



REGIONAL DISTRICT
OF BULKLEY-NECHAKO



AGENDA

MEETING NO. 7

MAY 26, 2016

P.O. BOX 820
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"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

2

VISION

*“A World of Opportunities
Within Our Region”*

MISSION

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

STRATEGIC PRIORITIES 2015-2019

Now

1. **Fair Share**
2. **Legacy Proposal**
3. **Work Camp Strategy**
4. **Waste Management Strategy—Board reading/reviewing**
5. **Internet/Cell Phone Connectivity**

Next

6. **Diversification Strategy - (Mid-Term Timber Supply)**
7. **Health Services**

Board Advocacy

8. **Nechako Watershed**
9. **Wildfire Mitigation**
10. **CN Emergency Meeting and Exercise**

AGENDA

Thursday, May 26, 2016



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – May 26, 2016</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
	(All grey highlighted items may be received as a block)	
11-33	Board Meeting Minutes – April 28, 2016	Adopt
34-36	Agriculture Committee Meeting Minutes - April 28, 2016 (Unapproved)	Receive
37-39	Agriculture Committee Meeting Minutes - March 24, 2016	Receive
40-46	Committee of the Whole Meeting Minutes - May 12, 2016 (Unapproved)	Receive
47-59	Committee of the Whole Meeting Minutes - April 14, 2016	Receive
60-64	Rural Directors Committee Meeting Minutes - May 12, 2016 (Unapproved)	Receive
65-67	Rural Directors Committee Meeting Minutes - April 14, 2016	Receive

BUSINESS ARISING OUT OF THE MINUTESDELEGATIONSLAKES ANIMAL FRIENDSHIP SOCIETY

- Alistair Schroff

RE: Upcoming Events/Update

LAKE BABINE NATION

Bernard Patrick, LBN Infrastructure Manager

RE: LBN Biomass Program

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DELEGATIONS (CONT'D)

NEW GOLD BLACKWATER PROJECT
Claudette Gouger, Community Manager
RE: Blackwater Project Update

DISCUSSION ITEM

Update re: Community to Community Forum

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
	(All grey highlighted items may be received as a block)	
68-69	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations May 11, 2016	Recommendation (Page 69)
70-73	Deborah Jones-Middleton, Protective Services Manager - Spill Preparedness and Response in B.C.: Proposed Amendments to the Environmental Management Act and Proposed Regulations	Recommendation (Page 73)
74-83	Deborah Jones-Middleton, Protective Services Manager - Amendments to the Regional District of Bulkley-Nechako Fire/Rescue Respiratory Protection Program	Recommendation (Page 74)
84-102	Deborah Jones-Middleton, Protective Services Manager - Amendments to the Regional District of Bulkley-Nechako Fire/Rescue Occupational Health & Safety Guideline	Recommendation (Page 84)
103-201	Deborah Jones-Middleton, Protective Services Manager - Amendments to the Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operating Guidelines	Recommendation (Page 103)
202	Corrine Swenson, Manager of Regional Economic Development - Bulkley Valley Agriculture and Industrial Association - Northern Development Application - North West RAC	Recommendation (Page 202)
203	Hans Berndorff, Financial Administrator - Lakes District Airport Runway Repaving	Recommendation (Page 203)

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
204	Wendy Wainwright, Executive Assistant - Items to be brought forward to the public agenda from Special (In-Camera) Meeting	Ratify
205	Hans Berndorff, Financial Administrator - Proposed New RDBN Service - Smithers and Area Victim Services	Receive
206	Hans Berndorff, Financial Administrator - Service Revenues by Agreement - Sunset Beach	Receive
207	Cheryl Anderson, Manager of Administrative Services - RDBN Officers Bylaw - Amendment	Receive
208-215	Gail Chapman, CAO - Notes from CAO/CEO Forum - March 29, 2016 - Victoria, B.C.	Receive
<u>ENVIRONMENTAL SERVICES</u>		
216-218	Janine Dougall, Director of Environmental Services – Manson Creek Landfill - Operations Contract	Recommendation (Page 218)
219-232	Elaine Wiebe, Environmental Services Assistant – Climate Action Revenue Incentive Program (CARIP) Public Report - Climate Actions Survey 2015	Receive
<u>DEVELOPMENT SERVICES</u> (All Directors)		
233-245	ALR Application No. 1188 Jim and Susan Peebles Subdivision within the ALR Electoral Area "E"	Recommendation (Page 240)
<u>ELECTORAL AREA PLANNING</u> (All Directors)		
<u>Development Variance Permit Application</u>		
246-258	Development Variance Permit A-04-16 Jason and Ellen Krueger 6460 Van Horn Frontage Road, Telkwa Electoral Area "A" (call for comments from the gallery)	Recommendation (Page 250)

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (CONT'D)</u> <i>(All Directors)</i>	<u>ACTION</u>
259-265	Development Variance Permit A-05-16 7561466 Canada Inc Jollymore Road, Smithers Electoral Area "A" <i>(call for comments from the gallery)</i>	Recommendation (Page 263)
266-270	Development Variance Permit G-01-16 Paul Schwarz 48150 Axe Road, Granisle Electoral Area "G" <i>(call for comments from the gallery)</i>	Recommendation (Page 268)
	<u>Floodplain Exemption</u>	
271-308	Floodplain Exemption Application A-07-16 Laura and Jason Schreiber 12852 Eagle Road, Telkwa Electoral Area "A"	Recommendation (Page 274)
	<u>Bylaw for First, Second and Third Reading</u>	
309-313	<u>Memo</u> – Maria Sandberg, Planner RE: Floodplain Management Bylaw Amendments Bylaw 1771, 2016	Recommendation (Page 310)
	<u>Bylaw for Third Reading</u>	
314-328	Rezoning and OCP Amendment File No. A-06-14 Bylaws 1712 & 1768 West-End Ventures Inc. (Bruitjies) Electoral Area "A"	Recommendation (Page 319)
	<u>Memo</u>	
329	<u>Memo</u> – Jason Llewellyn, Director of Planning RE: Prairie Village Land Use Inventory	Recommendation (Page 329)
	<u>OTHER</u> <i>(All Directors)</i>	
	<u>Planning Department Enquiries Report</u>	
330	For April 2016	Receive

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<u>PAGE NO.</u>	<u>Action List</u>	<u>ACTION</u>
331	Action List – April, 2016	Receive
332	<u>Building Inspector's Report</u> For April 2016	
	<u>CORRESPONDENCE</u> (All Directors)	
333-334	Coastal Gaslink Pipeline Project RE: CGP Project Receives All Remaining BC Oil and Gas Commission Construction Permits May 5, 2016	Receive
	<u>VERBAL REPORTS</u>	
	<u>RECEIPT OF VERBAL REPORTS</u>	
	<u>ADMINISTRATION CORRESPONDENCE</u>	
	(All grey highlighted items may be received as a block)	
335	Ministry of Transportation and Infrastructure - Colleymount Road	Receive
336-337	John Rustad, MLA (Nechako Lakes) - Colleymount Road	Receive
338-339	Pacific Trail Pipeline Project - Community and First Nations Advisor Randall Sweet	Receive
340	BC Assessment - UBCM 2016 Convention - Meeting Invitation	Receive
341-342	BC Emergency Health Services - British Columbia's Community Paramedicine Initiative	Receive
343-344	District of Kitimat Letter to Premier Christy Clark - C.O.R.E.Y. Motorcycle Safety GLP-M	Receive
345-346	Royal BC Museum - Environmental Stewardship Project: Peace Region Expedition and Community Engagement (P.E.A.C.E.)	Receive
347-349	British Columbia Professional Fire Fighters Association - Support for Advertisement in Magazine	Receive

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PAGE NO. ADMINISTRATION CORRESPONDENCE (CONT'D) ACTION

350 Auditor General for Local Government Receive
- City of Revelstoke Performance Audit

351-352 City of Cranbrook - Resolution re: Fort Receive
McMurray

535-359 Ministry of Forests, Lands and Natural Resources Receive
- Snow Survey and Water Supply Bulletin
- May 1, 2016

360-361 Ministry of Forests, Lands and Natural Resource Receive
Operations/BC Wildfire Service - Burning Will be
Restricted in Prince George Fire Centre

362 RoadSafety BC - BC Community Road Safety Receive
Survey

363-366 New Gold Blackwater Project – Spring 2016 Receive

367-369 Northern Health – News Release – Northern Receive
Health Child Health Consultation Engagement
Opportunities Beginning May 19, 2016

370-371 Northern Health – Northern Health Board Receive
Unveils 2021 Strategic Plan

372-384 Union of B.C. Municipalities Receive

- 2016 Province-wide C2C Forum
- Funding & Resources Update
- Community Paramedicine Expands in BC
- Advocacy for Infrastructure & Community Safety Costs
- 2016 CEO Forum – Request for Topic Suggestions
- 2016 Community Excellence Awards
- Highlights of the April 13-15 Executive Meeting

INVITATIONS

385 2016 Resource Breakfast Series – September Receive
27-30, 2016 – Victoria, B.C.

386 Implementing Community Sustainability Plans Receive
in BC – An Invitation to Participate in an Online
Survey

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<u>PAGE NO.</u>	<u>INVITATIONS (CONT'D)</u>	<u>ACTION</u>
387-388	The 14th Annual Premier's BC Natural Resources Forum – January 31-February 2, 2017	Receive
	<u>FINANCIAL</u>	
389-398	Operating Accounts – Accounts Paid April, 2016	Ratify
	<u>ACTION LISTS</u>	
399-421	Action Lists <ul style="list-style-type: none"> • February, 2016 • March, 2016 • April, 2016 • Action Items in Progress: <ul style="list-style-type: none"> ○ Updated May 17, 2016 	Receive
	<u>BYLAWS</u>	<u>ACTION</u>
	<u>Bylaws for First, Second, and Third Reading</u>	
422-423	<u>No. 1772 – RDBN Weed Control Extended Service Establishment Amendment</u> (All/Directors/Majority)	1st, 2nd, and 3rd Reading
424-425	<u>No. 1773 – Fort Fraser Community Hall Grant Local Service Establishment Amendment</u> (All/Directors/Majority)	1st, 2nd, and 3rd Reading
426-427	<u>No. 1774 – Fort Fraser Cemetery Local Service Establishment Amendment</u> (All/Directors/Majority)	1st, 2nd, and 3rd Reading
428-429	<u>No. 1775 – Electoral Area “D” (Fraser Lake Rural) Library Local Service Establishment Amendment</u> (All/Directors/Majority)	1st, 2nd, and 3rd Reading
430-431	<u>No. 1776 – Smithers and Area Victims' Services Service Establishment</u> (All/Directors/Majority)	1st, 2nd, and 3rd Reading
432-433	<u>No. 1777 – Fort Fraser Fire Protection Local Service Establishment Amendment</u> (All/Directors/Majority)	1st, 2nd, and 3rd Reading

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<u>PAGE NO.</u>	<u>BYLAWS (CONT'D)</u>	<u>ACTION</u>
	<u>Bylaw for First, Second, Third Reading & Adoption</u>	
434	<u>No. 1778 – RDBN Officers Amendment</u> (All/Directors/Majority)	1 st , 2 nd , 3 rd Reading & Adoption

READING FILE

RECEIVE ALL

- Contents listed under Separate Cover

SUPPLEMENTARY AGENDA

NEW BUSINESS

SPECIAL IN-CAMERA MEETING

In accordance with Section 90(1)(i) of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90 (1) (i) – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Fire Safety Act*) 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. 6****Thursday, April 28, 2016**

PRESENT:

Chair	Bill Miller
Directors	Taylor Bachrach Eileen Benedict Shane Brienen Mark Fisher Tom Greenaway Thomas Liversidge Rob MacDougall Rob Newell Mark Parker Jerry Petersen Darcy Repen Luke Strimbold Gerry Thiessen
Director Absent	Dwayne Lindstrom, Village of Fraser Lake
Staff	Cheryl Anderson, Manager of Administrative Services Hans Berndorff, Financial Administrator Janine Dougall, Director of Environmental Services – left at 11:23 a.m., returned at 11:32 a.m., left at 1:07 p.m. Deborah Jones-Middleton, Protective Services Manager – left at 11:19 a.m., returned at 11:29 a.m., left at 12:54 p.m. Jason Llewellyn, Director of Planning – left at 11:24 a.m., returned at 11:30 a.m., left at 1:52 p.m. Corrine Swenson, Manager of Regional Economic Development – left at 12:54 p.m. Wendy Wainwright, Executive Assistant
Others	Dana Hicks, Fire Management Specialist, Strategic Wildfire Threat Analysis, Ministry of Forests, Lands and Natural Resource Operations – Wildfire Management Branch– left at 11:58 a.m. Norm Hildebrandt, Audit Partner, Price Waterhouse Coopers – Via Telephone - 10:36 a.m. to 10:44 a.m. Reg Ogen, Yinka Dene Economic Development Limited Partnership – left at 11:23 a.m. Fred Wilson, West End Ventures, Smithers – arrived at 11:04 a.m., left at 1:39 p.m. Joe Wong, Woodmere Nursery Ltd. – left at 11:23 a.m.
Media	Flavio Nienow, LD News – left at 11:58 a.m.
<u>CALL TO ORDER</u>	Chair Miller called the meeting to order at 10:32 a.m.

**AGENDA &
SUPPLEMENTARY AGENDA**

Moved by Director Petersen
Seconded by Director Greenaway

2016-6-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of April 28, 2016 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Special Board Meeting
Minutes – April 14, 2016

Moved by Director MacDougall
Seconded by Director Benedict

2016-6-2

"That the Regional District of Bulkley-Nechako Special Board Meeting Minutes of April 14, 2016 be adopted."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Board Meeting Minutes
-March 24, 2016

Moved by Director Benedict
Seconded by Director Greenaway

2016-6-3

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of March 24, 2016 be adopted."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Committee
Meeting Minutes

Moved by Director Fisher
Seconded by Director Petersen

2016-6-4

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Committee Meeting Minutes:

- Agriculture Committee Meeting Minutes
 - March 24, 2016 (Unapproved);
- Agriculture Committee Meeting Minutes
 - February 25, 2016;
- Committee of the Whole Meeting Minutes
 - April 14, 2016 (Unapproved);
- Committee of the Whole Meeting Minutes
 - March 10, 2016;
- Forestry Committee Meeting Minutes
 - April 14, 2016 (Unapproved);
- Forestry Committee Meeting Minutes
 - March 10, 2016;
- Rural Directors Committee Meeting Minutes
 - April 14, 2016 (Unapproved);
- Rural Directors Committee Meeting Minutes
 - March 10, 2016."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Hans Berndorff, Financial Administrator left the meeting at 10:36 a.m.

DELEGATIONS

PRICE WATERHOUSE COOPERS– Norm Hildebrandt, Audit Partner RE: 2015 Audit – (Via Teleconference) 10:36 a.m. to 10:44 a.m.

Chair Miller welcomed Norm Hildebrandt, Audit Partner, Price Waterhouse Coopers.

Mr. Hildebrandt provided an overview of the 2015 RDBN Audit performed by Price Waterhouse Coopers. He noted that key considerations are staff wages and Directors remuneration and expenses. Policies are reasonable and being followed. The RDBN received a clean audit and records are in great shape. Mr. Hildebrandt noted that Mr. Berndorff and RDBN Financial Department Staff do a great job.

Discussion took place regarding the materiality amount and the calculation of the amount. Mr. Hildebrandt provided an explanation of the accounting/audit term and how it is determined.

Chair Miller thanked Mr. Hildebrandt for attending the meeting.

Mr. Berndorff returned to the meeting at 10:44 a.m.

DELEGATIONS (CONT'D)

WOODMERE NURSERY LTD. Joe Wong, Woodmere Nursery Ltd., Reg Ogen, Yinka Dene Economic Development Limited Partnership Inc. RE: Municipal Solid Waste Management

Chair Miller welcomed Joe Wong, Woodmere Nursery Ltd. and Reg Ogen, Yinka Dene Economic Development Limited Partnership.

Mr. Ogen spoke of the Wet'suwet'en First Nation being progressive in moving forward in the future and working with local, provincial and federal governments to provide opportunity for the Nation. He noted that there has been opportunity in Liquid Natural Gas (LNG) and Forestry. There is potential opportunity now in utilizing municipal solid waste as a source of feedstock with biomass for a Reforestation Nursery, Traditional Ecological Centre, Food Production greenhouse and homes and building infrastructure.

Mr. Wong mentioned that in working with Mr. Ogen the question arose as to how to have First Nations more involved in resource planning. Mr. Wong spoke of the need to develop a plan that will assist First Nations and provide an opportunity to assist tax payers in the region.

Mr. Wong spoke of a 2009/2010 past proposal and application to create employment utilizing waste shipped from Knockholt Landfill to Woodmere Nursery but the project didn't materialize. Mr. Wong noted that the technology researched for the past proposal was a made in Canada technology designed in Vancouver and there was potential for the technology to be adapted for better economies of scale.

Discussion took place regarding the possible location for a reforestation nursery being in Burns Lake on Wet'suwet'en First Nations. Woodmere Nursery no longer feels that the project should be located at its facility.

Director Fisher commented that in order to set direction for Directors and staff further details for the proposal are required.

Mr. Wong mentioned that the Ministry of Environment would need to oversee all regulatory requirements in order for municipal solid waste to be moved for utilization in a biomass facility. The First Nations also follow federal regulations. The project would have to be economically sustainable and viable in order to move forward.

DELEGATIONS (CONT'D)

WOODMERE NURSERY LTD. Joe Wong, Woodmere Nursery Ltd., Reg Ogen, Yinka Dene Economic Development Limited Partnership Inc. RE: Municipal Solid Waste Management (CONT'D)

Mr. Wong spoke of the benefits of developing a Traditional Ecological Centre for First Nations elders to share information regarding how the lands have been managed, knowledge sharing and the growing of native plants.

Discussion took place regarding the process of thermal oxidization and hydrogenation along with the use of technologies utilized in Scandinavian countries.

Mr. Wong spoke of the advantages and opportunities for First Nations to partner and collaborate in potentially moving forward with an energy system that utilizes RDBN municipal solid waste to create an energy system.

Chair Miller thanked Mssers. Wong and Ogen for attending the meeting.

DELGATIONS (CONT'D)

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS – WILDFIRE MANAGEMENT BRANCH – Dana Hicks, Fire Management Specialist RE: Strategic Wildfire Threat Analysis

Chair Miller welcomed Dana Hicks, Fire Management Specialist, Ministry of Forests, Lands and Natural Resource Operations, Wildfire Management Branch.

Mr. Hicks provided a PowerPoint Presentation.

What is the PSTA? (Provincial Strategic Threat Analysis)

- Provincial – level assessment of approximate relative fire threats across the land base;
- It is intended to provide a strategic-level analysis of many different factors that contribute to fire threats, but it is not intended to represent absolute, site-specific values;
- "10,000 foot level assessment of wildfire threat".

Uses of the PSTA

- Identify High-risk areas and undertake management actions to reduce those threats;
- Informs the government's fire management planning (FMP) and the Strategic Wildfire Prevention Initiative (SWPI) fuel treatment programs;
- Will be part of the Forest Enhancement structure.

Limitations of the PSTA

- Coarse resolution (looking from 10,000 feet);
 - o Will need to be assessed at a stand level;
- Data!
 - o Vegetation Resource Inventory;
 - o Use of the 17 forest fire fuel models (may not be representative of the stand);
 - o Mountain Pine Beetle affected stand (lack of information or representative fuel model) (improved in the next version).

Components of the PSTA

- Fire Occurrence
 - o Uses an analysis to predict where fires may occur in the future based on past fire history;
- Fire Intensity
 - o Based on KW/m (metric BTU). The effect fire will have on the landscape based on 90th percentile weather;
- Spotting (ember transport)

DELEGATIONS (CONT'D)

**MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS – WILDFIRE
 MANAGEMENT BRANCH – Dana Hicks, Fire Management Specialist RE: Strategic Wildfire
 Threat Analysis (CONT'D)**

- Simulates fire propagation on the landscape. Based on the research that a high percentage of values are lots to spot fires not flaming front.

Fuel Management with the PSTA

- If the PSTA identifies an area as high (7 or greater):
 - Look at the stand-level characteristics to confirm this rating;
 - Analyze potential site modification and structure development options;
 - Strategically alter or reduce fuel levels by conducting landscape-level fuel treatments;
 - The use of alternative silviculture practices such as modified stocking standards near values on the landbase;
 - Support the reintroduction of fire (natural or prescribed) on the landscape.

Mr. Hicks spoke of the need to have mixed forests of deciduous and non-deciduous trees in order to have a less flammable fuel in the forests.

Director Liversidge spoke of the secondary fibre being left in the bush once logging operations are completed and questioned whether there are initiatives being investigated to use the material in order to reduce wildfire fuel. Mr. Hicks mentioned that there has been discussion from the provincial government. He commented that the removal of the secondary fibre would assist Wildfire Management in regard to risk and fuel mitigation.

Discussion took place regarding wildfires occurring in the spring months not just during the summer and the potential to have Wildfire Management crews starting sooner. Mr. Hicks mentioned that a lot of the seasonal work force for Wildfire Management is students and their ability to begin sooner is challenging. Mr. Hicks spoke of the benefits to having staff full time.

Discussion took place regarding the definition of human caused fires and that it includes fires that start from windblown trees falling on powerlines.

Mr. Hicks spoke of the use of weather trends from 1954 that were not determined in the same manner as weather today and the impact to data collection and modeling when using those trends. He also noted that the pine beetle epidemic and other data sources are weighted in the use of the data for modeling.

Chair Miller mentioned that you can now go online to report individuals discarding cigarettes from vehicles.

Chair Miller thanked Mr. Hicks for attending the meeting.

Break for lunch 11:58 a.m.

Reconvened at 12:33 p.m.

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
-March 10, 2016

Moved by Director Benedict
Seconded by Director Greenaway

2016-6-5

"That the Regional District of Bulkley-Nechako Board of Directors approve Recommendations 1 through 5 as written:

Committee of the Whole – April 14, 2016

Recommendation 1:

Re: Economic Development – Grant Funding Contracts

"That the Regional District of Bulkley-Nechako Board of Directors authorize entering into agreements for funding of Regional Economic Development projects with Northern Development Initiative Trust, Nechako Kitimaat Development Fund Society, Destination BC and the Province of BC."

Recommendation 2:

Re: Unconditional Community Grants

"That the Regional District of Bulkley-Nechako Board of Directors ratify a late submission resolution in regard to Unconditional Community Grants needing to be distributed to small communities in two installments to the North Central Local Government Association at its Annual General Meeting in Dawson Creek, B.C. on May 4-6, 2016; and further, that the said resolution include the RDBN member municipalities."

Rural Directors Committee Meeting – April 14, 2016

Recommendation 3:

Re: Bulkley Valley Agricultural and Industrial Association-Request for Grant in Aid-Electoral Area "A" (Smithers Rural)

"That the Bulkley Valley Agricultural and Industrial Association be given \$2,500 grant in aid monies from Electoral Area "A" (Smithers Rural) for the purchase of bleachers and/or a marquee tent for the Bulkley Valley Exhibition 2016."

Recommendation 4:

Re: Royal Canadian Legion Pleasant Valley Branch 249 – Request for Grant in Aid - Electoral Area "G" (Houston Rural)

"That the Royal Canadian Legion Pleasant Valley Branch 249 be given \$1,500 grant in aid monies from Electoral Area "G" (Houston Rural) for replacing and adding new light fixtures in the entrance way and upstairs hall of the Houston Legion."

ADMINISTRATION REPORTS (CONT'D)

**Rural Directors Committee Meeting – April 14, 2016
(CONT'D)**

Recommendation 5:

**Re: Mines File No. 13880-03-587 Pacific Minerals Inc.
Electoral Area "G"**

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to write a letter to Pacific Minerals Inc. asking the following questions:

1. What kind of impact does the activity have on Morrison Lake and surrounding water courses?
2. What issues have been raised by groups such as First Nations, local communities, guides, trappers and local environmental groups?

And further, that the RDBN request that the response from Pacific Minerals Inc. be provided prior to the May 12, 2016 Rural Directors Committee meeting date."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Vanderhoof Community
Foundation – Northern
Development Application
-Prince George RAC – RDBN,
Electoral Area "F"**

Moved by Director Petersen
Seconded by Director Strimbold

2016-6-6

"That the Regional District of Bulkley-Nechako Board of Directors support the RDBN, Electoral Area F's application to the Northern Development Initiative Trust – Community Foundation Matching Grants in the amount of \$25,000 for support of the Vanderhoof Community Foundation."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Grant in Aid Request
-Vanderhoof Community
Foundation**

Moved by Director Petersen
Seconded by Director Thiessen

2016-6-7

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Financial Administrator's April 19, 2016 memo titled "Grant in Aid Request – Vanderhoof Community Foundation."
2. That a contribution of \$25,000 from the Electoral Area "F" Grant in Aid Fund to Vanderhoof Community Foundation be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Petersen noted that the Certificate of Incorporation for the Vanderhoof Community Foundation is being amended to include Electoral Area "F" (Vanderhoof Rural).

ADMINISTRATION REPORTS (CONT'D)

Purchase of Topley Fire Hall

Moved by Director Newell
Seconded by Director Strimbold

2016-6-8

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Financial Administrator's April 19, 2016 memo titled "Purchase of Topley Fire Hall."
2. That the Interim Agreement for the purchase of the new Topley Fire Hall from the Topley Fire Department Society for \$150,000 be approved; and,
3. That the Lease between the Regional District of Bulkley-Nechako and the Topley Fire Protection Society for nominal annual rent of \$1 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chinook Comfor Partnering Agreement

Moved by Director Benedict
Seconded by Director Strimbold

2016-6-9

"That the Regional District of Bulkley-Nechako Board of Directors defer the Financial Administrator's April 19, 2016 memo titled "Chinook Comfor Partnering Agreement."

(All/Directors/Majority) CARRIED UNANIMOUSLY

2015 Audited Financial Statements

Moved by Director MacDougall
Seconded by Director Fisher

2016-6-10

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Financial Administrator's April 19, 2016 memo titled "2015 Audited Financial Statements."
2. That the Audited Financial Statements for the year ended December 31, 2015 be approved for signature; and,
3. That the 2015 Audit Letter be approved for signature."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chair Miller thanked Hans Berndorff, Financial Administrator and RDBN Finance staff for a clean audit report. Mr. Berndorff provided a brief overview of the 2015 Audited Financial Statements. Discussion took place regarding the future need to budget reserves for landfill phase development.

Federal Gas Tax Funds Electoral Area "A" (Smithers Rural) – Bulkley Valley Aquatic Management Centre Society

Moved by Director Fisher
Seconded by Director Bachrach

2016-6-11

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing \$27,403.33 of Electoral Area "A" Federal Gas Tax allocation monies for the purchase and installation of LED lighting at the BV Pool; and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. That the RDBN Board of Directors authorize the withdrawal of up to \$27,403.33 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Federal Gas Tax Funds
Electoral Area "A" (Smithers
Rural) – Bulkley Valley Aquatic
Management Centre Society

Moved by Director Fisher
 Seconded by Director Bachrach

2016-6-12

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing \$14,332.50 of Electoral Area "A" Federal Gas Tax allocation monies for the purchase and installation of high efficiency on-demand hot water units at the BV Pool;

2. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

3. That the RDBN Board of Directors authorize the withdrawal of up to \$14,632.50 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Chair Miller removed himself from the meeting at 12:46 p.m. due to a familial contract award for works to the Rose Lake Community Club.

Federal Gas Tax Funds
Electoral Area "B" (Burns Lake
Rural) – Rose Lake Community
Club

Moved by Director Benedict
 Seconded by Director Strimbold

2016-6-13

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing \$4,827 of Electoral Area "B" Federal Gas Tax allocation monies to Rose Lake Community Club for a recreation infrastructure improvement project at the Rose Lake Hall;

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. That the RDBN Board of Directors authorize the withdrawal of up to \$4,827 from the Federal Gas Tax Reserve Fund."

(All/Weighted/Majority) CARRIED UNANIMOUSLY

Chair Miller returned to the meeting at 12:47 p.m.

Federal Gas Tax Funds
Electoral Areas "B" (Burns
Lake Rural) and "E" (Francois/
Ootsa Lake Rural) – Lakes
District Fair Association

Moved by Director Benedict
 Seconded by Director Strimbold

2016-6-14

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing \$38,192 of combined Electoral Area "B" and Electoral Area "E" Federal Gas Tax allocation monies for the Lakes District Fair Association for a wastewater collection system improvement project at the Lakes District Fall Fairgrounds (Eagle Creek Recreation Grounds);

ADMINISTRATION REPORTS (CONT'D)

2. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

3. That the RDBN Board of Directors authorize the withdrawal of up to \$38,492 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Federal Gas Tax Funds
Electoral Area "C" (Fort St.
James Rural) – District of
Fort St. James

Moved by Director Greenaway
 Seconded by Director MacDougall

2016-6-15

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing \$59,000 of Electoral Area "C" Federal Gas Tax allocation monies to the District of Fort St. James for a Cultural Infrastructure improvement project at the Community Centre.

2. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

3. That the RDBN Board of Directors authorize the withdrawal of up to \$59,300 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Federal Gas Tax Funds
Electoral Area "C" (Fort St.
James Rural) – Fort St. James
Curling Club

Moved by Director Greenaway
 Seconded by Director MacDougall

2016-6-16

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing \$21,506.08 of Electoral Area "C" Federal Gas Tax allocation monies to the Fort St. James Curling Club for a Recreational Infrastructure/Energy Efficiency improvement project at the Curling Rink;

2. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

3. That the RDBN Board of Directors authorize the withdrawal of up to \$21,806.08 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Luck Bay Rural Fire Protection Agreement

Moved by Director MacDougall
 Seconded by Director Greenaway

2016-6-17

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Protective Services Manager's April 12, 2016 memo titled "Luck Bay Rural Fire Protection Agreement."
2. That the Regional District of Bulkley-Nechako Board of Directors authorize staff to enter into the Luck Bay Rural Fire Protection Agreement with the District of Fort St. James which will expire on December 31, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The Regional News -Spring 2016

Moved by Director Parker
 Seconded by Director Fisher

2016-6-18

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Spring 2016 edition of "The Regional News" as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to providing information from the Northwest Regional Hospital District which is administered by the Regional District of Kitimat Stikine and includes the communities of Houston, Telkwa and Smithers on *The Regional News*. Staff will provide the website information on the newsletter. Directors that are a part of the Northwest Regional Hospital District Board will provide information to staff in the future.

Quarterly Financial Report -March 31, 2016

Moved by Director MacDougall
 Seconded by Director Liversidge

2016-6-19

"That the Regional District of Bulkley-Nechako Board of Directors receive the Financial Administrator's April 19, 2016 memo titled "Quarterly Financial Report – March 31, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Knockholt Landfill Projects -Authorization to Proceed Using Prime Contractor Arrangement

Moved by Director Newell
 Seconded by Director Bachrach

2016-6-20

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Environmental Services' April 18, 2016 memo titled "Knockholt Landfill Projects – Authorization to Proceed Using Prime Contractor Arrangement."

2. Further, that the Board of Directors authorize staff to proceed with completion of the Phase 3 Development and Lagoon Desludging Projects at the Knockholt Landfill with the RDBN assuming the role of Prime Contractor as authorized under Bylaw No. 1532.

ENVIRONMENTAL SERVICES (CONT'D)

3. Further, that the Board of Directors approve an expenditure limit for completion of the Phase 3 Development Project of \$350,000 and an expenditure limit for completion of the Lagoon Desludging Project of \$60,000."

Opposed: Director Fisher **CARRIED**

(All/Directors/Majority)

Discussion took place regarding continued communications with the Village of Telkwa and District of Fort St. James as they are also investigating the use of desludging projects for the lagoons.

Fort Fraser Water and Wastewater Regulatory Amendment Bylaws

Moved by Director Parker
Seconded by Director MacDougall

2016-6-21

"That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Environmental Services' April 19, 2016 memo titled "Fort Fraser Water and Wastewater Regulatory Amendment Bylaws."

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

2016 Backyard Composting Program

Moved by Director Fisher
Seconded by Director Petersen

2016-6-22

"That the Regional District of Bulkley-Nechako Board of Directors receive the Environmental Services Assistant's April 12, 2016 memo titled "2016 Backyard Composting Program."

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

DEVELOPMENT SERVICES (All Directors)

ELECTORAL AREA PLANNING

DEVELOPMENT VARIANCE PERMIT APPLICATION

Development Variance Permit Application withdrawn by applicant.
SGJ BC Ventures (HBH)
Raymond Road, Smithers
Electoral Area "A"

BYLAWS FOR FIRST AND SECOND READING

Rezoning File No. A-06-14
West-End Ventures Inc.
(Bruintjes) – Electoral Area "A"

Moved by Director Fisher
Seconded by Director Bachrach

2016-6-23

1. "That "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016", and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be given first, and second reading this 28th day of April, 2016 and subsequently be taken to public hearing.

2. That the Public Hearing for "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016", and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be held and delegated to the Director or Alternate Director for Electoral Area A.

3. That the Regional District of Bulkley-Nechako Board of Directors consider and approve the consultation identified in the consultation checklist attached as Appendix A."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BYLAWS FOR THIRD READING

Rezoning File No. A-03-15
Bylaw 1755 Richard and
Allita Barendregt – Electoral
Area "A"

Moved by Director Fisher
Seconded by Director Bachrach

2016-6-24

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1755, 2015.

2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1755, 2015" be given third reading this 28th day of April, 2016.

3. And that should Bylaw No. 1755, 2015 be supported at 3rd reading, final reading not be considered until:

a. The applicant submits a building permit application for the additional dwelling in the workshop with all supporting documents and fees and obtains an indication from the Building Inspector that a Building Permit is ready to be issued upon the adoption of the rezoning bylaw.

b. The applicant upgrades the sewage system as necessary recommended by the engineer to accommodate the additional workshop residence, in accordance with Northern Health regulations.

c. The applicant have the attached Section 219 Covenant registered on the title of the property legally described as Lot 26, Section 28, Township 4, Range 5, Coast District, Plan 10551 to the satisfaction of the Director of Planning."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OTHER (All Directors)

Planning Department Reports

Moved by Director Benedict
Seconded by Director Greenaway

2016-6-25

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Planning Department Reports:

- Planning Department Inquiries Report – March, 2016;
- Action List –March, 2016;
- Minutes: Advisory Planning Commission Electoral Area "A" RE: April 4, 2016;
- Building Inspector's Report - March, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Village of Telkwa – Update

Director Repen mentioned that the Village of Telkwa has been completing its budget process.

The Village of Telkwa took a different approach to hiring its new Director of Public Works. It is a 6 month contract and he will be developing systems that the municipality can utilize in the long-term.

Director Repen commented that the Village of Telkwa has also hired a new Economic Development Officer. The Village of Telkwa is having a Committee of the Whole meeting in regard to its direction in economic development. Director Repen noted that due to the current housing prices in large centres and individuals wanting to move to locations with more affordable costs of living it may be a unique opportunity for growth in the area.

Affordable Housing in Smithers

Director Bachrach mentioned that the provincial government has initiated a program for affordable housing and Smithers will be moving forward with an expression of interest.

Minerals North – Smithers/ Telkwa – May 18-20, 2016

Director Bachrach reported that the Minerals North Conference hosted by Smithers and Telkwa on May 18-20, 2016 will have Smithers' own recording artist Alex Cuba performing and the keynote speaker will be marketing expert and broadcast producer Terry O'Reilly.

Smithers Small Business Task Force

Director Bachrach mentioned that the Smithers Small Business Task Force will report to Town of Smithers Council on Monday, May 2, 2016 in regard to its three recommendations that they determined would make Smithers better for business. The three recommendations are: parking, paving lane ways and changes to bylaws to reduce costs to downtown businesses.

Primary Care Clinic Opened in Houston

Director Brien reported that on April 15, 2016 the Primary Care Clinic in Houston opened. There is a physician and nurse practitioner on staff. The Primary Care Clinic is very good for the community.

VERBAL REPORTS (CONT'D)

<u>RDBN Agriculture Presentation to Northern Development Initiative Trust</u>	Director Fisher mentioned that along with Chair Miller and Director Parker he provided an RDBN Agriculture Presentation to Northern Development Initiative Trust.
<u>Electoral Area "A" (Smithers Rural) Survey</u>	Director Fisher noted that he has developed a survey and is encouraging residents in Electoral Area "A" (Smithers Rural) to provide feedback in regard to the RDBN. The link to the survey is included in <i>The Regional News</i> . Director Fisher has received approximately 30 responses.
<u>District of Fort St. James and Highway 16 Transit</u>	Director MacDougall mentioned that the District of Fort St. James, at its Council Meeting on April 27, 2016, passed a resolution to sign a Memorandum of Understanding regarding Highway 16 Transit.
<u>Thank You to Director Greenaway</u>	Director MacDougall thanked Director Greenway and Electoral Area "C" (Fort St. James Rural) residents for their community support and assistance for funding the Cultural Infrastructure Improvement Project and the Fort. St. James Curling Club.
<u>Sturgeon Release -May 13, 2016</u>	Director Thiessen noted that the Juvenile Sturgeon Release will take place May 13, 2016 in Vanderhoof at Riverside Park.
<u>Vanderhoof Community Forest Announcement</u>	Director Thiessen mentioned that the Provincial Government will announce publicly the Vanderhoof Community Forest on May 13, 2016.
<u>District of Vanderhoof – New Staff</u>	Director Thiessen commented that the District of Vanderhoof has recently hired a new Public Works Supervisor and a Special Projects Supervisor.
<u>9 – Axle Trailer Configuration</u>	Director Thiessen, along with Director MacDougall and Brian Frenkel, President, North Central Local Government Association (Councilor District of Vanderhoof) attended a meeting with CanFor in regard to the 9 – Axle Trailer Configuration.
<u>Cardboard Ban Public Meeting in Vanderhoof</u>	Director Thiessen mentioned that on April 19, 2016 Director Petersen and Janine Dougall, Director of Environmental Services attended a public meeting in Vanderhoof regarding the July 1, 2016 Cardboard Ban. Director Thiessen noted that staff provided a very good presentation.
<u>Meeting with Nadleh Whut'en Band</u>	Director Parker spoke of attending a meeting with Chair Miller and Nadleh Whut'en Chief Nooski and Council at the Nadleh Whut'en Band Office. He mentioned that it was a very positive meeting and that Nadleh Whut'en was very keen to work on forming partnerships. Chair Miller mentioned that Chief Nooski spoke of developing a communication protocol similar to the communication protocol between Fort St. James and the Nak'azdli Band. He also noted that discussion took place in regard to having a Community to Community Forum in regard to Transportation.

VERBAL REPORTS (CONT'D)

Chair Miller – Update

RDBN Department Head Meeting

- o Meeting with RDBN Department Heads on Mondays;
- o Cheryl Anderson, Manager of Administrative Services and Chair Miller met with Joan Ragsdale, Career and Trades Liaison, School District 91 RE: MOU Student Work Experience opportunities;
- o Ms. Anderson is also completing the process to become a Commissioner for taking Affidavits;
- o Staff gathering material to produce the RDBN Annual Report for 2015;
- o Discussed Topley Rural Fire Department Taxation issue;
- o Corrine Swenson, Manager of Regional Economic Development - interviewing for summer student position;
- o Ms. Swenson is meeting with SWOT Executive to formulate a plan moving forward;
- o Summer Students will also be starting in the Planning and Protective Services Departments.
- o Deborah Jones-Middleton, Protective Services Manager attended a Spill Response Forum
 - Relayed to the Ministry of Environment the importance of engaging local government in their review process.

May 12, 2016 RDBN Committee of the Whole Meeting

- o The May 12, 2016 RDBN Committee of the Whole Meeting will be held in Vanderhoof.

Receipt of Verbal Reports

Moved by Director Brien
 Seconded by Director Newell

2016-6-26

"That the verbal reports of the various Regional District of Bulkley-Nechako Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence

Moved by Director MacDougall
 Seconded by Director Fisher

2016-6-27

"That the Regional District of Bulkley-Nechako Board of Directors receive the following correspondence:

- Ministry of Forests, Lands and Natural Resource Operations – Derelict Buildings on Crown Land;
- Ministry of Community, Sport and Cultural Development and Minister Responsible for TransLink – Transportation and Accommodation Services;
- Nechako-Kitimaat Development Fund Society
 - RDBN – Regional Tourism Research and Signage Project;
- RDBN Letter to Dannie Carson, Senior Program Analyst, Governance and Structure Branch, Ministry of Community, Sport and Cultural Development – Regional District Boundary Extension into the Stikine Region;

ADMINISTRATION CORRESPONDENCE (CONT'D)

- Royal BC Museum – The Royal BC Museum's *Environmental Stewardship Project: Peace Region Expedition and Community Engagement*;
- Peace River Regional District – *Emergency Program Act Stakeholder Comments*;
- The Office of the Ombudsperson - *Bylaw Enforcement: Best Practices Guide for Local Governments*;
- Auditor General for Local Government - AGLG Annual Service Plan for 2016/17;
- Species at Risk Recovery Unit – Red Knot and Band-tailed Pigeon;
- City of Burnaby – BC Home Owner Grant Program;
- City of Victoria – Submission of Resolutions for 2016 AVICC Convention;
- Fort Fraser Local Community Commission Meeting Minutes – February 16, 2016;
- Emergency Management BC – Residential Flood Insurance;
- Ministry of Forests, Lands and Natural Resource Operations – Snow Survey and Water Supply Bulletin – April 1st, 2016;
- Vancouver Sun – Nadleh Whut'en and Stelat'en Hereditary Leaders Proclaim BC's First Aboriginal Water Laws;
- Federation of Canadian Municipalities - Federal Budget 2016 and What it Means for Municipalities;
- Ministry of Forests, Lands and Natural Resource Operations/BC Wildfire Service – Northwest Fire Centre Urges Caution with Open Burning;
- Northern Health – Houston Primary Care Clinic Officially Opens;
- Northern Health – Monitoring Lead Levels in Drinking Water;
- Municipal Update – 2016 Federal Budget;
- Smart Planning for Communities Announcement Implementing Community Sustainability Plans in BC;
- TransCanada Yellowhead Highway Association - In Memoriam – Harry Kroeker and Ralph Roy;
- Union of B.C. Municipalities
 - Feedback Invited for Spill Preparedness, Response
 - Funding & Resources Update
 - Community to Community (C2C) Forum Funding Renewed
 - Application Period Opens for BC Rural Dividend Program
 - Gas Tax Update & Asset Management Workshops
 - Options for Regulating Payday Loan Businesses
 - 2016 Federal Budget Highlights
 - Increasing Indigenous Cultural Safety in Local Governments
 - Off Road Vehicle Act – What it Means for Local Governments
 - Building Act Update
 - Plan & Prep: Ship-source Oil Spills in Southern BC
 - Policing Mentorship for Growing Municipalities
 - Options for Regulating Payday Loan Businesses – March 30
 - Action & Outreach re: Missing & Murdered Indigenous Women & Girls
 - Updated Wildfire Threat Analysis;

ADMINISTRATION CORRESPONDENCE (CONT'D)

INVITATIONS

- Energy Leadership Workshop – May 6, 2016 - Dawson Creek, B.C.;
- UNBC – Annual Convocation for the Conferring of Degrees – May 27, 2016, Prince George, B.C.;
- Northern Health – Northern Region Healthy Communities Forum – May 3, 2016 – Dawson Creek, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the following Administration Correspondence Items:

- o Ministry of Forests, Lands and Natural Resource Operations – Derelict Buildings on Crown Land;
- o TransCanada Yellowhead Highway Association - In Memoriam – Harry Kroeker and Ralph Roy;
- o Union of B.C. Municipalities:
 - Community to Community (C2C) Forum Funding Renewed;
 - Application Period Opens for BC Rural Dividend Program.

Community to Community Forum Funding

Moved by Director Fisher
 Seconded by Director Brien

2016-6-28

“That the Regional District of Bulkley-Nechako Board of Directors direct staff to apply to the Union of B.C. Municipalities for its Regional Community to Community Forum funding.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

FINANCIAL

Operating Accounts -March, 2016

Moved by Director Thiessen
 Seconded by Director Fisher

2016-6-29

“That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid March, 2016.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BYLAW FOR FIRST, SECOND, THIRD READING AND ADOPTION

No. 1769– RDBN Water Service Regulatory Amendment

Moved by Director Parker
 Seconded by Director Petersen

2016-6-30

“That “Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 1769, 2016” be given first, second, third reading and adoption this 28th day of April, 2016.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**BYLAW FOR FIRST, SECOND, THIRD READING
 AND ADOPTION (CONT'D)**

No. 1770– RDBN Service
 Service Regulatory
 Amendment

Moved by Director Parker
 Seconded by Director Petersen

2016-6-31

“That “Regional District of Bulkley-Nechako Sewer Service Regulatory Amendment Bylaw No. 1770, 2016” be given first, second, third reading and adoption this 28th day of April, 2016.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

READING FILE

Reading File

Moved by Director Greenaway
 Seconded by Director Benedict

2016-6-32

“That the Regional District of Bulkley-Nechako Board of Directors receive the following Reading File:

CORRESPONDENCE:

- Institute of Public Administration of Canada – 68th IPAC National Annual Conference – June 26-29, 2016 – Toronto, Ontario;
- Auditor General for Local Government – Annual Service Plan 2016/17 - 2018/19;
- BC Chamber of Commerce – Public Affairs Update
 - April 11, 2016 – Moody's affirms B.C. AAA Rating; Notley on Pipelines;
 - April 4, 2016 – Minimum wage discussions; Sharing economy; BC Rural Dividend;
 - March 30, 2016 – Feds pause on Pacific Northwest LNG; Federal infrastructure spending; BC civil service shakeup
 - March 21, 2016 – BC Liberals feel heat on housing affordability; Truckers rally for LNG; Natural Gas;
- British Columbia Community Forest Association – March, 2016 Newsletter;
- BC Healthy Communities – April eNews;
- Child Find British Columbia – Proclamation for National Missing Children's Month and Missing Children's Day;
- Clean Energy Canada – Clean Energy Review:
 - April 18, 2016 – Fast and Furious
 - April 11, 2016 – Energy Literacy's “Trojan Horse”
 - April 4, 2016 – From Model T to Model 3
 - March 25, 2016 – Your Long-Weekend Reading List;
- The Climate Registry – March/April News;
- Community Development Institute – Economic Uptick – April Newsletter;
- Community Development Institute – Community Connections Spring 2016 Newsletter;
- Federation of Canadian Municipalities – Welcome to FCM;
- Federation of Canadian Municipalities – Request for Proposals: FCM's 2021 and 2022 Annual Conference and Trade Show;
- Federation of Canadian Municipalities – President's Corner Update;
- Federation of Canadian Municipalities – Federal Budget 2016: A Big Win for Municipalities;

READING FILE (CONT'D)

CORRESPONDENCE (CONT'D)

- Federation of Canadian Municipalities – Nominations to FCM's Board of Directors;
- Federation of Canadian Municipalities - FCM News Week of:
 - April 4, 2016
 - March 28, 2016
 - March 31, 2016
 - March 18, 2016;
- Geoscience BC – 2016 Geoscience BC Scholarship Program is Now Open for Applications;
- Geoscience BC – Geoscience BC Released First Data Reports on Groundwater Aquifers in the Peace Region;
- Kitimat LNG Community News – Spring, 2016;
- Ministry of Forests, Lands and Natural Resource Operations Update From the Minister – March 2016;
- Ministry of Lands and Natural Resource Operations - Information Bulletins:
 - April 19, 2016 – Wildfire Season Starts Fast and Early in Northeast BC
 - April 18, 2016 – Wildfires Burning Southeast of Burns Lake
 - April 15, 2016 – Twelve New Fires Start in Prince George Fire Centre;
- Nechako Reservoir Update - Flow Facts:
 - April 13, 2016
 - April 1, 2016
 - March 23, 2016;
- Northern BC Tourism – March News from Northern BC Tourism;
- Northern Health News Releases:
 - April 18, 2016 – Chief Medical Health Officer Report Identifies Opportunities for the Healthy Development of Children in Northern BC
 - April 6, 2016 – Northern Health Awards \$187,572 in IMAGINE Community Grant Funding to 49 Partners in the Northern Interior
 - April 6, 2016 – Northern Health Awards \$79,960 in IMAGINE Community Grant Funding to 22 Partners in Northwest BC
 - March 18, 2016 – It is Never too Late to Get Your Flu Vaccine –Northern BC Experiences Increase in Flu Activity;
- Northern Health – Healthier Northern Communities ebrief;
- Northern Development Initiative Trust – Building a Stronger North Newsletter – February 2016;
- Ombudsperson – Bylaw Enforcement: Best Practices Guide for Local Governments;
- Public Works Association of British Columbia – National Public Works Week, May 15 to 21, 2016;
- Real Estate Foundation – Spring eNews: \$1.1 M in Grants – Land Awards – Annual Report – New Leadership;

READING FILE (CONT'D)

CORRESPONDENCE (CONT'D)

- Resource Works Newsletter:
- April 19, 2016 – Why the World has Catching up to do on Carbon Reduction;
 - April 12, 2016 – Earth Day: A Time for Important Questions;
 - April 5, 2016 – A Reality Check for Renewable Energy;
 - March 31, 2016 – The Price of Gold;
 - March 22, 2016 – A Simple Idea to Save Canada
 - March 17, 2016 – Every Job Matters'
 - March 15, 2016 – Hacking our way to Higher Ground
- Seniors BC – e-Newsletter:
- March 2016
 - April 2016;
- Smithers Exploration Group – SEG Rocks and Rambling April 1st;
- Union of British Columbia Municipalities – UBCM Minutes of 112th Convention – Vancouver – September 21-25, 2015."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

NCLGA Resolution
– Unconditional Local
Government Grants

Moved by Director Strimbold
 Seconded by Director Brien

2016-6-33

"That the Regional District of Bulkley-Nechako Board of Directors ratify the NCLGA Resolution RE: Unconditional Local Government Grants."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Omineca Beetle Action
Coalition- Members' Quick
Notes – April 19, 2016

Moved by Director MacDougall
 Seconded by Director Greenaway

2016-6-34

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from the Omineca Beetle Action Coalition RE: Members' Quick Notes – April 19, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING

Correspondence

Northern Health Public Health
Unit Re: SGJ BC Ventures
(HBH) Electoral Area "A"

Moved by Director Bachrach
 Seconded by Director Petersen

2016-6-35

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from Northern Health Public Health Unit Re: SGJ BC Ventures (HBH) Electoral Area "A"."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Derek Botchford (applicant)
RE: SGJ BC Ventures (HBH)
Electoral Area "A"

Moved by Director Fisher
 Seconded by Director Strimbold

2016-6-36

"That the Regional District of Bulkley-Nechako Board of Directors receive correspondence from-Derek Botchford (applicant) RE: SGJ BC Ventures (HBH) Electoral Area "A"."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Community to Community
Forum

Moved by Director Strimbold
 Seconded by Director Parker

2016-6-37

"That the Regional District of Bulkley-Nechako Board of Directors direct Chair Miller and staff to work with Nadleh Whut'en to determine parameters and timeline for a Community to Community Forum."

(All/Directors/Majority)

DEFEATED

Chair Miller noted that Nadleh Whut'en had offered to assist with facilitating a forum and possibly assist with funding.

Discussion took place regarding the forum being hosted by the RDBN and the invitation being forwarded to all First Nations communities in the region. Discussion also took place regarding sub-regional meetings with First Nations communities.

Staff will bring the topic forward at a future Committee of the Whole Meeting for further discussion.

**SPECIAL IN-CAMERA
MEETING MOTION**

Moved by Director Newell
Seconded by Director Brienen

2016-6-38

"In accordance with Section 90 (1)(a) of the *Community Charter*-personal information about an identifiable individual who holds or is being considered for a position as an officer (CAO Replacement), it is the opinion of the Regional District of Bulkley-Nechako Board of Directors that the consideration of information received and held in confidence relating to the matter 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 Thiessen
Seconded by Director Greenaway

2016-6-39

"That the meeting be adjourned at 2:03 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant



AGRICULTURE COMMITTEE MEETING
(Committee of the Whole)

Thursday, April 28, 2016

PRESENT: Chair Mark Parker

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
Tom Greenaway
Mark Fisher
Thomas Liversidge
Rob MacDougall
Bill Miller
Rob Newell
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Director Absent Dwayne Lindstrom, Village of Fraser Lake

Staff Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Parker called the meeting to order at 2:15 p.m.

AGENDA

Moved by Director Miller
Seconded by Director Brienen

AG.2016-4-1

"That the Agriculture Committee Meeting Agenda of April 28, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Agriculture Committee
Meeting Minutes
-March 24, 2016

Moved by Director Petersen
Seconded by Director MacDougall

AG.2016-4-2

"That the minutes of the Agriculture Committee meeting of March 24, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

RDBN Agriculture Presentation Moved by Director Benedict
 Seconded by Director Greenaway

AG.2016-4-3 "That the Agriculture Committee receive the Manager of Administrative Services' April 19, 2016 memo titled "RDBN Agriculture Presentation."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Miller provided an overview of the RDBN Agriculture Presentation that Chair Parker, Director Fisher and he provided to the Northern Development Initiative Trust Board of Directors. The presentation was well received and NDI staff indicated support for agriculture throughout the region.

Director MacDougall mentioned that as a member of the NDIT Board of Directors there was further discussion and there will be action moving forward.

CORRESPONDENCE

PIBC Webinar – Climate Action Initiative – Climate Change & BC Agriculture: Regional Adaptation Strategies Moved by Director Miller
 Seconded by Director Greenaway

AG.2016-4-4 "That the Agriculture Committee receive the correspondence titled "PIBC Webinar – Climate Action Initiative – Climate Change & BC Agriculture: Regional Adaptation Strategies" and examples "Cariboo Region" and "Peace Regions"."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chair Parker noted that there may be another opportunity in the future for funding for the RDBN to complete a study similar to the Cariboo and Peace Regions. Director MacDougall commented that there may be an opportunity for a collaborative approach with other industries such as forestry.

March 30, 2016 letter from Ministry of Environment -Water Sustainability Act Moved by Director MacDougall
 Seconded by Director Thiessen

AG.2016-4-5 "That the Agriculture Committee receive the March 30, 2016 letter from the Ministry of Environment titled "*Water Sustainability Act.*"

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chair Parker spoke of the letter from the Ministry of Environment indicating that they were going to hold teleconferences in regard to the *Water Sustainability Act* in April, 2016. He has contacted MoE to request a teleconference.

CORRESPONDENCE (CONT'D)

Concerns were brought forward in regard to how and if the *Water Sustainability Act* regulations will be enforced. Discussion took place regarding the importance of regional residents receiving accurate information from the Province.

Staff are currently working on a report for the Regional Board in regard to the *Water Sustainability Act* and regulations.

Director MacDougall noted that it would be beneficial to have a *Water Sustainability Act* panel discussion at the North Central Local Government Association Convention or the Union of B.C. Municipalities Conference in September, 2016.

NEW BUSINESS

Meeting with Frank Leonard,
 Chair, Agriculture Land
 Commission

Chair Parker reminded the Agriculture Committee that Frank Leonard, Chair, Agriculture Land Commission will be attending the RDBN Agriculture Committee Meeting May 26, 2016.

ADJOURNMENT

Moved by Director MacDougall
 Seconded by Director Brien

AG.2016-4-6

"That the meeting be adjourned at 2:36 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**AGRICULTURE COMMITTEE MEETING**
(Committee of the Whole)**Thursday, March 24, 2016**

PRESENT: Chair Mark Parker

Directors Taylor Bachrach
Shane Brienen
Tom Greenaway
Mark Fisher
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Bill Miller
Rob Newell
Jerry Petersen
Darcy Repen
Gerry Thiessen

Directors Absent Eileen Benedict, Electoral Area "E" (Francois/Ootsa Lake Rural)
Luke Strimbold, Village of Burns Lake

Staff Gail Chapman, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Deborah Jones-Middleton, Protective Services Manager
Jason Llewellyn, Director of Planning
Corrine Swenson, Manager of Regional Economic Development
– arrived at 2:30 p.m.
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Parker called the meeting to order at 2:24 p.m.

AGENDAMoved by Director MacDougall
Seconded by Director Brienen**AG.2016-3-1**

"That the Agriculture Committee Meeting Agenda of March 24, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Agriculture Committee**
Meeting Minutes
-February 25, 2016Moved by Director Petersen
Seconded by Director Lindstrom**AG.2016-3-2**

"That the minutes of the Agriculture Committee meeting of February 25, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Agricultural Land Commission
-Executive Committee
Reconsideration of Application
-Response to RDBN
February 3, 2016 Letter

Moved by Director Repen
 Seconded by Director Miller

AG.2016-3-3

"That the Agriculture Committee receive the correspondence from the Agricultural Land Commission Re: Executive Committee Reconsideration of Applications."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community Futures Fraser
Fort George RE: Support for
Beyond the Market Proposal for
Provincial Community-Based
Extension Services Program

Moved by Director Liversidge
 Seconded by Director Brien

AG.2016-3-4

"That the Agriculture Committee receive the correspondence from Community Futures Fraser Fort George RE: Support for Beyond the Market Proposal for Provincial Community-Based Extension Services Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Water Sustainability Act
- Update

Moved by Director MacDougall
 Seconded by Director Greenaway

AG.2016-3-5

"That the Agriculture Committee receive the correspondence in regard to the *Water Sustainability Act – Update*."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Parker mentioned that the *Water Sustainability Act – Update* was presented at a Regional Cattleman's Association meeting. Concerns were brought forward in regard to challenges associated with applying for a Groundwater Licence. He also noted that the only option to submit an application is via the internet and internet access in the rural areas of the region is not always available.

Waterline Resources Inc. - BC
Water Sustainability Act Now
in Force – Water Supply Well
Licensing is Now Required

Moved by Director Miller
 Seconded by Director Greenaway

AG.2016-3-6

"That the Agriculture Committee receive the correspondence from Waterline Resources Inc. RE: BC *Water Sustainability Act Now in Force – Water Supply Well Licensing is Now Required*."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE (CONT'D)

Farmers Provincial Sales
Tax Act

Moved by Director Fisher
Seconded by Director Petersen

AG.2016-3-7

"That the Agriculture Committee receive the correspondence in regard to the *Farmers Provincial Sales Tax Act*."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORT

Chair Parker – UPDATE RE: Wood-Ash Market Utilization Conference Call – March 18, 2016

Chair Parker noted that he took part in the Wood-Ash Market Utilization Conference Call on March 18, 2016 along with Director Greenaway.

Chair Parker mentioned that individuals in attendance from across Canada, including Ontario, have been conducting pilot projects in regard to the utilization of wood-ash. The Ministry of Environment was also in attendance and they indicated that one of the first steps that needs to be taken to move forward would be to classify bottom ash with fly ash under Ministry of Environment regulations. Further testing is required in regard to the contents of the bottom ash as it has a higher level of heavy metals.

There are challenges associated with the usage of bottom ash as it requires a separate and different application process and is very costly to apply.

Chair Parker and Director Greenaway noted the importance of having an in person meeting with the stakeholders in order to find answers to the questions that were raised.

ADJOURNMENT

Moved by Director MacDougall
Seconded by Director Miller

AG.2016-3-8

"That the meeting be adjourned at 2:49 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, May 12, 2016****(Location: Vanderhoof Integris Credit Union Board Room)**

PRESENT: Chairperson Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
Mark Fisher
Tom Greenaway
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Rob Newell – arrived at 10:36 a.m.
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Staff Cheryl Anderson, Manager of Administrative Services
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

Media Vivian Chui, Omineca Express

CALL TO ORDER Chair Miller called the meeting to order at 10:33 a.m.

AGENDA & SUPPLEMENTARY AGENDA Moved by Director Bachrach
Seconded by Director Greenaway

C.W.2016-5-1 "That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of May 12, 2016 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

WELCOME Director Thiessen welcomed the Regional Board to Vanderhoof. He spoke of the Nechako White Sturgeon Recovery Initiative and the juvenile sturgeon release scheduled for tomorrow, May 13, 2016. He mentioned that a three metre sturgeon over 100 years old was captured recently. Due to weather trends spawning is three weeks early this year.

Director Thiessen spoke of the 15th Anniversary Northern Kitamaat Development Fund (NKDF) Celebration taking place tonight, May 12, 2016.

Also taking place is the 2016 Vanderhoof Chamber of Commerce Annual Trade Show on May 13-14, 2016.

WELCOME (CONT'D)

Director Thiessen mentioned that for those Directors spending the night in Vanderhoof that there is an excellent trail system along the Nechako River.

He noted that the District of Vanderhoof met with the Water Controller on May 11, 2016 in regard to the water levels in the Nechako Reservoir and River. The District of Vanderhoof is to determine the values on the Nechako River and will meet again with the Water Controller. Director Thiessen noted that future meetings will include representatives from all areas along the river from Ootsa Lake to Prince George.

MINUTES

Committee of the Whole
Minutes – April 14, 2016

Moved by Director MacDougall
 Seconded by Director Petersen

C.W.2016-5-2

"That the Committee of the Whole meeting minutes of April 14, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Community to Community
Forum

Discussion took place regarding the timeline for approval of the Union of B.C. Municipalities (UBCM) Community to Community Forum funding. Corrine Swenson, Manager of Regional Economic Development explained that the application will be submitted May 13, 2016 and UBCM staff have indicated that the approval process takes approximately two weeks. UBCM staff also conveyed that Community to Community Forum funding has been made available for a Fall intake in the past and that may occur in the Fall of 2016.

Director Strimbold mentioned that there is a First Nations Northern Caucus Meeting taking place in the beginning of June that will need to be considered.

Cheryl Anderson, Manager of Administrative Services provided an update in regard to the dates that the facilitator and presenter are available. The venue location for the forum was discussed. Staff have researched the availability of the Vineyard Church in Burns Lake which has a capacity of approximately 50 people and is available and the Island Gospel Fellowship Church.

Director Bachrach brought forward concerns in regard to the absence of complete cross regional engagement. He spoke of the Town of Smithers working directly with the Office of the Wet'suwet'en and Morice Town Band which is outside the RDBN and within the Regional District of Kitimat-Stikine boundary. The Office of the Wet'suwet'en utilizes a hereditary and political governance structure and the need to ensure that all representatives are invited to a Community to Community Forum was discussed.

REPORTS (CONT'D)

Discussion took place regarding the possibility of having sub-regional forums, one in the east and one of the west of the RDBN. Chair Miller spoke of the need for wide spread engagement throughout the entire RDBN. He noted that Highway 16 Transit and Spill Response are regional issues and thus the need for a regional forum.

Director Bacharch commented that the Town of Smithers can assist the RDBN in hosting the forum in their community.

Discussion took place regarding travel reimbursement as an eligible expense.

The need to bridge gaps and build relationships was discussed. Open dialogue provides an opportunity to create further discussion amongst stakeholders in the region.

Community to Community Forum

Moved by Director Strimbold
Seconded by Director Brienen

C.W.2016-5-3

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve the RDBN hosting a Community to Community Forum in Smithers; and further, that a date be scheduled June 7-10, 2016 or alternatively June 13-24, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community to Community Forum Agenda

Highway 16 Transit

- Staff contact Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs Division, Ministry of Transportation and Infrastructure to determine Ministry Staff attendance;
- Ministry staff have indicated willingness to attend;
- Speak to the Five Point Action Plan brought forward by the province.

Spill Response

- Staff will contact Jason Bosscher, Environmental Emergency Response Officer, Smithers.

Town of Smithers and Office of the Wet'suwet'en Collaboration Project

- Director Bachrach will provide a presentation in regard to the project that the Town of Smithers and Office of the Wet'suwet'en are currently moving forward.

Facilitator

- Dan George, Four Directions Management Services Ltd.
- Staff will contact to confirm date.

REPORTS (CONT'D)

Deliverables

- Discussion took place regarding the development of a Memorandum of Understanding between the Regional District and First Nations in regard to transit;
- BC Transit engagement in the discussion of a MOU.

Director Bachrach commented that the Town of Smithers will assist with the venue and catering.

Community to Community Forum Budget

Discussion took place regarding the 2012 Regional Opportunities Gathering budget and the mileage coverage.

Moved by Director Repen
 Seconded by Director Bachrach

C.W.2016-5-4

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors authorize funds for mileage for one vehicle per First Nations Community; and further, that an honorarium be provided to the First Nations communities in attendance wherein budget funds remain."

(All Directors/Majority)

CARRIED UNANIMOUSLY

Social Media Targeted Marketing Campaign

Moved by Director Repen
 Seconded by Director Newell

C.W.2016-5-5

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve accessing \$1,500 of the 2016 Regional Economic Development Marketing Budget for a Facebook Marketing campaign."

(All Directors/Majority)

CARRIED UNANIMOUSLY

Director Repen spoke to the information he provided to the Manager of Regional Economic Development in regard to the memo titled "Social Media Targeted Marketing Campaign" and the benefits of completing a Facebook Social Media Targeted Marketing Campaign.

Director Newell noted he attended the BC Broadband Conference recently and he voiced concerns regarding the lack of adequate broadband internet download and upload speeds in the region in comparison to the rest of the province. It is extremely important to increase broadband width in the region to assist potential growth and development. Director Bachrach commented that Smithers and Telkwa recently received fibre optic to the home upgrades.

Concerns were brought forward in regard to the impact to quarter section farm land with growth and development. The expectation of services that individuals moving to the region often have when moving from larger centres was also discussed. In the future it may be possible to target other areas such as farm land and farming in regard to a marketing campaign.

REPORTS (CONT'D)

Discussion took place regarding the use of Facebook as a trial social media site and the possibility of using other resources in the future. Director Thiessen mentioned that the District of Vanderhoof is identifying a different markets. Conversation took place in regard to the future real estate market throughout the province and what draws individuals to an area or region.

Director Bachrach spoke of needing to have a compelling marketing ad to be accessed through the Facebook campaign.

He brought forward the challenges in regard to the communities within the region being very unique therefore branding the region can be difficult.

Corrine Swenson, Manager of Regional Economic Development noted that the Investment Readiness Action Plan will be moving forward in early summer and will also assist in looking at who the target market is and complete research on the initiative.

**2016 UBCM Premier/Cabinet
Minister Meetings and
Resolution Deadline**

Moved by Director Thiessen
Seconded by Director MacDougall

C.W.2016-5-6

"That the Committee of the Whole receive the Manager of Administrative Services' May 4, 2016 memo titled "2016 UBCM Premier/Cabinet Minister Meetings and Resolution Deadline."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Miller spoke to the need to provide staff with clear direction in regard to Minister Meeting topic requests, topic information and who will be attending.

Discussion took place regarding the need to be more effective during the fifteen minutes provided in meeting with Ministers at UBCM. The Regional Board noted the importance of appointing a lead Board Member to speak to a topic and have speaking notes clearly outlined. It is also very important to speak to the topic regionally as time is limited. Director Benedict commented that issues specific to an Electoral Area should have that Director speak to the issue.

Director Newell noted the importance of taking notes during the meetings and following up in regard to the issues brought forward.

Concerns were brought forward in regard to past experiences wherein more than one ministry was in attendance during the 15 minute scheduled meeting time and it did not allow for the topics to be brought forward effectively. The Regional Board discussed being concise and directing the meetings to be as effective as possible.

REPORTS (CONT'D)

Director Thiessen noted that two discussion topics that were discussed during the Mayors Caucus in Fort St. John recently were agricultural land development near communities and the impacts when services are requested or being implemented without proper zoning. The second topic was the recent changes to the BC Building Code and the cost impacts to construction.

The Regional Board will provide staff with topics and topic information for Minister Meeting requests for the UBCM Convention in September, 2016.

CORRESPONDENCE

Correspondence

Moved by Director MacDougall
 Seconded by Director Parker

C.W.2016-5-7

"That the Committee of the Whole receive the following correspondence:

-Union of B.C. Municipalities in regard to Conflicts of Interest Exception Regulations;

SUPPLEMENTARY AGENDA CORRESPONDENCE

-Fulton & Company in regard to Conflicts of Interest Exception Regulations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to Conflicts of Interest Exception Regulations and interpretation of the regulations. Director MacDougall noted that it would be beneficial to have a workshop. Director Strimbold mentioned that the Village of Burns Lake is having its Lawyer attend a meeting to discuss the regulations.

Staff will investigate the possibility of having RDBN Solicitors attend a meeting or have a workshop in regard to the Conflicts of Interest Exception Regulations.

NEW BUSINESS

Future RDBN Meetings in Member Municipalities

Director Thiessen noted that he very much appreciated the Regional Board travelling to and having its meeting in Vanderhoof. He spoke of the host municipality working with RDBN staff to have delegations from the host municipality attend future meetings located outside the RDBN Office Building. Discussion took place in regard to having future meetings potentially every six months in member municipalities. Chair Miller noted that having meetings outside the RDBN Office allows the RDBN Board of Directors to cross regionally engage the member municipalities and regions. Director Bachrach thanked Director Thiessen for hosting the meeting.

ADJOURNMENT

Moved by Director Brien
Seconded by Director MacDougall

C.W.2016-5-8

"That the meeting be adjourned at 12:04 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOCOMMITTEE OF THE WHOLE MEETINGThursday, April 14, 2016

PRESENT: Chairperson Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brienien
Mark Fisher
Dwayne Lindstrom
Rob MacDougall
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold – left at 11:59 a.m., returned at 12:15 p.m.
Gerry Thiessen

Directors Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Thomas Liversidge, Village of Granisle
Rob Newell, Electoral Area "G" (Houston Rural)

Alternate Directors Bob Hughes, Electoral Area "G" (Houston Rural)
Linda McGuire, Village of Granisle

Staff Cheryl Anderson, Manager of Administrative Services – left at 11:22 a.m., returned at 11:40 a.m.
Hans Berndorff, Financial Administrator
Janine Dougall, Director of Environmental Services – arrived at 11:19 a.m.
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

Others Carl Lutz, District Manager, Bulkley-Stikine, Ministry of Transportation and Infrastructure – left at 11:53 a.m.
Ron Marshall, District Manager, Fort George, Ministry of Transportation and Infrastructure – left at 11:53 a.m.
Lianne Olson, Stakeholder and Community Relations Liaison,
Rio Tinto Alcan – left at 12:18 a.m.

Media Flavio Nienow, LD News – left at 11:53 a.m.

CALL TO ORDER

Chair Miller called the meeting to order at 10:57 a.m.

AGENDA & SUPPLEMENTARY AGENDAMoved by Director MacDougall
Seconded by Alternate Director McGuireC.W.2016-4-1

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of April 14, 2016 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – March 10, 2016

Moved by Director Petersen
Seconded by Director Parker

C.W.2016-4-2

"That the Committee of the Whole meeting minutes of March 10, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George

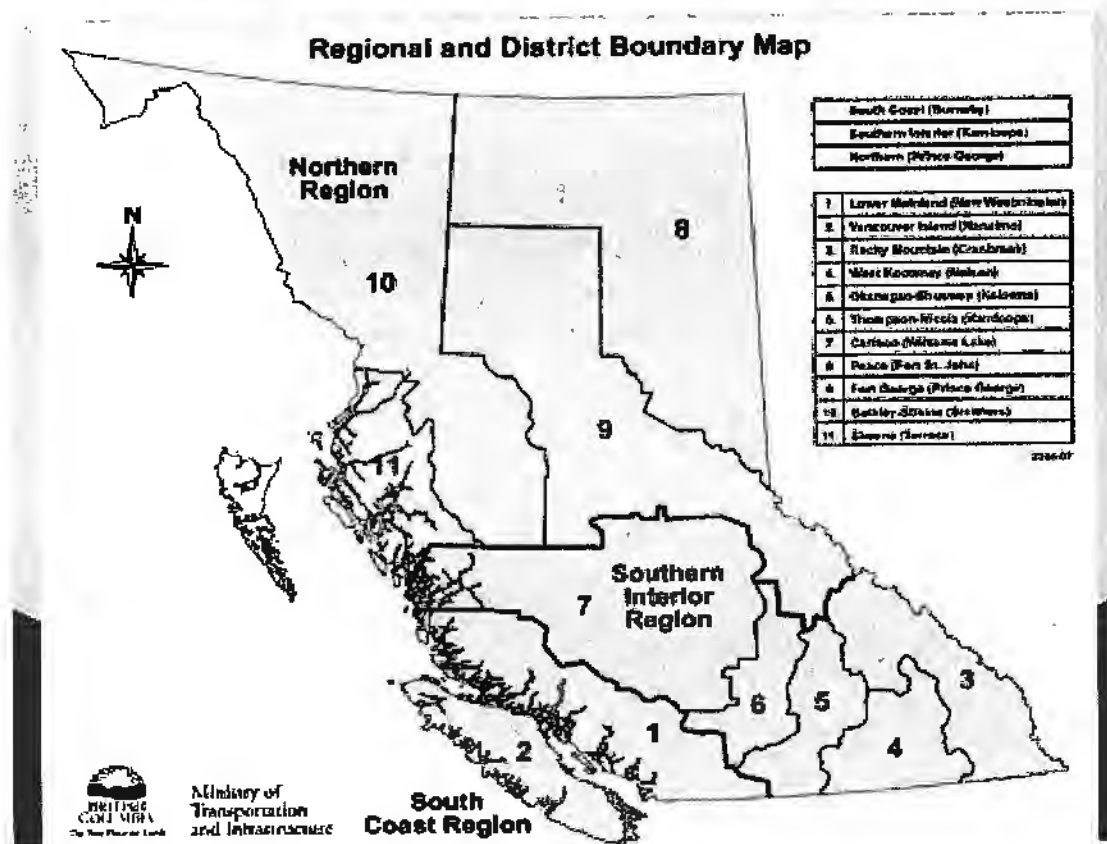
Chair Miller welcomed Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George, Ministry of Transportation and Infrastructure.

Messrs Lutz and Marshall provided a PowerPoint Presentation.

Ministry of Transportation and Infrastructure (MoTI)

- District Overview;
- District Work Groups;
- District Functions and Responsibilities;
- Current Program;
- Highway Maintenance;
- Ministry Signs & Provincial RW;
- Recent Projects.

Regional and District Boundary



DELEGATIONS (CONT'D)

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George (Cont'd)

Inventory

- Lane Kilometres:
 - o Fort George District Total Roads: **7896 Km**;
 - o Bulkley-Stikine District Total Roads: **6378 Km**;
- Total number of structures including bridges, multiplate culverts and retaining walls:
 - o Fort George District: **230**;
 - o Bulkley-Stikine District: **165**.

District Business Groups

- Operations (Maintenance, avalanche control, rehab);
- Commercial Vehicle Safety Enforcement (CVSE);
- Development Approvals;
- Finance and Administration.

Administrative Functions

- Front line link to community;
- Customer service;
- Co-ordinates emergency responses;
- Monitor maintenance contracts;
- Maintain road inventory;
- Manage road construction;
- Local equipment hire;
- Infrastructure preservation (seasonal load restrictions);
- Activities within the right-of-way;
- Process road closures;
- Approvals in unorganized areas of:
 - o Subdivisions;
 - o Accesses; and
 - o Rezoning;
- Service and Attraction signs.

Road Classification System

- Service levels determined by:
 - o 7 summer classes;
 - o 5 winter classes;
- Based on:
 - o Traffic volumes & Types;
 - o Routes and use:
 - School buses;
 - Hospitals;
 - Fire/Police;
- Highest classification – highest service level.

Ministry Maintenance

- Highway maintenance is contracted through a bid process within the Province. Current contracts come for renewal in 2018 & 2019:
 - o 3 Contract service areas in Fort George District;
 - o 3 Contract service areas in Bulkley-Stikine District;
 - o 28 Contract service areas in the province.
- Contracted to meet the maintenance specifications;
- District Staff monitor on the roads and conduct audits;
- Customer service is a key part of the M/C (Maintenance Contractor) responsibilities.

DELEGATIONS (CONT'D)

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George (Cont'd)

MoTI Authorities

- A person must not use or occupy a provincial highway unless he or she is authorized to do so under the following regulations:
 - o Sections 48, 49, 52, or 62 (1) of the *Transportation Act*;
 - o Under another act;
 - o By a lease entered into under Section 13 (2) of the *Transportation Act*;
 - o According to law;
- Ministry staff have various authorities over provincial public undertakings, including the following actions on provincial highways:
 - o **"Plan, design, acquire, hold, construct in any manner or place, use, operate, upgrade, alter, expand, extend, maintain, repair, rehabilitate, protect, remove, discontinue, close and dispose"** (from the *Transportation Act*).
- **Roads:**
 - o MoTI is not responsible nor does it maintain roads outside of the provincial inventory:
 - Forest Service Roads;
 - Private Roads;
 - Non-Status Roads;
 - Driveways;
 - Undeveloped Rights-of-way;
 - Federal roads;
 - o Important to consider for clients buy/selling off FSR's (Forest Service Roads) or non-status roads;
 - o Access to public roads:
 - Commercial access;
 - Residential access;
 - Access to a controlled access highway;
 - o Access responsibilities:
 - Construction;
 - Maintenance;
 - o Access to lands beyond:
 - May be result of a subdivision;
 - Could be labelled as a road on plan but actually be undeveloped at the site.
- **Highway Access Permits:**
 - o Required for all commercial and industrial access, and some residential;
 - o Only exception is single residential driveway on sideroads;
 - o Contact Development Approval Staff in District office with questions.
- **Rural Subdivision Approval:**
 - o Ministry of Transportation involvement in subdivision approvals includes:
 - Establishing construction standards for any new roads;
 - Approval of safe access location;
 - Identification of natural hazards;
 - Ensuring services (water and sewer).

DELEGATIONS (CONT'D)

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George (Cont'd)

- **Subdivision Approval**
 - o Role of the Approving Officer:
 - Approving Officers are appointed under the *Land Title Act*;
 - Ministry of Transportation Provincial Approving Officers, whom Cabinet appoints to rule on subdivision proposals outside municipal boundaries and within those regional districts and the Island Trust boundaries that have not assumed the rural subdivision approving authority (Section 77.2).

Seasonal Strength Loss

- Designed to protect infrastructure during spring thaw;
- Roads are monitored with:
 - o Frost probes;
 - o Mobile strength testing;
 - o Visual observations in the field;
- For importance for industries with heavy equipment:
 - o Forest Industry;
 - o Mining/Oil & Gas;
 - o Farmers/Ranchers;
 - o Other industrial needs (construction);
- Advance notice is provided for impending road restrictions.

Land Hazard Studies

- Land Hazards:
 - o Flooding;
 - o Land slides;
 - o Debris flow;
- Recommendations can effect property development.

Signs on MoTI R/W

- Ministry infrastructure is utilized to:
 - o Inform and direct the travelling public of road hazards;
 - o Regulatory requirements;
 - o Informational purposes;
- Signs require permits on MoTI R/W;
- Only specific approved permitted signs are considered.

Winter Road Maintenance

- Winter maintenance is perceived by the Ministry's clients as the overall most important service provided, confirmed by Client Satisfaction Survey results;
- Emphasis on pro-active approach and local stakeholder needs;

Winter Maintenance

- Emphasis on new technology;
 - o Weather and road condition forecasts:
 - New materials;
 - Liquid de-icers;
 - Pre-wetted abrasives;
 - o Electronic/Internet based Highway Condition Reporting:
 - www.DriveBC.ca;
 - WebCam network.

DELEGATIONS (CONT'D)

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George (Cont'd)

Performance Specifications

- Do not provide for:
 - o Bare and wet conditions;
 - o Immediate plowing in all locations;
 - o Immediate sanding of slippery sections;
 - o Unlimited resources.

Winter Reclassification of Highway

- Highway 16, Highway 97 & Highway 5 are key corridors for industrial development in the North;
- The winter maintenance classification has been upgraded to a Class A level;
 - o **What this means:**
 - A higher level of maintenance;
 - More frequent patrols; and,
 - Quicker response times where outlined in the maintenance specifications.

I haven't seen a Plowtruck!



M/C Responsible for Equipment Resources:

- **Fort George Fleet:**
 - o Tridems Plow trucks – 6 units;
 - o Tandem Plow trucks – 45 units;
 - o Single Plow trucks – 12 units;
 - o Graders – 20 units;
- **Bulkley-Stikine Fleet:**
 - o Plow trucks – 41 units;
 - o Graders – 13 units;
 - o Loaders – 21 units;
 - o Snowblowers – 2 units.

DELEGATIONS (CONT'D)

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George (Cont'd)

Highway Snow Removal

- Specifications require the contractor to be proactive in all aspects of maintenance;
- Requirements include:
 - o Monitor and observe weather and forecasts;
 - o Adjust patrols;
 - o Deploy in advance of forecast events;
 - o Provide proactive service to all stakeholders.

Excluded

- Centreline painting (contracted);
- Electrical Maintenance (contracted);
- Rock scaling;
- Engineering;
- Rehabilitation;
- Corridor management.

Information

- www.th.gov.bc.ca/bchighways/contracts/maintenance/hwy_maintenance_contracts.htm;
 - o Existing maintenance contracts;
 - o Maintenance Specifications;
 - o Frequently Asked Questions (FAQ);
- DriveBC
 - o Timely road condition and delay reporting;
 - o Ministry priority to provide accurate and current information;
 - o Web access & Free Telephone access:
 - www.DriveBC.ca
 - *4997 on cell;
 - 1-800-550-4997;
 - Voice interactive.

Importance of Driving to Conditions

- The change in the winter road classification is a positive move. It does not remove individual responsibility for driving to conditions:
 - o Slow down, and increase distance;
 - o Choose the best tires possible and ensure they are in good condition;
 - o Check:
 - DriveBC.ca;
 - ShiftintoWinter.ca;
 - "Know before you go."

Project Planning & Development

- Three primary funding mechanisms:
 - o Capital;
 - o Roadside Improvement Program;
 - o Rehab;
- Funding priorities are based on multiple factors and inputs:
 - o Engineering requirements including safety;
 - o Life cycle management;
 - o Cost benefit analysis;
 - o Needs analysis;
 - o Local residents and stakeholders;
 - o Consultation with industry;
- BC on the Move.

DELEGATIONS (CONT'D)

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George (Cont'd)

Local Highway Districts

- Ministry conducts ongoing monitoring of highway and sideroad infrastructure to establish and confirm the proposed strategy;
- Ongoing improvements and safety initiatives continue on the Highways in Northern BC.

Highway 16 West – Passing/Climbing Lanes

- Completion of several Passing/Climbing Lanes:
 - o Hwy 16:
 - Degal Pit passing lane construction;
 - Telechick Lane construction;
 - Mapes Road passing lane construction;
 - Braaten Road passing lane construction;
 - Playhouse accel/decel lane construction;
 - Upper Fraser passing/climbing lane construction;
 - o Hwy 27:
 - Dog Creek climbing lane construction;
- Completion of Intersection Improvements:
 - o Hwy 16:
 - Burns Lake intersection improvement;
 - Victoria Street intersection signalization;
 - Endako intersection lighting improvements;
 - Six Mile break-check deceleration lane;
- Completed Resurfacing Projects:
 - o Hwy 16:
 - Graded aggregate seal Fraser Lake to Endako;
 - Burns Lake arterial resurfacing;
 - Graded aggregate sealcoat Burns Lake to Tintagel;
 - HIPR (Hot in Place Resurfacing):
 - Bye Road to Broman Lake;
 - Houston to Bye Road;
 - Blackman Road to Red Pass;
 - Driscoll Creek to Slim Creek;
 - Wakefield Road to Houston;
- Highway 16 West Bridges & Safety Improvements:
 - o Hwy 16 Houston pedestrian safety improvements;
 - o Hwy 27 Safety improvements;
 - o Speed reader boards;
 - o Guardrail installation annually by warrant;
 - o Community Projects: Ministry staff and M/C:
 - Fraser Lake trails;
 - Fort Fraser community area;
 - Clucuz Lake Firehall;
 - Hudson Bay Mountain Road ski underpass;
 - o Hwy 16/97 In-laid durable paint markings;
 - o Colleymount Road improvements;
 - o Rest area improvements;
 - o Coalmine Road CN crossing upgrades;
- Highway 16 West Bridges
 - o Hwy 97:
 - Salmon River Bridge Replacement;
 - CN Overhead replacement Stone Creek to Williams Road;

DELEGATIONS (CONT'D)

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George (Cont'd)

- Hwy 16:
 - West Twin bridge rehabilitation;
 - Dore River deck resurfacing;
 - Mile 28 bridge overpass construction;
 - Corya Creek bridge replacment;
- Side Road Programs:
 - Extensive upgrades to many of the local sideroads has continued with annual investment to improve road conditions;
 - Improvements to strength, drainage, surface conditions and sight distance have formed the basis of a majority of the works;
 - Significant numbers of sideroads have been gravelled with crush material or hardsurfaced with graded aggregate sealcoat or pavement;
 - Extensive brushing programs have been undertaken on both main highways and local sideroads;
 - Ministry continues to monitor sideroad infrastructure and consider additional works based on various factors such as traffic numbers, technically identified safety risks, road use and available funding.

Current Season

- Works commenced and/or completed this season include:
 - Hwy 16:
 - Resurfacing (various locations);
 - Continued work on passing lane projects (various locations);
 - Additional investments on bridge inventory;
 - Ongoing efforts for safety including:
 - Right of way brushing on both highway and sideroads;
 - Line painting.

Director Petersen mentioned that in the past there was a three cent per litre fuel tax for side road improvements and he questioned whether that program still exists and if those funds were utilized for side road improvements as intended at the creation of the program. Mr. Marshall commented that the program was originally named the Heartland or Mountain Pine Beetle Program and has been renamed recently to the Side Road Infrastructure Program. He mentioned that approximately \$18 million in the past 7-10 years has been spent on side roads in the Fort George District and he is very confident the three cents per litre on fuel is being utilized for side road improvements throughout the north. Mr. Lutz noted that the Bulkley-Stikine will spend approximately \$2.5 to \$3 million in 2016 for side road improvements. The funding allocation has been restructured between rehabilitation work and side road work.

Director Repen brought forward the possibility of the MoTI sharing contractors to complete works within municipalities to create economies of scale for small communities. Mr. Lutz indicated that MoTI contacts municipalities when they are conducting works in the region to attempt economies of scale.

Discussion took place regarding the BC On the Move three year plan developed under past Premier Gordon Campbell.

Chair Miller thanked Messrs Lutz and Marshall for attending the meeting.

DELEGATIONS

RIO TINTO ALCAN – Lianne Olson, Stakeholder and Community Relations Liaison RE: Communications Plans, Smelter, Reservoir

Chair Miller welcomed Lianne Olson, Stakeholder and Community Relations Liaison.

Ms. Olson provided a PowerPoint Presentation.

Rio Tinto – BC Operations Update

Overview

1. Kitimat Modernization Update;
2. Reservoir Operations Update;
3. SO₂ Update;
4. Investing in our Communities;
5. Communications and Engagement.

Kitimat Modernization Project (KMP)

- \$4.8 B investment to totally rebuild the smelter;
- Completely new technology with an increase in energy efficiency, product optimization and reduction in environmental footprint;
- March 29, 2016 hit full production;
- Kitimat is now one of the lowest-cost and most efficient aluminum production facilities in the world;
- Pot 4096 – Last Pot to be energized;

Prior to KMP		After KMP
240,000T	Metal production (tonnes)	420,000T++
86 - 88%	Efficiency	93%
18.0 – 19.0	Power consumption (Kwhrs/kg)	13.5
121KA	Operating amperage (KA)	405KA
780	Number of cells	384
565MW	Total Power required	~710MW
1500	Employees	~1000

Operational Conditions (2015 vs 2016)

The reservoir is currently 2 feet lower than last year:

- April 14, 2015 elevation = 2795.16 ft.;
- April 13, 2016 elevation = 2793.87 ft.;

The Spillway flow is lower than last year:

- April 14, 2015 = 165 m³/s;
- April 13, 2016 flows = 49.0 m³/s.

Reservoir Inflows

- March 1, 2015 = 171 m³/s;
 - o (Feb. average inflows);
- April, 2015 = ~520 m³/s;
- March 1, 2016 = 78 m³/s;
 - o (Feb. average inflows);
- April 8, 2016 = ~300m³/s.

Reservoir Snowpack

- March 1, 2015 snowpack = 109.8%;
- March 1, 2016 snowpack = 78%.

DELEGATIONS (CONT'D)

RIO TINTO ALCAN – Lianne Olson, Stakeholder and Community Relations Liaison RE: Communications Plans, Smelter, Reservoir (Cont'd)

Overall Flood Risk

- Anticipated flows expressed as LTA for the most likely condition:
 - o March 1, 2015 = Medium;
 - o March 1, 2016 = Low.

Location of the Kitimat Air Monitoring Stations

- White Sail (Residential);
- River Lodge (Residential);
- Kitamaat Village (Residential);
- Haul Road (Industrial Fence Line).

Station Statistics March 27 – April 3, 2016

Station	March 27 - April 3, 2016	March 27 - April 3, 2016
Kitamaat Village	0.79 ppb	11.4 ppb
White Sail	0.48 ppb	10.9 ppb
River Lodge	0.43 ppb	4.8 ppb
Haul Road (Industrial Fence Line)	3.2 ppb	50.2 ppb

<http://www.bcairquality.ca/>

BC Community Investments

- 2015 Rio Tinto donated nearly \$900,000 in BC;
- To request support go to:
 - o www.riotintobcooperation.com/our-commitment/community-investment/

Investing in our Communities

- Key pillars
 - o Youth;
 - o Education;
 - o First Nations;
- Education is a long term goal;
- Investment to develop leaders of tomorrow and the workforce of the future;
- Inspire FIVE year ONE MILLION dollar commitment for *Indigenous* scholarships;
- Other programs:
 - o Breakfast Clubs of Canada;
 - o Community Investment program;
 - o Pathways to Education.

Launching More Focused Engagement

- Define engagement process over the next years;
- Will involve public and communities on designing engagement process:
 - o Engagement:
 - Water Management;
 - Fish and Wildlife;
 - Flood Risk and Preparedness.

DELEGATIONS (CONT'D)

RIO TINTO ALCAN – Lianne Olson, Stakeholder and Community Relations Liaison RE: Communications Plans, Smelter, Reservoir (Cont'd)

- Developing an interactive website:
 - Graphs/data collection:
 - Year in the Life;
 - Flow facts;
 - Public information process to promote interactive website and receive feedback.

Director Repen questioned the status of the Kemano Back- up tunnel project. Ms. Olson noted that Tunnel 1 is in good condition, Tunnel 2 is still a possibility but at this time Rio Tinto is not moving forward with Tunnel 2. Rio Tinto will complete further research on the development of Tunnel 2 as it is not a profitable project at this time.

Ms. Olson noted that further field work and studies in the reservoir are being completed in regard to flood reduction and impact reduction to the Cheslatta Graveyard site and downstream. There are projects also being researched in regard to flood reduction.

Chair Miller thanked Ms. Olson for attending the meeting.

SUPPLEMENTARY AGENDA

Economic Development – Grant Funding Contracts

Moved by Director Strimbold
 Seconded by Alternate Director McGuire

C.W.2016-4-3

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors authorize entering into agreements for funding of Regional Economic Development projects with Northern Development Initiative Trust, Nechako Kitimaat Development Fund Society, Destination BC and the Province of BC."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INVITATION

NKDF's 15th Anniversary – May 12, 2016 - Vanderhoof, B.C.

Moved by Director MacDougall
 Seconded by Director Strimbold

C.W.2016-4-4

"That the Committee of the Whole receive the invitation from Nechako Kitimaat Development Fund Society regarding its 15th Anniversary on May 12, 2016 in Vanderhoof, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Unconditional Community Grants

Alternate Director McGuire reported that in the past six years the Village of Granisle has received its Unconditional Community Grant in two installments, one at the end of March and the second installment in June. This year they did not receive the installment in the spring. The Village of Granisle contacted the Ministry of Community, Sport and Cultural Development and the entire grant will be allocated in June this year.

Director McGuire expressed concerns that the Village of Granisle was not made aware of the change to only one payment for the year and budgets were approved based on receiving an installment at the end of March.

Moved by Director Repen
 Seconded by Alternate Director McGuire

C.W.2016-4-5

"That the Committee of the Whole direct staff to draft a resolution in regard to Unconditional Community Grants needing to be distributed to small communities in two installments to the North Central Local Government Association for late submission at its Annual General Meeting in Dawson Creek, B.C. on May 4-6, 2016; and further, that the said resolution include the RDBN member municipalities; and further, that the resolution be brought forward to the Regional District of Bulkley-Nechako Board of Directors for ratification at its April 28, 2016 Regional Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Bachrach
 Seconded by Director Strimbald

C.W.2016-4-6

"That the meeting be adjourned at 12:27 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, May 12, 2016****(Location: Vanderhoof Integris Credit Union Board Room)**

PRESENT:

Chair	Eileen Benedict
Directors	Mark Fisher Tom Greenaway Bill Miller Rob Newell Mark Parker Jerry Petersen
Staff	Cheryl Anderson, Manager of Administrative Services Corrine Swenson, Manager of Regional Economic Development Wendy Wainwright, Executive Assistant
Others	Taylor Bachrach, Mayor, Town of Smithers Dwayne Lindstrom, Mayor, Village of Fraser Lake Thomas Liversidge, Councillor, Village of Granisle Rob MacDougall, Mayor, District of Fort St. James Gerry Thiessen, Mayor, District of Vanderhoof Luke Strimbold, Mayor, Village of Burns Lake

CALL TO ORDER

Chair Benedict called the meeting to order at 12:38 p.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Petersen
Seconded by Director Newell**RDC.2016-5-1**

"That the Rural Directors Committee Agenda for May 12, 2016 be approved; and further, that the Supplementary Agenda be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-April 14, 2016**Moved by Director Parker
Seconded by Director Fisher**RDC.2016-5-2**

"That the minutes of the Rural Directors Committee meeting of April 14, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Groundbreakers Agricultural Association-Request for Grant in Aid -Electoral Area "A" (Smithers Rural)

Moved by Director Fisher
 Seconded by Director Miller

RDC.2016-5-3

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Groundbreakers Agricultural Association be given \$5,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with its School Garden Support and Kids Dig Food Camp programs."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Christian School -Request for Grant in Aid -Electoral Area "A" (Smithers Rural)

Moved by Director Fisher
 Seconded by Director Newell

RDC.2016-5-4

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Bulkley Valley Christian School be given \$200 grant in aid monies from Electoral Area "A" (Smithers Rural) towards the Litter – a – Thon."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Burns Lake Community Garden Society-Request for Grant in Aid -Electoral Area "B" (Burns Lake Rural)

Moved by Director Miller
 Seconded by Director Parker

RDC.2016-5-5

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Burns Lake Community Garden Society be given \$2,500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for a compost demonstration and teaching garden."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort St. James Secondary School-Request for Grant in Aid -Electoral Area "C" (Fort St. James Rural)

Moved by Director Greenaway
 Seconded by Director Miller

RDC.2016-5-6

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fort St. James Secondary School (School District No. 91) be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with hosting the BC High School Single "A" Sr. Girls Soccer Championships."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT)

Music on the Mountain Society
-Request for Grant
in Aid -Electoral Area "C"
(Fort St. James Rural)

Moved by Director Greenaway
 Seconded by Director Parker

RDC.2016-5-7

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Music on the Mountain Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the 2016 Music on the Mountain Festival."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Vanderhoof Children's
Theatre-Request for Grant
in Aid -Electoral Area "F"
(Vanderhoof Rural)

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2016-5-8

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Vanderhoof Children's Theatre be given \$4,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with travelling to Prince George, B.C. for Aladdin Jr."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Valley Exhibition
Society-Request for Grant
in Aid -Electoral Area "F"
(Vanderhoof Rural)

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2016-5-9

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Nechako Valley Exhibition Society be given \$10,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for upgrades to the Beef Barn."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area Allocation of
Federal Gas Tax Funds
-First Quarter 2016

Moved by Director Miller
 Seconded by Director Newell

RDC.2016-5-10

"That the Rural Directors Committee receive the Finance/Administration Coordinator's April 26, 2016 memorandum titled "Electoral Area Allocation of Federal Gas Tax Funds – First Quarter 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

REFERRALS

Land Referral File No.
7409835 Frank Badey
Electoral Area "C"

Moved by Director Greenaway
Seconded by Director Miller

RDC. 2016-5-11

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409835 be provided to the Province as the Regional District's comments on Crown Land application 7409835."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.
7409843 Lee & Debora Foster
Electoral Area "F"

Moved by Director Petersen
Seconded by Director Parker

RDC. 2016-5-12

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409843 be provided to the Province as the Regional District's comments on Crown Land application 7409843."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.
7409822 Jared Johnson
Electoral Area "F"

Moved by Director Petersen
Seconded by Director Fisher

RDC. 2016-5-13

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409822 be provided as amended to include: "other comments: Regarding Crown Grant applications to obtain additional land for agriculture purposes consideration be given to the timber harvesting land base and impact to the mid-term timber supply." to the Province as the Regional District's comments as amended on Crown Land application 7409822."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Miller expressed concerns that the harvesting of merchantable timber for agriculture purpose to private land owners has a considerable impact to the timber harvesting land base and removes timber from the mid-term timber supply.

Director Petersen indicated that the Crown Grant to obtain additional land being considered for agriculture purposes is outlined in the Land and Resource Management Plan (LRMP) for agriculture use.

Director Thiessen indicated that the Vanderhoof Community Forest land base is south of this property.

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SUPPLEMENTARY AGENDA

REPORT

Fraser Lake Elementary
Secondary School Mountain
Bike Club-Request for Grant
in Aid -Electoral Area "D"
(Fraser Lake Rural)

Moved by Director Parker
Seconded by Director Petersen

RDC.2016-5-14

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fraser Lake Elementary Secondary School Mountain Bike Club be given \$1,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with upcoming Provincials in Port Coquitlam, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director Miller

RDC.2016-5-15

"That the meeting be adjourned at 12:53 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant

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REGIONAL DISTRICT OF BULKLEY-NECHAKO

RURAL DIRECTORS COMMITTEE MEETING

Thursday, April 14, 2016

PRESENT: Chair Eileen Benedict

Directors Mark Fisher
Bill Miller
Mark Parker
Jerry Petersen

Directors Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Rob Newell, Electoral Area "G" (Houston Rural)

Alternate Director Bob Hughes, Electoral Area "C" (Fort St. James Rural)

Staff Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Jennifer MacIntyre, Planner 1
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Benedict called the meeting to order at 2:01 p.m.

AGENDA

Moved by Director Miller
Seconded by Director Parker

RDC.2016-4-1

"That the Rural Directors Committee Agenda for April 14, 2016 be approved; and further, that the Supplementary Agenda be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural Directors Committee Meeting Minutes -March 10, 2016

Moved by Director Petersen
Seconded by Director Fisher

RDC.2016-4-2

"That the minutes of the Rural Directors Committee meeting of March 10, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Bulkley Valley Agricultural and Industrial Association -Request for Grant in Aid -Electoral Area "A" (Smithers Rural)

Moved by Director Fisher
Seconded by Director Miller

RDC.2016-4-3

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Bulkley Valley Agricultural and Industrial Association be given \$2,500 grant in aid monies from Electoral Area "A" (Smithers Rural) for the purchase of bleachers and/or a marquee tent for the Bulkley Valley Exhibition 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ldo

REPORTS (CONT)

Royal Canadian Legion,
Pleasant Valley Branch 249
- Request for Grant in Aid
-Electoral Area "G" (Houston Rural) Moved by Director Miller
Seconded by Director Petersen

RDC.2016-4-4 "That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Royal Canadian Legion, Pleasant Valley Branch 249 be given \$2,500 grant in aid monies from Electoral Area "G" (Houston Rural) for replacing and adding new light fixtures in the entrance way and upstairs hall of the Houston Legion."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Referrals

Mines File No. 13880-03-587
Pacific Minerals Inc.
Electoral Area "G" Moved by Director Miller
Seconded by Director Parker

RDC. 2016-4-5 "That the Rural Directors Committee receive Mines Referral 13880-03-587 Pacific Minerals Inc. Electoral Area "G"."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mines File No. 13880-03-587
Pacific Minerals Inc.
Electoral Area "G" Moved by Director Miller
Seconded by Director Petersen

RDC. 2016-4-6 "That the Rural Directors Committee defer Mines Referral 13880-03-587 Pacific Minerals Inc. Electoral Area "G" to the May 12, 2016 Rural Directors Committee Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mines File No. 13880-03-587
Pacific Minerals Inc.
Electoral Area "G" Moved by Director Miller
Seconded by Director Petersen

RDC. 2016-4-7 "That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to write a letter to Pacific Minerals Inc. asking the following questions:

1. What kind of impact does the activity have on Morrison Lake and surrounding water courses?
2. What issues have been raised by groups such as First Nations, local communities, guides, trappers and local environmental groups?

And further, that the RDBN requests that the response from Pacific Minerals Inc. be provided prior to the May 12, 2016 Rural Directors Committee meeting date."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (CONT'D)

Referrals (Cont'd)

Water Licence File
No. 6001533 Northern
Gateway Pipelines
Electoral Area "B"

Moved by Director Miller
 Seconded by Director Petersen

RDC. 2016-4-8

"That the Regional District of Bulkley-Nechako Comment Sheet on Water Licence No. 6001533 be provided to the Province as the Regional District's comments on Water Licence No. 6001533."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Concerns were brought forward regarding the new *Water Sustainability Act* and its impacts in regard to who would receive priority for water use during a drought event. Director Miller spoke of an incident wherein CN utilized all the water from the little Bulkley Lake for work on the railway and the concerns of residents at that time.

Discussion took place in regard to water levels throughout the spring and summer months being very different depending on the weather patterns throughout the year.

ADJOURNMENT

Moved by Director Petersen
 Seconded by Director Miller

RDC.2016-4-9

"That the meeting be adjourned 2:14 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

 Eileen Benedict, Chair

 Wendy Wainwright, Executive Assistant

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REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Miller and Board of Directors
FROM: Wendy Wainwright, Executive Assistant
DATE: May 17, 2016
SUBJECT: Committee Meeting Recommendations
– May 12, 2016

Following are recommendations from the May 12, 2016 Committee meetings for the Regional Board's consideration and approval.

Committee of the Whole – May 12, 2016

Recommendation 1:

Re: Community to Community Forum

"That the Regional District of Bulkley-Nechako Board of Directors approve the RDBN hosting a Community to Community Forum in Smithers; and further, that a date be scheduled June 7-10, 2016 or alternatively June 13-24, 2016."

Recommendation 2:

Re: Community to Community Forum Budget

"That the Regional District of Bulkley-Nechako Board of Directors authorize funds for mileage for one vehicle per First Nations Community; and further, that an honorarium be provided to the First Nations communities in attendance wherein budget funds remain."

Recommendation 3:

Re: Social Media Targeted Marketing Campaign

"That the Regional District of Bulkley-Nechako Board of Directors approve accessing \$1,500 of the 2016 Regional Economic Development Marketing Budget for a Facebook Marketing campaign."

Rural Directors Committee Meeting – May 12, 2016

Recommendation 4:

Re: Request for Grant in Aid

"That the Regional District of Bulkley-Nechako Board of Directors approve the following grant in aid application:

- Groundbreakers Agricultural Association be given \$5,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with its School Garden Support and Kids Dig Food Camp programs;
- Bulkley Valley Christian School be given \$200 grant in aid monies from Electoral Area "A" (Smithers Rural) towards the Litter – a – Thon;

6A

Recommendation 4 (Cont'd):

Re: Request for Grant in Aid (Cont'd)

- Burns Lake Community Garden Society be given \$2,500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for a compost demonstration and teaching Garden;
- Fort St. James Secondary School (School District No. 91) be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with hosting the BC High School Single "A" Sr. Girls Soccer Championships;
- Music on the Mountain Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the 2016 Music on the Mountain Festival;
- Vanderhoof Children's Theatre be given \$4,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with travelling to Prince George, B.C. for Aladdin Jr."
- Nechako Valley Exhibition Society be given \$10,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for upgrades to the Beef Barn."
- Fraser Lake Elementary Secondary School Mountain Bike Club be given \$1,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with upcoming Provincials in Port Coquitlam, B.C."

RECOMMENDATION:

(ALL/DIRECTORS/MAJORITY)

Recommendations 1 through 4 as written.



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**Regional District of
Bulkley-Nechako
Memorandum
MAY 26, 2016**



To: Chair Miller and the Board of Directors
From: Deborah Jones-Middleton, Protective Services Manager
Date: May 10, 2016
Regarding: Spill Preparedness and Response in B.C: Proposed Amendments to the Environmental Management Act and Proposed Regulations

The Province issued its third intentions paper on spill preparedness, response and recovery entitled *Spill Preparedness and Response in B.C: Proposed Amendments to the Environmental Management Act and Proposed Regulations (IP3)*. The aim of IP3 is to collect feedback from First Nations, Industry, other Government agencies, and the public on specific considerations required in developing future Regulations, and Policies. The intent of this memo is to outline some of those key components, and the implications to the Regional District of Bulkley Nechako.

RESPONSE

Spill Reporting: The Ministry intends to standardize the information required in a spill report and require additional reports during the different stages of a spill incident. There would be five reporting stages after discovering a reportable spill, and the ministry intends to align its reporting requirements as closely as possible with requirements from other regulators to avoid unnecessary duplication.

Response Times: The Ministry intends to establish prescribed response times which will require specific technical feedback from experts in the field, as numerous considerations must be addressed before specific response times can be set. The Ministry would place requirements on the responsible person to have skilled and experienced personnel respond to the spill, deploy the appropriate equipment, implement an incident command system, and arrive at the spill within a prescribed period of time. Regulating in this area would be challenging, and therefore the ministry is seeking technical feedback from stakeholders before proceeding.

Sampling and Monitoring: The Ministry intends to require responsible parties to perform sampling and monitoring actions following a spill to ensure there is information about the impacts of a spill and success of the response efforts. Those specific actions have not yet been determined. The ministry is considering requiring a responsible person to contract a qualified professional to develop a comprehensive monitoring program following a large incident.

PREPAREDNESS

Regulated Person: The Proposed Legislation defines a “Regulated Person” as those who would have to meet specific preparedness and response requirements. It is intended that the regulations would set thresholds of substances and quantities to determine which industries, trades or businesses would be included in that definition. The Ministries first proposal of these thresholds for prescribed substances is equal to or greater than:

- 10,000L transported by rail or truck
- 50,000L at a fixed facility (gas stations exempt) and,
- Any prescribed substance transported by pipeline of 1 km in length.

The ministry is considering three clarifications to the scope of these requirements:

- A person who has control of multiple prescribed substances which are individually contained would only become a regulated person if one of those substances individually exceeded the prescribed quantity.
- A person who has a single prescribed substance in multiple means of containment at one location would become a regulated person if the total quantity of the single substance meets the quantity threshold.
- For operations handling mixtures of multiple substances, the regulated person threshold would be triggered if a prescribed substance makes up 5% or more of a mixture, providing the total quantity meets or exceeds the threshold.

Any person who has a spill, whether or not they meet the threshold as a regulated person, is required to respond to the spill. The proposed regulated person regulation would not change that responsibility.

PLANNING OVERVIEW

The ministry is proposing a requirement for three types of response planning for B.C. In addition to the contingency plans, the ministry intends to establish requirements for two types of higher level preparedness plans: geographic response plans, and area response plans. The two higher level plans would provide opportunities for engagement with First Nations, local governments, and stakeholders.

Spill Contingency Plans: One of the requirements of regulated persons proposed by the ministry would be to have spill contingency plans created, reviewed and updated according to a frequency set in regulation. Proposed amendments to *Environmental Management Act (EMA)* would require regulated persons to develop plans for a worst case scenario.

Geographic Response Plans: Legislation would allow the Minister to order a Geographic Response Plan (GRP) to be prepared collectively by any regulated persons operating within the designated area, as well as make other requirements around GRP's. The ministry's intent is to propose regulations around content, publication, engagement, and accessibility of GRP's. They would be focused on predetermining response tactics to be used in the first 48-72 hours after a spill in the plan area. Plan areas would be determined based on the sensitivity of the area and the number and size of possible spill sources in the area.

Area Response Plans: Legislation would require a Preparedness and Response Organization (PRO) to complete an area response plan to receive full certification. The ministry's intent is to propose regulations around content, publication, engagement, and accessibility of ARP's. These plans may rely largely on aggregating existing information such as spill response equipment inventories. ARP's could use a mix of qualitative and quantitative assessments of spill hazards and potential consequences.

Proposed amendments to *EMA* would enable the Minister to order specific people or organizations whose input must be considered when developing GRP's, and ARP's to be part of an advisory committee. Expenses would be reimbursed for members of this committee carrying out their duties, however, the extent of staff time to participate in the process is unknown.

Testing spill Contingency Plans: Through the proposed legislation and regulations the ministry intends to set requirements for the testing of contingency plans, through planned tabletop and deployment drills and exercises, as well as unannounced drills and exercises.

Preparedness and Response Organization (PRO): The mechanisms for certifying and regulating a Preparedness and Response Organization are enabled in the proposed legislation. Future regulations could set out more details of a PRO; though would not weigh into the specific day-to-day operations or structure of a PRO. A PRO could function as an integrator ensuring preparedness and response activities meet the requirements in law through arrangements with contractors, industry, local governments, First Nations, and other regulators. A PRO would not aim to replace or duplicate functions that exist today in the field, but augment, coordinate and fill gaps in existing resources.

Recovery: The proposed legislation would enable the ministry to require protection and restoration of the environment following a spill. Various recovery planning, assessment and action requirements are being contemplated in future regulations. Should restoration of the damage caused by a spill not be possible, the legislation allows for other forms of compensation.

FINES & PENALTIES

The proposed legislation extends penalty provisions that exist today into new aspects of the regime.

The proposed legislation would require the Minister to report to the legislature on the effectiveness of the regime.

FUTURE ELEMENTS

Responder Training: the ministry intends to require that responders have appropriate skills and expertise that would be set out in a future regulation. The ministry does not plan to move forward with these requirements at this time as more technical research and policy design are needed.

CONCLUSION

Overall the Spill Preparedness and Response in B.C: Proposal is a good concept, focusing on the spiller paying for both preparedness and response through the PRO, however, staff is concerned with the potential impacts to local government. Once the Regulations have been developed some impacts may arise.

The intentions paper is silent on the involvement of local government during a response that would require the evacuation of residents due to a spill. At the symposium staff was informed that the Ministry of Environment was just beginning talks with Emergency Management BC.

The intentions paper proposes to develop regulations that will outline training standards for First Responder. This could significantly increase training time and budgets for local government fire departments depending on the skill level required

Staff feels it is critical that local government be involved in the Geographic Response Plan and Area Response Plan planning and exercise processes, to ensure all aspects of preparedness and response are considered, as well as having an understanding of local government's role in a response. The intentions paper proposes to reimburse costs to members of the Geographic Response Plan and Area Response Plan, however, the costs do not usually include the cost of staff time. Staff is also concerned that the time commitment will have an impact on the current capacity of the Protective Services Department.

At the symposium the Ministry of Environment ensured everyone that they would be hosting seven First Nation meetings throughout the province to ensure they are informed of the process, however, they have been reluctant to host meetings specifically for local governments, or to include local governments in the First Nations meetings.

The Ministry of Environment has requested stakeholders to provide comments on the third intentions paper by June 30, 2016.

Recommendation

All /DIRECTORS/MAJORITY

1. That the Board of Directors receive the memo titled "Spill Preparedness and Response in B.C: Proposed Amendments to the Environmental Management Act and Proposed Regulations" from Deborah Jones-Middleton, Protective Services Manager.
2. Board direction.



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**Regional District of
Bulkley-Nechako
Memorandum
May 26th, 2016**



To: Chair Miller and the Board of Directors
From: Deborah Jones-Middleton, Protective Services Manager
Date: May 26th, 2016
**Regarding: Amendments to the Regional District of Bulkley Nechako
Fire/Rescue Respiratory Protection Program**

Staff has completed a review of the Regional District of Bulkley Nechako Respiratory Protection Program. This review has led to changes including updates, modifications, and the removal of some of the sections that are no longer applicable.

Please find attached for your approval the Respiratory Protection Program that was amended.

Recommendation

AII /DIRECTORS/MAJORITY

1. That the Board of Directors receive the memo titled "Regional District of Bulkley Nechako Fire/Rescue Respiratory Protection Program" from Deborah Jones-Middleton, Protective Services Manager.
2. That the Board of Directors approve the recommended changes to the "Regional District of Bulkley Nechako Fire/Rescue Respiratory Protection Program".



**REGIONAL DISTRICT OF
BULKLEY-NECHAKO**

**FIRE/RESCUE SERVICES
RESPIRATORY PROTECTION
PROGRAM**



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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FIRE/RESCUE SERVICES RESPIRATORY PROTECTION PROGRAM**

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FIRE/RESCUE SERVICES RESPIRATORY PROTECTION PROGRAM**

PART 1: RESPIRATORY PROTECTION PROGRAM

PAGE 1 OF 2

Effective Date: August 18, 2011

Last Rev:

The Regional District of Bulkley-Nechako Fire/Rescue Services Respiratory Program defines safe work practices for fire department members using Self Contained Breathing Apparatus (S.C.B.A.) when required to work in a hazardous or potentially hazardous atmosphere.

When using Self Contained Breathing Apparatus fire department members' responsibilities include, but are not limited to:

- knowing the limitations of the respiratory equipment provided by the fire department;
- following the procedures set out in the fire department's Regional District of Bulkley-Nechako Standard Operating Guidelines #1.5, #2.3 and the Regional District of Bulkley-Nechako Respiratory Protection Program instruction and training program provided for the use of the equipment;
- mask fit testing on an annual basis;
- ensuring that the Personal Alert Safety System (PASS) device is turned on when using Self Contained Breathing Apparatus;
- maintaining the equipment and preventing damage to the equipment at all times; and
- tagging and removing defective equipment from service, and reporting the defect to the Safety Officer and the Fire Chief.

Classifications of hazards requiring the use of respiratory protection (normally Self Contained Breathing Apparatus) include, but are not limited to:

- all working fires, including the investigation of the cause of a fire;
- all hazardous material incidents;
- all oxygen deficient atmospheres;
- all confined space entries; and
- other occasions as determined by the Incident Commander.

Atmospheres where respiratory protective equipment has been required will remain classified as hazardous until declared by the Incident Commander to be within safe limits.

The following training will be provided to all fire department members on an ongoing basis:

- instruction in the nature, extent and effects of respiratory hazards;
- instruction in the operation, limitations and capabilities of Self Contained Breathing Apparatus;
- instruction and practice in procedures for Self Contained Breathing Apparatus pre-use inspections, donning and removal of Self Contained Breathing Apparatus, and checking of the fit and seal of the mask;
- instruction and practice in procedures for inspection, cleaning, maintenance and storage of Self Contained Breathing Apparatus
- instruction and practice in emergency use of Self Contained Breathing Apparatus



PART 1: RESPIRATORY PROTECTION PROGRAM

PAGE 2 OF 2

Effective Date: August 18, 2011

Last Rev:

All respiratory protection equipment must be inspected and maintained in accordance with manufacturers' recommendations and with fire department procedures. This will include, but is not limited to:

- conducting monthly inspection of all Self Contained Breathing Apparatus equipment which is to be recorded using the "~~Monthly~~ Inspection Log" form in Part 2 Forms;
- conduct after use inspection of Self Contained Breathing Apparatus equipment, to be recorded using the "~~After Used~~ Inspection Log" form in Part 2: Forms.
- arrange for repairs as required, all repairs to must be recorded using the "Repair Log" form in Part 2: Forms;
- ~~conduct testing of compressed gas cylinders hydrostatically within specified times, to be recorded using the "Record of Compressed Gas Cylinder Testing" form in Part 2: Forms; and~~
- if the Fire Department has a Breathing Air Compressor, conduct an annual air sample analysis, and record the results using the "Record of Oxygen-Air Cylinder Testing" form in Part 2: Forms.
- conduct Hydrostatic Testing of each Air Cylinder every five years once expired, results are to be recorded using "Record of Air Cylinder Testing" form in Part 2 Forms; and
- ~~at the end of the manufactures expiry date all expired cylinders will be decommissioned.~~
- steel and aluminum tanks will be decommissioned should a hydrostatic test fails, all other cylinders will be decommissioned after 15 year service life.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FIRE/RESCUE SERVICES RESPIRATORY PROTECTION PROGRAM**

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PART 2: FORMS

PAGE 1 OF 1

Air Cylinder Record

Effective Date:

Last Rev:

Regional District of Bulkley Nechako

Air Cylinder Record

Serial Number:

Cylinder Number

In Service Date:

Hydrostatic Test Date

Next Due

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Air Cylinder Fill Record			Air Cylinder Fill Record			Air Cylinder Repair/Maintenance Record		
<u>Date</u> <u>Y/M/D</u>	<u>Use</u> <u>P,F,I</u>	<u>Filled By</u>	<u>Date</u> <u>Y/M/D</u>	<u>Use</u> <u>P,F,I</u>	<u>Filled By</u>	<u>Date</u> <u>Y/M/D</u>	<u>Repairs/Remarks</u>	<u>Initials</u>
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**REGIONAL DISTRICT OF BULKLEY-NECHAKO ⁸⁰
FIRE/RESCUE SERVICES RESPIRATORY PROTECTION PROGRAM**

**FORMS
PAGE 1 OF 1**

RECORD OF AIR CYLINDER TESTING

Effective Date: August 18, 2011 *Last Rev: _____*

This form is designed to show repair and maintenance on each individual air cylinder as well as showing Hydro Static Test dates.

CYLINDER NUMBER: _____

MANUFACTURE DATE: _____

SERIAL NUMBER: _____

COMPOSITION: _____

DATE	REPAIRS/REMARKS	HYDROSTATIC TEST		INITIALS
		LAST	NEXT	



**REGIONAL DISTRICT OF BULKLEY-NECHAKO ⁸¹
FIRE/RESCUE SERVICES RESPIRATORY PROTECTION PROGRAM**

**PART 2: FORMS
PAGE 1 OF 1**

RECORD OF AIR CYLINDER TESTING

Effective Date: August 18, 2011 _____ **Last Rev:** _____

This form is designed to show repair and maintenance on each individual air cylinder as well as showing Hydro Static Test dates.

CYLINDER NUMBER: _____

MANUFACTURE DATE: _____

SERIAL NUMBER: _____

DATE	REPAIRS/REMARKS	LAST	NEXT	INITIALS



**SELF CONTAINED BREATHING APARATUS
 AFTER USE INSPECTION SHEET**

Effective Date: August 18, 2011

Last Rev:

Follow the listed steps and check off each as checked then initial at bottom.

UNIT NUMBER: _____

1	Visually inspect complete unit for worn, aging, or damaged components.																			
2	Ensure cylinder hydrostatic date is current, record the date.																			
3	Ensure cylinder is not damaged and is fully charged																			
4	Ensure O-ring on H.P. hand connect nipple to cylinder valve is not missing and that it is in serviceable condition. Reconnect reducer hose coupling hand tight.																			
5	Don face piece and effect a good seal, test integrity of exhalation valve, and mask seal.																			
6	Slowly open cylinder valve. End of service indicator shall sound momentarily, remote gauge assembly shall indicate "FULL". Breathing shall be easy and unrestricted.																			
7	Remove face piece from face. Air shall flow freely from the face piece.																			
8	Test P.A.S.S. device to ensure proper activation.																			
9	Close cylinder valve, breath down system or slowly vent residual air from system. End of service indicator shall activate at ¼ cylinder pressure.																			
10	Straps are adjusted to full outward position.																			
11	SCBA is cleaned and properly stored.																			
INITIAL																				
DATE																				

If any discrepancies are found using this inspection procedure, unit shall be removed from service, tagged, and repaired by authorized personnel.



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**SELF CONTAINED BREATHING APPARATUS
REPAIR LOG**

Effective Date: August 18, 2011

Last Rev:

This form is designed to record repairs on each Self Contained Breathing Apparatus unit and to be kept with the units file.

SERIAL NUMBER: _____

MODEL: _____

YEAR IN SERVICE: _____

DATE O/S	REPAIRS DESCRIPTION	DATE I/S	INITIALS



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Regional District of Bulkley-Nechako Memorandum May 26th, 2016



To: Chair Miller and the Board of Directors
From: Deborah Jones-Middleton, Protective Services Manager
Date: May 26th, 2016
Regarding: Amendments to the Regional District of Bulkley Nechako
Fire/Rescue Occupational Health & Safety Guideline

Staff has completed a review of the Regional District of Bulkley Nechako Fire/Rescue Occupational Health & Safety Guidelines. This review has led to multiple changes, including updates, modifications, and the removal of some of the Guidelines that are no longer applicable.

Please find attached for your approval the Occupational Health & Safety Guidelines that were amended.

Recommendation

All /DIRECTORS/MAJORITY

1. That the Board of Directors receive the memo titled "Regional District of Bulkley Nechako Fire/Rescue Occupational Health & Safety Guideline" from Deborah Jones-Middleton, Protective Services Manager.
2. That the Board of Directors approve the recommended changes to the "Regional District of Bulkley Nechako Fire/Rescue Occupational Health & Safety Guideline".



**REGIONAL DISTRICT OF
BULKLEY-NECHAKO**

**FIRE/RESCUE SERVICES
OCCUPATIONAL HEALTH AND
SAFETY PROGRAM**



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PART 1: Purpose and Responsibilities

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Effective Date: August 18, 2011

Last Rev:

The Regional District of Bulkley-Nechako Fire/Rescue Services Occupational Health and Safety Program was developed to promote a safe, healthy workplace both at the Fire Hall and at emergency scenes. Fire Department Members must be trained and in compliance with all aspects of the Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operational Guidelines and the Regional District of Bulkley-Nechako Fire/Rescue Services Occupational Health and Safety Program.

Each Fire Department is required to establish a Fire/Rescue Services Occupational Health and Safety program.

Fire Department Members must:

- be trained and knowledgeable in the safe performance of their duties;
- ensure they follow safe work practices;
- report unsafe conditions;
- work collectively toward the prevention of accidents; and
- follow the procedures within the Regional District of Bulkley-Nechako Fire/Rescue Services Occupational Health and Safety Program.

Fire Department Officers:

Fire Department Officers are responsible to ensure that:

- Fire Department Members receive proper training;
- Fire Department Members carry out their duties in a safe, effective manner; and
- safe work practices are enforced while unsafe practices are corrected immediately.



PART 2: .Safe Work Procedures

PAGE 1 of 2

Effective Date: August 18, 2011

Last Rev:

Written instructions regarding how Fire Department Members will safely carry out their duties are to be available for reference at all times by Fire Department Members and is an integral part of the Departments' training programs.

Protective Clothing, Equipment and Apparatus

- The Fire Department will provide each member with appropriate certified protective clothing, equipment and apparatus appropriate to the hazards of the work environment.
- The Fire Department will maintain up to date inspection, maintenance, repair and service records for all vehicles and equipment used for emergency operations.
- The Fire Department Members must be fully trained in the use, inspection, maintenance and limitations of protective clothing, equipment and apparatus.
- In accordance with the Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operational Guidelines, Fire Department Members must use the protective clothing and equipment whenever there is a risk of exposure to hazards.
- All protective clothing, equipment and apparatus must be in compliance with WorkSafe BC Occupational Health and Safety Regulations.
- All Fire Department Members must operate equipment with due care and attention for the safety of themselves and others.
- All Fire Department Members must maintain clothing, equipment and apparatus in clean, good operating condition according to the Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operational Guidelines and manufacturer's operating manuals.

All Fire Department Members must perform safety checks on clothing, equipment and apparatus at regular intervals, as recommended by the manufacturer, to ensure prompt action is undertaken to correct any unsafe conditions found. Fire Department Members must report any unsafe conditions, promptly tag and remove the item from service immediately.

- All Fire Department Members will complete the "Personal Protective Clothing Inspection Report" (Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operating Guidelines Section 6: Forms).

Reporting

- Fire Department Members must report all job related accidents, injuries, and/or illnesses to the Fire Department Safety Officer and the Fire Chief.
- The Fire Department Safety Officer must record the incident in the appropriate record book and ensure all incident investigation forms are completed in compliance with WorkSafe BC Occupational Health and Safety Regulations.
- The Fire Department Safety Officer must report the incident to the Fire Chief.
- The Fire Chief must report the incident to the Regional District of Bulkley-Nechako Chief Administrative Officer or his/her designate.



PART 2: Safe Work Procedures

PAGE 2 of 2

Effective Date: August 18, 2011

Last Rev:

Fire Hall

- All Fire Department Members must maintain the Fire Hall exercising good clean housekeeping practices on a regular basis.

Smoking

- Smoking is prohibited in all government and related buildings in compliance with the WorkSafe BC Occupational Health and Safety Regulations.
- Smoking is prohibited during all training sessions.



PART 3: Training Fire Department Members

PAGE 1 of 1

Effective Date: August 18, 2011

Last Rev:

- Fire Department Members must be trained to proficiency in the performance of their duties including educational programs which promote safe workplace practices.
- Training records must be kept for each Fire Department Member, including date, subject and certifications achieved.
- The Fire Department will utilize NFPA standards as guidelines when developing training programs.
- Training programs will meet all WorkSafe BC Occupational Health and Safety Regulations and Standards as setout in the Operational Guidelines.
- Training provided will be proportional with the duties Fire Department Members are expected to perform.
- Fire Department Members will receive a minimum of eight hours per month of theoretical/practical training.
- New Fire Department recruits must complete all components of the Recruit Basic Training Program prior to being permitted to be on active call out duty.
- Fire Department Members required to drive or operate department apparatus must meet the driver training standard as set out by the Fire Departments' Driver/Operator program.
- All Fire Department Members must be trained in the Incident Command System.
- Fire ground operations training will be based on the procedures and programs developed by the Fire Department.
- Live fire training will use the provisions contained in the NFPA 1403 "Standard on Live Fire Training Evolutions in Structures" as a guideline.
- The Fire Department must maintain written procedures for situations involving Special Hazards and Dangerous Goods and incorporate these into their training and education programs.
- The previous requirements are setout in section 3 of the Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guidelines.



PART 4: Inspections and Monitoring

PAGE 1 of 2

Effective Date: August 18, 2011

Last Rev:

- Fire Department facilities must be in compliance with all applicable Health, Safety, Building and Fire Code requirements.
- Fire Department facilities will be designed and constructed to minimize possible negative impacts on Fire Department Members with respect to health and safety standards.
- Fire Department facilities must be inspected by the Fire Department Occupational Health and Safety Committee during the course of its regular meetings.
- Fire Department Members are individually responsible to identify any hazard to Fire Department Members' health and safety as well as reporting and recording such deficiencies to the Fire Department Occupational Health and Safety Committee. Should the reported issue not be rectified in a timely manner it must be reported to the Fire Services Coordinator Fire Chief as well as the Chief Administrative Officer or his/her designate.
- Health and Safety are considered of primary concern in the specification, design, construction, acquisition, operation, maintenance, inspection and repair of all apparatus and equipment. Fire Department apparatus must be operated in full compliance with the provisions of the B.C. *Motor Vehicle Act* and the Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline #1.4.2.
- When purchasing new apparatus and equipment, hearing conservation objectives will be considered to reduce the effect of noise where possible.
- New fire apparatus will be specified and ordered in accordance with current WorkSafe BC Occupational Health and Safety Regulations.
- When Fire Department Members respond to an incident and/or travelling to the Fire Hall in their personal vehicle, they will be governed by all applicable traffic laws and the B.C *Motor Vehicle Act*.
- Fire Department apparatus must be inspected at regular intervals as recommended by the manufacturer and as set out in the Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline #2.8.1. Apparatus is to be maintained as per the Fire Department Maintenance Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline #2.8.

Fire pumps on apparatus must be tested annually and the results recorded and kept on file by the Fire Department.



PART 4: Inspections and Monitoring

PAGE 2 of 2

Effective Date: August 18, 2011

Last Rev:

- All Fire Department Self Contained Breathing Apparatus must be tested, serviced, and maintained in accordance with Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline #1.5s, the Regional District of Bulkley Nechako Fire Rescue Services Respiratory Protection Program, based on manufacturer's specifications, and WorkSafe BC Occupational Health and Safety Regulations, and the most recent edition of the 'IFSTA Essentials of Firefighting'.
- Ground ladders must be tested in accordance with the Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline #1.5.3 provisions of NFPA 1932 'Standard on Use, Maintenance and Service Testing of Fire Department Ground Ladders'. Test results are to be recorded and kept on file by the Fire Department.
- Hoses must be inspected and tested in accordance with the the Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline #1.5.2 provisions of the NFPA 1962 'Standard on Care and Use of Fire Hose'. Test results are to be recorded and kept on file by the Fire Department.
- Fire extinguishers must be inspected and serviced in accordance with the provisions of the NFPA 10 'Standard for Portable Fire Extinguishers'. Test results are to be recorded and kept on file by the Fire Department.



PART 5: Hazardous Materials and Substances

PAGE 1 of 1

Effective Date: August 18, 2011

Last Rev:

The Fire Department will establish Workplace Hazardous Materials Information System (WHMIS) in order to identify and maintain an inventory of hazardous materials and substances, including measures required to eliminate or effectively control dangers related to their transportation, storage, handling, use and disposal.

The Fire Department Safety Officer (refer to Part 10 of [Appendix A](#)) must:

- be responsible for the implementation and maintenance of the Workplace Hazardous Materials Information System (WHMIS) program and must ensure it conforms to all applicable WorkSafe BC Occupational Health and Safety Regulations. The Workplace Hazardous Materials Information System (WHMIS) manual is on line at <http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php>;
- establish an inventory of controlled products;
- ensure WHMIS labelling and Safety Data Sheets are in place;
- determine hazards of controlled products in the Fire Hall;
- establish Fire Hall controls;
- provide WHMIS training to Fire Department Members; and
- in consultation with the Fire Department Occupational Health and Safety Committee, review and upgrade the WHMIS program.

Fire Department Members must report any exposure to suspected toxic products or contagious diseases to the Officer In Charge or the Fire Department Safety Officer immediately.



PART 6: Monitoring Fire Department Exposure

PAGE 1 of 1

Effective Date: August 18, 2011

Last Rev:

- The Fire Hall and the environment surrounding the Fire Hall must be continually monitored by the Fire Department Occupational Health and Safety Committee to prevent Fire Department Member's exposure to harmful substances.
- The Fire Department Safety Officer, in consultation with the Fire Department Occupational Health and Safety Committee, and WorkSafe BC, will identify Fire Department work areas requiring specific monitoring (i.e. air sampling).
- The Incident Commander at any incident will appoint an Incident Safety Officer responsible for monitoring operational safety at the site.
- All Fire Department Members are responsible for continuous monitoring of the Fire Hall and reporting hazards to the Fire Department Occupational Health and Safety Committee.



PART 7: Medical and Health Monitoring

PAGE 1 of 1

Effective Date: August 18, 2011

Last Rev:

- The Fire Chief will ensure that [Fire Department Members are informed that Hepatitis A & B vaccinations are recommended](#) ~~provided for Fire Department Members~~. The vaccination is a three step process as follows:
 - First Shot – day one
 - Second Shot – one month later
 - Third Shot –six months later
- If the Fire Department Member does not wish to receive the Hepatitis vaccination, then they **must** sign the "Waiver of Liability for Hepatitis A & B" form located in Section 6: Forms of the Regional District of Bulkley-Nechako Standard Operating Guidelines.
- The Fire Department will ensure that 'Critical Incident Stress' counselling for Fire Department Members is accessible, if required.
- Following long term injury or illness, the Fire Department Member must be examined by a physician and certified as being medically, physically and psychologically fit for firefighting duties and provide medical confirmation, to the [Chief Administrative Officer or his/her designate and the Fire Chief](#) prior to returning.
- If a Fire Department Member was receiving Worker's Compensation, must provide written medical confirmation of his/her ability to return for firefighting duties, and to what capacity, prior to returning must be provided by Workers' Compensation to the Fire Chief, and Chief Administrative Officer, or his/her designate.



Effective Date: August 18, 2011

Last Rev:

- The Fire Chief, in consultation with the Fire Department Occupational Health and Safety Committee, is responsible to ensure first aid equipment is provided and maintained, and an appropriate number of trained First Aid ~~Attendants- personnel~~ are available, in accordance with WorkSafe BC Occupational Health and Safety Regulations.
- Injured Fire Department Members must report, or have the injury reported, immediately, to a trained First Aid ~~Attendant~~ personnel and the Officer in Charge.
- The Officer in Charge is responsible to ensure that all forms/reports and treatment record books are completed in accordance with WorkSafe BC Occupational Health and Safety Regulations and Part 11 of the Regional District of Bulkley-Nechako Fire Rescue Services Occupational Health and Safety Program.



PART 9: Accident or Disease Investigation and Records

PAGE 1 of 2

Effective Date: August 18, 2011

Last Rev:

- All accidents and occupational diseases must be investigated by the Fire Department Safety Officer in conjunction with the Fire Chief to:
 - determine the cause(s);
 - identify unsafe conditions or procedures which may have been contributing factors; and
 - develop and implement corrective action to prevent a similar occurrence.
- Such investigations are to be conducted by a minimum of two persons, at least one of whom shall be a Member of the Fire Department Occupational Health and Safety Committee. The Fire Department Safety Officer will arrange for the investigation training for the Fire Department Occupational Health and Safety Committee Members.
- The Officer in Charge will be responsible for the recording and reporting of any injury or industrial disease reported to them.
- The Fire Department Safety Officer must complete an Accident Investigation Report to be filed with the Chief Administrative Officer or his/her designate and the Fire Chief.
- Prevention information is to be made available to the Occupational Health & Safety Committee. The report must include (in compliance with the Workers Compensation Act):
 - place, date and time;
 - names and titles of injured parties;
 - names of witnesses;
 - brief description of incident;
 - statement of sequence of events preceding the incident;
 - identification of unsafe conditions, acts or procedures contributing in any manner to incident;
 - recommended corrective actions to prevent future incidents; and
 - names of investigating parties.
- The Fire Chief will ensure that corrective action, recommended as a result of an investigation, is implemented in a timely manner.
- The Officer in Charge must ensure equipment suspected in an accident is secured and taken out of service, and report such action to the Fire Chief.
- In the case of an accident resulting in serious injury or death to a Fire Department Member, the Fire Services Coordinator must be notified immediately and forwarded copies of all related documentation. WorkSafe BC will be notified immediately by the Fire Chief in accordance with Part 11 of the Regional District of Bulkley-Nechako Occupational Health and Safety Program.
 - The Fire Department must maintain an up to date data collection system to record and provide statistics on all job related accidents, injuries, illnesses or deaths. Records must contain nature, frequency and severity of any incident, as well as, any suspected exposure to toxic products or contagious diseases.



PART 10: Occupational Health and Safety Committee

PAGE 1 of 2

Effective Date: August 18, 2011

Last Rev:

- Each Fire Department must establish an Occupational Health and Safety Committee as required by WorkSafe BC Occupational Health and Safety Regulations.
- The Occupational Health and Safety Committee is to include two members of Fire Department Officers group, two Fire Fighters, and two alternates to be Safety Representatives.
- The Safety Representatives are to be elected by the Fire Department Membership.
- The Occupational Health and Safety Committee must function in accordance with the Regional District of Bulkley Nechako Occupational Health and Safety Program and WorkSafe BC Occupational Health and Safety Regulations.
- For the purpose of management of the Occupational Health and Safety Program the Fire Chief will appoint a Fire Department Member to the position of Fire Department Safety Officer as Chairperson. There will be and two Officer Group representatives and all non-Officer Group representatives appointed to the Fire Department Occupational Health and Safety Committee.
- The Fire Department Safety Officer is responsible for the management of the Occupational Health and Safety program and will chair meetings. The Chair will appoint a Secretary from one of the Occupational Health and Safety Committee Members. If required, the Fire Chief may assign additional personnel and/or resources to fulfill the requirements of this program.
- The Fire Department Officers group must take appropriate, timely, action on all items recommended by the Occupational Health and Safety Committee.
- The Occupational Health and Safety Committee will establish a quorum that shall consist of a majority of Fire Department Occupational Health and Safety Committee Members, at least half being non-Officer Group representatives.

Purpose and Function of the Committee

The Occupational Health and Safety Committee will:

- work in a cooperative spirit to identify and resolve safety and health challenges in support of the Occupational Health and Safety program;
- the Secretary will prepare ~~agendas are to be prepared by the Secretary~~ at the direction of the Chairperson and distributed the agendas to Occupational Health and Safety Committee Members one week prior to the meeting;
- minutes ~~are to will~~ be prepared and made available to all Fire Department Members. A copy of the minutes must be sent to WorkSafe BC and the Regional District of Bulkley-Nechako Chief Administrative Officer or his/her designate, as soon as possible after the meeting. Meeting minutes are to be posted in the Fire Hall.
- ~~The Occupational Health and Safety Committee will~~ meet monthly, and for special meetings at the request of the Chairperson;
- ~~The Occupational Health and Safety Committee will~~ make recommendations for the establishment and enforcement of health and safety policies and practices;



PART 10: Occupational Health and Safety Committee

PAGE 2 of 2

Effective Date: August 18, 2011

Last Rev:

- ~~The Occupational Health and Safety Committee will~~ participate in the identification of existing or potential dangers to the health and safety of Fire Department Members and/or the Fire Hall and recommend means of controlling or eliminating the dangers.;
- ~~The Occupational Health and Safety Committee will~~ serve in an advisory capacity to the Fire Chief on items pertaining to the Fire Department Occupational Health and Safety Program.;
- ~~The Occupational Health and Safety Committee will~~ promote health, safety and educational programs for Fire Department Members.;
- ~~The Occupational Health and Safety Committee will~~ receive, consider, investigate where necessary, maintain an up to date record of, and record the resolution of complaints received, and make recommendations to the Fire Chief when necessary; and
- wWhere applicable, ~~the Occupational Health and Safety Committee will~~ review information resulting from monitoring and measuring procedures and make recommendations to Fire Chief.



PART 11: Records and Statistics

PAGE 1 of 3

Effective Date: August 18, 2011

Last Rev:

Accident or Injury Records

A reportable injury is an injury occurring while a Fire Department Member on duty and in respect of which any one of the following conditions is present or subsequently occurs.

The Fire Department Member:

- loses consciousness following an injury; or
- is transported or directed by a first aid attendant personnel or other representative of the Fire Department to go to a hospital or other place for medical treatment; or
- sustains an injury that obviously requires medical treatment; or
- states that he/she intends to seek medical treatment; or
- has received medical treatment for an injury; or
- is unable or claims that he/she is unable by reason of the injury, to return to his/her usual job function on any working day subsequent to the day of injury; or
- has sustained or claims to have sustained an injury or accident which results in the breakage of an artificial member, eyeglasses, dentures or a hearing aid; or
- has requested, or WorkSafe BC has requested, an employer's report be sent to the Board.

The Officer in Charge is obligated to report, when first aware of an injury as described above, to the Regional District of Bulkley-Nechako Chief Administrative Officer or his/her designate.

WorkSafe BC Reporting Requirements:

Reporting of all incidents, accidents and injuries will be completed as follows:

Fire Hall:

- The Fire Department Member must complete a WorkSafe BC Form 6A when there has been a time loss due to a compensable injury. The WorkSafe BC Form 6A will be sent to WorkSafe BC and copies submitted to the Fire Department Safety Officer, the Fire Chief and the Regional District of Bulkley-Nechako Chief Administrative Officer or his/her designate.
- The Fire Department Member must complete a "Safety Hazard/Accident Report" form for minor injuries or exposures requiring recording but not requiring WorkSafe BC involvement.
- The Fire Department Safety Officer initiates an accident investigation and completes an investigation form.
- If first aid is rendered, the first aid attendant providing treatment must complete a "First Aid Treatment" report and submit a copy to the Fire Department Safety Officer, Fire Chief and the Regional District of Bulkley-Nechako Chief Administrative Officer.



PART 11: Records and Statistics

PAGE 2 of 3

Effective Date: August 18, 2011

Last Rev:

Fire Chief:

- The Fire Chief will maintain an up to date master log of all accidents or exposures recorded on 'Safety Hazard/Accident Report' forms and WorkSafe BC Form 6A.

Regional District:

- The Regional District of Bulkley-Nechako will complete WorkSafe BC Form 7 and forward it to WorkSafe BC; and
- Will maintain an up to date master log of all accidents or exposures sent in on a WorkSafe BC Form 6A and WorkSafe BC Form 7.

www.worksafebc.com/forms/

Training Records

- The Fire Department Training Officer will maintain up to date training records for each Fire Department Member.
- The training record will include the date, subject and certifications achieved for each training event.

Equipment Records

The Fire Chief must ensure that the Fire Department maintains up to date inspection, maintenance, repair and service records for all apparatus and equipment used for operations [as per the Regional District of Bulkley-Nechako Fire Rescue Services Standard Operating Guidelines](#).



PART 12: Review of the Occupational Health and Safety Program

PAGE 1 of 1

Effective Date: August 18, 2011

Last Rev:

A copy of the Occupational Health and Safety Program must be posted in the Fire Hall and Fire Department Members must be aware of the program and familiar with it.

The Occupational Health and Safety Program must be reviewed annually by the Fire Department Occupational Health and Safety Committee. The review is intended to identify the extent and effectiveness of existing health and safety activities. Upon completion of the annual review, recommendations on the effectiveness of the program are to be forwarded to the Fire Services Coordinator.

Reference: Occupational Health and Safety Regulation
WorkSafe BC Occupational Health and Safety Regulations
Section 31.19 – 31.26
Regional District of Bulkley Nechako Fire Rescue Services
Standard Operating Guidelines
Regional District of Bulkley Nechako Fire Rescue
Services Respiratory Protection Program.
Sample Record Sheets



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**Regional District of
Bulkley-Nechako
Memorandum
May 26th, 2016**



To: Chair Miller and the Board of Directors
From: Deborah Jones-Middleton, Protective Services Manager
Date: May 26th, 2016
**Regarding: Amendments to the Regional District of Bulkley Nechako
Fire/Rescue Services Standard Operating Guidelines.**

Staff has completed a review of the Regional District of Bulkley Nechako Fire/Rescue Services Standard Operating Guidelines. This review led to multiple changes, including updates, the addition of new Guidelines, and the removal of some Guidelines that are no longer applicable.

The Training section received the most amendments due to the changes in minimum training standards brought forth by the Office of the Fire Commissioner in the "British Columbia Fire Service Minimum Training Standards, Structure Firefighters Competency and Training Playbook"

Please find attached for your approval the Standard Operating Guidelines that were amended.

Recommendation

ALL /DIRECTORS/MAJORITY

1. That the Board of Directors receive the memo titled "Regional District of Bulkley Nechako Fire/Rescue Services Standard Operating Guidelines" from Deborah Jones-Middleton, Protective Services Manager.
2. That the Board of Directors approved the recommended changes to the Regional District of Bulkley Nechako Fire/Rescue Services Standard Operating Guidelines.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

FIRE/RESCUE SERVICES STANDARD OPERATIONAL GUIDELINES

September 26, 2013



GENERAL

OG 1.0.1 Exposure to Disease

Effective Date: August 18, 2011

Last Rev: September 26, 2013

PURPOSE: To establish procedures for managing and reporting exposure of all Fire Department Members to diseases including airborne, blood borne, blood or body fluids, non-impact skin, percutaneous or per mucosal exposure.

SCOPE: All Fire Department Members.

GUIDELINE: Any Fire Department Member who is exposed to communicable diseases will be offered testing and treatment by a responsible medical authority. Proper protective equipment such as gloves, safety glasses, pocket mouth-to-mouth resuscitation masks, and other barrier devices, will be utilized at all incidents.

It is also recommended that all Fire Department Members receive the Hepatitis A&B vaccination. If a Fire Department member does not wish to receive the Hepatitis vaccination, then they must sign the "Waiver of Liability for Hepatitis" form.

All exposures must be documented and reported to the Fire Chief.

PROCEDURE: When exposure occurs, the Fire Department Member will follow proper first aid treatment including:

- identify the source, if possible;
- wash with mild soap then flush thoroughly with lots of clean water;
- if broken skin is exposed, wash with mild soap, rinse thoroughly and seek medical attention within two hours; record the date, time, name and telephone number;
- request the source to have serology testing performed;
- contact the parent or guardian, if necessary, to request serology testing be performed; notify immediate supervisor at the incident;
- notify the Safety Officer and Fire Chief as soon as possible;
- complete Work Safe BC Form 6A (Section 6: Forms) providing a copy to the Safety Officer, Fire Chief and the Regional District of Bulkley-Nechako Chief Administrative Officer; and
- the Fire Chief will contact the Regional District of Bulkley-Nechako, immediately, supplying all information required for the completion of Work Safe BC Form 7.

REFERENCE: Work Safe BC Publication – Blood Borne Pathogens.



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SECTION 1: GENERAL SAFETY
PAGE 1 OF 1

GENERAL

OG 1.0.4 Personal Safety

Effective Date: September 26, 2013 Last Rev: September 26, 2013

PURPOSE: To ensure Fire Department Members personal safety.

SCOPE: All Fire Department Members

GUIDELINE: Fire Department Members will extend every possible effort to save lives and protect of property.

Within the scope of this guideline Fire Department Members safety will be a priority.

PROCEDURE: The Incident Commander will use the British Columbia Emergency Response Management System (BCERMS) goals when assessing any activities that may cause a risk to the safety of responders. At the discretion of the Incident Commander, activities that present a significant risk to the safety of responders will be limited to situations where there is a potential to save lives.

Safety of responders is first, especially when there is no possibility of saving lives or salvaging property.

The safety of responders also comes first when conducting training ~~exercises or for the rescue of pets or animals.~~

BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM GOALS:

1. Provide for Safety & Health of all Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Government Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic & Social Losses

RESOURCE: BCEMS Standard – ICS 100.



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SECTION 1: GENERAL SAFETY

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PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

OG 1.2.1 Clothing Cleaning

Effective Date: August 18, 2011

Last Rev:

- PURPOSE:** Ensure that all Fire Department Members' personal protective clothing is maintained in a clean and functional condition.
- SCOPE:** All Fire Department Members involved in emergency incidents or training exercises.
- GUIDELINE:** Personal protective clothing must be inspected regularly for defects and cleaned when required to remove contamination.
- PROCEDURE:** Turnout clothing will be washed regularly as per manufacturers' guidelines to remove any build-up of unburned hydrocarbons or other materials since prolonged periods without cleaning cause deterioration of the fire retardant properties of turnout clothing. Also the build-up of unburned hydrocarbons increases flammability.

Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect as prolonged exposure and turnout clothing should be treated accordingly.

Cleaning Instructions

- **Cleaning Frequency:** Organizations such as NFPA, SAFER, FEMSA, FIERO and others recommend you clean your protective garments at least every six months. Garments should also be cleaned after incidents where the garment has been soiled or exposed to blood, body fluids, tars, fuels, resins, paints, acids, by products of combustion or other hazardous materials.
- **At The Scene:** When possible, flush your protective equipment with water at the response scene after emergency operations are completed to remove contaminants and prevent spreading contaminants beyond the scene. However, this procedure alone will not be sufficient to remove all contaminants.
- **Preparing To Wash Your Garment:** Protective garments should be cleaned separately from other garments. If liners are detachable, remove them from the outer shell and always launder separately to prevent any contaminants from the shell being transferred to the liner system during laundering. All closures should be fastened. Velcro hook



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PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

OG 1.2.1 Clothing Cleaning

Effective Date: August 18, 2011

Last Rev:

covering pile, hooks and dees fastened, zippers zipped and snaps closed, gear should be turned inside out.

Protective garments equipped with Drag Rescue Devices (DRD). The DRD strap needs to be removed and stored in a dark place until it can be returned to the garment. The DRD should be hand washed only if cleaning is required.

- **Spot Cleaning And Pre-treating:** A mild liquid detergent or a mild pre-cleaner can be used directly on soiled areas. Treat the soiled area(s) as recommended by the manufacturer and rub the fabric together. Some household detergents that may be used are mentioned below. A soft bristle brush such as a toothbrush may be used to gently scrub deeply soiled areas. For stubborn stains such as tar, oil, or grease, solvents such as Varsol or Mineral Spirits may be used. Avoid using solvents on leather and reflective trim. Garments must be laundered after using these and other solvents to remove residual deposits in the outer shell material.
- **Washing:** Nomex III / Aramid outer shells are made from inherent flame and heat resistant fibers and these properties cannot be washed or worn out. Set the washer on a normal wash cycle and wash garment in warm to hot water (120° – 130° F). It is important to note that older garments (pre-NFPA 1997 Ed) will have reflective trim that will require a lower maximum water temperature (105° F). Check with your garment manufacturer to determine what type of trim your garment has and what cleaning guidelines apply. Liquid detergents make the best cleansers because they are formulated to contain special agents that help prevent re-deposits of soil during the washing process. Some household products that may be used for normal laundering spot treating and pre-treating are liquid Cheer®, Liquid Fab®, Liquid Tide®, and Liquid Wisk®. DO NOT USE CHLORINE BLEACH, as it will significantly degrade your outer shell. The use of oxygenated bleachers such as Liquid Clorox II® and Liquid Vivid® is acceptable and may be used.
- **DRYING:** The best way to dry your garment is by using the forced air-drying system.



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PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

OG 1.2.1 Clothing Cleaning

Effective Date: August 18, 2011

Last Rev:

- **Dry Cleaning:** The protection qualities of your garment will not be adversely affected by dry cleaning. However, the process may adversely affect the trim on your garment and therefore **DRY CLEANING IS NOT RECOMMENDED.**
- **Care and Storage:** All outer shell fabrics are adversely affected by sunlight. Exposure to Ultraviolet (UV) light severely degrades all outer shell materials. Do Not Store your turnout gear in direct sunlight and long term storage under fluorescent light is also not recommended. This includes hanging your gear in your vehicle, or on station hooks that receive sunshine through windows. Your gear must be protected either by storing in a locker or gear bag, or even by covering it with a dark cloth.
- **Contaminated PPE**
 - Blood & Body Fluids: All PPE that come in contact within or are soiled with either of these substances shall be taken out of service immediately. They are to be contained in a double plastic garbage bag big enough to completely contain the item and put in a shipping container to be sealed and shipped out for cleaning to a recognized cleaner. The cleaning firm will be notified by telephone or email prior to shipping that this contaminated clothing is being shipped to them. A short summary describing the substance and where it is on the clothing will accompany the clothing inside the shipping container.

REFERENCE:

Work Safe BC Occupational Health and Safety Regulations.

National Fire Protection Association NFPA 1851 Standard on selection, care, and maintenance of protective ensembles for structural firefighting and proximity firefighting.



INCIDENT SAFETY

OG 1.3.3 Operational Readiness and Rehabilitation

Effective Date: August 18, 2011

Last Rev:

- PURPOSE:** To establish guidelines for Fire Department Member to monitor their capabilities and fatigue levels.
- SCOPE:** All Fire Department Members.
- GUIDELINE:** Each Fire Department Member will be responsible for ensuring the Officer in Charge is advised of any limitations or fatigue levels that may affect their ability to adequately perform assigned duties.
- PROCEDURE:** **Monitoring:** Fire Department Members engaged in operations which require strenuous physical exertion will monitor their fatigue levels. Since fatigue may lower personal perception, therefore Fire Department Members will monitor each other for signs of fatigue.
- At the discretion of the Officer in Charge, an Ambulance may be requested to attend the scene for the duration of the operations.
- The "two air cylinder rule", or forty-five (45) minutes of strenuous work time will be considered the acceptable length of work time prior to mandatory rehabilitation. Treatment for fatigue will be rest and rehydration until recovery.
- Treatment RecommendationsRecommendations:
- Treating Fatigue: The "two air cylinder rule", or forty-five (45) minutes of strenuous work time will be considered the acceptable length of work time prior to mandatory rehabilitation. ~~Treatment for fatigue will be rest and rehydration until recovery.~~
 - **Rest:** Rest must not be less than ten minutes and can exceed an hour as determined by the rehab officer. Criteria for evaluating Members will be heart rate and temperature. Heart rates in excess of 110 beats per minute and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation. Ambulance personnel will be assigned to this sector when available to assist with the monitoring and evaluation of firefighters.
 - **Rehydration:** A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. As water is the key element to hydrate firefighters. Fire Department Members assigned to the rehab sector will be responsible for replacing lost fluids during physical exertion at a rate of at least eight



REGIONAL DISTRICT OF BULKLEY-NECHAKO FIRE/RESCUE SERVICES STANDARD OPERATIONAL GUIDELINES MANUAL



ounces for each air cylinder consumed (or equivalent work). In general, one litre of water will be consumed per hour.

Nourishment:

The Fire Department will provide nourishment at extended operations.



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INCIDENT SAFETY:

OG 1.3.6 Mayday Protocol

Effective Date: August 18, 2011

Last Rev: September 26, 2013

PURPOSE: To establish a protocol for Mayday Response.

SCOPE: All fire ground, and dispatch personnel

GUIDELINE: All fire ground personnel will be instructed on Mayday protocols in the event of a scene emergency

PROCEDURE: A Firefighter is to call a Mayday when he/she identifies that they, or a member of his/her team is:

- lost;
- trapped;
- injured;
- in need of immediate assistance; and/or
- detects an air supply malfunction.

He/she shall transmit a verbal message on the assigned channel to the Incident Command stating, "MAYDAY, MAYDAY, MAYDAY"

The person transmitting the Mayday shall give a brief situational report if possible:

- WHO: The name(s) of the Firefighter(s) calling the Mayday;
- WHAT: trapped, lost, air emergency, etc;
- WHERE: floor, side, room, etc; and
- NEEDS: chain saw, ladder, air, etc.

The Firefighter declaring the Mayday shall activate their PASS alarm upon confirmation that the Mayday was received. An attempt to self-rescue should then be carried out by the Mayday caller.

Upon receiving a Mayday the Incident Commander will instruct all personnel in the fire ground "EMERGENCY TRAFFIC" only and acknowledge the Mayday with "GO AHEAD WITH MAYDAY"

The Rapid Intervention Team (RIT) and available resources will be activated to assist in the rescue operations.

During Mayday operations, personnel are not to redirect their activities without the consent and knowledge of Incident Command.

Upon completion of rescue operations, or confirmation of firefighter(s) being out of harm's way, Incident Command will



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INCIDENT SAFETY:

OG 1.3.6 Mayday Protocol

Effective Date: August 18, 2011

Last Rev: September 26, 2013

stand down Mayday activities.

It is imperative that all units, upon hearing a Mayday, adhere to the call for emergency traffic, and cease all non-emergent radio transmissions.



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INCIDENT SAFETY

OG 1.3.6 Initial Fire Attack Team

~~Effective Date: August 18, 2011~~ ~~Last Rev: September 26, 2013~~

~~PURPOSE:~~ To establish criteria for the initial fire attack team at structure fires.

~~SCOPE:~~ All Fire Department Members.

~~GUIDELINE:~~ A minimum of eight (8) Level One Fire Department Members will be assembled on the fire ground before attempting offensive suppression or rescue operations in a building or enclosed structure that is involved in a fire situation beyond the incipient stage.

~~PROCEDURE:~~ When Self Contained Breathing Apparatus (SCBA) is required to be worn before entering a building, or similar enclosed location, the entry will be made by a team of at least two (2) Fire Department Members. Effective voice communication will be maintained between Fire Department Members inside and outside the enclosed location. When a minimum team of eight (8) Level One Fire Department Members enter on initial attack, one (1) will operate the pump and perform accountability functions one (1) will remain outside maintaining communications and four (4) will be prepared and equipped with Personal Protective Equipment (PPE), SCBA and radio equipment in order to perform immediate rescue if required.

Where less than eight (8) Level One Fire Department Members are actually assembled on the fire ground, only exterior defensive firefighting operations will be initiated until additional Fire Department Members arrive on scene. This could include establishing water supply, laying attack lines and defensive attack.

Qualified Basic Firefighters will not cross the threshold of any building that is considered actively burning.



INCIDENT SAFETY

OG 1.3.7 Fire Department Members Risk

Effective Date: August 18, 2011

Last Rev:

PURPOSE: To establish risk guidelines for fire ground operations.

SCOPE: All Fire Department Members.

GUIDELINE: Fire Departments will extend every possible effort to save lives and protect property.

[Under no circumstances will any Fire Department Member enter a building once the fire has past the point of origin.](#)

Within the scope of this guideline there must be a balance of Fire Department Members' safety and welfare in relation to the protection of lives and property. In all cases, Fire Department Members' safety will be considered ahead of property.

PROCEDURE: At the discretion of the Incident Commander, activities that present a significant risk to the safety of Fire Department Members will be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects will be considered in the extent of actions employed.

Activities that are routinely employed to protect or save property are to be recognized as inherent risks to the safety of Fire Department Members, and action will be taken to reduce or avoid these risks.

Absolutely no risk to the safety of Fire Department Members is acceptable when there is no possibility of saving lives or salvaging property.

No risk to the safety of Fire Department Members will be acceptable for training exercises or for the rescue of pets or animals.



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SECTION 1: GENERAL SAFETY

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Vehicle Response Safety:

OG 1.4.3 Required Number of Responding Personnel

Effective Date:

Last Rev:

PURPOSE: To ensure that there is an adequate number of trained personnel responding to each specific type of incident.

SCOPE: All Fire Department **Members**

GUIDELINE: The Officer in Charge must ensure that there is an adequate number of trained personnel available to respond on the apparatus **prior** **PRIOR** to departure from the hall.

PROCEDURE: Apparatus will not respond to an incident unless staffed with the following number of trained personnel

Minimum Staffing Firefighters Required:ments

- **Wildland Fires Response – THREE (3)**
- **Structural Fires Response – FOUR (4)**
- **Road Rescue Response – FOUR (4)**
- **Medical First Response – TWO (2)**

When responding to a Road Rescue incident, at least one person onboard the apparatus must be trained in auto-extrication techniques.

When responding to a Medical First Response, at least one person onboard must have a First Responder Level III, or higher qualification.

At least one officer, or senior member will be onboard the apparatus prior to departure for all responses.

REFERENCE: Regional District of Bulkley Nechako Standard Operating Guideline OG 2.6 Response to Medical Incidents

Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline OG 3.0.1 Firefighters Training Standards

Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline OG 3.2.0 Training Upkeep

Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guideline OG 3.2.1 Road Rescue Training



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SECTION 1: ROAD RESCUE SAFETY
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EQUIPMENT – ACQUISITION SAFETY AND MAINTENANCE

OG 1.5.5 Road Rescue Equipment Requirements

Effective Date: September 26, 2013 Last Rev: September 26, 2013

PURPOSE: To ensure that Road Rescue responders responding to rescue incidents have the necessary equipment to perform Rescue Operations.

GUIDELINE: Road Rescue responders are encouraged to have or have access to the following equipment before responding to rescue incidents.

PROCEDURE: Recommended Equipment:

- medical spine board and, cervical collars; and a Level 1 or greater First Aid Kit, with oxygen tank, and mask;
- Personal Protective Equipment (PPE) – Inspection and Use see OG 1.2;
- rope – see OG 2.6.2 – Rope Rescue/Embankment Rescue;
- approved reflective vests;
- roadside triangles, accident signs, Traffic control signs and/or traffic cones;
- vehicle stabilization equipment;
- SCBA (if applicable);
- tarps (for subject and vehicle sharps coverage);
- forcible entry tools (e.g. jack, axe, pry bar, bolt cutters);
- shovel;
- ladder; see O.G. 1.5.3
- pike pole;
- power saw (gas or electric);
- spare gas and oil for equipment;
- rescue tools – hand or hydraulic (spreader, cutter, rams);
- chains or approved straps;
- air chisel and spare air cylinder;
- air or hand wrenches;
- come along (or equivalent);
- fire extinguisher;
- generator (if required);
- saws (battery, electric or pneumatic);
- extension cord;
- scene lights (mobile or fixed);
- flashlights (one for each crew member);
- wheel chocks;
- communication equipment;
- hard, medium, soft protection (for subjects and rescuers); and
- appropriate absorbents.



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SECTION 1: ROAD RESCUE SAFETY

PAGE 2 OF 2

EQUIPMENT – ACQUISITION SAFETY AND MAINTENANCE

OG 1.5.5 Road Rescue Equipment Requirements

Effective Date: September 26, 2013 Last Rev: September 26, 2013

- REFERENCE:**
- Regional District of Bulkley-Nechako Standard Operating Guidelines OG 1.2 – Personal Protective Equipment (PPE) – Inspection and Use
 - Regional District of Bulkley-Nechako Standard Operating Guidelines O.G. 1.5.3
 - Regional District of Bulkley-Nechako Standard Operating Guidelines OG 2.6.2 – Rope Rescue and Embankment Rescue



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SECTION 2: GENERAL OPERATIONS
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OPERATIONS

OG 2.0.0 Incident Command System

Effective Date: August 18, 2011

Last Rev: September 26, 2013

- PURPOSE:** To establish a command system to be applied consistently to all Fire Department incident responses.
- SCOPE:** All Fire Department Members.
- GUIDELINE:** The Incident Command System will be applied to all incident responses. All Fire Department Members must be familiar with, and carry out, their responsibilities identified within the Guideline.
- PROCEDURE:** The most senior Fire Department Member will assume command of the incident and maintain command until relieved by a senior officer. The Incident Commander will state their assumption of command for the purpose of informing both the responding crew and fire dispatch.

The Incident Commander will:

- establish a command location;
- conduct a size-up, and broadcast an initial report to the responding crew and dispatch that consists of
 - unit designation of the unit arriving on scene;
 - location;
 - brief description of the incident; and
 - brief description of the actions to be taken.
- after the Incident Commander completes a size up they will declare a status report consisting of: the obvious conditions.
- a declaration of strategy.
- a description of obvious safety concerns;
- a request for additional support; and
- stage incoming units as required;

Communication to and from:

- dispatch (if applicable) will be through the Incident Commander or designate;
- command will be through dispatch or senior responders (where applicable).

Tactical Priorities

The Incident Commander will ensure the tactical priorities:

- designate the tactical priorities;
- provide for the safety and welfare of the responding crew;
- provide for rescue of subjects;



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OG 2.0.0 Incident Command System

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- provide for evacuation if required;
- involve fire suppression (if necessary to save lives);
- sector the fire ground if required; and
- maintain operational control at all times.

The Incident Commander will initiate an action plan that:

- provides for the safety and welfare of all responders at scene;
- will sector the scene as/if required;
- identifies operational control;
- will provide for public safety and welfare.

Transfer of Command

The responder assuming command will communicate with the person being relieved face-to-face,

The person being relieved will brief the responder assuming command indicating the following:

- incident conditions;
- incident action plan;
- progress toward completion of tactical objectives;
- safety considerations;
- deployment and assignment of responders; and
- appraisal of need for additional resources.

The person being relieved of command will review the **tactical worksheet accountability** board with the responder assuming command. **Information regarding the location and status of responders is located on this board. This sheet provides the most effective framework for command transfer as it outlines the location and status of responders and resources in a standard form:**

- the responder assuming command will announce to dispatch and on-scene responders that command has been transferred to him/her, and what assignment the previous Incident Commander is now assigned to.

It is preferable to have the first-in responder continue to operate in the fast attack mode until command can be passed to an on-scene unit.



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OG 2.0.0 Incident Command System

Effective Date: August 18, 2011

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- the responder assuming command will assign the person being relieved of command to their best advantage;

When a senior responder arrives at the scene, the senior responder will assume command of the incident.

Divisions

Geographical areas at a larger incident are known as divisions (A, B, C, and D). Incident Command will determine Division A. B, C, and D are assigned clockwise from Division A.

Functional or Task Level assignments are known as Divisions or Groups.

Termination of Command

Continue command until incident is completed and the last vehicle has left the scene.

REFERENCE:

British Columbia Emergency Response Management System: Overview (Interim)



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OG 2.0.2 Scene and Evidence Preservation

Effective Date: September 26, 2013 Last Rev: September 26, 2013

- PURPOSE:** To ensure scene and/or evidence for police investigation while ensuring Road Rescue responder and subject safety.
- SCOPE:** All Fire Department Members
- GUIDELINE:** The guiding principle of scene/evidence preservation is “life over evidence preservation”.
- PROCEDURE:** Upon arrival, take a moment to look around. Avoid parking vehicle over roadway debris or marks, i.e. skid marks.

Liaise with police, if present, to determine evidence preservation needs. Inform the police of any actions taken that might disturb evidence.

When possible, do not move roadway debris, when movement is required, take pictures, if possible or take note of where the item was located prior to moving it.

Whenever possible, remove the negative battery cable at the battery post without cutting the cable, this may allow the investigating agencies to access and download internal computer monitoring equipment located within the vehicle.

Take note of subjects’ location within the vehicle.

When you unclip or cut a seatbelt, ensure you inform the investigating police officer. When a seatbelt has to be cut, cut it at the chest area at a 45-degree angle.

Documentation must be taken at each incident by the Officer in charge. This will be helpful information should a member be called to testify in court at a later date. Information should include;

- Date
- Time
- Road Conditions
- Weather
- Task #
- Responding Members
- Activities Conducted
- Any other useful information

Use a common sense approach to your activities within the accident scene.



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OG 2.0.3 Confidentiality

Effective Date: Last Rev:

PURPOSE: To establish Confidentiality Guidelines in which all Rural Fire Department Members have the responsibility to ensure that appropriate steps are taken to protect personal, and confidential information.

SCOPE: All Fire Department Members

GUIDELINE: All Fire Department Members will extend every possible effort in using or disclosing personal, or confidential information obtained at a scene. Failure to comply with this Guideline may result in disciplinary action.

PROCEDURE: The Collection of personal or confidential information by the fire department must be limited to what is needed to fulfill the purpose identified. Personal information may be disclosed for investigational reasons by the Royal Canadian Mounted Police, and the British Columbia Ambulance Service.

What is heard or seen at an incident must not be disclosed to the general public. Information released to the public or media will be through the Fire Chief, or Senior Officer in charge.

Under no circumstances will personnel be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, or any other digital imaging device while at any incident.

All scene photography and or video shall be for clinical, documentation, or training purposes only, and conducted by, or at the direction of the Officer in charge of the scene, using approved department equipment

No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced, or distributed in any manner. This prohibition includes the posting of any fire department scene



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OG 2.0.3 Confidentiality

Effective Date: _____ **Last Rev:** _____

photographs on personal Web sites such as, but not limited to:

- Facebook;
- Myspace;
- YouTube;
- other public safety agency Websites, or
- e-mailing to friends, relatives or colleagues.



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OG 2.1.1 Dangerous Goods & Fire Involvement

Effective Date: September 26, 2013 Last Rev: September 26, 2013

- PURPOSE:** To identify the general response procedures for responders operating at road rescue incidents involving dangerous goods.
- SCOPE:** All Fire Department Members.
- GUIDELINE:** The Incident Commander will develop an initial strategy and implement effective tactical operations to safely identify dangerous goods and respond appropriately.
- PROCEDURE:** The first responders arriving at the scene will observe, initially from a distance, for the following:
- witnesses;
 - placard;
 - vehicle/container shapes;
 - types of occupancy (signs), and
 - unusual vapours;
- as clues to the presence of Dangerous Goods.
- Give an initial report indicating the possibility of the presence of Dangerous Goods.
- Refer to the “North American Emergency Response Guidebook” fire response section using available by-product name, placard class, U.N. # or placard colour
- Implement procedures from the guidebook.
- Notify dispatch for Hazardous Material support and a possible Hazardous Material response if required.
- If the product is determined to be involved in the fire, contact a Hazardous Material team leader through dispatch prior to overhaul and inspection for technical information or request a Hazardous Material response if appropriate.
- If a dangerous good is detected after suppression or rescue efforts and responders have potentially been exposed, establish emergency decontamination and request a Hazardous Material Team to respond.
- REFERENCE:** CANUTEC: 2012 Emergency Response Guidebook



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OG 2.3 Refusal to Enter Suspected Clandestine Drug Labs or Suspected Grow Operations

Effective Date: _____ *Last Rev:* _____

PURPOSE: To ensure that Fire Department Members deciding to enter a suspected clandestine drug lab or suspected grow operation have based their decision on an assessment of risk/benefit and their legal authority to enter.

SCOPE: All Fire ~~Suppression Personnel~~ Department Members

GUIDELINE: Entry of premises for the purpose of seizing evidence, removing material, or arrest is ~~a~~ the responsibility of the Police only. Fire Department Members are **not** to exercise their authority to enter a suspected grow operation, or clandestine drug lab when there is no apparent evidence of a fire, or imminent risk to life or property.

PROCEDURE: In the event that a Police Officer requests Fire personnel to gain access, or to enter a suspected grow operation, or clandestine lab, they must **refuse** to do so when there is no apparent risk to life or property and the request is otherwise outside the Fire Officer's authority.

In some cases, it may be appropriate for Fire Department Members to stage at a safe distance from the Police Operation and make ready in the event of a fire or explosion.



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OG 2.3.1 Grow-Ops: Strategy and Tactics

Effective Date:

Last Rev:

PURPOSE:

The purpose of this operational guideline is to:

- identify the exterior characteristics of a grow operation that may be present;
- identify the hazards associated with a grow operation;
- recommend strategies and tactics for a grow operation; and
- recommend PPE for fire investigators.

SCOPE:

All Firefighters

GUIDELINE:

The implementation of strategies and tactics for grow operations requires an initial size up and determination that the structure is likely to be a grow operation. Grow-ops have a specific infrastructure and will involve hazards that require an action plan consistent with the hazards present. The scene is a crime scene and is under Police jurisdiction until proven otherwise.

Once identified, only exterior fire attack methods are to be used.

PROCEDURE:

Exterior Recognition:

- windows are dark, boarded up, and/or covered;
- windows have excessive moisture build-up;
- bright light coming from inside the house through cracks in coverings or doors;
- aggressive dog(s);
- building is remote or thick hedges are used to obstruct views of the structure;
- refuse area has heavy black plastic, dryer-type plastic hose, cut pieces of garden hose, discarded potting soil, bedding plant pots, etc.;
- the structure does not look lived in;
- humming noise or motorized fan noise;
- visual surveillance system;
- additional door and window security/locks/bars; and/or
- thermal imaging reveals hot electrical wiring/area.

Neighbours on the street may report that:

- residents are seldom there or seen;
- it is a rental house;
- garbage or recycling is rarely put out on the street; and/or



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OG 2.3.1 Grow-Ops: Strategy and Tactics

Effective Date:

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- people come and go at odd hours.

HAZARDS:

SUSPECT IS PRESENT:

If the suspect is visually present or hiding do not confront the person(s), back away. Retain a visual description of the person or vehicle and report to the information to dispatch. If the suspect is running away, give dispatch the direction of travel. Request immediate Police assistance and acquire the estimated time of arrival confirmation without the suspect's knowledge. Suspect may suffer from long term chemical exposure.

ELECTROCUTION:

- request immediate B.C Hydro assistance to disconnect the power to the structure.

ATMOSPHERE, OZONE, PRODUCT OF COMBUSTION, MOULD/FUNGI:

- use SCBA for salvage, overhaul and investigation.

CARBON DIOXIDE CYLINDERS:

- cool or protect if exposed to fire.

BOOBY TRAPS:

Booby traps may be present, do not operate any switches or unplug any electrical cords including:

- lights;
- opening refrigerators or freezers, dryers, radios, or other appliances;
- do not touch:
 - dangling wires,
 - metal floor pads;
 - trip wires; or
 - pipe bombs,

back away from all of the above and **and** report their presence to Police.



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OG 2.3.2 Clandestine Drug Lab Strategy and Tactics

Effective Date:

Last Rev:

PURPOSE: The purpose of this operational guideline is to:

- identify the exterior characteristics of a clandestine lab (clan lab) that may be present;
- identify the hazards associated with a clan lab; and
- recommend strategies and tactics for clan labs.

SCOPE: All Firefighters

GUIDELINE: The implementation of strategies and tactics for clan labs requires an initial size-up and determination that the structure is likely to be a clan lab. Clan labs have a specific infrastructure that involves chemicals and other hazards that require an action plan consistent with the hazards present.

The scene is a crime scene and is under Police jurisdiction until proven otherwise. Fire department involvement is most likely through discovery of fire or explosion, but may also occur as a result of Police undercover operations.

Fire Department personnel shall not be involved with chemical removal or investigation. Fire inspectors are exempt from conducting fire investigations in clan labs due to the need for special protective clothing and inherent dangers present.

Once identified, only exterior fire attack methods are to be used.

PROCEDURE: Exterior Recognition: Some of the following may be observed from the exterior of the structure.

- windows are dark, boarded up, and/or covered;
- aggressive dog(s);
- building is remote, or thick hedges are used to obstruct views of the structure;
- structure may not look lived in;
- burn pits, stained soil, dead vegetation indicating chemical and waste dumping site;
- refuse pile contains over the counter ephedrine or pseudo ephedrine cold medication, empty containers for antifreeze, white gas, ether, starting fluids, Freon, Lye, Drano, paint thinner, acetone, alcohol, compressed gas cylinders, camp stove fuel, Epsom or rock salt packaging, Pyrex or glass



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OG 2.3.22 Clandestine Drug Lab Strategy and Tactics

Effective Date: August 18, 2011

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containers, thermos bottles, dust masks, filters, rubber gloves, etc;

- visual surveillance system;
- additional door and window locks or bars;
- odour such as:
 - ether;
 - solvent;
 - vinegar; and/or
 - ammonia.

Neighbours on the street or landlord may report that:

- residents are seldom there or seen;
- access was denied to landlords or neighbours;
- it's a rental house;
- garbage or recycling is rarely put out on the street/hidden disposal area.

HAZARDS

SUSPECT IS PRESENT:

If the suspect is visually present or hiding do not confront, back away. Retain a visual description of the person and/or vehicle and report the information to dispatch. If the suspect is running away, give dispatch the direction of travel. Request immediate Police assistance and acquire the estimated time of arrival confirmation without the suspect's knowledge. Suspect may suffer from long term chemical exposure.

CHEMICAL EXPOSURE/EXPLOSION:

If there is any chemical exposure or explosion:

- evacuate the area immediately;
- conduct an emergency decontamination process:
 - remove all gear, SCBA gear removed last;
 - leave all gear at the site and walk away from it;
 - contact dispatch for HazMat assistance;
 - do not eat or drink;
- complete exposure report;
- report any rashes, headaches, light-headedness or nausea;
- do not move or sample anything in the clan lab.



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OG 2.3.22 Clandestine Drug Lab Strategy and Tactics

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PRESSURIZED CYLINDERS:

If there are pressurized cylinders present cool or protect if fire is present.

BOOBY TRAPS:

Booby traps may be present, do not operate any switches or unplug any electrical cords including:

- lights;
- opening refrigerators or freezers, dryers, radios, or other appliances;
- do not touch:
 - dangling wires, back away from
 - metal floor pads;
 - trip wires; or
 - pipe bombs.

back away from all of the above and report their presence to Police.

Do not move or sample anything in the clan lab.

DISCARDED AND CONTAMINATED GLASSWARE:

Avoid contact, back away, and report to Police the presence of discarded and contaminated glassware dumped at the site or in a vehicle in transit.



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OG 2.76.1 Railway Incidents

Effective Date: September 26, 2013 Last Rev: September 26, 2013

PURPOSE: To provide for safe operations on or near rail lines.

GUIDELINE: Operations on or near rail lines require additional steps to ensure safety of subjects and responders.

PROCEDURE: Determine which rail company operates the rail line involved. When unsure of the company, notify all possible operators.

Notify the company and relay to the company:

- incident type;
- location; and
- other pertinent information.

Until confirmation is received that all trains have been stopped:

- have lookouts posted to warn responders of approaching trains when close to the tracks but incident does not interfere with trains passing; or
- have responders travel both ways down the track to warn approaching trains and try to stop them as well as warn responders by radio of train approach when the incident is on the track or close enough to interfere with trains passing.

When the incident involves a train, notify the rail line: [CN 24 Hour Emergency Phone Number 1-800-465-9239](#).

When there is a derailment, ensure there is not a Hazardous Material situation:

- determine the contents involved by checking the documentation held by the train conductor, member of the train crew, or the on-scene coordinator;
- if the conductor and crew are disabled, this information can be found in the lead locomotive or by contacting the CN 24 Hour Emergency Phone Number;
- be aware of the heavy weights involved in train cars;
- ensure there will be no train or car movement before commencing work;
- ensure police are aware trains have been stopped before leaving scene.



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OG 2.8 Apparatus Maintenance

Effective Date: August 18, 2011

Last Rev:

PURPOSE: To provide guidelines relative to Fire Department apparatus maintenance.

SCOPE: All Fire Department Members.

GUIDELINE: All Fire Department apparatus must be maintained and be ready for emergency response at all times.

PROCEDURE: The Fire Chief will be responsible for ensuring that apparatus maintenance activities are carried out in the following manner:

- on a regular basis;
- properly; and
- duly recorded in an up to date manner.

After use, before Members stand down from a call or practice, all apparatus will be:

- refilled with water;
- checked to ensure that all equipment is cleaned and in its appropriate place with all switches and controls in their appropriate settings;
- plugged in for electrical circuits and air lines, where applicable;
- ~~fuelled~~ refueled; and
- the post-trip inspection is completed and results recorded.

Regular scheduled maintenance as recommended by the manufacturer will be conducted and recorded by a designated Fire Department maintenance person or maintenance crew on all apparatus.

Annual Motor Vehicle Inspections will be completed and submitted to the Regional District of Bulkley-Nechako for all Fire Department apparatus no later than five (5) business days prior to expiry of the vehicles' insurance. See attached Annual Motor Vehicle Inspection Form in Section 6 Forms.



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OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 Last Rev: September 26, 2013

PURPOSE: To ensure Post-Trip Inspections are completed after every incident or shift.

SCOPE: All Fire Department Members

GUIDELINE: A written vehicle inspection will be completed post trip at a minimum. Check the last report to see if there were any problems reported, and to ensure they were repaired. All vehicles must be ready for emergency operations or removed from service.

PROCEDURE: See attached Post Trip Inspection Form in Section 6 Forms

Before You Begin	
Complete the following:	park your vehicle, ensuring the terrain is as level as possible; shut off the engine; place transmission in low gear (or park, if automatic); set parking brake; and block wheels, placing the block in front of and behind the tire on the same axle, and ensuring the block will stop your vehicle from moving.
Under Hood	
Engine	Look for obvious defects such as oil, fuel or fluid leaks; missing, broken or loose nuts and bolts. Engine mounts will be secure and in good condition.
Oil	Check to ensure engine oil level is adequate.
Coolant	Check to ensure coolant level is adequate.
Power Steering Fluid	Check that fluid level is adequate (if vehicle has power steering).
Brake Reservoir	Check to ensure fluid level is adequate (if vehicle has hydraulic brakes).



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OG 2.8.1 Post Trip Inspection for Fire Response Vehicles

Effective Date: September 26, 2013 Last Rev: September 26, 2013

Windshield Washer Reservoir	Check to ensure fluid level is adequate.
Battery	Check for visible corrosion or leaks; terminal connections are secure, and battery is securely mounted.
Belts	Ensure there is good tension, that belts are not cracked, stripped or displaying cord fray or missing teeth.
Hoses	Ensure connections are secure and there are no leaks, kinks, cuts, abrasions or cracks.
Air compressor (if equipped)	Ensure air lines are securely attached with no leaks, kinks, cuts, abrasions or cracks, no oil leaks and compressor is securely mounted.
Steering components (if accessible)	Visually check column, shaft, tie rods and ends to ensure steering shaft, universal joints and tie rod ends do not have any bends or cracks. Gearbox and cotter pins are secure.
Close and secure hood	
Inside of Cab	
Seat and mirrors	Ensure they are, adjusted to suit you and in good condition.
Seat Belt	Check that fastening devices are in working order and accessible.
Windows and Windshield	Ensure they are clean, free of cracks, provide good visibility and are operational.
Documentation (Log Book if required)	Ensure that all documentation, including Commercial Vehicle Inspection Program (CVIP) inspection report, vehicle registration and insurance is in vehicle and is valid. Logbook, if required, is up to date.
Manual Transmission: Depress clutch, shift transmission to neutral and start engine.	
Charge rate indicator	Ensure voltmeter or ammeter works properly. Charge is good.
Oil pressure indicator	Should indicate normal level soon after engine starts.



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OG 2.8.1 Post Trip Inspection

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Inside of Cab Continued	
Coolant temperature indicator	Check that indicator rises to normal operating temperature. Light will go OFF after engine starts.
Fuel Gauge	Ensure it works and fuel level is acceptable.
Interior lights	Ensure they work.
Instrument cluster	Ensure they work.
Windshield wipers and washer	Ensure wipers work and washer has fluid and sprays well.
Defrosters and heaters	Ensure they work properly.
Engine noises	Listen for unusual sounds.
Horn(s)	Ensure they work.
Vacuum-assisted hydraulic brakes:	
Press firmly on the brake pedal to check for normal resistance and to find the point where the brakes engage.	
Stop engine — pump and hold the brake pedal to apply the service brake.	
Start engine — brake pedal will draw down slightly if booster is operating.	
Shut off engine and place transmission in low gear if manual transmission.	
Air Brake Equipment	
Check wheels and release all brakes.	
Leave vehicle and walk to front of vehicle to begin your circle check.	



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OG 2.8.1 Post Trip Inspection

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Circle Check

Conduct a circle check walking counter-clockwise so that you are facing the traffic. During your circle check, you will need to return to the drivers' compartment several times to turn on and off lights to ensure they are working properly, be particularly cautious when you are walking with your back to the traffic.

Front of Vehicle

Under vehicle	Look for defects, check for traces of leaking fluids on the ground.
High/Low Beam Headlights	Ensure they work and the lenses are clean and not cracked.
4-Way Emergency Flashers	Ensure they work and the lenses are clean and not cracked.
Right/Left turn signals	Ensure they work and the lenses are clean and not cracked.
Clearance Marker lights & reflectors	Ensure they work and the lenses are clean and not cracked.
License plate	Ensure it is attached and insurance decal is valid.
Inspection Decal	Ensure it is present and valid and in the correct location.
Door(s)	Ensure all operate properly.
Steps	Check they are secure and in good condition.
Mirrors	Ensure they are securely attached with no cracks.
Wheel	Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts) ensure wheel lugs and nuts are secure (not missing, broken or loose).



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OG 2.8.1 Post Trip Inspection

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Tire	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear.
Front of Vehicle Continued	
Brakes	Check drum for obvious leaks or loose parts. Check hoses for cracks or leaves if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.
Suspension	Ensure there is no cracked, missing, or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked, worn, or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
Handrail	Ensure it is secure.
Left Side of Vehicle	
Body	Check for body damage, broken or missing rivets. Check for holes or weld separations.
Frame/structural supports	Ensure there are no holes, bends, cracks, weld separations or broken cross members.
Clearance/marker lights & reflectors	Ensure they work and lenses are clean and not cracked.
Load security devices and dunnage	Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle, and security devices are not being damaged.
Left Fuel Tank Area	Ensure there are no leaks; that tank and fuel cap are secure.
Storage compartment/s	Ensure the doors open and close properly and contents are secure.



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OG 2.8.1 Post Trip Inspection

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Exhaust System	Ensure it is in good condition with no leaks. Muffler is securely attached and heat shield, if present is secure.
Left Rear Wheels Continued	
Wheels	Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts) ensure wheel lugs and nuts are secure (not missing, broken or loose).
Tires	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear. Ensure dual tires are not touching and nothing is trapped between them.
Brakes	Check drum for obvious leaks or loose parts. Check hoses for cracks or leaves if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.
Suspension	Ensure there is no cracked, missing, or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked, worn, or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
Slack adjusters	Refer to AIR BRAKES Section.
Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
Drive Shaft & Differential	Check that universal joints are free to rotate. Check for leaks.
Rear of Vehicle	
4-Way Emergency Flashers	Ensure they work and the lenses are clean and not cracked.



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OG 2.8.1 Post Trip Inspection

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Right/Left turn signals	Ensure they work and the lenses are clean and not cracked.
Rear of Vehicle Continued	
Clearance/marker lights & reflectors	Ensure they work and the lenses are clean and not cracked.
Brake lights	Ensure they work and lenses are clean and not cracked.
Back-up lights	Ensure they work and lenses are clean and not cracked.
Load Security Devices & Dunnage	Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle and security devices are not being damaged.
License Plate & License Plate Lights	Ensure they are securely attached and insurance decal is valid. Light works and lens is clean.
Suspension	Ensure there are no cracked, missing or broken springs, torsion bars or walking beams. No loose, missing or broken U-bolts no cracked worn or inoperative air bags. Mounts are secure.
Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
Doors or gate	Ensure they are securely closed.
Mud Flaps	Ensure they are secure and do not rub on tires.
Right Rear Wheels	
Wheels	Check rims for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts). Ensure wheel lugs and nuts are secure (not missing, broken or loose).
Tires	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear. Ensure dual tires are not touching and nothing is trapped between them.



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OG 2.8.1 Post Trip Inspection

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Right Rear Wheels Continued	
Brakes	Check drum for obvious leaks or loose parts. Check hoses for cracks or leaks if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.
Suspension	Ensure there is no cracked, missing, or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked, worn, or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
Slack adjusters	Refer to AIR BRAKES Section.
Axle Assembly	Ensure there are no breaks, cracks, holes broken seals or bends.
Drive Shaft & Differential	Check that universal joints are free to rotate. Check for leaks.
Right Side of Vehicle	
Body	Check for body damage, broken or missing rivets. Check for holes or weld separations.
Frame/structural supports	Ensure there are no holes, bends, cracks, weld separations or broken cross members.
Clearance and marker lights & reflectors	Ensure they work and lenses are clean and not cracked.
Load security devices and dunnage	Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle and security devices are not being damaged.
Right Fuel Tank Area	Ensure there are no leaks; ensure tank and fuel cap are secure.
Storage compartment/s	Ensure the doors open and close properly and contents are secure.



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OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

Exhaust System	Ensure it is in good condition with no leaks. Muffler is securely attached and heat shield, if present, is secure.
Right Side of Vehicle Continued	
Right Front of Vehicle	
Doors	Ensure all operate properly.
Steps	Check they are secure, safe, and in good condition.
Mirrors	Ensure they are securely attached with no cracks
Wheel	Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts). Ensure wheel lugs and nuts are secure (not missing, broken or loose).
Tire	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear.
Suspension	Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
Handrail	Ensure it is secure.
Check your fuel cap during your pre-trip inspection.	
Enter Cab	
Brake Response Tests	



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OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

Complete the following	shut off all lights; ensure parking brake is set; remove wheel blocks; depress clutch, shift transmission into neutral, and start engine; shift transmission to low gear;
Brake Response Tests Continued	
Complete the following	in low gear, gently tug against the parking brake, the brake will hold the vehicle; release parking brake; move vehicle ahead slowly and apply service brake to check brake response; rock the steering wheel from side to side to check for excessive slack or lash (play); and Check that all gauges are working properly.
Suspension	Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
Handrail	Ensure it is secure, maintained and free of slippery materials (i.e. grease).
Check your fuel cap during your pre-trip inspection.	
Enter Cab	
Brake Response Tests	
Emergency Equipment	
Warning devices	Ensure they are in working condition.



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OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

Fire extinguisher	Check that the label says it is valid.
First aid kit	Check that the contents are adequate.
Air Brakes	
Check slack adjusters as follows	<p>select one axle, check the pushrod travel by first setting wheel checks releasing the spring brakes.</p> <p>apply pressure to brake pedal and measure the amount of pushrod travel from brake chamber;</p> <p>pushrod travel must be within manufacturer's specifications, mark the pushrod travel measurement on vehicle inspection sheet at the bottom of the sheet;</p> <p>check mechanical condition and wear;</p> <p>ensure that the pushrod travel on both slack adjusters is equal;</p> <p>when brake chamber pushrod travel is beyond manufacturer's limits, adjust according to local procedure;</p> <p>even if the vehicle is equipped with automatic slack adjusters, you must check the pushrod travel;</p> <p>ensure air tanks are free of any moisture.</p> <p>the slack adjuster pushrod travel must be within manufacturer's specifications, mark pushrods when brakes are fully released and measure how far the pushrods travel when fully applied;</p> <p>ensure the brake lights operate properly;</p> <p>ensure there are no audible air leaks during application test.</p>



SECTION 2: ROAD RESCUE OPERATIONS

OPERATIONS

OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

PURPOSE: To ensure Post-Trip Inspections are completed after every incident or shift.

SCOPE: All Fire Department Members

GUIDELINE: A written vehicle inspection will be completed post-trip at a minimum. Check the last report to see if there were any problems reported, and to ensure they were repaired. All vehicles must be ready for emergency operations or removed from service.

PROCEDURE:

Before You Begin	
<u>Complete the following:</u>	<ul style="list-style-type: none"> — park your vehicle, ensuring the terrain is as level as possible; — shut off the engine; — place transmission in low gear (or park, if automatic); — set parking brake; and — block wheels, placing the block in front of and behind the tire on the same axle, and ensuring the block will stop your vehicle from moving.
Under Hood	
<u>Engine</u>	Look for obvious defects such as oil, fuel or fluid leaks; missing, broken or loose nuts and bolts. Engine mounts will be secure and in good condition.
<u>Oil</u>	Check to ensure engine oil level is adequate.
<u>Coolant</u>	Check to ensure coolant level is adequate.
<u>Power Steering Fluid</u>	Check that fluid level is adequate (if vehicle has power steering).
<u>Brake Reservoir</u>	Check to ensure fluid level is adequate (if vehicle has hydraulic brakes).
<u>Windshield Washer Reservoir</u>	Check to ensure fluid level is adequate.



SECTION 2: ROAD RESCUE OPERATIONS

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OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

<u>Battery</u>	<u>Check for visible corrosion or leaks; terminal connections are secure, and battery is securely mounted.</u>
<u>Belts</u>	<u>Ensure there is good tension, that belts are not cracked, stripped or displaying cord fray or missing teeth.</u>
<u>Hoses</u>	<u>Ensure connections are secure and there are no leaks, kinks, cuts, abrasions or cracks.</u>
<u>Air compressor (if equipped)</u>	<u>Ensure air lines are securely attached with no leaks, kinks, cuts, abrasions or cracks, no oil leaks and compressor is securely mounted.</u>
<u>Steering components (if accessible)</u>	<u>Visually check column, shaft, tie rods and ends to ensure steering shaft, universal joints and tie rod ends do not have any bends or cracks. Gearbox and cotter pins are secure.</u>
<u>Close and secure hood</u>	
<u>Inside of Cab</u>	
<u>Seat and mirrors</u>	<u>Ensure they are, adjusted to suit you and in good condition.</u>
<u>Seat Belt</u>	<u>Check that fastening devices are in working order and accessible.</u>
<u>Windows and Windshield</u>	<u>Ensure they are clean, free of cracks, provide good visibility and are operational.</u>
<u>Documentation (Log Book if required)</u>	<u>Ensure that all documentation, including Commercial Vehicle Inspection Program (CVIP) inspection report, vehicle registration and insurance is in vehicle and is valid. Logbook, if required, is up to date.</u>
<u>Manual Transmission: Depress clutch, shift transmission to neutral and start engine.</u>	
<u>Charge rate indicator</u>	<u>Ensure voltmeter or ammeter works properly. Charge is good.</u>
<u>Oil pressure indicator</u>	<u>Should indicate normal level soon after engine starts.</u>



SECTION 2: ROAD RESCUE OPERATIONS

OPERATIONS

OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

<u>Inside of Cab Continued</u>	
<u>Coolant temperature indicator</u>	<u>Check that indicator rises to normal operating temperature. Light will go OFF after engine starts.</u>
<u>Fuel Gauge</u>	<u>Ensure it works and fuel level is acceptable.</u>
<u>Interior lights</u>	<u>Ensure they work.</u>
<u>Instrument cluster</u>	<u>Ensure they work.</u>
<u>Windshield wipers and washer</u>	<u>Ensure wipers work and washer has fluid and sprays well.</u>
<u>Defrosters and heaters</u>	<u>Ensure they work properly.</u>
<u>Engine noises</u>	<u>Listen for unusual sounds.</u>
<u>Horn(s)</u>	<u>Ensure they work.</u>
<u>Vacuum-assisted hydraulic brakes:</u>	
<u>Press firmly on the brake pedal to check for normal resistance and to find the point where the brakes engage.</u>	
<u>Stop engine — pump and hold the brake pedal to apply the service brake.</u>	
<u>Start engine — brake pedal will draw down slightly if booster is operating.</u>	
<u>Shut off engine and place transmission in low gear if manual transmission.</u>	
<u>Air Brake Equipment</u>	
<u>Check wheels and release all brakes.</u>	
<u>Leave vehicle and walk to front of vehicle to begin your circle check.</u>	



SECTION 2: ROAD RESCUE OPERATIONS

OPERATIONS

OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

Circle Check

Conduct a circle check walking counter-clockwise so that you are facing the traffic. During your circle check, you will need to return to the drivers' compartment several times to turn on and off lights to ensure they are working properly, be particularly cautious when you are walking with your back to the traffic.

Front of Vehicle

<u>Under vehicle</u>	<u>Look for defects, check for traces of leaking fluids on the ground.</u>
<u>High/Low Beam Headlights</u>	<u>Ensure they work and the lenses are clean and not cracked.</u>
<u>4-Way Emergency Flashers</u>	<u>Ensure they work and the lenses are clean and not cracked.</u>
<u>Right/Left turn signals</u>	<u>Ensure they work and the lenses are clean and not cracked.</u>
<u>Clearance Marker lights & reflectors</u>	<u>Ensure they work and the lenses are clean and not cracked.</u>
<u>License plate</u>	<u>Ensure it is attached and insurance decal is valid.</u>
<u>Inspection Decal</u>	<u>Ensure it is present and valid and in the correct location.</u>
<u>Door(s)</u>	<u>Ensure all operate properly.</u>
<u>Steps</u>	<u>Check they are secure and in good condition.</u>
<u>Mirrors</u>	<u>Ensure they are securely attached with no cracks.</u>
<u>Wheel</u>	<u>Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts) ensure wheel lugs and nuts are secure (not missing, broken or loose).</u>



SECTION 2: ROAD RESCUE OPERATIONS

OPERATIONS

OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

<u>Tire</u>	<u>Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear.</u>
Front of Vehicle Continued	
<u>Brakes</u>	<u>Check drum for obvious leaks or loose parts. Check hoses for cracks or leaves if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.</u>
<u>Suspension</u>	<u>Ensure there is no cracked, missing, or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked, worn, or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.</u>
<u>Axle Assembly</u>	<u>Ensure there are no breaks, cracks, holes, broken seals or bends.</u>
<u>Handrail</u>	<u>Ensure it is secure.</u>
Left Side of Vehicle	
<u>Body</u>	<u>Check for body damage, broken or missing rivets. Check for holes or weld separations.</u>
<u>Frame/structural supports</u>	<u>Ensure there are no holes, bends, cracks, weld separations or broken cross members.</u>
<u>Clearance/marker lights & reflectors</u>	<u>Ensure they work and lenses are clean and not cracked.</u>
<u>Load security devices and dunnage</u>	<u>Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle, and security devices are not being damaged.</u>
<u>Left Fuel Tank Area</u>	<u>Ensure there are no leaks; that tank and fuel cap are secure.</u>
<u>Storage compartment/s</u>	<u>Ensure the doors open and close properly and contents are secure.</u>



SECTION 2: ROAD RESCUE OPERATIONS

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OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

<u>Exhaust System</u>	<u>Ensure it is in good condition with no leaks. Muffler is securely attached and heat shield, if present is secure.</u>
<u>Left Rear Wheels Continued</u>	
<u>Wheels</u>	<u>Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts) ensure wheel lugs and nuts are secure (not missing, broken or loose).</u>
<u>Tires</u>	<u>Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear. Ensure dual tires are not touching and nothing is trapped between them.</u>
<u>Brakes</u>	<u>Check drum for obvious leaks or loose parts. Check hoses for cracks or leaves if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.</u>
<u>Suspension</u>	<u>Ensure there is no cracked, missing, or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked, worn, or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.</u>
<u>Slack adjusters</u>	<u>Refer to AIR BRAKES Section.</u>
<u>Axle Assembly</u>	<u>Ensure there are no breaks, cracks, holes, broken seals or bends.</u>
<u>Drive Shaft & Differential</u>	<u>Check that universal joints are free to rotate. Check for leaks.</u>
<u>Rear of Vehicle</u>	
<u>4-Way Emergency Flashers</u>	<u>Ensure they work and the lenses are clean and not cracked.</u>



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OG 2.8.1 Post Trip Inspection

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<u>Right/Left turn signals</u>	<u>Ensure they work and the lenses are clean and not cracked.</u>
<u>Rear of Vehicle Continued</u>	
<u>Clearance/marker lights & reflectors</u>	<u>Ensure they work and the lenses are clean and not cracked.</u>
<u>Brake lights</u>	<u>Ensure they work and lenses are clean and not cracked.</u>
<u>Back-up lights</u>	<u>Ensure they work and lenses are clean and not cracked.</u>
<u>Load Security Devices & Dunnage</u>	<u>Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle and security devices are not being damaged.</u>
<u>License Plate & License Plate Lights</u>	<u>Ensure they are securely attached and insurance decal is valid. Light works and lens is clean.</u>
<u>Suspension</u>	<u>Ensure there are no cracked, missing or broken springs, torsion bars or walking beams. No loose, missing or broken U-bolts no cracked worn or inoperative air bags. Mounts are secure.</u>
<u>Axle Assembly</u>	<u>Ensure there are no breaks, cracks, holes, broken seals or bends.</u>
<u>Doors or gate</u>	<u>Ensure they are securely closed.</u>
<u>Mud Flaps</u>	<u>Ensure they are secure and do not rub on tires.</u>
<u>Right Rear Wheels</u>	
<u>Wheels</u>	<u>Check rims for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts). Ensure wheel lugs and nuts are secure (not missing, broken or loose).</u>
<u>Tires</u>	<u>Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear. Ensure dual tires are not touching and nothing is trapped between them.</u>



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<u>Right Rear Wheels Continued</u>	
<u>Brakes</u>	<u>Check drum for obvious leaks or loose parts. Check hoses for cracks or leaks if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.</u>
<u>Suspension</u>	<u>Ensure there is no cracked, missing, or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked, worn, or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.</u>
<u>Slack adjusters</u>	<u>Refer to AIR BRAKES Section.</u>
<u>Axle Assembly</u>	<u>Ensure there are no breaks, cracks, holes broken seals or bends.</u>
<u>Drive Shaft & Differential</u>	<u>Check that universal joints are free to rotate. Check for leaks.</u>
<u>Right Side of Vehicle</u>	
<u>Body</u>	<u>Check for body damage, broken or missing rivets. Check for holes or weld separations.</u>
<u>Frame/structural supports</u>	<u>Ensure there are no holes, bends, cracks, weld separations or broken cross members.</u>
<u>Clearance and marker lights & reflectors</u>	<u>Ensure they work and lenses are clean and not cracked.</u>
<u>Load security devices and dunnage</u>	<u>Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle and security devices are not being damaged.</u>
<u>Right Fuel Tank Area</u>	<u>Ensure there are no leaks; ensure tank and fuel cap are secure.</u>
<u>Storage compartment/s</u>	<u>Ensure the doors open and close properly and contents are secure.</u>



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OG 2.8.1 Post Trip Inspection

~~Effective Date: September 26, 2013 — Last Rev: September 26, 2013~~

<u>Exhaust System</u>	<u>Ensure it is in good condition with no leaks. Muffler is securely attached and heat shield, if present, is secure.</u>
<u>Right Side of Vehicle Continued</u>	
<u>Right Front of Vehicle</u>	
<u>Doors</u>	<u>Ensure all operate properly.</u>
<u>Steps</u>	<u>Check they are secure, safe, and in good condition.</u>
<u>Mirrors</u>	<u>Ensure they are securely attached with no cracks</u>
<u>Wheel</u>	<u>Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts). Ensure wheel lugs and nuts are secure (not missing, broken or loose).</u>
<u>Tire</u>	<u>Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear.</u>
<u>Suspension</u>	<u>Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.</u>
<u>Axle Assembly</u>	<u>Ensure there are no breaks, cracks, holes, broken seals or bends.</u>
<u>Handrail</u>	<u>Ensure it is secure.</u>
<u>Check your fuel cap during your pre-trip inspection.</u>	
<u>Enter Cab</u>	
<u>Brake Response Tests</u>	



SECTION 2: ROAD RESCUE OPERATIONS

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OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 Last Rev: September 26, 2013

<p><u>Complete the following</u></p>	<ul style="list-style-type: none"> shut off all lights; ensure parking brake is set; remove wheel blocks; depress clutch, shift transmission into neutral, and start engine; shift transmission to low gear;
<p><u>Brake Response Tests Continued</u></p>	
<p><u>Complete the following</u></p>	<ul style="list-style-type: none"> in low gear, gently tug against the parking brake, the brake will hold the vehicle; release parking brake; move vehicle ahead slowly and apply service brake to check brake response; rock the steering wheel from side to side to check for excessive slack or lash (play); and Check that all gauges are working properly.
<p><u>Suspension</u></p>	<p><u>Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.</u></p>
<p><u>Axle Assembly</u></p>	<p><u>Ensure there are no breaks, cracks, holes, broken seals or bends.</u></p>
<p><u>Handrail</u></p>	<p><u>Ensure it is secure, maintained and free of slippery materials (i.e. grease).</u></p>
<p><u>Check your fuel cap during your pre-trip inspection.</u></p>	
<p><u>Enter Cab</u></p>	
<p><u>Brake Response Tests</u></p>	
<p><u>Emergency Equipment</u></p>	
<p><u>Warning devices</u></p>	<p><u>Ensure they are in working condition.</u></p>

SECTION 2: ROAD RESCUE OPERATIONS



OPERATIONS

OG 2.8.1 Post Trip Inspection

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

Fire extinguisher	Check that the label says it is valid.
First aid kit	Check that the contents are adequate.
<u>Air Brakes</u>	
<p><u>Check slack adjusters as follows</u></p>	<ul style="list-style-type: none"> <u>select one axle, check the pushrod travel by first setting wheel chocks releasing the spring brakes;</u> <u>apply pressure to brake pedal and measure the amount of pushrod travel from brake chamber;</u> <u>pushrod travel must be within manufacturer's specifications, mark the pushrod travel measurement on vehicle inspection sheet at the bottom of the sheet;</u> <u>check mechanical condition and wear;</u> <u>ensure that the pushrod travel on both slack adjusters is equal;</u> <u>when brake chamber pushrod travel is beyond manufacturer's limits, adjust according to local procedure;</u> <u>even if the vehicle is equipped with automatic slack adjusters, you must check the pushrod travel;</u> <u>ensure air tanks are free of any moisture;</u> <u>the slack adjuster pushrod travel must be within manufacturer's specifications, mark pushrods when brakes are fully released and measure how far the pushrods travel when fully applied;</u> <u>ensure the brake lights operate properly;</u> <u>ensure there are no audible air leaks during application test.</u>



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OPERATIONS

OG 2.10.27 Forest and Grass Based Fires

Effective Date: August 18, 2011

Last Rev:

- Emergency Operations Centre, if necessary; and
- the Regional District of Bulkley-Nechako will obtain a Provincial Emergency Response Task number, if necessary.

The Fire Department Incident Commander will share a unified command with the Ministry Responsible for Wildfire Incident Commander. It is understood that the Ministry Responsible for Wildfire will provide resources throughout the event depending upon the availability of those resources.

The Fire Department is responsible for fire suppression and mop up of fires on private land within their fire protection boundaries.

The Ministry of Forests and Range is responsible for mop-up of fires occurring on Crown Land within their fire protection boundaries.

Members will wear Nomex coveralls rather than full turnout gear when responding to a wildland fire to avoid becoming overheated.

REFERENCE:

S-215 Fire Operations in the Wild land/Urban Interface.

S-100 Introduction to the Wild land/Urban Interface.

ICS 100 Incident Command System.



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OG 2.119.0 Structure Forcible Entry

Effective Date: September 26, 2013 Last Rev: September 26, 2013

PURPOSE: To establish a protocol for safe entry into a building without keys or attendance of residents.

SCOPE: All Fire Department Members.

GUIDELINE: The Incident Commander will make the decision to use forcible entry if conditions warrant. If the structure is on fire refer to Regional District of Bulkley-Nechako Standard Operating Guideline OG1.3.6.

PROCEDURE: STRUCTURAL-FORCIBLE ENTRY

- notify the RCMP and have them respond to the incident;
- when forcible entry is required, it will be done with the least amount of damage;
- all exterior doors will be checked prior to forcible entry;
- the Incident Commander will notify Dispatch Centre if forcible entry is being made;
- before entering the structure, firefighters will identify themselves and see if there is a response to their call;



SECTION 2: ROAD RESCUE OPERATIONS

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OPERATIONS

OG 2.12.3 Vehicle Entry

Effective Date: September 26, 2013 Last Rev: September 26, 2013

- PURPOSE:** To establish a protocol for entering a vehicle.
- SCOPE:** All Fire Department Members.
- GUIDELINE:** The incident commander will make the decision to use forcible entry if conditions warrant.
- PROCEDURE:** **VEHICLE ENTRY**
- ensure no other hazards exist;
 - all doors will be checked prior to forcible entry being considered;
 - when possible, the rear window of the vehicle will be used for entry;
 - Fire Department Members will observe all safety precautions when forcible entry is being made;
 - Fire Department Members will strike the bottom corner of the window with a blunt object to shatter the window such as a:
 - (Axe, punch, hammer etc.)
 - clear the window area of all loose glass.
 - all sharp edges will be covered with a blanket or proper material.
 - slowly enter the vehicle.

If a Hybrid Vehicle is involved, ensure it is actually disabled, it may appear to be disabled, but could be in gear, and running.



SECTION 2: MEDICAL OPERATIONS
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OPERATIONS

OG 2.136 Response to Medical Incidents

Effective Date: August 18, 2011

Last Rev:

PURPOSE: To provide Fire Department Members with procedures when responding to medical incidents.

SCOPE: All Fire Department Members.

GUIDELINE: Only Fire Departments actively licensed in the First Responder Program will respond to medical incidents. There will be at least one member licensed by the British Columbia Emergency Medical Attendant Licensing Board for First Responder Level 3 Licensing ~~First Responder Fire Department Member~~ on every medical incident response.

If medical care has to be provided by Fire Department members at a Motor Vehicle Incident, only those who hold a valid First Responder Level 3 License will be authorized to provide that care.

PROCEDURE: First Responder Fire Department Members will only perform skills to the level of the First Responder license attained. At no time will a Fire Department Member go beyond the medical skills provided within the curriculum of the First Responder Program.

First Responder Fire Department Members attending a medical incident will be limited to necessary Fire Department Members only.

REFERENCE: JIBC — Paramedic Academy First Responder Program, Canadian Red Cross-First Responder Level 3 Licensing



SECTION 3: FIRE TRAINING STANDARDS

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TRAINING STANDARDS

OG 3.0.0 Requirements Training Roles and Responsibilities

Effective Date: August 18, 2011

Last Rev: September 26, 2013

- PURPOSE:** To establish training standards for Fire Department Members to enable them to perform their duties safely and effectively.
- SCOPE:** All Fire Department Members.
- GUIDELINE:** The Fire Department will train all Fire Department Members on a regular basis to Provincial and National standards.
- PROCEDURE:** **General:** The Fire Chief will supply sufficient manuals and resource materials to meet the standards. Manuals and resource materials will remain the property of the Fire Department.

Fire Department training will be based on the following standards:

- Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operational Guidelines;
- applicable sections of the National Fire Protection Association (NFPA) 1001 – Firefighter (Professional) Qualifications;
- National Fire Protection Association (NFPA) 1002 – Driver (Professional) Qualifications; and
- BCERMS Standard – ICS Program; and;
- British Columbia Fire Service Minimum Training Standards- Structure Firefighters Competency and Training Playbook

Training Responsibilities:

Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako Chief Administrative Officer or his/her designate will be responsible for establishing all Fire Training Standards.

Fire Chief

The Fire Chief will be responsible for the adoption and approval to ensure ongoing ~~of~~ training requirements.

Deputy Fire Chief

The Deputy Fire Chief will be responsible for:

- coordinating with Training Officer in matters relating to training; and
- providing overall guidance in matters relating to training.



SECTION 3: FIRE TRAINING STANDARDS

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TRAINING STANDARDS

OG 3.0.0 Requirements

Effective Date: August 18, 2011

Last Rev: September 26, 2013

Training Officer

The Training Officer will be responsible for:

- determining departmental training needs;
- developing departmental training records;
- maintaining up to date training records for all Fire Department Members;
- evaluating continuity of training;
- scheduling and coordinating special training sessions; and
- conducting training as required.

Officers

Officers and Instructors are responsible for:

- instructing, according to departmental training schedules;
- utilizing applicable standards, manuals, and Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operational Guidelines, as well as departmental and other training aids; and
- completing class attendance records and lesson summaries as soon as possible after classes are completed.

Fire Department Members

All Fire Department Members must participate in departmental training activities and maintain personal and professional competence relative to the skill and knowledge levels required of their respective position within the Fire Department.

REFERENCE:

Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operational Guidelines.

International Fire Service Training Association – Essentials of Fire Fighting – current edition.

National Fire Protection Association (NFPA)1001 – Firefighter (Professional) Qualifications – current edition.

National Fire Protection Association (NFPA)1002 – Driver (Professional) Qualifications – current edition.

BCERMS Standard – ICS Program.

- British Columbia Fire Service Minimum Training Standards-Structure Firefighters Competency and Training Playbook



SECTION 3: FIRE TRAINING STANDARDS

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TRAINING STANDARDS

OG 3.0.01 Regional District of Bulkley-Nechako Fire Department Training Program

Effective Date: August 18, 2011

Last Rev: September 26, 2013

PURPOSE: To provide a training program for all rural Fire Department Members. The program will provide training, and assessment on the necessary knowledge and skills to effectively and safely perform their duties.

SCOPE: All Regional District of Bulkley Nechako's Rural Fire Department Members

GUIDELINE: The Regulation Compliance Officer, employed by the Regional District of Bulkley Nechako will provide the training and assessment of for each Fire Department Member on a regular basis. The training program will be developed to achieve all Provincial and National standards.

PROCEDURE: The Regulation Compliance Officer will be responsible for introducing each module of the Regional District of Bulkley-Nechako Fire Department Training Program curriculum, and assessing each member by both a written and practical examination.

A classroom session will be delivered at the beginning of each module along with a skills demonstration.

Written and practical assessments will be conducted at the end of each training module to ensure members understand the material and can perform the job skills safely and effectively.

It is the responsibility of the Training Officer from each Fire Department, to continue on with training for each module after the initial delivery. The Training Officer will notify the Regulation Compliance Officer when they feel their members are ready to be assessed.

Training will be based on the following Exterior Firefighter competencies:

- safety & communications
- personal protective equipment and self-contained breathing apparatus
- ladders
- ropes and knots
- ventilation
- fire streams, hoses, and appliances



SECTION 3: FIRE TRAINING STANDARDS

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TRAINING STANDARDS

OG 3.0.1 Regional District of Bulkley-Nechako Fire Department Training Program

Effective Date: August 18, 2011

Last Rev: September 26, 2013

- water supply
- firefighter rehabilitation
- building construction, and fire behavior
- hazmat awareness
- gas and electrical safety
- emergency scene traffic control
- ICS 100

REFERENCE: British Columbia Fire Service Minimum Training Standards-Structure Firefighters Competency and Training Playbook



SECTION 3: GENERAL TRAINING STANDARDS
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TRAINING STANDARDS

OG 3.0.1-2 Requirements to Attain Firefighters Status

Effective Date: August 18, 2011

Last Rev: January 26, 2012

- PURPOSE:** To establish training standards for Fire Department Members to enable them to perform their duties safely and efficiently.
- SCOPE:** All Fire Department Members.
- GUIDELINE:** The Fire Department will train Fire Department Members on a regular basis to Provincial and National Standards. Fire Department Members will participate in the training provided.
- PROCEDURE:** **General:** Practices will be held once per week at a minimum and will be a minimum of 2 hours in duration totalling 100 hours annually. The Training Officer will endeavour to schedule daytime practices for those volunteers unable to attend the scheduled evening practice wherever possible.
- Fire Department Members are expected to attend a minimum of 60 hours of scheduled practices in order to maintain their active call-out status as Members of the Fire Department.
- Fire Department Member Recruits:** All newly recruited Fire Department Members must successfully complete the Recruit Basic Training program and the 6-month probationary period, before being considered for acceptance as a full member of the Fire Department. The Recruit Basic Training Program, at a minimum, will be based on the International Fire Service Training Association – Essentials of Fire Fighting – current edition, and will include:
- Fire service safety and orientation;
 - Fire Department orientation;
 - Health and safety orientation;
 - Fire department communications;
 - Fire Fighter personal protective equipment;
 - ~~self~~ self contained breathing apparatus
 - Regional District of Bulkley Nechako Fire Rescue Services Standard Operating Guidelines/Policy Review



SECTION 3: GENERAL TRAINING STANDARDS
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TRAINING STANDARDS

OG 3.0. 1 2 Requirements to Attain Firefighters Status1-Firefighters

Effective Date: August 18, 2011

Last Rev: January 26, 2012

During the Recruit Basic Training Program and the probationary period, the Fire Department Member Recruit will be assessed at regular intervals by the Fire Department training staff and informed of their progress. During these periods a trainee may be dismissed by the Fire Chief if found to be unsuitable.

Recruit Fire Department Members will be issued turnout clothing after completion of three months and the Recruit Basic Training Program. Pagers will be issued upon beginning the probationary period and probationary Fire Department Members will attend call outs.

Probationary Fire Department Member: The probationary period starts after successful completion of the Recruit Basic Training Program and attendance at all training and meetings for three months. During the probationary period, a probationary Fire Department Member will be required to complete and participate in, the following training based on the International Fire Service Training Association – Essentials of Fire Fighting – current edition.

- building construction;
- incident Command System 100;
- ropes & Knots;
- water Supply & Fire Hoses;
- fire Streams;
- ladders;
- ventilation;
- fire behavior;
- gas and electrical safety;
- emergency scene traffic control;
- hazmat awareness; and
- rehabilitation.



SECTION 3: GENERAL TRAINING STANDARDS
PAGE 3 OF 3

TRAINING STANDARDS

**OG 3.0. 1 2 Requirements to Attain Firefighters Status ~~1 Firefighters 1~~
Firefighters**

Effective Date: August 18, 2011

Last Rev: January 26, 2012

Probationary Fire Department Members are permitted to attend general meetings of the Fire Department.

- A probationary Fire Department Member will be granted full Member status of the Fire Department upon completion of the 6 month probationary period; and
- receiving a recommendation from the Fire Chief with consultation of the Training Officer.

Fire Department Members: All Fire Department Members will be trained to meet the ~~National Fire Protection Association (NFPA) 1001 Standards.~~ Exterior Operations Firefighter requirements.

Active Fire Department Members must have the Recruit Basic Training Program completed within six months to remain on active call out status. Once the required training program is complete, Fire Department Members will return to active call out status.

Fire Department Members will participate in additional specialized training pertinent to their Fire Department.

Officers: Officers will meet the standards of training set for Fire Department Members, and will also be expected to attend additional training opportunities necessary to fulfill their Officer functions such as Incident Command System, instructional techniques, Risk Management Officer, Team Leader, Company Officer, etc.

REFERENCE:

Regional District of Bulkley-Nechako Fire/Rescue Services Standard Operational Guidelines.

International Fire Service Training Association – Essentials of Fire Fighting – current edition.

National Fire Protection Association 1001 Standards – current edition.

British Columbia Fire Service Minimum Training Standards- Structure Firefighters Competency and Training Playbook.



SECTION 3: FIRE TRAINING STANDARDS
PAGE 1 OF 1

TRAINING STANDARDS

OG 3.1.1 Live Fire Exercise Training

Effective Date: August 18, 2011

Last Rev: September 26, 2013

- PURPOSE:** To provide for safe operation during a live fire training exercise and to educate Fire Department Members to follow safe work practices for all live fire burns.
- SCOPE:** All Fire Department Members.
- GUIDELINE:** Live fire training will only be conducted by trained Fire Department Members and with written authorization from the Fire Chief.
- PROCEDURE:** All Fire Department Members will perform their duties in a safe manner according to the Regional District of Bulkley-Nechako Fire Service Occupational Health and Safety Program and the Regional District of Bulkley-Nechako Fire/Rescue Services Respiratory Protection Program.
- All live fire training events will be authorized by the Fire Chief.
- All live fire training events will be conducted by Fire Department Members experienced in delivering live fire training events.
- All live fire training events will be held in accordance with all applicable Provincial Burning and Air Quality Regulations.
- REFERENCE:** Regional District of Bulkley-Nechako Fire/Rescue Services Occupational and Health Program.
- Regional District of Bulkley-Nechako Fire/Rescue Services Respiratory Protection Program.



SECTION 3: GENERAL TRAINING STANDARDS
PAGE 1 OF 2

TRAINING STANDARDS

OG 3.1.2 Driver Training and Approval Procedure

Effective Date: September 26, 2013 Last Rev: September 26, 2013

PURPOSE: To provide driver training to Fire Department Members for safe operation of all Fire Department vehicles.

SCOPE: All Fire Department Members.

GUIDELINE: To drive any Fire Department apparatus, a fire fighter must have had a valid minimum Class 5 BC Driver's License for at least 3 years.

The driver's BC Driver's License must be equivalent to or greater than the requirements of the apparatus being driven, and must have a valid airbrakes endorsement if the apparatus being driven has an air braking system.

In order to be validated to operate any Fire Department apparatus, a Fire Department Member must have completed and passed a Fire Department Apparatus Driver Orientation.

Fire Department Members interested in becoming approved to operate fire apparatus will adhere to the guidelines outlined below and be cleared on each piece of apparatus before being approved by the Fire Chief.

PROCEDURE: The Training Officer or designate will ensure that the Fire Department Member has:

- trained on all functions of the apparatus;
- trained on the post-trip inspections process;
- read and understands the Motor Vehicle Act of British Columbia;
- safely completed at least 20 hours of accompanied driving practice on each Fire Department Apparatus; and
- in the opinion of the Training Officer or designate, exhibited exemplary driving skills and decision making processes.

No one is allowed to go for driving training without a Training Officer or designate with them. When out on driver training, all members on the apparatus will take their Personal Protective Equipment with them.

~~The driver will advise dispatch to open a file when they leave and close it when they return.~~

Once the Training Officer or designate has confirmed completion of the driver training they will submit a letter indicating that the



SECTION 3: GENERAL TRAINING STANDARDS

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TRAINING STANDARDS

OG 3.1.2 Driver Training and Approval Procedure

Effective Date: September 26, 2013 Last Rev: September 26, 2013

firefighter is approved to operate that particular piece of equipment to the Safety Officer and the Fire Chief.

REFERENCE: *Motor Vehicle Act of British Columbia*

The Regional District of Bulkley-Nechako Standard Operating Guideline OG 1.4.2 Vehicle Response Safety

The Regional District of Bulkley-Nechako Standard Operating Guideline OG 2.8 Apparatus Maintenance

The Regional District of Bulkley-Nechako Standard Operating Guideline OG 2.8.1 OG 2.8.1 Post Trip Inspection



SECTION 3: GENERAL TRAINING STANDARDS
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TRAINING STANDARDS

OG 3.2.0 Training UpkeepMaintenance

Effective Date: September 26, 2013 Last Rev: September 26, 2013

PURPOSE: To establish standards for instructors and Fire Department Members training to enable them to perform their duties safely and effectively.

SCOPE: All Fire Department Members

GUIDELINE: The Fire Department will train to recognized training standards that reflect best practices.

PROCEDURE: Training upkeep is the practice of tactical procedures used by responders when performing a specific task for basic response. It does not include specialized training for new equipment or training that requires specific knowledge in procedures or equipment.

Instructors performing the training upkeep may utilize other responders to instruct courses based on their knowledge and experience. This is encouraged to allow give senior members an opportunity to be introduced to the role of an instructor, and give them experience in instructional techniques. ~~variation in training and a better understanding of the role of instructors.~~

The instructors may participate in training upkeep, assist in instructing or evaluate fire fighters who are training.

Personal Protective Equipment must be worn where needed during training upkeep and all regulatory standards must be adhered to.

~~All responders will participate in unit training activities and maintain personal and professional competence relative to the skill and knowledge levels required of their respective position within the unit.~~

Fire Department Members are expected to attend a regular schedule of training upkeep to maintain competency and in order to maintain their active call-out status as members of the Fire Department.



SECTION 5: GENERAL ADMINISTRATION
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ADMINISTRATION

OG 5.1 Leave of Absence

Effective Date: August 18, 2011

Last Rev:

PURPOSE: To provide guidelines for Fire Department Members who may wish to be temporarily absent from Fire Department activities.

SCOPE: All Fire Department Members.

GUIDELINE: Upon request, the Fire Chief may grant a Fire Department Member a leave of absence from training and emergency responses on a temporary basis.

PROCEDURE: The Fire Chief will consider a written request for a leave of absence for a period of up to six (6) months within a twelve month period; and the Fire Chief may approve such requests. An approved leave of absence will be in writing.

Fire Department Members on leave of absence will:

- be removed from the active duty list;
- hand in their pager and Fire Department equipment, if requested by the Fire Chief;
- pass a performance evaluation conducted by the Training Officer prior to returning to active duty;
- ~~forfeit their rank, where such leave exceeds three months (at the discretion of the Fire Chief); and~~
- be removed from the Fire Department's insurance carrier roster.



SECTION 5: GENERAL ADMINISTRATION

ADMINISTRATION

OG 5.6.8 Regional District of Bulkley-Nechako Junior Firefighter Program

Effective Date: _____ Last Rev: _____

PURPOSE: To set out the eligibility requirements of persons wishing to become a Junior Firefighter and to set parameters regarding the expectations and allowable activities of the Regional District of Bulkley-Nechako Junior Firefighter Program.

SCOPE: All Junior Firefighters, and Fire Department Members that administer the Regional District of Bulkley Nechako Junior Firefighter Program.

GUIDELINE: To provide standardized rules, regulations, and guidelines for the administration and operation of the Regional District of Bulkley-Nechako Junior Firefighter Program.

PROCEDURE: To be eligible for the Regional District of Bulkley-Nechako Junior Firefighter Program, applicants must meet the following criteria:

- be between 16 and 18 years of age;
- be enrolled, and in good academic standing at his/her school at the time of the application, and throughout their time as a Junior Firefighter;
- complete the application process, along with the parental consent form that must be signed by a parent or legal guardian; and
- follow all rules, regulations, and guidelines as per the Regional District of Bulkley Nechako’s Junior Firefighter Program.

The Application must be approved by the local Fire Chief and other Officers

REFERENCE: Work Safe B.C Occupational Health and Safety Regulations

Regional District of Bulkley Nechako Fire/Rescue Services Occupational Health and Safety Program

Regional District of Bulkley Nechako Junior Firefighter Program.



SECTION 5: GENERAL ADMINISTRATION

ADMINISTRATION

OG 5.6.9 Role and Duties – Risk Management Officer

Effective Date: _____ Last Rev: _____

PURPOSE: To outline the responsibilities of the Risk Management Officer.

SCOPE: All Fire Department Senior Officers

GUIDELINE: The Risk Management Officer will ensure that the Fire Department has in place operational guidelines, training programs, and other administrative processes that ensure safe and effective operations at all incidents.

PROCEDURE: Risk Management Officer is responsible to identify the individual, usually a Senior Officer, who will be responsible for ensuring all administrative processes are followed to ensure Firefighters are performing their duties in accordance with exterior operations level practices in a safe and effective manner on the fire ground.

This position does not replace the Incident Commander or Safety Officer at a scene.

The Risk Management Officer may be the Fire Chief, or may be another senior officer depending on the composition and structure of the department. Regardless of who performs the role, it is not a single incident function. Individuals that are trained may have multiple diverse roles within a fire department or during fire ground operations.

The Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the relevant regulations and standards. Necessary training for this role is identified in the British Columbia Fire Service Minimum Training Standards-Structural Firefighters Competency and Training Playbook.

REFERENCE: Work Safe B.C Occupational Health and Safety Regulations

Regional District of Bulkley Nechako Fire/Rescue Services Occupational Health and Safety Program

British Columbia Fire Service Minimum Training Standards-Structural Firefighters Competency and Training Playbook.



SECTION 5: GENERAL ADMINISTRATION

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ADMINISTRATION

OG 5.6.10 Role and Duties – Exterior Attack Team Leader

Effective Date:

Last Rev:

PURPOSE: To outline the responsibilities of the Exterior Attack Team Leader.

SCOPE: All Fire Department Members

GUIDELINE: The Team Leader identifies the individual, whether they be a Firefighter, or Officer, responsible for a specific crew function at an emergency incident. Team Leaders require a higher degree of competency than those they are supervising. This is a worker safety requirement of WorkSafe B.C

PROCEDURE: On the fire ground, most departments operate in a manner whereby not all activities are supervised by an Officer. Commonly there are simply not enough officers for all functions being performed. -(Usually a functional role being performed, such as ventilation results in the identification and assignment of a Team Leader that may be commonly referred to as a Ventilation Team Leader or some other function description.) A senior or more qualified firefighter will lead the team, even if they are not of Officer rank.

The minimum training identifies requirements for those individuals who will be assuming Team Leader roles within Exterior Operations service level departments.

REFERENCE: British Columbia Fire Service Minimum Training Standards- Structural Firefighters Competency and Training Playbook.



SECTION 5: GENERAL ADMINISTRATION

PAGE 1 OF 1

ADMINISTRATION

OG 5.7.0 Fire Department Annual Audit

Effective Date **Last Rev:**

PURPOSE: **To ensure all Fire Departments conduct annual Fire Department audits**

SCOPE: **All Fire Department personnel**

GUIDELINE: **All Fire Departments will initiate and maintain annual inspections and audit processes to ensure Fire Departments and firefighters are meeting provincially recognized standards for equipment, training, and operational guidelines.**

PROCEDURE: **The Fire Department inspection and audit checklist should be completed by Regional District Staff in conjunction with the Fire Chief or Senior Fire Department Officer. Upon Completion of the inspection and audit document, a report should be prepared and presented to the Governing body of the Fire Department.**

The Report should include:

- a copy of the completed audit document;**
- a summary of outstanding issues (non-compliance and compliance pending);**
- itemized action plan that addresses issues of non-compliance.**

REFERENCE: **Regional District of Bulkley-Nechako Fire Rescue Services Standard Operating Guidelines Section 6: Forms: Fire Department Annual inspection and audit checklist**



Post-Trip Annual Motor Vehicle Inspection

Effective Date: September 26, 2013 Last Rev: September 26, 2013

✓	Before You Begin	
	Complete the following:	<ul style="list-style-type: none">• park the vehicle, ensuring the terrain is as level as possible;• shut off the engine;• place transmission in low gear (or park, if automatic);• set parking brake; and• block wheels, placing the block in front of and behind the tire on the same axle, and ensuring the block will stop your vehicle from moving.
	Under Hood	
	Engine	Look for obvious defects such as oil, fuel or fluid leaks; missing, broken or loose nuts and bolts. Engine mounts will be secure and in good condition.
	Oil	Check that engine oil level is adequate.
	Coolant	Check that coolant level is adequate.
	Power Steering Fluid	Check that fluid level is adequate (if vehicle has power steering).
	Brake Reservoir	Check that fluid level is adequate (if vehicle has hydraulic brakes).
	Windshield Washer Reservoir	Check that fluid level is adequate.
	Battery	Check for visible corrosion or leaks; terminal connections are secure, and battery is securely mounted.
	Belts	Ensure there is good tension, that belts are not cracked, stripped or displaying cord fray or missing teeth.



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✓	Under Hood	
	Hoses	Ensure connections are secure and there are no leaks, kinks, cuts, abrasions or cracks.
	Air compressor (If equipped)	Ensure air lines are securely attached with no leaks, kinks, cuts, abrasions or cracks, no oil leaks and compressor is securely mounted.
	Close and secure hood	
	Inside of Cab	
	Seat and mirrors	Ensure they are adjustable, adjusted to suit you, and in good condition.
	Seat Belt	Check that fastening devices are in working order and accessible.
	Windows and Windshield	Ensure they are clean, free of cracks, provide good visibility and are operational.
	Documentation (Log Book if required)	Ensure that all documentation, including Commercial Vehicle Inspection Program (CVIP) inspection report, vehicle registration and insurance is in vehicle and is valid. Logbook, if required, is up to date.
	Depress clutch, shift transmission to neutral and start engine.	
	Charge rate indicator	Ensure voltmeter or ammeter works properly. Charge is good.
	Oil pressure indicator	Will indicate normal level soon after engine starts.
	Coolant temperature indicator	Check that indicator rises to normal operating temperature. Light will go OFF after engine starts.
	Fuel Gauge	Ensure it works and fuel level is acceptable.
	Interior lights	Ensure they work.



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✓	Inside of Cab	
	Instrument cluster	Ensure they work.
	Windshield wipers and washer	Ensure wipers work and washer has fluid and sprays well.
	Defrosters and heaters	Ensure they work properly.
	Engine noises	Listen for unusual sounds.
	Horn(s)	Ensure they work.
	Vacuum-assisted hydraulic brakes:	
	Press firmly on the brake pedal to check for normal resistance and to find the point where the brakes engage.	
	Stop engine – pump and hold the brake pedal to apply the service brake.	
	Start engine – brake pedal will draw down slightly if booster is operating.	
	Shut off engine and place transmission in low gear if manual transmission	
	Air Brake Equipment	
	Chock wheels and release all brakes.	
	Leave vehicle and walk to front of vehicle to begin your circle check.	
	Circle Check	
	Front of Vehicle	
	Under vehicle	Look for defects, check for traces of leaking fluids on the ground.
	High/Low Beam Headlights	Ensure they work and the lenses are clean and not cracked.



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✓	Front of Vehicle	
	4-Way Emergency Flashers	Ensure they work and the lenses are clean and not cracked.
	Right/Left turn signals	Ensure they work and the lenses are clean and not cracked.
	Clearance Marker lights & reflectors	Ensure they work and the lenses are clean and not cracked.
	License plate	Ensure it is attached and insurance decal is valid.
	Inspection Decal	Ensure it is present and valid and in the correct location.
	Door(s)	Ensure all operate properly.
	Steps	Check they are secure, safe, and in good condition.
	Mirrors	Ensure they are securely attached with no cracks.
	Wheel	Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts) ensure wheel lugs and nuts are secure (not missing, broken or loose).
	Tire	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear.



Post Trip Annual Motor Vehicle Inspection

Effective Date: September 26, 2013 Last Rev: September 26, 2013

√	Front of Vehicle	
	Brakes	Check drum for obvious leaks or loose parts. Check hoses for cracks or leaves if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.
	Suspension	Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
	Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
	Handrail	Ensure it is secure.
Left Side of Vehicle		
	Body	Check for body damage, broken or missing rivets. Check for holes or weld separations.
	Frame or structural supports	Ensure there are no holes, bends, cracks, weld separations or broken cross members
	Clearance/marker lights & reflectors	Ensure they work and lenses are clean and not cracked.
	Load security devices and dunnage	Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle and security devices are not being damaged.
	Left Fuel Tank Area	Ensure there are no leaks, that tank and fuel cap are secure
	Storage compartment/s	Ensure the doors open and close properly and contents are secure



SECTION 6: FORMS

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Post-Trip Annual Motor Vehicle Inspection

Effective Date: September 26, 2013 Last Rev: September 26, 2013

✓	Left Rear Wheels	
	Exhaust System	Ensure it is in good condition with no leaks. Muffler is securely attached and heat shield, if present is secure.
	Left Rear Wheels	
	Wheels	Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts) ensure wheel lugs and nuts are secure (not missing, broken or loose).
	Tires	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear. Ensure dual tires are not touching and nothing is trapped between them.
	Brakes	Check drum for obvious leaks or loose parts. Check hoses for cracks or leaves if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.
	Suspension	Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
	Slack adjusters	Refer to AIR BRAKES Section.
	Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.



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Effective Date: September 26, 2013 Last Rev: September 26, 2013

✓	Rear of Vehicle	
	Drive Shaft & Differential	Check that universal joints are free to rotate. Check for leaks.
	Rear of Vehicle	
	4-Way Emergency Flashers	Ensure they work and the lenses are clean and not cracked.
	Right/Left turn signals	Ensure they work and the lenses are clean and not cracked.
	Clearance/marker lights & reflectors	Ensure they work and the lenses are clean and not cracked.
	Brake lights	Ensure they work and lenses are clean and not cracked.
	Back-up lights	Ensure they work and lenses are clean and not cracked.
	Load Security Devices & Dunnage	Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle and security devices are not being damaged.
	License Plate & License Plate Lights	Ensure they are securely attached and insurance decal is valid. Light works and lens is clean.
	Suspension	Ensure there are no cracked, missing or broken springs, torsion bars or walking beams. No loose, missing or broken U-bolts no cracked worn or inoperative air bags. Mounts are secure.
	Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
	Doors or gate	Ensure they are securely closed.
	Mud Flaps	Ensure they are secure and do not rub on tires.



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Effective Date: September 26, 2013 Last Rev: September 26, 2013

✓	Right Rear Wheels	
	Brakes	Check drum for obvious leaks or loose parts. Check hoses for cracks or leaks if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holes. Mechanism is free of obstructions.
	Suspension	Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
	Slack adjusters	Refer to AIR BRAKES Section.
	Axle Assembly	Ensure there are no breaks, cracks, holes broken seals or bends.
	Drive Shaft & Differential	Check that universal joints are free to rotate. Check for leaks.
	Right Side of Vehicle	
	Body	Check for body damage, broken or missing rivets. Check for holes or weld separations.
	Frame/structural supports	Ensure there are no holes, bends, cracks, weld separations or broken cross members.
	Clearance/marker lights & reflectors	Ensure they work and lenses are clean and not cracked.
	Load security devices and dunnage	Ensure security devices are holding the load safely and securely. Anchor points are secure. Load, vehicle and security devices are not being damaged.



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Effective Date: September 26, 2013 Last Rev: September 26, 2013

	Right Fuel Tank Area	Ensure there are no leaks, that tank and fuel cap are secure.
	Right Rear Wheels	
	Wheels	Check rims for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts). Ensure wheel lugs and nuts are secure (not missing, broken or loose).
	Tires	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, or cuts to the cord. Check for adequate tread depth and for unacceptable or uneven wear. Ensure dual tires are not touching and nothing is trapped between them.
✓	Right Front of Vehicle	
	Storage compartment/s	Ensure the doors open and close properly and contents are secure.
	Exhaust System	Ensure it is in good condition with no leaks. Muffler is securely attached and heat shield, if present is secure.
	Doors	Ensure all operate properly.
	Steps	Check they are secure and in good condition.
	Mirrors	Ensure they are securely attached with no cracks
	Wheel	Check rim for cracks, missing pieces, bends or rust streaks (which may indicate loose wheel nuts). Ensure wheel lugs and nuts are secure (not missing, broken or loose).



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	Tire	Check inflation. Check for signs of bulges, sidewall separation, exposed or frayed belts, cuts to the cord, or foreign objects. Check for adequate tread depth and for unacceptable or uneven wear.
	Brake	Check drum for obvious leaks or loose parts. Check hoses for cracks or leaves if air brake equipped. Check that air brake chamber is securely mounted. Ensure there are no cracks, corrosion, or holds. Mechanism is free of obstructions.
	Suspension	Ensure there is no cracked missing or broken springs or torsion bars. No loose, missing or broken U-bolts. If air suspension, no cracked worn or inoperative air bags. No loose or leaking shock absorbers. Mounts are secure.
	Axle Assembly	Ensure there are no breaks, cracks, holes, broken seals or bends.
	Handrail	Ensure it is secure.
	Check your fuel cap during your pre-trip inspection.	
	Air Brakes	



Annual Motor Vehicle Inspection

Effective Date: September 26, 2013 Last Rev: September 26, 2013

	<p>Check slack adjusters as follows</p>	<ul style="list-style-type: none">• select one axle, check the pushrod travel by first setting wheel chocks releasing the spring brakes.• apply pressure to brake pedal and measure the amount of pushrod travel from brake chamber;• pushrod travel must be within manufacturer's specifications, mark the pushrod travel measurement on vehicle inspection sheet at the bottom of the sheet;• check mechanical condition and wear;• ensure that the pushrod travel on both slack adjusters is equal; when brake chamber pushrod travel is beyond manufacturer's limits, adjust according to local procedure;• even if your vehicle is equipped with automatic slack adjusters, you must check the pushrod travel;• ensure air tanks are free of any moisture.• the slack adjuster pushrod travel must be within manufacturer's specifications, mark pushrods when brakes are fully released and measure how far the pushrods travel when fully applied;• ensure the brake lights operate properly;• ensure there are no audible air leaks during application test.
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Newly Appointed Position Letter — Firefighter

Effective Date: September 26, 2013 Last Rev: September 26, 2013

[Date]

Name of Firefighter
Mailing Address
Postal Code

Re: Appointment of **[Name of Fire Department Member]** to the position of
Firefighter **[Name of Position]**

Dear:

This letter is to confirm that effective **[Date & Name of Firefighter]** is hereby appointed as a **Firefighter** **[Name of Position]** within the **[Name of Fire Department]**.

This appointment will be held for a period of **[#]** years, ending **00/00/0000**, at which point this appointment will expire. At that time the Fire Chief will review and re-appoint members.

Thank you for offering your services in this important role. Your efforts are key to our success.

Sincerely

[Name], Fire Chief

September 26, 2013



Newly Appointed Position Letter - Lieutenant

~~Effective Date: September 26, 2013 — Last Rev: September 26, 2013~~

[Date]

Name of Firefighter
Mailing Address
Postal Code

Re: Appointment of **[Name of Fire Department Member]** to the position of Lieutenant

Dear:

This letter is to confirm that effective **[Date & Name of Firefighter]** is hereby appointed as a Lieutenant within the **[Name of Fire Department]**.

This appointment will be held for a period of **[#]** years, ending **00/00/0000**, at which point this appointment will expire. At that time the Fire Chief will review and re-appoint members.

Thank you for offering your services in this important role. Your efforts are key to our success.

Sincerely

[Name], Fire Chief

September 26, 2013



SECTION 6: ~~FORMS~~
PAGE 1 OF 1

Newly Appointed Position Letter - Captain

~~Effective Date: September 26, 2013 — Last Rev: September 26, 2013~~

[Date]

Name of Firefighter
Mailing Address
Postal Code

Re: Appointment of ~~[Name of Fire Department Member]~~ to the position of Captain

Dear:

This letter is to confirm that effective ~~[Date & Name of Firefighter]~~ is hereby appointed as a ~~Captain~~ within the ~~[Name of Fire Department]~~.

This appointment will be held for a period of ~~[#] years, ending 00/00/0000~~, at which point this appointment will expire. At that time the Fire Chief will review and re-appoint members.

Thank you for offering your services in this important role. Your efforts are key to our success.

Sincerely

[Name], Fire Chief



SECTION 6: ~~FORMS~~
PAGE 1 OF 1

~~Newly Appointed Position Letter – Training Officer~~

~~Effective Date: September 26, 2013 — Last Rev: September 26, 2013 —~~

[Date]

Name of Firefighter
Mailing Address
Postal Code

Re: Appointment of ~~[Name of Fire Department Member]~~ to the position of Training Officer

Dear:

This letter is to confirm that effective ~~[Date & Name of Firefighter]~~ is hereby appointed as a Training Officer within the ~~[Name of Fire Department]~~.

This appointment will be held for a period of ~~[#]~~ years, ending ~~00/00/0000~~, at which point this appointment will expire. At that time the Fire Chief will review and re-appoint members.

Thank you for offering your services in this important role. Your efforts are key to our success.

Sincerely

[Name], Fire Chief

September 26, 2013



SECTION 6: FORMS
PAGE 1 OF 1

Newly Appointed Position Letter – Safety Officer

Effective Date: September 26, 2013 — Last Rev: September 26, 2013

[Date]

Name of Firefighter
Mailing Address
Postal Code

Re: Appointment of **[Name of Fire Department Member]** to the position of Safety Officer

Dear:

This letter is to confirm that effective **[Date & Name of Firefighter]** is hereby appointed as a Training Officer within the **[Name of Fire Department]**.

This appointment will be held for a period of **[#]** years, ending **00/00/0000**, at which point this appointment will expire. At that time the Fire Chief will review and re-appoint members.

Thank you for offering your services in this important role. Your efforts are key to our success.

Sincerely

[Name], Fire Chief



SECTION 6: ~~FORMS~~
PAGE 1 OF 1

~~Newly Appointed Position Letter – Fire Chief~~

~~Effective Date: September 26, 2013 — Last Rev: September 26, 2013~~

[Date]

Name of Firefighter
Mailing Address
Postal Code

Re: ~~Appointment of (Name of Fire Department Member) to the position of Fire Chief~~

Dear:

~~This letter is to confirm that effective [Date & Name of Firefighter] is hereby appointed as a Training Officer within the [Name of Fire Department].~~

~~This appointment will be held for a period of [#] years, ending 00/00/0000, at which point this appointment will expire. At that time the Fire Chief will review and re-appoint members.~~

~~Thank you for offering your services in this important role. Your efforts are key to our success.~~

Sincerely

[Name], Society President

September 26, 2013



**REGIONAL DISTRICT OF BULKLEY-NECHAK
FIRE/RESCUE SERVICES STANDARD OPERATIONAL GUIDELINES MANUAL**

**SECTION 6: FORMS
PAGE 1 OF 3**

Fire Department Roster And Training Record

Effective Date: September 26, 2013 *Last Rev: September 26, 2013*

VOLUNTEER FIRE DEPARTMENT - ROSTER & TRAINING RECORD FOR THE MONTH OF:

Name	First											
	Last											
Personal Information	Date of Birth											
	Date Joined FD											
	Rank											
Monthly Trainings Attended	Training Sessions Attended	(Insert Date)										
	Firefighter Orientation, Department Organization											193
Health & Safety Orientation												
Fire Department Communications												
Fire Behavior												
Firefighter PPE												
Ventilation												
SCBA 1 & 2												
Ladders												
Passed Recruit Basic Training												



**REGIONAL DISTRICT OF BULKLEY-NECHAK
FIRE/RESCUE SERVICES STANDARD OPERATIONAL GUIDELINES MANUAL**

**SECTION 6: FORMS
PAGE 2 of 3**

Fire Department Roster and Training Record

Effective Date: September 26, 2013

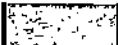
Last Rev: September 26, 2013

Name	First												
	Last												
Probationary Training Record	Building Construction												
	Fire Extinguishers (Types & Uses)												
	Ropes & Knots												
	Rescue & Extrication												
	Forcible Entry												
	Water Supply & Fire Hoses												
	Fire Streams												
	Fire Control												
	Fire Detection, Alarms, and Suppression Systems												
	Loss Control												
	Live Fire Training Scenario												
	Protecting Fire Scene Evidence												
	Fire Prevention & Education												
	Medical Certification												
Emergency Apparatus &													

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**REGIONAL DISTRICT OF BULKLEY-NECHAK
FIRE/RESCUE SERVICES STANDARD OPERATIONAL GUIDELINES MANUAL**

 Equipment Training														
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**REGIONAL DISTRICT OF BULKLEY-NECHAK
FIRE/RESCUE SERVICES STANDARD OPERATIONAL GUIDELINES MANUAL**

**SECTION 6: FORMS
PAGE 3 of 3**

Fire Department Roster and Training Record

Effective Date: September 26, 2013 *Last Rev: September 26, 2013*

Probationary Training Record	First											
	Last											
	Emergency Preparedness											
	Completion of 6 month probation											
	Fire Chief Recommendation to Pass Probation											
Officer Training	List Training Type and Date											
Signatures	Fire Chief's Signature											
	Firefighter's Signature											

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SECTION 6: FORMS

PAGE 1 OF 1

Ladder Inspection Form – Certified Technician Inspection

Effective Date: September 26, 2013 Last Rev: September 26, 2013

<u>LADDER INSPECTION FORM</u>	
<u>Ladder Type</u>	<u>Inspection Date</u>



SECTION 6: FORMS

Ladder Inspection Form – After Use and Monthly Check Sheet

Effective Date: September 26, 2013 Last Rev: September 26, 2013

Items checked	Members Initials
<u>H</u> heat sensor labels for a color change indicating heat exposure, if any heat sensor label becomes black, remove the ladder from service at once;	
heat sensor labels for a color change indicating heat exposure, if any heat sensor label becomes black, remove the ladder from service at once;	
<u>R</u> rungs for snugness and tightness;	
<u>B</u> olts and rivets for tightness;	
<u>W</u> welds for any cracks or apparent defects;	
<u>B</u> eams and rungs for: a. cracks; b. breaks; c. gouges; d. wavy conditions; or e. deformation;	
<u>C</u> heck for snugness of the halyard/cable when ladder is in the bedded position;	
<u>A</u> ssure dog assemblies work properly;	
<u>A</u> ssure pulleys turn freely	
<u>C</u> heck the condition of the ladder guides and for free movement of the fly section;	
<u>C</u> heck the halyard/cable for: a. fraying; b. burns; c. kinks; d. uneven wear; or e. other condition requiring replacement;	
<u>R</u> oof hooks rotate and lock in-place properly, if applicable to the ladder; and	
<u>B</u> utt spurs and/or rubber boots for excessive wear or damage.	



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FIRE/RESCUE SERVICES STANDARD OPERATIONAL GUIDELINES MANUAL**

SECTION 6: FORMS

PAGE 1 OF 1

Post Trip Inspection Form

Effective Date: _____ *Last Rev:* _____

Item	Satisfactory	Not Applicable	Not Satisfactory	Comments	Item	Satisfactory	Not Applicable	Not Satisfactory	Comments
Engine Compartment:					Cabinets, Hose bed, & Equipment				
Engine Oil					SCBA inspected and charged				
Coolant Level					Wheel Chalk's				
Washer Fluid					All Cabinet door open and close				
Belt tension					All slide out trays operate				
Transmission Fluid Level					All equipment accounted for				
Cab					Batteries and connections				
Master switch					Extra Hose				
Accountability board					Hose reel				
Headlights					Portable tank				
Interior Lights					Seasonal tools				
Turn Signals & Emergency Flashers					Fire Extinguishers				
Dashboard Lights					Power Saw runs and fueled				
Warning Lights					Ventilation fan operational				
Siren & Horn					First Aid Equipment				
Oil Pressure					Auto Extrication Tools accounted for and operational				
Mirrors					Flashlights				
Air Pressure buildup									
Radio Equipment Operational									
Fuel Level									
Engage & Disengage pump									
Scene lights									
PUMP Panel									
Panel Lights									
Water full									
Foam tank Full									
All valves open and close									
All exterior pump port caps tight									
Pump drained									
Primer oil reservoir full									
Tires & Brakes									
Tire Pressure									
Tire Wear									
Brakes									
Snow Chains									

Date of Inspection: _____
Vehicle Hours: _____
Inspected By: _____
Recommendations: _____

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SECTION 6: FORMS

PAGE 1 OF 1

Hepatitis A and B Waiver of Liability

Effective Date: _____ Last Rev: _____

Waiver of Liability for Hepatitis A & B

I, _____, understand the dangers of Hepatitis A and B and understand that through my volunteer work as a Fire Department Member I may come into contact with material contaminated with the viral agents which cause Hepatitis A and B. Despite these risks, and against the recommendation of the Regional District of Bulkley-Nechako, I choose not to be vaccinated against these diseases.

I, _____, the undersigned, hereby assume all risk of contracting Hepatitis A & B through my duties as a Fire Department Member even if the Regional District, its administrators, agents, employees, or any other persons, be otherwise deemed liable. I hereby release, waive and discharge the Regional District of Bulkley-Nechako, its administrators, agents, employees, or any other persons from all liability, claims, or demands associated with the contracting of Hepatitis A or B through my volunteer.

I hereby declare that the terms of this waiver have been completely read and are fully understood and voluntarily accepted **by me** this _____ day of _____, 2014

Name (Please Print): _____

Signature: _____



**Regional District of Bulkley-Nechako
Board of Directors
May 26, 2016**

To: Chair Miller and the Board of Directors
 From: Corrine Swenson, Manager of Regional Economic Development
 Date: May 17, 2016
 Regarding: Bulkley Valley Agriculture and Industrial Association - Northern Development
 Application- North West RAC

The Bulkley Valley Agriculture and Industrial Association has submitted an application to Northern Development Initiative Trust's (Northern Development) Fabulous Festivals and Events, North West Regional Advisory Committee Account. An RDBN Board resolution is required in order for the Northern Development Board to approve the application.

Bulkley Valley Agriculture and Industrial Association is requesting \$2,500 for their 97th annual Bulkley Valley Exhibition (BVX) to be used for radio, tv and newspaper advertising to increase attendance.

The BVX consists of a four day event in August which includes livestock and light horse shows, rodeos, loggers' sports, draft horse show and pull, 4-H clubs show and auction, exhibit halls, Kid's Zone, Bulkley Acres Farm, entertainment and a midway. The event draws 16,000 attendees over the four days and averages 450 volunteers. The event attracts tourists to the Bulkley Valley.

The projected 2016 budget for the Annual Fall Fair includes expenses of \$485,885 and revenue of \$487,000.

A copy of the application with attachments will be available at the Board meeting should Directors wish to review the information in greater detail.

Recommendation:	(All/Directors/Majority)
<p>That the Regional District of Bulkley-Nechako Board of Directors supports the Bulkley Valley Agriculture and Industrial Association application to the Northern Development Initiative Trust – Fabulous Festivals and Events in the amount of \$2,500.</p>	



Regional District of Bulkley-Nechako Memo – Board Agenda May 26, 2016

To: Chair Miller and the Board of Directors
From: Hans Berndorff, Financial Administrator
Date: May 6, 2016
Re: Lakes District Airport Runway Repaving

The participants in the Lakes District Airport Service are the Village of Burns Lake, Electoral Area "B" and Electoral Area "E".

Short Term Borrowing

The 2016 budget includes borrowing of \$675,000 to pay for part of the runway resurfacing project for the Lakes District Airport. A recent interpretation of existing legislation by the Ministry of Community, Sport and Cultural Development restricts local government long term borrowing to assets that are owned by the local government. Because we do not own the Airport, we cannot issue debentures or enter into a loan agreement for a term longer than 5 years. The alternative is to borrow for 5 years or less by entering into a liability under agreement with the MFA. Interest would be based on variable rates (currently 1.43%). This 5 year short term borrowing process was anticipated during the referendum and budget preparation. The loan will be repaid over five years from the annual tax requisition for the service.

The Board is being requested to authorize the RDBN to enter into a short term borrowing arrangement with the MFA for a 5 year term in an amount not exceeding \$675,000.

Capital Reserve Contribution

The 2016 budget includes \$45,000 for a contribution to the capital reserve. In the event that grant revenues do not cover the remaining amount needed to complete the project, there is the option to forgo the capital reserve contribution for 2016. In the event that enough grant revenues are received, the capital reserve contribution could go ahead as originally planned.

The Board is being requested to authorize the elimination of the \$45,000 capital reserve contribution, if needed.

Hans Berndorff would be pleased to answer any questions.

Recommendation:

(all/weighted/majority)

1. That the memorandum from the Financial Administrator, dated May 6, 2016 regarding the Lakes District Airport Runway Repaving Project be received;
2. That a liability under Section 175 of the Community Charter be authorized in an amount not exceeding \$675,000 (Six hundred and seventy-five thousand dollars and zero cents) for a term not exceeding five years with no provisions for renewal, to provide a grant to the Lakes District Airport Society for resurfacing the runway; and,
3. That the Board authorizes the elimination of the planned \$45,000 contribution to the capital reserve for 2016, if needed.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

**FROM: Wendy Wainwright
Executive Assistant**

DATE: May 18, 2016

**SUBJECT: Items to be brought forward to the public agenda from Special
(In-Camera) Meeting**

As per the Regional Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting:

April 28, 2016

I.C.2016-4-5

“That the Regional District of Bulkley-Nechako Board of Directors appoint Melany de Weerd as its Acting Chief Administrative Officer for the period of July 1 to December 31, 2016.

CARRIED UNANIMOUSLY

Recommendation: (All/Directors/Majority)

That the Regional District of Bulkley-Nechako Board of Directors ratify release of the above motion as written from the Special (In-Camera) meeting.



Regional District of Bulkley-Nechako Memo – Board Agenda May 26, 2016

To: Chair Miller and the Board of Directors
From: Hans Berndorff, Financial Administrator
Date: May 17, 2016
Re: Proposed new RDBN Service - Smithers and Area Victim Services

The current funding arrangement for Smithers Victim Services is 50% by the Province and 50% by local government. For 2016, the Town of Smithers funded \$26,000 and the Village of Telkwa funded \$2,500. This is less than the \$35,640 needed to reach 50%, resulting in a curtailment of service. Electoral Area "A" is not currently a funding partner.

Following a request by the Town of Smithers and a subsequent meeting with representatives from Smithers, Telkwa and the Northern Society for Domestic Peace who operates Smithers Victim Services, Director Fisher has requested that an RDBN service be established using an Alternative Approval Process to obtain public approval.

- | | |
|--|--|
| • Participating Area | Town of Smithers, Village of Telkwa and Area "A" |
| • Basis of Taxation | Land and Improvements |
| • Apportionment among the Participants | Converted Value of Land and Improvements |
| • Tax Limit | \$45,000 |

Based on 2016 property assessments, the tax limit of \$45,000 results in a residential property tax rate of \$0.0245 per \$1,000 (\$2.45 on a \$100,000 property).

The Board is being requested to give three readings to bylaw no. 1776 further in the agenda.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the memorandum from the Financial Administrator, dated May 17, 2016 regarding the establishment of a service to fund Smithers and Area Victim Services be received.



Regional District of Bulkley-Nechako Memo – Board Agenda May 26, 2016

To: Chair Miller and the Board of Directors
From: Hans Berndorff, Financial Administrator
Date: May 17, 2016
Re: Service Revenues by Agreement –Sunset Beach

Sunset Beach is located on the Nadleh Whut'en First Nation Reserve and consists of lakefront properties on Fraser Lake that are primarily leased out as vacation properties.

Starting in 1999 and continuing to date, the RDBN has a service agreement to provide the following services to Sunset Beach properties for a fee equivalent to taxes paid by properties in the respective service areas not on the Reserve:

- Fort Fraser Fire Protection
- Weed Control
- Fraser Lake Library
- Fort Fraser Community Hall
- Solid Waste Disposal
- Fraser Lake TV & Radio Rebroadcasting
- Fort Fraser Cemetery
- 9-1-1 Emergency Telephone Response

Upon reviewing the service establishment bylaws for the above services, it came to our attention that not all of them expressly provide for revenues received by way of agreement. Our initial inquiry with the Ministry of Community, Sport and Cultural Development indicated that this would not likely be an issue because the properties are outside of the service areas for which costs are recovered primarily by taxation. Upon further discussion, the Ministry said that it would prefer that, for clarity, the service establishment bylaws be amended to include revenues received by agreement. Public approval would not be necessary for these amendments. The following bylaws are included further in the agenda for three readings:

- Bylaw 1772 – Weed Control
- Bylaw 1773 – Fort Fraser Community Hall
- Bylaw 1774 – Fort Fraser Cemetery
- Bylaw 1775 – Fraser Lake Library
- Bylaw 1777 – Fort Fraser Fire Protection

The service establishment bylaws for solid waste disposal and 9-1-1 service already include revenues by agreement as one of the cost recovery methods. Fraser Lake TV Rebroadcasting was established by Supplementary Letters Patent and must first go through a bylaw conversion process at a later date.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the memorandum from the Financial Administrator, dated May 17, 2016 regarding amending service establishment bylaws to include revenues by agreement be received.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

**FROM: Cheryl Anderson
Manager of Administrative Services**

DATE: May 17, 2016

SUBJECT: RDBN Officers Bylaw - Amendment

Following a review of "Regional District of Bulkley-Nechako Officers Bylaw No. 1594, 2011," a legal opinion was sought in regard to the powers, duties, and responsibilities assigned to the Corporate Administrator.

The current bylaw states as follows:

- 2.2 The Corporate Administrator is assigned the powers, duties and functions set out in Section 198 of the *Local Government Act*, and such other powers, duties, and functions deemed necessary by the Board from time to time and:
- (a) the authority to assign powers, duties, and functions to any officer or employee of the Regional District; and
 - (b) the authority to appoint a person as a deputy of an officer or a person to act in the place of the officer if the officer is temporarily unable to act or is temporarily incapacitated.

The legal opinion indicated that since the power to appoint an officer resides with the Board and cannot be delegated (Section 229 of the LGA), and since the power to appoint that person's deputy springs from another Act (Section 23 of the Interpretation Act) and is included within the power to appoint the officer, that a Board resolution would be required and is something that cannot be delegated. It was recommended that subsections (a) and (b) of the bylaw be removed.

Bylaw No. 1778 is included for consideration further in the agenda.

RECOMMENDATION: (All/Directors/Majority)

That the Regional District of Bulkley-Nechako Board of Directors receive the memorandum from Cheryl Anderson, Manager of Administrative Services titled "RDBN Officers Bylaw - Amendment."

March 29/16
 CAO/CEO Forum
 Victoria, B.C.

Linda Reimer, Parliamentary Secretary to Ministry of Community Sport & Cultural Development

- Grants to 28 Comm – Cariboo \$4 M for aquatic centre
- Election Act Review (i.e. Expense limits)
 10,000 population or less – flat rate plus 10,000 population or less per capita
- Online
- 189 Local Government in BC

Frank Leonard Chair, Former Mayor of Saanich

Fountain Tire – Tire Store Manager - Family business

- brings business experience To ALC
- Changing man. And govt
- Will be getting out to communities
- Teaches business Management
- New CEO past CAO of Pitt Meadows
- Follow Land Comm. Act – new legislation
- Trying to make it work
- Goal is preserve agriculture land
- Bigger budget
- Need OCP's to be in part with ALC
- ALR 5% of BC
 Range crops - 2.7%
 Prime – 1.1%
 Ag land in ALR
- Loss of agriculture land across Canada
- ALR ha
 North 49%
 Okanagan 5%
 Isl – 3%
 Interior – 33%
 Kooteny – 8%
 South Coast

Bill 24 – 2 zones

Sept 2014

- Economic, culture & social values
- Regional & community planning – objective
- Other prescribed considerations
- 19 members – 2 meetings – per year
 Exec – 6 members
 Executive deals with reconsiderations or oversights

Chair – refers all appl. to region panel

- Exec. Comm.
- Reviews all panel
- Decision within 60 days

- Re-affirms decision
- Directs EC to reconsider

Chair has opportunity. if doesn't meet act, policies can make a call

- Pulled trigger last year re 8 of 100
- Others were dealt with by panels

2015 Reg.

- Medical marihuana permitted
- Farm retail permitted
- 2 compliance officers now to be increased to 6
- 33% inc. in budget \$1.1 M
- Want staff out in Prov. Not just Burnaby
- Applications. Fees inc.
 - o Zone 1-\$1,500 I.g. \$300
 - o Zone 2 - \$900 I.g. \$300
- Starting Apr 1st decision 60 days, past 2 years
- If it takes more than 90 days get appl. Fee back

East Kootenay – delegated agreements

Ans. – open to it (Agreement in Peace)

RD would be panel & Chair of ALC would review

Bill – thank you for coming to RDBN

- Process – RD engages with applicants - & that applicants understand

Ans – week in Peace, haven't been to RDBN & Kootenays

- Don't want to just meet with RD's, incl. industry Groups

Peace River – ½ applications Come from North – any support for North?

Ans – discussed getting out in Prov – face to face

- 60 day turnaround
- Not there or won't happen in year
- In RD office? Not sure
- Same as "core ser. Reviews"

Question – 8 sent back?

Answer – were in North and were overturned

Question – fee inc. and not inc. to local government

Answer – feed does not cover cost

- for 60-90 turnaroun

Comox – any trends?

Answer – so few exclusions

- lots of subdivisions (family)
- not seeing viable uses
- close to agri-tourism permissions

Core Review

- bottom-up

Paul Thorkelsson, District of Saanich

- operational efficiency review
- same as "core service reviews"

- Cost lot of money – question outcome
- Fully engaged – inc CUPE. Man. and politicians
- Core review can pull org. apart
- RD's is core service or not
- Costs are massive \$750,000 – \$1 m
- Can be distasteful
- Importance re community involvement
- Dir. saw independence
- Intent is streaming serv. Cost efficiencies
- Did staff interview of all employees
- Engaged prof. in fields
- Took 2 years to do
- Took lots of resources and commitment
- Recommend broad and far reaching – 500
- Tried to id gaps-had to add resources
- \$1 m savings
- 250,000 avoided costs
- Lessons – amazing capacity in org. to change

Q – were municipalities involved

Ans – treated as stakeholder

- Used survey tool re depts..

Q - hit highlights re savings

Ans – diesel to nat. gas \$250,000-\$300,000 savings

Q – annual service view?

A- budget in-depth - planning on-going

Bill – what was impact re staff lev

Ans - Same, shifted empl.

Q – impact re staff morale

Ans- certain amount of suspicion

Once started realized they were being heard

FCM President, Raymond Louie

- BC RD's unique
- 2000 members
- 3.4 b – trans
- 2 b – clean water
- Rural broadband
- \$75 M – climate action
- Change from 1/3 to 50/50
- Rising to the moment
- Presentation to feds
- 8 cents per \$1 to loc-gov
- \$126 B deficit

Bill – curious, new fed gov.- will there be more engagement by feds. at FCM?- Prime Minister is expected to be there.

- Min. coming to FCM

Peace River RD – do you deal with provincial issues?

FCM – no, national body

Q – thank you, homelessness FCM initiatives, help lobbying for funding – not eligible

Ans-didn't get what we wanted

- Transit, infrastructure & transportation
- Agreed to provide funding for shelters in place
- \$200 m for additional funding 50/50
- Seniors funding
- Need to create National Homelessness budget – addressing that

AI Richmond – interesting to hear different points of view

- Thank you to Janis & CAOs

UBCM – thank you Raymond

- Fed – Min. showing up
- Talked to Min. re: changing format for everyone to benefit
- Clean, water & ww. & transit 50/50 funding
- Will follow up with Fassbender
- Collectively strong
- Fire services act last year
- Prov changed direction

Rural Dividend - \$75 M over 3 years

25,000 or less

- Very little discussion re UBCM – concern re lack of engagement
- Donna Barnett cancelled Thursday
- Emergency Act review – Apr 22
- Consultation date expansion

*Copy UBCM re RDBN response

- RCMP – dna testing – Local Government 63%
- \$700,000 Vancouver
- Dawson Creek - \$25,000
- only other Prov. is Nova Scotia
- additional other policing costs

Prov. will approach local government 5000 pop or less re: funding formula

MMBC – Allen Langdon – update

Auditor General – Gordon Ruth

- Performance audits
- Don't do financial audit
- Not complaints office

Auditor Report

- Share strength & areas for improvements
- Perspectives booklets-
- - designed to assist
- 20 reports released – 16 perf. Audits & 4 perspectives

Q – audits re: water, does it include Improvement Districts

A – yes

Off Road Vehicles Act

Vera Vukelich

- off-rd. vehicle Act

64,000 & registered

- RCMP can stop, inspect \$5,000 fine & 6 month jail time
- Officers may give out violation tickets
- ICBC may not issue if outstanding ticket amounts

Q- what about Albertans coming here-
enforcement – RCMP

Legal Update

Integrity Commissioner in BC?

- Mandate Codes of Conduct
- London Mayor Joe Fontana – fraud

Rob Ford – Toronto

BC – Prince George – Brian Skakun IC – confidential info leaked

Pt. Coquitlam – Mayor Scott Young – assault of girlfriend

Charter 101-103

Conflict of interest

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Elected Officials Behavior

- Bullying

Censure Motion – Barnett v. CRD

- Can control behaviour
- Can sensor directors
- Procedural fairness is required
- Notice
- Board memo
- Opportunity to be heard

Censure Process

- Staff vs. elected official
- Director vs. director
- Cumbersome
- Costs, lawyers
- Not always effective
- Limited viable outcomes

Q- release of I.C. – how do you prove it

Q – tried it & failed after 3 months

Q- Central Okanagan went through this – moderately effective censor process

- Value was public embarrassment
- Took months and was disruptive

- 1 year of fooling around
- Could have used an integrity commissioner
- What about false claims & false allegations?

Ontario has appointed Integrity Commissioner

- Reprimand 90 days
- pay suspension
- 422 Ontario Local Govt – 45 have Integrity Commissioner – 2004 1st Integrity Commissioner In Toronto
- Provides advice re: conflict of interest
- Educate politicians

New Community Charter Provision

- Stat. censor motion
- Disqualification
- Allow adoption of enforceable Boards Code of Conduct

Gord Anderson – Fire Commissioner’s Office

Fire Safety Act

- Inspections – RDs
- No new reg. to insp.
- Silent re: act
- Still retain power to do inspections if so choose

Fire Commissioner – appoints L AFC

- Fire chief is that

RD has to put that in writing

- Appt. under the Act – investigate that
- fire cause and report – online

Not going to use L AFCs * now – loc. Govt can appoint directly

- Has to meet training standard

Compliance & Monitoring

- Owner self-assess
- Risk based approach
- Could be corner store or higher level is a mill
- Applies only to municipalities

Do not apply

- No access re: fees (charge for inspection)

Admin Penalties

- Order by inspect. – L AFC
- New act – by appts
- Can penalize for non-compliance – OFC
- Owner can as for appeal through OFC

Evacuations

- Tactical
 - o ie. Gas leak or fire in building

- If it is bylaw

Preventative Evac

- Only through OFC (unsafe building)
- Squatter in building – owner must secure
- Min Fire Training Stan. “Playbook”

What about private industry with fire truck. (entity) bound by legislation

- Their own responsibility – not RD responsibility

Emergency Program Act Update

EPA – since 1993

Discussion paper – feedback April

Next Steps – not sure yet

Gordon.Sharpe@gov.bc.ca 250-952-4854

Bylaw re: level of service for fire departments

Bill – Emer. Prep. Re: Agri industry – fed. Doc. Resp. fed. 1 Prov

RD Innovations – Carol Mason, CAO GVRD

Sewage & Drainage Dist.

50% of Pop. 47% rest of Prov.

Framework for a Regional Prosperity Initiative – GVRD

- Past attempts failed
- Chair’s Task Force on Reg. Econ.

April 27th Forum

- Bus. Leader
- EDOs
- Denver
- Then form interim steering Committee
- - develop Terms of Reference gov., funding & timeline

National Zero Waste Council

- Reduction of waste
- Will try to use same model
- Prov. Is missing from this model

Cultus Lake Service

Nuts & Bolts

- Director Suffered stroke – wont resign
- Alt. covered
- CAO – Min – Kootenay Bd
- Sec. 204
- Want LGA amended re: Sec 2 – up to Board
- Concern re: Alternate Director – not elected
- Alternate Director – very odd entity

- A director too busy & alt was activist
- New director was disruptive
- See that alt is chosen that reflects director's opinion
- Electronic have allowed for dissolving alt-dir.
- Alt. dir. Should be via vote

The following PowerPoint Presentations are included in the Reading File and are available upon request:

- Regional Prosperity Initiative
 - Carol Mason, Commissioner/Chief Administrative Officer, Metro Vancouver
- Emergency Management BC – Fire Safety Act Playbook – Training Standard Emergency Program Act
 - Gordon Anderson, Fire Commissioner, EMBC
- Young Anderson – Do B.C. Local Governments Need an Integrity Commissioner?
- Auditor General for Local Government – Update 2016/17
- Pension Perspectives: The Challenge of Fixed Income
- Global Geopolitical Overview
 - Angelo Katsoras, Geopolitical Analyst
- Local Governments in the 21st Century: What are the Funding Options?
 - Enid Slack, Institute on Municipal Finance and Government
- Multi Material BC – MMBC Program Update
 - Allen Langdon, Managing Director
- BC's Agricultural Land Commission

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REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Chairperson Miller and Board of Directors (May 26, 2016)
From: Janine Dougall
Director of Environmental Services
Date: May 9, 2016
Subject: Manson Creek Landfill – Operations Contract

Lepka Holdings Ltd. has held the Manson Creek Landfill Operations Contract since 2006, following a Tender process where the only bid received by the RDBN was from Lepka Holdings Ltd. Due to reasonable cost increases and the good work provided by Lepka Holdings Ltd. the contract has been extended on multiple occasions, both at the request of the RDBN and Lepka Holdings Ltd. The last extension was for a 1 year period (2015) as the RDBN was in the process of completing upgrades to the facility that would ultimately change the operational requirements of the contract.

The original scope of work associated with the contract which is to be completed during the months of June through October includes:

- o Excavation of trench to bury refuse;
- o Clearing the landing area of disposed refuse;
- o Compaction and covering of refuse;
- o On-site litter pick-up.

The upgrades that were completed in 2015 at the Manson Creek Landfill included the installation of a new electric fence and gate system for minimizing bear access to the facility. This has resulted in the need to add the following to the description of work for the site:

5. Fence and Gates

(a) Installation and relocation of electric fencing and gates shall be the responsibility of the Owner. However, the Contractor shall be responsible for maintaining and operating the fencing and gates.

(b) The Contractor shall replace or repair all fencing and gates supplied by the Owner if removed or damaged by the Contractor during the Term of the Contract.

(c) At a minimum frequency of once per month the Contractor shall make an inspection of the fence line and charger system and shall report in a log book and notify the Owner any concerns or observed changes associated with the fence and or gates. This includes signs of digging at the perimeter, damage to the fence, or voltage readings less than 6,000 volts. A voltage reading of below 6,000 volts and any possible reasons for low voltage shall be reported to the Owner immediately.



(d) The fence is to be electrified as soon as the snow is below the bottom strand of the fence and/or between June 1 and October 31 of each year of the Contract. These times may be extended if active bear activity is occurring, under direction from the Owner.

(e) The Contractor shall ensure all vegetation along the perimeter of the electric fence line is cleared (to a minimum of 1.0 m distance on either side of the fence line) at all times to prevent electrical shorting in the fence, and that all warning signs on the fence are in place and legible.

Lepka Holdings Ltd. has agreed to the requirements for the additional work associated with the electrified fence and gates without changing the contract value that was paid for the 2015 year (\$13,000 excluding GST). Lepka Holdings Ltd. is interested in a 3 year contract extension, with inflationary adjustments made to the 2nd and 3rd year annual payment amounts based on changes to the British Columbia Consumer Price Index.

RDBN staff feel that this is a reasonable cost increase and as such staff recommend that a Contract extension for the operation of the Manson Creek Landfill for the time period of June 1, 2016 to October 31, 2018 be awarded to Lepka Holdings Ltd. Further that the payment terms would be as follows:

The Regional District agrees to pay the Contractor during the term of the Contract the following amount outlined as follows:

- i. The lump sum amount of \$13,000 (excluding GST) for the term of the Contract from June 1, 2016 to October 31, 2016 during which the Work was satisfactorily performed. Payment shall be provided by the Regional District on the 15th day of the November, 2016 following receipt of an invoice from the Contractor.
- ii. In June of each year, during the Term of the Contract, beginning in 2017, an annual inflationary adjustment will be calculated and added to the previous year lump sum payment amount. The calculated inflationary adjustment will be based upon the change in the British Columbia Consumer Price Index from January 1 to December 31 of the previous year.



RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Manson Creek Landfill – Operations Contract" and dated May 9, 2016.
2. Further, that the Board of Directors award a Contract extension for operation of the Manson Creek Landfill, which includes the additional requirements associated with the electrified fence and gates, from June 1, 2016 to October 31, 2018 to Lepka Holdings Ltd. and that the payment terms would be as follows:
 - i. The lump sum amount of \$13,000 (excluding GST) for the term of the Contract from June 1, 2016 to October 31, 2016 during which the Work was satisfactorily performed. Payment shall be provided by the Regional District on the 15th day of the November, 2016 following receipt of an invoice from the Contractor.
 - ii. In June of each year, during the Term of the Contract, beginning in 2017, an annual inflationary adjustment will be calculated and added to the previous year lump sum payment amount. The calculated inflationary adjustment will be based upon the change in the British Columbia Consumer Price Index from January 1 to December 31 of the previous year.

Respectfully submitted,

A handwritten signature in blue ink that reads "Janine Dougall".

Janine Dougall
Director of Environmental Services



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
May 26, 2016**

To: Chair Miller and the Board of Directors
 From: Elaine Wiebe, Environmental Services Assistant
 Date: May 9, 2016
 Regarding: Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Actions Survey 2015

The Climate Actions Survey will be submitted to the Ministry of Community, Sport and Cultural Development on May 27, 2016, from which the attached report was generated. The report outlines measures the RDBN undertook in 2015 to reduce carbon emissions and move towards carbon neutrality. As per our reporting requirements for the 2015 CARIP grant, this report is hereby being made public prior to the deadline of June 1, 2016.

RECOMMENDATION:	(All/Directors/Majority)
<p>That the RDBN Board of Directors receive the Environmental Services Assistant's May 9th memorandum titled, "Climate Action Revenue Incentive Program (CARIP) Public Report 2015".</p>	

Respectfully yours,

Elaine Wiebe

Climate Action Revenue Incentive (CARIP) Public Report for 2015

Local Government:
Regional District of Bulkley-Nechako



Report Submitted by:
Name: Elaine Wiebe
Role: Environmental Services Assistant
Email: elaine.wiebe@rdbn.bc.ca
Phone: 250-692-3195

Date: May 2016

The Regional District of Bulkley-Nechako has completed the 2015 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2015 and proposed for 2016 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality. There is also an opportunity to report on climate adaptation actions.

2015 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2015	
<input type="checkbox"/>	Distributed the Sustainable Rural Land Development Checklist.
<input type="checkbox"/>	Initiated the process to review the Official Community Plan for Electoral Areas B & E.
Community-Wide Actions Proposed for 2016	
<input type="checkbox"/>	Initiation of the process to develop a region-wide land use strategy.
<input type="checkbox"/>	Finish reviewing the Official Community Plan for Electoral Areas B & E.
<input type="checkbox"/>	Continue to distribute the Sustainable Rural Land Development Checklist document.

Corporate Actions Taken in 2015	
<input type="checkbox"/>	
Corporate Actions Proposed for 2016	
<input type="checkbox"/>	

Snapshot Questions	
Are GHG reduction targets included in your local government's Official Community Plan or Regional Growth Strategy?	Yes
Are you familiar with the Community Energy and Emission Inventory (CEEI)?	Yes
Does your local government use the Community Energy and Emissions Inventory (CEEI) to measure progress?	No
Which of the following does your local government use to guide climate action implementation? <ul style="list-style-type: none"> • Community Energy and Emissions (CEE) Plan • Climate Action Plan • Integrated Community Sustainability Plan • Official Community Plan (OCP) • Regional Growth Strategy (RGS) • Other: 	Yes Yes Yes Yes No No
Does your local government have a climate action reserve fund?	Yes
Does your local government have a Corporate Climate Action Plan?	Yes

2015 BUILDINGS AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2015	
	Funded numerous community energy upgrades with Gas Tax Community Works funds.
Community-Wide Actions Proposed for 2016	
	Continue to work with community groups to realize energy efficiencies at their facilities.

Corporate Actions Taken in 2015	
	Replaced all exterior lighting at the Bulkley Valley Pool with LED bulbs. Also added onto the Distribution Digital Control (DDC) system (main air handling unit and heat system) by expanding it to the fitness and multi-purpose rooms. The control allows for setting controls automatically based on outside air temperatures and ratios, thus using less energy. The saturated exterior building insulation and stucco (at seams) has also been replaced, which helps with heating and cooling as well.
Corporate Actions Proposed for 2016	
	Explore the possibility of energy efficiencies at transfer stations with LED lighting.
	Continue to upgrade lighting at the BV Pool, looking at the pool natatorium lights. Also planning to upgrade hot water system to save energy output. Add to the DDC system by installing a controller to the main pool boiler.

2015 ENERGY GENERATION ACTIONS

Energy Generation

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2015	
	Worked with a community church in Burns Lake to install a heat pump in their system to make it more efficient.
	Worked with various community groups looking for green energy choices.
Community-Wide Actions Proposed for 2016	
	Continue to work with community groups to acquire funding and make older facilities more efficient.

Corporate Actions Taken in 2015	
Corporate Actions Proposed for 2016	

Snapshot Questions	
Is your local government developing, or constructing a district energy project?	No
Is your local government operating a district energy system?	No
Is your local government developing or constructing a renewable energy project?	No
Is your local government operating a renewable energy project?	No
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit (insert link here)?	Yes

2015 GREENSPACE/ NATURAL RESOURCE PROTECTION ACTIONS

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2015	
<input type="checkbox"/>	
Community-Wide Actions Proposed for 2016	
<input type="checkbox"/>	

Corporate Actions Taken in 2015	
<input type="checkbox"/>	
Corporate Actions Proposed for 2016	
<input type="checkbox"/>	

Snapshot Question	
Does your local government have urban forest policies, plans or programs?	No

2015 SOLID WASTE ACTIONS

Solid Waste

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2015	
	Provided direct funding to local community based recycling groups to support waste reduction initiatives.
	Helped expand recycling at Houston Bottle Depot by adding in plastics. MMBC depot operations were implemented in both Burns Lake and Smithers.
	Continued promoting backyard composting with the sale of subsidized composters.
Community-Wide Actions Proposed for 2016	
	Implementing a cardboard ban for the landfills.
	Continued promotion of backyard composting.

Corporate Actions Taken in 2015	
	Additional landfill closure work completed at the Vanderhoof site. Top dressed the area and brought in additional top soil. Grass seed added.
	Wetland plant augmentation (increased carbon intake) at Knockholt Landfill.
	The RDBN took over operations at two landfills in our region. This included the purchase of new fuel efficient equipment.
Corporate Actions Proposed for 2016	
	Developing a portable recycling station for events at our facilities.
	Review of Solid Waste Management Plan.
	Remaining closure works at Vanderhoof Landfill site.
	Adding hybrid power to weigh scales at Knockholt and Clearview Landfills.

Snapshot Questions	
Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Does your local government have organics reduction/diversion policies, plans or programs?	Yes

2015 TRANSPORTATION ACTIONS

Transportation

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2015	
Community-Wide Actions Proposed for 2016	

Corporate Actions Taken in 2015	
	Research process before purchasing any vehicles, to ensure we are making the best choices in terms of needs and fuel consumption.
	Policy regarding staff carpooling when traveling to conferences, seminars and meetings continues to be in force.
Corporate Actions Proposed for 2016	
	Development of an anti-idling policy for RDBN vehicles and education for the public regarding benefits of reduced idling times.

Snapshot Questions	
Does your local government have policies, plans or programs to support: <ul style="list-style-type: none"> • Walking • Cycling • Transit Use • Electric Vehicle Use • Other 	No No No No No
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	Yes

2015 WATER AND WASTEWATER ACTIONS

Water and Wastewater

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2015

	Water restriction notices were distributed to residents in the unincorporated community of Fort Fraser.
--	---

Community-Wide Actions Proposed for 2016

	Distribute a notice to all residents regarding ways to be "water-wise", i.e. minimize water usage, best times to water lawns, etc.
--	--

	Review existing studies regarding water system and develop plan for completing studies necessary for infrastructure grant application.
--	--

Corporate Actions Taken in 2015

	A number of water distribution leaks were repaired in Fort Fraser. This will reduce water demand and pump operation.
--	--

Corporate Actions Proposed for 2016

	Desludging the lagoon at Knockholt Landfill. This will improve the operation and efficiency of the leachate/septage treatment system.
--	---

Snapshot Questions

Does your local government have water conservation policies, plans or programs?	
---	--

	Yes
--	------------

2015 CLIMATE CHANGE ADAPTATION ACTIONS

Climate Change Adaptation

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can involve both “hard” and “soft” solutions, including: changes in infrastructure engineering, planning, zoning, bylaws, and public education.

Community-Wide Actions Taken in 2015	
	A sustainability newsletter with green ideas and tips, along with earth-friendly recipes and ideas was distributed throughout the region on a bi-monthly basis. This also inspired a spin-off sustainability Facebook page.
Community-Wide Actions Proposed for 2016	
	Continue to promote sustainable living through the newsletter and other related public education.

Corporate Actions Taken in 2015	
Corporate Actions Proposed for 2016	

Snapshot Questions	
Are you aware of the Plan2Adapt guidance page on the <i>BC Climate Action Toolkit</i> ?	Yes
Are you aware of the <i>Preparing for Climate Change, An Implementation Guide for Local Governments in BC</i> on the <i>BC Climate Action Toolkit</i> ?	Yes
Have you visited the climate change adaptation guidance page on the <i>BC Climate Action Toolkit</i> ?	Yes

2015 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Community-Wide Actions Taken In 2015	
Community-Wide Actions Proposed for 2016	

Corporate Actions Taken in 2015	
Corporate Actions Proposed for 2016	

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide reduction or adaptation activity that your local government has undertaken and that has had a significant impact or has the potential to have a significant impact. Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Community-Wide Innovative Action	
Corporate Innovative Action	

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the appropriate box below.

Programs and Funding	

2015 CARBON NEUTRAL REPORTING

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2015? (Yes/No)	Yes
If your local government measured 2015 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	667
If your local government measured 2015 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	5
TOTAL A: CORPORATE GHG EMISSIONS FOR 2015	672 tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake Option 1 Projects (GCC-supported)
- undertake Option 2 Projects (alternative) community GHG emissions reduction projects that meet project eligibility requirements
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2015 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	
Low Emission Vehicles	
Avoided Forest Conversion	
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2015	tCO₂e

If applicable, please report the names and 2015 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2015	tCO₂e

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2015 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER	REDUCTIONS
TOTAL D: OFFSETS PURCHASED FOR 2015	tCO₂e

TOTAL REDUCTION AND OFFSETS FOR 2015 (Total B+C+D) = tCO₂e

Corporate GHG Emissions Balance for 2015

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2015 = (A – (B+C+D)) = tCO₂e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.
CONGRATULATIONS!**

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory. Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 - Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 - Measurement: for local governments who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI)

Level 3 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

Based on your local government's 2014 CARIP Public Report, please check the GCC Climate Action Recognition Program level that best applies:

Level 1 - Progress on Charter Commitments	
Level 2 - Measurement	x
Level 3 - Achievement of Carbon Neutrality	
Not Sure	



Regional District of Bulkley Nechako
 Planning Department Board Report
Application No. 1188 – Subdivision within the ALR
 May 11, 2016

APPLICATION SUMMARY

Name of Applicants: Jim and Susan Peebles

Electoral Area: E

Subject Property: Lot 1, Block B, District Lot 5333A, Range 5, Coast District, Plan 8418 Except Plan 12760

Location: The subject property is located on Colleymount Road, north of Francois Lake, 25 km southwest of the Village of Burns Lake.

Proposal:

The purpose of this application is to allow the ±24 ha. subject property to be subdivided in four parcels for the applicant's daughters.

According to our mapping, Proposed Lot 1 is approximately 4.7 ha. in size. Proposed Lot 2 is approximately 6.42 ha. in size. Proposed Lot 3 is approximately 4.4 ha. in size. Proposed Lot 4 is approximately 8.8 ha. in size.

O.C.P. Designation: Agricultural (Ag) in Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1514, 2009.

Zoning: Not Zoned

Existing Land Use: Residential, Recreation Residential and agriculture

Agricultural Capability:

Based on Canada Land Inventory mapping:

76% of the Subject Property is

100% Class 6 limited by topography

24% of the Subject Property is

100% Class 3 limited by climate

Class 3 Land is capable of producing a fairly wide range of crops under good

management practices. Soil and/or climate limitations are somewhat restrictive.

Class 6 Land is non-arable but is capable of producing native and or uncultivated perennial forage crops.

Previous Applications:

No. 43 Fractional parts of Block B, District Lot 5333A, Range 5, Coast District.
Remainder of Block B, District Lot 5333A, Range 5, Coast District

Subdivide the selected parcel/property for recreation, Camping Fishing, etc. (1975).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approved

No. 732 Block B, District Lot 5333A, Range 5, Coast District

Application to exclude that portion of Block B, District Lot 5333A, Range 5, Coast District lying south of Colleymount Road (1989).

Staff recommendation:	Denial
Regional Board recommendation:	Denial
A.L.C. Decision:	The A.L.C. denied the exclusion of the property. The Commission did, however, allow the subdivision of three parcels of approximately equal acreage from that portion of the subject property which lies south of Colleymount Rd.

Surrounding Applications:

No. 43 Fractional parts of Block B, District Lot 5333A, Range 5, Coast District.
Remainder of Block B, District Lot 5333A, Range 5, Coast District

Subdivide the selected parcel/property for recreation, Camping Fishing, etc. (1975).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approved

No. 211 Block B, Lot 5333A, Range 5, Coast District

Application to exclude an 83.4 acre parcel of land described as Block B, Lot 5333A, Range 5, Coast District (1978).

Staff recommendation:	Denial
Regional Board recommendation:	Denial
A.L.C. Decision:	Denied

No. 120 District Lot 1030, Range 5, Coast District except Plans 9073, 11961 and 13942.

Application to subdivide a 5 acre parcel from the subject property. The proposed lot is located on a rock bluff (1976).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approved

No. 918 District Lot 1030, Range 5, Coast District except Plans 9073, 11961 and 13942.

The owner has applied to subdivide the subject property into four lots ranging in size from ± 4.86 ha to ± 13.27 ha. In December of 1975 the Nicholsons inherited this property from their father. The sons and daughters formed Nadina Investments Ltd. (1999).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Denied

No. 196 District Lot 1031, Range 5, Coast District

Application to subdivide four lots of 5 acres (1978).

Staff recommendation:	Denial
Regional Board recommendation:	Denial
A.L.C. Decision:	Denied

No. 304 District Lot 1031, Range 5, Coast District

Application to subdivide a 20 acre lot (1979).

Staff recommendation:	Denial
Regional Board recommendation:	Denial
A.L.C. Decision:	Denied

No. 1106 District Lot 1031, Range 5, Coast District, except Parcel A (604091) and except Plans 4103, 4468 and PRP13942.

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To allow the subdivision of the property into two parcels as divided by Colleymount Rd (2005).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approved, subject to the remainder having access to water from Francois Lake.

No. 694 District Lot 4526, Range 5, Coast District

Application to subdivide two parcels of four ha along the westerly boundary of the aforementioned 64.8 ha property (1988).

Staff recommendation:	Denial
Regional Board recommendation:	Approval
A.L.C. Decision:	Approved

No. 1047 District Lot 949, Range 5, Coast District, Except Plan PRP13942

The purpose of this application is to subdivide a ± 1.2 ha (± 3.0 acre) parcel from the ± 16.5 ha (± 40.91 acre) parent property. The proposed parcel contains an inactive gravel pit and is intended to provide a residence for one of the owners' children, who is moving back to the area to help out with the farm operation (2007).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approved

REFERRAL COMMENTS

Ministry of Agriculture

Thank you for the opportunity to comment on the ALC application submitted by Jim and Susan Peebles.

I was unable to visit this subject parcel in person, therefore I can comment on the information I have at hand and some general knowledge of the current and previous agriculture activities in and around the Colleymount area. This area is widely variable for soil-based land capability from small pockets of CLI Rating Class 3 (good) to 7 (non arable) often within a very short distance of each other.

In the application it is stated by the owners that the subject parcel is "not good agriculture land for farm use", but I understand that the parcel is leased to a local

rancher who seasonally grazes livestock on this parcel, and therefore the subject parcel does have farm status; this demonstrates that there is at least some (soil based) basic agricultural capability and therefore net positive contribution to agriculture production.

I agree with the applicants observations that surface water flow is not dependable, and complicated by direct southern aspect particularly with the last two drought-condition summers we have had in this Region, lower than normal snowpack levels, and higher early spring temperatures.

It is commendable that the owners are considering future family matters by way of this proposal, but in the most basic sense, intact larger agriculture parcels regardless of their (in this case mixed) CLI Soil Capability Rating, maintain future land agriculture use and farm management options versus smaller parcels. Further, increased residential use established within agriculture areas often can lead to land-use and owner conflicts. If this proposal were to be approved with the creation of 3 new titles, this will contribute to the overall fragmentation of the ALR land base in addition to the additional titles already created by means of ALR approvals #43 and 732, therefore it is hard to see a direct net benefit to agriculture from this proposal.

Advisory Planning Committee

Resolution: Recommend denial by majority vote.

Comments: Applicants presented application, answered questions and clarified concerns. Talked of intended possible agricultural use, concerns with precedent for future further subdivisions – parcel size is already diminished.

Proposed Road Access: Confusion to access, should be clarified on application. Lot 1 and 4 access from Colleymount Road. Lot 2 and 3 access from Ford Road. We struggled with this decision because of the noble idea to gift land to family.

PLANNING DEPARTMENT COMMENTS

Application History:

As noted above, the property was the subject of two previous applications (ALR 43 and ALR 732). District Lot 5333A was once a 120 acre parcel: Now it is 5 separate parcels. ALR application No. 43 was successful at subdividing DL 5333A into two halves. ALR Application No. 732 was successful at subdividing the lands south of Colleymount Road into three four acre parcels and the remainder subject property.

Bylaws and Policies:

The land located within the ALR in Electoral Area E is not zoned. Therefore, the ALR regulations are the only land use regulations that apply. The community is relying on the ALR regulations to restrict land use and development in these areas.

The current OCP designation for the property is Agricultural. This designation is

intended to preserve these lands for the purposes of farming and other related activities.

Section 3.1.2(6) of the OCP states that:

Subdivision for residential (other than home site severances approved by the Agricultural Land Commission), commercial or industrial development shall be avoided. However, Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may be supported if:

- a) There is no agricultural potential within the proposed area;*
- b) Soil conditions are not suitable for agriculture;*
- c) Neighbouring uses including agricultural uses will not be compromised;*
- d) There is a demonstrated local community need for the proposed development; and,*
- e) The application is in the best interest of the local community, provided that the community benefits significantly outweigh the value of the land for agriculture.*

A guiding policy under RDBN's Agricultural Plan is to maintain appropriately large parcel sizes and to keep smaller parcel residential development away from farming areas. This policy helps preserve the integrity of agricultural lands and minimizes conflict between agriculture and non-agriculture uses. The Agriculture Plan recommends that:

The RDBN should continue with its efforts to protect and preserve farm land and soil having capability for agricultural purposes through the restriction of subdivision, and limited encroachment of non-farm uses.

Land Use:

The north shore of Francois Lake is an agricultural area characterized by a strong sense of community that appreciates a quiet rural lifestyle. The application area is characterized by disperse residential parcels along Francois Lake, south of Colleymount Road. North of Colleymount Road the parcels tend to be 30 acres and larger in size. Land use is a mix of agriculture and residential. Aerial photographs show pockets of grass lands and forested areas.

The property contains productive grazing lands; however, the parcel also has areas of marginal capability, due to stoniness, and topography.



Driveway Entrance to Colleymount Road



West of Seasonal Creek on Colleymount Road, Proposed Lot 1



Field on Ford Road, Lot 1.



Lot 2 or Lot 3, Looking west from driveway, creek below.



Looking North rolling landscape



Looking South. Lot 4 on left, and Lot 3 on right.

The subject property is vacant and has approximately 12 ha of grass land which is leased to a neighbouring farmer for raising cattle. The land on average supports approximately 12 head of cattle in the spring and summer months, although there can be up to 50 cattle at a time. The property has farm class status.

The applicants also own 6856 Colleymount Road, which is directly north of the subject property. A driveway crosses the subject property and connects the residence at 6856 Colleymount Road with Colleymount Road. An easement or common lot road would likely be registered on title to ensure continued access to the residence at 6856 Colleymount Road, should a subdivision proceed.

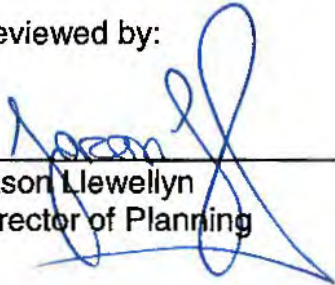
The property appears to be suitable for raising cattle. The proposed subdivision would limit the future potential use of the land for farming and would result in the lands most likely being used for residential purposes only.

Recommendation

That Agricultural Land Reserve Subdivision Application No. 1188 be recommended to the Agricultural Land Commission for denial.


Development Services – All/Directors/Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:

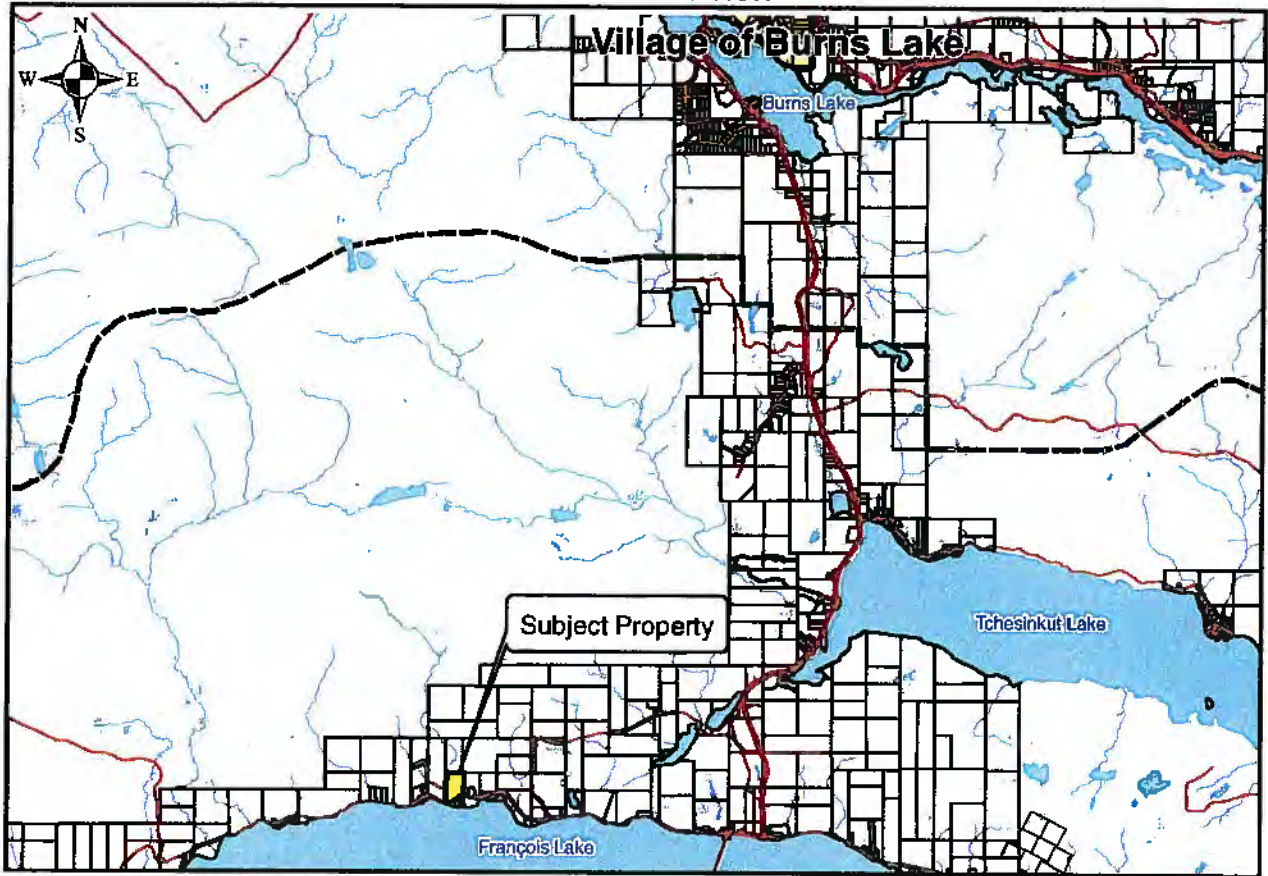


Jennifer MacIntyre
Planner I

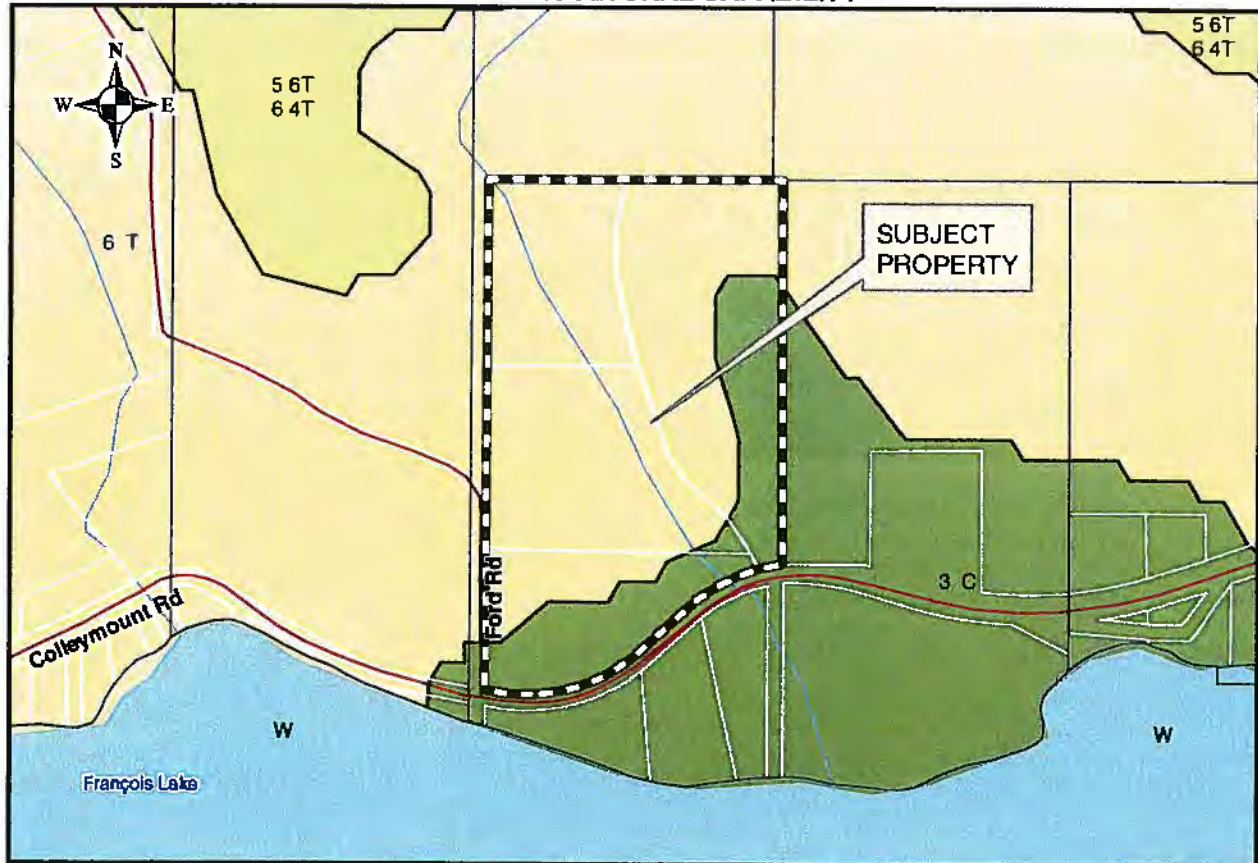
Specific Location



GENERAL LOCATION



C.L.I. AGRICULTURAL CAPABILITY



Surrounding Applications, ALR Status & Surrounding Development



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March 9, 2016

Susan & Jim Peebles

Provincial Agricultural Land Commission

Dear Jennifer:

Please add this letter to our application for Subdivision, application No: 55066

We would like to add a little more detail to the application. At this time we have a lease with the neighbour to use the property for cattle grazing. This 24 ha. property has approximately 12 ha. of grass land. This 12 ha. will support about 12 cows for the spring and summer (June - Sept.). There is no consistent water supply, the creek usually dries up in early August.

There have been no agricultural improvements made, it has fencing on the north, south and west sides.

This property is not used for anything else in regards to agriculture. It has more activity as a recreational site, horseback riding and walking and biking.

Our home is on the adjoining property to the north with our driveway running through the property in the application as indicated on the map. We built our home in 1985 and have lived here since then, 31 years now. We purchased the property below us (property in application) so we could have good access to our home. The legal access to our home was not an option as we had to cross the creek and move a mountain!

The land around this property is as follows:

North: Our home where we live now and I'm sure for a long time to come.

South: Sandy's Resort

East: some pasture land and mostly unused land.

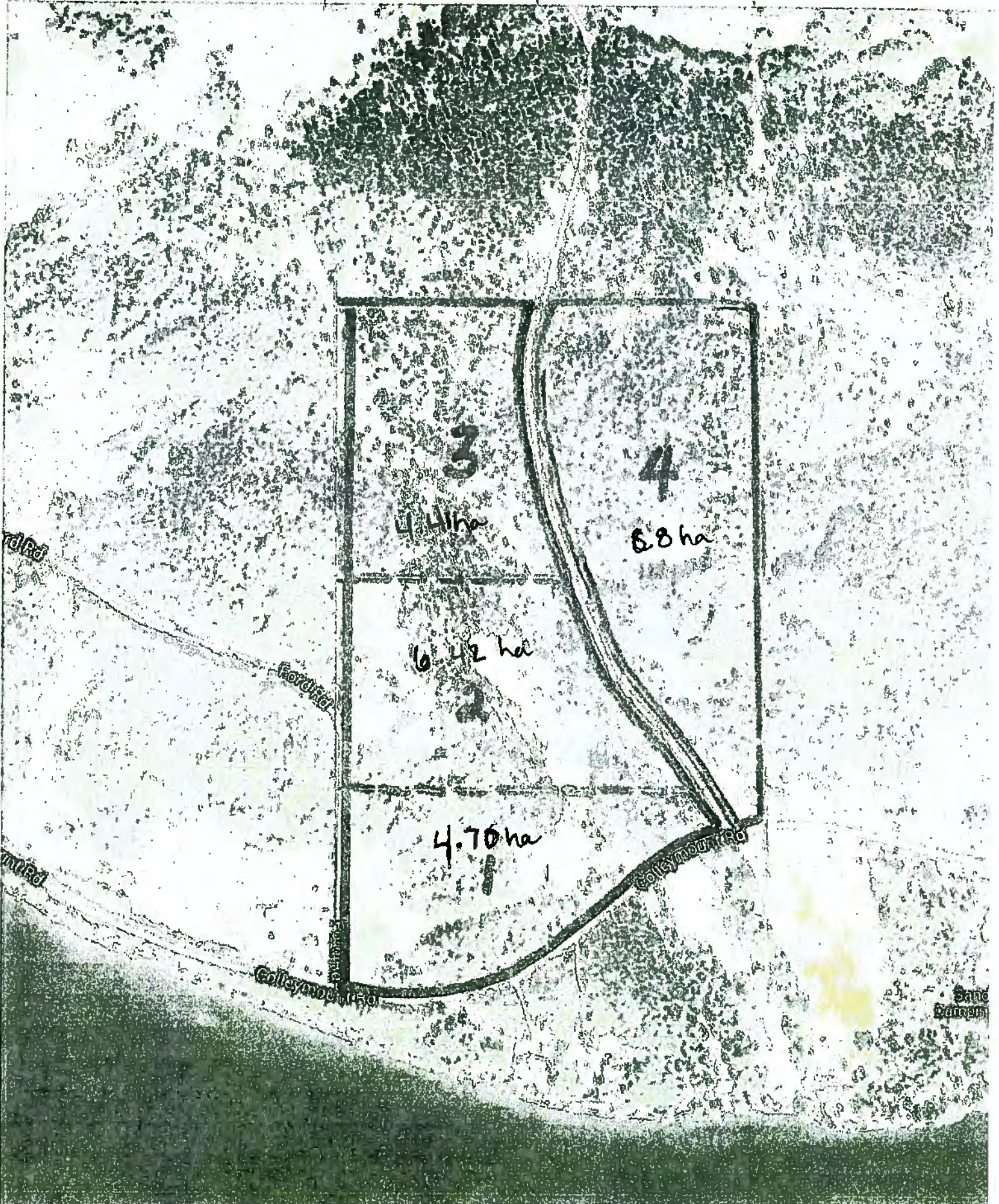
West: Residence with some grazing land.

The purpose of this application is to better use this land as small parcels for our children. We have 4 daughters and would like them to have land here at Francois Lake. This property is not good agricultural land. As I said it has about 12 ha. of grass land. The rest of the property is timber, very gravelly ground with lots of steep hills and rock. Although it has a creek running through it is not consistent, drying up the middle of summer usually. We have lived here long enough to realize that this property is not a great asset to farming.

We have put the subdivision lines in for best use of right of way access and lay of the land for home sites. The driveway running through the property from north to south makes a natural divide also. Although these are not all the same size it seems like the logical way to divide the land. If you have any questions please contact us. Thank you.

Sincerely,







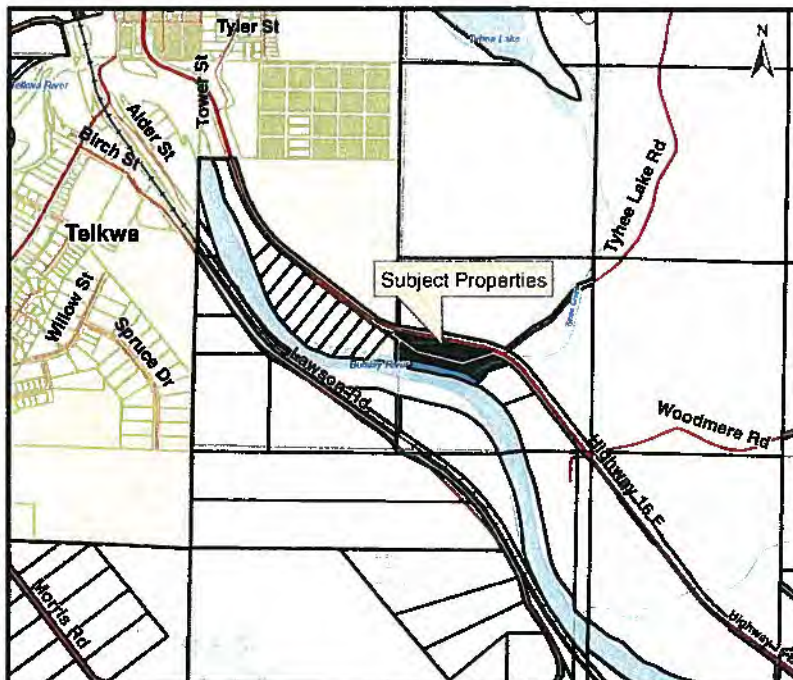
Planning Department Board Report
Development Variance Permit Application A-04-16

May 11, 2016

APPLICATION SUMMARY

- Name of Applicants:** Jason and Ellen Krueger
- Name of Agent:** HBH Land Surveying Inc.
- Electoral Area:** A
- Subject Properties:** Lot A, Section 25, Township 5, Range 5, Coast District, Plan 11637 (referenced as "Lot A"), and;

Remainder SW ¼ Section 25, Township 5, Range 5, Coast District, Except Plans 1157, 4162, 4838, 6883 and 9207 and except Parcel A (See H16760) (referenced as "the Remainder")
- OCP Designation:** Agricultural (AG) in the Smithers Telkwa Rural OCP Bylaw No. 1704, 2014
- Zoning:** Both properties are zoned Agricultural (Ag1)
- Existing Land Use:** Combination of agriculture and residential.
- ALR Status:** Within the ALR
- Location:** The subject property is located at 6460 Van Horn Frontage Road adjacent to the Village of Telkwa.



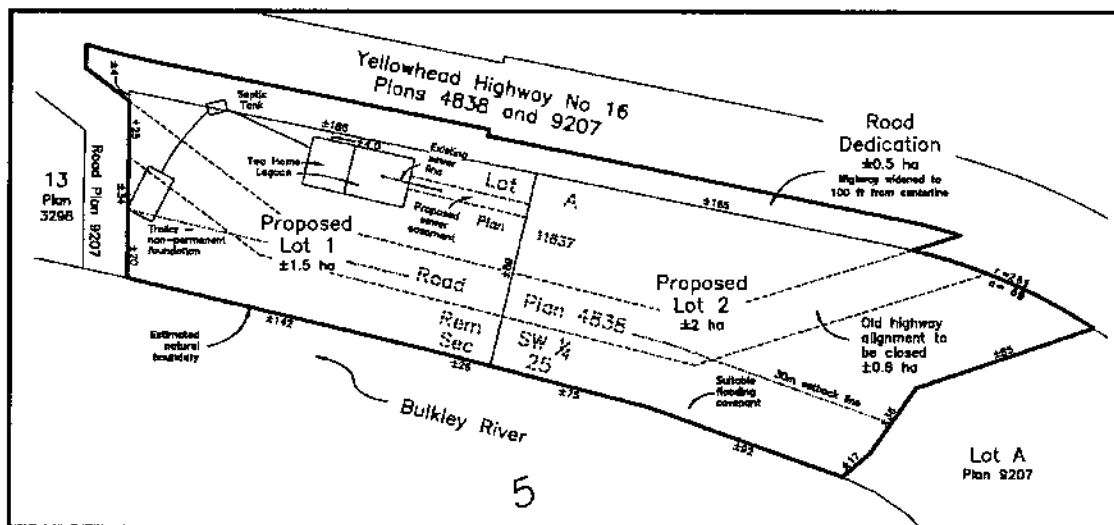
Proposal:

The applicant's own two parcels: Lot A and the Remainder. These two properties are currently separated by Road Plan 4838. The surrounding area is predominately residential mixed with agriculture. To the west of the subject properties is a residential subdivision of ten, three acre lots. To the east along the river, land use is a mix of agriculture and residential. North of the highway there are larger parcels mainly used for agriculture purposes.

The Remainder contains a dwelling. Lot A contains a large lagoon with capacity to accommodate two residences. There is a small hay field located on Lot A, which was previously used by a neighbouring farmer. According to the applicants, between the small size and the poor soil capabilities, the field produces low-yields. The soil capabilities for the property are 100% Class 4, limited by cumulative factors and stoniness. Class 4 soils have limitations that require special management practices or severely restrict the range of crops, or both.

The applicant has proposed to close and consolidate Road Plan 4838 with the subject properties. In addition, the applicant has proposed to subdivide the consolidated parcels in half running north-south rather than the current east-west configuration as shown below.

Proposed Subdivision Plan



Proposed Lot 1 is approximately 1.5 ha. in size. Proposed Lot 2 is approximately 2 ha in size. The properties are both zoned Agricultural (Ag1). This zone has a minimum parcel size of 16 ha. (39.5 acres). Therefore, the creation of a 1.5 ha. parcel and a 2 ha. parcel is not permitted.

This application is asking the Regional District Board to vary the minimum parcel size from 16 ha. to 1.5 ha. to allow the creation of Proposed Lot 1, and; vary the minimum parcel size from 16 ha to 2.0 ha. to allow the creation of Proposed Lot 2.

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REFERRAL COMMENTS

Ministry of Transportation and Infrastructure

The Ministry of Transportation and Infrastructure would support the proposed variance subject to the following conditions:

- 1) No direct access to Yellowhead TransCanada Highway No. 16. Access is to be off of Van Horn Frontage Road.
- 2) The subsequent subdivision must meet all the requirements of subdivision including, but not limited to: Geotechnical, hydrology, septic disposal, potable water, building site suitable for the intended use, etc.
- 3) The successful closure and consolidation of old Highway Plan 4838.

Ministry of Agriculture

By consolidating the old highway row (closure) and the portion of alienated land to the south of the highway row to the river bank / natural high watermark, would provide an "offset" or sorts to my previously submitted comment to you that mentions possible new residential infrastructure on a newly-created lot (by subdivision). So, essentially, I have no concerns with this proposal.

Northern Health Authority

See Attached.

PLANNING DEPARTMENT COMMENTS

Official Community Plan

The application area is designated Agriculture (AG) in the Smithers, Telkwa Rural Official Community Plan (OCP).

Section 3.1.2 (3) of the OCP states:

"A minimum parcel size of 16 hectares (39.5 acres) is supported. Applications to permit smaller parcels may be considered where the requirements of Section 3.4.2(9) are met, and the proposed subdivision will not have a net negative impact on the agricultural use of the lands being subdivided, or surrounding agricultural lands." It is noted that this section should reference section 3.4.2(8)

Section 3.4.2(8) says:

Rezoning applications to permit parcels to a minimum parcel size of 1.6 hectares (4 acres) may only be considered under the following circumstances.

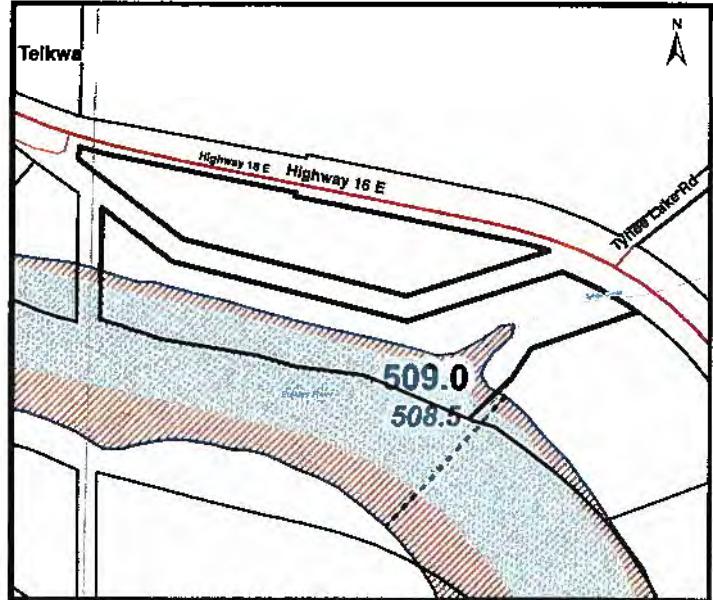
- (a) *There is no known barrier to the development of an on-site water supply and sewage disposal system.*

- (b) *The development is compatible with adjacent land uses and maintains the rural character of the area.*
- (c) *Parcels are not located within a floodplain or on other hazard lands.*
- (d) *The development adequately addresses wildlife and ecological values.*
- (e) *And, the development will not create an unacceptable conflict between farm and non-farm use.*

Flooding and Bank Erosion

The applicable floodplain mapping from “Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1300, 2004” (the Floodplain Bylaw) is shown beside. A portion of both proposed lots would be located within the Designated Floodplain area of the Bulkley River.

It appears that The Remainder’s riverbank is eroding and this section of the river and it appears to be moving northward. This has decreased the size of the Remainder.



The Provincial Subdivision Approving Officer has confirmed that she will evaluate the hazards associated with bank erosion as part of the subdivision approval process.

Land Use

The proposed north-west boundary alignment between the proposed lots makes the lots notably more functional. It seems reasonable to assume that this subdivision will impact the agricultural potential of the land. However, the amount of potential that exists is minimal.

It is noted that the applicants are not creating a new parcel. The proposal is to rearranging the property boundaries. Therefore, the applicants do not have to obtain ALC subdivision approval.

All property owners within 50 meters of the subject property have been provided notice of the application and will have an opportunity to comment on this application at the Board meeting on May 26, 2016 when the Board considers this application.

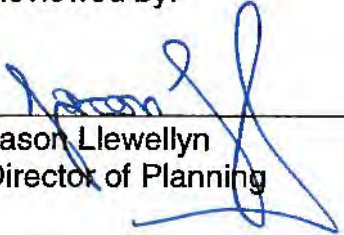
250

Recommendation

That the Regional District Board approve Development Variance Permit A-04-16 for Lot A, Section 25, Township 5, Range 5, Coast District, Plan 11637 and; Remainder SW ¼ Section 25, Township 5, Range 5, Coast District, Except Plans 1157, 4162, 4838, 6883 and 9207 and except Parcel A (See H16760) by reducing the minimum parcel size to 1.5 ha. from 16 ha to allow proposed Lot 1 and reducing the minimum parcel size to 2.0 ha. from 16 ha to allow proposed Lot 2.

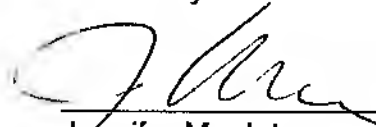
Electoral Area Planning – Participants/All Directors

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Jennifer MacIntyre
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. A-04-16**

ISSUED TO: Ellen Brown and Jason Krueger
6460 Van Horn Frontage Road
Telkwa, B.C. V0J 2X1

WITH RESPECT TO THE FOLLOWING LANDS:

Lot A, Section 25, Township 5, Range 5, Coast District, Plan 11637, and; Remainder SW ¼ Section 25, Township 5, Range 5, Coast District, Except Plans 1157, 4162, 4838, 6883 and 9207 and except Parcel A (See H16760).

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 700 as follows:

To vary Section 14.02 of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 from 16 ha. to 1.5 ha. to allow the creation of Proposed Lot 1, and;

To vary Section 14.02 of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 from 16 ha to 2.0 ha. to allow the creation of Proposed Lot 2.

2. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.

AUTHORIZING RESOLUTION NO. _____ passed by the Regional Board this
day of _____

Permit Issued on this _____ day of _____

Corporate Administrator



Schedule A: DVP A-04-16








Legend

Telkwa

Minimum Parcel Size varied from 16 ha to 1.5 ha for Proposed Lot 1

Minimum Parcel Size varied from 16 ha to 2 ha for Proposed Lot 2



-  Highway
-  Major Secondary Road
-  Secondary Road
-  Municipal Boundary
-  Watercourses
-  River
-  Subject Properties

Highway 16 E

Lot A, Section 25, Township 5, Range 5, Coast District, Plan 11637

Tyhee Creek

Remainder SW ¼ Section 25, Township 5, Range 5, Coast District, Except Plans 1157, 4162, 4838, 6883 and 9207 and except Parcel A

Bulkley River

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DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either the use or the information provided herein or the accuracy 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 claims 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 = 23 m
 User: jennifer.mccintyre
 Date: 2016-05-17
 Time: 11:48:00 AM

PROPOSED SUBDIVISION PLAN

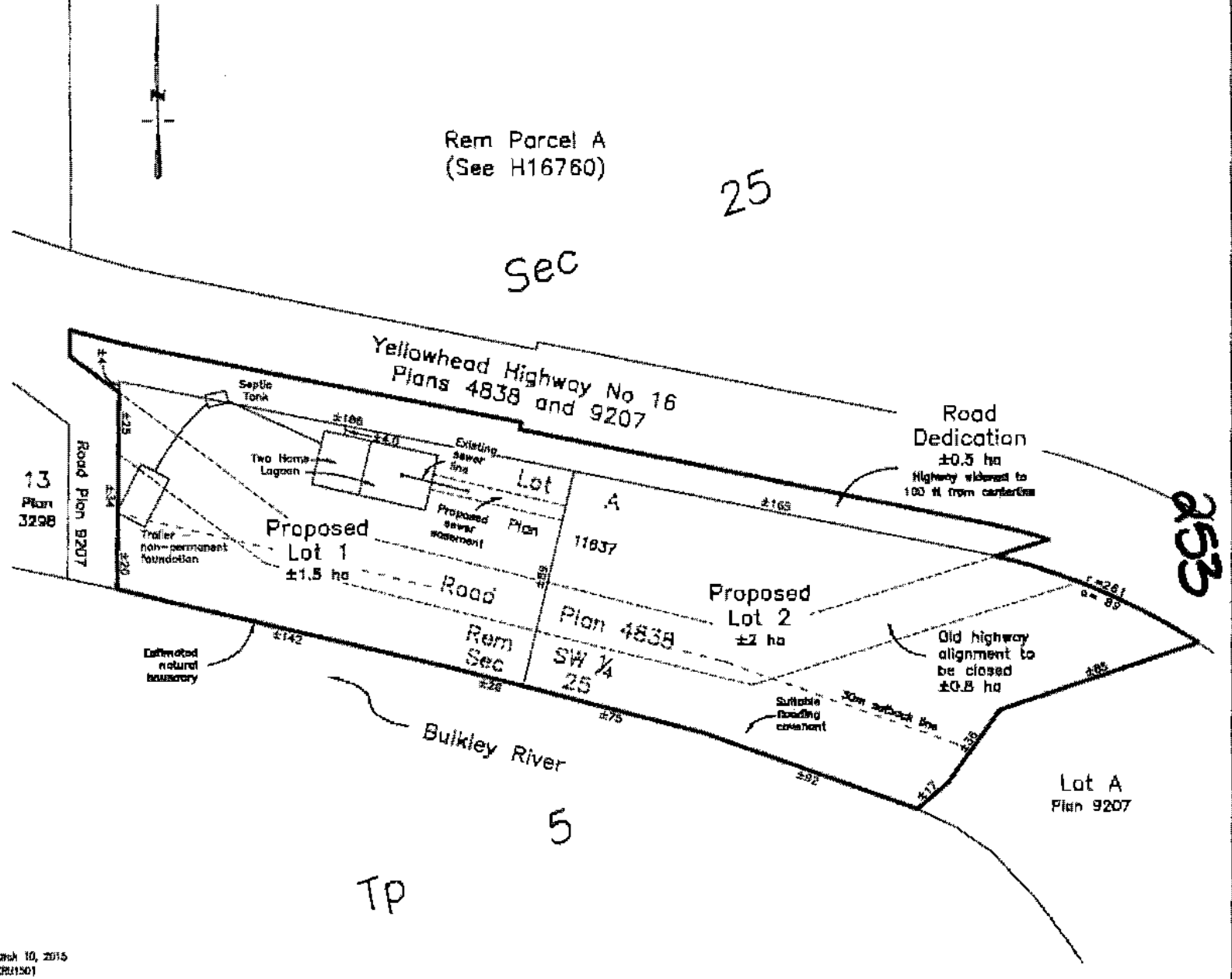
Of Lot A Sec 25 Tp 5 Plan 11837
 And of The SW ¼ Sec 25 Tp 5 Except
 Plans 1157, 4162, 4838, 8893, 9207, And
 Parcel A (See H16760)
 Both of Range 5 Const District



The intended plot size of this plan is 432m in width by
 205m in height (8.8ha) when plotted at a scale of 1:1500.

LEGEND:

- All distances are in meters and clockwise direction
- All distances subject to field survey
- Natural boundary estimated from Plan 9207 and aerial photograph - location subject to field survey



CHBH Chartered
 3750 1st Avenue, PO Box 536
 Inuvik, NT X0A 2H0
 Phone & Fax: 250.847.3808
 921.504.6814 Land Surveying Co.

Date Drawn: March 10, 2015
 MH File No. KR11501



254

Stephen Howard, BCLS (NP), CLS
Rebecca Broten, EFT, BCLS
Gina Hidber, PEing, BCLS
Mark Rossmann, BCLS

March 10, 2016

Regional District of Bulkley Nechako
PO Box 820
Burns Lake, BC V0J 1E0

Attn: Planning Department

Re: Development Variance Permit Application – Ellen and Jason Krueger

Please find enclosed the following in support of this application:

- Completed Development Variance Permit application
- Copy of Title search for Lot A, Plan 11637 and the Remainder of the SW 1/4, Section 25
- Proposed Subdivision Plan
- Signed agency form
- Signed declaration-in-lieu of an environmental site profile
- A cheque for \$300 will be mailed directly to RDBN by Mrs. Krueger

Mr. and Mrs. Krueger currently own Lot A (1.8 ha) and the Remainder of the SW 1/4, Section 25 (1.5 ha). The two lots are divided by an 0.8 ha old highway alignment which the Krueger's have been given preliminary approval to close. In return for closing the old highway alignment, MOTI is requesting a 0.5 ha highway widening. The total size of the two parcels will therefore increase by 0.3 ha after the subdivision.

The properties as they exist today were shaped by two highway alignments which segregated the two lots from the main portion of the SW 1/4, Section 25 north of the Bulkley River. The properties, therefore, are not representative of good land use planning but a result of these impractical land divisions.

By aligning the boundary between the lots as shown on the attached proposed plan, the land will be oriented to fit the topography rather than the old highway alignment. Use and density will not change with the proposed subdivision, only the boundary between the two properties. Two residential parcels exist presently and two residential parcels will exist after the subdivision. A Development Variance Permit should be granted to allow the subdivision process to proceed allowing for improved utilization of the land.

Should you have any questions or concerns, please do not hesitate to call me.

Sincerely,

Andrew Pearce

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Jason and Ellen Krueger
4829 Scotia St
Smithers, BC
250-877-3232, 250-877-2670
ellenakrueger@gmail.com
March 10, 2016

Regarding Application for Development Variance Permit

For proposed Subdivision: PART SW1/4, SEC 25, TWP 5, R5CR5 LD, Except PL 1157, 4162, 4838, 6451,6883, 9207 & Except PARC A MAN. Home Reg #36781/LOT A, PL PRP11637, SEC 25, TWP 5, R5 CR5 LD

6465 Van Horn Frontage Rd & 12043 Highway East
Telkwa, BC

We as property owners of above mentioned property would like to state that:

We bought the land in 2004. Our Real Estate agent at the time enquired about the old highway as a separating boundary between the two above noted properties, through the Ministry of Highways, that it was available to purchase and combine to one or more of our parcels, providing we paid fees and filed the proper the road closure forms. We also called The RDBN a few times throughout our planning of the above properties, and every time we got the same answer, that there should not be any foreseen problems in acquiring the land and adjusting the boundaries, as long as we kept the sizes the same or larger.

It was our intention to work with the proper authorities to acquire this land so we could build and develop permanent residences on the properties. In doing this we saw best use of both parcels would greatly be increased if the boundary lines were adjusted so both parcels have highway frontage and river frontage. We are proposing to take two parcels and change the boundary lines to allow best possible land use we see available, and keep it as two parcels.

In this process, Highways has shown an interest in widening the right of way on the entire length of the two properties. The existing properties, are presently undersized according to the zoning they are filed under. It was our intent to make both parcels larger, with the land from the old highway adding onto the parcels, but with the highway widening this is posing to be impossible.

The Agricultural Land Commission deemed the property as good agricultural land and has chosen to vote against the boundary line adjustments. The view of this land being of any value for agriculture, is in our opinion low. It is already quite small as it is, and the soils are of poor quality. It has a very shallow top soil layer, and quite compact clays below that. We know this, because after soil testing the only viable option for an updated septic for the existing dwelling was to put in a sewer lagoon. To stay off the boundaries it also required us to put the lagoon right in the middle of the field. We had a neighbor pull the hay off for a year and it had only produced 3 round bales. He then tried seeding it for more yield, and the results were poor. It became not worth his time in the end.

It is not our intent to change the land use or density of either of these properties. We just want to be able to build a house and not be confined by all the boundary lines that bisect the center of properties. The land boundaries are very restrictive. We feel the land boundaries exist as they are now because of neglect when the new highway was put through, instead of well-planned boundaries that make sense when actually on the land. We would like to utilize the property as best as we can and are feeling very confined to our options as they stand now.

Sincerely,

Jason and Ellen Krueger

May 9, 2016

Jason Llewellyn, Director of Planning
Jennifer MacIntyre, Planner
Regional District of Bulkley-Nechako
P.O. Box 820
Burns Lake, BC
V0J 1E0

RE: Bylaw Referral DVP A-04-16

Dear Mr. Llewellyn & Ms. MacIntyre:

Thank you for the opportunity to comment on this Development Variance Permit Application for Lot A Sec 25 Tp 5 Range 5 Coast District Plan 11637; Reminder: SW1/4 Sec 25 Tp 5 Range 5 Coast District Except Plans 1157, 4162, 4838, 6883, 9207; and "Parcel A". Property is located at 6465 Vanhorn Frontage Road in Telkwa, BC. Since both parcels are located within the ALR, zoned under the Agriculture (AG1) OCP zoning, the applicants are asking the Regional District to vary the minimum parcel size from 16ha to 1.5ha, and from 16ha to 2.0 ha, to allow the creation of Proposed Lot 1, and Proposed Lot 2, respectively. It is my understanding that this is not a subdivision/lot line adjustment application.


Approval Recommend for Reasons Outlined Below:

Division of these parcels, so that both properties have access to the highway and waterfront while consolidating Road Plan 4838 with the subject properties is reasonable. Furthermore, the lagoon and the existing residence serviced by the lagoon, would then be on the same parcel. Northern Health has no interest in the agricultural capability of the land.

More work and investigation will be required when the applicant applies for subdivision, namely showing evidence that Type 1 on-site sewage disposal is possible on Proposed Lot 2. I have enclosed a copy of my initial response to the Ministry of Transportation and Infrastructure about this proposed subdivision. After speaking with the Approving Officer, my recommendation has changed to require further assessment of Propose Lot 2, rather than using legal instruments.

Thank you for your time. If you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,



Kira Horning (Jang), BSc, BTech, CPHI(C)
Environmental Health Officer
Northern Health
Email: kira.horning@northernhealth.ca
Office: 250-847-6404

Enclosure: Subdivision File #2015-06126 Referral to MOTI (Jan 20, 2016) - 2 pages

January 20, 2016

Ms. Sherrie Applegate
Ministry of Transportation and Infrastructure
Bag 5000
Smithers, BC
V0J 2N0

RE: Subdivision File #2015-06126

Dear Ms. Applegate:

Thank you for the opportunity to comment on this proposed conventional subdivision application for Lot 4 Sec 25 Tp 5 Range 5 Coast District Plan 11637; SW1/4 Sec 25 Tp 5 Range 5 Coast District Except Plans 1157, 4162, 4838, 6883, 9207; and "Parcel A". Property is located at 6465 Vanhorn Frontage Road in Telkwa, BC.

For this proposal, Northern Health will not require the applicant to prove availability of potable water. However, pursuant to the *Drinking Water Protection Act* [SBC 2001 c.9] and *Regulation* [BC Reg 200/2003], the owner/operator of a water supply system must obtain an operating permit and comply with regulatory requirements. A water supply system is a domestic water system (i.e. Used for drinking water and other domestic purposes) that serves more than one single-family residence.

According to the Northern Health Subdivision Guidelines (2009), each parcel must be capable of supporting a type 1 on-site sewage disposal system. In this case, there is an existing lagoon, installed in November 2005, that was properly filed with Northern Health. The lagoon was engineered by All North Consultants (Engineer Mike Arsenault) to support two dwellings (2 Bedroom trailer and 3 Bedroom House). The two bedroom trailer exists, while the three bedroom house has not been constructed. This proposal is consistent with the subdivision plan.

This lagoon and septic tank currently meets the minimum standards for horizontal setback distances to the existing structures on the property (buildings and well) and the property line. The proposed change to the northern property line, dividing Ministry of Transportation and Infrastructure (MOT) property, and Proposed Lot 1 and Proposed Lot 2, will cause the edge of the lagoon to be approximately 4m from the property line, which is less than the minimum 15m required by the *BC Standard Practice Manual* (version 3). In addition, the septic tank will be encroaching on MOT property.

This subdivision application is recommended, with the following comments:

In order to protect the future property owner(s) of Proposed Lot 1, I recommend that a legal instrument, such as an easement or right of way, be applied to permit the occupancy of the septic tank on MOT property. Alternatively, to avoid the use of a legal instrument, the septic tank could be moved, so that it is at least 1m from the property line. As for the lagoon, I also recommend that a legal instrument be used to provide Proposed Lot 1 with legal access or use of the proposed MOT property around the lagoon, up to 15m from the edge of the lagoon. Alternatively, the property line could be readjusted so that this area will belong to Proposed Lot 1.

Lastly, I recommend that Proposed Lot 2 be given legal access to use the lagoon located on Proposed Lot 1. No further assessments were conducted on Proposed Lot 2 to determine suitability for an onsite sewerage system.

Thank you for your time. If you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,

COPY.

Kira Horning (Jang), BSc, BTech, CPHI(C)
Environmental Health Officer
Northern Health
Email: kira.horning@northernhealth.ca
Office: 250-847-6404

cc. HBH Land Surveying Inc.
Gina Hidber
PO BOX 536
Smithers, BC V0J 2N0
Canada

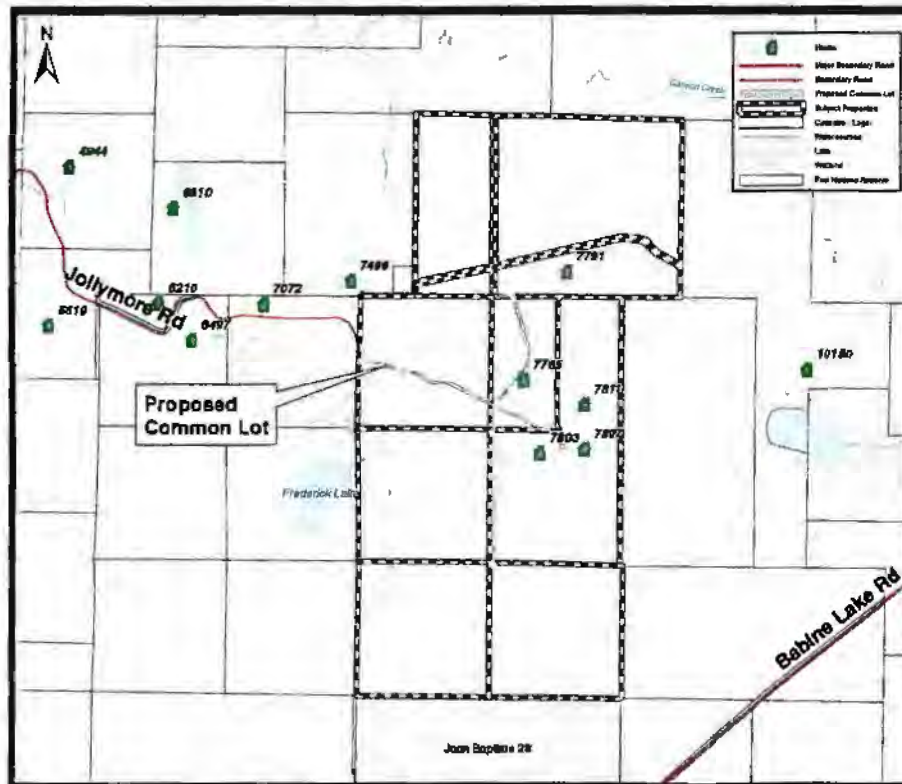


APPLICATION SUMMARY

- Name of Applicants:** 7561466 Canada Inc.
- Name of Agent:** HBH Land Surveying Inc.
- Electoral Area:** A
- Subject Properties:**
 - Lot 2 Block B District Lot 956 Range 5 Coast District Plan EPP26092;
 - Block A District Lot 956 Range 5 Coast District;
 - District Lot 734 Range 5 Coast District Except Block A;
 - District Lot 6661 Range 5 Coast District Except Plan EPP26092;
 - The NE 1/4 of District Lot 882 Range 5 Coast District;
 - The NW 1/4 of District Lot 882 Range 5 Coast District;
 - Block A District Lot 734 Range 5 Coast District;
 - Lot 1 Block B District Lots 956, 7835 and 6661 Range 5 Coast District Plan EPP26092.
- OCP Designation:** Agricultural (AG) in the Smithers Telkwa Rural OCP Bylaw No. 1704, 2014
- Zoning:** Agricultural (Ag1)
- ALR Status:** Within the ALR
- Location:** The subject properties are located at the end of Jollymore Road, approximately 6.5 km from the Town of Smithers. To the east and west are large parcels used for agricultural and residential purposes. To the south is the Jean Baptiste Indian Reserve, and to the north there is undeveloped crown land.
- Proposal:**

This application is regarding the proposed creation of a parcel that will serve as road access to 8 rural parcels. This parcel is being proposed as an alternative to creating access by public roads. It is proposed that the common access parcel would be under shared ownership where each owner of a parcel accessed by the road would own a 1/8 share of the common access parcel. It is expected that the 1/8 share would be referenced on the title of the benefitting parcel so the share of the common access parcel cannot be sold separately. The map below show the location of the proposed common access parcel in relation to the existing parcels.

Existing parcel configuration with proposed common access parcel



In November, 2015 the Board approved the proposed ALC subdivision to create the common access parcel and in January, 2016 the ALC approved the subdivision application by resolution #5/2016.

Development Variance Permit

The application area is zoned Agricultural (Ag1) under Regional District of Bulkley-Nechako Bylaw No. 700, 1993. The area of the proposed common access parcel is 8 ha. in size. Therefore, the proposed common access parcel does not meet the minimum parcel area requirement of 16 ha. under the Ag1 Zone. Thus, the applicants are applying for a Development Variance Permit to reduce the required minimum parcel area to 8 ha. from 16 ha. to allow the subdivision.

REFERRAL COMMENTS

Advisory Planning Commission

Resolution: All in favor of granting the application for subdivision

Comments: The only concern expressed by the APC was ensuring that all surrounding property owners be made aware of the application and that consideration is taken for possible "land locked" property in the future.

Thank you for the opportunity to comment on this proposed ALR subdivision.

I toured the subject properties with the ALC North Panel members in August of this year. At the time of our visit, it was observed that significant investment has been made by means of clearing, cultivating and rock-picking of new land, as well as seeding existing fields in both grasses and grain crops. Since that time I have spoken with the proponent and understand that a primary objective of his is to raise a large herd of black angus cattle in association with another large agriculture holdings he owns also in the Bulkley Valley.

I have spoken with Smithers FLNRO Range staff and was advised that there are no Range tenures in the immediate area that would be impacted by the limited access resulting from the common-lot proposal. As well, I was advised by Smithers MoTI staff that legal access for private agriculture parcels beyond (directly East – Bekar) has been accommodated.

From an agriculture perspective, I have no concerns with this subdivision proposal.

If you have any questions or require further information reading this proposal, please do not hesitate to call or email me.

PLANNING DEPARTMENT COMMENTS

Land Use

The eight parcels involved total 498.6 ha (1232.1 acres) in area and are owned by a Quebec company which has ties to the natural health industry. Previously there was an old homestead and some outbuildings on one of the properties. The majority of the land was undeveloped. The company has built large dwellings on 5 of the properties, and a 6th building which will be converted to a dwelling following the proposed boundary adjustment, if approved. Presently, the majority of these dwellings remain vacant for most of the year. There is a resident caretaker on the property and several full-time employees working on construction and land development.

A significant amount of effort has been expended clearing land and developing its agricultural potential. The perimeter of the eight properties has been fenced. The stated goal is to raise several hundred heads of Black Angus cattle.



It appears that the intent is to use the parcels as a large rural estate which contains a cattle ranch and dwellings intended for either personal or corporate use. The proposal also allows the parcels to be sold off to separate owners.



Official Community Plan and Zoning

The proposed Development Variance Permit would facilitate access to the lands being subdivided. The subdivision proposal is supported under The Agricultural (AG) designation in the Smithers Telkwa Rural OCP, which encourages consolidation of legal parcels and boundary adjustments that permit more efficient use of arable land for agricultural purposes (3.1.2(8)).

Private Access

Currently two of the eight parcels have no legal access. In order to do the desired boundary adjustment the applicant must satisfy Section 75 of the *Land Title Act*, which deals with access.

The subject properties are being developed for agricultural use (among other uses), and the owners desire to limit public access to the area does not appear to have any negative impact on the agricultural use of the land. However, the Planning Department has concerns with the restriction of public access to large areas of the rural community by allowing the privatization of the road network. If this type of development continues in the long term it could negatively impact the character of the rural area. However, given the nature of this specific application the Planning Department has no objections.

It is noted that the placement of gates at the entrance to these residential compounds can create access problems for emergency response personnel. It is recommended that the Subdivision Approving Officer consider this issue and determine the appropriate steps necessary to address this issue.

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All property owners within 50 meters of the subject property have been provided notice of the application and will have an opportunity to comment on this application at the Board meeting on May 26, 2016 when the Board considers this application.

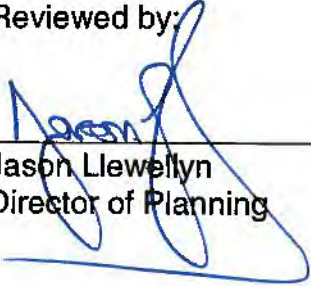
Recommendation

That the Regional District Board:

1. Approve Development Variance Permit A-05-16 for the subject properties to vary Regional District of Bulkley-Nechako Zoning Bylaw No. 700 by reducing the minimum parcel size from 16 ha. to 8 ha. and;
2. Direct staff to ask the Provincial Subdivision Approving Officer to consider the impact of gates restricting emergency access to the lands served by the proposed private road, and determine the appropriate steps necessary to address the issue.

Electoral Area Planning – Participants/ All Directors

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:




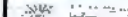



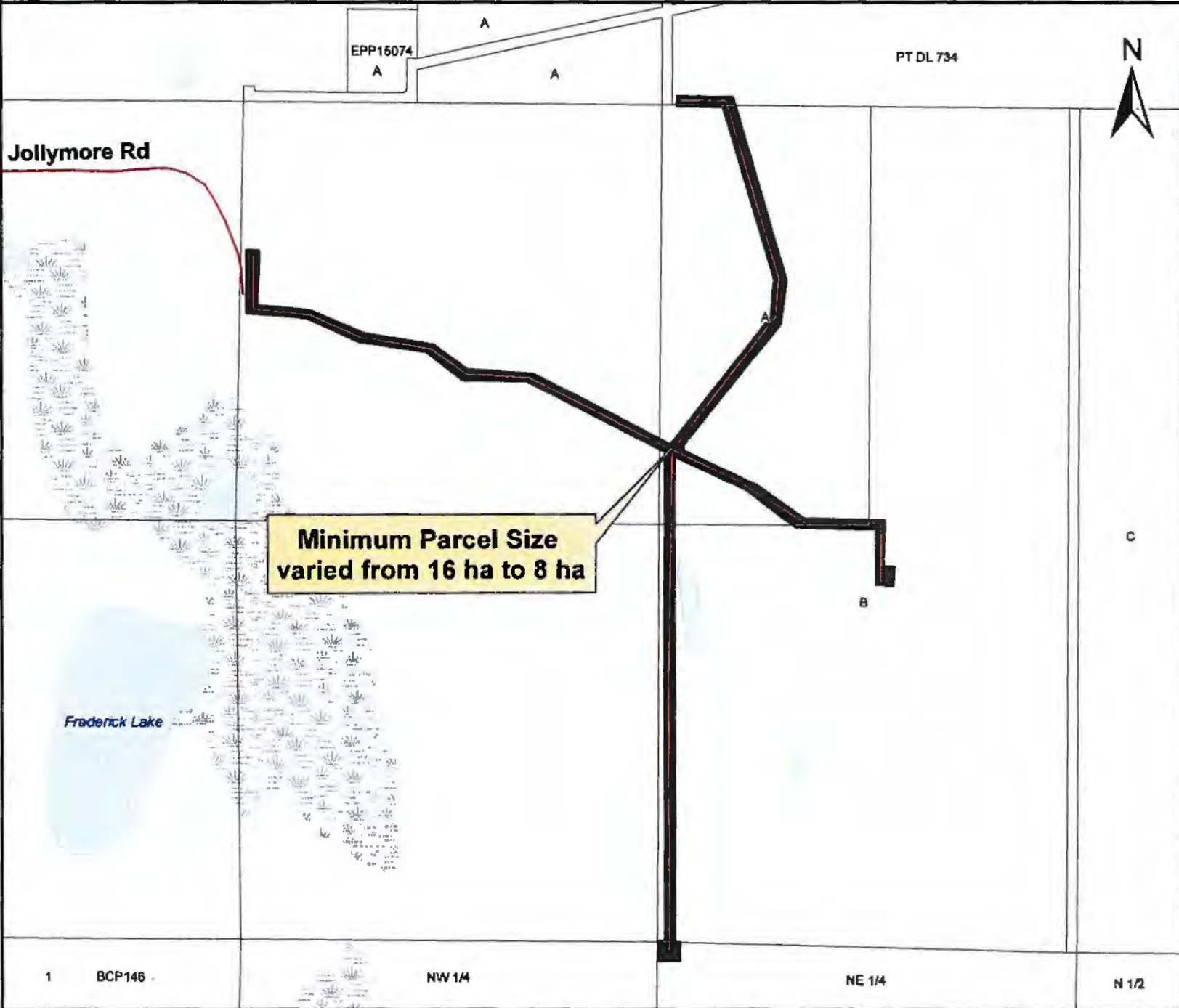
Jennifer MacIntyre
Planner I



Schedule A: DVP A-05-16

Legend

-  Secondary Road
-  Cadastre - Legal
-  Lake
-  Wetland
-  Subdivision_Road_Line
-  DVP A-05-16



has

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. A-05-16**

ISSUED TO: 7561466 Canada Inc.
3405 Rue F.-X.- Tessier Vaudreuil-Dorion, QC
J7V 5V5

WITH RESPECT TO THE FOLLOWING LANDS:

Lot 2, Block B, District Lot 956, Range 5, Coast District, Plan EPP26092; Block A, District Lot 956, Range 5, Coast District; District Lot 734, Range 5, Coast District, Except Block A; District Lot 6661, Range 5, Coast District, Except Plan EPP26092; The NE 1/4 of District Lot 882, Range 5, Coast District; The NW 1/4 of District Lot 882, Range 5, Coast District; Block A, District Lot 734, Range 5, Coast District; and Lot 1, Block B, District Lots 956, 7835 and 6661, Range 5, Coast District, Plan EPP26092

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 700 as follows:

To vary Section 14.02 of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to 8 ha from 16 ha. to allow the creation of Common Access Parcel shown on Schedule A, which forms part of this permit.

2. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.

AUTHORIZING RESOLUTION NO. _____ passed by the Regional Board this
day of _____

Permit Issued on this _____ day of _____

Corporate Administrator



Planning Department Report
Development Variance Permit Application G-01-16
 May 6, 2016

APPLICATION SUMMARY

Name of Applicants: Paul Schwarz

Electoral Area: G

Subject Property: Lot 29, District Lot 1352, Range 5, Coast District, Plan 5380

OCP Designation: Lakeshore (L) in the Houston, Topley, Granisle Rural OCP Bylaw No. 1622, 2011

Zoning: Waterfront Residential II (R4)

ALR: Located within the ALR

Existing Land Use: Residential

Location: The subject property is located at 48150 Axe Road, approximately 5.5 km southeast of the Village of Granisle.



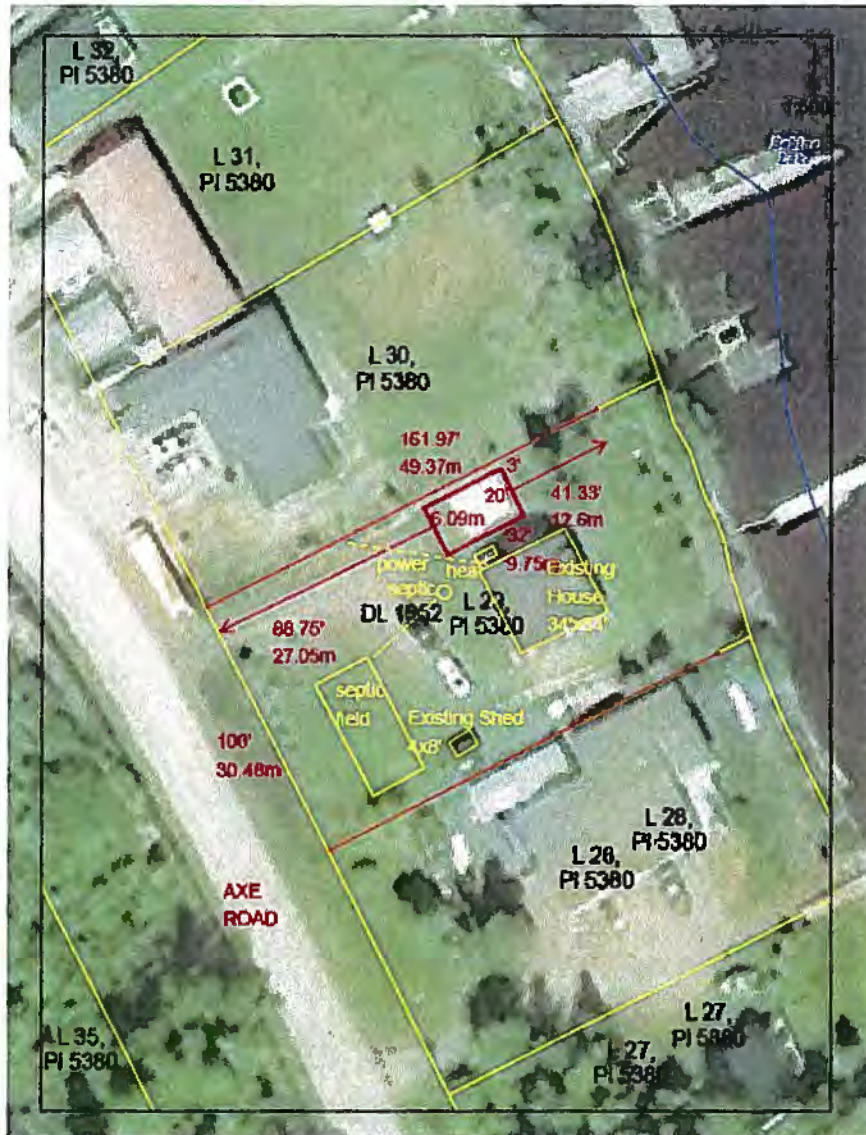
Proposal:

The applicants wish to build a 20 ft. x 32 ft. detached garage on their property. Unfortunately, the side of the parcel and the location of the septic field does not allow a suitable building site outside of the setback area. Therefore, the applicant has made an

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application for a development variance permit to vary Section 9.06 (1) (b) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" to reduce the northern side parcel line setback from 1.5 metres to 0.9 metres from the roof overhang to allow for the construction of the proposed garage within the setback area.

Site Plan



Planning Department Comments

The Building Inspector has no Building Code related objections to the reduced setback. There is a building permit on file from 2006 for the residence.

The Planning Department believes that the proposed building site is reasonable and is not expected to have any notable impact on the area, including the lot to the northwest. The owner of the lot to the northwest has no objection to the variance (see attached letter).

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All property owners within 50m of the subject property have been provided notice of the application and will have an opportunity to comment on this application at the Board meeting on May 26, 2016 when the Board considers this application.

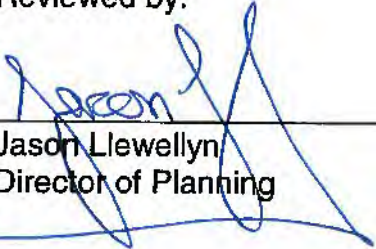
It is noted that Development Variance Permit G-01-16 requires that the construction be substantially completed within 2 years of the issuance of the permit.

Recommendation

That the Board approve Development Variance Permit G-01-16 for the property located at 48150 Axe Road to vary Section 9.06 (1) (b) of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to reduce the north side parcel line setback from 1.5 metres (5 ft.) to 0.9 metres (3 ft.) for a garage built in general compliance with Schedule A of the permit.


Electoral Area Planning – Participants/Directors/Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:

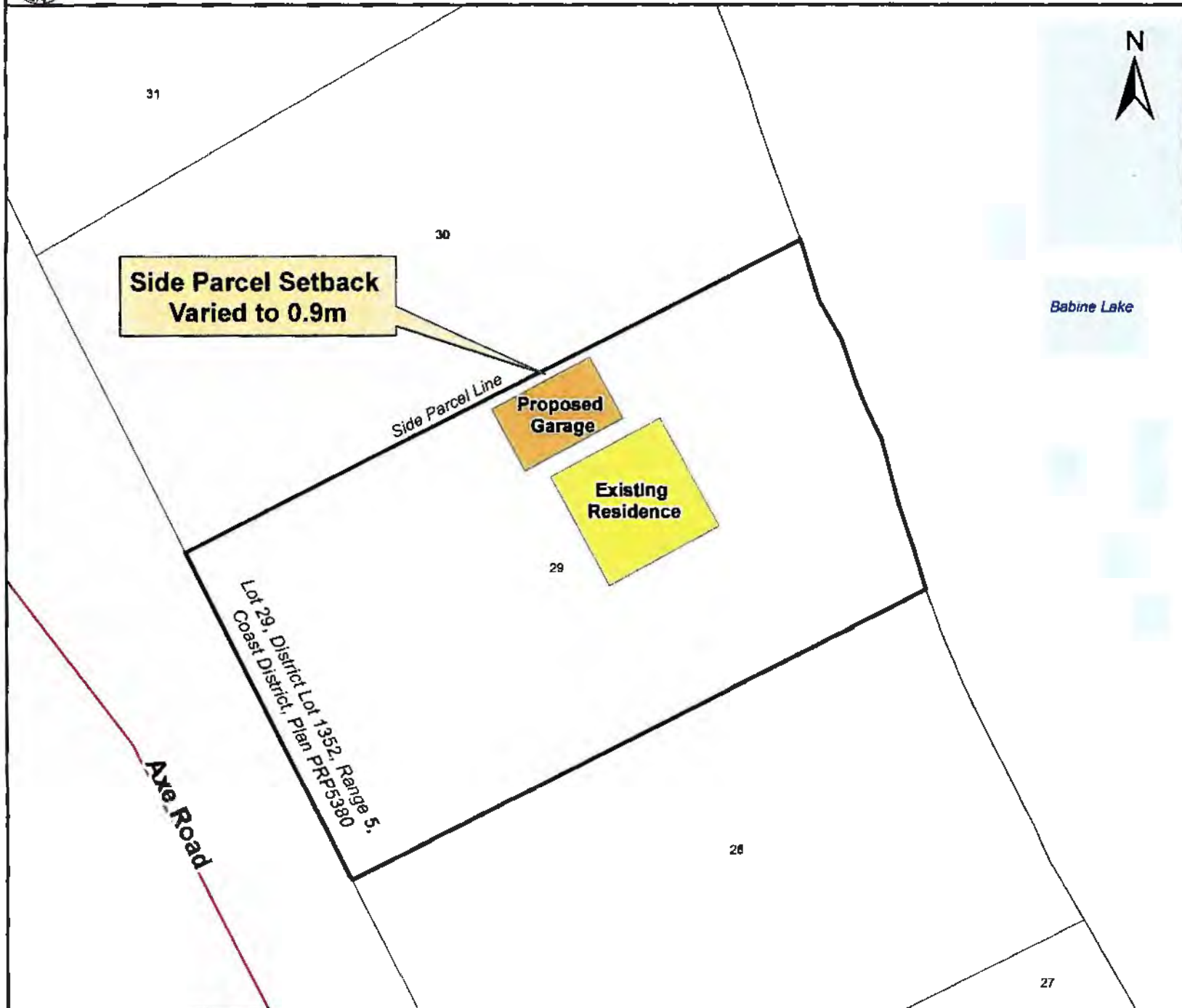



Jennifer MacIntyre
Planner I



Schedule A: DVP G-01-16

Legend



-  Proposed Garage
-  Existing Residence
-  Subject Property
-  Cadastral - Legal
-  Secondary Road

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Paul Schwarz

Regional District of Bulkley-Nechako
Planning Department
37-3rd Ave
Burns Lake, BC V0J 1E0

Dear Regional District of Bulkley-Nechako:

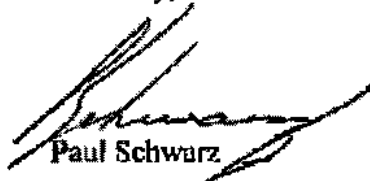
As property owner for Lot 29 DL 1352 R5C PL 5380 at 48150 Axe Road since 2005, I have built a seasonal residence in the center of the property and would like to add a detached single car garage to this existing dwelling. My intention is to move here full-time eventually.

The location of the proposed dwelling is adjacent to the north joint property line between me and Dieter Friedrich. As I have a septic outlet, a heat pump, and an underground power cord all in close proximity to the proposed shop location, on Dieter's recommendation I'm applying for a Development Variance Permit to avoid these obstacles. The variance would also enable me to avoid the same obstacles when maneuvering between the building structures in the future.

The application intends to modify the offset requirement on this property line from the required 5 feet (1.5m) to 3 feet (0.9m) to allow only the garage roof overhang to extend within 5' of Dieter's property.

Thank you for your consideration.

Sincerely,



Paul Schwarz



Planning Department Report
Floodplain Exemption Application A-07-16 (Schreiber)
May 17, 2016

Name of Applicants: Laura & Jason Schreiber

Electoral Area: A

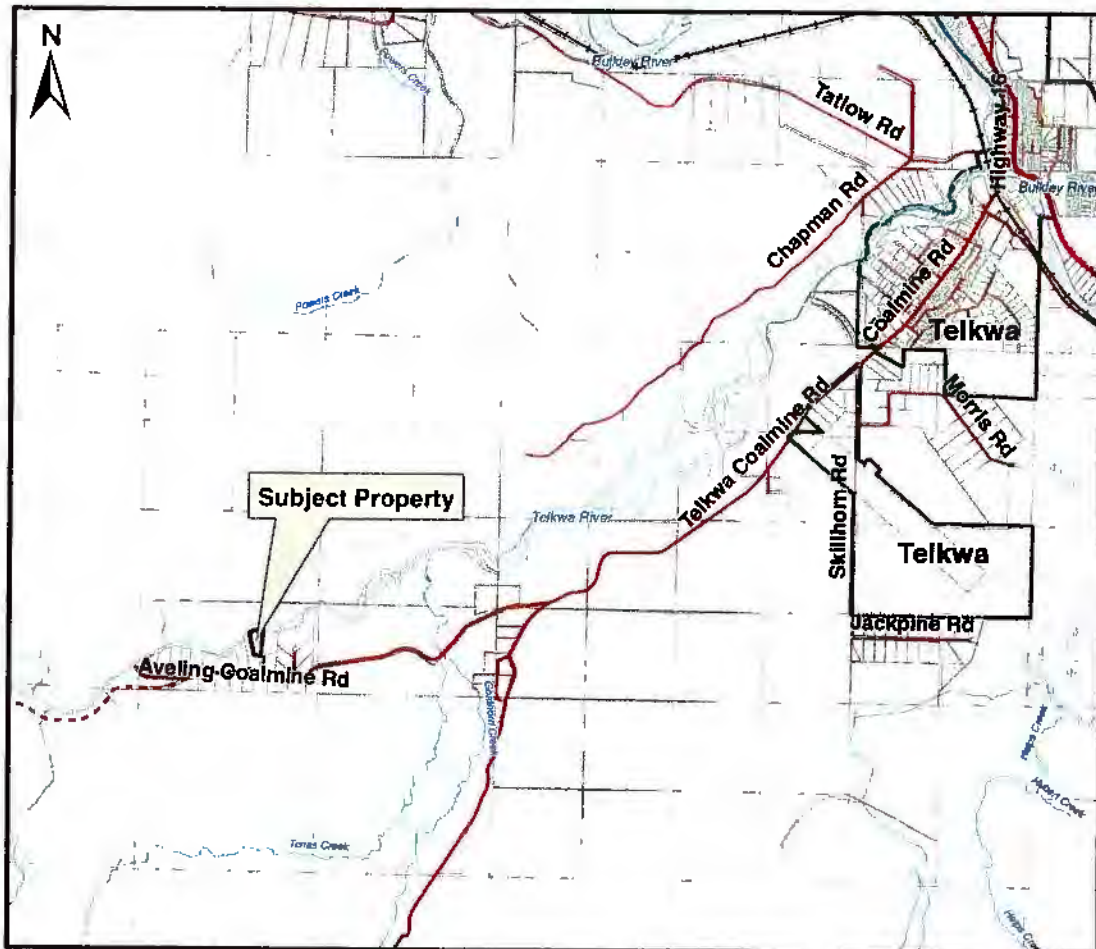
Subject Property: Lot 2, District Lot 221, Range 5, Coast District, Plan 10623

OCP Designation: Rural Residential in Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014

Zoning: Large Holdings (H2)

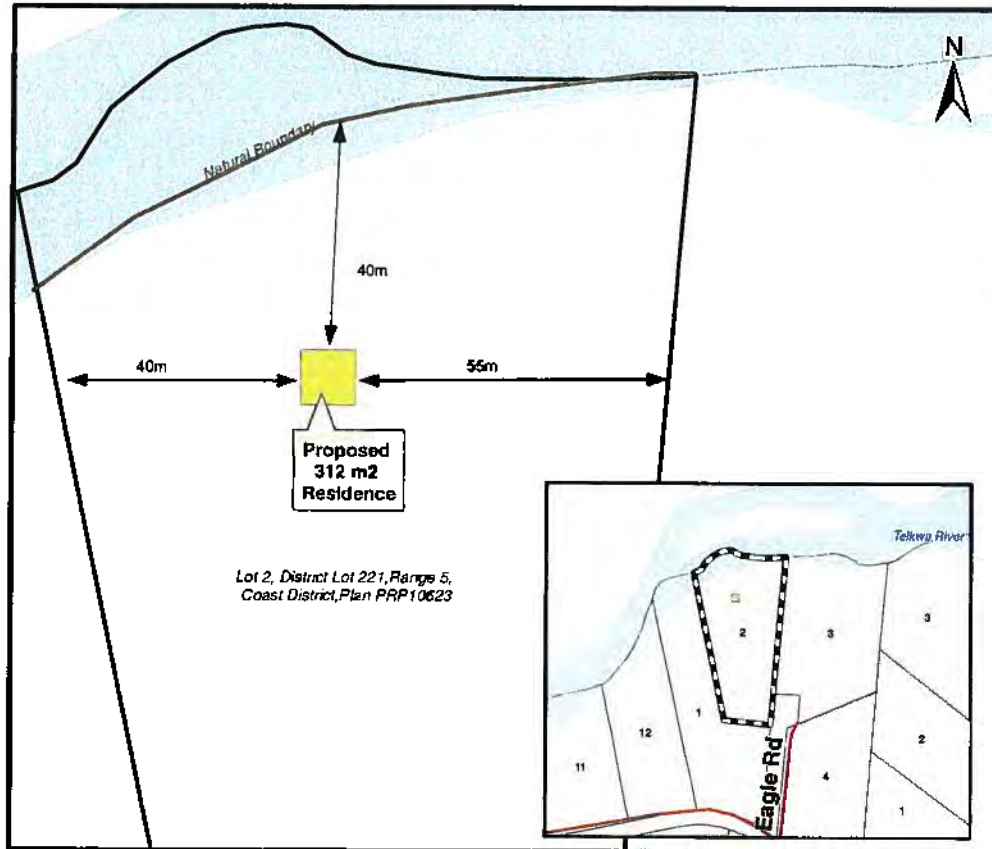
Existing Land Use: Vacant, forested

Location: The subject property is located at 12852 Eagle Road, approximately 8 kilometers southwest of the Village of Telkwa.



Proposal:

The applicants wish to build a 113 m² residence which is located within the floodplain of the Telkwa River.

Proposed Site Plan

According to the property owners' engineer the residence is proposed to be located 40 metres (131 ft.) from the Natural Boundary of the Telkwa River. This setback meets the 30 metre setback required in both "Regional District Zoning Bylaw No. 700, 1993" (the Zoning Bylaw) and "Regional District Floodplain Management Bylaw No. 1300, 2004" (the Floodplain Management Bylaw).

In addition to the setback regulation, Section 5.1.10 of the Floodplain Management Bylaw requires structures to be 3.0 m above the natural boundary of the Telkwa River.

Section 6.1.1. of Floodplain Management Bylaw states that:

"No building, manufactured home or unit, modular home or structure or any part thereof shall be constructed, reconstructed, moved, extended or located with the underside of a wooden floor system or top of a concrete slab of any area used for habitation, business, or storage of goods damageable by floodwaters, or in the case of a manufactured home or unit the ground level or top of the pad on which it is located, lower than the Flood Construction Level specified in Section 5.1 of this Bylaw."

According to the applicant's engineer, the proposed building can be safely developed with a Flood Construction Level of 1.48 m above the natural boundary elevation. Therefore, this application is being made to obtain a site specific exemption from the Flood Construction Level in Section 6.1.1 of the Floodplain Management Bylaw to reduce the Flood Construction Level from 3.0 metres (9.8 ft.) to 1.48 metres (4.8 ft.) for the proposed residence.

PLANNING DEPARTMENT COMMENTS

Floodplain Management Bylaw Exemption

Section 524 (7) of the *Local Government Act, 2015* requires that a local government not grant an exemption to a Floodplain Management Bylaw unless it has received a report from a professional engineer or geoscientist experienced in geotechnical engineering stating that the land may be used safely for the use intended.

The applicants have provided a report from an engineer that considers himself qualified to provide the report in support of their Floodplain Management Bylaw exemption. The engineer's report states that the land is safe for construction of the proposed addition without undue risk of hazards. This report recommends mitigation measures to reduce flood risk such as,

- No structure shall be built 30 meters from the bank of the Telkwa River; and,
- Building shall be raised to the FCL of 568.34 m using either engineered fill or structural means, and shall comply with the FCL determined in this report. Should engineered fill be the means used to raise the building footprint, a bearing capacity and general global stability check should be undertaken to ensure that placement of fill will not induce instability. If structural means are to be used (ie. concrete foundation walls etc.) then this would not be required.

Section 524 (8) of the *Local Government Act, 2015* also states that the applicant be required to enter into a covenant under section 219 of the *Land Title Act* that requires the land to be used in accordance with the engineer's report. The covenant must also contain a "save harmless" clause.

Discussion

The Planning Department believes that the proposed building site is reasonable based on the statements of the applicant's engineer. There are no foreseen aesthetic or other impacts associated with the proposed development. The Building Inspectors have no objection to the reduction in Flood Construction Level.

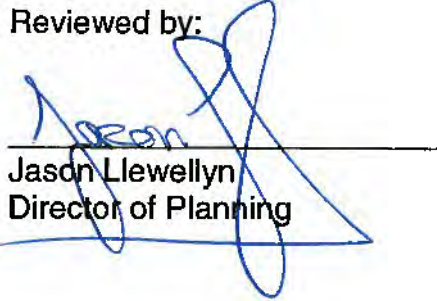
Recommendation

That the Board:

1. Approve the site specific exemption from Section 6.1.1 of the Floodplain Management Bylaw to reduce the Flood Construction Level of the Telkwa River from 3.0 metres (9.8 ft.) to 1.48 metres (4.8 ft.) for the proposed residence as shown in the Site Plan attached to the staff report, subject to the following conditions:
 - a. Registration of a covenant under section 219 of the *Land Title Act* on title of the subject property which requires the land be used in accordance with the report prepared by Bill Cheug, P.Eng McElhanney Consulting Services Ltd. dated May 13, 2016, and contains a "save harmless" clause, to the satisfaction of the Director of Planning.
 - b. Direct that a Building Permit not be issued until the property owner has registered a covenant under Section 219 of the *Land Title Act* on title of the subject property which requires that the land be used in accordance with the report prepared by Bill Cheug, P.Eng McElhanney Consulting Services Ltd. dated May 13, 2016, and contains a "save harmless" clause, to the satisfaction of the Regional Director of Planning.

All Directors - Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



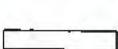



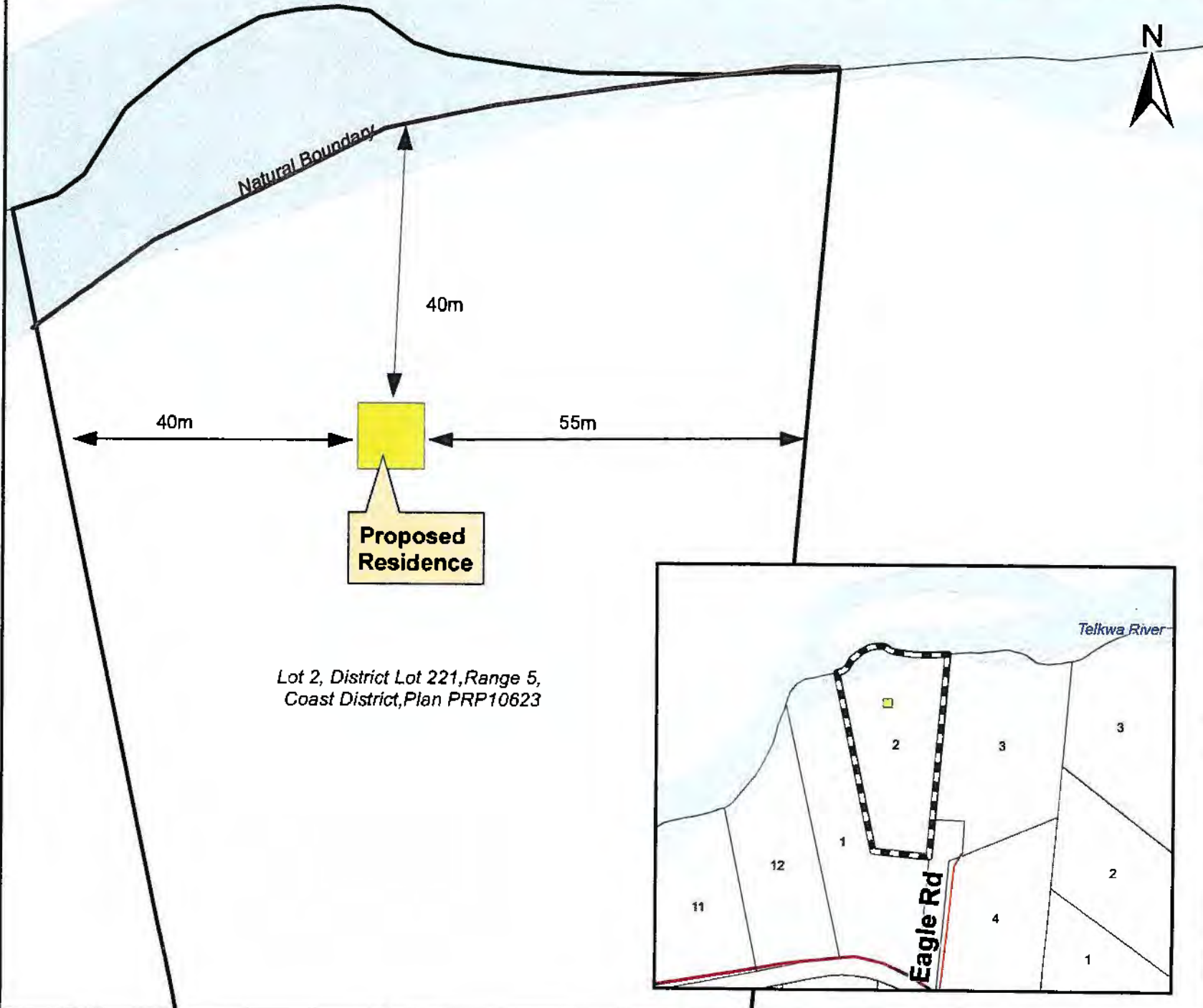
Jennifer MacIntyre
Planner I



Site Plan: Floodplain Exemption A-07-16

Legend

-  Proposed Residence
-  Subject Property
-  Cadastre - Legal
-  River



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LURA + JASON SCHREIBER
HOUSE 32ft X 32ft.

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To:

The Planning Department of the Regional District of Bulkley Nechako

In regards to 12852 Eagle Rd Telkwa, BC V0J 2X3

We are applying for a variance to be able to build at a lower elevation than the Regional District setbacks for waterways.

Our Request is to build at an elevation no less than 568.34m. We have followed through with a Hydrotechnical Assessment that was done through McElhanney Consulting Services Ltd.

This level is the level that they are recommending as a safe level to build. It states in the report that the river bank is at an elevation of 566.86m. In a 200 year flood the river could potentially rise to 567.74m, this requested build elevation gives us a 0.6m freeboard.

The height from the natural boundary of the river (which is determined as where the roots start) that we are proposing to build is $568.34 - 566.86 = 1.48\text{m}$

The home, that covers a 32ft X 32ft area, will be set 40 meters back from the river bank, well within the minimum 30 Meter setback.

Thank you for your consideration in this matter.

Laura and Jason Schreiber

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Report on

Hydrotechnical Assessment Telkwa River for Lot 2, Eagle Road Telkwa, BC

Prepared for
Jason and Laura Schreiber

For Submission to the Regional District of Bulkley Nechako

McElhanney Consulting Services Ltd.
www.mcelhanney.com

Bill Cheung, P.Eng, Project Manager
778-693-2200 | bcheung@mcelhanney.com

Revised May 13, 2016



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1 INTRODUCTION

McElhanney Consulting Services Ltd. has been retained by Jason and Laura Schreiber to prepare a hydrotechnical assessment of the Telkwa River and overall floodplain recommendations for their property at Lot 2 Eagle Road in Telkwa, BC.



Figure 1: Location Plan

2 SCOPE OF WORK

2.1 GENERAL

The scope of work for this project is based on discussion with the BC Ministry of Transportation and Infrastructure and the Regional District of Bulkley Nechako. Also, based on the APEGBC document “Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC” the assessment carried out in this report is classified as a Class 1 Assessment. The scope of work included the following:

1. Topographic and bathymetric survey of the Telkwa River in the vicinity of the property.
2. Site visit by hydrotechnical engineer.
3. Review of the available hydrological and climate information.
4. Review of climate change parameters.
5. Estimation of a 1 in 200 year design return period flood for the Telkwa River at the project location.
6. Estimation of design water levels based on hydraulic modelling.
7. Review of local geomorphology of the Telkwa River.
8. Recommendations for house location and elevation, septic system location and mitigative methods for addressing high water levels.

3 HYDROLOGY

3.1 SITE LOCATION AND HYDROLOGIC REGIME

The Schreiber Lot site is located on the Telkwa River, approximately 8 km southwest of Telkwa, BC. At the site location, the Telkwa River drains an area of 993 km² (Figure 1). The Water Survey of Canada (WSC) operates a stream gauge on the Telkwa River, located 23 km upstream of the Schreiber Lot (08EE020; Telkwa River below Tsai Creek), which drains an area of 367 km². Tributary contributions from Goathorn Creek (which joins the Telkwa downstream of the site) are also monitored by the WSC (08EE008; Goathorn Creek near Telkwa).

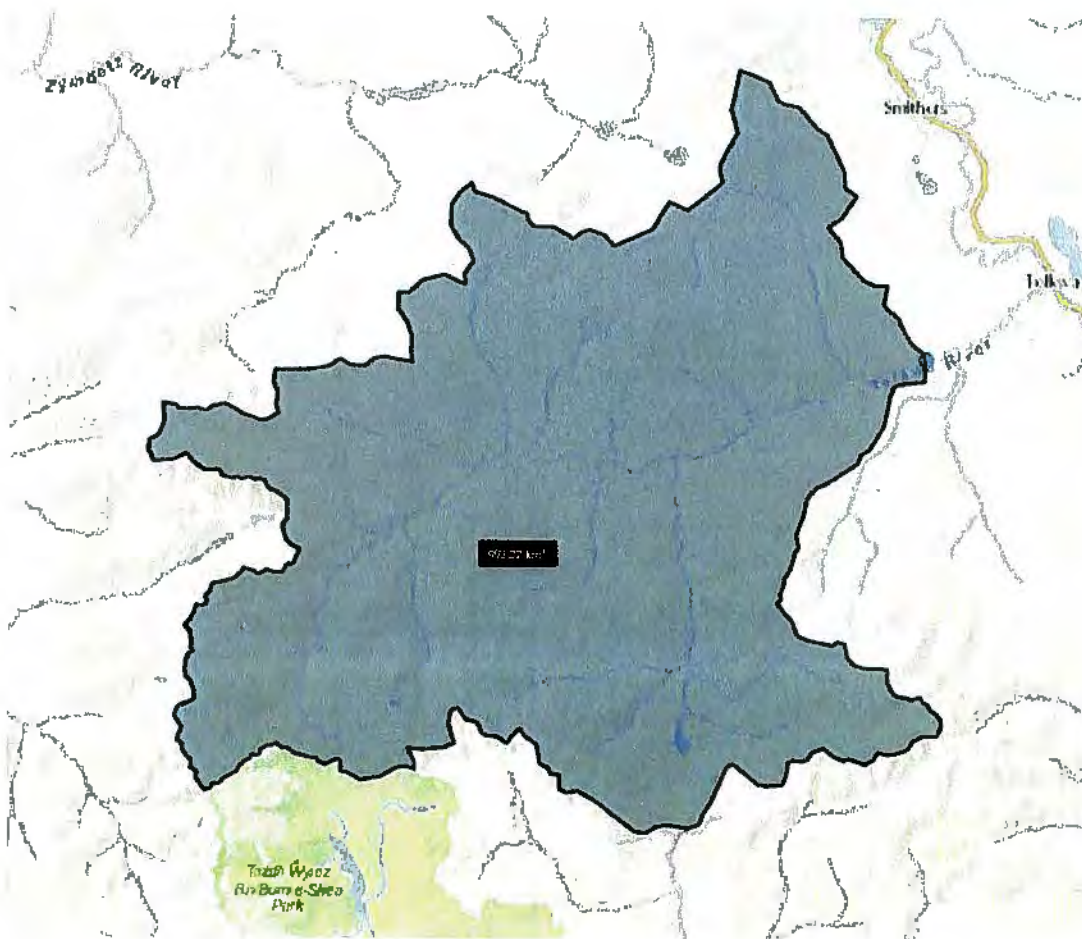


Figure 2: Drainage area of the Telkwa River upstream of the Schreiber Lot.

Report on

Hydrotechnical Assessment – Telkwa River for Lot 2 Eagle Road

Analysis of peak flows at 08EE020 indicates that annual peak flows for the Telkwa River below Tsai Creek occur predominantly during the spring, associated with snowmelt events. In the 35-year record of annual peak flows, 8 peaks occurred in the fall/winter storm season, driven by rainfall or rain-on-snow events. These fall peaks tend to be quite large, indeed the three largest peak flows recorded for 08EE020 occurred in the fall. Similarly at 08EE008, 8 of 50 peak flow events have been recorded in the fall, though these are not as extreme relative to their springtime counterparts as they are at 08EE020.

3.2 HYDROLOGIC ANALYSIS AND DESIGN FLOWS

Two different methods were used to determine the magnitude of floods with return periods of 200, 10, and 2 years. The first method is a regional analysis, which seeks to derive a regional relationship of the form $Q_{Tr} = a * Area^b$, where Q_{Tr} is the flood magnitude corresponding to a return period of Tr , $Area$ is the drainage area of the stream, and a and b are regression parameters estimated from values of Q_{Tr} and $Area$ of gauges in the vicinity of the study area. The gauges used for regional analysis for the Telkwa River at Schreiber Lot are described in Table 1.

Table 1: WSC Gauges used in regional analysis for determining design flows for the Telkwa River at Schreiber Lot.

WSC Station ID	Name	Drainage Area (km ²)	Years of Record	Hydrologic Regime
08EE008	Goathorn Creek near Telkwa	125	50	8 fall peaks 42 spring peaks
08EE012	Simpson Creek at the mouth	13.2	36	5 fall peaks 31 spring peaks
08EE020	Telkwa River below Tsai Creek	367	34	8 fall peaks 27 spring peaks
08EB004	Kispiox River near Hazelton	1880	48	8 fall peaks 48 spring peaks
08ED004	Thautil Corner Creek near Morice Lake	4.22	13	1 fall peak 13 spring peaks

The second method assumes that tributary contributions to the Telkwa River downstream of 08EE020 can be accurately represented by flows from 08EE008, which, based on a survey of drainage basin topography downstream of 08EE020, appears to be reasonable.

Flood magnitudes for the 200, 10, and 2-year return periods were estimated for each gauge in Table 1 by fitting a Log-Pearson Type 3 distribution to each peak flow record (using the HydroTools Excel add-in, <http://www.dimensionengine.com/excel/hydrotools/>). A mixed-population analysis was carried out for

Report on

Hydrotechnical Assessment – Telkwa River for Lot 2 Eagle Road

all gauges except for 08ED004. In mixed-population analysis, each year's peak flow can be thought of as the result of randomly selecting a population (i.e., spring snowmelt floods vs. fall/winter storm floods), then randomly selecting a particular flood magnitude from that population. The probability of exceeding any particular flood volume (which is the inverse of the flood's return period) can be determined by combining the conditional probabilities of the flood volumes in each population, i.e.,

$$P\{F > x\} = P\{F > x \mid F \text{ is rainfall-driven}\} * P\{F \text{ is rainfall-driven}\} + P\{F > x \mid F \text{ is snowmelt-driven}\} * P\{F \text{ is snowmelt-driven}\},$$

Where F is the annual flood, and x is a threshold flood magnitude.

Seasonal maximum flows for the four gauges with mixed peaks were picked out from their daily flow records (i.e., for each year of record, the maximum daily spring flow and maximum daily fall flow were picked out). These were then converted to seasonal peak flows by applying a peaking factor derived from years of coincident annual maximum and annual peak flow records. In practice, the magnitude of each gauge's annual peak flow for each return period, T_r , was estimated by varying x in the above equation until $P\{F > x\}$ was equal to $1/T_r$.

Regional analysis results for the 200-year peak flows are shown in Figure 3. Regression parameters for each return period are shown in Table 2, along with the flows they predict for the Telkwa River at Schreiber Lot.

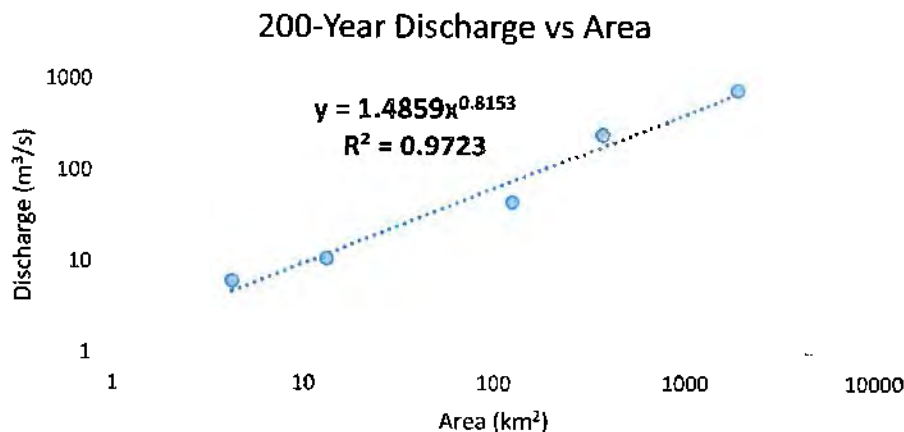


Figure 3: Regional analysis results for the 200-year peak flow event.

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The second method takes QTr for 08EE020 and adds to it QTr for 08EE008 after an adjustment for additional drainage area (a flow per unit area was calculated for 08EE008 then multiplied by the drainage area between 08EE020 and the Schreiber Lot, which is 626 km² (993 km² – 367 km²). These results are also shown in Table 2. Flows calculated using this method are 12-17% larger than those calculated from regional analysis. These flows were also calculated for a location downstream of the Schreiber Lot where previous floodplain mapping had been carried out in 1984. Drainage area upstream of cross-section 12 in this floodplain map was estimated at 1,203 km². Peak flows for this location are given in Table 2 in parentheses.

Table 2: Peak flows predicted for the Telkwa River at Schreiber Lot by two different methods. Regional analysis results are calculated from the equation $QTr = a * Area^b$, where the Area for this location is 993 km².

Return Period (Tr)	Regional Analysis			Area-weighting of 08EE020 and 08EE008
	a	b	Predicted Peak Flow (m ³ /s)	Predicted Peak Flow (m ³ /s)
200	1.49	.82	412 (482)	474 (549)
10	0.85	0.79	201 (234)	235 (277)
2	0.50	0.80	130 (151)	146 (170)

4 SITE VISIT

A site visit was conducted to the Schreiber property on October 21, 2015 by Bill Cheung accompanied by Jason Schreiber. General site conditions were noted and photo documentation is provided below.

The site lies in the floodplain of the Telkwa River, with the proposed building site approximately 2 m higher than the water level at the time of the site visit. The site itself shows no evidence of erosive flows, although it is likely that during extreme high flow events there is likely inundation of the property. There is no evidence on the property of regular flooding events. The extreme flood limits are likely the back side of the property as it slopes back up toward the Coalmine Road.



Figure 4 - Telkwa River at Schreiber Property - looking upstream. Note that the sandbar at the far left is not the height of land of the property.

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Figure 5 - Looking back towards the property. Sandbar shown in the previous figure can be seen in the foreground, with additional bank height to the building site location.



Figure 6 - Looking across the Telkwa River at the opposite bank

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Figure 7 - Right bank of Telkwa River at Schreiber Property - looking downstream



Figure 8 - Standing at ground elevation, looking toward the building site in the background.

5 CLIMATE CHANGE ANALYSIS

Climate change is expected to have significant impacts on water resources in BC. The Pacific Climate Impacts Consortium (PCIC) provides a variety of tools for conducting climate change analysis within British Columbia. Here, we examine the data provided by PCIC's Regional Analysis Tool (RAT; <https://www.pacificclimate.org/analysis-tools/regional-analysis-tool>) for a custom region covering the Telkwa River drainage basin. Consensus (median) results from an ensemble of global climate models (GCMs) incorporating a range of different potential future emissions scenarios were obtained for precipitation, snowmelt, and snowfall.

All values provided by the RAT were converted into monthly-averaged rates of water input per day (mm/day), averaged over the basin. Daily liquid precipitation rates were calculated by subtracting snowfall from precipitation. Total water availability in the basin was calculated by summing snowmelt and liquid precipitation rates for each month. These monthly-averaged daily rates of water input under future climate conditions were then compared to historic rates of water input to derive relative changes in these amounts. The actual daily rates were not used in any calculations.

Table 3: Changes to total water availability for runoff (and for infiltration and evapotranspiration) derived from climate variables from the PCIC Regional Analysis Tool averaged over the Telkwa River drainage basin.

Table 3 shows the changes in total water available for surface runoff within the Skeena River basin for the 2050s and 2080s (relative to baseline 1961-1990 climatological values). This total water availability for runoff accounts only for projected changes in water sources (snowmelt and liquid precipitation) and ignores sinks (evapotranspiration). Changes to infiltration of water into soils and subsequently into the groundwater system are also not included.

Month/Season	Change in Water Availability (%) (Snowmelt + liquid precipitation)	
	2050s	2080s
January	84	120
February	79	121
March	36	69
April	11	2
May	-21	-35
June	-26	-34
July	-2	-4
August	-1	-4
September	15	21
October	33	46
November	40	58
December	63	102

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According to the ensemble GCM output, peak springtime water availability has historically occurred in May, and this continues through the 2080s, with peak water availability dropping by 21% and 35% relative to historic values. Fall peak water availability continues to occur in October, with increases of 33% and 46%. Trends in peak streamflows for the Telkwa River will depend on whether increases to fall peaks are adequate to compensate for decreases in spring peaks, resulting in a shift to a more storm-dominated peak flow regime (likely with higher, flashier peaks).

It is critical to note that a 33% increase in fall precipitation rates will not translate to a 33% increase in peak flows. Similarly, a 21% decrease in spring water availability will not necessarily lead to a 21% decrease in peak flows. Since these are derived from monthly-averaged water availability, they tell us nothing about the frequency of precipitation events, for example. A 33% increase in total precipitation volume may indicate that storms are arriving more frequently and that the intensity of these events is increasing by significantly less than 33%. Also, we have not accounted for any changes in water sinks such as evapotranspiration, as this information is not available from the PCIC RAT.

An analysis similar to the one conducted here was done for a gauge in the Fraser River Basin on the Salmon River near Prince George (08KC001). For this particular gauge, PCIC has available daily streamflow projections driven by GCMs (PCIC Station Hydrologic Model Output; <https://www.pacificclimate.org/data/station-hydrologic-model-output>). Seasonal peaks were picked out of the daily flow projections, and monthly averaged flows were also computed. It was found that increases in monthly streamflow in both the fall and spring were approximately equal to one half of the increases in monthly-averaged availability of water, but that changes to peak flow were roughly one-third of this magnitude. This would suggest likely decreases to peak spring flows for the Telkwa River at Schreiber Lot of 7% (2050s) and 11% (2080s), and increases to peak fall flows of 11% and 15%. While this is only based on the analysis of one station with available projected streamflow it may still serve as a useful adjustment for generating a likely future scenario.

Several different scenarios were evaluated to determine the sensitivity of peak flows in the Telkwa River to changes in climate variables, and to determine a likely range of possible future outcomes. A description of each scenario along with impacts to peak flows is presented in Table 4.

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Table 4: Climate change scenarios evaluated for the Telkwa River at Schreiber Lot. Various combinations of changes to spring and fall peaks were evaluated to determine a range of likely outcomes.

Scenario	Changes Applied (for 2050s/2080s)	Rationale	2050s Impact	2080s Impact	
Sensitivity Analysis Scenarios	1	Spring: no change Fall: increase peaks by 11%/15%	Estimated changes to peak flows during the month of peak fall precipitation (October).	200-year: +11% 10-year: +1.8% 2-year: +0.1%	200-year: +13% 10-year: +2.4% 2-year: +0.5%
	2	Spring: decrease peaks by 7%/11% Fall: no change	Estimated changes to peak flows during the month of peak snowmelt (May).	200-year: +0.8% 10-year: -5.8% 2-year: -7.3%	200-year: -0.7% 10-year: -9.2% 2-year: -11%
	3	Spring: decrease peaks by 21%/35% Fall: increase peaks by 33%/46%	Projected changes to total water available in months of peak availability.	200-year: +42% 10-year: -0.4% 2-year: -17%	200-year: +74% 10-year: +14% 2-year: -21%
Refined (probable) Scenarios	4	Spring: decrease peaks by 10%/18% everywhere Fall: increase peaks by 16%/23%	Assume that projected monthly-averaged decreases in snowmelt rates are associated with fewer days of melt (and more days of zero melt) such that peak melt rates do not decrease as much as projected. Assume that increases to precipitation are associated with increased frequency of rainfall events (double frequency, halve magnitude).	200-year: +17% 10-year: -4.4% 2-year: -9.4%	200-year: +28% 10-year: -5.4% 2-year: -16%
	5	Spring: decrease peaks by 7%/11% Fall: increase peaks by 11%/15%	Adjustments to monthly changes based on analysis of peak flow projections at 08KC001.	200-year: +14% 10-year: -3.1% 2-year: -7.0%	200-year: +16% 10-year: -5.3% 2-year: -10%

Results of climate change analysis indicate that extreme peak flows (200-year return periods) can be expected to increase by approximately 15% by the 2050s and 20-30% by the 2080s. The lower peak flows (with return periods of 10 and 2 years) are expected to exhibit decreases similar in magnitude to those of the springtime peak flows. The increase in large peak flows is associated with the shift in

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hydrologic regime from mostly snowmelt-driven peak flows in the present climate to mostly rainfall-driven flows in the future. The hydrologic record at 08EE020 clearly indicates that current fall peaks, while relatively rare, are quite extreme, so even a small increase in the frequency of fall peaks occurring as annual peaks will result in increases to these peak flows. The lowest peaks (2-year return period or less) will continue to be associated mostly with springtime peak flow events or relatively minor fall precipitation events. The 10-year peaks exhibit a smaller increase than the 2-year events, as these will be comprised of a blend of springtime and fall/winter peak events.

6 HEC-RAS ANALYSIS

Four bathymetric cross sections of the Telkwa River were combined with topographic survey of the property to create cross sections that could be used in the US Army Corp of Engineers HEC-RAS (Hydrologic Engineering Centre River Analysis System) modelling program. A site plan has been included in Appendix A. This software is industry-standard for analysis of floodplains and 1 dimensional water surface profiles. The cross sections cover an overall length of approximately 130 metres of the Telkwa River, with the longest cross section having a length of 340 metres.

Each cross section is shown on the following pages with stationing references within the HEC-RAS program.

Other information shown on the cross section plots include the variance of the stream and overbank roughness coefficients, or Manning's "n" values across the channel. Starting at Section 1000, it was observed that a side channel was present on the left bank of the main channel (looking downstream). The Manning's "n" for the main channel was set at 0.030 while the left overbank and right overbank values were set at 0.050 and 0.10 respectively. These reflect the size of material found in the river channel as well as the level of growth of vegetation on the overbanks.

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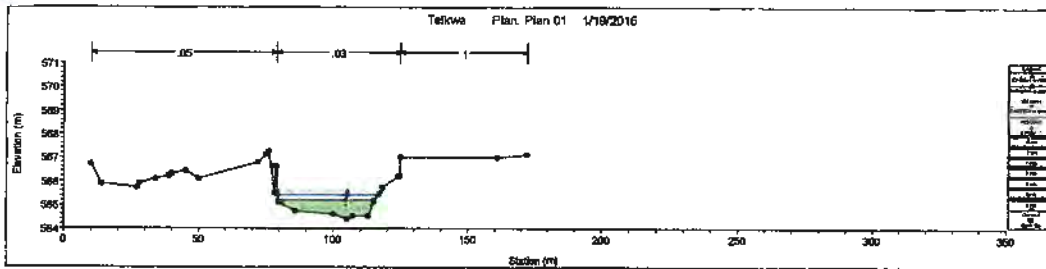


Figure 9. Cross Section 1000 - Furthest Downstream

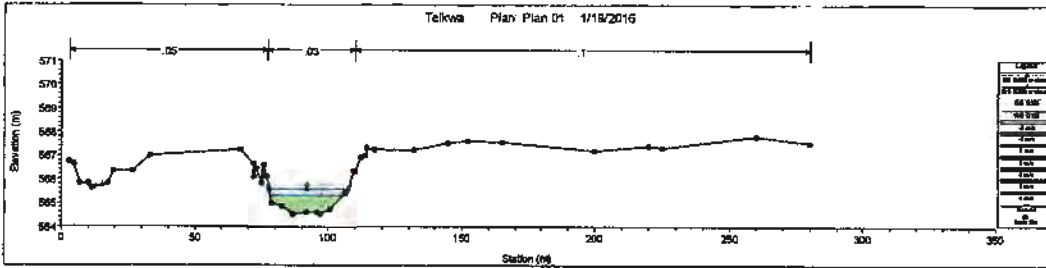


Figure 10. Cross Section 1048

Cross Section 1048 is the cross section at the proposed house location. The house is expected to be located at approximately Station 155, 30 m away from the top of bank of the Telkwa River. Uncategorized base flow of 20 cu.m/s shown on cross sections

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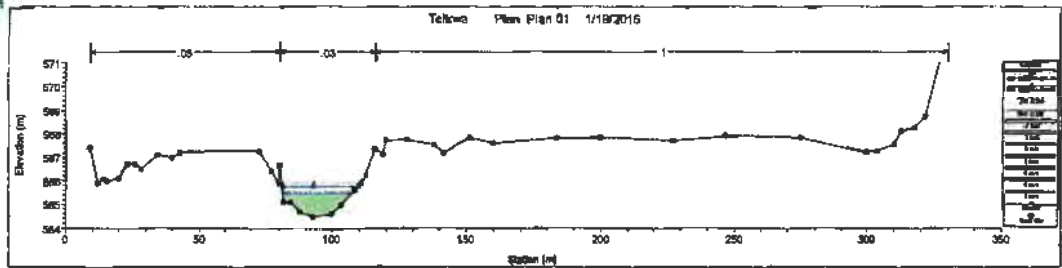


Figure 11 Cross Section 118B

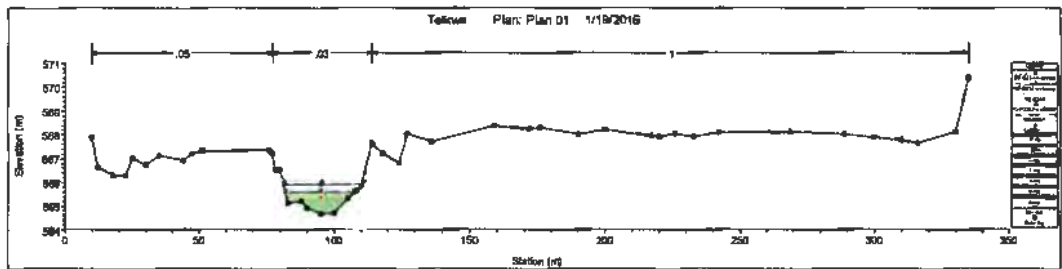


Figure 12 Cross Section 118C

Based on the hydrology prepared in the previous section, a 1 in 200 year design flow of 412 cu.m/s was selected for the Telkwa River. A second design flow of 478 cu.m/s, representing the effect of 16% increased flow due to climate change as stated in Table 4 Scenario 5.

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The following cross sections show the calculated water surface elevations at the four locations. The different colours represent variances in velocities across the entire channel, with the higher velocities shown in the main channel and lower velocities in the overbank areas.

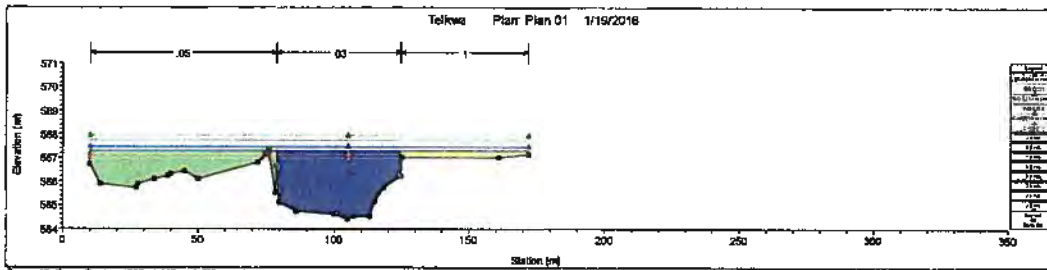


Figure 13: Cross Section 1000 at 412 and 478 cu.m/s

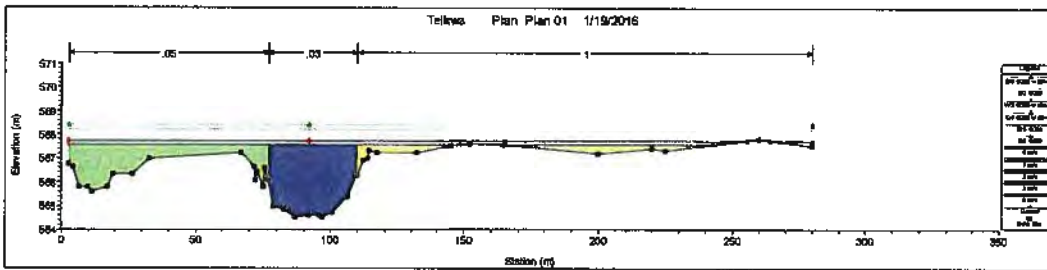


Figure 14: Cross Section 1048 at 412 and 478 cu.m/s

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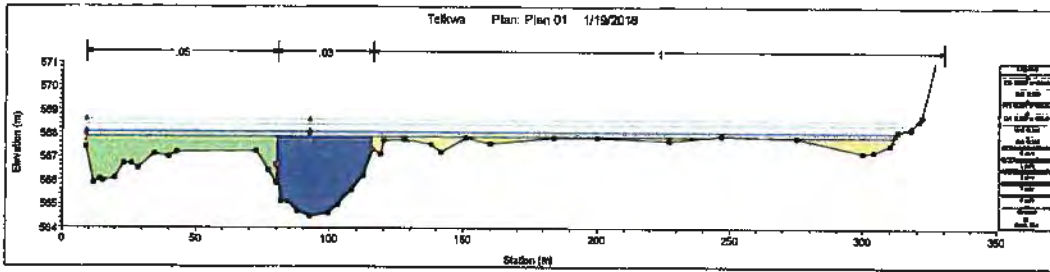


Figure 15 Cross Section 1098 at 412 and 478 cu m/s

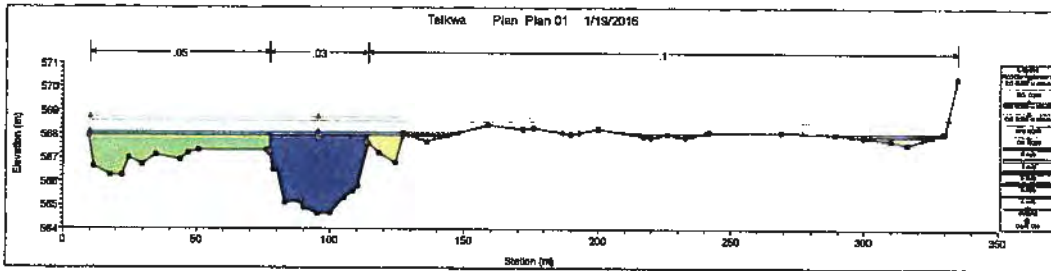


Figure 16 Cross Section 1130 at 412 and 478 cu m/s

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In addition to the cross section plots shown above, detailed information at each cross section is available as program output from HEC-RAS.

The following table shows the water surface elevations and channel velocities for each of the cross sections. W.S. Elevation is the Water Surface elevation for the cross section.

Reach	River Sta	Profile	Q Total (m3/s)	Min Ch El (m)	W.S. Elev (m)	Crit W.S. (m)	E.G. Elev (m)	E.G. Slope (m/m)	Vel Chnl (m/s)	Flow Area (m2)	Top Width (m)	Froude # Chl
1	1130	Q200	412.00	564.65	567.93	567.80	568.49	0.003537	3.61	170.46	167.02	0.73
1	1130	Q200 w climate	478.00	564.65	568.06	567.94	568.69	0.003815	3.88	195.97	226.87	0.76
1	1096	Q200	412.00	564.50	567.87	567.68	568.36	0.002984	3.44	206.37	290.38	0.67
1	1096	Q200 w climate	478.00	564.50	568.04	567.92	568.53	0.002906	3.54	258.74	303.70	0.67
1	1048	Q200	412.00	564.55	567.56	567.56	568.18	0.003774	3.85	178.12	228.72	0.76
1	1048	Q200 w climate	478.00	564.55	567.74	567.74	568.36	0.003636	3.96	223.89	268.56	0.75
1	1000	Q200	412.00	564.40	567.26	566.94	567.69	0.003001	3.16	187.12	162.00	0.66
1	1000	Q200 w climate	478.00	564.40	567.42	567.13	567.88	0.003005	3.31	214.00	162.00	0.67

Figure 17: HEC-RAS Summary Table

Also, further detail can be shown for the cross section that is located at the house location.

Plan: Plan 01 - Telkwa - 1 RS: 1048 Profile: Q200 w climate					
E.G. Elev (m)	568.36	Element	Left OB	Channel	Right OB
Vel Head (m)	0.63	Wt. n-Val.	0.050	0.030	0.100
W.S. Elev (m)	567.74	Reach Len. (m)	48.00	48.00	48.00
Crit W.S. (m)	567.74	Flow Area (m2)	78.89	92.40	52.60
E.G. Slope (m/m)	0.003636	Area (m2)	78.89	92.40	52.60
Q Total (m3/s)	478.00	Flow (m3/s)	97.17	365.45	15.38
Top Width (m)	268.56	Top Width (m)	74.00	33.00	161.56
Vel Total (m/s)	2.14	Avg. Vel. (m/s)	1.23	3.96	0.29
Max Chl Dpth (m)	3.19	Hydr. Depth (m)	1.07	2.80	0.33
Conv. Total (m3/s)	7927.6	Conv. (m3/s)	1611.5	6061.0	255.1
Length Wtd. (m)	48.00	Wetted Per. (m)	76.42	33.47	162.07
Min Ch El (m)	564.55	Shear (N/m2)	36.80	98.42	11.57
Alpha	2.69	Stream Power (N/m s)	13405.80	0.00	0.00
Frctn Loss (m)	0.16	Cum Volume (1000 m3)	3.83	4.94	1.74
C & E Loss (m)	0.05	Cum SA (1000 m2)	3.43	1.88	5.02

Figure 18: Cross Section details at Station 1048 for flow including climate change (478 cu. m/s)

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This table shows that the main channel conveys the majority of the flow during a flood (365 cu.m/s) , with the left overbank carrying 97 cu.m/s and only 15 cu.m/s flooding over the right bank. Also, the velocity on the right overbank is expected to be 0.29 m/s.

At Cross Section 1048, the expected water surface elevation at the Q200 plus climate change flow is 567.74 m, which is slightly higher than the existing ground elevation of 567.62 m at one of the higher locations near the proposed building site. This elevation of 567.74 m is the Designated Flood Level for this property.

7

REVIEW OF CHANNEL GEOMORPHOLOGY

One of the important aspects to consider when reviewing a potential building site is not only to review the water levels velocities during peak flood situations, but to assess the potential for lateral movement of the channel due to aggrading bedload, log jams, bank erosion etc. The science of the study of the configuration of landforms and the development of topography is called geomorphology.



Figure 19: Site Plan showing old channel across from property

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The Telkwa River in the vicinity of Lot 2 is relatively well-confined by its banks, and also has some channels that are activated during high flow, as can be seen in Figure 14. These side channels relieve the pressure of the main channel during flood events. As well, the banks of the Telkwa River remain well-vegetated and the channel itself does not show evidence of large bedload movement events or debris flows.

The potential for the Telkwa River to jump its banks and flow outside its primary channel is also a concern that needed assessment. At location "A" shown in Figure 14, a site reconnaissance carried out during the site visit confirmed that there is sufficient height of land at this location such that the Telkwa River could not breach its right bank during high water, and flow is expected to continue in the main channel. Typically these locations on the outside of bends are where new channels develop during high water, but at this location there is a low possibility of this occurring. At the cross section through the proposed house location, the elevation of the natural boundary of the Telkwa River as determined by measurement of the average rooting depth along the river is at elevation 566.86m. With a 1 in 200 year water surface elevation of 567.74, the estimated depth above the natural boundary during a flood event is 0.88m. Including the freeboard recommendation of 0.6 m, the recommended building elevation will be 1.48m above the natural boundary.

The Lot 2 property is also located on the inside of the bend, which tends to have lower bank velocities and therefore a lower chance of bank erosion.

8 MITIGATION RECOMMENDATIONS

The following recommendations are based on the 1 in 200 year flow including climate change analysis.

1. The flood construction level (FCL) for this property should be set at an elevation of 568.34, which is the Designated Flood Level plus an additional 0.6 m of freeboard. Main floor elevations, septic system manholes, perforated pipe and all electrical and mechanical devices shall be located above this elevation.
2. Buildings on the property should not be located closer than 30 m from the top of bank of the Telkwa River.

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3. Buildings shall be raised to the FCL using either engineered fill or structural means, and shall comply with the FCL determined in this report. Should engineered fill be the means used to raise the building footprint, a bearing capacity and general global stability check should be undertaken to ensure that placement of fill will not induce instability. If structural means are to be used (ie. Concrete foundation walls etc.) then this would not be required.

It is understood that the building locations may differ from those shown in this report, as long as the FCL and recommended setbacks are achieved.

4. The property owners will be responsible to apply for an "Application for Amendment to a Plan or Bylaw, Permit or Floodplain Exemption" from the RDBN.

9 CLOSURE

McElhanney Consulting Services Ltd. (McElhanney) has prepared this document in a manner consistent with that level of care and skill ordinarily exercised by members of the engineering and science professions currently practicing under similar conditions in the jurisdiction in which the services are provided, subject to the time limits and physical constraints applicable to this document. No warranty, expressed or implied, is made.

The required “APEGBC Flood Hazard and Risk Assurance Statement” has been included as Appendix B of this document.

This document, including all text, data, tables, plans, figures, drawings and other documents contained herein, has been prepared by McElhanney for the sole benefit of Jason and Laura Schreiber and BC MOT and RDBN for assessment purposes for Lot 2, Eagle Road, Telkwa, BC. It represents McElhanney’s professional judgement based on the knowledge and information available at the time of completion. McElhanney is not responsible for unauthorized use or modification of this document. All third parties relying on this document do so at their own risk.

Prepared by:

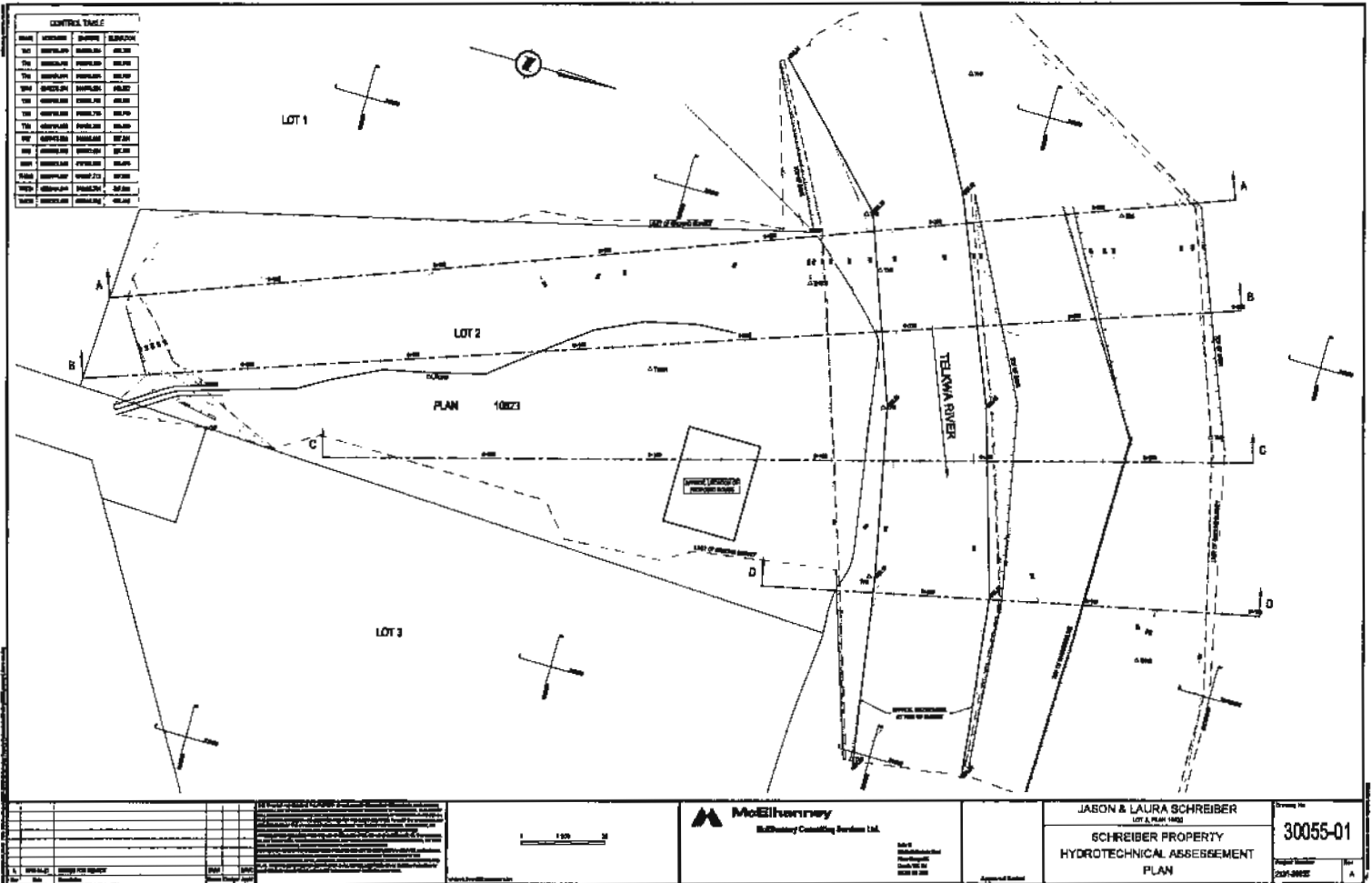
McElhanney Consulting Services Ltd.

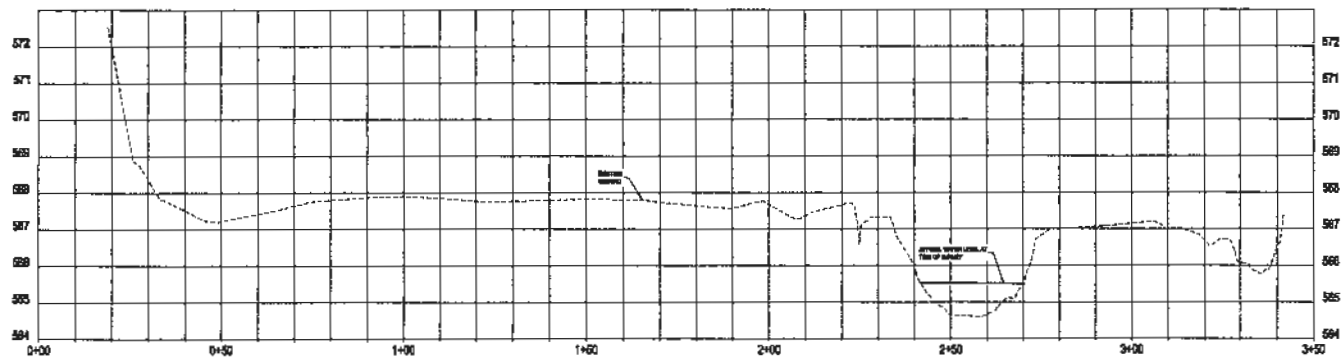
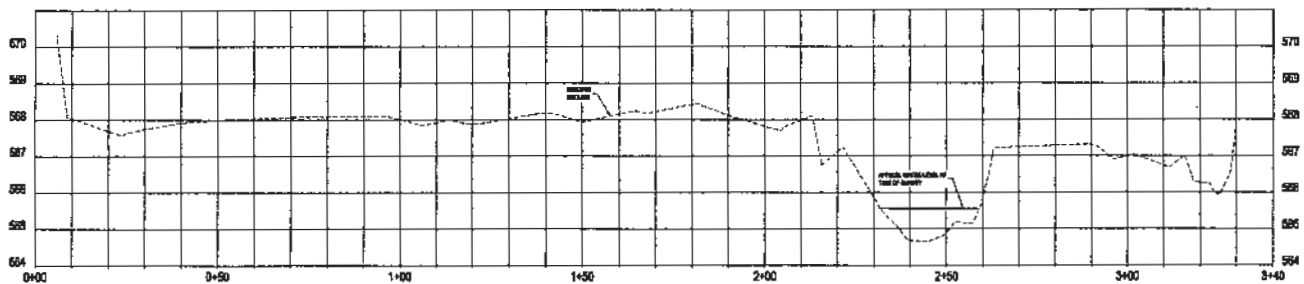


William Cheung, PEng
Senior Hydrotechnical Engineer

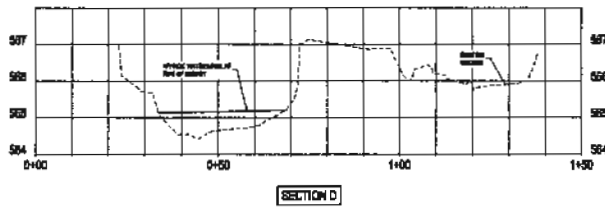
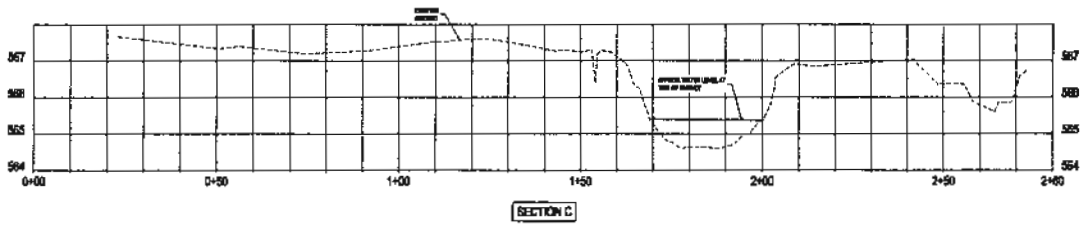
APPENDIX A – SITE PLAN







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3	3/20/2011	APPROVED	DATE															



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2	REV	REVISION	DATE	BY



McElhenny
Engineering Consulting Services Ltd.

Art G.
Registered
Professional
Engineer
No. 10100
P.E. (Ontario)

Approved: _____
Date: _____

JASON & LAURA SCHREIBER
1477 2. ROAD 1800
SCHREIBER PROPERTY
HYDROTECHNICAL ASSESMENT
PROFILES

Drawing No. **30055-03**
Project Number 2254-0201
Sheet A

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APPENDIX B – FLOOD HAZARD AND RISK ASSURANCE STATEMENT

APPENDIX J: FLOOD HAZARD AND RISK ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "APEGBC Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate, March 2012 ("APEGBC Guidelines") and is to be provided for flood assessments for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the APEGBC Guidelines.

To: The Approving Authority

Date: May 13, 2016

Regional District of Bulkley Nechako

37 3rd Avenue PO Box 820 Burns Lake, BC V0J 1E0

Jurisdiction and address

With reference to (check one):

- Land Title Act (Section 86) – Subdivision Approval
- Local Government Act (Sections 919.1 and 920) – Development Permit
- Community Charter (Section 56) – Building Permit
- Local Government Act (Section 910) – Flood Plain Bylaw Variance
- Local Government Act (Section 910) – Flood Plain Bylaw Exemption

For the Property:

Lot 2, DL 221, Range 5, Coast District Plan 8713 (Lot 2 Eagle Road, Telkwa, BC)

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer* or *Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached flood assessment report on the Property in accordance with the APEGBC Guidelines. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

- 1. Collected and reviewed appropriate background information
- 2. Reviewed the proposed *residential development* on the Property
- 3. Conducted field work on and, if required, beyond the Property
- 4. Reported on the results of the field work on and, if required, beyond the Property
- 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a *flood hazard* analysis or *flood risk* analysis I have:
 - 6.1 reviewed and characterized, if appropriate, floods that may affect the Property
 - 6.2 estimated the *flood hazard* or *flood risk* on the property
 - 6.3 included (if appropriate) the effects of climate change and land use change
 - 6.4 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
 - 6.5 estimated the potential *consequences* to those *elements at risk*
- 7. Where the *Approving Authority* has adopted a specific level of *flood hazard* or *flood risk* tolerance or return period that is different from the standard 200-year return period design criteria⁽¹⁾, I have
 - 7.1 compared the level of *flood hazard* or *flood risk* tolerance adopted by the *Approving Authority* with the findings of my investigation
 - 7.2 made a finding on the level of *flood hazard* or *flood risk* tolerance on the Property based on the comparison
 - 7.3 made recommendations to reduce the *flood hazard* or *flood risk* on the Property

⁽¹⁾ *Flood Hazard Area Land Use Management Guidelines* published by the BC Ministry of Forests, Lands, and Natural Resource Operations and the 2009 publication *Subdivision Preliminary Layout Review – Natural Hazard Risk* published by the Ministry of Transportation and Public Infrastructure. It should be noted that the 200-year return period is a standard used typically for rivers and purely fluvial processes. For small creeks subject to debris floods and debris flows return periods are commonly applied that exceed 200 years. For life-threatening events including debris flows, the Ministry of Transportation and Public Infrastructure stipulates in their 2009 publication *Subdivision Preliminary Layout Review – Natural Hazard Risk* that a 10,000-year return period needs to be considered.

8. Where the Approving Authority has not adopted a level of flood risk or flood hazard tolerance I have:

- 8.1 described the method of flood hazard analysis or flood risk analysis used
- 8.2 referred to an appropriate and identified provincial or national guideline for level of flood hazard or flood risk
- 8.3 compared this guideline with the findings of my investigation
- 8.4 made a finding on the level of flood hazard or flood risk tolerance on the Property based on the comparison
- 8.5 made recommendations to reduce flood risks

9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one

- the findings from the investigation and the adopted level of flood hazard or flood risk tolerance (item 7.2 above)
- the appropriate and identified provincial or national guideline for level of flood hazard or flood risk tolerance (item 8.4 above)

I hereby give my assurance that, based on the conditions contained in the attached flood assessment report,

Check one

- for subdivision approval, as required by the Land Title Act (Section 86), "that the land may be used safely for the use intended".

Check one

- with one or more recommended registered covenants.
- without any registered covenant.

- for a development permit, as required by the Local Government Act (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".
- for a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended".

Check one

- with one or more recommended registered covenants.
- without any registered covenant.
- for flood plain bylaw variance, as required by the Flood Hazard Area Land Use Management Guidelines associated with the Local Government Act (Section 910), "the development may occur safely".
- for flood plain bylaw exemption, as required by the Local Government Act (Section 910), "the land may be used safely for the use intended".

William Cheung, PEng

Name (print)

William Cheung

Signature

Unit 12, 556 North Nechako Road

Address

Prince George, BC V2K 1A1

778-693-2200

Telephone

May 13, 2016
Date



(Affix Professional seal here)

If the Qualified Professional is a member of a firm, complete the following.

I am a member of the firm McElhanney Consulting Services Ltd.
and I sign this letter on behalf of the firm. (Print name of firm)



MEMORANDUM

To: Chair Miller and the Board of Directors
From: Maria Sandberg, Planner
Date: May 9, 2016
Re: Floodplain Management Bylaw Amendments

INTRODUCTION:

This report proposes amendments to "Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1300, 2004, for the Board's consideration.

DISCUSSION:

Section 5 of "Regional District of Bulkley Nechako Floodplain Management Bylaw No. 1300, 2004" identifies flood construction levels that must be met for buildings adjacent to certain water features.

Bylaw 1300 was amended in 2007 with "Floodplain Management Amendment Bylaw No. 1420" which clarified that the flood construction levels apply only to land adjacent to the applicable water feature. To increase clarity and further define where the regulations apply, the following bylaw amendments are proposed.

Change #1

It is proposed that the term "adjacent" in the bylaw be replaced with wording that states that the flood construction levels outlined in the bylaw apply only to development that is within 100 metres of small watercourses and lakes, and within 200 metres of the larger named rivers.

Change #2

Section 2.4 states:

Setbacks and elevations shall be measured from, and with respect to, the body of water which is adjacent to the subject building or structure.

To improve clarity staff propose that this section be reworded to read as follows:

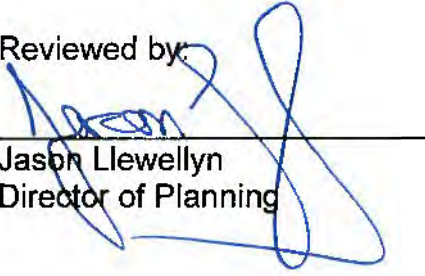
Setbacks and elevations shall be measured from the point of the natural boundary of the applicable watercourse, lake, marsh or pond that is closest to the subject building or structure.

Recommendation:

That "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016 be given first, second and third readings.

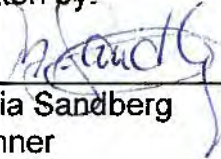
Electoral Area Planning – Participants/Directors/Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Maria Sandberg
Planner



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1771

A Bylaw to Amend "Regional District of
Bulkley-Nechako Floodplain Management
Bylaw No. 1300, 2004"

WHEREAS the Regional District of Bulkley-Nechako has enacted a Floodplain Management Bylaw respecting flood prone areas pursuant to Section 524 of the *Local Government Act*;

AND WHEREAS the Board of Directors deems it to be in the public interest to amend this bylaw;

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

That "Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1300, 2004" be amended as follows:

1. Amend Section 2.4 by replacing the existing wording with the following:

Setbacks and elevations shall be measured from the point of the natural boundary of the applicable watercourse, lake, marsh or pond that is closest to the subject building or structure.

2. Amend Section 5.1.2 by replacing the existing wording with the following:

713.63 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Babine Lake;

3. Amend Section 5.1.3 by replacing the existing wording with the following:

765.70 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Cluculz Lake;

4. Amend Section 5.1.4 by replacing the existing wording with the following:

3.96 on Water Survey of Canada gauge #08JB011 for land within a distance of 100 metres of Francois Lake;

5. Amend Section 5.1.5 by replacing the existing wording with the following:

671.80 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Fraser Lake;

6. Amend Section 5.1.6 by replacing the existing wording with the following:

859.50 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of the Nechako Reservoir (includes Knewstubb, Natalkuz, Ootsa, Tahtsa, Tetachuk and Whitesail Lakes);

7. Amend Section 5.1.7 by replacing the existing wording with the following:

683.50 metres Geodetic Survey of Canada datum for land within a distance of 100 metres of Stuart Lake;

8. Amend Section 5.1.8 by replacing the existing wording with the following:

4.0 metres above the Natural Boundary of the Nechako River (below the Nautley River), for land within a distance of 200 metres of the Nechako River below the Nautley River;

9. Amend Section 5.1.9 by replacing the existing wording with the following:

3.0 metres above the Natural Boundary of Cheslatta/Murray, Chuchi, Cunningham, Eutsuk, Germansen, Inzana, Morice, Murray, Nanika, Pinchi, Takla, Taltapin, Tchentlo, Tchesinkut, Tezzeron, Tochcha, Trembleur, Troitsa, and Tsayta Lakes, for land within a distance of 200 metres of these lakes;

10. Amend Section 5.1.10 by replacing the existing wording with the following:

3.0 metres above the Natural Boundary of the Babine River, Buck Creek, Bulkley River, Cheslatta River, Chilako River, Cluculz Creek (below Cluculz Lake), Driftwood River, Endako River, Fleming Creek (below Tidesley Creek), Fulton River, Gaffney Creek, Hutudatehl Creek, Inzana Creek (below Inzana Lake), Kazchek Creek, Klawli River, Kotsine River, Kuzkwa Creek, Kwanika Creek, Manson River (below Tsayta Lake), Middle River, Morice River, Nation River (below Tsayta Lake), Nautley River, Nechako River (above Nautley river), Necoslie River (within Coast Land District), Nilkitkwa River, Omineca River, Parrott Creek, Philip Creek, Rainbow Creek, Silver Creek (below Kenny Creek), Sinkut River (below Sinkut Lake), Sakeniche River, Sowchea Creek (below Marie Creek), Stellako River, Stoney Creek (below Tachick Lake), Stuart river, Sutherland River (below Gravel Creek), Sylvester Creek, Tachie River, Tchesinkut Creek, Telkwa River, Tezzeron Creek, Tsilcoh River, Valleau Creek and Skeena River, for land within a distance of 200 metres of these rivers;

11. Amend Section 5.1.11 by replacing the existing wording with the following:

1.5 metres above the Natural Boundary of any other watercourse, lake, marsh or pond, where that land is within a distance of 100 metres of these watercourses, lakes, marshes or ponds.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016".

READ A FIRST TIME this day of , 2016

READ A SECOND TIME this day of , 2016

READ A THIRD TIME this day of , 2016

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 1771, 2016".

DATED AT BURNS LAKE this day of , 2016

Corporate Administrator

ADOPTED this day of , 2016

Chairperson

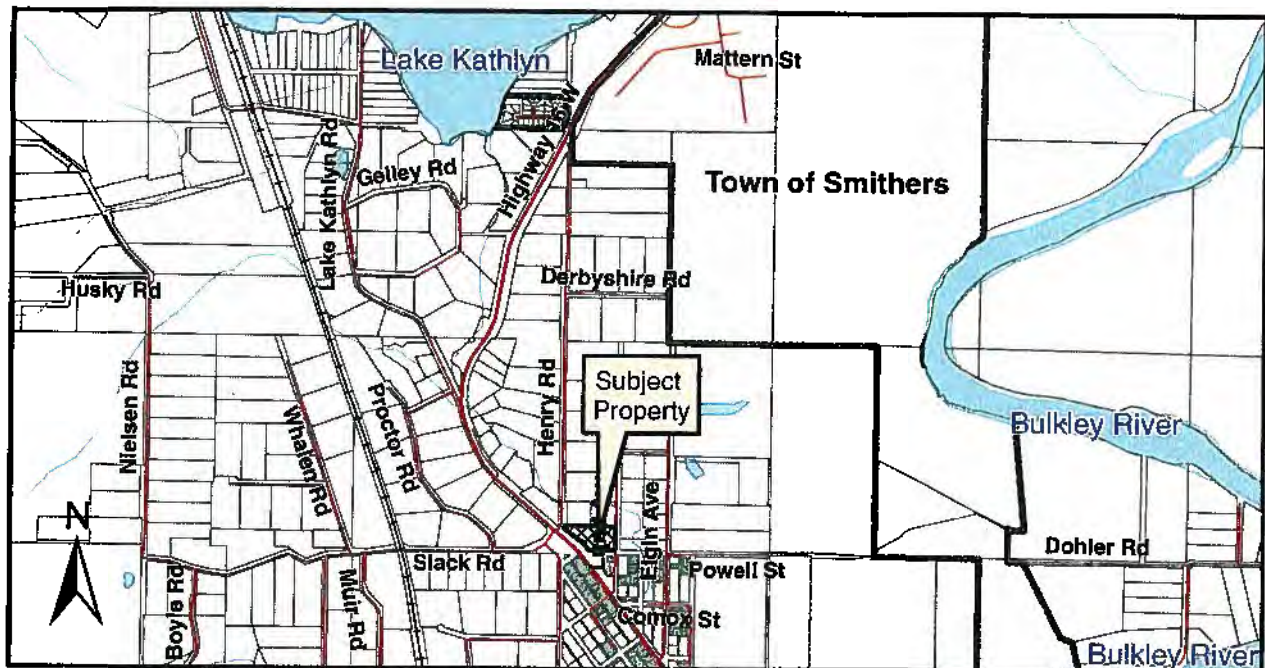
Corporate Administrator



Planning Department Report
 OCP Amendment Bylaw 1768
 Rezoning Bylaw No. 1712
 File No. A-06-14, 3rd Reading
 May 17, 2016

APPLICATION SUMMARY

- Name of Owner:** West-End Ventures Inc.
- Name of Agent:** Colin Brintjes
- Electoral Area:** A
- Subject Property:** Lot 3, Section 2, Township 1A, Range 5, Coast District, Plan 4733. The property is 1.35 ha (3.34 acres) in size
- Location:** The subject property is located along Highway 16 at 3844 Henry Rd, approximately 600 metres northwest of the Town of Smithers.



- O.C.P. Designation:** Commercial (C) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
- Zoning:** General Commercial (C1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993
- Existing Land Use:** Vacant land

ALR Status: Not in the ALR.

Proposed OCP Amendment and Rezoning:

To amend "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" by adding a section on Development Permit Areas, and designating the subject property as a Highway Corridor Development Permit Area.

To amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" by rezoning the subject property from the **General Commercial (C1) Zone** to a new zone, named the Light Industrial – Contracting Service Zone (M1B).

The proposed permitted uses are:

- (a) contracting;
- (b) motor vehicle rentals;
- (c) warehousing;

The proposed definitions of the uses are:

CONTRACTING means the use of land and structures as a base of operation for a business providing any one or more of the following services or activities on another location: engineering; land surveying; construction; building; building or property maintenance; logging; silviculture; excavation; drilling; carpentry; plumbing; electrical or other similar service of a construction nature. This use may include any one or more of the following incidental and subordinate uses provided that these uses do not occupy in total an area in excess of forty percent of the Gross Floor Area of the structure(s) used for Contracting: assembly of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting; sale of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting.

MOTOR VEHICLE RENTALS means the use of land and structures for the rental or lease of new or used vehicles, and may include as an incidental and subordinate use the service and repair of only those vehicles being rented or leased provided that the service and repair of vehicles occurs inside of a building. This use does not include Service Station.

WAREHOUSING means the use of lands or structures for the storage and distribution of goods, wares, merchandise, substances, articles, or other things, including the storage of goods in separately occupied, secured storage areas and lockers. This use does not include storage of goods for retail sales, wrecking and salvage or a waste disposal site.

REFERRAL COMMENTS

(It is noted that the referral comments apply to the applicant's previous proposal.)

Ministry of Transportation and Infrastructure

"A fence to delineate the property line on the Hwy 16 side will be required. Powell Frontage and Powell Ave. adjacent to the lot are not available for use. Corridor planning through this area identified Powell Avenue intersection to be closed. Powell Frontage is retained for Hwy 16 widening only.

Suggest a 30 m no build area, as shown on attached plan in red, to facilitate future access / intersection upgrade, dependent on future use.

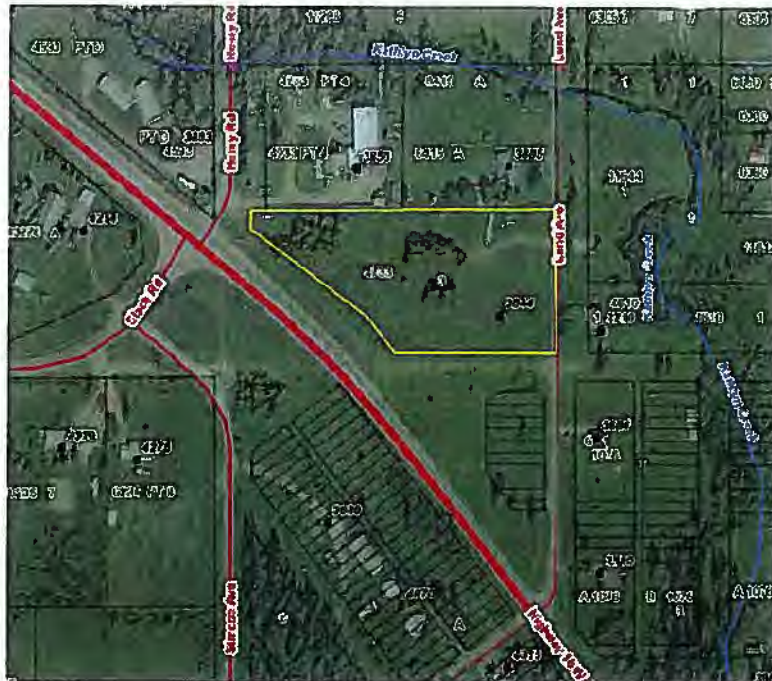
Concern regarding sewage disposal as the willow trailer court was closed due to failing septic disposal."

Town of Smithers See attached letter.

Advisory Planning Commission (APC)

"Resolution: APC supports the application for rezoning to include a) Contracting services b) offices c) motor vehicle rentals d) warehousing

Comments: APC believes that this change is beneficial to the area in that it is a downgrade from the current zoning and therefore the impact in the area would be lower than the current zoning would permit. APC does not feel that change will encourage the creation of more commercial space into the residentially zoned corridor between Henry Rd and the Town of Smithers."



PLANNING DEPARTMENT COMMENTS

The public hearing for Bylaws No. 1712 and 1768 was held on May 16th, 2016. The report of the Public Hearing is attached to this report.

Official Community Plan (OCP) and Development Permit Areas (DPA)

Proposed Bylaw 1768 adds a new section regarding Development Permit Areas to the Smithers Telkwa Rural Official Community Plan, and designates the subject property as a highway corridor development permit area.

Section 488 (1)(a)(d) and (f) of the *Local Government Act* gives a local government the ability to designate land as a development permit area (DPA) in the OCP, for one or more purposes. The OCP must describe the special objectives or conditions that justify the DPA designation and also specify guidelines respecting the manner by which the special conditions or objectives will be addressed. Within a DPA a property owner must obtain a development permit before developing the land.

Bylaw 1768 states that the objectives are:

1. To provide for the appropriate form and character of commercial and industrial development given the high visibility of these areas and their exposure to Highway 16.
2. To facilitate the compatibility of site design and site function with the rural setting and adjacent land uses.
3. To identify and implement the appropriate degree of landscaping and screening with special attention to the impacts on adjacent residential development and Highway 16.
4. To accomplish the above in a manner that protects the natural environment, and retains as much as possible in its natural or existing state, and otherwise enhancing and facilitating natural processes and habitat where possible

The bylaw also outlines the exemptions for when a permit is not needed, such as for subdivision, temporary structures, minor construction or alteration, replacement or development activities that are not related to the commercial or industrial use of the land. The guidelines contain regulations about parking, lighting, landscaping, screening and signage.

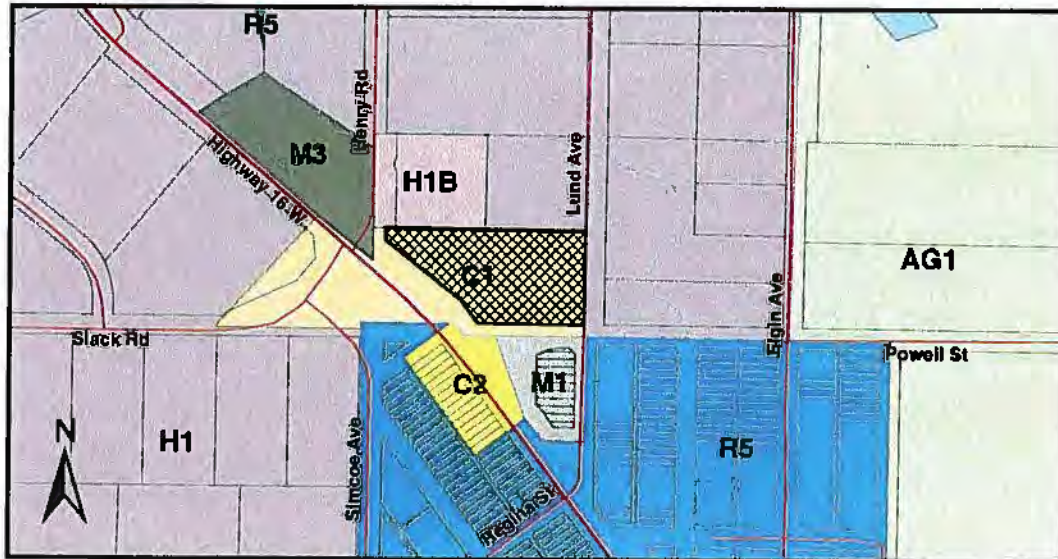
Prior to development the property owner would be required must make an application to the RDBN. The application process involves the RDBN reviewing the development plans for conformity to the applicable guidelines. If the development plans do not conform to the guidelines the Board may deny the application and the development can not occur.

Zoning

As can be seen on the map below, there is a mix of zoning adjacent to the subject property. The lands zoned Light Industrial (M1) and Highway Commercial (C2) are

owner by the Province and will likely not be made available for development. The land zoned Agricultural Industry (M3) contains a greenhouse and garden supplies sales business. The majority of developed lands surrounding the subject property are residential. The property north of the subject property is zoned H1B which allows its residential use, as well as use for a commercial workshop.

Zoning Map



The Willow Trailer Court was established on the subject property for many years. The property was rezoned in 1984 from Mobile Home Park (MHP) to Commercial I, for a service station. It appears that the property continued to be used for a mobile home park until 2009, when it was closed to comply with an Order under the *Public Health Act* to stop a Health Hazard. When the existing zoning bylaw was adopted in 1993 the General Commercial (C1) Zone was applied to the property.

The permitted uses in the C1 zoning are:

- (a) *retail store;*
- (b) *business and professional offices;*
- (c) *hotel and motel;*
- (d) *restaurant and licensed establishment pursuant to the Liquor Control and Licensing Act;*
- (e) *personal service establishment;*
- (f) *fraternal lodge, community hall and theatre;*
- (g) *service station.*

The proposed contracting, motor vehicle rentals, and warehousing uses are not allowed in the C1 zone. Therefore, the applicant has applied to amend the zoning bylaw to allow the uses.

The area that can be used for incidental and subordinate uses (including retail and assembly of products) is 40% of the gross floor area. Also, the assembly of products or materials, or retail use may not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure used for Contracting.

It is noted that the uses have also been added to the Light Industrial (M1) Zone as permitted uses.

Recommendations

In general, the Planning Department does not recommend that small tenancy commercial or light industrial activity be allowed to spread along the highway in rural residential areas. This type of strip development is attractive for business as the land has good exposure, can be inexpensive compared to other lands in commercial areas, and is less expensive to develop because of reduced development standards and regulations in the rural area. Accommodating strip commercial / industrial development along the highway is inefficient and there are notable aesthetic, function, and land use conflict related issues that will inevitably result.

However, the situation is complicated by the fact that the property is currently zoned C1. The property owner is making the argument that the proposed uses represent an improvement over the uses permitted in the C1 zone, and that the proposed uses are suitable for the property. This argument has merit in staff's opinion.

The designation of the property as a development permit area, and the Board's ability to ensure the development meets the guidelines outlined, provides some certainty regarding the manner in which the property may be developed. In staff's opinion this is important given the high visibility of this location, in the middle of a residential neighbourhood.

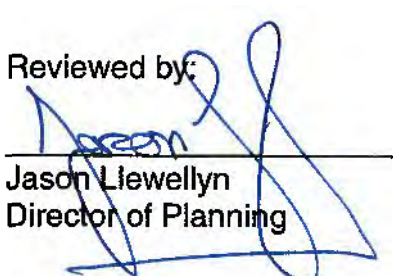
This proposal should not have a notable negative impact on the surrounding area, and be an improvement over the existing C1 zone.

Recommendations

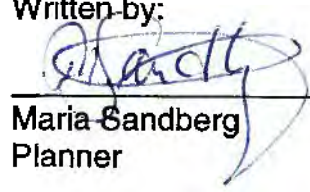
1. That the Regional District Board receive the Report of the Public Hearing for "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016", and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016".
2. That "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016" be given third reading.

Electoral Area Planning – All Directors/Majority

Reviewed by:


 Jason Llewellyn
 Director of Planning

Written by:


 Maria Sandberg
 Planner

3-1-1
REGIONAL DISTRICT OF BULKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAWS NO. 1712 and 1768
May 16, 2016

Report of the Public Hearing held at 7:00 p.m., Monday, May 16, 2016 in the West Fraser Room at the Smithers Municipal Office, 1027 Aldous Street, Smithers, B.C. regarding Bylaws No. 1712 and 1768.

Present: Mark Fisher, Chair
Jason Llewellyn, Recording Secretary
Fred Wilson, Applicant
Colin Bruintjes, Applicant
Muriel Bruintjes
Lexie Wilson
Walter M. VanGroothest
Cam Armstrong
David Bobb
S. Clausen
Ron VanGroothest

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

BUSINESS:

Chairperson Fisher Welcomed the persons present and read a statement regarding Bylaws No. 1712 and 1768, noting the location of information packages, and explaining the Public Hearing process.

Chairperson Fisher Called for comments on Bylaw 1712 and 1768.

Fred Wilson Stated that the proposed uses better fit for area.

Colin Bruintjes Said that the development would improve the area. And the site is a good location for the business.

Sharon Clausen, 3730 Lund Ave Asked how high the buildings are proposed to be.

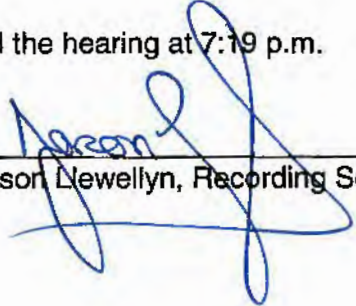
Colin Bruintjes Said that the shop will be 16 feet high and showed the site plan and elevation drawings.

Jason Llewellyn Explained the Development Permit area process and noted that the applicants are not committing to develop according to the site plan provided. If approved the proposed guidelines will guide future site development.

Chairperson Fisher Chairperson Fisher called for comments three times.

Chairperson Fisher Closed the hearing at 7:19 p.m.

Mark Fisher, Chairperson



Jason Llewellyn, Recording Secretary



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1712

A Bylaw to Amend "Regional District of
Bulkley-Nechako Zoning Bylaw No. 700, 1993"

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that:

1. The following definitions of Contracting, Motor Vehicle Rentals and Warehousing are added to section 2.02 definitions.

CONTRACTING means the use of land and structures as a base of operation for a business providing any one or more of the following services or activities on another location: engineering; land surveying; construction; building; building or property maintenance; logging; silviculture; excavation; drilling; carpentry; plumbing; electrical or other similar service of a construction nature. This use may include any one or more of the following incidental and subordinate uses provided that these uses do not occupy in total an area in excess of forty percent of the Gross Floor Area of the structure(s) used for Contracting: assembly of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting; sale of products or materials associated with the Contracting service being provided from the same site provided that this use does not occupy in total an area in excess of twenty-five percent of the Gross Floor Area of the Structure(s) used for Contracting.

MOTOR VEHICLE RENTALS means the use of land and structures for the rental or lease of new or used vehicles, and may include as an incidental and subordinate use the service and repair of only those vehicles being rented or leased provided that the service and repair of vehicles occurs inside of a building. This use does not include Service Station.

WAREHOUSING means the use of lands or structures for the storage and distribution of goods, wares, merchandise, substances, articles, or other things, including the storage of goods in separately occupied, secured storage areas and lockers. This use does not include storage of goods for retail sales, wrecking and salvage or a waste disposal site.

2. The "Light Industrial – Contracting Service Zone (M1B)", as shown on Schedule "A", which is incorporated in and forms part of this bylaw, be added as section 20.2.
3. The "warehousing including cold storage plants, frozen food and lockers and feed and seed storage and distribution" use be removed from section 20.01 (1).
4. The Contracting, Motor Vehicle Rentals, and Warehousing uses be added to section 20.01 (1) as permitted uses in the "Light Industrial Zone (M1)".

5. The following land is rezoned from the "General Commercial Zone (C1)" to "Light Industrial – Contracting Service Zone (M1B)".

Lot 3, Section 2, Township 1A Range 5, Coast District Plan 4733, shown on Schedule "B", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016".

READ A FIRST TIME this 28th day of April, 2016

READ A SECOND TIME this 28th day of April, 2016

PUBLIC HEARING HELD this 16th day of May, 2016

READ A THIRD TIME this day of

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1712, 2016"

DATED AT BURNS LAKE this day of

Corporate Administrator

APPROVED UNDER SECTION 52(3)(a) OF THE *TRANSPORTATION ACT*
this day of

Ministry of Transportation and Infrastructure

ADOPTED this day of

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO.1712**SECTION 20.2 –LIGHT INDUSTRIAL – CONTRACTING ZONE (M1B)****20.2.01** **Permitted Uses**

- (1) In the Light Industrial - Contracting Zone the following uses of land, buildings or structures, and no other uses, are permitted:
 - (a) contracting;
 - (b) motor vehicle rentals;
 - (c) warehousing;

- (2) If a principal use of land has been established in the Light Industrial - Contracting Zone, the following secondary uses of land, buildings or structures are permitted:
 - (a) office;
 - (b) one dwelling unit per parcel
 - (c) buildings and structures accessory to the permitted principal uses.

20.2.02 **Parcel Area**

The minimum parcel area required in the Light Industrial - Contracting Zone is 1 hectare (2.47 acres).

20.2.03 **Setback**

In the Light Industrial - Contracting Zone no building or structure or part thereof, except a fence, shall be located within:

- (i) 7.5 metres of any parcel line which does not abut a residential zone; or
- (ii) 15 metres of any parcel line which abuts a residential zone.

20.2.04 **Screening**

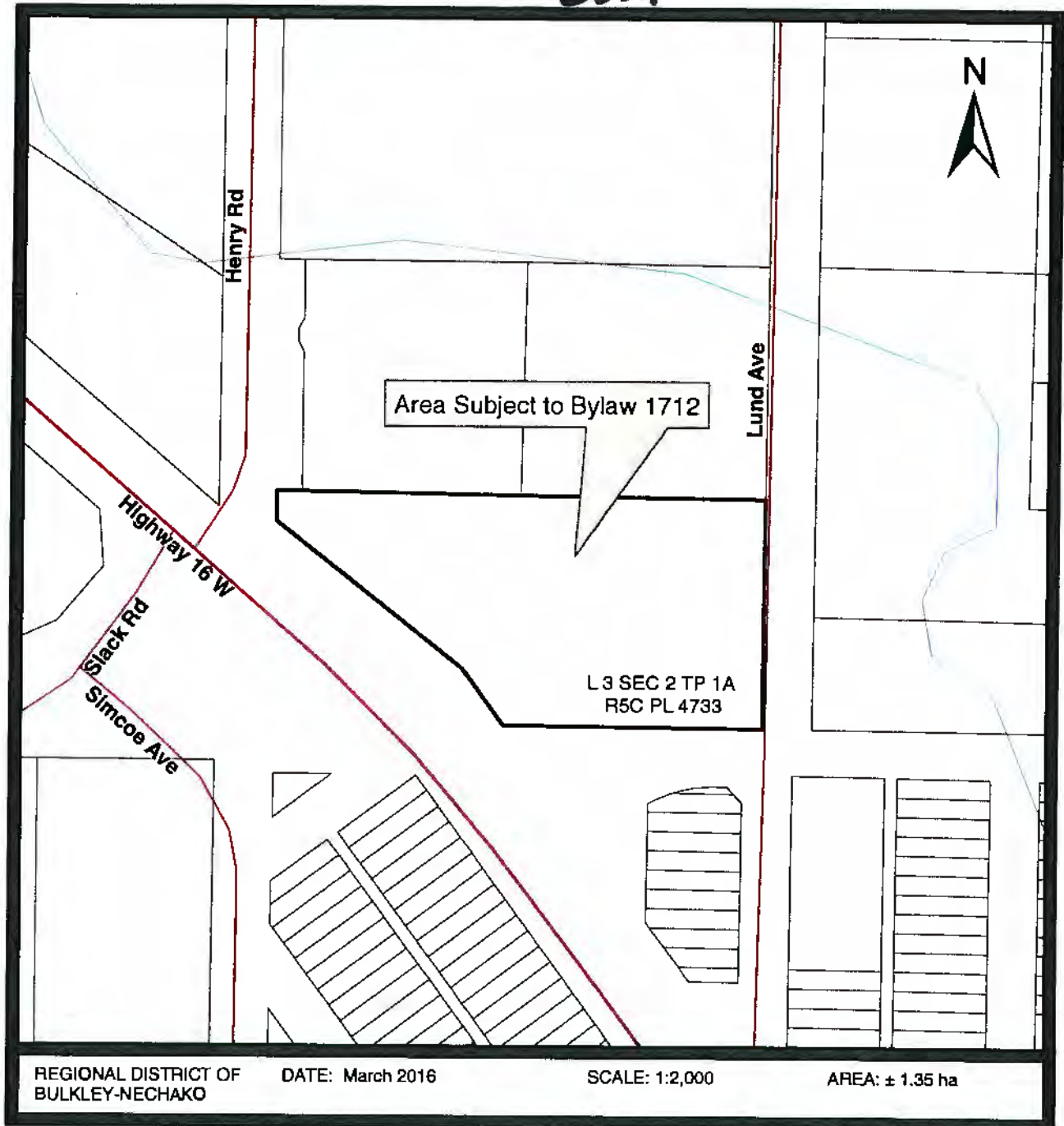
All industrial activity and associated materials shall be enclosed by a landscape screen not less than two metres (6.56 ft.) high.

20.2.05 **Parking**

Off-street parking space shall be provided in accordance with provisions of Section 27 of this bylaw.

20.2.06 **Loading**

Off-street loading space shall be provided in accordance with the provisions of Section 27 of this bylaw.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

DATE: March 2016

SCALE: 1:2,000

AREA: ± 1.35 ha

SCHEDULE "B" BYLAW NO. 1712

Lot 3, Section 2, Township 1A Range 5, Coast District Plan 4733, comprising of ±1.35 ha. being rezoned from the "General Commercial Zone (C1)" to "Light Industrial – Contracting Service Zone (M1B), as shown.

I hereby certify that this is Schedule "B" of Bylaw No. 1712, 2016.

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO.1768

A Bylaw to Amend "Smithers Telkwa Rural Official
Community Plan Bylaw No. 1704, 2014"

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

That "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" be amended as follows:

That the following text is added to Schedule "A" as Section 7:

"Section 7 – Development Permit Areas

7.1 Highway Corridor Development Permit Area

The lands highlighted in the maps in Section 7.1.5 are designated as a Highway Corridor Development Permit Area, under the authority of sections 488(1)(a)(d) and (f) of the *Local Government Act*:

- protection of the natural environment, its ecosystems and biological diversity;
- revitalization of an area in which a commercial use is permitted;
- establishment of objectives for the form and character of commercial, industrial or multi-family residential development.

Without limiting section 489 of the *Local Government Act*, a development permit is required for the alteration of land, removal of vegetation, disturbance of soils (including grubbing, scraping, and removal of top soils), and the construction or erection of buildings and structures where the development is associated with the use of the land for commercial or industrial, or related, activities.

7.1.1 Objectives

- (1) To provide for the appropriate form and character of commercial and industrial development given the high visibility of these areas and their exposure to Highway 16.
- (2) To facilitate the compatibility of site design and site function with the rural setting and adjacent land uses.
- (3) To identify and implement the appropriate degree of landscaping and screening with special attention to the impacts on adjacent residential development and Highway 16.
- (4) To accomplish the above in a manner that protects the natural environment, and retains land in its natural state as much as possible, and otherwise enhancing and facilitating natural processes and habitat where possible.

7.1.2 Exemptions

A development permit is not required for the following development.

- (1) Subdivision.
- (2) Temporary buildings and structures such as construction trailers, temporary hoarding or scaffolding, temporary structures associated with a sidewalk/parking lot sale, and buildings and structures permitted by a Temporary Use Permit.
- (3) Construction of, addition to, or alteration of a building or structure involving only interior renovation, repair or maintenance, façade improvement to an area less than 20% of the existing façade, construction of an accessory building, or an addition of less than 100 m² to a principal building.
- (4) Replacement of a building that has been destroyed by natural causes, in cases where the replacement building is substantially identical to the original in both form and location.
- (5) Development activities that are not related to the commercial or industrial use of the land, including stand-alone residential buildings (for greater certainty, a DP is required for the entirety of mixed-use buildings that contain a commercial or industrial use).

7.1.3 Guidelines

General

- (1) Safety and security of residents should be considered in design and layout. Design should respond positively to Crime Prevention Through Environmental Design principles.
- (2) The form and character of new development should respect the form and character of existing development in the area around the development site.
- (3) Natural environmental features on the site, such as watercourses, shall be protected. Emphasis will be placed on retaining mature trees.

Parking

- (4) Vehicle lanes and parking should be designed to minimize queuing that will interfere with traffic or pedestrian movement.
- (5) Parking should be focused to the rear or side of buildings away from Highway 16.
- (6) The surface of public parking areas and vehicle maneuvering aisles should be paved or otherwise surfaced to ensure dust is not generated.
- (7) Snow must be cleared and stockpiled in a manner that minimizes impact on surrounding residential uses and the natural environment and otherwise promotes the objectives. A snow management plan should be provided for any site larger than 2,500 m².

Lighting

- (8) Lighting should generally be located at pedestrian level (between 3 m and 4 m high to prevent vandalism and provide illumination over a reasonable area.
- (9) Lighting should be positioned in such a manner that undesirable light falling onto abutting properties and highways is minimized.

Landscaping

- (10) A landscape buffer at least 6.0 m wide should screen building and parking areas from Highway 16.
- (11) Landscaped areas should contain trees and shrubs, and other features adequate to create interest and not appear barren or empty, and otherwise enhance the natural environment.
- (12) All areas of a property should be developed with landscaping, parking areas, or building and should not appear to be unfinished. The exception is that treed areas in their natural state may be retained, and areas reserved for future phases of development may be left un-landscaped provided that they are not in an unsightly state.

Screening

- (13) Loading, storage, or product assembly functions should not be located between a building and Highway 16 and these areas should be effectively screened from a highway and adjacent properties.
- (14) Containers for garbage and recyclables should be effectively screened behind an opaque fence on a minimum of two sides.

Signage

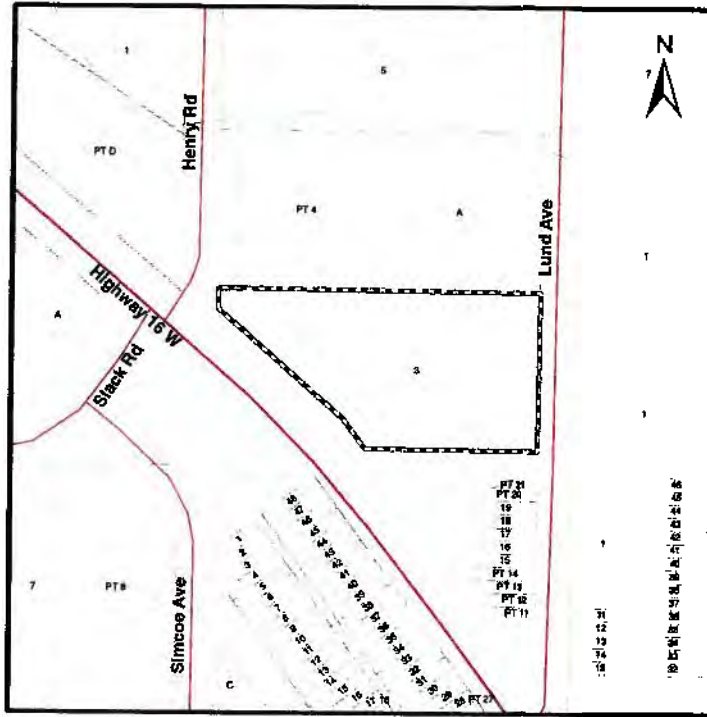
- (15) Signs should be integrated with the building facade through colour and graphic style.
- (16) Signs should not be obtrusive, should fit the scale of the development, and not result in light or undesirable glare falling onto abutting properties and highways.

7.1.4 Security and Application Information

- (1) A development permit application shall include plans illustrating cross sections of the proposed development and a site plan, adequate to evaluate compliance to applicable guidelines.
- (2) Without limiting the authority under section 502 of the *Local Government Act*, where the introduction of vegetation and landscaping is required the Regional District may require the applicant to submit a landscaping and security deposit equal to the total estimated costs of all materials and labour as determined by a landscape architect or other qualified person to the satisfaction of the Regional District.

7.1.5 Highway Corridor Development Permit Area Lands”

(1)



This bylaw may be cited as “Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016”.

READ A FIRST TIME this 28th day of April, 2016

READ A SECOND TIME this 28th day of April, 2016

PUBLIC HEARING HELD this 16th day of May, 2016

READ A THIRD TIME this day of

I hereby certify that the foregoing is a true and correct copy of “Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1768, 2016”.

DATED AT BURNS LAKE this day of

Corporate Administrator

ADOPTED this day of

Chairperson

Corporate Administrator



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MEMORANDUM

To: Board of Directors
From: Jason Llewellyn, Director of Planning
Date: May 6, 2016
Re: **Prairie Village Land Use Inventory**

At the January meeting of the Regional District Board staff were directed to initiate a review of the Hudson's Bay Mountain Recreational Residential (R8) Zone in "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993." This zone applies to the Hudson's Bay Mountain "Cabin Colony" or "Prairie Village" neighbourhood that is located at the base of a ski resort referred to as 'Ski and Ride Smithers' (SRS) and provides seasonal recreational housing to owners.

The review is focusing on Section 11.1.06 of the Zoning Bylaw, which regulates Building Height, and Section 11.1.02 of the Zoning Bylaw, which regulates the Gross Floor Area of dwellings. As part of this review process the Planning Department's summer student is planning to conduct a field inventory of all development within the Prairie Village to determine the level of compliance with the existing Zoning Bylaw regulations.

This report asks that the Regional District Board pass a resolution authorizing the summer student to enter onto Prairie Village properties as a RDBN employee to inspect and determine whether the zoning bylaw regulations and requirements are being met, in accordance with Section 16 of the Community Charter.

Staff shall send a letter to all Prairie Village property owners advising them that RDBN staff shall be entering and inspecting their property this summer.

Recommendation

That the Regional District Board pass a resolution authorizing the Planning Department's summer student (Marli Bodhi) to enter onto Prairie Village properties as an RDBN employee to inspect and determine whether the zoning bylaw regulations and requirements are being met.

Written by:


Jason Llewellyn, Director of Planning



Planning Department Enquiries Report, Month of April 2016

Planning Enquiries

For the Directors' information, the Planning Department has kept track of and tabulated the number of planning enquiries from the public that were processed by the department for the month of April 2016. During this month the Planning Department responded to 265 enquiries. The enquiries are divided into 5 main subject areas: Development Services; Electoral Area Planning; House Numbering; Maps; Bylaw Enforcement; and Other. In April 2015, the Planning Department answered 200 enquiries.

Subject Area	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016
Development Services	31	22	34	29	16	31
Electoral Area Planning	41	28	45	68	42	55
House Numbering	19	7	23	17	19	11
Maps	46	22	29	34	51	10
Bylaw Enforcement	9	7	5	5	6	68
Other	44	21	39	77	43	90
Total	190	107	175	230	177	265

Recommendation

"That the Board receive the April 2016 Planning Department Enquiries Report."

(All Directors)

Respectfully submitted,



Jason Llewellyn
Director of Planning

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
Planning Department**

APRIL 2016 – Action List

PAGE #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Page 16–22 Rural Agenda April 14, 2016	Mines File No. 13880–03–587 Pacific Minerals Inc. Electoral Area “G”	Respond to Referral	Jennifer	Ongoing	
Page 23–31 Rural Agenda April 14, 2016	Water License File No.6001533 Northern Gateway Pipelines Electoral Area “B”	Respond to Referral	Jennifer	Completed	April 15 2016
Page 195–218 Board Agenda April 28, 2016	Rezoning File No. A–06–14 West End Ventures Inc. Electoral Area “A”	Schedule Public Hearing	Maria	Completed	April 29 2016
Page 219–237 Board Agenda April 28, 2016	Rezoning File No. A–03–15 Bylaw 1755 Richard and Allita Barendregt Electoral Area “A”	Advise applicant of Board decision	Jennifer	Completed	April 29 2016

Saved: M:/Planning/General Topics/AGENDAS/2016/Action Lists/April2016 Action List.doc

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Building Inspector's Report For April, 2016

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 13 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$4,882.80, with a total construction value of \$798,800.00. There have been 22 permits issued to date in 2016.

2. Building Permit Summary for the Village of Burns Lake

There was 1 building permit application submitted this reporting period with a total construction value of \$8,000.00. There have been 5 permits issued to date in 2016.

3. Building Permit Summary for the Village of Fraser Lake

There were no building permit applications submitted this reporting period. There have been no permits issued to date in 2016.

4. Building Permit Summary for the Village of Granisle

There were no building permit applications submitted this reporting period. There have been no permits issued to date in 2016.

5. Building Permit Summary for the District of Fort St. James

There was 1 building permit application submitted this reporting period with a total construction value of \$652,516.00. There have been 6 permits issued to date in 2016.

Reviewed by:

A handwritten signature in black ink, appearing to read "Jason Llewellyn", written over a horizontal line.

Jason Llewellyn

Written by:

A handwritten signature in blue ink, appearing to read "Jason Berlin", written over a horizontal line.

Jason Berlin

From: CoastalGasLink <CoastalGasLink@transcanada.com>
Sent: Thursday, May 5, 2016 8:16 AM
Subject: Coastal GasLink Pipeline Project Receives All Remaining BC Oil and Gas Commission Construction Permits

Good morning,

I am writing to share the news that the Coastal GasLink Pipeline Project has now received the last of its pipeline and facilities permits from the BC Oil and Gas Commission (OGC), pursuant to Section 25 of the British Columbia Oil and Gas Activities Act.

These permits provide Coastal GasLink with the authority to begin construction and operation of the proposed Coastal GasLink pipeline and related facilities. We are working to be ready for construction in 2017, conditional upon a positive final investment decision by our customers, the joint venture partners of LNG Canada. Once built, our pipeline will safely deliver gas from west of Dawson Creek, B.C. to the proposed LNG Canada natural gas liquefaction facility at Kitimat.

The OGC has issued eight pipeline permits pertaining to pipeline construction and operation, and two for related facilities: a natural gas compressor station and meter station at Groundbirch, and a natural gas metering station at Kitimat. The receipt of these permits from the OGC is a regulatory milestone for the project, and follows receipt of our Environmental Assessment Certificate from the BC Environmental Assessment Office in October 2014.

Please visit our website to learn more and to read the news release: <http://www.coastalgaslink.com/project-moves-one-step-closer-construction-operation/>

Our permit applications were submitted to the OGC in 2014, and described the proposed design, engineering, construction and operation of the proposed pipeline and facilities. In addition, the applications also specify environmental mitigation measures to be implemented during the construction and operation of the pipeline.

Key elements of public interest that were considered in our permit applications to the OGC included the proposed design of water crossings, fish and wildlife protection in the proposed pipeline corridor, pipeline right-of-way access controls and the reclamation of the pipeline right-of-way after construction.

Up to 70 conditions are attached to each OGC pipeline or facilities permit. As we move forward, these conditions will govern:

- Ongoing reporting to the regulator
- Notification of affected parties during construction
- First Nations engagement
- Heritage conservation
- Stream crossings
- Land clearing
- Wildlife
- Terrain stability
- Engineering

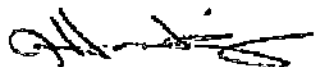
Coastal GasLink has previously applied for and has received numerous permits from the OGC with regard to localized field studies that required minor site clearing, equipment access or drilling. During construction we will require

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additional permits from the OGC and other agencies to enable activities including the construction of ancillary sites (such as camps or material stockpile sites) and road use. All of our activities will continue to be conducted according to the permits and authorizations that are required by the OGC and other government agencies as appropriate.

To learn more about Coastal GasLink, please visit our website at: www.coastalgaslink.com. We welcome your input. If you have questions or comments, please feel free to contact the Coastal GasLink project team by email at CoastalGasLink@transcanada.com, or by telephone at 1-855-633-2011.

Regards,



Jaimie Harding
Community Relations Lead
Coastal GasLink Pipeline Project
Toll Free: (855) 633-2011
coastalgaslink@transcanada.com
www.coastalgaslink.com



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Board - Receive

May 10, 2016

Bill Miller, Chair
Eileen Benedict, Director, Electoral Area E,
Regional District of Bulkley-Nechako
37 3rd Avenue
PO Box 820
Burns Lake BC V0J 1E0

Reference: 253937

Dear Bill and Eileen:

Re: Colleymount Road

RECEIVED

MAY 16 2016

REGISTRATION DISTRICT OF
BULKLEY NECHAKO

Thank you for your letter of February 4, 2016, regarding Colleymount Road.

I recognize that Colleymount Road is an important route for both local residents and the economy, and the ministry has been working hard to ensure that it is kept in safe, reliable condition for the community and industry.

As discussed at last year's UBCM, the Ministry has organized a Colleymount Road Users Group to discuss issues on the road and provide input for future improvements. I was pleased to learn that you, Eileen, are involved in the group, and that you were able to participate in the last meeting on February 24 in Burns Lake where future improvements were discussed.

Should you have further questions or concerns, please do not hesitate to contact local District Manager Carl Lutz directly by telephone at 250 847-7403 or by e-mail at Carl.Lutz@gov.bc.ca.

Thank you again for taking the time to write.

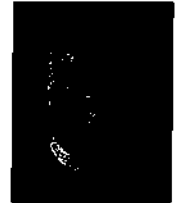
Sincerely,

Todd G. Stone
Minister

Copy to: Carl Lutz, District Manager
Bulkley-Stikine District



Board-Receive



Legislative Assembly

Victoria Office:
PO Box 9051
Victoria, B.C. V8W 9E2
Phone: 250 953-4844
Fax: 250 953-4856

John Rustad, MLA
Nechako Lakes

Vanderhoof Constituency Office:
183 First Street (Box 421)
Vanderhoof, B.C. V0J 3A0
Phone: 250 567-6820
Fax: 250 567-6822

website: www.johnrustadmla.bc.ca
e-mail: john.rustad.mla@leg.bc.ca

Toll-Free: 1 877 964-5650

RECEIVED

APR 21 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

April 20, 2016

Regional District of Bulkley Nechako
PO Box 820
Burns Lake, BC
V0J 1E0

Attention: Eileen Benedict, Director, Electoral Area "E"

Dear Eileen,

Re: Colleymount Road

Thank-you for your letter regarding Colleymount Road. As requested, I would be happy to meet with you when our respective schedules allow.

I understand and appreciate that Colleymount Road is important for the local residents, tourism and the forest industry. I also agree that a safe road is a priority for everyone. I am aware that you are a member of the Colleymount Road Users Group lead by Carl Lutz, local District Manager with the Ministry of Transportation and Infrastructure (MOTI). I have been advised that the group has made some great progress connecting with road users, identifying certain areas for improvements and taking action where it is appropriate. I am also aware that MOTI and Lakes District Maintenance (LDM) made significant investments and improvements in 2015 and I believe more works are planned for this year.

It is important to understand that when compared to other roads in the Regional District of Bulkley Nechako and throughout the province, Colleymount Road is considered a low volume road. Colleymount Road, in its current condition can accommodate two-way traffic and has a low accident rate. Overall, the road has been improved with some isolated areas requiring additional attention.

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-2-

I look forward to connecting with you but in the interim, I encourage you to continue your good work with the road users group and collaborating with MOTI staff.

Sincerely,

A handwritten signature in black ink, appearing to read "John Rustad". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John Rustad, MLA
Nechako Lakes

cc. Carl Lutz, District Manager, MOTI



Board-Receive

Marc Douglas
Senior Advisor Government Affairs

May 11, 2016

RECEIVED

MAY 16 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Gail Chapman
Regional District of Bulkley-Nechako
PO Box 820
37 - 3rd Avenue
Burns Lake, BC V0J 1E0

Dear Gail Chapman:

I am writing on behalf of Chevron Canada to introduce you to a Chevron Canada leader who will be taking over for me in communities along the proposed Pacific Trail Pipeline (PTP) natural gas pipeline route as I transition to a new role in the company.

Community and First Nations Advisor Randall Sweet has worked on the Kitimat LNG and PTP projects for the past 3 years and has extensive experience building relationships in communities with a proven record of ensuring stakeholders' greatest interests and concerns are effectively and respectfully addressed.

Randall will be available to meet in person throughout the upcoming UBCM convention in Victoria and we welcome you to attend a one-on-one meeting as your schedule permits. In the coming weeks, you will receive an invitation to a private meeting so that you may endeavor to find or hold a space in your calendar as UBCM approaches.

In closing, I want to extend my sincere thanks for your time and input over the past several years. Your efforts on behalf of your constituents, stakeholders and community members are appreciated and admired, and, on behalf of Chevron, we look forward to moving forward with you in a spirit of collaboration for the benefit of your community, northern BC, and all British Columbians.

To contact Randall please email RandallSweet@Chevron.com

Pacific Trail Pipeline Project
Chevron Canada Resources
Suite 2300, 200 Granville Street, Vancouver, BC V6C 1S4
KitimatLNGfeedback@chevron.com

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Gail Chapman
Page 2
May 11, 2016

In addition, a variety of informational videos, including a project overview and an economic opportunities video, are available on our website at www.chevron.ca/kitimatlng. To pose other questions or offer feedback, please email KitimatLNGfeedback@chevron.com or call 1-844-800-0900.

Sincerely,



Marc Douglas

cc: Randall Sweet

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Board-Receive

Geraldine Craven

From: BCA Local Government, BCA:EX <localgovernment@bcassessment.ca>
Sent: April 19, 2016 3:21 PM
Subject: UBCM 2016 Convention – Meeting Invitation



Toll Free: 1-866-valueBC (825-8322)
Fax: 1-855-995-6209
Click "Contact us" at bcassessment.ca

RECEIVED
APR 19 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

April 19, 2016

RE: UBCM 2016 Convention – Meeting Invitation

BC Assessment is a proud supporter of the Union of British Columbia Municipalities. We are looking forward to once again participating in the annual UBCM Convention Trade Show, and hope you will stop by our exhibitor booth.

As part of our focus to continually improve our communications and collaboration with local governments, this year, in addition to connecting with delegates and responding to questions at our booth, we would like to offer you the opportunity to engage in a more in-depth and personalized discussion with us.

If you would like to discuss a specific assessment topic, we would be happy to schedule a one-on-one meeting at the 2016 UBCM Convention. Please contact BCA Communications by Friday, May 27, 2016 or call Stephanie Pound at 1-866-valueBC (825-8322) ext 00223 to reserve a meeting. Closer to the UBCM Convention date, we will confirm the meeting time and location.

We look forward to connecting with you in September.

Sincerely,

Michael Spatharakis BA, AACI, P.App
Manager, Local Government Customers

michael.spatharakis@bcassessment.ca
T 1-866-valueBC (825-8322) x 00498 | C 250-208-3508
400 – 3450 Uptown Blvd. | Victoria, BC V8Z 0B9 | bcassessment.ca



341 RECEIVED

Board
- Receive

MAY 03 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO



northern health

BCEHS | BC Emergency
Health Services

May 3, 2016

CLIFF: 1025030
File: 400-01

Chair Bill Miller and Board
Regional District of Bulkley-Nechako

bmillier.pbm@gmail.com

Dear Chair Miller and Board:

Health Minister Terry Lake has announced the 73 communities selected for the provincial rollout of British Columbia's Community Paramedicine Initiative. We are pleased to advise that Fraser Lake, Granisle, Houston, Southside and the prototype community of Fort St. James in your regional district are among those selected.

Community paramedicine will provide British Columbians in rural and remote communities with enhanced access to community health services and a more stabilized paramedic presence for emergency response. BC Emergency Health Services has been working closely with the Ministry of Health, the regional Health Authorities, the Ambulance Paramedics of BC (Local 873), the First Nations Health Authority and others to implement this initiative, which is the first in Canada to be introduced as a province-wide program.

Positions will be posted in a series of cohorts across the Health Authorities, beginning in Northern Health. The selection, orientation and placement process is expected to take about four months for each cohort.

It is expected that community paramedics in Northern Health will be hired, have completed the orientation program and be ready to begin providing services in patients' homes by **October 2016**. These patients will be referred by their family physician or other local health care provider.

Additional information is available by visiting bcehs.ca and clicking on Our Services/Programs & Services/Community Paramedicine. You may also contact us at CommunityParamedicine@bcehs.ca.

Sincerely,

Linda M. Lupini
Executive Vice President
Provincial Health Services Authority
and BC Emergency Health Services

Cathy Ulrich
President and CEO
Northern Health

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cc: Gail Chapman, Chief Administrative Officer
Jodi Jensen, Chief Operating Officer, BCEHS
Michael McMillan, Chief Operating Officer, Northern Health
Nancy Kotani, Executive Director, Strategic Planning and Implementation, BCEHS
Rita Jervis, Project Director, Community Paramedicine Initiative, BCEHS
Rick Mowles, Area Director, Northern Region, BCEHS

File: 1.1.2.0

April 15, 2016

The Honourable Christy Clark
Premier of British Columbia
PO Box 9041, Stn, Prov. Govt.
Victoria, B.C.
V8V 1X4

Dear Premier Clark:

Re: C.O.R.E.Y. Motorcycle Safety GLP-M

We are writing this letter in support of the implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions.

On March 3, 2005, a motorcycle accident occurred that would forever change the life of Ms. Denise Lodge. Her 21 year old son Corey bought his first motorcycle, a high speed 1000cc racing sport bike. He wrote his Learners License on the same day. In less than 24 hours he was involved in a fatal accident on the Malahat Highway.

Ms. Lodge, a Kitimat resident, has been one of the catalysts for the changes that have already occurred, including increased fines for dangerous behaviour while riding, mandatory approved helmet laws and new seating requirements. Most recently Ms. Lodge worked with a representative from Road Safety BC to develop a presentation which is an introduction to motorcycle safety with a target audience of Grade 9 – 12 High School Students. The presentation has already been made to High School Students in Kitimat, Terrace and Prince Rupert. Ms. Lodge was accompanied on her presentations by Mr. Bowness of Road Safety BC and RCMP Officers from the three communities.

The final implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions was set for implementation in spring 2013. We understand that it was delayed as it requires modifications to the existing technology and business processes.

We have provided a grant to Ms. Lodge so that she can continue to share her story and connect with youth throughout BC, to show them first-hand, the reality of how a motorcycle accident impacts the lives of everyone connected to the rider, and how important safety, training and skills are for a safe ride.

The District of Kitimat supports the implementation of the Graduated Licensing Program for Motorcycles with Training and Power Restrictions and respectfully asks that it be set as a high priority. In addition, we hope that the government can continue to support Ms. Lodge's presentations to youth.

Yours truly,



Philip Germuth
Mayor

cc: Minister of Justice and Attorney General
Minister of Transportation and Infrastructure
Mr. Robin Austin, MLA – Skeena
Mr. Nathan Cullen – MP – Skeena Bulkley Valley
ICBC
BC School Trustees
UBCM Member Communities
Ms . Denise Lodge

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Board - Received
RECEIVED

Geraldine Craven

APR 18 2016

From: Knight, Melissa RBCM:EX <PeaceProject@royalbcmuseum.bc.ca>
Sent: April-16-16 12:14 PM
To: bmiller.pbm@gmail.com
Cc: Gail Chapman; Rustad.MLA, John LASS:EX; greenwayfarms@gmail.com; Cheryl Anderson; wendy wainwright; Geraldine Craven; Rory Mckenzie; Jason Ilewellyn; inquiries
Subject: Greetings Regional District of Bulkley-Nechako - Royal BC Museum Project Introduction
Attachments: RBCM_PeaceProjectOverview_email.pdf;
RBCM_PeaceProjectIntro_RegionalDistrictofBulkleyNechako-signed.pdf

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Mr. Miller,

The Royal BC Museum fosters knowledge of and pride in British Columbia's exceptional natural landscapes and ecosystems, conscious that we live as part of, not apart from, nature.

Please find attached a letter from Richard Hebda, a curator at the Royal BC Museum introducing an exciting new regional program - *Environmental Stewardship Project: Peace Region Expedition and Community Engagement (P.E.A.C.E)*.

Within our project context, the Peace Region broadly encompasses the drainages of the Peace and most of the Liard River. The project thus overlaps with your administrative jurisdiction and we hope it will be of interest to your communities.

Details about the upcoming events planned within the region will be sent out in the near future. We look forward to your ideas and your participation in developing a collaborative path forward.

Thank you.

Kind Regards,
Melissa

Melissa Knight Regional Coordinator | Environmental Stewardship: Peace Expedition and Community Engagement

 **ROYAL BC MUSEUM**

675 Belleville Street, Victoria, BC Canada V8W 9W2

T 250 793-5304

PeaceProject@royalbcmuseum.bc.ca | www.royalbcmuseum.bc.ca | www.bcarchives.bc.ca

Coming June 3, 2016: the gigantic exhibition we've been waiting for. Mammoths: Giants of the Ice Age www.royalbcmuseum.bc.ca/mammoths/



The Royal BC Museum PEACE Project

Living Landscapes

The Royal BC Museum calls the province's unique landscapes and ecosystems "living landscapes" in the belief that nature has intrinsic value and plays a vital role in the lives of future generations, who will rely upon the land for sustenance, safety and the foundations of communities and economies.

Collaborative Stewardship

BC's unique and rich biological diversity is undergoing accelerated transformation as climate changes and humans demand more and more.

The future of British Columbia's globally exceptional heritage requires strong stewardship based on sound knowledge. The use of land, living resources and water must support the ecological integrity of our ecosystems. The people who live in and depend upon our living landscapes are well suited to being good stewards.

The Royal BC Museum's role is to provide and develop knowledge, bring together people and institutions and foster discussions about the future.

The Peace Region

The Peace Region of northeast British Columbia—broadly defined to include the mountains, valleys and plains of the drainages of the Peace and most of the Liard Rivers—is biologically and culturally unique.

Species from the Rocky Mountains, northern forests and prairie grasslands meet in a landscape of wild mountains, vital rivers and fertile plains. The region's ecosystems have their roots in the ancient

Geraldine Craven

From: Nick Kypriotis <nick@firesafecommunications.com>
Sent: April 25, 2016 1:11 PM
To: Nick Kypriotis
Subject: B.C Professional Fire Fighters Assoc Magazine
Attachments: BCPFFA Cover Letter.pdf; BCPFFA Ad Rates.pdf
Sensitivity: Personal

RECEIVED
APR 25 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Mayor,

The Fire Fighters in your community are putting together their Annual Magazine. They spend a good portion of the year keeping our communities safe, as well as dedicating their time and skills to help Burn Survivors. Fire Safe Communications is putting together the magazine which will be distributed to all the Fire Halls, and Fire Fighters throughout B.C for free.

We have no outside funding, so we are asking for your support with an Advertisement in the magazine, it will greatly help us put it together and distribute it for free as well as help sponsor the Burn Fund.

Attached is a letter which will explain a little more and a rate sheet for all ad sizes. Please let me know if you will be supporting us with an Advertisement.

Regards,

Nick Kypriotis
1-877-308-2762

nick@firesafecommunications.com

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British Columbia

Professional Fire Fighters' Association

B.C. Professional Fire Fighters Association Magazine

The British Columbia Professional Fire Fighters Association (B.C.P.F.F.A.) is an organization which is comprised of the 53 locals who represent the professional men and women fire fighters of this province. All 53 locals are members of the International Association of Fire Fighters (I.A.F.F.), the parent organization which serves the more than 18,000 Canadians for whom fire fighting is a career. There are approximately 3,900 career fire fighters in B.C.

The professional fire fighters in your community are trained to provide many services other than the traditional role of fire suppression. They work daily to hone their skills in such disciplines as High angle (hi-rise), Tower crane, Mountain, and Confined-space rescue; Hazardous materials response; Heavy rescue (industrial type accidents); Auto extrication (motor vehicle accidents); First Responder emergency medical response; Fire safety inspections; Fire prevention education programs and other critical tasks relating to emergency response and emergency rescue.

Our Association is committed to providing services and resources to our member locals, and to actively working with governments and other agencies so that our members and the citizens they serve are protected and cared for.

The B.C. Professional Fire Fighters' Burn Fund

Professional fire fighters throughout the province dedicate their time and skills to help burn survivors. The Burn Fund has committed one million dollars in funding to the new Burn Unit at Vancouver Hospital — one of the largest corporate donations to the Vancouver Hospital Foundation. It operates the annual Children's Burn Camp, for young survivors of burns, and raises money to upgrade and purchase new equipment for hospitals in B.C. Please visit www.burnfund.org for more information.

To further our goals, we are working with FireSafe Communications to produce our B.C.P.F.F.A. magazine.

We thank you for your support in this project.

Sincerely,

Michael Hurley
President

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FireSafe Communications on behalf of the
British Columbia Professional Fire Fighters Association
#142 4111 Hastings Street, V5C 6T7, Burnaby, BC
Tel: 1-877-308-2762 Fax: 1-888-546-0705
EMAIL: nick@firesafecommunications.com



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\$499.00 (colour)



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ink: CMYK bleed: add ¼"

Digital files can be sent via email to: nick@firesafecommunications.com

350

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MAY 06 2016

Geraldine Craven

From: Schellenberg, Evelyn AGLG:EX <Evelyn.Schellenberg@aglg.ca> on behalf of Ruth, Gordon AGLG:EX <Gordon.Ruth@aglg.ca>
Sent: May 5, 2016 1:45 PM
To: Schellenberg, Evelyn AGLG:EX
Cc: Berndt, Lori AGLG:EX; Van Sleuwen, Terri AGLG:EX
Subject: City of Revelstoke Performance Audit - Achieving Value for Money in Operational Procurement

Sent on behalf of Gordon Ruth, Auditor General for Local Government

May 5, 2016

To: Mayors and Councillors
 Chairs and Directors of Regional District Boards
 Chairs and Directors of Greater Boards

I am pleased to inform you that the Office of the Auditor General for Local Government will be releasing a performance audit report on the City of Revelstoke under the topic, "Achieving Value for Money in Operational Procurement."

The audit report will be published on our website www.aglg.ca on Friday, May 6, 2016, at 11:00 am.

I welcome feedback from local governments on all aspects of the work of our office, so I look forward to your comments on the report issued.

Regards,

Gordon Ruth FCPA, FCGA
 Auditor General for Local Government



**AUDITOR GENERAL FOR
 LOCAL GOVERNMENT**

ACCESSIBILITY · INDEPENDENCE · TRANSPARENCY · PERFORMANCE

To: reception@villageoftahsis.com; feedback@districtoftaylor.com; info@telkwa.ca; cityhall@terrace.ca; admin@tnrd.ca; office@tofino.ca; info@trail.ca; tradmin@dtr.ca; info@ucluelet.ca; office@valemount.ca; info@vancouver.ca; info@district.vanderhoof.ca; admin@vernon.ca; publicsv@victoria.ca; info@viewroyal.ca; warfieldadmin@shawlink.ca; office@wells.ca; info@westkelownacity.ca; info@westvancouver.ca; info@whistler.ca; webmaster@whiterockcity.ca; cbouchard@williamslake.ca; adminzeb@recn.ca

Subject: City of Cranbrook Resolution re: Fort McMurray

Attachments: Attached Image

RECEIVED
MAY 10 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

The attached Resolution was approved by Cranbrook City Council at their Regular Council meeting on May 9, 2016, encouraging province-wide support from all BC Local Governments for Fort McMurray residents.

Sending on behalf of Cranbrook City Council,

Kelly Thorsteinson
 Executive Assistant
 Office of the Mayor

Phone: 250-489-0209
 Fax: 250-426-7264
 E-mail: thorsteinson@cranbrook.ca
 Address: 40 – 10th Avenue South
 Cranbrook BC V1C 2M8

WWW.CRANBROOK.CA

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Resolution – Councillor I. Hockley

May 9, 2016 Regular Mtg.

WHEREAS, on Sunday, May 1, a forest fire of about 1,250 hectares menaced the southwest entrance to Fort McMurray, located about 435 kilometres northwest of Edmonton, putting pockets of the city on evacuation alert. By Tuesday, May 3, the entire population of Fort McMurray was ordered to evacuate as the wildfire threatened the whole community, creating the largest fire evacuation in Alberta's history; and

AND WHEREAS many families across the Province of British Columbia have relocated to Fort McMurray over the years to pursue employment opportunities and are now seeking refuge in their home communities and elsewhere until the crisis is over; and

WHEREAS the devastation caused by the wildfire in Fort McMurray has a far-reaching effect on many Cranbrook citizens and people throughout the Province of British Columbia, who have loved ones in Fort McMurray;

THEREFORE BE IT RESOLVED, that Council approve a donation from Council Contingency to the City of Fort McMurray in the amount of \$1,000 to be used at the City's discretion to benefit its residents in the aftermath of this disaster; and further, that staff be directed to forward a copy of this resolution to all BC Local Governments through UBCM and encourage province-wide support for Fort McMurray residents.



Snow Survey and Water Supply Bulletin – May 1st, 2016

The May 1st snow survey is now complete. Data from 121 snow courses and 61 automated snow stations around the province, collected by the Ministry of Environment Snow Survey Program and partners, and climate data from Environment Canada have been used to form the basis of the following report¹.

Weather

Warm temperatures have persisted throughout the 2015-16 winter and spring. April weather was generally warm and dry, dominated by stable high pressure, and included an extended period of record heat in the third week of the month. Temperatures continued to be well above normal through the month of April with daily temperatures being 2-4 °C above normal across most of the province, except in the northwest, where temperatures were closer to normal. A few weather systems brought some precipitation, particularly to northern BC. Precipitation in southern BC was well below normal for April, with precipitation amounts typically in the 20-50% of normal range. In central and north-west BC, precipitation was closer to normal to above normal. In north-east BC, precipitation was 60- 90% of normal.

Snowpack

The extremely warm periods in April led to significant and rapid melt of the provincial snow pack. May 1st snow basin indices ranged from 12% to 100% of normal, with a provincial average of 53%. The provincial average saw a decline of 38% from the April 1st value of 91%. The 2016 May 1st provincial average basin index is a new record low (measured since 1980), and is 13% below the previous low of 66%, observed in 1980. Of the 183 snow survey measurements made for the May 1st period, 33 stations, or 18%, observed new record lows, with many locations having 40 to 50 years of record. Low and mid-elevation snow is largely gone for all areas of the province with snow remaining only at high elevation.

Variability in snow pack conditions exists across the province. Snow packs are well below normal (<50%) through most the north half of the province and extending into the Cariboo and Central Coast, and in the Skagit, Similkameen and East Kootenay. In the Okanagan, Boundary, West Kootenay, Peace, Nechako, Vancouver Island, Lower Fraser and Upper Columbia, snow packs are low (60-75%). Snow pack is normal in the North Thompson and South Thompson.

May 1st snow conditions are more typical of those observed in a normal June 1st period, indicating that snow melt this season is three to four weeks ahead of normal.

1. Every effort is made to ensure that data reported on these pages are accurate. However, in order to update the graphs and indices as quickly as possible, some data may have been estimated. Please note that data provided on these pages are preliminary and subject to revision upon review.



Snow Survey and Water Supply Bulletin – May 1st, 2016

Table 1: BC Snow Basin Indices – May 1, 2016

Basin	% of Normal	Basin	% of Normal
Upper Fraser West	28	Okanagan	75
Upper Fraser East	44	Boundary	63
Nechako	62	Similkameen	25
Middle Fraser	48	South Coast	78
Lower Fraser	72	Vancouver Island	70
North Thompson	100	Central Coast	25
South Thompson	99	Skagit	23
Nicola	55	Peace	68
Fraser River (all)	69	Skeena-Nass	47
Upper Columbia	75	Stikine	22
West Kootenay	69	Liard	17
East Kootenay	42	Northwest	12

Streamflow

With warm temperatures and rapid snow melt, most rivers across British Columbia experienced well above normal streamflow through April. Snow melt runoff that typically flows later in the season has already passed through their watersheds. As of early May, snow melt driven rivers in the province continue to flow well above normal for the time of year. In rivers with limited snow melt contribution to streamflow, such as Vancouver Island, the early melt and dry spring has led to below normal streamflow as of early-May. Also, in north-east BC, some rivers are seeing flows decline to below normal for this time of year, as the influence from this season's snow melt runoff is waning.

The advance in runoff timing is expected to continue to lead to earlier timing of peak flows and recession to the low-flow season across the province. The shift in timing echoes the pattern in snow melt, with many rivers experiencing flow conditions that are 3-4 weeks or more ahead of normal.

Outlook

Strong El Niño conditions that developed over the equatorial Pacific regions over the past few months peaked in the winter and are declining. The Climate Prediction Centre (CPC) at the U.S. National Weather Service/NOAA is forecasting El Niño (ENSO) conditions to transition into neutral conditions by late-spring/early summer 2016, and an increasing likelihood of moving towards La Niña conditions into the fall/winter of 2016. In the northern Pacific Ocean, below normal sea surface temperature anomalies have replaced the "blob" of warm water that persisted last year. However, near-shore water along the BC, Washington and Oregon coasts remains warmer than average, with warm-phase Pacific Decadal Oscillation (PDO) patterns being observed.



Snow Survey and Water Supply Bulletin – May 1st, 2016

Seasonal forecasts from Environment Canada are indicating an increased likelihood of above-normal temperatures across British Columbia over the May to July period, and into the extended forecast period of the late summer months. The warmer than average seasonal forecast is consistent with historic weather typically observed during positive in-phase ENSO and PDO conditions.

Seasonal volume runoff forecasts (see table below) are below normal for most basins across the province. The exceptions are above normal seasonal runoff (>115%) forecast for the Nicola River and Okanagan. Seasonal runoff models are influenced by antecedent runoff volumes and calibrated based on historic observed conditions, including the seasonal distribution of flows. In years like this, where spring runoff is much earlier than has typically been observed in the historic record, there is increased uncertainty over the accuracy and performance of the forecast models.

With significant snow melt already occurring, many river basins are approaching, or have passed, the peak of the freshet season. In mid-sized watersheds with limited high elevation terrain in the south and central interior, the peak of the freshet season may already have occurred. This includes the Similkameen River, tributaries in the Okanagan basin, Salmon River, Nicola River upstream of Nicola Lake, and similar surrounding rivers. In the larger river systems of the province, and rivers that drain higher elevation alpine terrain, the peak flow season is expected to continue to be 3-4 weeks earlier than normal, but have not yet occurred. For the North Thompson River the peak season may extend until mid-May, mid-to-late May for the Fraser River, Skeena River and tributaries, and early to mid-June for the South Thompson River and tributaries, again all 3-4 weeks earlier than normal. With a May 1st snow basin index of 69% of normal, the Fraser River at Hope has a revised forecasted peak flow of 6500-7000 m³/s.

The advanced freshet is expected to put pressure on summer low flows in snow-melt dominated rivers across the province. With the current very low snow packs remaining in the Upper Fraser, Middle Fraser, Nechako, Similkameen, East Kootenay, Central Coast, Stikine, Skeena, Liard, and Northwest, the risk for low flows this summer are elevated. Elsewhere in the province, the early shift in the snow melt season will also add pressure to low flows later in the season, even in basins with normal snow basin indices (e.g. North and South Thompson). In the northeast and in lower elevation coastal watersheds, summer rainfall is particularly important for sustaining summer flows, and will be a big determinant of the flows that will be experienced through this summer.

For both spring flood risk and summer low flows, snow pack is just one of the important elements that determine whether or not extreme conditions will emerge. Weather through the spring and summer is also a key driver in determining if flooding or low stream flows will occur. May and June are climatologically the wet season for the BC Interior. However precipitation is difficult to forecast beyond about a week and longer term trend forecasting is not reliable. Extreme wet or dry weather can significantly impact the likelihood of peak

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Snow Survey and Water Supply Bulletin – May 1st, 2016

and low flows, so although snow packs around the province are low, late spring and summer precipitation will play an important role in determining streamflows.

Current weather forecasts for the next two weeks suggest cooler temperatures with rainfall in some locations through the short-term, and warm weather emerging through the middle of the month. River levels are expected to remain fairly stable through this period. The River Forecast Centre is modelling streamflow across the province. Information regarding freshet conditions, including hydrologic model forecasts, is available on the [Freshet page](#) on the RFC website.

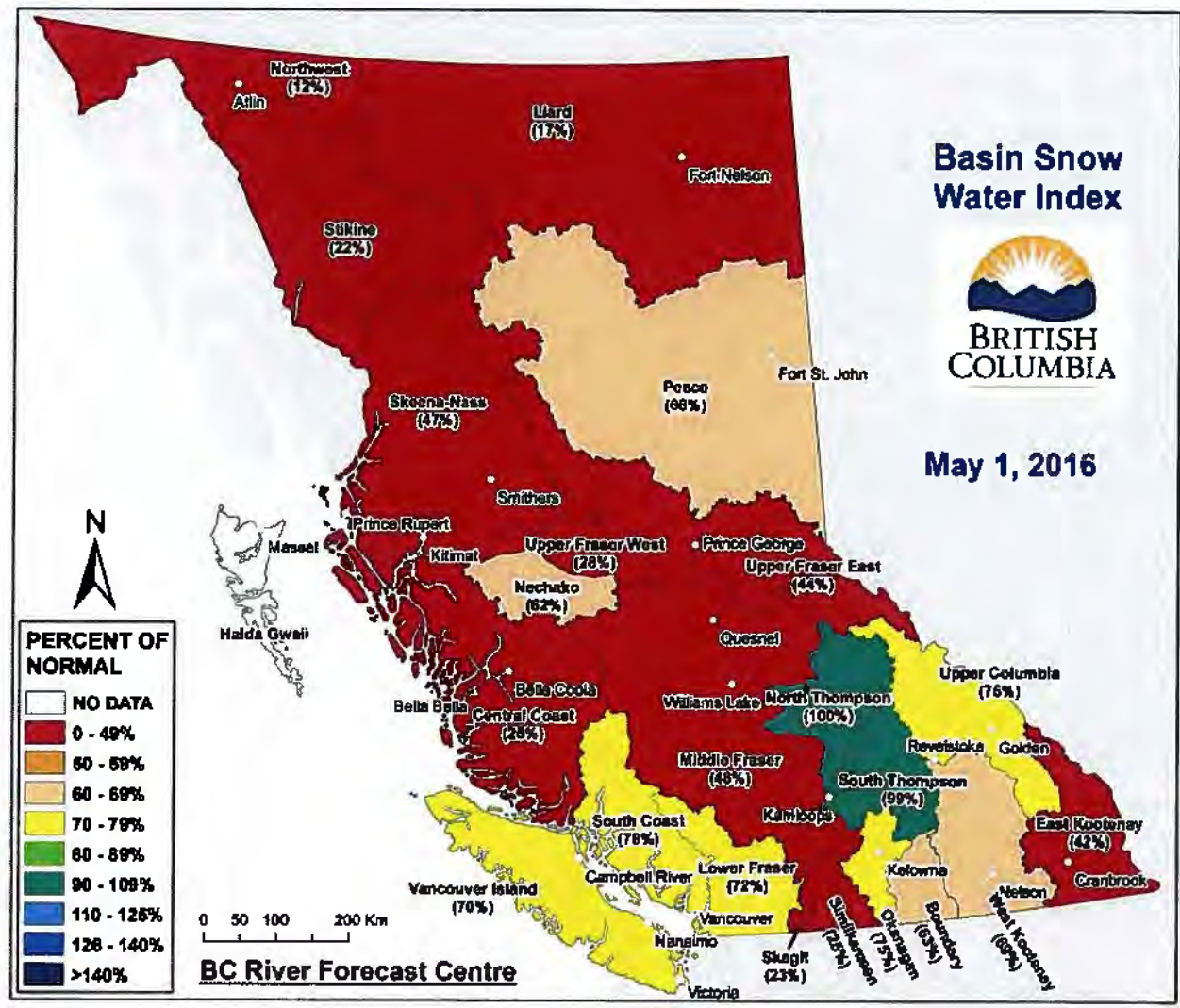
The River Forecast Centre will continue to monitor snow pack conditions and will provide an updated seasonal flood risk and stream flow forecast in the May 15th 2016 bulletin, which is scheduled for release on May 24th.

BC River Forecast Centre
May 9, 2016



Snow Survey and Water Supply Bulletin – May 1st, 2016

Figure 1: Basin Snow Water Index – May 1st, 2016



1. Every effort is made to ensure that data reported on these pages are accurate. However, in order to update the graphs and indices as quickly as possible, some data may have been estimated. Please note that data provided on these pages are preliminary and subject to revision upon review.

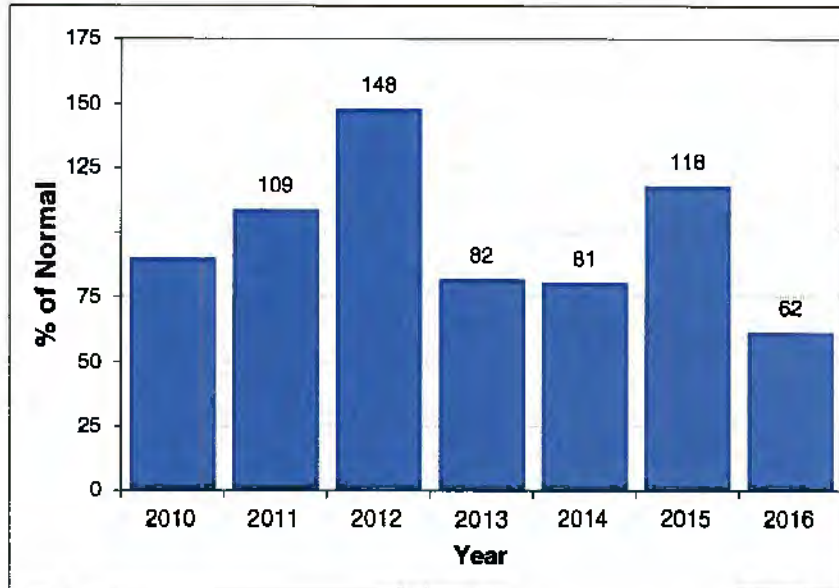
2016 Automated Snow Pillow/Manual Snow Survey Data				May 1				Historic Snow Water Equivalent (mm)						
Station ID	Name	Basin	Elevation (masl)	Survey Date YYYY-MM-DD	SD (cm)	SWE (mm)	Code	SWE % 1981-2010 Normal	2015 SWE (mm)	2014 SWE (mm)	Minimum (mm)	Maximum (mm)	1981-2010 Normal (mm)	Years of Record
1B01	MOUNT WELLS	Nechako	1489	2016-04-28	63	255		52%	663		201	958	487	62
1B01P	MOUNT WELLS	Nechako	1490	2016-05-01	NA	325		57%	805	602	311	919	569	24
1B02	TAHTSA LAKE	Nechako	1319	2016-04-28	188	877		70%	1323		701	2073	1256	63
1B02P	TAHTSA LAKE	Nechako	1300	2016-05-01	NA	1012		74%	1351	1017	826	2348	1362	24
1B05	SKINS LAKE	Nechako	877	2016-04-28	0	0		0%			0	100	3	45
1B06	MOUNT SWANNELL	Nechako	1596	2016-04-28	4	15		5%	377		109	499	287	26
1B07	NUTLI LAKE	Nechako	1502	2016-04-28	52	227		44%	547		250	870	513	24
1B08P	MOUNT PONDOSY	Nechako	1400	2016-05-01	NA	527		66%	1014	489	399	1277	794	24
4B01	KIDPRICE LAKE	Skeena-Nass	1415	2016-04-28	128	593		62%	1076		551	1591	951	63
4B02	JOHANSON LAKE	Skeena-Nass	1480	2016-04-29	61	200		66%	291	368	143	433	301	53
4B03A	HUDSON BAY MTN	Skeena-Nass	1452	2016-04-28	68	272		53%	548	518	343	795	509	44
4B04	CHAPMAN LAKE	Skeena-Nass	1485	2016-04-28	72	286		60%	484	428	308	749	473	49
4B06	TACHEK CREEK	Skeena-Nass	1133	2016-04-28	20	58		33%	240		55	363	175	47
4B07	MCKENDRICK CREEK	Skeena-Nass	1048	2016-04-28	22	72		32%	266	242	80	422	223	48
4B08	MOUNT CRONIN	Skeena-Nass	1491	2016-04-28	106	429		70%	560	495	422	1125	616	47
4B10	NINGUNSAW PASS	Skeena-Nass	647	2016-05-02	0	0		0%		276	0	676	263	38
4B11A	BEAR PASS	Skeena-Nass	437	2016-05-02	0	0		0%			256	860	541	24
4B13A	TERRACE AIRPORT	Skeena-Nass	219	NS	NS	NS	NS			1115	0	58	14	6
4B14	EQUITY MINE	Skeena-Nass	1434	2016-04-27	62	220		59%	535		212	690	373	39
4B15	LU LAKE	Skeena-Nass	1296	2016-04-27	40	132		49%	390	404	144	528	267	38
4B15P	LU LAKE	Skeena/Nass	1300	2016-05-01	12	106		47%	455	300	79	517	227	18
4B16P	SHEDIN CREEK	Skeena/Nass	1480	2016-05-01	97	487		50%	1310	311	650	1310	972	20
4B17P	TSAI CREEK	Skeena/Nass	1360	2016-05-01	149	834		64%	1310	597	975	2081	1307	18
4B18P	CEDAR - KITEEN	Skeena/Nass	885	2016-05-01	4	11		2%	325	1050	210	1075	612	15
4C01	SIKANNI LAKE	Liard	1390	2016-04-28	22	88		33%	278	710	115	404	266	53
4C02	SUMMIT LAKE	Liard	1291	2016-05-05	0	0		0%	72	355	0	200	44	51
4C03	DEASE LAKE	Liard	805	2016-05-04	0	0	B	0%			0	178	38	49
4C05	FORT NELSON A	Liard	368	NS	NS	NS	NS			192	0	103	12	31
4C15	JADE CITY	Liard	943	2016-04-24	0	0		0%	136		28	350	189	14
4D01	TELEGRAPH CREEK	Stikine	490	2016-05-04	0	0	B	0%	0	302	0	163	23	41
4D02	ISKUT	Stikine	931	NS	NS	NS	NS				0	146	18	24
4D11P	KINASKAN LAKE	Stikine/Taku	1020	2016-05-01	22	114		32%	305	0	0	305	352	20
4E02B	ATLIN LAKE	Northwest	730	2016-05-01	0	0			0	0	0	140		10

Code	Description
A	Sampling problems were encountered
B	Early or late sampling
C	Early or late sampling w/problems encountered
E	Estimate
N	Scheduled, but not sampled
NA	Not available
NS	Not scheduled
SD	Snow Depth
SWE	Snow Water Equivalent
T	Trace Amount

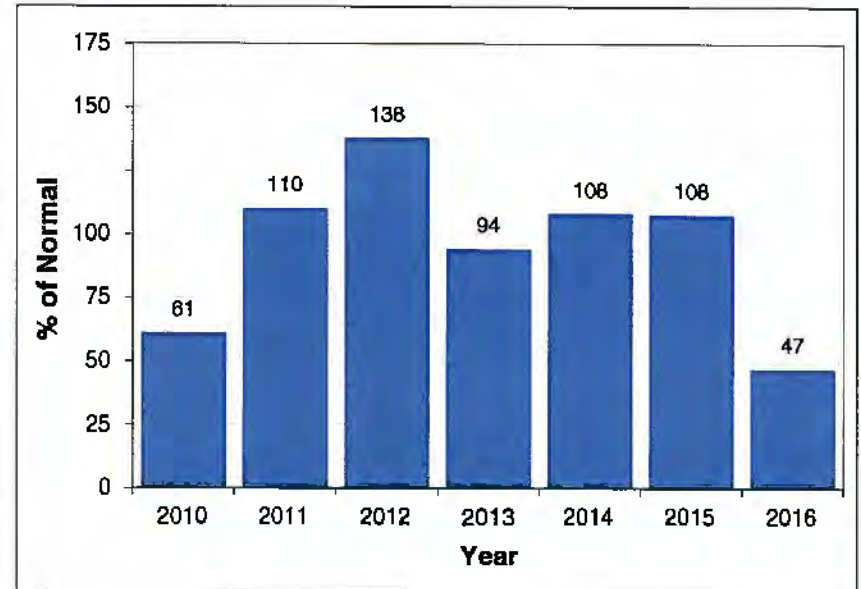
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Snow Basin Index Graphs - May 1, 2016

Nechako



Skeena-Nass



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INFORMATION BULLETIN

For Immediate Release
2016FLNR0065-000606
April 19, 2016

Ministry of Forests, Lands and Natural Resource
Operations
BC Wildfire Service

Burning will be restricted in Prince George Fire Centre

PRINCE GEORGE – Effective at noon on April 20, 2016, Category 2 and Category 3 open fires will be prohibited throughout the Prince George Fire Centre to help prevent human-caused wildfires and protect public safety.

The Prince George Fire Centre is experiencing drier than normal conditions this spring and this prohibition will remain in place until the public is otherwise notified. Anyone conducting Category 2 or Category 3 fires anywhere in the Prince George Fire Centre must extinguish any such fires by noon on April 20, 2016.

Specifically, prohibited activities will include:

- the burning of any waste, slash or other materials
- stubble or grass fires of any size over any area
- the use of burning barrels or burning cages of any size or description
- the use of sky lanterns, tiki torches or fireworks
- the use of stoves and other portable campfire apparatuses that are not CSA/ULC approved

This prohibition does not ban campfires that are a half-metre high by a half-metre wide or smaller, and it does not apply to cooking stoves that use gas, propane or briquettes. A poster explaining the different categories of open burning is available online: bit.ly/1G1hE9f

A map of affected areas within the Prince George Fire Centre is available online: bit.ly/23Xn3LO

This prohibition applies to all BC Parks, Crown lands and private lands, but does not apply within the boundaries of a local government that has forest fire prevention bylaws in place and is serviced by a fire department. Please check with local government authorities for any other restrictions before lighting any fire.

Anyone found in contravention of an open burning prohibition may be issued a violation ticket for \$1,150, required to pay an administrative penalty of \$10,000 or, if convicted in court, fined up to \$100,000 and/or sentenced to one year in jail. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.

To report a wildfire, unattended campfire or open burning violation, call 1 800 663-5555 toll-free or dial *5555 on a cellphone.

You can follow the latest wildfire news on:

- Twitter at: <http://twitter.com/BCGovFireInfo>

- Facebook at: <http://facebook.com/BCForestFireInfo>

Media Contact:

Amanda Reynolds
Fire Information Officer
BC Wildfire Service
Prince George Fire Centre
250 565-6129 (office)
250 961-4176 (cell)

Connect with the Province of B.C. at: www.gov.bc.ca/connect

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Board-Receive

Geraldine Craven

From: Coccola, James PSSG:EX <James.Coccola@gov.bc.ca>
Sent: April 19, 2016 4:26 PM
To: Coccola, James PSSG:EX
Cc: 'Mavis Johnson'; 'Raheem Dilgir'
Subject: BC Community Road Safety Survey Results
Attachments: BC Communities Road Safety Survey Report.pdf

RECEIVED
APR 20 2016
REGIONAL...
BULKLEY...

Sent on behalf of Mavis Johnson and Raheem Dilgir

Dear Municipal member:

The BC Community Road Safety Survey was distributed by RoadSafetyBC in the summer of 2015 and 81 municipalities responded to it. The *Safe Roads and Communities Working Committee* of the *BC Road Safety Strategy* was responsible for developing the survey and analyzing the results.

We now have great pleasure in providing you with a report entitled *BC Communities Road Safety Survey*, describing the survey results. You will notice that the results have been aggregated by municipality type and size, so that survey findings from specific municipalities are suppressed, and approaches can be developed and shared. The *BC Communities Road Safety Survey* report will be posted to the [RoadSafetyBC website](#) within the next week.

The *Safe Roads and Communities Working Committee* has started to investigate the priorities, issues and challenges identified in the survey results and to consider appropriate responses and solutions. We are currently exploring the development of various tools to assist municipalities in achieving better road safety outcomes.

Once again, thank you for your participation in the survey and your interest in road safety. If you have any questions or comments about this survey or the *BC Road Safety Strategy*, please contact James Coccola by responding to this email.

Yours in safety,

Mavis Johnson/Raheem Dilgir
Co-Chairs
The Safe Roads and Communities Working Committee of the BC Road Safety Strategy

James Coccola
Research and Data Analyst
Policy and Strategic Initiatives Branch
Ministry of Public Safety and Solicitor General
Phone: 250-356-8093



RoadSafetyBC

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Board
- Receive

gold™ Blackwater Project



Whitebark Pine seedlings growing in Woodmere Nursery, Smithers, B.C.

Site reclamation focus of 2016 Blackwater activities

In 2016 New Gold Blackwater Project on-site activities will focus on reclamation, including the planting of Whitebark Pine seedlings. New Gold practices progressive reclamation, a reclaim as you go approach, to return land toward its pre-disturbed state. Progressive reclamation is designed into the Blackwater Project mine life cycle and will take place during all phases of mining - exploration, construction, operations and closure. In summer 2016, New Gold plans to reclaim some historic and no longer needed exploration access trails.

New Gold aims to minimize disturbance of new areas during exploration by using already cleared areas such as cut blocks and existing roads and trails wherever possible. This protects water quality and helps prevent the spread of non-native plant species.

Reclamation is not a one-size-fits-all practice. Some species, such as the endangered Whitebark Pine, require specific consideration. Beginning in 2012 Lhoosk'uz Dene Nation and Uikatcho First Nation members supported New Gold in the collection of pine cones so that seedlings could be grown in a nursery. With seedlings now growing, New Gold plans to plant them in the Project area before mine construction gets underway.



Whitebark Pine seed collection

Corporate Knights 2016
FUTURE40
Responsible Corporate Leaders in Canada

TSX: NGD

newgold™ Blackwater Project

UPCOMING Events

Stop by New Gold's booth at the 2016 Vanderhoof Chamber of Commerce Tradeshow May 13-14.



New Gold is a proud sponsor of Minerals North 2016 in Smithers and Telkwa May 18-20, 2016. Delegates are invited to visit our tradeshow booth.



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364

Blackwater Project now in application Technical Review Stage

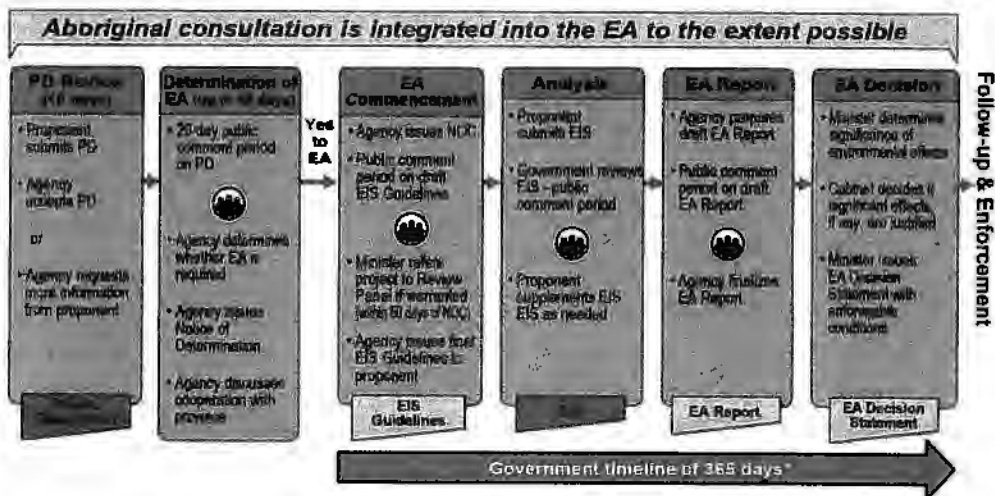
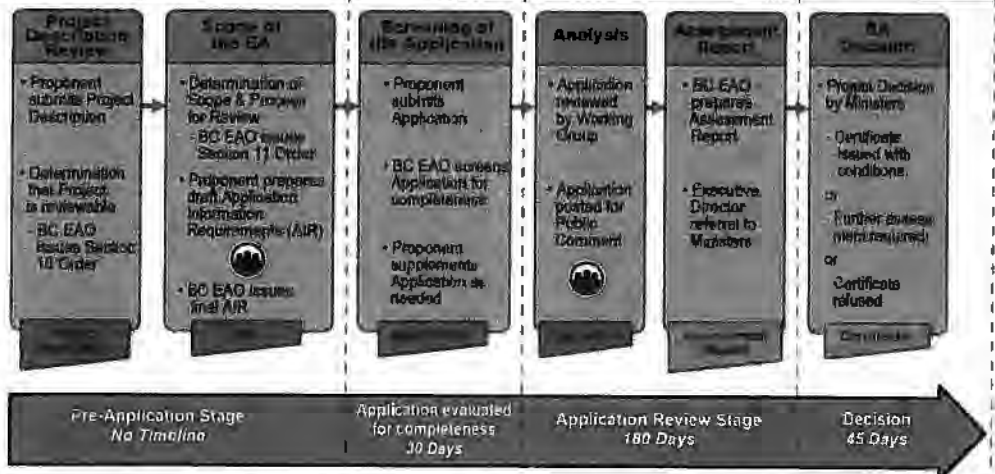
The Blackwater Project entered the Environmental Assessment / Environmental Impact Statement (EA/EIS) technical review period on January 12, 2016. A 30 day joint federal and provincial comment period ran from January 20 to February 19.

During the public comment period New Gold hosted information sessions in eight locations including First Nations communities with over 225 people attending to learn about the Blackwater Project EA/EIS application. The application is online at the British Columbia Environmental Assessment Office (BC EAO) website (below).

Comments received during the public comment period are posted on the [BC EAO](http://bc.eao.ca) and [Canadian Environmental Assessment Agency \(CEAA\)](http://ceaa.gc.ca) websites. New Gold responses are also. BC EAO: <http://tinyurl.com/NGDBW-EA> and CEAA: <http://tinyurl.com/NGDBW-EIS>

The public will have another opportunity to provide feedback on the Project by commenting on the draft CEAA EA report, expected later in 2016.

Top flowchart describes the provincial Environmental Assessment process, the bottom image indicates the federal Environmental Assessment process. The Blackwater Project is in the analysis stage provincially and federally.



BC EAO: British Columbia Environmental Assessment Office
 AIR: Application Information Requirements
 EIS: Environmental Impact Statement
 EA: Environmental Assessment
 PD: Project Description
 NOC: Notice of Commencement

BC EAO Deliverable
 Agency Deliverable
 Propponent Deliverable
 Public Comment Period
 * With possibility of extension

Notes: Preparation of the AIR is procedurally delegated to the propponent by the BC EAO. Timelines do not include time required by the propponent to provide information.

Community Engagement

Blackwater Project Community Liaison Committee

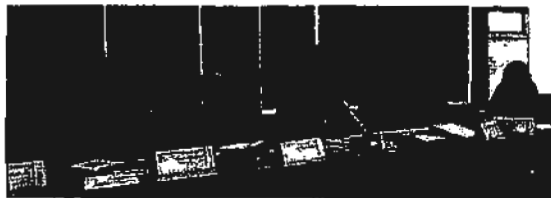
Initiated in 2012, the Blackwater Project Community Liaison Committee (CLC) is a forum to facilitate discussion between community members and New Gold in order to maximize the positive benefits and minimize the negative impacts of the Blackwater Project throughout the mine cycle.

Acting in an advisory capacity, members of the CLC share local and regional issues, concerns, and interests and offer information and recommendations to New Gold to assist in the development of Blackwater Project policies, plans and programs.

CLC areas of focus include economic development, training and education needs, environmental stewardship, health and social services, and the attraction and retention of employees.

Members represent a range of economic, social and environmental expertise and interests and must be residents of the region. Vanderhoof, Fort St. James, Fraser Lake, Burns Lake, Quesnel, the Regional District of Bulkley Nechako and the Cariboo Regional District have representation on the CLC.

CLC participants identified the need for communities and regional districts to work together to ensure they all benefit from the Blackwater Project. Lack of a regional approach is a significant risk to achieving community economic and social benefits.



New Gold thanks CLC members and local and regional governments for their ongoing participation.

Blackwater Project Sponsorship

New Gold understands that education, healthcare, the environment and the arts are cornerstones to building better communities where people live healthier, balanced lives. New Gold provides donation and sponsorship funding to selected programs and initiatives in these areas with the goal of fostering caring and thriving communities.

New Gold's donations have supported programs in Vanderhoof, Burns Lake, Fraser Lake, Fort St. James, Prince George and Quesnel. Past support includes funding for:

- 4-H and Fall Fairs
- Special Olympics, local food banks, social service and seniors' programs
- Small infrastructure upgrade projects for environment, parks and community halls
- Community art projects
- First Nation youth, elder and education programs

"Regional non-profit groups and educational and healthcare institutions provide high levels of service and we are proud to support their work," says Community Manager Claudette Gouger.

Know of a community group, activity or event that may help build community capacity? Contact office.blackwater@newgold.com for an application form and deadline information. Applications are reviewed quarterly in March, June, September and December.

Facts

The proposed open pit gold and silver mine has a 17 year mine life with proven and probable reserves of 8.2 million ounces of gold and 60.8 million ounces of silver with the potential to produce 485,000 ounces of gold per year for the first nine years.



8.2 million ounces of
gold



17 year mine life



60.8 million ounces of
silver



Blackwater Project Environmental and Social Design Principles

From its earliest site investigations, New Gold has carried out comprehensive environmental studies to establish baseline measurements for plants, animals, land air and water.



The Project will be designed to avoid water release to the environment during operations and will not fill any lakes. During operations, New Gold will work to minimize environmental impacts and maintain robust monitoring programs to verify the measures implemented are working as planned.



Purchasing Local Goods and Services

New Gold is committed to making a positive contribution to communities in the region through hiring and contracting locally.



The Blackwater Project is focused on local investment, and since 2012 almost 75 percent of development costs have been directed to employees, contractors and businesses in the region.



New Gold expects to hire 1,200 -1,500 (peak) workers during construction and up to 500 full-time workers to operate the mine.

Creating Jobs Close to Home



Since 2012, up to 65 percent of Blackwater employees have been from the region.

An average of up to 23 percent of New Gold's Canadian employee and contract work force has been Aboriginal people, which is more than three times the national average.

Stay Informed

For more information:
Blackwater Project Office
139-1st Street East, Vanderhoof, BC

Email office.blackwater@newgold.com to subscribe to our email distribution list.



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NEWS RELEASE

For Immediate Release
May 11, 2016

Northern Health Child Health consultation engagement opportunities beginning May 19, 2016

Northern Health will begin its seventh board consultation series titled Growing up Healthy on May 19, 2016. The consultation will focus on the health and well-being of children from conception to the age of 17 across northern B.C.

“Northern Health’s consultation series is an effective way to gather information from people in northern B.C. and identify how best to support the health of children and youth,” said Health Minister Terry Lake. “The consultation will provide an opportunity to promote existing work, particularly in rural areas, and recognizes that working to improve the health of the youngest residents is a key step to a healthier north.”

The consultation builds on the Chief Medical Health Officer’s Child Health report released in April that highlights supports available for a healthy start for children in northern B.C., as well as areas that need to be addressed according to evidence-based research. The Child Health report is available under the community accountability section on northernhealth.ca.

Reading
File

“The board is pleased with the Chief Medical Health Officer’s Child Health report as it provides the data and information we need to begin these discussions, and now we want to hear from people in communities across the north about their local perspectives,” said Dr. Charles Jago, Northern Health Board Chair. “There are a variety of methods and times that people can engage in this discussion, and we want people to participate in as many forums as they would like.”

The consultation will include:

- Community meetings in 12 communities. These will include a presentation and working groups to discuss various ideas. A list of community meetings is available at the end of this release.
- Nine stakeholder sessions with organizations at work directly with children and youth such as Ministry of Children and Family Development, school districts, and day cares.
- Youth group sessions in select communities across the region.
- Online engagement through a Thoughtexchange online survey on northernhealth.ca.



BRITISH
COLUMBIA

The online engagement portion is something new for the 2016 consultation.

The information gathered during the consultations will be put into a report. That report and the Chief Medical Health Officer's Child Health report will create an action plan to help address or enhance the services that are identified.

Media Contact Northern Health Media Line: 1 (877) 961-7724

Date	Community	Location	Time
May 19	Burns Lake	Lakeside Multiplex Babine & Decker Room 110 Flogum Road	6:30 - 8:30 p.m.
May 20	Quesnel	Art & Recreation Centre West Fraser Timber Room 5000 North Star Room	3:00 - 5:00 p.m.
May 24	Fort Nelson	Northern Rockies Regional Recreation Centre Viewing Activity Room 5500 Alaska Hwy	7:00 - 9:00 p.m.
May 25	Fort St. John	Pomeroy Hotel Scotty Pomeroy Ballroom 11308 Alaska Road	7:00 - 9:00 p.m.
May 26	Dawson Creek	EnCana Events Centre Upper Lobby #1-300 Highway 2	7:00 - 9:00 p.m.
May 27	Chetwynd	Chetwynd Rec Centre Tamarack Hall 4552 North Access Road	1:30 - 3:30 p.m.
May 30	Terrace	Best Western Terrace Inn Sheena 1 Room 4553 Greig Avenue	7:00 - 9:00 p.m.
May 31	Hazelton	St. Peter's Anglican Church Army Hall 4390 Government Street	7:00 - 9:00 p.m.
June 2	Prince George	Ramada Hotel Skylight Ballroom 444 George Street	7:00 - 9:00 p.m.
June 3	Mackenzie	Mackenzie Recreation Centre Conference Room 400 Skeena Drive	1:00 - 3:00 p.m.
June 22	Prince Rupert	Jim Ciccone Civic Centre Eagle Room 1000 McBride Street	7:00 - 9:00 p.m.
June 23	Queen Charlotte	Queen Charlotte Community Club Main Hall 134 Bay Street	7:00 - 9:00 p.m.

Additional Resources

News release: Chief Medical Health Officer Report identifies opportunities for the healthy development of children in Northern B.C

Chief Medical Health Officer Child Health Report

Chief Medical Health Officer Child Health Status Report: Technical Report



Backgrounder - Northern Health Consultations

Northern Health has completed 6 consultations in the past decade. These include:

- Let's talk about Health;
- Cancer Care in the North;
- Mental Health & Addictions;
- Primary Care;
- Men's Health; and
- Seniors' Health

The information in the resulting reports has been beneficial in assisting Northern Health in developing programs and services that support people in northern B.C.

Successful outcomes from these consultations include:

- The Northern Cancer Control Strategy.
 - More cancer care closer to home both through community chemotherapy clinics and the new cancer centre in Prince George.
- A new model of addictions beds in partnership with communities to support addictions treatment closer to home in a day treatment model.
- Men's health initiatives, website and campaign targeting men where they live and work.
- Changes in how primary care services are delivered in communities for the benefit of the patient.
 - This includes the first three prototype communities where this work is happening.

You can find all of the consultation reports on the community accountability page on northernhealth.ca

Backgrounder - Child Health Report

The Chief Medical Health Officer's report is based on a year's worth of research and the analysis of information on child health in northern B.C., with the focus of the report being on children from conception to age 5.

The Chief Medical Health Officer has made six recommendations based on this information:

- Northern Health should develop a program focused on children, youth, and families living in northern B.C.;
- Encourage, promote and highlight collaboration in communities;
- Strive to achieve high levels of collaboration across sectors;
- Strengthen the partnership between Northern Health and the First Nations Health Authority;
- Support communities and families to provide the foundations for early childhood development; and
- Commit to ongoing monitoring of child health data and indicators.

The full report is available on the community accountability page on northernhealth.ca



Geraldine Craven

APR 29 2016

From: Dyck, Jonathon <Jonathon.Dyck@northernhealth.ca>
Sent: April 29, 2016 8:15 AM
Subject: News Release - Northern Health Board unveils 2021 strategic plan
Attachments: 20160429_NR_Strategic Plan 2016 to 2021pdf.pdf

REGIONAL
BULKLEY NELSON

Good afternoon,

Please see the attached news release about the Northern Health 2016 to 2021 strategic plan.

Thanks,

Jonathon

For Immediate Release
April 29, 2016

Northern Health Board unveils 2021 strategic plan

Following a year of consultation with staff, physicians, community leaders, and others, the Northern Health board has officially approved the 2016 to 2021 strategic plan. This plan will guide the organization's direction into the future, it is the second strategic plan for Northern Health, and it builds on, and is in many ways a continuation, of the original plan that was introduced in 2009.

"The Northern Health board has shown leadership in developing a clear organizational direction that will enable Northern Health to implement the Ministry of Health's priorities for the BC Health System in the context of the Northern region," said Health Minister Terry Lake. "Northern Health's plan describes how these provincial priorities will be implemented to meet the needs of this diverse region."

The mission statement and vision in the new strategic plan are unchanged from the last strategic plan.

Mission - Through the efforts of dedicated staff and physicians, in partnership with communities and organizations, we provide exceptional health services for Northerners.

Vision - Northern Health leads the way in promoting health and providing health services for Northern and rural populations.

"As a board we continue to believe in the current mission and vision statements, particularly the emphasis on our commitment to partnerships and to working with communities across the North" said Dr. Charles Jago, Northern Health Board Chair. "I am proud of this plan as it builds on work we have started to implement and it clearly outlines the further work we will undertake over the next five years."

The plan includes four values, three strategic priorities, and two enabling priorities.

Organizational values - The beliefs that guide our work.

- **Empathy:** Seeking to understand each individual's experience
- **Respect:** Accepting each person as a unique individual
- **Collaboration:** Working together to build partnerships
- **Innovation:** Seeking creative and practical solutions

Strategic priorities - Three priorities are outlined for the next five years that together will both contribute to improvements in the health system and in the health of the people we serve. A scorecard of the key performance indicators linked to each of the priorities will guide Northern Health in monitoring performance. These three priorities are:

- Healthy People in Healthy Communities
- Coordinated and Accessible Services
- Quality

Enabling priorities - These two priorities cut across all parts of the health care system and are critical to enabling Northern Health to achieve its Strategic Priorities.

- Our people
- Communications, technology, and infrastructure

Over 2,100 people from across the North provided input into the strategic plan. The feedback was gathered through in-person focus groups with communities, staff, and physicians and online through a program called ThoughtExchange.

“I was impressed with the interest and engagement from staff, physicians, and community leaders during this process,” said Cathy Ulrich, Northern Health’s President & Chief Executive Officer. “The implementation of the 2016 - 2021 Strategic Plan will further Northern Health’s vision to lead the way in promoting health and providing health services for the population who lives across the North. ”

The [strategic plan](#) is available under the About Us tab on northernhealth.ca.

Media Contact Northern Health Media Line: 1 (877) 961-7724

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2016 Province-wide C2C Forum

May 11, 2016

Planning is underway for the sixth Province-wide Community to Community (PC2C) Forum, jointly organized by the First Nations Summit and UBCM. The forum is designed to bring together First Nation and local government elected officials and senior staff to encourage dialogue and understand areas of common responsibility and mutual concern. The Forum will be held October 18, 2016 at the Musqueam Community Centre.

Creating opportunities for dialogue is essential to fostering relationships that address both present and future community challenges and goals. With a theme of "Joint Ventures", the 2016 forum will focus on communities that are embarking on journeys of reconciliation and relationship strengthening, and exploring joint opportunities to the mutual benefit of their communities.

First Nation and local government leaders, and key senior administrative staff are invited to attend. Registration and an accommodation listing will be made available online in August 2016. Delegates are responsible for booking their own accommodation.

Questions regarding the PC2C forum may be directed to Angela Turner, Policy Analyst.

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Working Through Conflict in Public Engagement

May 11, 2016

The Local Government Leadership Academy together with the Civic Engage team at Simon Fraser University's Centre for Dialogue is offering a free webinar that will explore how elected officials and senior staff can engage the public in values- and interest-based dialogue to enable collaboration for solutions that are owned and supported by the community. The webinar will be held May 31 at 10:30 am.

Elected officials and senior staff are only too familiar with the fierce controversies that can arise around municipal issues. From re-zoning applications to parking regulations to gender-inclusive washrooms in public buildings—policy questions that residents and stakeholders feel immediately affected by often spark polarized public debate, which makes progress difficult and can lead to lasting divisions in the community.

This session, *From Controversy to Collaboration: Working Through Conflict in Public Engagement*, will focus on real-life case studies and discuss tools and methods for convening difficult conversations.

Registration for this webinar is now open. The webinar will be held on Tuesday, May 31st from 10:30am-12:00pm.

Questions may be directed to LGLA Program Manager Errin Morrison.

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Funding & Resources Update

May 4, 2016

Each month we provide an update on UBCM funding programs and information on other programs or resources that may be of interest to local governments and First Nations.

Local Government Program Services

2016/17 (Spring) Regional Community to Community Forums: Funding is available to support neighbouring local governments and First Nations to meet together to build on opportunities, resolve issues of common responsibility or interest, and advance tangible outcomes. Applications must be received by Friday May 13, 2016.

2015 Asset Management Planning Grants: Unless an extension has been specifically granted, final reports for the 2015 program are due by May 30, 2016. The Final Report Form is available on the UBCM website.

2016 Strategic Wildfire Prevention Initiative: Applications by local governments and First Nations are welcome at any time under the following wildfire prevention funding streams: Community Wildfire Protection Plans, Fuel Management Prescriptions, Demonstration and Operational Treatment projects. The next application review deadline is September 30, 2016.

Other Funding

Provincial Investment In Affordable Housing: The B.C. government has issued a call for Expressions of Interest to partner with municipalities, non-profit housing providers, community groups and the private sector to facilitate the creation of affordable rental housing for low-to moderate-income households in communities across the province. This new housing program will create safe, affordable homes for people in greatest need. Respondents are asked to submit their information by June 15, 2016.

Tourism Events Program: The province's Tourism Events Program is designed to support world class events that can enhance the volume of visitors to British Columbia and increase global recognition for the province. The current application window will close on June 30, 2016, for events timed to occur between July 1, 2016, and December 31, 2017. Subsequent application windows are scheduled for overlapping event time frames.

Resources

Wildfire Community Preparedness Day: Wildfire prevention and protection is a shared responsibility: everyone can learn more and take specific actions to protecting homes and families through FireSmart practices. Communities are encouraged to organize friends, neighbours and community groups to participate in neighborhood FireSmart projects on May 7, 2016.

Municipal Information Network: Canada's only daily news and information service dedicated to the local government sector. By subscription (including a free, three-month trial) M.I.N. offers a daily e-newsletter and website, unlimited job postings, posting of press releases, events, webinars and seminars, as well as the latest news and developments in the municipal scene.



Community Paramedicine Expands in BC

May 4, 2016

Health Minister Terry Lake has announced the initial 73 rural and remote BC communities that will welcome community paramedicine, a program offering residents enhanced health services and paramedics more opportunities to provide patient care.

Under this program, paramedics will provide basic health care services within their scope of practice in partnership with local health care providers. Qualified paramedics will visit patients in their homes, providing services as outlined in the care plan developed in collaboration with the referring health care professional or community care team.

"Community paramedics will focus on prevention, health promotion and the specific primary care needs of the people in these communities," said Linda Lupini, executive vice-president, BC Emergency Health Services. "This program also allows us to enhance our ability to respond to medical emergencies by offering permanent employment to staff in rural and remote areas of the province."

Community paramedicine was initially introduced in the province in 2015 in nine prototype communities. The initiative is now expanding provincially, and will be in place in 31 communities in the Interior, 18 communities in Northern BC, 19 communities on Vancouver Island, and five communities in the Vancouver coastal area this year.

At least 80 new full-time equivalent positions will support the implementation of community paramedicine, as well as augment emergency response capabilities. Positions are starting to be posted across the regional health authorities, beginning with Northern Health and the prototype communities. The selection, orientation and placement process is expected to take about four months.

Community paramedics are expected to start delivering community health services in Northern BC this fall, in the Interior in early 2017, on Vancouver Island and the Vancouver coastal area in the spring of 2017.

Community selection was based on those communities defined as rural, small rural and remote in the Ministry of Health *Rural Health Services in BC: A Policy Framework to Provide a System of Quality Care* Policy Paper, and currently served by ambulance stations with part-time staff only, and therefore the most in need of stabilizing paramedic staffing.

The community selection and resourcing model was reviewed and endorsed by the Community Paramedicine Provincial Advisory Committee; executive leads for Northern, Interior and Island Health; the Ministry of Health's Standing Committee on Health Services & Population; Ambulance Paramedics of BC (Local 873); and First Nations Health Authority.

UBCM is represented on the Provincial Advisory Committee by Galina Durant, Mayor of the District of Stewart, and Marylyn Chiang, Senior Policy Analyst, Environment & Healthy Communities Committee.

BC Emergency Health Services has been co-ordinating the implementation of community paramedicine in BC with the Ministry of Health, regional health authorities, the Ambulance Paramedics of BC (CUPE 873), UBCM, and others.

Community Paramedicine Initiative -- Communities

Island Health region (19 communities):

Tofino; Ucluelet; Cortes Island; Quadra Island; Sayward; Denman Island (incl. Hornby Island); Galiano Island; Mayne Island; Pender Island; Gabriola Island; Port Renfrew; Alert Bay; Port Alice; Port Hardy; Port McNeill; Sointula; Gold River; Zeballos; Tahsis

Northern Health region (20 communities):

Granisle; Southside; Fort St. James; Fraser Lake; Hudson's Hope; Chetwynd; Tumbler Ridge; Mackenzie; McBride; Valemount; Haida Gwaii; Wells; Houston; Stewart; Atlin; Dease Lake; Kitwanga; Hazelton

Interior Health region (31 communities):

Edgewood; Nakusp; New Denver; Alexis Creek; Creston; Elkford; Sparwood; Field; Golden; Revelstoke; Logan Lake; Keremeos; Kaslo; Riondel; Gold Bridge; Lillooet; Seton Portage; Salmo; Winlaw; Blue River; Clearwater; Princeton; Sicamous; Clinton; Lytton; Fruitvale; Rossland; Lumby; Greenwood; Midway; Anahim Lake

Vancouver Coastal region (5 communities):

Bella Coola; Bella Bella; Madeira Park; Bowen Island; Texada Island

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Advocacy for Infrastructure & Community Safety Costs

Apr. 27, 2016

UBCM's Executive was in Victoria last week to raise awareness of key policy priorities with Members of the Legislative Assembly. Over two days, Executive members met with 32 MLAs from all parties, including 14 ministers, the leader of the Official Opposition, and both caucus chairs. Meetings focused on strategic investments in infrastructure and community safety costs.

On infrastructure, the Executive sought a provincial commitment to maintain at a minimum its traditional 33% funding for those local government infrastructure projects with 50% federal cost sharing. For community safety costs, the Executive called for a reversal of the provincial decision on transferring the costs of DNA analysis services to local governments, as well as a commitment to enhance communication and collaboration between the Province and local governments on all future policing decisions. A call was also made to conduct a review of the arbitration process within essential services labour relations agreements, and collaborate in proposing changes that would mitigate the cost pressures of arbitrated settlements.

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2016 CEO Forum – Request for Topic Suggestions

Apr. 27, 2016

Preparations are underway for the Local Government Leadership Academy's 7th Chief Elected Officials (CEO) Forum, November 3 & 4, 2016 in Vancouver. In order to meet your mid-term leadership needs, Facilitator Gordon McIntosh and the LGLA are inviting Mayors and Chairs to provide input to inform the agenda this year.

The LGLA has a brief online survey available.

LGLA's Program Manager, Errin Morrison, is available to answer any questions you may have.

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2016 Community Excellence Awards

Apr. 27, 2016

Submissions to the 2016 Community Excellence Awards program are now being accepted. BC local governments are invited to share their successes in Best Practices, Leadership, Innovation and Partnerships. The deadline for submissions is June 17, 2016.

A new category has joined the line-up this year recognizing Leadership & Innovation in Agriculture. Developed in partnership with the Ministry of Agriculture and the BC Agriculture Council, the winner of this award will demonstrate innovative and progressive policies, practices and/or regulations that have strengthened agriculture in their community.

Elected officials and senior staff are invited to review the Excellence Awards Submissions Guide to discover which category would best highlight your success story.

The 2016 categories are as follows:

1. BEST PRACTICES, Excellence in Action
2. BEST PRACTICES, Organizational Development & Improvements
3. BEST PRACTICES, Community Connections
4. LEADERSHIP & INNOVATION, Green Initiatives
5. LEADERSHIP & INNOVATION, Agriculture
6. PARTNERSHIPS

The awards program recognizes ideas that rise above challenges with vision, creativity and teamwork. Considered a top award in BC, submissions to the program are peer and expert reviewed during two days of deliberations in July. Results are not shared until the UBCM convention when all applicants are invited to the special awards breakfast, scheduled for Thursday, September 29.

UBCM would like to thank our 2016 partners in recognizing excellence in BC:

- Bull Houser
- Urban Systems Green Communities Committee
- Ministry of Agriculture
- BC Agriculture Council
- Fraser River Industrial Association

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Highlights of the April 13-15 Executive Meeting

Apr. 27, 2016

UBCM Executive members gathered in Victoria on April 13-15 for the spring quarterly meeting. In addition to regular Committee and Executive meetings, extensive provincial government outreach was undertaken on the following UBCM priorities: infrastructure investment, DNA analysis services costs and arbitrated settlements.

Over the two and half days, Executive members met with 14 Cabinet Ministers and 18 MLAs over 25 meetings to highlight this year's advocacy priorities.

Highlights of the April 15th Executive meeting include:

- Received reports on the provincial Throne Speech and budget as well as the federal budget.
- Received a report on the FCM Travel Fund and requested that a report be brought back to the July meeting on options for financially supporting small communities participating at the FCM board table and informing members about the Fund and its purpose.
- Discussed a report that outlined the terms for Directors on UBCM's Executive in comparison to other provincial /territorial associations; requested a follow up report that would outline impacts of two year terms on the nine elected positions (other than Table Officers) and highlight required bylaw / policy changes if amendments to terms were to proceed.
- Received an update on UBCM's activities in FCM's international programs including mission work in Peru and Colombia as well as a workshop in Ottawa with FCM's various international partners and their program support.
- Received a report on provincial policy and legislation including the new *Fire Safety Act*, Expense limits amendment legislation and *Environmental Management Amendment Act*.
- Received an update on the Supreme Court of Canada case: *Windsor v. Canadian Transit Company* where UBCM's application for intervenor status has been turned down, but FCM's application has been approved.
- Received two reports from Presidents Committee advising of discussions with Minister Fassbender on compensation and proposed agreement related to addressing compensation issues.
- Received staff report on activities since the last meeting as well as a report on UBCM sponsored or support spring conferences including: Electoral Area Directors Forum; LGLA Forum; Chairs/CAO Forum and the Member Benefits Conference.
- Received a report outlining a work plan to address civil liability matters.
- Received a report on the Presidents activities and actions since this last meeting.
- Received a report on the Auditor General for Local Government and based on the policy direction of the membership, declined to participate in the development of an engagement metric and audit topic selection.
- Received a status and action report on a variety of policy areas that continue to be monitored by UBCM including: implementation of new *Off Road Vehicle Act*, *Natural Resource Roads Act* project; problem vessels; BC Ferries; assessment appeals on special use properties; 9-1-1 Call Answer Levy; DNA costs; National Inquiry into Missing and Murdered Aboriginal Women and girls; farm assessment; The *Safe Drinking Water for First Nations Act*, Care Home Sprinkler Safety; Municipal and Regional District Tax; Agri-tourism in the ALR; *Emergency Program Act* review;

federal additions to reserve; federal Comprehensive Land Claims Policy; assessment of medical marijuana grow operations; mental health and policing.

- Received the financial report for the period ending February 29, 2016
- Received a report confirming additional members to the BC Municipal Companion Document Working Group – RCMP Contract and the appointment of Vicki Kuhl as UBCM's appointment to the Land Title Survey Authority.
- Received reports on the status of Local Government Program Services (funding programs) and a status report on the federal Gas Tax Program.
- Received correspondence from Minister Bond on the status of Syrian Refugee settlement plans; federal Minister Sohi on infrastructure investments; the Ombudsperson on their bylaw enforcement report; and Alberta Urban Municipal Association President on Energy East Pipeline.
- Received a delegation from the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development where the following matters were discussed: affordable housing, federal budget and related infrastructure investments and compensation.

Highlights of the April 14th Committee meetings include:

Presidents

The Committee received reports on member services and group benefits; financial statements; staffing and plans for the 2016 Community Excellence Awards. A preliminary report on the results of the 2016 Member Satisfaction survey was received and staff will be bringing forward recommendations for acting on member feedback regarding youth engagement and other UBCM activities. The Committee proposed developing an investment strategy for UBCM following a delegation from investment policy advisors.

Final direction on the 2016 advocacy plan was considered as well as compensation and the FCM process of handling UBCM resolutions. The Committee also recommended that the 2015 resolution *B90 – Change in Position Title of the Electoral Area Director* be referred back to the sponsor recognizing that there was a lack of consensus on this issue from directors at the Electoral Area Forum, and due to the fact that the sponsor has proposed a new resolution for 2016.

Community Economic Development Committee

As part of its provincial outreach efforts, the Committee met with three Cabinet ministers to discuss common policy areas: Minister of Jobs, Tourism and Skills Training, Hon. Shirley Bond; Minister of Technology and Citizens Services, Hon. Amrik Virk and Minister of Forests, Lands and Natural Resource Operations, Hon. Steve Thomson.

Committee members discussed next steps in regard to its forestry survey report: *Forest Policy Decision-Making: The Case for Greater Community Consultation and Engagement* including outreach to forest industry associations about the findings and potential Convention session on forestry matters. Reports were received on the rural dividend; forest enhancement program and other forest stewardship initiatives. Discussed furthering the arts and culture mandate for the Committee, learning more about the streamlining initiative for natural resource permitting and received preliminary results from a joint survey on local economic development practices conducted by UBCM, Economic Development Association of BC and the Ministry of Jobs, Tourism and Skills Training. A follow up meeting with Ministry staff will be held to determine how best to support the economic development needs of local governments.

Community Safety

The Community Safety Committee met with Minister of State for Emergency Preparedness, Naomi Yamamoto, and Minister of Public Safety and Solicitor General, Mike Morris. Conversation topics with Minister Yamamoto included the *Emergency Program Act Review*, Emergency Social Services Program funding, and the *Fire Services Act*. In meeting with Minister Morris,

Committee members discussed the Five Year Review of the RCMP Contract, the Province's proposed 911 call answer levy on cellular devices, electronic ticketing, and DNA analysis services costs.

Members discussed the potential provincially led call answer levy on cellular devices, and considered referred Resolution B122, Payday Loan Regulations. Reports were received regarding policing activities; the Five Year Review of the RCMP contract; DNA analysis services costs in BC; federal Bill C-7, which provides the RCMP the right to collective bargaining; the Province's recent resolution of a municipal budget dispute; the *Emergency Program Act*; liquor policy developments; the provincial Access to Justice Committee; and Syrian refugee resettlement.

Healthy Communities Committee

The Healthy Communities Committee met with Honourable Terry Lake, Minister of Health, to discuss the shortage of physicians in BC, mental health, and the change in duties and responsibilities for health care practitioners.

Committee members also discussed a proposal to sign a Memorandum of Agreement on a National Seniors Health Care Strategy; a request for an advocacy contribution from the BC Healthy Living Alliance; and an invitation to attend the Ministry of Health's upcoming Rural and Remote Health Forum.

Information was received on the Emergency Medical Assistants Education Fund, the Healthy Families BC Communities Initiative, Physician's Assistants, and the Gatekeeper Training program through the Canadian Mental Health Association.

Environment Committee

The Committee met with Honourable Mary Polak, Minister of Environment to discuss the provincial land-based spill response framework, the timelines behind the rollout of the climate leadership plan, and the status of the packaging and printed paper program.

Information was also received on BC's Spill Preparedness and Response Regime, Transport Canada's consultations on Spill Preparedness, Tsunami Debris Funding, Urban and Rural Deer, Climate Action, and the *Water Sustainability Act* and Regulations.

First Nations

The First Nations Relations Committee met with Minister of Aboriginal Relations and Reconciliation (MARR), John Rustad, to discuss current UBCM and MARR priorities. These included: the 2016 Provincial Community to Community Forum; PHSA ICS training; the National Inquiry on Missing and Murdered Indigenous Women and Girls; the BC Treaty Process and Non-Treaty Agreements; the Reconciliation Dialogue Workshop Initiative; and UBCM First Nations Relations Survey results.

The Committee also met with Attorney General and Minister of Justice, Suzanne Anton. Discussion focused on local and provincial engagement on the National Inquiry into Missing and Murdered Indigenous Women and Girls. UBCM Advocacy priorities were also discussed with both Ministers.

The Committee also discussed ongoing reconciliation activities, the 2016 Provincial Community to Community Forum, the 2016 First Nations Relations Survey, and a potential 2016 UBCM Convention pre-conference session topic.

Convention

The Committee provided an update on Convention programming details, presented the 2016 budget and registration fees, and gave an overview of speaker gift and Partners' Program selections. It was also noted that banquet entertainment will be provided by The Timebenders.



Province Considers Police Funding Review

Apr. 20, 2016

UBCM President Al Richmond has written to Minister of Public Safety and Solicitor General Mike Morris regarding the issue of equitable funding between municipal and provincial policing jurisdictions in British Columbia.

Previously, Minister Morris advised UBCM that the Province had heard, through discussions at the 2015 UBCM Convention, that several smaller local governments wished to look at obtaining the same ability to add police resources as municipalities over 5,000 in population. The Minister expressed interest in engaging UBCM on "ways in which unincorporated areas and municipalities with a population under 5,000 could alternatively be funded."

President Richmond has requested clarification from the Minister as to the impetus for the proposed provincial review of the current police funding model. President Richmond also explained UBCM's policy towards police resources as one where changes to the funding formula or alternative funding schemes are not necessarily sought. Instead, UBCM's membership has consistently requested that the Province increase its contribution of human and financial resources, including the number of provincially funded officers.

Follow Us On

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Provincial Review of Auxiliary Constable Program

Apr. 20, 2016

Following a national review of the Auxiliary Constable Program (ACP), the Province is requesting information from local governments regarding the future of the ACP in BC. Eight questions have been provided for local governments to consider prior to the May 10, 2016 deadline for feedback.

The RCMP has initiated a review of the national ACP after the fatal shooting of an unarmed, uniformed member of the Canadian Forces in October 2014. Shortly after this incident, RCMP National HQ issued a directive requiring Auxiliary Constables working in uniform to be under the direct supervision of a Regular Member equipped with all intervention tools.

On January 11, 2016, after consultations with internal partners on a revised policy, the RCMP's Senior Executive Committee approved the following recommendations:

- Ride-alongs and firearms familiarization training would be discontinued (while firearms familiarization training was not offered in BC, ride-alongs were cancelled effective January 21, 2016);
- A National Activity Matrix would be created;
- The National Policy would be updated; and,
- Uniform options would be reviewed.

In light of the ongoing RCMP review of the program at the national level, the Province would like to take the opportunity to engage municipalities and receive information about their concerns and thoughts regarding the future of the ACP in BC. It is requested that local governments consider the questions and provide feedback by the May 10 deadline. Feedback, questions or concerns may be directed to Linette Logie, Ministry of Public Safety and Solicitor General.

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MAY 10 2016

Geraldine Craven

REGIONAL DISTRICT OF BULKLEY NECHAKO

From: Events C3 Alliance <events@c3alliancecorp.ca>
Sent: May 9, 2016 9:37 AM
To: Events C3 Alliance
Subject: SAVE THE DATE: 2016 Resource Breakfast Series - Sept 27-30 in Victoria

SAVE the DATE

RESOURCE BREAKFAST SERIES
Energy and Mining - Natural Gas - Forestry - Finance
3rd Annual Resource Breakfast Series
September 27-30, 2016

- Energy & Mining Sector Breakfast**
• Tuesday, September 27th, 2016
- Natural Gas Sector Breakfast**
• Wednesday, September 28th, 2016
- Forest Sector Breakfast**
• Thursday, September 29th, 2016
- *NEW* Finance Sector Breakfast**
• Friday, September 30th, 2016

Invitations to this complimentary breakfast will be sent shortly to all UBCM Local Government and First Nations Members across the province.

Time: 7:00 am - 8:30 am • Location: Hotel Grand Pacific, Victoria, BC

Please email info@c3alliancecorp.ca for more information!

This important event would not be possible without the generous support of our past and present sponsors:

Sponsors: Alcatel, AME, SENERG, BC CANADA, Canopy, Clark Energy BC, Coastal Forest, Columbia Power, COPI, FORTIS BC, IMPERIAL OIL, INERSEX, INTERPO, LANGCANADA, MABC, newgold, NOVAGOLD, PRETIUM, SEABRIDGE GOLD, Teck, WFP, etc.

PROUDLY MANAGED BY

You are receiving this email because you attended (or responded on someone's behalf for) the meeting last year. If you would like to unsubscribe from this mailing list, please send an email to info@c3alliancecorp.ca with "UNSUBSCRIBE - Resource Breakfast Series" in the title.

RECEIVED

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Board - Receive

APR 27 2016

REGIONAL DISTRICT OF
RUIKLEY NECHAKO

An Invitation to Participate in an Online Survey

Implementing Community Sustainability Plans in BC

A Research Project by the Fraser Basin Council – Smart Planning for Communities

To: Regional District Chairs and Directors;
Mayors and Councilors;
Chief Administrative Officers; and
Senior Staff in Sustainability and Related Departments (eg. Public Works, Planning, Environment)



The Fraser Basin Council's Smart Planning for Communities Program (SPC) is conducting research into the implementation of community sustainability plans throughout BC. You are invited to participate in this leading edge research project, funded through the Real Estate Foundation of BC.

The survey focuses on the factors that are important to implementation by local governments. What helps and what hinders your ability to achieve successful implementation?

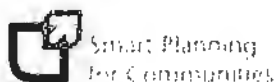
We invite you to complete the survey, as your participation is crucial to the success of this research. We need your experience and knowledge as an elected official or senior staff member with local government - whether urban, rural, or regional location in this large and diverse province.

The survey takes approximately 20 minutes to complete. **Your answers will be kept confidential; there is no way to trace your responses.** The results of the survey will be presented in a final report by July 2016, which will be shared with local governments and related organizations.

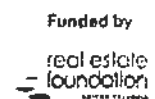
Please use this link to go to the survey: <https://www.surveymonkey.com/r/8CRTYQX>

Thank you for participating! For further information, please contact the research project manager:

Joan Chess, RPP, MCIP
Program Manager
Smart Planning for Communities
e-mail: jchess@fraserbasin.bc.ca
Ph: 250-612-0282



Fraser Basin Council



387

RECEIVED Board
MAY 03 2016 - Receive

Geraldine Craven

REGIONAL DISTRICT OF
BULKLEY NECHAKO

From: BC Natural Resources Forum
 <info=bcnaturalresourcesforum.com@mail14.suw15.mcsv.net> on behalf of BC Natural Resources Forum <info@bcnaturalresourcesforum.com>

Sent: May 2, 2016 8:54 AM

To: Gail Chapman

Subject: NOTE THE DATE CHANGE! 14th Annual Premier's BC Natural Resources Forum - Jan. 31 - Feb. 2, 2017

NOTE this year's Forum will be at the end of January, rather than the third week.

[View this email in your browser](#)



Save the Date!

The 14th Annual Premier's BC Natural Resources Forum
 January 31 - February 2, 2017

JANUARY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Premier's BC Natural Resources Forum			3	4

*NOTE, this is 2 weeks later than our usual schedule.



Add this event to your calendar:

[Outlook](#) | [iCalendar](#)

Registration will open on September 19, 2016.

First-right-of-refusal will be offered to returning sponsors and trade show exhibitors in August, then open invitations will start September 19th.

Stay tuned for further details at www.bcnaturalresourcesforum.com and on Twitter at @BCNRF.

THANK YOU TO ALL OUR 2016 SPONSORS!

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Board-Ratify

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2016 to Apr 30 2016 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (if changed)
ABS001	ABSOLUTE ENERGY								
PA	TP-228-001	04/22/16			TP-228-001	-26.86	0.00		
	Vendor (ABS001) totals:					-26.86	0.00		
ALT003	ALTERNATIVE GROUNDS								
PA	TP-227-001	04/13/16			TP-227-001	-90.30	0.00		
PA	TP-228-002	04/22/16			TP-228-002	-106.30	0.00		
	Vendor (ALT003) totals:					-196.60	0.00		
ARO001	ARO AUTOMOTIVE & INDUSTRIAL								
PA	TP-227-002	04/13/16			TP-227-002	-72.99	0.00		
	Vendor (ARO001) totals:					-72.99	0.00		
BAL003	LYNNIA BALASKI								
PA	29859	04/28/16			29859	-176.00	0.00		
	Vendor (BAL003) totals:					-176.00	0.00		
BAR005	RICHARD & ALLITA BARENDREGT								
PA	29815	04/13/16			29815	-75.00	0.00		
	Vendor (BAR005) totals:					-75.00	0.00		
BCH002	BC HYDRO								
PA	TP-227-003	04/13/16			TP-227-003	-6,502.69	0.00		
	Vendor (BCH002) totals:					-6,502.69	0.00		
BCS001	BC SAFETY AUTHORITY								
PA	TP-227-004	04/13/16			TP-227-004	-123.00	0.00		
	Vendor (BCS001) totals:					-123.00	0.00		
BKV001	BKV ENTERPRISES								
PA	29816	04/13/16			29816	-661.50	0.00		
	Vendor (BKV001) totals:					-661.50	0.00		
BLA001	BLACK PRESS GROUP LTD								
PA	TP-228-003	04/22/16			TP-228-003	-2,763.15	0.00		
	Vendor (BLA001) totals:					-2,763.15	0.00		
BLR001	BL RETURN-IT RECYCLING DEPOT								
PA	TP-227-005	04/13/16			TP-227-005	-4,173.75	0.00		
	Vendor (BLR001) totals:					-4,173.75	0.00		
BUL010	BULKLEY VALLEY WATER SERVICES								
PA	TP-227-006	04/13/16			TP-227-006	-130.00	0.00		
	Vendor (BUL010) totals:					-130.00	0.00		
BUL011	BULKLEY VALLEY WHOLESALE								
PA	TP-227-007	04/13/16			TP-227-007	-168.17	0.00		
	Vendor (BUL011) totals:					-168.17	0.00		
BUL012	BULKLEY VALLEY ECONOMIC								
PA	TP-230-001	04/28/16			TP-230-001	-3,333.33	0.00		
	Vendor (BUL012) totals:					-3,333.33	0.00		
BUR001	BURNS LAKE AUTOMOTIVE SUPPLY								
PA	TP-228-004	04/22/16			TP-228-004	-1,914.59	0.00		
	Vendor (BUR001) totals:					-1,914.59	0.00		
BUR002	BURNS LAKE CHAMBER OF COMMERC								
PA	29843	04/22/16			29843	-1,550.00	0.00		
	Vendor (BUR002) totals:					-1,550.00	0.00		
BUR012	BURNS LAKE PUBLIC LIBRARY								
PA	TP-230-002	04/28/16			TP-230-002	-14,930.58	0.00		

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BUR012	BURNS LAKE PUBLIC LIBRARY (Continued)								
	Vendor (BUR012) totals:					-14,930.58	0.00		
BUR014	BURNS LAKE REBROADCAST SOCIETY								
PA	TP-230-003	04/28/16			TP-230-003	-2,500.00	0.00		
	Vendor (BUR014) totals:					-2,500.00	0.00		
BUR028	BURNS LAKE HOME HARDWARE								
PA	TP-227-008	04/13/16			TP-227-008	-18.21	0.00		
	Vendor (BUR028) totals:					-18.21	0.00		
BVA001	B V AQUATIC CENTRE MANG. SOCIE								
PA	TP-230-004	04/28/16			TP-230-004	-40,707.25	0.00		
	Vendor (BVA001) totals:					-40,707.25	0.00		
CAP002	CAPRI INSURANCE								
PA	29844	04/22/16			29844	-1,805.00	0.00		
	Vendor (CAP002) totals:					-1,805.00	0.00		
CAS002	CASCADES RECOVERY INC.								
PA	29845	04/22/16			29845	-6,967.60	0.00		
	Vendor (CAS002) totals:					-6,967.60	0.00		
CDW001	CDW CANADA INC								
PA	TP-227-009	04/13/16			TP-227-009	-8,654.60	0.00		
PA	TP-228-005	04/22/16			TP-228-005	-567.44	0.00		
PA	TP-232-001	04/28/16			TP-232-001	-2,156.38	0.00		
	Vendor (CDW001) totals:					-11,378.42	0.00		
CHE002	CHEVRON CANADA LIMITED								
PA	29813	04/06/16			29813	-4,162.41	0.00		
	Vendor (CHE002) totals:					-4,162.41	0.00		
CIT007	CITYFAST EXPRESS								
PA	29846	04/22/16			29846	-55.20	0.00		
	Vendor (CIT007) totals:					-55.20	0.00		
CLU003	CLUCULZ LAKE VOL. FIRE DEPT								
PA	TP-230-005	04/28/16			TP-230-005	-1,497.25	0.00		
	Vendor (CLU003) totals:					-1,497.25	0.00		
COA003	COAST INN OF THE NORTH								
PA	29858	04/22/16			29858	-14,242.90	0.00		
	Vendor (COA003) totals:					-14,242.90	0.00		
COL005	COLLEGE OF NEW CALEDONIA								
PA	29817	04/13/16			29817	-336.00	0.00		
	Vendor (COL005) totals:					-336.00	0.00		
COM008	COMMUNITY FUTURES FRASER								
PA	29847	04/22/16			29847	-5,000.00	0.00		
	Vendor (COM008) totals:					-5,000.00	0.00		
DAV003	DAVERN ENTERPRISES								
PA	TP-227-010	04/13/16			TP-227-010	-819.00	0.00		
PA	TP-228-006	04/22/16			TP-228-006	-295.06	0.00		
	Vendor (DAV003) totals:					-1,114.06	0.00		
DEL003	DELL CANADA INC.								
PA	TP-227-011	04/13/16			TP-227-011	-558.81	0.00		
PA	TP-232-002	04/28/16			TP-232-002	-8,328.02	0.00		
	Vendor (DEL003) totals:					-8,886.83	0.00		

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DEW002	Melany de Weerd								
PA	29818	04/13/16			29818	-378.97	0.00		
Vendor (DEW002) totals:						-378.97	0.00		
DIS001	DISTRICT OF FORT ST JAMES								
PA	29860	04/28/16			29860	-67.20	0.00		
Vendor (DIS001) totals:						-67.20	0.00		
EAG001	EAGLE AUTOMOTIVE CENTER								
PA	TP-227-012	04/13/16			TP-227-012	-203.63	0.00		
Vendor (EAG001) totals:						-203.63	0.00		
ESR001	ESRI CANADA LIMITED								
PA	TP-227-013	04/13/16			TP-227-013	-2,268.00	0.00		
Vendor (ESR001) totals:						-2,268.00	0.00		
FOR008	FORT FRASER VOL. FIRE DEP.								
PA	TP-230-006	04/28/16			TP-230-006	-1,516.67	0.00		
Vendor (FOR008) totals:						-1,516.67	0.00		
FOR015	FORT ST. JAMES LIBRARY								
PA	TP-230-007	04/28/16			TP-230-007	-1,145.83	0.00		
Vendor (FOR015) totals:						-1,145.83	0.00		
FOR032	DON & GAIL FORD								
PA	29848	04/22/16			29848	-396.00	0.00		
Vendor (FOR032) totals:						-396.00	0.00		
FOR033	FORT SAINT JAMES TV SOCIETY								
PA	TP-230-008	04/28/16			TP-230-008	-12,993.50	0.00		
Vendor (FOR033) totals:						-12,993.50	0.00		
FOU002	FOUR STAR COMMUNICATIONS INC								
PA	TP-230-009	04/28/16			TP-230-009	-118.13	0.00		
Vendor (FOU002) totals:						-118.13	0.00		
FRA014	FRASER LAKE LIBRARY BOARD								
PA	TP-230-010	04/28/16			TP-230-010	-2,013.00	0.00		
Vendor (FRA014) totals:						-2,013.00	0.00		
FRA016	FRASER LAKE REBROADCASTING SOC								
PA	TP-230-011	04/28/16			TP-230-011	-5,583.33	0.00		
Vendor (FRA016) totals:						-5,583.33	0.00		
FRA025	FRASER LAKE BOTTLE DEPOT								
PA	TP-227-014	04/13/16			TP-227-014	-3,625.79	0.00		
Vendor (FRA025) totals:						-3,625.79	0.00		
FRA034	Jamie Fraser								
PA	29869	04/28/16			29869	-176.00	0.00		
Vendor (FRA034) totals:						-176.00	0.00		
FRE003	FRED SURRIDGE LTD								
PA	29819	04/13/16			29819	-255.96	0.00		
PA	29861	04/28/16			29861	-206.51	0.00		
Vendor (FRE003) totals:						-462.47	0.00		
GRE003	GREYHOUND COURIER EXPRESS								
PA	TP-227-015	04/13/16			TP-227-015	-86.64	0.00		
PA	TP-228-007	04/22/16			TP-228-007	-154.81	0.00		
Vendor (GRE003) totals:						-241.45	0.00		
GRI002	ANNE GRIFFITH								

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GRI002 ANNE GRIFFITH (Continued)									
PA	29862	04/28/16			29862	-407.00	0.00		
Vendor (GRI002) totals:						-407.00	0.00		
HAN004 NAOMI HANSON									
PA	TP-227-016	04/13/16			TP-227-016	-452.81	0.00		
Vendor (HAN004) totals:						-452.81	0.00		
HEL001 Curtis Helgesen									
PA	29820	04/13/16			29820	-1,101.71	0.00		
Vendor (HEL001) totals:						-1,101.71	0.00		
HIL003 HILL STOP TRUCK WASH									
PA	29821	04/13/16			29821	-48.30	0.00		
Vendor (HIL003) totals:						-48.30	0.00		
HIP001 HI-PRO CORPORATE SPORTSWEAR									
PA	TP-227-017	04/13/16			TP-227-017	-494.34	0.00		
Vendor (HIP001) totals:						-494.34	0.00		
HOS002 HOSKINS SCIENTIFIC LIMITED									
PA	29822	04/13/16			29822	-59.19	0.00		
PA	TP-228-008	04/22/16			TP-228-008	-281.63	0.00		
Vendor (HOS002) totals:						-340.82	0.00		
HOT001 HOTSUNC COMPUTER SOLUTIONS									
PA	TP-227-018	04/13/16			TP-227-018	-6,552.01	0.00		
PA	TP-232-003	04/28/16			TP-232-003	-4,772.25	0.00		
Vendor (HOT001) totals:						-11,324.26	0.00		
HOU018 HOUSTON BOTTLE DEPOT									
PA	TP-227-019	04/13/16			TP-227-019	-2,964.26	0.00		
Vendor (HOU018) totals:						-2,964.26	0.00		
IGI001 IGI RESOURCES									
PA	TP-227-020	04/13/16			TP-227-020	-729.82	0.00		
Vendor (IGI001) totals:						-729.82	0.00		
IND006 INDUSTRIAL TRANSFORMERS									
PA	TP-227-021	04/13/16			TP-227-021	-105.93	0.00		
Vendor (IND006) totals:						-105.93	0.00		
INF001 INFOSAT COMMUNICATIONS									
PA	TP-227-022	04/13/16			TP-227-022	-96.12	0.00		
Vendor (INF001) totals:						-96.12	0.00		
IRL001 IRL SUPPLIES LTD.									
PA	TP-232-004	04/28/16			TP-232-004	-228.59	0.00		
Vendor (IRL001) totals:						-228.59	0.00		
KAL003 KAL TIRE - BURNS LAKE									
PA	TP-228-009	04/22/16			TP-228-009	-4,887.65	0.00		
Vendor (KAL003) totals:						-4,887.65	0.00		
KON001 KONE INC									
PA	TP-228-010	04/22/16			TP-228-010	-1,188.87	0.00		
Vendor (KON001) totals:						-1,188.87	0.00		
KON003 KONICA MINOLTA BUSINESS									
PA	TP-227-023	04/13/16			TP-227-023	-96.75	0.00		
Vendor (KON003) totals:						-96.75	0.00		
KRU001 Tanya Kruiesselbrink									

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Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
KRU001	Tanya Kruiesselbrink (Continued)								
PA	29870	04/28/16			29870	-176.00	0.00		
	Vendor (KRU001) totals:						-176.00	0.00	
LAK004	LAKES DISTRICT AIRPORT SOCIETY								
PA	TP-230-012	04/28/16			TP-230-012	-8,250.00	0.00		
	Vendor (LAK004) totals:						-8,250.00	0.00	
LAK012	LAKES DISTRICT MUSEUM SOCIETY								
PA	TP-230-013	04/28/16			TP-230-013	-3,083.33	0.00		
	Vendor (LAK012) totals:						-3,083.33	0.00	
LAK014	LAKES DISTRICT PRINTING								
PA	TP-227-024	04/13/16			TP-227-024	-334.33	0.00		
	Vendor (LAK014) totals:						-334.33	0.00	
LAK032	LAKES DISTRICT FILM								
PA	TP-230-014	04/28/16			TP-230-014	-150.00	0.00		
	Vendor (LAK032) totals:						-150.00	0.00	
LDF001	LD FREE CLASSIFIEDS								
PA	TP-227-025	04/13/16			TP-227-025	-1,476.95	0.00		
	Vendor (LDF001) totals:						-1,476.95	0.00	
LEP001	LEPKA HOLDINGS LTD.								
PA	29823	04/13/16			29823	-2,756.25	0.00		
	Vendor (LEP001) totals:						-2,756.25	0.00	
LIB001	LIBERTY TRANSPORT LTD.								
PA	TP-227-026	04/13/16			TP-227-026	-56.13	0.00		
PA	TP-232-005	04/28/16			TP-232-005	-19.59	0.00		
	Vendor (LIB001) totals:						-75.72	0.00	
LOO001	LOOMIS EXPRESS								
PA	TP-227-027	04/13/16			TP-227-027	-50.62	0.00		
	Vendor (LOO001) totals:						-50.62	0.00	
M4E001	M 4 ENTERPRISES								
PA	TP-228-011	04/22/16			TP-228-011	-6,181.00	0.00		
	Vendor (M4E001) totals:						-6,181.00	0.00	
MAX001	MAXXAM ANALYTICS INC								
PA	TP-227-028	04/13/16			TP-227-028	-830.03	0.00		
	Vendor (MAX001) totals:						-830.03	0.00	
MCM003	Laura McMaster								
PA	29863	04/28/16			29863	-350.00	0.00		
	Vendor (MCM003) totals:						-350.00	0.00	
MCP001	MCPHAIL & ASSOCIATES INC.								
PA	29824	04/13/16			29824	-3,675.00	0.00		
	Vendor (MCP001) totals:						-3,675.00	0.00	
MED001	MEDICAL SER. PLAN								
PA	29825	04/13/16			29825	-4,351.00	0.00		
PA	29864	04/28/16			29864	-4,576.00	0.00		
	Vendor (MED001) totals:						-8,927.00	0.00	
MET004	MARY METZLER								
PA	29828	04/13/16			29828	-112.00	0.00		
PA	29857	04/22/16			29857	-435.00	0.00		
	Vendor (MET004) totals:						-547.00	0.00	

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MIN001 MINISTER OF FINANCE											
PA		29849	04/22/16				29849	-888.28	0.00		
Vendor (MIN001) totals:								-888.28	0.00		
MON006 MONSTER INDUSTRIES											
PA		TP-227-029	04/13/16				TP-227-029	-1,210.93	0.00		
Vendor (MON006) totals:								-1,210.93	0.00		
MUN005 MUNICIPAL INSURANCE ASS. OF BC											
PA		29827	04/13/16				29827	-37,646.53	0.00		
PA		29850	04/22/16				29850	-250.00	0.00		
Vendor (MUN005) totals:								-37,896.53	0.00		
NAK001 NAK'AZDLI BAND											
PA		TP-228-012	04/22/16				TP-228-012	-8,416.41	0.00		
Vendor (NAK001) totals:								-8,416.41	0.00		
NAP001 NAPA AUTO PARTS - BL											
PA		29828	04/13/16				29828	-165.95	0.00		
Vendor (NAP001) totals:								-165.95	0.00		
NEC012 NECHAKO HEALTHY COM. ALLIANCE											
PA		TP-228-013	04/22/16				TP-228-013	-7,024.55	0.00		
Vendor (NEC012) totals:								-7,024.55	0.00		
NOR029 NORTH CENTRAL PLUMBING & HEATI											
PA		TP-228-014	04/22/16				TP-228-014	-341.96	0.00		
Vendor (NOR029) totals:								-341.96	0.00		
OVE002 OVERWAITEA FOODS											
PA		29829	04/13/16				29829	-307.83	0.00		
Vendor (OVE002) totals:								-307.83	0.00		
P&H001 P & H SUPPLIES											
PA		TP-228-015	04/22/16				TP-228-015	-189.71	0.00		
Vendor (P&H001) totals:								-189.71	0.00		
PAC004 PACIFIC NORTHERN GAS LTD.											
PA		TP-227-030	04/13/16				TP-227-030	-4,384.17	0.00		
Vendor (PAC004) totals:								-4,384.17	0.00		
PAC007 PACIFIC TRUCK & EQUIPMENT INC											
PA		TP-227-031	04/13/16				TP-227-031	-9,462.81	0.00		
Vendor (PAC007) totals:								-9,462.81	0.00		
PAC009 PACIFIC COASTCOM											
PA		TP-227-032	04/13/16				TP-227-032	-520.79	0.00		
PA		TP-232-006	04/28/16				TP-232-006	-520.79	0.00		
Vendor (PAC009) totals:								-1,041.58	0.00		
PAT001 Ghislain Patry											
PA		29851	04/22/16				29851	-38.50	0.00		
Vendor (PAT001) totals:								-38.50	0.00		
PAY002 PAYNE'S SEPTIC SERVICE (2010)											
PA		29830	04/13/16				29830	-210.00	0.00		
Vendor (PAY002) totals:								-210.00	0.00		
PET008 PETTY CASH FUND											
PA		29831	04/13/16				29831	-103.68	0.00		
Vendor (PET008) totals:								-103.68	0.00		
PID001 PIDHERNY CONTRACTING LTD.											

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PID001 PIDHERNY CONTRACTING LTD. (Continued)											
	PA	29832	04/13/16				29832	-14,619.50	0.00		
Vendor (PID001) totals:								-14,619.50	0.00		
PRA002 PRAGMATIC CONFERENCING											
	PA	TP-228-016	04/22/16				TP-228-016	-175.92	0.00		
Vendor (PRA002) totals:								-175.92	0.00		
PUR001 PURELY H2O											
	PA	TP-228-017	04/22/16				TP-228-017	-68.00	0.00		
Vendor (PUR001) totals:								-68.00	0.00		
PWC001 PRICEWATERHOUSECOOPERS LLP											
	PA	29835	04/13/16				29835	-9,450.00	0.00		
Vendor (PWC001) totals:								-9,450.00	0.00		
RAD001 RADLEY CONTRACTING											
	PA	TP-227-033	04/13/16				TP-227-033	-2,929.50	0.00		
Vendor (RAD001) totals:								-2,929.50	0.00		
RED004 RED ROCKET SERVICES											
	PA	TP-232-007	04/28/16				TP-232-007	-105.00	0.00		
Vendor (RED004) totals:								-105.00	0.00		
REG004 REG DIST OF KITIMAT-STIKINE											
	PA	29834	04/13/16				29834	-139.65	0.00		
Vendor (REG004) totals:								-139.65	0.00		
REI001 REITSMA'S HOME HARDWARE											
	PA	TP-227-034	04/13/16				TP-227-034	-93.47	0.00		
Vendor (REI001) totals:								-93.47	0.00		
ROG001 ROGERS											
	PA	TP-228-018	04/22/16				TP-228-018	-186.43	0.00		
Vendor (ROG001) totals:								-186.43	0.00		
ROY010 ROYAL CANADIAN LEGION											
	PA	29865	04/28/16				29865	-33,000.00	0.00		
Vendor (ROY010) totals:								-33,000.00	0.00		
SCH001 Nancy Schlamp											
	PA	29871	04/28/16				29871	-178.00	0.00		
Vendor (SCH001) totals:								-178.00	0.00		
SMI007 SMITHERS PUBLIC LIBRARY											
	PA	TP-230-015	04/28/16				TP-230-015	-7,019.50	0.00		
Vendor (SMI007) totals:								-7,019.50	0.00		
SMI009 SMITHERS & AREA RECYCLING											
	PA	TP-232-008	04/28/16				TP-232-008	-12,228.86	0.00		
Vendor (SMI009) totals:								-12,228.86	0.00		
SMI022 Dennis Smirl											
	PA	29852	04/22/16				29852	-68.00	0.00		
Vendor (SMI022) totals:								-68.00	0.00		
SNO001 Michael Snow											
	PA	29853	04/22/16				29853	-55.00	0.00		
Vendor (SNO001) totals:								-55.00	0.00		
SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.											
	PA	TP-230-016	04/28/16				TP-230-016	-1,992.00	0.00		
Vendor (SOU003) totals:								-1,992.00	0.00		

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SPO001 SPOTLESS UNIFORM LTD.									
PA	TP-227-035	04/13/16			TP-227-035	-100.08	0.00		
Vendor (SPO001) totals:						-100.08	0.00		
SSQ001 SSQ FINANCIAL									
PA	29836	04/13/16			29836	-916.30	0.00		
PA	29866	04/28/16			29866	-954.19	0.00		
Vendor (SSQ001) totals:						-1,870.49	0.00		
STA008 STARLAND SUPPLY LTD									
PA	TP-227-036	04/13/16			TP-227-036	-241.09	0.00		
Vendor (STA008) totals:						-241.09	0.00		
STE012 STEWART MCDANNOLD STUART									
PA	TP-228-019	04/22/16			TP-228-019	-1,615.04	0.00		
PA	TP-232-009	04/28/16			TP-232-009	-2,234.21	0.00		
Vendor (STE012) totals:						-3,849.25	0.00		
SUD001 SUDS N' DUDS									
PA	TP-227-037	04/13/16			TP-227-037	-78.11	0.00		
Vendor (SUD001) totals:						-78.11	0.00		
SUN002 SUN LIFE FINANCIAL									
PA	29837	04/13/16			29837	-12,069.05	0.00		
PA	29867	04/28/16			29867	-11,984.57	0.00		
Vendor (SUN002) totals:						-24,053.62	0.00		
SUT001 William Sutherland									
PA	29854	04/22/16			29854	-88.00	0.00		
Vendor (SUT001) totals:						-88.00	0.00		
SWE001 SWEEPING BEAUTIES JANITORIAL									
PA	TP-230-017	04/28/16			TP-230-017	-2,034.61	0.00		
Vendor (SWE001) totals:						-2,034.61	0.00		
TAK001 TAKYSIE LAKE ENTERPRISES									
PA	TP-228-020	04/22/16			TP-228-020	-168.00	0.00		
PA	TP-232-010	04/28/16			TP-232-010	-168.00	0.00		
Vendor (TAK001) totals:						-336.00	0.00		
TAY002 TAYLOR BROS HARDWARE									
PA	TP-227-038	04/13/16			TP-227-038	-21.27	0.00		
Vendor (TAY002) totals:						-21.27	0.00		
TEL002 TELUS COMMUNICATIONS COMPANY									
PA	29814	04/08/16			29814	-3,214.82	0.00		
PA	TP-232-011	04/28/16			TP-232-011	-3,224.60	0.00		
Vendor (TEL002) totals:						-6,439.42	0.00		
TEL007 TELUS MOBILITY									
PA	TP-228-021	04/22/16			TP-228-021	-1,218.37	0.00		
Vendor (TEL007) totals:						-1,218.37	0.00		
TIR002 TIRETECH									
PA	TP-227-039	04/13/16			TP-227-039	-1,680.61	0.00		
Vendor (TIR002) totals:						-1,680.61	0.00		
TOP005 TOPLEY FIRE PROTECTION SOC.									
PA	TP-230-018	04/28/16			TP-230-018	-2,620.84	0.00		
Vendor (TOP005) totals:						-2,620.84	0.00		
TOW003 TOWER COMMUNICATIONS									

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TOW003 TOWER COMMUNICATIONS (Continued)									
PA	TP-228-022	04/22/16			TP-228-022	-2,450.01	0.00		
Vendor (TOW003) totals:						-2,450.01	0.00		
UMS002 Charles Umstatter									
PA	29855	04/22/16			29855	-275.00	0.00		
Vendor (UMS002) totals:						-275.00	0.00		
USB001 US BANK CANADA									
PA	TP-231-001	04/22/16			TP-231-001	-4,117.39	0.00		
Vendor (USB001) totals:						-4,117.39	0.00		
VAN005 VANDERHOOF & DISTRICTS CO-OP									
PA	TP-227-041	04/13/16			TP-227-041	-14,603.48	0.00		
Vendor (VAN005) totals:						-14,603.48	0.00		
VIS001 THE MOOSE - VISTA RADIO LTD.									
PA	29838	04/13/16			29838	-489.30	0.00		
Vendor (VIS001) totals:						-489.30	0.00		
WAS001 WASTE MANAGEMENT OF CANADA CO									
PA	TP-227-042	04/13/16			TP-227-042	-2,242.36	0.00		
Vendor (WAS001) totals:						-2,242.36	0.00		
WEL002 WELLMAN'S CAR AND TRUCK WASH									
PA	TP-227-040	04/13/16			TP-227-040	-25.94	0.00		
Vendor (WEL002) totals:						-25.94	0.00		
WIL006 Kathy Wilkie									
PA	29872	04/28/16			29872	-100.00	0.00		
Vendor (WIL006) totals:						-100.00	0.00		
WIL007 WILLSON'S GENERAL PLUMBING									
PA	29839	04/13/16			29839	-137.55	0.00		
PA	29868	04/28/16			29868	-89.25	0.00		
Vendor (WIL007) totals:						-226.80	0.00		
WIL010 JOAN WILMOT									
PA	29873	04/28/16			29873	-70.00	0.00		
Vendor (WIL010) totals:						-70.00	0.00		
WOO003 Brian Woodward									
PA	29856	04/22/16			29856	-1,753.60	0.00		
Vendor (WOO003) totals:						-1,753.60	0.00		
XCG001 XCG CONSULTANTS LTD.									
PA	TP-227-043	04/13/16			TP-227-043	-1,587.65	0.00		
Vendor (XCG001) totals:						-1,587.65	0.00		
XER001 XEROX CANADA LTD.									
PA	TP-227-044	04/13/16			TP-227-044	-1,157.57	0.00		
Vendor (XER001) totals:						-1,157.57	0.00		
YIN001 YINTAH CONSULTING									
PA	29841	04/13/16			29841	-150.00	0.00		
Vendor (YIN001) totals:						-150.00	0.00		
ZUR001 DAVID ZUREVINSKI, RPF									
PA	29842	04/13/16			29842	-300.00	0.00		
Vendor (ZUR001) totals:						-300.00	0.00		
Control account (1) totals:						-448,938.35	0.00		

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REC002 RECEIVER GENERAL									
PA	29833	04/13/16			29833	-42,068.07	0.00		
	Vendor (REC002) totals:						-42,068.07	0.00	
WOR001 WORK SAFE BC									
PA	29840	04/13/16			29840	-10,718.36	0.00		
	Vendor (WOR001) totals:						-10,718.36	0.00	
	Control account (2) totals:						-52,786.43	0.00	
	Report Total						-502,724.78	0.00	

137 vendor(s) printed.

Regional District of Bulkley-Nechako

Action List - February, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
C.W.2016-2-3 Committee of the Whole Meeting February 11, 2016	Construction/Demolition and Land Claring Waste Tipping Fee Review - Budget	Increase tipping fees for construction/demolition and land clearing waste from \$60/metric tonne to \$90/metric tonne, and direct staff to draft the required bylaw. A methodology for adjusting the tipping fees for construction/demolition and land clearing waste be developed as part of the update to the RDBN Solid Waste Management Plan.	Janine/Gail	In Progress	
C.W.2016-2-4 Comm. Of the Whole February 11, 2016	Northwest Resource Benefits Alliance - Budget Item	Allocate \$50,000 to the Northwest Resource Benefit Alliance 2016 RDBN Budget line item."	Hans/Gail	Completed	
C.W.2016-2-10 Comm. Of the Whole February 11, 2016	NCLGA Resolutions - RE: Landfill Criteria for Municipal Solid Waste Impact to Waste Reduction Initiatives	Staff to draft a resolution to the North Central Local Government Association for Regional Board review in regard to the cost implications of the Landfill Criteria for Municipal Solid Waste guidelines impacting waste reduction initiatives.	Janine/Gail	Completed	February 25, 2016 Board Meeting
C.W.2016-2-11 Comm. Of the Whole February 11, 2016	NCLGA Resolutions - RE: Emergency Response	Staff to draft a resolution to the North Central Local Government Association for Regional Board review in regard to the Provincial Government needing to be responsible for providing Emergency Response Teams in regard to emergency response events with consultation and communication from the local government; and further, that the Provincial Government also be responsible for the administration and implementation, including the funding, of regulations and training for rural fire departments.	Deb JM/Gail	Completed	February 25, 2016 Board Meeting

Regional District of Bulkley-Nechako

Action List - February, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2016-2-4 Rural Dir. Comm. February 11, 2016	Allocation of Costs	Utilize Schedule 3 "Rural Fire Protection Services Taxation Capacity Estimated Cost Allocation based on Staff Workload – Telkwa and Round Lake Shared Equally" as amended that Telkwa be the full contributor in the amount of \$1,091 and Round Lake be removed from the allocation of costs for the allocation of Rural Fire Protection Services.	Hans/Gail	Completed	
RDC.2016-2-5 Rural Dir. Comm. February 11, 2016	Fort St. James Sled Dog Association - Request for Grant in Aid -Electoral Area "C" (Fort St. James Rural)	Write a letter and contribute \$2,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) that the Fort St. James Sled Dog Association for costs associated with the Caledonia Classic Dog Sled Races	Cheryl/Hans/Gail	Completed	March 9, 2016
RDC.2016-2-6 Rural Dir. Comm. February 11, 2016	Fort St. James Secondary School Request for Grant in Aid - Electoral Area "C" (Fort St. James Rural)	Write a letter and contribute \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) to the Fort St. James Secondary School for a Grade 12 Scholarship.	Cheryl/Hans/Gail	Completed	March 9, 2016
RDC.2016-2-7 Rural Dir. Comm. February 11, 2016	BC Broadband Conference – May 3-4, 2016 - Vancouver, B.C.	Travel arrangements and registration for Director Newell's attendance at the BC Broadband Conference on May 3-4, 2016 in Vancouver, B.C.	Ger/Gail	Completed	

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Regional District of Bulkley-Nechako

Action List - February, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Board Meeting February 25, 2016	Delegation Thank You Letter	Write a thank you letter to Frank Doyle, Ecosystem Specialist.	Cheryl/Gail	Completed	March 9, 2016
Board Meeting February 25, 2016	Delegation Thank You Letter	Write a thank you letter to Jeremy Shriber and Tony Harris, Smithers - Telkwa Trail.	Cheryl/Gail	Completed	
2016-2-4 Board Meeting February 25, 2016	Trail Infrastructure Linking Telkwa and Smithers	1. Write a letter of support for the concept of a Smithers-Telkwa Trail; 2. Staff to explore a role for the Regional District in terms of the trail project; 3. Staff to participate in meetings and provide information to the trail group as appropriate.	Cheryl/JasonL/Gail	Letter of Support Completed	March 10, 2016
2016-2-9 Board Meeting February 25, 2016	Short Term Investment Account with Hollis Wealth	Sign the Short Term Investment Account with Hollis Wealth.	Hans/Gail	Completed	
2016-2-10 Board Meeting February 25, 2016	Chinook Comfor Limited Shareholder Agreement and Chinook Comfor Limited Partnership Agreement	Sign the Chinook Comfore Limited Partnership Agreement and the Chinook Comfor Limited Shareholders' Agreement.	Hans/Gail	Completed	
2016-2-11 Board Meeting February 25, 2016	Topley Rural Fire Protection, Topley Road Rescue and medical First	Staff to enter into the Topley rural Fire Protection, Topley Road Rescue and Medical Firest Responder Service Agreement with the Topley Fire Protection Society which will expire on December 31, 2020	Deb JM/Gail	Completed	

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Regional District of Bulkley-Nechako

Action List - February, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2016-2-12 Board Meeting February 25, 2016	Round Lake Rural Fire Protection Agreement with the Village of Telkwa	Staff to enter into the Round Lake Rural Fire Protection Agreement with the Village of Telkwa which will expire on December 31, 2020.	Deb JM/Gail	Completed	
2016-2-23 Board Meeting February 25, 2016	Minerals North Smithers & Telkwa 2016 - Sponsorship Package	Write a letter in regard to the RDBN authorizing sponsorship of an event at the Minerals North Smithers & Telkwa 2016 Conference in the amount of \$5,000.	Cheryl/Hans/Gail	Completed	
2016-2-24 Board Meeting February 25, 2016	Petition for Train Whistle Cessation at the Grad Crossing on Rowland/Planer Road	Write a letter requesting consultation with CN Rail operators of the line of railway to assess the feasibility of the whistling cessation at the grade crossing on Rowland/Planer Road.	Cheryl	Completed	March 10, 2016
2016-2-26 Board Meeting February 25, 2016	Regional District Chair & CAO Forum - March 29-30, 2016-Victoria, B.C.	Travel arrangements and registration for Chair Miller and the Chief Administrative Officer to attend the Regional District Chair & CAO Forum on March 29-30, 2016 in Victoria B.C.	Ger/Gail	Completed	
2016-2-26 Board Meeting February 25, 2016	RDBN Strategic Priority No. 2 - Legacy	Staff forward the MOU to industry and to schedule meetings with industry with the intent of RDBN and industry executing a Memorandum of Understanding.	Ger/Cheryl/Gail	Letter e-mailed to industry	April 6, 2016
2016-2-32 Board Meeting February 25, 2016	Lakes District Fall Fair Association - Northern Development Application - North West RAC	Notify NDI of the RDBN Board of Directors support of the Lakes District Fall Fair Association application to the NDI - Fabulous Festivals and Events in the amount of \$2,500.	Corrine/Gail	Completed	

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Regional District of Bulkley-Nechako

Action List - February, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2016-2-33 Board Meeting February 25, 2016	RDBN Northern Development Application - Marketing Initiatives Program	Notify NDIT of the RDBN Board of Directors support of the Investment Readiness Action Plan Implementation application to the NDIT-Marketing Initiatives Program in the amount of \$18,595, and the Regional Tourism Marketing application to the NDIT - Marketing Initiative Program in the amount of \$16,824.	Corrine/Gail	Completed	
2016-2-33 Board Meeting February 25, 2016	Withdrawal from Insurance Reserve	Withdraw from the Insurance Reserve of costs incurred for the Funk claim up to a maximum of \$50,000.00.	Hans/Gail	Completed	
2016-2-39 Board Meeting February 25, 2016	North Central Local Government Association - Call for Nominations for 2016-2017 NCLGA Executive	Notify NCLGA of the RDBN Board of Directors nomination of Director Fisher for the position of Regional Representative for the RDBN for the 2016-2017 North Central Local Government Association Executive.	Cheryl	Completed	March 3, 2016

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Regional District of Bulkley-Nechako

Action List - March, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2016-3-4 Special Board Meeting March 10, 2016	Consultation- Strategic Emergency Management Framework for Agriculture	Submit a letter to the Government of Canada Ministry of Agriculture outlining the concerns of the Regional District of Bulkley-Nechako in regard to the Strategic Emergency Management Framework for Agriculture.	Deb JM/Gail	Completed	
2016-3-5 Special Board Meeting March 10, 2016	Audit Engagement Letter	Sign the Audit Engagement Letter of the year ended December 31, 2015.	Hans/Gail	Completed	
C.W.2016-3-8 Comm. Of the Whole March 10, 2016	Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink - Invitation to Engage on the Climate Leadership Team's Recommendations	Defer to a future Regional Board meeting to allow an opportunity for review of the Climate Leadership Team's Recommendations.	Cheryl/Gail	Completed	March 25, 2016 Board Meeting

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Regional District of Bulkley-Nechako

Action List - March, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
C.W.2016-3-12 Comm. Of the Whole March 10, 2016	Reuse Shed Operations	<p>1. Accept clean clothing in the reuse sheds.</p> <p>2. Reopen reuse sheds under new operational standards based upon the Risk Control Survey completed by the Municipal Insurance Authority.</p> <p>3. That the following accepted and prohibited materials lists be adopted at all RDBN reuse sheds that are reopened:</p> <p>Items for placement in reuse shed must:</p> <ol style="list-style-type: none"> 1. Be clean and in good/reusable condition; 2. Electronic devices must be in working order; <p>Prohibited Materials:</p> <ol style="list-style-type: none"> 1. Hazardous/toxic materials (eg. needles, medication, pesticides, cleaning products, ammunition, cosmetics); 2. Pornographic magazines and personal pleasure items intended for adult use; 3. Broken, damaged or soiled items; 4. Liquids; 5. Food; 6. Mattresses; 7. Couches, loveseats or other fabric upholstered furniture; 8. Items with safety certifications (eg. car seats, booster seats, helmets, etc.) 9. Children's cribs, cradles, strollers, playpens, safety gates or enclosures, high chairs, infant bath seats and bath rings or other items with safety standards. <p>5. Further, that the Committee of the Whole recommend to the Regional District of Bulkley-Nechako Board of Directors that the following reuse shed rules be adopted at all RDBN reuse sheds that are reopened:</p> <ol style="list-style-type: none"> 1. Attendant has final say in determination of acceptability of items in reuse shed; 2. All items must be inspected by the reuse shed attendant prior to placement in the reuse shed; 3. Items are to be dropped off only during times reuse shed is open 	Janine/Gail	In Progress	

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Regional District of Bulkley-Nechako

Action List - March, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
		and staffed; 4. No loitering - maximum 15 minutes/visit, no more than 2 visits/day unless dropping items off; 5. Children and pets are to remain in vehicles at all times; 6. No aggressive behaviour or foul language will be tolerated; 7. Mass purging of the reuse shed by the public is prohibited; 8. No smoking, drug use or alcohol consumption while on RDBN property. Members of the public arriving at the reuse shed facility appearing to be under the influence of drugs or alcohol will be asked to leave the site immediately;			
C.W.2016-3-13 Comm. Of the Whole March 10, 2016	Martin Holzbauer - Request to Appear as a Delegation	Invite Martin Holzbauer to appear as a delegation at a future RDBN meeting.	Cheryl/Gail	Completed - Invitation sent	
RDC.2016-3-3 Rural Dir. Comm. March 10, 2016	NWIPC Funding for 2016	Notify the NWIPC (Northwest Invasive Plant Council) that the RDBN 2016 funding contribution to the NWIPC be continued as a value of \$43,000, that the fundinb be divided equally between each IPMA and that the distribution of funds be 85% for on-th-ground work and a maximum of 15% for administration.	Janine/Gail	Completed	4/6

Regional District of Bulkley-Nechako

Action List - March, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Rural Dir. Comm. March 10, 2016	Grant in Aid	<p>Write a letter and contribute the following grant in aid monies:</p> <ul style="list-style-type: none"> -A.C.E. Access in the Community for Equality be given \$2,500 grant in aid monies from Electoral Area "A" (Smithers Rural) for an accessibility audit; -Decker Lake Recreation Commission be given \$1,500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for purchasing new chairs and painting the cement walls and floor in the basement; -Fort St. James Secondary School Ski and Board Team be given \$2,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with Provincial Championships in Fernie, B.C.; -Stuart Lake Outreach Group Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with its Hot Lunch Program/Foodbank; -Grassy Plains Community Hall be given up to \$10,000 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) to assist with Festival performers' costs at the Annual Summer Festival; -LDSS Ski and Snowboard Teams be given \$500 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for costs associated with LDSS Ski and Snowboard Teams attending Provincial Championships in Fernie, B.C. from February 29 to March 2, 2016; -Burns Lake Minor Hockey Association be given \$500 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) to assist with costs for the Midget Team to attend the Provincials in Port Alberni, B.C. from March 12-17, 2016; -District of Vanderhoof be given \$200 grant in aid monies from each of Electoral Areas "A" (Smithers Rural), "B" (Burns Lake Rural), "C" (Fort St. James Rural), "D" (Fraser Lake Rural), "E" (Francois/Ootsa Lake Rural), "F" (Vanderhoof Rural), and "G" (Houston Rural) to assist with costs associated with the Nechako Valley Production Greenhouse – Feasibility Study. 	Cheryl/Hans/Gail	Completed	March 23, 2016

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Regional District of Bulkley-Nechako

Action List - March, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Board Meeting March 24, 2016	Delegation Thank You Letter	Write a thank you letter to Jillian Merrick, Coordinator, Beyond the Market, Community Futures Fraser Fort George.	Cheryl/Gail	Completed	May 5, 2016
2016-4-5 Board Meeting March 24, 2016	RDBN Committee Meetings - May 12, 2016	Arrangements to have the RDBN Committee Meetings of May 12, 2016 in Vanderhoof.	Ger/Cheryl	Completed	
2016-4-7 Board Meeting March 24, 2016	Lakes Economic Development Service - Burns Lake and District Chamber of Commerce Request	Write a letter and contribute \$9,483 of Lakes Economic Development Service funds to the Burns lake Chamber of Commerce for publishing 8,000 copies of the Burns lake and Lakes District Visitors Guide.	Corrine/Hans/Gail	Completed	
2016-4-8 Board Meeting March 24, 2016	BC Police and Security Branch 9-1-1 Information Request	Approve the proposed responses, provided by staff, be submitted to the BC Police and Security Branch in regard to the BC Police and Security Branch 9-1-1 Information Request.	Deb JM/Gail	Completed	
2016-4-9 Board Meeting March 24, 2016	Topley Fire Protection Society	Add the Topley Fire Protection Society to the Regional District Municipal Insurance Association Contract.	DebJM/Hans/Gail	Completed	
2016-4-17 Board Meeting March 24, 2016	RDBN Boudary Expansion Proposal	Staff to write a letter engaging the Province in discussionin expanding the Regional District of Bulkley-Nechako boundaries to include the orphan area lands plus the lands being proposed for inclusion into the Regional District of Kitimat-Stikine's eastern boundary.	Jason L/Gail	Completed	

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Regional District of Bulkley-Nechako

Action List - March, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2016-4-19 Board Meeting March 24, 2016	Enforcement Files - 21754 Reno Road Topley-Area G; 4620 Kissock Road, Decker Lake- Area B	Staff undertake the process to remove the derelict buildings from 21751 Reno Road and 24620 Kissock Road if the Province agrees to cover the associated costs. This includes working with local Fire Departments to burn the buildings on 21751 Reno Road as a training opportunity. Staff apply to the Fire Commissioner to have the RDBN's Regulation Compliance Officer become a Local Assistant to the Fire Commissioner so that he can authorize the burning of buildings pursuant to section 6(5)(g) of the <i>Environment Management Act</i> .	Jason L/Gail	Letter sent to the Province, awaiting response On going	
2016-4-22 Board Meeting March 24, 2016	Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink - Invitation to Engage on the Climate Leadership Team's Recommendations	Write a letter of support to the Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink in regard to the Climate Leadership Team's Recommendations.	Cheryl/Gail	Completed	May 6, 2016 457
2016-4-25 Board Meeting March 24, 2016	UBCM Feedback Response Time	Write a letter to the UBCM in regard to the lack of adequate response time in regard to feedback requests.	Cheryl/Gail	Completed	
2016-4-31 Board Meeting March 24, 2016	Chinook Community Forest Contribution from the Province	Sign the revised Chinook Comfor Limited Partnership Agreement.	Hans/Gail	Completed	

Regional District of Bulkley-Nechako


Action List - April, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole April 14, 2016	Delegation Thank You Letter	Write a thank you letter to Carl Lutz, District Manager, Bulkley-Stikine and Ron Marshall, District Manager, Fort George, Ministry of Transportation and Infrastructure.	Wendy/Cheryl	Completed	May 5, 2016
Committee of the Whole April 14, 2016	Delegation Thank You Letter	Write a thank you letter to Lianne Olson, Stakeholder and Community Relations Liaison, Rio Tinto Alcan.	Wendy/Cheryl	Completed	May 5, 2016
C.W.2016-4-3 Comm. Of the Whole April 14, 2016	Economic Development - Grant Funding Contracts	Enter into agreements for funding of Regional Economic Development projects with Northern Development Initiative Trust, Nechako Kitimaat Development Fund Society, Destination BC and the Province of BC.	Corrine	In Progress	
C.W.2016-4-5 Comm. Of the Whole April 14, 2016	Unconditional Community Grants	Staff to draft a resolution in regard to Unconditional Community Grants needing to be distributed to small communities in two installments to the North Central Local Government Association for late submission at its Annual General Meeting in Dawson Creek, B.C. on May 4-6, 2016; and further, that the said resolution include the RDBN member municipalities; and further, that the resolution be brought forward to the Regional District of Bulkley-Nechako Board of Directors for ratification at its April 28, 2016 Regional Board Meeting.	Cheryl/	Completed	Ratified at April 28, 2016 Board Meeting
Forestry Committee April 14, 2016	Delegation Thank You Letter	Write a thank you letter to Terry Sullivan, Director of Major Projects, Ministry of Forests, Lands and Natural Resource Operations and Leah Sheffield, North Regional Negotiations Team, Smithers, Regional Negotiator, Ministry of Aboriginal Relations and Reconciliation.	Wendy/Cheryl	Completed	May 5, 2016

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Regional District of Bulkley-Nechako

Action List - April, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Rural Dir. Comm. April 14, 2016	Grant in Aid	<p>Write a letter and contribute the following grant in aid monies:</p> <p>-Bulkley Valley Agricultural and Industrial Association be given \$2,500 grant in aid monies from Electoral Area "A" (Smithers Rural) for the purchase of bleachers and/or a marquee tent for the Bulkley Valley Exhibition 2016;</p> <p>-Royal Canadian Legion, Pleasant Valley Branch 249 be given \$2,500 grant in aid monies from Electoral Area "G" (Houston Rural) for replacing and adding new light fixtures in the entrance way and upstairs hall of the Houston Legion.</p>	Cheryl/Hans	Completed	May 6, 2016
Rural Dir. Comm. April 14, 2016	Mines File No. 13880-03-587 Pacific Minerals Inc. Electoral Area "G"	<p>Staff to write a letter to Pacific Minerals Inc. asking the following questions:</p> <ol style="list-style-type: none"> 1. What kind of impact does the activity have on Morrison Lake and surrounding water courses? 2. What issues have been raised by groups such as First Nations, local communities, guides, trappers and local environmental groups? <p>And further, that the RDBN requests that the response from Pacific Minerals Inc. be provided prior to the May 12, 2016 Rural Directors Committee meeting date.</p>	Jason L	In Progress	 On June 9, 2016 Rural Directors Committee
Board Meeting April 28, 2016	Delegation Thank You Letter	Write a thank you letter to Joe Wong, Woodmere Nurser Ltd. and Reg Ogen, Yinka Dene Economic Development Limited Partnership Inc.	Wendy/Cheryl	Completed	May 18, 2016

Regional District of Bulkley-Nechako

Action List - April, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Board Meeting April 28, 2016	Delegation Thank You Letter	Write a letter to Dana Hicks, Fire Management Specialist, Wildfire Management Branch, Ministry of Forests, Lands and Natural Resource Operations.	Wendy/Cheryl	Completed	May 18, 2016
2016-6-6 Board Meeting April 28, 2016	Vanderhoof Community Foundation - Northern Development Application - Prince George RAC - RDBN Electoral Area "F"	Provide notification to NDIT in regard to the RDBN support of the RDBN, Electoral Area F's application to the Northern Development Initiative Trust – Community Foundation Matching Grants in the amount of \$25,000 for support of the Vanderhoof Community Foundation.	Corrine	Completed	
2016-6-7 Board Meeting April 28, 2016	Grant in Aid Request - Vanderhoof Community Foundation	Write a letter and contribute \$25,000 from the Electoral Area "F" Grant in Aid Fund to Vanderhoof Community Foundation.	Cheryl/Hans	Completed	May 6, 2016
2016-6-9 Board Meeting April 28, 2016	Chinook Comfor Partnering Agreement	Defer the Financial Administrator's April 19, 2016 memo titled "Chnook Comfor Pamtering Agreement."	Hans	In Progress	
2016-6-10 Board Meeting April 28, 2016	2015 Audited Financial Statements	1. That the Audited Financial Statements for the year ended December 31, 2015 be signed; 2. That the 2015 Audit Letter be signed.	Hans	Completed	

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Regional District of Bulkley-Nechako

Action List - April, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2016-6-11 Board Meeting April 28, 2016	Federal Gas Tax Funds Electoral Area "A" (Smithers Rural) - Bulkley Valley Aquatic Management Centre Society	1. Contribute \$27,403.33 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Management Centre Society for the purchase and installation of LED lighting at the BV Pool; 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$27,403.33 from the Federal Gas Tax Reserve Fund.	Kristi/Hans	In Progress	
2016-6-12 Board Meeting April 28, 2016	Federal Gas Tax Funds Electoral Area "A" (Smithers Rural) - Bulkley Valley Aquatic Management Centre Society	1. Contribute \$14,332.50 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Management Centre Society for the purchase and installation of high efficiency on-demand hot water unites at the BV Pool; 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further, 3. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$14,632.50 from the Federal Gas Tax Reserve Fund.	Kristi/Hans	In Progress	413
2016-6-13 Board Meeting April 28, 2016	Federal Gas Tax Funds Electoral Area "B" (Burns Lake Rural) - Rose Lake Community Club	1. Contribute \$4,827 of Electoral Area "B" Federal Gas Tax allocation monies to the Rose Lake Community Club for a recreation infrastructure improvement project at the Rose Lake Hall; 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$4,827 from the Federal Gas Tax Reserve Fund.	Kristi/Hans	In Progress	

Regional District of Bulkley-Nechako

Action List - April, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2016-6-14 Board Meeting April 28, 2016	Federal Gas Tax Funds Electoral Area "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) - Lakes District Fair Association	<ol style="list-style-type: none"> 1. Contribute \$38,192 of combined Electoral Area "B" and Electoral Area "E" Federal Gas Tax allocation monies to the Lakes District Fair Association for a wastewater collection system improvement project at the Lakes District Fall Fairgrounds (Eagle Creek Recreation Grounds); 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further, 3. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$38,492 from the Federal Gas Tax Reserve Fund. 	Kristi/Hans	In Progress	
2016-6-15 Board Meeting April 28, 2016	Federal Gas Tax Funds Electoral Area "C" (Fort St. James Rural) - District of Fort St. James	<ol style="list-style-type: none"> 1. Contribute \$59,000 of Electoral Area "C" Federal Gas Tax allocation monies to the District of Fort St. James for a Cultural Infrastructure improvement project at the Community Centre; 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further, 3. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$59,300 from the Federal Gas Tax Reserve Fund. 	Kristi/Hans	In Progress	hjh
2016-6-16 Board Meeting April 28, 2016	Federal Gas Tax Funds Electoral Area "C" (Fort St. James Rural) - Fort St. James Curling Club	<ol style="list-style-type: none"> 1. Contribute \$21,506.08 of Electoral Area "C" Federal Gas Tax allocation monies to the Fort St. James Curling Club for a Recreational Infrastructure/Energy Efficiency improvement project at the Curling Rink; 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further, 3. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$21,806.08 from the Federal Gas Tax Reserve Fund. 	Kristi/Hans	In Progress	

Regional District of Bulkley-Nechako

Action List - April, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2016-6-17 Board Meeting April 28, 2016	Luck Bay Rural Fire Protection Agreement	Staff to enter into the Luck Bay Rural Fire Protection Agreement with the District of Fort St. James which will expire on December 31, 2017.	Debjm	In Progress	
2016-6-18 Board Meeting April 28, 2016	<i>The Regional News</i> -Spring 2016	Amend and distribute the Spring 2016 edition of " <i>The Regional News</i> " and provide the link on the RDBN website.	Ger/Wendy	Completed	
2016-6-20 Board Meeting April 28, 2016	Knockholt Landfill Projects - Authorization to Proceed Using Prime Contractor Arrangement	1. Staff to proceed with completion of the Phase 3 Development and Lagoon Desludging Projects at the Knockholt Landfill with the RDBN assuming the role of Prime Contractor as authorized under Bylaw No. 1532. 2. The RDBN Board of Directors approve an expenditure limit for completion of the Phase 3 Development Project of \$350,000 and an expenditure limit for completion of the Lagoon Desludging Project at \$60,000.	Janine	In Progress	9/5
2016-6-28 Board Meeting April 28, 2016	Community to Community Forum Funding	Staff to apply to the Union of B.C. Municipalities for its Regional Community to Community Forum funding.	Corrine	Completed	May 13, 2016

ACTION ITEMS IN PROGRESS

Updated: May 17, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
2015-9-7 Board Meeting July 23, 2015	Emergency Resources Agreement (Mutual Aid)	Topley Volunteer Fire Department to enter into the Emergency Resources Agreement	DebJM/Gail	In Progress
2015-9-10 Board Meeting July 23, 2015	Region Wide Cardboard Ban- Workshop Summary	<p>1. Proceed with the implementation of a region wide cardboard ban beginning July 1, 2016.</p> <p>2. Further, that the Regional District of Bulkley-Nechako Board of Directors adopt the following guiding principles associated with the cardboard ban:</p> <p>a. The ban will apply equally to all residents, businesses, municipalities, industries, and institutions including educational facilities and hospitals. No cardboard is to be landfilled.</p> <p>b. The RDBN will work to ensure that, at minimum, drop-off cardboard recycling opportunities are available for residential customers.</p> <p>c. For institutional, commercial, and industrial (ICI) customers, the RDBN will not provide recycling services. It will be the responsibility of ICI sector customers to arrange for cardboard recycling services directly with local collectors and recycling service providers.</p>	Janine/Gail	In Progress
2015-9-21 Board Meeting July 23, 2015	Planning Service to Municipalities	Direct Staff to: Work with the Village of Burns Lake to develop a work plan for the municipal OCP reviews, and a contract for the planning services to be provided to the Village of Burns Lake	Jason L/Gail	Completed OCP - On going
2015-11-15 Board Meeting September 17, 2015	Derelict Buildings on Crown Land	Staff work with local fire departments to identify the potential for burning of the buildings, and report back to the Regional District Board with a draft budget for the clean-up of the properties, further, that the Regional Board bring forward the issue of derelict buildings on Crown Land to John Rustad, MLA Nechako Lakes and Doug Donaldson, MLA Stikine	Jason L/Gail	Completed
2015-11-17 Board Meeting September 17, 2015	Derelict Buildings on Crown Land	Write a letter to the Ministry of Forests, Lands and Natural Resource Operations seeking compensation for costs of derelict buildings on Crown Land and bring forward the Regional Boards concerns in regard to the hazards and liability associated in not cleaning up the properties.	Jason L/Gail	Completed March 24, 2016

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ACTION ITEMS IN PROGRESS

Updated: May 17, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
2015-11-8 Board Meeting September 17, 2015	Federal Gas Tax Funds	<p><u>Board Meeting Sept 17, 2015</u></p> <p><u>2015-11-8</u> Electoral Area "B" (Bums Lake Rural) - Rose Lake Community Hall - up to \$13,300.</p> <p><u>2015-11-28</u> Electoral Area "D" (Fraser Lake Rural) District of Vanderhoof - District of Vanderhoof to build the Vanderhoof Pool complex - up to \$200,000</p> <p><u>2015-11-29</u> Electoral Area "F" (Vanderhoof Rural) District of Vanderhoof - District of Vanderhoof to build the Vanderhoof Pool complex - up to \$500,400</p>	Kristi/Hans/Gail	In Progress
C.W.2015-7-3 Committee of the Whole Meeting October 8, 2015	2016 RDBN Business Forum	The RDBN hosting of the 2017 Business Forum; and , further that the opportunity to host a future Business Forum be provided to the municipalities of the RDBN.	Corrine/Gail	On Going
2015-12-4 Board Meeting October 22, 2015	Mail Ballot Voting	Staff to draft a cost analysis report in regard to mail ballot voting in the Regional District of Bulkley-Nechako and; further that the report be brought forward at a future RDBN Board meeting.	Cheryl/Gail	Completed March 10, 2016 COW Meeting
2015-13-8 Board Meeting November 19, 2015	Round Lake Rural Fire Protection Area Service Agreement with the Village of Telkwa	Staff enter into the agreement with the Village of Telkwa for Round Lake fire protection service.	Debjm/Gail	Completed
C.W.2016-2-3 Committee of the Whole Meeting February 11, 2016	Construction/Demolition and Land Claring Waste Tipping Fee Review - Budget	<p>Increase tipping fees for construction/demolition and land clearing waste from \$60/metric tonne to \$90/metric tonne, and direct staff to draft the required bylaw.</p> <p>A methodology for adjusting the tipping fees for construction/demolition and land clearing waste be developed as part of the update to the RDBN Solid Waste Management Plan.</p>	Janine/Gail	In Progress

ACTION ITEMS IN PROGRESS

Updated: May 17, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
<p>C.W.2016-3-12 Comm. Of the Whole March 10, 2016</p>	<p>Reuse Shed Operations</p>	<p>1. Accept clean clothing in the reuse sheds. 2. Reopen reuse sheds under new operational standards based upon the Risk Control Survey completed by the Municipal Insurance Authority. 3. That the following accepted and prohibited materials lists be adopted at all RDBN reuse sheds that are reopened: Items for placement in reuse shed must: 1. Be clean and in good/reusable condition; 2. Electronic devices must be in working order; Prohibited Materials: 1. Hazardous/toxic materials (eg. needles, medication, pesticides, cleaning products, ammunition, cosmetics); 2. Pornographic magazines and personal pleasure items intended for adult use; 3. Broken, damaged or soiled items; 4. Liquids; 5. Food; 6. Mattresses; 7. Couches, loveseats or other fabric upholstered furniture; 8. Items with safety certifications (eg. car seats, booster seats, helmets, etc.) 9. Children's cribs, cradles, strollers, playpens, safety gates or enclosures, high chairs, infant bath seats and bath rings or other items with safety standards. 5. Further, that the Committee of the Whole recommend to the Regional District of Bulkley-Nechako Board of Directors that the following reuse shed rules be adopted at all RDBN reuse sheds that are reopened: 1. Attendant has final say in determination of acceptability of items in reuse shed; 2. All items must be inspected by the reuse shed attendant prior to placement in the reuse shed; 3. Items are to be dropped off only during times reuse shed is open and staffed.</p>	<p>Janine/Gail</p>	<p>In Progress</p>

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ACTION ITEMS IN PROGRESS

Updated: May 17, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
		<p>and started,</p> <p>4. No loitering - maximum 15 minutes/visit, no more than 2 visits/day unless dropping items off;</p> <p>5. Children and pets are to remain in vehicles at all times;</p> <p>6. No aggressive behaviour or foul language will be tolerated;</p> <p>7. Mass purging of the reuse shed by the public is prohibited;</p> <p>8. No smoking, drug use or alcohol consumption while on RDBN property. Members of the public arriving at the reuse shed facility appearing to be under the influence of drugs or alcohol will be asked to leave the site immediately;</p>		
<p>2016-4-19 Board Meeting March 24, 2016</p>	<p>Enforcement Files - 21754 Reno Road Topley-Area G; 4620 Kissock Road, Decker Lake-Area B</p>	<p>Staff undertake the process to remove the derelict buildings from 21751 Reno Road and 24620 Kissock Road if the Province agrees to cover the associated costs. This includes working with local Fire Departments to burn the buildings on 21751 Reno Road as a training opportunity.</p> <p>Staff apply to the Fire Commissioner to have the RDBN's Regulation Compliance Officer become a Local Assistant to the Fire Commissioner so that he can authorize the burning of buildings pursuant to section 6(5)(g) of the <i>Environment Management Act</i>.</p>	<p>Jason L/Gail</p>	<p>Letter sent to the Province, awaiting response</p> <p>On going</p>
<p>C.W.2016-4-3 Comm. Of the Whole April 14, 2016</p>	<p>Economic Development - Grant Funding Contracts</p>	<p>Enter into agreements for funding of Regional Economic Development projects with Northern Development Initiative Trust, Nechako Kitimaat Development Fund Society, Destination BC and the Province of BC.</p>	<p>Corrine</p>	<p>In Progress</p>
<p>Rural Dir. Comm. April 14, 2016</p>	<p>Mines File No. 13880 03-587 Pacific Minerals Inc. Electoral Area "G"</p>	<p>Staff to write a letter to Pacific Minerals Inc. asking the following questions:</p> <ol style="list-style-type: none"> 1. What kind of impact does the activity have on Morrison Lake and surrounding water courses? 2. What issues have been raised by groups such as First Nations, local communities, guides, trappers and local environmental groups? <p>And further, that the RDBN requests that the response from Pacific Minerals Inc. be provided prior to the May 12, 2016 Rural Directors Committee meeting date.</p>	<p>Jason L</p>	<p>In Progress -On June 9, 2016 Rural Directors Committee</p>

ACTION ITEMS IN PROGRESS

Updated: May 17, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
2016-6-9 Board Meeting April 28, 2016	Chinook Comfor Partnering Agreement	Defer the Financial Administrator's April 19, 2016 memo titled "Chnook Comfor Partnering Agreement."	Hans	In Progress
Board Meeting April 28, 2016	Federal Gas Tax Funds	<p><u>2016-6-11</u> Contribute and withdraw \$27,403.33 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Management Centre Society for the purchase and installation of LED lighting at the BV Pool;</p> <p><u>2016-6-12</u> Contribute and withdraw \$14,632.50 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Management Centre Society for the purchase and installation of high efficiency on-demand hot water unites at the BV Pool;</p> <p><u>2016-6-13</u> Contribute \$4,827 of Electoral Area "B" Federal Gas Tax allocation monies to the Rose Lake Community Club for a recreation infrastructure improvement project at the Rose Lake Hall;</p> <p><u>2016-6-14</u> Contribute and withdraw \$38,492 of combined Electoral Area "B" and Electoral Area "E" Federal Gas Tax allocation monies to the Lakes District Fair Association for a wastewater collection system improvement project at the Lakes District Fall Fiargrounds (Eagle Creek Recreation Grounds);</p> <p><u>2016-6-15</u> Contribute and withdraw \$59,300 of Electoral Area "C" Federal Gas Tax allocation monies to the District of Fort St. James for a Cultural Infrastructure improvement project at the Community Centre;</p> <p><u>2016-6-16</u> Contribute and withdraw \$21,806.08 of Electoral Area "C" Federal Gas Tax allocation monies to the Fort St. James Curling Club for a Recreational Infrastructure/Energy Efficiency improvement project at the Curling Rink;</p>	Kristi/Hans	In Progress
2016-6-17 Board Meeting April 28, 2016	Luck Bay Rural Fire Protection Agreement	Staff to enter into the Luck Bay Rural Fire Protection Agreement with the District of Fort St. James which will expire on December 31, 2017.	Debjm	In Progress

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ACTION ITEMS IN PROGRESS

Updated: May 17, 2016

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
2016-6-20 Board Meeting April 28, 2016	Knockholt Landfill Projects - Authorization to Proceed Using Prime Contractor Arrangement	1. Staff to proceed with completion of the Phase 3 Development and Lagoon Desludging Projects at the Knockholt Landfill with the RDBN assuming the role of Prime Contractor as authorized under Bylaw No. 1532. 2. The RDBN Board of Directors approve an expenditure limit for completion of the Phase 3 Development Project of \$350,000 and an expenditure limit for completion of the Lagoon Desludging Project at \$60,000.	Janine	In Progress

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REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1772**

A Bylaw to amend the Regional District of Bulkley-Nechako Weed Control Extended Service by including options for cost recovery

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1019, "Regional District of Bulkley-Nechako Weed Control Extended Service";

AND WHEREAS the Regional Board wishes to clarify the options for cost recovery;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 349 of the *Local Government Act*.

AND WHEREAS under Section 349(1)(b) of the *Local Government Act*, the participants have consented to the adoption of this bylaw.

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

1. Section 4 of Bylaw No. 1019 is hereby repealed and replaced with the following:
 4. The annual cost of providing this 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. Revenues received by way of agreement, enterprise, gift, grant or otherwise.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Weed Control Extended Service Establishment Amendment Bylaw No. 1772, 2016."

READ A FIRST TIME this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of , 2016

ADOPTED this day of , 2016

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1772 as adopted.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1773

A Bylaw to amend the Fort Fraser Community Hall Grant Local Service by including options for cost recovery

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 887, the "Fort Fraser Community Hall Grant Local Service";

AND WHEREAS the Regional Board wishes to clarify the options for cost recovery;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 349 of the *Local Government Act*.

AND WHEREAS under Section 349(1)(b) of the *Local Government Act*, the participant has consented to the adoption of this bylaw.

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

- 1. Section 3 of Bylaw No. 887 is hereby repealed and replaced with the following:
 - 3. The annual cost of providing this service shall be recovered by one or more of the following:
 - a. Property value taxes imposed on improvements only in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - b. Revenues received by way of agreement, enterprise, gift, grant or otherwise.
- 2. This bylaw may be cited as "Fort Fraser Community Hall Grant Local Service Establishment Amendment Bylaw No. 1773, 2016."

READ A FIRST TIME this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

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Page 2 of Bylaw No. 1773

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of _____, 2016

ADOPTED this _____ day of _____, 2016

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1773 as
adopted.

Corporate Administrator

426

1st, 2nd & 3rd
Reading

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1774

A Bylaw to amend the Fort Fraser Cemetery Local Service by including options for cost recovery

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 712, the "Fort Fraser Cemetery Local Service";

AND WHEREAS the Regional Board wishes to clarify the options for cost recovery;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 349 of the *Local Government Act*.

AND WHEREAS under Section 349(1)(b) of the *Local Government Act*, the participants have consented to the adoption of this bylaw.

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

1. Section 3 of Bylaw No. 712 is hereby repealed and replaced with the following:
 3. The annual cost of providing this service shall be recovered by one or more of the following:
 - a. Property value taxes imposed on improvements only in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - b. Revenues received by way of agreement, enterprise, gift, grant or otherwise.
2. This bylaw may be cited as "Fort Fraser Cemetery Local Service Establishment Amendment Bylaw No. 1774, 2016."

READ A FIRST TIME this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

427

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of _____, 2016

ADOPTED this _____ day of _____, 2016

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1774 as
adopted.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1775

A bylaw to amend the Electoral Area "D" (Fraser Lake Rural) Library Local Service by including options for cost recovery

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 788, the "Electoral Area "D" (Fraser Lake Rural) Library Local Service";

AND WHEREAS the Regional Board wishes to clarify the options for cost recovery;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 349 of the *Local Government Act*.

AND WHEREAS under Section 349(1)(b) of the *Local Government Act*, the participant has consented to the adoption of this bylaw.

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

1. Section 4 of Bylaw No. 788 is hereby repealed and replaced with the following:
 3. The annual cost of providing this service shall be recovered by one or more of the following:
 - a. Property value taxes imposed on improvements only in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - b. Revenues received by way of agreement, enterprise, gift, grant or otherwise.
 - a. This bylaw may be cited as "Electoral Area "D" (Fraser Lake Rural) Library Local Service Establishment Amendment Bylaw No. 1775, 2016."

READ A FIRST TIME this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of _____, 2016

ADOPTED this _____ day of _____, 2016

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1775 as
adopted.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1776

Being a bylaw to establish a service within the boundaries of the Town of Smithers, Village of Telkwa, and Electoral Area "A" to provide counselling and other services to victims of crime and other trauma

WHEREAS:

- A. Under section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of providing counselling and other services to victims of crime and other trauma within the boundaries of the Town of Smithers, Village of Telkwa, and Electoral Area "A" (Smithers Rural);
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*;
- D. The approval of the electors in Electoral Area "A" has been obtained under Section 345 of the *Local Government Act* and Section 86 (2) of the *Community Charter* and consent on behalf of the electors in the Town of Smithers and Village of Telkwa has been obtained under Section 346 of the *Local Government Act*.

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

1. The Regional District hereby establishes, within the boundaries of the Town of Smithers, Village of Telkwa, and Electoral Area "A", a service for the purpose of providing counseling and other services to victims of crime and other trauma.
2. The boundaries of the service area are the boundaries of the Town of Smithers, Village of Telkwa, and Electoral Area "A".
3. The participating areas are the Town of Smithers, Village of Telkwa, and Electoral Area "A".
4. The annual costs of providing this service shall be recovered by one or more of the following:

Bylaw No. 1776

- a. Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - b. Revenues received by way of agreement, enterprise, gift, grant or otherwise.
5. The cost of providing the service shall be apportioned among the participating areas on the converted value of land and improvements in the service area;
 6. The maximum amount that may be requisitioned annually for the cost of this service shall be \$45,000 (FORTY-FIVE THOUSAND DOLLARS).
 7. This bylaw may be cited as "Smithers and Area Victims' Services Service Establishment Bylaw No. 1776, 2016."

READ A FIRST TIME this day of , 2016

READ A SECOND TIME this day of , 2016

READ A THIRD TIME this day of , 2016

I hereby certify that this is a true and correct copy of Bylaw No. 1776.

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of

ASSENT OF ELECTORS OBTAINED this day of

ADOPTED this day of , .

Chairperson

Corporate Administrator

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1st, 2nd & 3rd
Reading

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1777

A Bylaw to amend the Fort Fraser Fire Protection Local Service by including options for cost recovery

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 624, the "Fort Fraser Fire Protection Local Service";

AND WHEREAS the Regional Board wishes to clarify the options for cost recovery;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 349 of the *Local Government Act*.

AND WHEREAS under Section 349(1)(b) of the *Local Government Act*, the participant has consented to the adoption of this bylaw.

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

1. Section 6 of Bylaw No. 624 is hereby repealed and replaced with the following:
 6. The annual cost of providing this service shall be recovered by one or more of the following:
 - a. Property value taxes imposed on land and improvements in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - b. Revenues received by way of agreement, enterprise, gift, grant or otherwise.

2. This bylaw may be cited as "Fort Fraser Fire Protection Local Service Establishment Amendment Bylaw No. 1777, 2016."

READ A FIRST TIME this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

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Page 2 of Bylaw No. 1777

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of _____, 2016

ADOPTED this _____ day of _____, 2016

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1777 as
adopted.

Corporate Administrator

434

1st, 2nd, 3rd Reading
& Adoption

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1778

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

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

AND WHEREAS the Regional District wishes to amend the powers, duties and functions set out for the Corporate Administrator;

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

1. Section 2.2 of "Regional District of Bulkley-Nechako Officers Bylaw No. 1594, 2011" is hereby amended to read as follows:
 - 2.2 The Corporate Administrator is assigned the powers, duties and functions set out in Section 236 of the *Local Government Act*, and such other powers, duties, and functions deemed necessary by the Board from time to time.
2. This bylaw shall be cited for all purposes as "Regional District of Bulkley-Nechako Officers Amendment Bylaw No. 1778, 2016."

READ A FIRST TIME this day of , 2016

READ A SECOND TIME this day of , 2016

READ A THIRD TIME this day of , 2016

I hereby certify that this is a true and correct copy of Bylaw No. 1778.

Corporate Administrator

ADOPTED this day of , 2016

Chairperson

Corporate Administrator