

AGENDA

MEETING NO. 11

July 18, 2024

P.O.BOX 820
BURNS LAKE, B.C. V0J 1E0
PHONE:(250) 692-3195 OR 1-800-320-3339
FAX: (250) 692-3305
www.rdbn.bc.ca

VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, July 18, 2024

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - July 18, 2024</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-24	Board Meeting Minutes - June 20, 2024	Approve
	<u>DELEGATION</u>	
	<u>CN RAIL - via Zoom 10:30-11:00 a.m.</u> Tyler W. Banick, Public Affairs Karla Graf, Indigenous Relations Mike Linder, Environmental Field Operations Abigail Campbell, Dangerous Goods & Emergency Response Re: CN Update and Rail Safety Response Programs and Initiatives	
	<u>DEVELOPMENT SERVICES</u>	
	<u>ALR Application</u>	
25-44	Danielle Patterson, Senior Planner ALR Non-Farm Use Application No. 1270 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Land Referrals</u>	
45-46	Chloe Taylor, Planning Summer Student Crown Land Application Referral No. 7410331 Electoral Area C (Fort St. James Rural)	Recommendation

Meeting No. 11
July 18, 2024

<u>PAGE NO.</u>	<u>Land Referrals (Cont'd)</u>	<u>ACTION</u>
47-49	Cameron Kral, Planning Technician Crown Land Application Referral No. 0260271 Electoral Area C (Fort St. James Rural)	Recommendation
	<u>Other</u>	
50-52	Chloe Taylor, Planning Summer Student Coastal GasLink Pipeline Electrification Optionality Amendment	Recommendation
53	Advisory Planning Commission Minutes -June 3, 2024 - Electoral Area A (Smithers/ Telkwa Rural)	Receive
	<u>PARKS AND TRAILS</u>	
54-82	Maria Sandberg, Planning and Parks Coordinator - Recreation Contribution Grant Program Applications	Recommendation
	<u>ENVIRONMENTAL SERVICES REPORT</u>	
83-87	Alex Eriksen, Director of Environmental Services – Request from District of Houston -Relocation of the Recycling Depot	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
88-123	Cheryl Anderson, Director of Corporate Services – Privacy Management Program	Recommendation
124-127	Cheryl Anderson, Director of Corporate Services – Workplace Video Surveillance Policy	Recommendation
128-131	Cheryl Anderson, Director of Corporate Services – Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2060	Recommendation

Meeting No. 11
July 18, 2024

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
132-149	John Illes, Chief Financial Officer - The Northwest BC Regional Funding Agreement Commitments	Recommendation
150-151	John Illes, Chief Financial Officer -Chinook Community Forest	Recommendation
152	John Illes, Chief Financial Officer -Fort Fraser Cemetery Service	Recommendation
153	John Illes, Chief Financial Officer -Regional District Grant in Aid - Granisle Connectivity	Recommendation
154-163	John Illes, Chief Financial Officer -Remuneration & Incidental Policy Changes	Recommendation
164-166	John Illes, Chief Financial Officer - Director Remuneration and Travel Summary	Receive
167-193	Nellie Davis, Manager of Regional Economic Development - 2024-2034 Community Works Fund Agreement	Recommendation
194	Nellie Davis, Manager of Regional Economic Development - Grant in Aid for Electoral Area D (Fraser Lake Rural) Fort Fraser Community Hall Society - New Furnace	Recommendation
195-196	Nellie Davis, Manager of Regional Economic Development - Grant in Aid Under \$2,500 Approval Update	Receive
197-222	Christopher Walker, Emergency Program Coordinator - What We Heard Report on (EDMA) Regulations for Local Authorities	Receive
223-255	Cheryl Anderson, Director of Corporate Services - Departmental Quarterly Reports -2 nd Quarter	Receive

Meeting No. 11
July 18, 2024

<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
256-318	TC Energy – Coastal GasLink – Socio-Economic Effects Management Plan (SEEMP) Status Report #11	Receive
319	City of Prince George – Letter to Minister of Municipal Affairs Re: Recommendations from the Office of the Ombudsperson – Tax Sale Process	Receive
320-325	Office of the Ombudsperson B.C. – Quarterly Report: January 1-March 31, 2024	Receive
326-329	Union of BC Municipalities – 2024 NCLGA Resolution(s) - Endorsed	Receive
330-331	Union of BC Municipalities – 2024 NCLGA Resolution(s) – Vaccine Mandate for Healthcare Workers	Receive
332-336	Union of BC Municipalities – 2024 UBCM Resolution(s) Submissions	Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

Meeting No. 11
July 18, 2024

IN-CAMERA MOTION

That this meeting be closed to the public pursuant to Section 90(1)(c), and 90 (2)(b) of the *Community Charter* for the Board to deal with matters relating to the following:

- **Labour Relations**
- **Northwest B.C. Resource Benefits Alliance (RBA)**
- **9-1-1**
- **Connectivity**
- **First Nations**

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 10****Thursday, June 20, 2024**

PRESENT: Chair Mark Parker

Directors Gladys Atrill
Shane Brienen – left at 11:15 a.m., returned at 11:26 a.m.
Leroy Dekens
Martin Elphee
Judy Greenaway
Clint Lambert – via Zoom
Linda McGuire
Shirley Moon
Kevin Moutray
Chris Newell
Michael Riis-Christianson
Stoney Stoltenberg
Sarrah Storey
Henry Wiebe

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Nellie Davis, Manager of Regional Economic Development
-arrived at 10:53 a.m., left at 11:27 a.m.
Alex Eriksen, Director of Environmental Services – arrived at
10:45 a.m., left at 10:50 a.m.
Jason Llewellyn, Director of Planning
Danielle Patterson, Senior Planner – left at 10:42 a.m.
Wendy Wainwright, Deputy Director of Corporate Services

Others Chris Gleddie, CAO, Deadwood Innovation – via Zoom - left at
10:33 a.m.
Owen Miller, CEO, Deadwood Innovation – via Zoom - left at
10:33 a.m.

CALL TO ORDER

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

FIRST NATIONS ACKNOWLEDGEMENT**AGENDA &****SUPPLEMENTARY AGENDA**

Moved by Director Stoltenberg

Seconded by Director McGuire

2024-10-1

“That the Board Meeting Agenda of June 20, 2024 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
-June 6, 2024

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2024-10-2

"That the Board Meeting Minutes of June 6, 2024 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Nechako Joint
Accessibility Advisory
Committee Meeting Minutes
-May 17, 2024

Moved by Director Storey
 Seconded by Director McGuire

2024-10-3

"That the Board receive the Bulkley Nechako Joint
 Accessibility Advisory Committee Meeting Minutes for May
 17, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Solid Waste Advisory
Committee Meeting Minutes
-March 19, 2024

Moved by Director Moutray
 Seconded by Director Stoltenberg

2024-10-4

"That the Board receive the Regional Solid Waste Advisory
 Committee Meeting Minutes for March 19, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rural/Agriculture Committee
Meeting Minutes
-June 6, 2024

Moved by Director Greenaway
 Seconded by Director Stoltenberg

2024-10-5

"That the Board receive the Rural/Agriculture Committee
 Meeting Minutes for June 6, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

DEADWOOD INNOVATION – Owen Miller, CEO and Chris Gleddie, CAO Re: Tl’Oh Upgrader & Mass Timber Commercialization Project Update

Chair Parker welcomed Owen Miller, CEO and Chris Gleddie, CAO, Deadwood Innovation.

Mr. Miller provided a PowerPoint presentation.

Deadwood Innovation – Tl’Oh Upgrader & Mass Timber

- Upgrading Lumber
- Plant #1 – Tl’Oh Upgrade
 - o Budget-driven EPCM (Engineering, Procurement and Construction Management) Brownfield project
 - o Schedule
 - o Pilot Plant History
 - o Contributors
- Mass Timber Housing
- The Team.

Discussion took place regarding:

- Upgraded aspen product
 - o Suitable for outdoor living market
 - o Pricing
 - o High quality/high priced product
- House pricing compared to traditional framing
- Home kit design
 - o Utilizes econo-studs
 - o Connection points of the mass timber cassettes
 - o Intended to be cost competitive
 - o Sell locally rather than into the commodity market
 - o Contents of the Home Kit
 - Received funding through the National Research Council of Canada to engineer the kit
 - Next phase to construct a show home and determine the detail design with an opportunity to utilize local and sustainable materials
- Research regarding CO² and carbon sequestering
 - o Completed carbon life cycle model
- UNBC Project taking place in the Nechako Valley
 - o Utilizing aspen for shavings and chips for agriculture bedding and as a soil amendment
 - o Investigate the CO² factor in the finished product in comparison to using pine and spruce
- Green and dead aspen densification process
- Nak’azdli Whut’en Tenure
 - o Using regional clusters of fiber
 - o Have yet to study the fiber basket in other areas for sustainability.

Chair Parker thanked Messrs. Miller and Gleddie for attending the meeting.

ELECTORAL AREA PLANNING

Bylaws for 1st and 2nd Reading

Rezoning Application RDBN
 03-21 – First and Second
 Reading Bylaw Nos. 2037 &
 2038, 2024

Moved by Director Riis-Christianson
 Seconded by Director Elphee

2024-10-6

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2037, 2024 be given first and second reading this 20th day of June, 2024 and subsequently be taken to Public Hearing.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2038, 2024 be given first and second reading this 20th day of June, 2024 and subsequently be taken to Public Hearing.

3. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2037, 2024, also serve as the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2038, 2024, and that the Public Hearing be delegated to the Director or Alternate Director for Electoral Area D (Fraser Lake Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw for 3rd Reading

OCP Amendment and
 Rezoning Application
 RZ A-03-23, Third Reading for
 Bylaws 2030 and 2031, 2024
 Electoral Area A (Smithers/
 Telkwa Rural)

Moved by Director Stoltenberg
 Seconded by Director Dekens

2024-10-7

1. "That the Supplementary Agenda Report of the Public Hearing for Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2030, 2024, Regional District of Bulkley-Nechako Rezoning Bylaw No. 2031, 2024, and Agricultural Land Commission Exclusion application 1261 be received.

2. That Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2030, 2024 and Regional District of Bulkley-Nechako Bylaw No. 2031, 2024 be given third reading this 20th day of June, 2024.

Bylaw for 3rd Reading (Cont'd)

3. That should Bylaw No. 2030, 2024 be supported at third reading, adoption not be considered until the proposed covenant is registered on title, to the satisfaction of the Planning Department.

4. That should Bylaw No. 2031, 2024 be supported at third reading, the covenant registered, and security provided to the satisfaction of the Planning Department, the RDBN shall submit Exclusion application 1261 to the Agricultural Land Commission.

5. And that the Board exempt the subdivision of Block C, Section 16, Township, 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360; and Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360 from the 10% perimeter road frontage requirement to create a \pm 5 ha parcel accessed by Poplar Road."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

ALR Application

ALR Non-Farm Use
Application No. 1269
Electoral Area F (Vanderhoof
Rural)

Moved by Director Moon
 Seconded by Director Moutray

2024-10-8

1. "That the Electoral Area F (Vanderhoof Rural) Advisory Planning Commission Minutes of June 11, 2024 on the Supplementary Agenda be received.

2. That Agricultural Land Commission Application 1269 be recommended to the Agricultural Land Commission with a recommendation that the Covenant be amended so that the residential use of the former church building is permitted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral

Crown Land Application
Referral No. 7410335
Electoral Area D (Fraser Lake
Rural)

Moved by Director Storey
 Seconded by Director Stoltenberg

2024-10-9

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410335."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
Referral No. 6409483
Electoral Area G (Houston
Rural)

Moved by Director Newell
 Seconded by Director Brienens

2024-10-10

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 6409483."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Purchase of a New Compact
Excavator

Moved by Director Storey
 Seconded by Director Moutray

2024-10-11

"That the Board approve the purchase of a new Hyundai R55 compact excavator from Anchored Firm Ventures for a total of \$109,700 plus applicable taxes."

Opposed: Director Newell CARRIED

(All/Directors/Majority)

Regional Solid Waste
Advisory Committee – Update

Moved by Director Moutray
 Seconded by Director Stoltenberg

2024-10-12

"That the Board approve the disbandment of the Regional Solid Waste Advisory Committee;

And, that the Board approve the Proposed Alternative Solid Waste Management Plan Monitoring."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendation
-June 6, 2024

Moved by Director Stoltenberg
Seconded by Director Brienens

2024-10-13

"That the Board approve Recommendation 1 as written:

Rural/Agriculture Committee – June 6, 2024

Recommendation 1:

Re: IAF BC Agriculture Water Infrastructure Project

"That the Board direct staff to investigate applying for the IAF BC Agriculture Water Infrastructure Program and determine the 50% cost share ratio for community projects in Electoral Areas C (Fort St. James Rural), D (Fraser Lake Rural), E (Francois/Ootsa Lake Rural) and F (Vanderhoof Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Procedure Bylaw No.
2042, 2024

Moved by Director Storey
Seconded by Director Riis-Christianson

2024-10-14

"That Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024 be adopted this 20th day of June, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Smithers Rural Fire Protection
Service Area Boundary
Amendment Bylaw No. 2049, 2024

Moved by Director Stoltenberg
Seconded by Director Dekens

2024-10-15

"That Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024 be adopted this 20th day of June, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Smithers Rural Recreation
and Culture Service Area
Boundary Amendment Bylaw
No. 2051, 2024

Moved by Director Stoltenberg
Seconded by Director Atrill

2024-10-16

"That Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2051, 2024 be adopted this 20th day of June, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Remuneration Bylaw
 Amendment

Moved by Director Storey
 Seconded by Director Stoltenberg

2024-10-17

"That Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 2050, 2024 be adopted this 20th day of June, 2024."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Pool Request
 for Proposals (RFP) - Retiling
 the Pool

Moved by Director Stoltenberg
 Seconded by Director Atrill

2024-10-18

"That the Bulkley Valley Pool Request for Proposal (RFP) for Retiling the Pool be awarded to Riverwest General Contractors for \$139,056.40 + applicable taxes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Pool Request
 for Proposals (RFP) - UV Filter
 Replacement

Moved by Director Atrill
 Seconded by Director Stoltenberg

2024-10-19

"That the Bulkley Valley Pool Request for Proposal (RFP) for UV Filter replacement be awarded to Riverwest General Contractors for \$189,946.44 plus applicable taxes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern BC Tourism Iconic
 Destination Signage
 Ownership Agreement

Moved by Director Atrill
 Seconded by Director Storey

2024-10-20

"That the Board:

1) Approve the Ownership Agreement with Northern BC Tourism for the Iconic Destination Signage planned for the Savoury West Rest Area Signs; and

2) Direct staff to work with Northern BC Tourism to complete and submit the Ministry of Transportation and Infrastructure permit application for the installation of the signs."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Bulkley-Nechako Joint
 Accessibility Advisory
 Committee Accessibility Plan
 Completion

Moved by Director Greenaway
 Seconded by Director McGuire

2024-10-21

"That the Board accept the Accessibility Plan created by the Bulkley-Nechako Joint Accessibility Advisory Committee and direct staff to use the Plan as a reference document."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community Building
 Fund Electoral Area A
 (Smithers/Telkwa Rural)
 -Cycle 16 Trail Phase 3
 Construction

Moved by Director Dekens
 Seconded by Director Stoltenberg

2024-10-22

"That the Board receive the Manager of Regional Economic Development's Canada Community Building Fund Electoral Area A (Smithers/Telkwa Rural) – Cycle 16 Trail Phase 3 Construction memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community Building
 Fund Electoral Area C
 (Fort St. James Rural)
 -Curling Rink Furnace Upgrades

Moved by Director Greenaway
 Seconded by Director Elphee

2024-10-23

1) "That the Board authorize contributing up to \$130,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to the District of Fort. St. James for a Recreation Infrastructure project at the Fort St. James Curling rink, and

(participants/weighted/majority)

2) That the Board authorize the withdrawal of up to \$130,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

2023 Annual Report

Moved by Director McGuire
 Seconded by Director Stoltenberg

2024-10-24

"That the Board approve the Regional District of Bulkley-Nechako 2023 Annual Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Project Award for RFP
RDBN-Protective Services
24-01

Moved by Director Stoltenberg
 Seconded by Director Storey

2024-10-25

"That the Board award the Program to Enhance Rail Safety Engagement project to Calian Ltd. for a total cost of \$75,500 plus applicable taxes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- House of Commons Notice Paper No. 332 – June 14, 2024
 - Q2830² – Mr. Bachrach (Skeena-Bulkley Valley) – With regard to locomotive inspections conducted by Transport Canada: ...related to locomotive spark arresting devices...
- Work being carried out by the Federal Government
- Enhance Rail Safety Engagement Project funded by the federal government
 - Risk on land within the RD and how to respond to an event
- Rail Safety event in Telkwa in August
 - Village of Burns Lake has been invited to participate
- Past discussions and work regarding rail safety and transportation of dangerous goods
- Need for improved communication with CN
- Potential rail disasters
- Provide past rail safety information to the Board
- CN response time to an event and location of response teams and equipment
 - Require closer response than Prince George
- Safety and response from volunteer fire departments and fire fighters
- Invite CN to provide an update to the Board
 - Work being completed in the region
 - Rail safety
 - Response times to an emergency event.

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

Invitation to the 11th Annual
 Resource Breakfast Series
 (UBCM Convention)

Moved by Director Storey
 Seconded by Director Newell

2024-10-26

"That the Board receive the Director of Corporate Services' Invitation to the 11th Annual Resource Breakfast Series (UBCM Convention) memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley-Nechako Joint
 Accessibility Advisory
 Committee Terms of
 Reference Update

Moved by Director McGuire
 Seconded by Director Greenaway

2024-10-27

"That the Board approve the updated Terms of Reference for the Bulkley-Nechako Joint Accessibility Advisory Committee."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Agriculture Water
 Infrastructure Program
 Research

Moved by Director Moon
 Seconded by Director Stoltenberg

2024-10-28

"That the Board support the development of an application to the Agriculture Water Infrastructure Program (AWP) - Stream 3 by:

- 1) Providing direction regarding a source of matching funds, and;
- 2) Directing staff to work with the Director for Electoral Area F (Vanderhoof Rural) to determine a project area, and;
- 3) Directing staff to use the information to develop an application to Stream 3 of the AWP."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Discussions with Ministry of Agriculture and Food
- Available funding could be fully allocated in the first intake with the project works to occur over the next five years
- Water availability in Electoral Area F pertinent for industrial development, housing needs, etc.
- The need for other ministries to provide funding
- Potential for industry to provide funding
- Alternate grant funding options

ADMINISTRATION REPORTS (CONT'D)

- Structuring a study so that the same process could be replicated in other areas of the region
- Importance of knowing water and aquifer information prior to implementing water conservation measures
- Determining a project area
- Determining source funding
- Seismic testing to determine the location of water.

Village of Telkwa
– Letter of Support

Moved by Director McGuire
 Seconded by Director Stoltenberg

2024-10-29

“That the Board provide a letter to the Village of Telkwa to support its application to UBCM’s Local Government Development Approvals Program.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Minister of Housing – Small Scale Multi-Unit Housing (SSMUH) Deadline for Local Governments to Amend their Zoning Bylaws-June 30, 2024

Moved by Director Wiebe
 Seconded by Director Dekens

2024-10-30

“That the Board receive the correspondence from the Minister of Housing regarding Small Scale Multi-Unit Housing (SSMUH) Deadline for Local Governments to Amend their Zoning Bylaws-June 30, 2024.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Granisle

Director McGuire provided the following update:

- Moving forward with fiber project to the home by the end of 2024, beginning of 2025
- Father’s Day Fishing Derby a success
- Awaiting signage from the Federal Government to have the official ribbon cutting and grand opening of the Granisle Marina
- Improvements to the new Village of Granisle beach campsite area
- Requesting meetings with Ministers for the 2024 UBCM Convention
- Awaiting grant approvals.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Electoral Area A (Smithers/
 Telkwa Rural)

Director Stoltenberg attended the Round Lake Emergency Services Society's FireSmart Session. He noted that the Telkwa Volunteer Fire Department, Smithers Fire Department, BC Wildfire Services and Wetzin'kwa Emergency Response were in attendance and the event was well attended. Director Stoltenberg identified the benefits of having residents wanting to FireSmart their properties.

District of Vanderhoof

Director Moutray spoke of the following:

- Paving projects in the community
- National Indigenous Peoples Day celebrations June 21st
- Canada Day celebrations July 1st
- Rod Holland is the Interim CAO for the District.

Electoral Area G (Houston/
 Granisle Rural)

Director Newell provided an update regarding:

- Concerns regarding maintenance of Forest Service Roads with the closure of the Houston CanFor Sawmill
- Concerns about a future user pay system for garbage disposal at RDBN Transfer Stations and Landfill
- On-going efforts for community wildfire emergency and response groups.

Village of Burns Lake

Director Wiebe noted the following:

- Construction at the intersection of Richmond Loop and Highway 16 has started
- Awaiting for the individual business signs for the Industrial Park Sign
- CityWest bringing connectivity to Burns Lake businesses in Burns Lake.

Electoral Area C (Fort St.
 James Rural)

Director Greenaway attended the UNBC Convocation ceremony as President of the North Central Local Government Association. NCLGA also held their first meeting with their 2024/2025 Board of Directors and are in the planning stages for the Mental Health Forum being held November 13-14, 2024.

Directors Greenaway and Elphee attended the Nechako White Sturgeon Recovery Initiative's Community Working Group's annual juvenile sturgeon release at Riverside Park in Vanderhoof on June 7th.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

District of Houston

Director Brienen also attended the Nechako White Sturgeon release in Vanderhoof and noted that there were approximately 800 school students in attendance. On June 8th he attended the Buck Creek Hatchery and Nature Centre coho fry release near Houston and spoke of the importance of both projects.

Town of Smithers

Director Atrill provided the following update:

- Attended the Federation of Canadian Municipalities (FCM) Conference in Calgary June 6-9
 - Infrastructure was a main topic and the day the conference started Calgary experienced a major water pipe break
 - FCM is working to create a new fiscal framework for infrastructure going forward
 - An additional focus at the conference was determining a method to collectively address discourse between constituents and politicians and politician to politician
- Town of Smithers
 - Paving and sidewalk improvement project being completed near the Seniors residence to provide better accessibility for those with mobility issues
 - Parks and Recreation Plan and Central Park Sub-plan
 - Asked by community groups to carry concern to province regarding the complexity for grant applications – will carry forward at the 2024 UBCM Convention
 - Upcoming meeting with Air Canada regarding flights at the Smithers Airport and will discuss cost of travel
 - First community to be part of the Home Energy Plan Provincial Pilot Program
 - Mainstreet Market
 - Three days over the summer to reanimate the downtown area.

Electoral Area E (Francois/Ootsa Lake Rural)

Director Lambert mentioned that the removal of the Omineca Princess from Francois Lake has been challenging and is still in progress. Director Lambert commented that he has been in discussion with Waterbridge Equipment Ltd. about using the Omineca Ferry deck for a dock. He noted there has been some discussion about improving the southside boat launch and building a marina. Director Lambert also spoke of investigating options on the north side of Francois Lake.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

District of Fort St. James

Director Elphee spoke of the following:

- Paving projects starting in Fort St. James where sewer and water hookups to residential areas damaged the road surface
- Manual portion of FireSmart project behind the Stuart Lake Hospital is complete and the equipment work will start in the near future
- National Indigenous Peoples Day celebrations in the community June 21st.

Electoral Area F (Vanderhoof Rural)

Director Moon noted the following:

- In May she attended Minerals North, NCLGA AGM and Conference and Keeping it Rural Conference
- Met with some of the landowners impacted by BC Hydro's twining of the transmission lines in Area F and heard concerns regarding fair negotiations
- Attended the Nechako White Sturgeon Conservation Centre Annual Sturgeon Release at Riverside Park in Vanderhoof
 - Now has a fishpond where they allow catch and release of the sturgeon
 - Saw video footage of sturgeon in the Nautley River which was encouraging
- Illegal dumping discussions in the community
 - Regional District staff are investigating the jurisdiction responsible for illegal dumping.

Village of Telkwa

Director Dekens provided an update regarding:

- The announcement by the Ministry of Transportation and Infrastructure regarding the Cycle 16 Trail
- Hired a new Fire Chief three months ago that initiated a recruitment process and they now have 30 volunteer firefighters
- Conducting a feasibility study on the Village's well water and a filtration system to increase capacity at peak times to enable subdivision development.

Electoral Area B (Burns Lake Rural)

Director Riis-Christianson spoke of the announcement by the Ministry of Transportation and Infrastructure to provide funding for active transportation projects including the Highway 35 multi-use pathway. Funding is for the completion of the first phase design for a 12-kilometre multi-use pathway adjacent to Highway 35 connecting the Village of Burns Lake cycle network and Tchesinkut Lake community.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Village of Fraser Lake

Director Storey provided the following update;

- Village of Fraser Lake held a Strategic Planning Session conducted by Poole Consulting Ltd.
- Working on initiatives for the community post mill closure
- Phase 2 of Arena upgrade
- Met with MP's including Vance Badawey, MP Niagra Centre, Ontario and Parliamentary Secretary to the Minister of Transport while in Ottawa regarding installing water hazard buoys on waterways
- Toured the Parliamentary Buildings with Taylor Bachrach, MP Skeena-Bulkley Valley.

Chair Parker, Electoral Area D (Fraser Lake Rural)

Chair Parker provided a brief update regarding:

- BC Hydro Transmission Line project in the region and concerns from property owners
- Regional Advisory Planning Committee – June 4th
 - Area D APC indicated their appreciation for the regional meeting
 - Suggested that a Regional APC take place again in the future
- Attended the Nechako White Sturgeon Release in Vanderhoof on behalf of the Regional District
- Received an invitation from Director Greenaway to attend FPX Nickel information session
 - New Chief of Binche Whu'ten was also in attendance and other First Nations representatives
- Attended a meeting regarding the veterinarian shortage with local veterinarians, B.C.'s Chief Veterinarian, RDFFG Chair, University of Northern BC, College of Veterinarians, Provincial representatives and key partners
 - UNBC and College of New Caledonia reviewing options to provide educational programs in the north
 - Provincial feedback positive regarding the work being completed to support veterinarians in the province
- Met with RDFFG and Cariboo Regional District Chairs and CAOs on June 18th to discuss common goals and issues, along with advocacy for common issues at the 2024 UBCM Convention
- Meeting with the Honourable Bowinn Ma, Minister of Emergency and Climate Change Readiness on June 27th in Prince George
- Attending National Indigenous Peoples Day at Nadleh Whu'ten – June 21st.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Receipt of Verbal Reports

Moved by Director Stoltenberg
 Seconded by Director Brienen

2024-10-31

"That the Board receive the various Directors verbal reports."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Stoltenberg
 Seconded by Director Dekens

2024-10-32

"That this meeting be closed to the public pursuant to Section 90(1)(c), 90 (1)(f) and 90(2)(b) of the *Community Charter* for the Board to deal with matters relating to the following:

- Labour Relations
- Bylaw Enforcement
- MOU
- RBA."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2024-10-33

"That the meeting be adjourned at 12:00 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: July 18, 2024
Subject: **ALR Non-Farm Use Application No. 1270**

RECOMMENDATION:

(all/directors/majority)

1. That Agricultural Land Reserve Non-Farm Use Application No. 1270 be forwarded to the Agricultural Land Commission (ALC) with the recommendation that the application be approved.
 2. That the ALC be requested to ensure adequate invasive plant management on the subject property.
 3. That the ALC be requested to include the entire looped portion of the driveway in the Non-Farm Use area.
-

EXECUTIVE SUMMARY

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use (NFU) for a 0.52 ha (~1.28 ac) portion of the subject property, including 200 m³ of fill placement, a 525 m² heavy equipment repair shop, and a driveway/parking area. The applicant currently uses the repair shop and surrounding lands as a home occupation and would like to expand operations, with a particular wish to expand the number of non-resident staff.

The property has limited agricultural capacity given the topography and slope stability issues that exist. In staff's opinion the potential impact on agriculture does not justify a negative recommendation to the ALC.

Planning staff recommend the application be forwarded to the ALC with a recommendation to support with a request that the ALC ensure an adequate invasive plant management be in place. Additionally, staff recommend a request that the NFU area be expanded to include the entire portion of the driveway in the NFU area.

Planning staff note that this recommendation is made in consideration of the related agricultural issues only. It is possible that the Planning Department may not support a rezoning application to allow the proposed use, should an application be made.

APPLICATION SUMMARY

Name of Agent / Owners: Inge Tersago / Inge and Willem Tersago

Electoral Area: A (Smithers Telkwa Rural)

Subject Properties: Lot 1, Section 20, Township 4, Range 5, Coast District, Plan BCP18208 Except Plan EPP118019 (PID 026-322-226)

Property Size: 13.7 ha (~33.9 ac)

OCP Designation: Agricultural (AG) in the "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" (the OCP).

Zoning: Agricultural Zone (Ag1) in the "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw).

Existing Land Use: Residence with a commercial workshop (home occupation).

Location: The subject property at 585 Highway 16 East, is approximately 430 m east of the Town of Smithers and approximately 7 km northwest of the Village of Telkwa. To the north is the former Par3 golf course and residences. To the west is the Bulkley River and the Town of Smithers. To the south is agriculture (cattle) and to the east is Hwy 16/agriculture (cattle). There is a residence on the subject property and the closest neighbouring residence is approximately 450 m from the NFU area.

Non-Farm Use Area: 0.52 ha (~1.28 ac), including 200 m³ of fill placement.

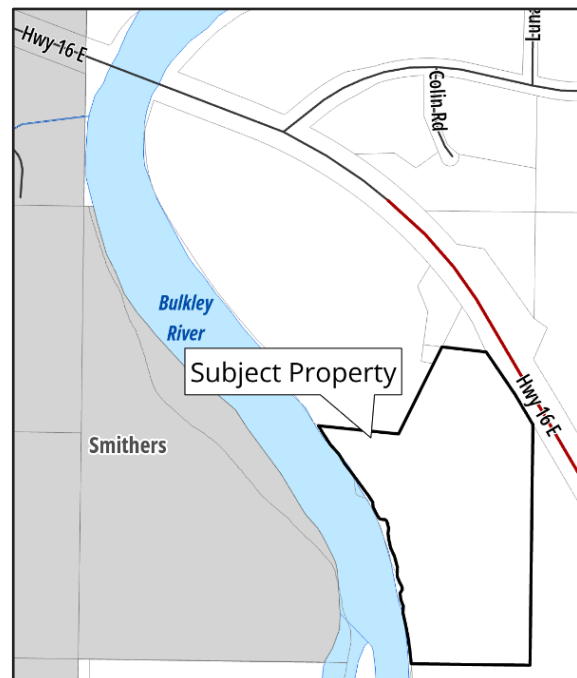
Building Inspection Area: Yes

Fire Protection Area: Smithers Rural

PROPOSAL

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use (NFU) application to expand their heavy duty equipment repair shop to a commercial scale.

The application area for the NFU is 0.52 ha. It includes the existing 525 m² shop and portions of the existing driveway/parking area as shown in the NFU site plan. Additionally, it

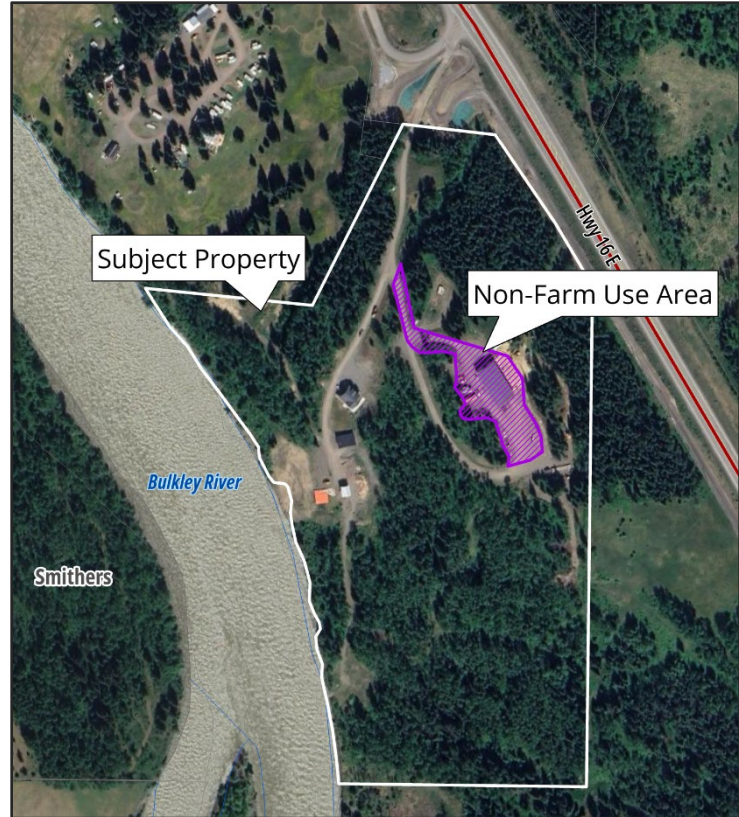


includes 200 m³ of fill placed in 2019 and used in the construction of the existing repair shop.

DISCUSSION

The repair shop is currently operated as a home occupation and as such must be operated according to the Zoning Bylaw's home occupation regulations (see Attachments), which places limitations on use, including the following:

- Limiting noise, vibration, smoke, dust, odour, litter, or heat production to those normally associated with residential use;
- Home occupation may be carried out by the residents of the subject property's dwelling with the assistance of up to two persons who do not reside on the Parcel; and
- Limits on Total Floor Area in buildings (200 m²/ 30 per cent of Dwelling Unit) and outdoor storage (five per cent of Parcel to a maximum of 0.4 ha)



According to the applicant, the property owners and two non-resident staff are employees of the home occupation. The property owners want to utilize the entire 525 m² shop and want to hire two additional employees during peak hours. The applicant noted that due to the owners ages, they will work less overtime but under the home occupation regulations, will be limited to two non-resident employees, regardless of the owners' work hours.

The applicant seeks an NFU approval for their heavy duty equipment repair shop to support farm and industrial equipment in the area, which they state is not viable as a business under the home occupation regulations. The owners plan to maintain their current Monday to Saturday, 7:30 am to 5:00 pm operations.

Official Community Plan (OCP)

The subject property is designated Agriculture (AG) under the OCP. The intent of the designation is to protect and preserve farmland and soil having agricultural capacity, and facilitate the appropriate utilization of that land for agricultural purposes. Section 3.1.2 contains the following OCP policies relevant to the application:

“(1) Agriculture and other compatible uses of land may be permitted.

(6) Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.

(a) There is limited agricultural potential within the proposed area.

(b) Soil conditions are not suitable for agriculture.

(c) Neighbouring uses will not be compromised.

(d) Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.

(e) The application is in the best interest of the community.

(f) The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.

(g) And, traffic management issues will be considered and addressed appropriately.

(11) Home based businesses, including bed and breakfasts and agritourism, operated in accordance with the requirements of the Agricultural Land Reserve are supported.

(16) The Province is encouraged to support local agricultural operations to ensure their long-term viability.”

The size of the existing shop and the slope stability issues on the subject property may limit the agricultural potential of the subject property. The repair shop is accessed from Highway 16, a controlled access highway, but not visible from the road. The applicant is required to obtain an industrial access permit from the Ministry of Transportation and Infrastructure (MoTI) and may require access permits, depending on the level of traffic produced (see Referral Responses” for details).

Zoning

The property is zoned Agricultural (Ag1) pursuant to the Zoning Bylaw. The proposed use for a commercial heavy duty equipment repair shop with four employees in a 525 m² repair shop would exceed the scale permitted in the Zoning Bylaw Home Occupation regulations; therefore, it would not be a permitted use on the subject property. A rezoning application would be required to request Board consideration to allow a shop at the scale proposed. To date a rezoning application has not been made. Rezoning should not be finalized without first obtaining NFU approval from the ALC, but a rezoning application can be made and processed concurrently with an ALC application.

Building permit and slope stability

There is a known geotechnical hazard on the subject property. As part of the process to issue a building permit for the dwelling on the property a covenant pursuant to Section 219 of the *Land Title Act* was registered on title of the subject property. This covenant contains restrictions regarding the location of a dwelling and shop, site preparation of the building areas and driveways, construction methods, site drainage, and engineer review of site development. It appeared that the building was built in contravention of the covenant on title. The subject property owners submitted a building permit application for the repair shop and received final occupancy in June 2023.

Previous Non-Farm Use applications

In 2020 the RDBN became aware that buildings had been built on the subject property without the required building permits. That included a large building which appeared to be used contrary to RDBN Zoning and ALC regulations.

The property owners subsequently made a NFU application for an equipment repair and commercial vehicle inspection business with a NFU area of 0.7 ha (see Attachments for [ALR 1225 Board report](#)). That application was supported by the Board and denied by the ALC (Resolution #159/2021). The major differences between the old NFU application and this new application are:

- The new proposal includes a smaller NFU area (0.7 ha reduced to 0.52 ha), and
- The new proposal does not include commercial vehicle inspection alongside the heavy duty equipment repair shop.

Agricultural capability and surrounding non farm uses

Canada Land Inventory mapping identifies the proposed NFU area's agricultural capability as Class 5MP (see Appendix A for more details).

Within an approximately 1.5 km radius of the subject property, five NFU applications were previously approved by the ALC, all of which were supported by the Board (see Attachments for Appendix B for details):

- **ALR 187:** a church complex with pastor/caretaker residence,
- **ALR 637:** an 18-hole golf course with club house and RV parking (abuts subject property),
- **ALR 678:** a church,
- **ALR 799:** a church, and
- **ALR 1171:** a sheet metal fabrication and assembly business.

Planning staff comments

In 2021, planning staff recommended approval of a NFU on the subject property that was at a greater scale, both in service provision (it included a commercial inspection shop) and the area of the NFU (it was 0.18 ha larger). Since that time, the property owners have obtained the appropriate building permits and to the best knowledge of staff are operating under the home occupation regulations. Given the improved conditions since the 2021 consideration, planning staff continue to recommend the Board forward the proposal to the ALC with a recommendation of approval.

The applicant stated part of the looped driveway was not included in the NFU application because the residents of the Single Family Dwelling use that portion of the loop driveway to access “recreational opportunities”. Due to the location and size of the existing looped driveway and client base of heavy duty equipment owners, planning staff believe clients would find the use of the looped driveway a safe and convenient route, making it a de facto part of the NFU. The entire looped driveway was part of the applicant’s previous application (ALR 1225), and no information has been provided as to why this portion of the looped road would not be utilized by repair shop customers.

Given the existence of the looped driveway, planning staff recommend the Board request the ALC add a condition that the NFU area be expanded to include the entire looped driveway, which was part of the previous application supported by the Board in 2021. Additionally, staff recommend the Board request the ALC ensure adequate invasive plant management on the subject property.

REFERRAL RESPONSES

The **Area A Advisory Planning Commission** supports the application.

The **Ministry of Agriculture and Food (MoAF)** provided a letter dated June 26, 2024 (see Attachments). In the letter the MoAF states appreciation for the intention of the commercial repair shop to service farmers but notes a repair shop so close to Smithers expands urban development and that it may compete with Smithers-based businesses. The letter further highlights that establishing this commercial use can potentially increase invasive plants species in the area via commercial vehicle traffic.

The MoAF refers to their initial letter dated January 26, 2021 for the applicant’s previous but similar NFU application (see Attachments). The 2021 letter notes under the BC *Weed Control Act* that the land occupier has a legal obligation to control noxious weeds on the site and there is a “high likelihood” of introducing invasive species to the property, which can lay dormant and effect the long-term viability of soils. Planning staff note that while the 2021 letter references pigs, there are no remaining agricultural uses on the subject property.

The **RDBN Agriculture Coordinator** provided the following referral response:

"After reviewing the ALR 1270 Referral documents, my comments are as follows: The footprints indicated for the existing home occupation business and the expanded business don't seem very different - from that standpoint the impact of the non-farm use application on the overall agricultural potential doesn't change significantly. I would be interested to know what, if any, the long-term impacts of the business are to potential, future agricultural production for the proposed non-farm use area (e.g., fuel storage, management of other potential soil contaminants, integrated pest management planning for disturbed areas).

If the property is sold, or the business ceases operating, it would be good to know that the proposed non-farm use area could be readily converted to agricultural use."

Planning staff have reached out to the applicant to request details on potential contaminants and pest management but had no response as of the writing of this report.

The **MOTI** provided the following referral response:

"We recommend that the proponent continues to use the existing access off of Highway 16. A permit application for industrial access must be submitted online. [...] Depending on the traffic generation and if the proponent is using Highway 16 for access, improvements to the Controlled Access Highway may be required as a condition of the permit."

No referral response was received by the **Town of Smithers** as of the writing of this report.

ATTACHMENTS:

- RDBN Board Report for Application No. 1225 ([link](#))
- Appendix A – Agriculture Capability
- Appendix B – Surrounding ALR Applications
- Ministry of Agriculture letters dated June 26, 2024 and January 21, 2021
- RDBN Zoning Bylaw No. 1800, 2020 Home Occupation regulations

Appendix A

Agricultural Capability based on Canada Land Inventory Mapping

46.03% of the subject lands are Class 5MP (limited by soil moisture deficiency and stoniness)

37.38% of the subject lands are:

70% Class 3C (limited by adverse climate (excluding precipitation))

30% Class 6W (limited by excess water (groundwater))

14.21% of the subject lands are Class 6T (limited by topography)

2.28% of the subject lands are:

60% Class 3C (limited by adverse climate (excluding precipitation))

40% Class 4M (limited by soil moisture deficiency)

0.10% of the subject lands are Class 4M (limited by soil moisture deficiency)

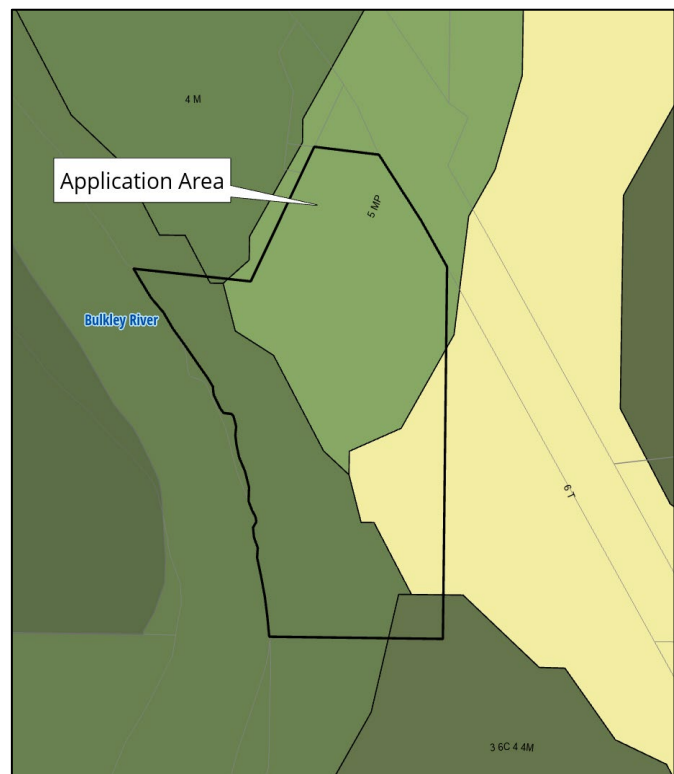
Class 3 Land in this class has limitations that require moderately intensive management practices or moderately restrict the range of crops, or both.

Class 4 Land in this class has limitations that require special management practices or severely restrict the range of crops, or both.

Class 5 Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

Class 6 Land in this class is nonarable but is capable of producing native and or uncultivated perennial forage crops.

Agricultural Capability Map



Appendix B

Surrounding Applications

ALR Application	Legal Description	Summary	Recommendation
54	NE ¼, Section 29, Township 4, Range 5, Coast District	Application to subdivide a 4-ha parcel from original 28.7 ha.	Staff: Approval
			Board: Approval
			ALC: Approved
67	Remainder of SW 1/2 Sec 21, Township 4, Range 5, Coast District	Application to subdivide the subject property and use the subject property for non-farm purposes. Request exclusion from ALR.	Staff: Denial
			Board: Approval
			ALC: Refused exclusion, would consider permitting subdivision into 9 lots of 5+ ac.
108 (Subject Property)	NW ¼, Section 20, Township 4, Range 5, Coast District	Application to subdivide a 1.6 ha parcel from the original parcel.	Staff: Approval subject to consolidation with adjoining lot.
			Board: Approval subject to consolidation with adjoining lot.
			ALC: Approval subject to consolidation with adjoining lot.
117	Fr. NE ¼, Section 17, Township 4, Range 5, Coast District	Proposed subdivision of the 19.18 ha property into 8 lots.	Staff: Denial
			Board: Approval for 7 lots
			ALC: Refused application but would allow subdivision into 7 lots.
129	NW ¼, Section 21, Township 4, Range 5, Coast District	Application to subdivide a 2.02 ha parcel from the original 64.8 ha parcel.	Staff: Approval
			Board: Approval
			ALC: Approval for an 8.1 ha parcel
132	Lot 3, Plan 4305, NE ¼, Section 29, Township 4, Range 5, Coast District	Application to subdivide 6 lots: 2- 3.2 ha parcels, 1- 3.4 ha parcel, 1- 2.02 ha parcels and 1- 6 ha parcel from the original 20 ha.	Staff: Approval as long as suitable access is developed.
			Board: Approval
			ALC: Approved a 3 lot subdivision.
187	Lot 1, Plan 5678, SE ¼, Section 20, Township 4, Range 5	Application to use for non-farm purposes within the	Staff: Approval
			Board: Approval
			ALC: Approved

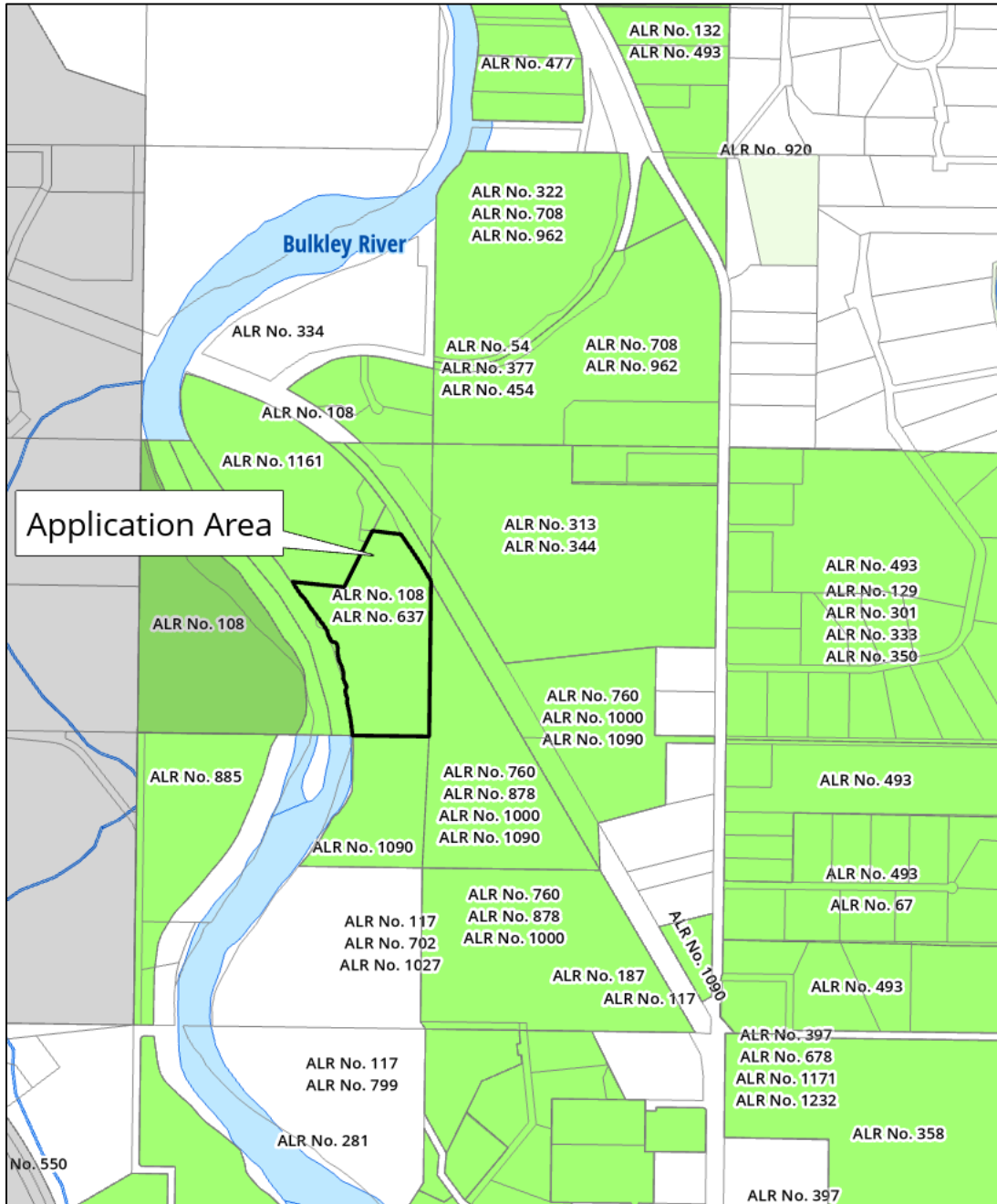
		ALR for a church complex, including one residence.	
281	Block 1, Plan 1671, NW 1/4, Section 17, Township 4, Range 5, Coast District	Application to subdivide off 1.4 ac from Block 1, Plan 1671, NW 1/4, Section 17, Township 4, Range 5, Coast District and consolidate approximately 0.5 ac of this lot with Block 6 and approximately 0.9 ac with Block 5.	Staff: Approval
			Board: Approval
			ALC: Approved
301	Lot A, Plan 9208, NW ¼, Section 21, Township 4, Range 5, Coast District	Application to subdivide a 2.02 ha parcel from the original 8.09 ha, and potentially further subdivide the rest of the parcel into 2.02 ha lots	Staff: Denial
			Board: Denial
			ALC: Denied
309	Fractional NW 1/4 Section 17, Township 4 lying west of Bulkey River Except Block 1, 51 85/100 Ac as shown on RP 1671	Application to subdivide a ±5-acre parcel from the property.	Staff: Approval
			Board: Approval
			ALC: Approved
313	NE ¼, Section 20, Township 4, Range 5 Coast District, except Plans 7066 & 8680	Application to subdivide 2-4.04 ha parcels from the original 40 ha.	Staff: Denial
			Board: Denial
			ALC: Denied
322	SE ½ of Section 29, Township 4, Range 5, Coast District	Application to subdivide a ±8 ha parcel off of land for the purpose of a vegetable packing plant.	Staff: Approval
			Board: Approval
			ALC: Approved
333	NW ¼, Section 21, Township 4, Range 5, Coast District, except Plan 9208	Application to subdivide the original 56.7 ha; the applicant submitted various proposals.	Staff: Approval
			Board: Approval
			ALC: Approved a 3-lot subdivision
334	Lot A, Plan 6857, SW ¼, Section 29, Township 4, Range 5, Coast District	Application to exclude to subdivide the original 7.13 ha.	Staff: Approval
			Board: Approval
			ALC: Denied exclusion, Approved a 3-lot subdivision.
344	NE ¼, Section 20, Township 4, Range 5, Coast District, except Plans 7066 & 8680	Application to exclude and subdivide two 4.04 ha parcels from the original 40 ha.	Staff: Denial
			Board: Approval for exclusion
			ALC: Denied
350			Staff: Denial

	NW ¼, Section 21, Township 4, Range 5, Coast District, except Plan 9208	Application to exclude in order to subdivide the original 56.7 ha; the applicant submitted various proposals.	Staff: Approval ALC: Denied exclusion, Approved subdivision
358	NE 1/4, Section 16, Township 4, Range 5, Coast District	Application to subdivide the 47-ha parcel of land into 22 lots of 2 ha.	Staff: Denial Board: Denial ALC: Denied
377	Lot 1, Plan 8680, Section 20, Township 4, Range 5, Coast District	Application to subdivide two 2.025 ha parcels from the original 4.05 ha.	Staff: Denial Board: Denial ALC: Denied
397	(1) Block A, Plan 6581, NE 1/4 Section 17, Township 4, Range 5, Coast District. (2) Block 4, Plan 5806, Section 18, Township 18, Range 5, Coast District.	Request to provide access to Lots 1 & 2 by creating a road along the north boundary of Lot 2. Application for subdivision of property.	Staff: Approval Board: Approval ALC: Approved
454	Lot 1, Plan 8680, Section 20, Township 4, Range 5, Coast District	Application to exclude and subdivide two 2.025 ha parcels from the original 4.05 ha.	Staff: Denial Board: Denial for exclusion ALC: Denied for exclusion, Approved for subdivision
477	Lot A, Plan 6658, and Lot 2, Plan 4305, Section 20, Township 4, Range 5, Coast District	Application to subdivide one 3.12 ha parcel and 5- 2 ha parcels from the original 13.74 ha.	Staff: Approval Board: Approval ALC: Approved
493	Portions of Sections 2, 11, 14, 22, & 27, Township 1A; Portions of Sections 21 & 29, Township 4; Portions of District Lots 865 & 4268; all of Range 5, Coast District	Application for exclusion from the ALR.	Staff: Submitted by RDBN Board: Submitted by RDBN ALC: Approved
637	Frac. NW 1/4 of Section 20, except part lying west of the Bulkley River, and except Plan 9198, Township 4, Range 5, Coast District	Application for development of a par three 18-hole golf course, a 100 yd by 280 yd driving range. A 2000 ft ² clubhouse, and ±80 Vehicle parking lot and a 30-unit recreation vehicle park.	Staff: Approval Board: Approval ALC: Approved
678			Staff: Approval

	Lot 2, Plan 11401, Section 17, Township 4, Range 5, Coast District	Application to build a church on land described.	Board: Approval ALC: Approved
702	NE 1/4, Section 17, Township 4, Range 5, Coast District, Plan 8754	Application to subdivide land described as the Fractional NE 1/4, Section 17, Township 4, Range 5, Coast District, Plan 8754.	Staff: Approval Board: Approval ALC: Approved
708	SE ¼ Section 29, Township 4, Range 5, Coast District	Application to subdivide a ±5 ac parcel off of land described as the SE ¼ Section 29, Township 4, Range 5 Coast District.	Staff: Denial Board: Denial ALC: Denied
760	Lot A, Plan 10304, Section 20, Township 4, Range 5, Coast District	Application to subdivide 5 parcels: 1 of 1.7 ha, 2 of 2.0 ha, 1 of 4.75 ha, 1 of 8.25 ha, plus a remainder.	Staff: Denial Board: Denial ALC: Denied
799	Lot 2, Plan 11401, Section 17, Township 4, Range 5, Coast District	Application to build a church on land described.	Staff: Approval Board: Approval ALC: Approved
878	Lot A, Plan 10304, Section 20, Township 4, Range 5, Coast District	Application to subdivide a 4-ha parcel from the original 60 ha.	Staff: Approval (Conditional) Board: Approval (Conditional) ALC: Approved
885	Portion of the Fractional SW 1/4 Section 20, Township 4, Range 5, Coast District, lying west of the Bulkley River	Application to subdivide 4-1.5 ha lots.	Staff: Approval Board: Approval ALC: Approved
920	Lot 2, Plan 6969, Section 29, Township 4, Range 5 Coast District	Application for an additional permanent dwelling.	Staff: Approval (Conditional) Board: Approval (Conditional) ALC: Denied
962	Part SE ¼, Section 29, Township 4, Range 5, Coast District, except Plans 6969 and 7102	The owners of the property wish to subdivide off a 23.8 ha portion of the 53.6 ha property	Staff: Approval Board: Approval ALC: Approved
1000	Lot A, Plan 10304, Section 20, Township 4, Range 5,	Application to subdivide the subject property into 2	Staff: Approval Board: Approval

	Coast District, except Plan PRP41884. The subject property is ±60 ha (±148 ac) in size.	parcels where it is divided by Highway 16, creating one parcel of ±46 ha (±114 ac) and one of ±14 ha (±34.78 ac). The applicant has operated a farm on this and three other properties for 67 years.	ALC: Approval subject to consolidation with adjoining lot
1027	Lot 6, Plan 7514, Section 36, Township 7, Range 4, Coast District	The purpose of this application is to allow the subject property to be subdivided into four lots of ±2.5 ha (±6.2 ac) each.	Staff: N/A
			Board: N/A
			ALC: Approved
1090	Lot 3, Section 20, Township 4, Plan BCP25354, Range 5, Coast District	Application to allow the subject property to be subdivided into 2 parcels as divided by Highway 16, creating a proposed Lot A with an area of 14.1 ha, and a 27.9 ha remainder.	Staff: Approval
			Board: Approval
			ALC: Approved
1161	Lot A, Except Part Sub D by Plan BCP18208, Sec 20 & 29 Township 4, Range 5, Coast District, Plan PRP14858	Non-Farm Use for 15-lot strata subdivision.	Staff: Approval
			Board: Approval
			ALC: Denied
1171	Lot 2, Section 17, Township 4, Range 5, Coast District, Plan 11401	Approval to continue using 0.5 ha of the property for a non-farm use (sheet metal fabrication and assembly business).	Staff: Approval with conditions
			Board: Approval with conditions
			ALC: Approval with conditions
1232	Lot 2, Section 17, Township 4, Range 5, Coast District, Plan 11401	Non-farm use to allow the continued operation of a metal fabrication business (Skeena Blower & Sheet Metal Ltd.).	Staff: Approval
			Board: Approval
			ALC: Approval with conditions

Surrounding Applications Map





Date: June 26, 2024

Local government file: ALR 1270
ALC ID: 100367

Deneve Vanderwolf, Planner 1 /Regional Transit Coordinator
Planning Department
Regional District of Bulkley-Nechako
VIA EMAIL: Deneve.Vanderwolf@rdbn.bc.ca

Re: ALC Non-farm use referral – 585 Highway 16 E (PID: 026-322-226)

Dear Deneve Vanderwolf,

Thank you for providing B.C. Ministry of Agriculture and Food (Ministry) staff with the opportunity to comment on this Agricultural Land Commission (ALC) non-farm use application to allow for a commercial heavy duty equipment repair workshop on a 13.7-hectare parcel located at 585 Highway 16 E near the Town of Smithers within the Agricultural Land Reserve (ALR).

Ministry staff offer the following comments:

- The subject parcel is located along the Bulkley River, directly across from the Town of Smithers, within an area of larger rural parcels, and in a region of substantial ALR land.
- Ministry staff have provided comments on a previous ALC non-farm use application regarding this parcel with a similar intent in a letter dated January 26, 2021 (see attached). As noted in the referral package, the main differences between the two applications are a minor reduction in area size of the non-farm use activity, and the removal of commercial vehicle inspection as a non-farm use. While recognizing these differences, Ministry staff continue to reference and support the attached letter's previous relevant comments.
- In addition, while Ministry staff appreciate the focus on providing a commercial service to farmers for their equipment, alternative locations to establish this

business are very close by in Smithers near other associated land uses. Due to the proximity to Smithers, we can assume the development of this parcel is in direct competition with commercial and industrial land within Smithers. Establishing this commercial activity effectively expands urban use across the river, potentially increasing non-agricultural traffic, farmland values, and invasive plant species to the area.

- Ministry staff are available to discuss viable agricultural opportunities with the landowners considering pursuing farming activities on ALR land. For more information on [B.C.'s Land Matching Program](#), and how to assist young farmers looking for available land, please visit the [Agrarians Foundation's](#) website.

If you have any questions or concerns about our comments, please do not hesitate to contact Ministry staff.

Sincerely,

Gregory Bartle
Land Use Planner
Ministry of Agriculture and Food
Phone: 778 974-3836
Email: Gregory.Bartle@gov.bc.ca

Brent Barclay
Director, Agriculture Development Unit (North)
Ministry of Agriculture and Food
Phone: 250 649-4411
Email: Brent.Barclay@gov.bc.ca

Attachment: Ministry letter, re RDBN ALR 1255 referral, dated January 26, 2021.

Email copy: Agricultural Land Commission – ALC.Referrals@gov.bc.ca



Date: January 26, 2021

File: ALR 1225

Deneve Vanderwolf, Planner 1 /Regional Transit Coordinator
 Planning Department
 Regional District of Bulkley-Nechako
 VIA EMAIL: maria.sandberg@rdbn.bc.ca

Re: ALC Non-farm use referral – 585 Highway 16 E

Dear Deneve Vanderwolf,

Thank you for providing the B.C. Ministry of Agriculture, Food and Fisheries with the opportunity to comment on Agricultural Land Commission Non-farm use application File No. ALR 1225 regarding an existing business for equipment repair and commercial vehicle inspection on the parcel located at 585 Highway 16 E within the Agricultural Land Reserve. Ministry staff have reviewed the referral and provide the following comments:

- The subject parcel is within an active farming area. Its agricultural land capability is Class 5MP, (M=soil moisture deficiency, and P=stoniness) with moderate agricultural capacity. The topography and size of the parcel has limitations, however given its proximity to Smithers would allow for market garden / greenhouse production or a small mixed farm. Ministry staff note that the applicant currently has six pigs on site with a modest expansion plan to include a mix of livestock.
- Ministry staff note that agricultural purposes were not the original, or are the current, intention for the construction of the existing 5940 square foot shop structure now located on the property. As described in the application, “The building is a state of the art heavy duty equipment repair shop and was designated a registered inspection facility for large commercial vehicles”, and that “Initially, the purpose of the shop was to facilitate the repair of ...farm equipment...”.
- Ministry staff further note that a structure of this size is not required for a farm operation of the current, or proposed scale, and that the shop’s footprint, parking, and turn-around assume a significant portion of the parcel’s area. A shop of this size is not typical for the largest agriculture operations along Hwy 16.
- The high frequency of large commercial vehicles may have a high likelihood of introducing invasive species to the property. Ministry staff note that weeds can greatly reduce the productivity of agricultural areas, and under B.C.’s *Weed Control Act* the land occupier has a legal obligation to control noxious weeds on the site. Control of both plants and seeds is required as the seeds from invasive plants can lay dormant and viable in the soil for many years and can be a serious long-term problem. .../2

- The applicant may wish to establish a comprehensive weed prevention and control plan, and that special emphasis be place on ensuring all equipment is clean prior to being brought on site.

If you have any questions or concerns about our comments, please do not hesitate to contact Ministry staff.

Sincerely,

Gregory Bartle, Land Use Planner
Strengthening Farming Unit
B.C. Ministry of Agriculture, Food and
Fisheries
Phone: 778 974-3836
Email: Gregory.Bartle@gov.bc.ca

Brent Barclay, Director
Regional Development Unit
B.C. Ministry of Agriculture, Food and Fisheries
Phone: 250 614-7450
Email: Brent.Barclay@gov.bc.ca

Email copy: ALC Land Use Planner (North), ALC.North@gov.bc.ca

3.0.2

Home Occupations

1. Only one [Home Occupation](#) is permitted per [Dwelling Unit](#) in a [Multiple Family Dwelling](#).
2. All [Home Occupations](#) are subject to the following restrictions:
 - a) A [Home Occupation](#) shall not result in or create a nuisance of any kind beyond the [Parcel](#) boundary, and shall not result in on street parking. At all times, the privacy and enjoyment of adjacent residents shall be preserved and the amenities of the neighbourhood maintained.
 - b) A [Home Occupation](#) shall not produce any noise, vibration, smoke, dust, odour, litter, or heat, other than that normally associated with the residential use of a [Dwelling Unit](#), nor shall it create or cause a fire hazard or electrical interference in excess of what normally occurs in the residential area.
 - c) Waste materials and garbage associated with the [Home Occupation](#) shall not be stored outdoors unless located within a container that is enclosed on all sides.
 - d) A [Home Occupation](#) must not include any business involving:
 - i. spectators;
 - ii. patron participation entertainment;
 - iii. adult-oriented entertainment;
 - iv. dating or escort services;
 - v. [Community Care Facility](#);
 - vi. correction services;
 - vii. [Restaurants](#);
 - viii. Veterinary services;
 - ix. [Kennels](#);
 - x. on-site waste management or recycling;
 - xi. [Aggregate Processing](#);
 - xii. a sawmill or [Portable Sawmill](#);
 - xiii. [Warehousing](#);
 - xiv. [Campground](#);
 - xv. [Hotel](#) or any other on-site accommodation other than a [Bed and Breakfast](#);
 - xvi. the processing, packaging, storage, or distribution of cannabis;
 - xvii. [Crematorium](#).
3. [Home Occupations](#) occurring on a [Parcel](#) 2.5 hectares (6.18 acres) or less are subject to the following additional restrictions:
 - a) [Home Occupations](#) may only be carried on by the resident(s) of the [Dwelling Unit](#) on the same [Parcel](#) with or without the assistance of not more than one person who do not reside in a [Dwelling Unit](#) on the same [Parcel](#).
 - b) [Home Occupations](#) may only be carried on within the [Dwelling Unit](#) or [Accessory Buildings](#), or a combination of both. The outdoor storage of raw materials, containers or finished products is not permitted. This section does not apply to the parking or storage of motor vehicles, trailers, [Camping Vehicles](#), boats, all terrain vehicles, snowmobiles, or motorcycles.
 - c) A combined floor area of a [Dwelling Unit](#)s and [Accessory Buildings](#), which are used for all [Home Occupations](#), must not exceed 55 square metres (592 square feet).

This section does not apply to the parking or storage of motor vehicles, trailers, [Camping Vehicles](#), boats, all terrain vehicles, snowmobiles, or motorcycles.

- d) The total combined number of motor vehicles, trailers, [Camping Vehicles](#), boats, all terrain vehicles, snowmobiles, and motorcycles located on a [Parcel](#) in association with a [Home Occupation](#) must not exceed 10.
 - e) [Home Occupations](#) must not include more than 25 square metres (269 square feet) of retail display area.
 - f) [Bed and Breakfasts](#) must not exceed three beds per [Parcel](#) providing accommodation for patrons, and the [Bed and Breakfasts](#) must accommodate no more than 6 patrons at any one time unless a different limit is established in the Zone applicable to the [Parcel](#) containing the [Bed and Breakfast](#).
 - g) An exception to Section 3.0.2 (3) (c) is that the floor area, of the [Accessory Buildings](#), which are devoted to [Home Occupations](#) on the land described as Lot 1, Section 10, Township 1A, Range 5, Coast District, Plan 5829 shall not exceed 453 square metres.
4. Home Occupations occurring on a [Parcel](#) greater than 2.5 hectares (6.18 acres) are subject to the following additional restrictions:
- a) [Home Occupations](#) may only be carried on by the resident(s) of [Dwelling Units](#) on the same [Parcel](#) with or without the assistance of not more than two persons who do not reside in [Dwelling Units](#) on the same [Parcel](#).
 - b) [Home Occupations](#) must only be carried on within a [Dwelling Unit](#) or [Accessory Buildings](#) or both, except for the outdoor storage of raw materials, containers or finished products provided that the area used for outdoor storage does not exceed 5% of the [Parcel](#) area to a maximum of 0.4 hectare (1 acre). The area used for outdoor storage shall be calculated including all land between areas used for outdoor storage, resulting in a single use area.
 - c) The combined floor area, of the [Dwelling Unit](#) and [Accessory Building](#), which are used for all [Home Occupations](#) must not exceed 200 square metres (2,152 square feet). This section does not apply to an area used exclusively for the parking or storage of motor vehicles, trailers, [Camping Vehicles](#), boats, all terrain vehicles, snowmobiles, or motorcycles.
 - d) The combined floor area, of the [Dwelling Unit](#) used for the [Home Occupation](#), may not exceed 30 percent of the [Gross Floor Area](#) of that [Dwelling Unit](#).
 - e) The total combined number of motor vehicles, trailers, [Camping Vehicles](#), boats, all terrain vehicles, snowmobiles, and motorcycles located on a [Parcel](#) in association with [Home Occupations](#) must not exceed 15.
 - f) The total combined number of pieces of heavy equipment including back-hoes, bulldozers, front end loaders, graders, skidders, feller bunchers, logging trucks, harvesters, and other similar sized equipment located on a [Parcel](#) in association with [Home Occupations](#) must not exceed 15.
 - g) [Home Occupation](#) must not include more than 25 square metres (269 square feet) of retail display area.
 - h) [Bed and Breakfasts](#) must not exceed five beds providing accommodation for patrons, and the [Bed and Breakfast](#) must accommodate no more than 10 patrons at any one time unless a different limit is established in the Zone applicable to the [Parcel](#) containing the [Bed and Breakfast](#).



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Chloe Taylor, Planning Summer Student
Date: July 18, 2024
Subject: Crown Land Application Referral No. 7410331

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

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410331.

BACKGROUND

The District of Fort St. James has applied for a Sponsored Crown Grant for land to expand the District of Fort St. James Airport by 17.35 ha (42.88 ac). The stated purpose of the application is to clear the land of trees which are creating inconsistent wind patterns along the runway. Post-clearing, the area will be seeded with grass. There are no anticipated environmental or community impacts of note associated with the proposed works.

The application area is zoned Airport (A1) and Rural Resource (RR1) under "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020". The lack of A1 Zoning is not a concern in this situation given that there is no proposed immediate use identified for the land, and that Airport operations are exempt from local government regulations as the use is under federal jurisdiction. However, it is recommended that the District of Fort St. James apply to rezone the lands to A1 should the Crown Grant be approved. This will make the intended long-term use of the land apparent to all stakeholders.

ATTACHMENTS:

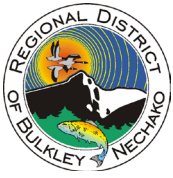
Comment Sheet
Applicant Documents ([link](#))





Electoral Areas:	C (Fort St. James Rural)
Applicant:	District of Fort St. James
Existing Land Use:	Undeveloped Crown Land
Zoning:	Rural Resource (RR1) Airport (A1)
OCP Designation:	Civic Institutional (C/I)
Proposed Use Comply with Zoning:	See comments
Agricultural Land Reserve:	No
Access:	Airport Road
Building Inspection:	Yes
Fire Protection:	Fort St. James Rural Fire Protection Area
Other comments:	

It is recommended that the District of Fort St. James apply to rezone the lands to Airport (A1) should the Crown Grant be approved. This will ensure the intended long-term use of the land is apparent to all stakeholders.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: July 18, 2024
Subject: **Crown Land Application Referral No. 0260271**

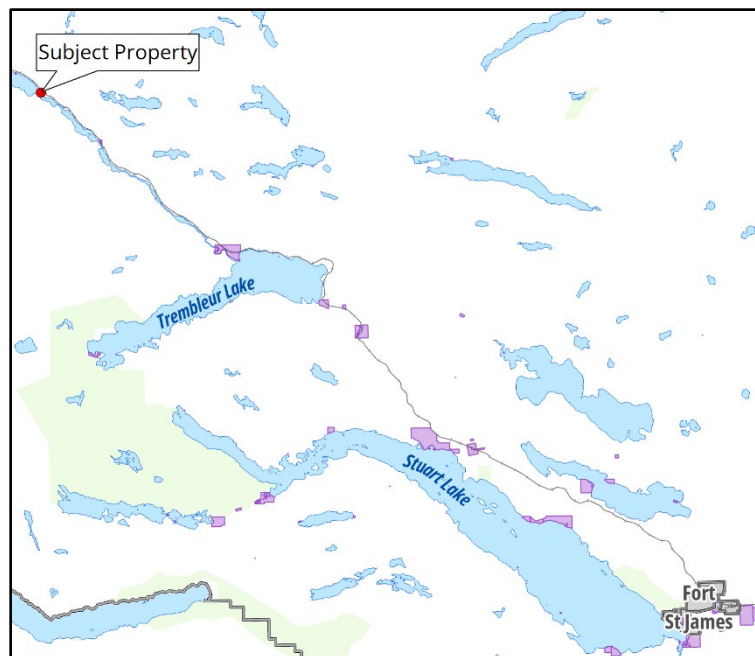
RECOMMENDATION:**(all/directors/majority)**

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 0260271.

DISCUSSION

The RDBN has received a request from the Province to provide comment on a Crown Land application by Mac Alec & Sons Seismic Services Ltd., for a general commercial lease. The purpose of the application is to redevelop a commercial hunting and fishing camp. The term of the lease would be 30 years.

The application area covers approximately 2.6 ha of Crown Land on Takla Lake, approximately 100 km northwest of the District of Fort St. James.



The subject property was previously used as a commercial hunting and fishing camp and contains nine existing buildings, including four cabins, various sheds for storage and meat drying, two outhouses, and a bathhouse. The existing buildings are described as being “mostly in disrepair”. Additional information on the historic operation of the camp was not provided.

Work would involve replacing three existing cabins with new log cabins, demolishing an existing structure, and building a new access road. Staff note the site plan appears to indicate an existing building will be converted into a lodge and there is either an existing or

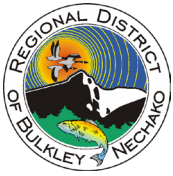
proposed boat launch. The referral documents did not provide more information regarding the lodge, boat launch, or existing structures.

Operations would be year-round and include fishing, hunting, and exploring. A diesel generator would provide power, water would be supplied from off-site, and on-site septic would be provided by two outhouses. Additional details such as staffing, vehicles/equipment or expected patrons were not provided.

The subject property is not zoned, not in the Building Inspection service area, not in a Fire Protection service area, and not in the ALR.

ATTACHMENTS

- Comment Sheet
- [Referral documents \(Link\)](#)



Electoral Area:	C (Fort St. James Rural)
Applicant:	Mac Alec & Sons Seismic Services Ltd.
Existing Land Use:	Commercial fishing and hunting camp
Zoning:	N/A
OCP Designation:	Resource (RE)
Proposed Use Comply with Zoning:	N/A
Agricultural Land Reserve:	No
Access:	Various FSRs
Building Inspection:	No
Fire Protection:	No
Other comments:	

The RDBN's floodplain management regulations and natural boundary setbacks apply to all lands within the Regional District regardless of zoning, or lack thereof. The applicant is encouraged to review the regulations in the RDBN's Floodplain Management Bylaw No. 1878, 2020 and the Setbacks from a Natural Boundary in the RDBN's Zoning Bylaw No. 1800, 2020. Both bylaws are available online at the following links:

<https://www.rdbn.bc.ca/departments/planning/hazard-management/landslides-and-erosion-1>

<https://www.rdbn.bc.ca/departments/planning/land-use-planning/zoning>

The land is not within a Building Inspection service area; however, it is requested that the Province remind the applicant of the requirement to build to the BC Building Code.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Chloe Taylor, Planning Summer Student
Date: July 18, 2024
Subject: Coastal GasLink Pipeline Electrification Optionality Amendment

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

That the Regional District Board direct staff to respond to the Environmental Assessment Office that the Coastal GasLink Pipeline's response does not address the RDBN's comments and concerns and that the RDBN's comments and concerns remain applicable.

BACKGROUND

On March 11, 2014, Coastal GasLink Pipeline Ltd. (Coastal GasLink) submitted an application for an Environmental Assessment Certificate (EAC) to the British Columbia Environmental Assessment Office (EAO) for the Coastal GasLink Project, which was received on October 23, 2014. The recently constructed Coastal GasLink Project consists of approximately 670 kilometres of 48-inch diameter natural gas transmission pipeline through the RDBN from the Dawson Creek area to the LNG Canada export facility near Kitimat. The project also includes up to eight natural gas-fired turbo-compressor stations along the Project route (four in the RDBN).

The RDBN received a referral from Coastal GasLink on May 13, 2024 regarding Coastal GasLink's proposal to amend its EAC to include the option to install either natural gas-powered or electric-powered compressor units at compressor station locations. In its application, Coastal GasLink states, "This proposal is based on Coastal GasLink's continued refinement of the Project and is consistent with the CleanBC Roadmap to 2030 and government priorities in support of net-zero targets."

Coastal GasLink states in their application that the proposed installation of electric-powered compressor units will have the following positive impacts. No other impacts have been identified.

- An improvement in air quality
- A decrease in GHG emissions
- Overall positive interaction with Human Health
- Overall positive interaction with Effect on Current and Future Generations

This application does not include an evaluation or consideration of the transmission lines required to supply power to compressor stations. The applicable Provincial regulatory body would approve required transmission lines prior to construction. It was anticipated that this process would include a referral to the RDBN. However, the referral process would not be adequate to allow the Board to identify any issues and opportunities associated with developing the transmission lines. Therefore, it was recommended that the Socio-economic Effects Management Plan (SEEMP) for the Coastal GasLink Pipeline be amended to require consultation with stakeholders, including local governments, regarding the planning and development of transmission lines and associated infrastructure required to supply power to compressor stations.

No information was provided regarding the anticipated timing of installation of the electric-powered compressor units or where the first installations are anticipated to occur.

RDBN COMMENT and CGL RESPONSE

At the May 23, 2024 Board Meeting the Board directed staff to respond to the referral stating that:

“The RDBN has no objection to the installation of electric-powered compressor units, subject to the amendment of the SEEMP to require consultation with stakeholders, including local governments, during the planning and development of transmission lines and associated infrastructure. The RDBN also expressed concerns about the allocation of power and the decision to exclude the transmission lines from the Environmental Assessment Process and would like to see those issues addressed as part of the SEEMP implementation process.”

On June 24, 2024 the EAO informed the RDBN that Coastal GasLink responded with the following:

The Amendment Application proposes optionality to install electric-powered compressor units or natural gas-powered compressor units within the footprints of the proposed compressor stations. Transmission lines therefore do not form part of the scope of the Amendment Application. Coastal GasLink would expect that if a scope is confirmed at a later date, the proponent responsible for that scope would conduct the appropriate Indigenous and stakeholder engagement as per the requirements of the applicable regulatory process.”

The EAO is asking the RDBN to confirm whether the above comments provided by Coastal GasLink have “sufficiently answered the RDBN’s questions or if there is

further information required.” This response is a repeat of information available in the referral package and does not address the Board’s comments. Staff recommend that the RDBN Board direct staff to respond to the Environmental Assessment Office that the Coastal GasLink Pipeline’s response does not address the RDBN’s comments and concerns and that the RDBN’s comments and concerns remain applicable.

ATTACHMENTS:

[EAC No. E14-03 Amendment: Compressor Station Electrification Optionality, March 25, 2024](#) link

**Advisory Planning Commission
Meeting Minutes**

Electoral Area A	Meeting Date: Monday, June 3, 2024	Meeting Location: Virtually via Zoom
Attendance		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input checked="" type="checkbox"/> Natalie Trueit-MacDonald		<input checked="" type="checkbox"/> Director Stoney Stoltenberg
<input checked="" type="checkbox"/> Bob Posthuma		<input type="checkbox"/> Alternate Trevor Krisher
<input checked="" type="checkbox"/> Sandra Hinchliffe		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Andrew Watson		<input checked="" type="checkbox"/> Danielle Patterson
<input type="checkbox"/> Alan Koopman		<input checked="" type="checkbox"/> Inge Tersago
		<input type="checkbox"/>
		<input type="checkbox"/>
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald
Call to Order: 7pm		
<u>Agenda</u>		
7:00 pm ALR 1270		
Applications (Include application number, comments, and resolution)		
APC supports the application (note: Sandra Hinchliffe abstained from voting)		
Meeting Adjourned: 7:40pm		Secretary Signature: <i>NCT-Mac</i>



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Maria Sandberg, Planning and Parks Coordinator
Date: July 18, 2024
Subject: Recreation Contribution Grant Program Applications

RECOMMENDATIONS:

(all/directors/majority)

1. That the Board approve the Recreation Contribution Grant Program funding requests as recommended by the Recreation Contribution Service Advisory Committees.
 2. That the Board authorize staff to enter into funding agreements with the applicants and release the funds in accordance with the agreements.
 3. That funding agreements with the Backcountry Horsemen (Committee Recommendation 1) and the Burns Lake Airsoft Association (Committee Recommendation 9) not be entered into until Zoning Bylaw compliance issues are resolved to the Board's satisfaction.
-

DISCUSSION:

The Regional District's Recreation Contribution Service includes the establishment of a grant program to support the operations of registered non-profit societies that are providing recreation opportunity for residents through the following four service areas that were established by bylaw in 2022:

1. Electoral Area A Service Area (Electoral Area A, Town of Smithers)
2. Electoral Area B and E Service Area (Electoral Area B and E, Village of Burns Lake)
3. Electoral Area C Service Area (Electoral Area C, District of Fort St. James)
4. Electoral Area G Service Area (Electoral Area G, District of Houston, Village of Granisle)

In 2023, a Recreation Contribution Service Advisory Committee was created for each service area, made up of participating Electoral Area and Municipal Directors. The mandate of each Committee is to do the following:

- a. make recommendations to the RDBN Board regarding the amount of funds to be collected through taxation for distribution to organizations providing recreation services for residents within the service area;
- b. provide direction to staff regarding the grant application process including eligibility requirements for funding and other application requirements;

- c. and, review applications for funding and make recommendations to the RDBN Board regarding the distribution of funding.

Funds were raised through taxation in 2023 and 2024 in consultation with the Committees in preparation for funds distribution in 2024. Calls for applications for funding under the Recreation Contribution Grant Program for all four service areas were advertised this spring. The application deadline was June 3rd, 2024, and a total of 18 applications were received.

The applications were reviewed according to the process laid out in the Recreation Contribution Grant Program Policy (attached). RDBN staff reviewed the applications for completeness, requested additional information where it was considered necessary, and completed an application summary form for each application. The Committees met during June and evaluated the applications in accordance with the policy, and the recommendations outlined in this report were provided for the Board's consideration.

Tables 1 to 4 in this staff report provides a brief description of the applications for each service area and the associated Committee recommendation for the Board's consideration. Links are provided in the Attachments section for each application. Following the Board's funding allocation decisions staff will enter into funding agreements with the successful applicants and funding will be distributed as appropriate. A new round of applications is not anticipated until 2026; however, the surplus funds are available for critical maintenance needs at the discretion of the Committees and Board.

ELECTORAL AREA A / TOWN OF SMITHERS SERVICE AREA APPLICATIONS

The Electoral Area A / Town of Smithers Service Area has \$100,000 available for distribution in 2024. The RDBN received six applications for the service area, with a total amount of requested funding of \$61,550 in 2024, \$61,000 in 2025, and \$61,150 in 2026.

The Committee recommends approval for all applications with the following condition added to one application. The Backcountry Horsemen's use of the property is not in compliance with land use regulations and building permit requirements. The Committee recommends that that the Backcountry Horsemen NW Chapter's funding request be approved on the condition that the funds only be provided if the use comes into compliance with zoning and the outstanding building issues are addressed to the RDBN Board's satisfaction. This will require Board support for a rezoning of the property.

There are adequate funds available in 2024 to cover all the applications received, with \$38,000 remaining available for emergency funding situations or carry forward to cover funding commitments in 2025 and 2026. It is noted that the proposed funding agreements will commit the Board to the taxation necessary to cover the 2025 and 2026 grant contributions in those agreements.

TABLE 1. Electoral Area A/Town of Smithers Service Area									
Applications	Committee Recommendation								
<p>Backcountry Horsemen NW Chapter Funds to hire a contractor for maintenance work at Coalmine Camp Equine Campground and Trails.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$6,150</td> <td>\$6,150</td> <td>\$6,150</td> <td>\$18,450</td> </tr> </tbody> </table> <p>RD staff comment: The Backcountry Horsemen's use of the property is not in compliance with land use regulations and building permit requirements. It was noted that the applicant has the option to apply to rezone the land to allow the use.</p>	2024	2025	2026	Total	\$6,150	\$6,150	\$6,150	\$18,450	<p>1. "That the Committee recommend to the Regional District Board that the Backcountry Horsemen NW Chapter's funding request be approved on the condition that the funds only be provided if the use come into compliance with zoning and the outstanding building issues are addressed to the RDBN Board's satisfaction."</p>
2024	2025	2026	Total						
\$6,150	\$6,150	\$6,150	\$18,450						
<p>Bulkley Valley Bowmen Funds to hire a maintenance contractor for the BV Archery Grounds facility and trails.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$7,400</td> <td>\$6,700</td> <td>\$6,700</td> <td>\$20,800</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$7,400	\$6,700	\$6,700	\$20,800	<p>2. "That the Committee recommend to the Regional District Board that the Bulkley Valley Bowmen's funding request be approved."</p>
2024	2025	2026	Total						
\$7,400	\$6,700	\$6,700	\$20,800						
<p>Bulkley Valley Cross Country Ski Club Funds for fuel expenses for snow grooming equipment, trail and area maintenance and property insurance for the BV Nordic Centre.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>3. "That the Committee recommend to the Regional District Board that the Bulkley Valley Cross Country Ski Club's funding request be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>Bulkley Valley Kayak and Canoe Club Funds for the annual membership fee to Canoe Kayak BC, annual rental fees for Tatlow Falls and Tatlow Falls maintenance.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$3,000</td> <td>\$3,150</td> <td>\$3,300</td> <td>\$9,450</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$3,000	\$3,150	\$3,300	\$9,450	<p>4. "That the Committee recommend to the Regional District Board that the Bulkley Valley Kayak and Canoe Club's funding request be approved."</p>
2024	2025	2026	Total						
\$3,000	\$3,150	\$3,300	\$9,450						
<p>Smithers Golf and Country Club Funds for staff costs for maintenance of winter walking trails and lighting at the golf course.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>5. "That the Committee recommend to the Regional District Board that the Smithers Golf and Country Club's funding request be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>Tyee Mountain Trail Society Funds for the purchase of a snowmobile for winter trail maintenance, chainsaw training, and a kiosk.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>6. "That the Committee recommend to the Regional District Board that the Tyee Mountain Trail Society funding request be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						

ELECTORAL AREA B / ELECTORAL AREA E / VILLAGE OF BURNS LAKE SERVICE AREA APPLICATIONS

The Electoral Area B / Electoral Area E / Village of Burns Lake Service Area has \$125,000 available for distribution in 2024. The RDBN received six applications for the service area, with a total amount of requested funding of \$87,850 in 2024, \$75,000 in 2025, and \$75,000 in 2026.

The Committee recommends approval for all six applications, with the following conditions added to two applications.

The Lakes District Fall Fair Association requested \$15,000 for three years to fund maintenance and improvements to the ball diamonds, fairgrounds and buildings at the Eagle Creek Recreation Grounds. The Committee recommends that up to \$10,000 of grant funding per year for three years be approved to be used solely for maintenance of, and improvements to, the ball diamonds.

The Burns Lake Airsoft Association applied for funding for play field upgrades. The outdoor recreation facility use does not comply with land use regulations. The Committee recommends that the funding request be approved on the condition that the funds will only be provided if the use comes into compliance with zoning. This will require Board support for a rezoning of the property or the issuance of a temporary use permit.

The amount of total funding recommended by the Committee under the grant program is \$82,850 in 2024, \$70,000 in 2025 and \$70,000 in 2026. There are adequate funds available in 2024 to cover all the applications received, with \$42,000 remaining available for emergency funding situations or carry forward to cover funding commitments in 2025 and 2026. It is noted that the proposed funding agreements will commit the Board to the taxation necessary to cover the 2025 and 2026 grant contributions in those agreements.

TABLE 2. Electoral Area B/Electoral Area E/Village of Burns Lake Service Area												
Application Details				Committee Recommendation								
<p>Lakes Outdoor Recreation Society (LORS) Funds to supplement operational costs related to maintaining 25 of Recreation Sites and Trails BC rec sites and 5 Provincial Parks.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>				2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>7. "That the Committee recommend to the Regional District Board that the LORS funding request be approved."</p>
2024	2025	2026	Total									
\$15,000	\$15,000	\$15,000	\$45,000									
<p>LD Fall Fair Association Funds for maintenance and improvement to the ball diamonds, fairgrounds and buildings at the Eagle Creek Recreation Grounds.</p> <p>Requested Funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>				2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>8. "That the Committee recommend to the Regional District Board that up to \$10,000 of grant funding per year for three years be approved for the LD Fall Fair Association to be used solely for maintenance of, and improvements to, the ball diamonds."</p>
2024	2025	2026	Total									
\$15,000	\$15,000	\$15,000	\$45,000									

<p>Burns Lake Airsoft Association Funds for one year to improve play field upgrades and insurance costs.</p> <p>Requested funding: 2024 \$12,850</p> <p>Staff comment: The Burns Lake Airsoft Association's use of the property is not in compliance with land use regulations. It was noted that the applicant has the option to apply to rezone the land or obtain a temporary use permit to allow the use.</p>	<p>9. "That the Committee recommend to the Regional District Board that the Burns Lake Airsoft Association funding request be approved on the condition that the funds will only be provided if the use comes into compliance with zoning."</p>								
<p>Omineca Ski Club Funds for equipment purchase and operational costs for trail maintenance.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>10. "That the Committee recommend to the Regional District Board that the Omineca Ski Club's funding request be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>Ride Burns (BLMBA) Funds for the rehabilitation, grooming and maintenance of the Boer Mountain and Kager Lake trail network.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>11. "That the Committee recommend to the Regional District Board that the Ride Burns application be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>Tweedsmuir Rod and Gun Club Funds for the upgrade and maintenance of ranges and outdoor facilities.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>12. "That the Committee recommend to the Regional District Board that the Tweedsmuir Rod and Gun application be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						

ELECTORAL AREA C / DISTRICT OF FORT ST JAMES SERVICE AREA APPLICATIONS

The Electoral Area C / District of Fort St James Service Area has \$100,000 available for distribution in 2024. The RDBN received four applications for the service area, with a total amount of requested funding of \$55,000 in 2024, 2025, and 2026.

The Committee recommended approval for all applications; with the following condition added to one application. The Stuart Lake Golf Club applied for \$15,000 per year for 3 years to supplement labour costs and alleviate volunteer hours. The Committee recommends that up to \$10,000 of grant funding per year for three years be approved for the Stuart Lake Golf Club to be used solely for increased employee hours on maintenance resulting in decreased volunteer work on maintenance.

The amount of total funding recommended by the Committee under the grant program is \$50,000 in 2024, 2025 and 2026. There are adequate funds available in 2024 to cover all the applications received, with \$50,000 remaining available for emergency funding situations or carry forward to cover funding commitments in 2025 and 2026. It is noted

that the proposed funding agreements will commit the Board to the taxation necessary to cover the 2025 and 2026 grant contributions in those agreements.

TABLE 3. Electoral Area C/District of Fort St James Service Area									
Application Details	Committee Recommendation								
<p>Fort St. James Snowmobile Club and Fort St James Sled Dog Association Funds for general trail maintenance and grooming.</p> <p>Requested funding:</p> <table> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>13. "That the Committee recommend to the Regional District Board that the Fort St James Snowmobile Club and Fort St James Sled Dog funding request be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>The Fort St James Ski Club o/a Murray Ridge Ski Area Funds for the snow cat maintenance program for the Murray Ridge Ski Area.</p> <p>Requested Funding:</p> <table> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>14. "That the Committee recommend to the Regional District Board that Fort St James Ski Club o/a Murray Ridge Ski Area funding request be approved."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>Stuart Lake Golf Club Funds to supplement labour costs and alleviate volunteer hours.</p> <p>Requested funding:</p> <table> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>15. "That the Committee recommend to the Regional District Board that up to \$10,000 of grant funding per year for three years be approved for the Stuart Lake Golf Club to be used solely for increased employee hours on maintenance resulting in decreased volunteer work on maintenance."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>Stuart Lake Nordic Society Funds to trail and infrastructure maintenance and utility costs for the Murray Ridge Nordic Trails.</p> <p>Requested funding:</p> <table> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$10,000</td> <td>\$10,000</td> <td>\$10,000</td> <td>\$30,000</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$10,000	\$10,000	\$10,000	\$30,000	<p>16. "That the Committee recommend to the Regional District Board that the Stuart Lake Nordic Society funding request be approved."</p>
2024	2025	2026	Total						
\$10,000	\$10,000	\$10,000	\$30,000						

ELECTORAL AREA G / DISTRICT OF HOUSTON / VILLAGE OF GRANISLE SERVICE AREA APPLICATIONS

The Electoral Area G / District of Houston / Village of Granisle Service Area has \$75,000 available for distribution in 2024. The RDBN received two applications for the Service Area, with a total amount of requested funding of \$22,500 in 2024, 2025, and 2026. The Committee recommends approval for both applications, however, the Houston Hikers application is recommended on the condition that the funds only be spent on trails that are recognized by the Province.

There are adequate funds available in 2024 to cover both applications received, with \$52,500 remaining available for emergency funding situations or carry forward to cover funding commitments in 2025 and 2026. It is noted that the proposed funding agreements

will commit the Board to the taxation necessary to cover the 2025 and 2026 grant contributions in those agreements.

TABLE 4. Electoral Area G/District of Houston/ Village of Granisle Service Area									
Application Details	Committee Recommendation								
<p>Houston Hikers Fund trail maintenance and installation of signage.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$15,000</td> <td>\$15,000</td> <td>\$45,000</td> </tr> </tbody> </table> <p>Staff comment: Houston Hiker's application states that they wish to maintain up to 34 trails with the requested grant funding. The Recreation Sites and Trails BC Recreation Officer confirms that only some of the trails are provincially designated trails.</p>	2024	2025	2026	Total	\$15,000	\$15,000	\$15,000	\$45,000	<p>17. "That the Committee recommend to the Regional District Board that the Houston Hikers' funding requests be approved on the condition that the funds only be spent on trails that are recognized by Province."</p>
2024	2025	2026	Total						
\$15,000	\$15,000	\$15,000	\$45,000						
<p>Houston Mountain Biking Association Fund trail restoration and maintenance, and general operational costs including insurance.</p> <p>Requested Funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$7,500</td> <td>\$7,500</td> <td>\$7,500</td> <td>\$22,500</td> </tr> </tbody> </table>	2024	2025	2026	Total	\$7,500	\$7,500	\$7,500	\$22,500	<p>18. "That the Committee recommend to the Regional District Board that Houston Mountain Biking Association's funding request be approved."</p>
2024	2025	2026	Total						
\$7,500	\$7,500	\$7,500	\$22,500						

LESSONS LEARNED

During the Committee meetings staff requested feedback on the recreation grant application process and improvements for future application intakes. The following suggestions were offered:

- Requiring balance sheets may assist in future reviews.
- There may be a need to narrow the scope of eligible applicants to organizations with large land holdings with high maintenance requirements.
- Context should be added to the application information to clarify the intent of the grant.
- A budget page should be added to the application.

ATTACHMENTS:

1. Recreation Contribution Grant Program Guide with Board Policy
2. Recreation Contribution Service Advisory Committee Minutes Electoral Area A/Town of Smithers
3. Recreation Contribution Service Advisory Committee Minutes Electoral Area B/Electoral Area E/Village of Burns Lake
4. Recreation Contribution Service Advisory Committee Minutes Electoral Area C/District of Fort St James

5. Recreation Contribution Service Advisory Committee Minutes Electoral Area G/District of Houston/Village of Granisle
6. [Northwest Backcountry Horsemen \(link\)](#)
7. [Bulkley Valley Bowmen \(link\)](#)
8. [Bulkley Valley Cross Country Ski Club \(link\)](#)
9. [Bulkley Valley Kayak and Canoe Club \(link\)](#)
10. [Smithers Golf and Country Club \(link\)](#)
11. [Tye Mountain Trail Society \(link\)](#)
12. [Lakes District Outdoor Recreation Society \(link\)](#)
13. [LD Fall Fair Association \(link\)](#)
14. [Burns Lake Airsoft Association \(link\)](#)
15. [Omineca Ski Club \(link\)](#)
16. [Ride Burns \(BLMBA\) \(link\)](#)
17. [Tweedsmuir Rod and Gun Club \(link\)](#)
18. [Fort St. James Snowmobile Club/Dog Sled Association \(link\)](#)
19. [Murray Ridge Ski Area \(link\)](#)
20. [Stuart Lake Golf Club \(link\)](#)
21. [Stuart Lake Nordic Ski Club \(link\)](#)
22. [Houston Hikers \(link\)](#)
23. [Houston Mountain Biking Association \(link\)](#)

**Regional District of Bulkley-Nechako
Recreation Contribution Grant Program Guide**

APPLICATIONS MUST BE MADE ON THE FORM PROVIDED

SUBMIT APPLICATIONS TO:

**Regional District of Bulkley-Nechako
PO Box 820, Burns Lake, B.C. V0J 1E0**

or via email to: planning@rdbn.bc.ca

NOTE TO APPLICANTS:

- Recreation Contribution Grant Program applications will only be accepted in response to an RDBN call for applications. The call for applications will be posted in the local newspaper, through social media, and on the RDBN's website and will contain supplemental information relating to application guidelines, eligibility requirements, and application deadlines.
- Please use this guide when making an application and be advised that the Regional District of Bulkley-Nechako reserves the right to vary from the policy from time to time as it deems appropriate.
- Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- If you have any questions or require assistance with an application please contact the Planning Department of the Regional District of Bulkley-Nechako at the above address, or:
Phone: (250) 692-3195 or toll free at 1-800-320-3339
Fax: (250) 692-3305 email: planning@rdbn.bc.ca

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RECREATION CONTRIBUTION GRANT PROGRAM POLICY**

PURPOSE

To provide funding to support the operations of registered non-profit societies that are providing recreation opportunity for residents in one or more of the following service areas:

- a. Electoral Area A and the Town of Smithers;
- b. Electoral Area B, Electoral Area E, and the Village of Burns Lake;
- c. Electoral Area C and the District of Fort St. James;
- d. Electoral Area G, the District of Houston, and the Village of Granisle.

The intent is to provide multi year funding for operational expenses to provide societies with the increased financial certainty necessary for longer term planning for the provision of recreation opportunity to the community. Multi year funding also increases the efficiency of the RDBN's administrative process.

POLICY APPLICATION

This policy shall apply to all applications for funding raised pursuant to the following bylaws:

- a. Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022;
- b. Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022;
- c. Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022;
- d. Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022.

FUNDING CRITERIA / ELIGIBILITY REQUIREMENTS

To qualify for funding through the Recreation Contribution Grant Program the applicant must be a registered non-profit society in good standing under the *BC Societies Act*, and the recreation activity must be available to residents of the applicable service area.

When considering applications for funding through the Recreation Contribution Grant the following factors may be considered:

- a. The level of public participation and ease of public access to the recreation activity.
- b. The amount of annual trail maintenance, grooming, or track setting.
- c. The community need for the recreation activity.
- d. The recreation activity is the responsibility of another level of government.
- e. The positive impact on the well-being of the community.
- f. Joint applications from organizations cooperating on a project, such as hiring a contractor to maintain trails.
- g. The society's record of community service and good financial and administrative management.
- h. The society's financial need.

GRANT ALLOCATION PROCEDURE

Funding availability will be reviewed each year by the Recreation Contribution Service Advisory Committee and the RDBN Board as part of the budgeting process for the applicable service areas. As funding agreements may be for multiple years, applications may not be accepted every year. When grant funding is available for allocation staff, in coordination with the applicable Recreation Contribution Service Advisory Committee, will advertise that applications are being accepted under the Recreation Contribution Grant Program. Applications must be made on the application form provided by staff.

Applications will be evaluated, and funding allocation decisions made in accordance with the following.

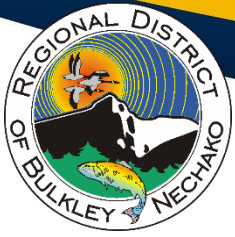
- a. Call for Applications. The RDBN will advertise a call for applications under the Recreation Contribution Grant Program. This call for applications will include additional details such as application guidelines, eligibility requirements, funding availability and application deadlines. Unless otherwise stated funding is capped at an annual maximum of \$15,000 per Society.
- b. Application review by RDBN staff. Staff shall review applications for completeness, may request additional information from applicants, and may consult with municipal staff as necessary. The results of staff's review shall be summarized in a report to the Committee.
- c. Application review by the Recreation Contribution Service Advisory Committee. The Committee will evaluate the applications in accordance with this policy and identify the applications selected for funding. The Committee may identify any recommended funding conditions for the Board's consideration.

- d. RDBN Board funding allocation decisions. The RDBN Board will receive the recommendations of the Recreation Contribution Service Advisory Committee and make the funding allocation decisions at a Regular Board meeting. Funding is provided or denied entirely at the discretion of the RDBN Board
- e. Funding Agreement. Upon Board approval of funding under the Recreation Contribution Grant Program the Society must enter into a Funding Agreement to the satisfaction of RDBN staff prior to receiving any funds.

FUNDING AGREEMENTS

If funding under the Recreation Contribution Grant Program is approved, the Society must enter into a Funding Agreement with the RDBN. Staff shall determine the content of the funding agreements and enter funding agreements at their discretion in accordance with Board approval of funding. Funding agreements shall typically include the following:

- a. the term of the Agreement (up to five [5] years);
- b. the annual funding to be provided;
- c. the use of the funds, and the return of unused or misused funds;
- d. the annual reporting requirements;
- e. indemnity, liability, and insurance requirements;
- f. amendment and termination clause.



**APPLICATION FORM
RECREATION CONTRIBUTION GRANT PROGRAM**

APPLICATION SUBMITTED BY:

Organization _____
Applicant Name _____
and Title _____
Mailing Address: _____

Phone: (Home) _____
(Cell) _____
E-mail: _____

APPLICATION SUMMARY:

Please briefly describe the proposed use of the funds and the recreation activity supported by the requested grant funding. (please attached additional pages if required)

Multi-Year funding request up to 3 years:

Year 1 _____
Year 2 _____
Year 3 _____
Total Amount of Grant Funding Requested _____

APPLICANT PROFILE:

*Attach Society's Annual Report

Describe the recreation activity that your organization provides to the community which will be supported by the requested funding.

Is your organization volunteer based and non-profit? YES NO

Detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

Comment on the number of members/volunteers in your organization, the annual volunteer hours required to support the recreation activity provided, and the number of years your organization has been providing the recreation opportunity to the community.

Recreation activity supported:

Describe how receipt of the requested grant funding will result in improved recreation opportunities to residents.

Comment on the level of public participation in the recreation activity to be supported by the requested funding.

Describe the geographic area served by the recreation activity your organization provides.

Discuss the community need for the recreation activity to be supported by the requested funding and how the activity contributes to the well-being of the community.

Funding and Financial Information

Attach supporting financial information, i.e. budget/financial statement. Ensure the following information is clearly itemized:

- a. Grants/funding from other sources.
- b. Funding from fund raising activities.
- c. Funding from membership fees and user fees.
- d. Total expenses for the fiscal year, including operational expenses.
- e. Any monies and/or benefits paid to members or officers.

Have you applied for operations grant/funding from other source(s)? YES NO

If yes, complete the following chart.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending

Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District or a municipality in previous years? YES NO

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used

*Don't forget to attach the required financial statement.

Applicable Service Area

Indicate which Recreation Contribution Service Area you are applying to for funding:

- Electoral Area A and Town of Smithers Service Area
- Electoral Area E, Electoral Area B and the Village of Burns Lake Service Area
- Electoral Area C and District of Fort St James Service Area
- Electoral Area G, District of Houston and Village of Granisle Service Area

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.

*Please remember to attach the following documents:

- Organization's Annual Report
- Financial information, i.e., budget/financial statement

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

(Signature of authorized signatory)

(Title)

**Recreation Contribution Committee
Electoral Area A / Town of Smithers Service Area
Meeting Minutes**

Electoral Area A, Smithers	Meeting Date:	Meeting Location: Virtually via Zoom									
Attendance											
<u>RCC Members</u>		<u>Staff</u>									
<input checked="" type="checkbox"/> Gladys Atrill		<input checked="" type="checkbox"/> Jason Llewellyn, RDBN Director of Planning									
<input checked="" type="checkbox"/> Stoney Stoltenberg		<input checked="" type="checkbox"/> Maria Sandberg, RDBN Planning and Parks Coordinator									
Chairperson: Stoney Stoltenberg		Secretary: Gladys Atrill									
Call to Order: 1:15 pm											
<p>Election of Chair and Secretary</p> <p>Moved by Gladys Atrill Seconded by Stoney Stoltenberg</p> <p>“That Stoney Stoltenberg be Chair for the Committee and Gladys Atrill be Secretary for 2024.”</p> <p>Carried unanimously</p> <p>Backcountry Horsemen NW Chapter</p> <p>The Backcountry Horsemen application for funds to hire a contractor for maintenance work at Coalmine Camp Equine Campground and Trails was discussed.</p> <p>Requested funding:</p> <table border="1"> <thead> <tr> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$6,150</td> <td>\$6,150</td> <td>\$6,150</td> <td>\$18,450</td> </tr> </tbody> </table> <p>Staff noted that the Backcountry Horsemen’s use of the property is not in compliance with land use regulations and building permit requirements. It was noted that the applicant has the option to apply to rezone the land to allow the use.</p> <p>Moved by Gladys Atrill Seconded by Stoney Stoltenberg</p> <p>“That the Committee recommend to the Regional District Board that the Backcountry Horsemen NW Chapter’s funding request be approved on the condition that the funds only be provided if the use come into compliance with zoning and the outstanding building issues are addressed to the RDBN Board’s satisfaction.”</p> <p>Carried unanimously</p>				2024	2025	2026	Total	\$6,150	\$6,150	\$6,150	\$18,450
2024	2025	2026	Total								
\$6,150	\$6,150	\$6,150	\$18,450								

Bulkley Valley Bowmen

The BV Bowmen application to hire a contractor for maintenance work at the BV Archery grounds and facility was discussed.

Requested funding:

2024	2025	2026	Total
\$7,400	\$6,700	\$6,700	\$20,800

Moved by Gladys Atrill

Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Bulkley Valley Bowmen's funding request be approved."

Carried unanimously

Bulkley Valley Cross Country Ski Club

The BV Cross Country Ski Club's application to fund fuel expenses for snow grooming equipment, trail and area maintenance and property insurance for the BV Nordic Centre was discussed.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Gladys Atrill

Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Bulkley Valley Cross Country Ski Club's funding request be approved."

Carried unanimously

Bulkley Valley Kayak and Canoe Club

The BV Kayak and Canoe Club application to fund the annual membership fee to Canoe Kayak BC, annual rental fees for Tatlow Falls and Tatlow Falls maintenance was discussed.

Requested funding:

2024	2025	2026	Total
\$3,000	\$3,150	\$3,300	\$9,450

Moved by Gladys Atrill

Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Bulkley Valley Kayak and Canoe Club's funding request be approved."

Carried unanimously

Smithers Golf and Country Club

The Smithers Golf and Country Club application to fund staff costs for maintenance of winter walking trails and lighting at the golf course was discussed.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Gladys Atrill

Seconded by Stoney Stoltenberg

“That the Committee recommend to the Regional District Board that the Smithers Golf and Country Club’s funding request be approved.”

Carried unanimously

Tyee Mountain Trail Society

The Tyee Mountain Trail Society application to fund the purchase of a snowmobile for winter trail maintenance, chainsaw training, and a kiosk was discussed.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Gladys Atrill

Seconded by Stoney Stoltenberg

“That the Committee recommend to the Regional District Board that the Tyee Mountain Trail Society funding request be approved.”


Carried unanimously

Recreation Grant Process Discussions

Staff requested feedback on the recreation grant application process implemented by staff and asked for feedback on lessons learned and improvements for future application intakes. Feedback was received that the process was good, but there may be a need to narrow the scope of eligible applicants to organizations with large land holdings with high maintenance requirements.

It was noted that a few outdoor recreation groups that were expected to apply did not in this round and a new round of application is not anticipated until 2026. However, the surplus funds are available for critical maintenance needs at the discretion of the Committee and Board.

Staff noted that the Committee’s recommendations will be presented to the Board for approval at the July 18, 2024 Board meeting. Once the required Board approval is received the applicants must enter into funding agreements with the RDBN prior to release of the funds.

Meeting Adjourned: 2:25 pm	Secretary Signature: 
----------------------------	---

**Recreational Contribution Committee
Meeting Minutes**

Electoral Area B,E, Burns Lake	Meeting Date: June 25, 2024	Meeting Location: Virtually via Zoom	
Attendance			
<u>RCC Members</u>		<u>Staff</u>	
<input checked="" type="checkbox"/> Henry Wiebe		<input checked="" type="checkbox"/> Jason Llewellyn, Director of Planning	
<input checked="" type="checkbox"/> Michael Riis-Christianson		<input checked="" type="checkbox"/> Maria Sandberg, Planning and Parks Coordinator	
<input checked="" type="checkbox"/> Clint Lambert			
Chairperson: Henry Wiebe		Secretary: Michael Riis-Christianson	
Call to Order: 9:40 am			
Election of Chair and Secretary			
Moved by Michael Riis-Christianson Seconded by Clint Lambert			
"That Henry Wiebe be Chair and Michael Riis-Christianson be Secretary for 2024."			
Carried unanimously			
Lakes Outdoor Recreation Society (LORS)			
The LORS application to supplement operational costs related to maintaining 25 of Recreation Sites and Trails BC rec sites and 5 Provincial Parks was discussed.			
Requested funding:			
2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000
Moved by Michael Riis-Christianson Seconded by Clint Lambert			
"That the Committee recommend to the Regional District Board that the LORS funding request be approved."			
Carried unanimously			
LD Fall Fair Association			
The LD Fall Fair Association application to fund maintenance and improvement to the ball diamonds, fairgrounds and buildings at the Eagle Creek Recreation Grounds was discussed.			
Requested Funding:			
2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Michael Riis-Christianson
 Seconded by Henry Wiebe

“That the Committee recommend to the Regional District Board that up to \$10,000 of grant funding per year for three years be approved for the LD Fall Fair Association to be used solely for maintenance of, and improvements to, the ball diamonds.”

Carried unanimously

Burns Lake Airsoft Association

The Burns Lake Airsoft Association application for one year of funding to improve play field upgrades and insurance costs was discussed.

Requested funding:

2024
\$12,850

Staff noted that the Burns Lake Airsoft Association’s use of the property is not in compliance with land use regulations. It was noted that the applicant has the option to apply to rezone the land or obtain a temporary use permit to allow the use.

Moved by Michael Riis-Christianson
 Seconded by Henry Wiebe

“That the Committee recommend to the Regional District Board that the Burns Lake Airsoft Association funding request be approved on the condition that the funds will only be provided if the use comes into compliance with zoning.”

Omineca Ski Club

The Omineca Ski Club application to fund equipment purchase and operational costs for trail maintenance was discussed.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Clint Lambert
 Seconded by Michael Riis-Christianson

“That the Committee recommend to the Regional District Board that the Omineca Ski Club’s funding request be approved.”

Carried unanimously

Ride Burns (BLMBA)

The Ride Burns application to fund rehabilitation, grooming and maintenance of the Boer Mountain and Kager Lake trail network was discussed.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Clint Lambert

Seconded by Michael Riis-Christianson

"That the Committee recommend to the Regional District Board that the Ride Burns application be approved."

Carried unanimously

Tweedsmuir Rod and Gun Club

The Tweedsmuir Rod and Gun Club application to fund the upgrade and maintenance of ranges and outdoor facilities was discussed.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Michael Riis-Christianson

Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the application be approved."

Carried unanimously

Recreation Grant Process Discussions

Staff requested feedback on the recreation grant application process implemented by staff and asked for feedback on lessons learned and improvements for future application intakes. Feedback was received that the process was good, and it was suggested that balance sheets may assist in future reviews.

It was noted that a new round of applications is not anticipated until 2026; however, the surplus funds are available for critical maintenance needs at the discretion of the Committee and Board.

Staff noted that the Committee's recommendations will be presented to the Board for approval at the July 18, 2024 Board meeting. Once the required Board approval is received the applicants must enter into funding agreements with the RDBN prior to release of the funds.

Meeting Adjourned: 10:18 am

Secretary Signature:

**Electoral Area C / District of Fort St James Service Area
Recreational Contribution Committee
Meeting Minutes**

Electoral Area C, Fort St James	Meeting Date: June 26, 2024	Meeting Location: Virtually via Zoom	
Attendance			
<u>RCC Members</u>		<u>Staff</u>	
<input checked="" type="checkbox"/> Martin Elphee		<input checked="" type="checkbox"/> Rachelle Willick, CAO	
<input checked="" type="checkbox"/> Judy Greenaway		<input checked="" type="checkbox"/> Jason Llewellyn, Director of Planning	
		<input checked="" type="checkbox"/> Maria Sandberg, Planning and Parks Coordinator	
Chairperson: Judy Greenaway		Secretary: Martin Elphee	
Call to Order: 9:00 am			
Election of Chairperson and Secretary			
Moved by Martin Elphee Seconded by Judy Greenaway			
"That Judy Greenaway be Chair and Martin Elphee be Secretary for 2024."			
Carried unanimously			
Fort St. James Snowmobile Club and Fort St James Sled Dog Association			
The joint Fort St James Snowmobile Club and Fort St James Sled Dog application to fund general trail maintenance and grooming was discussed.			
Requested funding:			
2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000
Moved by Judy Greenaway Seconded by Martin Elphee			
"That the Committee recommend to the Regional District Board that the Fort St James Snowmobile Club and Fort St James Sled Dog funding request be approved."			
Carried unanimously			
The Fort St James Ski Club o/a Murray Ridge Ski Area			
The Murray Ridge Ski Area application to fund the snow cat maintenance program for the Murray Ridge Ski Area was discussed.			
Requested funding:			
2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Judy Greenaway
 Seconded by Martin Elphee

"That the Committee recommend to the Regional District Board that Fort St James Ski Club o/a Murray Ridge Ski Area funding request be approved."

Carried unanimously

Stuart Lake Golf Club

The Stuart Lake Golf Club's application to fund supplement labour costs and alleviate volunteer hours.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Moved by Judy Greenaway
 Seconded by Martin Elphee

"That the Committee recommend to the Regional District Board that up to \$10,000 of grant funding per year for three years be approved for the Stuart Lake Golf Club to be used solely for increased employee hours on maintenance resulting in decreased volunteer work on maintenance."

Carried unanimously

Stuart Lake Nordic Society

The Stuart Lake Nordic Society application to fund trail and infrastructure maintenance and utility costs for the Murray Ridge Nordic Trails, was discussed.

Requested funding:

2024	2025	2026	Total
\$10,000	\$10,000	\$10,000	\$30,000

Moved by Judy Greenaway
 Seconded by Martin Elphee

"That the Committee recommend to the Regional District Board that the Stuart Lake Nordic Society funding request be approved."

Seconded by Martin Elphee
 Carried unanimously

Recreation Grant Process

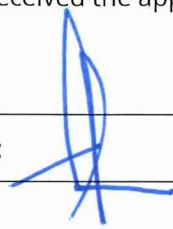
Staff requested feedback on the recreation grant application process implemented and lessons learned for future application intakes. Feedback was received that context should be added to the application information to clarify what the grant is intended for, and that a budget page should be added to the application.

It was noted that a new round of application is not anticipated until 2026; however, the surplus funds are available for critical maintenance needs at the discretion of the Committee and Board. There was discussion regarding capping annual taxation for the service to \$50,000 in previous years.

Staff noted that the Committee's recommendations will be presented to the Board for approval at the July 18, 2024 Board meeting. Once the required Board approval is received the applicants must enter into funding agreements with the RDBN prior to release of the funds.

Meeting Adjourned: 9:44 pm

Secretary Signature:

A handwritten signature in blue ink, consisting of several overlapping loops and a horizontal stroke at the bottom, positioned over the 'Secretary Signature:' label.

Recreational Contribution Committee
Meeting Minutes

Electoral Area G, Houston, Granisle	Meeting Date: June 26, 2024	Meeting Location: Virtually via Zoom
--	------------------------------------	---

Attendance

<u>RCC Members</u> <input checked="" type="checkbox"/> Shane Brienens <input checked="" type="checkbox"/> Linda McGuire <input checked="" type="checkbox"/> Chris Newell	<u>Staff</u> <input checked="" type="checkbox"/> Lorna Eftoda, Village of Granisle, CAO <input checked="" type="checkbox"/> Jason Llewellyn, RDBN Director of Planning <input checked="" type="checkbox"/> Maria Sandberg, RDBN Planning and Parks Coordinator
---	---

Chairperson: Shane Brienens	Secretary: Linda McGuire
-----------------------------	--------------------------

Call to Order: 6:10 pm

Election of Chairperson and Secretary

Moved by Linda McGuire
 Seconded by Shane Brienens

“That Shane Brienens be Chair and Linda McGuire be Secretary for 2024.”

Carried unanimously

Houston Hikers

The Houston Hikers application to fund trail maintenance and installation of signage was discussed.

Requested funding:

2024	2025	2026	Total
\$15,000	\$15,000	\$15,000	\$45,000

Staff noted that Houston Hiker’s application states that they wish to maintain up to 34 trails with the requested grant funding. The Recreation Sites and Trails BC Recreation Officer confirms that only some of the trails are provincially designated trails.

Moved by Shane Brienens
 Seconded by Chris Newell

“That the Committee recommend to the Regional District Board that the Houston Hikers’ funding requests be approved on the condition that the funds only be spent on trails that are recognized by Province.”

Carried unanimously.

Houston Mountain Biking Association

The Houston Mountain Biking Association application to fund trail restoration and maintenance, and general operational costs including insurance was discussed.

Requested funding:

2024	2025	2026	Total
\$7,500	\$7,500	\$7,500	\$22,500

Moved by Shane Brien

Seconded by Chris Newell

"That the Committee recommend to the Regional District Board that Houston Mountain Biking Association's funding request be approved."

Carried unanimously.

Recreation Grant Process Discussions

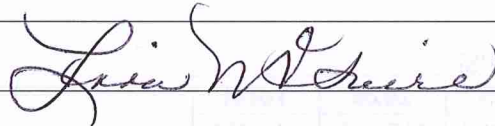
Staff requested feedback on the recreation grant application process implemented by staff and asked for feedback on lessons learned and improvements for future application intakes. Feedback was received that the process was good.

It was noted that surplus funds are available for critical maintenance needs at the discretion of the Committee and Board. There was a discussion regarding opening an intake next year for this service area.

Staff noted that the Committee's recommendations will be presented to the Board for approval at the July 18, 2024 Board meeting. Once the required Board approval is received the applicants must enter into funding agreements with the RDBN prior to release of the funds.

Meeting Adjourned: 6.25 pm

Secretary Signature:





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Alex Eriksen, Director of Environmental Services
Date: July 18, 2024
Subject: Request from District of Houston - Relocation of the Recycling Depot

RECOMMENDATION: (all/directors/majority)

That the Board direct staff to re-analyze the costs of establishing a Recycling Depot and/or Transfer Station within the boundaries of the District of Houston, and to present the options and costs to the Board as part of the 2025 budget process.

BACKGROUND

In July 2022, the Board of Directors approved a motion to establish a Recycling Depot at the Knockholt Landfill.

In September 2023, Environmental Services began operating the Houston Recycling Depot at the Knockholt Landfill and Transfer Station. Although this was not a preferred location due to its distance from the town (12km), no alternative properties were available at the time and establishing the Depot was a priority.

A consequence of establishing the Recycling Depot at Knockholt was the discontinuation of a partial RecycleBC program at the Houston Bottle Depot (funded by the RDBN) located within the town.

Since the RDBN opened the Depot, numerous Houston area residents have made verbal and written complaints about the distance and inaccessibility of the new location. On March 18th staff met with District of Houston Council Members and the CAO to provide background information and rationale for the decision to establish the Depot at Knockholt.

On June 24, 2024 the RDBN received a letter from the District of Houston (attached) formally requesting the relocation of the Recycling Depot to a location closer to, or in, Houston.

ATTACHMENTS

1. 2024.06.24 – Letter to RDBN to Request Movement of Recycling Services to DoH
2. Board Report – July 2022



June 24, 2024

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

Sent via email: curtis.helgesen@rdbn.bc.ca

Dear Mr. Helgesen,

Subject: Request to Relocate the Knockholt Transfer Station Recycling Depot to the District of Houston

On behalf of the District of Houston Council, I am writing to formally request the relocation of the recycling depot, currently situated at the Knockholt transfer station, into the municipal boundaries of the District of Houston.

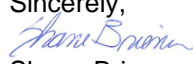
As you are aware, the recycling depot serves as a critical facility for our community, facilitating sustainable waste management and environmental conservation. However, its current location at the Knockholt Transfer Station presents accessibility challenges for many of our residents, thereby limiting its utilization and effectiveness.

The District of Houston is committed to fostering a culture of sustainability and is keen to enhance the accessibility of recycling services for all residents. By relocating the recycling depot to a more central location within our district boundaries, we believe it will significantly improve the ease of access and encourage greater participation in recycling activities, which is in line with both our environmental goals and the broader objectives of both the Regional District of Bulkley-Nechako and the District of Houston.

We are requesting that the Regional District of Bulkley-Nechako initiates an assessment to determine the feasibility of this relocation, including potential sites, logistical considerations, and associated costs. Our team is prepared to collaborate closely with your staff to expedite this process and address any concerns that may arise.

We appreciate the Regional District of Bulkley-Nechako's ongoing support for regional development and environmental initiatives. By working together on this project, we can enhance our community's infrastructure and contribute more effectively to our shared environmental objectives.

Thank you for considering this request. We look forward to your response and to discussing the next steps.

Sincerely,

Shane Brienen, Mayor
District of Houston

CC: Cheryl Anderson, Director of Corporate Services
Alex Eriksen, Director of Environmental Services



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM**

To: Chair Thiessen and Board of Directors

From: Alex Eriksen, Director of Environmental Services

Date: July 21, 2022

Subject: Knockholt Landfill & Transfer Station - Recycling Depot Proposal

RECOMMENDATION

1. That the Board allocate \$220,500 for the development of the new Recycling Depot at the Knockholt Landfill & Transfer Station.
2. And further, that the Board provide direction on the source of funding.

BACKGROUND

Staff brought forward a simple cost comparison for two options for the establishment of the Houston Recycling Depot at the June 16, 2022, Waste Management Committee Meeting. The Committee recommended that staff proceed with Knockholt Landfill and Transfer Station being the location for the depot and to propose a more detailed capital budget and funding options.

Historically, Recycling Depot construction was funded through a combination of Gas Tax contributions and Northern Capital Planning Grant Funds. In 2019, the Area 'G' Director allocated \$228,000 of Northern Capital Planning Grant (NCPG) funds to the Environmental Services Department for constructing a Recycling Depot for Houston and Area 'G'.

PROPOSAL

The Depot design will duplicate that of the existing RDBN Recycling Depots which include 2-3 Seacans and covered storage.

Operating hours will match the public hours of the Knockholt Landfill and Transfer Station (Mon to Fri, 10am to 6pm), however, the staffing structure has not yet been determined and will depend on operational need. Staffed hours of the Depot will not exceed 56 hours per week but are expected be between 35 and 42 hours per week.



Budget and Funding

Proposed budget is as follows:

Proposed Budget	Houston
Expense	KLF
Land Development (Access, hydro, fences etc.)	\$10,000
Storage Structure (Pre-engineered Canvas building, lock blocks etc.)	\$50,000
Seacans x2 (Public Drop-off)	\$40,000
Equipment (skid steer)	\$100,000
Misc. (Design, traffic barriers, signage, solar lighting etc.)	\$10,000
5% Contingency	\$10,500
Total Approximate Capital Cost	\$220,500
Annual Labour & Benefits (56 hours per week)	\$90,000
Annual Operations (utilities, maintenance, supplies etc.)	\$10,000
Total Approximate Operational Cost	\$100,000

Funding Options

As this project was not included in the 2022 capital budget, additional funding will be required to construct the Depot. There are several funding options, either solely or in combination, available for the design, development and equipment costs associated with establishing the Recycling Depot as follows:

1. Northern Capital Planning Grant
2. Gas Tax
3. Reprioritize capital projects and reallocate funding
4. Surplus Metal Recycling Revenue (\$109,000): 2022 project revenue was \$200k and the Actual revenue to date is \$309K.
5. Any surplus capital funds from underbudget projects (expected \$50,000).

The planning and procurement of materials and equipment for the Depot will ideally begin in 2022, however without external funding such as NCPG or Gas Tax, or allocating surplus metal recycling revenue, purchasing will be limited to surpluses from capital projects, which are not guaranteed.

Staff is requesting that the board discuss funding options and allocate \$220,500 if the NCPG funding is no longer available.

The 2022 Operating Budget (should the depot begin operations) can be funded with the existing Budget contingencies and remaining budget funds from the discontinued Houston Recycling Service.



Public Awareness

It is always recommended that staff include a public awareness plan for any new program. This will include:

- Notify via mail, the Houston and Area 'G' residents of the discontinuation of service at the Bottle Depot and the newly established RDBN Recycling Depot.
- Media release will be issued in the local newspaper, relevant websites, and social media.
- Staff is also wanting to consider other ways to communicate with the public to educate them on how to recycle efficiently and that a few public demonstrations be held in and around Houston.

CLOSURE

In closing, staff is recommending that the development of the Knockholt Landfill and Transfer Station Recycling Depot begin in 2022 and that the Board allocate funds for procurement and construction for the Depot.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Alex Eriksen".

Alex Eriksen
Director of Environmental Services

Attachments:
None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 18, 2024
Subject: **Privacy Management Program**

RECOMMENDATION:

(all/directors/majority)

1. That the Director of Corporate Services be appointed the RDBN Privacy Officer with the authority to designate another RDBN staff member to act as the Privacy Officer in their absence or to assist in carrying out the responsibilities of the Privacy Officer as deemed necessary.
 2. That the RDBN Privacy Management Program Guidelines be adopted.
 3. That the Privacy and Accountability Policy be adopted.
 4. That the Privacy Breach Policy be adopted.
-

BACKGROUND

On February 1, 2023 the Province provided direction to public bodies to develop a Privacy Management Program (PMP) in accordance with Section 36.2 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The PMP is intended to ensure that public bodies are accountable and transparent with respect to their management of personal information. Staff have participated in various sessions to become familiarized with the legislation, and have been working with other local governments to gather resources for the development of a program.

As part of the PMP, public bodies are required to have a documented process for responding to privacy complaints and privacy breaches.

In addition, public bodies are required to include a process for completing and documenting Privacy Impact Assessments (PIA) and Information Sharing Agreements (ISA). A PIA is conducted to determine if a current or proposed system, project, or activity meets or will meet the requirements of FOIPPA.

Under FOIPPA, any service providers have the same privacy obligations for the service that they are providing to the RDBN under contract. All RDBN third party Service Provider contracts will include language outlining this requirement.

Draft Privacy Management Program Guidelines, a Privacy and Accountability Policy, and a Privacy Breach Policy are attached for the Board's consideration.

ATTACHMENTS:

1. RDBN Privacy Management Program Guidelines
2. Privacy and Accountability Policy
3. Privacy Breach Policy



Regional District of Bulkley-Nechako

Privacy Management Program Guidelines

TABLE OF CONTENTS

Introduction	3
RDBN's Privacy Management Program Components	4
Policies and Procedures	5
Privacy Training, Awareness and Education Activities	5
Privacy Impact Assessments and Information Sharing Agreements	5
Service Provider Privacy Obligations	8
Monitoring and Updating	8
Availability of Privacy Management Program and Policies	9
Privacy Officer Contact	9
Reference and Resource Material	10

INTRODUCTION

Section 36.2 of the Freedom of Information and Protection of Privacy Act (FOIPPA) requires public bodies in British Columbia to develop a privacy management program ('PMP'). A PMP is an evolving set of policies, procedures and tools developed by a public body to enable privacy protection throughout the personal information lifecycle.

The Regional District of Bulkley-Nechako's ('RDBN') PMP is intended to demonstrate the RDBN's commitment and accountability with respect to the protection of privacy and personal information in all RDBN programs, activities, and operations.

It is recognized that the RDBN's PMP is scaled in proportion to the volume and sensitivity of the personal information and the activities provided through the RDBN.

The Director of Corporate Services is the designated and appointed FOI Head and Privacy Officer for the RDBN and is the point of contact for privacy-related matters such as privacy questions or concerns.

PRIVACY MANAGEMENT PROGRAM COMPONENTS

The RDBN's Privacy Officer supports the development, implementation, and maintenance of the RDBN's PMP, consisting of five key components. Implementation of these five key components assists the RDBN in setting clear expectations for privacy accountability and supporting compliance with the requirements of FOIPPA. The five components include:

- 1) Policies and Procedures
- 2) Privacy Training, Awareness and Education Activities
- 3) Privacy Impact Assessments and Information Sharing Agreements
- 4) Informing Services Providers of Privacy Obligations
- 5) Monitoring and Updating

1 - POLICIES AND PROCEDURES

A privacy breach is a theft or loss of personal information, or the unauthorized access, collection, use or disclosure of personal information. A privacy complaint is a complaint from an individual about a breach of their own personal information.

All suspected or confirmed privacy breach or complaints must be immediately reported to the Privacy Officer, following which the Privacy Officer will take immediate action under the RDBN's Privacy Breach and Complaints Policy.

2 - PRIVACY TRAINING, AWARENESS AND EDUCATION ACTIVITIES

Privacy training and awareness helps people identify personal information, understand privacy obligations, and is an important part of breach prevention.

The awareness and education training is scaled based on the volume, sensitivity, and the role of the person handling personal information. Topics will include:

- What constitutes personal information;
- Appropriate collection, use and disclosure of personal information;
- Reasonable security measures and access controls to protect personal information; and
- Identifying privacy breaches and complaints, and how to report them.

Training will be provided in a timely manner, and will take place as part of the onboarding processes, and periodically to refresh knowledge, and following any significant changes to systems or processes.

Awareness and education activities will happen on an ongoing and as-needed basis.

3 - PRIVACY IMPACT ASSESSMENTS AND INFORMATION SHARING

Privacy Impact Assessment

A Privacy Impact Assessment ('PIA') is a step-by-step review process to ensure that the RDBN is meeting its privacy requirements under FOIPPA. The goal of a PIA is to work together to identify, evaluate and manage privacy risks when starting a new, or changing an existing RDBN system, project, program, or activity. Section 69(5.3) of FOIPPA requires that local governments in BC complete PIAs and requires a process for completing and documenting PIAs.

Six steps to completing a PIA:Step 1: Download the PIA template

Contact the Privacy Officer to determine if a PIA has already been conducted on this system, project, program or activity. The PIA template is available [here](#).

Step 2: Fill out the PIA with help from the Privacy Officer

Contact the Privacy Officer as early as possible to get expert help with your PIA. The following people may also be involved in the creation of a PIA:

- Subject matter experts
- Technical support
- Project vendors.

Step 3: Submit PIA to Privacy Officer for review

Once the PIA has been drafted, submit it to the RDBN Privacy Officer for their review. The Privacy Officer may ask questions, and suggest changes to the content in order to finalize the PIA.

Step 4: Get signatures on the PIA

The Privacy Officer will sign the PIA once satisfied that the privacy risks have been identified and managed. Once all final signatures are in place, return the PIA to the RDBN Privacy Officer.

Step 5: Start the project

Now that the PIA is complete, work can begin on the project, system, program or activity. Work to reduce any privacy risk identified, and if there are any changes, update the PIA.

Step 6: eFile the PIA

The Privacy Officer will eFile the completed PIA under 0580/30/Privacy Requests.

Information Sharing Agreement

An Information Sharing Agreement ('ISA') is an agreement that sets the conditions on the collection, use or disclosure of personal information by the parties of the agreement. An ISA may be with another local government, organization, or group. An ISA is an important tool for demonstrating compliance with FOIPPA and outlining each party's responsibilities respecting the handling and security of personal information.

Section 69 of FOIPPA and provincial privacy management program direction require that local governments in BC have a process in place for completing and documenting ISAs.

Four steps to completing an ISA:

Step 1: Start with a conversation

Having a discussion with your information sharing partners up front will assist with the drafting process. The following questions are recommended for discussion:

- What is the purpose of the information sharing?
- What information will be shared?
- Is the information sharing ongoing, frequent or one time?
- Who within the local government or organization will have access to the information?
- What special conditions or considerations should be reflected in the ISA? Are there particular conditions or protections that you would like to ensure all partners have in place?
- What are the partners' mutual expectations about notification and responses to a privacy complaint or privacy breach?

Step 2: Contact the Privacy Officer

Contact the Privacy Officer as early as possible to get expert help with your ISA.

Step 3: Draft the ISA

The Privacy Officer will work with the people involved to draft the ISA. The following items must be considered as part of the drafting process:

- Level of detail: include a reasonable level of detail on the category of conditions;
- Use plain language so that participants understand the intention of the ISA;
- Include records retention requirements;
- Include a start date and the end date;
- Consider whether a legal review is required for this ISA;
- Determination of approval process for ISA based on type, volume, sensitivity and overall risk associated with the personal information exchanged in the ISA.

Step 4: Obtain signatures, and eFile ISA

The Privacy Officer will sign the ISA and eFile the completed ISA under 0580/30/Information Sharing Agreements.

4 - INFORMING SERVICE PROVIDERS OF PRIVACY OBLIGATIONS

All service providers handling personal information related to the provision of services for the RDBN must be informed of their privacy obligations. Training and education is provided, and service providers are required to acknowledge reviewing and understanding all related RDBN policies and procedures.

All contracts and agreements with service providers will include a privacy protection schedule outlining the obligations and requirements of the service providers to protect privacy and personal information.

5 - MONITORING AND UPDATING

The RDBN's PMP will be reviewed by the Privacy Officer on an annual basis to ensure it is still relevant to the RDBN's activities and personal information holdings.

The following questions are to be considered during a review of the RDBN's PMP:

- Are the RDBN's policies and procedures being followed?
- Is training of RDBN employees, elected officials and service providers being conducted regularly? Is the training effective?
- Are contracts with service providers up to date and include a privacy protection schedule?
- Do the RDBN's policies and procedures reflect the latest legislation, and guidance of the Office of the Privacy Commissioner of BC?
- What are the latest privacy or security threats or risks that the RDBN needs to be aware of?
- Are there any new services that the RDBN provides that involve the collection, use or disclosure of personal information? Has the PMP been updated to reflect these new services?

AVAILABILITY OF PRIVACY PRACTICES AND POLICIES

The RDBN's Privacy Management Program Guidelines, privacy policies, and Personal Information Directories will be available on the RDBN's internal intranet, and on the RDBN's website.

The RDBN's Privacy Management Program Guidelines and privacy policies will also be provided to all RDBN Board members and employees as part of their onboarding materials.

CONTACT

For questions or comments regarding these guidelines, please contact:

Cheryl Anderson, Director of Corporate Services
Telephone: 1-800-320-3339 or (250) 692-3195
Email: cheryl.anderson@rdbn.bc.ca

REFERENCE AND RESOURCE MATERIAL

Province of British Columbia; Information Sharing Agreement Guidance; January 2020, Version 1

Province of British Columbia; Privacy Management Program Guidance for BC Public Bodies; December 2022, Version 1

Office of the Information and Privacy Commissioner; Accountable Privacy Management in BC's Public Sector

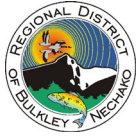
Minister of Citizens' Services; Privacy Impact Assessment Direction; Direction 2-21 dated November 26, 2021

Minister of Citizens' Services; Privacy Management Program Direction; Direction 02/2022 dated February 1, 2023

Order of the Lieutenant Governor of British Columbia; Order in Council No. 638 dated November 28, 2022

Province of British Columbia website: 5 steps to completing a PIA

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/privacy-impact-assessments/complete-a-privacy-impact-assessment>



Regional District of Bulkley-Nechako
Corporate Policy Manual
Approved:

PRIVACY AND ACCOUNTABILITY POLICY

PURPOSE

The purpose of this policy is to set out the general expectations and legal obligations of the organization with respect to the protection of privacy and Personal Information pursuant to the *Freedom of Information and Protection of Privacy Act* ("FOIPPA").

This policy is intended to support the Regional District of Bulkley-Nechako's (RDBN) Privacy Management Program, and to demonstrate the RDBN's commitment to protecting privacy and Personal Information in its day-to-day business operations through responsible privacy management practices and ensuring compliance with FOIPPA.

PRINCIPLES

The RDBN recognizes that the need to collect, use or disclose personal information for the purpose of carrying out its operations must be balanced against the right of individuals to have their privacy and Personal Information protected.

This Policy is the foundation of the RDBN's Privacy Management Program and is intended to demonstrate the RDBN's commitment and accountability with respect to the protection of privacy and Personal Information in all RDBN programs, activities and operations.

The RDBN commits to taking reasonable security precautions to protect privacy and Personal Information in the course of conducting its business.

FRAMEWORK

The two-fold purpose of FOIPPA provides a process for the public to access records and sets out how privacy and Personal Information is to be protected.

Access to Information

FOIPPA establishes a process by which an individual may request access to information contained in records in the custody or under the control of the RDBN. The right to access information, including Personal Information, is subject to prescribed exemptions from disclosure under FOIPPA. The FOIPPA Head must establish categories of records that are in the custody or under the control of the public body which are available to the public without a request for access to information under FOIPPA.

Protection of Privacy

The protection of privacy provisions of FOIPPA prohibit the unauthorized collection, use and disclosure of Personal Information, while also providing an individual the right to correct their Personal Information which is held by the RDBN.

DEFINITIONS

“Contact Information” means information that would enable an individual to be contacted at a place of business, and includes: name, position or title, business telephone number, email address and fax number, as well as business address.

“FOIPPA Head” means the person designated by the RDBN Board in accordance with FOIPPA as a statutory decision maker for the purpose of administering and complying with FOIPPA in the organization. The FOIPPA Head is typically also designated as the RDBN Privacy Officer who has administrative oversight of the RDBN Privacy Management Program.

“Information Sharing Agreements” (ISAs) means a process when there is regular and systematic exchange of Personal Information between Public Bodies or between Public Bodies and external agencies. ISAs set out the terms and conditions of the exchange of Personal Information in compliance with the provisions of FOIPPA, and any other applicable legislation.

“Office of the Information and Privacy Commissioner” (“OIPC”) provides independent oversight and enforcement of BC's access and privacy laws, including FOIPPA, which applies to Public Bodies.

"Privacy Breach" means the unauthorized collection, use and disclosure of personal information in the course of RDBN business.

"Personal Information", broadly defined, means recorded information, other than contact information, about an identifiable individual, including, but not limited to, the following:

- The individual's name, address or telephone number;
- The individual's race, national or ethnic origin, colour, religious or political beliefs or associations;
- The individual's age, sex, sexual orientation, marital status or family status;
- An identifying number, symbol or other particular assigned to an individual;
- The individual's fingerprint, blood type or inheritable characteristic;
- Information about the individual's health care history, including a physical or mental disability;
- Information about the individual's education, financial, criminal or employment history;
- Anyone else's opinion about the individual (but not the identity of the opinion holder); or
- The individual's personal view or opinion, except if they are about someone else (you can know what is said about you but you cannot necessarily know who said it).

"Privacy Impact Assessment" is an assessment conducted by a public body to determine if a current or proposed enactment, system, project, program, activity or initiative meets the protection of privacy provisions under FOIPPA.

"Privacy Officer" means the person, or persons designated by the RDBN Board, who is responsible for the administration of the RDBN Privacy Management Program.

"Public Body" means a local government body.

"Record" means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

"Service Provider" means a person retained under a contract to perform services for a Public Body.

"Use consistent" means that the use of personal information is consistent with the purpose for which the personal information was obtained or compiled where the use of an individual's personal information has a reasonable and direct connection to that purpose and is necessary for performing the statutory duties of, or for operating a program or activity of the public body that uses or discloses an individual's personal information.

APPLICATION AND ACCOUNTABILITY

The RDBN is a deemed Public Body under FOIPPA and has a statutory obligation to protect privacy and Personal Information from unauthorized collection, use and disclosure.

This policy applies to all RDBN employees, Board Members, agents, volunteers, and service providers. All employees, Board Members, agents, volunteers, and service providers are responsible for:

- Complying with the protection of privacy provisions of FOIPPA and this policy;
- Consulting with the designated FOIPPA Head regarding the requirements of FOIPPA and this policy;
- Reporting privacy breaches immediately to the designated FOIPPA Head; and
- Participating in privacy training, as required.

The designated FOIPPA Head also assumes the role of the RDBN Privacy Officer and is responsible for the administration of the RDBN Privacy Management Program and for ensuring the RDBN's compliance with its statutory responsibilities under FOIPPA and associated RDBN policies.

POLICY AND PROCEDURE: COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The RDBN may only collect, use and disclose Personal Information as expressly authorized under FOIPPA.

Personal Information must be collected directly from the individual the information is about in the absence of consent allowing for the collection of Personal Information from a third party.

Where Personal Information is collected for a prescribed purpose, the individual the Personal Information is about must provide consent in the prescribed manner, as set out elsewhere in this policy.

The RDBN must ensure that an individual from whom it collects Personal Information is told:

- the purpose for which the personal information is being collected;
- the legal authority for collecting it; and
- the title, business address and business phone number of the person designated by the RDBN to answer questions with respect to the collection of the individual's personal information, in this case, the FOIPPA Head or Privacy Officer.

The RDBN may only collect personal information if it is directly related to a program or activity of the RDBN.

The RDBN must not collect personal information for one purpose and use or disclose it for another purpose.

The RDBN must not "over-collect" personal information and must only collect that amount of Personal Information necessary for purposes of discharging its statutory obligations or for a use consistent with the operation of its programs or activities.

Subject to specified use and disclosure provisions under FOIPPA, the RDBN may generally only use and disclose Personal Information in its custody or under its control for the purpose for which the Personal Information was collected, or for a use consistent with that purpose; or if the individual the information is about has consented to the use and/or disclosure of their personal information in the manner prescribed under FOIPPA.

Where an individual's consent is required for purposes of collecting, using and disclosing their Personal Information, consent must:

- be in writing;
- be done in a manner that specifies the Personal Information for which the individual is providing consent; and
- include the date on which the consent is effective and, if applicable, the date on which the consent expires.

The collection of Personal Information through the use of audio taping or video surveillance must be in accordance with the RDBN Workplace Video Surveillance Policy.

The RDBN must make every reasonable effort to ensure that the Personal Information it collects from an individual is accurate with the understanding that an individual has a right

under FOIPPA to request the FOIPPA Head to correct the personal information where the individual believes there is an error or omission in their personal information.

Personal Information used to make a decision about an individual must be retained for at least one year. Personal Information will be destroyed in accordance with the RDBN Corporate Records Management Program Bylaw.

The RDBN will make reasonable security arrangements to protect Personal Information. Security measures will be appropriate and proportional to the sensitivity of the Personal Information. This includes records containing Personal Information that may be located outside of RDBN offices but which is still within the custody or under the control of the RDBN, including but not limited to personal information contained on mobile devices and/or computers.

The RDBN is committed to the ongoing FOIPPA training of its employees, Board Members, agents, volunteers, and service providers as part of its Privacy Management Program.

A PIA will be completed *prior* to the implementation of any new program or initiative which may include the collection, use or disclosure of Personal Information. The PIA will be overseen by the FOIPPA Head and will include all employees involved in the implementation of the new program or initiative, and information technology employees, and any other employees as deemed necessary. PIAs may also be conducted with respect to a current program, initiative or activity, in order to determine if the privacy provisions under FOIPPA are being met.

Where the external use and disclosure of RDBN-held Personal Information is required for the operation of an RDBN program, an ISA will be put in place which will establish sufficient parameters and security measures for purposes of protecting privacy and personal information. The ISA will be developed in consultation with relevant employees, the FOIPPA Head, information technology employees and any other employees as deemed necessary.

Personal information in the RDBN's custody or under its control must be stored and accessed within Canada, except in limited circumstances authorized under FOIPPA, and in the absence of an individual's consent as prescribed under FOIPPA.

The RDBN requires all RDBN third party Service Providers, whose work on behalf of the RDBN involves the collection, use, disclosure, storage, retention and/or destruction of Personal Information, to abide by FOIPPA, this policy, and any related contractual

requirements. All RDBN third party Service Provider contracts will contain language outlining this requirement.

BREACH OF POLICY

Complaints and suspected breaches of this policy must be reported immediately to the Privacy Officer. The Privacy Officer, or their delegate, may carry out an investigation and is authorized to collect, use and disclose Personal Information contained in the complaint as necessary for the purpose of conducting the investigation, except that the name of the complainant will be held in strict confidence and will not be disclosed.



PRIVACY BREACH POLICY

PURPOSE

The Regional District of Bulkley-Nechako (RDBN) Privacy Breach Policy sets out the legal obligations of the organization with respect to compliance and accountability with respect to privacy breaches pursuant to the *Freedom of Information and Protection of Privacy Act* ("FOIPPA").

This policy is intended to support the RDBN's Privacy Management Program, and to demonstrate the RDBN's commitment to protecting privacy and personal information in its day-to-day business operations through responsible privacy management practices and ensuring compliance with FOIPPA.

PRINCIPLES

The RDBN recognizes that the need to collect, use or disclose personal information for the purpose of carrying out its operations must be balanced against the right of individuals to have their privacy and personal information protected.

A privacy breach occurs when there is unauthorized access to or collection, use, disclosure or disposal of personal information pursuant to FOIPPA. A privacy complaint is a complaint from an individual about a breach of their own personal information.

The RDBN commits to taking reasonable security precautions to protect against a privacy breach through unauthorized access to or collection, use or disclosure of personal information.

The RDBN commits to the following four key steps regarding compliance with FOIPPA:

1. Reporting and Containment of the Privacy Breach

All privacy breaches and complaints regarding suspected privacy breaches must be immediately reported to the Privacy Officer as soon as they become known. The Privacy Officer will take immediate steps to contain and manage the privacy breach.

The Privacy Officer is responsible for the conduct of privacy breach investigations and where required will involve members of an Investigation Team.

2. **Risk Evaluation**

The Privacy Officer will conduct a risk evaluation to determine the personal information involved, including the cause and extent, what individuals may be affected, and the foreseeable harm from the privacy breach. The Privacy Officer will also determine whether affected individuals should be notified.

3. **Notification**

If notification is required, the Privacy Officer will consider if the affected individuals are required to be notified, and what should be included in the notification. Notification will be in accordance with FOIPPA and will occur as soon as possible following a Privacy Breach.

4. **Prevention**

Once the Privacy Officer has taken immediate steps to mitigate the risks associated with the Privacy Breach, the Privacy Officer will thoroughly investigate the cause of the Privacy Breach.

The Privacy Officer will determine whether any improvements or changes to security safeguards are needed as a result of the Privacy Breach.

DEFINITIONS

"Office of the Information and Privacy Commissioner" provides independent oversight and enforcement of BC's access and privacy laws, including FOIPPA, which applies to Public Bodies.

"Privacy Breach" means the unauthorized collection, use and disclosure of personal information in the course of RDBN business.

"Contact Information" means information that would enable an individual to be contacted at a place of business, and includes: name, position or title, business telephone number, email address and fax number, as well as business address.

"Personal Information", broadly defined, means recorded information, other than contact information, about an identifiable individual, including, but not limited to, the following:

- The individual's name, address or telephone number;
- The individual's race, national or ethnic origin, colour, religious or political beliefs or associations;
- The individual's age, sex, sexual orientation, marital status or family status;

- An identifying number, symbol or other particular assigned to an individual;
- The individual's fingerprint, blood type or inheritable characteristic;
- Information about the individual's health care history, including a physical or mental disability;
- Information about the individual's education, financial, criminal or employment history;
- Anyone else's opinion about the individual (but not the identity of the opinion holder); or
- The individual's personal view or opinion, except if they are about someone else (you can know what is said about you but you cannot necessarily know who said it).

"Privacy Officer" means the person, or persons designated by the RDBN Board, who is responsible for the administration of the RDBN Privacy Management Program.

"Public Body" means a local government body.

APPLICATION AND ACCOUNTABILITY

The RDBN is a deemed Public Body under FOIPPA and has a statutory obligation to protect privacy and Personal Information from unauthorized collection, use and disclosure.

This Privacy Breach Policy applies to all RDBN employees, Board Directors, agents, volunteers, and service providers, and sets out the expectations and obligations to report Privacy Breaches when they happen, the reporting process, managing Privacy Breaches, assigning responsibility for investigating Privacy Breaches and subsequent follow up pursuant to FOIPPA.

All RDBN employees, Board Members, agents, volunteers, and service providers are responsible for:

- Complying with this policy;
- Consulting with the Privacy Officer regarding the requirements of FOIPPA and this policy; and
- Immediately reporting suspected or confirmed Privacy Breaches to the Privacy Officer.

No person shall collect, use or disclose any Personal Information except in accordance with RDBN policies and FOIPPA.

As required, the Privacy Officer, or their delegate, may carry out a Privacy Breach investigation and may collect, use and disclose Personal Information for the purpose of conducting the investigation.

Where a Privacy Breach involves an employee and an investigation is to take place, the Human Resources and Information Technology Departments may be engaged in the investigation. Privacy Breach investigations will be confidential.

After the investigation is completed, a written report will be prepared by the Privacy Officer. The report will contain findings of fact and recommendations aimed at ensuring compliance with this policy and FOIPPA.

POLICY AND PROCEDURE: PRIVACY BREACHES

Privacy Breaches may be identified through any one of the following ways:

- Responding to a Personal Information usage or privacy complaint;
- Monitoring systems in RDBN facilities;
- Responding to a Privacy Breach; or
- Reporting from an external source.

Any employees, agents, volunteers or service providers who are made aware of any Privacy Breach must immediately notify their direct supervisor. The supervisor will report the Privacy Breach to the Privacy Officer.

Any Board Directors who are made aware of any Privacy Breach must immediately notify the Privacy Officer.

If an Investigation Team is required, the Privacy Officer will determine which RDBN employees to designate for the investigation, assessment and resolution of the Privacy Breach.

The Privacy Officer has oversight of any Investigation Team necessary for the assessment and resolution of each specific Privacy Breach.

The Privacy Officer and, if necessary, Investigation Team will:

- Conduct an assessment to determine the nature and scope of the Privacy Breach;
- Take actions to immediately contain the Privacy Breach;
- Complete the Privacy Breach checklist (refer to the OIPC "Privacy Breach Checklist" attached as Appendix A to this policy); and
- Conduct a risk assessment;
- Produce reports and assessment records that will be maintained by the Privacy Officer;
- Determine the communications necessary and the internal and external reporting requirements;
- Complete a Breach Notification Assessment and determine the notifications necessary and produce such notifications (refer to the OIPC "Breach Notification Assessment Tool" attached as Appendix B to this policy);

- Ensure that RDBN's business practices are improved where necessary to prevent similar future incidents;
- Take any other actions that arise from specific incidents as set out in the below Action Plan;
- Finalize the process with the conclusion of the internal and external reporting.

In the event of a Privacy Breach, and considering the nature of the breach, the Privacy Officer will assign the action steps below to the recommended personnel, as appropriate:

	Action Required	Responsibility	Recommended Timelines
1	Contain the breach	Affected department	Immediate
2	Report the breach within RDBN	Employee/agent/volunteer/service provider reports to Supervisor; Supervisor reports to Privacy Officer Board Director reports to Privacy Officer	Day of breach discovery
3	Designate Investigation Team as appropriate	Privacy Officer to chair Investigation Team and lead investigation	Day of breach discovery
4	Protect and preserve the evidence	Privacy Officer, affected department, and Information Technology Department	Day of breach discovery
5	Contact RCMP if necessary	Privacy Officer	Day of breach discovery
6	Conduct preliminary analysis of risks and cause of breach	Privacy Officer, affected department, and Information Technology Department	Within two days of breach
7	Determine whether to report the breach to affected individuals and/or the BC Privacy Commissioner	Privacy Officer	Within two days of breach
8	Take further containment steps as indicated by preliminary analysis	Privacy Officer, affected department, and Information Technology Department	Within two days of breach
9	Evaluate risks associated with breach	Privacy Officer and Information Technology Department	Within one week of breach
11	Notify affected individual(s) as determined as per legislative requirements	Privacy Officer	Within one week of breach

12	Contact other parties as appropriate	Privacy Officer	As needed
13	Determine whether further, in- depth investigation is needed	Privacy Officer	Within two weeks of breach
14	Further investigate the cause and extent of breach if necessary	Privacy Officer, affected department and Information Technology Department	Within two weeks of breach
15	Review investigation findings and develop prevention strategies	Privacy Officer, affected department, and Information Technology Department	Within three weeks of breach
16	Implement prevention strategies/improvements	Privacy Officer, affected department, and Information Technology Department	Dependent on prevention strategy
17	Monitor prevention strategies	Privacy Officer, affected department, and Information Technology Department	Privacy and security audits annually or as scheduled
18	Produce internal and external reports	Privacy Officer	After investigations and mitigation is completed

Reporting of Privacy Breach

The Privacy Officer will determine when reporting to the OIPC is required as per requirements under FOIPPA and associated regulations.

Appendix A: OIPC Privacy Breach Checklist

Appendix B: OIPC Breach Notification Assessment Tool



Privacy Breach Checklist for Public Bodies

Use this form to evaluate your public body's response to a privacy breach. The form can also be submitted to the OIPC for the purpose of mandatory notification, as it includes fields for all of the information required under the *Freedom of Information and Protection of Privacy Act*. If you are reporting the breach to the OIPC through the checklist or the online form, you must answer all of the questions. If a question does not apply to your situation, write "N/A." If you do not know the answer, write "unknown." Completed forms can be emailed to info@oipc.bc.ca

The preferred method for public bodies to report privacy breaches is by using our online form: <https://www.oipc.bc.ca/forms/public-bodies/online-privacy-breach-report-form/>

Information entered into the online form is secured through encryption in transit and storage.

For more information on reporting a privacy breach, visit:
<https://www.oipc.bc.ca/resources/report-a-privacy-breach/>

Contact information

Public Body:

Contact Person:

Name:

Preferred pronoun:

Title:

Phone:

Email:

Mailing address:



Risk evaluation

Incident Description

1. Describe the breach and its cause:

2. Date of the breach or period when it occurred:

3. Date breach discovered:

4. Location of breach:

5. Estimated number of individuals affected:

6. Type of individuals affected:

Client/Customer/Patient

Employee

Student

Other:

**Personal Information Involved**

7. Describe the personal information involved (e.g. name, address, SIN, financial, medical): (Do not include or send us identifiable personal information)

Safeguards

8. Describe physical security measures (locks, alarm systems etc.):

9. Describe technical security measures:

Encryption

Password

Other (Describe):

Describe organizational security measures (security clearances, policies, role-based access, training programs, contractual provisions):

Harm from the Breach

10. Identify the type of harm(s) that may result from the breach:

Identity theft (most likely when the breach includes loss of SIN, credit card numbers, driver's licence numbers, personal health numbers, debit card numbers with password information and any other information that can be used to commit financial fraud) or significant:

Bodily harm (when the loss of information places any individual at risk of physical harm, stalking or harassment);

Humiliation (associated with the loss of information such as medical records, disciplinary records);

Damage to reputation or relationships;

Loss of employment, business or professional opportunities (usually as a result of damage to reputation to an individual);

Financial loss;

Negative impact on a credit record, or;

Damage to, or loss of, property;

Breach of contractual obligations;

Future breaches due to similar technical failures;

Failure to meet professional or certification standards;

Other (specify):

Notification

11. Has your Privacy Officer been notified?

Yes Who was notified and when?

No When to be notified?

12. Have the police or other authorities been notified (e.g. professional bodies or persons required under contract)?

Yes Who was notified and when?

No When to be notified?

13. Have affected individuals been notified?

Yes Manner of notification:
 Number of individuals notified:
 Date of notification:

No Why not?

14. What information was included in the notification?

The name of the public body;

The date on which the privacy breach came to the attention of the public body;

A description of the privacy breach including, if known,

(a) the date on which or the period during which the privacy breach occurred, and;

(b) a description of the nature of the personal information involved in the privacy breach;

Confirmation that the Commissioner has been or will be notified of the privacy breach;



Contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;

A description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;

A description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.

Notifying the OIPC

15. The Office of the Information and Privacy Commissioner must be notified of the breach if the breach could reasonably be expected to result in significant harm to the individual, including any of the harms listed below:

Identity theft or significant

Bodily harm;

Humiliation;

Damage to reputation or relationships;

Loss of employment, business or professional opportunities;

Financial loss;

Negative impact on a credit record, or;

Damage to, or loss of, property

16. If you are reporting the breach to the OIPC, you must include the following information (note: there are fields in this checklist and in the online form that address each of the factors listed below):

The name of the public body;

The date on which the privacy breach came to the attention of the public body;

A description of the privacy breach including, if known,

the date on which or the period during which the privacy breach occurred;

a description of the nature of the personal information involved in the privacy breach; and

an estimate of the number of affected individuals;

Contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;

A description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individuals.

Prevention

17. Describe the steps taken to contain and reduce the harm of the breach (e.g. locks changed, computer access codes changed or revoked, computer systems shut down):

18. Describe the long-term strategies you will take to correct the situation (e.g. staff training, policy development, privacy and security audit, contractor supervision strategies, improved technical security architecture, improved physical security):

If you have completed a security audit and are reporting this breach to the OIPC, please forward a copy of the audit with your report.

Step 1: Notifying affected individuals

Use this chart to help you decide whether you should notify affected individuals. If either of the first two factors listed below applies, notification of the individuals affected must occur. The risk factors that follow are intended to serve as a guide. If none of these applies, no notification may be required. You must use your judgment to evaluate the need for notification of individuals.

Consideration	Check if applicable
<p>Legislation requires notification Are you or your organization covered by legislation that requires notification of the affected individual? If you are uncertain, contact the Privacy Commissioner (see contact information at the end of this publication).</p>	<input type="checkbox"/>
<p>Contractual obligations Do you or your organization have a contractual obligation to notify affected individuals in the case of a data loss or privacy breach?</p>	<input type="checkbox"/>
<p>Risk of identity theft Is there a risk of identity theft? How reasonable is the risk? Identity theft is a concern if the breach includes unencrypted information such as names in conjunction with social insurance numbers, credit card numbers, driver's licence numbers, personal health numbers, debit card numbers with password information and any other information that can be used for fraud by third parties (e.g. financial).</p>	<input type="checkbox"/>
<p>Risk of physical harm Does the loss of information place any individual at risk of physical harm, stalking or harassment?</p>	<input type="checkbox"/>
<p>Risk of hurt, humiliation, damage to reputation Could the loss of information lead to hurt, humiliation or damage to an individual's reputation? This type of harm can occur with the loss of information such as mental health records, medical records or disciplinary records.</p>	<input type="checkbox"/>
<p>Loss of business or employment opportunities Could the loss of information result in damage to the reputation to an individual, affecting business or employment opportunities?</p>	<input type="checkbox"/>

Step 2: When and how to notify affected individuals**When:**

Notification should occur as soon as possible following a breach. However, if you have contacted law enforcement authorities, you should determine from those authorities whether notification should be delayed in order not to impede a criminal investigation.

How:

The preferred method of notification is direct – by phone, letter or in person – to affected individuals. Indirect notification – website information, posted notices, media – should generally only occur where direct notification could cause further harm, is prohibitive in cost, or contact information is lacking. Using multiple methods of notification in certain cases may be the most effective approach.

The chart below sets out factors to consider in deciding how to notify the affected individuals.

Considerations favouring direct notification of affected individuals	Check if applicable
The identities of the individuals are known.	<input type="checkbox"/>
Current contact information for the affected individuals is available.	<input type="checkbox"/>
Individuals affected by the breach require detailed information in order to properly protect themselves from the harm arising from the breach.	<input type="checkbox"/>
Individuals affected by the breach may have difficulty understanding	<input type="checkbox"/>
Considerations favouring indirect notification of individuals	
A very large number of individuals are affected by the breach such that direct notification could be impractical.	<input type="checkbox"/>
Direct notification could compound the harm to the individual resulting from the breach.	<input type="checkbox"/>

Step 3: What to include in the notification of affected individuals

The information in the notice should help the individual to reduce or prevent the harm that could be caused by the breach. Include the information set out below:

Information required	Check information included
Date of the breach.	<input type="checkbox"/>
Description of the breach. A general description of what happened.	<input type="checkbox"/>
Description of the information. Describe the information inappropriately accessed, collected, used or disclosed.	<input type="checkbox"/>
Steps the individual can take. Provide information about how individuals can protect themselves, e.g. how to contact credit reporting agencies (to set up credit watch), information explaining how to change a personal health number or driver's licence number.	<input type="checkbox"/>
Privacy Commissioner contact information. Include information about how to complain to the Privacy Commissioner.	<input type="checkbox"/>
Organization contact information for further assistance. Contact information for someone within your organization who can provide additional information and assistance and answer questions.	<input type="checkbox"/>

Step 4: Others to contact

Regardless of what you determine your obligations to be with respect to notifying individuals, you should consider whether the following authorities or organizations should also be informed of the breach. Do not share personal information with these other entities unless required.

Authority or organization	Purpose of contacting	Check if applicable
Law Enforcement	If theft or other crime is suspected. (Note: The police may request a temporary delay in notifying individuals, for investigative purposes.)	<input type="checkbox"/>
Office of the Information and Privacy Commissioner 250-387-5629 info@oipc.bc.ca oipc.bc.ca	For assistance with developing a procedure for responding to the privacy breach, including notification. To ensure steps taken comply with the organization's obligations under privacy legislation.	<input type="checkbox"/>
Professional or regulatory Bodies	If professional or regulatory standards require notification of the regulatory or professional body.	<input type="checkbox"/>
Technology suppliers	If the breach was due to a technical failure and a recall or technical fix is required.	<input type="checkbox"/>

These guidelines are for information purposes only and do not constitute a decision or finding by the Office of the Information and Privacy Commissioner for British Columbia. These guidelines do not affect the powers, duties, or functions of the Information and Privacy Commissioner regarding any complaint, investigation, or other matter under FIPPA or PIPA.

PO Box 9038 Stn. Prov. Govt. Victoria BC V8W 9A4 | 250-387-5629 | Toll free in BC: 1-800-663-7867 info@oipc.bc.ca | oipc.bc.ca | @BCInfoPrivacy



124

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 18, 2024
Subject: **Workplace Video Surveillance Policy**

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

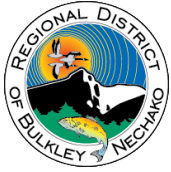
That the Board approve the Workplace Video Surveillance Policy.

BACKGROUND

The RDBN would like to utilize video surveillance cameras at its facilities to ensure the safety and security of employees, visitors, and RDBN assets. To ensure compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA), a policy has been drafted to ensure that security needs are met while respecting and protecting privacy rights of individuals.

ATTACHMENTS:

Workplace Video Surveillance Policy



WORKPLACE VIDEO SURVEILLANCE POLICY

PURPOSE

The purpose of this policy is to establish guidelines for the appropriate use of video surveillance at Regional District of Bulkley-Nechako (RDBN) facilities to ensure the safety and security of employees, visitors, and RDBN assets, while also respecting individual privacy rights in accordance with the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)*.

SCOPE

This policy applies to any video surveillance system operated by or for the RDBN that collects personal information in any form.

POLICY

1. Video Surveillance Placement

- Video surveillance cameras may be installed in strategic locations throughout company premises to monitor and record activities for security purposes.
- Cameras shall not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms, or personal offices.
- Covert surveillance, i.e hidden cameras without signage, is not contemplated under this policy.

2. Purpose of Surveillance

- Video surveillance shall be used primarily for the purpose of enhancing the safety and security of the workplace, preventing theft, vandalism, or other criminal activities, and protecting RDBN assets.
- Data collection, including but not limited to general site usage, traffic counting, traffic flow and contractor monitoring.
- Video surveillance may be used for monitoring site activity and staff, however, recordings shall not be accessed for disciplinary actions without proper cause.
- In the context of using video surveillance for disciplinary actions, proper cause includes:
 - Reports or evidence of an employee breaking specific rules or policies outlined by the RDBN
 - Reports or evidence of actions that are illegal or in violation of regulatory requirements
 - Reports or evidence of behaviour that endangers the safety of the employee, other staff members, or members of the public

- Reports or evidence of (repeated) of poor performance
- Reports or evidence of Conduct that breaches the RDBN Code of Conduct
- Reports or evidence of repeated incidents of unacceptable behaviour that have been documented and communicated to the employee.

3. Guidelines for Use

- Before implementing a new surveillance system or expanding/replacing an existing video surveillance system, a Privacy Impact Assessment (PIA) must be completed.
- Approval for the introduction or expansion of a video surveillance system must be granted by the Chief Administrative Officer (CAO).

4. Video Surveillance Access, Use, and Disclosure

- Video surveillance systems that record images of individuals collect personal information and therefore are subject to the *Freedom of Information and Protection of Privacy Act*.
- The surveillance policy implementation, oversight, and enforcement, along with the review of images from video surveillance cameras, are restricted to the CAO (or their designate), the Director of Environmental Services, Environmental Services Supervisors, and the FOIPPA Head.
- Any requests for access to incident-specific information must be authorized by the CAO.
- Images may be disclosed to police or another law enforcement agency for the purposes of a law enforcement investigation or proceedings.

5. Retention and Storage

- Images and other data recorded by a video surveillance system will be retained for 30 days after recording.
- Images and data relating to an incident reported to or identified by the RDBN will be retained until the completion of all related investigations and proceedings are completed.
- When recorded information which contains personal information about an individual reveals an incident and the RDBN uses this information to make a decision that directly affects the individual, the information will be retained for one (1) year after the decision has been made.
- The FOIPPA Head is responsible for retaining and/or destroying any recorded information in accordance with this policy.

6. Signage

- It is a requirement of the *Freedom of Information and Protection of Privacy Act* that individuals be notified when the RDBN collects their personal information. Accordingly, signs not less than 30 cm x 30 cm in size will be prominently posted inside or at the entrance of any area in which surveillance equipment is installed indicating that the area is being monitored.
- The signage will state the following:

"This area is monitored by video surveillance to protect persons and property. For further information, please contact the Regional District of Bulkley-Nechako at (250) 692-3195."

- A pictogram of a video camera must also be shown on the sign.

7. Compliance

- All employees, contractors, and visitors are expected to comply with this policy and refrain from tampering with, obstructing, or disabling video surveillance equipment.
- During the onboarding process, new employees will be provided with detailed information regarding this policy.
- Any concerns or complaints regarding the use of video surveillance should be reported to HR or management for investigation and resolution.
- The timelines for acknowledging and resolving complaints are designed to ensure transparency and accountability with a commitment to providing updates to the complainant as necessary. Complaints are required to be acknowledged within 1 to 2 weeks of receipt and resolved within a reasonable timeframe, not exceeding 30 days upon receipt.
- The subsequent steps involved in the investigation process, includes evidence collection, interviews with relevant individuals, and the formulation of a conclusion. Confidentiality will be strictly maintained throughout the investigation to protect the privacy of all parties involved.

8. Enforcement

- Violation of this policy may result in disciplinary action, in accordance with the RDBN Discipline Policy.

9. Review and Revision

- This policy shall be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations.



128

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 18, 2024
Subject: **Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2060, 2024**

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

That Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2060, 2024 be given first, second, and third reading this 18th day of July, 2024.

BACKGROUND

Attached is Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2060, 2024. The property owner has requested that their property be included in the fire protection area. The Telkwa Fire Chief, Village of Telkwa Council, Electoral Area "A" Director, and Regional Fire Chief are supportive of the request.

ATTACHMENTS:

Bylaw 2060



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2060

A bylaw to amend the boundaries of the Telkwa Rural Fire Protection Service Area within a portion of Electoral Area "A"

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 668 a service of fire protection to a portion of Electoral Area "A" known as the "Telkwa Rural Fire Protection Local Service Area";

AND WHEREAS the Regional District may amend a Local Service Establishment Bylaw;

AND WHEREAS the Regional District has received a request from owners of the property to be included in the Telkwa Rural Fire Protection Service Area;

AND WHEREAS the Director of Electoral Area "A" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein;

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

- 1) That the Regional District hereby amends the boundaries of the Telkwa Rural Fire Protection Service Area by including the following property:

LOT C DISTRICT LOT 791 RANGE 5 COAST DISTRICT PLAN EPP8316

and that the resulting boundaries of the Telkwa Rural Fire Protection Service Area are as shown on Schedule "A";

- 2) This bylaw may be cited as "Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2060, 2024."

Bylaw No. 2060

Page 2 of 2

READ A FIRST TIME this day of , 2024

READ A SECOND TIME this day of , 2024

READ A THIRD TIME this day of , 2024

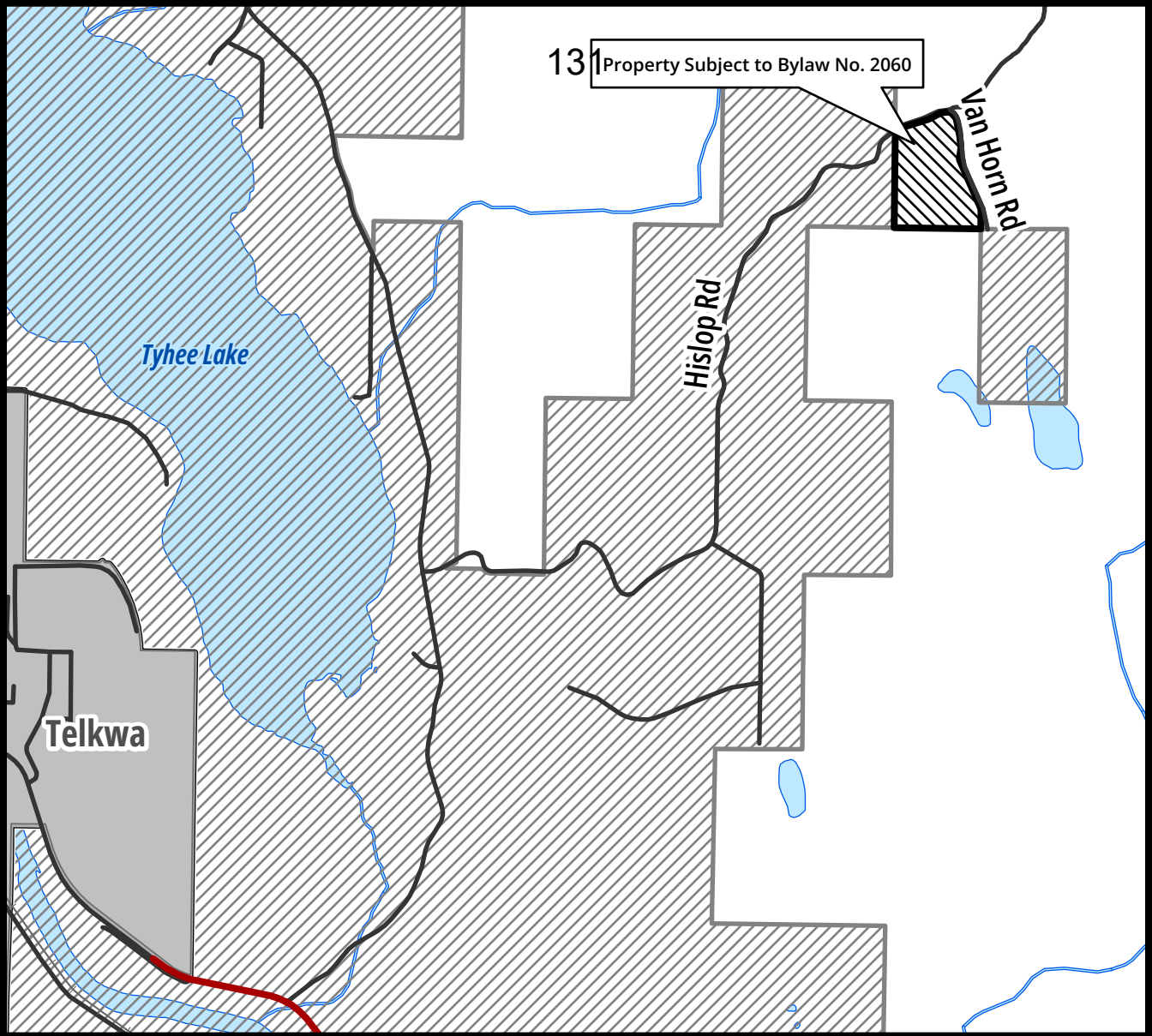
ADOPTED this day of , 2024

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2060 as adopted.

Corporate Administrator




131 Property Subject to Bylaw No. 2060

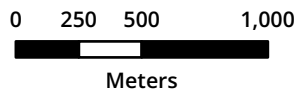
Van Horn Rd

Hislop Rd

Tyhee Lake

Telkwa

 Telkwa Rural Fire Protection Area



Bylaw 2060: Schedule A
Regional District of Bulkley-Nechako
Produced: 2024-07-08



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 18, 2024
Subject: **The Northwest BC Regional Funding Agreement Commitments**

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

That the Board commit to implement asset management practices and the development of an asset management plan for core services by 2028; and further

That the Board commit to using the 2024 Annual Northwest BC Funding Agreement payment for an eligible purpose as described in Appendix 2 of that Agreement.

BACKGROUND and SUMMARY

Section 17 of the agreement requires that the Regional District commit to asset management planning and practices and in subsection (d) of this section the Regional District must further commit to spending funds on only eligible projects and costs described in Appendix 2.

The proposed recommendation will meet the requirements of this section.

A series of bylaws to create statutory reserves to “hold” the Northwest BC Regional Funding amounts will be brought forward for adoption at a later date.

Attachment:

Signed Northwest BC Regional Funding Agreement

THE NORTHWEST B.C. REGIONAL FUNDING AGREEMENT

BETWEEN

**HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA represented by
the Minister of Municipal Affairs**

(the “Province”)

AND

**Regional District of Bulkley-Nechako, and
Regional District of Kitimat-Stikine, and
North Coast Regional District, and
Village of Burns Lake, and
Village of Daajing Giids, and
District of Fort St. James, and
Village of Fraser Lake, and
Village of Granisle, and
Village of Hazelton, and
District of Houston, and
District of Kitimat, and
Village of Masset, and
District of New Hazelton, and
Village of Port Clements, and
District of Port Edwards, and
City of Prince Rupert, and
Town of Smithers, and
District of Stewart, and
Village of Telkwa, and
City of Terrace, and
District of Vanderhoof**

(collectively, the “Region” or the “Signatories”)

The Northwest B.C. Regional Funding Agreement between the Province and Region for payments to construct new and expanded community infrastructure to service and support the significant industrial activity planned to occur in the region, while ensuring liveable and resilient communities for area residents, new workers and neighboring First Nations.

PREAMBLE

Whereas the Region consists of 21 local governments, including three Regional Districts (North Coast, Bulkley-Nechako, Kitimat-Stikine) and their 18 member Municipalities.

Whereas the Province and the Region recognize Northwest B.C. as key to B.C.'s future industrial development, with the majority of B.C.'s projected industrial development projected to occur in the area over the next decade.

Whereas the Province and the Region acknowledge there is a significant need for new local government infrastructure investments in the region.

Whereas the Province and the Region intend to work collaboratively to ensure that investments made by the Signatories to this Agreement are strategic, purposeful, and forward looking.

Whereas the Province recognizes that Northwest B.C. communities are primarily rural and remote with vast distances between them, and that these communities are challenged by the need to support new industry, often with a large transient workforce, with a small property tax base and low borrowing capacity.

Whereas the Province and the Region recognize the importance of providing local services to residents in municipalities and rural electoral areas.

Whereas the Province and the Region intend that this Agreement provide the basis for a respectful relationship that builds strong communities, with the capacity to support sustained industrial development in the region.

Whereas pursuant to Part 4, Division 5 of the *Local Government Grants Regulations*, B.C. Reg. 221/95, the Province is authorized to make special assistance grants to assist the resolution of municipal or regional district problems that are unusual or unique.

NOW THEREFORE the Province and the Region (the "Parties") agree and undertake that:

Definitions

1. In this Agreement:

- a. "Agreement" means "The Northwest B.C. Regional Funding Agreement", including the appendices attached to it and forming part of it, all as may be amended, restated, replaced, or supplemented from time to time;
- b. "Annual Development Plan" or "ADP" means a document prepared by a Signatory that provides a prospective report on the anticipated policies, operational activities, and capital investments the Signatory expects to undertake during the upcoming calendar year utilizing the upcoming Annual Payment in alignment with the Signatory's Long-Term Development Plan;
- c. "Annual Payment" means the funds paid or payable by the Province to the Signatories as set out in Section 12 of this Agreement;
- d. "Annual Progress Report" or "APR" means a document prepared by a Signatory that provides a review of the policies, operational activities, and capital investments the Signatory had undertaken during the previous calendar year, with alignment to the Annual Development Plan submitted the previous year;
- e. "Commencement Date" means the date specified in section 8 of this Agreement;
- f. "FAA" means the *Financial Administration Act*, R.S.B.C. 1996, c.138;
- g. "Long-Term Development Plan" or "LTDP" means a document prepared by a Signatory that outlines the intended policies, operational activities and capital investments for a five-year period identifying how the Annual Payment will contribute to the Objective set out in Section 6 of this Agreement; and
- h. "Partnership Committee" means the committee established by section 9 of this Agreement.

CONSIDERATIONS

2. The Parties recognize that sound asset management and long-term financial planning are critical to good decision making on future infrastructure investments.
3. The Parties recognize that there is a need for local government infrastructure investments in the region to meet provincial and federal regulatory requirements, climate resiliency and sustainable service delivery, affordable and attainable housing, and places with multimodal and active transportation networks.

4. The Parties recognize that local governments and neighboring First Nations are partners in providing services to the region.
5. The Parties recognize that the Region's local governments are the service centres to industry and its workers, and that industrial growth will continue to place additional demands on local government infrastructure and services.

OBJECTIVE

6. The objective of this Agreement is to address issues respecting community infrastructure deficiencies, parity, responsiveness, local autonomy, accountability, certainty, industrial competitiveness, economic development, and regional infrastructure needs while having limited precedent effect with other local governments in B.C. In addition, the Parties have a mutual interest in ensuring that the Signatories to this Agreement have the resources to upgrade, maintain and expand the services and infrastructure necessary to facilitate the industrial expansion of the oil, gas, mining, forestry, and other industries within the region.

REQUIREMENT FOR REGIONAL CONSENSUS

7. When the Region acts under this Agreement it requires the unanimous consent of all 21 Signatories.

COMMENCEMENT

8. This Agreement will commence on June 19, 2024.

PARTNERSHIP COMMITTEE

9. The Province and the Region will establish a Partnership Committee that will convene as required to collaborate on issues of shared interest to the Province and the Region.
10. The Partnership Committee will adjudicate requests from Signatories for reconsideration of decisions made by the Provincial Assistant Deputy Minister of the Local Government Division ("ADM LGD") under sections 34 to 36.
11. Terms of appointment, membership, responsibilities, and decision making for the Partnership Committee are set out in Appendix 1 of this Agreement.

ANNUAL PAYMENTS

Amount of Payments

12. The Province will pay to the Region an annual aggregate amount based on the following table:

Calendar Year	Amount
2024	\$50 million
2025	\$50 million
2026	\$50 million
2027	\$50 million
2028	\$50 million

and in accordance with Appendix 3.

Timing of Payments

13. The Province will provide the 2024 Annual Payment to the Signatories within 60 days of the Commencement Date.

14. The Province will provide the 2025, 2026, 2027, and 2028 Annual Payments to the Signatories no later than May 30th of each year, provided the Signatories are eligible to receive the Annual Payment under this Agreement as set out in sections 16 through 33.

APPROPRIATION

15. Notwithstanding any other provision of this Agreement, the payment of the Annual Payment by the Province to the Signatories pursuant to this Agreement is subject to:

- a. there being sufficient monies available in an appropriation, as defined in the FAA, to enable the Province in any fiscal year or part thereof when any such payment may be required, to make that payment; and
- b. Treasury Board, as defined in the FAA, not having controlled or limited pursuant to the FAA, expenditure under any appropriation referred to in section 15(a).

ELIGIBILITY

2024 Annual Payment

16. For a Signatory to be eligible to receive the 2024 Annual Payment it must meet the following eligibility criteria as determined by the Province:
- a. It must be in good standing with the Province, having met all annual financial statutory requirements under the *Community Charter* and/or *Local Government Act* (e.g., they have submitted their regulated financial reporting requirements on time and in compliance with the regulation(s)).
 - b. It must through council or board resolution, demonstrate to the Province a commitment to implement sound asset management practices and the development of asset management plans that are linked to long-term financial plans for core assets (Municipalities) or core services (Regional Districts) by 2028.
 - c. It must through council or board resolution, demonstrate to the Province a commitment to using the 2024 Annual Payment for an eligible purpose in Appendix 2 as set out by Section 18.

2025-2028 Annual Payments

17. For a Signatory to remain eligible to receive the 2025, 2026, 2027, or 2028 Annual Payment under this Agreement it must meet the following eligibility criteria as determined by the Province:
- a. For the 2025 Annual Payment, a Signatory must develop a plan for the implementation of asset management plans that are linked to long-term financial plans for core asset (Municipalities) or core services (Regional districts) by 2028.
 - b. For the 2026 and 2027 Annual Payment, a Signatory must provide evidence to the Province of continued progression in the development of complete asset management plans that are linked to long-term financial plans for core asset (Municipalities) or core services (Regional districts) by 2028.
 - c. For the 2028 Annual Payment, a Signatory must provide to the Province completed asset management plans that are linked to long-term financial plans for core asset (Municipalities) or core services (Regional districts).
 - d. For the 2025, 2026, 2027, and 2028 Annual Payments a Signatory must annually demonstrate to the Province:

- i. that they are in good standing with the Province, having met all annual financial statutory requirements under the *Community Charter* and/or *Local Government Act* (e.g. they have submitted their regulated financial reporting requirements on time and in compliance with the regulation(s));
- ii. through the LTDP, that the Signatory is using some funds from the Annual Payment for cost shared First Nations partnership projects or initiatives that advances reconciliation and strengthens their relationship with neighboring First Nations;
- iii. through the APR, that the Annual Payment received from the Province in the prior year have gone towards non-capital or capital costs identified in Appendix 2, is consistent with their LTDP and the past year's ADP when applicable;
- iv. through the ADP, that the Annual Payment to be received from the Province in the coming year will go towards operations or capital identified in Appendix 2 and is consistent with their LTDP; and
- v. that the Annual Payments received under the Agreement is incremental to the Signatories current property taxation.

ELIGIBLE USE OF ANNUAL PAYMENTS

- 18. Annual Payments are restricted to the purposes set out in Appendix 2.
- 19. Appendix 2 may be amended by written unanimous agreement of the Partnership Committee.
- 20. A Signatory must not use the Annual Payments to reduce property taxes.

TREATMENT OF ANNUAL PAYMENTS

- 21. A Signatory that is a Municipality:
 - a. must establish a separate reserve fund under s.188 of the *Community Charter* for the purposes of this Agreement (the "Agreement Fund");
 - b. must keep the Agreement Fund separate from other existing reserve funds; and
 - c. must put the Annual Payments into the Agreement Fund.

22. A Signatory that is a Municipality may transfer other money into the Agreement Fund but may not transfer money from the Agreement Fund to other reserve funds or into general surplus.
23. A Signatory that is a Regional District is not required to establish a separate dedicated reserve fund.
24. A Signatory that is a Regional District must put Annual Payments into existing (or new) reserve funds that have been established for each of the services that will be allocated the Annual Payments.

REPORTING, APPLICATION AND APPROVAL PROCESS

25. By March 30, 2025, the Signatories must submit to the ADM LGD a LTDP that must include:
 - a. a policy statement on the use of funds for projects or initiatives that advance reconciliation and strengthens the Signatory's relationship with neighboring First Nations; and
 - b. for Regional Districts only, a policy statement on how Annual Payments will directly benefit residents of rural electoral areas.
26. A Signatory may amend its LTDP at any time and any amendments must be submitted by the Signatory to the ADM LGD.
27. By April 1st of each year from 2025-2028 each Signatory must submit to the ADM LGD an ADP and an APR.
28. The ADM LGD will review the ADP and the APR provided by a Signatory as an application for the Annual Payment for the following year, in consideration of the following criteria:
 - a. the Signatory continues to meet the eligibility criteria established in Sections 16 and 17;
29. No later than April 30th of 2025 and each year thereafter, the ADM LGD will confirm for a Signatory whether the Signatory, based on the information provided in its ADP and APR, remains eligible to receive the Annual Payment.
30. If a Signatory does not submit an ADP and APR, then they will not receive the Annual Payment for that year.
31. If the ADM LGD determines that one or more of the criteria in Section 16 or 17 have not been met by a Signatory, they may withhold some or all of the Annual Payment for the

Signatory or may request additional information from the Signatory before providing the Annual Payment. The ADM LGD may not unreasonably withhold payment if the Annual Payment Criteria have been satisfied.

32. If the ADM LGD determines that a Signatory has not used the previous year's Annual Payment for an eligible use in accordance with Section 18, then the ADM LGD may require the Signatory repay to the Province some or all of the previous year's Annual Payment within 60 days of the ADM LGD's decision.
33. Within 30 days of the ADM LGD's decision to:
 - a. withhold some or all of the Annual Payment from a Signatory under Section 31; or
 - b. require the Signatory repay some or all of the previous year's Annual Payment under Section 32,

the Signatory may seek reconsideration of the decision of the ADM LGD through the Reconsideration Process set out in Sections 34 to 36 (the "Reconsideration Submission").

RECONSIDERATION PROCESS

34. The Signatory must provide the Reconsideration Submission in a form suitable to the Partnership Committee.
35. The Partnership Committee will convene and review the Reconsideration Submission along with all necessary supporting documentation and render a decision within 45 days of receipt of the Reconsideration Submission.
36. If the Partnership Committee fails to reach unanimous agreement on the Reconsideration Submission, the Partnership Committee will decide what appropriate course of dispute resolution is to be taken.

AMENDMENTS

37. Any amendment to this Agreement shall be in writing and signed by the Parties.

AGREEMENT CONCLUSION

38. The Agreement terminates when the final Annual Payment is provided under this Agreement on May 30, 2028.
39. The final ADP is due from the Signatories on April 1, 2028.

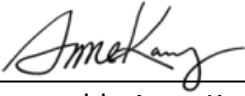
40. The APR reporting requirements survive the termination of the Agreement. Signatories must continue to annually provide an APR to the ADM LGD on the use of funds from the Annual Payments received under this Agreement until the funds are fully expended.

EXECUTION IN COUNTERPART AND ELECTRONIC DELIVERY

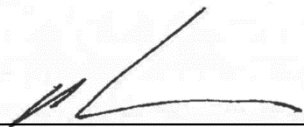
41. This Agreement may be executed in counterparts. Each counterpart, when so executed and delivered to each of the other Parties, will be deemed an original and all such counterparts together will constitute one and the same document.
42. Delivery of a signature page by electronic means (including by facsimile or in PDF format) will be as valid and effective as delivery of an original. A party that delivers a signature page by electronic means agrees to provide an original signed counterpart if requested to do so by the other party.

INTERPRETATION

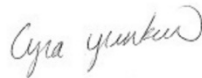
43. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.
44. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit, or enlarge the scope of any provision of this Agreement.
45. Any reference to a statute in this Agreement, whether or not that statute has been defined, includes all regulations at any time made under or pursuant to that statute and amendments to that statute.
46. If any provision in this Agreement is determined to be invalid, illegal, or unenforceable, in whole or in part, it will be severable from this Agreement and the remaining provisions will not be affected and will continue in full force and effect to the extent permitted by law.
47. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province of any statutory power or duty.



Honourable Anne Kang
Minister of Municipal Affairs
Dated: June 19, 2024



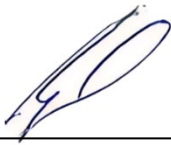
Mark Parker, Chair
Regional District of Bulkley-
Nechako
Dated: July 5, 2024



Cyra Yunkw, Chair
Regional District of Kitimat-
Stikine
Dated: July 5, 2024



Barry Pages, Chair
North Coast Regional District
Dated: July 5, 2024



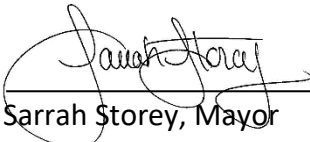
Henry Wiebe, Mayor
Village of Burns Lake
Dated: July 5, 2024



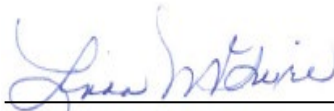
Lisa Pineault, Mayor
Village of Daajing Giids
Dated: July 5, 2024



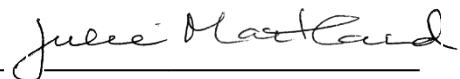
Martin Elphee, Mayor
District of Fort St. James
Dated: July 5, 2024



Sarah Storey, Mayor
Village of Fraser Lake
Dated: July 5, 2024



Linda McGuire, Mayor
Village of Granisle
Dated: July 5, 2024



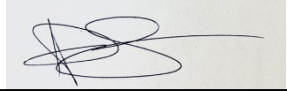
Julie Maitland, Mayor
Village of Hazelton
Dated: July 5, 2024



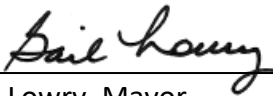
Shane Brienen, Mayor
District of Houston
Dated: July 5, 2024



Philip Germuth, Mayor
District of Kitimat
Dated: July 5, 2024



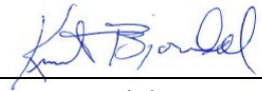
Sheri Disney, Mayor
Village of Masset
Dated: July 5, 2024



Gail Lowry, Mayor
District of New Hazelton
Dated: July 5, 2024



Scott Cabianca, Mayor
Village of Port Clements
Dated: July 5, 2024



Knut Bjorndal, Mayor
District of Port Edwards
Dated: July 5, 2024



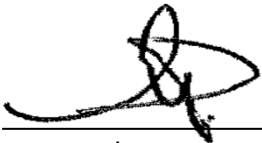
Herb Pond, Mayor
City of Prince Rupert
Dated: July 5, 2024



Gladys Atrill, Mayor
Town of Smithers
Dated: July 5, 2024



Angela Band Danuser, Mayor
District of Stewart
Dated: July 5, 2024



Leroy Dekens, Mayor
Village of Telkwa
Dated: July 5, 2024



Sean Bujtas, Mayor
City of Terrace
Dated: July 5, 2024



Kevin Moutray, Mayor
District of Vanderhoof
Dated: July 5, 2024

Appendix #1**Partnership Committee****Appointment and Membership**

1. The Partnership Committee shall consist of three (3) members appointed by the Province and three (3) members appointed by the Region.
 - a. Members appointed by the Province shall be the Assistant Deputy Minister responsible for Local Government Division (“ADM LGD”) within the Ministry of Municipal Affairs, the Deputy Inspector of Municipalities, and another Assistant Deputy Minister appointed by the Province.
 - b. Members appointed by the Region shall be a Chief Administrative Officer (“CAO”) from each of the Regional Districts, or a CAO from one of its member municipalities.
2. The Partnership Committee will be co-chaired by two (2) members (the “Co-Chairs”), one of which will be the Provincial ADM LGD, and the other appointed by the Region.
3. Upon agreement of the Province and the Region, other members may also be appointed, so long as the composition of the committee consists of equal representation from the Province and the Region.
4. Replacement members may, from time to time, be appointed. The Province and the Region agree to keep each other informed of new appointments in writing.
5. If one of the Co-Chairs is not able to attend a meeting, or is otherwise unable to act, the Co-Chair may designate an alternate in writing, and that alternate shall act as a Co-Chair.
6. If a member is not able to attend a meeting, or is otherwise unable to act, that member may designate an alternate, and that alternate shall act as a member.
7. Upon any Signatory referring an issue to the Partnership Committee, members shall be entitled to present the issue to the Partnership Committee and participate in any discussions related to the issue.

Responsibilities

8. The Partnership Committee will have the following responsibilities:
 - a. Adjudicate requests for reconsideration made under section 33;
 - b. Consider matters identified by Signatories or the Province as impediments faced by communities within the region in planning for future growth;

- c. Resolve any issues arising from the implementation of the Agreement; and
 - d. Address other matters as required for the effective operation of the Agreement.
9. The Partnership Committee may agree in writing to undertake any additional duties or responsibilities it deems to be consistent with the spirit of the Agreement.

Decisions

10. The Partnership Committee will govern by consensus, examine issue together and, in good faith, reasonably attempt to resolve potential issues.
11. The decisions, approvals and recommendations of the Partnership Committee will be made or given upon agreement by the members. The signature of both Co-Chairs on behalf of the Partnership Committee shall be verification, for the purposes of this Agreement, of any such decision, recommendation, or approval by the Partnership Committee.
12. With respect to a reconsideration of a decision of the ADM LGD pursuant to section 33 of this Agreement, the ADM LGD will remove themselves for the purposes of the reconsideration and a replacement member will be appointed by the Province.
13. For certainty, decisions made by the Partnership Committee cannot amend the Agreement. All amendments to this Agreement must be made in accordance with section 37 of the Agreement.

Appendix #2**Eligible Use of Annual Funds**

1. The following purposes are eligible uses of Annual Funds:
 - a. First Nations Outreach Projects and Initiatives
 - i. A policy statement must be included as part of LTDP indicating how the Signatories are using the Annual Payment to advance reconciliation with local First Nations.
 - ii. The following costs are included in this eligible purpose:
 - A. costs of providing local government First Nations liaison positions with the local government;
 - B. all costs related to the development of MOUs and servicing agreements with First Nations;
 - C. Local government/First Nations cost-shared projects (capital or operations) both local government and First Nation owned or led; and
 - D. Local government funded projects (capital or operations) that directly benefit neighboring First Nation communities.
 - b. Capital Costs, including:
 - i. Public drinking water supply, treatment facilities and water distribution;
 - ii. Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs (Development Cost Charges) or subdivision servicing charges payable or similar costs.
 - iii. Childcare facilities;
 - iv. Municipal or regional capital projects that service, directly or indirectly, neighboring First Nation communities,
 - v. Wastewater conveyance and treatment facilities;
 - vi. Storm water management;
 - vii. Natural assets (where the asset provides a service);
 - viii. Solid waste management infrastructure;
 - ix. Public safety/emergency management equipment and facilities not funded by senior level government;
 - x. Local road improvements and upgrades;

- xi. Sidewalks, curbing and lighting;
 - xii. Active transportation amenities not funded by senior level government;
 - xiii. Improvements that facilitate transit service;
 - xiv. Natural hazard mitigation;
 - xv. Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
 - xvi. Recreation and cultural related amenities.
- c. Non-Capital Costs, including:
- i. All costs related to asset management planning and development.
 - ii. Planning Costs, including:
 - A. Costs of feasibility studies (including infrastructure capacity assessment);
 - B. Early-stage development work (including climate resilience assessments);
 - C. Costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects).
 - iii. Maintenance costs related to existing or new local government infrastructure.
 - iv. Operational costs, which are limited to 15% of total Annual Payments, including:
 - A. facility operating costs;
 - B. protective services and bylaw enforcement costs;
 - C. programs for vulnerable populations;
 - D. environmental cleanup and community beautification initiatives;
 - E. computer and other electronic technology costs; and
 - F. grants to charitable, philanthropic, and not-for-profit organizations providing core community services.
2. If a local government is providing assistance to a business, the business must be providing a local service under a partnering agreement, and that service should be related to one of the eligible costs.

Appendix #3Allocation Formula to Determine Individual Annual Payments Under Section 12

Community	2024 Payment	2025 Payment	2026 Payment	2027 Payment	2028 Payment	Total Payment under Agreement
Burns Lake, Village of	\$1,931,454	\$1,931,454	\$1,931,454	\$1,931,454	\$1,931,454	\$9,657,270
Daajing Giids, Village of	\$1,406,687	\$1,406,687	\$1,406,687	\$1,406,687	\$1,406,687	\$7,033,435
Fort St. James, District of	\$1,837,097	\$1,837,097	\$1,837,097	\$1,837,097	\$1,837,097	\$9,185,485
Fraser Lake, Village of	\$1,344,745	\$1,344,745	\$1,344,745	\$1,344,745	\$1,344,745	\$6,723,727
Granisle, Village of	\$990,261	\$990,261	\$990,261	\$990,261	\$990,261	\$4,951,306
Hazelton, Village of	\$912,573	\$912,573	\$912,573	\$912,573	\$912,573	\$4,562,864
Houston, District of	\$2,793,700	\$2,793,700	\$2,793,700	\$2,793,700	\$2,793,700	\$13,968,501
Kitimat, District of	\$3,910,364	\$3,910,364	\$3,910,364	\$3,910,364	\$3,910,364	\$19,551,818
Masset, Village of	\$1,321,428	\$1,321,428	\$1,321,428	\$1,321,428	\$1,321,428	\$6,607,142
New Hazelton, District of	\$1,176,576	\$1,176,576	\$1,176,576	\$1,176,576	\$1,176,576	\$5,882,881
Port Clements, Village of	\$890,997	\$890,997	\$890,997	\$890,997	\$890,997	\$4,454,983
Port Edward, District of	\$947,906	\$947,906	\$947,906	\$947,906	\$947,906	\$4,739,532
Prince Rupert, City of	\$6,860,171	\$6,860,171	\$6,860,171	\$6,860,171	\$6,860,171	\$34,300,856
Smithers, Town of	\$4,380,215	\$4,380,215	\$4,380,215	\$4,380,215	\$4,380,215	\$21,901,077
Stewart, District of	\$658,576	\$658,576	\$658,576	\$658,576	\$658,576	\$3,292,880
Telkwa, Village of	\$1,825,775	\$1,825,775	\$1,825,775	\$1,825,775	\$1,825,775	\$9,128,874
Terrace, City of	\$6,889,185	\$6,889,185	\$6,889,185	\$6,889,185	\$6,889,185	\$34,445,927
Vanderhoof, District of	\$3,820,561	\$3,820,561	\$3,820,561	\$3,820,561	\$3,820,561	\$19,102,804
Bulkley-Nechako Regional District	\$2,885,233	\$2,885,233	\$2,885,233	\$2,885,233	\$2,885,233	\$14,426,166
Kitimat-Stikine Regional District	\$2,379,790	\$2,379,790	\$2,379,790	\$2,379,790	\$2,379,790	\$11,898,950
North Coast Regional District	\$836,706	\$836,706	\$836,706	\$836,706	\$836,706	\$4,183,528
Total	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$250,000,000



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 18, 2024
Subject: **Chinook Community Forest**

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

That Rilla Middleton be appointed to represent Electoral Area "B" on the Chinook Community Forest Board (Chinook Comfor Limited Partnership and Chinook Comfor Limited) of Directors and

That the Chinook Community Forest Appointments Policy be approved.

BACKGROUND and SUMMARY

The Regional District advertised for a representative to be appointed to the Chinook Community Forest Board in the *Lakes District News*, social media channels, and the regional district's website. The applicant was reviewed by the Electoral Area "B" Director and has been recommended for the Board's appointment.

The appointment of Directors to the Chinook Board has been following the board's direction and past board motions. The draft policy attached summarizes this information and current practices and is proposed for approval as a formal policy.

Attachment:

Chinook Community Forest Appointments policy (proposed)
Annual General Meeting Notice from Chinook Community Forest



PROPOSED 2024

REGIONAL DISTRICT OF BULKLEY-NECHAKO Chinook Community Forest Appointments Policy

Under the terms of the Articles of Incorporation for Chinook Comfor Limited and the Partnership Agreement for Chinook Comfor Limited Partnership, the Regional District is entitled to appoint two directors to the Company's (and Partnership's) Board. One director is to represent Electoral Area "B" and one to represent Electoral Area "E".

Appointment of Directors:

The Directors appointed to represent an Electoral Area must reside in that Electoral Area.

Directors will be appointed for terms of two years and may be appointed for up to two concurrent terms. If the Regional District is unable to attract an additional member of the public to represent the Regional District after the current director has served two terms, the Board, at their discretion, may reappoint a current member for a third concurrent term.

Representation at Annual General Meetings:

The representative at the annual general meetings of the company and limited partnership will be the Chief Administrative Officer and/or the Chief Financial Officer.

These two individuals, acting together, will fully represent the Regional District in regard to the company or the partnership except for any changes involving the articles of incorporation or the shareholder agreement which the board reserves for its own discretion.



152

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 18, 2024
Subject: **Fort Fraser Cemetery Service**

RECOMMENDATION:

(all/directors/majority)

That the annual grant to the Fort Fraser Cemetery Society be increased from \$2,000 to \$4,000 beginning in 2025.

BACKGROUND and SUMMARY

The Fort Fraser Cemetery Service is a service supported by a portion of the taxpayers in Electoral Area D and Electoral Area F. Taxes are collected on improvements only and the limit of the bylaw is \$5,000.

For many years the society that manages the cemetery received \$2,000 from the Regional District for maintenance. The Society members have reached out to the Regional District and indicated that they wish to receive \$4,000 each year to better manage the upkeep of the cemetery through the summer.

This increase does not require a bylaw change.



153

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 18, 2024
Subject: **Regional District Grant in Aid – Granisle Connectivity**

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

That the Village of Granisle be provided a Regional District Grant in Aid in the amount of \$20,000 for the Area G Connectivity Analysis project; and

That \$20,000 of Northern Capital and Planning Grant be realized in Environmental Services towards the purchase of the capital equipment, and that this transaction be included in the next budget amendment.

BACKGROUND and SUMMARY

The Village of Granisle has requested financial support from Electoral Area G to complete a feasibility study of a possible internet fibre build out to the Topley Landing area. This build, which would be an expansion of the municipal fibre build, is necessary to provide ongoing service to the Topley Landing area, as the existing wireless system will soon reach its end-of-life expectancy.

Electoral Area G has \$20,000 in Northern Capital Planning Grant available in Environmental Services and wishes to trade this amount for Regional District Grant in Aid to support the Granisle project.

All RDBN taxpayers contribute on the same basis to Regional District Grant in Aid and to Environmental Services, meaning that this proposal is fair for the taxpayers of the Regional District.



154

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 18, 2024
Subject: **Remuneration Bylaw & Incidental Policy Changes**

RECOMMENDATION:

(all/directors/majority)

That the following policies be repealed:

- RDBN Conference, Conventions and Seminars (Section 6a)
- RDBN Conventions – Expenses of Spouses of Staff (Section 6b)
- RDBN Travel Outside the Regional District (Section 6c)
- RDBN Expenses (Section 6d)
- RDBN Travel
- RDBN Expense Claims – Directors (Policy #B-(a))
- RDBN Board Members Attendance at Events as a Representative of the RDBN (Policy #B-3(d))

BACKGROUND and SUMMARY

At the June 20, 2024 Board meeting, Bylaw No. 2050 was adopted which amended the Director's Remuneration Bylaw. Along with this latest amendment, staff have started to review and clean-up old Board policies that are no longer relevant and/or are duplication of other bylaws and policies that are current.

The above noted policies are addressed in the Remuneration Bylaw. To avoid confusion, the policies should be repealed.

Attachments:

Old Travel Policies
Policy B – 3 (d)

REPEAL*Section 6 – Travel***(a) Travel****UNDER REVIEW****REGIONAL DISTRICT OF BULKLEY-NECHAKO
CONFERENCES, CONVENTIONS AND SEMINARS**

An employee authorized or delegated to attend out of town meetings, conferences, conventions or seminars will be paid the following allowance to cover lodging, registration and other out-of-pocket expenses.

(a) When overnight lodging is required:

- (1) Actual cost of lodging as verified by receipts or as invoiced to the Regional District.
- (2) A per diem rate as determined by the Board from time to time.
- (3) Registration, (including the fees for the spouse of the employee when applicable)

(b) When overnight lodging is not required:

- (1) A per diem rate as determined by the Board from time to time.
- (2) Registration, (including the fees for the spouse of the employee when applicable).

UNDER REVIEW



UNDER REVIEW

(b) Expenses of Spouse

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
CONVENTIONS – EXPENSES OF SPOUSES OF STAFF**

“That Regional District staff be allowed to claim their spouses actual expenses (ie. travel costs, shared accommodation, meals and registration fees) where their attendance has been approved by the Board at either the U.B.C.M or N.C.M.A. Convention.”

(October 17, 1991)
(91-10-39)

UNDER REVIEW



UNDER REVIEW

REGIONAL DISTRICT OF BULKLEY-NECHAKO TRAVEL

Transportation for employees required to travel on Regional District business, or authorized to attend out of town meetings, conferences, conventions, or seminars will be paid as follows:

- (1) When employee's own vehicle is used, a rate as determined by the Regional Board from time to time.
- (2) When other means of transportation is used, the actual cost such transportation, not to exceed the maximum of economy air fare rate.
- (3) Transportation to conferences, conventions, seminars, etc. outside the Regional District shall be by the least expensive method, giving consideration to all costs paid by the Regional District.
- (4) Where two or more employees are traveling to the same meeting, seminar or convention, they should travel together.

UNDER REVIEW



UNDER REVIEW

(c) Travel Outside the Region

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TRAVEL OUTSIDE THE REGIONAL DISTRICT**

“That travel by staff, Directors or members of a Committee or Commission established by the Board, outside the Regional District of Bulkley-Nechako require the authorization of the Regional Board or a Committee/Commission established by the Board (i.e. Waste and Weed Committee; Standing Planning Committee; Fort Fraser Local Community Commission; etc.).”

(February 20, 1992)
(92-2-37)

UNDER REVIEW



UNDER REVIEW

(d) Expense Reimbursement

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
EXPENSES**

That, on the basis of the Regional District's most recent remuneration bylaw, staff and members of a Commission or Committee established by the Board (i.e. Advisory Planning Commission, Board of Variance members), be entitled to the following expenses:

- Travel
 - private automobile
 - staff \$0.30 per km/\$0.48 per mile
 - Commission or Committee \$0.44 per km/\$0.70 per mile
(no travel expense may be claimed if travel does not exceed 16 km/10 miles)

- Meals
 - breakfast \$10.00
 - lunch \$15.00
 - supper \$25.00

- Accommodation
 - actual cost (receipt required)
 - \$20.00 per diem allowance in lieu of hotel/motel accommodation

- Other
 - actual cost (receipt required)
 - i.e. Airport parking, taxi, bus, etc.

(June 19, 1998)

UNDER REVIEW

REPEAL*Section 3 – Remuneration and Expenses***(a) Directors Remuneration****UNDER REVIEW**POLICY # B- (a)
ADOPTED: May 21, 1992**REGIONAL DISTRICT OF BULKLEY-NECHAKO
EXPENSE CLAIMS – DIRECTORS**

“That, pursuant to the applicable Director’s Remuneration By-Law, Directors only claim fees and/or expenses for meetings which:

- they have been appointed as a Regional District Representative; or
- affects a function or service within their elected area; and
- they do not receive remuneration from any other reasonable source.”

92-5-45
May 21, 1992**UNDER REVIEW**

REPEAL**(d) Board Members Attendance at Events Policy****ADOPTED 2013**

POLICY # B-3(d)
ADOPTED: March 21, 2013

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
POLICY
RDBN Board Members Attendance at Events
as a Representative of the RDBN**

BACKGROUND:

The cost of multiple RDBN Board members attendance at events such as Minerals Roundup, Minerals North, Federation of Canadian Municipalities Conference, and UBCM Electoral Area Directors Forum, etc. can be substantial. RDBN constituents could be better served by reducing the number of Board Members attending events. In return, the monies saved could be utilized for Board members to meet directly with Federal Government members of Parliament, Ottawa, and/or members of the Provincial Legislature, Victoria, regarding regional issues that have been identified as priorities by the RDBN.

PURPOSE:

The RDBN wishes to optimize the use of taxpayers' dollars by clarifying the number, process and expectation of RDBN Board members when attending sanctioned events.

Due to increasing costs associated with RDBN Board members attending events which are paid for by RDBN taxpayers' dollars, a policy is necessary to ascertain how many RDBN Board members will attend events and the selection process to determine who will attend as a delegate on behalf of the RDBN at such conferences/conventions, etc.



POLICY:

Authorization

RDBN Board members are required to get authorization from the RDBN Board of Directors to attend an event on behalf of the RDBN, this is done via a Regional District Board motion. If this is not possible due to time constraints, approval may come from the RDBN Chair. Without prior approval, the RDBN Board member will not be entitled to claim remuneration or reimbursement of expenses for attending the event.

Number of Directors Authorized to Attend Specified Events *(does not include other events that may be scheduled from time to time)

Minerals Roundup (*paid for from general government)	-	Chair plus one (1) Director
UBCM Electoral Area Directors Forum (*paid for from rural government)	-	Two (2) Rural Directors
North Central Local Government Assoc. Convention (*Chair paid for from general government/Rural Directors paid for from rural government)	-	Chair plus Rural Directors
Minerals North (*paid for from general government)	-	Chair plus two (2) Directors
Federation of Can. Municipalities Conference (*paid for from general government)	-	Chair plus one (1) Director
Union of BC Municipalities (*Chair paid for from general government/Rural Directors paid for from rural government)	-	Chair plus Rural Directors
Other events	-	at the discretion of the RDBN Board

Selection

When an invitation to attend an event is brought before the Regional Board for consideration, those Regional District Directors wishing to attend shall announce, at that time, their desire to attend.

Selection of delegates will be made by the Board/Chair on a rotational basis, from among the Regional District Director(s) who wish to attend a particular event.



Appointees

The RDBN appointee's primary responsibilities are:

1. To represent and advocate the interests of the RDBN to the best of their ability first and foremost and their constituency secondly;
2. To report back to the Regional Board, in writing;

Remuneration

Directors who sit on Boards/Commissions, etc. as appointed by the Regional Board from time to time and who are remunerated for their time and/or expenses by that Board/Commission, etc. will not be eligible to claim remuneration and/or expenses from the RDBN.

Cost Allocation

Because RDBN appointees will attend events primarily to represent the RDBN as a whole, the costs are paid from the General Government budget. The exceptions are the UBCM Electoral Area Director's Forum, Electoral Area Directors attendance at the NCLGA Convention and UBCM Convention for which costs are paid from the Rural Government budget.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 18, 2024
Subject: **Director Remuneration and Travel Summary**

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND and SUMMARY

Attached to this memo is the summary for Directors' remuneration and travel for the first six months as compared to the yearly budgeted amounts.

General government remuneration is at 49% of the year budget amounts (with the target amount being 50%). This amount includes all remuneration to attend board meetings as well as remuneration related for the chair, vice chair or committee chair to attend board meetings on behalf of the Regional District as the Regional District's representative.

General government travel is related to travel to and from board meetings as well as to and from events related to the travel of a director acting as a chair, vice chair, or committee chair. At 28% (with the target being 50%) of the current budget this is considerably less than what was expected in the budget.

Rural government remuneration is related to the additional standard remuneration that electoral area directors receive as well as an amount to cover remuneration for conferences and training (such as UBCM). The rural government chair's remuneration is also included in this table. This budget is on target.

Rural government travel budget is travel to attend conferences and events as well as travel within an Electoral Area Director's Area. Similar to general government, the budget for travel is less than expected. However, the budget amounts include travel to UBCM for each director in September.

Attachment:

Director Remuneration and Travel Summary (General Government)
Director Remuneration and Travel Summary (Rural Government)

GENERAL GOVERNMENT

REMUNERATION	Acutal		Budget	
	1st Six Months	12 Months		
Director's Remuneration - "A"	\$ 9,721	\$ 19,694		49%
Director's Remuneration - "B"	\$ 12,239	\$ 26,893		46%
Director's Remuneration - "C"	\$ 15,456	\$ 32,283		48%
Director's Remuneration - "D"	\$ 23,241	\$ 46,975		49%
Director's Remuneration - "E"	\$ 9,267	\$ 18,506		50%
Director's Remuneration - "F"	\$ 8,843	\$ 18,881		47%
Director's Remuneration - "G"	\$ 8,977	\$ 18,881		48%
Director's Remuneration - SMITHERS	\$ 12,891	\$ 26,424		49%
Director's Remuneration - TELKWA	\$ 8,153	\$ 19,506		42%
Director's Remuneration - GRANISLE	\$ 8,986	\$ 19,131		47%
Director's Remuneration - HOUSTON	\$ 13,334	\$ 28,422		47%
Director's Remuneration - BURNS LAKE	\$ 9,080	\$ 19,537		46%
Director's Remuneration - FRASER LAKE	\$ 8,225	\$ 18,819		44%
Director's Remuneration - FORT ST. J	\$ 9,499	\$ 20,225		47%
Director's Remuneration - VANDERHOOF	\$ 11,751	\$ 25,674		46%
ALTERNATE Director's Remuneration	\$ 6,578	\$ -		
Total	\$ 176,239	\$ 359,849		49%
TRAVEL				
	Acutal			
	1st Six Months			
Electoral Area "A" Travel	\$ 2,048	\$ 5,075		40%
Electoral Area "B" Travel	\$ 142	\$ 3,750		4%
Electoral Area "C" Travel	\$ 1,725	\$ 8,125		21%
Electoral Area "D" Travel	\$ 3,824	\$ 22,625		17%
Electoral Area "E" Travel	\$ 200	\$ 1,750		11%
Electoral Area "F" Travel	\$ 1,560	\$ 4,800		33%
Electoral Area "G" Travel	\$ 1,176	\$ 2,800		42%
SMITHERS Travel	\$ 3,901	\$ 7,075		55%
TELKWA Travel	\$ 1,201	\$ 4,550		26%
GRANISLE Travel	\$ 1,200	\$ 3,500		34%
HOUSTON Travel	\$ 1,093	\$ 2,975		37%
BURNS LAKE Travel	\$ -	\$ -		
FRASER LAKE Travel	\$ 653	\$ 2,625		25%
FORT ST. J Travel	\$ 1,167	\$ 10,809		11%
VANDERHOOF Travel	\$ 1,632	\$ 2,975		55%
ALTERNATE TRAVEL	\$ 1,677			
Total	\$ 23,200	\$ 83,434		28%

RURAL GOVERNMENT

REMUNERATION	Acutal		Budget	
	1st Six Months		12 Months	
Director's Remuneration - "A"	\$ 7,721	\$	16,902	46%
Director's Remuneration - "B"	\$ 4,949	\$	13,564	36%
Director's Remuneration - "C"	\$ 7,507	\$	13,031	58%
Director's Remuneration - "D"	\$ 5,451	\$	13,092	42%
Director's Remuneration - "E"	\$ 9,257	\$	18,697	50%
Director's Remuneration - "F"	\$ 9,052	\$	15,293	59%
Director's Remuneration - "G"	\$ 6,040	\$	12,511	48%
Total	\$ 49,977	\$	103,090	48%

TRAVEL	Acutal		Budget	
	1st Six Months		Full Year	
Electoral Area "A" Travel	\$ 1,011	\$	12,000	8%
Electoral Area "B" Travel	\$ 613	\$	12,000	5%
Electoral Area "C" Travel*	\$ 7,107	\$	14,000	51%
Electoral Area "D" Travel	\$ 2,490	\$	12,000	21%
Electoral Area "E" Travel	\$ 2,190	\$	12,000	18%
Electoral Area "F" Travel	\$ 4,901	\$	12,000	41%
Electoral Area "G" Travel	\$ 2,745	\$	12,000	23%
Total	\$ 21,058	\$	86,000	24%

* includes a \$2,000 allowance for SNRHD travel



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: July 18, 2024
Subject: **2024-2034 Community Works Fund Agreement**

RECOMMENDATION:

(all/directors/majority)

- 1) That the Board approve signing the 2024-2034 Community Works Fund Agreement with UBCM under the Administrative Agreement on the Canada Community Building Fund.
 - 2) That the Board authorise the Chair and Corporate Officer to sign on behalf of the RDBN.
-

BACKGROUND

UBCM has provided the 2024-2034 Community Works Fund (CWF) Agreement for signature. Staff have noted that Item 2 - Schedules does not align with the attached schedules and this has been flagged for UBCM.

The annual RDBN allocation is scheduled to be \$923,045 in Years 1-3 of the new agreement, and \$959,967 in years 4 and 5.

There is one change to the eligibility categories under the new agreement - the Disaster Mitigation category has been renamed Resilience (Item 16 of Schedule B) and includes expanded eligible expenditures.

A notable change within the Fire Hall category includes the eligibility of fire trucks as a stand-alone purchase.

Schedule G - Housing Report will not apply to the RDBN as we do not meet the criteria for 2021 census population.

Spending timelines - CWF funds received by UBCM in a given year will be required to be fully expended on eligible projects within five years. Exceptions will be considered on a case-by-case basis and identified through a long-term capital and/or asset management plan. Note that any unspent CWF funds held by the local government under the 2014-2024 CWF program will be required to be spent within five years of entering into the 2024-2034 CWF Agreement with UBCM.

There are some additional considerations regarding third-party projects. Staff are collating and reviewing these details and will provide additional information at the August Board Meeting.

Signing of the 2024-34 Agreement is required prior to receiving 2024 CWF payments.

ATTACHMENTS

- 1) CWF Agreement Letter
- 2) 2024-34 CWF Agreement

June 21, 2024

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

SENT VIA E-MAIL: curtis.helgesen@rdbn.bc.ca

Dear Curtis Helgesen:

RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT

Please find enclosed the 2024-2034 Community Works Fund Agreement between the Regional District of Bulkley-Nechako and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to ccbf@ubcm.ca.

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Board resolution authorizing the Chair and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](#).

If you have any questions, please emails us at ccbf@ubcm.ca or call us at 250-356-5134.

Sincerely,



Brant Felker
Manager, CCBF Program Services

2024-2034 COMMUNITY WORKS FUND AGREEMENT

under the

**ADMINISTRATIVE AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of _____, 202__,

BETWEEN:

Regional District of Bulkley-Nechako (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

2. SCHEDULES

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A:	Ultimate Recipient Requirements
Schedule B:	Eligible Project Categories
Schedule C:	Eligible and Ineligible Expenditures
Schedule D:	Program Reporting
Schedule E:	Communications Protocol
Schedule F:	Asset Management
Schedule G:	Housing Report

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

c) fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.

4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.

4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$461,523, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.

4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.

4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).

5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

6.1 The Local Government shall:

- a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
- b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

7. TERM

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

8. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

9. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall from part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

10. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

11. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

12. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: ccbf@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Regional District of Bulkley-Nechako

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Chair

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by Regional District of Bulkley-Nechako on the _____ day of _____, 202__.

The Community Works Fund Agreement have been executed by UBCM on the _____ day of _____, 202__.

Schedule A – Definitions

“Affordable Housing” means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

“Administrative Agreement or Agreement” means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

“Asset Management” means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

“Canada Community-Building Fund” (CCBF) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Community Works Fund” means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Core Housing Need” means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“Funding Agreement” means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

“Gender Based Analysis Plus” (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

“Housing Needs Assessment” means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

“Housing Report” means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Oversight Committee” means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Previous Agreements” means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

“Prior Community Works Fund Agreement” means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

Third Party” means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Sustainable Service Delivery” means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

“Ultimate Recipient” means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

“Unspent Funds” means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
 - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
 - iii. training directly related to asset management planning; and
 - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
 - i. highways;
 - ii. regional and local airports;
 - iii. short-line rail;

- iv. short-sea shipping;
 - v. disaster mitigation;
 - vi. broadband connectivity;
 - vii. brownfield redevelopment;
 - viii. cultural infrastructure;
 - ix. tourism infrastructure;
 - x. sport infrastructure; and
 - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
 - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
 - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
 - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
 - g) purchase of land or any interest therein, and related costs;
 - h) legal fees;
 - i) routine repair or maintenance costs; and
 - j) costs associated with healthcare infrastructure or assets.

SCHEDULE D - Program Reporting

Ultimate Recipient Reporting

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

1. Ultimate Recipient Annual Expenditure Report

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

2. Audited Financial Report

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

2.1 Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

2.2 Ultimate Recipient audit:

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

3. Housing Report

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

4. Outcomes Report

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

SCHEDULE E – Communications Protocol

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

1. Purpose

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

2. Joint communications approach

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

4. Announcements and media events for Eligible Projects

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

5. Program communications

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

6. Operational communications

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

7. Communicating success stories

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

8. Advertising campaigns

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

9. Digital Communications, Websites and webpages

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at www.infrastructure.gc.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

10. Project signage

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

11. Communication Costs

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

SCHEDULE F – Asset Management

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

SCHEDULE G – Housing Report

1. Housing Needs Assessments

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

2. Project-Level Housing Report

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

2.2 Municipalities Identified for Project-Level Reporting

Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

Ultimate Recipient	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

Table 1: Ultimate Recipients Identified for Project Level Reporting

2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

Table 2: Project-Level Reporting on Housing Outcomes

2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

4. Assessment of the Housing Reports and Compliance

4.1 Assessment of Housing Reports

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

4.2 Compliance

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.



194

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: July 18, 2024
Subject: **Grant in Aid for Electoral Area D (Fraser Lake Rural)
Fort Fraser Community Hall Society – New Furnace**

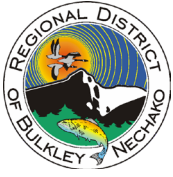
RECOMMENDATION: **(all/directors/majority)**

That the Board approve allocating \$5,628 in Electoral Area D (Fraser Lake Rural) Grant in Aid monies to the Fort Fraser Community Hall Society.

BACKGROUND

In June of 2022 the Board approved a \$10,330 grant for a new furnace at the Fort Fraser Hall. The project was not completed at that time but is planned for this summer. Cost increases since 2022 have changed the cost of the furnace, and the hot water tank also requires replacement at this time. The total project budget is now \$15,958. This application is to cover the cost of the project that is not covered by the Canada Community-Building Fund grant.

The Grant in Aid Balance for Area D as of May 31, 2024, is \$33,089
Chair Mark Parker is supportive of the application.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: July 18, 2024
Subject: **Grant in Aid Under \$2,500 Approval Update**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The following Grant in Aid requests of \$2,500 or less were approved by Electoral Area Directors via email between April and June 2024.

Community Group	Project	Amount
Area A (Smithers/Telkwa Rural)		
Bulkley Valley Collaborative Learning Society	Annual Plant Sale	\$2,405
Woodmere Emergency Services Society	Public Education Event	\$600
Woodmere Emergency Services Society	Fire Suppression Supplies	\$2,500
Quick Area Residents Association	Fire Suppression Supplies	\$2,500
BV Agricultural and Industrial Association	Portable Horse Barn	\$2,500
Area B (Burns Lake Rural)		
Area C (Fort St. James Rural)		
Fort St. James Secondary School	Grade 9 Haida Gwaii Trip	\$1,000
Fort St. James Youth Soccer	New Soccer Jerseys	\$1,000
Fort St. James Secondary School	Sr. Girls Soccer Provincials	\$1,000

Area D (Fraser Lake Rural)		
Fraser Lake Elementary Secondary School	Scholarship	\$1,000
Area E (Francois/Ootsa Rural)		
Cheslatta Carrier Nation	Annual Campout	\$1,000
Area F (Vanderhoof Rural)		
Nechako Valley Swim Club	Annual Swim Meet	\$2,500
Area G (Houston/Granisle Rural)		



197

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Christopher Walker, Emergency Program Coordinator
Date: July 18, 2024
Subject: **What We Heard Report on Regulations for Local Authorities**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The *Emergency and Disaster Management Act (EDMA)* regulation local authority engagement began October 12, 2023 and concluded January 31, 2024. RDBN staff engaged in a virtual engagement session, and a written statement.

Further advocacy was done at the direction of the board by a letter to Premier Eby and Minister Ma.

The report captures key themes advocated for by the RDBN, those being regulations should be more of guidelines and minimum standards, Regional Districts are distinct to municipalities, flexible requirements to accommodate the difference, and that capacity challenges need to be factored into what regulations will require of local authorities. Lastly, while no consensus was found for how much time is required to fully meet requirements under the *EDMA*, some local authorities stated four to five years if they received financial support, staff resources, consultants, and provincial guidance materials.

ATTACHMENTS:

[What We Heard Report Regulations for Local Authorities](#)



What We Heard Report

Regulations for Local Authorities



Contents

Territorial Acknowledgement.....	3
Minister’s Message	4
Introduction.....	5
Context: Regulations for Local Authorities.....	7
Overarching Themes	8
Key Questions	10
Key Question A.....	10
Key Question B.....	20
Conclusion	23
Appendix 1.....	24

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government’s policy intentions.

Territorial Acknowledgement

We acknowledge with respect that the Ministry of Emergency Management and Climate Readiness operates throughout British Columbia on the traditional territories of First Nations Peoples.

Minister's Message

With the Emergency and Disaster Management Act (the EDMA) now in force, modernized regulations are needed. The Ministry has been seeking feedback from local authorities and First Nations to create new regulations for local authorities to improve emergency management at the local level.

Emergency managers and elected officials from across the province have been sharing their experiences with all four phases of emergency management to guide the creation of new regulations for local authorities. I want to thank everyone for their time and willingness to share their thoughtful, insightful and valuable feedback. Your perspectives will be reflected in our work moving forward. Feedback was captured in this "What We Heard" Report, now available on our website.

The report reflects what we heard in relation to 14 questions relating to the development of risk assessments, emergency management plans, business continuity plans, consultation and coordination with neighbouring local authorities, consultation and cooperation with Indigenous governing bodies, emergency management organizations, and multijurisdictional emergency management organizations. Four key themes were identified from the many perspectives shared: capacity, flexibility, considerations for regional districts and cultural safety training.

The feedback received has been essential in helping us further understand challenges facing local authorities and First Nations. All feedback will guide the development of the new regulations.

Local authorities play a critical role in managing emergencies in the province and have supported their residents and neighbours through many challenging emergency events in recent years. In recognition of this key role, the Ministry is working with the Union of BC Municipalities to develop a Local Government Advisory Committee on EDMA regulations. This committee will provide valuable input and advice as we move to develop regulations based on what we heard.

We are moving forward with implementation of the EDMA in phases, and full implementation will take several years. We will continue to work and collaborate with First Nations communities, local authorities and organizations to aid in a smooth transition. Our goal is to ensure that local authorities are supported in effectively implementing the EDMA.



The Honourable Bowinn Ma
Minister of Emergency
Management and Climate
Readiness, British Columbia

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.

Introduction

On November 8, 2023, the Emergency and Disaster Management Act (EDMA) came into force, replacing the Emergency Program Act (EPA). While the EPA focused primarily on emergency response, the EDMA incorporates the principles of the UN Sendai Framework for Disaster Risk Reduction, including all four phases of emergency management, and reflects several key policy shifts informed by best practices in emergency management, partner engagement, and consultation and cooperation with First Nations.

The EDMA recognizes the inherent rights of Indigenous Peoples, brings focus to the disproportionate impacts of emergencies on historically marginalized populations, and draws a linkage between climate change and increasing emergencies. Through alignment with the UN Sendai Framework, concepts focused on disaster risk reduction are embedded throughout the legislation, including requirements for specific consideration of intersectional disadvantage.

The legislation reflects that emergency management takes place in a co-managed environment with multiple levels of government involved. New Indigenous engagement requirements are designed to facilitate strong relationships between local authorities and Indigenous governing bodies throughout all phases of emergency management. Structures such as agreements and multijurisdictional emergency management organizations can also contribute to meeting these goals. New tools and powers under the EDMA are now in place, while many key duties will be phased in over time through regulation.

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.



On October 12, 2023, the Ministry of Emergency Management and Climate Readiness (EMCR) released a public discussion paper, "[BC's Modernized Emergency Management Legislation: Regulations for Local Authorities](#)", to gather public input to help shape new regulations for local authorities. The regulations will support the EDMA and provide clarity around the requirements for local authorities.

Public engagement on the discussion paper concluded on January 31, 2024. EMCR received 35 submissions in response to the discussion paper and conducted broad engagement with the public and local authorities through a combination of in-person and virtual engagement sessions; participants included representatives from B.C. municipalities and regional districts, emergency management practitioner organizations, and First Nations.

Dedicated sessions were also held with First Nations Peoples relating to consultation and cooperation, emergency management organizations, and

multijurisdictional emergency management organizations. These sessions included representatives from 105 First Nations and organizations supporting First Nations in B.C., including the First Nations Emergency Services Society and the First Nations Health Authority.

Perspectives and input provided during engagement sessions and through the written submissions have been summarized in this report. The first section highlights the overarching themes. Feedback related to the questions posed in the discussion paper is presented in the order that the questions appeared in the discussion paper. The EDMA already includes requirements related to things such as risk assessments and emergency management plans. The regulations can add to these requirements, but the requirements in the EDMA can also be supported by other mechanisms, such as guidance and tools. This report summarizes feedback received not only in relation to what could be captured in regulation, but also perspectives related to what other mechanism might be used instead.

What are local authorities?

The EDMA uses the term "local authorities" when referring to municipalities, regional districts and Modern Treaty Nations.

Context: Regulations for Local Authorities

The Local Authority Emergency Management Regulation made under the EPA required local authorities to:

- prepare local emergency plans that reflect potential emergencies and disasters that may affect any or all of an area within their jurisdiction;
- include an assessment of the relative risk that a given type of emergency will occur, along with its potential impact on people and property; and
- set priorities for restoring essential services provided by the local authority.

New regulations that align with the EDMA will replace the Local Authority Emergency Management Regulation.

The discussion paper sought feedback on specific details that could be brought into effect through regulations, including:

- timeframes required for the development and revision of risk assessments, emergency management plans, and business continuity plans to align with the EDMA;
- requirements for risk assessments, emergency management plans, and business continuity plans;
- a framework for multijurisdictional emergency management organizations; and
- requirements to consult and cooperate with Indigenous governing bodies.

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.



Overarching Themes

Theme #1: Capacity

The frequency of climate-driven emergencies affecting B.C. has grown in recent years, and this has had effects on the capacity of local authorities across all four phases of emergency management.

Local authorities and First Nations Peoples described existing capacity gaps that will challenge their abilities to meet requirements under the EDMA. We heard concerns about a general lack of funding to support emergency management, staffing shortages and burnout, and challenges accessing needed information and expertise. Many local authorities reported that they do not have dedicated emergency management staff to undertake the work, and those that do are already at capacity. Local authorities indicated more resources are required, including:

- increased funding to conduct risk assessments and develop or update required materials, such as emergency management and business continuity plans;
- increased funding to hire staff and/or consultants;
- increased funding to consult and cooperate with Indigenous governing bodies; and
- access to information from EMCR, for example,
 - provincial and regional disaster climate risk and resilience assessments;
 - guidance documents and templates; and
 - clear delineation of First Nation territories.

First Nations voiced similar challenges with capacity and described unique strains, such as increasing requests for consultation from all levels of government, staff retention, and, in some communities, a lack of experience with emergency management. We heard that support could include:

- increased funding to support emergency management;
- increased funding to recruit and retain staff; and
- increased funding to support consultation and engagement.

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.

Theme #2: Flexibility

The EDMA includes a robust set of requirements for risk assessments and emergency management plans. During discussions, questions focused on identifying additional specifics to elaborate on these statutory requirements. Throughout the engagement period we heard about the importance of respecting a community-led approach and allowing for flexibility in the regulations. First Nations participants emphasized their inherent right to self-determination. For local authorities, autonomy referred to recognition that local authorities understand the needs of their communities best.

In general, both local authorities and First Nations cautioned that too much rigidity in the regulations may limit opportunities for cooperation, and flexibility would allow local authorities and First Nations to practice emergency management and build meaningful relationships in the manner most effective for each community.

We heard that providing guidance materials such as templates, forms, instructions, and wise practices could support the goals of the EDMA more effectively than overly prescriptive regulatory requirements.

Theme #3: Considerations for Regional Districts

Regional districts highlighted unique circumstances that could pose additional barriers to meeting the new emergency management requirements, including:

- the governance and funding mechanisms of regional districts are distinct from municipalities and are unique to B.C., which creates challenges to meeting requirements outlined in the EDMA;
- regional districts are geographically large and diverse, and their boundaries may contain a combination of cities, rural communities, and sparsely populated areas; and
- smaller communities spread over larger/more geographically complex areas face further capacity challenges.

Overall, feedback from regional districts reflected a desire to see requirements for regional districts distinct from those that apply to municipal governments. Regional districts also expressed a strong desire for increased collaboration with EMCR to help inform the development of regulations.

Theme #4: Cultural Safety Training

First Nations participants emphasized the need for cultural safety training within the context of emergency management for local authorities. First Nations participants also highlighted the importance of cultural sensitivity and humility in building meaningful relationships with local authorities. Recognizing the diversity among communities was identified as an important component of cultural safety, and First Nations Peoples emphasized the importance of consulting with those who have firsthand knowledge of cultural safety.

Given that the term cultural safety is not defined in the EDMA, First Nations Peoples and local authorities suggested that clarity be provided around the definition and the expectations in relation to emergency management plans to ensure the work is done in a good way. Suggestions included developing specific policies and guidance on cultural safety, based on wise practices and Indigenous perspectives.

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.

Key Questions

Key Question A1: Phasing-In – How much time does your local authority need to prepare these (risk assessments, emergency management plans, business continuity plans) materials?

The majority of participating local authorities noted that it was challenging to provide an accurate time estimate without a clear understanding of any additional specific requirements that might be included in the regulations. While the emergency plans prepared by local authorities under the previous legislation will provide a strong foundation for the risk assessments, emergency management plans, and business continuity plans that will be prepared under the EDMA, many local authorities indicated that a minimum of four to five years would be required to complete the materials with the caveat that they would also require additional support and resources from the Province. This could include:

- financial support;
- staff resources;
- access to consultants and relevant expertise; and
- provincial guidance materials.

Participants noted that emergency management is not always a priority for taxpayers, which creates a barrier in obtaining staff and budgetary resources to prepare materials within a short timeframe.



Key Question A2: Preparing risk assessments – Should there be rules in the regulations for how risk assessments are prepared? If yes, what do you suggest?

While the EDMA already includes requirements for how risk assessments should be developed, additional requirements could be added to the regulations. Local authorities indicated that they would prefer a lighter approach to regulatory requirements with more emphasis put on EMCR developing guidance to assist with how risk assessments should be developed.

They highlighted the importance of risk assessments having a consistent format across jurisdictions to facilitate communication and cooperation and enhance information collection and sharing between all jurisdictions. They also highlighted the importance of collaboration in developing risk assessments, noting that local authorities require access to hazard-related data that the Province holds, including floodplain mapping, forest compositions, EMCR-led provincial and regional level risk assessments, and other statistical information.

Regional districts highlighted unique barriers they may experience preparing risk assessments for vast, remote areas with a sparse population, or for areas where regional districts are not mandated to provide services.

Local authorities noted that they generally do not have in-house risk assessment expertise and that EMCR could support them by providing information regarding:

- the minimum required components and specific content that must be included in a risk assessment;
- methodology and the process for how to develop a risk assessment;
- key definitions and deliverables; and
- guidance on incorporating Indigenous knowledge.

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.

Key Question A3: Additional contents for risk assessments – Should there be additional matters assessed in relation to hazards?

The EDMA already includes requirements regarding the substance of risk assessments, but additional requirements could be added through regulations. Many local authorities indicated they would prefer a focus on guidance rather than regulatory requirements in relation to developing risk assessments.

In risk assessments, local authorities supported the inclusion of information such as:

- a community's ability to endure the impacts of an emergency;
- demographic data;
- local authority capacity;
- existing sources of funding for disaster recovery;
- climate projections*;
- impacts on historically marginalized populations*;
- compounding and cascading effects of hazards.

*Already included in the EDMA requirements.

Local authorities also suggested it could be helpful for jurisdictions to share information pertinent to the development of risk assessments with one another and with external organizations (e.g., critical infrastructure owners, emergency service providers, health authorities, etc.).

The feedback highlighted that having EMCR provide guidance materials is critical to supporting local authorities to prepare or update risk assessments. Additional hazard-related guidance suggested by local authorities included providing sample templates of required documents and providing clarity on the delineation of responsibilities between local authorities and other entities.

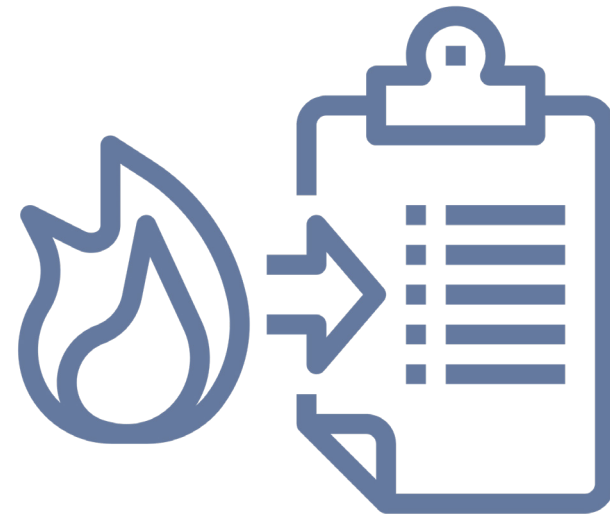


Key Question A4: Preparing emergency management plans – Should there be rules in the regulations for how emergency management plans are prepared? If yes, what do you suggest?

The EDMA already includes requirements for how emergency management plans should be developed, but additional requirements could be added through regulations. Many local authorities indicated that they would prefer few additional regulatory requirements but reflected on the need for more guidance on how emergency management plans are to be developed.

Local authorities highlighted the importance of providing guidance, including a standardized procedure and template for emergency management plans, emphasizing that plans should be consistent and follow internationally accepted professional standards which could improve communication and collaboration between all jurisdictions. Some members of strata corporations reflected on challenges related to emergency management planning for multi-unit residential buildings due to limited resources and potential legal risks, as the EDMA does not give strata corporations the duties and powers to undertake such activities.

It was noted that oversight for emergency events such as riots, pandemics, and acts of terrorism is beyond the jurisdiction of local authorities to plan for and manage alone. As such, local authorities reported that their emergency management plans regarding these types of events would likely be dependent upon the emergency management plans and directives of EMCR or the federal government.



Key Question A5: Additional contents for emergency management plans – Should there be additional matters described for the purposes of emergency management plans?

The EDMA already includes requirements regarding the substance of emergency management plans, but requirements could be added through regulation. Like the above feedback, local authorities indicated an overall preference for guidance rather than additional requirements in regulation, specifically regarding:

- clarity on the contents required in emergency management plans;
- groups that must be consulted; and
- incorporation of Indigenous knowledge.

Local authorities indicated that guidance materials, templates, and data (e.g., flood modelling, seismic mapping) held by the Province are required to support the development of emergency management plans. Local authorities emphasized that the comprehensive emergency management plan developed by EMCR should be shared with local authorities to help inform the development of emergency plans across jurisdictions.

Local authorities also emphasized the importance of ensuring emergency plans are both relevant and essential to the operational aspects of emergency response and preparedness.

Key Question A6: Scope of regional district planning requirements – How should the regulations establish a minimum required scope for regional district plans?

Regional districts emphasized the need for flexible regulations tailored to recognize their unique circumstances, which impact the development of emergency management plans. Regional districts operate in a different context than municipalities (e.g., smaller populations, wider geographical area of responsibility, unique governance and funding structures, etc.), and representatives noted the need for additional guidance specific to regional districts from EMCR. Regional districts also raised that some areas within their boundaries have limited first responder services, such as police and ambulance, which means that regional districts have limited ability to provide a response in these areas and that provincial involvement may be required .

While there was no one agreed upon approach for establishing a minimum scope in regulation, feedback suggested that the scope could be:

- based on where the regional district has issued building permits or business licenses, provided basic infrastructure services (e.g., fire services, water, waste removal), or maintained access to a site for the purposes of operating a service or facility (e.g., regional parks, rights of way, lands for future development);
- within a community or one kilometer around the boundaries of a community;
- related to critical resources to communities, such as watersheds that provide drinking water; or
- determined based on population density.

Some regional districts suggested that local authority emergency management plans should be an extension of ministries' emergency plans, but that local authorities should be permitted to identify additional content based on unique community circumstances.

Key Question A7: Consultation and coordination with neighbouring local authorities – Should there be rules in the regulations for how local authorities consult and coordinate with neighbouring local authorities in the course of preparing, reviewing, or revising a risk assessment or emergency management plan? If yes, what do you suggest?

Many local authorities indicated they would prefer guidance over detailed regulatory requirements.

They highlighted the importance of setting standardized expectations around consultation and coordination, and effective and timely communication for all parties involved.

Regional districts highlighted how in regions with larger geographical scope, the impact of a hazard varies among surrounding local authorities depending on their location relative to the location of the hazard.



Key Question A8: Consultation and cooperation with Indigenous governing bodies and Modern Treaty Nations – Should there be rules in the regulations for how local authorities consult and cooperate with Indigenous governing bodies and (if applicable) Modern Treaty Nations in the course of preparing, reviewing, or revising a risk assessment or emergency management plan? If yes, what do you suggest?

We heard from First Nations Peoples that in order for consultation and cooperation to be successful between local authorities and Indigenous governing bodies:

- local authorities need to work with First Nations as early as possible, on an ongoing basis, and when possible in-person, to determine the best approach for consultation and cooperation;
- local authorities need to be transparent and share information with First Nations;
- local authorities should engage in cultural safety training; and
- EMCR should develop guidance to assist local authorities.

Some First Nations Peoples suggested that over-prescribing regulatory requirements may hinder opportunities to build meaningful relationships, while others who have experienced a lack of communication from local authorities suggested that regulations could help facilitate engagement.

Most local authorities agreed with the intent behind the consultation and

cooperation requirements, while also emphasizing the complexity and challenges around meeting the requirements set out in the EDMA. Some local authorities suggested clarity is needed with respect to consultation and cooperation with trans-provincial and trans-national communities, such as with communities in Alberta, the Yukon, or the United States.

Local authorities expressed similar preferences regarding prescribed requirements for consultation and cooperation over detailed regulatory requirements and indicated that flexibility is required in building and maintaining meaningful relationships with First Nations. Local authorities wanted guidance materials to support consultation and cooperation, including clarity around how to identify which First Nations territories their local authority is situated upon. First Nations Peoples echoed the sentiment, indicating that EMCR has a responsibility to provide guidance on consultation and cooperation to local authorities.

Key Question A8: Consultation and cooperation with Indigenous governing bodies and Modern Treaty Nations (continued)

Both First Nations Peoples and local authorities agreed that cultural safety should be better defined. First Nations Peoples emphasized that local authorities should receive cultural safety training and highlighted the need to recognize the diversity across First Nations within training. First Nations Peoples also voiced that, while more training is required, a lack of knowledge or uncertainty around where to begin engagement is not an excuse to neglect consultation and cooperation.

Some local authorities expressed the need to establish a conflict resolution process and clear timelines around consultation and cooperation. First Nations Peoples echoed this need indicating the need for a mechanism for redress if EDMA requirements are not met. More clarity around the roles and responsibilities of existing organizations such as First Nations Emergency Services Society of BC, Indigenous Services Canada and the First Nations Health Authority was also identified, as was guidance on areas where the traditional territories of First Nations overlap.

Capacity for meaningful consultation and cooperation was a universal concern for First Nations Peoples and local authorities, particularly for local authorities situated upon or adjacent to the territories of multiple First Nations. Some of these barriers include:

- funding for both First Nations and local authorities to engage meaningfully;
- lack of cultural safety and humility training for local authorities;
- historical conflicts and strained relationships; and
- high demand on First Nations for consultation.

Key Question A9: Business continuity plans – Should there be rules in the regulations for how business continuity plans are prepared? If yes, what do you suggest?

Local authorities indicated they would prefer guidance on how their business continuity plans should be prepared over detailed regulatory requirements, with emphasis on information on the content and structure for business continuity plans.

It was noted that experience with emergency management-related planning and processes varies amongst local authorities. Some local authorities reported that they do not have designated resources for emergency management programming and existing staff may not be familiar with what would be required in a business continuity plan. Guidance should aim at encouraging consistency across local authorities and should be aligned with established international industry standards.

The feedback also highlighted that regional districts may not always be in control of facilities managed by municipal governments and other service providers (e.g., local authorities do not have jurisdiction over critical infrastructure, such as internet and hydro) and it is not clear how those types of infrastructure requirements could be incorporated into a local authority's business continuity plans.

Key Question A10: Review cycle – Should there be rules in the regulations to establish a cycle for the regular review and revision of risk assessments, emergency management plans, and business continuity plans? If yes, what would be an appropriate cycle?

Local authorities suggested that risk assessments, emergency management plans, and business continuity plans should be evergreen documents that are updated after every activation or hazard season, but that a minimum of five years should be allowed before a thorough review is required.

They also suggested that the frequency of the review cycle should be aligned with the provincial emergency management plan review cycle if one is set.



Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.

Key Question B1: Local authority emergency management organizations – Should there be rules in the regulations for establishing, appointing members to, and maintaining emergency management organizations? If yes, what do you suggest?

Local authorities emphasized the importance of autonomy in establishing and governing emergency management organizations, indicating a preference for guidance materials over extensive regulatory requirements. Local authorities consistently articulated that every local authority is different, and local authorities understand community needs best. For example, it was noted that some emergency management organizations include elected officials, while others do not.

While stressing the importance of flexibility, local authorities requested:

- clear guidance on what an emergency management organization could look like, and what documentation would be required to formalize an organization;
- clarity and details regarding the features, functions, responsibilities, and intended outcomes of an emergency management organization.



Key Question B2: Establishing multijurisdictional emergency management organizations – What rules should the regulations provide to govern the formation of multijurisdictional emergency management organizations (MJEMO)?

Local authorities emphasized the importance of autonomy in establishing and governing multijurisdictional emergency management organizations. While some respondents suggested the regulations should outline key components that must be identified in MJEMO agreements, there was an overarching preference for guidance materials over extensive regulatory requirements.

Local authorities suggested the following be embedded in the regulations or guidance material:

- a conflict resolution framework;
- minimum membership requirements;
- identification of a clear decision-making framework;
- how responsibility for legal compliance in relation to matters beyond the EDMA is assigned (e.g., employment or privacy law); and
- the participation of qualified staff of MJEMO members, such as an emergency manager.

We heard that financial processes may differ between local authorities and coordinating financial requirements between multiple local authorities could pose a challenge.

Local authorities underlined the importance of aligning priorities between partners in an MJEMO. Political will to join an MJEMO and the potential impact that shifts in political priorities by elected leadership could have on MJEMOs were a concern. Some local authorities suggested that including some mechanism of accountability, or oversight from each local authority could remedy those challenges.

First Nations Peoples shared that Indigenous governing bodies may be hesitant to join an MJEMO due to:

- a lack of capacity and resources; and/or
- the historical pattern of First Nation jurisdiction and rights being ignored by settler governments.

Some First Nations Peoples indicated an interest in leading an MJEMO and suggested that MJEMOs could function as a tool to help build relationships between local authorities and Indigenous governing bodies.

First Nations Peoples suggested there be clear and equitable mechanisms for resource allocation and funding, and that regular reviews should be conducted to assess an MJEMO's effectiveness over time.

Key Question B3: Governance and responsibilities of multijurisdictional emergency management organizations – Should there be rules in the regulations about the governance and responsibilities of multijurisdictional emergency management organizations? If yes, what do you suggest?

Local authorities indicated they prefer minimal regulatory requirements, and more emphasis on guidance materials to help develop the governance and responsibilities of MJEMOs.

Similarly, local authorities highlighted that clear definitions of roles and authorities within an MJEMO are critical to enable efficient functioning within the group and to avoid procedural unfairness to any single jurisdiction.

It was further suggested that barriers to forming MJEMOs might be lessened by providing incentives for local authorities to work together to create collective plans. Identifying values and benefits for joining MJEMOs would be helpful as part of associated guidance documents.

Key Question B4: Multijurisdictional emergency management organization records – Should there be rules in the regulations to specify the types of records relevant to a local authority’s participation in a multijurisdictional emergency management organization that must be given to the provincial administrator? If yes, what do you suggest?

Local authorities suggested that records required to be shared with the provincial administrator be limited to essential records required to maintain and support the function of an MJEMO (e.g., copies of MJEMO agreements, roles and responsibilities, governance structure, funding, etc.). Furthermore, they suggested minimizing the frequency of updates or distribution of records to alleviate staff workload.

They also suggested it would be helpful to establish a governance model for information sharing within the MJEMO and other relevant entities that should include the publication of emergency planning documents, record retention, and oversight. It was noted that local authorities have existing processes on records management, so prescriptive requirements on records management would not be required.

Conclusion

The feedback received through online submissions and engagement with local authorities and First Nations provided EMCR with valuable insight into the historical and ongoing challenges faced in managing emergencies within communities.¹

Respondents underscored the diversity in operational landscapes and highlighted the creativity and resiliency exhibited by their community leaders and emergency management practitioners in adapting to the ever-changing hazard environment. Both local authorities and First Nations Peoples emphasized the unwavering passion and commitment demonstrated in their communities despite the various challenges and obstacles that are a reality of emergency management. Feedback from respondents was clear that the preference is for flexible regulations with more emphasis put on developing guidance to help local authorities effectively meet EDMA requirements.

We also received feedback from First Nations Peoples for more transparency and accountability in the development of materials and programs related to consultation and cooperation and implementation of the EDMA. The dissemination of this report is one step toward meeting that request.

The insights gained from the engagement sessions and discussion paper responses are informing the work of the EMCR teams tasked with developing regulations, scoping out operational requirements, and creating guidance materials for local authorities. Regulations for local authorities are currently targeted for completion in mid-2025. EMCR is currently working with the Union of BC Municipalities to establish an advisory committee to support further regulation development.

After the regulations are completed, local authorities will be provided sufficient time to develop risk assessments, emergency management plans and business continuity plans. EMCR will continue to engage with local authorities, First Nations, and other partners throughout the process and we thank everyone for their feedback to date.

¹ Additional information received following the closure of the official engagement period may not be fully reflected in this report. EMCR continues to review all submissions it receives.

Please note: this report summarizes the feedback received by EMCR from October 2023 through January 2024. While future regulations will be developed with this feedback in mind, this summary should not be assumed to represent the government's policy intentions.

Appendix 1

Total written responses received for the local authorities regulation discussion paper online engagement:

- 16 regional districts
- 19 municipalities
- 10 other respondents
- Total: 45

Engagement sessions were held both virtually and in person for First Nations partners, emergency management practitioners, local authorities, and regional partners.

Total engagement sessions on regulations for local authorities over fall 2023 and winter 2024:

- September: 1
- November: 5
- January: 4
- Total: 10





BRITISH
COLUMBIA



223

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 18, 2024
Subject: **Departmental Quarterly Reports – 2nd Quarter**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 2nd Quarter of 2024 have been prepared to keep the Board apprised of the status of strategic priorities, departmental work plans, and normal operations.

ATTACHMENTS:

1. Administration Quarterly Report
2. Finance Quarterly Report
3. Protective Services Quarterly Report
4. Planning Quarterly Report
5. Environmental Services Quarterly Report



Administration

April 1, 2024 – June 30, 2024

Table of Contents

Staffing	3
Strategic Priorities	3
Relationships with First Nations	4
Advocacy with the Province	4
Housing Supply	5
Economic Development	5
Connectivity.....	5
Community and Economic Stability.....	5
Funding Requests.....	5
Agriculture.....	5
Bulkley-Nechako Joint Accessibility Advocacy Committee.....	5
Human Resources	6
Mental Wellness Program.....	6
Labour Relations.....	6
2024 Board Attendance	6

Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Anusha Rai, Human Resources Advisor

Danielle Sapach, Administration Clerk

Justin Greer, First Nations Liaison

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Cameron Hart, Economic Development Assistant

Megan D'Arcy, Agriculture Coordinator (part-time)

Marissa Moroski, Custodian

Strategic Priorities

2023-2026 STRATEGIC PRIORITIES

Relationships with First Nations

- To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.
 - Extend invitations for informal meetings/meals with each First Nations government in the region
 - Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest
 - Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities

Advocacy with the Province

- To advocate and build relationships with provincial ministries to ensure the needs of the region are represented, impacts on our communities from their decisions and policies are understood, and adequate resources are made available to support new and increasing expectations of local government.
 - Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province
 - Identify and prioritize topics and issues for provincial advocacy and advance our interests by developing strategic and consistent messaging, and offering solutions that are aligned with mutual goals
 - Extend invitations to ministers or senior ministry staff to visit our region so they can observe and discuss our issues and interests in-person

Housing Supply

- To ensure there is an adequate supply and variety of housing options for our citizens.
 - Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives
 - Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents
 - Investigate opportunities for the Regional District to plan for and/or support the development of workforce housing

Administration

April 1, 2024 to June 30, 2024

Community and Economic Sustainability

- To identify and pursue opportunities to support and diversify our economy.
 - Convene a tourism summit to better-understand the needs of the tourism sector and explore how the regional district can support and advance tourism in the region
 - Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator
 - Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners.

Relationships with First Nations

Staff supported Directors meeting with Nechako First Nations and Cheslatta Carrier Nation to renew the Nechako Memorandum of Understanding (MOU). The amended MOU has been provided to all parties for review.

Staff attended a Regional Indigenous Relations Community of Practice meeting on approaches to UNDRIP/DRIPA in regional districts.

The First Nations Liaison continues to provide support in the implementation of EDMA requirements in RDBN emergency management. A letter has been drafted to be sent to all First Nations in the region.

Advocacy with the Province

The following resolutions have been submitted to the Union of BC Municipalities for consideration at the 2024 UBCM Convention:

- Healthcare Worker Shortage – Reducing Barriers to Training
- Housing Support in Northern and Small Communities
- Industry Shutdown – Timber Rights
- Search and Rescue – Capability Approval Process
- Vaccine Mandate for Healthcare Workers
- Expansion of Community Forests for Increased Access to Fiber
- Provincial Funding for Accessible and Transparent Dataset
- Enhancing the Environmental Assessment Process

The following UBCM meeting requests to discuss the resolutions were submitted:

- Premier Eby
- The Honourable Adrian Dix, Minister of Health
- The Honourable Ravi Kahlon, Minister of Housing
- The Honourable Bruce Ralston, Minister of Forests
- The Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness

Administration

April 1, 2024 to June 30, 2024

- The Honourable Josie Osborne, Minister of Energy, Mines and Low Carbon Innovation

The 2024 Provincial Budget included the announcement of the \$250 million 5 year Northwest BC Resource Benefits Alliance. Subsequently, the details of the RBA funding agreement are in the final stages of approval, with funds expected in the 3rd quarter.

Housing Supply

The RDBN hired a Housing Planner to support activities or projects local governments must undertake to meet the new legislative requirements.

Economic Development

Connectivity

Staff supported Directors meeting with ADM Susan Stanford regarding connectivity in the region. Connectivity project progress is ongoing.

Community and Economic Stability

Staff continue to support Community Transitions engagement in Fraser Lake and Houston resulting from mill announcements in those communities.

Staff hosted a successful Regional Communications meeting at the RDBN in May for Economic Development Professionals from around the region for collaborative learning and discussion. Presenters included the Ministry of Jobs, Economic Development and Innovation and the BC Economic Development Association.

Funding Requests

Grant Writers continue to support groups in the region on applications. The 2024/25 Rural Economic Diversification and Infrastructure Program intake is now open.

Agriculture

Staff supported follow-up meetings with the Ministry of Agriculture and Food regarding the Water Infrastructure Program and continue to research a water mapping project.

Staff continue to communicate with the BC Vegetable Marketing Commission about their engagement plans in northern BC.

Bulkley-Nechako Joint Accessibility Advocacy Committee

The Accessibility Plan has been approved and provided to all partner organizations. The plan is available for download on the [Accessibility webpage](#).

Human Resources

Mental Wellness Program

The RDBN has partnered with the BC Association of Clinical Counsellors (BCACC) to launch the Connection to Care initiative under the Pre-emptive Mental Wellness Program. As May was Mental Health Awareness Month, Local Governments around the Province have a new resource through the BC Municipal Safety Association. Employees can access safety talks, connect with a counselor, and receive assistance.

Labour Relations

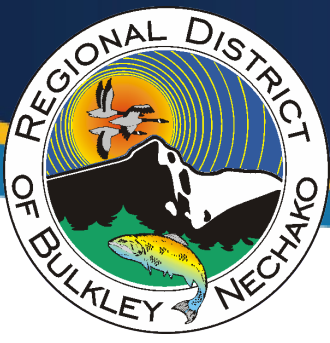
Labour relations remains the primary focus of Human Resources. This quarter considerable improvements were made in fostering a collaborative and respectful work environment. Regular communications with union representatives were instrumental in addressing potential issues. This ongoing area remains the top priority for HR, reflecting our commitment to maintaining a harmonious and productive workplace.

2024 Board Attendance

Directors	11-Jan	25-Jan	08-Feb	22-Feb	07-Mar	21-Mar	11-Apr	25-Apr	09-May	23-May	06-Jun	20-Jun
Stoney Stoltenberg	x	x	x	x	x	x	x	X	X	x	x	x
Michael Riis-Christianson	x	x	x	x	x	x	x	Absent	Alt. Dir	x	x	x
Judy Greenaway	x	SNRHD Zoom	x	x	x	x	x	x	x	Zoom	x	x
Mark Parker	x	x	x	x	x	x	x	x	x	x	x	x
Clint Lambert	Zoom	x	x	x	x	x	x	x	Zoom	x	Zoom	Zoom
Shirley Moon	x	x	x	x	x	x	x	x	Alt. Dir	Alt. Dir	x	x
Chris Newell	x	x	x	x	x	x	x	x	Alt. Dir	x	x	x
Gladys Atrill	x	x	x	Alt Dir	Alt Dir	x	Alt Dir	Zoom	X	x	Alt Dir	x
Shane Brienen	x	x	x	x	x	x	x	x	Zoom	x	x	x
Kevin Moutray	x	x	x	x	x	x	x	x	Alt. Dir	x	Alt Dir	x
Henry Wiebe	x	x	Alt Dir	x	x	x	x	x	Zoom	x	Alt Dir	x
Sarrah Storey	x	x	x	x	x	Alt Dir	x	Alt. Dir.	Zoom	x	Alt Dir	x
Martin Elphee	x	x	x	x	x	x	Alt. Dir	x	X	x	x	x
Leroy Dekens	Alt. Dir. Zoom	Zoom	x	Alt Dir Zoom	x	x	Absent	x	Alt. Dir	x	x	x
Linda McGuire	Zoom	x	Alt Dir	x	x	x	x	x	x	x	x	x

Administration

April 1, 2024 to June 30, 2024



Finance

April 1, 2024 to June 30, 2024

Staffing

Fulltime permanent:

John Illes, Chief Financial Officer

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, Accounting Clerk I (Accounts Payable and Receivable)

Statistic Highlight for the 2nd Quarter 2024

Accounts payable paid a total of \$3,420,073 in invoices.

Accounts Receivable balance as of June 30th is \$186,777 with \$61,576 over 60 days (\$453,061 with \$65,068 over 60 days last quarter).

Accounting

The Finance Department has completed sending out the water and sewer invoices for the year. Requisition funds are expected to be received in the first week of August.

The 2nd Quarter Financial Statements will be brought forward in August.



Protective Services Department

April 1, 2024 – June 30, 2024



Table of Contents

General	3
Staffing.....	3
911 Service	3
Transition to NG911.....	3
Bulkley Nechako Emergency & Public Alerts	3
Rural Fire Protection.....	5
Expansion of Fire Protection Areas	5
Administration, Training, and support for the four Rural Fire Departments	5
Fire Department Response	6
Emergency Preparedness Planning Service	6
Emergency Management Mission Statement.....	6
Responding to emergencies affecting rural residents.....	6
2023 Wildfire Recovery Management	6
People/Communities/Housing.....	6
Development and review of emergency plans.....	8
Training staff and volunteers.....	8
Administration of the Bulkley-Nechako Emergency Support Services Program	8
Public Education.....	9
Engagement with Partners of Emergency Management.....	9
FireSmart	9



General

The Protective Services Department is responsible for the following services: 911, Rural Fire Protection, Emergency Preparedness and Administration projects. The following information provides a brief update on the status of the 2024 Protective Services Workplan and the ongoing operations of the services provided to residents.

Staffing

Fulltime permanent:

- Director of Protective Services – Vacant
- Regional Fire Chief – Jason Blackwell
- Emergency Program Coordinator – Christopher Walker
- Protective Services Assistant – Trina Bysouth

Fulltime temporary:

- Emergency Management Technician – Grace Zayac
- FireSmart Educator – Mike Huntley
- Two Summer Students: Jordan Illes and Alexandra Aebischer

EOC Contractor:

- Wildfire Recovery Manager – Trevor Kier

911 Service

911 Call Summary stats were unavailable at the time of submission. Quarter 3 will include stats for quarter 2.

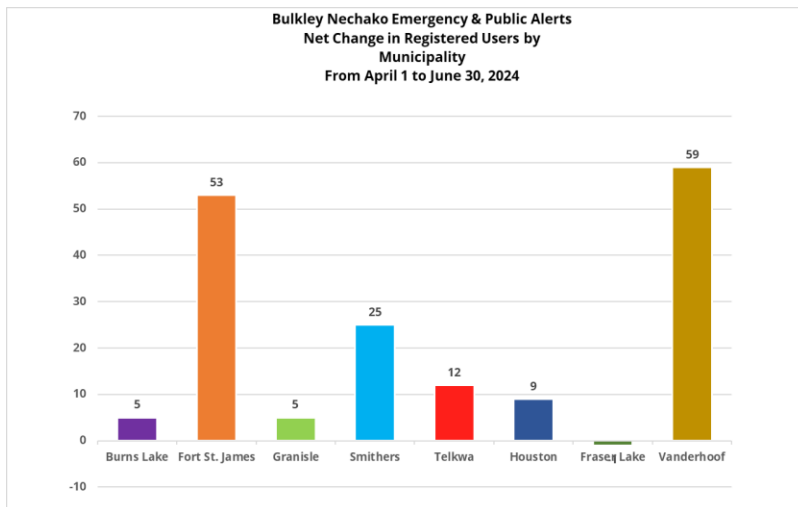
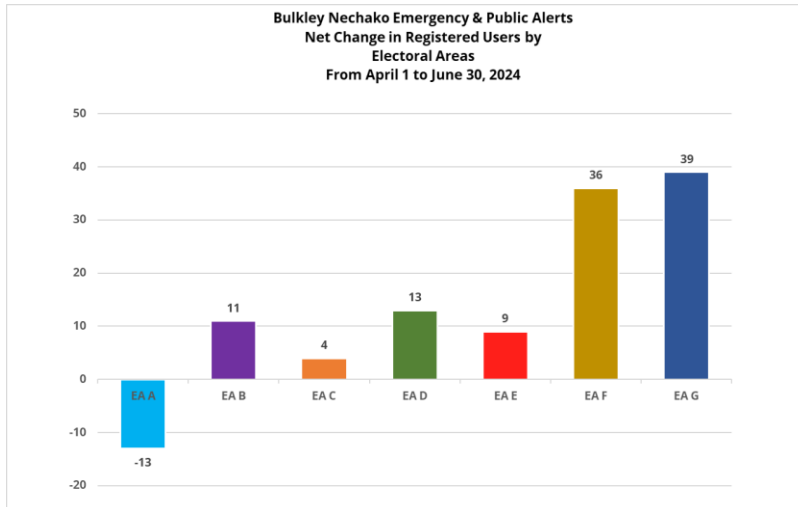
Transition to NG911

Staff continue to work with the Regional District of Fraser-Fort George and Tower Communications to coordinate the upgraded dispatch consoles that will be installed in all the Fire Halls to support the increased functionality of NG911. To date the new dispatch consoles have been installed in Smithers, Houston, Granisle, Burns Lake, and Fort St James.

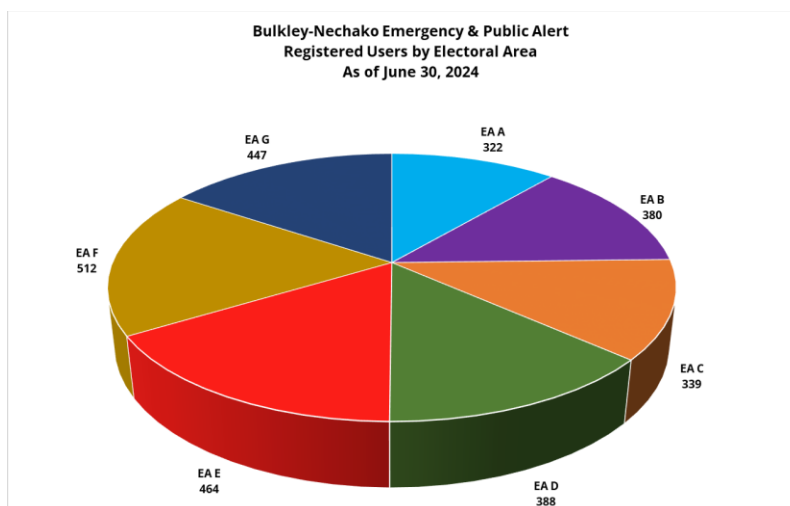
Staff will be engaging communities and other local governments to determine how to best utilize the NG911 grant funding.

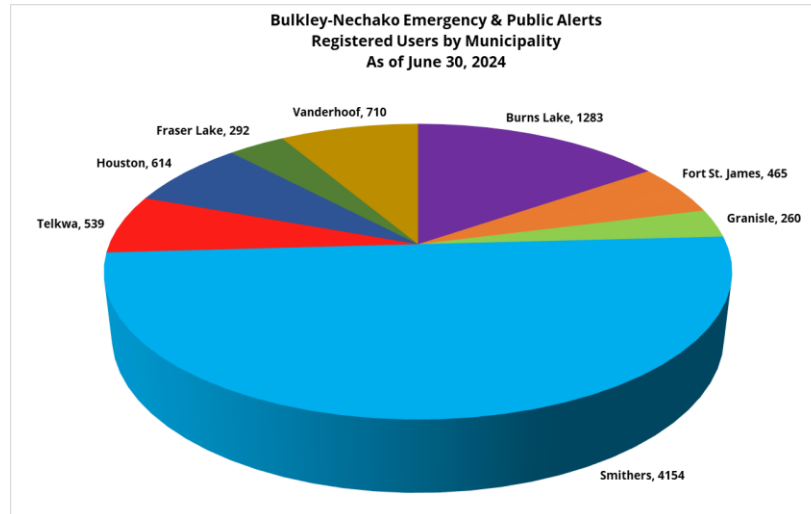
Bulkley Nechako Emergency & Public Alerts

The RDBN continues to promote the use of the BNE&PA across the region. There have been **99** new users for the electoral areas and **167** new users for the municipalities in the second quarter, which is reflected in the two graphs below.



There are a total of **2,852** users signed up for the electoral areas and **8,317** participants signed up for the municipalities as reflected in the two graphs below.





Monthly refresher training sessions are continuing for all the administrators, and individual sessions can be set up at any time.

Rural Fire Protection

Expansion of Fire Protection Areas

Two properties have been added to the Smithers Rural Fire Protection Area on McCabe Rd. Three other properties in the same area are pending approval from the Smithers Fire Chief. A Bylaw has been drafted for an expansion of the Telkwa Rural Fire Protection Area that will be going to the Board in July. Staff are also working with the Telkwa Fire Department regarding adding a few homes at the end of Jackpine subdivision that has expanded since the development of their Fire Protection Area.

Administration, Training, and support for the four Rural Fire Departments

The underground water tanks at Round Lake and Topley are now completed. The final fittings were installed and the concrete for the remaining bollards has been poured.

Fort Fraser and Cluculz Lake Fire Departments held their AGM's in May. Yvan Laramee will continue as the fire chief for Fort Fraser, and Andrew Kayln is the new fire chief for Cluculz Lake after Nick Straughan stepped down earlier last year.

Aryanna Persson, who is a junior from the Fort Fraser Fire Department has been sponsored by the Fire Chiefs Association of BC to attend Camp Ignite this summer in the lower mainland. Camp Ignite is a program specifically designed for young females who may be interested in pursuing a career in the fire service. All instructors and mentors are female firefighters currently in the profession and work at career halls in the lower mainland.

Mark Persson, who is currently the Deputy Fire Chief from Fort Fraser recently received his Exemplary Service Medal from the Federal Government for providing 20 years to the fire service.

Protective Services

April 1, 2024 to June 30, 2024



A backup generator has been installed at the Southside Fire Hall, and the gas has now been connected and the generator is operational.

The upgrades at Luck Bay fire hall have now been completed. This project was funded with Electoral Area C Northern Capital and Planning funds.

Fire Department Response

Fire Department stats were unavailable at the time of submission. Quarter 3 will include stats for quarter 2.

Emergency Preparedness Planning Service

Emergency Management Mission Statement

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

Responding to emergencies affecting rural residents

2023 Wildfire Recovery Management

People/Communities/Housing

- Continued supporting residents who lost primary residences to the wildfires:
 - Advocacy to Canadian Red Cross and other NGOs for additional financial supports.
- Supporting residents with property impacts from wildfire suppression activities such as surface disturbances, felled timber debris, fireguards, fencing and water supply disruptions:
 - Assisted residents with BCWS claims process and sourcing log buyers and forestry consultants for permit process guidance.
- Monitored impacted residents and communities for any emerging needs that may need to be addressed by an Unmet Needs Committee(s) and or community recovery meeting:
 - To date, no emerging needs of note have emerged. Any resident and or community concerns/information needs were addressed as they emerged/were received.



Health

- Continued assessment of the need for enhanced mental health and well-being support for the general populace as a result of the wildfires. Ongoing discussions with community representatives, agricultural producers, Health Emergency Management British Columbia (HEMBC), Northern Health, provincial Agrologists, EMCR, and RDBN personnel:
 - Feedback received indicates no additional level of mental health support or initiatives needed at this time.
 - Overall, most notations of stress and concern relate to the ongoing drought and upcoming 2024 wildfire season.

Economy

- Continued assessment of 2023 wildfire economic impacts: past to present and future implications:
 - Dialogue with business owners and representatives in agriculture, forest, mining, retail and tourism sectors (local, regional and provincial).
 - Impacts to timber supply are still being assessed by the Ministry of Forests (MOF). Licensees/tenure holders including community forests with area tenures have determined most impacts/implications. Volume based tenure holders await MOF assessments in order to better assess impacts and implications.
- Consultations and discussions continue regarding rehabilitation/restoration planning and implementation in the agriculture and forestry sectors. Progress varies by district area depending on severity of impacts, including from wildfire suppression activities, and resources that can be brought to bear at this time.

Environment

- Ongoing discussions with provincial ministry officials regarding wildfire impacts on private properties, Crown lands (including right of ways and rangelands), forests and recreation sites and trails:
 - Various ministry personnel including BCWS are still assessing impacts and planning rehabilitation/restoration activities.
 - Some rehabilitation/restoration work is completed or underway.
 - Advising community representatives of ministry rehabilitation plans as the information becomes available.
- Post-Wildfire Natural Hazard Risk Assessments (slope stability) by Ministry of Forest of Germansen Landing and Clemratta sites complete – no concerns found.



- Ongoing discussions with Ministry of Forest, BC Timber Sales and BCWS regarding plans for woody debris and burnt timber fallen and decked along roadways in various areas which is causing concern for residents:
 - BCWS are beginning to remove Germansen Landing FSR woody debris to fall burn area.
 - BC Timber Sale to be issued in July for Colleymount Road woody debris/decked timber.

Infrastructure and Governance

- Draft Recovery Plan completed June 30th:
 - Will be reviewed by Protective Services in July before wider circulation and review.
 - New/updated information continues to be added to the plan as it emerges.

Development and review of emergency plans

- The Comprehensive Emergency Management Plan has been in development, amending to align with EDMA, document in development and awaiting department review include:
 - Policy document
 - Wildfire Plan
 - Re-Entry Plan
 - Demobilization Plan
 - Livestock and Pet Plan
- Completed documentation:
 - Evacuation Branch Coordinator role and responsibilities
 - Evacuation procedure

Training staff and volunteers

- The following EOC Staff training courses have been completed:
 - ICS-100
 - EOC Essentials
- Staff are developing EOC education videos for refresher training.

Administration of the Bulkley-Nechako Emergency Support Services Program

- Purchase of ESS Short-Term Group Lodging Trailer.
- Purchase of ESS Equipment Trailer for District of Houston.



Public Education

- Continued with Social Media education campaign for preparedness.

Engagement with Partners of Emergency Management

- Attended Emergency preparedness community meeting for Ts'il Kaz Koh First Nation.
- Attended Emergency preparedness and training community meeting for Wet'suwet'en First Nation.
- Staff attended the quarterly Emergency Management Meeting for Electoral Area A, organized by Town of Smithers.
- Staff attended meeting With Minister Ma of Emergency and Climate Readiness, discussing response costs, agricultural challenges during emergencies, and staff capacity.

FireSmart

- **59** Home Partners Assessments were completed this quarter.
- Public Outreach Events:
 - Our summer students have attended **5** farmer markets events this quarter.

Regional Community Wildfire Resiliency Plan Development

Frontera Forest Solutions continues to make progress on the Regional Community Wildfire Resiliency plan. Two field sessions have been completed with the last one to be completed in the near future. Updates are provided to staff on a monthly basis, and FireSmart staff have been working with the consultant regarding the FireSmart Resiliency Committee.



Planning Department

April 1 – June 30, 2024

Table of Contents

Staffing	3
Land Use Applications and Referrals	3
Agricultural Land Reserve Applications	3
Official Community Plan Amendments and Rezoning Applications.....	3
Temporary Use Permits.....	4
Development Variance Permits	4
Subdivision Referrals	4
Land Use Reviews	4
Other Referrals.....	4
Special Projects	4
Long Range Planning	5
Building Inspection	6
Bylaw Enforcement	7
Parks and Trails	7
Cycle 16 Trail	7
Highway 35 Multi-use Trail	8
Geographic Information Systems (GIS)	8
Mapping and Inquiries.....	8
House Numbering	8
Transit	8

Staffing

Jason Llewellyn, Director of Planning
 Maria Sandberg, Planning and Parks Coordinator
 Danielle Patterson, Senior Planner
 Dolores Funk, Senior Planner (Housing)
 Jason Berlin, Senior Building Inspector
 Steve Davis, Building Inspector
 Daryn Larson, Building Inspector
 Fiona Richardson, Development Services Clerk
 Jason Thompson, Bylaw Enforcement Officer
 Deneve Vanderwolf, Transit Coordinator Planning Technician
 Rowan Nagel, GIS/Planning Technician
 Cameron Kral, Planning Technician
 Chloe Taylor, Co-op Student
 Hannah Zayac, Summer Student

The Planning Department includes 12 full-time positions, a co-op student from UNBC, and a summer student providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection and Bylaw Enforcement Services are also provided to select municipalities on a contract basis.

Land Use Applications and Referrals

Agricultural Land Reserve Applications

The Planning Department has received three new ALR applications in the second quarter of 2024. There are two Non-Farm Use applications for industrial uses and a subdivision application.

Official Community Plan Amendments and Rezoning Applications

The Planning Department has received one rezoning application in the second quarter of 2024. Planning staff have worked on Regional District initiated official community plan amendments and zoning amendments during the second quarter. They include:

- **RDBN-02-21** – three Zoning Bylaw amendments affecting the Light Industrial – Contracting Zone (M1A), Small Holdings Zone (H1), and the Civic/Institutional Zone (P1). Adopted April 25, 2024.
- **RDBN-02-21** – two Zoning Bylaw amendments for agriculture-related housekeeping amendments and general housekeeping amendments. In progress. Received first and second reading on June 20, 2024.

- **RDBN-01-24 (part 1)** – required Zoning Bylaw amendments to comply with Provincial Housing Bill 44 for Small Scale Multi-Unit Housing (SSMUH). Adopted April 11, 2024 and submitted to the Province.
- **RDBN-01-24 (Part 2)** – proposed optional housing flexibility amendments to the Zoning Bylaw and OCPs. In progress. Referrals completed.

Temporary Use Permits

The Planning Department received zero temporary use permit (TUP) applications in the second quarter of 2024. Two TUPs for industrial uses are carried over from 2023 as they are on hold by the applicants.

Development Variance Permits

The Planning Department received one development variance permit (DVP) application in the second quarter of 2024.

Subdivision Referrals

The Planning Department received two subdivision referrals in the second quarter of 2024. Both were processed and comments were provided to the Ministry of Transportation and Infrastructure.

Land Use Reviews

The Planning Department completed twenty-one land use reviews for building projects in the second quarter of 2024.

Other Referrals

A total of 22 miscellaneous referrals were received in the second quarter of 2024. Two referrals were mining related, two referrals were related to woodlots, three referrals were for land leases or licenses of occupation, and four referrals were for surface water licences. Twenty-two referrals were processed in the second quarter, including two referrals carried over from the first quarter. Two referrals remain in process.

Special Projects

Special Projects refers to a wide variety of projects that do not fit within the regular day to day work program of the Planning Department. In the second quarter of 2024 the Planning Department had the following special project accomplishments.

- In April the Planning Department reported to the Board on the delegation of exemptions to the *Local Government Act* 10 per cent Parcel Frontage on a Highway requirements to the Provincial Approving Officer. The Board repealed this delegation.

- In April the Planning Department reported on the Mount Milligan Amendment Application Technical Advisory Committee - BC Environmental Assessment Office request for the RDBN to participate in the review of Mount Milligan Mine's Environmental Assessment Certificate Amendment.
- In May the Planning Department reported on Coastal GasLink Pipeline Electrification Optionality Amendment - BC Environmental Assessment Office has asked for comment on Coastal GasLink having the option to install electric compressors.
- In May the Planning Department reported on the Coastal GasLink Amendment Application Technical Advisory Committee - BC Environmental Assessment Office has asked the RDBN to participate in the review of Coastal GasLink's application to have the option to install electric compressors.
- From late April to present the Planning Department Summer Student worked on digitizing the Regional District's Planning Department records. This process will continue over the next few years.

Long Range Planning

The Fort St James Rural OCP review process is moving forward. Staff have been working on further refining the OCP draft based on referral comments provided by the APC, members of the public and government agencies. Staff are anticipating taking the draft to an open house in Fort St James in late summer.

The Housing Coordinator / Planner is currently working with municipal staff, housing societies, and Provincial Government Housing agencies as part of the process to develop a work plan for the position, and identify opportunity to facilitate increased market and non-market housing in the RDBN. A report to the Board regarding the work plan for the position is anticipated in September.

Building Inspection

The RDBN received a total of 50 building permit applications in the second quarter of 2024, with a total construction value of **\$7,162,000**. This is considerably less than the 84 building permit applications with a total construction value of \$15,102,412 received in the second quarter of 2023. This includes five new dwellings being built in the rural areas and two in municipalities receiving building inspection services.

First Quarter Building Permit Data for 2024

Area	Total Permits	Total Construction Value (\$)
A	8	2,401,200
B	5	556,800
C	4	635,000
D	1	33,000
E	0	0
F	6	1,008,100
G	0	0
Burns Lake	4	165,000
Fort St. James	3	169,400
Fraser Lake	1	32,500
Granisle	4	35,000
Houston	5	27,000
Telkwa	9	2,099,000
Second Quarter RDBN Totals	50	7,162,000
Smithers	23	9,374,361
Vanderhoof	*	*
Total	73	16,536,361

*not available at time of writing this report

Bylaw Enforcement

There was a significant increase in complaints during the second quarter. Outstanding issues continue to be resolved and files closed. The new filing system reflecting the RDBN policies is working well allowing for greater efficiency for finding properties that have previous bylaw complaints.

Bylaw Files Statistics by quarter for the RDBN

BYLAW COMPLAINTS (file created)				
Year 2024	Carried Forward	New Files	Total Files	Resolved
1 st Quarter	19	9	28	6
2 nd Quarter	22	13	35	14

NON-BYLAW COMPLAINTS (no file created)				
Year 2024	Dog	Sewerage	Squatter/Unhoused	Other
1 st Quarter	4	0	0	6
2 nd Quarter	14	8	5	12

Bylaw enforcement services continue to be provided to the District of Houston under agreement as a half time position. The District of Houston statistics are tracked separately.

Staff continue to work on a draft bylaw establishing a bylaw dispute adjudication system which would allow for the issuance of tickets for bylaw offences. Staff are also discussing with municipalities the establishment of a regional registry for ticket adjudication administered by the RDBN.

Parks and Trails

Cycle 16 Trail

Staff continue to work with Cycle 16 on the Licence of Occupation, land acquisition and archeological issues associated with the project. Staff are looking forward to discussions with the Ministry of Transportation and Infrastructure regarding the trail development process moving forward given recent funding announcements for completion of the trail. Staff are also eager to discuss trail ownership issues moving forward.

Highway 35 Multi-use Trail

A well-attended open house to introduce the concept design plans to residents and stakeholders was held on April 24th in Burns Lake. The consultants and staff were on hand to showcase the plans and answer questions.

Staff have provided feedback on the draft Final Concept Design and draft Stakeholder Engagement Report to the consultant. The final reports will be submitted to the Regional District in July, and staff anticipate that the plans will be presented to the Board at the September 26 Board meeting.

Staff are looking forward to discussions with the Ministry of Transportation and Infrastructure regarding the trail design process moving forward given recent funding announcements for completion of the trail.

Geographic Information Systems (GIS)

Mapping and Inquiries

In the second quarter, the GIS Technician completed 99 tasks for RDBN staff. These requests included 70 for the Planning Department, 20 for Protective Services, 7 for Administration & Finance, and 2 for Environmental Services. In addition, 43 public and 2 municipal mapping related requests were completed.

House Numbering

A total of 120 Addressing changes were processed in the first quarter of 2024. Of these, 48 were new or changed addresses associated with an ongoing initiative to identify unaddressed properties. Of the remaining 78, 24 new addresses were issued in the rural area and 9 new addresses were issued for municipalities and First Nations. The rest were corrections and changes to our road network data in preparation for Next-Gen 9-1-1.

Transit

Second quarter ridership numbers were not available at the time of writing this report.



Environmental Services

April 1 to June 30, 2024

Table of Contents

Priorities	3
Services Provided	3
Staffing	4
Notable Department Activity	5
Solid Waste Management Plan Monitoring	6
2024 Capital Projects Update	7

Priorities

All efforts made by Environmental Services staff are working towards improving “the 5 C’s”:

- Continuity – Minimize the impact of disruptive events/circumstances
- Capacity – Ensure that there is manpower and resources to maintain the services we provide
- Compliance – Ministry of Environment and Climate Change Strategy and WorkSafe BC
- Consistency – Establish equal and consistent region-wide access to diversion services
- Competency – Ensure a high level of competency of RDBN staff with a reliable training program that ensures a safe work environment.

Services Provided

Solid Waste Management:

- Operation of two (2) sub-regional landfills located near Houston (Knockholt) and Vanderhoof (Clearview) and one (1) local landfill in Manson Creek.
- Operation of eight (8) transfer stations located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St. James and Vanderhoof,
- Operation of eight (8) recycling depots located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St James and Vanderhoof.
- Waste hauling operations transport waste from Transfer Stations to Landfills
- Environmental monitoring and reporting to the Ministry of Environment and Climate Change Strategy as per RDBN Operational Certificates.

Liquid Waste Management:

- Operation of septage receiving facilities at Smithers/Telkwa, Houston, Burns Lake and Fort Fraser.

Fort Fraser Water and Wastewater Systems:

- Operation of a small water supply and distribution system
- Operation of small wastewater collection and treatment system

Somerset Sewer Collection & Distribution System

- Operation of small sewage collection and leach field distribution system

Staffing

Full-time Permanent:

- Director of Environmental Services
- Waste Diversion Supervisor
- Operations Supervisor
- Training & Safety Supervisor
- Environmental Technician
- Environmental Services Office Assistant – vacant (under review)
- Recycling Program Coordinator - vacant
- Field Assistant West
- Field Assistant East
- 10 x Transfer Station & Recycling Depot Attendants (1 vacant)
- 2 x Landfill Operators
- 4 x Landfill Attendants
- 2 x Waste Haul Drivers

Part-time Permanent

- 1 x Landfill Attendant
- 8 x Transfer Station & Recycling Depot Attendants (1 vacant)
- 2 x Waste Haul Drivers

Casual (holiday and sick coverage):

- 6 x Transfer Station and Recycling Depot Attendants (2 vacant)
- 1 x Landfill Attendant

Temporary

- 1 x Field Labourer summer student
- 3 x litter pickers

Notable Department Activity

- Management Staff focus on continuing operations
- Addressed several WorkSafe concerns, including the improvement of facilities, procedures, equipment and staff training
- Established security camera systems at three sites
- Development and implementation of a gate-check/screening process, including traffic adjustments to minimize/eliminate asbestos containing materials in the waste stream
- Asbestos related training, procedures development and documentation have been a significant focus for management
- Recruitment for a Recycling Program Coordinator
- Improve orientation process for new staff to ensure professionalism and safety
- Improve onsite training for new staff to ensure a strong foundational knowledge and proficiency and practical safety awareness
- Recruitment and Training of permanent and casual attendants and cross-training of current Transfer Station and Recycling Depot Attendants continues
- Implemented and monitored adjustments to landfilling techniques and routines to ensure compliance and efficiency.
- Implementation of the in-house maintenance plan for Manson Creek Landfill
- Quarterly ground water sampling of active and closed landfills
- Annual inspections of historic abandoned landfills
- Continued the expansion of Extended Producer Responsibility (EPR) recycling programs
- Public Education Program: staff has worked on various information campaigns to be rolled out in 2024
- Developing a Unified Sign system for RDBN waste facilities was ongoing and has been through a lengthy review process.
- Wood waste (brush) diversion to local sawmills has continued in the East and is being explored in the West.
- Development of video surveillance program for waste facilities
- 2024 Capital Projects – Completion of various projects and purchases.
- 2024 Capital Projects – Planning and design of various projects

Solid Waste Management Plan Monitoring

The 2018 Solid Waste Management Plan (SWMP) is a long-term vision of how the RDBN would like to manage its solid waste in accordance with the pollution prevention hierarchy (Reduce, Reuse, Recycle, Recover and Residuals Management). Section 4 of the SWMP gives clear direction on how to achieve our regions goals via a series of strategies and recommendations, listed below along with an implementation update for this quarter.

Reduce, Reuse, Recycle Strategies

Strategy 1: Increase Reduction and Reuse

- Ongoing operations

Strategy 2: Expand Access to Residential Recycling

- Continue to operate 8 Recycling Depots

Strategy 3: Increase Industrial Commercial Institution (ICI) Sector Recycling

- No actions

Strategy 4: Increase Organics Diversion

- Continue to accept brush and yard waste at Transfer Stations
- Support the Town of Smithers composting feasibility study

Strategy 5: Increase Construction and Demolition (C&D) Waste Diversion

- No actions

Strategy 6: Support Expansion of Extended Producer Responsibility Programs

- Continue operating full range of available EPR programs
- Vanderhoof, Burns Lake and Smithers Recycling depots began hosting the full range of EPR programs

Strategy 7: Support Household Hazardous Waste (HHW) Diversion

- No actions

Strategy 8: Support Recycling and Diversion of Agricultural Plastics

- Continued to host the CleanFarms agricultural plastics pilot program. This 3-year pilot program was scheduled to end on June 30, 2024.
- On March 22, 2024, the following resolution was passed:

“That the Board direct staff to explore a one-year renewal of the Agricultural Plastics (3- year) Pilot Project focusing on on-farm collection; and further, that staff bring forward funding options to the Board prior to the end of the current pilot in June 2024.”

- The cost for an additional year (June 2024 to June 2025) is \$48,500.
- Staff has requested a final report for the 3-year pilot and will bring back options to the Board in August.

Strategy 9: Expand Regional Education and Behaviour Change Programs

- Staff has been working closely with communications to update the website, develop new and relevant educational material.

Supporting Policies and Bylaws

Assess Cost Recovery Through User Fees

- No actions
- Recruitment efforts for a Recycling Coordinator. Hiring this position will provide resources toward User Pay implementation.

Update Current Facility Regulation and User Fee Bylaw

- Completed in 2020. No new updates

Implement Disposal Charges for Camp Waste and Other Industries

- Completed in 2020. No new updates.

Mitigate Illegal Dumping

- No actions

2024 Capital Projects Update

The second quarter of 2024 has been used for purchasing rolling stock, planning projects and completing small projects.

Environmental Services Capital - Q2 - April 1 to June 30, 2024					
Reference	Site	Project	Status	Budget	Cost
Rolling Stock	BLTS	Skidsteer for RD	Complete	\$110,000	\$117,000
Rolling Stock	FSJTS	Skidsteer for RD	Complete	\$110,000	\$117,000
Rolling Stock	HAUL	New Walking Floor Trailer for FLTS	Complete	\$220,000	\$176,000
Rolling Stock	Field Ops	New flat deck - replace P3	Complete	\$130,000	\$116,000
Rolling Stock	Field Ops	3/4 Ton Pick Up	In Progress	\$95,000	\$0
Excavator	Field Ops	mini excavator (4.5MT or less)	Complete	\$110,000	\$118,000
Floor resurfacing	VTS	Floor resurfacing	Tendered	\$300,000	\$0
Clearview	CLF	Leachate collection lagoon	Planning & Design	\$400,000	\$0
Fraser Lake	FLTS	Transtor removal and roof structure	Planning & Design	\$170,000	\$0
Required Safety	Various	Safety Improvement (5 Projects)	In Progress	\$125,000	\$53,000
Site Improvements	Various	Site Improvements (18 Projects)	In Progress	\$490,000	\$354,900
Total				\$2,260,000	\$1,051,900



201-760 Kinsmen Pl.
Prince George, BC
V2M 0A8

Tel: 778-349-2437

Email: aimee_thompson@tcenergy.com

Web: <https://www.coastalgaslink.com/>

CGL4703-CGP-GEN-SE-LTR-6893

June 14, 2024

Curtis Helgesen
Chief Administrative Officer
Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, B.C. V0J 1E0

e-mail: curtis.helgesen@rdbn.bc.ca

Dear Mr. Helgesen,

Re: Coastal GasLink – Socio-Economic Effects Management Plan (SEEMP) Status Report #11

Pursuant to Environmental Assessment Certificate #E14-03 Condition #24, Coastal GasLink Pipeline Ltd. (Coastal GasLink) submitted the Socio-economic Effects Management Plan (SEEMP) for the Coastal GasLink Pipeline Project (Project) on March 24th, 2016 and received approval from the Environmental Assessment Office (EAO) on May 13th, 2016. In the approved SEEMP, Coastal GasLink committed to provide SEEMP status reports semi-annually during the construction phase of the Project and a final report available within two years after construction is completed.

Coastal GasLink is pleased to provide the attached SEEMP Status Report #11 that reflects SEEMP implementation activities from December 2023 to May 2024.

Should you have any questions, please contact me at 778-349-2437 or by e-mail at aimee_thompson@tcenergy.com

We look forward to continuing engagement with the Regional District of Bulkley-Nechako during implementation of the SEEMP.

Sincerely,

A handwritten signature in blue ink, appearing to read "Aimee Thompson".

Aimee Thompson
Senior Advisor, Socio-economics

cc. Jason Llewellyn, Director of Planning - jason.llewellyn@rdbn.bc.ca
Alex Eriksen, Director of Environmental Services – alex.eriksen@rdbn.bc.ca



SEEMP Status Report No. 11

December 2023 to May 2024

CGL4703-CGP-SE-RPT-0067

Issued for Use

Revision 0

June 14, 2024

EXECUTIVE SUMMARY

On October 23, 2014, the British Columbia Environmental Assessment Office (BC EAO) issued an Environmental Assessment Certificate (EAC) for the Coastal GasLink Pipeline Project (the Project). The EAC was conditionally issued following the BC EAO's assessment of environmental, social, economic, heritage and health components deemed relevant to the Project.

The Project's EAC includes 33 conditions to address potential adverse effects, based on input from Indigenous groups, local communities and resource management agencies during the Environmental Assessment process. Condition #24 describes the requirement to develop a Socio-economic Effects Management Plan (SEEMP).

The SEEMP identifies the Project's approach to implementing mitigation measures during construction to avoid or reduce potential adverse socio-economic effects on regional and community infrastructure and services. These potential effects were presented in the Application for an EAC (the Application). The SEEMP also outlines a process for how the effectiveness of mitigation will be monitored and reported. The Project will use an Adaptive Management Process (outlined in Section 6.3 of the SEEMP) during situations where monitoring indicates unpredicted outcomes. Coastal GasLink has committed to preparing and filing semi-annual reports on SEEMP activities for the duration of construction activities.

During the eleventh SEEMP reporting period, December 2023 to May 2024 (the reporting period), Coastal GasLink continued to monitor and collaborate with potentially affected communities regarding various socio-economic components including emergency services, health care services, housing, road use and waste management. There were no observed effects attributable to Coastal GasLink on regional and community infrastructure and services that would change the predictions of the socio-economic assessment presented in the Application.

TABLE OF CONTENTS

1.0	INTRODUCTION.....	6
2.0	PROJECT OVERVIEW	7
2.1.	Project Construction Update.....	8
2.1.1.	Coast GasLink East: Wilde Lake (west of Dawson Creek) to approximately Highway 279	
2.1.2.	Coastal GasLink Central: Highway 27 to the Coast Mountain Summit	10
2.1.3.	Coastal GasLink West: Coast Mountain Summit to Kitimat.....	11
2.1.4.	Facilities: Wilde Lake Compressor Station and Kitimat Meter Station	12
3.0	ENGAGEMENT	13
3.1.	Project Engagement	13
3.1.1.	Contacts	14
4.0	POTENTIAL ADVERSE EFFECTS.....	15
4.1.	Economy: Contracts and Procurement Expenditures	15
4.1.1	Activities.....	15
4.1.2.	Mitigation Effectiveness in the Reporting Period.....	16
4.2.	Economy: Community Economic Resilience.....	16
4.2.1	Activities.....	17
4.2.2.	Mitigation Effectiveness in the Reporting Period.....	17
4.3.	Employment and Labour Force: Employment	18
4.3.1	Activities.....	18
4.3.2.	Mitigation Effectiveness in the Reporting Period.....	18
4.4.	Employment and Labour Force: Training Opportunities.....	19
4.4.1	Activities.....	19
4.4.2.	Mitigation Effectiveness in the Reporting Period.....	20
4.5.	Community Utilities and Services: Emergency Services	20
4.5.1	Activities.....	20
4.5.2.	Mitigation Effectiveness in the Reporting Period.....	22
4.6.	Community Utilities and Services: Health Care Services.....	22

4.6.1	Activities.....	22
4.6.2.	Project Effects on Local Health Care Services.....	24
4.6.3.	Mitigation Effectiveness in the Reporting Period.....	24
4.7.	Community Utilities and Services: Social Services.....	25
4.7.1.	Activities.....	25
4.7.2.	Mitigation Effectiveness in the Reporting Period.....	25
4.8.	Community Utilities and Services: Waste Management Facilities.....	25
4.8.1.	Activities.....	26
4.8.2.	Mitigation Effectiveness in the Reporting Period.....	26
4.9.	Community Utilities and Services: Recreational Facilities.....	27
4.9.1.	Activities.....	27
4.9.2.	Mitigation Effectiveness in the Reporting Period.....	28
4.10.	Community Utilities and Services: Education Services.....	28
4.10.1.	Activities.....	28
4.10.2.	Mitigation Effectiveness in the Reporting Period.....	28
4.11.	Community Utilities and Services: Government Services	28
4.11.1.	Activities.....	28
4.11.2.	Mitigation Effectiveness in the Reporting Period.....	29
4.12.	Community Utilities and Services: Housing and Commercial Accommodations	29
4.12.1.	Activities.....	29
4.12.2.	Mitigation Effectiveness in the Reporting Period.....	30
4.13.	Transportation Infrastructure and Services: Traffic.....	31
4.13.1.	Activities: Road Traffic	31
4.13.2.	Activities: Rail Traffic	31
4.13.3.	Activities: Air Traffic.....	31
4.13.4.	Mitigation Effectiveness in the Reporting Period.....	32
4.14.	Transportation Infrastructure and Services: Navigability of Waterways.....	32
4.14.1.	Activities.....	32
4.14.2.	Mitigation Effectiveness in the Reporting Period.....	32
5.0	SEEMP REGULATORY INSPECTIONS	33

6.0 ADAPTIVE MANAGEMENT34

7.0 CLOSING.....35

LIST OF APPENDICES

Appendix A: Socio-economic Topics Raised During SEEMP Engagement

Appendix B: SEEMP Mitigation Status Table

Appendix C: Diversity and Local Employment, October 2023 to April 2024

Appendix D: Updated Critical Safety Risks

Appendix E: Northern Health Letter (re June 16, 2023, Vehicle Incident)

Appendix F: Project Waste Volumes by Destination and Type, October 2023 to March 2024

Appendix G: Workforce Accommodations – Planned vs. Actual Peak Occupancies

LIST OF FIGURES

Figure 2-1: Coastal GasLink Pipeline Project Corridor – 2024 7

Figure 2-2: Coastal GasLink East 9

Figure 2-3: Coastal GasLink Central.....10

Figure 2-4: Coastal GasLink West.....11

LIST OF TABLES

Table 1-1: SEEMP Status Reports and Reporting Periods..... 6

Table 3-1: SEEMP Contacts.....14

Table 4-1: Indigenous and Local Subcontract Award Values to March 202416

Table 4-2: Work-Related Incidents Affecting Local Health Care Services.....24

Table 4-3: Workforce Accommodation Locations.....30

1.0 INTRODUCTION

Coastal GasLink’s Socio-economic Effects Management Plan (SEEMP) describes the plan for implementing mitigation to reduce potential adverse socio-economic effects during the Project’s construction phase. The SEEMP also describes the approach to monitoring and reporting mitigation effectiveness on community-level infrastructure and services.

As outlined in Section 7 of the SEEMP, Coastal GasLink submits semi-annual SEEMP status reports directly to the BC EAO, the Ministry of Municipal Affairs and SEEMP contacts. A final construction monitoring report will be submitted within two years after project construction is completed. SEEMP status reports are made publicly available on the Project’s website at CoastalGasLink.com.

This is the eleventh SEEMP status report. It describes SEEMP implementation from December 2023 through May 2024. Table 1-1 provides a summary of the Project’s SEEMP status reports.

Table 1-1: SEEMP Status Reports and Reporting Periods

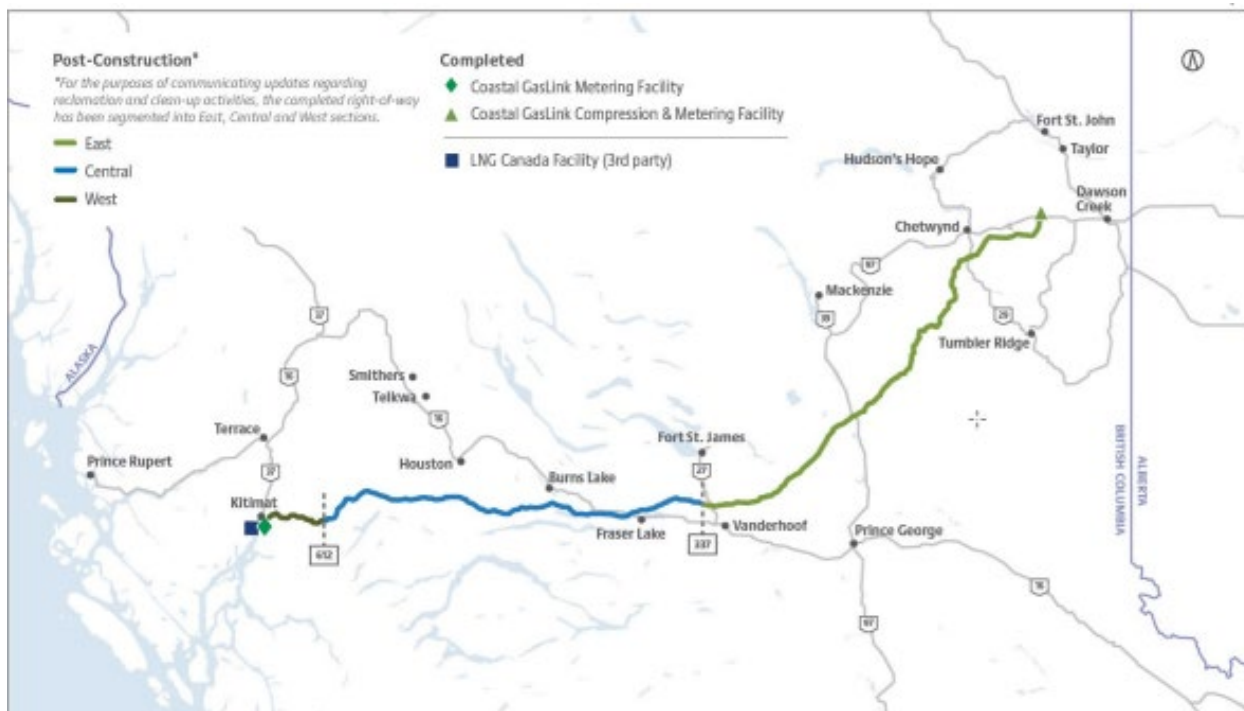
SEEMP Status Report No.	Reporting Period	Date of Issuance
1	December 2018 – June 2019	July 2019
2	July – November 2019	December 2019
3	December 2019 – May 2020	June 2020
4	June – November 2020	December 2020
5	December 2020 – May 2021	June 2021
6	June – November 2021	December 2021
7	December 2021 – May 2022	June 2022
8	June – November 2022	December 2022
9	December 2022 – May 2023	June 2023
10	June – November 2023	December 2023
11	December 2023 – May 2024	June 2024

2.0 PROJECT OVERVIEW

Coastal GasLink is a 670-km pipeline designed to transport natural gas from the Montney gas-producing region, starting near Dawson Creek, B.C. and extending to the LNG Canada facility in Kitimat, B.C. (see Figure 2-1). The pipeline will have an initial capacity of approximately 2.1 bcf/d, with the potential to increase transportation capacity to allow delivery of up to approximately 5 bcf/d.

On October 2, 2018, TransCanada Corporation, now TC Energy Corporation (TC Energy), announced that it would proceed with construction of Coastal GasLink after a decision to sanction the LNG Canada liquefied natural gas facility in Kitimat was announced by the joint venture participants of LNG Canada. Construction activities began on Coastal GasLink in December 2018. Mechanical completion of the pipeline and two facilities, the Wilde Lake Compressor Station and the Kitimat Meter Station, was achieved in November 2023. Natural gas was introduced into the pipeline in December 2023. The gas volume is being maintained at operational pressure levels to ensure pipeline integrity, with 24/7 monitoring from TC Energy's control centres in Alberta. Reclamation work along the pipeline right-of-way is scheduled to continue through 2024.

Figure 2-1: Coastal GasLink Pipeline Project Corridor – 2024



2.1. PROJECT CONSTRUCTION UPDATE

The Coastal GasLink Project was declared to be mechanically complete in November 2023. This followed the completion of pipe installation in late October 2023, a period of testing and documentation, and the introduction of natural gas into the pipe and facilities. Most of Coastal GasLink's workforce accommodations were permanently closed. The transfer of custody of project assets (above ground and below ground) from Prime Contractors to Coastal GasLink was also completed by the end of November.

The size of Coastal GasLink's workforce peaked in the fall of 2022, with more than 7,000 people working in construction, workforce accommodations and other support and administrative roles. During the current reporting period, from December 2023 through May 2024, construction activity was much reduced, consisting of the continued dismantling of workforce accommodations through March and the startup of reclamation activities in a few areas in May. The size of the project workforce declined to fewer than 250, mostly engaged in administrative or site maintenance duties. Workforce numbers began to rise in April 2024 in preparation for the summer work season.

Activity through the summer and fall of 2024 is focused on reclamation. This includes reinstating the ground and topsoil along the pipeline route, working to restore habitat on the right-of-way or in compensation zones, deactivating temporary roads and access points, and monitoring risks related to erosion and wildfire. At the start of the 2024 work season, approximately 100 km of right-of-way was awaiting both machine clean-up and final clean-up, with approximately 40 km requiring final clean-up only.

For 2024, the Project was re-organized into three areas. Coastal GasLink awarded contracts to three Prime Contractors for final clean-up:

- Surerus Murphy Joint Venture (SMJV): Coastal Gaslink East extends from KP 0 at the Wilde Lake Compressor Station to KP 337 west of Vanderhoof.
- O.J. Pipelines Canada Partnership (O.J. Pipelines): Coastal GasLink Central extends from KP 337 to KP 612 near the Coast Mountain summit.
- Ledcor Haisla Limited Partnership (LHLP): Coastal GasLink West extends from KP 612 to KP 670 at the LNG Canada facility in Kitimat.

2.1.1. Coast GasLink East: Wilde Lake (west of Dawson Creek) to approximately Highway 27 Prime Contractor: SMJV

Crews mobilized in early May to begin clean-up activities around the Headwall (the pass across the Rocky Mountains, marking the boundary between the Peace River and Fraser–Fort George regions). A larger mobilization was scheduled for late May to begin summer clean-up in other areas, mostly west of the Rocky Mountains. Coastal GasLink’s Parsnip Lodge resumed operations in mid-May.

The dismantling of Coastal GasLink’s Mount Merrick Lodge and associated site clean-up took place from January through April 2024.

Erosion and sediment control activities continued through the reporting period.

Figure 2-2: Coastal GasLink East



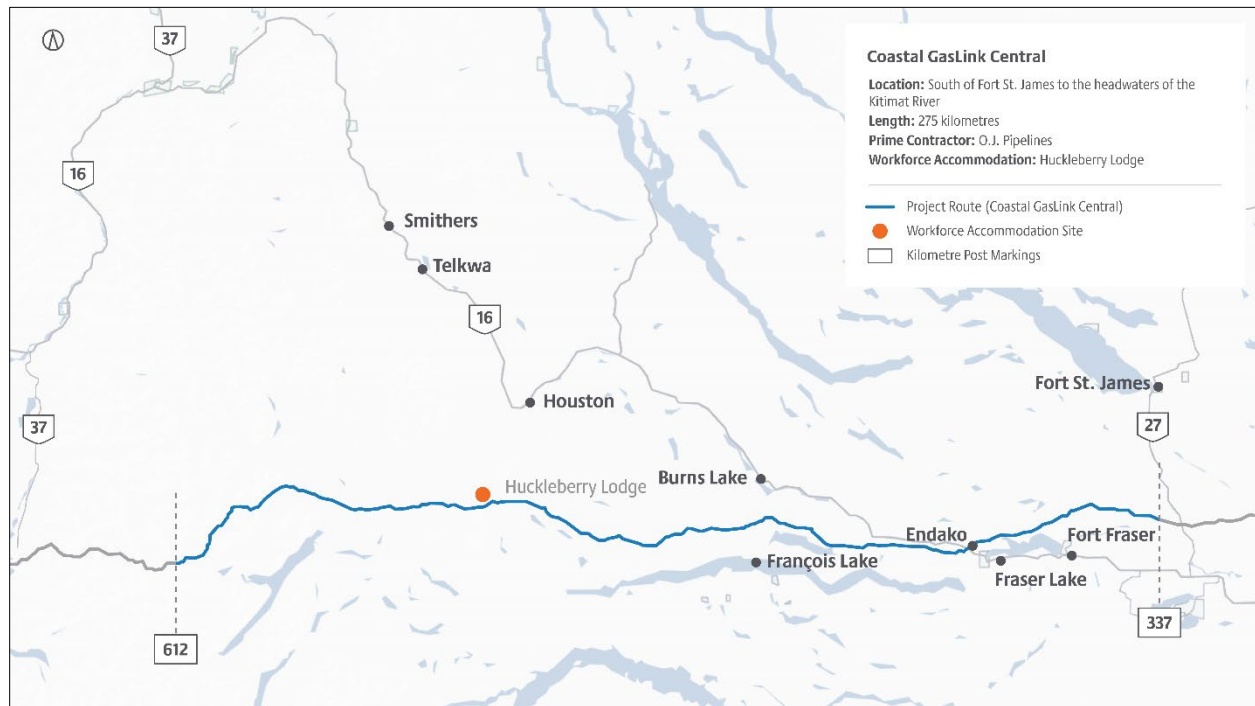
2.1.2. Coastal GasLink Central: Highway 27 to the Coast Mountain Summit Prime Contractor: O.J. Pipelines

Crews mobilized in late May to begin summer clean-up activities. Huckleberry Lodge was partly dismantled in 2023 but will continue to operate at reduced capacity during 2024.

The dismantling of Coastal GasLink's 9A Lodge and associated site clean-up took place from January into March 2024.

Erosion and sediment control activities continued through the reporting period.

Figure 2-3: Coastal GasLink Central



O.J. Pipelines is working in partnership with:

- Natanlii Development Corporation (Skin Tyee Nation)
- Yinka Dene Economic Development Limited Partnership (Wet'suwet'en First Nation)
- Kyah Development Corporation (Witset First Nation)

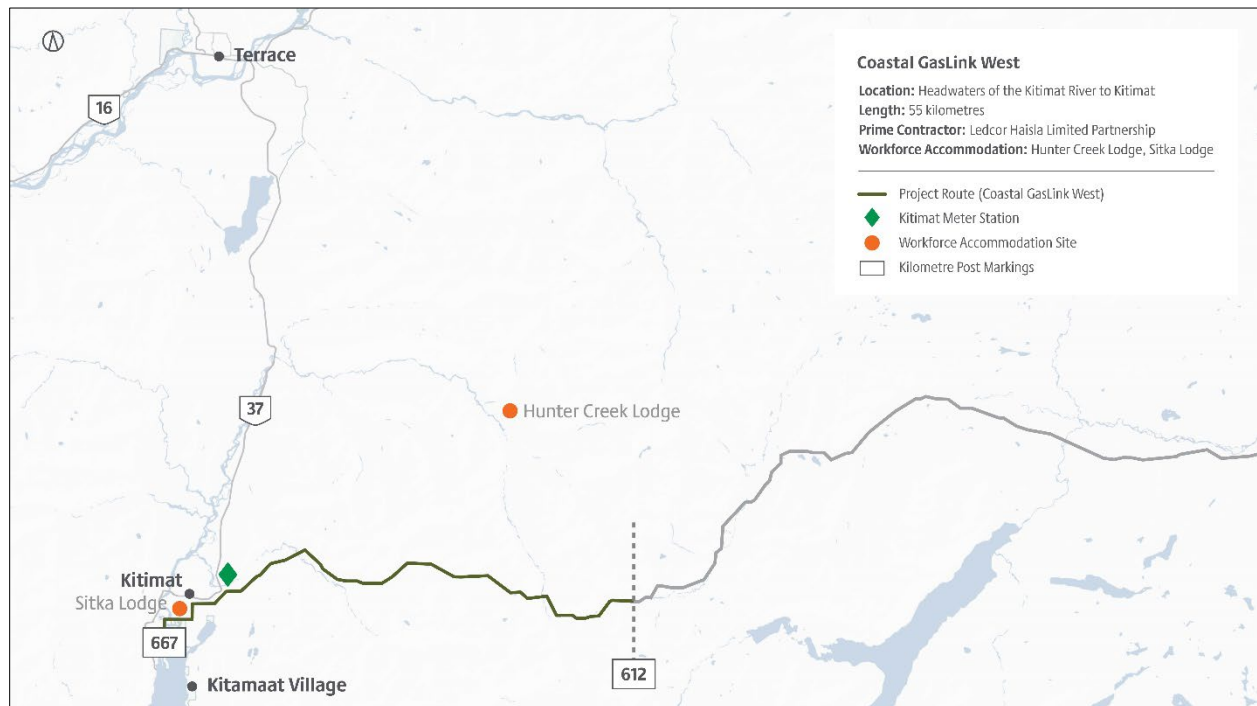
2.1.3. Coastal GasLink West: Coast Mountain Summit to Kitimat
Prime Contractor: Ledcor Haisla Limited Partnership

Crews mobilized in mid-April to prepare for summer clean-up activities with work beginning in the first week of May.

Hunter Creek Lodge remained in operation. Sitka Lodge (operated by a third party) was also in use.

Erosion and sediment control activities continued through the reporting period.

Figure 2-4: Coastal GasLink West



LHLP is a partnership between Haisla Nation and Ledcor.

2.1.4. Facilities: Wilde Lake Compressor Station and Kitimat Meter Station

The Wilde Lake Compressor Station achieved mechanical completion in late 2022. Custody is now in the hands of TC Energy. The facility is being kept in a preservation state until Coastal GasLink goes into service.

The Kitimat Meter Station in Section 8 was completed in 2021. It is also being maintained in a preservation state by TC Energy, with technicians on site.

3.0 ENGAGEMENT

Coastal GasLink continued to engage with those affected by the Project as described in Section 3.2 of the SEEMP.

During SEEMP engagement, SEEMP contacts discussed contracting and employment, education and training, emergency services, emergency management planning, health care services, social services, waste management and accommodations.

3.1. PROJECT ENGAGEMENT

Coastal GasLink continued engagement with Indigenous groups regarding project-related activities, commitments, and topics of interest. During the reporting period, Coastal GasLink held 56 meetings with Indigenous groups, including:

- 3 site visits/flyovers
- 3 community meetings
- 3 liaison committee meetings
- 20 consultation and engagement meetings
- 12 education, training and community investment meetings
- 15 occasions for participation in Indigenous community or cultural events

Coastal GasLink presented to municipal council and regional district board meetings on 11 occasions during the reporting period, bringing the total to 100 presentations since October 2018. Coastal GasLink held an additional 21 engagement meetings with local governments and chambers of commerce separate from SEEMP engagement meetings during the reporting period. Newspapers, radio, project website updates and social media were used to inform local communities about regional construction activities.

In addition to engagement activities, Coastal GasLink continued to share project information through its website, [CoastalGasLink.com](https://www.coastalgaslink.com). The last of the Project's monthly construction updates was distributed at the end of November 2023. However, additional post-construction updates will be shared to provide information on final clean-up and reclamation activities and operations.

SEEMP implementation engagement information presented in this status report considers feedback from SEEMP engagement. During this reporting period, Coastal GasLink invited 57 SEEMP contacts to engage on SEEMP implementation. Meetings took place with 21 SEEMP contacts including 6 Indigenous groups, 10 local governments and 5 provincial agencies. See Appendix A for a summary of SEEMP engagement topics raised during the reporting period.

In addition to SEEMP contacts, communication continued with various potentially affected organizations to ensure local organizations receive project information and updates, including:

- chambers of commerce
- fire and/or emergency management departments
- RCMP detachments

- victim services agencies
- WorkBC

3.1.1. Contacts

SEEMP implementation engagement contacts include 21 Indigenous groups, 18 local governments and 18 provincial agencies as shown in Table 3-1.

Table 3-1: SEEMP Contacts

Indigenous Groups	Local Governments	Provincial Agencies
Blueberry River First Nations	City of Dawson Creek	BC Emergency Health Services
Dark House (Yex T'sa Wilk'us)	City of Fort St. John	BC Energy Regulator
Doig River First Nation	City of Prince George	BC Environmental Assessment Office
Haisla Nation	City of Terrace	Ministry of Children and Family Development
Halfway River First Nation	District of Chetwynd	Ministry of Education and Child Care – Capital Management Branch
Kitselas First Nation	District of Fort St. James	Ministry of Emergency Management and Climate Readiness
Lheidli T'enneh First Nation	District of Houston	Ministry of Forests – Regional Economic Operations Branch
McLeod Lake Indian Band	District of Kitimat	Ministry of Health – Health Protection Integration and Engagement
Nadleh Whut'en First Nation	District of Mackenzie	Ministry of Housing
Nak'azdli Band (Nak'azdli Whut'en)	District of Tumbler Ridge	Ministry of Indigenous Relations and Reconciliation
Nee Tahi Buhn Band	District of Vanderhoof	Ministry of Jobs, Economic Development and Innovation
Office of the Hereditary Chiefs of the Wet'suwet'en (Office of the Wet'suwet'en)	Peace River Regional District	Ministry of Municipal Affairs
Saik'uz First Nation	Regional District of Bulkley-Nechako	Ministry of Post-secondary Education and Future Skills
Saulteau First Nations	Regional District of Fraser–Fort George	Ministry of Public Safety and Solicitor General – Victim Services and Crime Prevention Branch
Skin Tyee Nation (Skin Tyee First Nation)	Regional District of Kitimat-Stikine	Ministry of Public Safety and Solicitor General – Policing & Security Branch
Skin Tyee Nation (Skin Tyee First Nation)	Town of Smithers	Ministry of Social Development and Poverty Reduction
Stellat'en First Nation	Village of Burns Lake	Ministry of Transportation and Infrastructure
Ts'il Kaz Koh (Burns Lake Band)	Village of Fraser Lake	Northern Health Authority
West Moberly First Nations		
Wet'suwet'en First Nation		
Witset First Nation		
Yekooche First Nation		

4.0 POTENTIAL ADVERSE EFFECTS

Potential adverse effects were assessed in the Project's Application. Baseline information was presented in the Application's Appendix 2M: Social Technical Report and Appendix 2N: Economic Technical Report. See Appendix B for a summary of the potential adverse socio-economic effects and status of mitigation measures identified in the Application.

The following sections describe mitigation activities carried out by Coastal GasLink during the reporting period.

4.1. ECONOMY: CONTRACTS AND PROCUREMENT EXPENDITURES

In the Application, the following potential adverse effect was identified in relation to contracts and procurement expenditures:

- limited participation in contract opportunities

4.1.1 Activities

- Coastal GasLink continued to maintain a database of businesses interested in participating in procurement opportunities and included local and Indigenous businesses in Operations-related procurement.
- Coastal GasLink continued to work with Indigenous groups that have contracts associated with the Project to accurately understand the financial benefit that they receive from contract awards.
- Coastal GasLink held Contracting and Employment Task Force (CETF) meetings with local Indigenous groups and the Project's pipeline construction Prime Contractors. Intended as a regularly scheduled, ongoing conversation, the CETF provides a forum for communication, relationship building and problem solving. The CETF meetings are led by a rotating chair from the participating Indigenous groups with planning and logistical support from Coastal GasLink. The CETF meetings focus on pipeline construction and related Prime Contractor employment and contracting items and function as subcommittees of the broader Indigenous Leaders meetings Coastal GasLink hosts for the 20 Agreement-holding First Nations. Since the CETF began in March 2021, 70 CETF meetings have been held. Seven pipeline construction Prime Contractors and all 20 First Nations have participated in at least one of these work-package specific discussions. As of December 2023, all planned CETF meetings were completed and no further CETF meetings are planned.
- In the fall of 2022, Coastal GasLink initiated a series of Revegetation Advisory Forum (RAF) sessions. The intent of the RAF is to provide quarterly updates to the Coastal GasLink Agreement-holding First Nation communities leadership (or delegates) as it relates to overall RAF status and progress, and any related contracting and employment opportunities. Coastal GasLink has completed five RAF sessions in total, with the most recent session occurring in January 2024.

Further to the identified potential adverse effect on an Indigenous or local business's ability to participate in the subcontracting process, Table 4-1 shows the available data on Indigenous and local contract award values to March 2024. The Indigenous category includes contract awards made to local Indigenous and local non-Indigenous businesses that are working together on Coastal GasLink.

Table 4-1: Indigenous and Local Subcontract Award Values to March 2024

Business Type	Subcontract Award Value ¹	Percentage of Total Subcontract Award Value ²
Local (B.C.)	\$1.85 billion	84%
Indigenous ^{3,4}	\$1.50 billion	68%
<p>Notes:</p> <ol style="list-style-type: none"> 1. The majority of subcontracting opportunities (and subsequent contract awards) on pipeline projects occur during earlier phases of the construction schedule. Coastal GasLink anticipates this will be reflected in future SEEMP reporting as a smaller incremental increase to the total subcontract award values reported for Local (B.C.) and Indigenous businesses. This trend is forward-looking but may not develop should future phases of work commence. 2. The percentage calculation changed from SEEMP Status Report No.10 to be based on the total value of subcontracts (\$2.2 billion) available and awarded by Coastal GasLink and Prime Contractors to Indigenous and B.C. businesses. This amount does not include the Wilde Lake Compressor Station or Kitimat Meter Station facilities prime contracts. Also, it is not inclusive of the total project committed value, which includes all capital expenditures, services, and materials. 3. The Indigenous category is a subset of the Local (B.C.) category; therefore, it is important not to double-count award values between these two categories. 4. The Indigenous category includes contract awards made to local Indigenous businesses and those where local Indigenous businesses and local non-Indigenous businesses have partnered for Coastal GasLink activities. Coastal GasLink acknowledges that the total dollar value of these contracts at award may not be the same as the total dollar value received as benefits by the Indigenous partner. 		

4.1.2. Mitigation Effectiveness in the Reporting Period

Local contracting opportunities were made available during the reporting period. The total value of contracts awarded to local (B.C.) businesses by Coastal GasLink and its Prime Contractors for the construction phase is approximately \$1.85 billion (see Table 4-1). Coastal GasLink anticipates that as the majority of procurement activities have already occurred in most construction sections, increases to the subcontract award values will continue to be limited for the remainder of the Project.

4.2. ECONOMY: COMMUNITY ECONOMIC RESILIENCE

In the Application, the following potential adverse effect was identified in relation to community economic resilience:

- alteration of existing community economic patterns

4.2.1 Activities

- Coastal GasLink continued to provide project information to local governments and key stakeholders in a timely manner. To assist local economic planning, construction updates were made publicly available through the Project's website, CoastalGasLink.com, and shared by email directly to local governments, Indigenous groups and members of the media.
- Additional post-construction updates will be shared throughout 2024 to provide information on final clean-up and reclamation activities and operations.
- Coastal GasLink maintained membership with 12 Northern B.C. chambers of commerce in communities along the project corridor.
- In January 2024, Coastal GasLink attended and sponsored the Annual BC Natural Resources Forum in Prince George, B.C.
- In January 2024, Coastal GasLink provided sponsorship toward the Houston & District Chamber of Commerce Community Excellence Awards in Houston, B.C.
- In February and March 2024, Coastal GasLink attended the South Peace Industry Synergy Group in Dawson Creek, B.C.
- In February 2024, Coastal GasLink attended and participated in a panel at the Women in Industry student-hosted event with SkilledTradesBC in Dawson Creek, B.C.
- In March 2024, Coastal GasLink provided a sponsorship toward the Prince George Chamber of Commerce Political Breakfast Series.
- In May 2024, Coastal GasLink attended and sponsored the Creating Energy: Northern Resources Conference in Fort St. John, B.C.
- In May 2024, Coastal GasLink attended and sponsored the 72nd British Columbia Chamber of Commerce AGM and Conference in Kelowna, B.C.

4.2.2 Mitigation Effectiveness in the Reporting Period

During the reporting period, Coastal GasLink continued to participate in local business development events to collaborate and share regional economic development opportunity information with Indigenous groups, local communities and chambers of commerce across the project corridor. Community feedback about effects from the Project's construction on the local economy remained positive. Coastal GasLink continues to work with Indigenous groups and local governments to monitor community-specific economic effects to local businesses throughout the Project's construction.

4.3. EMPLOYMENT AND LABOUR FORCE: EMPLOYMENT

In the Application, the following potential adverse effect was identified in relation to employment:

- skilled labour shortage

4.3.1 Activities

- Prime Contractors have requirements to submit monthly diversity and local employment reports to Coastal GasLink. See Appendix C for updated information on workforce employment figures.
- Coastal GasLink's Employment Continuity Program (ECP) is a single point of contact (SPOC) for local and Indigenous workers transitioning from the Project who are seeking reemployment opportunities. In collaboration with the individual, the SPOC provides information about other project employment opportunities, external hiring contacts (WorkBC, industry, associations) and education/training opportunities. Individuals that choose to participate in this ECP are not guaranteed employment. Since January 2022, 145 individuals have registered with the ECP, and the SPOC has successfully contacted all but 7 individuals that have provided contact information. Of the 94 individuals available for work, 6 declined an offer of training and employment, and 33 have been re-hired by Coastal GasLink's Prime Contractors or their subcontractors. Success through the ECP was 54%. Coastal GasLink concluded the ECP in Q4 2023 once construction was completed.
- In support of regional WorkBC Centres, Coastal GasLink has provided the Ministry of Social Development and Poverty Reduction (MSDPR) with a three-month look-ahead of anticipated Prime Contractor employment opportunities. Coastal GasLink agreed to provide three month look-ahead information for the period up to the end of 2023. The look-ahead provided information on Prime Contractor key activities and hiring timeframes, types of positions available and contact information for resume or application submissions. Reflecting the Project-wide demobilization of the workforce in late 2023, the last three-month look-ahead was provided in Q3 2023 for the period ending December 2023.
- During the reporting period, Coastal GasLink participated at career fairs hosted by Kitselas Five Tier Development and Haisla Nation as well as the West Moberly Corporate Alliance Trade Show and Halfway River Trade show. Coastal GasLink provided a sponsorship to the Saulneau First Nations Job Fair.

4.3.2 Mitigation Effectiveness in the Reporting Period

For the reporting period from December 2023 to May 2024, Coastal GasLink did not register new participants in the ECP, which effectively concluded the ECP at 145 individual registrations at the end of 2023. During the reporting period, Coastal GasLink continued to share information with participants to help access local community-based employment training services and continue to share information about employment opportunities with relevant contacts.

4.4. EMPLOYMENT AND LABOUR FORCE: TRAINING OPPORTUNITIES

In the Application, a potential adverse effect was identified in relation to training opportunities:

- lack of time to train local workers for skilled positions

4.4.1 Activities

- Coastal GasLink continued to communicate with local education and training service providers regarding anticipated construction schedules, workforce skills requirements and expected demand for education services.
- Coastal GasLink continued to engage with Prime Contractors, Indigenous Skills and Employment Training groups, training institutions, colleges, union training providers and other potential partners to provide education and training opportunities in accordance with community priorities and the needs of the Project.
- Coastal GasLink continued long-term partnerships with post-secondary institutions in Northern B.C. to support the regional labour force and transferable skills development. Partners include the University of Northern British Columbia (UNBC), Coast Mountain College (CMTN), College of New Caledonia (CNC) and Northern Lights College (NLC). Since 2014, Coastal GasLink has invested more than \$1.53 million through post-secondary partnership agreements and almost \$1.58 million in skills training and pre-employment programs delivered by Indigenous, non-profit and for-profit training organizations in Northern B.C. During the same period, TC Energy has contributed approximately \$1.09 million to support Coastal GasLink education and training initiatives in the project area.
- Student bursaries were made available to Indigenous and local individuals directly through UNBC, CMTN, CNC and NLC. Since 2014, Coastal GasLink funding has provided 750 scholarships and bursaries through post-secondary institutions in Northern B.C., with 351 awarded to students identifying as Indigenous. During this reporting period, students at CNC received 20 bursaries under a 2020 Coastal GasLink funding agreement. UNBC provided an update showing that Coastal GasLink funds supported 10 engineering scholarships, 9 Indigenous Community Development student awards and 5 nursing bursaries during the 2023-24 academic year.
- Coastal GasLink entered into a new multi-year agreement with CNC. Over a three-year period, the Coastal GasLink fund will provide 10 bursaries per year for students in financial need or students who need academic upgrading before they begin full-time study. The agreement also sets up an ongoing annual bursary for a student enrolled in a social services or community support worker program. With this agreement, Coastal GasLink has contributed more than \$450,000 to support CNC's programs and facilities since 2014.
- In February 2024, Coastal GasLink provided a contribution toward North East Native Advancing Society's 'Our Native Land' holistic training program that engages members of five Treaty 8 communities to explore careers in Environmental Sciences, Land Stewardship and Conservation through implementation of local community-based projects that address climate change, food security and cultural ways of knowing.

- In March 2024, Coastal GasLink contributed toward the Witset First Nation Youth Initiative. This program will provide training and experience that will prepare 48 youth for future jobs.
- In March 2024, Coastal GasLink offered the Indigenous Entrepreneur Micro-Credential hosted by UNBC. The training program has 21 students enrolled.
- In April 2024, Coastal GasLink offered Indigenous Project Management Fundamentals hosted and delivered by UNBC.
- In April 2024, Coastal GasLink sponsored the Bear's Lair Youth Entrepreneur Dream Camp for 30 youth hosted by Kitselas Five Tier in Terrace, B.C. This three-day interactive training camp provides youth ages 12-18 with opportunities to work in teams with coaches and mentors to tackle team challenges, boost their confidence and develop business skills.
- In April 2024, Coastal GasLink contributed toward capacity development for Lheidli T'enneh First Nation to develop Cultural Sensitivity Training. This capacity development will support the Nation to engage with Industry to foster welcoming and respectful work environments and business partnerships.
- In April 2024, Coastal GasLink contributed toward the development of the Certificate in Ecosystem Restoration and Reclamation program to be delivered at NLC.

4.4.2. Mitigation Effectiveness in the Reporting Period

Based on feedback from SEEMP contacts during the reporting period, implemented mitigation has continued to support local education and training activities. Coastal GasLink continues to work with Indigenous groups and local communities on education and training initiatives. As construction activities reach completion, training initiatives available through Coastal GasLink will continue to shift from project construction to legacy-related opportunities.

4.5. COMMUNITY UTILITIES AND SERVICES: EMERGENCY SERVICES

In the Application, the following potential adverse effect was identified in relation to emergency services:

- increased demand on local emergency services

4.5.1 Activities

- Coastal GasLink continued to meet and communicate with local governments to provide project information relevant to emergency services. Regional districts and municipalities are accountable for most emergency services provided throughout their jurisdictions.
- Prime Contractors have revised their wildfire response plans for 2024 in light of the project's anticipated scope of work. Selected employees will receive two days of training in the S100 Forest Fire Suppression system recognized by the B.C. government. In the event that Coastal GasLink personnel need to be evacuated from worksites or accommodations, they will be moved to areas outside of Northern B.C. to avoid pressure on local emergency services.

- Coastal GasLink actively monitors the wildfire situation along the pipeline corridor. All Prime Contractors have wildfire management plans that align with the BC Forest Service Wildfire Exemption requirements for fire prevention, equipment staging and availability, training and emergency response.
- During 2023, Coastal GasLink and TC Energy Emergency Management conducted a program of in-person visits and written communications to notify residents, landowners and tenure holders within the designated 'hazard zone' along the pipeline corridor about the Project's emergency response plans. During the reporting period, Coastal GasLink continued to engage with these audiences in response to questions. The BC Energy Regulator (BCER) will require a repeat of the full notification/engagement process in 2025 and every second year as long as Coastal GasLink remains in operation.
- In April 2024, Coastal GasLink attended a Hazard Preparedness meeting in Dawson Creek. This event was hosted by the BC Ministry of Emergency Management and Climate Readiness, which is working with communities to help strengthen resilience against climate-related hazards, such as flooding, drought, wildfires and heat.
- In April 2024, Coastal GasLink sponsored and attended the annual NESST (Network of Emergency Support Services Teams) in Prince George. NESST brings together the volunteers and government staff who provide support to front-line emergency responders. The organization was launched by communities in the Bulkley-Nechako region and now takes in most of B.C.
- In April 2024, Coastal GasLink attended the Wildfire Resiliency and Training Summit in Prince George. At this event, more than 700 people from across British Columbia gathered to review the lessons learned from the wildfire season of 2023 and attend sessions focused on wildfire prevention, response and recovery.
- In May 2024, Coastal GasLink attended the Annual Partners of Emergency Management Meeting in Burns Lake. This event was hosted by the Regional District Bulkley-Nechako as an opportunity to connect local community planners, first responders, ministries and industry to discuss various hazards as well as preparedness and response in the region.
- Coastal GasLink contributed toward the Fraser Lake Fire Rescue Training Society for a training site upgrade. This project will bring propane as a fuel source as well as a control centre to their training centre. The propane fuel, replacing the burning of wood, will improve the quality of emergency simulations. The Fraser Lake training centre is used by Indigenous and non-Indigenous emergency response crews from the Fraser Lake area sometimes for multi-agency exercises. Previous donations from Coastal GasLink helped to put the training centre into operation.
- Coastal GasLink continued to provide medical services on site to treat project personnel outside of the local health care system. As an alternative to local ambulance use, vehicle transport is provided for injured employees requiring treatment beyond the level provided on site.

- As part of the demobilization of worksites in December 2023, Coastal GasLink donated surplus avalanche packs to the Bulkley Valley Collaborative Learning Society, Bulkley Valley Search and Rescue and Avalanche Canada.

4.5.2. Mitigation Effectiveness in the Reporting Period

Coastal GasLink continues to collaborate with local communities and service providers to ensure that local perspectives are considered in the Project's plans for emergency response. During the reporting period, Coastal GasLink continued to support local emergency services through sponsorships and donating in-kind materials.

Mitigation measures were deemed effective and no long-term or permanent direct adverse effects on local emergency services were observed.

4.6. COMMUNITY UTILITIES AND SERVICES: HEALTH CARE SERVICES

In the Application, the following potential adverse effect was identified in relation to health care:

- increased demand on health care services

4.6.1 Activities

- As the summer workforce began to arrive in the project area in April, Coastal GasLink's employee orientation process included a strong focus on safety. Critical safety risks highlighted in 2024 include working above a live pipeline, interactions with equipment, working on steep slopes, driving and managing cargo (see Appendix D).
- Safety Alerts were provided to employees and contractors related to safety awareness and lessons learned. During the reporting period, alerts were issued related to the following:
 - safe observation of the April 8 solar eclipse
 - general worksite safety on Canada's National Day of Mourning for workers who have suffered job-related death or injury
 - safe rigging procedures
 - safe operation of rock trucks

Coastal GasLink also issued an updated Safe Driving Guideline, a document that sets out requirements for contractors and subcontractors to orient and train employees, install and maintain in-vehicle monitoring systems (IVMS), and conduct periodic roadside monitoring and coaching.

- Most of Coastal GasLink's workforce accommodations were permanently closed in late 2023. Parsnip, Huckleberry and Hunter Creek lodges remained open through the winter with custodial staff. The size of the project medical team, which peaked at over 80 in 2023, was reduced to a minimum through this reporting period. Coastal GasLink will continue to meet

or surpass WorkSafeBC-mandated ratios for health care support during project clean-up in summer and fall 2024.

- During demobilization of lodges in December 2023, Coastal GasLink donated 700 nasopharyngeal COVID-19 test kits to Wet'suwet'en First Nation, Lake Babine Nation and Skin Tye Nation.
- In February 2024, Coastal GasLink provided sponsorships toward the Spirit of the North Healthcare Foundation's 11th Annual Prince George Cougars Alumni Charity Golf Tournament.
- In May 2024, Coastal GasLink provided a sponsorship and team members took part in Spirit Day, a campaign hosted by the Spirit of the North Healthcare Foundation. The team raised funds to support the Northern Health Authority's Adolescent Psychiatry Assessment Unit in Prince George.
- During the reporting period, Northern Health noted that some people remained in Northern B.C. after employment with the Project.

June 2023 Bus Incident

During the reporting period, Coastal GasLink participated in a SEEMP engagement meeting with the Northern Health Authority. Part of the discussion focused on the June 2023 bus incident as described in SEEMP Report #10. Northern Health requested that the incident be summarized again in Report #11, and that their letter to Coastal GasLink dated November 6, 2023, be included as an appendix to the report (see Appendix E: Northern Health Letter).

On June 16, 2023, a single-vehicle collision occurred on the Hambone Forest Service Road (FSR) north of Prince George. The collision involved a chartered bus transporting workers employed by the Parsnip Lodge camp services provider in Section 3. Coastal GasLink's Prime Contractor enacted their emergency response protocols and took charge of the injured passengers. Eleven passengers were transferred to the Parsnip Lodge for assessment; Coastal GasLink then transferred three of those to hospital in Prince George. Seventeen people were transferred directly to Prince George via BC Emergency Health Services. All but one of those who were taken to hospital were released on the same day.

The health authority implemented a 'code orange' (public notification and cancellation of elective surgeries) for 3 hours, 55 minutes. This impacted ambulatory care for approximately 30 appointments and postponed fewer than 5 surgeries which were rescheduled within 15 days. In addition, two incoming patients from surrounding communities who had been slated for intensive care were diverted out of the health region. Staffing levels were temporarily increased at the University Hospital of Northern British Columbia.

Coastal GasLink was in contact with the Northern Health Authority about the bus incident as part of its response protocol, collaborating in real time before, during and after the code orange period. Post-incident, Northern Health acknowledged that Coastal GasLink deployed resources and support that helped the immediate situation. This included the provision of medically trained professionals in the field to support assessment and immediate care, an on-site

representative to support patient needs after discharge and the timely exchange of information. Northern Health also provided feedback to improve, prepare, plan, respond and recover for potential future events. The feedback referred to the need for immediate and direct notification to Health Emergency Management BC, updated emergency contact lists, single point of contact for families to get information, on-site liaison to support patient needs after discharge and participation in a Health Emergency Management BC hosted emergency management tabletop exercise.

4.6.2. Project Effects on Local Health Care Services

During the reporting period, the Coastal GasLink workforce declined to a low of 244 personnel, many of them working in office environments. The workforce numbers began to rise in May 2024 as crews were mobilized for post-construction activities. During this period, zero job-related injuries occurred requiring workforce use of local health care services as described in Table 4-2. As shown in the table, there were no transfers to hospitals and clinics.

Table 4-2: Work-Related Incidents Affecting Local Health Care Services

Date	Incident Description	Ambulance Transfer Required	Treatment Location	Treatment Duration
December 2023	0 incidents recorded			
January 2024	0 incidents recorded			
February 2024	0 incidents recorded			
March 2024	0 incidents recorded			
April 2024	0 incidents recorded			
May 2024	0 incidents recorded			

4.6.3. Mitigation Effectiveness in the Reporting Period

Since the beginning of construction in December 2018 through April 2024, the Project's workforce has accrued over 57.3 million work hours. During that time, workers spent approximately 462.5 hours in treatment at local healthcare facilities across the project corridor related to 254 workplace incidents. During the December 2023 to May 2024 reporting period, there were no workplace incidents requiring the use of local healthcare facilities.

Coastal GasLink continues to collaborate and implement mitigation for potential effects from the Project's workforce on local health care service providers.

4.7. COMMUNITY UTILITIES AND SERVICES: SOCIAL SERVICES

In the Application, the following potential adverse effect was identified in relation to social services:

- increased demand on community social services

4.7.1. Activities

- During December 2023, Coastal GasLink donated surplus furniture and office equipment toward Serenity Resources, a local community living services organization with locations in Northeast B.C.
- During December 2023, Coastal GasLink donated surplus furniture and air conditioning units to the Village of Fraser Lake for use in local public buildings and service providers.
- In April 2024, Coastal GasLink met with the Ministry of Public Safety and Solicitor General Crime Prevention and Victim Services Division and toured the Northern Society for Domestic Peace in Smithers, B.C. The Society shared information about their programs and services that are focused on preventing and responding to power-based abuse and violence.
- In April 2024, Coastal GasLink was invited to and attended the Native Courtworkers and Counselling Association of BC's Ending Harassment in the Workplace Forum. Participants shared best practices for policy, training, and responses to harassment that foster welcoming and inclusive work environments.
- Coastal GasLink's workforce accommodations and worksites continued the Project's bottle recycling donation program to reduce waste. From December 2023 through April 2024, proceeds from the program were donated to seven non-profit/charitable organizations in local communities, supporting child services and seniors' services as well as recreational activities.

4.7.2. Mitigation Effectiveness in the Reporting Period

SEEMP contacts reported no observed adverse effects to social services during the reporting period. No additional mitigation is required at this time.

4.8. COMMUNITY UTILITIES AND SERVICES: WASTE MANAGEMENT FACILITIES

In the Application, the following potential adverse effect was identified in relation to waste management:

- increase in waste flow to regional landfill, transfer station sites and wastewater treatment facilities

4.8.1. Activities

- See Appendix F for information related to the Project's construction waste volumes by region, destination and type. In the absence of construction activity, reported contractor hauling of waste materials was reduced.
- Coastal GasLink continued to engage with Prime Contractors and workforce accommodation contractors to ensure that waste management procedures aligned with provincial regulations and local government expectations.
- Coastal GasLink donated a large quantity of wooden skids from the Huckleberry multi-use site to the Stellat'en First Nation for use as winter firewood.
- As in the two previous reporting periods, Coastal GasLink pursued a process with the BCER to obtain approval for the controlled incineration of construction-related wood waste. This was intended to address capacity concerns at landfills operated by regional district authorities in the Project area. The process includes public notification and a 30-day opportunity for public response.

In January 2024, Coastal GasLink applied for an amendment to a previous Waste Discharge Application. This amendment to an existing burn permit for Coastal GasLink East would add two additional piles and increase the load volume of seven existing piles. After completing the required 30-day public comment period, Coastal GasLink submitted a consultation summary report to the BCER on March 28, 2024, closing off the application process.

In March 2024, Coastal GasLink applied for a new burning permit for sites in Coastal GasLink West. The required 30-day public comment opportunity was underway in May 2024.

No burning took place under any of the Project's BCER burning permits during the reporting cycle.

- Coastal GasLink's recycling programs reduce the flow of waste to regional landfills. During the reporting period, donations to community organizations from the proceeds of cans and bottles recycled at workforce accommodations reached more than \$37,000. This recycling initiative has raised more than \$569,000 since mid-2021 for local communities.

4.8.2. Mitigation Effectiveness in the Reporting Period

In response to regional landfill capacity constraints, Coastal GasLink continued to submit waste discharge approval applications through the BCER under the *Environmental Management Act* for the disposal of unrecyclable wood waste. No burning took place under the Project's BCER permits during the reporting period.

Coastal GasLink continued to work with Prime Contractors and local governments to implement and monitor waste management mitigation. Coastal GasLink will continue to monitor capacity constraints at regional landfills during construction in 2024.

4.9. COMMUNITY UTILITIES AND SERVICES: RECREATIONAL FACILITIES

In the Application, the following potential adverse effect was identified in relation to recreational facilities:

- increased demand on community recreational facilities

4.9.1. Activities

- Workforce accommodations are equipped with recreational facilities including exercise equipment, television, movies, telephone and internet access.
- In early 2024 Coastal GasLink's Prime Contractor provided financial contributions to two local volunteer organizations that help with the upkeep of provincially designated trails and recreation areas, the Spruce City Wildlife Association and Prince George Backcountry Recreation Society.
- During December 2023, Coastal GasLink made the following in-kind donations:
 - furniture to the South Peace Art Society to support expansion of local youth programs
 - pipe cutoffs to the Omineca Ski Club for trail development
 - beverage cooler to the Burns Lake Curling Club
 - Saeplast lobster boxes to Nak'azdli Whut'en and Spruce City Wildlife Association for their fish hatchery operations
 - docks to Stellat'en Nation for their fish weir project
- In January 2024, Coastal GasLink provided a contribution toward the Terrace Music Scene Association for Terrace Concerts in the Park. The flagship event provides a free concert for the community of Terrace and the surrounding Indigenous communities.
- During April 2024, Coastal GasLink provided sponsorships toward upcoming local community cultural celebrations including National Indigenous People's Day celebrations for Lheidli T'enneh in Prince George, Burns Lake Native Development celebrations in Burns Lake, and for Witset First Nation. In addition, Coastal GasLink provided sponsorship toward Saulteau upcoming Pemmican Days and Blueberry River First Nation Culture Days.
- The Community Workforce Accommodation Advisor (CWAA) Program ended in November 2023 when the workforce accommodations closed. With three workforce accommodations opening at a reduced capacity in spring 2024, the CWAA Program will evaluate the potential to offer limited programming to recognize days of significance in the lodges.
- Proceeds from the Coastal GasLink bottle and can recycling program supported the Fraser Lake Emergency Responders Society's purchase of hockey jerseys for regional Fire Department vs. Police Department hockey games, to be played three times per year in Fraser Lake, Burns Lake and Houston.

4.9.2. Mitigation Effectiveness in the Reporting Period

As presented in the Application and through monitoring, there continues to be no anticipated long-term or permanent adverse effects on recreational facilities that cannot be mitigated.

4.10. COMMUNITY UTILITIES AND SERVICES: EDUCATION SERVICES

In the Application, the following potential adverse effect was identified in relation to education:

- increased demand for education services

4.10.1. Activities

- In January 2024, Coastal GasLink provided a contribution toward the Central Interior Science Exhibition that took place in March at UNBC. Students in grades 7–12 had experiences with various university and college science clubs and high school leadership groups and presented their projects to peers and for public viewing.
- In January 2024, Coastal GasLink contributed to The Board of Education of School District No. 60 (Peace River North) in support of Project Heavy Duty in Fort St. John. Project Heavy Duty is a School District program supported by North Peace businesses. It is designed to prepare high school students for employment in the heavy construction industry, offering a practical, hands-on program that provides students with skills and experience in maintaining and operating heavy equipment.

4.10.2. Mitigation Effectiveness in the Reporting Period

SEEMP contacts reported no observed adverse effects to educational services during the reporting period. No additional mitigation is required at this time.

4.11. COMMUNITY UTILITIES AND SERVICES: GOVERNMENT SERVICES

In the Application, the following potential adverse effect was identified in relation to government services:

- increased demand on government services

4.11.1. Activities

- Coastal GasLink continued proactive communication with government agencies regarding anticipated schedules and regional workforce volumes.
- In May 2024, Coastal GasLink sponsored and attended the North Central Local Government Association (NCLGA) conference in Smithers.

4.11.2 Mitigation Effectiveness in the Reporting Period

SEEMP contacts reported no observed adverse effects to government services during the reporting period. No additional mitigation is required at this time.

4.12. COMMUNITY UTILITIES AND SERVICES: HOUSING AND COMMERCIAL ACCOMMODATIONS

In the Application, the following potential adverse effect was identified in relation to housing and commercial accommodation:

- reduction in available rental housing and commercial accommodation

4.12.1. Activities

- The Project used four workforce accommodations (see Table 4-3) during the reporting period to mitigate adverse effects on regional infrastructure and services, including rental housing and commercial accommodation. See Appendix G for the Project's monthly planned and observed peak workforce accommodation occupancies.
- As project construction activities were completed, Coastal GasLink workforce accommodations that were no longer required had been closed and dismantled. Temporary use sites associated with these accommodations are remediated and returned to public or First Nations authorities or transferred to other industrial tenure holders according to permitting requirements.
- In the Peace River region, formerly Sections 1 and 2, all Coastal GasLink workforce accommodations are closed. Employees who are not local will seek temporary accommodations in motels or RV parks in 2024. The size of this workforce is forecasted to peak between 100 and 150 people. Coastal GasLink will engage with communities to monitor any issues related to motel or housing capacity in the area.
- In the Fraser–Fort George region, formerly Section 3 and part of Section 4, Coastal GasLink's Parsnip Lodge remains in operation. Most of the 2024 Coastal GasLink clean-up work in this region will take place between Highway 97 and the Headwall—that is, on the western slopes of the Rocky Mountains—with crews housed at Parsnip Lodge.
- In the Bulkley-Nechako region, covering most of the Coastal GasLink Central area (formerly Sections 5, 6, 7 and 8 East), most of Coastal GasLink's workforce accommodations are now closed. The exception is Huckleberry Lodge south of Houston, which will remain open at reduced capacity.
 - Demobilization of the 7 Mile Lodge south of Burns Lake was completed in January. The property is to be reclaimed and returned to the Crown.
 - Demobilization of Little Rock Lake Lodge near Fraser Lake was completed in December 2023. The site is on the traditional territory of Nadleh Whut'en First Nation.
 - 9A Lodge in the upper Morice River area was permanently closed in early 2024. Demobilization was completed in March.

- Although Coastal GasLink accommodations in the Fraser Lake and Burns Lake areas are now closed, 2024 project effects on rental and commercial housing are expected to be limited to a relatively small number of stays at local motels. Most of the clean-up work in the Coastal GasLink Central area will take place south and west of Houston, with crews housed at the Project's Huckleberry Lodge.
- In the Kitimat-Stikine region, Coastal GasLink will continue to make use of the Hunter Creek Lodge as well as renting space as needed at the third-party operated Sitka Lodge. It is forecast that the Coastal GasLink population at Hunter Creek will peak at approximately 280 people. The Coastal GasLink population at Sitka Lodge was more than 200 in late May 2024.
- In March 2024, Coastal GasLink sponsored and attended the Room for All Housing Solutions conference hosted by the City of Terrace. This regional housing conference provided an opportunity for knowledge sharing amongst local, First Nations, Provincial and Federal governments, industry and services providers to identify strategies to address local housing needs and gaps.

Table 4-3: Workforce Accommodation Locations

Workforce Accommodation	Nearest Municipality	Status as of May 2024
7 Mile Road Lodge	Burns Lake	Permanently closed
Sukunka Lodge	Chetwynd	Permanently closed
Mount Merrick Lodge	Chetwynd	Permanently closed
Sunset Prairie Lodge	Dawson Creek	Third-party facility
Little Rock Lake Lodge	Fraser Lake	Permanently closed
9A Lodge Clint C	Houston	Permanently closed
Huckleberry Lodge	Houston	Open at reduced capacity
P2 Lodge	Houston	Permanently closed
Sitka Lodge	Kitimat	Third-party facility; space leased as required
Hunter Creek Lodge	Kitimat	Open at reduced capacity
Parsnip Lodge A + B	Prince George	Open at reduced capacity

4.12.2 Mitigation Effectiveness in the Reporting Period

During the reporting period, Coastal GasLink continued to engage with communities to understand observed effects on local housing availability in cases of workforce movement throughout the region.

With minimal activity in the field, there were no reported project effects on rental and commercial housing within the project area.

As presented in the Application, there are no anticipated long-term or permanent effects on rental housing or commercial accommodation that cannot be mitigated.

4.13. TRANSPORTATION INFRASTRUCTURE AND SERVICES: TRAFFIC

In the Application, the following potential adverse effects were identified in relation to traffic:

- increased traffic volumes from transportation of workers, supplies and equipment leading to decreased road safety
- increase in rail traffic resulting from the shipment of project-related materials
- increased air passengers in local and regional airports

4.13.1. Activities: Road Traffic

- During the reporting period, Coastal GasLink continued to deploy IVMS in project vehicles to enhance safe driving practices. IVMS provides real-time alerts, follow-up coaching and vehicle information verification.
- Coastal GasLink continued to engage with industrial road user groups to discuss road and traffic conditions.
 - Other road users were informed that Coastal GasLink construction traffic would be paused through winter and spring 2024. Any project traffic would be for the purposes of conducting operational maintenance activity at a limited number of valve sites along the project route.
 - Coastal GasLink shared in the responsibility for snow clearing on the industrial roads that provide access to valve sites.
 - Coastal GasLink engaged with other road users to review plans for dust control measures to be implemented in summer 2024.
- Coastal GasLink's 2024 work plan includes the deactivation of selected temporary construction roads and pipeline right-of-way access points in consultation with the BCER and industrial road users. Most of this work has no effect on commercial or recreational traffic.
 - In May 2024, Coastal GasLink sent notifications to the District of Kitimat and to the Regional District of Fraser–Fort George to inform them of local road deactivations.

4.13.2. Activities: Rail Traffic

- During the reporting period, project-related rail traffic activities remained limited with no effect on regional service capacity.

4.13.3. Activities: Air Traffic

- During the reporting period, the Project's workforce utilized regional air transportation services with no observed effects reported from local communities.

4.13.4. Mitigation Effectiveness in the Reporting Period

During the reporting period, mitigation related to safe road use continued to be implemented. As presented in the Application and through monitoring, there continues to be no anticipated long-term or permanent adverse effects on transportation that cannot be mitigated.

4.14. TRANSPORTATION INFRASTRUCTURE AND SERVICES: NAVIGABILITY OF WATERWAYS

In the Application, the following potential adverse effect was identified in relation to navigation:

- disruption of movement on navigable waterways

4.14.1. Activities

- With no activity along navigable waterways, Coastal GasLink did not issue any work-related notifications to regulators or the public. Notifications are tracked by the Federal Common Project Search found at [Common-Project-Search.Canada.ca](https://www.common-project-search.ca).

4.14.2. Mitigation Effectiveness in the Reporting Period

There were no reports of Coastal GasLink work disrupting movement on a navigable waterway during the reporting period. There have been no residual adverse effects observed. As presented in the Application and through monitoring, there continues to be no anticipated long-term or permanent adverse effects on navigable waterways that cannot be mitigated.

5.0 SEEMP REGULATORY INSPECTIONS

No EAC SEEMP compliance inspections took place during the reporting period. During construction, Coastal GasLink has had six administrative and three field-based SEEMP inspections and was found fully compliant in all cases.

BC EAO inspection records for Coastal GasLink are publicly available on the BC EPIC website located at <https://projects.eao.gov.bc.ca/p/588511c4aaecd9001b825604/project-details>.

6.0 ADAPTIVE MANAGEMENT

During the reporting period there was a substantial reduction in field activities, with the size of the total Project workforce varying between approximately 250 and 900. As a result, there was a decline in observed Project effects with no further adaptive management required.

In summer 2023, the Ministry of Forests shared concerns about potential effects related to industrial workers using provincial recreation sites in the Tacheeda Lakes area. Occupation of recreational sites by any industrial workers is generally prohibited. Coastal GasLink relocated the workers and opened discussions with the Ministry on how to support improvements to the sites. As a result of those discussions, Coastal GasLink's Prime Contractor provided financial contributions, in early 2024, to two local volunteer organizations that help with the upkeep of provincially designated trails and recreation areas.

Coastal GasLink continued to monitor mitigation effectiveness and collect feedback regarding direct adverse effects from construction activities on health care services, housing, recreational areas, waste management and transportation infrastructure. If corrective action is determined through ongoing monitoring, it will be identified in the reporting period the action is implemented.

7.0 CLOSING

With the completion of the Coastal GasLink pipeline and facilities, the Project entered a clean-up and restoration phase. During this reporting period, field activities were minimal. The size of the workforce declined to a low of less than 250 in March 2024, mostly in administrative or site maintenance functions, before increasing again for the summer work season. As a result, there was a decline in observed project effects on economy, community infrastructure and services and transportation.

Coastal GasLink continues to consider potential adaptive management approaches related to emergency services, health care services, housing, waste management and transportation infrastructure. The goal of the Project's adaptive management strategies is to minimize observed adverse effects.

Coastal GasLink continues to communicate and engage with SEEMP contacts at the community and provincial levels and will adjust its management approach should the need arise. During this reporting period there have been no detectable adverse effects that would change the predictions of the socio-economic assessment.

SEEMP status reports are developed on a semi-annual basis as required by Condition #24 of the Project's Environmental Assessment Certificate. Coastal GasLink expects to issue one further SEEMP status report in December 2024 followed by a final report in 2025/26.

The SEEMP provides a framework for Coastal GasLink to receive feedback and address concerns from potentially affected stakeholders and communities. Indigenous groups, local governments and provincial agencies are encouraged to contact Coastal GasLink if a concern is identified related to the Project's SEEMP implementation. Issues can be identified directly by telephone, email or mail:

Coastal GasLink toll-free number	1-855-633-2011
Email	CoastalGasLink@TCEnergy.com
Calgary Office	450 1st St. SW Calgary, AB T2P 5H1
Fort St. John Office	10543 100th St. Fort St. John, BC V1J 3Z4
Prince George Office	#201, 760 Kinsmen Pl. Prince George, BC V2M 0A8
Vancouver Office	#630, 609 Granville St. Vancouver, BC V7Y 1G5

APPENDIX A: SOCIO-ECONOMIC TOPICS RAISED DURING SEEMP ENGAGEMENT

Socio-economic Topics Raised During SEEMP Engagement (December 2023 to May 2024)

The following chart includes a summary of socio-economic topics that were raised by SEEMP contacts during the reporting period.

Topic	Relevant Pipeline Section
<i>Contracting and Employment</i>	
Economic benefits	all sections
Contracting and employment	all sections
<i>Education and Training</i>	
Skills training initiatives	all sections
<i>Emergency, Health and Social Services</i>	
Emergency services and response planning	all sections
Health care services	all sections
Social services	all sections
<i>Waste Management</i>	
Waste management capacity	Central
<i>Recreational Facilities</i>	
Recreational area usage	Central
<i>Accommodations</i>	
Workforce housing	East, West
<i>Transportation</i>	
Road quality/upgrading	East, West

APPENDIX B: SEEMP MITIGATION STATUS TABLE

SEEMP Mitigation Status Table as of May 2024

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
VALUED COMPONENT: ECONOMY			
<i>Key Indicator: Contracts and Procurement Expenditures</i>			
<i>Limited participation in contract opportunities</i>	<i>EA Table 12-8</i>	<ul style="list-style-type: none"> Implement a procurement strategy that provides opportunities for qualified Aboriginal and local contractors. 	In Progress
	<i>EA Table 12-8</i>	<ul style="list-style-type: none"> Continue discussions with economic development representatives from Aboriginal and local communities to communicate Project requirements, potential contract opportunities and related qualifications (i.e., insurance, safety, required personnel, skills, certifications, experience, equipment, materials, etc.). 	In Progress
	<i>EA Table 12-8</i>	<ul style="list-style-type: none"> Continue discussions with economic development representatives from Aboriginal and local communities to identify qualified Aboriginal and local businesses interested in providing relevant goods and services. 	In Progress
<i>Key Indicator: Community Economic Resilience</i>			
<i>Alteration of existing community economic patterns</i>	<i>EA Table 12-8</i>	<ul style="list-style-type: none"> Communicate the Project schedule and identify the short-term nature of Project construction activities to local economic development organizations to manage expectations. 	Complete
	<i>EA Table 12-8</i>	<ul style="list-style-type: none"> Adhere to the Traffic Control Management Plan to reduce construction related traffic and corresponding potential adverse effects on local business operations. 	In Progress
VALUED COMPONENT: EMPLOYMENT AND LABOUR FORCE			
<i>Key Indicator: Employment</i>			
<i>Skilled labour shortage</i>	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Implement the Coastal GasLink training program to enable unemployed or underemployed individuals to develop Project specific employment skills and seek Project employment. 	In Progress
	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Provide the Project schedule to economic development organizations and post-secondary institutions to inform them of peak workforce demands. 	Complete
	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Ensure alternative sources of skilled workers are in place to avoid disruption of the local employment market. 	Complete

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Communicate with economic development organizations to confirm existing employment conditions in communities and the broader region before executing the employment strategy. 	Complete
	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Monitor the success of the Coastal GasLink training program. 	In Progress
	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Follow up with economic development organizations and community representatives to confirm employment conditions in communities and the broader region. 	In Progress
Key Indicator: Training Opportunities			
<i>Lack of time to train local workers for skilled positions</i>	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Confirm Project workforce needs well in advance of Project construction with economic development organizations, employment centres and educational institutions. 	Complete
	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Provide opportunities for qualified workers currently apprenticing to obtain trades certification during Project construction. 	Complete
	<i>EA Table 12-9, 12-11 and 12-13</i>	<ul style="list-style-type: none"> Develop and implement a training program focused on developing Project specific skills. Short term workforce readiness training directly related to the proposed Project will focus on: <ul style="list-style-type: none"> assessing and identifying gaps determining proper skills development developing processes to help local residents obtain construction related employment 	In Progress
VALUED COMPONENT: COMMUNITY UTILITIES AND SERVICES			
Key Indicator: Emergency Services			
<i>Increased demand on local emergency services</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to all WorkSafeBC safety standards on work sites during construction and operations. Contact with service provider will be established before construction and documented through the contractor's Emergency Measures Plan. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to Coastal GasLink Emergency Response Plan (ERP) for proposed Project related emergencies. 	In Progress

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with local emergency service providers, fire departments and RCMP detachments throughout the proposed Project construction and operations phases to provide proposed Project construction schedules and maps and to identify issues such as staffing requirements, access needs and emergency evacuation routes. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Provide key proposed Project personnel contact information, construction schedules, and proposed Project maps with access routes to RCMP detachments, fire departments and ambulance service providers. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> During worker and Contractor orientation sessions, reinforce the importance of respectful conduct when in communities. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to TC Energy's (formerly TransCanada) Health, Safety and Environment Commitment in Appendix E of the Social Technical Report (Appendix 2M of the Application). 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure Prime Contractors submit and adhere to safety plans that address emergency procedures. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure that the proposed Project will be staffed with sufficient numbers of emergency medical personnel with appropriate certifications, supplies and conveyance requirements based on numbers of workers, hazard risk at the work sites and proximity to medical facilities. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Supervisory personnel will be on site at all times during drilling, reaming and pullback operations to ensure that emergency response measures will be implemented immediately and effectively. Coastal GasLink will also assign inspection personnel to the site during all phases of watercourse drilling. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Implement mitigation outlined in Section 21 of the Application, Accidents or Malfunctions. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to the Chemical and Waste Management Plan, Spill Contingency Plan, Fire Suppression Contingency Plan, Adverse Weather Contingency Plan and Traffic Control Management Plan in the EMP (Appendix 2A of the Application). 	In Progress

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with local emergency services, including police, fire and ambulance services, three months before construction, regarding known reasonably foreseeable future development and activities (Appendix 3A, EA), to understand and address potential overlaps and potential issues with increased demand on existing local emergency services, including police, fire and ambulance services. 	Complete
<i>Key Indicator: Health Care Services</i>			
<i>Increased demand on health care services</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Continue to communicate with local and regional health care providers before proposed Project construction activities to identify potential service gaps and issues. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Discuss with health care providers the use of health care facilities during pre-construction to determine the capacity and capabilities of health care facilities and also determine any concerns or expectations on the part of facility managers. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to Coastal GasLink emergency response procedures outlined in the ERP. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to TC Energy's (formerly TransCanada) Health, Safety and Environment Commitment in Appendix E of the Social Technical Report (Appendix 2M of the Application). 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Follow all WorkSafeBC safety standards on work sites during construction. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure Prime Contractors submit and adhere to safety plans that address emergency procedures. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure that the proposed Project will be staffed with sufficient numbers of emergency medical personnel with appropriate certifications, supplies and conveyance requirements based on numbers of workers, hazard risk at the work sites and proximity to medical facilities. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Supervisory personnel will be on site at all times during drilling, reaming and pullback operations to ensure that emergency response measures will be implemented immediately and effectively. Coastal GasLink will also assign inspection personnel to the site during all phases of drilling of the watercourse. 	In Progress

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Implement mitigation outlined in the Application, Section 21. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to the Waste Management Plan, Spill Contingency Plan, Fire Suppression Contingency Plan, Adverse Weather Contingency Plan and Traffic Control Management Plan in the EMP (Appendix 2A of the Application). 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure senior medical providers are available in the field to provide medical care if a worker needs treatment. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure first-aid personnel are available in the construction camps for emergencies, and available at the appropriate times to accommodate workers who require medical treatment. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Outfit the first-aid room with proper equipment and running water as outlined in the WorkSafeBC regulations. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure medical staff requirements are based on WorkSafeBC ratios of work activity, number of workers and distance (i.e., time) from nearest medical centre. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with local and regional health care providers three months before construction, regarding known reasonably foreseeable future development and activities (Appendix 3A), to understand and address potential overlaps and potential issues with increased demand on health care services. 	Complete
Key Indicator: Social Services			
<i>Increased demand on community social services</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Continue to communicate with local and regional social service providers to confirm current community social service issues. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Provide key personnel for the proposed Project with contact information and construction schedules for local and regional social service providers. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to TC Energy's (formerly TransCanada) Health, Safety and Environment Commitment in Appendix E of the Social Technical Report (Appendix 2M of the Application). 	Complete

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> House the proposed temporary workforce in construction camps and develop appropriate construction camp policies. Provide the following amenities: <ul style="list-style-type: none"> recreational facilities and activities such as exercise equipment (e.g., weights) and electronics (e.g., television and movies) telephone and internet access 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with local community social services three months before construction, regarding known reasonably foreseeable future development and activities (Appendix 3A), to understand and address potential overlaps and potential issues with increased demand on community social services. 	Complete
Key Indicator: Waste Management Facilities			
<i>Increase in waste flow to regional landfill and transfer station sites, and wastewater treatment facilities</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Coastal GasLink will confirm the capacity of local and regional facilities to accept waste and recycling before construction of the proposed Project. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Adhere to Coastal GasLink's Chemical and Waste Management Plan in the EMP (Appendix 2A of the Application). 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> All waste materials will be disposed of according to federal and provincial legislation, and municipal and regional regulations, as required. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> All staff of the proposed Project with waste management and hazardous materials responsibilities will be educated according to regulatory requirements specific to the proposed Project. All personnel shall understand their responsibilities for proper handling, identification, documentation and storage of wastes and hazardous materials. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> An appropriate number of portable toilets shall be made available to ensure each crew has ready access to washroom facilities. The facilities will be serviced and cleaned regularly, and adequately secured. All site personnel are to use portable toilets. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Each construction site will be equipped with adequate garbage receptacles for solid non-hazardous wastes and debris. These materials will be collected, as required, and disposed of at approved locations. Food wastes will be stored in animal proof (bear-proof) containers and transported to an appropriate landfill site. 	In Progress

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Receptacles for recycling various products (e.g., paper and aluminum) will be available at proposed Project construction yards and camps and will be hauled to appropriate recycling depots. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with local and regional landfill, transfer station and wastewater treatment operators to identify service gaps and resulting issues. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with local and regional waste facilities three months before construction, regarding known reasonably foreseeable future development and activities (Appendix 3A, EA), to understand and address potential overlaps and potential issues with increase in waste flow to regional landfill and transfer station sites and wastewater treatment facilities. 	Complete
<i>Key Indicator: Recreational Facilities</i>			
<i>Increased demand on community recreational facilities</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Continue to communicate with municipal recreation facility operators to confirm the proposed Project construction and workforce schedules to ensure municipal recreational service providers have sufficient notice regarding possible increased use. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Ensure workers will have access to recreational facilities in the construction camps where they reside during the construction phase. These facilities will include exercise equipment within the camp and access to electronics will be available (e.g., television, movies). 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with municipal recreational facility operators to identify service gaps and resulting issues. 	Complete
<i>Key Indicator: Education Services</i>			
<i>Increased demand for education services</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with educational and training service providers well in advance of proposed Project construction regarding schedules, workforce, skills requirements and expected demands. 	Complete

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
<i>Key Indicator: Government Services</i>			
<i>Increased demand on government services</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with government agencies well in advance of proposed Project construction regarding schedules, workforce and expected demands. Government agencies and services used will be specified when proposed Project details are finalized. 	Complete
<i>Key Indicator: Housing and Commercial Accommodation</i>			
<i>Reduction in available rental housing and commercial accommodation</i>	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with hotel associations, commercial accommodation providers (i.e., campgrounds, hotels and motels, RV parks) and Chambers of Commerce when proposed Project construction schedules are known to ensure accommodation providers are able to plan for increased activity. 	Complete
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with community representatives to assess the current housing availability and options for hosting worker's families. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> If accommodations are reserved for personnel of the proposed Project, and are determined not to be needed, request that the Contractor release the rooms. 	In Progress
	<i>EA Table 15-18, 15-20, 15-22 and 15-24</i>	<ul style="list-style-type: none"> Communicate with hotel associations, commercial accommodation providers (i.e., campgrounds, hotels and motels, RV parks) and Chambers of Commerce three months before construction, regarding known reasonably foreseeable future development and activities (Appendix 3A), to understand and address potential overlaps and potential issues with a reduction in available rental housing and commercial accommodation. 	Complete
VALUED COMPONENT: TRANSPORTATION INFRASTRUCTURE AND SERVICES			
<i>Key Indicator: Traffic</i>			
<i>Increased traffic volumes from transportation of workers, supplies and equipment leading to decreased road safety</i>	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Implement the Traffic Control Management Plan in the EMP (Appendix 2A of the Application) and the Access Control Management Plan. 	In Progress
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Before construction activities, use community media outlets such as newspapers and radio stations, and email updates to announce the location and schedule of construction activities. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Confirm the proposed Project construction schedule and road crossing procedures with BC Ministry of Transportation and Infrastructure staff before construction activities. 	Complete

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Communicate with RCMP detachments to define traffic safety concerns and mitigation before proposed Project construction. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Coastal GasLink will transport pipe materials to the proposed Project area by rail, where off-loading (rail sidings) are available and where practical. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Access points to the ROW will be flagged and signed to discourage public use. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Construction personnel will be transported between construction yards, construction camps and the construction site by multi-passenger vehicles, to the extent practical, to reduce vehicle traffic. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Motorized vehicle traffic, including all-terrain vehicle (ATV), ARGO and snowmobile traffic, will be confined to the approved route, access roads or trails except where specifically authorized by the appropriate regulatory authority. 	In Progress
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Vehicles will be limited to travel on the access roads for which they are designed. Most vehicles are able to turn around within the width of the construction ROW. Stringing trucks require extra turning radius. Consequently, approaches to the pipeline ROW or existing public roads will be wider when used for stringing trucks. Where turnarounds are needed on the ROW, extra space will be necessary on the travel side of the ROW. Previously disturbed areas will be used for this purpose, where practical. 	In Progress
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Efforts to control off-road vehicle use will be coordinated with the appropriate authorities and conducted until the ROW has been satisfactorily reclaimed. All proposed Project-related vehicles will follow applicable traffic, road-use and safety laws. 	In Progress
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Communication with communities where known traffic issues exist once the proposed Project schedule is confirmed. 	In Progress
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Communication with forest licensees to address cumulative road use issues. 	In Progress
<i>Increase in rail traffic resulting</i>	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Communicate with CN Rail to confirm rail capacity, siding availability, schedules, and potential issues related to shipping pipe materials by rail. 	Complete

POTENTIAL ADVERSE EFFECTS	REGULATORY REFERENCE	MITIGATION ¹	STATUS
<i>from the shipment of Project-related materials</i>	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Work with community representatives to identify suitable stockpile sites for pipe material, where practical. Specific selection would consider proposed Project requirements, access roads and general site conditions. 	Complete
<i>Increased air passengers in local and regional airports</i>	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Communicate with local and regional airport authorities of proposed Project construction activities to inform them of proposed Project schedules. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Before construction activities, use community media outlets such as newspapers and radio stations to announce the location and schedule of construction activities to avoid impacts on access to air travel by residents. 	Complete
Key Indicator: Navigability of Waterways			
<i>Disruption of movement on navigable waterways</i>	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Adhere to watercourse crossing mitigation outlined in Section 7 of the Application. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Obtain necessary approvals under Navigable Waters Protection Act, as required. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Make the Project construction schedule and location maps available to recreational user groups and other members of the public to avoid conflict with planned activities. 	In Progress
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> If directed by the appropriate regulatory authority, install warning signs along the banks both upstream and downstream of the crossing to caution users of a navigational hazard, where appropriate. 	Complete
	<i>EA Table 15-25, 15-27 and 15-31</i>	<ul style="list-style-type: none"> Discuss with Transport Canada to ensure that appropriate procedures were used for navigable waterway crossings. 	Complete

APPENDIX C: DIVERSITY AND LOCAL EMPLOYMENT, OCTOBER 2023 TO APRIL 2024

Percentage of Monthly Total Workforce by Diversity and Local Category, October 2023 to April 2024 ^{1, 2, 3, 4}

	Month	Indigenous	Women	Local	Total B.C.	Total Workforce
2023	October	291 (9.3%)	544 (17.5%)	431 (13.8%)	860 (27.6%)	3,116
	November	160 (9.2%)	341 (19.7%)	286 (16.5%)	475 (27.5%)	1,730
	December	55 (6.1%)	256 (28.6%)	127 (14.2%)	235 (26.2%)	895
2024	January	8 (1.9%)	163 (39.6%)	48 (11.7%)	91 (22.1%)	412
	February	15 (6.1%)	113 (46.3%)	19 (7.8%)	23 (9.4%)	244
	March	7 (2.2%)	105 (33.4%)	37 (11.8%)	65 (20.7%)	314
	April	7 (2.1%)	118 (34.9%)	37 (10.9%)	59 (17.5%)	338

Notes:

1. Reported values are not cumulative. Individuals may qualify under multiple categories.
2. Data includes Prime Contractors, subcontractors, core employees, contingent workforce contractors and the Construction Monitoring and Community Liaison and Community Workforce Accommodation Advisor program workforce.
3. This information is subject to change and not to be considered an exhaustive census of the Project's workforce.
4. This information is voluntarily self-identified during data collection.


APPENDIX D: UPDATED CRITICAL SAFETY RISKS

Coastal GasLink


The Critical Risks

**What's
STCKY
today?**


Coastal GasLink




Driving
Driving accidents can happen at any time, especially when driving in bad weather, at night, or at the end of a shift when you are tired.




Steep slope work
Equipment sliding or materials and debris rolling down steep slopes are a risk to anyone in the line of fire.



Mobile equipment and people
Workers can get seriously injured or killed if equipment moves unexpectedly, or they get caught in pinch points or blind spots.



Work over live lines
Unintended contact with live lines can have significant consequences and pose serious risk to workers and the public.



Cargo management
Loads can shift and become unstable during transport, causing materials to fall off the trailer when straps are removed. Items may also fall or be dropped while loading or unloading cargo, which could injure anyone nearby.

Note: The acronym STCKY as used in Coastal GasLink health and safety communications stands for Stuff That Can Kill You.

APPENDIX E: NORTHERN HEALTH LETTER (RE JUNE 16, 2023, VEHICLE INCIDENT)

**APPENDIX F: PROJECT WASTE VOLUMES BY DESTINATION AND TYPE,
OCTOBER 2023 TO MARCH 2024**

Project Waste Volumes by Destination and Type, October 2023 to March 2024

The following data has been supplied by Prime Contractors for the period
from October 1, 2023, to March 31, 2024

Waste Type	Receiver	Q4 2023 Quantities	Q1 2024 Quantities
Wilde Lake Compressor Station Construction Project			
Garbage and general construction waste	Peace River Regional District Chetwynd Landfill	30.15 MT	No construction-related waste reported
Wood waste	Peace River Regional District Bessborough Landfill	10.32 MT	
	Peace River Regional District Chetwynd Landfill	4.5 MT	
Contaminated soil (note 1)	GFL, Prince George, B.C.	3 MT	
Industrial solid waste: aerosols, oily filters and debris, contaminated plastics, paints	GFL, Prince George, B.C.	2.95 MT	
Industrial liquid waste: hydrovac slurry	Secure Energy, Saddle Hills, AB	5.5 m ³	
Sewage	District of Chetwynd Sewage Treatment Facility	.75 m ³	
	Peace River Regional District Charlie Lake Treatment Facility	79.5 m ³	
Recyclables, metals	ABC Recycling, Fort St. John	13.87 MT	
Work Package 1, Groundbirch to Rocky Mountain Divide (KP 0 to KP 140.2)			
Garbage and general construction waste including hard plastic (note 2)	Peace River Regional District Chetwynd Landfill	29.82 MT	16.87 MT
Wood waste	Peace River Regional District Chetwynd Landfill	5.3 MT	
Contaminated soil (note 1)	Secure Energy, Saddle Hills, AB ¹	4 MT	
Industrial solid waste: Aerosols, filters, contaminated plastic, absorbents	RBW, Nisku, AB; Clean Harbors, Grande Prairie, AB	36.72 MT	
Sewage	District of Chetwynd Sewage Treatment Plant	514.88 m ³	
Recyclables, metals	ABC Recycling, Fort St. John	22.043 MT	

Waste Type	Receiver	Q4 2023 Quantities	Q1 2024 Quantities
Work Package 2, Rocky Mountain Divide to east of Highway 27 (KP 140.2 to KP 337.3) (note 3)			
Garbage and general construction waste	Regional District of Fraser–Fort George Foothills Landfill	432.04 MT	No construction-related waste reported
Wood waste	Regional District of Fraser–Fort George Foothills Landfill	5.07 MT	
	Secure Energy, Saddle Hills, AB	41.11 MT	
	First Tracks, Prince George	10,334 MT	
Contaminated soil (note 1)	GFL Environmental, Prince George	4.43 MT	
Industrial solid waste: aerosols, bear spray cans, propane cylinders, oily filters and debris, plastics	GFL Environmental; disposal in Prince George or Delta, B.C.	18.832 MT	
Industrial liquid waste: oil	GFL Environmental, Prince George	31.13 m ³	
Industrial liquid waste: oily water, hydrovac slurry, wash water	GFL Environmental, Prince George	305 m ³	
Recyclables, metals	ABC Recycling, Prince George	122.67 MT	
Recyclables, cardboard	Cascades Recovery, Prince George	8.11 MT	
Recyclables, cooking oil	McLeod's, Prince George	30 m ³	
Work Package 3, east of Highway 27 to north of Morice Lake (KP 337.3 to KP 583.2)			
Garbage and construction waste (note 2)	Regional District of Bulkley-Nechako Knockholt Landfill	201.3 MT	7.5 MT
	Regional District of Bulkley-Nechako Clearview Landfill	170.2 MT	7.5 MT
Wood waste (note 4)	Regional District of Bulkley-Nechako Knockholt Landfill		
Contaminated soil (note 1)	GFL Environmental, Prince George; Cascade Recovery, Prince George	108.28 MT	
Industrial solid waste: aerosols, oily filters, rags and absorbents, contaminated plastic, bulk containers, oily debris	GFL Environmental, Prince George; Secure Energy, Buick, B.C.	65.4 MT	
Industrial liquid waste: oil	GFL	18.3 m ³	
Industrial liquid waste: oily water	E360 Solutions, Prince George	13.5 m ³	
Industrial liquid waste: chemicals		.6 m ³	
Sewage (note 5)	District of Houston	4,560 m ³	
	Village of Burns Lake	65.77 m ³	

Waste Type	Receiver	Q4 2023 Quantities	Q1 2024 Quantities
	Village of Fraser Lake	840 m ³	
Recyclables, bottles & cans	Return-it, Fraser Lake; Return-it, Prince George	10 loads	
Recyclables, cardboard	Cascade Recovery, Prince George; Canada Recycle, Prince George; Burns Lake Waste Transfer Station; BBRD Recycling Depot, Witset, BC; Knockholt Recycling Depot, Houston	12.49 MT	
Recyclables, metals	Richmond Steel Recycling, Prince George; RDBN Knockholt Recycling Depot; ABC Recycling, Prince George; Allan's Scrap, Prince George	178.5 MT	
Recyclables, timber	Canada Recycle, Prince George	182 MT	
Recyclables, cooking oil	McLeod's, Prince George	1.7 m ³	
Recyclables, unspecified	Regional District of Bulkley-Nechako Knockholt Recycling Depot	1.6 MT	
	Cascades Recovery, Prince George	1.55 MT	
Work Package 4 east, north of Morice Lake (KP 583.2 to KP 612.7)			
Garbage and construction waste (note 2)	Regional District of Bulkley-Nechako Knockholt Landfill	402.09 MT	20.18 MT
Contaminated soil (note 1)	Regional District of Bulkley-Nechako Knockholt Landfill	88.94 MT	
	Claystone Waste Ltd, Ryley, AB	20.0 MT	
Industrial solid waste: contaminated plastics, oily absorbents and rags, hardener, adhesives/coatings	Secure Energy, Buick, BC and Edmonton Claystone Waste Ltd, Ryley, AB Miller Environmental, Winnipeg	12.8 MT	
Industrial liquid waste in containers: Resin, antifreeze, isocyanate, diesel fuel	Claystone Waste Ltd, Ryley, AB	4.2 MT	
Industrial liquid waste: oil	E360 Services, Prince George	16.98 m ³	
Sewage	District of Houston	5,713.54 m ³	
Recyclables, metals	Do Your Part Recycling, Terrace ABC Recycling, Terrace	234.842 MT	1.63 MT
Recyclables, cardboard	Do Your Part Recycling, Terrace Cascades Recovery, Prince George RDBN Knockholt Recycling Depot, Houston	9.74 MT	3.06 MT
Recyclables, plastic	Do Your Part Recycling, Terrace	1.43 MT	
Recyclables, bottles & cans	Houston Bottle Depot	1 load	

Waste Type	Receiver	Q4 2023 Quantities	Q1 2024 Quantities
Work Package 4 west, KP 612.7 to LNG Canada site in Kitimat, B.C.			
Garbage and construction waste	Regional District of Kitimat-Stikine Forceman Ridge Landfill	133.18 MT	No construction-related waste reported
	North Coast Regional District Landfill Prince Rupert	2.46 MT	
Wood waste	Regional District of Kitimat-Stikine Forceman Ridge Landfill	15.63 MT	
Contaminated soil	Regional District of Kitimat-Stikine Forceman Ridge Landfill	34.9 MT	
Concrete	Sandhill Materials, Kitimat	2 loads	
Sewage	District of Kitimat	53.642 m ³	
	City of Terrace	630.639 m ³	
Recyclables, metals	ABC Recycling, Terrace Geier Waste Services	61.502 MT	
Recyclables, cardboard	Do Your Part Recycling, Terrace RDKS Forceman Ridge Landfill	.26 MT	
Recyclables, wood	ABC Recycling, Terrace	1.56 MT	

Notes:

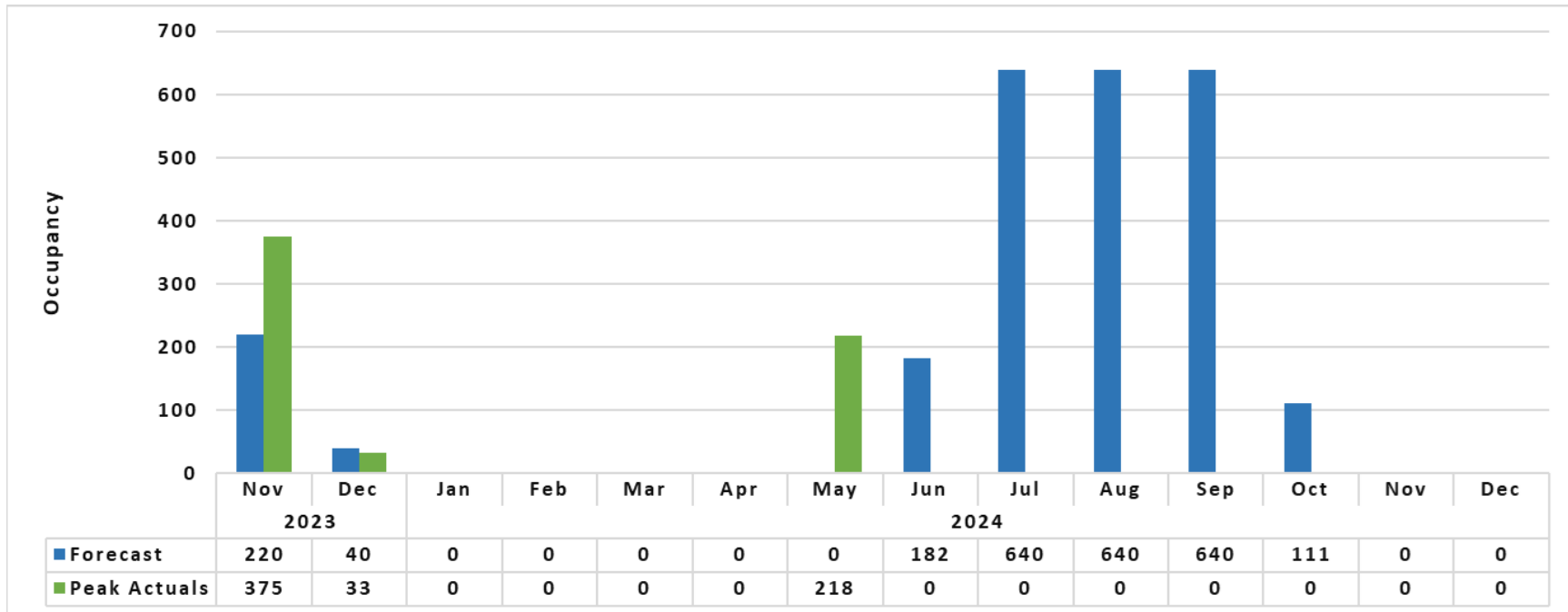
1. GFL and Secure Energy operate transfer stations and disposal facilities at various locations in Western Canada.
2. The solid waste volumes reported for Q1 2024 were related to the clean-up of Coastal GasLink workforce accommodation sites.
3. Sewage from Work Package 2 was disposed of in the provincially permitted septic field at Parsnip Lodge
4. In Q1 2024, quantities of untreated wood waste were purchased by third parties from the 7 Mile Lodge site and Coastal GasLink's Houston pipe yard and incinerated under local burn permits. The amounts were not recorded by Coastal GasLink.
5. Sewage from Little Rock Lake Lodge and Section 5 (the Fraser Lake area) was disposed of at the Nadleh Whut'en First Nation treatment facility. Quantities were not reported.

Definitions:

- Garbage and construction waste is solid waste that will be accepted on payment of a standard tipping fee at a public landfill, including non-recyclable plastics, food waste and clean construction waste (e.g., waste wood, wire, geotextiles).
- Contaminated soil is gathered up from fuel spill areas. Depending on the level of contamination, it may be disposed of at public landfills or at permitted private facilities.
- The industrial waste category covers materials that are not accepted at public landfills and must be transported to a permitted private facility. The list of possible materials includes hydrocarbon products, cleaning chemicals, used oil, filters, grease, rags, solvents, antifreeze, lube tubes, filters; items containing chemicals and heavy metals (e.g. batteries, paints, glues, epoxy coating; and medical waste).
- Sewage is liquid waste that will be accepted on payment of a standard disposal fee at a sewage treatment facility operated by a local government or First Nation.
- Recyclables are materials that are deemed by the hauler to be recyclable according to standard lists maintained by recycling facilities and materials brokers. In some cases, recyclables may be disposed of at landfills due to lack of markets.

APPENDIX G: WORKFORCE ACCOMMODATIONS – PLANNED VS. ACTUAL PEAK OCCUPANCIES

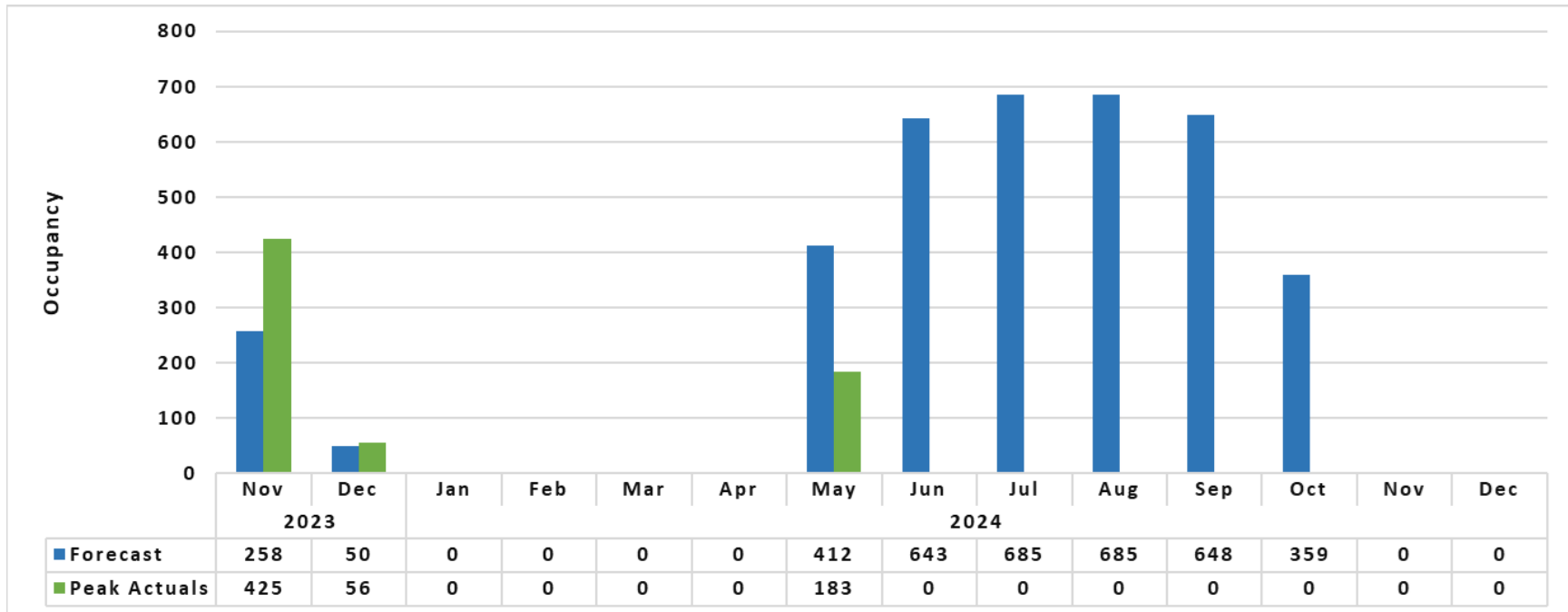
Parsnip Lodge A&B (Coastal GasLink East): planned vs. actual peak occupancy



Notes:

- Data is current as of May 2024.
- Peak occupancy is recorded as the highest occupancy day within a given month.
- In fall 2023, the total capacity of Parsnip Lodge was reduced from a high of approximately 1,400. No occupancy was recorded from January 2024 through April 2024. Peak occupancy in 2024 is forecast at less than 650. Final demobilization in October 2024.

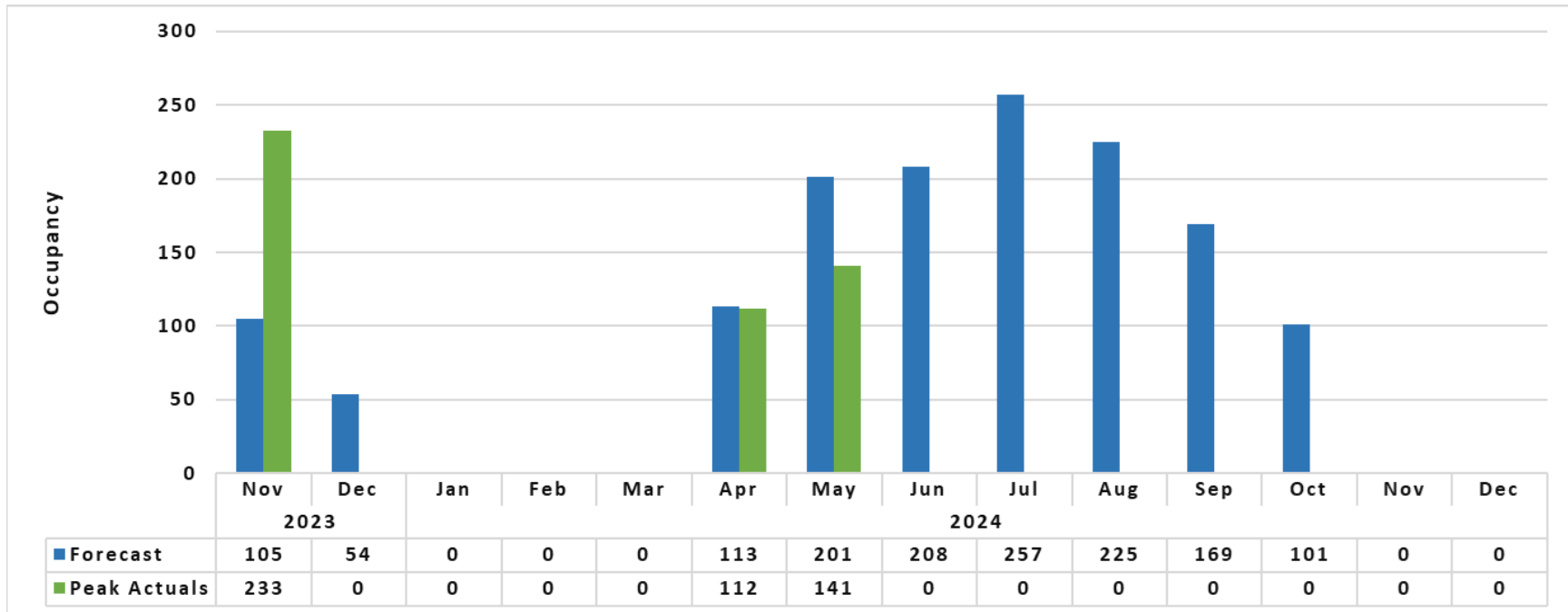
Huckleberry Lodge (Coastal GasLink Central): planned vs. actual peak occupancy



Notes:

- Data is current as of May 2023.
- Peak occupancy is recorded as the highest occupancy day within a given month.
- During the winter of 2023-24, the capacity of Huckleberry Lodge was reduced from a high of approximately 1,220. No occupancy was recorded at Huckleberry from January 2024 through April 2024. Maximum occupancy for 2024 is forecast at 685. Final demobilization in November 2024.

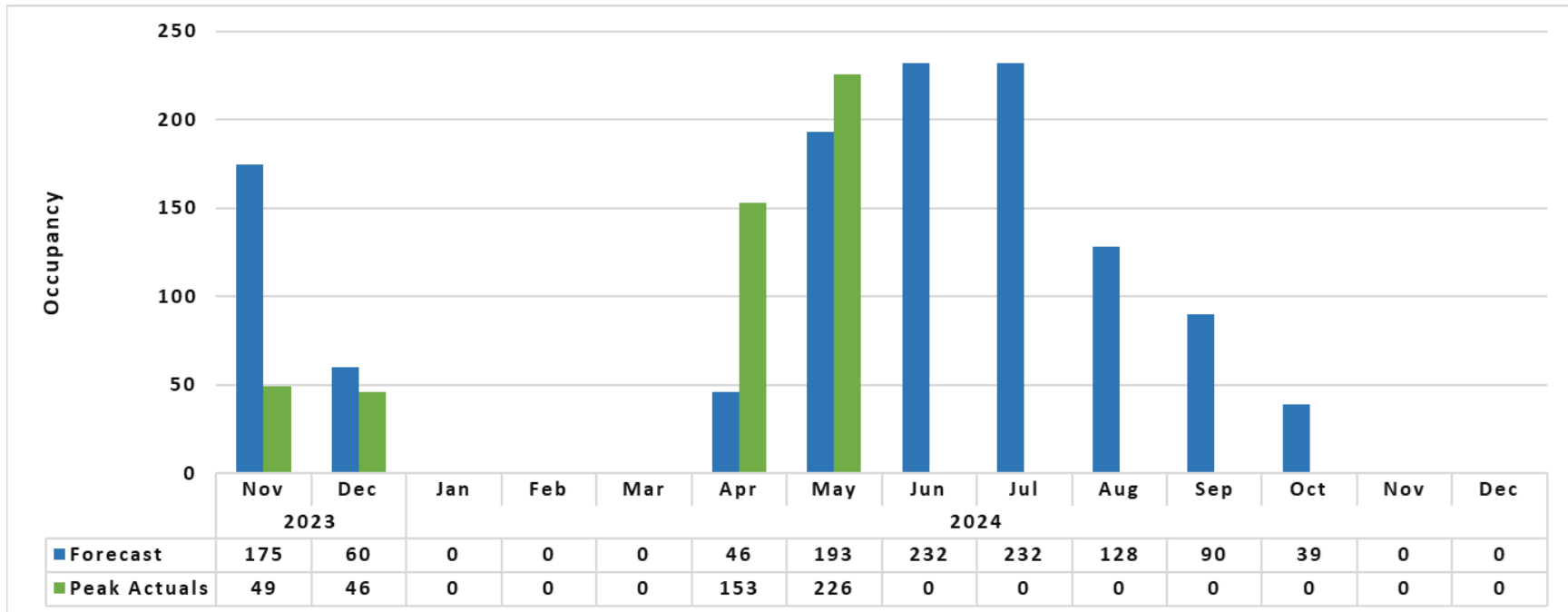
Hunter Creek Lodge (Coastal GasLink West): planned vs. actual peak occupancy



Notes:

- Data is current as of May 2024.
- Peak occupancy is recorded as the highest occupancy day within a given month.
- The Hunter Creek population was expected to peak in July 2024 at 260. Given that the Lodge capacity is approximately 240, there may be some temporary re-allocation to Sitka Lodge.

Sitka Lodge (Section 8): planned vs. actual peak occupancy



Notes:

- Data is current as of May 2024
- Peak occupancy is recorded as the highest occupancy day within a given month.
- This third-party facility in Kitimat will continue operations after Coastal GasLink construction is complete. Coastal GasLink numbers are expected to peak at approximately 240 in summer 2024.

**OFFICE OF CITY COUNCIL**

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

14 June 2024

Honourable Anne Kang
Minister of Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Kang,

On behalf of the City of Prince George, we write to express concern regarding the proposed changes to the tax sale process, as outlined in Parts 5 and 6 of Bills 3 – 2023 and 42 – 2023 respectively (the “Amendments”) and to request that you work with municipalities to address concerns.

As you know, the proposed Amendments are in response to recommendations from the Office of the Ombudsperson following a complaint regarding a property sold at tax sale in the City of Penticton. While perhaps well intentioned, the Amendments in their current form present a risk of non-compliance on the part of municipal governments, while failing to provide the safeguards sought by the BC Ombudsperson.

Our staff share the concerns expressed by other municipalities. Specifically, we believe that the obligation to notify property owners and charge holders that a property is subject to tax sale by means of registered mail or personal service, no less than 60 days prior to the tax sale is unworkable. The City is mandated to wait for several independent taxing authorities (e.g. BC Assessment as one example) to provide their collection requisitions or taxing rates before finalizing the tax notices and before identification of delinquent accounts can be verified. As the taxing authority information is generally not provided until April of the given year, this adds additional pressures to this process without a recognized benefit.

Additionally, based on past experience with providing post-sale notice, we anticipate a large number of applications for substitute service will be required to come before the Courts to complete service, due to the City’s inability to confirm receipt of registered mail or effect personal service. Not only does this impose an unbearable administrative and financial burden on the City of Prince George and other local governments, but it will also overwhelm the Court system with an enormous number of substitute service applications by local governments at a time when there is already pressure on court services. Moreover, work performed to try and meet these new requirements will in turn detract from existing efforts made by our staff to work with property owners to bring their accounts into good standing prior to tax sale.

Also, in our experience a significant number of property owners wait until shortly before the day of the annual tax sale before clearing their outstanding balances. It is also known that financial institutions regularly take action in response to tax sale notices and initiate foreclosure proceedings to avoid the risk of monetary loss in the event of a change in ownership as a result of a tax sale. By mandating that all charge holders are notified in advance of the tax sale, there is real risk that financial institutions may initiate foreclosure proceedings at this earlier stage, which could result in property owners losing their homes.

We believe that these changes are unworkable and do not guarantee improvements to an already well managed process. We believe a broader review of the entire tax sale process should take place. We strongly urge you to take our concerns into consideration and work in partnership with municipalities to build a process that is workable to achieve the original desired objectives of the BC Ombudsperson.

Sincerely,

Prince George City Council



The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

May 8, 2024

Gerry Thiessen
Chair
Regional District of Bulkley-Nechako
PO Box 820
BURNS LAKE BC V0J1E0

Dear Gerry Thiessen:

Re: Office of the Ombudsperson Quarterly Report: January 1 - March 31,
2024

This package of documents details the complaint files the Office of the Ombudsperson closed for Regional District of Bulkley-Nechako between January 1 and March 31, 2024. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.



- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.
- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our office's Policy, Research and Continuous Improvement team can provide further details upon request. Please contact the PRCI team at PRCI@bcombudsperson.ca or by phone at 250-953-4171.

To learn more about educational opportunities on administrative fairness provided by our office, or if you wish to consult with our office to enhance fairness within your organization's policies or procedures, our Public Authority Consultation and Training (PACT) Team can assist you. Please contact the PACT Team at consult@bcombudsperson.ca or 250-508-2950.

If you wish to update your organization's contact information, or if you notice any inaccuracies in the data provided, please contact us at info@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Our office is located on the traditional lands of the Ləkʷəŋən (Lekwungen) people and ancestors, and our work extends across the traditional territories of the First Nations peoples within what we now call British Columbia. We honour the many territorial keepers of the lands and waters where we work.

Enclosures



Type of complaint closure for Authority: Regional District of Bulkley-Nechako	# closed
<p>Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i>, which are requests that our office conduct an investigation.</p>	0
<p>Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i>. We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i>.</p>	1
<p>Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.</p>	0
<p>Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i>.</p>	0
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0

Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority – When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

Complaints Closed from 1 January - 31 March, 2024
 Regional District of Bulkley-Nechako

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics – All Local Government

Business Licensing	3	2%
Bylaw Enforcement	59	32%
Council Member Conduct (incl. Conflict of Interest)	18	10%
Fees/Charges (incl. Taxes)	22	12%
Official Community Plan/Zoning/Development	24	13%
Open Meetings	9	5%
Other	30	16%
Response to Damages Claim	4	2%
Services (incl. Garbage, Sewer, Water)	14	8%

General Complaint Topics – All Local Government

Accessibility	16	6%
Administrative Error	7	3%
Communication	35	13%
Delay	16	6%
Disagreement with Decision or Outcome	84	30%
Discrimination	6	2%
Employment or Labour Relations	5	2%
Other	8	3%



Process or Procedure	62	22%
Review or Appeal Process	13	5%
Treatment by Staff	24	9%

June 19, 2024

Chair Mark Parker
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC V0J 1E0

RECEIVED
JUN 25 2024
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Dear Chair Parker:

Re: 2024 NCLGA Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Board. Your resolution(s) received endorsement at the 2024 NCLGA Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2024 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjustason@ubcm.ca.

Sincerely,



Councillor Trish Mandewo
UBCM President

Enclosure

Healthcare Worker Shortage - Reducing Barriers to Training**Bulkley-Nechako RD**

Whereas there is a shortfall of qualified staff to provide healthcare services, particularly in rural and remote communities, across the province;

And whereas some of the training requirements for healthcare workers pose significant barriers in terms of time, cost, and accessibility, thereby hindering the potential influx of qualified individuals into the healthcare workforce;

And whereas reducing unnecessary barriers and streamlining training opportunities for healthcare workers would promote professional growth, enhance healthcare delivery, and ultimately benefit the residents of our communities:

Therefore be it resolved that UBCM and NCLGA advocate to the Province and relevant authorities to put in place the necessary framework, tools and incentives to address the shortfall of qualified healthcare workers and reduce the barriers for healthcare training opportunities.

Convention Decision:

Housing Support in Northern and Small Communities Bulkley-Nechako RD

Whereas there is a housing crisis throughout BC requiring a range of solutions that address housing affordability issues in large and small communities;

And whereas the Province's Homes for People's plan focuses on addressing housing supply issues in larger communities in high growth areas of the province:

Therefore be it resolved that NCLGA and UBCM ask the Province to engage with small and northern communities to identify housing solutions outside of high growth areas.

Convention Decision:

Industry Shutdown - Timber Rights**Bulkley-Nechako RD**

Whereas the closure of sawmills in the region has caused significant economic distress within local communities that has led to a decline in local employment opportunities which negatively impacts the livelihoods of residents and local businesses;

And whereas recent shutdowns provide a concern that wood harvested in one area will be transported to another for processing, thus jeopardizing the local economic value for communities most impacted:

Therefore be it resolved that NCLGA requests that the Province considers policy to ensure that timber rights that can reasonably be considered "attached" to a sawmill that is being closed, or that were originally provided to the company (or companies) that owned that sawmill, be transferred to local and/or Indigenous governments upon closure in order to foster economic diversification and community resilience.

Convention Decision:

**RECEIVED**

JUL 04 2024

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

June 26, 2024

Chair Mark Parker
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC V0J 1E0

Dear Chair Parker:

Re: 2024 NCLGA Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Board. While your resolution(s) was not endorsed at the NCLGA Spring 2024 Convention, your Board has subsequently submitted the resolution(s) to UBCM.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2024 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjjustason@ubcm.ca.

Sincerely,

A handwritten signature in black ink that reads "Mandewo".

Councillor Trish Mandewo
UBCM President

Enclosure

Vaccine Mandate for Healthcare Workers**Bulkley-Nechako RD**

Whereas British Columbia continues to have a healthcare worker shortage from a growing and aging patient population, impacts from the COVID-19 pandemic, and the ongoing need to recruit, retain and train more healthcare workers at a rapidly growing pace to mitigate the healthcare crisis for the Province's population;

And whereas the Province of British Columbia has taken steps to expand the healthcare workforce and increase patient access through its BC's Health and Human Resources Strategy:

Therefore be it resolved that NCLGA lobby the provincial government to expand the healthcare workforce by lifting the COVID-19 vaccination requirement and allow for unvaccinated healthcare workers to return to work immediately lessening the strain on the healthcare system and providing better access and healthcare for everyone in the province.

Convention Decision:

June 19, 2024

Chair Mark Parker
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC V0J 1E0

Dear Chair Parker:

Re: 2024 Resolution(s)

UBCM confirms receipt of the attached resolution(s) endorsed by your Board and submitted directly to UBCM by the June 15 deadline.

The resolution(s) will be included in UBCM Resolutions Book for the 2024 UBCM Convention in September.

If you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or jjustason@ubcm.ca.

Sincerely,



Councillor Trish Mandewo
UBCM President

Enclosure

**Expansion of Community Forests for Increased
Access to Fiber****Bulkley-Nechako RD**

Whereas community forests play a vital role in supporting local economies, fostering community resilience, and promoting sustainable forest management practices;

And whereas mill closures, curtailing operations, and significant job losses have devastated rural communities, resulting in severe economic decline, decreased community stability, and limited opportunities for economic recovery;

And whereas there is an urgent need to expand the size of community forests and increase access to land and fiber around communities to enhance economic opportunities, promote resilience, and support sustainable development, alongside fostering improved collaboration in FireSmart initiatives and the effective implementation of wildfire mitigation measures:

Therefore be it resolved that UBCM urges the Province of BC to support the expansion of community forests, facilitating increased access to land and fiber resources and streamlining regulatory process to promote sustainable development and economic growth in rural and Indigenous communities across British Columbia.

Convention Decision:

**Provincial Funding for Unbiased Natural Resources
Dataset****Bulkley-Nechako RD**

Whereas accurate understanding and management of British Columbia's natural resources are essential for informed decision-making;

And whereas there is a need for an updated and unbiased dataset for various aspects of the Province's natural resources for sustainable development and environmental stewardship:

Therefore be it resolved that UBCM requests the Province of BC to allocate funding for the development of an unbiased dataset on the Province's natural resources that is easily accessible by all stakeholders, ensuring transparency, inclusivity, and ongoing maintenance.

Convention Decision:

Enhancing the Environmental Assessment Process**Bulkley-Nechako RD**

Whereas the environmental assessment review and permitting process for major projects does not adequately identify, consider and proactively address the cumulative social, economic, and infrastructure impacts of these projects on communities;

And whereas the environmental assessment process defers consideration of community issues to the management planning and permitting stage where the issues that arise are inadequately addressed in a reactive manner during project implementation:

Therefore be it resolved that UBCM urge the Province to ensure that the environmental assessment review process ensures the proactive identification and mitigation of cumulative community impacts in a proactive manner based on an inclusive and collaborative review process with impacted communities.

Convention Decision:

Search and Rescue - Capability Approval Process**Bulkley-Nechako RD**

Whereas the current response capability approval process for individual ground search and rescue (SAR) teams is hindering the ability of teams to respond to known hazards and utilize local capabilities and innovative technology;

And whereas while the Province is responsible for administration of the SAR Program, local SAR expertise, community needs, and local authorities and agencies input must be a greater part of the capability approval process;

And whereas capability decisions must not include call volume, as saving one life makes the investment of time and money worthwhile, and strengthens the overall SAR capacity to assist our counterparts across the region and province when called upon:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to change the search and rescue capability approval process from the Emergency Management and Climate Readiness Search and Rescue (EMCR SAR) Unit, to a collaborative process involving the ground search and rescue team, local authorities, and the EMCR SAR Unit.

Convention Decision: