REGIONAL DISTRICT OF BULKLEY-NECHAKO
AGENDA
Thursday, October 15, 2026

CALL TO ORDER

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

October 15, 2026

Approve

MINUTES

Board Meeting Minutes - October 1, 2026 Page 7-11

Approve

Regional Transit Committee Meeting Minutes - October 1, 2026 Page 12-15

Approve

Rural Services Committee Meeting Minutes - October 1, 2026 Page 16-21

Approve

DELEGATIONS

TC ENERGY - Tanner Moulton, Communications Advisor, External Relations, British Columbia - Re: Coastal GasLink Update

PLANNING AND DEVELOPMENT

Bylaw for First and Second Reading

Jason Llewellyn, Director of Planning and Development Services - Official Community Plan and Rezoning Application RZ A-01-21:First and Second Readings for Bylaw Nos 2094, 2026 and 2095, 2026 – Electoral Area A (Smithers/Telkwa Rural) Page 22-44

Recommendation

Bylaw for Adoption

Amy Wainwright, Deputy Director of Planning and Development Services - Floodplain Management Amendment Bylaw No. 2118, 2026 Page 45-47

Recommendation

Temporary Use Permit

Cameron Kral, Planner - Temporary Use Permit Application TUP A-03-26 – Electoral Area A (Smithers/Telkwa Rural) Page 48-59

Recommendation

Amy Wainwright, Deputy Director of Planning and Development Services - Temporary Use Permit (TUP) B-01-23 Renewal Page 60-68

Recommendation

Development Variance Permit

Danielle Patterson, Senior Planner - Development Variance Permit Application DVP F-01-26 – Electoral Area F (Vanderhoof Rural) Page 69-77

Recommendation

Danielle Patterson, Senior Planner - Development Variance Permit Application No. A-01-26 - Electoral Area A (Smithers/Telkwa Rural) Page 78-88

Recommendation

Other

Jason Llewellyn, Director of Planning and Development Services - Remedial Action at 435 Highway 16 - Resolution Reconsideration - Electoral Area D (Fraser Lake Rural) Page 89-96

Recommendation

Jason Llewellyn, Director of Planning and Development Services - Tenas Project Effects Assessment - Electoral Area A (Smithers/Telkwa Rural) Page 97-125

Recommendation

Amy Wainwright, Deputy Director of Planning and Development Services - Berg Copper Project Environmental Assessment Process Page 126-133

Recommendation

PARKS AND TRAILS

Amy Wainwright, Deputy Director of Planning and Development Services - Recreation Contribution Grant Program Applications Page 134-178

Recommendation

ADMINISTRATION BYLAWS

Bylaw for First, Second and Third Reading

Cheryl Anderson, Director of Corporate Services - Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026 Page 179-181

Recommendation

ADMINISTRATION REPORTS

Cheryl Anderson, Director of Corporate Services - Authorization for Electoral Area Directors to Attend Orientation Training Page 182

Recommendation

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid for Bulkley Valley Cross Country Ski Club - Electoral Area A (Smithers/Telkwa Rural) Page 183-188

Recommendation

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Area C Economic Development Service Grant for Fort St. James Primary Care Society Healthcare Attraction Worker Initiative Page 189-193

Recommendation

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Area C Economic Development Service Grant to Stuart Lake Golf Club Society Clubhouse Project Page 194-197

Recommendation

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid for Mapes Blackwater Sob Lake Community Hall Kitchen Expansion Project - Electoral Area F (Vanderhoof Rural) Page 198-200

Recommendation

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Letter of Support for Lakes District Family Enhancement Society (The Link) Page 201-205

Recommendation

Cheryl Anderson, Director of Corporate Services - Q3 Quarterly Report Page 206-273

Receive

ADMINISTRATION CORRESPONDENCE

Ministry of Forests - UBCM Follow Up Page 274-275

Receive

Deputy Minister of Infrastructure - UBCM Follow Up Page 276

Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

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

- Labour Relations
- Land Acquisition
- Connectivity
- Environmental Assessment

ADJOURNMENT

VISION

"A World of Opportunities
Within Our Region**"**

MISSION

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

2022-2026 Strategic Plan

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEETING MINUTES
Thursday, October 01, 2026

Directors Present:	Chair Mark Parker Shane Brienen Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Kevin Moutray - via Zoom Shirley Moon Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe Alternate Director Frank Wray
Directors Absent:	Gladys Atrill, Town of Smithers
Staff:	Curtis Helgesen, Chief Administrative Officer - via Zoom Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning and Development Services Wendy Wainwright, Deputy Director of Corporate Services

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CALL TO ORDER

Chair Parker called the meeting to order at 11:00 am

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

October 1, 2026

2026-BM-569
Moved by Director Stoltenberg
Seconded by Director Brienen
That the Agenda and Supplementary Agenda for October 1, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes - September 10, 2026

2026-BM-570
Moved by Director Greenaway
Seconded by Director Dekens
That the Board Meeting minutes of September 10, 2026 be approved.

CARRIED UNANIMOUSLY

Special Board Meeting Minutes - September 22, 2026

2026-BM-571
Moved by Director Stoltenberg
Seconded by Director Greenaway
That the Board Meeting Minutes of September 22, 2026 be approved.

CARRIED UNANIMOUSLY

PLANNING AND DEVELOPMENT

Other

Jason Llewellyn, Director of Planning and Development Services - Withdrawal of OCP Amendment and and Rezoning Application RZ A-03-23

2026-BM-572
Moved by Director Storey
Seconded by Director McGuire

That the Board receive the Director of Planning and Development Services' Withdrawal of OCP Amendment and Rezoning Application RZ A-03-23.

CARRIED UNANIMOUSLY

ADMINISTRATION BYLAWS

Bylaw for First, Second and Third Reading

John Illes, Chief Financial Officer - The Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 2116, 2026

2026-BM-573
Moved by Alternate Director Wray
Seconded by Director Stoltenberg
That Bulkley Valley Regional Pool and Public Racquet Courts Service Establishment Amendment Bylaw No. 2116, 2026 be given first, second, and third Reading this 1st day of October, 2026.
Opposed: Directors Dekens and Stoltenberg

CARRIED

ADMINISTRATION REPORTS

Cheryl Anderson, Director of Corporate Services/Chief Election Officer - 2026 General Local Elections

2026-BM-574
Moved by Alternate Director Wray
Seconded by Director Stoltenberg
That the Board receive the Director of Corporate Services'/Chief Election Officers' 2026 General Local Elections memorandum.

CARRIED UNANIMOUSLY

Wendy Wainwright, Deputy Director of Corporate Services - Northern Rural Homeowners Grant Update

2026-BM-575

Moved by Director Dekens
Seconded by Alternate Director Wray
That the Board receive the Deputy Director of Corporate Services' Northern Rural Homeowners Grant Update.

CARRIED UNANIMOUSLY

Chair Parker recommended that with the current Provincial Election underway staff can bring forward the information in November, 2026.

NEW BUSINESS

IN-CAMERA MOTION

2026-BM-576
Moved by Director Dekens
Seconded by Director Wiebe
That this meeting be closed to the public pursuant to Sections 90(1)(c) of the Community Charter for the Board to deal with matters relating to:

- Labour Relations.

CARRIED UNANIMOUSLY

ADJOURNMENT

2026-BM-577
Moved by Director Stoltenberg
Seconded by Director McGuire
That the meeting be adjourned at 11:10 a.m.

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO
REGIONAL TRANSIT COMMITTEE
MINUTES
Thursday, October 01, 2026

Directors Present:	Chair Mark Parker Shane Brienen Leroy Dekens - arrived at 10:41 a.m. Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray - via Zoom Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe Alternate Director Frank Wray
Directors Absent:	Gladys Atrill, Town of Smithers
Staff:	Curtis Helgesen, Chief Administrative Officer - via Zoom Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning and Development Services Wendy Wainwright, Deputy Director of Corporate Services
Others:	Lara Beckett, Regional District of Fraser-Fort George - via Zoom Chris Vliegenthart, Manager of Transportation, City of Prince George - via Zoom

CALL TO ORDER

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

AGENDA

October 1, 2026

2026-RTC-004

Moved by Director Stoltenberg
Seconded by Director Wiebe
That the Regional Transit Committee Meeting Agenda for October 1, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee Meeting Minutes - November 6, 2025

2026-RTC-005

Moved by Director Storey
Seconded by Director McGuire
That the Regional Transit Committee Meeting Minutes for November 6, 2025 be approved.

CARRIED UNANIMOUSLY

REPORTS

Deneve Vanderwolf, Regional Transit Coordinator - Bulkley-Nechako Regional Transit Report

2026-RTC-006

Moved by Director Riis-Christianson
Seconded by Director Stoltenberg
That the Regional Transit Committee receive the Regional Transit Coordinator's Bulkley-Nechako Regional Transit Report memorandum.

CARRIED UNANIMOUSLY

The Committee discussed:

- Staff will bring forward a report to the Board in early 2027, including budget shortfalls, use of RBA funding and service funding requirements
    - Budget share between the RDBN and the BC Transit Annual Operating Agreement
- Concerns were raised regarding bus capacity on the Vanderhoof to Prince George route
    - Passengers unable to board due to the bus being at full capacity
    - Over capacity riders are sometimes allowed with a reduced bus speed
- Larger buses for the Burns Lake to Prince George route to address capacity concerns
    - Staff brought forward the RDBN requests for larger buses to the Ministry of Transportation and Transit and BC Transit, however it was not approved
    - Demand for buses depends on route
- Fare revenues
    - BC Bus Pass Program
        - Provides no additional revenue to the RDBN
        - Compensation for riders under 12 years of age is provided through an estimated funding formula
    - Opportunities to adjust fare rates
    - Fare changes may be considered at any time in consultation with BC Transit
    - Local government contributions and transit operating costs
- Need for more accurate ridership and pass-up data
    - BC Transit statistics do not always align with anecdotal observations
    - Ridership data for 2025 vs. 2026
    - Collecting where riders reside can be challenging
    - Discussed with BC Transit the collection of more accurate ridership data and additional information for passenger travel, including one-way trips between communities
- Partner municipalities and First Nations communities' contribution
    - Service agreement with the City of Prince George expires at the end of 2026 and staff will be reaching out to discuss renewal.

ADJOURNMENT

2026-RTC-007
Moved by Director Stoltenberg
Seconded by Director Brienen
That the meeting be adjourned at 10:53 a.m.

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL SERVICES COMMITTEE MEETING
MINUTES
Thursday, October 01, 2026

Directors Present: Chair Michael Riis-Christianson
Judy Greenaway
Clint Lambert - left at 9:48 a.m., returned at 9:56 a.m.
Shirley Moon
Chris Newell
Mark Parker
Stoney Stoltenberg

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

Others: Martin Elphee, District of Fort St. James
Linda McGuire, Village of Granisle
Ingrid Polini, COO and Economic Development Lead, Unify - via Zoom - left at 10:14 a.m.
Henry Wiebe, Village of Burns Lake
Frank Wray, Town of Smithers

CALL TO ORDER

Called to order at 9:45 a.m.

AGENDA

October 1, 2026

2026-RSC-084
Moved by Director Parker
Seconded by Director Stoltenberg
That the Rural Services Committee Meeting Agenda for October 1, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Rural Services Committee Meeting Minutes - August 6, 2026

2026-RSC-085
Moved by Director Greenaway
Seconded by Director Lambert
That the Rural Services Committee Meeting Minutes for August 6, 2026 be approved.

CARRIED UNANIMOUSLY

ENGAGEMENT SESSION

UNIFY - Ingrid Polini, COO & Economic Development Lead, Unify Partners - RDBN Regional Economic Development Plan

Chair Riis-Christianson welcomed Ingrid Polini, COO & Economic Development Lead, Unify.

Ms. Polini provided a PowerPoint Presentation.

Economic Development Plan and Tourism Strategy

- Two plans, one process - updating
    - Regional Economic Development Plan
    - Regional Tourism Strategy
- From research to adoption
- Early themes from engagement so far
- Opportunities in your community
    - Director Greenaway, Electoral Area C (Fort St. James Rural)
        - Tourism opportunity
            - First Nations connection to the land and to the history of Fort St. James and the existence of Fort St. James
    - Director Newell, Electoral Area G (Houston/Granisle Rural)

- Historically largest industry was forestry followed by mining
  - Numerous struggles currently
- Tourism draws
  - Outdoor recreation and activities including fishing, hunting and camping
  - Impacts and challenges associated with changes to hunting and fishing regulations

- Director Stoltenberg, Electoral Area A (Smithers/Telkwa Rural)
  - Tourism draws
    - Year round access to Hudson Bay Mountain
    - Large x-country ski community
    - Stealhead salmon fishing, mountain biking, hiking, four wheeling in the mountains
  - Encourage tourism and the areas access to outside activity as much as possible
- Director Moon, Electoral Area F (Vanderhoof Rural)
  - Area F is a good location to provide services and supplies to mining and agriculture with room to expand
  - Tourism
    - Lack of updated usable spaces in provincial and forestry campgrounds
      - Some of the most beautiful lakes in the area not necessarily accessible with the lack of campgrounds
- Director Parker, Electoral Area D (Fraser Lake Rural)
  - Local procurement for the number of industrial projects moving forward in the area
  - Benefit and legacy agreements with industry to create economic value for future year
  - Tourism
    - With an increase in industrial activity comes an increase in usage of local camping areas
    - limited recreational camping available and industry utilizes existing space
- Chair Riis-Christianson, Electoral Area B (Burns Lake Rural)
  - Capitalize on existing assets
  - Work with First Nations Partners and develop more tourism products
    - First Nations tourism is underdeveloped
  - Economic/major projects
    - Ensure managed and plan for future major projects to provide lasting opportunities once companies leave the region

    - Director Lambert, Electoral Area E (Francois/Ootsa Lake Rural)
        - Capitalize on a number of economic items
            - Campground development and maintenance
            - Campgrounds at full capacity prior to the arrival of industrial project
            - Closure of campgrounds and reverting to residential usage
            - Forestry campgrounds are at capacity
            - Need to develop additional campgrounds and promote current inventory.

Ms. Polini noted that attraction and retention needs to ensure accommodations exist for travellers along Highway 16 and through the RDBN. She recognized that when major project development takes place it lowers inventory for accommodations. Ms. Polini mentioned that following today's Rural Services Committee meeting she will be attending the Industry Round Table meeting with the Forestry Round Table meeting taking place October 2, 2026. Ms. Polini asked how to seize the opportunities identified and what the plan needs to accomplish, and past approaches that may not have been successful.

The following was discussed:

- Volunteerism
    - A number of the community clubs, associations, and societies that operate various outdoor recreation options are ran with volunteers
    - Volunteer fatigue and lack of volunteers is an issue
    - Every institute and service has been built by volunteers that share the dream and provide services
- Maintaining recreation sites and working with First Nations utilizing recreation sites
- Work on and continue to build consistent funding for maintaining recreation facilities
- Economic impacts from hunting and fishing regulations
- Provincial impediments to creating industry and recreation opportunities
    - Finding ways to work with the Province to remove barriers
    - e.g. Mining permits, trees being milled outside the area from where they are harvested
- Forest companies leaving the area and deactivating Forest Service Roads impacts recreation, tourism and wildfire mitigation
- Require support and respect from the Province for northern communities
- The number of major projects increasing in the region is creating changes quickly which increases the need to address the changes quickly
- Access to accommodations is a need when developing tourism
- Accommodations within communities to provide the ability to host events

- Common goals between communities
    - Community strengths, people and workforce skills
- Collaboration and building strategies within the regional district is required
- Stronger together
    - Providing ideas on how the RDBN can be stronger together and help communities be stronger
- Developing a plan that can be adaptable now and in changing times.

Ms. Polini spoke of additional information that can be shared:

- Business opportunities that the RDBN would like to connect to/with
- Complete a survey.

Ms. Polini mentioned that RDBN staff can assist with arranging additional time with Unify to discuss opportunities and additional information regarding the Regional Economic Development Plan and Regional Tourism Study.

Chair Riis-Christianson thanked Ms. Polini for attending the meeting.

SUPPLEMENTARY AGENDA

NEW BUSINESS

Community Hall Insurance Costs

Director Moon requested an update regarding group insurance costs for community halls following the completed appraisals.

CFO Illes mentioned that staff have reached out to the Municipal Insurance Association of BC and are awaiting a response. Staff will contact insurance providers within the region for information.

Task Tracking Sheets

Director Moon requested task tracking sheets for the Board on a quarterly basis.

Chair Riis-Christianson

Chair Riis-Christianson expressed his gratitude as Chair of the Rural Services Committee

and thanked the Directors for everyone's hard work. He recognized the contribution from Director Greenaway over her term as Director for Electoral Area C (Fort St. James Rural). Director Greenaway thanked the Directors for their support during her time on the Board.

ADJOURNMENT

2026-RSC-086
Moved by Director Moon
Seconded by Director Stoltenberg
That the meeting be adjourned at 10:20 a.m.

CARRIED UNANIMOUSLY

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Deputy Director of Corporate Services

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Development Services

Date: October 15, 2026

Subject: **Official Community Plan and Rezoning Application RZ A-01-21: First and Second Readings for Bylaw Nos 2094, 2026 and 2095, 2026 – Electoral Area A (Smithers/Telkwa Rural)**

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

1. That Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2094, 2026 be given first and second reading and subsequently be taken to public hearing.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2095, 2026 be given first and second reading and subsequently be taken to public hearing.

3. That the Board consider and approve the attached Official Community Plan Consultation Checklist.

4. That the public hearing for Bylaw No. 2094, 2026 and Bylaw No 2095, 2026 be delegated to the Director or Alternate Director for Electoral Area A.

5. And, that the public hearing not be scheduled until a draft of the Socio-Economic Management Plan for the Tenas Project is made available for public review.

EXECUTIVE SUMMARY

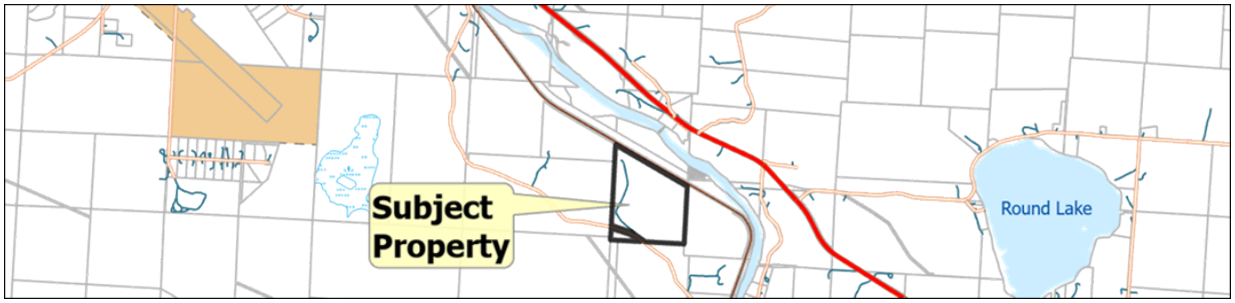
The purpose of the OCP amendment and rezoning is to allow the subject property to be used as a Transportation Terminal in support of a proposed surface metallurgical coal mine (Tenas Project) located approximately 10 km southwest of the Village of Telkwa. The proposed Transportation Terminal includes a 2.13 km rail loop connected to CN Rail's main track by a 0.34 km rail spur.

The applicant is proposing to include procedures in their draft Socio-Economic Management Plan (SEMP) to address any notable negative impacts on the local community associated with the proposed Transportation Terminal. However, this document has not yet been made available. Staff recommend that the bylaws be given first and second readings, and proceed to public hearing once a draft of the SEMP is available for public review.

APPLICATION SUMMARY

Name of Agent / Owner:	Dan Farmer (Telkwa Mining Ltd.)
Electoral Area:	A (Smithers Telkwa Rural)
Subject Property:	14544 Lawson Road legally described as Lot A (See DF 18988), District Lot 1143, Range 5, Coast District, Plan 1056, Except Plan 9828
Property Size:	63 hectares (155 ac.)
OCP Designation:	**Agriculture (AG)** in "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" (the OCP).
Zoning:	**Agricultural (Ag1)** in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw).
ALR Status:	In the ALR
Existing Land Use:	Agriculture
Location:	The subject property is located at 14544 Lawson Road, approximately 5 km from the Village of Telkwa.

The subject property contains a single-family dwelling, garage, large shop, water wells, septic field, two small storage sheds and agricultural fields.



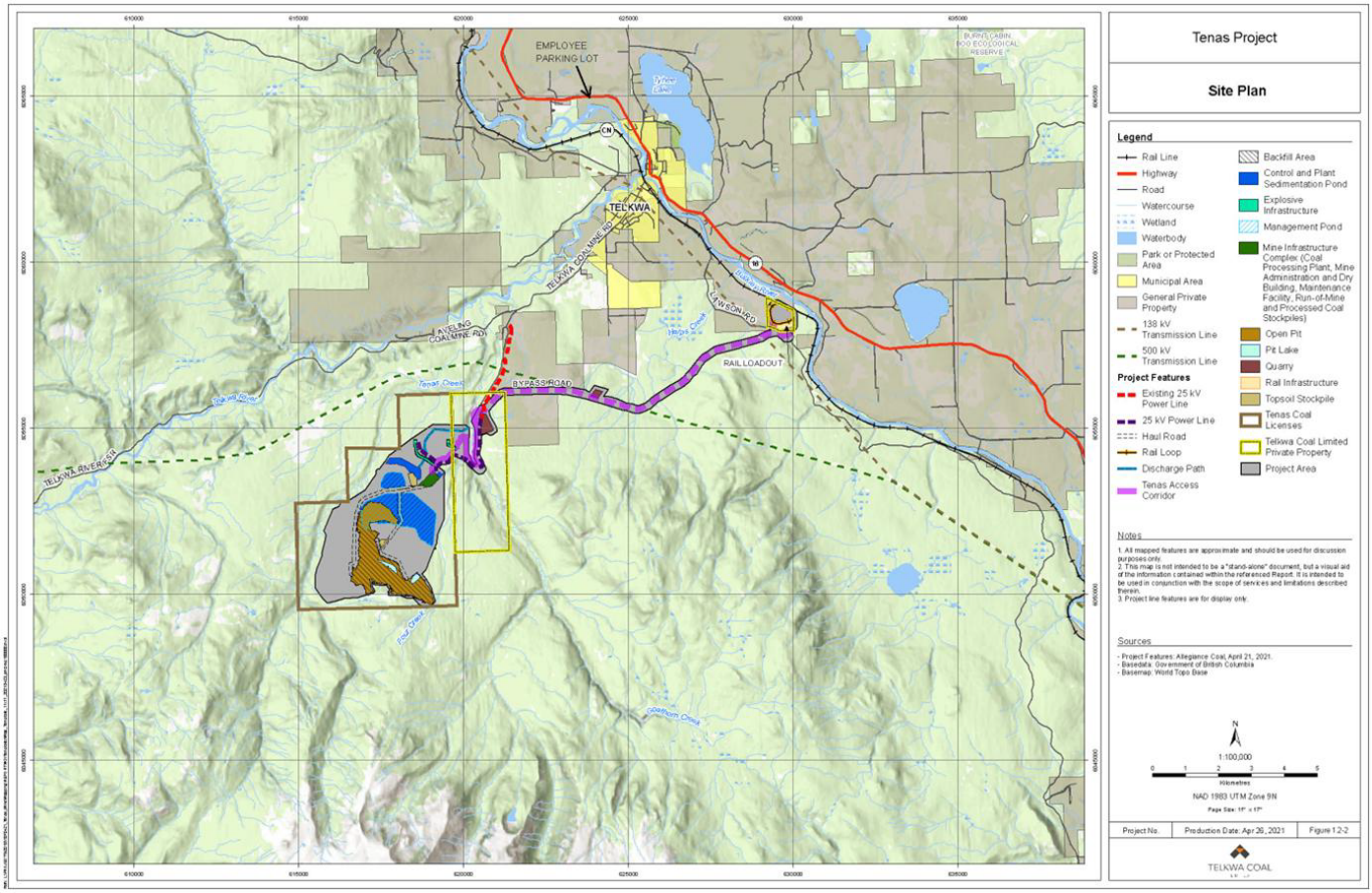
Proposed OCP Amendment and Rezoning

The applicant is proposing to do the following:

1. amend the OCP designation for the subject property from Agriculture to Industrial; and
2. amend the Zoning Bylaw by rezoning the subject property from the Agricultural (Ag1) Zone to the Light Industrial (M1) Zone.

The purpose of the OCP amendment and rezoning is to allow the subject property to be used as a Transportation Terminal. The proposed facility includes a 2.13 km rail loop connected to CN Rail's main track by a 0.34 km rail spur. This Transportation Terminal is in support of a proposed surface coal mine (Tenas Project) located approximately 10 km southwest of the Village of Telkwa.

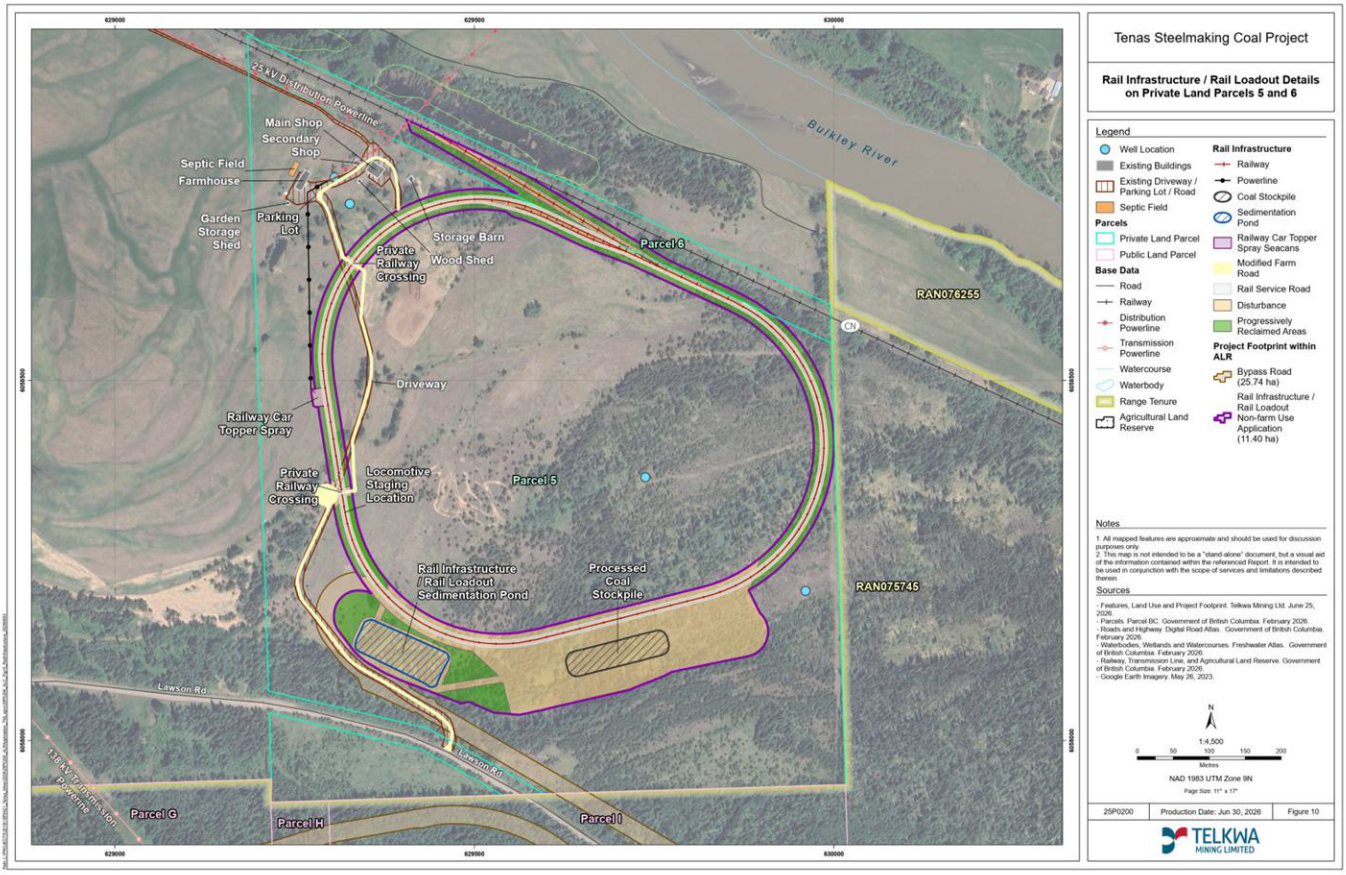
The proposed mine is anticipated to produce between 775,000 to 825,000 tonnes of washed coal annually. The mine life is approximately 26.5 years, including construction, operation, and reclamation phases. The mine site is accessed by Telkwa Coalmine Road. An 16 km long haul road, referred to as the Tenas Access Corridor (TAC) by the applicant is proposed between the mine site and the proposed Transportation Terminal on Lawson Road.



THE PROPOSED TRANSPORTATION TERMINAL FACILITY AND OPERATIONS

Coal trucks will transport processed coal from the mine site to the stockpile pad at the proposed facility. Front end loaders will be used to stack the processed coal into a 15,000 tonne stockpile. Each truck will have an approximate payload of 65 tonnes.

Based on the anticipated mine production and using a 55 tonne truck payload it is estimated that there will be between 13,636 and 15,000 truck trips between the mine site and loadout facility annually. This is approximately 1.7 trucks per hour delivering coal to the Transportation Terminal, and a total of 3.32 trucks an hour travelling both directions along the designated Tenas Access Corridor, loaded and empty.



The 15,000 tonne stockpile is equivalent to roughly 1.23 trains consisting of 116 rail cars. Based on an average rail car capacity of 105.5 tonnes per car and the production requirements, 64 to 66 trains per year are required. This is approximately 1.27 trains per week. Front end loaders will be used to load coal from the stockpiles into rail cars for transport to terminals in Prince George.

The facility is expected to operate 365 days a year and 24 hours a day. Stockpile handling and train loading are planned for daytime operation. However, the facility may operate at night depending on operational requirements and CN train delivery.

The applicant says that during the colder months, an anti-freeze solution will be applied to the empty rail cars prior to filling to prevent coal freezing and sticking to the rail car during unloading at the port. The anti-freeze agent will be delivered to the mine site by road tanker and will be stored in a 40,000 litre storage tank. The tank will be heated and insulated as the

solution can become difficult to pump at below zero temperatures. The rail car dosing system will have dosing pumps and equipment supplied within a self- contained and heated 40 ft. container.

The small portion of land not proposed to be used by the Transportation Terminal may be leased to a farmer if there is interest. The dwelling may be converted for office use (building permit required) and the accessory buildings may be used for equipment and vehicle storage. An existing groundwater well will supply the 24,000 m^3 of water that may be used by the Transportation Terminal operations annually. This includes water required for the dust management system. There is an existing septic system on site which the applicant has indicated is sufficient for the proposed use and number of users.

THE ENVIRONMENTAL ASSESSMENT REVIEW PROCESS

Proposed Transportation Terminal Mitigation Measures - The Tenas Project (including the mine site, TAC and the Transportation Terminal) is currently going through the Provincial Environmental Assessment (EA) Certificate review process pursuant to the *Environmental Assessment Act*. The application documents submitted for the project outline the manner in which the following potential impact will be addressed.

Dust Management - Most dust and other air quality emissions will be generated from vehicle use of the TAC, service, and haul roads within the Project Area. The primary mitigation measure for dust will be the use of watering systems and chemical agents to limit the generation of this dust during the Project's Construction, Operation, and Decommissioning and Reclamation phases. Dust binding agents will be added to the clean coal conveyor belt at the mine site to reduce dust during the hauling, stockpiling and rail car loading process. All haul trucks will be equipped with an automatic tarp system covering the top of the truck to reduce fugitive coal dust emissions. A secondary system to limit dust can be installed at the rail load out facility to dispense water in summer and chemical agents in winter, if determined necessary by Telkwa Mining Ltd. A dust monitoring station will be placed near the rail infrastructure.

Water Management - A sedimentation pond is proposed to be located as shown on the Transportation Terminal site development plan. The pond is designed to allow the settlement of suspended materials in the water. Water quality will be monitored at the discharge point. The settlement pond will be sized to convey the 200-year peak flows from the site. The pond is immediately downstream of the stockpile area and discharges into Bulkley River via an existing surface channel.

Vibration and Noise Management - The applicant indicates that train noise will be reduced because of train speeds on the loop being less than 5 kilometres per hour. Also, vibration is not expected to be detectable above current baseline conditions. The applicant

indicates that train whistles are not required for trains entering or leaving the loop. Telkwa Coal will monitor the noise levels (in A-weighted decibel [dBA]) generated from their rail activities to determine if further mitigations are required.

The Socio Economic Management Plan (SEMP) - The proponent is proposing to develop a SEMP which outlines the mitigation strategies to address potential community and environmental impacts, the monitoring of mitigation effectiveness, and the process to address impacts during the operation of the mine and the proposed Transportation Terminal. It also outlines the requirements for Telkwa Mining Ltd. to engage with First Nations, the public, and local governments.

A draft SEMP was first referred to the RDBN for comment in 2022. The Board considered the attached staff report dated July 21, 2022 which provided the Board with an overview of the environmental assessment application information for the Tenas Project with a focus on housing, noise, dust, vibration, and visual impacts. The Board directed staff to respond with the attached letter dated August 5, 2022.

The RDBN's position was that there is notable potential for the Tenas Project, including the proposed Transportation Terminal, to impact the region's residents despite the proponent's predictions that the Tenas Project will have no significant environmental, economic, social, heritage, and health impacts. Therefore, the RDBN asked that the SEMP be amended to detail a formal process to 1) monitor public and local government satisfaction with the effectiveness of mitigation efforts, and 2) identify and respond to unacceptable residual effects in all areas of potential community impact through an adaptive management process.

It appears that the proponent may be open to amending the SEMP to include a process to monitor public and local government satisfaction and identify and respond to unacceptable residual effects in an adaptive management process. However, a revised draft of the SEMP has not been made available for review as part of the OCP amendment and rezoning process.

The EA Office has confirmed that it will not require the proponent to prepare the SEMP prior to consideration of issuance of the Environmental Assessment Certificate, and the RDBN has been given no assurance that the applicant will be required to review the content of the SEMP with the RDBN during its development. However, the Certificate can be expected to contain conditions regarding the content of the SEMP to be developed. Staff are waiting for the proponent to confirm when the SEMP will be made available.

Given the critical importance of the SEMP to understanding how impacts associated with the Transportation Terminal will be resolved staff recommend that the bylaws be given first and second readings, but not proceed to public hearing until a draft of the SEMP is available for staff, Board, and public review.

EA Process Conclusion

The project is entering the Effects Assessment Phase of the EA process. As part of this process the EA Office has referred an Assessment Report for the Tenas Project, a draft Environmental Assessment Certificate with proposed conditions, and other documents to the RDBN. This will be followed by a final 30-day public engagement and comment period anticipated in November. The above referenced documents will be publicly available during the public engagement and comment period. At the conclusion of the Effects Assessment Phase, the final Referral Package will be provided to the Minister of Environment and Parks and the Minister of Mining and Critical Minerals for their consideration and decision on the Environmental Assessment Certificate.

THE ALC APPROVAL PROCESS

In 2021 the Board considered Agricultural Land Reserve Non-Farm Use Application No. 1227 for the Tenas Project and passed the following resolution:

> *"That Agricultural Land Reserve Non-Farm Use Application No. 1227 be recommended to the Agricultural Land Commission for approval with the further recommendation that the Agricultural Land Commission ensure appropriate reclamation once the proposed mine has closed."*

On December 4th, 2025 the ALC denied the application and refused to allow the TAC and the Transportation Terminal in the ALR.

The ALC in their decision letter stated the following regarding the proposed Transportation Terminal:

> *"The Executive Committee considered the siting and layout of the Rail Facility, which is a loop track roughly centred on the Property, and finds that its layout separates into smaller and less agriculturally viable fragments areas outside of and inside of the rail loop.*
>
> *The Executive Committee considered that the proposed infrastructure on Property 5 represents a significant and long-term industrial use with substantial site alteration including stripping of topsoil, placement of imported fill, and construction of large structures. In the Executive Committee's view, the scale and duration of the proposed non-farm use would fundamentally compromise the agricultural use of the land now and for decades into the future. Therefore, the Executive Committee is not prepared to approve the proposed Rail Facility on Property 5.*
>
> *In addition to impacts of the Rail Facility on the Property, the Executive Committee also considered that an industrial use of this scale may introduce conflicts with surrounding*

lands and could affect surrounding operations through noise, dust, or road traffic, disrupting the broader agricultural landscape.

The ALR exists to preserve lands for current and future agricultural uses, and where industrial development is proposed within the ALR, the Executive Committee must prioritize the size, integrity and continuity of the ALR land base and the use of the ALR for farm use in accordance with s. 6 of the ALCA. In this case, the proposed Rail Facility introduces a significant and large-scale industrial use on productive agricultural land."

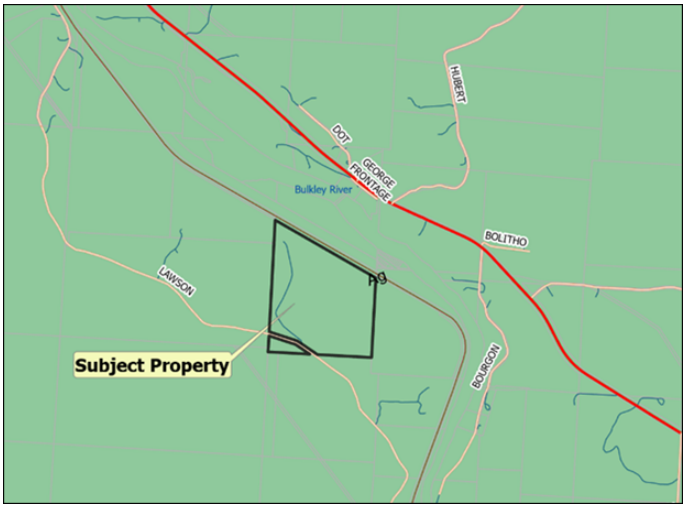
Telkwa Mining Ltd. has indicated the intent to reapply to the ALC with an amended non-farm use application to allow the TAC and Transportation Terminal. Proposed changes to the design and operation of the Transportation Terminal intended to address ALC concerns are reflected in the site plans in this report and discussed in the attached Telkwa Mining letter dated August 4, 2026. The changes do not impact the proposed OCP amendment and rezoning bylaws. At the time of the writing of this report the amended ALC application has not been made.

Staff anticipate recommending, should the bylaws receive 3rd reading, that consideration of adoption be withheld until after an Environmental Assessment Certificate has been issued for the project and an ALC application has been approved.

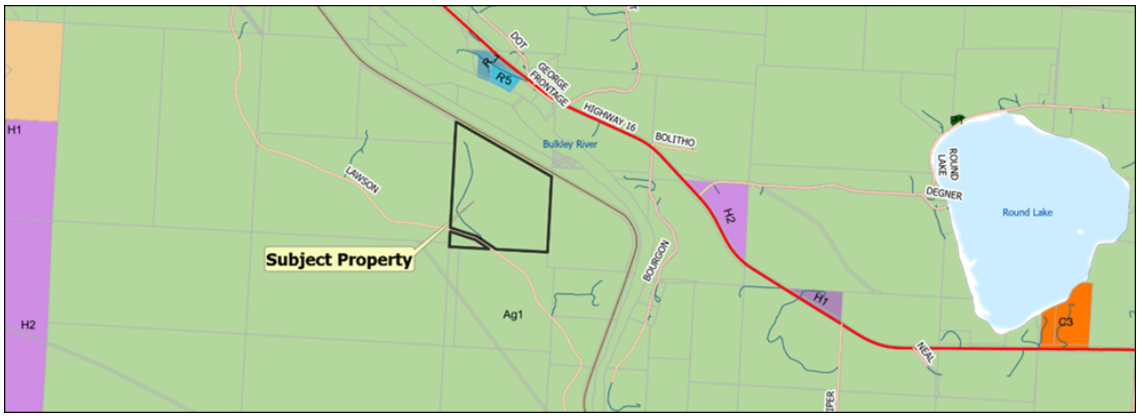
OFFICIAL COMMUNITY PLAN (OCP) AND ZONING

The current Agriculture (AG) OCP designation and Agricultural (Ag1) Zoning reflect that the land is in the ALR and is intended to be used for agricultural purposes.

OCP Map



Zoning Map



The OCP provides the following direction relating to this application

An Industrial Designation and rezoning application to allow industrial uses may be only be considered under the following circumstances.

(a) The proposed use is:

(iii) necessary at or near the location of harvesting or extraction of an agricultural crop, mineral, or soil including gravel;

(iii) a large scale industrial operation that is not appropriately located in an incorporated area; or

(iii) is a small scale light industrial activity.

(b) The proposed industrial use will not create an amount of traffic, noise or other impact that will adversely affect the rural character of the area.

(c) The proposed industrial use will not have an unacceptable negative impact on the environment.

(d) The proposed industrial use will not have an unacceptable negative impact on neighbouring land uses.

(e) Traffic management issues will be considered and addressed appropriately.

(f) And, a proposed industrial use, that could lead to environmental impact in the event of flooding, is not located in a floodplain.

The establishment of permanent greenbelt buffers, or other screening method along parcel boundaries to provide a physical separation between industrial uses of land and adjacent land uses shall be considered as part of any application review process.

Clean-up and restoration of areas negatively affected by past and existing industrial uses will be encouraged.

Rezoning applications for industrial uses that will have an unacceptable impact

on the environment, adjacent land use, or the community as a whole, shall not be supported.

The Light Industrial Zone allows a Transportation Terminal as a principal use. This use is defined as follows.

Transportation Terminal means the use of land, Building or other Structure for a break-of-bulk or assembly point for commodities which enter or leave a Parcel by rail, common carrier trucking lines or freight forwarders, and may include one or more of the following incidental and subordinate uses:

- *Warehousing & storage;*
- *repair of related vehicles and equipment;*
- *storage of shipping and cargo containers, trailers and rail cars.*

In staff's opinion the proposed facility for the storage and shipping of coal by rail fits within the Transportation Terminal definition.

CONSULTATION FOR OCP AMENDMENTS

The *Local Government Act* requires that local governments consider consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. Specifically, the local government must:

(a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and

(b) specifically the RDBN Board should consider if consultation is required with:
- the board of any regional district that is adjacent to the area covered by the plan,
- the council of any municipality that is adjacent to the area covered by the plan,
- First Nations,
- school district boards, greater boards and improvement district boards, and
- the Provincial and federal governments and their agencies.

Also, the *Local Government Act* requires that local governments consult with the local School District regarding any amendment to an OCP, and with the Agricultural Land Commission if the land is in the Agricultural Land Reserve. A further *Local Government Act* requirement is that all OCP amendments be considered in conjunction with the financial plan, and any waste management plan that is applicable or Regional District. The proposed OCP amendment bylaw is consistent with the most recent capital expenditure program and waste management plan.

To ensure that the above requirements are met staff recommend that the Board consider and approve the consultation options outlined in the consultation checklist.

This application has already been referred to the Electoral Area A Advisory Planning Commission (APC), Northern Health, School District 54, Village of Telkwa, Town of Smithers, Ministry of Transportation and Transit (MoTT), Agricultural Land Commission, and the Office of the Wet'suwet'en.

Area A APC Comment

At their November 3, 2025 meeting the APC for Electoral Area A passed a motion that it "unanimously supports the application upon successful completion of the Environmental Assessment and ALR approval".

Agricultural Land Commission Comment

In November of 2025 prior to release of their decision to deny the application the ALC responded with "As this application hasn't been decided yet, the proposed non-farm use is currently not permitted in the ALR and it wouldn't be appropriate to proceed with rezoning or re-designating the land for non-farm uses."

Office of the Wet'suwet'en Comment – See attached letter

Town of Smithers Comment – See attached letter

MoTT Comment – See attached email

ATTACHMENTS:

Bylaw Nos 2094, 2026 and 2095, 2026

Consultation Checklist

Office of Wet'suwet'en letter

Town of Smithers letter

MoTT letter

Staff Report dated July 21, 2022 (link)

Staff letter to the EAO August 5, 2022 (link)

Telkwa Mining letter dated August 4, 2026 (link)

STRATEGIC PLAN ALIGNMENT:

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2094

A Bylaw to Amend
"Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" be amended such that the following land is redesignated from Agriculture (AG) to Industrial (I).

> Lot A (See DF 18988), District Lot 1143, Range 5, Coast District, Plan 1056, Except Plan 9828 as shown on Schedule "A" which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2094, 2026".

READ A FIRST TIME this _____ day of _____, _____.

READ A SECOND TIME this _____ day of _____, _____.

PUBLIC HEARING HELD this _____ day of _____, _____.

READ A THIRD TIME this _____ day of _____, _____.

I hereby certify that the foregoing is a true and correct copy of "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2094, 2026".

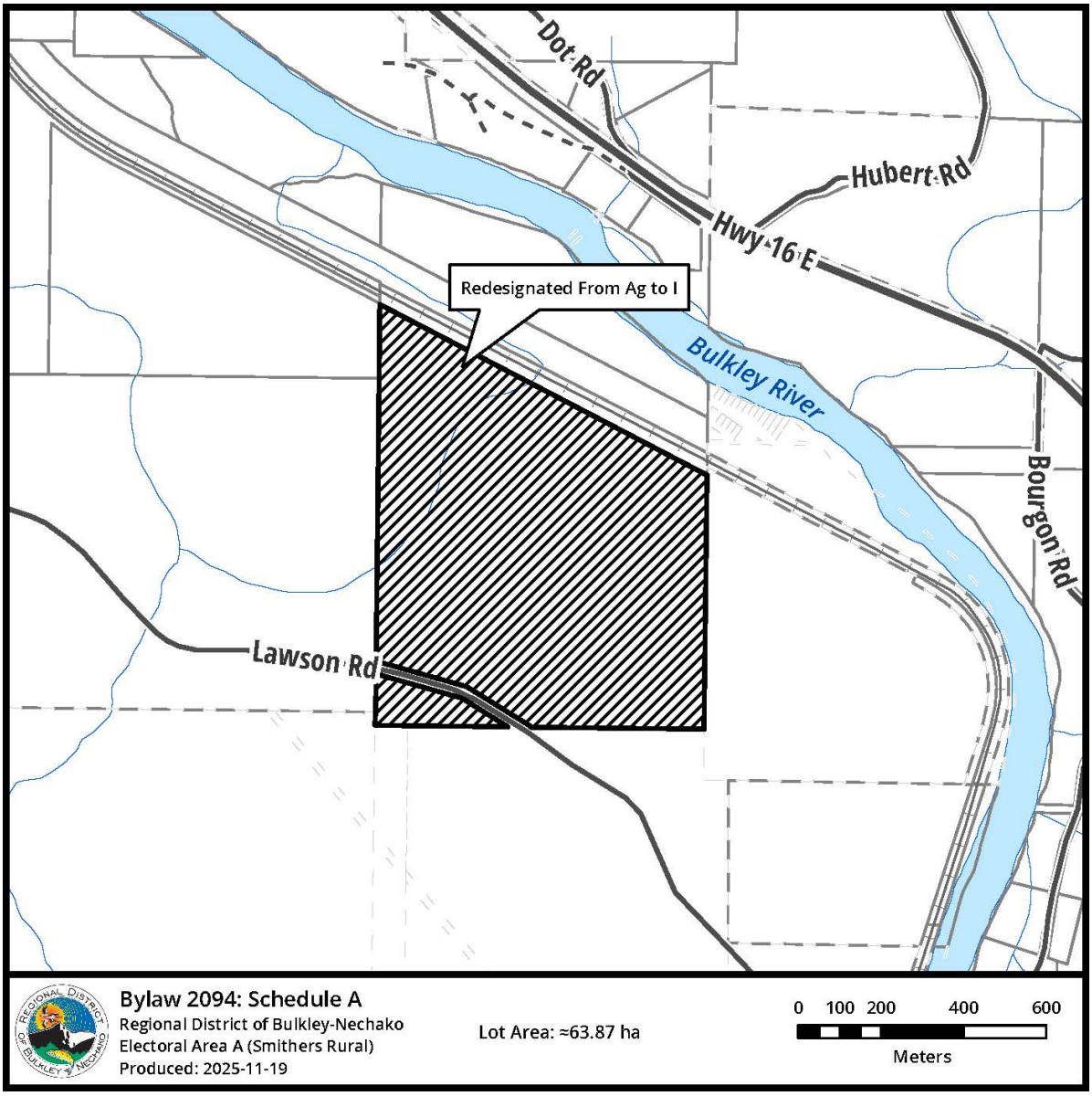
DATED AT BURNS LAKE this day of

_____
Corporate Administrator

ADOPTED this _____ day of _____, _____.

_____ _____
Chairperson Corporate Administrator

SCHEDULE "A" BYLAW NO. 2094



Lot A (See DF 18988), District Lot 1143, Range 5, Coast District, Plan 1056, Except Plan 9828 being redesignated from Agriculture (AG) to Industrial (I).

I hereby certify that this is Schedule "A" of Bylaw No. 2094, 2026.

_____

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2095, 2026

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following land is rezoned from the Agricultural Zone (Ag1) to the Light Industrial Zone (M1) as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

> Lot A (See DF 18988), District Lot 1143, Range 5, Coast District, Plan 1056, Except Plan 9828 as shown on Schedule "A" which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2095, 2026".

READ A FIRST TIME this _____ day of _____, _____.

READ A SECOND TIME this _____ day of _____, _____.

PUBLIC HEARING HELD this _____ day of _____, _____.

READ A THIRD TIME this _____ day of _____, _____.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2095, 2026".

DATED AT BURNS LAKE this _____ day of _____, _____.

_____
Corporate Administrator

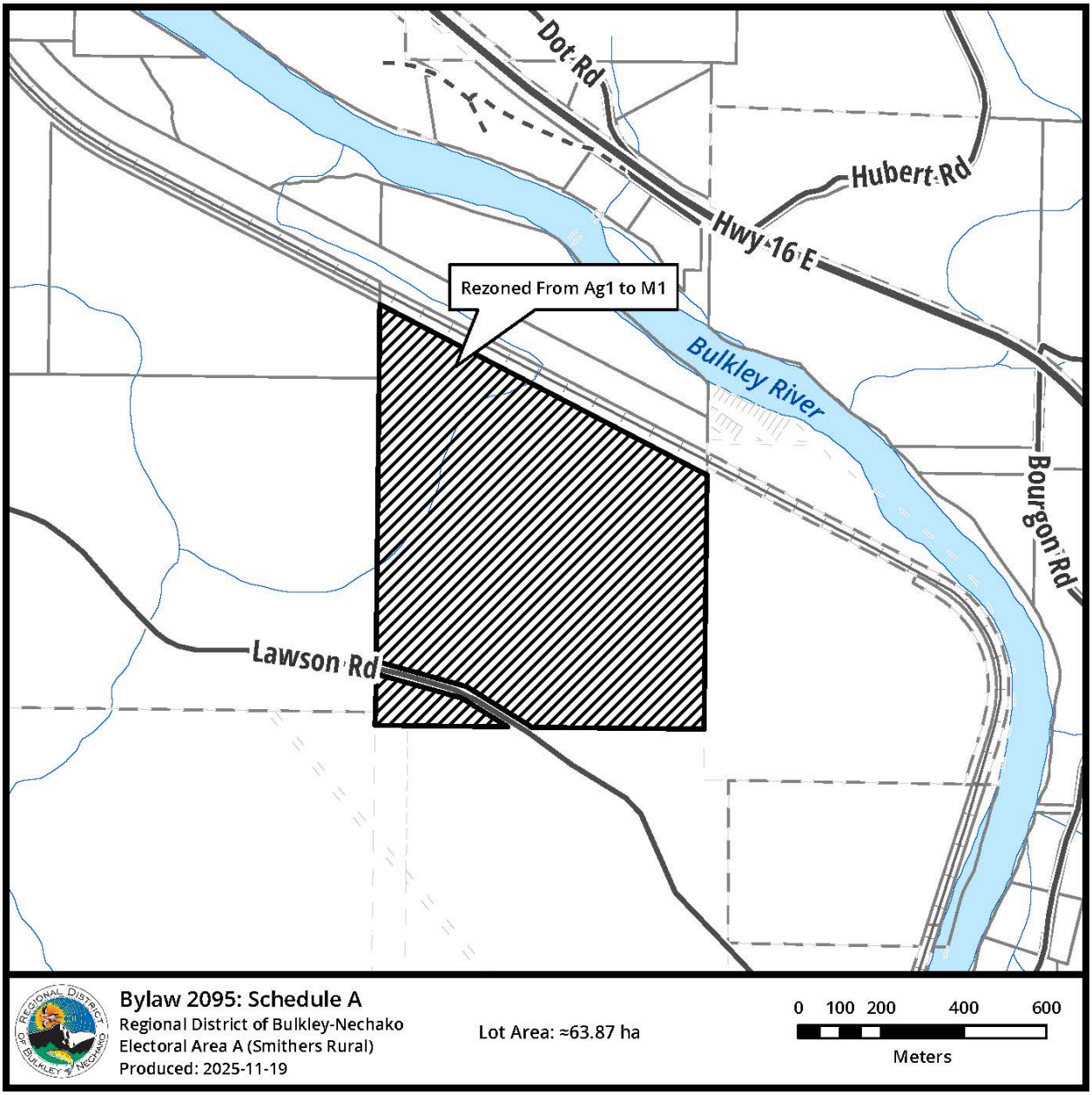
Approved pursuant to section 52(3)(a) of the *Transportation Act*
this _____ day of _____, 20____

_____
for Minister of Transportation & Transit

ADOPTED this _____ day of _____, _____.

_____ _____
Chairperson Corporate Administrator

SCHEDULE "A" BYLAW NO. 2095



Lot A (See DF 18988), District Lot 1143, Range 5, Coast District, Plan 1056, Except Plan 9828 being rezoned from the Agricultural Zone (Ag1) to the Light Industrial Zone (M1).

I hereby certify that this is Schedule "A" of Bylaw No. 2095, 2026

_____

Corporate Administrator

Appendix A

Official Community Plan (OCP) Amendment
Consultation and Consideration Checklist

Associated OCP amendment application number: RZ A-01-21
Associated OCP Amendment Bylaw number: Bylaw 2094

1. Special Considerations

☒ Agricultural Land Reserve
☐ Floodplain
- ☐ Floodplain Management Bylaw No. 1878, 2020 Schedule A, B, or C
- ☐ Floodplain Management Bylaw No. 1878, 2020 Schedule D
- ☐ Other (specify) _____

☐ Known hazards (specify) _____
☐ Environmentally sensitive area
☐ Potential contaminated site
☐ Within 800 metres of a controlled access highway intersection *(requires MoTT referral)*
☐ Housing-related proposal.
☐ Other (specify) _____

2. Consideration and consultation after 1st reading

The proposed OCP bylaw has been considered in conjunction with the following (*required*):

☒ The RDBN's financial plan.
☒ The RDBN's waste management plan.

If the proposed OCP bylaw applies to land within the Agricultural Land Reserve refer the application to:

☒ Agricultural Land Commission *(required)*.

3. Consideration of affected persons, organizations, and authorities prior to 3rd reading

Consideration has been given to consult with all the following. Consultation is recommended with those selected.

Local Governments

☐ Cariboo Regional District
☐ Central Coast Regional District
☐ Peace River Regional District
☐ Regional District of Fraser-Fort George
☐ Regional District of Kitimat-Stikine
☒ Town of Smithers
☐ District of Fort St. James
☐ District of Houston
☐ District of Vanderhoof
☐ Village of Burns Lake
☐ Village of Fraser Lake
☐ Village of Granisle
☒ Village of Telkwa

Government Agencies

☐ Fisheries and Oceans Canada (DFO)
☐ Ministry of Agriculture and Food
☐ Ministry of Energy, Mines and Low Carbon Innovation
☐ Ministry of Environment and Climate Change Strategy
☐ Ministry of Forests
☐ Ministry of Municipal Affairs - Governance and Structure Branch (Stikine Region)
☐ Ministry of Tourism, Arts, Culture, and Sport
☒ Ministry of Transportation and Transit
    ☐ Bulkley-Stikine
    ☐ Fraser-Fort George
☐ Ministry of Water, Land and Resource Stewardship
☒ Northern Health
☐ Other (specify) _____

First Nations

☐ Binche Whut'en
☐ Cheslatta Carrier Nation
☐ Doig River First Nation
☐ Halfway River First Nation
☐ Heiltsuk Nation
☐ Kitselas First Nation
☐ Lake Babine Nation
☐ Lheidli T'enneh
☐ Lhoosk'uz Dené Nation
☐ McLeod Lake Indian Band
☐ Nadleh Whut'en
☐ Nak'azdli Whut'en
☐ Nazko First Nation
☐ Nee Tahi Buhn Indian Band
☐ Nuxalk Nation
☐ Saik'uz First Nation
☐ Skin Tyee Nation
☐ Stellat'en First Nation
☐ Takla Lake First Nation
☐ Tl'azt'en Nation
☐ Ts'il Kaz Koh
☐ Tsay Keh Dene
☐ Ulkatcho First Nation
☐ West Moberly First Nations
☐ Wet'suwet'en First Nation
☒ Wet'suwet'en, Office of the
☐ Witset First Nation
☐ Yekooche First Nation
☐ Other (specify) _____

School Districts *(required)*

☒ Bulkley Valley School District (School District No. 54)
☐ Nechako Lakes School District (School District No. 91)

Advisory Planning Commissions

☒ Electoral Area A (Smithers/Telkwa Rural)
☐ Electoral Area B (Burns Lake Rural)
☐ Electoral Area C (Fort St. James Rural)
☐ Electoral Area D (Fraser Lake Rural)
☐ Electoral Area E (Francois/Ootsa Lake Rural)
☐ Electoral Area F (Vanderhoof Rural)
☐ Electoral Area G (Houston/Granisle Rural)

Miscellaneous

☐ Improvement Districts
☐ Fort Fraser Local Commission

Public

☐ Public Meeting
☐ Direct Engagement with Community
☒ Public Hearing
☐ Public Notice
☐ Other (specify): _____

Mailing Address
205 Beaver Rd, Suite 1
Smithers BC
V0J 2N1
Telephone: 250-847-3630

Location Address:
3873 1st Ave
Smithers BC
www.wetsuweten.com
Facsimile: 250-847-5381

Date: January 28, 2026

Re: RZ A-01-21 2025 Referral Documents

To Deneve Vanderwolf,

The Office of the Wet'suwet'en (OW) acknowledges receipt of this email and attachments.

The OW provides the below comments as a means of protecting and conserving values on the Yintah including: cultural heritage, cultural identity and integrity, ceremonial use, medicinal plants, food plants and plants utilized for materials, wildlife, fish and their habitat, water quality and quantity and ecological integrity.

This response letter does not provide consent or the like. Wet'suwet'en Clans have never consented to the Crown permitting the sale, use, development and/or destruction of their territories; only the affected House group may grant permission for such activities.

- **Cultural Heritage Practices:**
  - OW may complete a reconnaissance and/or recommend an AIA based on the research and findings;
  - CMT's/Trails must be GPSed, flagged and clearly marked;
  - Any data and reports should be provided to the OW for record keeping;
  - CMT management should primarily begin with retaining features within Wildlife Tree Patches, Reserves or the like;
    - Primary trail management should begin with avoiding developing cut blocks over them
  - Secondary management is to stub all CMT's above the feature (scars and blazes where the cambium is stripped, groups of <10 CMTs etc.).
    - For Secondary trail management, more discussion should take place with the OW and the affected House Group.
- **Riparian Management:**
  - Establish functional stream, lake and wetland buffers that protect sensitive and highly diverse ecosystems and adjacent values:
    - Default buffers of at least one tree length unless risk to functional integrity can be proven benign;

We are proud, progressive Wet'suwet'en dedicated to the preservation and enhancement of our culture, traditions and territories, working as one for the betterment of all, through our Inuk nu et'en (our laws).

        - Increase the buffer size according to aquatic system size and wildlife corridor use; (e.g. 100m on S1-S4 streams, 30m on S5-S6[1]);
        - Structure wetland and other buffers through vertical/horizontal diversity;
        - Stabilize riparian buffer vegetation over time.
    - There should be no construction of roads within the riparian reserve area, except when a road is required for a stream crossing:
    - Limit stream sedimentation:
        - Limit stream crossings;
        - Collection settling ponds for suspended substances before stream entrance;
        - Direct road run-off into settling ponds rather than stream environments;
    - No chemical treatment within appropriate distance of stream crossings or adjacent to lakes and wetlands.
    - Document fish and species presence;
        - For Salmon, document all habitats supporting freshwater lifecycle stages (eg. spawning, rearing).
- **Habitat Protection:**
    - Visual screening should be prescribed within a cut block located immediately adjacent to all roads (visual vegetation buffers);
    - Retention of deciduous tree species should be prescribed in the logging plan providing there is a deciduous component in the stand structure;
        - Mixed stands of coniferous/deciduous species, where the deciduous component is larger than 60% of the stand, the area will be reserved from harvesting.
    - Where harvesting occurs adjacent to steep south facing slopes, wildlife tree patches, wildlife tree retention areas are required adjacent to or on the steep south facing slopes;
    - Avoid road construction within 50m of natural openings greater than 0.5ha in size.
- **Ecosystem Management:**
    - Adjustment of polygon size and inventory in the case of rare plant communities (riparian zone, wetlands, lake shore vegetation, cliffs etc.);
    - Preserve *rare ecosystem types by including in reserves, wildlife tree patches, no harvest zones, etc; *(* See attached Rare Ecosystems List for Wet'suwet'en Yintahk)*
    - Preservation of site conditions. This includes soils, plant communities and structural aspects;
    - Limitation of grazing, seeding and fertilizing in and around areas with rare plant communities.
    - Maintain structural diversity within all managed stands;
    - Minimize access to seasonally important areas (wintering, calving, breeding);
    - Buffer sensitive, highly diverse ecosystems like lakeshores, wetland edges and riparian areas;
- **Pesticide and Fertilizer Use:**

    - Use of chemicals on the Wet'suwet'en Yintah is discouraged, use should be restricted to severe issues like human/animal health and safety and non-native plant invasions;
    - A complete list of ingredients and potential contaminants will be required for each fertilization project proposed.
- **Access Roads:**
    - Design roads with minimum interference on rare terrestrial and aquatic ecosystems;
    - Establish vegetation buffers along all travel corridors;
    - Use 100% native plant seeding in open areas;
    - Direct road run-off into settling ponds rather than stream environments.

If you have any questions or comments please contact the Referrals Coordinator at referralscoor@wetsuweten.com or (250) 847-3630.

Sincerely,

Referrals
Natural Resources
(250) 847-3630
referralscoor@wetsuweten.com

Copied:
Leanne H.
Manager, Natural Resources Department
Office of the Wet'suwet'en

We are proud, progressive Wet'suwet'en dedicated to the preservation and enhancement of our culture, traditions and territories, working as one for the betterment of all, through our Inuk nu et'en (our laws).

Town of Smithers
PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 ~ Fax (250) 847-1601 ~ www.smithers.ca

November 25, 2025 File: RZ-A-01-21

EMAIL: Jason.llewellyn@rdbn.bc.ca

Jason Llewellyn, RPP, MCIP
Director of Planning
Regional District of Bulkley-Nechako,
37 3rd Avenue / PO Box 820,
Burns Lake, BC, V0J 1E0

Dear Jason Llewellyn,

Re: Referral Response for Rezoning Application RZ-A-01-21

Thank you for the opportunity to provide comment on the Joint Rezoning & OCP Amendment application RZ-A-01-21, initiated by Dan Farmer (on behalf of Telkwa Mining Ltd.), for the property at 14544 Lawson Road -- legally described as Lot A (See DF 18988), District Lot 1143, Range 5, Coast District, Plan 1056, Except Plan 9828 -- located ~20 kilometres from the Town of Smithers.

Based on the information shared, the Town has no concerns regarding the proposed OCP and Zoning Bylaw amendments intended to permit the use of the subject property as a Transportation Terminal.

Should you have any questions on this letter, please contact the undersigned at 250-847-1600 or dchandran@smithers.ca.

Sincerely,

[redacted]

Deepa Chandran, RPP, MCIP
Manager of Planning & Climate Readiness

CC: Mark Allan, Director of Development Services, Town of Smithers, mallen@smithers.ca
Amy Wainwright, Deputy Director of Planning, RDBN, amy.wainwright@rdbn.bc.ca

n:\development services\regional district of bulkley-nechako\referrals\2025\rz a-01-21\referral response rdbn.docx

From: RDBN Planning
To: Jason Llewellyn
Subject: FW: MoTT Zoning Bylaw Application 2025-04891
Date: December 19, 2025 10:48:06 AM
Attachments: Online Permit Application Process.pdf

From: Hardy, Connie TT:EX <Connie.Hardy@gov.bc.ca>
Sent: December 19, 2025 10:44 AM
To: RDBN Planning <planning@rdbn.bc.ca>
Subject: MoTT Zoning Bylaw Application 2025-04891

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

MoTT has reviewed application A-01-21 for rezoning, MoTT File No. 2025-04891.

As you stated the ALC will need to approve the land use prior to MoTT signing the rezoning.

The new land use will have minimal traffic change, so there is no concern for MoTT with regards to increased traffic.

An access permit will be required prior to an industrial use of the site. The applicant should apply well in advance to understand what will be required prior to approval. I have attached instructions on how to apply that can be shared with the applicant.

Please provide the ALC response when obtained. Once the ALC has approved the land use MoTT will sign off after third reading.

Please let me know if you have any questions.

Regards,
Connie

Connie Hardy
Development Officer
Ministry of Transportation and Transit
Bulkley Stikine District
250-876-6812
DEVELOPMENT SERVICES

Current Road Conditions: DriveBC.ca Find Us Online: TranBC.ca

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Floodplain Management Amendment Bylaw No. 2118, 2026**

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

That Floodplain Management Amendment Bylaw No. 2118, 2026 be adopted.

SUMMARY

Floodplain Management Amendment Bylaw No. 2118, 2026 was given first, second and third reading at the September 10, 2026 Board meeting. The purpose of this bylaw is to update the RDBN Floodplain Management Bylaw mapping for the Bulkley River and incorporate new mapping for the Nechako River.

Contractors and surveyors throughout the Regional District were notified of the upcoming bylaw change that may impact their services, due to the change in Flood Construction Level for lands within the designated floodplain.

ATTACHMENTS:

Floodplain Management Amendment Bylaw No. 2118, 2026

Staff Report dated September 10, 2026 RE Floodplain Mapping Update (link)

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2118, 2026

A Bylaw to Amend "Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That "Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020" be amended as follows:

1. That Section 12 a. be deleted and replaced with the following:
   a. All lands covered by the 200 year flood elevation plus Freeboard, as identified on the following Floodplain Maps attached to this bylaw as Schedule A.
      i. Bulkley, Telkwa and Morice Rivers – Pages 1 to 16.
      ii. Nechako River – Pages 1 to 4.
      iii. Stuart River and Lake – Fort St. James, Drawing No. 89-42-1 to 7.

2. That Section 13 be amended by removing the following text:

   "The Flood Construction Levels identified on the Ebenezer Flats near Smithers 200 Year Flood Map in Schedule A supersedes the Flood Construction Levels identified on the Bulkley & Telkwa Rivers Floodplain Mapping Drawing 84-68-2."

READ A FIRST TIME this 10th day of September, 2026

READ A SECOND TIME this 10th day of September, 2026

READ A THIRD TIME this 10th day of September, 2026

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Floodplain Management Amendment Bylaw No. 2118, 2026".

DATED AT BURNS LAKE this day of

_____
Corporate Administrator

ADOPTED this day of

_____ _____
Chairperson Corporate Administrator

Schedule A

To Floodplain Management Amendment Bylaw No. 2118, 2026

i. Bulkley, Telkwa and Morice Rivers – Pages 1 to 16

ii. Nechako River – Pages 1 to 4

iii. Stuart River and Lake – Fort St. James, Drawing No. 89-42-1 to 7

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cameron Kral, Planner

Date: October 15, 2026

Subject: **Temporary Use Permit Application TUP A-03-26 – Electoral Area A (Smithers/Telkwa Rural) – deferred from September 10, 2026**

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

That the Board approve the issuance of Temporary Use Permit A-03-26 to allow aggregate processing, including crushing, screening and washing at 224 Raymond Road.

EXECUTIVE SUMMARY

The applicant is requesting a Temporary Use Permit (TUP) for three years to allow aggregate processing at an existing sand and gravel pit known as "Steti Pit". The applicant's existing TUP expires on September 28, 2026 and cannot be renewed. The terms of the new TUP are similar, except for an increase in crushing days. The terms of the new TUP are:

- Gravel crushing, screening and washing equipment may operate for a combined maximum of 180 days per year (60 days for gravel crushing and 180 days for screening and washing are currently permitted).
- Hours of operation are limited to 7:00 am to 6:00 pm, Monday to Saturday.
- Gravel crushing may only occur at the bottom of the gravel pit, below the surface of the surrounding lands.
- A four metre tall berm must be maintained around the gravel pit. The surface of the berm must be uniform in nature, free from wooden debris, and covered by non-invasive vegetation.
- Access to the gravel pit must be from Highway 16.

The RDBN has issued several TUPs for aggregate processing on the subject property since 2011. Several complaints were received in 2016 about crushing at 6:00 am. The applicant committed to crushing between 7:00 am to 6:00 pm and no further complaints have been received. Any comments received in response to the public notice for this application will be presented on the supplemental agenda.

The proposal is consistent with the Official Community Plan (OCP) and no notable negative impacts are anticipated. Planning Department staff recommend that TUP A-03-26 be approved.

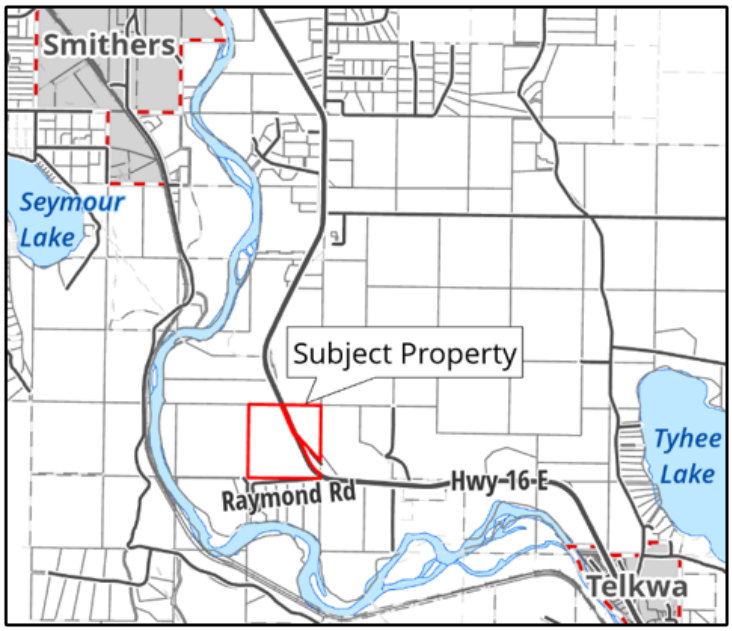
APPLICATION SUMMARY

Name of Agent/Owner	Steffen G. Apperloo, Steti Transport Ltd. (Owner) Evelyn Bredow, Steti Transport Ltd. (Agent)
Electoral Area:	A (Smithers/Telkwa Rural)
Subject Property:	224 Raymond Road, legally described as the Northeast ¼ of Section 5, Township 4, Range 5, Coast District, Except Plans 8393 and PRP14394 (PID 014-019-116)
Zoning:	Agricultural Zone (Ag1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
OCP Designation:	Agriculture (AG) Designation in "Smithers Telkwa Rural OCP Bylaw No. 1704, 2014" (the OCP)
Building Inspection	Within the Building Inspection Area
Fire Protection	Telkwa Rural Fire Protection Area
Existing Land Uses:	Residential, aggregate extraction/processing, and agriculture
Property Size:	61.05 ha (151.0 ac)

Proposed TUP Area:≈17.7 ha (43.7 ac)

Location:	Approximately 2.8 km southeast of the Town of Smithers and 2.8 km west of the Village of Telkwa.

Location Map:



PROPOSAL

The applicant is requesting a three-year Temporary Use Permit (TUP) to allow gravel crushing, screening and washing on the subject property at an existing sand and gravel pit operation. The applicant has an existing TUP which expires on September 28, 2026 and cannot be renewed again. Therefore, the applicant is requesting a new TUP on similar terms, except for an increase in crushing days. The existing TUP is attached (see Applicant Submission). The terms of the new TUP are:

- Gravel crushing, screening and washing equipment may operate for a combined maximum of 180 days per year (60 days for gravel crushing and 180 days for screening and washing are currently permitted).
- Hours of operation are limited to 7:00 am to 6:00 pm, Monday to Saturday.
- Gravel crushing may only occur at the bottom of the gravel pit, below the surface of the surrounding lands.
- A four metre tall berm must be maintained around the gravel pit. The surface of the berm must be uniform in nature, free from wooden debris, and covered by non-invasive vegetation.
- Access to the gravel pit must be from Highway 16.

The applicant provided the attached 2025-2026 Mine Plan and stated they are working on developing a 2026-2031 Mine Plan. The applicant also provided staff with copies of their Mines Act permit and Ministry of Transportation and Transit Highway Access Permit, which are available upon request. Details regarding the operation of the pit and mitigation measures are discussed in the attached Mine Plan (see Applicant Submission)

The subject property is zoned Agricultural (Ag1) which does not permit aggregate processing, including crushing, screening and washing. Therefore, a TUP is required.

DISCUSSION

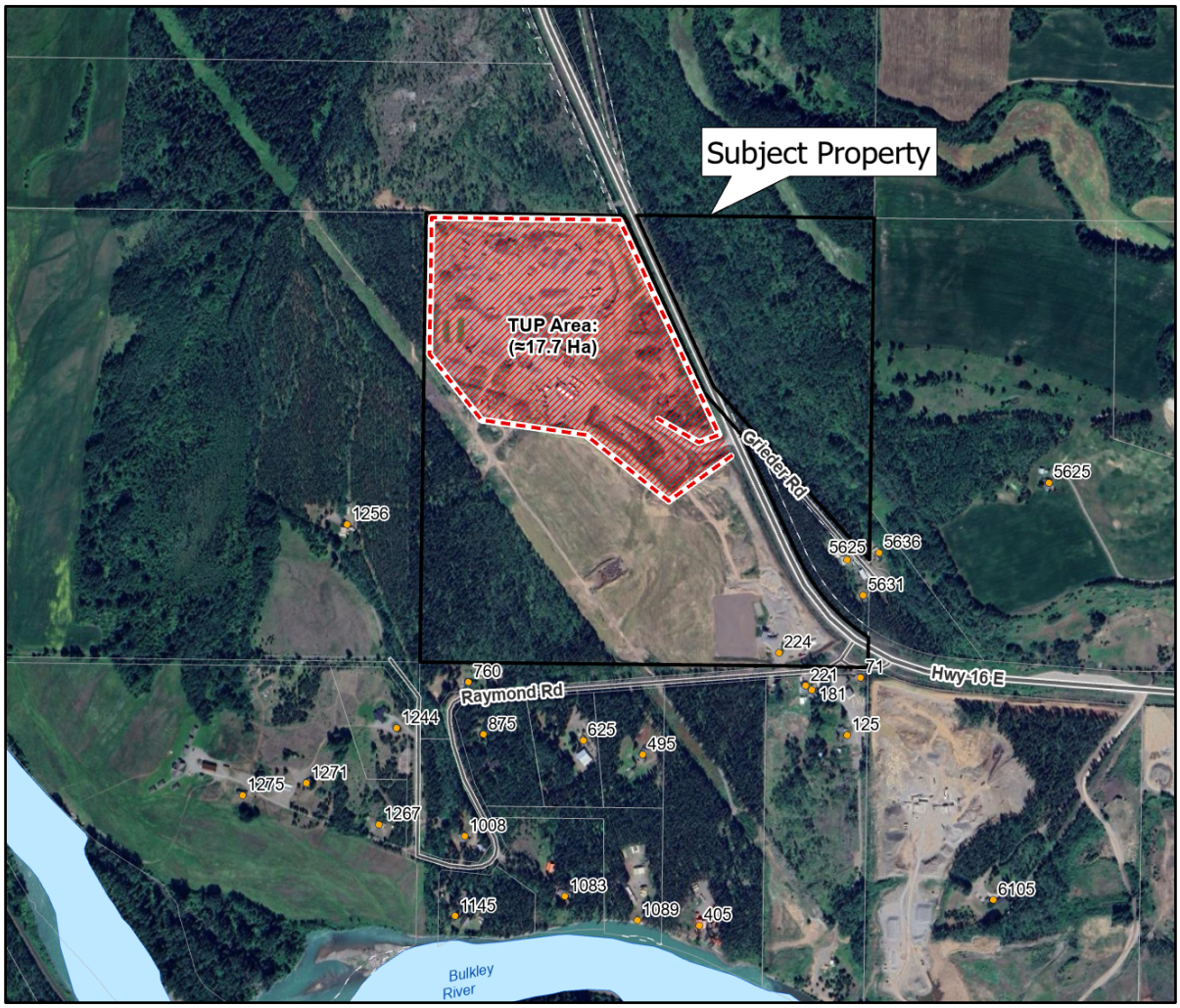
Site Details

The subject property contains the applicant's principal residence, several fields that are leased for agriculture, and a sand and gravel pit approved by the Ministry of Mining and Critical Minerals (MMCM) and the Agricultural Land Commission (ALC).

The proposed TUP area covers the footprint of the pit and is identical to the existing TUP area. A berm screens the pit from Highway 16 and the surrounding lands. The pit is further screened by heavy forest to the north, west and southwest.

There are 21 addresses within approximately 500 m of the subject property. The nearest residence to the TUP area is 350 m to the southwest (see map on next page).

Proposed TUP Area and Nearby Addresses



Official Community Plan

The subject property is designated Agriculture (AG) under the OCP. The intent of this designation is to protect and preserve farm land and soil having agricultural capacity and facilitate the appropriate utilization of that land for agricultural purposes. Section 3.1.2 of the OCP states:

(1) Agriculture and other compatible uses of land may be permitted.

(2) The responsible Provincial Ministry should ensure that agricultural lands used for aggregate extraction are adequately restored for agricultural purposes.

Temporary Use Permits Explained

A TUP allows a use not permitted by zoning to occur for up to three years, with the option for the applicant to request that the Board consider renewing the TUP for a maximum of

three additional years. After the renewed TUP expires, the applicant can submit a new application to allow the use to continue.

The TUP must be in accordance with the policies identified in Section 6.2 of the OCP, which allow for the issuance of a Temporary Use Permit on the following basis:

(a) The proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;

(b) The environment would not be negatively affected by the proposed temporary use.

(c) The proposed temporary use will not have adverse effects on neighbouring land uses or property owners.

(d) The applicant has provided, for consideration as part of the application process, a decommissioning and reclamation plan, if the temporary use requires a significant amount of capital investment in a particular location, or otherwise results in the need for site reclamation.

(e) The need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that required decommissioning and reclamation is completed.

(f) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).

Previous Applications

The RDBN first issued a TUP for aggregate processing on the subject property in 2011 which expired and a second permit was issued in 2016. The 2016 permit was renewed in 2019 for an additional three years. However, the permit was voided in 2020 after the removal of a tree buffer. The current permit (TUP A-03-20) was issued in 2020 with a condition that a four metre tall berm must be maintained around the gravel pit. The current permit was renewed in 2023 and will expire on September 28, 2026.

In 2010, the ALC approved gravel extraction from an 8.0 ha area of the subject property. In 2022, the ALC approved a 17.7 ha extraction area and the removal of up to 582,000 m^3 of material until April 21, 2047 (Resolution #143/2022).

Staff Comments

Several complaints were received by staff in 2016 about gravel crushing at 6:00 am and the applicant committed to hours of operation between 7:00 am to 6:00 pm. No further complaints have been received. In staff's opinion, the proposal is consistent with the OCP, and no notable negative impacts are anticipated. Staff recommend that TUP A-03-26 be approved.

PUBLIC NOTICE

Notice of this application was published on the Regional District's website, the Regional District's official Facebook page, the Public Notice Posting Place and the August 27, 2026 edition of *The Interior News*. The notices inform the public of the time and location of the Board's consideration of the application, and the public's ability to provide input in writing. A similar notice was sent to property owners and tenants within 100 m of the subject property on September 27, 2026. The applicant posted a sign along Highway 16 on August 27, 2026. Any comments received from the public will be presented on the supplemental agenda for the Board's consideration.

REFERRAL RESPONSES

The **Electoral Area A Advisory Planning Commission (APC)** recommended the TUP be supported at their August 4, 2026 meeting.

The **Ministry of Transportation and Transit (MoTT)** has no concerns with the proposal and issued the applicant a Highway Access Permit in 2011.

The **Town of Smithers** provided the attached letter stating the Town has no concerns on the condition that the proposed activities will be undertaken in strict compliance with the appropriate environmental protection, mitigation, remediation and reclamation measures.

No response was received from the **Village of Telkwa** at the time of writing this report.

ATTACHMENTS:

- TUP A-03-26
- Public comment
- Applicant Submission (Link)
- Site Visit Photos (Link)
- Town of Smithers referral letter (Link)

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. A-03-26

ISSUED TO: Steti Transport Ltd.
PO Box 3915
Smithers, BC V0J 2N0

WITH RESPECT TO THE FOLLOWING LANDS:

224 Raymond Road, legally described as The Northeast 1/4 of Section 5, Township 4, Range 5, Coast District, Except Plans 8383 and PRP14394 (PID: 014-019-116)

1. This Temporary Use Permit authorizes the following Temporary Use:

   Gravel crushing, screening and washing in association with aggregate processing on the subject property.

2. The Temporary Use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A.

3. The permit holder shall, as a condition of this permit, ensure the following:

   a. Maintain a valid Industrial Access Permit with the Ministry of Transportation and Transit for the Temporary Use.

   b. The Temporary Use may operate for a maximum of 180 days per calendar year, where the Temporary Use is one or more of the following: gravel crushing, screening or washing.

   c. Gravel crushing, screening and washing shall be limited to 7:00 am to 6:00 pm, Monday to Saturday.

   d. No permanent structures associated with the Temporary Use shall be built or placed on the subject property.

   e. Gravel crushing, screening and washing shall be limited to the "Temporary Use Permit Area" as identified in Schedule A.

   f. Additionally, crushing may only occur at the gravel pit floor, below the surface of the surrounding land where the surrounding land acts as a berm.

   g. A berm which is 4 metres high at its lowest point, measured vertically, must be maintained around the gravel pit and aggregate processing equipment in the location shown on Schedule A. The berm surface

must be uniform and free from wood and other debris. The surface of the berm must be maintained with a cover of non-invasive vegetation.

h. Access to the gravel pit site must be from Highway 16.

4. This Permit authorizes the temporary use identified in Section 1 of this permit to occur only for a term of three years from the date of issuance of this permit.

5. If a term or provision of this permit is contravened or not met, or if the Applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the Applicant and/or property owner are in default of this permit, and the permit shall be void and of no use or effect.

6. As a term of this permit the owner of the land must remove the portable screening unit from the land upon which the temporary use is occurring or has occurred within two months of the expiration date of this permit unless this permit is renewed by the Board.

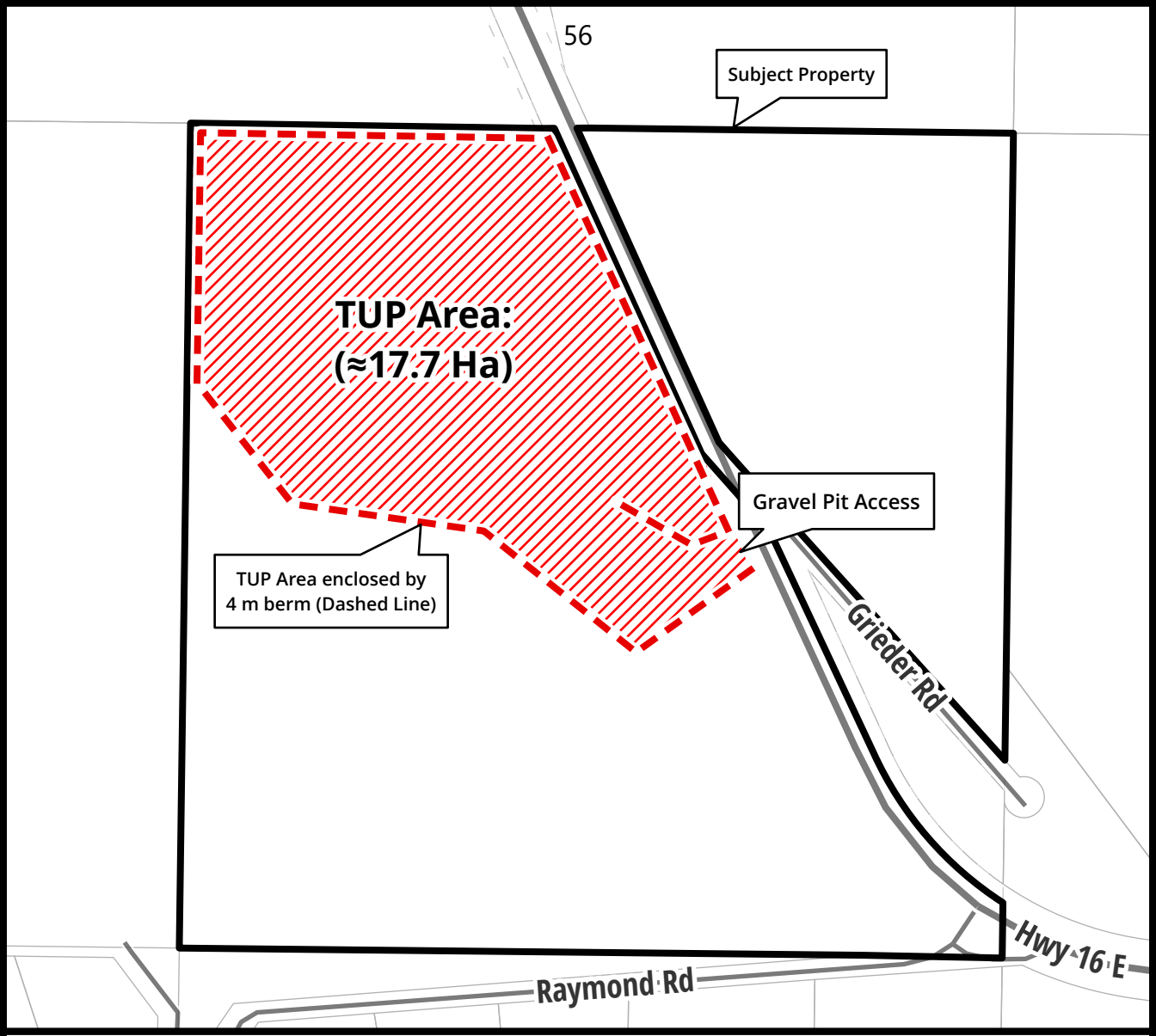
7. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

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

PERMIT ISSUED on the ___ day of _____ , 2026.

_____

Corporate Administrator



TUP A-03-26: Schedule A
Regional District of Bulkley-Nechako
Electoral Area A (Smithers/Telkwa Rural)
Produced: 2026-08-19

Lot Area: ≈61.00 ha
TUP Area: ≈17.70 ha

0 25 50 100 150 200
Meters

Deneve Vanderwolf

From: Andrea Soto [redacted]
Sent: September 8, 2026 2:59 PM
To: RDBN Planning
Subject: Public Comment regarding TUP Application A-03-26 (224 Raymond Road)

Categories: Green category

Dear Board of Directors,

I am writing as a neighboring resident and local business owner down the road from the subject property at 224 Raymond Road. Our family resides on a 77-acre property along the river, where we also operate a fly-fishing lodge business centered around the world-class fishing on the Bulkley River.

As landowners and operators, we care deeply about the conservation, preservation, and ecological integrity of our home waters. While we understand the need for local industrial activities, our primary concern regarding this Temporary Use Permit application for aggregate processing—specifically gravel washing and screening—is the potential impact on water quality, fish habitat, and the surrounding river ecosystem.

Specifically, we wish to raise the following key concerns and requests:

1. River Quality & Angling Experience: Gravel washing operations carry a significant risk of sediment runoff, fine silting, and turbidity entering nearby water tables, drainage paths, or tributaries that feed into the Bulkley River. High turbidity and siltation pose a direct threat to local fish habitat, spawning grounds, and overall river health, as well as the pristine water clarity that our local angling economy and business depend upon.

2. Strict Water Management & Containment: To ensure local waterways and fish habitats are fully protected, we strongly request that any approval of this permit be contingent upon strict, enforceable conditions. Specifically, the applicant should be required to implement a fully engineered, closed-loop recycled water system and comprehensive sediment containment/settling pond controls that prevent any surface runoff or subsurface discharge into local watersheds.

We appreciate the Board's time and consideration in reviewing this submission and ensuring our home waters remain protected for the health of the river and the community.

Andrea Soto Guerrero
Co-Owner Operator & CFO
Frontier Experience | Bulkley Steelhead | Copper Bay Lodge
[redacted]

From: RDBN Planning
To: Cameron Kral
Subject: FW: TUP Application A-03-26
Date: October 6, 2026 1:27:09 PM

From: [redacted]
Sent: October 6, 2026 1:22 PM
To: RDBN Planning <planning@rdbn.bc.ca>
Subject: TUP Application A-03-26

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

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Hello,

We realize that the submission of this email, affecting our interest by the above mentioned application, is past the due date.

What we were not aware of at the time we received the notice in the mail, was that the application asked for an extension of days of operation from 60 to 180 days.

We have lived on Raymond Road since July of 1993. It was a quiet residential neighbourhood then and not in our wildest dreams could we have imagined that we would be listening to crushing noises from three gravel pits from as early as 6:30 am for days on end, even on national holidays.

Not only is our quality of life greatly affected by the constant unescapable noise, even through closed windows, but the expansions of the gravel pits surrounding Raymond Road has increased the sound we now have to hear from the highway because of the trees that have been cut down.
We even hear the fire alarm that the Smithers Fire Department rings at noon, and we live 10km from Smithers!

Again we realize that this email is being sent too late, but we wanted to let you know

how the TUP is affection our daily lives, and ask, if there is still time, to not extend the operations from 60 to 180 days.

Also we would appreciate it, if you would not share our names with Steffen, as his relationship with the neighbourhood is rather strained as is.

Thank you for your consideration.

Best Regards,

[redacted]

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Temporary Use Permit (TUP) B-01-23 Renewal**

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

That the Board approve the renewal of TUP B-01-23 to allow a short-term accommodation at 1675 Gowan Road for a period of one year.

EXECUTIVE SUMMARY

The proposed renewal of the TUP would allow the continued operation of a short-term accommodation for thirty consecutive days or less for a maximum of eight persons (up to twelve persons with conditions) for a period of one year in accordance with the terms outlined in the TUP. The Village of Burns Lake is in the process of a boundary redefinition to include this property within the municipal boundary. Village staff have indicated that the boundary redefinition and amendment of the Village Zoning bylaw for the property will be completed within the year.

Planning Department staff recommend that renewal of TUP B-01-23 be approved.

APPLICATION SUMMARY

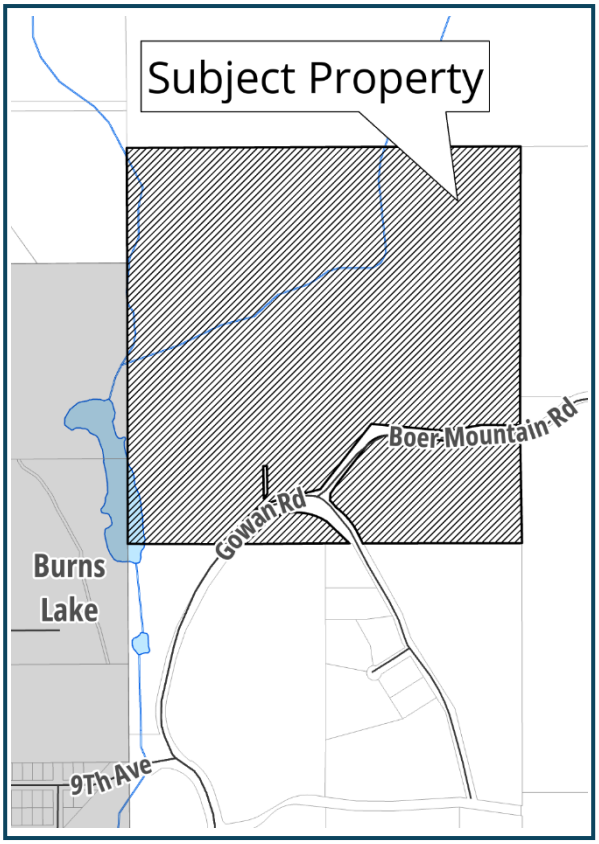
Name of Owner	Village of Burns Lake
Electoral Area:	B (Burns Lake Rural)
Subject Property:	1675 Gowan Road, legally described as District Lot 2503, Range 5, Coast District, Except Plans 3750, PRP41383, and PRP42499(PID 008-395-772)
OCP Designation:	Resource (RE) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan, Bylaw No. 1785, 2017 (the OCP)
Zoning:	Large Holdings Zone (H2) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
ALR Status:	Not located within the ALR
Existing Land Use:	Short-term rental house
Location:	1675 Gowan Road, abutting the Village of Burns Lake and Woyenne 27 Reserve. Part of the Rod Reid Trail passes through the subject property.
Fire Protection Area:	Burns Lake Fire Protection
Building Inspection:	Within Building Inspection
Property Size & TUP Area:	Both 62.73 ha (155.0 ac)

Proposal:

The applicant is requesting a one-year extension to Temporary Use Permit (TUP) B-01-23 to continue to allow short-term accommodation on the subject property in the single family dwelling.

The Village of Burns Lake operates the short-term rental as a provisional economic development initiative while the recreational plans for the property are developed. The advertised maximum number of occupants is eight persons with double occupancy in each bedroom. The length of stay is not restricted.

The lands are zoned Large Holdings Zone (H2), which does not permit the operation of short-term accommodation; therefore, a TUP is required.



DISCUSSION

The subject property is owned by the Village of Burns Lake. The Rod Reid Trail passes through the southwest corner of the property and is registered on title as a Statutory Right of Way with the Village of Burns Lake. The property has a barn, a decommissioned tennis court, and an approximately 225 m^2 (2,430 ft^2) house with four-bedrooms, three bathrooms, and a basement. The house has been successfully operated as a short-term rental with Airbnb for the past three years.

Temporary Use Permits Explained

A TUP allows a use not permitted by zoning to occur for up to three years, with the option for the applicant to request that the Board consider renewing the TUP for a maximum of three additional years. After the renewed TUP expires, the applicant can submit a new application to allow the use to continue.

The TUP must be in accordance with the policies identified in the OCP, which allows for the issuance of a Temporary Use Permit in the following circumstances:

> *"(a) the proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*
>
> *(b) the environment would not be negatively affected by the proposed temporary use;*
>
> *(c) the proposed temporary use will not have adverse effects on neighbouring land uses or property owners;*
>
> *(d) the applicant has provided, for consideration as part of the application process, a decommissioning and reclamation plan, if the temporary use requires a significant amount of capital investment in a particular location, or otherwise results in the need for site reclamation.*
>
> *(e) the need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that required decommissioning and reclamation is completed.*
>
> *(f) the proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR)."*

Planning Department Comments

The existing four-bedroom single family dwelling on this acreage permits eight persons to stay overnight. No adverse impacts have been reported over the past three years that the short-term rental has operated. No significant capital investment was proposed by the applicant and land reclamation was not required when the TUP term ends. The closest residence to this single family dwelling is nearly 400 metres away. The five parking spaces provided are considered adequate for the proposed use.

Staff note the TUP, as presented restricts short-term accommodation to thirty consecutive days or less. This is because more than thirty days would be considered a longer-term rental, which is already a permitted use on the subject property.

Given the proposed conditions of the TUP; the siting of the house on the property; and the property's proximity to both recreational assets and large rural properties; planning staff recommend TUP B-01-23 be renewed for one year as requested.

ATTACHMENTS:

- Site visit photos 2023
- TUP B-01-23 Permit (2026 renewal)
- Staff Report for TUP B-01-23 Dated December 14, 2023 (link)

STRATEGIC PLAN ALIGNMENT:

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

Attachment: Site Visit Photos

Photo #1: single family dwelling with yard

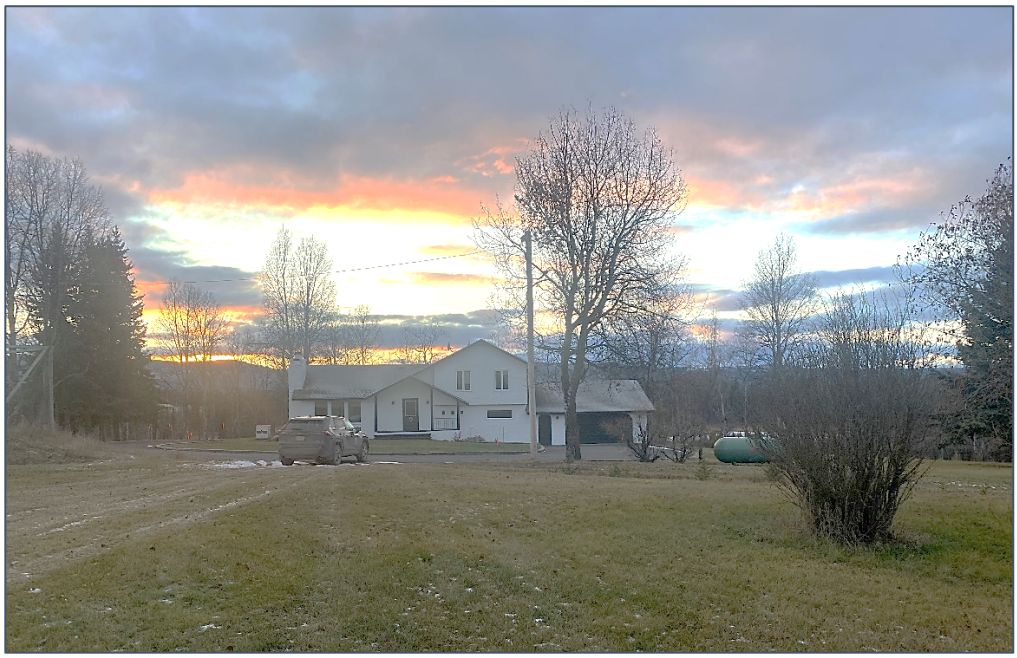


Photo #2: single family dwelling close-up



Photo #3: view of driveway



Photo #4: first parking area



Photo #5: second parking area



Photo #6: decommissioned tennis court



Photo #7: empty barn



REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. B-01-23 (2026 Renewal)

ISSUED TO: The Village of Burns Lake
PO Box 570
Burns Lake, BC V0J 1E0

WITH RESPECT TO THE FOLLOWING LANDS:

1675 Gowan Road, legally described as District Lot 2503, Range 5, Coast District, Except Plans 3750, PRP41383, and PRP42499 (PID 008-395-772).

1. This Temporary Use Permit authorizes the following temporary use:

   The rental of the house at 1675 Gowan Road to members of the public for short-term accommodation for a period of time of thirty (30) consecutive days or less.

2. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this Permit and the plans and specifications attached hereto as Schedule A.

3. The Permit holder shall, as a condition of this Permit, ensure the following:

   a. The house shall have a maximum occupancy of eight (8) persons.

   b. Notwithstanding 3.a, the maximum occupancy may be increased to a maximum of twelve (12) persons with the submission of a Northern Health permit or report from a qualified professional confirming the sewerage system has the capacity for the additional occupants.

   c. The house shall only be advertised and rented in its entirety. No individual room rentals shall be permitted.

   d. Smoke detectors shall be installed as required under the B.C. Building Code.

4. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur only for a term of one year from the date of issuance of this Permit.
   If a term or provision of this Permit or Regional District of Bulkley-Nechako regulation is contravened or not met, or if the Applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this Permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this Permit the Applicant and / or property owner are in default of this Permit, and the Permit shall be void and of no use or effect.

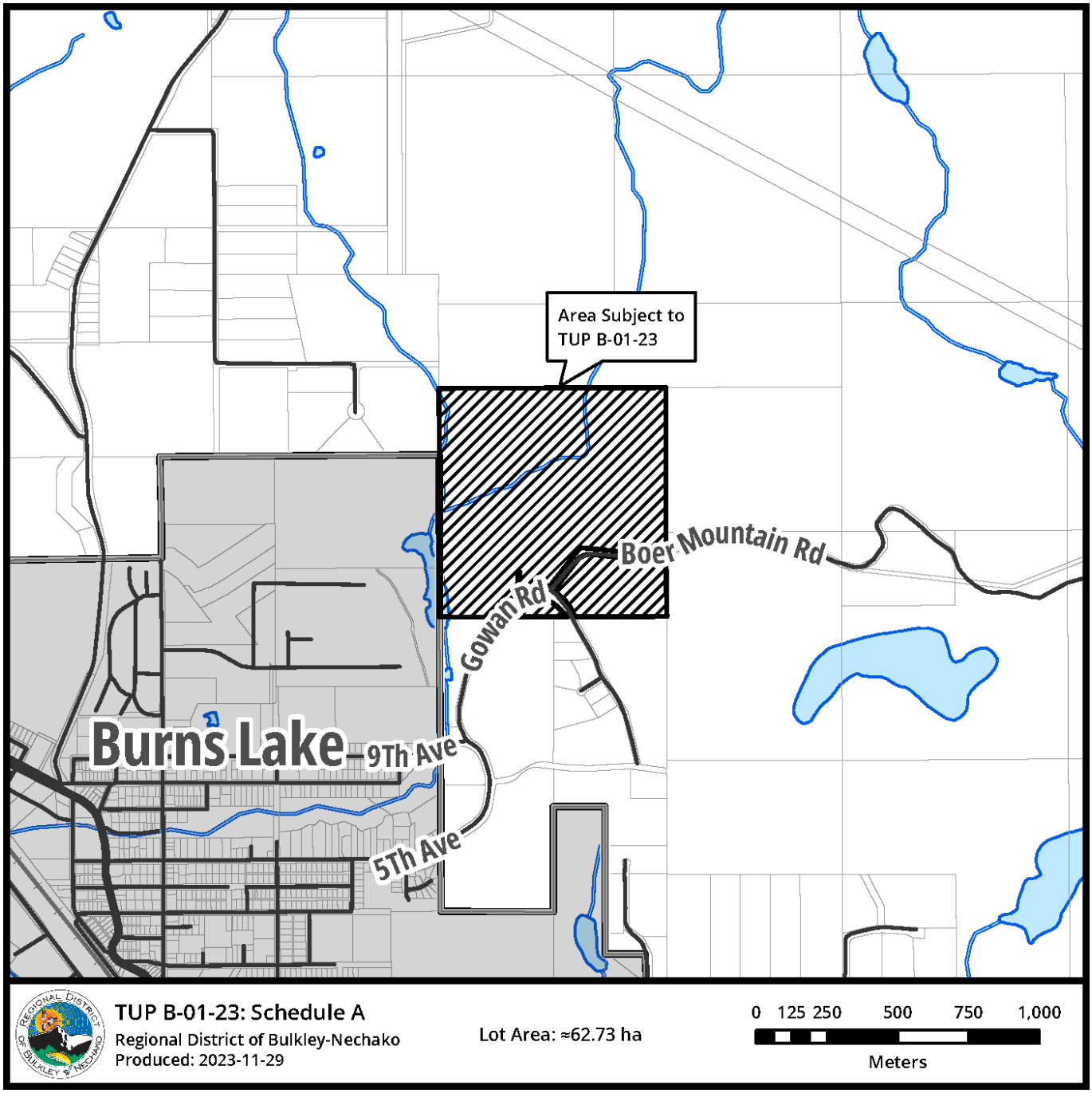
5. This Permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this Permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the _____ day of _____ , 2023.

PERMIT ISSUED on the ___ day of _____ , 20____.

_____

Corporate Administrator


Area Subject to
TUP B-01-23
Boer Mountain Rd
Gowan Rd
Burns Lake
9Th Ave
5Th Ave
TUP B-01-23: Schedule A
Regional District of Bulkley-Nechako
Produced: 2023-11-29
Lot Area: ≈62.73 ha
0 125 250 500 750 1,000
Meters

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Danielle Patterson, Senior Planner

Date: October 15, 2026

Subject: **Development Variance Permit Application DVP F-01-26 – Electoral Area F (Vanderhoof Rural)**

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

That the Board approve Development Variance Permit F-01-26 for the property located at 52230 Lloyd Drive to vary the following sections of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020:

- Section 3.0.8.1.d) by reducing the Setbacks from a Natural Boundary for a Structure from 15 metres to 13.9 metres for the existing Single Family Dwelling, and
- Section 3.0.8.1.d) by reducing the Setbacks from a Natural Boundary for a Structure from 15 metres to 12.5 metres to allow the construction of an addition to the existing Single Family Dwelling.

EXECUTIVE SUMMARY

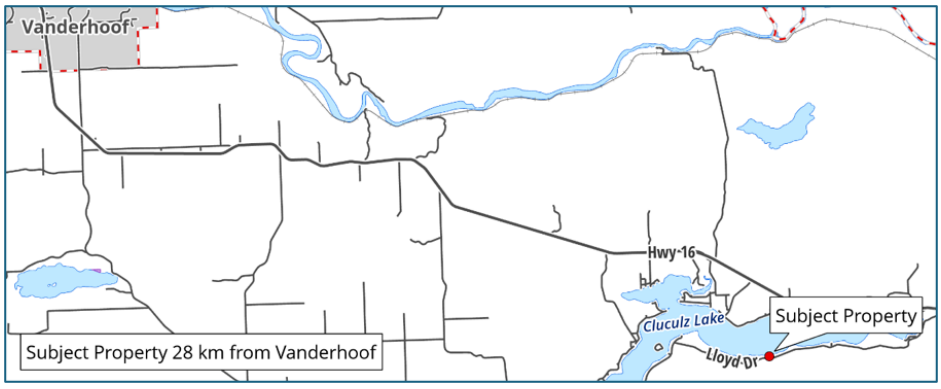
The applicant has a property that abuts Cluculz Lake. The applicant wants to vary the required natural boundary setback by reducing it from 15 m to 13.9 m to accommodate their existing 1970s built single family dwelling. Additionally, the applicant wants to vary the required natural boundary setback by reducing it from 15 m to 12.5 m to allow the applicant to build an addition to their single family dwelling.

The proposed variance is not anticipated to have a negative impact on neighbouring residents and given the site constraints of the property appears reasonable. Planning Department staff have no objections and recommend the Development Variance Permit F-01-26 be approved**.**

APPLICATION SUMMARY

Name of Agent / Owners:	Anthony Jjumba (owner/agent) and Lara Malks-Jjumba (owner)
Electoral Area:	E (Vanderhoof Rural)
Subject Property:	52230 Lloyd Drive, legally described as Lot 10, District Lot 4968, Cariboo District, Plan 17611; PID 011-363-827
Property Size:	0.43 ha (1.06 ac)
OCP Designation:	Rural Residential (RR) pursuant to "Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021" (the OCP)
Zoning:	Waterfront Residential II Zone (R4) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Building Inspection	Within the Building Inspection area
Fire Protection	Within Cluculz Lake Fire Protection area
Existing Land Use:	Residential
Location:	52230 Lloyd Drive, on the southside of Cluculz Lake. Approximately 28 km southwest of the District of Vanderhoof.

Location Map:



PROPOSAL

Section 3.0.8.1.d) – Setbacks from a Natural Boundary in the Zoning Bylaw requires any buildings or structures that are being constructed, rebuilt, or modified, to be at least 15 m

from the Natural Boundary of Cluculz Lake. It was discovered during the building permit application process that the existing single family dwelling and its proposed addition did not meet this requirement. Given this, the applicant has submitted a development variance permit application, with their requests as follows.

- Existing Single Family Dwelling: the applicant is requesting to vary the Zoning Bylaw to allow the existing Single Family Dwelling, including the existing deck to be built 13.9 m from the Natural Boundary of Cluculz Lake – a variance of 1.1 m from the required 15 m setback.
- Single Family Dwelling Addition: the applicant is requesting to vary the Zoning Bylaw for a proposed addition to the Single Family Dwelling, including a deck expansion deck, to 12.5 m from the Natural Boundary of Cluculz Lake – a variance of 2.5 m from the required 15 m setback.

DISCUSSION

The subject property has an existing house with a deck and three storage buildings. The RDBN does not have any historic records for this property. The parcel was created by subdivision in 1968 and BC Assessment lists the construction year of the single family dwelling as 1975. In 1975, the subject property was zoned Rural 1 Zone, pursuant to the now repealed Zoning Bylaw No. 18, 1970 and the single family dwelling met the 7.5 metre setback from the Natural Boundary requirement in that Zoning Bylaw.

The applicant has stated that because of the steep topography of the site of their existing single family dwelling, there is no room to build further back on the parcel. They are requesting these variances to ensure they would have the right to rebuild their single family dwelling at its existing location in the future if there is damage to the house. Further, they are making a variance request to build an addition to their single family dwelling to accommodate the size of their family.

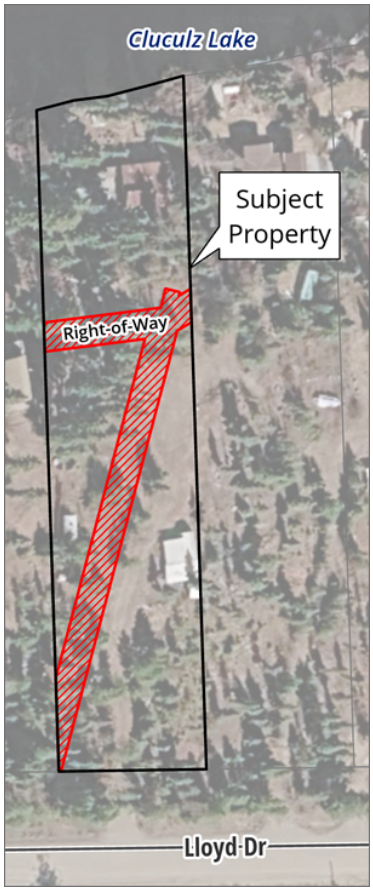
Zoning, Floodplain Management, and Building Permits

Staff note that both the proposed addition and the existing single family dwelling meet the R4 Zone requirements for parcel line setbacks and parcel coverage.

Floodplain Management Bylaw No. 1878, 2020 requires an elevation of 765.70 GSC (measured from the natural boundary of Cluculz Lake). The applicant's proposal shows their proposal meets and exceeds these requirements with the proposed addition and existing single family having elevations ranging from 771.3 GSC to 774.48 GSC (see Attachments for Applicant Submission). Elevation is also reviewed at the building permit stage and sewer and water are regulated by Northern Health.

Site Map - 52230 Lloyd Drive

Existing BC Hydro Right-of-Way shown in red.

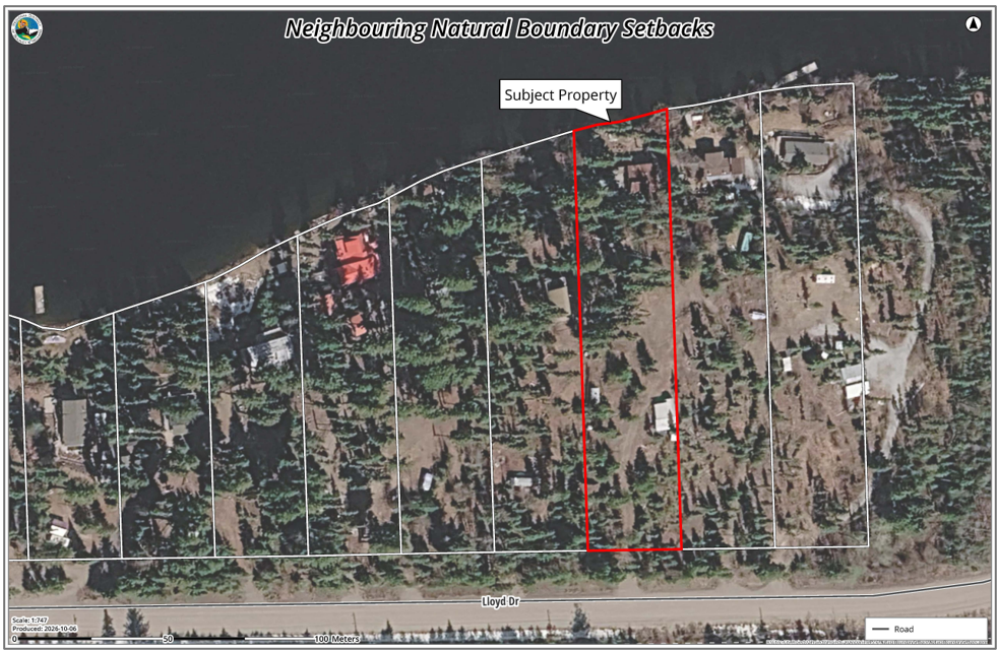


Planning Staff Comments

The well vegetated 30 m wide water frontage leaves limited area for the expansion of a dwelling without encroaching into the side parcel lines. Additionally, the terrain of the land immediately to the south of the existing single family dwelling is steep, rocky, and treed, leaving a limited space between the rear (lake side) parcel line and benching of the property to build or expand a single family dwelling (see Attachments for Site Visit Photos). While two-thirds of the parcel is relatively flat, there is a sizable BC Hydro right-of-way going through the subject property (shown in red in the map above), as well as the driveway for a neighbouring property. The combination of the narrow parcel width, parcel topography, and the land use restrictions created by the right-of-way, results in significant building site constraints on the subject property.

Neighbouring Natural Boundary Setbacks Map

Neighbouring properties with residences near the natural boundary of Cluculz Lake. Applicant property shown outlined in red for context.



It is common in this are for existing dwellings to be built closer to the water; therefore, the proposed would align with character of the neighbourhood (see map above). The subject property has a well vegetated water frontage and the site of the single family dwelling exceeds floodplain elevation requirements. The proposed variance is not anticipated to have a negative impact on neighbouring residents and given the site constraints of the property appears reasonable. Planning Department staff have no objections and recommend the permit DVP F-01-26 be approved.

PUBLIC CONSULTATION

All property owners within 100 m of the subject property were provided written notice of the application and were advised of their opportunity to provide written comment on this application. At the time of the writing of this report, one written submission was received (see Attachments). Any additional written submissions received will be made available at the Board meeting on October 15, 2026.

ATTACHMENTS:

- Development Variance Permit F-01-26
- Public Submission
- Applicant Submission (Link)
- Site Visit Photos (Link)

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO

DEVELOPMENT VARIANCE PERMIT NO. F-01-26

ISSUED TO: Anthony Jjumba and Lara Malks-Jjumba
4701 Ryser Avenue
Prince George BC, V2M 0A3

WITH RESPECT TO THE FOLLOWING LANDS:

52230 Lloyd Drive, legally described as Lot 10, District Lot 4968, Cariboo District, Plan 17611; PID 011-363-827) (the "Lands")

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
    - Section 3.0.8.1.d) by reducing the Setbacks from a Natural Boundary for a Structure from 15 metres to 13.9 metres for the existing Single Family Dwelling, and
    - Section 3.0.8.1.d) by reducing the Setbacks from a Natural Boundary for a Structure from 15 metres to 12.5 metres to allow the construction of an addition to the existing Single Family Dwelling.
2. These variances apply only to the construction of the Structures shown on the site plan attached hereto as Schedule A, which forms part of this permit.
3. With the exception of eaves, cornices, leaders, and gutters, no other intrusions described in Section 3.0.10.1.a) through Section 3.0.10.1.c) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 may be applied to the Structures described in this permit.
4. The lands shall be developed in accordance with the terms and provisions of this permit and in general compliance to the plan attached as Schedule A, which forms part of this permit.
5. If a building permit for the development that is subject to this permit has not been issued (if required) and the construction substantially commenced within two (2) years after the date of this permit's issuance, the permit shall lapse.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

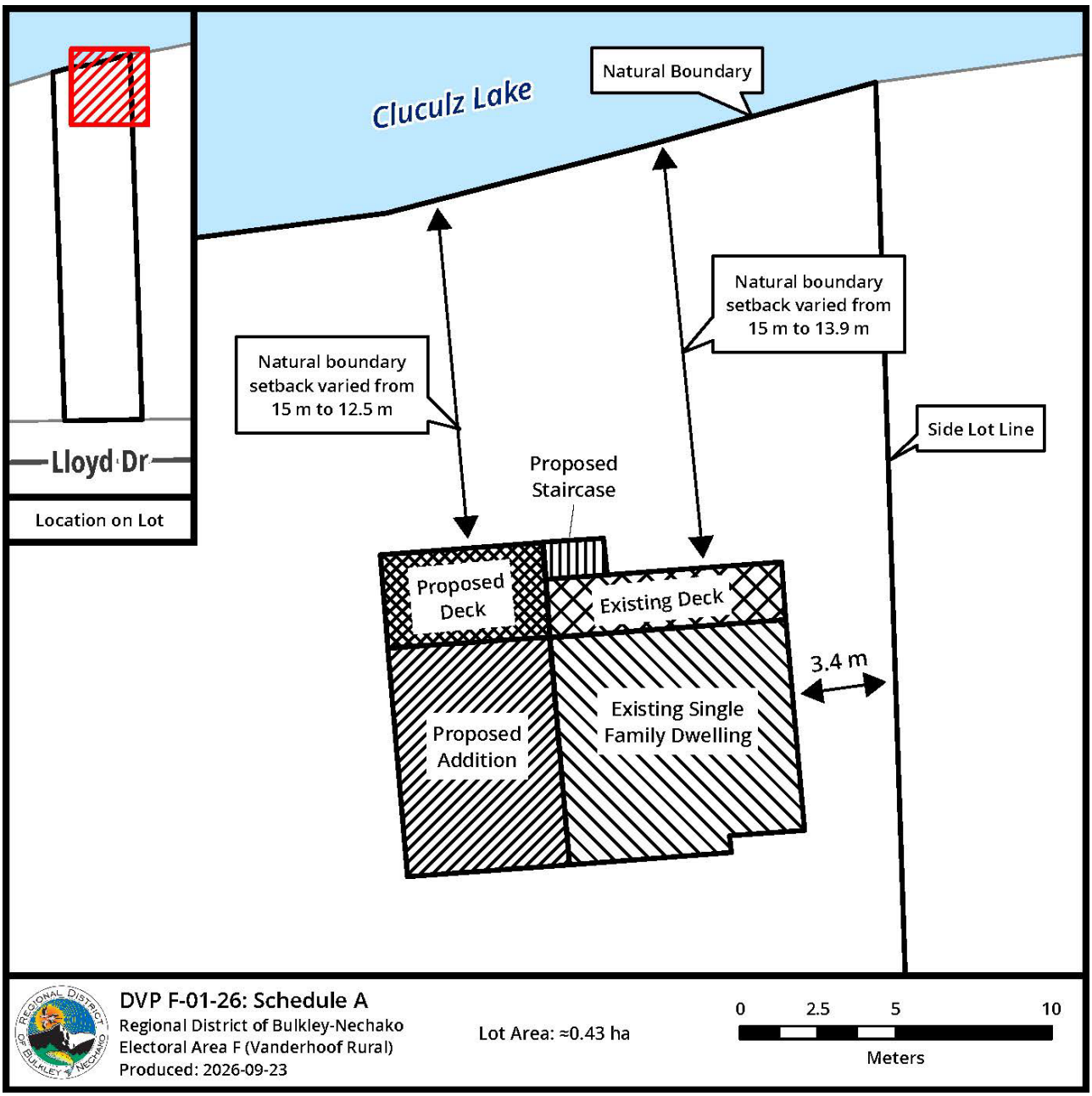
AUTHORIZING RESOLUTION passed by the Regional District Board

this _____ day of _____, 2026.

PERMIT ISSUED on this _____ day of _____, 2026.

_____

Corporate Administrator


Cluculz Lake
Natural Boundary
Natural boundary setback varied from 15 m to 13.9 m
Natural boundary setback varied from 15 m to 12.5 m
Side Lot Line
Proposed Staircase
Lloyd Dr
Location on Lot
Proposed Deck
Existing Deck
3.4 m
Proposed Addition
Existing Single Family Dwelling
DVP F-01-26: Schedule A
Regional District of Bulkley-Nechako
Electoral Area F (Vanderhoof Rural)
Produced: 2026-09-23
Lot Area: ≈0.43 ha
0
2.5
5
10
Meters

From: RDBN Planning
To: Danielle Patterson
Subject: FW: Development variance permit F-01-26
Date: September 29, 2026 1:59:02 PM

From: John Morrison [redacted]>
Sent: September 29, 2026 1:48 PM
To: RDBN Planning <planning@rdbn.bc.ca>
Subject: Development variance permit F-01-26

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

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Secured by Check Point

Lot 52320 Lloyd Drive has no issues with the variance application as described for lot 52230 Lloyd Drive assuming all septic or outhouse have proper setback from the lake.
Regards
John and Carole Morrison
Sent from my iPhone

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Danielle Patterson, Senior Planner

Date: October 15, 2026

Subject: **Development Variance Permit Application No. A-01-26 – Electoral Area A (Smithers/Telkwa Rural)**

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

That the Board approve Development Variance Permit A-01-26 for the property located at 6465 Hetherington Road to vary Regional District of Bulkley-Nechako Zoning Bylaw No. 2800, 2020 as follows:

- Section 3.0.10.1a) by increasing the Intrusion into Setback Areas from 0.6 metres to 1.83 metres for the existing Single Family Dwelling roof overhang,
- Section 14.0.5.1.b) by reducing the Setback for a Structure from a Side Parcel Line which does not abut a Highway from 5 metres to 3.78 metres for the existing porch,
- And, Section 14.0.5.1.b) by reducing the Setback for a Structure from a Side Parcel Line which does not abut a Highway from 5 metres to 1.2 metres for the construction of a storage building and a carport

---

EXECUTIVE SUMMARY

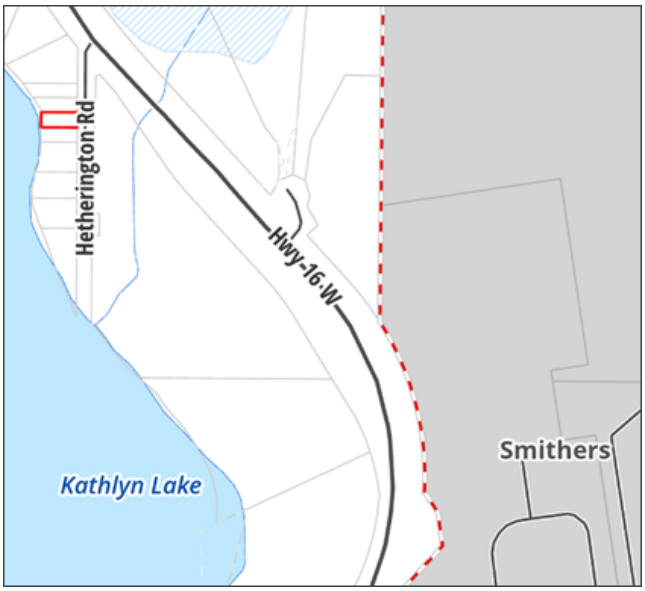
The applicants want to reduce the required side parcel line setback from 5 metres to 1.2 metres to allow the construction of storage building and a carport. Additionally, the applicants want variances for their single family dwelling's existing porch and roof overhang. These are a reduced side parcel line setback from 5 metres to 3.78 metres for their existing porch and an increase in the permitted intrusion into setback areas from 0.6 metres to 1.83 metres for their existing roof overhang.

The proposed variances are not anticipated to have a negative impact on neighbouring residents or community character, and a letter of support was submitted by neighbours for the proposed storage building and carport. Planning Department staff have no objections and recommend the Development Variance Permit A-01-26 be approved.

APPLICATION SUMMARY

Name of Owners:	Calvin Johnson and Nicole Johnson
Electoral Area:	A (Smithers/Telkwa Rural)
Subject Property:	6465 Hetherington Road, legally described as Block B (Plan 1589), Section 14, Township 1A, Range 5, Coast District, Plan 1463 Except Parcel A (See 81862I) (PID 012-709-042)
Property Size:	1,000 m^2 (~1,162 yd^2)
OCP Designation:	Rural Residential (RR) pursuant to Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 (the OCP)
Zoning:	Small Holdings Zone (H1) pursuant to "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Building Inspection:	Within the Building Inspection Area
Fire Protection:	Within Smithers Fire Protection Area
Existing Land Uses:	Residential (Single Family Dwelling)
Location:	Abutting Kathlyn Lake, approximately 430 m west of the Town of Smithers

Location Map:



Proposal

Section 14.0.5.1.b) of the Small Holdings Zone (H1) in the existing Zoning Bylaw requires a 5 m setback from each parcel line which does not abut a Highway. Additionally, Section 3.0.10.1a) of the General Provisions - Intrusion Into Setback Areas of the Zoning Bylaw states that a roof overhang cannot intrude into a setback more than 0.6 m.

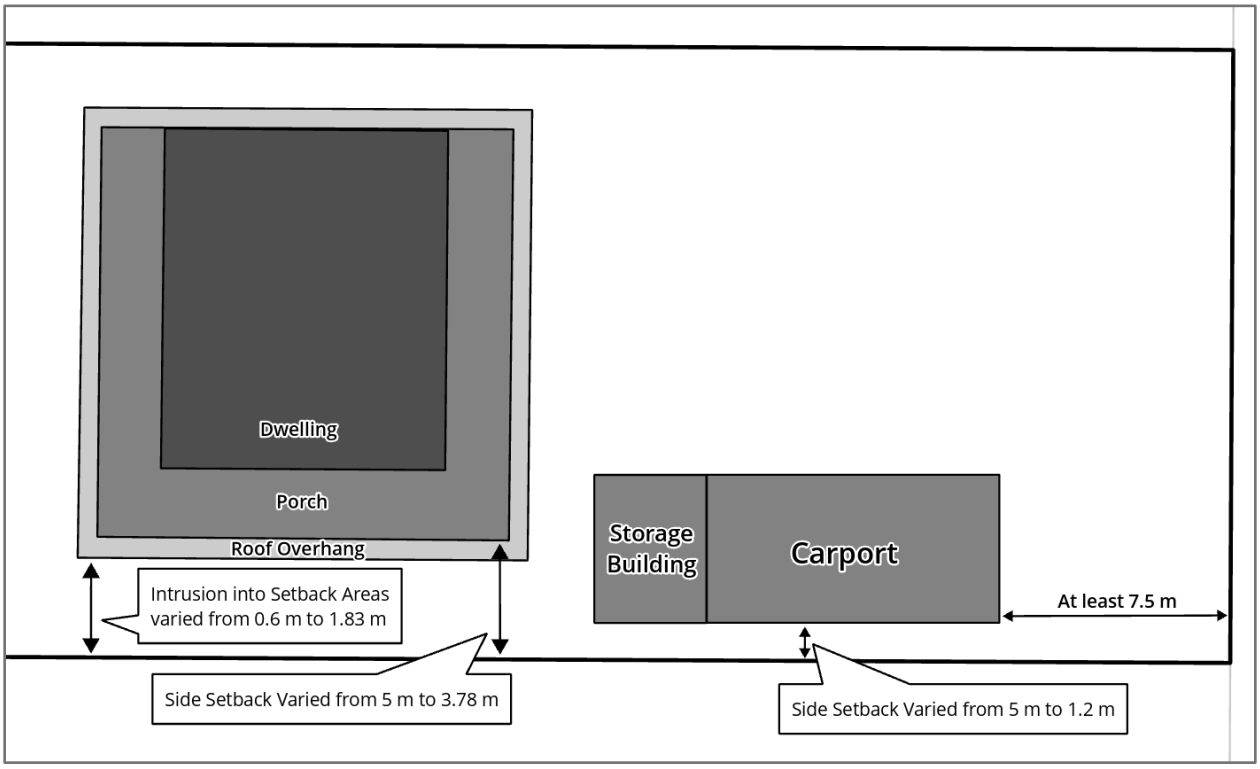


Existing Single Family Dwelling Variances

The applicants are requesting to vary the Zoning Bylaw to allow the existing porch to be built 3.78 m from the south side parcel line, and the existing roof overhang to extend 1.83 metres into the setback area, as shown on the site plan below. The result is that the overhang will be 3.17 m from the side property line.

Accessory Building Variance

This application also proposes to vary the required side parcel line setback from 5 m to 1.2 m measured from the edge of the roof overhang, to allow the construction of an accessory building used for storage and as a carport as shown on the as shown on the site plan below.



DISCUSSION:

The existing 1,495 ft^2 log house has a wrap around deck on 3 sides and was built in the 1989. At the time of construction it was zoned Residential 1, pursuant to the now repealed Zoning Bylaw No. 18, 1970 and met the 3.048 m (10 ft) side yard setback requirement of that zone.

The applicants stated the following as their application rationale:

> *"The H1 setback requirements are intended for much larger parcels and unnecessarily restrict the use of our lot. The proposed 4-foot setback is comparable to similarly sized residential lots in the Town of Smithers and will allow us to improve the functionality of our property while maintaining an attractive, neighbourhood-compatible design."*

Staff note that the existing dwelling does not meet the north side yard parcel line setback requirement. The applicant is not proposing to vary the setback requirements from these

property lines.Therefore, if the dwelling were to be rebuilt these setbacks would have to be met.

Referrals

This application was referred to Building Inspection and the Town of Smithers Fire Department for review and comment. Building Inspection stated there are no concerns regarding spatial separation. A response from the Town of Smithers Fire Department was not available at the time of the writing of this report. Any comments from the Fire Department will be provided in the supplementary agenda.

Planning Staff Comments

At 1,000 m^2, the subject property is smaller than most parcels in the H1 Zone. For example, any new H1 parcels created at subdivision typically need to have an area of at least 2 ha (20 times larger than the subject property). Given the siting of the existing Single Family Dwelling and the parcel size, the rear yard and north side yard cannot accommodate an accessory building. Most of the northwest corner of the property is covered with a sewage tank system and associated piping, which was shown to staff during the site visit. The subject property has no accessory buildings, resulting in the owners storing their lawn maintenance and recreation equipment in the open (see Attachments for Site Visit Photos).

Based on aerial image interpretation and the site visit, Planning Staff have determined it is common in this neighbourhood to have accessory buildings built near the side parcel lines. Given this, it is staff's opinion the proposed variance would align with character of the neighbourhood (see Site Map above). The proposed variance for the accessory buildings is not anticipated to have a negative impact on neighbouring residents and the variance to accommodate the existing Single Family Dwelling is reasonable. Planning Department staff have no objections and recommend the permit be approved.

Staff have made note to look at the Zoning Bylaw setback requirements in this area as part of the next bylaw review process.

PUBLIC CONSULTATION

All property owners within 100 m of the subject property were provided written notice of the application and were advised of their opportunity to provide written comment on this application. Any written submissions received will be made available at the Board meeting on October 15, 2026.

The attached letter from neighbours residing at 6419, 6395, and 6315 Hetherington Road in support of the proposed accessory building was provided by the applicant as part of the application.

ATTACHMENTS:

- Development Variance Permit A-01-26
- Letter of Support
- Applicant Submission: Site Plans (Link)
- Site Visit Photos (Link)

STRATEGIC PLAN ALIGNMENT:

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO

DEVELOPMENT VARIANCE PERMIT NO. A-01-26

ISSUED TO: Calvin Johnson and Nicole Johnson
6465 Hetherington Road
Smithers BC, V0J 2N2

WITH RESPECT TO THE FOLLOWING LANDS:

6465 Hetherington Road, legally described as Block B (Plan 1589), Section 14, Township 1A, Range 5, Coast District, Plan 1463 Except Parcel A (See 81862I); PID 012-709-042) (the "Lands")

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
    - Section 3.0.10.1a) by increasing the Intrusion into Setback Areas from 0.6 metres to 1.83 metres for the existing Single Family Dwelling roof overhang,
    - Section 14.0.5.1.b) by reducing the Setback for a Structure from a Side Parcel Line which does not abut a Highway from 5 metres to 3.78 metres for the existing porch, and
    - Section 14.0.5.1.b) by reducing the Setback for a Structure from a Side Parcel Line which does not abut a Highway from 5 metres to 1.2 metres for the construction of a storage building and a carport.
2. These variances apply only to the construction of the buildings shown on the site plan attached hereto as Schedule A, and Schedule B, which form part of this permit.
3. The setback intrusion exemptions described in Section 3.0.10.1.a) through Section 3.0.10.1.c) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 are not applicable to the buildings described in this permit except as described above.
4. The lands shall be developed in accordance with the terms and provisions of this permit and in general compliance to the plan attached as Schedule A and Schedule B, which form part of this permit.
5. If a building permit for the development that is subject to this permit, has not been issued (if required) and the construction substantially commenced within two (2) years after the date of this permit's issuance, the permit shall lapse.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

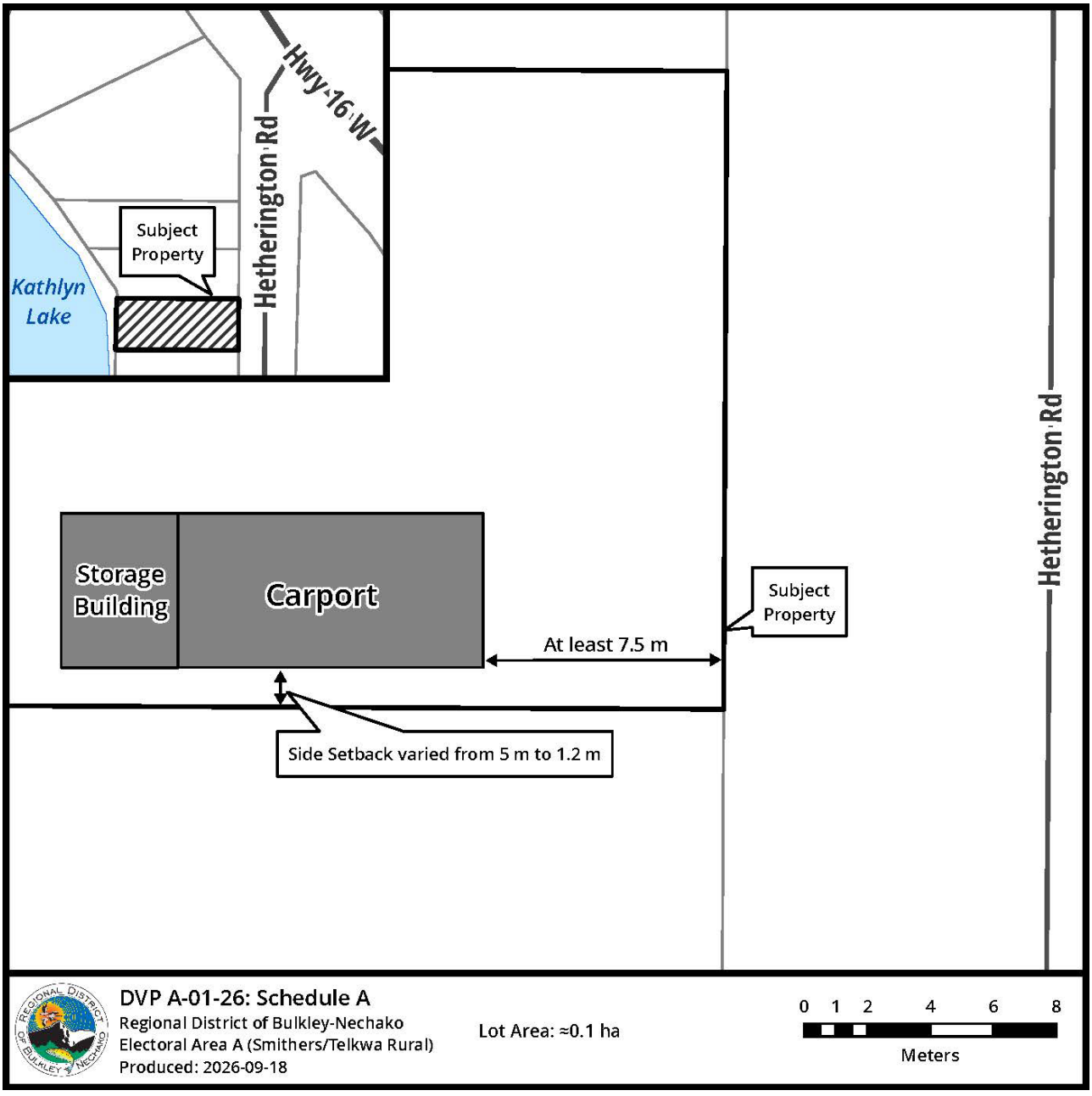
AUTHORIZING RESOLUTION passed by the Regional District Board

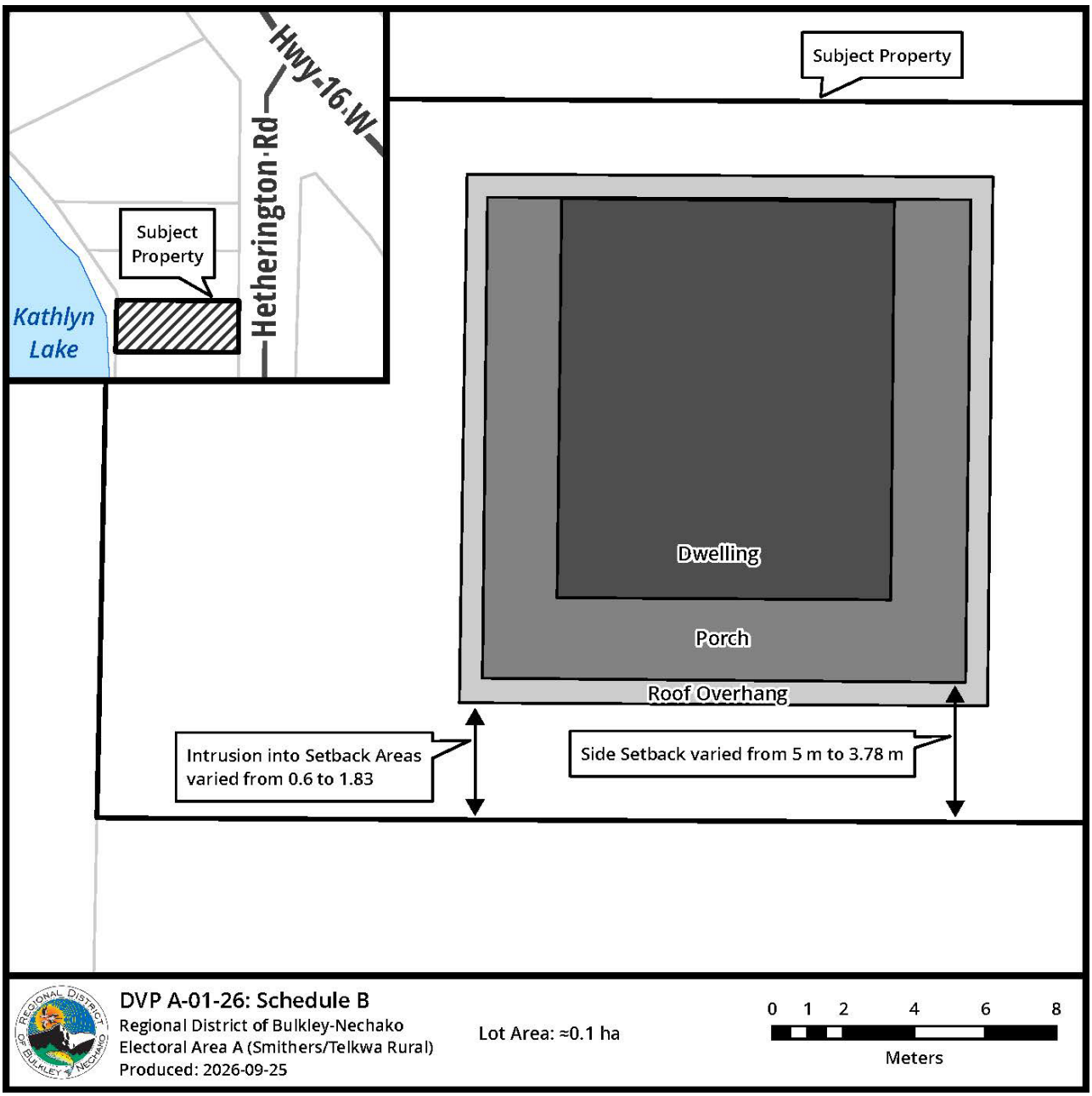
this _____ day of _____, 2026.

PERMIT ISSUED on this _____ day of _____, 2026.

_____

Corporate Administrator


Hwy 16 W
Hetherington Rd
Subject Property
Kathlyn Lake
Hetherington Rd
Storage Building
Carport
Subject Property
At least 7.5 m
Side Setback varied from 5 m to 1.2 m
DVP A-01-26: Schedule A
Regional District of Bulkley-Nechako
Electoral Area A (Smithers/Telkwa Rural)
Produced: 2026-09-18
Lot Area: ≈0.1 ha
0 1 2 4 6 8
Meters


Hwy-16-W
Hetherington-Rd
Subject Property
Kathlyn Lake
Subject Property
Dwelling
Porch
Roof Overhang
Intrusion into Setback Areas varied from 0.6 to 1.83
Side Setback varied from 5 m to 3.78 m
DVP A-01-26: Schedule B
Regional District of Bulkley-Nechako
Electoral Area A (Smithers/Telkwa Rural)
Produced: 2026-09-25
Lot Area: ≈0.1 ha
0 1 2 4 6 8
Meters

6465 Hetherington Rd.

Neighbour Support for Development Variance Permit Application

Property Owners: Calvin & Nicki (Nicole) Johnson

We are applying to the Regional District for a **Development Variance Permit (DVP)** to reduce the required setback from the **eastern property line to 4 feet** to allow for the construction of a **32' × 16' open timber-frame carport** with an attached **16' × 12' garden shed** within our existing driveway.

The proposed 4-foot setback is comparable to the side-yard setbacks permitted on similarly sized residential lots within the Town of Smithers. The project has been designed to improve the functionality and appearance of our property while maintaining consideration for neighbouring properties.

By signing below, I/we acknowledge that we have been informed of the proposed Development Variance Permit application and **support the requested reduction of the eastern side-yard setback to 4 feet** for the construction described above. My/our signature indicates support for this application and may be submitted to the Regional District as part of the Development Variance Permit process.

Name	Address	Phone Number	Signature	Date
KEN McLEAN HEATHER McLEAN	6419 HETHERINGTON	[redacted]	[redacted]	JUNE 30/26
ROSE MCKINNON PAUL SCHMUKI	6395 HETHERINGTO	[redacted]	[redacted]	June 30/26
Jacquie Lester Ben Lester	6315 Hetherngto	[redacted]	[redacted]	June 30/26 "

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Development Services

Date: October 15, 2026

Subject: **Remedial Action Resolution Reconsideration, 435 Highway 16, Fort Fraser - Electoral Area D (Fraser Lake Rural)**

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

1. That the Board receive any submissions made regarding reconsideration.

2. And that the Board reconsider their resolution made on September 10, 2026 regarding remedial action at 435 Highway 16 in Fort Fraser.

BACKGROUND

On September 10, 2026 the Board considered the attached staff report regarding a hazardous condition at 435 Highway 16 in Fort Fraser. At that meeting the Board passed the following resolution.

a. *THAT the fire damaged building and associated debris at 435 Highway 16 in Fort Fraser (Parcel A (see TB15720), Section 26, Township 15, Range 5 Coast District, Plan 960A – PID 012-531-812) is in, and creates, an unsafe condition within the meaning of Section 73 of the Community Charter.*

b. *THAT the Board hereby requires, pursuant to its remedial action powers under Part 3, Division 12, Section 72 and 73 of the Community Charter, that the owners of the subject property:*
   i. *within 30 days of the date this resolution is sent to the Owners do all things necessary to apply for and receive a demolition permit for the fire damaged building under the "Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012" (the Building Bylaw);*
   ii. *and within 30 days of receiving a demolition permit demolish the fire damaged building, remove all resulting debris, and comply with all applicable requirements of the Building Bylaw.*

c. *THAT staff send notice of the Board resolution in accordance with Section 77 of the Community Charter and the RDBN's Direct Action Enforcement Policy advising of the*

owner's ability to request that the Board reconsider the resolution within 20 days of the notice being provided.

d. *AND THAT if any or all of the actions in Section 2 of this resolution are not completed by the dates set out, the Regional District may undertake any or all of those actions at the expense of the property owner and recover the costs of doing so as a debt or unpaid property taxes, as authorized by sections 399 and 418 of the Local Government Act.*

Following adoption of the Board's resolution imposing a remedial action order, staff provided the property owner with notice of the resolution and their opportunity to request that the decision be reconsidered (within 20 days of the notice being considered served).

Attached to this report is an email from a person who has identified themselves as the daughter of the deceased property owner. They say that they have an interest in the property and are requesting that the Board reconsider their resolution. The person is asking for additional time to complete the remedial action requirements. Notice of the Board's reconsideration has been sent to the person requesting reconsideration. This notice (attached) included information on their opportunity to address the Board.

DISCUSSION

In accordance with the RDBN's Direct Action Policy the Board Chair may announce the item and state that if anyone wishes to make submissions to the Board on the matter, they should come forward, state their name interest in the subject property. The Board should listen and then make its decision by resolution. Any written submissions received by staff will be provided to the Board at the meeting.

The Board may confirm, amend, or cancel their resolution. Should the Board wish to amend the resolution a motion such as the following could be considered.

That the Board's September 10, 2026 motion regarding remedial action at 435 Highway 16 in Fort Fraser be amended by replacing part d. with the following:

> *AND THAT if the fire damaged building is not demolished and the resulting debris removed from the property by the date set out, the Regional District may undertake any or all of those actions at the expense of the property owner and recover the costs of doing so as a debt or unpaid property taxes, as authorized by sections 399 and 418 of the Local Government Act. Staff should endeavour to have the work completed prior to May 31st, 2027.*

ATTACHMENTS:

- Email requesting remedial action dated September 28, 2026.
- Notice of Reconsideration dated September 29, 2026
- September 10, 2026 staff report (link)
- RDBN Direct Action Policy (link)

STRATEGIC PLAN ALIGNMENT:

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

From: [redacted]
To: Jason Llewellyn
Subject: Re: 435 Fort Fraser fire damage
Date: September 28, 2026 12:30:00 PM

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

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Yes please
Sent from my iPhone

> On Sep 28, 2026, at 10:47 AM, Jason Llewellyn <jason.llewellyn@rdbn.bc.ca> wrote:
>
> Thank you for the email Shonte. Can you confirm that you are requesting that the Board reconsider their September 10th resolution regarding the fire-damaged property at 435 Hwy 16 Fort Fraser B.C.?
>
> Jason Llewellyn, MSc., RPP
> Director of Planning
> Regional District of Bulkley-Nechako / www.rdbn.bc.ca
> jason.llewellyn@rdbn.bc.ca / Direct Line: 250-692-1225
> 37 3rd Avenue / PO Box 820, Burns Lake, BC, V0J 1E0
> Office Phone: 250-692-3195 / 1-800-320-3339
>
> *I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.*
>
> This message is intended for the addressee(s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.
>
> ---
>
> **From:** [redacted]
> **Sent:** September 28, 2026 4:09 AM
> **To:** Info <info@rdbn.bc.ca>
> **Subject:** Fwd: 435 Fort Fraser fire damage
>
> [EXTERNAL EMAIL] Please do not click on links on open attachments from

unknown sources.

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Sent from my iPhone

Begin forwarded message:

From: [redacted]
Date: September 28, 2026 at 4:05:24 AM PDT
To: inquiries@rdbn.bc.ca
Subject: 435 Fort Fraser fire damage

Sept 27 2026
To: RDBN Board
From: Shonte Williams
Subject : Timeline Update for Fire Damage Clean Up at 435 Hwy 16 Fort Fraser B.C.

Dear Members of the Board,

Please accept this letter as a formal update regarding the fire-damaged property at 435 Hwy 16 Fort Fraser B.C.. I am writing to inform you that the clean up for the property will experience a delay.

The reason for the delay is financial hardships and difficulties due to the affairs of the estate. We are currently applying to different sources for aid in this matter but getting responses and approvals takes time. We are aiming for Spring 2027 to have this resolved. This property holds sentimental value to us and we are doing our best with the limited resources we have to solve this issue.

I understand this delay is frustrating and apologize for any concern it may cause the board. I am committed to moving this

process forward as quickly as possible.

Please contact me at [redacted] by phone or text or by mail [redacted] Granisle BC V0J 1W0 if you have any questions or possible solutions that may benefit both parties.

Sincerely,

Shonte Williams
[redacted]
Sent from my iPhone

September 29, 2026

Shonte Williams
[redacted]
Granisle, BC V0J 1W0

Sent by registered mail and email [redacted]

Dear Shonte Williams:

Notice of Board Reconsideration of the Remedial Action Resolution Regarding 435 Highway 16, Fort Fraser, BC (Parcel A (See TB15720) Section 26 Township 15 Range 5 Coast District Plan 960A – PID 012531812)

This letter is regarding the Board's reconsideration of the following resolution passed on September 10, 2026 regarding the above noted property.

a. *THAT the fire damaged building and associated debris at 435 Highway 16 in Fort Fraser (Parcel A (see TB15720), Section 26, Township 15, Range 5 Coast District, Plan 960A – PID 012-531-812) is in, and creates, an unsafe condition within the meaning of Section 73 of the Community Charter.*

b. *THAT the Board hereby requires, pursuant to its remedial action powers under Part 3, Division 12, Section 72 and 73 of the Community Charter, that the owners of the subject property:*
   i. *within 30 days of the date this resolution is sent to the Owners do all things necessary to apply for and receive a demolition permit for the fire damaged building under the "Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012" (the Building Bylaw);*
   ii. *and within 30 days of receiving a demolition permit demolish the fire damaged building, remove all resulting debris, and comply with all applicable requirements of the Building Bylaw.*

c. *THAT staff send notice of the Board resolution in accordance with Section 77 of the Community Charter and the RDBN's Direct Action Enforcement Policy advising of the owner's ability to request that the Board reconsider the resolution within 20 days of the notice being provided.*

d. *AND THAT if any or all of the actions in Section 2 of this resolution are not completed by the dates set out, the Regional District may undertake any or all of those actions at the expense of the property owner and recover the costs of doing so as a debt or unpaid property taxes, as authorized by sections 399 and 418 of the Local Government Act.*

CARRIED UNANIMOUSLY

This letter is notice that the Board of the Regional District of Bulkley-Nechako will reconsider the above noted resolution at its Regular Meeting, tentatively beginning at 10:00 am, on October 15, 2026 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC.
You, or a representative, have the opportunity to address the Board at their October 15, 2026 Board meeting regarding reconsideration of the resolution. A copy of the email you sent on September 28, 2026 requesting reconsideration will be provided to the Board as an attachment to a staff report on the matter.

You may provide additional written comment to the Board by mail to Box 820, Burns Lake, BC V0J1E0 or email to planning@rdbn.bc.ca. Written comment must be received by the RDBN District office by 12:00 pm on October 13, 2026. You may also make verbal representations to the RDBN Board at the meeting in person, or by Zoom or telephone. Please contact the Corporate Officer at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on October 13, 2026 to make arrangements to provide input at the meeting. For questions regarding the remedial action or the reconsideration process please contact me at 250-692-3195.

After considering your request for reconsideration, a staff report on the matter, and any representations from you or others, if any, the Regional District Board may confirm, amend, or cancel the resolution. The staff report will be available for your review after October 9, 2026, and may be accessed at https://www.rdbn.bc.ca/departments/administration/regional-board-committee-meetings. The report may also be sent to you by email on request to planning@rdbn.bc.ca. You may also obtain the report from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday, except statutory holidays.

Please do not hesitate to give me a call at (250) 692-3195 if you have any questions.

Sincerely,

[redacted]

Jason Llewellyn
Director of Planning and Development Services

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Development Services

Date: October 15, 2026

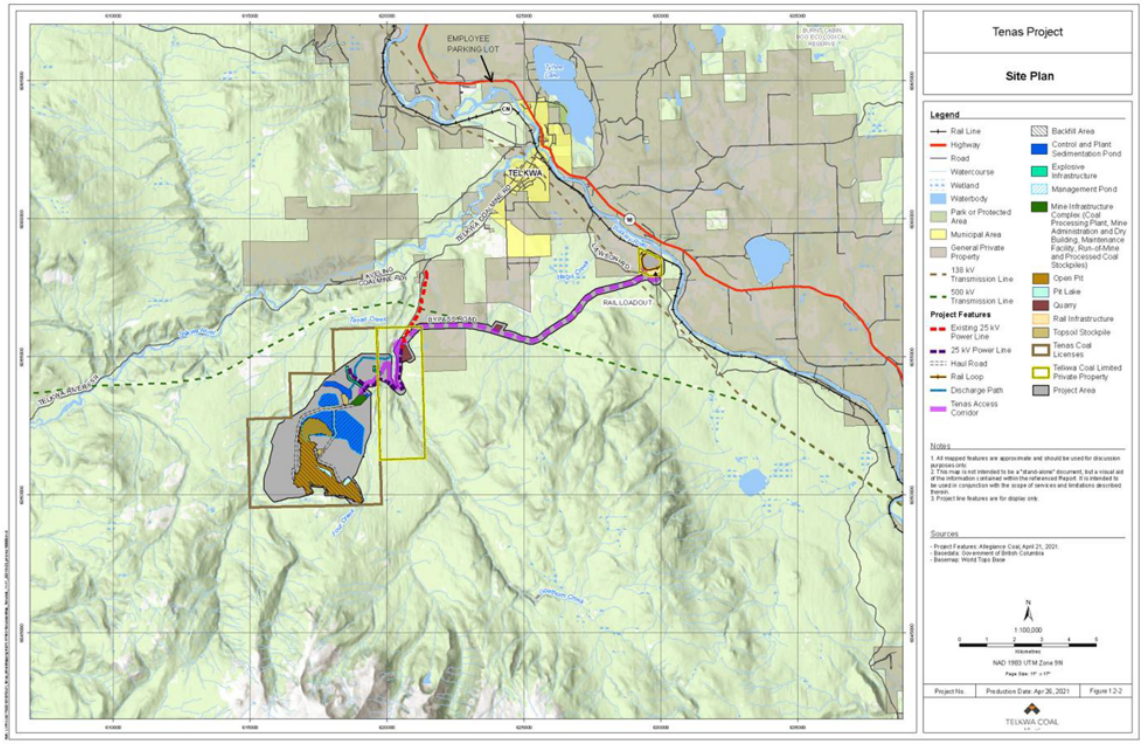
Subject: **Tenas Project Effects Assessment Phase**

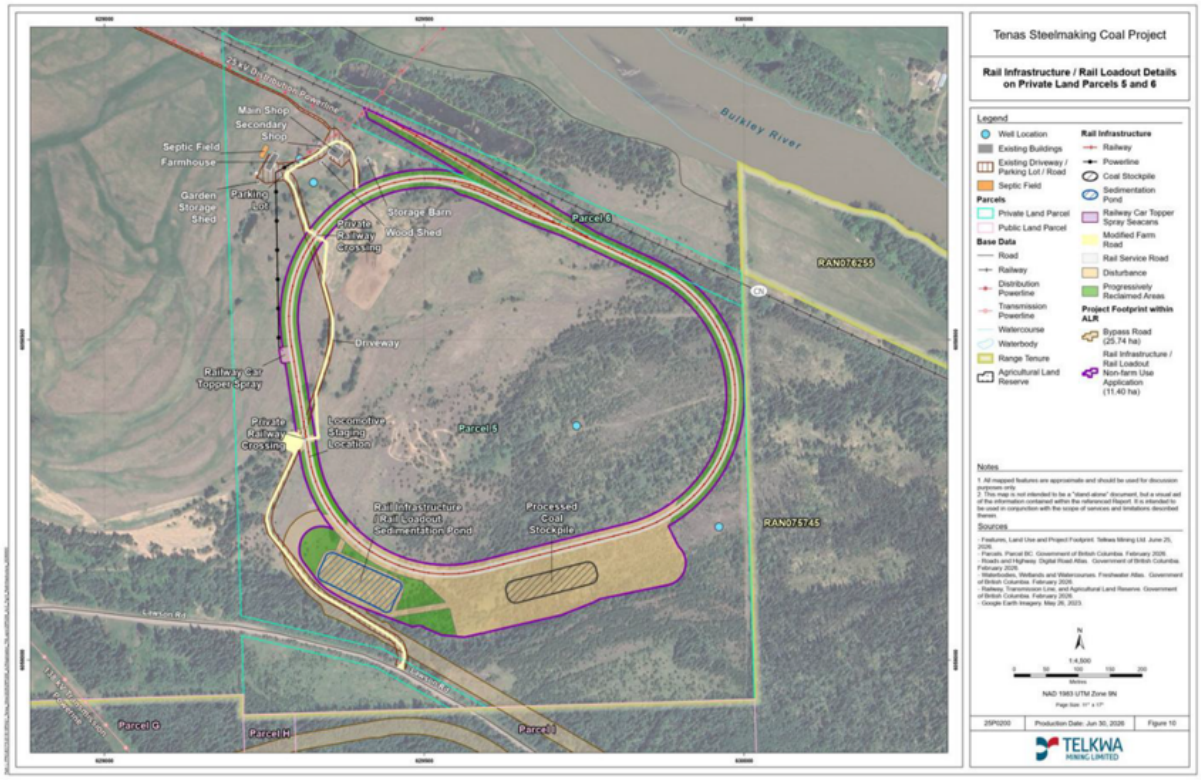
RECOMMENDATION: **(all/directors/majority)**

That staff provide the BC Environmental Assessment Office with the comments outlined in the staff report dated October 15, 2026 regarding the Tenas Project.

BACKGROUND

The Tenas Project is a surface coal mine located approximately 10 km southwest of the Village of Telkwa. The proposed mine is anticipated to produce between 775,000 to 825,000 tonnes of coal annually. The mine life is approximately 26.5 years. The mine site is accessed by Telkwa Coalmine Road. A 16 km long haul road, referred as the Tenas Access Corridor (TAC) by the applicant is proposed between the mine site and the proposed transportation terminal on Lawson Road. The transportation terminal includes a 2.13 km rail loop connected to CN Rail's main track by a 0.34 km rail spur.





ENVIRONMENTAL ASSESSMENT REVIEW PROCESS

Pre-Application Review

In November 2018 the Board directed staff to participate as a member of the technical advisory committee (TAC) for Telkwa Coal's application for an Environmental Assessment (EA) Certificate for the Tenas Project. Staff participated on the working group and have, on Board direction, provided comment to the EA Office and Telkwa Coal throughout the EA review process.

In May 2020 Telkwa Coal provided the TAC with a draft of the Application Information Requirements (dAIR) for the project. The dAIR document specifies the information that must be provided in the application. In April 2020 the RDBN responded to the dAIR document with the following comments.

1. *The proponent should provide a description of the proposed qualitative review of the vibration impacts in the dAIR.*
2. *Specific mitigation actions need to be developed, evaluated, and discussed during the Environmental Assessment application review process. The development of mitigation plans and strategies should not be deferred to the Socio-Economic and Environment Management Planning process.*

Application Review

In May 2022 Telkwa Coal released their Environmental Assessment Certificate Application for review. Staff reviewed the documents and provided the Board with the attached staff report dated July 21, 2022 with recommendations regarding comment to the EA Office on the application. The RDBN's comments are outlined in the August 5, 2022 letter (link) which was sent to the EA Office and the applicant.

In summary the RDBN's position was that there is notable potential for the Tenas Project to impact the region's residents despite the proponent's predictions that the Tenas Project will have no significant environmental, economic, social, heritage, and health impacts. Many of the mitigation measures proposed, such as those around housing impacts, were vague and relied upon the development of future plans. There was limited specific commitment to address negative effects. The RDBN asked that the Socio-economic Management Plan be amended to detail a formal process to 1) monitor public and local government satisfaction with the effectiveness of mitigation efforts, and 2) identify and respond to unacceptable residual effects in all areas of potential community impact through an adaptive management process.

Subsequent information related to the application has been provided to the RDBN by Telkwa Coal and the EA Office under the condition that the draft documents and discussions were confidential and not to be shared with the public. Therefore, staff are unable to discuss the details of these discussions in this report.

Effects Assessment Phase

The project is entering the Effects Assessment Phase of the environmental assessment process. As part of this process the Environmental Assessment Office (EAO) has referred the following confidential documents to the RDBN for comment.

- The EAO's draft Assessment Report and Appendices (including each of the valued component chapters)
- The draft Table of Conditions
- The draft Certified Project Description (including maps)
- The Draft Regulatory Coordination Plan

There will also be a final 30-day public engagement and comment period anticipated in November. At the conclusion of the Effects Assessment phase, the final Referral Package will be provided to the Minister of Environment and Parks and the Minister of Mining and Critical Minerals for their consideration and decision on the Environmental Assessment Certificate. RDBN comments must be provided by October 21, 2026.

As noted the EA Office has confirmed that the draft documents are not to be made available on a public Board Agenda. The Province has noted concern that the documents may look different after incorporating the first round of technical comments and sharing them prematurely may cause confusion. Staff understand that the documents will be made publicly available on the EAO's website during the public comment period scheduled for November.

This is the last opportunity for the RDBN to formally comment on the project as a participant on the TAC. Staff are taking this opportunity to publicly report on the RDBN's involvement in the EA process and its positions on the application as openly as possible, while respecting the Province's request for confidentiality. The RDBN may also provide comment as part of the public comment period when the documents are released in November.

RECOMMENDED RDBN COMMENTS

The Socio Economic Management Plan

As anticipated at the beginning of the EA process in 2018 there is a reliance on the development of mitigation plans and strategies to be developed some time after the issuance of the EA Certificate. Many of the mitigation measures proposed, such as those around housing impacts, are vague and there was limited specific commitment to address negative effects. Therefore, the RDBN has requested that the SEMP detail a formal process to 1) monitor public and local government satisfaction with the effectiveness of mitigation efforts, and 2) identify and respond to unacceptable residual effects in all areas of potential community impact through an adaptive management process.

The EA Office has not required the applicant to provide the RDBN with a draft copy of the SEMP for review as part of the Effects Assessment Phase, and the development of the SEMP is to be deferred until after an Environmental Assessment Certificate has been issued.

Staff recommend that the following comments be provided to the EA Office regarding the SEMP. These comments will be supplemented by more specific comments based on staff's understanding of confidential information.

> *The RDBN is very disappointed that the applicant was not required to finalize the content of the SEMP as part of the EA Certificate evaluation process. Without further information relating to proposed mitigation measures, the adaptive management process, and the RDBN's role in review of a draft SEMP it is not possible to provide meaningful comment on adverse or cumulative effects on the community.*
>
> *The RDBN requests that the SEMP detail a formal process to monitor public and local government satisfaction with the effectiveness of mitigation efforts, and identify and respond to unacceptable residual effects in all areas of potential community impact through an adaptive management process.*
>
> *The RDBN requests that the applicant be required to engage with the RDBN during the development of the management plans relating to the socioeconomic impact of the project, including the SEMP, and provide the RDBN with an opportunity to comment to the EA Office on a final draft of those plans.*
>
> *During discussion with EA Office staff as part of the UBCM meeting process it was indicated that an RDBN request to be a "Consulted Party" can be made to ensure RDBN engagement on during the development of management plans. Please consider this as the RDBN's request that we are identified as a Consulted Party regarding management plans relating to the socioeconomic impact of the project.*

The Transportation Terminal, Zoning and the ALR

The TAC and transportation terminal are not permitted in the ALR. The transportation facility is also not permitted pursuant to the applicable Official Community Plan and zoning bylaw. This issue is the subject of a separate staff report on the October 15, 2026 Board agenda.

The Agricultural Land Commission (ALC) has denied the application to allow the TAC and the Transportation Terminal in the Agricultural Land Reserve (ALR). Telkwa Mining Ltd. has indicated the intent to reapply to the ALC with an amended non-farm use application to allow the TAC and transportation terminal. As far as staff are aware this application has not been made.

The OCP amendment and rezoning application to allow the transportation terminal has been on hold by the RDBN pending an ALC decision, information regarding Telkwa Coals plans to reapply to the ALC, and information regarding the content of the SEMP.

Staff recommend that the following comments be provided to the EA Office regarding the SEMP. These comments will be supplemented by more specific comments based on staff's understanding of confidential information.

The RDBN questions the decision to proceed with the consideration of issuance of an EA Certificate for a project which is contrary to the ALC Act and regulations, and local government plans and regulations. Any EA Certificate issued should recognize the need for RDBN approval, and that the development of a satisfactory SEMP is a critical factor in that process.

ATTACHMENTS:

Staff report dated July 21, 2022

RDBN letter date August 5, 2022

STRATEGIC PLAN ALIGNMENT:

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

August 5, 2022

Marla Bojarski
Project Assessment Officer
Environmental Assessment Office
Via email: Marla.Bojarski@gov.bc.ca

Dear Marla Bojarski:

RDBN Comment on the Tenas Project Environmental Assessment Application

The Telkwa Coal application takes the position that the Tenas Project will have no significant residual environmental, economic, social, heritage, and health residual effects. This conclusion is based on predictions with a wide margin for error. Therefore, there is notable potential for residual effects to impact the region's residents.

As presented Telkwa Coal's application provides only vague mitigation measures and makes limited meaningful commitments to address negative effects not predicted in the application. The SEMP focuses almost exclusively on employee related socio-economic issues and procurement from local business. Issues which may potentially impact the broader community such as housing, air quality, visual quality, and noise and vibration are not addressed in the SEMP. It is critically important that the SEMP be amended to detail a formal process to 1) monitor public and local government satisfaction with the effectiveness of mitigation efforts, and 2) identify and respond to unacceptable residual effects in all areas of potential community impact through an adaptive management process. This needs to be done with local government and community input as part of the EA review process and not be deferred to the permitting process. There needs to be a clear regulatory requirement to respond in a meaningful way to unacceptable residual effects. Without this type of amendment to the SEMP Telkwa Coal's response would be primarily at their discretion.

There is specific concern related to the potential impacts associated with the construction process. The proposal to use existing housing stock, campgrounds, and RV parks to accommodate the construction workforce will have a very real negative impact on the housing supply in the region. There are also concerns regarding the crime related impacts on communities that experience an influx of short-term workers. The RDBN would like to see mitigation measures designed to address these issues incorporated into the SEMP.

It is also requested that Telkwa Coal engage directly with the RDBN's Environmental Services Department and Protective Services Department's to ensure that waste disposal and emergency response issues are addressed in a coordinated and effective manner.

The RDBN appreciates the Environmental Assessment Office's consideration of the above concerns. Should there be any questions please do not hesitate to contact me at your convenience.

Sincerely,



Jason Llewellyn
Director of Planning

Regional District of Bulkley-Nechako
Board Meeting

TO: Chair and Board

FROM: Jason Llewellyn, Director of Planning

DATE: July 21, 2022

SUBJECT: Tenas Coal Project Environmental Assessment: Application Review

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RECOMMENDATION **all/directors/majority**

1. That the Board ratify the comments provided by staff to the Environmental Assessment Office regarding the Tenas Project Environmental Assessment Certificate Application.
2. That the Board identify any additional comments it wants to submit to the Environmental Assessment Office.

EXECUTIVE SUMMARY

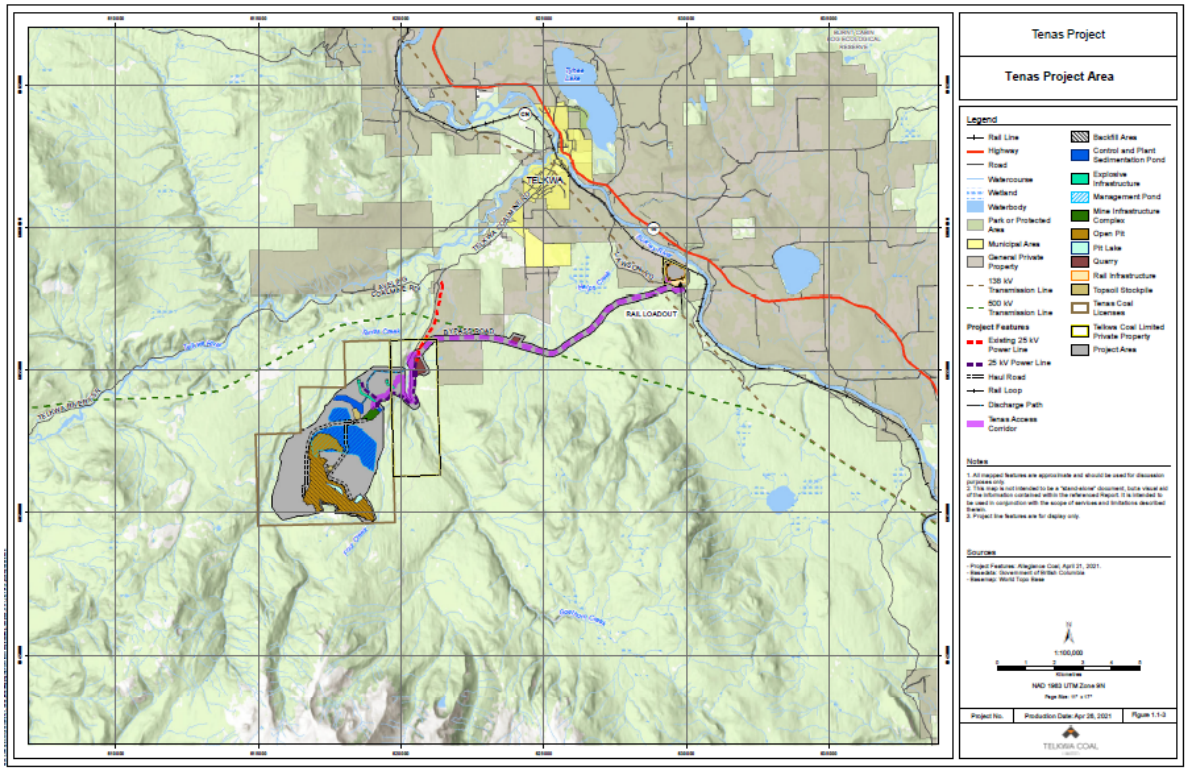
Telkwa Coal released their Environmental Assessment Certificate Application for review on May 11, 2022. Staff reviewed the documents and provided preliminary comments to the Environmental Assessment Office (EAO) by their June 24th deadline (extended from June 10th). The application review process is ongoing until early November. Staff will continue to work with the EAO and Telkwa Coal to address the issues raised and anticipate reporting back to the Board for direction on final comments in October.

This report provides the Board with an overview of the application with a focus on housing, noise, dust, vibration, and visual impact. On request staff can provide the Board with available information from the application regarding any other issues.

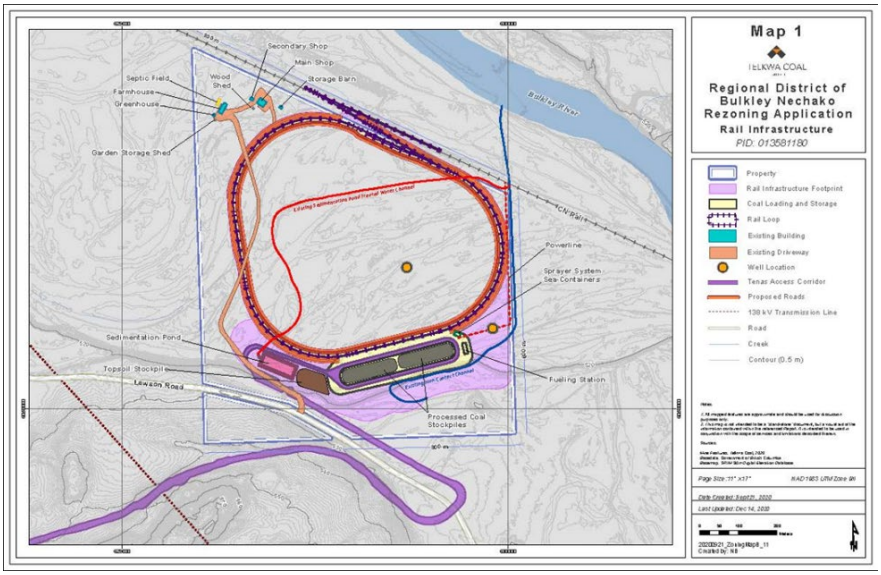
The Board is asked to consider and ratify the comments provided by staff and identify any additional comments to be provided.

PROJECT DESCRIPTION

The Tenas Project is a proposed surface mine producing metallurgical coal located approximately 10 km southwest of Telkwa. The life of the mine is estimated at approximately 25 years. The mine would create up to 166 full time equivalent jobs during the operation phase of the project. The site is accessed by Telkwa Coalmine Road.



The project includes an 11 km dedicated coal haul route connecting the mine site to a transportation terminal including a rail spur line and coal storage area on Lawson Road.



BACKGROUND

Past Activity

In November 2018 the Board directed staff to participate as a member of the working group for Telkwa Coal's application for an Environmental Assessment Certificate for the Tenas Project. In March 2019, Telkwa Coal presented the working group with a Draft Valued Component Scoping Document for review. This document sets out the issues to be studied and assessed in the application. The RDBN sent a letter (attached) dated April 18, 2019 providing comments regarding the selected Valued Components and Scoping Document. In May 2020 Telkwa Coal provided the working group with a draft of the Application Information Requirements (dAIR) for the project. The AIR document specifies the information that must be provided in the application. In April 2020 the RDBN responded to the dAIR document with the following comments.

1. *The proponent should provide a description of the proposed qualitative review of the vibration impacts in the dAIR.*
2. *Specific mitigation actions need to be developed, evaluated, and discussed during the Environmental Assessment application review process. The development of mitigation plans and strategies should not be deferred to the Socio-Economic and Environment Management Planning process.*

In May 2022 Telkwa Coal released their Environmental Assessment Certificate Application for review. The application has concluded that there are no significant residual environmental, economic, social, heritage, and health residual effects resulting from the project (Section 0.0 Application Summary, Subsection 6). Staff reviewed the documents and provided preliminary comments to the Environmental Assessment Office (EAO) by their June 24th deadline (extended from June 10th). These comments are outlined below.

Process to Follow

Telkwa Coal will provide a response to the comments provided by working group members (including RDBN comments) and discussions will continue between the EAO, Telkwa Coal, and working group members. These discussions must be completed by early November at which time the application will be submitted to the Minister of Environment and Climate Change Strategy and the Minister of Energy, Mines and Low Carbon Innovation for a decision. Staff will continue to work with the EAO and Telkwa Coal to address the issues raised and anticipate reporting back to the Board for direction on final comments in October. The public input component of the application ends on July 3, 2022.

The transportation terminal on Lawson Road is the subject of an ALC non-farm use application and a rezoning application. The ALC decision is pending. The rezoning application has been put on hold pending an evaluation of the information provided in the EA Certificate Application.

HOUSING AVAILABILITY AND COST

Housing Mitigation Measures

The application states that Telkwa Coal will ensure no negative residual impacts on housing supply and costs because they will provide incentives and inducements to employees to move permanently to the area, provide incentives and inducements to developers, and partner with government to encourage the development of additional housing supply and diversity of housing in the area (Section 5, Chapter 1, Section 5.3.4; and Section 6, Chapter 1, Subsection 5.3.3).

The above statements are defined further in the Socio-Economic Management Plan (SEMP) (Section 13, Chapter 16, Subsection 6.6.2) to include the following. It is noted that all the mitigation measures relate to the procurement of employee housing only. It is also noted that the commitments are notable vague and contain little notable commitment.

Construction Workforce Accommodation:

TCL will fund the accommodation of non-local experienced personnel that the company requires during the Construction Phase. The following mitigations were developed for this group:

- *A Request for Proposal (RFP) will be provided to accommodation providers at least six (6) months prior to use by the Project construction workforce, and the RFP will be for a set number rooms for a guaranteed duration of time;*
- *Reservations will be made at various campgrounds and RV parks to allow the Project construction workforce to use some of these facilities;*
- *Discussions with groups in Telkwa, Smithers and Houston for the temporary rental of rooms for the construction workforce will be secured at least six (6) months prior to use; and*
- *TCL will endeavour to use local companies to complete most of the construction activities for the Project to reduce the requirement for temporary accommodation.*

Permanent Workforce Accommodation:

The following mitigations were developed for accommodating the permanent workforce for the Operation Phase:

- *Grants to be used for the purchase or upgrade of permanent local housing will be provided to employees who reach designated milestones with the company;*
- *TCL will work with local developers to provide guaranteed rental rates and duration to incentivize the construction of accommodation for permanent employees and communities at large; and*

- *TCL will provide transportation from both Houston and Witset if at least six (6) employees reside in these locations to promote alternatives for employees to reside and still be within a reasonable driving distance (less than 90 minutes) from the Project.*

Housing Impact Monitoring

The application recommends no specific monitoring or adaptive management programs in relation to housing and relies on the "Community Engagement Programs" in the SEMP to identify and address housing issues for employees only (Section 6, Chapter 1, Subsection 8; and Section 13, Chapter 16, Subsection 6.5).

VISUAL IMPACT

Visual Impact Mitigation Measures

It is proposed that the visual impacts of the mine site and rail loadout facility will be mitigated by limiting the project footprint and project area, reclaiming the site, project design, revegetation of disturbed areas, and targeted vegetation screening as detailed in the Visual Resources Management Plan (Section 13, Chapter 19, Subsection 6.3). Also see Section 6, Chapter 2.

Visual impacts associated with lighting will be mitigated by the following mitigation measures:

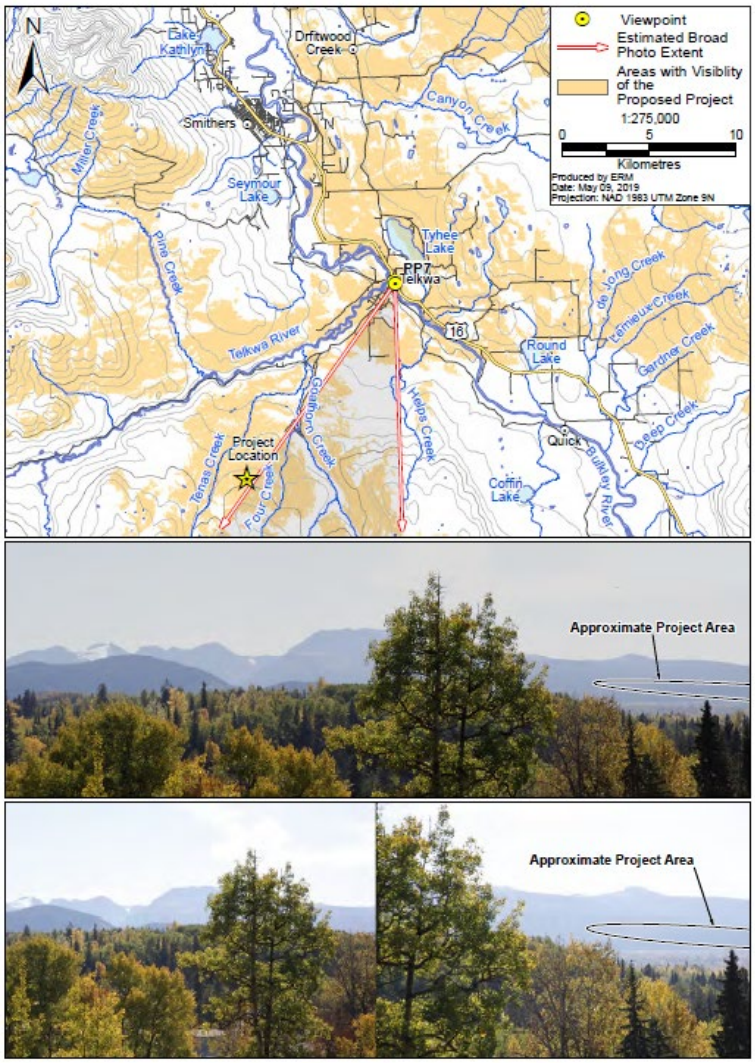
- *Manage light effects using acceptable best management practices (BMPs) and engineering design;*
- *For areas visible to the public from sensitive viewpoints investigate eliminating night lighting of buildings and structures and block light from windows where possible considering safety requirements;*
- *Direct lighting shall be directed towards the ground and have appropriate covers to avoid fugitive light emissions; and*
- *Lighting should be sensitive to environmental conditions and automatically shut off during daylight hours.*

Visual Impact Monitoring

Monitoring of viewscape mitigation effectiveness is proposed to take the form of periodic Visual Quality audits in Years 8, 16, 25, and 30 which are described as "roughly regular intervals that are relevant to likely milestones in the reclamation and revegetation of the project" (Section 6, Chapter 2, Subsection 8; and Section 13, Chapter 19, Subsection 7).

Starting in Year 3, and on a three (3)-year rotation thereafter Telkwa Coal will download remote sensing data and use Geographic Information Systems (GIS) software to analyze lighting changes and determine if there are trends (Section 13, Chapter 19, Subsection 7.3).

The views of the mine site are shown in Appendix 4.1Cb, Chapter 12, Figure 12.5-1 to 10. An example of a viewpoint figure is shown below.



Simulations of the appearance on the mine site are shown in Section 6, Chapter 2, Subsection 5.2. It is noted that the picture quality does not allow for interpretation.



NOISE AND VIBRATION

Noise Impacts

The table below shows the maximum predicted noise levels (Section 4, Chapter 1, Table 5.2-3). Noise levels are based on the Noise Modeling Report (Appendix 4.1-A). Staff note that the Noise Modeling Report is not authenticated (signed and sealed) by an engineer.

Receptor	Project Contribution		Project plus Background		PSL	
	L_d (dBA)	L_n (dBA)	L_d (dBA)	L_n (dBA)	L_d (dBA)	L_n (dBA)
Residence near Minesite and Coal Processing Plant	42.1	24.1	43.0	26.6	50	40
Residence near Rail Loadout	41.8	41.8	44.6	43.3	55	45
Residential Subdivision	30.5	2.2	45.7	42.1	50	40
Back Country Horsemen of BC Recreation Camp	47.2	30.5	47.5	31.2	50	40

Notes: dBA=A-weighted decibel; Ld= daytime noise level; Ln=nighttime noise level; Ldn=day-night noise level; PSL= permissible sound level

Blasting noise was not included in the above table. The application states that "This type of noise is short-term and generally has minimal effect on overall daytime and nighttime noise levels" (Section 4, Chapter 1, Subsection 5.2.3.1). Staff could find no other comments regarding an evaluation of noise impact from blasting on residents.

The tables below show the predicted noise levels from blasting based on the Noise Modeling Report (Appendix 4.1-A).

SPL (dB)	125	118	112	107	105	98	93	91
Distance (m)	250	500	1000	1500	2000	4000	6000	8000
SPL (dBA)	80	73	67	62	60	53	48	46

SBL= Sound pressure level / dB = decibel / dBA = A-weighted decibel

The residential subdivision on Aveling Coalmine Road, with approximately 40 dwelling, is over 4500 m from the open pit of the mine, and over 1500 km from the eastern quarry, where blasting occurs.

Vibration from blasting or from activity at the rail loop was not assessed as a valued component. The applicant indicated they would undertake a "qualitative review of the vibration impacts." The nature of this assessment is not described in the application.

The application states (Section 4, Chapter 1, Subsection 5.2.4.1):

> *"Blasting will primarily occur at the open pit and to a lesser extent at the eastern quarry. The nearest residences are over 4 km away from the open pit and over 1.5 km from the eastern quarry. Given the BMPs and the far distances between source and receiver,*

Project-related vibration effects from blasting are expected to be limited, well below perception thresholds and potential for building damage….

With the exception of one (1) potential TCL employee residence (private property owned by TCL) located within the Project Area, the nearest residences to the Rail Loop are over 500 m away. This is well beyond the recommended vibration influence area from the FCM-RAC Guidelines. Therefore, Project-related vibration effects from rail operations are expected to be limited, well below perception thresholds."

It is noted that the above statements do not consider vibration caused by blasting sound pressure waves. The Air Quality Model Report (Appendix 4.1-B) is not authenticated (signed, sealed, and dated) by an engineer.

Noise and Vibration Mitigation Measures
(Section 4, Chapter 1, Subsection 5.3.4 and 5.3.10)
(Section 13, Chapter 2, Subsection 6.5)

- *Limit Project footprint and Project Area;*
- *Blasting measures;*
  - *Use best management stemming techniques (e.g., type of material, size consistency, loading method, and thickness) that will minimize effects of noise and fugitive dust from blast patterns and assist in the complete detonation of drill holes to reduce the introduction of nitrogen species into the surrounding rock per the EMP;*
  - *Correctly time blasts to minimize effects of noise, vibration, and fugitive dust from blast patterns;*
  - *Keep blast patterns small to minimize effects of noise, vibration, and fugitive dust and to reduce the time that patterns need to sleep or wait until they are blasted which reduces the introduction of nitrogen species into the surrounding rock;*
  - *Monitor actual blast results, and implement improvements as required as per the adaptive management process to reduce effects of noise, vibration, fugitive dust and reduce the introduction of nitrogen species into the surrounding rock;*
  - *Use electronic detonators to minimize effects of noise, vibration, and fugitive dust from blast patterns and manage misfires to reduce the introduction of nitrogen into the surrounding environment; and*
  - *Use noiseless lead lines on the surface to minimize the effects of noise from blasts.*
- *Vehicle and equipment fleet selection and maintenance.*

Noise and Vibration Monitoring
(Section 13, Chapter 2, Subsection 7)

Telkwa Coal will monitor the noise levels (in A-weighted decibel [dBA]) generated from proposed Project activities, including blasting practices, mining activities, and rail activities

to determine if further mitigations are required. An industry standard portable instrument will be used to collect data on noise. With respect to monitoring, Tenas Coal will measure the vibrations generated from blasting practices, rail, and mining activities to determine if further mitigations, beyond the following, are required. An industry standard portable instrument will be used to collect data on vibrations.

Table 7.5.1 of the Air Quality Management Plan (Section 13, Chapter 2) contains the following noise and vibration response plan.

Activity	Normal		Alert	
	Trigger	Action	Trigger	Action
Noise Monitoring	Noise levels are below predicted noise levels provided in the EAC.	No action necessary	Measured values are 40% above Project predicted noise levels provided in this EAC.	Investigate cause of exceedance, revisit administrative and operational controls in **Table 6.8-1** and the AQMP to resolve and update mitigation measures and plan as necessary and frequency of monitoring to confirm impact of changes.
Vibration Monitoring (via portable seismographs)	Vibration levels are below predicted levels provided in the EAC.	No action necessary	Measured values are 40% above Project predicted vibration levels of 0 at 75 m provided in this EAC.	Investigate cause of exceedance, revisit administrative and operational controls in **Table 6.8-1** and the AQMP to resolve and update mitigation measures and plan as necessary and frequency of monitoring to confirm impact of changes.

It is noted that no train whistles will be required at the Rail Infrastructure for the arrival, departure, and loading of trains.

AIR QUALITY (DUST)

Dust Mitigation Measures

The Air Quality Management Plan (Section 13, Chapter 2, Subsection 6.3.2) states that:

Most dust and other air quality emissions will be generated from vehicle use of the TAC, service, and haul roads within the Project Area. The primary mitigation measure for dust will be the use of watering systems and chemical agents to limit the generation of this dust during the Project's Construction, Operation, and Decommissioning and Reclamation phases. Additional mitigations the Project has adopted to reduce air emissions are bussing of employees and majority of contractors.

Table 6.8.1 of the Air Quality Management Plan (Section 13, Chapter 2) outlines additional mitigation measures including:

- Drop heights will be kept to a minimum when dropping material to open stockpiles and haul trucks.
- Drop chutes will be incorporated into conveyors to further reduce drop heights and dust generation.
- Conveyors will have ability to change drop height with stockpile configuration.

- Material loading/unloading at open stockpiles will be conducted on the downwind side of the pile.
- Loading of super B-train trucks and railcars will be conducted in a manner to avoid overfilling.
- Super B-train trucks will be covered during transport.
- Loaded railcars will be sprayed with a latex coating prior to departure.
- Rail Loadout operations will be governed by wind conditions with operations temporarily pausing if wind conditions require.

Table 7.5.1 of the Air Quality Management Plan (Section 13, Chapter 2) shows the response plan for dust.

Activity	Normal		Alert	
	Trigger	Action	Trigger	Action
Dust	Surface of open stockpiles is moist	No action necessary	Surface of open stockpiles is dry	Apply water and/or chemical agents.
	No visible dust at material handling points	No action necessary	Visible dust at material handling points	Apply water and/or chemical agents.
	No visible re-entrainment of road dust	No action necessary	Visible re-entrainment of road dust	Apply water and/or calcium chloride and/or other chemical agents.
	Dustfall deposition rates measured at Kerr farm are below predicted air quality concentration provided in the EAC	No action necessary	Measured values are 40% above Project predicted air quality concentrations provided in this EAC.	Investigate cause of exceedance, revisit administrative and operational controls in **Table 6.8-1** and the AQMP to resolve and update mitigation measures and plan as necessary and frequency of monitoring to confirm impact of changes.

Dust Monitoring

The Air Quality Management Plan states (Section 13, Chapter 2, Subsection 7.1.1) that dustfall monitoring will be conducted and dust fall canisters will be set up at various locations for laboratory analysis including the rail loadout facility.

Minesite employees and contractors will be trained to continually observe site conditions (visual monitoring) for potential dust concerns during their regular activities. If visible dust is observed at any material handling points, or if the surface material of open stockpiles is observed to be dry, additional watering will be conducted manually. If visible re-entrainment of road dust is observed, additional water or calcium chloride will be applied. This monitoring includes the TAC and Rail Infrastructure to measure the effectiveness of dust control measures. Other air quality and dust concerns will be reported to the Mine Manager to determine the appropriate course of action.

SOCIO-ECONOMIC MANAGEMENT PLAN (SEMP)

The SEMP includes a Community Engagement Program to allow for the delivery of information on project activities and a feedback mechanism to collect, track and manage feedback and concerns received from stakeholders. These processes and mechanisms are not defined. The issues raised, and commitments made in the SEMP are important as applicants are typically required to report annually to the Province regarding the community comments on the identified issues and the manner in which the issues were addressed through an adaptive management process.

The SEMP focuses almost exclusively on employee related socio-economic issues and procurement from local business. Issues which may potentially impact the broader community such as housing, air quality, visual quality, and noise and vibration are not addressed in the SEMP.

STAFF COMMENT

Preliminary Comments Provided to the EAO

Staff provided the following comments to the EAO regarding the application.

1. The Emergency Command Structure referred throughout Section 9 is not defined. Is it based on the Incident Command System (ICS), and if not why? The ICS is the standard used in BC.
2. The emergency response approach (Section 5.1.2.2) has Tenas Coal contacting provincial agencies and informing residents of evacuation requirements. This needs to be done through the RDBN and / or municipality of Telkwa as the jurisdictions having responsibility for and the authority regarding evacuations.
3. The Wildfire- Risk assessment is rated low. This doesn't correspond to the BC Wildfire Wildland Urban Interface Risk Class assessment by the BC Wildfire Service. The mine site appears to have a moderate to extreme rating.
4. The Air Quality Management Plan, and the SEMP should be amended to include processes to monitor, and respond to, public or local government concern over unacceptable residual effects associated with noise, dust or vibration. A formal process to monitor public satisfaction with mitigation efforts and respond to unacceptable residual effects through an adaptive management process needs to be outlined in the Air Quality Management Plan and the SEMP. The triggers in Section 7.5 (noise, dust or vibration above 40% of predicted value) are not adequate.
5. Mitigation measures in Section 5 Chapter 1, Section 5.3 (and the SEMP) regarding impacts on the labour market are too vague and non-specific. For example, what are the incentives to be offered for housing under Section 5.3.4.

6. Mitigation measures in Section 6 Chapter 1 Section 5.3 (and the SEMP) regarding impacts on demographics are too vague and non-specific. For example, what are the incentives to be offered for housing under Section 5.3.3.
7. The visual simulation map quality (Section 6 Chapter 2, Subsection 5.2.2 does not allow for interpretation or evaluation of impacts.
8. Please explain why 2021 Census data was not used.

The comments provided to the EAO by the Mayor of Smithers as a member of the Working Group for the project are attached.

The Public Input Process

There has been discussion at the working group meetings about the limited opportunity for the public to adequately understand and comment on the impacts associated with this project. The concerns raised are that it is challenging for the public to navigate the application documents and understand and evaluate the impacts, and there has been limited opportunity for the public to publicly discuss and comment on the application in a meaningful way (2 virtual open houses).

Application Quality, Mitigation Measures, and the SEEMP

As discussed above the application information is not as complete as it may be, and a great deal of faith is required to accept the application's assessment that there will be no significant residual environmental, economic, social, heritage, and health effects resulting from the project. Also, as discussed above, mitigation and monitoring measures are limited or are not adequate in staff's opinion.

Given the limitations of the application it is critically important that the SEMP be amended to detail a formal process to 1) monitor public and local government satisfaction with the effectiveness of mitigation efforts, and 2) identify and respond to unacceptable residual effects in all areas of potential community impact (housing, viewscapes, dust, noise, vibration, labour) through an adaptive management process. Without this type of amendment to the SEMP Telkwa Coal's response would be primarily at their discretion.

Transportation Terminal (Rail Loadout Facility) OCP Amendment and Rezoning

OCP Amendment and Rezoning Application (RZ A-01-21) for the transportation terminal and 2.13 km. rail loop connected to CN Rail's main track by a rail spur in support of the coal mine was deferred until the RDBN has had an opportunity to evaluate the application information to be submitted by Telkwa Coal Ltd. as part of their EA Certificate application.

Staff are currently reviewing the application information as it relates to the transportation terminal and will report to the Board with recommendations regarding the OCP

amendment and rezoning application this summer. It is anticipated that the manner in which the issues discussed in this report are addressed will impact the OCP amendment and rezoning process.

ATTACHMENTS

Letter dated April 18, 2019, from the RDBN to the EAO.

Letter submitted by e-mail July 2, 2022 from the Mayor of Smithers to the EAO

Tenas Project EAC Application Sections (links)

- Section 0.0 Application Summary
- Section 4, Chapter 1 Atmospheric Environment Valued Component
- Section 5, Chapter 1 Labour Market Valued Component
- Section 6, Chapter 1 Demographics Values Component
- Section 6, Chapter 2 Visual Resources Valued Component
- Section 13, Chapter 2 Air Quality Management Plan
- Section 13, Chapter 16 Socio-Economic Management Plan
- Section 13, Chapter 19 Visual Resource Management Plan
- Appendix 4.1-A Noise Modeling Report
- Appendix 4.1-B Air Quality Model Report
- Appendix 4.1-Cb, Section 12, Tenas 2017-2019 Baseline

37, 3rd Ave, PO Box 820
Burns Lake, BC
V0J 1E0

REGIONAL DISTRICT OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

April 18, 2019

ATTN: Matt Rodgers, Environmental Assessment Officer
Environmental Assessment Office

e-mailed to: Matthew.Rodgers@gov.bc.ca

RE: Proposed Valued Components (VC) and Intermediate Components (IC) for the Tenas Coal Mine Project Environmental Assessment

Thank you for the opportunity to provide comments regarding the proposed valued components and intermediate components for the Tenas Coal Mine Project. Please see the Regional District of Bulkley-Nechako Board of Director's comments below.

Applicable Government Policies and Plans: Local Government Official Community Plans (OCPs) guide land use planning and development decisions that reflect the rural community's aspirations with respect to future character, function and form of the Plan Area. There is no mention of the Smithers Telkwa Rural OCP Bylaw No. 1704, 2014 under information sources Table 1. Project facilities are located within designated areas under the Area's OCP and should be considered during the EA review.

The Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 implements the policies and objectives of the Official Community Plan. Telkwa Coal Ltd. may require appropriate rezoning/ OCP amendment, and or/ approvals from the Agricultural Land Commission to facilitate the rail load out facility.

The Project activities and facilities are located within an active agricultural area. The Regional District of Bulkley-Nechako's Agricultural Plan should also be considered under Government Policies and Plan information sources.

Municipalities:
Smithers, Vanderhoof, Houston, Burns Lake, Fort St. James, Fraser Lake, Telkwa, Granisle

Electoral Areas:
A - Smithers Rural
B - Burns Lake Rural
C - Fort St. James Rural
D - Fraser Lake Rural
E - Francois/Ootsa Lake Rural
F - Vanderhoof Rural
G - Houston Rural

inquiries@rdbn.bc.ca
www.rdbn.bc.ca
PH: 250-692-3195
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TF: 800-320-3339

There is no mention of the RDBN Floodplain Management Bylaw in the Issues Scoping review. A mine component of notable concern is the rail loop and stockpile sites are found within a designated floodplain area under the RDBN Floodplain Management Bylaw.

The proponent should include other local government's OCPs and related policies and plans where study areas for valued components overlap. For example, OCP's and housing studies for Telkwa, and Smithers.

Light: Project activities have the potential to change/increase light pollution around the existing and proposed roadways, mine site, and rail load out facility. Light may have adverse effects on wildlife, and nearby residents. The RDBN suggest that Light should be included as a subcomponent of the Atmospheric Environment Valued Component.

Vibration: Project activities related to the rail loadout facility, haul route, and mine site will produce vibration. Two residences are 3.5 km from the mine plant and 0.5 km from the haul route. In addition, there are 29 residents found within 1 km from the rail load out facility. Increase in train traffic, and the potential for other users to use the rail loadout facility will increase vibration in the area relative to the project facilities. Vibration is a notable issue that should be monitored and mitigated during the Project's lifespan.

Aquatic Resources Study Area: The study area for Aquatic Resources should be redefined. The Regional Study area does not capture the haul route that crosses many tributaries that flow into the Bulkley River and does not capture the rail load out facility. Sedimentation generated from road and coal dust may impact nearby watercourses. RDBN suggest increasing the study area to capture all Project facilities, similar to the Fish and Fish Habitat Study Area.

Vegetation and Water Sampling and Monitoring: The proposed haul road crosses Helps Creek Watershed. Helps Creek Watershed hydrology is connected to the wetland listed in the study area that is identified as a subcomponent under the Vegetation VC. Maintaining water quality is an important function in wildlife function and biodiversity in wetland habitats. Therefore, it is suggested that Helps Creek also be monitored for water quality and quantity at the Haul Road crossing.

Vegetation: Since the Project area is found within a landscape corridor under the LRMP, and the project activities will essentially disperse animal movement, it may be worthwhile considering connectivity as a subcomponent of the Vegetation VC.

Wildlife: The significant ecosystems and wildlife values identified by the Ministry of Environment and mentioned in Schedule C of the "Smithers Telkwa Official Community Plan, 1704, 2014" (OCP) include sensitive ecosystems of Black Cottonwood, White Spruce and Moose and Mule Deer habitat. Also, the area contains a Landscape Corridor designated to "maintain connectivity

within the landscape, reduce habitat fragmentation, permit movement and dispersal of plant and animal species…"

The scoping document does not include mule deer, yet the project activities have the potential to interact with the species and its habitat. Deer are a harvested species and an integral part to the sustenance foods/ country foods important to the local community. The Regional District supports and encourages development proponents to incorporate protection and enhancement of these values in the design of development within the Plan Area (OCP Policy 4.2.2).

Study Communities: The Local Study Area seems appropriate. However, the Regional Study Area should be extended to include the District of Houston and Witset (Moricetown), as well as rural Electoral Areas 'A' and a portion of Electoral Area 'G' to the Boundary of Houston municipality.

The Regional District of Bulkley-Nechako looks forward to working with the Environmental Assessment Office to address the above issues through the Pre-Application review process.

Sincerely,

Gerry Thiessen, Chair
Regional District of Bulkley-Nechako

Thank you for the opportunity to comment.

My first comments are to the BC Environmental Assessment Office on the approach to public participation. Much of this project review took place during the pandemic and so was virtual, as it had to be. We are now able to gather in person. Since the application to the EAO was filed there has been one in-person open house on Wednesday, June 1 from 4-8 pm in the Village of Telkwa and a second virtual open house the following Wednesday June 8 from 12 noon to 1:30 pm. The EAO informs me that Telkwa Coal, the proponent, can hold more public consultation if it chooses. I believe the EAO has the responsibility to ensure as many people as possible are reached.

For a lay-person in this process, reviewing the application, or parts of the application isn't an easy task. Accessing documents, working through the extensive table of contents & abbreviations, finding chapters of specific interest, and reading with an effort to understand what this proposed mine could mean is daunting. I appreciate there are many experts participating in the Working Groups and they will provide their comments too. Many of the provincial experts in the working groups live in other parts of BC meaning they may not have first-hand knowledge of the community and their hearts may not here. This is not to disparage those involved, but to state that local knowledge coupled with the additional interest in a project in one's home town or region is desirable.

If the proposed Telkwa Coal Mine is approved it will be the largest industrial development in our community and so it bears scrutiny. A potential open pit coal mine in close proximity to the communities Telkwa and Smithers, along with the adjacent rural community naturally generates many questions and concerns.

There is of course opportunity for economic growth with such a large-scale project. If approved, there will be construction jobs and opportunities for businesses. That economic opportunity must be viewed against the environmental and social cost.

Visual Affects & Dust.

An open pit coal mine would, in my view change the environment and culture of the broader community and it is prudent to acknowledge that. The simulated imagery created by the consultants employed by Telkwa Coal Ltd. show the mine will be visible from many places in the valley. As a community in which residents are keen outdoor recreationists, the visible black open pit will present starkly different views than the those we currently enjoy. I have asked to see simulations that will also show where dust, especially coal dust is likely to lay. For many months of the year, the higher elevations are snow covered, so it is reasonable to ask what those views are could look like. I don't think this part of the visual quality report is adequate. During blasting, what will the dust plumes look like? Colour and expanse? I know air movement mapping has been done so imagery simulations should be possible. Dust control measures are proposed. Will those measures stop the movement of coal dust on vehicles from reaching businesses and homes?

Air quality
Air quality is a long-standing issue in Smithers in particular and our airshed can be described as saturated at some times of the year. The community often receives air quality alerts, urging people to avoid strenuous activity and to stay indoors. What is being added to the airshed, in terms of dust, coal dust, and emissions? How is that quantified into what is already in the airshed. Some Smithers residents currently suffer from breathing/health challenges resulting in hospitalization. This is an area of cumulative effects. What will the additional dust and emissions add to the airshed? Over past decades effort has been made to improve our air quality by phasing out bee-hive burners, reducing the number of wood stoves and improving the quality of wood stoves. The Town of Smithers has lobbied the provincial government to reduce the smoke from slash pile burning. This may seem rhetorical, but if we are planning to add pollutants to the airshed, we should discuss what we are going to remove.

Blasting and noise
Information was sought during the final working group call, on the effect of blasting noise on domestic livestock and implications for the calving season for cows. The same information is needed for wildlife, in particular Telkwa Caribou, but generally what effects blasting noise will have on wildlife, and on people who live nearby. Additionally, what will be the effect of ongoing operational noise from the mining operation, including trucking to the rail load out, on wildlife, and humans. In the application noise impact is described as not significant, though ongoing mechanical and industrial noise would seem to be disturbing or highly annoying over time.

Metal Leaching, Acid Rock Drainage.
In particular selenium, but other ML and ARD have both serious short-term and long-term effects . The long-term water treatment will extend beyond our lifetime. I understand that selenium in particular, is highly toxic to fish. The Bulkley and Telkwa Rivers and the creeks at the proposed mine site, which are tributary to the Telkwa are habitat for fish, including salmonids. The intrinsic value of fish, especially steelhead and salmon to the people who live here, coupled with the economic value of recreational and commercial angling must factor into this. These fish are of high significance to the Wet'suwet'en people, though I know the Office of the Wet'suwet'en is conducting its own review of this application.

It would be helpful for a layperson to listen to dialogue between the authors of the reports in the application and other fish biologists. This is something the EAO could facilitate – a dialogue with specialists who could make this subject area clearer. What are the anticipated long-term risks to fish (and other aquatic species) as a result of selenium and other leachates over time? What are the risks of ML and ARD over time, against the value of clean water to fish? In the Surface Water Chapter on page 10 it states the measures for certain metals including selenium. If I read this correctly, the SPO's for the all of the creeks is higher than the Water Quality

Guidelines. That is concerning. Will the level of metals in the waste become more concentrated over time?

Labour

This region (and the province and country) is experiencing a severe labour shortage. Help wanted signs are ubiquitous and many businesses have reduced hours of operations due to labour shortages. Where is Telkwa Coal targeting for the work force that it requires for construction and operations? I realize the current situation may change, but right now, it is a critical issue. It isn't only Telkwa Coal, but Artemis Gold, KSM, Red Chris, Site C, CGL pipeline, Kitimat LNG and the port expansion in Prince Rupert – the demand for labour is critical.

TCL states the mine construction phase will create about 118 FTE's and mine operation will have 145 FTE's. Where will these FTE's (contractors and direct hires) be sourced from? Identifying where the labour force will come from is important. Large industrial construction projects have the ability to draw from existing business by offering bigger wage packages. This can put increased stress on already stressed businesses, doing their best to emerge from the pandemic in a severe labour shortage. At the same time, local suppliers and contractors are likely to realize an economic benefit from the project.

Our community relies on our local businesses, who are also our local citizens. While some businesses will benefit from the opportunity presented, the fight for labour may be one they can't win when competing with a project of this scale. Some of that is witnessed now as people, including trades move to high paying industrial jobs. This is a socio-economic impact. Recently a Smithers business owner asked me, *where will we get workers from?* People who live here will still want to be able to hire an electrician or a carpenter, they will want to go out to dinner or shop in a local store. The labour shortage is critical.

Housing

Housing and accommodation are another critical issue, in very short supply here and extending throughout BC. As the housing supply diminishes, the prices rise, forcing those with limited incomes into inadequate housing or into homelessness.

In the Socio-Economic Management Plan, under permanent workforce accommodation states TCL plans to purchase and upgrade housing for it employees and to work with developers to get guaranteed rental rates. Perhaps I misunderstand this, my question is – is TCL intending to outcompete others who are seeking housing in a tight market? I do appreciate the stated intent to use locals as much as possible during construction, though that circles back to the concern about labour.

Telkwa Coal proposes to use hotels, B&B's and other short-term rentals, including RV Parks, for its workforce housing during construction. In the Socio-Economic Management Plan, it is stated that up to 35% of hotel inventory could be available to

TCL. This reduces the opportunity for the tourism industry to promote and accommodate leisure, business and meeting travel. The tourism sector was the one of the hardest hit and slowest to recover from the pandemic. Tourism businesses face a greater hurdle to find labour and housing for staff. The Tourism Industry in the Bulkley Valley - Smithers and Telkwa- were valued at $29 million per year in 2017
(https://opportunities.rdbn.bc.ca/application/files/7215/6159/0087/RDBN_Value_of_Tourism_Report_July_2017.pdf)

In Smithers, the Town collects the Municipal and Regional District Tax on hotel room stays and has done so for decades. Any plan to reduce the stock of hotel rooms is concerning. MRDT is collected on any room in a hotel, motel or B&B in Smithers, including those listed on Airbnb. We will urge the Province and TCL to ensure the MRDT continues to be paid, should this go ahead.

Child Care
Child care is another, in what seems to be a growing list of critical shortages in our valley. I appreciate TCL notes this and intends to fund up to 2 positions, providing there is matching government funding so the 2 positions would become 4 positions. Preference is to be given to children of TCL employees with the extra capacity created. Whether this is enough to reduce the child care crunch, once the children of TCL employees have spaces will be determined over time.

Extra child care spaces are desperately needed. There are parents in the community, including professionals who cannot go to work as child care can't be secured. Any strategy to address this is welcome. An additional challenge that funding alone can't solve is local access to training. Northern Health advises that it is extremely difficult to attract Early Childhood Educators, including those with credentials for providing care for infants and toddlers. A possible solution is to provide education where people live. In February of 2021 a Child Care Study in Smithers stated 46 spaces were needed to close the gap.

Last thoughts.
Telkwa Caribou - there are few animals left in the herd and it is my opinion that it is incumbent on us collectively to do our best to stop species or sub-sets of species from slipping into extinction. There is no real way to mitigate habitat loss. It can't be created elsewhere. It is the same is for grizzly bears and fish.

Smithers is often described as a mountain town and that is part of our community culture. My questions about visual quality, air quality and dust reflect that. Compared to other large open pit coal mines, the proposed Telkwa Coal mine may be viewed as small, but it culturally, if the coal mine is approved, we will at least in part become a coal mining town.

I want to reiterate to the EAO that this process should include some way for citizens to hear directly from the provincial and federal scientists and specialists reviewing

the application, and from the scientists and specialists who prepared the application documents for TCL. This is one way where, as a lay person, I could understand which areas are of concern to those reviewing the application documents on behalf of the public and to hear the answers from the people who did the original work. This could also be an opportunity, perhaps, for residents to hear from those in the Office of the Wet'suwet'en, our neighbours in this community, who are also engaged in reviewing the application.

Gladys Atrill,
Member, EAO Telkwa Coal Working Group
Town of Smithers

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

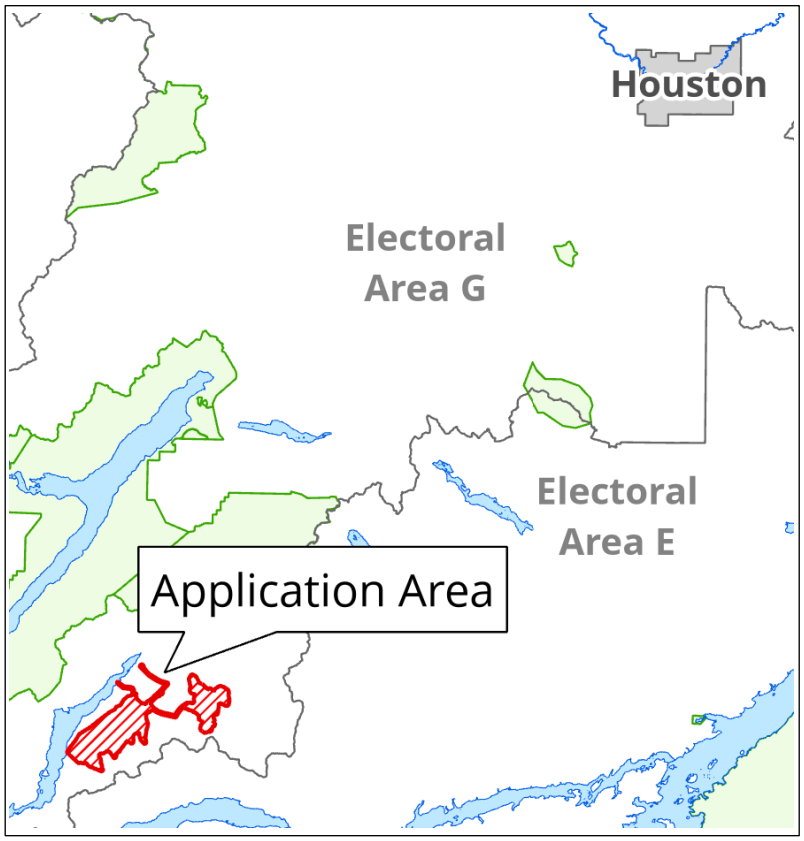
Subject: **Berg Copper Project Environmental Assessment Process**

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

That the Board direct staff to participate as a member of the Technical Advisory Committee for the Berg Copper Project Environmental Assessment process.

DISCUSSION

The Provincial Environmental Assessment Office (EAO) has invited the RDBN to participate as a member of the Technical Advisory Committee being established as part of the Environmental Assessment Process for the Berg Copper Project.



Full participation on the working group involves attending committee meetings and undertaking detailed review of related documents and information as necessary. Staff then report to the Board regarding the process, and to receive direction regarding formal input. Reporting to the Board typically occurs at the draft application review stage, the application screening stage, and the application analysis stage (as discussed in the attached Environmental Assessment Participation Policy).

Surge Copper Corp. (Surge) is proposing the construction, operation, and decommissioning of a new open-pit copper-molybdenum mine located approximately 80 km southwest of Houston, British Columbia (B.C.). The mine is expected to produce approximately 43 million

tonnes of ore per year (a throughput of 120,000 tonnes of ore per day) and would have a 28-year operational mine life. A transmission line from the site to the Telkwa substation is proposed.

The Project will include the construction, operation, decommissioning and reclamation of the following Project components:

- An open pit mine with average annual material movement of 118 million tonnes per year (Mt/y) ;
- Mill and processing facilities (Mill) operating at a throughput of approximately 120,000 tonnes per day (tpd) for the grinding and extraction of copper and molybdenum from the ore material;
- A crusher and electric overland conveyor transporting rock from the open pit location to the Mill;
- Accommodation Facility for the workforce; and
- A combined tailings and waste management facility (TWMF) for the long-term management of mine tailings and select waste rock.

On September 15, 2026, the EAO approved Surge's Initial Project Description (IPD) and Engagement Plan (EP). This approval marks the beginning of the 90-day legislated timeline for the Early Engagement phase of the EA. During the Early Engagement phase, the EAO had requested that technical advisors to review and provide comments on the IPD and EP.

Technical advisors are requested to provide any comments that identify:

- Key initial issues or concerns with the project as set out in the IPD and EP;
- Suggested design changes and/or considerations;
- Additional information required to inform your organization's advice to the EAO regarding the EAO's Readiness Decision and the project's readiness to proceed through the EA process; and/or
- Potential permitting issues that may require coordination and/or inclusion in the Regulatory Coordination Plan which will outline the necessary permits for the project.

IPD AND EP COMMENTS

Staff have reviewed the IPD and EP and have the following comments, which are focused on the economic, social, and land use issues associated with the project.

1. Work Camp Waste

The project proposes to develop on-site water and waste water services; however it is anticipated that the proponent will request that the RDBN accept solid waste at Regional District facilities. The proponent should develop a solid waste management plan in

coordination with RDBN staff to ensure the volume and type of waste can be accommodated at local facilities.

2. Emergency Management

The RDBN has certain jurisdiction, and responsibility, for emergency response in the rural area. The emergency response needs associated with construction and operation of the proposed mine and associated accommodation facility need to be discussed with the RDBN and an Emergency Response Plan needs to be developed in consultation with the RDBN.

3. Cumulative Effects of Resource and Energy Projects

With multiple energy and resource projects anticipated in the region over the coming years, the RDBN Board has concerns regarding the cumulative impacts of these projects on local communities. While these projects support economic and energy development objectives, they also create pressures relating to housing, infrastructure, traffic, community services, and the environment.

The RDBN has worked through provincial approval and permitting processes with other projects to identify and mitigate community impacts, with limited success. Resource development in the region has resulted in relatively little investment being directed toward community development, compounding concerns that resources, profits, and revenues are generated locally with limited return to communities.

4. Local Businesses

The proponent is encouraged to do all that is possible to scale the size of contracts related to mine construction and operation in a manner which allows local business to take advantage of the opportunity offered by the mine. Early communication with local business regarding the opportunities that will be available is important to ensure these opportunities are taken advantage of by local entrepreneurs. The specific actions that the proponent is committing to undertake to maximize the involvement of local business in the pipeline construction, and maintenance, process needs to be further discussed and confirmed.

5. Contribution to Housing

The proponent states that the project may result in broader socio-economic and community well-being effects associated with workforce in-migration and increased demand for housing, services, infrastructure, and emergency response capacity in nearby communities, and that these issues will be addressed in the assessment. A clear contribution to supporting housing in nearby municipalities will be an important consideration of the RDBN.

6. Recreation

The proposed Berg Copper Project is located within a high-value recreation area. As noted in the the IPD, there are multiple recreation features in close proximity including the Nanika Lake Trail, Sibola Rhineridge Cabin, Tahtsa Reach, Burns Lake Snowmobile Club Cabin, Sweeney Lake W, Sweeny Lake E, and the Anzac-Newcombe Trail. Direct consultation with recreation organizations and users should be undertaken as a component of project development to assess the impact of a major project in this pristine and remote setting.

OTHER CONSIDERATIONS

At the August 6, 2026 Board meeting a Crown land referral for a 5-year License of Occupation over a 0.63 hectare (1.5 acre) section of unsurveyed Crown land by Raye Resources was presented to the Board. The purpose of this application is to build a temporary work camp servicing several mineral claims held by the applicant. The land is located on the west shore of Nanika Lake, directly across the lake from the proposed Berg Copper Project.

The Board sent the following response to the Ministry of Mines and Critical Minerals regarding this Crown land referral:

> *At its August 6, 2026 meeting, the Regional District of Bulkley-Nechako Rural Services Committee reviewed and discussed the above-mentioned application for a proposed work camp at Nanika Lake. A number of concerns were raised at the meeting.*
>
> *The RDBN has concerns regarding the potential environmental, recreational, tourism, and community impacts associated with exploration and development activities in this area. Nanika Lake and the surrounding area are situated within a pristine and remote setting with significant recreational, tourism, and environmental values. The lake forms part of the Nanika-Kidprice Lakes Basin canoe route and is a popular destination for recreation and tourism. The undeveloped and remote character of the area is an important component of its value.*
>
> *The Regional District does not support mineral exploration or mining in this area given the sensitivity and significant recreational and tourism values of the Nanika Lake area. The RDBN also recommends that the Province ensure that adequate consultation occurs with the existing guide outfitter operating on Nanika Lake and with the Office of the Wet'suwet'en.*
>
> *Should any applications be submitted to the Ministry for mineral exploration or extraction in the Nanika Lake area, the RDBN requests a referral be sent for Board review. We look forward to your response.*

The Berg Copper project is within the Nanika Lake area and directly impacts Nanika Lake. At the Board's direction, the concerns raised with the Raye Resources Crown land application can be communicated to the Berg Copper Project proponent and the EAO.

ATTACHMENTS:

Berg Copper Working Group Invitation email

Berg Copper Project Initial Project Description (link)

RDBN Environmental Assessment Policy (link)

STRATEGIC PLAN ALIGNMENT:
This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
2. Advocacy with the Province
4. Community and Economic Stability

From: Jason Llewellyn
To: Jason Llewellyn
Subject: FW: Berg Copper: Review of Initial Project Description and Engagement Plan (Due: October 29, 2026)
Date: October 2, 2026 11:10:54 AM
Attachments: image001.png
image002.png

From: Berg Copper Project EAO:EX <EAO.BergCopper@gov.bc.ca>
Sent: Tuesday, September 22, 2026 9:56 AM

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

As a follow up to my previous message, I am reaching out again from the Environmental Assessment Office (EAO) to kick off the review of the Initial Project Description (IPD) and Engagement Plan (EP) for the Berg Copper project environmental assessment (EA). You may have previously confirmed yourself as either a technical advisor on this file, or the initial contact for your organization. If you are no longer the correct contact, or if you now have staff assigned as a technical advisor, please let us know and we will update our distribution list.

Thank you in advance for your assistance on this file – we really appreciate the time and effort our technical advisors put into the EA process.

The Project

Surge Copper Corp. (Surge) is proposing the construction, operation, and decommissioning of a new open-pit copper-molybdenum mine located approximately 80 km southwest of Houston, British Columbia (B.C.). The mine is expected to produce approximately 43 million tonnes of ore per year (a throughput of 120,000 tonnes of ore per day) and would have a 28-year operational mine life. A transmission line from the site to Telkwa substation is proposed.

On September 15, 2026, the EAO approved Surge's IPD and EP. This approval marks the beginning of the 90-day legislated timeline for the Early Engagement phase of the EA. During the Early Engagement phase, the EAO requires the assistance of technical advisors to review and provide comments on the IPD and EP.

In addition to the EAO's review, the federal Impact Assessment Agency of Canada (IAAC) is also conducting a review of Berg Copper. The EAO has already requested the substitution of the assessment, meaning that if IAAC orders a full review of the project, the EAO would carry out one assessment process to meet the requirements of both the

B.C. and federal governments.

Confirming Technical Advisors & Information Session

If the project proceeds, the EAO will formally establish a Technical Advisory Committee (TAC) in the next phase of the EA, called Process Planning. For information on the roles and responsibilities of technical advisors, please review the EAO's Technical Advisory Committee Guideline.

We will hold an introductory information session for technical advisors on **Thursday, October 1, 2026, from 1 – 2 pm** to orient you to the project, discuss the IPD and EP, and provide an overview of the EA process. A calendar invite will be sent shortly. The session will be recorded and made available on the EAO's SharePoint site for technical advisors to view at their convenience. Let us know if you are unable to attend the session and will require access to the recording.

If your organization is not interested in participating as a technical advisor for the Berg Copper EA, please let us know and you will be removed from our distribution list. Also note that you, or someone from your organization, may wish to participate in the EA as an observer. Observers are included on all correspondence sent to technical advisors but are not expected to provide input during the EA.

Review of the Initial Project Description and Engagement Plan

The EAO is asking technical advisors to review and provide feedback on the IPD and EP. The combined IPD and EP document can be downloaded from the EAO's website here. If you require spatial data to assist with your review, we can provide you access to this data through the EAO's SharePoint site.

Please review the IPD and EP document and send any comments that identify:

- Key initial issues or concerns with the project as set out in the IPD and EP;
- Suggested design changes and/or considerations;
- Additional information required to inform your organisation's advice to the EAO regarding the EAO's Readiness Decision and the project's readiness to proceed through the EA process; and/or
- Potential permitting issues that may require coordination and/or inclusion in the Regulatory Coordination Plan which will outline the necessary permits for the project.

Attached is an Issues Tracking Table (ITT) for your comments. Please input your comments into the "TA comments" tab, one comment per row, add your organization abbreviation to the file name, and send back to us on or before **Thursday, October 29,**

2026. Your comments will then be forwarded to Surge to develop responses. If you need assistance with the ITT, or if you would like to submit your comments in a different format, please do not hesitate to contact us – we'd be happy to help.

Closure

If you have any questions or require further information, please respond to this email directly (EAO.BergCopper@gov.bc.ca) or call me at 778-445-4713, or reach out to EAO project lead Chelsea Garside at Chelsea.Garside@gov.bc.ca or 778-698-9307.

Thank you,
Janna
(on behalf of the EAO Berg Copper team)

JANNA GOLDRUP (she/her)
Project Assessment Officer
Environmental Assessment Office
Government of British Columbia
OFFICE: 778-445-4713

Twitter.com/BC_EAO

EAO | Environmental Assessment Office

The EAO respectfully acknowledges that it carries out its work on the traditional territories of Indigenous nations throughout British Columbia.

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Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Recreation Contribution Grant Program Applications**

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

1. That the Board approve the Recreation Contribution Grant Program funding as recommended by the Recreation Contribution Service Advisory Committees, and summarized in Appendix A to the staff report dated October 15, 2026.

2. That the Board authorize staff to enter into funding agreements with the applicants and release the funds in accordance with the agreements.

DISCUSSION

The Regional District's Recreation Contribution Service includes the establishment of a grant program to support the operations of registered non-profit societies that are providing recreation opportunity for residents through the following four service areas that were established by bylaw in 2022:

- Electoral Area A Service Area (Electoral Area A, Town of Smithers)
- Electoral Area B and E Service Area (Electoral Area B and E, Village of Burns Lake)
- Electoral Area C Service Area (Electoral Area C, District of Fort St. James)
- Electoral Area G Service Area (Electoral Area G, District of Houston, Village of Granisle)

In 2023, a Recreation Contribution Service Advisory Committee was created for each service area, made up of participating Electoral Area and Municipal Directors. The mandate of each Committee is to do the following:

- make recommendations to the RDBN Board regarding the amount of funds to be collected through taxation for distribution to organizations providing recreation services for residents within the service area;
- provide direction to staff regarding the grant application process including eligibility requirements for funding and other application requirements; and
- review applications for funding and make recommendations to the RDBN Board regarding the distribution of funding.

This is the second intake for this grant funding program. Previously funding was provided to select non-profit societies for 2024, 2025, and 2026. The current program will provide funding for four years from 2027 to 2030. The funding periods overlap in 2026-2027, therefore organizations that previously received funding to be spent in 2027 are not eligible to apply for and receive funding for the first year of the new intake.

Calls for applications for funding under the Recreation Contribution Grant Program for all four service areas were advertised late this summer. The application deadline was September 11th, 2026 and a total of 31 applications were received. Copies of the applications are available from Staff upon request.

The applications were reviewed according to the process laid out in the Recreation Contribution Grant Program Policy (attached). RDBN staff reviewed the applications for completeness, requested additional information where it was considered necessary, and completed an application summary form for each application. The Committees met during September and evaluated the applications in accordance with the policy, and the recommendations outlined in this report are provided for the Board's consideration.

Tables 1 to 4 in this staff report provides a brief description of the applications for each service area and the associated Committee recommendation for the Board's consideration. Following the Board's funding allocation decisions, staff will enter into funding agreements with the successful applicants and funding will be distributed as appropriate.

A new round of applications is not anticipated until 2030; however, the surplus funds are available for critical maintenance needs at the discretion of the Committees and Board. Any additional information

ELECTORAL AREA A / TOWN OF SMITHERS SERVICE AREA APPLICATIONS

The RDBN received 14 applications for the Electoral Area A / Town of Smithers Service Area. Ten applications were selected with a total amount of requested funding of $49,975 in 2027, $67,975 in 2028, $67,975 in 2029 and $67,975 in 2030. The Committee recommends approval for the ten applications. A summary of the Committee recommended applications and funding is shown in the attached Schedule A.

The Committee recommends that funding for selected applications be raised through taxation for each of the four years of the program and using $12,000 of the existing unallocated funding. A remaining $50,000 will be available for emergency funding situations or carry forward to cover funding commitments in future years. The recommendation from the Committee regarding using unallocated funding will be presented to the Board during the 2027 budget process.

The proposed funding agreements will commit the Board, subject to the annual budget approval process, to cover the 2027, 2028, 2029 and 2030 grant contributions in those agreements. The projected taxation for 2027 is 1.5 cents per $1,000 of assessed value. The taxation will vary year to year depending on the value of assessments.

TABLE 1. Electoral Area A/Town of Smithers Service Area

Applications	Committee Recommendation
Bulkley Valley Backcountry Ski Society Fund enhanced ski run brushing to maintain the open nature of the existing 11 cut ski runs, increased maintenance of the Warming Hut and Fire Lookout, and increased maintenance of the access roadway, including plowing, signage and parking. Requested funding: **2027** **2028** **2029** **2030** **Total** $10,000 $10,000 $10,000 $10,000 $40,000	1. "That the Committee recommend to the Regional District Board that the Bulkley Valley Backcountry Ski Society's funding request be approved."
Bulkley Valley Backpackers Society Hire a contractor to assist club with trail clearing and other maintenance activities. Requested funding: **2027** **2028** **2029** **2030** **Total** $8,000 $8,000 $8,000 $8,000 $32,000	2. "That the Committee recommend to the Regional District Board that the Bulkley Valley Backpackers Society's funding request be approved."
Bulkley Valley Bowmen Fund Trail Clearing & Safety, Target & Platform Repairs, Grounds Upkeep. Requested funding: **2027** **2028** **2029** **2030** **Total** $0 $6,700 $6,700 $6,700 $20,100	3. "That the Committee recommend to the Regional District Board that the Bulkley Valley Bowmen's funding request be approved at $5,000 of funding per year for three years."
Bulkley Valley Cross Country Ski Club Fund grooming and maintenance of trails, plowing of parking lots, and maintenance of the lodge facility. Requested funding: **2027** **2028** **2029** **2030** **Total** $0 $15,000 $15,000 $15,000 $45,000	4. "That the Committee recommend to the Regional District Board that the Bulkley Valley Cross Country Ski Club's funding request be approved."

Bulkley Valley Quad Riders Fund re-planking of three board walks with rough 2" x 8" x 12' lumber to be brought in by helicopter on the Dome Mountain Trail in the alpine. Funds will be used for lumber, spikes and helicopter time, labour will be carried out by volunteers. Requested funding: **2027** **2028** **2029** **2030** **Total** $10,000 $0 $0 $0 $10,000	5. "That the Committee recommend to the Regional District Board that the Bulkley Valley Quad Rider's funding request be approved."
Bulkley Valley Softball Association Funds to support phased multiyear rehabilitation and improvement initiative for the four softball diamonds at Elks Park in Smithers. Requested funding: **2027** **2028** **2029** **2030** **Total** $9,999.99 $9,999.99 $9,999.99 $9,999.99 $40,000	6. "That the Committee recommend to the Regional District Board that the Bulkley Valley Softball Association's funding request not be approved."
Bulkley Valley Youth Sport Foundation Funds to hire an executive director for the Smithers Central Park Outdoor Rink rebuild project to help ensure project is focused and kept on track so that it is successful. Requested funding: **2027** **2028** **2029** **2030** **Total** $15,000 $15,000 $15,000 $15,000 $60,000	7. "That the Committee recommend to the Regional District Board that the Bulkley Valley Youth Sport Foundation's funding request not be approved."
Canadian Ski Patrol Pacific Division Operational funding to support the delivery of volunteer first aid and public safety services, including volunteer training and certification, membership fees, first aid supplies. Requested funding: **2027** **2028** **2029** **2030** **Total** $9,900 $9,900 $9,900 $9,900 $39,600	8. "That the Committee recommend to the Regional District Board that the Canadian Ski Patrol Pacific Division's funding request not be approved."
Canyon Creek Recreation Society Funds for basic operating costs of grooming each winter that include fuel, maintenance and repairs for the groomer. Requested funding: **2027** **2028** **2029** **2030** **Total** $6,000 $6,000 $6,000 $6,000 $24,000	9. "That the Committee recommend to the Regional District Board that the Canyon Creek Recreation Society's funding request be approved."

Round Lake Community Association Funds for the maintenance of the Round Lake waterfront and swimming area and the Bulkley River Recreation Site including trail maintenance requirements of brushing, blowdown removal, and upgrades for safety. Requested funding: **2027 2028 2029 2030 Total** $10,620 $8,400 $9,240 $11,868 $40,128	10. "That the Committee recommend to the Regional District Board that the Round Lake Community Association's funding request be approved at $6,000 of funding per year for four years and that the funds are to be used solely for trail maintenance."
Smithers Golf and Country Club Fund the Winter Walking Trail Maintenance Program trail maintenance (8hrs/wk totaling $4521) and an Indoor Golf Simulator Program Expansion (staffing hours totaling $10,479), was discussed. Requested funding: **2027 2028 2029 2030 Total** $0 $15,000 $15,000 $15,000 $45,000	11. "That the Committee recommend to the Regional District Board that the Smithers Golf and Country Club's funding request be approved at $5,000 of funding per year for three years to be used solely for the winter walking trail maintenance program."
Smithers Mountain Bike Association Funding for expenses associated with trail inspections, brushing, drainage work, tread repairs, maintenance of constructed trail features, signage, volunteer trail days, tools, materials and specialized contractor support as required. Requested funding: **2027 2028 2029 2030 Total** $9,975 $9,975 $9,975 $9,975 $39,900	12. "That the Committee recommend to the Regional District Board that the Smithers Mountain Bike Association's funding request be approved."
Smithers Whitewater Club Funds for annual membership to Canoe Kayak BC, annual rental fees at Tatlow Falls, site and road maintenance fees, fire suppression and trail and road. Requested funding: **2027 2028 2029 2030 Total** $0 $4,250 $4,650 $4,650 $13,550	13. "That the Committee recommend to the Regional District Board that the Smithers Whitewater Club's funding request be approved at $3,000 of funding per year for three years."
Telkwa Outdoors For All Society Fund skiing, backcountry ski intro, climbing intro, gear, transportation, rentals (ski and mountain bikes), lift tickets (ski), potential Avalanche Safety Training funding support for people in the community. Requested funding: **2027 2028 2029 2030 Total** $15,000 $15,000 $15,000 $15,000 $60,000	14. "That the Committee recommend to the Regional District Board that the Telkwa Outdoors For All Society's funding request not be approved."

ELECTORAL AREA B / ELECTORAL AREA E / VILLAGE OF BURNS LAKE SERVICE AREA APPLICATIONS

The RDBN received nine applications for the Electoral Area B / Electoral Area E / Village of Burns Lake Service Area. All nine applications were selected with a total amount of requested funding of $94,292 in 2027, $104,292 in 2028, $104,292 in 2029 and $104,292 in 2030. The Committee recommends approval for the nine applications. A summary of the Committee recommended applications and funding is shown in the attached Schedule A.

The Committee recommends that funding for selected applications will be raised through taxation for each of the four years of the program and using $15,000 of the existing unallocated funding. A remaining $33,000 will be available for emergency funding situations or carry forward to cover funding commitments in future years. The recommendation from the Committee regarding using unallocated funding will be presented to the Board during the 2027 budget process.

The proposed funding agreements will commit the Board, subject to the annual budget approval process, to cover the 2027, 2028, 2029 and 2030 grant contributions in those agreements. The projected taxation for 2027 is 4.5 cents per $1,000 of assessed value. The taxation will vary year to year depending on the value of assessments.

TABLE 2. Electoral Area B/Electoral Area E/Village of Burns Lake Service Area

Application Details	Committee Recommendation
Burns Lake Airsoft Association Fund operational costs for their airsoft field in Burns Lake, such as insurance, and other operating costs that have previously been covered by volunteers. Requested funding: **2027** $8,000 **2028** $8,000 **2029** $8,000 **2030** $8,000 **Total** $32,000	1. "That the Committee recommend to the Regional District Board that the Burns Lake Airsoft Association's funding request be approved at $5,000 of funding per year for four years and that the funds are to be used solely for insurance costs and maintenance of equipment, trails and play areas."
Burns Lake Snowmobile Club Fund machine brushing trails, removal of danger trees and stumps and large debris to facilitate easier grooming of the trail in winter. Requested Funding: **2027** $9,292.50 **2028** $9,292.50 **2029** $9,292.50 **2030** $9,292.50 **Total** $37,168	2. "That the Committee recommend to the Regional District Board that the Burns Lake Snowmobile Club's funding request be approved."

Eagle Creek Recreation Commission Fund the assessment and removal of danger trees close to public access, manual and mechanical brushing, grounds and building maintenance, snow removal and road upgrades. Requested funding: **2027** **2028** **2029** **2030** **Total** $15,000 $15,000 $15,000 $15,000 $60,000	3. "That the Committee recommend to the Regional District Board that the Eagle Creek Recreation Commission's funding request be approved at $10,000 of funding per year for four years."
Grassy Plains Community Hall Association Fund materials and hire professionals to build a gazebo, repair main stage and build bleachers, seating for mud bog area, ball field, outdoor bathrooms, arena and corrals. Requested funding: **2027** **2028** **2029** **2030** **Total** $20,000 $20,000 $20,000 $20,000 $80,000	4. "That the Committee recommend to the Regional District Board that the Grassy Plains Community Hall Association's funding request be approved at $15,000 of funding per year for four years."
Lakes Outdoor Recreation Society Fund insurance and to pay the contractor for site maintenance, special projects, and accounting services. Requested funding: **2027** **2028** **2029** **2030** **Total** $0 $20,000 $20,000 $20,000 $60,000	5. "That the Committee recommend to the Regional District Board that the Lakes Outdoor Recreation Society's funding request be approved at $15,000 of funding per year for three years."
Omineca Ski Club Fund maintenance of the grooming machines, brushing machine rental and/or grader rental, grooming machine fuel and club insurance costs. Requested funding: **2027** **2028** **2029** **2030** **Total** $0 $20,000 $20,000 $20,000 $60,000	6. "That the Committee recommend to the Regional District Board that the Omineca Ski Club's funding request be approved at $5,000 of funding per year for three years."
Ride Burns (BLMBA) Fund operational expenses, including year-round trail maintenance, repairs, and equipment maintenance, liability and directors' insurance and bike camp expenses and marketing initiatives, included signage. Requested funding: **2027** **2028** **2029** **2030** **Total** $20,000 $20,000 $20,000 $20,000 $80,000	7. "That the Committee recommend to the Regional District Board that the Ride Burns' funding request be approved."
Southside Health and Wellness Centre The Southside Health and Wellness Centre's application to fund ongoing operational planning, contractor procurement, and multi-season trail stewardship for a new, year-round, barrier-free walking trail, was discussed. Requested funding: **2027** **2028** **2029** **2030** **Total** $20,000 $11,900 $11,900 $11,900 $55,700	8. "That the Committee recommend to the Regional District Board that the Southside Health and Wellness Centre's funding request be approved at $20,000 in the first year and $10,000 per year for the subsequent three years."

Southside Recreation Society Funding to support insurance, fencing and gates, signage, danger-tree removal, trail maintenance, an outhouse facility, and future recreation amenities including archery and disc golf. Requested funding: **2027** $20,000 **2028** $20,000 **2029** $20,000 **2030** $20,000 **Total** $80,000	9. "That the Committee recommend to the Regional District Board that the Southside Recreation Society's funding request be approved at $15,000 per year for four years.

ELECTORAL AREA C / DISTRICT OF FORT ST JAMES SERVICE AREA APPLICATIONS

The RDBN received three applications for the Electoral Area C / District of Fort St James Service Area. All three applications were selected with a total amount of requested funding of $0 in 2027, $40,000 in 2028, $40,000 in 2029 and $40,000 in 2030. The Committee recommends approval for the three applications. A summary of the Committee recommended applications and funding is shown in the attached Schedule A.

The Committee recommends that funding for selected applications will be raised through taxation for each of the four years of the program. A remaining $50,000 will be available for emergency funding situations or carry forward to cover funding commitments in future years.

The proposed funding agreements will commit the Board, subject to the annual budget approval process, to cover the 2027, 2028, 2029 and 2030 grant contributions in those agreements. The projected taxation for 2027 is $0.00 per $1,000 of assessed value. There is no taxation required for the first year of the program because all applicants are receiving funding under the current program that overlaps for 2026-2027. The taxation in the remaining years will vary year to year depending on the value of assessments.

TABLE 3. Electoral Area C/District of Fort St James Service Area	
Application Details	**Committee Recommendation**
Fort St. James Snowmobile Club Fund general trail maintenance, repair bridges, groom trails in the winter, remove fallen trees and willows and flood and erosion control, updated safety signs, trail maps and directional arrows. Requested funding: **2027** $0 **2028** $15,000 **2029** $15,000 **2030** $15,000 **Total** $45,000	1. "That the Committee recommend to the Regional District Board that the Fort St James Snowmobile Club funding request be approved."

The Fort St James Ski Club o/a Murray Ridge Ski Area Funds for the snow cat maintenance program for the Murray Ridge Ski Area. Requested funding: **2027** \$0 **2028** \$15,000 **2029** \$15,000 **2030** \$15,000 **Total** \$45,000	2. "That the Committee recommend to the Regional District Board that Fort St James Ski Club funding request be approved."
Stuart Lake Nordic Society Fund maintenance of the machines used to maintain trails and replacement of one of the ATVs with a snowmobile custom made for towing grooming equipment. Requested funding: **2027** \$0 **2028** \$10,000 **2029** \$10,000 **2030** \$10,000 **Total** \$30,000	3. "That the Committee recommend to the Regional District Board that the Stuart Lake Nordic Society funding request be approved."

ELECTORAL AREA G / DISTRICT OF HOUSTON / VILLAGE OF GRANISLE SERVICE AREA APPLICATIONS

The RDBN received five applications for the Electoral Area G / District of Houston / Village of Granisle Service Area. Four applications were selected with a total amount of requested funding of $17,000 in 2027, $32,500 in 2028, $32,500 in 2029 and $32,500 in 2030. The Committee recommends approval for the four applications. A summary of the Committee recommended applications and funding is shown in the attached Schedule A.

The Committee recommends that funding for selected applications will be raised through taxation for each of the four years of the program. A remaining $24,500 will be available for emergency funding situations or carry forward to cover funding commitments in future years.

The proposed funding agreements will commit the Board, subject to the annual budget approval process, to cover the 2027, 2028, 2029 and 2030 grant contributions in those agreements. The projected taxation for 2027 is 1.5 cents per $1,000 of assessed value. The taxation will vary year to year depending on the value of assessments.

TABLE 4. Electoral Area G/District of Houston/ Village of Granisle Service Area	
Application Details	**Committee Recommendation**
Granisle Public Library Funding to establish a virtual recreation and community hub and offer recreational programming in the community, including a virtual recreation centre, youth programming and intergenerational and cultural community events. Requested funding: **2027 2028 2029 2030 Total** $15,000 $15,000 $15,000 $15,000 $60,000	1. "That the Committee recommend to the Regional District Board that the Granisle Public Library's funding request not be approved and that staff work with the applicant to explore other potential funding opportunities."
Houston Hikers Funding to hire a dedicated person to go out and maintain trails. Requested Funding: **2027 2028 2029 2030 Total** $0 $8,000 $8,000 $8,000 $24,000	2. "That the Committee recommend to the Regional District Board that the Houston Hikers' funding request be approved on the condition that the funds only be spent on trails that are recognized by Province."
Houston Mountain Bike Association Fund trail maintenance and general operational costs. Requested funding: **2027 2028 2029 2030 Total** $0 $7,500 $7,500 $7,500 $22,500	3. "That the Committee recommend to the Regional District Board that the Houston Mountain Bike Association's funding request be approved."
Morice Mountain Nordic Ski Society Fund trail maintenance. Requested funding: **2027 2028 2029 2030 Total** $9,000 $9,000 $9,000 $9,000 $36,000	4. "That the Committee recommend to the Regional District Board that the Morice Mountain Nordic Ski Society's funding request be approved."
Morice Outdoor Recreation Society (MORS) Fund brushing and weed whacking, danger tree falling, signage, structure maintenance and repairs. Requested funding: **2027 2028 2029 2030 Total** $8,000 $8,000 $8,000 $8,000 $8,000	5. "That the Committee recommend to the Regional District Board that the Morice Outdoor Recreation Society's funding request be approved on the condition that the funds only be spent on trails that are recognized by Province."

ATTACHMENTS:

1. Schedule A: Committee Recommended Funding
2. Recreation Contribution Grant Program Guide with Board Policy
3. Recreation Contribution Service Advisory Committee Minutes Electoral Area A/Town of Smithers
4. Recreation Contribution Service Advisory Committee Minutes Electoral Area B/Electoral Area E/Village of Burns Lake
5. Recreation Contribution Service Advisory Committee Minutes Electoral Area C/District of Fort St James
6. Recreation Contribution Service Advisory Committee Minutes Electoral Area G/District of Houston/Village of Granisle

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

Schedule A: Committee Recommended Funding

Electoral Area A/Town of Smithers Service Area Applications and Amounts Recommended for Approval

Non-Profit Society	**Funding Amount**				
	2027	**2028**	**2029**	**2030**	**TOTAL**
Bulkley Valley Backcountry Ski Society	$10,000	$10,000	$10,000	$10,000	$40,000
Bulkley Valley Backpackers Society	$8,000	$8,000	$8,000	$8,000	$32,000
Bulkley Valley Bowmen	$0	$5,000	$5,000	$5,000	$15,000
Bulkley Valley Cross Country Ski Club	$0	$15,000	$15,000	$15,000	$45,000
Bulkley Valley Quad Riders	$10,000	$0	$0	$0	$10,000
Canyon Creek Recreation Society	$6,000	$6,000	$6,000	$6,000	$24,000
Round Lake Community Association	$6,000	$6,000	$6,000	$6,000	$24,000
Smithers Golf and Country Club	$0	$5,000	$5,000	$5,000	$15,000
Smithers Mountain Bike Association	$9,975	$9,975	$9,975	$9,975	$39,900
Smithers Whitewater Club	$0	$3,000	$3,000	$3,000	$9,000
TOTAL	$49,975	$67,975	$67,975	$67,975	$253,900

Electoral Area B/Electoral Area E/Village of Burns Lake Service Area Applications and Amounts Recommended for Approval

Non-Profit Society	Funding Amount				
	2027	2028	2029	2030	TOTAL
Burns Lake Airsoft Association	$5,000	$5,000	$5,000	$5,000	$20,000
Burns Lake Snowmobile Club	$9,292	$9,292	$9,292	$9,292	$37,168
Eagle Creek Recreation Commission	$10,000	$10,000	$10,000	$10,000	$40,000
Grassy Plains Community Hall	$15,000	$15,000	$15,000	$15,000	$60,000
Lakes Outdoor Recreation Society	$0	$15,000	$15,000	$15,000	$45,000
Omineca Ski Club	$0	$5,000	$5,000	$5,000	$15,000
Ride Burns	$20,000	$20,000	$20,000	$20,000	$80,000
Southside Health & Wellness Centre Society	$20,000	$10,000	$10,000	$10,000	$50,000
Southside Recreation Society	$15,000	$15,000	$15,000	$15,000	$60,000
TOTAL	**$94,292**	**$104,292**	**$104,292**	**$104,292**	**$407,168**

Electoral Area C/District of Fort St. James Service Area Applications and Amounts Recommended for Approval

Non-Profit Society	Funding Amount				
	2027	2028	2029	2030	TOTAL
Fort St James Ski Club - Murray Ridge	$0	$15,000	$15,000	$15,000	$45,000
Fort St James Snomobile Club	$0	$15,000	$15,000	$15,000	$45,000
Fort St James Nordic Society	$0	$15,000	$15,000	$15,000	$45,000
TOTAL	$0	$45,000	$45,000	$45,000	$135,000

Electoral Area G/District of Houston/Village of Granisle Service Area Applications and Amounts Recommended for Approval

Non-Profit Society	**Funding Amount**				
	2027	**2028**	**2029**	**2030**	**TOTAL**
Houston Hikers	$0	$8,000	$8,000	$8,000	$24,000
Houston Mountain Bike Association	$0	$7,500	$7,500	$7,500	$22,500
Morice Outdoor Recreation Society	$8,000	$8,000	$8,000	$8,000	$32,000
Morice Mountain Nordic Ski Club	$9,000	$9,000	$9,000	$9,000	$36,000
TOTAL	**$17,000**	**$32,500**	**$32,500**	**$32,500**	**$114,500**

Regional District of Bulkley-Nechako
Recreation Contribution Grant Program Guide

APPLICATIONS MUST BE MADE ON THE FORM PROVIDED

SUBMIT APPLICATIONS TO:

Regional District of Bulkley-Nechako
PO Box 820, Burns Lake, B.C. V0J 1E0 **or via email to: planning@rdbn.bc.ca**

NOTE TO APPLICANTS:

- Recreation Contribution Grant Program applications will only be accepted in response to an RDBN call for applications. The call for applications will be posted in the local newspaper, through social media, and on the RDBN's website and will contain supplemental information relating to application guidelines, eligibility requirements, and application deadlines.
- Please use this guide when making an application and be advised that the Regional District of Bulkley-Nechako reserves the right to vary from the policy from time to time as it deems appropriate.
- Please review the attached Funded Organization Accountability Expectations Policy before applying. Please note that the annual grant reporting requirements may include financial statements prepared by a Certified Professional Accountant.
- The grant recipient requires a minimum $2,000,000 Commercial General Liability Insurance for the duration of the agreement.
- **NEW for 2027 intake.** The Regional District will only issue grant payments by Electronic Funds Transfer.
- Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- If you have any questions or require assistance with an application, please contact the Planning Department of the Regional District of Bulkley-Nechako at the above address, by email: planning@rdbn.bc.ca or: phone: (250) 692-3195 or toll free at 1-800-320-3339.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
RECREATION CONTRIBUTION GRANT PROGRAM POLICY

PURPOSE

To provide funding to support the operations of registered non-profit societies that are providing recreation opportunity for residents in one or more of the following service areas:

a. Electoral Area A and the Town of Smithers;

b. Electoral Area B, Electoral Area E, and the Village of Burns Lake;

c. Electoral Area C and the District of Fort St. James;

d. Electoral Area G, the District of Houston, and the Village of Granisle.

The intent is to provide multi year funding for operational expenses to provide societies with the increased financial certainty necessary for longer term planning for the provision of recreation opportunity to the community. Multi year funding also increases the efficiency of the RDBN's administrative process.

POLICY APPLICATION

This policy shall apply to all applications for funding raised pursuant to the following bylaws:

a. Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022;

b. Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022;

c. Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022;

d. Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022.

FUNDING CRITERIA / ELIGIBILITY REQUIREMENTS

To qualify for funding through the Recreation Contribution Grant Program the applicant must be a registered non-profit society in good standing under the *BC Societies Act*, and the recreation activity must be available to residents of the applicable service area.

When considering applications for funding through the Recreation Contribution Grant the following factors may be considered:

a. The level of public participation and ease of public access to the recreation activity.
b. The amount of annual trail maintenance, grooming, or track setting.
c. The community need for the recreation activity.
d. The recreation activity is the responsibility of another level of government.
e. The positive impact on the well-being of the community.
f. Joint applications from organizations cooperating on a project, such as hiring a contractor to maintain trails.
g. The society's record of community service and good financial and administrative management.
h. The society's financial need.

GRANT ALLOCATION PROCEDURE

Funding availability will be reviewed each year by the Recreation Contribution Service Advisory Committee and the RDBN Board as part of the budgeting process for the applicable service areas. As funding agreements may be for multiple years, applications may not be accepted every year. When grant funding is available for allocation staff, in coordination with the applicable Recreation Contribution Service Advisory Committee, will advertise that applications are being accepted under the Recreation Contribution Grant Program. Applications must be made on the application form provided by staff.

Applications will be evaluated, and funding allocation decisions made in accordance with the following.

a. Call for Applications. The RDBN will advertise a call for applications under the Recreation Contribution Grant Program. This call for applications will include additional details such as application guidelines, eligibility requirements, funding availability and application deadlines. Unless otherwise stated funding is capped at an annual maximum of $15,000 per Society.
b. Application review by RDBN staff. Staff shall review applications for completeness, may request additional information from applicants, and may consult with municipal staff as necessary. The results of staff's review shall be summarized in a report to the Committee.
c. Application review by the Recreation Contribution Service Advisory Committee. The Committee will evaluate the applications in accordance with this policy and identify the applications selected for funding. The Committee may identify any recommended funding conditions for the Board's consideration.

d. RDBN Board funding allocation decisions. The RDBN Board will receive the recommendations of the Recreation Contribution Service Advisory Committee and make the funding allocation decisions at a Regular Board meeting. Funding is provided or denied entirely at the discretion of the RDBN Board.

e. Funding Agreement. Upon Board approval of funding under the Recreation Contribution Grant Program the Society must enter into a Funding Agreement to the satisfaction of RDBN staff prior to receiving any funds.

FUNDING AGREEMENTS

If funding under the Recreation Contribution Grant Program is approved, the Society must enter into a Funding Agreement with the RDBN. Staff shall determine the content of the funding agreements and enter funding agreements at their discretion in accordance with Board approval of funding. Funding agreements shall typically include the following:

a. the term of the Agreement (up to five [5] years);

b. the annual funding to be provided;

c. the use of the funds, and the return of unused or misused funds;

d. the annual reporting requirements;

e. indemnity, liability, and insurance requirements;

f. amendment and termination clause.

Regional District of Bulkley-Nechako
Policy #F-7
FUNDED ORGANIZATION EXPECTATION OF ACCOUNTABILITY POLICY
Approved: May 2024

BACKGROUND:

All organizations funded by the Regional District of Bulkley-Nechako are expected to maintain complete and accurate financial and administrative records. This includes organizations that receive funding from Grant-in-Aid, through Gas Tax Grants, or from local service budgets.

All organizations requesting grants must be incorporated by Canada or the Province of British Columbia and be in good standing (with both the Province of British Columbia and Canada Revenue Agency).

Local Governments (including indigenous governments) and school districts are exempt from this policy.

INTENT:

It is critical that public funds are spent for the purpose that they are provided and that full and transparent financial records are maintained.

POLICY:

1) FUNDING OF A CONTINUOUS NATURE

All organizations that receive ongoing yearly funding from the Regional District must provide annual proof of their corporate administrative filing and financial statements.

The financial statements that must be submitted must be prepared with the following requirements:

a. for organizations that receive $10,000 or less annually, the financial statements must be signed by the organization's treasurer; or

b. for organizations that receive greater than $10,000 and less than $75,000 annually from the RDBN, they must provide financial prepared by a Certified Professional Accountant (CPA). In addition, the CPA must verify monthly bank reconciliations; the beginning and ending year cash accounts for the organization with their banking institution, that proper accrual accounting of all prepaid expenses and liabilities was completed; and that all fund accounts listed are externally restricted only.

c. for organizations that receive greater than $75,000 and less than $250,000 annually from the RDBN, they must provide financial statements that have had a review engagement completed by a CPA; or

d. for organizations that receive greater than $250,000 per year from the RDBN, they must provide audited financial statements.

Usually, proof of corporate administrative filing is the annual ***Statement of Directors and Registered Office*** for a society incorporated in BC or a similar record if the organization is not a BC registered society.

Organizations that receive $10,000 annually or more will have their financial statements reviewed by the Board of Directors during a public meeting.

For clarity, this policy does not apply to an organization in the first year it receives, what could be considered, ongoing funding from the Regional District.

"Ongoing funding" by the Regional District includes all funds provided to an organization that are not specifically restricted to a capital project.

2) LARGE CAPITAL GRANTS

An organization that receives a capital grant of $50,000 or more must provide sufficient records to show that the project was completed and that the funds given were only spent on the project specified.

These records may include copies of building permits, engineering reports, photographs. financial statements, bank statements and invoices. Regional District staff may inspect the project for completion.

APPLICATION FORM
RECREATION CONTRIBUTION GRANT PROGRAM

Organization Legal Name: _____

Organization Mailing Address: _____

Contact Person 1

Name: _____

Phone: _____

Email _____

Contact Person 2

Name: _____

Phone: _____

Email: _____

Is your organization already signed up to receive funds from the RDBN via Electronic Funds Transfer (EFT)? Please note that cheques are no longer being issued. You can find the online EFT Agreement on our website here.

APPLICATION SUMMARY:

Please briefly describe the proposed use of the funds and the recreation activity supported by the requested grant funding. (attached additional pages if required)

Multi-Year funding request up to 4 years:

Year 1 _____

Year 2 _____

Year 3 _____

Year 4 _____

Total Amount of Grant Funding Requested _____

APPLICANT PROFILE:

*Attach Annual Societies Act Filing

Describe the recreation activity that your organization provides to the community which will be supported by the requested funding.

Is your organization volunteer based and non-profit? ☐ YES ☐NO

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

Comment on the number of members/volunteers in your organization, the annual volunteer hours required to support the recreation activity provided, and the number of years your organization has been providing the recreation opportunity to the community.

RECREATION ACTIVITY SUPPORTED:

Describe how receipt of the requested grant funding will result in improved recreation opportunities to residents.

Comment on the level of public participation in the recreation activity to be supported by the requested funding.

Does the general public, or other groups, benefit from the service you provide? (If yes please elaborate)

Describe the geographic area served by the recreation activity your organization provides.

Discuss the community need for the recreation activity to be supported by the requested funding and how the activity contributes to the well-being of the community.

FUNDING AND FINANCIAL INFORMATION

Attach supporting financial information, i.e. budget/financial statement. Ensure the following information is clearly itemized:

a. Grants/funding from other sources.
b. Funding from fund raising activities.
c. Funding from membership fees and user fees.
d. Total expenses for the fiscal year, including operational expenses.
e. Any monies and/or benefits paid to members or officers.

Have you applied for operations grant/funding from other source(s). ☐YES ☐NO

If yes, complete the following chart.

Year	Name of Grant or Funding Agency	$ Amount Applied for	Status of Grant Application		
			Approved	Denied	Pending

Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District or a municipality in previous years? ☐YES ☐NO

If yes, complete the following chart.

Year:	$ Amount	Purpose for which assistance was used

Don't forget to attach the required financial statement.

Indicate which Recreation Contribution Service Area you are applying to for funding:

☐Electoral Area A and Town of Smithers Service Area

☐Electoral Area E, Electoral Area B and the Village of Burns Lake Service Area

☐Electoral Area C and District of Fort St James Service Area

☐Electoral Area G, District of Houston and Village of Granisle Service Area

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.

*Please remember to attach the following documents:

- Annual Societies Act Filing
- Financial information, i.e., budget/financial statement

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 undertaking.

_____ _____

(Signature of authorized signatory) (Title)

Recreation Contribution Committee
Electoral Area A / Town of Smithers
Meeting Minutes

Electoral Area A, Smithers	**Date: September 28, 2026**	**Meeting Location: Virtually via Zoom**
Attendance		
RCC Members ☒ Frank Wray ☒ Stoney Stoltenberg		Staff ☒ Jason Llewellyn, Director of Planning ☒ Amy Wainwright, Deputy Director of Planning ☒ Maria Sandberg, Planning and Parks Coordinator
Chairperson: Stoney Stoltenberg		Secretary: Frank Wray
Call to Order: 1:04 pm		

Election of Chair and Secretary

Moved by Frank Wray
Seconded by Stoney Stoltenberg

"That Stoney Stoltenberg be Chair for the Committee and Frank Wray be Secretary."

Carried unanimously.

Recreation Contribution Grant budget

Staff gave a brief update of the unallocated funding remaining for the Electoral Area A / Town of Smithers service area in 2026 and the approximate contributions from each service participant to raise $100,000, based on 2026 taxation numbers.

It was noted that a new round of applications is not anticipated until 2030; however, the surplus funds are available for critical maintenance needs at the discretion of the Committee and Board.

Recreation Contribution Grant Applications

Staff gave a brief introduction of each of the 14 submitted applications.

Bulkley Valley Backcountry Ski Society

The Bulkley Valley Backcountry Ski Society application to fund enhanced ski run brushing to maintain the open nature of the existing 11 cut ski runs, increased maintenance of the Warming Hut and Fire Lookout, and increased maintenance of the access roadway, including plowing, signage and parking, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$10,000	$10,000	$10,000	$10,000	$40,000

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Bulkley Valley Backcountry Ski Society's funding request be approved."

Carried unanimously.

Bulkley Valley Backpackers Society

The Bulkley Valley Backpackers Society application to hire a contractor to assist club with trail clearing and other maintenance activities, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$8,000	$8,000	$8,000	$8,000	$32,000

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Bulkley Valley Backpackers Society's funding request be approved."

Carried unanimously.

Bulkley Valley Bowmen

The Bulkley Valley Bowmen application to fund Trail Clearing & Safety, Target & Platform Repairs, Grounds Upkeep, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$6,700	$6,700	$6,700	$20,100

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Bulkley Valley Bowmen's funding request be approved at $5,000 of funding per year for three years."

Carried unanimously.

Bulkley Valley Cross Country Ski Club

The Bulkley Valley Cross Country Ski Club application to fund grooming and maintenance of trails, plowing of parking lots, and maintenance of the lodge facility, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$15,000	$15,000	$15,000	$45,000

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Bulkley Valley Cross Country Ski Club's funding request be approved."

Carried unanimously.

Bulkley Valley Quad Riders

The Bulkley Valley Quad Rider application to fund re-planking of three board walks with rough 2" x 8" x 12' lumber to be brought in by helicopter on the Dome Mountain Trail in the alpine, was discussed. Funds will be used for lumber, spikes and helicopter time, labour will be carried out by volunteers.

Requested funding:

2027	2028	2029	2030	Total
$10,000	$0	$0	$0	$10,000

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Bulkley Valley Quad Rider's funding request be approved."

Carried unanimously.

Bulkley Valley Softball Association

The Bulkley Valley Softball Association application for funds to support phased multiyear rehabilitation and improvement initiative for the four softball diamonds at Elks Park in Smithers, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$9,999.99	$9,999.99	$9,999.99	$9,999.99	$39,999.96

Moved by Frank Wray
Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Bulkley Valley Softball Association's funding request not be approved."

Carried unanimously.

Bulkley Valley Youth Sport Foundation

The Bukley Valley Youth Sport Foundation application for funds to hire an executive director for the project to help ensure that the project is focused and on kept on track so that it is successful, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$15,000	$15,000	$15,000	$15,000	$60,000

Moved by Frank Wray
Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Bulkley Valley Youth Sport Foundation's funding request not be approved."

Carried unanimously.

Canadian Ski Patrol Pacific Division

The Canadian Ski Patrol Pacific Division application for operational funding to support the delivery of volunteer first aid and public safety services, including volunteer training and certification, membership fees, first aid supplies, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$9,900	$9,900	$9,900	$9,900	$39,600

Moved by Frank Wray
Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Canadian Ski Patrol Pacific Division's funding request not be approved."

Carried unanimously.

Canyon Creek Recreation Society

The Canyon Creek Recreation Society application for funds for basic operating costs of grooming each winter that include fuel, maintenance and repairs for the groomer, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$6,000	$6,000	$6,000	$6,000	$24,000

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Canyon Creek Recreation Society's funding request be approved."

Carried unanimously.

Round Lake Community Association

The Round Lake Community Association application to fund the maintenance of the Round Lake waterfront and swimming area and the Bulkley River Recreation Site including trail maintenance requirements of brushing,

blowdown removal, and upgrades for safety, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$10,620	$8,400	$9,240	$11,868	$40,128

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Round Lake Community Association's funding request be approved at $6,000 of funding per year for four years and that the funds are to be used solely for trail maintenance."

Carried unanimously.

Smithers Golf and Country Club

The Smithers Golf and Country Club application to fund the Winter Walking Trail Maintenance Program trail maintenance (8hrs/wk totaling $4521) and an Indoor Golf Simulator Program Expansion (staffing hours totaling $10,479), was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$15,000	$15,000	$15,000	$45,000

Moved by Frank Wray
Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Smithers Golf and Country Club's funding request be approved at $5,000 of funding per year for three years to be used solely for the winter walking trail maintenance program."

Carried unanimously.

Smithers Mountain Bike Association

The Smithers Mountain Bike Association application for funding for expenses associated with trail inspections, brushing, drainage work, tread repairs, maintenance of constructed trail features, signage, volunteer trail days, tools, materials and specialized contractor support as required, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$9,975	$9,975	$9,975	$9,975	$39,900

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Smithers Mountain Bike Association's funding request be approved."

Carried unanimously.

Smithers Whitewater Club

The Smithers Whitewater Club application for funds for annual membership to Canoe Kayak BC, annual rental fees at Tatlow Falls, site and road maintenance fees, fire suppression and trail and road, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$4,250	$4,650	$4,650	$13,550

Moved by Stoney Stoltenberg
Seconded by Frank Wray

"That the Committee recommend to the Regional District Board that the Smithers Whitewater Club's funding request be approved at $3,000 of funding per year for three years."

Carried unanimously.

Telkwa Outdoors For All Society

The Telkwa Outdoors For All Society application to fund skiing, backcountry ski intro, climbing intro, gear, transportation, rentals (ski and mountain bikes), lift tickets (ski), potential Avalanche Safety Training funding support for people in the community, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$15,000	$15,000	$15,000	$15,000	$60,000

Moved by Frank Wray
Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that the Telkwa Outdoors For All Society's funding request not be approved."

Carried unanimously.

Recreation Contribution Grant budget

Moved by Frank Wray
Seconded by Stoney Stoltenberg

"That the Committee recommend to the Regional District Board that $4,000 of unallocated funding be allocated for the years 2028, 2029 and 2030, leaving $50,000 of unallocated funding in 2030."

Carried unanimously.

Staff noted that the Committee's recommendations regarding the applications will be presented to the Board for approval at the October 15, 2026, Board meeting. Once the required Board approval is received the applicants must enter into funding agreements with the RDBN prior to release of the funds.

Meeting Adjourned: 2:15 pm	Secretary Signature: 

Recreational Contribution Committee
Electoral Area B / E / Village of Burns Lake
Meeting Minutes

Electoral Area B,E, Burns Lake	**Meeting Date: September 23, 2026**	**Meeting Location: Virtually via zoom**

Attendance

RCC Members	Staff
☒ Henry Wiebe	☒ Jason Llewellyn, Director of Planning
☒ Michael Riis-Christianson	☒ Amy Wainwright, Deputy Director of Planning
☒ Clint Lambert	☒ Maria Sandberg, Planning and Parks Coordinator

Chairperson: Henry Wiebe	Secretary: Michael Riis-Christianson

Call to Order: 3:34 pm

Election of Chair and Secretary

Moved by Michael Riis-Christianson
Seconded by Clint Lambert

"That Michael Riis-Christianson be Chair and Henry Wiebe be Secretary."

Carried unanimously.

Recreation Contribution Grant budget

Staff gave a brief update of the unallocated funding remaining for the Electoral Area B / E / Village of Burns Lake service area in 2026 and the approximate contributions from each service participant to raise $100,000, based on 2026 taxation numbers.

It was noted that a new round of applications is not anticipated until 2030; however, the surplus funds are available for critical maintenance needs at the discretion of the Committee and Board.

Recreation Contribution Grant Applications

Staff gave a brief introduction of each of the nine submitted applications.

Burns Lake Airsoft Association

The Burns Lake Airsoft Association application to fund operational costs for their airsoft field in Burns Lake, such as insurance, and other operating costs that have previously been covered by volunteers, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$8,000	$8,000	$8,000	$8,000	$32,000

Moved by Clint Lambert

Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Burns Lake Airsoft Association's funding request be approved at $5,000 of funding per year for four years and that the funds are to be used solely for insurance costs and maintenance of equipment, trails and play areas."

Carried unanimously.

Burns Lake Snowmobile Club

The Burns Lake Snowmobile Club application to fund machine brushing trails, removal of danger trees and stumps and large debris to facilitate easier grooming of the trail in winter, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$9,292.50	$9,292.50	$9,292.50	$0	$27,877.50

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Burns Lake Snowmobile Club's funding request be approved."

Carried unanimously.

Eagle Creek Recreation Commission

The Eagle Creek Recreation Commission application to fund the assessment and removal of danger trees close to public access, manual and mechanical brushing, grounds and building maintenance, snow removal and road upgrades, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$15,000	$15,000	$15,000	$15,000	$60,000

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Eagle Creek Recreation Commission's funding request be approved at $10,000 of funding per year for four years."

Carried unanimously.

Grassy Plains Community Hall Association

The Grassy Plains Community Hall Association's application to fund materials and hire professionals to build a gazebo, repair main stage and build bleachers, seating for mud bog area, ball field, outdoor bathrooms, arena and corrals, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$20,000	$20,000	$20,000	$20,000	$80,000

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Grassy Plains Community Hall Association's funding request be approved at $15,000 of funding per year for four years."

Carried unanimously.

Lakes Outdoor Recreation Society

The Lakes Outdoor Recreation Society application to fund insurance and to pay the contractor for site maintenance, special projects, and accounting services was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$20,000	$20,000	$20,000	$60,000

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Lakes Outdoor Recreation Society's funding request be approved at $15,000 of funding per year for three years."

Carried unanimously.

Omineca Ski Club

The Omineca Ski Club application to fund maintenance of the grooming machines, brushing machine rental and/or grader rental, grooming machine fuel and club insurance costs, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$20,000	$20,000	$20,000	$60,000

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Omineca Ski Club's funding request be approved at $5,000 of funding per year for three years."

Carried unanimously.

Ride Burns (BLMBA)

The Ride Burns application to fund operational expenses, including year-round trail maintenance, repairs, and equipment maintenance, liability and directors' insurance and bike camp expenses and marketing initiatives, included signage, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$20,000	$20,000	$20,000	$20,000	$80,000

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Ride Burns' funding request be approved."

Carried unanimously.

Southside Health and Wellness Centre

The Southside Health and Wellness Centre's application to fund ongoing operational planning, contractor procurement, and multi-season trail stewardship for a new, year-round, barrier-free walking trail, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$20,000	$11,900	$11,900	$11,900	$55,700

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Southside Health and Wellness Centre's funding request be approved at $20,000 in the first year and $10,000 per year for the subsequent three years."

Carried unanimously.

Southside Recreation Society

The Southside Recreation Society application for funding to support insurance, fencing and gates, signage, danger-tree removal, trail maintenance, an outhouse facility, and future recreation amenities including archery and disc golf, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$20,000	$20,000	$20,000	$20,000	$80,000

Moved by Clint Lambert
Seconded by Henry Wiebe

"That the Committee recommend to the Regional District Board that the Southside Recreation Society's funding request be approved at $15,000 per year for four years."

Carried unanimously.

Discussion regarding the unallocated funding supplementing taxation to fund the recreation grant funding agreements.

Moved by Henry Wiebe
Seconded by Michael Riis-Christianson

"That the Committee recommend to the Regional District Board that $15,000 of unallocated funding be allocated for each year of the funding program (2027-2030), leaving $33,000 unallocated by 2030."

Carried unanimously.

Meeting Adjourned: 4:55 pm	Secretary Signature:

Recreational Contribution Committee
Electoral Area C / District of Fort St James Service Area
Meeting Minutes

Electoral Area C, Fort St James	**Meeting Date: September 23, 2026**	**Meeting Location: Virtually via Zoom**
Attendance		
RCC Members ☒ Martin Elphee ☒ Judy Greenaway		Staff ☒ Rachelle Willick, CAO District of Fort St. James ☒ Jason Llewellyn, Director of Planning ☒ Amy Wainwright, Deputy Director of Planning ☒ Maria Sandberg, Planning and Parks Coordinator
Chairperson: Judy Greenaway		Secretary: Martin Elphee
Call to Order: 10:03 am		

Election of Chairperson and Secretary

Moved by Martin Elphee
Seconded by Judy Greenaway

"That Judy Greenaway be Chair for the Committee and Martin Elphee be Secretary."

Carried unanimously.

Recreation Contribution Grant budget

Staff gave a brief update of the unallocated funding remaining for the Electoral Area C/District of Fort St. James service area in 2026 and the approximate contributions from each service participant to raise $100,000, based on 2026 taxation numbers.

It was noted that a new round of application is not anticipated until 2030; however, the surplus funds are available for critical maintenance needs at the discretion of the Committee and Board.

Moved by Judy Greenaway
Seconded by Martin Elphee

"That the Committee recommend that the tax for the Electoral Area C/District of Fort St. James service area be at a level to maintain $50,000 in unallocated recreation funds after the funding commitments for 2027 have been met."

Carried unanimously.

Recreation Contribution Grant Applications

Staff gave a brief introduction of each of the three submitted applications and noted that they are all current recipients of the 2024-2026 recreation contribution grant.

Fort St. James Snowmobile Club

The Fort St James Snowmobile Club to fund general trail maintenance, repair bridges, groom trails in the winter, remove fallen trees and willows and flood and erosion control, updated safety signs, trail maps and directional arrows, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$15,000	$15,000	$15,000	$45,000

Moved by Judy Greenaway
Seconded by Martin Elphee

"That the Committee recommend to the Regional District Board that the Fort St James Snowmobile Club funding request be approved."

Carried unanimously.

The Fort St James Ski Club (Murray Ridge Ski Area)

The Fort St. James Ski Club application to fund the sheave assemblies on the ski lift system, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$15,000	$15,000	$15,000	$45,000

Moved by Judy Greenaway
Seconded by Martin Elphee

"That the Committee recommend to the Regional District Board that Fort St James Ski Club funding request be approved."

Carried unanimously.

Stuart Lake Nordic Society

The Stuart Lake Nordic Society application to fund maintenance of the machines used to maintain trails and replacement of one of the ATVs with a snowmobile custom made for towing grooming equipment, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$10,000	$10,000	$10,000	$30,000

Moved by Judy Greenaway
Seconded by Martin Elphee

"That the Committee recommend to the Regional District Board that the Stuart Lake Nordic Society funding request be approved."

Carried unanimously.

Staff noted that the Committee's recommendations regarding the applications will be presented to the Board for approval at the October 15, 2026, Board meeting. Once the required Board approval is received, the applicants must enter into funding agreements with the RDBN prior to release of the funds.
Meeting Adjourned: 10:15 am | Secretary Signature:

Recreational Contribution Committee
Electoral Area G / District of Houston / Village of Granisle
Meeting Minutes

Electoral Area G, Houston, Granisle	Meeting Date: September 21, 2026	Meeting Location: Virtually via Zoom

Attendance

RCC Members	Staff
☒ Shane Brienen	☒ Karen Hogstead, Acting CAO, District of Houston
☒ Linda McGuire	☒ Jason Llewellyn, Director of Planning
☒ Chris Newell	☒ Amy Wainwright, Deputy Director of Planning
	☒ Maria Sandberg, Planning and Parks Coordinator

Chairperson: Chris Newell	Secretary: Linda McGuire

Call to Order: 6:16 pm

Election of Chair and Secretary

Moved by Linda McGuire
Seconded by Shane Brienen

"That Chris Newell be Chair for the Committee and Linda McGuire be Secretary."

Carried unanimously.

Funding

Staff gave a brief update of the unallocated funding remaining for the Electoral Area G/District of Houston/Village of Granisle service area in 2026 and the approximate contributions from each service participant to raise $100,000, based on 2026 taxation numbers.

It was noted that a new round of application is not anticipated until 2030, however, the unallocated funds are available for critical maintenance needs at the discretion of the Committee and Board.

Moved by Chris Newell
Seconded by Shane Brienen

"That the Committee recommend that the tax for the Houston, Granisle and Area G service area be at a level to maintain $24,500 in unallocated recreation funds after all the existing funding commitments for 2027 have been met."

Carried unanimously.

Recreation Contribution Grant Applications

Staff gave a brief introduction of each of the five submitted applications.

Granisle Public Library

The Granisle Public Library application for funding to establish a virtual recreation and community hub and offer recreational programming in the community, including a virtual recreation centre, youth programming and intergenerational and cultural community events, was discussed.

Requested funding:

2027	2028	2029	2030	Total
$15,000	$15,000	$15,000	$15,000	$60,000

Moved by Chris Newell
Seconded by Shane Brienen

"That the Committee recommend to the Regional District Board that the Granisle Public Library's funding request not be approved and that staff work with the applicant to explore other potential funding opportunities."

Carried unanimously.

Houston Hikers

The Houston Hikers application to fund trail maintenance was discussed. Grant funding will be used to hire a dedicated person to go out and maintain trails. The organization maintains hiking trails on Crown lands throughout the rural area including popular destinations such as China Knows Mountain, Story Lookout and the Houston Palisades.

Requested funding:

2027	2028	2029	2030	Total
$0	$8,000	$8,000	$8,000	$24,000

Moved by Shane Brienen
Seconded by Chris Newell

"That the Committee recommend to the Regional District Board that the Houston Hikers' funding request be approved on the condition that the funds only be spent on trails that are recognized by Province."

Carried unanimously.

Houston Mountain Bike Association

The Houston Mountain Bike Association's application to fund trail maintenance and general operational costs was discussed.

Requested funding:

2027	2028	2029	2030	Total
$0	$7,500	$7,500	$7,500	$22,500

Moved by Shane Brienen
Seconded by Linda McGuire

"That the Committee recommend to the Regional District Board that the Houston Mountain Bike Association's funding requests be approved."

Carried unanimously.

Morice Mountain Nordic Ski Society

The Morice Mountain Nordic Ski Society's application to fund trail maintenance was discussed.

Requested funding:

2027	2028	2029	2030	Total
$9,000	$9,000	$9,000	$9,000	$36,000

Moved by Linda McGuire
Seconded by Chris Newell

"That the Committee recommend to the Regional District Board that the Morice Mountain Nordic Ski Society's funding requests be approved."

Carried unanimously.

Morice Outdoor Recreation Society (MORS)

The Morice Outdoor Recreation Society's application to fund brushing and weed whacking, danger tree falling, signage, structure maintenance and repairs was discussed.

Requested funding:

2027	2028	2029	2030	Total
$8,000	$8,000	$8,000	$8,000	$32,000

Staff noted that MORS wish to maintain Barrett Hat/Vallee Lake Recreation area and other area trails with the requested grant funding and that their current agreement with RSTBC has expired. The RSTBC Recreation Officer note that some of the trails may not be provincially designated trails.

Moved by Shane Brienen
Seconded by Chris Newell

"That the Committee recommend to the Regional District Board that the Morice Outdoor Recreation Society's funding request be approved on the condition that the funds only be spent on trails that are recognized by Province."

Carried unanimously.

Staff noted that the Committee's recommendations regarding the applications will be presented to the Board for approval at the October 15, 2026, Board meeting. Once the required Board approval is received, the applicants must enter into funding agreements with the RDBN prior to release of the funds.

Meeting Adjourned: 6:42 pm	Secretary Signature: 

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: October 15, 2026

Subject: **Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026**

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

That Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026 be given first, second and third reading this 15th day of October, 2026.

BACKGROUND

Under Regulation 113/2007 Regional Districts may increase the requisition limit of a bylaw by 25% over a five-year period. The last increase to the Fort Fraser Fire Protection Service was in 2021. Director Parker is supportive of increasing the requisition limit for this bylaw.

ATTACHMENTS:

Bylaw No. 2119

STRATEGIC PLAN ALIGNMENT:

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2119

A bylaw to amend the tax limit of the Fort Fraser Fire Protection Service

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WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 624, the "Fort Fraser Fire Protection Local Service" for the provision of fire prevention, fire suppression, first response to medical emergencies, rescue operations and response to hazardous material incidents;

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from SEVENTY THOUSAND THREE HUNDRED TWELVE DOLLARS ($70,312) to EIGHTY-SEVEN THOUSAND EIGHT HUNDRED NINETY DOLLARS ($87,890) per annum;

AND WHEREAS under Section 347(2) of the *Local Government Act*, the sole participant has consented to the adoption of this bylaw.

AND WHEREAS under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 4 of Bylaw No. 624 is hereby repealed and replaced with the following:

   5. The maximum amount that may be requisitioned for this service is EIGHTY-SEVEN THOUSAND EIGHT HUNDRED NINETY DOLLARS ($87,890) per annum.

2. This bylaw may be cited as Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026.

…2

READ A FIRST TIME this day of , 2026.

READ A SECOND TIME this day of , 2026.

READ A THIRD TIME this day of , 2026.

CONSENT OF ELECTORAL AREA “D” DIRECTOR RECEIVED this day of , 2026

ADOPTED this day of , 2026

_____ _____
Chairperson Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2119 as adopted.

_____
Corporate Administrator

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: October 15, 2026

Subject: **Authorization for Electoral Area Directors to Attend Orientation Session – October 27-28, 2026 - Smithers, BC**

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

That the Board authorize the acclaimed/newly elected Electoral Area Directors to attend the Board/Council Orientation Training Session hosted by the Town of Smithers on October 27 and 28, 2026, and that associated registration, travel, accommodation and meal expenses be paid as per the RDBN Remuneration bylaw.

BACKGROUND

The Town of Smithers is offering a two-day Board/Council Orientation Training Session on October 27 and 28, 2026, following the General Local Election.

The Regional District's inaugural Board meeting and oath of office for all Directors will not occur until November 12, 2026. As a result, authorization from the current Board is required for the newly elected Directors to attend the training.

The orientation session will provide valuable information on local government governance, roles and responsibilities, and effective decision-making, helping Directors prepare for their upcoming term.

Attendance costs, including registration, travel, accommodation, and meals, will be funded through the applicable Electoral Area budgets.

ATTACHMENTS:

None.

STRATEGIC PLAN ALIGNMENT:

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

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Grant in Aid for Bulkley Valley Cross Country Ski Club**

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

That the Board approve allocating $7,761 of Regional Grant in Aid from the Area A (Smithers/Telkwa Rural) allocation to the Bulkley Valley Cross Country Ski Club for a fire smarting project.

BACKGROUND

Please see the attached application for additional information.

The available Area A allocation of Regional Grant in Aid is $99,021.

Director Stoltenberg supports the request.

ATTACHMENTS:

Bulkley Valley Cross Country Ski Club Grant in Aid Application

BVCCSC FireSmart Phase 3 Plans

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: September 14, 2026 4:18 PM
To: Nellie Davis
Subject: Grant in Aid Application

Grant in Aid Application Form

Organization Legal Name:
Bulkley Valley Cross Country Ski Club

Contact Email Address:
kevin.kriese@bvnordic.ca

Contact Phone Number:
[redacted]

Organization Mailing Address:
Box 4412, Smithers BC. V0J 2N0

Project or purpose for which you require assistance:
FireSmart improvements to our lodge and equipment sheds.

Amount of Grant Requested:
7761

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

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:
We operate the BV Nordic Centre which provides Nordic ski trails and programs to the Bulkley Valley. In 2025/26, we had 1284 members, sold over 2000 day use passes, and hosted over 1,000 ski school visits. We are one of the top five nordic ski areas in BC. There is no other ski area of our scope or size in the communities we serve. We maintain 51km of trails and have a ski season that extends from November to April each 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 organization is largely volunteer run. All officers are volunteers. We have a paid General Manager who is repsonsible for day to day management, a paid Head Coach, who oversees all programs, and we pay the groomers who run our large Bison groomer.

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

The club was formed in the 1970's and in 2026 we had 1284 members. In each year, volunteers deliver services including: all coaching (except the head coach), trail brushing and maintenance, grooming with small machines, maintenance of our lodge and facilities, organizing and delivering events, and administration. The total number of volunteer hours each year is in the thousands.

Assistance is being requsted 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.:
FireSmart improvements, pursuant to recommendations made in our FireSmart Assessments. Specific projects will include:
-Installing two sealed garage doors on our small equipment shed; -Installing metal siding and soffets on our Caretaker shed -Installing two sealed exterior doors, metal siding, and soffets on our two outhouses.
Each of these changes will make the structures resistant to embers.

Describe how this proposal will benefit the community.:
These changes, along with our previously approved FireSmart projects, will significantly reduce the risk of loss of our equpment and buildings in a wildfire. This investment is a permanent improvement that will reduce risk for decades to come. Our assets are valued in the millions of dollars, which are being protected.

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

Name of Grant or Funding Agency:
We have been advised that our lodge and buildings are no longer eligible for FireSmart program support.

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.:
We currently receive $15,000 per year from the Regional District for our trail program. That funding is designed to support our ongoing maintenance of trails including the costs of grooming and fuel.

Does your Organization: (Please check all that apply):
Provide an opportunity for individuals to make direct contributions?
Is your organization part of a provincial or national fundraising campaign?

Contact Name:
Kevin Kriese, Director of Operations

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:
Jan Wengelin

Contact Phone Number:
[redacted]

Contact Email Address:
jan.wengelin@bvnordic.ca

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

Bulkley Valley Cross Country Ski Club

FireSmart Phase III Plan

Background

The Bulkley Valley Cross Country Ski Club began FireSmarting its lodge and associated facilities in 2022. These facilities are located west of Smithers in a high-wildfire-hazard area and remain vulnerable to catastrophic loss if a wildfire occurs nearby.

Since 2022, the club has completed three FireSmart assessments covering the main lodge, the machine sheds, and, most recently, the caretaker residence. The club has also worked with the BC Wildfire Service to prepare a fuel treatment prescription for the forested areas immediately adjacent to the facilities.

Completed FireSmart Work

- BC Wildfire crews are implementing the fuel treatments identified in the prescription.
- **Lodge:** The club has cleared debris and vegetation around the lodge, removed flammable material from under the deck, replaced cracked deck boards, enclosed the woodshed, and added doors to a rear entrance.
- **Equipment sheds:** The club has enclosed soffits on the small equipment shed, closed in the foundation, added a gravel base around the foundation, and installed non-flammable material at the base of all machine sheds.
- **Caretaker residence:** The club has removed flammable material from on and under the decks and enclosed the woodshed.

The club has also implemented a regular summer mowing and maintenance program to maintain a fuel-free perimeter around its facilities.

Overall, the club has addressed the majority of the recommendations identified in the assessments. However, more work is required.

Previous Funding and Volunteer Contributions

In 2023, we received a FireSmart rebate of approximately $1,000 from the Regional District for work on the lodge. In 2025, the club received a $27,000 grant from the province's Gaming Grant program for FireSmart improvements to our machine sheds, matched by $27,000 in club funds. Those works were completed in 2026.

Volunteers have contributed hundreds of hours to these projects and ongoing maintenance, such as maintaining a fuel-free area around the lodge.

Future Work

The club has identified three projects needed to address the remaining recommendations from the FireSmart assessments. Although these items are lower priority than the work already completed, they remain important to reduce wildfire risk to the facilities.

The club had hoped to use FireSmart program funding for these projects; however, the program now limits funding eligibility to residences. As a result, work on the lodge and equipment sheds is no longer eligible for funding.

The club plans to complete this work with volunteers and available club funds, but it cannot fund all remaining work on its own. Additional grant support is therefore needed to complete these projects.

Priority Projects

Outhouse: The outhouse behind the lodge is located within the 10-metre Intermediate Zone and is not currently ember-proof. This is the club's highest remaining priority. The work would include installing sealed doors, adding ember-resistant soffits, and replacing siding that has cracks or gaps.

Equipment shed doors: The doors on the small equipment sheds are handmade swinging doors that are difficult to seal and make ember-resistant. The club plans to replace them with overhead garage doors that can be fully sealed.

Caretaker shed: The club plans to install metal siding and soffits on the caretaker shed.

The club can complete this work with volunteer labour and can contribute $5,000 from its own funds over the next two years. The estimated total cost of the remaining priority projects is $12,761. Therefore, we are seeking $7,761 in funding from other sources.

Budget

Project	Component	Cost	Quote from
Outhouse	2 Exterior doors	1033	Smithers Lumber
Caretaker Shed	Siding and soffits	2737	Castle Building
Equipment Shed	Garage doors	8991	Jr Overhead doors
Total:		12761	
Cub Contribution		5,000	
Funding Requested		7,761	

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Area C Economic Development Service Grant for Fort St. James Primary Care Society Healthcare Attraction Worker Initiative**

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

That the Board approve allocating $20,000 from the Area C (Fort St. James Rural) Economic Development Service to the Fort St. James Primary Care Society for the continuation of the Healthcare Attraction Worker initiative.

BACKGROUND
Please see the attached application for additional information.

The balance of the Area C Economic Development Service is $100,000.
Director Greenaway is supportive of the request.

ATTACHMENTS:
Healthcare Attraction Worker Application

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

ECONOMIC DEVELOPMENT SERVICE APPLICATION

Organization Legal Name: Fort St. James Primary Care society

Organization Mailing Address: Box 1149, Fort St. James, BC V0J 1P0

Contact Person 1:
Contact Name: Ann McCormick, Chair of the Board
Contact Phone Number: [redacted]
Contact Email Address: [redacted]

Contact Person 2:
Contact Name: Monica Grill, Treasurer
Contact Phone Number: [redacted]
Contact Email Address: [redacted]

Is your organization already signed up to receive funds from the RDBN via Electronic Funds Transfer (EFT)? Please note that cheques are no longer being issued. You can find the online EFT Agreement on our website here. Yes

Application Summary

Project or purpose for which you require assistance:

The Fort St. James Primary Care Society requests a donation to support the ongoing work of the Community Health Care Attraction Worker

Amount of Grant Requested $ $20,000

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 undertaking.

Ann McCormick
(signature of authorized signatory)

Chair of the Board
(Title)

ECONOMIC DEVELOPMENT SERVICE APPLICATION

Applicant Profile

1. 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?

   Founded in 2012 in response to the physician shortage, the Fort St James Primary Care Not-For-Profit Society is a nine-member volunteer board. Working cooperatively with Northern Health to improve the health of our communities as a collective continues to be paramount to the Society. FSJPCS supports health care housing, onboarding, scholarships, and shared health community initiatives with other organizatiions

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

   ☐ Electoral Area A (Smithers/Telkwa Rural)
   ☐ Electoral Area B (Burns Lake Rural)
   ☒ Electoral Area C (Fort St. James Rural)
   ☐ Electoral Area D (Fraser Lake Rural)
   ☐ Electoral Area E (Francois/Ootsa Lake Rural)
   ☐ Electoral Area F (Vanderhoof Rural)
   ☐ Electoral Area G (Houston/Granisle Rural)

3. Is your organization voluntary and non-profit? X YES _____NO

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

   No funds are made available to members or officers of the society. The Society has 5 staff, bookkeeper, housing clerk, 2 cleaners and the Community Health Care Attraction Worker

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

   Fort St. James Primary Care Society has 3 members, RDBN Area C, Nak'azdli Whut'en and the District of Fort St. James. There are nine active Board Members and an abundance of short term volunteers that support our projects and initiatives

ECONOMIC DEVELOPMENT SERVICE APPLICATION

Project/Proposal Profile

1. Assistance is being requested for:
   - ☐ Capital project and/or equipment
   - ☐ Special event
   - ☒ Other purpose (explain below)

   Other purpose: Additional funding support to retain the Community Health Care Attraction Worker

2. 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 or your request here. Attach additional information if required.

   The Fort St. James Primary Care Society proposes to retain the Community Health Care Attraction Worker into 2027. Their work specifically focuses on supporting recruitment and retention efforts for healthcare services for Fort St James. They will act as a spokesperson and ambassador, representing Fort St. James at meetings, conferences and other external stakeholders

3. Describe how this proposal will benefit the community.

   The community of Fort St James and region need a spokesperson specifically for our area. Someone that talk about our region, from a "lived in" persecutive. The CHCAW will share relevant recruitment infomration where benefit to a placement in Fort St. James.

Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:

- Total cost of project/proposal; Ongoing service: $20,000
- Grants/funding from other sources; District of Fort St. James, Nak'azdli Whut'en, RDBN, FSJPCS
- Funding contributed by applicant through fund raising activities or other sources of revenue; We have received start up funding, but continue to look for additional funding to keep the program running for an further extend time.
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers. The CHCAW program just starting in the fall of 2026, so we have no

2. Have you applied for a grant/funding from other source(s)? _X_ YES _____ NO

ECONOMIC DEVELOPMENT SERVICE APPLICATION

If yes, complete the following chart. If not, please comment.

Name of Grant or Funding Agency	$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending
District of Fort St. James	20,000	X		
RDBC	20,000	X		
Nak'azdli Whut'en	20,000	X		
FSJPCS	2,000	X		
RDBN	20,000			X

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

X YES _____NO If yes, complete the following chart.

Year:	$ Amount	Purpose for which assistance was used
2024	$2,000	

4. Does your organization:

a) Offer direct financial assistance to individuals or families? ____YES ___x NO

b) Duplicate services that fall within the mandate of either a senior government or a local service agency? ___YES ___x NO

c) Provide an opportunity for individuals to make direct contributions? ___x YES ___NO

d) Is your organization part of a provincial or national fundraising campaign? ____YES___x NO

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Area C Economic Development Service Grant to Stuart Lake Golf Club Society Clubhouse Project**

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

That the Board approve an $80,000 grant from the Area C (Fort St. James Rural) Economic Development Service to the Stuart Lake Golf Club for a Clubhouse replacement project.

BACKGROUND

Please see the attached application for further information.

The Stuart Lake Golf Club facility, operated by the Stuart Lake Golf Club society (SLGC), is considered an important resident and visitor attraction and retention amenity in the Fort St. James Area. The previous clubhouse was deemed unsafe, and the Society plans to replace it with a new structure.

The remaining allocation of Area C Economic Development Service funds is $100,000. Director Judy Greenaway supports the request.

ATTACHMENTS:

SLGC Economic Development Service Grant Application

STRATEGIC PLAN ALIGNMENT:

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

Outlook

Economic Development Service Grant Application

From Nellie Davis <nellie.davis@rdbn.bc.ca>
Date Tue 9/22/2026 2:33 PM
To Nellie Davis <nellie.davis@rdbn.bc.ca>

Economic Development Service Grant Application

Organization Legal Name:
Stuart Lake Golf Club

Contact Email Address:
[redacted]

Contact Phone Number:
[redacted]

Organization Mailing Address:
2704 Stones Bay Rd. PO Box 158 Fort St. James, BC. V0J 1P0

Project or purpose for which you require assistance:
We are looking to secure this funding to go towards the construction portion of our New Clubhouse Initiative. We have previously applied and received funding for the first step of the process, the feasibility study. I am happy to share that we conducted our first meeting with the chosen architect last night, and we are expecting a proposal package with his findings and vision for future plans. This funding will help kickstart our fundraising in order to begin construction.

Amount of Grant Requested:
80000

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

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:
The Stuart Lake Golf Club is our local golf course in Fort St James, where we provide recreational activity to the surrounding communities. Not only to we provide games of golf to our local population, our clubhouse has repeatedly been used as a place of gathering for a plethora of community events. Our current clubhouse has seen better days, so our board of directors and management are working on receiving funding and donations from different sources to erect a new building that any member of the community can utilize. As stated in our previous application, we are working with Prakash Architecture to develop an updated community space that anyone can use.

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.:
Board members are on a strict volunteer basis. Our payroll consists of our clubhouse staff (5 employees), and our maintenance crew (5 employees).

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:
We have 8 sitting board members and have been in operation since 1991.

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

Please describe the project/event for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details of your request here. Attach additional information if required.:
We are requesting assistance in acquiring initial funding towards construction of our new clubhouse.

Describe how this proposal will benefit the community.:
By providing a new and upgraded facility, our community will have the ability to have a brand new space to gather, as well as benefitting the local economy through the potential of year round operations. We are looking to use the space as not only a clubhouse for the golfers, but as well as an event space that can be rented out for weddings, celebrations, business meetings, etc. Another population that would benefit is the local youth. We have seen an uptick in youth golfers over the past few years, and we have interest and desire in developing a youth golf program in the future. The hope is to get the youth involved in a structured activity or program, and with a new facility, we would have more flexibility to accommodate that wish.

Have you applied for a grant/funding from other source(s)?:
Yes - please provide information below

Name of Grant or Funding Agency:
Reginal District of Bulkley Nechako

Amount applied for:
15000

Status of application:
Approved

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.:
Funding to supplement labor costs for employees to relieve pressure on volunteers and staff

2024 - $10000
2025 - $10000
2026 - $10000
Feasibility Study Funding
2026 - $15000

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

Contact Name:
Kyle Hentis

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

Contact Name:
Tracy Huffman Schnepf

Contact Phone Number:
[redacted]

Contact Email Address:
[redacted]

Which RDBN electoral area(s) receive services or benefits from your organization?:
Electoral Area C (Fort St. James Rural)

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Grant in Aid for Mapes Blackwater Sob Lake Community Hall Kitchen Expansion Project**

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

That the Board approve granting $30,000 from the Area F (Vanderhoof Rural) allocation of Regional Grant in Aid to the Mapes Blackwater Sob Lake Community Hall for a Kitchen Expansion Project.

BACKGROUND
Please see the attached application for further information.

The remaining allocation of Area F Regional Grant in Aid is $112,341.
Director Shirley Moon supports the request.

ATTACHMENTS:
Mapes Blackwater Sob Lake Community Hall Kitchen Expansion Grant in Aid Application

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: October 1, 2026 10:43 AM
To: Nellie Davis
Subject: Grant in Aid Application - Mapes Blackwater Sob Lake Hall Kitchen Upgrades

Grant in Aid Application Form

Organization Legal Name:
Mapes Blackwater Sob Lake Community Hall

Contact Email Address:
[redacted]

Contact Phone Number:
[redacted]

Organization Mailing Address:
17802 Blackwater Road, Vanderhoof, BC, V0J 3A1

Project or purpose for which you require assistance:
Build a 12 x 12 addition to our community hall to expand our kitchen area.

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?:
We provide a safe, accessible hall to the MBS Community. This building serves as a community gathering place for seasonal celebrations, fun-nights, hall meetings, and family celebrations. The hall can be rented to outside parties as a source of revenue for the hall. This is the only such property in our community area.

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.:
N/A

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:
We generally operate with 10 to 15 regular members, and the assistance of like-minded community people who volunteer to help when and where needed.

Assistance is being requsted 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.:
We would like to build a 12 x 12 addition onto the northeast corner of the hall to house additional kitchen space. We have been in touch with a contractor, quote attached. Additional help will come via assistance and machinery/tools provided by local volunteers. We have a fundraiser planned for October 30, and are working on more events to help with our own portion of funding this project.

Describe how this proposal will benefit the community.:
The addition to the kitchen will make our small kitchen more user friendly. Food preparation for our own functions will be much easier. We also see it as a way to make our facility a more attractive rental for those looking to host weddings, parties, and family events.

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

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

If yes, please provide the year, the amount, and the purpose for the assistance.:
This spring we received an $18,000 grant to revitalize our local Mapes Cemetery. This grant was promoted as part of the Vanderhoof Centennial Celebration. Photos are on file with the RDBN if you would like to see them. We are very pleased with the outcome of this project.

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

Contact Name:
Chris Dowling

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.:
Kitchen-Budget1.pdf, Kitchen-Quote.pdf

Contact Name:
Sheila Solmonson

Contact Phone Number:
[redacted]

Contact Email Address:
[redacted]

Which RDBN electoral area(s) receive services or benefits from your organization?:
Electoral Area F (Vanderhoof Rural)

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: October 15, 2026

Subject: **Letter of Support for Lakes District Family Enhancement Society (The Link)**

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

That the Board approve a Letter of Support for the Lakes District Family Enhancement Society (The Link)'s application to become a United Way Regional Community Hub.

BACKGROUND

The Link is submitting an application to United Way's Regional Community Food Hub Initiative.

Please see the attached letter for additional details.

ATTACHMENTS:
RDBN Letter of Support Request from The Link
Draft RDBN Letter of Support

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

September 23, 2026

Board of Directors
Regional District of Bulkley-Nechako
Burns Lake, BC

Re: Request for Letter of Support—United Way Regional Community Food Hub Initiative

Dear Chair Mark Parker & the Board of Directors,

The Link is pleased to advise that we are applying to the United Way Regional Community Food Hub initiative. We are writing to respectfully request a letter of support from the Regional District of Bulkley-Nechako for this application.

The Link provides a wide range of food security programs and services for residents of Burns Lake, the Southside, and the surrounding Lakes District. Our programs support individuals and families experiencing food insecurity, including children, seniors, and others facing financial barriers to accessing nutritious food.

The Link Food Centre's hamper program is a critical local service. In the last fiscal year, we distributed more than 4,225 food hampers, to roughly 750 households. The program operates in Burns Lake and extends to the Southside, as well as more remote areas of the Lakes District.

Our food security initiatives include:

- The Link Food Centre hamper program & hot meal;
- A community learning garden;
- The Community Action for Prenatal & Child Health Program;
- Meals on Wheels; and
- Southside Senior Meals.

Together, these programs contribute to community health and well-being by improving access to nutritious food, supporting healthy families and seniors, building food skills, reducing social isolation, and connecting residents with other community resources.

The United Way Regional Community Food Hub initiative would allow The Link to build on its existing programs and partnerships while strengthening food security throughout the Lakes District and surrounding communities. Funding would support improved coordination among local organizations, Indigenous communities, volunteers, service providers, and community members. With additional

support, we would be better positioned to coordinate food security services, expand access to healthy food, and develop sustainable, collaborative responses to local needs.

The Regional District of Bulkley-Nechako plays an important role in supporting healthy, connected, and resilient communities across the region. A letter of support from the Regional District would strengthen our application and demonstrate the importance of regional cooperation in addressing food insecurity and promoting community well-being.

We respectfully request that the Regional District of Bulkley-Nechako provide a letter supporting The Link's application to the United Way Regional Community Food Hub initiative. I have attached a short summary of what Food Hubs are (provided by United Way), as well as a link to their program summary from last year: Food Security Year in Review Report . We would be pleased to provide any additional information required. I have provided suggested language for the letter, if that is helpful, but please feel free to edit/change to suit your needs.

Thank you for your consideration and for your ongoing commitment to initiatives that support the health, well-being, and resilience of residents throughout the Lakes District.

Sincerely,

Nancy DeLury
Executive Director
Lakes District Family Enhancement Society (The Link)

October 15, 2026

Lakes District Family Enhancement Society
PO Box 777
Burns Lake, BC V0J 1E0

To Whom it May Concern:

RE Application to become a United Way Regional Community Food Hub

The Regional District of Bulkley-Nechako Board is pleased to provide our support for The Link's application to become a United Way Regional Community Food Hub.

Food security is an important foundation of individual, family, and community well-being. Access to affordable, nutritious, and culturally appropriate food supports physical and mental health, strengthens families, and contributes to resilient and thriving communities. Food security initiatives are particularly important in rural and remote areas, where residents may face additional barriers related to transportation, distance, income, and access to services.

The Link offers a wide range of food security programs and services that support some of the most marginalized and vulnerable people in the district. The Link Food Centre's hamper program is a critical service for community members who are struggling to make ends meet. In the past year, The Link distributed more than 4,000 food hampers, and nearly 60% of its clients identified as Indigenous. This service is available in Burns Lake as well as on the Southside, a more isolated rural area of the Lakes District.

In addition to its hamper program, The Link operates several other important food security initiatives, including a community learning garden, the Community Action for Prenatal & Child Health Program, Meals on Wheels, and Southside Senior Meals. These programs support people across the life course, including children, families, pregnant individuals, and seniors. They also promote nutrition, food skills, social connection, and community resilience.

The need for these services has increased as food prices and other household costs continue to rise. Food insecurity can have significant impacts on health and well-being, contributing to increased stress, inadequate nutrition, and greater vulnerability for individuals and families. The Link helps address these challenges by improving access to nutritious food and connecting residents with practical, community-based supports.

DRAFT

The Link is well positioned to build on and expand its existing partnerships in order to fully implement the Regional Community Food Hub model. This approach would strengthen local food security, improve coordination among community partners, and help ensure that residents throughout Burns Lake, the Southside, and the broader Lakes District can access healthy food.

The Regional District of Bulkley-Nechako is pleased to support The Link's application to the United Way's food security program. The Link is a valued community resource, and continued investment in its programs will contribute to improved food security, health, and quality of life for individuals, families, and communities throughout the region.

Sincerely,

Mark Parker
Chair

DRAFT

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: October 15, 2026

Subject: **Q3 Quarterly Report**

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

Receive

BACKGROUND

Departmental Quarterly Reports for the 3rd 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

STRATEGIC PLAN ALIGNMENT:

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

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

Administration

July 1, 2026 – September 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. o Extend invitations for informal meetings/meals with each First Nations government in the region o Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest o 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. o Support efforts to secure an agreement under the Resource Benefits Alliance by engaging with our communities and consistently messaging our expectations to the Province o 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 o 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. o Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives o Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better reflect the needs of northern residents o 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 third quarter of 2026, key activities included:

- First Nations Liaison attended a meeting with staff from Cheslatta Contracting to discuss the 3-Phase Power Working Group.
- First Nations Liaison communicated updates and invited feedback from Nations regarding the Food and Agriculture, Economic Development, and Tourism Plans.
- Staff facilitated a meeting with the Electoral Area E Director, Cheslatta Carrier Nation, and Nee Tahi Buhn to discuss joint interests and enhance relationship building.
- Staff attended the Compassionate Systems Leadership Training with First Nations and community partners.
- A letter of support was provided to Saik'uz First Nation for the Nature-Based Wastewater Treatment and Lagoon Renewal Initiative.
- A letter of support was provided to Stellat'en First Nation for the Guardians Renewal and Expansion Initiative.
- Staff and Directors met with the Ministry of Indigenous Relations and Reconciliation and the Ministry of Forests to discuss the Pathway Forward 3.0 Agreement.
- Staff and the Electoral Area E Director attended a 3-Phase Power Working Group planning meeting, organized by Cheslatta Carrier Nation in partnership with Nee Tahi Buhn.
- Staff attended a meeting with Tl'azt'en Nation emergency management staff to discuss Indigenous engagement and opportunities for collaboration.
- Staff continued discussions regarding Fire Service Agreements with Cheslatta Carrier Nation and Nee Tahi Buhn.
- Compiled information for the National Day for Truth and Reconciliation (September 30) and distributed the content to the Board and staff.

Advocacy with the Province

The Board and staff met with ministers and representatives of provincial corporations during the Union of B.C. Municipalities Convention, and with ministry staff in the week preceding the Convention:

1. The Honourable David Eby, Premier (w/Regional Districts of North Coast and Kitimat-Stikine)
    - Resource Benefits Alliance
2. The Honourable Brittny Anderson, Minister of State for Local Governments and Rural Communities
    - Communication with Ministry of Indigenous Relations and Reconciliation
    - Resource Benefits Alliance
2. The Honourable Ravi Parmar, Minister of Forests
    - Wildfire Impacts (RD Chair Caucus)
    - Forest Service Roads (w/Regional Districts of Fraser-Fort George and Cariboo)
3. The Honourable Josie Osborne, Minister of Finance (w/Village of Fraser Lake)
    - Electrical Power Generating Facility Improvements
4. The Honourable Spencer Chandra Herbert, Minister of Indigenous Relations and Reconciliation (w/District of Vanderhoof)
    - Pathway Forward Agreement
5. The Honourable Tamara Davidson, Minister of Environment and Parks (w/Regional District of Kitimat-Stikine)
    - Environmental Review Process – Waste Management by Major Industry
6. The Honourable Bobbi Plecas, Deputy Minister of Infrastructure
    - Facilities Condition Index
    - Regional Hospital District Master Plans (timing)
7. The Honourable Lana Popham, Minister of Agriculture and Food
    - Drought Concerns
    - European Union Deforestation Regulation
    - BC Parks Foundation Purchases of Agricultural Land
8. The Honourable Josie Osborne, Minister of Health
    - Recruitment/retention of Healthcare Professionals
    - Emergency Room Closures
    - Health Authority Reviews
9. The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness (w/Regional Districts of Cowichan Valley, North Coast, Okanagan-Similkameen)
    - Grant funding in Support of Emergency Management and Climate Readiness
10. The Honourable Ravi Kahlon, Minister of Jobs and Economic Growth
    - Camp Pressures

- Increased Workforce
- Location of Camps and Infrastructure Legacy Assessment (w/Village of Fraser Lake)
- Release of Assessment Data of Industrial Properties for Local Governments to Create Long Term Financial Plans
- Industrial Assessment to Predict Future Taxation Revenue

11. BC Hydro
    - Impacts of proposed North Coast Transmission Line
12. Ministry of Energy and Climate Solutions/Jobs and Economic Growth
    - Community Impact Mitigation Discussion and Identification
    - Community Benefit
    - Cumulative Impacts
13. Ministry of Post-Secondary Education and Future Skills
    - Temporary Foreign Workers
14. Environmental Assessment Office
    - Community Impact Mitigation Discussion and Identification
    - Community Benefit
15. Ministry of Housing and Municipal Affairs
    - BC Housing Project Delays
    - Electoral Area Reform

Local Government Elections

Following the close of the nomination and withdrawal periods, Electoral Areas C, D, E, F and G, as well as the Fort Fraser Local Community Commission, were declared elected by acclamation, resulting in voting being required only in Electoral Areas A and B. Throughout the election period, staff have continued to prepare for the upcoming voting opportunities by finalizing nomination documentation, securing polling station locations, coordinating election logistics, preparing election materials, and recruiting and training election officials.

Economic Development/Rural Services

Community and Economic Stability

The third edition of the Non-Profit Navigator quarterly newsletter, with a focus on emergency preparedness, was published in July.

Engagement for both the Economic Development Plan and Tourism Strategy are well underway. Both plans are scheduled to be completed by the end of 2026.

Agriculture

The Working Group for the RDBN Food and Agriculture Plan update has been established and had their first meeting.

Additional engagement with local producers and producer organizations is planned through the Fall of 2026.

Human Resources

Pay Transparency Report

In accordance with section 6 of British Columbia's *Pay Transparency Act*, the Regional District of Bulkley-Nechako conducted an employee survey in July to collect gender information for its 2026 Pay Transparency Report. Providing gender information was voluntary. Employees who did not respond or provide gender information are included in the "Unknown or Prefer not to answer" category.

The report uses survey responses and payroll data for the 2025 calendar year and presents summary information only to protect employee privacy.

The report was presented to and approved by the Board in September and has since been published. Please refer to the published Pay Transparency Report for further details.

Labour Relations

Human Resources continued to support Department Heads with workplace concerns, collective agreement interpretation, policy application, and other employment matters. This included providing practical guidance, maintaining appropriate documentation, and clarifying expectations to support informed decisions and effective communication.

Ongoing priorities include addressing concerns promptly and promoting consistent labour relations practices across departments.

Staff Appreciation and Training Day

The Regional District of Bulkley-Nechako held its annual Staff Appreciation and Training Day on September 24, 2026. The office was closed to the public from 11:30 a.m. to 4:30 p.m., and sites were closed for the full day to allow employees to participate in training and team activities.

An external trainer from ARETE Training facilitated separate Workplace Violence Prevention and De-escalation Training sessions for office and field staff. The sessions provided practical tools to recognize warning signs, maintain professional boundaries, and safely manage difficult interactions with members of the public, customers, contractors, and

others. The training also reinforced workplace violence prevention expectations and appropriate responses to escalating situations.

The day also included lunch, games, prizes, and opportunities to connect with colleagues and members of the Board of Directors. These activities encouraged teamwork and strengthened relationships across departments and sites.

Electoral Area Funding Summaries
to September 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:	$84,766
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
Woodmere Emergency Services	Water Delivery System	$	4,900
Evelyn (Paul Lychak) Hall	Improvements	$	50,000
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
BV Agricultural and Industrial Association	Bleachers	$	30,000
Central Park Building Society	New Shutters	$	5,000
Telkwa Museum Society	Furnace Replacement	$	6,887
Town of Smithers	Election Day Transit (Oct 24)	$	1,594

Area B (Burns Lake Rural)

Economic Development Service

Special Projects:	Village of Burns Lake Healthcare Recruitment Project	$15,000

2026 Starting Balance:	**$25,000**	Current Balance:	**$25,000**

Grant in Aid

2026 Starting Balance:	**$68,302**	Current Balance:	**$46,754**
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
Spirit North	Boat Trailer	$	2,500
Lakes District 4-H Senior Council	Achievement Weekend	$	1,250
Rose Lake Community Club	Entrance Repairs	$	4,823

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:	$3,326
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
Stuart Lake Recycling Coop	Portable loading dock	$	5,000
Fort St. James Library	Video conferencing capital	$	5,000
Fort St. James Food and Toy Drive	2026 Event	$	5,000
Fort St. James Music Makers	Tool Wall Project	$	5,000
Fort St James Search and Rescue	Rigid Hull Boat	$	5,000

Area D (Fraser Lake Rural)

Economic Development Service

2026 Starting Balance:	$150,000	Current Balance:	$125,000
Village of Fraser Lake	Mountain Bike Site Plan		$25,000

Grant in Aid

2026 Starting Balance:	$87,740	Current Balance:	$61,323
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
Spirit North	Boat Trailer	$	2,500
Fort Fraser Cemetery Commission	Sea Can Purchase	$	3,000
Fraser Lake Historical Society	BC HERN Training	$	975
Rural Coordination Center of BC	Drone training and licencing	$	5,000

Area E (Francois/Ootsa Lake Rural)

Economic Development Service

Special Projects:	Village of Burns Lake Healthcare Recruitment Project	$15,000

2026 Starting Balance:	**$110,000**	Current Balance:	**$110,000**

Grant in Aid

2026 Starting Balance:	**$68,286**	Current Balance:	**$47,530**
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
Spirit North	Boat Trailer	$	2,500
Lakes District 4-H Senior Council	Achievement Weekend	$	1,250

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:	$112,141
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
Nechako Valley Exhibition	2026 Pick-a-Pumpkin event	$	1,000
Mapes Blackwater Sob Lake Hall	Easter Event	$	200

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:	$53,642
Topley 4-H	Achievement Weekend	$	2,000
NW BC Summer Games U14 Bball	Uniforms	$	225
Houston Lhc'et'dli Preservation Society	2026 Community Gathering	$	2,500

Directors	15-Jan	29-Jan	12-Feb	26-Feb	12-Mar	26-Mar	16-Apr	30-Apr	14-May	28-May	11-Jun	25-Jun	09-Jul	06-Aug	20-Aug	10-Sep
Stoney Stoltenberg	x	x	x	x	x	x	x	x	x	x	Zoom	x	x	x	x	x
Michael Riis-Christianson	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Judy Greenaway	Zoom	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Mark Parker	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Clint Lambert	x	x	x	x	x	Zoom	x	x	x	x	x	x	x	x	late	Alt
Shirley Moon	x	x	x	x	Alt	x	Alt	x	x	x	x	x	x	x	x	x
Chris Newell	x	x	x	x	Zoom	x	x	x	x	x	x	x	x	x	x	x
Gladys Atrill	x	Alt	x	Alt	x	x	x	x	x	x	x	x	x	x	x	x
Shane Brienen	x	x	x	x	x	Zoom	Absent	x	Zoom	x	Zoom	x	late	Absent	Absent	x
Kevin Moutray	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Henry Wiebe	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Sarrah Storey	Zoom	x	x	Alt	Zoom	Zoom	x	x	Zoom	x	x	x	x	Absent	Zoom	x
Martin Elphee	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Alt	x
Leroy Dekens	x	x	x	x	x	x	Alt	x	x	x	x	x	x	Absent	x	x
Linda McGuire	x	x	x	x	x	x	x	x	x	x	x	x	x	Alt	Zoom	x

Finance

July 1 to September 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 Purewal, Accounting Clerk I (Accounts Payable – Term Position)

Statistic Highlight for the 3rd Quarter 2026

Accounts payable paid a total of $6,538,513 on invoices for last quarter. A total of $14,049,075 has been paid on invoices since the beginning of the year.

Accounts Receivable balance as of June 30th is $291,990 with $30,605 over 60 days ($763,632 with $58,372 over 60 days last quarter).

Accounting and Reporting

Highlights:

- The Regional District has now received the majority of its income for the year. All requisition revenue has been received.
- Fees and Charges Income (mostly landfill tipping fees) has exceeded budget expectations for this year and is currently at 167% of the full 2026 budget.
- Accounting fees are above budget as a special project to recover PST for the calendar years 2024-2026 was undertaken (and approximately $90,000 was recovered).
- The capital projects for 2026 is currently at approximately 50% of the budget for the first three quarters of the year with some projects still underway and some equipment awaiting delivery.
- All data has now been collected to prepare the Asset Management Plan and drafts for each service area are now being prepared for initial board review.

The directors' remuneration and travel expenses report to the end of September is included with this memo as an attachment. There are no concerns noted for this report.

The third quarter financial report is included with this memo.

Attachments: **Directors' Remuneration and Expenses**
Quarterly Cash Based Financial Report (as of September 30th)

Regional District of Bulkley-Nechako Quarterly Financial Report

	Actual To September 30, 2026	Budget Full Year	
REVENUES			
Taxation	15,683,445	15,683,427	100%
Lieu of Taxes	1,481,711	1,330,670	111%
Taxation and Service Agreement	78,801	109,668	72%
Fees and Charges	2,866,706	1,714,288	167%
Donations and Minor Grants	142,125	160,000	89%
Miscellaneous Revenue	347,612	310,289	112%
Subtotal Own Source Revenue	**20,600,399**	**19,308,342**	
Federal Grants (Community Works)	1,104,141	1,359,375	81%
Provincial Government Transfers			
Northwest Revenue Sharing	2,513,863	3,619,077	69%
Northern Capital And Planning Grant	176,473	883,369	20%
Growing Community	456,224	525,080	87%
EMBC Reimbursement Grants	8,334	250,000	3%
Other Government Transfers	38,304	205,000	19%
Provincial Unconditional Grant	185,000	185,000	100%
NDIT Grants	9,079	318,000	3%
UBCM Grants	93,697	292,057	32%
Subtotal Grant Revenue	**4,585,114**	**7,636,958**	
Investment Revenue	424,686	6,963	
Municipal Debt Payments	351,877	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	**28,179,186**	**29,888,381**	94%

Regional District of Bulkley-Nechako Quarterly Financial Report

EXPENSES

Directors Remuneration and Benefits	382,846	526,449	73%
Directors Travel and Expenses	92,360	161,060	57%
Elections	6,590	68,000	10%
Association Dues	36,998	33,500	110%
Staff Salaries and Benefits	5,688,518	7,964,408	71%
Other Staff Costs	183,851	419,550	44%
MFA Interest Paid	153,475	306,758	50%
MFA Principal Repayment	136,082	661,198	21%
Accounting	82,357	40,000	206%
Legal	15,077	57,500	26%
Insurance	310,928	398,702	78%
BC Transit	133,847	188,461	71%
Utilities	159,530	219,510	73%
Fuel	404,741	478,000	85%
Services and Supplies	1,268,725	2,504,194	51%
Equipment and Vehicle Maintenance	357,298	462,600	77%
Leasehold Closure Expense		46,384	0%
Emergency Management	3,342	250,000	1%
Other Expenses and Special Projects	350,043	1,536,279	23%
Grants to Municipalities	3,311,706	2,552,228	130%
Grants to Societies	1,975,437	3,469,754	57%
Capital	2,964,316	5,911,408	50%
Contribution to Reserves	1,624,347	1,511,359	107%
Prior Year Deficit	111,925	121,079	92%
Total Expenses	**19,754,340**	**29,888,381**	66%
Net Gain (Loss)	**8,424,846**	**-**	

GENERAL GOVERNMENT

REMUNERATION	**Acutal 9 Months**	**Budget 12 Months**	
Director's Remuneration - "A"	$ 14,552	$ 20,909	**70%**
Director's Remuneration - "B"	$ 14,649	$ 21,152	**69%**
Director's Remuneration - "C" *	$ 19,364	$ 27,098	**71%**
Director's Remuneration - "D"	$ 37,195	$ 55,701	**67%**
Director's Remuneration - "E"	$ 13,651	$ 19,746	**69%**
Director's Remuneration - "F"*****	$ 14,907	$ 21,431	**70%**
Director's Remuneration - "G"	$ 14,068	$ 19,901	**71%**
Director's Remuneration - SMITHERS	$ 14,450	$ 20,909	**69%**
Director's Remuneration - TELKWA	$ 13,757	$ 20,676	**67%**
Director's Remuneration - HOUSTON	$ 19,580	$ 28,559	**69%**
Director's Remuneration - GRANISLE	$ 13,940	$ 20,211	**69%**
Director's Remuneration - BURNS LAKE	$ 14,649	$ 20,377	**72%**
Director's Remuneration - FRASER LAKE	$ 13,318	$ 19,824	**67%**
Director's Remuneration - FORT ST. J	$ 14,555	$ 21,567	**67%**
Director's Remuneration - VANDERHOOF	$ 14,566	$ 21,296	**68%**
ALTERNATE Director's Remuneration	$ 3,161	$ -	
Total	**$ 250,361**	**$ 359,357**	**70%**

TRAVEL	**Acutal 9 Months**	**Budget 12 Months**	
Electoral Area "A" Travel	$ 2,744	$ 5,220	**53%**
Electoral Area "B" Travel		$ 1,800	**0%**
Electoral Area "C" Travel ***	$ 2,002	$ 8,300	**24%**
Electoral Area "D" Travel	$ 4,740	$ 12,700	**37%**
Electoral Area "E" Travel	$ 1,006	$ 2,520	**40%**
Electoral Area "F" Travel	$ 2,496	$ 5,760	**43%**
Electoral Area "G" Travel	$ 1,882	$ 2,880	**65%**
SMITHERS Travel **	$ 2,952	$ 10,220	**29%**
TELKWA Travel	$ 2,477	$ 4,680	**53%**
HOUSTON Travel	$ 1,125	$ 3,060	**37%**
GRANISLE Travel	$ 2,057	$ 3,600	**57%**
BURNS LAKE Travel		$ -	**0%**
FRASER LAKE Travel	$ 864	$ 2,700	**32%**
FORT ST. J Travel	$ 2,160	$ 6,750	**32%**
VANDERHOOF Travel****	$ 4,659	$ 6,120	**76%**
ALTERNATE TRAVEL	$ 1,246		
Total	**$ 32,409**	**$ 76,310**	**42%**

* 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

****includes $1,675 MFA Travel Expense that was reimbursed to RDBN from MFA

*****includes $290 from Nechako Watershed budget

RURAL GOVERNMENT

REMUNERATION	Acutal 9 Months	Budget 12 Months	
Director's Remuneration - "A"	$ 14,695	$ 17,190	**85%**
Director's Remuneration - "B"	$ 13,074	$ 19,576	**67%**
Director's Remuneration - "C"	$ 9,971	$ 13,319	**75%**
Director's Remuneration - "D"	$ 7,830	$ 13,380	**59%**
Director's Remuneration - "E"	$ 11,673	$ 13,501	**86%**
Director's Remuneration - "F"	$ 14,925	$ 15,581	**96%**
Director's Remuneration - "G"	$ 8,849	$ 12,799	**69%**
Total	**$ 81,018**	**$ 105,346**	**77%**

TRAVEL	Acutal 9 Months	Budget Full Year	
Electoral Area "A" Travel	$ 8,420	$ 12,000	**70%**
Electoral Area "B" Travel	$ 4,379	$ 12,000	**36%**
Electoral Area "C" Travel*	$ 7,261	$ 12,000	**61%**
Electoral Area "D" Travel	$ 5,296	$ 12,000	**44%**
Electoral Area "E" Travel	$ 7,856	$ 12,000	**65%**
Electoral Area "F" Travel	$ 10,302	$ 12,000	**86%**
Electoral Area "G" Travel	$ 4,541	$ 12,000	**38%**
Total	**$ 48,056**	**$ 84,000**	**57%**

Protective Services Department

July 1, 2026 – September 30, 2026

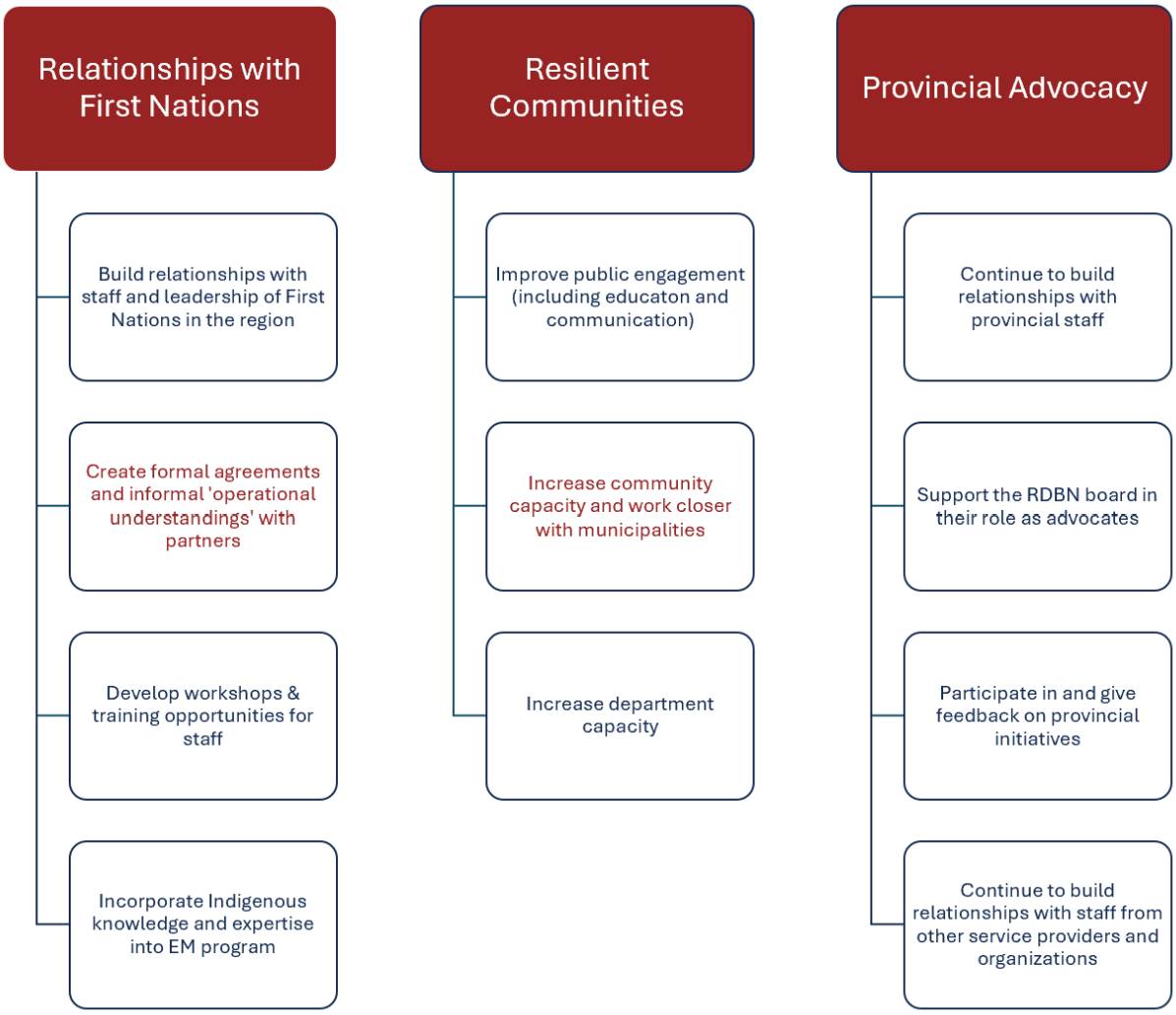
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General

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

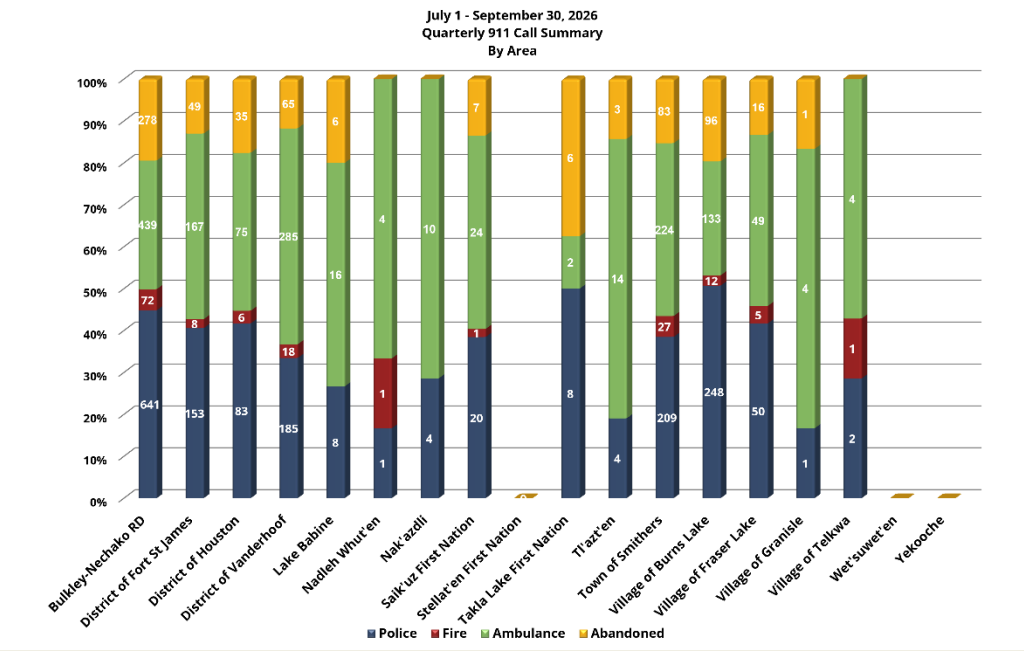
Indigenous Engagement

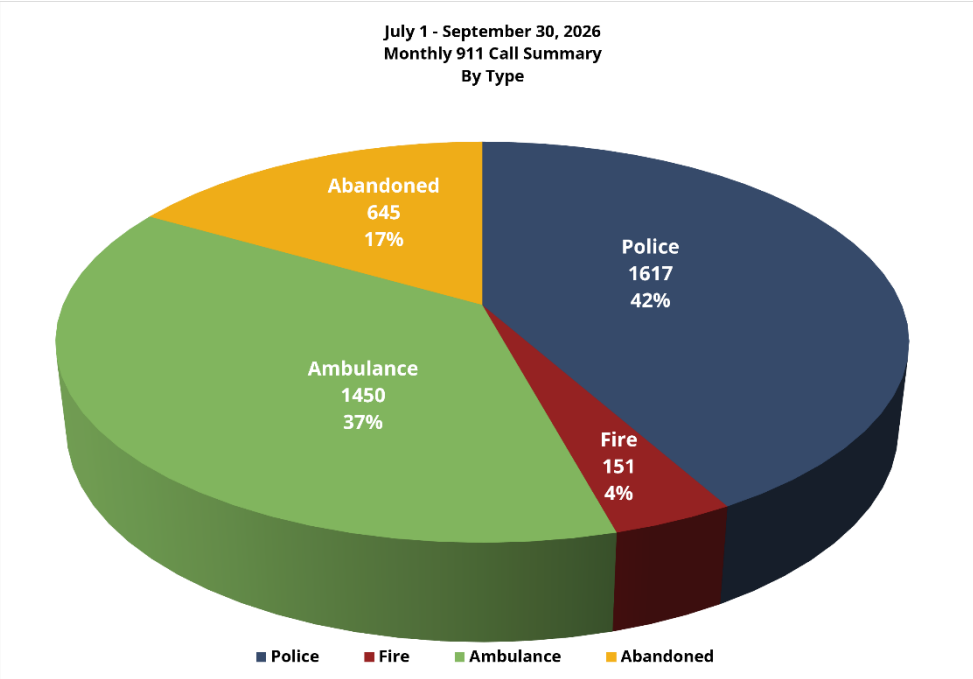
In keeping with the Regional Districts 'Strategic Focus Areas', the Protective Services Department is working to enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of all communities in the region. This quarter, staff met with staff members of five First Nation communities (Cheslatta Carrier Nation, Lake Babine Nation, Nee Tahi Buhn, Saik'uz First Nation and Tl'azt'en First Nation).

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

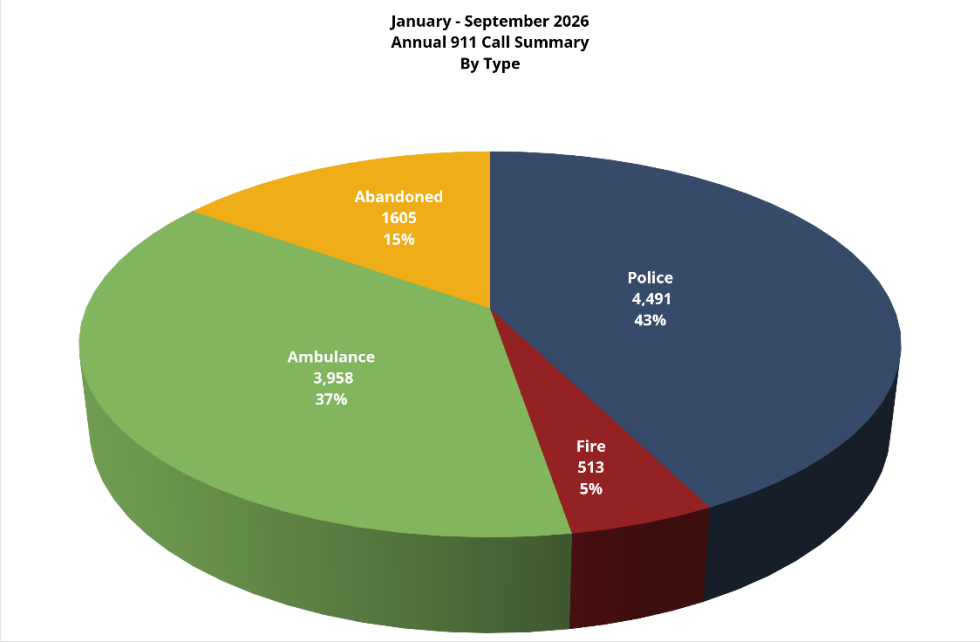
9-1-1 Service

E-COMM received **3,863** for the months of July, August and September. The charts below show the 9-1-1 calls received by jurisdiction and call type.





There was a small 7% increase in 9-1-1 calls between quarters 2 and 3. This increase is consistent with call volumes at this time of year.



ECOMM received **10,567** 9-1-1 calls so far in 2026 which is similar to the call volume experienced in 2025 during the same time period.

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 Fire Hall.

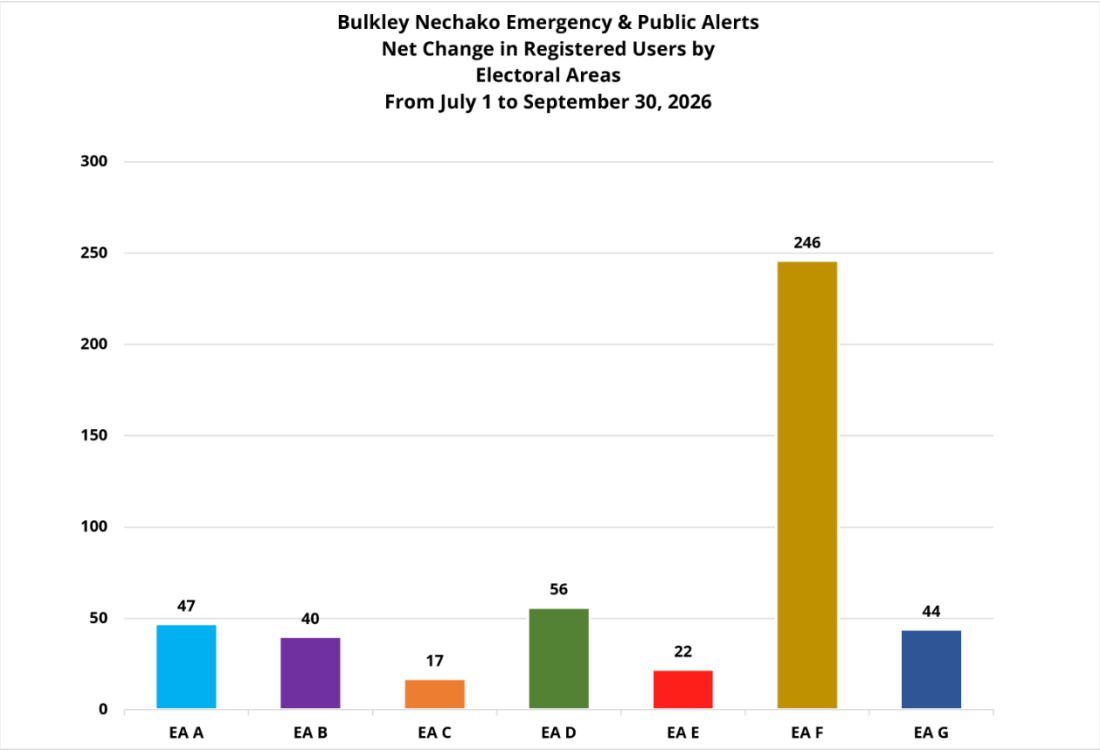
Civic Address Sign Project continues to be well subscribed with 1,194 civic address signs printed, delivered, and/or mailed to date. Positive feedback has been received from the rural residents regarding this program and new civic address signs are now being seen throughout the regional district. The project has also helped identify 4 properties without civic addresses. The breakdown of signs ordered for each Electoral Area is A–270, B–135, C–120, D–178, E–112, F–322, G–54. This project will continue until May 2027 or until the funds from the UBCM grant are depleted.

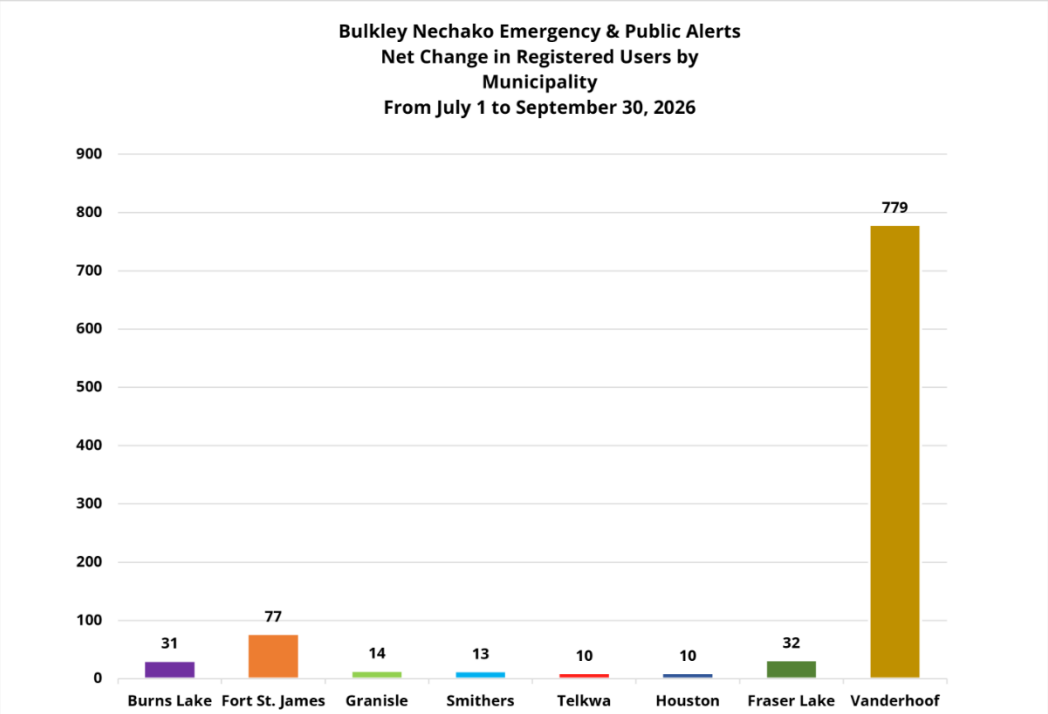
Bulkley-Nechako Voyent Alert

Residents continue to sign up on their own or utilize staff for assistance. Staff are planning on working with the Communications Department to create new promotional videos in the new year.

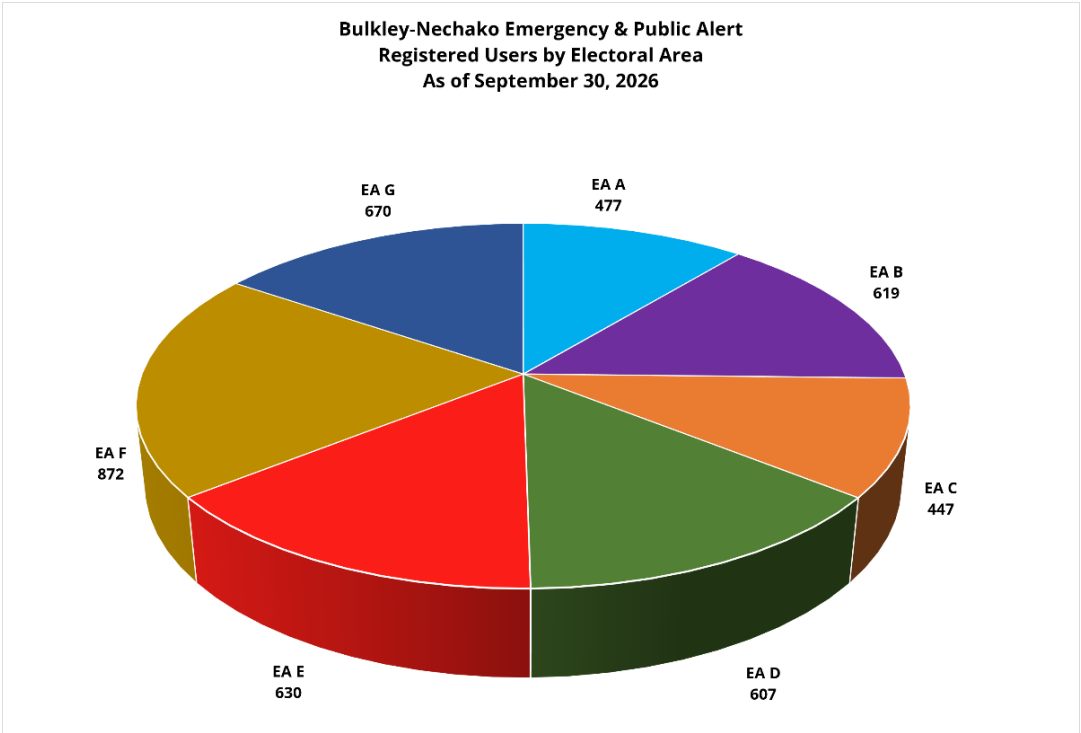
On July 9, 2026, the RDBN Protective Services Department sent a Shelter in Place message in the District of Vanderhoof and Electoral Area F. Approximately 1000 people in the vicinity signed up to Voyent Alert immediately following the event.

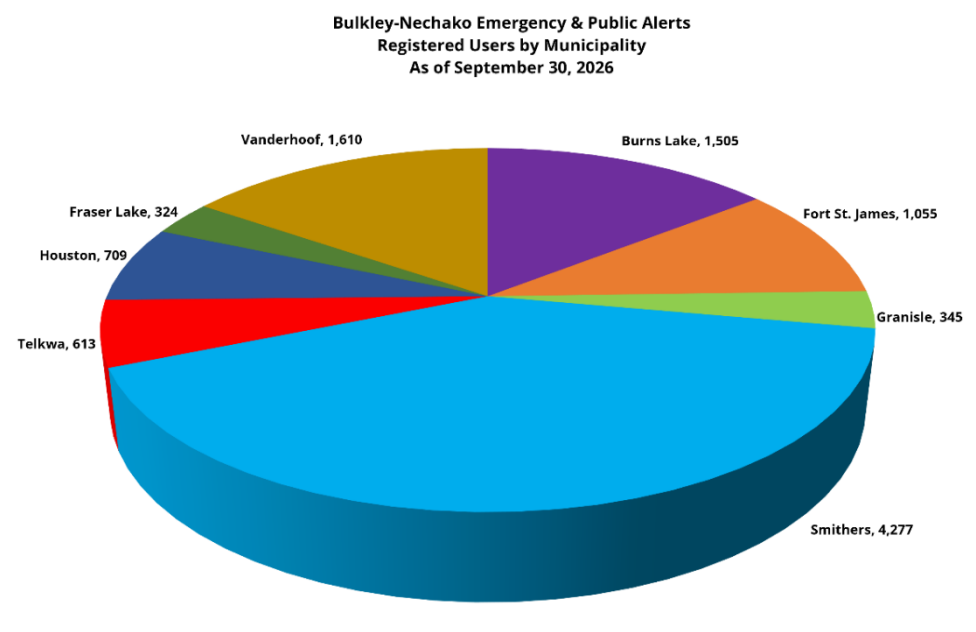
Overall, there were **472** new users in the electoral areas and **966** new users in the municipalities.





There is a total of **4,322** users signed up in the electoral areas and **10,438** users signed up in the municipalities for a total of **14,760** people. This represents around 48% of the population over the age of 15.





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 Buhn's Francois Lake IR Number 7 as well as one residential property. This Bylaw Amendment received three readings at the June 25th Board meeting and was adopted on July 9th.

Staff have started the process for a Bylaw Amendment to add the remaining 5 properties at the end of Jackpine Road in the Telkwa Rural Fire Protection Area. Once the council resolution is received, staff will draft the Bylaw Amendment to the Board.

Administration, Training, and Support

Tower Communications was contracted to install a generator at the Topley Fire Hall in 2026. The generator has been delivered with installation to be completed later this fall.

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 incorporated into the document. Changes will help outline and clarify requirements and reporting standards for both the fire departments/societies, and the Regional District.

Tower Communications has determined the best location for a radio repeater in the Cluculz Lake fire protection area. It will be installed on Sinkut Mountain, and staff have submitted the application for a Land Use Agreement to the province.

A Regional Fire Chiefs meeting was held at the end of July in Fort St James. 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 scheduled for the end of October in Smithers.

The Regional Fire Departments Mutual Aid Agreement was approved at the Board meeting in June, and staff have received signatures from all parties. A complete agreement will be sent to all municipalities once compiled.

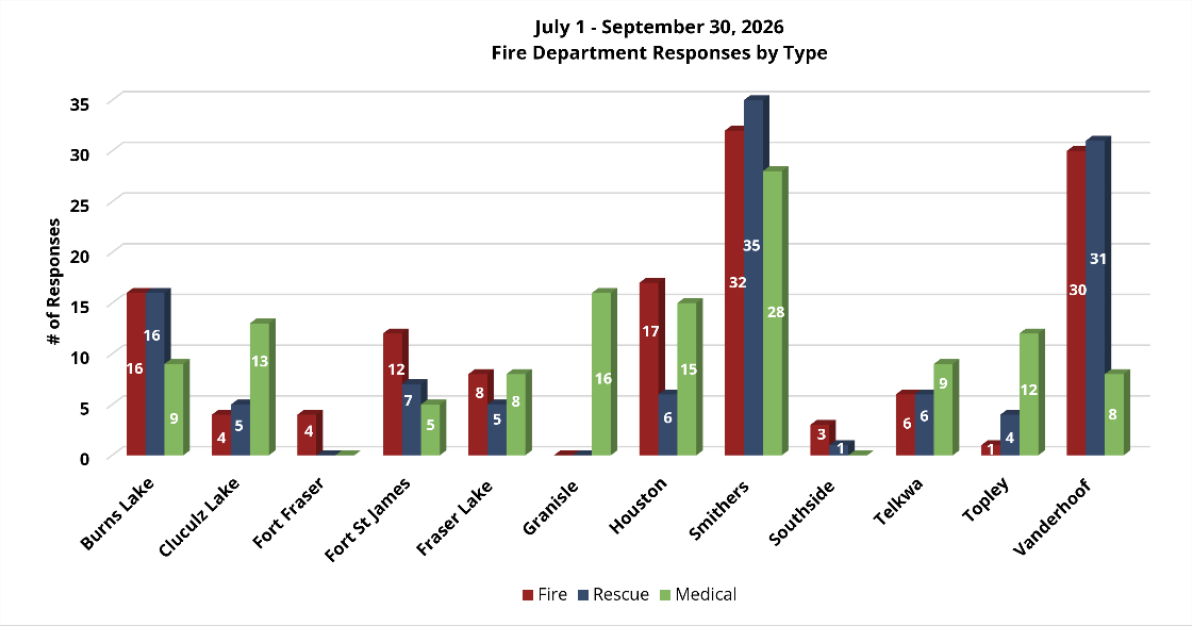
The Fire Underwriters Survey (FUS) recently completed a full review of the Fort Fraser Volunteer Fire Department to determine what level of Dwelling Protection Grade (DPG) would apply for residential insurance discounts. FUS reviewed several factors including membership, training, water supply, apparatus and equipment, services provided, and prevention activities. Staff provided all required documents and after the review the department was given a DPG rating of 3A for areas within 300 meters of a hydrant (same rating as before the review) which is the best a volunteer fire department can achieve. The department was also upgraded from a DPG rating of 5 (not recognized) to a 3B rating for areas greater than 300 meters from a hydrant and less than 8km from the firehall. This is also considered the best rating a volunteer department can receive for these parameters. Residents in that area are now eligible for a discount on their home insurance. This is a direct result of RDBN funding and resources that have been put into this fire department over the last few years. Without funding for new apparatus and replacement equipment this upgrade would not have happened.

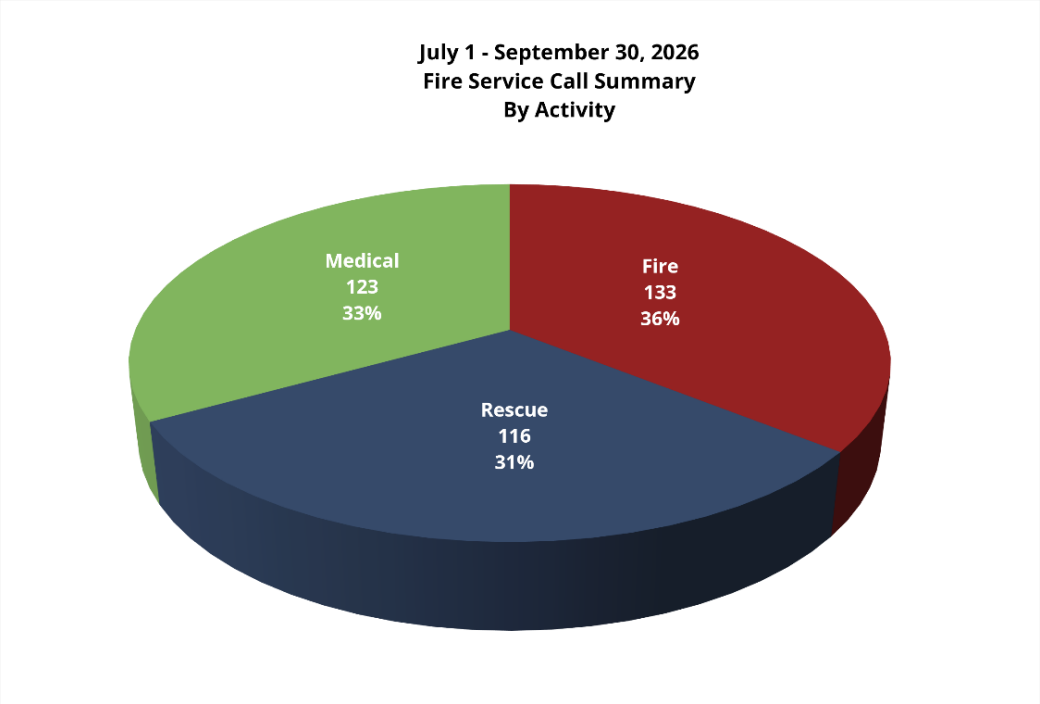
The Regional Fire Chief has completed the Fire Inspector and Fire Investigator online courses offered by the Office of the Fire Commissioner.

Fire Department Response

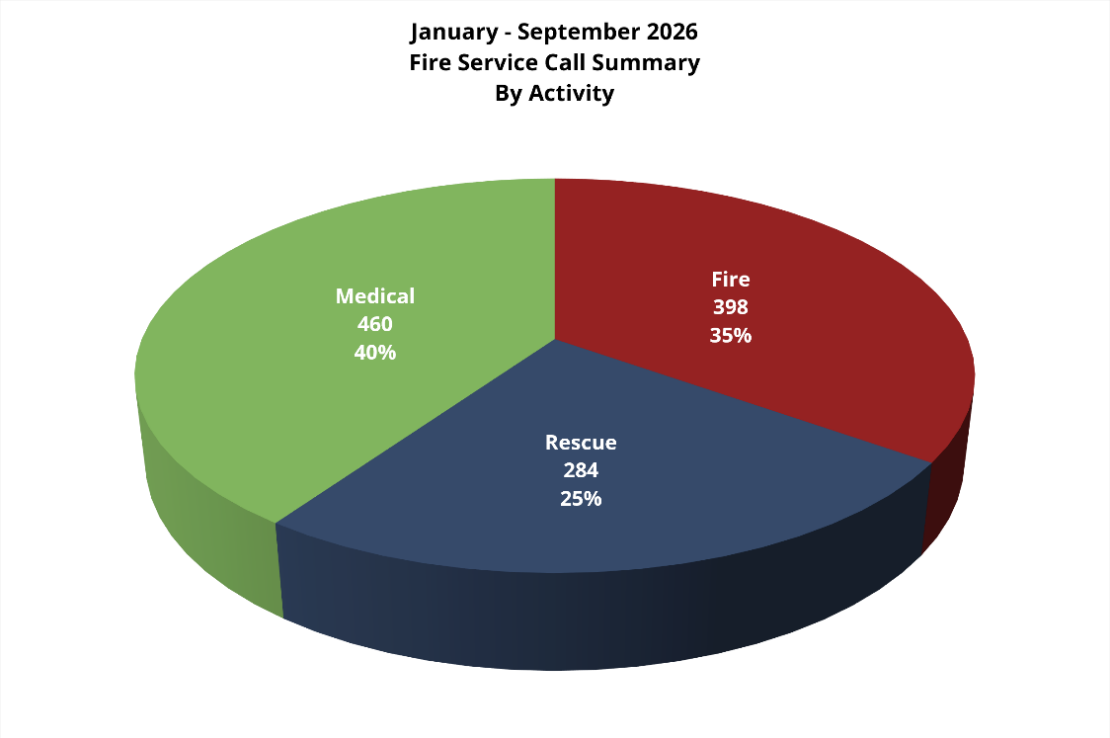
Fire department responses vary in type and frequency across our region.

Of the **3,863** 9-1-1 calls were received between July and September, and **372** 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.





For the year, there were **1,142** calls sent to the Fire Operation Communication Centre as of September 30, 2026. This is a small increase (40 calls) from the same time period in 2025.



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.

Staff held a public meeting in July to allow residents to ask questions regarding the AAP process, taxation, service, etc. This meeting was well attended and was followed by an open house and BBQ at the fire hall. The AAP process needed 117 votes of opposition by the deadline to be defeated. Only 67 votes were received. The AAP process for an increase in taxation for the Cluculz Lake Volunteer Fire Department has been completed, and the Bylaw Amendment was passed at the September Board meeting.

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 completed **77** home assessments, totaling **122** assessments for the year, which is a 20% increase over the same time last year. This quarter $39,178 in rebates have been issued, bringing this to a total of $68,598 for the year. The current FireSmart contract and funding arrangement through the province expires in July 2027. The province has announced an additional 15 million dollars in funding for this program and staff will be submitting the next application prior to the December deadline.

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.

Preparedness

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)
- EOC Guidelines (in progress)
- Wildfire Response Plan (update completed)
- Flood Response Plane (update completed)

UBCM CEPF Grants

RDBN was only successful in getting the UBCM EOC grant for 2026, UBCM denied the ESS grant based on oversubscription to the grant. Staff have submitted the 2027 ESS grant focused on training new volunteers and purchasing essential equipment.

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

Staff took a break from training for wildfire season and training courses are not as available over the summer. Protective Services staff have been engaging in workshops and meetings throughout the region to enhance operational readiness and strengthen regional collaboration.
Meetings attended:

- Development of staff training plans for all current EOC staff members.
    - These are to be implemented over the course of 2026 and 2027.
        - EOC staff have been taking courses as they become available.
- Community meeting with Quick Station Residence Association and Woodmere Emergency Services Society
- Meeting with Nechako Valley Cattlemen's Association
- Meeting with staff of the Improving Wildfire Resilience: Bulkley Morice Pilot Project
- Operational discussions with Lake Babine Nation, Tl'azt'en First Nation and Saik'uz First Nation and Nee Tahi Buhn First Nation

Completed courses:

- One staff member completed probationary training to be an ICS-200 instructor.
- 12 staff members participated in a Cultivating Safe Space in an EOC Workshop

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 primarily be distributed through Voyent Alert, Facebook and the RDBN website.

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

Vanderhoof and Bulkley ESS were deployed as a Strike Team to assist the City of Prince George this quarter.

Bulkley ESS was deployed to Summerland in support of the evacuations in the area.

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. There was an algae bloom in Electoral Area E impacting tourism and producers in the area that staff responded to. Staff's primary role was to advocate for increased planning and response from agencies that have jurisdiction.

The RDBN EOC was activated for one event:

- August 26 – A level one EOC activation due to Wildfire G41970 Tatin Lake (Electoral Area D). An Evacuation Alert was recommended impacting 57 properties.
- August 28 – Recommendation of an Evacuation Alert Rescind for Wildfire G41970 and the EOC closed.

- Staff were deployed to the Emergency Operations Centres of the Caribou Regional District and Stswecem'c Xget'tem First Nation (SXFN) in August and September.
    - Staff were in filling the functions of Operations Section Chief, Deputy Operations Section Chief, Temporary Access Permit Coordinator, and Deputy Director of SXFN EOC.

Recovery

No recovery actions occurred during the second quarter.

Advocacy

Staff prepared briefing notes for board meetings taking place at UBCM.

Protective Services Department

July 1, 2026 – September 30, 2026

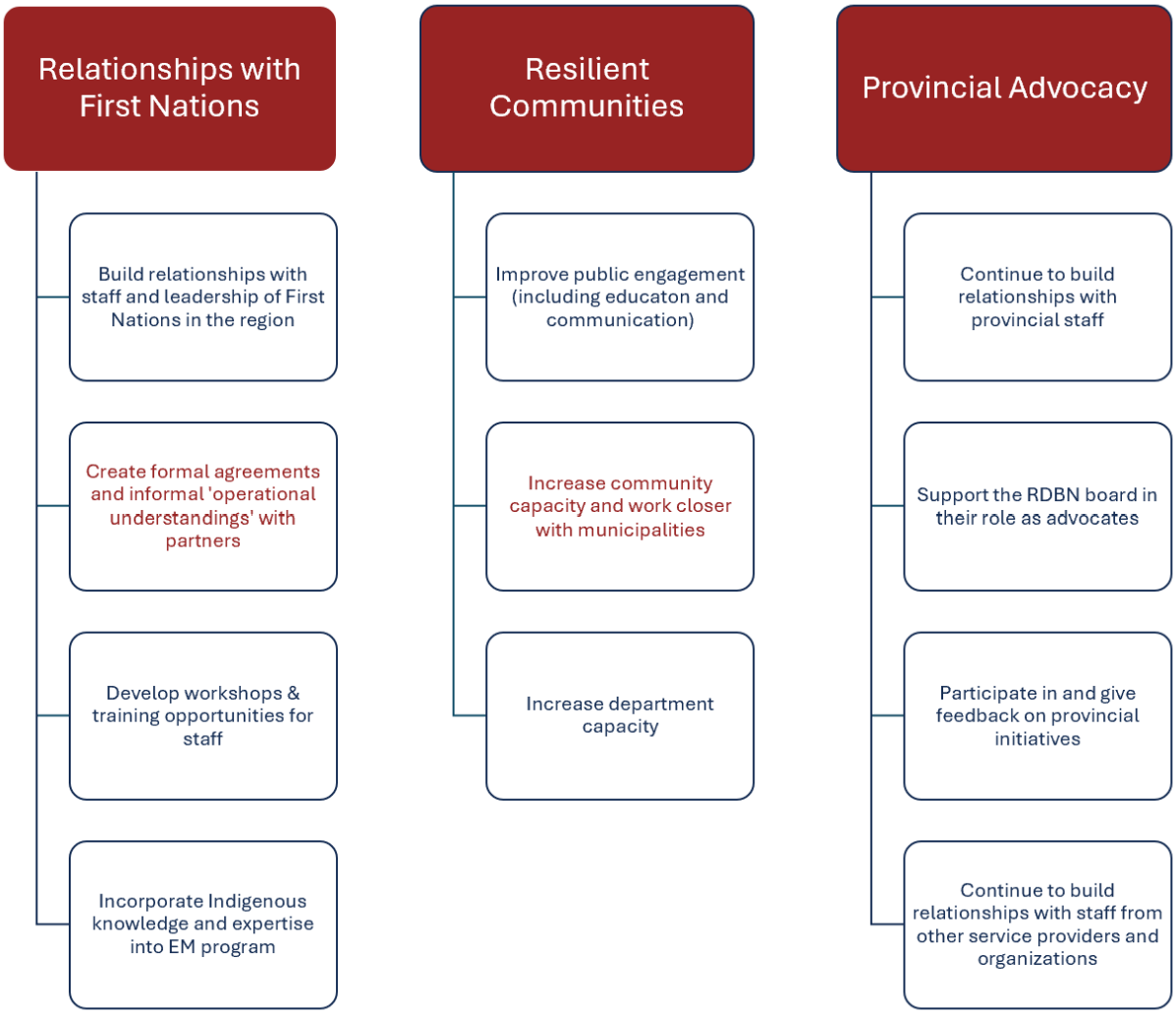
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The Protective Services Department is responsible for facilitating the RDBN's Emergency Management Program, 911 Service and Rural Fire Protection. This report provides a brief update on the 2026 Protective Services Strategic Goals as well as the status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

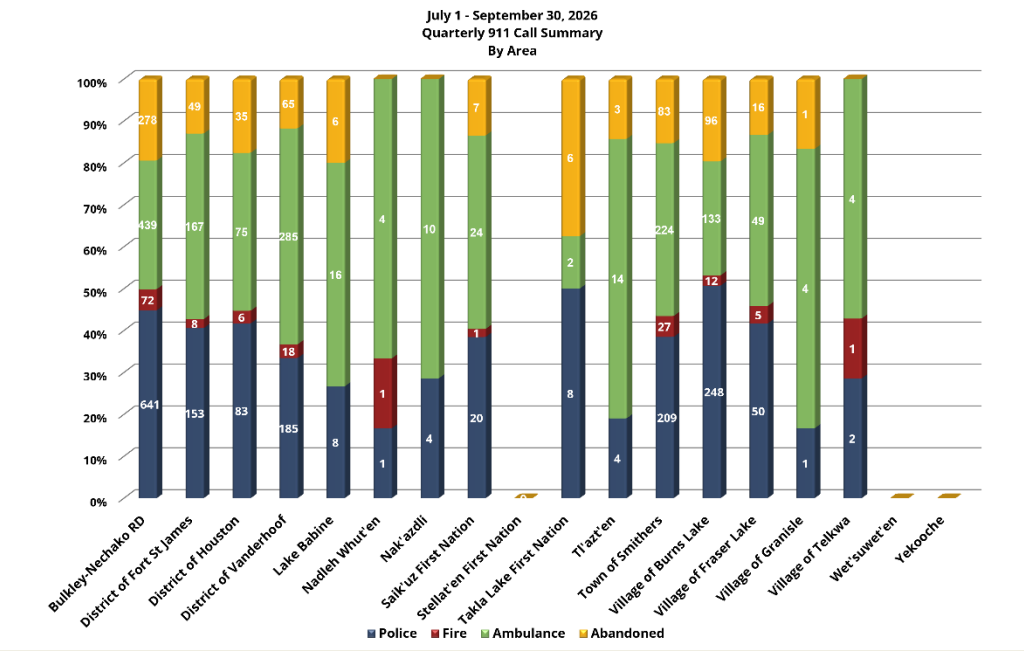
Indigenous Engagement

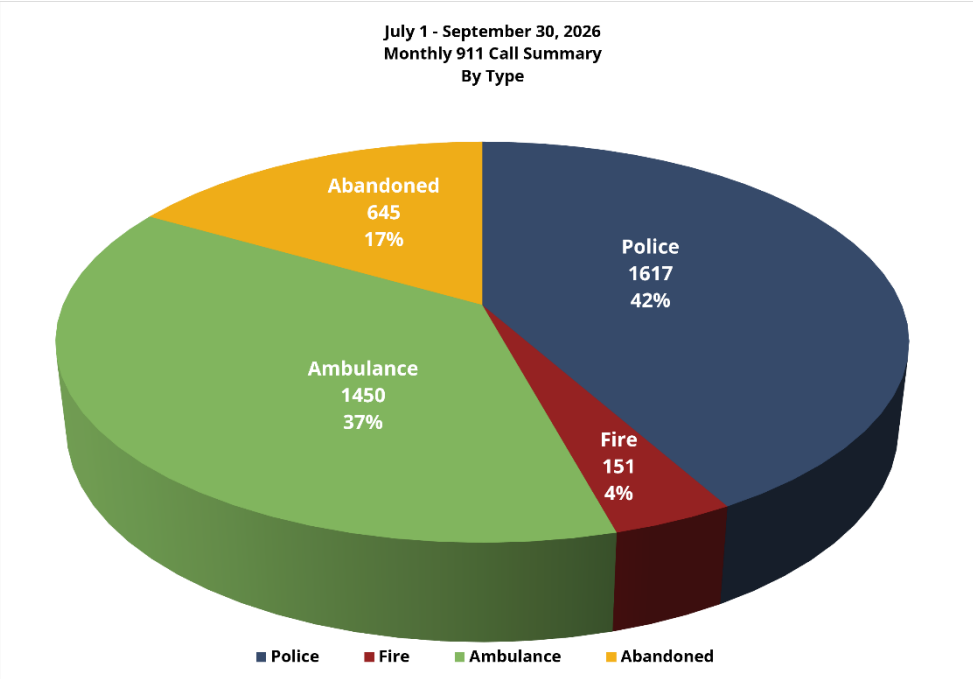
In keeping with the Regional Districts 'Strategic Focus Areas', the Protective Services Department is working to enhance relationships with First Nations in the region and explore opportunities to collaborate and work in partnership for the benefit of all communities in the region. This quarter, staff met with staff members of five First Nation communities (Cheslatta Carrier Nation, Lake Babine Nation, Nee Tahi Buhn, Saik'uz First Nation and Tl'azt'en First Nation).

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

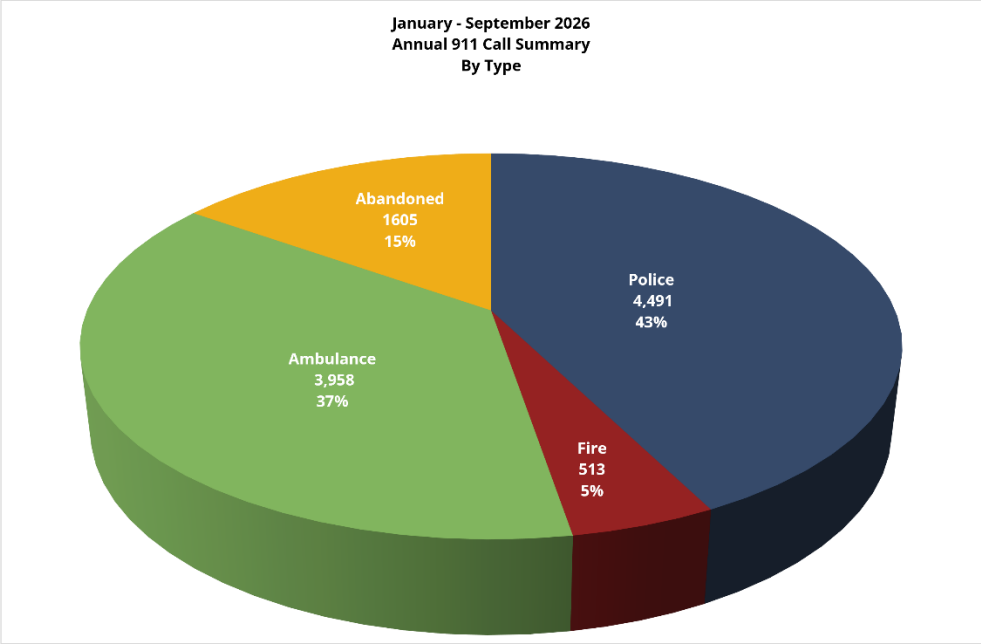
9-1-1 Service

E-COMM received **3,863** for the months of July, August and September. The charts below show the 9-1-1 calls received by jurisdiction and call type.





There was a small 7% increase in 9-1-1 calls between quarters 2 and 3. This increase is consistent with call volumes at this time of year.



ECOMM received **10,567** 9-1-1 calls so far in 2026 which is similar to the call volume experienced in 2025 during the same time period.

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 Fire Hall.

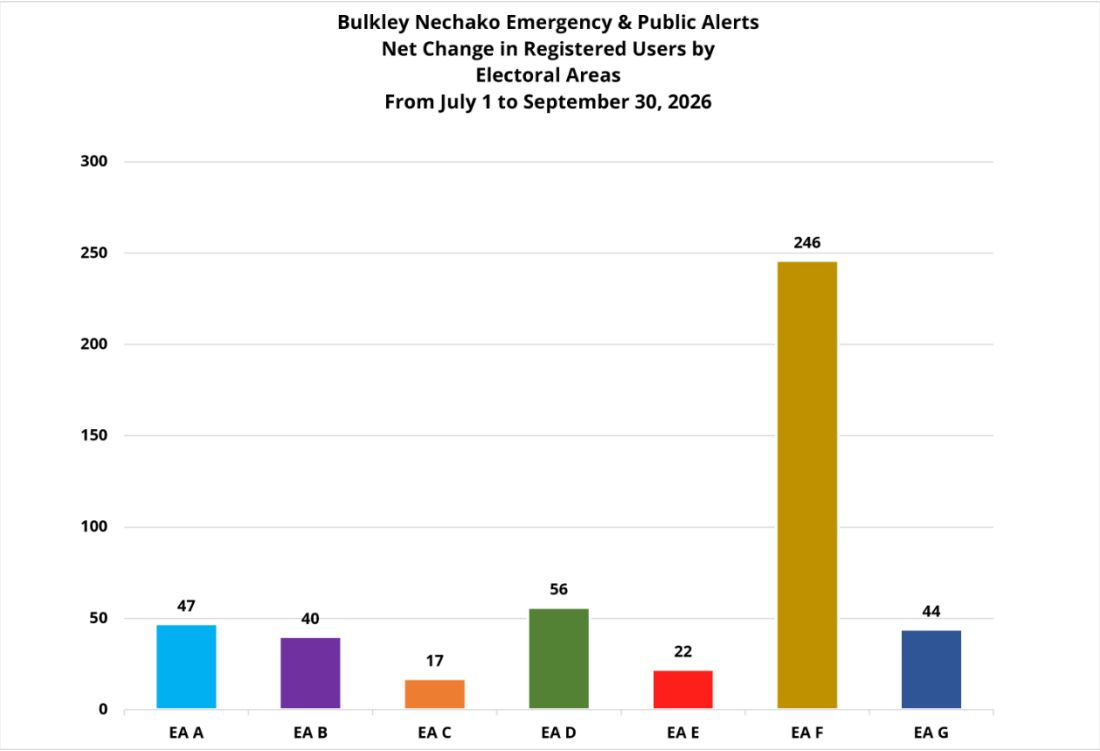
Civic Address Sign Project continues to be well subscribed with 1,194 civic address signs printed, delivered, and/or mailed to date. Positive feedback has been received from the rural residents regarding this program and new civic address signs are now being seen throughout the regional district. The project has also helped identify 4 properties without civic addresses. The breakdown of signs ordered for each Electoral Area is A–270, B–135, C–120, D–178, E–112, F–322, G–54. This project will continue until May 2027 or until the funds from the UBCM grant are depleted.

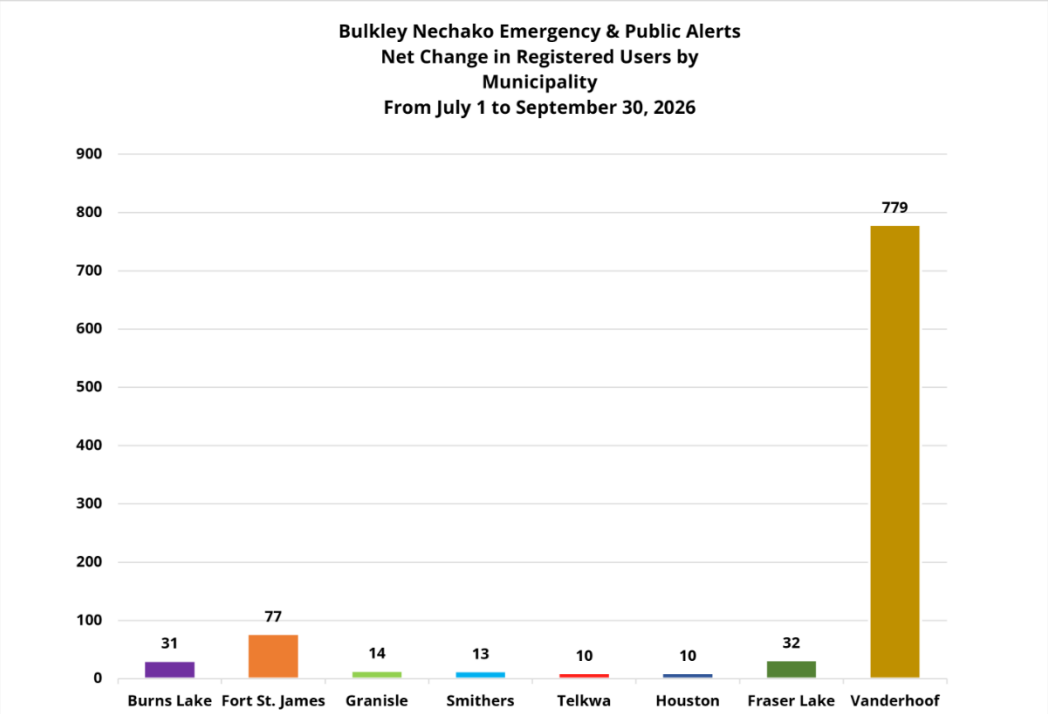
Bulkley-Nechako Voyent Alert

Residents continue to sign up on their own or utilize staff for assistance. Staff are planning on working with the Communications Department to create new promotional videos in the new year.

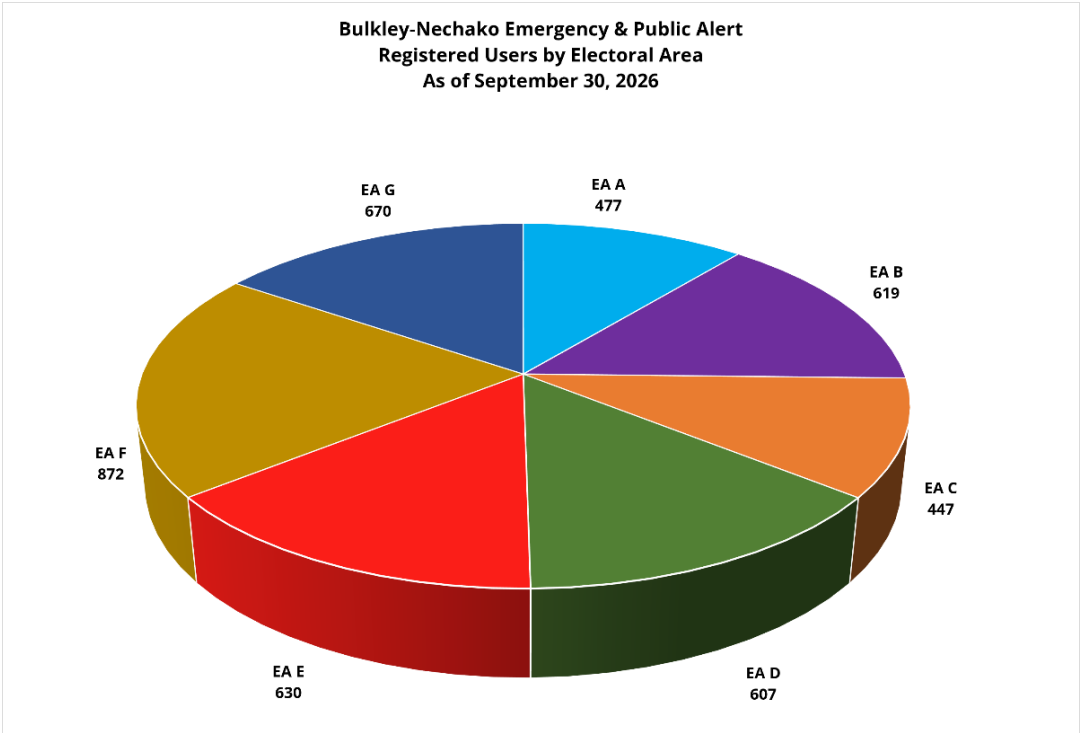
On July 9, 2026, the RDBN Protective Services Department sent a Shelter in Place message in the District of Vanderhoof and Electoral Area F. Approximately 1000 people in the vicinity signed up to Voyent Alert immediately following the event.

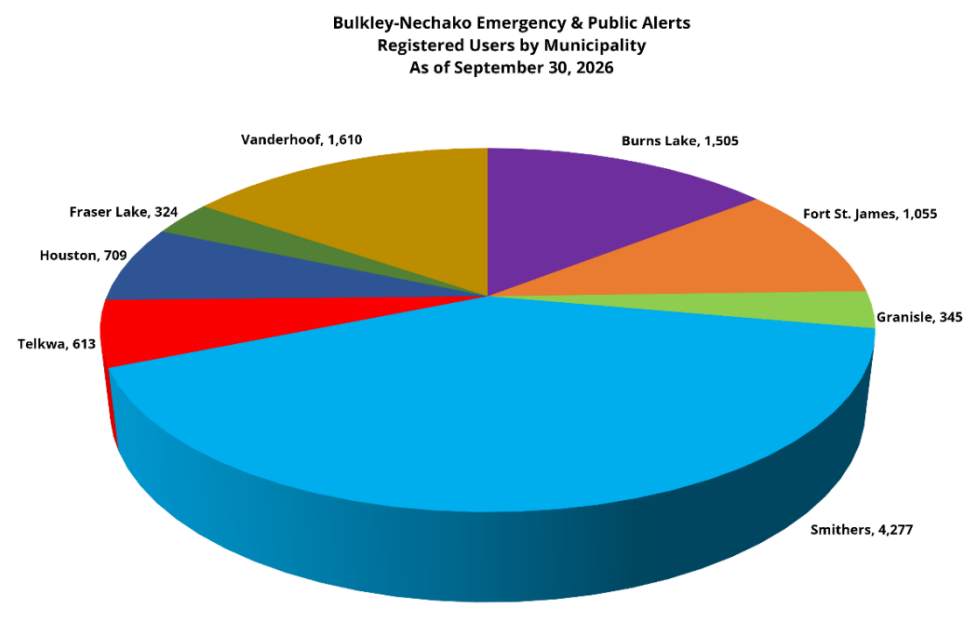
Overall, there were **472** new users in the electoral areas and **966** new users in the municipalities.





There is a total of **4,322** users signed up in the electoral areas and **10,438** users signed up in the municipalities for a total of **14,760** people. This represents around 48% of the population over the age of 15.





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 Francois Lake IR Number 7 as well as one residential property. This Bylaw Amendment received three readings at the June 25th Board meeting and was adopted on July 9th.

Staff have started the process for a Bylaw Amendment to add the remaining 5 properties at the end of Jackpine Road in the Telkwa Rural Fire Protection Area. Once the council resolution is received, staff will draft the Bylaw Amendment to the Board.

Administration, Training, and Support

Tower Communications was contracted to install a generator at the Topley Fire Hall in 2026. The generator has been delivered with installation to be completed later this fall.

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 incorporated into the document. Changes will help outline and clarify requirements and reporting standards for both the fire departments/societies, and the Regional District.

Tower Communications has determined the best location for a radio repeater in the Cluculz Lake fire protection area. It will be installed on Sinkut Mountain, and staff have submitted the application for a Land Use Agreement to the province.

A Regional Fire Chiefs meeting was held at the end of July in Fort St James. 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 scheduled for the end of October in Smithers.

The Regional Fire Departments Mutual Aid Agreement was approved at the Board meeting in June, and staff have received signatures from all parties. A complete agreement will be sent to all municipalities once compiled.

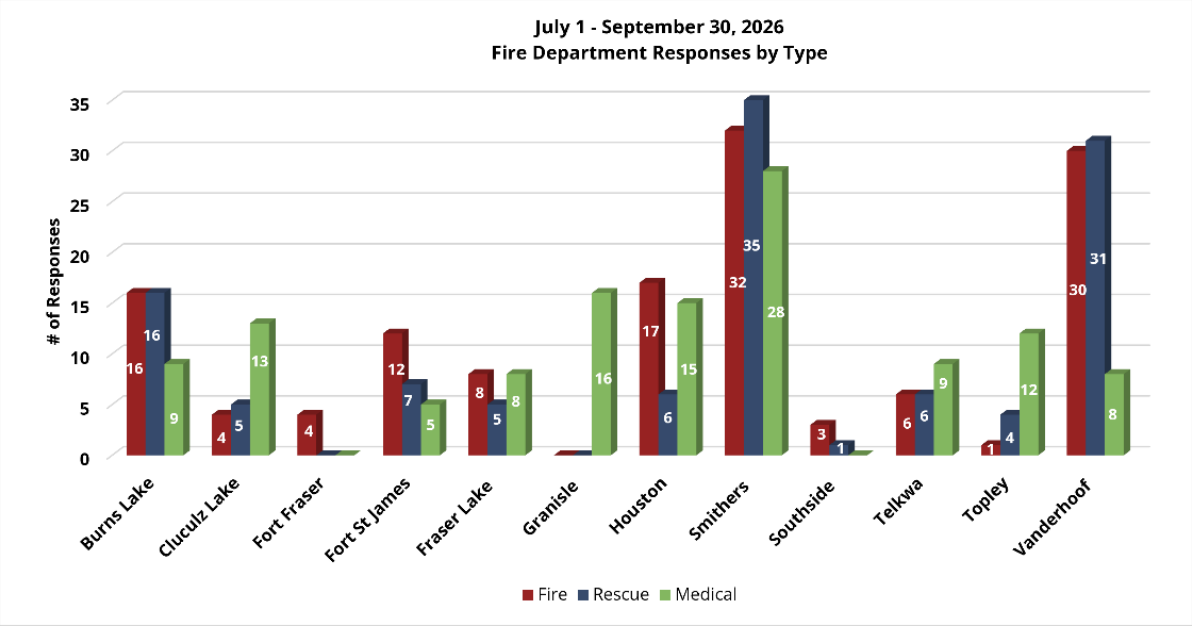
The Fire Underwriters Survey (FUS) recently completed a full review of the Fort Fraser Volunteer Fire Department to determine what level of Dwelling Protection Grade (DPG) would apply for residential insurance discounts. FUS reviewed several factors including membership, training, water supply, apparatus and equipment, services provided, and prevention activities. Staff provided all required documents and after the review the department was given a DPG rating of 3A for areas within 300 meters of a hydrant (same rating as before the review) which is the best a volunteer fire department can achieve. The department was also upgraded from a DPG rating of 5 (not recognized) to a 3B rating for areas greater than 300 meters from a hydrant and less than 8km from the firehall. This is also considered the best rating a volunteer department can receive for these parameters. Residents in that area are now eligible for a discount on their home insurance. This is a direct result of RDBN funding and resources that have been put into this fire department over the last few years. Without funding for new apparatus and replacement equipment this upgrade would not have happened.

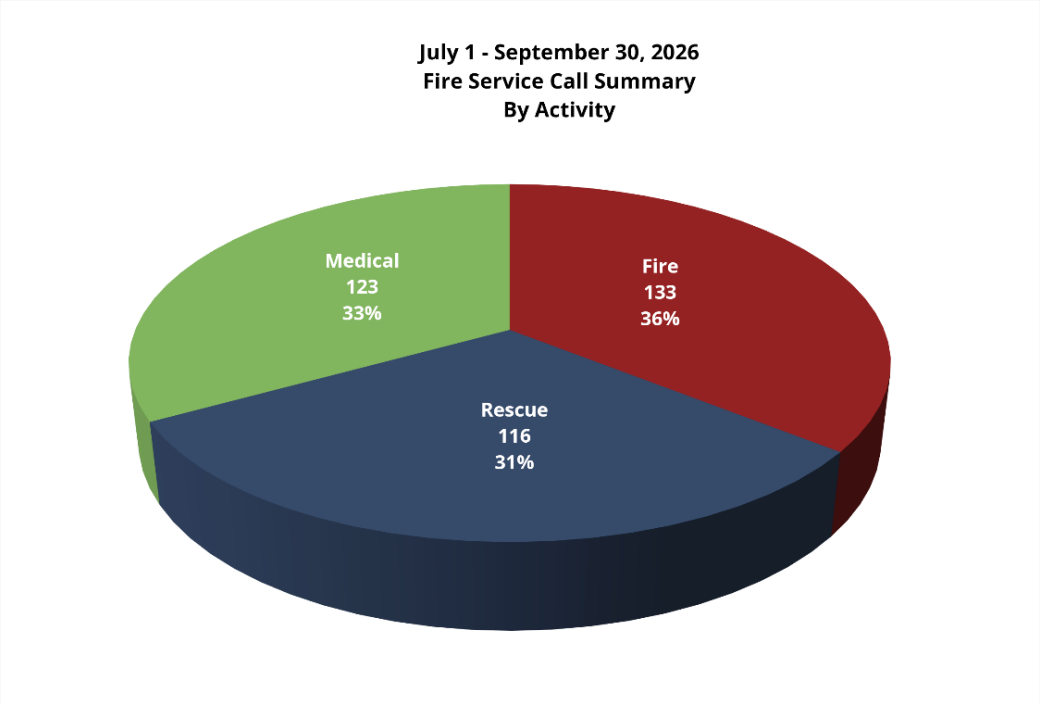
The Regional Fire Chief has completed the Fire Inspector and Fire Investigator online courses offered by the Office of the Fire Commissioner.

Fire Department Response

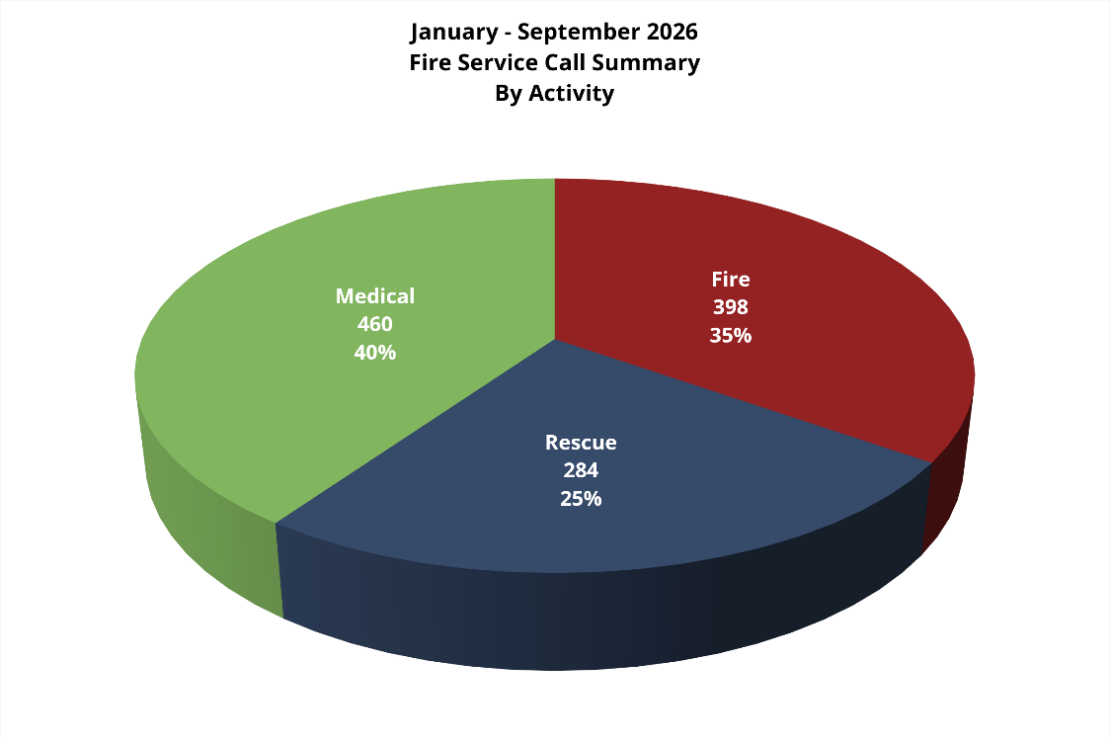
Fire department responses vary in type and frequency across our region.

Of the **3,863** 9-1-1 calls were received between July and September, and **372** 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.





For the year, there were **1,142** calls sent to the Fire Operation Communication Centre as of September 30, 2026. This is a small increase (40 calls) from the same time period in 2025.



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.

Staff held a public meeting in July to allow residents to ask questions regarding the AAP process, taxation, service, etc. This meeting was well attended and was followed by an open house and BBQ at the fire hall. The AAP process needed 117 votes of opposition by the deadline to be defeated. Only 67 votes were received. The AAP process for an increase in taxation for the Cluculz Lake Volunteer Fire Department has been completed, and the Bylaw Amendment was passed at the September Board meeting.

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 completed **77** home assessments, totaling **122** assessments for the year, which is a 20% increase over the same time last year. This quarter $39,178 in rebates have been issued, bringing this to a total of $68,598 for the year. The current FireSmart contract and funding arrangement through the province expires in July 2027. The province has announced an additional 15 million dollars in funding for this program and staff will be submitting the next application prior to the December deadline.

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.

Preparedness

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)
- EOC Guidelines (in progress)
- Wildfire Response Plan (update completed)
- Flood Response Plane (update completed)

UBCM CEPF Grants

RDBN was only successful in getting the UBCM EOC grant for 2026, UBCM denied the ESS grant based on oversubscription to the grant. Staff have submitted the 2027 ESS grant focused on training new volunteers and purchasing essential equipment.

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

Staff took a break from training for wildfire season and training courses are not as available over the summer. Protective Services staff have been engaging in workshops and meetings throughout the region to enhance operational readiness and strengthen regional collaboration.
Meetings attended:

- Development of staff training plans for all current EOC staff members.
    - These are to be implemented over the course of 2026 and 2027.
        - EOC staff have been taking courses as they become available.
- Community meeting with Quick Station Residence Association and Woodmere Emergency Services Society
- Meeting with Nechako Valley Cattlemen's Association
- Meeting with staff of the Improving Wildfire Resilience: Bulkley Morice Pilot Project
- Operational discussions with Lake Babine Nation, Tl'azt'en First Nation and Saik'uz First Nation and Nee Tahi Buhn First Nation

Completed courses:

- One staff member completed probationary training to be an ICS-200 instructor.
- 12 staff members participated in a Cultivating Safe Space in an EOC Workshop

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 primarily be distributed through Voyent Alert, Facebook and the RDBN website.

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

Vanderhoof and Bulkley ESS were deployed as a Strike Team to assist the City of Prince George this quarter.

Bulkley ESS was deployed to Summerland in support of the evacuations in the area.

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. There was an algae bloom in Electoral Area E impacting tourism and producers in the area that staff responded to. Staff's primary role was to advocate for increased planning and response from agencies that have jurisdiction.

The RDBN EOC was activated for one event:

- August 26 – A level one EOC activation due to Wildfire G41970 Tatin Lake (Electoral Area D). An Evacuation Alert was recommended impacting 57 properties.
- August 28 – Recommendation of an Evacuation Alert Rescind for Wildfire G41970 and the EOC closed.

- Staff were deployed to the Emergency Operations Centres of the Caribou Regional District and Stswecem'c Xget'tem First Nation (SXFN) in August and September.
    - Staff were in filling the functions of Operations Section Chief, Deputy Operations Section Chief, Temporary Access Permit Coordinator, and Deputy Director of SXFN EOC.

Recovery

No recovery actions occurred during the second quarter.

Advocacy

Staff prepared briefing notes for board meetings taking place at UBCM.

Planning Department

July 1 – September 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
Michael Leamont, Building Inspector
Fiona Richardson, Development Services Clerk
Vacant, Bylaw Enforcement Officer
Deneve Vanderwolf, Transit Coordinator / Planning Technician
Rowan Nagel, GIS / Planning Technician

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 two new ALR applications in the third quarter of 2026. Three applications from previous quarters were processed, and one application from a previous quarter was carried over to the third quarter.

Official Community Plan Amendments and Rezoning Applications

The Planning and Development Department received no new applications in the third quarter of 2026. Two applications from previous quarters were processed, two applications from previous quarters were withdrawn, and five applications from previous quarters were carried over to the third quarter.

Temporary Use Permits

The Planning and Development Department received three new temporary use permit (TUP) applications in the third quarter of 2026. One TUP from a previous quarter was processed in the third quarter and three TUPs from previous quarters were carried forward.

Development Variance Permits

The Planning and Development Department received four development variance permit (DVP) application in the third quarter of 2026. Two DVPs were carried over from previous quarters.

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 third quarter of 2026.

Referrals – Miscellaneous, Subdivision, Other

A total of 9 miscellaneous referrals were received in the third quarter of 2026. Three miscellaneous referrals were for licenses of occupation (one still being processed), two were Statutory Right of Way referral for utility and rail, and one of each were received for a workcamp, an industrial temporary license, an industry exploratory license, and a wind energy investigative license. Two referrals for the second quarter were carried over and processed during the third quarter.

A total of three subdivision referrals were received in the third quarter of 2026. All three were processed and comments were provided to the MoTT.

Confirmation Letters

A total of two property status confirmation requests were processed in the third quarter of 2026.

Land Use Reviews

The Planning and Development Department completed 26 land use reviews for building projects in the third quarter of 2026.

Land Use Applications and Services for Municipal Governments

Village of Burns Lake

Three development permit applications and one sign permit application were received during the third quarter for the Village of Burns Lake. Two building permit land use reviews were completed during the third quarter. One DVP remains in progress and one sign permit from a previous quarter remains on hold.

Other Municipal Projects

One Development Permit application for the District of Houston was received in the third 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 third quarter of 2026 the following special projects were accomplished.

- In August, the department provided a report to the Board on a strategy for reviewing wind power projects in the RDBN.
- In September, the department provided a report to the Board recommending first, second and third reading of Floodplain Management Bylaw No. 2118, 2026.

Long Range Planning

The draft Houston, Topley, and Granisle Rural Official Community Plan (OCP) was presented to the public at well-attended open houses in Houston, Granisle and Topley during the first week of August.

Some additional fine-tuning of the draft is being done following feedback from the public and referral agencies. Once completed, the draft will be circulated to the consultation list again before proceeding with the formal approval process.





Building Inspection

The RDBN received a total of 57 building permit applications in the third quarter of 2026, with a total construction value of $9,726,938. This is comparable to the 52 building permit applications received in the third quarter of 2025 and a decrease in construction value of $34,663,540 received in the third quarter of 2025.

Third Quarter Building Permit Data for 2026

Area	Total Permits	Total Construction Value ($)
A	15	4,603,989
B	4	279000
C	2	2,500
D	7	713,835
E	0	0
F	7	1,135,000
G	2	65,000
Burns Lake	4	1,708,000
Fort St. James	4	518,000
Fraser Lake	2	35,256
Granisle	0	0
Houston	2	223,358
Telkwa	8	443,000
Third Quarter RDBN Totals	**57**	**9,726,938**
Smithers	25	21,583,666
Vanderhoof	3	429,723
Total	**85**	**$31,740,327**

Bylaw Enforcement

In the third quarter of 2026 Bylaw Enforcement activities were focused on a potential remedial action process in Topley which remains unresolved, and a remedial action process in Fort Fraser which is currently in the reconsideration process. The Bylaw Enforcement Officer position remains vacant while staff evaluate anticipated workloads in the new year.

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 consultant is in the process of being retained to complete the detailed design for the project, including the preparation of environmental permit applications for works in and adjacent to the lake.



Telegraph Cabin

A culvert was installed in the roadside ditch along Quick East Rd in September to improve pedestrian access to the cabin. With the assistance of the summer students, the Quick Women's Institute organized and completed two on-site work bees this summer. Volunteers cleared brush and branches as part of an effort to maintain and fire-smart the property.

Trout Creek

The park is maintained weekly for the 2026 season. The site continues to be very well used. A sign base has been installed on site in preparation for installation of a main park sign.



Ridler Trail

In September a contractor completed the annual trail maintenance, including brushing and trimming, of the Ridler Trail. Another contract to repair and upgrade the trail infrastructure, such as picnic shelters, an outhouse and a bridge railing, was also completed in September.

The next phase of work includes installing signage.

Imeson's Beach

The beach and surrounding area have been busy this summer and the site has been regularly maintained by summer student staff.

The next phase of work includes upgrading the road access and the parking lot.

Hospital Point

The park continues to be well used and is maintained weekly by the Lakes Outdoor Recreation Society for the 2026 season.

The summer students have done regular weed whacking and trail maintenance during the summer months.

Proposed Camp Site on Stuart Lake

During the recent development of the Fort St James Rural Official Community Plan and the Parks and Trails Master Plan, community demand for rustic lakeshore campsites accessible to boaters, kayakers and canoers, was raised. Staff have developed a campsite proposal and been in discussions with BC Parks to explore if there are any partnership opportunities to develop a campsite in one of the Provincial Parks on Stuart Lake.

Recreation Contribution Service

The Recreation Contribution Grant Program advertised its second call for applications for operation funding in late summer for all four service areas. The application deadline was September 11th, 2026, and a total of 31 applications were received. The current program will provide funding for four years, from 2027 to 2030.

The applications were reviewed according to the process laid out in the Recreation Contribution Grant Program Policy. Staff reviewed the applications for completeness, requested additional information where it was considered necessary, and completed an application summary form for each application. The Committees for each service area met during September and evaluated the applications in accordance with the policy. The Committee's recommendations regarding the applications will be presented to the Board for approval at the October 15, 2026, Board meeting. Once the required Board approval is received the applicants must enter into funding agreements with the RDBN prior to release of the funds.

Staff are also working on reviewing and approving annual reports from the 2024-2026 grant recipients as they come in, so that the organizations can receive the third and final year of funding under the first grant intake.

Geographic Information Systems (GIS)

Mapping and Inquiries

In the third quarter of 2026, the GIS Technician completed 77 tasks for RDBN staff. These tasks included 50 for the Planning Department, 10 for Protective Services, 10 for Administration & Finance, and seven for Environmental Services. In addition, 14 public and 12 intergovernmental GIS inquiries were answered.

House Numbering

A total of 77 addressing updates were processed in the third quarter. A total of 25 new addresses were issued in the RDBN, 22 in municipalities, and seven on reserves. Additionally, there were 15 updates to existing addresses, and eight updates to the road network.

Transit

Third quarter ridership numbers are as follows. Ridership increased on both Route 161 and Route 162 from the third quarter of 2025.

Route	Year	July	August	September	Total
161 Prince George	**2026**	**407**	**452**	**465**	**1324**
	2025	450	406	408	1264
162 Smithers	**2026**	**375**	**343**	**303**	**1021**
	2025	275	212	242	729

The Transit Committee met and received an update on the service on October 1, 2026.

Environmental Services

July 1 to September 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
- Operations Supervisor – Cole Minger
- Waste Diversion Supervisor – Vacant
- Training & Safety Supervisor – Vacant
- 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)
- 1 x gate check (0 vacant)

Casual (holiday and sick coverage):

- 5 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 and procurement
- Recruitment for a new Training & Safety Supervisor
- Landfill compliance – evaluation and planning for improvements
- Labour Management and Human Resources
- Project management – Various
- Landfill equipment replacement plan
- Staff Appreciation Event held on September 24

Operations

- Management Staff focus on continuing operations
- Procurement for seasonal maintenance
- Attempted recruitment 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 September 10
- Maintenance projects
    - Procurement and logistics for multiple projects
    - Commence multiple projects – still in progress
    - Complete multiple small projects
- Fleet management:
    - Multiple minor and major repairs and upgrades

Water & Sewer

- Somerset sewer system:
    - Fall maintenance planning
- Fort Fraser Water:
    - Respond to multiple system challenges
    - Commission an inventory assessment for SCADA system RFQ
    - Complete component upgrade ahead of SCADA system
    - Complete 10-year water reservoir inspection
    - Seasonal maintenance
- Fort Fraser Sewer:
    - Monitor and maintain Aeration System
    - Complete high-priority sewer repairs
    - Complete annual sewer line flushing
    - Seasonal maintenance

Environmental Compliance

- Knockholt – Annual Report completed and Submitted on August 28.
- Knockholt – evaluate litter mitigation strategy
- Knockholt – the 10 additional monitoring wells were developed and commissioned for sampling
- Knockholt –monitoring of treated leachate for discharge parameters
- Clearview - Annual Report completed and submitted to ENV
- Clearview - sourced and sampled soil material for final cover
- Clearview - Operational Certificate amendments – in-progress
- Legacy Landfills
    - Finalized 3 of 13 Closure Plans (6 complete)
    - Commence 3 of 13 Closure Plans
- Quarterly ground water sampling of active landfills
- Bi-annual ground water sampling of closed landfills

Safety & WorkSafe Compliance

- Implement a fall protection plan for Transfer Stations
- FSJ WorkSafe variance application approved
- Continued efforts to ensure asbestos screening is compliant
- In progress are multiple procedures that will support the safe operation of RDBN facilities
- Conduct internal safety inspections and correct deficiencies
- Participated in Joint Health & Safety Committee

Diversion & Disposal

- Continue to operate Recycling Depots
- Improve various program processes
- Consult with Recycling steward to understand upcoming EPR program changes
- 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

Strategy 2: Expand Access to Residential Recycling

- Continue to operate 8 Recycling Depots

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

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.

Supporting Policies and Bylaws

Assess Cost Recovery Through User Fees

- No action

Update Current Facility Regulation and User Fee Bylaw

- No Action

Implement Disposal Charges for Camp Waste and Other Industries

- No Action

Mitigate Illegal Dumping

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

2026 Capital Projects

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

Environmental Services Capital - 2026 Q3					
Reference	**Site**	**Project**	**Status**	**Budget**	**To-date Cost**
Landfill Expansion	CLF	Leachate Lagoon	Complete	$1,000,000	$670,000
Rolling stock	CLF	Dump Truck	In-progress	$400,000	$0
Landfill Expansion	KLF	Phase 4 design and Prep	In-progress	$250,000	$51,400
Landfill Expansion	KLF	10 monitoring Wells	Complete	$150,000	$128,000
Major Improvement	FLTS	Transtor Replace	In-progress	$200,000	$4,000
Rolling stock	VTS	2 skid steers	Complete	$240,000	$189,800
Rolling stock	HAUL	New Tractor Truck	In-progress	$300,000	$0
Capital Repair	KLF	Compactor Rebuild	In-progress	$500,000	$0
Minor Improvements	Various	8 projects	In-progress	$235,000	$94,400
Minor Improvements	Various	16 projects	Complete	$320,000	$197,300
Safety	ADMIN	5 projects	In-progress	$180,000	$15,400
Capital Repairs	Vehicles	6 projects	Complete	$135,000	$138,900
Total				**$3,910,000**	**$1,489,200**
Capital Repair	FF Water	Pump 2 replacement	Complete	$100,000	$80,800
Capital Repair	FF Water	Pump 1 VFD	Complete	$0	$18,800
Capital Improvement	FF Water	SCADA Syatem	In-progress	$60,000	$0
Capital Repair	FF Sewer	Sewer Repairs	Complete	$100,000	$0
Capital Repair	FF Sewer	Lagoon Desludging	Cancel	$100,000	$0
Capital Improvement	Somerset	SCADA Syatem	Cancel	$30,000	$0
Total				**$390,000**	**$99,600**

Notable Projects

Compactor Rebuild

On September 10, the Board approved a budget amendment of $500,000 for the full rebuild of a 2016 CAT816F Landfill Compactor that had a failing transmission and was reaching its benchmark hours for replacement. This major repair is expected to extend the life of this machine by 5 to 10 years.

Fraser Lake Transtor Bin Replacement

This project involves removing the existing Transtor Bins, rebuilding the block wall and erecting a roof structure under which a 53ft waste trailer can be parked. On September 10, the contractor for the project was selected and preparation for the reconstruction of the block wall and construction of the roof structure commenced immediately. The project is expected to commence the week of October 5 and be completed by the end of November.

Clearview Leachate Lagoon

The Clearview Landfill Leachate Lagoon construction project was scheduled from May 5 to July 24. In August, the final contouring and clean-up completed and only the as-built drawings a construction report are outstanding.



BRITISH COLUMBIA

Reference: 286749

September 28, 2026

VIA EMAIL:

Dear Delegation:

Thank you for meeting with the Ministry of Forests at the 2026 Union of BC Municipalities (UBCM) Convention held September 14-18 in Vancouver. We thoroughly enjoyed the collaborative spirit and opportunity to engage with you for meaningful discussion.

Due to the provincial election, we are presently unable to provide a detailed follow-up summary confirming how we will move forward together to address the issues talked about at UBCM. However, once the election period is complete, we will ensure the matters you raised at UBCM are shared with the Minister for further exploration.

Again, thank you to for joining the Ministry of Forests at the UBCM Convention to explore ideas and exchange perspectives on priority issues for the *Common Good*.

Sincerely,

Makenzie Leine, MBA, R.P.F.
Deputy Minister

pc: Office of the Minister of Forests

Ministry of Forests
Office of the Deputy Minister
Mailing Address:
PO Box 9352 Stn Prov Govt
Victoria, BC V8W 9M1
Tel: 250 952-6500
Website: www.gov.bc.ca/for

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Victoria, BC V8W 9M1
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October 7, 2026
Our Ref. 28278

Curtis Helgesen
Chief Administrative Officer
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Email Address: cheryl.anderson@rdbn.bc.ca

Dear Curtis Helgesen:

Thank you for meeting during the 2026 Union of British Columbia Municipalities convention.

I appreciated hearing about the priorities and challenges facing your community. Understanding local priorities helps inform the Ministry of Infrastructure's work to deliver capital projects that support essential services throughout the province, including schools, hospitals, and post-secondary facilities.

I hope you and other members of your delegation enjoyed a successful convention.

Sincerely,

Bobbi Plecas
Deputy Minister

cc: Amy Miller
Assistant Deputy Minister
Capital Planning and Delivery Division
Ministry of Infrastructure

Ministry of Infrastructure
Office of the
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