



AGENDA

Regular Meeting of Council

Date: January 4, 2022, 7:00 p.m.

Location: Council Chambers

Pages

1. **CALL TO ORDER**

“On behalf of Council, I would like to acknowledge the traditional territories of the area’s Six First Nations.”

2. **APPROVAL OF AGENDA**

Recommendation:

THAT the Agenda for January 4, 2022, Regular Meeting of Council is approved as presented.

3. **PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION**

4. **PUBLIC COMMENT**

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes**. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

5. **DELEGATIONS AND PETITION**

None

6. **ADOPTION OF MINUTES**

Recommendation:

THAT December 14, 2021 Minutes of the Special Meeting of Council be adopted;

AND THAT December 14, 2021 Minutes of the Regular Meeting of Council be adopted.

7. **MAYOR, COUNCILLOR AND CAO REPORTS**

Recommendation:

THAT the Mayor, Councillor and CAO reports be received.

8. **REPORTS**

8.a. Village of Burns Lake Water Conservation Plan - December 2021

Recommendation:

THAT the Village of Burns Lake Water Conservation Plan - December 2021 be received.

4

15

8.b.	Sewage Treatment Facility Improvements Grant Recommendation: THAT the Village of Burns Lake Council authorizes Staff to submit a grant application to the Canada-British Columbia’s Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality funding stream for Sewage Treatment Facility Improvements; AND THAT the Village of Burns Lake will be liable for ineligible costs and any cost overages for Sewage Treatment Facility Improvements as submitted in the application to the Canada Infrastructure Program – Green Infrastructure - Environmental Quality funding stream.	36
8.c.	2022 Business Licence Waiving of Fee – COVID 19 Restart Fund DCO, V. Anderson Recommendation: Option 1 THAT the Village of Burns Lake waive the fees for all Business Licences issued in 2022. Option 2 THAT Village of Burns Lake Business Licence fees are not waived for 2022.	38
9.	BUSINESS ARISING	
10.	ORIGINAL COMMUNICATIONS ACTION	
10.a.	Stakeholder Engagement Needs Assessment for Indigenous Reconciliation Initiatives - Skeena Region <i>CAO S. Worthing</i> <i>The attached letter includes highlighted questions requiring feedback from the municipality</i>	47
10.b.	Burns Lake Community Forest - Stumpage Policy Harmonization Concerns	72
11.	ORIGINAL COMMUNICATION RECEIVED AND FILED Recommendation: THAT Original Communications (a) through (a) be received and filed: a) District of North Saanich - Elected Officials Parental Leave	74
12.	NEW BUSINESS None	
13.	ACCOUNTS PAYABLE No report for this agenda	

14. READING FILE

Recommendation:

THAT December 31, 2021 Reading File be received:

1. Coastal GasLink - Flood Relief Support in BC
2. Coastal GasLink - November Construction Update
3. Coastal GasLink - Connector
4. BC Community Forest Association - Newsletter December 2021
5. Burns Lake Community Forest Ltd - General Manager Christmas Message
6. Northern BC Tourism Association - December News
7. CN Railway - BC Washouts
8. Rivershed Society of BC - 2021 Highlights

15. PUBLIC QUESTION PERIOD

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes**. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

16. RELEASE OF CLOSED MEETING RESOLUTIONS

None

17. ADJOURN



Minutes of the Special Meeting of Council

December 14, 2021, 6:30 p.m.

Council Chambers

Members Present: Mayor D. Funk
Councillor H. Wiebe (Acting Mayor)
Councillor C. Rensby
Councillor K. White
Councillor K. Bjarnason

Staff Present: CAO S. Worthing
DCO, V. Anderson
Director of Recreation, L. Jones
Director of Public Works, D. Ross
Director of Protective Services, R. Krause
EDO, K. Guenter

Guests: Tyler Wilkes
Patti Dube
Heather Anichoski
Garth Schienbein
Brad Blackwell
Eddie Huband, Lakes District News

1. CALL TO ORDER

Acting Mayor H. Wiebe called the meeting or order at 6:30

2. APPROVAL OF AGENDA

Minutes of December 14, 2021 Special Meeting of Council

2021-12-14: 372

THAT the Agenda for December 14, 2021, Special Meeting of Council is approved as presented.

CARRIED

3. PUBLIC COMMENT

4. DELEGATIONS AND PETITION

5. REPORTS

5.a Eveneshen Trail Feasibility Review - Technical Memo

- Tyler Wilkes gave an overview of the Eveneshen Trail Feasibility study.
- The direction was given to determine whether the Eveneshen Trail could become a blue-level mountain bike trail.
- Showed a map of 1.4 km trail noting VBL land and crownland portions.
- Since 2017 the Village of Burns Lake has had a management agreement with the province to maintain the trail.
- What is the trail meant to be and what is achievable? To be a blue level trail, the trail bed must be 1.2m wide
- The upper portion of the trail is steep.
- The grades for blue 8 -10%.
- 25% is the reality and is too steep to be considered for an intermediate trail.
- The trail is less than 0.8m in most areas.
- The lookout is unsafe and should be removed or rebuilt.
- Some areas have up to 90% slope and have sluffed.
- The lower area of the trail is milder and could meet the blue-level criteria.
- Flooding has occurred in the lower section.
- Without a significant amount of investment, the Eveneshen Trail is not suitable.
- There is value in keeping the trail open to the public.
- The priority items provided were discussed.
- A 13-metre long bridge over Saul's Creek is rotting and undersized and needs to be replaced.
- Other bridges on the trail should be replaced.
- Options for retaining walls and Gideon baskets were discussed.
- The lookout platform needs to be closed or replaced.

Minutes of December 14, 2021 Special Meeting of Council

- The trail is not feasible as a blue-level mountain bike trail, the cost would be too high.
- Had a discussion of the Village Heights as a possibility of a trail to downtown.
- Capturing tourism dollars by enticing riders into town.
- Recommendations of alternative routes into town.
- Garth Scheinbien commented that he liked the report there are some challenges to the trail, which makes it desirable to use.
- Councillor Rensby commented that the investment is low when compared to the value of the community.
- Mayor Funk thanked Tyler for the comprehensive report.
- It is unfortunate that it did not work out for a mountain bike trail.
- Liked the idea of bringing the trail down through Village Heights.
- Heather Anichikoski agrees with the maintenance ideas and supports the trail as it is easy to access.
- Brad Blackwell offered BC Wildfire manual labour to complete some of the maintenance required. BC Wildfire has completed other work on the trail over the years.
- Heather Anichiksoi suggested Rotary may help.

6. PUBLIC QUESTION PERIOD

7. ADJOURN

2021-12-14: 373

THAT December 14, 2021 Special Meeting of Council be adjourned at 6:55 pm

CARRIED

MAYOR

CORPORATE OFFICER

Certified to be a true copy of the minutes of the Special Meeting of Council for the Corporation of the Village of Burns Lake held on Tuesday, December 14, 2021

Minutes of December 14, 2021 Special Meeting of Council



Minutes of the Regular Meeting of Council

December 14, 2021, 7:00 p.m.

Council Chambers

Members Present: Mayor D. Funk
Councillor H. Wiebe
Councillor C. Rensby
Councillor K. White
Councillor K. Bjarnason

Staff Present: CAO S. Worthing
DCO, V. Anderson
Director of Recreation, L. Jones
Director of Public Works, D. Ross
Director of Protective Services, R. Krause
Director of Finance P. Anderson

Guests: Eddie Huband - Lakes District News

1. CALL TO ORDER

Acting Mayor Wiebe called the meeting to order at 7:00 pm
"On behalf of Council, I would like to acknowledge the traditional territories of the area's Six First Nations."

2. APPROVAL OF AGENDA

It was moved and seconded by Council:
2021-12-14: 374
THAT the Agenda for December 14, 2021, Regular Meeting of Council is approved as presented.

CARRIED

3. PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION

None

4. PUBLIC COMMENT

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes**. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

5. DELEGATIONS AND PETITION

None

6. ADOPTION OF MINUTES

It was moved and seconded by Council:

2021-12-14: 375

THAT November 23, 2021 minutes of the Regular Meeting of Council be adopted;

AND THAT the November 23, 2021 minutes of the Special Meeting of Council be adopted.

CARRIED

7. MAYOR, COUNCILLOR AND CAO REPORTS

Mayor Funk

- Attended a webinar on how local governments are promoting e-Bike usage in their communities.
- Received Artimus Gold project update, construction is starting next year. Potential jobs for community members
- Met with MLA
- Met with MP and discussed challenges facing Burns lake
- Presented long service awards to employees.

Minutes of December 14, 2021 Regular Meeting of Council

Councillor Rensby

- Travelled to Victoria on November 24, met with a number of MLAs, made plans for rallies and public education.
- Attended forestry coalition meetings regarding Old Growth Deferral, wait and see at this moment.

CAO Worthing

- Attended twice a week meetings regarding the flooding down south. The state of Emergency was extended to December 28. Expecting that the Minister of Transportation will be providing an update tomorrow.
- Had a meeting with PAPC, they will be shut down from December 18 to January 10. Only critical staff will be at the camp.
- Laid-off workers will be returning
- Welcomed Pamela Anderson as Director of Finance

It was moved and seconded by Council:

2021-12-14: 376

THAT the Mayor, Councillor and CAO reports be received.

CARRIED

8. REPORTS

8.a Fire Department Call-outs for November

Director of Protective Service, R. Krause

Director Krause, call volume is slightly up from the 5-year call average.

8.b Eveneshen Trail Report

Dale Ross, Director of Public Works and DCO V. Anderson

- Discussion that the Village needs to complete the suggested maintenance.
- Discussion of building a trail through Village Heights for mountain biking.
- Discussion of rebuilding the lookout.
- Discussion of how the Village became responsible for maintaining the trail.
- Discussion of public safety issues.

Minutes of December 14, 2021 Regular Meeting of Council

- Discussion of liability for the Village of Burns Lake.
- The report will be given to MIA.
- Discussion of creating a trail maintenance policy.
- Discussion of maintenance and the possibility of trail users.
- The lower portion was built by the Rotary Club, the Rotary supplied material for the original trail.
- Discussion of deactivating the upper portion of the trail.
- The Eveneshen Trail is popular, the community would be disappointed if it was closed.
- Will add Eveneshen Trail to the Level of Service Survey.
- Discussion of the availability of the trail in town and the possibility of including snowshoeing.

It was moved and seconded by Council:

2021-12-14: 377

THAT Staff are directed to report back, including the level of service, liability issues and potential partners for council's consideration of the Eveneshen Trail.

CARRIED

8.c Grant for Bus Service

CAO S. Worthing, verbal

- CAO Worthing provided an update to the funding opportunity for bus service within the community.
- CAO Worthing called a meeting with Tsil Kaz Koh, Lake Babine Nation, Northern Health and RDBN representatives.
- It brought out the need for a service.
- Discussion of people walking in the winter.

8.d 2022 Business Façade Improvement Program

V. Anderson, DCO

It was moved and seconded by Council:

2021-12-14: 378

THAT the Village of Burns Lake applies to Northern Development Initiative Trust for the 2022 Business Façade Improvement Program for reimbursement funding of up to \$20,000.

CARRIED

9. BUSINESS ARISING

10. ORIGINAL COMMUNICATIONS ACTION

10.a Lakes District Fall Fair - Maintenance Assistance Request

- CAO Worthing and the Director of Public Works met to discuss the request.
- CAO Worthing shared the estimated costs, the summer students would not be available for the Fall Fair.
- Three summer students for 8 hours would be about \$1,000
- Grading would be about another \$1,000
- Volunteers do most of the work at the facility.
- Concerns over the maintenance of the ball diamonds.
- Total cost would be \$4,000-\$5,000 per year. The site is outside the Village boundaries.
- Discussion of liability issues.
- Discussion of the intent of the Regional District parks and Trails function.
- Discussion of suggesting the organization approach the RDBN.
- Discussion of the RDBN hiring summer students to complete maintenance

It was moved and seconded by Council:

IC 2021-12-14: 379

THAT Staff are directed to contact the Lakes District Fall Fair Board and direct them to the Regional District of Bulkley Nechako Park and Trails function.

CARRIED

11. ORIGINAL COMMUNICATION RECEIVED AND FILED

It was moved and seconded by Council:

2021-12-14: 380

THAT Original Communications (a) through (g) be received and filed:

- a) **RDBN Meeting Schedule**
- b) **BC SPCA - *changes to rodenticide regulations***
- c) **City of Pitt Meadows - *taxation benefitting railway and industrial operations***
- d) **FESBC - *forest enhancement projects update***
- e) **Ministry of Mental Health and Addictions - *Stop the Stigma***
- f) **The Link - *Fall/Winter update***
- g) **Coastal GasLink - *blasting notification***

CARRIED

12. NEW BUSINESS - None

13. ACCOUNTS PAYABLE

The municipal accounts of \$456,273.89 dated December 08, 2021 were found to be in good order.

14. READING FILE

It was moved and seconded by Council:

2021-12-14: 381

That December 10, 2021, Reading File be received:

- 1. CN Donates \$100,000 to Canadian Red Cross to aid flood victims**
- 2. Southside Health and Wellness - December Newsletter**
- 3. Coastal GasLink Construction Update November 22, 2021**
- 4. LCRB PD 21-22 authorizes non-medical cannabis retail stores to sell various items**
- 5. LCRB PD 21-23 house-keeping and operational changes to the Rural Licensee Retail**
- 6. LCRB PD 21-24 extends delivery sales to March 31, 2022**
- 7. BC Conservation Foundation - Provincial Urban Deer Program**
- 8. Forest Enhancement Society of BC - Learn about 65 funded projects**
- 9. BC Community Forest Association - November 2021 Newsletter**
- 10. Heathier Northern Communities E-Brief - December 2021**
- 11. Rivershed Society of BC - Year-end goal of \$10,000 met**
- 12. Northern BC Tourism - Research Update December 3, 2021**
- 13. CN update - Restoration efforts to repair rail bed**

Minutes of December 14, 2021 Regular Meeting of Council

14. CN Recognized with Prestigious “A” Score for Climate Change
15. Federation of BC Woodlot Association - Fall 2021 Communicator
16. Northern Health Community Update - December 8, 2021
17. BC Rural Centre - December 2021 Newsletter
18. Northern Health - Worship services allowed with vaccination

CARRIED

15. PUBLIC QUESTION PERIOD

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16. RELEASE OF CLOSED MEETING RESOLUTIONS

It was moved and seconded by Council:

2021-12-14: 382

THAT the following Closed Meeting Resolutions are released to the public:

IC 2021-12-14: 148

THAT the Village of Burns Lake enters into an agreement with City West for the purpose of providing Fibre Network infrastructure within the Burns Lake’s municipal boundary.

IC 2021-12-14: 150

THAT a Non-profit Society Recovery grant of \$2,500 is awarded to Burns Lake and District Chamber of Commerce, and \$3,000 is awarded to the Burns Lake Legion, Branch No. 50.

CARRIED

17. ADJOURN

It was moved and Seconded by Council:

2021-12-14: 383

THAT December 14, 2021, Regular Meeting of Council be adjourned at 7:38 pm.

CARRIED

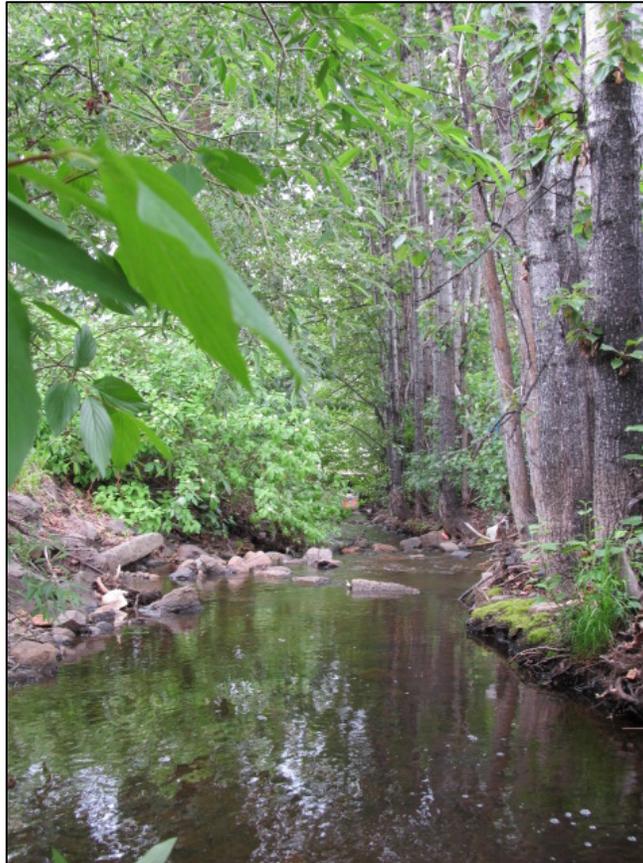
MAYOR

CORPORATE OFFICER

Certified to be a true copy of the minutes of the Regular Meeting of Council for the Corporation of the Village of Burns Lake held on Tuesday, December 14, 2021



WATER CONSERVATION PLAN



Village Of
**BURNS
LAKE**

Dec 2021

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1 INTRODUCTION

1.1 Background Information

Water is an essential part of the daily lives of all Canadians. Water is so engrained into our lives we probably do not even realize that almost everything we do involves it. We use water to clean, to cook, to bathe, to drink, and to wash. Water is utilized in manufacturing almost all of the items in the average Canadian home; this includes everything from cars to food to clothes. Canada is thought of as one of, if not the most, water rich country on Earth. However, even if this is true, Canada's water supply is still finite. Most of Canada's water supply is located the far north regions of the country and the majority of the population is located in the southern regions of the country.

As British Columbians, we even use water to generate the electricity for our homes and businesses. BC Hydro produces 93% of the province's energy using water, which is clean and renewable energy. This means that British Columbians are highly invested in water, since almost everything in our everyday lives utilizes water. This is why it is important to look after our water supplies to ensure the benefits will still be around for generations to come.

In order to sustain the current water supply for the future, it is important to take steps towards water conservation. Water conservation plans are an efficient way to reduce a community's consumption, which in turn will decrease the pressures on the local economy and the environment. Conservation does not mean that Canadians should stop using water for their daily activities. Conservation means that Canadians should use less water and be smarter with their water usage. For example, running a half full dishwasher uses just as much water as running a full load of dishes, so waiting until the dishwasher is full before running it is an easy and effective way to conserve water.

The Village of Burns Lake (the Village) has created this water conservation plan as a tool to achieve more efficient water utilization by all of its residential, commercial, industrial and institutional customers.

Conservation of water is the number one way to reduce demand on a water system and there are several ways that conservation can occur. Most water conservation methods are simple and do not require customers to make drastic changes to their daily lives and habits.

Water is currently used in a variety of ways by the Village of Burns Lake including for domestic, commercial, industrial, irrigation, and fire protection. There are a variety of benefits that will arise for the Village from a decrease in water consumption. Economic benefits will be seen as water demand on the system is reduced, which will in turn reduce the cost of operation and maintenance for the Village. For example, a reduction in the amount of water being consumed will help to postpone future infrastructure repairs and updates. There will also be less of an environmental impact with reduced consumption, because there will be less of a draw on the water resources allowing for a healthier watershed.

To ensure that this water conservation plan is successful in reaching its goal, it is important to achieve high levels of participation throughout the community. Without public participation the strategies outlined in this plan will not be effective in reducing water consumption.

1.2 Water Conservation Benefits

A reduction in overall per capita water consumption will provide the following benefits:

- Reduction of environmental impact related to water volumes withdrawal from the watershed.
- Reduction of costs associated with operation and maintenance of the water system infrastructure (such as electrical energy requirements for pumping systems).
- Reduction of chemical volumes needed (for chlorination) to treat water.
- Reduction in need to upgrade and/or replace some water-related infrastructure components (such as pumps and storage reservoirs).
- Reduction in seasonal stresses to the water system infrastructure during peak demand periods.
- Reduction of costs associated with operation and maintenance of the wastewater system infrastructure (such as electrical energy requirements for pumping systems).
- Reduction of chemical volumes needed (for chlorination and dechlorination) to treat wastewater.
- Reduction in need to upgrade and/or replace some wastewater-related infrastructure components (such as pumps and treatment lagoons).
- Reduction of environmental impact related to wastewater volumes discharged to the watershed.

2 EXISTING WATER SYSTEM

2.1 Major Components

An overall layout of the water system is provided in *Figure 1* below.

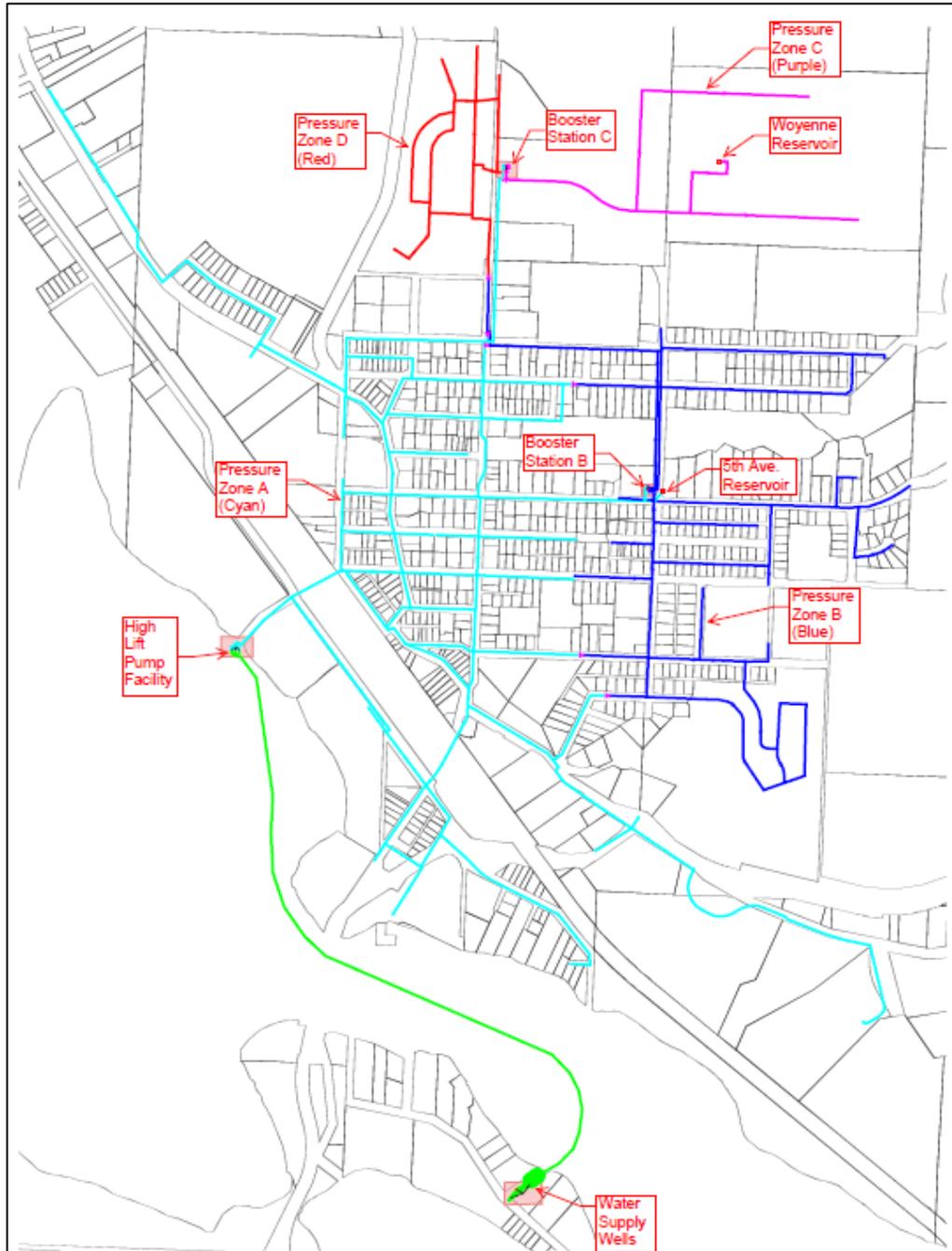


Figure 1: Overall Water System Layout

The major features and components of the system are as follows:

- Three (3) groundwater source wells and associated pumps located on Gerow Island.
- Four (4) separate water distribution pressure zones.
- A booster station (Booster Station B) located on 5th Avenue withdrawing water from the 5th Avenue Reservoir and supplying water to Pressure Zone B via 3 variable speed vertical turbine pumps and a diesel-motor powered fire pump.
- A booster station (Booster Station C) located on the Woyenne Reserve withdrawing water from Pressure Zone A and supplying water via two centrifugal pumps to Pressure Zone C including a water storage reservoir located on the Woyenne Reserve (Woyenne Reservoir) with a capacity of about 730 m³ (731,000 L).

All pressure zones are supplied, either directly or indirectly, from the 5th Avenue Reservoir.

2.2 System Operation Description

The system's water source is provided by three groundwater wells located on Gerow Island. Water from the wells is pumped to a below-ground concrete storage tank located at the Village's water treatment / high lift pump facility (located on the northerly shore of the lake). Level controls in the high lift water storage tank signal the well pumps to operate as required to maintain the desired tank water levels.

In order to provide secondary disinfection in the water distribution system, the well water is treated via chlorine injection as it enters the concrete storage tank of the high lift pump facility. The water is stored in this tank until needed.

Pressure Zone A

Water flow and pressure to Pressure Zone A is supplied via two sources, the 5th Avenue Reservoir and the high lift pumps. The main source is the 5th Avenue Reservoir. As the community consumes water, the water level in this reservoir drops. Level controls in the 5th Avenue Reservoir signal the high lift facility pumps to operate as required (and withdraw water from the below-ground concrete storage tank) to maintain the desired reservoir water levels. Rather than supplying water to the 5th Avenue Reservoir via a dedicated supply line, the high lift pumps utilize multiple pipes within the Zone A water distribution system. Therefore, when the high lift pumps are running, they are also supplying water flow and pressure to Pressure Zone A.

Pressure Zone B

Water flow and pressure to Pressure Zone B is supplied via continuous operation of multiple variable speed pumps located in Booster Station B. The booster station pumps are fed from the 5th Avenue Reservoir. The speed of the pump(s) continuously varies to maintain a set pressure in the distribution system. The variable speed pumps are sufficient for normal demands (as defined by the Village's average consumption) but lack the required capacity to

supply flows and pressures sufficient for fire protection requirements. To meet fire flow and pressure requirements, Booster Station B includes a stand-alone fire pump which automatically activates in the event that the variable speed pumps cannot maintain sufficient system pressure during a high water demand event.

Pressure Zone C

Water flow and pressure to Pressure Zone C is similar to Zone A in that it is also supplied via two sources, the Woyenne Reservoir and Pressure Zone A via Booster Station C. The main source is the Woyenne Reservoir. As the community consumes water, the water level in this reservoir drops. Level controls in the Woyenne Reservoir signal the Booster Station C pumps to operate as required to maintain the desired reservoir water levels. The Booster Station C pumps withdraw water from a connection to the Pressure Zone A distribution system. As with Pressure Zone A, the Booster Station C pumps do not supply water directly to the Woyenne Reservoir via a dedicated supply line. Instead, water from the Booster Station C pumps flows to the Woyenne Reservoir via some of the Pressure Zone C water distribution pipes. Therefore, when the Booster Station C pumps are running, they are also supplying water flow and pressure to Zone C (but to a much lesser extent than that of the high lift pumps supplying Pressure Zone A).

Pressure Zone D

Water flow and pressure to Pressure Zone D is provided from Pressure Zone C via a pressure reducing valve located in Booster Station C.

2.3 Pressure Zone Descriptions

Zone A is a gravity supply zone fed from the 5th Avenue Reservoir and is generally located in the westerly half of the Village (not including the Woyenne Reserve area).

Zone B services lands within the Village that are too high in elevation to receive adequate pressure directly from the 5th Avenue Reservoir. It is generally located in the easterly half of the Village (not including the Woyenne Reserve area).

Zone C is a gravity supply zone fed from the Woyenne Reservoir and is located on the east side of the Woyenne Reserve in the northerly part of the Village.

Zone D is a gravity supply zone which is designed to be fed from Zone C and is located on the west side of the Woyenne Reserve in the northerly part of the Village. Note that currently Zone D is actually being fed directly from Zone B (so theoretically Zone D is actually part of Zone B) but it is the intent of the Village in the future to isolate Zone D from Zone B and feed Zone D via Zone C.

2.4 Water Meters

Residential Services

Of the 629 residential service connections, 40 services (approximately 6%) are metered. The installation of the existing residential meters was done in 2011.

Industrial, Commercial and Institutional Services

Of the 142 industrial, commercial and institutional service connections, 43 services (approximately 30%) are metered. The installation of ICI meters commenced in 1980.

2.5 Current Infrastructure Conditions and Future Updates

The Village's water system infrastructure is in very good condition and has been completed with new technology.

The distribution piping is comprised of a combination of asbestos concrete, PVC, and cast iron (the majority being asbestos concrete). In the future, the Village plans to use grants to replace older pipes but does replace sections of pipe as required due to leaks and repairs.

In 2021 a new water treatment plant was constructed treating ground water for manganese and arsenic reduction as well as providing secondary disinfection to ensure disinfectant residual is present throughout the distribution system .

The water treatment plant supplies treated water via 3 submersive variable speed vertical turbine pumps to pressure zone A.

In 2018, 2 new 1550 cubic meter water storage reservoirs were constructed, eliminating the single 1500 cubic meter reservoir that was 50 years old.

In 2018 booster B pump station which is adjacent to the 2 new water storage reservoir was completely rebuilt including new pumps, drives, PLC, UPS and all associated valves and electrical components.

In 2018 to 2020 numerous upgrades and studies were completed at the VBL well site which included:

1. A gap and gudi assessment
2. A hydrogeologic report
3. Three new pitless adapters
4. Three new pumps and drives
5. A camera inspection of three wells
6. New level transmitters
7. New piping and valves
8. A new PLC

Village of Burns Lake - Water Conservation Plan

In 2021 a repair was made to an underwater watermain with a leaking valve. Subsequent to this an underwater dive team conducted a main water line inspection for 2 kilometers of waterline. Three air release valves were decommissioned and a report was provided to the Village of Burns Lake.

3 CURRENT WATER USE

3.1 Current Population, Water Demands, and Projections

The Village of Burns Lake water system serves a population of approximately 3,600 residents including two first nations reservations. The average daily demand (ADD) was determined using water consumption records from the Village from 2012, 2013, and 2014. An analysis of this data provided an ADD for the Village water system of around 12.0 L/s. Based on the above; the average daily demand is 288.0 L/day/capita and the average monthly water demand can be seen on *Figure 2*.

The Village currently has a daily average per capita water use that is significantly lower than the daily average per capita water use for Canada, which is around 329.0 L/day/capita according to Environment Canada's Wise Water Use website (Wise Water Use).

In order to project the future water demands for the Village's water system, an estimate of the Village's population in 20 years was calculated. A growth rate of 1% was utilized based on recent Northern BC trends, which include low growth, zero growth and, at times, negative growth within these communities. With the 1% growth rate a population of 4,393 was calculated for 2034.

Based on the above population in 2034 of 4,393, and assuming that the per capita consumption is constant, the ADD would be 14.6 L/s.

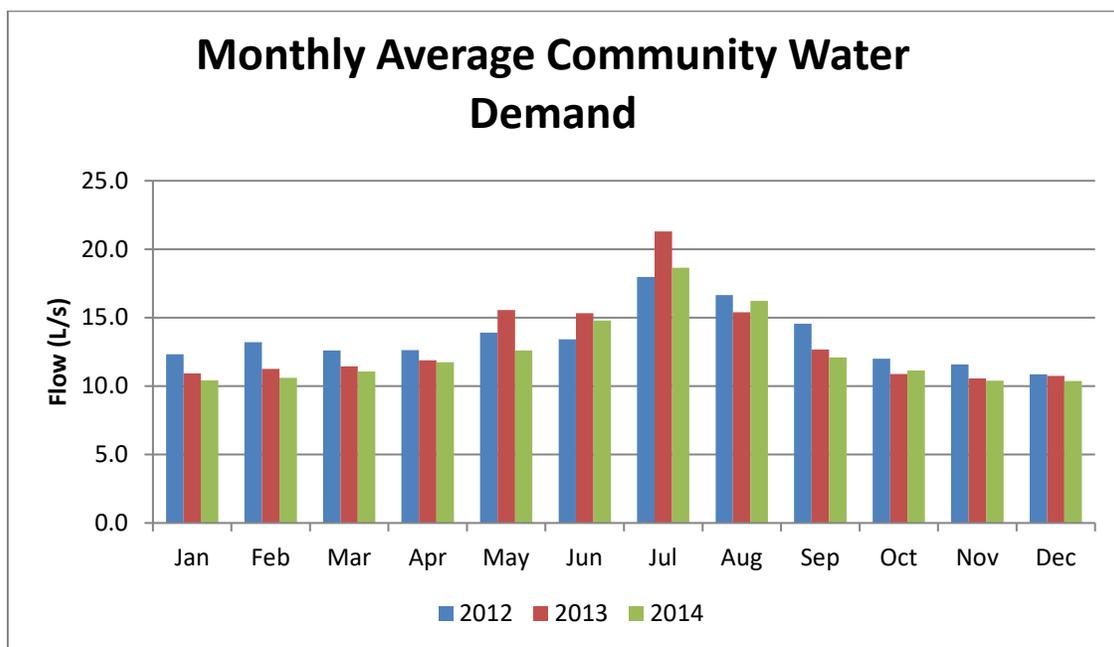


Figure 2: Monthly Average Water Demand for the Village of Burns Lake

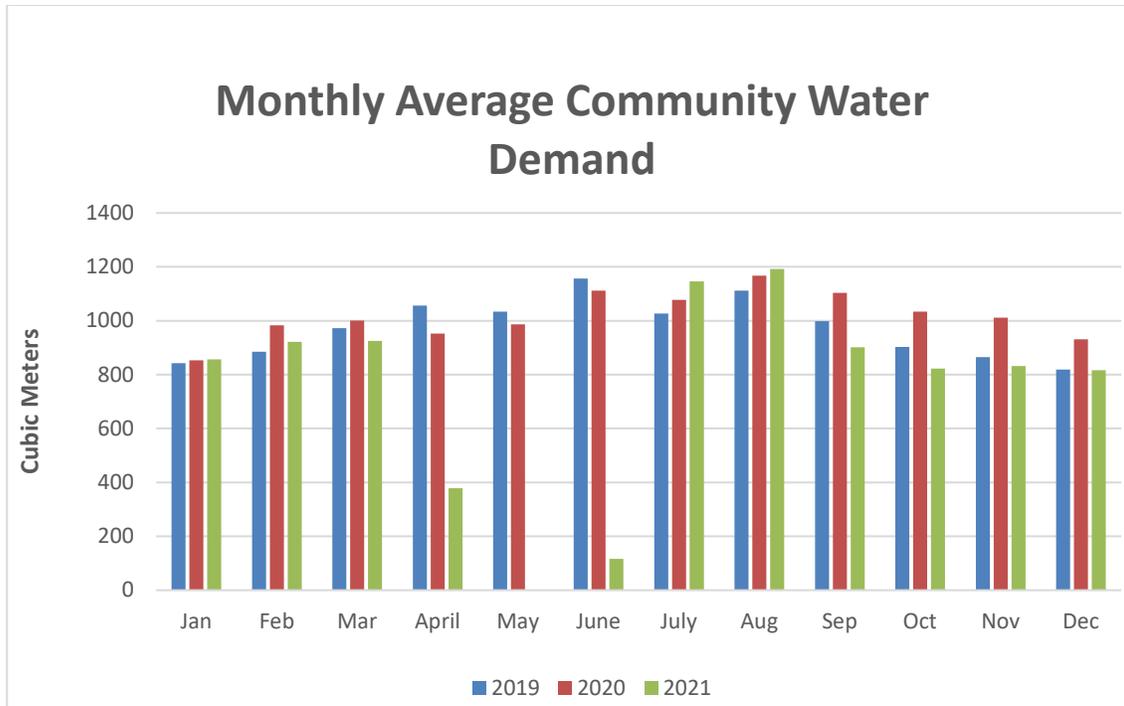


Figure 3: Graph for 2019, 2020 & 2021 is based on Average Daily Demand in Cubic Meters

** Missing data from April 15 – Jun 28 due to switch from existing high-lift to new water treatment plant.

3.2 Current Conservation Efforts

3.2.1 Water Usage Awareness Campaigns

The Village runs water usage awareness campaigns through social media and the Village of Burns Lake website in the summer.

3.2.2 Flow Metering

As described in *Section 2.4: Water Meters*, the Village meters a portion of its industrial, commercial and institutional (ICI) and residential customers.

Because a significant portion of both ICI and residential services are unmetered, it is not currently possible to determine if metered service connections are utilizing less water than their equivalent unmetered counterparts.

The customers who have been metered have benefited from the Village's ability to more easily detect and advise customers of service pipe leaks based on significant increases in their water consumption.

4 WATER CONSERVATION STRATEGIES

4.1 Water Metering, Rate Structures and Billing

In communities without water meters, a flat rate structure is generally utilized. A flat rate billing structure means every customer is billed the same rate, regardless of how much water they consume.

There are several rate structures that can be utilized if water metering is available, since water metering allows water consumption to be measured. Three of the most common rate structures are uniform rates, declining block rates and increasing block rates, all of which are dependent on the volume of water that is consumed. A uniform rate is a constant cost per volume of water, where the per volume cost of water does not change no matter how little or how much water is consumed. Block rate structures charge the customer for water in blocks, for example \$1.00 per 1,000 L for the first 10,000 L of water, \$1.25 per 1,000 L for the next 10,000 L and so on. In increasing block rate structures, the price per block increases as the volume of water consumed increases. Decreasing block rate structures do the opposite; as the volume of water consumed increases, the price per block of water decreases.

Volumetric rate structures are an ideal method for the Village to charge metered customers for water because customers are paying for what they use, unlike a flat rate structure where all customers are billed the same amount regardless of consumption. As detailed on Wise Water Use, customers are more likely to conserve water if they are billed on a volumetric rate structure. An increasing block volume base rate has the potential to motivate customers to reduce their water consumption in order to save money.

It should be noted that leakage within the water distribution system cannot be easily detected when water meters are not being utilized. When all users on a water system are metered, it allows their total water use to be compared to total volume being supplied to the distribution system. A difference between the supply and the use can indicate system leakage.

4.1.1 Customer Billing Rates

Non-metered ICI customers are currently divided into two categories: small (which are billed at an annual flat rate of \$296.72 and large (which are billed at an annual flat rate of \$ 836.07. Metered ICI customers are currently billed by volume, with a minimum monthly cost of \$69.72, and an increasing block rate, as detailed in the table below.

Non-metered residential customers are currently billed at an annual flat rate of \$296.72. Metered residential customers are currently billed by volume, with a minimum monthly cost of \$69.72, and an increasing block rate, as detailed in the table below.

Table 1: Block Rates

Volume (m ³)	Rate (\$/m ³)
Up to 30,000 Gallons	\$ 2.6634/1000 Gal (4.54 m ³) (160.54 ft ³)
3,001 - 45,000 Gallons	\$3.1072/1000 Gal (4.54 m ³) (160.54 ft ³)
45,001 - 60,000 Gallons	\$3.3295/1000 Gal (4.54 m ³) (160.54 ft ³)
60,001 – 80,000 Gallons	\$3.5513/1000 Gal (4.54 m ³) (160.54 ft ³)
80,001 – 100,000 Gallons	\$3.9951/1000 Gal (4.54 m ³) (160.54 ft ³)
100,000 Gallons and over	\$4.4391/1000 Gal (4.54 m ³) (160.54 ft ³)

4.1.2 Meter Installation Benefits and Issues

If meters were installed it would allow for a change in the rate system from a flat annual rate to a volumetric rate, since the consumption for each customer would be known. With flat annual rates water use has been seen to be up to 70% higher when compared to usage where volumetric rates are in place, as detailed by Wise Water Use. If metering was combined with education, see *Section 4.3: Information and Education*, it would be much more effective than metering alone, because it would give the customers strategies to reduce their consumption.

Although metering would allow for a more accurate determination of where and how much water is being consumed, it is a relatively costly option to implement. A estimate prepared in 2013 and presented to the Village council indicated that the cost to install meters for the remainder of residential service connections would total \$391,685 (\$665 per connections for 589 meters). In addition to the installation costs, once the meters are installed the Village must allocate resources for reading meters and processing the collected data. In addition, the Village becomes responsible for maintenance and/or replacement of the meters.

Given the finances and responsibilities associated with residential meter installation, it can be difficult to justify the costs and implications of meter use when the benefits (i.e. the potential reduction in the volume of water consumed and the associated reduction in operating costs) cannot be readily quantified.

4.2 Regulations and Incentive Programs

4.2.1 Village of Burns Lake Infrastructure

As part of implementing any Water Conservation Plan, it is important for the Village to adopt and undertake appropriate water conservation measures within its own facilities and operations. If the Village is involved and actively participates in the water conservation plan, it is more likely that the public will participate as well, for several reasons. First, it will allow to

public to see changes that they could potentially make themselves and more importantly it shows the public that water conservation is important to the Village as well.

For example, some of the plumbing updates that can be done to the Village's plumbing systems, such as installing aerators or low-flush toilets, are practical for all water users. In addition, other plumbing updates that might be better suited to the ICI customers in the community could include the installation of automated taps and more efficient irrigation systems.

Since the Village experiences large peaks of water consumption in the summer months, due to activities such as watering, it is important that the Village update their facility properties to be water efficient. Updates that can be completed on facility properties include updating existing landscaping to be water efficient; an example is xeriscaping, which involves planting grasses and plants that are appropriate for the climate. Irrigation systems can also be used to ensure effective watering of the Village's properties, since these systems can incorporate soil moisture sensors that prevent excessive or unnecessary watering.

A public education program is another critical piece that needs to accompany any plumbing infrastructure updates that the Village makes due to the fact that plumbing upgrades are often less visible or noticeable. For instance, the Village can place informational posters highlighting any newly-installed, water-efficient technologies in facility bathrooms where the public can easily access them. It is important to provide information on the water savings that each update provides, as well as information on the costs and installation of these updates.

4.2.2 Water Efficient Technologies

Conserving water can be done in a variety of ways. One of the most effective ways is to replace household fixtures with water efficient fixtures or technologies. An example would be replacing a 20.0 L or 13.0 L per flush toilet with a 6.0 L per flush toilet which can effectively and substantially reduce water consumption without the user having to alter their daily routine. Other technologies that are relatively simple to install include low flow showerheads and aerators for taps. Wise Water Use states that switching to a low flow shower head can reduce the amount of water consumed during showers by up to half. Also, installing aerators on faucets can reduce the flow from 13.5 L/min to as low as 6 L/min which is still sufficient for the flow requirements of bathrooms and kitchens.

Incentives can be offered to customers to promote switching to water saving technologies. One such incentive is an exchange program where customers can bring their old water technologies to the Village and exchange them for new technologies. The Village would buy a certain number of the new technologies and offer them on a first-come, first-served exchange basis to the public. Other incentives that could be offered to customers are discounts on water saving technologies; these could be in the form of vouchers that are mailed to residents and redeemable at a local supplier (such as Home Hardware or Starland Supplies) for discounts on specific items. Items could include any of the water saving technologies mentioned above such as aerators, low flow showerheads and toilets. The

Village could also potentially save money and promote local businesses by partnering with local suppliers to provide these water saving technologies.

4.2.3 Water Conservation Reward

Another way to promote water conservation with the public would be to offer a reduction in the current rate that customers pay. This would be offered as a reward if the some specific reduction goal established by the Village was met.

A similar reward could be offered to the metered ICI customers on a case-by-case basis. The reward for these customers could be financial, through rate reductions, or through reputation, providing recognition from the Village for the customer as a community partner.

4.2.4 Water Conservation Kits

The Village of Burns Lake could also offer free kits to residents that contain items to help with water conservation. These kits could be available at the Village office or given out at educational booths at community events. Kits would be inexpensive to produce and their use will result in a reduction of water consumption. These kits can contain a variety of different items and can be modified to cater to the specific needs of the customer. Items could include the following:

- Washers to fix household leaks
- Toilet dams or displacement bags to reduce flush volumes
- Toilet flush valves to stop leaks
- Faucet aerators

To ensure that customers are not receiving any unnecessary items a questionnaire can be given with simple at home tests the customer can do to determine what items they require in their kit. An example of a test that could be easily conducted is be to put a few drops of food colouring into the toilet tank and to see if the colour turns up in the bowl without flushing. If the colour placed in the tank starts to appear in the bowl of the toilet it means that there is likely a leak in the tank.

All of the above items would come with instructions on proper installation. If certain items required a plumber, there could be vouchers supplied by the Village to assist customers financially. Kits would also come with informational pamphlets that will help the customer conserve water in other ways around their home.

4.2.5 Monitoring/Enforcement

In order to handle the pressures that summer watering places on the water system, the Village put watering restriction in place in 2004. These restrictions are in effect from May 15th until September 17th and limit the times of availability of water for domestic uses, such as watering lawns or gardens, washing vehicles, and children using sprinklers for recreation. Under restrictions, customers with odd numbered homes may water on odd numbered days

and customers with even numbered homes may water on even numbered days (between the hours of 7am to 11am and 7pm to 11pm). Currently, light hand watering is allowed at any time for customers with new lawns, flowers, or gardens.

There is currently little to no monitoring or enforcement of the above restrictions. A possible strategy to address infractions would see the hiring of one or more summer students to monitor and enforce the watering restrictions. Enforcement could consist of a verbal warning for the first offense followed by a written notice. It is crucial to offer education or informational sessions with increased enforcement to ensure that the public understands why watering restrictions are necessary.

Enforcement of the restrictions would help to reduce the strain that seasonal peak watering puts on the water supply system. The summer students could also be used to help spread awareness and education about water consumption, as outlined in *Section 4.3.2: Educational Campaigns*.

4.3 Information and Education

There are several methods or strategies that can be used to provide helpful information to residents and ICI customers on how they can easily reduce their water consumption. Most Canadians do not realize the amount of water that they consume on a daily basis; a major reason is that most Canadians have never had to think about it since clean water has always been available. Furthermore, a large portion of Canadians may not have a good understanding of the process water goes through to reach their homes or where the water is coming from. It is important to educate the public that the supply of fresh water is finite and therefore it is important to conserve water.

In order to get a better idea of how the community is using their water, it would be helpful to conduct a public survey. A survey would help to determine where the most water is being used in the community, for example it could determine how many showers are taken per week by a household and could help to determine how the community views water. These surveys could be conducted again after the Water Conservation Plan has been in place for a period of time to gauge whether the public view has changed when it comes to water and water conservation. Results from these surveys can be used to customize education programs or informational sessions to ensure that they are relevant since water conservation varies from community to community.

4.3.1 Pamphlets and Bill Stuffers

Insertion of water conservation information in customer's utility bills can be an easy way to target water consumption at its source. This would allow the Village of Burns Lake to effectively supply the appropriate information to all their customers.

It is important to provide information on how water comes to the customer's homes and how much the average person uses per day to raise awareness and emphasize the importance of

conservation. Most people are not aware of the amount of water they consume and likely do not consider the impact they have on the environment. It is important to highlight how people can change their daily habits, by taking shorter showers for example, and how these changes can impact the environment beneficially.

Water saving tips can also be provided on the Village's website, and can include information on how water efficient technologies can help to dramatically reduce water consumption without large changes or negative impacts to the customers daily life. All of the pamphlets mentioned above can be available at the Village of Burns Lake office.

Since the Village sees a large peak in water consumption due to watering in the summer, it is important to provide information to the public on how to reduce water usage outdoors. One such conservation method would be the utilization of a rain barrel to water gardens or potted plants, instead of a hose or sprinkler. Pamphlets could also provide information on species of plants that are water efficient, which would allow residents to maintain their gardens using less water.

Currently, the Village provides seasonal watering restriction information along with their customers' tax information brochures. This information explains the bylaw restrictions, and their rationale. For example, the information explains that watering outside of the designated times is less efficient for lawns or gardens since a significant portion of the water can be lost to evaporation. The Village also puts a notice on the Village of Burns Lake website and on Facebook notifying and reminding people of the water restrictions.

4.3.2 Educational Campaigns

The Village currently runs its educational campaigns primarily through social media and the Village website. It also regularly staffs a booth at community events to engage with the public. These tools could be used to further promote the water consumption & conservation message and to give out information to the public on how they can help to conserve water in their homes.

Fun educational programs can also be developed for kids and teens to learn about how their water use affects the environment around them. This is a beneficial strategy because it can allow for the younger generation to teach their families about how to conserve water. Simple tips can be given in these programs including turning off the water when brushing teeth or using less water to wash the dishes.

The Village can start a "Did You Know?" campaign that will go along with the plumbing updates made to their facilities and operations. An example would be a poster in a toilet stall that says "Did you know that switching to a low flow toilet can save over 30,000 L of water?"

Informational sessions can be held at community events or Village facilities to explain the Water Conservation Plan and what it entails for the community. These sessions could also be a place where members of the community can ask questions and receive information that will help them easily decrease their water consumption.

4.3.3 Website

The Village's website currently provides information on the community's water system, summer watering, and storm water. If the strategies in *Sections 4.3.1: Pamphlets and Bill Stuffers* and *4.3.2: Educational Campaigns* are utilized it may be pertinent to make further information available related to these strategies on the website. Pamphlets could also be distributed in PDF form on the website for easy access to customers.

A 'Frequently Asked Questions' section could be an effective way to answer some of the most common questions. This could reduce the number of questions the Village receives and therefore save time and money.

5 WATER CONSERVATION – PLANNING STRATEGY AND BENEFITS

Of the multiple water conservation approaches discussed in the sections above, the following strategies appear to be the most feasible for the Village to pursue from a cost and efficacy perspective (and are listed in descending order of priority):

- Education (of all types):
 - Campaigns through social media, Village website and community events
 - Pamphlets
 - Bill Stuffers
- Enforcement of watering restrictions
- Incentive opportunities and programs for water saving technologies for both residential and ICI customers

It is important to note that the most beneficial and effective means to reduce water consumption will likely entail a combination of the above strategies rather than just focussing on any particular one.

As previously detailed, a reduction in overall per capita water consumption will provide the following benefits:

- Reduction of environmental impact related to water volumes withdrawal from the watershed.
- Reduction of costs associated with operation and maintenance of the water system infrastructure (such as electrical energy requirements for pumping systems).
- Reduction of chemical volumes needed (for chlorination) to treat water.
- Reduction in need to upgrade and/or replace some water-related infrastructure components (such as pumps and storage reservoirs).
- Reduction in seasonal stresses to the water system infrastructure during peak demand periods.
- Reduction of costs associated with operation and maintenance of the wastewater system infrastructure (such as electrical energy requirements for pumping systems).
- Reduction of chemical volumes needed (for chlorination and dechlorination) to treat wastewater.
- Reduction in need to upgrade and/or replace some wastewater-related infrastructure components (such as pumps and treatment lagoons).

Village of Burns Lake - Water Conservation Plan

- Reduction of environmental impact related to wastewater volumes discharged to the watershed.

6 REFERENCES

Environment Canada. *Wise Water Use*. <http://www.ec.gc.ca/eau-water/> [Accessed February 2015]

Village of McBride. *Water Conservation Plan*. November 19th, 2010

City of Prince George, Utilities Division. *Water Conservation Plan*. May 2005.

BC Hydro. *B.C.'s Energy Advantage*. http://www.bchydro.com/energy-in-bc/our_system/energy_advantage_in_bc.html [Accessed February 2015]

American Water Works Association. *Manual of Water Supply Practices 5th Ed. Principles of Water Rates, Fees, and Charges*. 2000.



Village of Burns Lake Council Report

Date: January 4, 2022
To: Mayor and Council
From: Dale Ross, Director of Public Works
Subject: Sewage Treatment Facility Improvements Grant

1. ISSUE

1.1. Grant applications are now being accepted to the 'Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality. Staff would like to submit an application to fund improvements to the Sewage Treatment Facility. The grant application requires a Council resolution.

2. 2022 GOALS AND OBJECTIVES

Good government that is financially sustainable and invests in infrastructure to serve the community

3. BACKGROUND

- 3.1. True Engineering completed a feasibility and assessment report for the entire Sewage Lagoon system.
- 3.2. The feasibility and assessment report concluded that much of the sewage lagoon infrastructure is beyond its useful service life. Furthermore, the upcoming changes from both Federal and Provincial levels of Government for treated sewer discharge into Burns Lake are going to mandate these improvements to take place.
- 3.3. In 2020, Village of Burns Lake applied for grant funding. The application was denied in 2021.

4. TRIPLE BOTTOM LINE

4.1. FINANCIAL IMPLICATIONS

- 4.1.1. The Federal Government will contribute up to 40%
- 4.1.2. The Provincial Government will contribute up to 33.33%
- 4.1.3. Feasibility and assessment expenditures to date are \$90,000.
- 4.1.4. The cost of sewage facility improvements (2022 dollars) is \$6,750,000.
- 4.1.5. Total cost to the Village of Burns Lake will be \$1,800,225

4.1.6. The Village of Burns Lake has Inspector approval to borrow funds of \$1,640,000. Loan authorization was approved in 2020.

4.1.7. Additional funding will be required to make up the difference in the increased project costs based on 2022/2023 values. New estimates will increase the project costs by 10%.

4.1.8. Additional funds required will be up to \$160,000.

4.1.9. These funds will be allocated from the sewer capital reserve fund.

4.2. ENVIRONMENTAL IMPLICATIONS

4.2.1. The age of the existing infrastructure, as well as compliance with current and upcoming regulatory standards for discharge of effluent into Burns Lake, are the two significant driving factors for this project.

4.3. SOCIAL RESPONSIBILITY IMPLICATIONS

4.3.1. Upgrading the wastewater treatment plant is an important and necessary step in our continuing efforts to improve the quality of life in Burns Lake while at the same time lessening our impacts on the surrounding environment.

5. DISCUSSION

5.1. Funding applications will be accepted until January 26, 2022.

5.2. Funding announcements could be expected in late 2022 or early 2023.

5.3. If grant funding is approved, engineering design will commence in 2022, with construction expected in 2023

6. RELEVANT LEGISLATION

7. CAO COMMENTS

7.1. Reviewed and approved - S. Worthing CAO

8. RECOMMENDATION AND OPTIONS

8.1. RECOMMENDATION:

THAT the Village of Burns Lake Council authorizes Staff to submit a grant application to the *Canada-British Columbia's Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality* funding stream for Sewage Treatment Facility Improvements;

AND THAT the Village of Burns Lake will be liable for ineligible costs and any cost overages for Sewage Treatment Facility Improvements as submitted in the application to the *Canada Infrastructure Program – Green Infrastructure - Environmental Quality* funding stream.



Village of Burns Lake Council Report

Date: January 4, 2022
To: Mayor and Council
From: DCO, V. Anderson
Subject: **2022 Business Licence Waiving of Fee – COVID 19 Restart Fund**

1. ISSUE

In November 2020, the Village of Burns Lake received \$732,000 from the Province of BC's *COVID-19 Safe Restart Grant for Local Governments*. Staff are asking council to consider a suggestion to waive 2022 Business Licence fees.

2. 2021 GOALS AND OBJECTIVES

Undertake initiatives that support the development of a strong and diverse economy, including for industry, commerce, tourism, and a vibrant downtown.

3. BACKGROUND

3.1. As of December 2021, \$522,349 remains in the COVID-19 Restart Grant fund. *Schedule is attached*

3.2. From the November 2020 award letter - *attached*:

3.2.1. Eligible costs will include:

- addressing revenues shortfalls
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- **other related costs.**

3.3. From the Frequently Asked Questions document (FAQs) - *attached*

3.3.1. **“budgeted revenues that have not been collected.”**

3.3.2. In 2021, \$29,000 was budgeted for Business Licence Revenue.

3.3.3. Business Licence Revenue in 2021 was approximately \$31,000. Of this, \$2,200 was for new licences issued throughout the year, the balance was for annual renewal

4. TRIPLE BOTTOM LINE

4.1. FINANCIAL IMPLICATIONS

4.1.1. Budgeted revenues for 2022 not collected could be allocated from the COVID-19 Restart grant. Estimated annual revenues from business licence fees are between \$30,000 and \$33,000.

4.2. ENVIRONMENTAL IMPLICATIONS – n/a

4.3. SOCIAL RESPONSIBILITY IMPLICATIONS – n/a

5. DISCUSSION

5.1. Is this an initiative that council is interested in supporting?

5.2. If supported, will this initiative include new licences issued throughout the year?

6. RELEVANT LEGISLATION – n/a

7. CAO COMMENTS

Report reviewed and approved – S. Worthing CAO

8. RECOMMENDATION AND OPTIONS

8.1. RECOMMENDATION:

Option 1

THAT the Village of Burns Lake waive the fees for all Business Licences issued in 2022.

Option 2

THAT Village of Burns Lake Business Licence fees are not waived for 2022.

COVID-19 RESTART GRANT appropriations:

Year for Accounting	Total grant amount as of 31-12-2020	732,000
2020	None used	-
2021	sneezeguards for council chambers	- 2,000
2021	Council chambers equipment to make it techfriendly for virtual meetings, etc.	- 20,000
2021	Donate as Non-profit resiliency fund to Non-profits	- 70,000
2021	eScribe Year 1 maintenance charges and staff training charges	- 7,700
2021	Beach cleaning equipment	- 20,000
2021	Election pens	- 451
2021	Beach volleyball court	- 25,000
2021	Curling lounge stairs	- 60,000
2021	Timber supply review coordinator partnership	- 5,000
2021	The Link - Donor for a Day - Nov 23 Regular Meeting	500
		\$522,349
	Balance available of Covid Restart Grant	<u><u>522,349</u></u>



November 2, 2020

Ref: 257671

Sheryl Worthing
Chief Administrative Officer
Village of Burns Lake
Box 570
Burns Lake BC V0J 1E0

Dear Sheryl Worthing:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Burns Lake** is the recipient of a **\$732,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Ministry of Municipal Affairs
and Housing

Office of the
Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7

<http://www.gov.bc.ca/mah>

Attachment: Example Calculation for a Municipality with 43,000 People

City of Rockridge						
Population		43,000				
Adjusted Per Capita Funding		\$308.34 per adjusted population				
Flat Funding Amount		\$169,000				
Funding model						
A B				E = C (up to 43,000)	F = E x D	F
Population Range		C=B-A	D	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
From	to	Range	Adjustment Ratio			
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 G=ΣF
				Per capita funding	\$308.34 H	
				Funding per Adjusted Pop	4,840,938 I=GxH	
				Flat Funding Amount	169,000 J	
				Total Funding Amount	5,009,938 K=I+J	

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).
<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>



COVID SAFE RESTART GRANT Frequently Asked Questions (FAQ)

COVID SAFE RESTART GRANT Frequently Asked Questions (FAQ)	
Program Description	
Question	Answer
What is the purpose of the COVID-19 Safe Restart Grant for Local Governments?	This grant will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities throughout the pandemic and the post-COVID recovery period.
Will local governments still be eligible for funding from other COVID-19 programs like Emergency Management BC?	This grant should not impact other funding programs; it is designed to augment other funding programs, not replace them.
Will the COVID-19 Safe Restart Grants be audited?	No, this is a liquidity injection to help local governments deal with COVID related costs. There will be no audit and no clawback provisions. However, the Province will want to know where the money was spent. This will help inform future provincial measures should another state of emergency occur.
Use of Funds	
Question	Answer
What are the eligible use of funds?	Eligible costs are response and recovery costs related to COVID-19 and include, but are not limited to, the following: <ul style="list-style-type: none"> • facility reopening and operating costs; • emergency planning and response costs; • protective services and bylaw enforcement costs; • programs vulnerable populations; • computer and other electronic technology costs; • budgeted revenues that have not been collected.
Is the grant conditional or unconditional?	The grant is technically conditional, but the conditions are extremely broad and non-exhaustive (see announcement letter).

COVID SAFE RESTART GRANT

Frequently Asked Questions (FAQ)

<p>Can local governments provide contributions to third-parties from the COVID-19 Safe Restart Grants, like local community organizations providing services to vulnerable populations?</p>	<p>Yes, grants to charitable, philanthropic and not-for-profit organization providing core community services during COVID-19 are acceptable. However, local governments need to be careful about the prohibition on assistance to businesses. If a local government is providing assistance to a business, the business should be providing a local services under a partnering agreement, and that service should be related to one of the eligible COVID costs. When annually reporting such third-party transfers, the local government should report the amount of the transfer, to whom, and for what purpose.</p>
<p>Can the local government use these funds to support a regional response to an issue (i.e. municipal funds paid directly to the regional district).</p>	<p>Yes, a transfer from one local government to another for the provision of a local service is allowable. When annually reporting such intergovernmental transfers, the transferring local government should report the amount of the transfer, to whom, and for what purpose.</p>
<p>Is upgrading internet service in a community an eligible cost?</p>	<p>Yes, that is an eligible cost. However, remember the prohibition on assistance to business. A local government can either provide the service directly or structure the grant as funding through a municipal internet service and contract the servicing to a private party. Either funding technique should be allowable under the CC.</p>
<p>Can we claim staff time - both Union and Management on COVID related tasks (e.g. writing policy, installing signage, cleaning)?</p>	<p>If you can relate labour costs to one of the broad service items in the announcement letter, then yes, that should be acceptable.</p>
<p>Can we use the grant for capital costs?</p>	<p>The primary use of this grant is for operational impacts. Grants can only be used for capital in limited circumstances, including: building restart, upgrade and retrofit costs to address COVID; computer, network, and internet system costs to address COVID; and repayment of funds borrowed from a capital reserve fund to address COVID.</p>
<p>Can local governments use the funds to replenish our statutory reserve funds where the municipality borrowed from these funds to address COVID-19 issues?</p>	<p>Yes, a local government can use the grant funds to replenish any statutory reserve funds or repay outstanding revenue anticipation borrowing that was incurred due to COVID-19. While this can be paid down anytime before the end of 2025, the payment must relate to borrowing that occurred in 2020.</p>
<p>Can grant funds can be allocated to previously outlaid expenses from spring/summer of 2020?</p>	<p>Yes, eligible expenses include outlays that occurred during 2020. The purpose of this grant is to address COVID-19 response and recovery costs.</p>

COVID SAFE RESTART GRANT Frequently Asked Questions (FAQ)

Timing	
Question	Answer
When will grant funds be disbursed?	The payments were dispersed in the third week of November 2020.
What is the timeline over which these grant funds must be expended?	There is no time limit in the regulation creating this grant. The Province anticipates local governments will use this money through both the COVID response and post-COVID recovery periods (2020, 2021, and possibly 2022).
Reporting	
Question	Answer
What is the reporting requirements for local governments?	Each local government must do an annual report on the use of COVID-19 Safe Restart funds and this report must be a schedule to the audited financial statements. The report does not need to be audited. The report should outline the money received, the use of funds during the calendar year, and the remaining balance at the end of the year. The reporting can be done at a very high-level. The annual reporting must be done until such time as the COVID-19 Safe Restart Grant is completely utilized.
Is the Province going to produce a standard reporting form for local governments?	No, as an autonomous order of government, local governments may design their own forms providing the reporting forms include a base-level information from the above question. Local governments can work with one another, or with the GFOABC, to design a standardized reporting form if they choose. Please note that the Province does not expect a great deal of detail in these reports; a high-level classification of each spending item is fine. For example: if you spend \$100,000 on system upgrades, it is completely fine to state "\$100,000 for systems upgrades" we don't need to go into detail on those specific upgrades.
What is the broad accounting treatment for the grant?	The accounting treatment is a local government issue. Local governments, the GFOABC, and the accounting firms should come to a broad agreement on the accounting treatment in accordance with Public Sector Accounting Standards.

COVID SAFE RESTART GRANT

Frequently Asked Questions (FAQ)

<p>How do Regional Districts allocate the money to various services? And what is the reporting requirement on the allocation</p>	<p>In addition to preparing an annual report on how the COVID-19 Safe Restart Grant was spent, regional districts must provide a report on how the funds were allocated to different service. The allocation report must be completed before the end of calendar 2021. It is entirely up to the regional board on how they choose to allocate the money. However, a good starting point would be to examine services that were impacted by COVID-19. e.g. recreation and community centres.</p>
<p>Do local governments have to provide any back up or justification for lost revenue?</p>	<p>You don't have to justify your lost revenue. However, as part of the annual reporting on the use of COVID-19 Safe Restart funds, local governments must report on how the funds were used. Thus, you should indicate how much funding was earmarked for lost revenue. By lost revenue, the Province is referring to any budgeted revenue that was not collected during the pandemic and post-COVID recovery period.</p>

From: Robertson, Linda G FLNR:EX <Linda.Robertson@gov.bc.ca>
Sent: December 22, 2021 11:37 AM
Cc: Emma Wilson <ewilson@twoworldsconsulting.com>
Subject: Design of Skeena Region Roundtable

Dear local government representatives,

On behalf of the Skeena Region--Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Ministry of Indigenous Relations and Reconciliation, and further to my October 26th email, I would like to advise you of the steps we are taking in response to a Skeena Region Stakeholder Needs Assessment that your organization took part in last year.

The assessment confirmed that local governments and interest groups would like better information and engagement by the Province on Indigenous reconciliation and related natural resource management initiatives in the region. To improve communications and build relationships, the assessment recommended that the Province provide local governments and interest groups with a “one window stop” for information on reconciliation and related lands and resource initiatives in the region. The complete findings and recommendations are detailed in the attached report.

In response to the report’s findings, plans are now underway to design and launch a Skeena ‘Roundtable’ on land & resource initiatives in the region. The intent of the Skeena Roundtable is to provide an overarching venue to communicate and build general awareness about the suite of land and resource initiatives underway across the region, how they’re connected, and how they are advancing reconciliation with Indigenous Peoples. It is not intended to replace existing engagement processes for specific initiatives.

We have contracted Two Worlds Consulting Ltd. (TWC) to work with a regional Inter-Ministry Team on the following:

- Development of a collaborative communication process with participants that can be a model for future and ongoing dialogue with local government and stakeholders; and
- Facilitation of an initial virtual Roundtable meeting in March 2022 consisting of local governments and a cross-section of representatives from organizations in the Skeena Region including forest tenure holders, backcountry associations, and environmental and other organizations, to discuss a proposed process and identify steps moving forward.

In preparation for the March 2022 initial Roundtable meeting, we are seeking any input your organization would like to share regarding the proposed Roundtable process. Your responses to the following questions will help us plan the initial meeting and process.

- What are the main objectives for the overall Roundtable process that are important to your organization?
- What should be the focus of the initial meeting to ensure a successful process going forward?
- How often should the Roundtable meet and for how long?
- What are some key topics your organization would like to discuss at the initial meeting?

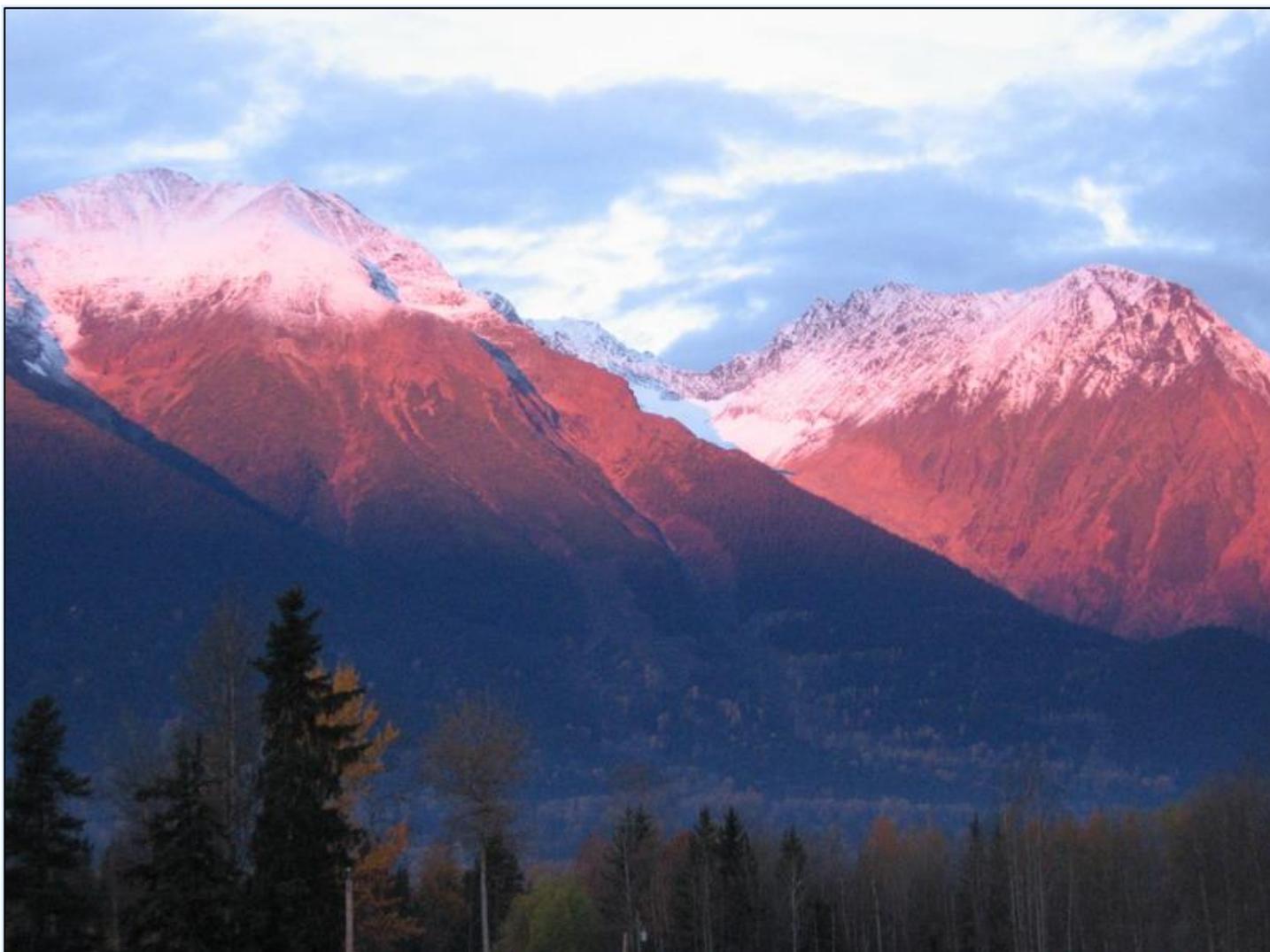
- What is your organization's preference for receiving material related to the meeting (e.g., by email, shared document site)?
- Any other information or comments you would like to provide?

We would like to receive comments by January 21, 2022; however, please let us know if you require more time to provide feedback. Please direct any feedback to Emma Wilson, Community Relations Specialist with TWC, at (778) 400-3508 or by email: ewilson@twoworldsconsulting.com.

Thank you for contributions and involvement to date on this important initiative. We look forward to continuing to work with you as the Roundtable initiative progresses.

Happy Holidays!

Linda Robertson
Director, Strategic Initiatives | Skeena Region
Ministry of Forests, Lands, Natural Resource Operations & Rural Development
Cell: 250-877-2540 Linda.Robertson@gov.bc.ca



Stakeholder Engagement Needs Assessment for Indigenous Reconciliation Initiatives – Skeena Region

Submitted to Ministry of Forests, Lands, and Natural Resource
Development

March 2021



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Executive Summary

This report is submitted to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) by Harris Palmer Ltd. (Harris Palmer).

The purpose of the report is threefold:

- 1) To identify a list of local governments and stakeholders in the Skeena region, specifically along the Highway 16 corridor between Burns Lake and Prince Rupert.
- 2) To ascertain the level of knowledge about Indigenous reconciliation initiatives among local governments and stakeholders, and assess engagement needs.
- 3) To outline options for engagement with local governments and stakeholders on Indigenous reconciliation initiatives in the Skeena region.

Local Government & Stakeholder List:

Forty-one (41) local governments and stakeholders have been identified along the Highway 16 corridor between Burns Lake and Prince Rupert as having a potential interest in Indigenous reconciliation initiatives being undertaken by the Province in the region. This includes fourteen local governments, six forest tenure holders, five Chambers of Commerce, three environmental organizations, and nine backcountry/other associations (attached as Appendix A).

During February 2021, Harris Palmer interviewed thirty-seven of the forty-one groups identified in a series of ten small-group remote interview sessions. Participants were asked to share their knowledge of Indigenous reconciliation initiatives, talk about whether and how they had been engaged by the Province on those initiatives, and how they would like to be engaged going forward.

Findings:

There were a number of consistent themes that emerged during discussions with local governments and stakeholders. These can be summarized as follows:

- Local governments and stakeholders do not feel engaged or knowledgeable about Indigenous reconciliation initiatives in the region. While they overwhelmingly support the concept of reconciliation, they feel as though the lack of information and engagement about reconciliation initiatives is creating divides within communities, leading to rumours, misinformation, and stoking racist sentiment.
- Local governments and stakeholders are not confident that their interests are being represented in the reconciliation discussions between the Province and Indigenous Nations, and they have serious concerns about how reconciliation agreements will be implemented.
- Many groups feel that provincial reconciliation negotiations have slowed down – and in some cases halted – local relationship-building because Indigenous Nations are overly focused on their relationship with the Province at the expense of local issues.
- There is limited understanding on what is included in Indigenous reconciliation initiatives, and how they might differ from treaty negotiations.
- There is a lack of clarity on whether reconciliation agreements will represent any sort of final agreement with Indigenous Nations or are simply a rolling set of commitments with no particular ‘end game’ in sight.
- There is an overwhelming sense that true reconciliation cannot be achieved unless everyone is included and ‘brought along’ in the process, and agreement that this is not currently happening.
- Previous processes such as the Land and Resource Management Plans (LRMPs) and some of the mid-coast land use planning processes were cited by a few participants as examples of effective multi-party engagement processes that allowed for information-sharing and broad discussion of regional interests. A few participants also mentioned recent engagement on Wet’suwet’en discussions as one example of more meaningful engagement.

Engagement Options:

Based on the interviews conducted for this report, some sort of engagement and information-sharing process will need to be established in order to mitigate any further erosion of local community support around Indigenous reconciliation initiatives. Two options are proposed:

- Option One would see the establishment of 2-3 stakeholder-led 'Community Advisory Boards' (CAB) in the Skeena region. The CAB's would be organized geographically (e.g. along similar boundaries of the three Regional Districts, or Indigenous territorial groupings), and would be multi-party forums self-managed by members and funded by the Province. The purpose of the CAB's would be primarily to provide a forum for two-way information-sharing between the Province and local governments/stakeholders. A CAB process would minimize misinformation, facilitate a smoother implementation of reconciliation agreements, and ultimately increase support for agreements.
- Option Two would establish 2-3 Roundtables that would be driven and managed by the Province. The Roundtables would be similar in scope to the CAB's, but the Province would set the agenda, establish the process, and manage the meetings.

Both Options would provide local governments and stakeholders with a 'one-window stop' for information into Indigenous reconciliation initiatives in the region. This would help address any resourcing issues and enable the groups to discuss common issues among a range of tables.

The Province may also want to consider resourcing the establishment of 'tenure-specific' side tables that would allow for some high-level technical discussions around the transfer of tenure in the region. Tenure transfers create a high level of anxiety among stakeholders and local governments primarily because there is limited insight into how the transfer of tenures will be implemented without significantly disrupting existing economic, community and social interests. Establishing side-tables to work through some of the implementation issues and concerns would be helpful.

Finally, the Province may want to consider resourcing Regional Districts to acquire some level of expertise around Indigenous relations that would allow them to fully participate in reconciliation discussions.

1. Introduction:

This report summarizes a series of meetings that were held with local governments and stakeholders along the Highway 16 corridor between Burns Lake and Prince Rupert in February 2021 regarding Indigenous reconciliation initiatives in the region.

The purpose of the meetings was to assist the Province in understanding how local governments and stakeholders prefer to be engaged on Indigenous reconciliation initiatives, and to gather information about the level of knowledge and understanding of those initiatives and where gaps in information may exist.

In total, thirty-seven (37) local governments and stakeholders were interviewed. These included municipalities and regional districts, forest tenure holders, mining tenure holders, environmental organizations, backcountry associations/other (guide outfitters, cattleman associations, wildlife organizations), and local Chambers of Commerce (Appendix A provides a full list of organizations interviewed).

Methodology:

In advance of interviews with local governments and stakeholders, letters from FLNRORD were sent to each organization introducing the project and providing notice that they would be contacted for an interview. Following the introductory letter, Harris Palmer contacted each group and scheduled remote interview sessions.

Interviews were conducted in ten small group sessions:

- Fourteen (14) Local governments and regional districts were interviewed in one of four sessions;
- Six (6) forest tenure holders were interviewed in two session;
- Five (5) Chambers of Commerce were interviewed in one session; and
- Twelve (12) environmental organizations, guide outfitters, and others were interviewed in one of three sessions.

Each session lasted between 1.5-2.5 hours. Participants were asked a series of questions in three key areas:

- **Level of Awareness:** participants were asked about their level of awareness of Indigenous reconciliation initiatives (both existing and in-negotiation) in the region (those involving the Province of BC) and about their understanding of existing local and stakeholder engagement processes regarding those initiatives.
- **Areas of Interest/Concern:** participants were asked to share any concerns regarding Indigenous reconciliation initiatives, to talk about any gaps in their knowledge that may exist, and to discuss what may have worked in previous engagement processes.
- **Way Forward:** participants were asked to talk about how they prefer to be engaged by the Province on Indigenous reconciliation initiatives going forward.

Overall, the interviews were conducted to elicit both factual information (e.g. are you aware of Indigenous reconciliation initiatives in your region? Have you been engaged on those initiatives?) as well as contextual, qualitative information about how they have been engaged to date, and about their ‘feelings’ around Indigenous reconciliation agreements in general (e.g. what are some of your concerns about how you have been engaged to date? What has worked in previous engagement sessions? What are some of your concerns with reconciliation agreements?).

A list of questions for the interviews is included as Appendix B. It should be noted, however, that these questions were used as a guide only, and that the sessions were designed to encourage a dialogue between participants, and so questions were not necessarily asked and answered in any specific order or in any strictly enforced way. It should also be noted that for the most part, the substance of specific reconciliation initiatives was not discussed during the interviews. This was done deliberately to ensure that discussions remained focused on process, rather than content.

A Note on Terminology:

Throughout this report, the terms “Indigenous reconciliation initiatives”, “reconciliation initiatives”, and “reconciliation agreements” are used interchangeably to refer to the range of agreements that the Province has been negotiating with Indigenous Nations throughout the Skeena region. These initiatives

typically either encompass a broad range of issues and/or include a significant land, economic, or governance component. The terms “Indigenous Nation” and “Indigenous community” are also used interchangeably to refer to both elected and hereditary Indigenous governments that the Province is negotiating reconciliation agreements with in the region.

2. Overall Observations:

The groups interviewed for this report represented a wide range of interests – local governments, environmental groups, business representatives, tenure holders, and recreational users. Despite this diversity of interests, there were several common themes that emerged in all of the discussions. These can be summarized in the following seven points:

1. **There is general support for Indigenous reconciliation, but the lack of information and process is creating confusion, frustration, and potential opposition:**

As an overall observation, all of the groups that participated in interviews expressed general support for reconciliation initiatives with Indigenous communities. However, there was much less support – if any – for how engagement has been carried out to date, and very little knowledge of, or confidence in, the content of any resulting agreements.

“The lack of information and over-speculation is radicalizing people in the communities.”

Because of lack of information and participation in any process related to reconciliation initiatives, local governments and stakeholders said that they are more focused on how to minimize perceived potential negative impacts rather than positive outcomes. No one interviewed expressed a particularly positive interpretation of the reconciliation initiatives – no one is anticipating or planning around how to use the agreements to create certainty, improve racial harmony, attract investment or improve the quality of life of people in the area, for example. Instead, the narrative has become negative as there is an overall sense of government doing something ‘to us’ rather than ‘with us’.

“The process itself is stoking racial discontent in the community, not easing it.”

Many participants expressed a feeling of helplessness and the sense that they were on the outside looking in, being left to ‘pick up the pieces’ once agreements are concluded. They feel marginalized, and that they have been disempowered in order to empower another group. No one felt that real reconciliation could be achieved this way.

“We are disempowered and becoming the new ‘Indigenous’.”

2. **There is confusion about what reconciliation agreements are, and what they include :**

There is significant confusion about several foundational issues related to Indigenous reconciliation initiatives. Specifically:

- There is little to no understanding of how reconciliation agreements differ from treaties, or how the negotiations differ.
- There is little to no knowledge of what is being discussed at the reconciliation tables – is it land? Resources? Other?
- There is no clear understanding of how Indigenous groups are represented, and there is confusion about hereditary versus elected groups.
- There is no clear understanding of how the Province organizes itself in the reconciliation negotiations, and what Ministry is responsible for what topic area.

3. **There is confusion about what the Province is trying to achieve :**

Many participants said that they have felt ‘victimized’ by the lack of process and information-sharing around reconciliation agreements, and that they were confused about what the Province was ultimately trying to achieve through these initiatives. Some said that the Province needed to take more time to envision solutions first and then commence negotiations with an ‘end-game’ in mind.

“If the objective of reconciliation is to create certainty, this is doing the exact opposite as there doesn’t seem to be an end-game.”

4. The Province is trying to negotiate agreements too quickly:

There was general agreement that the speed by which BC was trying to conclude reconciliation agreements was too fast, and did not appropriately reflect the complexity of issues being negotiated. There is a perception that the Province’s agenda is tied to time over quality – that the Province’s priorities are focused on concluding agreements quickly rather than taking the time necessary to make sure they are foundationally strong.

“It takes longer to get a cutting permit than the government is giving themselves to finalize these agreements, and a cutting permit process is well defined and a lot less complicated.”

5. When there has been engagement, it has generally been inadequate:

A number of groups interviewed said that the most common way they hear about a reconciliation agreement between the Province and an Indigenous community is when they are invited to a signing ceremony – it is at this point they find out what is in the agreement. This puts them in what they feel is an impossible position because they are forced to accept an outcome without any input, while also being responsible – at least in part – for the smooth implementation of the agreement.

When there has been engagement in the process of reconciliation agreements, participants said that involvement has, for the most part, not been meaningful, and has instead been limited only to listening (“being told how it is”).

Some examples of previous engagement processes that were viewed favourably by participants include engagement related to the negotiation of the Nisga’a Treaty, the former Land Resource Management Plan (LRMP) processes, and mid-coast land use planning processes. Some participants also referred favourably to recent engagement related to the Wet’suw et’en discussions as an example of a more meaningful process.

6. Information about reconciliation initiatives does not come from the Province :

Many groups indicated that their level of awareness of Indigenous reconciliation initiatives has not come directly from government, but instead from general public sources and from dialogue with

community members and Indigenous Nations. This was deemed inappropriate as well as ineffective, as community members and groups have been forced to conjecture what is and is not included in agreements.

7. The process by which the Province is negotiating reconciliation agreements is hindering progress that local groups are trying to make around reconciliation:

Almost all of the participants said that the way the Province is pursuing reconciliation agreements with Indigenous communities is not helping – and in fact is hindering – their own efforts in building relationships. Several groups said that their own relationship building activities have been put on a full hold by Indigenous communities – or are even moving backwards – because Indigenous Nations are only interested in their relationship with the Province.

3. Group-Specific Feedback:

This section summarizes some group-specific feedback that was provided during the interviews by local governments, the forestry sector, backcountry associations, environmental organizations, and Chambers of Commerce.

Local Governments:

Generally, there was agreement among local governments that the main issues they have with respect to Indigenous reconciliation initiatives lie in two key areas: lack of information, and lack of process.

With a lack of information, local governments said that they are left to speculate on what is being discussed at reconciliation tables. This has created a high degree of anxiety, which in some cases has morphed into anger, which has in turn stoked racial discord as people start to see reconciliation as creating winners and losers.

Local governments also shared that they have little confidence that provincial negotiators are reflecting or considering local government interests/issues at the negotiation table. This lack of confidence

exacerbates the sense of uncertainty and nervousness around outcomes and impacts on community plans, local economies, tax bases, etc.

Specifically, there was discussion that the potential transfer of land within municipalities could create “donuts and holes” in the community, and there is nervousness on what that might mean to municipal services, zoning, regulatory regimes, etc. It is the transition and implementation of these agreements that causes most of the stress, and the absence of any sense of what the agreements look like only magnifies the anxiety and uncertainty

Another common theme that emerged in discussions with local governments was the issue of capacity. Many participants observed that while others (federal and provincial governments, industry, etc) have increased their capacity and expertise in Indigenous relations, generally local governments have not. This lack of capacity limits the ability of local governments to fully engage in the ‘reset’ of relations with Indigenous Nations, and leaves them unable to have informed and meaningful input on complex initiatives with Indigenous communities.

Forest Tenure Holders:

The unique issues that were raised by forest tenure holders during the interviews were threefold.

First, there is a sense that licensees are being displaced in the reconciliation conversations, and that the Crown is using their tenure as a form of currency without any regard for potential impacts. Licensees shared that they feel as though they have been a partner with the Crown bound through the tenure agreements and in the stewardship and management of forest resources, and that this is not reflected in the transactional way tenure is now being used in reconciliation discussions.

“Reconciliation should be a very deep and far-reaching but now seems to be relegated to a transactional process and the province seems more interested in what it looks like than it what it really is.”

Second, while there was – as with the other groups interviewed – overall support for the broad objectives around reconciliation agreements, there was concern about those agreements will be

implemented. In short, forest tenure holders were clear that they are agnostic on the subject of who owns the harvesting rights to the fiber (in terms of the licensees versus Indigenous Nations), but they do have concerns about how any ownership changes might impact their operations. Specific reference was made to the fact that the northwest forestry sector is highly competitive and a difficult region to operate, and so the need to ensure smooth implementation of any changes is paramount.

Finally, and perhaps because of the unique nature of the forest industry in the northwest, participants expressed a lack of confidence in the ability of provincial negotiators to reach ‘workable’ agreements, particularly because of the complete absence of any involvement in those negotiations from the forest sector. Participants were clear that they were not vying for a place at the negotiation table, but did feel that they could add value to the process, both during negotiations and implementation.

“The northwest forest sector is highly competitive and specialized. If licensees lose, so will First Nations.”

Backcountry Associations:

Some of the specific comments received from backcountry associations (guide outfitters, cattlemen association, and wildlife organizations) included:

- Feeling that any input they provide into reconciliation negotiations are not taken seriously.
- Concerns regarding the potential loss of access to public lands as a result of new land designations or transfers.
- Risks to the loss of range access or ALR lands.
- Potential financial implications from reconciliation that could be fatal to small businesses.
- Concerns that negotiations are undertaken by people who do not have a vested interest in the area, and whose objectives are to conclude an agreement – not put in place a relationship.
- Lack of understanding about the ‘end-game’ and what reconciliation initiatives were trying to achieve

“Victoria based interests come into the region, negotiate the agreement, get to go home and we are left to pick up the pieces.”

Environmental Organizations:

Of all the groups interviewed, environmental organizations had a greater awareness of the different discussions that were going on between BC and Indigenous communities, but equally shared a lack of knowledge on what was being discussed or where those talks were going. As a result, they expressed a high level of concern on the trustworthiness of government.

“We find out the impact only after the process is finished, which fuels racism.”

Environmental organizations expressed very little confidence that the government acts in the interests of the public, as the public is the one group not involved in any discussions. They were also clear to point out that various interests need to be heard at these tables, including industry.

“Government believes that putting a document on a website constitutes engagement.”

The negotiation of the Nisga’a Treaty, LRMP’s, and mid-coast land use agreements were pointed to as examples of previous successful multi-party engagement processes.

Business Associations:

Chambers of Commerce have not typically been involved in consultation processes in the past and generally do not see that as their role today. They were very supportive of the Province concluding reconciliation agreements with Indigenous Nations, but were keenly aware that the absence of information was creating anxiety with the membership, and that there were concerns over the impacts of reconciliation agreements on the local economy, mainly tied to the resource sector.

4. Options for Engagement:

It is clear that local governments and stakeholders in the Skeena region do not feel adequately engaged by the Province on Indigenous reconciliation initiatives in the area. In fact, for the most part, they do not feel engaged at all, nor do they feel they’ve been provided even basic information about reconciliation

initiatives – such as what they are for, what they include, who is negotiating them, where and when they will end, or how they will be implemented.

In order to address the issues that the lack of engagement and information-sharing has created (feelings of marginalization, mistrust, anger, confusion, frustration) – and to mitigate the inevitable opposition that will result – the following two options are offered as potential engagement processes for the Province to implement in the Skeena region. Both Options would provide local governments and stakeholders with a ‘one-window stop’ for information into Indigenous reconciliation initiatives in the region. This would help address any resourcing issues and enable the groups to discuss common issues among a range of tables.

Option 1 – Establish three Stakeholder Driven ‘Community Advisory Board (CAB)’ tables across the Highway 16 corridor.

- A CAB would be a stakeholder/local government-driven forum that would allow for two-way information sharing. It would be the point of contact for all reconciliation agreements within its defined geographic boundaries.
- The purpose of the CAB would be: to educate groups on the reconciliation process, to promote the positive attributes and value of reconciliation, to present strategies and tactics for implementation, and to allow groups to ask questions and provide observations on specific concerns.
- Examples of information that could be shared include at the CAB include:
 - Information on ‘why’ reconciliation agreements are being negotiated.
 - Context on how reconciliation can result in practical, real benefits to the community.
 - Information on how reconciliation agreements might be implemented, and how local governments and stakeholders may fit into that.
 - Information on how the Province will keep communities/businesses whole and ensure they are not detrimentally impacted.
 - Information about the Indigenous Nations that the Province is negotiating with, and how they will work with communities once reconciliation agreements are signed.

- Members of the CAB would consist of a full range of local governments and stakeholders, similar to the range of interests interviewed for this report. Once an initial table is established, participants could decide whether additional participants should be invited.
- The Chair and Executive of the CAB would manage Main-Table activities, meeting schedule, and agenda, and would be appointed by members. The Province would supply administration, communication and operations support to the CAB.
- The CAB could be organized into a ‘Main Table’ and Topic Specific sub-tables as required.
 - The Main Table sessions would be the place for discussion on topics common to all reconciliation negotiations.
 - Topic Specific Sub-Committees would be established as required to deal with specific topics (e.g. land transfers within municipal boundaries, tenure transfers, land designations etc.), and report back to the main CAB table.
- CAB boundaries could be established along Regional District lines (North Coast, Kitimat-Stikine, Bulkley-Stikine) or through traditional territorial boundaries (e.g. Tsimshian territory, Gitksan - Wet’suwet’en territory, Carrier territory). If the preference was for two tables, they could be divided geographically (possibly from Prince Rupert to Hazelton in the west, and Hazelton to Burns Lake in the east) although there may be a need to overlap the tables at times depending on the issues.

Benefits (Pros) of Establishing a CAB:

- Community-driven.
- Participants ‘own’ the process.
- Supports information-sharing.
- Encourages understanding of issues, reduces risk of backlash.
- Provides a forum for topic-specific issues (tenure transfers).
- May improve outcomes at reconciliation tables. Minimize risk of misinformation and rumours.
- May lead to smoother implementation of reconciliation initiatives.

- Minimizes the number of meetings local governments and stakeholders have to attend to stay informed of reconciliation initiatives in their area.

Risks (Cons) of Establishing a CAB:

- Will require provincial resources.
- May take a few sessions for participant-driven governance structure to be established.
- Province will not control the agenda.
- Will need to manage messaging to Indigenous Nations about the process.

Option 2 - Establish three Provincial Roundtables across the Highway 16 corridor.

In this option, the boundaries, composition, and purpose of the Roundtable would be the same as Option 1, but instead of being managed by the stakeholders and local governments, the Roundtables would be completely managed by the Province. The Province would set agenda, manage membership, identify subcommittees, and control information-sharing.

Pros of Establishing a Roundtable:

- Provides a forum for information-sharing.
- Encourages understanding of issues, reduces risk of backlash.
- May improve outcomes at reconciliation tables.
- May lead to smoother implementation of reconciliation initiatives.
- Province controls agenda.
- Minimizes the number of meetings local governments and stakeholders have to attend to stay informed of reconciliation initiatives in their area.

Cons of Establishing a Roundtable:

- Process will be seen as 'owned' by the Province, not by members.
- The Province will 'wear' any outcomes.

- May be more difficult to secure support for process.
- May be seen as a provincial communication tool (political).
- Will require provincial resources.
- Will need to manage messaging to Indigenous Nations about the process.

Additional Considerations:

In addition to establishing either a stakeholder/local government-driven CAB, or provincial-driven Roundtable process, the Province may want to also consider implementing the following engagement approaches in the Skeena region:

1. Establish a ‘tenure-specific’ table as a sub-group to each CAB or Roundtable:

Given that perceived impacts of tenure transfers on the continuity of commercial activities is a main contributor to the tensions and anxiety in many of the other stakeholder groups, a specific table for tenure holders might be helpful.

The purpose of a tenure-specific table would be to solicit general transitional strategies, tactics, and/or practices where the Province is considering tenure transfers. The table would not discuss details around specific tenure transfers, but could be a technical group with a focus is on developing a set of practices or conditions that might be incorporated into an agreement with an Indigenous community, and that could help develop an implementation/transition plan to ensure a smooth transfer of tenure (e.g. timelines, phasing-in conditions). This would likely minimize any disruptions to current activities and relationships, and also lays the groundwork for groups to start visualize the upside to reconciliation agreements. Tenure holders generally operate as competitors not collaborators and will always represent their self-interest. But as most have already recognized that tenure transfers (partial or whole) are a real possibility, many have turned their heads to how can they stay relevant, protect the ir investments, and continue to prosper and grow. In addition, they have technical and commercial expertise that can add value and support to the reconciliation process.

A tenure-specific table could be established on its own if the Province decides not to set up a broader table such as a CAB process, but this would not fully address the needs and interests of local governments and stakeholders in the area.

The advantages of establishing a tenure-specific table are:

- It would provide a forum for information-sharing to a key stakeholder group.
- It allows for discussion of complex technical issues.
- It provides the Province access to additional industry and commercial and technical expertise
- It minimizes any market disruptions from tenure transfers, improving the economic viability of the industry.
- It may improve outcomes at reconciliation tables and lead to smoother implementation.

The Province will need to be manage the tenure-specific tables carefully to ensure they do not veer into tenure-specific discussions or raise expectations, and will also need to manage messaging to Indigenous Nations to ensure the tables are not viewed as competition to their reconciliation discussions and objectives.

2. Resource regional districts for expertise in Indigenous relations:

Currently local governments do not have human, financial resources nor expertise in complex Indigenous negotiations and require resourcing to allow them to meaningfully participate.

Reconciliation will not be achieved where all participants are not on an equal footing. Having one party at the table under resourced is not conducive to achieving fulsome informed participation, sound outcomes and real reconciliation.

3. Distribute information on reconciliation initiatives on an on-going, consistent basis directly to local governments and stakeholders.

One of the primary themes that emerged most consistently during the interviews was the lack of information that participants feel they have received from the Province on reconciliation initiatives. In

order to mitigate this, at a minimum the Province could send out regular and coordinated information bulletins directed specifically at local governments and stakeholders about reconciliation initiatives in the region. This information could include background information as well as specific details on agreements, when appropriate.

4. Undertake an assessment on how to incorporate Indigenous participation into the CAB or Roundtable process:

The CAB process in particular, has the potential to include Indigenous participation that would create a forum where stakeholders, local governments, and Indigenous Nations have a place to exchange information and build relationships. An all-inclusive table could also help manage expectations – on all sides – regarding outcomes of reconciliation agreements, and be a forum for developing implementation plans around land and timber transfers that builds supports for the reconciliation process. The Province may want to undertake further work around how an inclusive process might be designed, particularly in terms of structure, representation, agenda, functions, etc. to manage any of the risks associated with a combined CAB.

Conclusion:

Local governments and stakeholders in the Skeena region that were interviewed for this report are clearly aligned with the Province and Indigenous Nations on the value, objective, and necessity of reconciliation. There is a complete misalignment and disconnect, however, on the process to achieve reconciliation. The information-sharing and process gap across the region regarding provincial Indigenous reconciliation initiatives is quickly eroding the foundational support that currently exists. There is a real need to more fully involve the groups who will be part of the implementation of reconciliation initiatives if true reconciliation is to be achieved.

Appendix A – List of Organizations Interviewed

Organization	Date Interviewed
Municipalities and Regional Districts	
1. City of Prince Rupert	February 22, 2021
2. District of Kitimat	February 18, 2021
3. District of New Hazelton	February 18, 2021
4. District of Granisle	February 17, 2021
5. District of Houston	February 24, 2021
6. District of Port Edward	February 22, 2021
7. North Coast Regional District	February 22, 2021
8. Town of Smithers	February 17, 2021
9. Regional District of Bulkley-Nechako	February 24, 2021
10. Regional District of Kitimat-Stikine	February 18, 2021
11. Village of Burns Lake	February 17, 2021
12. Village of Hazelton	February 18, 2021
13. Village of Houston	February 24, 2021
14. Village of Telkwa	February 24, 2021
15. City of Terrace	February 24, 2021
Forest Tenure Holders	
16. AA Trading	February 25, 2021
17. Canfor	February 25, 2021
18. Hampton	February 23, 2021
19. NorthPac Forestry Group	February 25, 2021
20. Skeena Sawmills	February 25, 2021
21. West Fraser	February 25, 2021
Chambers of Commerce	
22. Houston	February 18, 2021
23. Kitimat	February 18, 2021
24. Prince Rupert	February 18, 2021

Organization	Date Interviewed
25. Terrace	February 18, 2021
26. Smithers	February 18, 2021
Environmental Organizations	
27. MakeWay	February 24, 2021
28. Skeena Watershed Conservation Coalition	February 24, 2021
29. Skeena Wild	February 24, 2021
Backcountry Associations/Other	
30. BC Wildlife Federation	February 22, 2021
31. BV Research Center	February 23, 2021
32. Copper River Outfitters	February 22, 2021
33. Guide Outfitters of BC	February 22, 2021
34. Kalum LRMP Implementation Committee	February 23, 2021
35. Lakes District Cattleman Association	February 22, 2021
36. Lakes TSA Coalition	February 23, 2021
37. Smithers Exploration Group	February 23, 2021
38. Snow Valley Nordic Ski Club	February 23, 2021
Did Not Participate in Interview	
39. District of Stewart	N/A
40. Wildlife for Tomorrow	N/A
41. Northwest Guide Outfitters Association	N/A

Appendix B – List of Guiding Questions

1. What is your level of awareness of current Indigenous reconciliation talks between local Indigenous groups and BC?
2. What is your understanding of government requirements regarding local and stakeholder engagement?
3. Why do they you want to be consulted on Indigenous reconciliation initiatives? What are some of your key concerns?
4. What are some of the gaps in terms of knowledge in your group in this area?
5. What capacity do you need to fully engage in discussions (e.g. technical, resourcing)?
6. What has worked in previous engagement processes? Why was it successful? What hasn't worked? Why did it not work?
7. What are the best ways for government to engage with your group and why (technology, forums, process etc.)?
8. How would you measure whether a process is appropriate or successful?
9. What type of process would provide you with the best outcome?

RECEIVED

DEC 17 2021

VILLAGE OF BURNS LAKE

153 Francois Lake Drive, Box 788
Burns Lake, B.C. V0J 1E0
(250) 692-7724
info@blcomfor.com



December 17th, 2021

Dear Mayor Funk,

The purpose of this letter is to express our grave concern about the Government's expressed policy intention to harmonize stumpage policy for community forests with the policy for First Nations Woodland Licenses consistent with the market-based timber pricing system, in B.C. We want to emphasize that area base tenure objectives and the success of local community socio-economic success *is only made* possible by the existing community forest timber pricing policy (tabular rates).

We know, that as local Government and leaders you understand the adverse implications of the mountain pine beetle epidemic in regard to the socio-economic health of our forest dependent, small, northern and First Nation communities. The way forward for community forests is to innovatively manage area-based tenures in this era of 'super wildfires', climate change, and the ever-changing social expectations of the natural resource sector.

Through the policy intentions of Government as expressed in the document *Modernizing Forest Policy in British Columbia* is undermining the effective and long-term sustainability of these tenures.

The Government has specifically identified the need to strengthen the social license, adopt the principles of UNDRIP, develop and implement community fire risk prevention and response, and have broadly recognized that success will require modernization of land-use plans and legislation. Summarized, the *Modernizing Forest Policy in British Columbia* document indicates that the motivation for changing community forest timber pricing is to strengthen the social contract by:

- Supporting local communities by ensuring the growth of good jobs and long-term economic opportunities
- Ensuring that local communities, including indigenous communities, have opportunities to benefit from the resources coming from their own backyards
- Maximizing BC's benefit in terms of jobs and value from our resources

Specifically, the following areas will be negatively impacted if community forests are placed under the market-based timber pricing system;

1. First Nations will see a dramatic decrease in dividends coming from community forests. Currently, BLCOMFOR has a net profit distribution to First Nations Partners and shareholders of 25-30% annually
2. First Nations with partnerships with forestry companies, from cruising to planting to stand tending and harvesting will be directly impacted. On average the contract bids coming from First Nations with partnership are 25-40% higher than the bid average. Community forests will be faced with taking the lowest bids as there will be less monies available to offset extra costs to award to these ventures.
3. Education and training of First Nation groups will be much harder to finance. Training for wildfire Type 2 First Nation for example in Burns Lake will cease to exist.
4. Forest management, innovation and flexibility will not be possible. Innovation is expensive short term, but the long-term effects outweigh this cost. Ecosystem restoration (moose, grizzly bear, fisher, marten) partial harvesting, research, and wildfire mitigation projects carried out in community forests will be faced with either reducing or cancelling all together.
5. Donations available for non-profit groups throughout the region will be impacted.

6. Community forest's ability to be flexible and plan effectively for budgeting will become cumbersome as the rise and fall of the market-based timber pricing system will make long-term planning a "best guess".
7. Forest Stewardship Council certification, which is Internationally recognised, will no longer be a certification community forests can afford.
8. In communities where Regional Districts and Village offices are stakeholders the dividends returning to these areas to benefit the communities will diminish.

The proposed timber pricing policy change undermines the ability of community forests to achieve the very objectives and benefits described above, that the Government, communities, and First Nations partners seek and value to remain viable self-sufficient entities.

A community forest's ability to support community initiatives, increase local employment, be innovative in forest management, and broadly develop our local, small, rural communities is directly tied to the benefits derived from the tabular rate pricing system. The existing pricing system for community forests is critical to achieving the Government's objectives for the program and to satisfying the motivations of Government expressed in the bullet points above.

The Government is proposing to harmonize community forest timber pricing policy with the policy that applies to large corporations. Such a policy intention seems to disregard the fact that community forests are legally bound to accomplish the objectives set by the Province for the community forest program. These objectives are profoundly different than the strictly commercial objectives of large corporations and achieving them directly affects the cost structure of community forest operations, as does timber pricing policy.

We encourage your leadership to express your concerns with the proposed changes to timber pricing policy by writing to Minister Conroy expressing the desire to leave the pricing for community forest license (area base) tenure as they are, as, without this system, many of our community forests will close their doors negatively impacting First Nations and communities.

If you have questions please contact the Burns Lake Community Forest.

Respectfully,





Sent via email: MUNI.Minister@gov.bc.ca

December 15, 2021

File No. 0550-20

Honorable Josie Osborne
Minister of Municipal Affairs
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Dear Honorable Josie Osborne:

Re: Elected Officials – Parental Leave

At its meeting held November 15, 2021, the District of North Saanich Council approved its Council Maternity & Parental Leave Policy and passed the following resolution:

"That a letter be sent to the Honourable Josie Osborne, Minister of Municipal Affairs, requesting the Provincial Governments urgent attention to the matter of parental leave provisions for elected officials, and further, that copies of this letter be sent to all local governments in British Columbia encouraging Councils to express the same direction."

The District of North Saanich Council requests the urgent attention from the Provincial Government to include provisions in the *B.C Community Charter* that enable Council members who are new parents to take time off without being disqualified from Council.

The Policy is enclosed for your information and should you have any questions please contact the undersigned.

A handwritten signature in black ink that reads "R Dumas".

Rachel Dumas
Director of Corporate Services

cc: all BC municipalities
Encl

DISTRICT OF NORTH SAANICH

SECTION NO.	SECTION NAME:	POLICY NO.
1000	LEGISLATIVE	1002.20

SUBJECT: COUNCIL MATERNITY & PARENTAL LEAVE

1.0 POLICY:

This Council Policy provides guidance on eligibility, process and principles for leaves under section 125(7) of the *Community Charter* when a Member of Council is a new parent.

2.0 LEGISLATION:

The Community Charter does not contemplate a situation where a Member of Council would be on leave due to pregnancy or parental reasons.

Section 125(5) of the *Community Charter* provides as follows: If a council member is absent from council meetings for (a) A period of 60 consecutive days, or (b) 4 consecutive regularly scheduled council meetings, whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

Section 125(7) of the *Community Charter* provides, "*disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.*"

3.0 SCOPE:

This Policy applies to District of North Saanich Members of Council.

4.0 DEFINITIONS:

"Parent" - A parent is defined as: a natural or adoptive parent; or a person who is in a relationship of some permanence with the natural or adoptive parent of the child and intends to treat the child as their own.

"Maternity Leave" – Maternity Leave is leave entitlement for a person giving birth to a child.

"Parental Leave" – Parental leave is leave entitlement for a parent.

5.0 NOTICE OF LEAVE:

Prior to taking maternity leave or parental leave, a Member of Council must give six (6) weeks' written notice to the Mayor and CAO of their intention to do so.

The Notice of Leave should include:

- the start date of the leave and the expected return date;

- information about any Council duties that the Member of Council requests continue to perform during the leave; and
- any workplace accommodations requested for the duration of the leave.

No Council motion is required for approval of the leave. The Notice of Leave will fulfill the requirement of Section 125(7) of the *Community Charter*.

6.0 LEAVES (In accordance with the *Employment Standards Act*):

Maternity Leave

A Member of Council is eligible for a maternity leave, covering pre-and post-natal time, for a period of up to seventeen (17) consecutive weeks of unpaid leave (unless otherwise agreed upon by the employer and employee), which must be taken during the period that begins:

- (a) no earlier than 13 weeks before the expected birth date, and
- (b) no later than the actual birth date

and ends no later than the 17 weeks after the leave begins.

Parental Leave

A Member of Council is eligible for parental leave if their spouse or partner has given birth, or if they have adopted a child.

A Member of Council is eligible for parental leave:

- (a) up to sixty-one (61) consecutive weeks of unpaid leave beginning immediately following the end of the maternity leave, unless the employer and employee agree otherwise;
- (b) for a parent who does not take maternity leave, up to sixty-two (62) consecutive weeks of unpaid leave beginning after the child's birth and within seventy-eight (78) weeks after that event;
- (c) for an adopting parent, up to sixty-two (62) consecutive weeks of unpaid leave beginning within seventy-eight (78) weeks after the child has been placed with the parent.

7.0 PRINCIPLES OF LEAVE:

By this policy, Council confirms its intention to provide a leave approval based on the following:

- (a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- (b) A Member of Council who takes maternity or parental leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- (c) Despite being on maternity or parental leave, a Member of Council may attend any meeting of Council and exercise all rights and privileges of office. Such exercise of rights and privileges of office will not affect Council's leave approval.

(d) For the purposes of the minutes, a Member of Council absent from a meeting due to maternity or parental leave, shall be recorded in the minutes as on approved leave.

(e) During a Member of Council's maternity or parental leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s). The Member of Council shall provide written notice to the Mayor and CAO of their intent to resume any of the Council-approved appointments.

(f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.

8.0 COMPENSATION AND BENEFITS:

(a) During the maternity or parental leave, the Member of Council will be compensated the difference between the EI benefit being received by the member and one hundred **(100%)** of their gross Council earnings. This benefit would be paid for the first seventeen (17) weeks of the leave, which includes the two (2) week EI waiting period.

(b) While on maternity or parental leave, the Member of Council will continue to participate in any benefit programs offered by the District.