



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
AGENDA  
Thursday, June 19, 2025**

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**CALL TO ORDER**

**First Nations Acknowledgement**

**AGENDA**

Approve

**SUPPLEMENTARY AGENDA**

**MINUTES**

**Board Meeting Minutes - June 5, 2025**

**Page 7**

Approve

**Board Meeting Minutes - May 22, 2025**

**Page 10**

Approve

**Committee of the Whole Meeting Minutes - June 5, 2025**

**Page 31**

Receive

**Rural Services Committee Meeting Minutes - June 5, 2025**

**Page 37**

Receive

**ELECTORAL AREA PLANNING**

**Applications**

**Cameron Kral, Planner - Rezoning Application F-02-25 - 1st and 2nd Reading, Bylaw No. 2077 - Electoral Area F (Vanderhoof Rural)**

**Page 42**

Recommendation

<b>Cameron Kral, Planner - Development Variance Permit F-01-25 - Electoral Area F (Vanderhoof Rural)</b>	<b>Page 51</b>
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Recommendation

#### **Other**

<b>Deneve Vanderwolf, Planning Technician - Advisory Planning Commission Member Appointment - Electoral Area G (Houston/Granisle Rural)</b>	<b>Page 57</b>
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Recommendation

### **DEVELOPMENT SERVICES**

#### **ALR Application**

<b>Cameron Kral, Planner - ALR Non-Farm Use (Removal of Soil) Application No. 1277 - Electoral Area A (Smithers/Telkwa Rural)</b>	<b>Page 58</b>
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Recommendation

#### **Other**

<b>Jason Llewellyn, Director of Planning and Development - Letter from the Minister of Housing</b>	<b>Page 72</b>
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Receive

#### **Referrals**

<b>Cameron Kral, Planner - HBM Mountain Biking Referral - Electoral Area A (Smithers/Telkwa Rural)</b>	<b>Page 74</b>
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Recommendation

<b>Rowan Nagel, GIS/Planning Technician - Crown Land Application Referral No. 7410371 - Electoral Areas D (Fraser Lake Rural) and E (Francois/Ootsa Lake Rural)</b>	<b>Page 77</b>
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Recommendation

## **BYLAW ENFORCEMENT**

**Jason Lewellyn, Director of Planning and Development Services -  
Bylaw Notice Enforcement Bylaw Adoption Report** **Page 80**

Recommendation

**Jason Llewellyn, Director of Planning and Development - Draft  
Bylaw Enforcement Policy** **Page 111**

Recommendation

## **PARKS AND TRAILS**

**Maria Sandberg, Planning and Parks Coordinator - Ridler Trail  
Authorization - Electoral Area B (Burns Lake Rural)** **Page 123**

Recommendation

## **ADMINISTRATION REPORTS**

**Wendy Wainwright, Deputy Director of Corporate Services -  
Committee Meeting Recommendations - June 5, 2025** **Page 128**

Recommendation

**Cheryl Anderson, Director of Corporate Services - 2025 UBCM  
Minister Meeting Requests** **Page 129**

Recommendation

**John Illes, Chief Financial Officer - Statement of Financial  
Information** **Page 131**

Recommendation

**John Illes, Chief Financial Officer - Investment in MFA's  
Diversified Multi-Asset Class Fund** **Page 179**

Recommendation

**Nellie Davis, Manager of Strategic Initiatives and Rural Services -  
Grant in Aid - Paul Lychak (Evelyn) Community Hall** **Page 206**

Recommendation

<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services- Grant in Aid – Royal Canadian Legion, Pleasant Valley Branch 249</b>	<b>Page 210</b>
Recommendation	
<b>Cameron Hart, Community Development Coordinator - 2024 Annual Report</b>	<b>Page 217</b>
Recommendation	
<b>Jason Blackwell, Regional Fire Chief - Cluculz Lake Fire Services Agreement</b>	<b>Page 238</b>
Recommendation	
<b>Cheryl Anderson, Director of Corporate Services - Electronic Meeting Policy Review</b>	<b>Page 250</b>
Direction/Receive	
<b>Cheryl Anderson, Director of Corporate Services-Item to be brought forward to the public agenda from In-Camera Meeting – Emergency Operations Centre On Call Policy</b>	<b>Page 253</b>
Receive	
<b>John Illes, Chief Financial Officer - Financial Procedure – Incidental Expenses</b>	<b>Page 257</b>
Receive	
<b>John Illes, Chief Financial Officer -Local Government Climate Action Program (LGCAP)</b>	<b>Page 260</b>
Receive	
<b>Scott Zayac, Director of Protective Services - Cooperative Community Wildfire Response Organization - Program Update</b>	<b>Page 288</b>
Receive	



## **ADMINISTRATION CORRESPONDENCE**

**Planning Institute of BC (PIBC) - 2025 PIBC Awards for Excellence in Planning** **Page 289**

Receive

**Plasma for Northern BC - Our Blood Counts - Support of a Blood Plasma Donor Centre in Northern BC** **Page 290**

Receive

## **SUPPLEMENTARY AGENDA**

## **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

## **RECEIPT OF VERBAL REPORTS**

## **NEW BUSINESS**

## **IN-CAMERA MOTION**

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

- Labour Relations
- First Nations Relations.

## **ADJOURNMENT**

**VISION**

"A World of Opportunities Within Our Region"

**MISSION**

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

**2022-2026 Strategic Plan**

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 9****Thursday, June 5, 2025**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Shane Brien Martin Elphee Judy Greenaway Clint Lambert - via Zoom Linda McGuire – via Zoom Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – via Zoom – arrived at 12:57 p.m., left at 1:16 p.m., returned at 1:17 p.m. Henry Wiebe
	Directors Absent	Gladys Atrill, Town of Smithers Leroy Dekens, Village of Telkwa
	Alternate Director	Frank Wray, Town of Smithers
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Alex Eriksen, Director of Environmental Services – arrived at 12:57 p.m. John Illes, Chief Financial Officer Wendy Wainwright, Deputy Director of Corporate Services Amy Wainwright, Deputy Director of Planning and Development Services  Jake Wray, Lakes District News

**CALL TO ORDER**

Chair Parker called the meeting to order at 12:56 p.m.

**FIRST NATIONS ACKNOWLEDGEMENT****AGENDA &****SUPPLEMENTARY AGENDA**Moved by Alt. Director Wray  
Seconded by Director Moutray2025-9-1

“That the Board Meeting Agenda of June 5, 2025 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **DEVELOPMENT SERVICES**

ALR Non-Adhering Residential Use Application 1278 Electoral Area A (Smithers/Telkwa Rural) Moved by Director Stoltenberg  
Seconded by Alt. Director Wray

2025-9-2

"That the Board rescind the May 22, 2025 resolution on ALR Non-Adhering Residential Use Application No. 1278 and approve the following resolution:

"That Agricultural Land Reserve Non-Adhering Residential Use Application No. 1278 be recommended to the Agricultural Land Commission for approval as proposed with a covenant prohibiting residential use on Property 2."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ENVIRONMENTAL SERVICES**

Purchase of a New Dump Truck Moved by Director Stoltenberg  
Seconded by Director Moutray

2025-9-3

"That the Board approve the purchase of a New 2026 Kenworth T880 Dump Truck from Inland Truck & Equipment for a total of \$335,401 plus applicable taxes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Alex Eriksen, Director of Environmental Services provided an overview of the bid process. He noted that the initial bids would deliver Dump Trucks in approximately a year's time. Staff provided updated information regarding Dump Truck quotes.

Metal Recycling Award Moved by Director Riis-Christianson  
Seconded by Alt. Director Wray

2025-9-4

"That the Board approve the award of the metal recycling contract to Richmond Steel Recycling for the purchase price of \$181.56/MT and a cost of \$2,000 to remove the Transtor Bins at Fraser Lake Transfer Station."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **SUPPLEMENTARY AGENDA**

### **DEVELOPMENT SERVICES**

Peace River Regional District Moved by Director Elphee  
Referral Regional Growth Seconded by Director Greenaway  
Strategy Bylaw No. 2571

2025-9-5 "That the Board accepts the Peace River Regional District's  
Regional Growth Strategy Bylaw No. 2571, 2025 as proposed."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### **IN-CAMERA MOTION**

Moved by Director Brien  
Seconded by Director Newell

2025-9-6 "That this meeting be closed pursuant to Sections 90(1)(c),  
and 90(2)(d) of the *Community Charter* for the Board to deal  
with matters relating to:

- Labour Relations
- Closed Meeting Provisions."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### **ADJOURNMENT**

Moved by Director Brien  
Seconded by Director Stoltenberg

2025-9-7 "That the meeting be adjourned at 1:21 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate  
Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 8****Thursday, May 22, 2025**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	<p>Gladys Atrill – via Zoom</p> <p>Shane Brien</p> <p>Leroy Dekens – arrived at 10:15 a.m.</p> <p>Martin Elphee</p> <p>Judy Greenaway</p> <p>Clint Lambert</p> <p>Linda McGuire – arrived at 10:15 a.m., left at 10:38 a.m., returned at 10:43 a.m.</p> <p>Shirley Moon</p> <p>Kevin Moutray</p> <p>Chris Newell</p> <p>Michael Riis-Christianson</p> <p>Stoney Stoltenberg</p> <p>Sarrah Storey</p> <p>Henry Wiebe</p>
	Staff	<p>Curtis Helgesen, Chief Administrative Officer</p> <p>Cheryl Anderson, Director of Corporate Services</p> <p>Alex Eriksen, Director of Environmental Services – arrived via Zoom at 10:51 a.m., arrived In Person at 11:52 a.m., left at 11:54 a.m. and remained on Zoom</p> <p>Megan D’Arcy, Regional Agriculture Coordinator – via Zoom - left at 12:06 p.m.</p> <p>Nellie Davis, Manager of Strategic Initiatives and Rural Services – arrived at 12:00 p.m.</p> <p>Janette Derksen, Waste Diversion Supervisor – arrived at 1:16 p.m.</p> <p>John Illes, Chief Financial Officer – arrived at 11:04 a.m.</p> <p>Jason Llewellyn, Director of Planning</p> <p>Wendy Wainwright, Deputy Director of Corporate Services</p> <p>Amy Wainwright, Deputy Director of Planning and Development Services</p> <p>Christopher Walker, Emergency Services Manager – left at 11:29 a.m.</p> <p>Scott Zayac, Director of Protective Services– left at 11:29 a.m., returned at 1:30 p.m.</p>
	Others	<p>Kris Garneau, Land and Resource Coordinator – Wildfire Risk Reduction, Nadina Forest District, Ministry of Forests – left at 11:29 a.m.</p> <p>David Keir, Director, Business Development and Stakeholder Relations, Pacific Northern Gas Ltd. – left at 10:41 a.m.</p>

Others (Cont'd) Shelby Oe, Land and Resource Coordinator – Wildfire Risk Reduction, Stuart Nechako Forest District, Ministry of Forests – left at 11:29 a.m.  
Amanda Ward, Vice President Regulatory Affairs, Pacific Northern Gas Ltd. – via Zoom– left at 10:41 a.m.

### **CALL TO ORDER**

Chair Parker called the meeting to order at 10:03 a.m.

### **FIRST NATIONS ACKNOWLEDGEMENT**

#### **AGENDA &**

Moved by Director Stoltenberg

#### **SUPPLEMENTARY AGENDA**

Seconded by Director Storey

#### **2025-8-1**

“That the Board Meeting Agenda of May 22, 2025 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **MINUTES**

#### **Board Meeting Minutes** **- April 24, 2025**

Moved by Director Storey  
Seconded by Director Moon

#### **2025-8-2**

“That the Board Meeting Minutes of April 24, 2025 be adopted.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

#### **Board Meeting Minutes** **- May 8, 2025**

Moved by Director Greenaway  
Seconded by Director Stoltenberg

#### **2025-8-3**

“That the Board Meeting Minutes of May 8, 2025 be adopted.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

#### **Committee Meeting Minutes** **- May 8, 2025**

Moved by Director Storey  
Seconded by Director Elphee

#### **2025-8-4**

“That the Committee of the Whole Meeting Minutes for May 8, 2025 be received.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Moved by Director Riis-Christianson  
Seconded by Director Moon

#### **2025-8-5**

“That the Rural Services Committee Meeting Minutes for May 8, 2025 be received.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **DELEGATIONS**

### **PACIFIC NORTHERN GAS LTD. – David Keir, Director, Business Development and Stakeholder Relations and Amanda Ward, Vice President Regulatory Affairs Re: Notification of 2025-2057 Revenue Requirements Application for PNG - West**

Chair Parker welcomed David Keir, Director, Business Development and Stakeholder Relations and Amanda Ward, Vice President Regulatory Affairs, Pacific Northern Gas Ltd.

Mr. Keir and Ms. Ward provided a PowerPoint Presentation.

#### **Focus of Today**

- PNG – West Revenue Requirements Application
  - Overview
  - PNG Service Areas
  - Background & Context
    - PNG – West System Demand
    - Revenue Requirements Overview
    - PNG Service Areas
    - Total 2024 Revenue Requirement is 2025 Start Point
    - Proposal is to smooth rates over 3 years (2025 – 2027)
    - Rate Mitigation Levers
    - BC Utilities Commission (BCUC) Regulatory Schedule: PNG-West
- Roundtable Discussion.

The following comments were made:

- Mr. Keir expressed that PNG understands and recognizes the concerns regarding the rate increases
- Challenges of rate increases for individuals on fixed incomes
- Addition and process of new industrial clients coming on board with PNG
- BCUC role
  - Opportunity for PNG to change rates
- Why the changes to the rates now?
  - All pipelines ordered to conduct works to manage integrity due to Enbridge incident in 2018 and subsequent investigation
  - As a result, PNG completed an unprecedented amount of work between 2021 to 2024 to provide safe transportation of natural gas
- Why does PNG not have reserve funds to conduct works?
  - Due to regulatory constraints PNG is not able to have reserve funds
- PNG's concerns regarding loss of customers due to the significant increase
- Village of Telkwa Councillor has requested to participate as an Intervener during the BCUC proceedings
- PNG's process to mitigate rate increases
- PNG working to stabilize rates for future years to ensure less impacts to rate payers if there are fluctuations in loss and gain of large-scale customers
- Director Storey requested information regarding net revenue/income and the need for additional information to better understand the need for the significant increase



## **DELEGATIONS (CONT'D)**

### **PACIFIC NORTHERN GAS LTD. (CONT'D)**

- Advocacy
  - o Provincial government introduced regulations to prohibit rebates for proficient natural gas furnaces
  - o Opportunity to potentially advocate for rebates to be reinstated
- Public notification of rate changes and how the public can participate in the BCUC process
- Potential outcome if the rate increase is not approved by the BCUC
- Process if/when new large-scale customers come online with PNG and changes to rates
  - o PNG provides forecasted costs and revenues to BCUC
  - o PNG would then apply for a rate decrease.

Chair Parker thanked the delegation for their presentation.

## **DELEGATIONS**

### **MINISTRY OF FORESTS – Shelby Oe, Land and Resource Coordinator – Wildfire Risk Reduction, Stuart Nechako Forest District and Kris Garneau, Land and Resource Coordinator, Nadina Forest District – Re: Wildfire Risk Reduction**

Chair Parker welcomed Shelby Oe, Land and Resource Coordinator – Wildfire Risk Reduction, Stuart Nechako Forest District and Kris Garneau, Land and Resource Coordinator, Wildfire Risk Reduction, Nadina Forest District, Ministry of Forests.

Ms. Oe and Mr. Garneau provided a PowerPoint presentation.

### **Community Resiliency Investment (CRI) Program**

- Crown Land Wildfire Risk Reduction (CLWRR) Program
  - o Natural Resource Districts
  - o BC Parks
  - o Mountain Resorts Branch
  - o BCWS Prevention – Fire Centers (FC)
  - o Crown Land
- FireSmart
  - o Indigenous Governments
  - o Municipal Governments
  - o Regional Districts
  - o BCWS Prevention – FC's
    - First Nations Emergency Services Society (FNESS)
    - Union of BC Municipalities (UBCM)
  - o Private, Municipal, Regional, Federal Land

## **DELEGATIONS**

### **MINISTRY OF FORESTS (CONT'D)**

- West Coast Natural Resource Region
  - Skeena Region
    - Nadina NRD
    - Skeena Stikine NRD
  - Omineca Region
    - Stuart Nechako
    - Mackenzie
    - Prince George
- Coastal Fire Center
  - Northwest Fire Center
    - Nadina Fire Zone (FZ)
    - Bulkley FZ
  - Prince George Fire Center
    - VanJam FZ
    - Mackenzie FZ
    - Prince George FZ
- Where does the CLWRR Program Operate
  - Wildland Urban Interface (WUI) Areas
  - Assessed in Tactical Plan
  - Vacant Crown Land
- Planning
  - Landscape/Strategic Level
  - Project Level
  - E.g. Burns Lake area, Pendelton Bay area
    - Use of small machines
    - Make areas defensible
    - Labour intensive ground clearing
  - Utilizing Resource Roads as fire breaks.

The following was discussed:

- Current imagery of areas
  - Provincial level data used
  - Ability to amend WUI areas locally
    - Reaching out to local community groups
    - Reviewing evacuation routes
    - New communities being built
    - Living document/plans
    - Sharing WUI areas
      - Information available online and can be provided
- Funding agreements for programs on a yearly basis
  - Prioritize work plans and projects
  - Working with First Nations, communities, displace forestry workers
  - Lobby for consistent funding
  - Money spent on reduction saves money on wildfires
  - Need for wildfire prevention

## **DELEGATIONS**

### **MINISTRY OF FORESTS (CONT'D)**

- Wildfire Risk Reduction is a newer program in northern B.C. and has been implemented in southern B.C. for a longer period of time
- Support from BC Wildfire and local organizations such as BL Community Forest in the Burns Lake Area
  - Funding needed for licensees and woodlot owners to conduct works
- Collaboration with Community Forests and municipalities
- Moving towards chipping in areas with an industrial chipper
  - Cleared ground
  - Assists to maintain moisture in the ground
- Commercially thinning stands
- Reviewing old growth management areas
- Opportunities to conduct wildfire reduction work to support employment in the communities
- Companies that can utilize marginalized timber
- Work and treatment areas in Cluculz Lake and Yekooche First Nations
- Grazing fire guards
- Cultural burns
- Working with First Nations communities
- Fire risk analysis data capture when conducting timber cruising works.

Chair Parker thanked the delegation for attending the meeting.

## **DEVELOPMENT SERVICES**

### **Applications**

Temporary Use Permit  
A-01-23 – Electoral Area A  
(Smithers/Telkwa Rural)

Moved by Director Stoltenberg  
Seconded by Director Dekens

2025-8-6

1. "That the Written Comment for Temporary Use Permit A-01-23 on the Supplementary Agenda be received.
2. That the Board approve the issuance of Temporary Use Permit A-01-23 to allow aggregate processing at 6165 Donaldson Road for a three-year duration, with operational hours from 8:00 am to 6:00 pm."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES (CONT'D)**

### **Applications (Cont'd)**

Parcel Frontage Exemption  
D-01-25 Electoral Area D  
(Fraser Lake Rural)

Moved by Director Storey  
Seconded by Director Lambert

2025-8-7

"That the Board exempt Proposed Lot 1 from the minimum 10 per cent perimeter parcel frontage requirement pursuant to Section 512 of the Local Government Act to permit a parcel frontage of no less than five per cent, subject to the subdivision layout being in general compliance with the proposed plan attached to this report as Schedule A."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Other**

Advisory Planning  
Commission Member  
Appointment – Electoral  
Area A (Smithers/Telkwa Rural)

Moved by Director Stoltenberg  
Seconded by Director Atrill

2025-8-8

"That the Board remove Darren Jakubec from the APC for Electoral Area A (Smithers/Telkwa Rural) and appoint Paul Murphy."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Advisory Planning  
Commission Meeting  
Minutes – Electoral Area A  
(Smithers/Telkwa Rural)

Moved by Director Stoltenberg  
Seconded by Director Dekens

2025-8-9

"That the Advisory Planning Commission Meeting Minutes for April 7, 2025 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES**

### **ALR Application**

ALR Non-Adhering  
Residential Use Application  
1278 – Electoral Area A  
(Smithers/Telkwa Rural)

Moved by Director Stoltenberg  
Seconded by Director Dekens

2025-8-10

“That Agricultural Land Reserve Non-Adhering Residential Use Application No. 1278 be recommended to the Agricultural Land Commission for approval as proposed with a covenant prohibiting residential use on the property legally described as the Fractional Northwest ¼ of Section 35 Township 8 Range 5 Coast District Except Plan Attached to 5204- I and Plans 1450 PRP44452 EPP30393 and EPP36986.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Land Referral**

Crown Land Referral No.  
7410336 – Electoral Area D  
(Fraser Lake Rural)

Moved by Director Storey  
Seconded by Director Riis-Christianson

2025-8-11

“That the comment sheet be provided to the Province as the Regional District’s comments on Crown Land Application No. 7410336.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Referral No.  
7410361– Electoral Areas C  
(Fort St. James Rural) &  
D (Fraser Lake Rural)

Moved by Director Greenaway  
Seconded by Director Elphee

2025-8-12

“That the comment sheet be provided to the Province as the Regional District’s comments on Crown Land Application No. 7410361.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Other**

Coastal GasLink Update

Moved by Director Brien  
Seconded by Director Greenaway

2025-8-13

“That the Board receive the Director of Planning and Development Services’ Coastal GasLink Pipeline Electrification Environmental Assessment Certificate Amendment.”

Directors/Majority)

CARRIED UNANIMOUSLY

### **Other (Cont'd)**

UBCM News Release Bill 15  
-May 15 and - Update  
Infrastructure Projects Act

Moved by Director Stoltenberg  
Seconded by Director Dekens

2025-8-14

"That the Board receive the UBCM News Release - Bill 15, *Infrastructure Projects Act* – May 15, 2025 and Supplementary Agenda item -Ministry of Infrastructure – *Infrastructure Project Act* (Union of B.C. Municipalities Update on Bill 15)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

UBCM News Release Bill 15  
-May 5, 2025

Moved by Director Dekens  
Seconded by Director Stoltenberg

2025-8-15

"That the Board receive the UBCM News Release - Bill 15 Provides Province with Regulatory Override Powers for Major Capital Projects – May 5, 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **BYLAW ENFORCEMENT**

Bylaw Notice Enforcement  
Bylaw and Dispute  
Adjudication Registry

Moved by Director Lambert  
Seconded by Director Dekens

2025-8-16

"That Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025 be deferred to the June Board meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Other**

Bylaw Enforcement  
Policy

Moved by Director Lambert  
Seconded by Director Brien

2025-8-17

"That the Board defer the Bylaw Enforcement Policy to the June Board meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **REGIONAL TRANSIT**

2025/2026 Annual Operating Agreement with BC Transit Moved by Director Riis-Christianson  
Seconded by Director Stoltenberg

2025-8-18 "That the Board receive the 2025/2026 Annual Operating Agreement and approve entering into the Agreement with BC Transit."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ENVIRONMENTAL SERVICES**

Purchase of a Used Crawler Dozer Moved by Director Storey  
Seconded by Director Stoltenberg

2025-8-19 "That the Board approve the purchase of a used 2023 John Deere 700L Crawler Dozer from Brandt Tractor Ltd. for a total of \$382,500 plus applicable taxes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ADMINISTRATION REPORTS**

Committee Meeting Recommendations – May 8, 2025 Moved by Director McGuire  
Seconded by Director Wiebe

2025-8-20 "That the Board approve the May 8, 2025 Committee Meetings recommendations 1 through 3 as written:

### **Committee of the Whole Meeting – May 8, 2025**

#### **Recommendation 1:**

#### **Re: Lakes District Arts and Culture Funding – Lakes District Fair Association**

"That the Board approve entering into a funding agreement for \$10,500 per year for five years with the Lakes District Fair Association through the Lakes District Arts and Culture Fund."

#### **Recommendation 2:**

#### **Re: Grant in Aid – Omineca Ski Club**

"That the Board approve a grant of \$20,000 to Omineca Ski Club, split equally between Electoral Areas B (Burns Lake Rural), and E (Francois/Ootsa Lake Rural) from Regional Grant in Aid."

## **ADMINISTRATION REPORTS (CONT'D)**

### **Rural Services Committee – May 8, 2025**

#### **Recommendation 3:**

#### **Re: Electoral Area D Economic Development Service Grant Village of Fraser Lake Resident Attraction Video Project**

“That the Board approve an Electoral Area D (Fraser Lake Rural) Economic Development Services Grant of up to \$8,000 to the Village of Fraser Lake for a resident attraction video project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

UBCM Convention 2025  
September 22-26, 2025  
-Victoria, B.C. – Attendance  
Authorization – Resolution  
Deadline – Minister/Ministry  
Staff Meetings

Moved by Director Stoltenberg  
Seconded by Director Lambert

2025-8-21

“That the Board authorize attendance of Rural Directors at the UBCM Convention from September 22-26, 2025 in Victoria, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Climate Action Project  
Proposal – Solar Panel  
Installation

Moved by Director Riis-Christianson  
Seconded by Director Moutray

2025-8-22

“That the Board authorize staff to proceed with a feasibility study to determine the potential for the installation of solar panels at RDBN facilities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Posting of Two Fire Truck  
RFP's

Moved by Director Newell  
Seconded by Director Moon

2025-8-23

“That the Regional District move forward with posting a Request for Proposal for two firetrucks (one for Cluculz Lake and one for Topley Regional Fire Departments).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY



### **ADMINISTRATION REPORTS (CONT'D)**

#### Trail Lighting for Stella Road Walkway

Moved by Director Storey  
Seconded by Director McGuire

2025-8-24

1) "That the Board authorize contributing \$21,250 in Resource Benefits Alliance funding to the First Nations Outreach Capital Project.

2) That the Board authorize contributing up to \$21,250 in Canada Community Building Fund BC monies from Electoral Area D (Fraser Lake Rural) to Stellat'en First Nation for a Recreation Infrastructure project and further,

(Participants/Weighted/Majority)

3) That the Board authorize the withdrawal of up to \$21,250 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Community Works Fund for District of Vanderhoof -Airport Turn Pads

Moved by Director Moon  
Seconded by Director Moutray

2025-8-25

1) "That the Board authorize contributing up to \$27,000 in Canada Community Building Fund BC monies from Area F (Vanderhoof Rural) to the District of Vanderhoof for a Local and Regional Airport Infrastructure project and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$27,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS (CONT'D)**

Community Works Fund for Moved by Director Stoltenberg  
Town of Smithers - Northern Seconded by Director Atrill  
Edge Sports Association

2025-8-26

1) "That the Board authorize contributing up to \$150,000 in Canada Community Building Fund BC monies from Area A (Smithers Rural) to the Town of Smithers for a Recreation Infrastructure project and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$150,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community Works Fund for Moved by Director Stoltenberg  
Town of Smithers - Smithers Seconded by Director Dekens  
Park Phase 3

2025-8-27

1) "That the Board authorize contributing up to \$200,000 in Canada Community Building Fund BC monies from Area A (Smithers Rural) to the Town of Smithers for a Recreation Infrastructure project and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$200,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS (CONT'D)**

Community Works Fund for  
Village of Burns Lake - Solar  
Panel Project at Tom Forsyth  
Arena

Moved by Director Riis-Christianson  
Seconded by Director Wiebe

2025-8-28

1) That the Board authorize contributing up to \$100,000 in Canada Community Building Fund BC monies, \$83,000 from Area B (Burns Lake Rural) and \$17,000 from Area E (Francois/Ootsa Lake Rural) to the Village of Burns Lake for an Energy System Infrastructure project and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$100,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community Works Fund for  
Village of Granisle - Improved  
Wireless Service in Area G

Moved by Director Newell  
Seconded by Director McGuire

2025-8-29

1) That the Board authorize contributing up to \$30,850 in Canada Community Building Fund BC monies, from Area G (Houston/Granisle Rural) to the Village of Granisle for a Broadband Infrastructure project and further,

(Participants/Weighted/Majority)

2) That the Board authorize the withdrawal of up to \$30,850 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid – Woodmere  
Emergency Services Society  
Wildfire Response Trailer

Moved by Director Stoltenberg  
Seconded by Director Lambert

2025-8-30

"That the Board approve a grant of \$55,000 to the Woodmere Emergency Services Society from the Area A (Smithers/Telkwa Rural) allocation of Regional Grant in Aid."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS (CONT'D)**

NDIT Resolution of Support  
-Omineca Ski Club

Moved by Director Riis-Christianson  
Seconded by Director Storey

2025-8-31

"That the Board supports the application to Northern Development Initiative Trust from the Omineca Ski Club for the Wax and Ski Rental Cabin Project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **SUPPLEMENTARY AGENDA**

#### **REPORT**

Livestock Services  
Sustainability

Moved by Director Stoltenberg  
Seconded by Director Greenaway

2025-8-32

"That the Board receive the Regional Agriculture Coordinator's Livestock Services Sustainability memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Break for lunch at 12:06 p.m.**

**Returned from lunch at 12:45 p.m.**

### **ADMINISTRATION REPORT (CONT'D)**

Go North RV – 2024/2025  
Final Report

Moved by Director Stoltenberg  
Seconded by Director Dekens

2025-8-33

"That the Board receive the Community Development Coordinator's Go North RV – 2024/2025 Final Report memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Purchasing Policy Revision

The Board discussed:

- Removing Purchase Order Requirements in the Policy revision
- Changing parameters regarding weight given to certain criteria for direct purchases
  - o Staff consider up to 20% discretionary
  - o Flexibility, local serviceability fleet integration
  - o Operational considerations
- Including definition of "what is Canadian goods and services"

## **ADMINISTRATIVE CORRESPONDENCE**

Ministry of Environment and  
Parks – Illegal Dumping on  
Crown Land

Moved by Director Moon  
Seconded by Director Riis-Christianson

2025-8-34

"That the Board receive the correspondence from the Ministry of Environment and Parks regarding Illegal Dumping on Crown Land."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding scheduling a potential meeting at UBCM with the Ministry of Environment and Parks.

UBCM – 2025 CEPF - ESS  
Equipment and Training  
Approval Agreement

Moved by Director Stoltenberg  
Seconded by Director McGuire

2025-8-35

"That the Board receive the correspondence from the Union of B.C. Municipalities regarding 2025 Community Emergency Preparedness Fund – Emergency Support Services Equipment and Training – Approval Agreement."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **SUPPLEMENTARY AGENDA**

### **REPORTS**

UBCM Community Excellence  
Awards – Cycle 16 Trail  
Project

Moved by Director Stoltenberg  
Seconded by Director Atrill

2025-8-36

"That the Board supports the submission of an application for a 2025 Community Excellence Award for the Cycle 16 Trail Project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

HP Plotter Sale to  
District of Vanderhoof

Moved by Director Moon  
Seconded by Director Riis-Christianson

2025-8-37

"That the Board approve the sale of the HP DesignJet T1300 and HP SD Pro scanner to the District of Vanderhoof for \$5,000.00."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

Pacific Northern Gas Ltd.

Moved by Director Dekens  
Seconded by Director Stoltenberg

2025-8-38

"That the Board receive the correspondence from Pacific Northern Gas Ltd. regarding its submission to the BC Utilities Commission for 2025-2027 Rate Increases."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

Electoral Area G – Update

Director Newell indicated he has received calls regarding Bylaw Notice Enforcement Bylaw and Policy.

Director Newell attended Minerals North April 30 to May 2, 2025 in Prince George. He mentioned there was considerable discussion regarding changes to the *Mineral Tenure Act* and mineral titles staking and permitting process and the impacts to grass roots exploration. He noted the lack of consultation with stakeholders and the concerns of potential impacts to future mine development.

Electoral Area C (Fort St. James Rural) – Update

Director Greenaway provided the following update:

- Fort St. James Secondary School students, in Collaboration with School District 91, Nak'azdli First Nation and Genesis Environmental Sciences built a platform boat for Selective Fisheries Research and Harvest
- Lee Brain, Vice President of Community and Stakeholder Relations, CityWest is planning to visit Fort St. James in June
- New Fort St. James Hospital Grand Opening will take place May 23 at 1:30 p.m.

Electoral Area E (Francois/Ootsa Rural) – Update

Director Lambert mentioned he held two meetings in Electoral Area E regarding the Bylaw Notice Enforcement Bylaw and Bylaw Enforcement Policy.

Director Lambert will be attending the BC Cattlemen's Association AGM on June 5-7. He also participates on the Land Stewardship Committee and has a meeting with the Minister of Forests on June 4.

Village of Telkwa – Update

Director Dekens commented the Village of Telkwa has sent a letter to the BCUC regarding the PNG rate increase as well as registering a Councillor as an intervenor in BCUC's process to consider the increase.

## **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

### Village of Burns Lake -Update

Director Wiebe provided the following update:

- Designers for the golf course being considered were in the community last week and surveyed the property under consideration
- 3<sup>rd</sup> Avenue and Government Street intersection road construction will be starting in June
- Village of Burns Lake awarded the contract to install services in the Village Heights area.

### Village of Granisle – Update

Director McGuire mentioned the following:

- At the May 21<sup>st</sup> Council meeting a Village of Granisle Councillor submitted their resignation effective August 31<sup>st</sup> as they are relocating
- There have been a number of houses sold in the community recently
- Successful in receiving funding through the REDIP Application for a \$1million infrastructure project along with RBA funding for the \$1.9 million remediation project of the Mammoth Lodge
- Attended the NCLGA AGM and Conference in Prince Rupert – May 12-15, 2025.

### Village of Fraser Lake – Update

Director Storey provided an update:

- Attended UBCM Advocacy week in Victoria and met with several Ministers and MLAs
- Received a Chainsaw carving from the District of Chetwynd
- Attended NCLGA AGM and Conference and met with the new CEO for COFI
- Fraser Lake Official Community Plan is in progress
- Proceeding with Water Tower Project
- Completing Phase 2 of the Arena upgrades and looking to move forward with Phase 3
- Spoke of a developing a Regional Fire Department and combining with BC Ambulance Service
- Will review Village of Fraser Lake's UBCM Minister meetings with Chair Parker.

### District of Fort St. James -Update

Director Elphee mentioned:

- Attended an ESS Fair on May 17 that was sponsored by the District of Fort St. James and Nak'azdli Whut'en
- Fort St. James Arena upgrades started last week and will be completed in August
- Off leash dog park opened last week
- Unhoused Population Pilot Project.

### **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

Artemis Gold Ltd. – Blackwater Project – Grand Opening Director Moutray announced that the Grand Opening of the Artemis Gold Ltd. Blackwater Gold Project will take place on May 30<sup>th</sup>.

Electoral Area A (Smithers/Telkwa Rural) – Update Director Stoltenberg provided the following update:

- Smithers Skateboard Park dedication is taking place May 29<sup>th</sup> with world class skateboarders in attendance
- Wildfire Emergency Society has recently purchased an equipment trailer
- Assisting one other society to set up with BC Wildfire service to provide service in their area
- Upgrade to Round Lake Hall which was originally built in 1921
- Lychak – Evelyn Community Hall – upgrade work to prevent vandalism.

Electoral Area F (Vanderhoof Rural) – Update Director Moon mentioned:

- Attended NCLGA in Prince Rupert May 12-15
  - o Tour and presentation of the evolution of Ridley Island was very interesting
  - o Lidstone and Company Presentation regarding Regional Districts – Legislative Reform also stood out
- Will be attending the Artemis Gold Ltd. Blackwater Gold Project Grand Opening May 30<sup>th</sup>
- Agriculture cow/calf pair sales at the auction in Kamloops were high
  - o Seeing some of the highest prices in history
  - o Some uncertainty for the future due to BC seeing some of the herds being reduced in numbers over the past couple years.

District of Houston – Update Director Brien reported that the new friendship centre is moving forward with construction with the tear down of the old building being complete. The District of Houston is hosting a Town Hall Meeting on June 19<sup>th</sup>.

Town of Smithers – Update Director Atrill spoke of the Skateboard Park Opening on May 29<sup>th</sup> and thanked Director Stoltenberg for his grant contribution and support of the project. The Park was built in honour of a young man who was taken early in life. There will be a learn to skate starting at 1:30 p.m. with the celebration scheduled to begin at 3:00 p.m.



**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

Director Atrill also provided the following update:

- Town of Smithers has written a letter to the BCUC regarding PNG's request for a rate increase for 2025-2027
- On May 23<sup>rd</sup> the Town of Smithers is hosting a large scale Emergency Training Event at the Smithers Regional Airport
- Dome Mountain Gold Project will re-commence gold production in July 2025
- Recognized Public Works Week and all those individuals that work for local government in Public Works.

Director Atrill acknowledged Director Greenaway's work as Past Chair of the NCLGA.

Village of Telkwa – Update

Director Dekens announced that the Village of Telkwa received grant funding for a Pickleball, Basketball and Tennis Court.

Chair Parker – Update

Chair Parker congratulated Director Atrill for being elected Chair of the NCLGA and thanked Director Greenaway for her work as Past President. Chair Parker noted the discussions at the NCLGA Conference and AGM around mental health and elected officials.

Chair Parker noted he is attending the Fort St. James Hospital Grand Opening on May 23, 2025 and will be meeting with the Cariboo and Fraser-Fort George Regional Districts CAOs and Chairs on May 27, 2025.

The Food Cycler Program started in Fraser Lake and Chair Parker mentioned that there was a good uptake for the machines.

Receipt of Verbal Reports

Moved by Director Dekens  
Seconded by Director Storey

2025-8-39

"That the Board receive the various Directors' verbal reports."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Storey  
Seconded by Director Stoltenberg

2025-8-40

"That this meeting be closed pursuant to Sections 90(1)(c), (e), (k), and 90(2)(b) of the *Community Charter* for the Board to deal with matters relating

- Labour Relations
- Recycling
- Solid Waste
- Environmental Assessment
- Boundary Expansion."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**ADJOURNMENT**

Moved by Director Storey  
Seconded by Director Stoltenberg

2025-8-41

"That the meeting be adjourned at 1:37 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY


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 Mark Parker, Chair

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 Wendy Wainwright, Deputy Director of Corporate Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, June 5, 2025**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Shane Brien Martin Elphee Judy Greenaway Clint Lambert – via Zoom Linda McGuire – via Zoom Shirley Moon Kevin Moutray Chris Newell – left at 12:02 p.m., returned at 12:47 p.m. Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – via Zoom – left at 11:57 a.m., returned at 12:00 p.m., left at 1:16 p.m., returned at 1:17 p.m. Henry Wiebe
	Directors Absent	Gladys Atrill, Town of Smithers Leroy Dekens, Village of Telkwa
	Alternate Director	Frank Wray, Town of Smithers
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Megan D'Arcy, Regional Agriculture Coordinator – left at 12:07 p.m. John Illes, Chief Financial Officer Amy Wainwright, Deputy Director of Planning and Development Services Wendy Wainwright, Deputy Director of Corporate Services Christopher Walker, Emergency Services Manager – left at 11:31 a.m. Scott Zayac, Director of Protective Services – left at 11:31 a.m.
	Others	Kim Menounos, Senior Manager, Interior Regional Programs and Nechako Watershed Roundtable Co-Chair, Fraser Basin Council – left at 11:31 a.m. Patience Rakochy, Northern Interior Lead for Air Quality, Fraser Basin Council – left at 11:31 a.m.
	Media	Jake Wray, Lakes District News – via Zoom

**CALL TO ORDER**

Chair Parker called the meeting to order at 10:58 a.m.

**FIRST NATIONS ACKNOWLEDGEMENT****AGENDA**

Moved by Director Stoltenberg  
Seconded by Director Brien

**C.W.2025-4-1**

"That the Agenda of the Committee of the Whole meeting of June 5, 2025 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES****Committee of the Whole  
Minutes –May 8, 2025**

Moved by Director Stoltenberg  
Seconded by Director Greenaway

**C.W.2025-4-2**

"That the Committee of the Whole Meeting Minutes of May 8, 2025 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**DELEGATION**

**FRASER BASIN COUNCIL – Kim Menounos, Senior Manager, Interior Regional Programs and Nechako Watershed Roundtable Co-Chair and Patience Rakochy, Northern Interior Lead for Air Quality Re: FBC Update – Nechako Watershed Roundtable and Community Wildfire Roundtable**

Chair Parker welcomed Kim Menounos, Senior Manager, Interior Regional Programs and Nechako Watershed Roundtable Co-Chair and Patience Rakochy, Northern Interior Lead for Air Quality, Fraser Basin Council.

Ms. Menounos and Ms. Rakochy provided a PowerPoint presentation.

**Fraser Basin Council Update**

- Purpose of Today's Presentation
- About FBC
- Board Composition
- FBC's Strategic Priorities
- FBC's Key Roles
- Organizational Updates
- Regional Watershed Work

## **DELEGATION (CONT'D)**

- Highlights
  - o Nechako Watershed Roundtable
    - Climate Change Adaptation and Resilience in the Nechako Watershed
- Collaborative Disaster Risk Reduction and Climate Adaptation
- Community Wildfire Roundtables
- Caribou Recovery
- Forest Landscape Planning Engagement
- Air Improvement
- Summary & Outlook.

The following was discussed:

- Projects in the area
  - o School District 91, Fort St. James Sr. Secondary, Nak'azdli First Nation and Genesis Environmental Sciences Selective Fisheries Research & Harvest Platform (boat)
  - o Beaver Dam Analogs
- Large scope of Fraser Basin Council (FBC)
  - o Encourage a focus on agriculture
- Living Lakes Monitoring Programs
- Large Lakes Study
- Support from the RDBN
  - o Collaborative discussions
- Coordinating and facilitating with the Ministry of Forests around Forest Landscape Plans
- Hazard risk mitigation.

Chair Parker thanked the delegation for attending the meeting.

## **ADMINISTRATION REPORTS**

### Union of BC Municipalities-Minister Meetings/Ministry Staff Meetings

The following Minister Meetings were discussed:

- Minister of Agriculture – Joint with Fraser-Fort George and Cariboo Regional District
  - o Foreign Ownership
- Minister of Post-Secondary Education and Future Skills
  - o College of New Caledonia did not receive funding for the Care Aid to Licensed Practical Nurse Program
    - Education where you live – better employee retention
- Minister of Health
  - o College of New Caledonia didn't receive funding for the Care Aid to Licensed Practical Nurse Program
    - Education where you live – better employee retention
  - o Emergency Room Closures
    - Determine if ER closures have occurred in more than one hospital in the region at the same time
  - o Volunteerism – funding for volunteers (Designate a Ministry to oversee)

## **ADMINISTRATION REPORTS (CONT'D)**

### Union of BC Municipalities-Minister Meetings/Ministry Staff Meetings (Cont'd)

- Minister of Water, Lands, Resource Stewardship
  - o Withdrawal of funding for the Nechako White Sturgeon Program
- Minister of Education and Child Care
  - o Lowered tax rate and schools facing major cuts in funding and lose of teachers
- Minister of Environment and Parks
  - o Illegal dumping
  - o Invasive weeds
    - Drought conditions create more invasive weed issues
- Minister of Agriculture and Food
  - o Invasive weeds
  - o Agriculture Land Reserve (ALR)
  - o Water Storage
- Minister of State for Local Governments and Rural Communities
  - o Write a letter regarding UBCM meetings being released days prior the start of the Conference
  - o Require meeting dates and times at minimum 2-3 weeks prior to the Conference start
- Ministry of Tourism, Arts, Culture and Sport
  - o Library Funding
- Minister of Social Development and Poverty Reduction
  - o Gaming Grants for Community Halls
- Minister of Transportation and Transit
  - o Crosswalk painting (Fort St. James/Area C)
  - o Airport Road (Fraser Lake)
- Minister of Forests
  - o Dugouts for cattle on Range Lands
- Minister of Indigenous Relations and Reconciliation
  - o Pathways agreements
- Minister of Emergency Management and Climate Readiness
  - o Funding for Emergency Support Services Team Leads
- Ministry of Mining and Critical Minerals
  - o Mineral Titles Staking and Permitting System
- Ministry of Energy and Climate Solutions
  - o Pacific Northern Gas Rate Increase 2025-2027
  - o Advocate for funding for rebate programs for high efficient furnaces
- Premier.

### **ADMINISTRATION REPORTS (CONT'D)**

#### Agricultural Land Use Inventory in RDBN 2025

Moved by Director Moon  
Seconded by Director Stoltenberg

C.W.2025-4-3

"That the Committee receive the Regional Agriculture Coordinator's Agricultural Land Use Inventory in RDBN 2025 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the accuracy of the survey and providing communication to the public regarding the Survey crews that will be making frequent stops across the region. The Committee discussed inviting Corrine Roesler, PAg, BC Ministry of Agriculture and Food to an upcoming meeting.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### RDBN Water Feasibility & Community Irrigation Project Update

Moved by Director Riis-Christianson  
Seconded by Director Moon

C.W.2025-4-4

"That the Board receive the Regional Agriculture Coordinator's RDBN Water Feasibility & Community Irrigation Project Update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Break for lunch at 12:07 p.m.**

**Reconvened at 12:47 p.m.**

### **ADMINISTRATION CORRESPONDENCE**

#### Ministry of Citizens' Services -Response to RDBN Letter Re: Cellular Services along Highway 16

Moved by Director Riis-Christianson  
Seconded by Director Moon

C.W.2025-4-5

"That the Board receive the response from the Ministry of Citizens' Services regarding the RDBN Letter Re: Cellular Services along Highway 16."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION CORRESPONDENCE (CONT'D)**

Union of BC Municipalities  
-2025 Meeting Request  
Form – BC Hydro

Moved by Director Greenaway  
Seconded by Director Brien

C.W.2025-4-6

"That the Board receive the correspondence from the Union of BC Municipalities regarding the 2025 Meeting Request Form from BC Hydro."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADJOURNMENT**

Moved by Director Stoltenberg  
Seconded by Director Greenaway

C.W.2025-4-7

"That the meeting be adjourned at 12:55 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of  
Corporate Services



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL SERVICES COMMITTEE MEETING****Thursday, June 5, 2025**

<b>PRESENT:</b>	Chair	Michael Riis-Christianson
	Directors	Judy Greenaway Clint Lambert – via Zoom Shirley Moon Chris Newell Mark Parker Stoney Stoltenberg
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Jason Blackwell, Regional Fire Chief Megan D’Arcy, Regional Agriculture Coordinator – via Zoom – arrived at 10:16 a.m. John Illes, Chief Financial Officer Amy Wainwright, Deputy Director of Planning and Development Services Wendy Wainwright, Deputy Director of Corporate Services Scott Zayac, Director of Protective Services – arrived at 10:57 a.m.
	Others	Martin Elphee, District of Fort St. James Linda McGuire, Village of Granisle – via Zoom Kevin Moutray, District of Vanderhoof – arrived at 9:56 a.m. Jason Olmsted, RPF, P.Eng., Northern Engineering Group Leader, Integrated Resource Operations Division, Engineering Branch, Ministry of Forests – via Zoom – left at 10:11 a.m. Sarrah Storey, Village of Fraser Lake – via Zoom – arrived at 9:50 a.m., left at 9:55 a.m., returned at 9:57 a.m. Henry Wiebe, Village of Burns Lake
	Media	Jake Wray, LD News – via Zoom

**CALL TO ORDER**

Chair Riis-Christianson called the meeting to order at 9:45 a.m.

**AGENDA**Moved by Director Stoltenberg  
Seconded by Director ParkerRSC.2025-6-1

“That the Rural Services Committee Agenda for June 5, 2025 be approved as amended.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **MINUTES**

Rural Services Committee  
Meeting Minutes  
-May 8, 2025

Moved by Director Stoltenberg  
Seconded by Director Greenaway

RSC.2025-6-2

"That the minutes of the Rural Services Committee meeting of May 8, 2025 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DELEGATION**

### **MINISTRY OF FORESTS – Jason Olmsted, RPF, P.Eng. Northern Engineering Group Leader.** **Integrated Resource Operations Division, Engineering Branch Re: Resource Roads – via Zoom**

Chair Riis-Christianson welcomed Jason Olmsted, RPF, P.Eng., Northern Engineering Group Leader, Integrated Resource Operations Division, Engineering Branch, Ministry of Forests.

Mr. Olmstead noted that the Engineering Group provides support to all Forest Districts in the north in relation to forestry roads and networks. They provide three support roles:

- Funding source
  - Operational funding for road maintenance
  - Capital funding
    - Build new bridges and road construction (only applied to capital Forest Service Roads (FSRs))
  - Liability fund to deactivate roads
- Provides professional oversight practices and services for roads and bridges
- Policy and standards division
  - Sets policy, legislation and guidelines for use of funding.

Discussion took place regarding:

- Use of FSRs for recreational purposes
- Recent decrease in forestry activity impacting maintenance
- Annual budget for capital and operational road works
- Morice-Owen FSR
  - Competing users
    - High recreational use
    - Morice River
    - Coastal GasLink
    - Forestry companies
    - Mining and Exploration companies
  - Sharing road costs is inequitable
- User groups have different maintenance standards
- Highway access to an FSR requires the Ministry of Transportation and Transit to maintain road
- Possible solutions in the province to address the inequities of shared costs for road users
- Road user groups

### **DELEGATION (CONT'D)**

- When a main contractor is no longer utilizing an FSR the Province can take over the care and maintenance outlined in their policies and standards
- Mr. Olmstead indicated he could meet individuals regarding specific areas along with the Forest District Manager
- Closures of historical FSRs traversing through private property
  - o Antimony FSR
  - o Extensively utilized by cabin owners and other users in the area
  - o Consultation with the public and road users when closure of an FSR is considered
- Changes in provincial regulations approximately 5 years ago wherein the Ministry of Forest or Transportation used taxpayers' dollars to fund a road, they would then be responsible for that road and that no longer occurs
- Director Newell will follow up with the Nadina District Manager
- Chair Riis-Christianson spoke of following up with Land Tenures department of the Ministry of Forests.

Chair Riis-Christianson thanked Mr. Olmstead for attending the meeting.

### **DEVELOPMENT SERVICES**

Crown Land Referral Moved by Director Greenaway  
No. 7410358 – Electoral Area C Seconded by Director Parker  
(Fort St. James Rural)

RSC.2025-6-3 "That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410358."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Crown Land Referral No. Moved by Director Greenaway  
6409543 – Electoral Area E Seconded by Director Stoltenberg  
(Francois/Ootsa Lake Rural)

RSC.2025-6-4 "That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6409543."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Peace River Regional District Removed from Rural Services Committee Agenda and moved to  
Referral Regional Growth Board Agenda.  
Strategy Bylaw No. 2571

## **REPORTS**

### Resource Roads

Moved by Director Newell  
Seconded by Director Moon

### RSC.2025-6-5

"That the Committee receive the Manager of Strategic Initiatives and Rural Service's Resource Roads memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Rural Community Hall Support

Moved by Director Moon  
Seconded by Director Stoltenberg

### RSC.2025-6-6

"That the Committee receive the Manager of Strategic Initiatives and Rural Service's Rural Community Hall Support memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Lambert commented that he has considered creating a service to support rural community halls. He also spoke of encouraging the installation of commercial kitchens to assist farmers markets and other producers. Director Lambert noted the use of Community Halls for seniors' gatherings and community social activities.

The following was discussed:

- Utilizing industrial and utilities taxation to support Community Halls
- Volunteerism
  - Volunteer Canada
- Inviting all the Community Hall representatives from across the region to attend a brainstorming session to discuss possible solutions and ideas
  - Provide pros and cons for various ideas
- Challenges for Community Halls to obtain insurance due to costs
- Investigating the options for Insurance Buyers Groups.

### Rural Community Hall Support

Moved by Director Moon  
Seconded by Director Lambert

### RDC.2025-6-7

"That the Committee recommend that the Board invite the leaders of the region's Community Halls to a brainstorming session to discuss ideas and possible support for the halls."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Greenaway  
Seconded by Director Newell

RSC.2025-6-8

"That this meeting be closed to the public pursuant to Section 90(1)(c) of the *Community Charter* for the Board to deal with matters relating to Labour Relations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Greenaway  
Seconded by Director Newell

RSC.2025-6-9

"That the meeting be adjourned 10:30 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Deputy Director of Corporate Services



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cameron Kral, Planner

**Date:** June 19, 2025

**Subject:** **Rezoning Application RZ F-02-25**  
**First and Second Reading for Rezoning Bylaw No. 2077, 2025**

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

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2077, 2025" be given first and second reading and subsequently be taken to Public Hearing.
  2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2077, 2025" be delegated to the Director or Alternate Director for Electoral Area F.
- 

### EXECUTIVE SUMMARY

This application requests to rezone an approximately 10.3 ha portion of the subject property from the Agricultural Zone (Ag1) to the Large Holdings Zone (H2) and an approximately 0.19 ha portion from the Ag1 Zone to the Agricultural Industry Zone (M3). The purpose of this application is to facilitate the future subdivision of the property into two parcels to separate the applicant's abattoir from their residence so the abattoir may be sold. The applicant has also applied to the RDBN for a Development Variance Permit (DVP) to reduce the setback for the existing abattoir from the proposed new property line.

The applicant has received approval from the ALC to subdivide the subject property. However, a discrepancy between the subdivision boundary approved by the ALC and the boundary proposed in this application arose after additional survey work was completed. The applicant advised staff they wish to proceed with the currently proposed boundary and hold a Public Hearing once they have received an interpretation from the ALC whether the proposed boundary complies with the ALC's existing decision.

Planning Department staff recommend Bylaw No. 2077, 2025 receive first and second readings and subsequently be taken to public hearing.

Pursuant to Section 52(3)(a) of the Transportation Act, the proposed bylaw requires approval from the Ministry of Transportation and Infrastructure after third reading and prior to adoption as the property is within 800 m of an intersection on Highway 16.

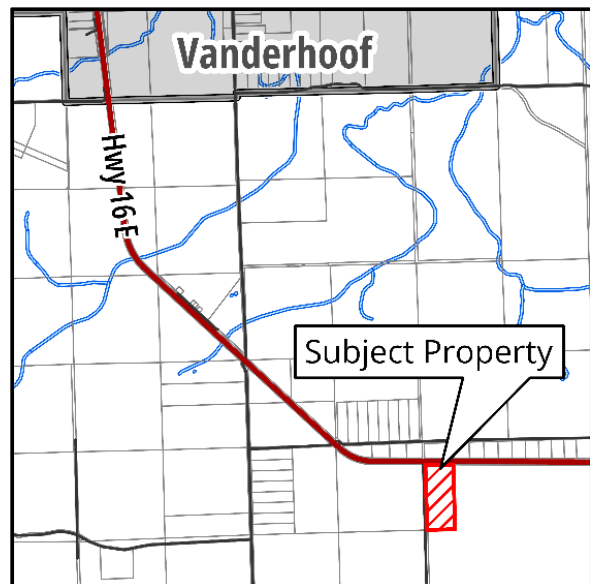
## APPLICATION SUMMARY

<b>Name of Agent / Owner:</b>	Albert Koehler, Vector Geomatics Land Surveying Ltd. (Agent). Brian Dwain Funk (Owner)
<b>Electoral Area:</b>	F (Vanderhoof Rural)
<b>Subject Property:</b>	6900, 7000 Tiechroeb Road, legally described as Lot A, Section 13, Township 2, Range 4, Coast District, Plan PRP44514 (PID 024-589-586)
<b>Property Size:</b>	≈16.27 ha (≈40.20 ac)
<b>OCP Designation:</b>	Agriculture (AG) and Industry (I) in "Regional District of Bulkley-Nechako Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 (the OCP)
<b>Zoning:</b>	Agricultural Zone (Ag1) and Agricultural Industry Zone (M3) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Building Inspection</b>	Within the Building Inspection area
<b>Fire Protection</b>	Not within a Fire Protection area
<b>Existing Land Uses:</b>	Abattoir, Agriculture and Residential
<b>Location:</b>	Teichroeb Road off Highway 16, approximately 3.5 km south of the District of Vanderhoof (see Location Map below).

### Location Map:

### PROPOSAL

The applicant is requesting to rezone an approximately 10.3 ha (≈25.45 ac) portion of the subject property from the Agricultural Zone (Ag1) to the Large Holdings Zone (H2), and an approximately 0.19 ha (≈0.47 ac) portion from the Ag1 Zone to the Agricultural Industry Zone (M3). The purpose of this rezoning is to facilitate the future subdivision of the property into two parcels to separate the applicant's abattoir from their residence so the abattoir may be sold (see Proposed Site Plan on next page).



The applicant has also applied to the RDBN for a Development Variance Permit (DVP) to reduce the setback for the existing abattoir from the new property line.

## DISCUSSION

### Background

The applicant has operated an abattoir known as the Country Locker on the subject property since 1999. The abattoir is located on the northern portion of the property in the M3 Zone while the applicant resides in a residence on the southern portion of the property in the Ag1 Zone. The applicant also operates a small hobby farm on both parts of the subject property.

The applicant wishes to subdivide the abattoir from the Remainder and sell the abattoir to a prospective buyer. Staff discussed the need to apply to rezone the Remainder and apply for a DVP with the applicant during their ALC application. The applicant decided to wait until the outcome of the ALC's decision before applying to the RDBN.

### Official Community Plan and Zoning

#### Existing OCP Designation and Zoning

The Remainder is designated **Agriculture (AG)** pursuant to the OCP and is zoned **Agricultural (Ag1)** pursuant to the Zoning Bylaw.

Most of Proposed Lot 1 is designated **Industry (I)** pursuant to the OCP and is zoned **Agricultural Industry (M3)**

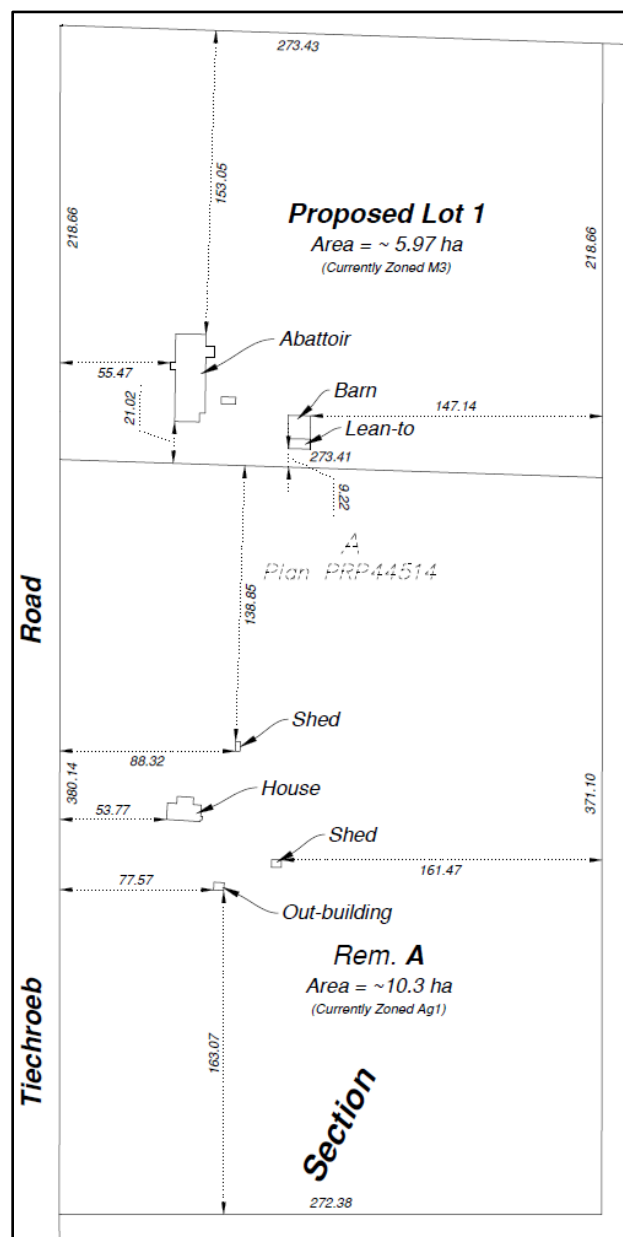
pursuant to the Zoning Bylaw. However, a small approximately 0.19 ha portion of Proposed Lot 1 is designated **AG** and zoned **Ag1** (see Zoning map on next page).

The intent of the AG designation is to preserve land for the purposes of farming and other related activities.

Section 3.1.2(3) of the OCP contains the following policy regarding the subdivision of lands within the AG Designation:

*"A minimum parcel size of 16 hectares (39.5 acres) is supported unless a different parcel size is approved by the Agricultural Land Commission".*

### Proposed Site Plan





Section 5.2 of the OCP states land with the AG Designation may be considered for rezoning to allow the following types of uses, unless otherwise restricted within this Plan:

*In areas so designated, the Small Holdings (H1), Large Holdings (H2), Agricultural (Ag1), Rural Resource (RR1), and Agricultural Industry (M3) zones, or new zones with similar uses, may be considered.*

In staff's opinion, the applicant's desired subdivision and proposed rezoning are consistent with the OCP.

The applicant's desired subdivision proposes a parcel size of approximately 10.3 ha for the Remainder and approximately 5.97 ha for Proposed Lot 1. Section 4.0.8(a) of the Zoning Bylaw states a parcel created by subdivision must meet the largest minimum area requirement that applies to any portion of that parcel. Therefore, given the current zoning, Proposed Lot 1 and the Remainder must meet the Ag1 Zone's 16 ha minimum parcel area requirement

#### Proposed Zoning

The applicant is proposing to rezone an approximately 0.19 ha portion of Proposed Lot 1 from the **Ag1 Zone** to the **M3 Zone** so that all of it is zoned M3, which allows for a minimum parcel area of 2.0 ha that may be created by subdivision.

The applicant is also proposing to rezone all the Remainder (approximately 10.3 ha) from the **Ag1 Zone** to the **Large Holdings Zone (H2)**, which allows for a minimum parcel area of 8.0 ha that may be created by subdivision. Table 1 on the next page provides a comparison of the permitted uses and densities between the Ag1 and H2 Zones.

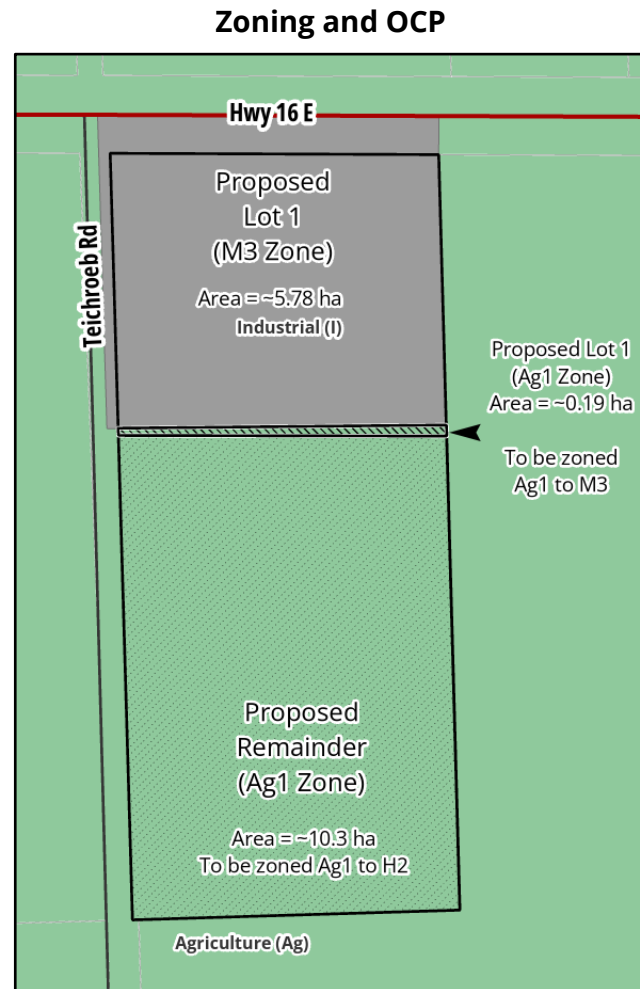


Table 1. Permitted uses and densities in the Ag1 and H2 Zones for the Proposed Remainder

	Ag1 Zone (Current)	H2 Zone (Proposed)
<b>Principal Uses</b>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Intensive Agriculture</li> <li>• Single Family Dwelling</li> <li>• Farmer's Market</li> <li>• Portable Sawmill</li> <li>• Rural Retreat</li> <li>• Large Kennel</li> <li>• Primitive Campground</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Intensive Agriculture<sup>1</sup></li> <li>• Single Family Dwelling</li> <li>• Two Family Dwelling</li> <li>• Portable Sawmill</li> <li>• Rural Retreat</li> <li>• Utility<sup>2</sup></li> <li>• Skiing Facility<sup>2</sup></li> </ul>
<b>Secondary Uses</b>	<ul style="list-style-type: none"> <li>• Guest Ranch (<i>if Agriculture or Intensive Agriculture is a Principal Use</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Guest Ranch (<i>if Agriculture or Intensive Agriculture is a Principal Use</i>)</li> <li>• Kennel<sup>3</sup></li> <li>• Large Kennel<sup>3</sup></li> </ul>
<b>Density</b>	<ul style="list-style-type: none"> <li>• Two SFDs (<i>unless additional dwellings are permitted by the ALC</i>)</li> <li>• 10 sites per ha in a Primitive Campground</li> </ul>	<ul style="list-style-type: none"> <li>• Three Dwelling Units</li> <li>• Two SFDs</li> </ul>
<b>Limitations on Use</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum combined TFA of 800 m<sup>2</sup> for all Dwelling Units<sup>1</sup></li> </ul>

### Staff Comments

The applicant has received approval from the ALC to subdivide the subject property. The agricultural impacts of subdivision were evaluated as part of ALC application ALR 1272, which was considered by the Board on August 15, 2024 (see Attachments for ALR 1272 Board Report and ALC decision).

However, staff noted a discrepancy between the subdivision boundary approved by the ALC and the boundary proposed in this application. The applicant stated this discrepancy arose when additional survey work was completed after the ALC approval decision. The applicant advised staff they wish to proceed with the location of the currently proposed boundary and hold a Public Hearing once they have received an interpretation from the ALC whether the proposed boundary complies with the existing decision.

Planning Department staff recommend Bylaw No. 2077, 2025 receive first and second readings and subsequently be taken to public hearing.

<sup>1</sup> Intensive Agriculture uses are only permitted in the H2 Zone on parcels 8.0 ha or larger.

<sup>2</sup> Utility and Skiing Facility uses are only permitted in the H2 Zone on lands designated Ski Smithers Development Area in the "Smithers Telkwa Rural OCP".

<sup>3</sup> Kennel and Large Kennel uses are only permitted in the H2 Zone if a SFD or TFD is the Principal Use and the parcel is at least 2.0 ha and 8.0 ha respectively.

## Referrals

This application was referred to the Ministry of Agriculture and Food, the Ministry of Transportation and Transit, the Ministry of Environment and Parks, and the District of Vanderhoof. This application was not referred to the Electoral Area F Advisory Planning Commission (APC) as the APC already provided comment on the applicant's ALC application. Any responses received will be made available at the Public Hearing.

## ATTACHMENTS

- Bylaw No. 2077, 2025
- [Applicant Submission](#) (Link)
- [ALR 1272 Board Report, August 15, 2024](#) (Link)
- [ALR 1272 Site Visit Photos, July 19, 2024](#) (Link)
- [Reasons for Decision – ALC Application 100959, March 4, 2025](#) (Link)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2077, 2025**

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that portions of the following lands totalling  $\pm 16.27$  ha is rezoned from the Agricultural Zone (Ag1) to the Large Holdings Zone (H2) and the Agricultural Industry Zone (M3):

Lot A Section 13 Township 2 Range 4 Coast District Plan PRP44514 as shown on  
Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2077, 2025".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 2077, 2025".

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Corporate Administrator

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

\_\_\_\_\_  
for Minister of Transportation & Transit

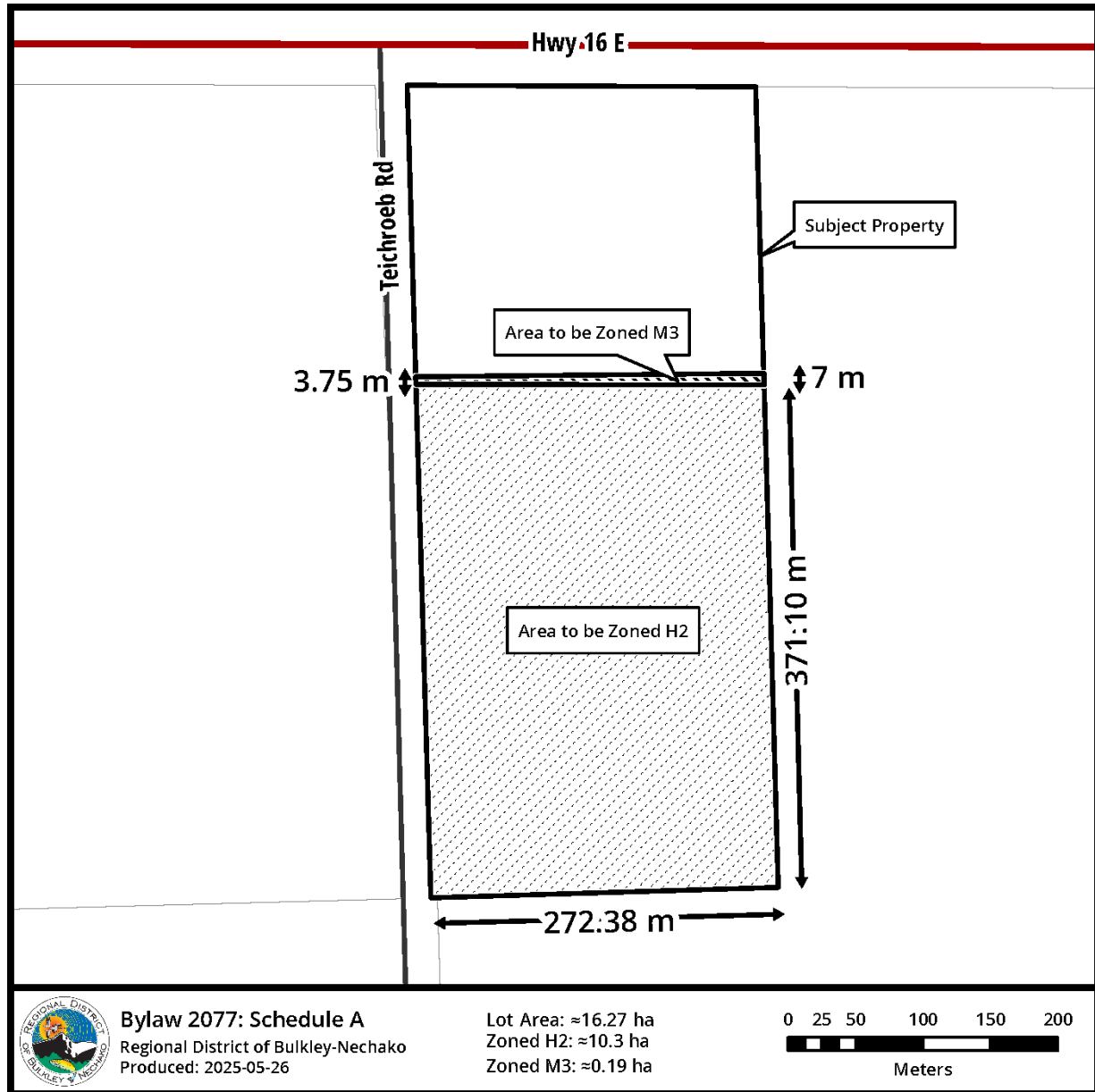
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Corporate Administrator

**SCHEDULE "A" BYLAW NO. 2077**

A  $\pm 10.3$  ha portion of the lands legally described as Lot A Section 13 Township 2 Range 4 Coast District Plan PRP44514, are rezoned from the "Agricultural Zone (Ag1)" to the "Large Holdings Zone (H2)"; and a  $\pm 0.19$  ha portion are rezoned from the Agricultural Zone (Ag1) to the Agricultural Industry Zone (M3), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 2077, 2025

\_\_\_\_\_  
 Corporate Administrator



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cameron Kral, Planner

**Date:** June 19, 2025

**Subject:** **Development Variance Permit Application No. F-01-25**

---

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

1. That the Board approve Development Variance Permit F-01-25 for the property located at 6900 and 7000 Teichroeb Road to vary the following section of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020:
  - Section 24.0.5.2(a) by reducing the minimum setback of a building used for Intensive Agriculture from a Parcel Line from 60 metres to 21.0 m for the existing Abattoir.
2. That the Board direct staff to issue Development Variance Permit F-01-25 subject to adoption of Rezoning Bylaw No. 2077, 2025 by the Board.

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**EXECUTIVE SUMMARY**

This application proposes to reduce the setback requirement for a building used for Intensive Agriculture from a Parcel Line from 60 m to 21.0 m for an existing Abattoir. The purpose of this application is to accommodate the future subdivision of the subject property into two parcels to separate the applicant's abattoir from their residence so the abattoir may be sold. The applicant has also applied to the RDBN to rezone the subject property to facilitate their desired subdivision.

Staff do not anticipate any negative impacts on the area associated with the proposed variance. Support for this application is recommended subject to adoption of Rezoning Bylaw No. 2077, 2025 by the Board.

## APPLICATION SUMMARY

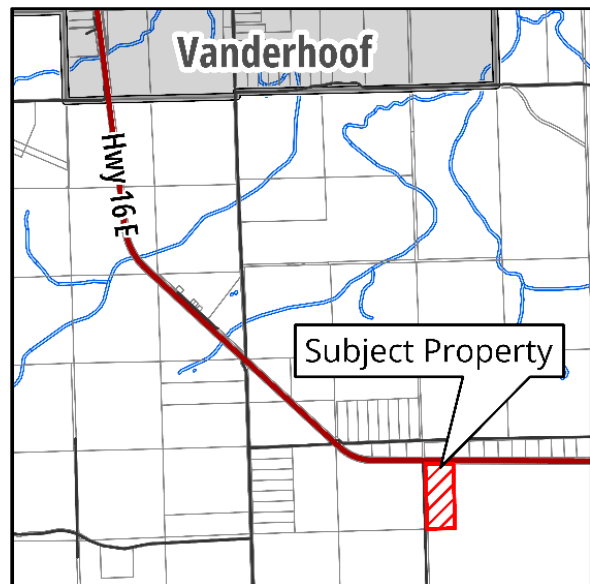
<b>Name of Agent / Owner:</b>	Albert Koehler, Vector Geomatics Land Surveying Ltd. (Agent). Brian Dwain Funk (Owner)
<b>Electoral Area:</b>	F (Vanderhoof Rural)
<b>Subject Property:</b>	6900, 7000 Teichroeb Road, legally described as Lot A, Section 13, Township 2, Range 4, Coast District, Plan PRP44514 (PID 024-589-586)
<b>Property Size:</b>	≈16.27 ha (≈40.20 ac)
<b>OCP Designation:</b>	Agriculture (AG) and Industry (I) in "Regional District of Bulkley-Nechako Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 (the OCP)
<b>Zoning:</b>	Agricultural Zone (Ag1) and Agricultural Industry Zone (M3) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Building Inspection</b>	Within the Building Inspection area
<b>Fire Protection</b>	Not within a Fire Protection area
<b>Existing Land Uses:</b>	Abattoir, Agriculture and Residential
<b>Location:</b>	Teichroeb Road off Highway 16, approximately 3.5 km south of the District of Vanderhoof (see Location Map below).

### Location Map:

### PROPOSAL

The applicant is requesting a Development Variance Permit (DVP) to allow an existing Abattoir 21.0 (68.96 ft) from the proposed new parcel line to the south. The purpose of this application is to accommodate the future subdivision of the property into two parcels to separate the applicant's abattoir from their residence so the abattoir may be sold (see Proposed Subdivision plan on next page).

Section 24.0.5.2(a) of the Agricultural Industry Zone (M3) states no building or portion thereof used for Intensive Agriculture shall be located within 60 m (196.85 ft) of a parcel line.





## DISCUSSION

The applicant has operated an abattoir known as the Country Locker on the subject property since 1999. The abattoir is located on the northern portion of the property in the M3 Zone while the applicant resides in a residence on the southern portion of the property in the Ag1 Zone. The applicant also operates a small hobby farm on both parts of the subject property. The applicant wishes to subdivide the abattoir from the Remainder and sell the abattoir.

Staff discussed the need to apply to rezone the Remainder and apply for a DVP with the applicant during their ALC application. The applicant decided to wait until the outcome of the ALC 's decision before applying to the RDBN.

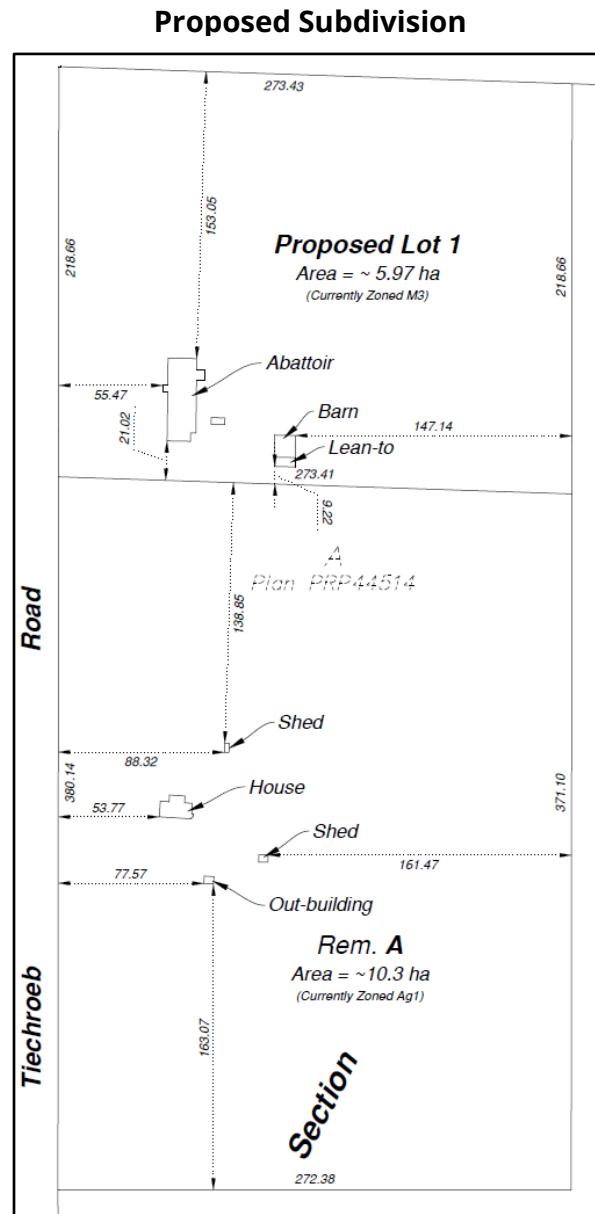
## Staff Comments

The agricultural impacts of subdivision were evaluated as part of ALC application ALR 1272, which was considered by the board on August 15, 2024. The land use impacts of subdivision will be evaluated as part of the applicant's rezoning application RZ F-02-25 which is on the June 19, 2025 agenda for First and Second Reading.

The Building Inspectors have no objections to the proposed variance and staff do not anticipate any negative impacts on the area associated with the proposed variance. Support for this application is recommended subject to adoption of Rezoning Bylaw No. 2077, 2025 by the Board.

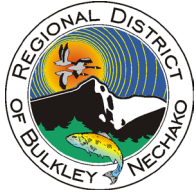
## PUBLIC CONSULTATION

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 June 19, 2025 Board meeting.



**ATTACHMENTS**

- Development Variance Permit F-01-25
- [Applicant Submission](#) (Link)
- [Site Visit Photos, May 30, 2025](#) (Link)



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### DEVELOPMENT VARIANCE PERMIT NO. F-01-25

ISSUED TO:                      Brian Dwain Funk  
                                         6900 and 7000 Teichroeb Road  
                                         Vanderhoof BC, V0J 3A1

WITH RESPECT TO THE FOLLOWING LANDS:

**6900 and 7000 Teichroeb Road, legally described as Lot A Section 13 Township 2 Range 4 Coast District Plan PRP44514 (the "Lands")**

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
  - Section 24.0.5.2(a) by reducing the setback of a building used for Intensive Agriculture from a Parcel Line from 60 metres to 21.0 metres.
2. This variance applies only to the existing abattoir 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 this 21.0 metre setback area.
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. 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 \_\_\_\_\_, 2025.

PERMIT ISSUED on this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
 Corporate Administrator

**Hwy 16 E****Teichroeb Rd****Proposed Lot 1**Subject  
Property

Abattoir

Setback varied to 21.0 metres

**Remainder Lot A**



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Deneve Vanderwolf, Planning Technician  
**Date:** June 19, 2025  
**Subject:** **Advisory Planning Commission Member Appointment**

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

That the Board remove Carol Gibson and appoint Jennifer Williams to the Advisory Planning Commission for Electoral Area G (Houston/Granisle Rural).

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"Regional District of Bulkley Nechako Advisory Planning Commission Bylaw No. 1501, 2009" states in Section 3.2 that the Regional District Board, by resolution, shall appoint members to an Advisory Planning Commission on the recommendation of the Electoral Area Director for a term of four years. The Board may at its sole discretion, upon recommendation of the Electoral Area Director, terminate the appointment of any member or appoint new members at any time.

The Director for Electoral Area G recommends that the Regional District Board removes Carol Gibson and adds Jennifer Williams to the Advisory Planning Commission for Electoral Area G (Houston/Granisle Rural).



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planner  
**Date:** June 19, 2025  
**Subject:** **ALR Non-Farm Use (Removal of Soil) Application No. 1277**

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### RECOMMENDATIONS:

(all/directors/majority)

- 1) That Agricultural Land Reserve Non-Adhering Residential Use Application No. 1277 be recommended to the Agricultural Land Commission for approval. Further, that the ALC ensure appropriate remediation throughout the life of the proposed Non-Farm Use.
- 2) That the ALC and the Ministry of Mining and Critical Minerals be requested to ensure an adequate vegetation buffer is maintained around the perimeter of the site and any sensitive ecosystems along Driftwood Creek are preserved.

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### EXECUTIVE SUMMARY

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use – Removal of Soil (NFU) application to renew operations at an inactive sand and gravel pit on the subject property. The application proposes to extract approximately 125,000 m<sup>3</sup> of material from a NFU area of 10.45 ha. Approximately half of the proposed NFU covers previously disturbed ground from the existing pit. The reclamation plan states the site will be reclaimed for grazing.

Staff recommend the application be forwarded to the ALC for approval and that the ALC ensure appropriate remediation throughout the life of the proposed NFU. Staff also recommend the ALC and the Ministry of Mining and Critical Minerals be requested to ensure an adequate vegetation buffer is maintained around the perimeter of the site and any ecological values along Driftwood Creek are preserved.

Should ALC approval be granted, the applicant will be required to submit a Temporary Use Permit (UP) application for any aggregate processing activities (e.g. screening, washing and crushing). Impacts to neighbouring residents will be considered during the TUP process.

## APPLICATION SUMMARY

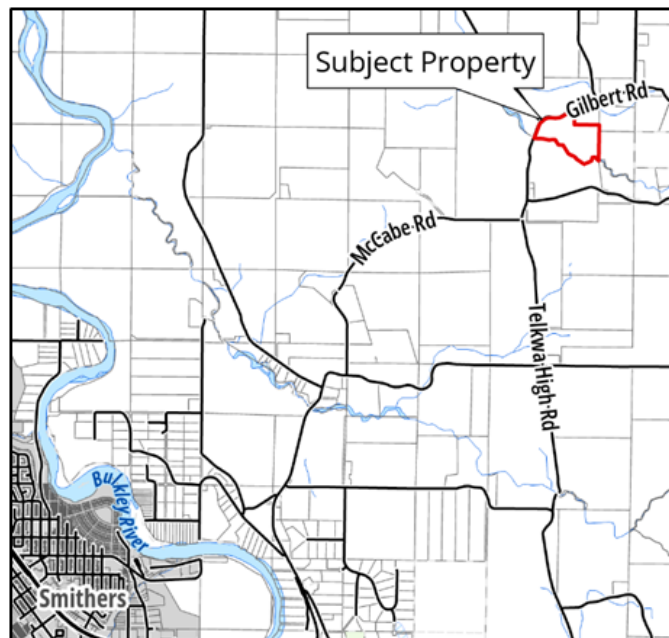
<b>Name of Agent / Owner:</b>	Leigh Purnell, West Fraser Concrete Ltd
<b>Electoral Area:</b>	A (Smithers/Telkwa Rural)
<b>Subject Property</b>	3901 Gilbert Road, legally described as Lot 3 Section 10 Township 2A District Lot 850 Range 5 Coast District Plan 6536 Except Plan 7543 (PID: 009-943-528)
<b>Property Size:</b>	Approximately 23.97 ha (≈59.23 ac)
<b>OCP Designation:</b>	Agriculture (AG) in "Regional District of Bulkley-Nechako Smithers Telkwa Rural OCP Bylaw No. 1704, 2014" (the OCP)
<b>Zoning:</b>	Agricultural (Ag1) in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Existing Land Use:</b>	Aggregate Extraction (inactive)
<b>Location:</b>	Approximately 6 km northeast of the Town of Smithers (see Location Map below). To the east is a mix of small to medium sized rural residential parcels, to the south is Driftwood Creek and a small farm; to the west is an undeveloped parcel between Driftwood Creek and Telkwa High Road and a larger farm on the west side of the creek; and to the north is a forested parcel that is partially farmed along Telkwa High Road.
<b>Non-Farm Use Area:</b>	10.45 ha (25.82 ac)

### Location Map:

### PROPOSAL

The applicant is requesting Agricultural Land Commission (ALC) approval for a Non-Farm Use - Removal of Soil (NFU) application to renew operations and expand a former sand and gravel pit on the subject property.

The applicant is proposing to extract and process approximately 125,000 m<sup>3</sup> of material from a NFU area of 10.45 ha (25.82 ac) over a 25-year period. The purpose of the NFU is to supply material for concrete manufacturing.





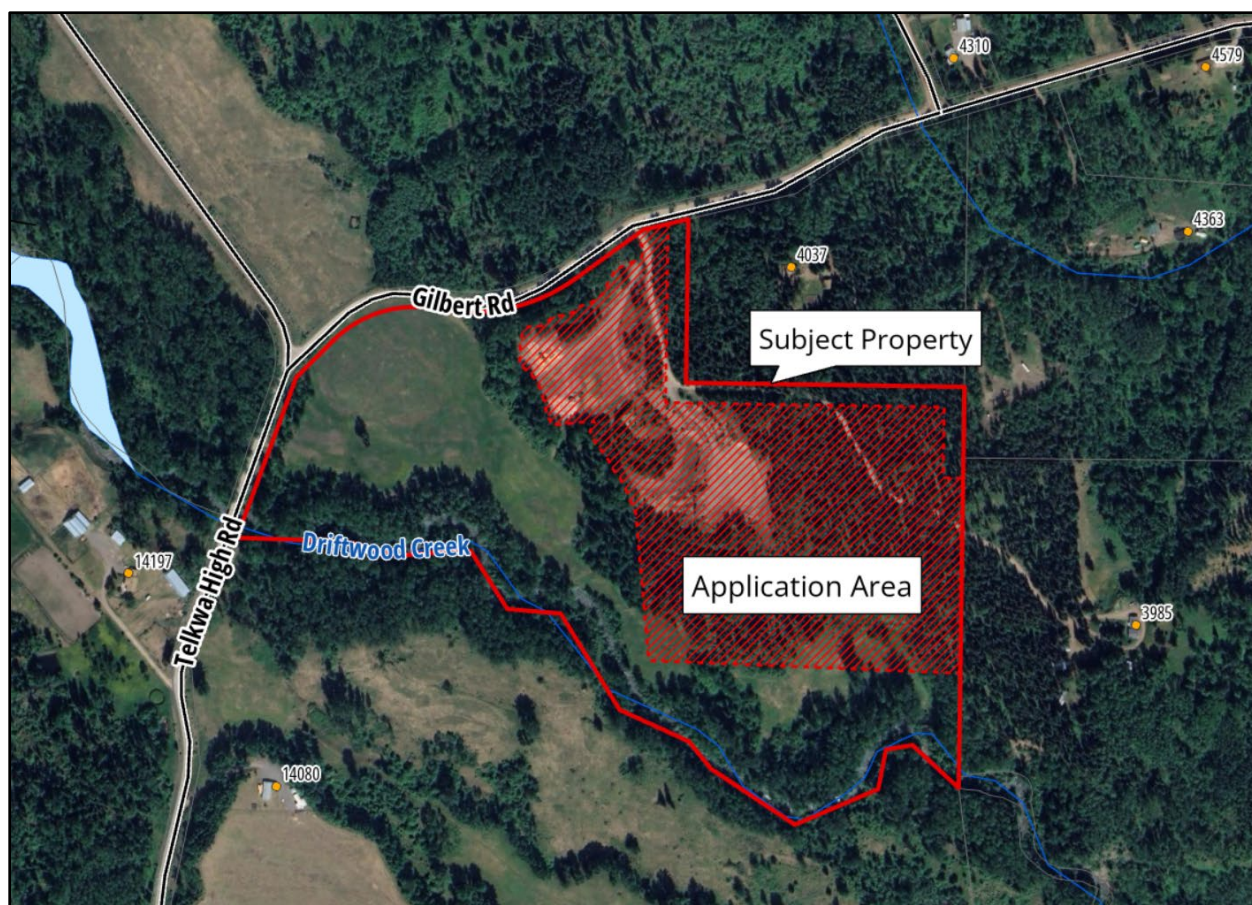
Staff note the application originally proposed a NFU area of 9.55 ha, but the applicant wishes to include the 0.90 ha “Existing Sawmill Area” as shown on the attached site plan (see Applicant ALC Submission).

Based on the applicant’s description to staff, it appears operations will include an excavator, loader, screening plant and one or more trucks. Excavated material will be fed into the screening plant and stockpiled using a loader. Stockpiled material will then be hauled offsite by truck.

Operations are expected to occur intermittently between May and October as material is needed, with approximate hours of operation between 7:00 AM to 3:00 PM, Monday to Friday. No operations are expected on Saturday or Sunday.

## DISCUSSION

### Site and Location Details



Approximately half the proposed NFU area is within the footprint of a former sand and gravel pit known as Gilbert Pit/Tugnum Pit. It is unknown when the pit was discontinued, but the applicant stated it was inactive when West Fraser purchased the property in 2023. RDBN records indicate the existing pit had operated intermittently since the 1950s until at least 2014.



A log home construction business was operated by the previous owner in the northwest corner of the application area under a now expired TUP and a non-transferrable ALC NFU approval. The log home construction business was also discontinued prior to the applicant purchasing the subject property and RDBN records indicate it had operated until at least 2015. No agricultural uses, improvements, or other structures are located on the property.

Six residences are located within half a kilometre (500 m) of the application area. The nearest residence is located approximately 125 m (410 ft) northeast of the application area. The Driftwood Community Hall is located approximately 650 m southwest of the application area. Driftwood Creek runs along the southern boundary of the subject property with its closest section being approximately 43 m (141 ft) southwest of the application area.

The perimeter of the subject property and the existing pit are screened by trees and other vegetation (see attached Site Visit Photos). When asked about dust and noise impacts, the applicant stated operations will only occur seasonally using minimal equipment and limited operating hours; preventative maintenance programs for equipment will be used; and operations will cease on very hot, dry days.

### **Official Community Plan**

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

- (6) *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.*

Staff note the Driftwood Creek high, medium and low bench floodplains are designated as a sensitive ecosystem for Black Cottonwood, Red Osier Dogwood and Prickly Rose under Schedule C of the OCP.

### **Zoning**

The subject property is zoned Agricultural (Ag1) pursuant to the Zoning Bylaw. The Zoning Bylaw cannot regulate the removal or deposit of soil. However, Aggregate Processing, which includes screening, washing and crushing is not a permitted use in the Ag1 Zone. Staff informed the applicant that Aggregate Processing cannot legally occur on the subject property prior to the issuance of a TUP from the RDBN. The applicant indicated they intend to apply for a TUP once they are further along the provincial approving process.

### **Reclamation and Agricultural Capability**

The applicant provided a reclamation plan prepared by a Professional Agrologist to reclaim the proposed NFU area for an end land use of grazing for agriculture. Reclamation activities include stockpiling topsoil to be reapplied in the future; recontouring the final pit walls to a 3:1 slope and soil decompaction. Invasive plant management measures are also included.

Both Canada Land Inventory mapping and the applicant's Reclamation Report indicate the subject property currently has an agricultural capability ranging from Class 4-5, limited by stoniness, and soil moisture deficiency; and the applicant's Reclamation Plan indicates a limitation of excess groundwater. The applicant's Reclamation Plan indicates the agricultural capability of the application area is improvable to Class 3AD, limited by soil moisture deficiency and undesirable soil structure. Staff note Class 3 is considered prime agricultural soil in B.C.

### **Planning Department Comments**

Staff recommend the application be forwarded to the ALC for approval and that the ALC ensure appropriate remediation throughout the life of the proposed Non-Farm Use. Staff also recommend the ALC and the Ministry of Mining and Critical Minerals be requested to ensure an adequate vegetation buffer is maintained around the perimeter of the site and any sensitive ecosystems along Driftwood Creek are preserved.

### **Referrals**

The **RDBN Agriculture Coordinator** provided the attached comments on surrounding agriculture, the proposed site, and Driftwood Creek.

The **Area A Advisory Planning Commission** supported the application at their May 5, 2025 meeting.

The **Ministry of Agriculture and Food** provided the attached letter with comments on the applicant's reclamation plan and potential agricultural impact of the proposal.

The **Town of Smithers** provided the attached letter stating they have no concerns with the proposal.

**ATTACHMENTS**

- Appendix A – Agriculture Capability
- Appendix B – Surrounding ALR Applications
- [Applicant ALC Submission](#) (Link)
- [Referral Responses](#) (Link)
- [Site Visit Photos](#) (Link)

## Appendix A

### Agricultural Capability based on Canada Land Inventory Mapping

**55%** of the subject lands are Class 5PI (limited by stoniness and inundation)

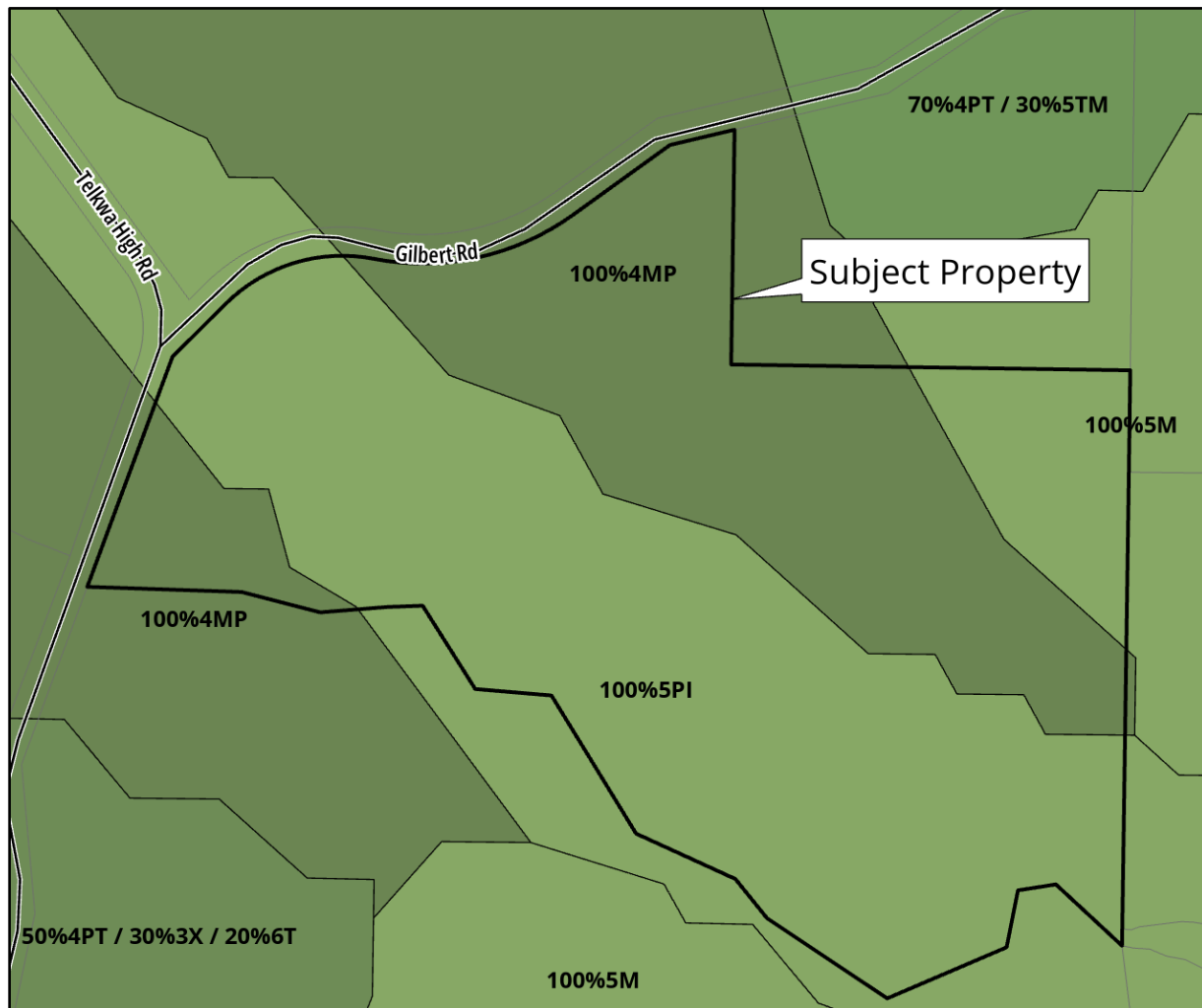
**38%** of the subject lands are Class 4MP (limited by soil moisture deficiency and stoniness)

**7%** of the subject lands are Class 5M (limited by soil moisture deficiency)

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

**Class 5** Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

### Agricultural Capability Map



## Appendix B

### Surrounding Applications

ALR Application	Legal Description	Summary	Recommendation
2	E 1/2, District Lot 844, Range 5 Coast District.	Application to subdivide property into 5 ac parcels.	Staff: Denial
			Board: Denial
			ALC: Denied
53	Fractional parts SW 1/4, District Lot 847, lying west of Adams Road.	Application to subdivide property.	Staff: Denial
			Board: Approval
			ALC: Approved
55	Fractional SE 1/4, Section 15, Township 2A, Coast Range 5	Application to subdivide the 40.87 ac into two parcels of $\pm 20$ acres each.	Staff: Approval
			Board: Approval
			ALC: Approved
130	Lots 1 and 2, Plan 6469, NE 1/4, District Lot 844 and Fractional NW 1/4 Section 22, Township 2A, Range 5 Coast District	Application for boundary adjustment between two properties to better align with terrain.	Staff: Approval
			Board: Approval
			ALC: Approval
163	Lot 851	Application to subdivide a $5.3 \pm$ ac parcel from 320 ac.	Staff: Approval
			Board: Approval
			ALC: Approved
170	District Lot 1196, Range 5, Coast District.	Application to subdivide a 5 ac lot, subject to the consolidation of the five acres with the South 1/2 of District Lot 1997.	Staff: Approval
			Board: Approval
			ALC: Approved
185	SW 1/4, of District Lot 846, Range 5, Coast District.	Application for exclusion from ALR.	Staff: Denial
			Board: Denial
			ALC: Denied
225	SE 1/4, Section 23, Township 2A, Range 5 Coast District	Application to subdivide the property into two lots of $\pm 16$ ha and $\pm 48.5$ ha.	Staff: Denial
			Board: Denial
			ALC: Denied
279	Fractional SW 1/4, Section 4, Township 2A, Range 5, Coast District	Application to subdivide subject property.	No need for approval
389	District Lot 847, Range 5 Coast District except Plans 4051 and 8793	Application to subdivide the property into three lots of $\pm 2.02$ ha, $\pm 4.04$ ha, and $\pm 46.54$ ha	Staff: Denial
			Board: Denial
			ALC: Denied
420	District Lot 846, except Plans 4840, 7446, 7903 and		Staff: Denial
			Board: Approval

	7914, Range 5 Coast District	Application to subdivide one parcel of $\pm$ 2 ha from 124.25 ha subject property.	ALC: Denied
425	E 1/2 District Lot 1195, Coast Range 5.	Application to subdivide one parcel of 16 ha from 64 ha subject property.	Staff: Denial
			Board: Denial
			ALC: Approved
440	Fractional SW 1/4 of Section 4, Township 2A except part included in Plan 4085, Range 5, Coast District	Application to subdivide two parcels of 2 ha and one parcel of 12.7 ha from 16.7 ha.	Staff: Denial
			Board: Denial
			ALC: Denied
441	Section 15 except Plans 5934 and 8253, Township 2A, Coast Range 5 Land District	Application to subdivide one, 2 ha parcel from $\pm$ 12.5 ha.	Staff: Denial
			Board: Approval
			ALC: Denied
449	E 1/2 of the SW 1/4 Section 13 except Plans 4806, 7094 & 7422, Township 2A, Range 5, Coast District	Application to subdivide off and exclude from the ALR one 21.45 ha parcel.	Staff: Denial
			Board: Approval
			ALC: Denied
478	Fractional SW 1/4 Section 4, Township 2A, Range 5, Coast District	Application to subdivide 16.73 ha into one parcel of 5.26 ha and one parcel of 11.46 ha.	Staff: Denial
			Board: Denial
			ALC: Denied
504	Lot 2, Plan 7359, Section 1, Township 2A, Range 5, Coast District	Application to subdivide 2.08 ha into two parcels of 1.04 ha.	Staff: Denial
			Board: Denial
			ALC: Denied
519	NE 1/4 Section 8, Township 2A, Range 5 Coast District.	Application to build a permanent residence, instead of a mobile home as a second dwelling.	Staff: Denial
			Board: Approval
			ALC: Approved
536	Lot B, Plan 6208, Section 5, Township 2A, Range 5, Coast District.	Application to exclude 13.22 ha from the ALR to subdivide into six lots of $\pm$ 2 ha.	Staff: Denial
			Board: Approval
			ALC: Denied
538	S 1/2 of Section 2, Township 2A, Range 5, Coast District.	Application to subdivide 129.5 ha into two parcels	Staff: Approval
			Board: Approval
			ALC: Denied
541	Fractional SW 1/4 of Section 4, Township 2A except part included in Plan 4085, Range 5, Coast District	Application to exclude the 16.96 ha, for the purpose of dividing the property into two parcels; one of	Staff: Denial
			Board: Denial
			ALC: Denied

		5.261 ha and one of 11.699 ha.	
<b>563</b>	N 1/2 of the NE 1/4 Section 11, Township 2A, Range 5, Coast District.	Application to subdivide one parcel of 2 ha from 32.4 ha.	Staff: Denial
			Board: Approval
			ALC: Denied
<b>577</b>	S 1/2 Section 2, Township 2A, Range 5, Coast District	Application to subdivide aforementioned into two parcels of ±64 ha	Staff: Approval
			Board: Denial
			ALC: Approved
<b>647</b>	SE 1/4 of Section 13, except Plan 4806, Township 2A, Range 5, Coast District.	Application to subdivide one parcel of ± 0.89 ha from 57.76 ha	Staff: Denial
			Board: Denial
			ALC: Denied
<b>740</b>	NW 1/4 Section 4, Township 2A, Range 5, Land District 14 (64.7 ha); Part West 1/2 except Plan 6801 and except southerly 41.52 acres District Lot 1195, Range 5, Land District 14 (46.1 ha)	Application to subdivide the NW 1/4, Section 4 into two parcels of 32.35 ha and to subdivide the W 1/2 of District Lot 1195, into two lots of 23.05 ha.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>758</b>	SW 1/4 District Lot 844, Range 5, LD 14, Coast District.	Application to subdivide one 2 ha parcel from 64.75 ha.	Staff: Denial
			Board: Denial
			ALC: Conditional Approval (must consolidate DL 1151 and 1154)
<b>782</b>	N 1/2 of the Northeast 1/4 of Section 11, Township 2A, Range 5.	Application to subdivide 32.38 ha into two parcels of 16 ha.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>797</b>	Lot 1, Section 13, Township 2A, Range 5, Coast District, Plan 7094.	Application to subdivide one ±0.5 ha parcel from ±2.0 ha subject property.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>801</b>	S 1/2, NW 1/4, Section 11, Township 2A, Range 5, Coast District	Application to subdivide property into two parcels of 26 ha and 6 ha respectively.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>811</b>	Part NW 1/4, Section 22, Township 2A, Range 5 Coast District, Except Plan 6469	Application to subdivide 0.26 ha from the ±16 ha property	Staff: Denial
			Board Denial
			ALC: Denied
<b>847</b>			Staff: Approval

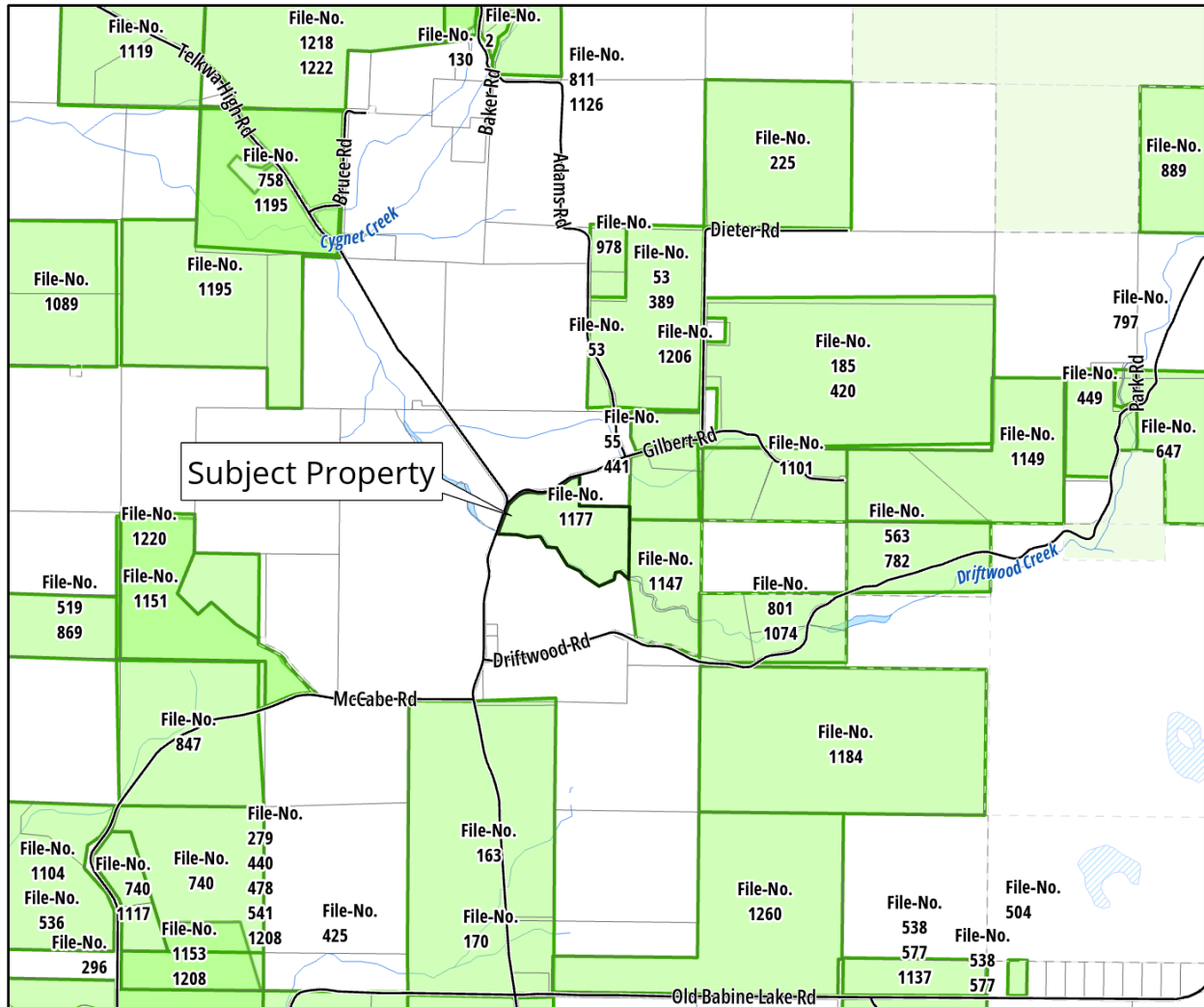
	Part South 1/2 of District Lot 1190, Range 5, Coast District	Application to develop and operate a 372 m2 guest lodge on the subject property.	Board: Approval
			ALC: Approved
<b>869</b>	Part NE 1/4 Section 8, Township 2A, Range 5, Coast District.	Application to subdivide subject property into two parcels to meet Ministry of Health requirements.	Staff: Denial
			Board: Denial
			ALC: Approved
<b>889</b>	SE 1/4 of Section 24, Township 2A, Range 5, Coast District	Application to operate a small-scale wilderness recreational resort on the subject property.	Staff: Denial
			Board: Denial
			ALC: Denied
<b>978</b>	Lot A, Plan 5900, District Lot 847, Range 5, Coast District, and Lot 1, Plan 4051, District Lot 847, Range 5 Coast District, except Plan 5900.	Application is to allow a boundary adjustment between the properties resulting in two lots of ±3.25 ha and ±4.84 ha.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1025</b>	Part W ½ of District Lot 1195, Range 5 Coast District, except Parcel A (See J10999) & except Plan 6801	Application to subdivide a ±2.56 ha parcel from a ±44 ha parent property under the Agricultural Land Commission's Homesite Severance Policy.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1074</b>	S 1/2 of the NW 1/4 of Section 11, Township 2A, Range 5 Coast District	Application to subdivide subject property into three lots of ±11 ha, ± 9 ha and ±10 ha.	Staff: Denial
			Board: Approval
			ALC: Approved
<b>1089</b>	District Lot 1188, Range 5, Coast District.	Application to subdivide subject property into two ±32.5 ha parcels.	Staff: Denial
			Board: Approval
			ALC: Approved
<b>1101</b>	District Lot 179, Range 5, Coast District	Application to subdivide subject property into two parcels.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1104</b>	NE 1/4 of Section 5, Township 2A, Range 5, Coast District, Except Plans 6605, 12742 and PRP13673	Application to subdivide subject property into two parcels.	Staff: Approval
			Board: Approval
			ALC: Conditional Approval (Must covenant to prevent residential development on remainder, and adjust subdivision)
			Reconsideration: Covenant condition removed



<b>1119</b>	District Lot 857, Range 5, Coast District	Application for Homesite Severance to subdivide off ±17 ha resulting in a ±111 ha remainder.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1126</b>	Fractional NW 1/4 of Section 22, Township 2A, Range 5 Coast District Except Plan 6469	Application to subdivide subject property into two parcels.	Staff: Approval
			Board: Approval
			ALC: Denied
<b>1137</b>	Lot 2, Plan PRP13968, Section 2, Township 2A, Range 5 Coast District	Application to subdivide subject property into two parcels.	Staff: Denial
			Board: Denial
			ALC: Withdrawn by applicant
<b>1147</b>	Part of the Fractional NE1/4 of Section 10, Township 2A, Range 5 Coast District, Except Plan 6536 and 6537	Application to subdivide subject property into two parcels as divided by Driftwood Creek.	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1149</b>	District Lot 4765, Range 5, Coast District	Application to subdivide subject property into two parcels	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1151</b>	Lot A, Except Part in Plan BCP16335, District Lots 1190, 1191, and 1192, Range 5, Coast District, Plan PRP41664	Application to subdivide subject property into two parcels	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1177 (Subject Property)</b>	Lot 3, Section 10, Township 2A, Range 5 Coast District Plan 6536 except Plan 7543	Application for Non-Farm Use to operate a log house construction business on a 0.8 ha portion of the property.	Staff: Approval
			Board: Approval
			ALC: Conditional Approval (15-year period, compliance with plan, and non-transferable)
<b>1184</b>	S 1/2 of Section 11 Township 2A, Range 5 Coast District EXC THEREOUT A STRIP OF LAND BEING THE MOST ELY 20 M IN PARL WIDTH	Application to subdivide subject property into two 1/4 section parcels	Staff: Denial
			Board: Denial
			ALC: Withdrawn
<b>1195</b>	The Southwest 1/4 of District Lot 844, Range 5, Coast District, Except Plan PRP13319	Application to remove a restrictive covenant on the titles of DL 1151 & 1154 to allow for boundary adjustment.	Staff: Denial
			Board: Approval
			ALC: Approved
			Reconsideration: Denied

<b>1206</b>	Lot A, Section 15, Township 2A, Range 5, Coast District, Plan 5934, Excl Plan 6431	Application to subdivide the 6.68 ha into 4.7 ha and 2.0 ha parcels.	Staff: Denial
			Board: Not authorized to the ALC
			ALC: N/A
<b>1208</b>	DL 1195, W 1/4, R 5, CD, Except Parcel A (see J10999) and Except Plan 6801, BCP24965, BCP32740 and EPP1500 and Lot B, Sec4 and 5, Twp 2A, R5, C, Plan EPP3487	Application to subdivide the two properties to create 3 parcels of 10.27 ha, 14.58 ha and 14.17 ha.	Staff: Not authorized to send to the ALC
			Board: Not authorized to send to the ALC
			ALC: N/A
<b>1218</b>	Lot A DL 844 R5C PL EPP52063	Non-Adhering Residential Use Application to allow new construction of an addition to pre-existing additional residence	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1220</b>	Lot A, Except Part In Plan BCP16335, District Lots 1190, 1191 and 1192	Withdrawn	Staff: N/A
			Board: N/A
			ALC: N/A
<b>1222</b>	Lot A DL 844 R5C PL EPP52063	Non-Farm Use application to continue the operation of an existing Wildlife Shelter operated by Northern Lights Wildlife Society	Staff: Approval
			Board: Approval
			ALC: Approved
<b>1260</b>	Parcel A, Sections 2 and 3, Township 2A, Range 5, Coast District, Plan PRP46267	Application to subdivide subject property into two parcels.	Staff: Approval
			Board: Approval
			ALC: Denied

## Surrounding Applications Map





May 29, 2025

Reference: 186562

Dear Mayors and Board Chairs:

On June 30, 2025, we will pass the one-year anniversary when most local governments implemented the Small-Scale Multi-Unit Housing (SSMUH) requirements. As I reflect on this historic change, I want to thank you and your staff for the hard work you have undertaken to achieve this important zoning reform. We are now starting to see a range of housing types in the planning and building stages advance across the province to deliver diverse options in what were traditionally restrictive single-family neighbourhoods.

We have been monitoring progress on implementation and are seeing many local governments championing SSMUH by speeding up or waiving unnecessary processes and requirements and creating or adopting standardized housing designs. In these communities, we are starting to see strong uptake of SSMUH.

However, monitoring has also identified ongoing barriers to building SSMUH, including inconsistency in how some local governments have applied the requirements and site-level conditions. In places, restrictive and excessive site standard requirements are adding additional costs, time, and uncertainty to SSMUH development. Areas that did not fully adopt SSMUH as intended and communities with onerous, ambiguous, or subjective form and character development permit requirements are reducing the viability of building new small-scale multi-unit housing. As a result of these barriers, it is still easier to build single-family homes in many communities, and the diversity of housing needed by people in our communities is still not being met.

I am writing today to encourage you to review your bylaws and requirements for alignment with the guidelines in the SSMUH Provincial Policy Manual and Site Standards. Specifically, please ensure you have progressive site standards for three-to-six-unit developments by allowing building heights of 3 storeys and 11 metres, aligning with the policy manual site standards packages for lot coverage.

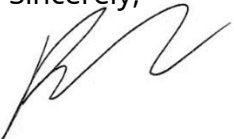
Page 1 of 2

Communities should also enable all housing configurations and types and should not use form and character development permit area requirements for small-scale multi-unit housing, as they can cause delays that interfere with the viability of projects. For three-to-four-unit projects, you should consider aligning with the recommended one parking space per unit in your parking minimums, leaving it to home builders to determine if more parking is appropriate for the location. And for those of you that have areas in your community that don't yet comprehensively allow for it, I ask that you ensure that your zoning allows SSMUH on all lots that allow single family residential, duplexes, and houses with a secondary suite and accessory dwelling unit.

People in our province need the greater diversity of housing that these changes are designed to unlock, and our government has a responsibility to act where these needs remain unmet. If all local governments do not align with the guidelines and intent of the legislation, it is my intention to continue to strengthen the legislated requirements to ensure more consistent standards are established across the province. Greater alignment with the requirements and guidelines will help encourage SSMUH development and increase the supply of the homes that people in our communities need, and moving forward in earnest now will minimize your future work to align with any forthcoming legislative changes.

I recognize that the vast majority of communities have been taking action and are seeing the benefits of their action in new housing coming forward in their communities. To those who continue to demonstrate leadership by enabling the conditions for these homes to be built, I offer my sincere appreciation for the work that you and your staff are undertaking.

Sincerely,



Ravi Kahlon  
Minister of Housing and Municipal Affairs

Link: Small-Scale Multi-Unit Housing Provincial Policy Manual and Site Standards:  
[https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh\\_provincial\\_policy\\_manual.pdf](https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh_provincial_policy_manual.pdf)

CC: Teri Collins, Deputy Minister, Ministry of Housing and Municipal Affairs



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cameron Kral, Planner

**Date:** June 19, 2025

**Subject:** **Hudson Bay Mountain Resort Draft Mountain Bike Development Plan**  
**Crown Lands File: 6400104**

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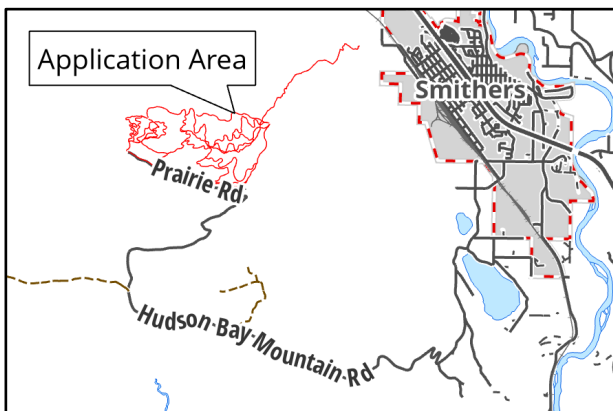
**RECOMMENDATION:** (all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Hudson Bay Mountain Resort's Draft Mountain Bike Development Plan.

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### BACKGROUND

The Province has asked the Regional District of Bulkley-Nechako to provide comment on Hudson Bay Mountain Resort's (HBMR) Draft Mountain Bike Development Plan (the Plan). The Plan proposes the addition of commercial, lift-assisted mountain biking at HBMR by using the resort's existing ski-lift infrastructure and the development of mountain biking trails. It is noted that the mountain biking trails will access the ski Trail to Town which terminates at Zobnick Road northwest of the Town of Smithers.

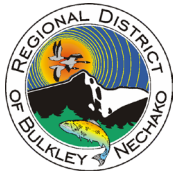


Additional background information, a description of the project and the provincial approval process are summarized in the attached letter from the Mountain Resorts Branch and Applicant Submission.

Staff have no concerns regarding the proposal and support the additional recreation opportunity for the community. However, it is noted that HBMR has not adequately developed a public parking area at the end of the Trail to Town at Zobnick Road. This parking lot was promised as part of the 2008 Ski Hill Master Plan approval process. This referral is an opportunity to remind the Province that a long-term solution to this parking issue is long overdue and needs to be identified for the benefit of area residents. The RDBN strongly encourages HBMR to work with the Mountain Resorts Branch to develop this parking area.

**ATTACHMENTS**

- [Mountain Resorts Branch Referral Letter, dated May 22, 2025](#) (Link)
- [Applicant Submission](#) (Link)
- Comment Sheet



## Regional District of Bulkley-Nechako Comment Sheet on Hudson Bay Mountain Resort Draft Mountain Bike Development Plan

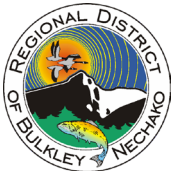
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<b>Electoral Area:</b>	Electoral Area A
<b>Applicant:</b>	Hudson Bay Mountain Resort
<b>Existing Land Use:</b>	Skiing Facility and Park
<b>Zoning:</b>	Small Holdings Zone (H1); Large Holdings Zone (H2); Hudson Bay Mountain Recreational Residential Zone (R8); Hudson Bay Mountain Single Family Residential Zone (R9); Civic/Institutional Zone (P1); Recreation Zone (P2)
<b>OCP Designation:</b>	Ski Smithers Development Area (SSDA); Hudson Bay Recreational Area (HBRA); Commercial (C); Rural Residential (RR)
<b>Proposed Use Comply with Zoning:</b>	Yes
<b>If not, why?</b>	N/A
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	Prairie Rd
<b>Building Inspection:</b>	Yes
<b>Fire Protection:</b>	Partial

**Other comments:**

HBMR has not adequately developed a public parking area at the end of the Trail to Town at Zobnick Road as promised during the 2008 Ski Hill Master Plan approval process. A long-term solution to this parking issue is long overdue and needs to be identified for the benefit of area residents. The RDBN strongly encourages HBMR to work with the Mountain Resorts Branch to develop this parking area.





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Rowan Nagel, GIS/Planning Technician  
**Date:** June 19, 2025  
**Subject:** Crown Land Application Referral No. 7410371

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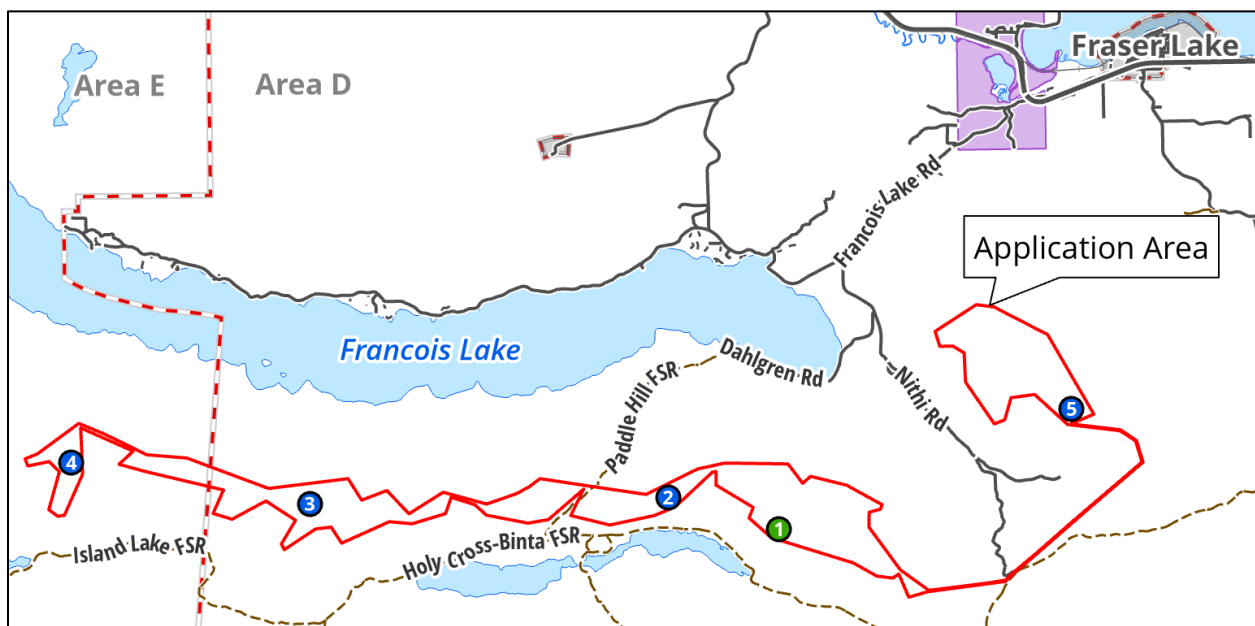
**RECOMMENDATION:** (all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410371.

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### BACKGROUND

186 Energy Inc. has applied for a five-year investigative license covering 2,990 ha of Crown land located 7 km southwest of Fraser Lake, outlined red in the attached map. The applicant will install wind monitoring equipment at the site shown in green on the map below, to assess the area's wind power potential. The equipment consists of a 60 m tall monitoring tower and portable LiDAR scanner. If wind appears commercially viable, they may install similar equipment at each of the remaining sites shown in blue. Each site will be monitored for a minimum of one year. Additionally, the applicant will perform technical, engineering, land use, environmental, cultural, and economic feasibility studies. The nearest dwellings are approximately 2.5 km from the investigation area.



The application area was previously logged, so no tree harvesting or road construction is needed. Except for the tower anchors, the applicant does not anticipate permanent soil disturbance from their activities.

It is noted that the province has expressed their intention to exempt wind farms from the environmental assessment process.

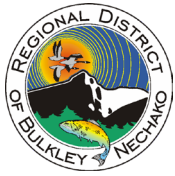
**ATTACHMENTS:**

- Comment Sheet
- [Investigative Plan – Glenannan Wind \(Link\)](#)

**STRATEGIC PLAN ALIGNMENT:**

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

Not Applicable

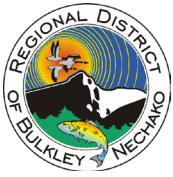


## Regional District of Bulkley-Nechako

### Comment Sheet on Crown Land Referral No. 7410371

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<b>Electoral Areas:</b>	Electoral Area D (Fraser Lake Rural) Electoral Area E (Francois/Ootsa Lake Rural)
<b>Applicant:</b>	186 Energy Inc.
<b>Existing Land Use:</b>	Unsurveyed Crown land
<b>Zoning:</b>	Approx 10.2 ha Rural Resource (RR1) Remainder not zoned
<b>OCP Designation:</b>	Approx 10.2 ha Resource (RE) Remainder not designated
<b>Proposed Use Comply with Zoning:</b>	Zoned areas comply with the Zoning Bylaw as Utility. Potential future Wind Farm areas are not zoned.
<b>If not, why?</b>	N/A
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	Local Forest Service Roads via Francois Lake Road
<b>Building Inspection:</b>	No
<b>Fire Protection:</b>	No
<b>Other comments:</b>	None



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** June 19, 2025 - deferred from May 22, 2025 and April 24, 2025  
**Subject:** Bylaw Notice Enforcement Bylaw and Dispute Adjudication Registry

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

That "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" be adopted.

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### DISCUSSION

In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act*, creating a framework for a streamlined non-judicial system for local governments to deal with bylaw notice (ticket) disputes. The Act was developed to create a simple, fair, and cost-effective system for dealing with minor bylaw infractions. Currently more than 100 jurisdictions in BC are using the system. The bylaw notice system reduces demands on the court system, is less expensive to administer, and there is a better balance between the amount of the penalty imposed (limited by regulation to a maximum of \$500) and the cost of pursuing the bylaw contravention in court. Having this adjudication system in place will not remove the RDBN's ability to pursue more serious bylaw matters through the courts where necessary.

"Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" (the Bylaw) was given three readings on March 27<sup>th</sup>, 2025. Staff were also authorized to execute the Bylaw Notice Dispute Adjudication Registry Agreement with the Village of Burns Lake upon adoption of Bylaw No. 2041, 2025. Staff now recommend that "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" be adopted.

### Screening Officers

Screening Officers are one of the unique features of bylaw notice and adjudication system designed to reduce the number of bylaw notices forwarded to adjudication. The bylaw identifies RDBN senior staff as screening officers. A Screening Officer would typically explain the adjudication process to the notice recipient and conduct a review of the notice.

The Screening Officer has the authority to cancel a bylaw notice if they believe that the infraction did not occur, or that the notice was otherwise not justified. It is required in the agreement that each jurisdiction appoint their own Screening Officer. To gain future compliance, the Screening Officer may enter into compliance agreements with a person who has received a bylaw notice. A compliance agreement will include acknowledgment of the bylaw contravention and may set out remedies or conditions on actions to be taken within a designated period of time to achieve future compliance. There is also the ability of the Screening Officer to reduce or waiving the fine as part of a compliance agreement.

If the Screening Officer does not agree to the cancellation of a bylaw notice or a compliance agreement, and the person still wishes to dispute the notice, the disputant must confirm this and indicate if they plan to appear at the adjudication hearing in person, in writing or electronically. The disputant is then advised of the date and time of the next adjudication hearing. The Act allows for a \$25.00 surcharge, on top of the regular fine amount, to be applied to all Bylaw Notices upheld by the adjudicator to help offset the costs associated with the process.

## **Adjudicators**

Adjudicators are chosen on a rotating basis from a list established by the Ministry of Attorney General. While the adjudicator is paid by the local government, they are appointed by the Province to ensure greater objectivity and system credibility. Local Governments decide how many adjudication hearings to hold in a year and set the schedules in consultation with the adjudicator. All adjudication hearings must be open and accessible to the public.

At the adjudication hearing the adjudicator hears from both the disputant and the local government to decide whether they are satisfied that the contravention occurred as alleged. When considering the matter, the adjudicator can review documents submitted by either party or hear from the parties or witnesses in person, or electronically. The function of the adjudicator is strictly to confirm or cancel the bylaw notice. The adjudicator has no discretion to reduce or waive the fine amount or jurisdiction to deal with challenges to the bylaw or other legal issues. The standard of proof at adjudication is based on a balance of probabilities (civil as opposed to criminal scale).

## **Regional Cooperation**

Local governments are responsible for the costs of setting up and administering the dispute adjudication system within their jurisdiction. The Act allows local governments to jointly administer a bylaw notice dispute system to allow for greater efficiency and cost

effectiveness. It is proposed in the bylaw that the RDBN operate the adjudication registry as the 'host local government', sharing the administration and overhead costs of bylaw notice dispute adjudication.

### **Financial Implications**

Adjudicators are scheduled for either a half day (\$293) or a full day (\$585) of hearings, which may be held in person or electronically. Other costs associated with the adjudication system are the Screening Officer's time, the provision of a public venue for the adjudication, and staff time administering the adjudication process. It is also noted that the Province has a limited number of adjudicators in the north. Therefore, there may be notable travel costs for adjudicators required to attend in person hearings.

Staff do not anticipate more than a handful of adjudication hearings a year. However, this number is dependent on the number of notices issued by each participant and the number of bylaw notices challenged. The workload is not anticipated to result in the need for additional staffing in the Planning Department at this time. However, there will be an increase to the workload of existing staff which will have an incremental impact on future staffing needs. The fees to participating municipalities are designed to cover the cost of that municipality's participation in the service.

### **Public and First Nations Engagement**

Following 3<sup>rd</sup> Reading of the Bylaw, as a result of a factually incorrect facebook post, a notable amount of public misinformation spread regarding the purpose of the Bylaw. This misinformation was centred primarily within Electoral Area E but made its way to other parts of the RDBN to a limited extent. RDBN staff posted correct information on social media, answered many phone calls, and held 2 public information meetings in Electoral Area E.

The RDBN also received communication from the Skin Tyee First Nation objecting to the Bylaw. Staff have attempted to arrange a meeting to explain the Bylaw and correct any misinformation which may have led to the objections. At the May 22 Board meeting the Board deferred further consideration of the Bylaw to give the Skin Tyee additional opportunity to respond to the RDBN's request for discussion. Given the limited potential for "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" to impact an indigenous right or interest staff are not recommending further delay of the Bylaws adoption.

**Next Steps**

Upon adoption of Bylaw No. 2041, 2025 the RDBN may issue Bylaw Notices for any infractions covered by the bylaw, subject to Board policy. Staff do not plan to issue tickets in the short term to allow the adjudication system to be fully established and in cooperation with participating municipalities.

Staff will work with the Village of Burns Lake to enter into the Dispute Adjudication Registry Agreement. Once this agreement is in place the Dispute Adjudication Registry will be established, and adjudications may occur pursuant to the agreement. Other municipalities may subsequently request joining when they are ready.

**ATTACHMENTS:**

- Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW NOTICE ENFORCEMENT BYLAW NO. 2041, 2025**

*A bylaw to regulate the enforcement of Bylaw Notices  
in the Regional District of Bulkley-Nechako*

**WHEREAS** under section 415(1) of the *Local Government Act* the Regional District of Bulkley-Nechako may enforce by bylaw notice in accordance with the *Local Government Bylaw Notice Enforcement Act*;

**AND WHEREAS** the Lieutenant Governor in Council enacting Order in Council No. 167, made under section 29 of the *Local Government Bylaw Notice Enforcement Act* has added the Regional District of Bulkley-Nechako as a local government to which the Act applies;

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

**1. CITATION**

- 1.1 This bylaw may be cited as "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025".

**2. TERMS**

- 2.1 Unless otherwise defined, the terms used in this bylaw have the same meaning as the terms defined in the Act

**3. DEFINITIONS**

- 3.1 In this Bylaw, unless the context otherwise requires:

**"Act"** means the *Local Government Bylaw Notice Enforcement Act*, as amended, or replaced from time to time.

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

**"Registry"** means the Regional District of Bulkley-Nechako Registry established pursuant to this bylaw.

**4. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY**

- 4.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to Bylaw Notices.



- 4.2 The civic address of the Registry is 37 3<sup>rd</sup> Avenue, Burns Lake, British Columbia, V0J 1E0.
- 4.3 The Regional District is authorized to enter into, and its Chief Administrative Officer is authorized to execute a Bulkley Nechako dispute adjudication registry agreement with one or more local authorities, in substantially the form attached as Schedule C to this bylaw. A registry established under this agreement becomes the Registry for the purposes of this Bylaw.

## **5. DESIGNATED BYLAW CONTRAVENTIONS**

- 5.1 The bylaws and bylaw contraventions designated in Schedule A of this bylaw may be dealt with by Bylaw Notice in addition to and without limiting other enforcement options available to the Regional District under the *Local Government Act, Community Charter* and all other applicable legislation, including legislation referenced within the *Local Government Act* and *Community Charter*.
- 5.2 If a bylaw contravention specified in Schedule A is a continuing contravention, each day that the contravention is continued constitutes a separate and distinct contravention.
- 5.3 Whether or not a bylaw contravention has occurred shall be determined based on the wording of the bylaws referred to in Schedule "A", rather than the summary description of the contravention in Schedule "A" of this bylaw.

## **6. PENALTIES**

- 6.1 The penalties for a bylaw contravention referred to in Section 5 are as follows:
- a) the amount set out in Column 3 of Schedule A if payment of the penalty is received by the Regional District within fourteen (14) days of the person receiving, or being presumed to have received, the Bylaw Notice; or
  - b) the amount set out in Column 4 of Schedule A if payment of the penalty is received by the Regional District more than fourteen (14) days after the person received, or is presumed to have received, the Bylaw Notice.

## **7. PERIOD FOR PAYING OR DISPUTING BYLAW NOTICE**

- 7.1 A person who receives a Bylaw Notice must, within fourteen (14) days of the Bylaw Notice being received or being presumed to have been received:

- a) pay the penalty to the Regional District in any manner prescribed on the Bylaw Notice; or
- b) request Bylaw Notice dispute adjudication by completing the appropriate portion of the Bylaw Notice and delivering it to the Registry, either in person during regular office hours or by mail.

## **8. NO DISPUTES ACCEPTED AFTER TIME LIMIT**

- 8.1 Subject to Section 9 of this bylaw, no person may request Bylaw Notice dispute adjudication after fourteen (14) days of the Bylaw Notice being received or being presumed to have been received.

## **9. TIME LIMITS IF BYLAW NOTICE NOT RECEIVED**

- 9.1 Where a person is not served personally with a Bylaw Notice and advises the Regional District in accordance with Section 25 of the Act that the person did not receive the Bylaw Notice, the time limits for paying and disputing the Bylaw Notice shall not begin to run until the Bylaw Notice is redelivered to the person in accordance with the Act.

## **10. SCREENING OFFICERS**

- 10.1 The position of Screening Officer is established.
- 10.2 The following positions are appointed as Screening Officers:
- a) Director of Planning;
  - b) Director of Environmental Services;
  - c) Director of Finance;
  - d) Director of Corporate Services;
  - e) Deputy Director of Corporate Services; and
  - f) Chief Administrative Officer
- 10.2 No person may act as a Screening Officer in respect of a Bylaw Notice if that person:
- a) issued or signed the Bylaw Notice;
  - b) is a complainant in respect of the Bylaw Notice;
  - c) is or is likely to be a witness in respect of the Bylaw Notice; or
  - d) is or is likely to provide evidence in respect of the Bylaw Notice

## **11. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

11.1 The powers, duties and functions of Screening Officers are as set out in the Act, and include, but are not limited to, the following.

- a) Where requested by the person against whom the contravention is alleged, communicate information respecting:
  - i. the nature of the bylaw contravention;
  - ii. the provision of the bylaw contravened;
  - iii. the facts on which the bylaw contravention allegation is based;
  - iv. the penalty for the bylaw contravention;
  - v. the opportunity to enter into a compliance agreement;
  - vi. the opportunity to proceed to the Bylaw Notice dispute adjudication system; and
  - vii. the fees payable in relation to the Bylaw Notice enforcement process.
- b) Communicate with any person relevant to the performance of their powers, duties and functions under this bylaw or the Act, including but not limited to:
  - i. the person against whom a bylaw contravention is alleged or their representative;
  - ii. the person who issued the Bylaw Notice;
  - iii. the complainant or their representative; and
  - iv. Regional District staff and other advisors regarding bylaw interpretation, applicable enactments, and records regarding the disputant's history of bylaw compliance.
- c) Cancel a notice, or prepare and enter into a compliance agreement pursuant to the Act with persons who dispute Bylaw Notices where allowed under Column 5 of Schedule A. An example compliance agreement is provided in Schedule B.
- e) Reduce the penalty for a bylaw contravention in a compliance agreement.
- f) The maximum duration of a compliance agreement is one year.

## **12. FEE FOR UNSUCCESSFUL DISPUTES**

12.1 In addition to any penalty imposed, every person who is unsuccessful in dispute adjudication in relation to a Bylaw Notice or compliance agreement must pay the Regional District an additional fee of twenty-five dollars (\$25.00) for the purpose of recovering the costs of the adjudication system.

### **13. BYLAW ENFORCEMENT OFFICER**

13.1 Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purpose of this bylaw and the Act:

- a) Members of the Royal Canadian Mounted Police; and
- b) Bylaw Enforcement Officers, Building Inspectors, the Regional Fire Chief, the Planning and Parks Coordinator, and any other person acting in an official capacity on behalf of the Regional District for the purpose of enforcing one or more of its bylaws.

### **14. SCHEDULES**

14.1 Any schedules attached to this bylaw form a part of this bylaw.

### **15. SEVERABILITY**

15.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, then the portion shall be severed, and the severance shall not affect the validity of the remainder of this bylaw.

### **16. FORMS**

16.1 The Regional District may, from time to time, provide forms of Bylaw Notices and compliance agreements.

READ A FIRST TIME this 27 day of March,

READ A SECOND TIME this 27 day of March,

READ A THIRD TIME this 27 day of March,

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025".

DATED AT BURNS LAKE this \_\_\_day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Corporate Administrator

ADOPTED this \_\_\_day of \_\_\_\_\_, 2025

**Schedule "A"**  
**to Regional District of Bulkley-Nechako**  
**Bylaw Notice Enforcement Bylaw No. 2041, 2025**

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
<b>Regional District of Bulkley Nechako Building Bylaw No. 1634, 2012</b>				
6.1	Building without a building permit	\$400	\$500	No
6.2	Concealing uninspected work	\$400	\$500	No
6.3	Building contrary to permit	\$400	\$500	Yes
6.4	Occupying a building without an occupancy permit	\$300	\$400	Yes
6.5	Occupying a building contrary to terms of an occupancy permit			
6.6	Tampering with a building permit, notice or order	\$300	\$400	No
6.7	Obstructing a building official	\$400	\$500	Yes
6.8	Placing a manufactured or modular home without a building permit	\$400	\$500	No
6.9	Solid fuel stove, heater or chimney without a building permit	\$400	\$500	No
6.10	Submitting false information	\$400	\$500	Yes
6.11	Changing occupancy without permit	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Floodplain Management Bylaw No. 1878, 2020				
8	Obstructing an authorized representative	\$400	\$500	Yes
7 and 14(a)	Habitable area below flood construction level	\$400	\$500	No
7 and 14(b)	Floor system below flood construction level	\$400	\$500	No
7 and 14(c)	Equipment below flood construction level	\$400	\$500	No
7 and 15	Fill or structural support within floodplain setback	\$400	\$500	No
7 and 18	Building within a non-standard flood area	\$400	\$500	No

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011				
5.1	Obstructing the RDBN from carry out bylaw provisions or inspecting water works	\$400	\$500	Yes
5.2	Unauthorized person connecting to a water system	\$500	\$500	No
5.3	Interfering with water system appurtenances without authority	\$400	\$500	Yes
5.4	Increasing water pressure in Service lines without permission	\$400	\$500	Yes
5.5	Selling, disposing, or using water on another lot	\$400	\$500	Yes
5.6	Unauthorized work on a water system	\$400	\$500	Yes
5.7	Additional connection to a service without permission	\$400	\$500	No
5.8	Connection to an external water source without permission	\$400	\$500	Yes
5.9	Swimming pool without recirculation and filtration system	\$400	\$500	Yes
5.10	Change to fixtures for a commercial or industrial enterprise without permission	\$400	\$500	Yes
5.11	Installation of a device introducing substance into water without permission	\$400	\$500	Yes
5.12	Use of water for livestock in excess of 5 animals	\$400	\$500	Yes
5.13	Use of water for filling swimming pool or reservoirs contrary to the bylaw	\$400	\$500	Yes
5.14	Use of water for unreasonable sprinkling	\$400	\$500	Yes
5.15	Installation of any water connection, fixture or fitting not in accordance with the bylaw	\$400	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Fort Fraser Water Sewer Service Regulatory Bylaw No. 1576, 2011				
5.1	Release of any matter other than wastewater into the sanitary sewer system	\$400	\$500	Yes
5.2	Release of prohibited waste	\$500	\$500	No
5.3	Connecting or draining clear-water waste, rainwater, roof drains, surface water or groundwater into the sanitary sewer system	\$400	\$500	Yes
6.1	Discharge of wastewater diluted for the purpose of compliance with Section 5.2	\$400	\$500	Yes
7.1	Connection to the sewer system without written approval	\$400	\$500	No
8.1	Plumbing system not in compliance with the BC Building Code	\$400	\$500	Yes
8.3	Covering service pipes or fittings not inspected and approved by the Regional District	\$400	\$500	Yes
8.5	Service pipes not installed in compliance with Schedule F	\$400	\$500	Yes
9.1.1 or 9.1.3	Oil and grease interceptor not installed, operated or maintained as required	\$400	\$500	Yes
9.1.2	Discharge of emulsifiers	\$400	\$500	Yes
9.1.4	Failure to keep proof of interceptor cleanout on request	\$300	\$400	Yes
9.1.5 or 9.2.6	Failure to maintain a required alarmed monitoring device	\$300	\$300	Yes
9.2.1 or 9.2.2	Oil and grease interceptor not installed, operated or maintained as required	\$400	\$500	Yes
9.2.3	Discharge of emulsifiers	\$400	\$500	Yes
9.2.4	Failure to provide a maintenance schedule and record of maintenance	\$300	\$400	Yes
9.2.5	Failure to keep proof of interceptor cleanout on request	\$300	\$400	Yes
9.3.1	Failure to take necessary measures to prevent sediment from entering the drain or sewer	\$400	\$500	Yes
9.3.2	Failure to maintain and regularly test sediment interceptors	\$300	\$400	Yes
9.3.3	Failure to provide a maintenance schedule and record of maintenance for a sediment interceptor	\$300	\$400	Yes
9.4.1	Failure to install a required back-water valve	\$400	\$500	No



11.1	Failure to pay rates established in Schedule A for the service	\$300	\$400	Yes
13.1	Discharge of hauled wastewater contrary to conditions for discharge	\$400	\$500	Yes
13.2	Discharge of hauled wastewater at an unapproved location	\$400	\$500	No
13.3	Discharger to a wastewater Treatment Facility without a required Waste Discharge Permit	\$400	\$500	No
14.1 or 14.3	Failure to notify and provide information to the Regional District regarding a spill to a wastewater works	\$400	\$500	No
14.2	Failure to notify other government agencies about a spill as required	\$300	\$400	No
14.4	Failure to do everything reasonably possible to contain the spill, protect safety, minimize damage, and protect the environment	\$400	\$500	Yes
14.5	Failure to pay the costs arising as a result of the spill.	\$400	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Mobile Home Park Bylaw No. 740, 1993				
1.5(a) and 3.3 or 1.5(b) and 3.3	Development not in compliance with regulations and bylaws	\$400	\$500	Yes
1.5(a) and one of the following: 3.4(1); 3.4(2); 3.4(3); or 4.9	Unlawful location of mobile home	\$400	\$500	Yes
1.5(b) and one of the following: 3.4(1); 3.4(2); 3.4(3); or 4.9	Unlawful location of mobile home	\$400	\$500	Yes
1.5(a) and 3.5	Plans and bylaw not posted	\$300	\$400	Yes
1.5(a) and 3.6; or 1.5(b) and 3.6	Heating equipment and appliances not in accordance with regulations	\$400	\$500	Yes
1.5(a) and 3.7; or 1.5(b) and 3.7	Mobile home standards not met	\$400	\$500	Yes
1.5(a) and 3.8; or 1.5(b) and 3.8	Connections not to BC Building Code	\$400	\$500	Yes
1.5(a) and 4.1; or 1.5(b) and 4.1	Unlawful Use	\$400	\$500	Yes
1.5(a) and 4.2	Unlawful Sign	\$300	\$400	Yes
1.5(a) and 4.5(4)	Failure to Mark Off	\$300	\$400	Yes
1.5(a) and 4.5(5)(a)	Space not adequately drained	\$300	\$400	Yes
1.5(a) and 4.5(5)(b)	Space not numbered	\$300	\$400	Yes
1.5(a) and 4.5(5)(c)	Space not adequately surfaced	\$300	\$400	Yes
1.5(a) and 4.6; or 1.5(b) and 4.6	Site coverage exceeded	\$400	\$500	Yes
1.5(a) and 4.7(2)(c)	Building in a buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(d)	Garbage or sewage disposal in buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(e)	Removal of plant material in buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(f)	Vehicle parking in buffer area	\$300	\$400	Yes
1.5(a) and 4.10; or 1.5(b) and 4.10	Skirtings not installed	\$300	\$400	Yes
1.5(a) and 4.12; or 1.5(b) and 4.12	Parking not provided	\$300	\$400	Yes
1.5(a) and 4.14; or 1.5(b) and 4.14	Recreation areas not properly surfaced or landscaped	\$300	\$400	Yes
1.5(a) and 4.14 (b) or 4.18 (a)	Inadequate number or type of solid waste containers	\$300	\$400	Yes
1.5(a) and 4.15.(3); or 1.5(b) and 4.15.(3)	Roads not properly surfaced, drained, or maintained	\$300	\$400	Yes
1.5(a) and 4.16 or 1.5(b) and 4.16	Failure to meet water supply requirements	\$400	\$500	Yes
1.5(a) and 4.17(1) or 4.17(2)	Failure to meet sewage disposal requirements	\$400	\$500	Yes
1.5(a) and 4.19	Fails to meet fire hydrant and reservoir requirements	\$400	\$500	Yes
1.5(a) and one of the following: 4.20(1), 4.20(2), 4.20(3), or 4.20(4)	Unlawful street lighting	\$400	\$500	Yes
1.5(a) and 4.21	Unclean or unsafe equipment	\$300	\$400	Yes
1.5(a) and 4.22	Unlawful flammable debris	\$400	\$500	Yes
1.5(a) and 4.23	Unlawful fires	\$400	\$500	Yes
2.2(1)	Development without permit	\$500	\$500	No

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Parks Use Regulation Bylaw No. 1989, 2023				
4.2	Authorized person interference	\$400	\$500	Yes
4.4	Failure to comply with an order from an Authorized Person	\$300	\$400	Yes
4.6	Failure of a person in charge of a minor to take control measures	\$400	\$500	Yes
7.1	Contravention of bylaw, park sign, traffic control device or park use permit	\$300	\$400	Yes
7.3	Allowing a minor to contravene the bylaw, park sign, traffic control device or park use permit	\$400	\$500	Yes
9.1.1	Noise disturbance	\$400	\$500	Yes
9.1.2	Sound amplification	\$400	\$500	Yes
9.1.3	Dangerous activity	\$400	\$500	No
9.1.4	Disorderly, violent, lewd, sexual or offensive activity	\$500	\$500	No
9.1.5	Advertising without a permit	\$300	\$400	Yes
9.1.6	Special use without a permit	\$400	\$500	Yes
9.1.7	Defecating in a park	\$400	\$500	No
10.1 or 10.2	Littering	\$300	\$400	Yes
10.3	Abandoning a chattel	\$400	\$500	Yes
11.1.1	Damaging vegetation or natural park feature	\$300	\$400	No
11.1.2	Building or altering a trail	\$400	\$500	Yes
11.1.3	Damaging a facility	\$400	\$500	No
11.1.4	Damaging a park sign or traffic control device	\$400	\$500	No
11.1.5	Building a structure	\$400	\$500	Yes
11.1.6	Release, feed, molest, disturb, frighten, injure, kill, catch, or trap any wildlife	\$400	\$500	Yes
11.1.7	Hunt or discharge a firearm	\$500	\$500	No
11.1.8	Removal or deposit of soil	\$400	\$500	Yes
12.1	Uncontrolled dog	\$400	\$500	Yes
12.2.1	Unleashed dog in on-leash area	\$300	\$400	Yes
12.2.2	Dog excrement deposit	\$400	\$500	Yes
12.2.3	Dog disturbing or molesting wildlife	\$400	\$500	Yes
12.3	Failure to remove a dog as ordered by an authorized person	\$400	\$500	No
13.1	Uncontrolled horse	\$400	\$500	No
13.2.1	Horse in area not identified for a horse	\$300	\$400	Yes
13.2.2	Horse riding in area not identified for riding	\$300	\$400	Yes

13.2.3	Horse riding contrary to a park sign or traffic control device	\$300	\$400	Yes
13.2.4	Horse riding or action that may injure or molest	\$500	\$500	No
14.1.1	Fire outside of a fire pit ring	\$400	\$500	No
14.1.2	Burning garbage or park vegetation	\$400	\$500	No
14.1.3	Leaving a fire or barbecue unattended	\$400	\$500	No
14.1.4	Discarding material that may start a fire	\$500	\$500	No
14.1.5	Fireworks or explosive materials without a permit	\$400	\$500	Yes
15.1.1	Operating a motor vehicle off road	\$300	\$400	Yes
15.1.2	Operating a motor vehicle in excess of 15 kilometers per hour	\$300	\$400	Yes
15.1.4	Operating a motor vehicle contrary to a park sign or traffic control device	\$300	\$400	Yes
15.1.5	Operating an unlicensed motor vehicle	\$300	\$400	Yes
15.1.6	Washing or repairing a motor vehicle	\$300	\$400	Yes
16.1.1	Camping in an area not designated for camping	\$300	\$400	Yes
16.1.2	Camping contrary to a park sign	\$300	\$400	Yes
17.1.1	Riding a bicycle or mobility aid in excess of 15 kilometers per hour	\$300	\$400	Yes
17.1.2	Riding a bicycle or mobility aid contrary to a park sign or traffic control device	\$300	\$400	Yes
18.1.1	Launching a boat outside of a boat launch	\$300	\$400	Yes
18.1.2	Operating a boat within a designated swimming area	\$400	\$500	No
18.1.3	Mooring a boat in a manner that impedes or endangers pedestrians	\$300	\$400	Yes
19.1.1	Remaining or entering into any park during nighttime hours	\$300	\$400	Yes
19.1.2	Enter any place where a park sign prohibits admittance or trespassing	\$300	\$400	Yes
20.3.1	Failure to produce a park use permit at the request of an authorized person	\$300	\$400	Yes
20.3.5	Failure to maintain liability insurance coverage for activities authorized under a park use permit	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Solid Waste Management Facility and User Fee Bylaw No. 1764, 2016				
8.4(b)	Non-compliance with posted or verbal rules or instruction	\$300	\$400	Yes
8.4(a) and 8.5	Refusal to provide identification	\$300	\$400	Yes
8.4(a) and 8.8	Not paying user fees	\$300	\$400	Yes
8.4(a) and 8.9	Not providing invoicing information	\$300	\$400	Yes
8.4(a) and 8.11(a); or 8.4(b) and 8.11(a)	Deposit of materials contrary to bylaw or posted rules	\$300	\$400	Yes
8.4(a) and 8.11(b)	Deposit of prohibited waste without authorization	\$500	\$500	No
8.4(a) and 8.11(c)	Deposit of industrial waste without authorization	\$500	\$500	No
8.4(b) and 8.11(d)	Deposit of municipal solid waste contrary to direction	\$500	\$500	Yes
8.4(a) and 8.11(e)	Deposit of out of region waste without authorization	\$500	\$500	Yes
8.4(a) and 8.11(f); or 8.4(b) and 8.11(f)	Deposit of waste outside of hours of operation	\$500	\$500	Yes
8.4(a) and 8.11(g)	Verbal abuse of a person	\$500	\$500	Yes
8.4(a) and 8.11(h)	Threatening or reckless act	\$500	\$500	Yes
8.4(b) and 8.11(i)	Acting contrary to direction	\$300	\$400	Yes
8.4(a) and 8.11(j)	Removal or alteration of a sign	\$300	\$400	Yes
8.4(b) and 8.11(k)	Dangerous operation of motor vehicle	\$500	\$500	No
8.4(b) and 8.11(l)	Operation of a motor vehicle off road	\$400	\$500	Yes
8.4(a) and 8.11(m)	smoking	\$300	\$400	Yes
8.4(a) and 8.11(n)	Removal of salvage	\$400	\$500	Yes
8.4(a) and 8.11(o)	Release of ozone depleting substance	\$500	\$500	Yes
8.4(a) and 8.11(p)	Ignite a fire	\$500	\$500	No
8.4(a) and 8.11(q)	Discharge a firearm	\$500	\$500	No
8.4(a) and 8.11(r)	Children under 10 or pets outside of vehicle	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Special Events Bylaw No. 1194				
4	Special Event without Board approval	\$500	\$500	No
5	Special Event without licence	\$500	\$500	No
6	Special event contrary to licence	\$500	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Unsightly Premises Bylaw No. 1649, 2012				
4.1(a)	Automobile wreck on property	\$500	\$500	Yes
4.1(b)	More than 2 derelict motor vehicles	\$500	\$500	Yes
4.2	Filth, discarded material and rubbish on a property	\$500	\$500	Yes
4.3	Unsightly property	\$500	\$500	Yes
6.3	Obstruct bylaw enforcement officer	\$500	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
<b>Regional District of Bulkley Nechako Zoning Bylaw 1800, 2020</b>				
2.0.2.1 and one of the following: 3.0.2.1; 3.0.2.2(a); 3.0.2.2(b); 3.0.2.2(c); 3.0.2.2(d)(i) to (xvii); 3.0.2.3(a) to (g); or 3.0.2.4(a) to (h)	Fails to meet home occupation requirements	\$300	\$400	Yes
2.0.2.1 and one of the following: 3.0.3.1(a) to (f)	Fails to meet portable sawmill requirements	\$400	\$500	Yes
2.0.2.1 and 3.0.4.1	Unlawful storage or parking of derelict motor vehicles	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.5.1(a); or 3.0.5.1(b)	Unlawful accessory building	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.8.1(a) to (e);	Failure to meet natural boundary setbacks	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.14.1; 3.0.14.2; 3.0.14.3(a) to (c); or 3.0.1.14.44(a) to (c)	Unlawful wind turbine	\$400	\$500	Yes
2.0.2.1 and one of the following: 29.0.1.1; 29.0.1.2; 29.0.1.3 (a) to (e); 29.0.1.4; or 29.0.1.5	Fails to meet off-street parking requirements	\$400	\$500	Yes
2.0.2.1 and one of the following: 29.0.2.1; 29.0.2.2; 29.0.2.3(a) to (c); or 29.0.2.4	Failure to meet off-street loading requirements	\$400	\$500	Yes
2.0.2.3 and one of the following: 5.0.1; 6.0.1; 7.0.1; 8.0.1; 8.0.3; 9.0.1; 10.0.1; 11.0.1; 12.0.1; 12.0.3.1; 12.0.3.2; 12.0.3.3; 12.0.3.4; 12.1.1; 12.1.3.1; 12.1.3.2; 12.1.3.3; 12.1.3.4; 12.2.1; 12.2.3.1; 12.2.3.2; 12.2.3.3; 12.2.3.4; 12.2.3.5; 12.2.3.6; 13.0.1; 13.0.3.1; 13.0.3.2; 14.0.1; 14.0.3.1; 14.1.1; 14.1.3.1; 14.1.3.2; 14.1.3.3; 14.2.1; 14.2.3.1; 14.2.3.2; 15.0.1; 15.0.3.1; 15.0.3.2; 16.0.1; 17.0.1; 18.0.1; 18.1.1; 19.0.1; 19.1.1; 20.0.1; 21.0.1; 22.0.1; 22.1.1; 23.0.1; 24.0.1; 25.0.1; 25.1.1; 26.0.1; 26.1.1; 27.0.1; or 28.0.1	Unlawful use or development of land or structure for a use not permitted	\$400	\$500	Yes
2.0.2.4 and one of the following: 9.0.1.2; 10.0.1.2; 11.0.1.2; 13.0.1.2; 14.0.1.2; 14.1.1.2; 14.2.1.2; 15.0.1.2; 16.0.1.2; 17.0.1.2; 18.0.1.2; 18.1.1.2; 19.0.1.2; 19.1.1.2; 20.0.1.2; 21.0.1.2; 22.0.1.2; 22.1.1.2; 23.0.1.2; 24.0.1.2; 25.0.1.2; 25.1.1.2; 26.0.1.2; 26.1.1.2; or 27.0.1.2	Unlawful use or development of land or structure for a secondary use not permitted	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.2; 6.0.2.1; 6.0.2.2; 7.0.2; 8.0.2; 9.0.2.1; 9.0.2.2; 10.0.2; 11.0.2.1; 11.0.2.2; 11.0.2.3; 12.0.2; 12.1.2; 12.2.2.1; 12.2.2.2; 12.2.2.3;	Exceeds maximum density	\$400	\$500	Yes

13.0.2.1; 13.0.2.2; 13.0.2.3; 14.0.2.1; 14.0.2.2; 14.0.2.3; 14.1.2; 14.2.2.1; 14.2.2.2; 14.2.2.3; 15.0.2.1; 15.0.2.2; 16.0.2.1; 16.0.2.2; 17.0.2.1; 17.0.2.2; 18.0.2; 18.1.2; 19.0.2; 19.1.2; 20.0.2.1; 20.0.2.2; 21.0.2.1; 21.0.2.2; 21.0.2.3; 21.0.2.4; 22.0.2; 22.1.2.1; 22.1.2.2; 23.0.2; 24.0.2; 25.0.2; 25.1.2; 26.0.2.1; 26.0.2.2; 26.1.2.1; 26.1.2.2; or 27.0.2				
2.0.2.5 and one of the following: 5.0.4; 6.0.5; 7.0.5; 8.0.6; 9.0.4; 12.1.5; 12.2.5; 13.0.5; 18.0.4; 18.1.4; 19.0.4; 19.1.4; 22.0.4; 22.1.4; 23.0.4; 24.0.4; 25.0.4; or 25.1.4	Exceeds parcel coverage restriction	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.5.1(a) to (e); 6.0.6.1(a) to (e); 7.0.6.1(a) to (d); 8.0.7.1(a) to (d); 9.0.5.1(a) to (c); 11.0.4; 12.0.5.1(a) to (d); 12.1.6; 12.2.6.1 (a) to (c); 12.2.6.2; 13.0.6.1(a) to (b); 13.0.6.2; 14.0.5.1(a) to (c); 14.1.5.1 (a) to (c); 14.2.5.1(a) to (c); 15.0.5.1; 15.0.5.2(a); 16.0.4.1; 16.0.4.2(a); 17.0.4.1; 17.0.4.2(a); 18.0.5.1(a) to (e); 18.1.5.1(a) to (e); 19.0.5.1(a) to (f); 19.1.5.1(a) to (f); 20.0.4.1; 21.0.4.1; ; 21.0.4.2 (a) to (b); 21.0.4.3; 22.0.5.1(a) to (b); 22.1.5.1(a) to (b); 23.0.5.1(a) to (b); 23.0.5.2(a); 24.0.5.1(a) to (b); 24.0.5.2(a); 25.0.5.1(a) to (c); 25.1.5.1(a) to (c); 25.1.5.2(a) to (b); 26.0.4.1(a) to (c); 26.1.4.1(a) to (c); 27.0.4; or 28.0.2	Structure located within setback from parcel line	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.6.1; 6.0.7.1; 7.0.7.1; 8.0.8.1; 11.0.5.2; 12.1.7.3; 12.2.7.2; or 13.0.7.2	Fence exceeds maximum height	\$400	\$500	Yes
2.0.2.5 and one of the following: 11.0.5.1; 12.0.6; 12.1.7.1; or 12.1.7.2; 12.2.7.1; or 13.0.7.1	Structure or building exceeds maximum height	\$400	\$500	Yes
2.0.2.5 and one of the following: 15.0.5.2(b); 16.04.2(b); 17.0.4.2(b) 23.0.5.2(b), or 24.0.5.2(b)	Failure to meet natural boundary setbacks in a zone	\$400	\$500	Yes
2.0.2.1 and 3.0.11	Unlawful placement within sight triangle	\$400	\$500	Yes
2.0.2.5 and one of the following: 3.0.13.1; 3.0.13.2; 3.0.13.3(a); 3.0.13.3(b); or 3.0.13.4	Unlawful livestock, poultry, and beekeeping	\$400	\$500	Yes
2.0.2.5 and 11.0.6	Fails to meet standards of manufactured home park bylaw	\$400	\$500	Yes
2.0.2.5 and one of the following: 11.0.7.1 or 11.0.7.2	Fails to meet minimum permitted separation	\$400	\$500	Yes



	between manufactured homes			
2.0.2.5 and 12.0.7.1	Unlawful fence	\$400	\$500	Yes
2.0.2.5 and one of the following: 12.2.8.1; or 12.2.8.2	Fails to meet parking requirements	\$400	\$500	Yes
2.0.2.5 and one of the following: 22.0.6; 22.1.6, or 23.0.6	Fails to meet screening requirements	\$400	\$500	Yes
2.0.3.1	Unlawful use or development of land or structures contrary to bylaw	\$300	\$400	Yes
2.0.3.2	Obstructing an authorized representative	\$400	\$500	Yes

**Schedule "B"**  
**to Regional District of Bulkley-Nechako**  
**Bylaw Notice Enforcement Bylaw No. 2041, 2025**

**Compliance Agreement**

pursuant to the **Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025**

I, \_\_\_\_\_ of \_\_\_\_\_  
 (Name) (Civic Address)

acknowledge receipt of Bylaw Notice(s) # \_\_\_\_\_ (the "Bylaw Notice"), and wish to enter into this Compliance Agreement whereby I agree to fulfill certain conditions in exchange for a reduced penalty of \$ \_\_\_\_\_, which I have now paid.

Specifically, I agree to comply with the following terms and conditions of this Agreement:

1. On or before \_\_\_\_\_ I will: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 and

2. On or before \_\_\_\_\_ I will: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that this Agreement is binding upon me for one year from the date of this Agreement. I also understand that if I breach a term of this Agreement, or fail to observe or perform the above terms and conditions, the Regional District's Screening Officer may rescind this Agreement.

I understand that if this Agreement is rescinded, I will have 14 days to dispute the Screening Officer's decision to rescind the Agreement and that, if I do not dispute this decision in that time, the balance of the penalty stated in the Bylaw Notice(s) in the amount of \$ \_\_\_\_\_ will be immediately due and payable and subject to all fees and penalties as if the Bylaw Notice was not disputed.

\_\_\_\_\_  
 Screening Officer Name (Printed)

\_\_\_\_\_  
 Screening Officer Signature

\_\_\_\_\_  
 Date signed

\_\_\_\_\_  
 Bylaw Notice Recipient Signature

\_\_\_\_\_  
 Date signed



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW NOTICE DISPUTE ADJUDICATION  
REGISTRY AGREEMENT**

**BETWEEN**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**AND**

**VILLAGE OF BURNS LAKE**

**Schedule C to Bylaw No. 2041, 2025**

THIS AGREEMENT made this            day of            , 2025 (the "Agreement").

BETWEEN:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO (RDBN)**

Box 820  
37 3<sup>rd</sup> Avenue  
**Burns Lake, BC, V0J 1E0**

AND:

**VILLAGE OF BURNS LAKE**

Box 570  
Burns Lake, British Columbia, V0J 1E0

AND:

**ADDITIONAL LOCAL GOVERNMENTS** (to be included in Schedule A, without further modification of this Agreement)

(hereinafter called the "Parties")

**WHEREAS** the *Local Government Bylaw Enforcement Act* (the "Act") provides that a local government may, by bylaw, deal with a bylaw contravention by bylaw notice in accordance with the Act;

**WHEREAS** the Act also provides that two or more local governments may enter into an agreement adopted by a bylaw of each local government that is party to it, to provide for the joint administration of a local government bylaw notice dispute adjudication system and the sharing of costs.

**NOW THEREFORE** in consideration of the mutual promises contained herein, the Parties agree as follows:

**Definitions**

1. In this Agreement, the following definitions apply:

**"Act"** means the *Local Government Bylaw Notice Enforcement Act*.

**"Adjudication"** means the process where the Disputant and the local government are provided opportunity to present evidence to the adjudicator who will decide whether they are satisfied that the contravention occurred as alleged.

**"Adjudication Fee"** means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.

**"Agreement"** means this Agreement.

**"Authorizing Bylaw"** means a bylaw adopted by the Council or Board of each Party authorizing this Agreement.

**"Parties"** means the Regional District of Bulkley-Nechako, the Village of Burns Lake, and any additional local government that may be included later in Schedule A in accordance with Section 21 of this Agreement.

**"Party"** means any one of the Parties.

**"Registry"** means the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry established by this agreement.

**"Regulation"** means the Bylaw Notice Enforcement Regulation.

**"Roster Organization"** has the same meaning as the Regulation.

**"Screening Officer"** has the same meaning as the *Act*.

**The Registry**

2. Subject to the *Act* and to the adoption of the Authorizing Bylaws, the Parties to this Agreement agree that the notice dispute adjudication system, to be known as the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry, is hereby established.
3. The RDBN will operate the Registry on behalf of the Parties.
4. The RDBN will establish, fund and operate the Registry, and will recover its costs of operating the Registry by charging the other Parties on a per-adjudication basis and their proportional use of the Registry's services as outlined in this Agreement.
5. The Registry will be located at the RDBN Offices at 37 3<sup>rd</sup> Avenue, PO Box 820, Burns Lake, BC, V0J 1E0.

**Screening Officer**

6. A Bylaw Notice must be reviewed by the Screening Officer for the Party that issued the Bylaw Notice before a dispute adjudication may be scheduled.
7. Each Party is responsible for appointing its Screening Officers in accordance with the Act, and for administering and funding the Screening Officer positions. The Screening Officer positions and responsibilities are in no way a function of the Registry.

**Administrative Services**

8. The RDBN will provide and supervise the administrative services required by the Registry, subject to Sections 10 and 11 of this agreement.
9. The collection of penalties will be the responsibility of the applicable Party if not collected by the Registry immediately following an in-person adjudication.
10. The RDBN will not present evidence on behalf of, or represent, any other Party in support of a Bylaw Notice issued by that Party.

**Oversight Committee**

11. The Parties agree to establish an Oversight Committee to advise the RDBN regarding administrative procedures and policy relating to the operation of the Registry.
12. Each Party will appoint one representative to serve on the Oversight Committee. The Parties agree that the representatives will be paid employees of the Parties they represent and will not be remunerated by the Registry.
13. The Oversight Committee representative appointed by a Party shall serve as that Party's contact person for RDBN staff with respect to this agreement and the provision of administrative services required by the Registry.

**Payments and Disbursements**

14. The RDBN will prepare an annual operating budget for the Registry as part of the RDBN's corporate budgeting process and will fund the operation of the Registry from this budget.
15. The RDBN will recover its costs of operating the Registry from the Parties by charging the fees outlined in Schedule B, and by each Party paying their proportionate costs of

the fees charged by the Roster Organization based on the number of adjudications for each Party.

16. The RDBN will issue an invoice to the applicable Party within 60 days of service being rendered. Amounts owing are due and payable within 60 days of receipt of the invoice.
17. Any fees or penalties collected by the Registry will be credited to the relevant Party and subtracted from the amount owing by that Party for their participation in the Registry.
18. All costs relating to legal services, witnesses, Screening Officers and bylaw enforcement officers as they pertain to the dispute adjudication process, and to the activities of the Registry more generally, will be borne by the applicable Party which issued the Bylaw Notice in question and will not be borne by the Registry or by the RDBN on behalf of the Registry.

### **Municipal Participation and Agreement Amendments**

19. The Parties will negotiate in good faith any proposed amendments to this Agreement upon request of any Party. All amendments must be in writing, approved by a two-thirds majority of the Parties in writing and executed by each party and listed as an itemized Amendment in Schedule C.
20. Subject to adoption of the required Authorizing Bylaw additional member municipalities of the RDBN may be added to this agreement in Schedule A without further modification of this Agreement by RDBN Board resolution, and execution of Section 28 of this Agreement by that municipality.
21. A Party may withdraw from this agreement by providing written notice to the other Parties 90 days in advance of that Party's withdrawal.

### **Dispute Resolution**

22. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by a Party, written notice may be provided by a Party to the Parties describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the Parties will:

- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
- b. if a resolution satisfactory to all Parties is not achieved within 60 (sixty) days of the first written notice being delivered to the other Parties, then either Party may serve a second written notice upon the other Parties that the matter is to be referred to binding arbitration; and
- c. a single arbitrator shall be appointed by agreement of the Parties within 90 (ninety) days of the second written notice being delivered, and failing such agreement, the arbitrator shall be appointed pursuant to the *Arbitration Act* to hear all Parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on all Parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

**Term**

23. This Agreement comes into effect on \_\_\_\_\_ and continues in effect until December 31, 2030. With the consent of a two-thirds majority of the Parties, the effect of this agreement can be extended until a new agreement is in place or until December 31, 2031, whichever comes first. Any Party may withdraw from this Agreement upon 30 days' written notice to the other Parties.

**Law Applicable:**

24. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement will negate or fetter the legal authority of a Party to this Agreement.
25. The Parties agree that in the event that the RDBN is named in a legal action arising in any way, directly or indirectly, from the operation or administration of the Registry or any adjudication conducted pursuant to this Agreement, then the Party who issued the Bylaw Notice associated with or giving rise to the legal action will indemnify the RDBN for all of its costs, including staff time and solicitors and professional fees and disbursements, for responding to and defending against such legal action except in the case of dishonesty, gross negligence or malicious or wilful misconduct by the RDBN. Such costs will be paid within 30 days of receipt of an invoice for same from the RDBN.
26. Each Party is responsible for maintaining its own liability insurance in respect of its participation in this Agreement. Such insurance must cover any liability that may arise



from the negligence of such Party related directly or indirectly to or arising in any way from participation in this Agreement.

- 27 Each Party must immediately inform the other Parties if the insurance coverage required herein is cancelled, expired or has otherwise lapsed.

### **Execution of Agreement**

28. This Agreement may be executed in counterparts through original copies, facsimile copies, or by emailed PDF copies. Each counterpart will be deemed to be an original that, together with the other counterparts, constitutes one agreement having the same effect as if the parties had signed the same document.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of the  
RDBN was affixed hereto in the  
presence of:

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Chairperson

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Chief Administrative Officer

The Corporate Seal of the  
VILLAGE OF BURNS LAKE  
was affixed hereto in the  
presence of:

---

Mayor

---

Chief Administrative Officer

**SCHEDULE A (ADDITIONAL LOCAL GOVERNMENTS)**

The following local governments have been added as parties to this Agreement as additional local governments:

<b>Local Government</b>	<b>Date Joined</b>

**SCHEDULE B (FEES)**

Hearing Scheduling Fee	\$50.00 per hearing
Hearing Fee	\$50 per quarter hour of hearing time

**BYLAW AMENDMENTS**

<b>Date Approved</b>	<b>RDBN Board Resolution</b>	<b>Description</b>



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Directors  
**From:** Jason Llewellyn, Director of Planning and Development  
**Date:** June 19, 2025 – deferred from April 24, 2025  
**Subject:** **Draft Bylaw Enforcement Policy**

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

That the Board approve the Bylaw Enforcement Policy.

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### DISCUSSION

At the April 10, 2025 Committee of the Whole Meeting the draft Bylaw Enforcement Policy was reviewed. At that meeting the Committee directed that Section 39 (allowing electoral areas to be exempted from the issuance of Bylaw Notices) be removed from the Bylaw Enforcement Policy.

At the April 24 Board meeting the Board deferred the draft Bylaw Enforcement Policy to the May 8, 2025 Committee of the Whole Meeting. At that meeting the Committee directed that a new Section 39 be added to the policy allowing electoral areas to be exempted from the issuance of bylaw notices (with the exception of notices for contraventions of the Solid Waste Management Bylaw and the Parks Use Regulatory Bylaw (Bylaw no. 1989, 2023). Based on discussions with Board members staff have added Electoral Areas G and E to Section 39 in the draft policy presented to the Board for consideration.

This policy is a comprehensive guide for RDBN staff regarding the manner in which bylaw enforcement is undertaken in the RDBN. The policy deals with the receipt and investigation of bylaw complaints, the enforcement of bylaw infractions, and staff's engagement and information sharing with the public.

The intent is a bylaw enforcement process which is impartial, fair, efficient, reasonable, and predictable. The policy takes a progressive approach which recognizes that enforcement action is discretionary and complaint driven, and that a certain level of tolerance is necessary given the size of the region, the low density of development, community character, and the RDBN's limited bylaw enforcement capacity.

### ATTACHMENTS:

Bylaw Enforcement Policy



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

### **BYLAW ENFORCEMENT POLICY**

**Approved: "date"**

#### **POLICY STATEMENT**

1. This policy establishes the procedures and practices by which the Regional District of Bulkley-Nechako (RDBN) undertakes bylaw enforcement in the RDBN's electoral areas. This policy provides direction to staff, Board members, and the public regarding the following:
  - a. the RDBN's guiding principles for bylaw enforcement
  - b. how enforcement action may be initiated
  - c. the investigation and enforcement process
  - d. public communication regarding bylaw enforcement issues
2. The Chief Administrative Officer may waive this policy or authorize an exemption on a case-by-case basis.

#### **DEFINITIONS**

3. The following definitions apply to this policy:
  - a. "Complainant" means the person making a complaint regarding a potential bylaw infraction
  - b. "Alleged Offender" means a person who is under investigation for causing a bylaw infraction and / or the owner of a property on which a potential bylaw infraction may have occurred

#### **BYLAW ENFORCEMENT OFFICERS**

4. Bylaw Enforcement Officers for the RDBN include the persons employed in the following positions: Director of Planning and Development, Deputy Director of Planning and Development, Director of Environmental Services, Bylaw Enforcement Officer, Senior Building Inspector, Building Inspector, Planning and Parks Coordinator, Senior Planner, Planner, and any other person acting in an official capacity on behalf of the Regional District for the purpose of enforcing one or more of its bylaws. The

following positions are authorized to perform the following bylaw enforcement duties:

- a. Director of Planning / Deputy Director of Planning
  - i. All bylaw enforcement activities including the issuance of Bylaw Notices
  - ii. Reporting to the Board on bylaw enforcement issues
- b. Bylaw Enforcement Officer Position
  - i. All bylaw enforcement activities including the issuance of Bylaw Notices
  - ii. Reporting to the Board on bylaw enforcement issues
- c. Director of Environmental Services
  - i. All bylaw enforcement activities related to Environmental Services Department operations including the issuance of Bylaw Notices
- d. Senior Building Inspector / Building Inspector
  - i. Investigation of compliance to bylaws adopted under the authority of Part 9 of the *Local Government Act*
  - ii. Issuance of written warnings regarding bylaw compliance to alleged offenders
  - iii. Issuance of a Stop Work Order or Do Not Occupy Notice pursuant to the Building Bylaw
- e. Planning and Parks Coordinator
  - i. Investigation of compliance to bylaws adopted under the authority of Part 14 of the *Local Government Act* and the Parks and Trails service
  - ii. Issuance of written warnings regarding bylaw compliance to alleged offenders
- f. Senior Planner / Planner
  - i. Investigation of compliance to bylaws adopted under the authority of Part 14 of the *Local Government Act*
  - ii. Issuance of written warnings regarding bylaw compliance to alleged offenders

### **BYLAW ENFORCEMENT GUIDING PRINCIPLES**

- 5. The RDBN takes a progressive bylaw enforcement approach with a focus on achieving voluntary compliance through education and public awareness.
- 6. The RDBN has no duty to investigate complaints regarding potential bylaw infractions or take enforcement action to enforce bylaws. Given the size of the region, the low density of development, and the RDBN's limited bylaw enforcement capacity bylaw enforcement is discretionary.

7. Bylaw Enforcement Officers have the discretion to exercise judgement in determining when, where, and how to apply the RDBN's limited bylaw enforcement resources. This discretion is to be exercised in general compliance with this policy and in a manner which is impartial, fair, efficient, reasonable, and predictable.
8. The following factors will be considered by the Bylaw Enforcement Officers when setting enforcement priorities and making decisions regarding enforcement.
  - a. The impact to public safety
  - b. The impact to the environment
  - c. The impact to resident quality of life
  - d. The community standards
  - e. The potential for permanent change to the built or natural environment
  - f. The Alleged Offender's history of non-compliance
  - g. The scale of the infraction
  - h. The duration of the infraction
  - i. The available enforcement resources and associated enforcement costs
  - j. The probability of successful enforcement
  - k. Any general directives from the RDBN Board

## **COMPLAINTS**

9. The RDBN bylaw enforcement process relies primarily on public complaints to identify bylaw infractions. However, a bylaw enforcement investigation may be initiated based on the following:
  - a. Direction from the RDBN Board of Directors or Chief Administrative Officer
  - b. A complaint from a member of the public
  - c. A complaint from a member of staff that has Bylaw Enforcement Officer responsibilities
  - d. A complaint from a Board member
  - e. A complaint from a third party such as a First Nation, municipality, RCMP, utility, or Provincial Ministry
10. All complaints must be provided in writing by letter or e-mail. Staff may use a bylaw enforcement complaint form to facilitate the complaint receipt process.

### **Bylaw Infraction Complaints from the Public**

11. Complaints from a member of the public may not be accepted if the complainant refuses to provide their name, address, and telephone number.
12. An anonymous complaint may be acted upon at the discretion of a Bylaw Enforcement Officer if the bylaw infraction is a priority enforcement situation.
13. Complaints from a member of the public may not be accepted if the complainant does not provide a clear description of the location of the infraction and a description of the infraction.
14. A Bylaw Enforcement Officer will respond to a complainant to acknowledge receipt of a complaint. However, staff will not proactively update a complainant regarding the status of an investigation or enforcement action. General information regarding the active or inactive status of an enforcement situation, and reasons enforcement activity is not being pursued, may be shared when requested by a complainant.

### **Bylaw Infraction Complaints from Staff**

15. Complaints can be made by any staff that have Bylaw Enforcement Officer responsibilities at their discretion based on consideration of the priority enforcement factors; however, there is no requirement that a staff member shall make a complaint if a bylaw infraction is observed.
16. A staff person processing a development application under Part 9 or 14 of the Local Government Act may initiate an investigation if a potential bylaw infraction is identified as part of the development application process.

### **Bylaw Infraction Complaints from a Board Member**

17. Complaints can be made by any Board member to the Chief Administrative Officer, Director of Planning and Development, or Deputy Director of Planning and Development at their discretion based on consideration of the priority enforcement factors; however, there is no requirement that a Board member shall make a complaint if a bylaw infraction is observed.
18. Complaints from a Board member should not be made on behalf of an anonymous member of the public. Where a Board member is making a complaint on behalf of a member of the public the Board member should obtain that persons consent to

release their name and address to staff, and the complaint shall be treated as a complaint from a member of the public.

### **Bylaw Infraction Complaints from a Third Party**

19. A complaint from a third party such as a First Nation, municipality, RCMP, utility, or Provincial Ministry must be made on behalf of that organization.
20. Where a member of that organization is making a complaint on their own behalf or on behalf of a member of the public that person's name and address should be provided (if their consent has been obtained), and the complaint shall be treated as a complaint from a member of the public.

### **Frivolous, Vexatious and Repeat Complaints**

21. Complaints made for vexatious or retaliatory purposes may not be acted upon at the discretion of the Bylaw Enforcement Officer based on their evaluation of the situation including consideration of the priority enforcement factors.
22. Frivolous or repeat complaints may not be acted upon at the discretion of the Bylaw Enforcement Officer based on their evaluation of the situation including consideration of the priority enforcement factors and the results of previous investigations.

### **INVESTIGATIONS**

23. Upon acceptance of a complaint an investigation will be initiated by a Bylaw Enforcement Officer. This investigation may include among other things a site visit, taking pictures, a conversation with the complainant, and a conversation with the alleged offender.
24. When conducting a site visit to investigate compliance to a bylaw the following procedure shall be followed (subject to compliance with the authority provided in the applicable bylaw).
  - a. Private property may be inspected from a public space or adjacent property at any time without notice to the property owner or occupant.
  - b. Private property may be entered at any reasonable time without advance notice if necessary to investigate a potential bylaw infraction. Upon entering a property, the Bylaw Enforcement Officer will proceed directly to any dwelling on the



property, or other building which may be occupied, to inform any occupant of the property of their presence and to request an inspection. The Bylaw Enforcement Officer should leave the property if requested.

- c. A drone may be used to investigate compliance to a bylaw or document a bylaw infraction provided that the property owner has been provided with notice at least 2 days in advance of the drones use.
  - d. Where the inspection requires entry into a building which is not open to the public the Bylaw Enforcement Officer shall endeavor to obtain consent to enter.
25. A Bylaw Enforcement Officer may end an investigation if the preliminary review shows that:
- a. There is no apparent bylaw infraction.
  - b. The complaint is vexatious, retaliatory, or frivolous.
  - c. The infraction is not significant, is not an enforcement priority, and spending resources on enforcement is not in the best interest of the RDBN.
26. Where a complaint is received regarding an issue which does not have the potential to be an infraction of an RDBN bylaw the Bylaw Enforcement Officer may investigate that complaint, at their discretion, to determine if it is appropriate to forward that complaint on to another agency. In this situation the investigation should not involve the entering of private property.
27. Prior to initiation of any enforcement action the Bylaw Enforcement Officer should confirm that a bylaw infraction has occurred with the Director of the Department responsible for the bylaw in question.

## **ENFORCEMENT**

28. Should an investigation confirm that a bylaw infraction may have occurred, or continues to occur, and further enforcement action is required a Bylaw Enforcement Officer shall take the following progressive enforcement steps:
- a. Step 1: verbal education and request for compliance
  - b. Step 2: written warning and Stop work Orders
  - c. Step 3: Bylaw Notice
  - d. Step 4: Board directed action

### **Step 1: Verbal Education and Requests for Compliance**

29. The first step in the enforcement process is to attempt to make contact with the alleged offender to explain the bylaw requirements, request compliance, or identify an acceptable path towards compliance. The Bylaw Enforcement Officer has discretion regarding the time spent at step 1 attempting to gain compliance where the bylaw infraction is not an enforcement priority.
30. Where the bylaw infraction is not an enforcement priority, and escalation to step 3 or 4 is unlikely given the nature of the infraction the enforcement process may be ended at step 1, and the situation may be monitored.

### **Step 2: Written Warnings and Stop Work Orders**

31. The second step in the enforcement process is to provide the alleged offender with a letter detailing the bylaw infraction and explaining the remedy requested. The issuance of a Stop Work Order or Do Not Occupy Notice pursuant to the Building Bylaw is considered a step 2 enforcement action.
32. The Bylaw Enforcement Officer has discretion regarding the time spent at step 2 and the number of letters sent based on the level of enforcement priority given to the infraction.
33. Where the bylaw infraction is not enough of an enforcement priority to proceed to step 3 or 4 the enforcement process may be ended at step 2, and the situation may be monitored.
34. A written warning, Stop Work Order or Do Not Occupy Notice may be issued upon confirmation of a bylaw infraction without first proceeding through step 1 where appropriate. Examples of where this may be appropriate are:
  - a. An alleged offender cannot be contacted verbally
  - b. The alleged offender has a history of non-compliance with bylaws
  - c. The bylaw infraction is a high enforcement priority and there is a negative impact that may continue or worsen if the infraction continues
  - d. Issuance of a Stop Work Order or Do Not Occupy Notice

### Step 3: Bylaw Notice

35. The third step in the enforcement process is to provide the alleged offender with a Bylaw Notice where an infraction has been confirmed and as authorized under the RDBN's Bylaw Notice Enforcement Bylaw.
36. A Bylaw Notice may be issued immediately upon confirmation of a bylaw infraction without first proceeding through steps 1 and 2. Examples of where this may be appropriate are:
  - a. The bylaw infraction is occurring at an RDBN facility such as a park, trail, or transfer station
  - b. The bylaw infraction is committed by a person with a history of non-compliance with bylaws, or by a person who knows or ought to have known that their actions contravene a bylaw.
  - c. The bylaw infraction is a high enforcement priority and there is a notable negative impact that may continue or worsen if the infraction continues
37. Where a bylaw infraction is a high enforcement priority and there is a negative impact that may continue or worsen if the infraction continues the Bylaw Enforcement Officer may issue a ticket each day over multiple days.
38. The registration of a notice on title under section 57 of the *Community Charter* is not a bylaw enforcement action subject to this policy.
39. In Electoral Area G (Houston / Granisle Rural) and Electoral Area E (Francois / Ootsa Rural) Bylaw Notices may only be issued for contraventions of the Solid Waste Management Bylaw (Bylaw No. 1764, 2016) and the Parks Use Regulatory Bylaw (Bylaw no. 1989, 2023).

### Step 4: Board Directed Action

40. The Chief Administrative Officer or Director of Planning and Development may consider, at any time, recommending to the RDBN Board that the RDBN take the following enforcement actions:
  - a. An application for an injunction or court order requiring compliance with RDBN bylaws

- b. Long form prosecution asking the court to find a person guilty of an offence under the Offence Act
  - c. Remedial Action to address an unsafe condition or contravention of the Building Code or Building Bylaw
  - d. Direct action under the Unsightly Premises Bylaw.
41. Where court proceedings have been authorized by the Board staff shall proceed at their discretion in consultation with legal counsel. This discretion includes Chief Administrative Officer decisions regarding waiving of legal costs and agreeing to consent orders.
  42. To maintain impartiality members of the Board shall remain uninvolved in specific bylaw enforcement decisions until the matter is put before the Board for consideration. Board member inquiries relating to bylaw enforcement matters shall be directed to the Chief Administrative Officer, the Director of Planning and Development or the Deputy Director of Planning and Development.
  43. A Senior Building Inspector or Building Inspector may seek Board direction regarding enforcement action as part of the process to register a notice on title pursuant to Section 57 of the *Community Charter*.

### **CONFIDENTIALITY**

44. Maintaining the confidentiality of members of the public making a complaint regarding a bylaw infraction helps to ensure that those persons are not subject to retaliatory action.
45. Subject to the *Freedom of Information and Protection of Privacy Act* and the provisions of this policy, the RDBN will not release to any alleged offender or member of the public the identity of a complainant who made their complaint as a member of the public, or personal information or other information which may help identify a complainant who made the complaint as a member of the public, except as required by law (see section 47).
46. The RDBN will release to any alleged offender or member of the public the name of a Bylaw Enforcement Officer or Board member who has made a complaint regarding a bylaw contravention.

47. Subject to the Freedom of Information and Protection of Privacy Act the response of an alleged offender and other information regarding their enforcement history shall not be disclosed to a complainant who is a member of the public. However, this information may become publicly available should staff report to the Board on the issue, or should enforcement proceed to court or an adjudication hearing for a Bylaw Notice (see section 47).
48. The situations in which complainant information or an offender's enforcement history may be disclosed include:
  - a. If required by Court Order
  - b. If required under the *Freedom of Information and Protection of Privacy Act*
  - c. If required as part of the disclosure process in the event of a prosecution or civil proceedings
  - d. If the person to whom the personal information pertains consents to the disclosure
49. A complainant may be requested to sign an affidavit and / or be prepared to stand as a witness should enforcement action proceed to court or an adjudication hearing for a Bylaw Notice.
50. A Bylaw Enforcement Officer will only collect personal information that is necessary for the investigation, or the monitoring and enforcement of an alleged bylaw infraction.
51. If a request is made under the *Freedom of Information and Protection of Privacy Act*, for the disclosure of the identity of a complainant or for other personal information the RDBN will refuse disclosure under Section 15 of the *Act*, unless consent is obtained from the persons who supplied the information and who would otherwise be assured of confidentiality under this policy and provided that the complaint has not been publicly disclosed by the complainant. The RDBN may disclose the substance of a complaint with redactions made in accordance with the *Freedom of Information and Protection of Privacy Act*. The RDBN is also subject to orders issued by a court and by the Information and Privacy Commissioner under the *Freedom of Information and Protection of Privacy Act* and the RDBN may decide to not appeal an order for disclosure of the complainant's information.

## **SAFETY**

52. Staff safety is a priority. A Bylaw Enforcement Officer should not undertake any site visit where they believe an unsafe condition may exist and may request the presence of a second Bylaw Enforcement Officer at their discretion.
53. If a Bylaw Enforcement Officer is threatened verbally or physically while administering bylaws the Bylaw Enforcement Officer may take the following actions:
  - a. The Bylaw Enforcement Officer may refrain from verbal communication with the individual
  - b. The RDBN may be contacted and informed of the threat
  - c. Any required future site visits may be undertaken with an RCMP escort

### **ENFORCEMENT APPEALS**

54. Discretionary decisions of a Bylaw Enforcement Officer may be appealed by members of the public to the Director of Planning and Development. An appeal must be made in writing by letter or email and must include a description of the situation, and the reasons for the appeal.
55. Appeals relating to Bylaw Notices are considered as outlined in the RDBN's Bylaw Notice Enforcement Bylaw. In those disputes the decisions of the screening officer and adjudicator are final.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Maria Sandberg, Planning and Parks Coordinator

**Date:** June 19, 2025

**Subject:** Ridler Trail, Electoral Area B

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### RECOMMENDATION:

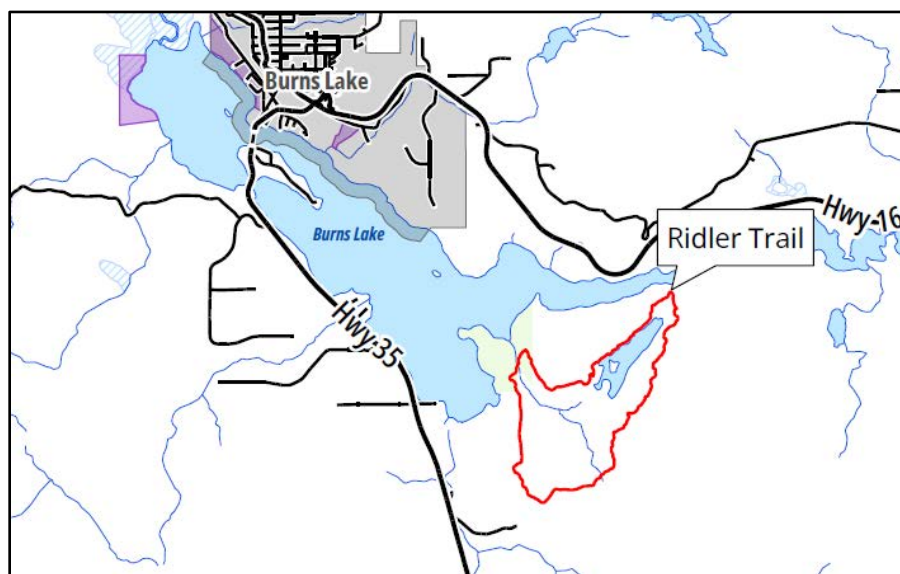
(all/directors/majority)

That the Board endorse the RDBN's submission of an application for "Construction or Maintenance of Trails or Recreation Facilities on Crown Land" to Recreation Sites and Trails BC for the Ridler Trail.

---

### INTRODUCTION

The Ridler Trail is an 8.3-kilometre multi-use trail located two kilometres southeast of the Village of Burns Lake. The trail is located on Crown land; however, the trail is not designated as a provincial trail and there is no agency responsible for maintenance. Currently, community members are doing the maintenance necessary to keep the trail open.



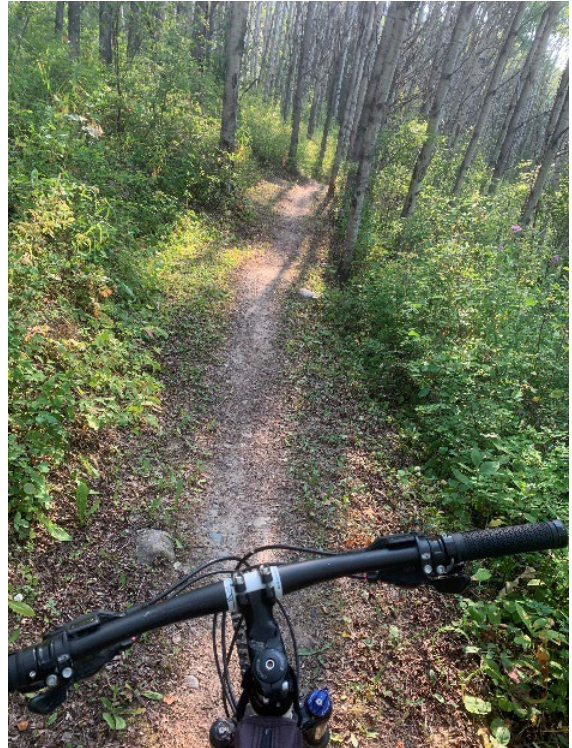
The trail was identified as an important community amenity during the consultation process for the Electoral Area B/E Parks and Trails Master Plan in 2023, and RDBN's consideration of assumption of responsibility for the trail was included in the Parks and Trails service 2025-2026 work plan which was received by the Board at the February 27<sup>th</sup>, 2025, Board meeting. The RDBN's undertaking of maintenance responsibilities requires provincial approval through an application to Recreation Sites and Trails BC (RSTBC). This report seeks to inform the Board of the potential budget implications of assuming maintenance responsibilities for the trail and to seek Board approval for the submission of the RSTBC application.



## DISCUSSION

The trail was developed with federal funding in 2009 - 2014 by the Lakes Economic Development Association; however, it was never formally designated as a trail by the Province and no agency has taken responsibility for its maintenance. The trail is well used year-round and has been user-maintained, which indicates its importance as an amenity to the community. It is noted that this proposal does not include the campground that was also developed as part of the original project.

The trail benefits from proximity to the Village of Burns Lake, the Omineca Ski Club, Highway 35 and the proposed Highway 35 multi-use trail.



The length of the trail is located within the jurisdiction of three provincial agencies. The majority, 6.5 kilometres, is located on Crown land, 800 metres is within the Burns Lake Provincial Park (BC Parks) and one kilometre on the Ridler Forest Service Road (Ministry of Forests).

Staff have met with staff from RSTBC and BC Parks to discuss the condition of the trail/trail infrastructure and to determine how the trail can remain open to the public in a safe and sustainable manner. RSTBC say they are unable to designate and maintain the trail due to budgetary constraints and have suggested that the Regional District apply for a *Forest and Range Practices Act* Section 57 Authorization for routine maintenance of the trail. If approved, the Regional District would assume the responsibility for funding and implementation of the trail maintenance.



BC Parks have indicated that they will provide a letter of authorization to the Regional District to maintain the section of the trail that is located within the provincial park, if required. They



note that their trail section does not receive much attention from the park rangers due to limited resources.

A comprehensive assessment and inventory of the trail and the existing structures has not been done, however, during a site visit in July 2024 with BC Parks and RSTBC, staff noted that some of the picnic / tenting shelters need upgrading and repairs.



It is anticipated that the Ridler Trail will require the following work with the following anticipated costs in 2025:

2025 proposed work	Estimated Cost
<b>1. Tree risk abatement and maintenance.</b> Hire a certified contractor for tree risk assessment of trails and areas around structures, hand falling of identified trees, clean up of debris on trail, weed whacking and other related tasks.	\$10,000 (110 hours of work, estimate provided by local contractor)
<b>2. Structure assessment.</b> Done in-house by staff.	
<b>3. Structure repair / upgrades.</b> Minor repairs can be done in-house, major repairs will require hiring of a contractor.	Unknown, rough estimate \$5,000-10,000
<b>4. Installation of signage</b>	To be determined

Grading of the trail is proposed to be undertaken in 2026 during annual trail maintenance. A budget of \$25,000 has been set aside for the Ridler project in the 2025 budget.

Yearly maintenance during the following four years, 2026-2029, could include:

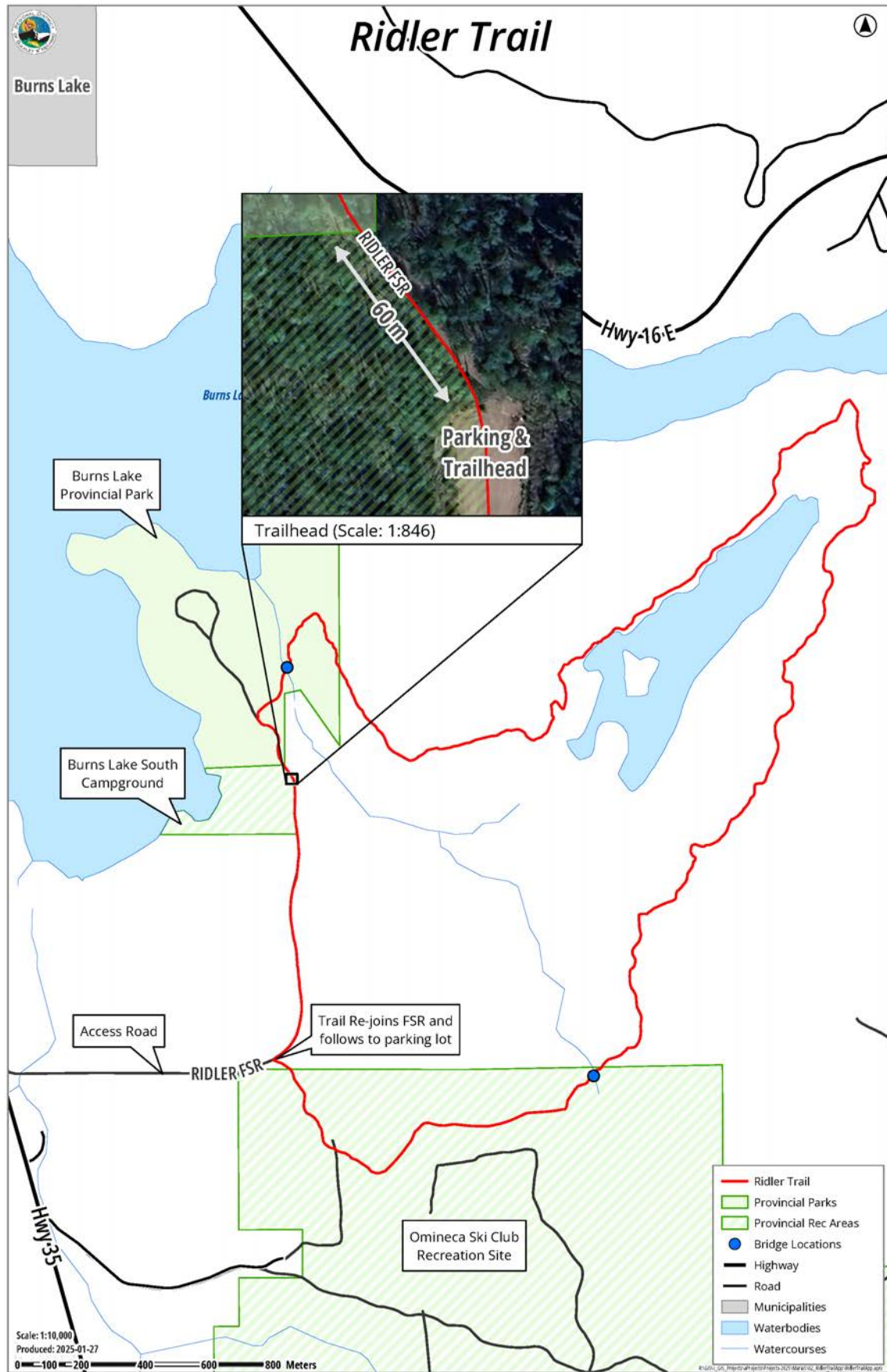
- Potential tree assessment and any hand falling.
- Park inspection/structure assessment and any applicable repairs.
- Trail maintenance, including grading and/or trail bed fixes, if required.

A rough estimate of the average annual maintenance is under \$10,000 per year.

If the Regional District is issued an authorization for the trail, Park Use Regulations Bylaw No. 1989, 2023 and the Parks and Trails Inspection and Maintenance Policy will apply to the trail.

It is noted that approval pursuant to section 57 of the *Forest Range and Practices Act* authorizes the Regional District to conduct routine maintenance on the trail subject to conditions but is not a commitment to undertake any of the work.









## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Wendy Wainwright, Deputy Director of Corporate Services  
**Date:** June 19, 2025  
**Subject:** **Committee Meeting Recommendation – June 5, 2025**

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

Recommendation 1 as written.

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### **BACKGROUND**

The following is the recommendation from the June 5, 2025 Rural Services Committee Meeting for the Board's consideration and approval.

#### **Rural Services Committee – June 5, 2025**

#### **Recommendation 1:**

**Re: Rural Community Hall Support**

"That the Board invite the leaders of the region's Community Halls to a brainstorming session to discuss ideas and possible support for the halls."



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** June 19, 2025  
**Subject:** **Union of BC Municipalities – Minister Meeting Requests**

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

That the Board request the following Minister Meetings during the 2025 UBCM Convention.

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### **BACKGROUND**

Following discussion at the June 5, 2025 Committee of the Whole meeting regarding UBCM Minister meetings, the following advocacy letters and meeting requests are being proposed:

#### **Minister Meetings**

##### **Minister of Agriculture – Joint with Fraser-Fort George and Cariboo Regional District**

- Foreign Ownership

##### **1. Minister of Post-Secondary Education and Future Skills**

- College of New Caledonia did not receive funding for the Care Aid to Licensed Practical Nurse Program
  - Education where you live – better employee retention

##### **2. Minister of Health**

- College of New Caledonia didn't receive funding for the Care Aid to Licensed Practical Nurse Program
  - Education where you live – better employee retention
- Emergency Room Closures
  - Determine if ER closures have occurred in more than one hospital in the region at the same time
- Volunteerism – funding for volunteers (Designate a Ministry to oversee)

##### **3. Minister of Water, Lands, Resource Stewardship**

- Withdrawal of funding for the Nechako White Sturgeon Program

##### **4. Minister of Environment and Parks**

- Illegal dumping
- Invasive weeds
  - Drought conditions create more invasive weed issues

**5. Minister of Agriculture and Food**

- Invasive weeds
- ALR
- Water Storage

**6. Minister of Indigenous Relations and Reconciliation**

- Pathways agreements

**7. Ministry of Energy and Climate Solutions**

- Pacific Northern Gas Rate Increase 2025-2027
- Advocate for funding for rebate programs for high efficient furnaces

**8. Premier**

- Nechako River MOU

**Advocacy Letters****Minister of State for Local Governments and Rural Communities**

- Write a letter regarding UBCM meetings being released days prior the start of the Conference
- Require meeting dates and times at minimum 2-3 weeks prior to the Conference start

**Minister of Forests**

- Dugouts for cattle on Range Lands

**Ministry of Tourism, Arts, Culture and Sport**

- Library Funding

**Minister of Social Development and Poverty Reduction**

- Gaming grants for Community Halls

**Minister of Education and Child Care**

- Lowered tax rate and schools facing major cuts in funding and losing teachers

**Minister of Emergency Management and Climate Readiness**

- Funding for Emergency Support Services Team Leads

**Ministry of Mining and Critical Minerals**

- Mineral Titles staking and permitting system

**Other****Refer to impacted municipalities:****Minister of Transportation and Transit**

- Crosswalk painting (Fort St. James/Area C)
- Airport Road (Fraser Lake) (RDBN has previously written a letter)

**STRATEGIC PLAN ALIGNMENT:**

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

2. Advocacy with the Province



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** June 19, 2025  
**Subject:** **Statement of Financial Information (SOFI)**

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

That the Board of Directors approve the 2024 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.

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**BACKGROUND**

**Discussion:**

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

**Analysis:**

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 2024**



# **STATEMENT OF FINANCIAL INFORMATION**

**Regional District of  
Bulkley-Nechako  
2024**





## 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.

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John Illes  
Chief Financial Officer  
June 19, 2025

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Mark Parker  
Chair of the Board of Directors  
June 19, 2025



REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MANAGEMENT REPORT  
2024

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  
June 19, 2025

## Regional District of Bulkley-Nechako

### Statement of Financial Information

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**FINANCIAL STATEMENTS**  
**December 31, 2024**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**FINANCIAL STATEMENTS**

**December 31, 2024**

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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, 2024, and the statements of remeasurement gains and losses, 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, 2024, 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  
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### **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.



*Beswick Hildebrandt Lund*

Chartered Professional Accountants

Prince George, British Columbia

May 8, 2025

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## STATEMENT OF FINANCIAL POSITION

December 31, 2024

	<u>2024</u>	<u>2023</u> <u>Restated</u> <u>(Note 19)</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 2)	\$ 29,970,488	\$ 25,116,602
Accounts receivable	907,101	717,992
Grants receivable	544,636	528,582
Investments (Note 3)	89	89
Debt Reserve Fund - Municipal Finance Authority (Note 4)	149,363	153,435
Debentures recoverable from municipalities (Note 5)	6,180,499	6,744,430
	<u>37,752,176</u>	<u>33,261,130</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 6 and 10)	1,940,394	1,827,812
Deferred revenue (Note 7)	11,812,845	8,826,638
Asset retirement obligations (Note 12)	10,778,639	10,382,629
Debt Reserve Fund - Municipal Finance Authority (Note 4)	149,363	153,435
Debentures issued for municipalities (Note 5)	6,180,499	6,744,430
Debentures issued for the Regional District (Note 9)	305,001	326,199
	<u>31,166,741</u>	<u>28,261,143</u>
<b>NET FINANCIAL ASSETS</b>	<u>6,585,435</u>	<u>4,999,987</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Schedule 3)	31,144,328	30,255,834
Prepaid expenses	381,798	80,080
	<u>31,526,126</u>	<u>30,335,914</u>
<b>ACCUMULATED SURPLUS (Note 13)</b>	<u>\$ 38,111,561</u>	<u>\$ 35,335,901</u>
Accumulated surplus is comprised of:		
Accumulated operating surplus	\$ 38,107,203	\$ 35,335,901
Accumulated remeasurement gains(losses)	4,358	-
	<u>\$ 38,111,561</u>	<u>\$ 35,335,901</u>

## 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 REMEASUREMENT GAINS AND LOSSES**

**December 31, 2024**

	<u>2024</u>	<u>2023</u>
<b>ACCUMULATED REMEASUREMENT GAINS (LOSSES)</b>		
<b>AT BEGINNING OF YEAR</b>	\$ -	\$ -
Unrealized gains (losses) attributable to:		
Portfolio investments	4,358	-
Amounts reclassified to the statement of operations:		
Portfolio investments	-	-
	<u>4,358</u>	<u>-</u>
Net remeasurement gains (losses) for the year	<u>4,358</u>	<u>-</u>
<b>ACCUMULATED REMEASUREMENT GAINS (LOSSES)</b>		
<b>AT END OF YEAR</b>	<u>\$ 4,358</u>	<u>\$ -</u>

See notes to the financial statements

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## STATEMENT OF OPERATIONS

For the year ended December 31, 2024

	2024		2023
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Note 14)		Restated (Note 19)
<b>REVENUE (Schedule 4)</b>			
Property tax requisition			
Electoral area	\$ 9,948,789	\$ 9,948,802	\$ 8,378,819
Municipal	4,485,262	4,485,262	4,341,029
	14,434,051	14,434,064	12,719,848
Grants-in-lieu of taxes	1,299,869	1,342,810	1,284,108
Federal grants - conditional	715,000	685,957	1,129,343
Fees and permits	1,101,273	2,922,638	2,292,520
Municipal debt payments	749,800	713,991	661,385
Provincial grants - northern capital	459,156	423,654	706,359
Provincial grants - unconditional	185,000	233,011	195,000
Other grants - conditional	1,063,209	600,902	2,496,416
Emergency expenditure recoveries	316,000	113,116	578,273
Interest	-	663,817	498,090
Municipal cost sharing	237,415	654,175	256,231
Sundry	164,097	543,989	704,960
Administration recoveries	16,657	24,562	18,571
Donations	-	11,250	949,180
Debt sinking fund actuarial earnings	3,753	10,086	5,703
Community forest	50,000	89,600	149,300
	20,795,280	23,467,622	24,645,287
<b>EXPENSES (Schedule 1) ( Schedule 4)</b>			
Environmental services	6,661,857	6,678,036	6,286,180
Government - general, rural and local commission	3,729,731	4,127,477	3,804,317
Recreation and culture	4,405,599	3,794,808	3,423,617
Fire protection and emergency response	3,494,968	2,945,813	3,229,101
Building inspection, building numbering, planning and development services	1,570,092	1,314,325	1,184,684
Economic development	775,983	456,493	438,990
Municipal debt payments	749,800	713,991	661,385
Street lighting and transportation	490,087	467,148	280,259
Sewer and water	232,512	193,871	168,923
	22,110,629	20,691,962	19,477,456
<b>ANNUAL SURPLUS</b>	(1,315,349)	2,775,660	5,167,831
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>	35,335,901	35,335,901	30,168,070
<b>ACCUMULATED SURPLUS - END OF YEAR (Note 13)</b>	\$ 34,020,552	\$ 38,111,561	\$ 35,335,901

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, 2024**

	<b>2024</b>		<b>2023</b>
	<u><b>Budget</b></u> <b>(Note 14)</b>	<u><b>Actual</b></u>	<u><b>Actual</b></u> <b>Restated</b> <b>(Note 19)</b>
<b>ANNUAL SURPLUS</b>	\$ (1,315,349)	\$ 2,775,660	\$ 5,167,831
Acquisition of tangible capital assets	(3,527,312)	<b>(2,922,019)</b>	(9,332,438)
(Gain) loss on sale of tangible capital assets	-	<b>(19,903)</b>	(3,451)
Proceeds on sale of tangible capital assets	-	<b>65,048</b>	40,000
Amortization of tangible capital assets	<u>1,509,950</u>	<u><b>1,988,380</b></u>	<u>1,807,669</u>
	(3,332,711)	<b>1,887,166</b>	(2,320,389)
Net use of (addition to) prepaid expenses	<u>-</u>	<u><b>(301,718)</b></u>	<u>276,181</u>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	(3,332,711)	<b>1,585,448</b>	(2,044,208)
<b>NET FINANCIAL ASSETS AT BEGINNING OF THE YEAR</b>	<u>4,999,987</u>	<u><b>4,999,987</b></u>	<u>7,044,195</u>
<b>NET FINANCIAL ASSETS AT END OF THE YEAR</b>	<u><u>\$ 1,667,276</u></u>	<u><u>\$ 6,585,435</u></u>	<u><u>\$ 4,999,987</u></u>

See notes to the consolidated financial statements.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2024

	<u>2024</u>	<u>2023</u> <b>Restated</b> <b>(Note 19)</b>
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 2,775,660	\$ 5,167,831
Add: Non-cash items		
Debt sinking fund actuarial earnings	(10,086)	(5,703)
Amortization of tangible capital assets	1,988,380	1,807,669
Loss (gain) on sale of tangible capital assets	(19,903)	(3,451)
	<u>4,734,051</u>	<u>6,966,346</u>
Changes in non-cash working capital:		
Accounts receivable	(189,109)	(16,237)
Grants receivable	(16,054)	866,648
Accounts payable and accrued liabilities	112,582	(4,963,477)
Deferred revenue	2,986,207	(459,187)
Asset retirement obligations	396,010	10,382,629
Prepaid expenses	(301,718)	276,181
	<u>7,721,969</u>	<u>13,052,903</u>
<b>FINANCING ACTIVITIES</b>		
Debt repayments	(11,112)	(14,800)
	<u>(11,112)</u>	<u>(14,800)</u>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(2,922,019)	(9,332,438)
Proceeds on disposal of tangible capital assets	65,048	40,000
	<u>(2,856,971)</u>	<u>(9,292,438)</u>
<b>INCREASE DURING THE YEAR</b>	<b>4,853,886</b>	<b>3,745,665</b>
<b>CASH AT BEGINNING OF THE YEAR</b>	<u><b>25,116,602</b></u>	<u><b>21,370,937</b></u>
<b>CASH AT END OF THE YEAR</b>	<u><u><b>\$ 29,970,488</b></u></u>	<u><u><b>\$ 25,116,602</b></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, 2024

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, 2024**

#### **1. SIGNIFICANT ACCOUNTING POLICIES, continued**

##### Revenue 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, 2024

**1. SIGNIFICANT ACCOUNTING POLICIES, continued**Measurement 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, 2024

**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.

**2. CASH AND CASH EQUIVALENTS**

	<u>2024</u>	<u>2023</u>
Bank accounts	\$ 6,335,303	\$ 6,148,431
Petty cash	50	250
Guaranteed investment certificates	<u>23,635,135</u>	<u>18,967,921</u>
	<u><u>\$ 29,970,488</u></u>	<u><u>\$ 25,116,602</u></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, 2024, the guaranteed investment certificate interest rates ranged between 3.9% to 6.15% (2023 – ranged between 1.30% to 6.15%).

**3. INVESTMENTS**

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

**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.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

## 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.

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Net Debt Outstanding	
	Year	Amount			2024	2023
Vanderhoof Issue 145	2018	1,000,000	2038	3.15%	759,274	802,417
Smithers Issue 142	2017	3,000,000	2037	3.15%	2,144,508	2,277,821
Vanderhoof Issue 142	2017	2,000,000	2037	3.15%	1,429,672	1,518,546
Smithers Issue 127	2013	650,000	2034	4.52%	387,929	418,997
Fort St. James Issue 124	2013	304,879	2033	4.52%	166,446	181,956
Smithers Issue 124	2012	147,639	2033	4.52%	80,602	88,113
Fort St. James Issue 124	2013	121,952	2028	4.52%	39,724	48,830
Smithers Issue 116	2011	800,000	2026	1.47%	134,774	198,763
Houston Issue 99	2006	2,407,125	2032	1.53%	924,825	1,037,414
Smithers Issue 81	2004	500,000	2024	2.85%	-	38,211
Smithers Issue 79	2003	500,000	2023	2.25%	-	-
Granisle 149	2019	210,000	2029	2.24%	112,745	133,362
		<u>\$ 11,641,595</u>			<u>\$ 6,180,499</u>	<u>\$ 6,744,430</u>

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

Principal paid during 2024 was \$402,489 (2023 - \$415,715). Interest paid during 2024 was \$300,799 (2023 - \$305,649).

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.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

## 5. DEBT RECOVERABLE FROM MUNICIPALITIES, continued

Actuarial earnings received during 2024 was \$161,443 (2023 - \$166,760). Future principal payments, including sinking fund additions, on existing debt are as follows:

2025	\$ 544,166
2026	562,324
2027	510,152
2028	527,079
2029	533,761
Thereafter	<u>3,503,017</u>
	<u>\$ 6,180,499</u>

## 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2024</u>	<u>2023</u>
Trade payables	\$ 880,278	\$ 915,404
Vacation accrual	279,803	259,060
Sick leave accrual (Note 10)	444,588	273,262
Retirement accrual (Note 10)	<u>335,725</u>	<u>380,086</u>
	<u>\$ 1,940,394</u>	<u>\$ 1,827,812</u>

## 7. DEFERRED REVENUE

	<u>2024</u>	<u>2023</u>
Government transfers - Northern Capital Planning Grant	\$ 1,673,993	\$ 2,005,885
Government transfers - Federal Gas Tax Reserve	7,281,574	6,679,642
Government transfers - NWRS	2,160,330	-
Government transfers - COVID Restart	-	-
Government transfers - Climate Action	348,952	-
Government transfers - Provincial	233,378	70,000
Other	<u>114,618</u>	<u>71,111</u>
	<u>\$ 11,812,845</u>	<u>\$ 8,826,638</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

## 7. DEFERRED REVENUE, continued

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>2024</u>	<u>2023</u>
Opening balance	\$ 6,679,642	\$ 6,593,666
Add: Amounts received in the year	923,045	936,063
Interest earned	364,844	279,256
	<u>1,287,889</u>	<u>1,215,319</u>
Less: Amounts spent in the year	<u>(685,957)</u>	<u>(1,129,343)</u>
Closing balance	<u>\$ 7,281,574</u>	<u>\$ 6,679,642</u>

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>2024</u>	<u>2023</u>
Opening balance	\$ 2,005,885	\$ 2,611,985
Add: Amounts received in the year	-	-
Interest earned	91,762	100,259
	<u>91,762</u>	<u>100,259</u>
Less: Amounts spent in the year	<u>(423,654)</u>	<u>(706,359)</u>
Closing balance	<u>\$ 1,673,993</u>	<u>\$ 2,005,885</u>

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

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

## 7. DEFERRED REVENUE, continued

Reserve	Initial Allocation	Planning Expenses	Capital Expenses	Total Interest	December 31, 2024 Balance
General Administration	\$ 1,019,248	\$ 397,003	\$ 209,515	\$ 86,625	\$ 499,355
Clucluz Lake Fire Service	623,068	31,008	603,148	11,088	-
Protective Services	1,375,000	186,927	1,022,947	90,815	255,941
Glacier Gulch Water Diversion	30,000	-	-	5,288	35,288
Round Lake Fires Service	10,000	-	11,154	1,154	-
Luck Bay Fire Service	60,000	-	62,357	2,357	-
Fort Fraser Fire	186,595	-	191,237	4,642	-
Economic Development	185,273	-	-	32,660	217,933
Regional Parks and Trails	1,055,345	58,164	633,172	78,501	442,510
Environmental Service	2,394,843	-	2,264,268	92,391	222,966
Fort Fraser Water and Sewer Utilities	425,628	-	447,234	21,606	-
	<u>\$ 7,365,000</u>	<u>\$ 673,102</u>	<u>\$ 5,445,032</u>	<u>\$ 427,127</u>	<u>\$ 1,673,993</u>

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.

	2024	2023
Opening balance	\$ -	\$ 8,924
Add: Amounts received in the year	-	-
Interest earned	-	-
	-	-
Less: Amounts spent in the year	-	(8,924)
Closing balance	\$ -	\$ -

## 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 5.45% (December 31, 2023 – 7.2%) 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, 2024

## 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	2024 Principal Repayment	Net Debt Outstanding	
	Year	Amount					2024	2023
Round Lake Fire Protection	2017	\$ 14,909	2037	3.15%	\$ 3,697	\$ 555	\$ 10,657	\$ 11,320
Luck Bay Fire Protection	2006	125,000	2026	1.53%	103,455	4,198	17,347	25,524
Topley Rural Fire Protection	2016	366,348	2041	2.10%	79,303	10,048	276,997	289,355
		<u>\$ 506,257</u>			<u>\$ 186,455</u>	<u>\$ 14,801</u>	<u>\$ 305,001</u>	<u>\$ 326,199</u>



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

**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 2024 was \$14,801 (2023 - \$14,801). Interest paid during 2024 was \$10,075 (2023 - \$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 2024 was \$6,396 (2023 - \$5,703). Future principal payments, including sinking fund additions, on existing debt are as follows:

2025	21,915
2026	22,657
2027	14,228
2028	14,655
2029	15,094
Thereafter	<u>216,452</u>
	<u>\$ 305,001</u>

**10. CONTINGENCIES**Municipal 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>2024</u>	<u>2023</u>
Demand Notes Outstanding:		
Borrowing on behalf of member municipalities	\$ 271,453	\$ 286,163
Borrowing for Regional District purposes	<u>9,331</u>	<u>9,332</u>
	<u>\$ 280,784</u>	<u>\$ 295,495</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### NOTES TO THE FINANCIAL STATEMENTS

**For the year ended December 31, 2024**

#### **10. CONTINGENCIES, continued**

##### Employee Sick Leave

The Regional District is contingently liable to pay its employees sick leave. The total maximum value of the accumulated sick time is \$792,026 at December 31, 2024 (2023 - \$587,555). As at year end an amount of \$444,588 (2023 - \$273,262) 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 \$554,187 at December 31, 2024 (2023 - \$551,989). As at year end an amount of \$335,725 (2023 - \$380,086) 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, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 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 \$419,966 (2023 - \$383,659) for employer contributions to the plan in fiscal 2024.

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, 2024

#### 12. 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, 2024

**12. 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.

<b>Asset Retirement Obligations</b>	<b>Landfill Obligation</b>	<b>Asbestos Abatement</b>	<b>Leasehold Obligations</b>	<b>Balance</b>
Opening	\$ 8,287,879	\$ 73,500	\$ 2,021,250	\$ <b>10,382,629</b>
Adoption of PSAS 3280				-
Accretion expense	291,271	3,675	101,064	<b>396,010</b>
Closing Balance	<u>\$ 8,579,150</u>	<u>\$ 77,175</u>	<u>\$ 2,122,314</u>	<u>\$ <b>10,778,639</b></u>

**13. ALLOCATION OF ACCUMULATED SURPLUS**

The accumulated surplus at the end of the year is comprised of the following Funds:

	<b>2024</b>	<b>2023</b>
Operating	\$ <b>25,321,443</b>	\$ 22,570,097
Reserves	<b>12,790,118</b>	12,765,804
	<u><b>\$ 38,111,561</b></u>	<u>\$ 35,335,901</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

**14. BUDGET**

In accordance with legislative requirements, the Financial Plan, adopted by the Board of Directors on March 21, 2024, 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>2024</u>
Budgeted surplus per statement of financial activities	<u>\$ (1,315,349)</u>
Less: Capital expenditures	(3,459,000)
Internal allocations	-
Prior year net deficits	<u>(46,547)</u>
	<u>(4,820,896)</u>
Add: Prior year net surplus	2,690,143
Withdrawals from capital reserves	1,509,950
Transfer from equity in tangible capital assets	<u>620,803</u>
	<u>4,820,896</u>
	<u>\$ -</u>

**15. 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, 2024**

#### **15. 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.

#### **16. 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, 2024

#### 16. 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.

#### 17. 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 \$15,536 (2023 - \$15,900) to the Regional Hospital District.

#### 18. 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

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

## 19. PRIOR PERIOD RESTATEMENT

During the year, information became available that the Regional District had understated the value of its capital assets. On July 31, 2023, the Regional District assumed ownership of the sewer system for Cluculz Lake. The Regional District has revised the 2023 comparative figures to correct the capital assets, revenue, expenses and accumulated surplus.

	<u>Previously Reported</u>	<u>Adjustment</u>	<u>Restated</u>
<b>Statement of Financial Position</b>			
Non-Financial Assets Total	29,505,814	830,100	<b>30,335,914</b>
Accumulated Surplus	34,505,801	830,100	<b>35,335,901</b>
<b>Statement of Operations</b>			
Revenue Total	23,802,107	843,180	<b>24,645,287</b>
Expenses Total	19,464,376	13,080	<b>19,477,456</b>
Accumulated Surplus - End of year	34,505,801	830,100	<b>35,335,901</b>
<b>Statement of Changes in Net Financial Assets</b>			
Annual Surplus	4,337,731	830,100	<b>5,167,831</b>
Acquisition of tangible capital assets	(8,489,258)	(843,180)	<b>(9,332,438)</b>
Amortization of tangible capital assets	1,794,589	13,080	<b>1,807,669</b>
<b>Statement of Cash Flows</b>			
Annual surplus	4,337,731	830,100	<b>5,167,831</b>
Amortization of tangible capital assets	1,794,589	13,080	<b>1,807,669</b>
Purchase of tangible capital assets	(8,489,258)	(843,180)	<b>(9,332,438)</b>



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## SCHEDULE OF EXPENSES BY OBJECT

For the year ended December 31, 2024

	2024		2023
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Note 14)		Restated (Note 19)
Staff remuneration and benefits	\$ 7,500,448	\$ 6,945,787	\$ 6,362,042
Purchased services and supplies	5,926,994	4,251,163	4,713,556
Payments to societies	2,555,071	2,243,841	1,887,268
Municipal debt payments	749,800	713,991	661,385
Payments to municipalities	2,502,665	2,697,685	2,342,463
Directors' remuneration	498,369	504,036	501,055
Insurance and permits	298,024	304,900	287,928
Electoral area grants-in-aid	359,842	460,432	304,004
Staff travel, upgrading and conferences	3,000	96,552	77,392
Directors' travel and expenses	144,903	24,171	67,042
Interest on debentures	8,663	16,472	15,778
Memberships and dues	35,600	41,028	61,640
Interest	5,000	3,286	3,186
Elections, referenda and studies	6,000	-	-
Bad debts	3,500	856	1,876
Volunteer benefits	2,800	3,372	2,605
Accretion	-	396,010	380,567
Amortization	1,509,950	1,988,380	1,807,669
	<u>\$ 22,110,629</u>	<u>\$ 20,691,962</u>	<u>\$ 19,477,456</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, 2024

	2024	2023
<b>BALANCE AT BEGINNING OF THE YEAR</b>	<b>\$ 21,451,331</b>	<b>\$ 18,996,831</b>
Contribution to funds	4,070,963	3,655,145
Interest earned on funds	1,464,060	870,559
Withdrawals from funds	(2,731,387)	(2,071,204)
<b>BALANCE AT END OF THE YEAR</b>	<b>24,254,967</b>	<b>21,451,331</b>
Less reserves recorded as deferred revenue (Note 7):		
Climate Action	348,952	-
Federal Gas Tax	7,281,574	6,679,642
North West Revenue Sharing	2,160,330	-
Northern Capital Planning Grant	1,673,993	2,005,885
	<b>11,464,849</b>	<b>8,685,527</b>
	<b>\$ 12,790,118</b>	<b>\$ 12,765,804</b>
<b>REPRESENTED BY THE FOLLOWING RESERVE FUNDS</b>		
911 Capital	\$ 710,331	\$ 673,680
Administrative Equipment	44,777	42,466
Administration/Planning Vehicle	102,886	72,090
Building	683,400	452,984
Building Inspection Vehicle	58,100	45,344
Bulkley Valley Pool	2,751,660	2,691,587
Burns Lake TV Rebroadcasting	59,303	56,243
Bylaw Enforcement	32,285	20,861
Climate Action	348,952	-
Climate Change	-	97,007
Cluculz Sewer	97,022	14,022
Rural Election	43,234	31,245
Emergency Prep	64,721	61,381
Federal Gas Tax	7,281,574	6,679,642
Fort Fraser Sewer	475,899	451,343
Fort Fraser Rural Fire Protection	30,866	-
Fort Fraser Water	449,002	362,410
Landfill closure	450,395	427,156
Glacier Gulch Water Diversion	14,401	13,658
Growing Community	1,055,162	1,791,927
Insurance	257,866	145,471
Lakes District Airport	416,901	322,207
Landfill Capital	-	-
Legal	154,794	49,230
Luck Bay Rural Fire Protection	64,118	60,810
Northern Capital Planning Grant	1,673,993	2,005,885
North West Revenue Sharing	2,160,330	-
Operational	4,423,500	4,501,948
Planning Plotter	33,155	31,445
Round Lake Rural Fire Protection	6,658	4,850
Smithers Rural Fire Protection	118,814	132,199
Southside Rural Fire Protection Vehicle	26,700	15,564
Southside Rural Fire Protection	-	1,546
Topley Fire Department	44,483	33,894
Telkwa Rural Fire Protection	9,698	56,924
Vanderhoof Pool	109,987	104,312
	<b>24,254,967</b>	<b>21,451,331</b>
Less reserves recorded as deferred revenue (Note 7):		
Climate Action	348,952	-
Federal Gas Tax	7,281,574	6,679,642
North West Revenue Sharing	2,160,330	-
Northern Capital Planning Grant	1,673,993	2,005,885
	<b>11,464,849</b>	<b>8,685,527</b>
	<b>\$ 12,790,118</b>	<b>\$ 12,765,804</b>

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**STATEMENT OF TANGIBLE CAPITAL ASSETS**  
For the year ended December 31, 2024

	Land	Building	Equipment / Vehicles	Works in Progress	Engineered Structures			Transfer Stations	Regional Parks	Retirement Obligations		2024 Total	2023 Total
					Water	Sewer	Landfills			Landfill Operations	All Others		
<b>COST</b>													<b>Restated (Note 19)</b>
Opening Balance	\$ 791,108	\$ 9,052,671	\$ 11,465,650	\$ -	\$ 5,173,753	\$ 1,744,117	\$ 6,783,397	\$ 5,999,283	\$ 1,758,765	\$ 4,285,671	\$ 645,000	\$ 47,699,415	\$ 38,480,932
Add: Additions	-	526,093	1,374,851	-	-	44,739	495,301	470,803	10,232	-	-	2,922,019	9,332,438
Less: Disposals	-	-	(179,886)	-	-	-	-	-	-	-	-	(179,886)	(113,955)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	791,108	9,578,764	12,660,615	-	5,173,753	1,788,856	7,278,698	6,470,086	1,768,997	4,285,671	645,000	50,441,548	47,699,415
<b>ACCUMULATED AMORTIZATION</b>													
Opening Balance	-	3,815,892	6,231,144	-	1,298,629	496,748	2,884,158	2,570,192	63,151	68,694	14,973	17,443,581	15,713,318
Add: Amortization	-	301,769	879,489	-	97,065	52,224	311,014	227,772	35,381	68,694	14,972	1,988,380	1,807,669
Less: Acc. Amortization on Disposals	-	-	(134,741)	-	-	-	-	-	-	-	-	(134,741)	(77,406)
Closing Balance	-	4,117,661	6,975,892	-	1,395,694	548,972	3,195,172	2,797,964	98,532	137,388	29,945	19,297,220	17,443,581
<b>Net Book Value for year ended December 31, 2024</b>	<b>\$ 791,108</b>	<b>\$ 5,461,103</b>	<b>\$ 5,684,723</b>	<b>\$ -</b>	<b>\$ 3,778,059</b>	<b>\$ 1,239,884</b>	<b>\$ 4,083,526</b>	<b>\$ 3,672,122</b>	<b>\$ 1,670,465</b>	<b>\$ 4,148,283</b>	<b>\$ 615,055</b>	<b>\$ 31,144,328</b>	
Net Book Value for year ended December 31, 2023	\$ 791,108	\$ 5,236,779	\$ 5,234,506	\$ -	\$ 3,875,124	\$ 1,247,369	\$ 3,899,239	\$ 3,429,091	\$ 1,695,614	\$ 4,216,977	\$ 630,027		\$ 30,255,834

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
SEGMENTED DISCLOSURE**

**For the year ended December 31, 2024**

	<b>Government - General, Rural and Local</b>	<b>Environmental Services</b>	<b>Recreation and Culture</b>	<b>Fire Protection and Emergency Response</b>	<b>Building Inspection and Planning</b>	<b>Municipal Debt Payments</b>	<b>Street Lighting and Transportation</b>	<b>Economic Development</b>	<b>Sewer and Water</b>	<b>2024</b>	<b>2023 Restated (Note 19)</b>
<b>REVENUE</b>											
Taxation	\$ 2,368,483	\$ 4,404,515	\$ 3,673,677	\$ 2,209,598	\$ 919,018	\$ -	\$ 220,382	\$ 515,003	\$ 123,388	\$ 14,434,064	\$ 12,719,848
Fees, rates and service charges	-	2,547,618	10,629	132,531	60,472	-	82,810	-	88,578	2,922,638	2,292,520
Government transfers	908,585	310,000	80,063	512,419	50,500	-	22,957	59,000	-	1,943,524	4,527,118
Investment income	661,488	-	-	2,329	-	-	-	-	-	663,817	498,090
Other	531,336	352,025	22,057	210,058	318,003	713,991	2,304	10,921	74	2,160,769	3,323,603
Grants-in-lieu of Taxes	267,257	488,861	254,857	156,908	76,356	-	22,217	76,354	-	1,342,810	1,284,108
	4,737,149	8,103,019	4,041,283	3,223,843	1,424,349	713,991	350,670	661,278	212,040	23,467,622	24,645,287
<b>EXPENSES</b>											
Staff Remuneration and Benefits	1,553,562	3,178,142	132,460	644,480	1,138,514	-	42,388	256,241	-	6,945,787	6,362,042
Purchased services and supplies	1,038,426	1,759,893	152,004	864,463	109,928	-	218,260	70,880	37,309	4,251,163	4,713,555
Insurance	62,817	106,863	51,815	43,745	33,172	-	-	1,000	5,488	304,900	287,929
Payments to Societies	102,710	8,800	1,863,647	105,184	-	-	163,500	-	-	2,243,841	1,887,268
Other	1,056,878	395,650	26,250	41,908	13,344	713,991	-	10,872	1,313	2,260,206	2,076,530
Payments to Municipalities	165,000	-	1,341,439	1,030,746	-	-	43,000	117,500	-	2,697,685	2,342,463
Amortization of capital assets	148,084	1,228,688	227,193	215,287	19,367	-	-	-	149,761	1,988,380	1,807,669
	4,127,477	6,678,036	3,794,808	2,945,813	1,314,325	713,991	467,148	456,493	193,871	20,691,962	19,477,456
<b>NET REVENUE(EXPENSES)</b>	<b>\$ 609,672</b>	<b>\$ 1,424,983</b>	<b>\$ 246,475</b>	<b>\$ 278,030</b>	<b>\$ 110,024</b>	<b>\$ -</b>	<b>\$ (116,478)</b>	<b>\$ 204,785</b>	<b>\$ 18,169</b>	<b>\$ 2,775,660</b>	<b>\$ 5,167,831</b>

See notes to the financial statements.

## Regional District of Bulkley-Nechako

Schedule of Remuneration & Expenses: Employees  
For the Year Ended December 31, 2024

Name	Position	Remuneration	Expenses	Total
Anderson, Cheryl	Director of Corporate Services	149,315	9,610	158,926
Berlin, Jason	Chief Building Inspector	112,603	3,182	115,785
Blackwell, Jason	Regional Fire Chief	95,742	6,621	102,363
Davis, Nellie	Manager of Strategic Initiatives and Rural Services	83,970	8,986	92,956
Davis, Steve	Building Inspector	88,411	4,263	92,674
Demarce, Lenard	Landfill Operator 3	101,929	396	102,325
Derksen, Janette	Waste Diversion Supervisor	115,968	1,035	117,003
Eriksen, Alex	Director of Environmental Services	141,717	221	141,938
Fields, Kimberly	Accounting Clerk 2	76,516	405	76,921
Halbert, Lawrence	Waste Haul Driver Class 1	78,512	0	78,512
Helgesen, Curtis	Chief Administrative Officer	209,999	14,267	224,266
Illes, John	Chief Financial Officer	164,471	8,474	172,946
Jones-Middleton, Deborah	Director of Protective Services	81,667	3,292	84,959
Larson, Daryn	Building Inspector	81,222	2,722	83,944
Llewellyn, Jason	Director of Planning	152,242	3,057	155,299
Minger, Cole	Environmental Services Operations Supervisor	108,214	3,580	111,793
Patterson, Danielle	Senior Planner	81,238	582	81,820
Peters, Philip	Environmental Services Field Assistant	93,216	484	93,700
Rai, Anusha	Human Resources Advisor	93,823	3,233	97,057
Roberts, William	Training and Safety Supervisor	104,019	3,519	107,538
Sandberg, Maria	Planning and Parks Co-ordinator	93,700	2,394	96,094
Thompson, Jason	Bylaw Enforcement Officer	76,936	1,386	78,322
Wainwright, Wendy	Deputy Director of Corporate Services	109,394	5,677	115,070
Walker, Christopher	Emergency Services Manager	91,537	7,986	99,523
Wiebe, Daniel	Waste Haul Driver Class 1	81,331	173	81,504
Wiebe, Kenneth	Environmental Services Field Assistant	87,678	0	87,678
<b>Total for Employees &gt; \$75,000</b>		<b>2,755,370</b>	<b>95,545</b>	<b>2,850,915</b>
Total of Employees with remuneration of \$75,000 or less		2,743,071	72,214	2,815,285
<b>Total Employee Remuneration</b>		<b>5,498,441</b>	<b>167,759</b>	<b>5,666,200</b>

## Reconciliation to Financial Statements

Staff remuneration and benefits as per Schedule **\$6,945,787**Staff travel upgrading and conferences as per Schedule **\$96,552**

LESS SUNLIFE AND TELUS HEALTH ( plus directors amounts) -\$392,745

LESS RECEIVER GENERAL (Employers portion of CPP and EI) -\$347,949

LESS MUNICIPAL PENSION PLAN -\$419,966

ADD STAFF TRAVEL IN SUPPLIES \$69,080

LESS EHT -\$105,895

LESS WORKSAFE -\$152,976

LESS ADJUSTMENT FOR ACCRUALS -\$25,688

**Total staff remuneration and benefits as per Table** **\$5,666,200**

**Schedule of Remuneration & Expenses: Directors**  
**For the Year Ended December 31, 2024**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total</b>
Atrill, Gladys	Board Member	23,899	6,926	30,825
Berglund, Marilyn	Alternate Board Member	328	133	461
Brienen, Shane	Board Member - Vice Chair	26,145	2,077	28,222
Bysouth, Doug	Alternate Board Member	278	0	278
Cochran, Linda	Commissioner	1,668	0	1,668
Cochran, William	Commissioner	1,668	120	1,788
Conant, Lionel	Alternate Board Member	366	233	599
Dekens, Leroy	Board Member	15,686	2,061	17,747
Elphee, Martin	Board Member	18,807	3,073	21,880
Fennema, Audrey	Alternate Board Member	1,259	0	1,259
Frenkel, Brian	Alternate Board Member	681	333	1,014
Friesen, Judith	Alternate Board Member	278	0	278
Greenaway, Judith	Board Member	42,222	13,917	56,140
Kulchar, Alex	Alternate Board Member	1,010	440	1,450
Lambert, Clint	Board Member	37,223	13,675	50,897
McGuire, Linda	Board Member	17,844	2,533	20,377
Moon, Shirley	Board Member	34,439	14,502	48,941
Morgan, Annette	Board Member	1,177	172	1,349
Moutray, Kevin	Board Member	22,808	3,083	25,890
Newell, Christopher	Board Member	29,069	11,789	40,858
Newell, Elijah	Alternate Board Member	327	131	458
Parker, Mark	Board Member - Chair	57,838	14,034	71,872
Rensby, Charlie	Board Member	556	0	556
Riis-Christianson, Michael	Board Member	36,322	9,110	45,432
Stoltenberg, Harold	Board Member	34,328	10,367	44,695
Storey, Sarrah	Board Member	16,137	1,676	17,813
Webster, Don	Commissioner	1,668	0	1,668
Webster, Frederick	Commissioner	1,668	120	1,788
Wiebe, Henry	Board Member	18,160	0	18,160
Wray, Frank	Alternate Board Member	1,983	763	2,745
<b>Total Director Remuneration</b>		<b>445,839</b>	<b>111,269</b>	<b>557,108</b>

**Reconciliation to Financial Statements**

<b>Director Remuneration and Expenses as per Schedule</b>	<b>\$ 504,036</b>
<b>Directors travel and expenses as per schedule</b>	<b>\$ 24,171</b>
LESS SUNLIFE AND TELUS HEALTH (added in employees)	\$ -
LESS RECEIVER GENERAL	\$ 15,803
ADD Directors TRAVEL IN SUPPLIES	4,403.73
LESS EHT	8,693.86
<b>Total Remuneration and Expenses as per Table</b>	<b>\$ 557,108</b>

## Regional District of Bulkley-Nechako

### Schedule of Payments to Suppliers for Goods and Services For the Year Ending December 31, 2024

Vendor	Amount
ACERA Insurance	73,917.40
ANCHORED FIRM VENTURES LTD.	126,711.29
AQUILA SAFETY	45,531.15
B V AQUATIC CENTRE MANG. SOCIE	712,416.74
B. V. HISTORICAL & MUSEUM SOC.	26,124.00
BARSNESS SALES & SERVICE INC	40,880.00
BC HYDRO	103,163.73
BCTransit	155,012.17
BESWICK HILDEBRANDT LUND	32,340.00
BLACK PRESS GROUP LTD	58,273.31
BRANDT TRACTOR LTD	284,678.46
BRYANT ELECTRIC LTD	128,828.41
BULKLEY AUTOMOTIVE LTD	131,925.10
BURNS LAKE AUTOMOTIVE SUPPLY	41,410.43
BURNS LAKE PUBLIC LIBRARY	284,727.97
BURNS LAKE REBROADCAST SOCIETY	32,500.00
BV JET CONTROLS CO	70,156.33
CALIAN LTD.	71,741.79
CARO ANALYTICAL SERVICES	46,599.41
CHINOOK COMMUNITY SOCIETY	89,600.00
COLLABRIA	273,151.58
CONTAINER WEST MANUFACTURING LTD.	33,858.30
DADO CONSTRUCTION LTD.	39,646.95
DAVID SILVER CONTRACTING LIMITED	40,373.57
DISTRICT OF FORT ST JAMES	309,023.90
DISTRICT OF VANDERHOOF	704,973.36
DRIFTWOOD SCHOOL RESTORATION COM.	80,000.00
EMPLOYER HEALTH TAX	114,588.46
ELITE FLOOD & FIRE RESTORATION	36,269.74

FORT GARRY FIRE TRUCKS LTD	205,364.00
FORT SAINT JAMES TV SOCIETY	164,500.00
FRASER LAKE LIBRARY BOARD	50,000.00
FRASER LAKE REBROADCASTING SOC	90,000.00
FRONTERA FOREST SOLUTIONS INC	180,794.90
GENERATION ELECTRIC	29,925.00
GROOT BROS CONTRACTING LTD.	33,113.24
GUARDIAN BOOTH LLC	33,829.80
HOSKINS FORD	206,828.61
HOUSTON FLYING CLUB	60,424.12
HOUSTON SMITHERS REBROADCASTIN	60,000.00
HUBER EQUIPMENT	25,752.92
I.B.E.W. LOCAL 213	42,885.49
INDUSTRIAL TRANSFORMERS	334,903.43
KAI EPKENS CONTRACTING	25,515.00
KAL TIRE - BURNS LAKE	75,352.30
LAKES DISTRICT AIRPORT SOCIETY	163,500.00
LAKES DISTRICT FAIR ASSOC	31,475.00
LAKES DISTRICT MUSEUM SOCIETY	97,534.17
M 4 ENTERPRISES	102,456.94
MUNICIPAL INSURANCE ASS. OF BC	313,497.32
MUNICIPAL PENSION PLAN	419,966.39
N.W. INVASIVE PLANT COUNCIL	50,183.98
NORS CONSTRUCTION EQUIPMENT CAN GW	38,321.78
NORTHERN SOCIETY FOR DOMESTIC PEACE	44,921.00
OCEAN TRAILER	184,181.76
PACIFIC NORTHERN GAS LTD.	57,983.51
PARKLAND CORPORATION	83,569.68
PHILIP'S ELECTRIC LTD	247,718.35
PROVINCE OF BC	118,052.53
RECEIVER GENERAL	1,664,484.01
REG. DIST.OF FRASER-FORT GEORGE	401,828.74
RIDE BURNS MOUNTAIN BIKING ASSOC.	45,495.00
RIVERLAND MOTEL LTD	92,376.56
RIVERWEST GENERAL CONTRACTORS	345,452.97
SMITHERS CURLING CLUB	246,795.00



SMITHERS PUBLIC LIBRARY	125,336.00
SMITHERS SKATE PARK SOCIETY	100,000.00
SOUTHSIDE VOLUNTEER FIRE DEPT.	29,184.42
SUN LIFE ASSURANCE COMPANY OF CANADA	392,443.31
TELUS COMMUNICATIONS INC.	26,062.91
TELUS COMMUNICATIONS INC.	33,264.00
TELUS MOBILITY	36,639.26
TOPLEY FIRE PROTECTION SOC.	40,275.00
TOWER COMMUNICATIONS	165,098.03
TOWN OF SMITHERS	787,403.36
TREVOR KIER	68,377.12
TRICON TRUSS & MILLWORK LTD	46,081.63
ULINE CANADA CORPORATION	29,930.21
VALLEY DIESEL LTD	57,751.97
VANDERHOOF & DISTRICTS CO-OP	401,217.20
VECTOR RESTORATION LTD	325,931.93
VILLAGE OF BURNS LAKE	668,047.06
VILLAGE OF TELKWA	165,010.83
WASTELINE CONTAINERS LTD	32,300.92
WEAVER TECH CORP	137,645.28
WESTECH DIESEL LTD	59,199.44
WORKSAFE	154,933.09
WSP CANADA INC	61,673.44

<b>Total of aggregate payments exceeding \$25,000</b>	<b>14,501,213</b>
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Consolidated total for suppliers paid \$25,000 or less	1,332,001
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<b>Total Payments</b>	<b><u>15,833,214</u></b>
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### Reconciliation to Financial Statements

<b>Total Payments to Suppliers as per Table</b>	<b>\$</b>	<b>15,833,214</b>
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Less increase in prepaid expenses	<b>\$</b>	<b>301,718</b>
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Subtract GST included in list of Suppliers	\$	(316,418)
Subtract Capital Expenditures	\$	(2,922,019)
Subtract Payroll Expenses	\$	(2,558,615)

<b>Adjusted Amount</b>	<b>\$</b>	<b>10,337,880</b>
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<b>Purchased Service and Supplies as per Schedule</b>	<b>\$</b>	<b>4,251,163</b>
<b>Insurance and Permits as per Schedule</b>	<b>\$</b>	<b>304,900</b>
<b>Membership and Dues as per Schedule</b>	<b>\$</b>	<b>41,028</b>
<b>Volunteer Benefits, bad debt and interest as per Schedule</b>	<b>\$</b>	<b>7,514</b>

Subtract Amount in Payments to Societies	\$	(10,405)
Subtract Staff/Directors Expenses in Supplies	\$	(73,483)
Municipal Grants		2,709,209
Grants to Society		3,107,955

<b>Adjusted Amount</b>	<b>\$</b>	<b>10,337,880</b>
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## Regional District of Bulkley-Nechako

### Payments for the Purposes of Grants and Contributions For the Year Ending December 31, 2024

Jurisdiction	Amount
District of Fort St. James	309,024
District of Houston	43,750
District of Vanderhoof	704,973
Town of Smithers	787,403
Village of Burns Lake	668,047
Village of Fraser Lake	11,000
Village of Telkwa	165,011
Village of Granisle	20,000
<b>Total Municipal Grants and Contributions</b>	<b><u>2,709,209</u></b>
<b>Reconciliation to Financial Statements</b>	
<b>Total Municipal Grants and Contributions as Per Schedule</b>	<b>2,697,685</b>
Payments to Municipalities listed in Purchased Services and Supplies Schedule	11,524
<b>To Municipal Grants and Contribution as per Table</b>	<b><u>2,709,209</u></b>

## Regional District of Bulkley-Nechako

### Payments for the Purposes of Grants and Contributions For the Year Ending December 31, 2024

Society	Amount
B V AQUATIC CENTRE MANG. SOCIE	712,417
B. V. HISTORICAL & MUSEUM SOC.	26,124
BULKLEY VALLEY COMMUNITY ARTS COUNCIL	5,786
BURNS LAKE AIRSOFT ASSOCIATION	18,000
BURNS LAKE PUBLIC LIBRARY	284,728
BURNS LAKE REBROADCAST SOCIETY	32,500
CHINOOK COMMUNITY SOCIETY	89,600
CHINOOK EMERGENCY RESPONSE SOCIETY	10,000
CLUCULZ LAKE COMMUNITY ASSOC	11,020
CLUCULZ LAKE VOL. FIRE DEPT	16,200
DRIFTWOOD SCHOOL RESTORATION COM.	80,000
EAGLE CREEK RECREATION COMMISS	19,157
FORT FRASER COMMUNITY HALL	18,458
FORT FRASER VOL. FIRE DEP.	23,645
FORT SAINT JAMES TV SOCIETY	164,500
FORT ST JAMES LIBRARY	16,737
FORT. ST JAMES MINOR HOCKEY	5,000
FRASER LAKE LIBRARY BOARD	50,000
FRASER LAKE REBROADCASTING SOC	90,000
FT. ST. JAMES SNOWMOBILE CLUB	15,000
GRASSY PLAINS COMMUNITY HALL	14,762
HOUSTON FLYING CLUB	60,424
HOUSTON HIKERS SOCIETY	15,000
HOUSTON SMITHERS REBROADCASTIN	60,000
LAKE KATHLYN PROTECTION SOCIETY	18,026
LAKES DISTRICT AIRPORT SOCIETY	163,500
LAKES DISTRICT ARTS COUNCIL	8,500
LAKES DISTRICT FAIR ASSOC	31,475
LAKES DISTRICT FAMILY ENHANCEMENT SOCIET	21,974
LAKES DISTRICT FILM	24,725
LAKES DISTRICT MUSEUM SOCIETY	97,534
LAKES DISTRICT PONY CLUB	8,000
LAKES DISTRICT ROPING CLUB	10,000
LAKES OUTDOOR RECREATION SOC	19,000
LD FAMILY ENHANCEMENT SOCIETY	7,100

NORTHERN SOCIETY FOR DOMESTIC PEACE	44,921
OMINECA SKI CLUB	18,295
QUICK STATION RESIDENTS ASSOCIATION	5,000
RIDE BURNS MOUNTAIN BIKING ASSOC.	45,495
SCHOOL DIST. 91	8,620
SMITHERS ART GALLERY	11,774
SMITHERS CHAMBER OF COMMERCE	7,175
SMITHERS CURLING CLUB	246,795
SMITHERS GOLF & COUNTRY CLUB	15,000
SMITHERS PUBLIC LIBRARY	125,336
SMITHERS SKATE PARK SOCIETY	100,000
SOUTHSIDE VOLUNTEER FIRE DEPT.	29,184
STUART LAKE GOLF CLUB	10,000
STUART LAKE NORDIC SOCIETY	10,000
TOPLEY FIRE PROTECTION SOC.	40,275
TWEEDSMUIR PARK ROD & GUN CLUB	15,000
TYEE MOUNTAIN TRAIL SOCIETY	15,000
VANDERHOOF CHILDREN'S THEATER	10,000

<b>Subtotal</b>	<b>3,006,763</b>
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Grants to Organizations for a total \$5,000 or less in 2023	101,192
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<b>Total Grants To Societies and School Districts</b>	<b><u>3,107,955</u></b>
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#### Reconciliation to Financial Statements

<b>Grants to Societies as per Schedule</b>	<b>2,243,841</b>
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<b>Electoral Area Grant in Aid as per Schedule</b>	<b>460,432</b>
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<b>Grants to Societies in Purchased Serve and Supply Schedule</b>	<b>403,682</b>
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<b>Grants to Society as per Table</b>	<b><u>3,107,955</u></b>
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**Regional District of Bulkley-Nechako*****Schedule of Guarantee & Indemnity Agreements***

For the Year Ended December 31, 2024

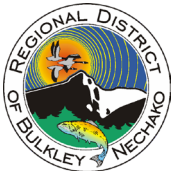
NIL

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, 2024

There was one severance agreement in 2024 with a payment equal to approximately 0.75 times the monthly salary of the individual.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** June 19, 2025  
**Subject:** **Investment in MFA's Diversified Multi-asset Class Fund**

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

That the Board endorse the 'designation' of \$4,000,000 of funds as long-term and suitable for long-term investment.

And that Board support investment of long-term funds into MFA's Diversified Multi-asset Class Fund.

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### **BACKGROUND and SUMMARY**

#### **SUMMARY**

Finance staff have identified reserves which are suitable for long-term investment (10 years+) with due consideration of forecast cash and liquidity requirements over the next 10 years. These reserves include ½ of the Bulkley Valley Pool Reserve being saved for the replacement of the pool in Smithers (estimate replacement in 25 years +); all of the Landfill Closure Reserve (estimate need is in 60 years +); and ¼ of the Operational Reserve. The combined long-term target for these (portions) of reserves is \$25 million. At the end of 2024, as reported in the audited financial statements, this amount was \$2.9 million. Staff are currently recommending a maximum of \$4.0 million be invested in the Diversified Multi-asset Class Fund to aid in narrowing the gap between the current reserve levels and our current reserve targets.

Staff have worked with Municipal Finance Authority ("MFA") and MFA has provided much of the following background information. Further MFA has reviewed our current investment policy (that is included as an attachment) and indicated that no amendment is recommended at this time to include the DMAC fund as a possible investment.

#### **INTRODUCTION (BACKGROUND)**

Staff have assessed the long-term investments available to local governments and undertaken discussions with the MFA. In recent years, MFA launched two long-term investment vehicles, the Diversified Multi-asset Class Fund ("DMAC") and the Fossil Fuel Free Diversified Multi-asset Class Fund ("FFFDMAC"). The primary "investment objective" of

the Funds are to “invest capital over the long-term to grow at a rate that exceeds inflation, while minimizing risk through asset class selection and diversification.” That description aligns well with the primary objective of the Regional District’s investment policy ‘preservation of capital’.

‘Preservation of capital’ generally refers to ensuring principal is maintained, prudent risk controls are employed, and adequate returns are achieved. That notion can be extended to include limiting volatility in the short-term or preserving purchasing power over the long-term. A professionally managed and diversified portfolio of global assets can assist greatly to preserve purchasing power. A global multi-asset class fund strategy reduces concentration risk (issuer, geographic, and security type) and provides access to assets with appealing long-term expected returns. The trade-off is a greater level of expected volatility, which may be challenging in the short-term but is balanced with, in the case of the DMAC and FFFDMAC Funds, an expected average annual real return target of 3.5% – an attractive rate on both absolute and risk-adjusted bases. In comparison with other eligible long-term investments, the DMAC Fund offers far greater diversification and a higher expected return versus long-term bank or government bonds. Further, long-term bonds are highly sensitive to changes in interest rates and are negatively impacted in an increasing interest rate environment.

With a clear understanding of the key features, risks, and benefits of the DMAC Fund, investing long-term monies in the DMAC Fund is suitable for our circumstances.

Section 183 of the *Community Charter* details the investments a local government may access. The permissible list is effectively limited to Federal, Provincial, and Municipal bills and bonds, deposit-level securities of Chartered Banks and Credit Unions, and Pooled Investments Fund offered by MFA. Prior to the launch of the DMAC Fund, the investments available for local governments with long-term investment horizons were inadequate – either resulting in low expected returns or concentrated risks. Recognizing this, in late 2020 MFA undertook a rigorous process to explore the development of a well-diversified pooled fund to serve longer investment timelines. MFA launched the DMAC Fund on January 17, 2022, and subsequently launched another multi-asset class Fund, the FFFDMAC Fund on September 19, 2023.

MFA has reported increased participation in both Funds since their respective launches. Most investors have added to their positions since their initial investments and at the same time MFA has reported incremental new participants investing in the Fund. Additionally, Fund performance has met MFA’s expectations, limiting downside risks during more turbulent periods, while participating in strong up-markets.

MFA’s investment Funds aim to be best-in-class: professionally managed, very low-cost, and appropriate and valuable to local governments – big or small.



## DISCUSSION

### MFA's Diversified Multi-asset Class Funds' Objectives, Return Targets, and Fees

	DMAC	FFDMAC
Objective	Designed specifically for long-term investment of local government reserves. This investment option provides investors with a professionally managed and diversified portfolio of global assets at low fees.	
Return Target	Achieve a <b>real</b> return of 3.5% annually on average over the long-term while minimizing volatility.	
Fees	33 basis points per annum	

### DMAC & FFDMAC Strategies

Both Funds utilize a combination of geographic (Canada/Global/Emerging Markets) and asset class diversification (Equities & Fixed Income) along with low-volatility equity strategies to manage risk. While there are some common strategy implementations between the Funds, the range of investments utilized by the FFDMAC is a bit narrower due to its hard fossil fuel free screening.

As of October 31, 2024 both funds *may* invest in Alternative Investments, only the DMAC has current investments in them as there remains challenges to ensure the (typically small) cash component of the High Yield Mortgage Fund and Canadian Core Real Estate Fund are completely FFF. MFA has indicated in anticipates this issue will be resolved in the near future.

The table below illustrates the building blocks of the Funds, the characteristics of the asset classes and strategies and specifies how each fund implements these strategies.

Asset Class/Strategy	Asset Class/Strategy Characteristics	DMAC Strategy Implement	FFDMAC Strategy Implement
Short & Universe Bonds	<ul style="list-style-type: none"> <li>Key source of stability and modest income</li> <li>Tactical management of multi-sector-credit and illiquidity</li> </ul>	PH&N Short Core Plus Bond Fund	N/A
		N/A	RBC Vision Fossil Fuel Free Short Term Bond Fund
Multi-asset Global Credit	<ul style="list-style-type: none"> <li>Diversified global exposure to investment grade and sub-investment grade credit</li> <li>Not benchmark driven, providing more flexible approach to credit markets</li> </ul>	BlueBay Total Return Credit Fund	N/A
Canadian & Global Equities	<ul style="list-style-type: none"> <li>Actively managed fundamental equities</li> <li>Significant component of portfolio return</li> <li>Large global component reduces exposure to concentrated Canadian markets</li> </ul>	PH&N Canadian Equity Fund	N/A
		RBC Vision Fossil Fuel Free Global Equity LP	RBC Vision Fossil Fuel Free Global Equity LP
Low Volatility Equities	<ul style="list-style-type: none"> <li>Reduce risk embedded in traditional equity allocations</li> <li>Typically resilient in drawdowns but trail in strong up-markets</li> </ul>	RBC Vision QUBE Fossil Fuel Free Low Volatility Canadian Equity Fund	RBC Vision QUBE Fossil Fuel Free Low Volatility Canadian Equity Fund
		RBC Vision QUBE Low Volatility Global Equity Fund	N/A
Emerging Market Equities	<ul style="list-style-type: none"> <li>Exposure to faster growing emerging markets</li> <li>Increases portfolio expected return</li> </ul>	RBC Vision Fossil Fuel Free Emerging Market Equity Fund	RBC Vision Fossil Fuel Free Emerging Market Equity Fund
Alternatives	<ul style="list-style-type: none"> <li>Strong risk-adjusted returns that are less correlated with equities and low volatility</li> </ul>	PH&N High Yield Mortgages	PH&N High Yield Mortgages
		RBC Canadian Core Real Estate Fund	RBC Canadian Core Real Estate Fund
		RBC Global Infrastructure Fund LP	N/A

## DMAC & FFFDMAC: Asset Mix & Return and Risk Expectations

### Asset Mix

While the objectives and return targets of the Funds are the same, the asset mixes differ slightly – as some of the underlying strategies of the DMAC Fund aren't purely fossil fuel free. Currently the FFFDMAC has no strategic weighting on Alternative Investments, MFA is optimistic the Fund will be able to add High Yield Mortgages and Canadian Core Real Estate to the FFFDMAC in 2025 – adding a diversifying element to the Fund.

Asset Class	DMAC Strategic Portfolio Weight	FFFDMAC Strategic Portfolio Weight
Fixed Income	25%	30%
Equities	60%	70%
Alternatives	15%	0%*

### ***Strategy Return and Risk Expectations***

Asset class expectations evolve and are reviewed periodically by MFA and its Fund Manager to ensure the Funds are meeting their core risk and return objectives. The following table lists the estimated expectations of the underlying strategies of the Funds.

FFFDMAC & DMAC Funds Underlying Strategies*	DMAC Strategic Portfolio Weight	FFFDMAC Strategic Portfolio Weight	Expected Long-Term Return**	Expected Annual Volatility**	Expected Annual Downside Risk**
PH&N Short Core Plus Bond Fund	15%	- - -	3.9%	2.5%	-1.9%
RBC Vision Fossil Fuel Free Short Term Bond Fund	- - -	30%	3.6%	2.4%	-1.5%
BlueBay Total Return Credit Fund	10%	- - -	6.3%	8.3%	-16.6%
PH&N Canadian Equity Fund	10%	- - -	7.7%	16.9%	-26.1%

RBC Vision QUBE Fossil Fuel Free Low Volatility Canadian Equity Fund	5%	21%	6.9%	11.7%	-15.1%
RBC Vision Fossil Fuel Free Global Equity LP	24%	39%	5.8%	14.2%	-24.1%
RBC Vision QUBE Low Volatility Global Equity Fund	11%	- - -	5.2%	11.0%	-14.9%
RBC Vision Fossil Fuel Free Emerging Market Equity Fund	10%	10%	7.8%	21.0%	-32.6%
PH&N High Yield Mortgages	5%	0%	7.4%	4.7%	-12.1%
RBC Canadian Core Real Estate Fund	5%	0%	6.3%	9.6%	-13.1%
RBC Global Infrastructure Fund LP	5%	- - -	6.8%	12.2%	-17.7%
*Expectations estimated using representative data series'. **As of Dec.11/2024.					

### ***Fund Return and Risk Expectations***

<b>MFA Multi-Asset Class Funds*</b>	<b>Expected Long-Term Return**</b>	<b>Expected Annual Volatility**</b>	<b>Expected Annual Downside Risk**</b>
<b>DMAC Fund</b>	6.1%	11.5%	-18.1%
<b>FFDMAC Fund</b>	5.6%	10.8%	-16.3%

\*Expectations estimated using representative data series'.  
 \*\*As of Dec.11/2024.

### DMAC & FFFDMAC Exposure Limit Maximums

Before any additional restrictions placed on the investable amount by the RDBN Board, a local government's maximum investment (whether DMAC or FFFDMAC only, or in aggregate) is limited to either 10% or 25% of its previous year's reported Cash & Investments total. Those percentages are based on a LG's population – those with populations over 10,000 may invest up to 25% of their total Cash & Investments, otherwise a maximum of 10% applies. Second to this, of the Total Allowable Amount, up to a maximum of 25% may be 'derived' from (or 'to the credit of') Restricted or Deferred Revenue reserves. These limits are illustrated in the calculation sheet below.

<b><u>RDBN DMAC Investment Limit Calculation</u></b>	
	<b><u>[LG Name]</u></b>
From Audited Financial Statements December 31, 2024 - Cash and Investments	\$29,970,488
Population Factor (>=>10,000)	x 25%
<b>Total DMAC Investment Limit</b>	<b>\$ 7,492,622</b>
<i>Of the "Total DMAC Investment Limit" the Maximum Amount Eligible for DMAC Investment derived from Total Restricted and Deferred Revenue Reserves:</i>	
Total Cash Based Liabilities and Restricted or Deferred Revenues as of December 31, 2023	\$11,962,208
Total Restricted and Deferred Revenue Maximum Factor	x 25%
<b>Amount of Total Restricted and Deferred Revenue Eligible for DMAC Investment</b>	<b>\$2,990,552</b>

\*Use most recent official LDGE Data.

If a Local Government is invested in the Fund, and that investment appreciates to an amount greater than their calculated investment limit, the local government may not contribute any additional funds to the Funds. However, they will not be required to bring themselves into compliance by withdrawing monies from the Funds.

Overall, the main idea is to place a limit of the amount of more volatile investments for which a local government has exposure.

For example, the Regional District has \$11.96 million in deferred revenues (shown in the above table) and this amount includes the Gas Tax reserve, the Northern Capital and Planning Grant Reserve, and the Northwest Revenue Sharing (RBA) Reserve. Under the terms of the funding agreement for these funds, these funds must be spent within five years and so these funds should not be placed in long-term investments.

### Fund Governance

#### ***Municipal Finance Authority***

MFA's Management and its Trustees oversee the performance of its Fund Manager, PH&N. A formal review of manager performance is conducted by MFA's Trustees on an annual basis. Quarterly, MFA's Management receives a Management Report from PH&N – amongst other things, the Report summarizes PH&N's adherence to the *Investment Policy, Objectives and Guidelines* agreed-to between the parties. MFA's staff facilitate investment transactions and support local government investment professionals through various educational endeavours.

Augmenting those processes, MFA has formalized a Committee to receive direct feedback from investors. The Pooled Fund Advisory Committee ("PFAC") consists of ten financial professionals from local governments in BC. PFAC assists MFA in reviewing fund performance, and uncovering issues and opportunities.

### ***Phillips, Hager, & North ("PH&N")***

PH&N is responsible for the day-to-day investment management of the FFFDMAC and DMAC Funds. Within the bounds of the Funds' investment policies, PH&N has full discretionary investment authority. Amongst other tasks, PH&N monitors the Funds and their exposures, ensures adherence to policies, forecasts and considers market developments, and executes trades.

## **Risks and Investing**

Due to the interconnectivity and complexity of the financial markets, it is not possible to list all potential risks which may apply to an investment in the FFFDMAC or DMAC Fund.

However, this section will describe some key risks highlighted by MFA and PH&N.

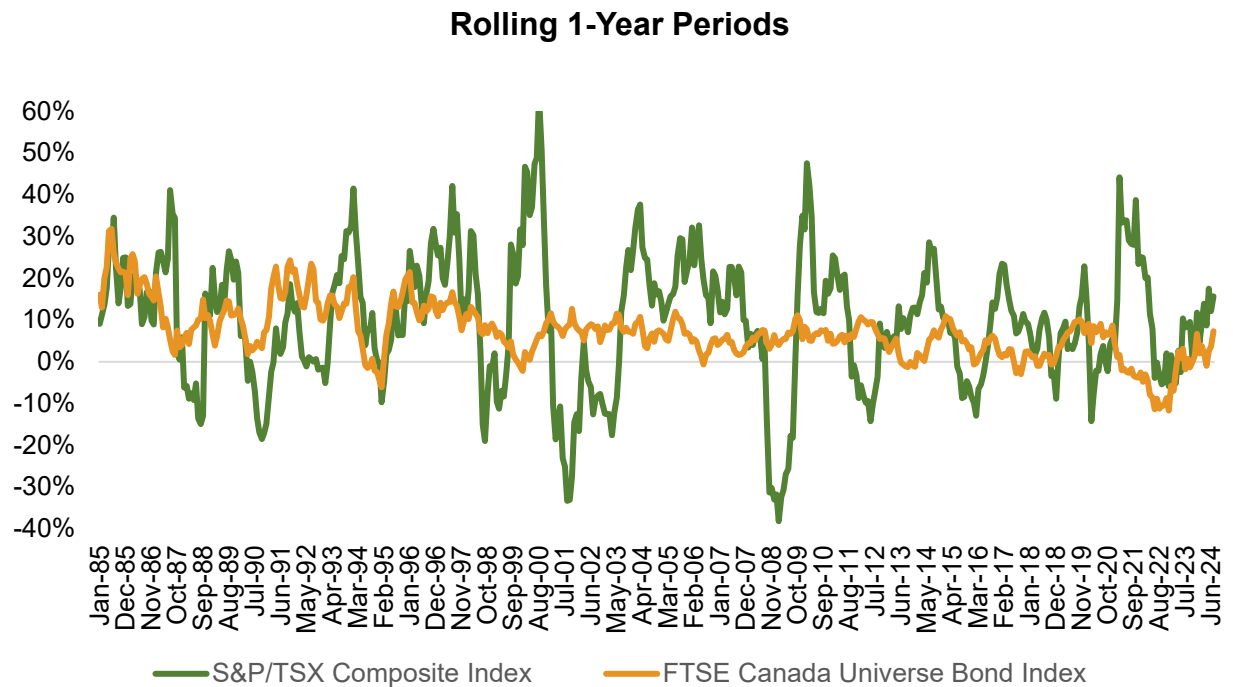
### ***Selling Early***

Generally, investment best practices express to match an investor's holding period of an investment with the term (~duration) of the investment. An example of this is illustrated most simply with fixed income investments. For example, a 3-year bond will have a duration equal to or less than 3 years (e.g. 2.6 years), best practices dictate that an investor should hold this bond for a minimum of 2.6 years – by doing so, risk, in this case interest rate risk, is substantially mitigated.

While not exactly the same as the example above, as equities do not have contracted cash flows (and thus do not have 'traditional' duration measures), the tenet of holding an investment for at least as long as the 'term' of an investment is still relevant. Historically, equity investments will experience greater short-term price volatility in comparison with fixed income instruments (illustrated in Chart #1

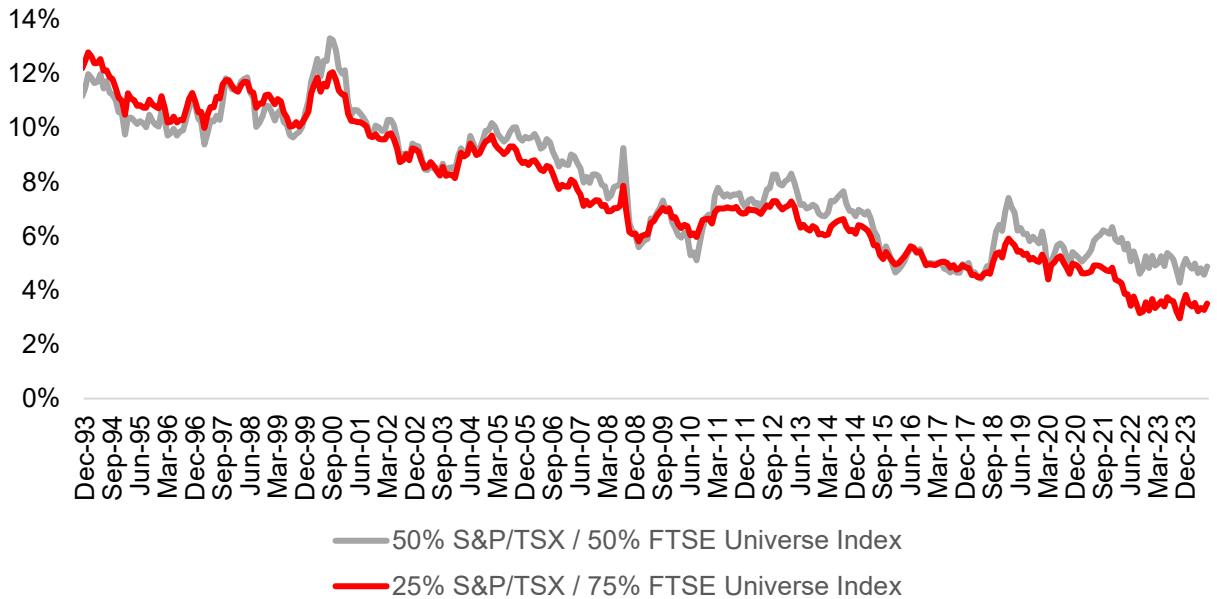
below). However, historically over the long-term a combination of equities and fixed income instruments yields positive returns (illustrated in Chart #2).

**Chart #1: Rolling 1-year Price Volatility: Equity Index (green) and Canadian Bond Index (orange) – January 1985 to June 2024**



**Chart #2: Rolling 10-year Price Volatility: 50/50 equity/bond index (gray) and 25/75 equity/bond index (red) – December 1993 to December 2023**

### Rolling 10-Year Periods



Putting the information provided in this section together, the key is to accept it is likely the FFFDMAC and DMAC Funds will be more volatile than fixed income investments (e.g. most other local government investments), however over the long-term, historically, blended funds (equities and fixed income) provide positive returns. It is important to have a longer-term view when considering the performance of the FFFDMAC and DMAC Funds. Typically, during a market downturn, there is temptation to sell a downtrodden investment – that action can cause significant consequences. Where prior to divestment the loss is only on paper, by selling an investment during a down-market an investor will realize (“crystallize”) the loss – the investment does not have an opportunity to recover. MFA is recommending a minimum 10 year holding period for the FFFDMAC and DMAC Funds – limiting factors that cause early divestment is crucial to investment and portfolio risk management.

#### ***Lump sum versus dollar-cost averaging***

Once a dollar amount suitable for long-term investment has been agreed upon, the next question is when and how to get that money invested. Generally speaking, attempting to time the market is ill-advised – for that reason, in part, empirical studies have shown a lump sum investment at the beginning of a period typically outperforms a dollar-cost averaging strategy (adding to a position in a methodical fashion – typically at specified times and dollar amounts over a period). However,



some view a dollar-cost averaging approach as a ‘strategy of least regret’ – obtaining more units per dollar during market slumps, or otherwise consistently adding to a position and moving towards a preferred investment exposure. Either approach is defensible.

### ***Illiquidity***

Some strategies used in the FFFDMAC and DMAC Funds are more liquid than others – for example, publicly traded equities are commonly more liquid than alternative investments. Alternative investments, a general term akin to “equities” or “fixed income”, include investments in mortgages, real assets, private equity, and more. The DMAC Fund targets exposure to mortgages, real estate, and infrastructure. Investments in those components expose an investor to some illiquidity – the strategies may provide debt or equity capital to organizations and in return receive coupons (regular payments) or dividends – and potential capital appreciation. While those investments are in place, that capital is in use. That simplification underscores the rationale why alternative funds may require minimum lock-up periods or limit/penalize withdrawals.

The target exposure to alternative investments in the DMAC Fund is a modest 15%. MFA anticipates regular fund flows and general demand for alternative investments will adequately facilitate normal liquidity. Holding periods in excess of 5 years will limit risk an investor incurs penalties. In extreme scenarios, such as a sharp market downturn and/or an extraordinarily large redemption request – redemptions may be halted for up to three years. Both of those terms are common for “alts.” The use of alternative investments is prudent and beneficial for portfolios. Alternatives are generally less correlated with equities and fixed income assets, thereby enhance total portfolio diversification, and furthermore offer attractive risk-adjusted returns.

### ***Divestment***

Similar to having a plan to invest, a strategy to *divest* can limit some risks. After the recommended long-term holding period lapses, some LGs may require funds in the near-term (e.g. for [future] planned capital works, etc.). It is recommended LGs begin to drawdown their monies needed in a structured fashion prior to required use – doing so in a methodical manner will limit exposure to price risk. Price risk here means on a particular day the market value of holdings may be depressed and potentially an inopportune time to redeem an investment. By spreading-out withdrawals there is less dependency on a specific price on a given date. On a slightly different note, on-going long-term reserve analyses may dictate a portion of monies invested in the FFFDMAC or DMAC Fund be held in perpetuity (e.g., there

appears to be a consistent need to fund future projects), and thus never (not likely to be) redeemed.

## ANALYSIS/IMPLICATIONS

### Implications of Risk & Return on Investment Portfolio

To illustrate the expected impact of the DMAC Fund on a local government's investment portfolio, in 2021, before launching the Fund, MFA and PH&N conducted analysis to address this question. Those results are summarized in the image below.

#### Change in risk profile: Introducing DMAC into a LG's Investment Portfolio



An illustration of the impact of investing 25% of "City A's" existing portfolio into the DMAC is shown below.

	City A Current Portfolio (Portfolio Size: \$1.0B)	City A Adjusted Portfolio w/ 25% DMAC Exposure (Portfolio Size: \$1.0B)
Expected Annual Return (\$ / %)	\$17.7M (1.77%)	\$28.7M (2.87%)
Volatility**	+/- \$17.0M (1.70%)	+/- \$24.9M (2.49%)
Avg. Max. Drawdown†	-\$10.3M (-1.03%)	-\$12.4M (-1.24%)
VaR (99%) (~1 in 100)	-\$43.1M (-4.31%)	-\$57.4M (-5.74%)
Worst Drawdown‡ (~1 in 2,000)	-\$64.7M (-6.47%)	-\$82.5M (-8.25%)
With DMAC:		
Return pick-up		1.11%
Increase in Expected Annual Volatility		0.79%
Sharpe Ratio Improvement		0.40
Additional Avg. Drawdown Risk		-0.21%

10-year investment horizon. \*\* 1 standard deviation; ~67% of the time actual returns are +/- x from the expected return. † Calculated by running 2,000 simulations across 10 years and finding the worst annual peak-to-trough decline by scenario, the average is then taken across those 2,000 scenarios. ‡ Of the 2,000 simulations the worst drawdown; theoretically a 1 in 2,000 scenario. Based on PH&N estimates conducted December 2021.

## Accounting

The Regional District will account for these funds using the estimated "actual value" of these funds at the end of every calendar year. The Regional District may have "unrealized gains" or "unrealized losses" at the end of each year. The term "unrealized" is utilized because while the funds have not been sold, if they were to have been sold at December 31<sup>st</sup> of that year, that is what the value would have been. When the Regional District

actually does sell the investments (when for example it is time to build a new pool in Smithers or to close Knockholt landfill permanently) then these amounts would be “realized”. This will add some variability to the financial statements.

## **CONCLUSION**

Staff are satisfied with their forecasts of long-term reserves and the fit of the DMAC Fund within our Investment Portfolio. The risks of this Fund are well-understood by Staff and are acceptable in our view. The Staff suggest Board adopt the recommendations set-forth in this Report.

### **Attachment:**

**Summary of Reserves at the end of 2024 (as per audited financial statements)**

**Terminology Glossary**

**Current Investment Policy (Last Updated August 2023)**

<b>Reserve Funds</b>		
	911 Capital	710,331
	Admin Equipment	44,777
	Admin Vehicle	102,886
	Admin Building	683,400
	Building Inspection Vehicle	58,100
	Bulkley Valley Pool	2,751,660
	Burns Lake TV	59,303
	Bylaw Enforcement Vehicle	32,285
	Cluculz Lake Sewer	97,022
	Rural Elections	43,234
	Emergency Preparedness Planning	64,721
	Fort Fraser Sewer	475,899
	Fort Fraser Rural Fire	30,866
	Fort Fraser Water	449,002
	Landfill Closure	450,395
	Glacier Gulch Water Diversion	14,401
	Growing Community	1,055,161
	Insurance	257,866
	Lakes District Airport	416,901
	Legal Reserve	154,794
	Luck Bay Rural Fire Protection	64,118
	General Operational	4,423,500
	Planning Equipment	33,155
	Round Lake Rural Fire	6,657
	Smithers Rural Fire	118,814
	Southside Rural Fire	26,700
	Topley Rural Fire	44,483
	Telkwa Rural Fire	9,698
	Vanderhoof Pool	109,987
<b>Reserve Funds Recorded as Deferred Revenue</b>		
	Northern Capital Planning Grant	1,673,993
	Federal Gas Tax Reserve	7,281,575
	North West Revenue Sharing	2,160,330
	Climate Action	348,952
	Balance at the end of Year	<b>24,254,966</b>

### **Calculation of Funds Suitable for Long term Reserves:**

**½ Bulkley Valley Pool reserve (\$1.376 M) + Landfill Closure reserve (\$0.450 M) + ¼ of the Operational Reserves (\$1.106 M) = \$2.932 M**

## Terminology

**Alternative Asset:** A financial asset that does not fall into one of the conventional investment categories. Conventional categories include stocks, bonds, and cash. Alternative investments include private equity or venture capital, real estate, infrastructure, hedge funds, and managed futures. Alternative investments typically have low correlation with conventional investment categories.

**Drawdown:** A drawdown is a peak-to-trough decline of an investment during a specific period for an investment. A drawdown is usually quoted as the percentage between the peak and the subsequent trough.

**Emerging Market Economy:** An emerging market economy is the economy of a developing nation that is becoming more engaged with global markets as it grows. Countries classified as emerging market economies are those with some, but not all, of the characteristics of a developed market. As an emerging market economy progresses it typically becomes more integrated with the global economy, as shown by increased liquidity in local debt and equity markets, increased trade volume and foreign direct investment, and the domestic development of modern financial and regulatory institutions.

**Estimated Long-term Return:** Is a hypothetical measure that forecasts an investor's expected return over the life of an investment.

**Investment Time Horizon:** The projected length of time your money will be invested.

**Low Volatility Equity (Strategy):** A low-volatility investing strategy focuses on reducing volatility or risk compared to an index. This strategy uses risk as the primary measure to determine if a particular stock will be included or excluded in a portfolio, and what the optimal weighting of the included stock will be.

**Market Exposure:** Market exposure refers to the dollar amount of funds or percentage of a broader portfolio that is invested in a particular type of security, market sector, or industry. Market exposure is usually expressed as a percentage of total portfolio holdings.

**Multi-asset Global Credit:** Is a diversified investment discipline that aims to capture global credit risk premiums by investing in a range of geographies, asset classes, and credit instruments.

**Professional Investor (also: "Accredited Investor"):** Financially sophisticated individuals or entities (LGs) assumed to have requisite knowledge and understanding of professional investing concepts and can enter into investment-related contracts with other professional investors. Generally, regulatory investment suitability assessments/obligations are waived

for the professional selling services and this results in limited legal recourse for the professional purchasing investment services.

**Risk-adjusted Return:** A risk-adjusted return measures an investment's return after taking into account the degree of risk that was taken to achieve it. There are several methods of risk-adjusting performance, such as the Sharpe ratio for example, with each yielding a slightly different result. In any case, the purpose of risk-adjusted return is to help investors determine whether the risk taken was worth the expected reward.

**Sharpe Ratio:** Is used to help investors understand the return of an investment compared to its risk. The Sharpe Ratio adjusts a portfolio's past performance – or expected future performance – for the excess risk that was taken by the investor. A higher Sharpe Ratio indicates better risk-adjusted performance compared to a lower Sharpe Ratio in a comparable asset class, but a standalone Sharpe Ratio value is of little informational value as it varies between asset classes and portfolio types.

**Universe Bonds:** Highly-rated (investment grade (BBB), or higher) corporate and government bonds which meet minimum liquidity requirements.

**Value at Risk (VaR):** The estimated maximum loss at a level of confidence (probability), over a given period.

**Volatility:** Is the tendency of an investment to experience price swings (ups and downs) over a period of time.



# Regional District of Bulkley-Nechako Investment Policy

Adopted: August 10, 2023  
Last Reviewed: August 10, 2023

## 1. Purpose

The purpose of Regional District of Bulkley-Nechako's Investment Policy is to provide a management framework for its investment portfolio. It is the policy of Regional District of Bulkley-Nechako to invest its funds in a manner that will provide for the optimal blend of security, risk-adjusted returns, while meeting current and future cashflow demands. Further, this Policy was created to adhere to the statutory requirements of the *Community Charter* and the *Local Government Act* as applicable.

## 2. Scope

This Investment Policy applies to all cash and investment assets of Regional District of Bulkley-Nechako which are suitable for investment with due consideration of cashflow demands.

## 3. Objectives

The objectives of the investment program, in order of importance are: principal protection, liquidity, and return on investment.

### 3.1 Principal Protection

Preservation of capital is of utmost importance. It is central to this objective that a prospective investment issuer's creditworthiness be considered, and furthermore monitored if an investment is made. Secondly, portfolio diversification must be leveraged, when possible, to limit concentration and other associated risks and provide a greater base of assets to offset losses. Identifying, monitoring, and adjusting for additional and foreseeable standard market risks is prudent and necessary for the investment program.



# Regional District of Bulkley-Nechako

## Investment Policy

Adopted: August 10, 2023

Last Reviewed: August 10, 2023

### 3.2 Liquidity

The investment portfolio shall be managed in a manner where liquid assets are available for all reasonably anticipated funding requirements. This process includes assessing cash demands and selecting investments that mature (or have a duration) prior (or shorter) to (than) the need for the cash. This Policy recognizes that it may be prudent to invest in longer-termed investments (or longer durations) to maximize returns that may not be as liquid as shorter-dated assets. Investments in less-liquid assets shall only be made with cash that is anticipated to be used after the less-liquid investment matures.

Securities purchased are intended to be held until maturity unless favourable market conditions afford a substantial opportunity to sell the security early. Although it is the aim in most cases to hold securities until maturity, should cash requirements emerge, the investment portfolio shall consist mainly of securities with active secondary resale markets.

### 3.3 Return on Investment

Return on investment (ROI) is a secondary objective to principal protection and liquidity. The adequacy of the investment portfolio's returns is contemplated in the context of the requirements to preserve capital and manage liquidity while adhering to the investment constraints of the *Community Charter* and this Policy. It is prudent to review investment performance on a regular basis, and this may be achieved through considering returns against a benchmark portfolio. Overall, it is the aim to maximize risk-adjusted returns.

## 4. Standard of Care

### 4.1 Prudence

Investments shall be made with professional judgement and care. Investments will be made with the same level of diligence and intelligence as would be exercised with personal investments. The objectives of principal protection, liquidity management, and risk-adjusted returns are integral to the tenant of prudence. Speculative activities are prohibited. Staff must be aware of foreseeable risks, trends and fluctuations in the market that may affect the investment portfolio.





# Regional District of Bulkley-Nechako Investment Policy

Adopted: August 10, 2023  
Last Reviewed: August 10, 2023

## 4.2 Ethics and Conflict of Interest

Staff involved with the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or may impair their ability to make impartial decisions. Any potential conflict of interest must be disclosed to management and will be considered on a case-by-case basis.

## 4.3 Delegation of Authority

Authority to manage the Regional District of Bulkley-Nechako's investment program is granted to Chief Financial Officer and is derived from Section 237 of the *Local Government Act* as follows:

Section 237: One of the officer positions established under section 234 must be assigned the responsibility of financial administration, which includes the following powers, duties and functions: (d) investing funds, until required, in authorized investments.

Authorized investments are regulated per section 183 of the *Community Charter*, and further as outlined in section 5 of this Policy.

## 5. Authorized Investments

Eligible cash may be invested in accordance with section 183 of the *Community Charter*, subject to the following conditions:

### 5.1 Investment Denomination

Investments shall only be denominated in Canadian dollars and speculative currency investments are prohibited.



# **Regional District of Bulkley-Nechako Investment Policy**

**Adopted: August 10, 2023  
Last Reviewed: August 10, 2023**

## **5.2 Portfolio Limitations**

The following two tables outline the limitations imposed by this Policy on the portfolio of investments available to Regional District of Bulkley-Nechako. The portfolio constraints, targeting credit ratings and exposure to assets classes, rank equal and are to be managed synchronously.



## Regional District of Bulkley-Nechako Investment Policy

Adopted: August 10, 2023

Last Reviewed: August 10, 2023

### 5.2.1. Portfolio Limits by Credit Rating

Credit Rating [1]	Maximum % Share of Total Reserves
AA- or higher [short-term rating R-1 (mid) or higher]	100%
A+/A/A- [short-term rating R-1 (low)]	75%
BBB+/BBB/BBB- or Unrated [short-term rating R-2 (high) or lower]	25%

[1] Subject to 5.3.

### 5.2.2 Portfolio Limits by Asset Type

Asset Type	Maximum % Share of Total Reserves	Maximum Single Entity % of Total Reserves	Maximum Term
MFA Pooled Investment Funds	15 - 100% [2]	N/A	366 days to 11 years [2]
Federal Government [1]	Up to 100%	Up to 100%	50 years
Provincial Governments [1]	Up to 100%	25% to 75% [3]	20 to 30 years [3]
Local Governments [1]	Up to 50%	10% to 25% [3]	5 to 25 years [3]
Financial Institutions [1]	Up to 50% [5]	10% to 15% [3][4]	5 to 10 years [3]

[1] Weighted holdings of this type of security within a Pooled Fund does not count towards limit.

[2] Range based on Pooled Fund type. These ranges are in reference to the limits imposed on each Fund by MFA for assets each hold. MFA's DMAC Fund can hold assets of any maturity. MFA Funds may be held in perpetuity by the unitholder.

[3] Ranged based on Credit Rating.

[4] Total investments in securities of a chartered bank, savings institution, or credit union may not exceed 1.00% of the financial institution's last year-end reported total deposits.

[5] Short-term portfolio funds (cash needed within 1 year) may be 100% held within Financial Institutions, but subject to Single Entity limits. Further, from time-to-time Single Entity limits may be exceeded per 5.4.



# Regional District of Bulkley-Nechako

## Investment Policy

Adopted: August 10, 2023

Last Reviewed: August 10, 2023

### 5.3 Credit Ratings

Credit ratings shall be obtained from "Recognized Ratings Agencies" defined as: Moody's Investors Service (Moody's), Standard & Poor's (S&P), Fitch Ratings (Fitch), and DBRS Morningstar (DBRS).

#### 5.3.1 Credit Ratings Equivalency

Credit Ratings within this Policy are quoted using S&P's long-term scale and DBRS's short-term scale. Equivalent credit ratings from other Recognized Ratings Agencies apply to 5.2.1, 5.2.2, and 5.5. A Ratings Equivalency Chart is provided in Appendix A.

### 5.4 Adherence to Limits

Total securities, of all types, of a single entity shall not normally exceed the limits outlined in 5.2.2. However, as market and operational (e.g. tax collection) fluctuations may cause aggregate holdings of a single entity to exceed applicable thresholds, the Regional District of Bulkley-Nechako is not obliged to sell securities with immediacy to remain in compliance with this Policy. Rather, the portfolio must be rebalanced when it is most prudent to do so in any manner deemed appropriate.

### 5.5 Split Ratings

If an issuer or security is rated by more than one Recognized Ratings Agency, the following methodology shall apply:

- If two Agencies rate a security, use the lower of the two ratings;
- If three Agencies rate a security, use the most common;
- If all three Agencies disagree, use the middle rating; and
- If four Agencies disagree, use the average of all four ratings.

### 5.6 Unrated Securities

If an authorized investment per section 183 of the *Community Charter* is unrated and an internal credit rating has not been determined, it shall be rated as BBB for the purposes of determining adherence to this Policy.



# Regional District of Bulkley-Nechako

## Investment Policy

Adopted: August 10, 2023  
Last Reviewed: August 10, 2023

### 5.7 Long-dated Securities

Investments with maturities greater than 10 years require a report be prepared and presented to the Board. Upon receipt and contemplation of the Report, the Board may authorize the proposed investment.

### 5.8 Long-term Portfolio (10 years+)

After first ensuring adequate short & mid-term liquidity, if the Chief Financial Officer identifies monies not needed for 10 years or longer they may request Board acknowledge those monies as "long-term: 10 years+" and suitable for investments with long investment horizons. If funds have been designated as "long-term: 10 years+" the Chief Financial Officer may invest those monies in:

- Any MFA Pooled Investment Fund created specifically for investment of long-term reserves; or
- Section 183 investments with a minimum long-term credit rating of A-.

MFA constructs its *long-term* Pooled Investment Funds as stand-alone Funds with appropriate diversification, risk and return characteristics for long-term investing requirements. As such, these Funds do not apply to concentration, credit or other investment policy limits described elsewhere in this Policy.

It is typical for multi-asset class Funds to exhibit volatile performance in the short-to-mid term, but with overall positive results over the long-run. Risks which cause performance fluctuation for multi-asset class funds include but are not limited to equity, interest rate, and credit risks. It is Regional District of Bulkley-Nechako's intent to hold long-term fixed income investments to maturity. It is the Regional District of Bulkley-Nechako's intent to hold perpetual long-term MFA Funds for 10 years or longer – in alignment with but redeemed prior to future obligations.

For the purposes of assessing performance of the long-term portfolio (10 years+), quarterly returns will be evaluated on a rolling three, four, and five-year basis versus a suitable benchmark.



# Regional District of Bulkley-Nechako

## Investment Policy

Adopted: August 10, 2023  
Last Reviewed: August 10, 2023

### 6. Investment Parameters

#### 6.1 Diversification

It is the Policy of the Regional District of Bulkley-Nechako to diversify its investment portfolio. To reduce the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalents in all funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the Chief Financial Officer.

#### 6.2 Maturity

To the extent possible, the Regional District of Bulkley-Nechako shall attempt to match the maturity of its investments with anticipated cashflow requirements. Due to the imprecise nature of forecasting cashflow needs, a portion of the investment portfolio shall be continuously invested in short-dated securities. Investments in longer-dated securities that may be less-liquid requires certainty from the Chief Financial Officer that those funds will not be needed until after those long-dated securities mature.

### 7. Competitive Bids

When possible, the Regional District of Bulkley-Nechako will obtain quotes for the purchase of selected investments to ensure the most cost-effective alternative is selected. However, due to the time-sensitive nature of the marketplace, immediate action may be taken. Under such circumstances, market data may be used to substantiate the action taken.

### 8. Authorized Investment Dealers and Financial Institutions

A list of approved investment dealers and financial institutions authorized to provide investment services will be maintained by the Regional District of Bulkley-Nechako. All qualified bidders for investment transactions shall be in good standing with their applicable regulatory agencies, which may include but are not limited to the following agencies:



# Regional District of Bulkley-Nechako Investment Policy

**Adopted: August 10, 2023**

**Last Reviewed: August 10, 2023**

- Investment Industry Regulatory Organization of Canada (IIROC);
- Canadian Investor Protection Fund (CIPF);
- Provincial Securities Commission (BCSC, OSC, CSA, FCAA);
- Office of the Superintendent of Financial Institutions (OSFI);
- The Canadian Depository for Securities (CDS);
- Financial Institutions Commission (FICOM) – British Columbia;
- Alberta Superintendent of Financial Institutions;
- Financial and Consumer Affairs Authority (FCAA) – Saskatchewan;
- Financial Services Commission of Ontario (FSCO);
- Autorité des marchés financiers (AMF);
- Canadian Deposit Insurance Corporation (CDIC);
- Credit Union Deposit Insurance Corporation (CUDIC) – British Columbia;
- Credit Union Deposit Guarantee Corporation (CUDGC) – Alberta and Saskatchewan;
- and
- Deposit Insurance Corporation of Ontario (DICO).

## **9. Safekeeping and Custody**

### **9.1 Delivery vs. Payment, Safekeeping**

All securities purchased by the Regional District of Bulkley-Nechako shall be held in the name of the Regional District of Bulkley-Nechako. All security transactions shall be conducted on a delivery versus payment basis. The Chief Financial Officer must be satisfied that the security is rightfully in possession of the Regional District of Bulkley-Nechako or by a custodial service.

### **9.2 Internal Controls**

The Chief Financial Officer shall establish a system of internal controls, to be documented in writing. The internal controls shall be reviewed by an independent auditor and the Board. The Board shall review the internal controls whenever this Policy is reviewed or when amendments are made to the internal controls. The Board may request an independent auditor review any proposed amendments to the internal controls.

The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Regional District of Bulkley-Nechako.



# **Regional District of Bulkley-Nechako Investment Policy**

**Adopted: August 10, 2023  
Last Reviewed: August 10, 2023**

## **10. Policy Review**

This Policy shall be reviewed periodically by the Chief Financial Officer to ensure it meets current regulatory requirements and industry best practices. This Policy shall be reviewed by the Board within 2 years of its adoption.

## **11. Reporting**

The Chief Financial Officer must create a report for the Board on an annual basis outlining the investments held at the end of the calendar year.



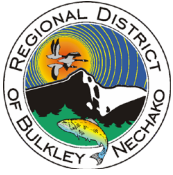


# Regional District of Bulkley-Nechako Investment Policy

Adopted: August 10, 2023  
Last Reviewed: August 10, 2023

## Appendix A: Credit Rating Equivalency Chart

Credit Quality	S&P		Moody's		DBRS		Fitch	
	Long-term	Canadian CP Scale (Short-term)	Long-term	Short-term	Long-term	Short-Term	Long-term	Short-Term
Superior	AAA	A-1 (high)	Aaa	p-1	AAA	R-1 (high)	AAA	F1+
	AA+	A-1 (high)	Aa1	p-1	AA (high)	R-1 (high)	AA+	F1+
	AA	A-1 (high)	Aa2	p-1	AA	R-1 (mid)	AA	F1+
	AA-	A-1 (high)	Aa3	p-1	AA (low)	R-1 (mid)	AA-	F1+
Good	A+	A-1 (mid)	A1	p-1	A (high)	R-1 (low)	A+	F1
	A	A-1 (mid)	A2	p-1	A	R-1 (low)	A	F1
	A-	A-1 (low)	A3	p-2	A (low)	R-1 (low)	A-	F2
Adequate	BBB+	A-1 (low)	Baa1	p-2	BBB (high)	R-2 (high)	BBB+	F2
	BBB	A-2	Baa2	p-2	BBB	R-2 (mid)	BBB	F3
	BBB-	A-3	Baa3	p-3	BBB (low)	R-2 (low), R-3	BBB-	F3
Speculative	BB+	B	Ba1	Not Prime	BB (high)	R-4	BB+	B
	BB	B	Ba2	Not Prime	BB	R-4	BB	B
	BB-	B	Ba3	Not Prime	BB (low)	R-4	BB-	B
Highly Speculative	B+	C	B1	Not Prime	B (high)	R-4	B+	B
	B	C	B2	Not Prime	B	R-5	B	B
	B-	C	B3	Not Prime	B (low)	R-5	B-	B
	CCC	C	Caa	Not Prime	CCC	R-5	CCC	C



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Strategic Initiatives and Rural Services  
**Date:** June 19, 2025  
**Subject:** Grant in Aid – Paul Lychak (Evelyn) Community Hall

---

### RECOMMENDATION:

(all/directors/majority)

That the Board approve a grant of \$10,000 to the Paul Lychak (Evelyn) Community Hall for a door replacement project from Electoral Area A (Smithers/Telkwa Rural)'s allocation of Regional Grant in Aid.

---

### BACKGROUND

Please see the attached application for further detail.

Director Stoltenberg is supportive of a \$10,000 contribution from Electoral Area A.

The Regional Grant in Aid balance for Area A (Smithers/Telkwa Rural) is \$183,103

## Nellie Davis

---

**From:** website@rdbn.bc.ca  
**Sent:** May 25, 2025 10:56 AM  
**To:** Nellie Davis  
**Subject:** Website Form Submission – Online Grant in Aid Application Form

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

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

Organization Legal Name:  
 Paul Lychak Evelyn Community Hall

Contact Email Address:  
 becky.lychak@gmail.com

Contact Phone Number:  
 2508472847

Organization Mailing Address:  
 19237 Hwy 16 West

Project or purpose for which you require assistance:  
 Door replacement. We have older style wooden doors and we have been broken into multiple times. We hope to replace our doors with metal security doors in hopes of reducing the break ins and vandalism.

Amount of Grant Requested:  
 10000

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

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:  
 We provide a space to gather. The Paul Lychak hall has seen many unions in marriage, many departures in passings, as well as youth group meetings. We also have groups host dances and dance lessons. This space is beneficial for our community to gather, as well as any other communities to use.

Is your organization voluntary and non-profit?:  
 Yes

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.:  
 We do not pay or remunerate our community members. We all volunteer our time to keep our hall running and serving our community members.

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

The current hall was built in the 1980's. Beside our "new" hall is our "old" hall which was in use until the new hall was built. The old hall was built in the 1930's about. The existing community board members have been involved in the hall since they were children. This organization has been around for over 70 years.

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

Other Purpose:  
Door Replacement

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

We are in the process of renovating and updating our hall. Our "Door Replacement" project is one of the first on the list to protect the hall from break and enter. We have lost music equipment, cook stoves and other items due to these break ins.

Describe how this proposal will benefit the community.:

Every time the hall is broken into and vandalism occurs, we have to cancel events, and relace equipment. By replacing the doors we hope to eliminate or reduce this from occurring.

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.:

I am not sure of the amount or year, but I do know we put in a heat pump with the help of the Regional District. It is very appreciated.

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

Contact Name:

Becky Lychak

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

9136,9137

Contact Name:

Contact Phone Number:

Contact Email Address:

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

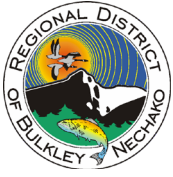
Electoral Area A (Smithers/Telkwa Rural)

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?:

No, but we would like to be.

To view all of this form's submissions, visit

[https://protect.checkpoint.com/v2/r03/\\_\\_\\_https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315\\_\\_\\_YzFjOnJkYm46YzpvOmVmYml3OTRmOTEyNzM1NDYxNmRiYzdmODczMWY4NTFhOjc6M2I0MjoxNmZhNzYyNDFmZjg4MWNjNjkzYWYzMjI2ZjJjNDk0M2EwZTkwOWI1NDgzYTM5YzI5NDE3NDEwOGZlYTUyODYwOnA6VDpO](https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___YzFjOnJkYm46YzpvOmVmYml3OTRmOTEyNzM1NDYxNmRiYzdmODczMWY4NTFhOjc6M2I0MjoxNmZhNzYyNDFmZjg4MWNjNjkzYWYzMjI2ZjJjNDk0M2EwZTkwOWI1NDgzYTM5YzI5NDE3NDEwOGZlYTUyODYwOnA6VDpO)



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Strategic Initiatives and Rural Services  
**Date:** June 19, 2025  
**Subject:** **Grant in Aid – Royal Canadian Legion, Pleasant Valley Branch 249**

---

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

That the Board approve a grant of \$9,345 to the Royal Canadian Legion, Pleasant Valley Branch 249, for a hot water system replacement project from Electoral Area G (Houston/Granisle Rural)'s allocation of Regional Grant in Aid.

---

**BACKGROUND**

Please see the attached application for further detail.

Director Newell is supportive of a \$9,345 contribution from Electoral Area G.

The Regional Grant in Aid balance for Area G (Houston/Granisle Rural) is \$37,756

## Nellie Davis

---

**From:** website@rdbn.bc.ca  
**Sent:** May 22, 2025 5:28 PM  
**To:** Nellie Davis  
**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:  
 Royal Canadian Legion, Pleasant Valley Branch 249

Contact Email Address:  
 jwoodbeck@icloud.com

Contact Phone Number:  
 250 845-4151

Organization Mailing Address:  
 PO Box 719, 3480 11 Street, Houston, BC V0J 1Z0

Project or purpose for which you require assistance:  
 We have been facing some significant challenges with our current hot water systems,

Current Situation:

1. Existing Hot Water Tanks:

- Two 80-gallon hot water tanks are currently in use.
- One tank is non-functional and has calcium buildup, operating at half capacity.
- The second tank is struggling to meet the demand of two kitchens and is expected to fail as well.

2. Electrical Requirements:

- Both tanks are currently connected to a single 240-amp circuit, instead of 2 240amps as required.
- To add a second 240-amp circuit for new tanks, we will need to remove or relocate another device using 240 amps.

3. Plumbing Recommendations:

- Emberson Plumbing suggests replacing the existing hot water tanks with a hot water on-demand system that only requires 120 amps and natural gas.
- A water softener system will also be installed.
- This system would be more energy-efficient and could potentially save on hydro costs.

Recommendations and Considerations:

1. Evaluate Hot Water Demand:

- We have assessed the peak hot water demand for both kitchens to ensure that a single hot water on-demand system can handle the load.

2. Cost-Benefit Analysis:

- we have compared the long-term costs of maintaining the current systems (including potential additional electrical work) versus the initial investment and ongoing savings of switching to a hot water on-demand system.

### 3. Electrical Panel Upgrade:

- If we decide to stick with traditional tanks, we will need to upgrade our electrical panel to accommodate additional 240-amp circuits.
- Tower Communications has quoted \$14,000 to install an upgraded electrical panel system.

### 4. Water Softener System:

- Incorporating a water softener system will help mitigate calcium buildup in our hot water tanks. This could extend the life of our new equipment.
- this will also prevent calcium build up in our equipment such as glass washer and ice machine.

### 5. Environmental Considerations:

- A hot water on-demand system that uses natural gas may have environmental benefits compared to electric systems. We have considered the sustainability aspect of our decision to upgrade to hot water on demand rather than sticking to the traditional hot water tanks.

### 6. Seek Multiple Quotes:

- we considered requesting other quotes for plumbing and electrical, however, they would be travelling from Smithers & Telkwa, increasing the quotes with travel costs.

### 7. Future Proofing:

- We have considered our future needs. We expect demand for hot water to increase, investing in a more robust system now could save us money and hassle later.

Amount of Grant Requested:

9345

To the best of my knowledge, all of the information that is provided in this application is true and correct.

Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business:

Yes

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

The Royal Canadian Legion, Pleasant Valley Branch 249 was formed on September 9, 1954. The purpose of opening this branch was to provide services to all those who have served his Majesty and to follow our mission statement:

Our Mission is to serve Veterans, which includes serving military and RCMP members and their families; to promote Remembrance, and to serve our communities and our Country.

The Royal Canadian legion, Pleasant Valley Branch 249 has been a strong presence in our community for 70 years, providing programs such as:

- a variety of services to Veterans and their families
- with our Cadets and Ladies Auxiliary, we provide Remembrance Day services for Veterans and their families and for the community



- the Ladies Auxiliary Program provides the luncheon for Remembrance Day services; they host luncheons for the Seniors throughout the year; they provide luncheons for families during Memorial services; and they provide dinner for banquets when the hall is rented
- the Royal Canadian Army Cadet Corps provides youth with opportunities to learn citizenship, survival, music, marksmanship, team building and leadership skills
- money raised in the Poppy Fund program provides medical assistance to Veterans and their families
- the Sir Winston Churchill Scholarship is presented to the student who shows excellence in English and is continuing to Post-Secondary Education
- on behalf of the Royal Canadian Legion, BC/Yukon Division, we host a poster and poem contest at the schools for students
- our Lounge is open to the community to come in and enjoy great food at a great price, in a warm environment with fantastic, friendly service.
- we host a Meat Draw every Saturday, which enables us to provide funding to other service organizations within our community, i.e.; we donated \$5000 to Houston Victim Services in 2024.
- the Legion Hall is available to the community for benefits and private Functions, as well as businesses for training sessions and seminars.
- our Legion Shuttle is available for Veterans to ride free anywhere they need to go. The shuttle is available for everyone within the community to utilize as a safe, Designated ride home.

Is your organization voluntary and non-profit?:

Yes

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

n/a

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

As of December 31, 2024, we have 50 members of our Branch.

We have been in operation for over 70 years.

We have a core of 20 volunteers, 6 of which are Executives of our Branch We have 10 employees who operate the shuttle, and work in the Lounge.

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.:

Proposal for Funding: Replacement of Existing Hot Water Tanks with On-Demand Hot Water System

Introduction:

We are seeking funding to replace our two existing hot water tanks with a modern hot water on-demand system. Our current tanks are operating at only half capacity and are struggling to meet the hot water demands of our two kitchens. Upgrading to a hot water on-demand system will not only enhance our operational efficiency but also contribute to a significant reduction in hydro consumption and positively impact the environment.

#### Current Challenges:

1. Inefficiency of Existing Tanks: Our current hot water tanks are outdated and are unable to effectively serve the needs of our kitchens. Operating at half capacity, they often fail to provide sufficient hot water, leading to operational delays and increased wait times during peak hours.
2. High Energy Consumption: The existing tanks consume a large amount of electricity to maintain water temperature, resulting in high utility costs.
3. Environmental Impact:\*\* The inefficiencies of the current system contribute to higher carbon emissions due to increased energy consumption.

#### Proposed Solution:

We propose the installation of a hot water on-demand system, which heats water only as it is needed. This system offers several advantages:

1. Energy Efficiency: On-demand hot water systems are significantly more energy-efficient as they eliminate the need for storing heated water, reducing overall energy consumption.
2. Cost Savings: By decreasing hydro usage, we expect a notable reduction in our utility bills, allowing us to allocate funds to other vital areas of our operations.
3. Sustainability: Transitioning to a more efficient hot water system aligns with our commitment to environmental stewardship and sustainability.
4. Improved Performance: A hot water on-demand system will ensure that both kitchens have a consistent supply of hot water, improving service delivery and overall operational efficiency.

#### Conclusion:

Investing in a hot water on-demand system will provide substantial long-term benefits to our organization, including reduced energy costs, improved service efficiency, and a decreased environmental footprint. We respectfully request funding to support this essential upgrade and help us move towards a more sustainable future. Thank you for considering our proposal.

#### Describe how this proposal will benefit the community.:

Pleasant Valley Branch 249 is dedicated to serving our Veterans, RCMP members, and their families while fostering a sense of community and remembrance. To enhance our services and maintain a welcoming environment, we are currently focused on upgrading our hot water system. This improvement will ensure that we can continue to provide a safe and friendly atmosphere for community members seeking social and recreational activities.

Our restaurant is committed to offering affordable meals, catering to seniors, low-income families, our members, volunteers, and first responders. We take pride in being a place where everyone can enjoy nutritious and budget-friendly food.

In addition to our dining services, we host a variety of engaging events, including dances, meat draws, pool tournaments, comedy nights, and performances by local entertainers. These events not only provide entertainment but also strengthen community bonds and support our mission of remembrance and service.

With your support, we can continue to enhance our facilities and ensure that Pleasant Valley Branch 249 remains a vibrant hub for social connection and community engagement. Thank you for helping us honor those who have served and continue to serve our community!

Pleasant Valley Branch 249 is dedicated to serving our Veterans, RCMP members, and their families while fostering a sense of community and remembrance. To enhance our services and maintain a welcoming environment, we are currently focused on upgrading our hot water system. This improvement will ensure that we can continue to provide a safe and friendly atmosphere for community members seeking social and recreational activities.

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In addition to our dining services, we host a variety of engaging events, including dances, meat draws, pool tournaments, comedy nights, and performances by local entertainers. These events not only provide entertainment but also strengthen community bonds and support our mission of remembrance and service.

With your support, we can continue to enhance our facilities and ensure that Pleasant Valley Branch 249 remains a vibrant hub for social connection and community engagement. Thank you for helping us honor those who have served and continue to serve our community!

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?:

No

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

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

Provide an opportunity for individuals to make direct contributions?

Contact Name:

Joanne Woodbeck

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.:

9129,9130,9131

Contact Name:

Brian Timmms

Contact Phone Number:

250 845-8163

Contact Email Address:

Briguy2011@live.ca

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

Electoral Area G (Houston/Granisle Rural)

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?:

Yes.

To view all of this form's submissions, visit

[https://protect.checkpoint.com/v2/r03/\\_\\_\\_https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315\\_\\_\\_YzFjOnJkYm46YzpvOmZiZjM3MWYyYzg3NjJhOTgwNDEyYjZkZjAzMWRkMWUyOjc6ZjA2ODpkZmVjMml2OWUyYjllNjFhOTA4NTQ5ODU4NmU3YzgyNjQ3MmY2N2FhMGZmNzlwNzZjMGU3NjExOGU1ODU0N2UwOnA6VDpO](https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___YzFjOnJkYm46YzpvOmZiZjM3MWYyYzg3NjJhOTgwNDEyYjZkZjAzMWRkMWUyOjc6ZjA2ODpkZmVjMml2OWUyYjllNjFhOTA4NTQ5ODU4NmU3YzgyNjQ3MmY2N2FhMGZmNzlwNzZjMGU3NjExOGU1ODU0N2UwOnA6VDpO)



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** Cameron Hart, Community Development Coordinator  
**Date:** June 19, 2025  
**Subject:** **2024 Annual Report**

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

That the Board approve the Regional District of Bulkley Nechako 2024 Annual Report.

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### BACKGROUND

#### Discussion:

Staff have compiled departmental 2024 Quarterly Reports to create the comprehensive Annual Report for 2024. The Draft Annual Report is attached for review and approval.

File compression for the agenda may result in some visual abnormalities that will not be present in the final, published version. The approved Annual Report will also include the approved Financial Statements for 2024.

### ATTACHMENTS

Regional District of Bulkley-Nechako 2024 Annual Report

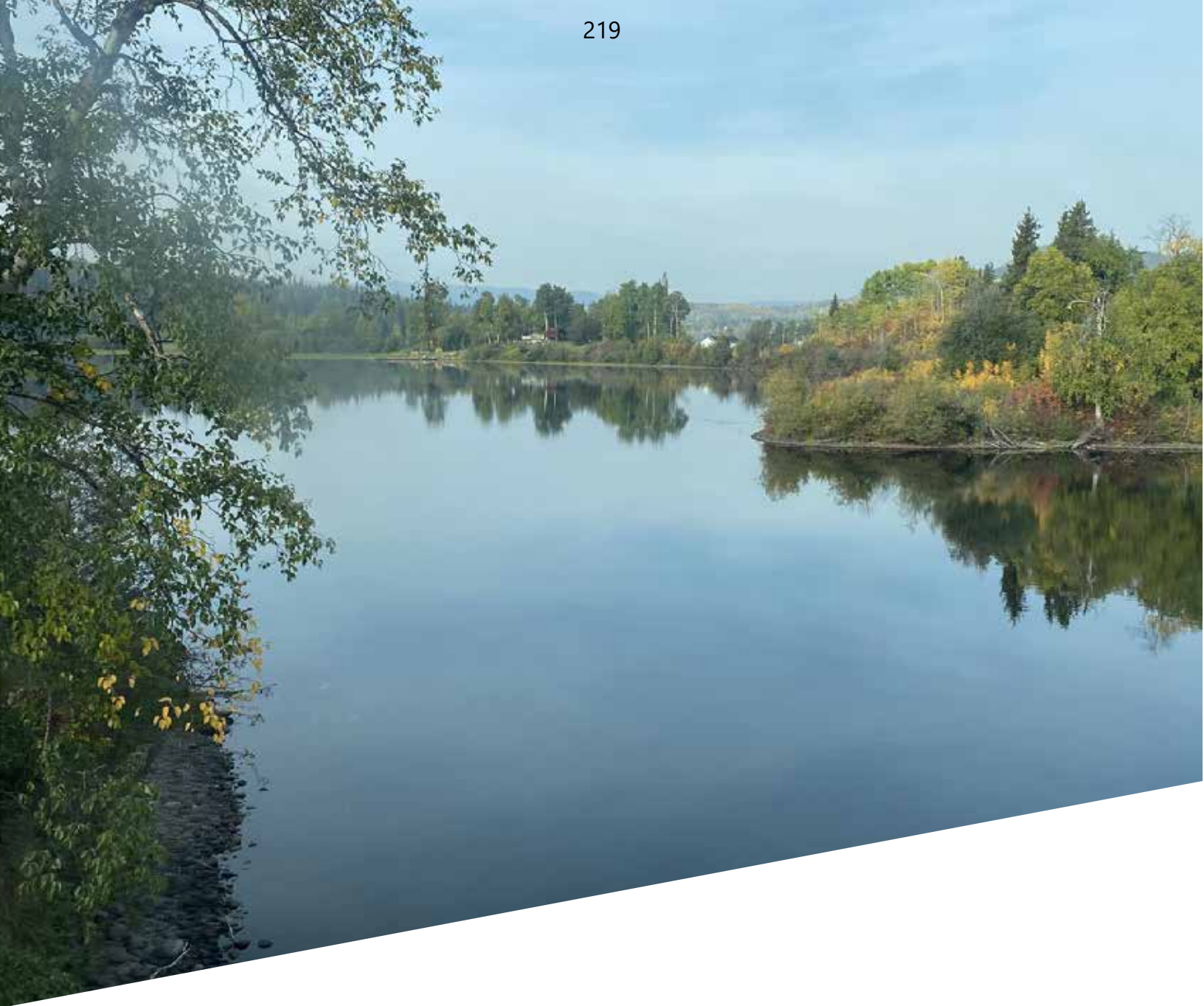


Regional District of Bulkley-Nechako

# 2024

## Annual Report





## Annual Report Land Acknowledgement

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

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

### Listed in Alphabetical Order They Are:

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



# The Regional District of Bulkley-Nechako



# Message from the Board Chair

Progress comes in waves, and we are happy to report that 2024 came with a series of major breakthroughs. We are halfway through our current term, and the Board of the RDBN has continued to push for positive change in our region with some excellent results. While we still face a number of major challenges, I believe that we are positioned to thrive in the years to come.

The first major breakthrough we experienced was the signing of the Northwest BC Resource Benefits Alliance. This program provides funding for regional districts and municipalities throughout the region to improve and maintain infrastructure and keep our community services running reliably. The funding uses Provincial tax dollars collected from industry in our region to fund projects in the communities that those industries affect. The RDBN will benefit greatly from this funding, which will help us maintain waste management services and other regional infrastructure that we support.

Another exceptional milestone was the renewal of the Nechako River Watershed Memorandum of Understanding. This agreement is between Nadleh Whut'en, Saik'uz First Nation, Stelat'en First Nation, Cheslatta Carrier Nation, the District of Vanderhoof, and the Regional District of Bulkley-Nechako and represents years of dialogue around the protection of the Nechako River. The combined voices of our leaders will help to create change in how the river is used and protected, and will aim to revitalize it back to its past health and vibrancy.

We have also continued to advocate to all levels of government regarding the continued drought conditions and fire activity in the Region. The ongoing water shortages and difficult fire seasons have challenged our region for many years, and our work with the Provincial and Federal Government aims to find solutions that will mitigate risk, and ensure more stable agriculture production.



As always, I want to thank the Board for their dedication and their willingness to work together to ensure that our region continues to grow and thrive. I also want to thank staff for their hard work and creativity. Our regional district is very highly regarded throughout the province for our leading edge work in emergency management and collaborative regional practices. We have a lot to be proud of and a lot to strive for, and I look forward to another year of opportunity and positive change.



# RDBN BOARD 2022-2026

## Back Row:

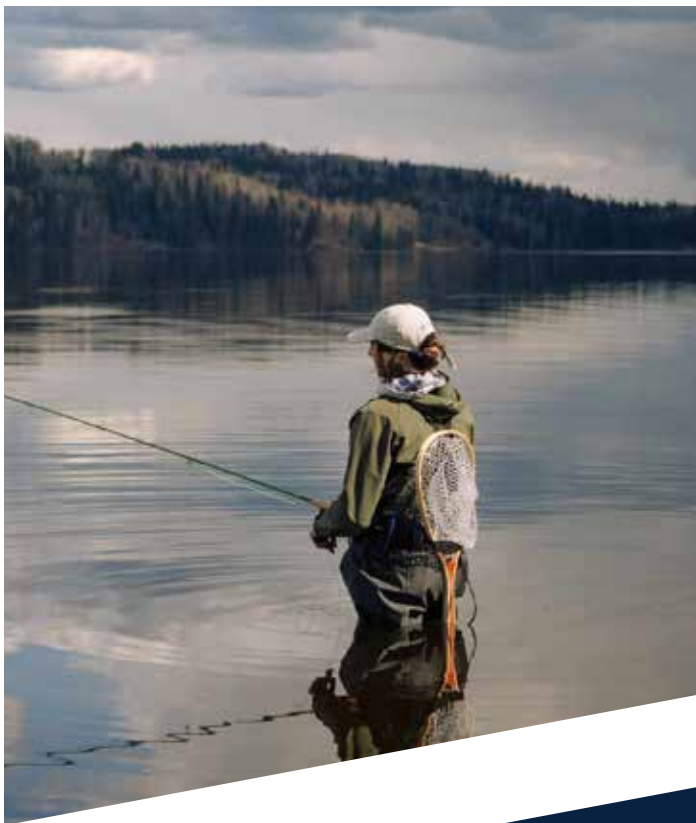
- *Constable Nit*
- Kevin Moutray - Mayor, District of Vanderhoof
- Mark Parker - Director, Area D (Fraser Lake Rural)
- Henry Wiebe - Mayor, Village of Burns Lake
- *Judge Jackson*
- Clint Lambert - Director, Area E (Francois/Ootsa Rural)
- Shane Brienens - Mayor, District of Houston
- Chris Newell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

## Middle Row:

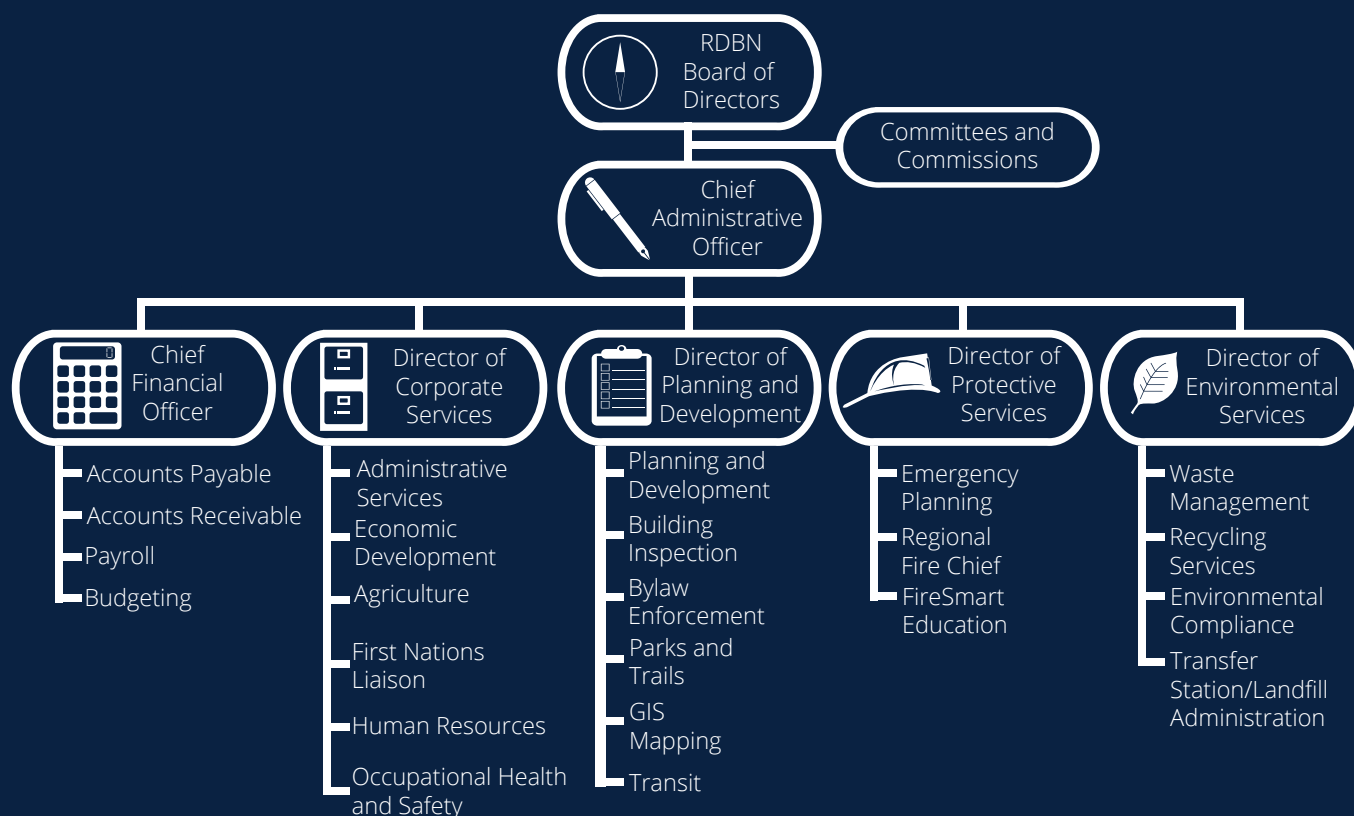
- Linda McGuire - Mayor, Village of Granisle
- Judy Greenaway - Director, Area C (Fort St. James Rural)
- Michael Riis-Christianson - Director, Area B (Burns Lake Rural)
- Shirley Moon - Director, Area F (Vanderhoof Rural)
- Leroy Dekens - Mayor, Village of Telkwa
- Sarrah Storey - Mayor, Village of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

## Front Row:

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

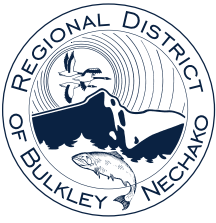


# RDBN Organizational Chart





## Which Government Oversees What Service?



### Regional District

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



### Provincial Government

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

## Canada

### Federal Government

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



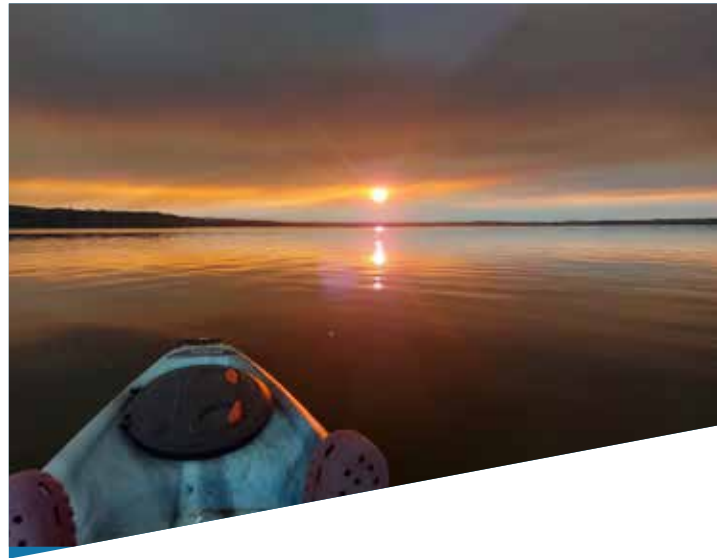
### Municipal Government

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



# 2023 - 2026 RDBN Board Strategic Priorities

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



## 1. Relationships with First Nations

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

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

### OBJECTIVES:

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

## 2. Advocacy with the Province

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

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

### OBJECTIVES

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





### 3. Housing Supply

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

Why is it important?

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

#### OBJECTIVES

3.1 Provide support to the non-profit sector in their pursuit of affordable housing projects and initiatives.

3.2 Advocate with the Province for appropriate rules and regulations to reduce impediments to housing development and better-reflect the needs of northern residents.

3.3 Investigate opportunities for the regional district to plan for and/or support the development of workforce housing.

### 4. Community and Economic Sustainability

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

Why is it important?

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

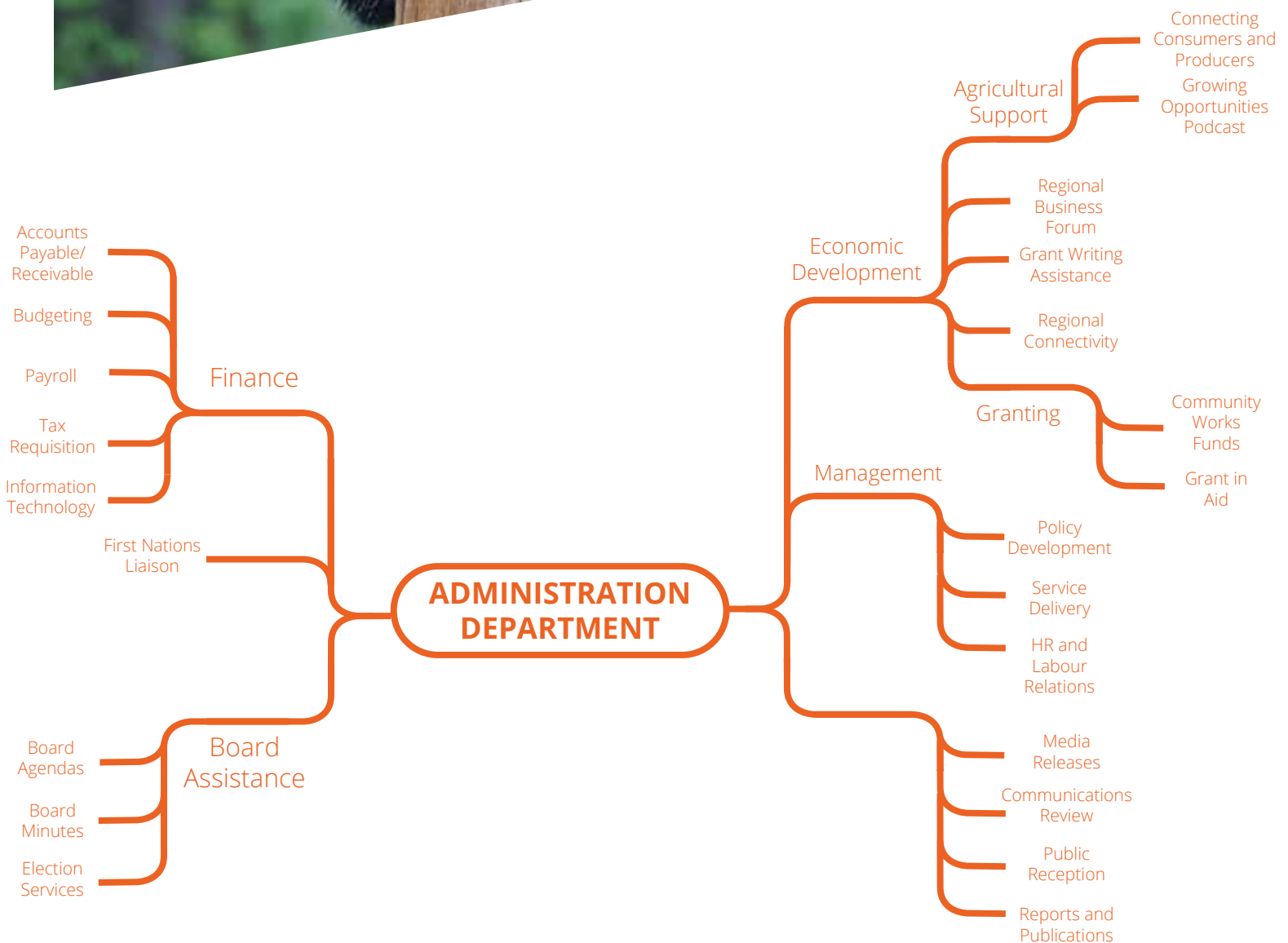
#### OBJECTIVES

4.1 Convene a tourism summit to better-understand the needs of the tourism sector and explore

how the regional district can support and advance tourism in the region.

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

4.3 Continue advocacy efforts with the Federal and Provincial governments, First Nations communities and industry for high-speed internet service and explore innovative solutions for high-speed internet service in partnership with the Connectivity Committee and other partners.





# ADMINISTRATION

In 2024, the Administration Department of the RDBN worked to finalize the details of the Nechako River Watershed Memorandum of Understanding. This agreement with Cheslatta Carrier Nation, Nadleh Whut'en, Saik'uz First Nation, Stelat'en First Nation, The District of Vanderhoof, and the Regional District of Bulkley-Nechako will help unite and focus the efforts of these governments in advocating for the protection of the river, stabilizing the water flow, and rehabilitating the salmon stocks that have been depleted for many years. The agreement represents an accomplishment in inter-government collaboration and has been celebrated as a meaningful step in indigenous reconciliation.

This year also saw the Province of BC dedicate \$250 million toward The Northwest BC Resource Benefits Alliance (RBA). The RBA was formed in 2014 and is a regional association consisting of 21 local governments. The RBA has worked for years to engage the BC government to discuss the region's challenges in raising the revenues required to build the necessary community infrastructure to support resource development and the social infrastructure.

In 2024, the Alliance was successful in securing a 5-year agreement (The Northwest BC Regional Funding Agreement) that allows us to invest in critical infrastructure and services.

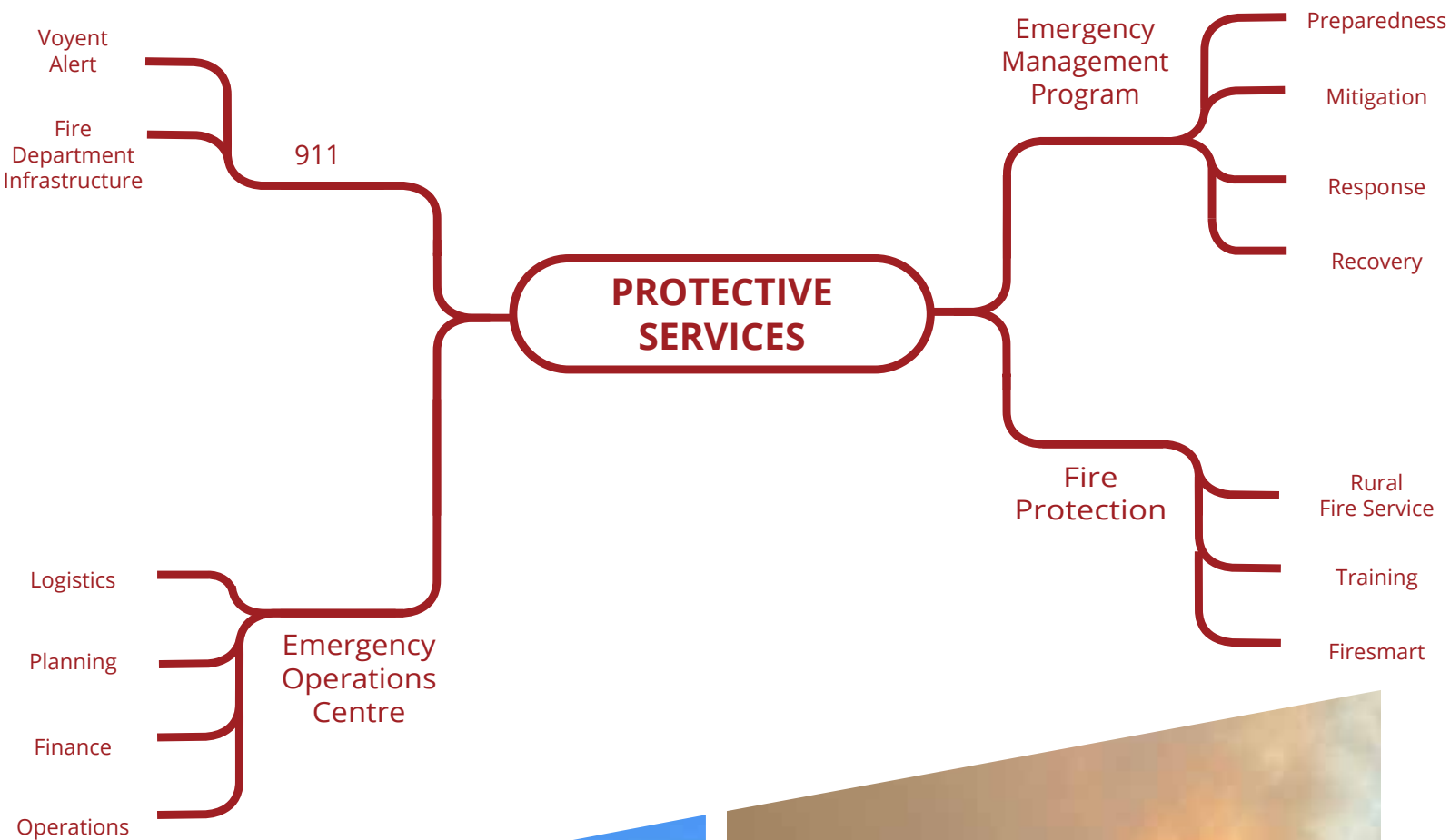
Currently, the Regional District of Bulkley-Nechako receives \$2.8 million annually in a 5-year agreement (2024 - 2029) that was negotiated with the Province. Without this funding, many communities would not be able to accomplish or provide the many projects and services so vitally needed in our communities. In 2024 the funds were used to assist the RDBN in funding the improvements to the Vanderhoof tip floor, the expansion to the Clearview Landfill, and other important infrastructure projects.

Staff were also successful in assisting many community groups with grant applications for a variety of projects. The RDBN provides free grant writing assistance to not-for-profit groups from around the region. In 2024, even though funding streams were tight, many applications were successful and helped to secure funding for recreation, community building, events, infrastructure, and many other projects.



From left to right: Chief Corrina Leween, Chief Priscilla Mueller, Chair Mark Parker, Chief Beverly Ketlo, Chief Robert Michell, Mayor Kevin Moutray





Skid units for use in wildland fire response.



Sabina Lake Fire, September 2024



## PROTECTIVE SERVICES

Emergency management, especially as it relates to wildfire, has become a very complex undertaking in our region. The RDBN has undertaken a number of strategic projects to help keep our residents safe and to mitigate the risk of wildfires and other disasters.

The RDBN worked hard in 2024 to promote and implement the Firesmart program, which provides a list of safety measures that will help make homes in the region more resistant to wildfire. The program also provides matching funding for certain upgrades, such as tree removal, fire resistant roofing, non-combustible siding, and many other projects. The program has been very successful in ensuring that homes will be easier to defend should fire reach a residential area in our region. A total of 122 Home Partners Assessments were completed this year, with 32 rebates amounting to \$24,576.

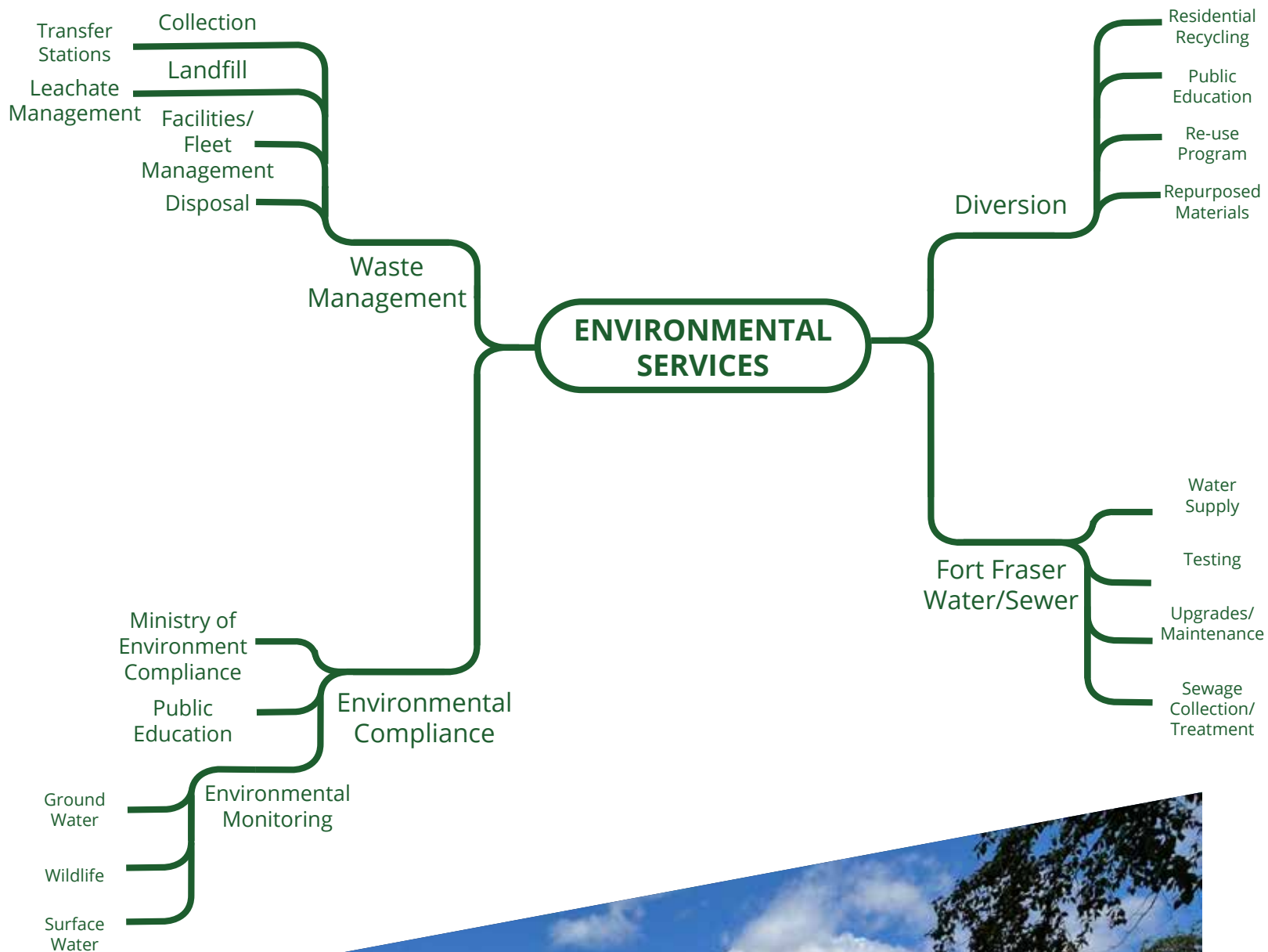
Rural Fire Response in Topley and Round Lake received important upgrades in 2024. Both areas had underground water tanks installed, which will allow their fire tenders to refill more efficiently in the event of a fire response that requires more than one truck full of water. This will help improve response and better protect the rural regions from fire.

Staff also continue to work with the Regional District of Fraser-Fort George to coordinate the purchase and installation of upgraded dispatch consoles in all fire halls across the region to support the increased functionality of NG911. NG911 is an improved system to 911 dispatch that allows for improved call routing, broader accessibility, and improved location accuracy. To date, new dispatch consoles have been installed in Smithers, Houston, Granisle, Burns Lake, Fort St. James, and Cluculz Lake.

A new communications tower was also installed at the Southside Fire Hall which replaced the older damaged tower. Testing has determined that the new tower is providing better coverage area, and clearer communications which will, in turn, help to improve responses.

Skid units were purchased for use by rural fire departments in responding to fires in less accessible areas. These tanks can be pulled by pickups and other vehicles and can reach remote areas. The skid units will help rural fire halls to respond more effectively to new fires before they begin to grow, even if they are in off road areas. The RDBN also purchased group lodging equipment to support up to 30 evacuees during emergencies. The cots and bedding will help support communities in housing evacuated residents.

This year also saw agreements to increase the fire protection area in Smithers and Telkwa. Additionally, there was a 40% growth in Voyent Alert subscriptions, which will provide residents with the most immediate and up-to date information on evacuation alerts and orders in their area.



Asbestos Safety Training August 1, 2024



Clearview Landfill Expansion



Vanderhoof Tip Floor Resurfacing



## ENVIRONMENTAL SERVICES

This year saw a great deal of activity in the Environmental Services department as the RDBN continues to adapt to the changing consumer needs and regulatory requirements for recycling and waste disposal.

A major upgrade was completed at the Vanderhoof and Area F (Vanderhoof Rural) Transfer Station where the tip floor, which is the concrete floor where the public drop off waste, was completely resurfaced. This resurfacing will prevent the erosion of the floor and allow for safer, more efficient drop of an transport of waste at the site. The new floor was completed in October with minimal disruption to public service.

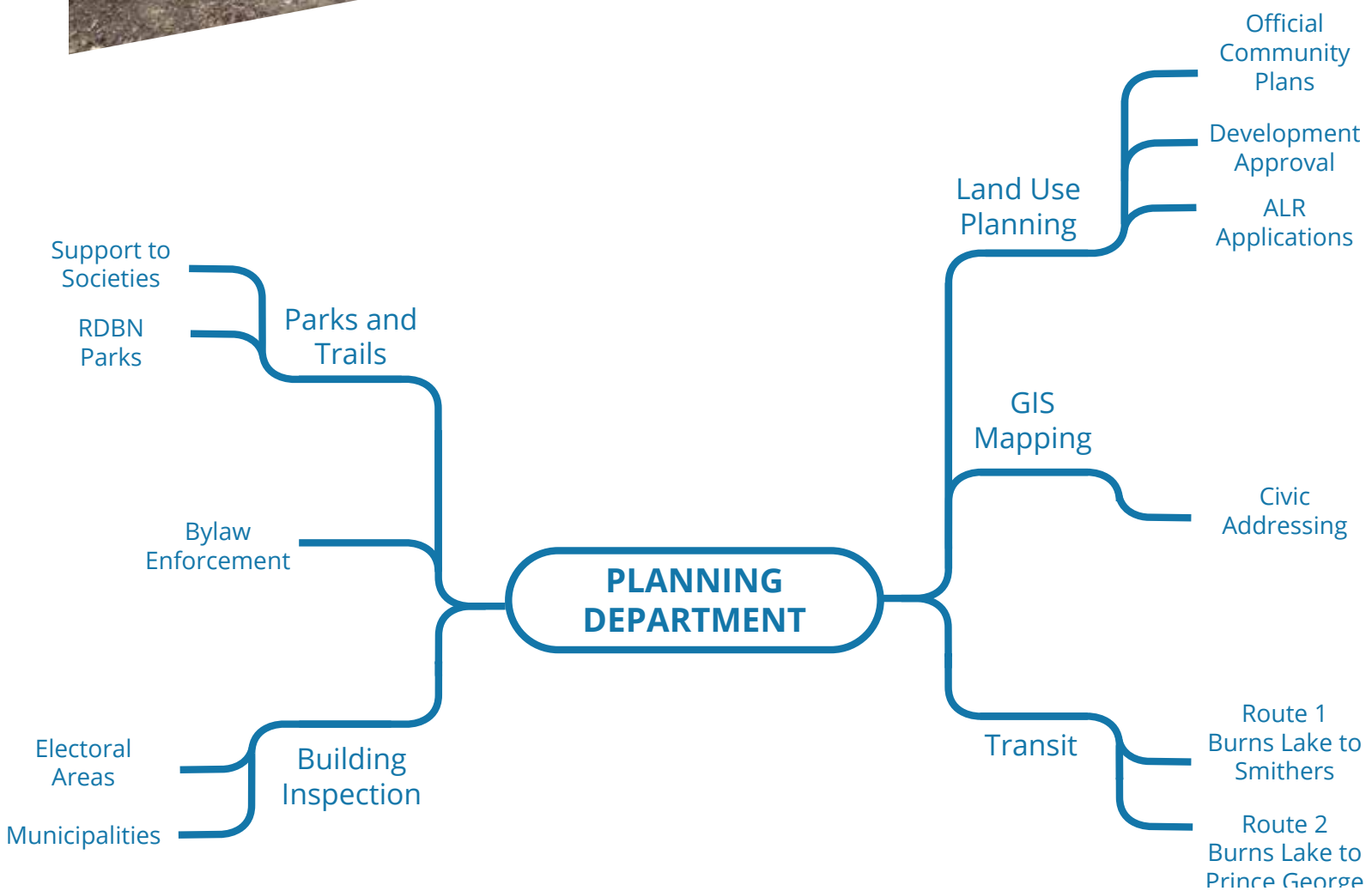
The RDBN also fully implemented asbestos screening at the Smithers/Telkwa and Area A (Smithers/Telkwa Rural) Transfer Station. Legislation now requires all waste that enters landfills or transfer stations in BC to be screened for potential asbestos materials. This screening process was piloted in at the STTS and was rolled out around the region in 2024. This will ensure the proper, safe disposal of asbestos to protect the

health of the public and workers. For information on asbestos disposal procedures, visit [rdbn.bc.ca](http://rdbn.bc.ca)

Preparations for expansion also began at Clearview Landfill. This new expansion will accommodate an additional ten years of waste and will be completed in a way that ensures that the presence of the landfill provides as little disruption as possible to the surrounding environment. The expansion includes a disposal area lined with a moisture proof membrane that collects the leachate (rainwater that seeps through waste and becomes contaminated) and diverts it for redistribution and evaporation. The expansion is expected to be completed in 2026 and has been partially funded by the Community Works Fund, Northern Healthy Communities Fund and the Resource Benefits Alliance, along with a donation from LNG Canada.

Upgrades were also completed at the Fort Fraser Waste Water Treatment Facility. This facility services the residents of Fort Fraser and ensures reliable waste water treatment service and sufficient capacity. This system features ponds that use pressurized air and bacteria to clean the water before it is allowed to flow off site.

The Environmental Services Department also expanded recycling services across the region, providing additional recycling options and preventing further waste from entering the landfill. In 2025, full recycling programs are expected to be offered at all sites, ensuring that all residents can recycle eligible items and contribute to the sustainability of our region.



## PLANNING AND DEVELOPMENT SERVICES

As development throughout the region continues to grow, and regulation surrounding community planning continues to evolve, the RDBN has worked to ensure that the process of building and developing is as efficient as possible while maintaining the best interests of our communities.

This year the Planning Department finalized the Rural Fort St James Official Community Plan review and the bylaw was adopted in November 2024. The review process started in late 2021, and was undertaken in conjunction with the District of Fort St James OCP review process. The draft plan was presented to the public at a well-attended open house on July 31, 2024, in Fort St James and on the project webpage. Some additional fine-tuning of the draft was done following feedback from the public and referral agencies. The formal approval process was completed in the fall of 2024.

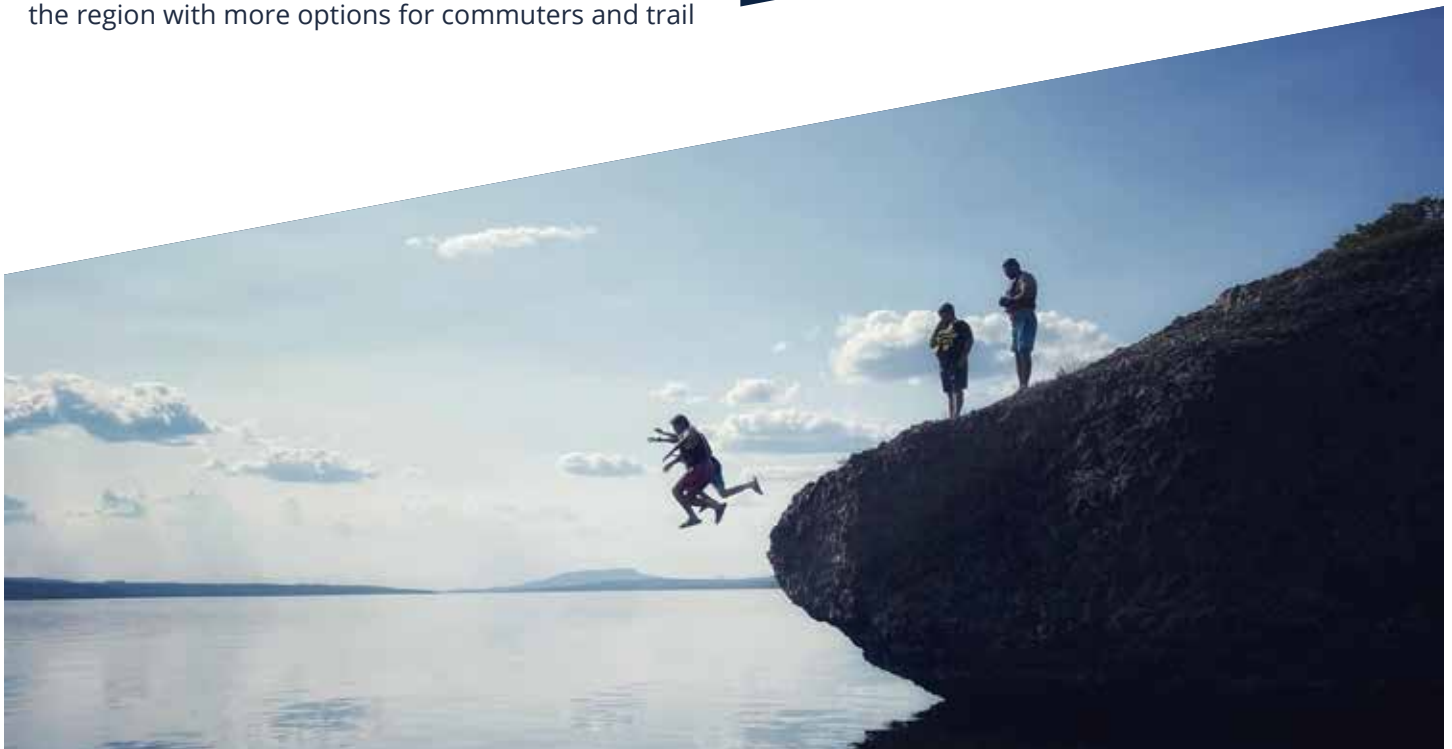
With phase one of the Cycle 16 Trail completed in 2023, staff worked with Cycle 16 on the remaining land acquisition and archaeological issues for Phases 2 and 3 of the Cycle 16 Trail. In June, the Province announced \$85 million in funding through the Active Transportation Capital Fund, and that the Cycle 16 trail will be completed by the Province as one of eleven selected active transportation projects on Ministry owned right of ways. The Ministry is moving forward with the planning of Phase 2 and 3 of the Cycle 16 trail. The Province has also pledged funding for the Highway 35 Multi-Use Trail between the Village of Burns Lake and the Francois Lake Ferry. These projects will enrich the region with more options for commuters and trail

enthusiasts as well as reduced congestion and a greater focus on active transportation.

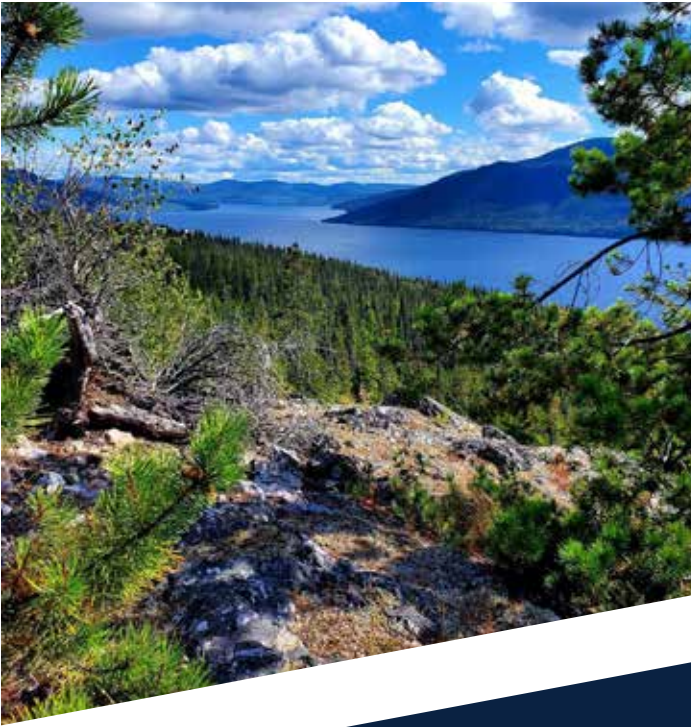
In 2024 a local contractor was hired to make improvements to the day use area above the beach at Hospital Point Park in Southbank. The project includes clearing the ground, removing trees, grading part of the access road, installing two fire rings and two picnic tables and grip strips on the Fitness Trail boardwalk. The work started in the fall of 2024 and will be completed in the spring of 2025.

During the spring of 2024, staff worked to implement the Recreation Contribution Service which will distribute grant funds to non-profit recreation service providers around the region. The grant program issued its first call for applications for funding in April and eighteen applications were received. In July, the Board approved the funding requests and during the following months staff entered into funding agreements with the successful applicants. This program will help ensure the sustainability of recreation programs that have previously relied on year-to-year granting through third party programs and will help maintain a vibrant recreation culture around the RDBN.

The Regional District's Trout Creek property, in rural Smithers, continues to be well used, especially during the fall fishing season. The need for an outhouse has been noted and the preferred location for the facility is on the river side of the property. The installation of the outhouse is expected in 2025.







## 2024 Building Permit Data

Area	Total Permits	Total Construction Value
A	39	\$6,931,905
B	22	\$2,630,506
C	8	\$1,911,858
D	4	\$717,500
E	N/A	N/A
F	19	\$3,354,960
G	1	\$2,834,000
Burns Lake	15	\$342,066
Fort St. James	12	\$3,789,400
Fraser Lake	2	\$3,003,393
Granisle	8	\$7,168,448
Houston	19	\$767,672
Telkwa	20	\$2,624,500
<b>RDBN Issued Permit Totals</b>	<b>169</b>	<b>\$36,076,208</b>
Vanderhoof	51	\$3,036,843
Smithers	66	\$18,325,195
<b>Entire RDBN Totals</b>	<b>286</b>	<b>\$57,441,246</b>

## 10 Year Historical Rural Area Permit Data

Year	Number of New Permits	Construction Values	Permit Fees
2024	93	\$18,380,729	\$101,711
2023	108	\$20,198,978	\$106,744
2022	138	\$29,653,559	\$168,763
2021	147	\$30,238,356	\$163,668
2020	137	\$17,784,976	\$93,473
2019	128	\$17,665,394	\$97,935
2018	100	\$14,036,541	\$79,758
2017	102	\$13,699,822	\$84,353
2016	91	\$6,983,200	\$42,515
2015	101	\$8,555,444	\$47,927
2014	115	\$12,102,760	\$71,235







**Attached are the  
2024 Audited Financial  
Statements**





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Blackwell, Regional Fire Chief  
**Date:** June 19, 2025  
**Subject:** Cluculz Lake Fire Services Agreement

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

That the Board pass a motion to renew the attached Fire Services Agreement with the Cluculz Lake Volunteer Fire Department for a five year term ending on June 30, 2030.

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**BACKGROUND**

On June 18, 2020, the Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020 was adopted. This amendment changed the service from a contribution local service agreement to the Cluculz Lake Rural Fire Protection Service Agreement. This agreement is set to expire on June 30, 2025, and staff are looking to renew the agreement for another term of five years.

**ATTACHMENTS:**

Cluculz Lake Rural Fire Protection Service Agreement.

## **CLUCULZ LAKE RURAL FIRE PROTECTION AGREEMENT**

THIS AGREEMENT is made the \_\_\_\_\_ day of July 20\_\_.

### **BETWEEN:**

#### **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

PO Box 820  
Burns Lake, BC V0J 1E0  
(the "**Regional District**")

### **OF THE FIRST PART**

AND:

#### **CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT**

(Incorporation No. S-0033950) 3395 Lund Road  
Vanderhoof, BC V0J 3A3  
(the "**Society**")

### **OF THE SECOND PART**

### **WHEREAS**

- A. The Regional District adopted the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999", for the purpose of contributing to the Cluculz Lake Emergency Response Team (CLERT) which provides emergency response service to a portion of Electoral Area F.
- B. The Regional District amended the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999", to the "Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020" which authorized the Regional District to undertake and carry out or cause to be carried out and provide fire prevention, fire suppression and emergency assistance services (the "Fire Protection Service") within certain parts of Electoral Area F.
- C. Under the terms of "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999", the annual cost of providing the Fire Protection Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Amendment Bylaw No. 1610, 2013" the maximum amount that may be requisitioned annually for the Fire Protection Service was increased to a maximum of EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$18,750).
- D. Under Section 176(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision and operation of its services.
- E. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

## **1. DEFINITIONS**

In this Agreement, the following words and phrases have the following meaning:

- a) **"Equipment"** means all vehicles, apparatus, goods and chattels acquired by the Society using Regional District Funds or the Regional District Grant.
- b) **"Facilities"** means the lands described as 3395 Lund Road (the "Fire Hall Site") and the Fire Hall and other buildings and structures located on the Fire Hall Site.
- c) **"Fire Protection Service Area"** or "Service Area" means the local service area established by the Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020, and may be amended from time to time.
- d) **"Regional District Funds"** means money requisitioned by the Regional District for the Fire Protection Service Area and paid to the Society prior to the date of this Agreement.
- e) **"Service"** means fire prevention, fire suppression, rescue operations and all other activities, within the departments training parameters, as agreed to by the Regional District and Cluculz Lake Volunteer Fire Department from time to time as part of the Fire Protection Service.
- f) **"Regional District Grant"** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

## **2. SERVICES**

- 2.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.
- 2.2 In providing the Service, the Society shall abide by:
  - a) All enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or replaced from time to time.
  - b) All policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time.
  - c) Any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District.

- d) The standard of firefighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the training and equipping of fire fighters.
- e) The requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that Act.
- f) The directions of the Fire Chief and any other Regional District employee or officer appointed by the Board to supervise and direct the provision of the Fire Protection Service.

### **3. TERM**

- 3.1 The Term of the Agreement is five (5) years, commencing on the 1<sup>st</sup> day of July 2025 and terminating on the 30<sup>th</sup> day of June 2030.

### **4. MONTHLY GRANT**

- 4.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Cluculz Lake Rural Fire Protection Service as approved by the Regional District under section 6.3 of this Agreement for that calendar year.
- 4.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

### **5. COST**

- 5.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Cluculz Lake Rural Fire Protection Service Area.
- 5.2 It is further acknowledged, understood and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

### **6. BUDGET**

- 6.1 For each year of this Agreement the Society shall prepare in a form first approved by the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.
- 6.2 The Society shall forward the financial plan to the Chief Financial Officer on or before the 30th day of November of each year of the Term for the following calendar year of the Term.

- 6.3 The Regional District shall review the financial plan as prepared under Section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society shall return the final financial plan as amended to the Regional District for its final approval on or before the 31st day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.
- 6.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the Regional District at the time of the first payment made after approval of the budget.
- 6.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

## **7. CONENANTS OF THE SOCIETY**

The Society covenants agrees that it will, during the term of this Agreement:

- 7.1 Maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently.
- 7.2 Perform all its obligations under this Agreement at its own cost.
- 7.3 Provide to the Regional District within 120 days after the close of each fiscal year of the Society a financial statement for the operation of the Society.
- 7.4 Keep the Service Fee and all Regional District Funds separate in the Society's books of accounts.
- 7.5 Permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service.
- 7.6 Permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service.
- 7.7 Under the direction of the Fire Chief, organize and coordinate the services of such volunteer firefighters and other personnel as are necessary to properly and



efficiently provide the Service and to perform the Society's other obligations under this Agreement.

- 7.8 Under the direction of the Fire Chief, provide for the training of the volunteer fire fighters and other personnel who provide the Service, on an ongoing basis, and as necessary to provide the Service in accordance with the requirements of this Agreement.
- 7.9 Assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service.
- 7.10 Abide by its constitution, bylaws and other requirements of the Society Act and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies.
- 7.11 Not make any expenditures in any year which are not provided for in the budget approved by the Regional District under section 6.3, except for expenditures made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant or received by the Society as Regional District Funds and not borrow any funds without the approval of the Regional District of Bulkley-Nechako.
- 7.12 Maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record "personal information" (as defined in the Freedom of Information and Protection of Privacy Act) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to the Regional District, including but not limited to personal information, in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District.
- 7.13 Maintain the Facilities, including the grounds around the Fire Hall and all Equipment in a good working condition so that the Equipment and Facilities are available at all times for the purpose of providing the Service.
- 7.14 Not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, and in any event not to adopt a resolution to dissolve the Society that is effective prior to the end of the term of this Agreement under section 3.1, or if applicable, prior to the date of early termination under section 17 of this Agreement.

**8. REGIONAL DISTRICT INTEREST**

- 8.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the written approval of the Regional District.

**9. EQUIPMENT**

- 9.1 At the expiry or earlier termination of this Agreement, unless renewed or replaced with a similar agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

**10. TITLE TO LAND ACQUIRED WITH SERVICE FEE**

- 10.1 The Society shall not take legal title to any land using any funds paid as the Service Fee, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

**11. CONDITION OF FACILITIES**

- 11.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear excepted.

**12. INSURANCE**

- 12.1 The Society shall, throughout the Term of this Agreement, obtain and maintain a policy or policies of liability insurance, with a deductible and in a form acceptable to the Regional District, and in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence, protecting the Society and the Regional District against any claim for personal injury, bodily injury (including death) or property damage sustained by any person, arising or resulting from the Society's provision of the Service.
- 12.2 The Society shall insure and keep insured against all risks of loss or damage the Equipment other than motor vehicles, the Facilities, and any and all other chattels and equipment owned by the Regional District or the Society and maintained and utilized by the Society to provide the Services under this Agreement, to the full replacement value thereof, such policy or policies to be on terms and with such deductible as is acceptable to the Regional District.
- 12.3 Every policy of insurance must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.



- 12.4 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under this section 12 has been provided, and upon request shall provide a copy of the said policy or policies to the Regional District.
- 12.5 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per accident. The premiums shall be paid for with funds from the Cluculz Lake Rural Fire Protection Service.

### **13. INDEMNITY**

- 13.1 The Society agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Regional District or its officers, employees and agents may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Society, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Operator. The Operator's obligations under this section shall survive the expiry or earlier termination of the Operating Agreement.
- 13.2 The Regional District agrees to save harmless, release and indemnify the Society and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Society or its officers and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Regional District, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Operator. The Regional District's obligations under this section shall survive the expiry or earlier termination of the Operating Agreement.

### **14. APPOINTMENT OF FIRE CHIEF**

- 14.1 The Society shall, during their Annual General Meeting of each year elect or re-elect a Fire Chief of the Cluculz Lake Volunteer Fire Department.

14.2 The Fire Chief elected or re-elected under section 14.1 shall serve as the Cluculz Lake's Fire Chief for the purpose of the Fire Protection Service, subject to that person:

- a) Meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District.
- b) Having their election as Fire Chief confirmed by the Regional District Board.

## **15. AUDIT**

15.1 At any time the Regional District may give the Society written notice that it desires its appointed representative to examine and audit the books of account of the Society.

## **16. TERMINATION**

16.1 Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the Agreement shall terminate on the 30th day of June of the year following receipt of such notice by the other party, provided however that, in any event, the Agreement shall terminate not later than the 30th day of June, 2030.

## **17. EARLY TERMINATION**

17.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days notice of its intention to so terminate:

- a) Should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the Societies Act.
- b) Should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement.
- c) Should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area.
- d) Should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

## **18. GENERAL PROVISIONS**

### **18.1 Notice**

- a) All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid registered mail to the addresses set forth on the first page or such other address as may from time to time be notified in writing by the parties.
- b) If the Society gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.

- c) Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by the mails, then such notice shall only be effective once delivered.

## **18.2 Authority**

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

## **18.3 Assignment**

This Agreement shall not be assignable by the Society.

## **18.4 Enurement**

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors.

## **18.5 Time**

Time is to be of the essence of this Agreement.

## **18.6 Further Assurances**

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

## **18.7 Entire Agreement**

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

## **18.8 Waiver**

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.

## **18.9 Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

## **18.10 Amendment**

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement.

#### **18.11 Law Applicable**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

### **19.0 INTERPRETATION**

#### **19.1 In this Agreement:**

- a. Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- b. Articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.
- c. Reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement.
- d. If a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings.
- e. Reference to any enactment includes any regulations, orders or directives made under the authority of that enactment.
- f. Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided.
- g. Reference to time or date is to the local time or date in Victoria, British Columbia.
- h. All provisions are to be interpreted as always speaking.
- i. Reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers.
- j. Reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided.
- k. Where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".
- l. Word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa.
- m. A reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

**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:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Administrator

**CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT** by its authorized signatories:

\_\_\_\_\_  
CLVFD Fire Chief

\_\_\_\_\_  
CLVFD Treasurer



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** June 19, 2025  
**Subject:** **Electronic Meeting Policy Review**

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

Direction/Receive.

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### BACKGROUND

In May 2024, the Board adopted the attached Electronic Meeting Policy. Since the adoption of the policy, staff have received several comments and questions in regard to the policy, specifically related to the audio attendance option, In-Camera meetings, and the requirement to have cameras turned on.

The sections of concern have been highlighted in the attached document.

Staff is seeking direction from the Board as to whether any changes to the policy are desired.

### ATTACHMENTS

Electronic Meeting Policy



Regional District of Bulkley-Nechako  
Corporate Policy Manual  
Approved: May 23, 2024

## 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:** Cheryl Anderson, Director of Corporate Services

**Date:** June 19, 2025

**Subject:** **Item to be brought forward to the public agenda from In-Camera Meeting –  
Emergency Operations Centre On Call Policy**

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

Receive.

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### BACKGROUND

As per the Board recommendation, the following motion is being brought forward from the In-Camera meeting of June 5, 2025:

#### **Emergency Operations Centre On Call Release to Public Agenda**

I.C.2025-9-3                      "That the Board authorize the release of the Emergency Operations Centre On Call Policy to the Public."

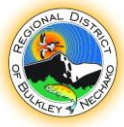
### ATTACHMENTS:

Emergency Operations Centre On Call Policy

### STRATEGIC PLAN ALIGNMENT:

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

Not Applicable



# Regional District of Bulkley-Nechako

## Board Policy

SUBJECT: EOC On Call  
 CATEGORY: Financial Services, Payroll, and Protective Services  
 LAST REVIEW: Approved June 5, 2025

### 1. PURPOSE

The purpose of this policy is to ensure that an Emergency Operations Centre (EOC) activities are not impeded by the lack of staff.

### 2. CONTEXT

Staff availability is a critical part of an EOC operations. By accepting on call services, staff are indicating their availability to work in an EOC within thirty minutes of receiving a call to start work.

Fair compensation should be provided to staff that make the commitment to be available to the Emergency Operations Centre

### 3. POLICY STATEMENT

Staff are placed on call based on the Emergency Operations Centre activity level as follows:

#### For activation level 1:

- The EOC Director, Deputy Director, or designate will be placed on call every day.

#### For activation level 2:

- The EOC Director, Deputy Director, or designate will be placed on call every day.
- In addition, the following positions will be placed on call on weekends and statutory holidays:
  - The EOC Section Chiefs
  - Information Officer
  - Policy Liaison Officer
  - Technical IT Support
  - GIS Support



- ESS Branch Coordinator
- Other positions as required at the discretion of the EOC Director with positions and times specified in writing.

**For activation level 3:**

- The following positions will be placed on call every day:
  - The EOC Director
  - The EOC Deputy Director
  - The EOC Section Chiefs
  - Information Officer
  - Policy Liaison Officer
  - Technical IT Support
  - GIS Support.
  - ESS Branch Coordinator
- Other positions as required at the discretion of the EOC Director with positions and times specified in writing.
- On call time is scheduled from 12:00 (noon) to 12:00 (noon the next day) and is to be paid at a flat rate of \$120.00 for 2025 (and indexed annual to inflation for each following year).

**Paid Time off for Continuous Days Worked**

Immediately after an employee has been released from active EOC duty to rest, an employee may receive paid time off. Employees taking this leave are expected to rest and recover from their active EOC duties.

An employee that has worked for fourteen (14) days without a day of rest will be given one (1) paid day of rest. The days of rest taken will be decided by the EOC Director. Paid time off will be at an employee's regular hourly rate of pay for seven (7) hours of work (based on a 35-hour work week). To be considered a day of rest the employee may not resume regular duties or be called into the EOC. If an employee is called into the EOC on a paid day off, the employee will be paid for the hours worked and the paid day off will be bumped to the next day.

An employee will only be tasked with working more than fourteen (14) days without a day of rest under extreme conditions and with permission of the Chief Administrative Officer.

**Attachments: Summary Chart**

**Activation Level Position****Days on Call**

<b>Activation Level 1</b>	EOC Director, Deputy Director, or Designate	Every day
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<b>Activation Level 2</b>	EOC Director, Deputy Director, or Designate	Every day
	The EOC Section Chiefs, Information Officer, ESS Branch Coordinator, and Policy Liaison Officer	Saturday, Sunday, Stat Holidays
	Technical IT Support and GIS	Saturday, Sunday, Stat Holidays
	Other positions as required at the discretion of the EOC Director with positions and times specified in writing.	N/A

<b>Activation Level 3</b>	EOC Director or Deputy Director	Every day
	The EOC Section Chiefs, Information Officer, ESS Branch Coordinator, and Policy Liaison Officer	Every day
	Technical IT Support and GIS	Every day
	Other positions as required at the discretion of the EOC Director with positions and times specified in writing.	N/A

On call time is scheduled from 12:00 (noon) to 12:00 (noon the next day) and is to be paid at a flat rate of \$120.00 for 2025 (and indexed annual to inflation for each following year).



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** June 19, 2025  
**Subject:** Financial Procedure – Incidental Expenses

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

Receipt

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### BACKGROUND

Financial Procedures apply to RDBN staff but do not apply to the Board of Directors; however, when reviewing expense claims from Board members, the financial team often utilizes these procedures for reference.

Financial procedures are approved jointly by the CAO and the CFO.

These procedures are developed to provide clarity to staff regarding the best practices to utilize when travelling.

There have been efforts by the greater Regional District financial community to develop a policy statement on the payment of tips. This procedure outlines that the maximum reimbursement amount for tips is 15%.

### Attachment:

Financial Procedure – Incidental Expenses



# Regional District of Bulkley-Nechako

## Financial Procedure – Travel Incidentals

SUBJECT: Incidental Expenses for Travel Reimbursement  
 CATEGORY: Financial Procedures  
 LAST REVIEW: DRAFT

### PURPOSE

*To ensure that staff can recover appropriate expenses when travelling. Staff will utilize the Board of Directors' rates and expense amounts as outlined in Bylaw No. 1837 as amended from time to time.*

### CONTEXT

*When options of travel are available, the less expensive option is reimbursed.*

### SUMMARY

#### RECEIPTS REQUIRED

1. Staff must provide a full copy of the receipt to be reimbursed. The receipt must include as separate items – the total charges less taxes, the tip (if any), and the total GST amount. (Sample attached)

All receipts for air travel must include the employees name in the receipt as well as all associated air costs and GST.

All receipts for hotels must be in the employee's name (not for example the name of a spouse) as well as all associated taxes and surcharges.

#### TIPS

2. When requesting the reimbursement for incidental expenses that normally include a tip, the maximum amount of tip that will be reimbursed is 15.0%.

#### THE LEAST EXPENSIVE TRAVEL OPTION WILL BE REIMBURSED

3. Where a request to fly (or a request to drive) is requested, the least expensive method of travel will be the maximum reimbursement amount. For a comparison of flight versus driving, the current reimbursement amount per km, an appropriate actual (or sample) air flight from a major carrier taken at least a month before the flight date, parking at an airport or at the destination, any public transportation from the destination airport to the conference or meeting location, and any additional costs associated with travelling for a longer time (additional hotel nights or meals) will be considered for the comparison.

The costs of utilizing public transportation as compared to Ubers and Taxis will also be compared.

Hotel rooms must be booked well in advance at either the government rate or the general rate, whichever is lower. Similarly, air travel must be booked well in advance to obtain the best rate.

**EMPLOYEES MAY UTILIZE THEIR OWN CREDIT CARDS FOR WORK EXPENSES**

4. Employees may, at their discretion, use their personal credit cards to book flights and or hotels. An employee will not be reimbursed for these costs until the trip is completed.

**USE OF PERSONAL VEHICLES**

5. Employees may utilize their own vehicles when travelling to conferences; however, they should use RDBN vehicles when travelling to any other work-related function unless approved by their supervisors.

Employees electing to drive their own vehicle will receive milage at ½ the total distance travelled under the travel policy.

As an exception to the above condition, in order to preserve the use of the RDBN's vehicle fleet, an employee will receive the full milage rate for travel to and from an airport where the employee is away for two or more nights.



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** June 19, 2025  
**Subject:** **Local Government Climate Action Program (LGCAP)**

---

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

Receipt

---

### BACKGROUND

To meet the conditions necessary to receive the annual grant, the LGCAP survey must be submitted before June 30<sup>th</sup> of each year and made public (received by the Board in an open meeting) before the end of September each year.

The province hopes to encourage each local government to create a Climate Action Plan that includes Green House Gas emission reduction targets. Asset Management Plans for local municipalities are to be adjusted to address the recommendations and findings in the Climate Action Plan. The Regional District hopes to create a Climate Action Plan by the end of 2027.

### Attachment:

The submitted LGCAP Survey



# LGCAP 2024

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Submitted date: 2025-06-03 16:06:15 Pacific Daylight Time

Generated date: 2025-06-03 16:06:29 Pacific Daylight Time

## Introduction

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

### What is climate action?

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

### Information collected will:

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

### The survey was informed by:

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

### Instructions

\*Please do not provide any personal information (e.g., email, phone number) in the survey.

### Survey: Word Version

This version can be used to gather information from staff across departments. Then simply cut and paste into the online version where you will be submitting the survey. You can download the Word version here: [Local Government LGCAP 2024 Survey Template](#).

### Survey: Online Version

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

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

Required fields are indicated with a red asterisk (\*). You will not be able to submit the survey and attestation form without completing these fields.

Some fields have formatting considerations (i.e. numbers only). You will not be able to submit the survey and attestation form until all required fields are completed properly. The red text error message will indicate what is needed.

Please note: No commas are to be used in numerical fields.

If any questions are left blank, including optional ones, SimpleSurvey will notify you when you move to the next page with "You have unanswered questions, do you wish to continue?" If you are choosing to leave optional questions blank, simply click yes to move to the next page.

There is a 9,999 character limit for the open-ended questions, unless otherwise noted.

You can see what your community has previously reported for LGCAP in the LGCAP Raw Survey Data.

### Attestation Form

The attestation form is filled in after survey questions are completed. It is the second page of the SimpleSurvey submission.

The attestation form is where the Chief Financial Officer, or equivalent position, attests to the following:

That Local Government Climate Action Program funding has been, or will be, allocated to climate action.  
That Local Government Climate Action Program funds received in 2022 and 2023 were spent by March 31, 2025, or an LGCAP Spending Forecast Form was submitted by February 28, 2025 and was approved by the LGCAP Team.

That Local Government Climate Action Program funds received in 2024 will be spent by March 31, 2028.  
That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2025.

## Requirements

### 1. Reporting

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

For communities with populations of 10,000+ (based on 2020 BC Census data figures), measuring and reporting local government's traditional services emissions is required.

Attest that funds will be allocated to climate initiatives before submitting your survey.

Note: Open-ended questions asking for one or more initiatives related to climate action may be highlighted in Provincial materials to acknowledge innovative local climate solutions.

Climate action success stories are accepted year-round

Please submit one or more climate action success stories for publication any time of year. A template can be found on the Local government climate action highlights webpage.

### 2. Deadline to submit the survey & attestation form

The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2025.

### 3. Posting the survey & attestation form publicly

The design / format of the form can be changed, however, all information from required questions must be included.

Optional questions and answers can be omitted.

The deadline to post the survey and attestation form publicly is September 30, 2025.

Download a copy for your records!

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

Support

If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca). We will be happy to provide assistance.

Thank you!

The LGCAP Team

## The Survey

### Climate Action Planning

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

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

Question 1: How many staff in full time equivalents (FTEs) are dedicated to working specifically on climate action?

Please estimate FTE(s) for climate-related work (e.g. 100% time = 1.0; 50% time = 0.5; 25% time = 0.25).

0.25

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

☐ Yes

☒ No

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

- ☒ No, but we are currently undertaking one and it will be completed in the next two years.
- ☐ No, we are not intending to undertake one due to lack of financial capacity.
- ☐ No, we are not intending to undertake one due to lack of expertise or technical capacity.

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

☐ Yes

☒ No

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

- ☒ No, but we are currently undertaking one and it will be completed in the next two years.
- ☐ No, we are not intending to undertake one due to lack of financial capacity.
- ☐ No, we are not intending to undertake one due to lack of expertise or technical capacity.

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

- ☒ Lack of jurisdiction.
- ☒ Lack of staff capacity or expertise.
- ☐ Lack of financial resources.
- ☐ Lack of data or information.
- ☐ Lack of provincial or federal government support or collaboration.
- ☒ Competing priorities.
- ☐ Other.

Traditional Services Greenhouse Gas Emissions

Measuring and reporting traditional services emissions (defined in previous years as corporate emissions) is a Program requirement for all communities with a 2020 population of 10,000 residents and above (see population statistics here).

This requirement can be fulfilled using an established reporting framework of your choosing (CDP, GHG Protocol for Cities, etc.), including the LGCAP scope and boundaries described in the LGCAP Traditional Services Emissions Scope and Boundaries document. Contracted emissions must be accounted for regardless of which protocol your local government employs. Local governments with populations below 10,000 and Modern Treaty Nations are not required to report traditional services greenhouse gas emissions but are encouraged and supported to do so on a voluntary basis.

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

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

Please see the following resources for guidance:

LGCAP Traditional Services Boundaries and Scope Guidance,  
Scope Summary Document,  
Traditional Services Inventory Reporting Tool,  
Contracted Services Emissions Guidance,  
Contracted Emissions Calculator,  
BC Best Practices Methodology for Quantifying GHG Emissions, and  
Emission Factors Catalogue.

Question 5: For the 2024 calendar year, has your local government or Nation measured and reported associated traditional services GHG emissions?

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

☒ Yes

☐ No

☐ No, but for a past year. (Please enter most recent year completed: YYYY)

If your local government or Nation measured 2024 traditional services GHG emissions, please report the GHG emissions from services delivered directly (in tonnes of carbon dioxide equivalent) from your scope 1 and 2 sources.

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

1052.67

If your local government or Nation measured 2024 traditional services GHG emissions, please report the GHG emissions from contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

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

0

If your local government or Nation measured 2024 traditional services GHG emissions, please report the total GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

This would be the sum of the two questions above. Format: Up to two decimal places and no commas (e.g. 1250.47)

1052.67

If your local government or Nation measured 2024 traditional services GHG emissions, please report what protocol you used to measure emissions.

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

☐ CDP

☐ Greenhouse Gas Protocol

☐ Other (please specify):

Optional: Please indicate how many tonnes of CO<sub>2</sub>e are associated with facilities.

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

342.01

Optional: Please indicate how many tonnes of CO<sub>2</sub>e are associated with mobile sources.  
Format: Up to two decimal places and no commas (e.g. 1250.47)

710.66
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Please provide the link to the public report if available.

Optional

N/A
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Optional: Please provide any further comments you wish to share on traditional services emissions measurement and reporting here (e.g. system or approach used to measure traditional services emissions).

N/A
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#### Community-Wide Greenhouse Gas Emissions

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

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

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

Question 6: For the 2024 calendar year, have community-wide GHG emissions been measured for your local government or Nation?

☐ Yes

☐ In-progress

☒ No



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

☒ No, community GHG emissions were not reported because the 2024 Provincial Community Energy and Emissions Inventory data has not been released.

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

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

☐ No, we do not measure and report community-wide emissions annually. (Please indicate most recent year completed: YYYY)

If not, has your community or Nation measured and reported community-wide emissions in the past?

☐ Yes

☒ No

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

Please enter "0" if no targets or baseline are established for the years given in the table.

	<b>Reduction Percentage (format: e.g., 40)</b>	<b>Baseline Year (format: e.g., 2007)</b>
<b>2030</b>	40	2007
<b>2040</b>	60	2007
<b>2050</b>	80	2007

If your local government or Nation's targets don't conform to the target years noted above, please enter them here. Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...

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

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

☐ Yes: Community-wide net-zero target

☐ Yes: Corporate carbon neutrality

☐ Yes: Corporate net-zero target

☒ No

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

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

☒ Housing type: Private dwellings by structural type

☐ Floor area: Average floor area by building category and era

☒ Residential density: Population and dwelling units per square land area (km<sup>2</sup>)

☒ Commute by mode: Employed labour force by mode of commute

☐ Greenspace: Land area that is parks and protected greenspace

☐ Walk score: Proximity to services

☐ Proximity to transit: Persons, dwelling units and employment within walking distance of a transit stop/line

☐ Other

Provincial Policy Alignment - Mitigation

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

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

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

Implemented in previous years and still active (e.g., an organics diversion project started in 2022 that continues to divert waste).

Currently available or in effect in 2024 (e.g., supplementing Provincial energy efficiency incentive programs).

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to the buildings sector.

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

☒ Corporate

☒ Community

☐ Not applicable

Corporate buildings policies, programs and actions.

☐ Highest efficiency standards for new space and water heating equipment.

☐ BC Energy Step Code adoption (Step 4 or higher).

☐ Zero Carbon Step Code adoption.

☒ Efficiency upgrades/retrofits.

☐ Requirement to use mass timber in new buildings.

☐ Requirement to measure embodied carbon.

☐ Other.

Community-wide buildings policies, programs and actions.

- ☐ Topping up Provincial energy efficiency incentive programs.
- ☐ Bylaw changes to facilitate heat pump installations or electrical upgrades (please explain):
- ☐ BC Energy Step Code adoption (Step 4 or higher).
- ☐ Zero Carbon Step Code adoption.
- ☐ Requirement to use mass timber in new buildings.
- ☐ Requirement to measure embodied carbon.
- ☒ Other.

Housing Initiative
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Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to buildings.

Please enter NA if your community reported no buildings initiatives ongoing, completed or in-progress for 2024.

Heating and cooling retrofit for the main office building.
--

Hiring of a housing planner to facilitate the building of new more efficient housing.
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Question 11: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to the transportation sector.

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

- ☐ Corporate
- ☒ Community
- ☐ Not applicable

Community-wide transportation policies, programs and actions.

- ☐ Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- ☐ Improving or expanding public transportation.

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

☐ Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.

☐ Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.

☐ Bylaws updated to prioritize energy efficient transportation hierarchy (i.e. pedestrians first).

☐ Revising existing bylaws or implementing new ones to support active transportation.

■ Active transportation planning.

■ Active transportation infrastructure investments.

☐ Active transportation education and encouragement programs.

☐ Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for bikes/scooter uses).

☐ Bylaws that reduce or eliminate off street parking requirements.

☐ Implement pedestrian plazas, car-free streets (temporary or permanent) or limited-access automobile streets.

☐ Installation of secure public bike parking (i.e. bike valet).

☐ Neighbourhood or community-wide speed limit reductions.

☐ Electric vehicle charging studies/planning.

☐ Mandatory EV infrastructure in new construction.

☐ Established electric vehicle charging ready bylaws.

☐ Electric vehicle charging infrastructure investments.

☐ Streamlined hydrogen fueling station permitting process.

☐ Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.

- ☐ Required green roads certification for any new or significantly modified existing roads.
- ☐ Other.

Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to transportation.

Please enter NA if your community reported no transportation initiatives ongoing, completed or in-progress for 2024.

Highway 35 Commuter Trail Study  
Completion of Official Community Plan for Area C

Question 12: Please indicate all other climate initiatives (excluding buildings, transportation, and adaptation and resilience) your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to community-wide and corporate action.

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

- ☐ Corporate
- ☐ Community
- ☒ Not applicable

Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to community-wide or corporate action.

Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2024.

N/A

#### Provincial Policy Alignment - Resilience and Adaptation

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

One requirement of this Program is that you must report on at least one or more project(s) linked to one or more objectives from the CleanBC Roadmap to 2030 and/or the Climate Preparedness and

Adaptation Strategy (CPAS) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

Question 13 a): Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2024 calendar year to adapt to and build resilience to climate impacts.

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

☐ Corporate

☒ Community

☐ Not applicable

Community-wide resilience and adaptation policies, programs and actions.

☒ Undertaking or completing a risk assessment at the community level.

☐ Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level.

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

☐ Collaboration with other communities on resilience planning/initiatives.

☐ Hydro climatological data collection.

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

☐ Public engagement on climate risks and actions.

☐ Providing training (adaptation and mitigation skills).

☐ Creation of policy/procedures to affect change (climate considerations into decision-making processes).

☐ Creating data systems to support climate action.

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

☐ Utilizing natural assets/nature-based solutions.

☒ Developing emergency/hazard response plans.

☐ Other.

Please highlight one or more climate adaptation project(s) that were completed, ongoing or in-progress in the 2024 calendar year to reduce risk and increase resilience.

Please enter NA if your community reported no initiatives to reduce risk and increase resilience that were ongoing, completed or in-progress for 2024. Please note that highlights for resilience actions may be shared with the Ministry of Emergency Management and Climate Readiness (EMCR) for them to use on ClimateReadyBC as part of their work on sharing info on climate resilience in BC. EMCR may follow up for more details if needed.

The creation of the Community Wildfire Resilience Plan for each electoral area
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Question 13 b): Staff time for developing plans and assessments How many full-time equivalent (FTE) staff are dedicated to developing the plans and assessments listed below? This includes plans and assessments done collaboratively with other local or Indigenous government partners.

Please estimate e.g., 100% time = 1.0; 50% time = 0.5; 25% time = 0.25.

☒ Emergency management plans that address preparedness, response and/or recovery; also includes hazard specific response plans such as an extreme heat response plan

2.0
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☒ Business continuity plans

0.25
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☐ Hazard and climate risk assessments (e.g., Hazard, Risk and Vulnerability Assessment (HRVA), floodplain mapping, sea level rise risk assessment)

☒ Hazard and climate risk reduction / adaptation plans (e.g., flood risk management plan, community wildfire protection plan, water supply management plans)

0.5
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☐ Not applicable



Question 13 c): Funding for developing plans and assessments What is the annual budget allocated for the plans and assessments listed below? This includes plans and assessments done collaboratively with other local or Indigenous government partners. Please estimate and round to the nearest thousand and enter numbers with no dollar sign or comma.

☐ Emergency management plans that address preparedness, response and/or recovery; also includes hazard specific response plans such as an extreme heat response plan)

☐ Business continuity plans

☐ Hazard and climate risk assessments (e.g., Hazard, Risk and Vulnerability Assessment (HRVA), flood plain mapping, sea level rise risk assessment)

☒ Hazard and climate risk mitigation/adaptation plans (e.g., flood risk management plan, community wildfire protection plan, water supply management plans)

195000

☐ Not applicable

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

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

☒ Yes at the community level

2023

☐ Yes at the asset or project level

☐ No

If available, please provide a link to the document:

<https://www.rdbn.bc.ca/hrva>

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

☒ Yes, in asset management

☐ Yes, in budgeting

☐ Yes, in climate action plans

☐ No

Question 15: Please select the most significant climate hazards and impacts faced by your jurisdiction and please specify the associated adaptation measures completed or in-progress in the 2024 calendar year, if any.

If entering a hazard under "Other", please also write the hazard in the textbox. Textbox limit: 998 characters

☐ Extreme heat and heat stress

☐ Extreme cold, snow and ice

☐ Water shortages

☒ Wildfire

FireSmart Program

☒ Wildfire smoke

Community spaces air scrubber program

☒ Overland flooding

Provided support to provincial flood plain mapping

☐ Coastal flooding, storm surge events and/or other coastal hazards

☐ Wind, rain, and other storm events

☐ Ecological impacts (examples of ecological impacts include biodiversity loss and erosion)

☐ Cultural impacts (examples of cultural impacts include threats to identities, languages, and livelihoods)

☐ Human health impacts

☐ Power outages

☐ Landslides

☐ Not applicable/no hazards

☐ Not sure

☐ Other

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

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

☒ Local knowledge

☐ Localized climate modelling and projected scenarios

☐ Assessment of potential community impacts

☒ Assessment of community vulnerabilities

☐ Risk assessment of hazards

☐ Mapping of climate change impacts and hazards

☒ Demographic information

☐ Projected development

☐ Adaptation planning information

☐ Technical expertise to implement solutions

☒ Community/partner engagement and support

☐ Information on partnership opportunities

☐ Examples of actions taken by other communities

☐ Not sure

☐ Other

Optional: What climate resilience indicators are of the most value to your local government or Nation?

E.g., Percentage of buildings retrofitted for energy efficiency and climate resilience; Percentage of urban tree canopy cover to mitigate heat island effects; Number of households with access to cooling centers during extreme heat events

Percentage of forest types most prone to wildfire risk, fire spread risk in wildland/urban interface areas

Question 17: Please indicate all initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to collaborating with their neighbouring communities, businesses or community organizations, critical infrastructure providers and/or other partners.

Please select all that apply.

☐ Emergency Management and Disaster Climate Risk Management related activities such as preparing, reviewing or revising hazard risk assessments, emergency/hazard response and/or hazard risks plans.

☒ Entering into agreements with other jurisdictions related to emergency management, hazard and climate risk reduction, etc. (This request would exclude information on mutual aid type of agreements in relation to (e.g.) fire protection services.)

☐ Preparing, reviewing or revising a risk assessment or an emergency management plan.

☐ Not applicable

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

☐ Yes

☒ No

☐ Currently in progress

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

Please select all that apply.

☐ Lack of awareness

☒ Lack of funding

- ☒ Lack of capacity (staff, expertise, etc.)
- ☒ Not a current priority for council, directors, or leadership
- ☐ Other (please specify)

### Equity

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

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

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

Please select all that apply.

- ☐ By collecting and analyzing disaggregated and/or spatial data on the impacts of climate policy and change.
- ☐ By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.
- ☐ By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.
- ☒ There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.
- ☒ Not sure how to integrate equity into our climate action work.
- ☐ Not sure if equity is being integrated into our climate action work.

Optional: Please highlight a climate initiative completed or in-progress in the 2024 calendar year that promotes equity and inclusion.

N/A

### LGCAP Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a

baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

Please do your best to specify how much of your LGCAP funds was invested for each initiative undertaken without double counting.

Question 20 a): How has your local government or Nation spent or committed its LGCAP funding received in March 2024? This is the 3-years' upfront lump sum totaling: \$328,408

Instructions: Please select all that apply and indicate the total dollar value associated with each initiative. Please ensure the amount(s) entered below equals your local government or Nation's total LGCAP funding amount received in 2024 (noted above). For the purposes of this question, "committed" funding refers to money that has been officially allocated or earmarked for specific projects with certainty, even if it has not yet been spent. Please select "funds on hold" for any funding that was not spent or committed during the 2024 calendar year. Format: no dollar sign, no comma and up to two decimal places.

☒ Corporate

☐ Community

☐ Funds on hold

#### Corporate Initiatives

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

☒ Staffing

78408

☐ Energy study

☐ Climate study

☐ Traditional services emissions reporting

☐ Asset management

☐ Climate finance planning

☐ Leveraging funds from other sources/ grant stacking

☐ Buildings initiatives

- ☐ Transportation initiatives
- ☐ Corporate-wide initiatives
- ☐ Resilience and adaptation initiatives
- ☒ Other

250000
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To expand upon your selection(s), please highlight the initiative(s) your local government or Nation's LGCAP funding received in March 2024 has gone towards

Investigate the feasibility of Solar Arrays on Regional District buildings and properties
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Question 20 b): How has your local government or Nation spent or committed its remaining LGCAP funding received in 2022 and 2023? Based on our records, for your community, these funds total: \$92,082. (This is your community's total LGCAP funding received in 2022 and 2023 minus what was reported as spent in the last two LGCAP surveys.)

Your community needs to report on this whether or not you've submitted an LGCAP Spending Forecast Form. You can see what your community has previously reported for LGCAP funding in the LGCAP Raw Survey Data. Instructions: Please select all that apply and indicate the total dollar value associated with each initiative. Please ensure the amount(s) entered below equals your local government or Nation's total LGCAP funding amount that was previously reported as in reserve (noted above). It doesn't matter which year the previously reserved funds received in 2022 and 2023 were spent or committed in. Format: no dollar sign, no comma and up to two decimal places.

- ☒ Corporate
- ☐ Community
- ☐ Not applicable (Amount above is \$0 as funds were reported as spent in the last two LGCAP surveys)

#### Corporate Initiatives

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

- ☒ Staffing

25000
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- ☐ Energy study
- ☐ Climate study
- ☐ Traditional services emissions reporting
- ☐ Asset management
- ☐ Climate finance planning
- ☐ Leveraging funds from other sources/ grant stacking
- ☒ Buildings initiatives
- ☐ Transportation initiatives
- ☐ Corporate-wide initiatives
- ☐ Resilience and adaptation initiatives
- ☐ Other

Corporate buildings policies, programs and actions.

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

- ☐ Highest efficiency standards for new space and water heating equipment.
- ☐ BC Energy Step Code adoption (Step 4 or higher).
- ☐ Zero Carbon Step Code adoption.
- ☒ Efficiency upgrades/retrofits.

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- ☐ Requirement to use mass timber in buildings construction.
- ☐ Requirement to measure embodied carbon.
- ☐ Other.



To expand upon your selection(s), please highlight the initiative(s) your local government or Nation's LGCAP funding received in 2022 and 2023 has gone towards

Energy Retrofit of current administration building

Question 21 a): How much additional external funding for climate action were you able to invest by leveraging your 2024 LGCAP funds? This could include matching grants as well as private investment.

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

0

Question 21 b): Please list the funding programs leveraged and associated funders (i.e. Investing in Canada Infrastructure Program, Canada/Province).

Please enter "NA" if no funds were leveraged.

N/A

Question 22: What is your internal decision criteria for spending LGCAP dollars?

Board Resolution

Question 23: Does your local government or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?

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

☐ Yes

☒ No

Question 24: What is the value in the Program's continuity for your community and how does it support other priority initiatives for your local government or Nation (e.g. affordability, health, economic growth/resilience, etc.)?

Optional

The program has allowed the Regional District the staff time to report its carbon emissions; further it has allowed the Regional District to undertake initiatives to reduce its energy consumption.

Please note on posting the survey publicly:

All information from the required questions must be included.  
Optional questions and responses can be omitted.

The Province will use the information from optional questions for internal purposes only.

When posting the survey publicly, the design / format of the form can be changed.

#### Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):

Complete and sign this form by filling in the fields below.

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

That Local Government Climate Action Program funding has been, or will be, allocated to climate action.

That Local Government Climate Action Program funds received in 2022 and 2023 were spent by March 31, 2025 or an LGCAP Spending Forecast Form was submitted by February 28, 2025 and approved.

That Local Government Climate Action Program funds received in 2024 will be spent by March 31, 2028.

That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2025.

Attested by (first name, last name)

John Illes

Professional title

CFO

Local government or Modern Treaty Nation

Regional District of Bulkley-Nechako

Date

2025-06-03

#### Attestor signature

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

Signature captured

2025-06-03 11:49:00 Pacific Daylight Time

Reminder: Download a copy for your records!

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Scott Zayac, Director of Protective Services  
**Date:** June 19, 2025  
**Subject:** **Cooperative Community Wildfire Response Organization – Program Update**

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

Receive.

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### BACKGROUND

The UBCM - 2025 FireSmart Pilot Project for Regional District Cooperative Community Wildfire Response Organizations application was successful and the RDBN will receive \$55,341.60 to organize training and purchase personal protective equipment (PPE) for community groups in the region.

Seven community groups applied and were successful for this round of funding:

- Germansen Landing Community Society – Electoral Area C
- Woodmere Emergency Services Society - Electoral Area A
- Quick Station Residents Association - Electoral Area A
- Nechako Valley Regional Cattlemen’s Association
  - Sinkut Mountain Livestock Association - Electoral Area F
  - Cluculz Lake Livestock Association - Electoral Area F
  - Fort Fraser Livestock Association Electoral - Area D
- Chinook Emergency Response Organization - Electoral Area E

In total, 101 community members will receive training in S100/185 and ICS 100 and receive basic PPE. Once trained and equipped, BCWS will work with these groups to determine communication and deployment protocols.

This program is an important part of increasing the resiliency and capabilities of neighborhoods and communities in the RDBN.

### ATTACHMENT

May 9, 2025

Danielle Patterson  
[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)  
Regional District of Bulkley-Nechako  
PO Box 820  
37 3rd Avenue  
Burns Lake, BC V0J 1E0

Dear Danielle,

**Re: 2025 PIBC Awards for Excellence in Planning**

On behalf of the Planning Institute of British Columbia (PIBC) and our Awards & Recognition Committee, I am very pleased to advise that your submission, **Cycle 16 Trail Project**, has been selected this year for a **Gold Award** in the category of **Excellence in Planning Practice - Small Town & Rural Areas**. Congratulations! It was a tough year with a competitive field of submissions, and yours stood out among them as a great example for the planning profession.

The awards ceremony and announcement will be taking place on **Thursday, June 12** in Vancouver, BC at the PIBC Conference Gala Dinner & Awards Presentation. We hope that one representative of your organization will be able to attend in person to accept the award. Please confirm your attendance and participation at the presentation with Kelly Chan at [kelly.chan@pibc.bc.ca](mailto:kelly.chan@pibc.bc.ca) by **Wednesday, May 21, 2025**.

Each winning submission will be provided one framed award and two printed certificates (digital copies are not available). If you would like additional printed certificates, they may be purchased through the PIBC office for \$25 (plus tax) each. Should you wish to purchase additional certificates, please contact Kelly Chan, and confirm the number you wish to purchase by **Wednesday, May 21, 2025**.

Please keep the news of your award private and confidential until after the presentation ceremony and media release online through [www.pibc.bc.ca](http://www.pibc.bc.ca) in June. And, should you have any questions, or wish to purchase additional certificates as noted, please contact Kelly Chan, Manager of Member Programs & Services, by email at [kelly.chan@pibc.bc.ca](mailto:kelly.chan@pibc.bc.ca).

Once again, thank you for your submission, and congratulations on your award-winning planning work!

Sincerely,



Emilie K. Adin RPP, MCIP  
President  
Planning Institute of British Columbia

CC: Lisa Colby RPP, MCIP – Chair, PIBC Awards & Recognition Committee  
Kelly Chan – PIBC Manager of Member Programs & Services



Our Blood Counts- Plasma for Northern BC

7605 Loedel Crescent

Prince George, BC V2N 0A5

250.617.8091, [ourbloodcounts@gmail.com](mailto:ourbloodcounts@gmail.com), [www.ourbloodcounts.com](http://www.ourbloodcounts.com)

June 6th 2025

Regional District of Bulkley-Nechako

Chair Mark Parker and Directors

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

Subject: in support of a Blood Plasma Donor Centre in Northern BC

Dear Chair Parker and Directors:

On behalf of Our Blood Counts, we are requesting the support in principle of the Regional District of Bulkley-Nechako's board for the establishment of a Northern BC Blood Plasma Donor Centre in Prince George on the traditional territory of the Lheidli T'enneh First Nation.

Canada currently faces a significant plasma deficit. Plasma from blood is essential for producing life-saving medications. Despite efforts to increase domestic plasma collection, Canada still relies on international supply chains for plasma-based treatments. We believe renewing blood donation in Northern BC through a plasma donor centre would support Canadian patients and health providers by reducing Canada's reliance on foreign donors and suppliers. We are dedicated to advocating for such a centre to provide a culturally safe and humble space to donate and support patients and families.

### **The Importance of Plasma**

Plasma is crucial for transporting water, salts, enzymes, antibodies, and clotting factors in the body. Donated plasma is combined through a process called fractionation to produce plasma protein products. These products are used to treat conditions such as cancer, immune deficiencies, liver and kidney diseases, and blood disorders.<sup>1</sup> Plasma donations are more frequent than whole blood donations, as only plasma is extracted with specialized equipment while other blood components are returned to the donor.

### **Canada's Plasma Shortage and Need for a Northern BC Centre**

Canada collects less than 20 percent of the plasma it needs. Over 80 percent of immune globulin (a plasma protein product) used in Canada is sourced from the United States. Despite expansions, Canadian Blood Services only expects to meet 50 to 60 percent of domestic demand for plasma.<sup>2</sup> The global value of the market for plasma-based medication is expected to

rise in value by 70 percent from 2023 to 2034<sup>3</sup> with the United States and Canada being key growth areas. Therefore, expanding domestic plasma collection is crucial.

Canadian Blood Services ran a whole blood donor centre in Prince George from 1998 to 2015. Its closure has left Northern BC residents with long travel distances to donate blood or plasma. However, Canadian Blood Services is opening plasma donor centres in cities like Thunder Bay Ontario.<sup>4</sup> Thunder Bay is a key centre for an expansive rural region, much like Prince George is for Northern BC. This shows the potential for success of plasma donation in our region.

### **Our Advocacy and Regional Support**

Our Blood Counts, a group of blood donors, recipients, and advocates, seeks to bring a plasma donor centre operated by Canadian Blood Services to Northern BC. This centre would help collect plasma to produce vital medications for patients across Canada.

Our petition in support of a Northern BC plasma donor centre has garnered over 1,300 signatures since its launch in June 2024, showing strong regional support. Prince George, as a regional hub, is ideally positioned to host a centre and attract donors from across Northern BC. More than 90 percent of petition signers say they would be likely to donate at such a centre.

### **Comparing Northern BC to Thunder Bay, Ontario**

Thunder Bay as a city is larger than Prince George, with 123,258 people<sup>5</sup> compared to PG's 89,490<sup>6</sup>. However with over 130,000 people, Northern Health's Northern Interior Health Services Delivery Area (which partially includes the Regional District) has the population to support a plasma donor centre.<sup>7</sup> Prince George is also closer to Canadian Blood Services' testing operations in Calgary than Thunder Bay is to its testing site in Brampton Ontario. Those signing the petition from across Northern BC have also said they would include plasma donations in Prince George in their travels, which we think would include many residents of the Regional District of Bulkley-Nechako.

### **Canadian Blood Services' Response**

Canadian Blood Services is seeking a million new blood donors over the next five years, but has declined our call for a Northern BC donor centre. The organization has not responded to our specific points about population and closer proximity to a testing site. They have only said they are confident they are well positioned to meet their targets through their existing network plans and that logistical concerns prevent re-establishing a donor centre in this region.

Canadian Blood Services has encouraged Northern BC residents to register for stem cell and organ donation. Our Blood Counts supports this step as members of our group have previously registered for such donations. We also combine blood donation with our out-of-region travels when possible. That said, we remain dedicated to bringing plasma donation to Northern BC.

### **Why the Regional District's Support Matters**

The Board's support would demonstrate the region's commitment to Canada's plasma needs and send a strong message to Canadian Blood Services about the potential for a successful plasma collection site in Northern BC. We believe Northern British Columbians deserve the

opportunity to contribute to life-saving treatments again as much as urban or suburban Canadians.

To date, we have received resolutions of support from the District of Mackenzie, the City of Prince George, the Village of Valemount, and delegates to the North Central Local Government Association's 2025 convention.

### **Draft Resolution**

We submit this draft resolution for your consideration. If a resolution is not possible, we would welcome a letter of support. Representatives from Our Blood Counts are available to offer perspective to or answer any questions of Directors.

### **Proposed Resolution in Support of a Northern BC Plasma Donor Centre**

WHEREAS plasma from blood is a critical component in life-saving treatments for individuals with immune deficiencies, cancer, kidney disease, and other medical conditions; and

WHEREAS Canada collects less than 20 percent of the plasma required to meet domestic patient needs, relying heavily on international supply chains despite growing demand for plasma-based treatments; and

WHEREAS Canadian Blood Services closed its whole blood donation centre in Prince George in 2015, leaving Northern BC residents with no local option to donate plasma, while new plasma donor centres have been established in rural regions such as Thunder Bay, Ontario; and

WHEREAS the return of plasma donation services to Northern BC would enhance Canada's self-sufficiency in plasma-based medications, supporting patients in Northern BC and others across Canada while reducing reliance on suppliers from outside the country;

THEREFORE BE IT RESOLVED that the Board of Directors for the Regional District of Bulkley-Nechako urges the Province of British Columbia, through the Ministry of Health, and Canadian Blood Services to establish a Blood Plasma Donor Centre in Prince George to serve Northern BC, improve access for donors, support patient needs, and strengthen Canada's domestic plasma supply; and

BE IT FURTHER RESOLVED that the Board of Directors for the Regional District of Bulkley-Nechako asks residents to further demonstrate their support for life-saving donations by registering for organ and stem cell donation at [blood.ca](http://blood.ca); and

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Josie Osbourne, BC Minister of Health and Canadian Blood Services CEO Dr. Graham Sher.

### **Conclusion**

We ask the Board of Directors for the Regional District of Bulkley-Nechako to express support for a blood plasma donor centre for the region and stand with patients, donors, and advocates in



Northern BC. Canada needs more plasma from domestic donors to support patient care needs and reduce reliance on donors and suppliers from outside the country.

Moreover, blood donation should not be an exclusively urban or suburban privilege—residents in our region deserve the opportunity to contribute to life-saving treatments.

Thank you for your time and consideration.

Sincerely,

Mark Karjaluo  
Our Blood Counts

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Sources:

1. Canadian Blood Services, **Plasma for Life: What is plasma?** (undated)  
<https://www.blood.ca/en/plasma>
2. Canadian Blood Services, **Our commitment to increasing plasma sufficiency in Canada** (undated) <https://www.blood.ca/en/about-us/media/plasma/plasma-sufficiency>
3. Precedence Research, **Plasma Protein Therapeutics Market Size, Share, and Trends 2024 to 2034**, September 18th 2024  
<https://www.precedenceresearch.com/plasma-protein-therapeutics-market>
4. Michelle Allan, **Plasma donation centre returning to Thunder Bay: Thunder Centre location to open in early 2025, says Canadian Blood Services**, CBC News Thunder Bay, March 12th 2024  
<https://www.cbc.ca/news/canada/thunder-bay/plasma-donation-centre-returning-to-thunder-bay-1.7141826>
5. Statistics Canada, **Focus on Geography Series, 2021 Census of Population- Thunder Bay, Census metropolitan area**,  
<https://www12.statcan.gc.ca/census-recensement/2021/as-sa/fogs-spg/page.cfm?lang=E&topic=1&dguid=2021S0503595>
6. Statistics Canada, **Focus on Geography Series, 2021 Census of Population- Prince George, Census agglomeration**  
<https://www12.statcan.gc.ca/census-recensement/2021/as-sa/fogs-spg/page.cfm?lang=E&topic=1&dguid=2021S0504970>
7. Sources include:
  - a. Statistics Canada, **Census Profile 2016 Census, Northern Interior Health Service Delivery Area [Health region, December 2017], British Columbia:**  
<https://www12-2021.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=HR&Code1=5952&Geo2=CD&Code2=6101&SearchText=Northern%20Interior%20Health%20Service%20Delivery%20Area&SearchType=Begins&SearchPR=01&B1=All&GeoLevel=PR&GeoCode=5952&TABID=1&type=0>
  - b. Northern Health, **Our Communities:**  
<https://www.northernhealth.ca/our-communities>