



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE MEETING
AGENDA
Thursday, August 06, 2026**

CALL TO ORDER

AGENDA & SUPPLEMENTARY AGENDA

August 6, 2026

Approve

MINUTES

Committee of the Whole Meeting Minutes - May 14, 2026

Page 4-13

Approve

DELEGATIONS

OFFICE OF THE SENIORS ADVOCATE OF BC - Dan Levitt, Senior Advocate

Re: Update

ADMINISTRATION REPORTS

Cheryl Anderson, Director of Corporate Services - Q2 Quarterly Report

Page 14-66

Receive

John Illes, Chief Financial Officer - Directors' Remuneration Update

Page 67-85

Recommendation

John Illes, Chief Financial Officer - Local Government Climate Action Program 2025 Report

Page 86-100

Receive

**Nellie Davis, Manager of Strategic Initiatives and Rural Services -
Grant in Aid for Bulkley Valley Agricultural and Industrial
Association - Electoral Area A (Smithers/Telkwa Rural)**

Page 101-107

Recommendation

**Nellie Davis, Manager of Strategic Initiatives and Rural Services -
Grant in Aid for Paul Lychak Evelyn Community Hall - Electoral
Area A (Smithers/Telkwa Rural)**

Page 108-117

Recommendation

**Megan D'Arcy, Regional Agriculture Coordinator - Community
Pasture Jurisdictional Review**

Page 118-121

Receive

**Megan D'Arcy, Regional Agriculture Coordinator - Irrigation
Infrastructure Investment Jurisdictional Review**

Page 122-134

Receive

ADMINISTRATION CORRESPONDENCE

**Northern Development Initiative trust - 2026 Economic
Development Capacity Building**

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Receive

**Ministry of Housing and Municipal Affairs - Code of Conduct and
Parental Leave Legislative Update**

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Receive

**Sharon Hartwell, MLA Bulkley Valley-Stikine- UBCM Meeting
Schedule**

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Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS - Chair Parker

1. BC Parks Foundation Meeting
2. EU Deforestation Regulation Meeting

NEW BUSINESS**ADJOURNMENT**



REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE MEETING
MINUTES

Thursday, May 14, 2026

Directors Present: Chair Mark Parker
 Gladys Atrill
 Shane Brienens - via Zoom - arrived at 10:10 a.m.
 Leroy Dekens
 Martin Elphee
 Judy Greenaway
 Clint Lambert - left at 10:11 a.m., returned at 10:14 a.m.
 Linda McGuire
 Shirley Moon
 Kevin Moutray
 Chris Newell - left at 11:40 a.m., returned at 11:52 a.m.
 Michael Riis-Christianson
 Stoney Stoltenberg
 Sarrah Storey - via Zoom - arrived at 10:04 a.m.
 Henry Wiebe

Staff: Curtis Helgesen, Chief Administrative Officer
 Cheryl Anderson, Director of Corporate Services
 John Illes, Chief Financial Officer
 Natasha Burgert, Planning Student - left at 10:31 a.m.
 Megan D'Arcy, Regional Agriculture Coordinator - left at 11:41 a.m.
 Jason Llewellyn, Director of Planning and Development Services - left at 10:31 a.m., returned at 11:28 a.m.
 Trevor Moffat - Planning Student - left at 10:31 a.m.
 Amy Wainwright, Deputy Director of Planning and Development Services - left at 10:31 a.m.
 Wendy Wainwright, Deputy Director of Corporate Services

Others: Ron Poole, Poole Consulting - left at 10:32 a.m.

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Jarod Warren, Poole Consulting - left at 10:32 a.m.
Cindy Heitman, President, College of New
Caledonia - left at 11:12 a.m.
Bruce McKay, Vice President, College of New
Caledonia - left at 11:12 a.m.
Meghan Masson, Central & North Land Matcher,
Young Agrarians

CALL TO ORDER

Chair Parker called the meeting to order at 10:30 a.m.

First Nations Acknowledgement

AGENDA

May 14, 2026

2026-COWM-083

Moved by Director Stoltenberg

Seconded by Director Dekens

That the Committee of the Whole Agenda for May 14, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole Meeting Minutes - April 16, 2026

2026-COWM-084

Moved by Director Greenaway

Seconded by Director Wiebe

That the Committee of the Whole Meeting Minutes of April 16, 2026 be approved.

CARRIED UNANIMOUSLY

*** Staff Introductions**

Jason Llewellyn, Director of Planning and Development Services introduced Natasha

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Burgert and Trevor Moffat, Planning Summer Students.

DELEGATIONS

GOVERNMENT OF ALBERTA - Ron Poole, Poole Consulting Re: West Coast Oil Pipeline

Chair Parker welcomed Ron Poole, Poole Consulting. Mr. Poole introduced Jared Warren.

Mr. Poole provided a PowerPoint Presentation.

West Coast Oil Pipeline Engagement

- Who we are?
- Commitments and Value
- What we are Engaging About?
- Project Description
- Project Timeline
- Environment and Safety
- Committed to working together to Protect Land and Water
- Committed to High Standards - Prevention is Top Priority
- Economic Opportunities
- Possible Next Steps.

The following was discussed:

- Support with the understanding that there will be world class technology built into the proposal and project to mitigate the risks
 - Opportunities for work
 - Local government participation in determining camp locations, effects on rural areas and communities
 - Mr. Poole will bring forward the request to include local government input
 - Camp locations will be dependent on the location of pipeline layout
 - Importance of Indigenous and non-Indigenous participation and adequate consultation
- Impact of the North Coast Tanker Ban to the proposed project
 - Needs to be addressed
- Past pipeline experience identified areas of improvement regarding engagement

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and need for local government engagement in areas such as:

- Waste disposal,
- Impacts to rural residents and rural roads
- Strain on healthcare and RCMP services
 - Additional workforce in the region creates an additional strain on services
- Public information speaks to the rights of the Alberta Government
- Importance of recognizing the rights of the Province of B.C.
 - Values of the region need to be considered
 - Economic development in northern B.C.
 - Importance of engagement with all residents in the region and the Province of B.C.
- Regional District has repeatedly expressed concerns regarding provincial regulations meeting local concerns
- Require a better understanding of the Federal Government process and the role in the development of the project
- Cumulative impacts of all resource and energy projects throughout the region
- Utilizing existing energy corridors and camp locations to mitigate the impact to the land base
- Consideration of housing vs. camps
 - Province of B.C. recently withdrew funding for housing initiatives
 - Consideration of the use of municipal infrastructure
 - Rather have established housing than camps to provide legacy infrastructure for communities and a critical benefit from projects.

Mr. Poole asked if there was an evaluation and/or report completed at the completion of the Coastal GasLink Pipeline. Staff will forward the information.

Chair Parker thanked Messrs. Poole and Warren for attending the meeting.

COLLEGE OF NEW CALEDONIA - Cindy Heitman, President and Bruce McKay, VP Academic Re: Update

Chair Parker welcomed Cindy Heitman, President and Bruce McKay, Vice-President.

Ms. Heitman provided a PowerPoint Presentation.

- Section 6 of the College and Institutes Act
- Government Priorities for all Ministries

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- Expectations for CNC
- Course and Program Offerings, and Funding Partners 2022/2023 - present
 - Burns Lake, Vanderhoof, Fort St. James.

Director Moon brought forward the importance of agriculture to the region's economy and the need to support education in agriculture. Mr. McKay noted that some work is being done to identify what is needed to support education in the agriculture sector of the region. He commented that the CNC recognizes the potential to build programs and/or partner with other organizations.

Director Greenaway identified the closure of the CNC campus in Fort St. James and the request for the building to be returned to the community where the community can host programs and educational courses.

Director Wiebe spoke of the mines being proposed and opening in the northwest and supporting trades and mine training programs. He also noted the potential to create additional student dormitory accommodations to be able to create training opportunities and to remove housing concerns for students. Ms. Heitman noted the global impact on major projects in the northwest and being engaged and discussing future training needs at the provincial level. Ms. Heitman identified the challenges around student demand. Mr. McKay referenced the programs being provided at CNC campuses and the recent announcement by the Province for additional funding and Red Seal seats for trades education. Community workforce grants were discussed and the consideration of providing 100% subsidy to encourage students to enroll in trades and support programs.

Director McGuire encouraged partnering with high schools to provide onsite introduction to job opportunities at mines in the northwest. Directors McGuire and Storey noted the need for simple marketing to promote various programs such as place cards at tables in restaurants and social media opportunities. Ms. Heitman mentioned that the CNC has undertaken similar marketing initiatives.

Director Moutray suggested offering dual credits for students in high school for various programs. He also commented that he is looking forward to the upcoming labour market study.

Director Storey spoke of including business and marketing courses as part of trades training and engaging youth. Ms. Heitman mentioned that the CNC has recently undertaken an engagement process starting at the Kindergarten level to encourage students to consider various training opportunities when children grow and move into

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post-secondary education.

Chair Parker thanked Ms. Heitman and Mr. McKay for attending the meeting.

YOUNG AGRARIANS (c/o Agrarians Foundation) - Meghan Masson, Central & North Land Matcher Re: Update - BC Land Matching Program and Event Planning in the Region

Chair Parker welcomed Meghan Masson, Central & North Land Matcher, Young Agrarians.

Ms. Masson provided a PowerPoint Presentation.

- Overview
- YA Grow - A-Farmer Program Pillars
- Impact
- B.C. Land Matching Program
 - Province
 - Central & Northern B.C.
 - Land Matching Services
 - Sector Challenges
- Examples of successful Farm Transition, New Farm Business and Farm Expansion
- Business mentorship network
- Apprenticeship program.

The following was discussed:

- Purchase agreement protections for young farmer investors
- Variety of farms of interest in the region
 - Large range in size and diverse interests by potential young investors
- Do young farmers continue to work a job during the day
 - Business Plans are sometimes required to ensure there is an understanding of responsibilities
- Various age demographics utilizing the program
- Benefits, exposure and relationship building of the apprenticeship program
- Challenges
 - Land seekers and land matching programs outside the lower mainland is a newer program and needs more matching opportunities
 - Promoting the program
- Regional District promotion of the program.

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Chair Parker thanked Ms. Masson for attending the meeting.

ADMINISTRATION REPORTS

Cheryl Anderson, Director of Corporate Services - Keeping It Rural Conference – June 10-12, 2026 – Kelowna, BC

2026-COWM-085

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Committee of the Whole recommend that the Board authorize attendance of Rural Directors wishing to attend the Keeping it Rural Conference from June 10-12, 2026 in Kelowna, B.C.

CARRIED UNANIMOUSLY

Cheryl Anderson, Director of Corporate Services - Union of BC Municipalities Convention - September 14-18, 2026 -Vancouver, B.C.

2026-COWM-086

Moved by Director Stoltenberg

Seconded by Director Elphee

That the Committee recommend that the Board authorize attendance of Rural Directors at the UBCM Convention from September 14-18, 2026 in Vancouver, B.C.

CARRIED UNANIMOUSLY

The following was discussed:

- Minister Meeting request deadline
- Ministry Staff Virtual Meeting request deadline
 - Meetings will be scheduled for the week prior to UBCM
 - Staff to confirm additional opportunities to meet with Ministry Staff during UBCM
- Resolution Deadline
- Minister Meetings
 - Minister of Infrastructure - Director Greenaway
 - Minister of Health - Director Greenaway
 - Minister of Housing and Municipal Affairs and Minister of Finance- Director Storey
 - Withdrawal of Provincial funding for housing

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- Select Standing Committee on Finance and Government Services will hold in-person and virtual public hearings in Smithers June 18th
 - Regional District was selected to provide a presentation
- Directors to forward to staff meeting topics and any additional meeting requests.

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Area F (Vanderhoof Rural) Grant in Aid for Nechako View Senior Citizens Home Society

2026-COWM-087

Moved by Director Moon

Seconded by Director Moutray

That the Committee recommend that the Board approve a Regional Grant in Aid of \$8,650 from the Area F (Vanderhoof Rural) allocation to the Nechako View Senior Citizens Home Society for a duplex renovation project with Charis Supportive Housing Society.

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer - Quarterly Financial Report

2026-COWM-088

Moved by Director Wiebe

Seconded by Director Dekens

That the Committee receive the Chief Financial Officer's Quarterly Financial Report memorandum.

CARRIED UNANIMOUSLY

Shari Janzen, Community Development Coordinator - Go North RV - 2025/26 Final Report

2026-COWM-089

Moved by Director Stoltenberg

Seconded by Director Wiebe

That the Committee receive the Community Development Coordinator's Go North RV - 2025/26 Final Report.

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

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City of Prince George - 2026 UBCM Resolution - Northern Rural Homeowners Grant**2026-COWM-090**

Moved by Director Lambert

Seconded by Director McGuire

That the Committee receive the Administration Correspondence from the City of Prince George regarding the 2026 UBCM Resolution - Northern Rural Homeowners Grant.

CARRIED UNANIMOUSLY

DISCUSSION ITEM**Industrial Development Delegations**

Chair Parker noted an increasing number of requests for presentations from wind farms, mines, and other proponents.

The Committee discussed:

- When and how to engage (e.g., early-stage vs. later in the process, east/west areas, or full Board involvement) and whether presentations should be virtual.
- Flexibility depending on relevance
- Projects with regional significance and RBA impacts should be prioritized
- Importance of early consultation and engagement in the progress of projects
- Without participation or consultation, there may be limited ability to raise concerns further in a process
- Evaluate on a project basis considering scope and location
- Projects located in specific electoral areas may be directed to that Director for consideration
 - Impacts in a specific area may affect neighbouring areas and municipalities
 - Meeting with Electoral Area Directors directly may allow for meaningful questions and discussion.

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ADJOURNMENT

2026-COWM-091

Moved by Director Newell

Seconded by Director Stoltenberg

That the meeting be adjourned at 12:06 p.m.

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: August 6, 2026
Subject: Q2 Quarterly Report

RECOMMENDATION: (all/directors/majority)

Receive

BACKGROUND

Departmental Quarterly Reports for the 2nd Quarter of 2026 have been prepared to keep the Board apprised of the status of strategic priorities, departmental work plans, and normal operations.

ATTACHMENTS:

1. Administration Quarterly Report
2. Finance Quarterly Report
3. Protective Services Quarterly Report
4. Planning Quarterly Report
5. Environmental Services Quarterly Report



Administration

April 1, 2026 – June 30, 2026

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Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Anusha Rai, Human Resources Advisor

Danielle Sapach, Administration Clerk

Kaia Nitchie, First Nations Liaison

Nellie Davis, Manager of Strategic Initiatives and Rural Services

Shari Janzen, Community Development Coordinator

Cameron Hart, Community Development Coordinator

Megan D'Arcy, Agriculture Coordinator

Trevor Tapp, Agriculture Coordinator (Casual)

Strategic Priorities

2023-2026 STRATEGIC PRIORITIES

Relationships with First Nations

- To enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of our communities.
 - Extend invitations for informal meetings/meals with each First Nations government in the region
 - Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest
 - Investigate and identify opportunities for the RDBN to provide specific services to First Nations Communities

Advocacy with the Province

- 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.
 - Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province
 - 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
 - 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

- To ensure there is an adequate supply and variety of housing options for our citizens.
 - Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives
 - Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better reflect the needs of northern residents
 - Investigate opportunities for the Regional District to plan for and/or support the development of workforce housing

Community and Economic Sustainability

- To identify and pursue opportunities to support and diversify our economy.
 - 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
 - Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator
 - 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.

Relationships with First Nations

During the second quarter of 2026, key activities included:

- Compiled information for Red Dress Day (May 5) and distributed the content to staff.
- Developed weekly learning resources in the month of June for Indigenous People's History Month. Resources focused on the culture, language, and history of local First Nations and were distributed to staff and Board members.
- Communicated updates and invited feedback from applicable Nations regarding the draft Houston, Granisle, and Topley OCP.
- First Nations Liaison attended the LGMA First Nation - Local Government Land Use Planning Workshop.
- First Nations Liaison attended the Partners of Emergency Management (POEM) Workshop.
- Staff facilitated a meeting with Electoral Area E Director, Cheslatta Carrier Nation, and Nee Tahi Buhn to discuss joint interests and enhance relationship building.
- Staff and elected officials attended the Protocol Agreement signing ceremony with Saik'uz First Nation.
- Chair and staff attended the RioTinto Social Investment Workshop and Reservoir Update with First Nation and community partners.
- Chair and staff attended a meeting with Stellat'en First Nation Chief and Council to take photos of the Stella Road Walkway Lighting project which was supported by RDBN CWF and RBA funds.
- First Nations Liaison attended the virtual Regional District Indigenous Relations Community of Practice meeting, featuring topics on Emergency Management and First Nations Engagement.
- Provided a letter of support for Cheslatta Carrier Nation and Nee Tahi Buhn's advocacy efforts regarding expanded access to three-phase power in Electoral Area E.
- Staff organized the *Cultivating Safe Spaces in Emergency Management* workshop facilitated by Kayla Pepper for EOC staff. The workshop focused on compassion and self-care while working in the EOC, cultural safety, intercultural competency, conflict navigation, and culturally grounded emergency management practices.

- Staff attended a meeting with Ts'il Kaz Koh and Burns Lake Community Forest Ltd. to discuss joint interests related to the Narrows bridge in Electoral Area B.
- Staff continued discussions regarding Fire Service Agreements with Cheslatta Carrier Nation and Nee Tahi Buhn.

Advocacy with the Province

The following Minister/ministry staff/corporation meeting requests were submitted for consideration at the upcoming Union of B.C. Municipalities Convention:

1. The Honourable David Eby, Premier
 - Communication with Ministry of Indigenous Relations and Reconciliation
 - Resource Benefits Alliance
2. The Honourable Adrian Dix, Minister of Energy and Climate Solutions
 - Cumulative Impacts of Increased Industrial Development
3. The Honourable Lana Popham, Minister of Agriculture and Food
 - Drought Concerns
 - European Union Deforestation Regulation
 - BC Parks Foundation Purchases of Agricultural Land
4. The Honourable Josie Osborne, Minister of Health
 - Recruitment/retention of Healthcare Professionals
 - Emergency Room Closures
 - Health Authority Reviews
5. The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
 - BC Housing Project Delays
 - Electoral Area Reform
6. The Honourable Ravi Kahlon, Minister of Jobs and Economic Growth
 - Camp Pressures
 - Increased Workforce
 - Location of Camps and Infrastructure Legacy
7. The Honourable Bowinn Ma, Minister of Infrastructure
 - Facilities Condition Index
 - Regional Hospital District Master Plans (Timing)
8. The Honourable Ravi Parmar, Minister of Forests (Joint meeting with RDFFG/Cariboo RD)
 - Forest Service Roads
9. BC Hydro President
 - Impacts of proposed North Coast Transmission Line
10. Ministry of Mining and Critical Minerals
 - Community Impact Mitigation Discussion and Identification
 - Community Benefit

- Cumulative Impacts
11. Ministry of Post-Secondary Education and Future Skills
- Temporary Foreign Workers

Local Government Elections

Staff have been preparing for the upcoming election by working on the nomination package, securing polling station locations, and recruiting election officials.

Economic Development/Rural Services

Community and Economic Stability

Staff completed the RDBN Annual Report for 2025 and tax notice inserts for electoral area residents.

The 2026 Regional Business Forum was successfully hosted in Fraser Lake on Tuesday, May 26, 2026.

Economic Development staff attended the BC Economic Summit in Penticton in May.

Contracts have been awarded for updates to the Food and Agriculture Plan, Economic Development Strategy, and the Tourism Strategy. Work is underway and engagement is planned to start in Q3 for all three projects.

Agriculture

Agriculture Coordinators attended both the Connecting Food in the North (organized by SDs 91 and 54) and the Nechako Watershed Roundtable: Climate Change Adaptation and Resilience Workshops in April. In June, one Agriculture Coordinator attended the BC Agriculture Forum in Penticton.

Following a successful 2025 Connecting Consumers and Producers video project, additional footage is planned for the summer of 2026.

Human Resources

Labour Relations

Human Resources continued to support departments with labour relations matters, including workplace concerns, collective agreement interpretation, policy application, and other employment matters.

The work focused on providing Department Heads with practical and consistent guidance, maintaining appropriate documentation, and supporting decisions that aligned with organizational policies and requirements. Human Resources also assisted with addressing concerns promptly, clarifying expectations, and supporting effective communication between employees, supervisors, and management.

Administration

April 1, 2026 – June 30, 2026

Ongoing priorities include strengthening labour relations practices, promoting consistency across departments, and supporting timely and well-informed decision making.

Joint Health and Safety Committee

The Joint Health and Safety Committee continued to meet monthly to review workplace health and safety matters and identify opportunities to strengthen existing procedures. During the quarter, the Committee discussed the WorkSafeBC variance requirements and reviewed the related fall protection procedures. The Committee remains committed to supporting preventive measures and promoting a safe and healthy work environment.

WorkSafe BC Report

Human Resources continued to address matters identified by WorkSafeBC. During the quarter, the RDBN submitted a detailed Request for a variance related to guardrail requirements at designated transfer stations.

The Training and Safety Supervisor also implemented fall protection plans at four main sites to support regulatory compliance and strengthen workplace safety. Over the next several months, the focus will be on continued employee education, consistent implementation of the fall protection plans, and monitoring compliance at the sites. Employees working at the sites are required to review and follow the applicable procedures and understand their responsibilities for maintaining a safe and healthy work environment.

[illegible]

Electoral Area Funding Summaries to June 30, 2026

Area A (Smithers/Telkwa Rural)

Economic Development Service

2026 Starting Balance:	\$52,902	Current Balance:	\$37,402
Smithers Chamber of Commerce	Business Excellence Awards	\$	5,000
Village of Telkwa	Community Hall Kitchen Upgrade	\$	10,500

Grant in Aid

2026 Starting Balance:	\$252,323	Current Balance:	\$187,807
Lakes District Kennel Club	New Trailer	\$	900
Telkwa Elementary PAC	Kitchen Equipment	\$	2,785
PNW Science Fair	2026 Event	\$	1,500
BV Arts Council	Spotlight on Talent Event	\$	2,000
Smithers Seniors	Entry Safety	\$	14,200
Smithers Seniors	Dishwasher	\$	10,000
Groundbreakers	Seedy Saturday, School Programs	\$	2,820
Smithers Curling Club	Roof Engineering	\$	5,000
BV Christian School Society	Gym Floor Replacement	\$	5,000
BV Christian School Society	Litter-a-thon 2026	\$	2,500
BV Rod and Gun Club	Father's Day Fishing Event	\$	2,400
Town of Smithers	Election Day Transit	\$	1,598
RCL 63 Smithers	Veterans Crosswalk	\$	13,338
Nechako Valley Exhibition	Purebred Pen Show 2026	\$	250
NW BC Summer Games U14 Bball	Uniforms	\$	225

Area B (Burns Lake Rural)**Economic Development Service**

Special Projects:	Village of Burns Lake Healthcare Recruitment Project	\$15,000
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2026 Starting Balance:	\$25,000	Current Balance:	\$25,000

Grant in Aid

2026 Starting Balance:	\$68,302	Current Balance:	\$55,327
LDSS PAC	Photo Booth	\$	1,725
Lakes District Kennel Club	New Trailer	\$	900
LDSS Sr. Boys Basketball	Provincials	\$	1,000
Burns Lake Saddle Club	Gymkhanas	\$	1,000
Burns Lake Airsoft Association	First Aid	\$	2,500
Burns Lake Youth Soccer	Mother's Day Tea	\$	600
OLBC	Geothermal	\$	5,000
Nechako Valley Exhibition	Purebred Pen Show 2026	\$	250

Area C (Fort St. James Rural)**Economic Development Service**

2026 Starting Balance:	\$100,000	Current Balance:	\$100,000

Grant in Aid

2026 Starting Balance:	\$57,176	Current Balance:	\$28,326
Fort St. James Sled Dog Association	2026 Caledonia Classic	\$	2,000
RC Legion Branch 274	wreath for 2025 ceremony	\$	100
Fort St. James Minor Hockey	Fort Forum History Project	\$	5,000
Fort St. James Secondary School	2026 Bursary	\$	1,500
Music on the Mountain	2026 Festival	\$	2,500
Nechako Valley Exhibition	Inflatable Purchase	\$	1,000
Fort St. James Secondary School	Sr. Girls Soccer Provincials	\$	1,000
Stuart Lake Golf Club	Clubhouse Feasibility	\$	15,000
Vanderhoof International Airshow	2026 Event	\$	500
Nechako Valley Exhibition	Purebred Pen Show 2026	\$	250

Area D (Fraser Lake Rural)

Economic Development Service

2026 Starting Balance:	\$150,000	Current Balance:	\$150,000

Grant in Aid

2026 Starting Balance:	\$87,740	Current Balance:	\$72,798
Lakes District Kennel Club	New Trailer	\$	900
Village of Fraser Lake	Family Day Event	\$	1,500
Fort Fraser Cemetery Commission	New walkway	\$	5,000
FLESS	Exchange Event	\$	1,000
FLESS	Sr. Girls Soccer Zones	\$	2,625
Fraser Lake RCMP	Bike Rodeo 2026	\$	1,000
FLESS	2026 Bursary	\$	1,000
Vanderhoof International Airshow	2026 Event	\$	1,667
Nechako Valley Exhibition	Purebred Pen Show 2026	\$	250

Area E (Francois/Ootsa Lake Rural)

Economic Development Service

Special Projects:	Village of Burns Lake Healthcare Recruitment Project	\$15,000
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2026 Starting Balance:	\$110,000	Current Balance:	\$110,000

Grant in Aid

2026 Starting Balance:	\$68,286	Current Balance:	\$51,280
LDSS PAC	Photo Booth	\$	1,725
Lakes District Kennel Club	New Trailer	\$	900
Francois-Tchesinkut Lake Recreation Commission	Francois Lake Hall 100 Celebration	\$	5,000
LDSS Sr. Boys Basketball	Provincials	\$	1,000
Burns Lake Youth Soccer	Mother's Day Tea	\$	600
Francois Lake PAC	New Fridge	\$	1,306
OLBA	Geothermal	\$	5,000
Cheslatta Carrier Nation - Annual Campout	Swimming and Canoe Lessons	\$	1,000
NW BC Summer Games U14 Bball	Uniforms	\$	225
Nechako Valley Exhibition	Purebred Pen Show 2026	\$	250

Area F (Vanderhoof Rural)

Economic Development Service

2026 Starting Balance:	\$100,000	Current Balance:	\$100,000

Grant in Aid

2025 Starting Balance:	\$158,837	Current Balance:	\$117,316
Lakes District Kennel Club	New Trailer	\$	900
Nechako Valley Rodeo Association	2026 Rodeo Event	\$	2,500
Vanderhoof Chamber of Commerce	Women's Day Event	\$	450
Music on the Mountain	2026 Festival	\$	1,000
Nechako Valley Exhibition	Inflatable Purchase	\$	5,000
Nechako Valley Exhibition	Easter Event	\$	1,000
Vanderhoof Children's Theatre	Lighting Equipment	\$	5,000
Nechako View Seniors/Charis Housing	Duplex Renovation	\$	8,650
Vanderhoof Curling Club	Security/Camera Project	\$	3,127
Vanderhoof Historical Society	Century Farm Awards	\$	1,535
Nulki-Tachik Lakes Stewardship Society	Event Supplies	\$	276
Northside Christian School	Floor Replacement	\$	4,000
Cluculz Lake Community Association	Music Festival	\$	3,500
Saik'uz First Nation	Community Garden Project	\$	1,000
Mapes 4-H Club	Show Training	\$	1,250
Vanderhoof International Airshow	2026 Event	\$	1,833
Nechako Valley Exhibition	Purebred Pen Show 2026	\$	500
NW BC Summer Games U14 Bball	Uniforms	\$	225
Buckin' Around BC	2026 Events	\$	3,000

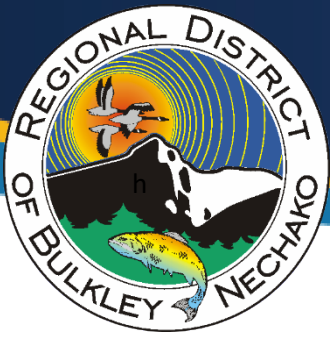
Area G (Houston/Granisle Rural)

Economic Development Service

2026 Starting Balance:	\$43,313	Current Balance:	\$43,313

Grant in Aid

2025 Starting Balance:	\$58,367	Current Balance:	\$56,142
Topley 4-H	Achievement Weekend	\$	2,000
NW BC Summer Games U14 Bball	Uniforms	\$	225



Finance

April 1 to June 30, 2026

Staffing

John Illes, Chief Financial Officer

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, (Procurement and Asset Management Planning Clerk)

Harpinder Singh, Accounting Clerk I (Accounts Payable – Term Position)

Statistic Highlight for the 2nd Quarter 2026

Accounts payable paid a total of \$3,471,245 on invoices for last quarter. A total of \$7,510,562 has been paid on invoices since the beginning of the year.

Accounts Receivable balance as of June 30th is \$763,632 with \$58,372 over 60 days (\$103,553 with \$26,246 over 60 days last quarter).

Accounting and Reporting

Highlights:

- The provincial requisition and municipal requisitions are expected to be received by August 7th.
- The Regional District has utilized \$3,309,867 of operational reserves to fund the Regional District activities during the first six months of the year. While the Regional District utilized \$2,998,016 of operational reserves during the first three months of the year, during the second quarter approximately \$1 million in industrial tipping fees were invoiced (mostly for contaminated soils) and this offset the use of further operational reserves.
- The submission of the 2026 LGDE (Provincial Government data submission form) for the 2025 calendar year, Financial Statements and SOFI Report have been submitted to the Province.
- All the data necessary to create the first draft of the asset management plan has been collected.

The directors' remuneration and travel expenses report to the end of June is included with this memo as an attachment. The second quarter financial report is included with this memo. There are no concerns noted with either report.

Attachments:

Directors Remuneration and Expenses

Quarterly Cash Based Financial Report (as of June 30th)

Finance

April 1 to June 30, 2026

GENERAL GOVERNMENT

REMUNERATION	Acutal		Budget		
		12 Months		12 Months	
Director's Remuneration - "A"	\$	10,071	\$	20,909	48%
Director's Remuneration - "B"	\$	10,056	\$	21,152	48%
Director's Remuneration - "C" *	\$	13,477	\$	27,098	50%
Director's Remuneration - "D"	\$	24,665	\$	55,701	44%
Director's Remuneration - "E"	\$	9,684	\$	19,746	49%
Director's Remuneration - "F"	\$	10,275	\$	21,141	49%
Director's Remuneration - "G"	\$	9,806	\$	19,901	49%
Director's Remuneration - SMITHERS	\$	9,700	\$	20,909	46%
Director's Remuneration - TELKWA	\$	9,788	\$	20,676	47%
Director's Remuneration - HOUSTON	\$	13,605	\$	28,559	48%
Director's Remuneration - GRANISLE	\$	9,942	\$	20,211	49%
Director's Remuneration - BURNS LAKE	\$	10,056	\$	20,377	49%
Director's Remuneration - FRASER LAKE	\$	9,212	\$	19,824	46%
Director's Remuneration - FORT ST. J	\$	10,500	\$	21,567	49%
Director's Remuneration - VANDERHOOF	\$	10,210	\$	21,296	48%
ALTERNATE Director's Remuneration	\$	2,121	\$	-	
Total	\$	173,167	\$	359,067	48%

TRAVEL	Acutal		Budget		
		12 Months		12 Months	
Electoral Area "A" Travel	\$	1,931	\$	5,220	37%
Electoral Area "B" Travel			\$	1,800	0%
Electoral Area "C" Travel ***	\$	1,531	\$	8,300	18%
Electoral Area "D" Travel	\$	3,449	\$	12,700	27%
Electoral Area "E" Travel	\$	754	\$	2,520	30%
Electoral Area "F" Travel	\$	1,783	\$	5,760	31%
Electoral Area "G" Travel	\$	1,344	\$	2,880	47%
SMITHERS Travel **	\$	2,368	\$	10,220	23%
TELKWA Travel	\$	1,946	\$	4,680	42%
HOUSTON Travel	\$	900	\$	3,060	29%
GRANISLE Travel	\$	1,646	\$	3,600	46%
BURNS LAKE Travel			\$	-	
FRASER LAKE Travel	\$	672	\$	2,700	25%
FORT ST. J Travel	\$	1,440	\$	6,750	21%
VANDERHOOF Travel	\$	3,913	\$	6,120	64%
ALTERNATE TRAVEL	\$	1,004			
Total	\$	24,680	\$	76,310	32%

* includes a \$5,724 allowance for SNRHD Chair

** includes a \$5,000 travel allowance(that is reimbursed to the RD) as RBA Chair

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

RURAL GOVERNMENT

REMUNERATION	Acutal		Budget		
	12 Months		12 Months		
Director's Remuneration - "A"	\$	9,387	\$	17,190	55%
Director's Remuneration - "B"	\$	7,991	\$	19,576	41%
Director's Remuneration - "C"	\$	7,010	\$	13,319	53%
Director's Remuneration - "D"	\$	5,655	\$	13,380	42%
Director's Remuneration - "E"	\$	7,202	\$	13,501	53%
Director's Remuneration - "F"	\$	9,950	\$	15,581	64%
Director's Remuneration - "G"	\$	4,836	\$	12,799	38%
Total	\$	52,031	\$	105,346	49%

TRAVEL	Acutal		Budget		
	12 Months		Full Year		
Electoral Area "A" Travel	\$	7,080	\$	12,000	59%
Electoral Area "B" Travel	\$	2,232	\$	12,000	19%
Electoral Area "C" Travel*	\$	4,993	\$	12,000	42%
Electoral Area "D" Travel	\$	3,831	\$	12,000	32%
Electoral Area "E" Travel	\$	4,733	\$	12,000	39%
Electoral Area "F" Travel	\$	7,723	\$	12,000	64%
Electoral Area "G" Travel	\$	2,258	\$	12,000	19%
Total	\$	32,850	\$	84,000	39%

Regional District of Bulkley-Nechako Quarterly Financial Report

	Actual To June 30, 2026	Budget	
REVENUES			
Taxation	-	15,683,427	0%
Lieu of Taxes	4,023	1,330,670	0%
Taxation and Service Agreement	52,500	109,668	48%
Fees and Charges	1,517,430	1,714,288	89%
Donations and Minor Grants	101,922	160,000	64%
Miscellaneous Revenue	162,141	310,289	52%
Subtotal Own Source Revenue	1,838,016	19,308,342	
Federal Grants (Community Works)	684,969	1,359,375	50%
Provincial Government Transfers			
Northwest Revenue Sharing	1,591,417	3,619,077	44%
Northern Capital And Planning Grant	151,819	883,369	17%
Growing Community	342,993	525,080	65%
EMBC Reibursement Grants	8,334	250,000	3%
Other Government Transfers	41,457	205,000	20%
Provincial Unconditional Grant		185,000	0%
NDIT Grants	(40,921)	318,000	-13%
UBCM Grants	39,952	292,057	14%
Subtotal Grant Revenue	2,820,018	7,636,958	
Investment Revenue	552,147	6,963	
Municipal Debt Payments	350,489	687,073	51%
Internal Transfer from Own Reserves	56,996	87,500	65%
Prior Year Surplus	2,160,113	2,161,545	100%
Sale of Assets (Net)		-	
Total Revenue	7,777,778	29,888,381	26%

Regional District of Bulkley-Nechako Quarterly Financial Report

EXPENSES

Directors Remuneration and Benefits	257,914	526,449	49%
Directors Travel and Expenses	57,531	161,060	36%
Elections	1,181	68,000	2%
Association Dues	24,541	33,500	73%
Staff Salaries and Benefits	3,636,514	7,964,408	46%
Other Staff Costs	139,138	419,550	33%
MFA Interest Paid	153,475	306,758	50%
MFA Principal Repayment	136,082	661,198	21%
Accounting	52,456	40,000	131%
Legal	8,551	57,500	15%
Insurance	252,301	398,702	63%
BC Transit	87,153	188,461	46%
Utilities	109,289	219,510	50%
Fuel	269,236	478,000	56%
Services and Supplies	811,477	2,504,194	32%
Equipment and Vehicle Maintenance	244,489	462,600	53%
Leasehold Closure Expense		46,384	0%
Emergency Management	3,342	250,000	1%
Other Expenses and Special Projects	256,810	1,536,279	17%
Grants to Municipalities	442,224	2,552,228	17%
Grants to Societies	1,102,194	3,469,754	32%
Capital	2,346,827	5,911,408	40%
Contribution to Reserves	582,997	1,511,359	39%
Prior Year Deficit	111,925	121,079	92%
Total Expenses	11,087,646	29,888,381	37%
Net Gain (Loss)	(3,309,867)	-	



Protective Services Department

April 1, 2026 – June 30, 2026

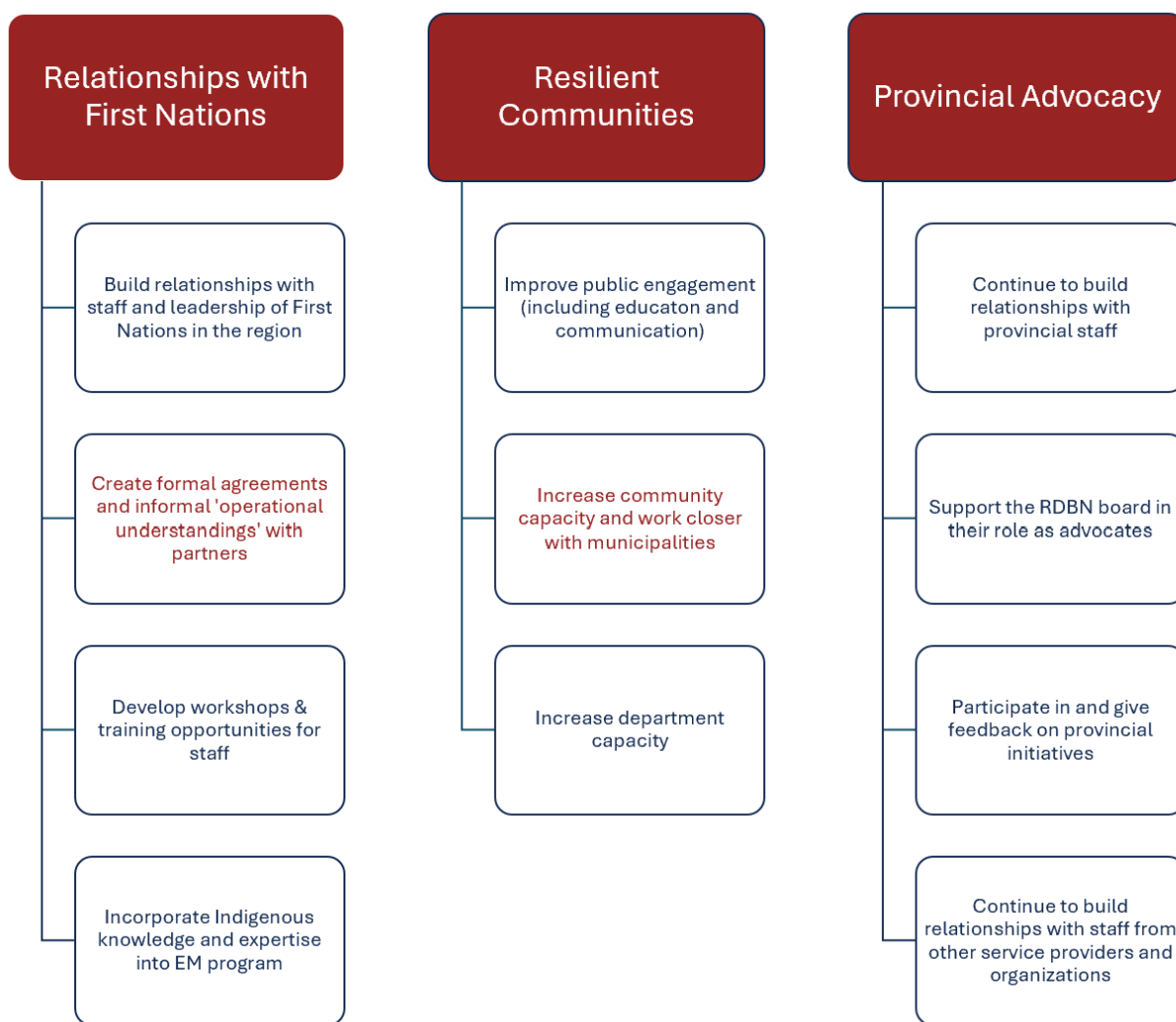
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General

The Protective Services Department is responsible for facilitating the RDBN's Emergency Management Program, 911 Service and Rural Fire Protection. This report provides a brief update on the 2026 Protective Services Strategic Goals as well as the status of the workplan and the ongoing operations of the services provided to residents.

Strategic Goals - 2026



Staffing

Fulltime permanent

- Director of Protective Services – Scott Zayac
- Regional Fire Chief – Jason Blackwell
- Emergency Services Manager– Christopher Walker
- Protective Services Assistant – Trina Bysouth

Full/Part time temporary

- FireSmart Coordinator – Cole Bender
- Emergency Management Technician – Grace Zayac

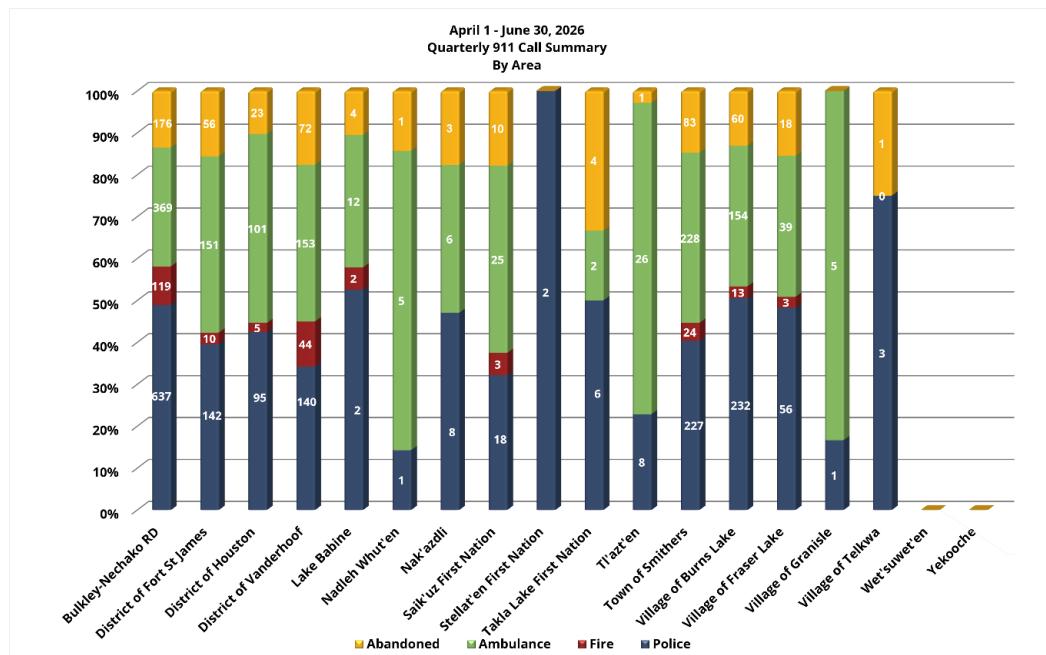
Indigenous Engagement

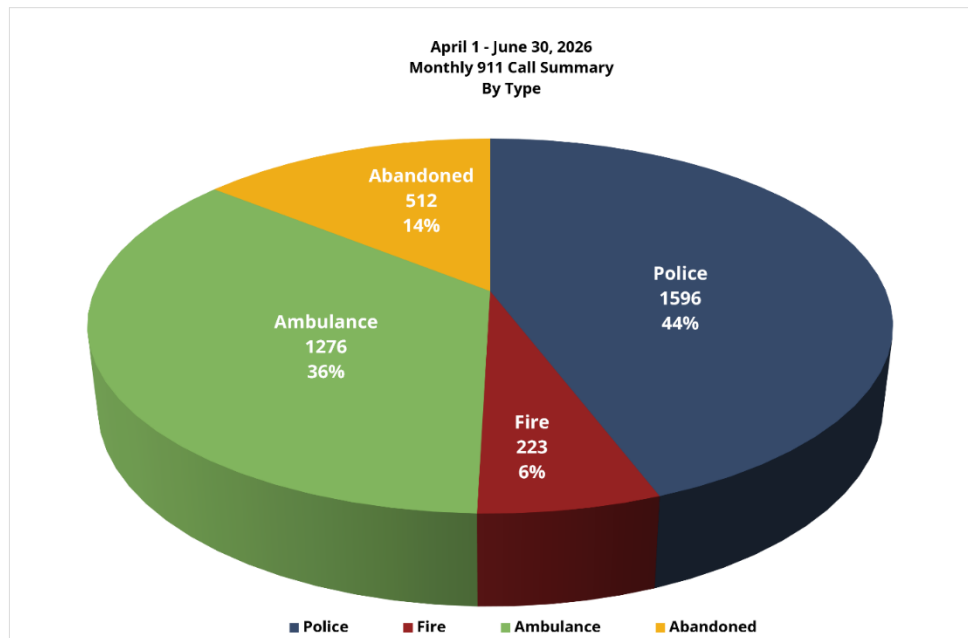
In keeping with the Regional Districts 'Strategic Focus Areas', the Protective Services Department is working to enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of communities. This quarter, staff met with staff members of seven First Nation communities (Cheslatta Carrier Nation, Lake Babine Nation, Nee Tahi Buhn, Nak'azdli Whut'en, Nazko First Nation, Stelat'en First Nation and Witset First Nation). Staff also participated in a workshop that the Office of the Wet'suwet'en participated in.

The department continues to prioritize relationship-building, the identification of shared goals, and discussions on operational objectives.

9-1-1 Service

E-COMM received **3,607** for the months of April, May and June. The charts below show the 9-1-1 calls received by jurisdiction and call type.





NG911

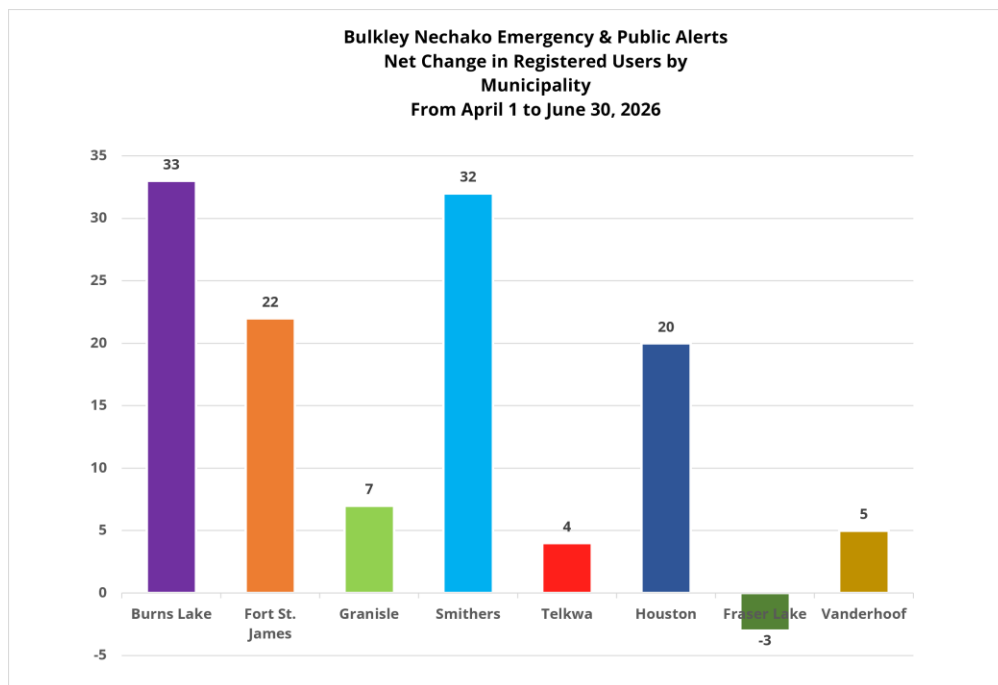
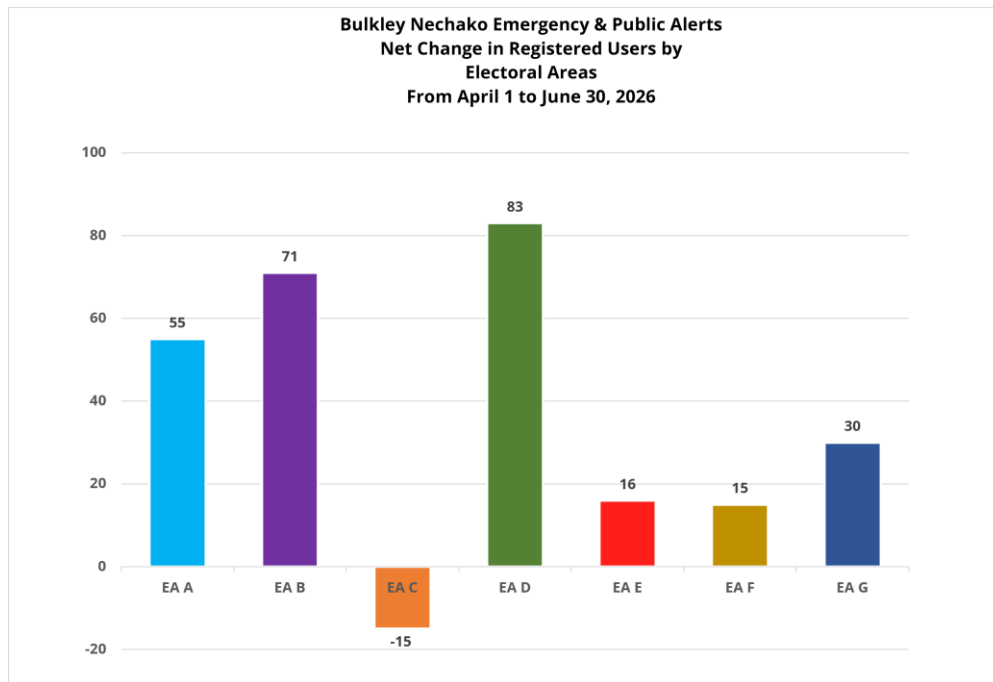
To use NG911 and 'Radio over IP' in the Topley and Fort Fraser fire protection areas, the internet will have to be upgraded at the halls. Staff are looking into a fiber optic line at the Fort Fraser Hall and the use of Star Link at the Topley Hall.

Staff's proposal to UBCM to improve residential signage was successful. The project provides \$45,000 in funding to purchase address signs for residential properties. Proper signage is an important factor in first responders identifying and finding properties quickly during an emergency response. The project also helps identify properties with either no, or incorrect civic addresses. Initial uptake was extremely successful with over 500 applications within the first week.

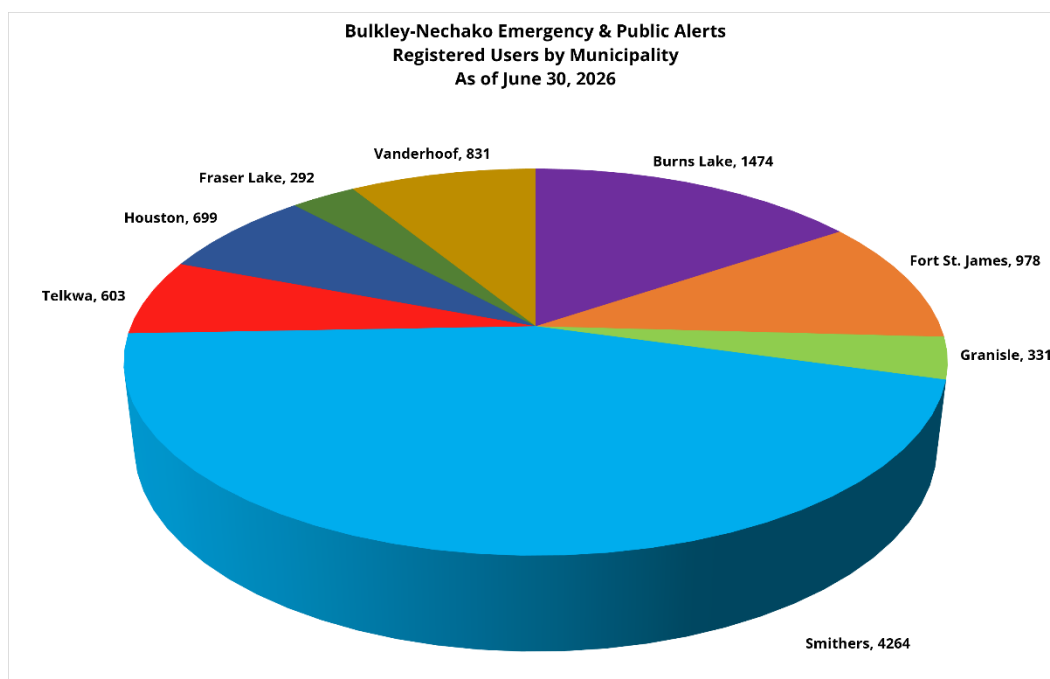
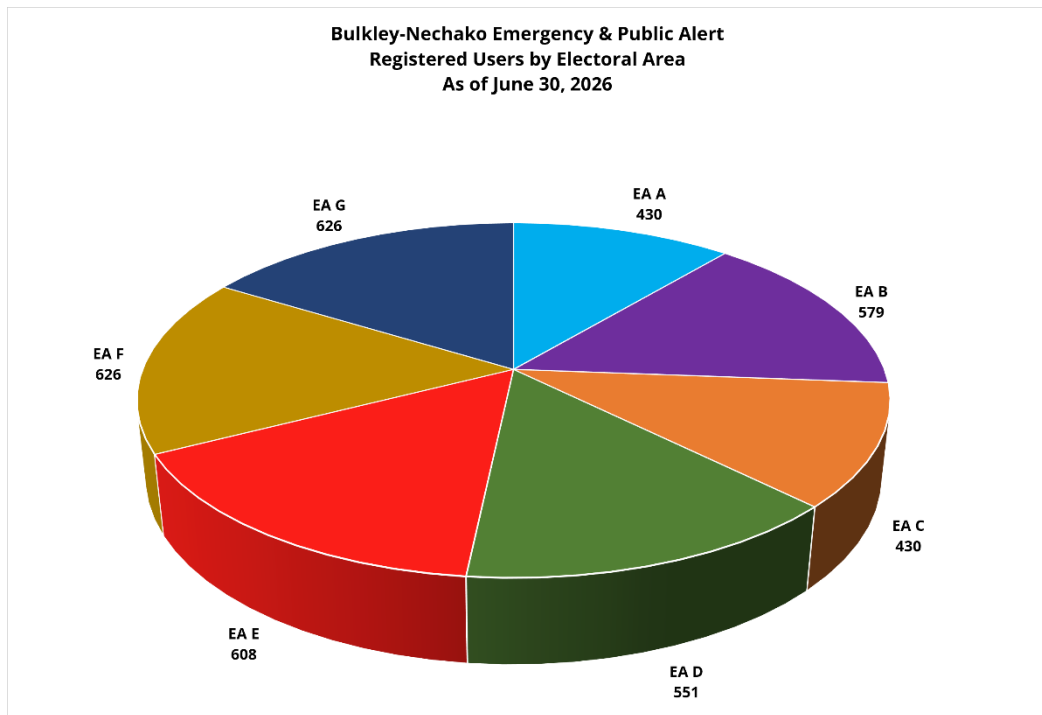
Bulkley-Nechako Voyent Alert

The advertising campaign continues to be successful. Residents continue to sign up on their own and utilize staff for assistance. Staff are planning on working with the Communications Department to create new promotional videos this year.

There were **255** new users in the electoral areas and **120** new users in the municipalities.



There is a total of **3,850** users signed up in the electoral areas and **9,472** users signed up in the municipalities for a total of **13,322** people.



Rural Fire Protection

Expansion of Fire Protection Areas

Staff have completed a Bylaw Amendment to expand the Southside Fire Protection Area to include Nee Tahi Bhun's IR Francois Lake Number 7 as well as one residential property. This Bylaw Amendment received three readings at the June 25th Board meeting and will be adopted on July 9th.

Staff are in early discussions with Nadleh Whut'en to include IR Nautley Number 1 into the Fort Fraser Fire Protection Area.

Staff completed a Bylaw Amendment for a Fire Protection Area expansion in Telkwa which has been adopted by the Board.

Administration, Training, and Support

Topley and Cluculz Lake fire departments both held a push-in ceremony to officially recognize their new apparatus.



Tower Communications was contracted to install a generator at the Topley Fire Hall in 2026. The generator has been built and is on its way with an installation to be completed in Q3.

Staff continue to work on updating the regulatory documents that apply to the rural fire departments. Input on the Standard Operating Guidelines has been received and will be incorporated into the document before the final review. Changes will help outline and clarify requirements and reporting standards for both the fire departments/societies, and the Regional District.

The Underground water tank for Luck Bay was installed this spring and is operational. Staff are still looking for suitable locations for the tanks in the Burns Lake and Telkwa fire protection areas.

Tower Communications has determined the best location for the radio repeater in the Cluculz Lake fire protection area. It will be installed on Sinkut Mountain, and staff are currently working on a Land Use Agreement for the equipment.

A Regional Fire Chiefs meeting was held at the end of April in Houston. Most of the fire departments within the RDBN attended along with the new Fire Service Advisor for the OFC who is based out of PG. The next meeting is slated for the end of July in Fort St James.

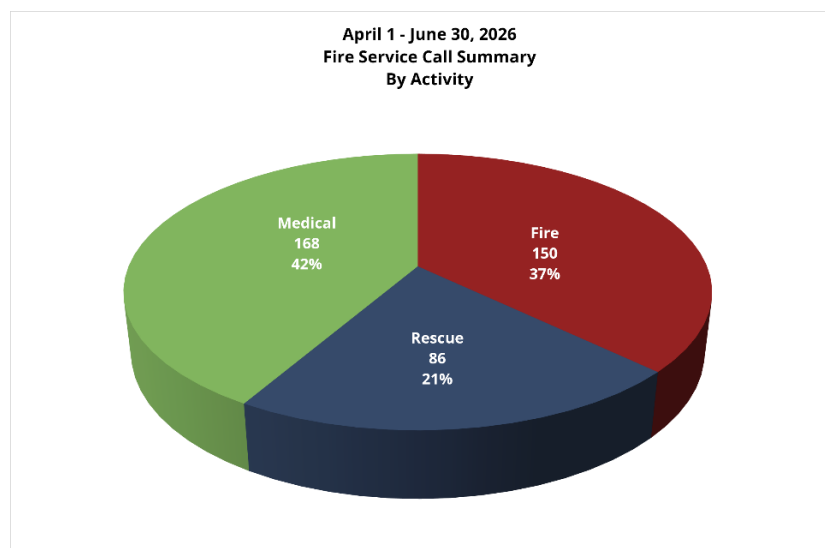
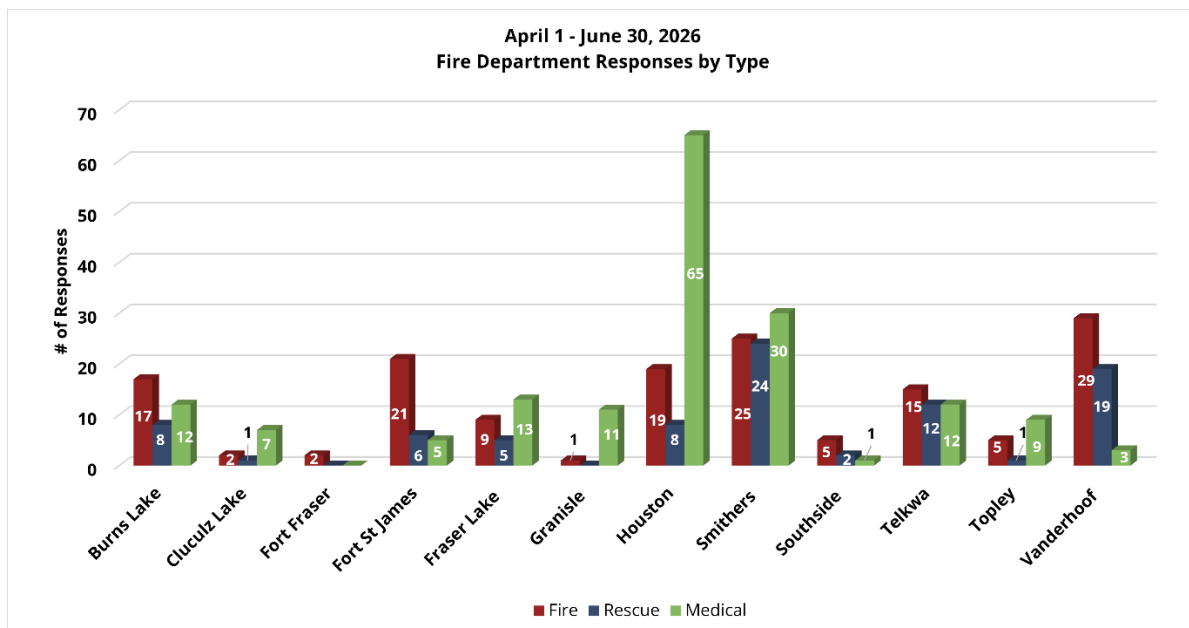
The Regional Mutual Aid Agreement was approved at the Board meeting in June, and it has been sent out to the municipalities for signatures.

The Regional Fire Chief attended the Fire Chiefs Conference in Victoria at the beginning of June.

Fire Department Response

Fire department responses vary in type and frequency across our region.

Of the **3,607** 9-1-1 calls received from April - June, **404** were forwarded to the Fire Operation Communication Centre for Fire Department response. The charts below show the 9-1-1 calls received by call type and Department.



Rural Fire Departments

Rural fire departments are under increasing pressure to meet training and regulatory requirements under the current model.

Several volunteers and fire chiefs have brought up the following concerns:

- Funding
- Employer/employee relationships with "Society run" departments
- Training requirements and regulations
- Capital reserves

Staff continue to work on ways to address the funding and operational challenges facing the rural fire departments. The board is recommending an 'Alternate Approval Process' to look at an increase in taxation to support the Cluculz Lake fire department. Public engagements are scheduled for July.

Emergency Management Program

Mitigation

FireSmart Wildfire Mitigation Program

The FireSmart program continues to be an important part of mitigation in the region. The Regional District is conducting Home Assessments in the rural areas again this year. This quarter staff have completed 67 home assessments, two Farm and Ranch assessments, and delivered \$24,420 in rebates to residents. The current FireSmart contract and funding arrangement through the province expires in July 2027. Staff will continue to advocate for the continuation of this program with the province.

The RDBN hosts the Community Wildfire Resiliency Committee for interested municipalities and First Nations in the regional. The Committee meets regularly to discuss mutual concerns, collaboration, planning and advocacy for northern communities.

Staff attended multiple community and engagement events this quarter such as the Burns Lake Public Library Seed Swap, CERS Community Wildfire Preparedness Day, and presented to the Round Lake Community group. Presentations were also delivered to Francios Lake, Grassy Plains, and Decker Lake Elementary Schools classes in partnership with BCWS. Two plant nurseries partnered with the RDBN through FireSmart Plant Program to aid in public education and messaging about gardening best practices.

Staff attended the Wildfire Resiliency and Training Summit (WRTS) in Victoria and completed the FireSmart BC Farm and Ranch Assessment Course.

Preparedness

Partners of Emergency Management Meeting

This annual event brought together 67 participants (many new participants) from 34 partnering organizations. The agenda included morning presentations from PEP AIR, Joint Task Force Pacific - Canadian Armed Forces, River Forecast Centre as well as the annual BCWS Fire Centre update. The afternoon flood exercise saw participants learn the roles of an active EOC.

Staff have held a debriefing with co-hosts (EMCR) and discussed potential improvements for next year. Planning for 2027 will start in November.

Development and Review of Emergency Plans

The Comprehensive Emergency Management Plan is in development and is being amended to align with the EDMA. Documents in development and awaiting department review include:

- Crisis Communications Plan (completed)
- Policy Document (in progress)
- Re-Entry Plan (drafted)
- Demobilization Plan (in progress)
- Livestock and Pet Plan (Livestock plan completed, waiting on regulations before completing pet portion)
- Air Quality Plan (in progress)

Business Continuity Plan

Under EDMA local authorities are required to complete Emergency Plans for all critical infrastructure including water and sewer systems. Staff have draft amendments to these plans and are working to finalize the plans with Environmental Services. Staff have started working with all departments on the Business Continuity framework and plan. The Regional District is required to have a completed Business Continuity plan in place by January 1, 2031.

Staff and Volunteer Training

In preparation for summer wildfires, RDBN staff continue to train and prepare for EOC activations. Protective Services staff have been engaging in workshops and meetings throughout the region to enhance operational readiness and strengthen regional collaboration. Meetings include:

- Development of staff training plans for all current EOC staff members.
 - These are to be implemented over the course of 2026 and 2027.
- Completion of courses include:
 - Farm and Ranch FireSmart
 - EMRG-1100 (Intro to Emergency Management in Canada)
 - I-100 (Incident Command Systems level 100) for four staff and three refreshing their training.
 - EMRG 1300 (Intro to Emergency Operations Centre)
 - Cultivating Safe Spaces for Emergency Management
- EOC Orientation for summer students and new staff.
- Delivery of RDBN Evacuation training to two SAR teams and Canadian rangers.
- Staff attended the Network of Emergency Support Services Teams conference with volunteers from the regional ESS program.
 - Junior ESS volunteers presented at the conference, the junior program under Bulkley ESS was highlighted as successful during the conference and EMCR.
- Completion of the Associate Certificate in Emergency Management.

Staff have been asked by EMCR to assist as subject matter experts in the development of new curriculum for Emergency Operations Centre training for local government and First Nations.

Public Education

Emergency preparedness and FireSmart continue to be a focus on the Bulkley Nechako Emergency Information Facebook page. Another key component is education around changes to the process of delivering Evacuation Alerts. Evacuation Alerts will be distributed through Voyent Alert, Facebook and the RDBN website.

Community Groups

In 2025, seven community groups applied to the Cooperative Community Wildfire Response Group program. There are four groups that have completed training and have received PPE as part of the program. Groups that meet the training and PPE requirements set out by BCWS will have the opportunity to work with BCWWS during response. There is no ongoing funding for training and PPE.

Response

Administration of Emergency Support Services Program

The regional ESS program continues to grow and develop. There are currently 4 ESS teams in the region:

- Bulkley ESS
 - Covers Electoral Area A and, the Town of Smithers, Village of Granisle, and District of Houston
- Burns Lake ESS
 - Covers Electoral Area B and E, and the Village of Burns Lake
- Vanderhoof ESS
 - Covers Electoral Area D, F and District of Vanderhoof
- Fort St. James ESS
 - Covers Electoral Area C and District of Fort St. James

Burns Lake ESS was activated to support residents in Quarter two.

Emergency Operation Centre

Staff continually monitor the provincial Common Operating Picture portal (COP), attend weekly hazard calls and monitor local wildfires activity to build and maintain situational awareness. Staff responded to several events across the region:

- April 20 – A level one EOC activation for road erosion on Rosenthal Road due to high streamflow and increased flooding risk.
- April 21 – A level one EOC activation because of a human caused wildfire in Electoral Area D. This fire was of serious concern to rural residents and Stellat'en First Nation reserve. RDBN staff coordinated with staff from the nation and Village of Fraser Lake. BCWS held the fire before actioning of plans was required.
- April 22 – Town of Smithers requested assistance from staff for public education and awareness for air quality concerns from a structure fire. Incident was resolved with air quality improving.

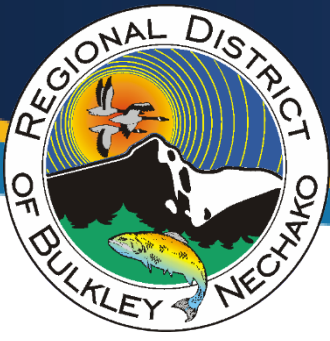
- April 24 – Reports of a truck in Cluculz Lake from March, staff have reported it to Ministry of Environment and Parks and have spoken with RCMP about the incident.
- May 6 – A level one EOC activation due to a flood watch on the Bulkley River, a Hazard Notice with the western municipalities and Witset First Nation was issued. Significant erosion of the bank on a section of Rosenthal Road occurred, Staff, MOTT, Smithers Fire Rescue attended the site. Monitoring is occurring with trigger points established to evacuate the area if the road becomes compromised and creating access concerns for residents. The water levels have lowered reducing urgency, staff continue to monitor erosion with MOTT.

Recovery

No recovery actions occurred during the second quarter.

Advocacy

Attended Rio Tinto Dam tour with community partners.



Planning Department

April 1 – June 30, 2026

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Staffing

Jason Llewellyn, Director of Planning and Development Services
 Amy Wainwright, Deputy Director of Planning and Development Services
 Maria Sandberg, Planning and Parks Coordinator
 Danielle Patterson, Senior Planner
 Cameron Kral, Planner
 Jason Berlin, Senior Building Inspector
 Steve Davis, Building Inspector
 Daryn Larson, Building Inspector
 Fiona Richardson, Development Services Clerk
 Jason Thompson, Bylaw Enforcement Officer (Part-time)
 Deneve Vanderwolf, Transit Coordinator / Planning Technician
 Rowan Nagel, GIS / Planning Technician
 Natasha Burgert, Summer Student
 Trevor Moffat, Summer Student

The Planning and Development Department includes 11 full-time positions, providing Land Use Planning, Building Inspection, Parks and Trails, Transit, and GIS and one part-time position providing Bylaw Enforcement Services. Building Inspection and Land Use Planning are also provided to select municipalities on a contract basis.

Land Use Applications and Referrals

Agricultural Land Reserve Applications

The Planning and Development Department received four new ALR applications in the second quarter of 2026. One application from a previous quarter was processed and one application from a previous quarter was carried over.

Official Community Plan Amendments and Rezoning Applications

The Planning and Development Department received one Zoning amendment application in the second quarter of 2026. Eight OCP and/or Zoning amendment applications from previous quarters have been carried forward and one application from a previous quarter was adopted.

Temporary Use Permits

The Planning and Development Department received two temporary use permit (TUP) applications in the second quarter of 2026. Two TUPs from previous quarters were processed in the second quarter.

Development Variance Permits

The Planning and Development Department received one development variance permit (DVP) application in the second quarter of 2026. Two DVPs were carried over from a previous quarter and one DVP from the first quarter was processed.

Miscellaneous Applications

The Planning and Development Department received one request for an exemption to the 10 percent parcel frontage requirement for subdivisions fronting a highway during the second quarter of 2026 and one exemption request from the first quarter was processed.

One Special Events License application from a previous quarter was processed.

Referrals – Miscellaneous, Subdivision, Other

A total of 16 miscellaneous referrals were received in the second quarter of 2026. Six miscellaneous referrals were for licenses of occupation (one still being processed), two were municipal referrals (one still being processed), two were for a wind power investigative licenses, two were for water licenses, one was for the removal of private land from a woodlot, one was a land withdrawal, and one was a mining notice of work.

A total of four subdivision referrals were received in the second quarter of 2026. All four were processed and comments were provided to the MoTT. One subdivision referral from the first quarter was processed.

Land Use Reviews

The Planning and Development Department completed 40 land use reviews for building projects in the second quarter of 2026.

Confirmation Letters

A total of five property status confirmation requests were processed in the second quarter of 2026. Two confirmation letters for subdivision requirements carried over from the first quarter were processed.

Land Use Applications and Services for Municipal Governments

Village of Burns Lake

One sign permit, one Liquor and Cannabis Regulation Branch Application and two development variance permits were received during the second quarter for the Village of Burns Lake. One of the two DVPs remains in progress. Two Development Permits for commercial projects that were initiated in Q1 were completed in Q2.

Other Municipal Projects

One Development Permit application for the District of Houston was received in the second quarter and is in progress and one OCP amendment for the District of Houston carried over from a previous quarter was completed. Progress was also made on the new suite of planning bylaws for the District of Houston.

Special Projects

Special Projects refers to a wide variety of projects that do not fit within the regular day to day work program of the Planning and Development Department. In the second quarter of 2026 the following special projects were accomplished.

- In April, the department provided a report to the Board recommending the Board not participate in an ALR Exclusion Decision Appeal for ALC Application 100803.
- In April, the department provided a report to the Board on the proposed *Heritage Conservation Act* transformation project revisions, with comment recommendations.
- In May, the department provided a report to the Board requesting third reading and adoption of "Unsightly Premises Amendment Bylaw No. 2103, 2026".
- In May, the department provided a report to the Board recommending sending a letter to the MoTT requesting a road name change for Francois Lake East Road in the interest of public safety.
- In June, the department presented to the Board a report on the 2027 budget for the affordable housing initiative.

Long Range Planning

The draft Houston, Topley, and Granisle Rural Official Community Plan has been completed and circulated to the working group and the OCP consultation list for review and comment. Following consideration of the feedback received and any resulting revisions, the draft Plan will be presented to the public at open houses in Houston, Granisle and Topley, tentatively scheduled for August.



Building Inspection

The RDBN received a total of 70 building permit applications in the second quarter of 2026, with a total construction value of **\$11,584,678**. This is an increase compared to the 52 building permit applications received in the second quarter of 2025 and a comparable construction value of \$11,491,673 received in the second quarter of 2025.

Second Quarter Building Permit Data for 2026

Area	Total Permits	Total Construction Value (\$)
A	17	3,781,000
B	9	277,386
C	3	142,280
D	2	231,600
E	0	0
F	9	1,590,000
G	2	130,000
Burns Lake	9	1,193,677
Fort St. James	2	384,000
Fraser Lake	8	276,500
Granisle	1	10,000
Houston	6	3,413,235
Telkwa	2	155,000
Second Quarter RDBN Totals	70	11,584,678
Smithers	29	9,598,706
Vanderhoof	14	1,631,517
Total	113	22,814,901

In June, the department provided a report to the Board recommending a change to the process where Section 57 Notices on title are considered.

Bylaw Enforcement

In the second quarter of 2026, Bylaw Enforcement saw a significant decrease in bylaw complaints and an increase in resolved complaints. Bylaw enforcement services have not been renewed by the District of Houston which has resulted in the bylaw enforcement services at the Regional District changing from a full time position to a part time position. It is noted that the Bylaw Enforcement Officer resigned his position at the beginning of the third quarter. An update on the filling of this position will be provided in the 3rd quarter report.

Bylaw enforcement files are created where enforcement action is warranted, and no immediate resolution is forthcoming following discussions with the property owner. A file is not created if the staff investigation determines that a bylaw infraction has not occurred and if further action is not justified, or if the infraction is resolved or is likely to be resolved through discussions with the property owner. It is noted that there are numerous bylaw enforcement issues dealt with which do not result in a file being created.

RDBN Bylaw Enforcement Table 2026:

Quarter	File Status			
	Carried Forward	New Files	Total Unresolved	Resolved
1st	20	4	24	8
2 nd	24	6	15	15

Parks and Trails

Round Lake Park and Boat Launch

Staff continue to work with the Round Lake Community Association to advance the Waterfront Upgrade Project. A Request for Proposals (RFP) has been issued to retain a consultant to complete the detailed design for the project, including the preparation of environmental permit applications for works in and adjacent to the lake. The RFP will close on July 29, 2026.

Telegraph Cabin

A park use permit has been issued to the Quick Women's Institute for their use of the Telegraph Cabin in exchange for light caretaking and monitoring duties for the 2026 season.

Staff are also working to improve access to the cabin by installing a culvert in the roadside ditch, with the work to be completed by a contractor in accordance with Ministry of Transportation and Transit standards.

Trout Creek

The park facilities were opened for the season in April and the site is maintained weekly for the 2026 season. Staff are working on installing signage on site.

Historic Telegraph Trail

Summer student staff have familiarized themselves with the existing Telegraph Trail research and have begun field verification (ground-truthing) , starting with a section of the Telegraph Trail west of Sunset Lake Recreation Site, in Electoral Area G.

Ridler Trail

To improve safety along the trail corridor and the parking lot, a danger tree assessment and falling of the identified hazard trees was completed on the Ridler Trail in June.

The next phase of work includes installing signage and issuing a contract for trail maintenance, as well as a contract to repair and upgrade trail infrastructure, such as picnic shelters and outhouses.

Imeson's Beach

A pedestrian rail crossing was completed at Imeson's Beach in April, following CN's approval of a crossing agreement and work permit application. This long-awaited milestone improves safe public access to the beach. The next phase of the project will include improvements including installing signage and upgrades to the parking lot and highway access.

During the busy summer season, the beach and surrounding area are regularly maintained by summer student staff.

Electoral Area C and G Parks and Trails Master Plans

The consultant completed the final revisions to the Parks and Trails Master Plans this spring, incorporating feedback received through stakeholder engagement, public surveys, and online workshops.

The Plans were presented to the Board of Directors at its July 9, 2026, meeting.

Geographic Information Systems (GIS)

Mapping and Inquiries

In the second quarter of 2026, the GIS Technician completed 87 tasks for RDBN staff. These tasks included 56 for the Planning Department, 14 for Protective Services, 16 for Administration & Finance, and one for Environmental Services. In addition, 19 public and 25 intergovernmental GIS inquiries were answered.

House Numbering

A total of 86 addressing updates were processed in the second quarter. A total of 24 new addresses were issued in the RDBN: six in municipalities, and one on a reserve. Additionally, there were 43 updates to existing addresses, and 14 updates to the road network.

Transit

Transit ridership was not available for the First Quarter Report. It is included below.

First quarter ridership numbers are as follows. Ridership slightly decreased on Route 161 and increased on Route 162 from the first quarter of 2025.

Route	Year	January	February	March	Total
161 Prince George	2026	398	241	391	1030
	2025	444	329	415	1188
162 Smithers	2026	245	215	320	780
	2025	200	212	239	651

Second quarter ridership numbers are as follows. Ridership on both Route 161 and Route 162 was comparable to the second quarter of 2025.

Route	Year	Apr	May	Jun	Total
161 Prince George	2026	414	409	428	1251
	2025	393	453	428	1274
162 Smithers	2026	248	306	295	849
	2025	246	309	284	839

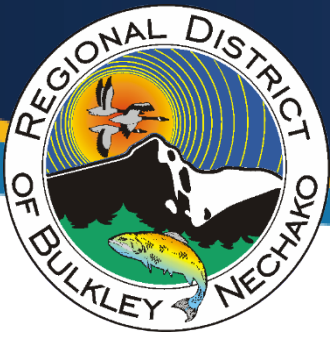
The Board had made inquiries regarding the frequency of fare skipping on the RDBN transit service. BC Transit does not keep track of these statistics. Staff reached out directly to drivers and the estimate provided is that approximately 10% of passengers do not pay.

The Bulkley-Nechako Regional Transit Service receive three new buses that went into service in April of 2026. The new buses are 2026 International models and will replace the existing 2018 International buses. Since the engine, transmission, overall vehicle size, and weight are largely the same as the outgoing buses, fuel consumption is expected to remain comparable. From a maintenance perspective, the new buses should result in some cost savings, as newer vehicles typically require less unscheduled maintenance during the early years of service.

The new buses also include several enhancements for both safety and customer experience. They are equipped with three-point seat belts, an improvement over the two-point seat belt system used on the previous buses, providing an added level of occupant safety. For improved visibility, the buses feature bright white Luminator destination signs, replacing the older orange Axion destination signs. The new signs are significantly easier for customers to read, particularly in low-light conditions.

Inside the bus, the new blue vinyl seats are easier to clean and maintain than the older cloth seats, while also offering a more modern appearance. According to the manufacturer, the expected service life of the new buses is seven years, compared to six years for the buses they are replacing.





Environmental Services

April 1 to June 30, 2026

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Priorities

All efforts made by Environmental Services staff are continually working towards improving “the 5 C’s”:

- Continuity – Minimize the impact of disruptive events/circumstances
- Capacity – Ensure that there is manpower and resources to maintain the services we provide
- Compliance – Ministry of Environment and Climate Change Strategy and WorkSafe BC
- Consistency – Establish equal and consistent region-wide access to diversion services
- Competency – Ensure a high level of competency of RDBN staff with a reliable training program that ensures a safe work environment.

Services Provided

Solid Waste Management:

- Operation of two (2) sub-regional landfills located near Houston (Knockholt) and Vanderhoof (Clearview) and one (1) local landfill in Manson Creek.
- Operation of eight (8) transfer stations located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St. James and Vanderhoof,
- Operation of eight (8) recycling depots located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St James and Vanderhoof.
- Waste hauling operations transport waste from Transfer Stations to Landfills
- Environmental monitoring and reporting to the Ministry of Environment and Climate Change Strategy as per RDBN Operational Certificates.

Liquid Waste Management:

- Operation of septage receiving facilities at Smithers/Telkwa, Houston, Burns Lake and Fort Fraser.

Fort Fraser Water and Wastewater Systems:

- Operation of a small water supply and distribution system
- Operation of small wastewater collection and treatment system

Somerset Sewer Collection & Distribution System

- Operation of small sewage collection and leach field distribution system

Staffing

Full-time Permanent:

- Director of Environmental Services – Alex Eriksen
- Waste Diversion Supervisor – Janette Derksen
- Operations Supervisor – Cole Minger
- Training & Safety Supervisor – Will Roberts
- Environmental Technician – Jay Finstad
- Recycling Program Coordinator – Sarah Brand
- Environmental Services Office Assistant (dormant)
- Field Assistant West – Philip Peters
- Field Assistant East – Ken Wiebe
- 11 x Transfer Station & Recycling Depot Attendants (1 vacant)
- 2 x Landfill Operators (0 vacant)
- 4 x Landfill Attendants (0 vacant)
- 3 x Waste Haul Drivers (0 vacant)

Part-time Permanent

- 0 x Landfill Attendant (dormant)
- 6 x Transfer Station & Recycling Depot Attendants (0 vacant)
- 1 x Waste Haul Drivers (0 vacant)
- 2 x gate check (0 vacant)

Casual (holiday and sick coverage):

- 6 x Transfer Station and Recycling Depot Attendants (1 vacant)
- 0 x Landfill Attendant (1 vacant)
- 1 x gate check (0 vacant)
- 1 x Waste haul Driver & Landfill Attendant (0 vacant)

Temporary

- 1 x Full-time Transfer Station Attendant

Notable Department Activity

Administration

- 2026 operations and capital project planning
- Procurement for purchases and projects
- Landfill compliance – evaluation and planning for improvements
- Labour Management and Human Resources
- Project management – Various
- WorkSafe - Guardrail variance

Operations

- Management Staff focus on continuing operations
- Procurement of seasonal maintenance
- Recruitment and training of new staff to fill vacant positions
- Supervisors continued to prioritize weekly site visits to monitor and evaluate operations, address inconsistencies and support field staff.
- Manson Creek site visits & maintenance on June 18
- Maintenance projects
 - Procurement and logistics for multiple projects
 - Commence multiple projects – still in progress
 - Complete multiple small projects
- Fleet management:
 - Multiple minor repairs and upgrades
 - Work with Finance on asset management plan
- Introduced several new procedures and trained staff
- Cross-training of Transfer Station and Recycling Depot Attendants continues

Water & Sewer

- Somerset sewer system:
 - Summer maintenance planning
- Fort Fraser Water:
 - Respond to multiple system challenges
 - Develop SCADA system RFQ
 - Planning for 2026 maintenance and capital projects
 - Seasonal maintenance
- Fort Fraser Sewer:
 - Monitor and maintain Aeration System
 - 5-year cat tail clean out
 - Seasonal maintenance and minor site improvements

- Updating Design, Operation & Closure Plan to incorporate leachate treatment
- Preparing to update Operational Certificate to incorporate active leachate treatment

Environmental Compliance

- Knockholt - Design, Operation and Closure Plan completed April 7
- Knockholt - Prepare and submit an “opportunity to be heard” package to ENV to demonstrate our efforts towards compliance for the January inspection.
- Knockholt – annual litter clean-up completed
- Knockholt – 10 additional monitoring wells were installed to satisfy the updated environmental monitoring plan
- Knockholt – monitoring of treated leachate for discharge parameters
- Clearview Landfill Annual Report completed and submitted to ENV
- Clearview - sourced and sampled soil material for final cover
- Operational Certificate amendments – in-progress
- Develop a biosolids acceptance approval process
- Legacy Landfills
 - Conduct annual site inspections
 - Finalized 3 of 13 Closure Plans
 - Commence 3 of 13 Closure Plans
 - Prepare for final closure requirements
 - Install a background monitoring well for Old smithers-Telkwa Landfill
- Quarterly ground water sampling of active landfills
- Bi-annual ground water sampling of closed landfills

Safety & WorkSafe Compliance

- Develop a fall protection plan for Transfer Stations
- FSJ WorkSafe variance application submitted
- Continued efforts to ensure asbestos screening is compliant
- In progress are multiple procedures that will support the safe operation of RDBN facilities
- Multiple minor improvements to sites and equipment to improve safety
- Conduct internal safety inspections and correct deficiencies
- Conduct regular safety meetings at sites
- Participated in Joint Health & Safety Committee

Diversion & Disposal

- Continue to operate Recycling Depots
- Evaluation of RDBN Re-use shed program
 - Attempt to address challenges through education
- Create a central storage site for “non-program” Household Hazardous Waste
- Presented at the “Indigenous Zero Waste Technical Advisory Group” conference in April
- Worked with local Indigenous Bands to facilitate community collection
- Reinforce Recycling Program training
- Monitored the existing and new Extended Producer Responsibility (EPR) recycling programs – focus on reducing contamination

Solid Waste Management Plan Monitoring

The 2018 Solid Waste Management Plan (SWMP) is a long-term vision of how the RDBN would like to manage its solid waste in accordance with the pollution prevention hierarchy (Reduce, Reuse, Recycle, Recover and Residuals Management). Section 4 of the SWMP gives clear direction on how to achieve our regions goals via a series of strategies and recommendations, listed below along with an implementation update for this quarter.

Reduce, Reuse, Recycle Strategies

Strategy 1: Increase Reduction and Reuse

- Ongoing operations
- Planning for improvements to some facilities

Strategy 2: Expand Access to Residential Recycling

- Continue to operate 8 Recycling Depots
- Planning for upgrades to some facilities

Strategy 3: Increase Industrial Commercial Institution (ICI) Sector Recycling

- No actions

Strategy 4: Increase Organics Diversion

- Continue to accept brush and yard waste at Transfer Stations

Strategy 5: Increase Construction and Demolition (C&D) Waste Diversion

- No actions

Strategy 6: Support Expansion of Extended Producer Responsibility Programs

- Continue operating full range of available EPR programs
- Investigate feasibility of introducing Automotive fluids and container recycling

Strategy 7: Support Household Hazardous Waste (HHW) Diversion

- Continue operating Household Hazardous Waste Recycling Program
- Investigate options for substances not included in program

Strategy 8: Support Recycling and Diversion of Agricultural Plastics

- No action

Strategy 9: Expand Regional Education and Behaviour Change Programs

- Staff has continued working closely with the communications department to update the website and other educational material.
- Implement direct education at the Smithers-Telkwa Transfer Station re-use shed to improve useability and manageability.

Supporting Policies and Bylaws

Assess Cost Recovery Through User Fees

- No action

Update Current Facility Regulation and User Fee Bylaw

- Waste facility Bylaw amendment finalized

Implement Disposal Charges for Camp Waste and Other Industries

- Updated with bylaw amendment

Mitigate Illegal Dumping

- Reports of illegal dumping continue to be redirected to the RAPP line

2026 Capital Projects

The second quarter of 2026 has primarily been used for procurement for various minor and major projects and purchases.

Environmental Services Capital - 2026 Q2					
Reference	Site	Project	Status	Budget	To-date Cost
Landfill Expansion	CLF	Leachate Lagoon	In-progress	\$1,000,000	\$298,000
Rolling stock	CLF	Dump Truck	Planning	\$400,000	\$0
Landfill Expansion	KLF	Phase 4 design and Prep	In-progress	\$250,000	\$17,500
Landfill Expansion	KLF	6 monitoring Wells	In-progress	\$150,000	\$110,700
Major Improvement	FLTS	Transtor Replace	In-progress	\$200,000	\$1,700
Rolling stock	VTS	2 skid steers	In-progress	\$240,000	\$189,800
Rolling stock	HAUL	New Tractor Truck	Planning	\$300,000	\$0
Minor Improvements	Various	18 projects	In-progress	\$380,000	\$58,600
Minor Improvements	Various	4 projects	Complete	\$175,000	\$122,800
Safety	ADMIN	5 projects	In-progress	\$180,000	\$15,400
Capital Repairs	Vehicles	2 projects	Complete	\$135,000	\$118,700
Total				\$3,410,000	\$933,200
Capital Repair	FF Water	Pump 2 replacement	Complete	\$100,000	\$96,000
Capital Improvement	FF Water	SCADA Syatem	Planning	\$60,000	\$0
Capital Repair	FF Sewer	Sewer Repairs	Planning	\$100,000	\$0
Capital Repair	FF Sewer	Lagoon Desludging	Cancel	\$100,000	\$0
Capital Improvement	Somerset	SCADA Syatem	Planning	\$30,000	\$0
Total				\$390,000	\$96,000

Notable Project

The Clearview Landfill Leachate Lagoon construction project was scheduled from May 5 to July 24 and commenced on May 5 with a virtual kick-off meeting between the RDBN, the Engineer and the Contractor. Construction began on May 19 and progressed consistently with only brief delays due to weather. The most significant setback to the schedule was the need to create a borrow pit nearby due to a deficit of favourable soils adjacent to the lagoon required for the completion of the lagoon berm. By June 30, the pond was prepared for the liner install. The project is expected to complete by July 31. The RDBN summer student, in close partnership with the Engineer have provided continuous construction monitoring and necessary quality assurance support throughout the project.





Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: John Illes, CFO
Date: August 6, 2026
Subject: **Directors' Remuneration Update**

RECOMMENDATION: (all/directors/majority)

That Bylaw 2115 be brought forward to the Board at a future meeting for consideration with remuneration amounts being adjusted to Option 1A.

BACKGROUND

At the July 9th meeting the Board reviewed a number of remuneration options for consideration, and based on that feedback and discussion, staff have brought back two revised options for consideration, with Option 1A being recommended to incorporate into the new bylaw. Both revised options are built from Option 1 with a few tweaks based on discussions.

It is important to note that since 2018 the following principal (A) has been stated within the preamble of the remuneration bylaw:

“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.”

Following the discussions on July 9th, it was felt that the majority of the Board were comfortable with proceeding with certain amendments proposed, so staff have incorporated the following into both new options presented with this report:

1. Reimbursement for Meal Expenses: The Board seemed content with these proposed changes, with the addition of Whistler since UBCM is sometimes held there as well. To recap, the proposed change to the daily allowance for meals outside the Regional District will now be \$129 per day (less \$23 for every meal otherwise provided) and \$144 per day (less \$23 for every meal otherwise provided) in the Vancouver, Victoria, and Whistler area.
2. Internet Expenses: Directors discussed the proposed elimination to the “internet reimbursement” for electoral area directors. Based on the discussion, staff are now proposing that the internet reimbursement be replaced with a general internet allowance of \$60 per month paid to electoral area directors. This

proposal removes the need to provide receipts and ensures that all electoral area directors equitably receive the same amount.

3. Schedule C Travel Time Remuneration Update: This section was proposed and appeared to be supported to allow directors to claim for travel time remuneration for conventions held within the Regional District.
4. Caregiver Cost Reimbursement: In line with the province recently introducing new legislation for parental leave for elected officials to better support gender equity and inclusive participation, this new benefit was supported and is proposed to be incorporated into the new bylaw which will reimburse the costs of daily caregiver (i.e. daycare or eldercare) to a maximum of \$100.
5. Benefits: Currently the RDBN provides family Dental and Extended Medical benefits to elected officials. The cost of these benefits is approximately \$3,600 per year per director and are the equivalent of approximately 11% of the total remuneration for Electoral Area Directors and 20% of the total remuneration for Municipal Directors. While the RDBN may have been one of the early adopters to provide these benefits, from recently available comparison information, approximately 1/3 of regional districts offer similar health care benefits to their elected officials. Therefore, the cost of these benefits has not been included in the analysis of remuneration and the proposed increases to achieve a median target.

There was discussion regarding the cheque signing position during the July 9th meeting. This is an important financial control position that is looked for and interviewed by the auditor every year. Therefore, this position has been renamed the “Payment Reviewer” position. The proposal currently in Option 1A is to move from two to one reviewer but to increase the annual rate from \$1,716 to \$3,000 per year. If the reviewer were to be absent for some reason, the Chair and/or Vice Chair is considered the alternate cheque signer.

In addition to the above amendments proposed to the remuneration bylaw, the following two options propose the other adjustments to the remuneration amounts for the various positions and duties.

Option 1A

This option reflects the move to the median for basic remuneration, an increase in remuneration for the Chair position, an alignment with remuneration for the Vice-Chair and Committee Chair, and an increase to the cheque signer position. This option

represents an 18% (\$5,632 per year) increase in remuneration for electoral area directors and a 3% (\$564 per year) increase for municipal directors.

Option 1B

This option reflects the move to the median for basic remuneration, an increase in the meeting pay remuneration to the median meeting pay amount (that was not previously included in Option 1 from the July 9th meeting), an increase in remuneration for the Chair position, status quo remuneration for the Vice-Chair, a small increase for the Committee Chair position, and status quo for the cheque signer position. This option represents a 25% (\$7,792 per year) increase in remuneration for electoral area directors and a 10% (\$1,824 per year) increase for municipal directors.

These options are presented for discussion and direction. Directors are free to choose a combination of the options or propose their own alternative options.

The current draft Bylaw 2115 attached to this memo includes all the rates for Option 1A. This bylaw proposes to repeal the old remuneration bylaw 1837 effective December 1, 2026. Changes between Bylaw 1837 and draft Bylaw 2115 are highlighted in yellow. The change in remuneration amounts in Schedule A and B have not been highlighted but have been updated to match Option 1A as recommended by staff.

Once again, the costs to both the Rural Government and General Government service are included for the two options presented. In addition, the total tax rate increase for both municipal and electoral area taxpayers are included. Option 1A is estimated at a cost of \$0.0066 per \$1,000 of assessed value for Electoral Area Taxpayers and \$0.0012 per thousand for municipal taxpayers and is estimated to result in a combined 0.32% tax (requisition) increase in the 2027 budget. Option 1B is estimated at a cost of \$0.0098 per \$1,000 of assessed value for Electoral Area Taxpayers and \$0.0035 per thousand for municipal taxpayers and is estimated to result in a combined 0.52% tax (requisition) increase in the 2027 budget.

Any impact to the 2027 budget as a result of the direction provided on the remuneration bylaw, will be incorporated into the overall budget discussions and the Board will maintain the flexibility to set the overall tax increases based on 2027 priorities and the new strategic plan.

As a reminder, General Government (paid for by both the municipalities and the electoral areas) cover the base salary and the meeting attendance costs for all directors as well as the Chair and Vice-Chair costs. Rural Government covers the extra salary that Electoral Area Directors receive and the Rural Committee Chair (in comparison to the Municipal Directors.)

ATTACHMENTS:

Directors' Remuneration Options
Draft Bylaw 2115

STRATEGIC PLAN ALIGNMENT:

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

	PER DIRECTOR Current	PER DIRECTOR Option 1 A	PER DIRECTOR Option 1B
		The Median "Base Pay"	The Median "Base Pay" and "Meeting Pay"
2026 Remuneration Rates	2026 Rates		
Expected Remuneration for Electoral Area Directors			
Base	11,436	12,000	12,000
Rural Additional	7,092	12,160	12,160
Expected Meeting Pay (21 Meetings Scheduled)	6,090	6,090	7,350
Average Rural Director Population Pay	2,300	2,300	2,300
Average Rural Director Other Meeting Pay (average 5 Meetings)	1,450	1,450	1,750
	<u>28,368</u>	<u>34,000</u>	<u>35,560</u>
Average Rural Director Conference Pay (average 10 days)	2,900	2,900	3,500
	<u>31,268</u>	<u>36,900</u>	<u>39,060</u>
Expected Remuneration for Municipal Directors			
Base	11,436	12,000	12,000
Expected Meeting Pay (21 Scheduled)	6,090	6,090	7,350
	<u>17,526</u>	<u>18,090</u>	<u>19,350</u>
Expected Remuneration for Chair			
If Chair is an Electoral Area Director (Basic from above)	31,268	36,900	39,060
If Chair is a Municipal Director (Basic from above)	17,526	18,090	19,350
Estimated number of Meetings of "Chair Work" (18.5 days)	5,365	5,365	6,475
Chair Supplement	<u>22,872</u>	<u>30,000</u>	<u>30,000</u>
Chair (Electoral Area Director)	59,505	72,265	75,535
Chair (Municipal Director)	45,763	53,455	55,825
Expected Remuneration for Vice-Chair			
If Vice-Chair is an Electoral Area Director (Basic from above)	31,268	36,900	39,060
If Vice-Chair is a Municipal Director (Basic from above)	17,526	18,090	19,350
Estimated number of Meetings of "Chair Work" (2.5 days)	725	875	975
Vice-Chair Supplement	<u>8,580</u>	<u>6,000</u>	<u>8,580</u>
Vice-Chair (Electoral Area Director)	40,573	43,775	48,615
Vice-Chair (Municipal Director)	26,831	24,965	28,905
		TOTAL CHANGE FOR RD BUDGET	TOTAL CHANGE FOR RD BUDGET
Total Extra Remuneration Cost General Government (includes municipalities and electoral areas)	-	13,854	39,496
Total Extra Remuneration Cost Rural Government (includes electoral areas only)		35,752	42,052
Total Estimated Tax Rate Increase (\$\$ per \$1,000) - Municipal	-	0.0012	0.0035
Total Estimated Tax Rate Increase (\$\$ per \$1,000) - Rural		0.0066	0.0098
Supplements (Included above)			
Annual Chair Supplement	22,872	30,000	30,000
Annual Vice Chair Supplement	8,580	6,000	8,580
Annual Committee Chair Supplement	5,724	6,000	6,000
Annual Cheque Signer Supplement (2 signers currently and in option 1B but 1 in 2027+ Option 1A)	3,432	3,000	3,432
		71,504	84,104

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 2115**

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. 2115, 2026".

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 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 \$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 (excluding Greater Vancouver, Whistler and Greater Victoria), the Director may claim an additional \$60.00 incidental amount for each night of the stay.

For overnight stays, in Greater Vancouver, Whistler, and Greater Victoria, the Director may claim an additional \$75.00 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 only be paid following the review and approval 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 official business.

10. COMMUNICATIONS

- (A) All Electoral Area directors will be provided with a regional district cell phone and with an official email address. This email address will be used for all communication with the regional district. The regional district will not reimburse directors for corporate use of their personal devices or cell phones.
- (B) Electoral Area directors will be provided an allowance of \$60 per month for home 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 standard business software to support their role as Director.

The Regional District will not reimburse directors for the cost of personal software subscriptions, software, or application purchases.

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 the UBCM and NCLGA conventions. 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. 1837, 2018 and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect December 1, 2026.

14. ADJUSTMENT FOR CONSUMER PRICE INDEX

The overnight amounts listed in Section 8 (C); the private accommodation rate listed in section 8 (B) (ii); the rates listed in Schedule A (except for the Schedule A Section 2), Schedule B and Schedule C are to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada). In the event that there is no increase to the consumer price index, or if it were to decline, these amounts would remain the same as in the previous year. The increase to these amounts will be calculated to the nearest cent and this new amount will be used as the basis for the next year's calculation. However, the amount payable for expense claims will be the new amount adjusted for inflation rounded to the nearest dollar.

15. REVIEW

The Board will review this bylaw in the first quarter of the year of each general local government election.

Certified a true and correct copy of "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 2115, 2026."

Corporate Administrator

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

SCHEDULE A

Chair and Directors' Remuneration and other Benefits

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director Electoral Area Director will be paid \$24,160 per year, paid in equal monthly amounts.

Effective upon adoption of this bylaw, each Municipal Director will be paid \$12,000 per year, paid in equal monthly amounts.

2) Rural Directors' Population Remuneration

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 \$31,000 per year, paid in equal monthly amounts

B) The Vice-Chair of the Regional District Board shall receive an additional \$6,000 per year, paid in equal monthly amounts

C) A Committee Chair of the Regional District Board shall receive an additional \$6,000 per year, paid in equal monthly amounts

D) The appointed **payment reviewer** (that is not the Board Chair or Vice Chair) shall receive an additional \$3,000 per year, paid in equal monthly amounts

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, shall be compensated \$400 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 existing other coverage can waive this benefit. Extended Health and Dental Benefits will end for exiting directors on the last day of the month in which an election is held and begin for continuing or new directors on the 1st day of the first full month following an election.

8) Reimbursement of Caregiver's Costs

The Regional District shall reimburse up to the lesser of \$100 or the actual cost of daily day-care for those directors requiring care for their dependents for when the director is attending Board or Committee Meetings.

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)
For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors: 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. Attendance by virtual means is included.	\$145	\$290	Includes time spent travelling to these events. Additional travel time is not applicable. 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.

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. Travel time remuneration is also paid for attendance at political conventions and similar events held within the Regional District.
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. This form of remuneration is not available 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).



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee

From: John Illes, CFO

Date: August 6, 2026

Subject: Local Government Climate Action Program 2025 Report

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND

The Regional District is required to report the actions it has undertaken towards carbon neutrality and its carbon footprint each year.

In 2025, emissions increased by 15% (over 2024 emissions) to 1219.86 tons of carbon equivalent. Emissions increased by this amount for both mobile sources (vehicles) and fixed locations (buildings). Staff are investigating this increase and reviewing the trends from the last few years.

In 2026, the Regional District is undertaking emission improvements through a major HVAC improvement project at the Bulkley Valley Pool.

The provincial government is recommending that the regional district undertake the preparation of an official Climate Action Plan. While the creation of a Climate Action Plan is currently not planned for 2026, staff will bring forward a budget proposal for a consultant to aid in the creation of the plan in 2027 for the Board's consideration.

ATTACHMENTS:

LGCAP 2025 Report

STRATEGIC PLAN ALIGNMENT:

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

Confirmation number: 0247F8FB

Submitted date: 2026-07-22 06:57:58 Pacific Daylight Time

LGCAP 2025

Introduction

The Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the [website](#).

What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions (mitigation) and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies, planning and investments; improving education; raising awareness of climate change causes and solutions; increasing human and institutional capacity with respect to climate change mitigation and adaptation, impact reduction and early warning systems.

Information collected will:

- Highlight local government and Modern Treaty Nation climate leadership;
- Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual [Climate Change Accountability Report](#), LGCAP Summary Report and on the Program's public facing [website](#);
- Help inform policy development and monitor progress on achieving provincial and local climate objectives; and
- Support provincial efforts to better collaborate with and enable communities to advance climate action.

The survey was informed by:

- Feedback from local governments, Modern Treaty Nations, external and ministerial partners;
- National and international GHG reporting protocols; and
- The CDP (formerly [Carbon Disclosure Project](#), a global non-financial disclosure system).

Instructions

Survey: Word Version

This version can be used to gather information from staff across departments. Then simply cut and paste into the online version where you will be submitting the survey. You can download the Word version here: [Local Government LGCAP 2025 Survey Template](#).

Survey: Online Version

SimpleSurvey allows multiple users to access your survey, though two people **cannot** enter information at the same time.

- For other users to contribute to your survey, simply share the unique link with your team members.
- Users must select "Save and continue later" when they are done updating the survey but not ready to submit.

Please note:

- Please do not provide any personal information (e.g. email, phone number) in the survey.
- Required fields are indicated with a red asterisk (*). You will not be able to submit the survey and attestation form without completing these fields.
- Some fields have formatting considerations (i.e. numbers only). You will not be able to submit the survey and attestation form until all required fields are completed properly. The red text error message will indicate what is needed.
- No commas are to be used in numerical fields.
- There is a 9,999 character limit for the open-ended questions, unless otherwise noted.
- If any questions are left blank, including optional ones, SimpleSurvey will notify you when you move to the next page with “You have unanswered questions, do you wish to continue?” If you are choosing to leave optional questions blank, simply click yes to move to the next page.
- Questions with substantial updates from last year's survey are flagged with an exclamation mark (!).
- You can see what your community has previously reported for LGCAP in the [LGCAP Raw Survey Data](#).
- For Questions 10-13 and 20 we ask that initiatives are separated by corporate and community.
 - **Community-wide initiatives** are actions that impact the entire community as opposed to local government assets and operations. These could include setting community or sector-wide GHG reduction targets, investing in public EV charging infrastructure, and engaging residents in climate efforts.
 - **Corporate initiatives**, on the other hand, focus on the assets and operations of a local government or Modern Treaty Nation - such as investments in municipal buildings, fleets, policies and plans. Corporate operations climate initiatives could include energy retrofits to a community recreation centre, purchasing low-emissions fleet vehicles and purchasing carbon offsets to achieve corporate carbon neutrality.
- Please ensure responses align with your community's most recent Official Community Plan (OCP) or Regional Growth Strategy (RGS) update, particularly when answering Question 7.

Attestation Form

The attestation form is filled in after survey questions are completed. It is the second page of the SimpleSurvey submission. The attestation form is where the Chief Financial Officer, or equivalent position, attests to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That Local Government Climate Action Program funds received in 2024 will be spent by March 31, 2028.
3. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2026.

Requirements**1. Reporting**

1. Report on **at least one** project linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#). If your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. Funding for the project(s) does **not** need to come from this program.

- Please note the Province is currently considering recommendations from the independent and advisory CleanBC Review; any changes that are made will be thoughtful, practical and focused on affordability for people. Program areas will reach out to partners and stakeholders if there are any next steps related to CleanBC policies and programs.
- 2. For communities with populations of 5,000+ (based on 2020 B.C. Census data figures), measuring and reporting local government's traditional services emissions is required.
- 3. Attest that funds will be allocated to climate initiatives before submitting your survey.

Climate action success stories

Open-ended survey questions that describe one or more climate action initiatives may be highlighted in Provincial materials to acknowledge innovative local climate solutions. To be considered for inclusion on the [Local Government Climate Action Highlights](#) webpage, responses must be at least two complete sentences and provide enough detail for us to understand the initiative's key elements (what, when, where, and why). Please refer to the [Local Government Climate Action Success Stories Submission Form](#) for guidance on how to complete the highlights sections for Questions 10–13, Question 19 and Question 20.

Climate action success stories are accepted year-round

In addition to mining LGCAP survey data, we accept success stories for publication any time of year. The template to submit stories outside of the LGCAP survey can be found on the [Local government climate action highlights webpage](#).

2. Deadline to submit the survey & attestation form

- The deadline for submitting your survey and attestation form is July 31, 2026.

3. Posting the survey & attestation form publicly

- The design / format of the form **can** be changed, however, all information from required questions must be included.
- Optional questions and answers can be omitted.
- The deadline to post the survey and attestation form publicly is September 30, 2026.

Note: Eligibility for the Program is determined solely by meeting the stated requirements. Additional climate action initiatives or dedicated climate action staff are not required and do not affect eligibility.

Download a copy for your records!

Once submitted, you can **download a copy of the completed survey** and attestation form (PDF, Excel, and Word options). If you close this window before the download link appears, please reach out for a copy of your submission.

If you would like page numbers on your final report, please download the Word version and add them.

Support

If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at LGCAP@gov.bc.ca. We will be happy to help.

Thank you!
The LGCAP Team

The Survey

Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both.

To answer the following questions, consider staff that contribute to activities that reduce GHG emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, impact reduction and early warning systems.

Question 1: How many full time equivalent (FTE) staff work on climate action in your organization?

Include only staff who have climate action as part of their job duties. Estimate FTE(s) in decimal format (0.00) by reporting the portion of time spent on climate work. For example, say your community had: Climate Coordinator: 100% time = 1.0 FTE Planner II: 50% time = 0.5 FTE Engineering Technologist: 25% time = 0.25 FTE Facilities Manager: 10% time = 0.1 FTE Total (what you would enter below) = 1.85 If there are no staff dedicated to working on climate action, that's 0% time, please enter 0.0.

0.25

Question 2: Does your local government or Nation have a community-wide climate action plan or other guiding document(s)?

No

If not, please select one or more options from the list.

No, we are not intending to undertake one due to lack of expertise or technical capacity.

Question 3: Does your local government or Nation have a corporate climate action plan or other guiding document(s)?

No

If not, please select one or more options from the list.

No, we are not intending to undertake one due to lack of expertise or technical capacity.

Question 4: Please select up to 3 challenges impeding the advancement of climate action in your community.

Lack of jurisdiction

Lack of staff capacity or expertise

Competing priorities

Traditional Services Greenhouse Gas Emissions

Measuring and reporting traditional services emissions (defined in previous years as corporate

emissions) is a Program requirement for all communities with a 2020 population of 5,000 residents and above ([see population statistics here](#)).

This requirement can be fulfilled using an established reporting framework of your choosing (CDP, GHG Protocol for Cities, etc.), including the LGCAP scope and boundaries described in the [LGCAP Traditional Services Boundaries and Scope Guidance](#). Contracted emissions must be accounted for regardless of which protocol your local government employs. Local governments with populations below 5,000 and Modern Treaty Nations are not required to report traditional services greenhouse gas emissions but are encouraged and supported to do so on a voluntary basis.

Traditional services GHG emissions are those produced by the delivery of local government or Modern Treaty Nation “traditional services” including:

- Fire protection,
- Solid waste management,
- Recreational / cultural services,
- Road and traffic operations,
- Water and wastewater management, and
- Local government administration.

Please see the following resources for guidance:

- [LGCAP Traditional Services Boundaries and Scope Guidance](#)
- [Scope Summary for Traditional Services GHG Emissions](#)
- [Traditional Services Emissions Inventory Reporting Tool](#)
- [Contracted Services Emissions Guidance](#)
- [Contracted Services Emissions Calculator](#)
- [B.C. Best Practices Methodology for Quantifying GHG Emissions](#)
- [Emission Factors Catalogue](#)

Question 5: For the 2025 calendar year, has your local government or Nation measured and reported associated traditional services GHG emissions?

If your local government or Nation is only reporting traditional services inventory through this LGCAP survey, please select “Yes”.

Yes

If your local government or Nation measured 2025 traditional services GHG emissions, please report the GHG emissions from services delivered directly (in tonnes of carbon dioxide equivalent) from scope 1 and 2 sources.

For determining which emission sources are in scope, please refer to the LGCAP Traditional Services Boundaries and Scope Guidance. Format: Up to two decimal places and no commas (e.g. 1250.47)

1145.60

If your local government or Nation measured 2025 traditional services GHG emissions, please report the GHG emissions from contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

For determining which emission sources are in scope, please refer to the LGCAP Traditional Services Boundaries and Scope Guidance. Format: Up to two decimal places and no commas (e.g. 1250.47)

74.26

If your local government or Nation measured 2025 traditional services GHG emissions, please report the total GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

For determining which emission sources are in scope, please refer to the LGCAP Traditional Services Boundaries and Scope Guidance. This would be the sum of the two questions above. Format: Up to two decimal places and no commas (e.g. 1250.47)

1219.86

Optional: If your local government or Nation estimated fuel consumption and emissions from contracted services (because you were unable to obtain fuel consumption data directly from all contractors), please report the average percentage you applied to all contracts that was associated with fuel consumption (calculated from a sample of contracts and entered in the Contracted Services Emissions Calculator in the field 'Fuel % cost of overall contracted service cost').

This information will allow us to modify our Contracted Services Emissions Calculator to provide default percentages for small, medium and large communities. Format: Numbers, no percentage sign (e.g. 45)

20

If your local government or Nation measured 2025 traditional services GHG emissions, please report what protocol you used to measure emissions.

LGCAP methodology (our guidance documents such as the BC Best Practices Methodology for Quantifying GHG Emissions and the LGCAP Traditional Services Boundaries and Scope Guidance)

Optional: Please indicate how many tonnes of CO₂e are associated with facilities.

Format: Up to two decimal places and no commas (e.g. 1250.47)

372.66

Optional: Please indicate how many tonnes of CO₂e are associated with mobile sources.

Format: Up to two decimal places and no commas (e.g. 1250.47)

772.94

Community-Wide Greenhouse Gas Emissions

B.C. [Climate Action Charter](#) signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary.

The [Community Energy and Emissions Inventory](#) (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag, however, raw unprocessed data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings, on-road transportation and municipal solid waste sectors ahead of publication.

The Communities Team is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI). A better understanding of community-wide emissions measurement at the local level will help the Communities Team as we upgrade the CEEI.

(!) Question 6: For the 2025 calendar year, have community-wide GHG emissions been measured for your local government or Nation (including on your behalf by your regional district)?

No

If not, please select all that apply from the list.

No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.

Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).

Please ensure your response reflects your community's most recent OCP or RGS update. Please enter "0" if no targets or baseline are established for the years given in the table.

2030

Reduction Percentage (format: e.g., 40)

40

Baseline Year (format: e.g., 2007)

2007

2040

Reduction Percentage (format: e.g., 40)

60

Baseline Year (format: e.g., 2007)

2007

2050

Reduction Percentage (format: e.g., 40)

80

Baseline Year (format: e.g., 2007)

2007

Question 8: Does your local government or Nation have net-zero or carbon-neutral emissions target(s)?

For the purposes of our reporting, we're only asking about net-zero and carbon neutrality, but acknowledge that there are a variety of corporate targets. Net-zero refers to a jurisdiction or organization achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies) Carbon neutral refers to an organization reducing emissions as much as practicable and then offsetting the remainder by purchasing offsets or other similar mechanisms Please select all that apply.

No

Question 9: Please select up to three supporting indicators that would be most valuable to your local government or Nation to advance climate action.

Previously, the Province reported these indicators through the Community Energy and Emissions Inventory initiative. The Province could prioritize publishing these indicators again in the future.

Housing type: Private dwellings by structural type

Floor area: Average floor area by building category and era

Residential density: Population and dwelling units per square land area (km²)

Provincial Policy Alignment - Mitigation

The CleanBC Roadmap to 2030 is B.C.'s plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set us on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must **report on a minimum of one project** linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS). Funding does **not** need to come from this program. For questions 10-13, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. That said, please select all that apply.

For questions 10-13, please note the following regarding "**Ongoing**" initiatives. "Ongoing" includes initiatives that are either:

- Implemented in previous years and still active (e.g., an organics diversion project started in 2022 that continues to divert waste).
- Currently available or in effect in 2025 (e.g., supplementing Provincial energy efficiency incentive programs).

For questions 10-13 we ask that initiatives are separated by corporate and community.

- **Community-wide initiatives** are actions that impact the entire community as opposed to local government assets and operations. These could include setting community or sector-wide GHG reduction targets, investing in public EV charging infrastructure, and engaging residents in climate efforts.
- **Corporate initiatives**, on the other hand, focus on the assets and operations of a local government or Modern Treaty Nation - such as investments in municipal buildings, fleets, policies and plans. Corporate operations climate initiatives could include energy retrofits to a community recreation centre, purchasing low-emissions fleet vehicles and purchasing carbon offsets to achieve corporate carbon neutrality.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2025 calendar year related to the buildings sector.

This should not be limited to what your LGCAP funding supported.

Corporate
Community

Corporate buildings policies, programs and actions

Efficiency upgrades/retrofits

Community-wide buildings policies, programs and actions

Requirement to use mass timber in new buildings

Please highlight one or more project(s) that were in-progress, ongoing or completed in the 2025 calendar year related to buildings.

Please enter NA if your community reported no buildings initiatives ongoing, completed or in-progress for 2025. Responses must include at least two complete sentences to be considered for highlighting on the Local Government Climate Action Highlights webpage, providing sufficient detail for us to clearly understand the initiative (what, when, where, and why). Please refer to the Local Government Climate Action Success Stories submission form for guidance on how to complete the highlights section.

Completing the retrofit of the HVAC system in the administration building.

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2025 calendar year related to the transportation sector.

This should not be limited to what your LGCAP funding supported.

Community

Community-wide transportation policies, programs and actions

Mode shift targets for passenger and/or commercial transportation (shifting from private vehicles to sustainable modes like walking, cycling and public transit) in Official Community Plan, Regional Growth Strategy or other guiding documents

Active transportation planning

Active transportation infrastructure investments

Please highlight one or more project(s) that were in-progress, ongoing or completed in the 2025 calendar year related to transportation.

Please enter NA if your community reported no transportation initiatives ongoing, completed or in-progress for 2025. Responses must include at least two complete sentences to be considered for highlighting on the Local Government Climate Action Highlights webpage, providing sufficient detail for us to clearly understand the initiative (what, when, where, and why). Please refer to the Local Government Climate Action Success Stories submission form for guidance on how to complete the highlights section.

Initiation of Masterplan for Area C and Area G

Question 12: Please indicate all other climate initiatives (excluding buildings, transportation, and adaptation and resilience) your local government or Nation had in-progress, ongoing or completed in the 2025 calendar year related to community-wide and corporate action.

This section includes initiatives such as land-use planning, renewable energy projects, waste diversion, etc. This should not be limited to what your LGCAP funding supported.

Not applicable

Please highlight one or more project(s) that were in-progress, ongoing or completed in the 2025 calendar year related to community-wide or corporate action.

Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2025. Responses must include at least two complete sentences to be considered for highlighting on the Local Government Climate Action Highlights webpage, providing sufficient detail for us to clearly understand the initiative (what, when, where, and why). Please refer to the Local Government Climate Action Success Stories submission form for guidance on how to complete the highlights section.

NA

Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating climate adaptation principles into decisions and everyday activities.

One requirement of this Program is that you must report on **at least one or more** project(s) linked to one or more objectives from the [CleanBC Roadmap to 2030](#) and/or the [Climate Preparedness and Adaptation Strategy](#) (CPAS) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

Question 13: Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2025 calendar year to adapt to and build resilience to climate impacts.

This should not be limited to what your LGCAP funding supported.

Community

Community-wide resilience and adaptation policies, programs and actions

Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions

Monitoring climate risks or impacts (floods, wildfire, etc.)

Public engagement on climate risks and actions

Providing training (adaptation and mitigation skills)

Developing or acquiring hazard or climate risk mapping (e.g., floodplains), data or similar information

Developing emergency/hazard response plans

Please highlight one or more climate adaptation project(s) that were completed, ongoing or in-progress in the 2025 calendar year to reduce risk and increase resilience.

Please enter NA if your community reported no initiatives to reduce risk and increase resilience that were ongoing, completed or in-progress for 2025. Responses must include at least two complete sentences to be considered for the Local Government Climate Action Highlights webpage, providing sufficient detail for us to clearly understand the initiative (what, when, where, and why). Please refer to the submission form for guidance on how to complete the highlights section. The Ministry of Emergency Management and Climate Readiness may use these on ClimateReadyBC.

Community Wildfire Protection groups and organizations were trained in the basics of wildfire fire fighting and were also provided grants to purchase basic firefighting equipment.

Question 14 a): Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?

Please select all that apply. If completed, please provide the year of completion in the textbox (YYYY).

Yes at the community level
2023

If available, please provide a link to the document:

https://www.rdbn.bc.ca/download_file/view/7027/4950

Question 14 b): Are you integrating climate risk into asset management, budgeting and climate action plans?

Yes, in asset management

(!) Question 15 a): Please select the most significant climate hazards faced by your community and please specify the associated adaptation measures completed or in-progress in the 2025 calendar year, if any.

I.e. for extreme heat: cooling stations. If entering a hazard under "Other", please write the hazard and related measure(s) in the textbox. Textbox limit: 998 characters

Drought

NA

Wildfire

FireSmart Program

Wildfire smoke

Community spaces air scrubbers program

(!) Question 15 b): Please select the impacts your community experienced in the 2025 calendar year related to the hazards above.

Select all that apply

Damage to roads, bridges, or transportation networks

Increased erosion or slope instability

Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the hazards and impacts identified in Question 15?

Please select one or more of what you consider the most valuable types of information for planning.

Local knowledge

Localized climate modelling and projected scenarios

Question 17: Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2025 calendar year related to working with neighbouring communities.

Please select all that apply.

Collaborating on preparing, reviewing or revising an emergency management and/or hazard response plans

Entering into agreements related to emergency management planning and/or multijurisdictional emergency management organization (this option excludes mutual aid agreements such as fire protection services)

Collaborating on providing emergency management training and/or conducting training exercises to major emergency event

(!) Question 18: Has your local government or Nation completed a natural asset inventory (an assessment of natural resources like forests, wetlands, and waterways for their ecosystem services and value)?

No

If no, what are the primary barriers preventing your local government or Nation from completing a natural asset inventory?

Please select all that apply.

Lack of capacity (staff, expertise, etc.)

Equity

Certain populations are more vulnerable to climate hazards and impacts (e.g. people experiencing homelessness, low-income households, seniors/elders, people living alone).

Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

(!) Question 19: How does your local government or Nation ensure equitable access to and distribution of climate action opportunities and benefits?

Please select all that apply.

By partnering with other organizations (such as health authorities, social service agencies, or Indigenous leadership bodies)

LGCAP Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions, resilience and adaptation, and building local capacity to advance climate action in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

For Question 20 we ask that initiatives are separated by corporate and community.

- **Community-wide initiatives** are actions that impact the entire community as opposed to local government assets and operations. These could include setting community or sector-wide GHG reduction targets, investing in public EV charging infrastructure, and engaging residents in climate efforts.
- **Corporate initiatives**, on the other hand, focus on the assets and operations of a local government or Modern Treaty Nation - such as investments in municipal buildings, fleets, policies and plans. Corporate operations climate initiatives could include energy retrofits to a community recreation centre, purchasing low-emissions fleet vehicles and purchasing carbon offsets to achieve corporate carbon neutrality.

Question 20: In the previous calendar year (2025), how did your local government or Nation spend or commit to spend its remaining LGCAP funding received in the March 2024 3-year lump sum? Based on our records for your community, these funds total: \$0. This is the amount of your March 2024 3-year lump sum that was reported on hold in the LGCAP 2024 survey, if any.

Instructions: Please ensure the amount(s) entered below equals the dollar amount displayed above. Please select all that apply and indicate the total dollar value associated with each initiative. Please select "funds on hold" for any funding that was not spent or committed to be spent during the 2025 calendar year. For the purposes of this question, "committed to be spent" refers to having officially allocated funding for specific projects with certainty, even if it has not yet been spent. You can see what your community has previously reported for LGCAP funding in the LGCAP Raw Survey Data. Format: no dollar sign, no comma and up to two decimal places.

Not applicable (Amount flagged in the question is \$0 as all funds were reported as spent in the LGCAP 2024 survey)

To expand upon your selection(s), please highlight the initiative(s) your local government or Nation's LGCAP funding received in March 2024 has been spent on or committed towards in the 2025 calendar year.

Please provide specifics on your selections made above such as the kind of technology used, the scale/scope, the building/location, or the expected impact (i.e. the make and model of an EV, the kilometres of a bike lane built...). Responses must include at least two complete sentences to be considered for highlighting on the Local Government Climate Action Highlights webpage, providing sufficient detail for us to clearly understand the initiative (what, when, where, and why). Please refer to the Local Government Climate Action Success Stories submission form for guidance on how to complete the highlights section.

Funding reported in LGCAP 2024.

In 2025:

*Retrofit Main Office Heating to partially include heat pumps (was a continuation of 2024)
\$20,000 was used to support staff to facilitate carbon reporting.*

In 2026 and 2027

*\$40,000 will be used to support staff to facilitate carbon reporting
\$27,0191 will be used to retrofit the HVAC system and the Bulkley Valley Pool (currently in progress)*

Question 21 a): What is your internal decision criteria for spending LGCAP dollars?

Funds must be approved by Board Resolution and included in annual five-year financial plan.

Question 21 b): Does your local government or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?

This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

No

Question 22 a): In the previous calendar year (2025), how much additional external funding for climate action were you able to acquire by leveraging your 2024 LGCAP funds? This could include matching grants as well as private investment.

Format: no dollar sign, no comma, and up to two decimal places

0

Question 22 b): Please list the funding programs leveraged and associated funders (i.e. Investing in Canada Infrastructure Program, Canada/Province).

Please enter "NA" if no funds were leveraged.

NA

(!) Question 23 d): Which of the following tangible outcomes has your community directly experienced as a result of LGCAP-supported initiatives, if any?

Optional. Select all that apply:

Energy cost savings for the local government and/or community

Please note on posting the survey publicly:

- All information from the required questions must be included.
- Optional questions and responses can be omitted.
 - The Province will use the information from optional questions for internal purposes only.
- When posting the survey publicly, the design / format of the form can be changed.

Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):
Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That Local Government Climate Action Program funds received in 2024 will be spent by March 31, 2028.
3. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2026.

Attested by (first name, last name)

John Illes

Professional title

Chief Finance Officer

Local government or Modern Treaty Nation

Regional District of Bulkley-Nechako

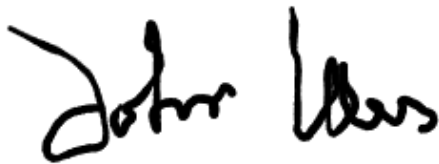
Date

2026-07-21

Attestor signature

Please note: File upload e-signatures are not enabled as uploaded files do not appear on the final report. If you require a redo for the digitally-drawn signature, please click the trash can. If that doesn't work, please submit your survey then contact us at LGCAP@gov.bc.ca.

Signature captured



2026-07-20 15:08:00 Pacific Daylight Time

Reminder: Download a copy for your records!

Once submitted, please download a copy of the completed survey and attestation form (PDF, Excel, and Word options).



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Board
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: August 6, 2026
Subject: **Grant in Aid for Bulkley Valley Agricultural and Industrial Association**

RECOMMENDATION: (all/directors/majority)

That the Committee recommend that the Board approve a Regional Grant in Aid of \$30,000 from the Area A (Smithers/Telkwa Rural) allocation to the Bulkley Valley Agricultural and Industrial Association for new bleachers at the Bulkley Valley Exhibition Fair Grounds.

BACKGROUND

Please see the attached application for further information.

The remaining Area A allocation of Regional Grant in Aid is \$187,807.
Director Stoltenberg supports the request.

ATTACHMENTS:

Bulkley Valley Agricultural and Industrial Association Grant in Aid Application
Bleacher Quote
Town of Smithers Letter of Support
Remaining funding conformation

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: July 7, 2026 2:17 PM
To: Nellie Davis
Subject: Grant in Aid Application BVAIA

Grant in Aid Application Form.

Organization Legal Name:
 Bulkley Valley Agricultural And Industrial Association

Contact Email Address:
 bvfair@telus.net

Contact Phone Number:
 [REDACTED]

Organization Mailing Address:
 [REDACTED]

Project or purpose for which you require assistance:
 TO purchase Portable engineered Hi-Hog Bleachers for the Main Stage area to replace the 5 wooden bleachers that were torn down in the Fall of 2025 due to old age.

Amount of Grant Requested:
 30000

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?:

Our organization holds an Annual County Fair every year in Smithers. 2026 is the 107th BVX!. We draw thousands of people to the community as guests, exhibitors, vendors, and volunteers. The Bulkley Valley Exhibition is one of the single biggest annual economic impact events held in the Bulkley Valley reaching far to communities beyond us with benefits from its existence.

We offer free admittance to children under 12 and our Seniors and Youth receive discounted rates for admission. We also support local service groups like the Rotary, Elks, Smithers Legion, Smithers Helps Ukraine, Northern Edge Gymnastics, The Smithers Steelheads, local 4-H groups, Band Boosters plus many ours with jobs at the Fair or as Food vendors. Most of these feel the BVX is their largest, most successful fundraisers of their year.

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.:

Our board of Directors are not paid and would only receive a reimbursement of funds paid in the case of purchasing something for the Fair and supplying a receipts.

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

We have approximately 60 members and over 300 volunteers to put on the exhibition. We were established in 1919.

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

Other Purpose:

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.:

Purchase 5 hi Hog Bleachers (Quote supplied) We have approximately \$20,000 to put towards these bleachers and the cost is 50000.00 (approx)

Describe how this proposal will benefit the community.:

The Bleachers will be used at the Main Stage area to replace the 5 that were torn down, but they can also be used for other events on the grounds as they are portable with skids and can be moved to were they are needed. The Bulkley Valley Exhibition and the BV Folk Music Society both use the main stage for their events.

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

Yes - please provide information below

Name of Grant or Funding Agency:
NDIT Community Plces

Amount applied for:
30000

Status of application:
Pending

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.:

\$2500 2024 for new draft horse barn

\$2500 2021 for Portable fence panels for livestock shows

\$2500 2016 for Marquee tent

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

Contact Name:

Jan McClary

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:

Ian Lawson

Contact Phone Number:

[REDACTED]

Contact Email Address:

[REDACTED]

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

Electoral Area A (Smithers/Telkwa Rural) Electoral Area G (Houston/Granisle Rural)



Bulkley Valley Home Centre Ltd.

Box 190 - 1300 Hwy. 16
Telkwa, BC V0J 2X0
Phone: (250) 846-5856 • Fax: (250) 846-5857
www.bvhome.ca

02076-00 019334-00 PST

B.V. EXHIBITION

BOX 2281

SMITHERS

BC V0J 2N0

PH. (250)847-3816

** CHARGE QUOTE **

Date	Loc	Quotation No.
03/20/26	01	019334-00

Time	Customer P.O.	Sales ID
9:11	QUOTE	GRA

Loaded by:	Checked by:	Delivered by:
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B.V. EXHIBITION

BOX 2281

SMITHERS

BC V0J 2N0

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Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	T	L	C
Ordered	Shipped	U/M									
	*****			5-ROW BLEACHER							

5	*****	EA	GM260320321	*16' 5-ROW BLEACHER	5	2750.000	EA d	13750.00	T	1	
	*****			WITH STAIRS							
5	*****	EA	GM260320325	*16' BLEACHER BACK RAIL	5	1500.000	EA d	7500.00	T	1	
10	*****	EA	GM260320326	*5-ROW BLEACHER 1-SIDE	10	850.000	EA d	8500.00	T	1	
	*****			GUARD							

5	*****	EA	GM260320328	*16' 5-ROW BLEACHER SKID	5	2050.000	EA d	10250.00	T	1	
	*****			FRAME							

50	*****	PC	21016BR	LUMBER BROWN 2X10X16 PT	50	49.140	PC	2457.00	T	1	
20	*****	PC	21012BR	LUMBER BROWN 2X10X12 PT	20	37.010	PC	740.20	T	1	
20	*****	EA	2616BR	LUMBER BROWN 2X6X16 PT	20	26.970	EA	539.40	T	1	
20	*****	PC	2612BR	LUMBER BROWN 2X6X12 PT	20	20.240	PC	404.80	T	1	
5	*****	PC	2610BR	LUMBER BROWN 2X6X10 PT	5	16.880	PC	84.40	T	1	
1100	*****	EA	CBHDG5163	*BOLT CARR GALV 5/16"X3"	1100	.740	EA	814.00	T	1	
1100	*****	EA	PWHDG516	WASHER FLAT GAL 5/16"	1100	.120	EA	132.00	T	1	
1100	*****	EA	SLHDG516VP	WASHER LOCK GALV 5/16"	1100	.060	EA	66.00	T	1	
1100	*****	EA	FHNCHDG516	*NUT GALVANIZED 5/16	1100	.080	EA	88.00	T	1	

	*****			SHIPPING BLEACHERS FROM							
	*****			CALGARY NOT INCLUDED							

*** DUPLICATE *** *** DUPLICATE *** *** DUPLICATE ***						Sub Total		45325.80			
						G.S.T.		2266.29			
						P.S.T.		3172.81			
GST # R100689397						TOTAL		50764.90			

G.S.T. Reg. No. R100689397

Prices subject to change and availability.

Quantities are an estimate.

Not responsible for errors or omissions.

Customer is responsible to review quote and approve.

X
Accepted by

QUOTATION



June 10, 2026

FILE: 0550-20

VIA EMAIL: bvfair@telus.net

Jan McClary
General Manager
Bulkley Valley Exhibition
PO Box 2281
Smithers, B.C.
V0J 2N0

Dear Jan:

**RE: Letter of Support for Bulkley Valley Agricultural and Industrial Association -
Northern Development Initiative Trust Community Places Grant**

At its Regular Meeting of Council held on June 09, 2026, Council received a request for a letter of support for the Bulkley Valley Agricultural and Industrial Association for their Northern Development Initiative Trust Community Places Grant Application.

Council recognizes the significance of the Bulkley Valley Agricultural and Industrial Association and their management of the Fairgrounds and hosting the Bulkley Valley Exhibition each year. The addition of the new bleachers near the Main Stage area will be a welcomed upgrade to the Fairgrounds and Council is happy to support this project.

Council would appreciate an update on the outcome of the Bulkley Valley Agricultural and Industrial Association's application and wishes you the best of luck with your project.

Sincerely,

Samantha Leblanc,
Director of Community Services

Confirmation of Funds for project.

The BVAIA has a building GIC (shown in financial statement Balance sheet of \$52,100.00) which we can use some of to cover the cost of the rest of the Bleachers.

Please note that the building fund GIC has been set aside for the rebuilding of various barns and buildings that have had to be removed over the last few years. The Bleacher replacement has come earlier than planned for us and we have had to put other projects on hold until we can rebuild the savings for these projects.

Trucking for the Bleachers from Calgary will be donated.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Board
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: August 6, 2026
Subject: **Grant in Aid for Paul Lychak Evelyn Community Hall**

RECOMMENDATION: (all/directors/majority)

That the Committee recommend that the Board approve a Regional Grant in Aid of \$50,000 from the Area A (Smithers/Telkwa Rural) allocation to the Paul Lychak Evelyn Community Hall for a Roof and Kitchen upgrade project.

BACKGROUND

Please see the attached application for further information.

The remaining Area A allocation of Regional Grant in Aid is \$187,807.
Director Stoltenberg supports the request.

ATTACHMENTS:

Paul Lychak Evelyn Community Hall Grant in Aid Application
Project Budget
Roof quote
Kitchen sink 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: July 7, 2026 1:44 PM
To: Nellie Davis
Subject: Grant in Aid Application for Paul Lychak Evelyn Community Hall

-----Original Message-----

From: website@rdbn.bc.ca <website@rdbn.bc.ca>
 Sent: July 7, 2026 5:53 AM
 To: Nellie Davis <nellie.davis@rdbn.bc.ca>
 Subject: Website Form Submission – Online Grant in Aid Application Form

[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

There has been a submission of the form Online Grant in Aid Application Form through your concrete5 website.

Organization Legal Name:
 Paul Lychak Evelyn Community Hall

Contact Email Address:
 [REDACTED]

Contact Phone Number:
 [REDACTED]

Organization Mailing Address:
 [REDACTED]

Project or purpose for which you require assistance:

Our hall is in need of some roof repairs, and at the same time we need clean water. Northern Health cannot pass our water as the well isn't a good source. So our plan is to fix the water issue, upgrade the wiring, add a commercial dishwasher, and fix the roof. Our local area is in great need of a Commercial Kitchen Space, and with the water and fixed roof we will be able to drink our water and have a Commercial Space. Our roof is showing some rot. It has not been replaced or worked on in about 25 years. A contractor has recommended that we remove the tin, replace the sheeting and re use the tin. We hope to get this done before another winter to preserve the roof the best we can.

Amount of Grant Requested:
 50000

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?:

Evelyn Community Hall is a gathering place for many in the Community and surrounding areas. There are weddings, celebrations, funerals, family dances, markets, to name a few. Our hall is one of the largest in the area and serves many people and families. We are the only hall in the area unless you go right to town. If we can create a Commercial Kitchen, we will be the only one in our area. This has been asked for and will increase our rentability.

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.:

The Evelyn Hall Committee is strictly volunteer based. No one receives any payments or remuneration of any kind.

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

We currently have 7 people on the board who help to run and organize the Hall. The Evelyn Hall Committee has been around since the early 1940's. Started with the "Small Hall" and in the 1980's a larger more modern Hall was built, all by volunteers.

Assistance is being requested for::

Capital project and/or equipment

Other Purpose:

Door Replacement

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.:

Our project is Upgrade and Improve. Our roof needs to be done before winter. The sooner we can catch it the less damage there will be. We hope to get this completed this year. As well the Commercial Kitchen is in demand. We have enquiries all the time about renting the kitchen space, which we cannot be certified until we have potable water. To be a certified kitchen you need a Commercial dishwasher as well. Currently we cannot plug more than one thing at a time into the kitchen outlets, so with the upgrade, and the commercial dishwasher, we will update the electrical and solve that issue too.

Describe how this proposal will benefit the community.:

This will benefit the Community in so many ways. Safe drinking water will be such a benefit. Hauling water and ensuring there is enough is very challenging. Also the dishwasher, currently we wash by hand. Having an event with 200 people and then washing all the dishes is so time consuming, and frankly not all that hygienic. Having a commercial kitchen will allow the many artisans in our surrounding area a place to work and create the foods that they sell at markets, and local locations.

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

Yes - please provide information below

Name of Grant or Funding Agency:

Wetzinkwa Community Forest

Amount applied for:

3500

Status of application:

Approved

Name of Grant or Funding Agency:
Galore Creek

Amount applied for:
10000

Status of application:
Pending

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.:
in 2025 we received \$10000 to replace our doors and upgrade to better security.

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

Contact Name:
Becky Lychak

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.:
10356,10357,10358,10359

Which RDBN electoral area(s) receive services or benefits from your organization?:
Electoral Area A (Smithers/Telkwa Rural)

**Paul Lychak Evelyn Community Hall
Projects**

Updated - July 7 2026

Project	Explanation	Estimated Cost	Funding	Over / Short
New Doors				
	We have been broke into multiple times and it is just time to replace the doors with better security			
Door Cost	BV Home Center	\$6,823.77		
Labour Cost		\$1,000.00		
Additional Cost	Spray Foam, screws, etc	\$700.00		
Funding Regional District of Bulkley Nechako			\$10,000.00	
Outcome	Booked for Completion Sept 2025 COMPLETED			-\$1,476.23
Refinish Floors				
	The hardwood floors have not been refinished for over 25 years.			
Sand and refinish	TruNorth Flooring	\$20,506.50		
Wetzink'wa Community Forest 2025			\$7,000.00	
Bulkley Valley Credit Union			\$1,000.00	
Balnce from Doors			\$1,476.23	
Fundraising			\$11,000.00	
Outcome	Booked for Completion Oct 2025 COMPLETED			30.27
Safe Water / Commercial Kitchen / Roof Repair				
	We do not have safe drinking water and it has been a long time desire of the Hall Commity. We also have the need for commercial kitchens in the Valley, so if we have save water, we would like to apply for a Commercial Kitchen. This requires a couple other things.			
Cistern for Commercial Space		\$35,000.00		
Cistern Pump		\$2,000.00		
Commercial Dishwasher		\$7,000.00		
Dishwasher Trays		\$2,000.00		
Upgrade Power Supply	To accommodate the dishwasher some electrical modifications need to be made	\$5,000.00		
Paint and refresh the Kitchen Space		\$5,000.00		
Roof Repairs	Quote from contractor	\$20,000.00		
Wetzink'wa Community Forest 2026			\$3,500.00	
Outcome				\$72,500.00

Canadian Craftsmen Builders

(0814770 B.C. Ltd.)

19565 Hwy 16 W, Smithers, B.C., V0J 2N1

Cell No.: 250 877 1434, Email: snnorneau@gmail.com

April 20, 2026

Evelyn Community Association (Owner/s)
Paul Lychak Hall – Engman Road,
Smithers, BC

Attention: Becky Stavast

Dear Becky,

Canadian Craftsmen Builders (CCB) is pleased to provide this quote (hereinafter referred to as the Contract Price) of nineteen thousand seven hundred and five dollars (\$19,705.00) plus GST to install plywood under the existing metal roofing on the Paul Lychak Hall as per the Terms, Conditions and Specifications stated herein.

Terms, Conditions and Specifications

The Work

The Scope of Work (the Work/s) includes;

1. CCB five million liability insurance,
2. Worker's Compensation (WCB) for CCB forces,
3. mobilization of CCB labour, equipment and materials,
4. remove existing metal roofing,
5. install ½" standard spruce plywood,
6. install new synthetic membrane,
7. re-install the existing metal roofing, use new screws,
8. cleanup of CCB Work related debris, and
9. demobilization of CCB equipment and materials.

The Work not included, among other things, is;

1. building permit (likely not required),
2. landscaping,
3. changes/additions to the Work, and
4. Coarse of Construction Insurance.

Change to the Work

If the Owner/s request a Change to the Work resulting in additional or Extra Work, provided CCB is ready, willing and able to do the work, the following rates shall apply:

Labour will be \$75.00 per hour for the project supervisor or first person and \$55.00 per hour for each person thereafter and,

Materials (supplies, delivery and PST) and Services (sub contractors or others) will be charged to the Owner/s at cost and,

If the Change to the Work results in a Reduction of Work, CCB will provide a value of that Work so that a credit may be issued and included in the Expense Reconciliation Report.

A 5% fee will be added to the total cost of each Extra Work.

Invoicing

CCB will deliver an invoice to the Owner/s on completion of the work.

Payment

Payment for each invoice shall be made to CCB in a timely fashion after the invoice is delivered to the Owner/s.

Access

The Contract Price is based on the assumption that CCB and its forces will have full, complete and unhindered access to the site during the course of construction.

Scheduling

CCB could likely start the Work about June 2026. Time to complete the Work is one week.

Correspondence

Please correspond with CCB by text or email for important messaging so that communications can be preserved and referred to as the need arises.

Endorsement

This letter endorsed by CCB and the Owner/s constitutes the entire Contract between CCB and the Owner/s.

Sincerely,



Steve Corneau
President

I/we the undersigned agree to the Terms, Conditions and Specifications included herein having rightful authority to execute this Contract do hereby affix my/our signatures accordingly.

Evelyn Community Association (Owner)

Date

'You shall do no injustice in judgment, in measurement of length, weight, or volume.
You shall have honest scales, honest weights...' Leviticus 19:35



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Product Specifications & Features Sheet

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ENG

3:26 P



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Megan D'Arcy, Regional Agriculture Coordinator
Date: August 6, 2026
Subject: **Community Pasture Jurisdictional Review Summary**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

As per direction in New Business at the Board Meeting held on June 25, 2026, staff are providing a summary of the status of community pasture management for British Columbia, Alberta, and Saskatchewan.

British Columbia:

BC does not have a formal community pasture program like Alberta or Saskatchewan. Instead, BC uses a Crown range tenure system (as managed by the Ministry of Forests), where grazing on public land is authorized through licenses, permits, or leases. However, some BC range tenures can function like community pastures when one tenure holder—such as a rancher, association, cooperative, or company—coordinates shared grazing access for multiple producers.

BC's system is decentralized and tenure based. The Province issues a range tenure to one legal holder, who is responsible for compliance, fees, Range Use Plans, and day-to-day management. In some cases, multiple ranchers use the same tenure through private or cooperative arrangements, with forage allocated internally, often in Animal Unit Months. The Province regulates and approves plans but does not operate the pasture or provide staff.

Alberta:

Alberta has a hybrid model. Most grazing land is managed through individual grazing leases, similar to BC, but some areas—especially under the Special Areas Board—still operate formal community pastures. These involve shared grazing access, annual allotments, pasture staff, producer committees, and more direct government administration.

Key Features of Alberta Community Pasture Model:

- Managed by the Special Areas Board (provincial authority that administers applications and fees, oversees operations and infrastructure).

- Provide shared grazing access for multiple producers; producers apply annually for grazing allotments.
- Each pasture has pasture supervisor and range riders (staff) and ab allotment committee (producer + government input).

Saskatchewan:

Saskatchewan historically had the most developed community pasture system, with large government-run pastures, shared herds, pasture managers, riders, and centralized services. The province has since moved away from that model toward long-term leases, patron groups, and producer-led management, while maintaining environmental protections.

Key Features of Saskatchewan Community Pasture Model:

- Historical model (provincial + federal community pastures) with large-scale pastures (millions of acres) operated directly by government.
 - Shared grazing for thousands of producers,
 - Government-employed pasture managers and riders, and
 - Centralized herd management and animal health services.
- Post-2010s transition, Government of Saskatchewan has wound down the provincial pasture program and consulted on future land management approaches.
- Current/transition model features a movement toward long-term leasing to producers or patron groups that still includes emphasis on ecological protection of sensitive lands and strong stakeholder consultation.
- Operationally moving to system with less direct government herd management and more producer-led grazing with provincial oversight.

Summary:

BC's "community pasture" arrangements are generally functional rather than formal: legally, they remain Crown range tenures held by one accountable entity. Some may be managed collaboratively by several livestock producers or an association. Alberta retains limited formal community pastures alongside leases, while Saskatchewan has transitioned away from a formal government-run community pasture system toward more decentralized producer management.

Feature	British Columbia	Alberta	Saskatchewan
Formal community pasture program	No	Limited (Special Areas)	Historically large, now phased out
Primary system	Crown range tenures	Grazing leases + some community pastures	Transition to leases/patron management

Access model	Individual tenure	Leaseholder or shared allotments	Historically shared → now leases
On-the-ground management	Tenure holder	Leaseholder or pasture staff	Formerly staff → now producers
Government role	Regulation + approvals	Policy + (in some areas) operations	Transitioning to oversight role
Shared grazing / pooled herds	No	(community pastures only)	historically, decreasing now
Planning requirements	Range Use Plans	Lease stewardship + frameworks	Shift to lease agreements + protections
Environmental focus	High (FRPA, riparian protection)	High (range health protocols)	High (ecological protection emphasized in transition)

Agricultural Development Areas in BC:

Agricultural Development Areas and the Crown Range Tenure System are related to Crown land use in British Columbia, but they serve different purposes. Agricultural Development Areas are planning designations used to identify Crown lands that have potential for future agricultural development. They are generally identified through land use planning processes, such as Land and Resource Management Plans, and are intended to support agricultural expansion where land is suitable for farming, cultivation, hay production, or other forms of agricultural development. An ADA does not, by itself, give a producer the legal right to use the land. Instead, it signals that the area may be considered appropriate for agricultural use, subject to further applications, approvals, and land allocation decisions.

The Crown Range Tenure System, by contrast, is the legal and administrative system that allows livestock producers to graze animals on Crown rangeland. Under this system, the Province issues grazing licenses, permits, or leases to a specific tenure holder. That tenure holder receives an authorized forage allocation, usually measured in Animal Unit Months, and is responsible for complying with provincial legislation, preparing and following a Range Use Plan, managing grazing activity, and protecting range health, riparian areas, wildlife habitat, and other resource values.

The two systems can overlap in practice. For example, in parts of northern and central BC, some lands identified for agricultural development may also support grazing use through Crown range tenures. In some cases, those tenures may be managed by local agricultural organizations or grazing groups in a way that resembles a community pasture. However, the legal mechanism remains the Crown range tenure, not the ADA designation itself. The ADA identifies agricultural

potential; the range tenure creates the actual right and responsibility to use Crown land for grazing.

Topic	Agricultural Development Areas	Crown Range Tenure System
Main purpose	Identify land with potential for agricultural expansion	Authorize livestock grazing on Crown range
What it is	A planning designation in land-use plans	A legal tenure: licence, permit, or lease
Primary use	Agriculture development, such as clearing, cultivation, hay, or farm expansion	Grazing livestock and managing forage
Government role	Identifies and plans areas where agriculture may be encouraged	Issues tenures, sets forage allocation, approves Range Use Plans, monitors compliance
User access	Producers usually still need to apply for Crown land disposition or agriculture tenure	Producers must hold a range licence, permit, or lease
Management focus	Land conversion or development for agricultural production	Sustainable grazing, range health, riparian protection, forage use
Relationship to community pastures	Some ADAs may contain lands later used for community-style grazing	Some range tenures may operate like community pastures if multiple producers share one tenure

Please note: AI (artificial intelligence) was used for research purposes related to this topic.

ATTACHMENTS:

None.

STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability

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

4.2 Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Megan D'Arcy, Regional Agriculture Coordinator
Date: August 6, 2026
Subject: **Irrigation Infrastructure Investment Jurisdictional Review Summary**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

To wrap up additional questions following the RDBN's Agriculture Water Assessment and Community Irrigation Feasibility Study, staff are providing a summary of the investment priorities and mechanisms used to support irrigation infrastructure in BC, Alberta, and Saskatchewan.

Each province is making significant public investments in irrigation infrastructure, but the focus reflects its unique context:

- British Columbia is investing in water security, emphasizing storage, localized infrastructure, and planning to improve resilience to drought and climate change.
- Alberta is investing in renewal and modernization, preserving one of the world's largest irrigation district systems through rehabilitation, automation, and efficiency improvements.
- Saskatchewan is investing in new irrigation capacity, using major public infrastructure projects to expand irrigated agriculture and support economic growth.

British Columbia: Investing in Water Security

BC's investments are intended to make agriculture more resilient to drought and climate change while protecting aquatic ecosystems. The [Agriculture Water Infrastructure Program \(AWP\)](#) supports projects that improve water storage, delivery, and management, with funding available for producer projects, community infrastructure, engineering studies, and strategic regional initiatives. The province has committed \$100 million to the AWP, which has supported hundreds of projects since 2023. At the BC Agriculture Conference held in June of this year, Lana Popham, the Minister of Agriculture and Food, announced that an additional \$20 million is being invested through the Agriculture Water Infrastructure Program to combat drought.

BC invests heavily in planning and pre-construction work, recognizing that many projects require watershed-level coordination before physical infrastructure can proceed. The RDBN's

Agriculture Water Assessment and Community Irrigation Feasibility Study was published with a goal of guiding potential community irrigation projects through this process.

BC is encouraging producers to invest by providing cost share funding aimed towards improved drought resilience, increasing water availability, and managing regional water shortages. Rather than expanding irrigation everywhere, investments are targeted to areas where additional water can be supplied sustainably.

Alberta: Investing in Asset Renewal

Alberta has Canada's largest and most mature irrigation network. Provincial investment focuses less on expansion and more on preserving and improving existing infrastructure. Through the [Irrigation Rehabilitation Program](#), Alberta cost-shares projects with irrigation districts to rehabilitate canals, replace aging infrastructure with pipelines, improve efficiency, and modernize water delivery systems. The Alberta Government also provides funding to producers through the [Water Program](#) (funded by the Sustainable Canadian Agricultural Partnership).

The province is investing to extend infrastructure life, improve operational efficiency, and increase reliability.

Rather than building many new systems, Alberta is maximizing the performance of infrastructure that already exists in partnership with irrigation districts, as well as supporting some new on-farm irrigation projects.

Saskatchewan: Investing in Expansion

Saskatchewan views irrigation as a long-term economic development initiative. Provincial investment is focused on increasing irrigated acreage and building the infrastructure needed to deliver water from major reservoirs, particularly the Lake Diefenbaker system. Recent provincial capital plans include funding for the [Lake Diefenbaker Irrigation Project](#), the Luck Lake Irrigation Project, and other irrigation development initiatives.

The Sustainable CAP Irrigation Development Program also helps producers develop the infrastructure from the water source to the pivot point, while excluding on-farm irrigation equipment such as pivots.

In Saskatchewan, the objective is to expand irrigated acreage and increase agricultural production, support economic growth, and build new regional irrigation systems by investing heavily in creating new publicly owned irrigation capacity.

Please note: AI (artificial intelligence) was used for research purposes related to this topic.

ATTACHMENTS:

None.

STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability

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

4.2 Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator.



301 - 1268 Fifth Avenue
 Prince George, BC V2L 3L2
 Tel: 250-561-2525
 Fax: 250-561-2563

info@northernddevelopment.bc.ca
 www.northernddevelopment.bc.ca

July 3, 2026

Regional District of Bulkley-Nechako
 Box 820
 Burns Lake, BC V0J 1E0

Attention: Chair Mark Parker

**Subject: 2026 Economic Development Capacity Building
 Northern Development Project Number IA-12988**

Thank you for your application to the 2026 Economic Development Capacity Building program. Northern Development is pleased to advise you that your application has been approved up to \$50,000 to support wages for the Manager of Strategic Initiatives and Rural Services position.

Funding under this program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is due by February 28, 2027. Reporting materials can be found on Northern Development's website at www.northernddevelopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/.

The Northern Development Board wants to see the Regional District of Bulkley-Nechako reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,

Northern Development Initiative Trust

c: Curtis Helgesen, Chief Administrative Officer, Regional District of Bulkley-Nechako
 Nellie Davis, Manager of Strategic Initiatives and Rural Services, Regional District of Bulkley-Nechako



Ministry of Housing
and Municipal Affairs

Local Government Division
PO Box 9838 Stn Prov Govt
800 Johnson St, 6th Floor
Victoria BC V8W 9T1

CIRCULAR

July 8, 2026

CLIFF: 192503

To: All Chief Administrative Officers and Corporate Officers:

Re: Bill 17 Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, 2026, and Bill 18 Housing and Municipal Affairs Statutes (Parental Leave) Amendment Act, 2026

As a follow-up to the circular from April 2, 2026, I am writing to provide an update on the progress of Bill 17 — Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, 2026, and Bill 18 — Housing and Municipal Affairs Statutes (Parental Leave) Amendment Act, 2026 which are of significant interest to local governments across British Columbia.

As you know, Bill 17 and Bill 18 were introduced in the Legislative Assembly on April 2, 2026. While the legislation has advanced, neither bill has completed all the required legislative stages prior to the conclusion of the Spring 2026 legislative session. It is anticipated, and our intention, that both Bills will continue in second reading and proceed through the remaining stages of the legislative process, with the goal of securing Royal Assent in the Fall 2026 legislative session.

Enacting Bill 17 and Bill 18 and their associated regulations remains a key priority for government. Ministry staff will continue to work closely with UBCM, ministry partners, and other stakeholders on the development of supporting guidance and education materials to assist with implementation.

To support the planned implementation of Bill 17 in the interim, Housing and Municipal Affairs has prepared a Backgrounder (attached) to provide local governments with an overview of the expected enhancements to the responsible conduct framework in Fall 2026. The backgrounder also illustrates considerations that local government staff can use to plan to operationalize processes in anticipation of an enhanced code of conduct framework.

Further guidance to help you prepare for these changes is planned to be made available in Fall 2026, following the completion of the legislative process. I will provide another update

Page 2 of 2

when further guidance and resources to assist local governments in implementation are available on our website.

If you have any questions regarding Bill 17 and associated regulations, or Bill 18, please contact our Governance and Structure Branch by phone at: 250-387-4020 or by email at LGGovernance@gov.bc.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tara Faganello', with a stylized flourish at the end.

Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Housing and Municipal Affairs

Attachment: Backgrounder: Enhancements to Local Government Responsible Conduct

Backgrounder: Enhancements to Local Government Responsible Conduct

Disclaimer: The information in this backgrounder is based on proposed legislative amendments in [Bill 17 – Municipal Affairs Statutes \(Codes of Conduct\) Amendments Act](#) which has not yet been enacted by the legislature. The information below is provided for information only and is intended to support local governments to consider steps to take to prepare for when the legislation and associated regulations secure Royal Assent.

Part 1 – Introduction

This backgrounder is intended to provide local governments an overview of expected enhancements to the responsible conduct framework. The backgrounder also illustrates considerations that local government staff can use to plan to operationalize processes in anticipation of an enhanced framework.

An enhanced framework is intended to:

- strengthen good governance through a standard of conduct for all local elected officials;
- support local governments that experience misconduct;
- set standard administratively fair processes for conduct complaints, investigations and enforcement;
- involve a neutral party to resolve and, if necessary, investigate a code complaint;
- increase accountability by providing for sanctions that may be recommended and imposed by a council or board when misconduct occurs; and,
- provide greater transparency and accountability through public reporting to build public trust and confidence.

The proposed code of conduct framework will apply to:

- Municipal Councillors
- Regional District Directors
- Vancouver Board of Parks and Recreation Commissioners
- Islands Trust Trustees
- Cultus Lake Park Board Commissioners

[Bill 17 – Housing and Municipal Affairs Statutes \(Codes of Conduct\) Amendment Act](#) was introduced in the Legislative Assembly on April 2, 2026. While legislation has advanced, the Bill has not completed all of the required legislative stages prior to the conclusion of the Spring 2026 legislative session. It is anticipated that the Bill will proceed through the remaining stages of the legislative process in the Fall 2026 legislative session.

The intent is to have the Bill and associated regulations in place for newly elected councils and regional district boards following the October 17, 2026 general local elections.

A future regulation intends to establish a province-wide code of conduct ('code') to set an expected standard of behaviour for all municipal councillors and regional district directors in B.C.

Background: Enhancements to Local Government Responsible Conduct

Overview of Municipal Affairs Statutes (Codes of Conduct) Amendment Act

The legislation sets out the following, the:

- requirement for municipal councillors and regional district directors to comply with a code of conduct to be established by regulation;
- code complaint process that includes:
 - who can file a complaint;
 - what must be included in a complaint; and,
 - the requirement for a Designated Officer to refer a complaint to an independent investigator.
- power of the Minister to refer a code complaint to an independent investigator if the Designated Officer does not refer the complaint;
- powers of the investigator upon receiving a complaint that includes:
 - dismissal of the complaint;
 - recommendation to undertake mutual resolution; or,
 - an investigation to determine whether a breach of the code has occurred.
- sanctions that may be recommended by the investigator;
- confidentiality requirements related to the investigation;
- requirement that after concluding an investigation, the investigator must determine whether the code has been breached, and prepare an investigation report, with recommended sanctions, if applicable;
- process for councils and boards to impose those sanctions at a closed meeting that is attended by the investigator; and,
- requirements for public reporting (e.g., summary report and annual code of conduct report).

Under the legislation the following people may file a code complaint:

- Municipal councillors or regional district directors
- Local government staff in prescribed circumstances
- Municipal councillors or regional district directors on behalf of Individuals appointed to standing or select committees of a council or board

A person who files a complaint is the complainant.

Additional legislative amendments to support governance and clarify roles includes the removal of the:

- term “head and Chief Executive Officer” from the role of the Mayor and Board Chair; and,
- ability of the Mayor or Board Chair to suspend a local government officer without council or board approval.

Associated regulations will include the code of conduct, enforcement timelines, and criteria for a person to be a code investigator.

Background: Enhancements to Local Government Responsible Conduct

Role of Local Government Staff

Steps that local government staff can take to prepare for the enhanced code of conduct framework include:

- Planning orientation and training for councils and boards that includes a focus on expected behaviour of local government elected officials. *A PowerPoint about the new code of conduct framework will be made available when the legislation and regulation are brought into force.*
- Preparing staff reports for the new council or board to consider that:
 - describes local government bylaws and policies that may require updating once the code of conduct framework is in force; and,
 - options for councils and boards to fund (e.g., investigator costs) and select an investigator (e.g., ad hoc or shared service model) to assess and investigate code of conduct complaints.

Designated Officers will be responsible for receiving and referring a code complaint to an independent investigator. The role of the Designated Officer is administrative and impartial and includes:

- receiving the complaint form;
- reviewing the complaint form to confirm it is complete;
- requesting the complainant to complete the complaint form if it is missing information, if applicable;
- procuring an investigator; and,
- referring the complaint to the investigator.

Designated Officers are defined in proposed legislation as the Chief Administrative Officer or Corporate Officer.

Designated Officers will not be decision-makers when it comes to code of conduct-related complaints and do not advocate for complainants or respondents in relation to a code complaint.

If a complaint is not appropriately referred to an investigator by the Designated Officer, the minister may refer the complaint to an investigator. It is expected that the minister's authority would only be used in exceptional circumstances and where considerable time has passed since the complaint was submitted to the Designated Officer (e.g., over one month).

Part 2 – Preparations for Enhancements to the Responsible Conduct Framework

Below are **recommended** steps that local governments can consider to prepare for when *the Municipal Affairs Statutes (Codes of Conduct) Amendment Act* and associated regulations

Background: Enhancements to Local Government Responsible Conduct

are brought into force. It is up to individual councils and boards to determine whether to complete preparations before or after the code of conduct framework comes into force. Any reference to an existing local government code bylaw or policy will be considered a reference to the provincial code once the legislation is brought into force.

Orientation and Training

Local governments will need to consider how to introduce the standards of conduct and a new code complaint process as part of the orientation process for councils and boards once the legislation and associated regulations are in force. A PowerPoint presentation to support local government staff to train councils and boards on the new code of conduct framework will be made available. Subsequent guides will include information for local government elected officials and local government staff.

Orientation and training for councils and boards that includes strategies for working together is key to supporting long-term collaborative working relationships and foster good governance. Some municipal councillors and regional district directors may not have previous experience working in a formal governance environment and may need additional training about the expectations of their new role in elected office.

Local government staff play a key role in educating and advising municipal councillors and regional district directors about the following:

- roles and responsibilities in governing the community (e.g. role of council or board versus staff);
- procedural and legislative rules for local government (e.g., confidentiality, procedure bylaw, open meeting rules);
- collaborative decision-making; and,
- local government operations (e.g., financial planning, taxation and bylaws).

Training can support municipal councillors and regional district directors to develop a shared understanding of the standards of behaviour and the code complaint process once the new framework is in force. Information about informal resolution techniques (e.g., conflict resolution) may support municipal councillors and regional district directors to resolve conduct-related matters when they arise and act as a preventative measure to formal code complaints being lodged. Refresher sessions following by-elections or significant local government staffing changes and/or new staff hires is also recommended.

Local governments are encouraged to have municipal councillors and regional district directors engage in regular, meaningful dialogue about how they will govern, and the standards of behaviour expected while carrying out their official duties. Discussions about the standards of behaviour can be held at sessions following the general local elections, by-elections and regularly throughout the four-year term of office as needed.

Background: Enhancements to Local Government Responsible Conduct

Ongoing leadership development and periodic training (e.g., through the [Local Government Leadership Academy](#)) on governance topics for municipal councillors and regional district directors supports good governance practices. A shared understanding of roles, responsibilities, and appropriate conduct can strengthen a council or board's decision-making culture and reduce the likelihood that conduct concerns would escalate into formal complaints.

Local governments may want to explore regional learning opportunities between local governments to engage qualified facilitators or consultants to educate newly elected councils and boards. A collaborative approach may help municipal councillors and regional district directors to operate with the same understanding and information, reduce duplication of effort (and potentially costs), and support a consistent approach to training across the region.

Additional training topics that may support municipal councillors and regional district directors to understand expected behaviours and potentially alleviate unnecessary code complaints through training and education include:

- providing Indigenous cultural safety and cultural training;
- training about conflict-of-interest;
- understanding leadership and learning styles;
- developing conflict resolution skills;
- reviewing local government policies that support appropriate conduct (e.g., communication, workplace safety, social media, bullying and harassment policies); and,
- WorkSafe BC requirements.

Code of Conduct Investigators

Financial Planning to Fund Investigations

Local governments will need to consider how best to incorporate the funding required to contract an investigator to assess and investigate code complaints into their annual financial planning process. The cost of funding code of conduct investigations will vary between local governments. The amount of funding required will depend on the number of code complaints each year.

There are three options local government may choose to consider during the annual budgeting process:

- 1) Anticipate the approximate fund amount that may be needed for investigations and incorporate that amount into the financial plan bylaw under "general administration". The funds do not need to be a line item in the bylaw; however, the

Background: Enhancements to Local Government Responsible Conduct

amount can be included in as part of the totals for “general government” and “property taxation”.

- 2) Use section 188 of the *Community Charter* [applies to Regional Districts s.377(1)(f) of the *Local Government Act*] to adopt a bylaw that creates a reserve fund for the purpose of funding investigations. Reserve funds contributed in this manner may only be used for that purpose and may be carried over from year-to-year.
- 3) Establish a regional district service that a municipality and electoral area can participate in to fund investigations and include the operating cost in the regional district’s financial plan.

Selecting the Investigator

The legislation will require the Designated Officer to refer code complaints to an investigator after receipt of a written complaint. The Designated Officer’s role is to ensure the complaint is complete before referring it to an investigator.

The regulation will describe the experience investigators must have to be an investigator under the new framework. Councils and boards may want to select one or more persons who meet that criteria **in advance** of a potential code complaint. Selection of an investigator or the creation of a roster of investigators is recommended within six months following the 2026 general local elections. Councils and boards may want to revisit an established roster of investigators in the nine months prior to general local elections.

Investigators used to assess and investigate code complaints must meet the prescribed criteria set by regulation.

Information on prescribed criteria will be available in a subsequent guide when the regulation is enacted.

Selecting or creating a roster of investigators before a code complaint is received can support the Designated Officer to efficiently refer complaint forms if or when needed. Creating a roster of potential investigators (e.g., two to three investigators) prior to a code complaint may also reduce any political dynamics around complaint handling and selection optics. Local government staff will need to review local procurement policies and establish a selection process to support contracting an investigator.

Councils and boards may want to explore the following options to contract the services of an investigator.

1) Local Government Pre-Appointment or Prequalified List

- Pre-appoint an investigator or procure a qualified list of investigators in advance of a code complaint through a Request for Information or a Request for Qualifications process. Local governments may need to review their procurement policies to allow for contracting investigation services.

Backgrounder: Enhancements to Local Government Responsible Conduct

2) Regional Model

- Investigator Service - create a shared investigator service for some or all regional district participants.
- Region-wide pre-qualified List - establish a shared pre-qualified list of investigators for use by regional district members. The regional district would outline how members use the list, such as the conditions of use and method(s) to select someone from the list. This type of list may be used under a shared investigator service or as a general benefit to the regional district and its members.

3) Ad Hoc Contracting

- The Designated Officer runs a local procurement process based on local government procurement policies when a complaint is received. The local government may wish to determine the approximate dollar value of an investigation when considering the procurement method to contract an investigator on an ad-hoc basis. The local government's legal council, if any, may be a helpful resource to create an estimate on the complexity and investigative needs for the complaint.

Code Complaint and Mutual Resolution Forms

Sample code complaint and mutual resolution forms will be provided in a subsequent guide to promote consistency, and completeness.

If a local government prefers to develop its own code complaint form – the form will need to meet the minimum requirements set by legislation when it is brought into force.

The complaint forms described in the legislation will be submitted to the Designated Officer and must include the following information:

- the name of the complainant;
- the name of the respondent;
- the section of the code the respondent is alleged to have contravened;
- a description of the alleged contravention, and when it occurred;
- a description of efforts to informally resolve the complaint (if applicable);
- a statement from the complainant as to whether they would be willing to participate in a mutual resolution process; and,
- if applicable, any supporting document or other information related to the complaint.

Background: Enhancements to Local Government Responsible Conduct

Local Bylaw and Policy Review

Local governments may want to review existing bylaws and/or policies that contain references to an existing local code of conduct. A staff report can outline recommended steps and timing to amend relevant bylaws or policies to align with the legislation and associated regulation once it is in force.

Local Government Code of Conduct Bylaws or Policies

Once the legislation comes into force, the provincially prescribed code of conduct will supersede any existing local government code of conduct. In cases where local government bylaws or policies are inconsistent or in conflict with the code, the provincial code of conduct prevails, therefore local governments are recommended to repeal code of conduct bylaws or policies (if any) once the code of conduct framework is in force.

An existing local government code of conduct bylaw or policy may be left in place until after the new code is in force to ensure that any code of conduct complaints made prior to the code of conduct framework coming into force has a process to follow. A pre-existing code complaint (e.g., made under a local code of conduct bylaw or policy) may be resolved under the local government's pre-existing code of conduct.

Key local government policies and bylaws that may need to be reviewed would include:

Council or Board Remuneration Bylaw or Policy

Most local governments have bylaws or policies that include provisions for municipal councillors and regional district directors remuneration, expense reimbursement, and benefits.

In some cases, local governments may need to amend a remuneration bylaw and/or policy if it is tied to the local government's current code of conduct bylaw or policy (e.g., sets a remuneration reduction scheme for a breach of the code). The legislation provides that a remuneration reduction sanction will be prescribed by regulation.

Other considerations may include:

- whether a councillor or regional district director is acting for a Mayor/Board Chair who is absent due to a suspension sanction (e.g., longer than 30 days) would receive increased remuneration; or,
- how an alternate director acting for an electoral area director due to a suspension sanction may be compensated (e.g., monthly stipend or per meeting fee).

Background: Enhancements to Local Government Responsible Conduct

Indemnification Bylaw or Policy

Many local governments in B.C. provide for the indemnification of officers, employees and elected officials against a claim for damages resulting from the performance of their duties.

In most instances the local government would pay the legal costs awarded against any elected official, officer, employee stemming from such a claim.

Costs related to a code of conduct investigation that would fall under a local government's indemnification policy are considered as a separate cost from the costs of the investigator.

Municipal councillors and regional district directors involved in a code of conduct complaint may seek independent legal counsel during an investigation. As local governments set their own indemnification bylaws or policies, councils and boards will continue to have the flexibility to decide how and when a municipal councillor or regional district director is reimbursed for legal fees incurred in relation to a code of conduct complaint or investigation.

The legislation will require investigators to include a recommendation respecting indemnification of the parties to a code complaint.

Indemnification

The indemnification rules for local government officials are set out in section 740 the *Local Government Act*.

Indemnification means the legal fees required or incurred to defend an action or prosecution brought against a person in connection with the person's performance of their duties or in relation to the conduct of municipal or regional district business. If indemnification applies then the local government pays the costs (e.g., legal advice).

Considerations

Councils and boards may need to consider the following questions when considering their indemnification bylaw or policy in the context of code complaints:

- How does the council or board want to indemnify a member when a code complaint is made? Specify details in the bylaw or on a case-by-case basis?
- Is there a limit to the amount of legal fees (i.e. specified amount) incurred by a member in relation to a code complaint that may be reimbursed?
- Does the bylaw or policy clearly set out the circumstances when indemnification is available respecting code complaints and investigations (e.g., council or board decision; or only on recommendation of the investigator)?
- Does the council or board want to provide indemnification for code complaints by resolution on a case-by-case basis? What are the pros/cons of this option?
- How does a council or board want to deal with complaints that are found to be frivolous or vexatious (e.g., would the complainant be eligible for indemnification if the complaint is dismissed as frivolous or vexatious)?
- Does the council or board want to specify that if the member is found to not be in breach of the code that they will be indemnified (e.g., person was acting in good faith and within scope of their duties)?

Background: Enhancements to Local Government Responsible Conduct

Council or board discussions about proposed indemnification bylaw or policy amendments present opportunities to settle on the best approach for local circumstances.

If the local government has a solicitor, the council or board can articulate the approach or process for a complainant to seek legal advice in advance of a code complaint. This may be part of a preventative measure as municipal councillors and regional district directors develop understanding of the various aspects of the code and expected behaviours.

Procedure Bylaw

Procedure bylaws often cover general rules of conduct for municipal councillors and regional district directors at meetings – including compliance with the local government's code of conduct bylaw or policy and/or other behavioural standards expected during council or board meetings. Local governments may need to amend their procedure bylaw to update references to local codes of conduct to align with the legislation and associated regulations.

Local governments may choose to include a process for a municipal councillor or regional district directors who has contravened the conduct and debate section of the procedure bylaw to apologize and continue to be a participant in the meeting. Having such a provision in a procedure bylaw may prevent circumstances escalating to a formal code of conduct complaint when a person may have taken an action in haste and then express regret for that action.

Closed Meetings Policy

Some local governments have closed meeting and confidentiality policies that refer to an existing local code of conduct. These internal policies may include processes whereby local government staff share agendas and other information in advance of a closed meeting. Legislation will require councils or boards to consider investigation reports that recommend sanctions in a closed meeting.

Local governments may need to adjust processes to protect confidential code of conduct information that is to be shared with the council or the board prior to a closed meeting. For example, the distribution list for closed meeting materials could be further restricted so that the confidential information is only distributed to those individuals that need to receive it. Record keeping practices may need to be reviewed to ensure these records are managed accordingly.

Social Media Policy

Many local governments have social media policies that identify who and how local government information is posted to its social media accounts (and in some cases moderate responses to content on the account). Social media policies can be reviewed during orientation for councils and boards to discuss the code of conduct and its application to social media.

Background: Enhancements to Local Government Responsible Conduct

Municipal councillors and regional district directors must bear in mind that the line between personal and professional use of social media can blur. Social media interactions, even those considered private, are best treated as public interactions.

Social media training may include the following:

- policies for local government social media accounts;
- expected behaviours related to communication and social media;
- tips for managing social media accounts (both official and personal);
- how to clarify communication that is a personal opinion of the municipal councillor or regional district director;
- discussion about being mindful of personal posts or conversations on social media that may appear to be conducting local government business;
- the most appropriate avenues for engaging with the public on local government matters; and,
- discussion about privacy on the Internet and that posted information can sometimes be misconstrued.

Officers Bylaw

Local governments must, by bylaw, establish officer positions to fulfill the corporate duties and functions for corporate administration (Corporate Officer) and financial administration (Financial Officer) and may also establish other officer positions and assign specific duties to those positions. Other corporate and/or financial officer positions may include a Chief Administrative Officer (CAO), a Deputy Corporate Officer and Deputy CAO.

Under the legislation a Designated Officer is the person that receives code complaints and refers them to an investigator. As such, local governments will need to consider outlining in their “officer’s bylaw” which local government staff may be the Acting CAO or Corporate Officer and can receive code of conduct complaints if the Corporate Officer or CAO are absent and/or unable to fulfill their role as Designated Officers.

Other Local Government Policies and Tools

Other procedural policies and tools that refer to a local code of conduct that local governments may need to review include:

- respectful workplace;
- bullying and harassment policies; and,
- information and records handling (e.g. confidentiality, release of closed meeting information) and communication.

Code of Conduct Reporting

The legislation includes reporting requirements intended to support transparency and public accountability.

Backgrounder: Enhancements to Local Government Responsible Conduct

Summary Reports

The legislation will require investigators to prepare a public summary report if a code of conduct complaint has led to an investigation. Local governments will need to make **all** summary reports provided by the investigator publicly available (e.g., on the local government website or at the local government office).

Annual Code of Conduct Report

The legislation will require local governments to annually prepare a code of conduct report before June 30 each year and make that report publicly available (e.g., on the local government website or at the local government office).

Staff can provide the annual report to the council or board for information and to support the council or board contemplate future financial planning for code of conduct investigations. The report information is intended to be aggregated data and is not complaint specific (e.g., complainants and respondent names).

The required annual code of conduct report must include the following information for the previous year:

- number of complaints filed;
- number of complaints withdrawn or dismissed;
- number of complaints dismissed where the complainant was required to pay costs;
- number of complaints resolved through mutual resolution;
- number of investigations conducted;
- number of each sanction imposed by council or board; and,
- costs associated with the use of an investigator.

Local governments may choose to include other information related to the responsible conduct in the annual report (e.g., indemnification related to code complaints or governance related training).

Local governments may want to consider which Designated Officer or other staff person will be responsible for publishing summary reports. Local governments may also want to determine who in the organization will be responsible for maintaining statistics and preparing the annual code of conduct report (e.g., Chief Administrative Officer or Corporate Officer).



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

RECEIVED
JUL 13 2026
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

July 7, 2026

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

Dear Regional District,

As the UBCM Convention is drawing closer we are beginning to coordinate MLA Hartwell's schedule. If you would like MLA Hartwell to attend any meetings at UBCM, please let us know at your earliest convenience so that we can do the appropriate scheduling and provide the best possible support to your municipality or district.

To help us prepare for these meetings we also request that you send a list of the issues that will be addressed and relevant information to them. Receiving this material will help our office go through it thoroughly and ensure that MLA Hartwell is prepared for the meeting.

Thank you in advance for your help and support. If you have any questions, please do not hesitate to reach out to our office via the email below.

Sincerely,

Sharon Hartwell

Sharon Hartwell, MLA
Bulkley Valley-Stikine
Opposition Critic for Rural Infrastructure and Rural Development

Bulkley Valley-Stikine Constituency Office

PO Box 998
1164 Main Street
Smithers, B.C. V0J 2N0
Sharon.Hartwell.MLA@leg.bc.ca

Sharon Hartwell, MLA
Bulkley Valley-Stikine