



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
Public Works: 250-557-4295  
FAX: 250-557-4568  
Email: [office@portclements.ca](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**6:00 PM Regular Meeting of Council, Tuesday, August 22<sup>nd</sup>, 2023**

**AGENDA**

*This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**  
D-1— Quarterly Policing Reports -- Sergeant Damon MacDonald, RCMP Masset Detachment  
D-2—EV Charging Stations Information - Danielle Wies
- 3. MINUTES**  
M-1—July 17<sup>th</sup>, 2023, Regular Council Meeting Minutes  
M-2—July 18<sup>th</sup>, 2023, Special Council Meeting Minutes  
M-3—August 8<sup>th</sup>, 2023, Committee of the Whole Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**  
C-1—INFORMATION – Board Highlights – Misty Isles Economic Development Society  
C-2—INFORMATION – Annual Report – Misty Isles Economic Development Society  
C-3—INFORMATION – Recycling Program -- Township of Spallumcheen  
C-4—INFORMATION – Medal of Good Citizenship – BC Honours and Awards  
C-5—INFORMATION/INVITATION – Report Released -- BC Forest Practices Board  
C-6—INFORMATION/INVITATION – UBCM Convention Reminder – Ministry of Municipal Affairs  
C-7—INVITATION – Virtual Engagement Session -- North Coast Regional District  
C-8—INVITATION – Resource Breakfast Series – C3 Alliance Corp  
C-9—REQUEST – Resolution Endorsement at UBCM -- Peace River Regional District  
C-10—REQUEST – Request for Support – City of Quesnel  
C-11—REQUEST/INVITATION – Cannabis Store Licence Cap – Ministry of Public Safety and Solicitor General  
C-12—REQUEST/INVITATION—LRS Temp Relocation Regulation -- Ministry of Public Safety and Solicitor General
- 6. FINANCE**
- 7. GOVERNMENT**  
G-1— Recommendation from COTW  
G-2-- Set Topics for next Four COTW Meetings  
G-3—Fireworks and Similar Events Bylaw Potential  
G-4—Procedure Bylaw Review
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**  
R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson
- 10. ACTION ITEMS**  
A-1—Action Item List

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**12. IN-CAMERA**

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

AND 90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or federal government or both and a third party;

**13. ADJOURNMENT**



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Email: cao@portclements.ca

**Delegation to Council Application Form**

**Applicant Group/Individual Name:** Sergeant Damon MacDonald  
**Mailing Address:** PO Box 39, Masset, BC V0T 1M0  
**Telephone:** 250-626-3991 **Email:** damon.macdonald@rcmp-grc.gc.ca

**Subject of Delegation:** deliver Q1 policing report and discuss / answer questions

**Purpose of Delegation:**

*\*\*Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.\*\**

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding
- Other (provide details): Q1 policing report

**Contact Person (if different from above):** \_\_\_\_\_  
**Telephone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*It is recommended that if an applicant has a deadline or specific time constraint then the applicant should make their delegation application to a Council Meeting that has at least one other Council Meeting occurring before this deadline.*

*Please note that your delegation may not be on the date requested due to prior commitments, staff resources or at the Chief Administrative Officers' discretion due to subject matter. Your delegation is not confirmed until it is approved by the CAO and you have been contacted by Village staff.*

**Council Meeting date requested:** August 21, 2023  
**Attending delegate (if different from above):** \_\_\_\_\_

D-1

**Delegation Requirements:**

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than **1:00 PM on the Wednesday prior to the Council Meeting**. After the Agenda's deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

**Delegation Rules at Council Meetings:**

1. **The delegation has a 10 minute time limit for speaking to Council.** This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative manner. The meeting Chairperson will indicate who has the turn to speak and in what order: interrupting and talking over someone when they are speaking is strongly discouraged. Disrespectful and abusive language will not be tolerated.
3. **Do not expect an immediate answer or response to your delegation:** Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate's deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: Damon MacDonald  
Date: July 21, 2023

Signature: MacDonald,Damon Scott,000183089  
Digitally signed by Mac Donald,Damon Scott,000183089 Date: 2023.07.21 10:30:01 -07:00

**For Office Use Only:**

Date Application Received: July 21, 2023 Documents Submitted with Application: 1  
Application Received by: Elizabeth Cummins Signature: Elizabeth

- Approved
- Declined
- Other (please specify): \_\_\_\_\_

Council Meeting Appearance date of Delegation: August 21, 2023

Margie Del  
Signature of Chief Administrative Officer

2023-07-21  
Signature Date

5-1

# Village of Port Clements

## Community Policing Report

**\*\*Hand deliver original to Mayor and Council\*\***

<b>To:</b> Mayor and Council Village of Port Clements 36 Cedar Avenue West P.O. Box 198 Port Clements, BC V0T 1R0	<b>From:</b> Sgt. Damon MacDonald Masset RCMP-GRC 2042 Collison Avenue P.O. Box 39 Masset, BC V0T 1M0	<b>Month of</b> April 2023 to June 2023
		<b>Date Prepared:</b> 2023-07-18
		<b>Phone No.</b> (250) 626-3991

### OFFENCES REPORTED AND/OR COMMITTED IN THE VILLAGE OF PORT CLEMENTS

<b>A) Criminal Code</b>		<b>C) Liquor</b>	
1. Sexual Assaults	0	1. Liquor offences	0
2. Assaults – Spousal/Other	2	2. Prevention efforts	0
3. Mischief	2	<b>D) Traffic</b>	
4. Break & Enter & Theft	0	1. Accidents	0
5. Theft	1	2. Charges	0
6. Impaired Operation	1	<b>E) Assistance/Services</b>	
7. Disturbing the Peace	0	1. Missing Persons	0
8. Fraud	0	2. Sudden Deaths	0
<b>B) Drugs</b>		3. Assistance-General Public	0
1. Possession of Drugs	0	4. Town By-laws	0
2. Trafficking	0	5. Other (Wildlife Act)	0

Sgt. Damon MacDonald  
 Detachment Commander

Mayor Scott Cabianca  
 Mayor and Council

2023-07-18  
 Date

D-1

## NARRATIVE INTERPRETATION OF ABOVE STATISTICS

### 1. Crime trends / problems:

Masset Detachment responded to 19 calls for service within the community of Port Clements between April 1<sup>st</sup> and June 30<sup>th</sup>, 2023. Calls for service are monitored to identify any developing trends or issues.

During the first quarter the detachment received no reports of impaired driving. Members will respond to all complaints of impaired driving but encourage the public to provide as much detail as possible when reporting such crimes. Helpful information includes a description of the vehicle (including make, model and licence plate number if possible), number of occupants (identity of driver if known), direction of travel and anything that makes the vehicle unique (such as decals, after market rims/effects, etc).

In the first quarter there were no assaults reported to the detachment. Any type of persons related violence would be encouraged to be reported to the police so a thorough investigation can be completed.

During the first quarter the detachment continued their proactive traffic enforcement initiatives. These initiatives resulted in numerous vehicles being stopped to ensure that the vehicle were insured and that the drivers were sober and properly licenced.

Other significant investigations included:

2023-04-03 – Masset RCMP members responded to a complaint of a loud music. Members spoke with the complainant who advised that a neighbour deliberately was playing loud rock music in an effort to annoy others who lived nearby. Members diffused the situation and addressed the complainant's concerns providing information and clarification on the threshold for certain criminal charges.

2023-05-26 – Masset RCMP members responded to a complaint of a Criminal Harassment. Members spoke with the complainant and learned that the suspect had been behaving in a threatening manner. The suspect had been leering at the complainant before walking toward him and striking an axe in a wooden fence post. The suspect was arrested and released on protective conditions. No one was injured in this incident. This matter is currently before the Courts.

D-1

2023-06-08 – Masset RCMP were dispatched to a warehouse fire. Members attended to provide assistance with traffic control while firefighting efforts attempted to control the blaze. The building was a total loss. There appeared to be no criminality with regards to this fire. No one was injured as only three people were in the building at the time and everyone was able to exit to safety.

## **2. Crime Prevention Initiatives:**

Detachment members conduct proactive traffic enforcement when feasible and use these initiatives not only for enforcement efforts but also as educational opportunities.

## **3. Feed Back from Community Consultative Groups / Justice Committees / Community Leadership:**

The Village of Port Clements does not have a CCG or a Justice Committee.

Sgt. MacDonald continues to have regular contact with Village CAO. There have been no policing issues brought to Sgt. MacDonald's attention from Community Leadership.

## **4. Other Significant Issues:**

Masset RCMP is currently under-staffed. Our full complement is 1 Sgt, 1 Cpl and 7 Csts with 2 of those positions being assigned to the FNP.

## **5. Document Feedback and indicate delivery method:**

Report delivered via email to Mayor and Council by Sgt. Damon MacDonald and addressed during general council meeting.

## **6. APP update to community:**

Priority initiatives continue to be actioned by Masset members. Port Clements Mayor and Council have identified road safety and police visibility as priorities for the 23/24 fiscal year.

## **7. Community Familiarization:**

A familiarization package is available at the detachment and is reviewed by all new incoming members.





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### Delegation to Council Application Form

**Applicant Group/Individual Name:** Danielle Wies - Transportation Initiatives  
**Mailing Address:** N/A Transportation Service Area  
**Telephone:** N/A **Email:** N/A

**Subject of Delegation:** invited to speak to council on  
Charge North - EV charging stations.

#### Purpose of Delegation:

*\*\*Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.\*\**

- Question for council
- Requesting information
- Requesting a letter of support
- Requesting funding

Other (provide details): invited to speak to council

**Contact Person (if different from above):** \_\_\_\_\_  
**Telephone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Council Meeting date requested:** August 22nd, 2023  
**Attending delegate (if different from above):** \_\_\_\_\_

D-2

**Delegation Requirements:**

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than **1:00 PM on the Wednesday prior to the Council Meeting**. After the Agenda’s deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

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I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: N/A  
 Date: \_\_\_\_\_  
 Signature: N/A

**For Office Use Only:**

Date Application Received: N/A Documents Submitted with Application: N/A  
 Application Received by: N/A Signature: N/A

- Approved
- Declined
- Other (please specify): \_\_\_\_\_

Council Meeting Appearance date of Delegation: August 22nd, 2023

[Signature]  
Signature of Chief Administrative Officer

August 16/2023  
Signature Date



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**Minutes of the Regular Meeting of Council, Monday, July 17<sup>th</sup>, 2023**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Dennis Reindl  
Councillor Wayne Nicol

**Not Present:**

Councillor Kazamir Falconbridge

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 7:04 PM**

Mayor Scott Cabianca: I call to order this special meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2023-07-166—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council adopts the July 17<sup>th</sup>, 2023, Regular Council Meeting Agenda as presented.  
**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

**3. MINUTES**

M-1—June 19<sup>th</sup>, 2023, Regular Council Meeting Minutes  
2023-07-167—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the June 19<sup>th</sup>, 2023, Regular Council Meeting Minutes be adopted as presented.  
**CARRIED**

M-2—June 30<sup>th</sup>, 2023, Special Council Meeting Minutes  
2023-07-168—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT the June 30<sup>th</sup>, 2023, Special Council Meeting Minutes be adopted as presented.  
**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

UB-1—Grant Opportunities, Feasibility Study Consideration – Deputy CAO  
2023-07-169—Moved by Councillor Cumming, seconded by Councillor Reindl  
THAT Council receives the report.  
**CARRIED**

**5. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION—Grant Project Complete, Requirements Met - Union of BC Municipalities  
C-2—INFORMATION – May Board Highlights – North Coast Regional District  
C-3—INFORMATION – June Board Highlights – North Coast Regional District  
C-4—INFORMATION – Haico Letter to BC Ferries – Haida Enterprise Corporation  
C-5—INFORMATION – Public Works Appreciation -- Marilyn Bliss

M-1

2023-07-170—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council receives items C-1 to C-5 for information.

**CARRIED**

C-6—INFORMATION/REQUEST – Proclamation Request – lifesaving Society

C-7—INFORMATION/REQUEST – Surrey Police Transition -- City of Surrey

2023-07-171—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives item C-6 and C-7.

**CARRIED**

C-8—RESPONSE—Multiplex Building Insurance – Minister Rachna Singh, Ministry of Education and Child  
Care

2023-07-172—Moved by Councillor Cumming, seconded by Mayor Cabianca

THAT Council receives the letter from Minister Rachna Singh, Ministry of Education and Child Care.

**CARRIED**

**6. FINANCE**

F-1—2<sup>nd</sup> Quarter 2023 Financial Report – Senior Finance Manager Bell

2023-07-173—Moved by Councillor Cumming, seconded by Councillor Reindl

THAT Council receives the 2<sup>nd</sup> Quarter 2023 Financial Report from Senior Finance Manager Bell.

**CARRIED**

**7. GOVERNMENT**

G-1—2<sup>nd</sup> Quarter 2023 Strategic Plan Progress Report

2023-07-174—Moved by Councillor Reindl, seconded by Councillor Cumming

THAT Council receives the 2<sup>nd</sup> Quarter 2023 Strategic Plan Progress Report.

**CARRIED**

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1—INFO—Regular Report on Current Operations – CAO Marjorie Dobson

*Mayor Cabianca: Attended Canada Days and thought the weather helped. Could have been a bit better, maybe more vendors/activities will reach out next year. Possibly it could be a topic at a Committee of the Whole Meeting. The Regional District takes a break from meetings in July. Rainbow Wharf cleaning occurred, question to Council if it looks like what was expected.*

*Councillor Cumming: Attended special meeting for Annual Report, will be attending special meeting tomorrow. Kudos to the Fire Department for the Mudbog, and everyone else for getting the Canada Days.*

*Councillor Nicol: Attended Canada Days festivities, concern with the fireworks that kicked off the mudbog as it scared and distressed many dogs attending the event and in the community. Would like clarification on when fireworks issue can be discussed. Also identified that SCH needs to have a cleaning review as well.*

*Councillor Reindl: Missed Northern Development meeting last week, and Kaz, as alternate, was also busy so no representatives at that meeting and the minutes have not been received so not sure how it went. Canada Days seemed to go well, did not see or hear any issues (such as with the beer garden).*

CAO Dobson: in addition to written report, identifying that public washrooms may need to be a project as they seem to have recurring structural issues. The facility was not built/toilets not installed properly when built. The Islands are experiencing a drought, and provincial estimates see the situation escalating, was considering of putting out a pamphlet but rain has started so uncertain if should proceed. Well #3 project still delayed with parts (now to end of August). Regarding community gardens, more improvements are occurring and hopefully the efforts will show a marked difference over a 2-year period.

2023-07-175—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council receives the verbal and written reports from Staff and Council as presented.  
**CARRIED**

**10. ACTION ITEMS**

A-1—Action Item List

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**12. IN-CAMERA**

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;

2023-07-176—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council moves in-camera as per section 90(1)(a) & (b) of the *Community Charter* at 8:09 PM.  
**CARRIED**

**13. ADJOURNMENT**

2023-07-177—Moved by Councillor Cumming,  
THAT Council adjourns this meeting at 8:51 PM.  
**CARRIED**

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Mayor Scott Cabianca

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CAO Marjorie Dobson



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**Minutes of the Special Meeting of Council, Tuesday July 18<sup>th</sup>, 2023**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Kazamir Falconbridge – via conferencing  
Councillor Dennis Reindl

**Not Present:**

Councillor Wayne Nicol

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: none

**Meeting Called to Order at 2:00 PM**

Mayor Scott Cabianca: I call to order this special meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2023-07-178—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council adopts the July 18<sup>th</sup>, 2023, Special Council Meeting Agenda as presented.  
**CARRIED**

**2. GOVERNMENT**

G-1— Donation Request-Loggers Sports Day - Sandspit Community Society  
2023-07-179—Moved by Councillor Cumming, seconded by Councillor Cabianca  
THAT Council donates \$250 to the Sandspit Community Society for loggers sports day.  
**CARRIED**

**3. IN-CAMERA**

90(1) A part of council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (d) the security of the property of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

2023-07-180—Moved by Councillor Cumming, seconded by Mayor Cabianca  
THAT Council moves in-camera as per section 90(1)(a) & (c) of the Community Charter at 2:02 PM.  
**CARRIED**

**4. ADJOURNMENT**

2023-07-181—Moved by Councillor Cumming  
THAT Council adjourns this meeting at 2:40 PM  
**CARRIED**

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Mayor Scott Cabianca

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CAO Marjorie Dobson

M-2



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**7:00 PM, Tuesday, August 8<sup>th</sup>, 2023**  
**Committee of the Whole Minutes**

Present:

Mayor Scott Cabianca  
Councillor Brigid Cumming - via conferencing  
Councillor Kazamir Falconbridge – via conferencing  
Councillor Wayne Nicol  
Councillor Dennis Reindl

CAO Marjorie Dobson  
Deputy CAO Elizabeth Cumming

Members of the public: Elizabeth Stewart and Anwar Khan,

**Meeting Called to Order at 7:00 PM**

*Mayor Scott Cabianca: I call to order this committee of the whole meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

2023-08-182—Moved by Councillor Falconbridge,  
THAT the Committee adopts the August 8<sup>th</sup>, 2023, Committee of the Whole Agenda as presented.  
**CARRIED**

**2. REPORTS & DISCUSSIONS**

D-1- Cemetery/Columbarium/Vyse Cemetery Status

- The discussion on columbarium's started with the clarification on what is involved in a columbarium how normally they involve a building or structure like a wall (outdoor or indoor) that have niches where the urns or containers of cremated remains can be put into. In terms of vision it was identified that a columbarium could be a modular thing that would expand as it was needed (probably only need 1 wall for 10 years). However, there was also a suggestion of doing a rockery-style columbarium where rocks are drilled and then remains are inserted into the rocks.
- The discussion generally pivoted between whether a columbarium could be installed at the Vyse Cemetery (if the Village pursued ownership) or at Millennium Park. With the Vyse cemetery suggestion, it was brought up that there may be potential issues with heritage trees, or that there may be more graves in the cemetery than currently identified (based on historical references). Millennium Park includes lots that are in front of Dave Logan's property (which was originally intended for parking, and part of which the time capsule and area is located) that could have enough space. There was discussion on if Millennium Park was designated as a park, and the scope and extent of Village owned land in it (the land itself on the St. Mark's property is too small). General discussion identified that it was not thought that it would be a complicated process to get approval/permit for a columbarium, likely less stringent than building a cemetery involving ground burial. A google search identified that there may be a need to get special permission for Millennium Park if pursued as cemetery requirements identified being not less than 50 metres from a highway, as well as 100 m

from water/well and waste sources. It was also identified that potentially the Village could look focus on getting a columbarium for now and then later on look at the potential for a cemetery. On discussion of costs, it was identified that the columbarium niches would have to be sold just as with purchasing lots for in-ground burial.

- The discussion did include debate on whether a cemetery or a columbarium should be pursued at all in Port Clements, as doing nothing is also an option. While the cemetery discussion was brought up as Tlell is currently at capacity and effectively closed while they look at options to expand, residents still can go to Masset or Daajing Giids for burial so there is a question on whether Port Clements needs a cemetery. It was identified that cradle-to-grave services within a community are beneficial.
- It may be better to have a referendum to put it to the public on whether there should be a cemetery in town. Obtaining or developing a cemetery has initial costs as well as to how it would permanently impacted taxes (ex. maybe people would not want the \$100 or more increase on their taxes). There is the potential that people may not want the Village to pursue it if they realize the cost implications, especially as we have not had a burial in Port Clements for at least 50 years (the Village could be fine to go another 50 years without it). It was identified that it would be important to have all the costs figured out for the potential options if going to look at a referendum.
- The discussion on the potential for creating a new cemetery in a new location as discussed. It was identified that the only high ground areas in Port Clements are in the land behind/around the Community Park area. While some people are happy to have their ashes scattered, some prefer a columbarium, while others preferred to be buried in a coffin in the ground. In most areas of the Village the hardpan is 2-3 foot down making the ground unsuitable for a cemetery (and for septic systems), so pretty much everywhere may not meet provincial requirements and what must be met when it comes to suitability and a columbarium may be the only solution/option. It might be better to determine the specifics of what the requirements for land for a cemetery were first and then looking for land that matched those specifications. #20 Grouse Street has been brought up in the past as a possible location, but it is in a low-lying area of the community so it may not be suitable. There was a suggestion that the Village could look at swapping #20 Grouse Street with a neighbouring property (ex. with Randy O'Brien for his #40 Grouse Street, which was identified as having higher footing and has a nice patch of holly trees which would make an attractive cemetery and may be a feasible location though it would have to be tested). A google search identified that cemetery requirements included being located on suitable ground, being 100 m from water/well sources and 100 m from waste/sewer sources, not less than 50 m to a highway (but may be able to get special permission), but also not more than 75 m from a road for public access, among other requirements.
- The main part of the meeting's discussion revolved around the Vyse Cemetery and if the Village should decide on letting it stay as it is (unmaintained and go back to forest), maintain it despite it being private property, or continue to pursue ownership.
- The main issue with getting ownership of the Vyse Cemetery is the requirement to have the heirs, potential legal property owners, to approve such a transfer. Previous councils struggled with trying to find the rightful property owners, originally the search only involved locating one, but then provincial requirements determined that all the living heirs to Vyse' estate (an in turn their respective heirs) had to sign off on things, not just one. There was discussion that when the Village was previously dealing with the matter and working with one potential heir, an official in the provincial department of escheats (who deals with things when there is no will), mandated that every possible living descendant/heir had to sign off on having no interest in the property. It was suggested that there may be a possibility that the provincial department that is supposed to deal with cemeteries, that looks at finding someone who looks after cemeteries (and municipalities being the ideal pursued due to longevity), should be contacted about the issue to see if they could do something, or maybe contacting the legion to agitate on behalf of the military graves in the cemetery (Museum has a burial list from Betty Dalzell and Joan Hein's research), or pursuing other means of social pressure with the human interest story that the Port Clements Cemetery is owned by someone deceased in the Prince Rupert cemetery for the last 63 years.



- It was also identified and discussed that due to the Vyse Cemetery being private property, the Village was restricted in what it could do for it currently, as there are liability issues if it did so (trespass technically), and currently it is not being maintained by the Village though in the past there has been maintenance by the Village. There was a general consensus that the Vyse Cemetery should be maintained out of respect, but that it did not need to go through the Village – volunteers and residents could informally maintain it, as it typically only required 4 hours a year of mowing, though it was identified that it would likely need more maintenance given the amount of time that has gone by.
- It was also discussed if the Village should even pursue ownership or not, especially given the potential that the Vyse Cemetery cannot be used to intern more people (unsuitability noted on title, and when the Village closed the cemetery on January 16<sup>th</sup>, 1998 during Barney Barnwell's term as Village Clerk, due to its boggy nature and issues with sites as advised by a Thorn, so it was closed in favour of the cemetery in Tlell – at the time there had also been a rumour that they had to put rocks on caskets to stop them from floating, but that is likely an exaggeration). If the Village does not pursue ownership as this time, the land is not going anywhere, the Village does not have responsibility for it, and there has not been any burials in there for 50 years (last burial in the 70s). There was discussion of getting ownership and restoring the property and possibly other areas opened up for a columbarium or burials.
- There was discussion on how far the living heirs would need to go, and it was identified the potential that it would extend to 4 generations (great-grandchildren), after which the property can go to the province. It was identified in research that Vyse had two brothers, three sisters, and a niece, and at least one of his brothers had descendants and so on. However, it may get complicated as it is known that current heirs could potentially be across three countries (Canada, United Kingdom, Australia). Elizabeth Stewart identified that during the Millennium Project (they had found information that a family had died in St. Mark's church, which caused them to look into if they were buried in the cemetery which was previously called St. Mark's cemetery) c. 2002 she had gone through and found all the Vyse relatives and has a list of all the burials in the cemetery and had provided it to the Village and still has that information (potentially the information provided was not kept during the move between the Old Village Office building to the Multiplex Building). They had found one relative who was open to sorting out the issue, but unfortunately, they have since passed away.
- However, it was also identified that the process may involve needing to go through the court to complete and not a simple matter of sign-off on a typical land transfer even if the heirs are located, so it could be a costly process. However, it was also suggested that potentially it could be a simpler process, such as if the heirs were willing to donate/give/gift or transfer to the Village for a nominal value of \$1 or something rather than the value of the land. It was brought up on whether or not there could be grants to cover the cost of some of the work (ex. the Infrastructure Planning Grant).
- Elizabeth Stewart also provided information the history of why Vyse created a cemetery (his infant children were not permitted to be buried in Daajing Giids with his wife), so he buried his child on is property and decided to create a cemetery for the community. However, at the time the intention was for Vyse to transfer ownership of the cemetery to the Anglican Diocese (who owned and operated St. Marks at the time); however, documentation from the Anglican archivist in Prince Rupert shows that while there was an application made by the Dioceses for the cemetery, it had not been legally transferred and accordingly could not be transferred to the Village later on.
- Elizabeth Stewart volunteered her services free of charge to do the research to find all the heirs/descendants of Vyse – to look into the family trees and connections and report back to Council. It was also identified that she had a lot of information she identified was not captured in the chronology provided. Elizabeth Stewart identified that she could share the information she has with the Village.
- Discussed that the Village should take up Elizabeth Stewart on researching into the heirs, and then if she gets somewhere the Village can go from there and if she gets nowhere then the Village can also go from there on how to proceed. It was discussed to give Elizabeth Stewart a month/90 days for the research and then to get back to the Village on it.

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2023-08-183—Moved by Councillor Reindl,

THAT the Committee recommends to Council to accept Elizabeth Stewart's offer to volunteer to pursue the research into the descendants of Willaim Vyse in regards to the Vyse Cemetery, and then revisit the topic with Council after the results of her assistance are provided including revisiting the idea of a columbarium in the event that the Village cannot obtain the Vyse Cemetery.

**CARRIED**

Meeting end at 8:16 PM.

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**Mayor Scott Cabianca**

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**CAO Marjorie Dobson**

**Board Highlights**  
**August 2, 2023**

**Board Business:**

1. The MIEDS and 0994943 BC Ltd. board approved past minutes.
2. The Board received financial reports for both the society and 0994943 BC Ltd.
3. The Board received an updated annual budget for the society.
4. The Board received program area reports for the Grant Manager and Executive Director.
5. The Board discussed strategic planning and encouraged all councils to consider “What economic development means to them.” During the strategic planning process there will be opportunities for councils to contribute to the planning in writing, previous to the process, and verbally during the process.
6. The Board approved a motion to direct the executive director to organize the next meeting in November 2023.





# 2022 Annual Report

Submitted by Jennifer Rutt, executive director

## OVERVIEW

2022 was another tumultuous year for the Misty Isles Economic Development Society (MIEDS). From February to June 2022, MIEDS' executive director, Jennifer Rutt, was on medical leave. Rutt resigned but returned for the month of July to help with the transition to an interim executive director. An attempt to hire another permanent executive director was ultimately unsuccessful. The municipal elections of October reshaped MIEDS' board of directors, including the elected board positions.

Rutt returned as executive director in May 2023. Please note that this annual report is authored by Jennifer Rutt, who was not present for most of the 2022 operating year. Chantal Bacchus was interim executive director in Rutt's absence.

In 2022, business operations and tourism began to get back to "normal" following the peak of the global COVID-19 pandemic. MIEDS was able to participate in a visitor trade show and invite visitors to Haida Gwaii once again. The year also saw the roll-out of the Haida Gwaii Pledge for visitors. Delivered by the Council of the Haida Nation, the pledge was supported by MIEDS.

## FINANCES AND BUDGET

The 2022 operational and project budget reflects a shortage of approximately \$61,000. Factors affecting the shortfall are as follows:

- All Community Economic Recovery Infrastructure Program (CERIP) funding for Shop Haida Gwaii was received and recognized as income in 2021, although some of the funds were spent in 2022.
- Some funding from a Destination BC grant was also carried forward from 2021 and spent in 2022.
- A 5% administrative fee of \$89,000 awarded to MIEDS in 2022 after the completion of the Clean Coast Clean Waters project helped offset some of the shortfall from the CERIP and Destination BC spending.

MIEDS' 2022 tax filings and 2021 audit were performed by FBB Chartered Professional Accountants LLP.



## MIEDS 2022 ACTIVITIES

*MIEDS STRATEGIC GOAL 1: TO FACILITATE ECONOMIC DEVELOPMENT AND CAPACITY BY ADDRESSING BARRIERS AND AMPLIFYING STRENGTHS SPECIFIC TO HAIDA GWAI, AND CONTINUING TO CHAMPION PROJECTS THAT INCREASE EMPLOYMENT AND EMPLOYABILITY OF PEOPLE LIVING ON HAIDA GWAI.*

### Clean Coast Clean Waters

MIEDS was awarded a \$2.3-million federal grant in 2021 with a primary goal of providing economic stimulus to local businesses that were negatively impacted by COVID-19. The project wrapped up in March 2022 and resulted in over 86,000 kg of plastic and other debris cleaned off Haida Gwaii's beaches. Seventy-three per cent of the debris was diverted from landfills and sent to specialized recycling facilities. Eighty per cent of the \$2.3 million stayed local, undoubtedly achieving the primary goal. Approximately 360 km of shoreline were cleaned, with over 144 people employed and 41 businesses involved. Thirteen local clean-up operators were contracted for services, and 20 youth were provided free training and certification for entry-level work in the marine tourism and transportation industries. Some of the youth have already made use of these certifications in subsequent jobs.

### Shop Haida Gwaii

In November 2020, the province approved a CERIP grant of \$313,947 for MIEDS build a Haida Gwaii virtual marketplace where local artisans and business can market and sell goods to people off-island. Called Shop Haida Gwaii, the goal of the marketplace is to create a year-round sales cycle rather than rely solely on the three- or four-month season for peak tourism. Launched in October 2022, Shop Haida Gwaii has enjoyed limited success. So far 23 vendors have signed up to the site. Minimal sales were realized before the end of 2022. Shop Haida Gwaii was forced to shut down during the winter holiday season due to organizational financial disorganization. View the site and learn more at <https://shophaidagwaii.ca/>.

### Grant writing

Andrew Hudson continued as MIEDS grant writer through 2022. Every three months, the grant writer provides CAOs a shortlist of upcoming grant opportunities as well as a status update on grants submitted so far that year. The grant writer also maintains a rolling database of grant opportunities relevant to Haida Gwaii municipalities, regional district areas, and non-profit groups. This list is also utilized by Gwaii Trust on their website. Finally, the grant writer responds to requests for grant assistance from local governments and non-profits, and contacts local government staff and non-profit groups about new and suitable grant opportunities.

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In 2022, the grant writer applied for a total of \$18,980,167 in funding, from which \$18,493,807 has been awarded to date (one major application remains under review). Over the previous year, the grant writer applied for a total of \$5,536,388 in funding, of which \$4,271,525 was awarded.

*MIEDS STRATEGIC GOAL 2: TO BUILD UPON EXISTING PLATFORMS UNIQUE TO THE ISLANDS, THAT SERVE AS THE PRIMARY VISITOR EDUCATION RESOURCES, AND LOCAL BUSINESS SUPPORT SERVICES, WITH THE INTENTION OF IMPROVING ALL-ISLAND COHESIVENESS IN TERMS OF TOURISM AND MARKETING.*

#### *This is Haida Gwaii trip planner*

A new edition of the *This is Haida Gwaii / K̓aats'ii hla / K̓áats'a hlaa* trip planner was published in 2022 after a hiatus due to the COVID-19 pandemic. A total of 15,000 print copies were distributed throughout the province and locally on Haida Gwaii, including at the Vancouver Outdoor Adventure Trade Show and along the BC Ferries route from Prince Rupert. The trip planner is created in conjunction with the Council of the Haida Nation's support. This is a strong and necessary partnership in order to practice visitor marketing and education with a lens on reconciliation. You can see the latest trip planner at <https://gohaidagwaii.ca/plan-your-visit/>.

#### Go Haida Gwaii website

The Go Haida Gwaii website reached nearly 58,000 unique users in 2022 and was a main staple of Haida Gwaii visitor information. MIEDS used social media to drive traffic to the site. Unfortunately, MIEDS staff did not work on a fee structure to cover ongoing website maintenance and upgrades. That need has so far been met with Destination BC funding, but this may not be a satisfactory long-term solution if the visitor information and education portfolio continues to grow. A visitor newsletter was also delivered to subscribers several times throughout the year — another publication that could be used to generate the revenue needed to secure future matching grants. View the Go Haida Gwaii site at <https://gohaidagwaii.ca/>.

#### Visitor exit survey

A visitor exit survey was performed in 2022 using data from Environics Analytics and in partnership with Gwaalagaa Naay Corporation. The project analyzed our 2019 visitor data using satellite- and phone-tracking technology, in partnership with the 600+ apps that Environics includes in its analysis. Using this data, Environics created four demographic profiles that detail things such as technology user habits, family structure, income, and residential postal code. This data will inform our tourism marketing and messaging. See the full project results at <https://www.mieds.ca/index.php/reports-and-postings/>.



*STRATEGIC GOAL 3: CONTINUE TO INCREASE COLLABORATION, COMMUNICATION, AND PARTNERSHIPS BETWEEN MIEDS MEMBER GOVERNMENTS, THE HAIDA NATION, BUSINESSES, AND ADDITIONAL LEVELS OF GOVERNMENT.*

#### Love Haida Gwaii

The Love Haida Gwaii website provides an online platform for small local businesses that qualify under the program guidelines. Northern Development Initiative Trust (NDIT) is the primary funder for the Love Haida Gwaii and Love Northern BC websites. In 2022, they gave notice that the program will be discontinued in 2024. MIEDS plans to incorporate all the Love Haida Gwaii business listings on the Go Haida Gwaii website. MIEDS also plans to secure the [www.lovehaidagwaii.ca](http://www.lovehaidagwaii.ca) web URL for potential future use.

#### Haida Gwaii Community Forest

2022 was another slow year for the potential Haida Gwaii Community Forest. The MIEDS board discussed a response to the province regarding the community forest but did not come to a consensus. MIEDS is currently in a holding pattern, waiting for decisions to be made on a provincial level. All of the information about the original offer and subsequent communications can be found at <https://haidagwaiicomunityforest.com/>.

#### Haida Gwaii Pledge

The Council of the Haida Nation launched a Haida Gwaii Pledge in 2022. MIEDS was engaged in the roll-out and marketing plan to support the pledge goals. The pledge was also incorporated into MIEDS visitor marketing and plans were made to highlight the pledge in the next trip planner. Learn more about the Haida Gwaii Pledge at <https://haidagwaiipledge.ca/>.

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# THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6  
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013  
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



July 15, 2023

File: 0380-30-03

Regional District of North  
Okanagan  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9

Ministry of Environment &  
Climate Change  
PO Box 9047 Stn Prov Gov  
Victoria, BC V8W 9E2

Recycle BC  
405-221 West Esplanade  
North Vancouver, BC  
V7M 3J3

**Re: Recycling Program for Antifreeze Containers and Used Oil Collection at the  
Armstrong Spallumcheen Diversion and Disposal Facility**

At the Monday, May 1, 2023 Township of Spallumcheen Regular Council Meeting, the following resolution was passed:

***"...THAT the Township of Spallumcheen Council recommend a letter be sent to the Regional District of North Okanagan (RDNO), Ministry of Environment and Climate Change, and Recycle BC to support plastic, such as antifreeze containers, and used oil collection/recycle depot at the Armstrong Spallumcheen landfill/transfer station located at 4399 Powerhouse Road, noting that the program should be at no cost due to the environmental fee already being paid at the time of product purchase;***

***AND THAT the Township of Spallumcheen Council direct staff to carbon-copy the letter to the BC member municipalities and to the Union of British Columbia Municipalities (UBCM) to gain support of Municipal and RDNO landfill/transfer station sites."***

The Township Council believes that keeping these types of containers and contaminants out of our landfills is essential to maintaining healthy lands and aquifers.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,

Cindy Webb  
Corporate Officer

CW/mw

cc: Member Municipalities



**Elizabeth Cumming**

**Subject:** FW: Medal of Good Citizenship - Call for Nominations

**From:** BC Honours and Awards HAS:EX <[bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca)>

**Sent:** Tuesday, July 25, 2023 3:47 PM

**Subject:** Medal of Good Citizenship - Call for Nominations



**HONOURS & AWARDS**

**Do you know a deserving citizen in your community? Nominate them today!**

Nominations are open for the Province's **Medal of Good Citizenship** for 2023. This prestigious medal recognizes people who have made outstanding contributions to their communities without expectation of remuneration or reward. The medal reflects people's generosity, service, acts of selflessness and contributions to community life.

Please nominate someone you feel meets the criteria and share this e-mail with others in your organization and/or community. You can also download or share a promotional poster by clicking [here](#).

Nominations are due by **Monday, September 4, 2023**. Submissions received after this date will be considered for 2024.

For nomination forms and additional information on this honour, [please visit our website](#).

Thank you in advance for your time and support in nominating exceptional citizens in your community.



**Click here  
to nominate  
someone now!**

**MEDAL  
of GOOD  
CITIZENSHIP**

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## Elizabeth Cumming

---

**Subject:** FW: Attn: Mayor & Council, Chief Administrative Officer

**From:** FPBoard, Public Access <[FPBoard@bcfpb.ca](mailto:FPBoard@bcfpb.ca)>  
**Sent:** Wednesday, August 9, 2023 11:06 AM  
**Subject:** Attn: Mayor & Council, Chief Administrative Officer

Dear Mayor & Council, and Chief Administrative Officer,

I would like to draw your attention to a special report recently released by the Forest Practices Board, [Forest and Fire Management in BC: Toward Landscape Resilience](#). The report highlights an urgent need to change how BC's forests and landscapes are managed to reduce the risk of catastrophic wildfire. Over 39 million hectares of public land in BC are at high or extreme threat of wildfire, and the negative effects on health, the environment and the economy affect all British Columbians. The Board is calling for urgent action by the provincial government to create a province-wide vision and action plan to improve landscape resilience and reduce the risk of catastrophic wildfire.

This report aims to raise public and policymaker awareness about the broad negative consequences of catastrophic wildfire, the impacts of climate change, and the inability of current forest and fire management policies to solve this problem. The Board recognizes that the level of action required to address catastrophic wildfire will require coordination and cooperation across all levels of government. We encourage you to read the report, consider how a change in how landscapes are managed could benefit your community, and consider your role in effecting this change.

The Forest Practices Board will be a participant in the 2023 UBCM Convention and tradeshow. Please visit our booth to learn more about the Board's work, including the recommendations in the report.

The Forest Practices Board is BC's independent watchdog for sound forest and range practices, reporting its findings and recommendations directly to the public and government. The board audits forest and range practices on public lands and the appropriateness of government enforcement. It can also make recommendations for improvement to practices and legislation. To find out more, please visit our website at <https://www.bcfpb.ca/>

Sincerely,

Keith Atkinson  
Chair, BC Forest Practices Board

*Please forward to other persons as appropriate. Many thanks!*

**CAUTION:** This email originated from outside of the Village of Port Clements Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

# PRACTICING LANDSCAPE FIRE MANAGEMENT



Forest  
Practices  
Board

TECHNICAL BULLETIN

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# INTRODUCTION



Wildfire can be ruinous, affecting individuals and society, from our personal health and well-being to the health of the economy and the ecosystems we depend on. Wildfire can also be renewing. Over millennia, many ecosystems adapted to fire. For some areas of BC, regular cycles of burns and re-burns created conditions that limited fire severity. However, the current status of our forests, and longer, more intense fire seasons due to climate change have contributed to conditions that lead to catastrophic consequences from wildfires.

To mitigate these risks, land managers have been working to reduce the negative impacts of wildfires on communities, particularly in the wildland urban interface (WUI). However, these efforts have largely overlooked the broader landscape.

Shifting forest and fire management policies, objectives, and practices is crucial for coexisting with fire on the landscape and restoring landscape resilience. Integrating Landscape Fire Management (LFM) into the land management framework in BC serves as the initial step.

LFM is an integrated system that facilitates both restoration and risk reduction. It involves a high level of coordination amongst land managers, where protected area management, utility corridor design and maintenance, roads, design, reforestation and stand tending are thoughtfully aligned. It calls for shared or complementary wildland fire objectives between adjacent land use zones, jurisdictions and resource users.

The BC Forest Practices Board's recent Special Report: *Forest and Fire Management in BC: Toward Landscape Resilience*, highlights the need for government to lead the integration of LFM into cycles of planning and provide a framework to guide land use and risk-reduction initiatives across all sectors.

## WHO IS THIS BULLETIN FOR?

This bulletin is for land managers, including those in provincial, Indigenous and local governments, as well as those in industry. This includes forest professionals involved in forest landscape planning and protected area management. It also includes land managers in fire management, water management, mining, transportation, oil and gas, and energy and regulated companies in those sectors whose activities have a direct bearing on the health of BC's ecosystems.

Through its work on the special report, various principles emerged that are useful for putting LFM into practice. Each of these principles is described in this bulletin. The field of LFM is evolving, with an assortment of approaches to achieve it: some known, some novel, or yet developed. These principles are meant to be a reference point in an ongoing discussion. Practical examples of how the principles can be incorporated into planning and practice are provided for land managers and natural resource practitioners.

The purposeful integration of forest and fire management at this scale is a new yet necessary paradigm for land managers. We'll briefly discuss what LFM is, who does it, why it matters, and then present some principles useful for practicing LFM. The Board hopes that this bulletin can help to better integrate forest and fire management in BC.

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# What is LFM?

Landscape fire management is an ecosystem-based practice of managing fuels within forest and non-forest landscapes to achieve specific objectives such as restoring a mosaic of forests resilient through fire, reducing catastrophic wildfire, or improving wildlife habitat. Achieving landscape resilience will require cohesive effort across different scales of management, including the forest stand, watershed, and landscape scales. In part, this is achieved by coordinated activities to modify fire behaviour on a large scale, serving to contain or reduce wildfire spread in high-impact areas. Those actions are directed by a goal of increasing ecosystem health by bringing landscapes into balance with natural disturbance regimes while considering the effects of a changing climate.

Through engaging with over two dozen experts in fire and forest management during the development of our Special Report, *Forest and Fire Management in BC: Toward Landscape Resilience*, some useful principles for putting LFM into practice emerged:

1. Landscape Identification: adopt broad-scale boundaries that account for natural and human-made barriers to fire that extend well beyond the wildland urban interface;
2. Environmental Condition Awareness: understand fire regimes and what affects them within the landscape, including anticipated fire behaviour;
3. Consequence Assessment: identify the real and potential effects of fire on known values;
4. Complementary Objective Setting: set wildland fire objectives that are complementary across land use zones;
5. Deliberate Intervention: where appropriate, intervene with carefully coordinated management, and;
6. Adaptive Management: learn from experience, experts, elders and knowledge keepers.

In some ways, these principles were practiced for millennia by Indigenous stewards in many parts of BC.<sup>[1]</sup> Today, these principles are sometimes applied around the edges of communities, but at a landscape scale, they're only practiced in a limited number of places in BC or Canada.

## Why do we need to practice LFM?

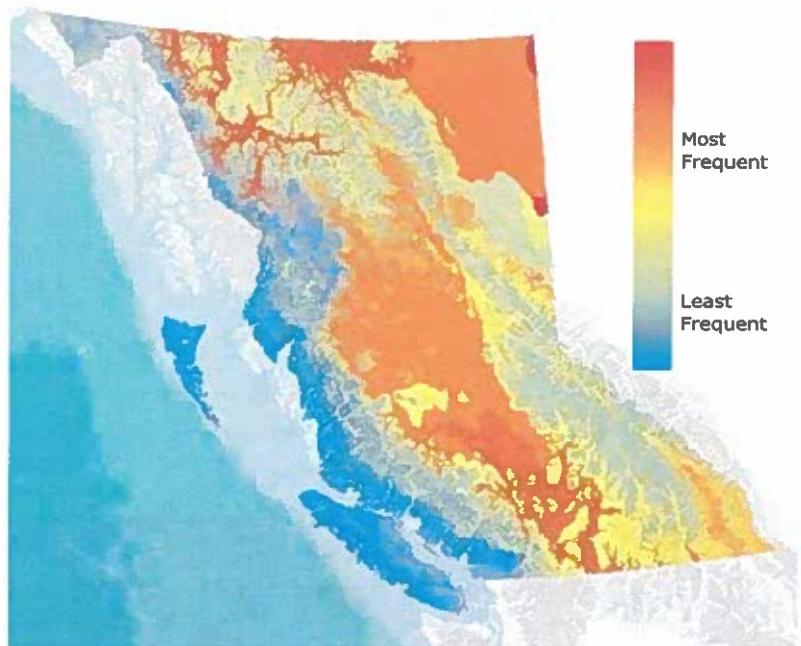
BC's forest management practices, driven by goals of safety, economic growth, and environmental conservation, have inadvertently contributed to heightened wildfire risk. In parts of

BC, fire exclusion has reduced wildfire frequency, allowing for forest in-growth and encroachment on grasslands. Forestry has favoured well-stocked, even-aged conifer plantations and suppression of deciduous species. This, along with extensive salvage harvesting and post-harvest fuel management, has influenced the age, pattern and distribution of forest fuels.

In much of BC, wildland fire<sup>[1]</sup> plays an important role in ecosystem functions, including maintaining ecological resilience. Many landscapes are in "fire deficit", meaning the return intervals of fire have been postponed and the cycle of periodic disturbance interrupted, particularly in frequent, low and mixed-severity fire regimes. These fire deficits, coupled with climate change, affect the scale of wildfires and can alter fire regimes, frequently resulting in catastrophic wildfires which are outside the adaptive capacity of forest ecosystems.

Catastrophic wildfire happens when moderate to high-severity fires result in high impacts on human health and environmental, economic, and social values. By the end of the century, the likelihood of catastrophic wildfires will increase globally by a factor of 1.31 to 1.57.<sup>[ii]</sup> The combination of increased weather conditions conducive to wildland fire, including extended fire seasons and extreme weather events, along with approximately 39 million hectares currently classified as high to extreme wildfire threat, elevates the risks for catastrophic wildfires in BC.

Resources for fire suppression and prevention are limited, so actions must be both well informed and wisely invested to protect societal values while recognizing the important role of fire in ecosystem function and ecological processes.



**Figure 1.** Fire frequency across fire regime types, developed by the Canadian Forest Service (Erni et al, 2020) and building off NDT/BEC linework, is a classification system to help regionally distinguish fire regimes.

[1] A wildland fire is any fire that is burning in and consume natural fuels: forest, brush, tundra, grass, etc. Includes wildfires and prescribed fires. Sourced from Canadian Interagency Forest Fire Centre (CIFFC). *Canadian Wildland Fire Glossary*. March 16, 2022. Retrieved from [https://ciffc.ca/sites/default/files/2022-03/CWFM\\_glossary\\_EN.pdf](https://ciffc.ca/sites/default/files/2022-03/CWFM_glossary_EN.pdf)

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## Who must make LFM happen?

LFM is an integrated and interdisciplinary approach. It is led by governments and is informed by fire specialists and resource users. It is implemented both through Indigenous fire stewardship and at an industrial scale, integrated into the planning and business cycles of the forest industry, transportation, energy sector and protected area management.

Recent amendments<sup>[2]</sup> to the *Forest and Range Practices Act* (FRPA) require the provincial chief forester to consider the objective of preventing, mitigating and adapting to the impacts caused by significant disturbances to forests, including wildfire, when preparing a forest landscape plan (FLP). FLPs represent one policy framework to set fire objectives, but it isn't the only way. Government and all land managers need to carefully consider existing policy tools and initiatives for establishing fire objectives.

As described in the Board's Special Report, *Towards Resilience: Landscape Fire Management*, LFM requires vision and leadership. A government-led initiative would help ensure adequate support from tenure and taxation policies, as well as integrated landscape-level objectives.

## What does LFM look like?

To help illustrate LFM, imagine a landscape as a box: the edges are human-made or natural areas of low fuel that can help to contain or slow wildfires, and the insides are forests and the many values they provide. LFM initially focuses on modifying fire behaviour at the edges of the box by treating a small portion of the landscape to affect the size, location and impact of fire on communities, critical infrastructure, habitats and watersheds. By treating a small portion of the landscape, LFM facilitates wildfire containment, putting the right-size box around a wildfire by using a network of both human-made and natural fuel breaks like water, rock, ice and snow to limit the potential of wildfire spread and growth. By limiting potential fire behaviour, LFM can provide wildfire response decision-makers with a broader range of options to minimize adverse effects and maximize the beneficial effects of fire on the landscape.

Treating the "edges" is not a cure-all. A longer-term goal of LFM is to treat the inside of the box. That includes an accepted, if not intentional, distribution of fire over time and space to achieve a mosaic of ecosystems that are resilient through fire. The

## SOME FIRE-DEPENDENT ECOLOGICAL PROCESSES

"Fire regulates the accumulation of above-ground dry biomass and can be a major determinant of nutrient cycling and energy flow.

Fire may stimulate sprouting, flowering and fruiting of shrubs and herbs and can trigger the release of seeds of serotinous tree species.

Fire releases mineral elements from living and dead organic substances, with some elements being volatilized.

Fire reduces plant cover shading and therefore increases the input of solar insolation which affects soil temperature and local microclimate.

Fire is an important regulator of insect populations and can terminate large outbreaks through the destruction of the host trees.

Post-fire levels of forage and browse plants may be higher than pre-fire levels and can represent an important food source for certain wildlife species."

*Excerpt from Parminter, J. 1983. Fire History and Fire Ecology in the Prince Rupert Forest Region. Land Management Report 16, Ministry of Forests.*

patchiness of fire distribution results in the diverse successional conditions of the forest. Moreover, the combination of these successional stages and fuel conditions determines the diverse patterns of future fire behavior and severity. In essence, patterns shape processes, and processes shape patterns.

Mimicking the patterns of vegetation that develop in response to fire regimes can be one approach to achieving this goal. Fire regimes are driven by differences in climate, physiography (slope, aspect, elevation), and vegetation (fuel types) leading to variations in the frequency, size and severity of fire. Low, mixed, and high-severity fire regimes can produce stabilizing feedbacks that help moderate future burn severity.<sup>[3]</sup> Activities such as prescribed burning and silviculture that mimic natural patterns of disturbance can lead to vegetation structure, composition and distribution that help to maintain resilient ecosystems. Some land managers we interviewed, including those in the US Pacific Northwest and with Parks Canada, aim to have at least 30-40 percent of a landscape under some form of fuel management to achieve resiliency.

## NATURAL DISTURBANCE TYPE (NDT) MANAGEMENT AND FIRE

The NDT system was introduced in the 1990s and provides a framework for a natural-disturbance-based management paradigm for BC.<sup>[4]</sup> It was introduced as an amalgamation of many disturbance agents without differentiating the effects, interactions or synergisms between those agents.<sup>[5]</sup> This has led to a simplified understanding of disturbance frequency and severity of fire as either stand-maintaining (NDT4) or stand-replacing disturbances (NDT3, NDT2, NDT1). However, fire ecologists distinguish fire effects across a spectrum of frequencies (frequent, infrequent, rare) and severity (low, mixed or high severity), differentiating fire regimes.<sup>[6]</sup> Fire regimes and fire history are an important reference point in LFM and can provide stand and landscape-level ecological indices for planning and practice.

[2] As of July 2023, the amendments are not yet in force.

C-5

# PRINCIPLES FOR PRACTICING LANDSCAPE FIRE MANAGEMENT

The Board engaged over two-dozen experts in forest and fire ecology, including Indigenous stewards, scientists in government and academia, industry practitioners, and sector leaders. Common themes emerged as principles of LFM. These principles can be integrated into practice for land managers across all land uses, whether actively changing vegetation or planning for the exclusion or inclusion of fire to mitigate risks and/or promote resilient landscapes. They can be used for conservation initiatives or forest operational planning, whether from a forest landscape planning table or a future iteration of a similar process. They cohesively link a strategic plan to activities on the ground in an iterative and incremental way.

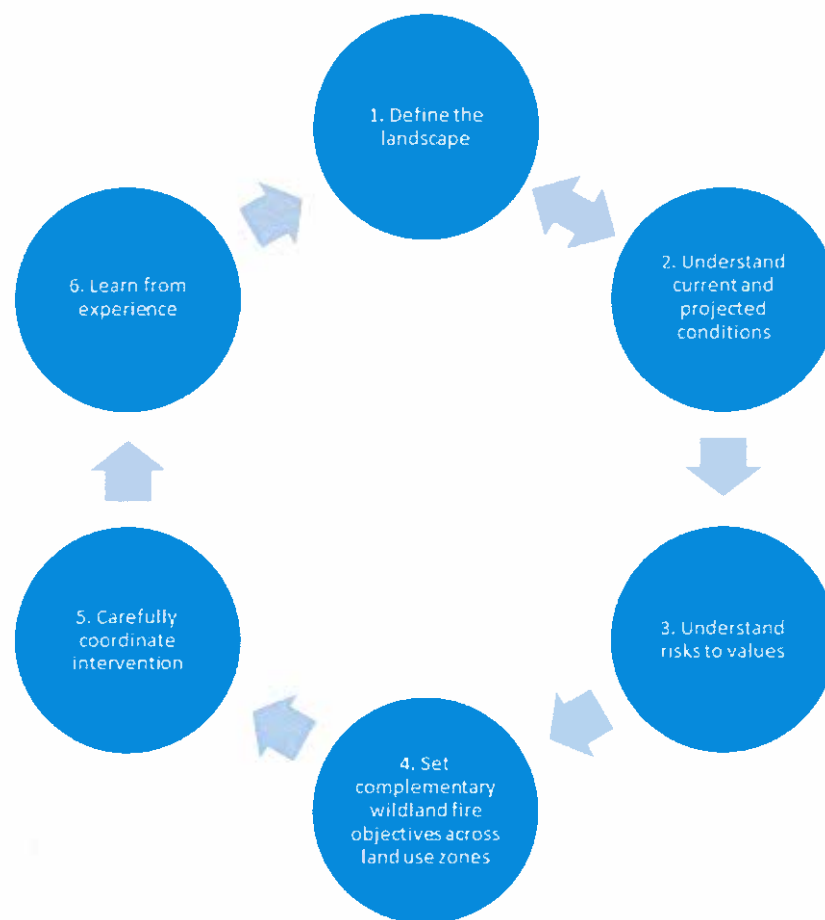


Figure 2. Six principles for practicing landscape fire management.

C-5

## Principle 1: Define the Landscape

Administrative boundaries rarely align with natural patterns of fire and fuel on the landscape. Since fire doesn't adhere to administrative boundaries, it's important to consider where and how fire can spread and grow within a planning unit.

Planning in the United States has been based on the concept of a "fireshed" as a geographic "box" to manage wildfire risk, within which fire can be managed to mimic natural disturbance, minimize adverse effects, and enhance beneficial fire effects.<sup>[3]</sup> Boundaries of firesheds should be relevant to fire containment or fire control features, such as waterbodies, roads/hydro lines, or transitional fuel features (e.g., ridgetops).

The size of firesheds reflect landscape conditions, and can be up to tens of thousands of hectares. The size and shape of the planning unit likely corresponds to those useful for forest landscape planning, such as subdivisions within existing landscape units used throughout the province.

Defining the planning unit (e.g., landscape or fireshed or a 'potential operational delineation' or PODs as they are called in the US<sup>[4]</sup>) should be done with a knowledge of the location of values at risk and landscape conditions, including potential fire behaviour. These boundaries of firesheds might change as more is learned about the current and projected environmental conditions.

## Principle 2: Understand Current and Projected Conditions

To help mitigate the risk of catastrophic wildfire and realize the benefits of wildland fire, it is crucial to know where fires are likely to start and how they are likely to spread. LFM involves risk management. In natural resource research, risk is a measure of the probability that something will happen and the seriousness of the consequences (e.g., likelihood x impact).<sup>[5]</sup> The landscape condition describes the hazard, based on fuel types, past fire patterns, likelihoods of ignition sources, and predicted fire behaviour. It also describes the current fire regime, its departure from historical fire regimes, and a projection of future fire regimes. A description of the landscape condition also includes information on recent disturbance by insects or wildfire and patterns of land use, including harvest history and access.

The BC Wildfire Service (BCWS) publishes both the Head Fire Intensity<sup>[5]</sup> (HFI) and the Provincial Strategic Threat Analysis<sup>[6]</sup> (PSTA) threat rating which provide a good baseline to measure the current landscape condition. The HFI is periodically updated with forest cover and predicts a fireline intensity based on the type of fuel present, the slope and aspect of the land, and expected weather conditions. The PSTA uses HFI and other information to assess the threat of wildfire to certain known values. These publicly accessible maps and spatial data serve as the foundation for wildland fire planning in BC.

Assessing landscape fire metrics and fire risk modeling can pose difficulties in regions with low burning probability, like the boreal forest. While probabilistic modeling may not be the most effective approach for capturing the risk of rare events,<sup>[6]</sup> researchers are exploring promising alternatives, such as fire exposure metrics.<sup>[4]</sup>

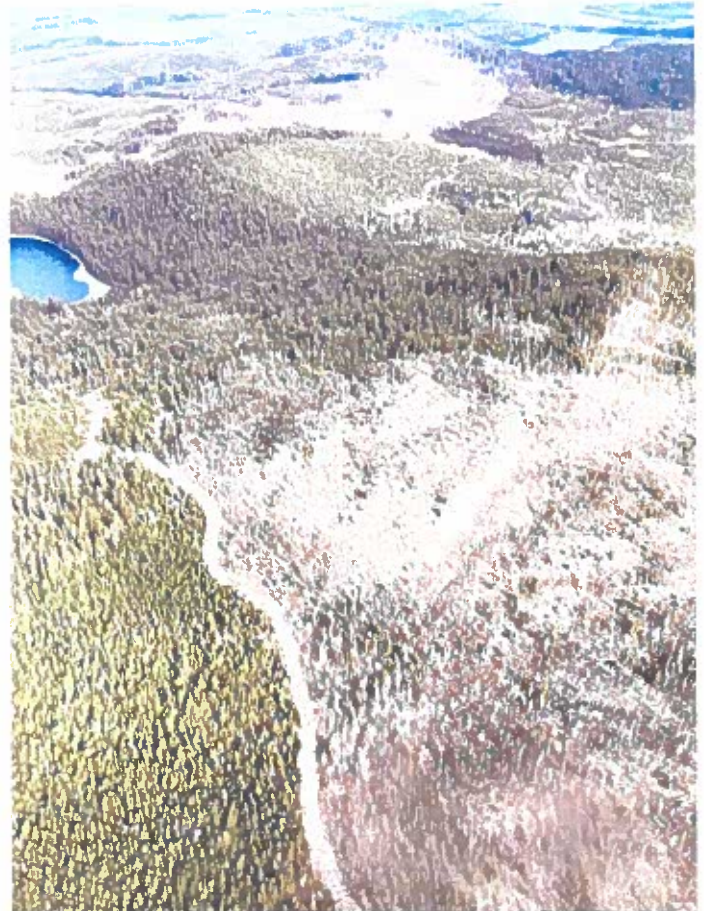


Figure 3. Mixed severity fire effects and a secondary fuel break in the Cariboo.

[3] These are also sometimes referred to as Potential Wildland Fire Operational Delineators (PODs).

[4] For more information on PODs, see: <https://www.fs.usda.gov/research/rmrs/projects/pods>

[5] <https://catalogue.data.gov.bc.ca/dataset/bc-wildfire-psta-head-fire-intensity>

[6] <https://catalogue.data.gov.bc.ca/dataset/bc-wildfire-psta-fire-threat-rating>



LFM should consider how hazards change over time, projecting environmental conditions across future scenarios. There are major gaps in this field in BC, but this shouldn't stop LFM planning. Fire weather and fuel types are necessary to model future hazards. Fuel types can be modelled over time to reflect forest succession and related changes in fire behaviour. This could be advanced through growth and yield models to change forest cover (the current fuel type base in BC). Climate change modelling has been linked to both temperature and precipitation change, so it is possible to estimate trends in future fire weather. Wildfire is part of a feedback loop that can have beneficial or detrimental effects on ecosystem productivity. A site that sustains forests now may not after a burn or reburn. For this reason, modelling future hazards should be iterative and ongoing, accounting for updates in disturbance, burn severity and forest composition.

Fire behaviour is determined by a number of factors including topography, vegetation patterns, fuel types,<sup>[7]</sup> fuel load and arrangement and fire weather (such as dominant windspeed and direction). Some areas are intrinsically at a higher or lower hazard for burning than others due to landscape positioning and fuel types. Modelling current conditions and various fire weather scenarios helps to illustrate how landscape conditions affect fire behaviour.

## MODELLING TOOLS USEFUL FOR FOREST AND WILDLAND FIRE MANAGEMENT

BC's fuel-type layer serves as the foundation for various fire behaviour modelling software. Some models currently used in BC include:

- FuelCalcBC: a tool to help set pruning targets by inputting field data. This tool allows users to determine the desired lift or height based on the tree's canopy base, the density of the canopy bulk density, and the presence of surface fuel.
- Crown Fire Initiation and Spread Model (CFIS): provides outputs for (1) the probability of crown fire initiation or occurrence, (2) the classification of crown fire type (active or passive) and its rate of spread, and (3) the minimum spotting distance needed to enhance the overall rate of spread for a fire.
- Critical surface intensity calculator: inputs fuel type, crown base height (CBH) and the foliar moisture content (FMC) according to date, location and elevation to help predict whether a fire will be surface or a crown fire.
- Spatial Management System (SMS): approximations of danger ratings and fire behaviour at a province-wide daily and hourly scale.<sup>[8]</sup>
- Prometheus: a scenario-based and fine-scale program for operational use and planning.<sup>[9]</sup>
- Probabilistic Fire Analysis System (PFAS): predicts the probability and direction of fire growth using climatology.<sup>[10]</sup>
- Burn Probability, Prediction and Planning (Burn P3): uses simulations of fires based on local fire history.<sup>[11]</sup>
- Canadian Fire Effects Model (CanFIRE): uses Fire Weather Index and FBP system rate of spread inputs, along with estimated fuel load values to estimate the critical surface fire intensity (CSI) to initiate crowning.

Canada's Forest Fire Behaviour Prediction System (FBP)<sup>[4]</sup> classifies 16 fuel types across BC. Despite some limitations with how the system treats modified fuel-treated stand structure,<sup>[12]</sup> These fuel types are often used as inputs for fire behaviour models, predicting fire behaviour in untreated natural stands. A fuel type layer is derived from the Vegetation Resource Inventory; it is updated annually and is available on [BC Data Catalogue](#). Some of the most common fuel types in BC include:

- C3 *Mature Jack or Lodgepole Pine*: The most common fuel type in BC, characterized as fully stocked (1000-2000 spn) pine stands, matured to the stage of complete crown closure.
- C7 *Ponderosa Pine and Douglas-fir*: Open and uneven-aged stands of ponderosa pine and Douglas-fir. Woody fuel accumulations are light and scattered with shallow to non-existent duff layers.
- M1 or 2 *Boreal Mixedwood*: Stands with mixed coniferous (black spruce, white spruce, subalpine fir) and deciduous (trembling aspen, white birch) species. Seasonality greatly affects fire spread rates, with the summer/leaf-out phase (M2) exhibiting more slowly spread rates than spring phases (M1).
- D1 or 2 *Leafed or Leafless Aspen*: Pure semi-mature trembling aspen stands with seasonal variations of leafless (D1) and leaf-out phases (D2). Well-developed shrub understory typically present with dead and down roundwood fuels as a minor component of the fuel complex.
- O-1 *Grass*: Continuous grass cover, with occasional trees that do not affect fire behaviour.

## Principle 3: Understand Risks to Values

To assess the consequences of catastrophic fire, it is key to set priorities for values and understand where those values are in relation to landscape conditions. BC has a lot of experience in planning how to resource fire suppression relative to values at risk from wildfire. Public safety always takes priority, typically followed by critical infrastructure and high environmental values (such as drinking water sources). However, many other values are at stake, including values identified by Indigenous peoples or the many values identified under the *Forest and Range Practices Act* (FRPA), such as biodiversity or timber.

Despite our sophisticated fire suppression regime, in difficult fire seasons, BCWS must balance risk to values against available resources. Using LFM, we can prioritize and reduce risks to other values, such as cultural heritage, watershed health, wildlife habitat, and timber resources.

BCWS has been guided by the Resource Sharing Wildfire Allocation Protocol (RSWAP) to determine protection priorities throughout the province. This protocol defines four priority levels based on high-value resources and assets at risk. In descending order of priority, the four levels are: 1) life and property; 2) critical infrastructure; 3) high environmental and cultural values; and 4) other resources. These priorities set a good standard to apply a risk assessment for LFM.

[7] The FBP system relies on fuel types derived mostly from eastern forests: few of these fuel types describe representative forests in BC. Therefore, the interpretation of fuel types needs an understanding of the physical characteristics of the specific stand type and which fuel type best represents that stand type within the Canadian system.

While RSWAP priorities around communities will always be necessary, land managers will find exceptions to RSWAP. For example, while timber is ranked as one of the lower priorities, an area of merchantable green timber that sustains a mill and community economy may have an equal consequence as critical infrastructure. Similarly, a traditional use area or rare old growth ecosystem may have an irreplaceable value, elevating the need to define wildland fire objectives. Practitioners should look at RSWAP as guidance, but it is not a recipe in assigning priorities to regionally important values that need protection from wildfire.

The PSTA is a threat analysis that uses structure density as a proxy for public safety. While this is an important input, the threat to other societal values also should be assessed. By quantifying the probability and consequence of fire through risk assessment, we can consistently understand and rank the values at risk. There is no single comprehensive wildland fire risk framework in Canada, but there is a long history of wildland fire research that offers essential expertise.<sup>[xvii]</sup>

A transparent approach, such as the threat assessments developed by the BCWS,<sup>[xviii]</sup> can assess values relative to wildfire hazard—an essential step in creating trans-jurisdictional LFM objectives. When designing objectives, the identification of values by different groups can sometimes lead to implicit expectations for how a value is managed or protected. This can cause polarization when faced with trade-offs. In some cases, these trade-offs may need additional analysis, such as Structured Decision Making,<sup>[xix]</sup> to ensure consistent documentation of the best alternative.

## Principle 4: Set Complementary Wildland Fire Objectives Across Land Use Zones

Setting land use objectives across land use zones that complement wildfire management is crucial for shaping the desired outcomes and defining the acceptable role of fire across a landscape. While a forest or grassland area may have multiple overlapping objectives, they can also coincide with or complement wildland fire objectives. Wildland fire objectives will vary depending on the landscape conditions for fire behaviour and the relative location of values. This section provides criteria to consider when developing wildland fire objectives and gives examples of strategies and targets that can be used to attain them.

### Wildland Fire Objectives

Wildland fire objectives will differ depending on ecology, land use, what the value is or its relative position, and geography. Some areas, such as those near communities, may emphasize wildfire containment: putting the right-sized boxes around wildfire. Other areas may emphasize fire-resistant or resilient ecosystems: areas that will burn but maintain or recover ecological functions. Despite these variations in objectives, some common criteria can be applied:

- Be informed by the level of risk. Risk assessments that incorporate all values can help determine the likelihood of wildfire and the potential consequences if a wildfire were to occur. Risk categories allow priority setting to strategically treat areas to reduce value losses, facilitate wildfire containment and improve resilience.
- Design objectives to be spatially specific. Desired conditions and fire-behaviour outcomes are assigned to specific areas. Fire-behaviour outcomes consider fire regimes, including the historic frequency and severity of fire, and the current departure from fire return intervals, while also contemplating climate adaptations.
- Have targets that are measurable and achievable. Consider ecology, the cost of implementation, and access to the areas in question.

Across different land use zones in the planning unit, wildland fire objectives and strategies to achieve them should be clear and accessible to help ensure implementation is coordinated.

## PLANNING INITIATIVES THAT USE RISK ASSESSMENT AND COMPLEMENT LFM

Natural Resource Districts currently collaborate with the BC Wildfire Service to develop **Fire Management Plans**. These plans are updated annually and help allocate resources for wildfire suppression, helping to ensure that responses to wildland fire have considered options that align with objectives, such as protection of critical infrastructure. This internal government planning mostly focuses on suppression efforts as opposed to risk reduction.

**Community Wildfire Resiliency Plans** (formerly Community Wildfire Protection Plans) identify wildfire hazards and consequences at a community scale. They guide wildfire mitigation funding and are developed by First Nation and municipal governments within the wildland urban interface. These plans are closely associated with the Ministry of Forest's **Community Resilience Investment program**, which includes funding for **FireSmart BC** and **Crown Land Wildfire Risk Reduction**. BC currently has around 670 Community Wildfire Resiliency Plans.

## Strategies

Wildland fire objectives are achieved through a gradient of passive to active strategies. Where there is no imminent threat to values, a wildfire can be passively managed to minimize costs and damages while realizing the ecological benefits of fire. Active strategies involve either converting, reducing or isolating fuels in select areas.

### Managing wildfire

Letting areas burn can make landscapes more resilient to wildfire. "Modified response" is commonly used by fire managers when risk is limited, and where ecological objectives can be met through burning. A modified response also considers operational resources, allowing wildfires to burn under controlled conditions, or apply strategies that prioritize firefighter and public safety. This may involve the use of tactics such as fireguards, controlled back-burns, and strategic use of firefighting resources to slow the spread of a fire. This approach recognizes that wildfires are a natural and necessary part of many ecosystems, and that efforts to suppress all fires can have negative ecological consequences in the long run.

Structured and transparent decisions to allow modified response are important. LFM should include a comprehensive plan for managed wildfire for each area of the planning unit. This plan documents appropriate burning windows, outlines resource management objectives, and provides clear guidance on when a managed wildfire requires suppression.

### Active strategies

Most active strategies are applied over a limited area, analogous to the edges of the box, to help reduce wildfire risk, and require programmed maintenance in response to vegetative growth. They include:

**Convert** fuel to less flammable types: Fuel conversion is changing one fuel type to another, for example, converting a mixed conifer deciduous (M1/M2) fuel type to a deciduous fuel type (D1/D2). The goal is to reduce fuel flammability by changing to a species with higher moisture content or lower amounts of volatile oils. Strategies include designing lower-flammable retention, encouraging/planting fire-resilient species, or the targeted removal of fire-intolerant species.

**Reduce** fuel quantity: This includes reducing surface fuel and ladder fuels (increasing crown base heights) and the overall reduction of crown bulk density.

**Isolate** fuel: Break fuel continuity through conversion or fuel-reduction techniques. Fuel breaks may be natural or human-made.

Where there is an objective to conserve ecological values, such as biodiversity or wildlife, then a goal should be to sustain the natural processes that created those ecosystems.<sup>[8]</sup> Fuel levels and burning conditions in these conservation areas should resemble historic fire regimes and anticipate future fire regimes, while identifying and managing for climate refugia.<sup>[8]</sup> Strategies may include fuel reduction or conversion where landscape fire deficits pose a risk to ecological values.



Figure 4. Prescribed fire in Jasper National Park, July 2022.

Parks Canada recognized that departures from historical fire cycles have led to altered fire regimes, with catastrophic consequences. Using a fire deficit model, managers in places such as Banff National Park, Jasper and Yoho National Park are carefully encouraging fire back to the landscape based on an historic range of variability (HRV). Using historic fire regimes across varying ecoregions as a reference for fire type, size and frequency of return, managers calculate the expected annual area burned and assess annual targets.<sup>[9]</sup> This system, called the Area Burned Condition Class, closely follows the Fire Return Interval Departure (FRID) analysis systems used in the US. There, the time-since-last-fire is used to quantify departures from reference conditions to identify areas where fire regimes are outside of the HRV.<sup>[9]</sup> Management units are then divided into categories (low/mod/high) to describe departure rates and help prioritize intervention.

[8] Climate refugia are locations on the landscape that are expected to have stable local climates, even as the climate changes in the surrounding area. These refugia can provide habitat and sources of new individuals for species as the surrounding environment changes and experiences disturbances.

Where timber production is the objective, the strategy may be to isolate stands or larger forest areas with fuel breaks, non-fuels, and topography. Younger stands that have closed crowns (30 years to approximately 60 to 80 years) can be a significant fuel source with high horizontal and vertical fuel continuity. For fully stocked and managed stands, pole sapling stages have ladder fuels and stem exclusion stages have significant surface fuel buildup, which can make way for natural in-growth in dry forest ecosystems. Where conversion or fuel reduction strategies (such as commercial thinning) are too expensive, the fuel isolation strategy may be best.

For areas with a low-volume fuel objective, such as tactical fuel breaks, the aim is to slow wildfires and shift their severity (e.g., from a high-intensity crown fire down to surface fire condition that are directly or indirectly actionable).

### Examples of Strategies and Targets to Achieve Them

This section describes strategies to help achieve LFM objectives. These strategies may only apply to a small portion of the landscape. Each strategy is carried out deliberately, complementing adjacent objectives, and coordinated between land managers across land use or sectors.

These are not standards, but information-only examples to show the links between fire management and forest practice. Consultation with qualified experts, such as fire management specialists, is necessary to make sure that practices achieve a desired fire-behaviour outcome and are consistent with LFM objectives.

**Table 1.** Common attributes and target units by which to measure active strategies for converting, reducing, or isolating landscape fuels.

STRATEGY	MEASURABLE ATTRIBUTE	TARGET UNITS
Create fuel breaks	<ul style="list-style-type: none"> <li>• Clearing widths</li> <li>• Periodicity of maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Metres and length</li> <li>• Years (annual to 10-15-year return)</li> </ul>
Establish fire-tolerant stands	<ul style="list-style-type: none"> <li>• Tree species and density</li> </ul>	<ul style="list-style-type: none"> <li>• Stems per ha</li> <li>• Inter-tree spacing (m)</li> <li>• % low-flammability species</li> </ul>
Design low-flammable retention	<ul style="list-style-type: none"> <li>• Tree species and patch size</li> <li>• Distance edge</li> </ul>	<ul style="list-style-type: none"> <li>• Hectares, shape index</li> </ul>
Manage surface fuel loading	<ul style="list-style-type: none"> <li>• Diameter class by species</li> </ul>	<ul style="list-style-type: none"> <li>• Kilograms per square metre (kg/m<sup>2</sup>) or tonnes per hectare (tonnes/ha)<sup>[9]</sup></li> <li>• CWD pieces/ha</li> </ul>
Reduce Crown fuel load	<ul style="list-style-type: none"> <li>• Periodicity of maintenance</li> <li>• Tree species and crown position</li> <li>• Canopy Bulk density</li> </ul>	<ul style="list-style-type: none"> <li>• Years</li> <li>• Basal area (m<sup>2</sup>/ha)</li> <li>• Stems per ha</li> <li>• Kg/m<sup>3</sup></li> <li>• Inter-crown spacing</li> <li>• Crown closure</li> </ul>
Increase crown base height	<ul style="list-style-type: none"> <li>• Height to live crown</li> </ul>	<ul style="list-style-type: none"> <li>• Crown base height (m)</li> </ul>
Report on condition class	<ul style="list-style-type: none"> <li>• Condition classes of forest</li> </ul>	<ul style="list-style-type: none"> <li>• % of landscape/freshed in low-risk condition class</li> </ul>

### Fuel Breaks

Fuel breaks can isolate fuels, either containing fire within an area, or insulating a value from the threat of wildfire. Fuel breaks are part of LFM strategies but are not considered a stand-alone strategy.<sup>[9]</sup> Fuel break designs often link to existing natural barriers, such as lakes and wetlands, rock outcrops or alpine, or human-made barriers, such as agricultural clearings or right-of-ways.<sup>[10]</sup> These create a network of low fuel that is anchored, accessible and defensible.

Fuel breaks range in width and level of vegetation removal, from cleared primary breaks, to shaded fuel breaks with wider inter-crown spacing, reduced surface and ladder fuels. Access roads



**Figure 5.** Fuel break linked to transmission line right-of-way

[9] 0.5 kg/m<sup>2</sup> is equivalent to 5 tonnes/ha.

[10] Hydro transmission right-of-way can be problematic for fuel breaks. Air and ground operations are affected by the high-voltage lines, and maintenance is at BC Hydro's discretion. In the Cariboo, hydro transmission lines are sometimes backed up with a 300-metre primary fuel break to create defensible space on the upwind side of the right-of-way.



are necessary for the design and maintenance of tactical fuel breaks and should be considered in forest planning. Tactical fuel breaks can be used to impede the spread of fire and support operations such as back burning.

Targets for fuel breaks strategies vary and include narrow, right-of-way size (less than 75 metres) to large clearing widths for primary breaks (e.g., 390 metres).<sup>[xxii]</sup> Some licensees, such as the Burns Lake Community Forest<sup>[xxiii]</sup> or Alex Fraser Research Forest, are strategically managing shaded fuel breaks along forest service roads.

## EXAMPLE

### Prescription for a shaded fuel break in the Interior Douglas-fir zone.<sup>[xxiv]</sup>

Thinning from below to retain an open stand of the largest Douglas-fir trees, with a basal area target of 16-20 m<sup>2</sup>/ha or 300 to 500 stems/ha; reducing surface fine fuel (<12.5cm) to 1 kg/m<sup>2</sup> or less by piling and burning or by removal to roadside; maintaining a low-fuel condition through time.

### Establish fire-tolerant stands

Fire management stocking standards set out a desired stand structure to help meet LFM objectives. Stocking decisions determine the future (20-30 year) horizontal and vertical continuity of fuel, fuel type and periodicity of fuel maintenance. BC foresters are beginning to incorporate fire management stocking standards around the WUI. Careful consideration at the stand establishment stage is also required in areas that are at high risk of wildfire, or part of fuel discontinuity corridors. Fire management stocking is a trade-off that carefully balances hazard and consequence, with lower risks in exchange for lower quantities or qualities of timber.

Species selection and stand density greatly influence fire behaviour. Rooting habits dictate moisture content, with deep-rooted species increasing fire resistance. Species with higher foliar moisture content, such as deciduous trees, are generally less flammable. Other stand attributes, such as sparser foliage, thick bark or low resinous compounds will increase fire resistance and resilience.

Stand density also influences fire behaviour. A tree's self-pruning ability will determine crown to base heights, with shade-intolerant species generally more likely to self-prune. Crown closure affects future surface vegetation, tree vigour and mortality rates, ground fuel moisture and wind speeds. These factors, along with patterns of spacing (clumps and gaps or uniform spacing), are variables that significantly affect the rate of fire spread.

Fire management stocking strategies need to consider site objectives, ecology and balance economics. Low-density stocking will eventually lead to closed crowns, or may not lift because of a lack of shade. Depending on the site, low-density stocking may also encourage more flammable understory biomass, such as hemlock ingrowth, increased windthrow or drier surface fuels from lower shade. Weighing the site objectives, ecology and economics may therefore favour other risk-reduction strategies, like pre-commercial thinning, instead of low-density regeneration.

There is no single recipe for fire management stocking, as each site needs to account for the desired configuration of fuel types in the broader landscape, the ecological suitability of species, potential fire behaviour, and fire management objectives. Prescriptions for fire management stocking are often developed by modelling fire behaviour relative to fire management objectives. Consultation with qualified expertise, for example, fire behaviour specialists, is essential in developing strategies. The BC Chief Forester's *Fire Management Stocking Standards Guidance Document* (2016) provides an overview of considerations when developing standards, along with helpful examples.

## EXAMPLE

### Prescription for fire management, even-aged stocking standards in the ICH.<sup>[xxv]</sup>

For zonal site series (ICHdw1, 101), use preferred species Interior Douglas-fir (Fd), Western Larch (Lw), yellow pine (Py) or Western white pine (Pw). Acceptable species include Trembling aspen (At) and paper birch (Ep). Target 400 well-spaced stems per hectare, with a maximum conifer stems per hectare at free growing, not exceeding 800.



### Surface fuel loading

The goal of surface fuel loading strategies is to reduce ignition potential and limit fire spread. Fine fuels (less than 7.6 cm),<sup>[11]</sup> including slash from post-harvest, dry more quickly, ignite more easily, and burn with greater Head Fire Intensity. To limit fire spread, a strategy is to break up fuel types' horizontal and vertical continuity.

People undertaking any high-risk activities, including forest licensees, have legal obligations to assess, and where necessary, abate fire hazards to a regulatory standard. Abating surface fuels often means re-distributing fuels or removing fuels.

Historically, post-harvest broadcast burning was used to reduce surface fuels, but that program ended by the 1990s. Prescribed fire and cultural burning continues as an important discipline with a growing demand. These days, reducing surface fuel more often involves piling and/or pile and burning, either mechanically or by hand. To help meet best practices for surface fuel removal using pile and burning, the BCWS has published guidance, the *Wildfire Risk Reduction Pile Construction and Burning Guidance* (2023). This guidance covers pile construction, burn planning, smoke management, and ignition techniques.<sup>[12]</sup> Surface fuel reduction is guided either by standards published by the BCWS, from a written rationale from a forest professional operating within their scope of practice, or a certified burn boss.

Whether in a cutblock or a forest stand treated to reduce wildfire risk, surface fuel load must be measured or estimated. In BC, it is common to measure by tonnes per hectare (t/ha) or kilogram per square metre (kg/m<sup>2</sup>). An accurate way of measuring fuels is by using the line intersect method, as described in the FRDA Handbook 01<sup>[13]</sup>, although other methods, like photoload sampling protocols used in the US,<sup>[14]</sup> offer practical and credible alternatives.

Current surface fuel loading targets in the BCWS Hazard Assessment and Abatement Guide<sup>[15]</sup> vary depending on the distance from values, fuel type, and topography. That standard, developed for assessing hazards from industrial activities such as logging, provides targets using BC's Fire Risk Map<sup>[12]</sup>, which focuses on relative distance to communities. Meeting those targets can be challenging. Recent research in North-Central BC

suggests that post-harvest low fuel targets, such as under 1-5 t/ha, are difficult to achieve when using mechanical treatments alone.<sup>[16]</sup> In treated stands, research in the US found the most effective ways to reduce surface fuel was a combined approach using mechanical treatments and prescribed fire.<sup>[17]</sup> Either way, the closer to the community, the steeper the slope, the warmer the aspect all amount to higher hazards and lower targets for surface fuel.

The BCWS *Fuel Management Prescription Guidance*<sup>[18]</sup> is another useful reference for setting surface fuel targets. Developed for stand-level prescriptions for wildfire risk reduction objectives, it promotes developing targets to consider fire behaviour under the 90<sup>th</sup> percentile fire weather conditions. The guide emphasizes reduction of fine fuels (less or equal to 7 centimetres) to achieve a critical surface fire intensity of less than 2000 kW/m. This leaves room for maintaining some larger diameter dead woody surface fuels (greater than 20-centimetre diameter),<sup>[19]</sup> which may provide greater coarse woody debris (CWD) conditions for soil productivity, wildlife needs, and soil protection.<sup>[20]</sup>

Setting a surface fuel target therefore depends on the wildland fire objective for a particular area in a landscape or fireshed. If a low fuel hazard is the objective, then aim to maintain a critical surface fire threshold below 2000 Kw/m, such that resources can be effective in suppression actions on the ground. When the HFI is higher than 4000 Kw/m or a fire intensity class 4, it becomes unsafe for firefighters to work on the ground, and the chances of extinguishing the fire are low.<sup>[21]</sup>

LFM extends the same objectives for managing surface fuels beyond the WUI, targeting lower surface fuel in strategically positioned areas across the landscape, whether within a cutblock or a treated stand. For example, creating a fuel discontinuity corridor anchored to non-fuel areas such as a wetland would require targets for lower surface fuel loads.

### EXAMPLE

#### Prescription for surface fuel reduction in the IDF:

Loadings for an area with low risk tolerance might call for a 1 t/ha target for surface fuel loading of fine woody debris <=7.0 cm, and <= 4 well-dispersed large CWD (>20 cm diameter and 10 m length) per hectare to minimize the HFI intensity to less than 2000 Kw/m.

[11] [https://www2.gov.bc.ca/assets/gov/public\\_safety\\_and\\_emergency\\_services/wildfire\\_status/prevention/fire\\_fuel\\_management/fuels\\_management/wrpileconstructionandburningguidance\\_final\\_2023\\_june\\_06.pdf](https://www2.gov.bc.ca/assets/gov/public_safety_and_emergency_services/wildfire_status/prevention/fire_fuel_management/fuels_management/wrpileconstructionandburningguidance_final_2023_june_06.pdf)

[12] [https://www2.gov.bc.ca/gov/content/safety/wildfire\\_status/prevention/for-industry-commercial-operators/hazard-assessment-abatement/haz-assess-abate-fire-risk?keyword=hazard&keyword=and&keyword=abatement&keyword=map](https://www2.gov.bc.ca/gov/content/safety/wildfire_status/prevention/for-industry-commercial-operators/hazard-assessment-abatement/haz-assess-abate-fire-risk?keyword=hazard&keyword=and&keyword=abatement&keyword=map)

[13] Consistent with the Chief Forester's Guidance on Coarse Woody Debris Management and the Chief Forester's Guidance on CWD Management, Wildfire Mitigation Treatments.

### Crown fuel load and base heights

Two well-established strategies for increasing fire resistance include reducing crown fuel loads and increasing crown base heights.<sup>[xxxiv]</sup>

When the main canopy provides enough continuous fuel for a fire to spread from crown to crown, thinning the overstory may be necessary to lower the risk of an “active” crown fire. The goal is to lower the “canopy bulk density” (CBD) to a level that minimizes the crown fire risk, while not exposing the stand to increased winds or reducing shade so much that it causes surface fuels to dry out and regeneration to increase. Some research<sup>[xxxv]</sup> suggests that the threshold necessary to support active crowning is 0.1 kg/m<sup>3</sup>; therefore, targets are often much lower,<sup>[xxxvi]</sup> such as between 0.04-0.08 kg/m<sup>3</sup> or less on steeper slopes. While difficult to measure, crown bulk density (kg/m<sup>3</sup>) is mostly a function of tree density and diameter. For example, a Douglas-fir stand of 32-centimetre diameter at breast height trees at 400 stems per hectare has a CBD of about 0.1 Kg/m<sup>3</sup>. The abatement of slash from a thinning treatment is critical to not increase surface fuel loads.

Increasing the height to live crown involves removing ladder fuels. This decreases the chance of fire spreading from the ground to the crowns, preventing a crown fire. Removing ladder fuels can be done through thinning from below by cutting down small and intermediate trees, or by pruning the lower branches on trees that are retained. Crown base heights should be much taller than the estimated height of the flames to prevent torching and to reduce the chances of a crown fire. Prescribing the right base heights should account for fire behaviour factors, such as surface fuel loads, fuel type, stand density and topography. These factors may lead to a wide range of acceptable base heights. For example, a stand at Knife Creek at the UBC Alex Fraser Research Forest was shown to maintain a low fire rank with a minimum crown base height of 2 metres, where surface fuels were less than 4 kg/m<sup>2</sup> and stand density was under 2000 stems per hectare.<sup>[xxxvii]</sup> Other research suggests that, for dry forests, a base height should be 6 metres or more.<sup>[xxxviii]</sup>

### EXAMPLE

#### Prescription crown fuel loads:

A mature jack pine stand with little understory near Fort Providence, Northwest Territories<sup>[xli]</sup> was thinned to 500 stems per hectare and a CBD of 0.07 kg/m<sup>3</sup>, with thinnings mechanically removed from site.<sup>[xxxix]</sup> Experimental prescribed crown fires in adjacent untreated stands were wind driven (10-15 km/hr) into the thinned site. Upon entering the treated area, the crown fire dropped to the ground and the rate of spread slowed from 20-40m/min to 1 m/min.

### Design low flammable retention

High levels of volatile compounds in fuels, such as cedar, yew, and true firs, promote high-intensity fire and rapid spread. Moisture content in fuels also affects fire spread and intensity. Stand structure and fuel properties, including wood density, heat content and thermal conductivity, should be considered when deciding whether to retain or remove trees. Some species, such as Douglas-fir, ponderosa pine, and larch may have adapted to be more resistant to fire. Lodgepole and jack pines, hemlocks and true firs have thin bark and are less fire resistant, so retaining these species may not be the best choice for maintaining forest cover and limiting fire severity.<sup>[xxxix]</sup> Retaining the largest diameter species will increase the stand's resistance and help to restore the historic structure, increase shade, and retain moisture in moisture-deficient sites.<sup>[xli]</sup>

For more information, see the Forest Science, Planning and Practices Branch's *Silvicultural Regimes for Fuel Management in the Wildland Urban Interface or Adjacent to High Landscape Values – Guidance*.<sup>[15]</sup>

### Condition classes

Targets can also be set at a landscape scale. Some areas, such as BC's Northeast, have a refined approach for measuring natural disturbance effects, such as wildfire, to help set targets for the distribution of forest ages, patch size, stocking and stand structure.<sup>[xli]</sup>

For some planning units, there will be a goal to minimize the area outside the natural fire regimes. Emulating or restoring a fire regime means influencing fuels and using prescribed fire to meet reference indices for fire frequency and severity within a given area. Condition classes measure the degree of departure from a historic fire regime and have been developed and mapped in areas such as southeast BC.<sup>[xli]</sup> Research there shows that, in some areas, fire exclusion has meant that up to 10 natural fire cycles have been missed.<sup>[xliii]</sup> Increases in condition class create risk to landscape resilience, as fire frequencies are departed from historical frequencies by multiple return intervals. Condition classes can therefore be developed by fire regime and can be used to inform landscape targets.

### EXAMPLE

#### Prescription for condition classes include those set by Parks Canada.

Parks Canada uses Area Burned Condition Classes,<sup>[xliii]</sup> setting targets based on a reference fire regime area or fire cycle. For example, the Management Plans for Yoho, Banff and Kootenay parks set a goal of achieving 50 percent of the area within those parks to be within the reference fire cycle.<sup>[xliv]</sup>

[14] Find more at Fort Providence Wildfire Experimental site: <https://storvmaps.arcgis.com/stories/9ed742e986894f1888cd53fe5507bd49>

[15] Available at [https://www.for.gov.bc.ca/ftp/hfp/external/1publish/LBIS\\_web/Guidance/FFT%20Guidance%20-%20Regimes%20for%20Fuel%20Management%20in%20the%20Wildland%20Urban%20Interface\\_V2.3.pdf](https://www.for.gov.bc.ca/ftp/hfp/external/1publish/LBIS_web/Guidance/FFT%20Guidance%20-%20Regimes%20for%20Fuel%20Management%20in%20the%20Wildland%20Urban%20Interface_V2.3.pdf) as of July 2023.

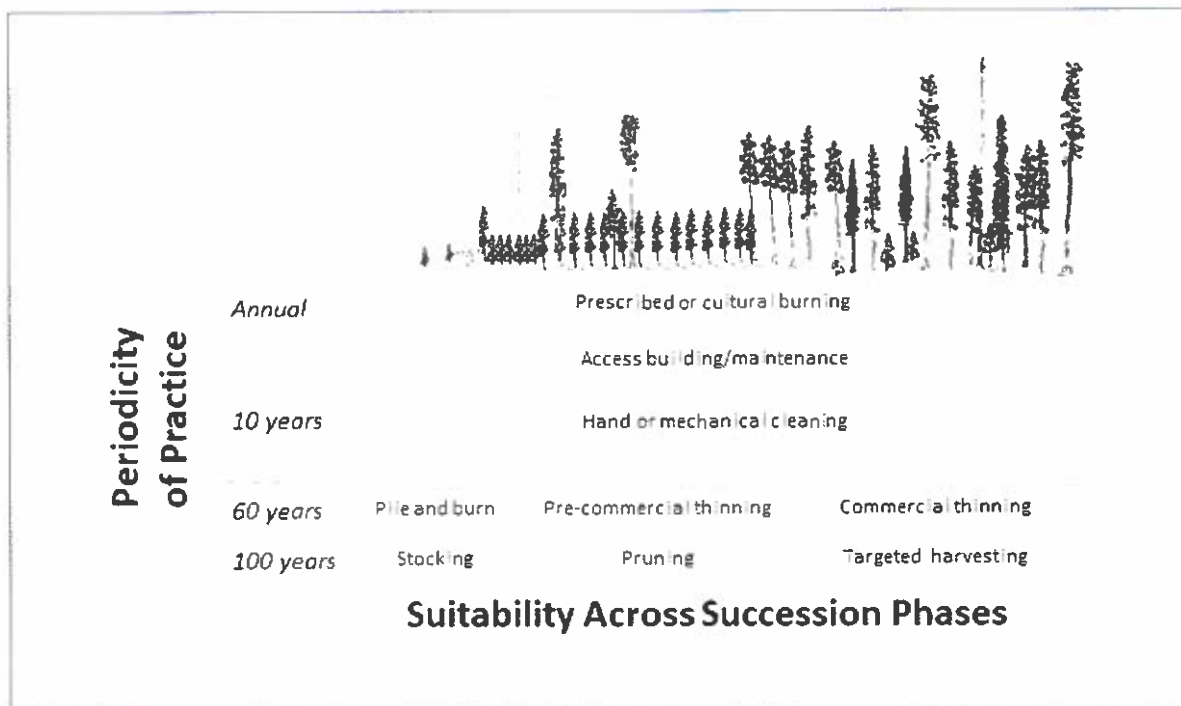
## Principle 5: Coordinate Intervention

LFM should be integrated with the forest industry, using skills and expertise of fire management specialists and forest professionals to implement it across all zones of land use within the province. Landscape objectives with clear fire behaviour outcomes may therefore require road locations and a cutblock's shape, size, retention and regeneration to consider fire regimes, fuel types, values at risk, post treatment fuel loading, and fire behaviour potential.

**Table 2.** Examples of integrating LFM strategies into forest planning and practices

STRATEGY	INTEGRATION INTO PLANNING AND PRACTICES
Create primary / secondary / shaded fuel breaks	<ul style="list-style-type: none"> <li>Road planning, building, and maintenance</li> </ul>
Manage surface fuel loading	<ul style="list-style-type: none"> <li>Prescribed or cultural burn</li> <li>Post-harvest pile</li> <li>Post-harvest mastication / chipping</li> <li>Post-harvest pile and burn</li> <li>Stand treatment hand cleaning</li> </ul>
Reduce crown fuel load	<ul style="list-style-type: none"> <li>Target harvesting</li> <li>Modified stocking</li> <li>Spacing / thinning (commercial or pre-commercial)</li> </ul>
Increase crown base height	<ul style="list-style-type: none"> <li>Targeted harvesting</li> <li>Pruning</li> </ul>

While necessary, fuel treatments offer transient benefits. Forests are constantly changing, and without intervention, vegetation growth eventually leads to an increase in fuel levels. The frequency of fuel reduction practices increases with ecosystem productivity.<sup>1467</sup> Therefore, maintaining a low fuel level requires ongoing management efforts: programmatic practice instead of individual projects.



**Figure 6.** Example of risk reduction strategies to meet landscape fire management objectives. Activities below the dotted line might only occur once per rotation or harvest entry, with exceptions for multiple pass silviculture.



## Principle 6: Learn From Experience (Adaptive Management)

Since LFM is a new concept with limited implementation and scientific literature to support the practice, it is critical that effectiveness monitoring be a part of the program. Documenting where and when treatments are carried out is necessary to inform monitoring. Effectiveness monitoring should be conducted on any landscape-scale treatments that have subsequently had wildfire. The primary focus of the monitoring should be access if the treatment met fire behaviour objectives. There is much to learn to refine the practice of LFM, particularly where we test the concept of shaded fuel breaks as an effective fire mitigation strategy. The effects of silviculture treatments on fire have been studied in controlled research experiments on sites across the US under the Fire and Fire Surrogate study,<sup>[xvii]</sup> and various post-fire reviews of risk reduction treatments.<sup>[xviii]</sup> While there has been limited work to study the efficacy of fuel treatments in Canada, with most focusing on the boreal forest,<sup>[xix]</sup> the work is beginning in BC.<sup>[xx]</sup> These learnings can calibrate our target fuel management standards with predicted rates of spread and intensity, and to relate these to suppression difficulty and fire severity within a given ecosystem.

LFM is an iterative and ongoing process that is periodically updated to recognize changing infrastructure, forest harvesting, natural disturbance, and vegetation growth that all affect patterns of fuel over time. For example, after a wildfire occurs in an area, there is a period of time where the risk of another wildfire decreases. This is because the previous fire has disrupted the landscape fuels, creating a patchwork effect. As a result, newer fires are less likely to spread beyond the edges of the previously burned areas.<sup>[i]</sup> Likewise, wildfire hazard changes as managed forests change from young to mature forests. These random and predictable events across a landscape require a dynamic feedback loop where forest management is responsive to changes in risk levels.



# FROM PRINCIPLE TO PRACTICE

Fire and forest management will need to be better integrated over the next decade in order to achieve goals of ecosystem health and landscape resilience. While it is a rapidly evolving scope of practice, the Board believes that LFM is a powerful collaborative system to achieve those goals while promoting both restoration and risk reduction.

A next step is for land managers across industries or jurisdictions to contemplate how their work can be affected by LFM and what role they play towards implementing LFM. The Board has published this bulletin to inform dialogue and be a practical reference to assist land managers and natural resource practitioners in integrating fire and forest management across BC.



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C-5



**Forest  
Practices  
Board**

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BC V8X 9R1 Canada

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For more information on the Board, please visit our website at: [www.bcfpb.ca](http://www.bcfpb.ca)

## Elizabeth Cumming

---

**Subject:** FW: Deadline Reminder: 2023 UBCM Convention - Meeting Requests with MACC Staff

**Importance:** High

**From:** MUNI UBCM Meeting Requests MUNI:EX <[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)>

**Sent:** Tuesday, August 8, 2023 9:56 AM

**Subject:** Deadline Reminder: 2023 UBCM Convention - Meeting Requests with MACC Staff

**Importance:** High

Dear UBCM Members,

This is a courtesy reminder regarding the deadline for UBCM Members to request a meeting with provincial government staff from Ministries, Agencies, Commissions, and Corporations (MACCs) at the upcoming UBCM Convention during the week of Tuesday, September 19 to Thursday, September 21, 2023 in Vancouver, B.C.

The deadline for requesting a meeting with **MACC staff** is **Wednesday, August 30**.

To request a meeting with MACC staff, please complete the form located at:

<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>.

If you have any questions, please contact the MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784, or the Assistant MACC Staff Meeting Coordinator, Casey Cathcart, by phone at: 778 405-3140. You may also reach out via email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca).

Please note:

Provincial staff meetings can also be requested at the Provincial Appointment Desk on-site in Vancouver from **Monday, September 18 to Thursday, September 21**. The Provincial Appointment Desk will be setup in two locations:

**Monday and Tuesday, September 18 & 19:** Vancouver Convention Centre (VCC) East, Lobby

**Wednesday and Thursday, September 20 & 21:** VCC East, Exhibition Hall C

Thank you.

Regards,

Birgit Schmidt, Director  
MUNI-UBCM Convention Coordinator  
Local Government Division | Ministry of Municipal Affairs  
Phone: 778 698-3260 | Email: [Birgit.Schmidt@gov.bc.ca](mailto:Birgit.Schmidt@gov.bc.ca)

\*Contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.

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## Elizabeth Cumming

---

**From:** corporateofficer@ncrdbc.com  
**Sent:** August 9, 2023 3:27 PM  
**To:** robert.ells@tc.gc.ca; cao@daajinggiids.ca; lpeerless@sd50.bc.ca; larry.duke@gov.bc.ca; emmyog@hotmail.com; mstewart@sd50.bc.ca; CAO; Elizabeth Cumming; mbliss@haidagwaii.net; ccbeachy@gmail.com; john.short@northernhealth.ca; cao@skidegate.ca; kylemarshall1001@gmail.com; lauren@skidegate.ca; cao@omvc.ca; emap@omvc.ca; chris.ashurst@gmail.com  
**Subject:** Sandspit, Tlell, and Towhill Coastal Flood and Erosion Study Workshop - Tues, Sept 12, 2023  
**Attachments:** Sandspit, Tlell, and Towhill Coastal Flood and Erosion Study Workshop - Tues, Sept 12, 2023.pdf

Good afternoon,

Since 2020, the NCRD, in partnership with municipalities on Haida Gwaii and Northwest Hydraulic Consultants, has been developing reporting to assess the impacts of flooding and tsunami risk given a 1 and 2 meter sea-level rise scenario in Sandspit and Tlell, providing assessments to inform the NCRD's future emergency management and land use planning. These assessments also contemplate shoreline erosion in key areas of concern as sea level rise occurs and storm surge events become more frequent. A tsunami risk assessment for the community of Tow Hill has also been completed as part of this work.

The NCRD is pleased to invite you or another delegate from your organization to attend a virtual engagement session with the NCRD and Northwest Hydraulic Consultants to review the findings of the completed assessments. This session will be held virtually at **7:00 p.m. on Tuesday, September 12, 2023**. We ask that you please RSVP to confirm your attendance to Howard Tsang, Corporate Officer, at [corporateofficer@ncrdbc.com](mailto:corporateofficer@ncrdbc.com). An email will be circulated closer to the event with details on how to attend.

For additional information in the interim, please see our [website](#).



**Howard Tsang**  
*Corporate Officer | North Coast Regional District*  
**P:** 250.624.2002 (ext.2)

**A:** 14, 342 3rd Avenue West, Prince Rupert BC, V8J 1L5  
**T:** 888.301.2002 | **F:** 250.627.8493

[www.ncrdbc.com](http://www.ncrdbc.com)      [@NorthCoastRegionalDistrict](https://twitter.com/NorthCoastRegionalDistrict)

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# Sandspit, Tlell, and Towhill Coastal Flood and Erosion Study Workshop

**Date:** Tuesday, September 12, 2023

**Time:** 7:00 p.m.

**Location:**

- Zoom: <https://zoom.us/j/6904642377>

You are invited to attend the Sandspit, Tlell, and Towhill Coastal Flood and Erosion Study Workshop.

The North Coast Regional District and Northwest Hydraulic Consultants team will discuss potential future:

- Effects of tsunamis and coastal flooding from storm waves; and
- Shoreline susceptibility to erosion.



If you have any questions, please contact us by phone, mail, or email:  
250 624 2002, [info@ncrdbc.com](mailto:info@ncrdbc.com), 14-342 3rd Ave West, Prince Rupert, BC, V8J 1L5

**nhc**

**50**  
YEARS

  
**NORTH COAST**  
REGIONAL DISTRICT

C-7





Mayor and Council  
36 Cedar Avenue West, P.O. Box 198  
Port Clements, BC, V0T 1R0

Dear Mayor and Council,

**Re: Invitation to the 10<sup>th</sup> Annual Resource Breakfast Series – September 19, 21, 22, 2023**

It is my pleasure to invite you to attend the 10<sup>th</sup> Annual Resource Breakfast Series scheduled for September 19, 21 and 22, 2023 at the Terminal City Club in Vancouver, BC. Over the past decade, the Resource Breakfast Series has become a staple event bringing together Mayors, Councillors, the Resource Sector and Provincial Government for meaningful conversations that help drive progress amongst the communities in British Columbia.

**Event Details:**

<b>Date:</b>	September 19, 21, 22, 2023	<b>Location:</b>	Terminal City Club, Vancouver
<b>Time:</b>	7:00 – 8:30 am	<b>Dress Code:</b>	Business Casual
<b>Style:</b>	Plated Breakfast	<b>Price:</b>	\$31.00 + tax per breakfast

**Registration:** <https://www.eventbrite.ca/e/10th-annual-resource-breakfast-series-tickets-664748339177>

The 10th iteration of the event will provide a platform for Resource Ministers to engage and share the latest initiatives and developments from their Ministries. We are pleased to announce the following Ministers have confirmed to speak over the span of three mornings: **Honourable Josie Osborne**, *Minister of Energy, Mines and Low Carbon Innovation*, **Honourable Bruce Ralston**, *Minister of Forests* and **Honourable Nathan Cullen**, *Minister of Water, Land and Resource Stewardship*.

The Resource Breakfast Series is not affiliated with the Union of BC Municipalities but is conveniently hosted during the Annual Convention and offers a friendly and relaxed environment to discuss BC's natural resource sector and its importance to the communities and economy of the province. This is an invite only event to local area government leaders, Provincial Ministers, MLAs, and MPs.

We look forward to seeing you at the 10th Annual Resource Breakfast Series. Please reach out if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Weber'.

Sarah Weber, P.Geo., MBA  
President & CEO, C3 Alliance Corp.



580 – 688 West Hastings Street  
Vancouver, British Columbia  
V6B 1P1, Canada

(604) 343-4847  
info@c3alliancecorp.ca  
www.c3alliancecorp.ca

C-8

## Elizabeth Cumming

---

**From:** Tab Young <Tab.Young@prrd.bc.ca>  
**Sent:** July 31, 2023 7:15 AM  
**To:** Tab Young  
**Subject:** PRRD UBCM Resolution - BC Wildfire Service Fire Fighting Equipment  
**Attachments:** Request for Support Ltr Re Wild Fire Equipment.pdf

Good morning UBCM Members.

Please see the attached correspondence from the Peace River Regional District Board of Directors, for your respective Councils/Boards for consideration of support during the 2023 UBCM Convention.

Best regards,

**Tab Young**, | Deputy Corporate Officer

Direct: 250-784-3207 | Cell: 250-219-6708 | [tab.young@prrd.bc.ca](mailto:tab.young@prrd.bc.ca)

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8

[www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER  
REGIONAL DISTRICT

diverse. vast. abundant.



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PEACE RIVER REGIONAL DISTRICT

July 31, 2023

UBCM Member local Governments

VIA Email

**Re: BC Wildfire Service Fire Fighting Equipment**

Dear Mayor and Council / Board of Directors

At its June 29, 2023, Regular Meeting, the Peace River Regional District Chair and Directors endorsed the following resolution and resolved that it be forwarded to the UBCM members for consideration of support:

WHEREAS, the province of British Columbia is prone to wildfires, which pose significant threats to public safety, communities, property, and the environment, and where climate change has contributed to an increase in the frequency, intensity, and severity of wildfires, thereby placing an unprecedented strain on available firefighting equipment;

AND WHEREAS, the Provincial Government has the responsibility to ensure that the BC Wildfire Service has adequate resources, including equipment, to effectively respond to and manage wildfires to safeguard lives, protect infrastructure, and preserve the natural environment, and where the effectiveness and efficiency of the BC Wildfire Service's operations in the containment of wildfires heavily depend on the availability of adequate equipment and resources:

THEREFORE BE IT RESOLVED that the Provincial Government take immediate action to ensure that BC Wildfire is provided with all available firefighting equipment, including Coulson Aviation's Next Gen fire suppression equipment, and any other available Canadian company with aviation firefighting equipment, to combat wildfires during increased demand during peak wildfire seasons;

AND BE IT FURTHER RESOLVED that the Provincial Government explore partnerships with federal agencies, neighboring provinces, and available contractors to enhance equipment sharing and mutual aid agreements, ensuring a more robust response to wildfires and promoting regional collaboration in firefighting efforts.

Yours truly,

*Leonard Hiebert*

Leonard Hiebert  
Chair

Background information on this resolution is enclosed for reference.

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C-9



PEACE RIVER REGIONAL DISTRICT

**BACKGROUND INFORMATION:**

Wildfires pose a significant threat to public safety, communities, infrastructure, and wildlife. In British Columbia, wildfires have increased in frequency and severity in recent years. The efficient and effective management of wildfires requires access to a well-equipped and adequately resourced firefighting force, allowing BC Wildfire to respond rapidly to suppress and contain wildfires and sustain firefighting efforts during prolonged operations, minimizing their destructive impact. Inadequate access to firefighting equipment can lead to delayed response times, compromising firefighting efforts, and increased risk to human life and property. Therefore, the Province must ensure that BC Wildfire can access all available firefighting equipment.

REPLY TO: Peace River Regional District at [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

Copy

## Elizabeth Cumming

---

**From:** Rhya Hartley <rhartley@quesnel.ca>  
**Sent:** August 8, 2023 3:56 PM  
**To:** reception@lhtako.ca; Lhtako - Chief Clifford LeBrun (cliff@lhtako.com); leahstump@nazkoband.ca; chiefbaptiste@esdilagh.ca; executiveassistant@esdilagh.ca; bandmanager@esdilagh.ca; neba\_nduwhulh'ih@lhooskuz.com; maynard@lhtako.com; jphilbrick@tsilhqotin.ca; chief@ulkatcho.ca; 'desa.chipman@northernhealth.ca'; 100 Mile; Burns Lake; Chetwynd; CRD; Dawson Creek; Fort St. James; Fraser Lake; Ft. St. John; Granisle; Hazelton; Houston; Hudsons Hope; Kitimat; Mackenzie; Masset; McBride; New Hazelton; Northern Rockies; PG; Office; Port Edward; Pouce Coupe; Prince Rupert; RD - Bulkley Nechako; RD - Fraser Fort George; RD - Kitimat Stikine; RD - North Coast; RD - Peace River; Smithers; Stewart; Taylor; Telkwa; Terrace; Tumbler Ridge; Valemount; Vanderhoof; Wells; WL  
**Cc:** Minister.Transportation@gov.bc.ca; jjustason@ubcm.ca; admin@nclga.ca; Byron Johnson; Kari Bolton; Laura Long; Council  
**Subject:** Quesnel Highway 97 North-South Interconnector Project - REQUEST FOR SUPPORT  
**Attachments:** 07 18 2023 Council - Quesnel Hwy. 97 North-South Interconnector Project - REQUEST FOR SUPPORT.pdf

To: Communities & Stakeholders

### **Re: Quesnel Highway 97 North-South Interconnector Project - REQUEST FOR SUPPORT**

---

Please see attached correspondence from Quesnel City Council:

Quesnel City Council requests that you pass a resolution in support of the **Quesnel Highway 97 North-South Interconnector Project** or, prepare a letter of support for same. Please forward the resolution or letter to the City of Quesnel for collation and delivery to the Province, care of: [llong@quesnel.ca](mailto:llong@quesnel.ca) and [bjohnson@quesnel.ca](mailto:bjohnson@quesnel.ca) (SAMPLE RESOLUTION attached for reference).

ASK

#### **Sample Resolution:**

#### **Quesnel Highway 97 North-South Interconnector Project**

---

**WHEREAS** Highway 97 is a very significant provincial highway that is critical to the continued economic prosperity of Northern and Central BC and all British Columbia;

**AND WHEREAS** Highway 97 is at a considerable and growing risk level for extended delays due to aged-out highway infrastructure in Quesnel, and unacceptable construction delays in the future based on the current plans by the Ministry of Transportation and Infrastructure:

**THEREFORE, BE IT RESOLVED THAT** <The City of ?> or <The Community of ?> or <The business/stakeholder name> supports the Quesnel Highway 97 North-South Interconnector Project and requests the Province proceed without delay to the Functional Design phase of the project.

Thank you,

C-10



**Rhya Hartley**

**Deputy Corporate Administrator**

City of Quesnel | 410 Kinchant St, Quesnel BC V2J 7J5

T: 250-991-7471 | [www.quesnel.ca](http://www.quesnel.ca)



If you are not the intended recipient or agent, do not rely on, distribute, or copy any part of this e-mail. If you received this e-mail in error, please delete the message, and if possible let me know it has been received in error.

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August 8, 2023

Via email

Communities & Stakeholders

**Re: Quesnel Highway 97 North-South Interconnector Project  
REQUEST FOR SUPPORT**

---

During the July 18, 2023, Quesnel City Council Meeting, Council reviewed and discussed the status and next steps of the Quesnel Highway 97 North-South Interconnector Project ("Interconnector"). This project has been on hold by the Province due to other local and provincial road priorities which took precedence over the Interconnector.

The Interconnector is a bypass type project which will provide significant benefits to the Region and anyone travelling or shipping goods either North or South on Highway 97 through Quesnel. The Regional and Provincial benefits are outlined in the background section below. The goal of Quesnel City Council is to get this project back into the Provincial capital project queue, as it has already undergone the feasibility phases and the business case analysis.

Quesnel City Council requests that you pass a resolution in support of the **Quesnel Highway 97 North-South Interconnector Project** or, prepare a letter of support for same. Please forward the resolution or letter to the City of Quesnel for collation and delivery to the Province, care of: [llong@quesnel.ca](mailto:llong@quesnel.ca) and [bjohnson@quesnel.ca](mailto:bjohnson@quesnel.ca) (SAMPLE RESOLUTION attached for reference).

ASK

#### **BACKGROUND INFORMATION**

---

**The key regional and provincial benefits of the interconnector are as follows:**

- Travel time improvements through Quesnel. The traffic bottlenecks in downtown Quesnel would be bypassed.
- Improved uptime for the bridge and rail overhead.

Mayor Ron Paull

Councillors Scott Elliott, Martin Runge, Debra McKelvie, Mitch Vik, Laurey-Anne Roodenburg, Tony Goulet

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e-10



- There are no traffic detours for large trucks around these bridges, so the traffic backs up very quickly in the event of a temporary bridge shutdown.
- The lack of alternative routes, combined with the age and deterioration of the infrastructure make this a high-risk section of Highway 97.
- The two main pieces of infrastructure are the Quesnel River Bridge and the Rail Overhead, both are very old and are close to the end of their life cycles.
  - The current plan by the Ministry of Transportation and Infrastructure (MOTI) is to rehabilitate these structures to extend their life.
  - The re-build of the Quesnel River Bridge and Rail Overhead is estimated to take 2 years to complete, with single-lane alternating traffic required for an estimated 10 month minimum of that time.
- The plan for the Interconnector completely rethinks the traffic flows in downtown Quesnel.
  - The new Quesnel River Crossing and Rail Overpass would be realigned.
  - The old infrastructure would be left in place until the new infrastructure is ready for use, significantly reducing downtime due to construction.
- Most heavy truck traffic will be gone from downtown Quesnel, reducing downtown traffic congestion, and improving safety outcomes, seven traffic lights would be bypassed.
  - Pedestrian/Vehicular interactions would be minimized.
- Improvement in safety due to dangerous goods and other heavy traffic being moved away from downtown and the hospital.

### **Project Scope**

- The project encompasses a 3.7 km section of Highway 97 through the downtown of Quesnel, including:
  - Replacement of the existing two-lane bridge over the Quesnel River to a four-lane structure
  - Replacement of the existing two-lane B.C. Rail overhead to a four-lane structure
  - Addition of a dedicated pathway for use by pedestrians and cyclists over the structures.





- Addition of a four-lane Interconnector to bypass the Quesnel downtown core.

Council appreciates your support for this important project, benefiting the Regional and Provincial traffic that uses Highway 97 through Quesnel.

Best Regards,

Mayor Ron Paul  
City of Quesnel

Enclosure(s):

- SAMPLE Resolution

cc: Minister of Transportation & Infrastructure, Rob Fleming  
Union of B.C. Municipalities  
North Central Local Government Association  
Northern Health Authority  
Industry & Stakeholders  
City of Quesnel, City Manager, Byron Johnson



## Sample Resolution:

### Quesnel Highway 97 North-South Interconnector Project

---

**WHEREAS** Highway 97 is a very significant provincial highway that is critical to the continued economic prosperity of Northern and Central BC and all British Columbia;

**AND WHEREAS** Highway 97 is at a considerable and growing risk level for extended delays due to aged-out highway infrastructure in Quesnel, and unacceptable construction delays in the future based on the current plans by the Ministry of Transportation and Infrastructure:

**THEREFORE, BE IT RESOLVED THAT** <The City of ?> or <The Community of ?> or <The business/stakeholder name> supports the Quesnel Highway 97 North-South Interconnector Project and requests the Province proceed without delay to the Functional Design phase of the project.

2-10

## Elizabeth Cumming

---

**From:** LCRB Outreach LCRB:EX <LCRB.Outreach@gov.bc.ca>  
**Sent:** August 16, 2023 5:39 PM  
**Subject:** Engagement Invitation - Cannabis Store Licence Cap

Hello,

The Ministry of Public Safety and Solicitor General (PSSG), Liquor and Cannabis Regulation Branch is seeking your feedback about increasing B.C.'s licence cap. As part of the engagement process, the LCRB is reaching out to all local and Indigenous governments, Indigenous partners, cannabis industry groups, and Cannabis and Producer Retail Store licensees.

Currently, the cannabis regulatory framework limits the number of private cannabis store licenses any one company, person, or group of persons can have an interest in to a maximum of eight. This is called a "licence cap." [Section 6](#) of the [Cannabis Licensing Regulation \(CLR\)](#) outlines the prescribed criteria referred to in section 26(2)(f) of the CCLA, including the eight store licence cap. There is no limit on the total number of cannabis retail store licenses issued in B.C.

The LCRB is not proposing any changes to local and Indigenous governments' oversight. Potential changes to the licence cap will not affect any existing or future controls within Indigenous or local government jurisdiction, including the ability to provide a positive recommendation for new and amended cannabis retail licences in their jurisdiction.

To inform the review, we are interested in hearing more about:

1. Does your government have any comments or feedback about the provincial licence cap policy?
2. In your government's opinion, should the licence cap be changed? Why or why not? If yes, what should the cap be changed to?

You can find more information on BC's cannabis framework here: <https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>

To submit your comments or if you have questions, please contact the LCRB Communications team at [LCRB.Outreach@gov.bc.ca](mailto:LCRB.Outreach@gov.bc.ca) with the subject "Licence Cap Review" by **September 15, 2023**.

Sincerely,

**Monika Laube (she/her)**  
A/Director, Communications and External Relations  
Liquor and Cannabis Regulation Branch  
Ministry of Public Safety and Solicitor General  
<https://gov.bc.ca/lcrb>

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## Elizabeth Cumming

---

**From:** LCRB Outreach LCRB:EX <LCRB.Outreach@gov.bc.ca>  
**Sent:** August 16, 2023 5:39 PM  
**Subject:** Engagement Invitation - Temporary Relocation of Liquor Stores and Proposed Liquor Amendment  
**Attachments:** 655928 - Liquor - Backgrounder - Prescribed ID.pdf; 655928 - Liquor - Engagement Paper - LRS Temp Relocation.pdf

Hello,

On behalf of Janet Donald, A/General Manager of the Liquor and Cannabis Regulation Branch (LCRB), I am writing to inform you of the LCRB's engagement about temporary relocations for liquor retailers in B.C., including Licensee Retail Stores, Wine Stores, and government liquor stores. In addition, there is a proposed regulatory amendment for your consideration and comment.

### Temporary Relocation

Local governments are not required to approve or consider liquor store relocations. However, if a liquor retailer applies to relocate their store, they must provide proof of zoning.

The engagement paper attached includes background information and considerations for proposed temporary liquor store relocations. If you'd like to provide comment, instructions to submit your feedback are included in the paper.

As part of the engagement process, the LCRB is sending the paper to all local and Indigenous governments, Licensee Retail Store and Wine Store licensees and organizations, including the Alliance of Beverage Licensees and the Liquor Distribution Branch.

Responses will be received until **September 29, 2023**.

### Proposed Regulatory Amendment

Currently, anyone who purchases liquor or cannabis must show two pieces of identification (ID) if requested by the licensed establishment. The proposed amendment to section 158 in the Liquor Control and Licensing Regulation and section 37 of the Cannabis Licensing Regulation would only require one piece of government-issued ID for liquor or cannabis purchases. This amendment aligns with other provincial requirements, such as tobacco purchases.

Further information on the proposed amendment is in the attached backgrounder document.

Responses will be received until **September 15, 2023**.

If you have any comments or questions about the proposed amendment or implementation, please contact Monika Laube, Engagement and Outreach Specialist, Liquor and Cannabis Regulation Branch, by phone at 236-478-0348 or email at [LCRB.Outreach@gov.bc.ca](mailto:LCRB.Outreach@gov.bc.ca)

Sincerely,

Monika Laube  
A/Director Communications and External Relations  
Liquor and Cannabis Regulation Branch  
Ministry of Public Safety and Solicitor General



## Prescribed Identification (ID) Background Information

Below you will find more information about the proposed amendment to reduce the required number of prescribed ID from two to one

### Issue

In 2002, B.C. increased the requirement from one to two pieces of prescribed ID to purchase alcohol. This was done to mitigate problems related to an increased use of counterfeit IDs by minors.

Prescribed ID includes a passport, driver's licence, or government-issued photo ID (primary ID), which includes status cards. A secondary ID is one that displays the individual's name and either their signature or picture.

The Province is proposing a change to require one piece, rather than two, of prescribed ID to purchase liquor or cannabis. This is consistent with the requirement in all other provinces and territories.

### Current strategies to protect minors

There are a number of strategies now in place to protect minors and deter liquor and cannabis licensees from selling to anyone they suspect to be under-age. These include:

- 1) enhanced security features for government-issued IDs, making them difficult to counterfeit or alter;
- 2) the Minors as Agents Program, which targets licensee compliance with ID regulations, enabling inspectors to take enforcement action where required; and
- 3) enhanced training materials for the safe serving training programs required of licensees and their staff, which explains the legal responsibilities associated with selling or serving liquor and cannabis and how to prevent sales to minors.

### What is changing?

If the proposed changes are approved by Cabinet, the Liquor Control Licensing Regulation and the Cannabis Licensing Regulation will be amended to require one piece of primary ID for liquor or cannabis purchases.



## Liquor and Cannabis Regulation Branch

Regardless of the number of pieces of ID prescribed, licensees and their employees are still required to take steps to confirm an individual's age if they have any doubt that an individual is 19 or over. This may include requesting a second piece of ID. Licensees can also implement more restrictive ID policies, such as checking every patron's ID.

### What this means

Anyone in B.C. will only be required to show one piece of I.D. for liquor or cannabis purchases unless the licensee determines a need for a second piece of ID.

This will also support individuals who have their ID stolen or lost with reduced requirements to replace their ID.

For questions related to the policy, contact [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca).

2-1-12



Liquor and Cannabis  
Regulation Branch

# ENGAGEMENT PAPER

## Temporary Relocation of a Liquor Store

### Purpose

The Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General invites Indigenous partners and interested parties to comment on the temporary relocation of a Licensee Retail Store, Wine Store and BCLIQUOR store. This consultation paper provides a brief background and questionnaire.

Responses will be accepted until **September 29, 2023**

### Contact

Monika Laube  
External Engagement and Outreach Specialist  
LCRB.Outreach@gov.bc.ca

C-12

## Introduction

The Liquor and Cannabis Regulation Branch (LCRB) has received requests to allow Licensee Retail Stores (LRS) and government-run BCLIQUOR (BCL) stores to temporarily relocate to accommodate renovation or redevelopment of their establishments.

The LCRB is collecting comments on whether retailers, including Wine Stores and government-run BCL stores, are supportive of having the ability to temporarily relocate, and if so, what limitations should be placed on temporary relocations.

### Who will the LCRB be engaging with?

Through this engagement, the LCRB wants to hear from:

- The Alliance of Beverage Licensees (ABLE)
- LRS licensees
- Wine Store licensees
- BCL Stores
- Local and Indigenous governments

## Background

A liquor licence, by law, relates exclusively to a single establishment, even when it is not operating. Therefore, a licence cannot relate to multiple establishments (i.e., one permanent and one temporary) at the same time.

Additionally, an LRS or BCL cannot relocate **permanently** within a one-kilometre (km) radius (hereafter, one-km rule) of another LRS or BCL, except in limited circumstances. For example, if the original location was damaged beyond the licensees' control, the distance between the new location and the other store is the same, or the new location is on the same parcel of land.

The one-km rule was introduced to provide market stability and to prevent further densification of retail liquor stores.

Many current LRS and BCL locations were approved before today's distance rules came into effect. While these stores are authorized to continue operating, many are in locations that could not be approved under today's rules.

If an LRS or BCL is unable to operate at their licensed location due to significant renovations or redevelopment, for example, the licensee can choose to:



- Temporarily close the location until the location can resume operation (i.e., place the licence into “dormancy”); or,
- Permanently relocate to an eligible new location.

There is currently no provision that allows a liquor retailer to **temporarily** relocate or that allows a licence to relate to more than one establishment. This means that if a retailer relocates from a currently approved location to a new location, and later wants to relocate back to the original location, they can only do so if the original location is eligible under today’s rules.

## Discussion

Permitting an LRS, Wine Store or BCL to temporarily relocate raises a number of issues for consideration.

### Eligibility

If the LCRB allowed temporary relocations eligibility criteria will be required to limit the impact to other retailers and maintain market stability.

Considerations:

- Should eligibility for a temporary relocation be limited to specific circumstances?
- If so, what circumstances should be eligible?
- What should happen to the licence if these circumstances change before it returns to the permanent location?

### Location requirements

It may not always be possible to find a temporary location that is both economically viable and that satisfies the one-km km rule.

Considerations:

- Could a proposed temporary location be located within one km of another liquor retailer’s permanent location, and if so, under what circumstances?
- Could a liquor retail store permanently relocate within one km of another retailer’s temporary store location?
- Would it be feasible to find a temporary location that satisfies the current one km criteria?

The LCRB is **not** considering requiring the consent of nearby retailers for a temporary location seeking to operate within one-km, as this approach would

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require significant additional regulation and oversight. It also increases the risk of (legal) conflict between licensees.

The LCRB is **not** considering changes that would expand the circumstances when a retail store can **permanently** relocate to within one km of another permanent retail store location.

### Time limit

Given the potential impact on other liquor retailers and the broader policy implications, it is likely necessary to limit the time that a temporary location would be allowed.

Considerations:

- What the maximum time limit would be?
- Whether the time limit would apply in all circumstances, or if flexibility to extend the time limit in some circumstances should be available.
- Whether there should be a different time limit for different circumstances.
- What happens to a licence that fails or is unable to return to its permanent location within the maximum time permitted?

### Questions

Comments focused on the questions outlined below are much appreciated. Comments outside the scope of this paper are not able to be considered at this time. Your comments are confidential and will not be shared in a manner that identifies you.

1. Do you support potential changes to allow for an LRS licensee, Wine Store licensee or a BCL to temporarily relocate? Please explain your position.
2. If yes to the above, under what circumstances should a temporary relocation be permitted?
3. Should temporary locations be permitted to be within one km of another existing or proposed LRS, Wine Store or BCL? Please briefly explain.
4. Should there be a limit on how long the temporary relocation is in effect?
5. If you answered yes to question 4,
  - a. How long should the time limit be?

- b. Should it be one time limit or a different limit for different circumstances?
- c. Should there be any possibility for an extension?

## Submitting your comments

Send your comments to [LCRB.Outreach@gov.bc.ca](mailto:LCRB.Outreach@gov.bc.ca) with the subject "Temporary relocation consultation." Email submissions are preferred.

### Submission deadline: September 29, 2023

When submitting your comments, please include:

- Full name of the person submitting
- Name of the business/organization and licence number, if applicable
- Municipality or regional district in which your store is located
- Phone number, including area code and reply email address

If you wish to provide comments by mail, you can send to:

PO Box 9292 Stn Prov Govt  
Victoria, BC V8W 9J8

## Collection Notice

By submitting a response to this consultation paper, I understand that my personal information is being collected pursuant to sections 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act* for the purposes of sharing my views or the views of my organization in response to the questions outlined in the engagement paper for use in considering the issue of temporary locations. Any questions about the collection, use, disclosure and storage of my Personal Information pursuant to this engagement should be directed to the Stakeholder Engagement and Outreach Specialist, Liquor and Cannabis Regulation Branch at PO Box 9292 STN PROV GOVT, Victoria, B.C., V8W 9J8, or by phone at 236-478-0348.



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: August 21<sup>st</sup>, 2023  
RE: Recommendations from COTW

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## BACKGROUND:

At the August 8<sup>th</sup>, 2023, Committee of the Whole Meeting (COTW) on the topic of Cemetery/Columbarium/Vyse Cemetery Status a recommendation was made for Council's consideration.

## DISCUSSION:

The motion of recommendation made at the COTW meeting was:

"2023-08-183—Moved by Councillor Reindl,  
THAT the Committee recommends to Council to accept Elizabeth Stewart's offer to volunteer to pursue the research into the descendants of Willaim Vyse in regards to the Vyse Cemetery, and then revisit the topic with Council after the results of her assistance are provided including revisiting the idea of a columbarium in the event that the Village cannot obtain the Vyse Cemetery.  
**CARRIED"**

Council can receive or accept this recommendation from the COTW.

<b>STRATEGIC</b>	<b>(Guiding Documents Relevancy)</b> N/A
<b>FINANCIAL</b>	<b>(Corporate Budget Impact)</b> N/A
<b>ADMINISTRATIVE</b>	<b>(Workload Impact and Consequence)</b> N/A

Respectfully submitted: Elizabeth Cumming, Deputy CAO.



# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: August 21, 2023  
RE: Set Topics for next Four COTW Meetings

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## BACKGROUND:

At the January 16<sup>th</sup>, 2023, Regular Council Meeting, Council made the resolution to schedule a series of Committee of the Whole Meetings to supplement the Regular Council meetings on the first Monday of each month. At that time Council also set the possible topics for discussions for the February, March, and April Committee of the Whole meetings. At the April 17<sup>th</sup> Regular Council Meeting Council set the topics for the May, June and August Committee of the Whole meetings.

## DISCUSSION:

Council should set the potential topics for the Committee of the Whole Meetings for September (5<sup>th</sup>), October (2<sup>nd</sup>), November (6<sup>th</sup>) and December (4<sup>th</sup>) at this time.

One topic that could potentially be considered would be the review of the Community Wildfire Protection Plan (2021), the review of which is listed as a strategic priority. A Committee of the Whole Meeting may be a better venue to conduct this review as it gives more opportunity to discuss the plan in detail than may be provided at a regular Council meeting, though any recommendations from the committee would have to go back to Council at a regular Council Meeting.

**STRATEGIC** (Guiding Documents Relevancy)  
N/A

**FINANCIAL** (Corporate Budget Impact)  
N/A

**ADMINISTRATIVE** (Workload Impact and Consequence)  
Depending on the topic involved it may increase staff's workload to provide reports on the selected topics (background information, etc), however, this would not be a significant increase compared to the normal staff reports that go to Council Meetings.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.

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# REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO  
Date: August 22<sup>nd</sup>, 2023  
RE: Fireworks and Similar Events Bylaw Potential

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## BACKGROUND:

At the March 20<sup>th</sup>, 2023, Regular Council Meeting, Council made the resolution directing staff to investigate municipal fireworks and similar events bylaws. These 'similar events' included things such as sky lanterns.

## DISCUSSION:

Staff have found examples from several municipalities within British Columbia that have enacted bylaws banning fireworks. Some have complete bans on the use of fireworks and firecrackers as well as the sale of fireworks and firecrackers within their municipality, while others have a permitting system. The permitting systems involved usually rely on a mixture of the involvement of the Fire Department and bylaw enforcement officers.

This ability to control or prohibit the use and sale of fireworks and firecrackers within the municipality's boundaries, is explicitly and directly given by the *Community Charter* s. 8(3)(d) where a council may, by bylaw, regulate, prohibit, and impose requirements in relation to firecrackers, fireworks, and explosives. There are also additional sections of the *Community Charter* that would also enable such bans.

However, legislation is not as explicit when it comes to sky lanterns. There are several news reports of municipalities in British Columbia banning sky lanterns, however, on review of these municipalities staff could not clearly locate where their bylaws reference them and what legislative authority they utilize to implement their ban. As such, staff sought legal clarification that confirmed that there is no express legislation in British Columbia that bans sky lanterns (unlike Saskatchewan and Alberta that have explicit legislation that does so). However, they believe it is likely that bylaws regulating sky lanterns would come under the *Community Charter* s. 8(3)(h) in relation to s.64(b), where a council may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public. While they identified that there is no judicial precedent for the use of this provision to regulate sky lanterns, considering the ability of the objects to set property alight, something that would disturb the peace of any reasonable individual, they think it would likely qualify, though they recommend seeking more specific and comprehensive legal advice during the drafting of the bylaw.

Given the Village's limited resources and staff capacity, it would be recommended that if the Council wanted to pursue a bylaw regarding fireworks, fireworks, explosive, and sky lanterns it would be more practical to have a complete prohibition on the sale and use within the municipality rather than introducing a partial prohibition with a permitting system.

## Conclusion:

If Council is interested in pursuing this bylaw, Council can direct staff to develop a draft bylaw to bring back to Council for consideration. However, for that draft, staff need clarification on if it should be for a total prohibition or a permitting approach, and if the bylaw would be for firecrackers, fireworks, explosives, and sky lanterns or only for some of these items or additional items. It is recommended that once drafted, the bylaw be legally reviewed given some of the uncertainty around sky lanterns.

## STRATEGIC

### (Guiding Documents Relevancy – Official Community Plan)

The safety and wellbeing of the community is a priority. Firecrackers, fireworks, explosives, and sky lanterns due to their nature involving explosives and fire can interfere with the safety and wellbeing of the community.

**FINANCIAL**

**(Corporate Budget Impact)**

A ban may incur costs with signage or communicating that there is a ban to the community, while a permitting system may have further increases in cost (supplies, labour, etc). There would also be a cost to get a legal review of the draft bylaw.

**ADMINISTRATIVE**

**(Workload Impact and Consequence)**

Staff time was involved reviewing legislation, researching other municipalities, seeking casual legal advice and preparing the report to Council. More time would be spent implementing a permit system if pursued, and impacts on capacity would need to be considered, especially as these activities tend to be seen at night, on weekends, and during holidays.

**Respectfully submitted:** Elizabeth Cumming, Deputy CAO.

# Village of Port Clements Procedural Bylaw #460, 2020

A BYLAW TO REPEAL PREVIOUS PROCEDURAL BYLAWS AND REPLACE IT WITH THIS PROCEDURE BYLAW FOR THE MEETINGS AND COMMITTEES OF COUNCIL IN ACCORDANCE WITH THE COMMUNITY CHARTER.

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## PART 1 – INTRODUCTION

WHEREAS the Community Charter requires a Council, by bylaw, to establish the general procedures to be followed by the Council and Council committees in conducting their business; and

WHEREAS Council deems it expedient to repeal and substitute Village of Port Clements Bylaws #422, 2015 and 422-1, 2018 and has given notice of the proposed changes as required by the Community Charter;

NOW THEREFORE in open meeting assembled, the Council for the Village of Port Clements enacts as follows:

### Title

1. This Bylaw may be cited as the "Council Procedure Bylaw #460, 2020"

### Definitions

2. In this Bylaw,

**Commission** means a municipal commission established under the Community Charter;

**Committee** means a standing, select or other committee of Council, but does not include the COTW;

**Corporate Officer** means the municipal officer assigned the responsibility of corporate administration;

**COTW** means the Committee of the Whole

**Council** means the municipal Council for the Village of Port Clements

**Inaugural Meeting** means the meeting at which the members elected at the most recent general local election are sworn in

**Mayor** means the Mayor for the Village of Port Clements

**Member** means a member of Council

**Deputy Mayor** means a member of Council, other than the Mayor, appointed to act in the place of the Mayor per 10(1) of Part3 of this bylaw.

**Public Notice Posting Place** means the bulletin board beside the Council Chambers door and/or on the Village Website.

**Village** means the Village of Port Clements, and;

**Village Office** means the Village of Port Clements municipal offices located at #36 Cedar Avenue West, Port Clements, BC.

### **Application of rules of procedure**

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, Robert's Rules of Order (2011) applies to the proceedings of the Council, Committee of the Whole, and Council Committees and Commissions to the extent that those rules are:
  - (a) Applicable in the circumstances, and
  - (b) Not inconsistent with provisions of this Bylaw or the Community Charter

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural Meeting**

4. (1) The first regular Council meeting following a general election must be held on the first Monday in the month following the general election or as otherwise legislated
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

### **Time and location of meetings**

5. (1) All Council meetings must take place within Council Chambers except when Council resolves to hold meetings elsewhere, or in circumstances where it is not possible or inadvisable to hold meetings within the Council Chambers due to health and safety reasons such as:
  - (a) The facility is not accessible due to threats posed by emergency events requiring evacuation or where evacuation is likely to occur; or
  - (b) The facility has been damaged or destroyed and cannot be safely utilized until repairs or rebuilding has been completed; or
  - (c) To accommodate a Public Health Order.

In these circumstances, the Corporate Officer will organize a new location for meeting to be held until Council Chambers is accessible again. The meeting may also be held electronically as

per section 9(1) in lieu of a physical relocation. The Corporate Officer will post notice of this meeting relocation or if it will be held electronically as per section 7(3).

(2) Regular Council meetings must:

- (a) be held on the first and third Monday of each month, and
- (b) begin at 7:00pm;
- (c) be adjourned at 10:00pm on the day scheduled for the meeting unless Council has passed a motion to proceed beyond that time that states the revised adjournment time;
- (d) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday.

(3) Regular Council meetings may

- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
- (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 full days written notice;
- (c) be cancelled or postponed by the Corporate Officer if the meeting is considered unnecessary for the reason of lack of business or due to emergency or operational requirements, provided that two consecutive meetings are not cancelled and that:
  - (i) Notice of this cancellation is posted in accordance to section 7(3) and all Council members are notified of the cancellation as per section 8(b); and
  - (ii) the Corporate Officer provides a report on the rationale for cancellation at the next Council Meeting

### **Annual Meeting**

- 6. (1) An Annual Meeting must be held in accordance with provisions of the Community Charter. At the Annual Meeting the Council must consider the annual report and any submissions or questions from the public related to same. Other business of the Council may also be transacted at the Annual Meeting.
- (2) Notice of the Annual Meeting must be given in accordance with provisions of the Community Charter and in addition to that set out in sections 7 and 8 of this Bylaw.

### **Notice of Council Meetings**

- 7. (1) The Council must prepare annually, on or before January 15, a schedule of the dates, time and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) The Council must give notice annually on or before January 31 that the schedule of Regular Council meetings referred to in 7(1) of this Bylaw is available. Such notice shall be in accordance with that required by the Community Charter.
- (3) Where revision to the annual schedule of Regular Council meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a Regular Council meeting.

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## **Notice of Special meetings**

8. (1) Except where notice of a Special Meeting is waived by a unanimous vote of all Council members in accordance with the provisions of the Community Charter, a notice of the date, hour and place of a Special Council meeting must be given at least twenty-four hours before the time of the meeting by:
  - (a) Posting a copy of the notice at the Public Notice Posting Place; and
  - (b) Leaving a copy of the notice for each Council member in the Council member's mail slot in Council Chambers or sending the notice to the Council member's email for Council business.
- (2) The notice under section 8(1) of this Bylaw must describe in general terms the purpose of the meeting and be signed by either the Mayor or the Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.
- (4) If the agenda for the meeting contains a proposal to close all or part of the meeting to the public, the notice must state the basis under the Community Charter on which the portion of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which the meeting is to be closed.

## **Electronic Meetings**

9. (1) The preference is for Council Meetings and other meetings to be held in-person at the location of the Council Chambers. However, electronic meeting are permitted to be held according to the provisions of the Community Charter in circumstances wherein an in-person meeting is not advisable or possible as per section 5(1)(a) to (c). A meeting in these circumstances may be held by either audio only or a combination of both audio or visual meaning that are secure:
  - a. In the circumstances identified in section 5(1)(a) to (c) the person presiding at a meeting can participate electronically as well.
  - b. Access must be available for the public if it is a public meeting, unless otherwise authorized by legislation that public meetings can be held without public attendance.
- (2) The preference is for Council members to physically attend meetings when the meeting is being held physically in Council Chambers. However, electronic attendance, as provided for under the Community Charter, is allowed when a member of Council is unable to attend physically. A member of Council may attend the meeting by either audio only or a combination of both audio or visual means that are secure. A member of Council attending via electronic means shall be deemed to be present at the meeting for all purposes. This section applies to all types of meetings of Council or Council committees.

a. The person presiding must be in physical attendance in Council Chambers. In instances where it is the Mayor who will be participating electronically, the Deputy Mayor shall preside over the meeting. In absence of the Deputy Mayor, the members present shall elect from among themselves a presiding member for that meeting. For committees, when it is the committee chair who is participating electronically, the members present shall elect from among themselves a chair for the meeting.

### **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

10. (1) Annually, Council must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) A Councillor designated under Section 10(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

### **PART 4 – COUNCIL PROCEEDINGS**

#### **Attendance of Public at Meetings**

11. (1) Except where the Community Charter permits or requires all or part of a meeting to be closed to the public, all Council meetings must be open to the public unless legislated otherwise:
  - a. A meeting shall be considered open to the public if the public is given physical access to the space in which the meeting is occurring; or
  - b. The public has access to the meeting through electronic means as per section 9(1)
- (2) Before closing a Council meeting or part of a Council meeting to the public, the Council must state in a resolution passed in a public meeting the fact that the meeting or part of the meeting is to be closed and the applicable section of the Community Charter that is the basis for that decision.
- (3) This section applies to all meetings of the following bodies:
  - (a) COTW;
  - (b) Standing and Select committees;
  - (c) Parcel Tax review panels;
  - (d) Board of variance;
  - (e) Commissions; and,
  - (f) Advisory bodies
- (4) Despite section 11(1) of this Bylaw, the Mayor or the presiding member may expel or exclude from a Council meeting a person in accordance with section 21(8) or 21(9) of this Bylaw.

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(5) In accordance with the Community Charter, Council may invite persons the Council considers materially relevant to the discussion of the matter for which the meeting is closed to attend some part or all of the meeting closed to the public.

### **Minutes of Meeting to be Maintained and Available to the Public**

12. (1) Minutes of the proceedings of the Council and Council committees must be:
- (a) Legibly recorded;
  - (b) Certified as correct by the Corporate Officer; and,
  - (c) Signed by the Mayor or presiding member present at the meeting for which the minutes have been adopted after they have been adopted
- (2) Subject to section 12(3) of this Bylaw, minutes of the proceedings of the Council or Council committees must be open for public inspection at the Village Office during regular office hours.
- (3) Section 12(2) of this Bylaw does not apply to minutes of a meeting or part of a meeting from which persons were excluded under section 11 of this Bylaw.

### **Calling Meeting to order**

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Deputy Mayor must take the Chair and call such meeting to order.
- (2) If a quorum is present but the Mayor and Deputy Mayor do not attend within fifteen minutes of the scheduled time for the Council meeting:
- (a) the Corporate Officer must call to order the members present; and,
  - (b) the members present must choose a member to preside at the meeting.

### **Adjourning Meeting where no quorum**

14. If there is no quorum of the Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

### **Agenda**

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00pm on the Wednesday prior to the meeting.
- (3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.



- (a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.
  - (b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

### **Order of proceedings and business**

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda including additions or deletions and consideration of late items;
  - (b) Petitions, Delegations & Opening of Sealed Tenders;
  - (c) Adoption of minutes;
  - (d) Business arising & Unfinished Business;
  - (e) Original Correspondence
  - (f) Finance
  - (g) Government (Bylaws and Statutory Requirements)
  - (h) New Business
  - (i) Reports and Discussions
  - (j) Action Items
  - (k) Questions from the public & press
  - (l) Adjourn to In-camera
  - (m) Rise and Report
  - (n) Adjournment
- (2) Item 16(1)(k) is intended to permit members of the public to ask single questions of Council pertinent to the items on the agenda. Council may permit more general use of this opportunity at their discretion. Council may impose a time limit for this agenda item.
- (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

### **Late Items**

17. (1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.
- (2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.
- (3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.

### **Voting at Meetings**

18. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
  - (b) whenever a vote of the Council on a matter is taken, each member shall signify their vote by raising their hand in a clear and obvious manner at the appropriate time to vote accordingly.
    - (i) in the case where visual confirmation of hand raising is not possible, such as due to meetings being held electronically without a visual component, Councillor's shall signify their vote by saying "Aye" (pronounced /eɪ/)
  - (c) when the presiding member is putting the matter to vote under paragraph (a) a member must not:
    - (i) cross or leave the room;
    - (ii) make a noise or other disturbance, or
    - (iii) interrupt the voting procedure unless raising a point of order;
  - (d) after the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
  - (e) the presiding member's decision about whether a question has been finally put is conclusive; and
  - (f) the presiding member must declare the result of voting by stating that the question is decided in either the affirmative or the negative.

### **Delegations**

19. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application stating the purpose of the delegation has been received by the Corporate Officer by 1:00pm on the Wednesday prior to the meeting. The address must be limited to 10 minutes unless a longer period is agreed to by two-thirds vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in 19(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory board as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

### **Points of order**

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20. (1) Without limiting the presiding member's duty under the Community Charter, the presiding member must apply the correct procedure to a motion
  - (a) if the motion is contrary to the rules of procedure in this bylaw, and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
  - (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection 20(2)(a), and
  - (c) the presiding member may reserve the decision until the next Council meeting.

### **Conduct and debate**

21. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Deputy Mayor or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
  - (a) must immediately stop speaking,
  - (b) may explain their position on the point of order, and
  - (c) may appeal to the Council for its decision on a point of order in accordance with the Community Charter.
- (7) Members speaking at a Council meeting
  - (a) must use respectful language,
  - (b) must not use offensive gestures or signs,
  - (c) must speak only in connection with the matter being debated,
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
  - (a) if the member refuses to leave, the presiding member may cause the member to be removed, and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

G-4

(9) The presiding member may order any other person at the meeting expelled from the meeting:

- (a) if the presiding members considers that person to be acting inappropriately; and
- (b) if the person refuses to leave, may cause that person to be removed.

(10) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

(11) The following rules apply to limit speech on matters being considered at a Council meeting:

- (a) a member may speak more than once in connection with the same question only:
  - (i) after all other eligible members have been afforded the opportunity to speak
  - (ii) with the permission of the Council; or
  - (iii) if the member is explaining a material part of a previous speech without introducing a new matter;
- (b) a member who has made a substantive motion to the Council may reply to the debate;
- (c) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with permission of Council.

(12) A person is disqualified from holding office who is absent from meetings for a period of sixty consecutive days or four consecutive regularly scheduled meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of Council.

### **Motions Generally**

22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(3) A Council member may make only the following motions when the Council is considering a question:

- (a) to refer to a committee;
- (b) to amend;
- (c) to lay on the table;
- (d) to postpone indefinitely;
- (e) to postpone to a certain time;
- (f) to move the previous question;
- (g) to adjourn.

(4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.

(5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

### **Motion for the main question**

23. (1) In this section, "main question", in relation to a matter, means that motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council must proceed to the next order of business; and
  - (c) a member of the Council must not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new subject.

### **Amendments Generally**

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may only be amended once.
- (5) An amendment that has been negative by a vote of Council cannot be proposed again.
- (6) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
  - (c) the main question.

### **Reconsideration by Council Member**

25. (1) Subject to subsection 25(5), a council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in section 25(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted,

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- (b) been reconsidered under section 25(1) of this this bylaw or provisions of the Community Charter, or
  - (c) been acted on by an officer, employee or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under section 25(1) or provisions of the Community Charter is as valid and has the same effect as it had before reconsideration.

### **Reports from Committees**

26. Council may take any of the following actions in connection with a resolution it receives from a committee:
- (a) agree or disagree with the resolution;
  - (b) amend the resolution;
  - (c) refer the resolution back to the committee or a different committee
  - (d) postpone consideration of the resolution.

### **Adjournment**

27. (1) A Council may continue a Council meeting after 10:00pm only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

## **PART 5 – BYLAWS**

### **Form of Bylaws**

28. A bylaw introduced at a Council meeting must:
- (a) be printed;
    - (i) a condition which does not preclude the bylaw from being distributed electronically in addition to this condition being met
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose;

### **Bylaws to be considered separately or jointly**

29. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
  - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

### **Reading and adopting bylaws**

30. (1) The presiding member of a Council meeting may
  - (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw must be given by stating its title.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to provisions in the Local Government Act, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) Subject to provisions in the Local Government Act or the Community Charter, Council may give up to three readings to a proposed bylaw at the same Council meeting.
- (6) In accordance with provisions in the Local Government Act, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

### **Bylaws must be signed**

31. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping.

## **PART 6 – RESOLUTIONS**

32. (1) The presiding member of a Council meeting may:
  - (a) require that a member, introducing a lengthy resolution, provide the resolution to the Corporate Officer in writing;
  - (b) have the Corporate Officer read the resolution; and
  - (c) request a motion that the resolution be introduced.

## **PART 7 – COMMITTEE OF THE WHOLE**

### **Going into Committee of the Whole**

33. (1) At any time during a council meeting, Council may by resolution go into a COTW.
- (2) In addition to section 33(1), a meeting, other than a standing or select committee meeting, at which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

### **Notice for COTW meetings**

34. (1) Subject to section 34(2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:

- (a) posting a copy of the notice at the public notice posting place; and
  - (b) leaving a copy of the notice for each Council member in the Council member's inbox in Chambers and/or electronically to their Council business email
- (2) Section 34(1) does not apply to a COTW meeting that is called, in accordance with section 33(1), during a Council meeting for which public notices has already been given.

#### **Minutes of COTW meetings to be maintained and available to public**

35. Minutes of the proceedings of a COTW must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer,
  - (c) signed by the member presiding at the meeting,
  - (d) open for public inspection in accordance with provisions of the Community Charter,

#### **Presiding members at COTW meetings and Quorum**

36. (1) Any Council member may preside at a COTW.
- (2) The members of Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
- (3) Quorum for a COTW meeting is the majority of Council members.

#### **Points of Order at meetings**

37. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

#### **Conduct and Debate**

38. The following rules apply to COTW meetings:
- (a) a motion is not required to be seconded;
  - (b) a motion for adjournment is not allowed;
  - (c) a member may speak any number of times on the same question;
  - (d) a member must not speak longer than a total of 10 minutes on any one question.

#### **Voting at meetings**

39. (1) Voting at a COTW meeting must be taken as per section 18(1)(b) by the raising of hands, or per its alternative in 18(1)(b)(i) if under the same circumstances, if requested by a member.
- (2) The presiding member must declare the results of voting.

#### **Reports**

40. (1) A motion for the COTW to rise and report to Council must be decided without debate.
- (2) The COTW's reports to Council must be presented by the Corporate Officer.

#### **Rising without Reporting**



41. (1) A motion made at a COTW meeting to rise without reporting
- (a) is always in order and takes precedence over all other motions,
  - (b) may be debated, and
  - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by a COTW at a meeting constituted under section 33(1), the Council meeting must resume and proceed to the next order of business.

## **PART 8 – COMMITTEES**

### **Establishment of a Standing Committee**

42. (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by the committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be Council members.
- (3) Subject to section 42(2), persons who are not Council members may be appointed to a standing committee.

### **Duties of standing committees**

43. (1) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
  - (b) on matters that are assigned by Council or Mayor,
    - (i) as required by Council or Mayor, or
    - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

### **Establishment of Select Committees**

44. (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (2) At least one member of a select committee must be a Council member.
- (3) Subject to section 44(2), persons who are not Council members may be appointed to a select committee.

### **Duties of Select Committees**

45. (1) Select committees must consider, inquire into, report and make recommendations to Council about the matter referred to the committee by Council.

(2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of committee meetings**

46. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

### **Notice of committee meetings**

47. (1) Annually, on or before January 15, committees must prepare a schedule of dates, time and places of meetings and make the schedule available:
- (a) to the public by posting it at the public notice posting place; and
  - (b) providing a copy of the schedule to each committee member.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as practical, post a notice at the public notice posting place which indicates any revisions to the date, time or place or of cancellation of a committee meeting.
- (3) The chair of a committee must notify committee members of the day, time and place of a meeting called under section 47(2) at least 12 hours before the time of the meeting.

### **Minutes of committee meetings to be maintained and available to public**

48. Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
  - (b) certified by the Corporate Officer or designate
  - (c) signed by the presiding member at the meeting, and
  - (d) open for public inspection in accordance with the Community Charter.

### **Quorum**

49. The quorum for a committee is a majority of its members.

### **Conduct and Debate**

50. (1) The rules of the Council procedure must be observed during committee meetings, so far as possible, and unless as otherwise provided by this bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a committee meeting is not required to be seconded.

### **Voting at meetings**

51. Council members attending a meeting of a committee of which they are not a member must not vote on the question.

## **PART 9 – COMMISSIONS**

### **Establishing a Commission**

52. Council may establish a Commission to operate a service on their behalf or undertake enforcement of something within Council's authority.

### **Schedule of Commission meetings**

53. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.  
(2) The Chair of the Commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Commission meetings**

54. (1) After the Commission has established the regular meeting schedule, notice of the schedule must be:  
(a) posted at the Public Notice Posting place; and  
(b) given to each member of the Commission.  
(2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as practical, post notice at the Public Notice Posting Place indicating the revision or cancellation of the Commission meeting.  
(3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 54(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

### **Minutes of Commission meetings to be maintained and available to the public**

55. Minutes of the proceedings of a Commission must be:  
(a) legibly recorded;  
(b) signed by the Chair or presiding member at the meeting; and  
(c) open for public inspection at the Village Office during regular office hours.

### **Quorum**

56. The quorum of a Commission is a majority of all of its members.

### **Conduct and Debate**

57. The rules of the Council procedures must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

**PART 10 – GENERAL**

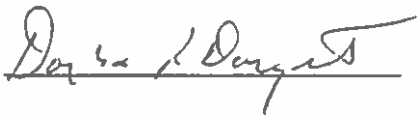
- 58. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 59. This bylaw may not be amended or repealed and substituted unless the Council first gives notice in accordance with the provisions stipulated in the Community Charter.
- 60. The Village of Port Clements Procedural Bylaw #422, 2015 and its amendments #422-1, 2018 are hereby repealed.

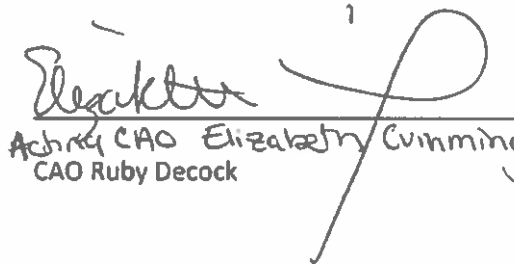
READ A FIRST TIME THIS 13 day of July, 2020

READ A SECOND TIME THIS 13 day of July, 2020

READ A THIRD TIME THIS 4 day of August, 2020

RECONSIDERED AND FINALLY ADOPTED THIS 4 day of August, 2020

  
\_\_\_\_\_  
Mayor Doug Daugert

  
\_\_\_\_\_  
Acting CAO Elizabeth Cumming on behalf of.  
CAO Ruby Decock

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CERTIFIED A TRUE COPY OF "Council Procedure Bylaw #460, 2020"

G-4

**VILLAGE OF PORT CLEMENTS**

**BYLAW NO 479, 2022**

**A Bylaw of the Village of Port Clements  
to amend Procedural Bylaw # 460, 2020.**

The Council of the Village of Port Clements deems it desirable to amend the Village of Port Clements Procedural Bylaw;

The Council of the Village of Port Clements, in open meeting assembled, enacts as follows:

1. The Procedural Bylaw for the Village of Port Clements # 460, 2020 is amended
  - (a) Change section (2) (a) Regular Council meeting must be held on the first and third Monday of each month  
to  
Regular Council meeting must be held at least once per month.

This Bylaw may be cited for all purposes as "Procedural Amendment Bylaw No. 479, 2022.

READ a first time this 5<sup>th</sup> day of December 2022.  
READ a second time this 5<sup>th</sup> day of December 2022.

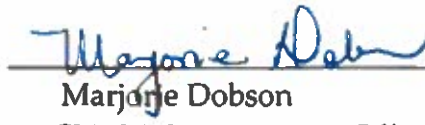
READ a third time this 19<sup>th</sup> day of December 2022.

FINALLY PASSED AND ADOPTED this 11 day of January 2023



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Scott Cabianca  
Mayor



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Marjorie Dobson  
Chief Administrative Officer

**CERTIFIED A TRUE COPY OF 'THE AMENDED PROCEDURAL BYLAW # 479, 2022'**

G-4



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: August 22, 2023

RE: Regular Report on Current Operations

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## **BACKGROUND:**

The CAO/Acting CAO updates Council at the Regular Council Meetings on current operations and challenges.

## **DISCUSSION:**

The report is not an exhaustive list of operational activities that have occurred since the last update or are occurring, but to provide a general update and identify notable occurrences in current operations for Council.

## **Administration:**

### **Accessibility British Columbia Act**

Port Clements is a partner in the Haida Gwaii Accessibility Committee spearheaded by the North Coast Regional District (NCRD) With the deadline fast approaching to fulfill part of the legislative requirements, Port Clements applicants to the committee will soon be notified of the decision of the NCRD board. Prescribed organizations including Port Clements are required to establish the following:

- An accessibility committee
- An accessibility plan
- A tool to receive feedback on accessibility

**WorkSafe BC:** All but one of the work orders have been completed. Due to the technical requirements of the Confined Space Entry Programme, the Village continues to work with professionals in completing this work order.

### **The Official Community Plan**

The preliminary work for the Official Community Plan (OCP) is nearing completion. The focus is now heavily placed on reviewing the draft and preparing the maps.

### **Critical Infrastructure**

#### **(i) Sewage Lagoon**

Since April of 2023, the staff has been exploring several avenues for additional funding to offset the budget deficit attributed to increased costs. The office has not had any positive response to date, and the upcoming Union of British Columbia Municipalities (UBCM) 2023 convention provides an opportunity to raise this issue among other things.

#### **(ii) Water System Upgrade**

The outfitting of Well #3 for incorporation into the existing water system continues to be affected by delays in supplies of materials.

### **Other Capital Projects:**

Work continues on other projects including.

- The Community Park upgrade
- Improvement of the Public Works Yard
- Sunset Park Revitalization

### **Land Development- M& B Division**

The Village remains open to receiving comments on how the property should be developed. Meanwhile looking at possible options for professional support for the project.

R-1

### **Local Government Climate Action Programme: (LGCAP)**

As a signatory to the Climate Action Charter, the Village has committed to implementing measures to reduce Green House Gas (GHG) emission in its operations and create a more energy efficient community. Since the Biomass Heating System came into effect (2015) no other initiative has been implemented in support of the programme. The Village recently completed Year 2 survey. These surveys indicate to the Ministry of Environment and Climate Change Strategy the actions being taken by Local Governments in reducing GHG. As an added condition of completing the survey, the Village becomes eligible to pre-determined funding under the LGCAP to assist the community to reach legislated climate targets and prepare for impacts of a changing climate. (\$41,082) The Village has already received the allotment for year one and is awaiting the second-year allotment.

### **Wildfire and Drought**

It is reported that British Columbia is experiencing a severe drought and a record wildfire season this Year. The record revealed that more than 80% of the province's water basins are at low levels. The increasing impact of a changing climate have prompted the Minister of Emergency Management and Climate Readiness and Minister of Municipal Affairs to schedule regular webinars to provide updates on the wildfire and drought situation in BC. The webinars also provide a platform to hear the challenges that communities are facing with wildfires and drought conditions. Although the Village operating wells are currently running at their capacity, and there is no evidence of the aquifers' depletion, at peak demand during the driest days, the reservoirs do not recover throughout the daytime to meet this high level of demand. So augmenting supply is a step in the right direction. We are currently working towards integrating Well # 3 into the water system, and it is important to begin the preparatory work on Well #4 in preparation for the possible effects of climate change on water supply.

### **Canada Community Build Fund**

The Canada Community-Building Fund (formerly Gas Tax Fund) is a permanent source of federal funding for local infrastructure. The funding is provided up front, twice a year, to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank, and borrow against this funding. This funding is restricted to certain project categories. The Village received the first (\$36,909.15) of two installments for the 2023/2024 fiscal year.

### **Finance:**

- Routine activities in accounts payable, accounts receivable, payroll and bank reconciliations continue.
- Water & Sewer Utility Bills for April to June prepared and mailed.

### **Public Works**

- Mowing resumed after July drought
- Projects progressing
- Recent monthly water sampling resulted in one of four samples requiring retesting on behalf of Northern Health Authority, and a consideration of a potential cross connection control issue. Awaiting sample result and considering options for better protection of Sanistation potable water source.
- Recent BC Hydro power outage (sustained phase drop) had widespread temporary effects on both water treatment plant and sewer collection system. PW acted to shut down system and rely on backup power system in a successful effort to protect 3 phase motors.

Respectfully submitted:  
Marjorie Dobson, CAO

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**Village of Port Clements  
Council Meeting Action Items List**

<u>Action #</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A-4	2022-12-05	Council to investigate and report back to Council on options for the winter sanding going forward	CAO	

A-1