



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
AGENDA
Thursday, June 25, 2026**

CALL TO ORDER

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

June 25, 2026

Approve

MINUTES

Board Meeting Minutes - June 11, 2026

Page 6-15

Approve

Rural Services Committee Meeting Minutes - June 11, 2026

Page 16-21

Receive

DELEGATIONS

PACIFIC NORTHERN GAS - David Keir, Director, Business Development and Stakeholder Relations and Joan Isac, Indigenous and Stakeholder Relations Lead

Re: 2025-2027 Revenue Requirement Application - BCUC Decision and PNG's Energy Efficiency Rebate Program

PLANNING AND DEVELOPMENT

Referrals

**Trevor Moffat, Planning Summer Student - Crown Land Referral
7410409 Electoral Area D (Fraser Lake Rural)**

Page 22-24

Recommendation

Other

**Danielle Patterson, Senior Planner - Special Events Licence
Application SEL A-01-25 – Electoral Area A(Smithers/Telkwa
Rural)** Page 25-34

Recommendation

**Jason Llewellyn, Director of Planning and Development Services
- Section 57 Notice on Title Process** Page 35-37

Recommendation

**Amy Wainwright, Deputy Director of Planning and Development
Services - Budget 2027 Presentation on Affordable Housing** Page 38-41

Receive

ADMINISTRATION BYLAWS**Bylaw for First, Second and Third Reading**

**Cheryl Anderson, Director of Corporate Services - Southside
Rural Fire Protection Local Service Establishment Amendment
Bylaw No. 2114, 2026** Page 42-45

Recommendation

ADMINISTRATION REPORTS

**Wendy Wainwright, Deputy Director of Corporate Services -
Committee Meeting Recommendations - June 11, 2026** Page 46

Recommendation

**John Illes, Chief Financial Officer - Directors' Remuneration
Update** Page 47-130

Discussion

John Illes, Chief Financial Officer - Appointment of a Director to the Chinook Community Forest Board	Page 131
Recommendation	
Nellie Davis, Manager of Strategic Initiatives and Rural Services- Grant in Aid for Royal Canadian Legion Branch 63 Smithers - Electoral Area A (Smithers/Telkwa Rural)	Page 132-138
Recommendation	
Nellie Davis, Manager of Strategic Initiatives and Rural Services- Grant in Aid for Ootsa Lake Bible Camp Geothermal Heating Project - Electoral Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural)	Page 139-141
Recommendation	
Nellie Davis, Manager of Strategic Initiatives and Rural Services - Build Communities Strong Fund, Community Stream Grant to District of Fort St. James for Cottonwood Marina Upgrade Project - Electoral Area C (Fort St. James Rural)	Page 142
Recommendation	
Nellie Davis, Manager of Strategic Initiatives and Rural Services - Build Communities Strong Fund, Community Stream Grant to District of Fort St. James for Fort Forum Upgrade Project - Electoral Area C (Fort St. James Rural)	Page 143
Recommendation	
Nellie Davis, Manager of Strategic Initiatives and Rural Services and Kia Nitchie First Nations Liaison - Grant to Saik'uz First Nation for Community Garden Project - Electoral Area F (Vanderhoof Rural)	Page 144-147
Recommendation	
Cameron Hart, Community Development Coordinator - Business Facade Improvement Program Guide Update	Page 148
Recommendation	

Cameron Hart, Community Development Coordinator - Business Facade Improvement Program Application – Tatalrose Corner Store Page 149-154

Recommendation

Cameron Hart, Community Development Coordinator - 2025 Annual Report Page 155-175

Recommendation

Jason Blackwell, Regional Fire Chief - Bill M214 – Firefighters Health Act Page 176-178

Recommendation

ADMINISTRATION CORRESPONDENCE

Regional District of Fraser-Fort George - 9-1-1 Call Answer Repatriation Project Update Page 179-180

Receive

Regional District of Okanagan-Smilkameen - National Economic Infrastructure Priority West Coast Corridor Resiliency Partnership Page 181-196

Receive

Community Farmland Trust - Request for Endorsement and Partnership Support Page 197-201

Receive

Union of B.C. Municipalities - 2025 CEPF: Emergency Operations Centres (EOC) Exercise and Evacuation Workshop Page 202

Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

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

- Labour Relations
- Connectivity
- First Nations
- RBA

ADJOURNMENT

VISION

“A World of Opportunities
Within Our Region”

MISSION

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

2022-2026 Strategic Plan

1. Relationships with First Nations
2. Advocacy with the Province
3. Housing Supply
4. Community and Economic Sustainability



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEETING MINUTES
Thursday, June 11, 2026

- Directors Present: Chair Mark Parker
 Gladys Atrill
 Shane Brienen - via Zoom - arrived at 10:34 a.m., left at 11:39 a.m.
 Leroy Dekens
 Martin Elphee
 Judy Greenaway
 Clint Lambert
 Linda McGuire
 Shirley Moon
 Kevin Moutray
 Chris Newell
 Michael Riis-Christianson
 Stoney Stoltenberg - via Zoom - left at 11:39 a.m.
 Sarrah Storey - arrived at 10:53 a.m., left at 11:00 a.m., returned at 11:04 a.m., arrived following lunch at 1:09 p.m.
 Henry Wiebe
- Staff: Curtis Helgesen, Chief Administrative Officer - via Zoom- arrived at 10:51 a.m., left at 11:39 a.m.
 Cheryl Anderson, Director of Corporate Services
 John Illes, Chief Financial Officer
 Nellie Davis, Manager of Strategic Initiatives and Rural Services - left at 11:39 a.m.
 Amy Wainwright, Deputy Director of Planning and Development Services
 Wendy Wainwright, Deputy Director of Corporate Services
 Scott Zayac, Director of Protective Services - left at 10:49 a.m., returned at 10:52 a.m., left at 11:39 a.m.
- Others: Jennifer Anthony, VP, Environment & Regulatory Affairs, Surge Copper Co.
 Merewyn Comeau, LD News/Black Press Media - via Zoom
 Treena Greenaway, Electoral Area C (Fort St. James Rural)
 Leif Nilsson, Chief Executive Officer, Surge Copper

Corp.
Geoff Recknell, RPBio., Bulkley Valley Research Centre
- left at 10:49 a.m.
Mark Wheeler, VP of Projects, Surge Copper Co.

CALL TO ORDER

Chair Parker called the meeting to order at 10:32 a.m.

First Nations Acknowledgement

AGENDA

June 11, 2026

2026-BM-430

Moved by Director Newell

Seconded by Director Greenaway

That the Agenda for June 11, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes - May 28, 2026

2026-BM-431

Moved by Director McGuire

Seconded by Director Wiebe

That the Board Meeting Minutes for May 28, 2026 be approved.

CARRIED UNANIMOUSLY

DELEGATIONS

BULKLEY VALLEY RESEARCH CENTRE - Geoff Recknell, RPBio, Consultant Re: Update Bulkley Morice Resiliency Project

Chair Parker welcomed Geoff Recknell, RPBio, Consultant, Bulkley Valley Research Centre.

Mr. Recknell provided a PowerPoint Presentation.

Bulkley Morice Resiliency Project

- What: Goals, Outcomes, Timeline
- Project Area
- Why Community - Level Assessment?
- A complete Wildfire Risk Picture
- Proposed 2026 Pilot
- 2026 Work plan & Next Steps.

The following was discussed:

- Areas of interest with high concentrations of homes e.g. Decker Lake
- Interest in selecting Decker Lake as a pilot area
- Funding
 - Program is funded
 - Additional funding may be required for engagement and localized data sourcing if required
- Remote sensing and street view data is used for modeling
 - Extracts structural details - roofing, cladding materials to assess flammability
 - Data-driven modeling to identify vulnerability
- Evaluate RDBN communities for other risk characteristics beyond housing density
- Identifying and prioritizing communities for a pilot project
- Wind direction information a tool to determine community vulnerability
- Using pilot as a model for other communities
- Awareness of raising concerns within communities and mitigating fears
- Assessing internal FireSmart program capacity to support work
 - Workload and capacity for follow-up activities
- Connecting local government staff with Mr. Recknell.
- Staff to bring forward additional information at a future meeting.

Chair Parker thanked Mr. Recknell for attending the meeting.

PLANNING AND DEVELOPMENT**Referrals****Trevor Moffat, Planning Summer Student - Telkwa Wind Investigative Use License - Electoral Areas A (Smithers/Telkwa Rural) and G (Houston/Granisle Rural)****2026-BM-432**

Moved by Director Newell

Seconded by Director Stoltenberg

That the Board direct staff to provide the following comments to the applicant and the British Columbia Energy Regulator (BCER) in response to the notice for the Telkwa Wind Investigative Use License (ERAA #100123081).

"The Regional District has concerns regarding the cumulative effects of wind farms and requests that the Province develop a strategy to manage the number and cumulative effects of wind farms in the region. The RDBN is concerned that the BC Hydro Call for Power process and the BCER approval process for selected projects is not adequate to protect community interests in the RDBN."

CARRIED UNANIMOUSLY

The following was discussed:

- Amending Zoning requirements to allow the RDBN avenues for comment and engagement regarding industrial activities such as wind farms
- Ensuring the RDBN and its residents have an opportunity to comment on projects proposed for the region
- BC Hydro's next Call for Power
- Ni Ti Mountain Wind Project studies and feedback
- Indigenous partnerships.

ADMINISTRATION REPORTS**Cheryl Anderson, Director of Corporate Services - Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 2108, 2026 – Alternative Approval Process (AAP)****2026-BM-433**

Moved by Director Moon

Seconded by Director Moutray

That the Board:

1. Approve the Alternative Approval Process (AAP) timeline for Cluculz Lake Rural

Fire Protection Service Establishment Amendment Bylaw No. 2108, 2026, as outlined in this report; and

2. Approve the Elector Response Form as amended, including provision for submission by email; and
3. Direct staff to proceed with the Alternative Approval Process (AAP) in accordance with the draft timeline with authority to revise if necessary.

CARRIED UNANIMOUSLY

Cheryl Anderson, Director of Corporate Services - Union of BC Municipalities – Minister Meeting Requests

2026-BM-434

Moved by Director Dekens

Seconded by Director Lambert

That the Board receive the Director of Corporate Services' - Union of BC Municipalities - Minister Meeting Requests memorandum.

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer - Statement of Financial Information 2025

2026-BM-435

Moved by Director Moon

Seconded by Director Riis-Christianson

That the Board of Directors approve the 2025 Statement of Financial Information; and that the Chair and Chief Financial Officer be authorized to sign the SOFI report approving the statements and schedule of financial information.

CARRIED UNANIMOUSLY

Megan D'Arcy, Regional Agriculture Coordinator and Christopher Walker, Emergency Services Manager - Seasonal Drought Preparedness and Monitoring

2026-BM-436

Moved by Director Storey

Seconded by Director Wiebe

That the Board receive the Regional Agriculture Coordinator's and Emergency Services Manager's Seasonal Drought Preparedness and Monitoring memorandum.

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Drought levels do not accurately reflect the soil moisture and drought being experienced in the region
- Discrepancies impact the agriculture sectors access to drought assistance
- Correct drought monitoring
- Brought forward the discrepancy with Ministers of Forests and Agriculture and Food as well as Environment Canada
- Consider investigating and adding more monitoring equipment in the region
- Significant damage to fields in agriculture zones in the region due to weather patterns throughout January/February.

Wendy Wainwright, Deputy Director of Corporate Services - Lakes Resiliency Project Draft Public Engagement

2026-BM-437

Moved by Director Riis-Christianson

Seconded by Director Wiebe

That the Board receive the Deputy Director of Corporate Services' Lakes Resiliency Project Draft Public Engagement memorandum.

CARRIED UNANIMOUSLY

Wendy Wainwright, Deputy Director of Corporate Services - Items to be brought forward to the public agenda from the In-Camera Meeting - April 30, 2026

2026-BM-438

Moved by Director Storey

Seconded by Director Newell

That the Board receive the Deputy Director of Corporate Services' Items to be brought forward to the public agenda from the In-Camera Meeting - April 30, 2026 memorandum.

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE**Minister of Emergency Management and Climate Readiness - Local Government Advisory Committee on EDMA Regulations****2026-BM-439**

Moved by Director Storey

Seconded by Director Dekens

That the Board receive the Administration Correspondence from the Minister of Emergency Management and Climate Readiness regarding Local Government Advisory Committee on EDMA Regulation.

CARRIED UNANIMOUSLY

Ministry of Public Safety and Solicitor General - Invitation re: BC Road Safety Strategy Engagement Session**2026-BM-440**

Moved by Director Dekens

Seconded by Director Elphee

That the Board receive the Administration Correspondence from the Ministry of Public Safety and Solicitor General regarding an invitation for a BC Road Safety Strategy Engagement Session.

CARRIED UNANIMOUSLY

Comox Valley Regional District - Joint Advocacy Letter re: Emergency Management Funding**2026-BM-441**

Moved by Director Newell

Seconded by Director Greenaway

That the Board receive the Administration Correspondence from the Comox Valley Regional District regarding Joint Advocacy Letter regarding Emergency Management Funding.

CARRIED UNANIMOUSLY

2026-BM-442

Moved by Director Riis-Christianson

Seconded by Director Elphee

That the Board approve being a signatory to the joint advocacy letter regarding emergency management funding; and that the Chair be authorized to sign the letter.

CARRIED UNANIMOUSLY

Thursday, June 11, 2026

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District of Central Saanich - Minister of Housing and Municipal Affairs - Request for Additional Funding 2026-BM-443

Moved by Director Storey

Seconded by Director Lambert

That the Board receive the Administration Correspondence from the District of Central Saanich regarding Minister of Housing and Municipal Affairs Request for Additional Funding.

CARRIED UNANIMOUSLY

Union of B.C. Municipalities - Canada Community Building Fund (CCBF) is now the Build Communities Strong Fund - Community Stream**2026-BM-444**

Moved by Director Greenaway

Seconded by Director Dekens

That the Board receive the Administration Correspondence from the Union of B.C. Municipalities regarding the Canada Community Building Fund (CCBF) is now the Build Communities Strong Fund - Community Stream.

CARRIED UNANIMOUSLY

Union of B.C. Municipalities - Meeting Request - BC Hydro**2026-BM-445**

Moved by Director Lambert

Seconded by Director Greenaway

That the Board receive the Administration Correspondence from the Union of B.C. Municipalities regarding the Meeting Request from BC Hydro.

CARRIED UNANIMOUSLY

2026-BM-446

Moved by Director Lambert

Seconded by Director Riis-Christianson

That the Board request a meeting with the President of BC Hydro at the 2026 Union of B.C. Municipalities Convention.

CARRIED UNANIMOUSLY

Thursday, June 11, 2026

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SURGE COPPER CORP. - Jennifer Anthony, VP, Environment & Regulatory**Affairs - 1:00 p.m. Re: Surge Copper Corp. Pre-Feasibility Study - Berg Copper Project**

Chair Parker welcomed Jennifer Anthony, VP, Environment & Regulatory Affairs, Leif Nilsson, Chief Executive Officer and Mark Wheeler, VP of Projects, Surge Copper Co.

A PowerPoint Presentation was provided.

- Berg: Canada's most strategic copper-molybdenum project
- Regional Mining Context
- Regional Economic Driver
- Open Pit Mining
- Mine and Processing Waste
- Continued Data Collection and EA Baseline
- Timeline.

The following was discussed:

- Workforce and employment impacts
 - Sourcing workers locally for construction and operation
 - Retaining economic value in the region by using local hiring
- Pre-planning
 - 3-year construction period with operations beginning in 2030-2031
 - Peak workforce estimated at approximately 1,000 employees and contractors
 - Intention to prioritize local labour and suppliers where possible
- Balancing development with community capacity
- Northwest Resource Benefits Alliance (RBA) - support for the region and community benefit
- Design considerations for the mine and processing waste dam
 - Natural drainage systems a consideration in design and planning
 - Operational plans to manage rerouting contact water
 - Recreating natural drainage conditions post-disturbance
 - Importance on baseline environmental studies to guide mitigation and restoration
- Power supply and infrastructure
 - Options being considered
 - Additional discussion and investigation to take place
- Commitment to sharing information with communities
- Province currently transitioning its project review/approval process
- Sharing cumulative impact studies.

Chair Parker thanked Ms. Anthony and Messers. Nilsson and Wheeler for attending the meeting.

Thursday, June 11, 2026

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NEW BUSINESS**RCMP Staffing Levels**

Discussion took place regarding RCMP staffing levels in Houston, Granisle, Fraser Lake and Vanderhoof. Director Brien spoke of the reduced staffing levels currently in Houston. The Houston RCMP Detachment also provides service levels in Granisle. Concerns were discussed regarding the lack of adequate service levels in RCMP detachments in the region. Director Moutray indicated that the District of Vanderhoof has created an advocacy package that they will share. Director Storey indicated that the RCMP may be utilizing a new program to expediate the recruitment process. Director McGuire spoke of the impacts to RCMP staffing from events in other locations in Canada and the need to reach out to the BC RCMP North District Chief Superintendent.

Break for the Rural Services Committee meeting and lunch at 11:39 a.m.

Reconvened at 1:08 p.m.

ADJOURNMENT**2026-BM-447**

Moved by Director Lambert

Seconded by Director Dekens

That the meeting be adjourned at 1:41 p.m.

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services

Thursday, June 11, 2026

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL SERVICES COMMITTEE MEETING
MINUTES
Thursday, June 11, 2026**

Directors Present: Chair Michael Riis-Christianson
Judy Greenaway
Clint Lambert
Shirley Moon
Chris Newell
Chair Mark Parker
Stoney Stoltenberg

Staff: Curtis Helgesen, Chief Administrative Officer - via Zoom
Cheryl Anderson, Director of Corporate Services
Nellie Davis, Manager of Strategic Initiatives and Rural Services
John Illes, Chief Financial Officer
Amy Wainwright, Deputy Director of Planning and Development Services
Wendy Wainwright, Deputy Director of Corporate Services

Others: Gladys Atrill, Town of Smithers
Treena Greenaway, Electoral Area C (Fort St. James Rural)
Linda McGuire, Village of Granisle
Kevin Moutray, District of Vanderhoof - arrived at 12:01 p.m., left at 12:14 p.m.

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 11:40 a.m.

Thursday, June 11, 2026

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AGENDA & SUPPLEMENTARY AGENDA

June 11, 2026

2026-RSC-062

Moved by Director Newell

Seconded by Director Greenaway

That the Rural Services Committee Meeting Agenda for June 11, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Rural Services Committee Meeting Minutes - May 14, 2026

2026-RSC-063

Moved by Director Lambert

Seconded by Director Greenaway

That the Rural Services Committee Meeting Minutes for May 14, 2026 be approved.

CARRIED UNANIMOUSLY

PLANNING AND DEVELOPMENT

Referrals

Danielle Patterson, Senior Planner - Crown Land Application Referral No. 6409600 – Electoral Area A (Smithers/Telkwa Rural)

2026-RSC-064

Moved by Director Stoltenberg

Seconded by Director Lambert

That the comment sheet be provided to the Province as the Regional District of Bulkley-Nechako's response to Crown Land Application Referral No. 6409600.

CARRIED UNANIMOUSLY

Cameron Kral, Planner - Crown Land Referral No. 7410408 - Electoral Area C (Fort St James Rural)

2026-RSC-065

Moved by Director Greenaway

Seconded by Parker

That the comment sheet be provided as the Regional District's response to Crown Land

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Referral No. 7410408.

CARRIED UNANIMOUSLY

Rowan Nagel, Planning/GIS Technician - Crown Land Referral No. 7410392 - Electoral Area C (Fort St James Rural)

2026-RSC-066

Moved by Director Greenaway

Seconded by Director Lambert

That the comment sheet be provided as the Regional District's response to Crown Land Referral No. 7410392.

CARRIED UNANIMOUSLY

REPORTS

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant Funding Review

2026-RSC-067

Moved by Director Moon

Seconded by Director Stoltenberg

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Grant Funding Review memorandum.

CARRIED UNANIMOUSLY

The following was discussed:

- Resource Benefits Alliance (RBA) funding allocation and structure
 - Limited to capital owned by local governments
 - Infrastructure owned by societies being non-eligible
- Societies struggling to maintain current infrastructure e.g. exhibition sites in the region
 - Grant in aid being one of the only options to support infrastructure owned by societies
 - Exploring infrastructure ownership/partnership options
- RBA funding utilized for RDBN projects and infrastructure
- All RBA funding allocations are considered by the Board
- 15% of RBA funds can be allocated to operations and may provide the most flexible option

Thursday, June 11, 2026

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- Limited local government infrastructure in rural areas but can include parks, recreation, trails, environmental services, etc.
- Allocation of various grant funding options depending on projects and eligibility
- Encourage Directors to reach out to staff with questions.

2026-RSC-068

Moved by Director Moon

Seconded by Director Lambert

That the Committee recommend that the Board direct staff to research RBA funding options for ownership/partnership possibilities for infrastructure owned by societies.

CARRIED UNANIMOUSLY

Economic Development Funds

Director Moon inquired about interest in electoral areas sharing economic development funds to support regional economic development initiatives. Discussion took place regarding funding available and criteria.

Nellie Davis, Manager of Strategic Initiatives and Rural Services - CRTC Decision 2026-8**2026-RSC-069**

Moved by Parker

Seconded by Director Stoltenberg

That the Committee receive the Manager of Strategic Initiatives and Rural Services' CRTC Decision 2026-8 memorandum.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Connectivity Project Announcement May 2026**2026-RSC-070**

Moved by Director Newell

Seconded by Director Moon

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Connectivity Project Announcement May 2026.

CARRIED UNANIMOUSLY

Thursday, June 11, 2026

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Director Greenaway requested an update regarding connectivity projects in Fort St. James. Staff will follow up.

Concerns were brought forward regarding the lack of identification by subcontractors visiting rural properties to connect homes to Telus fibre.

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Draft Volunteer Recognition Program Policy

2026-RSC-071

Moved by Director Lambert

Seconded by Director Greenaway

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Draft Volunteer Recognition Program Policy memorandum.

CARRIED UNANIMOUSLY

The following was discussed:

- Providing verbal recognition to volunteer groups
- Including volunteer groups in the draft Volunteer Recognition Program Policy
- Supporting and recognizing volunteer groups that are struggling
 - Potentially providing grant in aid
- Staff will bring forward an amended draft policy at a future meeting for consideration.

NEW BUSINESS

Community Hall Insurance

Director Moon brought forward exploring pooled insurance for community halls within the RDBN.

2026-RSC-072

Moved by Director Moon

Seconded by Director Lambert

That the Committee recommend that the Board direct staff to explore pooled insurance for community halls within the region and bring forward a report at a future Board meeting.

CARRIED UNANIMOUSLY

Thursday, June 11, 2026

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ADJOURNMENT

2026-RSC-073

Moved by Director Newell

Seconded by Director Lambert

That the meeting be adjourned at 12:20 p.m.

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Trevor Moffat, Planning Summer Student

Date: June 25, 2026

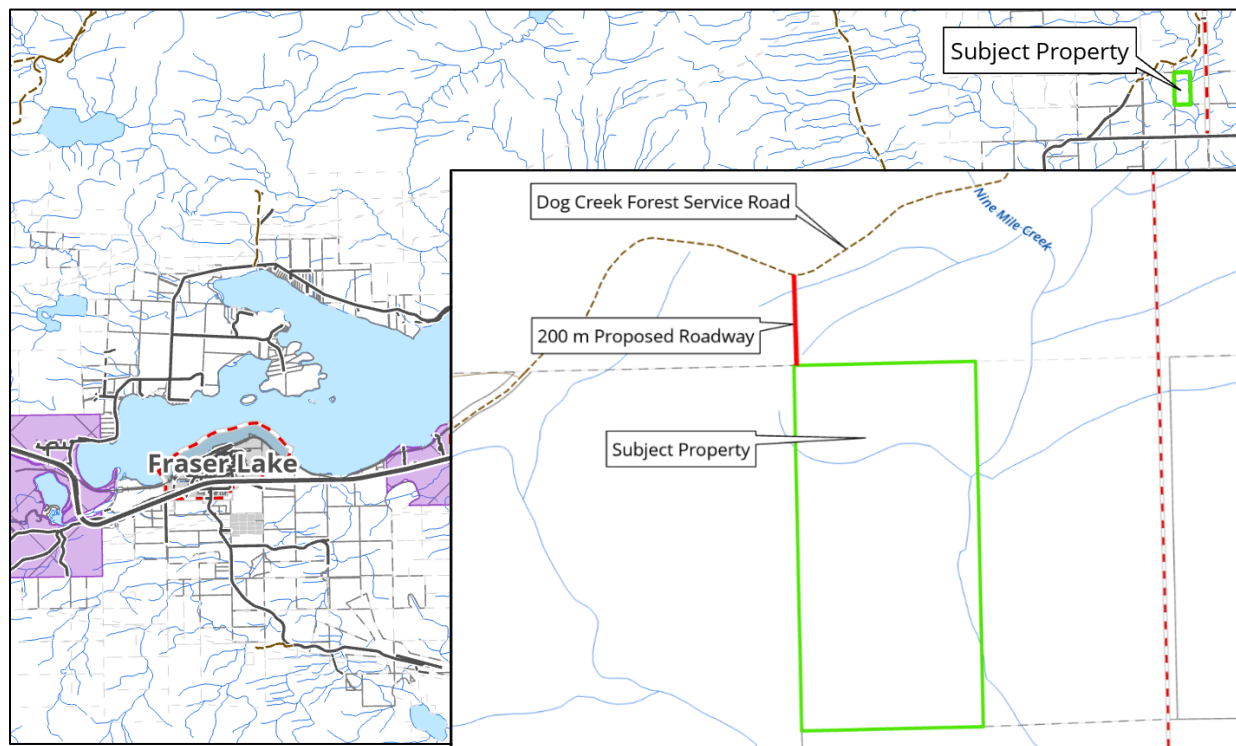
Subject: **Crown Land Referral 7410409 Electoral Area D (Fraser Lake Rural)**

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

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410409.

BACKGROUND

The applicant has applied for a License of Occupation under the Roadways Policy for a 10 to 30 year term to allow a 200 metre long and 10 metre wide statutory right-of-way over Crown Land. The purpose of the application is to allow the construction of an access road between the applicant's landlocked property and the Dog Creek Forest Service Road. The proposed route represents the shortest point from the northern boundary of the parcel. The area is relatively flat, and has recently been logged.



ATTACHMENTS:

- Comment Sheet

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable



Regional District of Bulkley-Nechako
Comment Sheet on Crown Land Referral 7410409

Electoral Area:	Electoral Area D
Applicant:	Robert Kasting
Existing Land Use:	Vacant Crown Land
Zoning:	Rural Resource (RR1)
OCP Designation:	Resource (RE)
Proposed Use Comply with Zoning:	Yes
Agricultural Land Reserve:	No
Access:	Dog Creek Forest Service Road
Building Inspection:	No
Fire Protection:	No
Other comments:	
	None.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Danielle Patterson, Senior Planner

Date: June 25, 2026

Subject: **Special Events Licence Application SEL A-01-25 – Electoral Area A
(Smithers/Telkwa Rural)**

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

That the Board approve the issuance of Special Event Licence A-01-25 to allow a three-day secondary school reunion for up to 750 attendees at 1545 Highway 16 East.

BACKGROUND

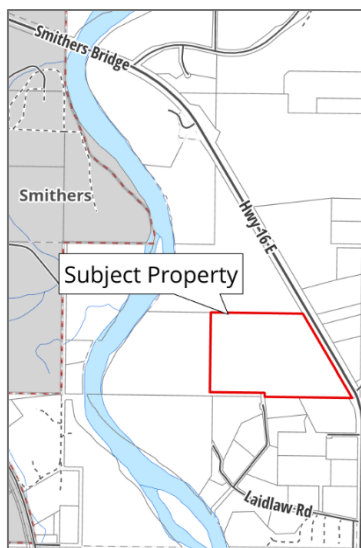
The applicant is requesting a Special Event Licence to host the “Smithers 80s High School Reunion” (the Reunion) from July 31, 2026 to August 2, 2026 at 1545 Highway 16 East. The Reunion is for those who graduated secondary school in Smithers during the 1980s. RV camping, live music, food and beverage areas, and sponsor spaces are included. The applicant estimates there will be a total of 750 attendees at the event.

The Board supported the associated Agricultural Land Commission (ALC) Non-Farm Use application ALR 1286, which has now received ALC approval. The applicant submitted a Liquor and Cannabis Regulation Branch Special Event Liquor Licence; completed the “Special Events Licence: Undertaking to Indemnify the Regional District of Bulkley-Nechako” form; and provided a copy of their \$2,000,000 Comprehensive General Liability insurance policy, as required in RDBN Special Events Licence Bylaw No. 1194, 2003.

Planning staff believe the Reunion has the potential to highlight the region’s agriculture and tourism opportunities by bringing former residents and their guests into the Bulkley Valley. Based on the application provided, the Reunion proposal complies with the Special Events Bylaw and appears to be well planned. Given this, planning staff recommend Special Event Licence SEL A-01-25 be approved.

APPLICATION SUMMARY

Name of Agent/Owner:	Kenton Delwisch (Agent)/Stephen Hug (Owner)
Electoral Area:	Area A (Smithers/Telkwa Rural)
Subject Property:	1545 Highway 16 East, legally described as Lot 2, Section 20, Township 4, Range 5, Coast District, Plan BCP25354 (PID 026-787-725)
Property Size:	27.1 ha (~67 ac)
OCP Designation:	Agriculture (AG) pursuant to the Smithers Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014 (the OCP)
Zoning:	Agricultural (Ag1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Existing Land Uses:	Cattle grazing/residential/remediated gravel extraction
Location:	Approximately 475 m west of the Town of Smithers 1.8 km south of the Smithers Bridge. There are approximately 165 dwellings within a 1 km radius of the subject property.
ALR Status:	Within the ALR
Building Inspection/ Fire Protection:	Within Building Inspection Area and Smithers Fire Service Area
Special Event:	Secondary school reunion for the graduating classes of 1980 to 1989. Three-day event includes camping, vendors, and live music.
Special Event Area:	~ 8 ha (~19.77 ac)
Location Map:	



PROPOSAL

The proponent is applying to the RDBN for a Special Event Licence for the Smithers 80s Highschool Reunion (the Reunion) to be held at 1545 Highway 16 East, approximately 475 metres outside of the Town of Smithers. The event is for those who graduated secondary school in Smithers in the 1980s and their guests. The applicant anticipates up to 750 attendees comprised of graduates and their guests. Pre-registration is required.

The Reunion is a three-day event to be held from July 31, 2026 to August 2, 2026, with some overnight campers departing from the site on August 3, 2026. The applicant has requested an additional two weeks for event take-down.

The event will include overnight camping with 125 RV sites (30 feet by 50 feet), parking, portable toilets, beach volleyball, a dance floor, live music stage, a sponsor area, and vendor spaces for third party liquor and food sales. Live music might be performed until midnight each night.

Subject Property Map



The subject property is zoned Agricultural (Ag1) pursuant to the Zoning Bylaw. As the Ag1 Zone does not permit special events of this scale and scope, the applicant has submitted a Special Event Licence application in accordance with RDBN Special Events Bylaw No. 1194, 2003 (the "Special Events Bylaw" - see Attachments).

DISCUSSION

Approvals and Permitting Requirements

Agricultural Land Commission (ALC)

The subject property is in the Province's Agricultural Land Reserve (ALR). In 2025 the applicant submitted ALR Non-Farm Use (NFU) application ALR 1286 for the Reunion. It was submitted to

the Agricultural Land Commission (ALC) with the Board's recommendation to support the application. The ALC issued a decision May 15, 2026, approving ALR 1286 (see Attachments for ALC decision letter).

Liquor and Cannabis Regulation Branch (LCRB)

Pursuant to Special Events Bylaw, the applicant has provided a copy of their LCRB Permit. The permit is for a liquor area serving up to 100 persons at any given time, for a total of 1,500 alcoholic drink servings.

Site Plan



Figure 1: Proposed Special Event site plan. See attachments for full-scale version of site plan.

Referral Requirements

Northern Health

Northern Health's referral response comprised of their BC major planned events guidelines and their BC major events guidelines checklists for the event organizer to complete. These documents provide general information for major planned events, rather than event-specific referral comments and incorporate requirements and guidelines for drinking water, safe food, waste management, harm reduction, and overdose response. The guidelines give background information on each of these topics, guidelines for reducing associated risks, guidance on providing information on each risk to event attendees, information on monitoring site health risks, and a list of resources for the event proponent.

Ministry of Transportation and Transit (MoTT)

The MoTT has confirmed that based on the information provided by the applicant, no approvals are required. The MoTT has requested that the Reunion organizers space out arrival times if possible.

RCMP

The Smithers RCMP stated it will not be able to monitor highway traffic related to the event and recommended conditions as follows.

- The organizer ensures continued engagement with MoTT regarding traffic control,
- And the RCMP is allowed on-site for proactive patrols.

RDBN Building Inspection

RDBN Building Inspection reviewed the proposed plans for the stage and dance floor. The stage is considered equipment, falling under Work Safe BC regulations, and given the height and design of the dance floor, it does not require a building permit.

Smithers Fire Department

The Smithers Fire Department made recommendations related to the Reunion's Emergency Response Plan (ERP), including muster points, evacuation routes, traffic control, communication procedures, and coordination protocols with emergency services. Additionally, the Smithers Fire Department recommended the RDBN conduct a fire inspection prior to the event.

Other Referrals

RDBN Protective Services

The RDBN Protective Services reviewed the ERP for the Reunion and made three recommendations to be addressed prior to the issuance of the Licence summarized as follows (see Schedule B of Licence letter).

- The contact information in the finalized ERP be provided to Protective Services,
- Including evacuation procedures in the event the RDBN has an Evacuation Alert or Order;
- And that RDBN Protective Services be included in the ERP contacts.

In response to the Smithers Fire Department recommendations, RDBN Protective Services stated that they will liaise with the Smithers Fire Department's regarding their ERP recommendations. Additionally, the RDBN Regional Fire Chief stated RDBN fire inspections are done by the Office of the Fire Commissioner, out of Prince George, and based on the ERP provided, does not believe a fire inspection prior to the event is required.

The applicant has submitted an amended ERP plan, which will be reviewed by RDBN Protective Services for compliance with the above recommended conditions.

Village of Telkwa

No response was received by the Village of Telkwa. The referral request sent to the Village of Telkwa states that it would be assumed there are no concerns if a response was not received.

Electoral Area A Advisory Planning Commission (APC)

The APC unanimously supported the associated ALC Non-Farm Use Application 1286 for the Reunion at their January 5, 2026 meeting.

Other

Given the Town of Smithers Council provided a letter of support, the application was not referred to the Town of Smithers. The application was not referred to MoTT, as the Ministry confirmed no permit is required.

Letters of Support

The applicant has provided letters of support from The Town of Smithers Council, ten neighbours, and WSP Canada (see Attachments for letters).

Planning Staff Comments

The applicant has completed the Special Events Licence: Undertaking to Indemnify the Regional District of Bulkley Nechako Form and provided a copy of their \$2,000,000 Comprehensive General Liability insurance policy, as required in RDBN Special Events Licence Bylaw.

The ALC, LCRB, and other required referral response conditions are incorporated into the text of the Licence (see Attachments for Licence). The specific requirements from Northern Health, the RCMP, and the RDBN's Protective Services Department are attached to the Licence as a separate Schedule B.

Based on the application provided, the Reunion complies with the Special Events Bylaw and appears to be well planned. Planning staff believe the Reunion has the potential to highlight the region's agriculture and tourism opportunities by bringing former residents and their guests into the Bulkley Valley.

ATTACHMENTS:

- [Applicant Site Plan](#) (link)
- [ALC Decision](#) (ALC Resolution #416/2026 – link)
- [Letters of Support from Town of Smithers, Neighbours, and WSP Canada](#) (link)
- Draft Special Events Licence SEL A-01-25 and Schedule A
- [Draft Special Events Licence SEL A-01-25 - Schedule B](#) (link)

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
4. Community and Economic Sustainability



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SPECIAL EVENTS LICENCE NO. A-01-25**

ISSUED TO:	Stephen Hu (property owner) 1545 Highway 16 E Smithers, BC V0J 2N6	Kent Delwisch (Smithers 80s Reunion) (event holder) PO Box 38 Smithers, BC V0J 2N0
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WITH RESPECT TO THE FOLLOWING LANDS:

1545 Highway 16 East, legally described as Lot 2, Section 20, Township 4, Range 5, Coast District, Plan BCP25354 (PID 026-787-725)

1. This Special Event Licence (the Licence) is issued pursuant to Regional District of Bulkley-Nechako Bylaw No. 1194, 2002.
2. This Licence authorizes the following Special Event:

The Smithers 80s Highschool Reunion including live music, overnight camping, beach volleyball, vendors, and sponsor spaces.
3. The Special Event identified in Section 2 may occur only in general accordance with the terms and provisions of this Licence and at the location identified in the "Special Events Licence Area," attached hereto as Schedule A, which forms part of this the Licence.
4. Music audible beyond the boundaries of the "Special Events Licence Area" is not permitted outside of the hours of 8:00 am to midnight of each day.
5. The number of attendees at the Special Event shall not exceed at any given time 750 persons (excluding live performers, vendor, sponsor, security, and first aid personnel).
6. There shall be a maximum of one (1) main stage, one (1) dance floor, and 125 RV campsites.
7. The Special Event is authorized to occur for three (3) days from July 31, 2026, to August 2, 2026, inclusive.
8. All attendees and their vehicles and camping vehicles must vacate the property by midnight on August 3, 2026.
9. All structures associated with the Special Event must be removed from the property by August 17, 2026.
10. The property owner and event holder shall ensure that the following conditions are met.

- a. Compliance with Liquor and Cannabis Regulation Branch requirements if alcohol is to be provided, as required in RDBN Bylaw No. 1194, 2003.
 - b. Compliance with the conditions of the Agricultural Land Commission's Non-Farm Use Approval (Resolution #416/2026).
 - c. Compliance with all RCMP terms and conditions, attached hereto as part of Schedule B of this Licence.
 - d. The emergency response plan as amended to include the requirements outlined in the letter from the RDBN Protective Services Department dated June 5, 2026, attached hereto as part of Schedule B of this Licence.
 - e. Compliance with all Northern Health terms and conditions, attached hereto as part of Schedule B of this Licence.
 - f. The RCMP, Smithers Fire Department, and RDBN Protective Services Department staff shall be provided with site access at all times during the Special Event to conduct proactive patrols and inspections.
 - g. All employees, hired services, vendors, contractors, or other workers must comply with the Occupational Health and Safety Regulation and the Occupational Health and Safety provisions of the *Workers Compensation Act*.
11. The event organizer shall maintain the following:
- a. A written undertaking to indemnify and save harmless the Regional District from and against any and all claims, actions, suites or demands that arise from or related to the holding of the Special Event.
 - b. Proof of liability insurance to cover the agreement to indemnify and save harmless the Regional District, including a \$2,000,000 Comprehensive General Liability Policy, as described in RDBN Bylaw No. 1194, 2003.
12. If any terms or conditions of the Licence are not met the Licence is no longer valid.
13. This Licence is not a building permit or a development variance permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Licence.

AUTHORIZING RESOLUTION passed by the Regional District Board on the _____ day of _____, 2026.

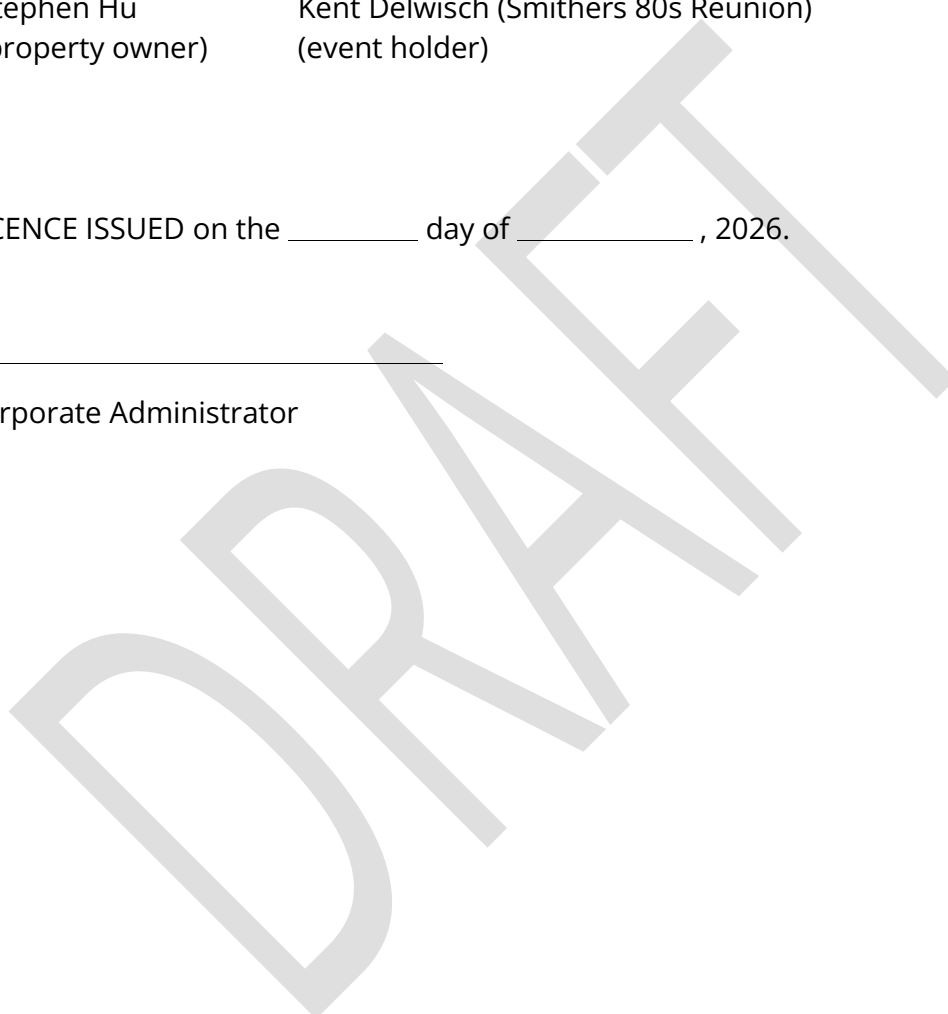
THE PROPERTY OWNER AND EVENT HOLDER UNDERSTAND AND AGREE that they are responsible for compliance with the terms and conditions of the Licence, and compliance with all applicable local government, provincial, and federal laws, policies, rules, regulations, and bylaws.

Stephen Hu
(property owner)

Kent Delwisch (Smithers 80s Reunion)
(event holder)

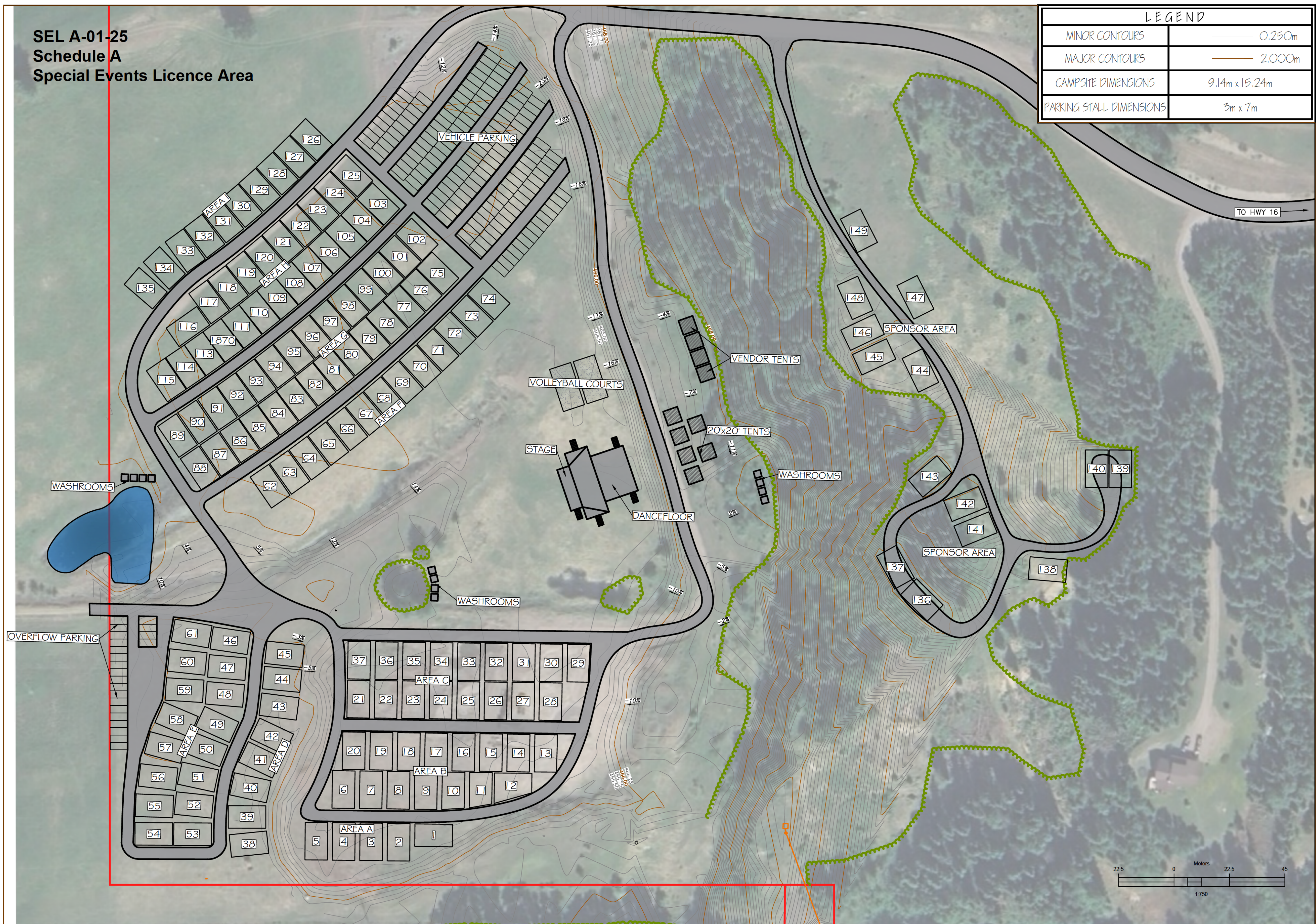
LICENCE ISSUED on the _____ day of _____, 2026.

Corporate Administrator



SEL A-01-25
Schedule A
Special Events Licence Area

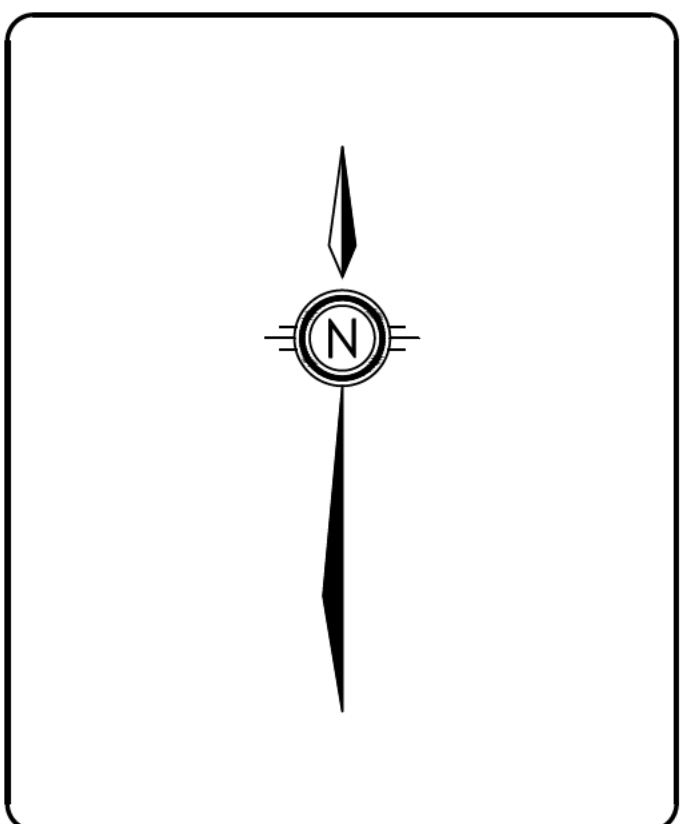
LEGEND	
MINOR CONTOURS	0.250m
MAJOR CONTOURS	2.000m
CAMPSITE DIMENSIONS	9.14m x 15.24m
PARKING STALL DIMENSIONS	3m x 7m



DELWISCH DESIGN GROUP
 Box 38, 7-3167 Tatlow Road
 Smithers BC, V0J 2N0
 Phone: (250) 847-6110
 Email: INFO@DELWISCH.COM
 WWW.DELWISCH.COM

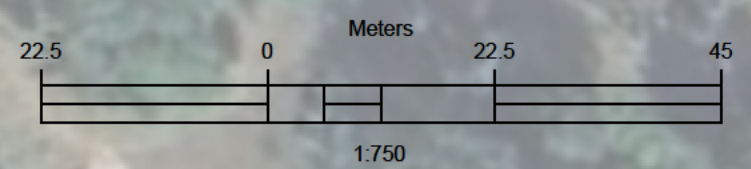


SMITHERS 80's GRAD
EVENT LAYOUT



REV 3.2 - PRELIMINARY DRAWING FOR DESIGN CONTEXT

DRAWN	JMP
ISSUED	JUNE 18 2025
SCALE	1:750
PROJECT	25-1171
PAGE	1
REVISION	1





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Development Services

Date: June 25, 2026

Subject: **Section 57, Notice on Title Process**

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

That staff change their approach to the Section 57 notice on title process by submitting recommendations to the Board for the placement of notices on title as a routine first step where a non-compliance is noticed and compliance is not immediately obtained.

DISCUSSION:

Section 57 of the *Community Charter* provides the RDBN with the ability to register a notice with the Land Title Office which is placed on the title of a property where there is a BC Building Code or Building Bylaw infraction. The filing of a Section 57 notice is a flag for potential purchasers and others with an interest in the property (such as mortgage holders, insurers, etc.) that building has occurred on the property contrary to the Building Code or Building Bylaw, and that the RDBN may be contacted for further information. Properties with a Section 57 notice may potentially be sold. The impact on a property's potential sale, its perceived property value, access to a mortgage, and insurance coverage is not clear and depends on a number of factors.

Once the condition or contravention that gave rise to the filing of the notice has been corrected (to the satisfaction of the Building Inspector), the local government may file a discharge notice with the Land Title Office to have the notice removed from title. This is a relatively straight forward administrative process involving an RDBN application fee of \$200.

Current Approach

"Regional District of Bulkley-Nechako Building Inspection Procedures Policy" approved by the Board in 2025 provides the following direction to Building Inspectors regarding the filing of a notice on a property title, pursuant to Section 57 of the Community Charter.

The Building Inspector shall consider recommending that the Regional District Board consider filing a notice on a property title, pursuant to Section 57 of the Community Charter, in the following situations.

- a. *The non-compliant construction is an accessory building built within the 24 months prior to discovery by the building Inspector.*
- b. *The non-compliant construction is a dwelling built within the 48 months prior to discovery.*
- c. *The non-compliant construction is associated with non-compliance with another regulation, such as zoning, unless that construction occurred 10 years or more prior to discovery of the construction by the building Inspector.*
- d. *The Building Inspector is aware that the non-compliant construction may result in a notable reduction in the expected life of the structure.*
- e. *The building permit for a building has expired and no occupancy permit has been issued.*

The Regional District or Building Inspector is under no obligation to undertake any action related to the filing of a notice on a property title. Notwithstanding Section 36 the Regional District or Building Inspector may, at their discretion, facilitate the filing of a notice on any property title.

It is noted that the line between bylaw administration and bylaw enforcement is not always clear. In staff's perspective the Section 57 notice on title process is not enforcement. It is an administrative process to flag building bylaw non-compliance. However, the engagement with a property owner leading up to the Board's consideration of placing a notice on title could be considered enforcement action intended to gain compliance. Building inspectors commonly contact property owners regarding a non-compliant building with the intent to request bylaw compliance and potentially register a Section 57 on title with no intent to initiate or recommend further enforcement action given the situation.

The number of Section 57 files processed through to the Board is largely influenced by the amount of Building Inspector time available to work with property owners encouraging compliance with the Building Bylaw. Staff typically spend between 20 to 40 hours per file on the phone, writing letters and emails, undertaking site visits, and doing other tasks to gain compliance prior to moving forward with a report to the Board with a recommendation for a Section 57 notice.

The following table shows the number of Section 57 files created by year since 2020

Year	2020	2021	2022	2023	2024	2025	2026
	10	1	2	7	7	2	8

Proposed New Approach

Staff invest notable time attempting to gain voluntary Building Bylaw compliance prior to initiating the Section 57 process so that the Board has comfort that the property owner has had ample opportunity to resolve the non-compliance and avoid the Section 57 notice. However,

there is no reason this effort must be made prior to the registration of a Section 57 notice on title. Section 57 notices could be placed on title more efficiently and effectively as a routine first step where a non-compliance is noticed and compliance is not immediately obtained. This would provide an increased level of service for potential future purchasers of property. Future building bylaw compliance would then be up to the property owner, and the Section 57 notice could be removed on request where compliance is achieved. This would reduce the staff time spent documenting requests for compliance where future enforcement action is not likely.

Under this proposed new approach staff would continue to follow the direction in the "Regional District of Bulkley-Nechako Building Inspection Procedures Policy" when determining when to proceed to the Board with a recommendation for filing a Section 57 notice on a property title. Staff would also exercise discretion in delaying a recommendation to the Board for a Section 57 where staff believe a property owner is taking the necessary steps to resolve the situation.

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Amy Wainwright, Deputy Director of Planning and Development Services

Date: June 25, 2026

Subject: **Budget 2027 Presentation on Affordable Housing**

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

Receive

BACKGROUND

As part of the RDBN's Regional Housing Initiative, multiple affordable housing projects were receiving support to submit applications to BC Housing's Community Housing Fund (CHF). In the February 17, 2026 provincial budget, the Government of British Columbia cancelled the July 2025 intake of the Community Housing Fund (CHF) and has not provided any direction to non-profit affordable housing providers on the future of the program.

Staff submitted an application to make a presentation to the Select Standing Committee on Finance and Government Services on the provincial Budget 2027 Consultation, to advocate for the funding of affordable housing. The application was successful, and a five-minute presentation will be given to the Committee on June 18, 2026 in Smithers. This presentation is attached for the Board's information. A copy of the transcript of the Committee hearing and a video recording will be available to view on the Parliamentary Committee website following the close of the hearing.

Link to Smithers Hearing: <https://www.leg.bc.ca/parliamentary-business/committees/43rdparliament-2ndsession-fgs/meetings/3736>

Staff confirmed the following projects were affected by the cancellation of the CHF:

Smithers

Northern Society for Domestic Peace

- 20 units of affordable housing for women and women-led households, including seniors, workforce, long term Third Stage Housing, indigenous and equity-seeking women
- Application submitted to CHF

Houston

Houston Retirement Housing Society

- 41 units of affordable of housing for seniors
- Application submitted to CHF

Burns Lake

Lakes District Senior Citizen's Housing Association

- 37 units of affordable of housing for seniors
- Application submitted to CHF

Burns Lake Housing Enhancement Society

- 40 units of affordable housing for families, workforce, indigenous and seniors
- Application submitted to CHF

Fraser Lake

Connexus Senior's Housing

- 22+ units of affordable of housing for seniors
- Application prepared for CHF second round of funding (CHF had announced a rolling intake for applications with multiple rounds of funding)

ATTACHMENTS:

- Budget 2027 Presentation

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

2. Advocacy with the Province
3. Housing Supply

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):

- 3.1 Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives.
- 3.2 Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents.
- 3.3 Investigate opportunities to plan for and/or support the development of workforce housing.

Budget 2027 Presentation

In the February 17, 2026 provincial budget, the Government of British Columbia retroactively canceled the July 2025 intake of BC Housing's Community Housing Fund. This decision had a serious and negative impact on communities and non-profit housing providers within the Regional District of Bulkley-Nechako. At least five projects have been impacted within our municipalities, representing 160 units of affordable housing.

According to the provincial methodology, the RDBN and its municipalities need over 1,100 homes in the next 5 years and over 3,000 within 20 years. The CHF projects alone would have built over 12% of the five-year housing need and made a significant impact in our communities.

These desperately needed housing projects for seniors, families, and women at risk, were heavily invested in at the urging of BC Housing. Projects were encouraged to be as 'shovel-ready' as possible, in many cases at the proponent's expense. This process took months, sometimes years, of planning.

Non-profit organizations heavily invested their limited time and money into these projects with support and contributions from local governments, in good faith. Since the cancellation of the CHF, there has been no communication from the provincial government regarding future investment in affordable housing. In the meantime, the critical need for housing remains unaddressed, construction costs continue to rise, and non-profit housing providers cannot advance their projects.

Affordable housing remains an urgent and critical need within the region and the unique circumstance within our regional context makes investment by senior governments the determining factor to build new units. The need is magnified in small northern communities with shifting demographics, aging populations, and limited investment from the private sector.

Our region has low levels of private residential development. As a result, our municipalities cannot use the new tools enacted by the province to leverage affordable housing units within market housing projects, such as Amenity Cost Charges, Development Cost Charges, and density bonusing. The only means to get new affordable housing units is through senior government investment. Local governments do not have the financial resources to address this provincial responsibility (<https://www.ubcm.ca/about-ubcm/latest-news/ubcm-bcunc-calling-bc-prioritize-supportive-housing>). However, our municipal governments have been working hard to support projects in the ways they can. They have been donating land, building infrastructure, updating bylaws, streamlining applications, and supporting projects with staff time.

The decision impacts construction activity, local jobs, and investments in local economies. It walks back commitments made to community housing providers, municipalities, and First Nations, at significant cost to those partners. (<https://www.chf.bc.ca/housing-sector-leaders-call-on-province-to-change-course-on-community-housing-fund-suspension-and-indigenous-housing-fund-deferrals/>). With the recent push by the provincial and federal governments to advance major projects in northern BC, including pipelines, power corridors, mines, and windfarms, the pressure on local rental housing supply will increase.

Provincial investment in affordable housing within our region will have a significant and compounding effect. For example, providing housing for seniors allows them to vacate larger homes, which will increase the housing stock for families and workers. As such, increasing the housing stock for one sector will have a ripple effect on housing availability in all sectors. It is critical to recognize that the unique circumstances of our housing market present a unique opportunity for a single investment in housing in a community to have a large and lasting impact.

The government stated they are “slowing down the pace” of affordable housing funding, but details on what this means in practice are not yet clear. The province needs to work together with housing providers to move forward in budget 2027 and identify ways to recoup investments, advance ‘shovel-ready’ projects, and build more affordable housing. In addition, providing targeted support for organizations that have incurred pre-development costs will help to rebuild trust within the sector. We also ask that special consideration should be given to housing projects within our region as our unique housing market would be dramatically impacted by investment from the province.

<https://bcnpha.ca/resource/when-a-budget-falls-short-the-costs-add-up/>

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: June 25, 2026
Subject: **Southside Rural Fire Protection Local Service Establishment Amendment
Bylaw No. 2114, 2026**

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

That Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 2114, 2026 be given first, second, and third reading this 25th day of June, 2026.

BACKGROUND

Attached is Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 2114, 2026. Nee Tahi Buhn Indian Band and one other property owner have requested that their properties be included in the fire protection area. The Southside Fire Chief, Electoral Area E Director, and Regional Fire Chief are supportive of the request.

ATTACHMENTS:

Bylaw 2114, 2026

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
1. Relationships with First Nations



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2114

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

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 761 a service of fire protection to a portion of Electoral Area E known as the Southside Rural Fire Protection Local Service Area;

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

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

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

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

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

THE FRACTIONAL SOUTH ½ OF DISTRICT LOT 745, RANGE 4 COAST DISTRICT EXCEPT THEREOUT STRIPS OF LAND BEING THE MOST SOUTHERLY AND THE MOST WESTERLY 66 FEET IN PARALLEL WIDTH THEREOF

BLOCK A, DISTRICT LOT 749, RANGE 4 COAST DISTRICT

NW1/4, DISTRICT LOT 744, RANGE 4 COAST DISTRICT

SW1/4, DISTRICT LOT 744, RANGE 4 COAST DISTRICT

NE1/4, DISTRICT LOT 744, RANGE 4 COAST DISTRICT

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

- 2) This bylaw may be cited as Southside Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2114, 2026.

READ A FIRST TIME this day of , 2026

READ A SECOND TIME this day of , 2026

READ A THIRD TIME this day of , 2026

ADOPTED this day of , 2026

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2114 as adopted.

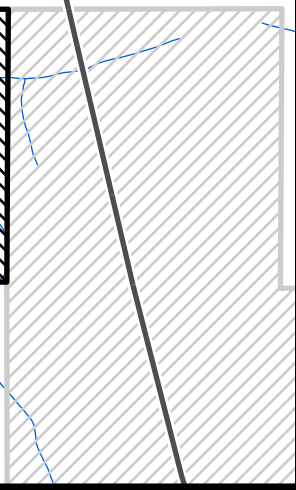
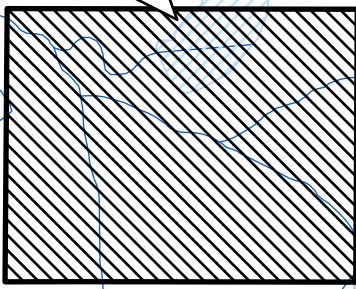
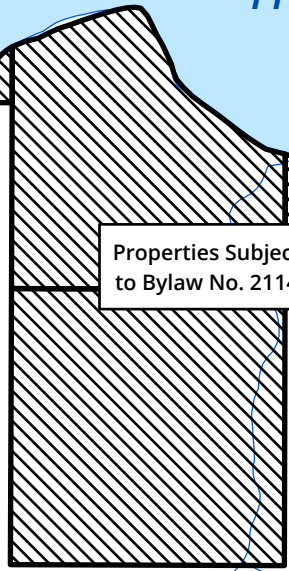
Corporate Administrator

François Lake

Amendt Rd

Properties Subject to Bylaw No. 2114

Property Subject to Bylaw No. 2114





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Wendy Wainwright, Deputy Director of Corporate Services

Date: June 25, 2026

Subject: **Committee Meeting Recommendations - June 11, 2026**

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

That the Board approve recommendations 1 and 2 as written.

BACKGROUND

The following are recommendations from the June 11, 2026 Committee Meetings for the Board's consideration and approval.

Rural Services Committee Meeting – June 11, 2026

Recommendation 1:

Re: Grant Funding Review

That the Board direct staff to research RBA funding options for ownership/partnership possibilities for infrastructure owned by societies.

Recommendation 2:

Re: Community Hall Insurance

That the Board direct staff to explore pooled insurance for community halls within the region and bring forward a report at a future Board meeting.

ATTACHMENTS:

None

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, CFO
Date: June 25, 2026
Subject: **Directors' Remuneration Update**

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

Discussion

BACKGROUND

In preparing for the next local government election, it is prudent for this Board to review their Remuneration and Expense Bylaw to recommend and implement changes for the next Board's 4-year term (2027 – 2030). In preparation for that, staff have accumulated the following information for the Board to review, discuss possible changes, seek clarification, make improvements in the reimbursement process, request further data and analysis if required, and then following that, staff will accumulate this feedback along with the comparable information and analysis provided, and prepare a new bylaw for the Board's consideration.

Pursuant to the provisions of the *Local Government Act* the Board may adopt a bylaw to allow for its own remuneration and expenses, and in doing so, the Board is not in conflict of interest. The Board last made amendments (Bylaw No. 2050) to the Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018 that were adopted at the June 24, 2024 meeting. The first attachment to this memo is the Unofficially Consolidated bylaw to which the current Board receives remuneration and expense reimbursement.

UBCM has recommended practices for setting remuneration as outlined in its 2019 **Council & Board Remuneration Guide**. These recommendations include reviewing remuneration every four years immediately before a general local government election, having the remuneration to take effect upon the beginning day of the new term, and ensuring the remuneration is automatically increased to a cost-of-living index. The Board has always followed the recommendation of reviewing and setting the "pay" for the next elected Board in the past. The current remuneration bylaw also includes a cost-of-living pay increase that takes effect every year beginning on January 1st.

As part of the analysis, it is also beneficial to review what other local governments are providing for remuneration for their elected officials. The Regional Districts of Fraser-Fort George and Strathcona commissioned the attached report, "Elected Officials Remuneration Research", and this report was shared with the RDBN as a participant providing data. This report provides good estimates on both the median and average values of remuneration of the sample regional districts. Because this report contains 2024 information, the amounts for remuneration in this report should be adjusted upwards by approximately 6% to account for inflationary increases in 2024 and 2025 to best compare these values to other 2026 amounts.

Also included as attachments to this memo are the current 2025 SOFI reports for all proximate regional districts that are currently available. If additional information becomes available before June 25th, they will be provided under separate cover. The 2025 RDBN SOFI amounts are also included along with the 2025 budget to actual information that the Directors see as part of the quarterly financial reports.

RDBN Statistical and Information from 2025 not included in 2025 SOFI report:

In 2025, the Regional District paid for attendance at 442.5 "meeting days" at \$284 per day for a total cost of \$125,670. The regional district also paid \$17,696 to directors for "travel time" based on \$0.30 per km. This amount compensates directors for the time it takes to travel to board and committee meetings. A total of 66,042 km of travel for personal vehicles was reimbursed in 2025 which totaled \$17,696.

When the Board amended the remuneration bylaw in the fall of 2021, extended health and dental benefits were provided to the directors. This had an average value of \$3,300 per director in 2025 and a current cost estimate for the entire Board in 2026 of \$60,000.

In the 2026 estimate of Directors' remuneration that is attached to this memo, travel remuneration, remuneration for SNRHD chair and meeting pay for SNRHD directors are not included in this estimate.

Other Discussion:

Over the past several years, the number of committees have been reduced to streamline operations and to advocate more collaboratively as a united Board on regional issues. This has provided costs savings on Committee Chairs remuneration but may have added additional duties to the remaining positions.

Staff have also reflected on the increased demands on the Chair based on First Nations engagement and outreach, along with regular emergency management activations over the past several years.

Staff have also heard from several Directors who have noted that the meal allowance may be too low, especially for travel to the Vancouver or Victoria area. The meal allowance is best

considered to be \$114 per day less \$23 for each meal that the Director didn't have to provide themselves. Staff have reviewed this amount and will most likely be proposing an addition to section 8 (C) that provides an overnight meal allowance for Vancouver and Victoria to be increased to \$75 for each night. This would mean that for these two geographical locations, the meal allowance would be \$144 per day less \$23 for each meal that the Director didn't have to provide themselves.

Staff have started to pull together possible recommendations based on preliminary review and analysis, but as the Board reviews the RDBN's current remuneration bylaw, it would be helpful for the directors to suggest specific sections of the bylaw that may need amending or may require an update. Schedule A includes information on the base remuneration for directors. Schedule B outlines pay for meeting attendance, and Schedule C outlines pay for travel to meetings (travel remuneration). Information highlighted in yellow are the current 2026 pay information (that has been adjusted for inflation from the 2019 amounts).

ATTACHMENTS:

Directors' Remuneration Bylaw (unofficially consolidated) Bylaw 1837

DriveOD Regional District Remuneration Research (2025)

UBCM Council % Board Remuneration Guide (2019)

RDBN 2025 Directors' SOFI Information

Budget for Directors Remuneration and Expenses from the 2026 Five-Year Financial Plan

Remuneration Summary (Average estimated Directors' Remuneration in 2026)

Directors Remuneration and Travel from the 2025 4th Quarter Financial Report

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

Not Applicable

REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 1837
Unofficially Consolidated

A Bylaw for Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

Board Day means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

Committee means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

Committee of the Whole Meeting means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

Meals means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

Miscellaneous Expenses means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

Per Diem Rates means the maximum a Director may claim for meals and incidentals while on Regional District business.

4. INTERPRETATION AND APPLICATION

(A) The Regional District Chief Financial Officer shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.

(B) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Chair, Vice Chair, and CAO for resolution.

5. REMUNERATION

(A) Remuneration shall be paid to Directors for the discharge of the duties of office. Remuneration shall be comprised of the following:

- (i) **Directors, Chair and Vice Chair, Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
- (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.
- (C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
- a) within the Director's electoral area;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the

privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en-route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the

CRA meal rate for the "Simplified method for meal and vehicle rates used to calculate travel expenses".

For overnight stays, outside the Regional District, the Director may claim an additional \$45.00 incidental amount for each night of the stay.

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business.

The actual cost of any meal may be reimbursed if a receipt is provided and the CAO, Chair, or Vice-Chair determines that reimbursement is warranted.

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

(E) Loyalty Programs and Other Travel Programs

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

(F) Authorization for Out-of-District Travel

- (i) In general, out-of-district travel will be authorized by the Board.
- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review of both the Chair and Vice-Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) All Electoral Area directors will be provided with a RDBN cell phone and with an email address. The RDBN email address will be used for all communication with the RDBN. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.
- (B) Electoral Area directors will be reimbursed up to \$125 per month for home internet service upon the provision of receipts. A one-time fee of up to \$200 may be reimbursed for the installation costs associated with the provision of a higher speed internet service.
- (C) Electoral Area directors will be provided a portable laptop computer for their Regional District duties. The Regional District will work with member

municipalities to ensure that the Municipal Directors will be provided with a portable laptop that meets the Regional District cyber security needs for their Regional District duties. This may include the Regional District providing a Municipal Director with a portable laptop computer. Any Director that has received a portable laptop from the Regional District will be provided technical support and business software to support their role as Director.

11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated no less than \$10,000 (to be increased by CPI annually) to attend conventions and meetings related to their work as an Electoral Area Director including meetings with Elected Officials or officer of other governments including Indigenous Governments.

This amount includes costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration.

Costs will be reimbursed at the regular expense rate described in this bylaw. Remuneration rates will be either at the ½ day or full day meeting rates listed in Schedule B.

- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.
- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014 and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

14. ADJUSTMENT FOR CONSUMER PRICE INDEX

The overnight amount listed in Section 8 (C); The rates listed in Schedule A, Schedule B and Schedule C are to be increased annually on January 1st, based on the previous

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$953 per month.

2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office \$591. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

3) Chair, Vice-Chair, and Committee Chair Remuneration

A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration. \$1906

B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration. \$715

C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration. \$477

D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration. \$143

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.

5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

7) Extended Health and Dental Benefits

Extended Health and Dental Benefits will be provided to all Directors. Directors that can provide proof of other coverage can waive this benefit.

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

Meeting Type	Allowance *		Notes
	Half Day < 3.5 hrs	Full Day 3.5 hrs+	
Board and Committee Meetings	\$290	\$290	Travel time may be claimed (if applicable)
Other meetings approved by Board motion within the Regional District	\$145	\$290	Travel time may be claimed (if applicable)
<p>For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors:</p> <p>Attendance and travel to political conventions or similar events, for attendance at meetings between the Regional District and other levels of government including with Indigenous Governments, and for the attendance at ceremonial events.</p> <p>Attendance by virtual means is included.</p>	\$145	\$290	<p>Includes time spent travelling to these events.</p> <p>Additional travel time is not applicable.</p> <p>All costs are charged to rural government except for costs associated with travel and remuneration of the chair or committee chair are charged to general government.</p>

Schedule C

Travel Time Remuneration

1. Travel time remuneration of \$31.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings. For Municipal Directors, this distance is determined from their respective municipal office.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).



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PRIVATE & CONFIDENTIAL

Participant Report

Elected Officials Remuneration Research on behalf of the
Regional Districts of Fraser Fort George and Strathcona

May 23, 2025

For questions about this report, please contact:

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INTRODUCTION & BACKGROUND

We are pleased to present the research findings for remuneration for select BC regional districts from a survey conducted on behalf of the Strathcona and Fraser Fort George regional districts. If you have any questions about this report or would like to discuss any aspects of it, please contact us as we are happy to help. Thank you so much for your participation in this review.

METHODOLOGY

Based on the direction provided by the districts, we collected data from select BC regional districts. We collected data on base salary, allowances, per diems, planned adjustments for 2025, prevalence of benefits/perquisites, expenses, and whether any changes to remuneration are planned or being discussed.

We emailed a survey questionnaire, collected data, reviewed data, and followed up where necessary.

Data from the regional districts listed below are included in this report.

- | | |
|-----------------------|----------------------|
| 1. Bulkley-Nechako | 7. Kitimat Stikine |
| 2. Cariboo | 8. Peace River |
| 3. Central Okanagan | 9. Squamish Lillooet |
| 4. Columbia Shuswap | 10. Strathcona |
| 5. Fraser Fort George | 11. Sunshine Coast |
| 6. Fraser Valley | 12. Thompson Nicola |

FINDINGS – 2024 ANNUAL BASE SALARY

Annual base salary data from the responding regional districts are summarized in Table 1.

The population measures and annual expenses are sourced from the BC government website and the most recent data available is from 2023 (www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework).

Specific definitions to assist with understanding the data are found in Attachment 1.

Table 2 summarizes the other non-base salary elements we surveyed. There is a great deal of variety amongst some regional districts for some elements (e.g., committee and other remuneration).

TABLE 1 – SUMMARY OF 2024 REMUNERATION FROM COMPARATOR REGIONAL DISTRICTS

Regional District	2023 Annual Expenses (\$ millions)	Population (est.) (thousands)	Number of directors	Chair – current annual supplement (\$000)	Vice Chair – current annual supplement (\$000)	Municipal director – current annual base salary (\$000)	Electoral director – current annual base salary (\$000)
1. Bulkley-Nechako	19.5	37.7	15	21.9	8.2	11.0	17.7
2. Cariboo	40.7	62.9	16	45.2	22.6	13.5	30.1
3. Central Okanagan	57.6	222.2	12	34.3	2.4	21.8	27.3
4. Columbia Shuswap	46.1	57.0	12	26.4	3.8	18.0	27.6
5. Fraser Fort George	43.6	97.0	14	22.4	3.9	16.2	25.0
6. Fraser Valley	41.4	324.0	24	41.3	8.3	14.6	39.9
7. Kitimat-Stikine	23.8	37.8	12	5.6	0.0	8.5	15.6
8. Peace River	64.3	61.5	12	38.4	7.7	15.4	30.9
9. Squamish-Lillooet	25.6	50.5	11	24.9	4.8	17.7	35.4
10. Strathcona	20.3	48.2	14	32.7	3.9	17.8	59.1
11. Sunshine Coast	54.0	32.2	9	24.2	3.1	24.2	34.6
12. Thompson-Nicola	52.0	143.7	27	28.4	5.7	17.0	30.2
Summary							
Median (P50)	42.5	59.3	13	27.4	4.4	16.6	30.2
Average	40.7	97.9	15	28.8	6.2	16.3	31.1

TABLE 2 – SUMMARY OF ALLOWANCES, BENEFITS, EXPENSES AND OTHER PRACTICES FROM THE TWELVE RESPONDING REGIONAL DISTRICTS

Table 4 summarizes the data we collected from the 12 responding regional districts. The prevalence of the practice is noted in brackets. Not all regional districts answered all the questions so not all responses add to 12.

Question	Market Practices of the Responding Regional Districts
Is position considered full time or part time?	Chair Position: Full-time (3) Part-time (8) Vice Chair & Directors: Full-time (1) Part-time (10)
What was your adjustment for 2024 as a per cent (%) or benchmark (e.g., CPI)	All adjusted for 2024 using a CPI measurement ranging from 3.0 to 5.0 per cent. One adjusted by 3.9 per cent for CPI plus 1.65 per cent annually.
If you didn't adjust in 2024, when did you last adjust base salaries and what was your last adjustment to base salaries as a (%) or benchmark (e.g., CPI)	All adjusted for 2024
Do you know what your 2025 adjustment to base salaries will be? If yes, please indicate as a per cent (%).	Nine indicated they will adjust using a CPI measurement. One indicated their adjustment has a maximum cap of 4.0 per cent. Will adjust by BC CPI plus 1.65 per cent. 2.5 per cent

Question	Market Practices of the Responding Regional Districts
Acting chair allowance	<p data-bbox="674 293 793 326">None (7)</p> <p data-bbox="674 347 1268 380">Amount varies for other five RDs for meeting:</p> <ul data-bbox="726 402 1276 662" style="list-style-type: none"><li data-bbox="726 402 825 435">• \$50<li data-bbox="726 459 1276 492">• \$81 for vice chair and \$93 for directors<li data-bbox="726 516 837 548">• \$100<li data-bbox="726 573 837 605">• \$170<li data-bbox="726 630 1255 662">• Double the regular meeting payment

Question	Market Practices of the Responding Regional Districts
Other meeting remuneration or allowances	<p>Two RDs did not indicate additional remuneration for meetings</p> <p>10 RDs indicated remuneration as follows:</p> <ul style="list-style-type: none"> • \$256 for chair; \$160 for vice chair and directors • \$206 per sanctioned meeting (e.g., board meetings, budget meetings, committee of the whole); \$133 for other meetings over four hours and \$83 for meeting under four hours • \$130 for meetings over four hours and \$65 for meetings under four hours • \$120 per committee meeting • Board and committee meetings for all directors are based on the length of the meeting: \$112 for up to four hours; \$157 for between four and six hours; \$234 for between six and eight hours • No additional remuneration for regular board meetings and committee of the whole; \$170 per meeting for other special meetings or public hearings • \$323 for special meetings; \$130 per regular meeting; \$61 for public hearings • \$2,500 for public hearings • \$5,484 for municipal and electoral area directors; • \$600 for chair, \$500 for vice chair, \$400 for directors (electoral and municipal) • For the chair: electoral area directors committee - additional \$3,840 per year and Regional Hospital District Committee -additional \$2,478 per year. For the directors: additional \$744 per year for the Regional Hospital District Committee. • For hearings or other meetings: \$130 > 4 hours; \$60 for < 4 hours; additional pay of \$75 to \$300 depending on geographic area for routine local activities where director is an elected representative

Question	Market Practices of the Responding Regional Districts
<p>Mileage reimbursement rate (per kilometre)</p>	<p>All (12) reimburse mileage at the BC government rate or the CRA rate. The CRA rates for 2024 are \$0.71 per km for first 5,000 km then \$0.64 per km after 5,000 km (2).</p> <p>One pays the CRA rates plus a \$0.12 per km premium</p>
<p>Do you pay travel time to and from meetings? If yes, what is the rate?</p>	<p>No (5) but one indicated they reimburse \$0.20 per km between home and location of meeting</p> <p>Yes (5):</p> <ul style="list-style-type: none"> • \$28.50 per 100 kms • \$30.00 per 100 kms • \$30.00 per hour of travel time over 60 kms from director's home • Yes, the time spent travelling to and from a meeting shall be included in calculating the duration of the meeting day. • Yes, all directors are entitled to remuneration for time spent travelling when attending regular meetings of the board of directors, committee of the whole meetings, board inaugural meetings, out of town board meetings and related educational day and electoral area directors committee meetings, but only when those meetings are attended in person and the related travel time incurred. • An additional \$0.18 per km for gravel roads
<p>Is parking provided?</p>	<p>All said parking is provided or parking is available</p>

Question	Market Practices of the Responding Regional Districts
Is cell phone provided?	<p>No (4)</p> <p>Yes (5):</p> <ul style="list-style-type: none"> • An allowance of \$46 per month is provided for all electoral area directors and for municipal directors whose municipalities do not pay for a phone. • No for vice chair and municipal director; available if requested for chair and electoral area director. • For chair and electoral area directors. • For chair, vice-chair, and electoral director • For electoral director only
Is computer provided?	<ul style="list-style-type: none"> • No for vice chair and municipal director; available if requested for chair and electoral area director • Yes (10)
Do you or have you considered providing any retirement benefits for your elected officials?	No (11)

Question	Market Practices of the Responding Regional Districts
Please describe any other benefits/perquisites offered.	<ul style="list-style-type: none"> • Technology/office allowance of \$ 125.00 per month • Medical and dental benefits for all • Comprehensive health and dental, ADD, life insurance • Medical and dental coverage are provided to the electoral area directors only • Communication allowance: \$2,500 annually for electoral area director and \$250 annually for municipal director • Electoral area directors are entitled to medical, extended health and dental benefits as are provided to employees and the regional district pays 100 per cent of the cost. All directors and alternate directors are entitled to accidental death and dismemberment and insurance for injuries sustained while travelling for the business of the regional district. • Internet/full dental/full medical (1) • Extended health and dental benefits; paid maternity/parental leave - up to 6 months (1)
Annual expense spending budget	<ul style="list-style-type: none"> • Not broken out separately (3) • \$168,000 (for all directors) • \$698,500 for electoral area directors includes salary, meetings, travel, memberships, advertising. • \$764,000 for all directors acting on regional district board business. • Discretionary travel up to \$3,000 per year. • Between \$17,000 - \$20,000 for chair and electoral director (none budgeted for vice chair or municipal director) • \$82,000 • Reimbursed for reasonable expenses incurred (did not disclose a budgeted amount)

Question	Market Practices of the Responding Regional Districts
Annual budget for education / training budget / conference	<ul style="list-style-type: none"> • Not broken out separately (2) • \$10,000 • \$92,370 for electoral area director conferences • As approved by board for conferences and per approved budget (2) • Reimbursed for actual costs with prior approval from board • Not fixed - pay for UBCM, NCLGA, FCM, other conferences
Air travel (i.e., economy, business class)	<ul style="list-style-type: none"> • Economy (10)
Other types of expenses covered	<ul style="list-style-type: none"> • Insurance for business, windshield damage, non-standard accommodation and other travel related expenses • Postage, advertising, membership, car insurance business rate difference, meeting room rentals, office expenses. • Internet/computer/cell phone/all incidentals • Accommodation; one computer device per term; photocopying expenses; travel advance if required; long distance charges and internet fees; 50 percent monthly cost for satellite phone; home office expenses.
Do you pay a daily per diem for travel expenses?	<ul style="list-style-type: none"> • All indicated a per diem or receipts to a maximum per meal (see below)

Question	Market Practices of the Responding Regional Districts
Breakfast allowance	\$12 \$12.50 \$15 \$17 or \$20 depending if overnight or not \$20 (2) \$23 \$23.60 \$21.35 \$20 or \$25 depending if zone 1 (Lower Mainland, Whistler, and Capital Regional District) or zone 2 (rest of BC) \$25 (2)

Question	Market Practices of the Responding Regional Districts
Lunch allowance	\$12.50 \$14 \$20 \$20 or \$25 depending if overnight or not \$21.60 \$23 \$23.90 \$25 (2) \$25 or \$30 depending if zone 1 (Lower Mainland, Whistler, and Capital Regional District) or zone 2 (rest of BC) \$30 \$35

Question	Market Practices of the Responding Regional Districts
Dinner allowance	\$22 \$23 \$25 \$30 \$30 or \$35 depending on if overnight or not \$35 (2) \$45 (2) \$35 or \$50 depending if zone 1 (Lower Mainland, Whistler, and Capital Regional District) or zone 2 (rest of BC) \$53 \$58.60
Does your organization have a formally defined compensation philosophy or policy or bylaw for elected officials? If yes, please describe.	Yes, all have a bylaw that guides remuneration. No formal compensation philosophy. Years ago, intended to pay similar amounts to neighbouring regional districts and ensure electoral area directors receive a reasonable top up to reflect their additional work in their communities.
What other factors (i.e., other than your comparative group) are considered when reviewing compensation for elected officials? (e.g., staff adjustments, CPI, adjustments at other municipalities, etc.)	Nothing, board discretion. CPI (8) Adjustments made at other municipalities (3) Stats Canada average wage of a full-time worker

Question	Market Practices of the Responding Regional Districts
<p>Does your organization have a formal and scheduled process for reviewing the policy for elected official compensation? If yes, please describe (i.e., who is involved, frequency, public input, communication process to citizens).</p>	<p>No (5)</p> <p>Yes (6):</p> <ul style="list-style-type: none"> • Conducts a review mid-term and any changes would take effect next term. • Committee reviews bylaw six months before general election. • Remuneration is reviewed effective January 1st the year following general local elections • Conduct a review every four years prior to the election (3) • An independent review of the compensation and benefit coverage provide by this bylaw shall be conducted in the first quarter of the second year following each general local election commencing in 2022. The board my authorize a review of this bylaw or any provision thereof to be undertaken independently of the scheduled review.”

Question	Market Practices of the Responding Regional Districts
<p>Have you made any changes to the remuneration package of your elected officials during the last three years? If yes, please describe the changes you have made.</p>	<p>No (3)</p> <p>Yes (9):</p> <ul style="list-style-type: none"> • Increased annual remuneration for electoral area directors by 125 per cent from \$12,900 to \$28,900 in April 2023. No corresponding increase to municipal director remuneration • Update to base rates and added annual CPI adjustment • Increase to the board chair remuneration • Added an annual CPI increase, and in 2022 amended the bylaw again to place a cap the CPI to a maximum of 4.0 per cent per year • Changed annual increase to be rolling three-year average of BC CPI. Also added communication allowance. • CPI increases annually based on the previous year’s BC CPI • Minor changes to travel policy • Review of the annual remuneration scales to be more in-line with other local governments. • Increase to the board chair and vice-chair stipend in 2024.

Question	Market Practices of the Responding Regional Districts
<p>Do you currently offer any in-direct or non-monetary benefits to elected officials to assist them carry out their duties? (e.g., child minding, providing meals, adjusting hours of meetings). If yes, please describe.</p>	<ul style="list-style-type: none"> • Meals are provided at most all-day meetings, and meal expenses covered for non-catered sanctioned meetings. • Some refreshments provided at certain meetings. • Lunch provides at regular board meetings. • Parental leave policy for directors. • Meals provided. Also have flexibility to provide accommodation for those directors driving longer distances in winter weather (our region can have some EA's driving three hours to attend meetings). • Meals provide for committee and board meetings. • Provide laptop to all directors/pay for high speed at home internet to allow attending meeting virtually/pay for Office 365 and Acrobat Standard if needed. Provide cell phones. • No non-monetary benefits provided to date. Meal allowance provided when travelling out of town on behalf of the regional district. • Lunch is provided to board directors on board and electoral area committee meeting days. • The regional district's electronic meetings policy allows board directors to participate/attend meetings virtually allowing for flexibility for things like child minding.

Question	Market Practices of the Responding Regional Districts
<p>Are you considering any changes to the remuneration or benefits (monetary or non-monetary) to reduce barriers to running for elected office OR to create more diversity amongst candidates running for elected office? (e.g., child minding, recreation passes, matching RRSP contributions). If yes, what are you considering?</p>	<p>No (8) Yes (3):</p> <ul style="list-style-type: none"> • There is a resolution from the board to look into parental leave for elected officials. • There is a task force and the mandate of the directors’ remuneration review task force is to make recommendations on the following: (a) annual remuneration structure, including consideration of an annual flat rate remuneration structure; (b) additional stipends, supplements and allowances; (c) annual adjustment calculations; (d) benefits; (e) options for making periodic adjustments for ongoing compensation; and (f) calculation formulas to replace the current remuneration structure, taking into consideration costing formulas used by other regional districts and UBCM best practices. • Currently doing a review and based on the results, will consider making changes. • We would like to review the possibility of offering these types of benefits but do not currently offer any.
<p>Have you discussed making any changes to the remuneration or benefits (monetary or non-monetary) to reduce barriers to running for elected office OR to create more diversity amongst candidates running for elected office? (e.g., child minding, recreation passes, matching RRSP contributions). If yes, what have you discussed?</p>	<p>No (8) Yes (3):</p> <ul style="list-style-type: none"> • Currently doing a review and through this process we will determine what others are providing to their elected officials and discuss making changes. • Yes; however, nothing similar to the examples. • Paid maternity/parental leave (up to 6 months) was introduced in 2022. Nothing other than that but the regional district would like to explore those other examples in the upcoming director’s remuneration review.

ATTACHMENT 1 – DATA DEFINITIONS

The data in this report have been rounded, aggregated, and summarized using tables. Some definitions to assist with understanding the data follow:

- The number of observations (# obs) indicates the number of organizations that provided data.
- It is important to note that a minimum number of observations is required to report data and still maintain confidentiality. A minimum of three observations is required to report the average, four to report the median, and five to report the quartiles (i.e., P25 and P75).
- An average (mean) is the sum of all data divided by the number of observations included.
- A median value (50th percentile or P50) is the number that falls within the middle of a series of observations (e.g., if there are seven data observations and they are ranked in order of highest to lowest, the number or observation that is in the fourth position is the middle value and represents the median value). It is the most common percentile statistic included in survey data. It is the point at which half of the data fall below and half of the data fall above.
- The 25th and 75th percentiles (P25 and P75), also referred to as the first and third quartiles, offer an indication as to the “spread” or range of the data. At the 75th percentile, 75 percent of the observations are at this level or below. Similarly, at the 25th percentile, 25 percent of the observations are at this level or below.

ATTACHMENT 2 – CONSULTANT PROFILE

Julie M. Case

Julie Case has over 20 years in the compensation field. During her career, Julie has worked with a variety of private and public sector clients to develop compensation structures, implement job evaluation plans, conduct custom compensation market surveys, advise on general salary administration, conduct market pricing, and develop compensation philosophies.

Julie’s work involves developing and implementing compensation strategies for a variety of employee groups including: executive, management, and professional, technical, and unionized staff.

Over the course of her career, Julie gained considerable compensation expertise in the public and private sectors. She specializes in defining strategic compensation philosophies that align to the business goals of the organization. Julie handles compensation projects from the strategic planning stage through to the collection and analysis of compensation data and finally to the recommendations and implementation stages. Julie has designed job evaluation plans for use in exempt and union environments. She has facilitated many job evaluation committees.

Julie has considerable experience working with municipalities in British Columbia. She has worked with some of the largest cities in the province as well as some of the smallest! Once upon a time, Julie worked for a municipal government: she spent four years working in the chief administrative officer’s office at the City of Maple Ridge, BC. This role included facilitating business planning sessions, defining corporate performance measures, and leading performance improvement reviews.

Julie holds a Bachelor of Arts degree from Simon Fraser University with a major in economics and a minor in biology. She also holds a Master of Arts degree in leadership and training from Royal Roads University. She is currently a member of WorldatWork.

Julie worked for Watson Wyatt Worldwide in Vancouver as a compensation consultant where she was hired by senior consultant Tim Dillon. Tim opened his own firm in 2006 and Julie worked as an associate of Case Dillon & Associates (formerly Tim Dillon & Associates) from 2006 until the end of 2017 when Tim Dillon passed away. Julie continued to work as an independent consultant until 2021 when she incorporated her consulting business with her partner John Leeburn and formed Drive Organizational Development.

When not working, Julie enjoys travelling, gardening, and lounging on the couch between her two Golden Retrievers. Julie has a passion for pet therapy which began more than 20 years ago when she began volunteering with BC Pets and Friends. Since 2017, Julie has served on the board of directors of Pets and Friends: initially as vice president and currently as president. Pets and Friends is a registered charity promoting and providing the healing comfort and companionship of animals through pet therapy visits.



UNION OF BC MUNICIPALITIES

COUNCIL & BOARD REMUNERATION GUIDE

FIRST EDITION
SEPTEMBER, 2019

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INTRODUCTION

In British Columbia, local governments are responsible for providing a broad range of local services to address infrastructure needs, regulate land use, move people and goods, tackle challenging social issues, promote active living, protect the natural environment, and deal with a host of other issues. The elected officials that sit on the municipal councils and regional district boards collectively make, and accept responsibility for, the funding, policy, and service delivery decisions that are required in order for local government to work. Local elected officials also have responsibility for ensuring that the councils and regional district boards themselves function effectively as democratic, representative governing bodies.

Effective governance requires the elected officials to make decisions regarding the structure and operation of the governing bodies. One of the more difficult decisions that must be made by the officials involves the setting of their own remuneration.

Local elected officials in BC endorsed a resolution at the 2018 Union of BC Municipalities (UBCM) Convention that tasked UBCM with developing a resource to support local decision makers in the development of remuneration packages that are defensible and fair. This *Council & Board Remuneration Guide* presents best practices for local governments to consider.

Development of Guide

The *Guide* was developed through a five-stage process:

- > *Stage 1: Background Research* — Research was conducted to identify and understand the challenges faced by local governments in setting remuneration levels for council members and board directors. Remuneration approaches for elected officials in other orders of government were briefly explored as part of the research.
- > *Stage 2: Survey* — A survey was sent to every municipality and regional district in the province to understand elected official remuneration policies and practices in place today, to learn about approaches that appear to work well, and to understand lessons learned. A total of 75 local governments responded to the survey, which translates into a response rate of 39%. Included in the list of respondents were eleven of the twenty largest municipalities (by population), five

LOCAL GOVERNMENT AUTONOMY

The best practices set out in the Guide recognize that local governments have autonomy to develop approaches to remuneration that reflect local needs and circumstances. The Guide offers practical advice, based on research findings and the experiences of municipalities and regional districts, for local governments to consider. Each local government will need to determine, based on its own review of the information, its preferred course of action.

of the smallest municipalities, and twelve regional districts. All regions of the province were well represented (see sidebar).

- > *Stage 3: Interviews* — Approximately twenty follow-up interviews were conducted with a subset of the municipalities and regional districts that responded to the survey. Written materials from these local governments were obtained and reviewed; materials from other places identified through the research were also reviewed.
- > *Stage 4: Best Practices* — Based on the background research, survey results, and discussions with individual local governments, a set of best practices was developed for the *Guide*.
- > *Stage 5: Guide* — The UBCM Executive approved the scope and approach for the *Guide*. The final draft, complete with recommended best practices, was reviewed by UBCM's Presidents Committee. Input provided by the Presidents Committee was used to finalize the document.

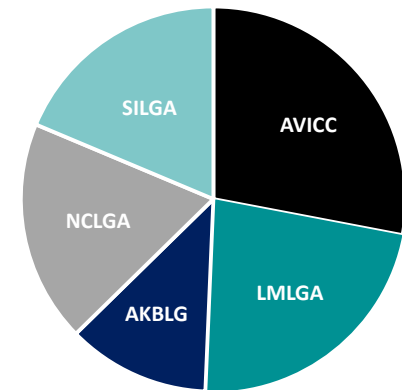
Organization of Guide

The *Council & Board Remuneration Guide* is organized into six separate sections. Section 1 sets the stage by exploring why remuneration for elected officials is important, and why local governments need to review remuneration levels periodically. Sections 2, 3, and 4 then focus on remuneration reviews themselves. Section 2 begins by considering who should conduct such reviews. Three options are identified and assessed. Section 3 addresses the question of "when" — specifically, when to review remuneration, and when to implement the results of a review. The distinction between a full review and an adjustment is explained in this section. Section 4 examines how to conduct a review. The development of comparison groups, the collection of data, and the use of simple formulas are all topics that are addressed the text. Advice on expenses and benefits is also provided. Section 5 addresses the importance of communication. Information to communicate, audiences to reach, and methods of communication to consider are outlined.

Best practices for local governments to consider in addressing remuneration for elected officials are presented throughout the *Guide*. Section 6 brings the practices together into one summary table.

SURVEY OF LOCAL GOVERNMENTS

In total, 75 municipalities and regional districts participated in the survey on elected official remuneration. As illustrated in the accompanying chart, all regions of the province (identified using UBCM Area Associations) were represented.



Use by Local Governments

It is important to emphasize that the *Guide* does not prescribe or suggest specific levels of remuneration or particular expense and benefits packages for local elected officials. The *Guide* is focused, instead, on helping local governments develop approaches that can be used by decision-makers to establish compensation programs that are fair both for elected officials and local taxpayers.

It should be noted, as well, that the *Guide* recognizes the autonomy of local governments in the development of approaches that reflect local needs and circumstances. The *Guide* offers practical advice for local governments to consider, based on research findings and the experiences of municipalities and regional districts around the province. Each local government, however, will need to determine, based on its own review of the information, its preferred course of action.

On a related note, the *Guide* recognizes that there is significant variability among local governments in British Columbia. Considerable differences in population, area, scope of services, size of administration, location, growth rate, local economy, and other factors mean that local governments will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. To assist local governments in this task, care has been taken to provide advice that can be applied in a variety of local settings.

Key Terms

Certain terms are used repeatedly throughout the *Guide*. Key terms and their meanings are presented in Figure I.1 in alphabetical order.

VARIABILITY AMONG LOCAL GOVERNMENTS

Considerable differences among local governments in population, area, scope of services, size of administration, location, economy, growth rate, and other factors mean that jurisdictions will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. Care has been taken to provide advice that can be applied in a variety of local settings.

Figure I.1
Key Terms in the Guide

Term	Meaning
Benefits	Benefits are the incentives, services and protections provided to local government elected officials during their time in office.
Expenses	Expenses are charges incurred by local government officials in the course of their duties, and are necessary in order to perform their duties.
Local Governments	Local governments include municipalities, governed by councils, and regional districts, governed by boards of directors.
Local Government Elected Officials	Local government elected officials include members of municipal councils, and directors of regional district boards. Members of council include mayors and councillors. Regional district directors include chairs and vice chairs.
Remuneration	In a narrow sense, the term remuneration in the <i>Guide</i> refers specifically to money that is paid to local elected officials as compensation for the duties they perform. Remuneration in this sense includes base salaries, but also supplemental payments that typically take the form of per-meeting stipends. Remuneration is also used in a broader sense to include expenses and benefits packages, in addition to money. The exact usage of the term throughout the text is context-specific.
Remuneration Adjustment	This term refers to increases that are automatically applied, usually on an annual basis, to an elected official's base salary. The level of adjustment is determined by a pre-determined index (e.g., consumer price index), or combination of indices.
Remuneration Review	A remuneration review is a formal assessment of existing remuneration provided to elected officials. In most cases, reviews include a consideration of pay, expenses, and benefits.

SECTION 1

IMPORTANCE OF REMUNERATION

Most people who seek election to a municipal council or regional district board are driven, first and foremost, by a strong sense of public service and a desire to make their communities better. Remuneration is not, in most cases, an important motivating factor. Individuals who do make the commitment to serve as local elected officials, however, should be able to expect fair and reasonable compensation. This section of the *Guide* explains why remuneration is both warranted and important.

FACTORS TO CONSIDER

Time Commitment

Local government elected officials are expected to commit considerable time (and energy) to their roles on municipal councils and regional district boards. In larger municipalities and in some regional districts, the roles of mayor and chair are full-time positions in which incumbents typically work more than full-time hours. Even in places where such positions are part-time in nature, the time requirements can be significant, as they are for councillors and directors. Time must be spent reviewing comprehensive agenda packages, attending council or board meetings and public hearings, engaging with residents, participating in civic events, and handling a variety of other tasks. For elected officials who serve on more than one governing body, on committees and commissions, and as appointees to external agencies and associations, the time commitment is even greater.

Councils and boards need people who are willing and able to commit the time needed to serve. Remuneration reflects and compensates individuals for the time they must spend to do the job.

Employment and Financial Impacts

The time required to serve on a municipal council or regional district board will reduce the amount of time available to spend on other paid work. For individuals who are mid-career, this reality can negatively impact their current employment situation, as well as their total earned income. In some cases the impact may extend to affect future career development and earning potential, since time spent on a council or board translates into less time available to apply to building a career path.

TIME COMMITMENT

“Municipal politics is different than the rest in that Council members are always on the clock. Businesses close at the end of a day, people go home from work and provincial and federal politicians have staff and deputies to assist with their very demanding schedules. City Council members are on their own and take ownership of all issues and concerns from the community. They are never off the clock.”

*Remuneration Task Force
City of Kamloops*

Remuneration for local elected officials will not fully offset the employment and financial impacts experienced in every case. In keeping with the public service motivation of people who choose to run for local office, there is arguably a tacit acceptance by those in office of some level of sacrifice. Remuneration should, however, be fair as well as sufficient in order to mitigate any sacrifice required. Unfair and insufficient remuneration may render elected office off-limits to a variety of prospective candidates.

Responsibility

Municipal councils and regional district boards are responsible for increasingly broad and complex portfolios of local government services. The elected officials who sit on these governing bodies contribute to and accept responsibility for funding, policy, and service delivery decisions that are taken to meet infrastructure needs, promote land use goals, tackle social issues, provide opportunities for sport and recreation, protect sensitive environments, regulate activities, and deal with a host of other issues. These decisions, which even in small jurisdictions can be weighty and contentious, affect the lives of residents and the long-term prosperity of communities. Fair remuneration for persons who are willing to accept such responsibility is warranted.

Representative Government

As representative governing bodies, it is important that municipal councils and regional district boards reflect, to the extent possible, the diversity of the communities they serve. Inadequate remuneration, either in terms of pay and/or benefits, stands as a potential barrier to participation for people who are without other sources of income. Fair remuneration is important in helping to reduce barriers, and in attracting capable people from a variety of backgrounds, demographic groups, socio-economic classes, and employment types.

IMPORTANCE OF REVIEWS

The factors outlined thus far help to explain why remuneration for local government elected officials is both warranted and important. The factors also highlight the need for local governments to regularly review their elected official remuneration programs in order to ensure that they remain fair over time as expectations and circumstances change. Remuneration levels that are left static in the face of changing circumstances, including shifts in the cost-of-living, risk becoming barriers to participation.

GOVERNING BODY DIVERSITY

Municipal councils and regional district boards are representative governing bodies. Their legitimacy is strengthened when they reflect the diversity of the communities they serve. Inadequate remuneration is a potential barrier to participation for individuals who may wish to serve, but who lack other sources of income and/or benefits. In these cases, diversity in the membership of local governing bodies may be difficult to achieve.

SECTION 2

WHO SHOULD CONDUCT REVIEWS?

In an effort to ensure that remuneration levels for local elected officials remain fair over time, local governments undertake remuneration reviews. Reviews are the focus of Sections 2, 3, and 4 of the *Guide*. Section 2 — this section — begins by exploring who should conduct a review.

OPTIONS TO CONSIDER

In some jurisdictions, elected official remuneration is reviewed by the municipal council or regional district board itself, or by a committee of the council or board. In most places, however, reviews are assigned to other parties in order to relieve elected officials from the difficult task of having to develop their own levels and terms of compensation. The three most common options are local government staff, an independent task force, and experienced consultants.

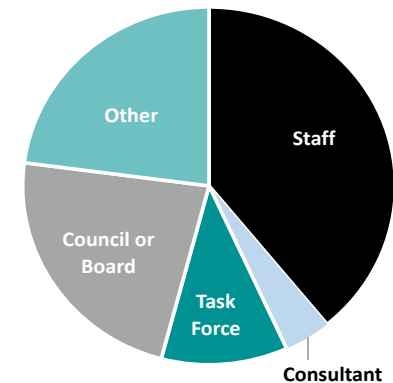
- > *Local Government Staff* — According to the survey of local governments that was conducted for the *Guide*, the use of local government staff to review elected official remuneration is the most popular option.¹ Most of the jurisdictions that reported using their own staff, it is worth noting, are small in size.
- > *Experienced Consultant* — This decision to assign a review to an outside, external consultant is less common, but is used in certain communities. Under the approach, a consultant is hired to conduct the relevant research, examine options, and recommend remuneration and benefit levels.
- > *Independent Task Force* — This option of an independent task force, comprised largely or entirely of local residents, is used by some local governments across the province, including large cities, small villages and towns, and regional districts.² The size and composition of the task force are important points to consider; so, too, is the mandate of the committee, its methodology, and the support it is provided.

¹ In all, 39% of responding local governments reported using local government staff to conduct reviews.

² The body is referred to as a Working Group, Advisory Group, Panel, Task Force, or Committee.

ASSIGNMENT OF REVIEWS

The accompanying chart based on the survey results shows that many jurisdictions today assign local elected official remuneration reviews to local government staff.



Pros & Cons

The choice of option may be informed by past experiences, and by local expectations and views regarding elected official compensation. The choice will also be influenced, however, by an assessment of the pros and cons that are associated with each of the alternatives. Figure 2.1 presents some of the key pros and cons that local governments may wish to consider.

Figure 2.1
Options to Consider

Options	Pros	Cons
Local Government Staff	<ul style="list-style-type: none"> > understand roles, responsibilities, and workload of elected officials > understand local context > easy access to data from other communities, particularly where benchmark group exists > cost effective 	<ul style="list-style-type: none"> > perceived as being less-than-independent from governing body > may be perceived or actual conflict of interest in cases where linkage (formal or informal) between elected official and staff remuneration
Experienced Consultant	<ul style="list-style-type: none"> > independent from elected officials > familiar with use of data and metrics, and with local government practices > option enables decision-makers to point to and rely on expert advice 	<ul style="list-style-type: none"> > may not understand or be sensitive to local context > may be costly
Independent Task Force	<ul style="list-style-type: none"> > independent from elected officials > places in hands of community (members from community) > understands local context > cost effective > different perspectives involved > potential to raise profile of local government, and importance of remuneration 	<ul style="list-style-type: none"> > may lack understanding of the roles, responsibilities, and workload of elected officials > relies on credibility of committee members > governing body may have difficulty rejecting recommendations

INDEPENDENT TASK FORCE

The use of an independent task force provides for a high degree of separation for elected officials from the development of their own remuneration packages.

PREFERRED APPROACH

The independent task force emerges in Figure 2.1 as the preferred option for undertaking elected official remuneration reviews. The task force's independence from decision-makers, as well as staff, enables it to operate in a way that is free of local government involvement and — more importantly — *perceived* to be free of such involvement. This freedom adds to the credibility of recommendations that come forward, and protects elected officials and their staff from conflict of interest issues and other controversies. The independence also allows the task force to speak to the roles, responsibilities and expectations of elected officials, and the importance of appropriate remuneration, in ways that the elected officials and staff would find difficult to do.

It is worth noting that the use of independent task forces and panels to determine elected official remuneration is widespread at the provincial and federal government levels in Canada. These jurisdictions recognize the value of the approach in protecting elected officials from challenges related to conflict of interest that inevitably arise in the development of their own remuneration.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Membership

To the extent possible, diversity in the membership of the task force is important. A common practice is to include, at a minimum, representation from the local business community, as well as the non-profit or public sector. Many governments also find the appointment of an individual with past experience in local government as an elected official or senior staff person to be advantageous. These individuals bring a local government perspective, and can help ensure a clear understanding on the task force of the roles and responsibilities of elected officials. Individuals with human resources experience or a legal background are considered to add value in some places. Citizens-at-large are included on many task forces.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Other considerations related to membership are as follows:

- > *Size* — Some places (e.g., Tofino, Metro Vancouver, Alberni-Clayoquot Regional District) limit the number of members to three; others (e.g., Abbotsford) allow for a maximum of five; still others (e.g., Kamloops) appoint seven. Larger bodies allow for greater diversity and a broader range of perspectives; smaller groups may be more nimble and able to reach consensus more easily. In relatively small jurisdictions, smaller task forces may be more practical to assemble given the smaller number of candidates relative to the situation in larger centres.
- > *Appointment* — In most jurisdictions that use independent task forces, members are appointed by the Chief Administrative Officer of the local government. This approach reinforces the group's independence from the governing body whose remuneration the task force is reviewing.

Terms of Reference

As with any advisory body, formal terms of reference for the task force are important. Task force terms should set out:

- > the purpose of the task force
- > the task force's membership, including number and qualifications of members, and the designation of a chair
- > the method and term of appointment
- > the task force's mandate, or scope of review, including the specific items (e.g., base remuneration, expenses, benefits, annual adjustments) on which the task force is expected to provide recommendations
- > a methodology to guide the task force, including any specific factors, bases of comparison, and criteria for the task force to consider in developing its recommendations
- > expectations regarding consultation, including consultation with the public
- > the expected number of task force meetings, and the meeting procedures to follow
- > support resources available to the task force in conducting its work
- > the task force's reporting schedule

GUIDANCE TO TASK FORCE

Even when task forces are free to choose their own approaches, it is useful for jurisdictions to provide guidance on methodology, and identify specific items for task forces to consider in their work.

The terms of reference for Abbotsford's Council Remuneration Citizen Task Force state that "the Task Force will research and consider all aspects of compensation that it believes are relevant to making its recommendations, but will specifically consider [certain] matters..."

- > policies, bylaws, and other documents of the local government that govern the task force's work and conduct

To underscore the importance of autonomy, some jurisdictions allow their task forces to themselves choose the data, factors, and criteria to use in developing recommendations. Even in these cases, however, jurisdictions will provide guidance on methodology or, more commonly, identify specific items for task forces to consider in addition to any others that the task forces determine to use.

Task Force Support

The primary value of a remuneration task force is its independence from the local government. The elected officials who receive and who are affected by the task force's recommendations benefit from this independence. The task force is not expected, however, to conduct its work completely on its own, without assistance from the organization. Indeed, for the task force to succeed, it must be able to rely on staff to collect and analyze data, organize meetings, conduct research, and draft the task force's report. It is important for local governments to assign a senior manager as a liaison to the task force, and sufficient staff resources to give the task force the support it needs to fulfill its mandate.

Another form of support for the task force is education. To make meaningful recommendations that reflect the duties, workload, and expectations of elected officials, task force members need to have a good understanding of local government, and of the roles and responsibilities of mayors/chairs, and councillors/directors. Local government staff can assist by providing an orientation to task force members at the beginning of their mandate. Alternatively, or in addition, task force members can be given reference materials such as the booklet available online at the Ministry of Municipal Affairs, titled *Thinking About Running for Local Office?*

BEST PRACTICE

- > *Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.*

TASK FORCE SUPPORT

*"The District Chief
Administrative Officer and
Director of Financial Services
shall serve as non-voting
resources to the [citizen]
Advisory Group."*

*Council Remuneration
Advisory Group
District of Tofino*

SECTION 3

TIMING AND FREQUENCY OF REVIEWS

Local governments interviewed for the *Guide* highlighted the need to consider timing and frequency in the review of elected official remuneration. These issues are explored in this section of the text. Also explored is the question of timing as it relates to the implementation of the outcomes of reviews.

TIMING OF REVIEWS

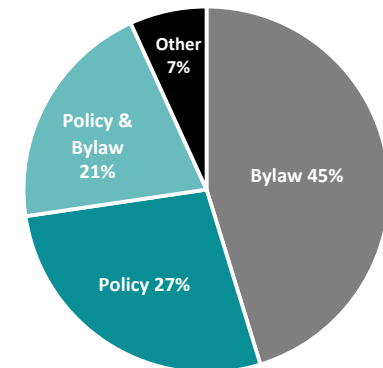
Local governments do not follow a single common practice with respect to the timing of remuneration reviews. An examination of existing approaches over the past decade shows that some councils and boards (e.g., Vancouver) have conducted reviews early in their terms, whereas others (e.g., Comox Valley Regional District, Oak Bay, Esquimalt, Prince George) wait until the final year of their mandate. Some local governments (e.g., Kamloops, Abbotsford, Metro Vancouver) initiate reviews closer to the middle of their terms. In general, most councils and boards that undertake reviews initiate them in the second half of their terms.

The preferred timing for a review will depend on a number of factors, including local economic conditions, reliance on established policy, the election cycle, and tax system changes over which local governments have no control. Each of these points is considered, as follows:

- > *Local Conditions* — In all of their initiatives, remuneration reviews included, councils and boards need to be sensitive to local economic conditions. Elected officials' compensation and benefits, it is important to remember, are paid for by local taxpayers. In times of economic growth and optimism, when local employment is strong and consumer confidence is high, news of a remuneration review for elected officials will be greeted much differently than during periods of economic stress. A council or board would be well-advised, for example, to postpone a review, no matter how warranted one may be, in a single-industry community that is dealing with the loss of a major employer.
- > *Established Policy* — The survey conducted for the *Guide* found that 27% of responding local governments have a formal policy in place on elected official remuneration, 45% have a remuneration bylaw, and 21% have both (see sidebar). Several of these policies and bylaws

ESTABLISHED POLICY

Most local governments that responded to the survey have either a formal policy in place on elected official remuneration, a bylaw, or both. Several policies and some bylaws address the timing and frequency of reviews.



speak to the timing of future remuneration reviews. When such schedules are applied consistently, local governments are perceived to have less discretion over the question of when to review. The issue of timing in these cases tends to attract less attention than it would otherwise.

- > *Election Cycle* — Change to elected officials' remuneration is an item of interest and discussion in many communities across the province. It is important for local governments to recognize remuneration as a legitimate issue for scrutiny and discussion, and to allow opportunities for discussion to occur. It may not be useful, however, for remuneration to dominate public discourse, particularly in the lead-up to an election when other important issues also deserve attention. To avoid this situation, local governments should consider conducting reviews, and reporting results, at least one year before the next election.
- > *Tax System Changes* — Changes to the *Federal Income Tax Act* were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration. The need to review remuneration and change base amounts to maintain after-tax compensation was driven by changes that were beyond local government control. The timing of the review to initiate the changes was also driven by events outside of local government.

BEST PRACTICE

- > *Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.*

FREQUENCY OF REVIEWS

Regular reviews of elected official remuneration levels should be undertaken in order to ensure that remuneration remains fair over time as job conditions, expectations, and circumstances change.

ELECTION CYCLE

Change to elected officials' remuneration is a legitimate issue for public scrutiny and discussion. To avoid having remuneration dominate public discourse in the lead-up to elections, however, at the expense of other important issues, local governments should consider conducting reviews, and reporting results, at least one year before the next election.

Failure to do so may undervalue the time spent by elected officials, and the level of responsibility associated with the job. Failure could also result in remuneration becoming a barrier to participation, and make it difficult for a diverse range of individuals to stand for election.

As noted earlier, several local governments that responded to the survey have policies or bylaws that set out schedules for formal reviews of base remuneration levels. In some of these documents the frequency of reviews is set out — once-per-term appears to be the most commonly prescribed schedule in these documents. Regular adherence to these schedules ensures that reviews happen on a regular basis, and helps to ensure that remuneration does not become a barrier to elected office. Local governments with policies and/or bylaws that do not identify a specific frequency typically experience longer intervals between reviews.

Relying on policies and bylaws to automatically trigger a review, in keeping with a prescribed frequency, is a useful practice to follow. It relieves councils and boards — as well as their individual members — from having to take the politically-difficult decision to request a review.

BEST PRACTICES

- > *Local governments should consider conducting remuneration reviews once per term.*
- > *Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.*

Annual Adjustments

Local governments undertake remuneration reviews to assess the fairness of elected officials' pay, expenses, and benefit packages. When done properly, reviews take time, energy, and other resources to complete. A best practice, identified earlier, is to conduct a full review once per term — it is neither necessary nor reasonable to schedule reviews more frequently.

In the years between reviews, it is common for councils and boards with policies and/or bylaws in place to automatically adjust elected official pay to reflect changes in the cost of living. In almost

ANNUAL ADJUSTMENTS

It is common for municipalities and regional districts with policies and/or bylaws in place to automatically adjust remuneration to reflect changes in the cost of living. The year-over-year change to the consumer price index is the default adjustment factor.

every case, the previous year's Consumer Price Index (CPI) for British Columbia, Vancouver, or Victoria is the adjustment factor applied by local governments, depending on their location within the province.³ Automatic adjustments, defined and set out in policies and/or bylaws, ensure that the real value of elected officials' remuneration remains stable between formal reviews, and can help to reduce the need for more significant increases at the time of review. Failure to make annual adjustments may place a burden on future councils and boards to address remuneration levels that have been left to stagnate in the face of regular cost-of-living increases. For these reasons, annual adjustments using a CPI index is a best practice.

BEST PRACTICE

- > *Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.*

IMPLEMENTATION OF CHANGES

When considering the issue of timing as it relates to the implementation of changes, it is important to distinguish among the types of changes being put forward. The three key types include: changes to base remuneration that emerge from full reviews; changes that are prompted by shifts in the tax system; and annual adjustments to reflect increases in the cost of living.

- > *Base Remuneration* — Councils and boards have full control over the timing of their remuneration reviews, even in cases where timing is prescribed by policy and/or bylaw. Similarly, councils and boards have full authority to choose when to implement any changes that emerge from reviews. In general, it is preferable to have such changes take effect at the beginning of the following term. This best practice is particularly important to follow when reviews conclude that significant increases to base pay and/or benefit packages are warranted. A decision to implement changes immediately, or even during the existing term, can create perceived conflicts of interest.

³ Other indices include annual increases to general wages in BC, and increases to unionized or exempt staff wages.

IMPLEMENTATION

It is preferable for councils and boards to implement the outcomes of remuneration reviews at the beginning of the following council or board term. A decision to implement changes earlier, during the existing term, can easily create perceived conflicts of interest.

There will be some cases where implementation during the existing council or board term is considered necessary, perceptions of conflict notwithstanding. Consider the situation in which a council or board entered office following an election in which stagnant compensation was portrayed as a barrier to participation. The council or board could decide that implementation of changes that emerged from a review conducted early in the new term is necessary.

- > *Tax System* — Councils and boards have no control over changes to the income tax system — the elimination of the federal tax exemption for local government elected officials that took effect on January 1, 2019, is an example of one such change. In anticipation of this change — it was announced in 2017 — some local governments designed remedies, before the 2018 local general election, to take effect on January 1, 2019, in the new term. Several local governments, however, delayed taking action until after the federal tax change came into force. Immediate implementation of changes designed to protect elected officials from financial loss is considered reasonable and defensible by most.

- > *Annual Adjustments* — As explained earlier, annual adjustments to remuneration are designed to protect base rates from erosion as a result of inflation. These adjustments, which result in nominal rather than real increases, are expected to be implemented immediately.

BEST PRACTICES

- > *Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.*
- > *Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.*
- > *Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.*

FEDERAL TAX SYSTEM

Local governments have no control over shifts in the federal income tax system. Offsetting changes to base remuneration levels that are designed to protect council and board members from financial loss are reasonable. Local governments should consider implementing such changes immediately.

SECTION 4

SETTING REMUNERATION

On a regular or periodic basis, local governments undertake remuneration reviews to determine the remuneration, expense payments, and benefits to provide to elected officials. The previous two sections of the *Guide* tackled a number of issues related to remuneration reviews, including:

- > who should conduct the reviews
- > when, during an elected body's term of office, reviews should be initiated
- > how frequently reviews should occur
- > when changes to remuneration that result from reviews should be implemented

This section of *Guide* — Section 4 — explores the factors that local governments should consider using in their reviews to determine remuneration levels that are fair and defensible. The text deals separately with the three main components of a complete remuneration package, namely remuneration (i.e., pay), expenses, and benefits.

REMUNERATION

Remuneration consists, first and foremost, of a base amount of pay for mayors, board chairs, councilors, municipal directors, and electoral area directors. Base amounts are intended to reflect the expectations and duties associated with the specific roles, and for that reason are expected to differ by role. Remuneration also includes any payments that are made to elected officials, on top of base pay, for attending different types of meetings, leading committees, sitting as appointees on external bodies, performing the roles of deputy mayor or deputy chair, and undertaking other duties. These supplemental payments, where offered, recognize differences in workload and responsibility among elected officials in the same role.

Bases of Comparison

For many jobs in our economy, wages and salaries are set through a process of comparison — that is, a process that takes into account remuneration associated with other jobs that are deemed to be comparable. The approach to setting remuneration for local elected officials is no different. The most common basis of comparison used by local governments across the province is remuneration paid to

elected officials in other, similar local governments. Some councils and boards, however, look to additional bases for guidance. Four bases to consider, including remuneration paid in similar jurisdictions, are as follows:

- > *Similar Jurisdictions* — Remuneration levels paid to elected officials across a set of other, similar local governments can be used to approximate an "industry rate". The use of comparable remuneration data, as noted, is widespread across municipalities and regional districts, and is considered a defensible approach. The challenge faced by those who use the approach, however, comes in choosing jurisdictions that are truly comparable. Population, the most common factor, goes some way toward establishing similarity, but may not be adequate on its own. Other factors may need to be combined with population to establish a more valid comparison group. Such factors could include location, geographic size, scope of services provided, growth rate, the urban (vs. suburban or rural) nature of a jurisdiction, economic make-up, tax base, average house price, size of operating budget, and number of staff (full-time equivalents).
- > *Local Labour Force* — A few jurisdictions in the province determine remuneration for council and board members using local earnings data collected by Statistics Canada — specifically, the average employment income earned by individuals aged 15 and over, who work year-round and full-time.
- > *Provincial MLAs* — Only one of the local governments in the survey pointed to remuneration paid to Members of the Legislative Assembly as a basis for determining local elected official pay. A few other jurisdictions, however, believe the comparison may be useful.
- > *Local Government Staff* — Changes to staff pay are used in some jurisdictions as an index to adjust council and board pay each year. Base pay for staff, however, is not generally used to help set elected official pay.

Each of the four bases identified here — as well as others not identified — has both strengths and shortcomings. Figure 4.1 highlights some of the pros and cons.

COLLECTING DATA

It is important to ensure that data on other local governments are comparable. Care must be taken to confirm that data have been collected using similar methodologies, and that data sets measure the same factors. Sources of data include CivicStats (accessed through CivicInfo), and Statistics Canada. Direct contact with comparison group local governments may be warranted in some cases to produce "apples to apples" comparisons.

Figure 4.1
Pros and Cons of Alternative Bases

Alternative Bases	Pros	Cons
Similar Jurisdictions	<ul style="list-style-type: none"> > jobs of local elected officials in similar jurisdictions, while not identical, are comparable ("apples to apples") > large enough comparison set can neutralize outliers 	<ul style="list-style-type: none"> > difficult to establish truly comparable set of jurisdictions (may be subject to accusations of "cherry picking") > potential for salary escalation if other places in comparison set initiate significant increases
Local Labour Force	<ul style="list-style-type: none"> > attempts to create strong linkage to local community that pays elected body's remuneration > sensitive to local economic conditions 	<ul style="list-style-type: none"> > jobs of elected officials not comparable to majority of other jobs in the community in terms of time commitment, duties, responsibility > not clear that average salary of entire workforce reflects value of elected officials' work
Provincial MLAs	<ul style="list-style-type: none"> > remuneration reflects need in both orders of government to attract diversity of people to serve in elected office 	<ul style="list-style-type: none"> > role of MLA considerably different than roles of mayor and chair (much different than councillor/director) > invites linkage to full MLA remuneration and benefits package
Local Government Staff	<ul style="list-style-type: none"> > both groups (elected officials and staff) involved in same organization > comparison to staff used in other orders of government to help set elected official remuneration 	<ul style="list-style-type: none"> > roles of staff considerably different than roles of elected officials > perceived conflict on part of elected officials who approve staff salaries > invites linkage to full staff remuneration and benefits package

Arguably, there may be no single best basis of comparison to use in setting council and board remuneration. As suggested in Figure 4.1, however, some bases are better than others.

Remuneration levels paid to elected officials in similar local government jurisdictions represents the preferred basis, and the best practice for local governments.

BEST PRACTICE

- > *Local governments should consider using base remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.*

Comparison Group

In establishing a valid comparison group of similar jurisdictions, local governments will need to give careful thought to the most important measures to use. Population is a good starting point in every case — it is a useful proxy for elected official workload, and is easy to explain. As well, data on population are easy to obtain. Other measures can be combined with population to make the comparison set more defensible. Factors that influence elected officials' workload and level of responsibility are particularly useful to consider. The list of such factors will vary by jurisdiction, but may include:

- > location
- > geographic size
- > scope of services
- > growth rate
- > operating budget

Finally, local governments will need to give some thought to the number of jurisdictions to include in the comparison set. Larger sets will allow for a more robust comparison, and will make it easier to neutralize the impact of outliers (i.e., jurisdictions that have significantly high or low pay levels, relative to those of other places). If the set is too large, however, it may be difficult to obtain the necessary comparative data, especially in cases where a range of measures, in addition to population, are used. Given these points, a practicable and defensible minimum size is five to seven jurisdictions. The maximum size will depend on the number of factors being considered, and the capacity of the body conducting the remuneration review. Comparison set sizes vary considerably across local

SIZE OF COMPARISON GROUP

The size of comparison groups that are used to help determine elected official remuneration varies considerably across local governments. The City of Prince George uses a peer review group of ten municipalities for the purposes of its quadrennial review. The group includes cities with similar populations — Chilliwack, Kelowna, Saanich, Langley Township, Delta, Kamloops, North Vancouver District, Nanaimo, Victoria, and Coquitlam.

governments. Kamloops has used 14 municipalities; Comox Valley Regional District recently used nine. Metro Vancouver bases the salary of its Chair on the median salary of mayors in 21 municipalities (all Metro municipal jurisdictions).

BEST PRACTICE

- > *Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility.*
- > *Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.*

Using the Data

Once the remuneration data from comparable jurisdictions have been obtained, local governments need to determine how to best use the data to determine pay levels for the range of elected officials in place. It is useful at this stage to make the exercise as straightforward as possible so that it can be undertaken easily (and relatively quickly), and so that it is easy to explain and understand. Simple formulas can be effective in meeting these goals.

For municipal councils, the following formula-based approach — or variations of it — is used in a number of places:

- > Set the salary for the mayor as the median value of all mayors' salaries from the comparison set of municipalities. Calculate the salary for councillors as a percentage (e.g., 40%) of the mayor's salary to reflect the part-time nature of the councillor position, as well as its lower workload and level of responsibility relative to those of the mayor.

Figure 4.2 illustrates, using hypothetical data from a comparison set of seven municipalities, how this formula works in practice. To be clear, all numbers, including the percentage factor, are hypothetical examples only, presented solely for the purpose of illustration.

SIMPLICITY

When determining how to use comparison data to calculate remuneration levels, it is preferable to apply simple formulas. Formulas allow the exercise to be undertaken easily and relatively quickly. Approaches based on formulas are easy to explain, easy to understand, and defensible.

Figure 4.2
Sample Formula for Municipal Elected Officials

Comparison Set		Subject Municipality		
Mayors	Median Value	Mayor's Salary	%	Councillor Salary
\$ 101,000	\$ 92,000	\$ 92,000	40	\$ 36,800
\$ 92,000				
\$ 100,500				
\$ 90,000				
\$ 72,500				
\$ 93,000				
\$ 83,000				

In applying the formula, local governments should consider the following points:

- > *Percentage Factor* — The percentage factor that is applied to identify an appropriate councillor salary needs to be set after careful consideration of the position's workload, time commitment, and level of responsibility relative to those of the mayor. In municipalities where the mayor's role is full-time (or greater), the difference between the positions may be greater, and the percentage factor may be lower than 40%. Jurisdictions that use this formula (or variations of it) tend to apply percentages that range from 30% to 50%, depending on local conditions. Forty percent is a reasonable starting point.
- > *Median Value* — The median value effectively neutralizes low and high outliers, and is therefore preferable to the average value.
- > *Applying the Outcome* — It is possible, particularly if a new comparison set is used, that the resulting, recommended salaries for mayor and councillor will be lower than the actual salaries being paid. If the difference is significant, local governments may choose to "red circle" existing salaries for a period of time. In the calculated salaries are higher than those being paid, either a one-time adjustment, or a phased increase may be required.

- > *Alternative Percentile* — The median value represents the 50th percentile in the comparison set. Some local governments may determine, based on local circumstances, that remuneration should be set higher — for example, at the 75th percentile. In this situation, careful thought would need to be given to the rationale for such an approach.

While less common among regional districts, formulas may be just as useful in providing a relatively simple, easy to understand, defensible approach. In developing a formula for regional boards, provision needs to be made for a greater number of elected roles. In most cases, four specific roles should be considered, including the chair, vice chair, electoral area director, and municipal director. The distinction between electoral area and municipal directors is particularly important to recognize. Regional districts are the local government for electoral areas, responsible for providing all basic local services. Electoral area directors are accountable directly to their local electors, and are expected to consult directly with electors on local service and other topics. Many electoral area directors represent vast geographic areas, often with numerous small communities or settlements to serve. The time commitment required to provide proper contact and representation can be considerable. Electoral area directors' full local government salary comes from their regional districts.

The role of municipal director is also important and can be demanding. Municipal directors, however, are accountable to their councils and do not face the same expectations as their electoral area counterparts regarding consultation with residents on regional district matters. Residents of municipalities receive most of their local services from their municipal councils. Municipal directors sit on these councils, and are paid separately as council members to perform municipal duties.

A reasonable formula that takes into account the differences between electoral area and municipal directors, as well as the unique duties, expectations, and responsibilities of the chair and vice chair, is as follows:

- > Set the salary for municipal director based on the median value of all municipal directors' salaries from the comparison set of regional districts. Calculate the salary for electoral area director by applying a multiplier (e.g., 2.0). Calculate a stipend for the chair by applying a multiplier (e.g., 2.5) to the municipal director salary. Use a separate multiplier (e.g., 0.5) to determine a stipend for vice chair.

Figure 4.3 illustrates how this formula works in practice, using hypothetical data for a comparison set of seven regional districts. All numbers, including the multipliers, are examples only.

Figure 4.3
Sample Formula for Regional District Elected Officials

Comparison Set		Subject Regional District				
Municipal Director	Median Value	Mun Director Base Salary	X	EA Director Base Salary	Chair Stipend*	Vice Chair Stipend*
\$ 17,000	\$ 12,500	\$ 12,500	2.0	\$ 25,000	\$ 31,250	\$ 6,250
\$ 11,000						
\$ 12,200						
\$ 9,000						
\$ 12,500						
\$ 15,000						
\$ 16,500						

* These stipends would be paid in addition to the base director pay.

The considerations raised for municipal council remuneration formulas regarding percentage factor, median value, applying the outcome, and alternative percentile apply to the regional board formula as well. In addition, it is important in the regional district context to consider the need for supplemental payments, over and above the base salary amounts.

BEST PRACTICE

- > *Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.*

Regional District Supplemental Payments

On a municipal council, the expectations on a councillor in terms of workload, time commitment, and responsibilities, are, in general, the same for all councillors. Almost all councils, as a consequence, pay councillors the same base salary without additional payments for committee meetings. Supplemental fees may be paid in some cases to councillors who participate in external agencies on behalf of council; however, these payments are the exception rather than the rule. Approximately 25% of municipalities that responded to the survey pay stipends to council members for time spent as deputy mayor or acting mayor. In most cases, these stipends tend to be nominal in value.

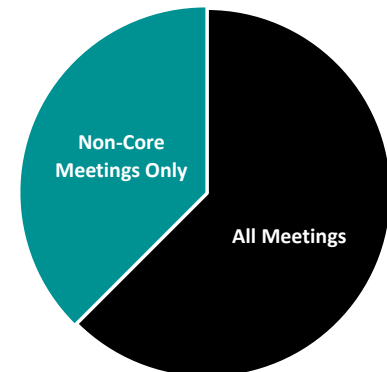
The situation for regional district directors is different. As noted already, the base remuneration for role of electoral area director is typically greater than the base remuneration paid to the municipal director role — the gap is intended to reflect the inherent differences in the roles. Differences in workload, time commitment, and level of responsibility, and level of interest also exist, however, among individual directors. Some directors may represent large jurisdictions that participate in a broad range of regional district services, some of which may have committees or commissions in place. These directors may be compelled to play, or be interested in playing, an especially active role in regional district service governance. Other directors will represent jurisdictions that are less involved in, or reliant on, their regional districts. These directors may not be involved in regional district matters to the same degree as others.

To account for differences among individual directors, regional districts may choose to provide supplemental payments, over and above base remuneration levels. Where provided, payments take the form of per-meeting stipends that are paid to directors who attend specified regional district meetings, as well as external meetings to which directors are sent to represent their local governments. The amounts of the supplemental payments vary; most regional districts, however, pay between \$75 and \$200 per meeting.⁴

⁴ An exception is Metro Vancouver, which pays \$397 to each director for every board, committee and other approved meeting attended. For all Metro Vancouver directors other than the (sole) electoral area director, board chair, board vice chair, committee chairs, and committee vice-chairs, however, the meeting stipend constitutes the entire remuneration (i.e., there is no base amount). Central Coast Regional District and Peace River Regional District also pay higher per-meeting rates in lieu of base salaries for directors.

SUPPLEMENTAL PAYMENTS

Fifteen of the 24 regional districts that pay base remuneration to directors also provide supplemental payments for board, committee of the whole, and all other meetings. Nine of the regional districts provide supplemental payments for non-core meetings only.



The use of supplemental, per-meeting payments is not uniform across regional districts. A review of the 24 regional districts in the province that pay base remuneration to directors shows that, while almost all provide payments to attend meetings of external agencies, 15 of the 24 also provide payments to attend board and committee of the whole meetings. Nine (9) regional districts provide no supplemental payments for these "core" regional district meetings — remuneration for attendance at these meetings is included in the directors' base salaries.⁵

Supplemental payments are intended to reflect workload differences among individual directors. It is not clear that such payments are also intended, however, to provide additional compensation to directors for attending core regional district meetings of the board, including committee of the whole meetings. Indeed, it may be argued that all board members are expected to attend these meetings as a basic requirement of their roles as directors.

In setting regional district board remuneration, careful attention needs to be given to the use of supplemental payments. Regional districts may wish to consider targeting such payments to non-core meetings, and structuring base levels to include attendance at board, committee of the whole, and any other core meetings.

BEST PRACTICE

- > *Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.*

Alternate Directors

It is important to note that all regional districts use per-meeting payments to remunerate alternate directors for attendance at all meetings, including core meetings, that the director would normally

⁵ Travel expenses for all meetings are paid (see later).

attend. These payments are the only form of remuneration for alternate directors; alternates do not receive a base salary.

EXPENSES

Local government elected officials regularly incur expenses to travel to meetings, attend conferences and sanctioned events, communicate with residents and the local government office, and deal with the broad variety of other duties associated with the job. It is both important and legitimate that expenses which are incurred by council and board members on the job, and in order to do the job, be reimbursed by the local government. Policies and bylaws on expenses are used to set out the types of expenses that are eligible for reimbursement, the conditions under which reimbursements will be made, and the procedures that must be followed to obtain reimbursement.

A guiding principle for councils and boards on the matter of expenses is as follows:

- > Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.

A related principle, however, is that compensation paid to elected officials for expenses incurred on the job should not be viewed as an additional source of remuneration. This point requires local governments, first, to identify the specific types of expenses for which elected officials can expect reimbursement.

Eligible Expenses

Local governments have similar, but not identical, lists of expenses that are eligible for reimbursement. In the case of municipalities, expenses that are reimbursed by councils tend to be limited to those that are incurred by members on out-of-town business. Such expenses include:

- > travel by personal automobile (paid as a rate per kilometre) to out-of-town meetings
- > travel by taxi, bus, train, ferry, rental car, or air to out-of-town meetings
- > accommodation
- > conference fees
- > per diem payments for meals and incidentals

GUIDING PRINCIPLES (EXPENSES)

Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. Compensation paid to elected officials for expenses incurred on the job should not, however, be considered or pursued as an additional source of remuneration.

Some councils also provide funding for a smartphone, tablet, and/or computer (or provide the hardware itself), and the associated communications plan. Some will provide transportation costs within the municipality, including a mileage rate for personal car use, taxi and/or transit fees, and parking. Monthly car allowances for mayors are common; similar allowances for councillors are less common but do exist in some centres.

Regional district boards, similar to councils, reimburse members for smartphones and for attendance at out-of-town meetings. Most regional districts also, however, pay for travel, travel time, meals, and accommodation for attendance regional district board and committee meetings. These additional items reflect the large geographic size of many regional districts, and the need for directors to spend considerable time to travel to core meetings. Monthly transportation allowances provided by some regional districts to electoral area directors also reflect geographic realities.

Most local governments provide additional expense amounts for their mayors or chairs. A monthly car allowance, noted earlier, is standard for mayors and is becoming common for chairs. Hosting allowances are also recognized by several jurisdictions.

Regional district expense policies should anticipate and provide special direction to municipal directors to avoid instance of "double dipping". In some cases, expenses that are incurred by municipal directors can and should be reimbursed by the directors' municipal councils, not charged to the regional district. An example of such an expense is attendance at the UBCM annual conference. Council members who serve as municipal directors attend the annual conference, first and foremost, as representatives of their municipalities.

Local Considerations

Lists of eligible expenses are common across most jurisdictions, as noted earlier. When developing expense policies and bylaws for a specific local government, however, it may be important to explore particular types of expenses that, while less widespread, are appropriate given the local context. Some regional districts (e.g., Squamish Lillooet) provide differential mileage rates to account for travel on unpaved roads. Others (e.g., Cariboo) provide reimbursement to replace car windshields that are damaged during regional district travel on winter roads. Parking in many urban centres is expensive.

FEDERAL TAX SYSTEM

Changes to the Federal Income Tax Act were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. The exemption was in place to recognize that, in the course of their duties, elected officials incur various expenses for which they may not be reimbursed (e.g., home office costs, meals while meeting with constituents, etc.). This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration.

Municipalities and regional districts in these centres may feel it necessary to reimburse parking costs to elected officials.

Evolving Lists

Finally, local governments should not view eligible expense lists as static documents. Indeed, in order to ensure that costs do not become barriers to participation, it is incumbent on local governments to periodically consult elected officials and review eligibility considerations. One potential expense that stands out is childcare. Councils and boards that have, or that seek to attract, young parents as members may find it both fair and necessary to reimburse child care expenses that are incurred to attend council and board meetings.

BEST PRACTICES

- > *Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments.*
- > *Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.*
- > *Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.*
- > *Local governments should ensure that lists of eligible expenses reflect unique local conditions.*
- > *Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.*

BENEFITS

Medical services plan premiums, extended health and dental plans, employee and family assistance programs, and life and accidental death insurance are common examples of benefits that local governments may choose to make available to all or some of their elected officials. Current practices across the province vary with respect to the provision of benefits. Some local governments provide full benefits to all elected officials at no cost to the members. In a number of places, benefits are made available only to the mayor, since this position is the only one considered full-time. Councillors and directors in some of these places may opt-in to packages, but only at their own cost, or on a cost-share basis with the municipality. Certain regional districts provide benefit packages at the local government's cost to electoral area directors, but require municipal directors to pay all premiums. Other regional districts pay 50% of the cost of packages for all directors who opt-in. Family members of elected officials are entitled to join benefit programs in some jurisdictions, but must pay the full cost. Almost all local governments provide personal accident insurance to elected officials who are traveling on local government business.

Provision of Benefits

The provision of benefits to elected officials is becoming an increasingly important topic of consideration in local governments, particularly because of the potential barriers — real or perceived — that a lack of benefits pose for some. In an effort to avoid this situation, local governments may wish to consider making benefits available. Eligibility and responsibility for cost are two factors to include in any such consideration.

- > *Eligibility* — There is a strong rationale for providing benefits to mayors, and to other elected officials who occupy what are considered to be full-time positions. Many individuals who may wish to put their names forward for these positions would need, upon election to office, to leave other full-time employment in which they may receive benefits coverage. The prospect of giving up such coverage, and facing four or more years without replacement benefits, would prevent some from running.

The argument for benefits may not be as strong for elected positions that are structured and paid as part-time roles. In these cases, there is an assumption that individuals with access to benefits through their employment will be able to retain at least some access to those benefits

simply because they will not be need to leave their existing employment entirely. This reasoning fails in cases where existing benefits would be lost as a result of an individual being converted to part-time status with their employer after being elected to office.

An additional point in the discussion on eligibility concerns the position of municipal director on regional district boards. Municipal directors are, first and foremost, municipal councillors. The municipalities, as the local governments to which the councillors are elected to serve, should be responsible for addressing the benefits issue with these elected officials. Electoral area directors, by contrast, are directly elected to the regional district boards. Electoral area directors should look to these bodies for benefits.

- > *Responsibility for Cost* — Local governments should consider paying for elected official benefits on a pro-rated basis. Using this approach, municipalities would pay 100% of the benefit premiums for mayors, and 50% of the premiums for councilors. Regional districts would pay 50% of the cost of benefits for electoral area directors. Regional districts could also choose to pay 100% of the cost of premiums for regional district chairs who are deemed to occupy full-time roles, irrespective of whether the chairs are also electoral area or municipal directors.

In all, the principle governing the provision of benefits is that, in an effort to reduce barriers to participation, local governments should make benefits available to their elected officials, and should contribute to the cost of associated premiums on a pro-rated basis, in accordance with the full- or part-time nature of the positions.

Smaller Jurisdictions

Smaller local governments who wish to provide some level of benefits coverage for their elected officials may have concerns regarding the cost of premiums. In an effort to minimize costs, local governments may consider extending existing staff programs to include elected officials, or joining with other local governments to create larger beneficiary pools. To that end, UBCM offers comprehensive group insurance coverage to all local government elected officials in the province. To join the plan, however, at least three officials from a local government must opt-in to the coverage.

Evolving Range of Benefits

Finally, as with expenses, the list of benefits provided to local elected officials will change over time in response to local needs, societal trends, and other forces. In many jurisdictions today, standard benefits such as extended health and dental coverage, counselling services, and accidental death and dismemberment insurance will address needs. Some other local governments, however, may be under pressure to provide some form of parental leave, RRSP contributions, education allowances, and other benefits that prospective candidates for election receive in their existing careers. In the coming years, the number of local governments that will need to consider these types of benefits is likely to increase. And, to the extent that failure to provide them creates barriers to participation, local governments may need to consider taking action.

► Transition Payments

One specific benefit that may receive greater attention in the coming years is a transition allowance for local elected officials who leave office at the end of a term, either through their own choice, or as the result of an unsuccessful re-election bid. This benefit, which may be referred to as a retirement allowance, a separation payment, a pension, deferred remuneration, or a retraining and adjustment payout, is not offered in many jurisdictions today in the province — indeed, there are only eight municipalities that provide the benefit, and all of them are within Metro Vancouver. The benefit is provided to local elected officials on a broader basis, however, in other parts of Canada, namely Quebec and Ontario.

In some of the BC jurisdictions that offer a transition allowance, the benefit is intended as a bridge to help individuals re-enter the workforce, either in a new occupation, or back into a career that may have been placed on hold. In other cases, the benefit is presented in lieu of pension contributions that would have been paid by an employer if the elected officials had been considered employees and eligible for the existing municipal pension plan. Some transition allowances are intended to achieve both purposes. Consider some current examples:

- > The City of Vancouver provides one week of salary for every year of office served (provided that the departing council member served his or her full term). This benefit translates to 1.9% of the member's annual salary, and is intended to help facilitate the member's return to the workforce.

TRANSITION ALLOWANCES

Elected official transition allowances — referred to in some places as retirement allowances, separation payments, pensions, deferred remuneration, or adjustment payouts — are not common in British Columbia's local government system today. Experiences in other provinces and in the Metro Vancouver area, however, suggest that the benefit may become a matter for greater attention, at least for larger cities, in the coming years. The lack of transition and pension-like benefits could be a barrier to participation for different groups of individuals (e.g., mid-career professionals).

- > The City of Port Coquitlam provides one month of salary for every year in office to the departing mayor (persons who served as councillors are not eligible). The benefit payment is capped at six months.
- > The City of New Westminster provides the equivalent of 10% of the annual indemnity for each year of service, to a maximum of 12 years of service. This benefit is a form of pension.
- > The City of Burnaby structures its benefits as an ongoing, annual payment to service council members. The payments reflect the employer contributions to the municipal pension plan that would be made if the council members were eligible for the plan. Payments can be invested by members as annual RRSP contributions.

Transition allowances may be most relevant and defensible in local governments with elected officials in roles that require a *de facto* full-time commitment (even though some roles may be paid at part-time rates). Individuals in these positions place their existing careers and jobs on hold while in office, and may not, as a consequence, be able to participate in a work-related pension or savings program. Individuals in full-time elected positions may also have more difficulty than others in transitioning back into the workforce following their time in elected office.

Experience in Ontario and Quebec supports the view that such benefits may be of most interest to positions that require significant time commitments. In Ontario, the majority of municipalities with populations over 100,000 offer pensions to elected officials, whereas only 7% of centres with populations under 10,000 provide the benefit.⁶ It is generally the case that elected positions in larger centres are more demanding in terms of time than the same positions in smaller centres. In Quebec, the municipal pension plan is made available to all municipalities; however, local governments in centres with populations under 20,000 may choose to provide the benefit to the position of mayor only — the one position that typically requires a greater time commitment than others.

⁶ Metro Vancouver, *Board Remuneration Review Findings and Recommendations*, Board Remuneration Independent Review Panel, April 17, 2019, Page 9.

This *Guide* does not provide advice to local governments on whether or not to provide a transition allowance to departing, or serving, elected officials. The *Guide* recognizes, however, that the lack of such a benefit may discourage some individuals from considering public office, and may become more of a barrier in future years, at least in some centres. Local governments that wish to explore the development of a transition allowance, may want to consider the following questions:

- > Does the lack of a transition benefit stand as a significant barrier to participation? Which groups of individuals may view the benefit as being particularly important?
- > What is the primary purpose of the benefit? Is it to provide a bridge for departing elected officials to re-enter the workforce? Or is it to provide pension contributions in lieu of contributions that elected officials could earn outside of office?
- > What is a reasonable cap on the benefit, expressed either in terms of benefit paid, or eligible service time?
- > Is there any rationale for regional districts to provide the benefit to municipal directors, or should the issue of transition allowance to municipal elected officials be addressed directly by the local governments (i.e., the municipalities) to which the officials are elected?

BEST PRACTICES

- > *Local governments should consider providing access to extended health, dental, vision and insurance benefits to all local elected officials.*
- > *Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions.*
- > *Local governments should consider extending benefits coverage to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.*
- > *Local governments should periodically re-examine the benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.*

SECTION 5 COMMUNICATION

Local governments in British Columbia have long recognized the importance of strong communication in local governance. Municipalities and regional districts regularly communicate in proactive ways with their communities on a broad range of public policy, service, and governance matters. Remuneration for elected officials is one additional item on which clear communication is necessary. This section of the *Guide* highlights information that is important to communicate, identifies audiences with which to communicate, and provides advice on how to communicate.

As in all communication efforts, information on elected official remuneration is provided, in part, as a way to report on actions and decisions that are underway or that have been taken. Communication is also undertaken, however, to explain why initiatives are important to take, and to promote transparency in local government.

INFORMATION TO COMMUNICATE

The pieces of information that are important to communicate have been identified in the earlier sections of the *Guide*. In all, the key pieces are as follows:

- > *Nature of Elected Official Roles* — The level of knowledge in communities on the roles of local elected officials is not uniformly high across the province. Information to help residents understand the duties and responsibilities of the roles, the expectations on council members and regional board directors, and the time required to perform the jobs properly may provide important context for reviews of remuneration, and may help to pave the way for broad acceptance of their outcomes.
- > *Purpose of Remuneration* — The reasons for providing remuneration to elected officials, and the factors that inform the setting of remuneration levels, are important to communicate. Residents and prospective candidates, in particular, may find it helpful to understand the importance of representative decision-making bodies, and the need to identify and reduce barriers to participation that some groups in the community may encounter.

EXPLAINING IMPORTANCE

The Cariboo Regional District opens its Directors' Remuneration and Expenses Bylaw with a statement of principles. The statement begins as follows:

"It is important for local governments to ensure their elected official positions are compensated fairly and equitably to attract and encourage a variety of citizens from different economic and demographic backgrounds... to run for office and represent their communities..."

- > *Guiding Principles* — The communication of principles to guide council and board decisions on remuneration can help to speak to the purpose of remuneration, and can also minimize any suggestion of arbitrariness in the remuneration levels selected.
- > *Remuneration Details* — Clear and complete listings of base remuneration levels, supplemental payments, the situations in which supplemental payments are made, annual adjustments, eligible expenses and the process for claiming them, and benefit programs are important to communicate. Such details bolster transparency.
- > *Remuneration Reviews* — Where determined, the process and timing of remuneration reviews, along with any guiding principles for reviews to follow, can help to de-politicize the efforts. Details on reviews underway, as well as the results of such reviews, are also important.
- > *Expenditures Made* — Finally, efforts above and beyond basic statutory reporting requirements to make available information on remuneration received and expenses claimed can enhance transparency and build trust.

AUDIENCES TO REACH

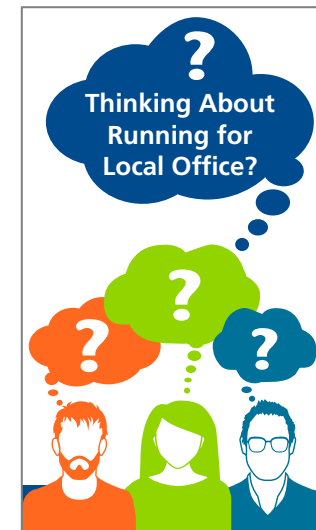
Residents in the community constitute the primary audience for communication efforts on elected official remuneration. Other audiences that may be targeted in communication strategies include ratepayer associations, business associations, and any other defined group that has expressed, or that may express, strong views on remuneration. An additional audience is the pool of prospective candidates for upcoming local government elections. This group should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work.

COMMUNICATION TOOLS

Many local governments regularly make use of a range of different tools to connect with different audiences. For information on remuneration, councils and boards may find a combination of written materials, presentations, and information meetings to be most effective. Consider the following points:

UNDERSTANDING ROLES

Prospective candidates for local government elected office should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work. Resources such as "Thinking About Running for Local Office?" can help.



- > *Written Materials* — Providing information in writing is a useful way to ensure accuracy of message, and to promote transparency. Written materials can also be made available in a number of formats in order to allow for distribution to various audiences. Examples of written materials to provide include:
 - remuneration policies and bylaws, complete with user-friendly introductions to explain the purpose and contents of the documents
 - information pamphlets on the reasons for, importance of, and principles in place to guide elected official remuneration
 - education booklets on the duties and responsibilities of local elected officials, as well as the time commitment involved
 - terms of reference to guide remuneration reviews
 - reports on the outcomes of remuneration reviews
 - regular disclosure of remuneration and expenses paid

Public surveys represent an additional written item that can be used not only to solicit public views on remuneration, but also to communicate the reasons for remuneration, and the existing remuneration, expense, and benefit programs in place.

- > *Presentations* — Public presentations (i.e., at open council and board meetings) of the results of remuneration reviews are effective communication methods, particularly when reviews have been completed by an independent panel, and presentations are made by the panel chair.
- > *Information Meetings* — Information meetings are used in several local governments to help prospective candidates understand the duties and responsibilities of the elected official jobs. Where not already the case, these meetings could include a component on remuneration. The reasons for remuneration, and the principles guiding remuneration, would be important to communicate in addition to the remuneration levels.

PUBLIC INVOLVEMENT

Kamloops' Council Remuneration Task Force solicited input from the public through a carefully-constructed and -implemented engagement program. Five community events were attended by Task Force members. A survey was also provided for all interested residents.

Information meetings can also be used as part of remuneration reviews. Such meetings are held in some centres to educate audiences on elected official remuneration, and to solicit views on appropriate packages to provide.

BEST PRACTICES

- > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.*
- > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.*

SECTION 6

BEST PRACTICES SUMMARY

This *Guide* has presented a series of best practices to assist local governments in setting elected official remuneration. Figure 6.1 pulls the best practices together into one table.

Figure 6.1
Remuneration Best Practices

Section	Topic	Best Practices
Section 2: Conducting Reviews	Independent Task Force	<ul style="list-style-type: none"> > Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.
Section 3: Timing and Frequency	Timing of Reviews	<ul style="list-style-type: none"> > Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.
	Frequency of Reviews	<ul style="list-style-type: none"> > Local governments should consider conducting remuneration reviews once per term. > Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.
	Annual Adjustment	<ul style="list-style-type: none"> > Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.
	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term. > Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.

Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.
Section 4: Setting Remuneration	Bases of Comparison	<ul style="list-style-type: none"> > Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.
	Comparison Group	<ul style="list-style-type: none"> > Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility. > Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.
	Using the Data	<ul style="list-style-type: none"> > Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.
	Regional District Supplemental Payments	<ul style="list-style-type: none"> > Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.
	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. > Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.

Section	Topic	Best Practices
Section 4: Setting Remuneration	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments. > Local governments should ensure that lists of eligible expenses reflect unique local conditions. > Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.
	Benefits	<ul style="list-style-type: none"> > Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials. > Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions. > Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage. > Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"> > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
	Methods of Communication	<ul style="list-style-type: none"> > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.

**Schedule of Remuneration & Expenses: Directors
For the Year Ended December 31, 2025**

Name	Position	Remuneration	Expenses	Total
Atrill, Gladys	Board Member	19,882	3,905	23,787
Brienen, Shane	Board Member - Vice Chair	25,962	2,024	27,986
Cochran, Linda	Commissioner	1,716		1,716
Cochran, William	Commissioner	1,716	125	1,841
Dekens, Leroy	Board Member	17,026	2,831	19,857
Elphee, Martin	Board Member	19,802	2,640	22,442
Fennema, Audrey	Alternate Board Member	657		657
Frenkel, Brian	Alternate Board Member	366	187	552
Greenaway, Judith	Board Member	40,398	17,246	57,643
Kulchar, Alex	Alternate Board Member	362	178	540
Lambert, Clint	Board Member	30,066	10,687	40,753
McGuire, Linda	Board Member	18,894	2,743	21,637
Moon, Shirley	Board Member	35,838	13,124	48,962
Morgan, Annette	Alternate Board Member	361	177	538
Moutray, Kevin	Board Member	18,474	3,534	22,009
Newell, Christopher	Board Member	30,598	13,221	43,819
Parker, Mark	Board Member - Chair	57,631	11,805	69,436
Riis-Christianson, Michael	Board Member	37,334	10,760	48,094
Stoltenberg, Harold	Board Member	32,030	8,260	40,290
Storey, Sarrah	Board Member	17,228	1,345	18,573
Webster, Don	Commissioner	1,716	125	1,841
Webster, Frederick	Commissioner	1,716		1,716
Wiebe, Henry	Board Member	19,184		19,184
Wray, Frank	Alternate Board Member	369	195	564
Total Director Remuneration		429,326	105,111	534,437

Forward from Table	534,437
DIRECTORS' HEALTH BENEFITS	54,346
RECEIVER GENERAL	15,214
EMPLOYER HEALTH TAX	8,372
	612,368

Audited Financial Statements (Page 27)	
Directors' Expenses included in supplies	38,070
Directors' Remuneration	480,914
Directors' Travel and Expenses	93,384
	612,368

2026 Five Year Financial Plan (2026 YEAR)

General Government**2026 Year**

Director's Remuneration		345,335
15 Directors	171,540	
Chair, Vice Chair & Committee Chairs	31,452	
Travel Time	25,536	
Cheque Signer Fees	3,432	
25 Board Meetings	108,375	
Other Meetings (2)		
Minister and Deputy Minister Meeting	5,000	
	<u>345,335</u>	
Director's Benefits (CPP)		20,000
Director's Accident Insurance		2,100
Director's Health Insurance		60,000
Director's Travel		74,310
Employer Health Tax		8,289
General Government Subtotal		<u>510,034</u>

Base Pay for All Directors
 Pay for Chair, Vice Chair and Committee Chair
 Travel Time Pay for All Directors
 Cheque Signer Remuneration
 Meeting Pay for 25 Board Meetings (usually there is 21 scheduled)
 Pay for Chair and Vice Chair attendance at minister meetings.

RD's share of Directors' payroll taxes (Directors' are exempt from EI)
 Directors AD&D Insurance
 Directors Extended Medical and Dental
 Includes milage, Chair, Vice Chair, and Committee Chair Travel Expenses
 RD's share of EHT

Rural Government

Director's Remuneration		74,246
Director's Remuneration - Area "A"		4,800
Director's Remuneration - Area "B"		4,800
Director's Remuneration - Area "C"		4,800
Director's Remuneration - Area "D"		4,800
Director's Remuneration - Area "E"		4,800
Director's Remuneration - Area "F"		4,800
Director's Remuneration - Area "G"		4,800
Electoral Area "A" Travel		12,000
Electoral Area "B" Travel		12,000
Electoral Area "C" Travel		12,000
Electoral Area "D" Travel		12,000
Electoral Area "E" Travel		12,000
Electoral Area "F" Travel		12,000
Electoral Area "G" Travel		12,000
Employer Health Tax and CPP Matching		2,103
Computer Systems - Contribution for Electronics		2,500
Communications (Directors Internet)		13,300
Allocation Cellular		5,203

Includes Electoral Area Directors "Rural Pay" and Rural Population Pay and Rural Chair Pay
 Meeting Pay for each rural directors (for such things like UBCM)

Travel and meal costs for each rural director (for such things like UBCM and NCLGA)

RD's share of Rural Directors payroll taxes
 Rural Directors' charges for Office 365, etc
 Rural Directors' internet charges
 Rural Directors' Cell Phones

Rural Government Subtotal **214,952**

Total Remuneration and Expense Budget **724,986**

2026 Remuneration Rates	Current 2026 Rates
Expected Runumeration for Electoral Area Directors	
Base	11,436
Rural Additional	7,092
Expected Meeting Pay (21 Meetings Scheduled)	6,090
Average Rural Director Population Pay	2,300
Average Rural Director Other Meeting Pay (average 5 Meetings)	1,450
	<u>28,368</u>
Average Rural Director Conference Pay	2,900
	<u>31,268</u>
 Expected Runumeration for Muncipal Directors	
Base	11,436
Expected Meeting Pay (21 Scheduled)	6,090
	<u>17,526</u>
 Expected Rumeration for Chair	
If Chair is an Electoral Area Director (Basic)	31,268
If Chair is a Municipal Director (Basic)	17,526
Estimated number of Meetings of "Chair Work" (18.5 days)	5,365
Chair Supplement	<u>22,872</u>
Chair (Electoral Area Director)	59,505
Chair (Municipal Director)	45,763
 Supplements (Included above)	
Annual Chair Supplement	22,872
Annual Vice Chair Supplement	8,580
Annual Committee Chair Supplement	5,724

GENERAL GOVERNMENT

REMUNERATION	Acutal		Budget		
		12 Months		12 Months	
Director's Remuneration - "A"	\$	19,182	\$	20,544	93%
Director's Remuneration - "B"	\$	19,468	\$	20,811	94%
Director's Remuneration - "C" *	\$	26,900	\$	26,622	101%
Director's Remuneration - "D"	\$	45,359	\$	54,819	83%
Director's Remuneration - "E"	\$	17,606	\$	19,119	92%
Director's Remuneration - "F"	\$	18,664	\$	19,569	95%
Director's Remuneration - "G"	\$	18,668	\$	19,569	95%
Director's Remuneration - SMITHERS	\$	19,882	\$	20,544	97%
Director's Remuneration - TELKWA	\$	17,026	\$	20,319	84%
Director's Remuneration - HOUSTON	\$	25,962	\$	28,080	92%
Director's Remuneration - GRANISLE	\$	18,894	\$	19,869	95%
Director's Remuneration - BURNS LAKE	\$	19,184	\$	20,061	96%
Director's Remuneration - FRASER LAKE	\$	17,228	\$	19,494	88%
Director's Remuneration - FORT ST. J	\$	19,802	\$	21,182	93%
Director's Remuneration - VANDERHOOF	\$	18,474	\$	19,644	94%
ALTERNATE Director's Remuneration	\$	2,119	\$	-	
Total	\$	324,418	\$	350,246	93%

TRAVEL	Acutal		Budget		
		12 Months		12 Months	
Electoral Area "A" Travel	\$	3,811	\$	5,075	75%
Electoral Area "B" Travel	\$	1,978	\$	1,750	113%
Electoral Area "C" Travel	\$	3,652	\$	6,125	60%
Electoral Area "D" Travel	\$	3,858	\$	15,450	25%
Electoral Area "E" Travel	\$	1,977	\$	1,750	113%
Electoral Area "F" Travel	\$	2,925	\$	5,600	52%
Electoral Area "G" Travel	\$	2,596	\$	2,800	93%
SMITHERS Travel	\$	3,905	\$	5,075	77%
TELKWA Travel	\$	2,831	\$	4,550	62%
HOUSTON Travel	\$	2,024	\$	2,975	68%
GRANISLE Travel	\$	2,743	\$	3,500	78%
BURNS LAKE Travel	\$	-	\$	-	
FRASER LAKE Travel	\$	1,345	\$	2,625	51%
FORT ST. J Travel	\$	2,640	\$	6,563	40%
VANDERHOOF Travel	\$	3,534	\$	5,950	59%
ALTERNATE TRAVEL	\$	736			
Total	\$	40,557	\$	69,788	58%

RURAL GOVERNMENT

REMUNERATION	Acutal		Budget		
		12 Months		12 Months	
Director's Remuneration - "A"	\$	12,848	\$	17,070	75%
Director's Remuneration - "B"	\$	17,866	\$	19,360	92%
Director's Remuneration - "C"	\$	13,498	\$	13,199	102%
Director's Remuneration - "D"	\$	11,872	\$	13,260	90%
Director's Remuneration - "E"	\$	12,460	\$	13,381	93%
Director's Remuneration - "F"	\$	15,470	\$	15,461	100%
Director's Remuneration - "G"	\$	11,930	\$	12,679	94%
Total	\$	95,944	\$	104,410	92%

TRAVEL	Acutal		Budget		
		12 Months		Full Year	
Electoral Area "A" Travel	\$	3,621	\$	12,000	30%
Electoral Area "B" Travel	\$	7,633	\$	12,000	64%
Electoral Area "C" Travel*	\$	12,189	\$	14,000	87%
Electoral Area "D" Travel	\$	7,219	\$	12,000	60%
Electoral Area "E" Travel	\$	7,545	\$	12,000	63%
Electoral Area "F" Travel	\$	10,239	\$	12,000	85%
Electoral Area "G" Travel	\$	10,313	\$	12,000	86%
Total	\$	58,758	\$	86,000	68%

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, CFO
Date: June 25, 2026
Subject: **Appointment of a Director to the Chinook Community Forest Board**

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

That Mr. Bill Miller be appointed to the Chinook Community Forest Board effective at the next Chinook AGM for a period of 4 years.

BACKGROUND

The Regional District has the opportunity to appoint one person living in Electoral Area B and one person living in Electoral Area E to the Chinook Community Forest Board. The Regional District's appointment policy limits this directorship to a maximum of four concurrent years.

The current Chinook director for Electoral Area E, Mr. Greg Hill is completing his four-year term. Only one application was received.

The current director for Electoral Area B is Ms. Rilla Middleton who is completing the second year of her four-year term.

The Regional District advertised for interest in this position in the Lakes District News and on the Regional District's social media channels.

ATTACHMENTS:

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
 4. Community and Economic Sustainability



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Nellie Davis, Manager of Strategic Initiatives and Rural Services

Date: June 25, 2026

Subject: **Grant in Aid for Royal Canadian Legion Branch 63 Smithers**

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

That the Board approve a Regional Grant in Aid of \$13,388 from the Area A (Smithers/Telkwa Rural) allocation to the Royal Canadian Legion Branch 63 Smithers for a Veterans Crosswalk project.

BACKGROUND

Please see the attached application for further information.

The Veteran's Crosswalk on First Avenue at Main Street was approved at the April 14, 2026, Regular Meeting of Smithers Town Council.

The remaining Grant in Aid allocation for Area A is \$153,218
Director Stoltenberg supports the contribution.

ATTACHMENTS:

Royal Canadian Legion Branch 63 Smithers Grant in Aid Application
 Royal Canadian Legion Branch 63 Smithers Letter to RDBN
 Veterans Crosswalk Design
 Veterans Crosswalk Quote

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
 Not Applicable

Nellie Davis

From: Nellie Davis
Sent: June 16, 2026 3:53 PM
To: Nellie Davis
Subject: Grant in Aid Application

Grant in Aid Application

Organization Legal Name:
 Royal Canadian Legion Branch 63 Smithers

Contact Email Address:
 rclb63@telus.net

Contact Phone Number:
 2508779053

Organization Mailing Address:
 Box 126

Project or purpose for which you require assistance:
 Veterans crosswalk located at 1st avenue and Main Street, Smithers BC

Amount of Grant Requested:
 13387.5

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

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:

The Royal Canadian Legion is celebrating 100 years of existence in Canada on July 17th, 2026. With this important milestone, we want to engage our community in awareness of Legions and what they represent. Our branch is also celebrating 100 years in Smithers on January 27, 2027 - we are very proud to be in this community. We have meat draws and give the proceeds to community groups. This year, we also distributed \$12000.00 to local grads pursuing post secondary education. These funds come from our meat draw proceeds and also our annual poppy campaign. We are very proud of our accomplishments and our ability to give back to our community.

Is your organization voluntary and non-profit?:
 Yes

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

We have part time staff but our executive is all voluntary. We rely on volunteers for everything besides what staff are paid for.

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:

We have approximately 60 regular volunteers and we are celebrating 100 years in Smithers on January 27, 2027!!

We currently have approximately 170 members.

Assistance is being requested for::

Special event

Other purpose - please explain below

Other Purpose:

Veterans Crosswalk

Please describe the project/event for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details of your request here. Attach additional information if required.:

We are attaching the quote for the crosswalk, as well as the approved design that has been voted on by our membership.

Describe how this proposal will benefit the community.:

The crosswalk will be a way for our community to remember the sacrifices made for our freedom. This has been mentioned on social media and we have had extremely positive feedback from the community. We will unveil the crosswalk at a community bbq and centennial celebration on July 17, 2027.

Have you applied for a grant/funding from other source(s)?:

Yes - please provide information below

Name of Grant or Funding Agency:

Veterans Affairs Canada

Amount applied for:

13387.5

Status of application:

Denied

Has the organization received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?:

No

If yes, please provide the year, the amount, and the purpose for the assistance.:

none that we are aware of.

Does your Organization: (Please check all that apply):

Offer direct financial assistance to individuals or families?

Provide an opportunity for individuals to make direct contributions?

Contact Name:

Jennifer Rosenberg

Attach supporting financial information, ie: budget/financial report. Ensure all information is clearly itemized, including: total cost of project, grants/funding from other sources, funding contributed by applicant, total expenses for the fiscal year.:

10269,10270,10271

Contact Name:

Kristal Grenkie

Contact Phone Number:

2509178850

Contact Email Address:

rclb63@telus.net

Which RDBN electoral area(s) receive services or benefits from your organization?:

Electoral Area A (Smithers/Telkwa Rural)

To view all of this form's submissions, visit

https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___.YzFjOnJkYm46YzpvOjNlZTI4N2E0Njk4YTU4ODI0NjZjOTg2ZjQ1MGY3MjdhOjc6NGJiZDo3NDliYTyyMTNjOWUwNTUwNDVIMDkwYmVjMDg5Y2RjMzNjMjgzNWRmNjNjNTE2ZDA1ZGJkZTkxZjUwYTU0MWNkOnA6VDpO



**Branch 063
Smithers**

Attention: Regional District of Bulkley-Nechako

We are hoping to gain your financial support to fund a Veterans Commemorative Crosswalk which will be installed in July 2026.

The history of the Veterans Crosswalk in Smithers:

-we have had numerous members suggest this crosswalk. We have letters of support, including from the Town of Smithers

-we have a Pat Caden Memorial fund, which is at approximately \$11,500 at this time. Pat was a Veteran and passed away 5 years ago. He was 43 years old and fought a hard battle with ALS that eventually took his life. He donated \$10,000 to Branch 63 and we want to do something meaningful with the funds

-we have approved the crosswalk design and it will be on 1st Avenue, visible from our branch, and the official unveiling will take place on Friday July 17th at a community bbq celebrating 100 YEARS of Legions in Canada.

-we have also approved using the Pat Caden Memorial fund to install the crosswalk.

-we applied for a grant from Veterans Affairs Canada, but unfortunately it was declined as they “do not fund Veterans Commemorative Crosswalks”

Our original plan was to use the grant to fund the project and use the memorial fund to keep aside to have funds available for upkeep of the crosswalk. Now that we have confirmed that we are unable to get the grant, we are asking for support for the installation so that we can use the memorial fund for maintenance/repainting for years to come.

The cost of the crosswalk is \$12,750.00 plus GST for a total of \$13,387.50. (quote and design attached)

We are requesting ANY monetary donations towards the installation. As mentioned, we would like to have funds set aside for future maintenance, and any installation donations will allow us to have a healthy amount of funds for future.

We sincerely appreciate your consideration to this request, and we would recognize the Regional District by including your donation on a plaque that also recognizes the Pat Caden Memorial fund.

Should you have any questions, please do not hesitate to reach out to Jenny at 250-877-9053. Questions and decisions may also be directed to our branch email at rclb63@telus.net.

In Comradeship,

Royal Canadian Legion Branch 63 Smithers Executive and Membership

Royal Canadian Legion Branch 63
Box 126, Smithers, BC V0J 2N0
Phone: 250-847-5082 Email: rclb63@telus.net

LEST WE FORGET



137



LEST WE FORGET

3521 River Dr.
Terrace, B.C.
V8G 3P2



Ph: 250-635-4332
Cell: 250-638-2884
Fax: 250-635-1722

A Division of Andesite Holdings Ltd.

Email: russell_yellowhead@telus.net

Website: www.yellowheadpavementmarking.com

Thermoplastic Markings * Roadways * Parking Lots * Airports * Line Removal * Layout * Symbols

March 27, 2026

Smithers Legion Branch 63
Ph. 250-847-5082
Email- rclb63@telus.net
Attention: Kristal Grenkie

Re: REVISED Smithers Commemorative Crosswalk- Line Painting Quote.

- A) Price to layout and paint commemorative crosswalk using standard traffic paint is \$7,500.00 plus GST.
- B) Price to layout and paint commemorative crosswalk using durable cold plastic paint (MMA) is \$12,750.00 plus GST.

Prices include mobility, labour, equipment, and materials required to complete painting as per Legion commemorative crosswalk design with adding a soldier silhouette.

Notes:

-Price is based on applying a comparable sized crosswalk to the Smithers pride crosswalk.

Sincerely,
Lem Russell



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Nellie Davis, Manager of Strategic Initiatives and Rural Services

Date: June 25, 2026

Subject: **Grant in Aid for Ootsa Lake Bible Camp Geothermal Heating Project**

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

That the Board approve a Regional Grant in Aid of \$10,000 split 50/50 between the Electoral Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) allocations for a geothermal heating system project.

BACKGROUND

Please see the attached application for additional information.

The remaining balance in the Area B Grant in Aid allocation is \$60,577.

The remaining balance in the Area E Grant in Aid allocation is \$59,061.

Directors Riis-Christianson and Lambert are supportive of the request.

ATTACHMENTS:

Ootsa Lake Bible Camp Grant in Aid application – Geothermal heating system

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

Not Applicable

Nellie Davis

From: Nellie Davis
Sent: June 11, 2026 9:03 AM
To: Nellie Davis
Subject: Grant in Aid Application - OLBC Geothermal Heating System

Grant in Aid Application

Organization Legal Name:
 Ootsa Lake Bible Camp

Contact Email Address:
 chairperson@ootsalakebiblecamp.com

Contact Phone Number:
 [REDACTED]

Organization Mailing Address:
 PO Box 1119, Burns Lake, BC V0J 1E0

Project or purpose for which you require assistance:
 New geothermal heating system for the main building at the Bible Camp.

Amount of Grant Requested:
 10000

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

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:
 We provide Christian programming for children/youth during the summer. We also rent out our facilities during the rest of the year. We have made the facilities available for fire crews when the need has arisen in the past.

We certainly have the only facility of this type in the area. We are not aware of any other organization offering services like ours in the community.

Is your organization voluntary and non-profit?:
 Yes

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.:
 None of our volunteers or board members receive any remuneration. We all give of our time and energy to make sure the Bible Camp continues to operate.

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:

We have 7 members currently on our board of directors. We have approximately 40 other regular volunteers that help out throughout the year with other various tasks and projects. OLBC was established in 1956 and so 2026 marks 70 years of operation for us!!

Assistance is being requested for::
Capital project and/or equipment

Please describe the project/event for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details of your request here. Attach additional information if required.:

We are looking for assistance with replacing our geothermal heating system in our main building in the basement. The existing system was installed over 25 years ago when the building was constructed and is antiquated. We have been having problems with it over the past couple of years. We would really like to replace it instead of keep trying to repair things. Plus, a new system would be more efficient. We will be replacing the heat pump and compressor and doing associated work to get the system updated and keeping the building at the correct temperature. At this point in time, we don't have any other grant or funding for this project. We may do extra funding to make up for shortfall and apply for other grants if they are available.

Describe how this proposal will benefit the community.:

By having a new, efficient heating system in the building, the Ootsa Lake Bible Camp will continue to offer quality summer camps. It will also provide a venue for the community to rent as needed. It is a beautiful spot to gather on the shores of beautiful Ootsa Lake.

Have you applied for a grant/funding from other source(s)?:
No

Has the organization received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?:
Yes

If yes, please provide the year, the amount, and the purpose for the assistance.:
2020, \$30,000 for a water system for the camp.

Does your Organization: (Please check all that apply):
Provide an opportunity for individuals to make direct contributions?

Contact Name:
Elaine Wiebe

Contact Name:
Sheldon Wiebe

Contact Phone Number:
[REDACTED]

Contact Email Address:
maintenance@ootsalakebiblecamp.com

Which RDBN electoral area(s) receive services or benefits from your organization?:
Electoral Area B (Burns Lake Rural)
Electoral Area E (Francois/Ootsa Lake Rural)

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Nellie Davis, Manager of Strategic Initiatives and Rural Services

Date: June 25, 2026

Subject: **Build Communities Strong Fund, Community Stream Grant to District of Fort St. James for Cottonwood Marina Upgrade Project**

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

1) That the Board authorize contributing up to \$50,000 of Electoral Area C (Fort St. James Rural) Build Communities Strong Fund allocation monies to the District of Fort St. James for a Recreation Infrastructure project at Cottonwood Marina, and;

(participants/weighted/majority)

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

BACKGROUND

The Cottonwood Marina Upgrade is an extensive project that will improve the safety, functionality, and aesthetic of the waterfront. Stuart Lake is a key feature of Fort St. James, supporting important recreation opportunities for visitors and residents alike. The Cottonwood Marina provides access to Stuart Lake for a range of activities and functions as a local gathering place with its amenities and its location along "The Loop" trail and proximity to Cottonwood Park and Campground.

Upgrades included in this project are the installation of a new dock anchor system (and removal of old dock pilings), the installation of a breakwater and breakwater anchor system, the replacement of the boat launch, and the replacement of the upper deck platform.

The District is requesting \$100,000 towards this \$984,126 project.

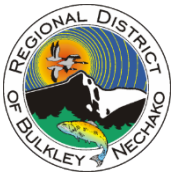
Director Greenaway supports a contribution in the amount of \$50,000.

There is \$222,765 available in the Area C allocation of the Building Communities Strong Fund (formerly called Canada Community-Building Funds BC, Community Works Funds).

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

Not Applicable



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Nellie Davis, Manager of Strategic Initiatives and Rural Services

Date: June 25, 2026

Subject: **Build Communities Strong Fund, Community Stream Grant to District of Fort St. James for Fort Forum Upgrade Project**

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

1) That the Board authorize contributing up to \$50,000 of Electoral Area C (Fort St. James Rural) Build Communities Strong Fund allocation monies to the District of Fort St. James for a Recreation Infrastructure project at the Fort Forum Arena, and;

(participants/weighted/majority)

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

BACKGROUND

The Fort Forum Arena Upgrade project includes replacement of three tube heaters located above the stands and painting of the exterior to match the previous upgrades.

Upgrades to the Fort Forum Arena have been ongoing over the last few years, including an extensive revitalization project completed earlier this year. The District has put significant effort into reducing the environmental footprint of the arena and streamlining rink development and maintenance. District Council has already approved the replacement of one tube heater in 2026 and two heaters in 2027. This grant would allow all three heaters to be replaced this year, saving time and budget for other projects next year.

The District is requesting \$50,000 towards this \$59,158 project. Director Greenaway supports a contribution in the amount of \$50,000.

There is \$222,765 available in the Area C allocation of the Building Communities Strong Fund (formerly called Canada Community-Building Funds BC, Community Works Funds).

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Kaia Nitchie, First Nations Liaison

Date: June 25, 2026

Subject: **Grant to Saik'uz First Nation for Community Garden Project**

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

- 1) That the Board approve a \$1,000 Regional Grant in Aid from the Area F (Vanderhoof Rural) allocation to Saik'uz First Nation, and;
 - 2) That the Board approve a \$7,000 grant to Saik'uz First Nation from the RDBN's allocation of Northwest BC Regional Funding (RBA) for the Community Garden Project.
-

BACKGROUND

Please see the attached application for further information.

Director Moon is supportive of this \$8,000 request and has approved a \$1,000 Grant in Aid, and is asking the Board's support for the remaining \$7,000 to come from RBA. The Grant in Aid allocation remaining in Area F (Vanderhoof Rural) is \$125,899

ATTACHMENTS:

Saik'uz First Nation Grant Application – Community Garden Project

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

1. Relationships with First Nations

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):

- 1.2 Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest.

Nellie Davis

From: Nellie Davis
Sent: June 15, 2026 2:09 PM
To: Nellie Davis
Subject: Grant Application - Saik'uz First Nation

Grant Application

Organization Legal Name:
 Saik'uz First Nation

Contact Email Address:
 bev.boersen@saikuz.com

Contact Phone Number:
 250.945.4936

Organization Mailing Address:
 135 Joseph Street, Vanderhoof BC V0J 3A1

Project or purpose for which you require assistance:
 hanuyeh (it grows) gardens
 Saik'uz Community Garden Project, 2026

Saik'uz Community Garden Food Security began in June 2025. We created several garden plots around the band office area:

- Potato Garden plot 20'x 75'
- Hoop House 20'x 75' (cucumbers & tomatoes)
- Squash Garden plot 10'x 110' (squash, pumpkins)
- 2 Garden plots 25'x 25' each (lettuce, carrots, radishes, beets, peas, kale)
- Strawberry and Brassica Garden plot 30'x 25' (strawberry, broccoli, cauliflower, cabbage, kale)
- Built a temporary Wash House and Processing area
- Built 2 Germination Chamber boxes for spring starts

2026 Planned expansion:

- Brassica and carrot plot (old Potato plot)- Done
- Create new Potato Plot 50'x 25' -Done
- Strawberry Garden no brassicas 30'x 25' -Done
- Create new 20'x 100' Raspberry Garden- In Process
- New Hoop House 20'x 55' -Done
- Frame gardens with wood to keep soil in
- Build a compost area with 3 Bays-planning
- SeaCan for Headquarters and Vegie Storage
- Build or buy 6 Raised garden boxes for 3 Elder/Youth teams-in process
- Create space for a new 20'x 40' Greenhouse Ready for levelling-in process

Frame Garden Plots with 10"x12' boards Cedar

Materials: Lumber - 10' w x12'l

- 2 Plots- 25'w x 25'l - Vegetable 2 x \$1000=\$2000
- 1 Plot - 30' w x 25'l - Strawberry 1 x \$1000=\$1000

Headquarters and Food Storage

- Purchase SeaCan - \$5000
- Renovate SeaCan to our needs
- Washing area outside
- Cooling and storage area for harvested crops
- Space for small office area/computer
- Meeting and cooling off space for crew

Amount of Grant Requested:

8000

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

Yes

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:

Saik'uz First Nation Indian Band (615) is recognized under the Indian Act. Saik'uz First Nation is a community of approximately 400 with an additional 600 members living throughout British Columbia and Canada. Its traditional territory is located near the geographical center of BC, with the leading community situated on the east end of Nulki Lake, 14 kilometers south of the town of Vanderhoof. Saik'uz First Nation is currently working to revitalize its language in-community and to develop sustainable economic and cultural growth.

Current Situation

- Total registered membership: 1,035; Approx. 400 on reserve and 600 off reserve
- Youth ages 13-24: 155 registered (49 on-reserve; 106 live off-reserve)
- Elders: 94 on-reserve, 120 off reserve
- Homelessness crisis: Ongoing emergency response required

Is your organization voluntary and non-profit?:

Yes

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:

Saik'uz First Nation is a community of approximately 400 with an additional 600 members living throughout British Columbia and Canada. Saik'uz First Nation Indian Band (615) is recognized under the Indian Act.

Please describe the project/event for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details of your request here. Attach additional information if required.:

"hanuyeh (it grows) gardens"

Saik'uz Community Garden Project, 2026

Saik'uz Community Garden Food Security Project

Describe how this proposal will benefit the community.:

The projects I am requesting a grant for are the "Framing of Garden Beds"

Benefits:

Making the garden beds long-lasting and look beautiful Keeping soil in the beds "Purchase of Sea Can"

Benefits:

Area to call Headquarters for crew and program Creates an area to keep harvested crops

Contact Name:

Bev Boersen, Garden Project Manager

Attach supporting financial information, ie: budget/financial report. Ensure all information is clearly itemized, including: total cost of project, grants/funding from other sources, funding contributed by applicant, total expenses for the fiscal year.:

Contact Name:

Tracy Appell, General Manager

Contact Phone Number:

250.567.9293

Contact Email Address:

general.manager@saikuz.com



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Hart, Community Development Coordinator
Date: June 25, 2026
Subject: **Business Facade Improvement Program Guide Update**

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

That the Board approve the amendments to the Business Facade Improvement Program Guide to include permanent signage on the applicant property.

BACKGROUND

Staff have reviewed the RDBN Business Facade Improvement Program Guidelines for 2026 and have noted an amendment that is recommended in the Northern Development Initiative Trust program guide.

Recommended Update:

Current	- Signage (affixed on building);
New	- Signage (permanent on applicant property)

Recommendations for eligible projects are updated regularly by Northern Development Initiative Trust. This amendment will allow for signage projects that are detached from the main structure of the applicant building. The signs must still be permanent installations on the applicant's property, conform to local bylaws and, where applicable, Ministry of Transportation and Transit regulations.

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
 Not Applicable



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Cameron Hart, Community Development Coordinator

Date: June 25, 2026

Subject: **Business Facade Improvement Program Application – Tatalrose Corner Store**

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

That the Board approve a \$5,000 grant to Tatalrose Corner Store & Custom Meats through the 2026 Business Facade Improvement Program.

BACKGROUND

The Business Façade Improvement Program (BFIP) is funded through NDIT and allows local governments to award grant funding for improvements to store fronts. The program provides 50% funding for projects to a maximum of \$5,000. The RDBN was approved for \$10,000 for the program in 2025. No applications were received, and so permission was given through NDIT to carry approved funds over into 2026.

Staff have received an application from Tatalrose Corner Store & Custom Meats to the 2026 Business Facade Improvement Program. Per the program guidelines, funding is awarded to eligible applicants on a first come, first funded basis. This application is the first that the RDBN has received since 2024 and, conditional to the recommended amendment to the 2026 BFIP Application Guide being approved, this application meets all necessary criteria for approval.

ATTACHMENTS:

Tatalrose Corner Store BFIP Application

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable

**2026 Business Façade Improvement Program
Regional District of Bulkley-Nechako
Project Application**

Applicant Information

Applicant Name: Deanna Lambert

Business Name: Tatalrose Corner Store & Custom Meats Ltd.

Mailing Address: _____

Phone: 250 692 0345

Email: _____

Building Address: 34107 Keefe's Landing Rd. Grassy Plains

(If different than above)

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the building owner stating that you are permitted to make these changes.

Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Description

Describe the proposed project – Please attach any extra sheets, photos, designs, samples, etc.
Describe the work to be done and materials to be used.

I am going to be putting up a free standing store sign with our logo, fuel pricing, and message board.
The area needs a sonotube with concrete, a concrete block with electrical and the sign erected. I have a quote from a company for the sign and will attach along to this application.

Planned Start Date:	June 15 2026
Planned Completion Date:	Aug 15 2026
Total Project Cost (estimated):	\$ 27,746.25
Funding Amount Requested:	\$5,000

Applicant Checklist

- Property taxes paid
- Utility account paid (if applicable)
- Building owner authorization

Attach to Application

- Photos of existing conditions (before)
- Contractor's cost estimates
- Drawings/designs
- Signed Terms and Conditions

Business Façade Improvement Program

Terms and Conditions

I, Deanna Lambert of Tatalrose Corner Store & Custc
(Applicant) (Business / Building)

have read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections, and hiring of contractors as necessary.

I will allow the Regional District of Bulkley-Nechako and Northern Development to use before and after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the Regional District of Bulkley-Nechako or Northern Development in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the Regional District of Bulkley-Nechako to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the Regional District of Bulkley-Nechako with proof of final completion of proposed improvements along with verification of expenditures and proof of final inspections (when required).

Signature [Redacted]
Date June 6 2026

OFFICE USE
Application Received by: _____ Date: _____

Business Façade Improvement Program

CUSTOMER: TATALROSE CORNER STORE

PROJECT : POLE SIGN

7'X10' POLE SIGN WITH
2 FUEL PRICE CHANGERS
AND ELECTRONIC MESSAGE
SIGN AT THE BOTTOM



7'X10' POLE SIGN WITH
2 FUEL PRICE CHANGERS
ROOM FOR FUTURE
ELECTRONIC MESSAGE
SIGN AT THE BOTTOM



7'X8' POLE SIGN WITH
1 FUEL PRICE CHANGER



Materials:

Quantity: Reflective: NO | DOUBLE SIDED: NO

Please sign and return this proof via e-mail so we can get your project started as soon as possible. Your approval confirms that you are satisfied with all aspects of the layout, including but not limited to correct spelling, names, phone numbers, etc. Colours shown on this presentation are strictly representational. Those actually used in production may vary due to the translucency of vinyls, digital print mix, paints and variation of LED colour temperature. All artwork remains property of SIGNCO SIGN GROUP INC. until full and final payment of total price. Any unauthorized reproduction in whole or part is prohibited unless prior written permission is granted by an authorized representative of SIGNCO SIGN GROUP INC.



Designer: JF
Date:

Project Rep: JOSH
Revision #: 0

DEANNA LAMBERT
Client Name

Signature

Date

\$55660

\$35859.60

\$27746.25



11-1969 1ST AVE PRINCE GEORGE BC V2L 2Z2
236-601-9499 josh@signcosigns.ca

CUSTOMER ESTIMATE

Over 50 Years Combined Experience

Date : June 3, 2026
Customer : Tatalrose Corner Store
Phone Number : 250-692-0345
Project Name : Poles Sign Gas Only No Electronic Display

Prepared By : Josh Faryna
Contact Person : Deanna Lambert
Email : tatalrosecornerstore@gmail.com

Description. OPTION 3 GOOD	QTY	\$ EACH	Total
7'X8' Double Sided LED Illuminated pole sign with Gas Price Changers with remote-	1	26,425.00	26,425.00
control Key Fob, for changing price (Space for future Electronic Sign Display)		-	-
			-
Price includes (above), 24' pole with base plate, Anchor bolts/ Rebar-cage and SONO tube,			-
Price includes 2 Installers, Travel, Bucket Truck and Installation.			-
			-
Lodging, meals, concrete, excavation, electrical conduit supplied by Tatalrose Corner Store			-
			-
			-
			-
			-
Permits or Engineering not included (if Required)			-
WE ACCEPT: EFT, Cash, Visa, M/C, & Cheque.	SUB TOTAL		26,425.00
	GST 5%		1,321.25
	PST 7%		-
	TOTAL		27,746.25

Approved by : _____ Date : _____

Signature : _____ P/O # : _____



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Hart, Community Development Coordinator
Date: June 25, 2026
Subject: **2025 Annual Report**

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

That the Board approve the Regional District of Bulkley-Nechako 2025 Annual Report.

BACKGROUND

Staff have compiled the departmental quarterly reports from the previous year to create the 2025 RDBN Annual Report. The report is designed to highlight the RDBN's major projects and accomplishments for the year and will be available to the public on the RDBN website and in print if requested.

ATTACHMENTS:

Regional District of Bulkley-Nechako 2025 Annual Report

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable

2025 Annual Report





Annual Report Land Acknowledgement

The Regional District of Bulkley-Nechako Board and staff would like to open this report by acknowledging that we deliver our local government services on the traditional territories of First Nations across the vast Bulkley-Nechako region. This region covers an area over 70,000 square kilometers, spanning the territories of the Dakelh, Nedut'en, Tse'khene, and Witsuwit'en speaking peoples. We respect the distinct cultures of the Indigenous Peoples in the Bulkley-Nechako and honour their long-standing relationship with these lands and waters since time immemorial.

We are further committed to building strong and enduring relationships with the 14 First Nations governments within the boundaries of the Regional District of Bulkley-Nechako.

Listed in Alphabetical Order They Are:

- Binche Whut'en
- Cheslatta Carrier Nation
- Lake Babine Nation
- Nadleh Whuten
- Nak'azdli Whut'en
- Nee Tahi Buhn
- Saik'uz First Nation
- Skin Tyee Nation
- Stelat'en First Nation
- Takla Nation
- Tl'azt'en Nation
- Ts'il Kaz Koh
- Wet'suwet'en First Nation
- Yekooche First Nation

The Regional District of Bulkley-Nechako



Message from the Board Chair

2025 was a year of strong consistency for the region. Many of the projects underway are a continuation of the great work put in motion early in this term of office. With experience under our belts, the RDBN Board and staff were able to advance or complete projects that will have long-term impacts for residents. One of the key factors to advancing much of this work is the Northwest BC Resource Benefits Alliance. This five-year agreement, signed in 2024, ensures that the 21 participating local governments have resources to develop, maintain, and increase the life expectancy of the infrastructure required to deliver services to our residents. The RDBN continues to advocate with our partners for the extension of this critical investment.

Many of the projects underway require years of planning and support before they become visible, and this is especially true for broadband projects. Residents have seen (and will see even more in the coming year or two) new fibre connections coming to homes and rural communities. This infrastructure work has been a priority of the Board for at least half a decade, and it is rewarding to see years of advocacy and planning turn into live connections.

This is also true of the strong planning and relationships that are the foundation for effective emergency management. The RDBN remains grateful for all of our partners across the region, especially municipal and Indigenous governments, who collaborate, train, and plan with us to ensure we are prepared to respond to whatever the seasons bring our way. There are also steps that residents can take to increase your family and property's resilience. Be sure to check our website for information about the FireSmart program and the Public Alerting System so that you get accurate information as soon as possible.



As we look to the year ahead, we will see local government elections in October 2026. As the last opportunity to address the current Board before the end of next year, I want to extend my sincere thanks to the 2025 Board of Directors for the leadership and direction they have provided. As I mentioned, a state of consistent good work is a wonderful place to be, and the Board and Staff can be proud that we have set-up the incoming Board to hit the ground running. The RDBN is a special place, and our residents are the reason for all the work we do.



RDBN BOARD 2022-2026

Back Row:

- *Constable Nit*
- Kevin Moutray - Mayor, District of Vanderhoof
- Mark Parker - Director, Area D (Fraser Lake Rural)
- Henry Wiebe - Mayor, Village of Burns Lake
- *Judge Jackson*
- Clint Lambert - Director, Area E (Francois/Ootsa Rural)
- Shane Brienens - Mayor, District of Houston
- Chris Newell - Director, Area G (Houston/Granisle Rural)

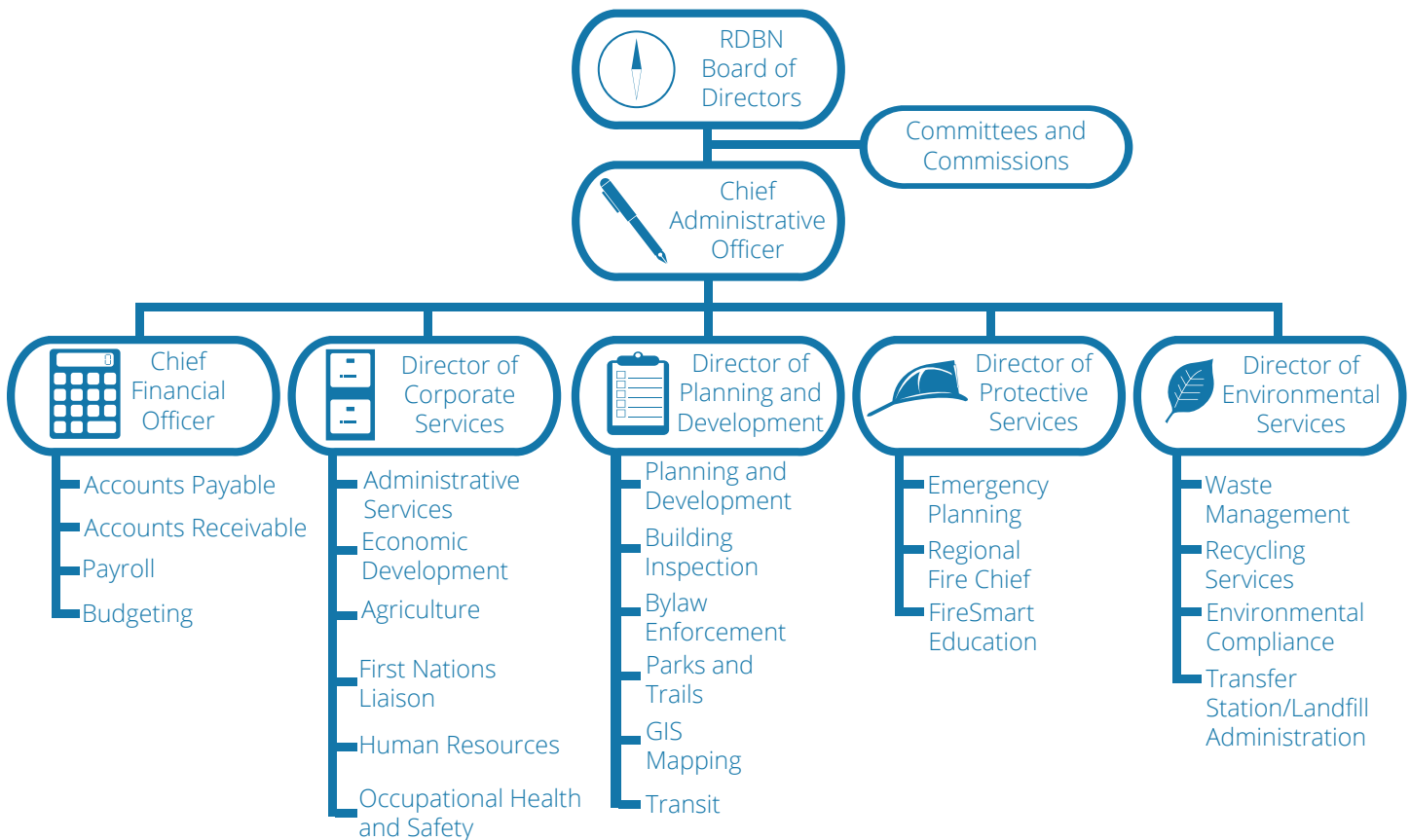
Middle Row:

- Linda McGuire - Mayor, Village of Granisle
- Judy Greenaway - Director, Area C (Fort St. James Rural)
- Michael Riis-Christianson - Director, Area B (Burns Lake Rural)
- Shirley Moon - Director, Area F (Vanderhoof Rural)
- Leroy Dekens - Mayor, Village of Telkwa
- Sarrah Storey - Mayor, Village of Fraser Lake

Front Row:

- Gladys Atrill - Mayor, Town of Smithers
- Martin Elphee - Mayor, District of Fort St. James
- Stoney Stoltenberg - Director, Area A (Smithers/Telkwa Rural)

RDBN Organizational Chart



Northwest BC Resource Benefits Alliance

Formed in 2014, the RBA is a regional association of 21 local governments, including three regional districts (North Coast, Bulkley-Nechako, Kitimat-Stikine), and its 18 member municipalities, including the Regional District of Bulkley-Nechako and its membership municipalities. Since 2015, the RBA has worked closely with the BC government to address the unique challenges facing the Northwest. This includes securing the revenue needed to build essential community infrastructure that supports responsible resource development, as well as the social infrastructure that makes the Northwest a region where industries, businesses, workers, and their families can truly thrive.



NORTHWEST BRITISH COLUMBIA
RESOURCE BENEFITS ALLIANCE

Which Government Provides What Service?



Regional District

Solid waste management • Residential service (outside municipal boundaries) • Regional parks and recreation • Rural area planning and development • Emergency services • 911 operation • Grant services • Economic development • Regional environmental services • Building Inspection



Municipal Government

Municipal road maintenance • Snow removal • Water supply • Waste water management • Municipal parks • Municipal cemetery • Recreation facilities • Fire rescue • Business licenses • Municipal property tax



Provincial Government

Schools • Provincial parks • Rural Road Maintenance • Crown land • Health care • WorkSafe • ICBC/Driver Licensing • Provincial courts • Highway maintenance • Provincial income/property/sales tax • Water Licensing



Federal Government

Income tax • Employment insurance • Child benefit tax • Military • National parks • Immigration • Criminal law • Foreign relations • Fisheries and oceans



2023 - 2026 RDBN Board Strategic Priorities

Goals Set for the new RDBN Board term - In spring of 2023, the RDBN Board held a planning session to determine the Regional District's strategic priorities for the current term, which runs until fall of 2026. These priorities will help guide decision making and work plans, as well as help focus efforts to lobby the province and other levels of government. The priorities are broken into four sections and focus on relationship building with First Nations Governments, advocacy to the province, addressing housing supply shortages and creating economic sustainability within the region.

Relationships with First Nations

Goal - To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.

Why is it important? - As a Board, we embrace the principles of Truth and Reconciliation. Conversations and dialogue will help to build awareness, understanding and trust and enable us to work together on important issues and achieve better outcomes for our communities.

OBJECTIVES:

- 1.1 Extend invitations for informal meetings/meals with each First Nations government in the region.
- 1.2 Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest.
- 1.3 Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities.

Advocacy with the Province

Goal - To advocate and build relationships with provincial ministries to ensure the needs of the region are represented, impacts on our communities from their decisions and policies are understood, and adequate resources are made available to support new and increasing expectations of local government.

Why is it important? - The needs and aspirations of our region are often misunderstood or overlooked and we are increasingly faced with the costs of responding to new requirements and regulations imposed by the provincial government. It is important that we communicate our issues effectively and ensure that an appropriate share of resource revenues flow back to the region.

OBJECTIVES

- 2.1 Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province.
- 2.2 Identify and prioritize topics and issues for provincial advocacy and advance our interests by developing strategic and consistent messaging, and offering solutions that are aligned with mutual goals.
- 2.3 Extend invitations to ministers or senior ministry staff to visit our region so they can observe and discuss our issues and interests in-person.

Housing Supply

Goal - To ensure there is an adequate supply and variety of housing options for our citizens.

Why is it important?

There is currently a lack of housing options in the region which impacts availability and affordability and our ability to attract and retain residents.

OBJECTIVES

- 3.1 Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives.
- 3.2 Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents.
- 3.3 Investigate opportunities for the regional district to plan for and/or support the development of workforce housing.

Community and Economic Sustainability

Goal - To identify and pursue opportunities to support and diversify our economy.

Why is it important?

A strong economy is essential to grow the region, maintain our quality of life, retain our workforce and ensure our communities are healthy and resilient.

OBJECTIVES

- 4.1 Convene a tourism summit to better-understand the needs of the tourism sector and explore how the regional district can support and advance tourism in the region.
- 4.2 Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator.
- 4.3 Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners.



Chair Parker and Directors Atrill and Greenaway receive the RDBN's honourable mention for the UBCM Community Excellence Award. The award was given for Phase 1 of the Cycle 16 Trail which will soon connect Smithers and Telkwa with one continuous biking/walking trail.

ADMINISTRATION

Advocacy to the Province

The RDBN board and staff worked to advocate with the provincial government on a number of key issues affecting residents of our region in 2025.

- Discussions were held regarding gaps in rural connectivity and cellular service with an aim to improve access to high speed internet, as well as to address areas of reduced cell service along the Highway 16 Corridor.
- The board also prioritized discussions about emergency room closures and physician shortages. These conversations were aimed at attracting new physicians and nurses to the region, as well as reducing the administrative barriers that have lead to emergency room closures and long wait times for medical appointments. There was also advocacy to discuss funding challenges within northern hospital districts, which help to provide funding for the physical infrastructure of hospitals, including buildings, diagnostic equipment, and other equipment and supplies.
- Agricultural concerns regarding drought and water supply were discussed, and an Agricultural Water Assessment and Community Irrigation Study was initiated as a pilot project in Electoral Area F (Vanderhoof Rural).
- The RDBN also took part in discussions about wind power projects in the region and the need for proper planning and consideration for the impacts of these projects on adjacent communities.
- The Board also prioritized advocacy regarding the Emergency and Disaster Management Act, asking for clear regulations and long term funding support for local governments, as well as additional support for rural and northern communities that may not have the capacity to meet the requirements of the act.

Connecting Consumers and Producers Promo Video Series

Last year saw the launch of a new promotional program through the RDBN Economic Development team. The initiative centered around promoting the Connecting Consumers and Producers database and local food producers at the same time. The team created a video series which highlight seven local businesses who produce food and other products within the RDBN. The videos were available to the business owners for their own promotion, and were distributed through the RDBN social media channels, generating a substantial response through views, shares, and reposts. The businesses involved in the program gave rave reviews and several more videos are already slated for filming in 2026.



Relationship with Indigenous Communities and the Nechako River Watershed Memorandum of Understanding

The RDBN Board made building relationships with Indigenous communities a priority for the 2022 - 2026 term. In 2025, the RDBN Board and staff met with Indigenous leadership, attended community events, and collaborated on shared issues. The RDBN worked with First Nations groups throughout the region to strengthen planning, emergency management initiatives, and advocacy to provincial and federal ministries. One major project that resulted from these collaborations was the ongoing work on the Nechako River Memorandum of Understanding, which seeks to restore the health of the river by increasing cold water flow and allowing for more productive spawning for salmon and other key species. Among the priorities in the MOU are water management, major developments in the watershed, and the need for coordination between governments to reflect regional and First Nations priorities.



PROTECTIVE SERVICES

Emergency Management Program

The RDBN Emergency Management program focus on four pillars of Emergency Management and partners with local municipalities, First Nations, and community groups to help create a prepared and resilient region. In 2025 the program responded to ice jams, tornadoes, wildfires, and structure fires. The Emergency Operations Centre was active for 17 days and the Emergency Support Service responded to 13 calls for rural residents in the region and 2 teams deployed out of the region to support neighbouring jurisdictions.

Long Term Funding Allocation

The RDBN has allocated funding through the Resource Benefits Alliance to provide \$30,000 per year in capital costs for rural fire departments. This funding will better supply departments with critical equipment for fire and road rescue response. The funding is committed for three years and will help ensure the sustainability of the volunteer departments.

Firesmart Assessments

The RDBN had another successful year in helping to prepare homes for wildfire season through the Firesmart program. This program provides residents with up to \$5,000 to improve their home's resiliency against fire. The team completed 113 home assessments and gave out 49 rebates totaling \$121,771.30. Enrollment is still available for 2026. Find more information by call 800-320-3339 or visiting www.rdbn.bc.ca.



Preparedness

Mitigation

**Emergency
Management
Program**

Response

Recovery

Voyent
Alert

Fire
Department
Infrastructure

911

**PROTECTIVE
SERVICES**

Fire

Training

Protection

Firesmart

Logistics

**Emergency
Operations
Centre**

Operations

Rural
Fire Service

Planning

Finance



New Fire Tenders

The RDBN put two new water tenders into commission in 2025, one located in Cluculz Lake and one at the Southside Volunteer Fire Department. These tenders can carry a large capacity of water and help the departments respond quickly to fires in the region. The new trucks each received in a push-in ceremony, and put into use as soon as possible. The new equipment will improve fire responses and increase the sustainability of their respective fire departments. Funding was achieved through the Canada Community Building Fund and the Northern BC Resource Benefits Alliance.



Voyent Alert and Firesmart Promotion

In 2025, staff of the RDBN created an extensive promotional campaign to boost subscribership for the Bulkley-Nechako Voyent Alert system and the Firesmart program. These initiatives featured newspaper, social media, and theatre ads designed to highlight the importance of these programs in promoting emergency awareness and fire safety. The campaign saw significant success, reaching thousands of viewers and resulting in a sharp increase in users of the Voyent app. These efforts will continue into 2026 as the RDBN aims to increase the number of users across the region and ensure more people are notified directly about evacuation alerts and orders.

ENVIRONMENTAL SERVICES



Equipment Upgrades

Through the use of a portion of the funds received from the Northwest BC Resource Benefits Alliance, the Environmental Services department purchased a new dozer, excavator, dump truck, and skid steers. This equipment will assist the department in safely and efficiently operating the landfills and transfer stations.

Leachate Treatment Systems

The RDBN continued its work on landfill expansion at both the Clearview and Knockholt landfills. The Knockholt site was connected to power and the leachate aeration was activated. The Clearview expansion continued progress through engineering, planning, and site prep. Both of these leachate treatment systems are integral in ensuring that water that leaves the landfill site is clean and safe. Both projects are underway as a means of expanding the usable area of the landfills to accommodate regional waste for the coming years.



Strengthened Environmental Compliance

This year, the Environmental Services department undertook several projects to strengthen the organization's environmental compliance and long-term plans for all sites. Design, operation, and closure plans were completed for the Clearview and Knockholt landfills. The required operational certificates were amended to help reflect current operational capacity and treatment capabilities. Additionally, active monitoring was completed at all sites both closed and active. Updated closure plans were initiated for the thirteen decommissioned landfills in the region that will ensure that proper protection is in place and that ongoing compliance is met.



Household Hazardous Waste Recycling

The Household Hazardous Waste program was refined and expanded in 2025, with major steps being taken to ensure the proper treatment of a variety of hazardous items. Extensive signage, procedure development, and staff training were implemented to allow for the safe collection of hazardous materials across the RDBN’s facilities. This program helps to divert hazardous materials from landfills, ensuring that they are safely moved to proper disposal, processing, and reuse facilities. Public education programs have also helped to protect the workers and users of the landfill and transfer station sites.



PLANNING DEPARTMENT

Regional Housing Projects

The Planning Department has assisted several housing societies and municipalities across the region develop shovel ready housing projects through the Regional Housing Initiative. These projects were established in preparation for the Province of BC's funding programs. Staff provided technical assistance for site identification, development approvals, and site due diligence. Staff also helped initiate Official Community Plan updates for the Village of Burns Lake and the District of Houston, and the Village of Granisle which will help ensure compliance with provincial regulation and formalize housing decisions moving forward.

Parks and Trails Master Plan for Electoral Area C and G

The Planning Department prepared draft Parks and Trails Master Plans for Electoral Area C (Fort St James Rural) and G (Houston/Granisle Rural). These plans build on the great work already being done by local outdoor recreation providers and help the determine where to focus its efforts to deliver new and improved parks and trails services in these areas over the next 10 years.

Development Procedures Bylaw Update

RDBN staff updated the Development Procedures Bylaw. This process involved a comprehensive review of the existing bylaw to ensure it is aligned with new provincial legislation, improve clarity, and improve process efficiency.



Houston/Topley/Granisle Rural Official Community Plan Review

In 2025, the Planning Department undertook a review of the Houston/Topley/Granisle Rural Official Community Plan. An extensive public engagement campaign was undertaken which included surveys, open houses, and a working group of community members. This input was critical to inform the direction of the plan. The OCP provides guidance for the use and development and established the community's vision for the future of the area. The formal public hearing for the plan is anticipated this summer.



Parks and Trails Infrastructure

Significant progress was made on several regional parks and trails projects this year. An outhouse was constructed and several site safety improvements were made at the Trout Creek Park - further amenities are planned in coming years. Restoration efforts are also underway at the Quick Telegraph Cabin, which is a historical site that showcases the living quarters of early telegraph workers in the region. A day use picnic area was established at Hospital Point Park. Preparatory work was also completed on the Round Lake waterfront upgrades. These projects are part of an ongoing initiative to create and rejuvenate natural spaces within the region for the benefit of residents and visitors alike.



Support to Societies

Parks and Trails

RDBN Parks

Bylaw Enforcement

Electoral Areas

Building Inspection

Municipalities

Development Approval

Land Use Planning

ALR Applications

Official Community Plans

GIS

Mapping

Civic Addressing

Route 2 Burns Lake to Prince George

Transit

Route 1 Burns Lake to Smithers

PLANNING DEPARTMENT



2025 Building Permit Data

A	44	10,661,730
B	20	2,331,561
C	4	237,980
D	8	1,313,267
E	0	0
F	20	4,548,033
G	2	195,000
Burns Lake	19	13,131,384
Fort St. James	16	4,334,400
Fraser Lake	7	290,774
Granisle	5	2,046,500
Houston	16	28,067,800
Telkwa	17	2,563,862
2025 RDBN Totals	178	69,722,291
Vanderhoof	54	28,922,931
Smithers	67	11,616,891
Total	299	110,262,113

10 Year Historical Rural Area Permit Data

Year	Number of New Permits	Construction Values	Permit Fees
2025	98	\$19,287,571	\$113,940
2024	93	\$18,380,729	\$101,711
2023	108	\$20,198,978	\$106,744
2022	138	\$29,653,559	\$168,763
2021	147	\$30,238,356	\$163,668
2020	137	\$17,784,976	\$93,473
2019	128	\$17,665,394	\$97,935
2018	100	\$14,036,541	\$79,758
2017	102	\$13,699,822	\$84,353
2016	91	\$6,983,200	\$42,515
2015	101	\$8,555,444	\$47,927





**Attached are the
2025 Audited Financial
Statements**





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: June 25, 2026
Subject: **Bill M214 – Firefighters Health Act**

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

That staff draft a similar letter to Honourable David Eby outlining our concerns.

BACKGROUND

Bill M214- Firefighters Health Act passed its third reading in April of 2026, and while staff support the intent of the Act, there could be substantial challenges and financial implications to all fire departments within the RDBN. The Act states that after coming into force, the minister must develop a plan for health screening which includes early cancer detection, comprehensive physical and mental health assessments, and comprehensive lab and screening tests. It is not clearly defined as to what this entails. All requirements are to be done on a "regular basis", which isn't defined either. These provisions will apply to all firefighters who are employed on a full-time basis, paid on call, or who have volunteered for over 10 years.

While staff support the overall health and wellness of our firefighters and the intent of this Act, it has its challenges. A main concern would be the potential for significant financial burden on the smaller departments if these new requirements are not covered under the BC Medical services Plan. Currently a "physical exam" is approximately \$100-\$200 out of pocket. The availability and capacity of medical practitioners in the north is also of concern, especially for smaller communities that do not have medical facilities. Members in these small, rural communities will be forced to travel out of community for services.

Not having reliable access to medical professionals, and the potential for significant financial implications may force some departments to be in contravention of the legislation despite their best intentions. Staff are requesting the Board support drafting a letter to Honourable David Eby that outline our concerns of this act coming into force.

ATTACHMENTS:

Letter to Honourable David Eby from Regional District of Okanagan Similkameen



May 28, 2026

The Honourable David Eby
Premier of British Columbia
Parliament Buildings
Victoria, BC

Dear Premier Eby,

Re: Bill M214 – Firefighters’ Health Act – Implications for RDOS Fire Services

On behalf of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors, we are writing to express our concerns regarding the operational and financial impacts associated with Bill M214 – *Firefighters’ Health Act*.

The RDOS supports the intent of this legislation and recognizes the importance of protecting the long-term health and well-being of firefighters. However, as currently structured, the proposed requirements present significant challenges for rural and volunteer fire departments, including those operating within our region.

A primary concern is the financial burden associated with implementing mandatory medical and mental health assessments. Current estimates indicate that screening costs may range from approximately \$250 to \$900 per firefighter, with some jurisdictions reporting costs of approximately \$750 per member annually. With over 200 firefighters across RDOS departments, total annual costs could exceed \$190,000, which would need to be absorbed by local taxpayers without any identified provincial funding or support.

In addition to the financial implications, RDOS is increasingly concerned about the availability of qualified medical practitioners to complete the required assessments. As identified in our operational analysis, there is a well-documented shortage of physicians in British Columbia, and many firefighters already face difficulty accessing a practitioner who is both available and willing to conduct assessments in accordance with National Fire Protection Association (NFPA) standards. This issue is particularly acute in rural and remote communities, where healthcare resources are limited.

Without reliable access to appropriately qualified physicians, departments may find themselves unable to comply with the legislation, despite their best efforts. This presents not only a regulatory challenge but also the risk of unintended consequences, including impacts on service levels, firefighter retention, and compliance with Fire Underwriters Survey requirements.



The RDOS respectfully requests that the Province:

- Consider covering the cost of mandatory health assessments for Firefighters under the BC Medical Services Plan or providing sustainable funding support to offset the costs.
- Address the shortage of qualified medical practitioners, including exploring alternative models for assessment delivery such as self-administered pre-exercise questionnaires (Par-Q+ or ePARmed-X+).
- Engage directly with local governments and volunteer fire departments to ensure that implementation is both practical and achievable across diverse service environments.

We remain committed to working collaboratively with the Province to support firefighter health and safety in a manner that is equitable and sustainable for all communities.

Thank you for your consideration of these concerns. We would welcome the opportunity to discuss this matter further.

Respectfully submitted,

Mark Pendergraft

Board Chair

Regional District of Okanagan-Similkameen



REGIONAL DISTRICT of Fraser-Fort George

June 10, 2026

Chair Mark Parker
Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, BC V0J 1E0

Dear Mark:

9-1-1 Call Answer Repatriation Project Update

In January 2025 the Regional District of Fraser-Fort George (RDFFG) shared with our partners the 9-1-1 Call Answer Repatriation Project is proceeding, and 9-1-1 call answer services will transition from an E-Comm contract to a RDFFG staffed and operated service.

Bringing the provision of this vital public safety service back to northern BC has a number of benefits including:

- long-term cost certainty
- economic benefits to the region
- geographic redundancy and resilience
- flexibility to focus on northern and rural issues

The project is progressing well, with work towards major milestones and key deliverables in progress. Intentional project pause-points are being incorporated into the schedule to validate readiness, reduce risk and ensure a successful go-live outcome. This has resulted in some timeline adjustments to the initial project go-live date.

Additionally, the Canada-wide Next Generation 9-1-1 (NG 9-1-1) transition is impacting the project timeline. Developing a new 9-1-1 call answer service concurrently with the NG9-1-1 transition is straining vendor capacity and resources across Canada. The NG9-1-1 transition is considered the highest priority project on the 9-1-1 landscape and certain 9-1-1 call answer project activities are experiencing temporary pauses pending vendor and resource availability. The RDFFG is working closely with our vendors to coordinate competing activities and is nearing completion of its NG9-1-1 transition phase.

155 George Street, Prince George, BC V2L 1P8

[ELECTORAL AREAS A, C, D, E, F, G AND H](#) | [MACKENZIE](#) | [MCBRIDE](#) | [PRINCE GEORGE](#) | [VALEMOUNT](#)



REGIONAL DISTRICT
of Fraser-Fort George

With the adjustments in the schedule, RDFFG Administration is targeting a 9-1-1 call answer switchover date in fall 2027. There is no risk that this timeline shift will interrupt 9-1-1 call answer service provision, and 9-1-1 call answer services will continue under an E-Comm contract until the switchover occurs.

Please share this update with your Board members and know that project updates are planned to be provided to all affected organizations and parties in the weeks ahead.

We are committed to applying our expertise and infrastructure to this significant undertaking and continuing to partner with you for the benefit of our northern residents whom we serve.

Sincerely,

Chris Calder, CPA, CA (he, him, his)

Chief Administrative Officer

250-960-4430 | chris.calder@rdffg.bc.ca



June 9, 2026

To: The Right Honourable Mark Carney, Prime Minister of Canada
Via Email: pm@pm.gc.ca
Re: National Economic Infrastructure Priority – West Coast Corridor Resiliency Partnership (WCCRP)

On behalf of the Regional District of Okanagan-Similkameen (RDOS), this letter confirms our full support for the West Coast Corridor Resiliency Partnership (WCCRP). The WCCRP is a coordinated, multi-municipal initiative advancing strategic investments in critical infrastructure to strengthen Canada's economic resilience and support interprovincial and international trade.

The corridor includes the municipalities of Abbotsford, Chilliwack, Hope, Merritt, and Princeton, forming a vital component of Canada's national infrastructure system. It supports three key economic pillars: transportation, energy, and food security.

This corridor is of national significance, facilitating the movement of goods to global markets, enabling the distribution of energy across provinces and beyond, and sustaining agricultural production and food supply chains essential to Canadians.

The flooding events of 2021 and 2025 exposed critical vulnerabilities within this system. Damage to highways, rail lines, pipelines, and agricultural lands extended beyond localized impacts, disrupting national supply chains, constraining access to Canada's gateway to Indo-Pacific trade, and generating cascading economic consequences. These events underscore the urgent need for coordinated, long-term infrastructure investment to reduce systemic risk and improve resilience.

The WCCRP represents a proactive, regionally coordinated response to these challenges. Through targeted infrastructure investments, the initiative will strengthen transportation networks, maintain access to energy corridors, and safeguard food systems, thereby supporting long-term economic stability.

Highway 3 serves as a critical secondary trade corridor linking the Interior to the coast and provides essential redundancy when primary routes are disrupted. It also supports the transportation of locally produced critical minerals, including activity associated with the Princeton mine, which is projected to deliver significant economic benefits for both British Columbia and Canada.

The Town of Princeton is located at the confluence of the Tulameen and Similkameen Rivers, both of which are prone to flooding and present ongoing risks to critical infrastructure. Key bridge crossings, including those along Highway 3 and Highway 5A, are integral to this corridor. Known structural constraints, particularly at the Highway 5A bridge, where abutments restrict natural river flow, further highlight the need for coordinated investment to maintain infrastructure integrity and ensure community safety.



The RDOS supports the WCCRP and its efforts to secure federal investment in resilient infrastructure that protects communities, safeguards Canada's transportation, energy, and agricultural systems, and maintains reliable access to domestic and international markets.

Thank you for your leadership and consideration.

Sincerely,



Mark Pendergraft
Chair,
Regional District of Okanagan-Similkameen

Cc:

- Capital Regional District, trobbsins@crd.bc.ca
- Cariboo Regional District, mdaly@cariboord.ca
- Central Coast Regional District, cao@ccrd.ca
- Columbia-Shuswap Regional District, imaclean@csrd.bc.ca
- Comox Valley Regional District, jwarren@comoxvalleyrd.ca
- Cowichan Valley Regional District, danielle.myleswilson@cvrd.bc.ca
- Fraser Valley Regional District, jinneman@fvrld.ca
- Metro Vancouver Regional District, jerry.dobrovolny@metrovancouver.org
- North Coast Regional District, cao@ncrdbc.com
- Northern Rockies Regional Municipality, sbarr@northernrockies.ca
- Peace River Regional District, shawn.dahlen@prrd.bc.ca
- qathet Regional District, ARadke@qathet.ca
- Regional District Alberni-Clayoquot, dsailand@acrd.bc.ca
- Regional District of Bulkley-Nechako, curtis.helgesen@rdbn.bc.ca
- Regional District of Central Kootenay, shorn@rdck.bc.ca
- Regional District of Central Okanagan, Sally.Ginter@rdco.com
- Regional District of East Kootenay, stomlin@rdek.bc.ca
- Regional District of Fraser-Fort George, chris.calder@rdffg.bc.ca
- Regional District of Kitimat-Stikine, mschibli@rdks.bc.ca
- Regional District of Kootenay Boundary, jchandler@rdkb.com
- Regional District of Mount Waddington, dkim@rdmw.bc.ca
- Regional District of Nanaimo, dholmes@rdn.bc.ca
- Regional District of North Okanagan, david.sewell@rdno.ca
- Squamish-Lillooet Regional District, HPaul@slrd.bc.ca
- Strathcona Regional District, DLeitch@srd.ca
- Sunshine Coast Regional District, Tina.Perreault@scrd.ca
- Thompson-Nicola Regional District, shildebrand@tnrd.ca



National Economic Resilience

West Coast Corridor Resiliency Partnership (WCCRP)

The West Coast Corridor Resiliency Partnership (WCCRP) advances coordinated investment in critical infrastructure to strengthen trade corridors, enhance climate resilience, and protect national supply chains, community safety, and economic stability.

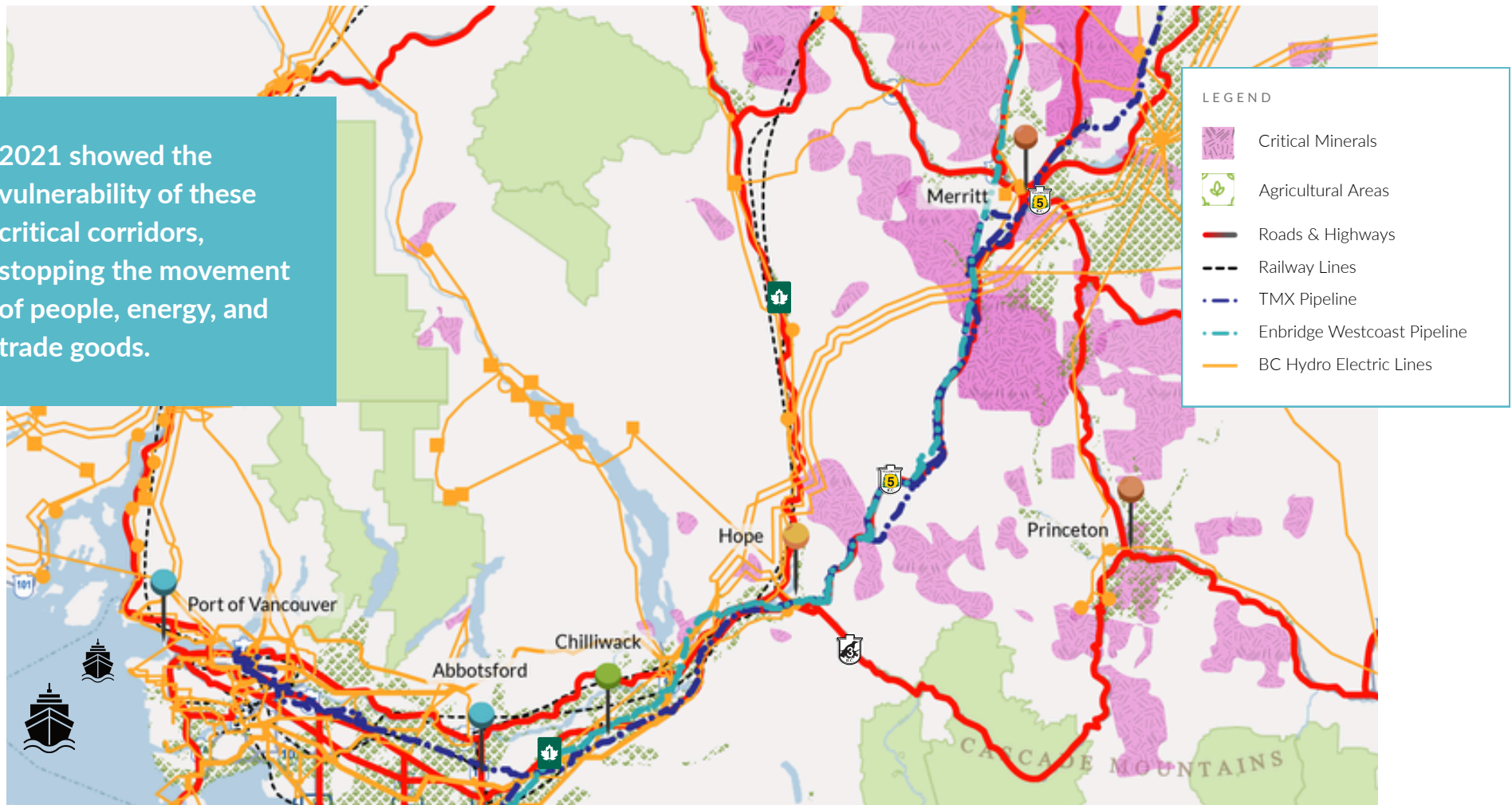
WCCRP Economic Corridors - Trade and Movement

British Columbia's southern and interior corridors underpin Canada's trade, energy, and food security systems. Increasing climate events; flooding, wildfires, and landslides are disrupting highways, railways, and pipeline infrastructure, threatening supply chains.

A coordinated regional approach is needed to strengthen transportation, energy, and agricultural resilience, protecting critical corridors and ensuring reliable movement of goods, resources, and food.



2021 showed the vulnerability of these critical corridors, stopping the movement of people, energy, and trade goods.



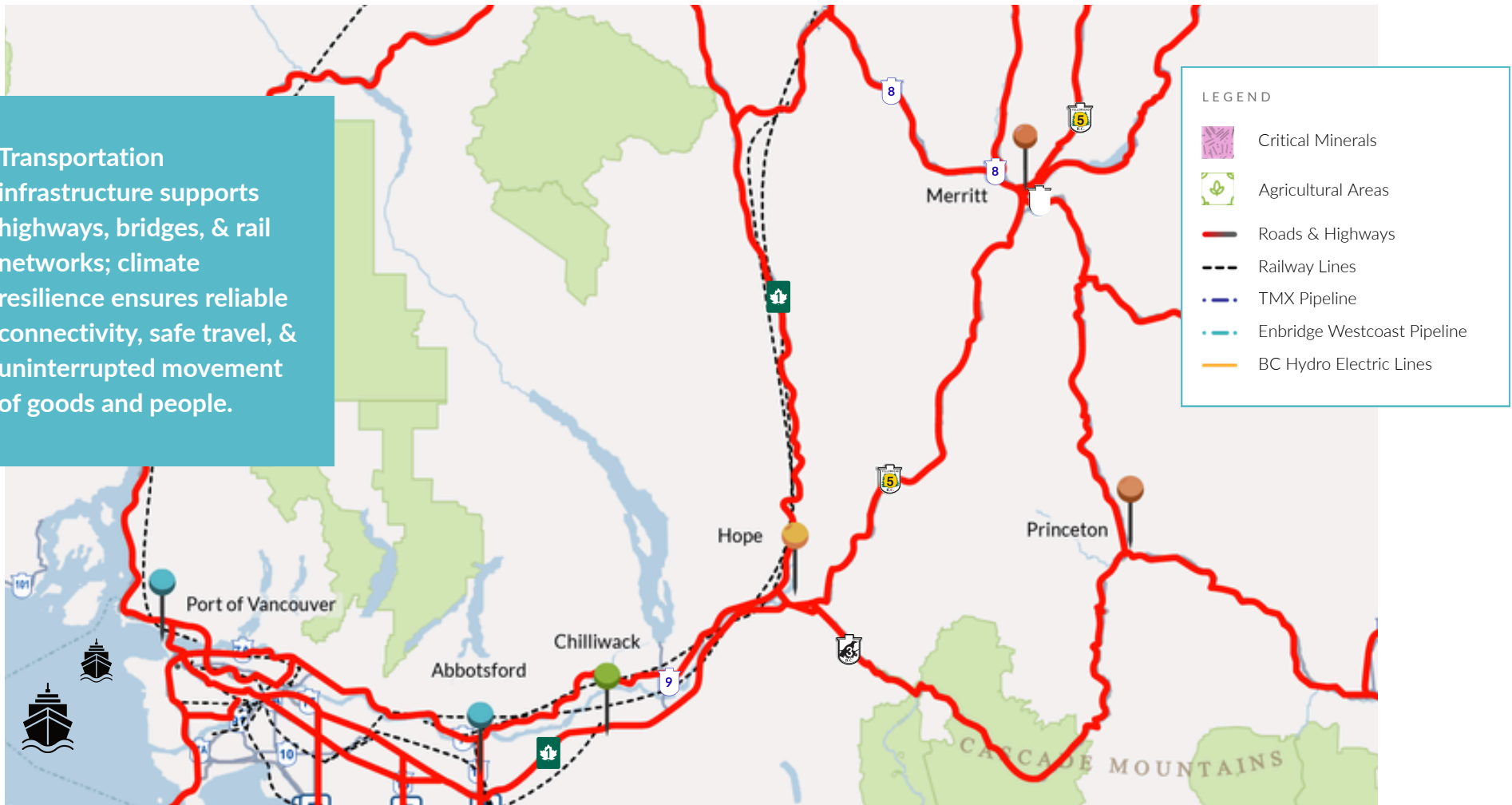
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WCCRP - Transportation Infrastructure

British Columbia's southern and interior transportation corridors are a critical lifeline for Canada's economy and emergency response. Intensifying floods, wildfires, and landslides are repeatedly severing highways and rail, isolating communities and disrupting supply chains. Without urgent, coordinated regional action, these failures will become more frequent, putting national trade, public safety, and economic stability at increasing risk.



Transportation infrastructure supports highways, bridges, & rail networks; climate resilience ensures reliable connectivity, safe travel, & uninterrupted movement of goods and people.



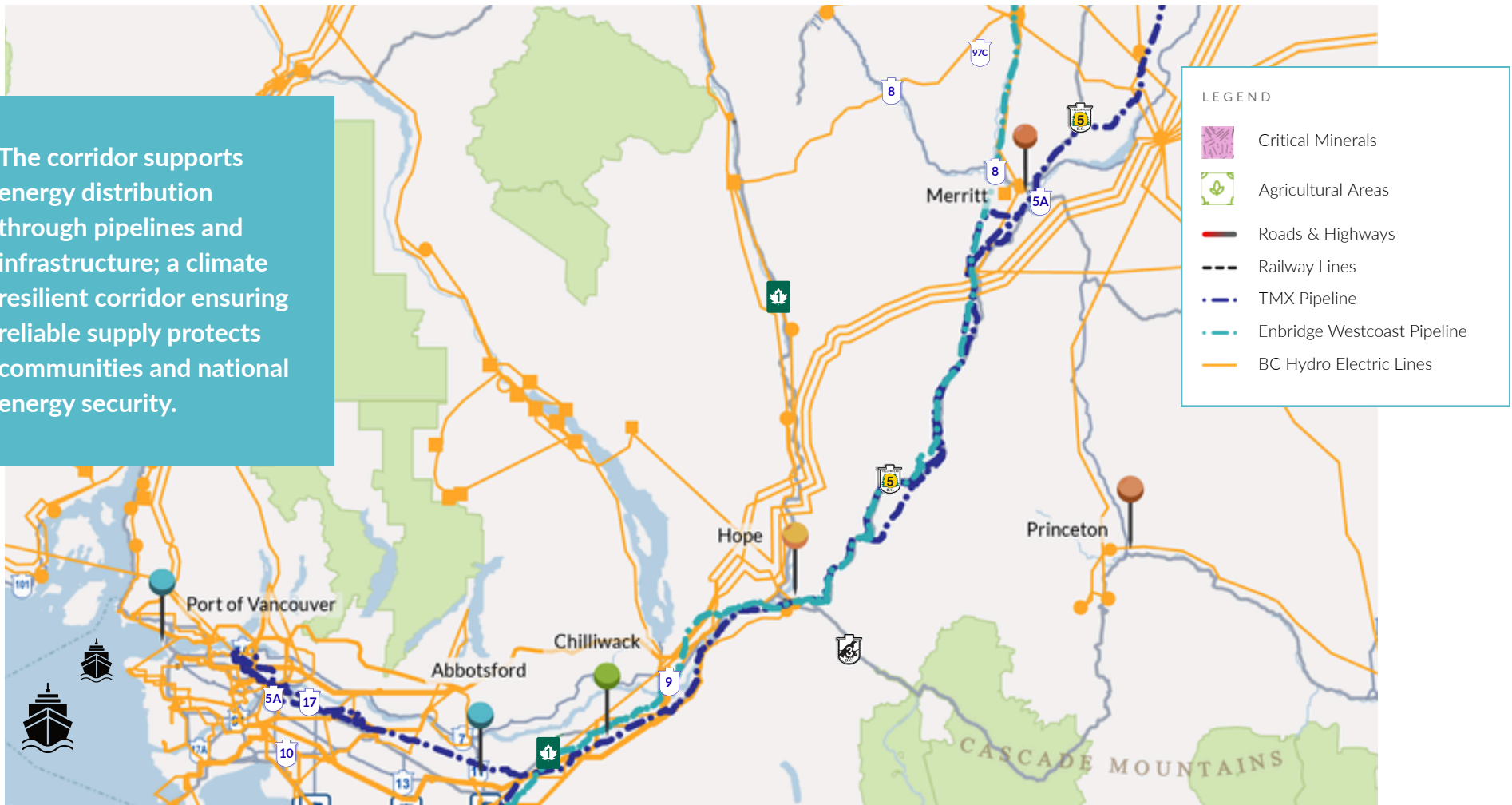
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WCCRP - Energy Security Corridors

British Columbia's southern and interior energy corridors are critical to Canada's fuel and power supply and international supply chains. Intensifying floods, wildfires, and landslides threaten pipelines and transmission systems, increasing risks to public safety and the environment. Without urgent, coordinated regional action, failures could trigger cascading outages, disrupt global energy flows, and cripple essential services nationwide.



The corridor supports energy distribution through pipelines and infrastructure; a climate resilient corridor ensuring reliable supply protects communities and national energy security.



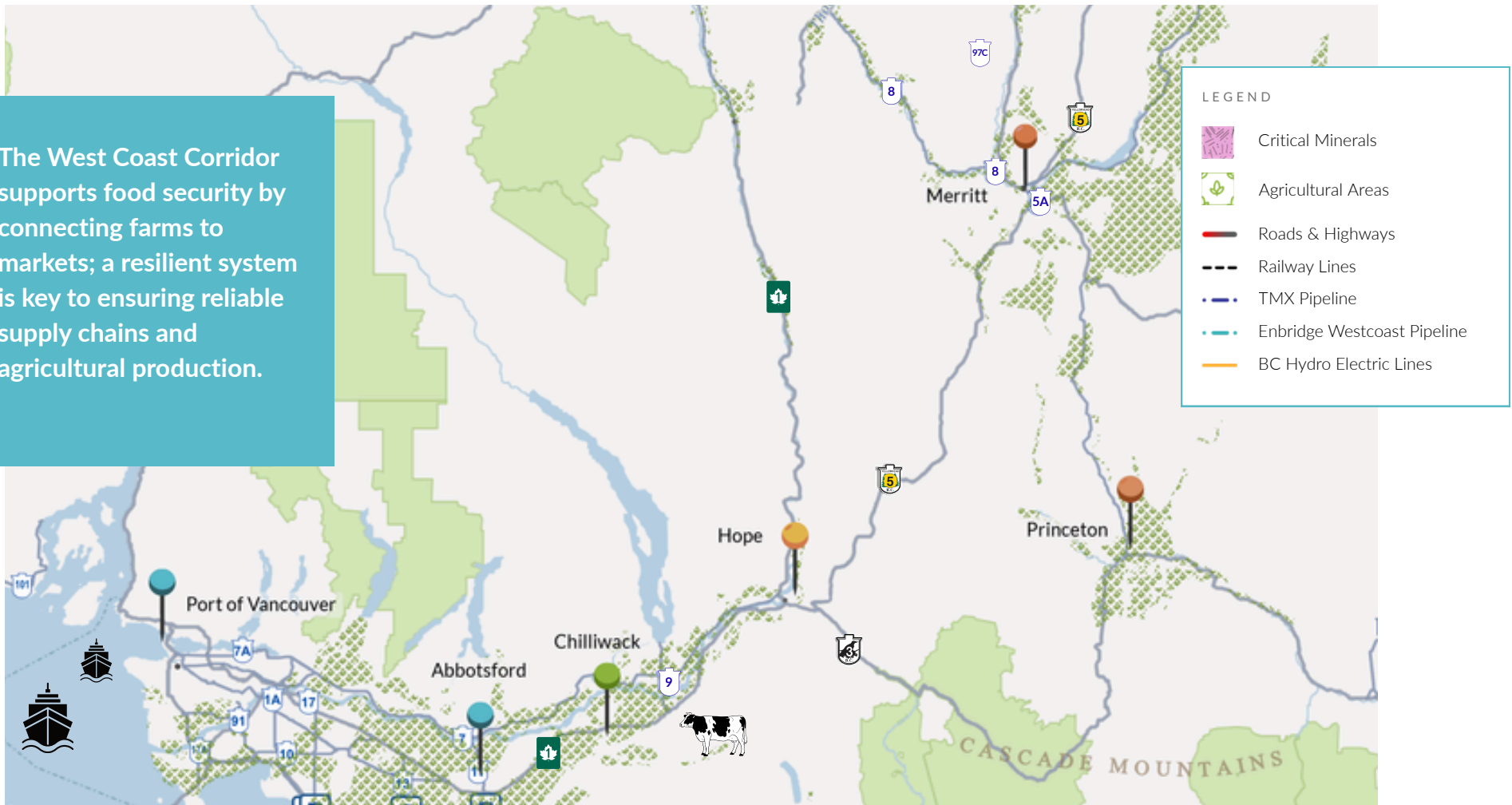
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WCCRP - Food Security Corridors

British Columbia's southern and interior agricultural corridors underpin Canada's food supply and export markets. Severe flooding can drown livestock in large numbers, destroy crops, contaminate soils, and shut down transport routes, causing cascading supply chain failures. Without urgent, coordinated regional action, these events will intensify, threatening food security, farmer livelihoods, animal welfare, and economic stability across Canada and beyond.



The West Coast Corridor supports food security by connecting farms to markets; a resilient system is key to ensuring reliable supply chains and agricultural production.



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BC - Regional Context

The events of 2021 exposed the vulnerability of these critical corridors, halting the movement of people, energy, and goods. The resulting highway closures are estimated to have cost the Canadian economy between \$10.6 billion and \$17.1 billion*, underscoring the far-reaching impacts of prolonged transportation disruptions.

*policyalternatives.ca/news-research/a-climate-reckoning/

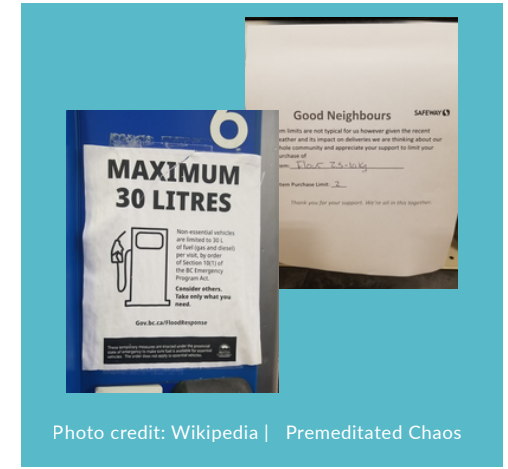
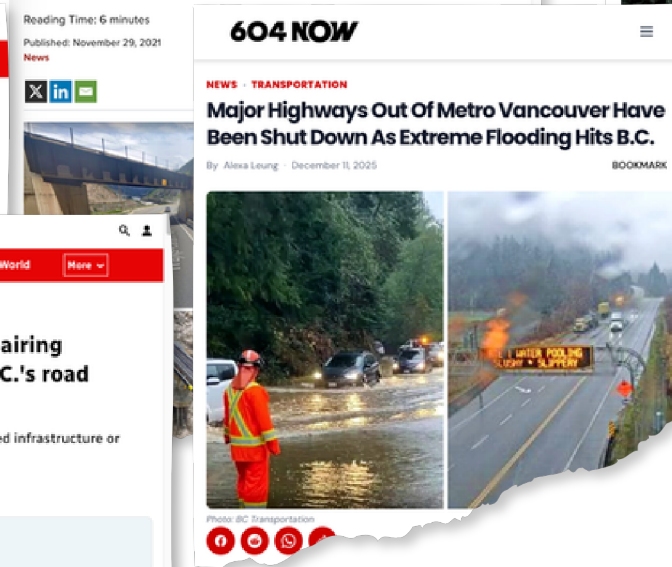


Photo credit: Wikipedia | Premeditated Chaos

Signage requesting customers self-limit groceries, & mandatory rationing of fuel



WEST
COAST
CORRIDOR
RESILIENCY
PARTNERSHIP

BC - Regional Context

Federation of Canadian Municipalities Conference 2026

June 4-7: Five Mayors seek Federal partnership to advance coordinated investment in critical west coast corridors, strengthening climate resilience, protecting trade and energy networks, and securing Canada's supply chains and economic stability.

Participating Municipalities



ABBOTSFORD, BC

Abbotsford acknowledges that we are located on the traditional and ancestral territory of the Semá:th, Mathxwí, and Leq'á:mel First Nations.



CHILLIWACK, BC

The City of Chilliwack acknowledges that we are honoured to live, work, and play on the traditional, ancestral and unceded territory of the Stó:lō Coast Salish peoples.



HOPE, BC

We acknowledge that the District of Hope lies on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.



MERRITT, BC

The City of Merritt officially acknowledges that it is located on the traditional, ancestral, and unceded territory of the Nlaka'pamux and Syilx people.



PRINCETON, BC

We respectfully acknowledge that Princeton is on the unceded traditional territories of the Nlaka'pamux and Syilx peoples.

For more information, visit: [WCCRP.ca](https://wccrp.ca)

Contact: support@wccrp.ca



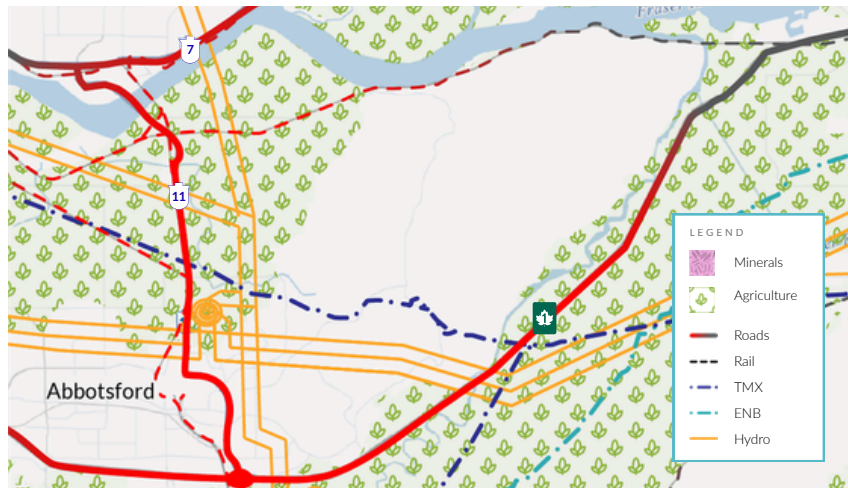
ABBOTSFORD, BC

The Agricultural, Transportation & Trade Corridor

Abbotsford is a major transportation and trade corridor, with Highway 1, Highway 11, major rail access, and close connections to the U.S. border and the Port of Vancouver. It is also a key energy corridor, with natural gas and Trans Mountain pipelines serving the Lower Mainland. Abbotsford is one of Canada's most intensely and diversely farmed regions, generating \$3.8 billion in economic activity annually and supporting nearly 17,000 jobs.

Why it's critical to the WCCRP:

Flooding impacts national food supply chains, provincial food security, cross-border trade, and regional energy distribution, compounding risk across multiple systems.



Not to scale. Map for illustrative purposes only.

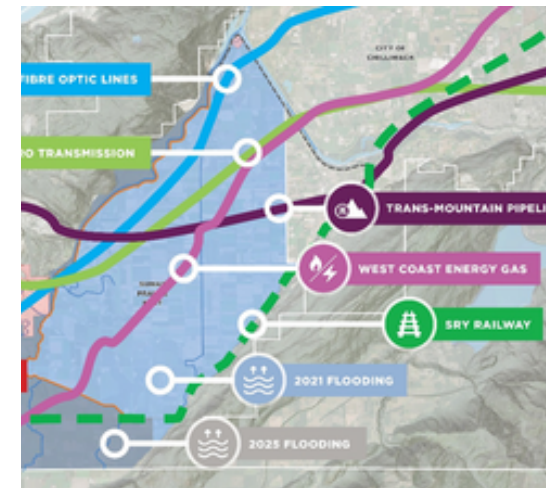
Resiliency Infrastructure Investment

Since the 2021 flood, the City of Abbotsford developed a long-term flood mitigation plan and in April 2023 signed the Sumas River Watershed Flood Mitigation Collaborative Framework, an agreement with the Province of BC, Semá:th, Mathxwí and Leq'á:mel First Nations and the City of Chilliwack to make Sumas Prairie more resilient to flooding.

The City of Abbotsford's long-term flood mitigation urgent works plan includes:

- adding another pump station
- enhancing dikes,
- adding flood storage areas, and
- environmental features that make it fish friendly.

Implementing a comprehensive, large-scale solution requires a firm funding commitment from senior government.





CITY OF
CHILLIWACK

CHILLIWACK, BC

The Corridor Compression Zone

Chilliwack connects Highway 1 and regional routes, with two rail lines and critical hydro and pipeline infrastructure moving through the Fraser Valley toward constrained canyon systems.

Why it's critical to the WCCRP:

It is the final convergence point before major bottlenecks, where transportation and energy corridors compress into limited pathways, amplifying disruption impacts.



Not to scale. Map for illustrative purposes only.

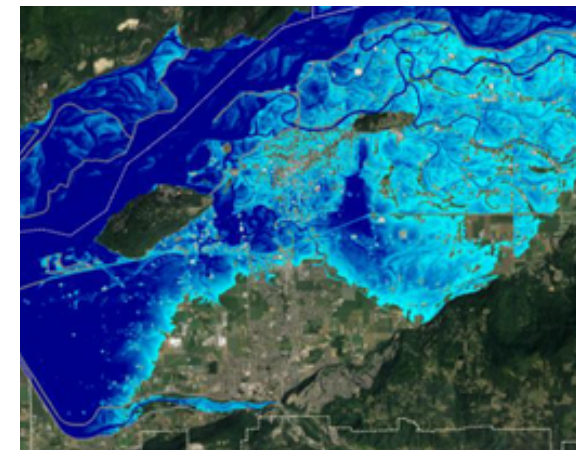
Resiliency Infrastructure Investment

Chilliwack's Integrated Flood Hazard Management Plan highlights the importance of the extensive 50 km diking network to protect the community and critical infrastructure from floods.

The City has a proven track record of completing diking and drainage upgrade projects, but has not had sufficient funding to upgrade the remaining 25% of dike that still requires significant raising to meet current provincial standards.

One of the City's major drainage pump stations has also reached end-of-life and requires full replacement. Reliable funding assistance is essential to carrying out the required flood mitigation projects that will then support community flood resilience and critical infrastructure protection.

For more information, visit: chilliwack.com/FloodProtection





HOPE, BC

The National Gateway Node

Hope is where Highway 1, 3, 5, and 7 converge, alongside CN and CP rail lines. It is also a corridor for major natural gas transmission lines moving supply from northeastern BC to the Lower Mainland and export points.

Why it's critical to the WCCRP:

Road, rail, and energy infrastructure all converge in a narrow valley system. Disruption here simultaneously impacts fuel supply, goods movement, and national connectivity.



Not to scale. Map for illustrative purposes only.

Resiliency Infrastructure Investment

The District of Hope has multiple flood mitigation projects ready to advance, with two currently underway and awaiting Provincial permitting. The 2021 Atmospheric River event significantly impacted Hope, and it has experienced ongoing riverbank erosion, land loss, and avulsion events since then. The District is now completing another update to its Flood Protection Plan, identifying 12 areas of concern, including four urgent sites.

These projects protect more than highways and energy corridors. They safeguard the community, nearby First Nations, critical infrastructure, and regional economic continuity. The District of Hope is seeking timely Provincial permit processing and funding support to move this urgent public safety and resiliency infrastructure work forward.



Photo | RCAF Photos | Facebook



MERRITT, BC

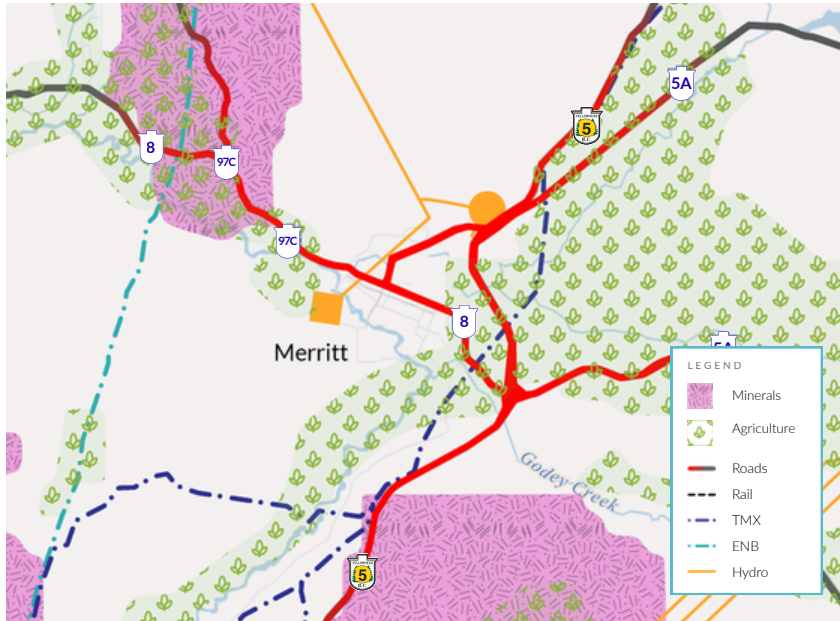


The Interior Distribution Hub

Merritt connects Highway 5, 5A, and 97C, acting as a redistribution point between the coast, Interior, and north. The region is also intersected by key natural gas pipeline corridors feeding southern BC.

Why it's critical to the WCCRP:

It is a critical inland node and the 'compass' of the interior, with 5 major highways and multiple energy corridors converging on the City, making it critical for both logistics rerouting and energy continuity.

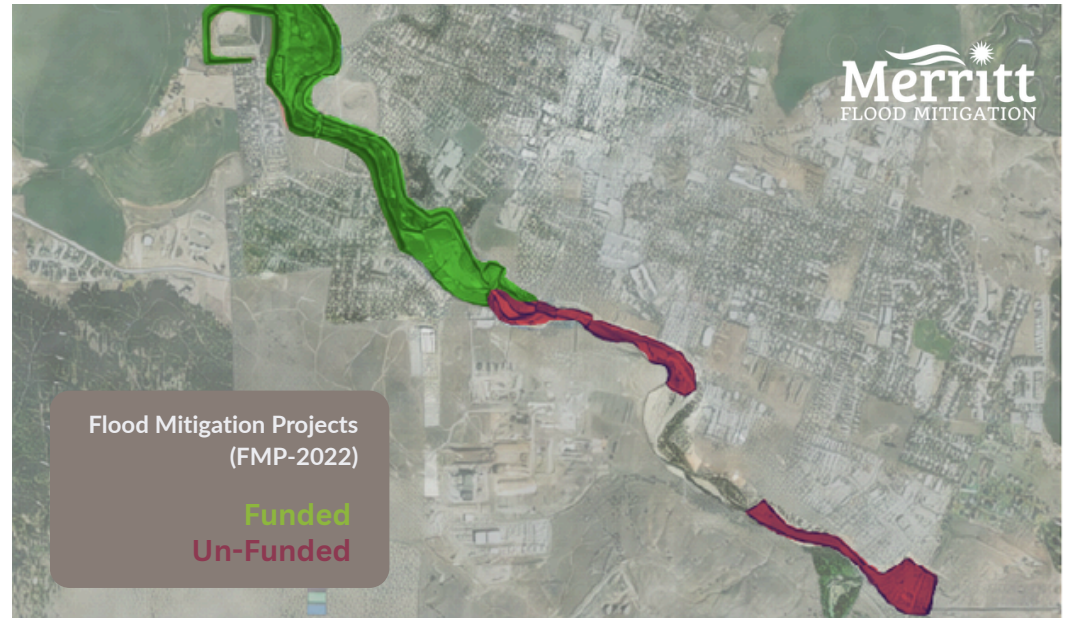


Not to scale. Map for illustrative purposes only.

Resiliency Infrastructure Investment

The City of Merritt is advancing shovel-ready projects under its Council-adopted Flood Mitigation Plan (2022), developed in response to the 2021 atmospheric river event and full community evacuation. A dedicated Flood Mitigation Team is in place to deliver key infrastructure, including diking, and nature-based restoration. These projects protect local homes and infrastructure while safeguarding a critical transportation corridor essential to interprovincial trade and supply chains.

With letters of support from local Indigenous communities and projects already underway, Merritt is seeking the remaining 30% of funding to complete the plan. For more information, visit: flood.merritt.ca





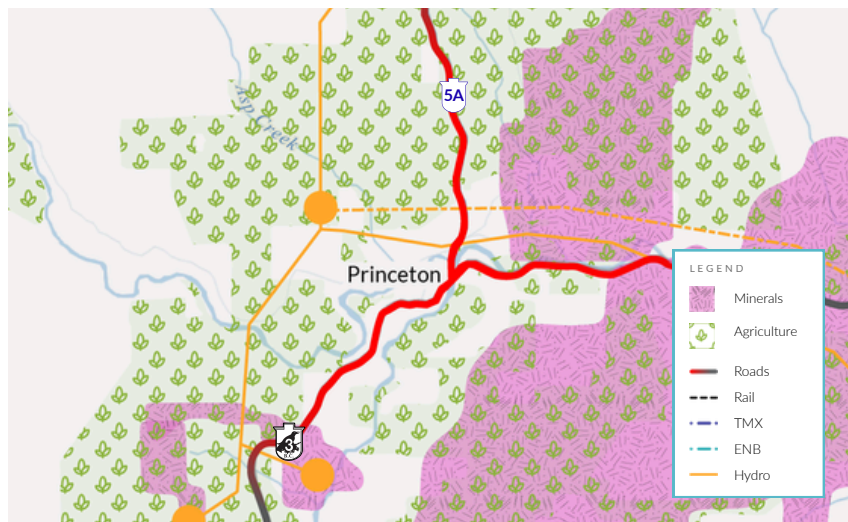
PRINCETON, BC

Southern Trans-Provincial Corridor

Princeton is the convergence of Highway 3; the Southern Trans-Provincial Corridor, with Highway 5A. Highway 5A serves as the alternate route to the coast via Highway 3 whenever the northern route (Highway 5) is impacted by major events or road closures.

Why it's critical to the WCCRP:

Highway 3 is the Southern Trans-Provincial Corridor and serves as the primary backup trade route to the coast. Highway 3 is of high importance to industry that produces critical minerals in our valley. The movement of these products over the life of the mine in Princeton (2043), result in a Gross Domestic Product of \$11.5 Billion+ to British Columbia and a \$22.1 Billion+ Economic Output to Canada.



Not to scale. Map for illustrative purposes only.

Resiliency Infrastructure Investment

Princeton is at the confluence of 2 major rivers: the Tulameen and the Similkameen. Both are prone to flooding.

There are 3 major bridges that cross the rivers at Princeton,

1. Highway 3 bridge over the Similkameen river,
2. Highway 5A bridge over the Tulameen river and
3. The original wooden bridge also over the Tulameen river.

Engineers and consultants have identified concerns with both bridges over the Tulameen river. A major concern is that the highway 5A bridge abutments impinge upon the water course, putting the integrity of the bridge and the community at risk. The concerns surrounding the Highway 5A bridge need to be addressed in order to secure the economic trade corridor to the coast.

For more information www.princetonfloodhub.ca



References

Energy Pipeline Maps

Contains information licensed under the [Open Government Licence – Canada](#).

- Transmountain Pipeline [Link](#)
- Enbridge Gas Pipeline [Link](#)
- CER Interactive Pipeline Map [Link](#)

Agricultural Areas

Contains information licensed under the [Open Government Licence – British Columbia](#).

[Link](#) Agricultural Land Reserve

Critical Minerals

[Link](#) The Northern Miner - TNM Maps

Electrical Grid Map

[Link](#) BC Hydro - Transmission System Map

Credits



For More Information

WCCRP.ca

support@wccrp.ca



Photo | Drive BC | Flickr

Thank You

For more information, visit: [WCCRP.ca](https://wccrp.ca)

Contact: support@wccrp.ca



Community Farmland Trust
 c/o Catharine Kendall
 District C Farmers Institute
 Box 5 Willow River, BC V0J 3C0
Email: info@communityfarmlandtrust.ca
Website: communityfarmlandtrust.ca

June 4, 2026

Curtis Helgesen
 Chief Administrative Officer
 Regional District of Bulkley Nechako

RE: Request for Endorsement and Partnership Support

Dear Curtis,

I am writing to invite your support for an exciting new initiative focused on protecting farmland for future generations in Northern British Columbia.

The Community Farmland Trust (CFT) is being developed to address the need among prospective farmland owners who may be seeking protective covenants registered on title as part of their current or future estate property plans. Based on these land management objectives, the Trust aims to promote local food production with an emphasis on regenerative agriculture practices. Additional information outlining the CFT's background and objectives is attached.

At this early stage of organizational development, including BC Society registration and future federal charitable status, we have engaged InterraPlan Inc. to support capacity-building and to build on the considerable efforts by our interim Board of Directors.

We are seeking your organization's support in one or more of the following ways:

- i) Provide a letter of endorsement in principle
- ii) Promoting the initiative through your networks or website
- iii) Expressing interest in Board participation
- iv) Supporting membership or landowner recruitment
- v) Identifying potential funding opportunities or partners

We would greatly appreciate a letter of endorsement and any indication of areas when your organization may wish to explore further involvement during the June-August period, as we prepare for our first Annual General Meeting in September.

Thank you for your work in promoting farmland protection. We would welcome the opportunity to meet with you to discuss this initiative and potential collaboration. Please feel free to contact Reg Whiten, InterraPlan Inc. at 250-788-9632 interraplan@gmail.com.

Sincerely,

Catharine Kendall

Catharine Kendall
 Interim Chair
 Community Farmland Trust

cc: Nellie Davis, Manager of Strategic Initiatives and Rural Services



Food for your community's future:

Community Farmland Trust

Farmland for new farmers?

New farm families to revive rural communities?

More locally grown food for central and northern BC?

It's all possible by acquiring farmland and putting it in a trust for the benefit of present and future generations.

Farmland control

Most farmland in central and northern British Columbia is already in BC's Agricultural Land Reserve ("the ALR"). However, that does not ensure the land will provide food for local communities.

Increasingly, throughout the region, farmland is being bought by large corporations and used to grow canola, grain and other commodities for export, or to grow trees for carbon offset credits. Still more farmland is being acquired by speculators planning to use that land for those purposes in the future. Farms are also being purchased by wealthy people for use as extensive recreational retreats.

Farmland control (cont'd)

Less and less farmland is being left for communities to produce their own food in the future.

Meanwhile climate change, the disruption of transportation routes, pandemics and political uncertainty all threaten the shipment of food into our region.

The “atmospheric river event” in November 2021 closed truck routes to our region from the south for many days. A year earlier the covid pandemic disrupted the shipment of food from the south.

Each of these disruptions could be dismissed as a one-time event but, with the acceleration of climate change and increasing international political uncertainty, the region should prepare for those disruptions, and for potentially long-lasting changes.

We must retain local control of at least some farmland.

Farmland Trusts

Farmland trusts have preserved farmland across the U.S., Europe and most of Canada.

Farmland trusts obtain farmland from retiring farmers who want to leave a legacy to benefit their communities. Trusts can also purchase land. In either case the retiring farmer or seller might remain on the land and might mentor new farmers.

Farmland trusts also negotiate covenants on farmland. A covenant ensures farmland will never be used for anything except farming, but the farm family remains on the land and retains title to the land.

A covenant is binding on future owners of the land, and the Trust has an ongoing obligation to ensure farmers’ adherence to the conditions of the covenant.

Farmland trusts are non-profit charitable organizations. They issue tax receipts for donations of land, and for financial donations used for the purchase and management of farmland, and for donations used for the acquisition and monitoring of covenants.

Community Farms

Community Farmland Trust is a new non-profit charity dedicated to acquiring farmland for the benefit of communities in central and northern BC. The goal, though this will take many, many years to achieve, is a community farm for every community in central and northern BC.

The Trust will not depend on provincial or federal government funding. Instead the Trust will share a vision of each potential community farm with philanthropists and foundations who have an expressed concern about issues such as food security, rural communities, and climate change.

This vision, for each targeted farmland acquisition, will be developed by each community with the assistance of the Trust.

Funding obtained for each community farm will be used by the local community to finance the operation of the farm, or to monitor the management of a local farm to comply with a covenant, or, occasionally, for the purchase of the farm or covenant.

Each farm will be administered by locally elected directors, be professionally managed, and may accommodate a variety of farm operations producing food for the local community.

Community Farmland Trust

As a charity the trust will issue tax receipts for donations of land and for financial donations, and will donate the use of the land and the funding to local communities. As a trust it will ensure the land is held in perpetuity for the sole benefit of each local community.

The Trust is managed by elected volunteer directors representing the different regions of central and northern BC, and the five year business plan anticipates annual expenses of just a few thousand dollars each year.

Quarterly financial and progress reports will be provided to each community along with financial projections and work plans, and an independent financial audit will be conducted each year.

Challenges

We recognize ***Community Farmland Trust*** faces significant challenges.

These include financing, a challenge that will be addressed with frugality, with a long-term plan, and with a compelling vision shared with philanthropists and foundations.

Another challenge is climate. Though climate change is causing warmer weather, the number of frost-free days is still small. Averaged over the last 50 years the last day of frost in Dawson Creek is June 5, and the first frost of the year is on August 31. In Smithers the dates are May 31 and September 16, and in Prince George they are May 26 and September 5.

A warming climate may extend the average number of frost-free days across the region, but the increasing volatility of the climate means an increased number of frost-free days is not projected, at this time, to be assured each and every year.

Climate change is also making rainfall less predictable, another serious concern, particularly for growing vegetable crops.

Poor soils are another challenge. Though soil can be improved over time, existing soil quality will be an important consideration when considering the acquisition of any land.

Obtaining or developing farm management expertise is also a challenge, as is the current lack of farm labour. Agriculture education programs will address this concern, at least in part.

Obtaining the specialized equipment needed for growing many food crops is a challenge, too, as will be the development of processing and storage facilities.

Operational financing: It will be necessary, at least in the short term, to subsidize operations to ensure the cost of locally produced products is competitive with the cost of heavily subsidized food imported from other countries.

Finally, the biggest challenge of all might be unrealistic expectations. Obtaining the financing to acquire farmland, whether as title to the land or as covenants, will not happen quickly. It will take time and the work of many people. That's all the more reason to start now.

Community Farmland trust is an initiative of the Farmers Institutes of District C in central British Columbia. We thank Public Health Association of BC for start-up funding. For more information contact Catharine Kendall Interim Chair district.c.farmers@gmail.com



June 4, 2026

Chair Parker and Board
Regional District of Bulkley-Nechako
37 3rd Avenue
Burns Lake, BC V0J 1E0

Reference: LGPS-11628

RE: 2025 CEPF: Emergency Operations Centres – EOC Exercise and Evacuation Workshop

Dear Chair Parker and Board,

Thank you for providing final reporting for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$32,743.73. Based on this, a payment in this amount will follow shortly by electronic funds transfer. This amount represents full payment of the grant and is based on 100% of the total reported expenditure.

I would like to congratulate the Regional District of Bulkley-Nechako for undertaking this project and responding to the opportunity to increase the resiliency of BC communities.

If you have any questions, please contact the Community Emergency Preparedness Fund at 250-387-4470 or cepf@ubcm.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rebecca Bishop', is positioned above the typed name.

Rebecca Bishop, Program Officer

cc: Christopher Walker, Emergency Services Manager
Curtis Helgesen, CAO

The Community Emergency Preparedness Fund is funded by the Province of BC