

AGENDA

MEETING NO. 8

May 23, 2024

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VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, May 23, 2024

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA - May 23, 2024</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-17	Board Meeting Minutes - May 9, 2024	Approve
18-21	Regional Transit Committee Meeting Minutes - May 9, 2024	Receive
22-25	Rural/Agriculture Committee Meeting Minutes - May 9, 2024	Receive

DELEGATION - (Virtual)

PIPELINE CONSTRUCTION

Environmental Assessment Office

Ruby Sarkar, Deputy Director, Compliance and Enforcement,
Management Plans and Kelly Wintemute, Executive Project
Director

Ministry of Energy, Mines and Low Carbon Innovation

Darren Beaupre, Director, LNG Decarbonization and CCUS, Clean
Energy and Major Projects Office

Ministry of Municipal Affairs

Ron Burleson, Director, Land Use, Planning and Regional Impacts
Branch

BC Energy Regulator

Hardy Friedrich, Manager, Major Projects and Garth
Thoroughgood, Vice President, Indigenous Relations &
Community

DELEGATION (CONT'D)

Re: Pipeline Construction Topics of Discussion

- **Lessons Learned from the Construction of TC Energy's Coastal GasLink Pipeline Project within the RDBN**
- **RDBN involvement with implementation of the Socio-economic Effects Management Plan**
- **How the RDBN can work with industry and the province to better support the pipeline process, mitigate negative impacts associated with pipeline construction and optimize community benefits associated with future pipeline construction projects**

ELECTORAL AREA PLANNING

Bylaw for Adoption

26-36	Jason Llewellyn, Director of Planning Rezoning Application RZ RDBN 01-24 Adoption of Bylaw No. 2039	Recommendation
37-42	Danielle Patterson, Senior Planner Rezoning Application RDBN 02-21 Adoption of Bylaw No. 2033 and 2035	Recommendation

Development Variance Permit

43-54	Cameron Kral, Planning Technician Development Variance Permit Application No. A-02-24 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
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DEVELOPMENT SERVICES

ALR Application

55-67	Jason Llewellyn, Director of Planning ALR Non-Farm Use Application No. 1271 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
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<u>PAGE NO.</u>	<u>DEVELOPMENT SERVICES (CONT'D)</u>	<u>ACTION</u>
	<u>Land Referral</u>	
68-74	Rowan Nagel, GIS/Planning Technician Crown Land Application Referral No. 7409123 Electoral Area D (Fraser Lake Rural)	Recommendation
	<u>Environmental Assessment</u>	
75-77	Jason Llewellyn, Director of Planning Coastal Gaslink Pipeline Electrification Optionality Amendment	Recommendation
	<u>ENVIRONMENTAL SERVICES</u>	
78-79	Alex Eriksen, Director of Environmental Services-Purchase of a New Ford F550	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
80-81	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendation - May 9, 2023	Recommendation
82-84	Cheryl Anderson, Director of Corporate Services – Union of BC Municipalities – Minister Meetings/Ministry Staff Meetings/Resolutions	Direction
85-88	Cheryl Anderson, Director of Corporate Services – Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049	Recommendation
89-129	Cheryl Anderson, Director of Corporate Services – RDBN Procedure Bylaw No. 2042 and Electronic Meeting Policy	Recommendation
130-148	John Illes, Chief Financial Officer -RDBN Remuneration Amendment Bylaw No. 2050	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
149-153	John Illes, Chief Financial Officer - Funded Organization Expectation of Accountability Policy	Recommendation
154-198	John Illes, Chief Financial Officer - Statement of Financial Information (SOFI)	Recommendation
199-212	John Illes, Chief Financial Officer - Local Service Area Contract – Lakes District Museum	Recommendation
213	John Illes, Chief Financial Officer - 2023 Emergency Operations Deficit	Receive
214-224	Nellie Davis, Manager of Regional Economic Development – Grant in Aid for Area C (Fort St. James Rural) – Fort St. James Minor Hockey -Fort Forum Concession Renovation	Recommendation
<u>ADMINISTRATION CORRESPONDENCE</u>		
225-226	RDBN Letter to Ministry of Water, Land and Resource Stewardship – Wildlife Habitat Area Proposal for Southern Mountain Caribou (WHA 6-291) in the Nadina Natural Resource District	Ratify
227-229	Minister of Forests Response Letter Regarding Old Growth Deferral overlapping Agricultural Land Reserve and RDBN Letter	Receive
230	BC Vegetable Marketing Commission – The Commission’s Role in Northern BC Temporary Re-Introduction of “Regulated Area” Restriction	Receive
231-232	Comox Valley Regional District – Funding and Supports for Emergency Response, Planning and Mitigation	Receive

Meeting No. 8
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SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

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

- Labour Relations
- Legal Matters
- Connectivity

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 7****Thursday, May 9, 2024**

PRESENT:

Chair	Mark Parker
Directors	Gladys Atrill Shane Brienen – via Zoom – left at 1:39 p.m. Martin Elphee Judy Greenaway Clint Lambert – via Zoom – arrived at 10:15 a.m. Linda McGuire Stoney Stoltenberg Sarrah Storey – via Zoom Henry Wiebe – via Zoom
Directors Absent	Leroy Dekens, Village of Telkwa Shirley Moon, Electoral Area F (Vanderhoof Rural) Kevin Moutray, District of Vanderhoof Chris Newell, Electoral Area G (Houston/Granisle Rural) Michael Riis-Christianson, Electoral Area B (Burns Lake Rural)
Alternate Directors	Doug Bysouth, Electoral Area B (Burns Lake Rural) Brian Frenkel, District of Vanderhoof Alex Kulchar, Electoral Area F (Vanderhoof Rural) Annette Morgan, Village of Telkwa – via Zoom – left at 11:05 a.m., returned at 11:13 a.m., left at 2:14 p.m. Elijah Newell, Electoral Area G (Houston/Granisle Rural)
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Alexandra Aebischer, FireSmart/Protective Services Summer Student – left at 10:08 a.m. Megan D’Arcy, Regional Agriculture Coordinator – via Zoom – arrived at 1:43 p.m. Alex Eriksen, Director of Environmental Services – via Zoom - arrived at 10:37 a.m., left at 11:01 a.m. Mike Huntley, FireSmart Coordinator – left at 10:08 a.m. Deborah Jones-Middleton, Director of Protective Services – left at 10:08 a.m. Luke Nathaus, Environmental Services Summer Student – left at 10:08 a.m. Chloe Taylor, Planning Summer Student – left at 10:08 a.m. Jason Llewellyn, Director of Planning – left at 10:35 a.m., returned at 12:02 p.m., left at 12:12 p.m. Wendy Wainwright, Deputy Director of Corporate Services Hannah Zayac, Planning Summer Student – left at 10:08 a.m.

Other Taylor Turkington, CAP, Beswick Hildebrandt Lund Chartered Professional Accountants

Media Jeremy Hull, LD News – via Zoom

CALL TO ORDER Chair Parker called the meeting to order at 10:00 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

OATH OF OFFICE Curtis Helgesen, CAO administered the Oath of Office to Brian Frenkel, Alternate Director, District of Vanderhoof.

AGENDA & SUPPLEMENTARY AGENDA Moved by Director Stoltenberg
 Seconded by Director McGuire

2024-7-1 “That the Board Meeting Agenda and Supplementary Agenda of May 9, 2024 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

STAFF INTRODUCTION

Deborah Jones-Middleton, Director of Protective Services introduced Mike Huntley, FireSmart Coordinator, Alexendra Aebischer, FireSmart/Protective Services Summer Student, and Luke Nathaus, Environmental Services Field Summer Student.

Jason Llewellyn, Director of Planning introduced Chloe Taylor and Hannah Zayac, Planning Summer Students for 2024.

STAFF ACKNOWLEDGEMENT

Chair Parker acknowledged and expressed gratitude to Deborah Jones-Middleton, Director of Protective Services for her work in Emergency Management for the RDBN and congratulated her on her new position with the Regional District of Okanagan-Similkameen.

MINUTES

Board Meeting Minutes -April 25, 2024 Moved by Director Greenaway
 Seconded by Director Elphee

2024-7-2 “That the Board Meeting Minutes of April 25, 2024 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

**BESWICK HILDEBRANDT LUND CHARTERED PROFESSIONAL ACCOUNTANTS – (Virtual)
 Taylor Turkington, CPA Re: 2023 Audit**

Chair Parker welcomed Taylor Turkington, CPA, Beswick Hildebrandt Lund Chartered Professional Accountants.

Mr. Turkington provided an overview of the RDBN 2023 Financial Statements.

- Independent Auditor’s Report
- Statement of Financial Position
- Statement of Operations
- Statement of Changes in Net Financial Assets
- Statement of Cash Flows.

Director McGuire requested clarification regarding debt recoverable for municipalities and the Village of Granisle.

Chair Parker thanked Mr. Turkington for attending the meeting.

DEVELOPMENT SERVICES

Referrals

Notice of Work Referral Moved by Director Stoltenberg
No. 2000419 – Electoral Area Seconded by Alternate Director Kulchar
D (Fraser Lake Rural)

2024-7-3

“That the comment sheet for Notice of Work Referral No. 2000419 be amended to add the following:

The Regional District notes the high potential for impact on residents of Ely Subdivision Road. Therefore, the Regional District recommends that the Province:

- engage with residents in the area to identify their concerns regarding the proposed gravel pit;
- require a buffer between the gravel pit and Ely Subdivision Road properties; and
- prohibit access to the gravel pit from Ely Subdivision Road.

That the comment sheet as amended be provided to the Province as the Regional District’s comments for Notice of Work Referral No. 2000419.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (CONT'D)

Referrals (Cont'd)

Supplementary Information Moved by Director Stoltenberg
Notice of Work Referral Seconded by Director Elphee
No. 2000419

2024-7-4 "That the Board receive the correspondence from the Inspector of Mines, Permitting, Central/Northeast Region, Ministry of Energy, Mines and Low Carbon Innovation on the Supplementary Agenda regarding Notice of Work Referral No. 2000419."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Coastal GasLink Amendment Moved by Director Greenaway
Application Technical Advisory Seconded by Director Stoltenberg
Committee

2024-7-5 "That the Board Direct staff to participate in the Coastal GasLink Environmental Assessment Certificate Amendment review process as a full member, and report back to the Board on the process as appropriate."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Prince Rupert Gas Moved by Director Stoltenberg
Transmission Project Seconded by Alternate Director Bysouth
Response Letter for Section 2,
2a, 3, and 4, and Middle River
Compressor Site (Notification
No. 130316)

2024-7-6 "That the Board receive the Senior Planner's Prince Rupert Gas Transmission Response Letter for Section 2, 2a, 3, and 4, and Middle River Compressor Site (Notification No. 130316) memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Greenaway spoke of sending a letter to the Nisga'a Nation and Western LNG, the new owners of the Prince Rupert Gas Transmission Project outlining the RDBN interests. Staff will forward the letter.

ENVIRONMENTAL SERVICES REPORTS

Purchase of a New 53'
 Walking Floor Trailer

Moved by Director Atrill
 Seconded by Director Stoltenberg

2024-7-7

"That the Board approve the purchase of a new Titan 53' Walking Floor Trailer from Ocean Trailers for a total of \$164,280 plus applicable taxes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Purchase of a New Compact
 Excavator

Moved by Director Atrill
 Seconded by Director Greenaway

2024-7-8

"That the Board approve the purchase of a new Hyundai R55 compact excavator from Anchored Firm Ventures for a total of \$109,700 plus applicable taxes."

(All/Directors/Majority)

DEFEATED

Discussion took place regarding the evaluation process and the recommendation to purchase a new Hyundai R55. Staff will review the Request for Proposal criteria and bring forward a report at the May 23, 2024 meeting.

Purchase of Two Skid Steers

Moved by Director Stoltenberg
 Seconded by Director McGuire

2024-7-9

"That the Board approve the purchase of two (2) 2024 John Deere 324G skid steers including specified attachments from Brandt Tractor Ltd. for \$103,800/each plus applicable taxes."

Opposed: Director Elphee CARRIED

(All/Directors/Majority)

Employee equipment training at RDBN Transfer Station and Landfill Sites was discussed.

Disposal of a 2020 Kubota
 MX5400 Tractor

Moved by Director Greenaway
 Seconded by Director Elphee

2024-7-10

"That the Board approve the disposal of a 2020 Kubota MX5400 Tractor for no less than \$30,000."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Ministry of Water, Land and Resource Stewardship -Wildlife Habitat Area Proposal for Southern Mountain Caribou-Submission of Written Comments by May 30, 2024

The following was discussed:

- Ministry of Water, Land and Resource Stewardship (WLRS) indicated during its presentation at the April 25th Board meeting they would follow up regarding the initiative between Cheslatta Carrier Nation, Rio Tinto and WLRS to remove debris from the islands in Whitesail to allow the Caribou access to breeding grounds.
- District of Houston's letter to WLRS and the request for clarity regarding information, regions and boundaries and the consideration for underwater logging.
- Recognizing the attempt to assure and assist in the future of the species.
- Ecosystem for the caribou and logging roads providing predatory access
- Provincial government spending regarding wildlife sustainability
- Wildfire impacts to Tweedsmuir Park
 - o No logging
 - o Mountain Pine Beetle
 - o The need to manage the land that comprises the caribou habitat
- Living in a fire ecosystem and the need for better management practices
 - o Manage through control burns
- Climate change and wildfire lens
- Needs to be a living document reviewed annually.

Delegation Request – Minister of Water, Land and Resource Stewardship

The Board discussed requesting a presentation including the following topics:

- Water licensing explained for a better understanding of the process
- Location of Test Wells
 - o Map of the test wells across the entire Regional District
 - o WLRS's plans for the test wells and aquifers moving forward
- Community irrigation systems, large scale systems, wells and water storage systems.

North Central Local Government Association (NCLGA) – RDBN Resolutions

The Board identified keynote speakers for the following NCLGA – RDBN Resolutions:

1. Healthcare Worker Shortage – Reducing Barriers to Training - Director Storey
2. Housing Support in Northern and Small Communities - Director Atrill
3. Industry Shutdown - Director Storey or Chair Parker
4. Search and Rescue – Capability Approval Process – Director Moutray
5. Vaccine Mandate for Healthcare Workers – Director McGuire or Director Newell.

Discussion took place regarding the ability to attend NCLGA for a day rather than the entire conference. Director Greenaway, NCLGA 1st President will bring it forward to the NCLGA Executive.

ADMINISTRATION REPORTS (CONT'D)

UBCM Convention 2024
-September 16-20, 2024
-Vancouver, B.C. – Attendance
Authorization – Resolution
Deadline – Minister/Ministry
Staff Meetings

Moved by Director Stoltenberg
 Seconded by Alternate Director Bysouth

2024-7-11

“That the Board authorize attendance of Rural Directors at the UBCM Convention from September 16-20, 2024 in Vancouver, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Invitation: Advisory
Committee on Emergency
Management Regulations

Moved by Director Stoltenberg
 Seconded by Alternate Director Frenkel

2024-7-12

“That the Board submit Director Parker’s name to UBCM for consideration on the Advisory Committee on Emergency Management Regulations.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Public Event Participation
Policy

Moved by Director Atrill
 Seconded by Director Elphee

2024-7-13

“That the Board approve the Public Event Participation Policy.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Procedure Bylaw No.
2042, 2024 and Electronic
Meeting Policy

Moved by Director Greenaway
 Seconded by Director Stoltenberg

2024-7-14

“That staff bring forward RDBN Procedure Bylaw 2042, 2024 to replace RDBN Procedure Bylaw No. 1964, 2021 and bring forward the amended Electronic Meeting Policy.”

Opposed: Director Lambert CARRIED
 Alt. Dir. Morgan

(All/Directors/Majority)

ADMINISTRATION REPORTS (CONT'D)

Discussion took place regarding:

- Attendance/Quorum and Roll Call – Section 4.3
 - Chair’s discretion for members to have cameras on at all times in the event of connectivity issues
- Recording of attendance during in-person and virtual meetings
- Elected and appointed Director’s responsibilities to conduct themselves during meetings
- Governance of Regional District meetings.

Break for lunch and Regional Transit Meeting at 12:12 p.m.

Reconvened at 1:39 p.m.

Remuneration Bylaw Review

The following was discussed:

- Consideration 5
 - Remuneration for attending Board meetings virtually
 - Climate commitments and carbon credits – carpooling
 - Preparation time for attending in-person or virtual meetings
- Consideration 4
 - Meeting the RDBN Cybersecurity requirements and the provision of electronics by the RDBN and municipalities for municipal Directors
 - Providing electronics to Alternate Directors
- Considerations 1-4
 - Move forward recommended changes
- Consideration 5 and 6
 - Leave as currently written.

Remuneration Bylaw Review Moved by Director Elphee
 Seconded by Director Greenaway

2024-7-15 “That staff bring back an amendment to the Remuneration Bylaw to incorporate the items of consideration.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

2023 Financial Statements and Audit Report Moved by Director McGuire
 Seconded by Alternate Director Frenkel

2024-7-16 "That the Board accept and authorize the Chair and the Chief Financial Officer to sign the Financial Statements for the year ending December 31, 2023; and that the Year End Audit Findings Report to the Board be received."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid for Electoral Area E (Francois/Ootsa Lake Rural) Chinook Emergency Response Society Moved by Director Lambert
 Seconded by Director Stoltenberg

2024-7-17 "That the Board approve allocating \$10,000 in Electoral Area E (Francois/Ootsa Lake Rural) Grant in Aid monies to the Chinook Emergency Response Society."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Alternate Director Morgan removed herself from the meeting at 2:14 p.m. due to a conflict of interest regarding Dze L K'ant Friendship Centre Society – Letter of Support Request as she is employed by the Society.

Dze L K'ant Friendship Centre Society – Letter of Support Request Moved by Director Stoltenberg
 Seconded by Director Atrill

2024-7-18 "That the Board provide a Letter of Support to Dze L K'ant Friendship Centre Society for their funding application to BC Housing's Indigenous Housing Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION CORRESPONDENCE

Environmental Assessment Office – Follow-up 2023 UBCM Convention Moved by Director Atrill
 Seconded by Director McGuire

2024-7-19 "That the Board receive the correspondence from the Environmental Assessment Office regarding follow-up from the 2023 Union of BC Municipalities Convention."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
Seconded by Director Kulchar

2024-7-20

"That the meeting be adjourned at 2:17 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate
Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL TRANSIT COMMITTEE MEETING****(Committee of the Whole)****Thursday, May 9, 2024**

PRESENT:	Chair	Mark Parker
	Directors	Gladys Atrill Shane Brienen – via Zoom, arrived at 1:07 p.m. Martin Elphee Judy Greenaway Clint Lambert – via Zoom Linda McGuire Stoney Stoltenberg Henry Wiebe – via Zoom Sarrah Storey - via Zoom
	Directors Absent	Leroy Dekens, Village of Telkwa Shirley Moon, Electoral Area F (Vanderhoof Rural) Kevin Moutray, District of Vanderhoof Chris Newell, Electoral Area G (Houston/Granisle Rural) Michael Riis-Christianson, Electoral Area B (Burns Lake Rural)
	Alternate Directors	Doug Bysouth, Electoral Area B (Burns Lake Rural) Brian Frenkel, District of Vanderhoof Alex Kulchar, Electoral Area F (Vanderhoof Rural) Annette Morgan, Village of Telkwa – via Zoom Elijah Newell, Electoral Area G (Houston/Granisle Rural)
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator Wendy Wainwright, Deputy Director of Corporate Services
	Others	Lara Beckett, Chair, Regional District of Fraser-Fort George Dave Bradshaw, Manager Transportation and Technical Services, City of Prince George Michael Coulson, Transit Planner, City of Prince George– via Zoom – arrived at 1:01 p.m. Lindsay Taylor, Government Relations Manager, BC Transit – via Zoom
	Media	Jeremy Hull, LD News – via Zoom

CALL TO ORDER

Chair Parker called the meeting to order at 1:00 p.m.

AGENDA

Moved by Director Stoltenberg
 Seconded by Director Greenaway

RTC.2024-1-1

"That the Regional Transit Agenda of May 9, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES**Regional Transit Committee
 Minutes – June 8, 2023**

Moved by Director Stoltenberg
 Seconded by Alternate Director Kulchar

RTC.2024-1-2

"That the Regional Transit Committee meeting minutes of June 8, 2023 be receive."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION**BC TRANSIT – Lindsay Taylor, Manager, Government Relations -Northern BC Re: NextRide and Customer Alert System**

Chair Parker welcomed Lindsay Taylor, Manager, Government Relations-Northern BC, BC Transit.

Ms. Taylor provided a PowerPoint Presentation.

NextRide and Customer Alert System

- Introduction
- Annual Communication
- Bulkley Nechako Ridership Update
- Slight Re-Routing on 161
- NextRide Update.

Director Atrill noted that it is reassuring that NextRide and Customer Alert System is active and provides real-time locations of buses. Director Atrill had the opportunity to ride the bus and commented that the Board should take the opportunity to also ride the bus.

Chair Parker thanked Ms. Taylor for attending the meeting.

REPORT

Update on BC Transit Bus Service Funding and Bylaw

Moved by Director Elphee
 Seconded by Director Atrill

RTC.2024-1-3

“That the Board ratify the April 15, 2024 Public Transportation in the RDBN Letter to the Ministry of Transportation and Infrastructure.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The Committee discussed the following:

- Municipalities requesting the Board’s consideration to have them removed from the service
 - Removal of bus stop if service is removed from a municipality
- Utilizing reserves to currently fund the service
- Northern Development Initiative Trust’s (NDIT)Bus the North Campaign
- Committee of the Whole meeting/discussion with NDIT and BC Transit to review future considerations
 - Community and Inter-Community benefits
 - Communication and consultation with all bus systems and networks
- Rural Directors contributing grant in aid in the past
- Fee structure review and possible increase
 - Fair evasion
 - Minimizing driver and customer conflict
 - Community liaison in some communities
 - Potential for a sliding scale fair structure
- Need for a long-term funding commitment from the Ministry of Transportation and Infrastructure to move forward
- Requesting the Province work with all partners to determine a solution for the future
- Providing transportation support to everyone in the region
- Value of bus stop in Regional District of Fraser-Fort George Electoral Area C (Chilako River-Nechako)
 - Provided support through grant in aid in the past
 - Would support a grant in aid request
- Use of grant in aid
- Government funding of transit throughout the Province - not user pay system
- Providing safe transportation throughout the region.

ADJOURNMENT

Moved by Director Stoltenberg
Seconded by Director Greenaway

RTC.2024-1-4

“That the meeting be adjourned at 1:38 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of
Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, May 9, 2024**

PRESENT: Acting Chair Mark Parker

Directors Judy Greenaway
Clint Lambert – via Zoom
Stoney Stoltenberg

Directors Shirley Moon, Electoral Area F (Vanderhoof Rural)
Absent Chris Newell, Electoral Area G (Houston/Granisle Rural)
Michael Riis-Christianson, Electoral Area B (Burns Lake Rural)

Alternate Directors Doug Bysouth, Electoral Area B (Burns Lake Rural)
Alex Kulchar, Electoral Area F (Vanderhoof Rural)
Elijah Newell, Electoral Area G (Houston/Granisle Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Megan D’Arcy, Regional Agriculture Coordinator
John Illes, Chief Financial Officer – arrived at 2:22 p.m.
Jason Llewellyn, Director of Planning - arrived at 2:21 p.m.
Wendy Wainwright, Deputy Director of Corporate Services

Others Martin Elphee, District of Fort St. James
Annette Morgan, Village of Telkwa – via Zoom – arrived at 2:20 p.m.

Media Jeremy Hull, LD News

CALL TO ORDER

Acting Chair Parker called the meeting to order at 2:19 p.m.

AGENDAMoved by Director Stoltenberg
Seconded by Alternate Director Kulchar**RDC.2024-4-1**

“That the Rural/Agriculture Committee Agenda for May 9, 2024 be approved.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural/Agriculture Committee Meeting Minutes -March 7, 2024 Moved by Director Stoltenberg
 Seconded by Alternate Director Kulchar

RDC.2024-4-2 "That the minutes of the Rural/Agriculture Committee meeting of March 7, 2024 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

AGRICULTURE REPORTS

Ministry of Agriculture and Food Follow-up Letter Moved by Director Stoltenberg
 Seconded by Alternate Director Bysouth

RDC.2024-4-3 "That the Committee recommend that the Board approve the follow-up letter to the Ministry of Agriculture and Food."

(All/Directors/Majority) CARRIED UNANIMOUSLY

BC Vegetable Marketing Commission - Update Moved by Director Stoltenberg
 Seconded by Director Greenaway

RDC.2024-4-4 "That the Committee receive the Regional Agriculture Coordinator's BC Vegetable Marketing Commission - Update memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Acting Chair Parker will follow up with the Regional District of Fraser-Fort George regarding their request for a meeting with the BC Vegetable Marketing Commission.

RURAL REPORT

Grant in Aid Under \$2,500 Approval Update Moved by Director Stoltenberg
 Seconded by Director Greenaway

RDC.2024-4-5 "That the Committee receive the Manager of Regional Economic Development's Grant in Aid Under \$2,500 Approval Update memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

NEW BUSINESS

Farm Animal Advisory Panel

Alternate Director Kulchar spoke of participating on the Farmed Animal Welfare Advisory Panel and meeting with stakeholders to provide recommendations to the Ministry of Agriculture and Food. Alternate Director Kulchar commented that Recommendation 6 - Shortage of Livestock Veterinarians, Especially in Rural and Remote Areas has received funding toward B.C. Veterinarian clinics that treat farm animals. He also noted Recommendation 1 - Enforcement, Inspections, Audits, Oversight - Public Trust recommends that the Ministry of Agriculture and Food create a new inspection and enforcement function within the Ministry of Agriculture and Food to assume responsibility for implementation of the *Prevention of Cruelty to Animals Act*.

Community Emergency Response Societies

Director Stoltenberg mentioned that he has received a number of inquiries from Electoral Area A (Smithers/Telkwa Rural) area residents to form Community Emergency Response Societies similar to the Chinook Emergency Response Society in Electoral Area E (Francois/Ootsa Lake Rural). He noted that one group has received its society status and two groups are working toward achieving status.

Chair Lambert provided an overview of the Chinook Emergency Response Society funding structure.

Community Irrigation

Chair Lambert spoke of community irrigation systems for areas that are prominent farming locations. He noted the importance of the Ministry of Agriculture and Food having aquifer mapping.

Discussion took place regarding dam costs, standardized dam sizing and building requirements, operations, and liability. Inviting the Ministry of Water, Land and Resource Stewardship to a future Board meeting to discuss water licensing and community irrigation prior to allocating staff resources for additional research on such a project was discussed.

John Illes, Chief Financial Officer noted that the Regional District oversees Glacier Gulch dam in Electoral Area A (Smithers/Telkwa Rural). It was noted that the Province has indicated that it will provide permits to Regional Districts only.

Advocacy with the Ministry of Agriculture and Food regarding funding for community irrigation projects was discussed. The Provincially funded Agricultural Water Infrastructure Program administered through the Investment Agriculture Foundation requires a farmer to have an Environmental Management Plan (EMP).

ADJOURNMENT

Moved by Director Stoltenberg
Seconded by Director Greenaway

RDC.2024-4-6

"That the meeting be adjourned at 2:45 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Acting Chair

Wendy Wainwright, Deputy Director
of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: May 23, 2024
Subject: **Rezoning Application RZ RDBN 01-24 / Bylaw No. 2039
Small Scale Multi-Unit Housing Zoning Bylaw Amendments**

RECOMMENDATION: (all/directors/majority)

That “Regional District of Bulkley Nechako Rezoning Bylaw No. 2039, 2024” be adopted.

DISCUSSION

“Regional District of Bulkley Nechako Rezoning Bylaw No. 2039, 2024” amends “Regional District of Bulkley Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw) to bring it into compliance with *Local Government Act* (LGA) requirements regarding small scale multi-unit housing (SSMUH). These changes must be made to the Zoning Bylaw by June 30th, 2024.

Bylaw No. 2039 was given 3 readings on April 11th, 2024 following the Board’s consideration of the attached staff report which explains the Zoning Bylaw amendments. The bylaw cannot be adopted until it is approved by the Ministry of Transportation and Infrastructure. This approval has been received; therefore, Bylaw No. 2039 is presented to the Board for consideration of adoption.

ATTACHMENTS:

- Bylaw 2039, 2024
- April 11, 2024 Staff Report regarding Rezoning Application RZ RDBN 01-24



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2039

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended as follows:

1. Hudson Bay Mountain Multiple Family Residential Zone (R10)
Section 12.2.3.3. Limitations on Use is deleted and replaced with the following:
"A Home Occupation is not permitted."
2. Bare Land Strata Residential Zone (R11)
Section 13.0.3.2. Limitations on Use is deleted.
3. Local Commercial Zone (C1A)
Section 18.1.2.1. Density is deleted and replaced with the following:
"Not more than two Dwelling Units shall be located on a Parcel."
4. Highway Commercial Zone (C2)
Section 19.0.2.1. Density is deleted and replaced with the following:
"Not more than two Dwelling Units shall be located on a Parcel."
5. Tourist Commercial Zone (C3)
Section 20.0.2.2. Density is deleted and replaced with the following:
"Not more than one Single Family Dwelling shall be located on a Parcel."
6. Strata Resort Commercial Zone (C4)
Section 21.0.2.4. Density is deleted and replaced with the following:
"Not more than two Dwelling Units (that are not Cabins) shall be located in a strata development."
7. Light Industrial Zone (M1)
Section 22.0.2.1. Density is deleted and replaced with the following:
"Not more than two Dwelling Units shall be located on a Parcel."

8. Light Industrial – Contracting Zone (M1A)

Section 22.1.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units shall be located on a Parcel.”

9. Heavy Industrial Zone (M2)

Section 23.0.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units shall be located on a Parcel.”

10. Agricultural Industry Zone (M3)

Section 24.0.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units shall be located on a Parcel.”

11. Civic/Institutional Zone (P1)

Section 25.0.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units shall be located on a Parcel.”

12. Special Civic/Institutional Zone (P1A)

Section 25.1.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units shall be located on a Parcel.”

13. Recreation Zone (P2)

Section 26.0.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units (that are not Cabins) shall be located on a Parcel.”

14. Special Recreation Zone (P2A)

Section 26.1.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units (that are not Cabins) shall be located on a Parcel.”

15. Airport Zone (A1)

Section 27.0.2.1. Density is deleted and replaced with the following:

“Not more than two Dwelling Units shall be located on a Parcel.”

This bylaw may be cited as “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2039, 2024”.

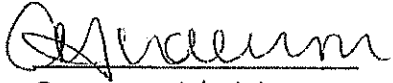
READ A FIRST TIME this 11 day of April.

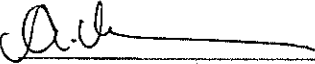
READ A SECOND TIME this 11 day of April.

READ A THIRD TIME this 11 day of April.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2039, 2024".

DATED AT BURNS LAKE this 11 day of April, 2024.


Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this 23 day of April, 2024

for Minister of Transportation & Infrastructure

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: April 11, 2024
Subject: **Rezoning Application RZ RDBN 01-24**
Small Scale Multi-Unit Housing Zoning Bylaw Amendments

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

1. That the Board consider the Provincial Policy Manual and Site Standards document and the site standards discussed in this report.
 2. That “Regional District of Bulkley Nechako Rezoning Bylaw No. 2039, 2024” be given first, second, and third reading.
-

COMPLIANCE WITH BILL 44

In the fall of 2023, the Province introduced changes to the *Local Government Act* (LGA) requiring “at least one additional housing unit (Secondary Suite) within a detached dwelling that would otherwise be a single-family dwelling” or “at least one additional housing unit within another building on the same parcel or parcels of land on which a detached single-family dwelling is located.” The Province commonly refers to this as small scale multi-unit housing (SSMUH). The LGA requires all zoning bylaws in BC to comply with the LGA SSMUH requirements by June 30, 2024. This project was completed with the assistance of Amy Wainwright of Plan North Consulting.

Proposed RDBN Zoning Bylaw Changes

Most residential zones in the RDBN’s Zoning Bylaw already comply with the above requirements as Secondary Suites are generally permitted in Single-Family Dwellings. However, the R10 and R11 Zones do not permit Secondary Suites. Also, several commercial, industrial, institutional, and recreation zones limit residential use to one Dwelling Unit. These zones are listed below along with a brief description of the amendments proposed in “Regional District of Bulkley Nechako Rezoning Bylaw No. Bylaw 2039, 2024” required to bring the RDBN’s Zoning Bylaw into compliance with the LGA.

1. Hudson Bay Mountain Multiple Family Residential (R10) - remove Secondary Suite restriction
2. Bare Land Strata Residential (R11) - remove Secondary Suite restriction
3. Local Commercial Zone (C1A) – increase density to two Dwelling Units
4. Highway Commercial Zone (C2) - increase density to two Dwelling Units
5. Tourist Commercial Zone (C3) – change density to one Single-Family Dwelling
6. Strata Resort Commercial Zone (C4) - increase density to two Dwelling Units
7. Light Industrial Zone (M1) - increase density to two Dwelling Units
8. Light Industrial – Contracting Zone (M1A) - increase density to two Dwelling Units
9. Heavy Industrial (M2) - increase density to two Dwelling Units
10. Agricultural Industry Zone (M3) - increase density to two Dwelling Units
11. Civic / Institutional zone (P1) - increase density to two Dwelling Units
12. Special Civic / Institutional Zone (P1A) - increase density to two Dwelling Units
13. Recreation Zone (P2) - increase density to two Dwelling Units
14. Special Recreation Zone (P2A) - increase density to two Dwelling Units
15. Airport Zone (A1) - increase density to two Dwelling Units

Bylaw 2039 amends the Zoning Bylaw to allow a Secondary Suites in a Single Family Dwelling in the R10, R11, C3 Zones

Bylaw 2039 amends the Zoning Bylaw to allow up to two Dwellings either as a Single Family Dwelling with a Secondary Suites or 2 Dwelling Units in another building in the C1A, C2, C4, M1, M2, M3, P1, P1A, P2, P2A, and A1 Zones. These zones, as they currently exist, can be seen in the attached link to the [Zoning Bylaw](#).

Provincial Policy Manual & Site Standards

The document titled “Provincial Policy Manual and Site Standards” (attached) establishes provincial expectations for local government implementation of the SSMUH requirements and sets site development standards which it considers appropriate. The RDBN is required to consider the applicable site standards while preparing and adopting Bylaw 2039.

Staff have considered the Provincial Policy Manual and Site Standards document including the applicable site development standards. The table below outlines the applicable

provincial standards and shows the existing RDBN Zoning Bylaw requirement for the zones being amended. The RDBN setback requirements are in some instances, greater than the provincial standards, and RDBN parking requirements are higher. Staff recommend that the RDBN Zoning Bylaw requirements remain unchanged as they are appropriate given that the primary purpose of each zone being amended (with the exception of the R10 and R11 Zones) is not residential and the existing requirements do not unreasonably impact the establishment of the permitted residential development given the parcel sizes in the rural area.

Zoning Bylaw Regulation	Provincial Standard	RDBN Zoning Bylaw Requirements			
Front Lot Line Setback	5-6 m	R10 – 7.5m C1A – 0m M1 – 15m P1 – 7.5m A1 – 7.5m	R11 – 7.5m C2 – 7.5m M1A – 15m P1A – 7.5m	C3 – n/a M2 – 15m P2 – 7.5m	C4 – 4.5m M3 – 30m P2A – 7.5m
Rear Lot Line Setback	6 m for principal building, 1.5 m for ADUs	R10 – 3m C1A – 6m M1 – 15m P1 – 2m A1 7.5m	R11 – 7.5m C2 – 6m M1A – 15m P1A – 2m	C3 – 7.5m M2 – 15m P2 – 2m	C4 – 4.5m M3 – 30m P2A – 2m
Side Lot Line Setback	1.2 meters	R10 – 6m C1A – 6m M1 – 15m P1 – 4.5m A1 – 7.5m	R11 – 5m C2 – 6m M1A – 15m P1A – 4.5m	C3 – 7.5m M2 – 15m P2 – 4.5m	C4 – 4.5m M3 – 30m P2A – 4.5m
Maximum Height	11 m for principal dwelling, 8 m for accessory dwelling	R10 – 11m C1A – n/a M1 – 5m P1 – n/a A1 – n/a	R11 – 11m C2 – n/a M1A – n/a P1A – n/a	C3 – n/a M2 – n/a P2 – n/a	C4 – n/a, M3 – n/a P2A – n/a
Maximum Number of Stories	3 storeys for principal dwellings, 2 storeys for accessory dwellings	R10 – n/a C1A – n/a M1 – n/a P1 – n/a A1 – n/a	R11 – n/a C2 – n/a M1A – n/a P1A – n/a	C3 – n/a M2 – n/a P2 – n/a	C4 – n/a, M3 – n/a P2A – n/a
Maximum Lot Coverage	25-40%	R10 – 35% C1A – 40% M1 – 40% P1 – 40% A1 – n/a	R11 – 40% C2 – 40% M1A – 40% P1A – n/a	C3 – n/a M2 – 40% P2 – n/a	C4 – n/a M3 – 40% P2A – n/a
Off Street Parking	One space per Dwelling	Two spaces per Single Family Dwelling, 1 per secondary suite			

ZONING BYLAW HOUSING REGULATION SIMPLIFICATION

The R1 – R9, R11, H1, H1B, H2, Ag1, RR1, C1, C2A zones already comply with the LGA SSMUH requirements. However, staff are proposing to amend these zones to increase residential flexibility and align regulations across all zones. These changes will be outlined in “Regional District of Bulkley Nechako Rezoning Bylaw No. Bylaw 2040, 2024” which is scheduled to be presented to the Board for consideration at the April 25th Board meeting.

The mandated zoning bylaw amendments in Bylaws 2039 were separated from the discretionary changes to be proposed in Bylaw 2040 to facilitate adoption of bylaw 2039 prior to the June 30th deadline. This provides the Board with greater flexibility in dealing with the discretionary changes in Bylaw 2040.

The changes to be proposed in Bylaw 2040 include the following:

- removing the size limit (90 m² and 40% of the SFD) for Secondary Suites;
- allowing either a detached 2nd dwelling or two family dwelling in most zones;
- setting Dwelling Unit maximums.
- establishing combined total floor area limits for all Dwellings for each zone.

PUBLIC NOTICE

Under Section 464(4) of the LGA the RDBN is prohibited from holding a public hearing for Bylaw 2039, 2024 as its sole purpose is compliance with the LGS. Notice of this application was published in the April 4th issues of RDBN newspapers, the RDBN Facebook page, and the RDBN’s web site informing the public of the date and location of the Board’s consideration of first reading of the bylaw and their ability to provide input in writing. Comments received in response to the public notices will be provided to the Board at the April 11th, 2024 Board Meeting.

ATTACHMENTS:

- Bylaw 2039, 2024
- [RDBN Zoning Bylaw 1800, 2020 \(link\)](#)
- [Provincial Policy Manual & Site Standards, Dec. 2023 \(link\)](#)



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2039

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended as follows:

1. Hudson Bay Mountain Multiple Family Residential Zone (R10)
Section 12.2.3.3. Limitations on Use is deleted and replaced with the following:
"A Home Occupation is not permitted."
2. Bare Land Strata Residential Zone (R11)
Section 13.0.3.2. Limitations on Use is deleted.
3. Local Commercial Zone (C1A)
Section 18.1.2.1. Density is deleted and replaced with the following:
"Not more than two Dwelling Units shall be located on a Parcel."
4. Highway Commercial Zone (C2)
Section 19.0.2.1. Density is deleted and replaced with the following:
"Not more than two Dwelling Units shall be located on a Parcel."
5. Tourist Commercial Zone (C3)
Section 20.0.2.2. Density is deleted and replaced with the following:
"Not more than one Single Family Dwelling shall be located on a Parcel."
6. Strata Resort Commercial Zone (C4)
Section 21.0.2.4. Density is deleted and replaced with the following:
"Not more than two Dwelling Units (that are not Cabins) shall be located in a strata development."
7. Light Industrial Zone (M1)
Section 22.0.2.1. Density is deleted and replaced with the following:
"Not more than two Dwelling Units shall be located on a Parcel."

8. Light Industrial – Contracting Zone (M1A)
Section 22.1.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units shall be located on a Parcel.”
9. Heavy Industrial Zone (M2)
Section 23.0.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units shall be located on a Parcel.”
10. Agricultural Industry Zone (M3)
Section 24.0.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units shall be located on a Parcel.”
11. Civic/Institutional Zone (P1)
Section 25.0.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units shall be located on a Parcel.”
12. Special Civic/Institutional Zone (P1A)
Section 25.1.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units shall be located on a Parcel.”
13. Recreation Zone (P2)
Section 26.0.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units (that are not Cabins) shall be located on a Parcel.”
14. Special Recreation Zone (P2A)
Section 26.1.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units (that are not Cabins) shall be located on a Parcel.”
15. Airport Zone (A1)
Section 27.0.2.1. Density is deleted and replaced with the following:
“Not more than two Dwelling Units shall be located on a Parcel.”

This bylaw may be cited as “Regional District of Bulkley-Nechako Rezoning Bylaw No. 2039, 2024”.

READ A FIRST TIME this ___ day of _____.

READ A SECOND TIME this ___ day of _____.

READ A THIRD TIME this ___ day of _____.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2039, 2024".

DATED AT BURNS LAKE this ___ day of _____.

Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this _____ day of _____, 2024

for Minister of Transportation & Infrastructure

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson
Date: May 23 2024
Subject: **Rezoning Application RDBN 02-21**
Adoption of Bylaw No. 2033 and Bylaw No. 2035

RECOMMENDATIONS:

(all/directors/majority)

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2033, 2024" be adopted.
 2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2035, 2024" be adopted.
-

EXECUTIVE SUMMARY

In 2020, the Regional District adopted "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw). Planning staff discovered that the new Zoning Bylaw has had unintended consequences for two properties.

The Motor Vehicles Rental use was removed from the Light Industrial – Contracting Zone (M1A), which impacted the vehicle rentals business at 3844 Henry Road, Electoral Area A (Smithers/Telkwa Rural) and the Veterinary Clinic use was removed from the Small Holdings Zone (H1), which impacted the existing Veterinary Clinic at 2450 Fountain Frontage Road, Electoral Area B (Burns Lake Rural). Bylaw No. 2033 adds Motor Vehicle Rental as a use at 3844 Henry Road, and Bylaw No. 2035 adds Veterinary Clinic as a use at 2450 Fountain Frontage Road.

The Board gave Bylaw No. 2033, 2024 and Bylaw No. 2035, 2024 third reading at the April 25, 2024 Board meeting. Adoption was withheld until the Bylaws received approval from the Ministry of Transportation and Infrastructure (MoTI). The Bylaws have now been approved by MoTI; therefore, Planning staff recommend that Bylaw No. 2033, 2024 and Bylaw No. 2035, 2024 be adopted.

OVERVIEW OF BYLAW NO. 2033, 2024

Electoral Area:	A (Smithers/Telkwa Rural)
Subject Property:	3844 Henry Road, approximately 580 m northwest of the Town of Smithers Lot 3, Section 2, Township 1A, Range 5, Coast District, Plan 4733 (PID 006-776-973)
Property Area:	1.35 ha (3.33 ac)
OCP Designation:	Commercial (C) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
Zoning:	M1A in the Zoning Bylaw
ALR Status:	Not in the ALR
Existing Land Use:	Motor Vehicle Rentals



Proposed Amendment: Motor Vehicle Rentals in the M1A Zone at 3844 Henry Road

The Special Light Industrial – Agricultural Zone (M1A) and the Light Industrial – Contracting Service Zone (M1B) from repealed Zoning Bylaw No. 700, 1993 were combined into a single zone named the Light Industrial – Contracting Zone (M1A Zone) in the new Zoning Bylaw (Bylaw No. 1800, 2020). The Motor Vehicle Rentals use was removed from the M1A Zone in error, making the use at 3844 Henry Road non-conforming to zoning.

There are two parcels in the RDBN zoned M1A. Only 3844 Henry Road has a Motor Vehicle Rentals use. Staff propose that Bylaw No. 2033 add Motor Vehicle Rentals to the Permitted Uses in the M1A Zone only for this particular property. Motor Vehicle Rentals use is defined as follows.

MOTOR VEHICLE RENTALS means the use of land, Building or other Structure for the rental or lease of new or used motor vehicles, trailers, Camping Vehicles, boats, all terrain vehicles, snowmobiles, and motorcycles, and may include as an incidental and subordinate use, the service and repair of only those items being rented or leased provided that the service and repair of vehicles occurs inside of a Building. This use does not include Service Station.

OVERVIEW OF BYLAW NO. 2035, 2024

Electoral Area:	B (Burns Lake Rural)
Subject Property:	2450 Fountain Frontage Road, approximately 800 m north of the Village of Burns Lake. Lot 2, District Lot 2511, Range 5, Coast District, Plan 3885 (PID 005-731-241)
Property Area:	0.43 ha (1.07 ac)
OCP Designation:	Rural Residential (RR) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1704
Zoning:	H1 in the Zoning Bylaw
ALR Status:	Not in the ALR
Existing Land Use:	Veterinary Clinic
Proposed Amendment:	Veterinary Clinic in H1 Zone at 2450 Fountain Road



The Zoning Bylaw removed Veterinary Clinic from the Permitted Uses of the Small Holdings Zone (H1), making the use at 3844 Henry Road non-conforming to zoning. Planning staff propose that Bylaw No. 2035 add Veterinary Clinic to the Permitted Uses in H1 only for this particular property. Veterinary Clinic use is defined as follows.

VETERINARY CLINIC means the use of land, Building or other Structure for the medical, surgical, dental, diagnostic, and therapeutic treatment of non-human animals, and the overnight stay of animals receiving treatment.

REFERRAL RESPONSES

The **MoTI** provided a Preliminary Approval letter stating, "Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the Transportation Act. Please provide a copy of the bylaw (sic) after 3rd reading for approval". Both Bylaws are now signed by MoTI (see Attachments).

Bylaw No. 2035 (for 2450 Fountain Frontage Road – H1) was referred to the **Regional District Agriculture Coordinator** who stated, "I am not very familiar with the process for establishing or changing property zoning, but veterinary services are critical for both agriculture producers and other community members, so the proposed action in bylaw amendment 2035 makes sense to me."

Given the housekeeping nature of these Bylaws they were not referred to the Advisory Planning Commissions.

PUBLIC HEARING

The Public Hearing for the Bylaws was held on Monday, April 8, 2024. The Public Hearing Report was provided at the April 25, 2024 Board meeting.

ATTACHMENTS:

- Bylaw No. 2033, 2024
- Bylaw No. 2035, 2024



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2033

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended by adding the following to the Section 22.1.1.1. Permitted Uses of the Light Industrial - Contracting Zone (M1A):

"f) Motor Vehicle Rentals only on the Parcel legally described as Lot 3, Section 2, Township 1A, Range 5, Coast District, Plan 4733."

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2033, 2024".

READ A FIRST TIME this 21st day of March 2024.

READ A SECOND TIME this 21st day of March 2024.

PUBLIC HEARING HELD this 8th day of April 2024.

READ A THIRD TIME this 25th day of April 2024.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2033, 2024".

DATED AT BURNS LAKE this 20th day of April, 2024

Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act* this 29th day of April, 2024

for Minister of Transportation & Infrastructure

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2035

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended by adding the following to Section 14.0.1.1. Permitted Uses of the Small Holdings Zone (H1):

"f) Veterinary Clinic only on the Parcel legally described as Lot 2, District Lot 2511, Range 5, Coast District, Plan 3885, Except Any Portion of the Right of Way of the Dominion Telegraph Line Having a Width of 100 Feet Which May Lie Within the Boundaries of This Land and Except Plan 8676."

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2035, 2024".

READ A FIRST TIME this 21st day of March 2024.

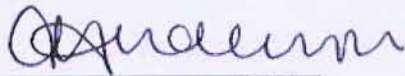
READ A SECOND TIME this 21st day of March 2024.

PUBLIC HEARING HELD this 8th day of April 2024.

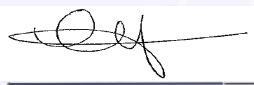
READ A THIRD TIME this 25th day of April 2024.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2035, 2024".

DATED AT BURNS LAKE this 25th day of April, 2024



Corporate Administrator

Approved pursuant to section 52(3)(a) of the *Transportation Act*
Act this 29th day of April, 2024

for Minister of Transportation & Infrastructure

ADOPTED this ___ day of _____.

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: May 23, 2024
Subject: **Development Variance Permit Application No. A-02-24**

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

1. That the Board approve Development Variance Permit A-02-24 for the property located at 3279 Banff Avenue to vary the following sections of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020:
 - Section 9.0.5.1a) by reducing the minimum setback of a Structure from a Front Parcel Line from 7.5 metres to 4.4 metres for the proposed Single Family Dwelling addition.
 - Section 9.0.5.1c) by reducing the minimum setback of a Structure from any Parcel Line which abuts a Highway from 4.5 metres to 1.7 metres for the existing Single Family Dwelling.
 - Section 9.0.5.1a) by reducing the minimum setback of a Structure from a Front Parcel Line from 7.5 metres to 0.8 metres for the existing garage; and
 - Section 9.0.5.1c) by reducing the minimum setback of a Structure from any Parcel Line which abuts a Highway from 4.5 metres to 1.3 metres for the existing garage.
 2. That the Board direct staff to issue Development Variance Permit A-02-24 once:
 - a copy of an approved setback permit from the Ministry of Transportation and Infrastructure for the existing Single Family Dwelling and garage is received; and
 - the existing pole shed is either relocated or removed (with a building permit) from the applicable setback area.
-

EXECUTIVE SUMMARY

This application proposes to reduce the setback requirements for a structure from a front parcel line and any parcel line which abuts a highway to allow an addition to an existing single family dwelling (SFD) and to legalize the location of the existing SFD and garage.

Staff do not anticipate any negative impact on the area associated with the proposed variances or addition and recommend that the permit be approved once the Ministry of Transportation and Infrastructure approve a setback permit for their 4.5 m setback requirement and the applicant's pole shed is removed from the setback area.

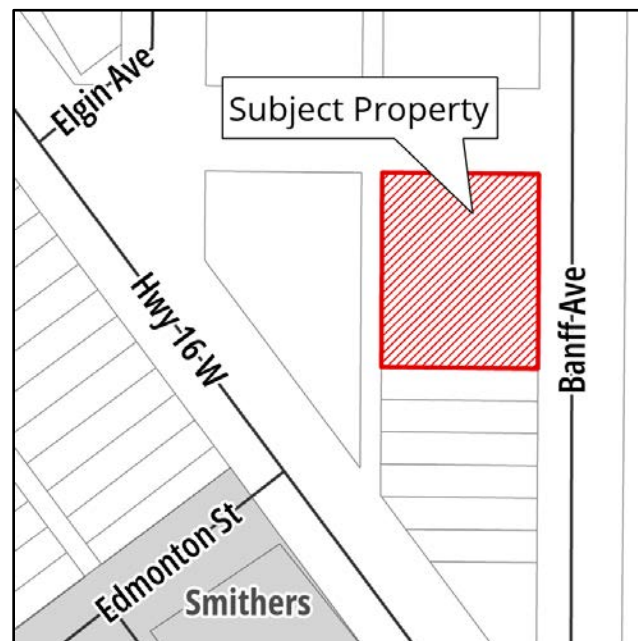
APPLICATION SUMMARY

Name of Agent/Owner:	Travis Bayes
Electoral Area:	Area A (Smithers/Telkwa Rural)
Subject property:	3279 Banff Ave, Parcel B (Being the consolidation of Lots 13, 14, 15, 16, 17 and 18 See CB983584), Block 24, Section 2, Township 1A, Range 5 Coast District, Plan 1076 (PID 032-086-822)
Property size:	0.18 ha (0.42 ac)
OCP Designation:	Rural Residential (AG) in "Regional District of Bulkley-Nechako Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" (the OCP)
Zoning:	Country Residential (R5) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Existing Land Use:	Residential (Single Family Dwelling)
Location:	Approximately 75 m north of the Town of Smithers at the intersection of Banff Avenue to the east and the undeveloped Union Street right-of-way to the north.

Location Map:**PROPOSAL**

The applicant is requesting a Development Variance Permit (DVP) to achieve the following:

- allow the construction of an addition to the existing SFD 4.4 m from the front parcel line to the north;
- legalize the location of the existing SFD 1.7 m from the side parcel line to the east; and
- legalize the location of the existing garage 0.8 m from the front parcel to the north and 1.7 m from the side parcel line to the east.

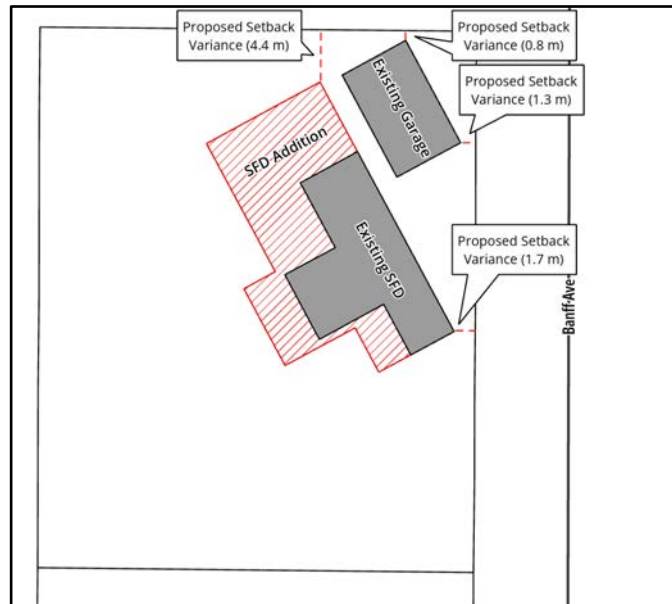


Section 9.0.5.1a) of the Country Residential Zone (R5) states that no structure or part thereof shall be located within 7.5 m from the front and rear parcel lines. Section 9.0.5.1c) states that no structure or part thereof shall be located within 4.5 m from any parcel line which abuts a highway.

DISCUSSION

The RDBN has no record of the construction of the existing SFD or garage. According to BC Assessment, the SFD was constructed by a previous owner in 1965 and predates zoning.

In 2005, the RDBN Board of Variance approved a variance to reduce the setback requirement for the existing garage to the north and east parcel lines; However, the conditions of the variance were never met and this variance remains invalid. The existing SFD and garage were constructed on several parcels, across several parcel lines. The applicant recently corrected this by consolidating the land into one parcel.

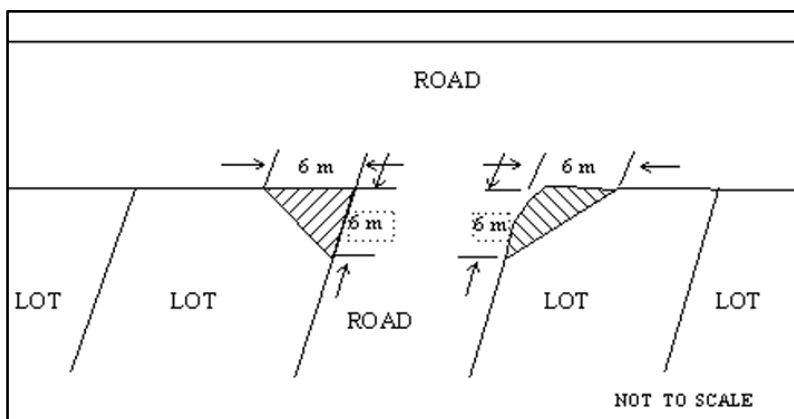


A pole shed constructed without a building permit (not shown on above map) is located northeast of the existing garage and within the setback area for the north and east parcel lines (see Attachments for site photos). The applicant has indicated to staff that they intend to either move or demolish the pole shed.

A portion of the applicant's fence is in contravention of the Zoning Bylaw's sight triangle requirements. As the Union Street right-of-way is not a developed road, staff are not pursuing enforcement action at this time. Section 3.0.11.1 of the Zoning Bylaw states that:

"No person shall, within a sight triangle as defined in Diagram 1, grow or place, or permit to be grown or placed, any tree, shrub, plant, fence or Structure with horizontal dimension exceeding 0.6 metres (24 inches)"

Diagram 1 - "Sight Triangle"



Staff Comments

The Building Inspectors have no objection to the proposed variances and Planning Department staff do not anticipate they will result in any negative impacts on neighbouring property owners. Support for the application is recommended subject to the applicant removing the existing pole shed and acquiring the appropriate setback permits from the Ministry of Transportation and Infrastructure.

Referral Responses

The Ministry of Transportation and Infrastructure provided the following comments:

"The applicant currently has a Setback Permit application in with MOTI 2024-02146.

MOTI will approve the Set Back Permit with the understanding that the applicant must determine their property lines and the setback measurements are met as per the site plan provided. This will include all setbacks (house, addition and garage).

The applicant is also required to relocate the fence that is encroaching the MOTI RoW back to his own property. MOTI is aware that the applicant is required to remove the "Pole Shed" and this will be noted as "must comply with condition for development with the Regional District Bulkley Nechako".

PUBLIC CONSULTATION

All property owners within 100 m of the subject property were provided written notice of the application and were advised of their opportunity to provide written comment on this application. Any written submissions received will be made available at the Board Meeting on May 23, 2024.

ATTACHMENTS:

- Development Variance Permit A-02-24
- Applicant Submission
- Referral Comments
- Site Photos



REGIONAL DISTRICT OF BULKLEY-NECHAKO DEVELOPMENT VARIANCE PERMIT NO. A-02-24

ISSUED TO: Travis Bayes
PO Box 291
Smithers BC, V0J 2N0

WITH RESPECT TO THE FOLLOWING LANDS:

3279 Banff Avenue, legally described as Parcel B (being a consolidation of lots 13, 14, 15, 16, 17 and 18), Block 24, Section 2, Township 1A, Range 5, Coast District, Plan PRP1076 (the "Lands")

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
 - Section 9.0.5.1a) by reducing the minimum setback of a Structure from a Front Parcel Line from 7.5 metres to 4.4 metres for the proposed Single Family Dwelling addition.
 - Section 9.0.5.1c) by reducing the minimum setback of a Structure from Any Parcel which abuts a Highway from 4.5 metres to 1.7 metres for the existing Single Family Dwelling.
 - Section 9.0.5.1a) by reducing the minimum setback of a Structure from a Front Parcel Line from 7.5 metres to 0.8 metres for the existing garage.
 - Section 9.0.5.1c) by reducing the minimum setback of a Structure from any Parcel Line which abuts a highway from 4.5 metres to 1.3 metres for the existing garage.
2. This variance applies only to the proposed Single Family Dwelling addition, existing Single Family Dwelling and existing garage as shown on the site plan attached hereto as Schedule A, which forms part of this permit.
3. Projections such as eaves, cornices, leaders, gutters, and/or antennae may not intrude into these 4.4 metre, 1.7 metre, 0.8 metre and 1.3 metre setbacks.
4. The lands shall be developed in accordance with the terms and provisions of this permit and in general compliance to the plan attached as Schedule A, which forms part of this permit.
5. If the Building Permit for the development that is the subject of this permit has not been issued (if required), and the construction substantially started within two (2) years after the date of this permit's issuance, the permit shall lapse.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional District Board

this ___ day of _____, 2024.

PERMIT ISSUED on this ___ day of _____, 2024.

Corporate Administrator

Proposed Setback
Variance (4.4 m)

49

Proposed Setback
Variance (0.8 m)

Proposed Setback
Variance (1.3 m)

Proposed Setback
Variance (1.7 m)

SFD Addition

Existing Garage

Existing SFD

Banff Ave



From: [Hardy, Connie MOTI:EX](#)
To: [Cameron Kral](#)
Subject: RE: RDBN Referral (DVP A-02-24)
Date: Thursday, May 2, 2024 12:09:46 PM

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

Hi Cameron,

As discussed here are my comments on the variance referral 2024-02227.

The applicant currently has a Setback Permit application in with MOTI 2024-02146.

MOTI will approve the Set Back Permit with the understanding that the applicant must determine their property lines and the setback measurements are met as per the site plan provided. This will include all setbacks (house, addition and garage).

The applicant is also required to relocate the fence that is encroaching the MOTI RoW back to his own property. MOTI is aware that the applicant is required to remove the “Pole Shed” and this will be noted as “must comply with condition for development with the Regional District Bulkley Nechako.

Let me know if you have any questions.

Regards,

Connie

Connie Hardy

Development Officer
Ministry of Transportation and Infrastructure
Bulkley Stikine District
250-876-6812



Current Road Conditions: [DriveBC.ca](#) Find Us Online: [TranBC.ca](#)

From: Cameron Kral <cameron.kral@rdbn.bc.ca>
Sent: Monday, April 29, 2024 4:27 PM
To: Hardy, Connie MOTI:EX <Connie.Hardy@gov.bc.ca>

Site Photos

North side of property, facing west from Union Street right-of-way:



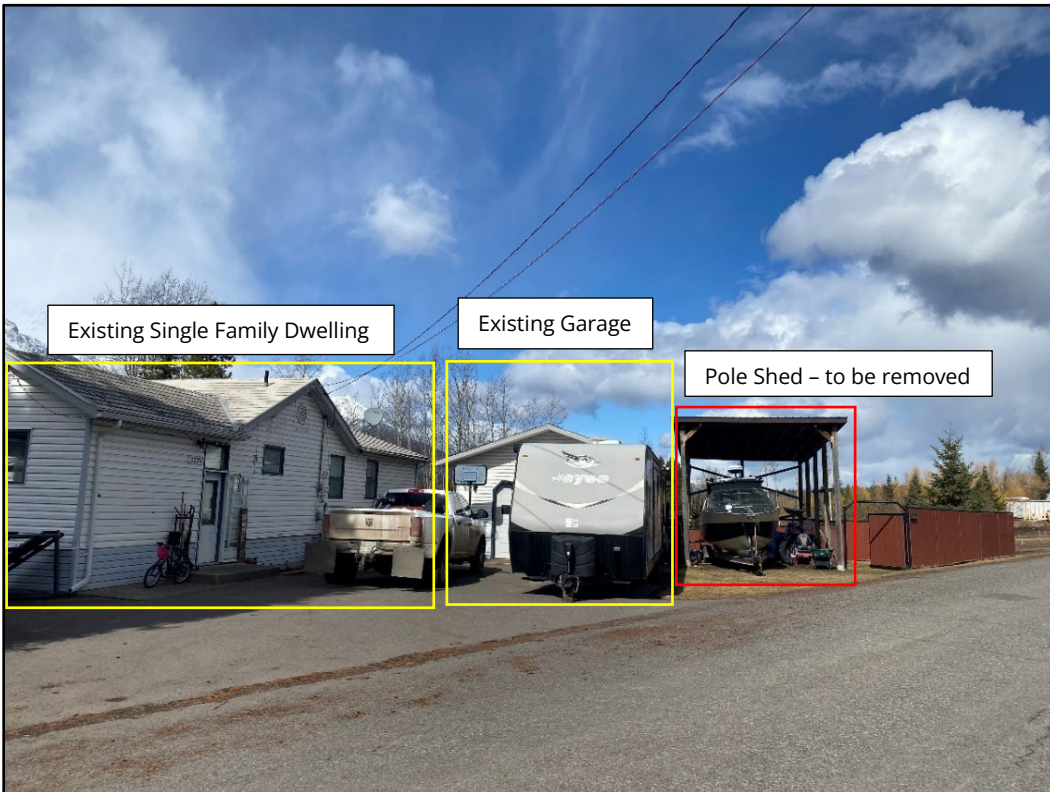
North side of property, facing south from Union Street right-of-way:



Northeast corner of property, facing southwest from Banff Avenue:



East side of property, facing northwest from Banff Avenue:



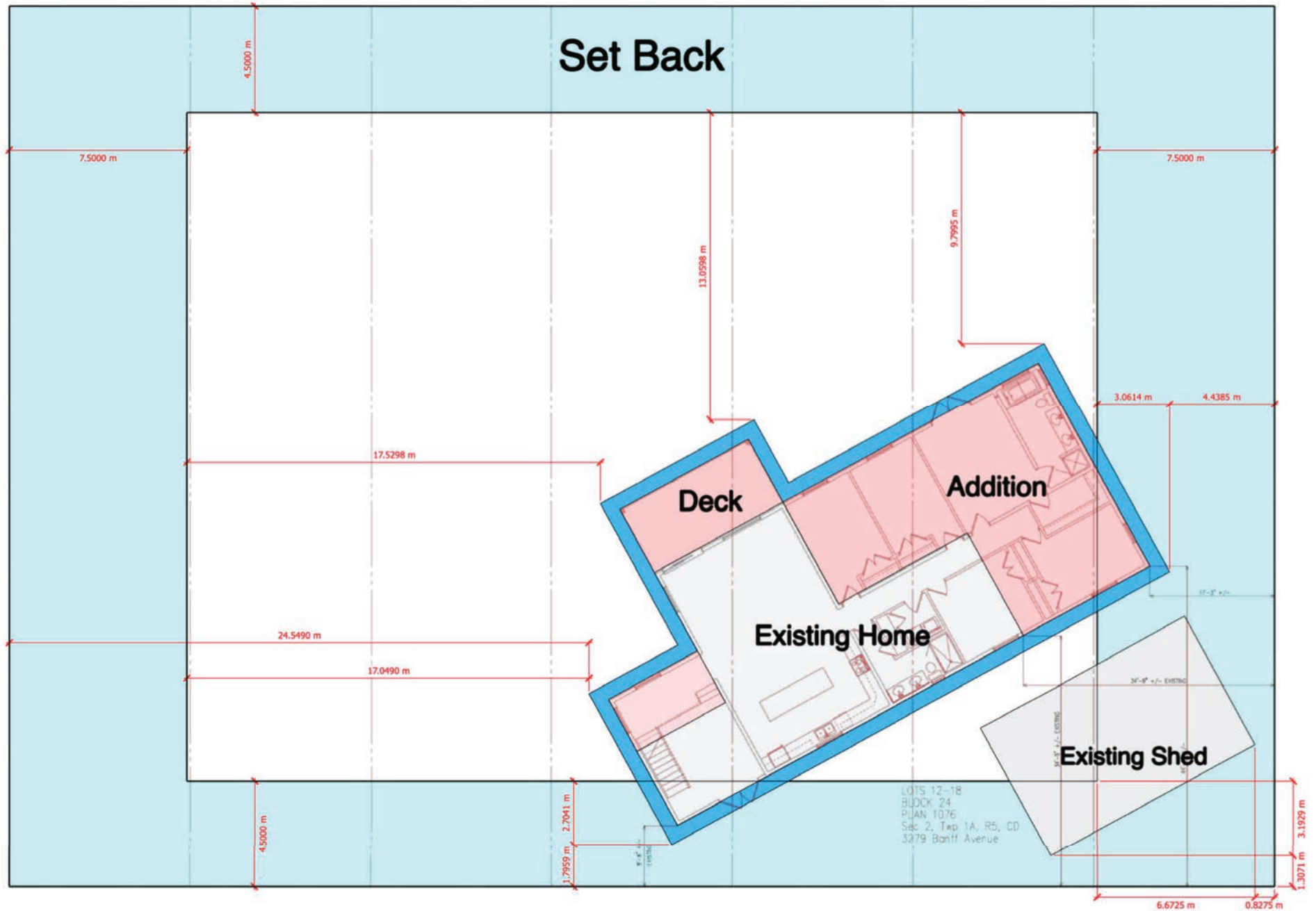
East side of property, facing west from Banff Avenue:



East side of property, facing southwest from Banff Avenue:



Set Back



BANFF AVENUE



SITE PLAN



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: May 23, 2024
Subject: **ALR Non-Farm Use Application No. 1271**

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

That Agricultural Land Commission Application 1271 be recommended to the Agricultural Land Commission for approval.

EXECUTIVE SUMMARY

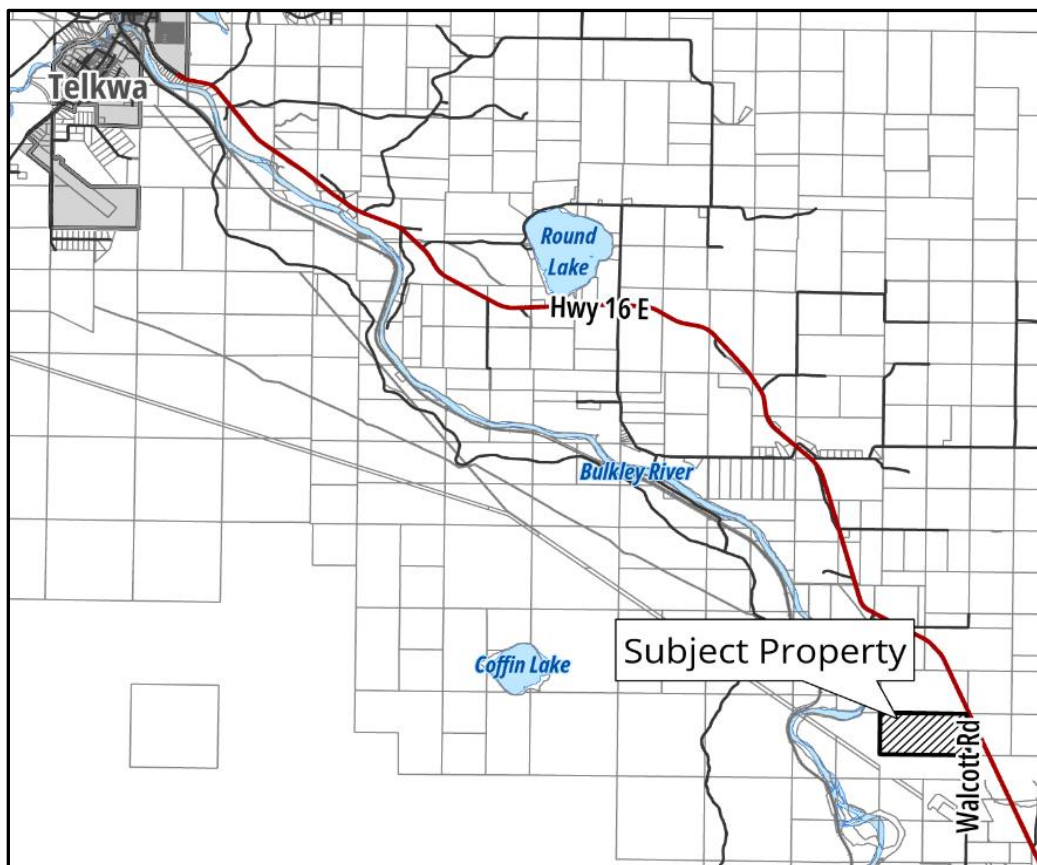
The applicant has made a Non-Farm Use application to the Agricultural Land Commission (ALC) to allow an abattoir for the processing of poultry on a 1.8 ha. (4.45 ac) portion of the subject property. The proposed abattoir non-farm use is described as including the use of up to two 40' shipping containers for processing, one 20' shipping container used to freeze processed poultry, a building containing staff washrooms and lunchroom, and a composting area. The applicant has not identified an upper limit of processing weight per year.

This type of processing facility is a benefit to the farming community, and the potential impact on agriculture on the subject property and surrounding area is limited. Non-agriculture related community impacts will be evaluated as part of the rezoning application required for the abattoir. ALC and zoning approval for the abattoir is required as more than 50% of the poultry processed is proposed to come from other farms.

Staff recommend the application be forwarded to the ALC with a recommendation to support.

APPLICATION SUMMARY

Name of Agent/Owner:	Paul Pierre Murphy and Marlene Corrinne Thimer
Electoral Area:	Area A (Smithers / Telkwa Rural)
Subject Property:	21641 Walcott Road District Lot 1147, Range 5, Coast District, except Plan 8572
Property size:	128.6 ha (318 ac)
OCP Designation:	Agriculture (AG) in "Smithers Telkwa Rural Official Community Plan" (the OCP)
Zoning:	Agricultural (Ag1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Existing Land Use:	Single Family Dwelling, livestock farm (pasture cows, sheep, pigs, broiler chickens, and laying hens), and storage use
Location:	Walcott Road near Hwy 16 approximately 17km east of the Village of Telkwa (see Location Map below).
Non-Farm Use Area:	1.8 ha. (4.45 ac)
Location Map:	

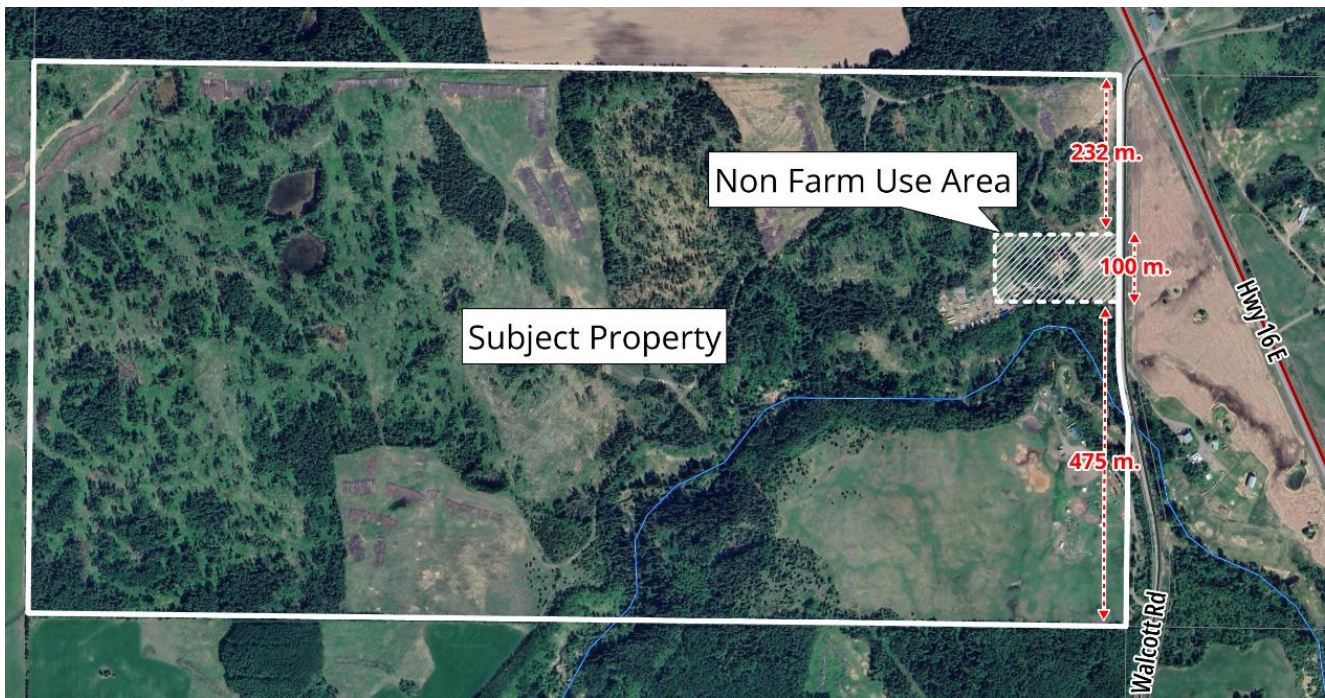


PROPOSAL

The application is to allow a poultry processing abattoir use on a 1.8 ha. (4.45 ac) portion of the subject property. The proposed abattoir non-farm use is described as including up to two 40' shipping containers for processing, one 20' shipping container to freeze processed poultry, a building containing staff washrooms and lunchroom, and a composting area. The proposed facility is initially expected to operate under a FarmGate Plus license which allows for the processing of up to 25,000 lbs of live weight poultry per year. However, the application is asking that an abattoir be allowed that operates at a scale beyond the FarmGate Plus license limit.

The applicant also intends to locate a farm retail store in the area; however, the applicant indicates that the use does not require non-farm use approval.

A composting facility for feathers and eviscerated non-edible materials utilizing aspen wood chips is proposed to be located in an enclosed structure. Liquid waste from the processing facility is proposed to be treated in an on-site septic system.





DISCUSSION

Official Community Plan (OCP)

The subject property is designated Agriculture (AG) under the OCP. The intent of this designation is to preserve these lands for the purposes of farming and other related activities. Section 3.1.2(6) contains the following OCP policies relevant to the application:

Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.

- a) There is limited agricultural potential within the proposed area.
- b) Soil conditions are not suitable for agriculture.
- c) Neighbouring uses will not be compromised.
- d) Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.
- e) The application is in the best interest of the community.
- f) The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.
- g) And, traffic management issues will be considered and addressed appropriately.

Zoning and Building

The proposed abattoir is not a permitted use in the Ag1 Zone. Therefore, the applicant has applied to amend the Zoning Bylaw to allow the use. The staff report for the rezoning will be presented to the Board for consideration at a later date. The ALC application was processed to the Board as a priority as this application typically takes longer than the rezoning process. It is anticipated that the rezoning application will be put on hold after 3rd reading (if received) and Board consideration of adoption will be withheld until after we have received a decision from the ALC on the NFU application.

Staff note that there is a significant amount of equipment and materials storage on the subject property which the applicant indicates are farm related. There also appear to be buildings under construction without building permit. This issue will be reviewed further as part of the rezoning application associated with the proposal.



It is noted that all of the buildings (including buildings built from shipping containers) used for the abattoir use, will require building permits.

Staff Comments

The subject property appears to be relatively well suited for the proposed Non-Farm Use and staff do not anticipate any notable negative impacts on agriculture in the area, or on the subject property.

It is noted that there is a dwelling across Walcott Road which may potentially be impacted by the proposed use. Staff's primary concern is the smell from the composting on site. The potential extent of this impact is somewhat dependent on the scale of the operation. These impacts will be evaluated by the RDBN as part of the rezoning application to consider allowing the proposed abattoir.

Referral Comments

The RDBN Rural Agriculture Coordinator's comments will be provided on the supplemental agenda at the Board meeting where this application is considered.

In consultation with the Director for Electoral Area A the application was not referred to the Area A Advisory Planning Commission (APC). APC review would have delayed Board consideration of the application until the end of June. The APC will have the opportunity to comment on the proposed abattoir use as part of the rezoning application process.

ATTACHMENTS

- Appendix A – Agricultural Capability
- Appendix B – Surrounding ALR Applications
- Application

Appendix A

Agricultural Capability based on Canada Land Inventory Mapping

86% of the subject lands are:

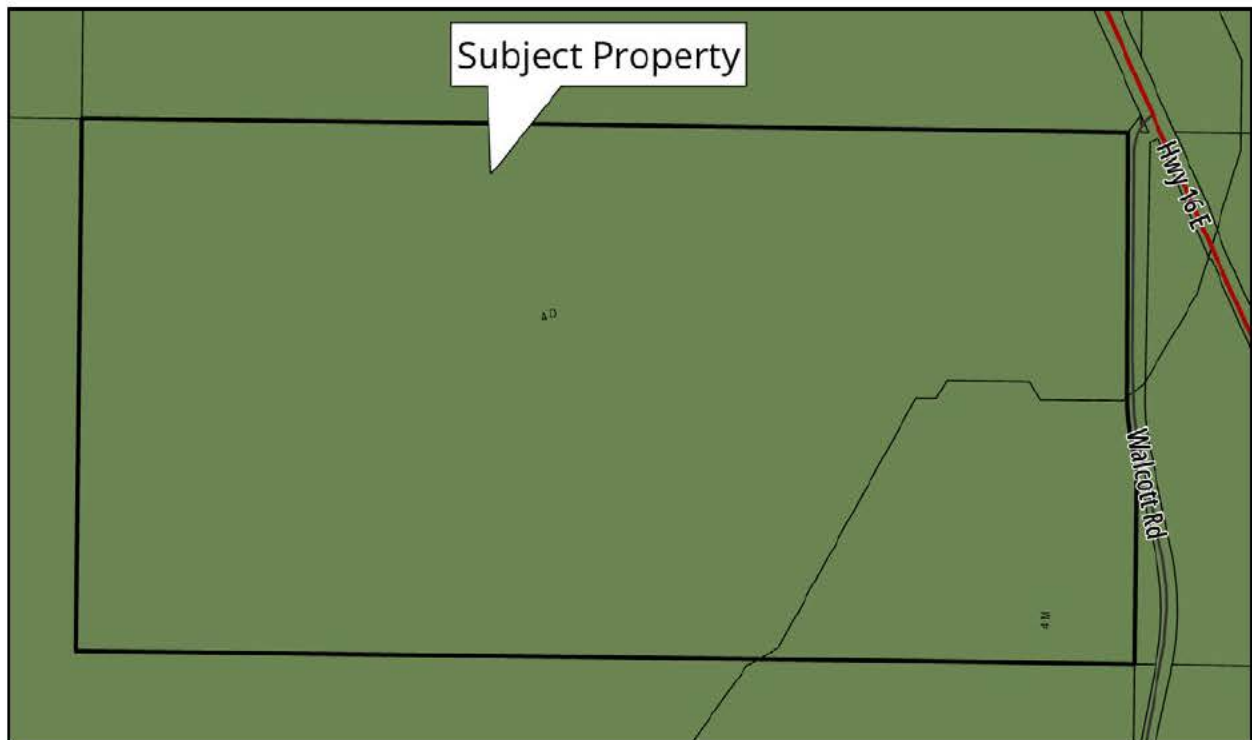
Class 4D (limited by undesirable soil structure).

14% of the subject lands are:

Class 4M (limited by soil moisture deficiency).

Class 4 Land in this class has limitations that require special management practises or severely restrict the range of crops, or both.

Agricultural Capability Map

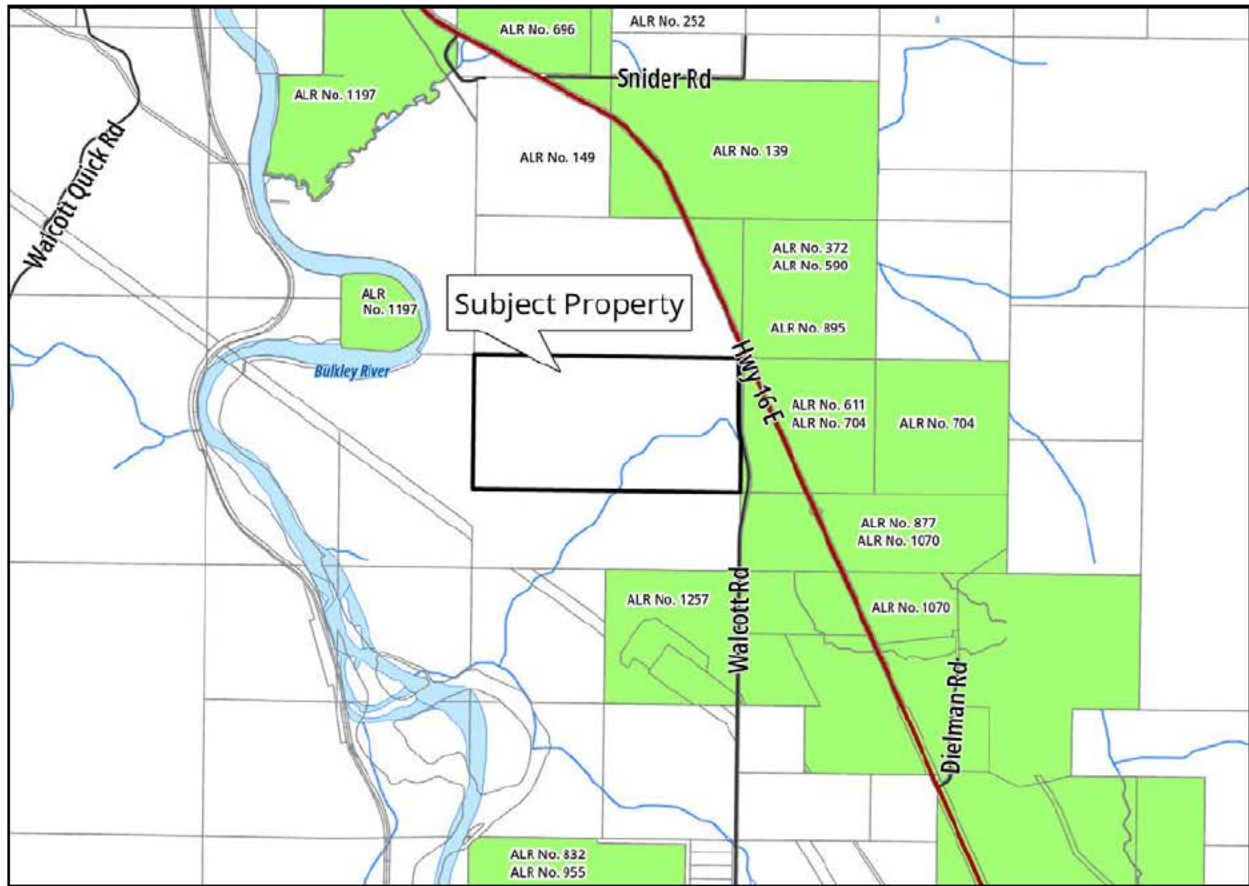


APPENDIX B:**Surrounding Applications**

ALR Application	Legal Description	Summary	Recommendation
139	District Lot 747, Range 5, Coast District	Application to subdivide.	Staff: Approval
			Board: Approval
			ALC: Denied
149	Part of District Lot 180, Range 5, Coast District, lying to the east of the Highway 16 right of way, Plan 4757	Application to subdivide 9.5 ac into two 4.75 ac parcels.	Staff: Denial
			Board: Denial
			ALC: Denied
252	District Lot 206A, Range 5, Coast District	Application to subdivide 5 ac parcel.	Staff: Denial
			Board: Denial
			ALC: Denied
372	District Lot 476, Range 4, Coast District	Application to subdivide 1.7 ha parcel for community recreational use.	Staff: Approval
			Board: Approval
			ALC: Approved
590	Parcel A, District Lot 748, Range 5, Coast District	Application to subdivide 12 ha parcel in half.	Staff: Denial
			Board: Approval
			ALC: Denied
611	District Lot 1148, Range 5, Coast District, except Dominion Telegraph Line, 100 ft wide	Application to subdivide ±61.93 ha into two parcels as divided by Highway 16.	Staff: Approval
			Board: Approval
			ALC: Denied
696	District Lot 749, Range 5, Coast District, except Plan 7936	Application to subdivide.	Staff: Denial
			Board: Denial
			ALC: Denied
704	District Lots 1148 and 1150, Range 5, Coast District	Application to subdivide a ±14.6 ha parcel from DL 1148, as divided by Highway 16.	Staff: Approval (Conditional)
			Board: Approval
			ALC: Approved
832	Part of the North ½ of Section 5, Township 9, Range 5, Coast District, except Plan 7058	Application to subdivide 108 ha into 64 ha and 44 ha parcels.	Staff: Denial
			Board: Denial
			ALC: Denied
877	District Lot 1149, Range 5, Coast District, except Plan 8572	Application to subdivide 2 ha parcel.	Staff: Denial
			Board: Denial
			ALC: No Decision
895	The West ½ of District Lot 746, Range 5, Coast District	Non-farm use application to construct a 209 m ² building to manufacture draperies and horse blankets.	Staff: Approval
			Board: Approval
			ALC: Approved

955	Part of the Northeast ½ of Section 5, Township 9, Range 5, Coast District, except Plan 7058	Application to have two homes and two guest cabins on the property.	Staff: Denial
			Board: Approval
			ALC: Approved
1070	DLs 1149 & 258, R5, CD, Exc. Plans 8572 & 4757; DL 210, R5, CD, Exc. Plan 4757; W ½ of DL 208, R5, CD, Exc. Plan 4757; Block B, S3, TP 9, R5, CD; DL 209, R5, CD; E ½ of DL 208, R5, CD, Exc. Plan 4757	Application to subdivide subject parcels into eight parcels and provide road access.	Staff: Approval
			Board: Approval
			ALC: Approved
1197	Lot 1, Section 19, Township 9 and of District Lots 178 and 179A, Range 5, Coast District Plan EPP58563	Application to exclude part of the subject property lying west of the Bulkley River.	Staff: Denial
			Board: Approval
			ALC: Denied (Reconsideration)
1257	The Northeast ¼ of Section 8, Township 9, Range 5, Coast District, Except Plan 8572	Joint non-farm use and subdivision application to develop BC Hydro capacitor station.	Staff: Approval
			Board: Denial
			ALC: Approval (Conditional)

Surrounding Applications Map





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 100666
Application Type: Non-Farm Uses within the ALR
Status: Submitted to L/FNG
Applicant: Murphy et al.
Local/First Nation Government: Bulkley-Nechako Regional District

1. Parcel(s) Under Application

Parcel #1

Parcel Type Fee Simple
Legal Description DISTRICT LOT 1147 RANGE 5 COAST DISTRICT EXCEPT PLAN 8572
Approx. Map Area 128.6 ha
PID 006-491-251
Purchase Date Jul 13, 1995
Farm Classification Yes
Civic Address 21641 Walcott Road, Telkwa, BC, V0J 2X2
Certificate Of Title DL land title certificate.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Paul Murphy	No Data	[REDACTED]	[REDACTED]	Not Applicable
Marlene Thimer	No Data	[REDACTED]	[REDACTED]	Not Applicable

2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process? No

3. Primary Contact

Will one of the landowners or government contacts added previously be the primary contact? Yes

Type Land Owner

First Name Paul

Last Name Murphy

Organization (If Applicable) No Data

Phone [REDACTED]

Email [REDACTED]

4. Government

Local or First Nation Government: Bulkley-Nechako Regional District

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s). PID 006-491-251 - our entire farm 128ha (320acres) is a certified organic livestock farm. We pasture cows, sheep, pigs, broiler chickens, and laying hens.

Describe all agricultural improvements made to the parcel(s). other than our perimeter fencing which is standard wooden post and barb wire (we jointly maintain this with our neighbours), we utilize non-permanent mobile electric fencing. We have selectively harvested some mature coniferous timber from the land and now use these areas to graze

our cows in the summer.

Describe all other uses that currently take place on the parcel(s).

residential (3,000square feet), we have (as all farms do) an area of less than 1 acre where we work on equipment and vehicles and store our farming equipment.

Choose and describe neighbouring land uses

	Main Land Use Type	Specific Activity
North	Agricultural / Farm	small commercial farm
East	Agricultural / Farm	larger commercial cattle farm
South	Agricultural / Farm	larger commercial farm
West	Agricultural / Farm	no residences, foreign owned, managed by local farmer for hay

6. Proposal

How many hectares are proposed for non-farm use? 2 ha

What is the purpose of the proposal?

* Please note, we do not require 2ha for our processing facility, it is only two 40' shipping containers and one 20' shipping container freezer, plus a small area for composting, but 2ha is more than enough. As our local red meat and poultry slaughterhouse has shut down, we want to open a poultry processing facility. We have applied for a FarmGate Plus licence (not approved yet, just submitted) and we need to obtain a non-farm use permit so that we can process up to the 25,000lb live weight of poultry per year allowed under that licence. In the future, if demand dictates, we would like to upgrade our licence to that of abattoir status which also requires a non-farm use permit. This poultry slaughterhouse will provide local producers with an option to process their poultry where non-exists locally at the moment. The demand for poultry processing regionally exceeded what the shuttered plant was able to meet (appointments regularly cancelled and moved around due to lack of staff, booking four to six months in advance, refusal to process as fully booked). We also would operate the processing facility as a certified organic facility which would allow us to sell our birds as organic rather than organically raised. More capacity is required here, and if it existed there will be more local producers of poultry adding to a strong

buy local mentality in the region.

Could this proposal be accommodated on lands outside of the ALR?

no, as we are making the investment in this facility personally. Our estimated cost is approximately \$150,000, and if we had to buy industrial land not in the ALR we could not afford it. We are not asking for government assistance, just the ability to use our fee simple agriculturally zoned land to complete the most vital step in poultry production - the safe and humane slaughter of the poultry to get them to the consumer.

Does the proposal support agriculture in the short or long term?

Clearly it does, with no plant in the region now, there are no options for the numerous commercial and personal use poultry producers. With increasing drought affecting hay crops and grazing lands, we expect poultry production to become a larger part of livestock farming in the area. A processing plant can save all the current poultry producers like ourselves and also encourage more people to enter the market. The former plant in Telkwa processed 8,500 chickens last year and hundreds of turkeys and other poultry, a small processor in Burns Lake (no longer operating) processed 7,000 chickens last year. Combined this is approximately 100,000kg live weight of chickens alone. We posted on an agricultural Facebook group and within one hour had over 4,000 chickens offered for processing by desperate producers from Terrace to Prince George all along Highway 16. *Please note, I have also completed the application paper work required by the RDBN and will be dropping that off at their offices April 22,2024 and paying the required combination fees at that time.

Proposal Map / Site Plan

DL 1147.pdf

Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

7. Optional Documents

Type	Description	File Name
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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Rowan Nagel, GIS/Planning Technician
Date: May 23, 2024
Subject: **Crown Land Application Referral No. 7409123**

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

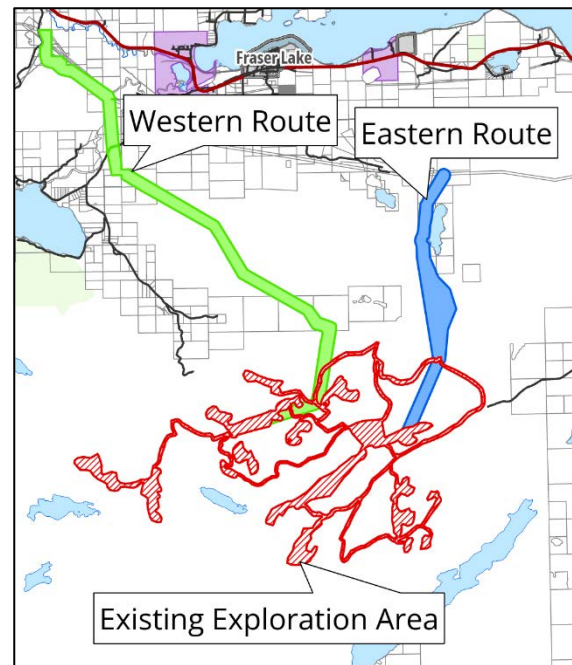
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7409123.

BACKGROUND

The RDBN has received a request to provide comments on a Crown Land Tenure application by The Stelat'en First Nation. The applicants have requested an expansion of a previous license of occupation covering 2,430 ha of land pertaining to the Nithi Mountain Wind Project. The existing license allows The Stelat'en First Nation and their representatives to perform wind resource assessments in the Exploration Area for the purposes of generating electricity.

The expansion area in this referral will add 2,180 ha of land to that license for a period of five to ten years, to investigate the suitability of each route for construction of a transmission line to connect the Nithi Mountain Wind Project to the electrical grid. The first (east) route covers 862.8 ha of mostly unsurveyed crown land. The second (west) route covers 1,316.8 ha of mostly crown land, though it does cross one privately owned parcel, and is in proximity to a residential subdivision on Ely Subdivision Road. Workers will access the investigation areas via local roads (when possible) or helicopter (when necessary).

This application does not authorize a wind farm or transmission line. Staff anticipate that an Environmental Assessment Certificate would be required for this project. This process would investigate the impacts associated with any proposal and allow for Board comment on issues.

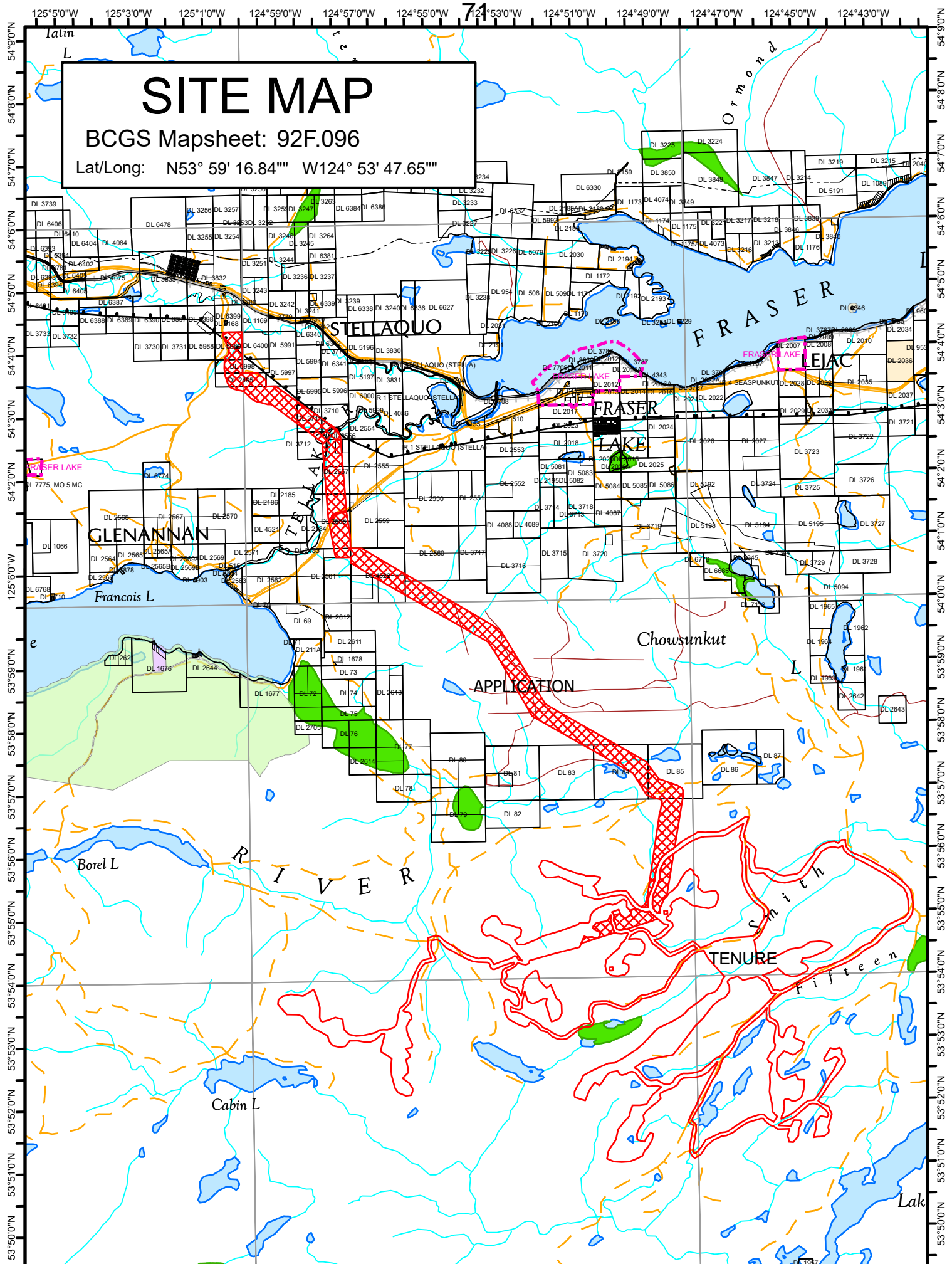


ATTACHMENTS

- Comment Sheet
- Applicant Maps

Comment Sheet on Crown Land Referral No. 7409123

Electoral Areas:	D (Fraser Lake Rural)
Applicant:	Stellat'en First Nation
Existing Land Use:	Vacant
Zoning:	Recreation (P2), Rural Resource (RR1)
OCP Designation:	Parks and Recreation (P), Resource (RE)
Proposed Use Comply with Zoning:	Yes, see comments.
Agricultural Land Reserve:	No
Access:	Local Roads, Air Access
Building Inspection:	Partial
Fire Protection:	No
Other comments:	RDBN Zoning Bylaw No. 1800, 2020 includes Unattended Utilities as a permitted use in all zones.



SITE MAP

BCGS Mapsheet: 92F.096
 Lat/Long: N53° 59' 16.84" W124° 53' 47.65"

File Number: 7409123

Site # 1 of 2 - Application Area (Ha.) = 1316.8
 Existing Area (Ha.) = 2430.8

TYPE: LICENCE PURPOSE: WINDPOWER

SUBTYPE: INVESTIGATIVE LICENCE SUBPURPOSE: INVESTIGATIVE AND MONITORING PHASE

LOCATION: S OF FRASER LAKE Imagery: NA

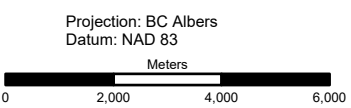
Legend

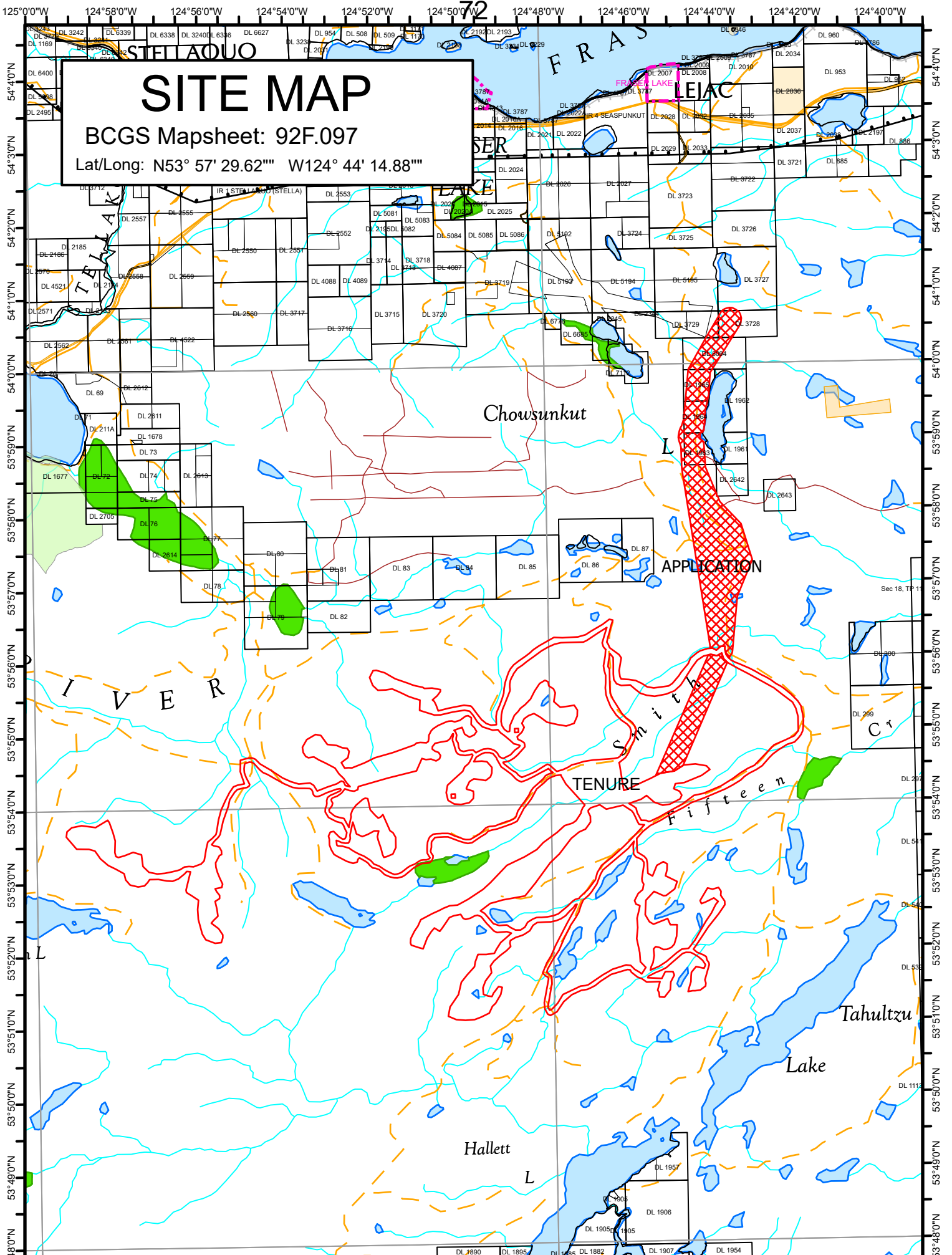
Crown Land Application	Protected Areas
Area to be Added	Provincial Park
Area to be Removed	Protected Area
Municipality	OIC Ecological Reserve
Primary Survey Parcel	Recreation Area
Subdivision	
Privately Owned Parcel	
Surveyed Rights of Way	River or Stream
Gas/Oil R/W District Lot	Lake
Power Transmission R/W	Marsh
Gas/Oil R/W	Glacier/Ice field
Telecom R/W District Lot	
Miscellaneous R/W	Transportation - Lines (250K)
Highway	Road
Railway	Forest Service Road
Surveyed Road R/W	Road Permit
	Trail
	Rail Line

All measurements are approximate.

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 Ministry of Water, Land
 and Resource Stewardship
 Northern Service Centre
 FrontCounterBC
 Date: February 8, 2024

Scale: 1:140,000
 * if printed on 8.5X14 page





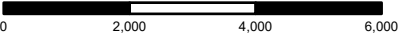
SITE MAP
 BCGS Mapsheet: 92F.097
 Lat/Long: N53° 57' 29.62" W124° 44' 14.88"

File Number: 7409123

Site # 2 of 2 - Application Area (Ha.) = 862.8
 Existing Area (Ha.) = 2430.8
 TYPE: LICENCE PURPOSE: WINDPOWER
 SUBTYPE: INVESTIGATIVE LICENCE SUBPURPOSE: INVESTIGATIVE AND MONITORING PHASE
 LOCATION: S OF FRASER LAKE Imagery: NA

Scale: 1:120,000
 * if printed on 8.5X14 page

Projection: BC Albers
 Datum: NAD 83

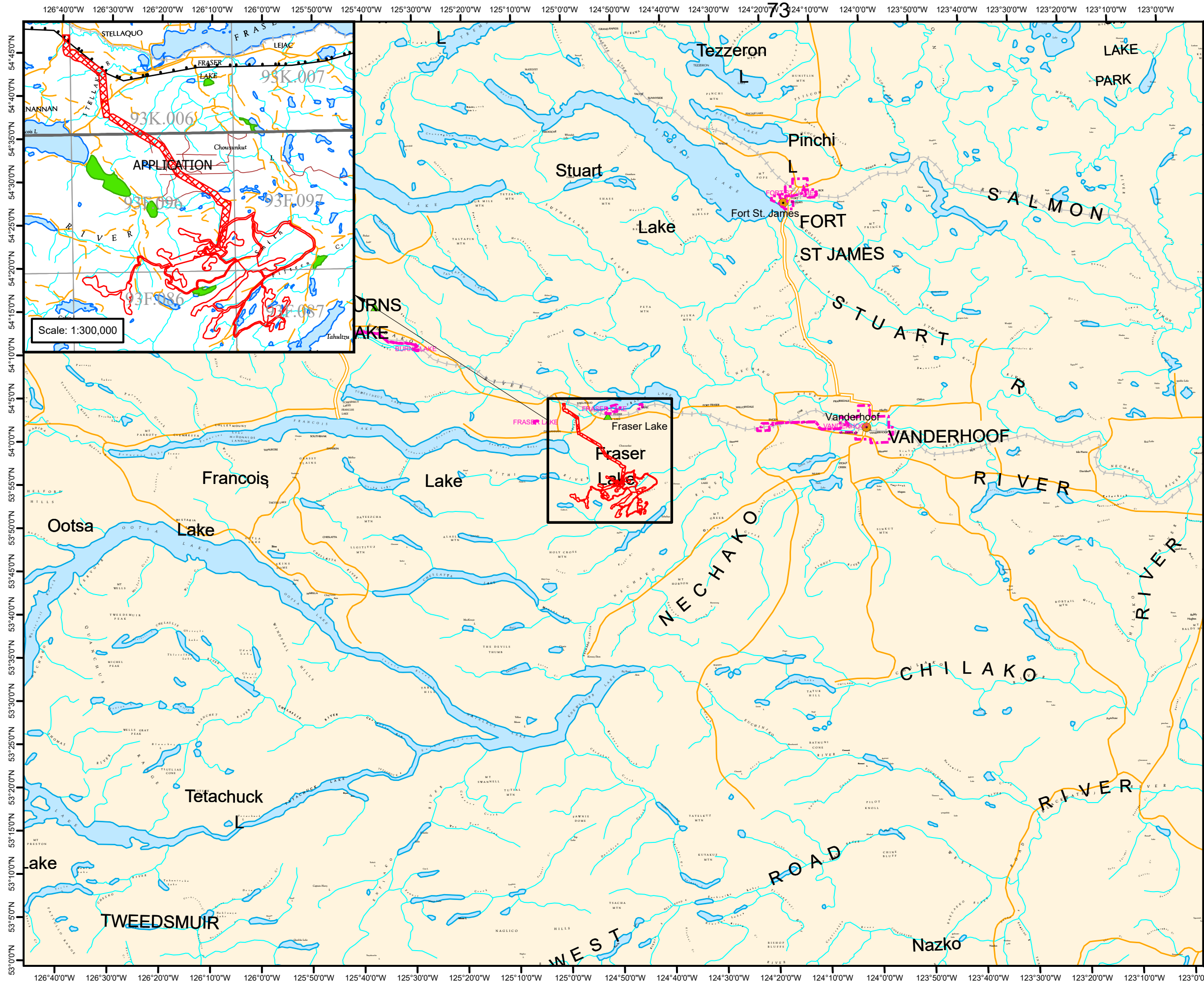


Legend

- Crown Land Application
- Area to be Added
- Area to be Removed
- Municipality
- Primary Survey Parcel
- Subdivision
- Privately Owned Parcel
- Surveyed Rights of Way**
- Surveyed Road R/W
- Gas/Oil R/W District Lot
- Power Transmission R/W
- Gas/Oil R/W
- Telecom R/W District Lot
- Miscellaneous R/W
- Transportation Corridors**
- Highway
- Railway
- Surveyed Road R/W
- Protected Areas**
- Provincial Park
- Protected Area
- OIC Ecological Reserve
- Recreation Area
- Base Mapping Features (250K)**
- River or Stream
- River or Stream - Dry
- Lake
- Marsh
- Glacier/Ice field
- Transportation - Lines (250K)**
- Road
- Forest Service Road
- Road Permit
- Trail
- Rail Line

All measurements are approximate.





LOCATION MAP Site # 1 of 2
 File - 7409123 Application area = 1316.8 Ha
 Client - BC HYDRO Existing area = 2430.8 Ha

Legend

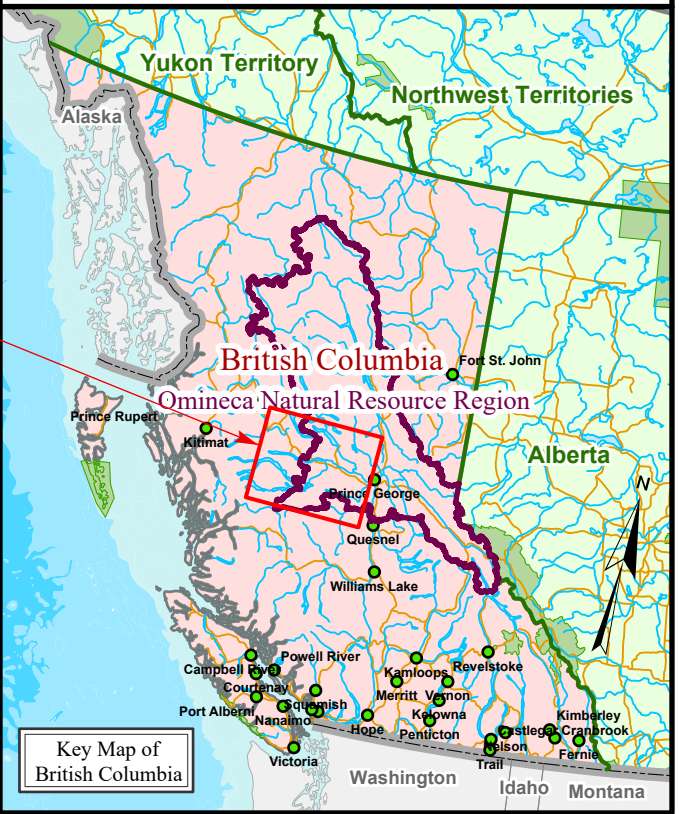
Crown Land Application	Water Features
Area to be Added	River or Stream - Definite
Area to be Deleted	River or Stream - Dry
Municipal Boundary	River or Stream - Indefinite
Primary Survey Parcel	Dam - section Base
Subdivision	Flooded Land - Inundated
Surveyed Rights of Way	Lake - Definite
Protected Areas	Lake - Indefinite
Provincial Park	Lake - Intermittent
Protected Area	Reservoir - Definite
OIC Ecological Reserve	Glacier
Transportation	Icefield
Highway	Island - Definite
Railway	Sand Bar
Surveyed Road R/W	
Road	Contours
Forest Service Road	Contour - interval 200m
Trail	
Rail Line	

Scale: 1:300,000

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 Ministry of Water, Land
 and Resource Stewardship
 Prince George
 FrontCounterBC
 Date: February 8, 2024

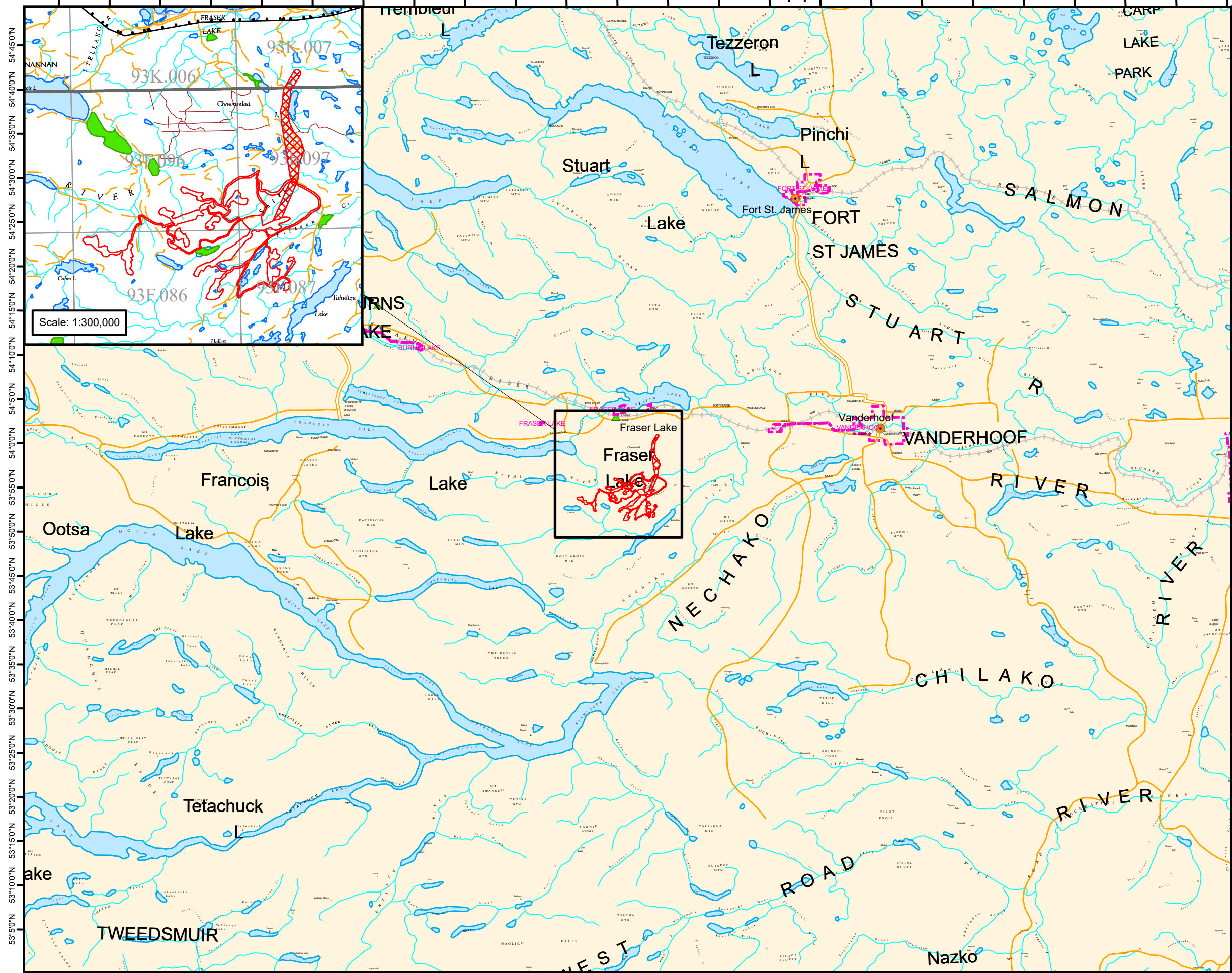
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BC Albers Projection/NAD 83



Key Map of
 British Columbia

126°40'0"W 126°30'0"W 126°20'0"W 126°10'0"W 126°0'0"W 125°50'0"W 125°40'0"W 125°30'0"W 125°20'0"W 125°10'0"W 125°0'0"W 124°50'0"W 124°40'0"W 124°30'0"W 124°20'0"W 124°10'0"W 124°0'0"W 123°50'0"W 123°40'0"W 123°30'0"W 123°20'0"W 123°10'0"W 123°0'0"W 122°50'0"W



LOCATION MAP Site # 2 of 2

File - 7409123 Application area = 862.8 Ha
Client - BC HYDRO Existing area = 2430.8 Ha

Legend

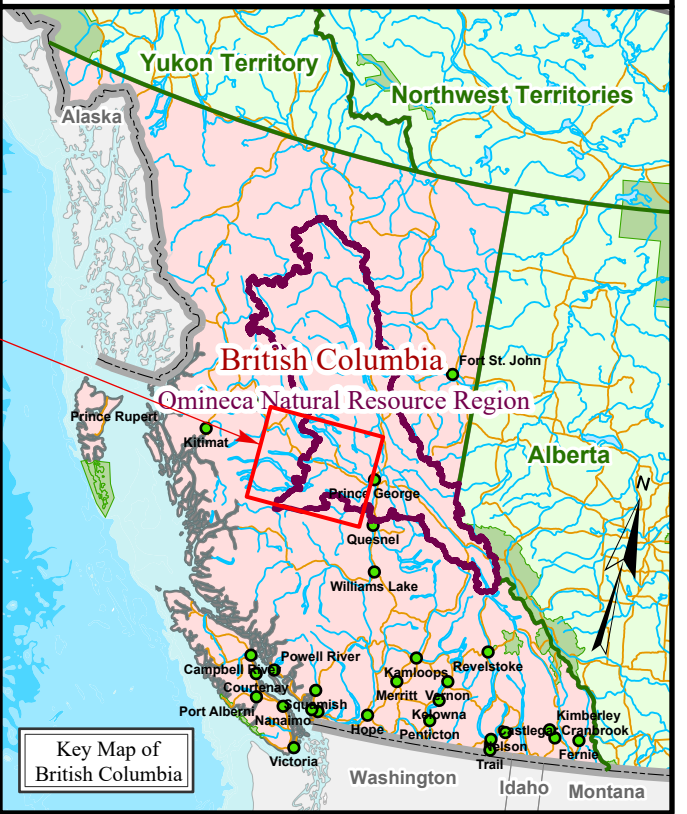
- Crown Land Application
- Area to be Added
- Area to be Deleted
- Municipal Boundary
- Primary Survey Parcel
- Subdivision
- Surveyed Rights of Way
- Protected Areas**
 - Provincial Park
 - Protected Area
 - OIC Ecological Reserve
- Transportation**
 - Highway
 - Railway
 - Surveyed Road R/W
 - Road
 - Forest Service Road
 - Trail
 - Rail Line
- Water Features**
 - Rapids
 - River or Stream - Definite
 - River or Stream - Dry
 - River or Stream - Indefinite
 - Dam - section Base
 - Flooded Land - Inundated
 - Lake - Definite
 - Lake - Indefinite
 - Lake - Intermittent
 - Reservoir - Definite
 - Glacier
 - Icefield
 - Island - Definite
 - Sand Bar
- Contours**
 - Contour - interval 200m

Scale: 1:300,000

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Ministry of Water, Land
and Resource Stewardship
Prince George
FrontCounterBC
Date: February 8, 2024

Scale - 1:800,000 *
* if printed on 17X11 page

0 8 16 24
Kilometers
BC Albers Projection/NAD 83



126°40'0"W 126°30'0"W 126°20'0"W 126°10'0"W 126°0'0"W 125°50'0"W 125°40'0"W 125°30'0"W 125°20'0"W 125°10'0"W 125°0'0"W 124°50'0"W 124°40'0"W 124°30'0"W 124°20'0"W 124°10'0"W 124°0'0"W 123°50'0"W 123°40'0"W 123°30'0"W 123°20'0"W 123°10'0"W 123°0'0"W



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: May 23, 2024
Subject: Coastal Gaslink Pipeline Electrification Optionality Amendment

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

That the Regional District Board direct staff to submit the comment to the Environmental Assessment Office that the RDBN has no objection to the installation of electric-powered compressor units in place of natural gas-powered units for the Coastal Gaslink Pipeline provided that the Socio-economic Effects Management Plan is amended to require consultation with stakeholders, including local governments, during the planning and development of transmission lines and associated infrastructure required to supply power to compressor stations.

BACKGROUND

On March 11, 2014, Coastal Gaslink Pipeline Ltd. (Coastal Gaslink) submitted an Application for an Environmental Assessment Certificate (EAC) to the British Columbia Environmental Assessment Office (EAO) for the Coastal Gaslink Project. On October 23, 2014, Coastal Gaslink received an EAC for the Project. The recently constructed Coastal Gaslink Project consists of an approximately 670 kilometres (km) of 48-inch (nominal-pipe-size 48)-diameter natural gas transmission pipeline through the RDBN from the Dawson Creek area to the LNG Canada export facility near Kitimat. The project also includes up to eight natural gas-fired turbo-compressor stations along the Project route (four in the RDBN).

Coastal Gaslink is proposing to amend their EAC to include the option to install either natural gas-powered or electric-powered compressor units at compressor station locations. Coastal Gaslink states in their application that "This proposal is based on Coastal Gaslink's continued refinement of the Project and is consistent with the CleanBC Roadmap to 2030 and government priorities in support of net-zero targets."

Based on the dates of the letters of support for the amendment from First Nations (in the attached application documents) Coastal Gaslink has been consulting on this amendment since the fall of 2023. The RDBN was provided the application information on May 13, 2024 and given until June 6, 2024 to provide comment.

DISCUSSION

Coastal Gaslink state in their application that the proposed installation of electric-powered compressor units will have the following positive impacts. No other impacts have been identified.

- An improvement in air quality
- A decrease in GHG emissions
- Overall positive interaction with Human Health
- Overall positive interaction with Effect on Current and Future Generations

This application does not include an evaluation or consideration of the transmission lines required to supply power to compressor stations. Required transmission lines would be approved by the applicable Provincial regulatory body prior to construction. It is anticipated that this process would include a referral to the RDBN. However, the referral process would not be adequate to allow the Board to identify any issues and opportunities associated with the development of the transmission lines. Therefore, it is recommended that the Socio-economic Effects Management Plan for the Coastal Gaslink Pipeline be amended to require consultation with stakeholders, including local governments, regarding the planning and development of transmission lines and associated infrastructure required to supply power to compressor stations.

It appears that this application is associated with BC Hydro's proposal to build new and expand existing transmission infrastructure from Prince George to Terrace to help meet the growing demand for electricity, and the objectives of B.C.'s CleanBC plan to reduce greenhouse gas emissions. This work is broken into two projects: the Prince George to Glenannan Transmission (PGGT) and Glenannan to Terrace Transmission (GTTT) projects.

The BC Hydro website explains the demand for the electrification projects as follows:

“While industry has expressed an interest in using clean electricity to replace fossil fuels and reduce greenhouse gas emissions, the potential electricity demand exceeds the capacity of the existing transmission lines and associated infrastructure.

To meet the growing demand, and to support the objectives of our Electrification Plan and the Government of B.C.'s CleanBC plan to lower

climate-changing emissions, we're proposing to expand our transmission infrastructure in the region including building new transmission lines, expanding or upgrading substations, and expanding capacitor stations.

The proposed transmission system expansion also gives us a chance to advance reconciliation by partnering with First Nations on new approaches to infrastructure development, including Indigenous co-ownership of the new transmission lines.”

No information is provided regarding the anticipated timing of timing of installation of electric-powered compressor units or where the first installations are anticipated to occur.

ATTACHMENTS:

[EAC No. E14-03 Amendment: Compressor Station Electrification Optionality, March 25, 2024](#) link



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Alex Eriksen, Director of Environmental Services
Date: May 23, 2024
Subject: Purchase of a New Ford F550

RECOMMENDATION: (all/directors/majority)

That the Board approve the purchase of a new Ford F550 flat-deck pickup from Hoskins Ford for a total of \$115,700 including PST.

BACKGROUND

The RDBN field service fleet currently consists of a 2018 Chevrolet Silverado 3500 (1-ton) and a 2021 GMC Sierra 3500 (1-ton). The 2018 pickup has high mileage and is requiring frequent maintenance which is disruptive to field operations. The new pick up will replace the 2018 which will be retired to one of the landfills as well as used as a spare in an emergency. Staff has decided to upgrade to a 1.5 ton pickup to more easily accommodate the hauling of skid steers and other equipment.

EVALUATION

Staff issued an RFQ on BC Bid for a 1.5 ton pick-up based on the following criteria for evaluation.

Price	60
Service Package	25
Features & Specifications	10
Quotation Quality	5
Total Points	100

The RDBN received and evaluated quotes for identical pick-ups from three (3) suppliers. The quotes were evaluated based on the price, service package, features & specifications and quality of quote. The following table summarizes the evaluation.

Company	Model	Score	Rank
Hoskins Ford	2024 Ford F550 4x4 SD	100	1
Metro Motors	2024 Ford F550 4x4 SD	94	2
Mainland Ford	2025 Ford F550 4x4 SD	93	3

Staff familiar with the field service vehicles, deemed the quoted vehicles to meet the requirements of the department. As all of the vehicles quote were nearly identical, Hoskins Ford had the best price. This item is within the 2024 budgeted amount for this purchase.

ATTACHMENTS - None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: May 23, 2024
Subject: **Committee Meeting Recommendation – May 9, 2024**

RECOMMENDATION: (all/directors/majority)

Recommendation 1 as written.

BACKGROUND

The following is the recommendation from the May 9, 2024 Rural/Agriculture Committee Meeting for the Regional Board's consideration and approval.

Rural/Agriculture Committee – May 9, 2024

Recommendation 1:

Re: Ministry of Agriculture and Food Follow-up Letter

“That the Board approve the follow-up letter to the Ministry of Agriculture and Food.”

ATTACHMENTS: Letter to the Ministry of Agriculture and Food



April 29, 2024

Michelle Koski
Assistant Deputy Minister, Ministry of Agriculture and Food
PO Box 9120 Stn Prov Govt
Victoria, BC V8W 9B4

Dear Michelle Koski:

Subject: Meeting Follow-up

The RDBN would like to follow up on one of the topics of conversation from our meeting on April 10, 2024. Specifically, we are interested in learning more about the possibility of a portion of the Agricultural Water Infrastructure Program money allocated to the Ministry of Agriculture and Food being used for community-based water infrastructure projects (e.g., community irrigation systems).

Community agriculture water infrastructure projects have been identified as a priority for our region. We understand that this portion of the program may still be under development but would like to understand the program structure as soon as possible. Specifically, we would like to be able to keep community groups that may be eligible applicants informed in a timely manner. At the meeting, it was suggested that perhaps a portion of the funding can be allocated for applications from the central and northern areas of the Province. We would like to advocate for that allocation of funds. We recognize that producer and community groups will have to make applying to the program a priority, but the shorter growing season in this area can greatly reduce the amount of time available for pursuing funding options mid-season. We would like to advocate for a program intake outside of the intensive summer months.

Thank you for your time and consideration. We look forward to hearing back from you regarding the details of the Agricultural Water Infrastructure Program as it applies to community agricultural water infrastructure projects, and whether there can be funding set aside for the central and northern areas of the Province.

Sincerely,

Mark Parker
Chair



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Committee
From: Cheryl Anderson, Director of Corporate Services
Date: May 23, 2024
Subject: **Union of BC Municipalities – Minister Meetings/Ministry Staff Meetings/Resolutions**

RECOMMENDATION: (all/directors/majority)

Direction.

BACKGROUND

Attached are letters from Premier Eby and Minister Kang, Ministry of Municipal Affairs regarding the upcoming UBCM Convention. The deadline to request minister meetings is June 21, 2024. The deadline for meetings with ministry staff is August 21, 2024.

At this time, staff is requesting that the Board identify which Ministers and Ministry staff they would like to submit meeting requests for, along with the topics.

In addition, resolutions must be submitted to UBCM by June 15, 2024. Resolutions must be prepared by May 31st for inclusion on the June 6, 2024 Board agenda.

ATTACHMENTS

1. Letter from Premier Eby re: UBCM Meetings
2. Letter from Minister Kang re: UBCM Meetings

**BRITISH
COLUMBIA**

May 15, 2024

Dear Mayors and Regional District Chairs:

The 2024 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 16-20, 2024. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2024** and it is case sensitive. The deadline to submit your meeting requests is June 21, 2024. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

As well, further to invitations that were sent out by the Ministry of Municipal Affairs in April, I would like to remind you of two upcoming information sessions being held via Microsoft Teams on May 16 and 28, 2024. The content for each session will be identical, with ministry staff providing a technical overview of the meeting request process.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the cost of living, public safety and other common issues.

Sincerely,

A handwritten signature in blue ink that reads "David Eby".

David Eby, KC
Premier

**Office of the
Premier**

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria



May 15, 2024

Ref: 274670

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or with provincial staff, during the upcoming 2024 UBCM Convention in Vancouver from September 16–20, 2024.

You will receive a separate letter from the Premier, Honourable David Eby, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 21, 2024**. This year's invitation code is **MUNIMin2024** and is case sensitive. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible, in the online form, on the topics you wish to discuss. Providing information in advance gives me a better understanding of your delegation's interests and helps me prepare so our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all the ministry, agency, commission, and corporation staff available to meet with delegates at Convention and which topics, projects, or programs fall under their purview. Importantly, it will also provide details on how to submit an online staff meeting request. Ministry staff are also hosting identical information sessions on May 16 and May 28, 2024, via Microsoft Teams, providing a technical overview of the meeting request processes; invitations were sent in April.

This will be my second UBCM Convention as the minister responsible for local governments. I appreciated the opportunities to connect in person last year, and our conversations are always illuminating. I have also enjoyed meeting with many communities and regions since Convention, to hear more about your challenges and accomplishments. I look forward to continuing our collaborative work this summer and at Convention in September.

Sincerely,

Anne Kang
Minister of Municipal Affairs

pc: Honourable David Eby, Premier
Trish Mandewo, President, Union of BC Municipalities



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: May 23, 2024
Subject: **Smithers Rural Fire Protection Service Area Boundary Amendment
Bylaw No. 2049, 2024**

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

That Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024 be given first, second, and third reading this 23rd day of May, 2024.

BACKGROUND

Attached is Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024. The property owners have requested that the properties be included in the fire protection area. The Smithers Fire Chief, Town of Smithers Council, Electoral Area "A" Director, and Regional Fire Chief are supportive of the request.

ATTACHMENTS:

Bylaw 2049



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2049

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

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 884 a service of fire prevention and suppression and assistance in the case of emergencies to a portion of Electoral Area "A" known as the "Smithers Rural Fire Protection Service Area;"

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

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

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

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

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

THE SOUTH ½ OF DISTRICT LOT 1190 RANGE 5 COAST DISTRICT

AND

DISTRICT LOT 1192 RANGE 5 COAST DISTRICT EXCEPT PLAN PRP41664

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

2) This bylaw may be cited as "Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2049, 2024."

READ A FIRST TIME this day of , 2024

READ A SECOND TIME this day of , 2024

READ A THIRD TIME this day of , 2024

ADOPTED this day of , 2024

Chairperson

Director of Corporate Services

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2049 as adopted.

Director of Corporate Services

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Properties Subject to Bylaw No. 2049

McCabe Rd

Telkwa High Rd

Old Babine Lake Rd

Smithers



Bylaw 2049: Schedule A
Regional District of Bulkley-Nechako
Produced: 2024-05-08



Smithers Rural Fire Protection Area

0 250 500 1,000



Meters



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: May 23, 2024
Subject: **RDBN Procedure Bylaw No. 2042, 2024 and Electronic Meeting Policy**

RECOMMENDATION: (all/directors/majority)

That Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024 be given 1st, 2nd, and 3rd reading this 23rd day of May, 2024.

Further, that the Board Adopt the Electronic Meeting Policy.

BACKGROUND

At the May 9, 2024 Board Meeting, discussion took place regarding amendments to the RDBN Procedure Bylaw, as well as consideration of an Electronic Meeting Policy. Based on the feedback received the bylaw is being presented with the changes below that were included in the May 9th agenda and one additional change which is highlighted below:

Section 2.0 Interpretation, has been amended to include definitions for the types of meetings.

Section 8.0 of RDBN Procedure Bylaw No. 1964 outlines the procedures for Electronic Meetings. The new bylaw amends Section 8.1 to include all meetings of the RDBN.

Section 8.2 of Bylaw No. 1964 authorizes Directors to participate electronically at no more than two meetings per year. The new bylaw removes the number of electronic meetings allowed for each Director and states that authorization to participate electronically must be approved by the Chair in advance of the meeting.

Section 8.3(c) has been changed from acting in the capacity as a Director of the RDBN to acting in the capacity as an elected official.

Section 9.0 Electronic Participation in Case of Emergency or Special Circumstance of Bylaw No. 1964 has been removed altogether and is replaced with the Draft Electronic Meeting Policy.

Section 14.4 of Bylaw No. 1964 has been amended to change quorum from 10 to majority as per Section 18 of the *Interpretation Act* (See section 13.4 of Bylaw No. 2024).

The changes are highlighted in proposed Bylaw No. 2042.

Section 4.3 of the Electronic Meeting Policy has been revised to encourage members to have their cameras on at all times and wording regarding members being considered absent if their cameras are off has been removed. In addition, Section 4.2 states that a member participating electronically must advise the Chair if they must step away from the meeting so their absence can be recorded in the same way it is recorded when a member attending in person steps out of the Boardroom.

ATTACHMENTS:

RDBN Procedure Bylaw No. 2042, 2024 (New)

RDBN Procedure Bylaw No. 1964, 2021

Electronic Meeting Policy

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2042, 2024****A bylaw to regulate the meetings and conduct
of the Regional Board and Committees**

WHEREAS the Regional District pursuant to Section 225 of the *Local Government Act* must, by bylaw, provide for the procedure to be followed for the conduct of its business and the business of its select and standing committees, and, in particular, must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the time, place and date of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of section 94 (requirements for public notice) of the *Community Charter* to the Regional District.

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

PART 1 - GENERAL**1.0 Title**

- 1. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024."
- 2. The "Regional District of Bulkley-Nechako Procedure Bylaw No. 1944, 2021" is hereby repealed.

2.0 Interpretation

“Board” means the Board of Directors of the Regional District of Bulkley-Nechako;

“Chairperson” means the Chairperson of the Board elected by the Board to fulfil the duties and responsibility of Chair pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or the person appointed as Chair of a Standing or Select Committee of the Board, as the context requires;

“Vice-Chairperson” means the person elected by the Board to fulfil the duties and responsibility of Vice-Chairperson pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or a Standing or Select Committee of the Board in the absence of the Chairperson as the context requires;

“Committee” means a Standing or Select Committee of the Board;

“Committee of the Whole” means a committee of all Board members.

“Chief Administrative Officer” means the officer assigned responsibility for chief administration pursuant to the *Local Government Act*.

“Corporate Administrator” means the officer assigned responsibility for corporate administration pursuant to the *Local Government Act*;

“Delegation” means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

“Director” means a member of the Board of the Regional District of Bulkley-Nechako, whether as a Municipal Director or an Electoral Area Director pursuant to the *Local Government Act*;

“Inaugural Meeting” means the first meeting of the Board that is held after November 1 in any year.

Electronic Meeting means a meeting which is conducted by way of electronic or other communication facilities, in accordance with the requirement of section 8.0 of this Bylaw.

Regular Meeting means all regularly scheduled meetings for the purpose of transacting the normal business of the Board.

Special Meeting means a meeting other than a Regular Meeting called for a specified purpose or purposes.

Commission Meeting means a meeting of the Fort Fraser Local Community Commission or Advisory Planning Commissions.

“Public Notice Posting Place” means the notice board, whether electronic or not, located in the Regional District of Bulkley-Nechako main office, Burns Lake, British Columbia;

“Regional District” means the Regional District of Bulkley-Nechako;

“Regional District Office” means the main office of the Regional District located in Burns Lake, British Columbia;

“RDBN” means the Regional District of Bulkley-Nechako;

“RDBN Website” means the information resource found at an internet address provided by the RDBN.

3.0 Election of Chairperson and Vice-Chairperson

3.1 At the Inaugural Meeting the Board shall elect a Chairperson from among its Directors.

3.2 Following election of a Chairperson, and at the same meeting, the Board shall elect a Vice-Chairperson from among its Directors.

3.3 The Chief Administrative Officer is to preside from the Chair over the

election of the Chair and Vice Chair. The Chief Administrative Officer has all the powers and duties of the Chair under this bylaw and the *Local Government Act* to the extent necessary to conduct the election.

- 3.4 Each candidate for election as Chair or Vice Chair may make a statement of not more than two minutes duration before the election.
- 3.5 The election of the Chair and the Vice Chair must be by a secret ballot of the Directors whose votes are to be recorded on ballot papers prepared and distributed for the purpose by the Chief Administrative Officer.
- 3.6 The winner of an election is to be determined by the Chief Administrative Officer in accordance with the following rules:
 - (a) Where there are two candidates for a position, the candidate who receives the most votes is the winner of the election.
 - (b) Where there are more than two candidates for a position, the candidate who receives more votes than all of the other candidates together is the winner.
 - (c) Subject to rule (d) below, where there are more than two candidates for a position and no candidate receives more votes than all of the other candidates together, the candidate who received the least votes is eliminated and another vote is to be held. Voting is to continue as provided in these rules until one candidate receives more votes than all of the other candidates together.
 - (d) If two candidates are tied for the least number of votes, the Chief Administrative Officer must announce the results of that vote and a second vote must be held. If the second vote results in another tie for the least number of votes, the Chief Administrative Officer must toss a coin and the loser of that toss is eliminated as if he or she alone had received the least number of votes. Voting is then to continue as provided in

these rules.

- 3.7 The Chief Administrative Officer must declare the winner of an election By announcing it to the Board of Directors. The Chief Administrative Officer must record the winner of the election in the minutes for the meeting at which the election is held.
- 3.8 The Chief Administrative Officer must destroy the ballots cast in an election if the Directors unanimously so resolve.
- 3.9 During the absence, illness or other disability of the Chairperson, the Vice-Chairperson has all the authority of the Chairperson and is subject to the same rules as the Chairperson.
- 3.10 If the office of the Chairperson or Vice-Chairperson becomes vacant, the Board shall elect another Chairperson or Vice-Chairperson from among its Directors at the first possible regular meeting of the Board.

PART TWO - MEETINGS

4.0 Meetings of the Regional Board and Standing Committees

- 4.1 Regular Meetings of the Board shall be held at such time and place as the Board shall decide from time to time by resolution.
- 4.2 At the Inaugural Meeting each year, the Board shall set the time, place, and dates of the regular meetings of the Board and its Standing Committees for the coming year.
- 4.3 The Schedule of Regular Meetings of the Board and its Standing Committees must be posted at the Public Notice Posting Place.

5.0 Notice of Regular Board Meetings

- 5.1 At least seventy-two (72) hours before a Regular Board Meeting, the Corporate Administrator must give public notice of the time,

place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

- 5.2 At least twenty-four (24) hours before a Regular Board Meeting, the Corporate Administrator must give further public notice of the meeting by:
- (a) posting a copy of the agenda at the Public Notice Posting Place and on the RDBN Website; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District office for the purpose of making them available to members of the public.
- 5.3 The Corporate Administrator will issue an electronic copy of the agenda at least four (4) days before the date of the Regular Board Meeting to each director at the electronic address given by the director.

6.0 Reports

- 6.1 A Standing or Select Committee of the Board may report to the Board at any regular meeting or as required by the Board.
- 6.2 Written reports should be prepared and submitted to the Corporate Administrator who shall make copies of each report and attach a copy to the agenda of the forthcoming regular meeting of the Board before the agenda is circulated to the members of the Board.

7.0 Notice of Special Board and Committee Meetings

- 7.1 Except where notice of a Special Meeting is waived by a unanimous vote of all Board members under Section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must;
- (a) At least 24 hours before a Special Meeting, give advance

public notice of the time, place, and date of the meeting by posting a notice on the Public Notice Posting Place;

- (b) give notice of the Special Meeting in accordance with section 220(2) of the *Local Government Act*.

- 7.2 In an emergency, notice of a Special Meeting may be given, in accordance with section 220(4) of the *Local Government Act*.
- 7.3 Section 7.1 does not apply where the Directors have been given notice under Section 7.2.

8.0 Electronic Meetings

- 8.1 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* and section 221 of the *Local Government Act* are met, a Regular meeting, Special meeting, Committee Meeting, Commission meeting, or any other meeting of the Regional District Board may be conducted by means of visual and/or audio electronic or other communication facilities if the Board requires it.
- 8.2 Meetings called under Section 8.1 will be at the call of the Board/Committee/Commission Chair.
- 8.3 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* are met, a Director who is unable to attend a Board, Committee, Special, or In-Camera meeting other than a meeting convened under Section 8.1, may participate in a meeting, by means of visual and/or audio electronic or other communication facilities, if the Director is unable to attend in person because of:
 - (a) Physical incapacity due to injury or illness;
 - (b) Inclement weather;

- (c) Physical absence from the Regional District boundaries while acting in the capacity as a Director on Regional District of Bulkley-Nechako matters;
- (d) Extraordinary circumstances which, in the view of the Chair, renders attendance in person by the Director impractical;

provided that a Director who participates in accordance with section 8.3 obtains authorization by the Chair in advance of the meeting.

- 8.4 No more than four Directors at one time may participate at a meeting under section 8.3 unless otherwise authorized by the Chair. This ensures that a quorum remains present in the event that communication is lost with those attending electronically.
- 8.5 Any Director participating at a meeting in accordance with section 8.3 must be in receipt of the agenda and any applicable staff reports as have been provided to Directors not participating electronically before the Board meeting.
- 8.6 Notice of a special Board meeting required under section 7 and conducted under section 8.1 must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- 8.7 A Director participating electronically by audio means only must indicate his or her vote verbally.
- 8.8 A Director participating in a meeting electronically is deemed to be present in the meeting as though they are physically present.
- 8.9 A Director must provide 24 hours' notice to the Chair and the Chief Administrative Officer or Corporate Officer of their intent to participate electronically unless it is not practicable to do so.

9.0 Notice of Committee Meetings

9.1 In this section:

“Standing Committee” means a Committee of the Board which is not a Standing Committee of the Whole.

9.2 At least seventy-two (72) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

9.3 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give further public notice of the meeting by:

- (a) posting a copy of the agenda at the Public Notice Posting Place; and
- (b) leaving copies of the agenda at the reception counter at the Regional District Office for the purpose of making them available to members of the public.

9.4 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must deliver a copy of the agenda to each member of the Committee at the place to which the Committee member has directed notices be sent.

9.5 At least twenty-four (24) hours before:

- (a) a special meeting of a Standing Committee of the Whole; or
- (b) a meeting of a Standing Committee;

the Corporate Administrator must give advance public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

10.0 Attendance of Public at Meetings

- 10.1 Except where the provisions of Section 90 of the *Community Charter* apply all the Regional Board meetings must be open to the public.
- 10.2 Where the Board wishes to close a meeting or part of a meeting to the public, it may do so by first adopting a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- 10.3 This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including, without limitation:
- (a) Select or Standing Committees of the Board;
 - (b) the Board of Variance;
 - (c) the Parcel Tax Review Panel;
 - (d) the Advisory Planning Commissions;
 - (e) other Committees and Commissions established by the Board;
 - (f) Committee of the Whole.
- 10.4 Despite Section 10.1, the Chairperson may expel or exclude from a Board meeting or meeting of a body referred to in Section 10.3, a person in accordance with Section 133 of the *Community Charter*.

11.0 Minutes of Meetings

- 11.1 Minutes of Board meetings must be kept in accordance with Section 223 (1) of the *Local Government Act*. For the purposes of Section 223(1)(b) of the *Local Government Act*, the designated officer is the Corporate Administrator.
- 11.2 Minutes of Committee meetings referred to in Section 10.3 must be kept in accordance with Section 223(2) of the *Local Government Act*.
- 11.3 Section 11.2 applies to meetings of:

- (a) Select or Standing Committees of the Board; and
- (b) Any other Committee composed solely of Board members acting as Board members.

12.0 Closed Meetings

- 12.1 A meeting of the Board may be closed to the public in accordance with Section 90 of the *Community Charter*.
- 12.2 It shall be the responsibility of the Chairperson, Chief Administrative Officer, and the Corporate Administrator, individually or collectively, to recommend to the Board that it consider certain matters at a closed meeting (with the public and/or certain members of the staff excluded), and to prepare an agenda designating the topics to be so discussed.

PART 3 - PROCEDURES

13.0 Opening Procedures

- 13.1 As soon as a quorum is present, following the stated time of the meeting, the Chairperson shall take the Chair and call the Directors to order.
- 13.2 If the Chairperson does not attend the meeting within fifteen (15) minutes after the time appointed, the Vice-Chairperson shall take the Chair and call the Directors to order. If the Vice-Chairperson is also absent, the Chief Administrative Officer or the Corporate Administrator shall take the Chair and call the Directors to order. If a quorum is present, the Directors shall elect an Acting Chairperson who shall preside during the meeting until the arrival of the Chairperson or Vice-Chairperson. The person appointed as Acting Chairperson has all the authority and is subject to the same rules as the Chairperson.
- 13.3 If no quorum is present within thirty (30) minutes after the appointed time of the meeting, the Chief Administrative Officer or Corporate

Administrator shall record in the minute book the names of the Directors present and the meeting shall be adjourned.

13.4 Quorum is the majority of the members of the Board or a majority of the members of a Committee.

13.5 Immediately after the Chairperson has taken his/her seat and has called the meeting to order, the minutes of the preceding meeting shall be read by the Chief Administrative Officer or Corporate Administrator in order to correct mistakes. The reading of the minutes shall be dispensed with if each member has been sent a copy of the minutes at least seventy-two (72) hours before the meeting at which they are to be considered.

14.0 Rules of Conduct and Debate

14.1 Every Director shall address the Chairperson before speaking to any question or motion.

14.2 Directors shall address the Chairperson as "Mr. Chair" or "Madam Chair" or "Mr. Chairperson" or "Madam Chairperson" and shall refer to each other as "Director _____".

14.3 No Director shall:

- (a) speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor General or a Lieutenant Governor, or persons administering the Government of Canada or of the Government of British Columbia;
- (b) use offensive words in or against the Board, a Director or a Regional District staff member;
- (c) speak to or raise matters that are not germane to the question being debated;
- (d) disobey the rules of the Board on questions of order or practice,

or upon the interpretation of the rules of the Board.

- 14.4 If a Director takes an action prohibited in section 14.3, that Director may be ordered by a majority vote of the Directors present to leave his or her seat for that meeting. If a Director refuses to leave his or her seat, that Director may on the order of the Chairperson be removed from the meeting by a Peace Officer.
- 14.5 The Board may permit a Director who has been ordered to leave his or her seat to take his/her seat again, if that Director apologizes.
- 14.6 After a question is finally put to the Chairperson, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chairperson as to whether the question has been finally put shall be conclusive.
- 14.7 If the Chairperson desires to leave the chair for the purpose of taking part in the debate or otherwise, the Chairperson shall call on the Vice-Chairperson or if the Vice-Chairperson is absent, one of the Directors shall be called to take the chair until resumed by the Chairperson.
- 14.8 When any order, resolution, or question is lost by reason of the Board or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Board or Committee.

15.0 Points of Order

- 15.1 The Chairperson, or the Director presiding at the meeting of the Board, shall preserve order and decide all points of order which may arise, subject to an appeal by the other Directors of the Board then present.
- 15.2 If an appeal is made by a Director of the Board from the decision of the Chairperson, the question "Shall the Chairperson be sustained?"

shall immediately be put by the Chairperson and decided without debate. The Chairperson shall be governed by the majority of the Directors of the Board then present, other than the Chairperson. In the event of the votes being equal, the question shall pass in the affirmative.

- 15.3 If the Chairperson refuses to put the question "Shall the Chairperson be sustained?", the Board shall forthwith appoint the Vice-Chairperson, or if absent, one of the Directors to preside temporarily in lieu of such Chairperson, as the case may be, and the Vice-Chairperson or Director of the Regional Board so temporarily appointed shall proceed in accordance with Subsection 15.2. In the event of the votes being equal, the question shall pass in the affirmative.
- 15.4 Any resolution or motion carried under the circumstances mentioned in Subsection 15.3 is as effectual and binding as if carried under the presidency of the Chairperson.

16.0 Motions

- 16.1 Motions other than routine motions shall be put in writing and seconded before being debated or put from the Chairperson.
- 16.2 A motion that has been seconded must be read by the Chairperson, Chief Administrative Officer, or Corporate Administrator before debate at the request of any Director.
- 16.3 Amendments to a motion shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
- 16.4 A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendment of the main question.
- 16.5 A motion to adjourn the Board or to adjourn the debate shall always be in order, but if such motion is defeated, no similar motion to the same effect shall be made until some intermediate business or matter

has been disposed of.

17.0 Voting of Questions

- 17.1 Voting on questions, resolutions, and bylaws must be in accordance with Sections 206 to 214 of the *Local Government Act*.
- 17.2 Section 17.1 applies to the meetings of a Committee.
- 17.3 Any Director who is present at the meeting but who declines to vote on a question for any reason shall be deemed to have voted in the affirmative and that Director's vote or votes shall be counted accordingly.
- 17.4 In all cases where the votes of the Directors then present, including the vote of the Chairperson or other person presiding, are tied, the question shall be defeated and it shall be the duty of the presiding Director to so declare.
- 17.5 As soon as the Chairperson has announced the results of the vote on a question, any Director who voted in opposition may request the Chairperson to have that Director's name so recorded in the minutes.
- 17.6 When a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately only upon the request of any Director to do so.
- 17.7 After a bylaw, resolution, or proceeding of the Board is adopted, the Chairperson may return it for reconsideration in accordance with Section 217 of the *Local Government Act*.
- 17.8 The Board shall not reconsider any question more than once.
- 17.9 The motion to reconsider requires two-thirds of the votes cast of the Directors present to pass.

17.10 The Board shall not reconsider any question that

- (a) has been acted upon by any officer or employee of the Regional District.
- (b) received the assent or approval of the electors and was subsequently adopted by the Board; or
- (c) has been reconsidered under Section 217 of the *Local Government Act* or Section 17.7 of this Bylaw.

17.11 After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all Directors.

17.12 For the purpose of this section, a question has been acted upon if

- a) in the case of a contract, a bylaw or resolution authorizing the Board to enter into the contract has been communicated to another party to the agreement;
- b) an approval or consent of the Board has been communicated to a public authority and the public authority has relied upon the approval or consent to issue a permit, approval, or license or to enter into an agreement with a third party; or
- c) in any other case, a decision of the Board on this question has been communicated to a third party in circumstances in which it is reasonable to believe that the third party or another person has, in reliance upon the communication, incurred a liability or altered his or her legal position;

17.13 This section shall not be interpreted as fettering or impairing any legislative power, duty or function of the Board.

PART 4 - BYLAWS**18.0 Bylaws**

- 18.1 A bylaw may be given up to 3 readings at one meeting of the Board.
- 18.2 The Board may reconsider any clause or section of a bylaw following first, second and/or third reading, but before adoption.
- 18.3 Despite Section 135 (3) (*at least one day between third reading and adoption*) of the *Community Charter*, a bylaw that does not require approval, consent or assent under this or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least 2/3 of the votes cast.
- 18.4 If a bylaw requires statutory approval, the approval must be obtained after the bylaw has been given third reading and before the bylaw is adopted.
- 18.5 Once adopted, a bylaw must be signed by the Chairperson at the Board meeting at which it was adopted and be signed by the officer assigned responsibility under Section 236 of the *Local Government Act*.

19.0 Standing and Select Committees

- 19.1 The Chairperson may establish standing committees in accordance with Section 218(2) of the *Local Government Act*. The proceedings of all such Committees shall be subject to the approval of the Board.
- 19.2 The Board may from time to time appoint a select committee in accordance with Section 218(1) of the *Local Government Act*.
- 19.3 Any Director of the Board may be appointed to a standing or select committee whether or not that director is present at the meeting where the appointment is made.
- 19.4 Any Director may attend a meeting of any Committee. A Director who

has not been appointed to a Committee and attends a meeting of that Committee may not vote, but may be allowed to take part in any discussion or debate by permission of a majority of the votes of the members of that Committee then present.

- 19.5 The Chairperson is an ex-officio member of all Board Committees. The Chairperson shall have the right to vote, but shall not be included in the quorum.
- 19.6 The general duties of all the standing committees of the Board shall be as follows:
- a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to them by the Chairperson or the Board or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
 - b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any committee for immediate action thereupon, but in such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board, or as specified in the instructions of the Board.
- 19.7 In the transaction of business, all Standing and Select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the Board.
- 19.8 Of the number of Directors appointed to compose any standing or select committee, a majority of the Directors having among them a majority of the votes shall be a quorum competent to transact business.
- 19.9 On completion of its assignment and submission of its report to the

Board, a Select Committee shall be automatically dissolved.

PART 6 - AGENDAS

20.0 Delegations

20.1 Individuals or groups wishing to appear before the Board may do so only if they have first notified the Chairperson, Chief Administrative Officer, or Corporate Administrator in writing before the agenda has been prepared and circulated to the Board, except on extraordinary occasions declared as such by the Chairperson.

20.2 Every delegation shall be allowed a reasonable time at the discretion of the Chairperson to present its petition or submission, at the meeting. The Board may dispose of the petition or submission at the meeting, refer the subject matter to a Committee or take such other action as is deemed expedient.

21.0 Rules of Order

21.1 In all unprovided cases in the proceedings of the Board or of its Committee(s), the most current edition of Robert’s Rules of Order shall be followed to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the *Community Charter* or the *Local Government Act*.

This Bylaw may be cited for all purposes as “Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024.”

Certified a true and correct copy of Regional District of Bulkley-Nechako Procedure Bylaw No. 2042, 2024.

Corporate Administrator

READ A FIRST TIME this day of , 2024.

Bylaw No. 2042
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READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024

CHAIRPERSON

CORPORATE ADMINISTRATOR

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1964, 2021

A bylaw to regulate the meetings and conduct of the Regional Board and Committees

WHEREAS the Regional District pursuant to Section 225 of the *Local Government Act* must, by bylaw, provide for the procedure to be followed for the conduct of its business and the business of its select and standing committees, and, in particular, must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the time, place and date of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of section 94 (requirements for public notice) of the *Community Charter* to the Regional District.

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

PART 1 - GENERAL

1.0 Title

1. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021."
2. The "Regional District of Bulkley-Nechako Procedure Bylaw No. 1832, 2012" is hereby repealed.

2.0 Interpretation

"**Board**" means the Board of Directors of the Regional District of Bulkley-Nechako;

“Chairperson” means the Chairperson of the Board elected by the Board to fulfil the duties and responsibility of Chair pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or the person appointed as Chair of a Standing or Select Committee of the Board, as the context requires;

“Vice-Chairperson” means the person elected by the Board to fulfil the duties and responsibility of Vice-Chairperson pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or a Standing or Select Committee of the Board in the absence of the Chairperson as the context requires;

“Committee” means a Standing or Select Committee of the Board;

“Committee of the Whole” means a committee of all Board members.

“Chief Administrative Officer” means the officer assigned responsibility for chief administration pursuant to the *Local Government Act*.

“Corporate Administrator” means the officer assigned responsibility for corporate administration pursuant to the *Local Government Act*;

“Delegation” means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

“Director” means a member of the Board of the Regional District of Bulkley-Nechako, whether as a Municipal Director or an Electoral Area Director pursuant to the *Local Government Act*;

“Inaugural Meeting” means the first meeting of the Board that is held after November 1 in any year.

“Public Notice Posting Place” means the notice board, whether electronic or not, located in the Regional District of Bulkley-Nechako main office, Burns Lake, British Columbia;

“Regional District” means the Regional District of Bulkley-Nechako;

“Regional District Office” means the main office of the Regional District located in Burns Lake, British Columbia;

“RDBN” means the Regional District of Bulkley-Nechako;

“RDBN Website” means the information resource found at an internet address

provided by the RDBN.

3.0 Election of Chairperson and Vice-Chairperson

- 3.1 At the Inaugural Meeting the Board shall elect a Chairperson from among its Directors.
- 3.2 Following election of a Chairperson, and at the same meeting, the Board shall elect a Vice-Chairperson from among its Directors.
- 3.3 The Chief Administrative Officer is to preside from the Chair over the election of the Chair and Vice Chair. The Chief Administrative Officer has all the powers and duties of the Chair under this bylaw and the *Local Government Act* to the extent necessary to conduct the election.
- 3.4 Each candidate for election as Chair or Vice Chair may make a statement of not more than two minutes duration before the election.
- 3.5 The election of the Chair and the Vice Chair must be by a secret ballot of the Directors whose votes are to be recorded on ballot papers prepared and distributed for the purpose by the Chief Administrative Officer.
- 3.6 The winner of an election is to be determined by the Chief Administrative Officer in accordance with the following rules:
 - (a) Where there are two candidates for a position, the candidate who receives the most votes is the winner of the election.
 - (b) Where there are more than two candidates for a position, the candidate who receives more votes than all of the other candidates together is the winner.
 - (c) Subject to rule (d) below, where there are more than two candidates for a position and no candidate receives more votes than all of the other candidates together, the candidate who received the least votes is eliminated and another vote is to be held. Voting is to continue as provided in these rules until one candidate receives more votes than all of the other candidates together.
 - (d) If two candidates are tied for the least number of votes, the Chief Administrative Officer must announce the results of that vote and a second vote must be held. If the second vote results in another tie

for the least number of votes, the Chief Administrative Officer must toss a coin and the loser of that toss is eliminated as if he or she alone had received the least number of votes. Voting is then to continue as provided in these rules.

- 3.7 The Chief Administrative Officer must declare the winner of an election by announcing it to the Board of Directors. The Chief Administrative Officer must record the winner of the election in the minutes for the meeting at which the election is held.
- 3.8 The Chief Administrative Officer must destroy the ballots cast in an election if the Directors unanimously so resolve.
- 3.9 During the absence, illness or other disability of the Chairperson, the Vice-Chairperson has all the authority of the Chairperson and is subject to the same rules as the Chairperson.
- 3.10 If the office of the Chairperson or Vice-Chairperson becomes vacant, the Board shall elect another Chairperson or Vice-Chairperson from among its Directors at the first possible regular meeting of the Board.

PART TWO - MEETINGS

4.0 Meetings of the Regional Board and Standing Committees

- 4.1 Regular Meetings of the Board shall be held at such time and place as the Board shall decide from time to time by resolution.
- 4.2 At the Inaugural Meeting each year, the Board shall set the time, place, and dates of the regular meetings of the Board and its Standing Committees for the coming year.
- 4.3 The Schedule of Regular Meetings of the Board and its Standing Committees must be posted at the Public Notice Posting Place.

5.0 Notice of Regular Board Meetings

- 5.1 At least seventy-two (72) hours before a Regular Board Meeting, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 5.2 At least twenty-four (24) hours before a Regular Board Meeting,

the Corporate Administrator must give further public notice of the meeting by:

- (a) posting a copy of the agenda at the Public Notice Posting Place and on the RDBN Website; and
- (b) leaving copies of the agenda at the reception counter at the Regional District office for the purpose of making them available to members of the public.

5.3 The Corporate Administrator will issue an electronic copy of the agenda at least four (4) days before the date of the Regular Board Meeting to each director at the electronic address given by the director.

6.0 Reports

6.1 A Standing or Select Committee of the Board may report to the Board at any regular meeting or as required by the Board.

6.2 Written reports should be prepared and submitted to the Corporate Administrator who shall make copies of each report and attach a copy to the agenda of the forthcoming regular meeting of the Board before the agenda is circulated to the members of the Board.

7.0 Notice of Special Board and Committee Meetings

7.1 Except where notice of a Special Meeting is waived by a unanimous vote of all Board members under Section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must;

- (a) At least 24 hours before a Special Meeting, give advance public notice of the time, place, and date of the meeting by posting a notice on the Public Notice Posting Place;
- (b) give notice of the Special Meeting in accordance with section 220(2) of the *Local Government Act*.

7.2 In an emergency, notice of a Special Meeting may be given, in accordance with section 220(4) of the *Local Government Act*.

7.3 Section 7.1 does not apply where the Directors have been given notice under Section 7.2.

8.0 Electronic Meetings

- 8.1 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* and section 220 of the *Local Government Act* are met, a special Board or Committee Meeting may be conducted by means of visual and/or audio electronic or other communication facilities if the Board requires it.
- 8.2 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* are met, a Director who is unable to attend a Board, Committee, Special, or In-Camera meeting other than a meeting convened under Section 8.1, may participate in a meeting, by means of visual and/or audio electronic or other communication facilities, if the Director is unable to attend in person because of:
- (a) Physical incapacity due to injury or illness;
 - (b) Inclement weather;
 - (c) Physical absence from the Regional District boundaries while acting in the capacity as a Director on Regional District of Bulkley-Nechako matters;
 - (d) Extraordinary circumstances which, in the view of the Chair, renders attendance in person by the Director impractical;
- provided that a Director who participates in accordance with section 8.2 does so at no more than two different meeting dates per year unless otherwise authorized by the Chair.
- 8.3 No more than four Directors at one time may participate at a meeting under section 8.2 unless otherwise authorized by the Chair. This ensures that a quorum remains present in the event that communication is lost with those attending electronically.

- 8.4 Any Director participating at a meeting in accordance with section 8.2 must be in receipt of the agenda and any applicable staff reports as have been provided to Directors not participating electronically before the Board meeting.
- 8.5 Notice of a special Board meeting required under section 7 and conducted under section 8.1 must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- 8.6 A Director participating electronically by audio means only must indicate his or her vote verbally.
- 8.7 A Director participating in a meeting electronically is deemed to be present in the meeting as though they are physically present.
- 8.8 A Director must provide 24 hours' notice to the Chair and the Chief Administrative Officer or Corporate Officer of their intent to participate electronically unless it is not practicable to do so.

9.0 **Electronic Participation in case of Emergency or Special Circumstance**

- 9.1 In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, Directors may participate in a meeting by means of electronic or other communication facilities that:
- (a) Enable the meeting's participants to hear, or watch and hear, each other; and,
 - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the person(s) participating by electronic or other communication facilities.
- 9.2 Meetings called under subsection (1) will be at the call of the Board Chair.
- 9.3 Special meetings called under subsection (1) will be in accordance with section 7 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

This section
has been
removed

10.0 **Notice of Committee Meetings**

10.1 In this section:

“Standing Committee” means a Committee of the Board which is not a Standing Committee of the Whole.

- 10.2 At least seventy-two (72) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 10.3 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give further public notice of the meeting by:
- (a) posting a copy of the agenda at the Public Notice Posting Place; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District Office for the purpose of making them available to members of the public.
- 10.4 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must deliver a copy of the agenda to each member of the Committee at the place to which the Committee member has directed notices be sent.
- 10.5 At least twenty-four (24) hours before:
- (a) a special meeting of a Standing Committee of the Whole; or
 - (b) a meeting of a Standing Committee;

the Corporate Administrator must give advance public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

11.0 Attendance of Public at Meetings

- 11.1 Except where the provisions of Section 90 of the *Community Charter* apply all the Regional Board meetings must be open to the public.

- 11.2 Where the Board wishes to close a meeting or part of a meeting to the public, it may do so by first adopting a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- 11.3 This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including, without limitation:
- (a) Select or Standing Committees of the Board;
 - (b) the Board of Variance;
 - (c) the Parcel Tax Review Panel;
 - (d) the Advisory Planning Commissions;
 - (e) other Committees and Commissions established by the Board;
 - (f) Committee of the Whole.
- 11.4 Despite Section 10.1, the Chairperson may expel or exclude from a Board meeting or meeting of a body referred to in Section 11.3, a person in accordance with Section 133 of the *Community Charter*.

12.0 Minutes of Meetings

- 12.1 Minutes of Board meetings must be kept in accordance with Section 223 (1) of the *Local Government Act*. For the purposes of Section 223(1)(b) of the *Local Government Act*, the designated officer is the Corporate Administrator.
- 12.2 Minutes of Committee meetings referred to in Section 11.3 must be kept in accordance with Section 223(2) of the *Local Government Act*.
- 12.3 Section 12.2 applies to meetings of:
- (a) Select or Standing Committees of the Board; and
 - (b) Any other Committee composed solely of Board members acting as Board members.

13.0 Closed Meetings

- 13.1 A meeting of the Board may be closed to the public in accordance with Section 90 of the *Community Charter*.
- 13.2 It shall be the responsibility of the Chairperson, Chief Administrative

Officer, and the Corporate Administrator, individually or collectively, to recommend to the Board that it consider certain matters at a closed meeting (with the public and/or certain members of the staff excluded), and to prepare an agenda designating the topics to be so discussed.

PART 3 - PROCEDURES

14.0 Opening Procedures

- 14.1 As soon as a quorum is present, following the stated time of the meeting, the Chairperson shall take the Chair and call the Directors to order.
- 14.2 If the Chairperson does not attend the meeting within fifteen (15) minutes after the time appointed, the Vice-Chairperson shall take the Chair and call the Directors to order. If the Vice-Chairperson is also absent, the Chief Administrative Officer or the Corporate Administrator shall take the Chair and call the Directors to order. If a quorum is present, the Directors shall elect an Acting Chairperson who shall preside during the meeting until the arrival of the Chairperson or Vice-Chairperson. The person appointed as Acting Chairperson has all the authority and is subject to the same rules as the Chairperson.
- 14.3 If no quorum is present within thirty (30) minutes after the appointed time of the meeting, the Chief Administrative Officer or Corporate Administrator shall record in the minute book the names of the Directors present and the meeting shall be adjourned.
- 14.4 A quorum of a regular Board Meeting shall consist of ten (10) Directors.
- 14.5 Immediately after the Chairperson has taken his/her seat and has called the meeting to order, the minutes of the preceding meeting shall be read by the Chief Administrative Officer or Corporate Administrator in order to correct mistakes. The reading of the minutes shall be dispensed with if each member has been sent a copy of the minutes at least seventy-two (72) hours before the meeting at which they are to be considered.

15.0 Rules of Conduct and Debate

- 15.1 Every Director shall address the Chairperson before speaking to any question or motion.

- 15.2 Directors shall address the Chairperson as “Mr. Chair” or “Madam Chair” or “Mr. Chairperson” or “Madam Chairperson” and shall refer to each other as “Director _____”.
- 15.3 No Director shall:
- (a) speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor General or a Lieutenant Governor, or persons administering the Government of Canada or of the Government of British Columbia;
 - (b) use offensive words in or against the Board, a Director or a Regional District staff member;
 - (c) speak to or raise matters that are not germane to the question being debated;
 - (d) disobey the rules of the Board on questions of order or practice, or upon the interpretation of the rules of the Board.
- 15.4 If a Director takes an action prohibited in section 15.3, that Director may be ordered by a majority vote of the Directors present to leave his or her seat for that meeting. If a Director refuses to leave his or her seat, that Director may on the order of the Chairperson be removed from the meeting by a Peace Officer.
- 15.5 The Board may permit a Director who has been ordered to leave his or her seat to take his/her seat again, if that Director apologizes.
- 15.6 After a question is finally put to the Chairperson, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chairperson as to whether the question has been finally put shall be conclusive.
- 15.7 If the Chairperson desires to leave the chair for the purpose of taking part in the debate or otherwise, the Chairperson shall call on the Vice-Chairperson or if the Vice-Chairperson is absent, one of the Directors shall be called to take the chair until resumed by the Chairperson.
- 15.8 When any order, resolution, or question is lost by reason of the Board or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be

proceeded with and disposed of at the next meeting of the Board or Committee.

16.0 Points of Order

- 16.1 The Chairperson, or the Director presiding at the meeting of the Board, shall preserve order and decide all points of order which may arise, subject to an appeal by the other Directors of the Board then present.
- 16.2 If an appeal is made by a Director of the Board from the decision of the Chairperson, the question "Shall the Chairperson be sustained?" shall immediately be put by the Chairperson and decided without debate. The Chairperson shall be governed by the majority of the Directors of the Board then present, other than the Chairperson. In the event of the votes being equal, the question shall pass in the affirmative.
- 16.3 If the Chairperson refuses to put the question "Shall the Chairperson be sustained?", the Board shall forthwith appoint the Vice-Chairperson, or if absent, one of the Directors to preside temporarily in lieu of such Chairperson, as the case may be, and the Vice-Chairperson or Director of the Regional Board so temporarily appointed shall proceed in accordance with Subsection 16.2. In the event of the votes being equal, the question shall pass in the affirmative.
- 16.4 Any resolution or motion carried under the circumstances mentioned in Subsection 16.3 is as effectual and binding as if carried under the presidency of the Chairperson.

17.0 Motions

- 17.1 Motions other than routine motions shall be put in writing and seconded before being debated or put from the Chairperson.
- 17.2 A motion that has been seconded must be read by the Chairperson, Chief Administrative Officer, or Corporate Administrator before debate at the request of any Director.
- 17.3 Amendments to a motion shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
- 17.4 A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendment of the main question.

- 17.5 A motion to adjourn the Board or to adjourn the debate shall always be in order, but if such motion is defeated, no similar motion to the same effect shall be made until some intermediate business or matter has been disposed of.

18.0 Voting of Questions

- 18.1 Voting on questions, resolutions, and bylaws must be in accordance with Sections 206 to 214 of the *Local Government Act*.
- 18.2 Section 18.1 applies to the meetings of a Committee.
- 18.3 Any Director who is present at the meeting but who declines to vote on a question for any reason shall be deemed to have voted in the affirmative and that Director's vote or votes shall be counted accordingly.
- 18.4 In all cases where the votes of the Directors then present, including the vote of the Chairperson or other person presiding, are tied, the question shall be defeated and it shall be the duty of the presiding Director to so declare.
- 18.5 As soon as the Chairperson has announced the results of the vote on a question, any Director who voted in opposition may request the Chairperson to have that Director's name so recorded in the minutes.
- 18.6 When a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately only upon the request of any Director to do so.
- 18.7 After a bylaw, resolution, or proceeding of the Board is adopted, the Chairperson may return it for reconsideration in accordance with Section 217 of the *Local Government Act*.
- 18.8 The Board shall not reconsider any question more than once.
- 18.9 The motion to reconsider requires two-thirds of the votes cast of the Directors present to pass.
- 18.10 The Board shall not reconsider any question that
- (a) has been acted upon by any officer or employee of the Regional District.

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- (b) received the assent or approval of the electors and was subsequently adopted by the Board; or
- (c) has been reconsidered under Section 217 of the *Local Government Act* or Section 18.7 of this Bylaw.

18.11 After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all Directors.

18.12 For the purpose of this section, a question has been acted upon if

- a) in the case of a contract, a bylaw or resolution authorizing the Board to enter into the contract has been communicated to another party to the agreement;
- b) an approval or consent of the Board has been communicated to a public authority and the public authority has relied upon the approval or consent to issue a permit, approval, or license or to enter into an agreement with a third party; or
- c) in any other case, a decision of the Board on this question has been communicated to a third party in circumstances in which it is reasonable to believe that the third party or another person has, in reliance upon the communication, incurred a liability or altered his or her legal position;

18.13 This section shall not be interpreted as fettering or impairing any legislative power, duty or function of the Board.

PART 4 - BYLAWS

19.0 Bylaws

19.1 A bylaw may be given up to 3 readings at one meeting of the Board.

19.2 The Board may reconsider any clause or section of a bylaw following first, second and/or third reading, but before adoption.

19.3 Despite Section 135 (3) (*at least one day between third reading and adoption*) of the *Community Charter*, a bylaw that does not require approval, consent or assent under this or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least 2/3 of the votes cast.

19.4 If a bylaw requires statutory approval, the approval must be obtained after

the bylaw has been given third reading and before the bylaw is adopted.

- 19.5 Once adopted, a bylaw must be signed by the Chairperson at the Board meeting at which it was adopted and be signed by the officer assigned responsibility under Section 236 of the *Local Government Act*.

20.0 Standing and Select Committees

- 20.1 The Chairperson may establish standing committees in accordance with Section 218(2) of the *Local Government Act*. The proceedings of all such Committees shall be subject to the approval of the Board.
- 20.2 The Board may from time to time appoint a select committee in accordance with Section 218(1) of the *Local Government Act*.
- 20.3 Any Director of the Board may be appointed to a standing or select committee whether or not that director is present at the meeting where the appointment is made.
- 20.4 Any Director may attend a meeting of any Committee. A Director who has not been appointed to a Committee and attends a meeting of that Committee may not vote, but, with the exception of the Executive Committee, may be allowed to take part in any discussion or debate by permission of a majority of the votes of the members of that Committee then present.
- 20.5 The Chairperson is an ex-officio member of all Board Committees. The Chairperson shall have the right to vote, but shall not be included in the quorum.
- 20.6 The general duties of all the standing committees of the Board shall be as follows:
- a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to them by the Chairperson or the Board or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
 - b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any committee for immediate action thereupon, but in such cases the instructions of

the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board, or as specified in the instructions of the Board.

- 20.7 In the transaction of business, all Standing and Select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the Board.
- 20.8 Of the number of Directors appointed to compose any standing or select committee, a majority of the Directors having among them a majority of the votes shall be a quorum competent to transact business.
- 20.9 On completion of its assignment and submission of its report to the Board, a Select Committee shall be automatically dissolved.

PART 6 - AGENDAS

21.0 Delegations

- 21.1 Individuals or groups wishing to appear before the Board may do so only if they have first notified the Chairperson, Chief Administrative Officer, or Corporate Administrator in writing before the agenda has been prepared and circulated to the Board, except on extraordinary occasions declared as such by the Chairperson.
- 21.2 Every delegation shall be allowed a reasonable time at the discretion of the Chairperson to present its petition or submission, at the meeting. The Board may dispose of the petition or submission at the meeting, refer the subject matter to a Committee or take such other action as is deemed expedient.

22.0 Rules of Order

- 22.1 In all unprovided cases in the proceedings of the Board or of its Committee(s), the most current edition of Robert's Rules of Order shall be followed to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the *Community Charter* or the *Local Government Act*.

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021."

Certified a true and correct copy of Regional District of Bulkley-Nechako Procedure

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Bylaw No. 1964, 2021.

Corporate Administrator

READ A FIRST TIME this 21st day of October, 2021.

READ A SECOND TIME this 21st day of October, 2021.

READ A THIRD TIME this 21st day of October, 2021.

ADOPTED this 18th day of November, 2021

CHAIRPERSON

CORPORATE ADMINISTRATOR



Regional District of Bulkley-Nechako
Corporate Policy Manual
Approved:

REGIONAL DISTRICT OF BULKLEY-NECHAKO ELECTRONIC MEETING POLICY

PURPOSE

This policy establishes procedures for the administration of electronic and hybrid Board, Committee, and Commission meetings.

DEFINITIONS

- 1.1. **Electronic Attendee** means members from the public attending through electronic means.
- 1.2. **Audio Attendee** means members participating in a meeting solely through audio means without visual participation.
- 1.3. **Electronic Meeting** means a meeting where all members participate by electronic means.
- 1.4. **Hybrid Meeting** means a meeting where some members are attending in-person and some members are attending electronically.
- 1.5. **Member** means anyone that was either elected or appointed to any governing body as a voting or non-voting participant.
- 1.6. **Meeting Host** means the person that has full permission to manage the electronic meeting.

GENERAL CONDUCT

- 2.1 This Policy applies to all governing body meetings and any members or attendees attending such meetings.
- 2.2 A member must be fully engaged in the meeting and avoid talking with other people outside of those who are participating in the meeting.
- 2.3 Unless deemed necessary by the Chair, members must not use the text chat function of the meeting software for any purpose.
- 2.4 Members participating by electronic means should obtain the floor (i.e. seek permission from the Chair to speak) by using the 'raise hand' function in the electronic platform or raising their hand on camera.
- 2.5 In an electronic meeting, the Chair will give the floor to members in the order in which they raise their hands, with first-time speakers given priority.
- 2.6 Members attending a meeting electronically shall have their microphones on mute until the floor is given to them. Once the member is finished speaking, it is expected that the member put themselves on mute.
- 2.7 Should a member be acting outside the provisions of this policy, the Chair may request that the member refrain from those actions and should the member not remedy the situation the Chair then may request that the member be removed from the meeting.
- 2.8 In a Hybrid meeting the meeting host must be physically present at the meeting.

AUDIO ATTENDANCE OPTION

- 3.1 Members who are unable to join a meeting via videoconference must seek authorization by the Chair in advance of the meeting.
- 3.2 Members attending via audio must inform the meeting host in advance of the meeting.
- 3.3 Members attending via audio only are encouraged to actively engage in discussion by speaking up when they have input or questions.

ATTENDANCE/QUORUM AND ROLL CALL

- 4.1 A member who joins a meeting via electronic means using the designated platform prescribed is deemed to be present at the meeting.
- 4.2 A member participating electronically must advise the Chair if they must step away from the meeting, and their absence will be recorded accordingly.
- 4.3 Members should have their cameras on at all times.

VOTING

- 5.1 When members vote on a matter in an electronic/hybrid meeting, they will only raise their hand when voting against a matter, unless directed otherwise by the Chair.
- 5.2 If the Chair anticipates a split vote on any motion, they may request that all members raise their hand, whether voting in favour or against, to bring clarity to the motion. This will be done slowly, with a pause in between, to ensure the motion is captured accurately.
- 5.3 When the members vote on a matter in a hybrid meeting, the Chair will call the vote for in-person members first and will then go to electronic attendees to request verbal confirmation of anyone voting against the motion.

CONFLICT OF INTEREST

- 6.1 If a member has a conflict of interest when attending a meeting electronically, they will:
 - a) Advise the Chair as soon as the item is introduced;
 - b) Leave the meeting by being placed into the waiting room by the meeting host;
 - c) Wait to be admitted back into the meeting once the agenda item has concluded.

IN-CAMERA MEETINGS

- 7.1 During closed meetings, electronic attendees must always ensure confidentiality of the meeting, including ensuring that no other person can hear any aspect of the meeting.
- 7.2 Members participating electronically must do so in a closed room with no one else present in the room. Should it be found that someone is listening or contributing to discussion in the closed meeting, the Chair will request that the meeting host remove the member from the meeting.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: May 23, 2024
Subject: **Remuneration Bylaw Amendment**

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

That Bylaw No. 2050 being a bylaw Amending Directors' Remuneration be given first, second, and third reading this 23rd day of May, 2024.

BACKGROUND and SUMMARY

At the board meeting held on May 9th, the board asked staff to bring forward a bylaw to amend the directors' remuneration bylaw. These amendments are largely to adjust allowances and benefits that have been unchanged since 2018 for inflation.

Several other minor housekeeping changes have also been included to improve the clarity and functioning of the bylaw.

Attachments:

**Bylaw 2050 Remuneration Amendment Bylaw
Consolidated Bylaw 1837 with proposed amendments**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 2050**

A Bylaw for Amending Directors' Remuneration

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

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

1. **TITLE:**

This bylaw shall be cited as the "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 2050, 2024".

2. Bylaw 1837, 2018 "A Bylaw for Directors' Remuneration" is hereby amended by:

Section 4 is hereby repealed and replaced with the following:

4. INTERPRETATION AND APPLICATION

- (A) The Regional District Chief Financial Officer shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Chair, Vice Chair, and CAO for resolution.

Section 8 (C) of the bylaw is repealed and replaced with the following:

8 (C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the CRA meal rate for the "Simplified method for meal and vehicle rates used to calculate travel expenses".

For overnight stays, outside the Regional District, the Director may claim an additional \$44.00 incidental amount for each night of the stay.

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

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

Section 10 (A) of the bylaw is repealed and replaced with the following:

10 (A) All Electoral Area directors will be provided with a RDBN cell phone and with an email address. The RDBN email address will be used for all communication with the RDBN. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

Section 10 (C) of the bylaw is repealed and replaced with the following:

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

SCHEDULE C of the bylaw is repealed and is replaced with the following:

Travel Time Remuneration

1. Travel time remuneration of \$30.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings. For Municipal Directors, this distance is determined from their respective municipal office.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).

Section 14 is hereby added:

14. ADJUSTMENT FOR CONSUMER PRICE INDEX

The overnight amount listed in Section 8 (C); The rates listed in Schedule A, Schedule B and Schedule C are to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada). In the event that there is no increase to the consumer price index, or if it were to decline, these amounts would remain unchanged. The increase to these amounts will be calculated to the nearest cent and this new

amount will be used as the basis for the next year's calculation. However, the amount payable for expense claims will be the amount adjusted for inflation rounded to the nearest dollar.

The inflationary adjustment footnote on the bottom of the table in schedule C is hereby removed.

Schedule A Section 1 is hereby repealed and replaced with the following:

1. Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month.

Certified a true and correct copy of "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Amendment Bylaw No. 2050, 2024."

Corporate Administrator

READ A FIRST TIME this ___ day of ___, 2024.

READ A SECOND TIME this ___ day of ___, 2024.

READ A THIRD TIME this ___ day of ___, 2024.

ADOPTED this ___ day of ___, 2024.

CHAIRPERSON

CORPORATE ADMINISTRA

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 1837**

**Unofficially Consolidated
Proposed Amendments (Bylaw No. 2050)**

A Bylaw for Directors' Remuneration

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

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

1. TITLE:

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

2. PRINCIPLES

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

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

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

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

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

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

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

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

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

4. INTERPRETATION AND APPLICATION

~~(A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.~~

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

~~(B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.~~

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

5. REMUNERATION

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

- (i) **Directors, Chair and Vice Chair, Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,

- (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

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

6. OTHER REMUNERATION

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

7. ALTERNATE DIRECTORS

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

8. EXPENSES

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

(A) Transportation Costs

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

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

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

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

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

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

No additional personal vehicle allowance is payable for carrying passengers.

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

(B) Accommodation Costs

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

(C) Meal Expenses

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

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

For overnight stays, outside the Regional District, the Director may claim an additional ~~\$40.00~~ \$44.00 incidental amount for each night of the stay.

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

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

(D) Miscellaneous Expenses

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

(E) Loyalty Programs and Other Travel Programs

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

(F) Authorization for Out-of-District Travel

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

(G) Extraordinary Expenses

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

(H) Attendance at Commission Meetings

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

9. INSURANCE - USE OF PRIVATE VEHICLE

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

10. COMMUNICATIONS

- (A) ~~All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the RDBN will reimburse the municipality 50% of the cost associated with this service to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.~~

All Electoral Area directors will be provided with a RDBN cell phone and with an email address. The RDBN email address will be used for all communication with the RDBN. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

- (B) Electoral Area directors will be reimbursed up to \$125 per month for home internet service upon the provision of receipts. A one-time fee of up to \$200 may be reimbursed for the installation costs associated with the provision of a higher speed internet service.

- ~~(C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000. Electoral Area directors will be provided technical support and business software that is determined by the Regional District's Information Officer (or similar position) as required to support their role as Director.~~

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

11. LOCAL GOVERNMENT CONVENTIONS

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

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

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

- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.

- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

12. REPEAL

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

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

14. ADJUSTMENT FOR CONSUMER PRICE INDEX

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

Certified a true and correct copy of "Regional District of Bulkley Nechako Directors'
Remuneration and Expenses Bylaw No. 1837, 2018."

Corporate Administrator

READ A FIRST TIME this day of , 2018.

READ A SECOND TIME this day of , 2018.

READ A THIRD TIME this day of , 2018.

ADOPTED this day of , 2018.

CHAIRPERSON

CORPORATE ADMINISTRATOR

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month, ~~thereafter to be increased annually and rounded to the nearest dollar on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.~~

2) Rural Directors' Local Governance Remuneration

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

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

- A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.
- B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.
- C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.
- D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

4) Acting Chair

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

5) Emergency Operations

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

6) Partner's Program Expense

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

7) Extended Health and Dental Benefits

An option for Extended Health and Dental Benefits will be provided to all Directors with the costs being paid by the Regional District

SCHEDULE B

Meeting Remuneration

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

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

Meeting Type	Allowance *		Notes
	Half Day < 3.5 hrs	Full Day 3.5 hrs+	
Board and Committee Meetings	\$235	\$235	Travel time may be claimed (if applicable)
Other meetings approved by Board motion within the Regional District	\$118	\$235	Travel time may be claimed (if applicable)
<p>For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors:</p> <p>Attendance and travel to political conventions or similar events, for attendance at meetings between the Regional District and other levels of government including with Indigenous Governments, and for the attendance at ceremonial events.</p> <p>Attendance by virtual means is included.</p>	\$118	\$235	<p>Includes time spent travelling to these events.</p> <p>Additional travel time is not applicable.</p> <p>All costs are charged to rural government except for costs associated with travel and remuneration of the chair or committee chair are charged to general government.</p>
<p>* to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.</p>			

Schedule C Travel Time Remuneration

1. Travel time remuneration of ~~\$25.00~~ \$30.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings. For Municipal Directors, this distance is determined from their respective municipal office.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: May 23, 2024
Subject: **Funded Organization Expectation of Accountability Policy**

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

That the Board approve the new Funded Organization Expectation of Accountability Policy.

BACKGROUND

The current policy has been in place for five years. Staff have gathered the feedback from different organizations and incorporated this feedback into this update of the policy.

The policy is designed for two different types of funding – large capital funding and continuous ongoing operational funding.

The operational funding portion of the policy remains largely unchanged; however, the policy has been updated to improve clarity and understandability. The feedback related to this section was very supportive with most suggestions highlighting the need to clarify the requirements and simplify the technical language.

The large capital project portion has been rewritten and simplified based on feedback from societies. The requirements have been significantly reduced and are submitted after the project is completed.

Attachment:

Funded Organization accountability Policy (New)

Funded Organization accountability Policy (Old)



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

BACKGROUND:

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

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

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

INTENT:

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

POLICY:

1) FUNDING OF A CONTINUOUS NATURE

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

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

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

- a. for organizations that receive less than \$10,000 annually from the Regional District, the financial statements must be signed by the organization's treasurer; or
- b. for organizations that receive greater than \$10,000 and less than \$75,000 annually from the RDBN, they must provide financial statements prepared by a Certified Professional Accountant (CPA). In addition, the CPA must verify monthly bank reconciliations; the beginning and ending year cash accounts for the organization with their

banking institution, that proper accrual accounting of all prepaid expenses and liabilities was completed; and that all fund accounts listed are externally restricted only.

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

2) LARGE CAPITAL GRANTS

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

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

3) OTHER

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

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

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

Section 7 – Financial Accountability and Transparency Policy

ADOPTED 2018



POLICY # F-7
ADOPTED: October 18, 2018

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FUNDED ORGANIZATION EXPECTATION OF ACCOUNTABILITY POLICY**

BACKGROUND:

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

All organizations requesting grants must be incorporated by Canada or the Province of British Columbia.

INTENT:

All organizations that receive funding from the Regional District must ensure that their organization is up to date with legislated requirements. For example:

- For incorporated societies this means that they are in good standing in the province (for example they have filed their last AGM); they have submitted a T2 to the federal government for the current fiscal year, and, if they are required to do so, must have filed a T1044.
- For incorporated societies that are also registered charities, this means that the charity is in good standing in BC (filed their last AGM if provincially incorporated) and have filed the charities information form T3010 for the last calendar year.

Organizations that receive continuous funding through a local service agreement of more than \$10,000 per year must agree to make their financial statements, annual meeting minutes, and a list of directors available to the public at the Regional District office in Burns Lake.

POLICY:

- 1) All organizations that receive funding from an established local service must provide their next year's budget (approved by the organization's board) every November and must provide their previous year's financial statements within three months of year end.



Organizations that receive continuous funding from a local service (excluding municipalities) must abide by the following terms:

- a) If the organization receives greater than \$10,000 per year from the RDBN, then they must provide financial statements (with *some specified review procedures concerning cash*¹) prepared by a CPA²; or
 - b) If the organization receives greater than \$75,000 per year from the RDBN, then they must provide financial statements prepared and reviewed³ by a CPA; or
 - c) If the organization receives greater than \$250,000 per year from the RDBN, then they must provide audited financial statements.
- 2) All organizations that receive funding through a grant program such as Grant-in-Aid or Gas Tax (excluding municipalities and school districts) must abide by the following terms:
- a) If the grant request exceeds \$25,000 for a capital expenditure or \$10,000 for any other expenditure, or if the organization has received more than \$25,000 (in total) in the last two calendar years from any source of government funding, then the organization must provide financial statements (with *some specified review procedures concerning cash*¹) prepared by a CPA²; or
 - b) If the grant request exceeds \$75,000, or if the organization has received more than \$150,000 (in total) in the last two calendar years from any source of government funding, then they must provide financial statements prepared and reviewed³ by a CPA; or
 - c) If the grant request exceeds \$250,000, or if the organization has received more than \$250,000 (in total) in the last two calendar years from any source of government funding, then they must provide audited financial statements.

Footnotes:

¹The specified procedures concerning cash include the verification of monthly bank reconciliations, the verification of the beginning and ending year cash accounts for the organization with the organizations bank or credit union, it includes a review and proper accounting of all prepaid expenses and accrued liabilities, and it includes verification that all designated “restricted” accounts are externally restricted only (and not restricted by the organizations board).

²CPA refers to a Certified Professional Accountant licensed to work in British Columbia.

³Reviewed Financial Statements mean for this policy that a “Review Engagement” was carried out by an accountant. For more information please refer to the Canadian Standard for Review Engagements published by CPA Canada (currently CSRE 2400).



Regional District of Bulkley-Nechako Board Meeting

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: May 23, 2024
Subject: **Statement of Financial Information (SOFI)**

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

That the Board of Directors approve the 2023 Statement of Financial Information.

That the Chair and Chief Financial Officer be authorized to sign the SOFI report approving the statements and schedule of financial information.

BACKGROUND

Discussion:

The Statements of Financial Information must be presented publicly and approved by the Board every year by June 30th.

Analysis:

There was an additional \$256,247 in overtime paid from Emergency Operations activation to staff in 2023. This has increased the salaries reported in the report over the amounts normally expected.

The amounts listed in the grants to municipalities include grants for fire service, recreation and culture, and economic development services. The amounts listed in the grants to municipalities and the grants to societies are not subject to the Regional District's current "competitive" procurement process.

Once approved, the SOFI report will be published to the Regional District's website.

Attachments: Statement of Financial Information for 2023



STATEMENT OF FINANCIAL INFORMATION

**Regional District of
Bulkley-Nechako
2023**



STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

John Illes
Chief Financial Officer
May 23, 2024

Mark Parker
Chair of the Board of Directors
May 23, 2024



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MANAGEMENT REPORT
2023

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

These controls include:

- An organizational structure providing for effective segregation of responsibilities, delegation of authority, personal accountability and careful selection and training of personnel;
- The application of financial, accounting, information technology and administrative policies and procedures necessary for internal control over transactions, assets, and records; and
- Systematic financial review and analysis of operating results.

The Board of Directors of the Regional District is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through meeting with the external auditors during the annual audit process.

The external auditors, Beswick, Hildebrandt Lund, CPA, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their

examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors.

On behalf of the Regional District of Bulkley-Nechako

John Illes, CPA, CGA
Chief Financial Officer
May 23, 2024

Regional District of Bulkley-Nechako

Statement of Financial Information

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REGIONAL DISTRICT OF BULKLEY-NECHAKO

FINANCIAL STATEMENTS

December 31, 2023

REGIONAL DISTRICT OF BULKLEY-NECHAKO**FINANCIAL STATEMENTS****December 31, 2023****INDEX**

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Management's Responsibility for the Financial Statements

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and external audited financial statements yearly. The Board also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, Beswick Hildebrandt Lund Chartered Professional Accountants, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Regional District of Bulkley-Nechako and meet when required. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Regional District of Bulkley-Nechako

John Illes
Chief Financial Officer

Mark Parker
Board Chair



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Regional District of Bulkley-Nechako

Opinion

We have audited the financial statements of Regional District of Bulkley-Nechako (the Entity), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standard.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Partners

Allison Beswick CPA, CA
Norm Hildebrandt CPA, CA
Robin Lund CPA, CGA

Dane Soares CPA
Taylor Turkington CPA

Beswick Hildebrandt Lund CPA
556 North Nechako Road, Suite 10,
Prince George BC, Canada V2K 1A1
T: +1 250 564 2515, F: +1 250 562 8722



CHARTERED PROFESSIONAL ACCOUNTANTS

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

Beswick Hildebrandt Lund

Chartered Professional Accountants

Prince George, British Columbia

May 9, 2024

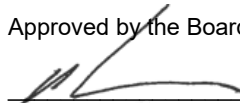
REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATEMENT OF FINANCIAL POSITION

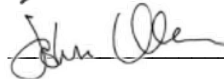
December 31, 2023

	2023	2022
FINANCIAL ASSETS		
Cash and cash equivalents (Note 2)	\$ 25,116,602	\$ 21,370,937
Accounts receivable	717,992	701,755
Grants receivable	528,582	1,395,230
Investments (Note 3)	89	89
Debt Reserve Fund - Municipal Finance Authority (Note 4)	153,435	158,165
Debentures recoverable from municipalities (Note 5)	6,744,430	7,326,906
	33,261,130	30,953,082
LIABILITIES		
Accounts payable and accrued liabilities (Note 6, 10 and 12)	1,827,812	6,791,289
Deferred revenue (Note 7)	8,826,638	9,285,825
Asset retirement obligations (Note 13)	10,382,629	-
Debt Reserve Fund - Municipal Finance Authority (Note 4)	153,435	158,165
Debentures issued for municipalities (Note 5)	6,744,430	7,326,906
Debentures issued for the Regional District (Note 9)	326,199	346,702
	28,261,143	23,908,887
NET FINANCIAL ASSETS	4,999,987	7,044,195
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 3)	29,425,734	22,767,614
Prepaid expenses	80,080	356,261
	29,505,814	23,123,875
ACCUMULATED SURPLUS (Note 14)	\$ 34,505,801	\$ 30,168,070

CONTINGENCIES (Note 10)

Approved by the Board:

 _____ Chairperson

 _____ Chief Financial Officer

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

STATEMENT OF OPERATIONS

For the year ended December 31, 2023

	2023		2022
	<u>Budget</u> (Note 15)	<u>Actual</u>	<u>Actual</u>
REVENUE (Schedule 4)			
Property tax requisition			
Electoral area	\$ 8,378,817	\$ 8,378,819	\$ 7,564,039
Municipal	4,341,029	4,341,029	4,048,150
	<u>12,719,846</u>	<u>12,719,848</u>	<u>11,612,189</u>
Grants-in-lieu of taxes	1,227,939	1,284,108	1,249,205
Federal grants - conditional	2,080,000	1,129,343	863,098
Fees and permits	1,592,454	2,292,520	2,054,102
Municipal debt payments (Note 5)	749,800	661,385	749,535
Provincial grants - northern capital	1,206,204	706,359	1,068,539
Provincial grants - unconditional	185,000	195,000	394,654
Other grants - conditional	1,109,708	2,496,416	929,144
Emergency expenditure recoveries	250,000	578,273	30,573
Interest	500	498,090	183,478
Municipal cost sharing	247,034	256,231	258,141
Sundry	363,868	704,960	1,504,096
Administration recoveries	16,790	18,571	16,657
Donations	-	106,000	12,946
Debt sinking fund actuarial earnings (Note 9)	-	5,703	8,088
Community forest	15,000	149,300	89,600
	<u>21,764,143</u>	<u>23,802,107</u>	<u>21,024,045</u>
EXPENSES (Schedule 1) (Schedule 4)			
Environmental services	6,214,863	6,273,100	5,829,679
Government - general, rural and local commission	4,890,942	3,804,317	3,460,388
Recreation and culture	3,765,099	3,423,617	2,871,661
Fire protection and emergency response	3,363,066	3,229,101	2,606,552
Building inspection, building numbering, planning and development services	1,214,350	1,184,684	1,138,201
Economic development	589,090	438,990	468,447
Municipal debt payments (Note 5)	749,800	661,385	749,535
Street lighting and transportation	460,109	280,259	282,492
Sewer and water	200,867	168,923	131,584
	<u>21,448,186</u>	<u>19,464,376</u>	<u>17,538,539</u>
ANNUAL SURPLUS	315,957	4,337,731	3,485,506
ACCUMULATED SURPLUS - BEGINNING OF YEAR	<u>30,168,070</u>	<u>30,168,070</u>	<u>26,682,564</u>
ACCUMULATED SURPLUS - END OF YEAR (Note 14)	<u>\$ 30,484,027</u>	<u>\$ 34,505,801</u>	<u>\$ 30,168,070</u>

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31, 2023

	<u>2023</u>		<u>2022</u>
	<u>Budget</u> <u>(Note 15)</u>	<u>Actual</u>	<u>Actual</u>
ANNUAL SURPLUS	\$ 315,957	\$ 4,337,731	\$ 3,485,506
Acquisition of tangible capital assets	(3,527,312)	(8,489,258)	(3,959,850)
(Gain) loss on sale of tangible capital assets	-	(3,451)	7,633
Proceeds on sale of tangible capital assets	-	40,000	-
Amortization of tangible capital assets	1,517,450	1,794,589	1,542,382
	(1,693,905)	(2,320,389)	1,075,671
Net use of (addition to) prepaid expenses	-	276,181	(214,773)
CHANGE IN NET FINANCIAL ASSETS	(1,693,905)	(2,044,208)	860,898
NET FINANCIAL ASSETS AT BEGINNING OF THE YEAR	7,044,195	7,044,195	6,183,297
NET FINANCIAL ASSETS AT END OF THE YEAR	<u>\$ 5,350,290</u>	<u>\$ 4,999,987</u>	<u>\$ 7,044,195</u>

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

STATEMENT OF CASH FLOWS

For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
OPERATING ACTIVITIES		
Annual surplus	\$ 4,337,731	\$ 3,485,506
Add: Non-cash items		
Debt sinking fund actuarial earnings (Note 9)	(5,703)	(8,088)
Amortization of tangible capital assets	1,794,589	1,542,382
Loss (gain) on sale of tangible capital assets	<u>(3,451)</u>	<u>7,633</u>
	6,123,166	5,027,433
Changes in non-cash working capital:		
Accounts receivable	(16,237)	30,162
Grants receivable	866,648	(901,318)
Accounts payable and accrued liabilities	(4,963,477)	512,530
Deferred revenue	(459,187)	(1,084,828)
Asset retirement obligations	10,382,629	-
Prepaid expenses	<u>276,181</u>	<u>(214,773)</u>
	<u>12,209,723</u>	<u>3,369,206</u>
FINANCING ACTIVITIES		
Debt repayments	<u>(14,800)</u>	<u>(11,745)</u>
	<u>(14,800)</u>	<u>(11,745)</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(8,489,258)	(3,959,850)
Proceeds on disposal of tangible capital assets	<u>40,000</u>	<u>-</u>
	<u>(8,449,258)</u>	<u>(3,959,850)</u>
INCREASE (DECREASE) DURING THE YEAR	3,745,665	(602,389)
CASH AT BEGINNING OF THE YEAR	<u>21,370,937</u>	<u>21,973,326</u>
CASH AT END OF THE YEAR	<u><u>\$ 25,116,602</u></u>	<u><u>\$ 21,370,937</u></u>

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

The Regional District of Bulkley-Nechako (“the Regional District”) was incorporated as a Regional District on February 1, 1966 under the Municipal Act (replaced by the Local Government Act) of British Columbia. The Regional District provides a political and administrative framework for region-wide, inter-municipal and sub-regional services and acts as the local government for electoral areas.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

These financial statements have been prepared in accordance with Canadian public sector accounting standards (PSAS).

No Statement of Remeasurement Gains and Losses has been included because the Regional District does not own assets that would result in unrealized gains or losses. The function of this statement is to reconcile the accumulated surplus between operating and remeasurement gains and losses.

Funds and reserves

Certain amounts, as approved by the Board of Directors, through a bylaw, are set aside in accumulated surplus for future operating and capital purposes. Transfers to/from funds and reserves are an adjustment to the respective fund when approved.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development improvement or betterment of the asset. Costs include overhead directly attributable to construction and development but exclude interest costs directly attributable to the acquisition or construction of the asset.

Contributed tangible capital assets are recorded into revenues at their fair market value on the date of donation, except in circumstances where there are stipulations on their use or where fair value cannot be reasonably determined, in which case they are recognized at a nominal value.

The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over the estimated useful life of the asset.

Buildings	40-50 years
Water and waste systems	50 years
Heavy vehicles	10-20 years
Passenger vehicles	6-10 years
Other equipment	5-20 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Regional District’s ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Assets under construction are not amortized until the asset is available for productive use.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES, continuedRevenue recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis.

Tax revenue from local government requisitions are recognized in the year levied, provided that the effective date of tax has passed and the related bylaws have been approved by the Board of Directors.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Contributions from other sources are deferred when restrictions are placed on their use by the contributor and are recognized as revenue when used for the specific purpose. Restricted contributions that must be maintained in perpetuity are recorded as revenue when received or receivable and are presented as non-financial assets in the statement of financial position.

Grants received from the Federal Gas Tax Agreement and Northern Capital Planning Grant Agreement are each contributed to a designated reserve and recorded as revenue in the year amounts are expended on qualifying projects.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Asset Retirement Obligations

An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset that the Regional District will be required to settle. The Regional District recognizes asset retirement obligations when there is a legal obligation to incur retirement costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

Asset retirement obligations are initially measured at the best estimate of the amount required to retire a tangible capital asset at the financial statement date. The estimate of a liability includes costs directly attributable to asset retirement activities.

Asset retirement obligations are recorded as liabilities with a corresponding increase to the carrying amount of the related tangible capital asset. Subsequently, the asset retirement costs are allocated to expenses over the useful life of the tangible capital asset. The obligation is adjusted to reflect period-to-period changes in the liability resulting from the passage of time and for revisions to either the timing or the amount of the original estimate of the undiscounted cash flows or the discount rate.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES, continuedMeasurement uncertainty

The preparation of the financial statements in accordance with Canadian PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the year. These estimates and assumptions are based on management's judgement and the best information available at the time of preparation and may differ significantly from actual results. Estimates are reviewed periodically or as new information becomes available, by management, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Significant estimates include the determination of the useful life of tangible capital assets, valuation of the landfill closure and post-closure obligation, and provisions for contingencies.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Financial instruments*Measurement of financial instruments*

The Regional District initially measures its financial assets and financial liabilities at fair value. The Regional District subsequently measures all its financial assets and financial liabilities at cost.

Financial assets measured at cost include cash and cash equivalents, accounts receivable, cash deposits included in the debt reserve fund – Municipal Finance Authority, investments, and debentures recoverable from municipalities.

Financial liabilities measured at cost include accounts payable and accrued liabilities, debentures issued for municipalities, debentures issued for the Regional District, and financial liabilities included in the debt reserve fund –Municipal Finance Authority.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The Regional District recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES, continued

Investments

Investments are reported at cost or amortized cost less any write-downs associated with a loss in value that is other than a temporary decline.

Change in accounting policy

Effective, January 1, 2023 the Regional District adopted PS 3280, Asset Retirement Obligations. The new standard establishes guidelines for acknowledging, assessing, presenting, and disclosing legal responsibilities connected with the retirement of tangible capital assets. The Regional District has chosen the prospective approach where liabilities are recognized on a forward-looking basis for the current and subsequent periods only. The valuation and accounting of the asset retirement obligation is completed at the time of adoption without consideration for previous years.

2. CASH AND CASH EQUIVALENTS

	<u>2023</u>	<u>2022</u>
Bank accounts	\$ 6,148,431	\$ 5,220,693
Petty cash	250	250
Guaranteed investment certificates	<u>18,967,921</u>	<u>16,149,994</u>
	<u>\$ 25,116,602</u>	<u>\$ 21,370,937</u>

Cash and cash equivalents consist unrestricted cash and fixed income guaranteed investment certificates, which have a maturity of one year or less, and are carried at market value which approximates cost. For the year ended December 31, 2023, the guaranteed investment certificate interest rates ranged between 1.30% to 6.15% (2022 – ranged between 1.30% to 5.60%).

3. INVESTMENTS

The Regional District has a 9% interest in the Chinook Comfor Limited Partnership and Chinook Comfor Ltd.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2023****4. DEBT RESERVE FUND – MUNICIPAL FINANCE AUTHORITY**

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia (“MFA”), and as a condition of borrowing, one percent of the debenture proceeds is withheld as a debt reserve fund. The Regional District also executes demand notes in connection with each debenture whereby the Regional District could be required to pay certain amounts to MFA in excess of the debt borrowed. The demand notes are contingent in nature, and it is unlikely that they will be called; therefore, a liability has not been reported in the financial statements (see note 10).

The Regional District reports the debt reserve fund balances for both debts issued on its behalf, and on behalf of member municipalities, as a financial asset. Because all debt reserve fund refunds received on behalf of Municipal borrowing are repayable to those Municipalities, the Municipal portion of the Debt Reserve Fund balances are also reported as a financial liability.

5. DEBT RECOVERABLE FROM MUNICIPALITIES

When a member Municipality within the Regional District wishes to issue debenture debt through the Municipal Finance Authority of British Columbia (“MFA”), the borrowing is done through the Regional District. The Regional District is therefore responsible for repayment of the debt to MFA. When payments (interest and sinking fund or principal) are made on this debt, the Regional District pays MFA and is in turn reimbursed by the Municipality.

The Regional District therefore reports the net outstanding debt borrowed on behalf of Municipalities as both a financial liability and a financial asset.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

5. DEBT RECOVERABLE FROM MUNICIPALITIES, continued

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Net Debt Outstanding	
	Year	Amount			2023	2022
Vanderhoof Issue 145	2018	1,000,000	2038	3.15%	802,417	844,303
Smithers Issue 142	2017	3,000,000	2037	3.15%	2,277,821	2,407,250
Vanderhoof Issue 142	2017	2,000,000	2037	3.15%	1,518,546	1,604,833
Smithers Issue 127	2013	650,000	2034	3.30%	418,997	448,872
Fort St. James Issue 124	2013	304,879	2033	4.52%	181,956	196,528
Smithers Issue 124	2012	147,639	2033	4.52%	88,113	95,170
Fort St. James Issue 124	2013	121,952	2028	4.52%	48,830	57,499
Smithers Issue 116	2011	800,000	2026	1.47%	198,763	260,587
Houston Issue 99	2006	2,407,125	2032	1.53%	1,037,414	1,145,671
Smithers Issue 81	2004	500,000	2024	2.85%	38,211	74,602
Smithers Issue 79	2003	500,000	2023	2.25%	-	38,211
Granisle 149	2019	210,000	2029	2.24%	133,362	153,380
		<u>\$ 11,641,595</u>			<u>\$ 6,744,430</u>	<u>\$ 7,326,906</u>

Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA.

Principal paid during 2023 was \$415,715 (2022 - \$430,836). Interest paid during 2023 was \$305,649 (2022 - \$308,964).

The MFA performs a rate reset on long-term loans each 5 year period beginning after the first 10 year term; therefore, interest rates on long-term debt are subject to change.

Actuarial earnings received during 2023 was \$166,760 (2022 - \$169,642). Future principal payments, including sinking fund additions, on existing debt are as follows:

2024	\$ 563,931
2025	544,166
2026	562,324
2027	510,152
2028	527,028
Thereafter	<u>4,036,829</u>
	<u>\$ 6,744,430</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2023</u>	<u>2022</u>
Trade payables	\$ 915,404	\$ 852,005
Vacation accrual	259,060	248,290
Sick leave accrual (Note 10)	273,262	304,324
Retirement accrual (Note 10)	380,086	315,279
Landfill closure cost accrual (Note 12)	-	5,071,391
	<u>\$ 1,827,812</u>	<u>\$ 6,791,289</u>

7. DEFERRED REVENUE

	<u>2023</u>	<u>2022</u>
Government transfers - Northern Capital Planning Grant	\$ 2,005,885	\$ 2,611,985
Government transfers - Federal Gas Tax Reserve	6,679,642	6,593,666
Government transfers - COVID Restart Grant	-	8,924
Government transfers - Provincial	70,000	70,000
Other	71,111	1,250
	<u>\$ 8,826,638</u>	<u>\$ 9,285,825</u>

Government transfers – Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by funding agreement between the Regional District and the Union of British Columbia Municipalities. Gas Tax funding may be used towards qualifying expenditures as specified in the funding agreement. The Regional District maintains the amounts in a statutory reserve.

	<u>2023</u>	<u>2022</u>
Opening balance	\$ 6,593,666	\$ 6,395,443
Add: Amounts received in the year	936,063	897,100
Interest earned	279,256	151,176
	<u>1,215,319</u>	<u>1,048,276</u>
Less: Amounts spent in the year	<u>(1,129,343)</u>	<u>(850,053)</u>
Closing balance	<u>\$ 6,679,642</u>	<u>\$ 6,593,666</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

7. DEFERRED REVENUE, continued

Government transfers – Northern Capital Planning Grant

Northern Capital and Planning funding is provided by the Province of British Columbia. The Northern Capital and Planning funding may be used towards infrastructure and eligible projects include engineering, infrastructure planning, pipes, wells, treatment facilities, building, roads, machinery, equipment, vehicles, and other associated capital that are owned and controlled by the Regional District. This can also include the cost of land associated with developing the above capital investment.

	<u>2023</u>	<u>2022</u>
Opening balance	<u>\$ 2,611,985</u>	<u>\$ 3,612,795</u>
Add: Amounts received in the year	-	-
Interest earned	<u>100,259</u>	<u>67,728</u>
	<u>100,259</u>	<u>67,728</u>
Less: Amounts spent in the year	<u>(706,359)</u>	<u>(1,068,538)</u>
Closing balance	<u>\$ 2,005,885</u>	<u>\$ 2,611,985</u>

The Northern Capital Planning Grant is broken into the following reserves:

<u>Reserve</u>	<u>Initial Allocation</u>	<u>Planning Expenses</u>	<u>Capital Expenses</u>	<u>Total Interest</u>	<u>December 31, 2023 Balance</u>
General Administration	\$ 1,019,248	\$ 397,003	\$ 163,719	\$ 60,770	\$ 519,296
Clucluz Lake Fire Service	623,068	31,008	603,148	11,088	-
Protective Services	1,375,000	186,927	947,866	76,871	317,078
Glacier Gulch Water Diversion	30,000	-	-	3,461	33,461
Round Lake Fires Service	10,000	-	-	1,154	11,154
Luck Bay Fire Service	60,000	-	45,796	2,357	16,561
Fort Fraser Fire	186,595	-	191,237	4,642	-
Economic Development	185,273	-	-	21,376	206,649
Regional Parks and Trails	1,055,345	58,164	553,110	55,324	499,395
Environmental Service	2,394,843	-	2,069,268	76,716	402,291
Fort Fraser Water and Sewer Utilities	425,628	-	447,234	21,606	-
	<u>\$ 7,365,000</u>	<u>\$ 673,102</u>	<u>\$ 5,021,378</u>	<u>\$ 335,365</u>	<u>\$ 2,005,885</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

7. DEFERRED REVENUE, continued

Government transfers – COVID Restart Grant

COVID Restart funding is provided by the Government of Canada. The use of the funding is established by funding agreement between the Regional District and the Union of British Columbia Municipalities. COVID Restart funding may be used towards qualifying expenditures as specified in the funding agreement.

	<u>2023</u>	<u>2022</u>
Opening balance	\$ 8,924	\$ 351,470
Add: Amounts received in the year	-	-
Interest earned	-	-
	-	-
Less: Amounts spent in the year	(8,924)	(342,546)
Closing balance	<u>\$ -</u>	<u>\$ 8,924</u>

8. CREDIT FACILITY

The Regional District has available on an authorized operating line of credit to a maximum of \$400,000. This facility bears interest at prime rate of 7.2% (December 31, 2022 – 6.45%) and is secured by the current borrowing resolution. The facility remained unused at year end.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia ("MFA"), pursuant to security issuing bylaws, under authority of the Community Charter, to finance certain capital expenditures. The debt is issued on a sinking fund basis, whereby MFA invests the Regional District's principal payments so that the payments plus investment income, will equal the original outstanding debt amount at the end of the repayment period. Actuarial earnings on debt represent the repayment and/or forgiveness of debt by the MFA using surplus investment income generated by the principal payments. Gross amount of debt and the repayment and actuarial earnings to retire the debt are as follows:

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Repayment & Actuarial Earnings	2023 Principal Repayment	Net Debt Outstanding	
	Year	Amount					2023	2022
Round Lake Fire Protection	2017	\$ 14,909	2037	3.15%	\$ 3,034	\$ 555	\$ 11,320	\$ 11,963
Luck Bay Fire Protection	2006	125,000	2026	1.53%	95,278	4,198	25,524	33,386
Topley Rural Fire Protection	2016	366,348	2041	2.10%	66,945	10,048	289,355	301,353
		<u>\$ 506,257</u>			<u>\$ 165,257</u>	<u>\$ 14,801</u>	<u>\$ 326,199</u>	<u>\$ 346,702</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT, continued

Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA.

Principal paid during 2023 was \$14,801 (2022 - \$14,801). Interest paid during 2023 was \$10,075 (2022 - \$10,075).

The MFA performs a rate reset on long-term loans each 5 year period beginning after the first 10 year term; therefore, interest rates on long-term debt are subject to change.

Actuarial earnings received during 2023 was \$5,703 (2022 - \$5,032). Future principal payments, including sinking fund additions, on existing debt are as follows:

2024	21,197
2025	21,915
2026	22,657
2027	14,228
2028	14,655
Thereafter	<u>231,547</u>
	<u>\$ 326,199</u>

10. CONTINGENCIESMunicipal Finance Authority Demand Notes

The Regional District is contingently liable to the Municipal Finance Authority of British Columbia ("MFA") in excess of the amounts borrowed under the terms of demand notes issued to MFA.

Member municipalities have signed offsetting demand notes to the Regional District for borrowing made on their behalf. The amounts are as follows:

	<u>2023</u>	<u>2022</u>
Demand Notes Outstanding:		
Borrowing on behalf of member municipalities	\$ 286,163	\$ 302,559
Borrowing for Regional District purposes	<u>9,332</u>	<u>9,332</u>
	<u>\$ 295,495</u>	<u>\$ 311,891</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

10. CONTINGENCIES, continuedEmployee Sick Leave

The Regional District is contingently liable to pay its employees sick leave. The total maximum value of the accumulated sick time is \$587,555 at December 31, 2023 (2022 - \$519,401). As at year end an amount of \$273,262 (2022 - \$304,324) has been recognized as a liability, representing the estimated future usage of accumulated sick days.

Employee Retiring Allowance

The Regional District is contingently liable to pay employees one week salary for every year of employment to a maximum of 13 weeks upon normal retirement from the Regional District. The total value of this retiring allowance is \$551,989 at December 31, 2023 (2022 - \$484,392). As at year end an amount of \$380,086 (2022 - \$315,279) has been accrued as an estimate of the liability.

11. MUNICIPAL PENSION PLAN

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$383,659 (2022 - \$394,719) for employer contributions to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

12. UNDERFUNDED LIABILITY FOR LANDFILL CLOSURE COSTS

British Columbia environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

There are new PSAS requirements that came into effect in 2023 (PSAS 3280 – Asset Retirement Obligations) that change how landfill closure liabilities are recorded. See Note 13 for more information regarding landfill closure costs.

The liability expense of \$5,071,391 is unfunded as at December 31, 2022.

13. ASSET RETIREMENT OBLIGATION

The Regional District owns and operates the following assets that have asset retirement obligations associated with them:

Landfill Obligation

The Ministry of Environment and Climate Change Strategy (MoECCS) Landfill Criteria for Municipal Solid Waste outlines regulations for the closure and care of both active and inactive landfill sites. These requirements encompass activities such as final covering and landscaping, leachate treatment and monitoring, groundwater and surface water monitoring, gas monitoring and recovery, and ongoing maintenance of various control and drainage systems. Estimated liabilities for closure and post-closure care are based on assumptions and information available to management, covering a period ranging from 100 – 200 years depending on the capacity of the landfill. Future events may alter these estimates, leading to adjustments in recognized liabilities as changes in estimates occur.

Estimated total expenses represent the sum of the discounted future cash flows for closure and post-closure monitoring activities using an assumed rate of 5.0% (2022 – n/a%) for inflation and a discount factor of 5.0% (2022 – n/a) for most obligations except for a 3% discount factor for long term obligations for the three active landfills to reflect a better estimate for those obligations that may not be realized for an extensive period of time. The Regional District currently has 16 inactive and 3 active landfill sites. The Regional District uses the median return of its GIC investments for the discount factor and an estimate of the inflation rate based on an assessment of contract rates for construction activities that the Regional District undertakes in the current year. Both of these rates are trending downwards.

Asbestos Obligation

Asbestos and other designated hazardous materials represent a health hazard upon disturbance and as a result carry a legal obligation to remove them when a facility undergoes a significant renovation or demolition. The Regional District owns and operates a facility that is known to have asbestos and as a result recognized an obligation relating to the removal of the hazardous materials upon adoption of the PS 3280 Asset Retirement Obligations. An asset retirement obligation associated with asbestos within the facility owned by the Regional District that will need to be abated upon retirement.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

13. ASSET RETIREMENT OBLIGATION, continued

Leasehold Obligation

Lease agreements often contain requirements for the lessee to return the leased property to its pre-lease condition. Since the end of lease work meets the criteria under PS 3280 an asset retirement obligation has been recognized. In The Regional District's case, this liability is associated with removing structures, bins and signage for sites leased as well as the removal of equipment.

Asset Retirement Obligations	Landfill Obligation	Asbestos Abatement	Leasehold Obligations	Balance
Opening	\$ -	\$ -	\$ -	\$ -
Adoption of PSAS 3280	8,007,062	70,000	1,925,000	10,002,062
Accretion expense	280,817	3,500	96,250	380,567
Closing Balance	<u>\$ 8,287,879</u>	<u>\$ 73,500</u>	<u>\$ 2,021,250</u>	<u>\$ 10,382,629</u>

14. ALLOCATION OF ACCUMULATED SURPLUS

The accumulated surplus at the end of the year is comprised of the following Funds:

	2023	2022
Operating Reserves	\$ 21,739,997	\$ 20,376,890
	<u>12,765,804</u>	<u>9,791,180</u>
	<u>\$ 34,505,801</u>	<u>\$ 30,168,070</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

15. BUDGET

In accordance with legislative requirements, the Financial Plan, adopted by the Board of Directors on March 23, 2023, was prepared on a modified accrual basis. These financial statements, in accordance with Canadian Public Sector Accounting Standards, were prepared on a full accrual basis. The following reconciles the approved Financial Plan to budgeted amounts reported in these Financial Statements.

	<u>2023</u>
Budgeted surplus per statement of financial activities	<u>\$ 315,957</u>
Less: Capital expenditures	(3,527,312)
Internal allocations	(1,356,226)
Prior year net deficits	<u>(26,330)</u>
	<u>(4,593,911)</u>
Add: Prior year net surplus	2,776,632
Withdrawals from capital reserves	299,829
Transfer from equity in tangible capital assets	<u>1,517,450</u>
	<u>4,593,911</u>
	<u>\$ -</u>

16. FINANCIAL INSTRUMENTS

The Regional District's financial instruments are comprised of cash, temporary investments, accounts receivable, debt reserve funds – Municipal Finance Authority, debentures recoverable from municipalities, accounts payable and accrued liabilities, debentures issued for municipalities, and debentures issued for the Regional District.

Liquidity risk

Liquidity risk is the risk that the Regional District will encounter difficulty in meeting obligations associated with financial liabilities. The Regional District is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, debentures issued for municipalities and debentures issued for the Regional District. The Regional District manages this risk by holding a sufficient amount of funds in highly liquid investments, and closely monitoring cash flows.

Credit risk

Credit risk is the risk that the Regional District will incur financial losses if a debtor fails to make payments when due. The Regional District is exposed to credit risk on its debenture recoverable from municipalities and accounts receivable. Risk in respect to the debentures recoverable from municipalities is managed primarily by the policies put in place by the Municipal Finance Authority of British Columbia ("MFA"). The maximum exposure to credit risk in respect to accounts receivable is limited to the carrying amount of accounts receivable, which is managed by credit

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

16. FINANCIAL INSTRUMENTS, continued

policies such as limiting the amount of credit extended and obtaining security deposits where appropriate.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Regional District is mainly exposed to interest rate risk.

Interest Rate Risk

Interest rate risk is the risk that the Regional District's debt servicing costs and the value of certain investments will fluctuate due to changes in interest rates. In respect of debt servicing costs, the risk is minimal as all of the Regional District's long-term debentures are fixed rate and is usually refinanced every five to ten years as that is when most underlying debentures issued by the MFA mature. Investments subject to interest rate risk include guaranteed investment certificates (Note 2). The amount of risk is minimal due to the short terms of the investments.

17. SEGMENT REPORTING

The Regional District provides services to its members, that have been grouped into related departmental functions or service areas for segment reporting purposes. The various segments are as follows:

Environmental Services

This segment administers services including solid and liquid waste management, recycling, invasive plant control and developing the Regional District's Corporate Energy and Emissions Plan.

Government – general, rural and local commission

This segment administers services that relate to the legislative function as well as the administrative and financial management of the Regional District.

Recreation and culture

This segment administers services that relate to recreational and cultural, activities and organizations within the Regional District.

Fire protection and emergency response

This segment administers services related to rural fire protection and rescue services, 9-1-1 services, emergency preparedness and support services, and health and safety planning.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2023****17. SEGMENT REPORTING, continued****Building inspection, building numbering, planning and development services**

This segment administers services related to long range and current community planning, geographical information services, building inspections, and bylaw enforcement.

Economic Development

This segment provides economic and community development services including assisting local community groups in accessing funding opportunities for community and economic initiatives.

Municipal Debt Payments

This segment is comprised of debenture debt payments to the Municipal Finance Authority on behalf of other Regional District members.

Street Lighting and Transportation

This segment is comprised of services for street lighting and transportation within the Regional District.

Sewer and Water

This segment is comprised of services for sewer and water treatment within the Regional District.

18. RELATED PARTY TRANSACTIONS

The Regional District of Bulkley-Nechako and the Regional Hospital District share the same management team but operate under the governance of a different board of directors.

During the year, the Regional District of Bulkley-Nechako provided administration and accounting services of \$15,900 (2022 - \$15,900) to the Regional Hospital District.

19. COMPARATIVE FIGURES

Certain prior year figures, presented for comparative purposes, have been reclassified to conform to the current year's financial statement presentation.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

SCHEDULE OF EXPENSES BY OBJECT

For the year ended December 31, 2023

	2023		2022
	<u>Budget</u> (Note 15)	<u>Actual</u>	<u>Actual</u>
Staff remuneration and benefits	\$ 6,714,425	\$ 6,362,042	\$ 5,530,266
Purchased services and supplies	6,207,468	4,713,556	4,365,979
Payments to societies	2,125,281	1,887,268	1,647,634
Municipal debt payments	749,800	661,385	749,535
Payments to municipalities	2,328,263	2,342,463	2,040,734
Directors' remuneration	777,004	501,055	460,392
Insurance and permits	278,741	287,928	260,763
Electoral area grants-in-aid	477,511	304,004	497,568
Staff travel, upgrading and conferences	29,498	77,392	56,433
Directors' travel and expenses	166,556	67,042	52,625
Interest on debentures	9,046	15,778	10,075
Memberships and dues	28,783	61,640	32,314
Interest	5,000	3,186	2,306
Elections, referenda and studies	5,000	-	18,699
Bad debts	3,000	1,876	9,391
Volunteer benefits	2,693	2,605	2,172
Accretion	-	380,567	-
Special projects	22,667	-	259,271
Amortization	1,517,450	1,794,589	1,542,382
	<u>\$ 21,448,186</u>	<u>\$ 19,464,376</u>	<u>\$ 17,538,539</u>

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
SCHEDULE OF CONTINUITY OF RESERVE FUNDS

For the year ended December 31, 2023

	2023	2022
BALANCE AT BEGINNING OF THE YEAR	\$ 18,996,831	\$ 17,691,782
Contribution to funds	3,655,145	3,137,638
Interest earned on funds	870,559	284,182
Withdrawals from funds	(2,071,204)	(2,116,771)
BALANCE AT END OF THE YEAR	21,451,331	18,996,831
Less reserves recorded as deferred revenue (Note 7):		
Federal Gas Tax	6,679,642	6,593,666
Northern Capital Planning Grant	2,005,885	2,611,985
	8,685,527	9,205,651
	\$ 12,765,804	\$ 9,791,180
 REPRESENTED BY THE FOLLOWING RESERVE FUNDS		
911 Capital	\$ 673,680	\$ 644,835
Administrative Equipment	42,466	40,648
Administration/Planning Vehicle	72,090	44,434
Building	452,984	335,310
Building Inspection Vehicle	45,344	33,575
Bulkley Valley Pool	2,691,587	2,501,969
Burns Lake TV Rebroadcasting	56,243	53,835
Bylaw Enforcement	20,861	10,140
Climate Change	97,007	92,854
Cluculz Sewer	14,022	13,422
Rural Election	31,245	29,907
Emergency Prep	61,381	58,753
Federal Gas Tax	6,679,642	6,593,666
Fort Fraser Sewer	451,343	373,051
Fort Fraser Rural Fire Protection	-	168,543
Fort Fraser Water	362,410	263,355
Landfill closure	427,156	-
Glacier Gulch Water Diversion	13,658	13,073
Growing Community	1,791,927	-
Insurance	145,471	113,149
Lakes District Airport	322,207	298,583
Landfill Capital	-	408,866
Legal	49,230	22,552
Luck Bay Rural Fire Protection	60,810	58,206
Northern Capital Planning Grant	2,005,885	2,611,985
Operational	4,501,948	3,837,813
Planning Plotter	31,445	30,098
Round Lake Rural Fire Protection	4,850	3,168
Smithers Rural Fire Protection	132,199	146,194
Southside Rural Fire Protection Vehicle	15,564	5,070
Southside Rural Fire Protection	1,546	1,480
Topley Fire Department	33,894	25,072
Telkwa Rural Fire Protection	56,924	68,294
Vanderhoof Pool	104,312	94,931
	21,451,331	18,996,831
Less reserves recorded as deferred revenue (Note 7):		
Federal Gas Tax	6,679,642	6,593,666
Northern Capital Planning Grant	2,005,885	2,611,985
	8,685,527	9,205,651
	\$ 12,765,804	\$ 9,791,180

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATEMENT OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2023

	Land	Building	Equipment / Vehicles	Works in Progress	Engineered Structures				Retirement Obligations			2023 Total	2022 Total
					Water	Sewer	Landfills	Transfer Stations	Regional Parks	Landfill Operations	All Others		
COST													
Opening Balance	\$ 720,208	\$ 8,847,234	\$ 9,887,083	\$ 27,224	\$ 5,156,625	\$ 739,283	\$ 5,988,946	\$ 5,715,542	\$ 1,398,787	\$ -	\$ -	\$ 38,480,932	\$ 34,721,127
Add: Additions	-	205,437	1,692,522	(27,224)	17,128	232,554	794,451	283,741	359,978	4,285,671	645,000	8,489,258	3,959,850
Less: Disposals	-	-	(113,955)	-	-	-	-	-	-	-	-	(113,955)	(200,045)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	720,208	9,052,671	11,465,650	-	5,173,753	971,837	6,783,397	5,999,283	1,758,765	4,285,671	645,000	46,856,235	38,480,932
ACCUMULATED AMORTIZATION													
Opening Balance	-	3,554,307	5,492,221	-	1,201,564	446,761	2,605,498	2,384,991	27,976	-	-	15,713,318	14,363,348
Add: Amortization	-	261,585	816,329	-	97,065	36,907	278,660	185,201	35,175	68,694	14,973	1,794,589	1,542,382
Less: Acc. Amortization on Disposals	-	-	(77,406)	-	-	-	-	-	-	-	-	(77,406)	(192,412)
Closing Balance	-	3,815,892	6,231,144	-	1,298,629	483,668	2,884,158	2,570,192	63,151	68,694	14,973	17,430,501	15,713,318
Net Book Value for year ended December 31, 2023	\$ 720,208	\$ 5,236,779	\$ 5,234,506	\$ -	\$ 3,875,124	\$ 488,169	\$ 3,899,239	\$ 3,429,091	\$ 1,695,614	\$ 4,216,977	\$ 630,027	\$ 29,425,734	
Net Book Value for year ended December 31, 2022	\$ 720,208	\$ 5,292,927	\$ 4,394,862	\$ 27,224	\$ 3,955,061	\$ 292,522	\$ 3,383,448	\$ 3,330,551	\$ 1,370,811	\$ -	\$ -		\$ 22,767,614

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SEGMENTED DISCLOSURE**

For the year ended December 31, 2023

	Government - General, Rural and Local	Environmental Services	Recreation and Culture	Fire Protection and Emergency Response	Building Inspection and Planning	Municipal Debt Payments	Street Lighting and Transportation	Economic Development	Sewer and Water	2023	2022
REVENUE											
Taxation	\$ 1,363,661	\$ 4,392,667	\$ 3,329,396	\$ 2,032,560	\$ 825,409	\$ -	\$ 238,957	\$ 420,111	\$ 117,087	\$ 12,719,848	\$ 11,612,189
Fees, rates and service charges	-	1,856,669	11,307	136,361	124,032	-	78,305	-	85,846	2,292,520	2,054,102
Government transfers	2,792,882	314,016	207,467	900,471	-	-	21,653	58,075	232,554	4,527,118	3,255,435
Investment income	495,761	-	-	2,329	-	-	-	-	-	498,090	183,478
Other	195,780	346,571	241,358	616,348	323,439	661,385	5,479	4,865	85,198	2,480,423	2,669,636
Grants-in-lieu of Taxes	214,489	536,338	232,718	136,935	81,842	-	30,149	51,637	-	1,284,108	1,249,205
	5,062,573	7,446,261	4,022,246	3,825,004	1,354,722	661,385	374,543	534,688	520,685	23,802,107	21,024,045
EXPENSES											
Staff Remuneration and Benefits	1,216,383	2,941,936	111,779	790,704	1,002,875	-	21,556	276,809	-	6,362,042	5,530,266
Purchased services and supplies	1,278,987	1,772,311	197,347	1,059,960	117,823	-	212,627	48,850	25,650	4,713,555	4,365,979
Insurance	51,340	100,014	57,829	38,457	31,710	-	-	1,000	7,579	287,929	260,763
Payments to Societies	159,100	8,800	1,622,528	96,840	-	-	-	-	-	1,887,268	1,647,634
Other	948,434	374,398	25,000	37,747	12,909	661,385	3,076	12,331	1,250	2,076,530	2,150,781
Payments to Municipalities	-	-	1,216,349	983,114	-	-	43,000	100,000	-	2,342,463	2,040,734
Amortization of capital assets	150,073	1,075,641	192,785	222,279	19,367	-	-	-	134,444	1,794,589	1,542,382
	3,804,317	6,273,100	3,423,617	3,229,101	1,184,684	661,385	280,259	438,990	168,923	19,464,376	17,538,539
NET REVENUE(EXPENSES)	\$ 1,258,256	\$ 1,173,161	\$ 598,629	\$ 595,903	\$ 170,038	\$ -	\$ 94,284	\$ 95,698	\$ 351,762	\$ 4,337,731	\$ 3,485,506

See notes to the financial statements.

Regional District of Bulkley-Nechako

Schedule of Remuneration & Expenses: Employees
For the Year Ended December 31, 2023

Name	Position	Remuneration	Expenses	Total
Anderson, Cheryl	Director of Corporate Services	149,135	11,809	160,944
Berlin, Jason	Chief Building Inspector	105,728	4,791	110,519
Blackwell, Jason	Regional Fire Chief	94,800	8,976	103,776
Davis, Nellie	Regional Economic Development Manager	86,771	1,898	88,669
Davis, Steve	Building Inspector	83,078	4,110	87,188
Demarce, Lenard	Landfill Operator 2	95,508	0	95,508
Derksen, Janette	Waste Diversion Supervisor	103,050	1,962	105,012
Eriksen, Alex	Director of Environmental Services	136,758	4,681	141,438
Halbert, Lawrence	Waste Haul Driver Class 1	75,222	0	75,222
Helgesen, Curtis	Chief Administrative Officer	215,403	10,949	226,352
Illes, John	Chief Financial Officer	166,027	9,902	175,930
Jones-Middleton, Deborah	Director of Protective Services	160,839	2,732	163,571
Llewellyn, Jason	Director of Planning	162,319	4,899	167,218
Minger, Cole	Environmental Services Field Assistant	93,191	2,449	95,640
Nagel, Rowan	GIS Technician	76,529	66	76,595
Patterson, Danielle	Senior Planner	76,161	1,518	77,679
Peters, Philip	Environmental Services Field Assistant	88,236	0	88,236
Sandberg, Maria	Planner	88,579	1,402	89,981
Wainwright, Richard	Chief Building Inspector	118,057	704	118,762
Wainwright, Wendy	Deputy Director of Corporate Services	108,310	2,255	110,565
Walker, Christopher	Emergency Program Co-ordinator	92,527	2,700	95,227
Wiebe, Kenneth	Landfill Operator 2	81,684	272	81,956
Total for Employees > \$75,000		2,457,911	78,076	2,535,987
Total of Employees with remuneration of \$75,000 or less		2,734,834	33,330	2,768,164
Total Employee Remuneration		5,192,744	111,406	5,304,150
Reconciliation to Financial Statements				
Staff remuneration and benefits as per Schedule		\$6,362,042		
Staff travel upgrading and conferences as per Schedule		\$77,392		
LESS SUNLIFE ASSURANCE AND LIFE WORKS		-\$314,423		
LESS RECEIVER GENERAL		-\$291,115		
LESS MUNICIPAL PENSION PLAN		-\$383,659		
ADD STAFF TRAVEL IN SUPPLIES		\$34,014		
LESS WORKSAFE AND EHT		-\$230,653		
LESS ADJUSTMENT FOR ACCRUALS		\$50,551		
Total staff remuneration and benefits as per Table		\$5,304,150		

**Schedule of Remuneration & Expenses: Directors
For the Year Ended December 31, 2023**

Name	Position	Remuneration	Expenses	Total
Atrill, Gladys	Board Member	17,756	1,230	18,986
Brienen, Shane	Board Member	32,098	4,144	36,242
Bysouth, Doug	Alternate Board Member	268	0	268
Cochran, Linda	Commissioner	1,596	0	1,596
Cochran, William	Commissioner	1,596	127	1,723
Conant, Lionel	Alternate Board Member	356	0	356
Dekens, Leroy	Board Member	16,120	2,506	18,626
Elphee, Martin	Board Member	17,712	2,429	20,141
Fennema, Audrey	Alternate Board Member	1,142	300	1,442
Friesen, Judith	Alternate Board Member	711	227	938
Greenaway, Judith	Board Member	37,749	14,957	52,705
Krisher, Trever	Alternate Board Member	330	0	330
Kulchar, Alex	Alternate Board Member	331	0	331
Lambert, Clint	Board Member	36,037	11,997	48,034
McGuire, Linda	Board Member	17,242	2,062	19,304
Moon, Shirley	Board Member	35,790	15,303	51,092
Morgan, Annette	Board Member	1,598	668	2,266
Moutray, Kevin	Board Member	21,482	3,923	25,405
Newell, Christopher	Board Member	28,006	11,789	39,795
Parker, Mark	Board Member	60,057	10,700	70,757
Rensby, Charlie	Board Member	536	0	536
Riis-Christianson, Michael	Board Member	35,302	7,782	43,084
Stoltenberg, Harold	Board Member	35,296	13,861	49,157
Storey, Sarrah	Board Member	15,741	1,179	16,920
Webster, Don	Commissioner	1,596	127	1,723
Webster, Frederick	Commissioner	1,846	766	2,612
Wiebe, Henry	Board Member	17,419	0	17,419
Wray, Frank	Alternate Board Member	1,019	556	1,574
Total Director Remuneration		436,729	106,632	543,361

Reconciliation to Financial Statements

Director Remuneration and Expenses as per Schedule	\$ 501,055
Directors travel and expenses as per schedule	\$ 67,042
LESS RECEIVER GENERAL	\$ (24,736)
Total Remuneration and Expenses as per Table	<u>\$ 543,361</u>

Regional District of Bulkley-Nechako

Schedule of Payments to Suppliers for Goods and Services For the Year Ending December 31, 2023

Vendor	Amount
ACERA Insurance	68,909
ALEXANDER HOLBURN BEAUDIN & LANG LLP	32,020
BC HYDRO	126,446
BCTRANSIT	150,264
BESWICK HILDEBRANDT LUND	25,148
BLACK PRESS GROUP LTD	51,870
BLASTPRO CONSTRUCTION LTD	31,913
BRANDT TRACTOR LTD	304,935
BROGAN FIRE & SAFETY	28,496
BURNS LAKE AUTOMOTIVE SUPPLY	35,904
BV JET CONTROLS CO	172,752
BV SEARCH & RESCUE	200,000
CANADA WEST BELTING PRODUCTS LTD	49,142
CARO ANALYTICAL SERVICES	30,132
CASCADES RECOVERY INC.	43,725
CLEAN FARMS INC.	37,932
CONTAINER WEST MANUFACTURING LTD.	52,192
DB PERKS & ASSOCIATES LTD	205,552
DS TACTICAL LTD	29,175
EMPLOYER HEALTH TAX	109,642
E. LEES & ASSOCIATES CONSULTING LTD	48,135
FENCEFAST LTD.	164,104
FIRST TRUCK CENTRE INC	40,495
FORT GARRY FIRE TRUCKS LTD	167,838
FRASER LAKE BOTTLE DEPOT	53,303
GROOT BROS CONTRACTING LTD.	343,818
HEAVY METAL CO	25,214
HIGHLAND POWERLINES LTD.	93,877
HOUSTON BOTTLE DEPOT	31,097
HUBER EQUIPMENT	100,276
IMPACT ENERGY ENGINEERING LTD	35,154
INDUSTRIAL TRANSFORMERS	155,592
JOHN PAUCH	40,000

KAI EPKENS CONTRACTING	46,856
KAL TIRE - BURNS LAKE	92,044
KGC FIRE RESCUE INC	57,356
LAKES DISTRICT MAINTENANCE LTD	135,347
M 4 ENTERPRISES	79,990
MINISTER OF FINANCE	105,002
MOBY CONCRETE LTD.	39,284
MUNICIPAL INSURANCE ASS. OF BC	139,347
MUNICIPAL PENSION PLAN	383,659
N.W. INVASIVE PLANT COUNCIL	50,211
PACIFIC NORTHERN GAS LTD.	48,756
PARKLAND CORPORATION	86,409
PBX ENGINEERING LTD.	39,082
PROVINCE OF BC	109,642
RECEIVER GENERAL	1,599,590
REG. DIST.OF FRASER-FORT GEORGE	411,269
SIMBA SECURITY SERVICES	77,449
SLIP TUBE ENTERPRISES LTD	263,130
STRATEGIC ALLIANCE FOR EMERG RESL	58,428
SUN LIFE ASSURANCE COMPANY OF CANADA	395,880
SURPRISE LAKE MECHANICAL	42,721
TELUS COMMUNICATIONS INC. (FIBRE)	25,719
TELUS COMMUNICATIONS INC.	32,643
TELUS MOBILITY	37,830
TERUS CONSTRUCTION LTD	250,519
TOWER COMMUNICATIONS	94,162
VALLEY DIESEL LTD	27,474
VANDERHOOF & DISTRICTS CO-OP	464,044
WEAVER TECH CORP	399,952
WEST POINT RAIL & TIMBER CO.	94,623
WESTECH DIESEL LTD	69,126
WESTLINE FORD LTD.	52,057
WILLIAMS MACHINERY	28,350
WORKSAFE	129,527
WSP CANADA INC	65,004
XCG CONSULTANTS LTD.	67,715

Total of aggregate payments exceeding \$25,000

9,185,250

Consolidated total for suppliers paid \$25,000 or less	1,656,026
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Total Payments	<u>10,841,276</u>
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Reconciliation to Financial Statements

Total Payments to Suppliers as per Table	\$ 10,841,276
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Add decrease in prepaid expenses	\$ 276,181
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Subtract GST included in list of Suppliers	\$ (341,593)
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Subtract Capital Expenditures	\$ (3,558,587)
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Subtract Payroll Expenses	\$ (2,618,298)
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Adjusted Amount	<u>\$ 4,598,980</u>
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Purchased Service and Supplies as per Schedule	\$ 4,713,556
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Insurance and Permits as per Schedule	\$ 287,298
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Membership and Dues as per Schedule	\$ 61,640
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Volunteer Benefits, bad debt and interest as per Schedule	\$ 7,667
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Subtract Amount in Payments to Societies and Municipalities	\$ (421,371)
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Substract Staff Expenses in Supplies	\$ (34,014)
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LESS Net Transfers between local governments	\$ (15,796)
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Adjusted Amount	<u>\$ 4,598,979</u>
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Regional District of Bulkley-Nechako**Payments for the Purposes of Grants and Contributions
For the Year Ending December 31, 2023**

Jurisdiction	Amount
District of Fort St. James	521,595
District of Houston	27,500
District of Vanderhoof	584,044
Town of Smithers	783,086
Village of Burns Lake	504,130
Village of Fraser Lake	150
Village of Telkwa	156,193
Village of Granisle	323
Regional Dist of Kitimat-Stikine	33,333
Total Municipal Grants and Contributions	<u>2,610,354</u>

Reconciliation to Financial Statements

Total Municipal Grants and Contributions as Per Schedule	<u>2,342,463</u>
Gas tax grants to Municipalities listed in Purchased Services and Supplies	195,500
Payments to Municipalities listed in Purchased Services and Supplies Schedule	72,391
To Municipal Grants and Contributions as per Table	<u>2,610,354</u>

Regional District of Bulkley-Nechako**Payments for the Purposes of Grants and Contributions
For the Year Ending December 31, 2023**

Society	Amount
B V AQUATIC CENTRE MANG. SOCIE	684,980
B. V. HISTORICAL & MUSEUM SOC.	25,880
BULKLEY VALLEY CROSS COUNTRY	46,000
BURNS LAKE PUBLIC LIBRARY	277,000
BURNS LAKE REBROADCAST SOCIETY	32,500
CHINOOK COMMUNITY SOCIETY	89,600
CLUCULZ LAKE VOL. FIRE DEPT	15,500
COMMUNITY ARTS COUNCIL OF FSJ	14,920
FORT FRASER VOL. FIRE DEP.	19,600
FORT SAINT JAMES TV SOCIETY	164,200
FORT ST JAMES LIBRARY	16,737
FRANCOIS TCHESINKUT REC COMM	57,725
FRASER LAKE LIBRARY BOARD	39,191
FRASER LAKE REBROADCASTING SOC	83,750
GRASSY PLAINS COMMUNITY HALL	10,036
HOUSTON SMITHERS REBROADCASTIN	60,000
LAKE KATHLYN PROTECTION SOCIETY	18,670
LAKES DISTRICT ARTS COUNCIL	8,000
LAKES DISTRICT MUSEUM SOCIETY	67,000
NECHAKO VALLEY EXHIBITION SOC.	26,064
NORTHERN SOCIETY FOR DOMESTIC PEACE	44,929
OMINECA SKI CLUB	75,340
SCHOOL DIST. 91	7,330
SMITHERS ART GALLERY	11,664
SMITHERS GOLF & COUNTRY CLUB	75,755
SMITHERS PUBLIC LIBRARY	123,357
SOUTHSIDE VOLUNTEER FIRE DEPT.	85,960
ST. JOHN HOSPITAL AUX SOCIETY	35,000
TOPLEY FIRE PROTECTION SOC.	34,990

Grants to Organizations for a total \$5,000 or less in 2023	93,076
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Total Grants To Societies and School Districts	<u>2,344,752</u>
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Reconciliation to Financial Statements

Grants to Societies as per Schedule	<u>1,887,268</u>
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Grant Area Grant in Aid as per Schedule	<u>304,004</u>
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Grants to Societies in Purchased Serve and Supply Schedule	153,480
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Grants to Society as per Table	<u>2,344,753</u>
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Regional District of Bulkley-Nechako***Schedule of Guarantee & Indemnity Agreements***

For the Year Ended December 31, 2023

NIL

The Regional District of Bulkley-Nechako has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Statement of Severance Agreements

For the Year Ended December 31, 2023

There was one severance agreement in 2023 with a payment equal to approximately 2.1 times the monthly salary of the individual.



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Regional District of Bulkley-Nechako Board Meeting

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: May 23, 2024
Subject: **Local Service Area Contract – Lakes District Museum**

RECOMMENDATION:

(all/directors/majority)

That the Board authorize the Chair and CAO to enter into the Local Service Area Contract with the Lakes District Museum Society

BACKGROUND

Recommendations from the Municipal Insurance Association, suggest that the Regional District should move forward with a signed local service area contract with each organization that receives yearly funding.

The first contract to be brought forward to the board is the agreement with the Lakes District Museum Society to operate and manage the Lakes District Museum.

If the Board approves this recommendation additional agreements for each local service provider will be brought forward over the next six months.

Attachment:

Local Service Area Contract – Lakes District Museum Society

LOCAL SERVICE AREA CONTRACT

THIS AGREEMENT dated for reference this ___ day of _____, 20__.

BETWEEN:

THE REGIONAL DISTRICT OF BULKLEY-NECHAKO

37 Third Avenue, PO Box 820

Burns Lake, BC V0J 1E0

(the "**RDBN**")

PARTY OF THE FIRST PART

AND:

Lakes District Museum Society

520 Highway 16 West, PO Box 266

Burns Lake, BC V0J 1E0

(the "**Recipient**")

PARTY OF THE SECOND PART

WHEREAS:

- A. The RDBN is a Regional District duly incorporated by Letters Patent under the *Local Government Act*, RSBC 2015, c. 1 and has the power under section 263(1)(c) of that Act to provide assistance for the purpose of benefiting the community or any aspect of the community;
- B. The Recipient is a non-profit Society duly incorporated in the Province of British Columbia in accordance with the *Societies Act*, SBC 2015, c. 18;
- C. The Recipient has submitted an application to the RDBN for a grant of assistance;
- D. The RDBN has approved the application and has authorized the grant of assistance to the Recipient as outlined in Section 3.0 of this Agreement (the "**Funds**"); and
- E. The Recipient has agreed to accept the Funds on the terms and conditions set out herein.

NOW THIS AGREEMENT WITNESSES that in consideration of the Funds, the terms, and conditions hereinafter contained, the sufficiency and receipt of which is hereby acknowledged, the parties covenant and agree each with the other as follows:

1.0 TERM

1.1 The term of this Agreement shall be for a period of five (5) years commencing on **January 1, 2024**, and ending on **December 31, 2028** (the “Term”) unless otherwise terminated as provided herein.

2.0 RECIPIENT’S OBLIGATIONS

2.1 The Recipient must do the following:

- (a) use the Funds solely and exclusively for the project, event, or service identified in Schedule “A” of this Agreement (the “Services”);
- (b) ensure the Services are undertaken in accordance with all statutory and other legal requirements that may apply;
- (c) maintain proper financial records and supporting documentation respecting the Recipient’s use of the Funds;
- (d) permit the RDBN, its officers, employees, and its auditors, on reasonable notice, to inspect and take copies of the records referred to in subsection 2.1 (c);
- (e) repay to the RDBN upon written demand any of the Funds not expended by the Recipient in the year in which they are received, if the Recipient possesses more than six months’ operating reserves based on its most recent financial statements; and
- (f) seek written approval by the RDBN of any changes to the Services or use of the Funds prior to the changes being made during the Term.

2.2 If the Recipient makes changes to the Services or the use of the Funds without the prior approval of the RDBN pursuant to subsection 2.1(f), the RDBN may, in its sole discretion, withdraw the Funds and immediately terminate the Agreement.

3.0 RDBN’S OBLIGATIONS

3.1 In consideration for providing the Services, the RDBN shall pay to the Recipient during the first year of this Agreement a total of **\$64,000** (the “base amount”) in twelve equal monthly instalments paid on or before the last day of every calendar month, until the end of the Term.

3.2 The base amount in Section 3.1 will be increased annually in January of each

calendar year by an amount equal to Statistics Canada's published Consumer Price Index for British Columbia (by geography, all-items, monthly, not seasonally adjusted) for the previous year.

- 3.3 The payment of Funds is subject to the RDBN being satisfied that the Recipient will use the Funds only for the provision of Services as set out in this Agreement and all requirements established herein.
- 3.4 The payment of Funds is subject to the limitations of Bylaw No. 1831.
- 3.5 No assurance is made to the Recipient that future contributions will be approved by the RDBN Board beyond the Term of this Agreement.
- 3.6 No provision of this Agreement shall be construed as creating a partnership or joint venture relationship, or a principal-agent relationship between the RDBN and the Recipient in relation to the Services, or otherwise. The Recipient does not undertake the Services as a contractor on behalf of the RDBN. Nothing in this Agreement, and no actions taken by the RDBN in implementing or enforcing this Agreement, shall:
- (a) make the RDBN responsible in any way for the management, supervision, operation, or delivery of the Services;
 - (b) give rise to any liability on the part of the RDBN, whether to the Recipient or to any other person, for any losses, damages, costs, or liabilities arising from or related to the Services;
 - (c) be interpreted as giving rise to a duty of care on the part of the RDBN to the Recipient, or to any other person, to investigate or verify whether the Services are being undertaken in accordance with the requirements of this Agreement, or in accordance with any statutory or legal requirements that may apply.

4.0 REPORTING

- 4.1 The Recipient shall present an annual report to the RDBN on or before **June 30** of the year following the year in which the Funds were received. The annual report shall include, at a minimum:
- (a) a summary of operating results showing revenues and expenditures to December 31 of the preceding year; and
 - (b) a brief narrative summarizing the goals, objectives, and results achieved for the year, including the benefits received by the community through the Services, and any challenges, program cancellations, and significant issues addressed; and

- (c) financial statements prepared by an accountant with the following items verified: beginning and ending bank statements, all accruals and prepaid amounts, and all funds restricted by another level of government; and
- (d) evidence showing that the Society is in good standing with the Province of BC and the Government of Canada.

4.2 The Recipient shall provide a copy of its annual *Societies Act* filing with RDBN within 30 days of the Recipient's annual filing deadline.

5.0 TAXES

5.1 It is the Recipient's responsibility to determine if it must be registered for GST and/or PST purposes. The amount of funding provided in this Agreement includes any GST and/or PST which may be payable by the RDBN. Any liability for GST and/or PST required in respect of this Agreement will be the responsibility of the Recipient.

6.0 INSURANCE

6.1 The RDBN agrees to obtain Commercial General Liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Recipient as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 in respect to third-party liability claims arising from the provision of the Services when the Recipient is operating within the scope of this agreement. The Recipient agrees to carry its own statutory worker's compensation insurance and automobile liability insurance (owned and non-owned), if appropriate.

6.2 The RDBN shall insure against all risks of loss or damage to the property, equipment, chattels, and any and all other property owned by the RDBN and maintained and utilized by the Recipient to provide the Services under this Agreement to the full replacement value thereof.

6.3 The RDBN will give the Recipient timely notice of any changes in RDBN policies of insurance that may affect the provision of the Services.

7.0 INDEMNITY

7.1 The Recipient shall indemnify and save harmless the RDBN, its employees, agents, officers, directors, and authorized representatives, and each of them, from and against all losses, claims, liabilities, damages, actions, causes of action, costs, legal fees, fees, fines, charges, and expenses, of any kind that the RDBN may sustain, incur, suffer, be threatened by, be required to pay or be put to at any time, by reason of or arising from acts, errors or omissions in relation to the provision of Services under this Agreement, including breaches of any term of this Agreement, negligent acts or breaches of law, contract or trust, committed by the Recipient or its employees, agents, officers or directors in relation to their use of the Funds.

7.2 This section 7.0 shall survive the expiry or sooner termination of this Agreement.

8.0 DIRECTORS

8.1 At all times, while this Agreement is in force, a representative of the RDBN nominated by the RDBN board either a RDBN staff member or elected official shall be entitled to attend as an observer all regular meetings of the Recipient's Board of Directors.

9.0 TERMINATION

9.1 The RDBN may terminate this Agreement with thirty days (30) written notice to the Recipient should the Recipient, in the sole discretion of the RDBN,

- (a) fail to perform any of its obligations or covenants hereunder,
- (b) use the Funds for a purpose other than the provision of the Services, or in a manner contrary to the Services, or
- (c) violate any provision of this Agreement,

and such failure, use, or violation continue beyond thirty (30) days from delivery by the RDBN to the Recipient of written notice specifying the failure, use, or violation and requiring remedy thereof.

9.2 The RDBN may terminate this Agreement immediately without notice to the Recipient should the Recipient:

- (a) make an assignment for the benefit of its creditors, be declared bankrupt, or otherwise acknowledge its insolvency;
- (b) dissolve or commence dissolution proceedings;
- (c) amalgamate with another society or person;
- (d) change its purpose as set out in its Constitution; or
- (e) cease, for any reason, to be current in its obligations under the *Societies Act* or fails to maintain the Society in good standing.

9.3 The Recipient may terminate this Agreement upon giving ninety (90) days written notice to RDBN should the Recipient, for any reason, be unable to meet its obligations with respect to the expenditure of the Funds as set forth in this Agreement.

9.4 Upon termination of this Agreement, the RDBN may immediately terminate payment of the Funds before the next instalment, if applicable. The Recipient will provide a full accounting of all portions of the Funds spent and return to the RDBN

the unused portion of the Funds.

10.0 COMPLAINTS

- 10.1 The RDBN and the Recipient agree to forward to each other, in a timely manner, any complaint either organization receives relating to the Recipient's alleged failure to provide Service.
- 10.2 If the RDBN and/or Recipient receives five (5) or more different complaints relating to the Recipient's alleged failure to provide the Services during the Term of this Agreement, the RDBN shall, within thirty (30) days of receiving the fifth complaint, provide written notice to the Recipient detailing:
- (a) the Services or portion(s) thereof that the complainant states the Recipient failed to provide; and
 - (b) the date(s) the Services were allegedly not provided.
- 10.3 Upon receiving notice under section 10.1, the Recipient shall have thirty (30) days to provide a written response to the RDBN about the complaints.
- 10.4 If, in consideration of the Recipient's response pursuant to section 10.2, the RDBN determines the complaints are well-founded, the Recipient shall take reasonable steps to address the complaints, which may include:
- (a) identification and notification of the parties that are the subject of the complaints;
 - (b) provision of written warning to the relevant parties; and
 - (c) disciplinary action.
- 10.5 If five (5) or more complaints under section 10.1 are determined to be well-founded, the RDBN may, at its absolute and unfettered discretion:
- (a) reduce or terminate payment of the Funds; and
 - (b) require, on written demand, that the Recipient immediately repay in full to the RDBN the unused portion of the Funds received in that calendar year; and
 - (c) consider such complaints when determining the amount and provision of future Funds to the Recipient.

11.0 DISPUTE RESOLUTION

- 11.1 The parties agree that both during and after the performance of their responsibilities under this Agreement, each of them shall:

- (a) make bona fide efforts to resolve any disputes arising between them by amicable negotiations; and
- (b) provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate those negotiations.

11.2 If a dispute between the parties cannot be settled within sixty (60) days, the parties will refer the matter to the arbitration of a single arbitrator mutually agreed to by the parties. If the parties cannot agree on an arbitrator, the dispute shall be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act* (B.C.). The cost of arbitration shall be borne equally by the parties.

12.0 NON-DEROGATION

12.1 Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the RDBN in the exercise of its functions under any public or private statutes, bylaws, orders, and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered by the parties, and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the RDBN under the *Local Government Act* and *Community Charter*.

13.0 NOTICE

13.1 Any notice required to be given under this Agreement shall be in writing and shall be sent to the relevant Party at the relevant address, facsimile number, or e-mail address set out below. Any such Notice may be delivered, including by commercial courier, or sent by registered mail, facsimile transmission, or electronic mail.

13.2 For the purpose of providing notice, the Contact Information for the Parties is as follows:

	RDBN	RECIPIENT
NAME	Regional District of Bulkley-Nechako	Lakes District Museum Society
ADDRESS	37 Third Avenue, PO Box 820 Burns Lake, BC V0J 1E0 Attention: Chief Financial Officer	520 Highway 16 West, Box 266, Burns Lake, BC V0J 1E0 Attention: President
FAX	(250) 692-3195	(250) 692-7450
E-MAIL ADDRESS	info@rdbn.bc.ca	ldmuseumsociety@gmail.com

13.3 Subject to sections 13.4 to 13.7, notice shall be deemed to have been given or made at the following times:

- (a) if delivered, on the date the notice is delivered;

- (b) if sent by registered mail, seventy-two (72) hours following the date the notice is mailed;
 - (c) if sent by facsimile transmission, on the date the notice is sent by facsimile transmission; or
 - (d) if sent by electronic mail, on the date the notice is sent by electronic mail.
- 13.4 If notice is delivered, sent by facsimile transmission, or sent by electronic mail after 4:00 p.m., or if the date of deemed receipt of notice falls upon a day that is not a Business Day, then notice shall be deemed to have been given or made on the next Business Day following.
- 13.5 Any notice sent by electronic mail must show the e-mail address of the sender, the name or e-mail address of the recipient, and the date and time of transmission, must be fully accessible by the recipient, and unless receipt is acknowledged, must be followed within twenty-four (24) hours by a true copy of such notice, including all addressing and transmission details, delivered, or sent by facsimile transmission.
- 13.6 Any notice given by facsimile transmission will only be deemed to be received by the recipient if the sender's facsimile machine generates written confirmation indicating that the facsimile transmission was sent.
- 13.7 If normal mail service, facsimile, or electronic mail is interrupted by strike, slow down, force majeure, or other cause beyond the control of the parties, then notice sent by the impaired means of communication shall not be deemed to be received until actually received, and the Party sending such notice shall utilize any other such services which have not been so interrupted or shall personally deliver such notice in order to ensure prompt receipt thereof.
- 13.8 Each Party shall provide notice to the other Party of any change of address, facsimile number, or e-mail address of such Party within a reasonable time of such change.

14.0 TIME

- 14.1 Time is of the essence in this Agreement.

15.0 BINDING EFFECT

- 15.1 In consideration of receiving the Funds, the Recipient agrees to be bound by the terms and conditions of this Agreement, and if the Recipient represents a group or organization, the Recipient agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

16.0 WAIVER

- 16.1 The waiver by a Party of any failure on the part of the other Party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

17.0 FORCE MAJEURE

If and to the extent that a Party's performance of any of its obligations pursuant to this Agreement is prevented, hindered or delayed directly or indirectly by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, or any other similar cause beyond the reasonable control of such Party (each a "Force Majeure Event"), and such non-performance, hindrance or delay could not have been prevented by reasonable precautions, then the non-performing, hindered or delayed Party shall be excused for such non-performance, hindrance or delay, as applicable, of those obligations affected (the affected "Services") by the Force Majeure Event for as long as the Force Majeure Event continues and, except as otherwise provided in this Section, such Party continues to use its commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaround plans or other means. The Party whose performance is prevented, hindered, or delayed by a Force Majeure Event shall promptly notify the other Party of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event. During the Force Majeure Event affecting the Recipient, the RDBN shall continue to pay the base amount to the Recipient for the Services.

18.0 ENTIRE AGREEMENT

- 18.1 This Agreement constitutes the entire agreement between the Parties with respect to the matters herein, and no representations, warranties, or conditions, express or implied, have been made other than those expressed.

19.0 LAW APPLICABLE

- 19.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

20.0 AMENDMENTS

- 20.1 This Agreement may not be modified or amended except by the written agreement of the parties.

21.0 COUNTERPART

- 21.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one

and the same Agreement.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories)
)

Mark Parker, Chair)
)

Curtis Helgesen, CAO)
)

LAKES DISTRICT MUSEUM SOCIETY)
by its authorized signatories)
)

Lyle Graham, President)
)

Sashka Macievich, Treasurer)
)

SCHEDULE "A"**Services****Definitions**

1. The following definitions apply in this Schedule "A":
 - a. **"Agreement"** means this Service Agreement;
 - b. **"Hazards"** means anything that presents a risk of personal injury or property damage to users and persons at or within the Premises;
 - c. **"Premises"** means the land and improvements located at 520 Highway 16 West in Burns Lake;
 - d. **"Term"** means the term of this Agreement as established under section 1.0 of this Agreement.

Description of Services:

1. As a condition of this Agreement, the Lakes District Museum Society shall, to the best possible degree,
 - a. gather and preserve information, records, and objects of educational, historical, and cultural value to the Lakes District, and without limiting the generality of the foregoing;
 - b. establish and maintain a museum for the purposes of preserving, recording, and exhibiting for public enjoyment such materials; and
 - c. undertake other such activities at other locations which from time to time may be deemed appropriate by its board of directors and that are directly related to a. and b. above.
2. The Recipient will render the Services to the RDBN with that degree of care, skill and diligence normally provided by the operators of similar facilities elsewhere in British Columbia.
3. The Recipient will ensure that all its employees, licensees, contractors, and volunteers are appropriately trained and familiar with all rules, regulations, and bylaws applicable to the Premises, and are thoroughly familiar with and able to implement all emergency procedures as required under this Agreement. The Recipient will also ensure that its employees, licensees, contractors, and volunteers abide by the terms of this Agreement. The Recipient will ensure that its employees are qualified and, if applicable, have the certifications required by provincial or federal statute. Further, the Recipient will ensure that its licensees and contractors are registered with WorkSafeBC, and hold the required trade

certifications for the project for which they are contracted.

Operation and Accessibility

1. The Premises shall be open and accessible to the general public seven hours per day for a minimum of fifteen (15) days per month during the months of May through September, inclusive, at times deemed appropriate by the Recipient.
2. The Recipient shall ensure that the Premises are secured at all times when the Premises are closed to the general public.

Cooperation

1. The Recipient shall, from time to time, communicate with the RDBN and the owners of land adjacent to the Premises with respect to matters of mutual interest or benefit, including:
 - a. public access issues;
 - b. nuisance and vandalism;
 - c. security; and
 - d. emergency preparedness.



213

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: May 23, 2024
Subject: **2023 Emergency Operations Deficit**

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND and SUMMARY

The Emergency Operations Service (that includes the emergency operations centre) is a rural government administrative service that is managed by the Protective Services department.

In 2023, this service spent \$668,053 in EOC expenses and wages. The Regional District was able to recover \$578,272 of these costs from the provincial government. Costs of \$89,781 which are mostly made up of staff benefits (such as EI and CPP) included in normal overtime costs, some staff standby pay, and days of rest provided by the Regional District for extended work weeks were not recoverable from the province. Directors' remuneration and travel involved in emergency operations was also not covered by the province.

Staff will bring forward to a future meeting the EOC policy regarding overtime and standby pay. Slight changes to this policy may allow a greater portion of staff costs to be recoverable. Staff will discuss proposed changes with EMCR to better ensure cost recovery.

The Rural Government Operational Reserve balance is \$413,801 (including the surplus of \$73,639 from 2023 from normal government operations and the deficit of \$89,781 from emergency operations).



214

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: May 23, 2024
Subject: **Grant in Aid for Area C (Fort St. James Rural)**
Fort St. James Minor Hockey – Fort Forum Concession Renovation

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

That the Board approve allocating \$5,000 in Electoral Area C (Fort St. James Rural) Grant in Aid monies to the Fort St. James Minor Hockey Association for a renovation project at the Fort Forum Arena Concession.

BACKGROUND

Please see the attached application for further detail.

The Grant in Aid Balance for Area C is \$40,175.

Director Greenaway is supportive of the application in the amount of \$5,000.

ATTACHMENTS:

- 1) Grant in Aid Application Form
- 2) Quotes

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

From: website@rdbn.bc.ca <website@rdbn.bc.ca>

Sent: Thursday, May 2, 2024 10:01 AM

To: Nellie Davis <nellie.davis@rdbn.bc.ca>; andy@abcweblink.ca

Subject: Website Form Submission – Online Grant in Aid Application Form

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

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

Organization Legal Name:

Fort St. James Minor Hockey Association

Contact Email Address:

lisa_hoy@hotmail.com

Contact Phone Number:

250-996-4054

Organization Mailing Address:

PO Box 984 Fort St. James BC V0J1P0

Project or purpose for which you require assistance:

FSJMHA is hoping to secure the funds to purchase new appliances for the concession at the Fort Forum Arena in Fort St. James.

Amount of Grant Requested:

5000

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

Yes

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

FSJMHA offers structured programs for children and teenagers to learn and develop hockey skills, including skating, puck handling, shooting, and game tactics. Games and tournaments are organized for players of different age groups and skill levels, providing opportunities for friendly competition and skill improvement. Training programs and resources for coaches and volunteers are offered to ensure they have the necessary skills and knowledge to effectively work with young players.

By providing these services, the FSJMHA plays a vital role in promoting youth development, community engagement, and the growth of the sport at the grassroots level.

Is your organization voluntary and non-profit?:

Yes

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

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

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

Other Purpose:

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

Applying for a grant to procure new appliances for the concession in the Fort Forum Arena in Fort St. James presents an opportunity to enhance the facility's amenities and better serve the community.

Describe how this proposal will benefit the community.:

Upgrading appliances and cooking equipment is essential for maintaining food safety standards, improving operational efficiency, and expanding menu options. By securing funding through a grant, the arena can ensure that its concession remains a vibrant hub for spectators, players, and visitors alike, providing them with quality refreshments and snacks during events. Moreover, investing in modern appliances aligns with the arena's commitment to enhancing the overall experience for patrons and supporting local businesses by potentially offering healthier food choices and accommodating dietary preferences.

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

No

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

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

Yes

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

2023 New Zamboni

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

Contact Name:

Lisa Van Koughnett

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

Contact Name:

Contact Phone Number:

Contact Email Address:

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

Electoral Area C (Fort St. James Rural)

To view all of this form's submissions, visit



<https://protect.checkpoint.com/v2/> https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315_.YzFjOnJkYm46YzpvOjM4OGI2MDE1ZWVmZWQyMWZmYmMyOGU1NTdhNzc5ODIyOjY6YTQz

ZioyZjU3MTg0OTc4YzIzNzMwMDcyMjBjZjNhNWEzNTM4ODI5YzljNTNmYzU0YWYwZGUxNzE0OWQyYWRmNWNmODgyOnA6VA


Project:
Fort Forum Concession - Lisa -
Equipment

From:
Northern Food Equipment
Matt Rourke
814 - 5th Avenue
Prince George, British Columbia
V2L 3K6
250-562-8316
250-562-8316 (Contact)

Job Reference Number: 13418

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, UNDERCOUNTER  Champion Moyer Diebel Canada Model No. NEXUS N900 Dishwasher, undercounter, high temperature sanitizing with built-in 5.0 kW booster heater, fill & drain operation, double skin counterbalanced door, intuitive LCD control display, top mounted controls, automatic fill at start up, pumped wash, drain pump, rinse aid & liquid detergent pumps, Nexus Safeguard system, AutoClean feature, visual diagnostics, includes (1) peg rack, stainless steel construction	\$5,741.28	\$5,741.28
	1 ea	1 year parts & labor warranty, standard		
	1 ea	208-230v/60/1-ph, standard		
			ITEM TOTAL:	\$5,741.28
2	1 ea	GAS FLOOR FRYER  Garland Canada Model No. GF14 (Frymaster (Garland Canada)) Fryer, gas, floor model, 40 lbs. capacity, open-pot design, millivolt controls, master jet burner, temperature probe, 1-1/4" IPS ball type drain valve, includes: rack-type basket support, basket hanger, flue deflector & (2) twin baskets, stainless steel frypot, door & cabinet, legs & casters, 100,000 BTU, NSF, CSA Flame, cCSAus, CSA Star	\$2,180.00	\$2,180.00
	1 ea	NOTE: Gas fryers CANNOT be curb mounted		
	1 ea	Natural gas (specify elevation if over 2,000 ft.)		
			ITEM TOTAL:	\$2,180.00

Item	Qty	Description	Sell	Sell Total
3	1 ea	RANGE, 60", 6 BURNERS, 24" GRIDDLE Garland Canada Model No. U60-6G24RR (Garland/U.S. Range (Garland Canada)) U Series Restaurant Range, gas, 60", (6) 32,000 BTU open burners, 24" x 23" x 5/8" thick smooth steel griddle plate, manual control, (2) standard ovens with 3 position rack guides with oven rack, stainless steel front, sides, plate rail, 2-piece back guard and shelf, 6" stainless steel legs with adjustable feet, 304,000 BTU, NSF, CSA Flame, CSA Star, cCSAus	\$7,523.30	\$7,523.30
	1 ea	Natural gas, specify elevation if over 2,000 ft		
	1 ea	Griddle on right, standard		
	1 st	Adjustable height swivel casters, set of 4 with front locks	\$521.64	\$521.64
		Freight:	\$600.00	\$600.00
		ITEM TOTAL:		\$8,644.94
4	1 ea	POPCORN POPPER Omcan Canada Model No. 40385 (CE-CN-0227) Popcorn Machine, electric, countertop, 8 oz. kettle capacity, 22"W x 16.5"D x 29"H, tempered glass panels, lighted cabinet, 1/2 pan per minute, 428° to 500°F temperature range, aluminum construction, 1.3kW, 110v/60/1-ph, ETL (shipped on pallet)	\$688.00	\$688.00
	1 ea	1 Year parts & labor warranty, standard		
		ITEM TOTAL:		\$688.00
5	1 ea	DISPLAY CASE, HOT FOOD, COUNTERTOP Omcan Canada Model No. 41468 (DW-CN-0457-SS) Elite Series Pizza Display Warmer, countertop, full service, 23-5/8"W x 23-5/8"D x 27-5/8"H, 86°F - 194°F (30°C - 90°C) temperature range, digital temperature & humidity controls, (4) rotating shelves, interior lights, water reservoir, holds up to 18" dia. pizzas, 1500Watts, 110v/60/1-ph, cord, NEMA 5-15P, CE (shipped on pallet)	\$1,784.64	\$1,784.64
	1 ea	1 year parts & labor warranty, standard		
		ITEM TOTAL:		\$1,784.64
8	1 ea	TWO (2) COMPARTMENT SINK EFI Sales Ltd. Canada Model No. SI818-2R Prep Sink, two compartment, 62-1/2"W, 24" right drainboard, 18" x 18" x 11" deep compartments, 8-1/2"H backsplash, 8" OC splash mount faucet holes, corner drain, TIG welded, 18/304 stainless steel construction, stainless steel legs, adjustable plastic bullet feet, shipped KD, NSF	\$1,020.44	\$1,020.44
		ITEM TOTAL:		\$1,020.44

Item	Qty	Description	Sell	Sell Total
9	1 ea	SANDWICH / SALAD PREPARATION REFRIGERATOR  <p>True Refrigeration Canada ULC (CAD) Model No. TSSU-48-12-HC Sandwich/Salad Unit, (12) 1/6 size (4"D) poly pans, stainless steel insulated cover, 11-3/4"D cutting board, (2) full doors, (4) PVC coated adjustable wire shelves, stainless steel top, front, sides, GalFan coated steel back, aluminum interior with stainless steel floor, 5" castors, R290 Hydrocarbon refrigerant, 1/3 HP, 115v/60/1-ph, 5.8 amps, NEMA 5-15P, cULus, UL EPH Classified Made in USA</p>	\$4,851.51	\$4,851.51
	1 ea	All True pricing is tentative. Please contact your True representative for final lead times.		
	1 ea	7 year compressor warranty, 7 years parts warranty, 7 year labor warranty standard. Please visit www.truemfg.com for specifics standard		
	1 ea	Self-contained refrigeration standard		
	1 ea	Castors, 5" (36" work surface height) standard		
			ITEM TOTAL:	\$4,851.51
11	1 ea	EXHAUST HOOD <p>Fast Kitchen Hoods Model No. SSH8 HOOD Wallmount grease exhaust hood built to NFPA96 standards Constructed with solid 18 gauge stainless steel on all surfaces 430 #4 Finish Length: 88" - Depth: 42" - Height: 20" Stainless steel baffle grease filters cULus certified NSF certified Accessories: • 3" stainless steel spacer integrated to the rear of the hood to respect the clearance required for semi-combustible materials according to NFPA96 Qty: 1 • Grease bucket for hood Qty: 1 • Hanging brackets (4x) Qty: 1 • Light fixture complete with clear thermal and shock resistant globe - bulb by others (kit) Qty: 2 • Sturdy 18G stainless steel free standing insulated panel 1" thick with adjustable bullet feet. LEFT SIDE Qty: 1 • Sturdy 18G stainless steel free standing insulated panel 1" thick with adjustable bullet feet. RIGHT SIDE Qty: 1 • Welded exhaust collar Qty: 1</p>	\$4,025.40	\$4,025.40
	1 ea	BACKSPLASH BS 430#4 Plain insulated <p>Stainless steel backsplash 24G 430#4 brushed finish complete with 1" insulation</p>	\$954.02	\$954.02

Item	Qty	Description	Sell	Sell Total
		Rear: Length: 88" Height: 78"		
	1 ea	FIRE SUPPRESSION ANSUL 3 Gallons Gas ANSUL 3 gallon (11 pts max) fire suppression system pre piped in the hood. Includes stainless steel piping, Stainless steel cabinet, remote manual pull station, double microswitch. FINAL FIELD HOOK UP NOT INCLUDED	\$6,381.50	\$6,381.50
	1 ea	FKUD85M FKUD85 High Speed Direct Drive Centrifugal Upblast Exhaust Fan with speed control (speed control included for single phase only), disconnect switch and 15-3/4" wheel. Exhaust Fan handles 1871 CFM @ -1.000" wc ESP, Fan runs at 1421 RPM. Exhaust Motor: 0.750 HP, 1 Phs, 115 V, 60 Hz, 9.8 FLA, ODP (Open Drip Proof) Accessories: • Grease Cup for kitchen-duty centrifugal exhaust fans, Box Dimensions 17-1/8 L X 5-1/16 W X 3-3/4 H (20 GA.) (Includes Down Spout) • FKUD85 Curb CRB23x24 HIGH vented • HINGE KIT - Standard Hinge kit for exhaust fan roof curbs. Includes Hardware to attach hinge to curb and hinge to base. Ships Loose. Used on Fans with wheels 20 inches or smaller. 12 GA Galvanized.	\$1,953.32	\$1,953.32
	1 ea	FKH1D250M FKH1-D.250-15D Direct Gas Fired Heated Make Up Air Unit with 15" Mixed Flow Direct Drive Fan Supply Fan handles 1775 CFM @ 0.500" wc ESP, Fan runs at 1923 RPM. Heater supplies 157940 BTUs. 90°F Temperature Rise. [Fuel: Natural Gas] Supply Motor: 1.500 HP, 3 Phs, 208 V, 60 Hz, 4.4 FLA, ODP, Premium (E-Plus3) Eff. Down Discharge - Air Flow Right -> Left Intake: Sloped Filtered Intake for Size #1 Modular Heater. 21.813" Wide x 44.375" Long x 23.375" High. Includes 2" MV EZ Kleen Metal Mesh Filters Gas type: Natural Temperature control: 0-150°F Discharge Temp Control • Field Wired On/Off Start Command • Heating Activation Based On Intake Set Point	\$10,938.84	\$10,938.84

Item	Qty	Description	Sell	Sell Total
		<p>Curb: FKH1 - 21"Wide x 71" Long x 20" High • Insulated Included options:</p> <ul style="list-style-type: none"> • Gas Manifold for DF1 GM - BTU 0 - 550001 - 7 in. w.c. - 14 in. w.c., No Insurance Requirement (ANSI), BV250-66 • Motorized Back Draft Damper for Standard & Modular Direct Fired Heaters w/Extended Shaft, Standard Galvanized Construction, 3/4" Rear Flange, LF120S Actuator Included • Freezestat With 10' Sensor. Factory set at 35°F and 10 minutes. • Pre purge (set at 30 seconds) allowing the blower to purge the inside of the heater • Low Fire Start. Allows the burner circuit to energize when the modulation control is in a low fire position. • Pilot located upstream of First Redundant Solenoid Valve Max Gas Pressure of 14" wc. • Separate 120VAC Wiring Package for Make-Up Air Units. Option must be selected when mounting VFD in prewire panel or with DCV package. Provides separate 120VAC input to supply fan. This 120V signal must be run by electrician from DCV to mua switch. 		
1 ea		<p>ECP SC-E011011MA Mixed Voltage w/ control for 1 3Ph Supply Fan, 1 120V 1Ph Exhaust Fan, Exhaust on in Fire, Lights out in Fire, Relay On/Off with Supply Fan, Fan(s) On/Off Thermostatically Controlled. Room temperature sensor shipped loose for field installation. INVERTER DUTY 3 PHASE MOTOR REQUIRED FOR USE WITH VFD. Includes 1 Duct Thermostat kit. - ESV112N02YXB571 - Variable Frequency Drive - 1-1/2 HP Max., 200/240 V, Single or Three Phase Input, 6.0 A Max., NEMA 1 Enclosure, with 2RJ-45 FOR MODBUS - 208v 1ph - 20 wide X18 tall X8.62 deep SS HINGED ELECTRICAL BOX NEMA 1 - VENTED. Stainless plate instead of filter assembly. - Digital Prewire Lighting Relay Kit. Includes hood lighting relay & terminal blocks. Allows for up to 1400W of lighting each. - Current Sensor Analog Output A/CTA-50, Solid Core Adjustable 10 to 50 AMP with 4-20mA output relative to range. For Smart Control use only.</p>	\$2,748.67	\$2,748.67

Item	Qty	Description	Sell	Sell Total
		- Thermistor CABLE - 18/2 AWG GREEN WHITE, plenum rated. USED for thermistor duct stat. Per Foot Price		
			Freight: \$975.00	\$975.00
			ITEM TOTAL:	\$27,976.75
12		INSTALL BY OTHERS. DUCTING BY OTHERS.		
10		TAXES ARE ADDITIONAL. FREIGHT ESTIMATED TO NFE WAREHOUSE.		
			Total	\$52,887.56

Prices Good Until: 04/05/2024

All equipment and special orders require a **50% deposit** on date of order. We offer multiple payment options including most major credit cards, EFT, E-Transfers, cheques and cash. **Credit Card payments over \$5000 will be subject to a 1.5% processing fee.**

Acceptance: _____ Date: _____
 Printed Name: _____



May 24, 2024

Laura Greene, Senior Conservation Planning Biologist
Ministry of Water, Land and Resource Stewardship
Land Use Stewardship Terrestrial Species Recovery
PO Box 9546
Stn Prov Govt
Victoria, B.C. V8W 9C5
Via email: laura.greene@gov.bc.ca

Dear Ms. Greene,

Wildlife Habitat Area Proposal for Southern Mountain Caribou (WHA 6-291) in the Nadina Natural Resource District

The Regional District would like to thank you for your presentation on April 25th and for providing the opportunity to comment regarding the Wildlife Habitat Area (WHA) proposal for the Southern Mountain Caribou in the Nadina Natural Resource District.

The Board discussed an initiative of Cheslatta Carrier Nation, Rio Tinto and the Ministry of Water Land and Resource Stewardship (WLRS) to clear debris from around the islands on Whitesail to provide the Southern Mountain Caribou the ability to swim to the islands for calving grounds safe from predators. We look forward to an update in this regard.

A key component to a healthy ecosystem is often fire. Regrettably, within the Tweedsmuir Park area the ecosystem has been ravaged by the Mountain Pine Beetle and severe wildfires which have impacted the ecosystem within the WHA. The Board requests consideration of controlled burns in the area to better manage the need for fire to rejuvenate the ecosystem.

The Southern Mountain Caribou is an asset to the land base and through wildfire and climate change management programs the species can thrive. It is important that any plan developed to manage the WHA for the Southern Mountain Caribou is reviewed annually and is a living document to adapt to circumstances that may arise over time. Additionally, a plan that is simple and relatable is essential for engaging stakeholder and fostering broad understanding and support.

We respect the challenges the Southern Mountain Caribou are facing in the Nadina Natural Resource District and hope that all interested partners involved on the land base can find a mutually beneficial balance to have the best possible outcome for the future of the species.

Thank you for the opportunity to comment and we look forward to your response.

Sincerely,

Mark Parker
Chair

cc: District of Houston



Reference: 278197

May 14, 2024

VIA EMAIL: cheryl.anderson@rdbn.bc.ca

Mark Parker, Chair
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, British Columbia
V0J 1E0

Dear Mark Parker:

Thank you for your letter of March 13, 2024, to Honourable Bruce Ralston, Minister of Forests, regarding old growth deferral areas overlapping with the Agricultural Land Reserve in your region. I have been asked to respond.

The Ministry of Forests is committed to working with local governments and appreciates the Bulkley-Nechako Regional District reaching out to seek further information on this matter.

Since November 2021, coordination between First Nations and forest licensees has resulted in close to 2.44 million hectares of old growth being permanently protected or temporarily deferred. Deferrals are considered temporary until they are addressed within long-term stewardship discussions through local planning processes such as Forest Landscape Planning and Land Use Planning.

Your letter expresses concern about potential overlap of the Agricultural Land Reserve with various initiatives including old growth management areas, biodiversity targets, and old growth deferral areas. It is important to note that Agricultural Land Reserve designation prioritizes farm use and any consideration to establishing long-term conservation commitments would require further analysis.

With that said, the Ministry of Forests would like to know more about the issue you have raised. I invite you to meet with directors Georgina Beyers and Yvonne Parkinson for more discussion. Please contact Georgina.Beyers@gov.bc.ca to arrange a meeting.

Page 1 of 2

Again, thank you for writing to share your concerns.

Sincerely,



Jillian Rousselle
Assistant Deputy Minister

pc: Honourable Bruce Ralston, Minister of Forests
Honourable Pam Alexis, Minister of Agriculture and Food
Eric Kristianson, Assistant Deputy Minister, Ministry of Agriculture and Food
Arlene Anderson, Executive Director, Ministry of Agriculture and Food
Georgina Beyers, Director, Forest Resiliency and Archaeology Division,
Ministry of Forests
Yvonne Parkinson, Director, North Area, Ministry of Forests



March 13, 2024

The Honourable Bruce Ralston
Minister of Forests
PO Box 9049, Stn Prov Govt
Victoria, BC
V8W 9E2
Via email: FOR.Minister@gov.bc.ca

Dear Minister Ralston,

RE: Old Growth Management and Deferral Areas on Crown ALR Land

The Board of the Regional District of Bulkley-Nechako wishes to express its concern that the Ministry of Forests has deferred harvesting and tree removal on areas in the Regional District that are designated as being in the Agriculture Land Reserve (ALR). Harvesting and tree removal appears to be prohibited under various protection methods including old growth management areas, seral stage distribution constraints, and most recently old growth deferral areas.

It is critical for areas designated as ALR to be used for agricultural production as soon as possible to support the Regional District's agricultural sector and to aid in food security initiatives in the north.

To help us gain a better understanding of this issue, can you please provide us with the amount of ALR land that has been prevented from agricultural production due to harvesting deferrals in the region?

We look forward to receiving this information.

Sincerely,

Mark Parker
Chair

cc: The Honourable Pam Alexis, Minister of Agriculture and Food

The Commission’s Role in Northern BC Temporary Re-Introduction of “Regulated Area” Restriction

The BC Vegetable Marketing Commission is responsible for the promotion, control, and regulation of the production, transportation, packing, storage, and marketing of vegetables produced in British Columbia. The overall purpose is to provide a framework for producer economic stability, satisfy other public interests, and benefit producers, the sector’s value chain, and the public.

Prior to January 1, 2024, crops regulated by the Commission were limited to certain vegetable crops grown “south of the 53rd parallel north (including Vancouver Island and the Gulf Islands and excluding the Queen Charlotte Islands [Haida Gwaii]).”

Effective January 1, 2024, the Commission extended the vegetable crops regulated by it to include those vegetable crops grown throughout the entire Province.

Numerous persons and organizations have since sought clarification with respect to the expanded geographical scope of regulated vegetables. Therefore, the Commission will pass an Amending Order that effectively defers the implementation of this expanded geographical scope until January 1, 2026.

This will give the Commission time to consult with vegetable producers, producer organizations, and other industry partners regarding the nature and extent of vegetable production in the north and develop a common-sense approach to the Commission’s involvement.

We are currently developing the consultation process and reaching out to organizations to discuss the plan. Though the Commission will expand the geographical scope of regulated crops on January 1, 2026, consultation will focus on which vegetable crops and farm operations will be regulated by the Commission and the way they will be regulated.

In the meantime, information on the application of these regulations can be obtained from the Commission’s website www.bcveg.com, or by contacting the Commission directly. Please direct your inquiries to the Commission’s General Manager.

BCVMC
#207 - 15252 32nd Ave
Surrey BC
Canada, V3Z 0R7
Tel: (604) 542-9734
Toll Free in BC: 1-800-663-1461
E-mail: info@bcveg.com

Office of the Chair

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

File: 390-20/UBCM

May 10, 2024

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

The Honourable Bowinn Ma, M.L.A.
Minister of Emergency Management and Climate Readiness
PO Box 9020 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister:

Re: Funding and Supports for Emergency Response, Planning and Mitigation

This correspondence is to outline the need for more provincial support, including staffing and stable program funding for regional Emergency Operations Centres (EOCs) and emergency planning and mitigation activities that are underway by regional districts across the province, including the operation of the Comox Valley Emergency Management service, whose multi-jurisdictional partners include the Comox Valley Regional District (CVRD), City of Courtenay, K'ómoks First Nation, Town of Comox and Village of Cumberland.

The CVRD along with many regional districts across the province agree that requirements imposed by the *Emergency Declaration and Disaster Management Act* must be adequately supported to build capacity for emergency response in our communities. Given that regional districts do not have the same ability as municipalities to tax constituents, we face an added challenge to fund this work under the *Local Government Act*. This challenge is compounded by vast geography and rural hazards that add to the cost of implementing these services over large areas.

Staffing Concerns

We understand from our colleagues in other jurisdictions that their operational responsibilities to the public were severely impacted during emergency events when they were required to staff an EOC, around the clock for an extensive period. In some cases, there was no ability to maintain operational continuity during the crisis, followed by reduced capacity for ongoing operations throughout the recovery period.

We continue to hear that these emergencies are exhausting and taxing on staff, many of whom suffer mental health impacts long after the emergency has passed. It is incumbent upon us all to recognize that regional district employees are hired for their professional expertise in areas such as planning, parks, engineering services and recreation. They are now being asked to staff an EOC, under extraordinarily challenging circumstances for which they receive minimal training and may not be emotionally suited.

Many regional districts would like to see the Ministry of Emergency Management and Climate Response (the Ministry) provide its own provincially trained staff to support regional EOCs. We are all aware that climate change will result in catastrophic events not only continuing, but also worsening over time. It makes sense for the province to invest in training a mobile staff unit with the aptitude to be successfully deployed into different communities across BC when needed.

At minimum, we are seeking to be able to recover the costs of using contractors in the EOC. This would ensure that regional district staff can continue to manage essential services such as water treatment, sewer treatment and landfill operations during a crisis and with better capacity throughout the recovery period as well.

Mental Health and Wellness Supports

There is a common need identified for more provincial programming and funding resources for mental health and wellness supports during and following emergencies. Staff in EOCs experience extreme amounts of stress and often personal trauma from having to make critical operational decisions. This stress and trauma requires a level of support that is not currently planned or resourced.

For example, we understand that the Squamish Lillooet Regional District has requested funding for a counselor/mental health professional to make regular check-in calls to EOC staff. We know that funding these types of activities has not been traditionally supported by the Ministry, but we are in agreement with our colleagues that the health and safety of our staff during a crisis is paramount.

Collaborative Disaster Mitigation and Response Planning

Local governments and emergency services have extensive experience coordinating with major third-party landowners or private infrastructure owners (such as FortisBC, BC Hydro, BC Ferries or private managed forest companies) at the site level during an emergency event. However, it is challenging for local governments to gain access to private infrastructure leadership and staff to ensure we meet our emergency preparedness, mitigation, and recovery planning requirements, specifically related to risks such as gas leaks and flooding.