REGIONAL DISTRICT OF BULKLEY-NECHAKO
AGENDA
Thursday, November 12, 2026

INAUGURAL SWEARING-IN CEREMONY

CALL TO ORDER

ELECTION OF CHAIR

ELECTION OF VICE-CHAIR

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

November 12, 2026

Approve

MINUTES

Board Meeting Minutes - October 15, 2026 Page 5-18

Approve

PLANNING AND DEVELOPMENT

Referrals

Rowan Nagel, GIS/Planning Technician - Crown Land Referral No. 7410427 – Electoral Area C (Fort St James Rural) Page 19-21

Recommendation

ADMINISTRATION BYLAWS

Bylaw for Adoption

Cheryl Anderson, Director of Corporate Services - Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026 - Adoption Page 22-24

Recommendation

ADMINISTRATION REPORTS

Cheryl Anderson, Chief Election Officer - 2026 Local Government Elections Page 25-28

Receive

Cheryl Anderson, Director of Corporate Services - BC Natural Resources Forum - January 19-21, 2027 - Prince George, BC Page 29-30

Recommendation

Cheryl Anderson, Director of Corporate Services - Local Government Leadership Academy (LGLA) Elected Officials Seminar Series – January 27-29, 2027 – Prince George, B.C. Page 31-34

Recommendation

Cheryl Anderson, Director of Corporate Services - RDBN 2027 Board Meeting Schedule Page 35-36

John Illes, Chief Financial Officer - Asset Management Policies and Plans Page 37-55

Recommendation

Kaia Nitchie, First Nations Liaison - SSHRC Partnership Development Grant Application Participation Request Page 56-64

Recommendation

Cameron Hart, Community Development Coordinator - Northern Development Trust - Business Façade Improvement Program 2027 Application Page 65-75

Recommendation

Shari Boyer, Community Development Coordinator - Lakes District Airport Society – BC Air Access Program Application Support Page 76

Recommendation

Jason Blackwell, Regional Fire Chief - BCEHS First Responder Service Agreement Page 77-84

Recommendation

Jason Blackwell, Regional Fire Chief - First Nations 911 Service Contract Page 85-88

Jason Blackwell, Regional Fire Chief - Rural Fire Department Standard Operating Guidelines Page 89-90

Receive

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Non-Profit Navigator Newsletter Issues 3 (Summer) and 4 (Fall) Page 91-97

Receive

Megan D'Arcy, Regional Agriculture Coordinator - RDBN Food and Agriculture Plan Update Progress Report Page 98-107

Receive

Megan D'Arcy, Regional Agriculture Coordinator - Growing Opportunities Newsletter, Issue 37 Page 108-113

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 Sections 90(1)(c) of the Community Charter for the Board to deal with matters relating to:

- Labour Relations.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEETING MINUTES
Thursday, October 15, 2026

Directors Present: Chair Mark Parker
Shane Brienen
Leroy Dekens
Martin Elphee
Judy Greenaway
Clint Lambert
Linda McGuire
Shirley Moon
Kevin Moutray
Chris Newell
Michael Riis-Christianson
Stoney Stoltenberg
Sarrah Storey - via Zoom
Henry Wiebe
Alternate Director Frank Wray

Directors Absent: Gladys Atrill, Town of Smithers

Staff: Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
John Burt, Training and Safety Supervisor - left at 10:04 a.m.
Nellie Davis, Manager of Strategic Initiatives and Rural Services- via Zoom and In-Person
Alex Eriksen, Director of Environmental Services - left at 10:04 a.m., returned at 10:15 a.m., left at 10:30 a.m.
Jason Llewellyn, Director of Planning and Development Services
Amy Wainwright, Deputy Director of Planning and Development Services
Wendy Wainwright, Deputy Director of Corporate Services
Scott Zayac, Director of Protective Services - left at 10:30 a.m.

Others: Evelyn Bredow, Steti Transport Ltd. Smithers - via

Zoom - left at 10:38 a.m.
Heather Desarmia, Public Affairs Advisor, Coastal GasLink, TC Energy - via Zoom - left at 10:31 a.m.
Tanner Moulton, Senior Community Relations Advisor, Coastal GasLink, TC Energy - left at 10:31 a.m.
Ryan Nitchie, CAO, Village of Burns Lake - arrived at 10:06 a.m., left at 10:36 a.m.
Dean Trumbley, Chief Administrative Officer, District of Houston
Nicki Johnson, via Zoom - left at 11:20 a.m.
Merewyn Comeau, LD News - Black Press - via Zoom

CALL TO ORDER

Chair Parker called the meeting to order at 10:00 am

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

October 15, 2026

2026-BM-578
Moved by Director Stoltenberg
Seconded by Director Dekens
That the Agenda for October 15, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes - October 1, 2026

2026-BM-579
Moved by Director Brienen
Seconded by Director McGuire
That the Board Meeting Minutes for October 15, 2026 be approved.

CARRIED UNANIMOUSLY

Regional Transit Committee Meeting Minutes - October 1, 2026

2026-BM-580
Moved by Director Stoltenberg
Seconded by Director Elphee
That the Regional Transit Committee Meeting Minutes for October 1, 2026 be approved.

CARRIED UNANIMOUSLY

Rural Services Committee Meeting Minutes - October 1, 2026

2026-BM-581
Moved by Director Riis-Christianson
Seconded by Director Newell
That the Rural Services Committee Meeting Minutes for October 1, 2026 be approved.

CARRIED UNANIMOUSLY

* **Staff Introduction**

Alex Eriksen, Director of Environmental Services introduced John Burt, Training and Safety Coordinator.

DELEGATIONS

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

Chair Parker introduced Tanner Moulton, Communications Advisor, External Relations, British Columbia, Coastal GasLink - TC Energy.

Mr. Moulton commented that following LNG Canada's Final Investment announcement on September 19, 2026 TC Energy announced Coastal GasLink (CGL) Phase 2 will proceed. Construction is anticipated to start in 2027 with a completion date in 2030/2031.

Mr. Moulton provided a PowerPoint Presentation

- Project Overview
- Phase 2 - Overview and Scope of Work
- What is a Compressor Station?
- Phase 2 - Proposed Compressor Station Locations - Regional District of Bulkley-Nechako
    - Clear Creek Compressor Station Location
    - Segundo Lake Compressor Station Location
    - Parrot Lakes Compressor Station Location
- New Prince George Office - Under Construction
- Community Investment 2026
- Creating a legacy of safety and respect.

The following was discussed:

- Potential noise pollution from the compressor stations
    - Resident in Area G experiencing low level noise from the pipeline
    - Mr. Moulton will follow up with the Area Director and the resident
- Workforce accommodation at Parrott Lake and Huckleberry camp
    - Reclamation work will take place once construction is completed in 2030/2031
    - Huckleberry Camp will be used as a lay down site and CGL may apply to utilize the site for additional accommodation if required
- CGL being receptive to accepting requests from local governments for investment opportunities similar to the investment agreements with Indigenous Governments
    - Mr. Moulton noted that there may be opportunities for conversation at a higher level, however, he indicated it may not materialize
- Mr. Moulton will connect with Director McGuire regarding grant funding opportunities and support for the community
- Work lodges
    - Number of people anticipated at the work lodge locations
        - 300 to 350 people during peak construction
        - Parrot Lake Lodge, due to its remoteness, will be built for 500 people
    - Camps will have staggered starts with all five lodges open in some capacity by late 2027
- Workers using campground sites and local medical services
    - From past leanings with the CGL pipeline, they have more closely estimated the worker numbers required for the compressor station builds and their is not an anticipated overflow of the camp workforce into

external accommodations
    - Hiring locally creates less need for additional accommodation outside work lodging
- Socio-economic Effects Management Plan (SEEMP) process will help address concerns
    - Feedback to CGL is appreciated to provide understanding of community needs for CGL to outline and provide expectations to prime contractors.

Chair Parker thanked Mr. Moulton for attending the meeting.

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)

2026-BM-582
Moved by Director Stoltenberg
Seconded by Alternate Director Wray

1. That Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 2094, 2026 be given first and second reading this 15th day of October, 2026 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 this 15th day of October, 2026 and subsequently be taken to public hearing.
3. That the Board consider and approve the 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.

CARRIED UNANIMOUSLY

Bylaw for Adoption

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

2026-BM-583
Moved by Director Riis-Christianson
Seconded by Director Dekens
That Floodplain Management Amendment Bylaw No. 2118, 2026 be adopted this 15th day of October, 2026.

CARRIED UNANIMOUSLY

Temporary Use Permit

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

2026-BM-584
Moved by Director Stoltenberg
Seconded by Director Dekens
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.

CARRIED UNANIMOUSLY

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

2026-BM-585
Moved by Director Riis-Christianson
Seconded by Director Lambert
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 three years.

CARRIED UNANIMOUSLY

Development Variance Permit

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

2026-BM-586
Moved by Director Moon
Seconded by Director Greenaway
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.

CARRIED UNANIMOUSLY

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

2026-BM-587
Moved by Director Stoltenberg
Seconded by Alternate Director Wray
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.

CARRIED UNANIMOUSLY

Other

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

2026-BM-588
Moved by Director Riis-Christianson
Seconded by Director Greenaway
That the Board receive any submissions made regarding reconsideration.

CARRIED UNANIMOUSLY

2026-BM-589
Moved by Director Riis-Christianson
Seconded by Alternate Director Wray
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 after December 31, 2026.

CARRIED UNANIMOUSLY

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

2026-BM-590
Moved by Director Stoltenberg
Seconded by Alternate Director Wray
That staff provide the BC Environmental Assessment Office with the comments outlined in the staff report dated October 15, 2026 regarding the Tenas Project.

CARRIED UNANIMOUSLY

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

2026-BM-591
Moved by Director Moon
Seconded by Director Newell
That the Board direct staff to participate as a member of the Technical Advisory Committee for the Berg Copper Project Environmental Assessment process.

CARRIED UNANIMOUSLY

Director Newell brought forward concerns regarding the need to protect the Nanika Kid Price area. He spoke about preserving the area and the importance of the Technical Advisory Committee understanding the pristine area and preservation of the area. Discussion took place about the upcoming scheduled open houses scheduled for the Berg Copper Project and the importance of attending the public open houses.

PARKS AND TRAILS

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

2026-BM-592
Moved by Director Riis-Christianson
Seconded by Director Elphee

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 of 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.

CARRIED UNANIMOUSLY

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

2026-BM-593
Moved by Director Storey
Seconded by Director Moon
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.

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

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

2026-BM-594

Moved by Director Stoltenberg
Seconded by Director Greenaway
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.

CARRIED UNANIMOUSLY

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)

2026-BM-595

Moved by Director Stoltenberg
Seconded by Alternate Director Wray
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.

CARRIED UNANIMOUSLY

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

2026-BM-596

Moved by Director Greenaway
Seconded by Director Elphee
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.

CARRIED UNANIMOUSLY

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

2026-BM-597

Moved by Director Greenaway
Seconded by Director Moon
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.

CARRIED UNANIMOUSLY

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)

2026-BM-598

Moved by Director Moon
Seconded by Director Moutray
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.

CARRIED UNANIMOUSLY

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

2026-BM-599

Moved by Director Riis-Christianson
Seconded by Director Wiebe
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.

CARRIED UNANIMOUSLY

Cheryl Anderson, Director of Corporate Services - Q3 Quarterly Report

2026-BM-600

Moved by Director Stoltenberg
Seconded by Director Greenaway
That the Board receive the Director of Corporate Services' Q3 Quarterly Report.

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Ministry of Forests - UBCM Follow Up

2026-BM-601

Moved by Director Stoltenberg
Seconded by Alternate Director Wray
That the Board receive the Administration Correspondence from the Ministry of Forests regarding UBCM Follow Up.

CARRIED UNANIMOUSLY

Deputy Minister of Infrastructure - UBCM Follow Up

2026-BM-602

Moved by Director Dekens
Seconded by Director Lambert
That the Board receive the Administration Correspondence from the Deputy Minister of Infrastructure regarding UBCM Follow Up.

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Fraser Lake Update - Director Storey

- Completion of paving project
- Village of Fraser Lake staff and Council Barbeque at 12:00 p.m. today.

District of Fort St. James Update - Director Elphee

- Thank you to Director Greenaway for her guidance and support during the past term.

Village of Telkwa Update - Director Dekens

- Completion of water tower and road construction.

Village of Burns Lake Update - Director Wiebe

- Waste water treatment plant nearing completion
- Importance and strength of Northern B.C.
    - Significant revenue for the province comes from northern B.C.

The RDBN Board of Directors expressed their gratitude to one another for everyone's support and collaboration during the past term as Elected Officials. Director McGuire recognized Chair Parker for his work to foster relationships at the Board table and outside the organization. Chair Parker spoke of being honoured to serve as Chair and working as a team to be a successful Regional Board and the trust shown by the members of the Board.

RECEIPT OF VERBAL REPORTS

2026-BM-603
Moved by Director McGuire
Seconded by Director Dekens
That the Board receive the various Directors' verbal reports.

CARRIED UNANIMOUSLY

NEW BUSINESS

BC Natural Resources Forum - January 20-22, 2027 - Prince George, BC

Director Brienen spoke of encouraging Members of the Legislative Assembly, following the October 24, 2026 Provincial Election, to attend the BC Natural Resources Forum January 20-22, 2027 in Prince George, BC.

IN-CAMERA MOTION

2026-BM-604
Moved by Director Stoltenberg
Seconded by Director Wiebe
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

CARRIED UNANIMOUSLY

ADJOURNMENT

2026-BM-605
Moved by Director Stoltenberg
Seconded by Director Wiebe
That the meeting be adjourned at 11:27a.m.

CARRIED UNANIMOUSLY

_____

Mark Parker, Chair

_____

Wendy Wainwright, Deputy Director of Corporate Services

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Rowan Nagel, GIS/Planning Technician

Date: November 12, 2026

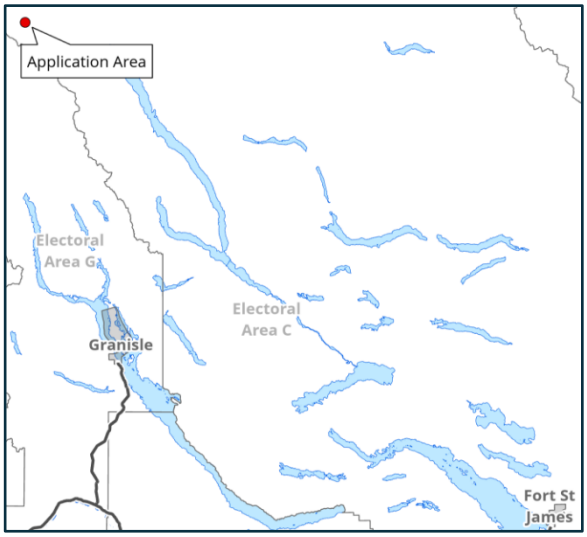
Subject: **Crown Land Referral No. 7410427 – Electoral Area C (Fort St James Rural)**

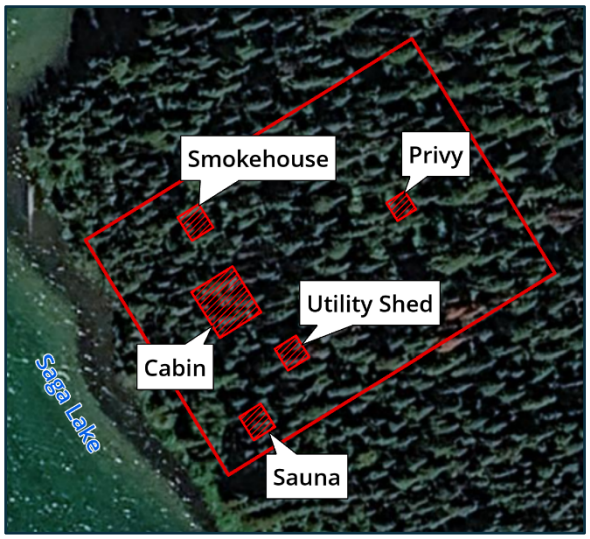
RECOMMENDATION: **(all/directors/majority)**

That the attached comment sheet be provided to the Province as the Regional District of Bulkley-Nechako's response to Crown Land Referral No. 7410427

BACKGROUND

The applicant, Driftwood Valley Outfitters Ltd., has applied for a 10-year Licence of Occupation over a 0.35 ha section of Crown land in the vicinity of Saga Lake for seasonal tourist accommodation. If granted, this licence would allow the applicant to construct a cabin and associated outbuildings near the shore of Saga Lake to serve as accommodation for seasonal guide-outfitting expeditions and cultural activities. The site is located in Electoral Area C (Fort St James Rural), approximately 210 km northwest of Fort St. James.





The site is currently undeveloped and forested. Tree clearing will be minimized, though some trees will need to be removed to fit the proposed improvements. The applicant will acquire an Occupant Licence to Cut if required. Proposed improvements include a 23.8 m^2 (256 ft^2) cabin, supported by a 9.0 m^2 (100 ft^2) utility shed, a 5.9 m2 (64 ft^2) sauna, and a 5.9 m^2 (64 ft^2) smokehouse. They also plan to construct a pit privy at least 30 m from the lake. Vegetation will be removed as required. Electricity will be provided by gasoline generator. Due to the remote location of the site, all access will be via floatplane. Once constructed, the cabin will accommodate groups of up to four people, between four and six times each summer.

The applicant emphasizes that this licence will not affect public access to the area. Both Saga Lake and the surrounding land will remain accessible to all users. At the end of the tenure period, improvements will be removed and the site restored to provincial standards, including the disassembly of structures.

ATTACHMENTS:

- Comment Sheet

STRATEGIC PLAN ALIGNMENT:

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

Regional District of Bulkley-Nechako

Comment Sheet on Crown Land Referral No. 7410427

Electoral Area:	Electoral Area C (Fort St James Rural)
Applicant:	Driftwood Valley Outfitters Ltd.
Existing Land Use:	Unsurveyed Crown Land
Zoning:	Not Zoned
OCP Designation:	Not Designated
Proposed Use Comply with Zoning:	N/A
Agricultural Land Reserve:	No
Access:	Air Access Only
Building Inspection:	No
Fire Protection:	No
Other comments:	N/A

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: November 12, 2026

Subject: **Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026 - Adoption**

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

That Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026 be adopted this 12th day of November, 2026.

BACKGROUND

Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 2119, 2026 was given three readings by the Board on October 15, 2026. The Board may now adopt the bylaw.

ATTACHMENTS:

Bylaw 2119, 2026

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 15th day of October, 2026.

READ A SECOND TIME this 15th day of October, 2026.

READ A THIRD TIME this 15th day of October, 2026.

CONSENT OF ELECTORAL AREA “D” DIRECTOR RECEIVED this 15th day of October, 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, Chief Election Officer

Date: November 12, 2026

Subject: **2026 General Local Election – Post Election Report**

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

Receive

BACKGROUND

Following the Notice of Nomination and the subsequent withdrawal period for the 2026 General Local Election, elections were held for Electoral Area A (Smithers/Telkwa Rural) and Electoral Area B (Burns Lake Rural). The remaining candidates were acclaimed as outlined in the attached Declaration of Official Election Results.

Mail ballot voting was available for the election. Five mail ballot requests were received for Electoral Area A and none for Electoral Area B. Three completed mail ballots were returned in time to be counted.

In accordance with the *Local Government Act,* two advance voting opportunities were provided in Electoral Area A as required based on population. One advance poll was provided in Electoral Area B.

The Determination of Election Results for Electoral Areas A and B are attached and include the vote totals for each candidate by polling station.

The election process for Electoral Areas A and B was completed successfully, and the official results were declared in accordance with the *Local Government Act*.

ATTACHMENTS:
Declaration of Official Election Results
Determination of Election Results Electoral Area A
Determination of Election Results Electoral Area B

Form No. 14-3
Multiple Positions
LGA s.146(2)(b), VC s.108(2)(b)

REGIONAL DISTRICT OF BULKLEY-NECHAKO

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2026

I, Cheryl Anderson, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Electoral Area Director:

Electoral Area A (Smithers/Telkwa Rural)	Stoney Stoltenberg
Electoral Area B (Burns Lake Rural)	Michael Riis-Christianson

I do hereby declare the following candidates elected by acclamation:

Electoral Area C (Fort St. James Rural)	Riley Willick
Electoral Area D (Fraser Lake Rural)	Mark Parker
Electoral Area E (Francois/Ootsa Lake Rural)	Clint Lambert
Electoral Area F (Vanderhoof Rural)	Shirley Moon
Electoral Area G (Houston/Granisle Rural)	Chris Newell

Office of Commissioner of the Fort Fraser Local Community Commission:
Linda Cochran
Steve Cochran
Donald Webster
Frederick Webster

Dated at Burns Lake, BC
this 20th day of October, 2026.

Chief Election Officer

Form No. 14-1
LGA s.145(8), VC s.107(8)

REGIONAL DISTRICT OF BULKLEY-NECHAKO

DETERMINATION OF ELECTION RESULTS

GENERAL LOCAL ELECTION – 2026
Electoral Area A (Smithers/Telkwa Rural)

	Kerr, Colin	**Stoltenberg,** Stoney
Advance Voting Opportunity: October 7 Telkwa Community Hall	7	24
Advance Voting Opportunity: Town of Smithers – October 7	8	25
Advance Voting Opportunity: Town of Smithers – October 14	22	26
Muheim Elementary School: October 17	66	171
Telkwa Community Hall: October 17	35	90
Round Lake Hall: October 17	11	28
TOTAL NUMBER OF VALID VOTES CAST	149	364

This determination of official election results was made by the Chief Election Officer on Tuesday, October 20, 2026 at 2:00 p.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Cheryl Anderson, Chief Election Officer

Form No. 14-1
LGA s.145(8), VC s.107(8)

REGIONAL DISTRICT OF BULKLEY-NECHAKO

DETERMINATION OF ELECTION RESULTS

GENERAL LOCAL ELECTION – 2026
Electoral Area B (Burns Lake Rural)

	Riis-Christianson, Michael	**Rogers**, Mark	**Wilson**, Kyle
Advance Voting Opportunity: October 7 Regional District of Bulkley-Nechako	38	4	1
Lakeside Multiplex – October 17	81	25	38
Decker Lake Elementary School - October 17	33	12	5
TOTAL NUMBER OF VALID VOTES CAST	152	41	44

This determination of official election results was made by the Chief Election Officer on Tuesday, October 20, 2026 at 2:00 p.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Cheryl Anderson, Chief Election Officer

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: November 12, 2026

Subject: **BC Natural Resources Forum – January 19-21, 2027 – Prince George, B.C.**

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

That the Board authorize the attendance of Rural Directors wishing to attend the BC Natural Resources Forum on January 19-21, 2027 in Prince George, B.C.

BACKGROUND

The BC Natural Resources Forum is taking place in Prince George from January 19-21, 2027. The conference program can be viewed here BC Natural Resources Forum | 2026 Program.

Registration options are attached, and all associated costs will come from each director's rural legislative budget.

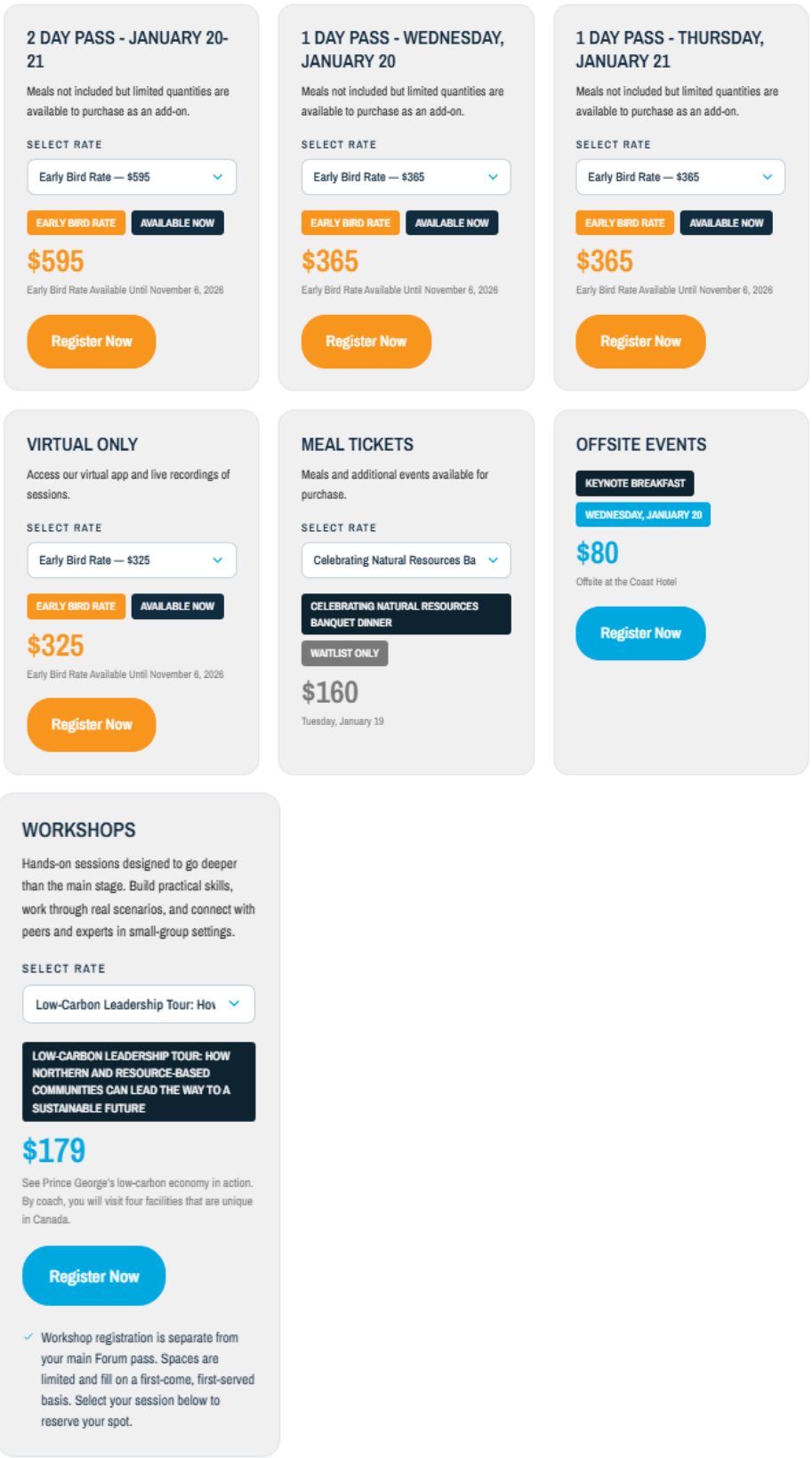
ATTACHMENTS:

BCNR Ticket Options

STRATEGIC PLAN ALIGNMENT:

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

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):
2.3 Extend invitations to Minsters and staff to visit our region to observe and discuss our issues in-person.


2 DAY PASS - JANUARY 20-21
Meals not included but limited quantities are available to purchase as an add-on.
SELECT RATE
Early Bird Rate — $595
EARLY BIRD RATE
AVAILABLE NOW
$595
Early Bird Rate Available Until November 6, 2026
Register Now
1 DAY PASS - WEDNESDAY, JANUARY 20
Meals not included but limited quantities are available to purchase as an add-on.
SELECT RATE
Early Bird Rate — $365
EARLY BIRD RATE
AVAILABLE NOW
$365
Early Bird Rate Available Until November 6, 2026
Register Now
1 DAY PASS - THURSDAY, JANUARY 21
Meals not included but limited quantities are available to purchase as an add-on.
SELECT RATE
Early Bird Rate — $365
EARLY BIRD RATE
AVAILABLE NOW
$365
Early Bird Rate Available Until November 6, 2026
Register Now
VIRTUAL ONLY
Access our virtual app and live recordings of sessions.
SELECT RATE
Early Bird Rate — $325
EARLY BIRD RATE
AVAILABLE NOW
$325
Early Bird Rate Available Until November 6, 2026
Register Now
MEAL TICKETS
Meals and additional events available for purchase.
SELECT RATE
Celebrating Natural Resources Ba
CELEBRATING NATURAL RESOURCES BANQUET DINNER
WAITLIST ONLY
$160
Tuesday, January 19
OFFSITE EVENTS
KEYNOTE BREAKFAST
WEDNESDAY, JANUARY 20
$80
Offsite at the Coast Hotel
Register Now
WORKSHOPS
Hands-on sessions designed to go deeper than the main stage. Build practical skills, work through real scenarios, and connect with peers and experts in small-group settings.
SELECT RATE
Low-Carbon Leadership Tour: Hov
LOW-CARBON LEADERSHIP TOUR: HOW NORTHERN AND RESOURCE-BASED COMMUNITIES CAN LEAD THE WAY TO A SUSTAINABLE FUTURE
$179
See Prince George's low-carbon economy in action. By coach, you will visit four facilities that are unique in Canada.
Register Now
Workshop registration is separate from your main Forum pass. Spaces are limited and fill on a first-come, first-served basis. Select your session below to reserve your spot.

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: November 12, 2026

Subject: **Local Government Leadership Academy (LGLA) Elected Officials Seminar Series – January 27-29, 2027 – Prince George, B.C.**

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

That Rural Directors be authorized to attend the LGLA Elected Officials Seminar Series on January 27-29, 2027 in Prince George, B.C.

BACKGROUND

The upcoming Elected Officials Seminar (EOS) provides an opportunity for newly elected and returning officials to strengthen their understanding of governance, leadership, and decision-making in local government. Through practical learning, discussion, and networking with colleagues, participants gain valuable insights and connections to support them in their roles and contribute to a successful term in office.

ATTACHMENTS:

Draft Program

STRATEGIC PLAN ALIGNMENT:

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

Not Applicable

Program Overview

Check back here for updates and presenter information as the program develops.

Day 1 (Wednesday) Start Time: 1:00 p.m.

Welcome & Seminar Overview

An overview of the seminar, learning objectives, and available resources, along with welcome remarks from local government leaders and partner organizations.

The Election Is Over...What Next?

The campaign is over and the real work of governing begins. This introductory session helps elected officials transition from campaigning as individuals to serving as members of a collective governing body. Participants will explore the realities of local government leadership, the responsibilities that come with elected office, and practical strategies for building effective relationships with colleagues, staff, and the community during the critical first months of a term.

Roles, Responsibilities & Effective Governance

Strong local governments depend on role clarity, sound governance practices, and effective decision-making. This session examines the respective roles of elected officials, councils and regional district boards, chief administrative officers, and staff. Participants will gain a deeper understanding of governance structures, the CAO model, accountability, and the processes that support informed and collaborative decision-making.

Newly Elected Officials: Meeting Procedures 101

Effective meetings are essential to effective governance. This session introduces meeting procedures, rules of order, and the roles that elected officials play in supporting fair, transparent, and efficient decision-making processes. Participants will strengthen their understanding of how to share perspectives, manage debate, and move decisions forward constructively.

Returning Elected Officials: Sound Decisions in Complex Times

Building on governance fundamentals, this session explores how councils and boards make sound decisions in complex environments. Participants will examine decision-making frameworks, ethical judgment, risk, accountability, and the effective use of staff advice and public input. Through practical scenarios, they will strengthen their ability to navigate competing priorities, test assumptions, and make transparent decisions that serve the long-term public interest.

Day 2 (Thursday) Start Time: 7:00 Breakfast, 8:30 Session Start

Plan Today, Shape Tomorrow: Building Complete Communities

Land use planning is one of the most influential responsibilities of local government. This session explores official community plans, local area plans, public hearings, development decision-making, and community engagement. Participants will examine how planning decisions shape growth, housing, infrastructure, environmental sustainability, Indigenous relationships, and the long-term well-being of communities.

Disagreement Without Derailment: Respectful Governance in Action

Disagreement is a natural part of democratic decision-making, but how elected officials navigate conflict can shape the effectiveness of their council or board. This session explores codes of conduct, ethical leadership, and practical approaches to managing differences of opinion while maintaining trust, professionalism, and productive working relationships. Participants will learn how respectful governance contributes to better decision-making and stronger organizational culture.

Beyond the Budget: Financial Stewardship for Elected Officials

One of the most important responsibilities of elected officials is ensuring the responsible management of public resources. This session introduces key financial concepts including revenues, expenditures, taxation, assessment, budgeting, long-term financial planning, borrowing, reserves, and financial transparency. Participants will also gain insight into on the local government financial management landscape, and the financial systems that support local government service delivery.

Real Talk: Lessons from Local Leaders

Learn from the experiences of seasoned elected officials who have navigated the challenges and opportunities of public service. Through practical stories, reflections, and advice, participants will explore leadership lessons, governance insights, and strategies for building successful and rewarding terms in office.

Day 2 Reception & Networking

Connect with fellow elected officials, local government professionals, and program partners in an informal setting.

Day 3 (Friday) Start Time: 7:00 Breakfast, 8:30 Session Start

Risk, Resilience & Leadership in Times of Crisis

When crises and emergencies occur, elected officials have an important governance, leadership, and communications role. This session provides an overview of emergency management systems, governance responsibilities, media relations, public messaging, and risk management. Participants will learn strategies for supporting informed decision-making and communicating clearly with residents, stakeholders, and the media to strengthen transparency, public trust, and community resilience before, during, and after a crisis.

Closing Session & Adjournment (Noon)

A closing reflection on key lessons from the seminar, opportunities for continued learning, and next steps as participants begin their term of office.

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: November 12, 2026

Subject: **RDBN 2027 Board Meeting Schedule**

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

That the Board approve the 2027 Board meeting schedule.

BACKGROUND

In accordance with the RDBN Procedure Bylaw, the Board is required to establish the time, place, and dates for its regular Board and Committee meetings at the Inaugural Meeting each year. Attached for the Board's consideration is the proposed 2027 meeting schedule. Meetings will take place in the RDBN Boardroom, typically at 10 am.

ATTACHMENTS:

2027 RDBN Board Meeting Calendar

STRATEGIC PLAN ALIGNMENT:

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

2027 RDBN Board Meeting Schedule

Calendar for Year 2027 (Canada)

timeanddate

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

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14	15	16	17	18	19	20
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28	29	30	31			

April

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11	12	13	14	15	16	17
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25	26	27	28	29	30	

May

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1 New Year's Day (All)
Jan 14 Board Meeting/Strategic Planning
Jan 15 Strategic Planning
Jan 19 BC Natural Resources Forum
Jan 20 BC Natural Resources Forum
Jan 21 BC Natural Resources Forum
Jan 27 Elected Officials Seminar
Jan 28 Elected Officials Seminar
Jan 29 Elected Officials Seminar
Feb 4 Board/Committee Mtgs
Feb 15 Family Day
Feb 18 Board/Committee Mtgs
Mar 4 Board/Committee Mtgs
Mar 18 Board/Committee Mtgs
Mar 26 Good Friday (All)
Mar 26 Good Friday
Mar 29 Easter Monday (All)
Mar 29 Easter Monday
Apr 1 Board/Committee Mtgs
Apr 7 Council of Forest Industries
Apr 8 Council of Forest Industries
Apr 9 Council of Forest Industries
Apr 15 Board/Committee Mtgs
Apr 20 Chair/CAO Forum
Apr 21 Chair/CAO Forum
May 6 Board/Committee Mtgs
May 20 Board/Committee Mtgs
May 24 Victoria Day (All)
May 24 Victoria Day
May 26 NCLGA
May 27 NCLGA
May 28 NCLGA
May 29 NCLGA
Jun 3 Board/Committee Mtgs
Jun 10 Federation of Canadian Municipalities
Jun 11 Federation of Canadian Municipalities
Jun 12 Federation of Canadian Municipalities
Jun 13 Federation of Canadian Municipalities
Jun 24 Board/Committee Mtgs
Jul 1 Canada Day (All)
Jul 15 Board/Committee Mtgs
Aug 2 Civic/Provincial Day
Aug 2 BC Day
Aug 12 Board/Committee Mtgs
Sep 2 Board/Committee Mtgs
Sep 6 Labour Day (All)
Sep 16 Board/Committee Mtgs
Sep 20 UBCM Convention
Sep 21 UBCM Convention
Sep 22 UBCM Convention
Sep 23 UBCM Convention
Sep 24 UBCM Convention
Sep 30 National Day for Truth and Reconciliation (All)
Sep 30 National Day for Truth and Reconciliation
Oct 7 Board/Committee Mtgs
Oct 11 Thanksgiving Day (All)
Oct 21 Board/Committee Mtgs
Nov 4 Board/Committee Mtgs
Nov 11 Remembrance Day (All)
Nov 11 Remembrance Day
Nov 18 Board/Committee Mtgs
Dec 9 Board/Committee Mtgs
Dec 25 Christmas Day (All)
Dec 26 Boxing Day / Christmas Holiday (All)
Dec 26 Boxing Day
Dec 27 Boxing Day / Christmas Holiday (All)
Dec 27 Winter Break Closure
Dec 28 Boxing Day / Christmas Holiday (All)
Dec 28 Winter Break Closure
Dec 29 Winter Break Closure
Dec 30 Winter Break Closure
Dec 31 Winter Break Closure

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: John Illes, CFO

Date: November 12, 2026

Subject: **Asset Management Policies and Plans**

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

That the proposed Tangible Capital Asset Policy be approved and that the previous version be repealed.

That the proposed Asset Management Policy be approved and that the previous version be repealed.

BACKGROUND

The importance of Asset Management Planning (or AMP) has increased over the last ten years and is now recognized as a critical part of accounting and budgeting.

For example, the last "Gas Tax" agreement signed in 2024 required that all senior staff and elected officials take basic AMP training as a condition of continuing to receive funding. In addition, under this agreement local governments must report on improvements of AMP practices yearly to the Ministry, must develop and implement a long-term financial plan, and implement an asset management performance measure.

The Northwest BC Regional Funding Agreement (also known as the RBA Agreement) specifies that through board resolution, the Regional District must demonstrate to the Province a commitment to implement sound asset management practices and the development of asset management plans that are linked to long-term financial plans for core services by 2028.

Staff are bringing forward as part of this memo an updated Tangible Capital Asset Policy and Asset Management Policy to initiate the boards review of the AMP for each core service area as per the Board's agreement with the province. At future meetings, staff will begin bringing forward these asset management plans beginning with the rural fire services.

As part of the budget process for the 2027-2031 Five Year Financial Plan, staff will be bringing forward the 10-year long term financial plan.

The Tangible Capital Asset Policy was last updated in 2022 and since that time, several Public Sector Accounting Standards (PSAS) have been brought into place that have necessitated a policy change. In addition, the Regional District has updated the amortization period of its asset categories. For the purposes of the annual financial audit, this policy is recommended to be approved by the Board before the end of 2026. This will allow the finance department to use these new amortization periods in its year end.

The new policy references the PSAS with regard to the factors used in the estimate of the useful life of an asset and also for what factors should be considered to cause a change in the useful life of an asset. In general, the estimation of the useful life of assets has increased for the Regional District. This is mostly attributable to the Regional District keeping its assets for a longer period of time, the Regional District improving its maintenance program and maintenance tracking program, and the Regional District often "rebuilding" equipment and heavy haul trucks to extend their lifespan.

The estimate of useful life for equipment, vehicles, and buildings does not imply that these assets will immediately be disposed of at the end of this time period but rather that the vehicle will be "completely expensed" for the purpose of the Regional District's financial statements. The disposal or sale of any asset is based on an assessment of its current condition, its expected future maintenance cost, and its current suitability for the work it is expected to do at the time.

The Asset Management Policy was first created and adopted in 2020. Staff have undertaken an update of this to be consistent with the developments in the Local Government Asset Management Planning field since 2020. Staff have reviewed the asset management policies of many other regional districts. This new proposal is a substantial rewrite of the old policy.

The new policy updates the accountability of different members of the Regional District and helps provide direction to staff on priorities and deliverables.

The federal government has recently required senior staff and elected officials to undertake introductory asset management training (which usually takes about two hours) as a condition to receive funds from the Build Communities Strong Fund (that was once called the Gas Tax Fund). Details of this training will be provided to directors in the new year.

ATTACHMENTS:
Tangible Capital Asset Policy (Proposed)
Tangible Capital Asset Policy (Current/Adopted 2022)

Asset Management Policy (Proposed)
Asset Management Policy (Current/Adopted 2020)

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
Policy #F-9
TANGIBLE CAPITAL ASSET POLICY
Approved: XXXX

PURPOSE:
This Tangible Capital Asset Policy promotes sound corporate management of capital assets and complies with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

SCOPE:
This policy applies to all tangible capital assets owned, purchased, constructed by the Regional District of Bulkley-Nechako (RDBN), or donated to the RDBN by other parties. This policy applies to all departments. This policy does not cover intangible capital assets.

POLICY

Capital Assets are non-financial assets having physical substance that:

- The RDBN uses on a continual basis for operations.
- Have useful economic lives extending beyond one year.
- Are not for sale in the ordinary course of operations.

Betterments are costs incurred to enhance the service potential of a tangible capital asset. Enhanced service potential increases the previously assessed physical output or service capacity or extends the physical life of the asset.

Expenditures incurred to maintain the originally anticipated service potential of an asset or infrastructure component, or its estimated useful life, are repairs and maintenance.

ASSET CLASSES
PSAB 3150 requires that tangible capital assets be reported for separately in the notes to the financial statements.

The RDBN will use the following categories in the notes to the financial statements:

- Land
- Buildings
- Equipment including passenger vehicles
- Water Infrastructure
- Sewer Infrastructure
- Landfill
- Transfer Stations
- Regional Parks

- Asset Retirement Obligations (ARO)

CAPITALIZATION THRESHOLDS

The RDBN shall capitalize and record tangible capital asset expenditures in the capital asset ledger according to the following thresholds:

- All land.
- Buildings, and leasehold improvements, and pooled assets with a combined total of $50,000 or greater.
- All other assets with an individual unit cost $10,000 or greater.
- Any other asset below these limits deemed necessary to capitalize by the Chief Financial Officer of the RDBN.

For constructed assets, all direct costs (excluding staff costs) associated with the project are included in establishing the asset value.

The RDBN does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

AMORTIZATION

Amortization of tangible capital assets shall be on a straight-line basis (based on original life), except in conditions where it is more appropriate to use a different method. PSAB 3150.28 states: The *useful life of a tangible capital asset depends on its expected use by the public sector entity. Factors to be considered in estimating the useful life of a tangible capital asset include:*

a) expected future usage;
b) effects of technological obsolescence;
c) expected wear and tear from use or the passage of time;
d) the maintenance program;
e) studies of similar items retired; and
f) the condition of existing comparable items.

The following useful lives have been determined for these common asset categories:

- Buildings, Landfills, Transfer Stations 40-60 years
- Water and Sewer systems 50-80 years
- Heavy vehicles 10-25 years
- Passenger vehicles 7-12 years
- Other equipment 5-15 years

CHANGES IN USEFUL LIFE

The Chief Financial Officer shall periodically review all the RDBN's assets to determine if the estimated useful remaining life needs to be changed. The following factors listed in PSAB 3150.30 will be considered: *Significant events that may indicate a need to revise the amortization method or the estimate of the remaining useful life of a tangible capital asset include:*

a) *a change in the extent to which the tangible capital asset is used;*
b) *a change in the manner in which the tangible capital asset is used;*
c) *removal of the tangible capital asset from service for an extended period of time;*
d) *physical damage;*
e) *significant technological developments;*
f) *a change in the demand for the services provided through use of the tangible capital asset; and*
g) *a change in the law or environment affecting the period of time over which the tangible capital asset can be used.*

Changes in the useful life of a tangible capital asset must be realized in the fiscal year that the estimate is revised and cannot be reversed.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
Tangible Capital Asset Policy
Adopted: December 2022

PURPOSE:
This Tangible Capital Asset Policy promotes sound corporate management of capital assets and complies with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

SCOPE:
This policy applies to all tangible capital assets owned, purchased, constructed by the Regional District of Bulkley-Nechako (RDBN), or donated to the RDBN by other parties. This policy applies to all departments. This policy does not cover intangible capital assets.

POLICY

Capital Assets are non-financial assets having physical substance that:

- The RDBN uses on a continual basis for operations.
- Have useful economic lives extending beyond one year.
- Are not for sale in the ordinary course of operations.

Betterments are costs incurred to enhance the service potential of a tangible capital asset. Enhanced service potential increases the previously assessed physical output or service capacity or extends the physical life of the asset.

Expenditures incurred to maintain the originally anticipated service potential of an asset or infrastructure component, or its estimated useful life, are repairs and maintenance.

ASSET CLASSES
PSAB 3150 requires that tangible capital assets be reported for separately in the notes to the financial statements.

The RDBN will use the following categories in the notes to the financial statements:

- Land.
- Buildings.
- Equipment, vehicles, and Furniture
- Water Infrastructure.
- Sewer Infrastructure.
- Regional Parks.
- Other Engineered Structures (Landfills and Transfer Stations).

CAPITALIZATION THRESHOLDS

The RDBN shall capitalize and record tangible capital asset expenditures in the capital asset ledger according to the following thresholds:

- All land.
- Buildings, and leasehold improvements, and pooled assets with a combined total of $50,000 or greater.
- All other assets with an individual unit cost of $10,000 or greater.
- Any other asset below these limits deemed necessary to capitalize by the Chief Financial Officer of the RDBN.

For constructed assets, all direct costs (excluding staff costs) associated with the project are included in establishing the asset value.

The RDBN does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

AMORTIZATION

Amortization of tangible capital assets shall be on a straight-line basis (based on original life), except in conditions where it is more appropriate to use a different method.

The following useful lives have been determined for these common asset categories:

- Buildings 40-50 years
- Water and waste systems 50-80 years
- Heavy vehicles 5-10 years
- Passenger vehicles 5-7 years
- Other equipment 5-10 years

WRITE DOWNS

The net write-downs of a tangible capital asset are expensed in the statement of operations and cannot be reversed.

The RDBN should write down the cost of a tangible capital asset when it can demonstrate that the reduction in future economic benefits will be permanent.

Regional District of Bulkley-Nechako
Policy #F-8
ASSET MANAGEMENT POLICY
Approved: XXXX

PURPOSE:

The Regional District of Bulkley-Nechako (RDBN) is responsible for a wide range of regional, sub-regional, and local services. The delivery of these services requires ownership and responsible operation, maintenance, renewal, upgrade and / or disposal of assets including land, buildings, equipment, machinery, vehicles, water and wastewater infrastructure, parks and greenspace, and natural assets.

Asset management is an integrated approach to deliver value to our communities through the effective management of existing and new assets.

The intent is to maximize benefit, manage risk, and provide satisfactory levels of service in a socially, environmentally, economically, and culturally responsible way. Good asset management practices are fundamental to achieving sustainable and resilient communities.

A successful asset management program requires the involvement of all RDBN departments.

This policy will:

1. Establish responsible governance for the practice of asset management.
2. Document the RDBN's commitment to asset management and the continuous improvement (measured progress) of the asset management program.
3. Define guiding principles for the development, implementation, and integration of the asset management program.
4. Delineate the roles and responsibilities for the delivery of the asset management program and sustainable service delivery.

SCOPE:

- This policy applies throughout the RDBN, including employees, volunteers, contractors, and elected officials.
- This policy applies to all existing and new assets owned, managed, or used by the RDBN to provide services.

- RDBN owns a wide range of asset types that deliver services to the people of our Region. Each year the RDBN may receive or construct new assets.
- In addition, the RDBN may rely on natural assets or other assets that it does not own, in order to deliver services.
- Where service provision is supported by other assets not owned by the RDBN, we will work collaboratively with those asset owners and promote the principles outlined in this policy.
- The RDBN recognizes the importance of natural assets and may include these in its inventories and asset management practices. Examples include water bodies, wetlands and wildlife corridors.

DEFINITIONS:

- **Asset:** an item, thing or entity that has potential or actual value to an organization.
  - **Engineered Assets** are owned, bought or constructed by the RDBN.
  - **Natural Assets** are naturally occurring features which perform or support RDBN service delivery and may include artificial features that mimic naturally occurring features such as the watershed, ditches, ponds and wetlands. Natural assets may or may not be owned by the RDBN.
  - **Intangible Assets** also provide value to the organization and include people, processes, relationships, culture, reputation, or the economic context.
- **Asset Management:** the coordinated activities to deliver value to the community from its assets in the achievement of sustainable service delivery and its organizational objectives.
- **Asset Management Program:** the set of policies, governing principles, strategies, processes, practices, and enablers (such as technology tools, data, materials, equipment, and human resources) that are applied to manage assets through their lifecycle.
- **Asset Management Plans**: A plan developed for the management of infrastructure assets that combines multidisciplinary management strategies (including technical and financial) over the lifecycle of the asset in the most cost-effective manner to deliver a specified level of service. It specifies the activities, resources and timescales required for individual assets (or asset grounds) to achieve the organization's asset management objectives. A significant component of the plan is therefore a long-term program of works and cash flow projection for the activities. Each plan will vary in complexity depending on the asset group it pertains to.
- **Disposal:** actions necessary to decommission, dispose, or repurpose assets that are no longer required.

- **Level of Service:** service level delivered to the public by the RDBN. This can take the form of the selection of services that are provided, the standard of infrastructure in place, or the standard to which an asset is maintained. The desire for a particular level of service will directly affect utility user rates or taxation.
- **Lifecycle:** a series of stages through the age of an asset that characterizes the ability of the asset to meet an expected level of service and retain its identity as an asset.
- **Lifecycle Cost:** costs associated with an asset from identification of need until disposal including costs associated with design, construction, acquisition, operations, maintenance, energy, and cost of carbon, upgrades, renewals, and disposal. Costs may be direct or indirect.
- **Risk:** a chance of an event occurring that could have a negative impact; it is measured in terms of a combination of the likelihood of an event and its consequences. Consequences may affect the environment, community (social), service delivery, lifecycle cost, strategic and operational objectives, or ability to fulfil regulatory requirements.
- **Stakeholders:** includes but not limited to RDBN residents, elected officials, community partners (such as neighbouring municipalities, First Nations, and not-for-profit partners), staff, and organizations that affect or are affected by, Asset decisions.
- **Sustainable Service Delivery**: providing the desired services, at the desired level, to the appropriate people at the right time in the most effective and responsible manner possible.

POLICY

1. **Decisions about service delivery are prioritized in a clear, consistent, and transparent way based on trade-offs between level of service, lifecycle cost, and risk.**
    - Levels of service are defined and based on regulatory requirements, best practices for lifecycle optimization, risk management, customer expectations and willingness to pay.
    - The full lifecycle cost of any new asset is determined and used to understand cumulative impacts to operations.
    - Development standards reflect the lifecycle costs of infrastructure.
    - A risk framework (considering both likelihood and consequence) is in place.
    - Service delivery investment decisions are informed by a clear and transparent set of criteria.
    - Trade-offs between level of service, cost, and risk are documented and understood.

2. **The RDBN demonstrates organizational alignment and commitment to sustainable service delivery.**
    - Relevant corporate strategies, policies, and plans are informed by each other and together support sustainable service delivery considering socio-cultural, environmental, and economic consequences and responsibilities.
    - Have a system wide approach to asset management using formal, consistent and repeatable methods across all services.
    - Elected officials and the executive management team support staff in providing sustainable service delivery.
    - Standard operating procedures support sustainable service delivery.
3. **Appropriate information and tools are available, integrated, and used alongside professional judgement to inform decisions.**
    - The RDBN continues to develop and maintain a complete and accurate asset inventory.
    - Limitations of qualitative and quantitative data are documented and understood.
    - Data is accessible to all who need it.
    - Suitable software systems are in place and integrated to the extent practical and staff are knowledgeable in their use.
    - The outputs of software systems and other tools are used as inputs to collaborative discussions in which decisions are ultimately made using professional judgement.
4. **Sufficient financial resources are in place to enable sustainable service delivery and continuous improvement in asset management.**
    - Financial decisions are in alignment with the fiscal framework and strategic documents.
    - The setting of taxation, user rates, fees, and charges is informed by the full lifecycle cost of service delivery.
    - Funding levels are predictable and well planned over the long term and consider the multigenerational life of infrastructure.
    - Staff understand the funding available to support long-term capital planning.
5. **Sufficient human resources are in place to enable sustainable service delivery and continuous improvement in asset management.**
    - Human resource levels are appropriate for the target level of service.
    - Staff knowledge and experience is valued, retained, and captured within processes and procedures.
    - Staff are provided with professional development opportunities to build knowledge and skillset in asset management.
    - A cross-functional team is in place to champion sustainable service delivery.
    - All staff involved in infrastructure service delivery understand their role and see how their work contributes to a sustainable service delivery.

6. **The RDBN continuously improves sustainable service delivery and measures, tracks, and communicates progress.**
   - Asset management plans align with targets and recommendations in the Corporate Energy and Emissions Plan.
   - Greenhouse gas emissions reduction is considered in capital planning decisions and the design and / or rehabilitation of infrastructure, with the goal of phasing out the resilience on fossil fuels.
   - Climate change impacts are considered in land use and capital planning decisions, operations and the design and /or rehabilitation of infrastructure.
   - The role of natural assets is considered in the RDBN's approach to climate change adaptation and mitigation.
7. **Stakeholders are appropriately engaged in decisions about sustainable service delivery.**
   - Levels of Service and trade-offs between costs and services are informed by and understood by staff, elected officials, stakeholders, and the public.
   - Public input used to inform decisions about service delivery is representative of the target customer.

ROLES AND RESPONSIBLITIES FOR LEADING IMPLEMENTATION

ROLE	RESPONSIBILITY
Board of Directors	• Provides strategic direction and governance to the organization • Represents the community's values and best interests when making decisions and setting risk and service levels • Adopts and revises the Asset Management Policy as required • Provides funding and resources towards sustainable service delivery through the annual financial planning process within the RDBN's means • Take the Asset Management Training required by the Federal Government under the Build Communities Strong Fund – Community Stream.

ROLE	RESPONSIBILITY
Chief Administrative Officer	• Provides an organization-wide perspective on sustainable service delivery • Ensures the asset management program remains consistent with corporate objectives • Oversees involvement of executive management team and ensures sustainable service delivery related responsibilities are allocated effectively amongst staff
Chief Financial Officer	• Executive sponsor of the asset management program providing overall leadership for advancements and alignment to corporate objectives • Ensures effective corporate internal services are provided through the finance department • Development, implementation and maintaining the fiscal framework and strategy
Director of Environmental Services	• Sponsor of the asset management program providing overall leadership for advancements and alignment to corporate objectives as it relates to Environmental Services • Oversees the vast majority of RDBN assets • Ensures sustainable service delivery are allocated effectively amongst environmental services staff
All Managers	• Champion of the asset management program • Take the Asset Management Training required by the Federal Government under the Build Communities Strong Fund – Community Stream. • Integrate Asset Management Policy with other RDBN policies, strategies, plans and processes • Responsible for the management of the asset registry to which they are assigned • Accounts for the timely data entry into the corporate asset management system, its accuracy and relevance as well as for defining the key performance indicators of their assets • Responsible for the continual optimization/improvements of processes and resource allocation by using the information generated by the system • Participate in daily risk management and complete the required analyzes

	• Develop appropriate financial plans and service expectations within the asset registry for which they are accountable
Asset Management Steering Committee	• Provides corporate oversight to the asset management program • Ensure program is operationally executable, and the goals and directions are maintained • Set priorities, endorses roadmap, approve work programs and allocates resources • Ensures staff training is available, ensures staff gain an adequate level of understanding as to the importance of sustainable service delivery and asset management, and their role in implementing the asset management plans for their department

ROLE	RESPONSIBILITY
Asset Management Staff	• Lead the development and implementation of RDBN's asset management program and reports on sustainable service delivery • Maintains the line of sight between corporate objectives and the asset management program, recognizing and responding to shifts in organizational context, strategies, or impacts to sustainable service delivery • Coordinates and support leadership to ensure effective and efficient delivery of departmental plans and prioritize areas for improvement • Maintains knowledge of industry best practices, stays connected to local knowledge bases, and builds internal asset management knowledge through training and engagement • Supports department, leads multiple asset management initiative • Establishes and maintains a corporate master asset registry

ADOPTED: 2020

REGIONAL DISTRICT OF BULKLEY-NECHAKO
ASSET MANAGEMENT POLICY AND STRATEGY

PURPOSE:

To provide guidance and to outline the desired outcomes and responsibilities as the Regional District formalizes its Asset Management Program.

GENERAL:

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as "the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset". To guide the organization, the following policy statements have been developed:

a) The Regional District will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.

b) The Regional District will monitor standards and service levels to ensure that they meet/support community and Board goals and objectives.

c) The Regional District will develop and maintain asset inventories of all its infrastructures.

d) The Regional District will establish infrastructure replacement strategies using full life cycle costing principles.

e) The Regional District will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.

f) The Regional District will plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.

g) Where appropriate, the Regional District will consider and incorporate asset management in its other corporate plans.

h) The Regional District will report to citizens where and when appropriate on the

status and performance of work related to the implementation of this asset management policy.

i) The Regional District will modify and/or adapt current procedures where justified to improve operational effectiveness and efficiency.

j) The Regional District will review on an on-going basis business processes related to asset acquisition, maintenance, and disposition, as well as service provision.

k) The Regional District will support the development and improvement of decision-making tools that promote doing the right thing to the right asset at the right time.

l) Modify this policy/procedure at any time it is seen to be required.

Vision and Goals for Infrastructure Assets

As assets age and deteriorate, by using sound asset management practices, the Board and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term, and are managed for present and future users.

This policy is to articulate the Board's commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that the Board is exercising good stewardship and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for guidelines and practices are delegated to staff.

Principals

The key principles of the asset management policy are outlined in the following list. The Regional District will:

a) make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement, and decommission) associated with infrastructure asset decisions, including additions and deletions. Options should be articulated and evaluated, and the basis for the decisions recorded;

b) integrate corporate, financial, business, technical and budgetary planning for infrastructure assets;

c) establish organizational accountability and responsibility for asset inventory, condition, use and performance;

d) consult with stakeholders where appropriate;
e) define and articulate service, maintenance and replacement levels;
f) use available resources effectively;
g) manage assets to be sustainable;
h) minimize total life cycle costs of assets;
i) consider environmental goals;
j) consider social and sustainability goals;
k) minimize risks to users and risks associated with failure;
l) pursue best practices where available; and
m) report the performance of its asset management program.

Guidelines and Practices

This policy will be implemented by staff using accepted industry guidelines and practices.

The Regional District will comply with required capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization.

Strategic asset management plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition, projected performance and remaining service life and consequences of losses or downtime.

The Regional District's Asset Management Plan will be composed primarily of three parts encompassing the following three types of assets:

Linear Assets

The portion of the asset management plan related to linear assets, such as water and sewer lines, shall be geographic in nature and may be tracked, reported and monitored in a different manner than other assets such as rolling stock or buildings. Funds will be contributed to a maintenance, repair and replacement reserve as identified in the Regional District's Reserve Policy (to be adopted in late 2020).

Building, Transfer Stations, Landfills or similarly large (non-linear) Assets

Each building or large asset will, on a regular basis, have a life cycle analysis completed for it by a qualified individual. This analysis will identify the maintenance and capital repairs or upgrades necessary to maintain the asset in a safe, usable state. The Asset Retirement Obligations will be identified for each building. Funds will be contributed to

a maintenance, repair and replacement reserve as identified in the Regional District's Reserve Policy (to be adopted in late 2020).

Rolling Stock and Machinery

Each vehicle or heavy piece of machinery will be scheduled for replacement over its identified useful life. Staff will place funds in designated reserves for the replacement of each vehicle every year. This amount will be sufficient to fully purchase a new asset of a similar type at the end of its useful life.

Implementation, Review and Reporting of Asset Management Work

The implementation, review and reporting back regarding this policy will be integrated within the organization. Due to the importance of this policy, the Regional District's asset management program will be reported to the Board on a regular basis, and implementation of this policy reviewed by regularly.

Actions	Responsibility
Adopt Asset Management Policy	Board
Monitor and review infrastructure standards and service levels at established intervals	Board and Chief Administrative Officer
Develop and maintain infrastructure strategies including development and service plans	Environmental Services, other asset operation and maintenance departments, Finance
Develop and maintain asset inventories	Environmental Services, other asset operation and maintenance departments, Finance
Assess infrastructure condition and service levels	Environmental Services and other asset operation and maintenance departments
Establish and monitor infrastructure replacement levels using full life cycle costing principles	Environmental Services and other asset operation and maintenance departments
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Environmental Services, other asset operation and maintenance departments, Finance
Report to citizens on status of the Regional District's infrastructure assets and asset management program.	Board and Chief Administrative Officer

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Kaia Nitchie, First Nations Liaison

Date: November 12, 2026

Subject: **SSHRC Partnership Development Grant Application Participation Request**

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

That the Board approve the Regional District of Bulkley-Nechako being identified as a participant in Dr. Lyana Patrick's SSHRC Partnership Development Grant application, and authorize participation by the First Nations Liaison in seasonal research meetings over the three-year project term.

BACKGROUND

The research project *Protecting the Nechako: Centering Dakelh Water Laws and Stewardship for Ecological and Community Well-Being*, led by Dr. Lyana Patrick of Stellat'en First Nation and Simon Fraser University, brings together Stellat'en First Nation, Saik'uz First Nation, and regional partners to support the restoration and long-term well-being of the Nechako River and surrounding communities. Building on existing efforts in water stewardship, environmental monitoring, restoration, and Indigenous water governance, the project aims to strengthen Indigenous stewardship, advance Indigenous health sovereignty, and support implementation of Indigenous water laws in regional decision-making.

Dr. Patrick is applying to the Social Sciences and Humanities Research Council (SSHRC) Partnership Development Grant, which supports collaborative research initiatives and related activities in the social sciences and humanities. The grant provides between $75,000 and $250,000 over a period of one to three years. The proposed project is supported by Stellat'en First Nation and Saik'uz First Nation.

Staff recommend that the Board approve the Regional District of Bulkley-Nechako being identified as a project participant in the grant application, enabling the RDBN to be informed on the project throughout its duration. Staff further recommend that the Board authorize participation by the First Nations Liaison in seasonal research meetings over the three-year project term to support information sharing and ongoing awareness of project activities and outcomes.

ATTACHMENTS:

SSHRC Partnership Development Grant 2026

Saik'uz and Stellat'en Support SSHRC 2026

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

Protecting the Nechako: Centering Dakelh Water Laws and Stewardship for Ecological and Community Wellbeing

Project Description: Led by Principal Investigator Dr. Lyana Patrick (Associate Professor at SFU and member of Stellat'en First Nation), this project is bringing together Stellat'en First Nation, Saik'uz First Nation, and regional partners around the Nechako River in support of ecological and community wellbeing. This project builds on Dr. Patrick's feature-length film *Nechako: It Will Be a Big River Again*, which documents the devastating cumulative impacts of resource extraction and industrial development on the Nechako River and the Stellat'en and Saik'uz First Nations. In the face of cumulative pressures from colonization, industry, and climate change, Stellat'en and Saik'uz are leading regional efforts to protect the Nechako River through groundbreaking legal action, community-led water surveillance, environmental monitoring, and diverse restoration efforts, including cultural keystone species such as salmon. Traditional Dakelh knowledge systems and ways of life have long known how to take care of the lands and waters that provide and sustain life. By centering Dakelh water governance and stewardship and building strong regional partnerships, this research will support connection to land and water as essential determinants of health and provide pathways to support river restoration for generations to come. This project aligns with the Memorandum of Understanding between Nechako First Nations and the Regional District of Bulkley-Nechako which establishes a shared mandate to rehabilitate the Nechako River system.

Goals: Through an Indigenous-led approach, this project aims:

1. To understand how Indigenous-led water governance frameworks can uphold Indigenous stewardship and safeguard ecological and cultural wellbeing against resource extraction, ecological exploitation, climate change, and extreme weather events;
2. To build a strong network of partners bringing together Stellat'en First Nation, Saik'uz First Nation, postsecondary institutions, and regional bodies to advance restoration of the Nechako River and watershed stewardship objectives led by the Nations;
3. To advance Indigenous health sovereignty and implementation of Indigenous water laws in regional decision-making through community-centered research, trainee mentorship, and accessible knowledge mobilization that translates research findings into practical tools for local communities and decision-makers.

Approaches: Indigenous Knowledges (IK) provide a holistic framework for understanding the connection between water stewardship and connection to land and water as a determinant of health. Drawing on IK and community-specific methodologies, this project takes a Community-Centred Participatory Action Research (CCPR) approach to foster trust and reciprocity among research participants and address power imbalances through active community collaboration and shared decision-making. The project is grounded in OCAP® principles and community-based research methods to support First Nation self-determination and environmental health governance, and all components of the project will be co-designed with the Saik'uz and Stellat'en First Nations.

SAIK'UZ FIRST NATION

P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Social Sciences and Humanities Research Council
125 Zaida Eddy Pvt 2nd Floor
Ottawa, ON K1R 0E3

Re: Connection Grant April 2026

Dear Members of the Review Committee,

We write this letter in support of Dr. Lyana Patrick and Dr. Paola Alejandra Torres-Slimming's proposal to SSHRC to fund their outreach activities focused on supporting Indigenous leadership to share, compare, and analyze approaches to water governance and health and well-being. We strongly support this grant application with its focus on strengthening intercultural collaboration between Global North and South partners and centering Indigenous Knowledges as guiding frameworks for understanding and addressing the intersections of wellbeing and water monitoring.

Saik'uz First Nation is a Dakelh (Carrier) community located in the central interior of British Columbia, near the District of Vanderhoof. Our Nation maintains deep cultural, legal, and stewardship relationships with our traditional territory, including the Nechako watershed and surrounding lakes, rivers, and forests. The Saik'uz First Nation has approximately 1000 registered members.

Our territory includes areas of the Nechako watershed, a river system that has experienced significant ecological change over the past several decades due to large-scale infrastructure development and resource extraction. These changes have reinforced the importance of Indigenous-led water stewardship and monitoring initiatives that reflect the knowledge, responsibilities, and governance systems of our people.

Water stewardship is central to our Nation's governance, cultural practices, and health. Our people rely on healthy waterways for fishing, harvesting traditional foods and medicines, cultural practices, and community well-being. In recent decades, our territory has experienced significant pressures from industrial development, including hydroelectric infrastructure, mining, forestry, and other resource activities. These pressures have increased the importance of Indigenous-led water governance and monitoring systems grounded in our laws, knowledge systems, and stewardship responsibilities.

Saik'uz First Nation has been actively advancing work related to watershed protection, Indigenous environmental governance, and community-based monitoring. We collaborate with neighbouring First Nations, regional partners, and academic researchers to strengthen

Indigenous leadership in environmental decision-making and to ensure that Indigenous knowledge systems are respected and integrated into research and policy processes.

The objectives of this project are highly relevant to the priorities of Saik'uz First Nation. Protecting freshwater systems and strengthening Indigenous governance over lands and waters are core responsibilities of our Nation. The opportunity to exchange knowledge and approaches with Indigenous communities in other parts of the world will provide valuable insights that can inform our ongoing work to protect our waterways and support the health and well-being of our people.

Our nation values collaboration and partnerships across nations, among our own communities and internationally. We've connected with Indigenous groups in Australia who share common experiences related to resource extraction in their territories, and we come together with Indigenous nations across British Columbia to advocate for Indigenous perspectives and practices in all areas that impact our communities.

Saik'uz First Nation has previously worked with Dr. Lyana Patrick through collaborative initiatives that highlight the cultural, ecological, and political significance of water in our territory, including work related to the film 'Nechako'. Through these collaborations, we have developed a strong relationship based on trust, respect, and a shared commitment to uplifting Indigenous voices and knowledge systems in discussions about water governance and environmental stewardship.

We believe that bringing together Indigenous leadership from the Global South and Global North will produce a meaningful, community-centered research agenda that can inform Indigenous-led approaches to protecting and stewarding our waterways while supporting the health and well-being of our communities. By sharing knowledge, experiences, and governance practices across Indigenous territories, this project has the potential to strengthen Indigenous leadership in water stewardship and contribute to lasting relationships among Indigenous communities facing similar challenges worldwide. We look forward to being part of a collaborative effort that is grounded in shared learning, relationship-building, and community-led action.

Saik'uz First Nation will provide in-kind contributions to support the success of the project totalling $[redacted]. These contributions include staff time to participate in project activities, support for community engagement and coordination, and assistance in mobilizing knowledge to our community members. The support we are offering to the project includes:

- Saik'uz representation at research partner meetings - $[redacted]($[redacted]/hr x 3 hours x 6 meetings)
- Saik'uz staff time for coordination of community engagement and coordination – $[redacted] ($[redacted]/hr x 120 hours)
- Saik'uz staff time to support knowledge mobilization - $[redacted] ($[redacted]/hour x 30 hours)

This partnership reflects our Nation's commitment to advancing Indigenous-led research that respects Indigenous knowledge systems, supports community priorities, and contributes to stronger stewardship of our lands and waters.

Sincerely,



Kasandra Turbide
Manager, Lands and Resources Department
Saik'uz First Nation

STELLAT'EN FIRST NATION
P.O. Box 760, Fraser Lake, BC, V0J 1S0
Phone: (250) 699-8747
www.stellaten.ca

Social Sciences and Humanities Research Council
125 Zaida Eddy Pvt 2nd Floor
Ottawa, ON K1R 0E3

Re: Connection Grant March 2026

Dear Members of the Review Committee,

We write this letter in support of Dr. Lyana Patrick and Dr. Paola Alejandra Torres-Slimming's proposal to SSHRC to fund their outrearch activities focused on supporting Indigenous leadership to share, compare, and analyze approaches to water governance and health and well-being. We strongly support this grant application with its focus on strengthening intercultural collaboration between Global North and South partners and centering Indigenous Knowledges as guiding frameworks for understanding and addressing the intersections of wellbeing and water monitoring.

Stellat'en First Nation is a Dakelh (Carrier) community located in the central interior of British Columbia, near the village of Fraser Lake. Our Nation maintains deep cultural, legal, and stewardship relationships with our traditional territory, including the Nechako watershed and surrounding lakes, rivers, and forests. The Stellat'en First nation has approximately 600 registered members.

Our territory includes areas of the Nechako watershed, a river system that has experienced significant ecological change over the past several decades due to large-scale infrastructure development and resource extraction. These changes have reinforced the importance of Indigenous-led water stewardship and monitoring initiatives that reflect the knowledge, responsibilities, and governance systems of our people.

Water stewardship is central to our Nation's governance, cultural practices, and health. Our people rely on healthy waterways for fishing, harvesting traditional foods and medicines, cultural practices, and community well-being. In recent decades, our territory has experienced significant pressures from industrial development, including hydroelectric infrastructure, mining, forestry, and other resource activities. These pressures have increased the importance of Indigenous-led water governance and monitoring systems grounded in our laws, knowledge systems, and stewardship responsibilities.

Stellat'en First Nation has been actively advancing work related to watershed protection, Indigenous environmental governance, and community-based monitoring. We collaborate with neighbouring First Nations, regional partners, and academic researchers to strengthen

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Indigenous leadership in environmental decision-making and to ensure that Indigenous knowledge systems are respected and integrated into research and policy processes.

The objectives of this project are highly relevant to the priorities of Stellat'en First Nation. Protecting freshwater systems and strengthening Indigenous governance over lands and waters are core responsibilities of our Nation. The opportunity to exchange knowledge and approaches with Indigenous communities in other parts of the world will provide valuable insights that can inform our ongoing work to protect our waterways and support the health and well-being of our people.

Our nation values collaboration and partnerships across nations, among our own communities and internationally. We've connected with Indigenous groups in Australia who share common experiences related to resource extraction in their territories, and we come together with Indigenous nations across British Columbia to advocate for Indigenous perspectives and practices in all areas that impact our communities.

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- Stellat'en staff time for coordination of community engagement – $[redacted] ($[redacted]/hr x 120 hours)
- Stellat'en staff time to support knowledge mobilization - $[redacted] ($[redacted]/hour x 30 hours)

This partnership reflects our Nation's commitment to advancing Indigenous-led research that respects Indigenous knowledge systems, supports community priorities, and contributes to stronger stewardship of our lands and waters.

Sincerely,

Doug Casimel
Manager, Toonasa Ne Keyah
Stewardship Department

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Cameron Hart, Community Development Coordinator

Date: November 12, 2026

Subject: **Northern Development Trust - Business Façade Improvement Program 2027 Application**

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

That the Board supports the application to Northern Development Initiative Trust (NDIT) for a grant of up to $10,000 for the Business Façade Improvement Program from the Prince George and Northwest Regional Accounts.

That the Board agrees to enter into a contract with NDIT, should the funding be approved, and provide overall grant management for the project.

BACKGROUND

The Business Façade Improvement Program has been offered in the RDBN for several years and promotes economic development by encouraging private sector investment in façade improvements. The business owner provides 50% of their own funding, and the NDIT grant provides the remaining 50% up to a maximum of $5,000 for each project. The grants are awarded to eligible applicants on a first-come, first-served basis. The awarding and administration of the grant funding is the responsibility of the RDBN.

Staff are recommending an application for up to $10,000 for 2027.

Staff have updated the Business Façade Improvement Guidelines, which will give direction to local business owners on the eligibility criteria for the program. The guidelines are attached, and the following changes over the previous year's guidelines are highlighted in the document:

- Clarification regarding the amount of funding available for wayfinding signage.
- Clarification that the property must be in compliance with land use restrictions imposed by other authorities, such as the Agricultural Land Reserve.
- Additional eligibility for external security features.

In 2026, the RDBN awarded one business facade grant, which contributed $5,000 toward the business owner's project.

ATTACHMENTS:

2027 Draft RDBN Business Façade Improvement Program Application Guidelines

Business Façade Improvement Program

2027 Guidelines

NORTHERN DEVELOPMENT

Program Purpose and Goal

The Business Façade Improvement Program provides grant funding to business and property owners to improve retail and building frontages.

Eligible businesses are able to receive a 50% reimbursement up to a maximum of $5,000 to complete exterior improvements such as building façades, signage, murals, architectural features, siding, lighting and awnings.

The goal of this program is to provide an incentive to business owners to improve the look and feel of their business frontages. Vibrant commercial areas have the potential to attract new customers, clients, visitors and potential investors. The Regional District of Bulkley-Nechako (RDBN) is pleased to deliver this program with funding provided by Northern Development.

Program Guidelines

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The Regional District of Bulkley-Nechako will provide up to a maximum 50% reimbursement grant up to a maximum of $5,000 per project/building to improve the facades of commercial buildings.

Each building is eligible for an annual grant to a maximum of $5,000. Each year a building may access the Business Façade Improvement program for new/incremental façade improvements.

Projects must have a minimum total cost of $2,500 ($1,000 for wayfinding signage for home based businesses).

Application deadline is Saturday, July 31, 2027.

Eligible Properties

- Appropriately zoned properties (please contact the RDBN if you have any questions about zoning);
- Must not be in contravention of land use restrictions imposed by other authorities (e.g. Agricultural Land Reserve);
- Must have an operating business on the property; and
- Must be within RDBN boundaries, but outside the boundaries of a municipality.

Eligible Applicants

- Property owners or business owners (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant);
- Non-profit Societies occupying commercial locations; and
- Home based businesses without a commercial storefront (eligible for wayfinding signage only).

Eligibility Requirements

- All property taxes pertaining to the property are fully paid and current;
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and

Ineligible Applicants

- Residential homes located in the commercial area are not eligible;
- Government owned buildings (even if they have business tenants);
- Properties outside the specified area (as defined in the community's program guidelines);
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening); and
- Apartment buildings.

Eligible Façade Improvements

Eligible improvements may consist of, but are not limited to:

- Exterior lighting (new but not replacement);
- Exterior architectural features;
- Exterior surfaces and details (decorative details, moldings, trims etc.);
- Windows (only if part of larger enhancements, no stand-alone window replacement);
- New siding;
- Façade painting;
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement);
- Awnings;
- Signage (permanent on applicant property);
- Wayfinding signage (sign located on the business property i.e. at the bottom of a driveway);
    - Wayfinding signs are eligible for 50% to a maximum of $500 and must adhere to any signage bylaws and regulations.
- External security features (only if part of larger enhancements, no stand-alone security features);
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only; and
- Patios (please contact RDBN to discuss eligible patio projects).

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance;
- Structural repairs;
- Roofs or patios;
- Non-permanent fixtures (benches, planters, patio heaters etc.);
- Landscaping;
- Paving;
- Fencing;
- Interior improvements;
- Any improvements not visible from the public right of way; and
- Any improvements that have been started prior to application approval.

Eligible Costs/ Expenses

- Direct project labor costs;
- Design, architectural or engineering fees (related to facade only);
- Contractor fees;
- Rental of tools and equipment;
- Project related materials and supplies;
- PST; and
- Shipping/freight.

Ineligible Costs/ Expenses

- Staff wages and/or benefits;
- Purchase of construction tools or equipment;
- Utilities (hydro, gas etc.);
- GST (must be excluded from calculations);
- Duties;
- Permit fees;
- Expenses related to improvements to the building façade not visible from the public right of way; and
- Façade improvements expenses started prior to application approval.

Design Guidelines

In order to be eligible for this grant, the applicant must submit designs and costing for the project.

Grants for projects meeting eligibility requirements will be awarded on a first come, first eligible basis.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.

Building, sign, and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Façade Improvement Program and should be applied for prior to, or concurrently with, application to this program.

Business Façade Application and Project Approval Process

1) Complete project applications are to be submitted to the RDBN no later than **July 31, 2027.**

2) Completed applications can be submitted by e-mail to economic.development@rdbn.bc.ca or can be mailed or dropped off at the RDBN office in Burns Lake.
(PO Box 820, 37 3rd Avenue, Burns Lake, BC V0J 1E0)

3) Applications will be reviewed and evaluated by RDBN staff to ensure projects meet the program eligibility criteria. RDBN staff may contact the applicant to discuss the application, if required.

4) Funding will be allocated based on project eligibility and availability of program funds. Funding will be committed on a first-come, first-eligible basis.

5) All applicants will be advised in writing as to whether their application has been approved, denied or approved with conditions.

6) For successful applications, a Letter of Understanding will be sent to the applicant which must be signed by the owner/tenant and a representative of the RDBN.

7) The Owner/Tenant will acquire any required permits and complete the project.

The Project Review Committee will consist of the assigned Economic Development staff and the applicable Electoral Area Director. Applications will be reviewed, and a recommendation made to the RDBN Board for final approval. All eligible applications will be evaluated using the following ranked criteria:

- Does the project for which the funds are being sought meet the applicable Official Community Plan and Bylaw requirements? (These can be found on the RDBN website.)
- Will the project, once complete, have a noticeable impact on Highway 16?

Project Reporting & Business Reimbursement Process

1) Owner/Tenant provides verification of expenses (including invoices or other confirmations of payment) and submits their totals on the provided Expense Reporting Form.

2) Owner/Tenant provides the Certification of Completion on the Expense Reporting Form signed by the applicant or contractor, indicating that all work described in the application/approval is complete and has been paid in full, as well as before and after photos, and any other supporting documentation.

3) Owner/Tenant provides proof that the improvements have passed final permit inspections (where required) and meets all building standards and codes (where required).

4) RDBN staff verify that the renovations meet the Letter of Understanding requirements and approves reimbursement. The project must meet the Program Guidelines and Letter of Understanding.

5) Applicant is issued a payment as outlined in the Letter of Understanding.

Please note:
Projects/funding cannot carry over from one calendar year to the next. Approved projects and reporting must be completed before year end — December 31, 2027.

2027 Business Façade Improvement Program

Regional District of Bulkley-Nechako

Project Application

Applicant Information

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Address: _____

(If different than above)

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

Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Description

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

_____

_____

_____

_____

_____

_____

_____

_____

Planned Start Date: _____

Planned Completion Date: _____

Total Project Cost (estimated): _____

Funding Amount Requested: _____

Applicant Checklist

____ Property taxes paid

____ Utility account paid (if applicable)

____ Building owner authorization

Attach to Application

____ Photos of existing conditions (before)

____ Contractor's cost estimates

____ Drawings/designs

____ Signed Terms and Conditions

Business Façade Improvement Program

Terms and Conditions

I, _____ of _____
(Applicant) (Business / Building)

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

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

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

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

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

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

Signature _____

Date _____

OFFICE USE	
Application Received by:	Date:

Business Façade Improvement Program

Expense Reporting Form

Applicant Name	
Business Name	

Item	Description	Cost (excluding PST/GST)	Invoice/Receipt Attached?
TOTAL COST			
TOTAL ELIGIBLE GRANT (RDBN USE ONLY)			

I certify that all of the services listed above are complete, and that all invoices have been paid in full.

_____ _____

Applicant Name Applicant Signature

Date: _____

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Shari Boyer, Community Development Coordinator

Date: November 12, 2026

Subject: **Lakes District Airport Society – BC Air Access Program Application Support**

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

1. That the Board support the Lakes District Airport Society's application to the BC Air Access Program for its Runway Maintenance Equipment Project at the Burns Lake Airport.
2. That the Board provide a letter of support for the Lakes District Airport Society's application.

BACKGROUND

The Lakes District Airport Society is applying to the BC Air Access Program for funding to support its Runway Maintenance Equipment Project at the Burns Lake Airport and requires a resolution and a letter of support as part of the application.

The BC Air Access Program is a provincial cost-sharing grant program that supports infrastructure improvements at eligible airports across British Columbia. Funding helps enhance safety, reliability, accessibility, emergency response capabilities, and economic development.

The Lakes District Airport serves not only as an important recreation facility for aviation enthusiasts, but also supports BC Wildfire Service, emergency services (Medevac), and industries such as tourism and forestry.

The project will include upgrading the airport loader and purchasing a snow broom attachment to clear the runway of ice and snow, as well as a brush cutter to clear the runway of encroaching vegetation. This equipment will support the safety of all aircraft using the airport.

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: Jason Blackwell, Regional Fire Chief

Date: November 12, 2026

Subject: **BCEHS First Responder Service Agreement**

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

That the Board enter into the new agreement with BCEHS for the provision of First Responder services from eligible RDBN rural fire departments.

BACKGROUND

In 2016 the RDBN signed a First Responder Collaboration Agreement with British Columbia Emergency Health Services (BCEHS) to allow some of the rural fire departments to provide first responder medical services within their areas. BCEHS has since updated their first responder service agreement and are looking to have partnering agencies sign the new agreement.

The new agreement is very similar to the agreement from 2016 which speaks to responsibilities, training levels, indemnity, etc. The biggest change is the addition of Addendum II which is a list of medical and soft supplies that BCEHS will replenish provided they have been used on scene to treat a patient. Prior to this new agreement the replacement of supplies was the responsibility of the assisting fire department unless there was a handshake agreement with the local station. This addition will reduce some of the financial costs of providing the service.

The new layout also offers the ability to customize each department's response through their own Operational Response Plan (ORP). This allows each department to determine their response area, the level of response they are going to provide, and what call types they will respond to as well as specific contact information for each responding department. BCEHS breaks down the severity of their calls by colour. Yellow, orange, red and purple, with purple being the most severe. Most departments providing medical services respond to all red and purple calls while some also respond to any orange calls where BCEHS is expected to have a greater than 10 minute response time. Topley and Cluculz Lake are the rural departments that provide first responder medical calls and they respond to Orange, Red and Purple calls.

Given the distance to the nearest BCEHS stations, fire department personnel are the first to arrive on scene for the majority of incidents in these communities.

Staff are recommending signing the new agreement and will work with both Topley and Cluculz Lake to develop an ORP that meets their needs and abilities.

ATTACHMENTS:
BCEHS First Responder Service Agreement

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

BCEHS | BC Emergency Health Services

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THE FIRST RESPONDER SERVICE AGREEMENT (FRSA) dated for reference the _____ day of _____, 20_____ (the "**Effective Date**").

BETWEEN:

> **British Columbia Emergency Health Services**, a body corporate duly incorporated by Act of the Legislature of British Columbia, and having its head office at 2261 Keating Cross Road, Saanichton, BC V8M 2A5
>
> ("BCEHS")

AND:

> **Regional District of Bulkley-Nechako]** having a head office at [37 3rd Avenue, Burns Lake, BC V0J 1E0]
> (the "Agency")

(together the "Parties" and each a "Party")

INTRODUCTION:

Under the *Emergency Health Services Act,* RSBC 1996, c. 182 (the "Act"), BC Emergency Health Services (BCEHS) is responsible for the delivery co-ordination and governance of emergency health services across the province irrespective of location. BCEHS is legislated with accountablity for the provision of emergency health services in BC; however, BCEHS can work with other organizations to provide these services as part of a coordinated response with the written consent of BCEHS and under mutually agreed terms.

INTENTION:

This FRSA outlines the mutual desire between BCEHS and the Agency to implement a coordinated approach to Out-of-hospital emergency healthcare. As part of the FRSA, there is a shared commitment to work together in an open and collaborative manner for the benefit of patients in BC in accordance with the following principles and in accordance with the Act.

Through the FRSA, both Parties will:

- Work to ensure that all patients receive high quality emergency healthcare free of discrimination;
- Work collaboratively to provide high quality emergency healthcare services while promoting a culture of learning;
- Commit to maintain and strengthen a pro-active working environment;
- Acknowledge that First Responder ("FR") agencies and/or local governments and their respective

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administration are responsible for the decision to participate in the program and determine the level of response that they participate.

- Collaborate to ensure data-sharing between BCEHS and the Agency to better understand whether patients are getting the right medical interventions at the right time.

NO EMPLOYEE RELATIONSHIP CREATED:

This agreement shall not constitute or imply any partnership, agency, fiduciary relationship or other employment relationship between the parties, other than the rights and obligations expressly set out in this agreement. Neither party shall make or hold itself out as having authority to make any commitments on behalf of the other party.

BCEHS RESPONSIBILITIES:

BCEHS:

a) acknowledges that while BCEHS is operating within its responsibilities under the Act, BCEHS also strives to collaborate with the Agency to enhance the co-ordination of emergency healthcare services;
b) will inform and consider feedback from the Agency related to upcoming operational changes impacting emergency healthcare services;
c) will identify a point of contact for general inquiries related to this FRSA;
d) will work with the Agency to review patient care concerns as relevant to this FRSA and level of response outlined in the ORP ("*Operational Response Plan*");
e) will work with the Agency to determine training needs and resources as relevant to this FRSA and level of response outlined in the ORP;
f) will share clinical practice changes and modifications in a timely manner;
g) will lead the discussion around clinical governance framework.

AGENCY RESPONSIBILITIES:

The Agency:

a) will review and notify BCEHS of confirmed level of response as outlined in the ORP;
b) will maintain open dialogue with identified point of contact within BCEHS to ensure continuity of confirmed level of response and other operational aspects related to this FRSA;
c) acknowledges that the Act prescribes terms and conditions for first responder services, therefore the Agency is required to follow the Act and this FRSA;
d) will identify a point of contact for general inquiries related to this FRSA;
e) will choose to either:

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i. implement a system of medical oversight that ensures that patient care meets the standard of the BCEHS Clinical Practice Guidelines for the practitioner's EMA license level; or

ii) work with BCEHS to develop and implement medical oversight that ensures that patient care meets the standard of the BCEHS Clinical Practice Guidelines for the practitioner's EMA license level;

f) will work with BCEHS to review patient care concerns as relevant to this FRSA and level of response outlined in the ORP;

g) will contact BCEHS if unable to provide first responders[1] access to training systems and resources to maintain their licenses and competency; and

h) agrees to create, maintain, and provide patient medical records to BCEHS in accordance with FOIPPA, any other applicable privacy law, and the Act.

CONSENT & ACKNOWLEDGEMENT:

BCEHS consents to the Agency to provide the emergency healthcare services as further set out in the ORP.

Under this FRSA, both BCEHS and the Agency agree that all first responders will be licensed by the Emergency Medical Assistants Licensing Board and are limited to providing emergency health services within the scope of their license level, this FRSA and the level of response outlined in the ORP.

BCEHS and the Agency acknowledge that situations may arise which require the Agency's first responder scope of practice to be expanded or limited. Each Party agrees to provide written notice to inform the other Party of the proposed changes and when possible, at least 60 days before changes come in effect. The other Party will provide written notice for approval, at least 60 days before changes come in effect. Such approvals will not be unreasonably denied. If such approval is not provided, a dispute will arise and either party may refer the matter to the dispute resolution process as set out below.

OTHER SERVICE DELIVERY EXPECTATIONS AND OBLIGATIONS:

To ensure the best patient care is available in the community, BCEHS and the Agency mutually agree that some additional services may be required. BCEHS and the Agency will work together to identify additional services and review applicable policies and procedures.

Additional services are unique to each community and are outlined in the ORP.

QUALIFICATIONS, TRAINING & COMPETENCY EXPECTATIONS:

The Agency will ensure that first responders have and maintain an appropriate Emergency Medical Assistants ("EMA") license as outlined in the ORP and meet all applicable continuing competence

[1] "First Responder" in society is a role and is not associated with a license level. FRs are recognized across North America and include police, fire, and paramedics

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requirements set out by the EMA Licensing Board.

Only EMA licensed individuals who are trained, hold an active license and license endorsement can provide emergency health services and provide directions to people who offer to assist.

BCEHS and the Agency agree that when both BCEHS and the Agency are on scene, BCEHS assumes the responsibility of the patient. The Agency agrees to have participating first responders collaborate with BCEHS to provide quality patient care. In circumstances, when the Agency's first responders with a higher license level perform a medical intervention outside of the BCEHS's attending personnel's license level, or have utilized equipment that BCEHS personnel are not trained on, the Agency's first responder will be required to continue providing patient care until such time as a higher license level can be provided by BCEHS or health authority designated clinician.

INDEMNITY AND LIMITATION OF LIABILITY:

To the extent that the Agency is not indemnified under a valid and collectible policy of insurance, BCEHS will indemnify and save harmless the Agency against and from all claims which may be brought or made by any person (other than the Agency or its first responders) against the Agency and its first responders as a consequence of providing the Services in British Columbia in accordance with this FRSA, and whether sustained or incurred by reason of negligence or default, including reasonable legal fees and disbursements in connection therewith.

Notwithstanding the first paragraph of the **Indemnity and Limitation of Liability** section, BCEHS will not indemnify or save harmless the Agency or any first responder against claims which are the result of:

a) the gross negligence or willful, wanton or reckless conduct of the Agency or the first responder in providing the Services;
b) a first responder providing Services for which they are neither licensed nor hold a proper license endorsement under the regulations;
c) a first responder traveling to or from a location for the purposes of providing the Services;
d) a first responder sustaining bodily injury or death as a result of providing the Services;
e) the Agency or a first responder failing to comply with the terms of this Services Agreement, and all relevant privacy legislation and applicable health authorities' privacy policies; or
f) the Agency or a first responder providing any other services unless specified in this Services Agreement or the ORP.

TERM AND TERMINATION:

This FRSA will continue for an initial term of three years from the Effective Date (the "Initial Term") and will automatically renew on a yearly basis unless terminated earlier as follows:

- Either party may terminate this FRSA immediately by giving a written notice of termination to the other party if the other party has failed to comply with the Act, or other applicable law(s) or

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regulation(s).

- Either party may terminate this FRSA for any reason by giving 30 days written notice of termination to the other Party.

DISPUTE RESOLUTION:

In the event any dispute between the parties relating to this FRSA arises, the parties will refer the dispute to their respective executives for resolution in a professional and amicable manner by negotiation. If the dispute is not resolved by the parties' respective executives within ten (10) business days, the dispute will be referred for resolution to non-binding mediation.

PRIOR AGREEMENT:

This FRSA agreement is effective as of the Effective Date. Prior agreements remain relevant until this Effective Date, then this FRSA supersedes and replaces prior agreements dated before this Effective Date.

List of prior agreements or consent letters

- [Collaboration Agreement], [August 26, 2016], [August 26, 2016]

OPERATIONAL RESPONSE PLAN:

This FRSA agreement is supplemented by the attached ORP which outlines additional specific FR services and associated service requirements and/or responsibilities.

NOTICES:

Any written communication must be mailed by registered mail or personally delivered to the following address:

if to BCEHS:

First Responder Program
British Columbia Emergency Health Services
150 – 2955 Virtual Way
Vancouver BC V5M 4X3

Email to: FirstResponderServices@BCEHS.ca

[Continued on next page]

BCEHS | BC Emergency Health Services

Please provide
Partner Logo

if to the Agency:

Name: Jason Blackwell_____ _____

Title: Regional Fire Chief_____

Address: 37 3rd Avenue, Burns Lake BC V0J 1E0__

_____

Email to: [Jason.blackwell@rdbn.bc.ca]

BCEHS and the Agency have agreed to the emergency healthcare services and additional services specified in this First Responder Service Agreement and Operational Response Plan.

BC EMERGENCY HEALTH SERVICES

Per:

_____
Authorized Signatory

Name:

Title:

Date:

[Regional District of Bulkley-Nechako

Per:

_____
Authorized Signatory (Corporate Officer)

Name: Cheryl Anderson

Title: Corporate Officer

Date:

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Jason Blackwell, Regional Fire Chief

Date: November 12, 2026

Subject: **First Nations 911 Service Contract Renewals**

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

That the Board renew the agreements with all participating First Nations for the provision of 911 Emergency Telephone Systems that expire on October 26, 2026. The term of the new agreements will be October 26, 2026 to October 26, 2031.

BACKGROUND

The 911 Emergency Telephone System agreements between the Regional District and participating First Nations expired on October 26 of this year and staff have sent out the renewals to each of those Nations.

The renewal agreement includes a recommended increase of 20% from the RDBN Chief Financial Officer as this is the average increase in taxation since the last agreement. This will result in a change from $9.00 per capita to $10.80 per capita.

Each First Nation that holds a 911 Emergency Telephone System agreement also has access to the Bulkley Nechako Voyent Alert system. Free training and support is provided to each Nation that wishes to subscribe.

ATTACHMENTS:

Sample agreement

STRATEGIC PLAN ALIGNMENT:

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

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):
1.3 Investigate and identify opportunities for the RDBN to provide specific services to First Nations.

Name of Indigenous Community
911 Emergency Telephone Service Agreement

Sample

CONTRACT DATED: October 26, 2026, to October 26, 2031

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO
PO Box 820
Burns Lake, BC V0J 1E0
(hereinafter "Regional District")

OF THE FIRST PART

AND:

Name of Indigenous Community
PO Box
Address, BC Postal Code
(hereinafter "**Name**")

OF THE SECOND PART

WHEREAS:

A. The Regional District is operating the 911 emergency telephone services within the Regional District (hereinafter called the "Service").

B. **Name** wishes to participate in the provision of the Service.

C. It has been agreed between the parties that such participation shall be on the basis of population.

NOW THEREFORE, that in consideration of the premises and of the covenants and agreements herein contained, the parties of this Agreement, covenant and agree as follows:

1. The term of this Agreement shall be for a period of five (5) years commencing October 26, 2026.

2. The Regional District shall maintain the 911 emergency telephone services to the region, including **Name**.

3. **Name** shall pay to the Regional District for such services, an annual fee established in accordance with the following financial formula:

    a. The annual fee shall be established as $10.80 per capita each year for the term of this agreement.

    b. The annual fee shall reflect the current year's population figure which **Name** will provide to the Regional District by January 31st of each year.

4. All payments made to the Regional District under this Agreement shall be accepted by the Regional District as full compensation for everything furnished and done by it under this Agreement.

5. **Name** hereby indemnifies, saves harmless, releases and forever discharges the Regional District from and against any and all manner of actions, causes of actions, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever, whether known or unknown, of any person in any way arising from, in connection with, or attributable to, the negligence or other fault of the Regional District, its servants, agents or employees in connection with, or in consequence of, this Agreement.

Sample

6. This Agreement may be terminated by either party at any time by giving not less than NINETY (90) days notice in writing. In the event that the agreement is terminated part way through a twelve (12) month service period, the annual fees payable according to this Agreement shall be prorated over the twelve (12) month period and any monies owing to **Name** shall be refunded.
7. This Agreement may be renewed with the mutual consent of both parties.
8. This Agreement shall enure to the benefit of and is binding upon **Name** its successors and assigns, and the Regional District, its successors and assigns.

NAME by its authorized signatories:

_____
Chief

_____
Witness

THIS AGREEMENT made this _____ day of _____ 2026.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:

Sample

_____
Chair

_____
Chief Administrative Officer

THIS AGREEMENT made this _____ day of _____ 2026.

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Jason Blackwell, Regional Fire Chief

Date: November 12, 2026

Subject: **Rural Fire Department Standard Operating Guidelines**

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

Receive

BACKGROUND

The purpose of this report is to inform the Board that updates to the Rural Fire Department Standard Operating Guidelines (SOGs) are complete. The revisions update operational procedures, align departmental practices with current firefighting and provincial standards, improve firefighter safety, strengthen incident command processes, and enhance the delivery of the service.

Staff conduct periodic reviews of the Standard Operating Guidelines to ensure operational practices remain current, effective, and consistent with best practices. A comprehensive review of the existing guidelines was recently completed by protective services staff. The four rural fire departments had multiple opportunities to provide feedback and suggestions prior to any changes being made as well. The feedback triggered multiple changes to the document; the input from rural departments was a large part of the revisions.

The review identified several areas where updates were warranted due to:

- Changes in firefighting tactics and emergency response practices
- Changes in firefighter health and safety standards
- Increased emphasis on risk management and accountability
- Changes in provincial training standards and the Fire Safety Act

These revisions have been developed to provide clear operational direction while maintaining flexibility for incident-specific decision-making by officers and incident commanders.

Some examples of the revised SOGs include the following updates:

1. Incident Command and Accountability

- Enhanced incident command procedures consistent with modern emergency management principles

- Initiating ESS support
- Clarified responsibilities of incident command and officers

2. Firefighter Health and Safety

- Updated rehabilitation requirements during extended incidents
- Revised guidelines on the safety and maintenance of equipment including PPE
- Enhanced procedures for post-incident decontamination and exposure reporting
- New guideline on cancer risk reduction
- Expanded guidance regarding occupational health and wellness

3. Emergency Response Operations

- Updated response protocols for structure fires, wildland incidents, and vehicle fires
- Revised response guidelines for motor vehicle incidents
- Revised guidelines for medical response

4. Training

- Established new training documentation standards
- Updated guidelines to reflect OFC training standards

5. Administrative Procedures

- Updated documentation and reporting requirement.
- Updated forms section
- Update to the Jr. Firefighter Program

The revisions support the Regional Districts commitment to firefighter safety, and effective emergency response. The updated guidelines provide greater clarity for volunteers while promoting standardized practices across all operational activities.

The changes do not alter the Department's service levels or approved budget. Rather, they provide an updated operational framework that supports safe and efficient service delivery.

The revisions to the Rural Fire Department Standard Operating Guidelines represent a comprehensive update that improves operational consistency, firefighter safety, accountability, and service delivery.

The Rural Fire Department Standard Operating Guidelines document consists of 94 different guidelines and is 176 pages long. If any of the Directors wish to review this document, please contact the Regional Fire Chief and a copy will be made available.

STRATEGIC PLAN ALIGNMENT:

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

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

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

Date: November 12, 2026

Subject: **Non-Profit Navigator Newsletter Issues 3 (Summer) and 4 (Fall)**

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

Receive.

BACKGROUND

The third and fourth issues of the Non-Profit Navigator e-newsletter have been delivered to subscribers.

The online registration form can be found at https://www.rdbn.bc.ca/departments/economic-development/assistance-for-non-profit-societies/non-profit-navigator-quarterly-newsletter.

ATTACHMENTS:

Non-Profit Navigator Issue 3 (Summer)

Non-Profit Navigator Issue 4 (Fall)

STRATEGIC PLAN ALIGNMENT:

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

NON-PROFIT NAVIGATOR

Issue 3 - Summer 2026

If you have any questions from this edition, or ideas that you would like us to include in an upcoming edition, please reach out!

☎ 250-692-3195 economic.development@rdbn.bc.ca



As we develop this issue, we can see a haze in the sky and smell smoke in the air. Although the summer started off cool and damp, conditions are now warm and dry, and the reality of fire season is close to home again.

It feels like a good time to dedicate an issue to emergency preparedness. Societies, and community halls in particular, have found themselves at the center of community education and information sharing during an emergency. There are many opportunities and roles to play when events threaten homes and property.

Photo is of 2011 Greer Creek fire.
Photo credit Susan Mielken - RDBN Image Bank.

TRENDING TOPIC -EMERGENCY PREPAREDNESS

Is your Society prepared for an emergency?

Key Questions:

- Do you have an emergency response plan?
- Are important documents backed up digitally?
- Who has access to critical accounts and information?
- How will you contact volunteers and members?
- What happens if your facility becomes unusable?

Preparedness Checklist:

- Updated emergency contact lists and communication plan.
- Board members have emergency contact information.
- Important records are backed up.
- Call-out procedures are established.
- Insurance policies are reviewed annually.

BRITISH COLUMBIA FireSmart™

Learn more about FireSmart here.

Have you heard of the FireSmart® program? This program offers residential

While Community Halls aren't eligible for rebates for work completed, the RDBN's

properties free, confidential assessments, rebates for work completed, and education on how to make properties more resilient to wildfires.

FireSmart® Coordinator can still come and do an assessment of a Hall property and provide a small presentation to your society and any interested community members.

Call the RDBN FireSmart Coorindator at 250-692-3195 to inquire about an assessment at your property.



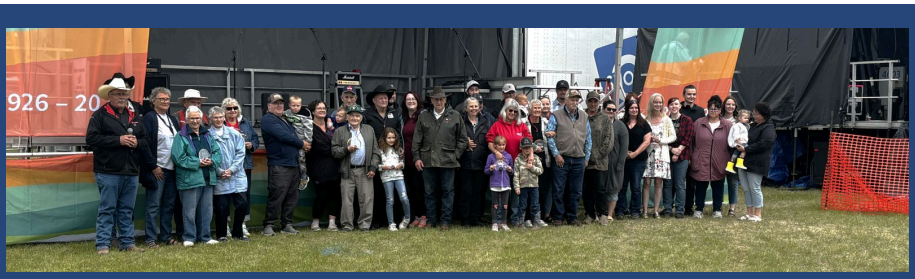
The Regional District has an important role to play in issuing Evacuation Alerts and Orders during an emergency event, but the services provided to evacuated residents are provided by **volunteers** through the **Emergency Support Services (ESS)** program.
ESS volunteers are the cornerstone of evacuation response for families and individuals, often our friends and neighbours, who are required to leave their home during an event. Learn more about how you can support ESS Teams in your community on the RDBN website here.

Know with VOYENTALERT! Bulkley-Nechako

Bulkley-Nechako Voyent Alert! is one of the primary ways in which residents will receive trusted and reliable information during an emergency event. Evacuation

Alerts will no longer be delivered door-to-door; sign up today to make sure important emergency information is not missed.

Register Today!



Spotlight 🚀

This issue, instead of a Hall we are highlighting a unique group - 100 Year Farms. As part of the lead-up to the Vanderhoof Centennial Events this month, the Nechako Valley Historical Society confirmed records for nine farms in Electoral Area F (Vanderhoof Rural) that have been in the same family for at least 100 years. Community Halls and other volunteer organizations have played a key role in supporting and recognizing the role of producers and agriculture in the region over the years. Thank you for your hard work!

GRANT IN AID

REGIONAL DISTRICT OF BULKLEY NECHAKO

Do you have a project or event that needs funding support?

Remember to check out the RDBN's Grant in Aid program. Click the logo to link to our online application form.

Give us a call at the office if you have any questions; we're happy to help!

NON-PROFIT NAVIGATOR

Issue 4 - Fall 2026

If you have any questions from this edition, or ideas that you would like us to include in an upcoming edition, please reach out!

☎ 250-692-3195 ✉ economic.development@rdbn.bc.ca



Fall is a busy time of year for volunteers and halls, and this year is no exception.

As we wind up the outdoor activities of summer, planning turns to the celebrations and gatherings of the holiday season - from Halloween parties, to Artisan Fairs and community meals, the colder months can increase the desire to gather in warm, familiar places to connect with friendly faces. What are you planning this year?

TRENDING TOPIC - PREPARING FOR WINTER



Winter Programming

Fall and winter are busy months with holiday markets, community dinners, and facility bookings. Be sure your space and volunteers are ready with this handy checklist:

- ✅ Review your fall and winter calendar.
- ✅ Confirm volunteer or staffing needs for events and programs.
- ✅ Update booking and rental agreements.
- ✅ Test heating systems and complete seasonal maintenance checks.
- ✅ Review emergency contacts, procedures, and first aid supplies.
- ✅ Ensure walkways, entrances, and parking areas are ready for ice and snow.
- ✅ Promote upcoming events through social media, newsletters or community bulletin boards.
- ✅ Verify insurance coverage and permits for special events.
- ✅ Stock essential supplies for meetings, programs, and community gatherings.

Fall Maintenance Checklist

Before the snow falls, remember these fall building maintenance items:

- ✅ Roof inspections.
- ✅ Furnace servicing.
- ✅ Fire extinguisher checks.
- ✅ Emergency lighting test.
- ✅ Snow removal planning.
- ✅ Accessibility review.



Board Basics

Keeping your Society Strong

Best practices for Society record keeping

Law for Non Profits (lawfornonprofits.ca) recomends keeping all records in one format, with at least one back-up. Click the grey button below to read thier Fact Sheet about what kind of records are required.

Some tips include:

- ✔ Keep board meeting and AGM minutes organized and up to date.
- ✔ Store financial records, budgets, and annual reports securely.
- ✔ Track key dates, including AGM requirements, insurance renewals, and reporting deadlines.
- ✔ Retain signed contracts, agreements, and permits in a cental location.
- ✔ Back up electronic records and ensure they can be accessed by future Board members.
- ✔ Review records annually to ensure information is up to date.

Record Keeping FAQ



Spotlight 🚀

This issue we are highlighting the Mapes/Blackwater/Sob Lake Community Hall in Area F (Vanderhoof Rural). The Hall undertook a project to improve the fencing and gates at the cemetery property that the Society oversees. This project was supported by RDBN

Grant in Aid, and was a wonderful way to commemorate the Centennial Celebration of the District of Vanderhoof.

GRANT IN AID

Do you have a project or event that needs funding support?

Remember to check out the RDBN's Grant in Aid program. Click the logo to link to our online application form.

Give us a call at the office if you have any questions; we're happy to help!

Other Grant Opportunities

If you have a project you are looking to fund, you can find additional grant opportunities on the RDBN website at https://www.rdbn.bc.ca/departments/economic-development/assistance-for-non-profit-societies/not-for-profit-and-community-group-grants

To request free grant writing assistance from our knowledgeable staff, please feel free to give us a call at the number below, or fill out our online request form at https://www.rdbn.bc.ca/departments/economic-development/assistance-for-non-profit-societies/grant-writing-assistance and let us help you!

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Megan D'Arcy, Regional Agriculture Coordinator

Date: November 12, 2026

Subject: **RDBN Food and Agriculture Plan Update Progress Report**

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

Receive.

BACKGROUND

The existing RDBN Food and Agriculture Plan was completed in 2020 and included Priority Areas, Action Areas, and Implementation Considerations to be addressed by RDBN staff over the next five years.

Updates to both the RDBN Food and Agriculture Plan and the accompanying Foundations Report are underway and on schedule to be completed in the first part of 2027. Ione Smith and her team at Upland Agricultural Consulting have been hired to facilitate this process.

Progress to Date

An audit on the existing RDBN Food and Agriculture Plan (2020) has been completed that included RDBN Board and staff review of the status of all Priority Areas, Action Areas, and Implementation Considerations.

The first draft of the updated Foundations Report was prepared and has been reviewed by staff.

An Engagement Strategy for the project has been finalized and is currently being implemented. Engagement activities to date include:

- A Working Group has been established that includes producers located across the Regional District and from different production groups (e.g., beef cow/calf, dairy, small mixed-farm, market gardening). The first Working Group meeting was held on the evening of September 28, 2026.

- Focus Group sessions are planned in Vanderhoof, Burns Lake, and Telkwa/Smithers from October 27th through to October 29th.

- Two surveys have been prepared for this project. The survey designed for producers has or will be distributed through the RDBN Growing Opportunities Newsletter, the RDBN main Facebook page and the Connecting Consumers and Producers page. The survey that targets consumers was also distributed through both Facebook pages.

Next steps include compiling and analyzing the information gathered at the Focus Group sessions and through the survey responses, hosting the second Working Group meeting, and finalizing the Foundations Report. In addition, producers and other stakeholders will be interviewed as the next part of the engagement process.

The Regional Economic Development Plan and the Regional Tourism Strategy 2026 are being updated concurrently with the RDBN Food and Agriculture Plan; staff are ensuring that efforts for all three updates are being coordinated.

ATTACHMENTS:
RDBN Food and Agriculture Plan Update Engagement Strategy

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

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):
4.2 Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator.

Regional District of Bulkley-Nechako Food and Agriculture Plan Update

Engagement Strategy

July 2026



Developed by

Upland Agricultural Consulting

Urban Food Strategies

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1.0 Engagement Framework

1.1 Engagement Approach

The development of the Regional District of Bulkley-Nechako (RDBN) Food and Agriculture Plan Update (the Plan) will engage key players in the agriculture and food sector as well as connect to the broader public to gather input. This consultation and engagement will help to inform the vision, goals and recommendations in the Plan.

The desired outcomes are:

- Grow awareness and support for the Plan and the long-term vision that the RDBN is working towards as a sector partner.
- Engage the local agriculture and food sector, including a diverse range of producers, food processors, food security organizations, and other food-related businesses, in identifying existing assets, gaps, challenges, and opportunities.
- Identify and connect with champions who will support the planning process and the implementation of the Plan.
- Provide elected officials with a sense of what the interests, aspirations, and concerns from the food and agriculture sector are.
- Renew a shared vision for food and agriculture in the RDBN while gaining support and acceptance in the broader community for the Plan and its implementation.

The following levels of participation outline how the project activities will relate to the International Association for Public Participation public participation continuum: inform, consult, involve, collaborate, and empower. The majority of participation for this project will be in the inform, consult, and involve aspects of the spectrum, as follows:

- **Inform**: To provide balanced and objective information to better understand the challenges, opportunities, and/or solutions for the agriculture and food sector in the region;
- **Consult**: To obtain feedback and input from the key players on the goals and recommendations through the project process;
- **Involve**: To work closely with the key players throughout the project's process to ensure concerns and aspirations are consistently understood and considered; and

1.2 Engagement Values

The following values will guide all engagement activities:

- **Be Welcoming and Respectful**: involve and enable the participation of all interested parties. We will actively engage with and listen to a broad diversity of views and opinions to foster the mutual respect of all participants.
- **Be Transparent**: respective roles, responsibilities, and processes will be clearly communicated.
- **Foster Clarity and Neutrality**: ensure that accurate information and reporting is available to participants in a clear, plain language, within a timely manner.
- **Be Honest**: be truthful, follow through on commitments and act in a trustworthy manner.

- **Be Adaptive:** many of our traditionally in-person engagement activities have been adapted to digital platforms. However, "analogue" forms of outreach and engagement such as phone calls and where possible, in-person events will help ensure all voices are heard.

2.0 Key Agriculture and Food Representatives

2.1 Food System Community

The engagement process will aim to reach a diversity of stakeholders in the agriculture and food sector across the region. Some potential stakeholders include:

- Producers and processors
- Abattoirs, Cut and Wrap, Farmgate Plus
- Agricultural association representatives
    - BC Cattlemen's Association (local chapters)
    - Bulkley Valley Dairyman's Association
    - Smithers Farmers Institute
    - Tatalrose Farmers Institute
    - Beekeepers
- Nechako Valley Food Network
- Groundbreakers Agriculture Association
- Young Agrarians
- Farmers Markets (various)
- Northwest Region Hub Farm to School BC
- BC Forage Council
- Northwest Invasive Plant Council
- Non-profit organizations involved in food production and food security
- Community Futures
- 4H Clubs
- BC Agriculture Council (WALI Program)
- MOTT Approving Officer (RDBN does not have one)
- Others, as recommended by the RDBN staff

2.2 RDBN Staff Members

Various roles within the RDBN have overlapping concerns with the agri-food sector, making engagement across RDBN staff and important element of this planning process. Engagement with RDBN staff can happen as one-on-one interviews with key individuals in various departments, or a focus group where several departments are brought together to discuss relevant agri-food challenges and opportunities. Some of the roles of who should be engaged include:

- Communications
- Emergency management and response
- Economic Development
- Planning
- Agriculture

- Recycling , garbage, and utilities (e.g. around ag waste)

3.0 Engagement Activities

A series of engagement activities will be hosted across the region. The activities are designed to reach a broad set of stakeholders including producers, processors, community members. The overall deliverable from all engagement activities will be a *What We Heard* report to be created in March 2027, once activities are completed.

3.1 Indigenous Engagement

The RDBN First Nations Liaison will be the point of contact for Indigenous Engagement. Nations will be invited to participate in whichever engagement activities best suit their communities. Engagement for both this plan update, as well as the RDBN's Economic Development and Tourism plan updates will be bundled for First Nations communities.

3.2 Project Working Group

A project Working Group will be formed to provide key input and insight into the Plan. The role of the Working Group will be to provide feedback on emerging issues and opportunities since the 2020 Plan, provide input on the review of the 2020 Plan when relevant, provide feedback on the engagement approach and results and review the updated Plan before it is presented to the Regional Board. Working Group meetings will be held at key points throughout the project's process. For example:

Meeting #1: Project introduction, identification of emerging issues, discussion on review of the 2020 Plan actions, and feedback on engagement approach (September 2026).

Meeting #2: Present the results of engagement activities, and develop preliminary direction for the Updated Plan's vision, objectives and recommended actions (February 2027).

Meeting #3: Present and review the draft Food and Agriculture Plan Update (April 2027).

Deliverables: Meeting summary notes

Timeline: September 2026 to April 2027

3.3 Focus Groups

Four focus groups will be hosted with producers, processors and agriculture and food organizations to dive deeper into challenges and opportunities that have emerged since the creation of the 2020 *Food and Agriculture Plan*. Three of these focus groups will be held in-person and take place in locations throughout the region:

1. Bulkley Valley (Smithers/Telkwa/Houston),
2. Lakes District (Granisle/Burns Lake/Southside) and
3. Nechako Valley (Fraser Lake/Vanderhoof/Fort St. James)
4. One additional focus group to accommodate people who were unable to attend the in person events (Online)

The objective of the focus groups will be to understand what has happened in the region since the creation of the 2020 Plan including the progress of implementation, confirm existing (or identify new) objectives and actions to strengthen the sector for the next 5 years, and identify areas where more targeted research is required.

We will aim to invite representatives from all types of commodities and farm sizes as well as food sector organizations. The consultants will prepare all materials necessary for the focus groups (e.g. agenda, PowerPoint slides, maps, graphics, etc.) and will assist with advertising the events on social media.

Deliverable: Focus Groups (3 in-person and 1 online)

Timeline: End October – Early November 2026

3.4 Surveys

Two surveys will be developed through RDBN web platforms and made available online for two separate audiences; (1) agri-food producers, processors, and industry associations (2) general public and agriculture and food organizations. The surveys can be promoted through the RDBN's social media channels, websites, and local newspapers in collaboration with RDBN communications staff.

Producers, Processors and Industry Association Survey

The objective of the producers and processors survey will be to obtain feedback on issues, challenges, anticipated future conditions, and opportunities that have emerged since 2020 facing different segments of the sector and frame potential solutions under the context of what actions are within the RDBN's authority. Some questions which may be present on this survey include:

- What are the top challenges facing the agri-food sector in the region right now?
- What future conditions and/or challenges do you see arising in the next ten years?
- What are the most significant opportunities to grow and enrich for the sector in your area?
- What are the most important actions local government can take to be a good partner to the agri-food sector?

Public and Organizations Survey

The objective of the public and organizations survey will be to gain insight into how the local community perceives the agri-food sector, how they engage with it, and opportunities to improve support for the sector from both community members and local organizations. Some questions which may be present on this survey include:

- Where do you typically go to do your food shopping?
- What (if any) local food products do you purchase? How often?
- What about the local agri-food sector is most important to you?
- How could agriculture and food support community resilience?
- In your ideal world, what does agriculture and food look like in the region in 10 years?

Deliverable: Preparation, monitoring, promotion, and analysis of two surveys.

Timeline: November 2026 – January 2027

3.5 Interviews

One-on-one interviews are a strong tool for understanding nuanced challenges and identifying innovative ideas and approaches to improving systems. Up to 10 interviews will be conducted with agri-food sector representatives who may not have been able to attend the in-person or virtual focus groups. These interviews can occur in person, online, or by phone, dependent on the availability of the interviewee. Members of the consulting team will be responsible for organizing and facilitating the interviews.

Some questions which will guide the interview process are:

- What do you see as key issues and challenges for the regional agriculture sector?
- What do you see as the key gaps in policy, regulations and/or support from the RDBN?
- What with respect to the agriculture sector is working well in the RDBN?
- What aspects of the food system (e.g. aggregation, distribution, processing, retail) would you like to see enhanced within the RDBN?
- What role can regional and local governments play in supporting the sector? [consultants will briefly outline RDBN's authority and provide examples from other jurisdictions]

Deliverable: Up to 10 interviews.

Timeline: November 2026 – January 2027

4.0 Communication

4.1 RDBN Staff Check-ins

The consultant team will meet with RDBN project staff regularly throughout the planning process. Communication will take place by email and phone as needed and scheduled check-in meetings will occur at key stages of the project. For example, meetings may focus on the engagement strategy, share results of the background report, policy analysis and engagement results, and the draft Plan.

4.2 Media and Promotion

Key support from the consulting team regarding the promotion of the Food and Agriculture Plan update, and associated engagement, include:

- The consultant team will assist RDBN staff in creating media-ready content for press releases as well as materials for staff-attended engagement events (postcards, questionnaires) and a short survey or questionnaire that can be used by RDBN staff at community events to raise awareness of the Food and Agriculture Plan. Media interviews and media briefings/columns/articles can be drafted for local media outlets at key points along the project timeline, as desired.
- The consulting team can also support RDBN Communications staff in developing website content. This will include any 'social media ready' content to help build a following and keep

people up to date as much as possible. It is anticipated that media pushes will occur around the survey and key project milestones and engagement events. The consulting team will work alongside the RDBN Communications representative on all media and promotion of the project.

- The consulting team will support RDBN in requesting an external review of the draft Plan update from the Agricultural Land Commission and the Ministry of Agriculture and Food.
- In collaboration with RDBN staff, the consultants will develop a communications strategy for the updated RDBN Food and Agriculture Plan and co-implement the strategy with the Regional District Agriculture team. This may include:
    - Ready-to-use communications materials (e.g., website text, FAQs, and social media post texts, etc.) and suggested avenues for sharing the final plan with producers and the public;
    - A plain-language explainer that clearly distinguishes between actions within the RDBN's authority (e.g., zoning, bylaws, partnerships) and those requiring advocacy or collaboration with other levels of government; and
    - A one-page "Plan Update at-a-Glance" summary outlining the plan's vision, priority actions, and implementation roles.

Deliverables: Communications Strategy and Materials

Timeline: May – June 2027

5.0 Timeline

Engagement Activity	Timeline
1. Project Kick off meeting	June 2026
2. Engagement Strategy	July 2026
3. Working Group Meeting #1	August 2026
4. Promotion of Project and Associated Engagement Events	July – September 2026
5. Focus Groups	October – November 2026
6. Surveys	November 2026
7. Interviews	November - December 2026
8. Develop Engagement Summary (What We Heard)	January 2027
9. Working Group Meeting #2	February 2027
10. Working Group Meeting #3	April 2027

Regional District of Bulkley-Nechako
Board of Directors

To: Chair and Board

From: Megan D'Arcy, Regional Agriculture Coordinator

Date: November 12, 2026

Subject: **Growing Opportunities Newsletter, Issue 37**

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

Receive.

BACKGROUND

The Growing Opportunities newspaper is published regularly and disseminates information about projects and other initiatives that the RDBN Agriculture Team has undertaken. The RDBN Agriculture team also use the newsletter to share information about events being held by regional agriculture non-profit or charitable organizations and other agriculture-related information.

Links to the previous versions of the newsletter are located on the RDBN Agriculture Growing Opportunities page.

ATTACHMENTS:
Growing Opportunities Newsletter – Issue 37, October 2026

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

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):
4.2 Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator.

Outlook

RDBN Growing Opportunities e-Newsletter - October 2026

From Regional District of Bulkley-Nechako <economic.development@rdbn.bc.ca>
Date Fri 10/9/2026 3:56 PM
To Megan D'Arcy <megan.darcy@rdbn.bc.ca>

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

Click here to view this newsletter in your browser

GROWING OPPORTUNITIES

Bulkley-Nechako Agriculture Update

October 2026 - Issue 37

Agriculture Team Update

The engagement process for updating the RDBN Food and Agriculture Plan is underway (details for upcoming focus group meetings are below). The RDBN Food and Agriculture Plan is the guiding document for Agriculture staff. We really encourage producers to get involved with helping to determine priorities and action items so that the updated plan continues to be impactful and based on grassroots input from the regional agriculture community.

In other news, October is election month. General Voting Day for local government elections is October 17, 2026.

Lastly, we hope everyone has a good Thanksgiving! It's a great time of year to purchase locally produced vegetables, including carrots, potatoes, beets, pumpkins and more! 🥕



RDBN Food & Agriculture Planning - Focus Groups



The Regional District of Bulkley-Nechako (RDBN) is in the process of updating its 2020–2025 Food and Agriculture Plan to ensure that it is current and that it addresses issues and opportunities relevant to community members. Ione Smith (Upland Agricultural Consulting) and Janine de la Salle (Urban Food Strategies), along with RDBN staff, will be hosting in-person Focus Group sessions during the last week of October. Light refreshments will be provided.

We would like to invite you to attend the in-person session that is most convenient for you. Events will be held in three locations.

Please click the underlined location to RSVP for whichever Focus Group session you are able to attend:

Nechako Valley: Jane Gray Room, Vanderhoof Library, 6pm to 8pm on Tuesday, October 27, 2026

Bulkley Valley: Round Lake Hall, Telkwa, 6pm to 8pm on Wednesday, October 28, 2026

Lakes District: RDBN Office, Burns Lake, 6pm to 8pm on Thursday, October 29, 2026

The objective of the focus group sessions will be to better understand changes to the regional agri-food system, confirm existing (or identify new) objectives and actions to strengthen the sector for the next 5 years, and identify areas where more targeted work is required.

Come prepared to discuss questions such as:

- What are the top challenges facing the agri-food sector in the region right now?
- What future conditions and/or challenges do you see arising in the next ten years?
- What are the most significant opportunities to grow and enrich the agriculture sector in your area?
- What are the most important actions local government can take to be a good partner to the agri-food sector?

An online Focus Group session will be organized at a later date for those unable to attend in person. If you would like to be added to the invitation list for the online event, please let us know.

Please RSVP either by clicking one of the above links, or by emailing Ione Smith at Upland Agricultural Consulting.

RSVP by Email

CCIA Livestock Traceability Survey

The Canadian Cattle Identification Agency (CCIA) is a not-for-profit, industry-initiated and led organization that represents livestock organizations across Canada, including the BC Cattlemen's Association. The CCIA currently has a Livestock Traceability Survey available for producers and livestock industry stakeholders that will be open until November 25, 2026.

The survey can be filled out online and is also available to download as a pdf document that can be mailed in, or as a fillable pdf document.

As taken from the website:

"Our goal is to better understand what users need from future livestock traceability systems and how these systems can deliver greater value to the people who rely on them.

The survey explores opportunities to:

- Reduce duplicate data entry and reporting burden
- Simplify reporting processes and improve ease of use
- Improve integration between livestock information systems
- Support mobile functionality and automated reporting
- Identify tools, reports and information that could provide greater value to users
- Better understand expectations around data ownership, privacy, security and trust
- Identify priorities for future investment in livestock traceability systems."





Please let us know what you'd like to see in the next Growing Opportunities eNewsletter!

Megan D'Arcy, Agriculture Coordinator
Phone: 250-692-0783
Email: megan.darcy@rdbn.bc.ca

Email sent to: megan.darcy@rdbn.bc.ca

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cyberimpact