ has developed a public handout to assist with public awareness, and staff has offered to send information out through Bulkley Nechako Emergency & Public Alerts.

It is staff's understanding that other Fire Zones in the province have experienced issues doing prescribed burns in other areas and the BFZ has determined that they would like to ensure all parties are aware of Burn Plans moving forward.

Staff is looking for direction on whether the Board would like Burn Plans to be presented to the Board for comment and/or approval or whether this process should be handled by our Regional Fire Chief.

ATTACHMENTS

- Jackpine/Skillhorn Burn Plan
- Jackpine Skillhorn Project Area Map
- Jackpine Skillhorn Public Handout

PRESCRIBED FIRE BURN PLAN

Telkwa Community Wildfire Prevention Plan
Jackpine / Skillhorn Management Unit

**AUTHORIZATION TO CONDUCT THE PRESCRIBED FIRE BURN ON THE SITE MUST BE
ACQUIRED FROM THE LAND MANAGER PRIOR TO SUBMITTING THE BURN PLAN.**

**THIS BURN PLAN DOES NOT PROVIDE FOR APPROVAL UNDER THE ENVIRONMENTAL
MANAGEMENT ACT, OPEN BURNING SMOKE CONTROL REGULATION**

For help with this form, please visit our web site:

Online help at <http://bcwildfire.ca/Prevention/PrescribedFire/burnplanhelp.htm>

APPENDIX 1: PRESCRIBED FIRE BURN PLAN

TABLE OF CONTENTS/BURN PLAN CHECKLIST

Complete <input checked="" type="checkbox"/> or N/A	Section and Title
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x	Table of Contents (this page)
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x	B. Fuel/Stand Description
x	C. Prescribed Fire Burn Objectives and Desired Fire Effects
x	D. Values at Risk
x	E. Prescribed Fire Burn Operations
x	F. Prescribed Fire Burn Budget Estimates (if required)
x	G. Monitoring and Documentation
x	H. Public Relations and Information Strategy

Attached Schedules

x	1. Stand/Fuels Description Map (if required)
x	2. Prescribed Fire Complexity Worksheet & Rating Guide (mandatory)
x	3. Organization Chart (if required)
x	4. On Site Communications Plan (if required)
x	5. Medical Operations Plan (if required)
x	6. Safe Work Procedures (if required)
x	7. Information Plan – Notification Checklist (if required)
x	8. Information Plan – Public Notice (if required)
	9. Information Plan – Public Notice – Radio Station (if required)
x	10. Traffic Plan (if required)
x	11. Security Plan (if required)
x	12. Prescribed Fire “Go-No-Go” Checklist (mandatory)
x	13. Burn Plan Map (mandatory)

APPENDIX 1: PRESCRIBED FIRE BURN PLAN

A. Project Overview

Location:

Geographic Location:	Telkwa CWPP Jackpine / Skillhorn FMU	Lat/Long:	54°39.643 127°04.339
Forest Region:	Northern Interior	Fire Centre:	Northwest
District:	Skeena Stikine	Zone:	Bulkley
TSA:	Bulkley		

Legal:

Land Status:	Crown	Tenure /Licence:	Crown Tenure
Licensee/Owner:	District of Skeena Stikine	Phone Number (24hr.):	TBD
Land Description:	Provincial Crown Land	Plan Number:	N/A

Information:

Burning Incident Commander:	TBD	Phone Number (24hr.):	TBD
Size:	45.2 hectares		

General Description:

The Jackpine / Skillhorn Fuel Management Unit (FMU) of the Telkwa Community Wildfire Prevention Plan (CWPP) (2011) has presented an opportunity to apply prescribed burning as a maintenance tool for previously fuel managed areas. The geographic location, forest types and time since treatment have contributed to this site being eligible.

This FMU is located between Coalmine Road and the Telkwa Airstrip, with Skillhorn road bisecting it. The identified project area is within this FMU, covering 197 hectares along the southern border. The project area lies within both the Telkwa and Bulkley Landscape Unit and is approximately 4 km from the Village of Telkwa and 1 km from the Telkwa Fire Attack Base. Logistically, this area is within a feasible proximity to the local fire crews.

There have been varied fuel management treatments within the project area throughout time with different strategies; either clearcut harvesting to create fuel free features or in stand treatments with spacing, pruning and debris cleanup. The most recent treatments took place between 2007 and 2012 to mitigate fire hazard from the mountain pine beetle infestation and have not since been maintained. Advanced ingress of grass, brush and Lodgepole pine within these treatment areas (retired cutting permits and fuel treatment units) show the need for frequent maintenance. This burn plan targets the use of fire to return a geographically connected area to the desired wildfire resilient state and is supported by the original CWPP prescription and the Bulkley Valley Tactical Plan: TK-CFMA-01.

The total area targeted to be burned is 45.2 hectares across eight units. The units are found between 540m and 570m elevation. Each year, preidentified burn units will be selected based on weather conditions, availability of crews and the Burn Boss's discretion. Ongoing monitoring of fire effects will take place post

APPENDIX 1: PRESCRIBED FIRE BURN PLAN

burn in units to ensure that all objectives are being met. The descriptions of these burn units are summarized in the table below.

Burn Unit:	Area: (Hectares)	FBP Fuel Type:	Description:
1	2.76	C6	Forested: mix of fuel managed and untreated 40-year-old pine plantation with small component of mature pine
2	5.04	O1a	Non-forested: clearcut area with advanced naturally regenerating pine (8-12 years old), periphery mature pine
3	5.91	O1a	Non-forested: clearcut area with advanced naturally regenerating pine (8-12 years old), periphery mature pine
4	2.60	O1a	Non-forested: clearcut area with advanced naturally regenerating pine (8-12 years old)
5	8.91	C6	Forested: mix of fuel managed and untreated 40-year-old pine plantation with small component of non-forested
6	8.06	C6 (M1/2 50/50)	Forested: mix of fuel managed and untreated 40-year-old pine plantation with areas of mixed wood spruce and aspen
7	7.62	C6 (M1/2 50/50)	Forested: mix of fuel managed and untreated 40-year-old pine plantation with areas of mixed wood spruce and aspen
8	4.26	O1a	Non-forested: clearcut area with advanced naturally regenerating pine (8-12 years old) small portion of mature pine and periphery immature mixed regenerating forest
Total:	45.16		

Due to previous treatment, surface fuel loading is light and may not carry fire in some areas. This could leave unburned sections within burn units, which is not a detriment. The timing of the burn will be dependant on the prescribed conditions, likely to occur in the spring or fall.

This burn is considered a resource management open fire as defined in the BC Wildfire Regulation. It is rated as a Type 3 burn based upon the prescribed fire complexity worksheet.

Ground ignition tactics will be used by BCWS crews under the direction of the Burn Boss. This will provide an excellent opportunity for staff development and is intended to meet identified maintenance objectives. In addition, this will provide opportunities for engagement in prescribed fire for BCWS partners.

B. Fuel /Stand Description

1) Biogeoclimatic Subzone	SBSdk
2) Site Series	01, 02, 03, 06
3) FBP Fuel Type	C6 (2m CBH), M1/2 (50/50), O1a
4) Forest Cover	Pl80, Sx10, At10
5) Slope	0%-10%
6) Aspect	North
7) Elevation	540 – 570m
8) Slope Position	Valley Bottom
9) Valley Orientation	Telkwa River (NE-SW)
10) Duff Depth	5 centimetres
11) Soil Texture (Predominant)	SL
12) Fuel Loading	Low – Moderate

Additional Comments: Various land management values are within and adjacent to the Burn Units.

C. Burn Prescription

The Bulkley Fire Zone is proposing a prescribed burn of 45.2 hectares of identified fuel frees and managed forest within the Jackpine / Skillhorn FMU of the Telkwa CWPP. The strategy of this burn plan is to anchor Coalmine Road to Skillhorn road to the Telkwa Airstrip with connected and maintained fuel treatments. The desired fire effects are derived from the previous Jackpine / Skillhorn FMU Prescription (2011).

I. Prescribed Fire Burn Objectives

- 1) Develop resiliency to future wildfire threat by ensuring that wildfire risk reduction objectives are continuously met in strategic areas surrounding the Village of Telkwa.
- 2) Reduce the ingress of natural regenerating vegetation, surface fuel loading and raise the height to live crown of overstory trees while retaining forest cover for wildlife and visual quality purposes.
- 3) Expand the knowledge, experience, and opportunities within BCWS and associated partners for prescribed fire planning, implementation, and monitoring.
- 4) Increase the public awareness on the use of prescribed fire in the Bulkley Valley.

II. Desired Fire Effects

- 1) Consume on average 80% - 100% of regenerating trees while minimizing mortality (less than 20%) on sapling and mature trees.
- 2) Raise the height to live crown to 2 meters on mature trees and 1/3 of tree height on sapling trees.
- 3) Consume fine (0-2 cm: 60% - 100% reduction) and medium (3-7 cm: 50% - 80% reduction) surface fuels to less than 5 tonnes per hectare while maintaining large woody debris.
- 4) Limit the amount of mineral soil exposure post burn to maintain on-site soil moisture retention and minimize post burn serotinous regeneration response. Reduce the duff soil coverage by no more than 10% within Burn Units.
- 5) Minimize impacts to crown land outside the identified burn units. Allow no more than 1 contiguous hectare of crown land outside of identified burn units to be impacted by fire with a total not exceeding 5 hectares across the project area.

The table below identifies measurable targets for each of the desired fire effects. These targets will be used in post-burn monitoring to verify that fire effects met the desired objectives of the burn plan.

Desired Fire Effect	Measure	Target Value
Regeneration (<1.3m HT)	Stems per hectare	0 – 400
Sapling (>1.3m HT, <7.5cm DBH)	Stems per hectare	200 – 400
Mature (>7.5cm DBH)	Mortality Rate	0 – 20%
Height to Live Crown	Meters	2 (Mature) 1/3 Tree Height (Sapling)
Surface Fuel Loading (≤7.0cm)	Tonnes per hectare	5
CWD (>7.0cm)	Reduction	0 – 10%
Duff Coverage	Area	40.70 - 45.2 Ha

i. Weather

On-site fire weather and indices/codes will be monitored from the Ganokwa weather station which is found at 840 m elevation and approximately 18 km to the northeast of the burn units in the BEC subzone SBSmc2. The alternate weather station will be Smithers Airport ECC station. Additionally, rain gauges will be placed on identified units leading up to potential burn windows.

Based on desired fire behaviour, the following weather parameters for the burn are:

- Synoptic Conditions: Relatively constant conditions with no frontal activity for the burn area.
- Atmospheric conditions: Moderately stable with light winds to allow for venting. No probability of low-level jet.
- Temperature: 5° - 25°
- Relative Humidity (%): 20 - 60
- Wind Speed (km/h): 0 - 20
- Wind Direction: S,W,E (exercise caution if winds are northerly for smoke management)
- Days since rain: Three+ (dependant on rain amounts and drying conditions)

Spot forecasts will be produced on the days leading up to the burn by the BCWS fire weather forecaster for the NWFC.

Burning outside of the weather parameters identified above may still occur at the discretion of the burn boss if desired fire effects can still be met without impacting holding and control. This will be assessed during test fire operations.

ii. Fire Weather Indices/Codes

All codes were derived using the CFFWI System and Redbook ROS tables, based on the desired Fire Intensity and Class then working backwards. Code ranges reflect minimum and maximum codes required within the parameters of IC 2-3 to meet the desired fire effects. The target range of the FWI/codes required to proceed with the burn is summarized in the attached ISI, BUI and ROS tables.

To achieve desired fire effects and burn objectives, the identified indices will likely align with spring, early summer or fall weather conditions. A spring burn will depend on the spring melt and rely on the curing of the fine fuels within burn units. An early summer burn will rely on curing of fuels (drying trend) after rains. A fall burn will also rely on the curing of fine fuels within the burn units. Based upon ISI roses from the Ganokwa weather station, the average ISI value each month from April to September is 3.

On-site conditions may vary depending on if the burn is conducted in the spring, early summer or fall. Outside of these ranges the Burn Boss can determine whether the burn will still meet desired fire effects and not pose control problems by conducting onsite measurements (identified fuel moisture differentials, indices, and weather conditions) and observations of the test fire. If desired fire effects will be met, the Burn Boss can proceed.

iii. Fuel Moisture Content

The curing of fuels within the burn units will be the key factor to the success of meeting the desired fire effects. The desired degree of curing of grass will be between 51% and 100%. The moisture content in the finer fuels < 2.5 cm diameter should be between 8% and 22% in the burn units to match the FFMC range. This will be measured on-site using a protimeter

iv. Fire Behaviour to Meet Desired Fire Effects

To consume fine fuels, regenerating trees and raise the height to live crown while minimizing soil impacts, sapling, and mature tree mortality, a low to moderately vigorous surface fire will be essential in all fuel types. This will require intensities between 10 – 2,000 kw/m, which will consume fine fuels, ladder fuels and foliage in stands with low crown base height. It is expected that a lower BUI (< 60) and intensities will minimize soil impacts and tree mortality. Increasing fire intensity would lead to longer flame lengths causing increased stem mortality and passive crowning, which would not meet desired fire effects. The maximum rate of spread (ROS) will be variable depending on the fuel type and burn conditions. Ignitions can occur in conditions that will produce higher rates of spread with exercised caution in ignition patterns and blacklining.

It is expected that there may be some isolated candling of trees with heavier surface fuel loading at the base. This is not a detriment as it will create heterogeneity within the stand and mimic a natural low intensity wildfire.

v. Smoke Management

Of interest, the burn units are in the high smoke sensitivity zone as defined by the Open Burn Smoke Control Regulation (OBSCR) given the proximity to Telkwa and the surrounding communities. However, given that this is a resource management open burn as defined by the BC Wildfire Regulation, it is not regulated by the Open Burn Smoke Control Regulation.

Based upon ISI roses from the Ganokwa weather station, the prevailing winds typically flow from the S/SW in April and May, W/SW in June, July, and August and vary between S and W in September. The Village of Telkwa is located 4 km N/NE from the burn area and there are several rural properties along Jackpine and Skillhorn road that are located less than 1 km of the burn area. The town of Smithers is located 15 km north of the burn area. The timing of operations for smoke management will consider long weekends, the Telkwa BBQ and Derby, and the Smithers Fall Fair. Most of these events occur in the summer and have a low likelihood of interfering with burn timing.

This burn plan specifies the need to have a venting index of 45 (fair) or greater on the day of ignitions and 34 (fair) or greater the following day. In addition, ignitions will not occur under northerly winds, due to the proximity and location of Burn Units 1-5 to residences. This will allow for a higher likelihood of matching specified venting conditions to the prescribed fire behavior prescription while still accounting for smoke dispersal. A custom venting forecast will be requested. The Windy Application will be used to assess local air flow prior to ignitions. The combination of the venting index and the wind direction will reduce the negative impacts from smoke to populations centers.

Smoke dispersal will be assessed during the test burn to ensure adequate onsite venting conditions. If during the test fire it is determined that local air flow or atmospheric mixing will likely cause smoke emissions to negatively impact nearby population centres, ignitions will be stopped until conditions improve.

No more than 5% of the burn area will be allowed to emit smoke for more than 36 hours following ignitions.

D. Values at Risk

The desired fire effects, pre-burn preparations, ignitions plan and control plan are designed to minimize impacts to values within and outside the Burn Area. It should be noted that if desired fire effects are achieved, negative impacts to values will be minimized. Therefore, suppression action will occur if required to protect identified value features and/or to achieve the desired fire effects.

This table identifies values which could be negatively impacted by fire and the mitigation actions to undertake. The names, dates and comments for specific consultation of these values is captured in the attached Communications Plan.

Value	Mitigation
Inside the Burn Area	
Wildlife Habitat Area– Blue Listed Northern Caribou	The pre-burn preparations, ignitions plan and control plan are designed to prevent negative impacts on habitat values within the burn units. Through consultation, it was identified that there are no conflicts with the usage of low intensity surface fire in WHA #6-333. Desired fire effects will not impact mature forest conditions and will provide adequate forest cover/screening. The issue of creating moose forage and predator/prey interactions by utilizing fire was discussed, however the nature and scale of the burn is expected to have minimal impacts on caribou.
Moose and Mule Deer Habitat	Through consultation, four management objectives were identified: activities should occur between May 15 th and November 15 th , overhead forest cover and horizontal screening from trails will be maintained or promoted, maintain deciduous browse, and do not promote motorized vehicle access through road/trail creation.
Blue Listed Sensitive Ecosystem (Lodgepole Pine – Common Juniper – Ricegrass)	The pre-burn preparations, ignitions plan and control plan are designed to minimize negative impacts on ecosystem features. Low intensity surface fire will likely lead to enhancement of the ecosystem if ground disturbance and timber harvest is minimized.
Trapline – TR0609T026	Since there is potential for the burn activity to interfere with trapline activities, an outline of the proposed activity has been communicated to the trapline owner. There are no overlapping values or issues identified by the tenure holder.
Visual Quality – Partial Retention Area	Burn units have been developed in a way that best meet visual quality objectives. The use of existing openings, naturally shaped units and low intensity burning will meet the desired level of alteration (1.6 – 7% of ground may be visible from given prospective). Burn units are not visible from closest pre-identified viewpoints (751, 752, 753).
Guide Outfitter	Since there is potential for the burn activity to interfere with guiding activities, an outline of the proposed activity has been communicated to the guide outfitter. There are no overlapping values or issues identified by the tenure holder.
Recreation – Frisbee Golf Course	Since there is potential for the burn activity to interfere with recreation activities, an outline of the proposed activity has been communicated to RSTBC and the BV Disc Golf Association. Through consultation, identified areas around the baskets will be protected with sprinklers and/or hand guard. Baskets will be removed from burn units and replaced post burn. Tee box indicators will be re-flagged post burn. Consult BVDGA Map during BU preparation to ensure values are known. Area will be closed for recreation during implementation as per Schedule 10 (Traffic Plan).

Outside the Burn Area	
Overhead Primary Transmission Line – BC Hydro	An outline of the proposed activity will be communicated to BC Hydro. There are 650 m of adjacent transmission line along Skillhorn road and 250 m along Coalmine Road. At the closest point, the transmission line is 20 m from Burn Unit 3 and 4 along Skillhorn road and 10 m along Coalmine Road.
Private Property and Residential Structures	Private properties along Skillhorn and Jackpine road are directly south of Burn Units 2, 3 and 4. Burn Unit 2 is 45 m north of private property. Burn Unit 3 is 60 m north of private property. Burn Unit 4 ranges from 10 to 20 m north of private property. Property owners will receive consultation and pre-burn notification. Adequate venting and wind direction will minimize smoke impacts to private property owners and the potential for escapement to the south.
Natural Gas Line - PNG	An outline of the proposed activity will be communicated to PNG. It is not expected to be an issue as the burn units do not interfere with the underground pipeline. Burn Unit 8 is within the closest proximity to the pipeline and is located 30 m to the south across Coalmine Road. Safe work procedures for working around pipelines will be reviewed in the pre-work safety briefing for Burn Unit 8.
Conservation Lands Bulkley Valley, Red and Blue-Listed Sensitive Ecosystems	Identified adjacent species of note: Red listed: Sandberg's Bluegrass - Slender Wheatgrass (550 m west of Burn Unit 8), Saskatoon / Slender Wheatgrass (750 m northeast of Burn Unit 1) Blue listed: Black Cottonwood - Hybrid White Spruce / Red-osier Dogwood (200 m north of Burn Unit 8), Caribou
Range Tenure	An outline of the proposed activity will be communicated to the range tenure holder. It is not expected to be an issue as the closest Burn Unit (8) is 40 m to the south and across Coalmine Road from range tenure and infrastructure.

E. Prescribed Fire Burn Operations

i. Pre-Burn preparations:

Crew, helicopter and burn staging areas will be established at the Telkwa Fire Attack Base, Skillhorn road or Coalmine Road, outside of the predicted smoke impact areas.

Water supply lines will be established from water sources to the burn units. The primary water source for each Burn Unit will be the well at the Telkwa Fire Attack Base. A secondary water source from the Telkwa River may be established and utilized for Burn Units 4 - 8. If deemed necessary, a water tender may be requested to be onsite for the burn operation.

The burn units have been developed in a way to best use existing control features including roads and trails. This road and trail network will act as the control lines and be utilized to assess burn conditions, for access/egress, and during the control, mop-up, and patrol phases. Roads and trails may be brushed out to increase the canopy spacing between the Burn Unit and adjacent timber. Small sections of hand line will be used to connect existing control features or in areas of concern as identified by the Burn Boss and will be rehabbed post burn.

All areas directly adjacent to the burn units will be assessed for the need of sprinklers. Sprinklers will be established at the discretion of the Burn Boss to increase the moisture differential between

the burn units and adjacent areas, or to protect identified values. Forests adjacent to openings could be drier than other surrounding forests due to an increased exposure to sun and wind.

Hazard tree assessments and mitigation will be complete for work areas using the Wildland Fire DTA protocol (OSWS 1).

ii. Ignition plan:

The general ignition plan is described below and will be communicated to all resources prior to ignition. More specific ignition plans will be developed in conjunction with the Burn Boss, ignitions and holding resources accounting for on-site fuel moisture, resources, wind, and other weather conditions.

Ignition operations will commence once all the pre-burn preparations are complete, water delivery systems are tested, and fuels are pre-wetted if required.

Phase 1: A Test Burn site within a target Burn Unit will be hand lit by crews to assess fire behaviour in the Burn Unit against desired fire effects and to determine control success. Smoke dispersal will also be assessed in the test burn.

If the test burns meet the desired outcomes grounds crews will commence hand ignitions on targeted burn units.

Phase 2: Ground crews will begin hand lighting in targeted burn units starting uphill and or downwind. Backing, flanking and head fire techniques will be utilized depending on burning conditions. Black lining using backing fire to widen the containment lines will be used, if necessary, at the discretion of the Burn Boss. The remaining area will be burnt off with hand ignition using a combination of heading, flanking, and backing fire in order to meet the desired fire effects.

Phase 3: The Burn Boss will then determine if ground crews will commence hand ignition operations on sequential burn units concurrently with, or once ignition and control objective have been met on the initial targeted Burn Unit.

Above is the general ignition sequence from Test Burn to Burn Units 1 – 8. The sequence of Burn Unit ignition will be determined on the burn day depending on fuel and weather conditions. Specific ignition patterns will be determined by the Burn Boss on site and coordinated with the Ignitions SRL and Holding SRL in response to onsite conditions and to meet the desired fire effects.

There are some small hand-built debris piles within the burn units. They may be burnt concurrently or isolated and burnt separately at the discretions of the Burn Boss. Smoke dispersal and control issues will determine the decision.

iii. Control Plan:

Control lines will be a combination of roads, trails, and hand line. Hand line and sprinkler lines as described in the pre-burn preparations will also be in place as determined by the Burn Boss. Required water delivery systems will have been tested prior to ignitions and areas adjacent to burn units will be wet lined if necessary.

Suppression action will occur if required to protect identified values (within or adjacent to burn units) and/or to achieve the desired fire effects.

Should the fire leave the intended burn area during ignition Phase 1 and 2 ground crews will immediately take suppression action to prevent further spread. Phase 1 and 2 ignitions will only continue if adequate resources are available to contain the fire outside the intended burn area and continue ignitions. Otherwise, ignitions will cease until all fire outside the intended burn area is contained. Based upon observed fire behavior the Burn Boss may elect to stop ignitions and move directly to control any fire outside the burn area.

Once ignitions have finished, any fire outside the intended burn area will be prioritized for control efforts. It is expected and acceptable for some fire to leave the identified burn units and will be managed to minimize spread and prevent damage to identified values.

Fire Suppression Resources at Burn Area for Ignition and Control					
1 Burn Boss 3					
1 Ignition SRL					
1 Holding SRL					
1 FA Attendant (Assigned from Type 1 Crew)					
7 Firefighter Type 1					
4 x barrels of drip torch burn fuel					
4 x Mark 3 complete					
120 x 1 ½ hose					
2 x 2500-gallon relay tank					
20 x Sprinklers					
40 x Econo hose					
20 x Water thieves					
12 x Drip torch					
1 x 550 IA truck					
Adult Persons	Hand Tools	Pumps	Hose	Heavy Equipment	Other
10	7	4	120	N/A	

iv. Mop-up and Patrol Objectives

All fires will be extinguished within 5 days after ignition.

Phase 1: Mop-up objectives will focus on areas outside of the intended burn area (if applicable) with complete extinguishment. Areas inside the burn units will be extinguished between 15-50m (depending on weather, burn intensity and resource requirements) at the discretion of the Burn Boss to ensure complete containment.

DTA/F will be required in areas of standing timber that have been impacted by fire. This will include a tree length and a half of control lines, recreational features as well as other roads and trails impacted by fire.

APPENDIX 1: PRESCRIBED FIRE BURN PLAN

Phase 2: Fuel loaded areas will be allowed to burnout until deemed necessary to be extinguished by the Burn Boss. The interior of the burn may require active mop-up focusing on areas with unburnt fuels to ensure no containment issue.

Fire Suppression Resources at Burn Area for Mop up					
1 Burn Boss 3 (Not required on site but readily available) 2 SRL (Assigned from Type 1 Crew) 1 FA attendant (Assigned from Type 1 Crew) 7 Firefighter Type 1 4 x Mark 3 complete 120 x 1 ½ hose 2 x 2500-gallon relay tank 40 x Econo hose 20 x Water thieves 1 x 550 IA truck					
Adult Persons	Hand Tools	Pumps	Hose	Heavy Equipment	Other
10	7	4	120	N/A	

v. Patrol Plan

Patrols will be carried out at the direction of the Bulkley Zone Wildfire Coordination Officer with advice from the Burn Boss.

Complete extinguishment of the Burn Unit will occur within 5 days of ignitions. The length of the patrol stage will be 3 days.

Escape Fire Contingency Plan
<p>The prescribed fire will be declared a wildfire if it meets the following conditions:</p> <ul style="list-style-type: none"> • The Burn Boss deems the resources on-site insufficient to contain escapes outside of burn units within the current operational period or, • It leaves the 197 ha Project Area <p>Should a wildfire be declared the onsite Burn Boss will assume incident command and coordinate with the RWCC to establish suppression objectives and request additional resources as required.</p>
Total Resources Required in Event of a Fire Escape
<p>All onsite resources will take immediate suppression actions on escaped fire. Additional resources will be requested by the IC through the RWCC. Additional BCWS resources from the NWFC will be dispatched if required.</p> <p>The location of additional firefighting resources will be determined prior to ignitions by the Burn Boss. This will include aviation, firefighter, and heavy equipment resources.</p>

F. Prescribed Fire Burn Budget Estimate

	Cost / Unit	# of Units	Unit Description	Total	Comments
Preparation					
Fire Crew	\$4,613	5	day	\$23,065	20 personnel 0 hours O/T
Saw Fuel	\$105	5	day	\$525	10 combis
Ignitions and Control					
Burn Fuel	\$250	4	barrel	\$1,000	3 diesel 1 gasoline
Fire Crew	\$4,295	8	day	\$34,360	10 personnel 4 hours O/T
Water Tender	\$120/hr	8	hours	\$960	
Mop Up / Patrol					
Fire Crew	\$4,295	8	day	\$34,360	10 personnel 4 hours O/T
Fuel	\$210	8	day	\$1,680	6 jerries
Total					
Total Cost				\$95,950	
Area Treated				45.2	
Cost / Ha				\$2,122.79	

G. Monitoring of Burn Results

Monitoring of the burn results will occur to determine whether the desired fire effects were achieved. This will take place in separate stages. First, a walk-through of the burn site will be conducted shortly after the burn (within 1 week) to assess coverage of the burn area and fire impacts. Second, Bulkley Zone staff will conduct long-term monitoring of the project area. Surveys will be conducted post burn to compare the pre-fire conditions to post-fire conditions, and how they compare to the desired target indicators identified in the Burn Plan. These surveys will occur at fixed sample locations and include data collection such as stems per hectare of regeneration, sapling and mature trees, height to live crown, surface fuel loading and duff depth. Ground and/or aerial photo plots may also be used at fixed locations in order to visualize changing forest structure and vegetation pre, during and post fire application. Forests impacted by fire will be assessed for potential pest and pathogen issues such as dwarf mistletoe. This data will be stored for shared knowledge and continual improvement of utilizing prescribed fire.

Documentation associated with burn operations such as photos, checklists and notes will be collected and stored by BCWS. The Bulkley Fire Zone will maintain documentation associated with the long-term monitoring of forest conditions and fire objectives. Information such as hectares burnt, and mapping will be uploaded to appropriate government program (RESULTS).

H. Public Relations and Information Strategy

The Bulkley Zone, along with the District of Skeena-Stikine, has undergone consultation with identified stakeholders and partners during the development of the Burn Plan. Feedback from consultation has been accounted for within the Burn Plan.

Upon Burn Plan approval, the NWFC Communications Specialist will notify known partners, stakeholders, interest groups via targeted outreach. The general public will be notified through an Information Bulletin.

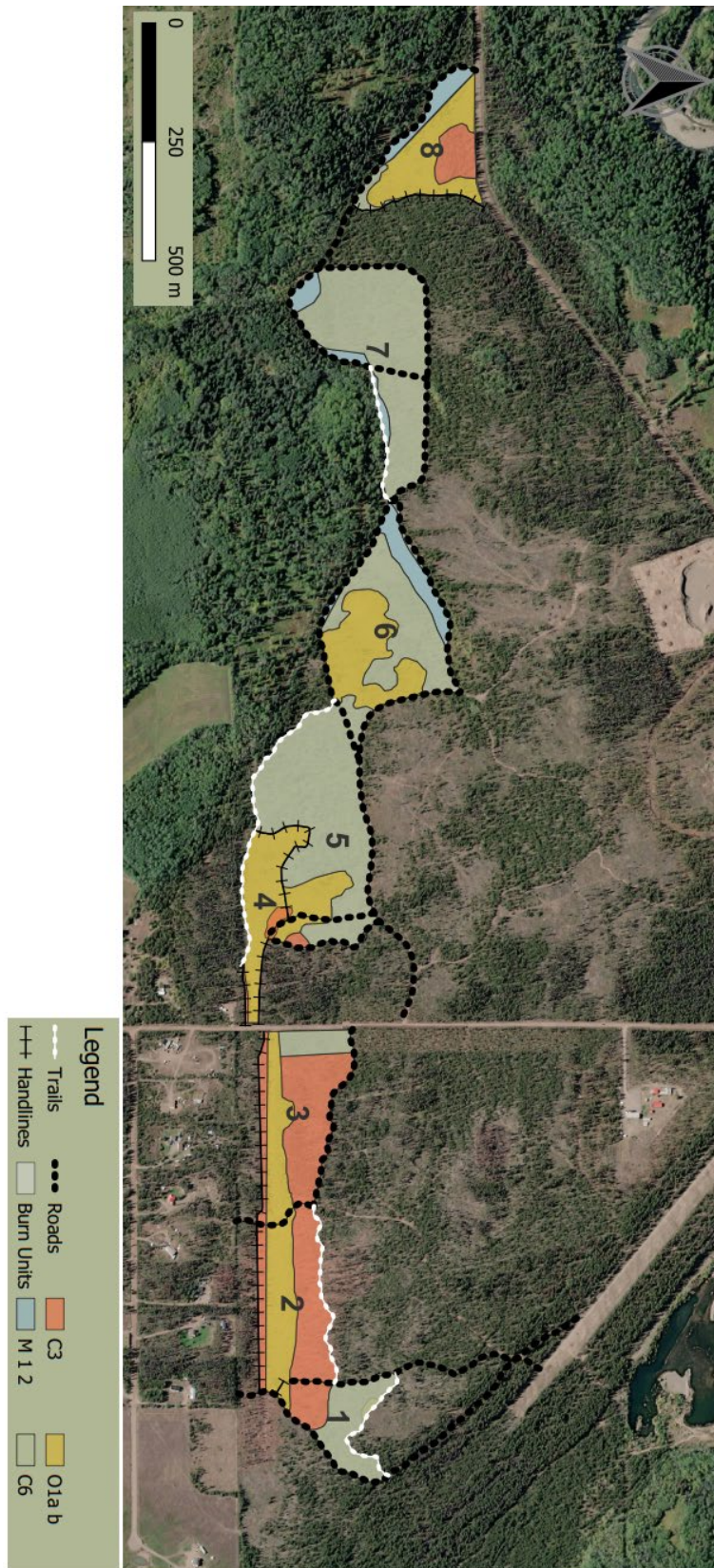
Pre-implementation, a burn notification will be sent to the subscription list notifying of intended burn either the evening before or the morning of the burn by the NWFC Communications Specialist. Subscribers include partners, stakeholders, interested local parties such as helicopter companies, and the general public (Schedule 7). This notification list will be the same as the Burn Plan approval notification list.

Post burn, the Bulkley Zone will conduct an After-Action Review with associated partners and stakeholders. This will identify lessons learned, determine the effectiveness of the project, provide opportunity for feedback, and discuss the potential for further projects.

See attached Methods and Actions Plan for the detailed Communications Plan.

SCHEDULES

Schedule 1 - STAND/FUELS DESCRIPTION MAPS (if required)



Telkwa CWPP Prescribed Fire Fuel Type by Burn Unit

Schedule 2 – Prescribed Fire Complexity Worksheet and Rating Guide (mandatory)

Complexity Element	Weighting Factor	Complexity Factor	Total Value
Safety	5	1	5
Threats to Boundaries	5	2	10
Fire Behaviour	5	1	5
Objectives	4	1	4
Size of Burn Organization	4	1	4
Values at Risk within or Adjacent to Burn Area	3	2	6
Environmental/Timber/Cultural or Social Values	3	1	3
Air Quality Values/Issues	3	1	3
Logistic Considerations	3	1	3
Political Considerations	2	2	4
Tactical Operations	2	1	2
Multiagency Involvement	2	1	2
Project Total			51

Type III Burn Boss Required for Projects with Rating of 40 – 51

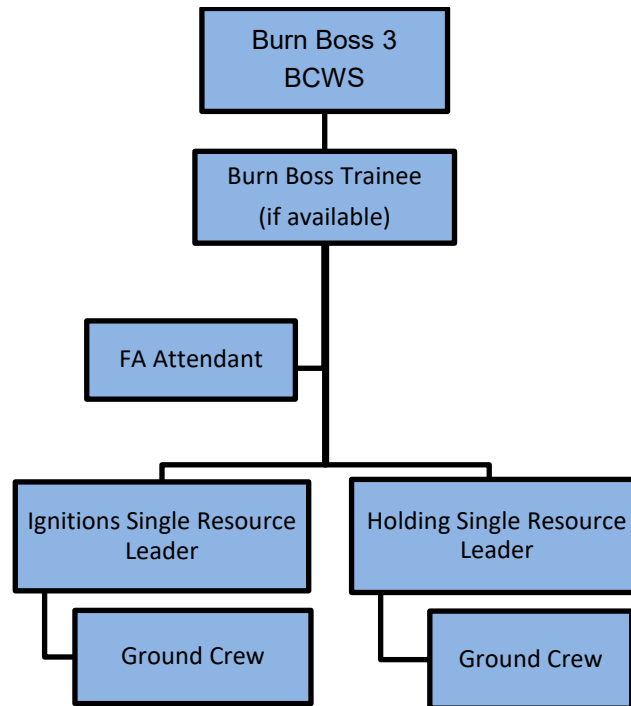
Type II Burn Boss Required for Projects with Rating of 52 - 84

Type I Burn Boss Required for Projects with Rating of >84

The Prescribed Fire Complexity Analysis provides a method to assess the complexity of the planned prescribed fire project. The analysis incorporates an assigned numeric rating complexity value for specific complexity elements that are weighted in their contribution to overall complexity. The weighted value is multiplied by the numeric rating value to provide a total value for that element. All elements are then "added to generate the total project complexity value. Breakpoint values are provided for low & moderate and high complexity elements." This complexity worksheet is accompanied (on the Prescribed Fire web site - click the button below) by a guide to numeric values for each complexity element shown.

Guide to Numeric Values at:

<http://bcwildfire.ca/Prevention/PrescribedFire/burnplanhelp.htm#wshelp>

Schedule 3 - Organization Chart (if required)

Schedule 4 – On Site Communications Plan

Developed during pre-work briefing and documented on Field Safety Plan.

Repeater: Primary – Orange T5
 Secondary – Pink T5

Schedule 5 – Medical Operations Plan

Developed during pre-work briefing and documented on Field Safety Plan.

Schedule 6 – Safe Work Procedures

BCWS Safe Work Procedures specific to the project will be reviewed during pre-work and operational briefings with all resources.

Schedule 7 – Notification Checklist

The contacts to be notified prior to ignitions as part of the “Go NO Go” checklist are identified on the attached Communications Plan.

Schedule 8 – Public Notice (if required)

The NWFC Communication Specialist will produce an information bulletin to notify the general public and applicable stakeholders from the Bulkley Zone stakeholder list. This will be released upon Burn Plan approval and at least one week prior to planned ignition.

Schedule 9 - Public Notice – Radio Station (if required)

Not required.

Schedule 10 – Traffic Plan (if required)

Crew working signs will be placed on Skillhorn and Coalmine Road the day of ignitions and during mop-up activities. Smoke drift and visibility over roads will be monitored and the Ministry of Transport and Infrastructure will be notified if necessary. Flagging tape will be used on hoses that cross any road as an indicator to drivers. A notification of project will be posted at the Skilhorn Disc Golf parking lot kiosk. A full sweep of the target burn units will be conducted prior to ignitions to ensure no people outside of the burn team are present. Unofficial trails running through the burn units will be flagged off and monitored to ensure no one enters the units during operations.

Schedule 11 – Security Plan (if required)

The security plan will be determined based on the proposed ignition and control plan time frame and the amount of equipment on-site. Removing equipment prior to leaving for the day may negate the need for a security plan. Prior to ignitions a sweep of the work area will occur to ensure no bystanders are at risk.

APPENDIX 1: PRESCRIBED FIRE BURN PLAN

Schedule 12 – GO NO-GO CHECKLIST (mandatory)

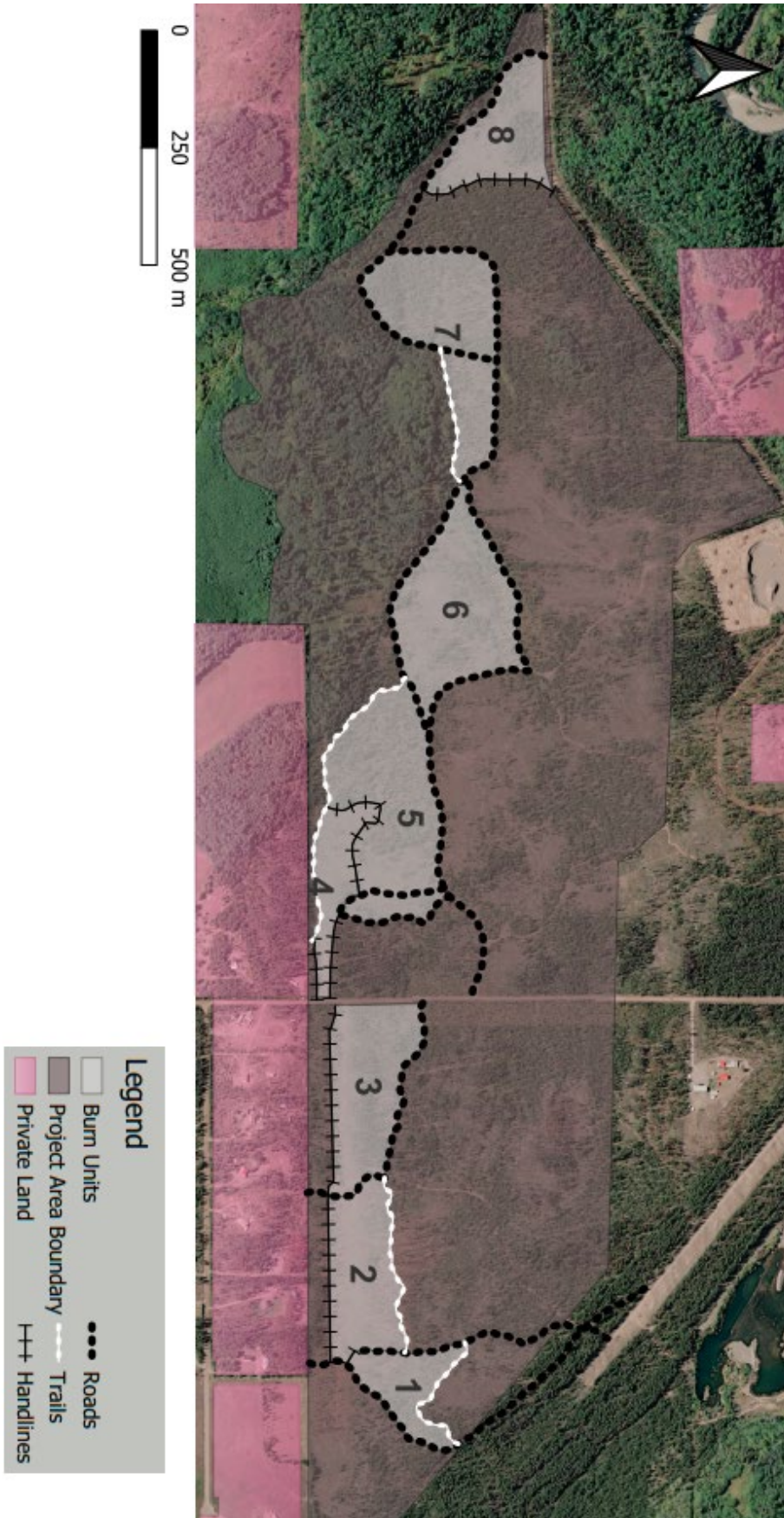
A 'NO' RESPONSE TO ANY ITEM MEANS STOP!

Project Name	Burn Boss
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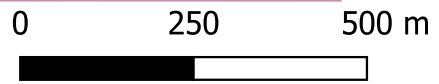
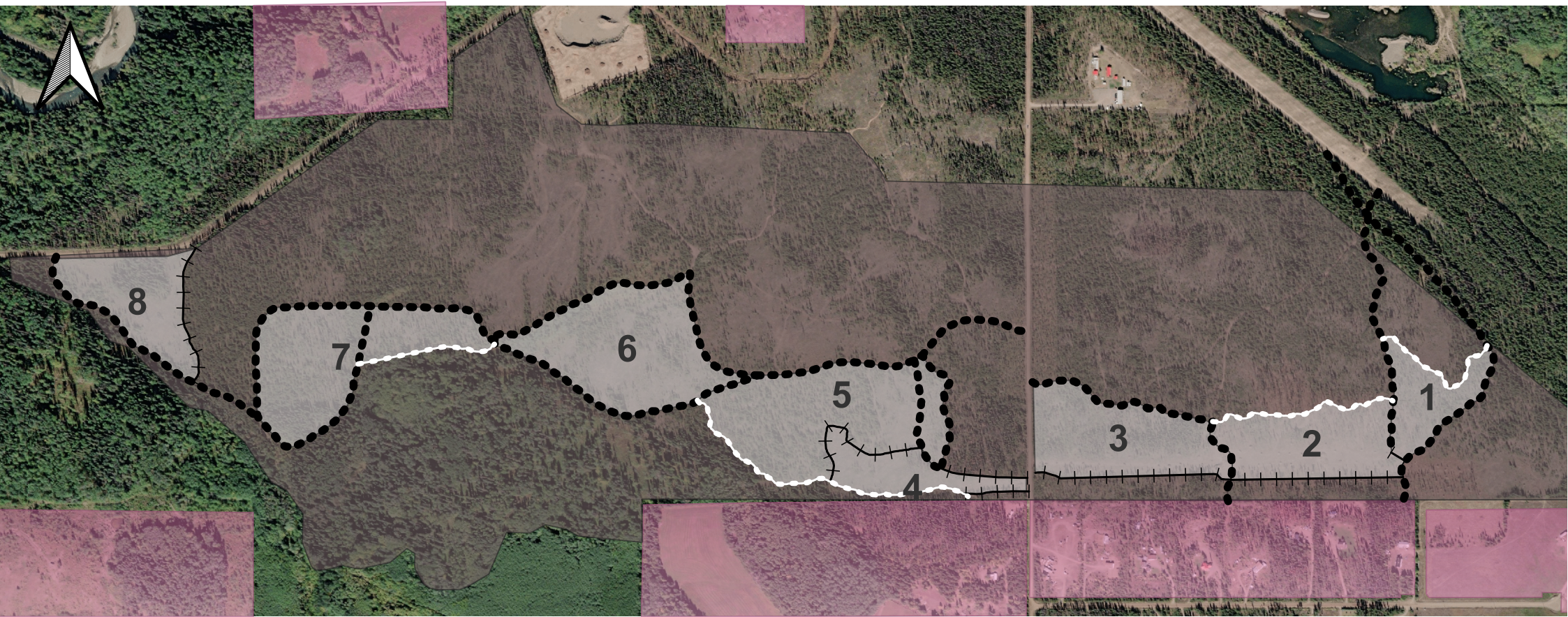
Checklist Item:	YES	NO
1. Is burn plan complete and approved?		
2. Are all burn prescription specifications met? (fire weather indices / site conditions)		
3. Are all smoke management prescription specifications and requirements met?		
4. Has the public information and communications plan been fully implemented?		
5. Is the current and projected fire weather forecast favourable?		
6. Are all personnel, required in the prescribed fire burn plan, on site and qualified for assigned positions?		
7. Have all personnel been briefed on the prescribed fire burn plan requirements?		
8. Have all personnel been briefed on the project safety plan, including known hazards, and L.A.C.E.S. (Lookouts, Anchor Points, Communications, Escape Routes, and Safety Zones)?		
9. Is all the required equipment in place and in working order?		
10. Are available resources including backup, adequate for containment of potential escapes?		
11. Are the assigned resources in place?		
12. Is the test burn adequate for assessing the burn's potential?		
13. In your opinion, can the burn be carried out according to plan and will it meet the planning objectives?		
14. Is there an adequate contingency plan developed?		
15. Has it been communicated to assigned supervisors?		
16. Have notifications been completed?		

Schedule 13 – Burn Plan Map (mandatory)

Jackpine Skilhorn Prescribed Fire
Project Area, Burn Units and Private Property



Jackpine Skilhorn Prescribed Fire Project Area, Burn Units and Private Property



Legend

- Burn Units
- Project Area Boundary
- Private Land
- Roads
- Trails
- Handlines

Prescribed Fire Treatment Public Handout

Summer 2022

Agencies Involved

BC Wildfire Service

Overview

The intent of this letter is to inform you that British Columbia Wildfire Service will be conducting a prescribed burn near your property. Previously fuel managed forest within the Jackpine and Skilhorn neighbourhoods will be treated in an effort to reduce the risk of wildfire in the area. The intent of this burn is to apply prescribed fire as a maintenance tool for previously fuel managed areas to ensure wildfire risk reduction efforts are maintained through time. This will be achieved through surface and ladder fuel removal which decreases the intensity of future wildfires and minimizes the potential for a crown fire to spread or spotting.

Description

This area has had both clearcut harvesting and in stand treatments (spacing, pruning and debris cleanup) to reduce the risk of wildfire to the Village of Telkwa. These treatments took place between 2007 and 2013 and since have had minimal activity. With advanced growth of grass, brush and Lodgepole pine over the past decade, this specific area shows a need to be maintained to meet the desired wildfire resilient state.

The prescribed burn project covers 45 hectares and is broken into 8 units. These units are geographically connected to act as a fire break. The units vary in size from 3 to 9 hectares and are strategically placed to use roads and trails as control lines. See the map below for the location of the burn units.

MAP OF BURN UNITS



As previously mentioned, the primary objective of this prescribed fire project is to reduce the risk and severity of wild-fire to the Village of Telkwa by maintaining previously fuel treated areas. BC Wildfire Service plans to achieve this by introducing a low intensity surface fire to consume surface and ladder fuels. To accomplish a low intensity surface fire, careful planning of weather and fuel conditions has been conducted and project implementation will only occur if/when these conditions are met. The desired forest state post burn will be a reduction in regenerating trees, greater height to live crown on mature trees, surface fuel reduction and minimal impacts to the soil.

During the planning of this project, BC Wildfire Service reached out to a number of stakeholders and partners to ensure that all land and cultural values would be appropriately managed for. All identified values in this area have been accounted for and have a mitigation strategy in order to minimize any negative impacts. Values include: Northern Caribou, Moose and Mule Deer Habitat, Sensitive Ecosystems, Visual Quality, Trapline Tenure, Guide Tenure, Recreation (Frisbee Golf Course), Transmission and Natural Gas Lines, Private Property.

A low intensity surface fire is not expected to negatively impact any of these values listed. Private properties adjacent to the burn units are of utmost importance, and that is reflected in how BC Wildfire Service plans to conduct the burn. As outlined in the burn plan, no burning will occur under northerly winds to minimize smoke impacts to nearby residences. In addition, mature forest cover will be retained in order to achieve wildlife habitat and visual quality objectives.

WHAT YOU CAN EXPECT

Timing:

This prescribed fire project will occur over multiple years (2022-2025). BC Wildfire Service is targeting to burn roughly 2 units a year. The yearly timing of the burn will occur when fuel and weather conditions provide an opportunity to burn under specific conditions that will achieve the desired outcomes for this burn. The appropriate timing of both fuel and weather conditions (burn window) for this project is expected to occur in April, late June and late August/early September.

Smoke:

Smoke from this burn will be visible from the Village of Telkwa, the Town of Smithers and the surrounding area. As mentioned previously, BC Wildfire Service will not burn under northerly winds in order to best mitigate potential smoke impacts to nearby residents. In addition, a custom venting forecast will be obtained, and on-site ventilation will be closely monitored to ensure proper smoke dispersal.

Resources on Site:

During the implementation of the burn, you can expect to see increased firefighter activity on Coalmine and Skilhorn Road. Please be respectful in speed of travel and cautious of workers on the road.

Control, Mop-up, Patrol Plan

There are multiple stages of implementation for each unit, ignitions, mop-up and patrol. The ignitions phase is expected to last for a few hours. Flames and smoke will be visible during this phase. Once ignitions are complete, firefighters will begin mop-up, extinguishing the edge of the burn units and progressively working their way towards the centre. The mop-up phase will last 5 days after ignition. Some internal smoke is expected during the mop-up stage, but all smoke will be extinguished within 5 days. Danger Tree Assessment and Falling will also be occurring during this phase of any hazardous trees. After the mop-up phase, foot patrols will occur through the area. Patrols are in place to ensure that no holdover heat has been missed throughout the mop-up phase.

In order to keep BC Wildfire Service staff and the public safe, we ask that the public stays clear of the worksite for **5 days** post ignitions.



Monitoring:

After the prescribed burn has been implemented, BC Wildfire Service will be conducting long term monitoring of the forest conditions in the area. You can expect to see personnel conducting surveys, photo plots and aerial imagery via drone. Monitoring the forest conditions is crucial to ensure that the project has achieved all objectives and will continue to achieve all objectives through time.

Communications:

This prescribed fire project requires a written communications plan. The communication plan outlines how we communicate information on the project to our partners, stakeholders, and the public. A key piece to this plan is to notify all interested parties prior to the implementation of the project. If you wish to be included in the pre-implementation notifications, please fill out the attached Notification Sign Up Sheet. If you choose to sign up, you can expect to be notified via phone call, text or email the evening before or morning of burn implementation.

CONTACTS

We would like to give adjacent landowners an opportunity to contribute any local knowledge they might have that will help with the project. In addition, we would like to provide an opportunity to field any questions, suggestions or concerns with this project. We will have a question and answer session for this project on **September 5th, 2022 at 6:30 pm** at the Skilhorn Disc Golf Course Parking Lot.

If you are unable to make it on September 5th, or have any further questions or comments, please do not hesitate to get in touch with one of the contacts listed below. We want to ensure that this project serves the local property owners as best as possible.

Jeff Walsh: Jeff.Walsh@gov.bc.ca, 250-846-9851

Derek Forbes: Derek.Forbes@gov.bc.ca, 250-639-5109

Adam Burdett: Adam.Burdett@gov.bc.ca, 250-877-9732





BE PREPARED: REDUCE YOUR RISK OF WILDFIRE

This project will help reduce the risk of wildfire in your neighbourhood. However, the best way to defend your home against future wildfire is to FireSmart your property. The FireSmart program is designed to reduce the risk of wildfire near your home and neighbourhood, providing a better opportunity for firefighters to defend your home in an emergency wildfire situation. Whether you are a homeowner, an active member of your community, or a participant in local government, here are simple steps you can take to begin increasing your community's resilience to wildfires:

1. Visit **www.FireSmartBC.ca**
2. Take the **FireSmart 101** online course
3. Take the **FireSmart Home Assessment** and the **Wildfire Exposure Assessment**
4. Download the **FireSmart Homeowners Manual**
5. Learn about the **FireSmart Canada Community Recognition Program (FCCRP)**
6. Sign up for the FireSmart BC **newsletter**
7. Learn about the **Community Resiliency Investment (CRI) Program**
8. Browse the **Resource Library** for educational materials that best suit you and your community

PRESCRIBED FIRE IN BC

For more information on the history, usage and benefits of cultural and prescribed fire, visit:

<https://prescribedfire.ca/>



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Deborah Jones-Middleton, Director of Protective Services
Date: September 8, 2022
Subject: **Town of Smithers Request for Support for the Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation Grant Fund Application**

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

That the Committee of the Whole recommend to the RDBN Board that the RDBN collaborate with the Town of Smithers on two joint applications to the Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation Grant Fund for Category 2: Non-structural, and Category 3: Structural.

Further that the Committee of the Whole recommend that the RDBN Board submit a letter of support on behalf of the application.

BACKGROUND

The Town of Smithers (TOS) is requesting that the RDBN collaborate on two joint applications to the Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation Grant Fund due September 30, 2022.

Category 2, \$150,000 limit per local authority – Non-structural activities (land use planning, community education, purchase of eligible equipment).

The TOS, RDBN, and others rely on the Bulkley River and the Smithers Regional Airport lands which intersect at the riverbank that is eroding, increasing the possibility of a steep hillside above the river collapsing. The collapse of the hill would impact the river's flow, fish, and the south end of the airport's runway. The TOS would like the RDBN to participate in a joint application which would allow maximum funding of \$300,000 for Airport South Slope Land Use Planning and Monitoring with Equipment.

3. Category 3, \$2 million limit – Small scale structural activities (includes public/ natural infrastructure that prevents, mitigates, or protects against natural hazards and climate related disasters).

The TOS and RDBN Electoral Area A experience high water and flooding events on the Bulkley River. The riverbanks at 3 bends have been eroded. Unless structural flood protection works are installed, the risk of loss of roads, infrastructure, and improvements is increasing (E.g.: Rosenthal Road/ Dohler Flats, Ebenezer Flats). The TOS completed planning and detailed design work in early 2022 at a cost of \$123,000. This project is ready for construction during an August 15th – December 15th seasonal window. Permitting is required from Federal and Provincial ministries and the permitting process is normally completed within 6 weeks.

Staff have reviewed the Northwest Hydraulic Consultants Ltd. Bulkley River Erosion Sites Hydrotechnical Assessment and Design Report and would highlight the fact that erosion works on the south bank of the Bulkley River may impact the northern bank, however, the erosion on the south bank is an important mitigation project that will alleviate the erosion on the south bank.

Even with the risk of impacts to the north bank staff believe this project needs to be addressed to save Rosenthal Road which is the only access for RDBN residents on Rosenthal Road and Dohler Flats.

The TOS would like the RDBN to participate in a joint application for \$1,830,600 or 60% of the proposed \$3,051,000 project for Bulkley Riverbank Erosion Protection Construction Project

The TOS has also applied to Canada (Disaster Mitigation Fund/ “DMF”) on November 15, 2021, for 40% of the project’s funding or \$1,220,400. No decision has been received from Canada on the DMF application. If Smithers is successful with both grant applications (Canada DMF and UBCM) the project would be funded 40% Canada and 60% BC. This combination of grant funding is understood to be onside with both Canada and UBCM requirements.

If Smithers is successful with only one of the two grant applications (Canada DMF or UBCM) for this Category 3 project, then it will use the cost sharing funds already committed to the project in its Financial Plan 2022-2026 Bylaw.

ATTACHMENTS

[Northwest Hydraulic Consultants Ltd. Bulkley River Erosion Sites Hydrotechnical Assessment and Design Report](#)



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Committee
From: John Illes, Chief Financial Officer
Date: September 8, 2022
Subject: Landowner Transparency Act

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND

The *Land Owner Transparency Act* was enacted in 2020 by the Province to crack down on “hidden” ownership of real estate. The Act requires all corporations (excluding local governments but including registered societies) to file a transparency declaration setting out the beneficial owner of each property that the corporation owns.

The deadline for filing is November 30, 2022. This new legislation has the potential to negatively impact not-for-profit societies as they pay the legal costs associated with registration. The estimated cost of registration is \$150 to \$200 for each piece of property held by the society. To meet the requirements of the Act, a society would be required to meet, pass a resolution giving authority to a representative to file the required paperwork, and pay the legal fees.

It is important that all societies with an interest in real property file so as not to face fines or penalties. For the purposes of the Act, an interest in real property includes any lease that has a term remaining, before the lease expires, of greater than ten years. For example, this may include organizations such as TV rebroadcasting societies that hold long term land leases for the purpose of rebroadcasting towers.

Each director may wish to mention this requirement when meeting with societies in their jurisdiction to ensure that they know about the pending deadline and to encourage the organization to file the declaration if required. Economic Development staff will also discuss this requirement when they meet with different organizations.

The Regional District may consider providing grant in aid to support these not-for-profit organizations.

Attachment: Land Owner Transparency Fact Sheet



**Land Owner
Transparency
Registry**

Fact Sheet

The Land Title and Survey Authority of British Columbia (L TSA) operates the Land Owner Transparency Registry (LOTR), a first-of-its-kind registry to improve transparency of land ownership in BC.

What is LOTR?

A searchable registry that maintains information about “interest holders” under the *Land Owner Transparency Act*. These are individuals who do not have direct ownership of land but are considered to have some meaningful relationship with the land or an indirect ownership interest in it.

Why was the *Land Owner Transparency Act* (LOTA) created?

The Province introduced a comprehensive plan in the 2018 budget to address broad concerns about housing afford-ability in BC. In its 30-point plan for housing affordability in BC (page 17), the government stated it is “taking action to end hidden ownership” in order to crack down on tax fraud and close loopholes. Since many parts of the Act involve taxation matters, the Ministry of Finance is leading this initiative.

When will LOTA filing requirements be in effect?

Required filings to the Land Owner Transparency Registry (LOTR) began on November 30, 2020. Existing reporting bodies with an interest in land need to file an initial transparency report by November 30, 2022.

What are the requirements for filing to LOTR?

As outlined in Part 2 of LOTR – Transparency Declarations and Transparency Reports of LOTA, any time an application is made to register or transfer an interest in land under the *Land Title Act*, a transparency declaration must be filed so as to declare:

- a. Whether or not the transferee is a reporting body;
- b. If the transferee is a reporting body, whether or not the reporting body is a relevant corporation, a trustee of a relevant trust or a partner of a relevant partnership.

If an application is made to register an interest in land in the name of a relevant corporation, a trustee of a relevant trust, or a partner of a relevant partnership, a transparency report must also be submitted to the Registrar of Land Titles, together with the application to register the interest in land. The Registrar of Land Titles is required to refuse to accept an application to register an interest in land if the transferee does not submit a transparency declaration or if a reporting body does not submit a transparency report.

What is a reporting body?

A reporting body is a relevant corporation, a trustee of a relevant trust, or a partner of a relevant partnership that is required to file a transparency report under LOTA.

Who are interest holders?

LOTA defines interest holders as a beneficial owner of a relevant trust, a corporate interest holder of a relevant corporation, or a partnership interest holder of a relevant partnership.

What information will be collected about reporting bodies?

Depending if the interest is vested with a corporation, partnership or trust, a set of information will be collected relevant to that structure.

a. For corporations and limited companies:

- The corporation’s or company’s name and registered office address and head office address;
- The jurisdiction in which it was incorporated, organized or formed;
- If the corporation or company has been continued or transferred into another jurisdiction, the jurisdiction into which the corporation or company was most recently continued or transferred.

b. For individuals:

- The individual's full name;
- Whether the individual is a Canadian citizen or a permanent resident of Canada;
- If the individual is not a Canadian citizen or permanent resident of Canada, every country or state in which the individual is a citizen;
- If the individual's principal residence is in Canada, the city and province in which that principal residence is located;
- If the individual's principal residence is outside Canada, the city and country in which that principal residence is located.

c. For relevant partnerships:

- The partnership's registered business name;
- The type of partnership (e.g. general partnership, limited partnership, limited liability partnership, professional partnership, foreign partnership or a legal relationship created in another jurisdiction that is similar to any of these types of partnerships);
- The partnership's registered address or head office address;
- The address of the partnership's principal business premises;
- The jurisdiction in which the laws govern the partnership;
- If the partnership has a partnership agreement, the interpretation of the partnership agreement.

What information will be collected about interest holders?

The following information is required for each interest holder:

- Full name, date of birth, social insurance number, tax number, location of principal residence and last known address;
- Date on which one became or ceased to be an interest holder and the nature of the individual's interest in the reporting body;
- Canadian citizen or permanent resident of Canada, or neither.

Who can access the information in LOTR?

Beginning April 30, 2021, the public can search and obtain partial information about ownership interests in land. Some information such as birth dates and social insurance numbers will not be publicly accessible. Only those defined as a regulator, a taxing authority or a law enforcement entity may access complete information about reporting bodies and interest holders.

Who is enforcing compliance and what are the penalties?

The Province enforces compliance with the declaration and reporting requirements outlined in LOTA. A reporting body that fails to file a transparency report or provides false or misleading information in a transparency report may be subject to a fine of not more than the greater of:

- a. \$50,000 for a corporation or other entity, or \$25,000 for individual;
- OR
- b. 15% of the assessed value of the property to which the transparency declaration or transparency report relates.

Other offences under LOTA may be subject to a fine up to \$100,000 for corporations or other entities, or \$50,000 for individuals.

Fees for Filing

Filing of transparency declaration under any provision of the Act	\$7.50
Filing of transparency report under any provision of the Act	\$50.00
Notice under section 17.1 of the Act [Notice required if corporation, trust or partnership ceases to be relevant corporation, relevant trust or relevant partnership]	\$30.00
Application under section 40 of the Act [Application to omit information if health or safety at risk]	\$30.00
Application under section 42 of the Act [Application to correct or change information]	\$150.00

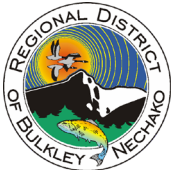


For more information please visit landtransparency.ca

Contact the LTSA

For LOTR inquiries, please email lotr@ltsa.ca or call the LTSA Customer Service Centre: 604-630-9630 in Greater Vancouver area, or 1-877-577-LTSA (5872) elsewhere in BC, Canada and the US.

NOTE: All information is current to May 1, 2022. LOTR program details and policies are subject to change without notice.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: First Nations Liaison
Date: September 8, 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, sports, business, and for landed immigrants.

This report has brought forward the last four Calls to Action. Of these four Calls, Calls 91 and 92 have not started, Call 93 is in progress, and Call 94 is complete. For Call 91, there has been some acknowledgement of Indigenous People at some international sporting events; however, it has often occurred with little consultation or engagement with local Indigenous communities¹. Sports Canada has included this Call to Action in its documents shared with bid and host organizations and other stakeholders responsible for developing or supporting major sports event bids². The City of Vancouver and four local first nations are working together to consider making a bid for the 2030 Olympics. Call 92 urges the corporate sector to adopt UNDRIP as a framework for reconciliation and provide management-level training on UNDRIP and the legacy of residential schools³. However, the corporate sector has not collectively adopted UNDRIP.

To address Call 93, in 2018, the federal government released a statement that indicated that changes to the information kit for newcomers were close to completion, this work is highly important as the current Citizenship Study Guide has not been revised since 2011⁴. As per the federal government website, Immigration, Refugees and Citizenship Canada have

¹ CBC News. Beyond 94 – Call 91. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=91>

² CIRNAC. “Delivering on Truth and Reconciliation Commission Calls to Action” – Sports and reconciliation. <https://www.rcaanc-cirnac.gc.ca/eng/1524505883755/1557512006268>

³ CBC News. Beyond 94 – Call 92. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=92>

⁴ CBC News. Beyond 94 – Call 93. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=93>

engaged with a wide range of partners, including national and regional Indigenous organizations and historians, to ensure the revised content of the citizenship study represents all Canadians, including Indigenous Peoples, minority populations, francophones, and Canadians with disabilities⁵. The launch date of this revised study guide has yet to be announced.

For Call 94, the Liberal government passed Bill C-8 to revise the wording of the Oath of Citizenship⁶. The new language in the oath is as follows:

"I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, Her heirs and successors, and that I will faithfully observe the laws of Canada, including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Métis peoples, and fulfil my duties as a Canadian citizen."⁷

CALLS TO ACTION FOR DISCUSSION

Sports and Reconciliation

91. We call upon the officials and host countries of international sporting events such as the Olympics, Pan Am, and Commonwealth games to ensure that Indigenous peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events.

Business and Reconciliation

92. We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:

- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.

⁵ CIRNAC. "Delivering on Truth and Reconciliation Commission Calls to Action" – Newcomers to Canada. <https://www.rcaanc-cirnac.gc.ca/eng/1524506203836/1557512859985>

⁶ CBC News. Beyond 94 – Call 94. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=94>

⁷ CIRNAC. "Delivering on Truth and Reconciliation Commission Calls to Action" – Newcomers to Canada. <https://www.rcaanc-cirnac.gc.ca/eng/1524506203836/1557512859985>

ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.

iii. Provide education for management and staff 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. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

Newcomers to Canada

93. We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including information about the Treaties and the history of residential schools.

94. We call upon the Government of Canada to replace the Oath of Citizenship with the following:

I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen.

ATTACHMENTS

None

From: [Wendy Wainwright](#)
To: [Wendy Wainwright](#)
Subject: FW: [EXTERNAL]: Coastal GasLink at UBCM - Meeting Request
Date: Tuesday, August 30, 2022 8:54:05 AM
Attachments: [image001.png](#)
[Directons Whister Conference Centre to CGL meeting room.png](#)

From: Tanner A Moulton <tanner_moulton@tcenergy.com>
Sent: August 29, 2022 4:15 PM
To: Curtis Helgesen <curtis.helgesen@rdbn.bc.ca>
Cc: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>; CoastalGasLink <CoastalGasLink@tcenergy.com>
Subject: [EXTERNAL]: Coastal GasLink at UBCM - Meeting Request

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Good Afternoon Curtis,

Coastal GasLink is returning to the UBCM Conference as a sponsor and we are looking forward to connecting with all of the communities across our project route.

The Coastal GasLink team will be available during the morning of **Thursday, September 15th between 9:00 am-12:00 pm** to meet with our local government stakeholders and is reaching out to see if the Regional District of Bulkley-Nechako is available during the conference.

We have secured the **Eagle Boardroom at the Delta Hotels by Marriott Whistler Village Suites**, 4308 Main St, Whistler, BC. (**this is approximately a 5 min walk across the street from the Whistler Conference Centre - see directions attached**)

If the Regional District of Bulkley-Nechako would be interested in setting up a 30 minute meeting on September 15th with the Coastal GasLink team, please reply to this email and advise a time that works best for you and we will do our best to schedule accordingly. ****Grateful if you could please provide a reply by September 7th****

Thank you.

Tanner Moulton
Public Affairs Advisor | British Columbia

Coastal GasLink Project
tanner_moulton@tcenergy.com
Tel: 250.596.8071



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