

AGENDA

MEETING NO. 9

July 21, 2022

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VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, July 21, 2022

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – July 21, 2022</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-20	Board Meeting Minutes – June 30, 2022	Approve
	<u>ELECTORAL AREA PLANNING (All Directors)</u>	<u>ACTION</u>
	<u>Temporary Use Permit</u>	
21-45	Danielle Patterson, Senior Planner Temporary Use Permit Renewal Request TUP F-01-19 Electoral Area F	Recommendation
	<u>DEVELOPMENT SERVICES (All Directors)</u>	
	<u>Municipal Referral</u>	
46	Cameron Kral, Student Planner Town of Smithers Draft Official Community Plan and Zoning Bylaw Referral	Recommendation
	<u>Other</u>	
47-67	Jason Llewellyn, Director of Planning Tenas Project Environmental Assessment Application Review	Recommendation

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<u>PAGE NO.</u>	<u>ENVIRONMENTAL SERVICES REPORTS</u>	<u>ACTION</u>
	<u>Diversion and Recycling</u>	
68-79	Janette Derksen, Waste Diversion Supervisor -Vanderhoof Transfer Station – Electronics Collection Pilot Program	Recommendation
80-82	Alex Eriksen, Director of Environmental Services – Knockholt Landfill & Transfer Station -Recycling Depot Proposal	Recommendation
	<u>Miscellaneous</u>	
83-84	Alex Eriksen, Director of Environmental Services – Area D transfer Station Proposed New Hours of Operation	Recommendation
85-86	Alex Eriksen, Director of Environmental Services -Knockholt Landfill & Transfer Station and Area D Transfer Station – Proposed Name Change	Direction/Recieve
	<u>Verbal Report</u>	
	Alex Eriksen, Director of Environmental Services -Environmental Services Operational Update	
	<u>ADMINISTRATION REPORTS</u>	
87-108	Cheryl Anderson, Director of Corporate Services - Alternative Approval Process – Recreation Contribution Service Establishment Bylaw Nos. 1976, 1977, 1978, and 1979	Recommendation
109-113	John Illes, Chief Financial Officer – Bylaw No. 1983 Gowan Road Street Lighting Service	Recommendation
114-115	John Illes, Chief Financial Officer – 2022 Reserve Contribution	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
116-117	Nellie Davis, Manager of Regional Economic Development – RDBN Public Event Participation Policy	Recommendation
118	Nellie Davis, Manager of Regional Economic Development – COVID-19 Relief Funds	Recommendation
119	Justin Greer, Economic Development Assistant -Government of Canada Active Transportation Fund Highway 35 Multi-use Pathway Feasibility Project	Recommendation
120	Shari Janzen, Economic Development Assistant -St. John Hospital Auxiliary Society – Letter of Support Request	Recommendation
121-122	Cheryl Anderson, Director of Corporate Services -Letter re: Nechako Reservoir Surcharge	Ratify
123-153	Cheryl Anderson, Director of Corporate Services -Departmental Second Quarter Reports – April – June 30, 2022	Receive
154-157	John Illes, Chief Financial Officer – 2 nd Quarter Financial Report	Receive
158-190	Jason Blackwell, Regional Fire Chief – Fire Safety Act	Receive
191-193	First Nations Liaison- Truth and Reconciliation Calls to Action	Discussion/ Receive
194-197	Megan D’Arcy, Regional Agriculture Coordinator, West and Michelle Roberge, Regional Agriculture Coordinator, East – Growing Opportunities Newsletter and Podcast Update	Receive

Meeting No. 9
July 21, 2022

<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
198-199	Ministry of Advanced Education and Skills Training – Veterinary Funding Announcement	Receive
200	BC Assessment – Invitation: Meet with BC Assessment at the Union of B.C. Municipalities Convention	Receive

ACTION LISTS

201-209	Action Lists - March, 2022 - April, 2022 - May, 2022	Receive
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SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Sections 90(1)(c) labour relations or other employee relations and 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (RBA/Boundary Expansion) must be closed to the public therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 8****Thursday, June 30, 2022**

PRESENT:	Chair	Gerry Thiessen – left at 11:32 a.m.
	Directors	Gladys Atrill Shane Brienen – via Zoom – arrived at 10:27 a.m. Mark Fisher Dolores Funk Tom Greenaway Clint Lambert Linda McGuire Annette Morgan Bob Motion Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson
	Director Absent	Sarrah Storey, Village of Fraser Lake
	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 11:42 a.m., left at 11:50 a.m. Janette Derksen, Waste Diversion Supervisor – arrived at 11:17 a.m., left at 11:39 a.m. Alex Eriksen, Director of Environmental Services – arrived at 10:50 a.m., left at 11:39 a.m. Deborah Jones-Middleton, Director of Protective Services – arrived at 10:13 a.m., left at 10:44 a.m. Jason Llewellyn, Director of Planning Wendy Wainwright, Deputy Director of Corporate Services
	Others	Val Erickson, Community Relations Advisor, Artemis Gold Inc. – via Zoom, left at 10:44 a.m. Jeremy Langford, Chief Operating Officer, Artemis Gold Inc. via Zoom, left at 10:44 a.m. Andrew Overholt, Technical Business Analyst, Artemis Gold Inc. via Zoom, left at 10:44 a.m. James Robinson, Telkwa - arrived at 10:20 a.m., left at 10:59 a.m. James Witzke, Indigenous and Community Relations Manager, Artemis Gold Inc. via Zoom, left at 10:44 a.m.

FIRST NATIONS ACKNOWLEDGEMENT**CALL TO ORDER**

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

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Atrill
Seconded by Director Newell2022-8-1“That the Board Meeting Agenda of June 30, 2022 be approved;
and further, that the Supplementary Board Agenda be dealt with
at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes May 26, 2022

Moved by Director Newell
 Seconded by Director Petersen

2022-8-2

“That the Board Meeting Minutes of May 26, 2022 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Minutes - June 16, 2022

Moved by Director Parker
 Seconded by Director McGuire

2022-8-3

“That the following Committee Meeting Minutes be received:

- Committee of the Whole Meeting Minutes
 -June 16, 2022
- Connectivity Committee Meeting Minutes
 -June 16, 2022
- Natural Resources Committee Meeting Minutes
 -June 16, 2022
- Rural Agriculture Committee Meeting Minutes
 -June 16, 2022
- Waste Management Committee Minutes
 -June 16, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

ARTEMIS GOLD INC. (via Zoom) – Jeremy Langford, Chief Operating Officer – RE: Update – via Zoom

Chair Thiessen welcomed Jeremy Langford, Chief Operating Officer, Val Erickson, Val Erickson, Community Relations Advisor, Andrew Overholt, Technical Business Analyst, James Witzke, Indigenous and Community Relations Manager, Artemis Gold Inc.

Mr. Langford provided a PowerPoint Presentation.

Blackwater Mine Site

- Project Overview
 - o Mine Site Facilities
 - o Off-Site Infrastructure
- The Mining Life Cycle
- Project Timeline
- Key Milestones in Place for December 2022 Construction Start
- Blackwater Differentiators
- Permitting Status Update
- Socio Economic Benefits
- Employment Projections
- Business Opportunities
- Indigenous & Community Relations Team.

DELEGATION (CONT'D)

ARTEMIS GOLD INC. (via Zoom) – Jeremy Langford, Chief Operating Officer – RE: Update – via Zoom (Cont'd)

Discussion took place regarding:

- Warehousing and staging facilities
- De-risking the project
 - o Environmental, Social, Governance (ESG)
 - Internal development of plans, protocols and practices
- Impacts of automation on employment
 - o Does not reduce number of jobs
 - o Locates jobs outside of equipment
- Cumulative impacts of all development in the region
- Highest risk for the project is labour
- Environmental Assessment permitting process
- RDBN support and advocacy.

Chair Thiessen thanked Mr. Langford for attending the meeting.

ELECTORAL AREA PLANNING (All Directors)

Development Variance Permit

Development Variance Permit Moved by Director Petersen
Application No. F-01-22 Seconded by Director Greenaway
-Electoral Area "F"

2022-8-4 "That the Board approve Development Variance Permit F-01-22 for the property located at 3943 Miller Road to vary Section 3.0.1.1(g) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" by increasing the maximum Total Floor Area for a storage building from 55 square metres to 168 square metres."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OTHER

Zoning Bylaw Text Moved by Director Riis-Christianson
Amendments regarding the Seconded by Director Parker
Regulation of Dwellings

2022-8-5 1. "That the Board direct staff to undertake a preliminary consultation process with member municipalities, Electoral Area Advisory Planning Commissions, the Ministry of Transportation and Infrastructure, and Northern Health regarding amendments to "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" relating to the regulation of dwellings.

2. That following the preliminary consultation process staff report back to the Board with a recommendation regarding initiation of the Zoning Bylaw Amendment process."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

ALR Applications

Non-Farm Use in the ALR
Application No. 1243
-Electoral Area "G"

Moved by Director Newell
 Seconded by Director Riis-Christianson

2022-8-6

"That Agricultural Land Reserve Non-Farm Use Application No. 1243 be forwarded to the Agricultural Land Commission with a recommendation for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ALR Subdivision Application
No. 1244 – Electoral Area "A"

Moved by Director Fisher
 Seconded by Director Atrill

2022-8-7

"That Agricultural Land Reserve Subdivision Application No. 1244 be recommended to the Agricultural Land Commission for approval."

Opposed: Director Clint Lambert
 Director Linda McGuire
 Director Mark Parker
 Director Jerry Petersen
 Director Michael Riis-Christianson

CARRIED

(All/Directors/Majority)

Director Fisher spoke of supporting smaller property sizes for agriculture practices and decision making based on property. He also noted the shift in thought process regarding the need for large tracks of land for agriculture purposes. Director Newell commented that intensive agriculture and property size provides entry level opportunities into the agriculture sector as well as addressing the shortage of housing in the region.

Discussion took place regarding the history of the property. Staff provided an overview of its review process and the proposed property use for agriculture purposes.

BUILDING INSPECTION (All Directors)

Building Bylaw Non-compliance
Issues

Moved by Director Funk
 Seconded by Director Motion

2022-8-8

"That the Board receive the Building Inspector's Building Bylaw Non-compliance Issues staff report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Jason Llewellyn, Director of Planning provided an overview of the Building Bylaw Non-compliance Issues staff report.

BUILDING INSPECTION (All Directors) (CONT'D)

The following issues were discussed:

- Enforcement options where voluntary compliance is not anticipated
- The impact of registering Section 57 Notices on Title for potential buyers
- What factors to consider when deciding which situations warrant further enforcement action
- The approach taken by comparable regional districts
- How to best encourage residents to follow building requirement and permitting processes
- The impact of proposed zoning bylaw changes on building Bylaw compliance.

Building Bylaw Non-Compliance Staff Report

Moved by Director Riis-Christianson
 Seconded by Director McGuire

2022-8-9

“That the Board direct staff to provide an In-Camera Staff Report regrading Building Bylaw Non-Compliance processes, priorities and best practices to proceed with enforcement action; and further, that the Report also include information regarding neighbouring Regional District’s Building Bylaw Non-Compliance processes and practices.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Houston Recycling

Moved by Director Parker
 Seconded by Director Atrill

2022-8-10

“That the Board approve the Committee recommendation to proceed with the final designs and budgets for the establishment of Recycle BC depots at the Knockholt Landfill.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Reusable Metal Salvage Recycling

Moved by Director Riis-Christianson
 Seconded by Director Funk

2022-8-11

“That the Board approve the Committee recommendation to proceed with a reusable metal salvage pilot program at the Burns Lake Transfer Station.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- History of metal salvagers at RDBN waste management facilities
- 6-month pilot program – will evaluate program
- Options in the future to sell used metal.

ADMINISTRATION REPORTS

Committee Meeting Recommendations -June 16, 2022

Moved by Director Atrill
 Seconded by Director Lambert

2022-8-12

“That the Board approve recommendations 1 through 10:

Committee of the Whole Meeting – June 16, 2022

Recommendation 1:

Re: Union of B.C. Municipalities – Minister Meeting/Ministry Staff Requests

“That the Minister Meeting requests be submitted for the 2022 Union of BC Municipalities Convention.”

Recommendation 2:

Re: Draft RDBN Director Communication Guide and Communication Policy

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

Recommendation 3:

Re: Draft RDBN Corporate Operations Communication Guide

“That the Board approve the RDBN Corporate Operations Communication.”

Recommendation 4:

Re: Statement of Financial Information (SOFI)

“That the Board approve the SOFI report.”

Recommendation 5:

Re: Staff Appreciation

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

Natural Resources Committee Meeting – June 16, 2022

Recommendation 6:

Re: Invite Forest Consultants to a Future Natural Resources Committee Meeting

“That the Board invite Al Gorley, President, Triangle Resources Inc. and Ray Schultz, Registered Professional Forester, and Independent Consultant to a future Natural Resources Committee Meeting.”

ADMINISTRATION REPORTS (CONT'D)

Rural/Agriculture Committee Meeting – June 16, 2022

Recommendation 7:

Re: Meat Processing Training Development

“That the Board direct staff to continue supporting the development of increased meat cutting training opportunities in the region.”

Recommendation 8:

Re: COVID-19 Relief Fund Applications

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

Electoral Area “D” (Fraser Lake Rural)

-Glenannan Community Association – Insurance - \$1,628

Electoral Area “E” (Francois/Ootsa Lake Rural)

-Eagle Creek Recreation Commission – Insurance \$1,244

Electoral Area “G” (Houston/Topley Rural)

-Pleasant Valley Horse Club – Insurance and Society Fees - \$995.85.”

Waste Management Committee Meeting – June 16, 2022

Recommendation 9:

Re: Solid Waste Advisory Committee (SWAC) Participation

“That the Board direct staff to invite Chambers of Commerce, School District 91 Nechako Lakes and School District 54 Bulkley Valley, First Nations communities and non-profit organizations to participate on the Solid Waste Advisory Committee.”

Recommendation 10:

Re: Burns Lake and Fort St. James Transfer Station & Recycling Depot: Proposed New Hours of Operation

1. “That the Board approve changing the Burns Lake Recycling Depot public open hours to match the existing Transfer Station hours, for a total of 21 additional hours per week.

2. That the Board approve reducing the Ft. St. James Transfer Station’s Saturday operating hours to 10:00am to 6:00pm and approve changing the Ft. St. James Recycling Depot operating hours to match the proposed Transfer Station’s operating hours, for a net total of 19 additional man-hours per week.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Election Procedure Bylaw
 No. 1981, 2022

Moved by Director Motion
 Seconded by Director Atrill

2022-8-13

“That Election Procedure Bylaw No. 1981, 2022” be given first, second, third reading and adoption this 30th day of June, 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Revenue Anticipation
 Borrowing Bylaw
 No. 1982, 2022

Moved by Director Riis-Christianson
 Seconded by Director Greenaway

2022-8-14

“That Revenue Anticipation Borrowing Bylaw No. 1982, 2022 be given first, second, third reading and adoption this 30th day of June 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chinook Community Forest

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2022-8-15

“That the Board appoint Curtis Helgesen and John Illes as proxies to the 2022 AGM of Chinook Comfor Limited and Chinook Comfor Limited Partnership.

That the Board of the Regional District, a shareholder of Chinook Comfor Limited, appoint Greg Hill and Cindy Shelford to the Chinook Comfor Limited Board of Directors.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area A (Smithers/
 Telkwa Rural) Economic
 Development Service Grant
 -Smithers and District Chamber
 of Commerce

Moved by Director Fisher
 Seconded by Director Atrill

2022-8-16

“That the Board approve allocating \$10,000 of Electoral Area A (Smithers/Telkwa Rural) Economic Development service funds to the Smithers and District Chamber of Commerce for the Frozen North Food Truck project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community-Building
 Fund BC – Area A (Smithers/
 Telkwa Rural) Round Lake Hall
 Boat Launch Project

Moved by Director Fisher
 Seconded by Director Atrill

2022-8-17

1. “That the Board authorize contributing up to \$50,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Round Lake Hall, and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the Board authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund.”

(participants/weighted/majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Canada Community-Building Moved by Director Fisher
Fund BC – Area A (Smithers/ Seconded by Director Atrill
Telkwa Rural) Town of Smithers
-Smithers and Area Transit

2022-8-18

1. “That the Board authorize contributing up to \$10,000, annually for four years (from 2023-2026), of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to a Transportation Infrastructure Project for the Smithers and Area Transit, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. That the Board authorize the withdrawal of up to \$10,000 annually from the Federal Gas Tax Reserve Fund.”

(participants/weighted/majority) CARRIED UNANIMOUSLY

Canada Community-Building Moved by Director Petersen
Fund BC – Area D (Fraser Lake Seconded by Director McGuire
Rural) Fort Fraser Community
Hall Furnace Replacement Project

2022-8-19

1. “That the Board authorize contributing up to \$10,330 of Electoral Area D (Fraser Lake Rural) Canada Community-Building Fund BC allocation monies to a Community Energy System Infrastructure Project at the Fort Fraser Community Hall, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. That the Board authorize the withdrawal of up to \$10,330 from the Federal Gas Tax Reserve Fund.”

(participants/weighted/majority) CARRIED UNANIMOUSLY

Canada Community-Building Moved by Director Lambert
Fund BC – Area E (Francois/ Seconded by Director Riis-Christianson
Ootsa Lake Rural) Grassy Plains
Hall Foundation Repair Project

2022-8-20

1. “That the Board authorize contributing up to \$50,000 of Electoral Area E (Francois/Ootsa Lake Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Grassy Plains Community Hall, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. That the Board authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund.”

(participants/weighted/majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Canada Community-Building Fund BC – Area F (Vanderhoof Rural) Nechako Valley Exhibition – Beef Barn Upgrades Moved by Director Petersen
 Seconded by Director Greenaway

2022-8-21

1. “That the Board authorize contributing up to \$60,000 of Electoral Area F (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Nechako Valley Exhibition Society, and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the Board authorize the withdrawal of up to \$60,000 from the Federal Gas Tax Reserve Fund.”

(participants/weighted/majority) CARRIED UNANIMOUSLY

Ministry of Transportation & Infrastructure – Letter of Support Request

Moved by Director Atrill
 Seconded by Director Fisher

2022-8-22

“That the Board provide a Letter of Support to the Ministry of Transportation and Infrastructure to be used for its funding application to the Disaster Mitigation and Adaptation Fund.”

Moved by Director Atrill
 Seconded by Director Fisher

2022-8-23

“That Motion 2022-8-22 be amended to include additions be made to the letter encouraging the Ministry of Transportation and Infrastructure to consider including sufficient width for active transportation, cycling and walking on all new bridges.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

“That the question be called on Motion 2022-8-22 as amended.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Truth and Reconciliation Calls to Action

Moved by Director Lambert
 Seconded by Director Funk

2022-8-24

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORT

Grant in Aid-Area F
(Vanderhoof Rural)
-Vanderhoof International
Airshow

Moved by Director Petersen
 Seconded by Director Greenaway

2022-8-25

“That the Board approve allocating \$5,000 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Vanderhoof International Airshow to support the 2022 event in August.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Ministry of Public Safety and
Solicitor General – Community
Safety and Crime Prevention
Branch Re: Response to RDBN
Letter Re: Human Trafficking

Moved by Director Newell
 Seconded by Director Funk

2022-8-26

“That the Board receive the Administration Correspondence from the Ministry of Public Safety and Solicitor General – Community Safety and Crime Prevention Branch Re: Response to RDBN Letter Re: Human Trafficking.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Union of B.C. Municipalities
Re: 2022 NCLGA Resolution
-Veterinarian Shortage

Moved by Director Riis-Christianson
 Seconded by Director Newell

2022-8-27

“That the Board receive the Administration Correspondence from the Union of B.C. Municipalities regarding the 2022 NCLGA Resolution – Veterinarian Shortage.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Director Funk – Village of
Burns Lake – Update

Director Funk commented that the Village of Burns Lake is working on a potential study to determine and understand all activity currently taking place in the Lakes District. Director Funk thanked Director Lambert and Nellie Davis, Manager of Regional Economic Development for attending an information session at the Village of Burns Lake.

Director Funk also noted that the Village of Burns Lake is completing its Wayfinding Project which is intended to assist visitors in navigating and exploring the community.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Director Fisher – Electoral Area “A” (Smithers Rural) Update

- Director Fisher provided an update regarding:
- Smithers and District Chamber of Commerce – Frozen North Food Truck project
 - o Exciting project
 - o Keen to work with producers throughout the region to showcase products
 - Seymour Lake – recreation project
 - Cycle 16/Seymour Lake synergies
 - o Pollinator project
 - o Roadside pollinators.

Director Newell – Electoral Area “G” (Houston) - Update

- Director Newell spoke of the following:
- highlighting the amazing volunteers
 - o Advisory Planning Committee (APC)
 - o Hazard Risk Vulnerability Analysis (HRVA)
 - Met with Houston Victim Services
 - o Part-time paid position but position is working over 40 hours
 - RCMP Delegation on July 21, 2022 RDBN Meeting
 - o Discuss regular updates
 - o Request update regarding Coastal GasLink equipment damage in early 2022.

Director Atrill – Town of Smithers – Update

- Director Atrill provided the following update:
- Smithers Skate Park Society is moving ahead with its Phase 1 Expansion Project
 - Smithers Civic Centre is receiving a new roof
 - Smithers Main Street landscaping project is underway
 - Telkwa Coal Mine Project Environmental Assessment process.

Director McGuire – Village of Granisle – Update

- Director McGuire spoke of the following:
- Village of Granisle Canada Day Celebrations July 1st
 - Congratulations to Mayor Funk and Indigenous Peoples Day Celebration organizers – it was a great celebration
 - Northern Development Initiative Trust Meeting
 - Granisle real estate market and house prices
 - Incident regarding ambulance theft in Granisle.

Director Greenaway – Electoral Area “C” (Fort St. James Rural) -Update

- Director Greenaway provided an update regarding the new Stuart Lake Hospital ground-breaking.

Director Morgan – Village of Telkwa – Update

- Director Morgan provided the following update:
- Canada Day Celebration – July 1st
 - Senior digital literacy program – New Horizon’s for Seniors Program
 - National Indigenous Peoples Day
 - Village of Telkwa 2021 Annual Report is complete for review
 - Elections BC hosting virtual elected official training sessions
 - o Promoting 2022 Local Government Elections
 - Negotiated Request for Proposals for the 2022 sewer manhole service repairs
 - Village of Telkwa is in the process of requesting tenders for Coalmine Road Water Main Replacement project.

Director Motion – District of Fort St. James Rural – Update

- Director Motion commented that currently the District of Fort St. James has three senior management positions vacant.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

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

Director Riis-Christianson announced that the RDBN has received an Infrastructure Canada Grant for \$50,000 for design of a multi-use pathway along highway 35.

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

Director Lambert mentioned that volunteers worked to make the riding arena usable at the Grassy Plains Hall to hold a gymkhana event.

Vice-Chair Parker – Electoral
Area "D" (Fraser Lake Rural)

Vice-Chair Parker provided the following update:

- Attended the Fraser Lake Indigenous Peoples Day Parade
- Nadleh – Macro Partnership (CGL Pipeline Contractor)
 - o Immersed in community
 - o Included floats in Indigenous Peoples Day parade
 - o Wood replicas of equipment – intending to leave in the community
 - o Positive experience
- Veterinarian Shortage - continuing to work on the issue
 - o University of Northern B.C. investigating potential educational opportunities
 - o Investigating funding for veterinarian shortage impact study
 - o BC Cattlemen's willingness to assist.

Receipt of Verbal
Reports

Moved by Director Greenaway
 Seconded by Director Newell

2022-8-28

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director McGuire
 Seconded by Director Greenaway

2022-8-29

"In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Sections 90(1)(c) labour relations or other employee relations and 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Core Advisory Council) must be closed to the public therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director Riis-Christianson

2022-8-30

“That the meeting be adjourned at 12:13 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Vice-Chair

Wendy Wainwright, Deputy Director of
Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO

STAFF REPORT

TO: Chair and Board
FROM: Danielle Patterson, Senior Planner
DATE: July 21, 2022
SUBJECT: Temporary Use Permit Renewal Request TUP F-01-19

RECOMMENDATION

all/directors/majority

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

EXECUTIVE SUMMARY

In 2019 the Board approved the issuance of a Temporary Use Permit (TUP) for the Coastal GasLink Clear Creek Stockpile site. The TUP allowed the approximately 17 ha (42 ac) application area to be used for the storage of pipe, fuel, and other materials for the construction of the Coastal GasLink pipeline. The TUP expires in October 2022.

The proponent's new agent, Roy Northern Land Service Ltd., has requested a three-year renewal of the TUP on behalf of TC Energy as pipeline construction remains ongoing. Section 497(2) of the *Local Government Act* allows local governments to renew a TUP for a maximum of three years.

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

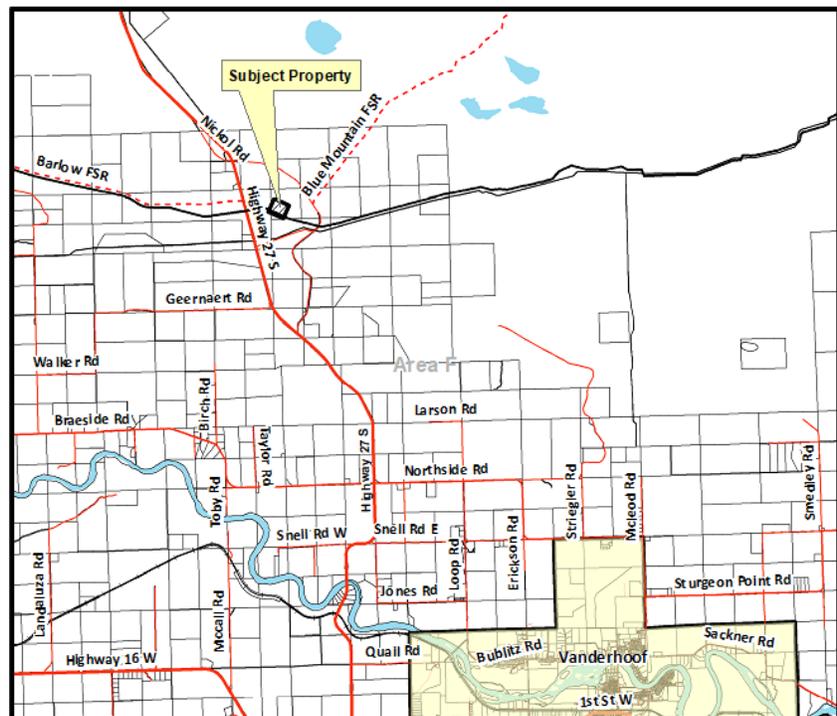
APPLICATION SUMMARY

Name of Applicant:	Roy Northern Land Service Ltd.
Electoral Area:	F
Subject Property:	Remnant NW ¼, Section 22, Township 19, Range 5, Coast District
OCP Designation:	Resource (RE) in the Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021
Zoning:	Rural Resource (RR1) in the Regional District of Bulkley-Nechako Zoning Bylaw No 1800, 2020 (“the Zoning Bylaw”)
ALR Status:	Not located within the ALR
Existing Land Use:	Storage of Coastal GasLink Pipeline construction materials
Location:	Adjacent to Hwy 27, past Blue Mountain FSR and 4 Mile Road, approximately 29 km northwest of the District of Vanderhoof

Location Map:

Proposal

The applicant is requesting a renewal of their Temporary Use Permit (TUP), originally issued on October 24th, 2019, to allow the continued use of the Crown lands for a “stockpile site”. This stockpile site is for the continued storage of pipe, fuel, and other materials as part of the ongoing construction of the Coastal Gaslink Pipeline that started in 2020.



The TUP application area is about 17 ha (42 ac). Peak traffic is 300 flatbed truck loads per week while pipe is delivered to the site. Pipe and other materials are delivered from site to the pipeline right of way as needed for construction. Employees working on site will range from 20 to 40, with employee numbers decreasing over time. Like the original TUP request, the applicant is not proposing any limitations on hours of operation in the TUP renewal request. Staff have confirmed with the applicant that Coastal GasLink Ltd. has no proposed changes to the existing stockpile site plan.

Official Community Plan (OCP) & Zoning

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

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

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

Clear Creek Stockpile Site



Clear Creek Stockpile Site



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

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

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

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

Land Use Impacts

The proposed location continues to appear well suited for the ongoing storage use, given its relatively remote location, proximity to the pipeline Right of Way, existing road infrastructure, and relatively flat topography. The closest residents are approximately 1 km to the north, and 1.6 km to the south of the temporary use, and the RDBN has not received any complaints regarding the facility. The site must be accessed, developed, and reclaimed in accordance with the permit issued by the BC Oil and Gas Commission, which is attached for the Board's information.

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

Temporary Use Permit Renewals Explained

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

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

ATTACHMENTS

- TUP F-01-19 Renewal
- Applicant Environmental Management Plan & Oil and Gas Commission Permit



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. F-01-19 (2022 Renewal)**

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

WITH RESPECT TO THE FOLLOWING LANDS:

**Remnant NW ¼ Section 22, Township 19, Range 5,
Coast District**

1. This Temporary Use Permit authorizes the following temporary use:
Operation of storage of equipment and materials associated with the construction of the Coastal Gaslink Pipeline Project.
2. The temporary use identified in Section 1 may only operate within the 'use area' identified in Schedule A, which forms part of this permit.
3. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A. If the terms of this permit are not met the permit shall be void.
4. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur until October 24, 2025.

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

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

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

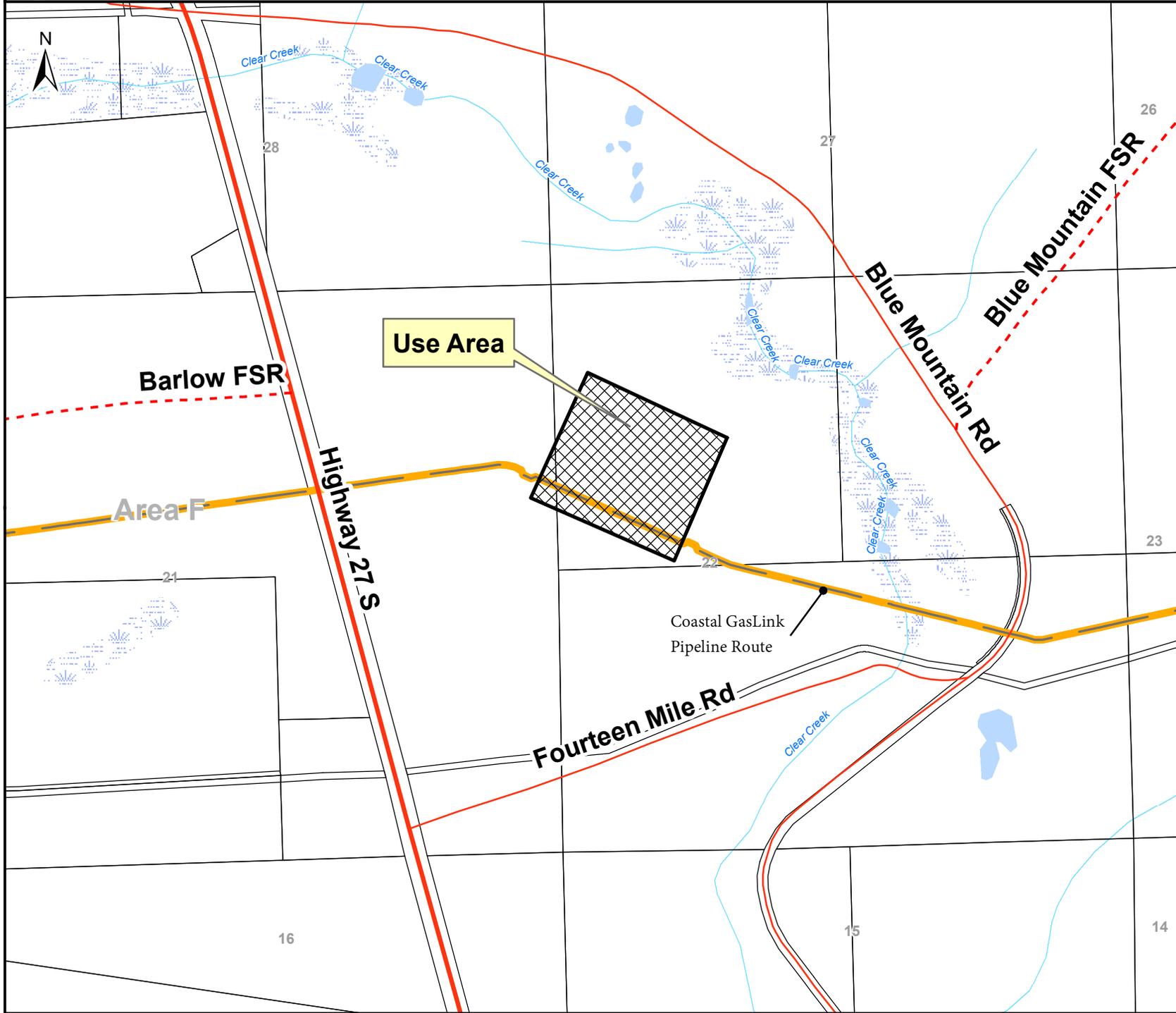
PERMIT RENEWAL ISSUED on the ____ day of _____, 2022

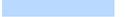
Corporate Administrator



Schedule A: TUP F-01-19 (CGL Clear Creek Stockpile Site)²⁶

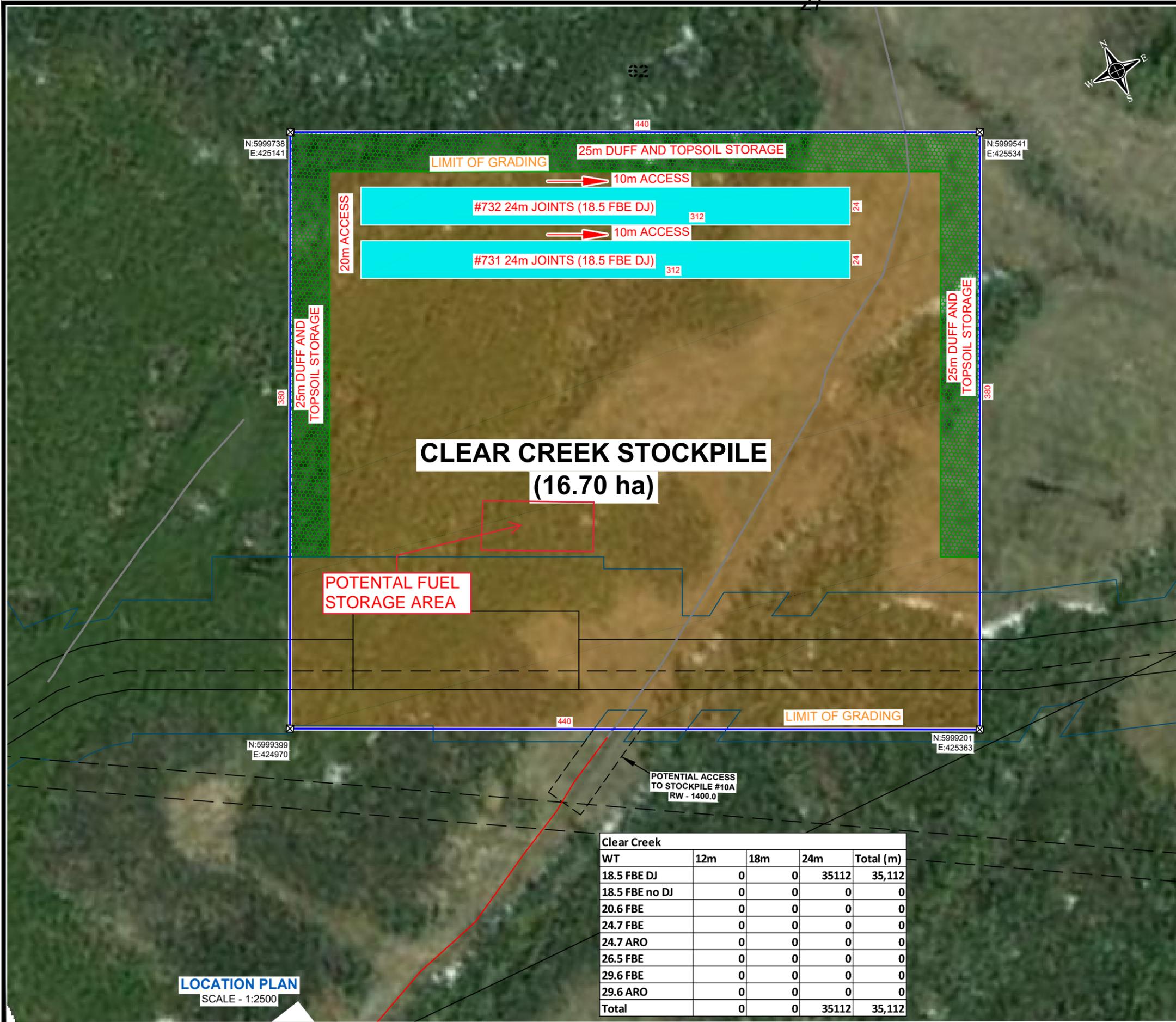
Legend



-  Clear Creek Stockpile Site Use Area
-  Cadastre
-  CGL Pipeline Route
-  Forest Service Road
-  Highway
-  Secondary Road
-  Watercourses
-  Lake
-  Wetland

*DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 150 m
 User: jennifer.macintyre
 Date: 2019-10-10
 Time: 11:53:09 AM



LEGEND:

- Proposed Stockpile Site
- Location Boundary
- Proposed Boundary of Graded Area
- Tenured Road
- Site Access
- Top Soil
- 24m Pipe Joints

NOTES:

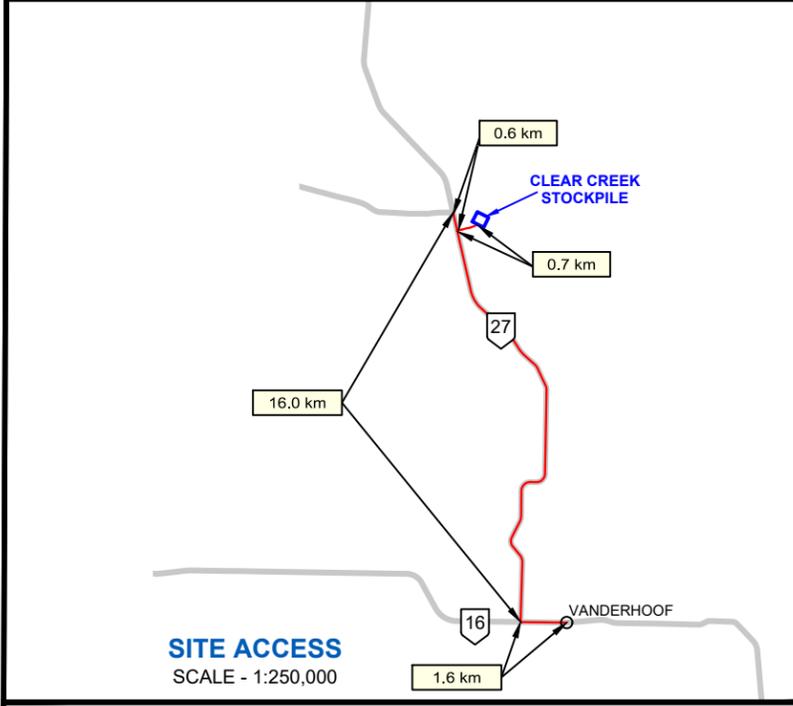
- The proposed project does not impact OGC Area Based Analysis (ABA) areas.
- The proposed project is not within the Agricultural Land Reserve (ALR).
- Project to be flagged at time of construction.
- UTM Coordinates shown are NAD83 Zone 10 N.
- The proposed project is within the Southwest OGC Zone.
- Distances shown are in meters and decimals thereof.

MIDWEST SURVEYS LAND SURVEYING LTD.
 11003 Alaska Road
 Fort St. John, BC
 V1J 6P3
 Tel: 250-785-3902
 IB-0015-12

BCGS: 93K.020

REVISION	DESCRIPTION
0	Issued for Use, Jun 12, 2019

SCALE 1:2500



Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

**SKETCH PLAN SHOWING
LAYOUT SKETCH - CLEAR CREEK STOCKPILE**

WITHIN
UNIT 62 BLOCK G, GROUP 93-K-1
REM N 1/2 SEC 21-19-R5C
AND NW 1/4 SEC 22-19-R5C
 WITHIN UNSURVEYED CROWN LAND
 RANGE 5 COAST DISTRICT

Route Reference: CGP_Route_RevF1	Jun 12, 2019
Document No. CGE4703-MSI-G-MP-955-011	Rev 0

Clear Creek				
WT	12m	18m	24m	Total (m)
18.5 FBE DJ	0	0	35112	35,112
18.5 FBE no DJ	0	0	0	0
20.6 FBE	0	0	0	0
24.7 FBE	0	0	0	0
24.7 ARO	0	0	0	0
26.5 FBE	0	0	0	0
29.6 FBE	0	0	0	0
29.6 ARO	0	0	0	0
Total	0	0	35112	35,112

LOCATION PLAN
SCALE - 1:2500

Ancillary Sites – Stockpile Sites

Clear Creek Site (approximately KP 330)

Coastal GasLink Pipeline Ltd., a wholly owned subsidiary of TransCanada PipeLines Limited, will require temporary ancillary sites for its Coastal GasLink Pipeline Project (Project) for preparation and use of construction camps, laydown areas, stockpile sites and contractor yards before and during pipeline construction activities. Clear Creek Stockpile Site is located approximately 29 km northwest of Vanderhoof, BC.

PURPOSE

Stockpile sites are required for the temporary storage of pipe during pipeline construction. These sites will need to be accessed and prepared before the start of pipe delivery and used until all construction activities have been completed.

LOCATION AND ACCESS

Stockpile sites are located where an appropriate area of relatively level ground is available, located close to the pipeline right-of-way (ROW), with suitable ground access to the site and the ROW. Ground access will include existing highways and industry service roads, some of which will be upgraded before use in accordance with applicable regulatory requirements. Clear Creek Stockpile Site is located approximately 29 km northwest of Vanderhoof, BC. The stockpile site will have the surface material stockpiled and levelled, the travel paths will be gravelled, and then the sites will be reclaimed at the end of use.

SIZE

Clear Creek Stockpile Site will be approximately 16.70 hectares.

SCHEDULE AND DURATION

Clearing and preparation of these sites is anticipated to commence in mid to late 2019 and will be used to support pipeline construction through to late 2021.

EQUIPMENT AND PERSONNEL

Equipment associated with stockpile sites includes pipe trucks/trailers, cranes, bulldozers, excavators, front-end loaders, pickup trucks, fuel trucks, water trucks, side booms, tractor trailers and delivery vehicles.

Coastal GasLink Pipeline Project



Example of stockpile site

Activity/Concern	Contingency Mitigation
Dewatering	<ul style="list-style-type: none"> • Shunt test water ahead from test section to test section to the extent practical to reduce water hauling, water usage and the number of dewatering points. • Prior to discharge of hydrostatic test water, ensure that the appropriate testing and treatment measures are implemented in accordance with local regulatory requirements. • Discharge hydrostatic test water into the same drainage basin from which it was withdrawn, unless otherwise approved by the appropriate authority. • Discharge water into a well-vegetated area. Provide scour protection or an energy diffuser at the discharge site as directed by Coastal GasLink. • Preserve water quality, including preventing the introduction of foreign material (debris, sediment, etc.) into the receiving waterbody/watercourse. Do not dewater directly to watercourses or wetlands. • Monitor the discharge area for erosion.

8.8 CLEANUP AND RECLAMATION

8.8.1 Introduction

1 Cleanup and reclamation are important steps in returning construction sites to a
 2 condition similar to construction preparation. For winter construction, cleanup is
 3 generally a two-phase process, with rough cleanup being completed immediately
 4 following construction, and final cleanup occurring the following summer. For
 5 summer construction, cleanup is generally completed immediately following
 6 construction, or as soon as conditions permit.

8.8.2 Objectives

7 The objectives of this mitigation are to:

- 8 • effectively use reclamation techniques that prevent surface material loss from
 9 wind and water erosion
- 10 • establish a vegetative cover compatible with surrounding vegetation and land uses
- 11 • comply with regulatory requirements
- 12 • re-establish the ROW or Project site to a stable condition acceptable for
 13 operational requirements
- 14 • maintain equivalent land capability, ensuring the ability of the land to support
 15 various land uses similar to the uses that existed before construction, but not
 16 necessarily identical

8.8.3 Specific Measures

Activity/Concern	Mitigation
Scheduling	<ul style="list-style-type: none"> • Complete machine cleanup immediately following construction, prior to spring break-up. If machine cleanup cannot be completed prior to spring break-up, ensure cross ROW drainage is re-established, and sedimentation and erosion controls are installed to protect the ROW and sensitive environmental features. Final cleanup and reclamation will generally occur during the following fall or winter, or as soon as conditions permit. • Cleanup activities will follow completion of backfill operations as closely as practical. • Schedule final cleanup to occur under non-frozen conditions, when soil moisture conditions permit. • Where construction occurs during frozen conditions, delay final cleanup (i.e., soil feathering, grade touch-ups, final contouring and topsoil and surface material replacement) until the following summer. • If reclamation is postponed, contact the relevant regulatory agencies before the initiation of the cleanup and reclamation activities and notify upon completion, as required. • In the event of cleanup activities within the RAP for migratory birds (May 1 to July 31), conduct nest sweeps to identify any active nests.
Scenic Viewing	<ul style="list-style-type: none"> • Assess the feasibility of installing visual barriers such as berms or vegetative screening at locations (e.g., trail crossings) where appropriate, as determined by the Environmental Inspector.
Level of Cleanup	<ul style="list-style-type: none"> • The level of cleanup on all agricultural lands will ensure the land is returned to as close to construction preparation conditions as practical to allow for continued agricultural operations and equivalent land capability.
Staking	<ul style="list-style-type: none"> • Remove all flagging from the proposed Project area and dispose of it at an approved facility following the completion of construction.
Corduroy/Subsoil Ramping	<ul style="list-style-type: none"> • During final cleanup, remove subsoil, if used, and overlying corduroy or geotextile and return the material to its construction preparation location unless otherwise requested or approved by the applicable government agency. • Dispose of corduroy, slash and any remaining leaning trees or incorporate into rollback, where required.
Matting	<ul style="list-style-type: none"> • Remove all matting and non-biodegradable geotextile from all locations on the ROW.
Wet Soils	<ul style="list-style-type: none"> • If saturated conditions exist at the time of cleanup on agricultural lands, refer to the Wet Soils Contingency Plan (Appendix C). If necessary, suspend final cleanup activity until soil conditions are appropriate.
Secondary Surface Material Removal	<ul style="list-style-type: none"> • On agricultural areas, where construction occurred during frozen ground conditions, and where reduced width surface material removal was conducted, final cleanup will require surface material removal of a wider area (secondary surface material removal) to maintain land capability. • Strip back topsoil and surface material on both sides of the ditchline to ensure sufficient space is available for feathering excess soil and subsoil preparation. • Once subsoil preparation is complete, replace topsoil and surface material uniformly over the stripped area.

Activity/Concern	Mitigation
Grade Replacement	<ul style="list-style-type: none"> • Replace grade material to construction preparation contours, where practical • Re-establish surface drainage patterns following construction, install drainage and erosion control measures and complete the installation of sedimentation control measures at all watercourse crossings. • Re-contour the ROW and areas around facilities to be compatible with surrounding drainage patterns and to prevent concentration of runoff down a slope or parallel to the trench line.
Grade Replacement in Agricultural Land Reserves	<ul style="list-style-type: none"> • On ALR lands and areas with agriculture use outside ALR, recontour after backfilling (using subsoil prior to replacing topsoil to reclaim natural drainage patterns) and remove potential barriers or conduits to water flow.
Grade Replacement: Frozen Conditions	<ul style="list-style-type: none"> • Where construction occurs under frozen conditions, replace grades. Some re-grading under non-frozen conditions may be required to touch up areas and to ensure pre-disturbance contours are maintained.
Surface Material Replacement	<ul style="list-style-type: none"> • Replace surface material evenly over all portions of the ROW that have been stripped. • Postpone replacement of surface material during wet conditions to prevent erosion or damage to the soil structure.
Compacted Subsoils	<ul style="list-style-type: none"> • Environmental Inspector(s) will determine the locations where subsoil compaction is an issue. Prior to topsoil or surface material replacement, rip compacted subsoils on the construction ROW with a multi-shank ripper or breaking disc to a depth of 30 cm or the depth of compaction, whichever is deeper. If soils are moist, postpone ripping of subsoils until soils dry to ensure that the soils fracture when ripped. • In areas where the topsoil or surface material is in place, use special equipment such as a paratiller to relieve compaction with reduced potential for admixing at the discretion of the Environmental Inspector(s) in consultation with the Construction Manager.
Subsoil Preparation	<ul style="list-style-type: none"> • Re-grade areas with vehicle ruts or erosion gullies. • Re-grade areas of rutted mineral subsoil before topsoil replacement on ALR lands and non-ALR areas in agricultural use. • Smooth and level the ripped subsoil surface to prevent admixing of subsoil and topsoil or surface material when the topsoil or surface material is replaced.
Trench Crown	<ul style="list-style-type: none"> • Feather out spoil material displaced by the pipe and other pipeline materials that will not fit back into the trench across the stripped portion of the ROW, with a maximum 10 cm crown measured over the trench-line, where practical.
Root and Rock Picking	<ul style="list-style-type: none"> • As per agreement with the landowner, pick rocks and roots to an equivalent size and distribution of that on adjacent land, or to 10 cm wide or less. • Dispose of all rock material collected at an appropriate off ROW location, as directed by the Environmental Inspector(s).
Topsoil Replacement	<ul style="list-style-type: none"> • Replace topsoil to a uniform depth on all portions of the ROW that were stripped. Match topsoil depth to the unstripped edges of the ROW. • If construction occurs under frozen ground conditions, delay topsoil replacement until the topsoil pile and trench spoil has completely thawed. • Postpone replacement of topsoil during wet weather or high winds to prevent erosion or damaging soil structure.

Activity/Concern	Mitigation
Cultivation	<ul style="list-style-type: none"> • On cultivated land, disc or cultivate the areas on which topsoil has been replaced to reclaim soil tilth, unless otherwise approved by the Environmental Inspector(s). Discing and cultivation depth will not exceed the topsoil depth. • Under extremely dry soil conditions, use a cultivator rather than a disc.
Fencing	<ul style="list-style-type: none"> • All fences will be replaced and will match the number of wires in the connecting fence line. • New posts and bracing will be installed to match the connecting fence. • Coastal GasLink will explore options to improve fencelines to minimize disturbance of third-party users (e.g., livestock grazing) to sensitive areas, such as riparian zones. • - Coastal GasLink will consult with landowners and occupants regarding fenceline removal and fencing to exclude livestock.
Access Removal	<ul style="list-style-type: none"> • Remove bar ditch ramps and reclaim all temporary access trails and shoo-fies to stable conditions. Re-contour to construction preparation conditions and seed accordingly. • Remove all mats and ramps used so that they do not impede the reclamation of natural drainage patterns. • Remove all temporary vehicle crossing structures prior to spring break-up. Ensure that removal of access does not disturb the bed or banks of the crossing.
Access Removal: Frozen Conditions	<ul style="list-style-type: none"> • Remove all temporary vehicle crossing structures, prior to spring break-up. Remove or breach snow or ice bridges to ensure they do not impede flow.
Sedimentation/Erosion Control	<ul style="list-style-type: none"> • Remove unnecessary silt fence or other temporary erosion control measures not required, as specified by the Environmental Inspector(s) or designate. • Install sedimentation and erosion control measures, where required, in accordance with Dwgs. STDS-03-ML-05-001, STDS-03-ML-05-132, STDS-03-ML-05-604, STDS-03-ML-05-606 and STDS-03-ML-05-608 in Appendix B, unless otherwise approved by the Environmental Inspector(s) or designate to adjust for site conditions and suitability. • The Environmental Inspector(s) or designate will determine the location of sedimentation and erosion control measures. • Install cross ditches and berms on moderately steep and steep slopes in order to prevent runoff along the ROW and subsequent erosion. Install berms immediately downslope of all trench breakers (Dwg. STDS-03-ML-12-221). • Install stub berms, as required by Coastal GasLink, in high groundwater areas to prevent ditch line surface water flows.
Natural Recovery	<ul style="list-style-type: none"> • Natural recovery is the preferred method of reclamation in appropriate areas. • Use natural recovery in peatland and non-peatland wetlands. • Use cover crops, where required, to prevent erosion of disturbed areas prior to final cleanup and reclamation.
Recreational Trails	<ul style="list-style-type: none"> • Reclaim recreation trails and use areas disturbed by the proposed Project to the extent practical, to their construction preparation condition and according to the Reclamation Plan.

Activity/Concern	Mitigation
Seeding and Revegetation	<ul style="list-style-type: none"> • Reclaim native vegetation in accordance with applicable federal and provincial laws and regulations, or as agreed to with the relevant regulatory authorities. • Use only Certified No. 1 seed unless Certified No 1 is not available for select reclamation seed species (i.e., native species). • Acquire Certificates of Analysis for all seed mixes. • Seed riparian and erosion prone areas with an approved native cover crop and seed mix that has been approved by the relevant regulatory authority as soon as practical after construction prior to spring freshet, wherever practical. • Seeding will follow as close as practical to rough cleanup and topsoil and surface material replacement, pending seasonal or weather conditions. • On privately-owned lands such as pasture and hay land, base the final seed mix on input from landowners and the availability of seed at the time of reclamation. • Landowners are responsible for seeding cultivated lands. • On Crown land, allow for natural regeneration, or seed as directed by the relevant regulatory authority. • Apply seed to all disturbed surfaces (except cultivated fields and wetlands), unless otherwise specified on the environmental worksheets. • Use natural recovery in wetlands and areas of ecological communities or plant species of concern and traditionally important plant species unless invasive species or noxious weeds are a concern, unless otherwise specified by Coastal GasLink. • Restrict vehicle access over newly seeded areas. • Inspect vegetation regularly during the PCM program to ensure adequate vegetation cover is established and maintained. Take appropriate action if post-construction monitoring indicates an undesirable outcome. • Commence reclamation as soon as practical.
Seed Mix Application	<ul style="list-style-type: none"> • Seed will be applied using a rangeland drill or equivalent. Use broadcast application on steep terrain, fence lines, road ditches, watercourse banks, etc. • Apply seed at a rate of 10 kg/ha for drill seeding and 15 kg/ha for broadcast seeding. Drill seeding is the primary method of seed application, unless otherwise specified by the Environmental Inspector(s) or designate.
Straw Crimping	<ul style="list-style-type: none"> • Straw crimping may be used to prevent wind erosion and reduce evapotranspiration on pasture, cultivated lands, and erosion prone soils as specified by the Environmental Inspector. • To prevent the introduction or spread of noxious weeds, inspect all potential source locations for noxious weeds before procurement of the straw.

Activity/Concern	Mitigation
Rollback	<ul style="list-style-type: none"> • Install rollback as specified by the Environmental Inspector(s) and approved by the relevant regulatory authority. • Rollback slash and small diameter, non-merchantable timber on erosion prone slopes when deemed necessary by the Environmental Inspector. Walk down erosion control rollback with a dozer (refer to Appendix B, Dwg. STDS-03-ML-05-312). • Install rollback to prevent access along portions of the ROW as indicated on the environmental worksheets or directed by the Environmental Inspector(s) and Construction Manager. Spread evenly over ROW. Do not walk over access control rollback (refer to Appendix B Dwg. STDS-03-ML-05-313). • Use slash (rollback) during revegetation in wooded areas in accordance with landowner wishes, or the relevant regulatory authority, to create microsites. • Install rollback at watercourses as specified by the Environmental Inspector(s) and approved by the relevant regulatory authority.
Access Control	<ul style="list-style-type: none"> • Implement the Access Control Management Plan (EMP Appendix D.3). The location of site-specific measures will be determined in consultation with the relevant regulatory authority.
Tackifiers	<ul style="list-style-type: none"> • The Environmental Inspector(s) or designate will determine locations where tackifier will be used. • Review areas where tackifier has been applied and other potential erosion areas to ensure soils stabilization is effective where topsoil and surface material, and piles and windrows are left in place through winter construction and spring thaw. Follow-up monitoring and applications will be conducted as required.
Burn Piles	<ul style="list-style-type: none"> • Confirm burn piles are properly extinguished. Conduct infrared scanning of burn pile locations to locate any hot spots.
Weed Control	<ul style="list-style-type: none"> • Implement PCM and treat weed infestation on the ROW and facility sites as needed.

9.0 POST-CONSTRUCTION MONITORING

1 Coastal GasLink has developed a project-specific Post-Construction Monitoring
2 Program under separate cover, which describes monitoring to review the
3 effectiveness of mitigation and the approach to adaptive management.

9.1 OBJECTIVES

4 The objectives of PCM are to:

- 5 • evaluate the effectiveness of environmental protection and mitigation during
6 construction
- 7 • document the reclamation and recovery of areas disturbed by Project construction
8 activities and review the success or re-establishing equivalent land capability
- 9 • identify any new environmental issues that may have arisen after the post-
10 construction reclamation phase of the proposed Project
- 11 • recommend, coordinate and implement any remedial measures that are warranted
12 and any additional measures to address outstanding or new environmental issues
- 13 • monitor wildlife and wildlife habitat, as required, through ongoing consultation
14 with the relevant regulatory authority
- 15 • compare the predicted effects (including cumulative effects) and mitigation with
16 actual documented effects
- 17 • document opportunities for procedural learnings and improvement

9.2 POST-CONSTRUCTION RECLAMATION MONITORING

18 Effective post-construction reclamation is key to re-establishing habitat and
19 stabilizing ground cover in areas subject to ground disturbance during installation of
20 the pipeline; thus an important part of post-construction monitoring. Coastal GasLink
21 will implement a program to ensure compliance with specific reclamation
22 performance expectations and conditions. Mitigation methods will be based on the
23 principle that success of land reclamation is measured against adjacent representative
24 site conditions while taking into consideration the status of reclamation of the time of
25 assessment.

26 Preliminary assessments will be conducted during the most appropriate time of the
27 season, which depends on the various biophysical resources and their growth stage or
28 life cycle. This is usually in the spring and summer, and involves identifying
29 deficiencies and proposing recommendations for corrective actions.

30 The program may entail specifically designed evaluation criteria depending on the
31 concerns and issues that were highlighted through the Application or encountered

1 during the construction process. Seasonal influences, species life cycle or habitat
2 periods may require evaluations to be conducted during specific periods throughout
3 the year.

4 Deficiencies discovered or opportunities for enhancement will result in developing
5 proposed recommendations for corrective actions. The remedial actions are to be
6 implemented as soon as practical during the most appropriate season, preferably
7 summer, but may be outside this timing window due to environmental timing
8 restrictions (reproductive periods, migration periods), field and weather conditions, or
9 social and public concerns. A final assessment would then be scheduled for the fall,
10 or as deemed appropriate to ensure the remedial actions are stable and successful.

11 Areas of potential terrain instability will be monitored for five years after final
12 cleanup and the Contractor warranty period. Slope stability will be inspected on a
13 routine basis for the life of the pipeline. Remedial work will be conducted where
14 warranted to protect pipeline integrity.

15 The ROW will be inspected during operations with regular aerial patrols. Remedial
16 work will be conducted, where warranted, to protect pipeline integrity in a timely
17 manner.

18 Areas that are susceptible to erosion or difficult to revegetate (e.g., due to high
19 salinity) will be identified, and records maintained of remedial measures implemented
20 and the success of these measures. This information will be made available to
21 construction Contractors and supervisors prior to and during operations and
22 maintenance activities to allow implementation of adaptive mitigation strategies to
23 reduce potential adverse effects on soil and soil productivity.

24 Coastal GasLink will record locations of concerns identified during construction
25 related to weeds, vegetation establishment, general ROW conditions, water crossing
26 stability, and reclamation success. This issues list will be used to measure the success
27 of mitigation used during construction of the proposed Project, and to ensure
28 outstanding issues are investigated, resolved, and reported during Project operations.



April 19, 2018

Coastal GasLink Pipeline Ltd.
450 - 1st Street SW
Calgary, AB T2P 5H1

Attention: Coastal GasLink Pipeline Ltd.

RE: Determination of Application Area Number 100100769

Permit Holder: Coastal GasLink Pipeline Ltd.

Date of Issuance: April 19, 2018

Effective Date: April 19, 2018

Application Submitted Date: February 2, 2017

Application Determination Number: 100100769

Approved Disturbance Footprint: 16.716 ha

ACTIVITIES APPROVED

Associated Oil & Gas Activity No.: 00156725	Type: Storage Area
Changes In and About a Stream: 0003777	

GENERAL PERMISSIONS, AUTHORIZATIONS and CONDITIONS

PERMISSIONS

Petroleum and Natural Gas Act

1. The BC Oil and Gas Commission (the "Commission") pursuant to section 138 of the *Petroleum and Natural Gas Act* hereby permits the Permit Holder referenced above to construct and operate a related activity(s) as detailed in Activities Approved table above and the Activity Details table(s) below, when applicable, for the purposes of carrying out oil and gas activities as defined in the *Oil and Gas Activities Act (OGAA)*; subject to the conditions set out herein.
2. The permissions and authorizations granted under this permit are limited to the area identified in the spatial data submitted to the Commission in the permit application as identified and dated above; herein after referred to as the 'activity area'.
3. The Commission, pursuant to section 138(1) of the *Petroleum and Natural Gas Act*, hereby permits the occupation and use of any Crown land located within the activity area.
 - a) The permission to occupy and use Crown land expires two years from the date of issuance, unless the Commission has received notice of construction start, or this permit is otherwise extended, suspended, cancelled, surrendered or declared spent.
 - b) The permission to occupy and use Crown land does not entitle the Permit Holder to exclusive possession of the activity area.

- c) The total disturbance within the activity area must not exceed the total approved disturbance footprint as referenced above.

AUTHORIZATIONS

Forest Act

4. The Commission, pursuant to section 47.4 of the *Forest Act*, hereby authorizes the removal of Crown timber from the activity area under the cutting permits associated with the Master Licence(s) as follows:

Master Licence to Cut No.: M02342

Cutting Permit No.: 12

Timber Mark No.: MTC012

Total New Cut: 11.27

Forest District: (DVA) Vanderhoof Natural Resource District

Region: Interior

5. The cutting permits are deemed spent upon the submission of the post-construction plan or upon either the cancellation or expiry of the activities approved under the permit.

Water Sustainability Act

6. The Commission, pursuant to section 11 of the *Water Sustainability Act*, authorizes the changes in and about a stream, as detailed in the Activities Approved table above, within the activity area for construction and maintenance activities, unless otherwise restricted by this authorization
- a) Instream works must be carried out in accordance with the methods and any mitigations, as specified in the application.

CONDITIONS

Notification

7. A notice of construction start must be submitted, as per the relevant Commission process at the time of submission, at least 48 hours prior to the commencement of activities under this permit.
8. Within 60 days of the completion of construction activities under this permit, the Permit Holder must submit to the Commission a post-construction plan as a shapefile and PDF plan accurately identifying the location of the total area actually disturbed under this permit. The shapefile and plan must be submitted via eSubmission.
9. At least 5 (five) working days prior to the commencement of construction, the Permit Holder must provide a notice of works to any First Nation(s) who may have Aboriginal Interests identified, as per the BC First Nations Consultative Areas Database, within the area in which the works are to occur.

General

10. The rights granted by this permit in relation to unoccupied Crown land are subject to all subsisting grants to or rights of any person made or acquired under the *Coal Act, Forest Act, Land Act, Mineral Tenure Act, Petroleum and Natural Gas Act, Range Act, Water Sustainability Act* or *Wildlife Act*, or any extension or renewal of the same.
11. The Permit Holder must not assign, sublicense or permit any person, other than its employees, contractors or representatives, to use or occupy any Crown land within the activity area without the Commission's written consent.
12. The Permit Holder must ensure that the activity area is maintained in a condition so as to minimize hazards, including but not limited to hazards associated with storage of materials and equipment.
13. The Permit Holder must ensure that the activity area is free of garbage, debris and unused equipment.

Environmental

14. Construction activities must not result in rutting, compaction or erosion of soils that cannot be reasonably rehabilitated to similar levels of soil productivity that existed on the activity area prior to the construction activities taking place.
15. Any temporary access must be constructed and maintained in a manner that provides for proper surface drainage, prevents pooling on the surface, and maintains slope integrity.
16. The Permit Holder must make reasonable efforts to prevent establishment of invasive plants on the activity area associated with the related activities set out in the Authorized Activities table above resulting from the carrying out of activities authorized under this permit.
17. Following completion of construction associated with the associated activities set out in the Authorized Activities table above, the Permit Holder must, as soon as practicable
 - a) decompact any soils compacted by the activity;
 - b) if natural surface drainage pattern was altered by the carrying out of the activity, the Permit Holder must restore, to the extent practicable, to the drainage pattern and its condition before the alteration; and
 - c) re-vegetate any exposed soil on the activity area including, where necessary, using seed or vegetative propagules of an ecologically suitable species that
 - (i) promote the restoration of the wildlife habitat that existed on the area before the oil and gas activity was begun, and
 - (ii) stabilize the soil if it is highly susceptible to erosion.
 - d) Following completion of construction activities authorized herein, any retrievable surface soils removed from the activity area must be redistributed so that the soil structure is restored, to the extent practicable, to its condition before the activity was begun.

Clearing

18. The Permit Holder is permitted to fell any trees located on Crown land within 1.5 tree lengths of the activity area that are considered to be a safety hazard according to *Workers Compensation Act* regulations and must be felled in order to eliminate the hazard. Trees or portions of these trees that can be accessed from the activity area without causing damage to standing timber may be harvested.
19. The holder of the cutting permit must pay to the government, stumpage and any waste billing determined in accordance with the terms of this authorization.
20. The authorized cutting permit does not grant the Permit Holder the exclusive right to harvest Crown timber from the activity area. Authority to harvest some or all of the timber may be granted to other persons. The Permit Holder's right to harvest timber applies to any timber found on the site at the time they undertake harvesting activities.
21. All harvested Crown timber must be marked with the cutting permit's associated timber mark.
22. Stumpage for Cutting Permit No.12 will be calculated in accordance with the Interior Appraisal Manual as amended from time to time.
23. Any waste assessments applied under the Master Licence to Cut are subject to the merchantability specifications and monetary waste billing requirements in the Provincial Logging Residue and Waste Manual specific to the region associated with the cutting permit authorization.

Water Course Crossings and Works

24. Stream, lake and wetland crossings must be constructed in accordance with the methods and any mitigations, as specified in the application.
25. In-stream activities within a fish bearing stream, lake or wetland must occur:
 - a) during the applicable reduced risk work windows as specified in the Region 7 Omineca – Reduced Risk Timing Windows for Fish and Wildlife; or
 - b) in accordance with alternative timing and associated mitigation recommended by a qualified professional and accepted by the Commission; or

- c) in accordance with an authorization or letter of advice from Fisheries and Oceans Canada that is provided to the Commission.
26. At any time, the Commission may suspend instream works authorized under this permit. Suspensions on instream works will remain in place until such time as the Commission notifies Permit Holders that works may resume. Reasons for suspension of works may include, but are not limited to, drought conditions and increased environmental or public safety risks.
27. Mechanical stream crossings must be constructed, maintained and deactivated according to the following requirements, as applicable:
- a) Only bridges, culverts, ice bridges or snow fills may be constructed at stream crossings;
 - b) The Permit Holder must ensure that permanent bridges are designed and fabricated in compliance with
 - i. the Canadian Standards Association Canadian Bridge Design Code, CAN/CSA-S6; and
 - ii. soil property standards, as they apply to bridge piers and abutments; set out in the Canadian Foundation of Engineering Manual.
 - c) Except with leave of the Commission, the Permit Holder must ensure that:
 - i. any culverts used are designed and fabricated in compliance with the applicable:
 - (a) Canadian Standards Association CSA G401, Corrugated Steel Pipe Products; or
 - (b) Canadian Standards Association Standard CSA B1800, Section B182.2, Plastic Non-pressure Pipe Compendium, or
 - ii. Any pipe installed in lieu of a culvert is of at least equivalent standard and strength as any culvert as specified above.
 - d) Except with leave of the Commission, the Permit Holder must ensure that bridges and culverts meet the criteria set out in (i), (ii), or (iii) below:
 - i. The bridge or culvert is designed to pass the highest peak flow of the stream that can reasonably be expected within the return periods set out in column 2 the table below for the period the Permit Holder anticipates the structure will remain on site, as set out in column 1 in the table below:

Column 1 Anticipated period crossing structure will remain on site	Column 2 Peak flow period
Bridge or culvert, 3 years or less	10 years
Bridge other than a bridge within a community watershed, more than 3 years but less than 15	50 years
Bridge within a community watershed, more than 3 years	100 years
Bridge, 15 years or more	100 years
Culvert, more than 3 years	100 years

- ii. The bridge, or any component of the bridge:
 - (a) is designed to pass expected flows during the period the bridge is anticipated to remain on the site;
 - (b) is constructed, installed and used only in a period of low flow; and
 - (c) is removed before any period of high flow begins.
- iii. The culvert:
 - (a) is a temporary installation, and the Permit Holder does not expect to subsequently install a replacement culvert at that location;
 - (b) is not installed in a stream, when the stream contains fish;

- (c) is sufficient to pass flows that occur during the period the culvert remains on the site;
 - (d) is installed during a period of low flow; and
 - (e) is removed before any period of high flow begins.
 - e) Ice bridges on fish bearing streams may only be constructed where sufficient water depth and stream flows prevent the bridge structure from coming in contact with the stream bottom;
 - f) Water applied to construct an ice bridge on a water body must be sourced in accordance with the *Water Sustainability Act* unless
 - i. the water body is a stream with a stream channel width of at least 5 metres and is not designated as a sensitive stream under the *Fish Protection Act*, or has a riparian class of W1, W3, or L1,
 - ii. the water is sourced from the same water body proximal to the location on which the ice bridge is constructed,
 - iii. the water body is not within the boundaries of a public park,
 - iv. pump intakes do not disturb beds of streams or wetlands and are screened with a maximum mesh size and approach velocity in accordance with the Fisheries and Oceans Canada Freshwater Intake End-of-Pipe Fish Screen Guideline, and
 - (a) where the water body is a stream, the flow of water in the stream at the time and location of pumping exceeds 60 litres per second and the instantaneous pumping rate does not exceed 1% of the water flowing in the water body at the time and location the pumping occurs, or
 - (b) where the water body is a lake or pond, the cumulative volume of water withdrawn does not exceed 10 cm of lake or pond depth, calculated as the product of lake or pond surface area x 10 cm;
 - g) Records of water withdrawal and corresponding streamflow measurements are maintained by the Permit Holder and provided to the Commission upon request;
 - h) Snow fills must consist of clean snow and may only be located on streams that are dry or frozen to the bottom during the period of construction, maintenance and use. Where periodic thaws are anticipated, culverts must be installed to allow meltwater to pass through. Snow fill and any installed culverts must be removed prior to spring snow melt;
 - i) Bridge or culvert abutments, footings and scour protection must be located outside the natural stream channel and must not constrict the channel width;
 - j) Equipment used for activities under this approval must not be situated in a stream channel unless it is dry or frozen to the bottom at the time of the activity.
28. Following initial construction, stream, lake and wetlands crossings are **authorized** for necessary pipeline maintenance activities on the activity area except for:
- a) works within the boundary of a provincial park;
 - b) stream bank or stream bed revetment works in a stream classified as S1, S2, S3, S4 or S5;
 - c) pipe replacement within the stream channel where the original application specified a trenchless crossing method and the planned works involve a trenched crossing method;
 - d) permanent alteration of a stream bank;
 - e) works within a Temperature Sensitive Stream established by order under s. 27 of the Environmental Protection and Management Regulation; or
 - f) works within a Fisheries Sensitive Watershed established by order under s. 28 of the Environmental Protection and Management Regulation.
29. The Permit Holder must ensure any instream works related to pipeline maintenance are planned and overseen by a qualified professional. This individual must assess and determine whether planned works

pose a risk to any of the features listed below, and is responsible for developing and implementing mitigation measures to reduce any potential impacts on these features, as required:

- a) Fish or important fisheries habitat;
- b) Species identified as special concern, threatened, or endangered under the federal *Species at Risk Act*; or
- c) Species identified by Order as a species at risk under the *Forest and Range Practices Act* or the *Oil and Gas Activities Act*.

This assessment must be provided to the Commission upon request.

30. Wetland crossings must be constructed, maintained and removed in accordance with the following:

- a) Organic cover within and adjacent to the wetland must be retained;
- b) Minimize erosion or release of sediment within the wetland;
- c) Any padding materials must be placed on the wetland surface only and must not be used for infilling;
- d) Any padding materials must be removed as soon as practicable following construction, considering weather and ground conditions; and
- e) The wetland, including banks and bed, must be restored, to the extent practicable, to the condition that existed before the crossing was initiated.

31. Open cut crossings and works within streams, lakes or wetlands must be planned and conducted in accordance with the following requirements:

- a) An open cut of a stream classified as S1, S2, S3 or S4 must not occur, unless the stream is frozen to its bed or is completely dry with no evidence of subsurface flow;
- b) Where the streambed or substrate consists of rocks, pebbles or coarse gravel overlaying finer material, this material must be removed and stockpiled separately above the high water mark of the stream for replacement during restoration;
- c) Materials referred to in (b) above must be excavated and stockpiled in a manner that minimizes sediment dispersal within the stream, lake or wetland and must be replaced in a manner that minimizes disturbance to the stream, lake or wetland following pipeline installation;
- d) Unless otherwise authorized by Fisheries and Oceans Canada, spawning gravels must not be disturbed when redds that contain eggs or alevins are present. The authorization must be provided to the Commission;
- e) Channels, banks and beds of wetlands, including any disturbed stable natural material, must be restored, to the extent practicable, to the structure and conditions that existed before the crossing construction was initiated;
- f) Excavated materials must be contained using appropriate techniques, so that that sediment-laden water and spoil do not re-enter the stream lake or wetland;
- g) Any sediment-laden trench water must be pumped onto stable surfaces in a manner that does not cause erosion of soils or release of suspended sediments to watercourses.
- h) Where feasible, aquatic vegetation and organic debris removed from the construction area must be salvaged and returned following trench backfilling; and channels, banks and beds of streams, including any disturbed stable natural material must be restored, to the extent practicable, to the structure and conditions that existed before the crossing construction was initiated.

32. Flow isolation crossings and works must be planned and conducted in accordance with the condition above regarding open cut crossings, and the following additional requirements:

- a) Construction of the crossing or works, including the location and operation of any equipment, must be isolated from water flowing in the stream;
- b) Welding, coating, weighting and, where applicable testing, of the pipe must be completed prior to commencement of trenching within fish-bearing water bodies;

- c) Water from flumes, pump-arounds, diversions, or other methods must be released to downstream areas in a manner that avoids erosion or sediment release;
 - d) Pump intakes must not disturb beds of fish bearing streams, lakes or wetlands except as necessary to ensure safe installation and operation of equipment, and must be screened with maximum mesh sizes and approach velocities in accordance with the Fisheries and Oceans Canada Freshwater Intake End-of-Pipe Fish Screen Guideline;
 - e) Water flows downstream of in-stream construction sites must be maintained at volume and discharge consistent with upstream flows; and
 - f) Ditch plugs must be maintained at or near the banks of the crossing and left in place until the crossing has been initiated.
33. Except to facilitate a crossing, the permit holder must not undertake construction or significant maintenance activities within 10m of any stream, wetland or lake.
34. The Permit Holder must ensure that the activities authorized under this approval do not result in any deleterious materials being deposited into a stream, wetland or lake.

Archaeology

35. An AIA report must be submitted to the Commission as soon as practicable.
36. If artifacts, features, materials or things protected under section 13(2) of the Heritage Conservation Act are identified the permit holder must, unless the permit holder holds a permit under section 12 of the Heritage Conservation Act issued by the Commission in respect of that artifact, feature, material or thing:
- a) immediately cease all work in the vicinity of the artifacts, features, materials or things;
 - b) immediately notify the Commission and the Archaeology Branch of the Ministry of Forests, Lands and Natural Resource Operations
 - c) refrain from resuming work in the vicinity of the artifacts, features, materials or things except in accordance with an appropriate mitigation plan that has been prepared in accordance with the Heritage Conservation Act and approved by the Archaeology Branch of the Ministry of Forests, Lands and Natural Resource Operations.

ADVISORY GUIDANCE

1. Construction plan CGW4703-MCSL-G-MP-837-CLEAR_CREEK_STOCKPILE_SKETCH-Rev1.pdf is for the Permit Holder's internal reference only and was not reviewed as a decision tool for this permit, nor does it form an integral part of this permit.
2. Unless a condition or its context suggests otherwise, terms used in this approval have the same meaning as the Environmental Protection and Management Regulation under the *Oil and Gas Activities Act*.
3. Appropriate tenure will be issued upon acceptance of the post-construction plan. Submission of the original application and submission of the post-construction plan is considered an application for all subsequent applicable *Land Act* tenures. Upon the Commission's acceptance of the post-construction plan no further applications for replacement tenure are required.

All pages included in this permit and any attached documents form an integral part of this permit.



Jacqueline Bourke
Authorized Signatory
Commission Delegated Decision Maker

Copied to:

First Nations – Carrier Sekani Tribal Council, Nak'azdli First Nation (CSTC), Nadleh Whut'en First Nation (CSTC), Saik'uz First Nation (CSTC)
Ministry of Forests District Office – (DVA) Vanderhoof Natural Resource District

NOTE: Water Course Crossing Information and New Cut / Existing Cut Information provided to Survey by Coastal GasLink Pipeline Ltd. for the Coastal GasLink Pipeline Project.

LEGEND :

- Proposed Ancillary Site
- Tenured Road
- Non-Status Road
- Wetlands
- Crown Tenure
- Calculated Point
- Wildlife Tree Retention Area
- Watercourse
- Cutblock/Opening
- Visual Sensitivity Boundary
- Trapper Boundary
- Coastal GasLink Preliminary Construction Footprint
- Coastal GasLink Route
- Coastal GasLink Construction Corridor

NOTES :

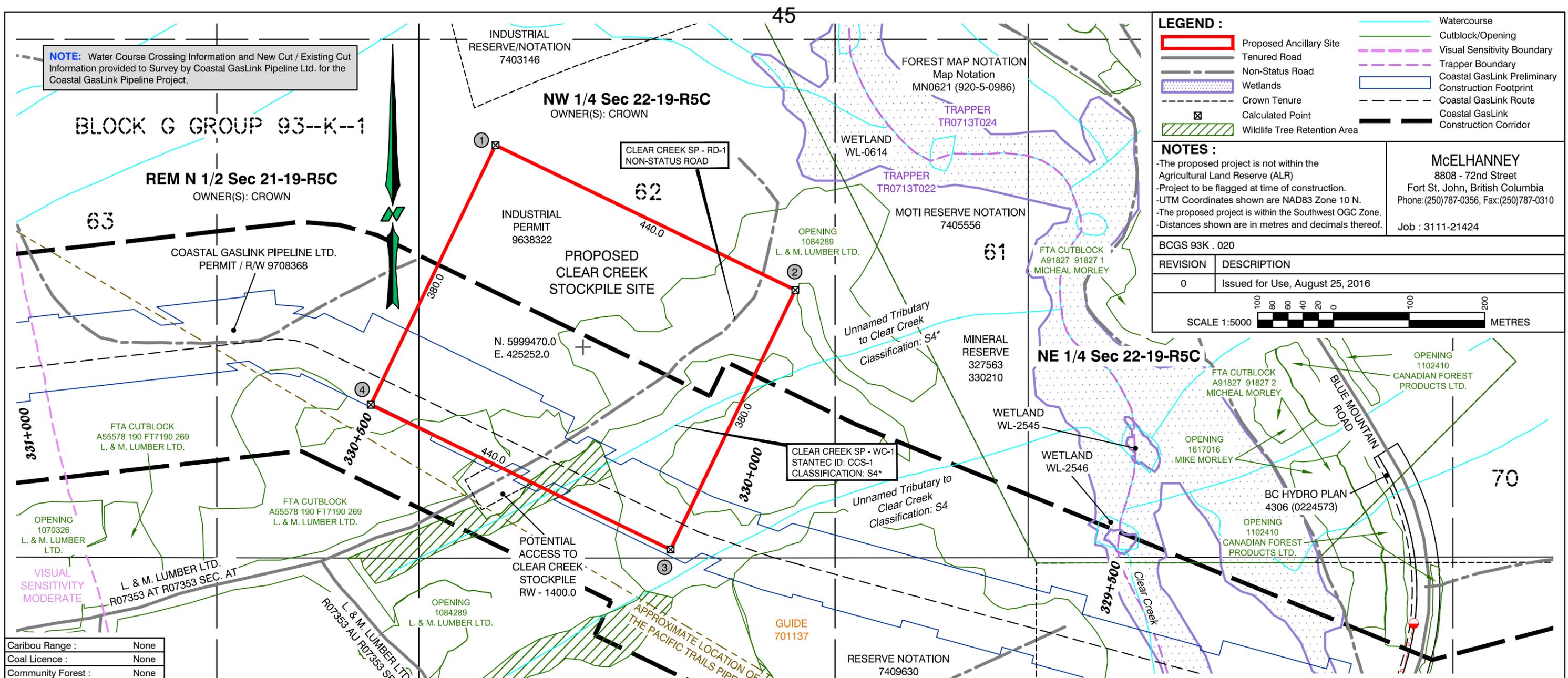
- The proposed project is not within the Agricultural Land Reserve (ALR)
- Project to be flagged at time of construction.
- UTM Coordinates shown are NAD83 Zone 10 N.
- The proposed project is within the Southwest OGC Zone.
- Distances shown are in metres and decimals thereof.

McELHANNEY
8808 - 72nd Street
Fort St. John, British Columbia
Phone: (250) 787-0356, Fax: (250) 787-0310
Job : 3111-21424

BCGS 93K . 020

REVISION	DESCRIPTION
0	Issued for Use, August 25, 2016

SCALE 1:5000



Caribou Range :	None
Coal Licence :	None
Community Forest :	None
Guide / Outfitter :	701137
Mineral Reserve :	327563, 330210
Mineral Interest :	None
Range Tenure :	None
Trapper :	TR0713T022
Tree Farm Licence :	None
Ungulate Winter Ranges :	None
Wildlife Habitat Areas :	None
Wildlife Tree Retention Area :	Yes
Wood Lot :	None

UTM COORDINATE TABLE NAD83 UTM ZONE 10

POINT	NORTH	EAST	ELEVATION	DESCRIPTION
1	5999738.1	425140.6	N/A	CALC POINT
2	5999540.7	425533.6	N/A	CALC POINT
3	5999201.2	425363.1	N/A	CALC POINT
4	5999398.6	424970.1	N/A	CALC POINT

TABLE OF AREAS REQUIRED

PROPOSED FEATURE	EXISTING CLEARING	NEW CUT	TOTAL
TOTAL AREA WITHIN CROWN LAND			
CLEAR CREEK STOCKPILE SITE	5.43 ha	11.27 ha	16.70 ha
TOTAL	5.43 ha	11.27 ha	16.70 ha

TABLE OF CROSSINGS

CROSSING No.	OWNER	DESCRIPTION	NAD 83 UTM ZONE 10
CLEAR CREEK SP - RD-1	CROWN	NON-STATUS ROAD	N: 5999504 E: 425453
CLEAR CREEK SP - WC-1	CROWN	STANTEC ID :CCS-1 CLASSIFICATION : S4*	N: 5999365 E: 425372

Coastal GasLink Pipeline Project **TransCanada**
In business to deliver

COASTAL GASLINK PIPELINE LTD.

**PLAN SHOWING
PROPOSED CLEAR CREEK STOCKPILE SITE
WITHIN
UNIT 62 BLOCK G, GROUP 93-K-1
REM N 1/2 Sec 21-19-R5C
AND NW 1/4 Sec 22-19-R5C
WITHIN SURVEYED CROWN LAND
RANGE 5 COAST DISTRICT**

Route Reference: CGL_Route_RevF August 25, 2016
Document No. CGW4703-MCSL-G-MP-837 Rev 0



REGIONAL DISTRICT OF BULKLEY-NECHAKO

STAFF REPORT

TO: Chair and Board
FROM: Cameron Kral, Student Planner
DATE: July 21, 2022
SUBJECT: Town of Smithers Draft Official Community Plan and Zoning Bylaw Referral

RECOMMENDATION

all/directors/majority

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

DISCUSSION

The Town of Smithers has recently undergone the process to draft a proposed new Official Community Plan (OCP) and Zoning Bylaw to replace OCP Bylaw No. 1614, 2010 and Zoning Bylaw No. 1403, 2002.

Planning Department staff have no concerns or recommended comments regarding the bylaw. They appear to be well drafted and the goals and policies on the proposed municipal OCP coordinate well with those of the rural OCP for electoral Area A. As a courtesy Planning Department staff will performed a technical review of the zoning bylaw and provided those comments directly to Town staff.

Attachments

- [Town of Smithers Draft Official Community Plan Bylaw No. 1935, 2022](#) (Link)
- [Town of Smithers Draft Zoning Bylaw No. 1936, 2022](#) (Link)



Regional District of Bulkley-Nechako Board Meeting

TO: Chair and Board
FROM: Jason Llewellyn, Director of Planning
DATE: July 21, 2022
SUBJECT: Tenas Coal Project Environmental Assessment: Application Review

RECOMMENDATION

all/directors/majority

1. That the Board ratify the comments provided by staff to the Environmental Assessment Office regarding the Tenas Project Environmental Assessment Certificate Application.
 2. That the Board identify any additional comments it wants to submit to the Environmental Assessment Office.
-

EXECUTIVE SUMMARY

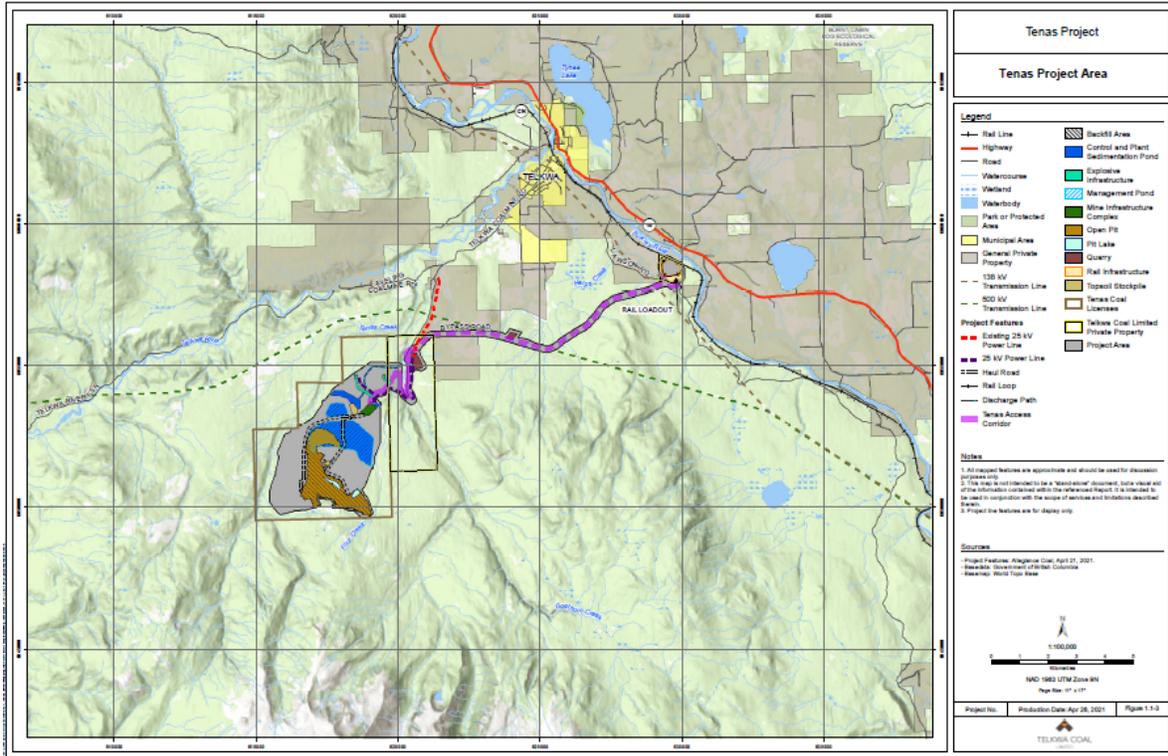
Telkwa Coal released their Environmental Assessment Certificate Application for review on May 11, 2022. Staff reviewed the documents and provided preliminary comments to the Environmental Assessment Office (EAO) by their June 24th deadline (extended from June 10th). The application review process is ongoing until early November. Staff will continue to work with the EAO and Telkwa Coal to address the issues raised and anticipate reporting back to the Board for direction on final comments in October.

This report provides the Board with an overview of the application with a focus on housing, noise, dust, vibration, and visual impact. On request staff can provide the Board with available information from the application regarding any other issues.

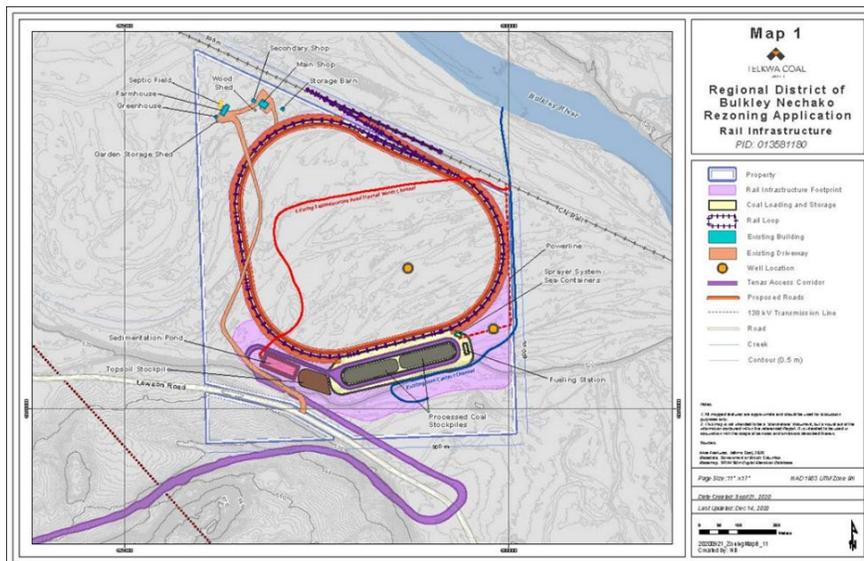
The Board is asked to consider and ratify the comments provided by staff and identify any additional comments to be provided.

PROJECT DESCRIPTION

The Tenas Project is a proposed surface mine producing metallurgical coal located approximately 10 km southwest of Telkwa. The life of the mine is estimated at approximately 25 years. The mine would create up to 166 full time equivalent jobs during the operation phase of the project. The site is accessed by Telkwa Coalmine Road.



The project includes an 11 km dedicated coal haul route connecting the mine site to a transportation terminal including a rail spur line and coal storage area on Lawson Road.



BACKGROUND

Past Activity

In November 2018 the Board directed staff to participate as a member of the working group for Telkwa Coal's application for an Environmental Assessment Certificate for the Tenas Project. In March 2019, Telkwa Coal presented the working group with a Draft Valued Component Scoping Document for review. This document sets out the issues to be studied and assessed in the application. The RDBN sent a letter (attached) dated April 18, 2019 providing comments regarding the selected Valued Components and Scoping Document. In May 2020 Telkwa Coal provided the working group with a draft of the Application Information Requirements (dAIR) for the project. The AIR document specifies the information that must be provided in the application. In April 2020 the RDBN responded to the dAIR document with the following comments.

- 1. The proponent should provide a description of the proposed qualitative review of the vibration impacts in the dAIR.*
- 2. Specific mitigation actions need to be developed, evaluated, and discussed during the Environmental Assessment application review process. The development of mitigation plans and strategies should not be deferred to the Socio-Economic and Environment Management Planning process.*

In May 2022 Telkwa Coal released their Environmental Assessment Certificate Application for review. The application has concluded that there are no significant residual environmental, economic, social, heritage, and health residual effects resulting from the project ([Section 0.0 Application Summary](#), Subsection 6). Staff reviewed the documents and provided preliminary comments to the Environmental Assessment Office (EAO) by their June 24th deadline (extended from June 10th). These comments are outlined below.

Process to Follow

Telkwa Coal will provide a response to the comments provided by working group members (including RDBN comments) and discussions will continue between the EAO, Telkwa Coal, and working group members. These discussions must be completed by early November at which time the application will be submitted to the Minister of Environment and Climate Change Strategy and the Minister of Energy, Mines and Low Carbon Innovation for a decision. Staff will continue to work with the EAO and Telkwa Coal to address the issues raised and anticipate reporting back to the Board for direction on final comments in October. The public input component of the application ends on July 3, 2022.

The transportation terminal on Lawson Road is the subject of an ALC non-farm use application and a rezoning application. The ALC decision is pending. The rezoning application has been put on hold pending an evaluation of the information provided in the EA Certificate Application.

HOUSING AVAILABILITY AND COST

Housing Mitigation Measures

The application states that Telkwa Coal will ensure no negative residual impacts on housing supply and costs because they will provide incentives and inducements to employees to move permanently to the area, provide incentives and inducements to developers, and partner with government to encourage the development of additional housing supply and diversity of housing in the area ([Section 5, Chapter 1](#), Section 5.3.4; and [Section 6, Chapter 1](#), Subsection 5.3.3).

The above statements are defined further in the [Socio-Economic Management Plan \(SEMP\) \(Section 13, Chapter 16](#), Subsection 6.6.2) to include the following. It is noted that all the mitigation measures relate to the procurement of employee housing only. It is also noted that the commitments are notable vague and contain little notable commitment.

Construction Workforce Accommodation:

TCL will fund the accommodation of non-local experienced personnel that the company requires during the Construction Phase. The following mitigations were developed for this group:

- *A Request for Proposal (RFP) will be provided to accommodation providers at least six (6) months prior to use by the Project construction workforce, and the RFP will be for a set number rooms for a guaranteed duration of time;*
- *Reservations will be made at various campgrounds and RV parks to allow the Project construction workforce to use some of these facilities;*
- *Discussions with groups in Telkwa, Smithers and Houston for the temporary rental of rooms for the construction workforce will be secured at least six (6) months prior to use; and*
- *TCL will endeavour to use local companies to complete most of the construction activities for the Project to reduce the requirement for temporary accommodation.*

Permanent Workforce Accommodation:

The following mitigations were developed for accommodating the permanent workforce for the Operation Phase:

- *Grants to be used for the purchase or upgrade of permanent local housing will be provided to employees who reach designated milestones with the company;*
- *TCL will work with local developers to provide guaranteed rental rates and duration to incentivize the construction of accommodation for permanent employees and communities at large; and*

- *TCL will provide transportation from both Houston and Witset if at least six (6) employees reside in these locations to promote alternatives for employees to reside and still be within a reasonable driving distance (less than 90 minutes) from the Project.*

Housing Impact Monitoring

The application recommends no specific monitoring or adaptive management programs in relation to housing and relies on the “Community Engagement Programs” in the SEMP to identify and address housing issues for employees only ([Section 6, Chapter 1](#), Subsection 8; and [Section 13, Chapter 16](#), Subsection 6.5).

VISUAL IMPACT

Visual Impact Mitigation Measures

It is proposed that the visual impacts of the mine site and rail loadout facility will be mitigated by limiting the project footprint and project area, reclaiming the site, project design, revegetation of disturbed areas, and targeted vegetation screening as detailed in the Visual Resources Management Plan ([Section 13, Chapter 19](#), Subsection 6.3). Also see [Section 6, Chapter 2](#).

Visual impacts associated with lighting will be mitigated by the following mitigation measures:

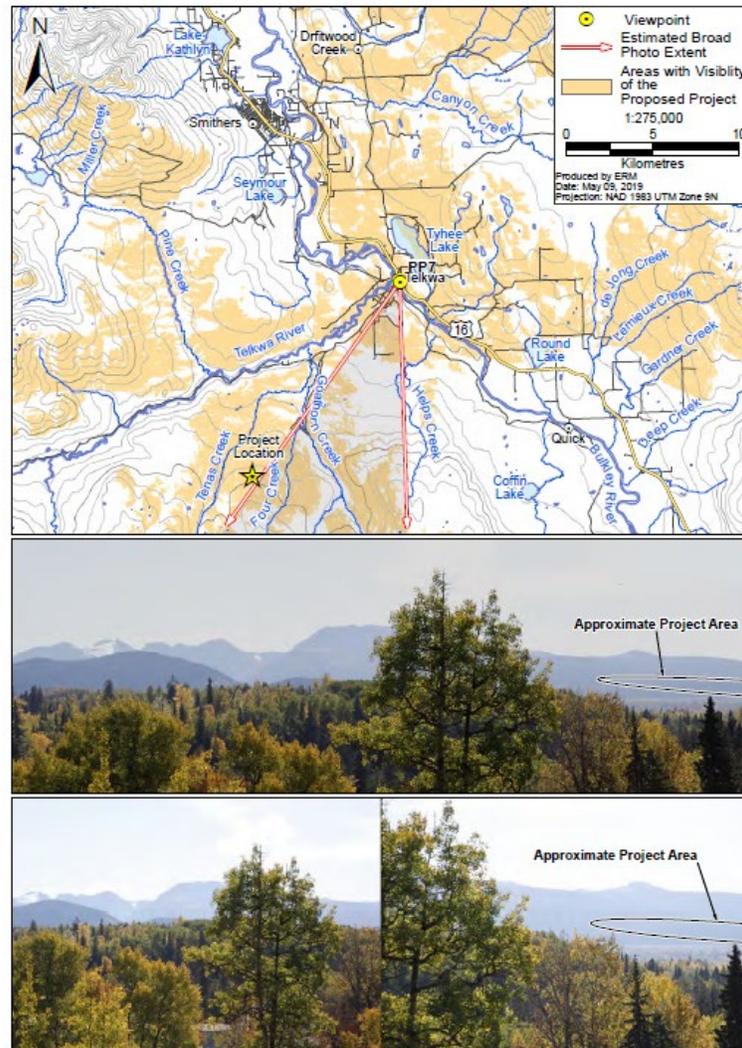
- *Manage light effects using acceptable best management practices (BMPs) and engineering design;*
- *For areas visible to the public from sensitive viewpoints investigate eliminating night lighting of buildings and structures and block light from windows where possible considering safety requirements;*
- *Direct lighting shall be directed towards the ground and have appropriate covers to avoid fugitive light emissions; and*
- *Lighting should be sensitive to environmental conditions and automatically shut off during daylight hours.*

Visual Impact Monitoring

Monitoring of viewscape mitigation effectiveness is proposed to take the form of periodic Visual Quality audits in Years 8, 16, 25, and 30 which are described as “roughly regular intervals that are relevant to likely milestones in the reclamation and revegetation of the project” ([Section 6, Chapter 2](#), Subsection 8; and [Section 13, Chapter 19](#), Subsection 7).

Starting in Year 3, and on a three (3)-year rotation thereafter Telkwa Coal will download remote sensing data and use Geographic Information Systems (GIS) software to analyze lighting changes and determine if there are trends ([Section 13, Chapter 19](#), Subsection 7.3).

The views of the mine site are shown in [Appendix 4.1Cb](#), Chapter 12, Figure 12.5-1 to 10. An example of a viewpoint figure is shown below.



Simulations of the appearance on the mine site are shown in [Section 6, Chapter 2](#), Subsection 5.2. It is noted that the picture quality does not allow for interpretation.



NOISE AND VIBRATION

Noise Impacts

The table below shows the maximum predicted noise levels ([Section 4, Chapter 1, Table 5.2-3](#)). Noise levels are based on the Noise Modeling Report ([Appendix 4.1-A](#)). Staff note that the Noise Modeling Report is not authenticated (signed and sealed) by an engineer.

Receptor	Project Contribution		Project plus Background		PSL	
	L _d (dBA)	L _n (dBA)	L _d (dBA)	L _n (dBA)	L _d (dBA)	L _n (dBA)
Residence near Minesite and Coal Processing Plant	42.1	24.1	43.0	26.6	50	40
Residence near Rail Loadout	41.8	41.8	44.6	43.3	55	45
Residential Subdivision	30.5	2.2	45.7	42.1	50	40
Back Country Horsemen of BC Recreation Camp	47.2	30.5	47.5	31.2	50	40

Notes: dBA=A-weighted decibel; L_d= daytime noise level; L_n=nighttime noise level; L_{dn}=day-night noise level; PSL= permissible sound level

Blasting noise was not included in the above table. The application states that “This type of noise is short-term and generally has minimal effect on overall daytime and nighttime noise levels” ([Section 4, Chapter 1, Subsection 5.2.3.1](#)). Staff could find no other comments regarding an evaluation of noise impact from blasting on residents.

The tables below show the predicted noise levels from blasting based on the Noise Modeling Report ([Appendix 4.1-A](#)).

SPL (dB)	125	118	112	107	105	98	93	91
Distance (m)	250	500	1000	1500	2000	4000	6000	8000
SPL (dBA)	80	73	67	62	60	53	48	46

SBL= Sound pressure level / dB = decibel / dBA = A-weighted decibel

The residential subdivision on Aveling Coalmine Road, with approximately 40 dwelling, is over 4500 m from the open pit of the mine, and over 1500 km from the eastern quarry, where blasting occurs.

Vibration from blasting or from activity at the rail loop was not assessed as a valued component. The applicant indicated they would undertake a “qualitative review of the vibration impacts.” The nature of this assessment is not described in the application.

The application states ([Section 4, Chapter 1, Subsection 5.2.4.1](#)):

“Blasting will primarily occur at the open pit and to a lesser extent at the eastern quarry. The nearest residences are over 4 km away from the open pit and over 1.5 km from the eastern quarry. Given the BMPs and the far distances between source and receiver,

Project-related vibration effects from blasting are expected to be limited, well below perception thresholds and potential for building damage....

With the exception of one (1) potential TCL employee residence (private property owned by TCL) located within the Project Area, the nearest residences to the Rail Loop are over 500 m away. This is well beyond the recommended vibration influence area from the FCM-RAC Guidelines. Therefore, Project-related vibration effects from rail operations are expected to be limited, well below perception thresholds."

It is noted that the above statements do not consider vibration caused by blasting sound pressure waves. The Air Quality Model Report ([Appendix 4.1-B](#)) is not authenticated (signed, sealed, and dated) by an engineer.

Noise and Vibration Mitigation Measures

([Section 4, Chapter 1](#), Subsection 5.3.4 and 5.3.10)

([Section 13, Chapter 2](#), Subsection 6.5)

- *Limit Project footprint and Project Area;*
- *Blasting measures;*
 - *Use best management stemming techniques (e.g., type of material, size consistency, loading method, and thickness) that will minimize effects of noise and fugitive dust from blast patterns and assist in the complete detonation of drill holes to reduce the introduction of nitrogen species into the surrounding rock per the EMP;*
 - *Correctly time blasts to minimize effects of noise, vibration, and fugitive dust from blast patterns;*
 - *Keep blast patterns small to minimize effects of noise, vibration, and fugitive dust and to reduce the time that patterns need to sleep or wait until they are blasted which reduces the introduction of nitrogen species into the surrounding rock;*
 - *Monitor actual blast results, and implement improvements as required as per the adaptive management process to reduce effects of noise, vibration, fugitive dust and reduce the introduction of nitrogen species into the surrounding rock;*
 - *Use electronic detonators to minimize effects of noise, vibration, and fugitive dust from blast patterns and manage misfires to reduce the introduction of nitrogen into the surrounding environment; and*
 - *Use noiseless lead lines on the surface to minimize the effects of noise from blasts.*
- *Vehicle and equipment fleet selection and maintenance.*

Noise and Vibration Monitoring

([Section 13, Chapter 2](#), Subsection 7)

Telkwa Coal will monitor the noise levels (in A-weighted decibel [dBA]) generated from proposed Project activities, including blasting practices, mining activities, and rail activities

to determine if further mitigations are required. An industry standard portable instrument will be used to collect data on noise. With respect to monitoring, Tenas Coal will measure the vibrations generated from blasting practices, rail, and mining activities to determine if further mitigations, beyond the following, are required. An industry standard portable instrument will be used to collect data on vibrations.

Table 7.5.1 of the Air Quality Management Plan ([Section 13, Chapter 2](#)) contains the following noise and vibration response plan.

Activity	Normal		Alert	
	Trigger	Action	Trigger	Action
Noise Monitoring	Noise levels are below predicted noise levels provided in the EAC.	No action necessary	Measured values are 40% above Project predicted noise levels provided in this EAC.	Investigate cause of exceedance, revisit administrative and operational controls in Table 6.8-1 and the AQMP to resolve and update mitigation measures and plan as necessary and frequency of monitoring to confirm impact of changes.
Vibration Monitoring (via portable seismographs)	Vibration levels are below predicted levels provided in the EAC.	No action necessary	Measured values are 40% above Project predicted vibration levels of 0 at 75 m provided in this EAC.	Investigate cause of exceedance, revisit administrative and operational controls in Table 6.8-1 and the AQMP to resolve and update mitigation measures and plan as necessary and frequency of monitoring to confirm impact of changes.

It is noted that no train whistles will be required at the Rail Infrastructure for the arrival, departure, and loading of trains.

AIR QUALITY (DUST)

Dust Mitigation Measures

The Air Quality Management Plan ([Section 13, Chapter 2](#), Subsection 6.3.2) states that:

Most dust and other air quality emissions will be generated from vehicle use of the TAC, service, and haul roads within the Project Area. The primary mitigation measure for dust will be the use of watering systems and chemical agents to limit the generation of this dust during the Project's Construction, Operation, and Decommissioning and Reclamation phases. Additional mitigations the Project has adopted to reduce air emissions are bussing of employees and majority of contractors.

Table 6.8.1 of the Air Quality Management Plan ([Section 13, Chapter 2](#)) outlines additional mitigation measures including:

- Drop heights will be kept to a minimum when dropping material to open stockpiles and haul trucks.
- Drop chutes will be incorporated into conveyors to further reduce drop heights and dust generation.
- Conveyors will have ability to change drop height with stockpile configuration.

- Material loading/unloading at open stockpiles will be conducted on the downwind side of the pile.
- Loading of super B-train trucks and railcars will be conducted in a manner to avoid overfilling.
- Super B-train trucks will be covered during transport.
- Loaded railcars will be sprayed with a latex coating prior to departure.
- Rail Loadout operations will be governed by wind conditions with operations temporarily pausing if wind conditions require.

Table 7.5.1 of the Air Quality Management Plan ([Section 13, Chapter 2](#)) shows the response plan for dust.

Activity	Normal		Alert	
	Trigger	Action	Trigger	Action
Dust	Surface of open stockpiles is moist	No action necessary	Surface of open stockpiles is dry	Apply water and/or chemical agents.
	No visible dust at material handling points	No action necessary	Visible dust at material handling points	Apply water and/or chemical agents.
	No visible re-entrainment of road dust	No action necessary	Visible re-entrainment of road dust	Apply water and/or calcium chloride and/or other chemical agents.
	Dustfall deposition rates measured at Kerr farm are below predicted air quality concentration provided in the EAC	No action necessary	Measured values are 40% above Project predicted air quality concentrations provided in this EAC.	Investigate cause of exceedance, revisit administrative and operational controls in Table 6.8-1 and the AQMP to resolve and update mitigation measures and plan as necessary and frequency of monitoring to confirm impact of changes.

Dust Monitoring

The Air Quality Management Plan states ([Section 13, Chapter 2](#), Subsection 7.1.1) that dustfall monitoring will be conducted and dust fall canisters will be set up at various locations for laboratory analysis including the rail loadout facility.

Minesite employees and contractors will be trained to continually observe site conditions (visual monitoring) for potential dust concerns during their regular activities. If visible dust is observed at any material handling points, or if the surface material of open stockpiles is observed to be dry, additional watering will be conducted manually. If visible re-entrainment of road dust is observed, additional water or calcium chloride will be applied. This monitoring includes the TAC and Rail Infrastructure to measure the effectiveness of dust control measures. Other air quality and dust concerns will be reported to the Mine Manager to determine the appropriate course of action.

SOCIO-ECONOMIC MANAGEMENT PLAN (SEMP)

The SEMP includes a Community Engagement Program to allow for the delivery of information on project activities and a feedback mechanism to collect, track and manage feedback and concerns received from stakeholders. These processes and mechanisms are not defined. The issues raised, and commitments made in the SEMP are important as applicants are typically required to report annually to the Province regarding the community comments on the identified issues and the manner in which the issues were addressed through an adaptive management process.

The SEMP focuses almost exclusively on employee related socio-economic issues and procurement from local business. Issues which may potentially impact the broader community such as housing, air quality, visual quality, and noise and vibration are not addressed in the SEMP.

STAFF COMMENT

Preliminary Comments Provided to the EAO

Staff provided the following comments to the EAO regarding the application.

1. The Emergency Command Structure referred throughout Section 9 is not defined. Is it based on the Incident Command System (ICS), and if not why? The ICS is the standard used in BC.
2. The emergency response approach (Section 5.1.2.2) has Tenas Coal contacting provincial agencies and informing residents of evacuation requirements. This needs to be done through the RDBN and / or municipality of Telkwa as the jurisdictions having responsibility for and the authority regarding evacuations.
3. The Wildfire- Risk assessment is rated low. This doesn't correspond to the BC Wildfire Wildland Urban Interface Risk Class assessment by the BC Wildfire Service. The mine site appears to have a moderate to extreme rating.
4. The Air Quality Management Plan, and the SEMP should be amended to include processes to monitor, and respond to, public or local government concern over unacceptable residual effects associated with noise, dust or vibration. A formal process to monitor public satisfaction with mitigation efforts and respond to unacceptable residual effects through an adaptive management process needs to be outlined in the Air Quality Management Plan and the SEMP. The triggers in Section 7.5 (noise, dust or vibration above 40% of predicted value) are not adequate.
5. Mitigation measures in Section 5 Chapter 1, Section 5.3 (and the SEMP) regarding impacts on the labour market are too vague and non-specific. For example, what are the incentives to be offered for housing under Section 5.3.4.

6. Mitigation measures in Section 6 Chapter 1 Section 5.3 (and the SEMP) regarding impacts on demographics are too vague and non-specific. For example, what are the incentives to be offered for housing under Section 5.3.3.
7. The visual simulation map quality (Section 6 Chapter 2, Subsection 5.2.2 does not allow for interpretation or evaluation of impacts.
8. Please explain why 2021 Census data was not used.

The comments provided to the EAO by the Mayor of Smithers as a member of the Working Group for the project are attached.

The Public Input Process

There has been discussion at the working group meetings about the limited opportunity for the public to adequately understand and comment on the impacts associated with this project. The concerns raised are that it is challenging for the public to navigate the application documents and understand and evaluate the impacts, and there has been limited opportunity for the public to publicly discuss and comment on the application in a meaningful way (2 virtual open houses).

Application Quality, Mitigation Measures, and the SEEMP

As discussed above the application information is not as complete as it may be, and a great deal of faith is required to accept the application's assessment that there will be no significant residual environmental, economic, social, heritage, and health effects resulting from the project. Also, as discussed above, mitigation and monitoring measures are limited or are not adequate in staff's opinion.

Given the limitations of the application it is critically important that the SEMP be amended to detail a formal process to 1) monitor public and local government satisfaction with the effectiveness of mitigation efforts, and 2) identify and respond to unacceptable residual effects in all areas of potential community impact (housing, views, dust, noise, vibration, labour) through an adaptive management process. Without this type of amendment to the SEMP Telkwa Coal's response would be primarily at their discretion.

Transportation Terminal (Rail Loadout Facility) OCP Amendment and Rezoning

OCP Amendment and Rezoning Application (RZ A-01-21) for the transportation terminal and 2.13 km. rail loop connected to CN Rail's main track by a rail spur in support of the coal mine was deferred until the RDBN has had an opportunity to evaluate the application information to be submitted by Telkwa Coal Ltd. as part of their EA Certificate application.

Staff are currently reviewing the application information as it relates to the transportation terminal and will report to the Board with recommendations regarding the OCP

amendment and rezoning application this summer. It is anticipated that the manner in which the issues discussed in this report are addressed will impact the OCP amendment and rezoning process.

ATTACHMENTS

Letter dated April 18, 2019, from the RDBN to the EAO.

Letter submitted by e-mail July 2, 2022 from the Mayor of Smithers to the EAO

Tenas Project EAC Application Sections (links)

- [Section 0.0 Application Summary](#)
- [Section 4, Chapter 1 Atmospheric Environment Valued Component](#)
- [Section 5, Chapter 1 Labour Market Valued Component](#)
- [Section 6, Chapter 1 Demographics Values Component](#)
- [Section 6, Chapter 2 Visual Resources Valued Component](#)
- [Section 13, Chapter 2 Air Quality Management Plan](#)
- [Section 13, Chapter 16 Socio-Economic Management Plan](#)
- [Section 13, Chapter 19 Visual Resource Management Plan](#)
- [Appendix 4.1-A Noise Modeling Report](#)
- [Appendix 4.1-B Air Quality Model Report](#)
- [Appendix 4.1-Cb, Section 12, Tenas 2017-2019 Baseline](#)



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

April 18, 2019

ATTN: Matt Rodgers, Environmental Assessment Officer
Environmental Assessment Office

e-mailed to: Matthew.Rodgers@gov.bc.ca

RE: Proposed Valued Components (VC) and Intermediate Components (IC) for the Tenas Coal Mine Project Environmental Assessment

Thank you for the opportunity to provide comments regarding the proposed valued components and intermediate components for the Tenas Coal Mine Project. Please see the Regional District of Bulkley-Nechako Board of Director's comments below.

Applicable Government Policies and Plans: Local Government Official Community Plans (OCPs) guide land use planning and development decisions that reflect the rural community's aspirations with respect to future character, function and form of the Plan Area. There is no mention of the Smithers Telkwa Rural OCP Bylaw No. 1704, 2014 under information sources Table 1. Project facilities are located within designated areas under the Area's OCP and should be considered during the EA review.

The Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 implements the policies and objectives of the Official Community Plan. Telkwa Coal Ltd. may require appropriate rezoning/ OCP amendment, and or/ approvals from the Agricultural Land Commission to facilitate the rail load out facility.

The Project activities and facilities are located within an active agricultural area. The Regional District of Bulkley-Nechako's Agricultural Plan should also be considered under Government Policies and Plan information sources.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

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There is no mention of the RDBN Floodplain Management Bylaw in the Issues Scoping review. A mine component of notable concern is the rail loop and stockpile sites are found within a designated floodplain area under the RDBN Floodplain Management Bylaw.

The proponent should include other local government's OCPs and related policies and plans where study areas for valued components overlap. For example, OCP's and housing studies for Telkwa, and Smithers.

Light: Project activities have the potential to change/increase light pollution around the existing and proposed roadways, mine site, and rail load out facility. Light may have adverse effects on wildlife, and nearby residents. The RDBN suggest that Light should be included as a subcomponent of the Atmospheric Environment Valued Component.

Vibration: Project activities related to the rail loadout facility, haul route, and mine site will produce vibration. Two residences are 3.5 km from the mine plant and 0.5 km from the haul route. In addition, there are 29 residents found within 1 km from the rail load out facility. Increase in train traffic, and the potential for other users to use the rail loadout facility will increase vibration in the area relative to the project facilities. Vibration is a notable issue that should be monitored and mitigated during the Project's lifespan.

Aquatic Resources Study Area: The study area for Aquatic Resources should be redefined. The Regional Study area does not capture the haul route that crosses many tributaries that flow into the Bulkley River and does not capture the rail load out facility. Sedimentation generated from road and coal dust may impact nearby watercourses. RDBN suggest increasing the study area to capture all Project facilities, similar to the Fish and Fish Habitat Study Area.

Vegetation and Water Sampling and Monitoring: The proposed haul road crosses Helps Creek Watershed. Helps Creek Watershed hydrology is connected to the wetland listed in the study area that is identified as a subcomponent under the Vegetation VC. Maintaining water quality is an important function in wildlife function and biodiversity in wetland habitats. Therefore, it is suggested that Helps Creek also be monitored for water quality and quantity at the Haul Road crossing.

Vegetation: Since the Project area is found within a landscape corridor under the LRMP, and the project activities will essentially disperse animal movement, it may be worthwhile considering connectivity as a subcomponent of the Vegetation VC.

Wildlife: The significant ecosystems and wildlife values identified by the Ministry of Environment and mentioned in Schedule C of the "Smithers Telkwa Official Community Plan, 1704, 2014" (OCP) include sensitive ecosystems of Black Cottonwood, White Spruce and Moose and Mule Deer habitat. Also, the area contains a Landscape Corridor designated to "maintain connectivity

within the landscape, reduce habitat fragmentation, permit movement and dispersal of plant and animal species...”

The scoping document does not include mule deer, yet the project activities have the potential to interact with the species and its habitat. Deer are a harvested species and an integral part to the sustenance foods/ country foods important to the local community. The Regional District supports and encourages development proponents to incorporate protection and enhancement of these values in the design of development within the Plan Area (OCP Policy 4.2.2).

Study Communities: The Local Study Area seems appropriate. However, the Regional Study Area should be extended to include the District of Houston and Witsset (Moricetown), as well as rural Electoral Areas ‘A’ and a portion of Electoral Area ‘G’ to the Boundary of Houston municipality.

The Regional District of Bulkley-Nechako looks forward to working with the Environmental Assessment Office to address the above issues through the Pre-Application review process.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerry Thiessen", followed by a long horizontal line extending to the right.

Gerry Thiessen, Chair
Regional District of Bulkley-Nechako

Thank you for the opportunity to comment.

My first comments are to the BC Environmental Assessment Office on the approach to public participation. Much of this project review took place during the pandemic and so was virtual, as it had to be. We are now able to gather in person. Since the application to the EAO was filed there has been one in-person open house on Wednesday, June 1 from 4-8 pm in the Village of Telkwa and a second virtual open house the following Wednesday June 8 from 12 noon to 1:30 pm. The EAO informs me that Telkwa Coal, the proponent, can hold more public consultation if it chooses. I believe the EAO has the responsibility to ensure as many people as possible are reached.

For a lay-person in this process, reviewing the application, or parts of the application isn't an easy task. Accessing documents, working through the extensive table of contents & abbreviations, finding chapters of specific interest, and reading with an effort to understand what this proposed mine could mean is daunting. I appreciate there are many experts participating in the Working Groups and they will provide their comments too. Many of the provincial experts in the working groups live in other parts of BC meaning they may not have first-hand knowledge of the community and their hearts may not be here. This is not to disparage those involved, but to state that local knowledge coupled with the additional interest in a project in one's home town or region is desirable.

If the proposed Telkwa Coal Mine is approved it will be the largest industrial development in our community and so it bears scrutiny. A potential open pit coal mine in close proximity to the communities Telkwa and Smithers, along with the adjacent rural community naturally generates many questions and concerns.

There is of course opportunity for economic growth with such a large-scale project. If approved, there will be construction jobs and opportunities for businesses. That economic opportunity must be viewed against the environmental and social cost.

Visual Affects & Dust.

An open pit coal mine would, in my view change the environment and culture of the broader community and it is prudent to acknowledge that. The simulated imagery created by the consultants employed by Telkwa Coal Ltd. show the mine will be visible from many places in the valley. As a community in which residents are keen outdoor recreationists, the visible black open pit will present starkly different views than the those we currently enjoy. I have asked to see simulations that will also show where dust, especially coal dust is likely to lay. For many months of the year, the higher elevations are snow covered, so it is reasonable to ask what those views are could look like. I don't think this part of the visual quality report is adequate. During blasting, what will the dust plumes look like? Colour and expanse? I know air movement mapping has been done so imagery simulations should be possible. Dust control measures are proposed. Will those measures stop the movement of coal dust on vehicles from reaching businesses and homes?

Air quality

Air quality is a long-standing issue in Smithers in particular and our airshed can be described as saturated at some times of the year. The community often receives air quality alerts, urging people to avoid strenuous activity and to stay indoors. What is being added to the airshed, in terms of dust, coal dust, and emissions? How is that quantified into what is already in the airshed. Some Smithers residents currently suffer from breathing/health challenges resulting in hospitalization. This is an area of cumulative effects. What will the additional dust and emissions add to the airshed? Over past decades effort has been made to improve our air quality by phasing out bee-hive burners, reducing the number of wood stoves and improving the quality of wood stoves. The Town of Smithers has lobbied the provincial government to reduce the smoke from slash pile burning. This may seem rhetorical, but if we are planning to add pollutants to the airshed, we should discuss what we are going to remove.

Blasting and noise

Information was sought during the final working group call, on the effect of blasting noise on domestic livestock and implications for the calving season for cows. The same information is needed for wildlife, in particular Telkwa Caribou, but generally what effects blasting noise will have on wildlife, and on people who live nearby. Additionally, what will be the effect of ongoing operational noise from the mining operation, including trucking to the rail load out, on wildlife, and humans. In the application noise impact is described as not significant, though ongoing mechanical and industrial noise would seem to be disturbing or highly annoying over time.

Metal Leaching, Acid Rock Drainage.

In particular selenium, but other ML and ARD have both serious short-term and long-term effects. The long-term water treatment will extend beyond our lifetime. I understand that selenium in particular, is highly toxic to fish. The Bulkley and Telkwa Rivers and the creeks at the proposed mine site, which are tributary to the Telkwa are habitat for fish, including salmonids. The intrinsic value of fish, especially steelhead and salmon to the people who live here, coupled with the economic value of recreational and commercial angling must factor into this. These fish are of high significance to the Wet'suwet'en people, though I know the Office of the Wet'suwet'en is conducting its own review of this application.

It would be helpful for a layperson to listen to dialogue between the authors of the reports in the application and other fish biologists. This is something the EAO could facilitate – a dialogue with specialists who could make this subject area clearer. What are the anticipated long-term risks to fish (and other aquatic species) as a result of selenium and other leachates over time? What are the risks of ML and ARD over time, against the value of clean water to fish? In the Surface Water Chapter on page 10 it states the measures for certain metals including selenium. If I read this correctly, the SPO's for the all of the creeks is higher than the Water Quality

Guidelines. That is concerning. Will the level of metals in the waste become more concentrated over time?

Labour

This region (and the province and country) is experiencing a severe labour shortage. Help wanted signs are ubiquitous and many businesses have reduced hours of operations due to labour shortages. Where is Telkwa Coal targeting for the work force that it requires for construction and operations? I realize the current situation may change, but right now, it is a critical issue. It isn't only Telkwa Coal, but Artemis Gold, KSM, Red Chris, Site C, CGL pipeline, Kitimat LNG and the port expansion in Prince Rupert – the demand for labour is critical.

TCL states the mine construction phase will create about 118 FTE's and mine operation will have 145 FTE's. Where will these FTE's (contractors and direct hires) be sourced from? Identifying where the labour force will come from is important. Large industrial construction projects have the ability to draw from existing business by offering bigger wage packages. This can put increased stress on already stressed businesses, doing their best to emerge from the pandemic in a severe labour shortage. At the same time, local suppliers and contractors are likely to realize an economic benefit from the project.

Our community relies on our local businesses, who are also our local citizens. While some businesses will benefit from the opportunity presented, the fight for labour may be one they can't win when competing with a project of this scale. Some of that is witnessed now as people, including trades move to high paying industrial jobs. This is a socio-economic impact. Recently a Smithers business owner asked me, *where will we get workers from?* People who live here will still want to be able to hire an electrician or a carpenter, they will want to go out to dinner or shop in a local store. The labour shortage is critical.

Housing

Housing and accommodation are another critical issue, in very short supply here and extending throughout BC. As the housing supply diminishes, the prices rise, forcing those with limited incomes into inadequate housing or into homelessness.

In the Socio-Economic Management Plan, under permanent workforce accommodation states TCL plans to purchase and upgrade housing for its employees and to work with developers to get guaranteed rental rates. Perhaps I misunderstand this, my question is – is TCL intending to outcompete others who are seeking housing in a tight market? I do appreciate the stated intent to use locals as much as possible during construction, though that circles back to the concern about labour.

Telkwa Coal proposes to use hotels, B&B's and other short-term rentals, including RV Parks, for its workforce housing during construction. In the Socio-Economic Management Plan, it is stated that up to 35% of hotel inventory could be available to

TCL. This reduces the opportunity for the tourism industry to promote and accommodate leisure, business and meeting travel. The tourism sector was the one of the hardest hit and slowest to recover from the pandemic. Tourism businesses face a greater hurdle to find labour and housing for staff. The Tourism Industry in the Bulkley Valley - Smithers and Telkwa- were valued at \$29 million per year in 2017

(https://opportunities.rdbn.bc.ca/application/files/7215/6159/0087/RDBN_Value_of_Tourism_Report_July_2017.pdf)

In Smithers, the Town collects the Municipal and Regional District Tax on hotel room stays and has done so for decades. Any plan to reduce the stock of hotel rooms is concerning. MRDT is collected on any room in a hotel, motel or B&B in Smithers, including those listed on Airbnb. We will urge the Province and TCL to ensure the MRDT continues to be paid, should this go ahead.

Child Care

Child care is another, in what seems to be a growing list of critical shortages in our valley. I appreciate TCL notes this and intends to fund up to 2 positions, providing there is matching government funding so the 2 positions would become 4 positions. Preference is to be given to children of TCL employees with the extra capacity created. Whether this is enough to reduce the child care crunch, once the children of TCL employees have spaces will be determined over time.

Extra child care spaces are desperately needed. There are parents in the community, including professionals who cannot go to work as child care can't be secured. Any strategy to address this is welcome. An additional challenge that funding alone can't solve is local access to training. Northern Health advises that it is extremely difficult to attract Early Childhood Educators, including those with credentials for providing care for infants and toddlers. A possible solution is to provide education where people live. In February of 2021 a Child Care Study in Smithers stated 46 spaces were needed to close the gap.

Last thoughts.

Telkwa Caribou - there are few animals left in the herd and it is my opinion that it is incumbent on us collectively to do our best to stop species or sub-sets of species from slipping into extinction. There is no real way to mitigate habitat loss. It can't be created elsewhere. It is the same is for grizzly bears and fish.

Smithers is often described as a mountain town and that is part of our community culture. My questions about visual quality, air quality and dust reflect that. Compared to other large open pit coal mines, the proposed Telkwa Coal mine may be viewed as small, but it culturally, if the coal mine is approved, we will at least in part become a coal mining town.

I want to reiterate to the EAO that this process should include some way for citizens to hear directly from the provincial and federal scientists and specialists reviewing

the application, and from the scientists and specialists who prepared the application documents for TCL. This is one way where, as a lay person, I could understand which areas are of concern to those reviewing the application documents on behalf of the public and to hear the answers from the people who did the original work. This could also be an opportunity, perhaps, for residents to hear from those in the Office of the Wet'suwet'en, our neighbours in this community, who are also engaged in reviewing the application.

Gladys Atrill,
Member, EAO Telkwa Coal Working Group
Town of Smithers



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM**

To: Chair and Waste Management Committee

From: Janette Derksen, Waste Diversion Supervisor

Date: July 21, 2022

Subject: Vanderhoof Transfer Station – Electronics Pilot Program

RECOMMENDATION

- 1) That the Board approve the plan for the pilot program for Electronics Material Collection and Removal from the Vanderhoof Transfer Station.
- 2) That the Board authorize staff to initiate the contract negotiations with SD91 based on the terms and conditions of the draft contract provided.

BACKGROUND

In March 2022, staff brought forward the concept of the “one-stop-shop” at the RDBN transfer stations by incorporating additional Extended Producer Responsibility (EPR) Programs, to increase waste diversion and recycling. It was identified that some EPR programs were already being hosted by local, privately-owned Bottle Depots and, should the RDBN host the same programs, it could affect the revenue for the Bottle Depots. The program with the greatest financial impact to Bottle Depots, if shared with another entity is electronics recycling. With this impact in mind, three options were provided for consideration. The Committee chose to move forward with Option B (Waste Management Committee memo – March 17, 2022):

OPTIONS B - Establish collection points at RDBN Transfer Stations for EPR programs currently managed by the Bottle Depots, who would receive the revenue through the steward. The goal would be to try and minimize RDBN staff time used for this and have robust agreements with the Bottle Depots for servicing the on-site program.

The Committee approved to focus on a pilot program for the Vanderhoof Transfer Station by establishing an agreement with the local bottle depot operated by School District 91 (SD91). It was agreed that this location had the greatest need for diverting electronics and SD91 was in favour of having the opportunity to work with the RDBN in some way to divert more waste from the landfills.

Staff have drafted a contract agreement with general terms and conditions, and a description of the service. Once a contract agreement is finalized and accepted by SD91, this would initiate a pilot program for more electronics diversion in their area. This program would be a continuation of the current contractual agreement that SD91 has with the Steward (EPRA) for their electronics recycling program, except having a secondary collection location at the Vanderhoof Transfer Station and Recycling Depot. EPRA would not advertise on their website that the Vanderhoof Transfer Station be a collection location as it would not hold the contract for that material.

Vanderhoof Transfer Station-
Electronics Pilot Program
July 21, 2022



CONTRACT REVIEW

Attached is the Draft contract agreement for review. Staff will receive feedback and adjust the contract for more clarity if needed before presenting to SD91.

CLOSURE

Staff has drafted a contract agreement for the Vanderhoof Bottle Depot (SD91) to make clear that the RDBN can provide a small amount of space and minimal labour for the collection of electronics for the Vanderhoof Bottle Depot and that SD91 will be responsible for all other resources needed to fulfil the agreement.

Respectfully Submitted,

Janette Derksen
Waste Diversion Supervisor

Attachments:

Draft Contract - Electronic Collection and Removal Agreement 2022

**Regional District of Bulkley-Nechako
Electronic Material Collection & Removal
CONTRACT AGREEMENT**

THIS CONTRACT made this _____ day of _____, 20

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO,
P.O. Box 820, 37 3rd Avenue,
Burns Lake, British Columbia, V0J 1E0

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND:

(hereinafter called the “Contractor”)

OF THE SECOND PART

WITNESSES that in consideration of the mutual covenants and conditions contained in this Agreement, the parties to this Agreement agree with each other as follows:

1. Definition of Terms

“Collection Vehicle” refers to the vehicle which is utilized to haul recyclable material or waste from the Vanderhoof Transfer Station to the Nechako Valley Bottle Depot.

“Contract” means this Contract and all specifications, addenda, and schedules.

“Contractor” means the company or individual that has secured the rights to carry out the service agreement for the Nechako Valley Secondary School.

“Day” means a calendar day.

“Director” means the director of the RDBN Environmental Services Department.

“Holidays” includes the following: New Year’s Day, Good Friday, Victoria Day, British Columbia Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.

“Owner” means the Regional District of Bulkley-Nechako.

“Non-Program Material” means recyclable material that is not related to or accepted in the Electronics Program.

“Recyclable material” means Electronics program material.

“Regional District” means the Regional District of Bulkley-Nechako.

“Transfer Station” means the Vanderhoof Transfer Station.

“Waste” means garbage, refuse, and all rubbish-like materials that are taken to the Landfill for disposal.

“Work” or “Works” means and includes anything, and everything as specified in the Contract documents required to be done for the fulfillment and completion of the Contract as described in Schedule “B” of this Contract.

2. Purpose of the Contract

It is the purpose of this Contract to have the Contractor service the Vanderhoof Transfer Station as part of a Pilot Program, which will see a drop-off location for electronics recycling be established at the Transfer Station as part of the existing electronics program currently operated by the Nechako Valley Bottle Depot.

3. Scope of Contract

- (a) The Contractor shall provide all necessary materials, labour, perform all Work and do all else necessary for removing the collected program material.
- (c) The Contract shall cover the Vanderhoof Transfer Station as described in Schedule “A” forming part of this Contract.
- (d) The description of the Work shall form part of this Contract as Schedule “B”.

4. Local Conditions

The Contractor shall, collect and remove from the site, by any means, to satisfy the RDBN with respect to the local conditions to be encountered and the quantities, quality, and practicability of the Work and of its methods of procedure. No verbal agreement or conversation with any officer, agent, or employee of the Regional District either before or after the execution of the Contract shall affect or modify any of the terms or obligations contained in the Contract without a written amendment approved by the Director or designate.

5. Term

The Contractor shall commence to actively proceed with the Work of the Contract on the ___ day of _____, 2022 and shall proceed to carry out the Work under this Contract until the 31st day of December, 2022 to be re-evaluated for future agreements.

6. Regional District Representative

- (a) The Waste Diversion Supervisor of the Regional District is the Regional District’s representative during the period of service and will observe the Work in progress

on behalf of the Regional District for the purpose of ensuring that the Contractor maintains the Collection Site at the transfer station in a satisfactory condition and for ensuring that the Work is satisfactorily carried out as per the contract. The Director of Environmental Services supersedes as a representative of the RDBN should they be absent.

- (b) The Waste Diversion Supervisor has the authority to:
 - (i) contact the contractor when observations of the Work is noted to be lacking in accordance with the provisions of this Contract; and,
 - (ii) to give such reasonable directions to the Contractor as they consider necessary or advisable to ensure the proper execution of the Work in accordance with the provisions of the Contract.
 - (iii) Recommend to the RDBN, termination of the contract if excessive time is spent working towards proper execution of the Work in accordance with the provisions of the Contract.
- (c) The Contractor shall immediately obey all orders of the Waste Diversion Supervisor relating to the conduct of the Work.
- (d) Without limiting subsection (a),
 - (i) The Waste Diversion Supervisor may designate another person to act on his/her behalf;
 - (ii) The authority also be exercised by the Chief Administrative Officer of the Regional District or the Director of Environmental Services.

7. Payment

- a) No payment will be made to the contractor for any service provided in the context of this contract.
- b) No payment will be made to the RDBN for any revenue received from the program materials received.
- c) No request for payment of service will made by either party.

8. Regional District's Right to Correct Deficiencies

- (a) Upon failure of the Contractor to perform the Work in accordance with the Contract, and after written notice to the Contractor or without notice for an emergency or a danger to the Work or public existence, the Regional District may, without prejudice to any other remedy it may have, carry out any or all work necessary to correct a default and/or deficiency.
- (b) To ensure the faithful execution and proper fulfilment of this Contract, the Contractor shall provide to the Regional District a letter acknowledging any deficiencies related to the scope of the contract.

9. Payment of Sub-Contractors

Where a subcontractor or a supplier of material is hired to carry out the agreement, the Contractor will carry all financial burdens created by the sub-contractors. Written notice will be provided to the RDBN acknowledging the change.

10. Employer Responsibilities

The Contractor shall be solely responsible for all Workers' Compensation, Employment Insurance, Canada Pension, Income Tax and any other assessments levied by federal, provincial or municipal governments or any agency.

11. Equipment

The operation and maintenance of any equipment whatsoever used, rented, leased, or owned by the Contractor in its business and for the effective carrying-out of this Contract will be the sole responsibility of the Contractor.

12. Permit and Regulations

The Contractor shall, at its own expense, procure all permits, certificates and licenses required by law for the execution of the Work under the Steward for the program.

13. Indemnity and Release by Contractor

The Contractor shall indemnify and save harmless the Regional District from and against all losses incurred by the Regional District, including legal fees and disbursements, arising out of all claims, demands, payments, suits, actions, fines, cost penalties and liabilities of every nature and description brought, recovered or alleged against the Regional District by reason of or in any way connected with any act or omission of the Contractor, its agents, employees or sub-contractors in the execution of the Work or arising from or connected with a breach of this Contract.

14. Liability Insurance

The Contractor will buy and keep in force at his expense until completion of the Contract Personal Injury and Property Damage Liability Insurance. Such insurance will be in the name of the Contractor and the Owner and will include a Cross Liability or Severability of Interest clause. Such insurance will be in a form, and with an insurer acceptable to the RDBN. Both Personal Injury and Property Damage sections are to provide coverage on an "Occurrence Basis."

The term "Personal Injury" will include:

- (a) Bodily injury, sickness or death resulting therefrom.
- (b) Libel, slander or defamation of character.
- (c) Malicious prosecution.
- (d) Invasion of privacy or wrongful entry.

Such insurance will be for the following minimum limits:

Personal Injury and Property Damage - \$5,000,000 (five million dollars) inclusive.

15. Automobile Insurance

The Contractor will buy and keep in force at his expense until all conditions of the Contract have been fully complied with, a standard automobile policy covering all licensed vehicles owned by him, registered in his name, or leased to him, such insurance will include Liability Insurance for the following minimum limits:

Bodily Injury and Property Damage - \$5,000,000 (five million dollars) inclusive.

The Contractor shall provide proof of such insurance on any collection vehicle used to service the transfer station.

16. Assignment of Contract

The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the Contract or any portions of the Contract or its right, title or interest in the Contract, or its obligations under the Contract without the written consent of the Regional District.

17. Changes in the Work

The Regional District, without invalidating the Contract, may make changes by altering, adding or deducting from the Work. The Contractor shall proceed with the Work as changed and the Work shall be executed under the provisions of this Contract. No changes shall be undertaken by the Contractor without written order of the Waste Diversion Supervisor or Designate, except in an emergency endangering life or property and no claims for additional compensation shall be valid unless the change was so ordered.

18. Termination of the Contract

- (a) The Regional District may terminate the Contractor's right to continue with the work if the Contractor at any time closes or sells their business, and such termination shall be effective upon notice from the Regional District to the Contractor.
- (b) Without limiting the generality of the foregoing, the Regional District may terminate the Contractor's right to continue with the Work if the Regional District considers that the Contractor:
 - (i) has failed to commence Work;
 - (ii) has failed or is failing to use diligence or has failed to comply with the instructions of the Waste Diversion Supervisor exercising the agreement within the contract;
 - (iii) for any reason, including strike, lockout or other labour dispute, the Contractor has failed or is failing to supply enough competent workers,

equipment, management, materials, or suitable equipment or place of business to ensure the completion of the work in the time specified in the Contract documents;

- (iv) the Contractor has become in any way unable to carry on the Work or any part of the Work;
 - (v) the Contractor has committed any other breach of the Contract.
- (c) The Regional District may terminate the Contractor's right to continue the Work at any time if the labour requirements of RDBN staff is excessive to facilitate the Work or accommodate Contractor deficiencies.

19. Contractor's Right to Terminate

- a) It is understood and agreed by and between the parties to this Contract that in the event that the Regional District decides to alter the form of collection at the transfer station the contractor will not be held responsible for maintaining the service should the contractor feel that they can no longer service as agreed.
- b) an Order from another public authority, other than the Regional District, causes the Work to be stopped or suspended when the period of stoppage or suspension exceeds thirty (30) days and when such stoppage or suspension occurs through no act or fault of the Contractor, its agents, servants, employees or sub-contractors. The Regional District shall not be liable for any loss of profits, expenses incurred by the Contractor as a result of such stoppage or suspension.
- c) The Contractor is unable to provide the scope of work outlined in Schedule 'B' of this contract at anytime within the term of the service agreement.

Such termination shall be effective upon the Contractor giving written notice of the termination to the Regional District.

20. Freedom of Information and Protection of Privacy Act

This Contract, and all documents submitted to the Regional District by the Contractor, as well as any resultant studies and documents received by the Regional District, are under the control of the Regional District and as such are subject to the *Freedom of Information and Protection of Privacy Act*. The Contractor shall specify which, if any, information supplied to the Regional District is being supplied in confidence.

IN WITNESS WHEREOF the parties hereto have executed this Contract on the day and year first above written by their officers or persons duly authorized to execute on their behalf.

The Corporate Seal of the **REGIONAL DISTRICT OF BULKLEY-NECHAKO** was hereto affixed in the presence of its duly authorized signatories.

Chair) "seal"

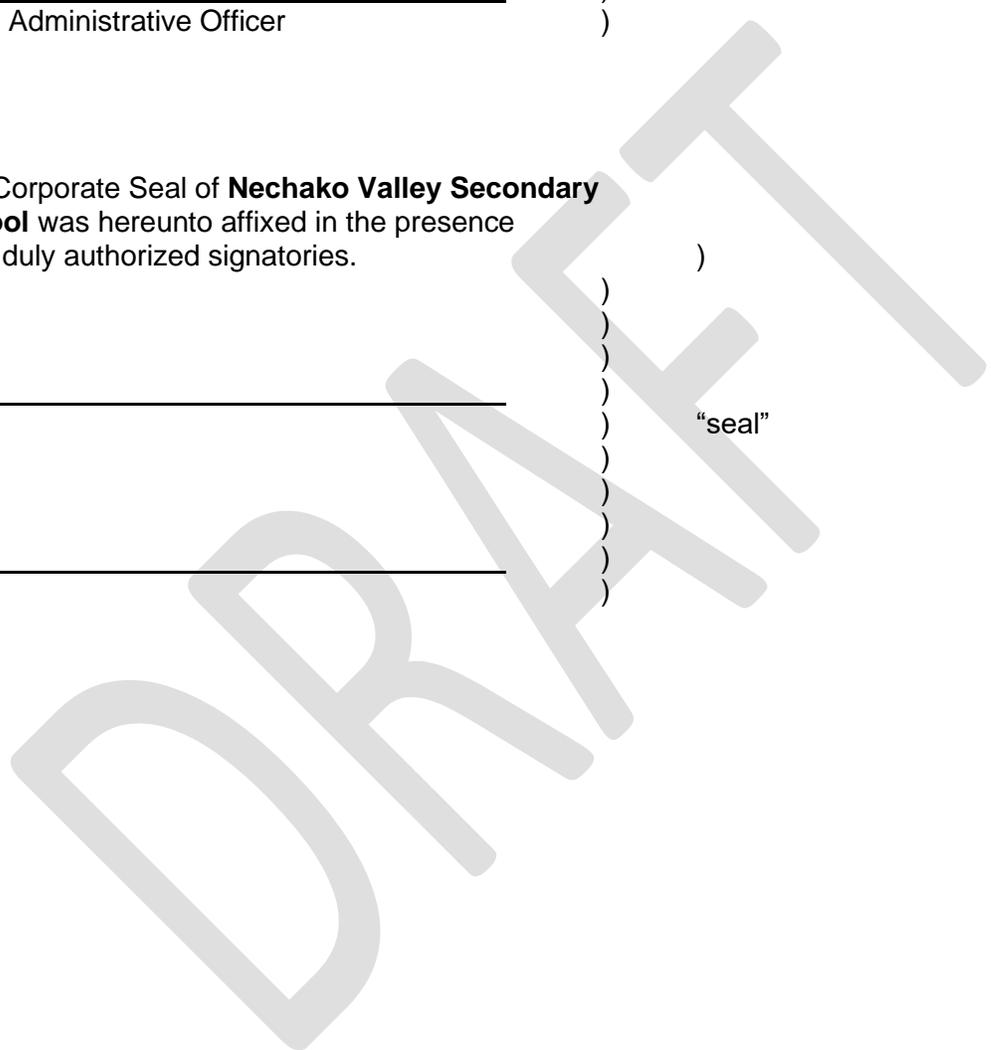
Chief Administrative Officer)

The Corporate Seal of **Nechako Valley Secondary School** was hereunto affixed in the presence of its duly authorized signatories.

_____)

_____)

"seal"



SCHEDULE "A"**FACILITY DESCRIPTIONS****Collection Site****LEGAL DESCRIPTION**

Vanderhoof Transfer Station

The north ½ of the Northern ¼ of the Southwest ¼ of Section 3, Township 11, Range 5, CD. Lot A Plan PRP47173.

PROPERTY LOCATION

The Vanderhoof Transfer Station is located approximately .1km east of Vanderhoof, off the Yellowhead Highway 16 at 650 Dump Road.

DRAFT

SCHEDULE "B"**DESCRIPTION OF WORK****1. General Scope Conditions**

- 1.1 The RDBN will provide a public drop-off location at the Transfer Station for the collection of electronics recycling material. The location will accommodate a maximum of 2 pallets or supersacks for this purpose.
- 1.1 No stockpiling of materials will be permitted in excess of the two (2) Pallets or super sacs actively collecting materials.
- 1.2 The Nechako Valley Secondary School's Bottle Depot staff or representative will be expected to come and pick up all EPRA (Electronic Products Recycling Association &/or Return-It) recyclable material from the designated drop off location at the Vanderhoof Transfer Station.

2. Contractor Responsibilities

- 2.1 The Contractor will pick up collected materials within 2 Business Days in response to the "call-for-pickup" from the Transfer Station Staff. A "call-for-pick up" will be made when one or both of the collection pallets/super sacks are full. The contractor may also choose to pick up collected material on a regular schedule but must still be available for "call-for-pick up".
- 2.2 The Contractor will either empty or remove entirely the full collection containers. Any collection containers (pallets/super sacks) removed will be replaced at the same time.
- 2.3 All supplies and materials needed to collect and transport collected materials must be supplied by the EPRA or designated Bottle Depot (Nechako Valley Bottle Depot).
- 2.4 The Contractor shall be responsible for supply of all equipment and materials required for operation to service the program.
- 2.5 The Contractor shall provide contact information to site staff for communication purposed for pick up requests and updates. Information and updates will be provided within hours of operations.
- 2.6 Contractor will provide site signage for the program and is responsible for any additional advertising.
- 2.7 Contractor will Provide monthly summaries of the volumes collected from the Transfer Station as well as the Volumes collection at the Bottle Depot location. This data will be used to evaluate the success of the pilot program in regard to the waste diversion program.

3. Transfer Station Attendant Responsibilities

- 3.1 The Transfer Station Attendants will encourage the public to utilize the collection location at the Transfer Station and the Bottle Depot equally.
- 3.2 Transfer Station attendants will actively remove and relocate electronics from the re-use shed and tip floor (where applicable) to the sites collection location.
- 3.3 The Transfer Stations Attendants will maintain the volume of collected material to supplied program collection containers.

4. Hours of Operation

4.1 The Contractor shall service the Vanderhoof Transfer Station site during public opening hours from 8:00 a.m. to 6:00 p.m. on Monday through Friday and 10:00 am to 6:00 pm Saturday and Sunday.

DRAFT



**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
MEMORANDUM

To: Chair and the Board of Directors

From: Alex Eriksen, Director of Environmental Services

Date: July 21, 2022

Subject: Area 'D' Transfer Station: Proposed new hours of operation

RECOMMENDATION

1. That the Board approve opening the Area 'D' Transfer Station on Thursdays and approve reducing the weekday hours to 10:00am to 6:00pm for zero (0) additional man-hours per week.

BACKGROUND

The Environmental Services (ES) department is primarily responsible for delivering waste management services to the residents and business in the RDBN and the operation of the Transfer Stations and Recycling Depots play an integral role in delivering this service.

In March 2022, the Board approved increases to the Environmental Services Wage budget to improve the continuity and capacity of the Department which included, among other items, opening the Area 'D' Transfer Station on Thursdays.

AREA D TRANSFER STATION

The Area 'D' Transfer Station is currently open 6 days per week, and it frequently experiences illegal dumping outside the gate on Thursdays (closed) and it is the primary complaint received from Fraser Lake residents.

Staff evaluated the unique conditions and needs of the Fraser Lake area and discussed several potential scenarios with the municipal and rural Directors. The following table summarizes the current and proposed hours of operations for the Area 'D' Transfer Station:

Area 'D' Recycling Depot Hours of Operation (no additional staffing required at this time)																
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Weekly Hours	Additional staff hours
	from	to	from	to	from	to	from	to	from	to	from	to	from	to		
Current TS	8am	6pm	8am	6pm	8am	6pm	closed		8am	6pm	10am	6pm	10am	6pm	56	
Proposed TS	9am	5pm	9am	5pm	9am	5pm	9am	5pm	9am	5pm	9am	5pm	9am	5pm	56	0

The scenario proposed above is 10 fewer hours than proposed and approved at the March 2022 Budget meeting, however staff is confident that this scenario will be more suitable at this site and provide the required service. Staff recommends that the Board approve the above proposed hours of operation.



CLOSURE

Opening the Area 'D' Transfer Station on Thursdays will provide 7-day service to the Fraser Lake and Area residents. The reduction in daily hours will continue to provide acceptable waste services with minimal impact to the users.

Respectfully Submitted,

Alex Eriksen
Director of Environmental Services

Attachments: None



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM**

To: Chair Thiessen and Board of Directors
 From: Alex Eriksen, Environmental Services
 Date: July 21, 2022
 Subject: Proposed Site Name Changes

RECOMMENDATION

- 1) Direction/Receive.

BACKGROUND

Staff have been working on continuity within the Environmental Services Department and its operations and would like to officially introduce a concept to the Board of changing the names of 2 of our current sites to better reflect what the RDBN has already. It has been recognized various times when undergoing planning, application processes and public consultation that it is confusing when the Knockholt Landfill is referred to as a "Transfer Station" or that the Area 'D' Transfer Station refers to the transfer station in Fraser Lake. The Environmental Services Department is wishing to change the names to be more descriptive for both internal efficiency and public clarity, as follows:

Proposed Name Changes

Area 'D' Transfer Station to: **Fraser Lake Transfer Station**

Justification:

- all of the RDBN's transfer stations are named after the member municipality that it services, except for Fraser Lake and Houston. Eg. Vanderhoof Transfer Station, Granisle Transfer Station
- the public does generally understand the electoral areas as geographical reference
- Online reference and searches. Eg. Google search for Fraser Lake transfer station or already dump brings you to a Fraser Lake (Area 'D') Transfer Station
- The new region-wide sign program (to be completed in 2022) will include a new site entrance sign with the site names. Changing the name prior to creating the signs is beneficial.

Knockholt Landfill & Transfer Station to: **1) Knockholt Landfill**
2) Houston Transfer Station & Recycling Depot

Justification:

- Landfills and Transfer Stations are operationally very different. Landfills are primarily for commercial use and Transfer Stations are primarily residential.
 - A Recycling Depot will be added to the Transfer Station which will require a name change once established in the near future regardless.
 - The site is both a Landfill and a Transfer Station whereas if the public is looking for the residential garbage disposal, recycling, and reusable items they are aware to look for the regional transfer stations.
 - Landfills are conventionally given a unique name with reference to a nearby landmark or historic event.
-



-
- Transfer Stations are conventionally given names that reflect an address.
 - Online reference and searches. Eg. Google search for the Houston Transfer Station doesn't bring up anything in the area.
 - The new region-wide sign program (to be completed in 2022) will include a new site entrance sign with the site names. Changing the name prior to creating the signs is beneficial.
 - If the Houston Transfer Station is relocated away from the landfill site (ie. closer to Houston) then the name would already be descriptive.

CLOSURE

Changing the names of the Knockholt Landfill & Transfer Station and Area 'D' Transfer Station to better reflect the site activity and towns they service will create consistency throughout the RDBN with little to no impact to the operations. Descriptive names will create clarity for the public and efficiency for administration and compliance. Staff would ensure that the name changes were made legally and made consistent within contracts, permits and other relevant documentation.

Respectfully Submitted,

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 21, 2022
Subject: Alternative Approval Process – Recreation Contribution Service Establishment
Bylaw Nos. 1976, 1977, 1978, and 1979

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

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

BACKGROUND

The Board gave first, second, and third readings to Bylaws 1976, 1977, 1978, and 1979 at its May 26, 2022 Board meeting and endorsed the Alternative Approval Process as the method to obtain the assent of electors for the establishment of the bylaws. Electoral Area Directors and participating municipalities have consented to the adoption of the bylaws in writing and the Ministry of Municipal Affairs has approved the bylaws. The RDBN may now proceed with the Alternative Approval Process.

Determination of Number of Eligible Electors

The *Community Charter* requires the Regional District to make a fair determination of the number of eligible electors of the area to which the AAP applies to form the basis of the 10% threshold. For the purpose of this AAP, data was derived from both the 2016 and 2021 Census as follows:

	Area A	Area B	Area C	Area E	Area G
Population 2021	5,587	1,706	1,266	1,512	836
Under 18 years (2021)	1,365	330	200	310	140
Not Canadian Citizens (2016)	175	85	35	130	10
Total	4,047	1,291	1031	1,072	686
10% Threshold	405	129	103	107	69

ATTACHMENTS:

Bylaws 1976, 1977, 1978, 1979

Elector Response Forms



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA A RECREATION CONTRIBUTION SERVICE ESTABLISHMENT BYLAW NO. 1976, 2022

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Area A.

WHEREAS a Regional District may, pursuant to the *Local Government Act*, operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area A;

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Areas A and the Town of Smithers a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Area A and the Town of Smithers.

Boundaries

2. The boundaries of the service area shall be all of Electoral Area A and the Town of Smithers.

Participating Areas

3. The participating areas are Electoral Area A and the Town of Smithers.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:
 - a. Property value taxes imposed in accordance with Division 3, Part 11 of the

Local Government Act

- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

Tax Base for Property Value Taxes

- 5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
- 6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

- 7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

- 8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

- 9. This Bylaw may be cited as "Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1976.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of June, 2022

ASSENT OF ELECTORS OBTAINED this day of , 2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREAS B AND E RECREATION CONTRIBUTION SERVICE ESTABLISHMENT BYLAW NO. 1977, 2022

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Areas B and E.

WHEREAS a Regional District may, pursuant to the *Local Government Act*, operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Areas B and E;

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Areas B and E, and the Village of Burns Lake a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Areas B and E and the Village of Burns Lake.

Boundaries

2. The boundaries of the service area shall be all of Electoral Areas B and E, and the Village of Burns Lake.

Participating Areas

3. The participating areas are Electoral Areas B and E, and the Village of Burns Lake.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:
 - a. Property value taxes imposed in accordance with Division 3, Part 11 of the

Local Government Act

- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

Tax Base for Property Value Taxes

- 5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
- 6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

- 7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

- 8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

- 9. This Bylaw may be cited as "Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1977.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of June, 2022

ASSENT OF ELECTORS OBTAINED this day of , 2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

**ELECTORAL AREA C RECREATION CONTRIBUTION SERVICE ESTABLISHMENT
BYLAW NO. 1978, 2022**

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Area C.

WHEREAS a Regional District may, pursuant to the *Local Government Act*, operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area C;

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Area C, and the District of Fort St. James a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Area C and the District of Fort St. James.

Boundaries

2. The boundaries of the service area shall be all of Electoral Area C and the District of Fort St. James.

Participating Areas

3. The participating areas are Electoral Area C and the District of Fort St. James.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:
 - a. Property value taxes imposed in accordance with Division 3, Part 11 of the

Local Government Act

- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

Tax Base for Property Value Taxes

- 5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
- 6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

- 7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

- 8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

- 9. This Bylaw may be cited as "Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1978.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of June, 2022

ASSENT OF ELECTORS OBTAINED this day of , 2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA G RECREATION CONTRIBUTION SERVICE ESTABLISHMENT BYLAW NO. 1979, 2022

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Area G.

WHEREAS a Regional District may, pursuant to the *Local Government Act*, operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area G;

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Area G, the District of Houston, and the Village of Granisle a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Area G, the District of Houston, and the Village of Granisle.

Boundaries

2. The boundaries of the service area shall be all of Electoral Area G, the District of Houston and the Village of Granisle.

Participating Areas

3. The participating areas are Electoral Area G, the District of Houston, and the Village of Granisle.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:

- a. Property value taxes imposed in accordance with Division 3, Part 11 of the *Local Government Act*
- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

Tax Base for Property Value Taxes

5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

9. This Bylaw may be cited as "Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1979.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of June, 2022

ASSENT OF ELECTORS OBTAINED this day of , 2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ALTERNATIVE APPROVAL PROCESS

ELECTOR RESPONSE FORM

Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022

As an elector of Electoral Area A (Smithers/Telkwa Rural) of the Regional District of Bulkley-Nechako, I am **OPPOSED** to the adoption of "Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022" which establishes a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area A.

I CERTIFY THAT I MEET THE FOLLOWING REQUIREMENTS:

- 18 years of age or older;
- Canadian citizen;
- resident of BC for at least 6 months immediately before signing this Elector Response Form;
- resident of OR registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days immediately prior to signing this Elector Response Form; and
- not otherwise disqualified by law from voting.

FULL NAME OF ELECTOR:

_____ (Please Print Full Name)

ELECTOR'S RESIDENTIAL ADDRESS:

_____ (State Full Civic Address)

SIGNATURE OF ELECTOR:

DATE:

To be completed by Non-Resident Property Electors Only

I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

- ❖ A person must not sign more than one elector response form in relation to the same Alternative Approval Process.
- ❖ A person may only submit one elector response form, regardless of the number of properties owned.

Unless Alternative Approval Electoral Response Forms petitioning against the adoption of this bylaw have been received from 10% (405) of the eligible electors within Electoral Area A, Bylaw No. 1976 will be deemed to have received approval of the electors.

The deadline for submitting this elector response form is **4:30 p.m. on Monday, September 12, 2022.**

The address for submission by mail or in person is:

Regional District of Bulkley-Nechako
Director of Corporate Services
Box 820, 37, 3rd Avenue
Burns Lake, B.C., V0J 1E0

Postmarks WILL NOT be accepted as the date of submission, ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Forms may not be returned by fax or email.

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

Resident Electors:

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a resident of the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

Non-resident property electors:

- not entitled to register as a resident elector in the Regional District of Bulkley-Nechako;
- age 18 or older;
- a Canadian Citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

****If there is more than one registered owner of the property, only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector in relation to one parcel of real property in a jurisdiction. A consent form may be obtained by contacting the Regional District of Bulkley-Nechako or at www.rdbn.bc.ca.**

****Properties registered in company/corporation names do not qualify under the *Local Government Act* to vote.**

Copies of this form may be utilized, provided that only Elector Response Forms with original signatures are submitted. Forms may also be obtained by contacting the Regional District of Bulkley-Nechako at 1-800-320-3339 or at www.rdbn.bc.ca.

INSTRUCTIONS

OPPOSED – If you are opposed to the adoption of "Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022" you can sign and submit an elector response form if you qualify as elector of the participating service area. All elector response forms **must** be received in the office of the RDBN no later than the deadline of **4:30 p.m. on Monday, September 12, 2022.** If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

NOT OPPOSED – If you are not opposed, you need to do nothing.

A copy of the bylaw, a staff report summarizing this initiative and elector response forms are available on the RDBN website at www.rdbn.bc.ca and at the RDBN office (37, 3rd Avenue, Burns Lake, BC) Monday to Friday from 8:30 a.m. to 4:30 p.m., excluding statutory holidays.

For further information contact: Cheryl Anderson, Director of Corporate Services or Wendy Wainwright, Deputy Director of Corporate Services at (250) 692-3195 or 1-800-320-3339.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ALTERNATIVE APPROVAL PROCESS

ELECTOR RESPONSE FORM

Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022

As an elector of Electoral Area B (Burns Lake Rural) or E (Francois/Ootsa Lake Rural) of the Regional District of Bulkley-Nechako, I am **OPPOSED** to the adoption of "Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022" which establishes a service for the purpose of contributing financially to organizations providing recreation services within Electoral Areas B and E.

I CERTIFY THAT I MEET THE FOLLOWING REQUIREMENTS:

- 18 years of age or older;
- Canadian citizen;
- resident of BC for at least 6 months immediately before signing this Elector Response Form;
- resident of OR registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days immediately prior to signing this Elector Response Form; and
- not otherwise disqualified by law from voting.

FULL NAME OF ELECTOR:

_____ (Please Print Full Name)

ELECTOR'S RESIDENTIAL ADDRESS:

_____ (State Full Civic Address)

SIGNATURE OF ELECTOR:

DATE:

To be completed by Non-Resident Property Electors Only

I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

- ❖ A person must not sign more than one elector response form in relation to the same Alternative Approval Process.
- ❖ A person may only submit one elector response form, regardless of the number of properties owned.

Unless Alternative Approval Electoral Response Forms petitioning against the adoption of this bylaw have been received from 10% (236) of the eligible electors within Electoral Areas B and E, Bylaw No. 1977 will be deemed to have received approval of the electors.

The deadline for submitting this elector response form is **4:30 p.m. on Monday, September 12, 2022.**

The address for submission by mail or in person is:

Regional District of Bulkley-Nechako
Director of Corporate Services
Box 820, 37, 3rd Avenue
Burns Lake, B.C., V0J 1E0

Postmarks WILL NOT be accepted as the date of submission, ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Forms may not be returned by fax or email.

Resident Electors:

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a resident of the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

Non-resident property electors:

- not entitled to register as a resident elector in the Regional District of Bulkley-Nechako;
- age 18 or older;
- a Canadian Citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

****If there is more than one registered owner of the property, only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector in relation to one parcel of real property in a jurisdiction. A consent form may be obtained by contacting the Regional District of Bulkley-Nechako or at www.rdbn.bc.ca.**

****Properties registered in company/corporation names do not qualify under the *Local Government Act* to vote.**

Copies of this form may be utilized, provided that only Elector Response Forms with original signatures are submitted. Forms may also be obtained by contacting the Regional District of Bulkley-Nechako at 1-800-320-3339 or at www.rdbn.bc.ca.

INSTRUCTIONS

OPPOSED – If you are opposed to the adoption of "Electoral Areas Band E Recreation Contribution Service Establishment Bylaw No. 1976, 2022" you can sign and submit an elector Response form if you qualify as elector of the participating service area. All elector response forms **must** be received in the office of the RDBN no later than the deadline of **4:30 p.m. on Monday, September 12, 2022**. If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

NOT OPPOSED – If you are not opposed, you need to do nothing.

A copy of the bylaw, a staff report summarizing this initiative and elector response forms are available on the RDBN website at www.rdbn.bc.ca and at the RDBN office (37, 3rd Avenue, Burns Lake, BC) Monday to Friday from 8:30 a.m. to 4:30 p.m., excluding statutory holidays.

For further information contact: Cheryl Anderson, Director of Corporate Services or Wendy Wainwright, Deputy Director of Corporate Services at (250) 692-3195 or 1-800-320-3339.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ALTERNATIVE APPROVAL PROCESS

ELECTOR RESPONSE FORM

Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022

As an elector of Electoral Area A (Smithers/Telkwa Rural) of the Regional District of Bulkley-Nechako, I am **OPPOSED** to the adoption of "Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022" which establishes a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area C.

I CERTIFY THAT I MEET THE FOLLOWING REQUIREMENTS:

- 18 years of age or older;
- Canadian citizen;
- resident of BC for at least 6 months immediately before signing this Elector Response Form;
- resident of OR registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days immediately prior to signing this Elector Response Form; and
- not otherwise disqualified by law from voting.

FULL NAME OF ELECTOR:

_____ (Please Print Full Name)

ELECTOR'S RESIDENTIAL ADDRESS:

_____ (State Full Civic Address)

SIGNATURE OF ELECTOR:

DATE:

To be completed by Non-Resident Property Electors Only

I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

- ❖ A person must not sign more than one elector response form in relation to the same Alternative Approval Process.
- ❖ A person may only submit one elector response form, regardless of the number of properties owned.

Unless Alternative Approval Electoral Response Forms petitioning against the adoption of this bylaw have been received from 10% (103) of the eligible electors within Electoral Area C, Bylaw No. 1978 will be deemed to have received approval of the electors.

The deadline for submitting this elector response form is **4:30 p.m. on Monday, September 12, 2022.**

The address for submission by mail or in person is:

Regional District of Bulkley-Nechako
Director of Corporate Services
Box 820, 37, 3rd Avenue
Burns Lake, B.C., V0J 1E0

Postmarks WILL NOT be accepted as the date of submission, ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Forms may not be returned by fax or email.

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

Resident Electors:

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a resident of the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

Non-resident property electors:

- not entitled to register as a resident elector in the Regional District of Bulkley-Nechako;
- age 18 or older;
- a Canadian Citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

****If there is more than one registered owner of the property, only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector in relation to one parcel of real property in a jurisdiction. A consent form may be obtained by contacting the Regional District of Bulkley-Nechako or at www.rdbn.bc.ca.**

****Properties registered in company/corporation names do not qualify under the *Local Government Act* to vote.**

Copies of this form may be utilized, provided that only Elector Response Forms with original signatures are submitted. Forms may also be obtained by contacting the Regional District of Bulkley-Nechako at 1-800-320-3339 or at www.rdbn.bc.ca.

INSTRUCTIONS

OPPOSED – If you are opposed to the adoption of "Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022" you can sign and submit an elector response form if you qualify as elector of the participating service area. All elector response forms **must** be received in the office of the RDBN no later than the deadline of **4:30 p.m. on Monday, September 12, 2022.** If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

NOT OPPOSED – If you are not opposed, you need to do nothing.

A copy of the bylaw, a staff report summarizing this initiative and elector response forms are available on the RDBN website at www.rdbn.bc.ca and at the RDBN office (37, 3rd Avenue, Burns Lake, BC) Monday to Friday from 8:30 a.m. to 4:30 p.m., excluding statutory holidays.

For further information contact: Cheryl Anderson, Director of Corporate Services or Wendy Wainwright, Deputy Director of Corporate Services at (250) 692-3195 or 1-800-320-3339.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ALTERNATIVE APPROVAL PROCESS

ELECTOR RESPONSE FORM

Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022

As an elector of Electoral Area G (Houston/Topley Rural) of the Regional District of Bulkley-Nechako, I am **OPPOSED** to the adoption of "Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022" which establishes a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area G.

I CERTIFY THAT I MEET THE FOLLOWING REQUIREMENTS:

- 18 years of age or older;
- Canadian citizen;
- resident of BC for at least 6 months immediately before signing this Elector Response Form;
- resident of OR registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days immediately prior to signing this Elector Response Form; and
- not otherwise disqualified by law from voting.

FULL NAME OF ELECTOR:

_____ (Please Print Full Name)

ELECTOR'S RESIDENTIAL ADDRESS:

_____ (State Full Civic Address)

SIGNATURE OF ELECTOR:

DATE:

To be completed by Non-Resident Property Electors Only

I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

- ❖ A person must not sign more than one elector response form in relation to the same Alternative Approval Process.
- ❖ A person may only submit one elector response form, regardless of the number of properties owned.

Unless Alternative Approval Electoral Response Forms petitioning against the adoption of this bylaw have been received from 10% (69) of the eligible electors within Electoral Area G, Bylaw No. 1978 will be deemed to have received approval of the electors.

The deadline for submitting this elector response form is **4:30 p.m. on Monday, September 12, 2022.**

The address for submission by mail or in person is:

Regional District of Bulkley-Nechako
Director of Corporate Services
Box 820, 37, 3rd Avenue
Burns Lake, B.C., V0J 1E0

Postmarks WILL NOT be accepted as the date of submission, ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Forms may not be returned by fax or email.

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

Resident Electors:

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a resident of the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

Non-resident property electors:

- not entitled to register as a resident elector in the Regional District of Bulkley-Nechako;
- age 18 or older;
- a Canadian Citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

****If there is more than one registered owner of the property, only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector in relation to one parcel of real property in a jurisdiction. A consent form may be obtained by contacting the Regional District of Bulkley-Nechako or at www.rdbn.bc.ca.**

****Properties registered in company/corporation names do not qualify under the *Local Government Act* to vote.**

Copies of this form may be utilized, provided that only Elector Response Forms with original signatures are submitted. Forms may also be obtained by contacting the Regional District of Bulkley-Nechako at 1-800-320-3339 or at www.rdbn.bc.ca.

INSTRUCTIONS

OPPOSED – If you are opposed to the adoption of "Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022" you can sign and submit an elector response form if you qualify as elector of the participating service area. All elector response forms **must** be received in the office of the RDBN no later than the deadline of **4:30 p.m. on Monday, September 12, 2022.** If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

NOT OPPOSED – If you are not opposed, you need to do nothing.

A copy of the bylaw, a staff report summarizing this initiative and elector response forms are available on the RDBN website at www.rdbn.bc.ca and at the RDBN office (37, 3rd Avenue, Burns Lake, BC) Monday to Friday from 8:30 a.m. to 4:30 p.m., excluding statutory holidays.

For further information contact: Cheryl Anderson, Director of Corporate Services or Wendy Wainwright, Deputy Director of Corporate Services at (250) 692-3195 or 1-800-320-3339.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 21, 2022
Subject: Bylaw No. 1983 Gowan Road Street Lighting Service

RECOMMENDATION: (all/directors/majority)

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

BACKGROUND

The attached Bylaw creates the Gowan Road Street Lighting Service on the boundary of the Village of Burns Lake within Electoral Area "B" – Burns Lake Rural. This street light service provides for the operation of five overhead streetlights on Gowan Road that creates a connection between 5th Avenue and 8th Avenue in the Village of Burns Lake.

The maximum requisition of \$1,800 is included in this Bylaw and the only participating jurisdiction is the Village of Burns Lake.

The Village of Burns Lake and the Electoral Area "B" Director are supportive of this Bylaw.

Attachments: Bylaw No. 1983

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1983**

A bylaw to establish a service to provide street lighting within a portion of Electoral Area "B" (Burns Lake Rural)

WHEREAS the Regional District may, pursuant to Section 332 of the *Local Government Act*, operate any service that the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Regional District has been requested to operate street lighting within a portion of Electoral Area "B";

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 342 of the *Local Government Act*;

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

1. **Service**

The service established by this Bylaw is the "Gowan Road Street Lighting Service" (the "**Service**") for the purpose of providing street lighting within a portion of Electoral Area "B".

2. **Boundaries**

The boundaries of the service area shall be comprised of a portion of Electoral area "B" as shown on Schedule "A" attached to and forming part of this bylaw and known as the "Gowan Road Street Lighting Service Area".

3. **Participating Area**

The "Participating Area" is the Village of Burns Lake.

Page 3 of Bylaw No. 1983

4. Cost Recovery

As provided in Section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- a) Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b) Fees and charges imposed under Section 397 of the *Local Government Act*;
- c) Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d) Revenues raised by other means authorized by the *Local Government Act*.

5. Maximum Requisition

The maximum amount that may be requisitioned annually shall be ONE THOUSAND EIGHT HUNDRED (\$1,800) DOLLARS.

6. Citation

This bylaw may be cited as "Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022."

READ A FIRST TIME this day of , 2022.

READ A SECOND TIME this day of , 2022.

READ A THIRD TIME this day of , 2022.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1983 at third reading, cited as "Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022."

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of

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N



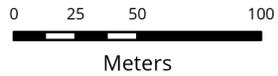
9Th Ave

Burns Lake

5Th Ave

Gowan Rd

Casimir Ave



**Schedule "A" :
Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022**

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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: July 21, 2022
Subject: 2022 Reserve Contribution

RECOMMENDATION: (all/directors/majority)

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

BACKGROUND

On a "cash accounting basis", the surplus from 2021 was \$3,964,245. Of this amount, \$2,406,316 was brought forward into the 2022 budget in the approved Five-Year Financial Plan. This leaves \$1,557,929 for further allocation from 2021. The operational reserves are divided between the major service areas in the Regional District as described in Table 1.

Operational Reserves must be utilized in the service to which they are assigned. For example, transit operational reserves cannot be used for a 911 project. Transit reserves must only be used for transit projects and operations.

The table illustrates the amount of funds in the operational reserves at the end of 2020 Calendar Year. The 2021 Surplus amounts are in the centre column and refer to the amount of surplus as compared to the 2021 Budget, and the end of 2021 Calendar Year amounts would be the total operational reserve amounts if the Board agrees with the recommended motion.

The balance of the other operational reserves that are not attached to a specific department are as follows:

	Current As of June 30	2022 Budgeted Contribution
Insurance	\$ 84,358	\$26,523
Legal	\$ 12,139	\$10,000
Landfill	\$399,877	\$ NIL
Election	\$ 53,450	(\$49,000)

Table 1: Surplus

	Balance	2021	Balance
	End of 2020	Surplus	End of 2021
Rural Government	\$ 161,407	\$ 113,022	\$ 274,428
General Government	554,606	177,306	731,913
Economic Development	270,263	(31,087)	239,176
Planning	153,896	59,482	213,377
Building Inspection	63,454	116,206	179,660
Development Services	80,621	110,669	191,290
Environmental Services	582,170	645,863	1,228,033
911	139,562	73,697	213,259
Protective Services	-	177,439	177,439
Transit	181,259	-	181,259
BV Pool	30,535	30,286	60,820
Recreation	-	85,046	85,046
	\$ 2,217,771	\$ 1,557,929	\$ 3,775,699



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: July 21, 2022
Subject: **RDBN Public Event Participation Policy**

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

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

BACKGROUND

The RDBN Public Event Participation Policy was created to reflect the guidelines set out in the RDBN Corporate Operations Communication Guide and Director Communication Guide.

ATTACHMENTS:

- 1) RDBN Public Event Participation Policy



Regional District of Bulkley-Nechako Public Event Participation Policy

Purpose:

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

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

Policy:

All public event participation will be coordinated and booked through a central calendar managed by Corporate Communication staff.

Rural Director Participation at public events:

Rural Directors may choose to participate at events in their community to raise awareness of the organization and their role as elected officials. RDBN branded booth materials (table, tablecloth, tent, printed materials) will be provided to the Director by staff in advance of the event.

Staff participation at public events:

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

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

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: July 21, 2022
Subject: **COVID-19 Relief Funds**

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

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

BACKGROUND

Area C (Fort St. James Rural)		
Fort St. James Slo-pitch Society	Insurance, fees and supplies	\$2,049
Area D (Fraser Lake Rural)		
Endako Hall Society	Insurance, property tax, hydro	\$10,524
Regional Transit	Service delivery	\$3,000
Area E (Francois/Ootsa Lake Rural)		
Lakes District Museum Association	Safety and cleaning supplies	\$792
Area F (Vanderhoof Rural)		
Nechako Valley Exhibition Society	Insurance	\$22,842

COVID-19 Relief Funds (up to July 13, 2022 – includes requests on this memo)

Electoral Area	Starting Balance	Funding Allocated	Funds Remaining
Electoral Area A	\$110,032	\$89,470	\$20,562
Electoral Area B	40,571	38,171	2,400
Electoral Area C	29,622	21,025	8,598
Electoral Area D	30,816	30,816	0
Electoral Area E	33,349	25,337	8,012
Electoral Area F	76,725	55,004	21,721
Electoral Area G	18,904	12,551	6,353
Total	\$340,019	\$233,167	\$106,852



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Justin Greer, Economic Development Assistant
Date: July 21, 2022
Subject: **Government of Canada Active Transportation Fund
Highway 35 Multi-use Pathway Feasibility Project**

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

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

BACKGROUND

The RDBN was a successful applicant to the Government of Canada's Active Transportation Fund for a Highway 35 Multi-use Trail Feasibility Project. A Board resolution is required to enter into the funding agreement.

The project, which includes extensive consultation plans, will plan and design an accessible, active transportation route connecting the Village of Burns Lake and the community at Tchesinkut Lake. The proposed pathway would follow Highway 35 for approximately 12 kilometers, providing commuters with a safe alternative to motor vehicle transportation along this heavily trafficked route.

The project budget is \$90,000. The Active Transportation Grant is for \$50,000 and the remaining project budget includes Northern Capital and Planning Grant funds from Electoral Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural).



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Economic Development Assistant
Date: July 21, 2022
Subject: **St. John Hospital Auxiliary Society - Letter of Support Request**

RECOMMENDATION: (all/directors/majority)

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

BACKGROUND

The St. John Hospital Auxiliary Society is pursuing funding opportunities for its Stuart Nechako Manor Bus project and has requested a letter of support. The society will be submitting applications to the Nechako-Kitamaat Development Fund Society, Northern Development Initiative Trust, and Rio Tinto Alcan to purchase a new wheelchair accessible bus.

Recently the society's bus did not pass inspection and was beyond repair. The society is now unable to offer transportation services to seniors and complex care individuals. The new bus will provide transportation to Vanderhoof community members who attend the local Adult Day Program and it will also provide recreational opportunities, in the form of outings, to the residents of the long term care facility located in Vanderhoof.

This project is a high priority for the society due to the significant need for safe, reliable, accessible transportation for vulnerable seniors and complex care individuals residing at Stuart Nechako Manor and within the local community. The addition of a new bus will enhance and strengthen the lives of those individuals participating in the community programming.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 21, 2022
Subject: Letter re: Nechako Reservoir Surcharge

RECOMMENDATION: (all/directors/majority)

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

BACKGROUND

The attached letter was circulated to the Board on July 11, 2022 for comments. No comments were received and the letter was distributed.

ATTACHMENTS:

Letter re: Nechako Reservoir Surcharge



July 11, 2022

Ted White
Director and Comptroller of Water Rights
Ted.White@gov.bc.ca

Dear Mr. White,

RE: Nechako Reservoir Surcharge

The Regional District of Bulkley-Nechako Board of Directors has received a request to endorse an increase in surcharge capacity to reduce the flood risk of the Nechako River and the associated waterways.

The Board is supportive of actions being taken by the Province of BC and Rio Tinto during this event that will reduce the risk of flooding of residents in Vanderhoof and the Regional District of Bulkley-Nechako. This support is conditional upon approval of the Water Comptroller, the integrity and safety of the dams are maintained, and further, that endorsement and support have been granted by Cheslatta Carrier Nation, Saik'uz First Nation, Nadleh Whut'en First Nation, and Stelat'en First Nation.

Yours truly,

Gerry Thiessen
Chair

cc: Andrew Czornohalan, Director – Power & Projects, Rio Tinto
District of Vanderhoof
Cheslatta Carrier Nation
Saik'uz First Nation
Nadleh Whut'en First Nation
Stelat'en First Nation



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: July 21, 2022
Subject: Departmental Quarterly Reports – 2nd Quarter

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 2nd Quarter of 2022 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, 2022 – June 30, 2022

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Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Kyla Spankie, Administration Clerk

Vacant - First Nations Liaison

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Justin Greer, Economic Development Assistant

Teryn Cameron, Administration Summer Student

Grace Zayac, Public Relations Summer Student

During this quarter, we welcomed Teryn Cameron, Administration Summer Student and Grace Zayac, Public Relations Summer Student to the RDBN team. Recruitment is underway for the First Nations Liaison Position.

Strategic Priorities

The following were identified as the Board's top priorities at its Strategic Planning Session in 2019.

2019 STRATEGIC PRIORITIES CHART	
NOW	
<p>Wildfires/Emergency Services</p> <ul style="list-style-type: none"> ➤ Public Safety <ul style="list-style-type: none"> ○ 2019 preparation ○ Plan/proposal to address resource requirements ○ After action report ○ Policy changes ○ Advocacy for change ○ Process for information exchange ○ Strategy for public communication 	
<p>Revenue Sharing (Northwest BC Resource Benefits Alliance (RBA))</p> <ul style="list-style-type: none"> ➤ Keep revenue from resource extraction in the region to create livable and sustainable communities <ul style="list-style-type: none"> ○ Livability/sustainability plan for the Province ○ Negotiate and ink a deal 	
<p>Resident Attraction/Retention (Workforce, skilled, professionals) (Board requested this heading be changed to Housing Strategy at the July 8, 2021 Strategic Planning Session)</p> <ul style="list-style-type: none"> ➤ Improve quality of life for residents <ul style="list-style-type: none"> ○ Economic Development Plan ○ Healthcare advocacy ○ Parks and Recreation ○ Arts & Culture ○ Education Advocacy ○ Bulkley-Nechako Workforce Opportunity Table (BNWOT) ○ Connectivity 	

Administration

April 1, 2022 to June 30, 2022

Work Camp Strategy		
Public Engagement – Communication		
<ul style="list-style-type: none"> ➤ Timely ➤ Concise ➤ Internal/external 		
First Nations Partnerships/Relationships		
NEXT		
	Infrastructure	Ongoing operating costs
	Parks and Recreation	(see Cariboo for example)
	Economic Development	<ul style="list-style-type: none"> - Define - Project based - Bring opportunities - Promote further processing
BOARD ADVOCACY		
1.	Healthcare	
2.	Forestry	
3.	Connectivity	<ul style="list-style-type: none"> - Broadband “big data” - Cell
4.	Species At Risk	
5.	Water Management	Environmental Impacts Climate Change <ul style="list-style-type: none"> - Cumulative impacts
6.	Rail Safety	
7.	Three Phase Power	
OPERATIONAL/Committee of the Whole		
	Waste Management	
	Agriculture	
	Transit	

Public Engagement/Communication

The Corporate Operations Communications Guide, RDBN Director Communication Guide and RDBN Communication Policy were adopted by the Board.

First Nations Partnerships/Relationships

Organize and deliver several cultural awareness and competency training sessions for RDBN Board and Staff

- CNC delivered a Cultural Awareness Training Session for the Board and staff members on May 6th.

Complete research into DRIPA Action Item 1.11 – First Nation government participation on the Regional District Board

- As part of the Truth and Reconciliation Commission report Call to Action 43 – urging all governments to implement UNDRIP as a framework for reconciliation – staff

Administration

April 1, 2022 to June 30, 2022

provided a report to the Board that examined UNDRIP and examples of local government reconciliation action plans for discussion.

Increase RDBN residents' awareness of RDBN's commitment to reconciliation efforts and processes in the region, as well as economic and social joint ventures/initiatives ongoing throughout the region.

- Staff continue to work with First Nation governments and the province to develop a Reconciliation Summit for the Omineca portion of the region. The Summit will provide an opportunity for participants to understand the various reconciliation agreements between the province and First Nations.

Parks and Recreation

The RDBN will be conducting an Alternative Approval Process for recreation contribution services for the following service areas:

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

Local Government Elections

The 2022 General Local Elections will be held on October 15, 2022. Nomination packages will be available in July. The nomination period is August 30, 2022 to September 9, 2022.

Policy Updates

The following policy has been implemented:

- Communications Policy

Union of B.C. Municipalities Convention

The RDBN and Regional District of Fraser-Fort George submitted a joint resolution to UBCM regarding the Veterinarian Shortage.

The RDBN submitted requests to meeting with seven Ministers during this year's convention.

Staff will begin preparing briefing notes for the Minister meetings.

Economic Development

Connectivity

Staff continue to work on adapting the RDBN Connectivity Strategy in light of the Province's Connecting Remote Communities and First Nation Reserves to High-Speed Internet

Administration

April 1, 2022 to June 30, 2022

Announcement. More information and the opportunity to follow up regarding our RTP response are anticipated this summer.

Funding Requests

Over \$4,188,034 in grant funding requests have been submitted this year for projects totaling over \$4,825,600 (This includes a pending 3,878,852 UBCM Strategic Priorities grant for upgrades at the BV Pool. (These totals are cumulative from Q1)

COVID-19 Relief Funds

COVID-19 relief funds are close to being fully allocated. Remaining funds will be allocated at the August meeting. 46 applications for this funding have been supported in 2022.

Agriculture

The Agriculture Newsletter continues to be published monthly and the first six podcast episodes are released. More are in the works over the summer. The Board and staff continue to advocate for additional veterinarian services in the Province.

Canada Community Building Fund

Three new Canada Community Building Fund projects have been approved and are receiving funding agreements.



Finance

April 1, 2022 to June 30, 2022

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

Sashka Macievich, Controller (on leave)

Budget 2022 Amendment

The Finance Department is collecting possible changes to include in a budget amendment planned for the September Board Meeting. Among other minor items, the amendment will include new projects for Fort Fraser Water and Sewer systems that will be funded by Gas Tax and Northern Capital and Planning Grant.

Statistic Highlight for the 2nd Quarter 2022

Accounts payable paid 324 different vendors for a total of \$4,924,514 in invoices in the first six months of 2022.

Accounts Receivable has 183 customers and as of June 30th the total outstanding was \$353,454 with \$57,139 over 60 days.



Protective Services Department

Second Quarter Report – April 1 - June 30, 2022

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134 Protective Services – Quarterly Report 2nd Quarter Update



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 2022 Protective Services Workplan and the ongoing operations of the services provided to residents.

Staffing

Fulltime permanent:

- Director of Protective Services – Deborah Jones-Middleton;
- Regional Fire Chief – Jason Blackwell;
- Emergency Program Coordinator – Christopher Walker; and,
- Protective Services Assistant – Trina Bysouth.

Fulltime temporary:

- Hazard, Risk & Vulnerability Coordinator – vacant;
- FireSmart Educator – Ryann VanTine;
- Neighbourhood Emergency Preparedness Coordinator – Caitie Rosger; and,
- Two and a half Summer Students: Emma Moore, Jennifer Rensing, and Grace Zayac who is shared with Economic Development.

Staffing changes since last report

The Protective Services Department has had one position turn over in the 2nd Quarter of 2022, the Hazard, Risk & Vulnerability Coordinator. To ensure this project continues, both Deborah and Christopher will focus their energy on completing this project in early fall, barring any significant emergency events.

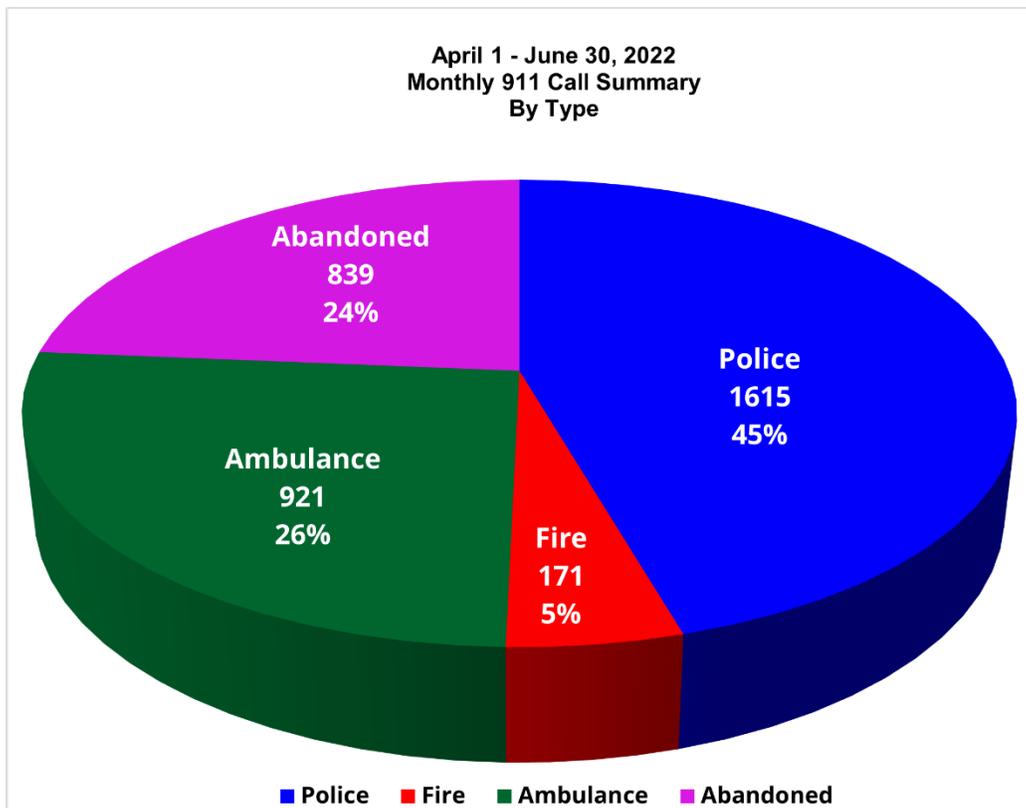
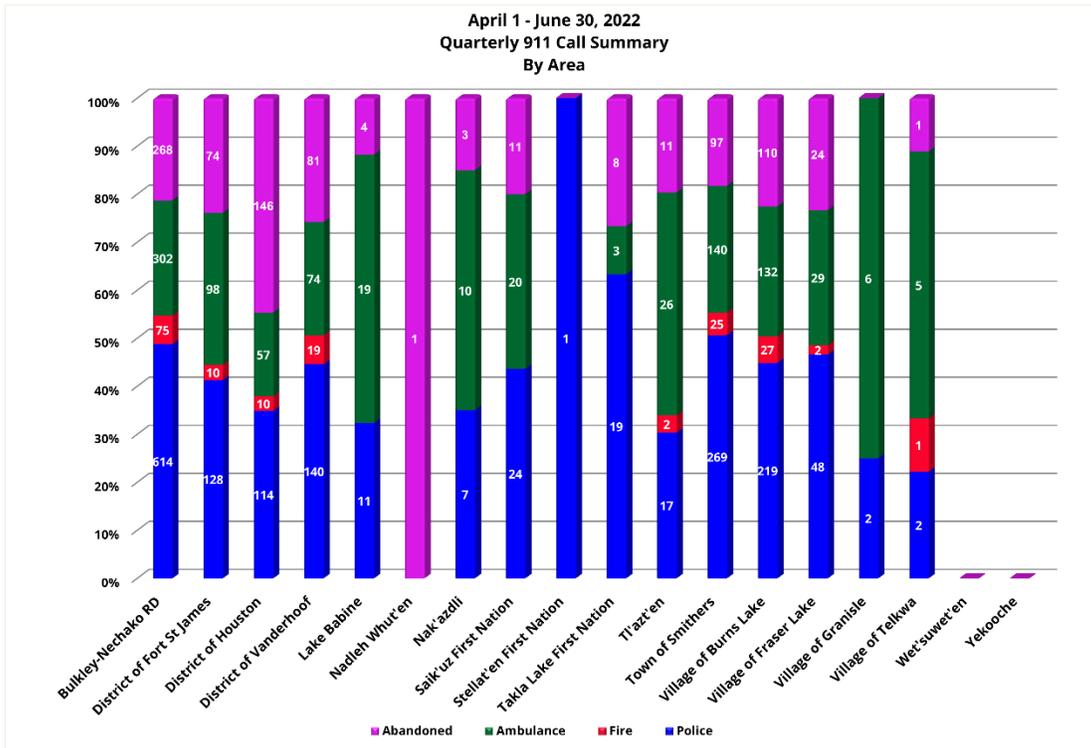
The Protective Services Department has also hired two and a half summer students.

911 Service

E-COMM received **2092** 911 calls for the months of April - June 2022 from the Regional District of Bulkley-Nechako area. The charts below show the 911 calls received by jurisdiction and call type.

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Protective Services – Quarterly Report 2nd Quarter Update



Protective Services – Quarterly Report

2nd Quarter Update



Transition to NG911

Staff continue to work with the Regional District of Fraser Fort George to coordinate the upgraded dispatch consoles that will be installed in all the Fire Halls to support the increased functionality of NG911.

Bulkley Nechako Emergency & Public Alerts

The RDBN continues to promote the use of the BNE&PA across the region. There have been **185** new participants in the region in the second quarter, which is reflected in the two graphics below by Electoral Area and by Municipality.

Monthly refresher training sessions are continuing for all the administrators, and individual sessions can be set up at any time.

Some issues have been brought forward to staff regarding the public receiving non-emergency alerts. Staff are working to educate the public on how to choose which types of alerts they can receive and an informational alert streamlining this process went out to all users in the RDBN on July 9th. We are also working with the member municipalities and First Nations on training how to send out non-emergency alerts.

BNE&PA Registered Users by Electoral Area						
	January 24, 2022	April 7, 2022	June 30, 2022	September 30, 2022	December 30, 2022	Net Change
Electoral Area A	184	207	231			24
Electoral Area B	90	192	209			17
Electoral Area C	126	176	184			8
Electoral Area D	102	120	123			3
Electoral Area E	96	132	144			12
Electoral Area F	155	199	191			-8
Electoral Area G	39	54	54			0
Regional Total	792	1080	1136	0	0	56
BNE&PA Registered Users by Municipality						
Burns Lake	377	493	485			-8
Fort St. James	96	135	136			1
Granisle	152	196	209			13
Smithers	3195	3288	3292			4
Telkwa	143	181	221			40
Houston	162	204	208			4
Fraser Lake	125	168	181			13
Vanderhoof	236	353	359			6
Municipal Total	4486	5018	5091			73
	5278	6098	6227	0	0	129

Rural Fire Protection

Northern Capital & Planning Grant:

The installation of a 10,000-gallon underground water tank for fire suppression activities will be installed in conjunction with the Cycle 16 Project in Electoral Area A, specifically Smithers rural. The design and estimated costs are currently being worked on by an Engineer and once we have the design specifics, staff can move forward with this project and the other identified water projects.



Fort Fraser Fire Department Apparatus Purchase

The new Fire Engine is currently in production with a projected delivery date of September 2022. The final delivery date is slightly delayed from the original estimate due to a delay on some of the materials. The down payment has been made on the Water Tender and estimated delivery is still May 2023. Fort Fraser’s current Fire Engine will be moving to Cluculz Lake once they take delivery of the new one.

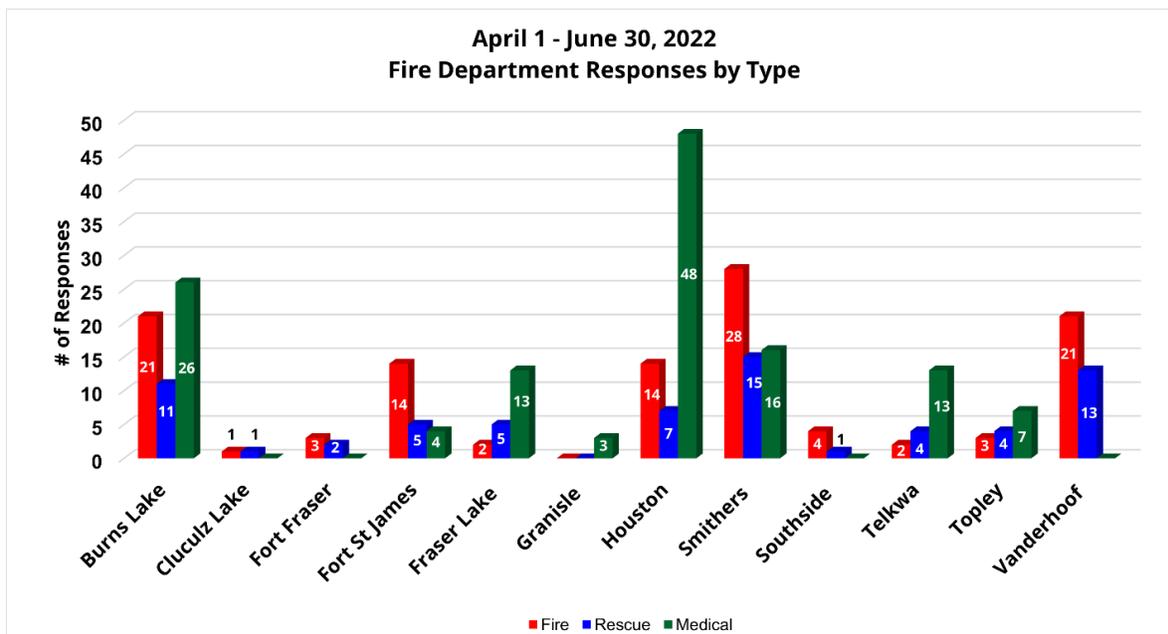
Southside Wildland Engine

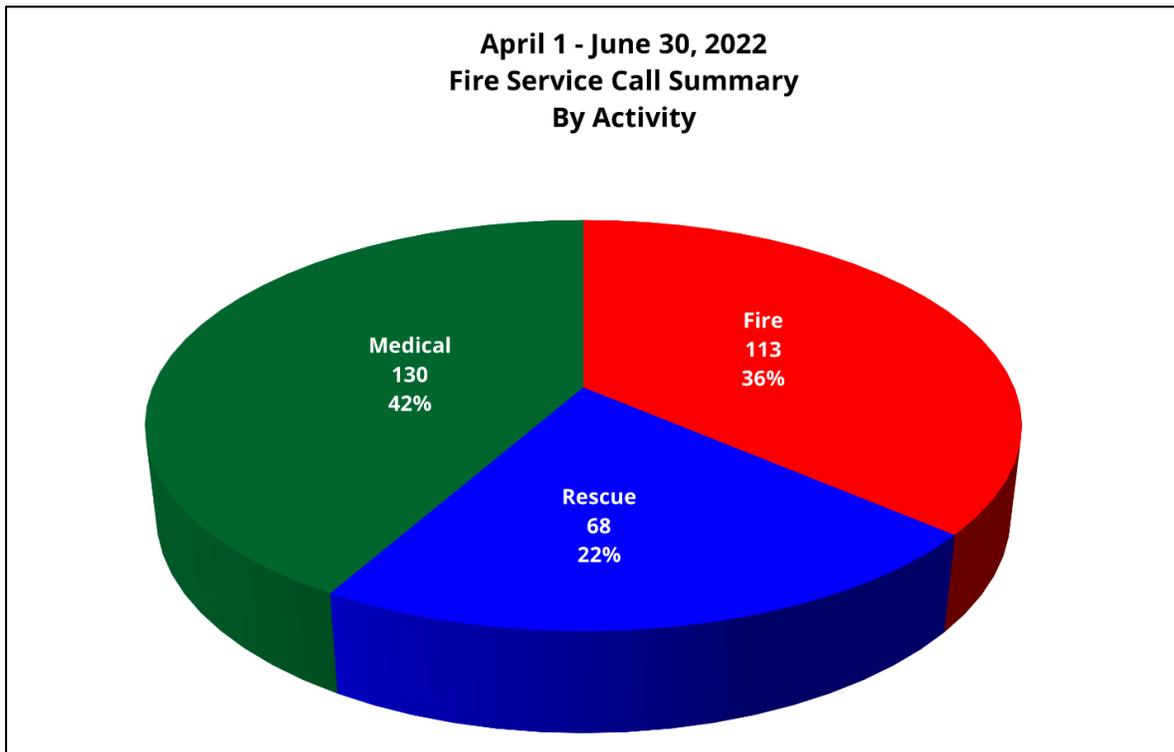
The Southside Fire Department recently purchased a used crew cab flat deck truck to replace their current wildland truck. They also ordered a skid deck to be mounted on the flat deck which was recently acquired. The skid deck is a custom built all in one unit that has a water tank, pump, and hose reel for quick deployment. Additional hoses can be attached, and the pump has the capability to refill from static water sources as well as discharge. This truck is now in service. The old wildland truck will be going to Fort Fraser Fire Department as an additional resource for them.

Fire Department Response

Fire department responses vary in type and frequency across our region

Of the **2092** 911 calls received from April – June, **311** were forwarded to the Fire Operation Communication Centre, either from E-Comm, BC Ambulance, RCMP, or Mutual Aid, for Fire Department response. The chart below and on the next page shows the 911 calls received by call type and by each Fire Department.





Fire Department Training

Staff recently attended the BC Fire Training Officers and the Fire Chiefs Association of BC Conferences. There were lots of good topics that were covered during both conferences, and information and/or resources received have been forwarded on to all our rural departments. Staff continues to support all the rural departments in their training programs through resource materials and hands on instruction.

Emergency Preparedness 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.

Emergency Planning Activities

- The Regional Emergency Support Services (RESS) Plan is in final review with the ESS Directors of the municipal teams.
- Stakeholder Engagement:
 - attended two EMBC/FNESS training sessions for First Nations in Granisle and in Burns Lake;

Protective Services – Quarterly Report

2nd Quarter Update



- hosted the Annual Emergency Partners meeting in Burns Lake with over 60 attendees from Local Authorities, Provincial agencies, Public Safety Lifeline volunteer groups, Canadian Rangers, and RDBN staff.
- Training & Exercises:
 - Planning for a fall ESS training event has been started.
- UBCM Grants:
 - the 2021 ESS Grant Final Report was submitted to UBCM for \$67,170.04
 - the RDBN was successful in the application for the UBCM 2022 ESS Grant in the amount of \$77,694.68, to purchase equipment to support ESS responses.
 - the RDBN was successful in the application for the UBCM 2022 EOC Grant in the amount of 24,855.00 for EOC Equipment & Exercise Program Development.

Emergency Response

The RDBN EOC was activated at level one and two during the Spring Freshet event for the Bulkley River. One evacuation alert, one Hazard Notice, and 5 information updates were issued. The Hazard Notice and Information updates were issued in partnership with the Town of Smithers and Village of Telkwa. 14 residents were given sand and sandbags to protect their houses.

Hazard Risk & Vulnerability Analysis

The HRVA program recently completed a series of in person workshops to discuss community resiliency. Committee participation across the Electoral Areas has been active. The project is expected to be completed by the end of 2022. The status of each electoral area HRVA is outlined in the table below:

HRVA Project Status March 2022							
HRVA Advisory Committee Steps	A	B	C	D	E	F	G
HRVA Committee Orientation	✓	✓	✓	✓	✓	✓	✓
Hazard Identification	✓	✓	✓	✓	✓	✓	✓
Understanding Community Resiliency	✓	✓	✓	✓	✓	✓	✓
Hazard Likelihood and Consequence Scoring	✓	!	✓	✓	!	!	✓
Priority Hazards and Risk Reduction Initiatives	!						
Committee and Public Review of Draft HRVA							
✓ Complete ! In Progress							

Neighbourhood Emergency Preparedness Program Statement

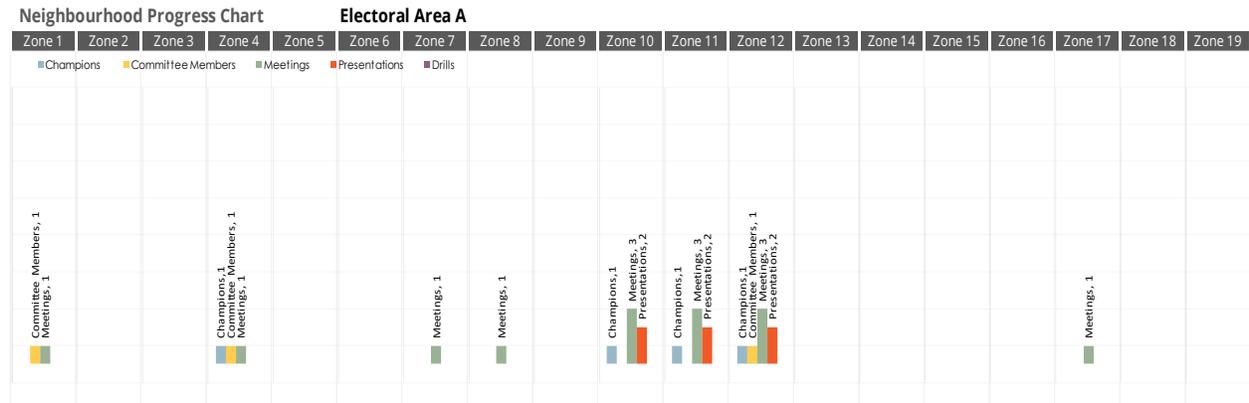
The Neighbourhood Emergency Preparedness Planning Program has been progressing at a steady pace through public engagement, meetings, interagency networking, and mail outs to increase emergency planning within home and neighbourhood, information sharing amongst residents, and emergency preparedness skill building.

Protective Services – Quarterly Report 2nd Quarter Update



Neighbourhood Emergency Preparedness Activities

- Neighbourhood Champions – Four Champions have been recruited in Zones 4, 10, 11, and 12, see map for details.
- Neighbourhood Committees – Three Committee Members have been recruited in Zones 1, 4, and 12, see map for details.
- Neighbourhood Sign Up – One Hundred and Fifty-Seven residents of the RDBN have signed up, along with a couple residents from the Town of Smithers and Village of Telkwa.
- Meetings
 - Neighbourhood Planning Session – Eight meetings in Zones 1, 4, 7, 8, 10, 11, 12, and 17 have been held, see map for details.
 - Neighbourhood Presentations – Seven presentations have been provided in Zones 4, 10, 11, and 12, see map for details.



FireSmart

- 64 Home Partners Assessments were completed this quarter and year to date.
- Stream One Funding:
 - 6 rebates provided totaling \$3,000 this quarter and program year to date; NS
 - 34 rebates remaining (\$500 each totaling \$17,000).
- Stream Three Funding
 - 8 rebates issued totaling \$37,301.36 spent this quarter
 - Total funding spent during program since June 3, 2021: \$72,742.67
 - Total funding remaining: \$405,892.33
- Public Outreach Events
 - Attended/hosted 9 events this quarter and program year to date.

A total of 232 properties have been assessed under the RDBN FireSmart Program since 2020.



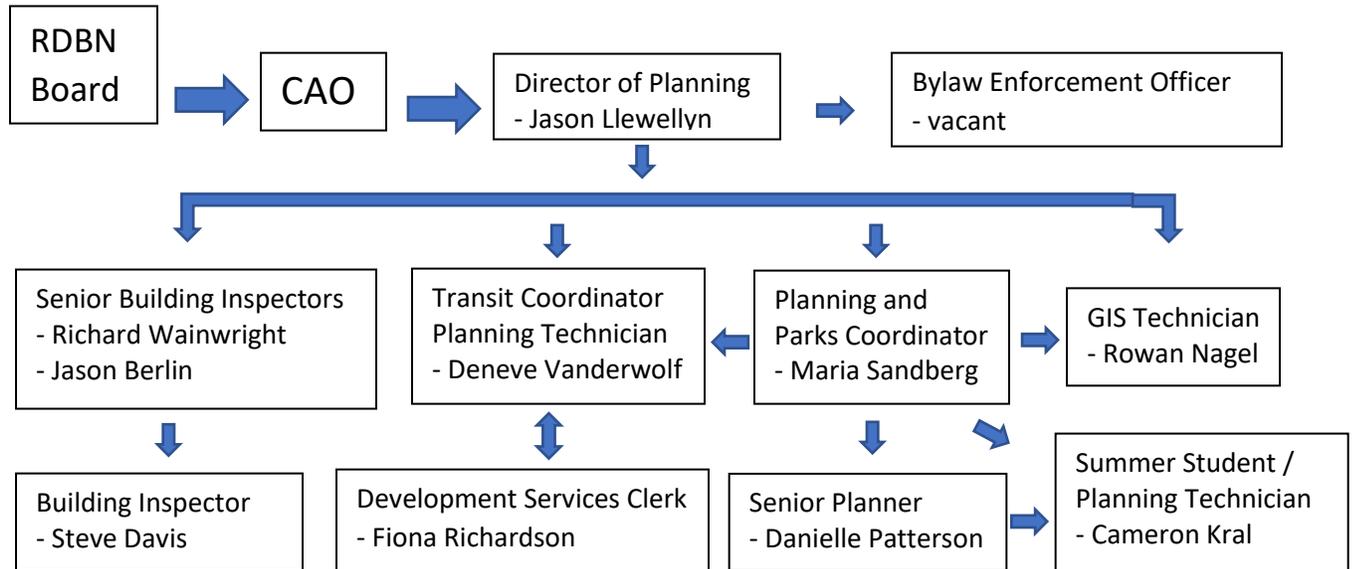
Planning Department

April 1, 2022 – June 30, 2022

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Staffing



The Planning Department includes ten full time equivalent positions providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection, Bylaw Enforcement and Planning Services are provided to municipalities on a contract basis.

The Bylaw Enforcement Officer position is currently vacant, and the recruitment process is ongoing. The Summer Student, Cameron Kral, applied for the vacant Planner position and has been hired as a full-time permanent Planning Technician starting August 2, 2022.

Land Use Applications and Referrals

Agricultural Land Reserve Applications

The Planning Department has received two ALR applications in the second quarter of 2022. One application was considered by the Board and forwarded to the ALC for consideration. One application remains in process.

Official Community Plan Amendments and Rezoning Applications

The Planning Department has received no rezoning and OCP amendment applications in the second quarter of 2022.

Temporary Use Permits

The Planning Department received one Temporary Use Permit (TUP) renewal application in the second quarter of 2022.

Development Variance Permits

The Planning Department received three Development Variance Permit applications in the second quarter of 2022. One permit has been issued by the Board, and two remain in process.

Subdivision Referrals

The Planning Department has received five subdivision referrals in the second quarter of 2022. Four referrals have been completed and returned to the Ministry of Transportation and Infrastructure, and one remains in process.

Other Referrals

A total of 13 other miscellaneous referrals have been received in the second quarter of 2022. Nine referrals have been processed. Three referrals will be considered at the July 2022 meeting and one remains in process.

Long Range Planning

The Rural Fort St James OCP and District of Fort St James OCP reviews are in progress. The joint OCP working group has met four times from May to July to discuss land use planning issues, community vision, and plan goals.

Staff continue with efforts to liaise with First Nations and Provincial ministries and receive input on the plan review process. Residential lot inventories have been undertaken for both the municipal and the rural area.



Building Inspection

The RDBN received a total of 76 building permit applications in the second quarter of 2022, with a total construction value of **\$107,777,870**. This is a decrease from the 93 building permit applications received in the second quarter of 2021, and an increase in the total construction value of \$26,728,850 due to the construction of the Fort St. James hospital. There are 15 new dwellings being built in the rural areas and five in the municipalities receiving building inspection services.

It is noted that the RDBN is providing building inspection services to the District of Vanderhoof under agreement from June 1 to August 31 while the District undergoes the recruitment process for a new building inspector.

Second Quarter Building Permit Data for 2022

Area	Total Permits	Total Construction Value (\$)
A	24	\$3,893,000
B	9	\$1,693,500
C	2	\$61,659
D	3	\$54,000
E	0	\$0
F	10	\$2,724,000
G	1	\$10,000
Burns Lake	6	\$1,784,000
Fort St. James	9	\$96,479,211
Fraser Lake	2	\$160,000
Granisle	0	\$0
Houston	7	\$775,000
Telkwa	0	\$0
Vanderhoof	3	\$143,500
Second Quarter RDBN Totals	76	\$107,777,870
Smithers	31	\$4,055,737
Vanderhoof	11	\$1,043,450
Total	118	\$112,877,057

Parks and Trails

Cycle 16 Trail

A significant milestone was achieved for the Cycle 16 Trail. A construction contract for Phase 1 was issued in early May. A groundbreaking ceremony for Phase 1 was held on June 10, 2022 and construction began in July for completion in the fall.

Staff submitted an ALC non-farm use application for the development of a rest area with associated infrastructure including an information kiosk, a bike rack, signage, bench and a picnic table for a scenic viewpoint on a switchback beside the old Par 3 Golf Course.

Another ALC application is being prepared, in conjunction with the Protective Services Department for a buried water tank for firefighting purposes near the Laidlaw Road bus stop. It is anticipated that this project can be completed by the contractor constructing the trail.

Round Lake Park and Boat Launch

Staff continue to work with the Round Lake Community Association with their Waterfront Upgrade Project. The next step is to assist them in hiring an Engineer with Gas Tax funding to design the proposed works to the satisfaction of the Ministry of Transportation.

Imeson's Beach

The Imeson's Beach Parking Lot and Pedestrian Railway Crossing Project is underway. The consultant has completed their survey work and has developed pedestrian crossing design drawings. However, the project is on hold until CN is able to provide feedback on the crossing design.

Hospital Point

A contract to construct an accessible outhouse at Hospital Point has been awarded to a local contractor. There are several BC Hydro and Telus distribution lines on the property. Staff are working on obtaining feedback and approval from the utilities to confirm outhouse location and begin construction.

Park and Trails Inspections

During the spring, staff has undertaken the first annual park inspections of Hospital Point and Glenannan Community Park. Imeson's Beach and Trout Creek were also inspected even though these lands have not been formally opened as park. No significant safety issues were identified.

Parks and Trails Master Plans

Staff are working with the Town of Smithers and the Village of Burns Lake to undertake the development of joint master plans for parks, trails, and recreation for the municipalities and the rural areas.

Recreation Contribution Service Bylaws

Staff are continuing to work on the implementation of the recreation contribution service where funds are collected as taxation and distributed to societies providing recreation services. The project is now in the hands of the Administration Department for Provincial approval.

Bylaw Enforcement

The Bylaw Enforcement Officer resigned in July. Therefore, bylaw enforcement activities for the RDBN and District of Houston have been put on hold while the recruitment process is ongoing. At this time critical bylaw enforcement issues can be directed to any Planning Department staff person.

Geographic Information Systems (GIS)

Mapping and Inquiries

The GIS Technician completed 69 mapping related requests for RDBN staff. These requests included 31 for the Planning Department, 19 for Protective Services, 7 for Administration, 2 for Environmental Services, 6 for the Finance Department, and 4 for Area Directors.

House Numbering

Thirty-nine new addresses have been created in the rural area and 33 new addresses have been issued for municipalities and First Nations, in the second quarter of 2022. Additionally, five roads names and 23 addresses were corrected.

Design

The GIS Technician has completed 20 graphic design requests. Most of these requests have been from the Administration Department as part of the corporate communication strategy, as well as from the Protective Services Department in relation to branding.

In the second quarter of 2022 the GIS Technician's time has been split 50/50 between the Planning Department's work, and other RDBN Departments.

Transit

Second quarter ridership numbers were not provided by BC Transit at the time of the writing of this report.



Environmental Services

April 1 to June 30, 2022

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Priorities

All efforts made by Environmental Services staff are working towards improving “the 3 C’s”:

- Continuity
- Capacity
- Compliance

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 six (6) recycling depots located in Smithers/Telkwa, Granisle, Burns Lake, Southside, 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

Staffing

Full-time Permanent:

- Director of Environmental Services
- Waste Diversion Supervisor
- Operations Supervisor
- Environmental Technician
- Environmental Services Office Assistant
- Field Assistant West
- Field Assistant East
- 14 x Transfer Station & Recycling Depot Attendants
- 2 x Landfill Operators
- 2 x Landfill Attendants

Environmental Services

Quarterly Report – June 2022

- 4 x casuals (holiday and sick relief)
- 2 x Waste Haul Drivers

Part-time Permanent

- 1 x Landfill Attendant
- 4 x Transfer Station & Recycling Depot Attendants
- 2 x Waste Haul Drivers

Fulltime Temporary:

- 1 x Landfill Attendant
- 1 x Transfer Station Attendant

Casual (holiday and sick coverage):

- 5 Landfill, Transfer Station and Recycling Depot Attendants

Summer Students:

- 1x labourer
- 1 x office

Notable Department Activity

- Design and planning and construction work for capital projects and purchases (see below)
- Phase 3 Knockholt Landfill Expansion (50% complete)
- Completed annual reporting for Active and Closed Landfills
- Improve operational procedure manuals (10% complete)
- Expansion of recycling programs
- Cross-training of Transfer Station and Recycling Depot Attendants (45% completed)
- Educational updates to the Waste Management Committee
- Transitioning to electronic records keeping and submission
- Kick off meetings for the Waste Audit and Cost Recovery
- Held the first Regional Solid Waste Advisory Committee Meeting on June 14.
- Updating regulatory documents for RDBN Landfills
- Planning the Fort Fraser Water and Sewer System Upgrades

2022 Capital Projects Update

The second quarter of 2022 has been largely used for planning and initiating capital projects. Several projects and purchases have had scope changes or funds been reprioritized constraints or due to changes in operational strategy or budget constraints.

ES Capital Update - April 1 to June 30, 2022					
Site	Item	Budget	Satus	Cost	Variance
KLF	Phase 3B/C completion	\$300,000	In Progress	\$140,000	\$160,000
KLF	Perimeter Fence (1200m/4000ft @ \$30/ft)	\$125,000	In Progress	\$0	\$125,000
KLF	Lagoon Hydro (1km 30 poles @ \$5000/pole)	\$170,000	Design/Planning	\$0	\$170,000
BLTS	Lean-to (Garage) for big trucks	\$100,000	Design/Planning	\$6,000	\$94,000
VTS	Lean-to (Garage) for big trucks	\$100,000	Design/Planning	\$0	\$100,000
HAUL	New Walking Floor Trailer	\$175,000	Design/Planning	\$0	\$175,000
HAUL	Roll-off Truck	\$150,000	Complete	\$140,000	\$10,000
Field Ops	Air Curtain Burner	\$100,000	Complete	\$83,000	\$17,000
Field Ops	Mini Excavator	\$100,000	Reprioritize	\$0	\$100,000
Other	Various Other Projects Under \$100,000	\$965,000	Design/Planning In-progress Complete	\$54,000	\$911,000
Sub-Total		\$2,285,000		\$423,000	\$1,862,000



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: June 30, 2022
Subject: 2nd Quarter Financial Report

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND

Attached to this memo are the financial statements for 2022 for the first six months of the year.

Revenue:

Early revenue figures are on track to budget or a little bit more than expected. Landfill and Recycling revenue has exceeded expectation largely due to the good price obtained for metal salvage. Building permit revenue once again has exceeded expectations as this year's construction projects appear to be surpassing last year's results.

Grant revenue, while expected to be high this year, is resulting in cash flow difficulties as many provincial grant payments to the Regional District from the Province, UBCM and NDIT have still not been received from 2021 projects. This is a common situation, in which the Regional District must first fund the projects and then wait for reporting requirements to be approved before being reimbursed. The Regional District is owed nearly \$250,000 in grant revenue from projects completed in 2021.

Taxation requisition from the municipalities is due on July 29th and from the province on August 3rd.

Expenses:

Directors' expenses are below the budget estimate; however, the third quarter of the year usually logs the largest expenses in both director remuneration and travel.

Staff expenditures is on target and budget. Staff expenditures includes salary, benefits, overtime, association and professional dues, travel, and training.

Most expenses are on target and are of no concern. The 911 user fees are billed usually once per year and are not expected to be under budget as an invoice for these services was not received as of June 30th. The only two expense categories that are of concern are vehicle and utility expenses. The rise in the price of fuels, has resulted in nearly double the expected costs for these two categories.

Overall revenues and expenditures look on target for the first six months of the year. The third quarter is the busiest time of the year for financial transactions as requisitions are received, deposits are made into reserves, municipal revenue sharing for services are paid, and lastly most of the capital and construction projects are undertaken.

ATTACHMENTS:

Financials Statements for Six Months Ending June 30, 2022

REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATEMENT OF OPERATIONS

For the First Six Months of 2022

	Actual	1/2 Budget	Budget
REVENUE			
TAXATION			
Taxation Revenue	\$ -	\$ 5,806,094	\$ 11,612,188
Grant in Lieu of Taxes	\$ 26,011	\$ 40,631	\$ 81,262
Alcan Provincial Agreement	\$ -	\$ 512,499	\$ 1,024,997
DIVIDENDS, DONATIONS AND GRANTS			
Dividends	\$ -	\$ 6,340	\$ 12,680
Donations	\$ 12,946	\$ -	\$ -
Misc. Grants	\$ (113,249)	\$ 820,950	\$ 1,691,899
NDIT Grants	\$ (13,559)	\$ 112,228	\$ 224,455
Provincial Grants (Restricted)	\$ 70,616	\$ -	\$ -
Provincial Grants (Unrestricted)	\$ 245,000	\$ 92,500	\$ 185,000
UBCM Grants	\$ (96,300)	\$ 136,774	\$ 273,548
Emergency Management Recovery	\$ (14,855)	\$ 300,000	\$ 600,000
Gas Tax Received from UBCM	\$ -	\$ 429,058	\$ 858,116
WITHDRAWAL FROM RESERVES			
Use of Capital Reserves	\$ 42,943	\$ 212,658	\$ 425,316
Use of Gas Tax Reserves	\$ 60,378	\$ 550,210	\$ 1,050,419
Use of NCPG	\$ 245,000	\$ 600,925	\$ 1,201,850
Covid Funds Realized	\$ 156,991	\$ -	\$ -
Loss on Sale of Asset	\$ (2,240)	\$ -	\$ -
OTHER REVENUE			
Hospital District Income	\$ 15,900	\$ 7,950	\$ 15,900
Investment Income	\$ 119,885	\$ 250	\$ 500
Municipal Service Cost Sharing	\$ 103,625	\$ 131,871	\$ 263,741
Nesst Income	\$ 23,421	\$ 24,923	\$ 49,846
Planning and Building Permits	\$ 111,165	\$ 74,700	\$ 149,400
Rent	\$ 4,500	\$ 4,500	\$ 9,000
Misc. Revenue	\$ 20,987	\$ 31,599	\$ 63,197
Service Agreements (Transit and 911)	\$ 22,500	\$ 52,082	\$ 104,163
Sewer and Water Fees	\$ 76,806	\$ 38,906	\$ 77,812
TELUS 911 User Fees	\$ 24,653	\$ 40,000	\$ 80,000
Transit Revenue (Bus tickets, etc.)	\$ 12,269	\$ 12,000	\$ 24,000
LAND FILL AND RECYCLING			
Metal Recycling	\$ 308,883	\$ 100,000	\$ 200,000
General Recycling	\$ 72,105	\$ 101,000	\$ 202,000
Tipping Fees	\$ 328,203	\$ 383,000	\$ 766,000
DEBT PAYMENTS			
Municipal Debt Payments	\$ 323,934	\$ 398,943	\$ 797,885
SURPLUS			
Surplus brought forward	\$ 2,406,575	\$ 1,221,860	\$ 2,443,719
TOTAL REVENUE	\$ 4,595,092	\$ 12,244,447	\$ 24,488,893

REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATEMENT OF OPERATIONS
For the First Six Months of 2022

		Actual	1/2 Budget	Budget
	EXPENSES			
DIRECTORS	Director Remuneration	\$ 208,090	\$ 338,560	\$ 677,120
	Director's Travel	\$ 30,916	\$ 87,259	\$ 174,517
	Director Expenses (internal)	\$ 27,061	\$ 27,682	\$ 55,364
			\$ -	
STAFF	Staff Salaries, Benefits and Training	\$ 2,839,032	\$ 3,133,201	\$ 6,266,402
			\$ -	
OTHER EXPENDITURES	911	\$ -	\$ 144,220	\$ 288,440
	Charges related to administration	\$ 169,560	\$ 246,018	\$ 492,036
	Advertising Costs	\$ 33,750	\$ 34,258	\$ 68,516
	Audit	\$ 22,800	\$ 11,500	\$ 23,000
	Bank Charges/Interest/Bad Debt	\$ 8,553	\$ 1,575	\$ 3,150
	Transit Costs (For Transit Service)	\$ 58,733	\$ 62,500	\$ 125,000
	Communications	\$ 30,837	\$ 37,193	\$ 74,386
	Information Technology Expenses	\$ 22,095	\$ 49,068	\$ 98,136
	Contracted Operations	\$ 27,852	\$ 122,066	\$ 244,131
	Election Expenses	\$ 1,075	\$ 28,250	\$ 56,500
	Emergency Management Costs	\$ 12,899	\$ 300,000	\$ 600,000
	Equipment Maintenance Expenses	\$ 227,898	\$ 231,978	\$ 463,955
	Feasibility Studies	\$ -	\$ 23,731	\$ 47,462
	Insurance Costs	\$ 210,113	\$ 107,590	\$ 215,180
	Lagoon Operations	\$ 6,175	\$ 7,230	\$ 14,459
	Legal Fees	\$ 13,413	\$ 19,500	\$ 39,000
	Meeting Expenses	\$ 2,413	\$ 18,223	\$ 36,445
	Environmental Monitoring	\$ 20,455	\$ 55,170	\$ 110,339
	Nesst Expenses	\$ 16,307	\$ 27,500	\$ 55,000
	Permit Fees	\$ 522	\$ 675	\$ 1,350
	Service Area Costs	\$ 88,844	\$ 194,308	\$ 388,615
	Recycling Costs	\$ 85,577	\$ 80,000	\$ 160,000
	Scale Operations	\$ 11,391	\$ -	\$ -
	Special Projects	\$ 168,665	\$ 310,583	\$ 621,166
	Supplies	\$ 78,116	\$ 96,875	\$ 193,750
	Utilities	\$ 104,320	\$ 98,835	\$ 197,669
	Vehicle Costs	\$ 171,787	\$ 92,500	\$ 185,000
MUNICIPAL AND RD DEBT PAYMENTS	Debt Payments	\$ 333,170	\$ 411,450	\$ 822,899
GRANTS	Covid Funds Granted	\$ 156,991	\$ -	\$ -
	Gas Tax Grants to Societies	\$ 60,378	\$ 350,000	\$ 700,000
	Grant in Aid	\$ 153,120	\$ 313,501	\$ 627,002
	Grants to Municipalities	\$ -	\$ 995,814	\$ 1,991,627
	Grants to Societies	\$ 740,393	\$ 903,846	\$ 1,807,691
			\$ -	
			\$ -	
CAPITAL EXPENDITURES	Capital Expenditures	\$ 541,282	\$ 2,599,072	\$ 5,198,143
			\$ -	
RESERVE CONTRIBUTIONS	Contribution to Reserves	\$ -	\$ 680,148	\$ 1,360,296
			\$ -	
PRIOR YEAR DEFICIT	Prior Year's Deficit	\$ 5,257	\$ 2,574	\$ 5,147
			\$ -	
	TOTAL EXPENSES	\$ 6,689,839	\$ 12,244,447	\$ 24,488,893
	NET LOSS	\$ (2,094,747)	\$ -	\$ -



Regional District of Bulkley-Nechako Board of Directors

To: Chair Thiessen and Board
From: Jason Blackwell, Regional Fire Chief
Date: July 21, 2022
Subject: **Fire Safety Act**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The Fire Services Liaison Group (FSLG) was established in April 2007 with membership from the:

- Fire Chiefs' Association of BC;
- Fire Prevention Officers Association of BC;
- BC Fire Training Officers Association;
- Volunteer Fire Fighters Association of BC;
- Local Government Management Association (LGMA).

The FSLG report "Public Safety in British Columbia: Transforming the Fire/Rescue Service" was received by staff in December 2009 and presented to the Committee of the Whole for receipt on January 14, 2010. Staff then prepared a memorandum outlining the key issues in the report and the Committee of the Whole Recommendations and presented it to the Board of Directors (attached) on January 28, 2010, which was deferred to the Committee of the Whole on February 11, 2010. The Committee of the Whole moved "That Regional District staff draft a resolution to the North Central Local Government Association requesting support and representation from the rural area within the Regional District of Bulkley-Nechako with regard to transforming the Fire/Rescue Service and bring forward the resolution to the next Board meeting." On February 25, 2010 the Regional District of Bulkley-Nechako (RDBN) Board approved the following resolution to be submitted to the North Central Local Government Association:

"**WHEREAS** the Ministry of Public Safety and Solicitor General will be considering a report titled "Public Safety in British Columbia: Transforming the Fire/Rescue Service Report" which will affect the provision of fire rescue services in the rural areas of the Province;

AND WHEREAS the Regional District of Bulkley-Nechako is concerned about the impact upon local governments regarding the recommendations being put forward by the FSLG to the Provincial Government;

THEREFORE, BE IT RESOLVED that the Provincial Government hold consultation meetings for local governments to provide direct input to the Province regarding the proposed recommendations."

On November 9, 2012 the "Improving Fire Services: The Office of the Fire Commissioner's Response to the FSLG" was completed, staff provided a full report to the Rural Directors Committee on February 10, 2013 (attached).

In July 14, 2015, UBCM sent a letter to the Minister of Justice (attached) expressing concerns about proposed provincial direction to amend and/or establish new legislation that would require regional districts to take responsibility for fire inspections, compliance monitoring, and enforcement. UBCM expressed concern that a move to transfer these responsibilities would be viewed as downloading and asked the Minister to engage and consult with us before pursuing this direction. The same year over half a dozen resolutions were submitted to the UBCM Convention expressing opposition to the proposed provincial direction. UBCM received assurances from the province that our concerns had been heard and new legislation would not require regional districts to undertake fire inspections, but in 2016 when the province introduced the *Fire Safety Act* it appeared that was not the case. A working group was established to engage directly with the Office of the Fire Commissioner on this matter (see attached backgrounder for more detailed timelines).

Bill 4 – 2016 *Fire Safety Act* was given Royal Assent on May 19, 2016, however, has not been proclaimed in force and none of the new regulations contemplated by the Act have been made.

On March 17, 2022, a letter was sent to UBCM President Roodenburg, from Mike Farnworth, Minister of Public Safety and Solicitor General and Deputy Prime Minister (attached), informing them that the province's commitment to move to a single standard of fire safety for public buildings regardless of where they are located through a risk-based compliance monitoring approach was moving forward.

Since then, UBCM has created a new Fire Safety Act Working Group that CAO Helgesen is participating on.

DISCUSSION:

Staff have reviewed the information related to this issue and the concerns are the same as they have been since 2009.

Staff agrees that a single standard across the province would enhance fire safety in these buildings, however, downloading to Regional Districts is not a good solution. This responsibility should reside with the Office of the Fire Commissioner.

The major concern if the province moves ahead, is funding. How are regional districts going to pay for this new service? It will be a hard sell to tax all the residents in the rural areas for a service that they are not going to see any direct benefit from.

Some of the other issues are:

- what will the types and the frequency of inspections be as the *FSA* does not specify;
- coordination, inspections, reviewing assessments, re-inspections, and enforcement will require, at minimum, one full-time staff member focused solely on the implementation of the program;
- the Regional District does not have a Business License Bylaw, therefore finding all the public buildings that would require inspection in the Regional District would require a significant mapping project for rural fire and GIS staff.
- some public buildings within the Regional District are also very remote, or fly in only, which will increase the cost of inspection substantially if they are determined to be inspectable.

Until the Office of the Fire Commissioner completes the Regulations to the *FSA* it is unclear:

- what a risk-based compliance model will look like;
- whether the *FSA* Regulations will clearly lay out the program, or will it be left up to each local authority to interpret and create the program;
- what the training requirements for inspectors will be;
- whether current Local Assistances to the Fire Commissioner (LAFC) be grandfathered into the program;
- whether the OFC will offer training courses, and if so at what cost;
- whether will building inspections require additional expertise such as sawmills, etc. as they will be outside most inspector's scope (additional cost);
- if there be an implementation period, and how long will that be;
- how much a local authority can charge for inspections;
- what type of buildings can provide owner-assessments; and,
- whether commercial, industrial, and institutional buildings will be inspectable.

CAO Helgesen has received staff's concerns on this matter and will be forwarding them to the Fire Safety Act Working Group.

ATTACHMENTS:

- January 15, 2010, Board Report Fire Services Liaison Group – Transforming the Fire/Rescue Service from Deborah Jones-Middleton (Protective Services Manager)
- Rural Director Memorandum Presented February 10, 2013 – Improving the Fire Services: The Office of the Fire Commissioner's Report to Fire Service Liaison Group
- July 14, 2015, UBCM letter to the Honourable Suzanne Anton, Minister of Justice re: Fire Services Act – proposed amendments
- Backgrounder - Reactivation of *Fire Safety Act* Working Group
- Board of Directors Memorandum Presented January 28, 2020 – Fire Services Liaison Group – Transforming the Fire/Rescue Service Report
- March 17, 2022, letter from Mike Farnworth, Minister of Public Safety and Solicitor General and Deputy Prime Minister to President Roodenburg, Union of BC Municipalities



Regional District of Bulkley-Nechako Memorandum

* Deferred at
Jan 28/10
Board Meeting

To: Chair Benedict and the Board of Directors
From: Deborah Jones-Middleton (Emergency Program Coordinator)
Date: January 15, 2010
Regarding: Fire Services Liaison Group – Transforming the Fire/Rescue Service Report

BACKGROUND:

The Fire Services Liaison Group (FSLG) was established in April 2007 with membership from the:

- Fire Chiefs' Association of BC;
- Fire Prevention Officers Association of BC;
- BC Fire Training Officers Association;
- Volunteer Fire Fighters Association of BC;
- Local Government Management Association (LGMA).

The Union of BC Municipalities (UBCM) supported the FSLG in obtaining financial assistance from the provincial government to undertake a review of BCs fire service model. Although, UBCM was originally a member of the FSLG, UBCM chose not to participate in development of the model due to concerns "that the intent of the review was to impose new requirements on local government to provide mandatory delivery of fire/rescue services" and "mandatory minimum training standards...for all fire departments", which UBCM believed "local governments could not afford".

At the January 15th, 2009 Board meeting the Board received a report from staff regarding the proposed model for Fire / Rescue Services in British Columbia. A letter was sent to UBCM requesting an extension to the deadline for input to the Fire Service Liaison Group, an extension was granted to April 15, 2009.

At the February 26th, 2009 Board meeting the Board received a report from staff regarding the proposed Fire/Rescue Services in British Columbia outlining the proposed draft model and staff concerns, a copy attached to this report as appendix 'B'.

March 12th, 2009 the RDBN Board sent a letter outlining the concerns of the RDBN regarding the proposed model for Fire / Rescue Services, a copy attached to this report as Appendix 'C'.

In December 2009 staff received the final Fire Services Liaison Group (FSLG) – Public Safety in British Columbia: Transforming the Fire/Rescue Service. The FSLF identified

14 recommendations.

The report was presented to the RDBN Committee of the Whole on January 14, 2010. The Committee of the Whole made a motion that the RDBN send the following resolution to NCLGA:

Whereas the Provincial Government is desirous to enforce the new model of the fire rescue service;

Therefore be it resolved that the Provincial Government fund the changes and the ongoing costs with the money they collect from the Insurance Premium Tax.

The FSLG report is based on the common vision "to have a competent level of fire and emergency services that is supported by sustainable resources for all residents and visitors to the Province of British Columbia.", and focuses on the needs of both career and volunteer fire departments. The report is intended to address what is perceived by the FSLG as systemic problems hindering BC's fire/rescue services, which have been identified as follows:

- Responsibility for fire and rescue services;
- The need to improve governance of BC's fire/rescue service;
- Fire/rescue service gaps;
- The challenge of province-wide competency standards;
- Inadequate fire/rescue service information for effective decision-making;
- Operational implications of independent fire departments;
- Budget pressures;
- Heavy stress on the volunteer sector.

DISCUSSION:

Throughout the FSLG – Public Safety in British Columbia: Transforming the Fire/Rescue Service Report the responsibility for fire/rescue services in British Columbia is referred to as the responsibility of local government. Explicitly in recommendation 9: Establish Local Government responsibility for Fire/Rescue services, calls for a "transition plan to make the necessary legislative changes to give local government responsibility for all fire departments in their jurisdiction".

Most of the recommendations outlined in this report will have huge financial implications and requires new levels of expertise for the RDBN such as:

- Requiring local governments to file annual service plans, as a component of the local emergency response plans, for the fire departments within their jurisdiction.
- Ensuring life safety or code inspection for all public buildings in unincorporated areas.
- Review of operations and services with the goal of achieving efficiencies.

January 15, 2010

Fire Services Liaison Group – Transforming the Fire/Rescue Service
Page 3

- Ensuring volunteer departments within local government jurisdiction have the necessary administrative and management support.
- Upgrading communications between departments and other emergency service providers via Computer Aided Dispatch, radio, common Records Management System and dispatch, eventually linking fire/rescue services with police, BC Ambulance Service and BC Forest Service.
- Restructure liability protection to encourage mutual aid, interoperability and reduce coverage gaps; this has the potential to increase cost of liability protection and increase the demand for reduction in gaps in services provided.
- Although the recommendation for the provincial government to provide funding for training, recruitment and retention for volunteer fire/rescue departments, it is clear that the ultimate responsibility will rest with local government; unless this funding is legislated local government cannot rely upon its continuance, as has been experienced with Emergency Management.
- Providing funding for firefighters interested in management and leadership training.
- Ensuring that fire/rescue departments meets the minimum competency standards to obtain Registration and Certification, which eventually will be enforced by the Office of the Fire Commissioner or an independent authority.

UBCM provided a report regarding the New Model for Delivery of Fire Services which is attached to this report as Appendix "A". The UBCM Report on New Fire Service Model indicates that the UBCM Executive supports the following recommendations:

1. Establish A Fire Services Advisory Board;
4. Support Training, Recruitment and Retention for Volunteer Departments;
7. Investigate Local and Regional Efficiencies;
10. Update Compensation Agreements For Services To Provincial Agencies;
11. Improve Training Opportunities;
13. Research and Develop Best Practices.

UBCM believes the rest of the recommendations "require further discussion and review".

Conclusion:

After reviewing the report by the Fire Services Liaison Group 'Public Safety in British Columbia: Transforming the Fire/Rescue Service' report, dated September 2009, it is apparent that the intention is to place responsibility for Fire/Rescue services on local government.

Although the FSLG alludes to a transitional period and the provision of provincial funding for training, the ultimate responsibility for Fire/Rescue services will lie with local government. The funding for training will likely be removed once the transitional period

has elapsed.

The establishment of "Best Practices" and "Registration and Certification" will eventually increase the basic standards required for a fire/rescue service to be certified. The cost of training firefighters and the replacement of equipment that does not meet the standards could become excessive and cause many small fire/rescue services to be shut down because they are unable to afford the necessary upgrades.

Not all local government including the RDBN have the manpower or expertise required to accomplish the responsibilities set out by the report for local government, acquiring this expertise will bring an unjustified financial burden on local government and ultimately the tax payers. This burden could also result in the withdrawal of services of small fire/rescue services throughout the province putting tax payers at greater risk.

UBCM suggests that "there will be further opportunity for local government to comment on the recommendations outlined in the report", Staff strongly urges the RDBN to ensure they are well represented in this process. Staff believes that the membership of the FSLG is dominated by professional organizations that may not be aware of the political and financial realities that exist for many local governments throughout the province.

<u>Recommendation</u>	AII /DIRECTORS/MAJORITY
Discussion	

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BRITISH
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MEMOR

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Board-Recen
DECEMBER 18, 20

REGIONAL DISTRICT OF
BULKLEY NEIGHBOURHOODS

REPORT ON NEW FIRE SERVICE MODEL

The report on "Public Safety in British Columbia: Transforming the Fire Rescue Service" has been released for review and comment (for complete details of the report see www.fcabc.bc.ca). The final report was prepared by the Fire Services Liaison Group (FSLG) and contains 14 recommendations. These recommendations are prioritized on the basis of immediate objectives and long term objectives for developing a new model for the delivery of fire services. A number of the recommendations call for further studies or development of strategies to implement the suggested changes.

The UBCM supported the Fire Services Liaison Group (FSLG)—which includes representatives from the Fire Chiefs Association of BC, BC Professional Fire Fighters Association, Volunteer Firefighters Association of BC, Fire Prevention Officers Association of BC, and Fire Training Officers Association of BC—in getting financial assistance from the provincial government to undertake a review of the fire service model.

In early consultations with the FSLG, UBCM became concerned that the intent of the review was to impose new requirements on local government to provide mandatory delivery of fire/rescue services (fire suppression, first responder services, rescue services etc.) and that a mandatory minimum training standard be introduced for all fire departments. UBCM indicated early in the discussions that local government could not afford the implementation of these types of measures and that they could have a major impact on the delivery of fire services across the province, and withdrew as an active participant in the report being developed by the FSLG looking at a new model for the delivery of fire services.

A draft report entitled "Proposed Fire/Rescue System Model" was released to members of the fire services community on December 15, 2008 and local governments were also requested to provide input into the process. The report contained 36 recommendations, or elements, as they were identified in the document. UBCM requested local government comments on the report, and based on the comments received, the following issues were identified as high priority;

- Improved Training Delivery – particularly as it relates to volunteer firefighters;
- Improved Liability Protection – provide liability protection to local government when it is responding to a request for fire services outside its local boundaries;
- New Financial Resources – need to enhance the financial resources available to provide fire services, and recognize that the province and other provincial agencies that are benefiting from the delivery of fire services contribute to the cost of these services;
- Creation of a Fire Services Advisory Board.

There were a number of issues raised in the draft report that UBCM saw a need for further consultation on to ensure a clear understanding around the intent of the changes before any action was taken. These included issues such as:

- expansion of the delivery of fire services to include first responder services, motor vehicle accidents, and rescue services;
- implementation of mandatory fire service standards across the province; and
- changing the underlying responsibility and accountability for the delivery of fire services across the province.

The primary service provided by fire departments currently is fire suppression. If this is to be expanded to include other services, and the roles and responsibilities of the various parties is expected to change, it is important to understand whether there is the capacity to undertake these changes. The new report attempts to address some of the concerns raised.

The UBCM Executive has indicated its support for the following recommendations outlined in the report on Transforming the Fire/Rescue Service:

- Recommendation 1: Establish A Fire Services Advisory Board
- Recommendation 4: Support Training, Recruitment and Retention For Volunteer Departments
- Recommendation 7: Investigate Local And Regional Efficiencies
- Recommendation 10: Update Compensation Agreements For Services To Provincial Agencies – the tariffs paid to fire departments for services provided to provincial agencies
- Recommendation 11: Improve Training Opportunities
- Recommendation 13: Research And Develop Best Practices.

The other recommendations in the report will require further discussion and review. UBCM is interested in participating in further discussions through a provincial advisory committee on the issues identified in the report and how they might be implemented in the future. It is anticipated that there will be further opportunity for local government to comment on the recommendations outlined in the report.

Please make copies of this circular and distribute to Council/Board Members /Staff.



Regional District of Bulkley-Nechako Rural Directors Memorandum February 10, 2013

To: Chair Petersen and the Rural Directors Committee
From: Deborah Jones-Middleton (Protective Services Manager)
Date: January 3, 2013
Regarding: Improving the Fire Services: The Office of the Fire Commissioner's Report to Fire Service Liaison Group Report

Background

The Fire Services Liaison Group report "Public Safety in British Columbia: Transforming the Fire/Rescue Service" was received by staff in December 2009 and presented to the Committee of the Whole for receipt on January 14, 2010. Staff then prepared a memorandum outlining the key issues in the report and the Committee of the Whole Recommendations and presented it to the Board of Directors (see attached Appendix 1) on January 28, 2010, which was deferred to the Committee of the Whole on February 11, 2010. The Committee of the Whole moved "That Regional District staff draft a resolution to the North Central Local Government Association requesting support and representation from the rural area within the Regional District of Bulkley-Nechako with regard to transforming the Fire/Rescue Service and bring forward the resolution to the next Board meeting."

On February 25, 2010 the Regional District of Bulkley-Nechako (RDBN) Board approved the following resolution to be submitted to the North Central Local Government Association:

"WHEREAS the Ministry of Public Safety and Solicitor General will be considering a report titled "Public Safety in British Columbia: Transforming the Fire/Rescue Service Report" which will affect the provision of fire rescue services in the rural areas of the Province;

AND WHEREAS the Regional District of Bulkley-Nechako is concerned about the impact upon local governments regarding the recommendations being put forward by the Fire Services Liaison Group to the Provincial Government;

THEREFORE BE IT RESOLVED that the Provincial Government hold consultation meetings for local governments to provide direct input to the Province regarding the proposed recommendations."

Improving Fire Services: The Office of the Fire Commissioner's Response to the FSLG

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Report was completed on November 9, 2012 and distributed to Local Governments on November 14, 2012 by UBCM.

Discussion

Improving Fire Services: The Office of the Fire Commissioner's Response to the FSLG Report addresses the 14 recommendations made by the Fire Service Liaison Group (FSLG) Report Public Safety in British Columbia: Transforming the Fire/Rescue Service presented to government in April, 2010.

The Office of the Fire Commissioner's response to the recommendations is as follows:

FSLG RECOMMENDATION 1: ESTABLISH A FIRE SERVICES ADVISORY BOARD

Response:

The Fire Commissioner will create one or more FSACs to fulfill the objectives identified under Recommendation #1.

The Fire Commissioner will immediately implement the proposed model. Key members of the Leadership Group, including local authorities, FSLG, and fire services associations, will be asked to provide representation to the first FSAC. This committee will provide continuity of advice as the recommendations of the Leadership Group are implemented.

Implementation:

Terms of Reference for the FSAC will be finalized by December 1, 2012. The FCAC will meet twice annually at a minimum, with its first meeting to be held by March 31, 2013.

The duties of this Advisory Committee will include, among other things, provision of advice with respect to the ongoing review of the *Fire Services Act*.

STAFF COMMENT:

Staff **view** this as a positive objective as long as there is representation from small rural and municipal fire departments as well as local government staff in northern British Columbia. This board will have significant influence on future changes to fire/rescue services in British Columbia.

FSLG RECOMMENDATION 2: BROADEN THE MANDATE OF THE OFFICE OF THE FIRE COMMISSIONER (OFC)

Response:

The OFC has identified a number of activities to strengthen its core mandate, such as a survey and a registry of fire departments, targeted use of the Fire Commissioner's emergency powers, recommended updates to the *Fire Services*

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Act, and further exploration of the National Fire Incident Database initiative.

As noted above, a number of activities have been undertaken already that will contribute to this strengthened core mandate, and a number of others, outlined throughout this Leadership Group Response Report, will further contribute.

Some measures recommended by the Leadership Group such as the changes to the Fire Commissioner's powers, or creation of a mandatory fire department registry, would require changes to the *Fire Services Act* to fully implement. The Leadership Group has requested that government give consideration to these legislative changes.

Implementation:

In addition to the actions noted above, significant implementation actions will be undertaken immediately:

- The survey of fire departments will be complete by December 31, 2012 and the creation of a voluntary registry will be completed by March 31, 2013.
- An Information Bulletin will be prepared and distributed by the OFC on the subject of the evacuation and closure of buildings that threaten the life safety of residents and occupants due to the presence of fire hazards. This bulletin, which will be finalized in consultation with the newly formed FSAC, will reflect consultation to date with the Leadership Group, and will be consistent with the Leadership Group's desire for the Fire Commissioner to exercise additional leadership and a proactive approach in this area. This bulletin will be prepared and distributed by December 31' 2012.
- Government will consult with the FSAC with respect to the ongoing review of the *Fire Services Act*, including consideration of enforcement provisions and the Fire Commissioner's powers.

The OFC will continue working with participating partners to explore and refine the National Fire Incident Database concept.

STAFF COMMENT:

Staff's only concern with Recommendation 2 is the role fire departments and local government may be required to play in the "...evacuation and closure of buildings that threaten the life safety of residents and occupants due to the presence of fire hazards." For example:

- how will these buildings be identified and who will execute the orders of the Fire Commissioner;
- who will report the concerns;
- who will pay for the inspections; and
- who will be responsible for enforcement?

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FSLG RECOMMENDATION 3: STANDARDIZE COMPETENCIES AND TRAINING STANDARDS

Response:

Local authorities require the flexibility to determine the fire services to be delivered and to set standards appropriate to those services. The OFC will continue to provide guidance and advice to local authorities with respect to training standards (e.g., the Interpretation Bulletin regarding Minister's Order No. 268, the Local Authority Firefighter Training Program Checklist, and involvement with the planned LGMA fire service education program).

The OFC has developed an Interpretation Bulletin to assist local governments and local authorities to establish minimum training standards for their firefighters that reflect the recommended provincial standard announced in the Minister's Order No. 368 dated December 18, 2002. The Interpretation Bulletin is designed to provide clarification of the OFC's position and interpretation of the Provincial Training Standard. It is being offered, not only in response to Recommendation #3 but to requests received from local authorities wishing to establish policies and standards for their fire departments. The Interpretation Bulletin also explains how any fire department may address the issue of compliance with this standard through the setting of achievable training standards that will effectively and efficiently prepare firefighters to provide the services they are asked to deliver.

A companion document to the Interpretation Bulletin has also been created to assist local authorities to review and define what services they wish their fire department to deliver. This document ("Local Authority Firefighter Training Program Checklist") will also help local authorities decide whether they wish their firefighters to provide offensive or defensive firefighting. If the community funding the fire department has limited means, a decision to deliver only defensive firefighting might be the appropriate choice. This would mean that interior firefighting would not be an option during a structure fire. The OFC will continue to encourage all local authorities and fire departments to review the OFC's Inspection and Audit Checklist document on a regular basis.

The province currently provides funding annually to the JIBC to be used towards fire service training. The OFC, and representatives of the Ministry of Advanced Education, Innovation and Technology, in partnership with the JIBC, have initiated discussions aimed at determining how the future training priorities of the fire service can best be met.

Implementation:

The Fire Commissioner will distribute the Interpretation Bulletin regarding the Provincial Training Standard to the UBCM, LGMA and the FSLG for further distribution to their

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memberships by November 30, 2012.

The Fire Commissioner will also make the Local Authority Firefighter Training Program Checklist document available to all local authorities by November 30, 2012.

The Fire Commissioner will communicate with firefighter training service providers to invite comment and input on how the OFC might be better informed on issues of which they are aware with respect to firefighter training. This invitation for feedback will be circulated by March 31, 2013.

The OFC will investigate the ability to offer an electronic version of the Inspection and Audit Checklist by December 31, 2012.

The OFC will re-distribute the Inspection and Audit Checklist to all relevant stakeholders by March 31, 2013.

STAFF COMMENT:

Staff is concerned with the following:

- The cost to small northern rural fire departments for training required meeting the Provincial Training Standard? Will the training be available locally?
- The Inspection and Audit process identified may place further cost and responsibility on fire departments and local government reporting.
- Staff time will be required to amend and implement amended Standard Operating Guidelines.

FSLG RECOMMENDATION 4: SUPPORT TRAINING, RECRUITMENT AND RETENTION FOR VOLUNTEER DEPARTMENTS

Response:

The OFC is responding to Recommendation #4 by undertaking a number of activities with a particular focus on volunteer fire departments in small and rural communities including: contributing to an LGMA Fire Service Education Program "LGMA Program" to be delivered by the LGMA, assisting local authorities to understand the training needs of fire departments more thoroughly (See Recommendation #3), working with the JIBC and other stakeholders to ensure that existing provincial training funding is allocated in a fashion that meets future stakeholder needs (See Recommendation #3), and continuing to provide information and advice to fire chiefs and fire departments on matters relating to fire suppression (e.g. training, recruitment and retention of volunteer firefighters).

Implementation:

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The Office of Fire Commissioner will continue to will meet with the LGMA on development of a curriculum for the LGMA Program. The Leadership Group has also met with the LGMA on this issue. A full day curriculum development workshop is expected to take place prior to January 30, 2013. The delivery of the program is expected to commence in fall, 2013.

STAFF COMMENT:

The LGMA workshop will be held to identify the issues faced by rural fire departments; the development of courses will be done after this workshop. It will be important to have regional district representation at this workshop, these courses are usually held in the lower mainland, which will increase time and cost demands to local governments.

FSLG RECOMMENDATION 5: IMPROVE THE FIRE INVESTIGATION AND INSPECTION SYSTEM

Response:

The OFC has identified measures in a number of areas including: strengthening owner/occupier responsibility, clarifying inspection system flexibility, improvements to the LAFC system, as well as enforcement and education relating to the Fire Services Act and BC Fire Code.

Inspection System Flexibility: The OFC will communicate with British Columbia fire departments to clarify the range of inspection system options open to them. In addition, potential changes to the Fire Services Act to provide for both greater clarity around inspection system flexibility, and broader uses of owner responsible inspection systems will be presented for government's consideration.

Local Assistants to the Fire Commissioner: The Leadership Group has endorsed a number of OFC policy proposals for improving effectiveness and efficiency of the LAFCs system.

These policy proposals are:

- Reduction of the number of LAFC appointments through the identification of positions within the fire service which are critical for appointment as a LAFC. This would permit the LAFCs to be more effectively supported and managed by the OFC.
- The identification of desired qualifications for LAFCs to be appointed to carry out specific tasks and assignments. Under such a system, LAFCs could be categorized based on their expertise, as an investigator, an inspector, or a general LAFC. The intent of this proposed change is to create a regional structure of LAFCs, ensuring adequately experienced and trained individuals are available to respond within a region, while simultaneously ensuring that LAFCs are not asked to perform duties

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beyond their qualifications.

- The introduction of a new program of photo identification for LAFCs. This program would replace the current metal badges and identification cards. The new photo identification cards would state what tasks and assignments the LAFCs was authorized to carry out.

In the longer term, the OFC will pursue opportunities to fund additional training for LAFCs beyond the introductory online program currently offered.

Enforcement: The OFC is initiating more frequent and proactive use of the Section 25 emergency powers in cases of serious or imminent risk. Resource information on the use of such powers will be distributed to local authorities and fire departments by December 31, 2012.

High Hazard Occupancies: The OFC is also assessing opportunities to enhance education and enforcement with respect to Fire Services Act and BC Fire Code compliance in specific high hazard facilities such as sawmills. Additionally, the OFC is in discussions with WorkSafe BC and the BC Safety Authority regarding opportunities to enhance owner/operator risk awareness and voluntary compliance with safety requirements in such facilities.

Implementation:

Inspection System Flexibility: The OFC will distribute communications materials to fire departments clarifying inspection system flexibilities.

Local Assistants to the Fire Commissioner: The OFC is currently assessing what elements of the policy direction for LAFCs endorsed by the Leadership Group can be implemented without changes to the Fire Services Act. Any legislative changes will be presented to government for consideration.

Enforcement: The OFC will distribute communications materials to fire departments clarifying enhanced enforcement, through use of the Fire Commissioner's emergency powers when appropriate, by December 31, 2012. The OFC will also provide information and assistance to local authorities wishing to introduce fire safety violation tickets based upon local bylaws.

STAFF COMMENT:

In the discussion portion of Recommendation 5 it is noted "...that extension of this requirement to Regional Districts would not be practical or affordable, and could not be supported." This statement has not been reiterated in the "Response" or "Implementation" sections of the document, the report is calling for amendments to the *Fire Services Act*. It is unclear if this will end up as a responsibility for regional districts.

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The concerns would be:

- who would implement and monitor the "owner responsible inspection systems;
- who will monitor the LAFC's qualifications;
- who will enforce compliance for "high hazard facilities such as sawmills;
- why would compliance be voluntary if a facility is deemed "High Risk";
- the costs to local government for this program would be significant;
- the report promises to provide information and assistance to local governments; and
- with regard to introducing fire safety violation tickets based on local bylaws, it is unclear what this would be?

FSLG RECOMMENDATION 6: IDENTIFY AND FILL GAPS IN SERVICE COVERAGE

Response:

The OFC is undertaking a survey of fire departments' resources and capabilities, and will establish a fire department registry. The OFC will work with all service delivery partners on appropriate strategies to address identified service delivery issues and gaps.

The Fire Commissioner has accepted the proposal offered by the City of Surrey and the University of the Fraser Valley to assist the OFC to distribute a survey to all known fire departments in the province. Once service gaps or opportunities for service enhancements are identified, options for moving towards enhanced coverage for applicable services may include the application of mutual aid plans and mobilization plans as appropriate.

Once the results of the survey are available, the OFC will share the resulting data with the Emergency and Health Services Commission, with due consideration of provisions set out in the Freedom of Information and Protection of Privacy Act. The OFC will also offer liaison assistance regarding any potential opportunities that the British Columbia Ambulance Service (BCAS) identifies which may allow the BCAS to request adjustments to pre-hospital care services provided by the fire/rescue service, or adjust its own services, to address potential service delivery issues.

The Fire Commissioner will also use the findings of the survey to identify fire departments, whose firefighting training standards are not consistent with the recommended provincial training standard. Appropriate advice will be provided to those fire departments.

The OFC will introduce a formal procedure to permit all fire departments in the province to register with the OFC. The procedure will include how fire departments will ensure that their profile is to be kept current in the registry. The Leadership Group has identified that mandatory fire department registration would be advantageous. Establishing such a requirement would necessitate consideration of a change to the *Fire Services Act*.

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Before any proposals for a uniform Building Code are brought forward, the province will consult with local government and fire service associations, including focused consultation with the Fire Sprinklers Working Group.

The OFC currently has a vacant Public Education specialist position. When resources permit, this position will be filled, permitting OFC leadership of an enhanced provincial public safety campaign, including targeted fire safety messaging.

Implementation:

The survey of fire departments is currently underway and it is planned that work on this project, including the analysis of information (identification of gaps, etc.) by the University of the Fraser Valley will be completed by January 31, 2013.

The OFC will review the results of the survey with the FSAC and other stakeholders in order to inform long term fire service enhancement strategies.

The Fire Commissioner will produce an initial registry of fire departments, and will establish procedures for its maintenance and renewal by March 31, 2013.

STAFF COMMENT:

Although this recommendation will not affect RDBN fire departments today there are potentially far reaching outcomes after the survey process which may identify issues that will require further changes to training, standard operating guidelines, and apparatus requirements for fire/rescue services.

FSLG RECOMMENDATION 7: INVESTIGATE LOCAL AND REGIONAL EFFICIENCIES

Response:

The LGMA of BC and UBCM are working to identify and disseminate information on best practices.

Implementation:

As noted above, best practices identified to date will be included in the LGMA fire department education program as appropriate. Additionally, the LGMA will disseminate information on the above matters to its membership by March 31, 2013.

STAFF COMMENT:

In the discussion portion of this recommendation the report identifies the need for local government to research regional efficiencies in the delivery of fire services with specific attention to the following topic areas:

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1. Allocation of specialty services to reduce redundancy and overlap;
 2. Standardization of joint response protocols and training standards to enable optimized dispatch procedures;
 3. Standardization of truck specifications to allow joint tendering and other efficiencies;
 4. Consolidated mechanical service functions;
 5. Standardized risk-based fire inspection schedules; and,
 6. Consolidation of public education functions.
- These items are not feasible in our region, due to the distance between departments.
 - At this time regional districts are not responsible for fire inspection of public buildings.

FSLG RECOMMENDATION 8: PROVIDE ADMINISTRATIVE AND MANAGEMENT SUPPORT TO VOLUNTEER DEPARTMENTS

Response:

The LGMA of BC will undertake to highlight the administrative and management requirements of volunteer fire departments as part of its fire service education program.

The Fire Commissioner will assist the LGMA in the development of the fire department education program.

Consistent with its mandate set out in the *Fire Services Act*, the Fire Commissioner will continue to consult with, and give information and advice to, fire chiefs and fire departments in matters relating to the delivery of their fire suppression service.

Through avenues such as the FSAC, the OFC is prepared to assist local government to continue to address this issue.

Implementation:

The LGMA will begin development of a curriculum for the Municipal Administration Training Institute Program by November 30, 2012. The delivery of the program will commence by October 31, 2013.

STAFF COMMENT:

See recommendation 3 and 4.

FSLG RECOMMENDATION 9: ESTABLISH LOCAL GOVERNMENT RESPONSIBILITY FOR FIRE/RESCUE SERVICES

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Regarding: Improving the Fire Services: The Office of the Fire Commissioner's Report to Fire Service Liaison Group Report
Date: January 3, 2013

Response:

Local authorities require the flexibility to determine what fire/rescue services each will assume responsibility for. The Leadership Group has identified a number of measures that will support the functioning of small and rural fire departments such as targeted advice based on a survey of fire departments, and the LGMA fire service education program currently under development.

The Fire Commissioner will use the results of the survey outlined under Recommendation #6 to define the number of fire departments that are currently not operated by a local government. The Fire Commissioner will also analyze the information provided by those fire departments to determine the level of training and service delivery these departments have in place, and provide advice to these departments as appropriate.

The Fire Commissioner supports the suggestion that all local governments develop annual service plans for their fire departments. The Fire Commissioner also acknowledges that this is a decision of the local government.

The Fire Commissioner will consider how a fire department registry may potentially capture selected information elements consistent with those typically included in a service plan.

A number of the other initiatives outlined in this Response Report will assist in raising the capabilities of departments that do not meet recommended provincial standards (e.g. see responses under Recommendations #3, #4 and #12).

Implementation:

The Fire Commissioner will consult with the FSAC, and the UBCM to learn how the OFC might assist in addressing issues that regional districts have identified regarding the delivery of fire services in rural areas.

The Fire Commissioner will consult with the FSAC to determine if formation of an Advisory Committee specific to Recommendation #9 would be valuable. If such a committee is created, its first meeting will take place by June 30, 2013.

STAFF COMMENT:

Staff is unsure what outcomes will come from the Fire Commissioner consulting "the FSAC and the UBCM to learn how the OFC might assist addressing issues that regional districts have identified for fire services in rural areas".

It appears that the OFC will be taking a more active role with rural fire departments not operated under local government the concerns are as follows: once the surveys are completed the OFC may consider this to be unsustainable this could result in further

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Regarding: Improving the Fire Services: The Office of the Fire Commissioner's Report to Fire Service Liaison Group Report
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download to local governments; and what liability will be placed on the fire departments if the "advice" provided by the Fire Commissioner is not met, due to cost and time constraints of the fire departments?

Local governments will be required to provide annual service plans for their departments, adding to local government responsibility.

FSLG RECOMMENDATION 10: UPDATE COMPENSATION AGREEMENTS FOR SERVICES TO PROVINCIAL AGENCIES

Response:

EMBC will review reimbursement rates for rescue tasks, will work with Wildfire Management Branch to review reimbursement rates for wildfire deployments, is reviewing pre-authorization procedures, and will distribute information to clarify pre-authorization procedures.

The Fire Commissioner will issue a bulletin clearly outlining the role of fire/rescue departments with respect to calls outside of jurisdiction, and provincial procedures applicable to such mobilizations. The bulletin will confirm that the decision of fire/rescue departments to respond to calls outside their service areas is a policy decision of their local authority.

The Fire Commissioner confirms that the pre-authorization task number provided by the Emergency Coordination Centre of EMBC to fire/rescue departments is, and will continue to be the methodology that entitles the local governments to apply for a pre-determined level of reimbursement for the services the fire/rescue department provides. The task number also provides WorkSafe BC coverage and civil liability coverage for the responders. This authorization is consistent with due diligence by EMBC, and given the speed with which authorization can be obtained, it does not appear to significantly impact response times. However, EMBC is reviewing the task number authorization process to ensure it is efficient and responsive to public safety needs. EMBC will undertake a review of the reimbursement rates for out-of-jurisdiction tasks. The intent of the EMBC road rescue reimbursement rates is to provide compensation to service providers for the actual incremental costs associated with out-of-jurisdiction road rescue responses. The OFC will work with Wildfire Management Branch to determine if there is an appropriate method to rationalize reimbursement rates.

Implementation:

EMBC will undertake a review of the reimbursement rates for out-of-jurisdiction tasks. Over the next eight months, EMBC/OFC will be collecting cost information from a variety of service providers to help inform a review of reimbursement rates. Recommendations based on this review will be prepared by June 2013.

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The Fire Commissioner will consult with the Director of the Wildfire Management Branch to review policies and reimbursement rates in advance of the 2013 Wildfire Season. This consultation will be completed by April 30, 2013.

EMBC is reviewing the Task number authorization process to ensure it is streamlined and efficient in response to public safety needs. This review will be complete by March 31, 2013.

STAFF COMMENT:

Staff has no concerns with this recommendation.

FSLG RECOMMENDATION 11: IMPROVE TRAINING OPPORTUNITIES

Response:

The OFC will work with the FSAC to enhance coordination of existing training. Additional initiatives outlined under recommendations #3 and #4 (e.g. the OFC's work with the JIBC and the Ministry of Advanced Education, Innovation and Technology to prioritize training) will also contribute to the objectives of Recommendation #11.

The direct delivery or funding of large scale training programs by the OFC is not practical or affordable. However, as noted above, a number of elements incorporated into the responses to Recommendations #3 and #4 also contribute to the objectives of Recommendation #11.

It is also anticipated that the issues identified under Recommendation #11 will be incorporated into the LGMA Program.

The Fire Commissioner will also commit to work with the FCABC and other fire service stakeholders to assist with and help coordinate continued efforts to deliver leadership courses such as "Beyond Hoses & Helmets" to their members. As mentioned previously in the report, this will be a key task of the FSAC.

Implementation:

As stated in Recommendation #4, a full day curriculum development workshop for the LGMA fire service education program is expected to take place prior to January 30, 2013.

As stated under Recommendation #3, the FSAC will meet by March 31, 2013. Its mandate will include voluntary inter-agency coordination of fire service training efforts.

STAFF COMMENT:

See recommendation 3 and 4.

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Regarding: Improving the Fire Services: The Office of the Fire Commissioner's Report to Fire Service Liaison Group Report
Date: January 3, 2013

FSLG RECOMMENDATION 12: ENFORCE COMPETENCY, TRAINING AND OPERATING STANDARDS

Response:

Numerous Leadership Group recommendations will contribute towards improved competencies for firefighters, particularly in rural and small departments, without imposition of a deadline for mandatory volunteer firefighter or fire department certification elements discussed under Recommendation #3 and #4).

The Fire Commissioner supports the intent of this recommendation. However, implementation of Recommendation #12 is currently not practical or affordable. Elements of responses to other recommendations will contribute towards the objectives of this longer term recommendation (e.g. fire department survey, fire department registry, training related initiatives, etc.).

The Fire Commissioner will ensure that documentation of firefighter training standards adopted by individual fire departments is incorporated into the registry of fire departments.

The Fire Commissioner will request that the FSAC explore longer-term strategies to address this recommendation.

Implementation:

The fire department registry, including documentation of firefighter training standards, will be implemented by March 31, 2013.

The FSAC will hold its first meeting by March 31, 2013.

By November 30, 2012 the OFC will share the Fire Department Inspection and Audit Checklist with the LGMA as an important reference document to be incorporated in the LGMA program curriculum.

STAFF COMMENT:

See recommendation 3 and 4.

FSLG RECOMMENDATION 13: RESEARCH AND DEVELOP BEST PRACTICES

Response:

The FSLG Report identified this recommendation as a longer-term priority. Some actions identified in this Response Report will already support Recommendation #13 (e.g. actions identified under Recommendation #7) and the OFC will work further with the FSAC on this issue.

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Actions associated with other FLSG Report recommendations are expected to contribute to some degree, towards the objectives of Recommendation #13.

Implementation:

Consideration of the FSLG Report Recommendation #13 will be included on the agenda of the FSAC meeting to be held by March 31, 2013.

STAFF COMMENT:

See Recommendation 7.

FSLG RECOMMENDATION 14: IMPROVE INTEROPERABILITY IN THE FIRE/RESCUE SERVICE

Response:

EMBC is actively working with partners, through a number of initiatives, to increase communications interoperability for public safety service delivery agencies in British Columbia, including fire departments. The OFC is also eager to work with local government and the fire service on interoperability initiatives in additional areas. Activities outlined in response to Recommendation #7 also contribute to the objectives of Recommendation #14.

Implementation:

BC is actively working with other Provinces and Territories, the National Chiefs Associations of Ambulance, Fire and Police and the Federal Government to obtain the second 10 MHz of spectrum in the 700 MHz range. The next step will be the establishment of a governance model to implement the new communication system across Canada. Implementation in BC will ultimately be contingent on both the national and US developments in the area, consultations with industry and municipal stakeholders, funding availability and operational requirements.

STAFF COMMENT:

No concerns raised at this time.

Summary

It appears that there will not be extensive changes in responsibility to regional districts, such as Fire Investigation and Inspection Services, at this time. There will be additional work required in regards to "Competency and Training Standards" and administrative support activities.

The survey of fire departments has not been completed; there may be further changes once the survey has been assessed.

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Regarding: Improving the Fire Services: The Office of the Fire Commissioner's Report to Fire Service Liaison Group Report
Date: January 3, 2013

Recommendation**AII /DIRECTORS/MAJORITY**

1. That the Rural Directors receive the memo titled "Improving the Fire Services: The Office of the Fire Commissioner's Report to Fire Service Liaison Group Report" from Deborah Jones-Middleton, Protective Services Manager.
2. That the Rural Directors recommend to the Regional District Board that staff forward that "Staff Comments" to the Office of the Fire Commissioner.

July 14, 2015

The Honourable Suzanne Anton
Minister of Justice
Room 232, Parliament Buildings
Victoria, BC
V8V 1X4

Dear Minister:

Re: *Fire Services Act* – proposed amendments

In 2010, the Fire Services Liaison Group (FSLG) officially presented its report *Public Safety in British Columbia: Transforming the Fire/Rescue Service* to the provincial government. Then in November 2012, the Office of the Fire Commissioner released the Province's response to the FSLG report *Improving Fire Services: The Office of the Fire Commissioner's Response to the FSLG Report*.

Both of these reports have since framed the context for discussion by an advisory group that has been deliberating on proposed policy changes that would inform amendments to the *Fire Services Act*. At the recent meeting of the advisory group, representatives were made aware of the government's intent to move forward with legislative drafting.

As UBCM's representative to the advisory group, I have continued to express concerns about the impact that proposed amendments to the *Fire Services Act* will have on BC's regional districts.

While UBCM is supportive of ensuring that fire safety standards are consistent across the province, we are concerned that the approach being put forward is to expand the requirements for fire safety compliance monitoring to regional districts. Fire inspections are not required in regional districts, as they are in municipalities, nor is business licensing.

Consequently we are challenged to understand how regional districts could be asked to undertake a regular system of inspections of public facilities, such as motels and restaurants, when they presently have no role now in regulating these businesses. Is this role not better suited for other provincial agencies such as the BC Safety Authority or health authorities that already have established regulatory regimes in place? BC's regional districts do not have the capacity to take on an inspection and enforcement role without significant additional financial and human resources. Our membership would view these additional responsibilities as downloading and UBCM would seek to engage in more extensive consultations, as provided for under the Community Charter, if in fact the Province wished to continue to pursue this direction.

-2-

I can advise that this issue has caused great concern amongst our regional districts and to date we have received over half a dozen resolutions on this issue going forward to the 2015 UBCM Convention.

UBCM is continuing to participate on the advisory group, but as the Province moves toward legislative drafting, we felt it imperative that we raise our concerns now so we can address these issues sooner rather than later.

Thank you for hearing our concerns.

Yours truly,



Chair Al Richmond
UBCM First Vice-President

cc: Hon. Coralee Oakes, Minister of Community, Sport and Cultural Development
Gord Anderson, Fire Commissioner
Margot Tubman, Office of the Fire Commissioner
Len Garis and Stephen Gamble, BC Fire Chiefs Association
David Stuart, LGMA
Bob Stevens, Volunteer Firefighters Association
Gord Ditchburn and Mike Hurley, Professional Firefighters Association
Mark Smitton, Fire Prevention Officers Association of BC

TO: UBCM FIRE SAFETY ACT WORKING GROUP
Laurey Anne Roodenburg, Councillor, Quesnel, UBCM President
Al Richmond, Director, Cariboo RD
Jesse Ketler, Chair, Comox Valley RD
Mark Pendergraft, Chair, Okanagan Similkameen RD
Jim Martin, CAO, Fraser Fort George RD
Jennifer Kinneman, CAO, Fraser Valley RD
Stuart Horn, CAO, Central Kootenay RD
Curtis Helgesen, CAO, Bulkley Nechako RD

FROM: Gary Maclsaac, Executive Director
Marie Crawford, GM, Richmond Operations
Bhar Sihota, Senior Policy Analyst

DATE: June 15, 2022

RE: BACKGROUND - REACTIVATION OF *FIRE SAFETY ACT* WORKING GROUP

1. PURPOSE

The purpose of this backgrounder is to provide working group members with the history and context to the *Fire Safety Act* and UBCM's advocacy efforts to date on this policy file. For those of you that were part of the 2018-19 working group this will be a 'refresher', but for those that weren't part of early advocacy work, we hope this backgrounder assists you in understanding the local government position and how this issue has evolved over the past seven years.

2. HISTORICAL CONTEXT

In July 2015, UBCM sent a letter (attached) to then Minister of Justice, Suzanne Anton expressing concerns about proposed provincial direction to amend and/or establish new legislation that would require regional districts to take on responsibility for fire safety inspections, compliance monitoring and enforcement.

In the letter, then UBCM First VP, Director Al Richmond, noted that while UBCM supported the Province's desire to ensure that fire safety standards are consistent across the province, UBCM felt that regional districts were not the vehicle for taking on this new responsibility. Our position was based on the fact that fire inspections are not required in regional districts, nor is business licencing, making it impossible for RDs to perform this function. UBCM expressed concern that a move to transfer these responsibilities to regional districts would be viewed as downloading. The

UBCM letter asked the Minister to engage and consult with us before pursuing this direction.

Over half a dozen resolutions were submitted to the 2015 UBCM Convention expressing opposition to the proposed provincial direction. Resolution A3 from Squamish Lillooet RD was put forward and endorsed as follows:

Whereas the provincial government has enacted various building and fire code regulations for public buildings, including the *Fire Services Act* and regulations under that Act;

And whereas the provincial government is considering requiring regional districts to enforce the *Fire Services Act* and its regulations in the unincorporated areas of the province, including the obligation to provide for a regular system of inspection of hotels and public buildings;

And whereas regional districts do not have the capacity to take on an inspection and enforcement role in the rural areas without significant additional financial and human resources:

Therefore be it resolved that the provincial government provide the resources necessary to inspect and enforce provincial safety regulations, including the *Fire Services Act* and its regulations, through either the Office of the Fire Commissioner or the BC Safety Authority rather than pursuing options to download the responsibility for inspections and enforcement of provincial regulations on local governments.

Following the 2015 Convention, UBCM received assurances from the Province that our concerns had been heard and that new legislation would not require regional districts to undertake fire inspections.

However, in February 2016, when the Province introduced the new *Fire Safety Act*, (to replace the *Fire Services Act*) UBCM began to hear exactly the opposite. Both UBCM, and its members, received legal opinions confirming that the new Act clearly required regional districts, as well as municipalities, to appoint a fire inspector, who meets the applicable standard set out by the Fire Commissioner. And as result, by requiring the appointment of a fire inspector there is then an expectation and obligation placed on regional districts to perform this new function.

In our letter of June 7, 2016 to then Ministers Yamamoto and Fassbender, UBCM stated:

“If the intent was to make fire inspection permissive and not required, then why has the legislation been crafted in such a way as to create confusion and uncertainty. On behalf of our members, we feel it is imperative that amendments be made to the legislation, or that regulations be brought forward, to fix this discrepancy.”

In response to UBCM's letter, then Minister Yamamoto responded on September 2016 stating in part:

"It was not the Province's intention to impose these requirements on regional districts, but instead provide them with the legal flexibility to opt in to this approach depending on local circumstances.

The Province has heard your concerns and is taking steps to amend the legislation. There is no intention to bring the new Act into force until such time as the legislation has been amended."

Over 2017, the Fire Commissioner met with UBCM staff and discussed possible options/amendments to the Act to address our concerns. At that time, we were told that there were a number of regulations that still needed to be drafted before the new *Fire Safety Act* could be brought into force, so as that process was taking place, there would opportunities to discuss Act amendments to remove the obligation on regional districts. In October 2017 there was a provincial election and a minority NDP government took office. The issue went quiet for a period of time but we assumed that work was still being undertaken on drafting the accompanying regulations, and amendments, to address our concerns.

The issue arose once again at the July 2018 UBCM Executive meeting. Then Minister of Municipal Affairs, Selina Robinson, advised that the Province wished to establish one standard for public safety across BC. Referencing the *Fire Safety Act*, she indicated that the Province, through the Office of the Fire Commissioner, (OFC) wished to engage UBCM on this matter and suggested that UBCM establish a working group to engage with the OFC to identify the concerns of regional districts and find ways to address the gap.

Shortly after the July Executive meeting, a letter was received from Minister Farnworth confirming the Province's direction, including an acknowledgement that the Province's policy direction was contrary to what had been communicated to our members in 2016. The Minister noted that in the Province's view *"the most expeditious way to achieving our policy objective is to expand the capacity of regional districts to provide a comparable level of fire safety service to what municipalities currently offer."*

In response to the Minister, UBCM expressed its opposition to the proposed direction, but also advised that a working group¹ had been established and there was direction from Executive to engage with the OFC directly on this matter. The working group met over July, August and October of 2018 with the OFC.

¹ The UBCM appointments to the working group included: **Al Richmond**, Chair of Working Group, Cariboo RD; **Wendy Booth**, UBCM President, Director, East Kootenay RD; **Art Kaehn**, UBCM Electoral Area Rep, Chair, Fraser Fort George RD; **Bruce Jolliffe**, Chair, Comox Valley RD; **Lynda Flynn**, CAO, Squamish Lillooet RD; **Paul Gipps**, CAO, Fraser Valley RD; **Sukh Gill**, CAO, Thompson Nicola RD

To reinforce UBCM opposition to the Province's direction, the Executive put forward a Special Resolution to the 2018 Convention which was endorsed:

Whereas UBCM members endorsed resolution 2015-A3 which asked that the "provincial government provide the resources necessary to inspect and enforce provincial safety regulations, including the Fire Services Act and its regulations, through either the Office of the Fire Commissioner or the BC Safety Authority rather than pursuing options to download the responsibility for inspections and enforcement of provincial regulations on local governments."

And whereas the provincial government:

- passed the new Fire Safety Act in 2016, replacing the Fire Services Act, requiring regional districts to take on responsibilities for fire inspections and enforcement despite assurances to the contrary;*
- committed to amend the new Fire Safety Act, prior to it being brought into force by regulation, to remove the mandatory requirements on regional districts and make them optional;*
- advised in 2018, that it has reversed its decision and directed the Office of the Fire Commissioner to implement a single standard of fire safety for public buildings whether located in municipalities or unincorporated areas.*

Therefore be it resolved that UBCM support in principle "one standard of fire safety" throughout BC, but reiterate to the Province our established policy position as outlined in resolution 2015-A3, that UBCM does not support regional districts as the vehicle for implementing the Province's direction regarding one standard of fire safety.

In mid-October UBCM hired a consultant (Fred Banham) to prepare a report that would provide an overview of the *Fire Safety Act*, implications of implementation for regional districts; regional district governance structure; estimated costs to provide the service and the challenges and obstacles associated with asking regional districts to perform this function. The Province also hired their own consultants to examine the issue. At the end of the day, there was agreement to disagree, and the matter went dormant once again. Both of the referenced reports are attached to this report to provide additional background to the working group members.

In late 2018, the Fire Commissioner retired, and a new Fire Commissioner was hired in early 2019, Brian Godlonton. The new Fire Commissioner advised UBCM that discussions would be reactivated on this file, once direction was received from the Minister.

Over the past two years, the OFC has been provided with an increased budget, secured new hires and work was undertaken to update the "Playbook" of fire training standards for firefighters. Both UBCM and LGMA recently made appointments to a Fire Services Working Group to provide input on the new draft "Playbook".

3. 2022 - REACTIVATION OF THE FIRE SAFETY ACT WORKING GROUP

In March, 2022, UBCM received a letter (attached) from Minister Farnworth to inform us, once again, of the Province's commitment to move to a single standard of fire safety for public buildings across BC.

And while the letter acknowledges the capacity concerns that have been raised by UBCM, the Minister has asked the OFC to work with the Ministry of Municipal Affairs and ourselves to "collaboratively explore options for addressing the administrative and operational challenges of a risk-based compliance monitoring approach for fire inspections of public buildings in unincorporated areas."

Based on conversations with staff within the OFC, the Province is determined to move forward with downloading this responsibility onto regional districts. Despite all of the work undertaken by UBCM's Fire Safety Act Working Group over 2018-2019 and the tireless advocacy on the part of our membership to show that regional districts are not the appropriate vehicle to provide this service, the Province had indicated it wishes to continue to move forward down this path.

The OFC indicated to UBCM it wished to commence discussions as soon as possible. Recognizing that our previous working group comprised both elected and staff members, UBCM worked with LGMA on potential appointments to the working group. UBCM's Presidents Committee provided direction on the composition of the new working group seeking to include:

- mix of elected and staff from BC regional districts;
- maximum of 8 working group members;
- mix of new and some previous working group members to provide both continuity and a fresh set of eyes on the matter;
- include representation from different geographic areas and genders to ensure that the unique and different interests of our members can be addressed; and
- outreach be conducted to specific elected officials and staff to serve on this Committee, instead of a member call out, recognizing the contentious history and challenging nature of this file for members.

At the May Executive meeting, UBCM board members approved the invited list of participants to the working group; outreach was undertaken and the working group members confirmed their participation.

*ATT – July 14, 2015 letter to Minister Anton from UBCM 1st VP Al Richmond
March 17, 2022 letter to UBCM from Minister Farnworth
UBCM – Fred Banham consultants report
Province – Consultants report*

**BRITISH
COLUMBIA**

VIA EMAIL

Ref. 628928

March 17, 2022

Laurey-Anne Roodenburg
President
Union of BC Municipalities
#60 - 10551 Shellbridge Way
Richmond BC V6X 2W9
Email: lroodenburg@quesnel.ca; bsihota@ubcm.ca

Dear President Roodenburg:

I am writing to inform you of the Province's commitment to move to a single standard of fire safety for public buildings, whether buildings are located in a municipality or in an unincorporated area. Part of adjusting to this single standard will require fire inspections for public buildings in unincorporated areas. The most effective and efficient means for achieving this policy objective is through a risk-based compliance monitoring approach.

I recognize the capacity concerns that have been raised by regional districts on this matter, and I have asked the Office of the Fire Commissioner to work with the Union of British Columbia Municipalities and the Ministry of Municipal Affairs to collaboratively explore options for addressing the administrative and operational challenges of a risk-based compliance monitoring approach for fire inspections of public buildings in unincorporated areas.

Fire Commissioner Brian Godlonton will contact Gary MacIsaac, Executive Director, to discuss how best to move forward on this important work.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth".

Mike Farnworth
Minister of Public Safety and Solicitor General
and Deputy Premier

pc: The Honourable Nathan Cullen
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Gary MacIsaac, Executive Director, UBCM
Marie Crawford, General Manager, Richmond Operations, UBCM
Brian Godlonton, Fire Commissioner



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: First Nations Liaison

DATE: July 21, 2022

SUBJECT: Truth and Reconciliation Calls to Action

RECOMMENDATION: (all/directors/majority)

To receive/discuss.

BACKGROUND

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

Of the five Calls to Action brought forward in this report, Calls 81 and 82 are still in progress, and Calls 83, 84, and 85 are complete. To address Call 81, the federal government has not yet commissioned or installed a Residential Schools National Monument in the City of Ottawa but has pledged money for one¹. A 16-member, survivor-led steering committee was established in April 2022 to start work on selecting a site and launching the design process of the monument. Call 82 requests that provincial and territorial governments collaborate with Survivors and parties of the Settlement agreements to install Residential School Monuments. No monuments have been commissioned monuments, though some have made plans².

Call 83 is complete, as the Canada Council for the Arts' 2016-2021 Strategic Plan has made supporting Indigenous art a key priority³. In 2015, the Council launched a two-year reconciliation initiative that invited First Nations, Inuit, and Métis artists, collectives, and arts organizations (including collaborations between Indigenous and non-Indigenous artists or organizations) to submit applications for projects that investigate and share knowledge on how the arts can contribute

¹ CBC News. Beyond 94 – Call 81. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=81>

² CBC News. Beyond 94 – Call 82. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=82>

³ CBC News. Beyond 94 – Call 83. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=83>

to the ongoing process of reconciliation between Indigenous and non-Indigenous audiences in Canada⁴.

The federal government's 2016 budget invest to \$75 million in CBC/Radio-Canada, rising to \$150 million for 2017 and beyond has addressed Call 84⁵. To address and complete Call 85, the Aboriginal Peoples Television Network (APTN) produces more than 80 percent Canadian content that is available in English, French, and between 15 and 23 Indigenous languages⁶. The vast majority of the news reports reflect the cultures, languages, and perspectives of Indigenous Peoples⁷.

CALLS TO ACTION FOR DISCUSSION

Reconciliation and Commemoration

81. We call upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities.

82. We call upon provincial and territorial governments, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools Monument in each capital city to honour Survivors and all the children who were lost to their families and communities.

83. We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process.

Media and Reconciliation

84. We call upon the federal government to restore and increase funding to the CBC/Radio-Canada, to enable Canada's national public broadcaster to support reconciliation, and be properly reflective of the diverse cultures, languages, and perspectives of Aboriginal peoples, including, but not limited to:

- i. Increasing Aboriginal programming, including Aboriginal-language speakers.
- ii. Increasing equitable access for Aboriginal peoples to jobs, leadership positions, and professional development opportunities within the organization.

⁴ CIRNAC. "Delivering on Truth and Reconciliation Commission Calls to Action" – Commemoration. <https://www.rcaanc-cirnac.gc.ca/eng/1524505403680/1557513866487>

⁵ CBC News. Beyond 94 – Call 84. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=84>

⁶ CBC News. Beyond 94 – Call 85. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=85>

⁷ Ibid.

iii. Continuing to provide dedicated news coverage and online public information resources on issues of concern to Aboriginal peoples and all Canadians, including the history and legacy of residential schools and the reconciliation process.

85. We call upon the Aboriginal Peoples Television Network, as an independent non-profit broadcaster with programming by, for, and about Aboriginal peoples, to support reconciliation, including but not limited to:

i. Continuing to provide leadership in programming and organizational culture that reflects the diverse cultures, languages, and perspectives of Aboriginal peoples.

ii. Continuing to develop media initiatives that inform and educate the Canadian public and connect Aboriginal and non-Aboriginal Canadians.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Megan D'Arcy, Regional Agriculture Coordinator, West Michelle Roberge,
Regional Agriculture Coordinator, East

Date: July 21, 2022

Subject: **Growing Opportunities Newsletter and Podcast Update**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Newsletter: Attached is Issue #12 (July 2022) of the Growing Opportunities Newsletter for your receipt.

Podcast: Podcasts that have been released since the last Board meeting include:

- Marketing Your Farm

Both the newsletter and podcast can be accessed from the RDBN Growing Opportunities webpage: <https://www.rdbn.bc.ca/departments/agriculture/growing-opportunities-rdbn-ag-newsletter>

The podcasts can also be downloaded from wherever you get your podcasts.

The Agriculture Coordinators encourage all Directors to subscribe to receive the newsletter automatically each month by subscribing at the same page link above.

ATTACHMENTS:

Growing Opportunities Newsletter Issue 12

[Click here to view this newsletter in your browser](#)

GROWING OPPORTUNITIES

Bulkley-Nechako Agriculture Update



July 2022 - Issue 12

AG TEAM UPDATE

June was a busy month, and July is here already! The spring freshet combined with the rain meant that some areas in our region were preparing for flooding in the first part of June. Despite the cooler, rainy weather, the market gardeners are already harvesting lots of delicious, fresh fruits, vegetables, and flowers! A visit to your local Farmers' Market will tell you that it's not just the market gardeners that have been busy. The Markets have had an array of fruit and vegetable plant starts, meat, eggs, baking and canned goods, as well as an incredible display of the talents of our regional artisans. If you can't make it to Market, check out our online [Connecting Consumers and Producers directory](#). [Click here to get listed!](#)



Value Added, Locally!

It's no secret that we have to pack a lot into each growing season. If you are a gardener, hobby farmer, or own/operate a farming operation, once spring gets here it can get pretty hectic trying to get everything done for when the snow comes back in October.

Primary producers looking to add value to their products through additional processing sometimes have a hard time accessing resources, but we are here to help! We have created an [Asset Map](#) that shows the name and location of commercial kitchens in the region that are available for rental. Contact information is included with the location pins on the map.

Food Hubs and Food Hub Networks

A [Food Economy & Food Hub Assessment Study](#) was completed for the Regional District of Bulkley-Nechako in March, 2021. Essentially the study concluded that our initial focus should be on the distribution of locally grown food throughout the region, and encouraged the establishment of an online ordering system and distribution centres throughout the region. Ten core elements were identified in the report:

1. Set up a coordinating body for the food hub network.
2. Establish a region-wide online marketplace for region-made foods.
3. Provide an aggregation and distribution service available to all local producers.
4. Add a food storage component to new or existing facilities.
5. Establish a processing facility.
6. Identify other value-added processing opportunities.
7. Improve meat slaughter and processing capabilities.
8. Provide business and technical farming services.
9. Find ways to collaborate with First Nations.
10. Establish complimentary local "farmers' stores".

Interested in further discussion about food hubs or food hub networks? Contact one of the RDBN Agriculture Coordinators (contact information below), or check out the RDBN Food Economy & Food Hub Assessment [webpage](#).

Other Resources

The [Nechako Valley Food Network](#) has a resource library, information on the community gardens, maintains a local producers directory, and in general is a great organization to reach out to if you are interested in discussing growing and processing food!



Groundbreakers Agriculture Association in Smithers has a [Tool Library](#) that includes a pressure canner, dehydrator, juicer, cabbage slicer, fermentation crocks, etc. Membership to Groundbreakers Agriculture Association is required to rent equipment. A \$40 damage deposit and a Members' Agreement and Tool's Use Policy are also required. You can pay your membership and find all the information you need on their [website](#).



Interested in resources available throughout the province, including courses on food safety, traceability, etc.? Check out the **BC Small Scale Food Processor Association website** [here](#).

Farming & Mental Wellness - AgSafe Highlight

All types of farming have a certain amount of risk involved, and with those risks comes stress! This time of year producers can get overwhelmed pretty easily. AgSafe (formerly known as FARSHA) has a page on their website dedicated to [mental wellness resources](#). There are mental wellness services free to people working in BC agriculture.



Did you know...

AgSafe has many industry resources, organized by industry, that are intended to help employers create a healthy and safe work environment. They also offer online courses and other training opportunities (the website link is <https://agsafebc.ca/>).

If you have specific questions, we have an AgSafe Consultant right here in the Regional District of Bulkley-Nechako! Many of you have probably already met Trevor Tapp, who is also a rancher in Fraser Lake area (Copper T Ranch). His information can be found on the contact page of the AgSafe website, or by clicking the button below.

Contact Trevor Tapp if you have questions about AgSafe

Please let us know what you'd like to see in the next Growing Opportunities eNewsletter!

Megan D'Arcy

(West - Areas A, B, E, G; Smithers, Telkwa, Houston, Granisle, Burns Lake, South Side)
250-692-0783
megan.darcy@rdbn.bc.ca

Michelle Roberge

(East - Areas C, D, F; Vanderhoof, Fort St. James, Fort Fraser, Fraser Lake, Endako)
250-570-8772
michelle.roberge@rdbn.bc.ca

 SEND TO A FRIEND  WEBSITE 

Email sent to: karen.smith@example.org

Regional District of Bulkley-Nechako
37 3rd Avenue
Burns Lake, British Columbia | V0J 1E0 | Canada
250-692-3195 | economic.development@rdbn.bc.ca

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July 8, 2022
Our Ref. 125270

Gerry Thiessen
Chair, Board of Directors
Regional District of Bulkley-Nechako

Mark Parker
Chair, Rural/Agriculture Committee
Regional District of Bulkley-Nechako

Email Address: c/o nellie.davis@rdbn.bc.ca

Dear Gerry Thiessen and Mark Parker:

Thank you for your letter, expressing appreciation for the recent veterinary funding announcement by the Ministry of Advanced Education and Skills Training (AEST).

As you know from earlier correspondence, we share an appreciation of veterinarians and the important role they play in our communities.

It was with great pleasure that I was able to [announce that AEST is making an investment of \\$10.7 million this fiscal year](#), that will double the number of British Columbia students starting their veterinary studies this fall. My Ministry is also providing \$1.2 million in funding to the Western College of Veterinary Medicine (WCVN) to enable the college to waive \$55,000 in additional tuition fees for previously admitted British Columbia students who were not in a provincially-subsidized seat. Funding for subsequent years of the expansion will be sought through the usual budget processes.

.../2

Further efforts are needed to support the workforce needs of the agriculture sector, and my colleague, Honourable Lana Popham, Minister of Agriculture and Food, and I are committed to continuing to work with strong and passionate partners, like the Regional District of Bulkley-Nechako, to support veterinarian services in the province.

Thank you again for writing to me.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Kang". The signature is fluid and cursive, with the first name "Anne" and last name "Kang" clearly distinguishable.

Honourable Anne Kang
Minister

pc: Honourable Lana Popham
Minister of Agriculture and Food

AGR.Minister@gov.bc.ca

From: [Cheryl Anderson](#)
To: [Wendy Wainwright](#)
Subject: FW: [EXTERNAL]: INVITATION: Meet With BC Assessment at UBCM
Date: Thursday, July 14, 2022 1:16:45 PM

----- Original message -----

From: "Communications General Mailbox BCA BCA:EX" <bcacommunications@bcassessment.ca>

Date: 2022-07-14 11:04 a.m. (GMT-08:00)

To:

Subject: [EXTERNAL]: INVITATION: Meet With BC Assessment at UBCM

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

Hello!

BC Assessment's Local Government and Indigenous Relations team is honoured to support the Union of B.C. Municipalities, and is excited to have the opportunity to meet face-to-face once again!

We are extending this invitation to meet with us for a **25-minute in person chat**. This opportunity allows for personalized discussion on property assessment topics specific to your community, for us to answer general questions about BC Assessment and our processes, for introductions, or to catch up. The meetings will take place on **Tuesday, September 13 and Wednesday, September 14** at the [Delta Whistler Village Suites](#). We have made our best effort to align these meeting times with this year's Convention program.

If you are interested in booking a meeting with us during UBCM, please use [this Calendly booking system link](#). If you have identified topics to discuss at the time of booking, please include those in the comment space provided. Alternatively, topic information can be [sent directly to BC Assessment](#).

There are limited spots available, so if possible, you're encouraged to meet with your respective colleagues as one group.

Thank you for your continued partnership and collaboration with BC Assessment. We look forward to meeting with you in September!

Sincerely,

BC Assessment and Indigenous Relations team

Regional District of Bulkley-Nechako

Action List - March 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
C.W.2022-3-3 Committee of the Whole Meeting March 17, 2022	Federation of Canadian Municipalities 2022 Conference- June 2-5, 2022 in Regina, SK and Online	Register CAO Helgesen to attend the FCM 2022 Conference online and that the conference be streamed in the RDBN Boardroom from June 2 to 5, 2022.	Wendy/Cheryl	Completed	
C.W.2022-3-3 Committee of the Whole Meeting March 17, 2022	North Central Local Government Association AGM and Convention - May 3-5, 2022 - In-person or Virtual	Travel arrangements and registration of the Chair and any Rural Directors attending the NCLGA (NCLGA) AGM and Convention from May 3-5, 2022 either in-person or virtually.	Wendy/Cheryl	Completed	
C.W.2022-3-6 Committee of the Whole Meeting March 17, 2022	Transit and Parks and Trails Budget	Include the Transit and Parks and Trails budgets in the Regional District's budget bylaw.	John	Completed	
C.W.2022-3-7 Committee of the Whole Meeting March 17, 2022	Truth and Reconciliation Call to Action Recommendation 43 Report	Staff to draft a report in regard to Recommendation 43 - We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the <i>United Nations Declaration on the Rights of Indigenous Peoples.</i> "	Taddea/Curtis	Completed	
C.W.2022-3-9 Committee of the Whole Meeting March 17, 2022	Write a Letter to the BC Electoral Boundaries Commission	Write a letter to the BC Electoral boundaries Commission in regard to its Invitation for Input regarding Electoral Area Boundaries and requesting no changes be made to the electoral areas within the RDBN.	Wendy	Completed	
Natural Resources Committee Meeting March 17, 2022	Delegation Thank You Letter	Write a thank you letter to Beth Eagles, District Manager, Nadina Natural Resource District, Jevan Hanchard, A/Regional Executive Director, Skeena and Luke Weyman, Old Growth Specialist Skeena Region, Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Old Growth Deferral Update.	Kyla	Completed	
Regional Transit Committee Meeting March 17, 2022	Delegation Thank You Letter	Write a thank you letter to Lindsay Taylor, Manager, Government Relations, BC Transit regarding Highway 16 Service Review.	Kyla	Completed	

Regional District of Bulkley-Nechako

Action List - March 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2022-3-3 Rural/Agriculture Committee Meeting March 17, 2022	Premium Pellet Referral No. 16502 - Electoral Area F	That staff inform the applicant that the Regional District endorses the District of Vanderhoof's Letter dated March 4, 2022 in regard to the Premium Pellet Emissions Permit Amendment; and that the Board encourages Premium Pellet to look at domestic pellet use and cardboard recycling in its uses.	Jason L	Completed	
RDC.2022-3-7 Rural/Agriculture Committee Meeting March 17, 2022	Grant in Aid for Gas Tax Trade	The following trades of Grant in Aid and Federal Gas Tax take place: 1) That Electoral Area "A" (Smithers Rural) give Electoral Area "E" (Francois/Ootsa Lake Rural) \$30,000 in Federal Gas Tax. 2) That Electoral Area "E" (Francois/Ootsa Lake Rural) give Electoral Area "A" (Smithers Rural) \$30,000 in Grant in Aid. 3) That Electoral Area "A" (Smithers Rural) give Electoral Area "F" (Vanderhoof Rural) \$10,000 in Federal Gas Tax. 4) That Electoral Area "F" (Vanderhoof Rural) give Electoral Area "A" (Smithers Rural) \$10,000 in Grant in Aid. 5) That Electoral Area "A" (Smithers Rural) give Electoral Area "D" (Fraser Lake Rural) \$7,000 in Federal Gas Tax. 6) That Electoral Area "D" (Fraser Lake Rural) give Electoral Area "A" (Smithers Rural) \$7,000 in Grant in Aid.	John	Completed	
RDC.2022-3-8 Rural/Agriculture Committee Meeting March 17, 2022	Grant in Aid - Lake Kathlyn Protection Society	Write a letter and allocate \$42,415 in Electoral Area "A" (Smithers Rural) Grant in Aid monies to Lake Kathlyn Protection Society, to be paid upon invoice submission for capital repairs for the Lake Kathlyn Weed Harvesting Service.	Nellie	Completed	

Regional District of Bulkley-Nechako**Action List - March 2022 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2022-3-9 Rural/Agriculture Committee Meeting March 17, 2022	COVID-19 Relief Funds Applications	<p>That the applications for COVID-19 Relief Funds be provided to the following:</p> <p>-Electoral Area “A” (Smithers Rural) -Paul Lychak Community Hall – Insurance, Hydro, Maintenance - \$6,533.17 -Bulkley Valley Rod and Gun Club – Insurance 2020/2021 and 2021/2022 - \$8,091.00 -Smithers Gallery Association – Workstations - \$938.52 -Glenwood Hall Committee Association – Insurance and Hydro - \$6,424.13 -Telkwa Museum Society – Utilities - \$4,452.94 -Bulkley Valley Folk Music Society – Insurance and Accounting Fees - \$9,294.00</p> <p>-Electoral Area “B” (Burns Lake Rural) -Burns Lake Woman’s Vortex Hockey Ice Rental - \$3,494.40 -Rose Lake Community Club – Insurance and Hydro - \$1,820.86 -Decker Lake Recreation Commission – Utilities, Society Filing, Cleaning and Sanitizing supplies - \$2,599.87</p> <p>-Electoral Area “C” (Fort St. James Rural) -Fort St. James Community Foundation – Insurance, Society Fees, Website Fees, Rent - \$3,917.31 -Stuart Lake Recycling Co-op – Insurance and Hydro - \$3,126.46</p> <p>-Electoral Area “D” (Fraser Lake Rural) -Fort Fraser Community Recreation Society – Insurance - \$2,451.00</p> <p>-Electoral Area “E” (Francois/Ootsa Lake Rural) -Tweedsmuir Recreation Commission – Insurance and Hydro - \$5,119.45 -Colleymount Recreation Commission – Hydro, Propane, Society Registration, Chamber Membership - \$1,431.96 -Francois Tchesinkut Lake Recreation Commission – Insurance - \$1,430.00</p> <p>-Electoral Area “F” (Vanderhoof Rural) - Mapes Blackwater Sob Lake Community Club – Insurance and Hydro - \$4,050.00 -Vanderhoof Community Foundation – Directors Insurance and Zoom Membership - \$1,101.00 -Vanderhoof International Airshow – Insurance, Accounting Fees, Membership, Deposits - \$3,139.37</p> <p>-Electoral Area “G” (Houston Rural) -Granisle and District Senior Citizen’s Association Society – 2022 Insurance - \$6,423.00.</p>	Nellie	Completed	

Regional District of Bulkley-Nechako**Action List - March 2022 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2022-3-13 Rural/Agriculture Committee Meeting March 17, 2022	Rural Arts, Culture and Recreation Services	Include in the Regional District's budget bylaw the Rural Arts, Culture and Recreation Budgets.	John	Completed	
RDC.2022-3-13 Rural/Agriculture Committee Meeting March 17, 2022	Rural Contribution Fire Department Budgets	Include in the Regional District's budget bylaw the Rural Contribution Fire Department Budgets.	John	Completed	
RDC.2022-3-14 Rural/Agriculture Committee Meeting March 17, 2022	Electoral Area "C" Grant in Aid for Fort St. James Search and Rescue	Write a letter and allocate \$100,000 in Electoral Area "C" (Fort St. James Rural)	Nellie/John	Completed	
WMC.2022-3-6 Waste Management Committee Meeting March 17, 2022	Transfer Stations - Expanding Recycling Depot Programs	Work towards Option B – Establish collection points at RDBN Transfer Stations for Extended Producer Responsibility (EPR) programs currently managed by the Bottle Depots, who would receive the revenue through the stewards as outlined in the Waste Diversion Supervisor's Transfer	Alex	In Progress	
2022-3-9 Board Meeting March 31, 2022	Telus Wireless Communication Facility No. BC109426 - Electoral Area "E"	Staff to send a letter stating that the RDBN has no objection to the proposed communications tower location, and that the RDBN would like to engage with Telus regarding service levels and opportunity to collaborate in relation to the RDBN's Broadband strategy.	Jason L	Completed	
2022-3-10 Board Meeting March 31, 2022	Endako Weir Project - Electoral Area "B"	Staff to contact the Province to: 1.determine the approval process for the Weir moving forward 2.understand how the concerns raised will be evaluated, and 3.how impacts will be monitored and mitigated should the weir be constructed including Stellako, Nadleh Whut'en and Fraser Lake which are downstream from the construction of the weir.	Jason L	Completed	
2022-3-13 Board Meeting March 31, 2022	Recreation Contribution Service Bylaws	Staff move forward with implementation of a recreation contribution service as proposed in the March 31, 2022 staff report.	Jason L	Ongoing	
2022-3-15 Board Meeting March 31, 2022	Draft Letter: BC Energy Step Code - Step 3	Staff to draft a letter to the Attorney General and Minister responsible for Housing outlining the difference between rural and urban construction and opposing the Step 3 process; and further, that the letter be brought forward at the April 28, 2022 Board Meeting for consideration; and further, that the letter be forwarded to the Community Energy Association.	Jason L	Completed	May 26, 2022 Board Meeting

Regional District of Bulkley-Nechako

Action List - March 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2022-3-17 Board Meeting March 31, 2022	Electronics Pilot Program - Secondary Collection Point for Bottle Depot	Staff to develop a Pilot Program for the collection of electronics recyclables at the Vanderhoof Transfer Station on behalf of the Nechako Valley Bottle Depot.	Alex	In Progress	
2022-3-23 Board Meeting March 31, 2022	Connecting Remote Communities and First Nation Reserves to High-speed Internet - Request to Participate	Provide notification of the Board's approval to participate in the Province of BC's Request to Participate in the Connecting Remote Communities and First Nation Reserves to High-speed Internet project.	Nellie	Completed	
2022-3-24 Board Meeting March 31, 2022	Federal Gas Tax - Area "A" (Smithers Rural) Bleachers at Telkwa BBQ Grounds	1) Write a letter and contribute up to \$30,000.00 of Electoral Area 'A' (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Telkwa BBQ Grounds, and further, 2) That the RDBN Board of Directors authorize the withdrawal of up to \$30,000.00 from the Federal Gas Tax Reserve Fund.	Nellie/John	In Progress	
2022-3-25 Board Meeting March 31, 2022	Grant in Aid - Lakes Outdoor Recreation Society	Write a letter and allocate \$2,500.00 from Electoral Area "B" (Burns Lake Rural) and \$2,500.00 from Electoral Area "E" (Francois/Ootsa Lake Rural) Grant in Aid monies (for a total of \$5,000.00) to the Lakes Outdoor Recreation Society to 2022 management and maintenance of recreation sites.	Nellie/John	Completed	
2022-3-26 Board Meeting March 31, 2022	Grant in Aid - Nechako Valley Rodeo Association	Write a letter and allocate \$5,000.00 in Electoral Area "F" (Vanderhoof Rural) Grant in Aid monies to the Nechako Valley Rodeo Association to support a 2022 Nechako Valley Rodeo event.	Nellie/John	Completed	
2022-3-33 Board Meeting March 31, 2022	Northwest BC Resource Benefits Alliance (RBA) Meeting - April 22-23, 2022 - Terrace, B.C.	Travel arrangements for rural and municipal Directors to the Northwest BC Resource Benefits Alliance meeting on April 22-23, 2022 in Terrace, B.C. including expenses for hotels, travel, meals and meeting per diem.	Kyla	Completed	

Regional District of Bulkley-Nechako
Action List - April 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting April 14, 2022	Delegation Thank You Letter	Write a thank you letter to Nathan Cullen, MLA, Stikine regarding an update.	Kyla	Completed	
C.W.2022-4-3 Committee of the Whole Meeting April 14, 2022	Board Meeting Recordings for Public Viewing	That Board and Committee Meeting recordings be made available to the public via an RDBN YouTube channel. Further, that the recordings remain on the site until the next recording becomes available.	Wendy/Shari	On going	
RDC.2022-4-3 Rural/Agriculture Committee Meeting April 14, 2022	Addition to Cheslatta Reserve 1	Send the letter as the RDBN's response to Indigenous Services Canada's request for comments for Cheslatta Carrier Nation's request for an Addition to Reserve.	Jason L	Completed	
RDC.2022-4-6 Rural/Agriculture Committee Meeting April 14, 2022	Letter to Minister Kang RE: Investment in More BC Vets	Send the letter to the Honourable Anne Kang, Minister for Advanced Education, Skills and Training regarding Investment in More BC Vets.	Nellie	Completed	
RDC.2022-4-7 Rural/Agriculture Committee Meeting April 14, 2022	COVID-19 Relief Funds Applications	That the applications for COVID-19 Relief Funds be provided to the following: -Electoral Area "A" (Smithers Rural) -Treehouse Housing Association – The Ark Playday Centre – Insurance - \$2,742.48 -Smithers Zone Canadian Ski Patrol – Insurance and Membership Fees - \$3,772.08 -Electoral Area "B" (Burns Lake Rural) -Burns Lake Community Garden Society – Insurance - \$673.44 -Ride Burns – Insurance and Fees - \$2,654.33 -Burns Lake & District Chamber of Commerce – Shop Local Campaign - \$2,000.00 -Lakes District Fair Association – Memberships, Fees, Insurance - \$922.68 -Electoral Area "D" (Fraser Lake Rural) -Fraser Lake Minor Hockey Association – Rental Fees - \$3,724.98 -Fraser Lake Curling Club – Rental Fees - \$1,419.00 -Fort Fraser Community Recreation Society – Utilities - \$856.89 -Electoral Area "E" (Francois/Ootsa Lake Rural) -Francois Tchesinkut Lake Recreation Commission – Hydro - \$2,216.50 -Ride Burns – Insurance and Fees - \$2654.33 -Lakes District Fair Association – Memberships, Fees, Insurance - \$4,446.52.	Nellie	Completed	

Regional District of Bulkley-Nechako
Action List - April 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Board Meeting April 28, 2022	Delegation Thank You Letter	Write a thank you letter to Rob van Adrichem, Director of External Relations, Community Energy Association regarding an update.	Kyla	Completed	
Board Meeting April 28, 2022	Delegation Thank You Letter	Write a thank you letter to Kiel Giddens, Public Affairs Manager, Tanner Moulton, Public Affairs Advisor and Sian Weaver, Socio-economic Manager, Coastal GasLink, TransCanada regarding and update and SEEMP presentation.	Kyla	Completed	
2022-5-9 Board Meeting April 28, 2022	Letter to Minister Eby - BC Energy Step Code	That the Letter to Minister Eby, Attorney General and Minister Responsible for Housing regarding BC Energy Step Code be deferred to the May 26, 2022 Board Meeting.	Jason L	Completed	
2022-5-14 Board Meeting April 28, 2022	Canada Community - Building Fund BC - Area "A" (Smithers Rural) Court/Climbing Wall Roof Replacement at BV Aquatic Centre	1) Write a letter and contribute up to \$27,750.00 of Electoral Area "A" (Smithers Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project at the Bulkley Valley Aquatic Center, and further, 2) That the Board authorize the withdrawal of up to \$27,750.00 from the Federal Gas Tax Reserve Fund.	Nellie/John	Completed	
2022-5-15 Board Meeting April 28, 2022	Canada Community - Building Fund BC - Area "C" (Fort St. James Rural) District of Fort St. James - Zamboni for Fort Forum Arena	1) Write a letter and contribute up to \$185,500.00 of Electoral Area "C" (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Fort Forum Arena, and further, 2) That the Board authorize the withdrawal of up to \$185,500.00 from the Federal Gas Tax Reserve Fund.	Nellie/John	Completed	
2022-5-16 Board Meeting April 28, 2022	Canada Community - Building Fund BC - Area "F" (Vanderhoof Rural) District of Vanderhoof - Airport Lighting Project	1) Write a letter and contribute up to \$100,000.00 of Electoral Area "F" (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Regional Airport Project at the Vanderhoof Airport, and further, 2) That the Board authorize the withdrawal of up to \$100,000.00 from the Federal Gas Tax Reserve Fund.	Nellie/John	Completed	
2022-5-17 Board Meeting April 28, 2022	Grant in Aid - Connexus Community Resources	Write a letter allocating \$5,000.00 in Electoral Area "F" (Vanderhoof Rural) Grant in Aid monies to Connexus Community Resources to support a deck building project at Riverside Place.	Nellie/John	Completed	

Regional District of Bulkley-Nechako**Action List - May 2022 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting May 12, 2022	Delegation Thank You Letter	Write a thank you letter to Cathy Peters, BC Anti-Human Trafficking Educator, Speaker, Advocate regarding Human Trafficking.	Kyla	Completed	
C.W.2022-5-6 Committee of the Whole Meeting May 12, 2022	Write letters to Premier Horgan, Minister of Public Safety and Solicitor General and Minister of Justice and Attorney General of Canada	Write letters to the Honourable John Horgan, Premier, the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General and the Honourable David Lametti, Minister of Justice and Attorney General of Canada in regard to ending human trafficking, sex trafficking and prostitution in BC; and further request that law enforcement and education are increased to achieve the ending of human trafficking and provide safety for citizens.	Wendy	Completed	
RDC.2022-5-3 Rural/Agriculture Committee Meeting May 12, 2022	COVID-19 Relief Funds Applications	That the applications for COVID-19 Relief Funds be provided to the following: - Electoral Area “B” (Burns Lake Rural) -Lakes District Film Appreciation Society – Insurance, Utilities - \$6,002 - Electoral Area “D” (Fraser Lake Rural) -Fraser Lake Saddle Club – Insurance, Utilities - \$2,451 - Electoral Area “E” (Francois/Ootsa Lake Rural) -Lakes District Film Appreciation Society – Insurance, Utilities - \$6,002.	Nellie	Completed	
WMC.2022-5-3 Waste Management Committee Meeting May 12, 2022	Waste Characterization and Recycling Feedstock Inventory Update	Write a thank you letter to Rob van Adrichem, Director of External Relations, Community Energy Association regarding an update.	Kyla	Completed	
2022-6-3 Board Meeting May 12, 2022	Financial Statements for 2021	The Chair and the Chief Financial Officer to sign the Financial Statements for the year ending December 31, 2021.	John	Completed	
Board Meeting May 26, 2022	Delegation Thank You Letter	Write a thank you letter to John Rustad, MLA Nechako Lakes regarding his update.	Kyla	Completed	
2022-6-6 Board Meeting May 26, 2022	Telus Wireless Communication Facility No. BC109430	Staff to send a letter stating that the RDBN has no objection to the proposed communications tower location, and that the RDBN would like to engage with Telus regarding service levels and opportunity to collaborate in relation to the RDBN's Broadband Strategy.	Jason L	Completed	
2022-6-7 Board Meeting May 26, 2022	2022/2023 Annual Operating Agreement with BC Transit	Enter into the Agreement with BC Transit as amended.	Deneve	Completed	

Regional District of Bulkley-Nechako**Action List - May 2022 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2022-6-8 Board Meeting May 26, 2022	Letter to Minister Eby - BC Energy Step Code	Send the letter to the Honourable David Eby, Attorney General and Minister Responsible for Housing regarding BC Energy Step Code; and further, that the letter be sent to the Honourable Nathan Cullen, Minister of Municipal Affairs, John Rustad, MLA Nechako Lakes, Shirley Bond, MLA Prince George-Valemount and Regional Districts; including special consideration for cultural or alternative building techniques such as log homes.	Jason L	Completed	
2022-6-11 Board Meeting May 26, 2022	Fort Fraser Water and Sewer System Upgrades	1. Utilize up to \$365,000 of Northern Capital Planning Grant and Federal Gas Tax Contributions for the following 2022 projects: replacement of Dock Avenue and Telegraph Trail's Water Distribution Infrastructure, Lagoon Facility Upgrade, Manhole Repairs, and the Sanitary Sewer Improvement Feasibility Study. 2. Direct award the 2022 design, tendering, and management contract to True Consulting.	John/Alex	In Progress	September 2022 Board Meeting - Budget Amendment
2022-6-13 Board Meeting May 26, 2022	UBCM 2022 - September 12-16, 2022, Whistler, B.C. - Attendance Authorization - Resolution Deadline - Minister/Ministry Staff Meetings	Travel arrangements and registration for Chair Thiessen and Rural Directors at the UBCM Convention from September 12-16, 2022 in Whistler, B.C.	Kyla/Cheryl	In Progress	
2022-6-14 Board Meeting May 26, 2022	Canada Community - Building Fund BC - Area "A" (Smithers Rural) Cycle 16 Commuter Trail	Write a letter and allocate \$26,000 of the previously approved \$300,000 for the construction of the Cycle 16 Commuter Trail to the Cycle 16 Society for costs associated with design and project management of phase one of the trail.	Nellie/John	Completed	
2022-6-15 Board Meeting May 26, 2022	Northern Health Communities Fund First Nations Capacity Building Application	Provide notification of the Board's support of the RDBN application to NDIT - Northern Healthy Communities Fund for the First Nations Engagement Capacity Building Project (Year Two).	Nellie	Completed	
2022-6-16 Board Meeting May 26, 2022	UBCM Strategic Priorities Fund Application - Bulkley Valley Aquatic Centre Upgrade Project	1) Provide notification of the Board's support of the RDBN's application to the Union of British Columbia Municipalities' Strategic Priorities Fund for the Bulkley Valley Pool Upgrade Project, and; 2) That the Board commits to providing overall financial management for the project.	Nellie	Completed	
2022-6-17 Board Meeting May 26, 2022	Nechako Valley Exhibition	Write a Letter of Support to the Nechako Valley Exhibition Society to be used for its funding applications for the Nechako Valley Exhibition Barn Upgrades Project.	Nellie/John	Completed	