



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
COMMITTEE OF THE WHOLE MEETING  
AGENDA  
Thursday, September 04, 2025**

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**CALL TO ORDER**

**First Nations Acknowledgement**

**AGENDA**

**SUPPLEMENTARY AGENDA**

**MINUTES**

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

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Approve

**ADMINISTRATION REPORTS**

**John Illes, Chief Financial Officer - Chinook Community Forest Update**

Page 10

Receive

**John Illes, Chief Financial Officer - Statutory Reserve Update**

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Receive

**John Illes, Chief Financial Officer and Nellie Davis, Manager of Strategic Initiatives and Rural Services - Television Rebroadcasting Survey Data**

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Receive

**Anusha Rai, HR Advisor - Introduction of AI (Artificial Intelligence) Governance Policy for the RDBN**

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Discussion/Receive

**Megan D'Arcy, Agriculture Coordinator - Growing Opportunities  
Newsletter - Issue 29, August 2025**

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Receive

**Cheryl Anderson, Director of Corporate Services - Union of B.C.  
Municipalities – Meeting Update**

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Receive

**ADMINISTRATION CORRESPONDENCE**

**Coastal GasLink Socio-economic Effects Management Plan  
Engagement, June to November 2025**

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**UBCM - Canada Community-Building Fund BC - First Community  
Works Fund Payment for 2025/2026**

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**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**IN-CAMERA MOTION**

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

**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****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 Committee of the Whole

**To:** Chair and Committee

**From:** John Illes, CFO

**Date:** September 4, 2025

**Subject:** **Chinook Community Forest Update**

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

Receive

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### **BACKGROUND**

The Regional District owns 8.96% of the Limited Partnership that manages the Chinook Community Forest Agreement that is situated in Electoral Areas B and E. The Regional District appoints two "directors" to the Community Forest partnership board. Currently the directors are Rilla Middleton representing Electoral Area B and Greg Hill representing Electoral Area E.

The year ending March 31, 2025, is the first year since inception that the partnership has lost money in its venture. A letter from the President of the partnership is attached that explains the economic, environmental and social conditions around this loss.

### **ATTACHMENTS:**

Letter from President Haizimsque

[Annual Report and Limited Company Partnership Financials Statements](#)

### **STRATEGIC PLAN ALIGNMENT:**

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

Not Applicable

# CHINOOK

COMMUNITY FOREST

July 9, 2025

RE: CHINOOK COMFOR LIMITED PARTNERSHIP – 2024/25 FISCAL UPDATE

Dear Director Mark Parker,

Chinook Comfor Limited Partnership has completed its audited financial statements for the 2024/25 fiscal year. Based on the results, the Chinook Board of Directors has made the difficult decision not to provide a cash distribution to the partners for this fiscal year.

During 2024/25, Chinook faced several significant challenges:

- Lower-than-budgeted harvest volumes resulting in reduced revenues.
- Unplanned archaeological impact assessment costs of \$300,000 for wildfire risk reduction treatment areas near Takysie Lake and Broman Lake (C'igguz Whuten).
- Permitting delays prevented completion of planned operations within the fiscal period.
- A net loss of \$705,938 was recorded for the year.

The forest sector continues to face challenging economic conditions, including mill closures and uncertainty due to the USA trade tariffs. Despite having an approved cutting permit for green timber, the decision was made not to proceed with logging operations. This choice reflects Chinook's commitment to ethical forest management practices, prioritizing long-term sustainability over short-term financial gain.

The Board and management remain focused on positioning Chinook for improved performance in the upcoming fiscal year, while maintaining our commitment to environmental stewardship and community values.

Sincerely,

  
For: Shannon Haizimsque, President

**Chinook Comfor Limited Partnership**  
**Financial Statements**  
*March 31, 2025*



# Chinook Comfor Limited Partnership

## Contents

*For the year ended March 31, 2025*

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## Independent Auditor's Report

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To the Partners of Chinook Comfor Limited Partnership:

### Opinion

We have audited the financial statements of Chinook Comfor Limited Partnership (the "Partnership"), which comprise the balance sheet as at March 31, 2025, and the statements of income (loss), partners' capital 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 Partnership as at March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises.

### 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 Partnership 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.

### Other Matter

The financial statements of the Chinook Comfor Limited Partnership for the year ended March 31, 2024 were audited by another firm of Chartered Professional Accountants who expressed an unmodified opinion on those statements on July 9, 2024.

### 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 Canadian accounting standards for private enterprises, 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 Partnership'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 Partnership or to cease operations, or has no realistic alternative but to do so.

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

### 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 Partnership'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 Partnership'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 Partnership 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.

Burns Lake, British Columbia

June 25, 2025

*MNP LLP*

Chartered Professional Accountants

**Chinook Comfor Limited Partnership**  
**Balance Sheet**  
*As at March 31, 2025*

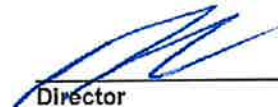
	2025	2024
<b>Assets</b>		
<b>Current</b>		
Cash	1,954,523	1,847,437
Short term investments (Note 2)	1,257,256	9,249,276
Trade and other receivables (Note 3)	39,167	511,545
Prepaid expenses and deposits	7,030	17,010
	3,257,976	11,625,268
Equipment (Note 4)	3,025	6,723
Investments (Note 2)	7,003,023	-
	10,264,024	11,631,991
<b>Liabilities</b>		
<b>Current</b>		
Trade and other payables (Note 5)	73,248	52,356
Customer deposits	2,894	62,903
	76,142	115,259
Accrued silviculture liability (Note 6)	3,505,638	3,124,668
	3,581,780	3,239,927
<b>Partners' Capital</b>	6,682,244	8,392,064
	10,264,024	11,631,991

Approved on behalf of the Board of Directors

Director



Director



The accompanying notes are an integral part of these financial statements.

# Chinook Comfor Limited Partnership Statement of Income (Loss)

For the year ended March 31, 2025

	Budget	2025	2024
<b>Revenue</b>			
Saw logs	3,600,000	1,071,865	1,555,969
Forest Enhancement Society of BC	1,417,259	626,939	1,361,775
Land based investment strategy	447,958	443,572	646,639
Interest	400,377	440,197	377,730
Bio/ pulp fibre	-	111,459	13,741
Fireguard rehabilitation	-	-	118,350
Ootsa Lake recreational site	500,000	-	95,122
Loss on disposal of assets	-	-	(48)
	6,365,594	2,694,032	4,169,278
<b>Expenses</b>			
Advertising and promotion	8,000	2,822	1,725
Amortization	-	3,898	2,493
Bad debts	-	32,450	-
Communications	40,000	20,317	13,268
Consulting fees	20,000	-	4,211
Directors' fees	64,000	31,333	35,806
Donations	105,000	94,096	104,150
Dues and memberships	25,000	11,325	15,000
Firewood	20,000	21,016	18,210
Forest Enhancement Society of BC	1,417,256	463,435	1,372,715
Forest license annual rent	55,000	13,697	24,050
Freight and postage	400	-	328
IT services	16,000	22,767	13,149
Insurance	6,000	8,969	5,600
Interest and bank charges	950	5,291	1,973
Land based investment strategies	507,052	409,290	599,749
Management fees	140,000	140,000	145,000
Repairs and maintenance	25,000	-	-
Meals and entertainment	4,000	1,720	1,025
Mileage	20,000	18,616	30,166
Office	14,400	11,956	2,519
Pre-forestry	128,000	283,160	1,953
Professional fees	29,000	23,382	43,937
Recreational site	26,000	15,308	125,163
Rental	9,600	9,600	16,800
Salaries, wages and benefits	74,560	74,180	34,063
Silviculture allocation	150,000	385,454	161,832
Silviculture consulting fees	2,000	617	366
Special project	425,000	229,503	229,702
Stump-to-dump	2,533,420	1,008,339	393,184
Stumpage	50,000	9,116	84,478
Telephone	3,000	2,760	2,854
Training and education	100,000	10,835	209
Travel	21,200	18,045	15,559
Waste and residue	15,000	16,873	11,332
Wildlife/ guard rehab	-	-	61,925
	6,054,838	3,399,970	3,574,494
<b>Net (loss) income</b>	310,756	(705,938)	594,784

The accompanying notes are an integral part of these financial statements.

**Chinook Comfor Limited Partnership**  
**Statement of Partners' Capital**  
*For the year ended March 31, 2025*

	2025	2024
<b>Chinook Comfor Ltd. (0.20%)</b>		
Balance, beginning of year	2,095	3,524
Withdrawals	(3,781)	(2,618)
Share of earnings (loss)	(1,414)	1,189
<b>Balance, end of year</b>	<b>(3,100)</b>	<b>2,095</b>
<b>Cheslatta Carrier Nation (14.15%)</b>		
Balance, beginning of year	1,189,697	1,247,335
Withdrawals	(141,800)	(141,800)
Share of earnings (loss)	(99,890)	84,162
<b>Balance, end of year</b>	<b>948,007</b>	<b>1,189,697</b>
<b>Lake Babine Nation (14.15%)</b>		
Balance, beginning of year	1,189,697	1,247,335
Withdrawals	(141,800)	(141,800)
Share of earnings (loss)	(99,890)	84,162
<b>Balance, end of year</b>	<b>948,007</b>	<b>1,189,697</b>
<b>Nee Tahi Buhn Band (14.15%)</b>		
Balance, beginning of year	1,189,697	1,247,335
Withdrawals	(141,800)	(141,800)
Share of earnings (loss)	(99,890)	84,162
<b>Balance, end of year</b>	<b>948,007</b>	<b>1,189,697</b>
<b>Regional District of Bulkley Nechako (8.94%)</b>		
Balance, beginning of year	751,202	787,628
Withdrawals	(89,600)	(89,600)
Share of earnings (loss)	(63,111)	53,174
<b>Balance, end of year</b>	<b>598,491</b>	<b>751,202</b>
<b>Skin Tyee Nation (14.15%)</b>		
Balance, beginning of year	1,189,697	1,247,335
Withdrawals	(141,800)	(141,800)
Share of earnings (loss)	(99,890)	84,162
<b>Balance, end of year</b>	<b>948,007</b>	<b>1,189,697</b>
<b>Ts'il Kaz Koh Development (14.15%)</b>		
Balance, beginning of year	1,189,697	1,247,335
Withdrawals	(141,800)	(141,800)
Share of earnings (loss)	(99,890)	84,162
<b>Balance, end of year</b>	<b>948,007</b>	<b>1,189,697</b>
<b>Village of Burns Lake (5.96%)</b>		
Balance, beginning of year	500,585	524,836
Withdrawals	(59,700)	(59,700)
Share of earnings (loss)	(42,074)	35,449
<b>Balance, end of year</b>	<b>398,811</b>	<b>500,585</b>

*The accompanying notes are an integral part of these financial statements.*

**Chinook Comfor Limited Partnership**  
**Statement of Partners' Capital**  
*For the year ended March 31, 2025*

	2025	2024
<b>Wet'suwet'en First Nation (14.15%)</b>		
Balance, beginning of year	1,189,697	1,247,335
Withdrawals	(141,800)	(141,800)
Share of earnings (loss)	(99,890)	84,162
<b>Balance, end of year</b>	<b>948,007</b>	<b>1,189,697</b>
	<b>6,682,244</b>	<b>8,392,064</b>

*The accompanying notes are an integral part of these financial statements.*

**Chinook Comfor Limited Partnership**  
**Statement of Cash Flows**  
*For the year ended March 31, 2025*

	2025	2024
<b>Cash provided by (used for) the following activities</b>		
<b>Operating activities</b>		
Net (loss) income	(705,938)	594,784
Amortization	3,698	2,493
Gain on disposal of property, plant, and equipment	-	48
	<b>(702,240)</b>	<b>597,325</b>
Change in working capital accounts		
Trade and other receivables	472,374	(158,985)
Prepaid expenses and deposits	9,980	(17,010)
Trade and other payables	(39,114)	(108,058)
Accrued silviculture liability	380,970	138,230
<b>Financing activities</b>		
Partner drawings	(1,003,881)	(1,002,718)
<b>Investing activities</b>		
Purchases of equipment	-	(6,205)
Purchase of investments	(11,003)	(5,601,815)
Proceeds on disposal of investments	1,000,000	-
	<b>988,997</b>	<b>(5,608,020)</b>
<b>Increase (decrease) in cash resources</b>	<b>107,086</b>	<b>(6,159,236)</b>
<b>Cash resources, beginning of year</b>	<b>1,847,437</b>	<b>8,006,673</b>
<b>Cash resources, end of year</b>	<b>1,954,523</b>	<b>1,847,437</b>

*The accompanying notes are an integral part of these financial statements.*



**Chinook Comfor Limited Partnership**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2025*

**1. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for private enterprises set out in Part II of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

***Nature of Business***

Chinook Comfor Limited Partnership (the "Partnership") is registered provincially under the Partnership Act of British Columbia. The Partnership is not subject to income taxes because its income is taxed directly to its owners. The partnership principal business activities are managing a renewable resource area based forest license and to build community capacity in the Lakes District of British Columbia.

***Financial instruments***

The Partnership recognizes its financial instruments when the Partnership becomes party to the contractual provisions of the financial instrument.

***Arm's length financial instruments***

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Partnership may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Partnership has not made such an election during the year.

The Partnership subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Partnership's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in net (loss) income. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

The carrying values of financial assets measured at amortized cost or fair value, and of investments in equity instruments measured at cost less impairment are as follows:

	2025	2024
<b>Financial assets measured at fair value:</b>		
Cash	1,954,523	1,847,437
Short term investments	1,257,256	9,249,276
Long term Investments	7,003,023	-
<b>Financial assets measured at amortized cost:</b>		
Accounts receivable	39,167	511,545

***Financial asset impairment***

The Partnership assesses impairment of all its financial assets measured at cost or amortized cost. The Partnership groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group; there are numerous assets affected by the same factors; no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Partnership determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

**Chinook Comfor Limited Partnership**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2025*

---

**1. Significant accounting policies** *(Continued from previous page)*

***Financial instruments*** *(Continued from previous page)*

Any impairment, which is not considered temporary, is included in current year net (loss) income.

The Partnership reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in net (loss) income in the year the reversal occurs.

***Cash and cash equivalents***

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. Cash equivalents have maturities at the date of purchase of less than ninety days.

***Impairment of long-lived assets***

The Partnership tests for impairment whenever events or changes in circumstances indicate that the carrying amount of assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

***Measurement uncertainty (use of estimates)***

The preparation of financial statements in conformity with Canadian accounting standards for private enterprises 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 amounts of revenues and expenses during the year. The Partnership's key estimate is its accrued silviculture liability. The Partnership accrues the estimated discounted costs of reforestation required under its timber forest license at the time the timber is harvested. The estimated costs are determined by management based on the Partnership's operational plans, past experience, and independent expert analysis. The assessment is based on the location and terrain of the specific cut blocks and may differ from the actual costs associated with reforestation of the cut blocks. Estimates are reviewed annually by management with any changes being applied prospectively. When inherent uncertainty with respect to future costs is reduced to an acceptable level for an individual stand, the accrual is removed for that particular block. Management has determined that this event occurs when a stand reaches free to grow status, which is usually 12-15 years after planting.

By their nature, these estimates are subject to measurement uncertainty, and the effect on the financial statements from changes in such estimates in future years could be material. These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the years in which they become known.

***Reforestation***

The Partnership is subject to requirements relating to the reforestation under its timber forest license. The Partnership records the estimated costs associated with reforestation when the timber is harvested. The estimated costs are determined by management based on the Partnership's operational plan, past experience, and independent expert analysis. The assessment is based on the location and terrain of the specific cut blocks and may differ from the actual costs are recorded as a liability with the related expense being recorded in logging expenses - silviculture. All subsequent expenditures relating to the reforestation of these cut blocks are recorded against the related liability. When the inherent uncertainty with respect to future costs is reduced to an acceptable level for an individual stand, the accrual is adjusted to the amount of remaining planned costs for the stand.

**Chinook Comfor Limited Partnership**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2025*

1. **Significant accounting policies** *(Continued from previous page)*

**Equipment**

Equipment are initially recorded at cost. Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

	<b>Method</b>	<b>Rate</b>
Computer equipment	declining balance	55 %

Equipment acquired during the year but not placed into use during this time are not amortized in the year of acquisition.

**Revenue recognition**

The following describes the Partnership's principal activities from which it generates revenue.

**Saw Logs revenue:**

The Partnership generates revenue from saw logs. Revenue is recognized when the significant risk and rewards of ownership has been transferred to the customer, which is generally when the timber crosses the scale at the log yard, and when ultimate collection is reasonably assured.

**Forest Enhancement Society of British Columbia and Land Based Investment Strategy funding:**

The Partnership receives funding revenue for transactions involving forest enhancement and land based investment. The transactions are recognized as revenue in the year received or receivable if the amount to be received can be reasonable estimated and collection is reasonably assured.

**Interest revenue:**

Interest revenue is earned on investments. Revenue is recognized as it is earned according to the contract terms.

2. **Investments**

Investments consist of the following:

	<b>2025</b>	<b>2024</b>
<b>Short-term Investments</b>		
GIC bearing interest at 5.15%, maturing on May 7, 2025.	1,257,256	-
GIC bearing interest at 4.95%, maturing on April 18, 2024.	-	1,967,189
GIC bearing interest at 4.80%, maturing on April 8, 2024.	-	1,586,588
GIC bearing interest at 4.80%, maturing on April 8, 2024.	-	2,093,896
GIC bearing interest at 4.80%, maturing on April 5, 2024.	-	1,339,594
GIC bearing interest at 4.95%, maturing on May 6, 2024.	-	1,255,313
GIC bearing interest at 5.20%, maturing on February 13, 2025.	-	1,006,696
	<b>1,257,256</b>	<b>9,249,276</b>
<b>Long-term Investments</b>		
GIC bearing interest at 5.05%, maturing on April 6, 2026.	1,343,084	-
GIC bearing interest at 5.07%, maturing on April 8, 2026.	2,099,148	-
GIC bearing interest at 5.07%, maturing on April 8, 2026.	1,590,590	-
GIC bearing interest at 5.09%, maturing on April 20, 2026.	1,970,201	-
	<b>7,003,023</b>	<b>-</b>
	<b>8,260,279</b>	<b>9,249,276</b>

3. **Trade and other receivables**

Included in trade and other receivables is government remittances refunds of \$4,995 (2024 - \$11,154).

**Chinook Comfor Limited Partnership**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2025*

**4. Equipment**

			<i>2025</i>	<i>2024</i>
	<i>Cost</i>	<i>Accumulated amortization</i>	<i>Net book value</i>	<i>Net book value</i>
Computer equipment	25,085	22,060	3,025	6,723

**5. Trade and other payables**

Included in trade and other payables is government remittances owing of \$1,992 (2024 - \$2,424).

**6. Accrued Silviculture Liability**

The accrued silviculture liability is recorded at estimated costs to meet silviculture commitments on a forest license held by the limited partnership.

**7. Financial instruments**

The Partnership, as part of its operations, carries a number of financial instruments. It is management's opinion that the Partnership is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

***Credit concentration***

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Partnership is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations; if there is a concentration of transactions carried out with the same counterparty; or of financial obligations which have similar economic characteristics such that they could be similarly affected by changes in economic conditions. The Partnership's financial instruments that are exposed to concentrations of credit risk relate primarily to its accounts receivable from companies that operate in the same industry. In order to reduce its credit risk, the Partnership reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Partnership is also exposed to credit risk through all of its cash and GICs being held at the same financial institution.

***Liquidity risk***

Liquidity risk is the risk that the Partnership will encounter difficulty in meeting obligations associated with financial liabilities. The Partnership's exposure to liquidity risk is dependent on the sale of inventory, collection of accounts and notes receivable, purchasing commitments and obligations or raising funds to meet commitments and sustain operations.

There have not been any changes in the risk from the prior year.

**8. Economic dependence**

The Partnership received 38% of its sales (2024 - 37%) pursuant to contracts with one customer.

**9. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.



## Regional District of Bulkley-Nechako Committee of the Whole

**To:** Chair and Committee

**From:** John Illes, CFO

**Date:** September 4, 2025

**Subject:** **Statutory Reserve Update**

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

Receipt

---

### **BACKGROUND**

The purpose of this memo is to update the Board on the reserve balances as well as highlight the reserve balances for funds that must be used by a certain date.

The attached Schedule of Statutory Reserves includes all interest earned for each reserve up until June 30, 2025. As of the end of June, the Regional District has not received the 2025 funds from UBCM for the Community Works Fund (Gas Tax). Where applicable, funds that must be returned to the provincial or federal government if unused (or uncommitted in a contract) are indicated. Reserve contributions and withdrawals that have happened up until August 25, 2025 are included in the balances provided.

The statutory reserves that are listed in bold are grant funds that have been contributed by either the Provincial or Federal Governments. The remaining funds have been funded through taxation.

While there were no formal "expiry" dates attached to the Northern Capital and Planning Grant and the Growing Community funds, provincial officials have reached out to staff and requested that these funds be prioritized for projects.

### **Community Works Fund (Gas Tax Funds)**

Rural Directors are encouraged to work with the Manager of Strategic Initiatives and Rural Services to fully commit their remaining Community Works Fund balances. The balance in the attached report states the unspent funds (committed funds that are still unspent are still included in this amount).

### **Northern Capital and Planning Grant**

A detail of the statutory reserve balance for each category of this fund are listed in the attachment. The board requires approval of the Inspector if they wish to move any of these funds to a different category. This fund differs from other grant funding in that it can be utilized to purchase real property.

### **North West Regional Funding Reserve (RBA)**

Reporting and planning for these funds is done annually as part of the funding agreement. The next plan will be brought forward early in 2026.

### **Climate Action Reserve**

Staff are looking at several projects to utilize these funds by the deadline. Two possibilities are the addition of solar panels on Regional District buildings and a retrofit of the energy system at the Bulkley Valley Pool.

### **Growing Community Reserve**

The Directors may change the allocation of these funds by Board motion.

### **Insurance Deductible Reserve**

The insurance Deductible Reserve has reached its target of \$250,000 (or five times the Regional District's \$50,000 insurance deductible) and contributions into the reserve will be temporarily halted.

### **ATTACHMENTS:**

August 25, 2025 Schedule of Continuity of Reserves with interest allocated up to June 30, 2025

### **STRATEGIC PLAN ALIGNMENT:**

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

Reserve Name	Balance as of August 25, 2025	Deadline
<b>Northern Capital and Planning Grant</b>	<b>1,123,530</b>	
<b>Climate Change Reserve</b>	<b>303,458</b>	<b>March 31 2027</b>
<b>North West Regional Funding Reserve</b>	<b>9,701,240</b>	<b>December 31 2028</b>
<b>Community Works Fund Reserve</b>	<b>5,559,170</b>	<b>March 31 2029</b>
Glacier Gulch Reserve	14,672	
Topley Fire Truck Replacement Reserve	50,820	
Luck Bay Capital Reserve	65,325	
Smithers Rural Fire Reserve	100,888	
Round Lake Rural Fire Reserve	6,783	
911 Emergency Telephone Reserve	723,697	
EOC Management Reserve	65,939	
Lakes District Airport Capital Reserve	173,937	
Bulkley Valley Pool Capital Reserve	3,053,435	
Vanderhoof Pool Capital Replacement Reserve	112,056	
Lakes District TV Rebroadcasting Reserve	60,419	
Administration Building Replacement Reserve	896,259	
Administration Fleet Reserve	204,822	
Building Inspection Fleet Reserve	15,363	
Bylaw Enforcement Fleet Reserve	42,892	
Fort Fraser Fire Truck Replacement Reserve	63,447	
Southside Fire Truck Replacement Reserve	27,202	
Insurance Deductible Reserve	264,268	
Landfill Closure Reserve	458,870	
Equipment (Photocopier) Reserve	26,625	
Rural Election Reserve	54,047	
Operating Reserve	6,924,501	
Legal Reserve	257,706	
<b>Growing Community Reserve</b>	<b>653,168</b>	
Fort Fraser Sewer Capital Reserve	484,853	<b>March 31, 2028</b>
Fort Fraser Water Capital Reserve	477,451	
Cluculz Lake Sewer Reserve	98,847	
<b>Total</b>	<b>32,065,688</b>	

<b>Northern Capital and Planning Grant Detail</b>	<b>Balance as of August 25, 2025</b>
General Administration	465,252
Glacier Gulch Water Diversion	14,777
Economic Development Plans	222,034
Regional Parks and Trails	421,467

<b>Total</b>	<b>1,123,530</b>
--------------	------------------

<b>Growing Community Fund Detail</b>	<b>Balance as of August 25, 2025</b>
Housing	385,086
Regional Parks and Trails	268,082
<b>Total</b>	<b>653,168</b>



## Regional District of Bulkley-Nechako Committee of the Whole

**To:** Chair and Committee

**From:** John Illes, Chief Financial Officer  
Nellie Davis, Manager of Strategic Initiatives and Rural Services

**Date:** September 4, 2025

**Subject:** **Television Rebroadcasting Survey Data**

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

Receive.

### BACKGROUND

The RDBN has four established services for television and radio rebroadcasting that provide grants to societies to provide the service. They are:

1) **Houston-Smithers Rebroadcasting Society\***

This Society can be found on Facebook at

<https://www.facebook.com/HSRebroadcastSociety/>

The total taxation for this service in 2025 was \$60,355 at a rate of \$0.012 per \$1,000 for municipalities and \$0.020 per \$1,000 for rural areas.

This service includes the Town of Smithers, District of Houston, and portions of Electoral Areas A and G.

It provides one analogue and four digital television channels from the Hudson Bay tower, and two analogue television channels from each of the Tyhee Mountain, Mt. Harry Davis, and Topley Towers. It also provides one FM radio station in both Smithers and Houston. The towers also host equipment used by local Search and Rescue and BV Amateur Radio Club.

2) **Burns Lake and Area Television Rebroadcasting** (no web presence)

The total taxation for this service in 2025 was \$24,580 at a rate of \$0.018 per \$1,000

This service includes all of Areas B and E, and the Village of Burns Lake.

It provides seven digital channels and one FM radio station from the Boer Mountain tower, and seven digital channels and two FM radio stations from the Verdun tower.

3) **Fraser Lake Television Rebroadcasting** (no web presence)

The total taxation for this service in 2025 was \$66,719 at a rate of \$0.063 per \$1,000



This service includes all of Area D and the Village of Fraser Lake.

It provides nine digital channels and two FM radio stations from its Endako tower, and 20 digital channels and six FM radio stations from its Fraser Mountain tower.

4) **Fort St. James TV and Radio Society\***

This Society can be found online at <https://fsjtv.ca/>

The total taxation for this service in 2025 was \$162,376 at a rate of \$0.218 per \$1,000

This service includes the District of Fort St. James and a portion of Area C. It provides 34 digital television channels and six FM radio stations from the Mt. Dickenson tower, 34 television channels from the Mt. Nielsp tower, and five digital television channels from the Murray Ridge tower, with repairs in progress to restore an additional ten channels there.

**\* Where the service area is only a portion of an Electoral Area, a map with service area polygons is included as the first attachment to this memo.**

Based on direction from the Board during consideration of the contract with the Houston-Smithers TV Rebroadcasting Society, staff have been collecting data about Television Rebroadcasting Service usage throughout the region. The data is informal and has been collected via:

- Tax Notice for rural residents (approx. 10% of responses collected)
- Website survey (approximately 10% of responses collected)
- Random phone surveys to landlines in the region (approximately 80% of responses collected).

Survey data to date has returned the following information:

Smithers: out of 45 responses, 29% indicated they use the service.

Telkwa: out of 16 responses, 6% indicated they use the service.

Houston: out of 8 responses, 13% indicated they use the service.

Burns Lake: out of 27 responses, 30% indicated they use the service

Fraser Lake/Fort Fraser: out of 29 responses, 28% indicated they use the service

Fort St. James: out of 27 responses, 74% indicated they use the service

Staff plan to bring back the contract with the Houston-Smithers Rebroadcasting Society to a future meeting for consideration subject to Board feedback.

**ATTACHMENTS:**

Rebroadcasting Service Map – Areas A, C, and G.

Television and Radio Rebroadcasting Related Bylaws:

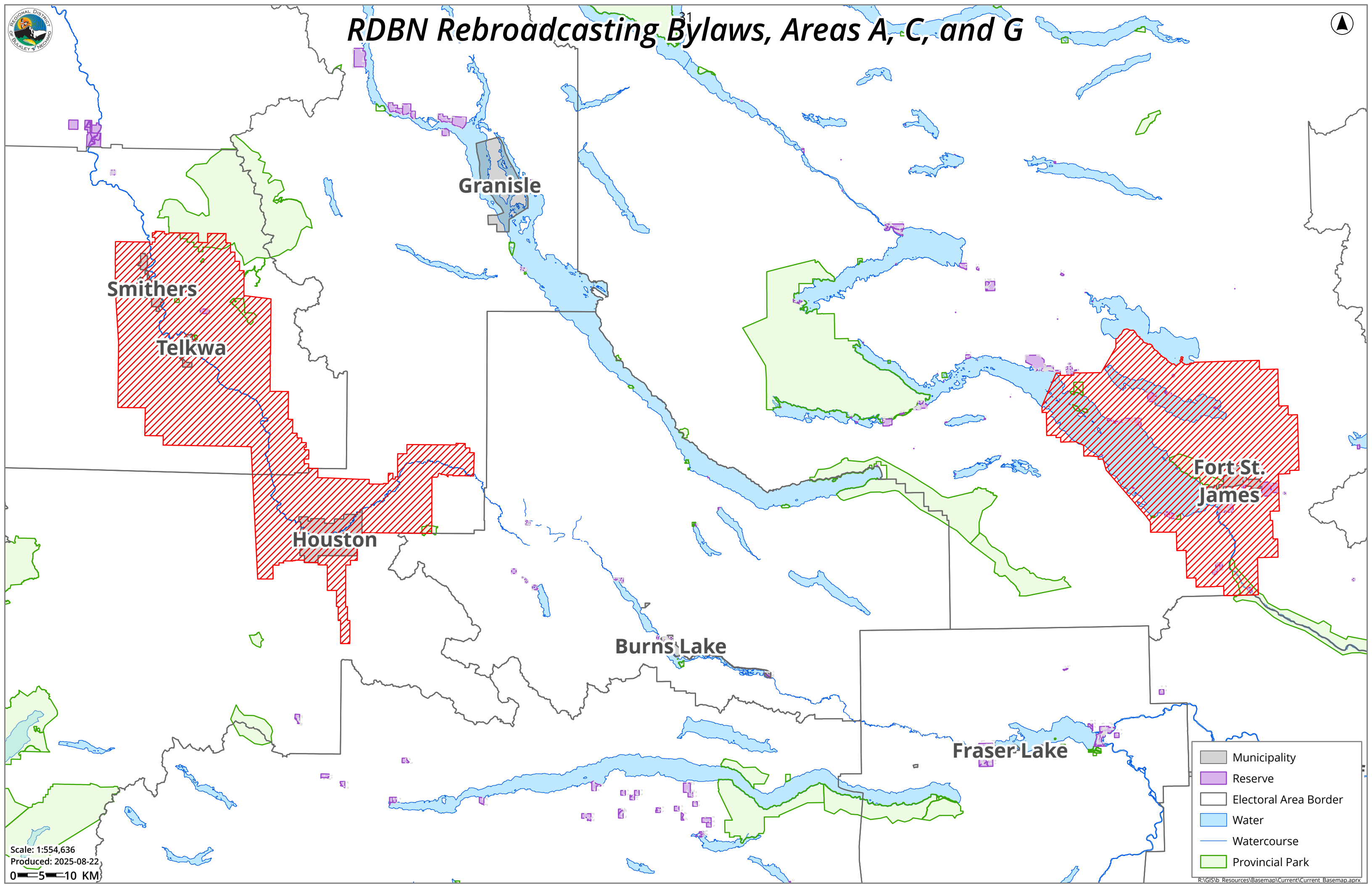
Bylaw 630 Smithers Houston Telkwa Television Rebroadcasting  
Bylaw 1818 Smithers, Houston, Telkwa Television Rebroadcasting Local Service  
Bylaw 645 Burns Lake Television Rebroadcasting  
Bylaw 982 Burns Lake Rebroadcasting  
Bylaw 1855 Fraser Lake and Area D Rebroadcasting  
Bylaw 754 Fort St. James Television Rebroadcasting  
Bylaw 1605 Fort St. James TV Rebroadcasting establishment amendment  
Bylaw 1708 Fort St. James TV Rebroadcasting service area amendment  
Bylaw 1765 Fort St. James TV Rebroadcasting establishment amendment

**STRATEGIC PLAN ALIGNMENT:**

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



# RDBN Rebroadcasting Bylaws, Areas A, C, and G



Smithers

Telkwa

Houston

Granisle

Burns Lake

Fraser Lake

Fort St. James

- Municipality
- Reserve
- Electoral Area Border
- Water
- Watercourse
- Provincial Park

Scale: 1:554,636  
Produced: 2025-08-22  
0 5 10 KM

COPY

REGIONAL DISTRICT OF BULKLEY-NECHAKOBY-LAW NO. 630

A By-law to convert the function of television rebroadcasting granted under Supplementary Letters Patent No. XII to a local service.

## WHEREAS

- A. Under Section 767 (4) of the Municipal Act, a regional district exercising a power to provide a service other than a general service shall adopt a by-law respecting that service which:
  - a. meets the requirements of Section 794 for an establishing by-law, and
  - b. is adopted in accordance with the requirements of Section 802 as if it were a by-law amending an establishing by-law;
- B. The Lieutenant Governor In Council issued to the Regional Board of the Regional District of Bulkley-Nechako Supplementary Letters Patent, cited as "Division XII - Television Rebroadcasting", the 22nd day of June, 1978 and amended the 25th day of May, 1979 and the 11th day of February, 1989, the Letters Patent authorized to the Regional District the power to provide the service of Television Rebroadcasting within the District of Houston, Town of Smithers, The Corporations of the Village of Telkwa and defined are as of Electoral AREas "A" and "G";
- C. The Regional Board of the Regional District of Bulkley-Nechako wishes to convert the aforesaid television rebroadcasting function to a local service;
- D. At least two-thirds of the participants have consented, in writing, to the adoption of this by-law;

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

- 1. The function of Division XII - Television Rebroadcasting as established by Supplementary Letters Patent dated June 22nd, 1978 as amended is hereby established as a local service for television rebroadcasting.

2. The service hereby established is provided to that portion of the Regional District outlined on the plan attached hereto as Schedule "A" and to be known henceforth as the "Smithers/Houston/Telkwa/Telkwa Television Rebroadcasting Local Service Area."
3. The participating areas for the service herein established shall be the District of Houston, the Town of Smithers, the Corporation of the Village of Telkwa, and the defined areas Electoral Areas "A" and "G".
4. The maximum amount that may be requisitioned for the service is Sixty Thousand (\$60,000.00) Dollars for the years 1990 to 1993 inclusive and Fifty Thousand (\$50,000.00) Dollars for the years 1994 and thereafter.
5. The annual costs for the service shall be recovered by the requisition of money under Sections 809 and 809.1 of the Municipal Act to be collected under Sections 8710 (1) and 810.1 (1) of the Municipal Act except that in the defined areas of Electoral Areas "A" and "G", the rates to be levied and collected by the Province under 810.1 (1) shall be levied on improvements only.
6. The annual costs of providing this service shall be apportioned on the basis set out in Section 808 (2) of the Municipal Act among the District of Houston, the Town of Smithers, the Corporation of the Village of Telkwa and the defined portions of Electoral Areas "A" and "G" for the first 80% of the costs and the remaining 20% of the costs shall be apportioned on the basis set out in Section 808 (2) of the Municipal Act in equal shares between portions of Electoral Areas "A" and "G"
7. This by-law may be cited as the "Smithers/Houston/Telkwa Television Rebroadcasting Local Service Establishment By-law No. 630, 1990".

By-law No. 630

Page 3

READ A FIRST TIME this 17th day of June, 1990

READ A SECOND TIME this 17th day of June, 1990

READ A THIRD TIME this 18th day of June, 1990

THIRD READING RESCINDED this 18th day of October, 1990

REREAD A THIRD TIME this 18th day of October, 1990

I hereby certify that the foregoing is a true and correct copy of  
By-law NO. 630.

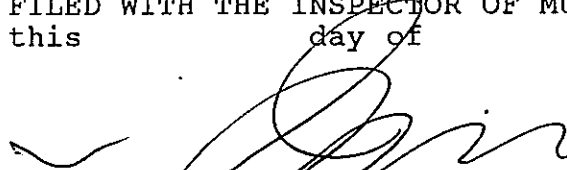
  
Deputy Secretary

THE CONSENT OF AT LEAST TWO THIRDS OF THE PARTICIPANTS RECEIVED by  
the 18th day of October, 1990.

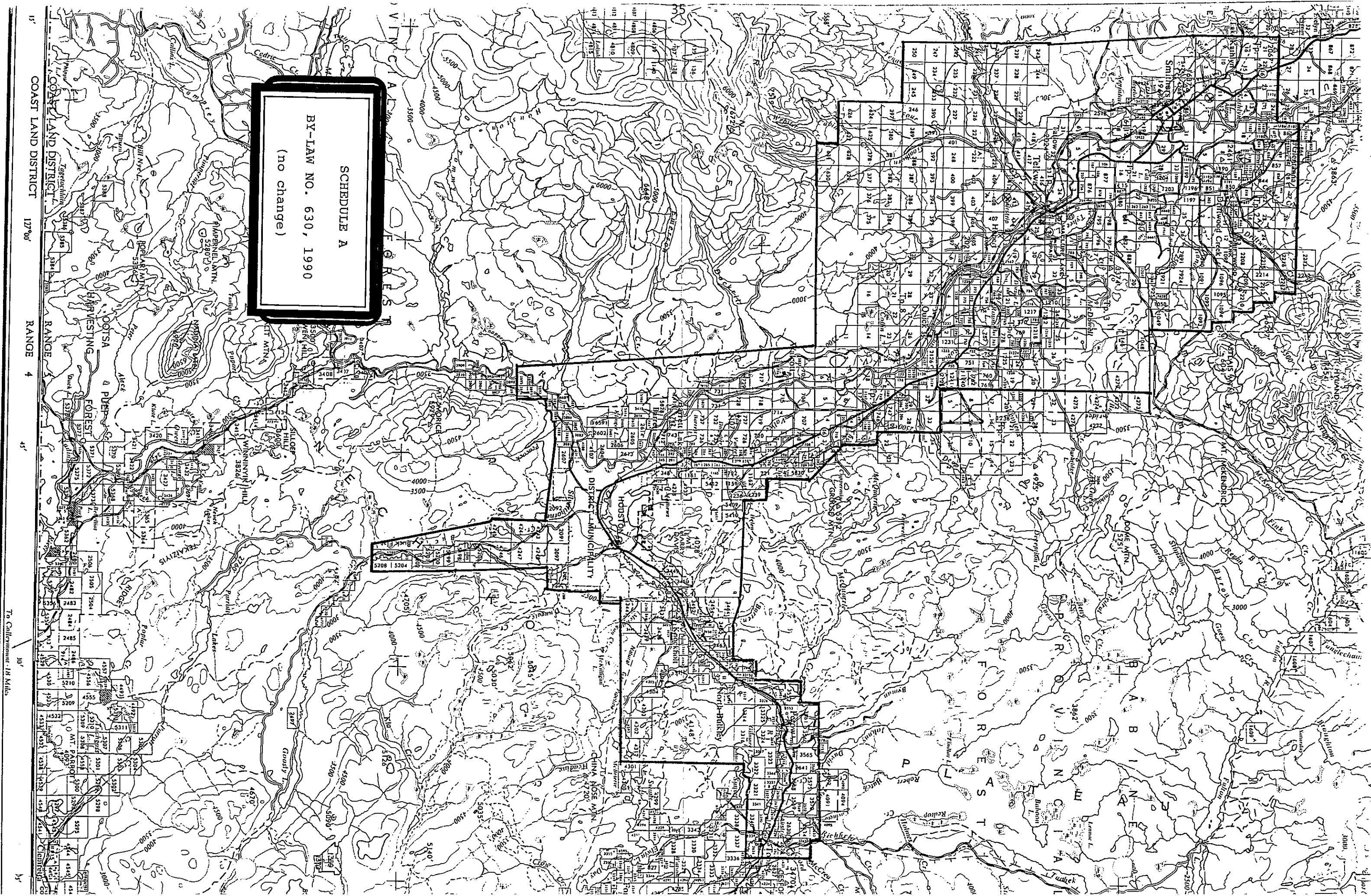
RECEIVED THE APPROVAL OF THE INSPECTOR OF MUNICIPALITIES  
this 4th day of April, 1991

RECONSIDERED, FINALLY PASSED AND ADOPTED  
this 18th day of April, 1991

FILED WITH THE INSPECTOR OF MUNICIPALITIES  
this day of

  
Chairperson

  
Deputy Secretary



SCHEDULE A  
BY-LAW NO. 630, 1990  
(no change)

COAST LAND DISTRICT

127°00'

RANGE 4

41'

To Collierymen: 12 Miles

30'

35'



# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1818

### A bylaw to amend the tax limit for the Smithers/Houston/Telkwa Television Rebroadcasting Local Service

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 630 the Smithers/Houston/Telkwa Television Rebroadcasting Local Service;

**AND WHEREAS** the Regional District wishes to increase the maximum annual tax requisition for this service from FIFTY THOUSAND (\$50,000.00) DOLLARS to SIXTY-TWO THOUSAND FIVE HUNDRED (\$62,500) DOLLARS;

**AND WHEREAS** pursuant to Section 349 (1)(b) of the *Local Government Act*, at least 2/3rds of the participants have consented, in writing, to the adoption of this Bylaw;

**AND WHEREAS** under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 4 of Bylaw No. 630, is hereby repealed and the following substituted therefore:  
  
"4. The maximum amount that may be requisitioned annually shall be SIXTY-TWO THOUSAND FIVE HUNDRED (\$62,500) DOLLARS."
2. This bylaw may be cited as the "Smithers/Houston/Telkwa Television Rebroadcasting Local Service Establishment Amendment Bylaw No. 1818, 2018."

READ A FIRST TIME this 25 day of January, 2018

READ A SECOND TIME this 25 day of January, 2018

READ A THIRD TIME this 25 day of January, 2018



Page 2 of Bylaw No. 1818

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1818.



Corporate Administrator

ADOPTED this 15<sup>th</sup> day of March , 2018

Vice  Chairperson



Corporate Administrator

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BY-LAW No. 645

A By-law to establish a local service to operate a television rebroadcasting system

---

## WHEREAS

A. A Regional District, may, by by-law, establish a local service under Section 788 (1) (i) of the Municipal Act to operate a television rebroadcasting system;

B. The Regional Board of the Regional District of Bulkley-Nechako wishes to establish a local service for television rebroadcasting in the Village of Burns Lake and Electoral Areas "B" and "E";

C. The Regional Board has obtained the assent of the electors under Section 797 of the Municipal Act, on the basis that the annual cost of the local service will not exceed FIFTY (\$.50) CENTS PER ONE THOUSAND (\$1,000.00) DOLLARS of net taxable value of land and improvements within the Service Area;

D. The number of counter petitions against the proposal represents fewer than 5 percent of the electors within service area;

E. Pursuant to Section 795 (3) of the Municipal Act a resolution was passed by at least two-thirds (2/3) votes of the Regional District Board to permit assent to be given by electors in the entire proposed service area.

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

1. The Regional District of Bulkley-Nechako hereby establishes a local service for television rebroadcasting as allowed under Section 788 (1) (i) of the Municipal Act.
2. The boundaries of the service area known as "Burns Lake and Area Television Rebroadcasting Local Service Establishment By-law No. 645, 1990" are shown on the plan attached to this By-law as Schedule "A".
3. The Village of Burns Lake and Electoral Areas "B" and "E" are the participating areas for the Local Service.

By-law No. 645

Page 2

4. The annual cost of the Local Service shall be recovered by a requisition of monies under Section 804 (1) (a) of the Municipal Act to be collected by a property value tax on improvements only in the participating areas.
5. The cost of providing this local service shall be apportioned under Section 808 (2) among the participating members on the basis of converted hospital assessment on improvements only.
6. The maximum amount that may be requisitioned for the cost of the service shall be TWENTY-FIVE THOUSAND (\$25,000.00) DOLLARS.
7. This by-law may be cited as "Burns Lake and Area Television Rebroadcasting Local Service Establishment By-law No. 645, 1990.


RESOLUTION PASSED WITH AT LEAST TWO-THIRDS OF THE VOTES CAST TO PERMIT ASSENT TO BE GIVEN BY ELECTORS IN THE ENTIRE PROPOSED SERVICE AREA this 18 day of October , 1990.

READ A FIRST TIME this 18th day of October, 1990

READ A SECOND TIME this 18th day of October, 1990

READ A THIRD TIME this 18th day of October, 1990

I hereby certify that the foregoing is a true and correct copy of By-law No. 645 as given third reading.

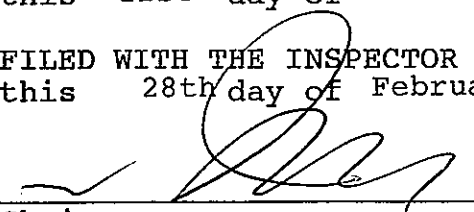
  
Deputy Secretary


COUNTER PETITIONS REPRESENTING 3 % OF THE ELECTORS obtained this 17 day of December , 1990.

APPROVAL BY THE INSPECTOR OF MUNICIPALITIES  
this 28 day of December, 1990

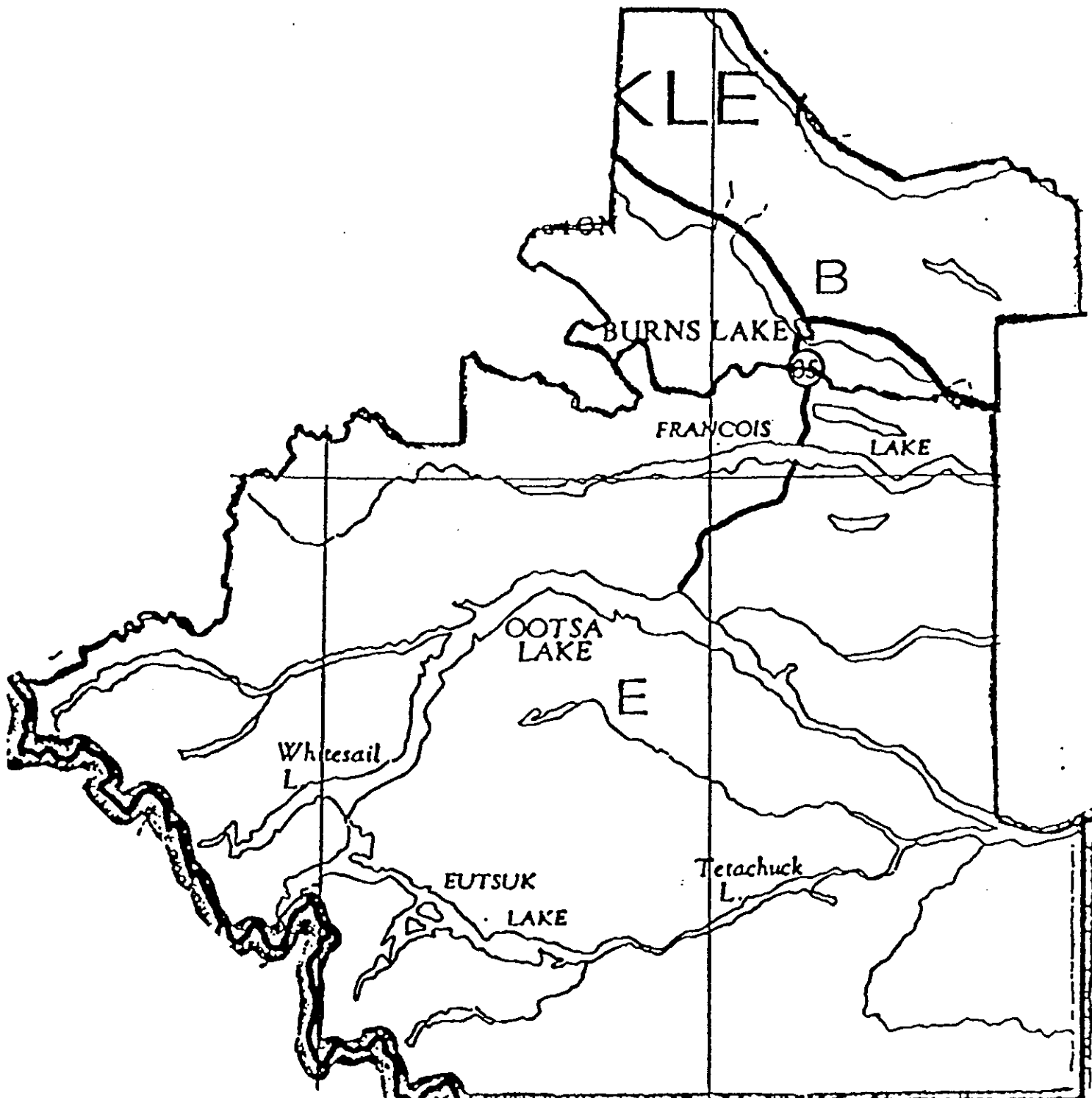
RECONSIDERED AND FINALLY ADOPTED  
this 21st day of February, 1991

FILED WITH THE INSPECTOR OF MUNICIPALITIES  
this 28th day of February, 1991

  
Chairperson.

  
Deputy Secretary

## SCHEDULE "A" TO BY-LAW NO. 645



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 982**

A Bylaw to amend "Burns Lake and Area Television Rebroadcasting Local Service Establishment Bylaw No. 645, 1990", and increase the maximum tax requisition.

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 645 the Burns Lake and Area Television Rebroadcasting Local Service Area with the participating areas being the Village of Burns Lake, Electoral Area "B" and Electoral Area "E" in order to establish a local service to operate a television rebroadcasting system;

**AND WHEREAS** the Regional District wishes to amend this bylaw to increase the maximum amount that may be requisitioned for the cost of the service;

**AND WHEREAS** the assent of electors is not required because the consent of at least 2/3 of the participants has been obtained in accordance with Section 802(1)(b) of the Municipal Act;

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

1. Section 6 of "Burns Lake and Area Television Rebroadcasting Local Service Establishment Bylaw No. 645, 1990" is hereby amended to read as follows:  
  

"The maximum amount that may be requisitioned for the cost of the service shall be the greater of THIRTY THOUSAND (\$30,000) DOLLARS and 11.5 CENTS PER THOUSAND on the net taxable value of land and improvements within the service area."
2. This Bylaw may be cited as "Burns Lake and Area Television Rebroadcasting Local Service Establishment Amendment Bylaw No. 982, 1997."

READ A FIRST TIME this      6th      day of March, 1997


READ A SECOND TIME this      6th      day of March, 1997

READ A THIRD TIME this      6th      day of March, 1997

## BYLAW NO. 982

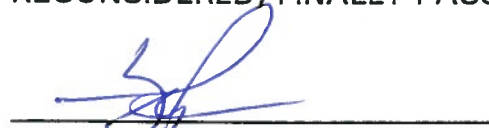
PAGE 2

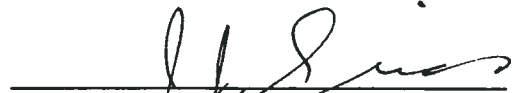
I, hereby, certify that this is a true and correct copy of Bylaw No. 982.

  
Secretary

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 24th  
day of April, 1997

RECONSIDERED, FINALLY PASSED AND ADOPTED this 5th day of June, 1997

  
Chairperson

  
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES this          day of

Province of British Columbia



No. ....

# Statutory Approval

*Under the provisions of section* 813(9)  
*of the* Municipal Act

*I hereby approve Bylaw No.* 982  
*of* the Regional District  
of Bulkley-Nechako, *a copy*  
*of which is attached hereto.*

*Dated this* 24<sup>th</sup> *day*  
*of* April, *1997*

.....  
 Deputy Inspector of Municipalities

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BYLAW NO. 1855

#### **A bylaw to convert and establish the function of funding the Village of Fraser Lake and Electoral Area "D" Television Rebroadcasting**

---

**WHEREAS** by Supplementary Letters Patent dated March 25, 1976, as amended by Supplementary Letters Patent dated February 4, 1981 and September 15, 1983 the Regional District was empowered to undertake the function to participate in and grant financial aid toward the cost of acquisition, operation and maintenance of a television rebroadcasting system with the Village of Fraser Lake and Electoral Area D as participating member municipalities;

**AND WHEREAS** the *Local Government Act* authorizes the Regional District Board to convert the function established by supplementary letters patent to a service exercised under the authority of a bylaw establishing the service;

**AND WHEREAS** the Board wishes to convert the function of providing financial aid toward the cost of acquisition, operation and maintenance of a television rebroadcasting system with the Village of Fraser Lake and Electoral Area D as participating members and increase the tax requisition;

**AND WHEREAS** under sections 346 and 347 of the *Local Government Act*, the participants have consented to the adoption of this bylaw;

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

#### **Citation**

This bylaw may be cited for all purposes as the Fraser Lake and Electoral Area "D" Television Rebroadcasting Service Establishment Bylaw No. 1855, 2019.

#### **Conversion and Establishment**

The function of Division VIII – Fraser Lake and Area Television Rebroadcasting, granted by Supplementary Letters Patent dated March 25, 1976, as amended by Supplementary Letters Patent dated February 4, 1981 and September 15, 1983 is hereby established as the Fraser Lake and Electoral Area "D" Television Rebroadcasting Service

#### **Scope of Service**

The service established by this bylaw includes:



- a) The contribution of funds towards the acquisition, operation and maintenance of a television rebroadcasting system with the Village of Fraser Lake and Electoral Area D.

### **Service Area**

The boundaries of the service area established by this bylaw include the municipality of Fraser Lake and all of Electoral Area "D".

### **Participants**

The participants in the service established are the Village of Fraser Lake and Electoral Area "D".

### **COST RECOVERY**

The annual cost of the service shall be recovered by the requisition of monies in accordance with Section 378 of the *Local Government Act* by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3;
- (b) subject to subsection (2) parcel taxes imposed in accordance with Division 3;
- (c) fees and charges imposed under section 397;
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

### **MAXIMUM REQUISITION**

The maximum amount of money that may be requisitioned for the service shall be EIGHTY THREE THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$83,750).

READ A FIRST TIME this 21 day of February, 2019

READ A SECOND TIME this 21 day of February, 2019

READ A THIRD TIME this 21 day of February, 2019

I hereby certify that this is true and correct copy of Bylaw No. 1844.

  
Corporate Administrator

Page 3 of Bylaw No. 1855

Approved by the Inspector of Municipalities this 14 day of May, 2019

ADOPTED this 18<sup>th</sup> day of July, 2019

  
Chairperson

  
Corporate Administrator

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BY-LAW NO. 754

A By-law to convert the Supplementary Letters Patent and Raise the Requisition Limit for Fort St. James and Area Television Rebroadcasting

---

WHEREAS in accordance with Section 767 (4) of the Municipal Act a regional district exercising a power to provide a service other than a general service, shall adopt a by-law respecting that service which:

- a) meets the requirements of Section 794 for an establishing by-law, and
- b) is adopted in accordance with the requirements of Section 802 as if it were a by-law amending an establishing by-law;

AND WHEREAS the Lieutenant Governor in Council issued to the Regional District of Bulkley-Nechako Supplementary Letters Patent for the Function of Division X Television Rebroadcasting on February 3, 1977 and as amended on March 12, 1981 and June 20, 1985;

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to convert the aforesaid function to a local service;

AND WHEREAS the Fort St. James T. V. Society has requested that the requisition limit be raised from Eighty-Five Thousand (\$85,000.00) Dollars to One Hundred and Five Thousand (\$105,000.00) Dollars;

AND WHEREAS the assent of the electors has been obtained in accordance with Section 796 (2) of the Municipal Act;

Page 2 of By-law No. 754

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


1. The function of Division X - Fort St. James and Area Television Rebroadcasting, granted by Supplementary Letters Patent dated February 3, 1977 as amended on March 12, 1981 and June 20, 1985 is hereby established as a local service.
2. The participants in the local service established under Section 1 are the Village of Fort St. James and a defined portion of Electoral Area "C", as shown on Schedule "A" which is attached to and forms part of this by-law, hereinafter known as the "Fort St. James and Area Television Rebroadcasting Local Service Area".
3. The annual cost of the local service shall be recovered by requisition of monies in accordance with Section 804 (1) (a) of the Municipal Act to be collected by a property value tax on land and improvements.
4. The maximum amount of money that may be requisitioned for the local service shall be One Hundred and Five Thousand(\$105,000.00) Dollars.
5. This By-law may be cited as the "Fort St. James and Area Television Rebroadcasting Local Service Establishment By-law No. 754, 1993".

READ A FIRST TIME this 16th day of September, 1993

READ A SECOND TIME this 16th day of September, 1993

READ A THIRD TIME this 16th day of September, 1993

I hereby certify that this is a true and correct copy of By-law No. 754.

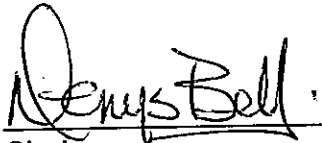
  
\_\_\_\_\_  
Deputy Secretary

Page 3 of By-law No. 754

APPROVED BY THE INSPECTOR OF MUNICIPALITIES  
this 28<sup>th</sup> day of October, 1993

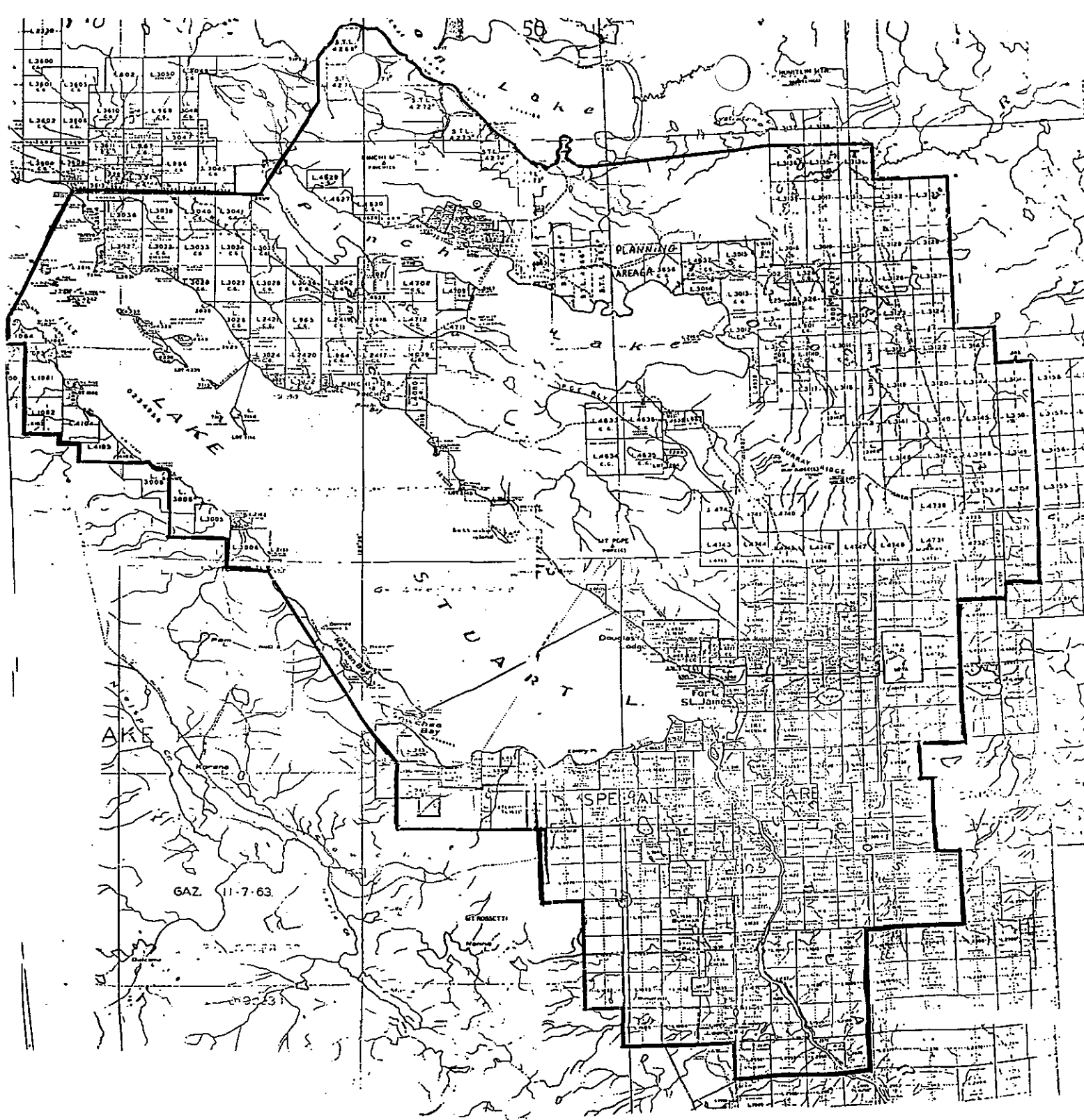
ASSENTED to by the electors within the Village of Fort St. James and a defined  
portion of Electoral "C". on November 20, 1993

RECONSIDERED, FINALLY PASSED AND ADOPTED  
this 9 day of December, 1993

  
Chairperson

  
Deputy Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES  
this 13 day of December, 1993



# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1605

### A bylaw to amend the tax limit for the Fort St. James and Area Television Rebroadcasting Local Service

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 754 the Fort St. James and Area Television Rebroadcasting Local Service in the District of Fort St. James and a portion of Electoral Area "C" (Fort St. James Rural);

**AND WHEREAS** the Regional District wishes to increase the maximum annual tax requisition for this service from \$105,000 to \$131,250;

**AND WHEREAS** under Section 801.5 of the *Local Government Act*, the participants have consented to the adoption of this Bylaw;

**AND WHEREAS** under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 4 of Bylaw No. 754, is hereby repealed and replaced with the following:  
  

"4. The maximum amount that may be requisitioned annually for this service, under Section 806.1(1)(b) of the *Local Government Act*, shall be ONE HUNDRED THIRTY-ONE THOUSAND TWO HUNDRED FIFTY (\$131,250) DOLLARS."
2. This bylaw may be cited as "Fort St. James and Area Television Rebroadcasting Local Service Establishment Amendment Bylaw No. 1605, 2011".

READ A FIRST TIME this 24<sup>th</sup> day of March , 2011

READ A SECOND TIME this 24<sup>th</sup> day of March , 2011

READ A THIRD TIME this 24<sup>th</sup> day of March , 2011

CONSENT OF THE DIRECTOR OF ELECTORAL AREA "C" received this 24<sup>th</sup> day of March , 2011.

CONSENT OF THE DISTRICT OF FORT ST. JAMES received this <sup>25<sup>th</sup></sup> day  
of March, 2011.

ADOPTED this 7<sup>th</sup> day of April, 2011

  
\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1605 as  
adopted.

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



# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1708

### A bylaw to reduce the boundaries of the Fort St. James and Area Television Rebroadcasting Local Service

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 754 the Fort St. James and Area Television Rebroadcasting Local Service in the District of Fort St. James and a portion of Electoral Area "C" (Fort St. James Rural);

**AND WHEREAS** the Regional District wishes to reduce the boundaries of the service area because the signals that are now being broadcasted will not reach these properties;

**AND WHEREAS** under Section 801.5 of the *Local Government Act*, the participants have consented to the adoption of this Bylaw;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;

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

1. Section 2 of Bylaw No. 754, is hereby repealed and replaced with the following:

The participants in the local service established under Section 1 are the Village of Fort St. James and Electoral Area "C" and the boundaries of the service area are as shown on Schedule "A" which is attached and forms part of this bylaw.

2. This bylaw may be cited as "Fort St. James and Area Television Rebroadcasting Local Service Establishment Amendment Bylaw No. 1708, 2014."

READ A FIRST TIME this 23 day of October, 2014

READ A SECOND TIME this 23 day of October, 2014

READ A THIRD TIME this 23 day of October, 2014

## Page 2 of Bylaw No. 1708

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1708 at third reading.

Gail Chapman  
Corporate Administrator

CONSENT OF THE DIRECTOR OF ELECTORAL AREA "C" received this 28 day of October, 2014.

CONSENT OF THE DISTRICT OF FORT ST. JAMES received this 11<sup>th</sup> day of November, 2014.

ADOPTED this 11<sup>th</sup> day of December, 2014

[Signature]  
Chairperson

Gail Chapman  
Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1708 as adopted.

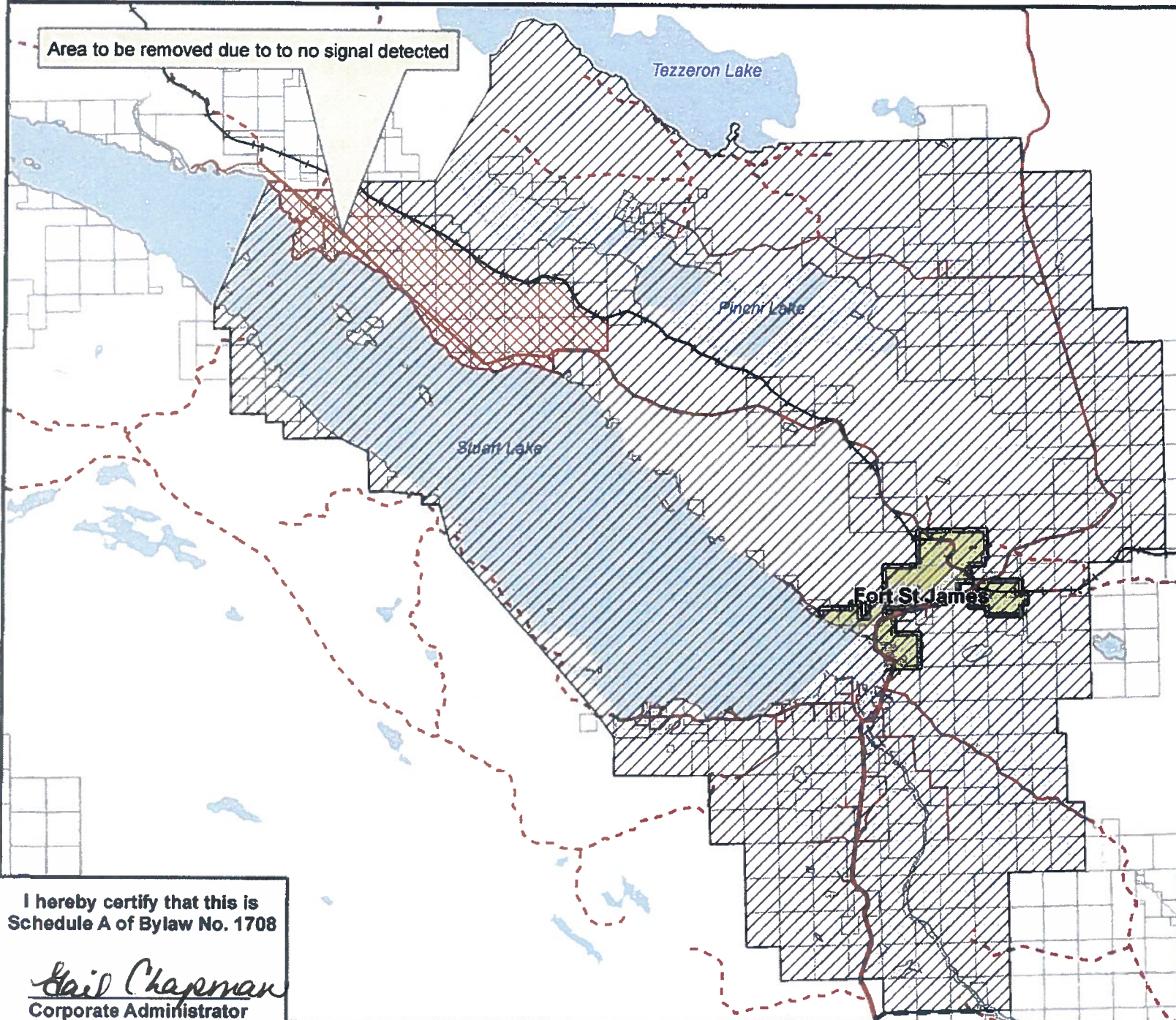
Gail Chapman  
Corporate Administrator



# Fort St James TV Rebroadcast Service Area - Bylaw 1708 - Schedule 'A'

## Legend

- Forest Service Road
- Highway
- Major Road
- Secondary Road
- Secondary Road
- City Street
- TV Rebroadcast Area**
  - Area to be removed
  - Ft St James TV Rebroadcast Area
  - Parks
  - Electoral Area Boundary



I hereby certify that this is  
Schedule A of Bylaw No. 1708

*Gail Chapman*  
Corporate Administrator

\*DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information.  
The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.  
Please be advised that this data represented here will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 2,500 m  
User: diondilan  
Date: 03/09/2014  
Time: 1:25:38 PM

# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1765

### A bylaw to amend the tax limit for the Fort St. James and Area Television Rebroadcasting Local Service

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 754 the Fort St. James and Area Television Rebroadcasting Local Service in the District of Fort St. James and a portion of Electoral Area "C" (Fort St. James Rural);

**AND WHEREAS** the Regional District wishes to increase the maximum annual tax requisition for this service from \$131,250 to \$164,062;

**AND WHEREAS** under Sections 346 and 347 of the *Local Government Act*, the participants have consented to the adoption of this Bylaw;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under Section 349 of the *Local Government Act*;

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

1. Section 4 of Bylaw No. 754, is hereby repealed and replaced with the following:

"4. The maximum amount that may be requisitioned annually for this service, under Sections 385 and 387 of the *Local Government Act*, shall be ONE HUNDRED SIXTY-FOUR THOUSAND SIXTY-TWO (\$164,062) DOLLARS."

2. This bylaw may be cited as "Fort St. James and Area Television Rebroadcasting Local Service Establishment Amendment Bylaw No. 1765, 2016".

READ A FIRST TIME this 25 day of February, 2016

READ A SECOND TIME this 25 day of February, 2016

READ A THIRD TIME this 25 day of February 2016

Page 2 of Bylaw No. 1765

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1765 at third reading.

Gail Chapman  
Corporate Administrator

CONSENT OF THE DIRECTOR OF ELECTORAL AREA "C" received this 25 day of February, 2016.

CONSENT OF THE DISTRICT OF FORT ST. JAMES received this 15<sup>th</sup> day of March, 2016.

ADOPTED this 24 day of March, 2016

[Signature]  
Chairperson

Gail Chapman  
Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1765 as adopted.

Gail Chapman  
Corporate Administrator



## Regional District of Bulkley-Nechako Committee of the Whole

**To:** Chair and Board  
**From:** Anusha Rai, Human Resources Advisor  
**Date:** September 4, 2025  
**Subject:** **Introduction of AI (Artificial Intelligence) Governance Policy for the RDBN**

---

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

Receive and Discussion

---

### BACKGROUND

The RDBN AI Committee has developed a Governance Policy to help guide the use of artificial intelligence within the organization. As AI tools become more common in day-to-day work, it is important to ensure they are used in ways that support service delivery while also protecting privacy, fairness, and public trust.

The policy was developed with the assistance of AI and reviewed in full by the RDBN AI Committee. It is intended to align with evolving provincial guidance and legislation. The policy sets clear expectations for how AI may be used across RDBN functions and outlines safeguards to help manage risks. This includes human oversight mechanisms and requirements to ensure compliance.

### SUMMARY OF KEY POINTS:

- The policy applies to all RDBN personnel, including the Board, employees, contractors, and consultants involved in the use, development, or oversight of AI systems.
- Clear roles and responsibilities are outlined for staff, supervisors, the AI Committee, FOI/Privacy Officer, IT, and Human Resources.
- Use of AI must align with principles of transparency, accountability, fairness, privacy, and human oversight. AI should support but not replace human decision-making.
- AI Use case examples include improving service delivery, data analysis, infrastructure management, and public engagement. All uses must follow the policy guidelines.
- The policy includes guidance on bias mitigation, privacy protection, sustainability, and legal obligations under FIPPA, PIPA, and the BC Human Rights Code.
- Staff will be supported with training resources. Mandatory training may be required for staff involved in decision-making, communications, or regulatory functions.

- Regular risk assessments and system audits will be conducted. There is a defined incident response process for any AI-related errors or concerns.
- An internal AI Committee has been established to oversee the use of AI within RDBN. It includes representatives from key departments and works in collaboration with the FOI/Privacy Officer to ensure compliance, evaluate new AI use cases, and guide ethical decision-making.
- RDBN is committed to communicating openly about its use of AI in public services. Feedback mechanisms such as surveys, public meetings, or online portals may be used to gather resident input. Disclosure will be provided when clients interact with chatbots or AI tools, ensuring the public is informed and able to raise concerns.
- The policy will be reviewed each year and updated as needed. Staff and public feedback will be considered as part of future updates.

**ATTACHMENTS:**

Draft AI Governance Policy





## AI Governance Policy for the Regional District of Bulkley-Nechako

### PURPOSE

This policy is designed to provide a clear guideline for ethical, responsible, and effective use of artificial intelligence (AI) technologies by the Regional District of Bulkley-Nechako (RDBN). It aims to ensure that AI is used in a way that supports public services, enhances operational efficiency, while preserving transparency and privacy.

### SCOPE

This policy applies to all RDBN personnel, including the Board, employees, contractors, and consultants involved in the use, development, or oversight of AI systems in the RDBN's operations. It covers AI applications across all departments and functions, including but not limited to service delivery, planning, data management, and decision-making.

### DEFINITIONS

Term	What It Means for You
<b>Artificial Intelligence (AI)</b>	Technology that helps computers do tasks that normally require human thinking, like solving problems, creating content, or making decisions.
<b>Generative AI</b>	AI that creates new content - like writing, creating images, or sounds based on your input. Examples include ChatGPT, Microsoft Co-Pilot, and Google Gemini.
<b>Automated Decision-Making</b>	Automated decision-making occurs when an AI system independently makes decisions without human review or approval at each step. It refers to systems that make or assist in making decisions that would otherwise be made by a person. For all uses human oversight must be maintained.
<b>Anonymization</b>	Removing personal information in data so that no one can tell who it belongs to. This protects people's privacy.
<b>FIPPA</b>	<i>Freedom of Information and Protection of Privacy Act</i> which protects people's personal information and gives them the right to access public records. You must follow this legislation when using AI.
<b>Human-in-the-Loop (HITL)</b>	A person must always be involved when AI is used for important decisions. Even if AI suggests something, a human must review, check and approve it.
<b>Ethical AI</b>	Using AI in a way that is fair, safe, respectful, and legal. This means protecting privacy, avoiding harm, and making sure everyone is treated equally.

### ROLES AND RESPONSIBILITIES

Role	Responsibilities
<b>All RDBN Employees</b>	- Use AI tools in line with this policy
	- Review, edit, and verify AI-generated content before use





## AI Governance Policy for the Regional District of Bulkley-Nechako

	- Maintain human oversight for high-impact decisions
	- Report potential AI misuse, bias, or system failure to the AI Committee
<b>Managers/Supervisors</b>	- Ensure team members understand their responsibilities
	- Support training efforts and AI policy compliance
	- Monitor AI usage within departments
<b>AI Committee</b>	- Evaluate proposed AI use cases
	- Conduct risk assessments, audits, and bias reviews
	- Collaborate with FOI Head/Privacy Officer on legal compliance
<b>FOI Head/Privacy Officer</b>	- Ensure compliance with privacy and data protection laws
	- Review data practices and handle AI-related privacy breaches
<b>IT Department</b>	- Support technical implementation and monitoring of AI systems
	- Assist in system audits, bias detection, and risk mitigation efforts
<b>Human Resources</b>	- Facilitate AI training programs
	- Communicate updates, ethics, and best practices

### GUIDING PRINCIPLES

RDBN's use of AI technologies shall be governed by the following principles:

#### 1. Principles for the Use of AI

##### a. Transparency

- Employees must ensure that AI systems are transparent in their purpose and functioning.
- When possible, AI decisions should be explainable, understand how outcomes are determined particularly if they affect individual rights or opportunities.

##### b. Accountability

- Employees and departments using AI are responsible for the outcomes generated by the AI systems. You must review, edit, fact check, and fix any issues in AI-generated content before using or sharing it. There must be clear oversight mechanisms and designated personnel to monitor AI performance, address issues, and ensure responsible use.
- Human oversight or Human-in-the-loop (HITL) must be maintained in key decision-making processes where AI is used, particularly in sensitive areas such as public safety, resource allocation, or regulatory enforcement to ensure that personal information and intellectual property rights are maintained according to legal guidelines.

##### c. Fairness and Non-Discrimination

- When employees use AI to create content or make decisions, they must read and review the output to ensure it is fair and unbiased.



## AI Governance Policy for the Regional District of Bulkley-Nechako

- Employees using AI systems must comply with BC's legal requirements concerning human rights, non-discrimination, and equity. Additionally, employees should refrain from using AI-generated content if they believe it is inappropriate or violates these principles.

### d. Privacy and Data Protection

- Employees must comply with the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Personal Information Protection Act* (PIPA), the Canadian Charter of Rights and Freedoms, and human rights legislation when using AI, ensuring that personal data is handled responsibly and with consent where required.
- For clarification, please contact the RDBN FOI Head/Privacy Officer, or their designate.
- Data used in AI systems must be anonymized to avoid collecting or retaining any personal data.

## 2. AI Use Cases for RDBN Employees

The RDBN employees may use AI in the following areas and any other areas as deemed appropriate, while adhering to this policy:

- **Service Delivery Improvement:** Automating responses to resident inquiries, resource allocation, and operational logistics (e.g., waste collection optimization, utility management).
- **Data Analysis and Decision Support:** Using AI for data-driven planning, forecasting, and scenario analysis in areas such as land use, emergency preparedness, and environmental management.
- **Infrastructure Management:** Employing AI for predictive maintenance of infrastructure such as water and sewer systems, fleets, and public facilities to improve service continuity and reduce costs.
- **Public Engagement:** Leveraging AI to analyze public sentiment and feedback for better policy development and service improvements.

## 3. Ethical Guidelines

### a. Human-Centered Design

- AI systems should augment, not replace, human decision-making particularly in scenarios involving ethical considerations or high-stakes outcomes. Employees must ensure that AI supports staff in delivering services, with human discretion (HITL) remaining essential in final decision-making processes.
- **Prohibition on Creating Autonomous AI Agents:** As part of our ethical guidelines, users are strictly prohibited from creating, deploying, or training autonomous AI agents or systems that can make decisions or take actions without human oversight. This includes but not limited to: AI systems that operate continuously without human



## AI Governance Policy for the Regional District of Bulkley-Nechako

intervention. AI agents that interact with users, information, environments, or other systems in an unsupervised or self-directed manner. AI designed to replicate or simulate human autonomy for decision-making, negotiation, or control.

### b. Bias Mitigation

- Employees must use their judgment to spot bias and not use the data and/ or report it to the AI Committee.
- If there are concerns reported to the AI Committee in collaboration with Information Technology, they will review AI models and datasets at least once a year to identify and address bias.
- The AI Committee is encouraged to collaborate with the FOI Head and IT Head to promote the ethical use of AI.

### c. Public Accountability

- AI systems used in public services or decisions that impact residents should be accompanied by clear communication about their use and impact. Public input such as surveys, focus groups, or online portals should be sought where possible, and channels should be provided for feedback and redress.
- Periodic public reports or audits may be prepared, detailing AI usage, outcomes, and improvements.

### d. Sustainability

- Employees should consider the environmental impact of AI tools and use them responsibly to support sustainability goals.

## 4. Training and Awareness

- Training resources are available for employees interested in learning about mitigating bias, ethics in the Age of AI etc., please reach out to your Human Resources Advisor to learn more about these trainings.
- To ensure the responsible use of AI in sensitive areas, mandatory training will be required for employees involved in decision-making processes, public communications or messaging, and policy development or regulatory enforcement. These roles carry elevated risks and ethical considerations, and the specialized training will focus on bias awareness, legal compliance, and the importance of maintaining human oversight.
- Employees should use their FIPPA training to understand potential impacts and avoid using personal information while using AI.
- The Human Resources Advisor will share information to help employees stay updated on AI advancements, relevant laws, and best practices to support ongoing improvement in AI governance.



## AI Governance Policy for the Regional District of Bulkley-Nechako

### 5. Risk Management and Monitoring

Periodic internal reviews should be conducted to assess the effectiveness and ethical compliance of AI systems.

#### a. Risk Assessment

- AI Committee, in collaboration with IT, must conduct periodic risk assessments to identify potential legal, ethical, and operational risks. This includes evaluating risks such as data breaches, unintended consequences of AI decisions, and system failures.

#### b. System Audits

- AI systems should undergo periodic audits to ensure they remain effective, accurate and compliant with this policy. Audits should focus on, but not limited to, accuracy, bias, privacy protections, and the impact on service delivery.
- AI breaches must be reported to the FOI Head/ Privacy Officer or designate.

#### c. Contingency Planning

- Employees should ensure that appropriate contingency plans are in place in case of AI system malfunctions, errors, or breaches.
- AI breaches must be reported to the FOI Head/ Privacy Officer or designate.

#### d. Data Quality and Integrity

- Verify the quality and accuracy of any AI generated data. If the data cannot be confirmed as reliable, it should not be used.

### 6. Legal Compliance

- Employees must ensure that all AI systems comply with existing local, provincial, and federal laws, including but not limited to the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Personal Information Protection Act* (PIPA), the BC Human Rights Code, and other relevant legislation. Legal consultation may be sought when implementing new AI technologies or expanding the use of existing systems.
- AI tools must not be used to create content for in-camera meetings in order to maintain confidentiality and comply with privacy regulations.
- Employees should avoid directly copying AI-generated content and must review it thoroughly to avoid plagiarism, copyright violations, and potential legal or reputational risks. Use plagiarism detection tools like Grammarly Premium, Quetext, or Copyscape to ensure content integrity.
- The organization will purchase licensed accounts for employees to ensure secure logins are used. Employees must not use personal accounts, as this poses a security risk. If you are considering using an AI tool, please complete an AI Use Form for review and approval before proceeding.



## AI Governance Policy for the Regional District of Bulkley-Nechako

### 7. Incident Response Protocol for AI Systems

In the event of an AI system failure, misuse, or the generation of inappropriate or harmful content, the following **AI Incident Response Protocol** must be followed:

#### a. Initial Assessment

- The Corporate Officer, along with IT, and if required legal advisors, will review the incident to assess its scope, impact, and severity.
- All personnel must report the incident to their supervisor and the AI Committee immediately.
- Any privacy-related issues must also be reported to the FOI Head/Privacy Officer.
- Any significant incident must be reported to the Municipal Insurance Association – Cyber Insurance section. The insurance provider may choose to lead the investigation and mitigation.

#### b. Containment and Correction

- If necessary, the affected AI system will be suspended or restricted until corrected.
- Inappropriate outputs must be removed, retracted, or corrected.

#### c. Communication

- For incidents affecting public services, the Communications Officer will coordinate a public response.
- Affected individuals will be informed if the incident involves personal data or decisions impacting them directly.

#### d. Post-Incident Review and Update

- The AI Committee will document lessons learned, update the risk register, and recommend improvements to avoid recurrence.
- Policy and training materials may be revised based on incident findings.

### 8. Governance and Oversight

#### a. AI Committee

- An internal AI Committee is established to oversee the use of AI systems within the RDBN. This committee is responsible for reviewing AI use cases, evaluating risks, and ensuring compliance with ethical standards and legal requirements in coordination with the FOI Head/Privacy Officer.
- The committee should include representatives from various departments, including IT, human resources, and public policy, along with external experts when necessary.

#### b. Review and Record Output

- Employees should monitor the results generated by AI systems and evaluate their effectiveness to gain insights. This ongoing process supports continuous learning,



## AI Governance Policy for the Regional District of Bulkley-Nechako

helps in training and improving the AI system, and allows for refining search queries or inputs to achieve more accurate and relevant outcomes.

### 9. Public Engagement and Transparency

- The RDBN should engage with the public regarding its use of AI when applicable, providing transparency into how AI impacts public services and decision-making processes.
- In the future, when RDBN adopts an AI system or chatbot on their website, a public feedback mechanism should be established. This will allow residents to raise concerns or provide input regarding AI systems. Such feedback should be used to inform the ongoing development and improvement of AI policies and practices.
- The RDBN will utilize public meetings, surveys, and online platforms to gather resident input and address concerns regarding AI systems.
- Disclosure to the public or stakeholders must occur if/when a client is interacting with a chatbot or AI system, or when AI is used for RDBN purposes.

### POLICY REVIEW AND UPDATES

- This AI policy should be reviewed annually or as needed to reflect changes in AI technology, legal frameworks, and societal expectations.
- Employees are encouraged to provide feedback on how this policy impacts their work and its alignment with operational needs.
- Feedback from employees and the public will be systematically evaluated and integrated into policy updates where feasible.



## Regional District of Bulkley-Nechako Committee of the Whole

**To:** Chair and Committee  
**From:** Megan D'Arcy, Regional Agriculture Coordinator  
**Date:** September 4, 2025  
**Subject:** **Growing Opportunities Newsletter - Issue 29, August 2025**

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

Receive.

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### BACKGROUND

Attached is the Growing Opportunities Newsletter – Issue 29, August 2025.

A sign-up form is available on the RDBN website to receive the Growing Opportunities E-Newsletter at <https://www.rdbn.bc.ca/departments/agriculture/growing-opportunities-rdbn-ag-newsletter-podcast>

### ATTACHMENTS:

Growing Opportunities Newsletter Issue 29, August 2025

### STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability

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

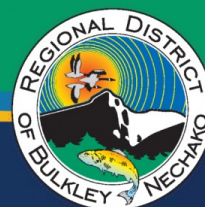
4.2 Revisit, prioritize and advance recommendations of the RDBN Food and Agriculture Plan and the work of the Agriculture Coordinator.



[Click here to view this newsletter in your browser](#)

# GROWING OPPORTUNITIES

## Bulkley-Nechako Agriculture Update



August 2025 - Issue 29

### Agriculture Coordinator Update

And just like that, it's August. Harvest is underway, and we are moving into heavier morning dew and cooler nights. Unlike the last two years, some areas of the region have been getting rain mid-season, which has been very helpful for keeping the wildfire situation more manageable.

Agriculture coordination activities at the Regional District have included continued work on both the Livestock Processing Services and the Agriculture Water Feasibility and Community Irrigation projects, updating the [Connecting Consumers and Producers online directory](#), and collaborating with the Northwest Invasive Plant Council on invasive species management.

There are Agriculture Field Days coming up in August that focus on Soil Health, Drought Adaptability & Profitable Practices. There is one in Telkwa on August 19, and one in Vanderhoof on August 20. This is a joint collaboration between the Ministry of Agriculture & Food, BC Forage Council, and BC Cattlemen's Association. Registration is required, you can find the link [here](#).

### Reminders:

The Connecting Consumers and Producers online directory lists the Farmers' Markets in the region, including their operating days/times, if you haven't already visited your local market. 😊

The Northwest Invasive Plant Council administers a 50:50 Landowner Rebate Program for people managing invasive species on their properties. The application is [here](#) - the total rebate amount was increased to \$1,000 this year.

**It's Time to Celebrate Agriculture!**





### Nechako Valley Exhibition

August 8 to 10, 2025

Already taken place - Mark your calendars for the same time next year!

Nechako Valley Exhibition Grounds in Vanderhoof, BC

Nechako Valley Exhibition



### Lakes District Fall Fair

September 5 to 7, 2025

Eagle Creek Fairgrounds near Burns Lake, BC

Cattle Division 2025 Hereford Mark of Excellence Show & Gold Angus Show, Small Animal Exhibits, and more!

Lakes District Fall Fair



### Bulkley Valley Exhibition

August 21 to 24, 2025

Smithers Fall Fairgrounds in Smithers, BC

The Beef Cattle Pen Show is back! Check it out along with the Dairy Cattle Exhibit and more!

Bulkley Valley Exhibition

## Young Agrarians Land Sharing Workshop



Young Agrarians (YA), in collaboration with John Stevenson from the Ministry of Agriculture and Food, are hosting a Land Sharing Workshop in Smithers on September 6, 2025, at the Old Church. More details can be found [here](#).

Come meet Andrew Adams, the YA Land Matcher for the Central-North, and get the latest information on accessing land or leasing your land to aspiring producers.

## Drought Survey for BC Ranchers

## 2025 BCCA Drought Survey for Cattle Producers

The BC Cattlemen's Association (BCCA) is asking producers how the last few years of drought conditions and wildfires have impacted their ranch operations. More information is located on the BCCA [website](#) including the link to the survey. All ranchers/cattle producers are welcome to fill out the survey.

**BCCA  
REQUIRES  
CATTLE  
INDUSTRY  
INPUT**



### 2025 DROUGHT SURVEY

As the extreme heat and dry conditions prevail across the province, BC Cattlemen's Association is seeking feedback from producers about the severity and extent of drought conditions throughout B.C.

We are collecting information such as forage yields, regional hay availability, feed prices, water availability and reservoir levels, as well as impacts from forest fires.

SCAN HERE  
TO TAKE THE  
SURVEY



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

**Megan D'Arcy, Agriculture Coordinator**

Phone: [250-692-0783](tel:250-692-0783)

Email: [megan.darcy@rdbn.bc.ca](mailto:megan.darcy@rdbn.bc.ca)



SEND TO A FRIEND



WEBSITE



Regional District of Bulkley-Nechako  
37 3rd Avenue  
Burns Lake, British Columbia | V0J 1E0 | Canada  
250-692-3195 | [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca)

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## Regional District of Bulkley-Nechako Committee of the Whole

**To:** Chair and Committee  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** September 4, 2025  
**Subject:** **Union of B.C. Municipalities – Meeting Update**

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

Receive

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### BACKGROUND

The following meetings have been confirmed for the upcoming Union of B.C. Municipalities Conference:

**Monday, September 22**

2:20-2:35 pm

Minister of State for Local Governments and Rural Communities

**Tuesday, September 23**

8:40-8:55 am

Minister of Agriculture and Food (Joint w/RDFFG)

9:00–9:15 am

Minister of Agriculture

10:00-10:15 am

Minister of Energy and Climate Solutions

11:40-11:55 am

Minister of Water, Land and Resource Stewardship

1:00-1:15 pm

Minister of Emergency Management and Climate Readiness

2:40-2:55 pm

Minister of Post-Secondary Education and Future Skills (joint w/RDFFG)

3:20-3:35 pm

Minister of Post-Secondary Education and Future Skills

**Wednesday, September 23**

4:20-4:35 pm

Minister of Indigenous Relations and Reconciliation (Joint w/District of Vanderhoof)

**Thursday, September 24**

8-8:15 am

Minister of Environment and Parks

The meeting request for the Minister of Health has been declined and the topics for the Premier and Minister of Indigenous Relations and Reconciliation were redirected to the Minister of Water, Land and Resource Stewardship.

At this time, the meeting with Northern Health is outstanding.

The meeting dates and times are subject to change. A finalized package will be provided to the Board at its September 18, 2025 Board meeting.

**STRATEGIC PLAN ALIGNMENT:**

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

2. Advocacy with the Province

201-760 Kinsmen Pl,  
Prince George, BC, V2M 0A8

**Tel:** 236.331.6752  
**Email:** [aimee\\_thompson@tcenergy.com](mailto:aimee_thompson@tcenergy.com)  
**Web:** <https://www.coastalgaslink.com/>

**CGL4703-CGP-GEN-SE-LTR-7252**

**Coastal GasLink**



August 11, 2025

Curtis Helgesen  
Chief Administrative Officer  
Regional District of Bulkley-Nechako  
Box 820 – 37 3<sup>rd</sup> Ave  
Burns Lake, B.C. V0J 1E0

Email: [curtis.helgesen@rdbn.bc.ca](mailto:curtis.helgesen@rdbn.bc.ca)

Dear Mr. Helgesen,

**Re: Coastal GasLink Socio-economic Effects Management Plan Engagement, June to November 2025**

Coastal GasLink is pleased to continue its ongoing commitment to implement our Socio-economic Effects Management Plan (SEEMP) which is Condition #24 of Environmental Assessment Certificate #E14-03. Approximately 670 kilometers long, the Coastal GasLink project includes the construction and operation of facilities that support the pipeline to deliver Canadian natural gas to liquified natural gas (LNG) facilities in Kitimat, B.C.

As part of our commitment, we would welcome a discussion with you on observed socio-economic effects of the Summer Reclamation activities as we gather feedback on the implementation of the mitigation measures for the upcoming reporting cycle. Socio-economic topics identified in Coastal GasLink's SEEMP include:

- Economy
- Emergency, health and social services
- Waste management
- Recreational facilities
- Government and educational services
- Housing
- Transportation

Please contact me at 236.331.6752 or by email at [aimee\\_thompson@tcenergy.com](mailto:aimee_thompson@tcenergy.com) if you would like to schedule a discussion of any of the topics listed above. I look forward to meeting with you.

Sincerely,

Aimee Thompson  
Senior Advisor, Socio-economics

cc. Sian Weaver, Manager of Socio-economics - [sian\\_weaver@tcenergy.ca](mailto:sian_weaver@tcenergy.ca)  
cc. Jason Llewellyn, Director of Planning - [jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca)  
cc. Alex Eriksen, Director of Environmental Services – [alex.eriksen@rdbn.bc.ca](mailto:alex.eriksen@rdbn.bc.ca)

August 13, 2025

Chair Mark Parker and Board  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake, BC V0J 1E0

Dear Chair Mark Parker and Board:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND  
PAYMENT FOR 2025/2026**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2025/2026. An electronic transfer of \$461,523 is expected to occur in August 2025. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo  
UBCM President

PC: John Illes, Chief Financial Officer