



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
AGENDA
Thursday, November 20, 2025**

CALL TO ORDER

ELECTION OF CHAIR

ELECTION OF VICE-CHAIR

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

Approve

MINUTES

Board Meeting Minutes - October 23, 2025

Page 6-21

Approve

Committee of the Whole Meeting Minutes - November 6, 2025

Page 22-29

Receive

Regional Transit Committee Meeting Minutes - November 6, 2025

Page 30-33

Receive

Rural Services Committee Meeting Minutes - November 6, 2025

Page 34-37

Receive

DELEGATIONS

RIO TINTO

Andrew Czornohalan, Director, Energy & Watershed Partnerships

Re: Update

NORTHWEST INVASIVE PLANT COUNCIL

Michelle Miller, P. Ag., Executive Director
Mike Pangman, Field Operations Coordinator
Re: Update

DEVELOPMENT SERVICES

Land Referral

**Danielle Patterson, Senior Planner - Crown Land Application Referral
Nos 6409565 & 6409572 (Electoral Area G (Houston/Granisle Rural)** Page 38-40

Recommendation

Other

**Danielle Patterson, Senior Planner - Peace River Regional District
New Zoning Bylaw Referral** Page 41

Recommendation

**Jason Llewellyn, Director of Planning and Development
Services Planning Service Pilot Project** Page 42-53

Recommendation

BUILDING INSPECTION

(call for comments from the gallery)

**Steve Davis, Building Inspector - Section 57 Notice on Title 3336-
3500 Poplar Rd, 3350 Poplar Rd, Electoral Area 'A' - Smithers /** Page 54-58

Telkwa Rural

Recommendation

(call for comments from the gallery)

**Steve Davis, Building Inspector - Section 57 Notice on Title, 46357
Cluculz Hill Rd, Electoral Area 'F' - Vanderhoof Rural** Page 59-62

Recommendation

**Jason Llewellyn, Director of Planning and Development Services -
Building Inspection Service Agreements** Page 63-71

Recommendation

ADMINISTRATION REPORTS

**Wendy Wainwright, Deputy Director of Corporate Services -
Committee Meeting Recommendations - November 6, 2025**

Page 72-73

Recommendation

**Cheryl Anderson, Director of Corporate Services - RDBN 2026
Meeting Schedule**

Page 74-75

Recommendation

**Cheryl Anderson, Director of Corporate Services - Telkwa Rural Fire
Protection Service Area Boundary Amendment Bylaw No. 2093, 2025**

Page 76-79

Recommendation

**Cheryl Anderson, Director of Corporate Services - Topley Rural Fire
Protection Service Establishment Amendment Bylaw No. 2092, 2025**

Page 80-82

Recommendation

**John Illes, Chief Financial Officer and Alex Eriksen, Director of
Environmental Services - Fort Fraser Sewer and Water Update**

Page 83-134

Recommendation

**John Illes, Chief Financial Officer - Houston Smithers Television
Rebroadcasting Society**

Page 135-150

Recommendation

**Nellie Davis, Manager of Strategic Initiatives and Rural Services-
Community Hall Appraisal Project**

Page 151

Recommendation

**Nellie Davis, Manager of Strategic Initiatives and Rural Services -
Grant in Aid - Fort St. James Ski Club**

Page 152-158

Recommendation

**Cameron Hart, Community Development Coordinator -
Community Northern Development Trust - Business Façade
Improvement Program 2026 Application**

Page 159-168

Recommendation

**Jason Blackwell, Regional Fire Chief - Rural Fire Service Agreement
Renewals**

Page 169-205

Recommendation

**John Illes, Chief Financial Officer - Financial Statements of "Partners"
involved in Service Delivery**

Page 206-367

Receive

**John Illes, Chief Financial Officer - October 31 Directors Travel and
Remuneration Summary**

Page 368-370

Receive

**Cheryl Anderson, Director of Corporate Services - Letters re: Health
and Restoration of the Nechako River**

Page 371-387

Receive

ADMINISTRATION CORRESPONDENCE

UBCM Provincial Response to 2024 Resolutions

Page 388-396

Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

That this meeting be closed to the public pursuant to Sections 90(1)(c), and 90(1)(g) of the

Community Charter for the Board to deal with matters relating to:

- Covenant
- 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
MEETING MINUTES
Thursday, October 23, 2025

Directors Present:

Chair Mark Parker
 Gladys Atrill
 Leroy Dekens
 Martin Elphee
 Judy Greenaway
 Linda McGuire
 Shirley Moon
 Kevin Moutray
 Chris Newell
 Michael Riis-Christianson
 Stoney Stoltenberg
 Sarrah Storey
 Henry Wiebe

Directors Absent: Shane Brienens, District of Houston
 Clint Lambert, Electoral Area E (Francois/Ootsa Lake Rural)

Alternate Directors:

Staff: Curtis Helgesen, Chief Administrative Officer
 Cheryl Anderson, Director of Corporate Services
 John Iles, Chief Financial Officer
 Jason Llewellyn, Director of Planning - via Zoom
 Alex Eriksen, Director of Environmental Services - arrived at 11:04 a.m., left at 11:20 a.m.
 Wendy Wainwright, Deputy Director of Corporate Services - via Zoom
 Amy Wainwright, Deputy Director of Planning and Development Services - left at 11:08 a.m.

Others:

CALL TO ORDER

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

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

2025-BM-144

Moved by Director Stoltenberg

Seconded by Director McGuire

That the Board Agenda of October 23, 2025 be approved and that the Supplementary Agenda be dealt with at this meeting.

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes - September 18, 2025

2025-BM-145

Moved by Director Storey

Seconded by Director Wiebe

That the Board Meeting Minutes of September 18, 2025 be approved.

CARRIED UNANIMOUSLY

Committee Meeting Minutes - October 9, 2025

2025-BM-146

Moved by Director Riis-Christianson

Seconded by Director Moon

That the following Committee Meeting Minutes be received:

- Committee of the Whole Meeting Minutes
 - October 9, 2025
- Rural Services Meeting Minutes
 - October 9, 2025.

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING**Bylaw for First and Second Reading**

**Amy Wainwright, Deputy Director of Planning and Development Services-
Rezoning Application RZ A-02-25 - First and Second Reading for Rezoning
Bylaw No. 2091, 2025 - Electoral Area A (Smithers/Telkwa Rural)**

2025-BM-147

Moved by Director Stoltenberg

Seconded by Director Dekens

1. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2091 be given first and second reading this 23rd day of October, 2025.
2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 2091 be delegated to the Director or Alternate Director for Electoral Area A, (Smithers/Telkwa Rural).
3. And, that the Board direct staff to hold the public hearing once an acceptable plan for the building code deficient buildings on the property has been established.

CARRIED UNANIMOUSLY

Bylaw for Third Reading and Adoption

**Amy Wainwright, Deputy Director of Planning and Development Services -
OCP Amendment and Rezoning Application RZ RDBN-01-25 - Third Reading
and Adoption for Bylaw No. 2083 and 2084 - Electoral Area G
(Houston/Granisle Rural)**

2025-BM-148

Moved by Director Newell

Seconded by Director McGuire

1. That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako OCP Amendment Bylaw No. 2083, 2025 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 2084, 2025.
2. That Regional District of Bulkley-Nechako OCP Amendment Bylaw No. 2083, 2025 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 2084, 2025 be given third reading and adoption this 23rd day of October, 2025.

CARRIED UNANIMOUSLY

Bylaw for Adoption**Danielle Patterson, Senior Planner - RDBN Development Procedures Bylaw No. 2076, 2025 – Adoption – All Electoral Areas****2025-BM-149**

Moved by Director Atrill

Seconded by Director Riis-Christianson

That Regional District of Bulkley-Nechako Development Procedures Bylaw No. 2076, 2025 be adopted this 23rd day of October, 2025.

CARRIED UNANIMOUSLY

Cameron Kral, Planner - Rezoning Application RZ B-02-25 - Adoption for Rezoning Bylaw No. 2082, 2025 - Electoral Area B (Burns Lake Rural)**2025-BM-150**

Moved by Director Riis-Christianson

Seconded by Director Wiebe

That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2082, 2025 be adopted this 23rd day of October, 2025.

CARRIED UNANIMOUSLY

Cameron Kral, Planner - Rezoning Application RZ F-03-25 - Adoption for Rezoning Bylaw No. 2081, 2025 - Electoral Area F (Vanderhoof Rural)**2025-BM-151**

Moved by Director Moon

Seconded by Director Moutray

That Regional District of Bulkley-Nechako Rezoning Bylaw No. 2081, 2025 be adopted this 23rd day of October, 2025.

CARRIED UNANIMOUSLY

Temporary Use Permit**Cameron Kral, Planner - Temporary Use Permit Application F-01-25 - Electoral Area F (Vanderhoof Rural)****2025-BM-152**

Moved by Director Moon

Seconded by Director Moutray

That the Board receive the public comments on the Supplementary Agenda.

That the Board approve the issuance of Temporary Use Permit F-01-25 to allow the use of a portable crushing unit and portable screening unit on the subject property.

CARRIED UNANIMOUSLY

Other

Advisory Planning Commission Minutes - Electoral Area A (Smithers/Telkwa Rural) - October 6, 2025

2025-BM-153

Moved by Director Stoltenberg

Seconded by Director Atrill

That the Electoral Area A (Smithers/Telkwa Rural) Advisory Planning Commission Meeting Minutes for October 6, 2025 be received.

CARRIED UNANIMOUSLY

Advisory Planning Commission Minutes - Electoral Area F (Vanderhoof Rural) - October 8, 2025

2025-BM-154

Moved by Director Moon

Seconded by Director Stoltenberg

That the Electoral Area F (Vanderhoof Rural) Advisory Planning Commission Meeting Minutes of October 8, 2025 be received.

CARRIED UNANIMOUSLY

Discussion took place regarding;

- Concerns regarding bats and snakes
- Biologist didn't find signs of bats and snakes
- Regional District application applies to the crushing and screening of gravel only
- Minister of Mining and Critical Minerals regulates gravel pits
- Road use for gravel extraction - jurisdiction of Ministry of Transportation and Transit
 - Assumption that the Ministry of Mining and Critical Minerals works with other agencies

- Provincial legislation excludes local governments from jurisdiction over gravel pits
- Local government jurisdiction is specific to the gravel
- Responsibility of the Board to bring forward concerns that maybe raised/brought forward
- Negative effects need to be recognized and brought forward
- Board to provide direction to staff if the wish is for staff to evaluate gravel pit impacts
- Staff provide Electoral Area Directors information specific to their areas prior to an application coming forward to the Board
- Staff provide applicants with comments and on a case by case basis provide comments to appropriate Ministers
- Inviting Ministry of Mining and Critical Minerals to a future meeting
- Advisory Planning Commission (APC) comments.

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

Jason Llewellyn, Director of Planning and Development Services - Bylaw Notice Adjudication Registry - District of Houston and District of Vanderhoof

2025-BM-155

Moved by Director Elphee

Seconded by Director Moutray

That the Board authorize the addition of the District of Houston, District of Vanderhoof and District of Fort St. James to the Bylaw Notice Dispute Adjudication Registry Agreement.

CARRIED UNANIMOUSLY

OTHER

Jason Llewellyn, Director of Planning and Development Services - Proposed Regulatory Policy for Renewable Energy Projects

2025-BM-156

Moved by Director Dekens

Seconded by Director Stoltenberg

That the Board receive the Director of Planning and Development Services' Proposed Regulatory Policy for Renewable Energy memorandum.

CARRIED UNANIMOUSLY

The following was discussed:

- Ensuring that all projects are considered when a new project is proposed and/or approved
- Recognizing the impacts such as flickering, sound, glare from windfarms
 - Location of windfarms in relation to communities
 - Cumulative effects from windfarms
- Transmission lines required in correlation to windfarm projects
- Effects of various energy sources and ensuring a balance is achieved in considering industrial development and effects to a region.

ENVIRONMENTAL SERVICES

Alex Eriksen, Director of Environmental Services - Clearview Landfill Leachate Collection - Project Award

2025-BM-157

Moved by Director Moutray

Seconded by Director Stoltenberg

That the Board approve the award of the Clearview Landfill Leachate Collection construction project to Van-Con Enterprises for \$666,980.06.

CARRIED

Opposed: Director Moon

A conversation took place regarding:

- Hiring of local contractors
- Bid timeline in relation to the construction season
 - Project based on time and material
 - Two phase approach
 - Liner installation work.

ADMINISTRATION REPORTS

Wendy Wainwright, Deputy Director of Corporate Services - Committee Meeting Recommendations - October 9, 2025

2025-BM-158

Moved by Director McGuire

Seconded by Director Stoltenberg

Recommendation 1 through 9 as written.

CARRIED UNANIMOUSLY

Cameron Hart, Community Development Coordinator - Grant in Aid for Area F (Vanderhoof Rural)Nechako Valley Historical Society

2025-BM-159

Moved by Director Moon

Seconded by Director Moutray

That the Board approve allocating \$8,000 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Nechako Valley Historical Society to purchase a replacement cairn.

CARRIED UNANIMOUSLY

Cameron Hart, Community Development Coordinator - Grant in Aid for Area B (Burns Lake Rural) - Ride Burns Mountain Biking Association

2025-BM-160

Moved by Director Riis-Christianson

Seconded by Director Wiebe

That the Board approve allocating \$10,000 in Electoral Area B (Burns Lake Rural) Grant in Aid monies to the Ride Burns Mountain Biking Association for the construction of a novice downhill trail.

CARRIED UNANIMOUSLY

Jason Blackwell, Regional Fire Chief - Purchase and Installation of Luck Bay Water Tank – RFP # RDBN-FIRE-25-02

2025-BM-161

Moved by Director Greenaway

Seconded by Director Elphee

That the Board award the supply and installation of a 10,000-gallon underground water tank to be located at Luck Bay Fire Hall to MX3 Rail and Civil Ltd. for a total cost of \$166,660.63 plus applicable taxes.

CARRIED UNANIMOUSLY

Jason Blackwell, Regional Fire Chief clarified the bid process and including local contractor preference wording in bid wording. Director Moon requested quote quality weight include 5 points for local contractor and 5 points for quote quality. Staff will discuss options for future project review process.

**John Illes, Chief Financial Officer and Jason Blackwell, Regional Fire Chief -
Topley Rural Fire Maximum Tax Limit Increase**

2025-BM-162

Moved by Director Newell

Seconded by Director Greenaway

That Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 2092, 2025 be given First, Second, and Third Reading this 23rd day of October 2025.

CARRIED UNANIMOUSLY

Anusha Rai, HR Advisor - AI (Artificial Intelligence) Governance Policy

2025-BM-163

Moved by Director Stoltenberg

Seconded by Director Dekens

That the Board receive the HR Advisor's AI (Artificial Intelligence) Governance Policy.

CARRIED UNANIMOUSLY

Cheryl Anderson, Director of Corporate Services - Q3 Quarterly Report

2025-BM-164

Moved by Director Stoltenberg

Seconded by Director Wiebe

That the Board receive the Director of Corporate Services Q3 Quarterly Report memorandum.

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Minister of Housing and Municipal Affairs - Response - Provincial Funding for Public Libraries**2025-BM-165**

Moved by Director Greenaway

Seconded by Director Riis-Christianson

That the Board receive the Administration Correspondence from the Minister of Housing and Municipal Affairs in response to the Provincial Funding for Public Libraries.

CARRIED UNANIMOUSLY

The Board discussed providing Public Library stats from across the region to staff to provide to the Minister of Housing and Municipal Affairs.

Minister of Housing and Municipal Affairs - Small-Scale Multi-unit Housing**2025-BM-166**

Moved by Director Stoltenberg

Seconded by Director Moon

That the Board receive the Administration Correspondence from the Minister of Housing and Municipal Affairs regarding Small-Scale Multi-unit Housing.

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA**Shari Janzen, Community Development Coordinator, Ride Burns Mountain Biking Association – Letter of Support Request****2025-BM-167**

Moved by Director Riis-Christianson

Seconded by Director Wiebe

That the Board provide a letter to the Ride Burns Mountain Biking Association to support its application to the Rural Economic Diversification and Infrastructure Program.

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Invitation - Ministry of Mining and Critical Minerals

The Board discussed inviting the Ministry of Mining and Critical Minerals as a delegation at a future meeting on the following topics:

- Addressing residents concerns that are brought forward outside the jurisdiction of local government
- Collaboration with other Ministries such as Ministry of Transportation and Transit
- Stake system
- Staff will provide Discussion Paper to Board in advance of delegation
- Invite the Ministry of Mining and Critical Minerals to a future meeting.

Village of Fraser Lake

Director Storey provided the following update:

- Village of Fraser Lake Official Community Plan is complete
- Attended
 - NCLGA co-hosted Mental Health and Addictions symposium
 - Northern BC Tourism Conference
 - Need to focus on tourism for the region
 - Good Conference to attend
- BlueEarth Renewables Open House in conjunction with Stellat'en First Nations Wednesday, October 29, 2025 from 3-8 p.m.

District of Fort St. James

Director Elphee commented:

- Canada's Ambassador to Estonia visited the community on October 22nd
 - 100 years ago Rear Admiral Johan Pitka settled on the Southside of Stewart Lake with members of his family
 - Some namesakes are Pitka Bay and Paaren's Beach
 - In 2009 Fort St. James unveiled a monument of Johan Pitka
- FPX Open House October 22nd and the District of Fort St. James and Director Greenaway will meet with FPX on October 24th

District of Vanderhoof

Director Moutray announced the headliner's for its centennial celebration are Trooper, The Headpins and Tom Cochrane. More details will be provided on the event as well as events

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throughout 2026.

Director Moutray also spoke of monitoring Canfor License A18157 and have harvested south of Vanderhoof over 200,000 m³ since January 1, 2025. He mentioned that would be an average logging truck load of approximately 3,300 loads and being scaled at PG Saw. He spoke of the importance of resources remaining local and harvested in local communities.

Electoral Area A (Smithers/Telkwa Rural)

Director Stoltenberg encouraged people to attend the BV Health Foundation Gala Event on Saturday, October 25, 2025.

Director Stoltenberg noted that Phase 3 of the Smithers/Telkwa - Cycle 16 Trail construction continues by the Ministry of Transportation and Transit.

Electoral Area F (Vanderhoof Rural)

Director Moon provided the following update:

- Cattle prices at all time high
- Thanked Megan D'Arcy, Regional Agriculture Coordinator for attending the Nechako Watershed Roundtable and provided a presentation regarding the water project, irrigation feasibility study and tying into the watershed and forestry
- Helping with the Centennial celebrations in Vanderhoof and encouraged people to attend.

Town of Smithers

Director Atrill spoke of the following:

- Mental Health and Addictions Symposium facilitated by NCLGA and co-hosted by Lheidli T'enneh and Regional District of Fraser-Fort George and City of Prince George
 - Move from What's the Problem in 2024 to the What now in 2025
 - Need to share stories and successes
 - Reporting out still to come
 - 9 additional partners signed and there are now 39 signatories to the Mental Health and Addictions Accord
- November 12th - NCLGA hosting a webinar advancing local government advocacy through effective resolutions

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- Northern BC Tourism Association Conference
 - Thanked RDBN staff for attending
 - Keynote Speaker - Yann Martel
 - Worth considering attending in 2026
- Association for Mineral Exploration in Smithers this week
 - Gathering input from their members regarding the Heritage Conservation Act and permitting challenges
- Homeless Encampment
 - Made improvements to the area
 - Improved area
- RBA Steering Committee Meeting in Smithers - October 21-22
 - Member meeting November 27
- Smithers and District Transit Meeting
 - 2 of 3 new buses have arrived
 - 3rd bus scheduled to arrive in November.
- Local logs for local benefit. - Thanked Director Moutray for bringing it forward.

Electoral Area G (Houston/Granisle Rural)

Director Newell noted that along with Directors Brien and McGuire he met with BC Parks and Trails planning to have a brainstorming session.

Director Newell spoke of issues regarding CANFOR License and challenges in regard to maintenance of Forest Service Roads and challenges with the Heritage Conservation Act. He spoke the need for additional information.

Electoral Area C (Fort St. James Rural)

Director Greenaway noted she had two incidents in Electoral Area C in relation to illegal dumping. She contacted the Conservation Officer and he attended the sites and noted that due to the one site being private property it was outside his jurisdiction. The second site was a dump site of a moose carcass and waste vegetables near a subdivision and indicated that people are able to dump organic waste.

Village of Telkwa

Director Dekens provided an update regarding:

- Met with Telkwa Mining and planning Open Houses in November

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- New subdivision has had construction begin on its first house
- Will be entering into 2026 Budget discussions at next Council meeting.

Village of Burns Lake

Director Wiebe noted the following:

- Attended the Grand Opening of The Foundry
 - Asset to the community and its youth.
- Completed all active transportation projects for 2025
 - Premier Eby highlighted the Village of Burns Lake as an example of active transportation in his speech to the delegates at UBCM.
- Received funding for the Gowan Property planning process for recreation area. He thanked Burns Lake Community Forest. Construction will begin Spring/Summer 2026.
- Rod Reid Trail reconstruction work on the trail nearing completion.

Village of Granisle

Director McGuire mentioned the following:

- Attended the Mental Health and Addictions Symposium
 - Key take away was learning about a 3rd space
 - 1st space is ones home
 - 2nd space is ones work
 - 3rd space is a location for ones social environment e.g. have a coffee and visit with others
- WSP completed final draft of Active Transportation Plan and will be sent to the public and will be used for future grant funding opportunities
- RDBN Deputy Director of Planning will be providing the final draft of the Village of Granisle's OCP on October 28th
- Get Set Solutions did a simulation of a disaster in the community - the simulation event was a wildfire
- Seniors Housing facility is 96% complete and the residents are anxious to move in
- By-Election taking place
 - General Voting is scheduled for November 8 and Advance Voting is scheduled for October 29
 - Two Candidates have put their names forward
- Economic Development position attends Tourism Conferences and they are currently in the process of hiring a new Economic Development position and they would

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normally attend such events

- Interview process starts October 24th for a new Chief Administrative Officer.

Chair Parker - Electoral Area D (Fraser Lake Rural)

Chair Parker provided an update regarding:

- Follow up from attending the 2025 UBCM Convention
- Meeting with First Nations
 - Along with Director Storey and RDBN staff met with Stelat'en First Nations for an informal discussion
- FPX Nickel Public meetings
 - Discussed cumulative effects from projects
 - Glennan Station a hub with multiple transmission lines
 - Utilizing one corridor for additional projects
- Attended webinar regarding the Infrastructure Regulator Development and had the opportunity for question and answer
- Met with Michelle Koski, Deputy Minister, Ministry of Agriculture and Food October 22nd
 - Discussed three topics
 - Veterinary Shortage update
 - Range permits
 - Fibre for shavings.

RECEIPT OF VERBAL REPORTS

2025-BM-168

Moved by Director Dekens

Seconded by Director Greenaway

That the Board receive the various Directors' verbal reports.

CARRIED UNANIMOUSLY

ADJOURNMENT

2025-BM-169

Moved by Director Newell

Seconded by Director Greenaway

That the meeting be adjourned at 12:14 p.m.

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE MEETING
MINUTES

Thursday, November 06, 2025

Directors Present: Chair Mark Parker
 Gladys Atrill - via Zoom - left at 10:50 a.m.,
 returned at 10:54 a.m.
 Shane Brien
 Leroy Dekens
 Martin Elphee
 Judy Greenaway
 Clint Lambert
 Linda McGuire
 Shirley Moon - via Zoom
 Kevin Moutray - via Zoom
 Chris Newell
 Michael Riis-Christianson
 Stoney Stoltenberg
 Sarrah Storey
 Henry Wiebe

Directors Absent:

Alternate Directors:

Staff: Curtis Helgesen, Chief Administrative Officer
 Cheryl Anderson, Director of Corporate Services
 John Illes, Chief Financial Officer
 Megan D'Arcy, Regional Agriculture Coordinator -
 arrived at 10:54 a.m., left at 12:08 p.m.
 Nellie Davis, Manager of Strategic Initiatives and
 Rural Services - left at 12:08 p.m.
 Janette Derksen, Waste Diversion Supervisor -
 arrived at 10:42 a.m., left at 11:55 a.m.
 Alex Eriksen, Director of Environmental Services -
 arrived at 10:42 a.m., left at 11:55 a.m.
 Jason Llewellyn, Director of Planning and
 Development Services- via Zoom - left at 11:00
 a.m., returned at 12:50 p.m.
 Deneve Vanderwolf, Planning Technician/Regional
 Transit Coordinator - via Zoom - arrived at 12:49

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p.m.

Wendy Wainwright, Deputy Director of Corporate Services

Scott Zayac, Director of Protective Services - arrived at 11:09 a.m., left at 12:08 p.m.

Others: Lara Beckett, Chair, Regional District of Fraser-Fort George - arrived at 12:47 p.m.
Matt O'Halloran, Government Relations Liaison, BC Transit - arrived at 11:51 a.m., left at 11:56 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 10:30 a.m.

First Nations Acknowledgement

*** AGENDA**

November 6, 2025

2025-COWM-029

Moved by Director Stoltenberg

Seconded by Director Lambert

That the Committee of the Whole Agenda for November 6, 2025 be approved.

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole Meeting Minutes - October 9, 2025

2025-COWM-030

Moved by Director Stoltenberg

Seconded by Director Dekens

That the Committee of the Whole Meeting Minutes of October 9, 2025 be approved.

CARRIED UNANIMOUSLY

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DEVELOPMENT SERVICES**Water Referral****Cameron Kral, Planner - Water Sustainability Act Referral 7003390 - Electoral Area D (Fraser Lake Rural)****2025-COWM-031**

Moved by Director Riis-Christianson

Seconded by Director Elphee

That the comment sheet be provided to the Province as the Regional District's comments on *Water Sustainability Act* Referral 7003390.

CARRIED UNANIMOUSLY

Discussion took place regarding the following:

- Foreshore Integrated Management Plan for Fraser Lake completed by Living Lakes Canada
 - Ministry of Water, Land and Resource Stewardship is aware of the Plan
 - RDBN Guidelines for Responsible Waterfront Development
 - Staff will forward the information to Director Moon
 - Docks
 - Education and awareness for the public
- Possible consideration for use of the dock and area for the community
 - The location has limited space
 - Village of Fraser Lake community docks
 - Chair Parker will reach out to Stellat'en First Nation to discuss future planning
- RDBN Parks and Trails Service does not include Electoral Area D (Fraser Lake Rural).

Other**Jason Llewellyn, Director of Planning and Development Services - Proposed Regulatory Policy for Renewable Energy Projects****2025-COWM-032**

Moved by Director Brien

Seconded by Director Elphee

That the Committee receive the Director of Planning and Development Services'

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Proposed Regulatory Policy for Renewable Energy Projects memorandum.

CARRIED UNANIMOUSLY

2025-COWM-033

Moved by Director McGuire

Seconded by Director Greenaway

That staff provide the BC Energy Regulator (BCER) with the comment that the review process for renewable projects should include the opportunity for local governments to review and comment on the various management plans to be submitted by the proponents with their application to the BCER.

CARRIED UNANIMOUSLY

*** ADMINISTRATION REPORT**

Cheryl Anderson, Director of Corporate Services - General Bylaw Process

2025-COWM-034

Moved by Director Greenaway

Seconded by Director Stoltenberg

That the Committee receive the Director of Corporate Services' - General Bylaw Process memorandum.

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

*** 2026 BUDGET KICK-OFF Presentation**

CAO Helgesen provided a PowerPoint of the 2026 Budget Kick-Off Presentation.

- Changes for 2026
 - Amendments to Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 and Refuse Disposal Local Service Establishment Bylaw No. 638, 1990
- In 2021 new Bylaws were adopted with the maximum requisition increased allowed by the *Local Government Act* (25% every five years).
- In 2023 the service reached the maximum requisition, though the requisition alone was not sufficient to support service delivery.
- In 2024 and 2025 the service was heavily subsidized by grants such as the

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Community Works Fund and the Resource Benefits Alliance

- In 2026 the Bylaw is eligible for an increase of 25%, which will increase the maximum potential requisition by \$1.1M
- 2025 and 2026 Administration and Environmental Services
- Environmental Services (ES) Budget Summary
 - Revenue 2024/2025
 - Expenses 2024/2025
- 2024 Taxes
 - Municipal portion 42% of total 2024 requisition
 - Rural portion 58% of the total 2024 requisition
- Average municipalities 2024/2025
 - Total Taxes
 - RDBN Taxes
 - ES Taxes
- 2024 & 2025 Data Comparison and percentage change from 2024-2025
 - Regional District of Kitimat-Stikine
 - Cariboo Regional District
 - Regional District of Fraser-Fort George
 - Regional District of Bulkley-Nechako
 - Capital Regional District
 - British Columbia (the Province)
- RDBN in a good position for future projects and to generate revenue to prepare for the future.

Alex Eriksen, Director of Environmental Services - Bylaw 1879 Schedule "D"
- Preliminary Bylaw Amendment Discussion

2025-COWM-035

Moved by Director Storey

Seconded by Director Greenaway

That the Committee receive the Director of Environmental Services' Bylaw 1879 Schedule "D" - Preliminary Bylaw Amendment Discussion memorandum.

CARRIED UNANIMOUSLY

The following was discussed:

- Schedule "D" to Bylaw No. 1879
 - Concrete less than 2m³ and Roofing/Asphalt Shingles less than 2m³
 - Concerns regarding having product delivered to Transfer Stations

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- Providing options for small scale disposal
- Specified Risk Material (SRM)
- Dead Animals and Dead Stock Excluding SRM Waste
- Process and involvement of various ministries if there is a larger scale SRM event
- FireSmart material
 - determining a solution to accommodate for the disposal of FireSmart waste
- Incrementally increasing rates yearly until reach the provincial average
- BC Assessment Change in assessment methods for pipelines
- Large generators of waste have been notified of upcoming changes to rates
- Staff bring forward bylaw with rate increase options for the Board to consider.

ADMINISTRATION REPORTS (CONT'D)

John Illes, Chief Financial Officer - Introduction to the 2026 Budget

2025-COWM-036

Moved by Director Dekens

Seconded by Director Stoltenberg

That the Committee receive the Chief Financial Officer's Introduction to the 2026 Budget memorandum.

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Environmental Services taxation outlined in Bylaw 1909
 - Is a fixed amount
- Environmental Services budget and the past and current use of reserves and grant funding
 - Other revenues such as camp waste, metal recycling, etc.

Megan D'Arcy, Regional Agriculture Coordinator - Growing Opportunities Newsletter - Issue 30, October 2025

2025-COWM-037

Moved by Director Dekens

Seconded by Director Brien

That the Committee receive the Regional Agriculture Coordinator's Growing

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Opportunities Newsletter - Issue 30, October 2025 memorandum.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Inaugural BC Agriculture Forum

2025-COWM-038

Moved by Director Riis-Christianson

Seconded by Director Stoltenberg

That the Committee recommend that the Board approve attendance for any interested Directors at the 2026 BC Agriculture Forum hosted by the BC Agriculture Council in Penticton, BC on June 24 and 25, 2026.

CARRIED UNANIMOUSLY

*** Lunch**

Break for Lunch at 12:08 p.m.

Reconvened at 12:47 p.m.

John Illes, Chief Financial Officer, BC Assessment Change in Assessment Methods for Pipelines

2025-COWM-039

Moved by Director Riis-Christianson

Seconded by Director McGuire

That the Committee receive the Chief Financial Officer's BC Assessment Change in Assessment Methods for Pipelines memorandum.

CARRIED UNANIMOUSLY

Discussion took place regarding expenses created by industry should be borne by industry and supporting local governments across the province.

ADMINISTRATION CORRESPONDENCE

CN's Commitment to Responsible Rail Tie Management in the RDBN

2025-COWM-040

Moved by Director Riis-Christianson

Seconded by Director Stoltenberg

That the Committee receive the Administration Correspondence from CN regarding its

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Commitment to Responsible Rail Tie Management in the RDBN.

CARRIED UNANIMOUSLY

Staff will follow up regarding the ability to recycle railway ties that had been sold in the past by CN to residents for use on their properties.

Break

Break for Regional Transit Committee Meeting at 12:56 p.m.
Reconvened at 1:24 p.m.

IN-CAMERA MOTION

2025-COWM-041

Moved by Director Stoltenberg

Seconded by Director Storey

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

- Labour Relations.

CARRIED UNANIMOUSLY

ADJOURNMENT

2025-COWM-042

Moved by Director McGuire

Seconded by Director Lambert

That the meeting be adjourned at 1:25 p.m.

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO
REGIONAL TRANSIT COMMITTEE
MINUTES
Thursday, November 06, 2025

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

Directors Absent:

Alternate Directors:

Staff: Curtis Helgesen, Chief Administrative Officer
 Cheryl Anderson, Director of Corporate Services
 John Illes, Chief Financial Officer
 Jason Llewellyn, Director of Planning and
 Development Services - via Zoom
 Wendy Wainwright, Deputy Director of Corporate
 Services
 Deneve Vanderwolf, Planning Technician/Regional
 Transit Coordinator - via Zoom

Others: Lara Beckett, Chair, Regional District of Fraser-Fort
 George
 David Bradsaw, Manager, Transportation &
 Technical Services, City of Prince George - arrived
 at 1:01 p.m., left at 1:19 p.m.
 Michael O'Halloran, Government Relations Liaison,
 BC Transit

Thursday, November 06, 2025

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Daniel Pearce, Transit Planner, Transportation & Technical Services, City of Prince George - left at 1:20 p.m.

CALL TO ORDER

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

*** AGENDA**

November 6, 2025

2025-RTC-001

Moved by Director McGuire

Seconded by Director Lambert

That the Regional Transit Committee Agenda for November 6, 2025 be approved.

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee Meeting Minutes - May 9, 2024

2025-RTC-002

Moved by Director Brienien

Seconded by Director Elphee

That the Regional Transit Committee Meeting Minutes of May 9, 2024 be received.

CARRIED UNANIMOUSLY

DELEGATIONS

BC Transit - via Zoom

Matt O'Halloran, Government Relations Manager

Re: Update

Chair Parker welcomed Matt O'Halloran, Government Relations Manager, BC Transit.

Mr. O'Halloran provided a PowerPoint Presentation.

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- Introduction
- BC Transit Overview
 - Partnership Model
 - Shared Services Model
- System Overview
 - Annual Transit Boardings
 - Route Statistics
 - Annual Performance Summary
 - Supporting Ridership Growth - Priorities for Riders
- Bus Replacements
 - (3) LD International replacements
 - July 2026
 - Units 3035-3037
- Moving Forward
 - Annual Operating Agreement - Spring, 2026
 - Bus Replacements - July, 2026.

The following was discussed:

- How Ridership Targets are determined and achieved
 - Mr. O'Halloran indicated targets can be ambitious and are dependent on up coming budgets
 - Targets are determined in relation to ridership and demand year over year where priorities are determined and a business case can be established
- Bus replacement
 - Same size as the current buses
 - Bus ridership exceeding bus capacity and bus pass-ups of riders
 - Mr. O'Halloran indicated BC Transit continues to consider planning and projections for bus capacity and ridership
 - Current capacity of buses - 30 riders
- RDBN staff have requested BC Transit consider upgrading the bus size between Vanderhoof and Prince George to address the number of pass-ups of riders
- Staff will provide ridership information to the Committee members.

Thursday, November 06, 2025

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REPORTS**Jason Llewellyn, Director of Planning and Development Services - Bulkley-Nechako Regional Transit Service Update**

Moved by Director Storey

Seconded by Director Elphee

That the Committee receive the Director of Planning and Development Services' Bulkley-Nechako Regional Transit Service Update memorandum.

CARRIED UNANIMOUSLY

Discussion took place regarding the bus stop change near the University of Northern BC Hospital in Prince George and Committee Terms of Reference (ToR). Staff will bring forward the (ToR) at a future meeting.

Lara Beckett, Chair and Director, Electoral Area C Nechako River-Chilako, Regional District of Fraser-Fort George requested a breakdown of riders at each stop. Staff will provide the information.

ADJOURNMENT**2025-RTC-003**

Moved by Director Brien

Seconded by Director Stoltenberg

That the meeting be adjourned at 1:24 p.m.

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL SERVICES COMMITTEE MEETING
Thursday, November 06, 2025**

Directors Present:

Mark Parker
Judy Greenaway
Clint Lambert - arrived at 10:15 a.m.
Shirley Moon - via Zoom
Chris Newell
Chair Michael Riis-Christianson
Stoney Stoltenberg

Directors Absent:

Alternate Directors:

Staff: Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning and
Development Services - via Zoom - arrived at
10:14 a.m.
Wendy Wainwright, Deputy Director of Corporate
Services
Nellie Davis, Manager of Strategic Initiatives and
Rural Services
Jason Blackwell - arrived at 10:02 a.m., left at 10:04
a.m.

Others: Shane Brien, District of Houston
Leroy Dekens, Village of Telkwa
Martin Elphee, District of Fort St. James
Kevin Moutray, District of Vanderhoof - via Zoom
Henry Wiebe, Village of Burns Lake

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 10:00 a.m.

Thursday, November 06, 2025

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AGENDA

November 6, 2025

2025-RSC-015

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Rural Services Committee Agenda for November 6, 2025 be approved as amended to include Deteriorating Cell Phone Service under New Business.

CARRIED UNANIMOUSLY

MINUTES

Rural Services Committee Meeting Minutes - October 9, 2025

2025-RSC-016

Moved by Director Stoltenberg

Seconded by Director Newell

That the Rural Services Committee Meeting Minutes of October 9, 2025 be approved.

CARRIED UNANIMOUSLY

REPORTS

Jason Blackwell, Regional Fire Chief - Civic Address Sign Project

2025-RSC-017

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Committee recommend that the Board approve staff to move forward with the 2026 NG 911 grant application from UBCM and provide overall grant management for the project.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid for Area C (Fort St. James Rural) - Fort St. James Public Library

2025-RSC-018

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Moved by Director Greenaway

Seconded by Director Stoltenberg

That the Committee recommend that the Board approve a grant of \$6,000 to the Fort St. James Public Library from Electoral Area C (Fort St. James Rural)'s allocation of Regional Grant in Aid for a re-useable inter-library shipping project.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Non-Profit Newsletter Project

2025-RSC-019

Moved by Director Stoltenberg

Seconded by Director Moon

That the Committee recommend that the Board direct staff to include a quarterly newsletter curated for non-profit organizations in the workplan for the Economic Development department.

CARRIED UNANIMOUSLY

NEW BUSINESS

Community Pastures

Director Moon brought forward the need for discussion regarding Community Pastures. Staff will bring forward at a future Committee of the Whole Meeting.

Deteriorating Cell Service

Chair Riis-Christianson brought forward concerns regarding deteriorating cell service along the highway corridors.

Discussion took place regarding the following:

- Letter from Ministry of Citizens' Services sent to the District of Fort St. James referencing the data from Cellular Drive Study undertaken by the Ministry
 - RDBN sending a letter requesting the information
- Changes from LTE to 5G technology and the potential lack of long-range capabilities
- Deteriorating cellular service along Highway 16
- Increased dropped cellular service along Highway 16
- Activation of 9 cell towers by Rogers Communication potentially impacting service

Thursday, November 06, 2025

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levels

- RDBN sent a letter to the Minister of Citizens' Services in April 2025
 - Send a follow-up letter.

Moved by Director Parker

Seconded by Director Newell

That the Committee recommend that the Board write a letter to the Ministry of Citizens' Services requesting the Cellular Drive Study data along Highway 16.

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Stoltenberg

Seconded by Director Newell

That the meeting be adjourned at 10:17 a.m.

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Danielle Patterson, Senior Planner

Date: November 20, 2025

Subject: **Crown Land Application Referral Nos 6409565 & 6409572 (Electoral Area G (Houston/Granisle Rural))**

RECOMMENDATION:

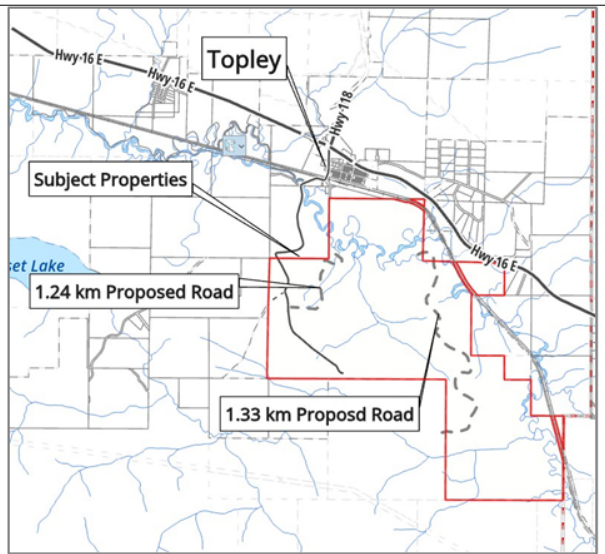
(all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application Nos. 6409565 & 6409572.

BACKGROUND

The applicant, 0974625 BC Ltd (DBA Free Growing Forestry Ltd.) has applied for two Licences of Occupation for Transportation (LoC) on behalf of the proponent 0974625 BC (DBA Industrial Transformers). The LoCs are requested for two to five years to construct and operate two 20-metre-wide temporary gravel roadways, with lengths of 1.24 km and 1.33 km.

The proponent proposes short-term logging operations on private lands approximately 1 km south of Topley. It is estimated that roadway construction will take three days.



Once the roadways are constructed there may be up to three logging truck loads of timber extracted over a period of a week.

The Bulkley River blocks existing road access to the subject property to the north and east. The proponent proposes accessing the property from the southeast and southwest via Strimbald Road, which is accessed from Sunset Lake Road. An investigative road layout and site visit were completed by a Registered Professional Forester, and it was determined that post-construction grass seeding would be required to prevent erosion. The proposed roadways will not cross any significant watercourses or waterbodies.

The properties are within the Agriculture Zone (Ag1) and Rural Resource Zone (RR1) and the 1.24 km roadway is within the Agricultural Land Reserve. No structures are proposed as part of the development and the RDBN Zoning Bylaw does not regulate roadways.

Planning staff do not know if the applicant has received approval of an Agricultural Land Commission Transportation and Utility Use application. Given this, staff have made note of the potential requirement in the attached comment sheet.

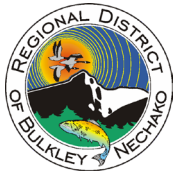
ATTACHMENTS:

- Comment Sheet
- [Applicant provided maps \(link\)](#)

STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability



Regional District of Bulkley-Nechako

Comment Sheet on Crown Land Referral Nos. 6409565 & 6409572

Electoral Area:	Electoral Area G (Houston/Granisle Rural)
Applicant:	0974625 BC Ltd.
Existing Land Use:	Treed/partially logged
Zoning:	Rural Resource Zone (RR1) (shorter road) and Agricultural Zone (Ag1) (longer road)
OCP Designation:	Agriculture (AG) in the Houston, Topley, Granisle Rural OCP, Bylaw No. 1622, 2011
Proposed Use Comply with Zoning:	Not applicable. Zoning bylaw does not regulate access roads.
If not, why?	Not applicable
Agricultural Land Reserve:	Partially
Access:	Strimbold Road (which is accessed via Sunset Lake Road)
Building Inspection:	Yes (exempt)
Fire Protection:	Topley Fire Protection Area
Other comments:	

The shorter proposed road segment is within the Provincial Agricultural Land Reserve. The RDBN recommends the proponent contact the Agricultural Land Commission (ALC) to determine whether an ALC Transportation and Utility Use application may be required.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Danielle Patterson, Senior Planner

Date: November 20, 2025

Subject: **Peace River Regional District New Zoning Bylaw Referral**

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

That staff be directed to inform the Peace River Regional District that the Regional District of Bulkley-Nechako has no concerns with the PRRD's Zoning Bylaw No. 2582, 2025.

BACKGROUND

The Peace River Regional District (PRRD) has been developing Zoning Bylaw No. 2582, 2025 to unify and replace their five existing zoning bylaws. The PRRD's Board gave Bylaw No. 2582, 2025 first reading and has referred the bylaw to the RDBN for review and comment. The Zoning Bylaw text and map schedules are available in the below links.

There are no apparent outstanding land use planning interface issues or other concerns relating to the RDBN identified in Zoning Bylaw No. 2582, 2025. The lands in proximity to the boundary between the PRRD and the RDBN are not proposed to be zoned, and the majority of zoned lands are concentrated in the Chetwynd-Fort St. John-Dawson Creek-Tumbler Ridge Corridor.

As a professional courtesy, Planning staff have provided comments of a minor nature to PRRD's Planning staff. Planning staff recommend the PRRD be informed that the RDBN has no concerns with their proposed Zoning Bylaw No. 2582, 2025.

ATTACHMENTS:

- [PRRD Zoning Bylaw No. 2582, 2025 Schedule A \(text\)](#)
- [PRRD Zoning Bylaw No. 2582, 2025 Schedule B \(mapping\)](#)

STRATEGIC PLAN ALIGNMENT:

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning & Development Services

Date: November 20, 2025

Subject: **Planning Service Pilot Project**

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

That the Regional District Board Chair and CAO be authorized to enter into an agreement for the provision of Planning Service to the Village of Burns Lake for a one year pilot project.

DISCUSSION

The RDBN Planning Department has been providing limited Planning Services to various member municipalities on a project specific basis since 2015. This work has included the processing of applications and the development of Official Community Plans. More recently the RDBN implemented a Regional Housing Initiative where staffing was increased to support municipalities in meeting its housing challenges in a coordinated and proactive manner. This staffing increase was funded for three years through a \$150,000 grant from the Northern Development Initiative Trust and the Growing Communities Fund.

The RDBN has been asked to consider providing the full range of Planning Services to the Village of Burns Lake. Other municipalities may also be interested in receiving such service. In response to this request staff have drafted the attached Land Use Planning Service Agreement for the Board's information. This draft agreement outlines the service that could be provided to the Village of Burns Lake on a one-year trial basis.

The Land Use Planning Service to be provided under the agreement include the following work:

- 1) Reporting and advising on land use issues as requested by Council, the CAO, or Corporate Officer.
- 2) Responding to public inquiries regarding the Village's land use and development policies, procedures, and regulations.
- 3) Working with Village staff to develop their capacity to respond to property information requests.
- 4) Responding to land use related referrals from the Province.
- 5) Processing the following land use and development applications:
 - a. OCP amendment applications;
 - b. Zoning bylaw amendment applications;

- c. temporary use permit applications;
- d. development permit applications;
- e. development variance permit applications;
- f. floodplain exemption applications; and
- g. sign permit applications;
- h. heritage alteration permits; and
- i. liquor / cannabis applications

In consideration for providing the Services staff are proposing that the Village pay an annual fee of \$40,000.00. This fee is based on the assumption that the equivalent of a 0.4 FTE shall be required annually to provide the service, and that a portion of the work will be covered by the RDBN's Regional Housing Initiative. Staff will track staff hours to confirm that appropriate resources are provided to the Service, and that the RDBN's costs are being covered.

The response times for RDBN inquiries, referrals, and applications may be impacted to a limited extent; however, staff anticipate that the work for the Village can be accommodated in 2026 with existing staffing and without an unacceptable impact to RDBN business.

ATTACHMENTS:

Land Use Planning Service Agreement

STRATEGIC PLAN ALIGNMENT:

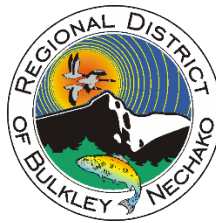
This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable

!!DRAFT!!

LAND USE PLANNING SERVICE AGREEMENT

BETWEEN THE

REGIONAL DISTRICT OF BULKLEY-NECHAKO



AND THE

VILLAGE OF BURNS LAKE

**VILLAGE OF
BURNS
LAKE**



LAND USE PLANNING SERVICE AGREEMENT

THIS AGREEMENT made this day of 2026

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

37 3rd Avenue, Box 820

Burns Lake, BC, V0J 1E0

(hereinafter called the "**RDBN**")

OF THE FIRST PART

AND:

VILLAGE OF BURNS LAKE

Box 570

Burns Lake, British Columbia, V0J 1E0

(hereinafter called the "**Village**")

OF THE SECOND PART

WHEREAS the RDBN and Village, may, as empowered by the *Local Government Act*, enter into an agreement for the RDBN to provide the municipality a service that is a work or service within the powers of the Municipality;

AND WHEREAS the RDBN and Village are willing to enter into an agreement for the RDBN to provide Land Use Planning Services within the boundaries of the Village;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree as follows:

Term

1. This Agreement is for a term of 1 year commencing on January __, 2026 and terminating on December __, 2026. This Agreement may be extended for an additional year on written agreement.

Intent

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall provide Land Use Planning Service (the Service) to the Village. The parties, as independent jurisdictions, agree that the RDBN shall provide the Service to the Village for the benefit of both the RDBN and Village.
3. Both parties agree that the Service shall be delivered in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and the Village, with the RDBN being the contractor for the Village. The RDBN staff providing the Service shall be representatives of the Village during the course of their duties under this Agreement.

Termination or Amendment

5. Either party may terminate this Agreement by delivering to the other party written notice, a minimum of 30 days in advance of the termination date.

Waiver

6. This Agreement is binding upon the parties hereto and their successors and assignees. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

The Service

7. "Land Use Planning Service" means the following.
 - (a) Reporting and advising on land use issues as requested by Council, the CAO, or Corporate Officer.
 - (b) Responding to public inquiries regarding the Village's land use and development policies, procedures, and regulations.
 - (c) Working with Village staff to develop their capacity to respond to property information requests.
 - (d) Responding to land use related referrals from the Province.
 - (e) Processing the following land use and development applications:

- i) OCP amendment applications;
 - ii) Zoning bylaw amendment applications;
 - iii) temporary use permit applications;
 - iv) development permit applications;
 - v) development variance permit applications;
 - vi) floodplain exemption applications; and
 - vii) sign permit applications;
 - viii) heritage alteration permits; and
 - ix) liquor / cannabis applications
- (f) Processing applications includes the following work:
- i) preparing referral packages to external agencies, First Nations, and internal staff on applications;
 - ii) preparing staff reports with adequate information necessary for Council to make informed decisions on applications;
 - iii) preparing permits and amendment bylaws, as necessary;
 - iv) providing professional land use planning opinions and recommendations on applications;
 - v) preparing public notification materials such a newspaper public hearing notices and letters to adjacent property owners;
 - vi) attending Council Meeting, public meetings or hearings as requested by the CAO or Corporate Officer for the Village.
- (g) Undertaking a review of the zoning bylaw and sign bylaw, including the following work:
- i) identifying recommended bylaw changes;
 - ii) drafting the zoning bylaw and sign bylaw amendment bylaws;
 - iii) preparing the required public hearing notice;
 - iv) the preparation of staff reports with adequate information necessary for Council to make an informed decision on bylaw amendments.

- (h) Reviewing building permit, subdivision, and business license applications for compliance to land use and development regulations (excluding the Building Bylaw, BC Building Code, and servicing standards).
- (i) Assisting the Village with additional land use planning projects not specified under in this agreement subject to mutual agreement between the Village and the RDBN. Such projects may be identified based on evolving priorities, legislative changes, or emerging community needs and may be incorporated into the scope of work through written amendments or addenda to this Agreement.
- (j) Advising the Village on policies and procedures for the processing of land use planning and development applications.
- (k) Providing basic GIS work required to support the Service including the work necessary to update GIS databases as necessary.

RDBN Responsibilities

- 8. The RDBN shall be responsible for the following.
 - (a) Providing the Service in a diligent manner utilizing qualified staff having suitable training and being properly supervised (PIBC membership is not necessary).
 - (b) Providing the Service in accordance with the *Local Government Act* and *Community Charter*, applicable municipal bylaws, the policies of the Council of the Village, and accepted procedures approved by the RDBN's Director or Deputy Director of Planning and Development.
 - (c) Completing application in the order in which they are received in the queue with RDBN applications. Time sensitive applications may jump the queue on request of the CAO for the Village on agreement by the Director or Deputy Director of Planning and Development. The review of the zoning bylaw and sign bylaw are optional based on RDBN staff capacity.
 - (l) Maintaining the digital files for applications and projects in accordance with the Village's file management policies.
 - (m) Ensuring the CAO for the Village is updated regularly, and on request, regarding the status of applications.
- 9. In the event of the absence of RDBN staff necessary to provide the Services the RDBN is not required to provide the Service until adequate resources are available. The RDBN shall make all reasonable efforts to ensure that required staffing levels are provided.

10. The Land Use Planning Service does not include, and the RDBN is not responsible for the duties of the Subdivision Approving Officer, undertaking bylaw enforcement activities, issuing business licences, or issuing permits not specifically listed in Section 7.
11. The RDBN shall not in any manner commit or purport to commit the Village to any 3rd party agreements or to the payment of any money except pursuant to this agreement.

Village Responsibilities

12. The Village shall be responsible for the following:
 - (a) collecting all fees pertaining to land use and development applications;
 - (b) ensuring all applications are submitted with a current certificate of title and copies of applicable charges on title;
 - (c) provide background and historical information on a parcel(s) that is the subject of a land use or development application when requested by the RDBN;
 - (d) responding to referrals on land use and development applications (Administration, Fire Department & Public Works);
 - (e) maintaining an email address (planning@burnslake.ca) for the receipt of referral responses, public comment on applications, and land use and development inquiries;
 - (f) posting public notices and receiving written public comments and referral responses on land use and development applications and providing those to RDBN staff without delay;
 - (g) upon receipt of a staff report from the RDBN on a land use application or referral, scheduling the report for consideration at a forthcoming meeting of the Village of Burns Lake Council;
 - (h) Providing RDBN staff access to the Village's digital filing system for the purpose of maintaining digital application and project files created under the Service; and
 - (i) Updating the Village's land use and development brochures and web site materials.
13. The Village shall not adopt any bylaws, procedures or policy in relation to the provision of the Service without consultation with the RDBN regarding any impact on the provision of the Service.
14. The Village will work cooperatively with the RDBN to establish internal procedures and policies necessary for the RDBN to provide the Service in an efficient and effective manner.
15. Advising the RDBN on Freedom of Information and Protection of Privacy Act issues related to the Service.

Communications

16. The Village Mayor or Councillors shall not provide direction or comment to RDBN staff related to the Service outside of a meeting of the Village of Burns Lake Council, or through the CAO for the Village.
17. The CAO for the Village and the Director or Deputy Director of Planning and Development for the RDBN shall meet monthly, or otherwise as mutually agreed, to review the status of work under the Service.
18. Report packages for Council's consideration should be forwarded via e-mail once complete to the Corporate Officer for the Village. Reports should be provided with adequate time to allow the CAO for the Village to review and comment on content. The final decision regarding report content rests with the Director or Deputy Director of Planning and Development for the RDBN. The CAO determines when reports go to Council.
19. RDBN staff shall coordinate with the Corporate Officer for the Village in the scheduling of public hearings and the provision of required notifications in accordance with statutory and bylaw requirements (e.g. advertising in local newspapers, notice board postings, web-page notifications, etc.).

Service Delivery Cost Recovery

20. In consideration for providing the Services under this Agreement the RDBN shall receive an annual fee (paid quarterly) of \$40,000.00 from the Village.
21. The fee in Section 19 is based on the assumption that the equivalent of a 0.4 FTE shall be required annually to provide the Service, and that a portion of the work will be covered by the RDBN's Regional Housing Initiative. The RDBN shall track staff hours to confirm that appropriate resources are provided to the Service, and that RDBN costs are being covered.
22. The RDBN shall be responsible for the salary, benefits and obligations to its employees involved in providing the Service.
23. The RDBN shall be responsible for the costs of providing vehicle transportation within the Village of Burns Lake, and all other supplies and materials used by its employees involved in providing the Service.
24. In addition to the fee in Section 19 of this agreement the Village shall be responsible for any legal fees incurred by the RDBN resulting from the RDBN's performance of this Agreement, and the cost of any newspaper notices associated with the Service.

Indemnity

25. The RDBN shall indemnify and save harmless the Village, its elected officials, employees and agents from any and all losses, claims, damages, actions, causes of action, costs and expenses that the Village may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason or my negligent act or omission of the RDBN or of any agent, employee, officer, or director of the RDBN in relation to the provision of Services under this Agreement, excepting always liability arising out of the independent negligent acts of the Village.
26. The Village shall indemnify and save harmless the RDBN, its elected officials, employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the RDBN may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any negligent act or omission of the Village or of any agent, employee, officer, elected official of the Village in relation to the provision of the Services under this Agreement, excepting always liability arising out of the independent negligent acts of the RDBN.

Insurance

27. The Village agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the RDBN as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the Services under this Agreement.
28. The RDBN agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate. If both the Village and the RDBN have claims to be indemnified under any insurance required by this Agreement, the indemnity first shall be applied to the settlement of the claim of the RDBN and the balance, if any, to the settlement of the claim of the Village.

Amendment

29. The parties may at any time amend the terms and conditions of this Agreement by agreement in writing. For greater certainty, no amendment of or departure from the terms and conditions of this Agreement shall become effective unless evidenced in writing.

Confidentiality

30. The Regional District will at all times treat as confidential, all information or material supplied to or obtained by the Regional District as a result of this Agreement and will not permit the

publication, release or disclosure of the same without the prior written consent of the Village, subject always to the Freedom of Information and Protection of Privacy Act.

Conflict of Interest

31. The RDBN shall not, during the Term, perform the Services for or provide advice to any person, firm or corporation where the performance of the Services or provision of the advice may, in the reasonable opinion of the Village, give rise to a conflict of interest, provided that the parties recognize that the RDBN shall provide planning services to other member municipalities and in its rural areas that may impact the Village.

Dispute Resolution

32. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:

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

Law Applicable

33. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement shall negate or fetter the legal authority of either party.

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

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

Chairperson

Corporate Officer

The Corporate Seal of the
Village of Burns Lake
was affixed hereto in the
presence of:

Mayor

Corporate Officer



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Steve Davis, Building Inspector

Date: November 20, 2025

Subject: **Section 57 Notice on Title 3336-3500 Poplar Rd, 3350 Poplar Rd, Electoral Area 'A' - Smithers / Telkwa Rural**

RECOMMENDATION:

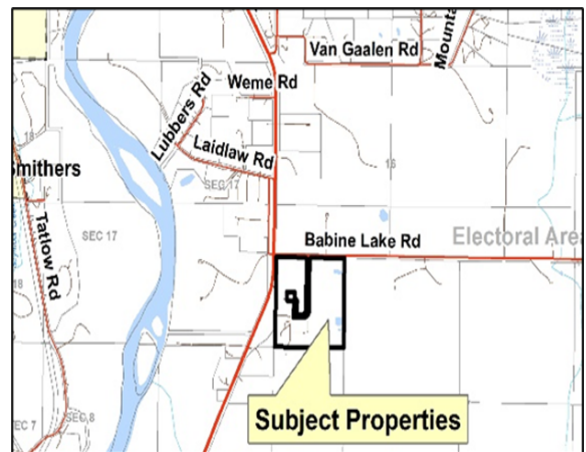
(all/directors/majority)

1. That the Board receive any input provided by the property owners.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as:
 - a. Block C, Section 16, Township 4, Range 5, Coast District, Plan 6397, Except Plans 8749 and PRP47360 (3336 – 3500 Poplar Road) and
 - b. Lot 1, Section 16, Township 4, Range 5, Coast District, Plan PRP47360 (3350 Poplar Road).

EXECUTIVE SUMMARY

Multiple dwelling units on two parcels on Poplar Road have been built without building permits or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012" (the Building Bylaw).

The Building Inspector recommends that a notice be placed on title of the subject properties in accordance with Section 57 of the Community Charter. This notice serves to advise interested parties, including potential buyers, of the situation.



BACKGROUND

Block C contains 18 dwellings.

Four dwellings were legally constructed prior to zoning or the requirement for a building permit. Ten dwellings were developed without the required building permits in former experimental farm buildings contrary to zoning and ALR regulations. Four dwellings are new buildings built without the required building permits and contrary to zoning and ALR regulations. Twelve of the fourteen illegally constructed dwellings were built by the current owner.

Lot 1 contains 3 dwellings. All three dwellings were constructed without building permits. Two of the three dwellings were built by the current property owner contrary to zoning and ALR regulations.

A table and map from the ALC are attached as Schedule A. They detail the location and status of all dwellings.

HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 notice on title. Records associated with the below chronology are available from staff on request.

June 19, 2019

In response to reports that dwellings had been built on the subject properties without building permits a site visit was undertaken by a Building Inspector and a Planner with the property owner. The illegally constructed dwellings were observed and documented.

May 7, 2020

Planning Department staff met with the property owner and explained the ALR and rezoning application process necessary to try to legalize the dwellings.



October 20, 2020

A Notice of Contravention letter (attached) was sent from the ALC Compliance and Enforcement Officer to the property owners regarding the unauthorised dwellings on the property. Applications for Non-Adhering Residential Use were requested from the property owners for the unauthorised dwellings.

June 2021

The RDBN processed Agricultural Land Reserve Non-Adhering Residential Use Application No. 1226 and submitted the application to the Agricultural Land Commission for approval.

February 27, 2023

The ALC released their decision (attached) on the Non-Adhering Residential Use Application. The ALC confirmed that 17 of the dwellings on the property were unauthorized and refused to support the application to allow any of these dwellings. The ALC decision included a statement that they would delay enforcement of the non-compliant dwellings for a period of two years, until February 27, 2025, to allow the occupants time to transition to new housing. The ALC encouraged the property owners to work with the RDBN and the ALC to develop a compliance plan.

May 23, 2023

The RDBN received a letter from the property owner asking for their help to apply for an ALR exclusion (attached). They requested that the RDBN consider making an application for the ALC to exclude Lot 1 and the area of Block C zone P1 from the Agricultural Land Reserve.

The RDBN Board responded to this request by directing the following:

1. That the property owners make an OCP amendment and rezoning application to legalize the residential dwellings on the subject properties.
2. And, that staff report back to the Board with direction regarding submission of an ALC exclusion application if bylaws amending the OCP and Zoning Bylaw to legalize the residential dwellings were supported at 3rd reading.

2024

In 2024 the RDBN processed an OCP amendment and rezoning application and associated bylaws through to 3rd reading to accommodate the illegally constructed dwellings. The RDBN also made application to the ALC for exclusion of the land from the ALR.

June 3, 2025

The ALR informed the RDBN and property owner that the exclusion application has been denied. The property owner informed the RDBN that they are currently considering their option to appeal the ALC's decision.

October 29, 2025

Notice (attached) was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing, in person, or electronically at the Regional District Board meeting concerning the matter. This notice was sent by registered mail.

DISCUSSION

With the denial of the ALC exclusion application the following steps are recommended by staff, in addition to registering a Section 57 notice on title.

- the OCP amendment and rezoning bylaw should not be adopted, and the application should be denied.
- The covenant (according to the terms of the covenant) may be released from title and the letter of credit may be cancelled.

However, staff intend to wait for the property owner to decide whether to request that the ALC reconsider their decision. The property owner has until June 2026 to make this decision.

SECTION 57 REQUIREMENTS

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.

- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the notice on title can be removed from title.

FURTHER ENFORCEMENT ACTION

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the illegal building removed.

The ALC granted a 6-month extension delaying enforcement until August 27, 2025. Staff are not aware of any ongoing enforcement action by the ALC.

STRATEGIC PLAN ALIGNMENT:

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

3. Housing Supply



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Steve Davis, Building Inspector

Date: November 20, 2025

Subject: **Section 57 Notice on Title, 46357 Cluculz Hill Rd, Electoral Area 'F' - Vanderhoof Rural**

RECOMMENDATION: (all/directors/majority)

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 69, District Lot 1775, Cariboo District, Plan 25016 (46357 Cluculz Hill Road)

EXECUTIVE SUMMARY

A dwelling at 46357 Cluculz Hill Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

The Building Inspector recommends that a Notice be placed on Title of the subject property in accordance with Section 57 of the *Community Charter*. This Notice serves to advise interested parties, including potential buyers, of the situation.

BACKGROUND

The property owner has constructed a dwelling without a building permit. An incomplete building permit application was received; however, a building permit could not be issued due to a lack of critical information.

HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 Notice on Title. Copies of emails, letters and other related correspondence are available upon request from the Planning Department.

November 28, 2024

The Building Inspector became aware of an unpermitted dwelling on the property. A letter was sent to the property owner by registered mail requesting that a completed building permit application be submitted.

December 3, 2024

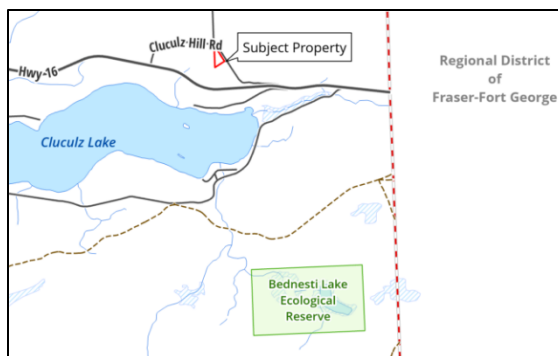
The building inspector dropped off a copy of the letter to the property and took some photos of the unpermitted dwelling. No one was home at the time of the site visit.

December 9, 2024

An incomplete building permit application was received from the property owner.

December 12, 2024

The Building Inspector sent an email to the property owner requesting the outstanding items needed to complete the building permit application. The outstanding items include:



- Building plans
- Owner Builder Authorization from BC Housing.
- Sewage disposal plans and permit from Northern Health.
- Site plan showing distances from the building to the property line and road.
- Step Code report from an Energy Advisor

January 31, 2025

The Building Inspector sent another email to the property owner requesting the outstanding items.

February 3, 2025

The property owner responded with an email saying they were working on gathering the requested information.

February 9, 2025

The building permit application fee was received from the property owner.

February 11, 2025

A basic floor plan was received from the property owner. The Building Inspector requested more detailed structural plans. The property owner said they would work on them as time permitted.

July 9, 2025

The Building Inspector sent an email to the property owner asking for the rest of the required documentation.

September 26, 2025

After a phone call from the Building Inspector requesting the missing documentation, the property owner sent an email requesting the return of the application fee and noted that they were unable to complete the building permit process. The Building Inspector noted that they would be bringing the matter to the RDBN Board for a Notice on Title request. The building permit fee was refunded.

October 29, 2025

Notice (attached) was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing, in person, or electronically at the Regional District Board meeting concerning the matter. This notice was sent by registered mail and by email.

SECTION 57 REQUIREMENTS

Section 57 of the *Community Charter* authorizes the RDBN to file a Notice on Title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a Notice on Title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the Notice on Title can be removed from Title.

FURTHER ENFORCEMENT ACTION

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the building removed.

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

Not Applicable



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning & Development Services

Date: November 20, 2025

Subject: **Building Inspection Service Agreements**

RECOMMENDATION:

(all/directors/majority)

That the Regional District Board Chair and CAO be authorized to enter into agreements for the provision of building inspection services to the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, the District of Fort St. James, the District of Houston, and the Village of Telkwa.

DISCUSSION

The Regional District of Bulkley-Nechako currently provides building inspection services to the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, the District of Fort St. James, the District of Houston, and the Village of Telkwa. The existing agreements expire December 31, 2025.

In staff's opinion this arrangement is mutually beneficial and should be continued. The existing agreements have worked well and no changes to the terms of the agreements are recommended. All 6 municipalities have indicated satisfaction with the service provided. A template agreement document is attached for the Board's information.

ATTACHMENTS:

Building Inspection Service Agreement

STRATEGIC PLAN ALIGNMENT:

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

- 3. Housing Supply
- 4. Community and Economic Stability

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

- 1.2 Share and discuss respective strategic goals and objectives to identify opportunities for cooperation and collaboration on areas of mutual interest.



**BUILDING INSPECTION
SERVICE AGREEMENT**

BETWEEN

REGIONAL DISTRICT OF BULKLEY-NECHAKO

AND

MUNICIPALITY

BUILDING INSPECTION SERVICE AGREEMENT

THIS AGREEMENT made this day of 2025

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO**37 3rd Avenue, Box 820****Burns Lake, BC, V0J 1E0**(hereinafter called the “**RDBN**”)

OF THE FIRST PART

AND:

MUNICIPALITY**Address****Address**(hereinafter called the “**District/Village**”)

OF THE SECOND PART

WHEREAS the RDBN and **District/Village**, under Section 263 (1)(b) and 334 of the Local Government Act, may enter into an agreement to provide the municipality a service that is a work or service within the powers of the Municipality;

AND WHEREAS the RDBN and **District/Village** are willing to enter into an agreement for the RDBN to provide Building Inspection Service within the boundaries of the **District/Village**;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree as follows:

Term

1. This Agreement is for a term of 5 years commencing on January 1, 2026 and terminating on December 31, 2030.

Intent

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall provide Building Inspection Service to the District/Village. The parties, as independent jurisdictions, agree that the RDBN shall provide Building Inspection Service to the District/Village for the benefit of both the RDBN and District/Village.
3. Both parties agree that Building Inspection Service shall be delivered in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and the District/Village, with the RDBN being the contractor for the District/Village. The Building Inspectors for the RDBN shall be representatives of the District/Village during the course of their duties under this Agreement, and all terms of the Local Government Act and the Community Charter respecting building inspection shall apply.

Termination or Amendment

5. Either party may terminate this Agreement by delivering to the other party written notice, a minimum of six (6) months in advance of the termination date.

Waiver

6. This Agreement is binding upon the parties hereto and their successors and assignees. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

Definitions

7. In this Agreement:

“Building Bylaw” means the (applicable building bylaw), as amended, or a replacement building bylaw.

“Building Inspection Service” means administering and enforcing the Building Bylaw, and performing the role of the building inspector in relation to Division 8 of the Community Charter. This includes the following:

- (a) receiving, reviewing and renewing applications for permits under the Building Bylaw;
- (b) issuing permits;

- (c) processing permit renewal applications;
- (d) carrying out building inspections;
- (e) following up on apparent Building Bylaw violations and lapsed permits and using best efforts to resolve these occurrences and close files;
- (f) issuing stop work orders and correction notices as necessary;
- (g) reporting unresolved Building Bylaw violations to the District;
- (h) handling requests from members of the public to review or obtain copies of the contents of building inspection files, including requests under the Freedom of Information and Protection of Privacy Act (British Columbia).

Provision of Building Inspection Service

8. The RDBN shall be responsible for the following.

- (a) Providing Building Inspection Service for the area incorporated as the District/Village from the RDBN office.
- (b) Providing the Building Inspection Service according to the policies of the Council of the District/Village and in accordance with accepted procedures established by the Director of Planning, Chief Administrative Officer (CAO), or designate of the RDBN.
- (c) Maintaining all building inspection files open for review by the District/Village during ordinary business hours.
- (d) Ensuring that enforcement action involving stop work orders are undertaken with the knowledge of the District/Village. In the case where an imminent threat to public safety or damage to property exists a stop work order may be issued without District/Village knowledge. The District/Village will be advised as soon as reasonably possible.
- (e) Designating the Director of Planning, Building Inspector, and CAO for the RDBN as the sole contacts with District/Village staff with respect to the provision of Building Inspection Service.
- (f) Providing a monthly report on building inspection activity within the District/Village.
- (g) Reporting to the CAO of the District/Village any infractions to building or zoning bylaws noted during inspections.

9. The RDBN will deliver the building inspection service in a diligent manner utilizing qualified building officials having suitable training and being properly supervised.

10. The District/Village shall be responsible for the following:

- (a) Designating the Building Inspectors for the RDBN by Council as building inspectors for the municipality and as persons to enforce the Building Bylaw as authorized agents under Section 16 of the *Community Charter*.
- (b) Designating the Chief Administrative Officer for the District/Village as the contact with RDBN staff with respect to the provision of Building Inspection Service.

- (c) Providing all necessary information to the Building Inspector including, but not limited to, community plans, zoning bylaws, and municipal service information on an ongoing basis as necessary. The District/Village shall also provide the required interpretation and administration of these bylaws and documents associated with the provision of the Building Inspection Service on an ongoing basis.
 - (d) Dealing with any enforcement action involving fines or Court action.
 - (e) Required Building Permit fees calculated by the Building Inspectors in accordance with the District/Village's fee schedule, shall be made to and collected by, the District/Village.
11. The RDBN and the District/Village acknowledge the powers contained within the *Local Government Act* that can only be exercised exclusively by the District Council.
 12. The RDBN will provide the Building Inspection Service in accordance with RDBN procedure unless a specific request for an alternative procedure is made by the District/Village. The RDBN may require this request in writing.
 13. The District shall not adopt any procedures in relation to the provision of the Building Inspection Service inconsistent with those of the RDBN without the prior written consent of the RDBN.
 14. The RDBN and the District/Village shall communicate annually to exchange information pertaining to outstanding permit files. The RDBN and District/Village shall jointly establish goals for closing outstanding files.
 15. In the event of the absence of the Building Inspector/s necessary to provide the Services the RDBN is not required to provide Building Inspection Service until adequate resources are available. The RDBN shall make all reasonable efforts to ensure that required staffing levels are provided.
 16. The District/Village Mayor or Councillors shall not contact the Building Inspectors directly regarding Building Inspection Services.

Service Delivery Cost Recovery:

17. In consideration for providing the Services under this Agreement:
 - (a) The RDBN shall receive an annual fee (paid quarterly) for the Building Inspection Service calculated in accordance with the table attached as Schedule A to this agreement.
 - (b) The RDBN shall receive a fee of \$70.00 per hour for Building Inspector time spent preparing evidence or attending in court to give evidence of alleged violations of the Building Bylaw or BC Building Code, on behalf of the District.
 - (c) The fee identified in Section 17a. shall be amended annually and shall take effect January 1st of each year.

Cost of Claims

18. The District/Village shall reimburse the RDBN for any deductible amount that the RDBN is obliged to pay in relation to a claim arising from services provided within the municipality.
19. The District/Village shall reimburse the RDBN for any damages award or portion thereof that actually results from a claim and that is not covered by the RDBN's errors and omissions insurance.
20. The District/Village shall reimburse the RDBN for any staff costs actually incurred by the RDBN in dealing with a claim arising from services provided within the municipality.

Binding Effect

21. This Agreement shall endure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Dispute Resolution

22. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
 - (a) immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
 - (b) if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
 - (c) a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the Commercial Arbitration Act to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Law Applicable

23. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement shall negate or fetter the legal authority of either party.

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

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

Chairperson

Chief Administrative Officer

The Corporate Seal of the
District/Village
was affixed hereto in the
presence of:

Mayor

Chief Administrative Officer

Schedule A**Building Inspection**
Calculation of Municipal Cost Sharing for 2025 (based on 2024 actuals)

	2020	2021	2022	2023	2024
Building Inspection Costs	489,121	485,010	572,325	602,120	589,039

5 Year Average
547,523

	Number of Permits				
Jurisdiction	2020	2021	2022	2023	2024
Granisle	10	3	4	3	6
Houston	26	40	24	25	14
Fraser Lake	10	6	11	10	2
Burns lake	20	24	22	27	14
Telkwa	12	13	11	19	16
Fort St. James	10	14	11	11	10
Municipal Total	88	100	83	95	62
Electoral Areas	137	147	138	108	76
Total	225	247	221	203	138

5 Year Average			2024 Bill
Permits	Percent	Cost Share	
5.2	2.5%	14,811	18,743
25.8	12.5%	73,487	70,287
7.8	3.8%	22,217	25,512
21.4	10.3%	60,955	57,271
14.2	6.9%	40,447	36,445
11.2	5.4%	31,902	29,156
85.6	41.4%	243,819	237,415
121.2	58.6%	345,220	
206.8	100.0%	589,039	



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: November 6, 2025
Subject: **Committee Meeting Recommendations - November 6, 2025**

RECOMMENDATION: (all/directors/majority)

Recommendation 1 through 6 as written.

BACKGROUND

The following are the recommendations from the November 6, 2025 Committee meetings for the Board's consideration and approval.

Committee of the Whole Meeting – November 6, 2025

Recommendation 1:

Re: Proposed Regulatory Policy for Renewable Energy Projects

That staff provide the BC Energy Regulator (BCER) with the comment that the review process for renewable projects should include the opportunity for local governments to review and comment on the various management plans to be submitted by the proponents with their application to the BCER.

Recommendation 2:

Re: Inaugural BC Agriculture Forum

That the Board approve attendance for any interested Directors at the 2026 BC Agriculture Forum hosted by the BC Agriculture Council in Penticton, BC on June 24 and 25, 2026.

Rural Services Committee – November 6, 2025

Recommendation 3:

Re: Civic Address Sign Project

That the Board approve staff to move forward with the 2026 NG 911 grant application from UBCM and provide overall grant management for the project.

Recommendation 4:

Re: Grant in Aid for Area C (Fort St. James Rural) - Fort St. James Public Library

That the Board approve a grant of \$6,000 to the Fort St. James Public Library from Electoral Area C (Fort St. James Rural)'s allocation of Regional Grant in Aid for a re-useable inter-library shipping project.

Recommendation 5:**Re: Non-Profit Newsletter Project**

That staff include a quarterly newsletter curated for non-profit organizations in the workplan for the Economic Development department.

Recommendation 6:**Re: Write a Letter to Ministry of Citizens' Services – Cellular Drive Study Data**

That the Board write a letter to the Ministry of Citizens' Services requesting the Cellular Drive Study data along Highway 16.

ATTACHMENTS:

None

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

- 2. Advocacy with the Province
- 4. Community and Economic Stability



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: November 20, 2025
Subject: **RDBN 2026 Meeting Schedule**

RECOMMENDATION: (all/directors/majority)

That the Board approve the 2026 meeting schedule.

BACKGROUND

In accordance with the RDBN Procedure Bylaw, the Board is required to establish the time, place, and dates for its regular Board and Committee meetings at the Inaugural Meeting each year. Attached for the Board's consideration is the proposed 2026 meeting schedule. The schedule includes one meeting in July, two in August, and one in September, maintaining the same overall number of meetings while allowing for two meetings in October ahead of the Local Government Elections on October 17th. Following the election, municipalities must appoint their regional district representatives

ATTACHMENTS:

2026 RDBN Meeting Calendar

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

2026 RDBN Meeting Calendar

Calendar for Year 2026 (Canada)



January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

- | | | | | |
|---|--|--|---|--|
| <p>Jan 1 • New Year's Day</p> <p>Jan 15 • Board/Committee Meetings</p> <p>Jan 20 • BC Natural Resources Forum</p> <p>Jan 21 • BC Natural Resources Forum</p> <p>Jan 22 • BC Natural Resources Forum</p> <p>Jan 26 • Minerals Roundup</p> <p>Jan 27 • Minerals Roundup</p> <p>Jan 28 • Minerals Roundup</p> <p>Jan 29 • Board/Committee Meetings</p> <p>Jan 29 • Minerals Roundup</p> <p>Jan 29 • Board/Committee Meetings</p> <p>Feb 16 • Family Day (British Columbia)</p> <p>Feb 16 • Board/Committee Meetings</p> <p>Mar 10 • Electoral Area Directors Forum</p> <p>Mar 11 • Electoral Area Directors Forum</p> <p>Mar 12 • Board/Committee Meetings</p> <p>Mar 26 • Board/Committee Meetings</p> <p>Apr 3 • Good Friday (All except QC)</p> | <p>Apr 6 • Easter Monday (NB, NT, NU)</p> <p>Apr 8 • Council of Forest Industries (COFI)</p> <p>Apr 9 • Council of Forest Industries (COFI)</p> <p>Apr 10 • Council of Forest Industries (COFI)</p> <p>Apr 16 • Board/Committee Meetings</p> <p>Apr 22 • UBCM Chair & CAO Forum</p> <p>Apr 23 • UBCM Chair & CAO Forum</p> <p>Apr 30 • Board/Committee Meetings</p> <p>May 6 • Minerals North</p> <p>May 7 • Minerals North</p> <p>May 8 • Minerals North</p> <p>May 14 • Board/Committee Meetings</p> <p>May 18 • Victoria Day (All except NS, PE, QC)</p> <p>May 19 • NCLGA Convention</p> | <p>May 20 • NCLGA Convention</p> <p>May 21 • NCLGA Convention</p> <p>May 22 • NCLGA Convention</p> <p>May 28 • Board/Committee Meetings</p> <p>Jun 4 • FCM Conference</p> <p>Jun 5 • FCM Conference</p> <p>Jun 6 • FCM Conference</p> <p>Jun 7 • FCM Conference</p> <p>Jun 10 • Keeping it Rural Conference</p> <p>Jun 11 • Board/Committee Meetings</p> <p>Jun 11 • Keeping it Rural Conference</p> <p>Jun 12 • Keeping it Rural Conference</p> <p>Jun 25 • Board/Committee Meetings</p> <p>Jul 1 • Canada Day</p> <p>Jul 16 • Board/Committee Meetings</p> <p>Aug 3 • British Columbia Day (British Columbia)</p> <p>Aug 13 • Board/Committee Meetings</p> | <p>Aug 27 • Board/Committee Meetings</p> <p>Sep 7 • Labour Day</p> <p>Sep 10 • Board/Committee Meetings</p> <p>Sep 14 • UBCM Conference</p> <p>Sep 15 • UBCM Conference</p> <p>Sep 16 • UBCM Conference</p> <p>Sep 17 • UBCM Conference</p> <p>Sep 18 • UBCM Conference</p> <p>Sep 30 • National Day for Truth and Reconciliation (Many regions)</p> <p>Sep 30 • National Day for Truth and Reconciliation</p> <p>Oct 1 • Board/Committee Meetings</p> <p>Oct 12 • Thanksgiving Day (All except NS, PE)</p> <p>Oct 15 • Board/Committee Meetings</p> <p>Oct 17 • Local Government Elections</p> | <p>Nov 11 • Remembrance Day (All except MB, ON, QC)</p> <p>Nov 12 • Board/Committee Meetings</p> <p>Nov 26 • Board/Committee Meetings</p> <p>Dec 10 • Board/Committee Meetings</p> <p>Dec 25 • Christmas Day</p> <p>Dec 26 • Boxing Day (Many regions)</p> <p>Dec 28 • Winter Break Closure</p> <p>Dec 29 • Winter Break Closure</p> <p>Dec 30 • Winter Break Closure</p> <p>Dec 31 • Winter Break Closure</p> |
|---|--|--|---|--|



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: November 20, 2025

Subject: **Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2093, 2025**

RECOMMENDATION: (all/directors/majority)

That Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2093, 2025 be given first, second, and third reading this 20th day of November, 2025.

BACKGROUND

Attached is Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2093, 2025. The property owner has requested that their property be included in the fire protection area. The Telkwa Fire Chief, Village of Telkwa Council, Electoral Area A Director, and Regional Fire Chief are supportive of the request.

ATTACHMENTS:

Bylaw 2093

STRATEGIC PLAN ALIGNMENT:

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2093

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

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 668 a service of fire protection to a portion of Electoral Area "A" known as the "Telkwa Rural Fire Protection Local Service Area";

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

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

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

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

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

LOT B DISTRICT LOT 791 RANGE 5 COAST DISTRICT PLAN EPP8316

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

- 2) This bylaw may be cited as "Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2093, 2025."

Bylaw No. 2093

Page 2 of 2

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

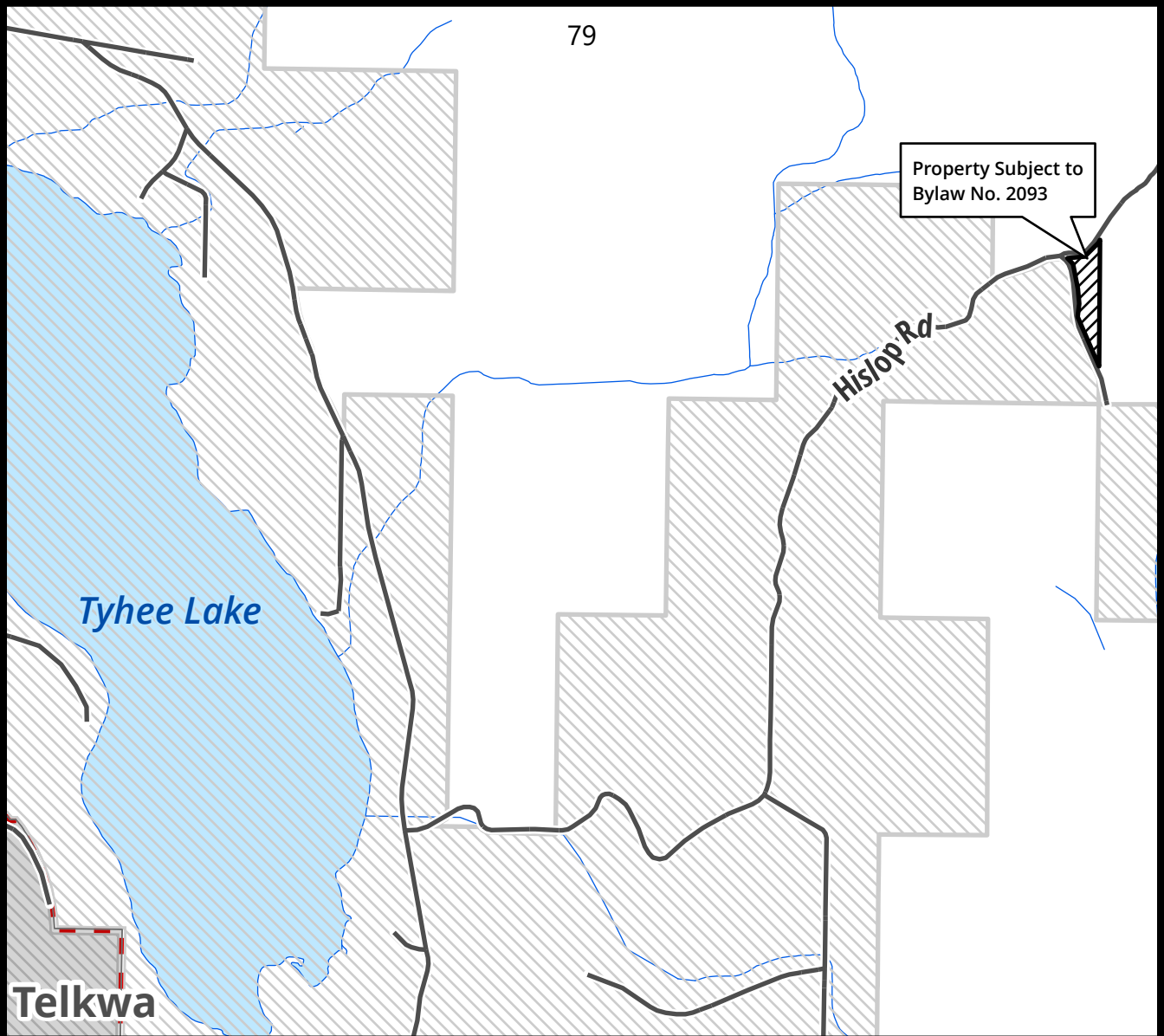
ADOPTED this day of , 2025

Chairperson

Corporate Administrator

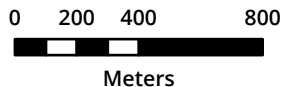
I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2093 as adopted.

Corporate Administrator



Bylaw 2093: Schedule A
Regional District of Bulkley-Nechako
Electoral Area A (Smithers Rural)
Produced: 2025-11-10

 Telkwa Rural Fire Protection Area





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: November 20, 2025

Subject: **Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 2092, 2025**

RECOMMENDATION: (all/directors/majority)

That Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 2092, 2025 be adopted this 20th day of November, 2025.

BACKGROUND

Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 2092, 2025 was given three reading on October 23, 2025. The Board may now adopt the bylaw.

ATTACHMENTS:

Bylaw No. 2092

STRATEGIC PLAN ALIGNMENT:

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2092****A bylaw to amend the tax limit of the Topley Rural Fire Protection Service**

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1743, the "Topley Rural Fire Protection Service" for the provision of fire protection and suppression in the service area.

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from NINETY THOUSAND DOLLARS (\$90,000) per annum to ONE HUNDRED TWELVE THOUSAND DOLLARS (\$112,000) per annum.

AND WHEREAS under Section 349 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 5 of Bylaw No. 1743 is hereby repealed and replaced with the following:
The maximum amount of taxation that may be requisitioned annually for this service under Section 806.1(1)(a) of the *Local Government Act* is ONE HUNDRED TWELVE THOUSAND DOLLARS (\$112,000) per annum.
2. This bylaw may be cited as "Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 2092, 2025."

Page 2 of Bylaw No. 2092

READ A FIRST TIME this 23 day of October, 2025

READ A SECOND TIME this 23 day of October, 2025

READ A THIRD TIME this 23 day of October, 2025

CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this 6th day of November, 2025

CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this 6th day of November, 2025

ADOPTED this __ day of __, 2025

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2092 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: John Illes, CFO
Alex Eriksen, Director of Environmental Services

Date: November 20, 2025

Subject: **Fort Fraser Sewer and Water Update**

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

That the "Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 2087, 2025" be given first, second, and third reading this 20th day of November, 2025.

That the "Regional District of Bulkley-Nechako Sewer Service Regulatory Amendment Bylaw No. 2088, 2025" be given first, second, and third reading this 20th day of November, 2025.

BACKGROUND

The provision of water services was established by Supplementary Letter Patent on May 1, 1980 and for sewer services was established on December 18, 1980.

Water Service

Bylaw 2087 proposes to amend Bylaw 1575 to clarify that user fees will be rounded to the nearest whole dollar and to provide a penalty for late payment. The penalty for late payment was discussed by the Fort Fraser Local Commission on October 20, 2025 and the Commission recommended that this change be included in the next regulatory bylaw amendment.

Sewer Service

Bylaw 2088 proposes to amend Bylaw 1576 to clarify that user fees will be rounded to the nearest whole dollar and to provide a penalty for late payment. The penalty for late payment was discussed by the Fort Fraser Local Commission on October 20, 2025 and the Commission recommended that this change be included in the next regulatory bylaw amendment.

ATTACHMENTS:

New Bylaws for Consideration

Bylaw 2087 Fort Fraser Water Service Regulatory Amendment Bylaw
Bylaw 2088 Fort Fraser Sewer System Regulatory Amendment Bylaw

Current (not repealed or superseded) Services Bylaw

Bylaw 1576 Fort Fraser Sewer Service Regulatory Bylaw

Bylaw 1575 Fort Fraser Water Service Regulatory Bylaw

STRATEGIC PLAN ALIGNMENT:

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

Not Applicable

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2087****A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011"**

WHEREAS the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011";

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

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

1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. Section 10.3 is hereby repealed and replaced with the following:
"10.3 The rate shall be due and payable annually on the first business day in July. A penalty of 5% shall be incurred for any amount not paid by this date. A further 5% penalty shall be incurred for any amount not paid by the first business day in October. "
3. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 2087, 2025."

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

ADOPTED this day of , 2025

Chairperson

Corporate Administrator

Certified a true and correct copy of Bylaw No. 2087 as adopted.

Corporate Administrator

SCHEDULE "A" – WATER USER AND CONNECTION FEES Fort Fraser Water System

A. USER FEES

<u>Category of Consumer</u>		<u>Annual User Fee Beginning on January 1, 2025</u>
1	Residential Dwelling	318.00
2	Café or Restaurant	530.00
3	Laundromat (per washer)	132.00
4	Motel or Hotel (per unit)	132.00
5	School (per classroom)	424.00
6	Service Station	530.00
7	Churches and Community Halls	207.00
8	Commercial Users	530.00
9	Truck Shop, Car or Truck Wash	1067.00

** The 2025 rate (and the rate beginning on January 1st for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonally adjusted) from end of December to the end of December for all items and services and rounded to the nearest whole dollar.

B. CONNECTION/DISCONNECTION FEES

<u>CATEGORY</u>	<u>CHARGE</u>
New Connection	Actual Cost plus \$100.00 connection Fee
Permanent Disconnection Fee	Actual Cost plus \$100.00 disconnection Fee

Turn-On / Turn-Off

Requests associated with repair:

- | | |
|---|-----------|
| 1) Emergency – outside normal operators work schedule | \$ 100.00 |
| 2) Requests – scheduled with operators work schedule | \$ 50.00 |
| 3) Other requests not associated with repair works | \$ 50.00 |

Repair works may include; repair or replace defective pipes, fittings, valves, tanks or appliances.

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 2088

A bylaw to amend "Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011"

WHEREAS the Regional District of Bulkley-Nechako has enacted "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1576, 2011";

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to amend the user fees;

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

1. Schedule "A" of "Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011" is hereby repealed and replaced with Schedule "A" attached to this bylaw.
2. Section 11.3 is hereby repealed and replaced with the following:
"11.3 The rate shall be due and payable annually on the first business day in July. A penalty of 5% shall be incurred for any amount not paid by this date. A further 5% penalty shall be incurred for any amount not paid by the first business day in October. "
3. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Sewer Service Regulatory Amendment Bylaw No. 2088, 2025."

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

ADOPTED this day of , 2025

Chairperson

Corporate Administrator

Certified a true and correct copy of Bylaw No. 2088 as adopted.

Corporate Administrator

SCHEDULE "A" – SEWER USER AND CONNECTION FEES

Fort Fraser Sewer System

A. USER FEES

<u>Category of Consumer</u>		<u>Annual User Fee Beginning on January 1, 2025</u>
1	Residential Dwelling	176.00
2	Café or Restaurant	352.00
3	Laundromat (per washer)	88.00
4	Motel or Hotel (per unit)	130.00
5	School (per classroom)	689.00
6	Service Station	352.00
7	Churches and Community Halls	130.00
8	Commercial Users	352.00
9	Truck Shop, Car or Truck Wash	704.00

** The 2025 rate (and the rate beginning on January 1st for each subsequent year) shall be the rate of the previous year multiplied by the Statistics Canada Consumer Price Index for British Columbia (not seasonally adjusted) from end of December to the end of December for all items and services and rounded to the nearest whole dollar.

B. CONNECTION/DISCONNECTION FEES

Category	Charge
New Connection	Actual Cost plus \$100.00 Connection
Permanent Disconnection	Actual Cost plus \$100.00 disconnection Fee

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW No. 1576, 2011

A BYLAW TO REGULATE AND MANAGE THE FORT FRASER SEWER SYSTEM

WHEREAS the Regional District of Bulkley-Nechako was granted the function of Division XV – Specified Area – by Supplementary Letters Patent dated May 1, 1980 which established a specified area to be known as the Fort Fraser Sewer Specified Area being the former Fort Fraser Water-works District;

AND WHEREAS the Regional District of Bulkley-Nechako owns and operates a community sewer system for the Fort Fraser Local Community in Electoral Area “D” (Fraser Lake Rural)

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



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1. DEFINITIONS

1.1. For the purpose of this bylaw, the following terms shall have the meanings indicated:

“Accredited Laboratory” means any laboratory accredited by an authorized accreditation body in accordance with a standard based on *“CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories”* established by the Standards Council of Canada, as amended, or *“ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories”* established by the International Organization for Standardization, as amended.

“Authorized Person” means the Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District of Bulkley-Nechako.

“Biomedical Waste” means biomedical waste as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Blowdown Water” means recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

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

“Clear-Water Waste” – means and includes cooling water and other water that has not come into contact with wastewater contaminant sources.

“Combustible Liquid” means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.

“Commission” means the Fort Fraser Local Community Commission established by the Regional District of Bulkley-Nechako.

“Connection” or **“Drain”** means that part or those parts of any pipe or system of pipes leading directly to a wastewater works.

“Cooling Water” means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

“Domestic Wastewater” means wastewater produced on a residential premises or sanitary waste and wastewater from showers and restroom washbasins produced on commercial or institutional property.

“Fuel” means alcohol, gasoline, naphtha, diesel oil, or any other ignitable substance intended for use as a fuel.

“Grab Sample” means a volume of wastewater, uncontaminated water, or effluent which is collected over a period not exceeding 15 minutes.

“Ground Water” means water beneath the earth’s surface accumulating as a result of seepage.

“Hauled Wastewater” means waste removed from a wastewater system, including a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a wastewater (sewage) holding tank.

“Hazardous Waste” means hazardous waste as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Ignitable” means ignitable as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Industrial” means of or pertaining to manufacturing, commerce, trade, or business as distinguished from domestic, residential, commercial or institutional.

“Industrial Wastewater” means any wastewater from an industry, excluding hauled wastewater.

“Industry” means any owner or operator of industrial premises.

“Institution” means a facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, and military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, and industrial processes.

“Matter” means any solid, liquid, or gas.

“Multiple Regional District Sewer Connection” means a Regional District sewer connection providing service to two or more premises.

“Non-Domestic Wastewater” means all wastewater except domestic wastewater, sanitary wastewater, storm water, uncontaminated water, and septic tank waste;

“Owner” in respect of real property means the registered owner and includes the owner’s agent, a tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, and the holder or occupier of Crown land or municipal land (other than the Crown or a municipality).

“Pathological Waste” means human body parts; blood and other body fluids.

“Polychlorinated Biphenyls (PCBs)” means any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

“Person” means an individual, association, partnership, corporation, municipality, or an agent or employee of such a person.

“Pest Control Product” means a pest control product as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

“Premises” means any residence, building, or structure connected to the sewer system.

“Property” means any and all parcels of land contained within the boundaries of the Fort Fraser Local Sewer Service Area.

“Private Sewer Connection” means that part of any drain or system of drains lying within the limits of the private lands and leading to a Regional District sewer connection.

“Prohibited Waste” means prohibited waste as defined in Schedule “B” of this bylaw.

“Radioactive Waste” means substances defined in the federal *Nuclear Safety and Control Act* and the regulations passed thereunder, as amended from time to time.

“Reactive” means reactive as defined in the *Environmental Management Act*, SBC 2003, c.53, B.C. Reg. 63/88.

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

“Regional District Sewer Connection” means that part of any drain leading from the private sewer connection and connected to the Regional District sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.

“Sanitary Sewer” means a sewer for the collection and transmission of residential, commercial or institutional wastewater or any combination thereof.

“Sanitary Wastewater” means wastewater that contains human feces, urine, blood, or body fluids originating from sanitary conveniences or other sources.

“Septic Tank Waste” means any waste extracted from a septic tank, sewage holding tank, or other containment for human excretion and wastes.

“Sewer” means a pipe, conduit, or drain for the collection and transmission of wastewater.

“Sewer System” means the Fort Fraser Local Community wastewater collection and treatment system.

“Spill” means a direct or indirect discharge into the wastewater works which is abnormal in quantity or quality in light of all the circumstances of the discharge.

“Standard Methods” means a procedure or method set out in *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association, and the Water Environment Federation, latest edition or approved in writing by an Authorized Person.

“Storm Water” means the water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

“Subsurface Drainage Pipe” means a pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.

“Subsurface Water” means groundwater including foundation drain water.

“Toxic Substance” means any substance defined as toxic under the *Canadian Environmental Protection Act*, 1999, c. 33, as amended from time to time.

“Waste Disposal Site Leachate” means the liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.

“Wastewater” means the composite of water and water-carried wastes from residential, commercial, or institutional premises.

“Wastewater Sludge” means the solid material recovered from the wastewater treatment process.

“Wastewater Treatment Facility” means any structure or thing used for the physical, chemical, biological, or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage, and disposal facilities.

“Wastewater Works” means any works for the collection, transmission, treatment, and disposal of wastewater including a sanitary sewer or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

- 1.2. All words in this bylaw referring to any person, consumer, or applicant shall be taken to be of such number and gender as the context and the facts may require and shall also include a partnership, association, company, society, or corporation.



2. ADMINISTRATION

- 2.1. The Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District shall administer and ascertain whether this bylaw is being observed.
- 2.2. Every person to whom sewer service is supplied under this bylaw shall at all reasonable times allow any Authorized Person to enter into and upon the Premises in respect of which such sewer service is supplied for the purpose of inspecting the sewer pipes, fixtures, and fittings used in connection with such sewer service.

3. AUTHORITY OF AUTHORIZED PERSON

- 3.1. An Authorized Person has the authority to carry out any investigation reasonably required to ensure compliance with this bylaw, including but not limited to:
 - 3.1.1. Take samples of Wastewater flowing within a private sewer connection;
 - 3.1.2. Collect and analyze samples of hauled Wastewater coming to a discharge location;
 - 3.1.3. Investigate the Premises where a release of prohibited waste or of water containing prohibited waste has been made or is suspected of having been made, and to sample any or all matter that in his/her opinion could have been part of the release.
- 3.2. An Authorized Person may issue a discharge abatement order to:
 - 3.2.1. Require a person to alter the quantity, composition, duration, and timing of the discharge or cease discharge of Hauled Wastewater to a Wastewater Treatment Facility; and
 - 3.2.2. Include any terms or conditions that could be included in a waste discharge permit; and
 - 3.2.3. Shut down all non-compliant releases; and
 - 3.2.4. An Authorized Person may amend or cancel a discharge abatement order.
- 3.3. No person shall hinder or prevent an Authorized Person from carrying out any of his/her powers or duties.



4. OWNERSHIP OF SEWER SYSTEM

- 4.1. All sewer pipes, connections, appurtenances, or facilities required for sewer service to the Owner's property line which are constructed, whether at the Owner's expense or the Regional District expense, in present or future public highways, or within Regional District right-of-way property shall be the property of the Regional District.
- 4.2. Nothing contained in this bylaw shall be construed to impose any liability on the Regional District or the Commission to provide continuous sewer service to any person or Premises, and the Regional District and the Commission hereby reserve the right at any time to disconnect the sewer service from any Premises without giving notice to any person from whose Premises the service may be disconnected.

5. SANITARY SEWER REQUIREMENTS

- 5.1. No person shall release, or permit the release of, any matter into the sanitary sewer system except:
 - 5.1.1. Domestic Wastewater that complies with the requirements of this bylaw;
 - 5.1.2. Hauled Wastewater, including septage, that complies with the requirements of this bylaw;
- 5.2. No person shall release, or permit the release of, any prohibited waste listed in Schedule "B" of this bylaw.
- 5.3. No person shall in any way connect to the sanitary sewer system, drain or permit to be drained into the sanitary sewer system, any clear-water waste, roof drains, rainwater run-off, storm water, surface water or groundwater.

6. PROHIBITION OF DILUTION

- 6.1. No person shall discharge directly or indirectly, or permit the discharge or deposit of Wastewater into a sanitary sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "B" of this bylaw.

7. SEWER CONNECTION

- 7.1. Prior to connecting to the sewer system, approval in writing must be obtained from the Regional District.



- 7.2. All applications for sewer connection shall be made in writing to the Regional District on an "Application for Sewer Connection" in the form attached hereto as Schedule "C" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 7.3. All applications for sewer connection shall state the following:
 - 7.3.1. The use of the building for which the sewer service is to be connected;
 - 7.3.2. The legal description and location (including street address) of the property or building to which the installation is to be made; and
 - 7.3.3. The name and contact information of the certified contractor hired to complete the Private Sewer Connection work.
- 7.4. When required by the Regional District, the applicant shall furnish a site plan and specifications which show:
 - 7.4.1. The purpose of the sewer service, the size of pipes, and the number of Wastewater outlets related or connected thereto; and
 - 7.4.2. A description of the material which the applicant proposes to use.
- 7.5. Each new application for service shall give a full and true statement on the form provided by the Regional District of the size and description of the Premises, the number of dwelling units therein, and all other information that may be necessary to determine the annual fee to be charged against the applicant for the said Premises. If the statement given is not accurate, any additional charge required to be made by reason that the statement is inaccurate shall be payable forthwith.
- 7.6. When a new service connection is required, the connection fee prescribed by Schedule "A" of this bylaw shall be paid by the applicant at the time application for connection is made.
- 7.7. The Regional District reserves the right, at its sole discretion, to refuse any application for sewer connection because of sewer treatment capacity reasons or because of unpaid fees or costs due.
- 7.8. No application shall be considered approved until it has been signed by the Regional District.
- 7.9. The Regional District reserves the right, at its sole discretion, to refuse to make any sewer collection system extensions and/or install sewer service pipe to any Owner's property line under extreme weather conditions.



8. GENERAL CONNECTION AND USE REQUIREMENTS

- 8.1. Every plumbing system shall conform to the *British Columbia Building Code*.
- 8.2. Notwithstanding the provisions of Section 8.1, plumbing systems that pre-exist this bylaw and which do not conform to the appropriate Provincial regulations shall be required to conform should the plumbing system be renovated or replaced.
- 8.3. No service pipes or fittings shall be covered until they have been inspected and approved by the Regional District.
- 8.4. All persons using the sewer service shall protect their service pipes and other fixtures from frost and other damage at their own risk and expense.
- 8.5. All service pipes, including that portion of the service pipe between the Owner's property line and the Premises shall be installed in accordance with Schedule "F" of this bylaw.
- 8.6. The occupant of any Premises shall notify the Regional District immediately upon becoming aware of any leaky pipes on the Premises. Upon notification by the Regional District, the occupant must complete the necessary repairs or alterations to leaky or imperfect pipes within five working days.

9. ADDITIONAL CONNECTION REQUIREMENTS

9.1. Food-Related Oil and Grease Interceptors

- 9.1.1. The Owner or operator of a restaurant or other commercial, or institutional Premises where food is cooked, processed or prepared, at the request of the Regional District, shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its Premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.
- 9.1.2. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.
- 9.1.3. All interceptors shall be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor shall meet the requirements of CAN/CSA B-481.



9.1.4. The Owner or operator of the restaurant or other commercial or institutional Premises where food is cooked, processed or prepared, at the request of the Regional District, shall keep the document of proof for interceptor cleanout and oil and grease disposal for review if requested by an Authorized Person.

9.1.5. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of an Authorized Person, an Authorized Person may require an alarmed monitoring device to be installed, at the expense of the Owner.

9.2. Vehicle Service Oil and Grease Interceptors

9.2.1. The Owner or operator of a motor vehicle service station, repair shop or garage or of a commercial or institutional Premises or any other establishment where motor vehicles are repaired, lubricated or maintained, at the request of the Regional District, shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its Premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).

9.2.2. All oil and grease interceptors and separators shall be maintained *in good working order* and according to the manufacturer's recommendations and shall be tested regularly to ensure performance is maintained to the manufacturer's specifications for performance.

9.2.3. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.

9.2.4. A maintenance schedule and record of maintenance shall be made available to an Authorized Person, upon request, for each oil and grease interceptor installed.

9.2.5. The Owner or operator of a motor vehicle service station, repair shop or garage or a commercial or institutional Premises or any other establishment where motor vehicles are repaired, lubricated or maintained, shall keep the document of proof for interceptor cleanout and oil and grease disposal for review if requested by an Authorized Person.

9.2.6. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of an Authorized Person, an Authorized Person may require an alarmed monitoring device to be installed, at the expense of the Owner.



9.3. Sediment Interceptors

- 9.3.1. Every Owner or operator of a Premises from which sediment may directly or indirectly enter a sewer, including but not limited to Premises using a ramp drain or area drain and car and vehicle wash establishments, at the request of the Regional District, shall take all necessary measures to ensure that such sediment is prevented from entering the drain or sewer.
- 9.3.2. All sediment interceptors shall be maintained in good working order and according to manufacturer's recommendations and shall be tested regularly to ensure performance is maintained to the manufacturer's specifications for performance.
- 9.3.3. A maintenance schedule and record of maintenance shall be submitted to an Authorized Person, upon request, for each sediment interceptor installed.

9.4. Back-flow Prevention

- 9.4.1. When required by the Regional District, and when connected to the municipal water supply, a building's main sanitary sewer service line must be equipped with a back-water valve located inside the building foundation at a point downstream of all building laterals and at a location approved by the building official. The back-water valve must be of the full-port (normally open) type and be in accordance with the *British Columbia Building Code*.

10. SEWER DISCONNECTION

10.1. Where Wastewater which:

- a) Is hazardous or creates an immediate danger to any person;
- b) Endangers or interferes with the operation of the Wastewater collection system; or
- c) Causes or is capable of causing an adverse effect;

is discharged to the Wastewater collection system, an Authorized Person may, in addition to any other remedy available, disconnect, plug or seal off the sewer line discharging the unacceptable Wastewater into the Wastewater collection system or take such other action as is necessary to prevent such Wastewater from entering the Wastewater collection system.

- 10.2. The Wastewater may be prevented from being discharged into the Wastewater collection system until evidence satisfactory to the Regional District has been produced to assure that no further discharge of hazardous Wastewater will be made to the Wastewater collection system.

- 10.3. Where the Regional District takes action pursuant to subsection 10.1, an Authorized Person may by notice in writing advise the Owner or occupier of the Premises from which the Wastewater was being discharged, of the cost of taking such action and the Owner or



occupier, as the case may be, shall forthwith reimburse the Regional District for all such costs which were incurred.

10.4. Upon approval in writing from the Regional District, a sewer connection may be permanently disconnected.

10.5. All applications for sewer disconnection shall be made in writing to the Regional District on an "Application for Sewer Disconnection" in the form attached hereto as Schedule "D" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.

10.6. All applications for sewer disconnection shall state the following:

10.6.1. The use of the building for which the sewer service is to be disconnected; and

10.6.2. The legal description and location (including street address) of the property or building to which the disconnection is to be made.

10.7. When a service disconnection is required, the disconnection fee prescribed by Schedule "A" of this bylaw shall be paid by the applicant at the time application for disconnection is made.

10.8. The Regional District reserves the right, at its sole discretion, to refuse any application for sewer disconnection because of unpaid fees or costs due.

10.9. No application shall be considered approved until it has been signed by the Regional District.

10.10. The Regional District reserves the right, at its sole discretion, to refuse to conduct any sewer disconnection work under extreme weather conditions.

11. BILLING, PAYMENT AND RATES

11.1. Every person being the Owner of lands and Premises to which sewer service is provided shall pay to the Regional District the rates established for the service in accordance with Schedule "A" as attached hereto, and in the manner herein provided.

11.2. All accounts shall be rendered to the Owner of the lands and Premises to which sewer service is supplied, and every leaseholder shall be jointly liable with the Owner for same.

11.3. The rate shall be due and payable annually on the due date as established by the Financial Administrator of the Regional District.

11.4. If an Owner of lands and Premises to which sewer service is provided wishes to apply for a change in classification, application may be made in format prescribed by the Regional



District. The Regional District shall at its sole discretion determine the classification and subsequently the user fee annual rate applicable to the property to which sewer service is provided.

- 11.5. In the case of any connection being made during any year, the charge imposed shall begin with the month during which the final inspection of the water connection was made. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used.
- 11.6. In the case of a permanent disconnection being made during any year, the charge imposed shall end with the month during which the final inspection of the sewer disconnection was made. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used. Any excess payments shall be refunded by the Regional District.

12. ARREARS

- 12.1. All user charges, connection or disconnection fees applicable to a sewer service area in which real property is situated shall be paid by the property Owner, and any balance or charge that is due and payable on or before the 31st day of December that remains unpaid on the 31st day of December shall be deemed to be taxes in arrears in respect of the property and be entered on the Tax Roll by the Provincial Collector as taxes in arrears.

13. HAULED WASTEWATER

- 13.1. No person shall discharge hauled Wastewater to the Wastewater Treatment Facility unless the discharger meets all conditions for discharge that are or may be set from time to time with respect to the haulage of Wastewater by the Regional District.
- 13.2. No person shall discharge or permit the discharge of hauled Wastewater at a location other than a hauled Wastewater location approved by the Regional District.
- 13.3. If required by the Regional District, Hauled Wastewater dischargers shall not discharge to the Wastewater Treatment Facility, until the discharger has obtained a "Waste Discharge Permit", which can be applied for using Appendix "E" of this bylaw.
- 13.4. An Authorized Person may issue, and amend, a Waste Discharge Permit to allow the discharge of Hauled Wastewater into a Wastewater Treatment Facility upon such terms and conditions as an Authorized Person considers appropriate and, without limiting the generality of the foregoing, may in the Waste Discharge Permit:
- 13.4.1. Place limits and restrictions on the quantity, composition, frequency, and nature of the waste permitted to be discharged;



- 13.4.2. Provide that the Waste Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.

14. SPILLS

- 14.1. In the event of a spill to a Wastewater works, the person responsible or the person having the charge, management, and control of the spill shall immediately notify the Regional District and provide any information with regard to the spill that is requested.
- 14.2. The person responsible for the spill and the person having the charge, management, and control of the spill shall also notify other government agencies, including federal and provincial as required and appropriate for the material and circumstances of the spill.
- 14.3. The person shall provide a detailed report on the spill to the Regional District, within five days after the spill, containing the following information to the best of his or her knowledge:
- (1) Location where spill occurred;
 - (2) Name and telephone number of the person who reported the spill and the location and time where they can be contacted;
 - (3) Date and time of spill;
 - (4) Material spilled;
 - (5) Characteristics of material spilled;
 - (6) Volume of material spilled;
 - (7) Work completed and any work still in progress in the mitigation of the spill;
 - (8) Duration of spill event;
 - (9) Preventive actions being taken to ensure a similar spill does not occur again;
 - (10) Name of all other government agencies notified regarding the spill.
- 14.4. The person responsible for the spill and the person having the charge, management, and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue, and restore the affected area to its condition prior to the spill.
- 14.5. The Regional District may invoice the person responsible for the spill to recover the costs of time, materials and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.



15. SAMPLING AND ANALYTICAL REQUIREMENTS

15.1. Where sampling is required for the purposes of determining the concentration of constituents in the Wastewater, the sample may:

- 15.1.1. Be collected manually or by using an automatic sampling device; and
- 15.1.2. Contain additives for its preservation.
- 15.1.3. Any single grab sample may be used to determine compliance with Schedule "B" of this bylaw.

15.2. All tests, measurements, analyses and examinations of Wastewater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with "Standard Methods" and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of an Authorized Person.

16. PUBLIC HEALTH

16.1. The Health Inspector of the governing Health Authority shall be the authority to be consulted in all matters pertaining to public health resulting from the operation of the sewer system.

17. OFFENCES

17.1. Any person or corporation who violates any provision of this bylaw commits an offence and is punishable in accordance with the *Offence Act*.

18. ACCESS TO INFORMATION

18.1. All information submitted to and collected by the Regional District that is contained in the plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Freedom of Information and Protection of Privacy Act* of BC.

18.2. In the event that any person submitting information to the Regional District, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* of BC, the person submitting the information shall so identify that information upon its submission to the Regional District and where such information is confidential or proprietary or otherwise, may be exempt from disclosure.



19. SEVERABILITY

19.1. If any section, subsection, paragraph, subparagraph, or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

20. REPEAL

20.1. The Regional District of Bulkley-Nechako Bylaw No. 949, 1996, cited as "Fort Fraser Sewer Specified Area Rates Bylaw No. 949, 1996" and amendments thereto are hereby repealed.

21. CITATION

21.1. This bylaw may be cited as the "Regional District of Bulkley-Nechako - Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011."

READ a FIRST time this 24 day of February, 2011.

READ a SECOND time this 24 day of February, 2011.

READ a THIRD time this 24 day of February, 2011.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1576 cited as "Regional District of Bulkley-Nechako – Fort Fraser Sewer Service Regulatory Bylaw No. 1576, 2011."

Gail Chapman

Corporate Administrator

ADOPTED this 24 day of February, 2011.

W. Hamill

Chairperson

Gail Chapman

Corporate Administrator



SCHEDULE "A" – SEWER USER AND CONNECTION FEES

Fort Fraser Sewer System

A. USER FEES

Category of Consumer	Annual User Fee	
	<i>Beginning January 1, 2011</i>	<i>Beginning January 1, 2012</i>
1. Residential Dwelling	\$75.00	\$100.00
2. Café or Restaurant	\$150.00	\$200.00
3. Laundromat (per Washer)	\$37.50	\$50.00
4. Motel or Hotel (per Unit)	\$55.50	\$74.00
5. School (per Classroom)	\$294.00	\$392.00
6. Service Station	\$150.00	\$200.00
7. Churches & Community Halls	\$55.50	\$74.00
8. Commercial Users	\$150.00	\$200.00
9. Truck Shop, Car or Truck Wash	\$300.00	\$400.00

B. CONNECTION / DISCONNECTION FEES

Category	Charge
New Connection	Actual Cost plus \$100.00 Connection Fee
Permanent Disconnection	Actual Cost

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



SCHEDULE "B" – PROHIBITED WASTES

No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of Wastewater into a sanitary sewer or private sewer connection to any sanitary sewer in circumstances where:

1. To do so may cause or result in:

- a) A health or safety hazard to a person authorized by the Regional District to inspect, operate, maintain, repair, or otherwise work on a Wastewater Works;
- b) An offence under the British Columbia *Environmental Management Act*, as amended from time to time, or any regulation made thereunder from time to time;
- c) Wastewater Sludge from the Wastewater Treatment Facility works to which either Wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as listed in the British Columbia *Environmental Management Act*, as amended from time to time;
- d) Interference with the operation or maintenance of a Wastewater Works, or which may impair or interfere with any Wastewater treatment process;
- e) A hazard to any person, animal, property or vegetation;
- f) An offensive odour to emanate from Wastewater Works, and without limiting the generality of the foregoing, Wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines, or ammonia in such quantity as may cause an offensive odour;
- g) Damage to Wastewater Works;
- h) An obstruction or restriction to the flow in Wastewater Works.

2. The Wastewater has one or more of the following characteristics:

- a) A pH less than 6.0 or greater than 11.5;
- b) Two or more separate liquid layers; or
- c) A temperature greater than 60 degrees Celsius

3. The Wastewater contains:

- a) Biomedical Waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended;



- b) Blowdown Water;
- c) Combustible Liquid;
- d) Dyes or colouring materials which may or could pass through a Wastewater Works and discolour the Wastewater works effluent, except where authorized by the Regional District;
- e) Fuel;
- f) Hazardous Waste;
- g) Hauled Wastewater, except where authorized by the Regional District;
- h) Ignitable waste;
- i) Industrial Waste;
- j) Industrial Wastewater;
- k) Pathological Waste;
- l) Pest Control Product;
- m) Polychlorinated Biphenyls (PCBs);
- n) Radioactive Waste;
- o) Reactive waste;
- p) Specified risk material for bovine spongiform encephalopathy as defined in the Federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;
- q) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure;
- r) Toxic substance;
- s) Waste Disposal Site Leachate.



SCHEDULE "C" – APPLICATION FOR SEWER CONNECTION

Fort Fraser Sewer System

I, _____, hereby apply for Sewer connection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

Size of Service: _____ mm

Type and Use of Building: _____

Name and Contact Information of Certified Contractor to Complete Private Water Connection work:

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako – Fort Fraser Sewer System Regulatory Bylaw No. 1576, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Connection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "D" – APPLICATION FOR SEWER DISCONNECTION

Fort Fraser Sewer System

I, _____, hereby apply for a Sewer disconnection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako – Fort Fraser Sewer System Regulatory Bylaw No. 1576, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Disconnection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "E" – APPLICATION FOR WASTE DISCHARGE PERMIT

Name: _____

Mailing Address: _____

Telephone: _____

Email and/or Fax: _____

Type and source of waste to be disposed: _____

Capacity of Hauling Truck: _____

Number of times per week you wish to dispose of waste: _____

FOR REGIONAL DISTRICT USE ONLY

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "F" – SPECIFICATION OF MATERIALS

Sewer Service Piping Shall:

- Be PVC, SRD 35, conforming to CAN/CSA B182.1, or equivalent;
- Buried sewer pipe shall be joined using rubber gasket joints (the use of glued joints for buried pipe is not permitted);
- Have a minimum diameter of 4" (100mm);
- It is mandatory that the property owner adequately protect pipes from freezing;
- Be at a minimum gradient (slope) of 2% (1/4 inch per foot) and a maximum gradient of 15% (1 and 3/4 inch per foot);
- Be installed and backfilled in accordance to manufacturer's specifications, with at least a minimum of 6 inches of sand used as bedding material;
- Be installed greater than 10 feet (3 m) away from any water lines.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW No. 1575, 2011

A BYLAW TO REGULATE AND MANAGE THE FORT FRASER WATER SERVICE

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1243 the Fort Fraser Water Service within a portion of Electoral Area "D";

AND WHEREAS the Regional District of Bulkley-Nechako owns and operates a community water system for the Fort Fraser Local Community in Electoral Area 'D' (Fraser Lake Rural);

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

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1. DEFINITIONS

1.1. For the purpose of this bylaw, the following terms shall have the meanings indicated:

“Authorized Person” means the Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District of Bulkley-Nechako.

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

“Building” means any structure used or intended for supporting or sheltering any use or occupancy.

“Chairperson” means the Chairperson of the Board of Directors.

“Commission” means the Fort Fraser Local Community Commission established by the Regional District of Bulkley-Nechako.

“Disconnection” means the complete removal of a water connection.

“Dwelling Unit” means one or more rooms used or intended for the domestic use of one or more individuals living as a single housekeeping unit.

“Fort Fraser Water Service Area” means the area established to which water services are provided.

“Highway” means a street, road, land, bridge, viaduct, and any other way to open to the use of the public, but does not include a private right-of-way on private property.

“Livestock” means cows, sheep, horses, pigs, buffalos, llamas, poultry, or other similar animals.

“Owner” in respect of real property means the registered owner and includes the owner’s agent, a tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, and the holder or occupier of Crown land or municipal land (other than the Crown or a municipality).

“Person” means an individual, association, partnership, corporation, municipality, or an agent or employee of such a person.

“Premises” means any residence, building or structure connected to the water system.

“Private Water Connection” means that part of any pipe or system of pipes lying within the limits of the private lands and leading to a Water Connection.



“Property” means any and all parcels of land contained within the boundaries of the Fort Fraser Water Service Area.

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

“Service” means water service.

“Swimming Pool” means an artificially created body of water having a depth of half (0.5) metres or more, used for recreational or physiotherapy purposes, but excludes bathtubs.

“Turn-Off” means the closing of the valve in the standpipe located at or near where the water line crosses the property line.

“Turn-On” means the opening of the valve in the standpipe located at or near where the water line crosses the property line.

“Water Connection” means a connection to a main supply line and extending to the property line of the Owner for the purpose of conveying water to the said Owner, and may include a water meter, and may include a shut-off valve and shall be the property of the Regional District.

“Water System” means the Fort Fraser Local Community water wells, pump house, water tower, distribution system and associated appurtenances.

- 1.2. All words in this bylaw referring to any person, consumer, or applicant shall be taken to be of such number and gender as the context and the facts may require and shall also include a partnership, association, company, society, or corporation.

2. ADMINISTRATION

- 2.1. The Chief Administrative Officer, Director of Environmental Services, Field Operations Supervisor, Building Inspector or other such person delegated by the CAO of the Regional District shall administer and ascertain whether this bylaw is being observed.
- 2.2. Every person to whom water Service is supplied under this bylaw shall at all reasonable times allow any Authorized Person to enter into and upon the premises in respect of which such water service is supplied for the purpose of inspecting the water pipes, fixtures, and fittings used in connection with such water Service.

3. OWNERSHIP OF WATER SYSTEM

- 3.1. All water pipes, connections, appurtenances, or facilities required for water supply to the Owner's property line which are constructed, whether at the Owner's expense or the

Regional District's expense, in present or future public highways or within Regional District right-of-way property shall be the property of the Regional District.

- 3.2. Nothing contained in this bylaw shall be construed to impose any liability on the Regional District or the Commission to give a continuous supply of water to any person or premises and the Regional District and the Commission hereby reserve the right at any time to shut off the water to any premises without giving notice to any person from whose premises the water may be shut off.
- 3.3. Every person to whom water is supplied under this bylaw shall at all reasonable times allow any authorized person to enter into and upon the premises in respect of which such water is supplied for the purpose of inspecting the water pipes, fixtures, and fittings used in connection with such water supply.

4. CONDITIONS OF SERVICE

- 4.1. The Regional District shall have the right to limit the number of connections to the water system.
- 4.2. The Regional District shall have the authority to inspect all properties and works with respect to the water system.
- 4.3. The Regional District may, without notice, disconnect the water system to any premises for the following reasons, and neither the Regional District nor the Commission shall be liable for damages by reason of discontinuing water service for such reason:
 - 4.3.1. Non-payment of fees;
 - 4.3.2. Failure to repair or replace defective pipes, fittings, valves, tanks, or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste water;
 - 4.3.3. In an emergency where the failure to disconnect the water system would be likely to cause or continue damage to property;
 - 4.3.4. Unnecessary or wasteful use of water, or violation of any regulations concerning watering or sprinkling; and
 - 4.3.5. Should there be an identified or suspected discharge of prohibited waste to the Regional District sewer system.
- 4.4. The Regional District may, in the interest of efficient operation of the water system and equitable distribution of water and whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the water system, or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
- 4.5. When any fees or charges for water services are overdue for a period of six months, such water services may, without notice, be turned off to the Premises in respect to which such rates or charges are overdue, or when service is discontinued under Section

4.3 above, such service shall not be turned on again to the said Premises until the following amounts have been paid to the Regional District:

4.5.1. The fees and charges overdue;

4.5.2. The Turn-Off and Turn-On fees prescribed by Schedule 'A' of this bylaw; and

4.5.3. Any additional cost incurred by the Regional District in order to prevent improper use of water.

- 4.6. Where, in the opinion of the Regional District, the quantity of water being used or the rate which it is being used from time to time, through any Service is in excess of that contracted for or otherwise considered adequate, the Regional District may take such measures as are considered necessary to limit the supply to the said Service. These measures may include regulating the rate and time at which water may be used, installation of a water meter and establishing special charges for water used in excess of a stipulated quantity or rate. The cost of any measures deemed necessary by the Regional District under this section shall be paid by the Owner or Owners concerned.
- 4.7. The Regional District does not guarantee a specific pressure or a continuous supply of water quality to meet the requirements of individual users. The Regional District reserves the right to interrupt water service at any time for the purpose of making repairs or alterations to the water distribution system. If service is expected to be interrupted for more than six consecutive hours, due notice shall be given to the water users affected.

5. PROHIBITIONS

- 5.1. No person shall obstruct or prevent the Regional District from carrying out any or all of the provisions of this bylaw, nor shall any person refuse to grant the Regional District permission to inspect any water works at any reasonable time.
- 5.2. No person other than those persons authorized by the Regional District shall tap into nor make connection to the Water System.
- 5.3. No person or persons shall interfere in any way with any Water System appurtenances without first obtaining authority from the Regional District.
- 5.4. No pump, booster, or other device shall be employed by any consumer or Owner without permission in writing from the Regional District for the purpose of or having the effect of increasing water pressure in Service lines to a higher pressure than the normal water pressure in the said Service lines, and the Regional District may, without notice, discontinue Service to any Owner employing such pump, booster, or other device.
- 5.5. No Owner, occupier, tenant, or person shall sell or dispose of any water, or permit same to be carried away, or use water or allow it to be used on a lot other than that lot for which the Water Connection has been provided.



- 5.6. No work of any kind connected with the Water System, either for the laying of new or repair of old service pipes, shall be done on or under any street or lane within the Service area by any other person or persons except as shall be authorized by the Regional District.
- 5.7. No person to whose Premises water is supplied shall make, or permit to be made, any additional connection to his Service of either temporary or permanent nature, for the purpose of supplying water to another building on his property without permission of the Regional District.
- 5.8. No person shall interconnect any portion of works on private property which are supplied by the Regional District with an external source of water, such as a well, except with written permission of the Regional District. Wherever works on private property are connected to a body of contaminated water, such as a swimming pool, a hot tub or a livestock watering trough, in such a way that, if a reverse flow were to be induced, a health hazard could result, the Owner of the private property shall install and maintain a back-flow preventer on every such potentially dangerous cross-connection to the approval of the Regional District.
- 5.9. An approved Swimming Pool shall be equipped with a recirculation and filtration system as set out in Part V of the swimming pool, spray pool, and wading pool regulations under the *Health Act*.
- 5.10. No change or addition to the number or type of fixtures on a Premises, for the purpose of expanding a commercial or industrial enterprise, shall be made until notice thereof has been given in writing to the Regional District and written permission therefore obtained. Any extra charge or higher fee payable due to the change or addition shall be paid before the change or addition is commenced.
- 5.11. No device designed to introduce a substance into the water in the connection between the building and the water supply main shall be installed without written permission of the Regional District.
- 5.12. No person shall use water from the water system for watering livestock in excess of 5 animals from any parcel of land on which there is a connection to the water system.
- 5.13. No person shall use water from the water system for the filling of swimming pools or reservoirs or for any purpose other than that required for normal domestic use, except as otherwise permitted by this bylaw or by written permission of the Regional District, which shall state the purpose, time of use, and quantity of water to be used and additional charges, if any, and any special works required to be altered or installed.
- 5.14. Notwithstanding the lack of or limited form of sprinkling regulations, no person shall, without permission of the Regional District:
- 5.14.1. Use water for sprinkling in excess of reasonable requirements as determined by the Regional District.

- 5.15. No person shall install, place, or maintain in any Premises any water connection, fixture or fitting not in accordance with the requirements of this bylaw or the *British Columbia Building Code*.

6. WATER CONNECTION

- 6.1. Prior to connecting to the Water System, approval in writing must be obtained from the Regional District.
- 6.2. Prior to connecting to the Water System, every building must be connected to a public sanitary sewer or a private sewage disposal system approved by Northern Health.
- 6.3. All applications for Water Connection shall be made in writing to the Regional District on an "Application for Water Connection" in the form attached hereto as Schedule "B" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 6.4. All applications for Water Connection shall state the following:
- 6.4.1. The use of the building for which the water is to be connected;
 - 6.4.2. The legal description and location (including street address) of the property or building to which the installation is to be made; and
 - 6.4.3. The name and contact information of the certified contractor hired to complete the Private Water Connection work.
- 6.5. When required by the Regional District, the applicant shall furnish a site plan and specifications which shall show:
- 6.5.1. The purpose of the water service, the size of pipes, and the number of water supply outlets related or connected thereto; and
 - 6.5.2. A description of the material which the applicant proposes to use.
- 6.6. Each new application for Water Connection shall give a full and true statement on the form provided by the Regional District of the size and description of the Premises, the number of dwelling units therein and all other information that may be necessary to determine the annual fee to be charged against the applicant for the said Premises. If the statement given is not accurate, any additional charge required to be made by reason that the statement is inaccurate shall be payable forthwith.
- 6.7. When a new Water Connection is required, the connection fee prescribed by Schedule 'A' of this bylaw shall be paid by the applicant at the time application for connection is made.

- 6.8. Each new Water Connection shall be provided, at the expense of the Owner, with a shut-off valve of a pattern to be approved and location determined by the Regional District, for use in case of leaky or defective pipes or fixtures, or in case the Premises are vacated.
- 6.9. If required by the Regional District, a water meter shall be installed at the Owner's expense.
- 6.10. The Regional District reserves the right to refuse any application for water connection because of water supply and distribution reasons or because of unpaid fees or costs due.
- 6.11. The Regional District reserves the right to refuse to make any Water System extensions and/or install water service pipe to any Owner's property line under frost conditions in the winter months.
- 6.12. No application shall be considered approved until it has been signed by the Regional District.

7. GENERAL CONNECTION AND USE REQUIREMENTS

- 7.1. Every plumbing system shall conform to the *British Columbia Building Code*.
- 7.2. Notwithstanding the provisions of Section 7.1, plumbing systems that pre-exist this bylaw and which do not conform to the appropriate Provincial regulations shall be required to conform should the plumbing system be renovated or replaced or should the system fail to withstand the normal water pressure of the Water System.
- 7.3. Each Service shall be provided with a pressure reducing valve, at the Owner's expense, if deemed necessary by the Regional District, and neither the Regional District nor the Commission shall be responsible for damages caused for non-compliance with this section.
- 7.4. A check valve or back flow preventer, or both, may be required to be installed, at the Owner's expense, if deemed necessary by the Regional District, and neither the Regional District nor the Commission shall be responsible for damages caused for non-compliance with this section.
- 7.5. All Service pipes, including that portion of the Service pipe between the Owner's property line and the Premises, shall be installed in accordance with Schedule 'E' of this bylaw.
- 7.6. No Service pipes or fittings shall be covered until they have been inspected and approved by the Regional District. The Regional District reserves the unfettered right to not turn on the water thereto without such inspection and approval.
- 7.7. All persons using water shall protect their Service pipes, shut-off valves, and other fixtures from frost and other damage at their own risk and expense.
- 7.8. The occupant of any Premises shall notify the Regional District immediately upon becoming aware of any leaky pipes on the Premises. Upon notification by the Regional District, the

occupant must complete the necessary repairs or alterations to leaky or imperfect pipes within five working days. If the necessary repairs or alterations are not completed within five working days, and the conditions of the pipes or fixtures, in the opinion of the Regional District, could cause serious waste of water or damage to property, the Regional District may, without further notice, turn off the water supply to the Premises. The water to the premises shall not be turned on until such repairs or alterations have been made to the pipes or fixtures at the occupant or Owner's expense and to the satisfaction of the Regional District and the charge for turning the water off and on shall have been paid. No person whose water is turned off pursuant to this section shall have any claim against the Regional District or the Commission by reason of such discontinuance of supply.

8. RESPONSIBILITIES OF THE OWNER

- 8.1. Every Owner shall ensure that all Service pipes and plumbing systems from the outlet side of the water system's curb stop or standard water distribution system service valve at the property line to the plumbing fixture comply with this bylaw and the *British Columbia Building Code*.
- 8.2. The Owner shall be responsible for the safekeeping, maintenance, repair, and replacement of all Service pipes and plumbing systems from the outlet side of the water system's curb stop (or standard water distribution system service valve at the property line) to the plumbing fixture. The Owner shall protect the Service pipes and plumbing fixtures from frost or other damage, and shall promptly repair frozen, leaky, or imperfect pipes or fixtures.
- 8.3. Every Owner shall be responsible for the cost of repair of any damage to the Water System that occurs as a result of work performed by the Owner or under his direction.
- 8.4. In the event that damage which is the Owner's responsibility is not resolved by the Owner within 30 days, or the damage requires the involvement of the Regional District staff to resolve, the costs so incurred by the Regional District shall be paid by the Owner.
- 8.5. When required by the Regional District, the Owner shall uncover and replace, at his expense, any Service lines that have been covered prior to inspection by the Regional District.
- 8.6. The Owner shall ensure that all Service line or plumbing installations are confined within the boundaries of his property and do not affect adjacent properties.

9. DISCONNECTION/TURN-OFF AND TURN-ON

- 9.1. All applications for Disconnection of any water Service shall be made in writing to the Regional District on an "Application for Water Disconnection" in the form attached hereto as

Schedule "C" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.

- 9.2. All applications for Turn-Off/Turn-On any water Service shall be made in writing to the Regional District on an "Application for Turn-Off / Turn-On of a Water Service" in the form attached hereto as Schedule "D" to this bylaw, by the Owner of the property to which the application refers, or by the Owner's duly authorized agent.
- 9.3. When a water Disconnection or water Turn-On/Turn-Off is requested, the applicable fee prescribed by Schedule 'A' of this bylaw shall be paid by the applicant at the time the application is made.
- 9.4. The Regional District reserves the right, at its sole discretion, to refuse any application for water Disconnection or water Turn-Off / Turn-On because of unpaid fees or costs due.
- 9.5. The Regional District reserves the right, at its sole discretion, to refuse to conduct any water Disconnection or water Turn-Off / Turn-On work under extreme weather conditions.
- 9.6. No application shall be considered approved until it has been signed by the Regional District.

10. BILLING, PAYMENTS & RATES

- 10.1. Every person being the Owner of lands and premises to which water Service is provided shall pay to the Regional District the rates established for the Service in accordance with Schedule 'A' as attached hereto, and in the manner herein provided.
- 10.2. All accounts shall be rendered to the Owner of the lands and premises to which water service is supplied, and every leaseholder shall be jointly liable with the Owner for same.
- 10.3. The rate shall be due and payable annually on the due date as established by the Regional District.
- 10.4. In the case of any Water Connection or water Turn-On being made during any year, the user fee charge imposed shall begin with the month during which the final inspection of the water connection was made or the date the Turn-On work was completed. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be pro-rated for the number of months used.
- 10.5. In the case of a water Disconnection or Turn-Off being made during any year, the charge imposed shall end with the month during which the final inspection of the water disconnection was made or the date the Turn-Off work was completed. If made on or before the 15th of the month, the full month shall be charged, and the charge shall be

pro-rated for the number of months used. Any excess payments shall be refunded by the Regional District.

11. ARREARS

- 11.1. All user charges applicable to a water Service area in which real property is situated shall be paid by the property Owner, and any balance or charge that is due and payable on or before the 31st day of December that remains unpaid on the 31st day of December shall be deemed to be taxes in arrears in respect of the property and be entered on the Tax Roll by the Provincial Collector as taxes in arrears.

12. PUBLIC HEALTH

- 12.1. The Health Inspector of the governing Health Authority shall be the authority to be consulted in all matters pertaining to public health resulting from the operation of the water system.

13. OFFENCES

- 13.1. Any person or corporation who violates any provision of this bylaw commits an offence and is punishable in accordance with the *Offence Act*.

14. ACCESS TO INFORMATION

- 14.1. All information submitted to and collected by the Regional District that is contained in the plan summaries, reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Freedom of Information and Protection of Privacy Act* of BC.
- 14.2. In the event that any person submitting information to the Regional District, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* of BC, the person submitting the information shall so identify that information upon its submission to the Regional District and where such information is confidential or proprietary or otherwise, may be exempt from disclosure.

15. SEVERABILITY

15.1. If any section, subsection, paragraph, subparagraph, or clause of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

16. REPEAL

16.1. The Regional District of Bulkley-Nechako Bylaw No. 828, 1994, cited as "Fort Fraser Water Specified Area Rates Bylaw No. 828, 1994" and amendments thereto are hereby repealed.

17. CITATION

17.1. This bylaw may be cited as "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011."

READ a FIRST time this 24 day of February, 2011.

READ a SECOND time this 24 day of February, 2011.

READ a THIRD time this 24 day of February, 2011.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1575 at third reading cited as "Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011."

Gail Chapman
Corporate Administrator

ADOPTED this 24 day of February, 2011.

[Signature]
Chairperson

Gail Chapman
Corporate Administrator



SCHEDULE "A" – WATER USER AND CONNECTION FEES

Fort Fraser Water System

A. USER FEES

Category of Consumer	Annual User Fee	
	<i>Beginning January 1, 2011</i>	<i>Beginning January 1, 2012</i>
1. Residential Dwelling	\$185.40	\$247.20
2. Café or Restaurant	\$310.50	\$414.00
3. Laundromat (per Washer)	\$77.40	\$103.20
4. Motel or Hotel (per Unit)	\$77.40	\$103.20
5. School (per Classroom)	\$247.50	\$330.00
6. Service Station	\$310.50	\$414.00
7. Churches & Community Halls	\$123.30	\$164.40
8. Commercial Users	\$310.50	\$414.00
9. Truck Shop, Car or Truck Wash	\$621.00	\$828.00

B. CONNECTION / DISCONNECTION / TURN-ON / TURN-OFF FEES

Category	Charge
New Connection	Actual Cost plus \$100 Connection Fee
Permanent Disconnection	Actual Cost
Turn-On / Turn-Off	\$25.00

The costs shall be estimated and paid to the Regional District by the applicant before the work is initiated, provided however, should such estimate cost be insufficient to cover the cost, the deficiency shall be charged against the persons for whom such installation was made, and provided further that any excess payment shall be returned to the persons for the installation.



SCHEDULE "B" – APPLICATION FOR WATER CONNECTION

Fort Fraser Water System

I, _____, hereby apply for water connection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

Size of Service: _____ mm

Type and Use of Building: _____

Name and Contact Information of Certified Contractor to Complete Private Water Connection work:

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Connection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "C" – APPLICATION FOR DISCONNECTION OF WATER SERVICES

Fort Fraser Water System

I, _____, hereby apply for water disconnection to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Disconnection Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "D" – APPLICATION FOR TURN-OFF/ TURN-ON OF WATER SERVICES

Fort Fraser Water System

I, _____, hereby apply for water Turn-Off / Turn-On to the premises
(Applicants Name)
situated at _____ on
(Street Address)

(Legal Description)

I agree to observe and comply with all the terms and conditions of Regional District of Bulkley-Nechako Fort Fraser Water System Regulatory Bylaw No. 1575, 2011 and any amendments thereto, as well as to pay any fees or rates which may be imposed.

Dated this _____ day of _____, 20_____.

(Signature of Owner)

Mailing Address of Owner:

Telephone Number of Owner: _____

FOR REGIONAL DISTRICT USE ONLY

Turn-Off/Turn-On Fee Paid: \$ _____

Application Number: _____

Application Approved (circle one): Yes / No

Approved by: _____

Date: _____



SCHEDULE "E" – SPECIFICATION OF MATERIALS

Water Service Piping Shall:

- Either be copper tubing, conforming to ASTM B88, Type K annealed and with a pressure rating of 150 psi (1035 kPa), or Polyethylene Tubing, conforming to CAN/CSA B137.1, Series 160, or equivalent;
- Have a minimum diameter of $\frac{3}{4}$ " (19 mm);
- All underground pipes on any premises shall be placed below the frost line, and in all cases, not less than 6 feet (1.8 m) below the surface of the ground or if placed under a driveway, sidewalk or other area that will be cleared of snow, not less than 9 feet (2.7 m) below the surface of the ground. It is mandatory that the property owner adequately protect pipes from freezing;
- Be joined, bedded, and backfilled in accordance with the manufacturers specifications, with at least a minimum of 6 inches of sand used as bedding material;
- Be installed greater than 10 feet (3 m) away from any sewer lines.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, CFO
Date: November 20, 2025
Subject: **Houston Smithers Television Rebroadcasting Society**

RECOMMENDATION: (all/directors/majority)

That the Board enter into the Five-Year Local Area Service Agreement with the Houston-Smithers Television Rebroadcasting Society.

BACKGROUND

On February 13, 2025, the Board considered entering into the agreement with the Society but requested more information from staff and deferred the discussion until such a time as the Board had sufficient time to review the information requested. During the summer months of 2025 staff conducted a survey of residents to determine how many residents utilized television rebroadcasting across the region where the 4 services are provided. This information was presented to the Board on September 4, 2025.

The following information was identified:

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.

From the results of the survey:

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.

The society is supportive of entering into the contract and is awaiting the Board's decision to continue the service. They indicated that if the Board did not wish to enter into the agreement that it would take them two years to discontinue operations as per the terms of their agreements with the primary broadcasters.

ATTACHMENTS:

1. Draft Five-Year Service Agreement - To be updated
2. Rebroadcasting Information Prepared by the Society

STRATEGIC PLAN ALIGNMENT:

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

LOCAL SERVICE AREA CONTRACT

THIS AGREEMENT dated for reference this 9 day of January, 2025
BETWEEN:

THE REGIONAL DISTRICT OF BULKLEY-NECHAKO

37 Third Avenue, PO Box 820

Burns Lake, BC V0J 1E0

(the "RDBN")

RECEIVED

JAN 17 2025

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

PARTY OF THE FIRST PART

AND:**HOUSTON-SMITHERS REBROADCASTING SOCIETY**

PO Box 3134

Smithers, BC V0J 2N0

(the "Recipient")

PARTY OF THE SECOND PART

WHEREAS:

- A. The RDBN is a Regional District duly incorporated by Letters Patent under the *Local Government Act*, RSBC 2015, c. 1 and has the power under section 263(1)(c) of that Act to provide assistance for the purpose of benefiting the community or any aspect of the community;
- B. The Recipient is a non-profit Society duly incorporated in the Province of British Columbia in accordance with the *Societies Act*, SBC 2015, c. 18;
- C. The Recipient has submitted an application to the RDBN for a grant of assistance;
- D. The RDBN has approved the application and has authorized the grant of assistance to the Recipient as outlined in Section 3.0 of this Agreement (the "Funds"); and
- E. The Recipient has agreed to accept the Funds on the terms and conditions set out herein.

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NOW THIS AGREEMENT WITNESSES that in consideration of the Funds, the terms, and conditions hereinafter contained, the sufficiency and receipt of which is hereby acknowledged, the parties covenant and agree each with the other as follows:

1.0 TERM

- 1.1 The term of this Agreement shall be for a period of five (5) years commencing on **January 1, 2025**, and ending on **December 31, 2029** (the "**Term**") unless otherwise terminated as provided herein.

2.0 RECIPIENT'S OBLIGATIONS

- 2.1 The Recipient must do the following:
- (a) use the Funds solely and exclusively for the project, event, or service identified in Schedule "A" of this Agreement (the "Services");
 - (b) ensure the Services are undertaken in accordance with all statutory and other legal requirements that may apply;
 - (c) maintain proper financial records and supporting documentation respecting the Recipient's use of the Funds;
 - (d) permit the RDBN, its officers, employees, and its auditors, on reasonable notice, to inspect and take copies of the records referred to in subsection 2.1 (c);
 - (e) repay to the RDBN upon written demand any of the Funds not expended by the Recipient in the year in which they are received, if the Recipient possesses more than six months' operating reserves based on its most recent financial statements; and
 - (f) seek written approval by the RDBN of any changes to the Services or use of the Funds prior to the changes being made during the Term.
- 2.2 If the Recipient makes changes to the Services or the use of the Funds without the prior approval of the RDBN pursuant to subsection 2.1(f), the RDBN may, in its sole discretion, withdraw the Funds and immediately terminate the Agreement.

3.0 RDBN'S OBLIGATIONS

- 3.1 In consideration for providing the Services, the RDBN shall pay to the Recipient during the first year of this Agreement a total of **\$60,000** (the "base amount") in twelve equal monthly instalments paid on or before the last day of every calendar month, until the end of the Term.
- 3.2 The base amount in Section 3.1 will be maintained for the term of the requirement.

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- 3.3 The payment of Funds is subject to the RDBN being satisfied that the Recipient will use the Funds only for the provision of Services as set out in this Agreement and all requirements established herein.
- 3.4 The payment of Funds is subject to the limitations of Bylaw No. 630, as amended from time to time.
- 3.5 No assurance is made to the Recipient that future contributions will be approved by the RDBN Board beyond the Term of this Agreement.
- 3.6 No provision of this Agreement shall be construed as creating a partnership or joint venture relationship, or a principal-agent relationship between the RDBN and the Recipient in relation to the Services, or otherwise. The Recipient does not undertake the Services as a contractor on behalf of the RDBN. Nothing in this Agreement, and no actions taken by the RDBN in implementing or enforcing this Agreement, shall:
- (a) make the RDBN responsible in any way for the management, supervision, operation, or delivery of the Services;
 - (b) give rise to any liability on the part of the RDBN, whether to the Recipient or to any other person, for any losses, damages, costs, or liabilities arising from or related to the Services;
 - (c) be interpreted as giving rise to a duty of care on the part of the RDBN to the Recipient, or to any other person, to investigate or verify whether the Services are being undertaken in accordance with the requirements of this Agreement, or in accordance with any statutory or legal requirements that may apply.

4.0 REPORTING

- 4.1 The Recipient shall present an annual report to the RDBN on or before **August 15** of the year following the year in which the Funds were received. The annual report shall include, at a minimum:
- (a) a summary of operating results showing revenues and expenditures to December 31 of the preceding year; and
 - (b) a brief narrative summarizing the goals, objectives, and results achieved for the year, including the benefits received by the community through the Services, and any challenges, program cancellations, and significant issues addressed; and
 - (c) financial statements prepared by a Certified Professional Accountant (CPA). In addition, the CPA must verify monthly bank reconciliations; the beginning and ending year cash accounts for the organization with their

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

- (d) evidence showing that the Society is in good standing with the Province of BC and the Government of Canada.

- 4.2 The Recipient shall provide a copy of its annual *Societies Act* filing with RDBN within 30 days of the Recipient's annual filing deadline.

5.0 TAXES

- 5.1 It is the Recipient's responsibility to determine if it must be registered for GST and/or PST purposes. The amount of funding provided in this Agreement includes any GST and/or PST which may be payable by the RDBN. Any liability for GST and/or PST required in respect of this Agreement will be the responsibility of the Recipient.

6.0 INSURANCE

- 6.1 The Society agrees to obtain Commercial General Liability insurance coverage naming the Regional District as an Additional Named Insured in the amount of \$5,000,000 with respect to third-party liability claims arising from the provision of the Services when the Recipient is operating within the scope of this agreement. The Recipient agrees to carry its own statutory worker's compensation insurance and automobile liability insurance (owned and non-owned), if appropriate.

7.0 INDEMNITY

- 7.1 The Recipient shall indemnify and save harmless the RDBN, its employees, agents, officers, directors, and authorized representatives, and each of them, from and against all losses, claims, liabilities, damages, actions, causes of action, costs, legal fees, fees, fines, charges, and expenses, of any kind that the RDBN may sustain, incur, suffer, be threatened by, be required to pay or be put to at any time, by reason of or arising from acts, errors or omissions in relation to the provision of Services under this Agreement, including breaches of any term of this Agreement, negligent acts or breaches of law, contract or trust, committed by the Recipient or its employees, agents, officers or directors in relation to their use of the Funds.
- 7.2 This section 7.0 shall survive the expiry or sooner termination of this Agreement.

8.0 DIRECTORS

- 8.1 At all times, while this Agreement is in force, a representative of the RDBN nominated by the RDBN board either a RDBN staff member or elected official shall be entitled to attend as an observer all regular meetings of the Recipient's Board of Directors.

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9.0 TERMINATION

9.1 The RDBN may terminate this Agreement with thirty days (30) written notice to the Recipient should the Recipient, in the sole discretion of the RDBN,

- (a) fail to perform any of its obligations or covenants hereunder,
- (b) use the Funds for a purpose other than the provision of the Services, or in a manner contrary to the Services, or
- (c) violate any provision of this Agreement,

and such failure, use, or violation continue beyond thirty (30) days from delivery by the RDBN to the Recipient of written notice specifying the failure, use, or violation and requiring remedy thereof.

9.2 The RDBN may terminate this Agreement immediately without notice to the Recipient should the Recipient:

- (a) make an assignment for the benefit of its creditors, be declared bankrupt, or otherwise acknowledge its insolvency;
- (b) dissolve or commence dissolution proceedings;
- (c) amalgamate with another society or person;
- (d) change its purpose as set out in its Constitution; or
- (e) cease, for any reason, to be current in its obligations under the *Societies Act* or fails to maintain the Society in good standing.

9.3 The Recipient may terminate this Agreement upon giving ninety (90) days written notice to RDBN should the Recipient, for any reason, be unable to meet its obligations with respect to the expenditure of the Funds as set forth in this Agreement.

9.4 Upon termination of this Agreement, the RDBN may immediately terminate payment of the Funds before the next instalment, if applicable. The Recipient will provide a full accounting of all portions of the Funds spent and return to the RDBN the unused portion of the Funds.

10.0 COMPLAINTS

10.1 The RDBN and the Recipient agree to forward to each other, in a timely manner, any complaint either organization receives relating to the Recipient's alleged failure to provide Service.

10.2 If the RDBN and/or Recipient receives five (5) or more different complaints relating

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to the Recipient's alleged failure to provide the Services during the Term of this Agreement, the RDBN shall, within thirty (30) days of receiving the fifth complaint, provide written notice to the Recipient detailing:

- (a) the Services or portion(s) thereof that the complainant states the Recipient failed to provide; and
- (b) the date(s) the Services were allegedly not provided.

10.3 Upon receiving notice under section 10.1, the Recipient shall have thirty (30) days to provide a written response to the RDBN about the complaints.

10.4 If, in consideration of the Recipient's response pursuant to section 10.3, the RDBN determines the complaints are well-founded, the Recipient shall take reasonable steps to address the complaints, which may include:

- (a) identification and notification of the parties that are the subject of the complaints;
- (b) provision of written warning to the relevant parties; and
- (c) disciplinary action.

10.5 If five (5) or more complaints under section 10.1 are determined to be well-founded, the RDBN may, at its absolute and unfettered discretion:

- (a) reduce or terminate payment of the Funds; and
- (b) require, on written demand, that the Recipient immediately repay in full to the RDBN the unused portion of the Funds received in that calendar year; and
- (c) consider such complaints when determining the amount and provision of future Funds to the Recipient.

11.0 DISPUTE RESOLUTION

11.1 The parties agree that both during and after the performance of their responsibilities under this Agreement, each of them shall:

- (a) make bona fide efforts to resolve any disputes arising between them by amicable negotiations; and
- (b) provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate those negotiations.

11.2 If a dispute between the parties cannot be settled within sixty (60) days, the parties will refer the matter to the arbitration of a single arbitrator mutually agreed to by

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the parties. If the parties cannot agree on an arbitrator, the dispute shall be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act* (B.C.). The cost of arbitration shall be borne equally by the parties.

12.0 NON-DEROGATION

- 12.1 Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the RDBN in the exercise of its functions under any public or private statutes, bylaws, orders, and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered by the parties, and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the RDBN under the *Local Government Act* and *Community Charter*.

13.0 NOTICE

- 13.1 Any notice required to be given under this Agreement shall be in writing and shall be sent to the relevant Party at the relevant address, facsimile number, or e-mail address set out below. Any such Notice may be delivered, including by commercial courier, or sent by registered mail, facsimile transmission, or electronic mail.
- 13.2 For the purpose of providing notice, the Contact Information for the Parties is as follows:

	RDBN	RECIPIENT
NAME	Regional District of Bulkley-Nechako	Houston-Smithers Rebroadcasting Society
ADDRESS	37 Third Avenue, PO Box 820 Burns Lake, BC V0J 1E0 Attention: Chief Financial Officer	PO Box 3134 Smithers, BC V0 J 2N0 Attention: President
FAX	(250) 692-3195	N/A
E-MAIL ADDRESS	info@rdbn.bc.ca	arharris@tvsmithers.com

- 13.3 Subject to sections 13.4 to 13.7, notice shall be deemed to have been given or made at the following times:
- (a) if delivered, on the date the notice is delivered;
 - (b) if sent by registered mail, seventy-two (72) hours following the date the notice is mailed;
 - (c) if sent by facsimile transmission, on the date the notice is sent by facsimile transmission; or
 - (d) if sent by electronic mail, on the date the notice is sent by electronic mail.

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- 13.4 If notice is delivered, sent by facsimile transmission, or sent by electronic mail after 4:00 p.m., or if the date of deemed receipt of notice falls upon a day that is not a Business Day, then notice shall be deemed to have been given or made on the next Business Day following.
- 13.5 Any notice sent by electronic mail must show the e-mail address of the sender, the name or e-mail address of the recipient, and the date and time of transmission, must be fully accessible by the recipient, and unless receipt is acknowledged, must be followed within twenty-four (24) hours by a true copy of such notice, including all addressing and transmission details, delivered, or sent by facsimile transmission.
- 13.6 Any notice given by facsimile transmission will only be deemed to be received by the recipient if the sender's facsimile machine generates written confirmation indicating that the facsimile transmission was sent.
- 13.7 If normal mail service, facsimile, or electronic mail is interrupted by strike, slow down, force majeure, or other cause beyond the control of the parties, then notice sent by the impaired means of communication shall not be deemed to be received until actually received, and the Party sending such notice shall utilize any other such services which have not been so interrupted or shall personally deliver such notice in order to ensure prompt receipt thereof.
- 13.8 Each Party shall provide notice to the other Party of any change of address, facsimile number, or e-mail address of such Party within a reasonable time of such change.

14.0 TIME

- 14.1 Time is of the essence in this Agreement.

15.0 BINDING EFFECT

- 15.1 In consideration of receiving the Funds, the Recipient agrees to be bound by the terms and conditions of this Agreement, and if the Recipient represents a group or organization, the Recipient agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

16.0 WAIVER

- 16.1 The waiver by a Party of any failure on the part of the other Party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

17.0 FORCE MAJEURE

If and to the extent that a Party's performance of any of its obligations pursuant to this Agreement is prevented, hindered or delayed directly or indirectly by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, or any other similar cause beyond the reasonable control of such Party (each a "Force Majeure Event"), and such non-performance, hindrance or delay could not have been prevented by reasonable precautions, then the non-performing, hindered or delayed Party shall be excused for such non-performance, hindrance or delay, as applicable, of those obligations affected (the affected "Services") by the Force Majeure Event for as long as the Force Majeure Event continues and, except as otherwise provided in this Section, such Party continues to use its commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaround plans or other means. The Party whose performance is prevented, hindered, or delayed by a Force Majeure Event shall promptly notify the other Party of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event. During the Force Majeure Event affecting the Recipient, the RDBN shall continue to pay the base amount to the Recipient for the Services.

18.0 ENTIRE AGREEMENT

- 18.1 This Agreement constitutes the entire agreement between the Parties with respect to the matters herein, and no representations, warranties, or conditions, express or implied, have been made other than those expressed.

19.0 LAW APPLICABLE

- 19.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

20.0 AMENDMENTS

- 20.1 This Agreement may not be modified or amended except by the written agreement of the parties.

21.0 COUNTERPART

- 21.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

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IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories

Mark Parker, Chair

Curtis Helgesen, CAO

**HOUSTON - SMITHERS
REBROADCASTING SOCIETY**
by its authorized signatories

Richard Harris, President

Norm Flint, Vice-President,

SCHEDULE "A"

Services

Definitions

1. The following definitions apply in this Schedule "A":
 - a. **"Agreement"** means this Service Agreement;
 - b. **"Hazards"** means anything that presents a risk of personal injury or property damage to users and persons at or within the Premises;
 - c. **"Premises"** means the land and improvements located on any and all provincial leases and licenses of occupation held by the Society;
 - d. **"Term"** means the term of this Agreement as established under section 1.0 of this Agreement.

Description of Services:

1. As a condition of this Agreement, the Houston - Smithers Rebroadcasting Society shall, to the best possible degree,
 - a. Rebroadcast no less than 2 television channels from Mt. DAVIS and 2 TV channels from TYHEE Lookout and 2 TV channels from HUDSON BAY MOUNTAIN and 2 fm RADIO CHANNELS to Houston and Smithers residents from their current premises and 2 tv channels from topley
2. The Recipient will render the Services to the RDBN with that degree of care, skill and diligence normally provided by the operators of similar facilities elsewhere in British Columbia.
3. The Recipient will ensure that all its employees, licensees, contractors, and volunteers are appropriately trained and familiar with all rules, regulations, and bylaws applicable to the Premises, and are thoroughly familiar with and able to implement all emergency procedures as required under this Agreement. The Recipient will also ensure that its employees, licensees, contractors, and volunteers abide by the terms of this Agreement. The Recipient will ensure that its employees are qualified and, if applicable, have the certifications required by provincial or federal statute. Further, the Recipient will ensure that its licensees and contractors are registered with WorkSafeBC, and hold the required trade certifications for the project for which they are contracted.

Operation and Accessibility

1. The Society will plan to rebroadcast television and radio no less than 350 days per year except with agreement of the Regional District.

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2. The Society will notify the Regional District if equipment failure or other events beyond the society's control will prevent rebroadcasting operations for more than 48 hours. The Regional District will make allowances for repairs in section 1 of this section for inclement weather conditions such as snow fall and extreme temperatures.

Cooperation

1. The Recipient shall, from time to time, communicate with the RDBN and the owners of land adjacent to the Premises with respect to matters of mutual interest or benefit, including:
 - a. public access issues;
 - b. nuisance and vandalism;
 - c. security; and
 - d. emergency preparedness.

HOUSTON-SMITHERS REBROADCASTING SOCIETY

PO BOX 3134

TELEPHONE 250-847-2838

CONTACT : RICHARD HARRIS - PRESIDENT

EMAIL : arharris@tvsmithers.com

WEBSITE : TVSMITHERS.COM (it has not been updated for awhile)

We are also on facebook.

TV CHANNELS

HUDSON BAY – SMITHERS

GLOBAL BC CHANNEL 10 analog

Knowledge Network- Channel 201 digital

Discovery Channel - Channel 202 digital

Family Channel - Channel 203 digital

CBC Vancouver - Channel 204 digital

Tyhee Mountain - Telkwa

BCTV - Vancouver Channel 13 analog

Knowledge Network - Channel 31 analog

MT. Harry Davis - Houston

Channel 8 - BC Global analog

Channel 18 - Knowledge Network (analog. We hope to restore the digital version next year)

Topley

Channel 6 - Knowledge Network analog

Channel 11 - BCTV analog

RADIO STATIONS

Smithers

88.1 - Stereo CBC Music

Houston

104.7 Stereo CBC Music

OTHER SERVICES

We also host equipment used by the local SEARCH AND RESCUE organization and Repeater bases for the BV AMATEUR RADIO CLUB.

The above Radio Stations were only made possible by the MAJOR Financial support of the late Norm Read, members of the BV Concert Association, CBC, and Pleasant Valley Accounting.

The Knowledge Network was only made possible by MAJOR Financial support From The BC Government in the 1980s.

We would be unable to continue without the Annual Grant from the Regional District. Costs continue to increase every year- insurance, lease payments to CBC,

Hydro costs, replacement equipment, signal costs. We are currently in a stable Financial position.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: November 20, 2025
Subject: **Community Hall Appraisal Project**

RECOMMENDATION: (all/directors/majority)

That the Board approve Regional Grants in Aid, to be tracked in the balance of the associated Electoral Area, of \$1,800 for each Community Hall interested in participating in the Community Hall Appraisal project, as listed below.

BACKGROUND

At the October 9, 2025, Rural Services Committee meeting staff were provided direction to invite community halls in the RDBN to participate in a project to have appraisals completed for interested hall societies. The appraisals are quoted, when organized in this group format, at \$1,800 per hall. Staff recommend Grant in Aid approvals for each Hall that has communicated interest in participation:

Area A - \$5,400 for three halls.

Round Lake Community Hall, Driftwood School, Glenwood Community Hall

Area B - \$5,400 for three halls.

Palling Community Hall, Decker Lake Hall, Rose Lake Hall

Area D - \$1,800 for one hall.

Fort Fraser Community Hall

Area E - \$5,400 for three halls.

Grassy Plains Community Hall, Francois Lake Hall, Trout Creek Hall (pending confirmation)

Area F - \$3,600 for two halls.

Mapes/Blackwater Community Hall, Braeside Community Hall

Area G - \$1,800 for one hall.

Topley Community Club

STRATEGIC PLAN ALIGNMENT:

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

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

Date: November 20, 2025

Subject: **Grant in Aid - Fort St. James Ski Club**

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

That the Board approve a Regional Grant in Aid of \$25,000 from the Area C (Fort St. James Rural) allocation to the Fort St. James Ski Club for equipment repairs and the Library Pass program.

BACKGROUND

The Fort St. James Ski Club maintains and operates the downhill ski trails at Murray Ridge. Please see the attached application for further details.

Director Greenaway is supportive of a \$25,000 contribution.

ATTACHMENTS:

Grant in Aid Application from Fort St. James Ski Club

STRATEGIC PLAN ALIGNMENT:

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

Nellie Davis

From: website@rdbn.bc.ca
Sent: November 12, 2025 12:25 PM
To: Nellie Davis
Subject: Website Form Submission – Online Grant in Aid Application Form

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

There has been a submission of the form Online Grant in Aid Application Form through your concrete5 website.

Organization Legal Name:
 The Ft St James Ski Club

Contact Email Address:
 murrayridge@gmail.com

Contact Phone Number:
 2509968515

Organization Mailing Address:
 1 chalet drive Box 866

Project or purpose for which you require assistance:

We are requesting a total of \$25,000 in support of two vital initiatives that sustain and enhance access to winter recreation for the Fort St. James community. A \$2,500 contribution is sought to continue our Annual Library Pass Program, which provides local residents with free access to skiing opportunities, helping remove financial barriers and encouraging healthy, outdoor activity for all ages. In addition, we are requesting \$22,500 to fund parts and specialized labour required to rebuild the final drive and completely rebuild the tracks of our snowcat—an essential piece of equipment that maintains safe, skiable runs and extends the operating season. Together, these projects ensure that Fort St. James residents can continue to enjoy a vibrant, accessible, and well-maintained ski area that supports community wellness and recreation.

Amount of Grant Requested:
 25000

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business:
 Yes

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:

Murray Ridge Ski Area is a volunteer board governed nonprofit organization, that provides affordable, family-oriented outdoor recreation for residents and visitors of Fort St. James and surrounding northern communities. Murray Ridge Ski hill features the longest T-bar in North America, more than 30 alpine runs, and designated snowshoe and hiking routes that encourage year-round outdoor engagement.

Our mission is to make healthy, active living accessible to everyone—particularly during the long, dark winter months, when outdoor recreation is essential for both physical and mental well-being.

Key benefits and services include:

Affordable Outdoor Access: Murray Ridge keeps lift ticket and season pass prices low to ensure families, youth, and seniors can participate in winter recreation regardless of income level.

Health and Wellness: Regular outdoor activity helps combat the effects of seasonal isolation and limited daylight common in northern climates. Skiing, snowboarding, snowshoeing, and hiking all promote cardiovascular fitness, mental health, and social connection.

Community and Youth Engagement: The ski hill serves as a vital community gathering place, offering weekend learn to ski/snowboard programs, both elementary and high school school ski days, and volunteer opportunities.

Year-Round Recreation: In addition to winter activities, Murray Ridge is expanding to include summer hiking and mountain biking opportunities, supporting tourism and healthy living throughout all seasons.

Economic and Employment Impact: The ski area draws visitors from across the region, generating economic activity for local businesses and creating both volunteer and seasonal employment opportunities.

Community Pride and Sustainability: Murray Ridge is a symbol of community resilience, self-reliance, and pride—providing benefits that extend far beyond recreation.

Indigenous Community Engagement:

Murray Ridge values its close relationship with the surrounding Nak'azdli Whut'en and neighbouring Indigenous communities. The ski hill continues to foster participation through youth programs, community partnerships, and inclusive events that welcome Indigenous families and students. Future initiatives include incorporating Dakelh language and place names on to trail and signpost projects, and exploring ways to share and celebrate local Indigenous culture through outdoor recreation and education. These efforts reflect our ongoing commitment to reconciliation, respect, and collaboration with the First Peoples of this region.

These services and benefits are not available elsewhere in the region. Murray Ridge is the only alpine ski, snowboard, and lift-access recreation area within roughly 150 kilometres, serving Fort St. James, Vanderhoof, Fraser Lake, Nak'azdli, and nearby communities. Murray Ridge uniquely provides affordable, local access to outdoor recreation, wellness, and social connection—helping northern residents stay active, healthy, and engaged throughout the year.

Is your organization voluntary and non-profit?:

Yes

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

Murray Ridge Ski Area employs a small number of seasonal paid staff, including a hill manager and lift operators. These positions are essential for the day-to-day running of the facility and are compensated at fair market rates.

The Board of Directors are volunteer-based and receive no remuneration or financial benefit for their roles. All volunteer time, including governance, maintenance, and event coordination, is contributed freely in support of the ski hill and community.

All funds raised or received through grants, donations, and operations are reinvested directly into hill maintenance, equipment, programming, and community access initiatives.

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:

Murray Ridge Ski Area has been operating since 1976 and is governed by a volunteer Board of 10 members. Each season, volunteers—including ski school instructors, directors, and community members, assist with operations, maintenance, and events, ensuring the hill's continued success.

This season we have 10 sitting board members and 196 members at large through our season pass system

Murray Ridge Ski Area is requesting financial assistance to support essential repairs to our snow groomer, which is vital for maintaining safe, groomed runs throughout the season. The groomer ensures reliable access for families, youth programs, and school groups, and is critical to the hill's daily operations.

Assistance is being requested for::

Capital project and/or equipment

Other purpose - please explain below

Other Purpose:

Library Pass program and Mechanical overhaul of Snowcat

Please describe the project/event for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details of your request here. Attach additional information if required.:

1. Annual Library Pass Program – Request: \$2,500

The Library Pass Program provides barrier-free access to skiing for local residents, particularly low-income families and individuals who might not otherwise be able to participate. Through a partnership with the Fort St. James Public Library, four corporate ski passes are made available each day the ski hill is open.

Over the course of a full season, this represents access for approximately 272 ski visits, with an estimated total value of \$19,040 in lift tickets provided free of charge to the community.

The total cost of the Library Pass Program is \$4,400, which covers the purchase and administration of the four corporate passes for the season. We are seeking \$2,500 in grant support to help sustain and expand this valuable community access program.

This initiative aligns with our mission to provide inclusive, healthy outdoor recreation opportunities for everyone in Fort St. James, regardless of income or circumstance. By continuing the Library Pass Program, we ensure that skiing remains a shared community experience that supports physical activity, mental well-being, and community connection throughout the winter months.

Library Pass Program Budget Summary:

4 Corporate Season Passes – \$4,400 total

Community Value Delivered – 272 visits (valued at \$19,040)

Requested Support – \$2,500

FSJ Public Library : \$500

District of FSJ \$1400 (requested)

2. Snowcat Maintenance and Rebuild Project – Request: \$22,500

Our snowcat is an essential piece of equipment responsible for grooming and maintaining the ski runs. Without it, we cannot provide safe, skiable terrain for the public or ensure consistent operations throughout the season. To keep this equipment in service and reliable, we are undertaking a significant final drive and full track rebuild.

This work is critical to maintaining safe operating conditions, extending the lifespan of the snowcat, and ensuring we can continue to offer quality skiing conditions through the full season. The project represents a major investment in the long-term sustainability of our facility.

To date, we have already purchased \$46,000 in parts to support this rebuild. However, an additional \$2,500 in parts is required to complete the project, along with \$20,000 in specialty repair labour to be completed by Finning, our certified equipment service provider.

Snowcat Rebuild Budget Summary:

Parts – \$48,500

final drive rebuild, grouser bars, retaining plates, ice spike assemblies, centre belts, inside belts, cleats, cross links, support plates, clamping lock assemblies.

Specialty repair labour (Finning) – \$20,000

Inhouse repair costs - \$10,000

Total Project Cost – \$78,500

Requested Support – \$22,500

This investment will ensure that our grooming equipment operates safely and efficiently, allowing us to provide high-quality skiing conditions and extend our operating season. Reliable grooming directly impacts the safety, enjoyment, and longevity of our ski area, benefitting all residents and visitors who use the facility.

We have been successful securing some of the funds the provinces Destination development fund for \$36,000 towards this project.

Describe how this proposal will benefit the community.:

The Library Pass Program makes skiing accessible to all Fort St. James residents by providing four ski passes through the public library each day the hill is open. This simple, barrier-free system removes financial obstacles and allows anyone with a library card to enjoy the ski hill.

The program promotes equitable access, healthy outdoor activity, and community connection during the long winter months. It encourages physical and mental well-being, offers families an affordable way to spend time together, and strengthens partnerships between the ski club and local organizations.

Each season, the program supports up to 272 ski visits, representing \$19,040 in community value—a meaningful investment in inclusion, wellness, and community spirit for Fort St. James.

This project will ensure safe, reliable grooming of ski and snowboard runs, providing consistent snow conditions for families, youth programs, and visitors throughout the season. A functioning groomer is essential for accessibility, safety, and enjoyment.

By maintaining the hill's operations, this project supports affordable outdoor recreation, community health and wellness, local tourism, and volunteer engagement. Reliable grooming keeps the hill open, encourages physical

activity, and strengthens community pride in a facility that has served the region for nearly 50 years. It also employs 15 community members for seasonal work.

Have you applied for a grant/funding from other source(s)?:

Yes - please provide information below

Name of Grant or Funding Agency:

Destination Development Fund

Amount applied for:

36000

Status of application:

Approved

Name of Grant or Funding Agency:

District of Fort St. James

Amount applied for:

1400

Status of application:

Pending

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Has the organization received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?:

Yes

If yes, please provide the year, the amount, and the purpose for the assistance.:

2023: \$1500 library pass program

Does your Organization: (Please check all that apply):

Contact Name:

Cody Willick

Attach supporting financial information, ie: budget/financial report. Ensure all information is clearly itemized, including: total cost of project, grants/funding from other sources, funding contributed by applicant, total expenses for the fiscal year.:

9609

Contact Name:

Sarah Grill

Contact Phone Number:

2509961428

Contact Email Address:

khaki4@hotmail.com

Which RDBN electoral area(s) receive services or benefits from your organization?:

Electoral Area C (Fort St. James Rural)

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?:

No, but we would like to be.

To view all of this form's submissions, visit

https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___YzFjOnJkYm46YzpvOmFkOGZlYzY3ZmVlZWl5NmE3ZWU5MDVhOGlyN2QzMTJjOjc6MzhjZDo1NWMzNzk3MDU5Mzk4ZmZkMzA2NzZmNDhkZDVmNDRiMmQ4Y2UxOTkzMjYxYzNmYTE3OGYxNWFiMTdkNjcyNmEzOnA6VDpO



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Cameron Hart, Community Development Coordinator

Date: November 20, 2025

Subject: **Northern Development Trust - Business Façade Improvement Program
2026 Application**

RECOMMENDATION: (all/directors/majority)

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

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

BACKGROUND

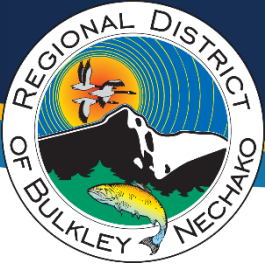
The Business Façade Improvement Program has been offered in the RDBN for several years and promotes economic development by encouraging private sector investment in façade improvements. The business owner provides 50% of their own funding, and the NDIT grant provides the remaining 50% up to a maximum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

Staff are recommending an application for up to \$10,000 for 2026.

Staff have updated the Business Façade Improvement Guidelines, which will give direction to local business owners on the eligibility criteria for the program.

ATTACHMENTS:

2026 Draft RDBN Business Façade Improvement Program Application Guidelines



Business Façade Improvement Program

2026 Guidelines



NORTHERN
DEVELOPMENT

Program Purpose and Goal

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

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

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

The Program

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

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

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

Projects must have a minimum total cost of \$2,500

Application deadline is Friday, July 31, 2026.

Eligible Properties

- Appropriately zoned properties (please contact the RDBN if you have any questions about zoning);
- Must have an operating business on the property; and
- Must be within RDBN boundaries, but outside the boundaries of a municipality.

Eligible Applicants

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

Eligibility Requirements

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

Ineligible Applicants

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

Eligible Façade Improvements

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

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

Ineligible Façade Improvements

The following improvements are ineligible:

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

Eligible Costs/ Expenses

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

Ineligible Costs/ Expenses

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

Design Guidelines

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

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

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

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

Business Façade Application and Project Approval Process

- 1) Complete project applications are to be submitted to the RDBN no later than **July 31, 2026**.
- 2) Completed applications can be submitted by e-mail to economic.development@rdbn.bc.ca or can be mailed or dropped off at the RDBN office in Burns Lake.
(PO Box 820, 37 3rd Avenue, Burns Lake, BC V0J 1E0)
- 3) Applications will be reviewed and evaluated by RDBN staff to ensure projects meet the program eligibility criteria. RDBN staff may contact the applicant to discuss the application, if required.

- 4) Funding will be allocated based on project eligibility and availability of program funds. Funding will be committed on a first-come, first-eligible basis.
- 5) All applicants will be advised in writing as to whether their application has been approved, denied or approved with conditions.
- 6) For successful applications, a Letter of Understanding will be sent to the applicant which must be signed by the owner/tenant and a representative of the RDBN.
- 7) The Owner/Tenant will acquire any required permits and complete the project.

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

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

Project Reporting & Business Reimbursement Process

- 1) Owner/Tenant provides verification of expenses (including invoices or other confirmations of payment) and submits their totals on the provided Expense Reporting Form.
- 2) Owner/Tenant provides the Certification of Completion on the Expense Reporting Form signed by the applicant or contractor, indicating that all work described in the application/approval is complete and has been paid in full, as well as before and after photos, and any other supporting documentation.
- 3) Owner/Tenant provides proof that the improvements have passed final permit inspections (where required) and meets all building standards and codes (where required).
- 4) RDBN staff verify that the renovations meet the Letter of Understanding requirements and approves reimbursement. The project must meet the Program Guidelines and Letter of Understanding.
- 5) Applicant is issued a payment as outlined in the Letter of Understanding.

Please note:

Projects/funding cannot carry over from one calendar year to the next. Approved projects and reporting must be completed before year end — December 31, 2026.

2026 Business Façade Improvement Program**Regional District of Bulkley-Nechako****Project Application****Applicant Information**

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Address: _____

(If different than above)

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

Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Description

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

Planned Start Date: _____

Planned Completion Date: _____

Total Project Cost (estimated): _____

Funding Amount Requested: _____

Applicant Checklist

- ___ Property taxes paid
- ___ Utility account paid (if applicable)
- ___ Building owner authorization

Attach to Application

- ___ Photos of existing conditions (before)
- ___ Contractor's cost estimates
- ___ Drawings/designs
- ___ Signed Terms and Conditions

Terms and Conditions

Date _____

OFFICE USE	
Application Received by:	Date:

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RDBN Business Façade Improvement Guidelines 2026

Applicant Name	
Business Name	

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

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

Applicant Name

Applicant Signature

Date: _____



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: November 20, 2025
Subject: **Rural Fire Service Agreement Renewals**

RECOMMENDATION: (all/directors/majority)

That the Board renew the Fire Service Agreements with the Fort Fraser Volunteer Fire Department, the Topley Volunteer Fire Department, and the Southside Volunteer Fire Department for additional five-year terms.

That the Board extend the expiry of the current Fort Fraser Agreement to December 31, 2025, to coincide with the calendar year and the other two agreements.

BACKGROUND

The Fire Service Agreement with the Fort Fraser Volunteer Fire Department expired on October 31, 2025. The Topley Volunteer Fire Department and Southside Volunteer Fire Department agreements both expire on December 31, 2025. Staff are looking to renew all three agreements for additional five-year terms. No significant changes have been made to the agreements since the last term.

ATTACHMENTS:

Attached are the Fire Service Agreements with the Topley Volunteer Fire Department, the Southside Volunteer Fire Department, and the Fort Fraser Volunteer Fire Department for reference.

STRATEGIC PLAN ALIGNMENT:

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

N/A

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

N/A



Topley Rural Fire Protection Services Agreement

CONTRACT DATED: January 1, 2026 to December 31, 2030

THIS AGREEMENT is made the 1st day of January, 2026.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820

Burns Lake, BC V0J 1E0

("Regional District")

AND:

OF THE FIRST PART

TOPLEY FIRE PROTECTION SOCIETY

(Incorporation No. S – 33557)

Box 192

Topley, BC V0J 2Y0

("Society")

OF THE SECOND PART

WHEREAS

- A. The Regional District adopted the Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015, which authorized the Regional District to undertake and carry out or cause to be carried out fire protection and suppression services within a certain part of Electoral Area G (Houston Rural) and a certain part of Electoral Area B (Burns Lake Rural).
- B. Under the terms of Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015, the annual cost of providing the Fire Protection and Suppression Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 2092, 2025, the maximum amount that may be requisitioned annually for the fire protection service was increased to ONE HUNDRED TWELVE THOUSAND (\$112,000) per annum.
- C. Under Section 176(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision and operation of its services.
- D. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area.

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement, the following words and phrases have the following meaning:

- a. **“Apparatus”** means all vehicles acquired by the Regional District of Bulkley-Nechako.
- b. **“Equipment”** means all goods and chattels acquired by the Society or the Regional District of Bulkley-Nechako.
- c. **“Facilities”** means the lands legally described as: L 2DL 2623 R5C PL 10310 (the “Fire Hall Site”) and the Fire Hall and other buildings and structures located on the Fire Hall Site.
- d. **“Fire Protection Service Area”** or **“Service Area”** means the local service area established by the Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015, as described in Schedule 1 of this Agreement, and as may be further amended from time to time.
- e. **“Regional District Funds”** means money requisitioned by the Regional District for the Fire Protection Service Area paid to the Society.
- f. **“Service”** means fire prevention, fire suppression, rescue operations and response to hazardous materials incidents, and all other activities, within the departments training parameters, as agreed to by the Regional District and the Topley Fire Protection Society from time to time as part of the Fire Protection Service, and the Road Rescue and Medical First Responder Service.
- g. **“Regional District Grant”** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

2.0 FACILITIES AND EQUIPMENT

For the sake of clarity for both parties the Regional District of Bulkley-Nechako owns the Facilities and all Apparatus as defined under Definitions and that the Regional of Bulkley-Nechako provides the Facilities and Apparatus to the Topley Fire Protection Society for use in providing the Topley Rural Fire Protection Service.

3.0 SERVICE

- 3.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.
- 3.2 In providing the Service, the Society shall abide by:
 - a. All enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or replaced from time to time including but not limited to Bylaw No. 1729. A Bylaw to Establish Rules for the Administration and Regulation for the Provision of Fire Protection in the Regional District of Bulkley-Nechako Established Rural Fire Protection Areas, attached hereto as Schedule 2.

- b. All policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time.
- c. Any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District.
- d. The standard of firefighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the level of training and equipment of fire fighters.
- e. The requirements of the Workers Compensation Act and the Occupational Health and Safety Regulation under that Act.
- f. The directions of the Fire Chief as ratified by the Regional District Board and the Chief Administrative Officer or his/her designate, to supervise and direct the provision of the Fire Protection Service.

4.0 TERM

- 4.1 The Term of this Agreement is five (5) years, commencing on the 1st day of January 2026 and terminating on the 31st day of December 2030.

5.0 MONTHLY GRANT

- 5.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Topley Rural Fire Protection Service, as approved by the Regional District under section 6.3 of this Agreement for that calendar year.
- 5.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

6.0 COST

- 6.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Fire Protection Service Area respectively, and may be supplemented by other grants, donations, or other sources of revenue.
- 6.2 It is further acknowledged, understood, and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

7.0 BUDGET

- 7.1 For each year of this Agreement the Society will prepare in a form first approved by the Electoral Area Directors and the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.
- 7.2 The Society will forward the financial plan to the Chief Financial Officer and the Regional Fire Chief on or before the 31st day of October of each year of the Term for the following calendar year of the Term.
- 7.3 The Regional District shall review the financial plan as prepared under Section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society will return the final financial plan as amended to the Regional District for its final approval on or before the 31st day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.
- 7.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the Regional District at the time of the first payment made after approval of the budget.
- 7.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

8.0 COVENANTS OF THE SOCIETY

The Society covenants and agrees that it will, during the term of this Agreement:

- 8.1 Maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently.
- 8.2 Perform all its obligations under this Agreement at its own cost.
- 8.3 Provide to the Regional District within 120 days after the close of each fiscal year of the Society a financial statement for the operation of the Society and a copy of the minutes of the Annual General Meeting.
- 8.4 Keep the Regional District Grant separate in the Society's books of accounts.

- 8.5 Permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service.
- 8.6 Permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service.
- 8.7 Under the direction of the Fire Chief, organize and coordinate the services of such volunteer firefighters and other personnel as are necessary to properly and efficiently provide the Service and to perform the Society's other obligations under this Agreement.
- 8.8 Adhere to the Regional District of Bulkley-Nechako Fire Department Training Program as administered under the direction of the Chief Administrative Officer of the Regional District of Bulkley-Nechako, or his/her designate.
- 8.9 Assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service and the Road Rescue, and Medical First Response Service.
- 8.10 Abide by its constitution, bylaws and other requirements of the Society Act and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies.
- 8.11 Maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record "personal information" (as defined in the Freedom of Information and Protection of Privacy Act) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to the Regional District, including but not limited to personal information, in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District.
- 8.12 Maintain the Facilities, including the grounds around the Fire Hall and all Equipment in good working condition so that the Equipment and Facilities are always available for the purpose of providing the Service.
- 8.13 Not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, except as outlined by Sections 16 or 17 of this Agreement.

9.0 REGIONAL DISTRICT INTEREST

- 9.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the prior written approval of the Regional District.

10.0 EQUIPMENT

- 10.1 At the expiry or earlier termination of this Agreement, unless renewed or replaced with a similar agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

11.0 TITLE TO LAND ACQUIRED WITH REGIONAL DISTRICT GRANT

- 11.1 The Society shall not take legal title to any land using any funds paid as the Regional District Grant, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

12.0 CONDITION OF FACILITIES

- 12.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear accepted.

13.0 INSURANCE

- 13.1 Within THIRTY (30) days of signing this agreement the Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC), naming the Society in an service provider, as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, and personal injury while providing the agreed service. The premiums shall be paid for with funds from the Topley Rural Fire Protection Service. The Regional District agrees to be responsible for any and all deductible amount including any claim expenses incurred under the commercial general liability insurance coverage from the Municipal Insurance Association of BC (MIABC).
- 13.2 Within THIRTY (30) days of signing this agreement the Regional District agrees to obtain property and motor vehicle insurance for the Facilities, motor vehicles and any other chattels and equipment owned by the Regional District. The premiums shall be paid for with funds from the Topley Rural Fire Protection Service.
- 13.3 The Society shall insure and keep insured against all risks of loss or damage the Equipment or other property, not provided for in section 12.2 under this Agreement, such policy or policies to be included in the term(s) and with such deductible as is acceptable to the Regional District.

- 13.4 Every policy of insurance, except the policies purchased by the Regional District must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.
- 13.5 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under Section 12 has been provided, and upon request shall provide a copy of the said policy or policies to the Regional District.
- 13.6 The Regional District shall, throughout the term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in an amount of not less than (\$5,000,000.00) FIVE MILLION DOLLARS per accident. The premiums shall be paid for with funds from the Topley Rural Fire Protection Service.
- 13.7 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force Workers Compensation Insurance through WorkSafe BC. The premiums shall be paid for with funds from the Topley Rural Fire Protection Service.

14.0 INDEMNITY

- 14.1 The Society agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Regional District or its officers, employees and agents may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Society, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Society. The Society's obligations under this section shall survive the expiry or earlier termination of this Agreement.
- 14.2 The Regional District agrees to save harmless, release and indemnify the Society and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Society or its officers and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Regional District, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Regional District. The Regional District's obligations under this section shall survive the expiry or earlier termination of this Agreement.

15.0 APPOINTMENT OF FIRE CHIEF

- 15.1 The Society shall, at its Annual General Meeting each year, elect or re-elect a Fire Chief of the Topley Volunteer Fire Department.
- 15.2 The Fire Chief elected or re-elected under section 15.1 shall serve as the Regional District's Fire Chief for the purpose of the Fire Protection Service and Road Rescue and Medical First Responder Service, subject to that person:
 - a. Meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District.
 - b. Having their election as Fire Chief ratified by the Regional District Board.

16.0 TERMINATION

- 16.1 The Agreement shall terminate not later than the 31st day of December 2030.

17.0 EARLY TERMINATION

- 17.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days' notice of its intention to so terminate:
 - a. Should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*.
 - b. Should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement.
 - c. Should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area.
 - d. Should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

18.0 GENERAL PROVISIONS

18.1 Notice

- a. All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid registered mail to the addresses set forth on the first page or such other address as may from time to time be notified in writing by the parties.
- b. If the Society gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.
- c. Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour

dispute which might affect the delivery of such notice by mail, then such notice shall only be effective once delivered.

18.2 Authority

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

18.3 Assignment

This Agreement shall not be assigned by the Society.

18.4 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors.

18.5 Time

Time is to be of the essence of this Agreement.

18.6 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

18.7 Entire Agreement

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

18.8 Waiver

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

18.9 Cumulative Remedies

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

18.10 Amendment

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any

force or effect unless they are in writing and duly executed by all parties to this Agreement.

18.11 **Law Applicable**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

19.0 **INTERPRETATION**

19.1 In this Agreement:

- a. Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- b. Articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.
- c. Reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement.
- d. If a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings.
- e. Reference to any enactment includes any regulations, orders or directives made under the authority of that enactment.
- f. Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided.
- g. Reference to time or date is to the local time or date in Victoria, British Columbia.
- h. All provisions are to be interpreted as always speaking.
- i. Reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers.
- j. Reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided.
- k. Where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".
- l. Word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa.
- m. A reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:

Chair

Corporate Administrator

TOPLEY FIRE PROTECTION SOCIETY by its authorized signatories:

President

Treasurer



Southside Rural Fire Protection Services Agreement

CONTRACT DATED: January 1, 2026 to December 31, 2030

THIS AGREEMENT is made the 1st day of January, 2026.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820
Burns Lake, BC VOJ 1EO
(the "Regional District")

AND:

OF THE FIRST PART

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

(Incorporation No. S-0018372) PO Box 99
1122 Witney Way
Southbank, BC VOJ 2PO
(the "Society")

OF THE SECOND PART

WHEREAS

- A. The Regional District adopted the Southside Rural Fire Protection Local Service establishment Bylaw No. 761, 1993, which authorized the Regional District to undertake and carry out or cause to be carried out and provide fire prevention, fire suppression and emergency assistance services (the "Fire Protection Service") within certain parts of Electoral Area E.
- B. Under the terms of the Southside Rural Fire Protection Local Service Area Boundary Amendment By-law No. 1175, 2000, the Regional District has expanded the boundaries of the area served by the Fire Protection Service.
- C. Under the terms of Southside Rural Fire Protection Local Service Establishment Bylaw No. 761, 1993, the annual cost of providing the Fire Protection Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020, the maximum amount that may be requisitioned annually for the Fire Protection Service was increased to the greater of \$40,710.77 or the amount yielded by applying \$1.53 per \$1,000.00 to the net taxable value of the land and improvements in the Service Area.
- D. Under Section 176(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision, and operation of its services.
- E. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area.

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement, the following words and phrases have the following meaning:

- a. **"Equipment"** means all vehicles, apparatus, goods and chattels acquired by the Society using Regional District Funds or the Regional District Grant.
- b. **"Facilities"** means the lands legally described as: PID: 004-945-701 (the "Fire Hall Site") and the Fire Hall and other buildings and structures located on the Fire Hall Site.
- c. **"Fire Protection Service Area" or "Service Area"** means the local service area established by the Southside Rural Fire Protection Local Service Establishment Bylaw No. 761, 1993, amended as described in Recital B of this Agreement, and as may be further amended from time to time.
- d. **"Regional District Funds"** means money requisitioned by the Regional District for the Fire Protection Service Area and paid to the Society prior to the date of this Agreement.
- e. **"Service"** means fire prevention, fire suppression, rescue operations and response to hazardous materials incidents, and all other activities, within the departments training parameters, as agreed to by the Regional District and Southside Volunteer Fire Department Society from time to time as part of the Fire Protection Service.
- f. **"Regional District Grant"** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

2.0 SERVICE

- 2.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.
- 2.2 In providing the Service, the Society shall abide by:
 - a. All enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or replaced from time to time including but not limited to Bylaw No. 1729. A Bylaw to Establish Rules for the Administration and Regulation for the Provision of Fire Protection in the Regional District of Bulkley-Nechako Established Rural Fire Protection Areas, attached hereto as Schedule 2.

- b. All policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time.
- c. Any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District.
- d. The standard of firefighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the level of training and equipment of fire fighters.
- e. The requirements of the Workers Compensation Act and the Occupational Health and Safety Regulation under that Act.
- f. The directions of the Fire Chief as appointed by the Regional District Board and the Chief Administrative Officer or his/her designate, appointed by the Regional District Board to supervise and direct the provision of the Fire Protection Service.

3.0 TERM

- 3.1 The Term of this Agreement is five (5) years, commencing on the 1st day of January 2026 and terminating on the 31st day of December 2030.

4.0 MONTHLY GRANT

- 4.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Southside Rural Fire Protection Service, as approved by the Regional District under section 6.3 of this Agreement for that calendar year.
- 4.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

5.0 COST

- 5.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Southside Rural Fire Protection Service Area.
- 5.2 It is further acknowledged, understood and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

6.0 BUDGET

- 6.1 For each year of this Agreement the Society will prepare in a form first approved by the Electoral Area Directors and the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.
- 6.2 The Society will forward the financial plan to the Chief Financial Officer and the Regional Fire Chief on or before the 31st day of October of each year of the Term for the following calendar year of the Term.
- 6.3 The Regional District shall review the financial plan as prepared under section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society shall return the final financial plan as amended to the Regional District for its final approval on or before the 15th day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.
- 6.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the Regional District at the time of the first payment made after approval of the budget.
- 6.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

7.0 COVENANTS OF THE SOCIETY

The Society covenants and agrees that it will, during the term of this Agreement:

- 7.1 Maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently.
- 7.2 Perform all its obligations under this Agreement at its own cost.
- 7.3 Provide to the Regional District within 120 days after the close of each fiscal year of the Society a financial statement for the operation of the Society and a copy of the minutes of the Annual General Meeting.
- 7.4 Keep the Regional District Grant separate in the Society's books of accounts.

- 7.5 Permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service.
- 7.6 Permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service.
- 7.7 Under the direction of the Fire Chief, organize and coordinate the services of such volunteer firefighters and other personnel as are necessary to properly and efficiently provide the Service and to perform the Society's other obligations under this Agreement.
- 7.8 Under the direction of the Fire Chief, provide for the training of the volunteer fire fighters and other personnel who provide the Service, on an ongoing basis, and as necessary to provide the Service in accordance with the requirements of this Agreement.
- 7.9 Assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service.
- 7.10 Abide by its constitution, bylaws and other requirements of the *Society Act* and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies.
- 7.11 Not make any expenditures in any year which are not provided for in the budget approved by the Regional District under section 6.3, except for expenditures made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant or received by the Society as Regional District Funds and not borrow any funds without the approval of the Regional District of Bulkley-Nechako.
- 7.12 Maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record "personal information" (as defined in the *Freedom of Information and Protection of Privacy Act*) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to the Regional District, including but not limited to personal information, in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District.

- 7.13 Maintain the Facilities, including the grounds around the Fire Hall and all Equipment in a good working condition so that the Equipment and Facilities are available at all times for the purpose of providing the Service.
- 7.14 Not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, except as outlined by Sections 16 or 17 of this Agreement.

8.0 REGIONAL DISTRICT INTEREST

- 8.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the written approval of the Regional District.

9.0 EQUIPMENT

- 9.1 At the expiry or earlier termination of this Agreement, unless renewed or replaced with a similar agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

10.0 TITLE TO LAND ACQUIRED WITH REGIONAL DISTRICT GRANT

- 10.1 The Society shall not take legal title to any land using any funds paid as the Service Fee, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

11.0 CONDITION OF FACILITIES

- 11.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear accepted.

12.0 INSURANCE

- 12.1 The Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC), naming the Society as service provider, as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, and personal injury while providing the agreed service. The premiums shall be paid for with funds from the Southside Rural Fire Protection Service.
- 12.2 The Society shall insure and keep insured against all risks of loss or damage the Equipment other than motor vehicles, the Facilities, and any and all other chattels and equipment owned by the Regional District or the Society and maintained and utilized by the Society to provide the Services under this Agreement, to the full

replacement value thereof, such policy or policies to be on terms and with such deductible as is acceptable to the Regional District.

- 12.3 Every policy of insurance, except the one with Municipal Insurance Association, must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.
- 12.4 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under this section 12 has been provided, and upon request shall provide a copy of the said policy or policies to the Regional District.
- 12.5 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in the amount of not less than (\$5,000,000.00) FIVE MILLION DOLLARS per accident. The premiums shall be paid for with funds from the Southside Rural Fire Protection Service.
- 12.6 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for Workers Compensation Insurance through WorkSafe BC. The premiums shall be paid for with funds from the Southside Rural Fire Protection Service.
- 12.7 The Regional District agrees to be responsible for any and all deductible amount including any claim expenses incurred.

13.0 INDEMNITY

- 13.1 The Society agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Regional District or its officers, employees and agents may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Society, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Society. The Society's obligations under this section shall survive the expiry or earlier termination of this Agreement.
- 13.2 The Regional District agrees to save harmless, release and indemnify the Society and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Society or its officers and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act

or omission, or other actionable wrong, on the part of the Regional District, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Regional District. The Regional District's obligations under this section shall survive the expiry or earlier termination of this Agreement.

14.0 APPOINTMENT OF FIRE CHIEF

- 14.1 The Society shall, at its Annual General Meeting each year, elect or re-elect a Fire Chief of the Southside Volunteer Fire Department.
- 14.2 The Fire Chief elected or re-elected under section 14.1 shall serve as the Regional District's Fire Chief for the purpose of the Fire Protection Service, subject to that person:
 - a. Meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District.
 - b. Having their election as Fire Chief ratified by the Regional District Board.

15.0 AUDIT

- 15.1 At any time the Regional District may give the Society written notice that it desires its appointed representative to examine and audit the books of account of the Society.

16.0 TERMINATION

- 16.1 Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the Agreement shall terminate on the 31st day of December of the year following receipt of such notice by the other party, provided however that, in any event, the Agreement shall terminate not later than the 31st day of December 2030.

17.0 EARLY TERMINATION

- 17.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days' notice of its intention to so terminate:
 - a. Should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*.
 - b. Should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement.
 - c. Should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area.
 - d. Should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

18.0 GENERAL PROVISIONS

18.1 Notice

- a. All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid registered mail to the addresses set forth on the first page or such other address as may from time to time be notified in writing by the parties.
- b. If the Society gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.
- c. Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by mail, then such notice shall only be effective once delivered.

18.2 Authority

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

18.3 Assignment

This Agreement shall not be assignable by the Society.

18.4 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors.

18.5 Time

Time is to be of the essence of this Agreement.

18.6 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

18.7 Entire Agreement

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except

those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

18.8 **Waiver**

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

18.9 **Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

18.10 **Amendment**

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement.

18.11 **Law Applicable**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

19.0 **INTERPRETATION**

19.1 In this Agreement:

- a. Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- b. Articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.
- c. Reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement.
- d. If a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings.
- e. Reference to any enactment includes any regulations, orders or directives made under the authority of that enactment.
- f. Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided.

- g. Reference to time or date is to the local time or date in Victoria, British Columbia.
- h. All provisions are to be interpreted as always speaking.
- i. Reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers.
- j. Reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided.
- k. Where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".
- l. Word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa.
- m. A reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:

Chair

Corporate Administrator

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY by its authorized signatories:

President

Secretary/Treasurer



Fort Fraser Rural Fire Protection Services Agreement

CONTRACT DATED: January 1, 2026 to December 31, 2030

THIS AGREEMENT is made the 1st day of January, 2026.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820
Burns Lake, BC V0J 1E0
(the "Regional District")

AND:

OF THE FIRST PART

FORT FRASER VOLUNTEER FIRE DEPARTMENT SOCIETY

(Incorporation No. S – 0027921)
Box 180
Fort Fraser, BC V0J 1N0
(the "Society")

OF THE SECOND PART

WHEREAS

- A. The Regional District adopted the Fort Fraser Fire Protection Local Service Establishment Bylaw No. 624, 1990 (Bylaw No. 624) which converted the Fort Fraser Fire Protection Specified Area Service to a local service, and which authorized the Regional District to undertake and carry out or cause to be carried out and provide fire prevention, fire suppression, first response to medical emergencies, rescue operations and response to hazardous materials incidents (the "Fire Protection Service") within certain parts of Electoral Area D (Fraser Lake Rural).
- B. Under the terms of Fort Fraser Fire Protection Service Area Amendment Bylaw No. 1961, 2021, the annual cost of providing the Fire Protection Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under Fort Fraser Fire Protection Local Service Area Amendment By-law No. 1961, 2021, the maximum amount that may be requisitioned annually for the Fire Protection Service was increased to SEVENTY THOUSAND THREE HUNDRED TWELVE DOLLARS (\$73,312) per annum.
- C. Under Section 176(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision and operation of its services.
- D. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area.

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the

receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement, the following words and phrases have the following meaning:

- a. **“Apparatus”** means all vehicles acquired by the Regional District of Bulkley-Nechako.
- b. **“Equipment”** means all goods and chattels acquired by the Society or the Regional District of Bulkley-Nechako.
- c. **“Facilities”** means the lands legally described as: L A SEC 26 TP 15 R5C PL 12510 (the “Fire Hall Site”) and the Fire Hall and other buildings and structures located on the Fire Hall Site.
- d. **“Fire Protection Service Area”** or **“Service Area”** means the local service area established by the Fort Fraser Fire Protection Local Service Establishment Bylaw No. 624, 1990, as amended from time to time.
- e. **“Regional District Funds”** means money requisitioned by the Regional District for the Fire Protection Service Area paid to the Society.
- f. **“Service”** means fire prevention, fire suppression, rescue operations and response to hazardous materials incidents, and all other activities, within the departments training parameters, as agreed to by the Regional District and the Fort Fraser Volunteer Fire Department Society from time to time as part of the Fire Protection Service, and the Road Rescue and Medical First Responder Service.
- g. **“Regional District Grant”** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

2.0 FACILITIES AND EQUIPMENT

For the sake of clarity for both parties the Regional District of Bulkley-Nechako owns the Facilities and all Apparatus as defined under Definitions and that the Regional of Bulkley-Nechako provides the Facilities and Apparatus to the Fort Fraser Volunteer Fire Department Society for use in providing the Fort Fraser Rural Fire Protection Service.

3.0 SERVICE

- 3.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.
- 3.2 In providing the Service, the Society shall abide by:
 - a. All enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or

replaced from time to time including but not limited to Bylaw No. 1729. A Bylaw to Establish Rules for the Administration and Regulation for the Provision of Fire Protection in the Regional District of Bulkley-Nechako Established Rural Fire Protection Areas, attached hereto as Schedule 2.

- b. All policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time.
- c. Any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District.
- d. The standard of firefighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the level of training and equipment of fire fighters.
- e. The requirements of the Workers Compensation Act and the Occupational Health and Safety Regulation under that Act.
- f. The directions of the Fire Chief as ratified by the Regional District Board and the Chief Administrative Officer or his/her designate, to supervise and direct the provision of the Fire Protection Service.

4.0 TERM

- 4.1 The Term of this Agreement is five (5) years, commencing on the 1st day of January 2026 and terminating on the 31st day of December 2030.

5.0 MONTHLY GRANT

- 5.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Fort Fraser Rural Fire Protection Service, as approved by the Regional District under section 6.3 of this Agreement for that calendar year.
- 5.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

6.0 COST

- 6.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Fire Protection Service Area respectively, and may be supplemented by other grants, donations, or other sources of revenue.

- 6.2 It is further acknowledged, understood, and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

7.0 BUDGET

- 7.1 For each year of this Agreement the Society will prepare in a form first approved by the Electoral Area Directors and the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.
- 7.2 The Society will forward the financial plan to the Chief Financial Officer and the Regional Fire Chief on or before the 31st day of October of each year of the Term for the following calendar year of the Term.
- 7.3 The Regional District shall review the financial plan as prepared under Section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society will return the final financial plan as amended to the Regional District for its final approval on or before the 31st day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.
- 7.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the Regional District at the time of the first payment made after approval of the budget.
- 7.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

8.0 COVENANTS OF THE SOCIETY

The Society covenants and agrees that it will, during the term of this Agreement:

- 8.1 Maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently.
- 8.2 Perform all its obligations under this Agreement at its own cost.

- 8.3 Provide to the Regional District within 120 days after the close of each fiscal year of the Society a financial statement for the operation of the Society and a copy of the minutes of the Annual General Meeting.
- 8.4 Keep the Regional District Grant separate in the Society's books of accounts.
- 8.5 Permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service.
- 8.6 Permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service.
- 8.7 Under the direction of the Fire Chief, organize and coordinate the services of such volunteer firefighters and other personnel as are necessary to properly and efficiently provide the Service and to perform the Society's other obligations under this Agreement.
- 8.8 Adhere to the Regional District of Bulkley-Nechako Fire Department Training Program as administered under the direction of the Chief Administrative Officer of the Regional District of Bulkley-Nechako, or his/her designate.
- 8.9 Assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service and the Road Rescue, and Medical First Response Service.
- 8.10 Abide by its constitution, bylaws and other requirements of the Society Act and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies.
- 8.11 Maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record "personal information" (as defined in the Freedom of Information and Protection of Privacy Act) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to the Regional District, including but not limited to personal information, in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District.
- 8.12 Maintain the Facilities, including the grounds around the Fire Hall and all Equipment in good working condition so that the Equipment and Facilities are always available for the purpose of providing the Service.

- 8.13 Not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, except as outlined by Sections 16 or 17 of this Agreement.

9.0 REGIONAL DISTRICT INTEREST

- 9.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the prior written approval of the Regional District.

10.0 EQUIPMENT

- 10.1 At the expiry or earlier termination of this Agreement, unless renewed or replaced with a similar agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

11.0 TITLE TO LAND ACQUIRED WITH REGIONAL DISTRICT GRANT

- 11.1 The Society shall not take legal title to any land using any funds paid as the Regional District Grant, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

12.0 CONDITION OF FACILITIES

- 12.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear accepted.

13.0 INSURANCE

- 13.1 Within THIRTY (30) days of signing this agreement the Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC), naming the Society in an service provider, as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, and personal injury while providing the agreed service. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service. The Regional District agrees to be responsible for any and all deductible amount including any claim expenses incurred under the commercial general liability insurance coverage from the Municipal Insurance Association of BC (MIABC).
- 13.2 Within THIRTY (30) days of signing this agreement the Regional District agrees to obtain property and motor vehicle insurance for the Facilities, motor vehicles and

any other chattels and equipment owned by the Regional District. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service.

- 13.3 The Society shall insure and keep insured against all risks of loss or damage the Equipment or other property, not provided for in section 12.2 under this Agreement, such policy or policies to be included in the term(s) and with such deductible as is acceptable to the Regional District.
- 13.4 Every policy of insurance, except the policies purchased by the Regional District must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.
- 13.5 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under Section 12 has been provided, and upon request shall provide a copy of the said policy or policies to the Regional District.
- 13.6 The Regional District shall, throughout the term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in an amount of not less than (\$5,000,000.00) FIVE MILLION DOLLARS per accident. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service.
- 13.7 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force Workers Compensation Insurance through WorkSafe BC. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service.

14.0 INDEMNITY

- 14.1 The Society agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Regional District or its officers, employees and agents may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Society, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Society. The Society's obligations under this section shall survive the expiry or earlier termination of this Agreement.
- 14.2 The Regional District agrees to save harmless, release and indemnify the Society and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Society or its officers

and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Regional District, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Regional District. The Regional District's obligations under this section shall survive the expiry or earlier termination of this Agreement.

15.0 APPOINTMENT OF FIRE CHIEF

- 15.1 The Society shall, at its Annual General Meeting each year, elect or re-elect a Fire Chief of the Fort Fraser Volunteer Fire Department.
- 15.2 The Fire Chief elected or re-elected under section 15.1 shall serve as the Regional District's Fire Chief for the purpose of the Fire Protection Service and Road Rescue and Medical First Responder Service, subject to that person:
 - a. Meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District.
 - b. Having their election as Fire Chief ratified by the Regional District Board.

16.0 TERMINATION

- 16.1 The Agreement shall terminate not later than the 31st day of December 2030.

17.0 EARLY TERMINATION

- 17.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days' notice of its intention to so terminate:
 - a. Should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*.
 - b. Should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement.
 - c. Should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area.
 - d. Should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

18.0 GENERAL PROVISIONS

18.1 Notice

- a. All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid registered mail to the addresses set forth on

the first page or such other address as may from time to time be notified in writing by the parties.

- b. If the Society gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.
- c. Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by mail, then such notice shall only be effective once delivered.

18.2 **Authority**

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

18.3 **Assignment**

This Agreement shall not be assigned by the Society.

18.4 **Enurement**

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors.

18.5 **Time**

Time is to be of the essence of this Agreement.

18.6 **Further Assurances**

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

18.7 **Entire Agreement**

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

18.8 **Waiver**

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be

construed as a waiver of any future or continuing failure, whether similar or dissimilar.

18.9 **Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

18.10 **Amendment**

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement.

18.11 **Law Applicable**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

19.0 **INTERPRETATION**

19.1 In this Agreement:

- a. Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- b. Articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.
- c. Reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement.
- d. If a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings.
- e. Reference to any enactment includes any regulations, orders or directives made under the authority of that enactment.
- f. Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided.
- g. Reference to time or date is to the local time or date in Victoria, British Columbia.
- h. All provisions are to be interpreted as always speaking.
- i. Reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers.

- j. Reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided.
- k. Where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.
- l. Word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa.
- m. A reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:

Chair

Corporate Administrator

FORT FRASER VOLUNTEER FIRE DEPARTMENT SOCIETY by its authorized signatories:

President

Treasurer



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, CFO
Date: November 20, 2025
Subject: **Financial Statements of "Partners" involved in Service Delivery**

RECOMMENDATION: (all/directors/majority)

Receive

BACKGROUND

The Regional District often provides grants under an established service (a service created by an establishment bylaw). As part of the agreement to receive funds and provide service to the public these organizations have a requirement to provide their annual financial statements as well as a record of maintaining "good standing" with their oversight body. For Societies registered in B.C. this is through BC Registry. In addition, Municipal Insurance Association has recommended that each of these organizations sign a "service contract" with the Regional District. These organizations also have the option of providing an annual report highlighting their yearly activities to the Board. Organizations marked with an * have included an annual report.

The following organizations are required to report annually:

Organization	Met Reporting Requirement?	Has Contract?
Bulkley Valley Aquatic Management Society	Yes	No
Bulkley Valley Museum and Historical Society	Yes	No
Lakes District Museum Society *	Yes	Yes
Smithers Gallery Association *	Yes	No
Clucluz Lake Volunteer Fire Department	Yes	Yes
Fort Fraser Volunteer Fire Department	Yes	Yes
Southside Volunteer Fire Department	Yes	Yes
Topley Fire Protection Society	Yes	Yes
Burns Lake Public Library Association	Yes	No
Fort St. James Public Library Association	Yes	No
Fraser Lake Public Library Association *	Yes	No
Northern Society for Domestic Peace	Yes	No
Burns Lake and District TV Rebroadcasting	Yes	Yes
Fraser Lake and District Rebroadcasting	Yes	Yes

Houston –Smithers Rebroadcasting	Yes	Before the Board
Fort St. James Rebroadcasting	No	No – offered
Lakes District Airport Society	No	No

Organizations that have not met the reporting requirement will have funds withheld until they meet this requirement. Staff have been working with the two organizations that have not met the requirement for many months to ensure compliance.

Staff are slowly working through the list of organizations to negotiate and sign contracts. Staff are currently working on a contract offer with the Bulkley Valley Aquatic Management Society after the Regional District published a Notice of Intent to offer the society a contract on BC Bid.

In 2026, the list of organizations will increase as 2026 will be the first year when organizations that receive grants under the Recreation Contribution Service Bylaws will be required to report.

ATTACHMENTS:

Financial Statements and Reports

STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability

**BULKLEY VALLEY AQUATIC CENTRE
MANAGEMENT SOCIETY**

FINANCIAL STATEMENTS

DECEMBER 31, 2024

BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY

DECEMBER 31, 2024

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Statement of Operations and Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 10

EDMISON MEHR CHARTERED PROFESSIONAL ACCOUNTANTS

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Smithers, B.C. V0J 2N0
Tel (250)847-4325 Fax (250)847-3074
E-mail: info@edmisonmehr.ca

Partners:
BRIAN R. EDMISON, B.A., CPA, CA
MICHAEL B. MEHR, B.Comm, CPA, CA
JEANNE M. MACNEIL, B.Comm, CPA, CA

INDEPENDENT AUDITOR'S REPORT

To the Directors of
Bulkley Valley Aquatic Centre Management Society
Smithers, BC

Qualified Opinion

We have audited the accompanying financial statements of Bulkley Valley Aquatic Centre Management Society, which comprise the Statement of Financial Position as at December 31, 2024, and the Statements of Operations and Changes to Net Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at December 31, 2024, and its financial performance and its cash flows for the year then ended in accordance with Canadian Generally Accepted Accounting Principals for Not-for-Profit Entities.

Basis for Qualified 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 Society 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 qualified opinion. The Society derives revenues from fundraising activities and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly verification of revenues was limited to the amounts recorded of the Society and we were not able to determine whether any adjustments might be necessary to revenues, excess of revenues over expenditures and fund balances.

The Society has expensed the purchase of capital assets (equipment) in full in the year of acquisition on the Statement of Operations. Canadian Generally Accepted Accounting Principals for Not-for-Profit Entities require that capital assets be recorded on the Statement of Financial Position at cost and amortization of these capital assets be recorded on the Statement of Operations in a rational and systematic manner over the useful life of the capital asset.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Generally Accepted Accounting Principals for Not-for-Profit Entities and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society'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 Society or to cease operations, or have no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Society'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 misstatements, 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 errors 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 auditing standards, we exercise professional judgement and maintain professional skepticism through the audit.

We also:

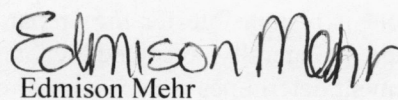
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting 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 controls.
- 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 purposes of expressing an opinion on the effectiveness of the Society'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 Society'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 Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including disclosure, 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.

Report on Other Legal and Regulatory Requirement

As required by the British Columbia Societies Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Smithers, BC
June 11, 2025


Edmison Mehr

BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 110,354	\$ 157,754
Term deposits	449,873	478,724
Accounts receivable	15,474	10,313
Inventory, Note 3	<u>17,968</u>	<u>17,648</u>
	<u>\$ 593,669</u>	<u>\$ 664,439</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 52,498	\$ 53,619
GST payable	2,025	3,228
Source deductions payable	22,756	27,397
Salaries payable	35,942	36,472
Customer credits payable	23,030	19,404
Deferred Donations - Building	15,000	15,000
Deferred revenue	<u>50,364</u>	<u>45,192</u>
	<u>201,615</u>	<u>200,312</u>
NET ASSETS		
NET ASSETS, Note 5	<u>392,054</u>	<u>464,127</u>
	<u>\$ 593,669</u>	<u>\$ 664,439</u>

APPROVED BY THE BOARD:

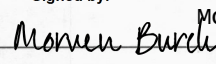
Signed by:



Frank

DIRECTOR

Signed by:



Morven Burch

DIRECTOR

78C369C38C4D44B...

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024	2023
REVENUE		
General admission and rentals	\$ 340,279	\$ 300,260
Programs	199,457	184,847
Taxation support	1,101,774	935,074
Donations, other grant funding and memberships	30,028	35,382
Interest - general	<u>24,177</u>	<u>23,097</u>
	<u>1,695,715</u>	<u>1,478,660</u>
Concession and other sales:		
Sales	35,823	37,218
Cost of sales, Note 3	<u>17,139</u>	<u>19,200</u>
Gross profit	<u>18,684</u>	<u>18,018</u>
	<u>1,714,399</u>	<u>1,496,678</u>
EXPENSES		
Wages and benefits	1,077,044	943,571
Accounting and legal	12,377	11,875
Advertising and promotion	8,325	10,614
Bad debts	-	30
Bank charges and interest	10,357	8,867
Capital expenditures	329,021	206,751
Cash (over)/short	(137)	(38)
Insurance, licenses and dues	6,020	5,666
Office and software	23,709	19,881
Repairs and maintenance	91,684	81,580
Supplies - general	51,106	45,315
Supplies - janitorial	15,086	11,659
Telephone	5,390	5,396
Training and professional development	19,978	21,837
Travel	5,561	4,065
Utilities - hydro	41,621	43,037
Utilities - natural gas	64,484	47,343
Water, sewer and garbage	16,839	15,418
Workers compensation	<u>8,007</u>	<u>7,367</u>
	<u>1,786,472</u>	<u>1,490,234</u>
Excess of revenues over expenses for the year	(72,073)	6,444
Net assets, beginning of year	<u>464,127</u>	<u>457,683</u>
Net assets, end of year	<u>\$ 392,054</u>	<u>\$ 464,127</u>

BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Excess of revenues over expenses for the year	\$ <u>(72,073)</u>	\$ <u>6,444</u>
Net change in non-cash working capital		
Net (increase) decrease in:		
Accounts receivable	(5,160)	6,226
Inventory	(320)	(587)
Net increase (decrease) in:		
Accounts payable and accrued liabilities	(1,122)	(43,532)
GST payable	(1,203)	2,079
Source deductions payable	(4,641)	5,206
Salaries payable	(530)	4,084
Customer credits payable	3,626	(1,249)
Deferred revenue	<u>5,172</u>	<u>8,778</u>
	<u>(4,178)</u>	<u>(18,995)</u>
	<u>(76,251)</u>	<u>(12,551)</u>
FINANCING ACTIVITIES		
Deferred Donations - Building	<u>-</u>	<u>15,000</u>
INCREASE (DECREASE) IN CASH	(76,251)	2,449
CASH, beginning of year	<u>636,478</u>	<u>634,029</u>
CASH, end of year	\$ <u><u>560,227</u></u>	\$ <u><u>636,478</u></u>
CASH CONSISTS OF:		
Cash	\$ 110,354	\$ 157,754
Term deposits	<u>449,873</u>	<u>478,724</u>
	\$ <u><u>560,227</u></u>	\$ <u><u>636,478</u></u>

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024**

1. PURPOSE

The purpose of the Society is to promote, manage and maintain an indoor aquatic centre, located in the Town of Smithers, BC for the benefit of the people of the Bulkley Valley and the public, generally. The Society has entered an operating agreement with the Regional District of Bulkley-Nechako to act as the operator of the Bulkley Valley Aquatic Centre and Racquet Courts/Climbing Wall. The operating agreement was renewed January 1, 2022 for a five year term. The land and building for this facility are owned by the Regional District of Bulkley-Nechako.

The Bulkley Valley Aquatic Centre Management Society was incorporated under the Society Act of British Columbia on July 24, 1990 and is not subject to income taxation.

2. ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

Cash

Cash consists of cash and cash equivalents that are defined as highly-liquid investments with maturities of three months or less at the acquisition date.

Short term investments

Short term investments are recorded at the lower of cost and net realizable value.

Inventory

Inventory is recorded at the lower of cost and net realizable value. Cost is assigned by using the weighted average cost formula. Cost comprises the purchase price plus freight-in. Cost of sales reported on the statement of operations represent inventories recognized as an expense in the period in which the related revenue is recognized. Net realizable value is the estimated selling price in the ordinary course of business less the estimated costs necessary to complete the sale.

Capital Assets

Capital assets are expensed fully in the year of acquisition.

Revenue Recognition

Revenue from taxation support is recorded on a monthly basis when the taxation support is received.

Facility memberships fees which are collected in full in advance are recognized as revenue on a monthly basis of the specific membership period.

Facility program revenue which are collected in full in advance are recognized as revenue on an accrual

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024**

basis to the specific fiscal year of the program.

All other revenue sources are recorded on the accrual basis.

Financial Instruments

Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

The society subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, GST payable, source deduction payable, salaries payable, and customer credits payable.

The society's financial assets measured at fair value include quoted shares.

Impairment

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

Transactions costs

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

Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results could differ from those estimates.

BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

3. INVENTORY

	<u>2024</u>	<u>2023</u>
Opening inventory	\$ 17,648	\$ 17,061
Purchases	17,459	19,787
Less cost of goods sold	<u>(17,139)</u>	<u>(19,200)</u>
Closing inventory	<u>\$ 17,968</u>	<u>\$ 17,648</u>

4. BANK INDEBTEDNESS

The company has arranged a revolving line of credit to a maximum of \$20,000, bearing interest at prime and secured by a general security agreement.

5. NET ASSETS

The net assets balance at December 31, 2024 is \$392,054. There was no unexpended capital funding carried forward to 2025. During the fiscal year 2023 and board made a motion to allocate \$250,000 of the net assets towards the capital improvements of the facility which leaves \$142,054 of the net asset balance with no internal allocation or identified use.

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024**

6. FINANCIAL ASSETS AND LIABILITIES

The Society is not exposed to significant market, interest or foreign currency risk. The significant financial risks to which the Society is exposed include the following:

Credit risk

Credit risk is the risk of loss associated with counterparty's inability to fulfil its payment obligations. Financial instruments that potentially subject the Society to a concentration of credit risk consist primarily of cash and accounts receivable. The Society limits its exposure to credit loss by placing its cash with major Canadian financial institutions and by monitoring accounts receivable balances on an ongoing basis. The Society's maximum exposure to credit risk for cash and accounts receivable is the amounts disclosed in the Statement of Financial Position. Management believes that credit risk for financial instruments is minimal.

Fair value

The Society estimates the fair value of its financial instruments based on current interest rates, market value and pricing of financial instruments with comparable terms. Unless otherwise indicated, the carrying value of these financial instruments approximates their fair market value because of the near maturity of those instruments. Management believes that the fair value risk is minimal.

Liquidity Risk

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they fall due. The Society's approach to managing liquidity is to evaluate current and expected liquidity requirements under both normal and stressed conditions to ensure that it maintains sufficient reserves of cash or have an available credit facility to meet its liquidity requirements in the short and long term.

As at December 31, 2024, the Society had cash of \$110,354 (December 31, 2023 - \$157,754) to settle current liabilities of \$201,615 (December 31, 2023 - \$200,312). Management believes that liquidity risk for financial instruments is minimal.

7. REMUNERATION PAID TO DIRECTORS, EMPLOYEES AND CONTRACTORS

In accordance with the Societies Act the Society discloses all remuneration paid to directors and also discloses annual payments to employees and contractors that individually exceed \$75,000. The Society has not paid any remuneration to any directors for the year. The Society has one employee that was paid in excess of the \$75,000 disclosure amount for the year. The wage for that employee for the year was \$96,156.

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024**

8. RELATED PARTY TRANSACTIONS

The Society enters into transactions with the Regional District of Bulkley-Nechako. As disclosed in Note 1, the Society has entered an operating agreement with the Regional District of Bulkley-Nechako to act as the operator of the Bulkley Valley Aquatic Centre and Racquet Courts/Climbing Wall and the Regional District of Bulkley-Nechako is considered to have significant influence relating to the operation of the facility and is therefore considered a related party to the Society. All transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

	<u>2024</u>	<u>2023</u>
Included in revenue:		
Taxation support	\$ 1,101,774	\$ 935,074
Donations, other grant funding and memberships	<u>3,373</u>	<u>14,413</u>
Total included in revenue	<u><u>1,105,147</u></u>	<u><u>949,487</u></u>
Included in expense:		
Utilities - natural gas	\$ <u>64,484</u>	\$ <u>47,343</u>

No amount receivable or payable exists at the year ended December 31, 2024 or the prior year end date presented.

9. ECONOMIC DEPENDENCE

The Society is dependent upon continued taxation support from the Regional District of Bulkley-Nechako if it is to maintain similar operations.

Bulkley Valley Historical & Museum Society
Financial Information
December 31, 2024



Compilation engagement report

To Management of Bulkley Valley Historical & Museum Society

On the basis of information provided by management, we have compiled the statement of financial position of Bulkley Valley Historical & Museum Society as at December 31, 2024, and the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information and, if applicable, other explanatory information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Cloud City Accounting Ltd.

Cloud City Accounting Ltd.

Chartered Professional Accountants

June 26, 2025

Smithers, B.C.

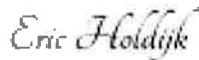
Bulkley Valley Historical & Museum Society
Statement of Financial Position
As at December 31, 2024

Description	Note	2024 \$
Assets		
Current assets		
Cash		171,492
Term deposits		31,008
Accounts receivable		4,280
Goods and services tax recoverable		496
Prepaid expenses		2,027
Total current assets		209,303
Total assets		209,303
Liabilities and Net Assets		
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities		3,217
Workers compensation premium payable		473
Provincial sales tax payable		5
Deferred revenue		34,778
Prepaid rent and security deposits		400
Prepaid membership fees		917
Total current liabilities		39,790
Total liabilities		39,790
Net assets		
Balance, beginning of year		158,847
Excess of revenue over expenses		10,666
Total net assets		169,513
Total liabilities and net assets		209,303

Approved by



Director



Director

Bulkley Valley Historical & Museum Society
Statement of Operations
For the year ended December 31, 2024

	Note	2024 \$
Revenue		
Grants		174,099
Rental revenue		42,382
Fee revenue		767
Donations		4,813
Sales		1,925
Interest		1,941
Summer Camp revenue		1,355
Memberships		986
Fundraising		424
Total revenue		228,692
Expenses		
Salaries and wages		128,342
Professional fees		6,344
Consulting fees		15,669
Training		2,364
Exhibits		15,793
Rent		15,588
Repairs and maintenance		10,346
Office and general		1,570
Online database		5,538
Telephone		2,142
Utilities		3,945
Insurance, fees and dues		4,250
Supplies		2,652
Travel		776
Advertising		1,376
Gift shop		1,083
Delivery, freight and express		160
Archives and library		88
Total expenses		218,026
Excess of revenue over expenses		10,666

Bulkley Valley Historical & Museum Society
Statement of Changes in Net Assets
For the year ended December 31, 2024

Description	Note	Restricted	Unrestricted	Total
		\$	\$	\$
Balance, beginning of year		36,920	121,927	158,847
Excess of revenues over expenses			10,666	10,666
Internally imposed restrictions		3,461	(3,461)	
Balance, end of year	2	40,381	129,132	169,513

Bulkley Valley Historical & Museum Society
Notes to the Financial Statements
For the year ended December 31, 2024

1. Summary of accounting policies

a. Basis of Accounting

The basis of accounting applied in the preparation of the statement of financial position of Bulkley Valley Historical & Museum Society at December 31, 2024, and the statements of operations and changes in net assets for the year then ended, is the historical cost basis and reflects cash transactions with the addition of:

- interest receivable
- prepaid expenses amortized over the period of time that the expense relates to
- accounts payable and accrued liabilities
- deferred revenue

2. Restrictions on Net Assets

Of the net assets, \$40,381 are subject to internally imposed restrictions. The restricted funds are comprised of contingency funds for the "Old Church" of \$9,373 and the "New Building Fund" of \$31,008. The current period "Old Church" restriction increased by \$2,055, the net of repairs allocation \$3,000 and actual repairs of \$945. The current period "New Building Fund" restriction increased by the interest income earned on a GIC of \$1,406. These internally restricted amounts are not available for other purposes without approval of the board of directors.

3. Deferred Contributions

	2024
	\$
BC Arts Resiliency	(26,628)
BC Arts Infrastructure	(1,019)
Heritage BC 150	(6,495)
New Horizons for Seniors	(636)
	(34,778)

Bulkley Valley Historical & Museum Society
Notes to the Financial Statements
For the year ended December 31, 2024

4. Grants

	2024
	\$
Town of Smithers	61,416
Regional District of Bulkley Nechako	26,124
BC Arts Council	22,000
Canada Summer Jobs	10,822
Young Canada works	9,772
Gaming	6,000
MAP Circulation Fund	5,000
BC Museums Association	800
	141,934



2024 Annual Report

*Local History.
It Matters!*

Lakes District
MUSEUM



520 Highway 16 West
PO Box 266, Burns Lake, BC V0J 1E0
Tel: (250) 692-7450
Email: ldmuseumsociety@gmail.com
www.lakesdistrictmuseum.org
<https://www.facebook.com/LocalHistoryMatters>



In Memory of
LYLE KENNETH GRAHAM
(January 2, 1936 - August 13, 2024)

Ardent Supporter and Friend.



Lakes District Museum Society's 2024 Summer Staff, from left: Facilities Head Blake Miller, Museum Cataloguer Haley Dell, and Assistant Curator Brooklynn Klassen.

A Little Bit of History...

- T**he **Lakes District Museum Society** is a non-profit society and registered charity established August 1, 1978, for the purposes of
- Gathering and preserving information, records, and objects of educational, historical, and cultural value associated with the Lakes District; and
 - Establishing and maintaining a museum for the purposes of preserving, recording, and exhibiting for public enjoyment such materials; and
 - Undertaking other such activities, which from time to time may be deemed appropriate.

The society has two facilities in Burns Lake, the Lakes District Museum (520 Highway 16 West) and the Heritage Gallery (540 Highway 16 West). Located in a heritage complex, the facilities house more than a thousand artifacts and include the district's only publicly accessible archive and art gallery. The museum is open at least five months of the year (May – September); the gallery operates year-round with support from the Corporation of the Village of Burns Lake.

The **Lakes District Museum Society's** 2024 Board of Directors included:

- Lyle Graham (President)
- Cameron Hart (Vice-president)
- Sharon Marr (Secretary)
- Sandra Macievich (Treasurer)
- Val Anderson (Director)
- Joan Adams (Director)
- Russell Brown (Director)
- Wayne S. Brown (Director)

It has one full-time seasonal employee.

Facebook: <https://facebook.com/LocalHistoryMatters>



The Lakes District Museum Society has operated its museum at 520 Highway 16 West in Burns Lake since the late 1980s.

Message from the President

There is something very special and exciting going on at the... Museum? That can't be right.

But it is. The Lakes District Museum is thriving, and if you haven't been following along, you absolutely should be. Over the past several years, the Museum has not only improved our exhibits, added hundreds of new items, compiled dozens of local stories into social media posts and a book, and created a vast digital database that lets you search for places, events, and family names with instant results, we've also hosted an ever-growing array of local artists' work, expanded our premises, co-created a history curriculum with the local high school, and experimented with mushrooms (an exhibit about them, that is).

Before I go any further, I would like to acknowledge the Indigenous peoples on whose ancestral territory our museum resides, and in which our collective history takes place. We are very thankful to have our museum on the unceded territory of the Ts'il Kaz Koh First Nation, and to tell stories that took place throughout territories of the Nedut'en and Witsuwit'en speaking peoples.

In 2024, The Lakes District Museum was at top speed once again, growing and evolving in a way to which museums aren't usually accustomed. The largest major addition was that of the Heritage Gallery. This space is attached to the visitor information centre and has been both a literal and figurative blank canvas on which we have already displayed a variety of local offerings. We've hosted art collections from local artists, instructional sessions such as an oil painting course with Dale Kallhood, school groups, and, of course, the mushrooms. The Royal BC's Marvelous Mushrooms spent the winter in the Heritage Gallery and delighted hundreds of guests.

We also worked alongside Pat Dube from Lakes District Secondary School to create a curriculum centred around Alcan's Kemano Project. Grade 9 students held an enthusiastic mock public hearing to recreate the concerns about the project and experience history from a more close-up angle. We also hosted several tours of the museum with local schools, and we are excited to continue to work with educators to instill a respect for and love of history in local students.



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Continued from Page 4

We also took part in documenting the decommissioning and scrapping of the Omineca Princess ferry at Francois Lake. The community will now have extensive records of this project into the future, and we got to be part of history first hand.

We even snuck off the grounds this year and created a walking tour through the whole town! The Heritage Walking Tour is still a work in progress but, when it is completed, visitors will be able to scan QR codes throughout the downtown core and learn the history of the places through which they are walking. This project brings the exhibits out into the town itself and allows visitors to visualize Burns Lake's history like never before.

We've also done a little extra work in the local arts community. First, we hosted the GR8-by-8 Art Project, which saw 30 local participants learning and growing in their artistic pursuits, and raised more than \$2,000 for arts related programming. We also laid the groundwork for the Lakes District's first permanent art collection. During the next five years, support from the Regional District of Bulkley-Nechako and other organizations will enable us to purchase more than a dozen regionally-significant artworks from local creators. This will help us preserve not just the facts of history for future generations, but also the essence and the feel of local culture.

On a more difficult note, this year we lost our long-time president, Lyle Graham. Lyle served the Museum for twenty-three years and was beloved by the Board and staff alike. He was passionate about Burns Lake and its history, and his uplifting presence will be deeply missed. We wish to send Lyle's family our most sincere condolences.

Now, when I listed all of these incredible things the Museum has been up to, I used the term "we" a lot. That is almost completely inaccurate. He's going to be mad at me for the attention, but the entire reason we are in such an excellent place as a museum is because of our curator, Michael. He works himself ragged on a shoestring budget to not only run our museum, which would be taxing enough, but to dream up huge new ideas and research new projects and organize the gallery and micro-dust the exhibits and give tours and take on giant writing projects and generally just imbue the museum with a sense of richness and character that it has never had before. I truly mean it when I say that the Lakes District Museum is something incredibly special that should be experienced annually at a minimum, and I am not exaggerating in the slightest when I say that it is all thanks to Michael. Please never retire.

Thanks also to the Board who support the society with their enthusiasm and passion for local history and culture. I am very pleased to be a part of this exceptional group and I look forward to many more successful years to come.

Finally, thank you to the Lakes District for being the kind of community that is worth caring about. History, when you get right down to it, is simply the stories and essence of people, and the people of this place are the finest you'll find anywhere.



Lifetime member Joan Adams (left) with Curator Michael Riis-Christianson

Cameron Hart
President



Lakes District Museum Society opened its new Heritage Gallery adjacent to the Visitor Info Centre in 2024.

2024 ANNUAL REPORT

2024 was another busy year for the **Lakes District Museum Society**. The museum opened to the public on April 28, three days earlier than usual. Its hours of operation were:

May, June, and September – 9 a.m. – 4:30 p.m., Monday through Friday
 July and August – 9 a.m. – 4:30 p.m., Monday through Saturday

The Heritage Gallery was open seven months of the year (June – December).

Standard Operational Activities

Accepting donations of items, artifacts, and documentary heritage resources (photographs, documents, etc.) - In 2024, residents donated more than 140 artifacts and 200 documents/photos to the Lakes District Museum.

Accessioning new items – In 2024, the museum society added 140 items to its primary collection and more than 200 to its secondary collection. It also removed 69 items from its collection because they were either duplicates, not locally relevant, or lacked provenance.

Digitizing new documentary heritage resources and adding them to the archives – Museum staff digitized more than 200 photographs and documents in 2024.

Giving tours to local students and visitors – Museum staff gave tours of its facility at 520 Highway 16 West to four schools, three community groups, and several visitors. More than 1,726 people visited the museum and Heritage Gal-

Continued on Page 7

Continued from Page 6

lery in 2024.

Restoring artifacts – Society staff refurbished a number of buildings and items in 2024.

Assisting residents and visitors with research – Museum society staff responded to more than a fifteen research requests in 2024.

Social Media – The Lakes District Museum is active on Facebook and Instagram. In 2024, staff members posted on social media about four times per week. Its staff wrote two major articles for social media, both of which were well received. The society's posts reached more than 64,080 people during the 2024 operating season.

Community Outreach – The museum participated in the Burns Lake Public Library's Christmas Craft Fair in 2024.

Fundraising - The Museum Society held a community garage sale and an art auction in 2024. These generated more than \$3,516 in revenue for the society. The society's success in grant writing also continued. Grants from organizations other than the Regional District of Bulkley-Nechako totaled more than \$27,550 in 2024. The museum also raised more than \$15,000 for its new permanent art collection.

Museum Bookstore & Curiosity Shop – Sales of books and souvenirs generated \$4,000 in revenue for the museum in 2024, including almost \$1,200 in consigned art.



The Heritage Gallery hosted a community garage sale in 2024.

New Initiatives

Expanded Gallery Operations – The museum society signed a three-year rental agreement with the Village of Burns Lake to create a community art gallery in the 700-square-foot Heritage Room at 540 Highway 16 West. The new gallery operated from June to December and exhibited the works of more than 30 artists during that period. It was a hit with visitors to the community and helped boost the museum society's profile. The new space can be reconfigured using portable walls created by museum summer students Blake Miller, Haley Dell, and Brooklynn Klassen with financial assistance from the Burns Lake & District Community Foundation.

New School Curriculum – The Lakes District Museum helped develop local history curriculum for local schools in cooperation with School District 91 and the Cheslatta Carrier Nation. In addition to creating **Scavenger Hunts** for students in grades 8



Participants in the LDSS role-playing simulation into Alcan's Kemano Project.

Continued on Page 8

Continued from Page 7

through 12, the museum also helped design and create a special educational simulation. The **Kemano Project Role-playing Simulation** brought students from Pat Dube's Grade 9 class to the Heritage Gallery for a mock public hearing into the Aluminum Company of Canada's 1950s Kemano Project. Students assumed the personas of Lakes District residents affected by the proposed Kenney Dam project, then presented their points of view a panel of decision-makers that included museum employees. To aid students in their learning/role-playing, the museum provided them with more than 2,500 photographs, documents, and newspaper articles relating to Alcan's Kemano Project and its impact on the land, water, and inhabitants of the Upper Nechako watershed.



The GR8-by-8 Art Project – To promote the arts here and raise funding for new cultural projects, the museum organized the *GR8-by8 Art Project* in 2024. This initiative saw artists young and old complete 8" masterpieces for a chance to win more than \$1,400 in prizes. More than 30 artists participated in the event, and all the pieces were subsequently sold at auction. The event raised more than \$1,900 for museum programs.

Permanent Art Collection – Seeing a need in the community, the museum society took steps to create the Lakes District's first permanent art collection. The society's board approved the *Lakes District Museum Society's Art Collection Development Plan* late in the year and laid the foundation for its ongoing success. The document establishes a five-year plan to collect art created by regionally significant artists, thus preserving important works for future generations. The initiative was funded by donations and a significant contribution from the Regional District of Bulkley-Nechako.

Traveling Exhibitions - Access to the Heritage Room allowed the museum society to host its first exhibition by one of the Canada's premier museums. The **Royal BC Museum's *Marvellous Mushrooms of BC*** exhibition spent the winter here. More than 700 people viewed this tribute to BC's fungi between November 2024 and March 2025. The initiative was funded in part by Canadian Heritage's *Museums Assistance Program*.

The museum took steps to update its popular **Heritage Walking Tour** of downtown Burns Lake in 2024. The new walking tour will be digital; when complete, participants will be able to scan QR codes at various locations in downtown Burns Lake to view historical information and photographs. The walking tour will likely be completed in 2025.



The Royal BC Museum's *BC's Marvellous Mushrooms* exhibit at the Heritage Gallery, November 2024

Society staff members created a **Lakes District Museum Colouring Book** in 2024. The brainchild of summer student extraordinaire Haley Dell, this project gave visitors to the museum an opportunity to put their own 'artistic spin' on vintage photographs from the Lakes District Museum's archives. History, after all, is seldom black and white! Copies of the colouring book are still available at the museum!

Continued from Page 7

Art Classes - The **Lakes District Museum** expanded its programming by sponsoring an art course in partnership with local creator **Dale Kallhood** and **Process 4 Gallery**. Kallhood taught *Introduction to Oil Painting* to ten students over six weeks in the Heritage Gallery. The course sold out in days and now has a long waitlist. Look for it again in 2025!

Achievements

The **Lakes District Museum Society** celebrated its forty-sixth year of operation in 2024. The society has come a long way since its humble beginnings in 1978, and its facility at 520 Highway 16 West remains one of Northern BC's preeminent small-town museums.

The society extended lifetime membership to two long-time supporters in 2024: Lyle Graham and Joan Adams. Both contributed immensely to the society during the past two decades.



Museum Cataloguer Haley Dell with the Lakes District Museum Colouring Book she created in 2024.



Students in Dale Kallhood's *Introduction to Oil Painting* course at the Heritage Gallery, October 2024.

2024. Although the museum society filled all its summer student positions with quality employees, it received fewer employment applications than in previous years. This is a common problem for small to medium sized non-profits in the arts and culture sector, most of which lack the financial resources to provide competitive wages.

The museum society also suffers from a shortage of space. Its 2000-square-foot facility at 520 Highway 16 West is no longer large enough. Expanding into the Heritage Gallery has freed up some space in the museum's main building, but it will be a challenge to find appropriate storage space for the Lakes District's new permanent art collection.

Program Cancellations:

There were no program cancellations in 2024.

Challenges

The museum continues to face capacity issues. With most of its human resources engaged in new initiatives, the museum society was not able to digitize all documentary heritage resources received in 2023 or 2024. Processing donated artifacts is also an issue, as is storing and exhibiting new additions to its collection. This important work will continue in 2024 and 2025, though the museum must be more selective in its collecting.

Recruiting staff remained a challenge in

Lakes District Museum Society

Compiled Financial Information

For the year ended December 31, 2024

(With comparative figures for 2023)

Matilda D'Silva Ltd

Chartered Professional Accountant

3115 Taylor Frontage Rd
Burns Lake, BC, V0J 1E2

Home: 250-692-5805
Mobile: 250-685-8229
Fax: 250-692-7779
matilda@matildadsilvacga.com

COMPILATION ENGAGEMENT REPORT

To the Members of Lakes District Museum Society

On the basis of information provided by management, I have compiled the statement of financial position of Lakes District Museum Society as at December 31, 2024, and the statements of operations and fund balances for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

MATILDA D'SILVA LTD
Chartered Professional Accountant

Burns Lake, British Columbia
August 20, 2025

Lakes District Museum Society

Statement of Financial Position

December 31, 2024

(With comparative figures for 2023)

ASSETS

	2024	2023
Current assets:		
Cash	\$ 101,898	\$ 93,404
Investment	30,705	15,607
Accounts receivable	295	367
PSB rebate receivable	572	226
Deposits	250	-
Prepaid expenses	<u>990</u>	<u>810</u>
	<u>\$ 134,710</u>	<u>\$ 110,414</u>

LIABILITIES AND NET ASSETS

Current liabilities:		
Accounts payable	\$ 4,611	\$ 3,867
Withholding taxes payable	2,928	4,330
Wages payable	<u>1,690</u>	<u>800</u>
	<u>9,229</u>	<u>8,997</u>
Net assets:		
Restricted net assets	21,649	11,994
Internally restricted	42,536	18,840
Unrestricted net assets	<u>61,296</u>	<u>70,583</u>
	<u>125,481</u>	<u>101,417</u>
	<u>\$ 134,710</u>	<u>\$ 110,414</u>

Approved by the directors:

Director, Director, 

Lakes District Museum Society

Statement of Operations and Changes in Fund Balances

For the year ended December 31, 2024

(With comparative figures for 2023)

	2024	2023
Revenue:		
Regional District of Bulkley- Nechako	\$ 97,534	\$ 68,500
Federal Government	22,557	40,167
Grants	-	14,700
Memberships	590	1,090
Other	10,281	11,025
Donations-Tax receipted	2,405	100
Donations -Other	6,145	193
Interest	<u>869</u>	<u>558</u>
	<u>140,381</u>	<u>136,333</u>
Expenditures:		
Accounting	2,500	2,500
Advertising & Promotion	1,670	3,587
Bank charges & interest	33	49
Delivery, freight & express	105	92
Insurance	788	539
Legal fees	55	80
Memberships	812	416
Office	6,396	3,552
Rental	6,480	3,360
Repairs & maintenance	1,699	2,972
Salaries & wages	77,401	85,520
Supplies	13,237	19,623
Telephone	1,991	1,966
Miscellaneous expenses	519	769
Utilities	<u>2,686</u>	<u>2,250</u>
	<u>116,372</u>	<u>127,275</u>
Excess of revenues over expenditures	\$ <u>24,009</u>	\$ <u>9,058</u>
Fund balances, beginning of year	\$ <u>101,417</u>	\$ <u>92,359</u>
Balance end of year	\$ <u><u>125,426</u></u>	\$ <u><u>101,417</u></u>

Lakes District Museum Society

Notes to Financial Information

December 31, 2024

1. **Basis of Accounting :**

The basis of accounting applied in the preparation of the statement of financial position of Lakes District Museum Society as at December 31, 2024, and the statements of revenues and expenditures and changes in net assets for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- investments recorded at cost
- accounts payable and accrued liabilities
- accounts receivables

2 **Purpose of the organization:**

The Lakes District Museum Society is a registered charity under the Income tax and is exempt from tax.

The purpose of the Society is:

- a) To gather and preserve information, records and objects of educational, historical and cultural value associated with the area, and without limiting the generality of the foregoing;
 - To establish and maintain a museum for the purpose of preserving, recording and exhibiting for public enjoyment such materials; and
 - To undertake other such activities, which from time to time may be deemed appropriate

Ongoing programs

Researching historical topics on genealogies, accepting donations of artifacts to society, collecting and transcribing oral histories, displaying new heritage resources, restoring historical artifacts, digitizing documentary heritage resources, maintaining the museum's social media accounts, assisting other museums with heritage projects, liaising with local First Nations on historical topics, operating an art gallery, partnering with local schools to develop local history curriculum and organizing an art contest. Fifteen volunteers contributed approximately 275 hours to museum related projects. The museum opened the new Heritage Art Gallery, started the area's first permanent art collection and organized art classes in the Heritage Gallery. It brought in a travelling exhibition from the Royal BC Museum



2024 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **LAKES DISTRICT MUSEUM SOCIETY**

Incorporation Number: [REDACTED]

Business Number: [REDACTED]

Filed Date and Time:

September 13, 2024 03:49 PM Pacific Time

Annual General Meeting (AGM) Date:

September 12, 2024

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

[REDACTED] YELLOWHEAD HIGHWAY 16
[REDACTED]
BURNS LAKE BC V0J 1E0

Mailing Address:

[REDACTED] YELLOWHEAD HIGHWAY 16
[REDACTED]
BURNS LAKE BC V0J 1E0

DIRECTOR INFORMATION AS OF September 12, 2024

Last Name, First Name Middle Name:

ADAMS, JOAN

Delivery Address:

[REDACTED]
[REDACTED]
BURNS LAKE BC [REDACTED]

Last Name, First Name Middle Name:

ANDERSON, VALERIE

Delivery Address:

[REDACTED]
BURNS LAKE BC [REDACTED]

Last Name, First Name Middle Name:

BROWN, RUSSELL STEWART

Delivery Address:

[REDACTED]
VANCOUVER BC [REDACTED]

Last Name, First Name Middle Name:

BROWN, WAYNE STUART

Delivery Address:

[REDACTED]
BURNS LAKE BC [REDACTED]

Last Name, First Name Middle Name:

HART, CAMERON

Delivery Address:

[REDACTED]
BURNS LAKE BC [REDACTED]

Last Name, First Name Middle Name:

HOLMES, SANDRA LEA

Delivery Address:

[REDACTED]
[REDACTED]
BURNS LAKE BC [REDACTED]

Last Name, First Name Middle Name:

MACIEVICH, SANDRA MARY

Delivery Address:

[REDACTED]
BURNS LAKE BC [REDACTED]

Last Name, First Name Middle Name:

MARR, SHARON

Delivery Address:

[REDACTED]
BURNS LAKE BC [REDACTED]

CERTIFICATION

I, Michael Riis-Christianson, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.





Canada Revenue
Agency

Agence du revenu
du Canada

243

OTTAWA ON K1A 0L5

0000022

000000022

Date

Jun 27, 2025

Business Number

[REDACTED]

Fiscal Period Ending

Dec 31, 2024

LAKES DISTRICT MUSEUM SOCIETY

[REDACTED]

BURNS LAKE BC V0J 1E0

Subject: Confirmation of annual information return filing

Dear representative:

Thank you for filing the organization's information return, for the fiscal period ending **December 31, 2024**.

We have processed your financial information as submitted. However, we may review this information in the future.

Organizations are responsible for verifying that the information submitted is accurately reported on our website. If you notice a discrepancy, complete and submit an adjustment request.

For more information, go to **canada.ca/charities-giving** or call **1-800-267-2384**, or **1-800-665-0354** for TTY service for persons with a hearing or speech impairment.

Thank you.

Director General, Charities Directorate



box 122 . smithers . bc . v0j 2n0
 250.847.3898 | info@smithersart.org | www.smithersart.org

October 29, 2025

Dear Regional District of Bulkley Nechako and Council,

Thank you for the opportunity to provide an in-depth report on our activities for the fiscal year ending March 31, 2025. Please find attached our Annual Report, which offers a detailed overview of our accomplishments and challenges during the fiscal year.

We sincerely appreciate the ongoing financial support provided by the Town of Smithers and the Regional District. Due to the uncertain nature of our other funding sources, this consistent funding plays a crucial role in strengthening the Gallery's financial stability and our future in the community. We would also like to acknowledge the Town's past support through the lease of Creation Station on Railway Avenue, which has been an important asset to our operations.

CREATION STATION - During the 2024-2025 fiscal year, 443 individuals—approximately 8.2% of our town's population, participated in visual arts education programs at Creation Station. The gallery hosted 60 workshops, including 27 programs for children and 33 for adults. Many of these workshops were offered as multi-day or multi-week sessions, resulting in an impressive 96 days of child programming! A much needed service in our community!

Creation Station continues to provide a vital service for families and children, offering a space that fosters personal development, community connection, and inclusivity. Our mission statement is "Creating Community through Art" and we remain deeply committed to expanding our programs to meet the evolving needs of our community.

STAFFING - The Gallery employs two full-time staff members — a Manager and a Programming Coordinator — as well as a part-time Gallery Attendant who works on Saturdays.

To support our educational programming, seasonal staff are hired during the summer months to run our art camp programs, and we hire contract instructors to deliver a variety of art classes and workshops.

Volunteers continue to play an essential role in the Gallery's daily operations and special events, contributing invaluable time and support.

EDUCATION - The Gallery provides visual arts education opportunities for children, youth, and adults within our community. Through the support of bursary funding, we ensure that financial barriers do not limit access to our programs, allowing participants from all backgrounds to engage in artistic experiences.

Program fees cover the costs of instructors, materials, and maintenance at Creation Station, as well as 20% of the Programming Coordinator's position (currently paid at \$24.55 per hour).

Students from schools across the region regularly visit the Gallery to participate in guided tours and educational programming led by staff. These experiences foster creativity, critical thinking, and a deeper appreciation of the visual arts among youth in our community.

EXHIBITIONS - Our community's featured exhibition was the Youth Art Exhibition, showcasing 64 young artists from across the region. This event provides local and regional high school students with the opportunity to display and sell their artwork in a professional gallery setting.

Participants came from the Bulkley Valley, Hazelton, Kispiox, and Burns Lake, highlighting the diverse talent within our community. The exhibition ran for nearly a month and attracted 496 visitors (including 44 online visits). During the show, 14 pieces of art were sold, offering recognition and encouragement for the young artists.

OUR FUTURE - Fundraising efforts will continue as we look to expand our events and strengthen our financial stability. Additionally, our Board and staff are actively pursuing community sponsorship opportunities to secure funding for our programs. Guided by our core values of diversity and inclusion, we remain committed to supporting underrepresented artists and engaging diverse audiences through programs such as *Northern Indigenous Perspectives* and our community art shows.

We are deeply grateful to the Town of Smithers and the Regional District for their continued support, which enables the Smithers Gallery Association to serve and enrich our community.



Jenna Savage
Smithers Art Gallery Manager

SMITHERS GALLERY ASSOCIATION

FINANCIAL STATEMENTS

MARCH 31, 2025

CONTENTS

	Page
COMPILATION ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operations and Changes in Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5-6

EDMISON MEHR
CHARTERED PROFESSIONAL ACCOUNTANTS

Box 969 1090 Main Street
Smithers, B.C. V0J 2N0
Tel (250)847-4325 Fax (250)847-3074
E-mail: info@edmisonmehr.ca

Partners:
BRIAN R. EDMISON, B.A., CPA, CA
MICHAEL B. MEHR, B.Comm, CPA, CA
JEANNE M. MACNEIL, B.Comm, CPA, CA

COMPILATION ENGAGEMENT REPORT

To The Management of Smithers Gallery Association

On the basis of information provided by management, we have compiled the Statement of Financial Position of the Smithers Gallery Association as at March 31, 2025, and the Statement of Operations and Changes in Net Assets and Cash Flows for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information. Readers are cautioned that the financial information may not be appropriate for their purposes.

Edmison Mehr.

Edmison Mehr Chartered Professional Accountants
1090 Main Street
Smithers, BC
V0J 2N0
September 12, 2025

SMITHERS GALLERY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2025
(Unaudited - see Compilation Report)

2025

2024

ASSETS

CURRENT

Cash	\$ 130,942	\$ 172,070
Term deposits, Note 2	13,274	12,919
Accounts receivable	3,457	1,921
Prepaid expenses	<u>-</u>	<u>305</u>
	<u>147,673</u>	<u>187,215</u>

TANGIBLE CAPITAL ASSETS, Note 4

Equipment and leasehold improvements	42,481	40,968
Less: Accumulated amortization	<u>33,791</u>	<u>31,385</u>
	<u>8,690</u>	<u>9,583</u>

	\$ <u>156,363</u>	\$ <u>196,798</u>
--	-------------------	-------------------

LIABILITIES

CURRENT

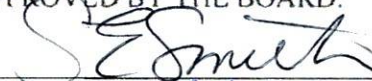
Accounts payable and accrued liabilities, Note 2	\$ 18,015	\$ 11,714
Source deductions payable, Note 2	2,233	2,274
Deferred revenue, Note 2, Note 5	<u>90,560</u>	<u>134,884</u>
	<u>110,808</u>	<u>148,872</u>

NET ASSETS

NET ASSETS	<u>45,555</u>	<u>47,926</u>
------------	---------------	---------------

	\$ <u>156,363</u>	\$ <u>196,798</u>
--	-------------------	-------------------

APPROVED BY THE BOARD:

 DIRECTOR

 DIRECTOR

SMITHERS GALLERY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2025
(Unaudited - see Compilation Report)

	2025	2024
REVENUE		
Art sales - exhibitions	\$ 57,520	\$ 36,787
Art and card sales	46,605	56,182
Corporate sponsorships	1,750	1,400
Donations	1,702	2,391
Forgiveable portion of CEBA loan	-	20,000
Fundraising	9,259	3,020
Grants, Note 6	100,881	78,089
Grant - summer student	12,200	15,703
Interest revenue and freight recoveries	1,169	803
Membership fees	2,400	1,970
Program fees	42,065	27,220
PST commissions	495	396
Rentals	3,551	4,722
	<u>279,597</u>	<u>248,683</u>
EXPENSES		
Accounting and legal	4,911	5,146
Advertising and promotion	531	915
Amortization	2,407	2,608
Artists payments, cost of art sales	81,015	69,517
Bank and credit card charges	3,436	2,240
Contract fees	9,765	600
Employee benefits	2,406	400
Exhibition costs	2,653	5,621
Freight	528	703
Fundraising	2,547	544
Insurance	2,163	1,416
Janitorial	59	650
Licenses and memberships	348	298
Office and meetings	824	1,696
Programs	21,843	12,197
Rent	10,698	10,395
Repairs and maintenance	1,465	1,178
Supplies - Railway Avenue	71	704
Telephone and internet	2,514	2,416
Utilities - Railway Avenue	2,798	3,585
Volunteer acknowledgements	385	202
Wages	127,399	112,374
Website and computer	334	535
Workers compensation	868	574
	<u>281,968</u>	<u>236,514</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES		
FOR THE YEAR	(2,371)	12,169
NET ASSETS, beginning of year	47,926	35,757
NET ASSETS, end of year	<u>\$ 45,555</u>	<u>\$ 47,926</u>

SMITHERS GALLERY ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2025
(Unaudited - see Compilation Report)

2025

2024

OPERATING ACTIVITIES

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES

for the year \$ (2,371) \$ 12,169

Add: Items not involving cash

Amortization 2,407 2,608

36 14,777

Net change in non-cash working capital

Net (increase) decrease in:

Accounts receivable (1,536) (1,808)

Prepaid expenses 305 (305)

Net increase (decrease) in:

Accounts payable and accrued liabilities 6,300 3,911

Source deductions payable (41) (1,711)

Deferred revenue (44,324) 10,092

(39,296) 10,179

CASH FLOW (DEFICIT) FROM OPERATING ACTIVITIES

(39,260) 24,956

FINANCING ACTIVITIES

Repayment of long term debt - (60,000)

INVESTING ACTIVITIES

Purchase of capital assets (1,513) -

DECREASE IN BANK INDEBTEDNESS

(40,773) (35,044)

CASH, beginning of year

184,989 220,033

CASH, end of year

\$ 144,216 184,989

CASH CONSISTS OF:

Cash \$ 130,942 \$ 172,070

Term deposits 13,274 12,919

\$ 144,216 184,989

**SMITHERS GALLERY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

(Unaudited - see Compilation Report)

1. PURPOSE

The Smithers Gallery Society is a not-for-profit organization at the heart of the local visual arts community and has been in operation since 1971. The gallery's exhibitions change every four to five weeks and showcase the work of local and regional artists in solo and group shows. The gallery regularly offers artists' talks and demonstrations, art classes and workshops, community art events, summer art camps, and free drop-in art activities for kids. The Smithers Gallery Association mission statement is "Creating community through art". The association is considered a non-taxable entity by Canada Revenue Agency.

2. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the financial information is the historical cost basis, reflecting cash transactions with the addition of:

Term deposits are recorded at the cost plus accrued income.

Accounts payable and accrued liabilities are amounts owing to creditors as at the year end for goods and services provided to the association during the year.

Source deductions payable are accrued when source deductions are owed on wages paid for the year.

3. ACCOUNTING POLICIES

Tangible capital assets

Tangible capital assets are recorded at cost and are amortized on the declining balance basis, with the exception of leasehold improvements which are amortized on the straight line basis, each at the following annual rates:

Equipment	20 %
Computer hardware	50 %
Leasehold improvements	20 %

4. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net 2025</u>	<u>Net 2024</u>
Equipment	\$ 19,381	\$ 12,386	\$ 6,995	\$ 7,041
Computer hardware	1,374	1,374	-	-
Leasehold improvements	<u>21,726</u>	<u>20,031</u>	<u>1,695</u>	<u>2,542</u>
	<u>\$ 42,481</u>	<u>\$ 33,791</u>	<u>\$ 8,690</u>	<u>\$ 9,583</u>

SMITHERS GALLERY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025
(Unaudited - see Compilation Report)

5. DEFERRED REVENUE

	<u>2025</u>	<u>2024</u>
Rotary Club grant	\$ 15,464	\$ 16,979
Show sponsorships	1,000	-
Bursary	2,428	3,845
Town of Smithers (2024 Regional District of Bulkley Nechako)	1,000	27,592
Community survey grant	-	10,000
BC Arts Council Resiliency grant	31,718	41,718
Witzin'kwa grant	2,500	-
CARFAC grant	-	2,630
BC Arts Council Project grant	10,450	10,450
BC Arts Council Operations grant	20,000	20,000
BVCAC grant	-	1,670
Fundraising	6,000	-
Balance end of year	<u>\$ 90,560</u>	<u>\$ 134,884</u>

6. GRANTS

	<u>2025</u>	<u>2024</u>
BC Arts Council - Operating	\$ 20,000	\$ 20,000
BC Arts Council - Resiliency	10,000	-
BC Gaming	20,000	20,000
BC Museum	-	900
Regional District of Bulkley Nechako	11,786	10,973
Rural Initiatives Plan 54	9,765	-
Town of Smithers	27,580	25,716
Other	1,750	500
Balance end of year	<u>\$ 100,881</u>	<u>\$ 78,089</u>



s m i t h e r s
ART GALLERY

2024–2025 Annual Report

EXHIBITIONS

VISUAL ARTS
PROGRAMMING

ARTISAN SHOP

FUNDRAISING &
EVENTS



MISSION STATEMENT

"Creating Community through Art"

MANDATE

- Maintain and operate an art gallery to provide access to art exhibitions;
- Support local and regional artists;
- Maintain and operate a workshop space to provide visual arts education to children, youth, adults and seniors;
- Encourage connections and growth in the arts community

CORE VALUES

ACCESSIBILITY

Financial, physical limitations and other barriers to participation will not limit access to programming

DIVERSITY & INCLUSION

Equitable access to visual arts programming for underrepresented artists and diverse audiences.

OPENNESS & ADAPTABILITY

Respond and adapt to the needs, aspirations, challenges and opportunities of our community

INTEGRITY & RESPECT

Commitment to fair and transparent processes in gallery policies and decision making

SUSTAINABILITY

Commitment to financial stability, quality programming and professional staffing to ensure organization thrives

BOARD OF DIRECTORS 2024–2025

President – Susan Smith

Treasurer – Teresa Wojdak

Secretary – Susannah Lam

Art Director – Susan Kinkela

Director at Large – Jo-Anne Goble

Director at Large – Alan Campbell

Town Representative (non-voting) – Sam Raven

STAFF

Manager – Nicole Chernish

Program Coordinator – Alyssa Lebiadowski

Gallery Attendant – Laurel Mackenzie

Bookkeeper – Rene Haehner

SUMMER INTERNS

Alyson Stolte

Sarah Fillier

Lucia Gastiazoro

The Smithers Art Gallery respectfully acknowledges that we live, work and celebrate artists on the unceded, traditional Territory of the Gidimt'en clan and the Witsuwit'en people

PRESIDENT'S REPORT Susan Smith

The Smithers Gallery Association is pleased to present our 2025 Annual Report which covers the numerous exhibitions, activities and new initiatives that have taken place at the Smithers Art Gallery and Creation Station during the past fiscal year of April 1, 2024–March 31, 2025.

We hope that our Annual Report will give our community, our members, and our financial supporters a better understanding of the scope of our organization and the successes and challenges that the organization has experienced over this past year. Our organization continues to focus on excellence in exhibitions, programming and community outreach.

Firstly, the board of directors would like to recognize the dynamic leadership of our energetic gallery manager, Nicole Chernish, who entered her seventh year in this position during the past fiscal year.

Nicole's passion for the Visual Arts and her ongoing grant-writing efforts continue to bring greater financial stability to the organization which allows us to hire additional support staff and further advances key goals including improving accessibility and inclusivity within our diverse community through expanded programming and supports.

Secondly, the board would like to give a big shout to our Program Coordinator Alyssa Lebiadowski, and to our various past and present support staff at the gallery throughout the fiscal year 2024–2025, including Laurel Mackenzie, Alyson Stolte, Sarah Fillier and Lucia Gastiazoro. Our contractors are also very much appreciated including our bookkeeper, Rene Haehner.

Finally, we would like to show our appreciation and acknowledge the many people in our community that support the gallery as gallery volunteers and committee members. As well, the support of local funders including our business community is truly appreciated! The Town of Smithers and the Regional District of Bulkley Nechako partially fund the Gallery and recognize the value that the Visual Arts contribute to the quality of life in our community. Councillor Sam Raven has been a pleasure to work with in her role as council liaison to the gallery!

In closing I particularly want to acknowledge and recognize those who serve as our Board of Directors, including those who have exited the board over the past year. The Board of Directors of a non-profit organization have an important role to fulfill and are essential to the success of the Smithers Gallery Association. I thank you all for your contributions and commitment; your work and commitment are truly appreciated!



Gallery Summer Students (2024)

OPERATIONS REPORT Nicole Chernish

The Smithers Gallery Association (operating as the Smithers Art Gallery) provides both visual art Educational Programming and access to Art Exhibitions to Smithers, the greater Bulkley-Nechako Regional District and nearby communities. We are the only Gallery and Visual Arts Education provider open year round within a two hour plus driving radius of our locations. Total Program participation (exhibition visits and educational programming) was 10,682 from April 1, 2024-March 31, 2025.

STAFFING

In addition to our full-time manager, we have a full time position focused on visual arts education programming plus a Saturday attendant. We employed 3 full-time staff for July-August through the Canada Summer Jobs and the Young Canada Works programs.



Nicole Chernish, Alyssa Lebiadowski

The Gallery

2

Full Time Staff
1 Part Time,
3 Summer Students

10,239

IN PERSON VISITS (8% INCREASE)

8671 EXHIBIT VISITORS,
790 SATURDAY DROP INS,
778 STUDENT & TEACHERS

5

Special Events & Festivals

612

Participants at
festivals & events

EXHIBITIONS (no exhibitions in Dec or Jan)

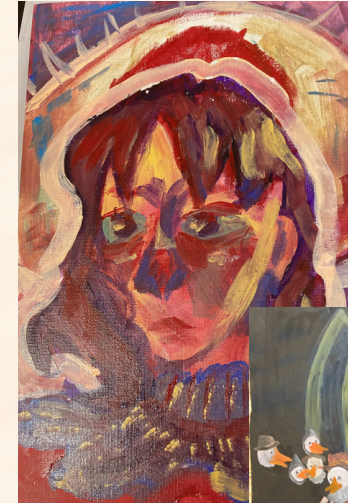
The Gallery hosted eight exhibitions and one community exhibition in 2024/2025. Artists were local, regional or from BC and one international artist from France.

Our community exhibition was the Youth Art Exhibition where we had 64 youth who displayed their art. This exhibition is held every two years and gives local and regional high school students the opportunity to showcase and sell their work through a professional gallery. Young artists from the Bulkley Valley, Hazelton, Kispiox and Burns Lake participated. 496 visitors (including 44 online visits) attended the exhibition which ran for almost a month. 14 pieces of art were sold.



Jacquin Desplanches 2024

Emalee Ebare



Sophia Mattson



Elizabeth Merkens

EXHIBITION STATISTICS

Gallery in-person visits over the past year increased by 8% to 10,239 in 2024/25 including 8,671 visitors to our Exhibitions Programming, 38 class visits with 778 students and teachers participating and 790 Saturday drop-ins, which included children and adults.

Online exhibitions are a regular part of our programming and resulted in an additional 609 views (not included above).

EXHIBITIONS SCHEDULE 2024 –2025



Mo Hamilton &
Susan Clay Smith vessels
Amanda Hartman finding joy

april 3 - may 4



MICHELLE GAZELY
entangled in blooms

and



JEFF WILSON
north by northwest



MICHELLE STONEY

june 12 - july 6

drumbeats
uniting community

Opening Reception Friday, June 14 7-9pm
smithersart.org/michelle-stoney



JACQUIN

Connecting Continents
côtes ouest/west coasts
July 10 - August 3



BETTY KOVACIC
We are One

and



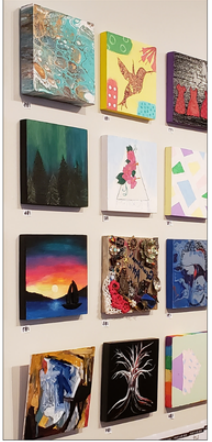
NORTHERN ARTIST
ADVENTURE
GROUP
Derelict:
Waiting in Ruins
Aug 8 - Aug 31



LORI GOLDBERG
when the forest breathes, I do too

SARAH HICKS
cosmos out of chaos

september 5 - october 5
opening reception: friday, sept 6, 7-9 pm
smithersart.org



smithers
ART GALLERY

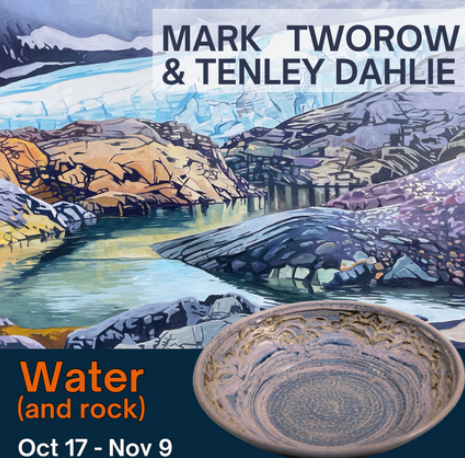
6X6 AUCTION
Exhibition from Oct 9-12

October 11th 7-9
Doors open: 6:30

Admission \$10
(tickets at the door)

silent auction
food & drinks

Smithers Brewery and Bulkley River Booch.



MARK TWOROW
& TENLEY DAHLIE

Water
(and rock)
Oct 17 - Nov 9



YOUTH ART
EXHIBITION

January 29 - February 22

smithers
ART GALLERY
& artisan shop



Susan Purney Mark
the industrial shoreline
Feb 26-Mar 2

and



Emily Wilson
up around the bend

Exhibitions

49

Class Visits

8

Exhibitions

8,671
VISITORS

1

International
Artist

1

Youth Exhibition –
64 Artists

236

Artists
6x6 Fundraiser

778

Students &
Teachers

609

Online Exhibition
Visits

3

BC
Artists

11

Regional
Artists

5

Local Artists

EDUCATIONAL PROGRAMS

The Smithers Gallery Association is the only non-profit organization offering art education programs in Smithers and the Bulkley Valley to children, youth and adults. We have added 25 workshops and increased our participation by 152 people (since last fiscal) to meet the growing demand for visual arts education.

We offer bursaries to anyone facing financial barriers as we are committed to ensuring everyone can have access to visual arts!

Secondary location: Creation Station (3866 Railway Ave)

Since February 14 2018, our workshop space (Creation Station) has been located in the Town of Smithers building on Railway. This space is no longer available and we had to move as of September 2025. A new location has been found but has greatly increased our rental expenses. Ongoing efforts will need to be made to accommodate this increased expense so we can continue to serve the community with this vital service that keeps art thriving in our Valley.

VISUAL ARTS EDUCATION STATISTICS

In our fiscal 2024-2025 year, our Education Programming had a total of 1233 participants! 188 children in workshops, 255 in adult workshops and 790 Saturday drop-in free art activities. We offered 27 child programs (totaling in 96 days of programming!), 33 adult programs, 16 Saturday drop-in sessions (NO COST) at the gallery and 5 special event activities in collaboration with other organizations and non-profits in the area.

Workshops

443

PARTICIPANTS
(291 IN PREVIOUS FISCAL)

2

**Spring Break
Programs**

27

**Child
Programs**

33

**Adult
Programs**

96

**Child Programing
Days**

13

Wait Lists

60

**Adult and Child
Programs**
(38 in previous fiscal)

CHILDREN & YOUTH WORKSHOP SCHEDULE 2024 –2025

April 2, 9, 16, 2024 (ages 6-8)
Spring Mixed Media Art Camp

April 4, 11, 18, 2024 (ages 9-12)
Origami Art Class

April 6, 2024 (ages 7-9)
Art/Science Lab

May 9, 16, 23, 30, 2024 (ages 7-9)
Spring Mixed Media Art Camp

July 9-12, 2024 (ages 6 - 8)
Nature Explorations Art Camp

July 9-12, 2024 (ages 9 - 12)
Nature Explorations Art Camp

July 16-19, 2024 (ages 6 - 8)
3D Explorations Art Camp

July 16-19, 2024 (ages 6 - 8)
3D Explorations Art Camp

July 30-Aug 2, 2024 (ages 6 - 8)
Art/Science Explorations Art Camp

July 30-Aug 2, 2024 (ages 9 - 12)
Art/Science Explorations Art Camp

August 6-9, 2024 (ages 8-11)
Advanced Watercolours with Jen Mio

August 6-9, 2024 (ages 6 - 8)
Nature Explorations Art Camp

August 6-9, 2024 (ages 9 - 12)
Nature Explorations Art Camp

August 13-16, 2024 (ages 6 - 8)
3D Explorations Art Camp

August 13-16, 2024 (ages 9 - 12)
3D Explorations Art Camp

August 20-23, 2024 (ages 8-11)
Advanced Mixed Media with Jen Mio

August 20-23, 2024 ages (6 - 8)
Art/Science Explorations Art Camp

August 20-23, 2024 (ages 9 - 12)
Art/Science Explorations Art Camp

October 3, 10, 17, 24, 2024
Fall Mixed Media Art Camp

October 16, 23, 30, 2024
After SGHOUL Halloween Art Camp

November 15 2024
Kids Epoxy Resin Ornaments

November 20, 27 December 4, 11, 2024
Artistry Academy Camp

February 5, 12, 19, 26, 2025 9-12 yrs
Artful Adventures

February 6, 13, 20, 27, 2025 6 - 9 yrs
Tiny Hands, Big Art

February 14 gr 1-3
NID Art Camp

March 18, 19, 20, 21, 2025 9-12 yrs
Spring Into Art Spring Break Camp

March 25, 26, 27, 28, 2025 7-9 yrs
Unconventional 3D Art Spring Break Camp

ADULT WORKSHOP SCHEDULE 2024 – 2025²⁶⁴

April 6, 2024

Needle Felting for Beginners

April 13, 2024

Intermediate Stained Glass Workshop

April 20, 2024

Stained Glass Workshop

April 17, 24, May 1, 8, 2024

Absolute Beginners Watercolour Workshop

April 26, 27, 2024

Advancing Watercolour Practice

May 4, 2024

Jigsaw Linocut Printmaking Workshop

May 14, 27, 2024

Art as Self Care

May 11, 2024

Make Your Mark – Landscape

May 27, June 3, 10, 17, 2024

Monday Night Life Drawing Group

September 7, 2024

Photo Transfer Mixed Media Workshop

September 8, 2024

Mono Printing Workshop

September 21, 2024

Acrylic Paint Pour Workshop

September 28, 2024

Art for Personal Growth Workshop

October 8, 15, 22, 29, 2024

Absolute Beginners Watercolours

October 12, 2024

Art Without Intent Workshop

October 26, Nov 2, 2024

Introduction to Landscapes in Oils

November 2, 2024

Art for Personal Growth Workshop

November 9, 2024

Peak Creativity Workshop

November 16, 2024

Expressive Life Drawing Workshop

November 23, 24, 2024

Gathering Hoop Basket Workshop

November 26, 2024

Scandinavian Star Workshop

November 30, 2024

Needle Felted Gnome Workshop

December 7, 2024

Art for Personal Growth Workshop

December 7, 2024

Needle Felting Workshop

January 25, 2025

Candle Making Workshop

February 3, 5, 10, 12, 2025

Basketry Skill Building Workshop

February 4, 11, 18, 25, 2025

Creating Depth in Watercolours

February 8, 2025

Textured Painting Workshop

February 15, 2025

Art Without Intent Workshop

February 22, 2025

Intro to Drawing Workshop

March 1, 2025

Little Pinch Pots

March 8, 9, 2025

Energetic Oil Painting

March 29, 2025

Painting with Alcohol Inks

Artist Support

ARTISAN SHOP

Our in house artisan shop sells work created by local and regional artists and artisans, providing the community with access to original works and artists with a venue to sell them. We continue to expand our indigenous artist offerings and encourage new artists to submit their work.

EXHIBITIONS

All artists (outside of community group exhibitions) receive fees for displaying their work in our gallery as outlined by guidelines developed through CARFAC. This provides artists with a small fee regardless of whether they sell their work during their exhibition and allows them to qualify for funding through Canada Council and BC Arts Council. As one of the few galleries in the northern part of BC to pay these fees, we provide a platform where local and regional artists can develop. This in turn provides the community with a professional visual art gallery and community space with access to a wider variety of media and artists for viewing.



SPECIAL EVENTS

Starting mid-November, through the month of December, we transform the Gallery into a seasonal market where artists from across the region can display and sell their work.

FINANCES

2024/2025 year ended with a deficit of \$2,371 which decreased our net assets to \$45,555. At the end of the fiscal year, the association had \$144,216 in cash assets (\$90,560 in deferred revenue from grants). Included in the cash amount is \$13,274 held in an interest-bearing term deposit.

FUNDRAISING

The Smithers Art Gallery continually strives to organize fundraising events that meet our goals of representing and supporting visual artists in our community, making connections with the broader arts community and providing opportunities for learning about the visual arts.

6X6 Art Show is held every other year with a total revenue of \$13,592 – 236 finished panels were available for purchase

Wintergold Gallery had 29 vendors and 813 visitors. The event brought in \$2,917 in revenue with expenses of \$239.20

One of a Kind is the Gallery's artisan Christmas Gift Shop. Sales over the period was \$18,129.79 which provided \$4532.44 in commission to the Gallery. We had 948 visitors from November 22 – December 24, 2024.

Gallery Artisan Shop is open year round. Sales provide income for local artists while also providing additional revenue to the gallery. Sales were approximately \$23,544.22 (not including our Christmas Market) bringing in an additional \$5886.05 in commission.

GRANTS

The Gallery Association has worked diligently to secure operational funding through grant partnerships. This fiscal year we were successful in acquiring an operating grant from the BC Arts Council. This funding is fairly stable– it depends on the Provincial Government providing funding to the BC Arts Council. We have received notice that we are approved for funding until 2027.

Regional District of Bulkley-Nechako – Grant-in-Aid

Town of Smithers – Grant-in-Aid, Creation Station lease & associated tax exemption

BC Ministry of Finance Community Gaming Grant – Operating Assistance

BC Arts Council – Operating Grant- Visual Arts Organization

BC Arts Council – Resiliency Grant- Visual Arts Organization

Young Canada Works – Summer Student Funding

Rural Initiatives Plan 54 – Art Pulse Survey Grant

Wetzin'Kwa Community Forest Corporation – Riverside Mural (Deferred to 2025/2026)

Our grateful thanks to the following

CORPORATE SPONSORS

Nature's Pantry Hy-Tech Drilling Ltd

Thanks to these local businesses that continue to offer discounts and special offers to Gallery Members:

Mills Interior Stationery Aquabatics Heartstrings

VOLUNTEERS

A HUGE thank you to everyone who has helped out this year! You are the life and soul of the Gallery – your time and commitment is highly valued and appreciated.

CURATORIAL/SELECTION COMMITTEE

Selection Committee: Chair Susan Kinkela
Facundo Gastiazoro, Melanie Morin, and Anne Desplanches

Other Thanks

Edmison Mehr Chartered Accountants

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY
Financial Statements

Year Ended December 31, 2024

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY

Index to the Financial Statements

Year Ended December 31, 2024

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2371 Burrard Street
Vanderhoof, BC V0J 3A0
250-567-2520

14-Jun-25

To the members of CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY

On the basis of information provided by management, we have compiled the balance sheet of the Cluculz Lake Volunteer Fire Department Society as at December 31, 2024, the statement of earnings and deficit for the year then ended, and notes, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and selection of the basis of accounting.

Our responsibility is to assist management in the preparation of the financial information.

I have not performed an audit nor review engagement in respect of these financial statements and, accordingly, I express no assurance thereon. Readers are cautioned that the financial information may not be appropriate for their purposes.

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY

Non-consolidated balance sheet as at December 31, 2024

ASSETS	2024	2023
Current		
Cash	\$ 35,142	\$ 6,603
Investments	311	241
GST Receivable	1,781	465
Prepaid expenses and other assets	787	-
	<u>38,021</u>	<u>7,309</u>
Property, plant and equipment (note 2,3)	45,785	46,910
	<u>\$ 83,806</u>	<u>\$ 54,219</u>
LIABILITIES AND SHAREHOLDERS' EQUITY		
Current liabilities		
Accounts payable and accrued liabilities	\$ -	210
	<u>-</u>	<u>210</u>
	-	210
Equity		
Retained earnings	83,806	54,009
	<u>83,806</u>	<u>54,009</u>
	<u>\$ 83,806</u>	<u>\$ 54,219</u>

See accompanying notes to the non-consolidated financial statements

Approved by:

Director: _____

Date: _____

Director: _____

Date: _____

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY

Non-consolidated statement of retained earnings for the year ended December 31, 2024

		2024		2023
Retained earnings, beginning of the year	\$	67,522	\$	85,725
Net income (loss)		29,784		(18,216)
Other items affecting retained earnings		(13,500)		(13,500)
Retained earnings, end of the year	\$	83,806		54,009

See accompanying notes to the non-consolidated financial statements

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY

Non-consolidated income statement for the year ended December 31, 2024

	2024	2023
Revenue		
Donation income	5,800	-
RDBN Funding	\$ 16,200	\$ 20,650
Other revenue	273	788
Net trade Sales	22,273	21,438
Cost of sales		
Equipment Expenses	14,660	3,593
	14,660	3,593
Gross Profit	7,613	17,845
Operating Expenses:		
Advertising and promotion	2,552	3,475
Amortization of property, plant and equipment	10,374	11,888
Interest and bank charges	69	24
Interest on long-term debt	53	23
Memberships and licenses	435	811
Office expenses	1,619	602
Professional fees	1,076	538
Repairs and maintenance	156	1,900
Supplies	24,988	10,150
Telephone	2,560	1,795
Training	12,801	860
Travel expense	1,216	-
Meals	2,560	53
Utilities	3,855	3,981
Vehicle operating	224	-
	64,538	36,100
Net loss before other items and taxes	(56,925)	(18,255)
Other income:		
Interest income	4	39
Gains on disposal of assets	2,576	-
Grants	84,129	-
	86,709	39
Other expenses:		
Income (Loss) before income taxes	29,784	(18,216)
Net income (loss)	\$ 29,784	\$ (18,216)

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY

Notes to Financial Information

December 31, 2024

1. Description of business

Cluculz Lake Volunteer Fire Department provides fire protection for the area of Cluculz Lake BC. The Cluculz Lake Volunteer Fire Department is operated by a local society. The Regional District of Bulkley-Nechako provides annual funding to support operations and capital purchases.

2. Summary of Significant Accounting Policies

Property, Plant, and Equipment

Property, plant, and equipment are stated at cost less accumulated amortization. Property, plant, and equipment are amortized over their estimated useful lives at the following rates and methods:

	<u>Rate</u>	<u>Method</u>
Equipment	20%	declining balance
Mobile Equipment	30%	declining balance
Building and Building Improvements	4%	declining balance

The Society regularly reviews its property, plant, and equipment to eliminate obsolete items.

3. Property, Plant and Equipment

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2024 Net Book Value</u>	<u>2023 Net Book Value</u>
Buildings	5,216	991	4,225	4,694
Equipment	\$ 51,601	\$ 13,226	\$ 38,375	\$ 37,666
Mobile Equipment	6,500	3,315	3,185	4,550
	<u>\$ 63,317</u>	<u>\$ 17,532</u>	<u>\$ 45,785</u>	<u>\$ 46,910</u>

FORT FRASER VOLUNTEER FIRE DEPARTMENT
Financial Statements

Year Ended December 31, 2024

FORT FRASER VOLUNTEER FIRE DEPARTMENT

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Year Ended December 31, 2024

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Vanderhoof, BC V0J 3A0
250-567-2520

09-Apr-25

To the members of FORT FRASER VOLUNTEER FIRE DEPARTMENT

On the basis of information provided by management, we have compiled the balance sheet of the Fort Fraser Volunteer Fire Department as at December 31, 2024, the statement of earnings and deficit for the year then ended, and notes, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and selection of the basis of accounting.

Our responsibility is to assist management in the preparation of the financial information.

I have not performed an audit nor review engagement in respect of these financial statements and, accordingly, I express no assurance thereon. Readers are cautioned that the financial information may not be appropriate for their purposes.

FORT FRASER VOLUNTEER FIRE DEPARTMENT

Non-consolidated balance sheet as at December 31, 2024

ASSETS	2024	2023
Current		
Cash	\$ 20,085	\$ 56,063
Investments	112	109
GST Receivable	1,265	689
	<u>21,462</u>	<u>56,861</u>
Property, plant and equipment (note 2,3)	108,072	88,362
	<u>\$ 129,534</u>	<u>\$ 145,223</u>

LIABILITIES AND SHAREHOLDERS' EQUITY

Current liabilities		
Bank indebtedness	545	-
	<u>545</u>	<u>-</u>
	545	-
Equity		
Retained earnings	128,989	145,223
	<u>128,989</u>	<u>145,223</u>
	<u>\$ 129,534</u>	<u>\$ 145,223</u>

See accompanying notes to the non-consolidated financial statements

Approved by:

Director: _____

Date: _____

Director: _____

Date: _____

FORT FRASER VOLUNTEER FIRE DEPARTMENT

Non-consolidated statement of retained earnings for the year ended December 31, 2024

	2024		2023	
Retained earnings, beginning of the year	\$	145,223	\$	132,292
Net income (loss)		(16,234)		12,931
Retained earnings, end of the year	\$	128,989		145,223

See accompanying notes to the non-consolidated financial statements

FORT FRASER VOLUNTEER FIRE DEPARTMENT

Non-consolidated income statement for the year ended December 31, 2024

	2024	2023
Revenue		
RDBN Funding	\$ 23,644	\$ 19,600
Donations	646	1,514
Grants	-	36,500
Membership Dues	25	-
Net Revenue	24,315	57,614
Cost of sales		
Equipment Expenses	4,575	2,593
	4,575	2,593
Gross Profit	19,740	55,021
Operating Expenses:		
Advertising and promotion	394	1,849
Amortization of property, plant and equipment	19,616	21,607
Interest and bank charges	59	63
Memberships and licenses	2,604	305
Office expenses	1,435	1,148
Professional fees	958	1,129
Repairs and maintenance	2,571	2,863
Supplies	3,404	6,276
Telephone	879	1,048
Training	-	1,752
Travel expense	-	63
Utilities	4,080	4,010
	36,000	42,113
Net income (loss) before other items and taxes	(16,260)	12,908
Other income:		
Interest income	26	23
	26	23
Other expenses:		
Income (Loss) before income taxes	(16,234)	12,931
Net income (loss)	\$ (16,234)	\$ 12,931

FORT FRASER VOLUNTEER FIRE DEPARTMENT

Notes to Financial Information

December 31, 2024

1. Description of business

The Fort Fraser Rural Fire Protection Area service is provided by Fort Fraser Volunteer Fire Department. The Fort Fraser Volunteer Fire Department is operated by a local society. The Regional District of Bulkley-Nechako provides annual funding to support operations and capital purchases.

2. Summary of Significant Accounting Policies

Property, Plant, and Equipment

Property, plant, and equipment are started at cost less accumulated amortization. Property, plant, and equipment are amortized over their estimated useful lives at the following rates and methods:

	<u>Rate</u>	<u>Method</u>
Equipment	20%	declining balance
Buildings	4%	declining balance
Computer Hardware	45%	declining balance

The Society regularly reviews its property, plant, and equipment to eliminate obsolete items.

3. Property, Plant and Equipment

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2024 Net Book Value</u>	<u>2023 Net Book Value</u>
Equipment	\$ 129,984	\$ 55,869	\$ 74,115	\$ 87,238
Buildings	34,032	693	33,339	-
Computer equipment	1,911	1,294	617	1,123.00
	<u>\$ 165,927</u>	<u>\$ 57,856</u>	<u>\$ 108,071</u>	<u>88,361.00</u>

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Compiled Financial Information

MANAGEMENT REPORT

For the year ended December 31, 2024

(With comparative figures for 2023)

Matilda D'Silva Ltd

Chartered Professional Accountant

3115 Taylor Frontage Rd
Burns Lake, BC, V0J 1E2

Home: 250-692-5805
Mobile: 250-685-8229
Fax: 250-692-7779
matilda@matildadsilvacga.com

COMPILATION ENGAGEMENT REPORT

To the Members of Southside Volunteer Fire Department Society

On the basis of information provided by management, I have compiled the statement of financial position of Southside Volunteer Fire Department Society as at December 31, 2024, and the statements of operations and fund balances for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



MATILDA D'SILVA LTD
Chartered Professional Accountant

Burns Lake, British Columbia
June 25, 2025

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Statement of Financial Position

December 31, 2024

(With comparative figures for 2023)

ASSETS

	2024	2023
Current assets:		
Bank	\$ 19,018	\$ 34,349
Bank-Gaming	115	80
Public services bodies rebate receivable	1,839	2,234
Prepaid expenses	<u>372</u>	<u>178</u>
	21,344	36,841
Property, plant and equipment (Note 3)	<u>118,359</u>	<u>74,998</u>
	<u>\$ 139,703</u>	<u>\$ 111,839</u>

LIABILITIES AND NET ASSETS

Current liabilities:

Accounts payable	\$ <u>9,000</u>	\$ <u>2,836</u>
------------------	-----------------	-----------------

Net Assets:

Invested in capital assets	118,359	74,998
Unrestricted net assets	<u>12,344</u>	<u>34,005</u>
	<u>130,703</u>	<u>109,003</u>
	<u>\$ 139,703</u>	<u>\$ 111,839</u>

Approved by the Director:

Director, _____

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Statement of Operations & Changes in Net assets

For the year ended December 31, 2024

(With comparative figures for 2023)

	2024	2023
Revenue:		
Regional District of Bulkley- Nechako	\$ 29,184	\$ 36,178
Grant-Union of BC Municipalities & UNBC	31,292	-
Interest	<u>86</u>	<u>172</u>
	<u>60,562</u>	<u>36,350</u>
Expenditures:		
Accounting	3,895	4,818
Bank charges	100	79
Community promotion	3,067	8,817
Fuel	978	880
Insurance & Licences	586	707
Office & Shop supplies	4,157	5,595
Repairs & Maintenance	16,713	21,519
Telephone & communications	2,164	2,620
Utilities	<u>7,202</u>	<u>7,679</u>
	<u>38,862</u>	<u>52,714</u>
Excess of revenues over expenditures	21,700	(16,364)
Unrestricted fund balances, beginning of year	<u>109,003</u>	<u>125,367</u>
Unrestricted fund balances, end of year	<u>\$ 130,703</u>	<u>\$ 109,003</u>

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

December 31, 2024

(Unaudited - See Notice to Reader)

1. Basis of Accounting

The basis of accounting applied in the preparation of the statement of financial position as December 31, 2024 and statement of operations and changes in net assets for the year then ended, reflects cash transactions with the addition of

- PSB rebate receivable
- Prepaid expenses as an advance for items that are expected to provide for future use
- Property plant and equipment recorded at cost
- Accounts payable and accrued liabilities

2. Nature of activities

Southside Volunteer Fire Department Society (SVFDS) is a registered charity under the Income tax and is exempt from tax. It was incorporated on August 3, 1983. On November 1, 2015 Regional District of Bulkley-Nechako and SVFDS entered into an agreement to provide fire prevention, fire suppression and emergency assistance services to the areas covered within the boundaries specified by the Amendment By-law 1729, 2015 and First Nations Reserve Lands on the Southside of Francois Lake.

Lease agreement

Vide a Lease agreement dated October 31, 2017 Cheslatta Carrier Nations has granted a lease in perpetuity to SVFDS with no attached fee for the use of land & building on District lot 716, Range 4, Lot 5, Plan 10674. Parcel identifier 004-945-701 registered to Cheslatta Carrier Nations. The lease agreement remains in effect as long as SVFDS exists and provides fire protection service as outlined above

3. Property, Plant & Equipment:

	Cost	Accumulated Amortization	2024 Net Value	2023 Net Value
Fire Truck & Equipment	\$ 80,056	\$ -	\$ 80,056	\$ 36,695
Computer equipment	2,316	-	2,316	2,316
Leasehold improvements	30,987	-	30,987	30,987
Vehicle	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>
	<u>\$ 118,359</u>	<u>\$ -</u>	<u>\$ 118,359</u>	<u>\$ 74,998</u>

Matilda D'Silva Ltd**Chartered Professional Accountant**

3115 Taylor Frontage Rd
Burns Lake, BC, V0J 1E2

Home: 250-692-5805
Mobile: 250-685-8229
Fax: 250-692-7779
matilda@matildadsilvacga.com

June 25, 2025

Southside Volunteer Fire Department Society
PO Box 99
Southbank BC V0J 2P0

Attention: Mr. Bob Dosen

Dear Mr. Bob Dosen

Further to my engagement letter dated January 6, 2025, you acknowledge that you are responsible for:

- a. The compiled financial information;
- b. Selecting the basis of accounting to be applied in the preparation of the compiled financial information that is appropriate for the intended use;
- c. The accuracy and completeness of the information provided to us; and
- d. Attaching the compilation engagement report when distributing or reproducing the compiled financial information.

If you have any questions about the contents of this letter, please raise them with me. Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, your responsibilities for the compilation engagement.

I appreciate the opportunity of continuing to be of service to your company.

Yours truly,

Signed



Matilda D'Silva Ltd

Acknowledged and agreed on behalf of the management of
Southside Volunteer Fire Department Society

Per: _____

Date _____

TOPLEY FIRE PROTECTION SOCIETY**FINANCIAL INFORMATION****December 31, 2024****INDEX**

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Compilation Engagement Report	
Statement of Income and Retained Earnings	1
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Notes to Financial Statements	3

NANCY A. ROISUM

ACCOUNTING SERVICES INC.

PO Box 1558
Houston BC V0J 1Z0

phone 250-845-3221
nancy@nr-accounting.ca

COMPILATION ENGAGEMENT REPORT

On the basis of information provided by management, I have compiled the balance sheet of Topley Fire Protection Society as at December 31, 2024, the statements of income and retained earnings for the year then ended and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standards on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



Nancy A. Roisum

Houston, British Columbia
February 20, 2025

TOPLEY FIRE PROTECTION SOCIETY
STATEMENT OF INCOME AND RETAINED EARNINGS
For the year ended December 31, 2024

	2024	2023
REVENUE		
Province of BC	124,552	178,781
Regional District	40,000	34,140
Union of BC Municipalities Grant	12,000	
Donations	100	500
Other revenues	230	969
Interest	<u>1,620</u>	<u>24</u>
	\$ 178,502	\$ 214,414
EXPENSES		
Amortization	40,585	34,777
Insurance	1,250	
Office	4,122	4,308
Professional fees	2,309	1,326
Repairs and maintenance	6,633	6,236
Structural protection unit		3,637
Supplies	37,876	30,036
Telephone and radio	2,777	3,889
Training	11,507	7,559
Travel	1	
Utilities	6,797	6,084
Vehicle expenses	20,066	36,524
Wildfire secondment	<u> </u>	<u>24,089</u>
	133,923	158,465
NET INCOME (LOSS)	44,579	55,949
RETAINED EARNINGS, beginning of year	<u>274,896</u>	<u>218,947</u>
RETAINED EARNING , end of year	<u>\$ 319,475</u>	<u>\$ 274,896</u>

TOPLEY FIRE PROTECTION SOCIETY
BALANCE SHEET
December 31, 2024

ASSETS

	2024	2023
CURRENT		
Cash	\$ 66,329	\$ 175,286
Short-term investments	130,581	
GST rebate receivable	4,216	5,299
Accounts receivable	<u> </u>	<u>84</u>
	201,126	180,669
 PROPERTY, PLANT & EQUIPMENT	 155,556	 104,610
	 <u>\$356,682</u>	 <u>\$285,279</u>

LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	\$ 37,207	\$ 10,383
 TOTAL LIABILITIES	 37,207	 10,383

EQUITY

RETAINED EARNINGS	319,475	274,896
	319,475	274,896
	<u>\$356,682</u>	<u>\$285,279</u>

Approved by the Directors:

Harvey Fast, Director

J. Kelly, Director

**TOPLEY FIRE PROTECTION SOCIETY
NOTES TO FINANCIAL INFORMATION**

December 31, 2024

1. BASIS OF ACCOUNTING

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Accounts payable and accrued liabilities;
- Accounts receivable less an allowance for doubtful accounts;
- Investments recorded at cost with income recorded when received; and
- Capital assets recorded at historical cost and amortized based on estimated useful life.

BURNS LAKE PUBLIC LIBRARY ASSOCIATION

Financial Statements

December 31, 2024

BURNS LAKE PUBLIC LIBRARY ASSOCIATION**FINANCIAL STATEMENTS****December 31, 2024****INDEX**

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Statement of Cash Flows	7
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Burns Lake Public Library Association

Opinion

We have audited the financial statements of Burns Lake Public Library Association (the Entity), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian Accounting Standards for Non-for-profit Organizations.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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



Beswick Hildebrandt Lund

Chartered Professional Accountants

Prince George, British Columbia

April 2, 2025

BURNS LAKE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGE IN NET ASSETS

For the year ended December 31, 2024

	Operating	Operating Reserve	Contingency Reserve	Total 2024	Total 2023
REVENUE					
Regional District of Bulkley-Nechako	\$ 282,000	\$ -	\$ -	\$ 282,000	\$ 277,000
Other grants (Note 7)	135,533	-	-	135,533	87,915
Donations	10,806	-	-	10,806	10,068
Interest	63	1	8,002	8,066	3,073
Fees for services including fines	6,014	-	-	6,014	5,843
Fundraising activities	5,799	-	-	5,799	6,935
Rental income	3,417	-	-	3,417	4,886
Book revenue	2,022	-	-	2,022	4,334
	<u>445,654</u>	<u>1</u>	<u>8,002</u>	<u>453,657</u>	<u>400,054</u>
EXPENSES					
Salaries and Benefits	294,640	-	-	294,640	271,932
Enhancement grant expenses	32,929	-	-	32,929	15,168
Acquisition of books and periodicals	26,571	-	-	26,571	30,968
Professional fees	16,210	-	-	16,210	16,723
Acquisition supplies	9,770	-	-	9,770	3,849
Utilities	8,422	-	-	8,422	9,669
Database licensing	7,571	-	-	7,571	7,928
Rent	6,765	-	-	6,765	7,380
Postage	6,113	-	-	6,113	5,859
Office materials and supplies	3,469	-	-	3,469	4,483
Conferences and courses	3,235	-	-	3,235	7,509
Covid 19 grant expenses	2,965	-	-	2,965	8,168
Repairs and maintenance	2,915	-	-	2,915	1,418
Janitorial	2,688	-	-	2,688	1,550
SITKA integrated library services	2,441	-	-	2,441	-
Telephone	2,113	-	-	2,113	2,576
Literacy events	2,007	-	-	2,007	2,434
Community programs	1,841	-	-	1,841	2,728
Security and safety	1,493	-	-	1,493	490
Insurance	1,210	-	-	1,210	1,155
Computer and software	1,167	-	-	1,167	2,642
BC Courthouse expenses	1,154	-	-	1,154	976
Dues and memberships	962	-	-	962	865
Fundraising	498	-	-	498	547
Honorariums	450	-	-	450	-
Bank charges	210	-	-	210	176
Travel expenses	151	-	-	151	271
Northern BC Infant Development books	129	-	-	129	278
Advertising	119	-	-	119	737
Lost books	96	-	-	96	75
AED expenses	-	-	-	-	3,091
	<u>440,304</u>	<u>-</u>	<u>-</u>	<u>440,304</u>	<u>411,645</u>
EXCESS (EXPENSES)REVENUE FOR THE YEAR	<u>5,350</u>	<u>1</u>	<u>8,002</u>	<u>13,353</u>	<u>(11,591)</u>
NET ASSETS AT BEGINNING OF THE YEAR	<u>(123,686)</u>	<u>30,006</u>	<u>218,282</u>	<u>124,602</u>	<u>136,193</u>
INTERFUND TRANSFERS					
Allocation of reserve funds	58,248	-	(58,248)	-	-
NET ASSETS END OF THE YEAR	<u>\$ (60,088)</u>	<u>\$ 30,007</u>	<u>\$ 168,036</u>	<u>\$ 137,955</u>	<u>\$ 124,602</u>

See notes to the financial statements

BURNS LAKE PUBLIC LIBRARY ASSOCIATION

STATEMENT OF FINANCIAL POSITION

December 31, 2024

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
Cash	\$ 44,729	\$ 41,354
Prepaid expenses	-	1,210
Accounts receivable (Note 3)	2,995	2,794
Short term investments (Note 4 - Contingency Reserve)	<u>110,000</u>	<u>159,000</u>
	157,724	204,358
CASH - RESTRICTED (OPERATING RESERVE)	30,007	30,006
CASH - RESTRICTED (CONTINGENCY RESERVE)	<u>58,036</u>	<u>59,282</u>
	<u><u>\$ 245,767</u></u>	<u><u>\$ 293,646</u></u>

LIABILITIES

CURRENT LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	\$ 15,389	\$ 12,191
Deferred revenue (Note 6)	<u>92,423</u>	<u>156,853</u>
	<u>107,812</u>	<u>169,044</u>

NET ASSETS

UNRESTRICTED	(60,088)	(123,686)
OPERATING RESERVE	30,007	30,006
CONTINGENCY RESERVE	<u>168,036</u>	<u>218,282</u>
	<u>137,955</u>	<u>124,602</u>
	<u><u>\$ 245,767</u></u>	<u><u>\$ 293,646</u></u>

See notes the the financial statements

BURNS LAKE PUBLIC LIBRARY ASSOCIATION

STATEMENT OF CASH FLOWS

December 31, 2024

	<u>2024</u>	<u>2023</u>
OPERATING ACTIVITIES		
Excess revenue (expenses) for the year	\$ 13,353	\$ (11,591)
Add: Item not involving cash		
Unrealized (gain) loss on investments	-	-
	<u>13,353</u>	<u>(11,591)</u>
Changes in non-cash working capital items:		
Accounts receivable	(201)	346
Prepaid expenses	1,210	753
Accounts payable and accrued liabilities	3,198	(157)
Deferred revenue	<u>(64,430)</u>	<u>143,544</u>
	<u>(60,223)</u>	<u>144,486</u>
Cash from (to) operations	<u>(46,870)</u>	<u>132,895</u>
INVESTING ACTIVITIES		
Disposal of short term investments	159,000	94,728
Acquisition of short term investments	<u>(110,000)</u>	<u>(159,000)</u>
Cash from (to) investing	<u>49,000</u>	<u>(64,272)</u>
INCREASE IN CASH DURING THE YEAR	2,130	68,623
CASH AT BEGINNING OF THE YEAR	<u>130,642</u>	<u>62,019</u>
CASH AT END OF THE YEAR	<u><u>\$ 132,772</u></u>	<u><u>\$ 130,642</u></u>
Cash consists of:		
Operating	44,729	41,354
Operating Reserve	30,007	30,006
Contingency Reserve	<u>58,036</u>	<u>59,282</u>
	<u><u>\$ 132,772</u></u>	<u><u>\$ 130,642</u></u>

See notes to the financial statements

BURNS LAKE PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

1. PURPOSE

The Burns Lake Public Library Association (the "Library" is a registered under the Library Act of British Columbia. The Library is a registered charity and is exempted from income tax. The Library was registered on January 1, 1975 and provides library service to the community of the Village of Burns Lake and the Regional District of Bulkley-Nechako area B and E. The Library services includes lending books, DVD's, CD's, Audio books, periodicals, and reference books. It also provides literacy programs for adults, children, and youth and continuing education programs for youth, adults, and seniors.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following accounting policies:

Cash

Cash includes cash on hand, cash on deposit net of cheques issued and outstanding at the reporting date, and short-term deposits with maturity dates of less than 3 months.

Fund Accounting

The Library classifies revenues and expenses for accounting and reporting purposes into funds according to the activity or objective specified using the deferral method of accounting.

The Operating fund accounts for the Library's program delivery and administration activities.

The Operating Reserve fund accounts for revenue and expenses set aside to sustain operations through delays in payments of committed funds.

The Contingency Reserve Fund accounts for revenue and expenses of funds set aside for one-time, non-recurring expenses that will use the funds effectively for the benefit of meeting the goals of the Strategic Plan.

Revenue recognition

The Library uses the deferral method of accounting for contributions whereby restricted contributions are recognized as revenue of the appropriate fund in the years in which the related expenses are incurred. Restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses occur.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital Assets

Capital assets are expensed in the year of purchase. These assets include leasehold improvements, computer equipment, office equipment and furniture and collection purchases. The amount of capital assets expensed during the period is \$28,397 (2023 - \$17,430).

BURNS LAKE PUBLIC LIBRARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

2. SIGNIFICANT ACCOUNTING POLICIES, continuedMeasurement Uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates include deferred revenue.

Financial Instruments*Measurement of financial instruments*

The Library initially measures its financial assets and financial liabilities at fair value. The entity subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, short term investments and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and deferred revenue.

Impairment

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

Transaction costs

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

Contributed Material and Services

Contributions of materials and services by donors and volunteers are not recorded in these financial statements due to the difficulty of determining their fair market value.

3. ACCOUNTS RECEIVABLE

	<u>2024</u>	<u>2023</u>
Public service bodies rebate	\$ 2,995	\$ 2,794
Accrued interest receivable	-	-
	<u>\$ 2,995</u>	<u>\$ 2,794</u>

BURNS LAKE PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

4. SHORT TERM INVESTMENTS

	<u>2024</u>	<u>2023</u>
3.80% BVCU Redeemable long - 2024 FALL TERM SPECIAL 1 year term deposit maturing in November 2025.	\$ 110,000	\$ -
5.20% BVCU Non-Redeemable long -2023 FALL TERM SPECIAL 1 year term deposit maturing in November 2024.	-	130,000
4.20% BVCU Redeemable long -2023 FALL SPECIAL 1 year term deposit maturing in November 2024.	<u>-</u>	<u>29,000</u>
	<u><u>\$ 110,000</u></u>	<u><u>\$ 159,000</u></u>

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2024</u>	<u>2023</u>
Accounts payable and accrued liabilities	\$ 12,949	\$ 9,000
Payroll payable	2,440	2,649
WCB payable	<u>-</u>	<u>542</u>
	<u><u>\$ 15,389</u></u>	<u><u>\$ 12,191</u></u>

6. DEFERRED REVENUE

	<u>2024</u>	<u>2023</u>
Balance at beginning of year	\$ 156,853	\$ 13,309
Additional contributions received	4,077	176,608
Amounts recognized as revenue	<u>(68,507)</u>	<u>(33,064)</u>
	<u><u>\$ 92,423</u></u>	<u><u>\$ 156,853</u></u>

Deferred contributions related to operating funding represent funds received from funding agencies for a specific purpose that were not expended by the end of the fiscal year.

	<u>2024</u>	<u>2023</u>
BC Enhancement Grant	\$ 88,345	\$ 153,835
Regional District of Bulkley Nechako	2,728	-
Literacy Grant	1,350	-
Covid Relief and Recovery Grant	<u>-</u>	<u>3,018</u>
	<u><u>\$ 92,423</u></u>	<u><u>\$ 156,853</u></u>

BURNS LAKE PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2024

7. OTHER GRANTS

	<u>2024</u>	<u>2023</u>
BC Enhancement Grant	\$ 75,853	\$ 20,910
Operating(per capita)	22,150	22,150
BC One Card	10,250	10,250
BC Interlibrary Loan	7,742	7,116
BC Literacy Equity	6,000	6,000
Canada Summer Job	4,559	2,212
Covid 19 Relief and Recovery Grant	3,018	8,291
Northern Central Library Foundation	2,358	2,265
LD Literacy	1,350	1,350
BC Courthouse	1,200	1,000
Tax Clinic	860	1,095
Northern BC Infant Development	130	-
Canada Helps	32	13
Community Sevice	31	-
AED	-	3,863
Lake Animal Friendship Grant	-	1,400
	<u>\$ 135,533</u>	<u>\$ 87,915</u>

8. INSURANCE

Insurance coverage for the building and its contents is carried on behalf of the Library by the Village of Burns Lake. Insurance for general accidents and liability is held by the Library.

9. FINANCIAL INSTRUMENTS

Risks and Concentrations

The Library is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Library's risk exposure as at December 31, 2024:

Credit risk

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 Library's main credit risks relates to its accounts receivable. The Library rarely provides credit to its clients in the normal course of its operations and the majority of its receivables are from government agencies. Management considers credit risk to be minimal.

BURNS LAKE PUBLIC LIBRARY**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2024****9. FINANCIAL INSTRUMENTS, continued**Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Library is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and deferred revenue. Management considers liquidity risk to be minimal.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Library is mainly exposed to interest rate risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Library is exposed to interest rate risk relating to its short-term investments. Interest rate risk is minimal.

10. ECONOMIC DEPENDENCE

A substantial portion, \$282,000 (2023 - \$277,000), of the Library's funding is derived from the Regional District of Bulkley-Nechako. Any disruption of this funding would have a significant impact on the Library's operations.

FORT ST. JAMES PUBLIC LIBRARY

Compiled Financial Information

December 31, 2024



CHARTERED PROFESSIONAL ACCOUNTANTS

COMPILATION ENGAGEMENT REPORT

May 6, 2025

To Management of Fort St. James Public Library

On the basis of information provided by management, we have compiled the balance sheet of Fort St. James Public Library as at December 31, 2024, the statement of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Beswick Hildebrandt Lund

Chartered Professional Accountants

Prince George, British Columbia

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
- Dane Soares CPA
- Taylor Turkington CPA

•Denotes professional corporation

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

FORT ST. JAMES PUBLIC LIBRARY

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2024

	<u>2024</u>	<u>2023</u>
REVENUE		
District of Fort St. James	\$ 293,129	\$ 276,331
Province of British Columbia grant	73,317	184,965
Regional District of Bulkley Nechako	16,737	16,737
Interest	8,197	9,825
Donations	7,123	12,435
GST rebate	4,933	-
Book sales and replacements	4,631	2,496
Computer fees and photocopier	2,066	-
Other Revenue	1,178	5,474
Law Matters	1,000	1,000
Fines	749	-
Community Adult Literacy Program grant	-	31,008
North Central Library Federation	-	2,041
	<u>413,060</u>	<u>542,312</u>
EXPENDITURES		
Wages and benefits	244,571	230,025
One-time grant equipment and sundry	52,697	50,581
Circulation materials	34,089	33,305
Education and travel	16,563	9,896
Office and sundry	14,205	12,412
Janitorial and alarm system	13,854	14,558
Computer and program supplies	10,570	16,482
Hydro	9,758	8,367
Insurance	8,049	7,219
Repairs and maintenance	7,321	10,600
Telephone and internet	3,821	5,259
Accounting and legal services	3,528	1,950
Advertising and promotion	846	951
Registration fee	655	755
Bank charges and interest	589	78
Consulting fees	-	160
	<u>421,117</u>	<u>402,598</u>
EXCESS EXPENDITURES FOR THE YEAR	(8,057)	139,712
NET ASSETS AT BEGINNING OF THE YEAR	<u>415,436</u>	<u>275,727</u>
NET ASSETS AT END OF THE YEAR	<u><u>\$ 407,379</u></u>	<u><u>\$ 415,436</u></u>

FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION

December 31, 2024

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
Cash	\$ 60,996	\$ 178,201
Term deposits	344,804	235,082
GST receivable	<u>4,453</u>	<u>4,909</u>
	<u>\$ 410,253</u>	<u>\$ 418,192</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 2,874	\$ 2,751
NET ASSETS	<u>407,379</u>	<u>415,441</u>
	<u>\$ 410,253</u>	<u>\$ 418,192</u>

Approved by the Directors:

_____ Director

_____ Director

FORT ST. JAMES PUBLIC LIBRARY
NOTES TO THE COMPILED FINANCIAL INFORMATION
For the year ended December 31, 2024
(unaudited)

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the balance sheet for Fort St. James Public Library as at December 31, 2024 and the statement of operations and changes in net assets for the year then ended reflects cash transactions with the addition of:

- Investments recorded at cost
- Accounts payable and accrued liabilities



FRASER LAKE PUBLIC LIBRARY

2024 ANNUAL REPORT



2024 | YEAR IN REVIEW



5,213

Library Visitors



316

**Active
Cardholders**



67

**New
Cardholders**



7,443

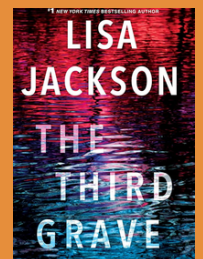
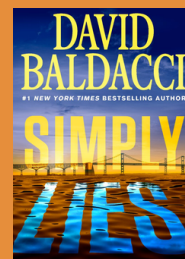
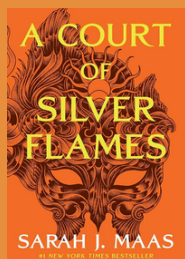
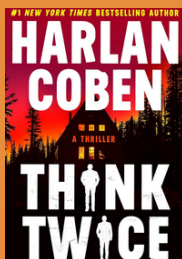
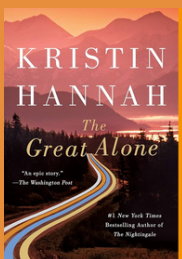
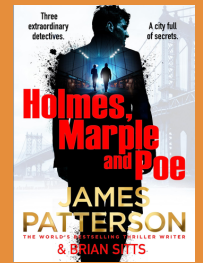
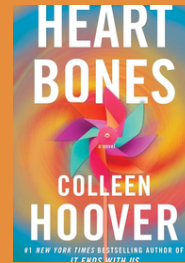
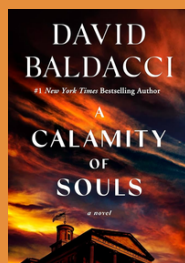
**Physical Items
Checked Out**



2,809

**Digital Items
Checked Out**

Top 10 Most Checked Out Adult Fiction Books

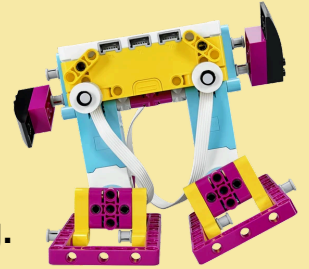


171**programs &
events****1,394****attended
programs**

February 18–24 février 2024

Hosted a Banned Books Trivia Night to celebrate Freedom to Read Week. This event was featured on Daybreak North.

Began using LEGO Spike, which helps children learn Scratch coding.



We created tie-dye shirts at the Summer Reading Club Launch Party!

The Klassen Cabin hosted a program on caring for goats! One parent shared that it was their children's favourite program at the library and a unique event that you can't experience in the city.



75 people attended the Leif David Magic Show!



Hosted Craft Club at Autumn Services to encourage intergenerational programming.



58 children received lunches over the summer. Snacks are available during open hours.



Teen programming was introduced over the summer.



146 Trick or Treaters visited the library.



80 kids were given a book to keep & 67 received snack bags.



Attended 22 community events. 1,401 people visited our booths.

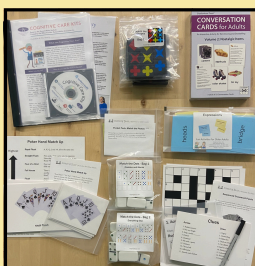
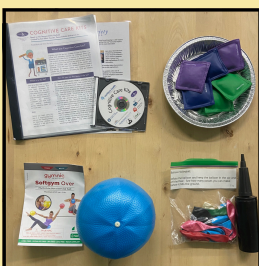
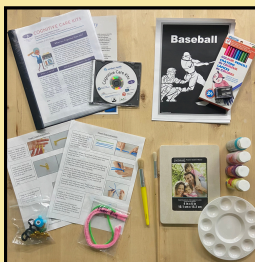
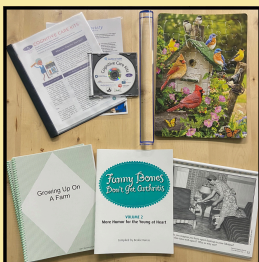
Launched the Library of Things!

LiBRARY of THiNGS.

at the Fraser Lake Public Library

This is a non-traditional collection of items to help patrons learn, play, and grow.

Check out a Cognitive Care Kit!



Check out a Kitchenware Kit!



Check out a STEM Kit!

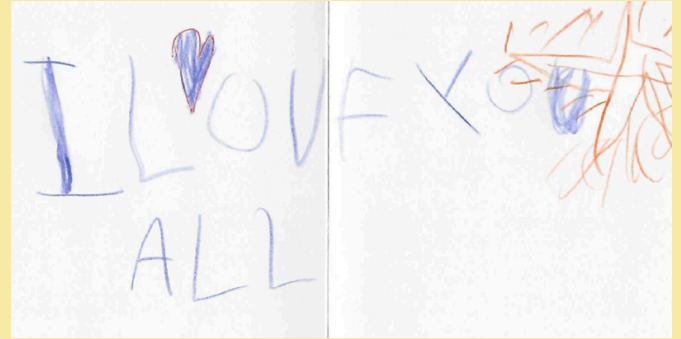


What the community said about the library in 2024...

I love what you are doing for the kids. The afterschool program is fabulous!

The seed library is a marvelous idea!

**The Library is the heart of the community.
- from a town councilor**



- a sweet drawing made by one of our young patrons.



Thank you so much for providing such a great place to learn. You are all so patient when searching for books for my child. We appreciate everything you do!

You guys are doing great things with the free snacks and the kitchen tools.

**The Food Friends program is an awesome idea!
- from an 11 year old**

You have an ally flag, that's amazing! The Library feels like such a safe space.

It has been so great having the library program at Autumn Services. Seeing the kids helps remind me of my own childhood.

The Library is so great! It has so many books from my childhood.

**TO: Fraser Lake Library
You make this community a much happier place. Thank you.**

Thank you for the Summer Reading Program.

- a note found in our drop box.

Library Director Report

2024 has been a year of change and growth, not only for our library but also for the community as a whole. In January, it was announced that West Fraser would be closing the Fraser Lake Sawmill, and the mill officially shut down in June. As the area's primary economic employer, this shift led to a decline in population, demographic changes, and rising economic insecurity. In these challenging times, the board and staff have worked together to strengthen our community through innovative new library programs and services.

One of the ways we've achieved this is by launching a new collection called the Library of Things. This collection features non-traditional items available for checkout to help patrons learn, play, and grow. It offers materials to explore health & wellness, education & lifelong learning, and recreation & leisure. So far, we've introduced cognitive care kits, kitchenware kits, and STEM (science, technology, engineering, and math) kits. The most checked-out items this year have been the dehydrator, steam juicer, pressure canner, and anatomy kit.

Another way we've made a positive impact is by introducing a new program called Food Friends to help address food insecurity, funded through a Rapid Stimulus Grant. During the summer, for seven weeks, children and teenagers could stop by the library on Saturdays to pick up a free lunch. A total of 58 lunches were distributed throughout the summer. Additionally, youth and adults were able to pick up a snack at the library anytime during the week. The snack portion of the Food Friends program will continue until the grant funding is exhausted. Both adults and youth have shared how reassuring it is to know that food is available. We've had adults stop by when their blood sugar was low, and children have come in after school to grab a snack before heading home. Thank you to our board member Amber for securing this grant to make this possible.

Finally, we've worked to organize larger events as well. For example, we held an event called Trick or Read, where youth could stop by the library on Halloween to select a book to take home and keep, funded through a Canfor grant. The Rapid Stimulus grant also enabled us to create 67 bags filled with a variety of snacks, which were distributed very quickly. In total, 146 people attended the event. Another example is our partnership with Mayor Sarrah Storey and the Nechako Literacy Society to host the Annual Celebration and Social, which was a huge success with 174 attendees. This event provided an excellent opportunity to engage with the community and encourage more people to visit the library.

All in all, it has been an exciting year of change and growth, made possible by the hard work and dedication of the library board and our wonderful staff. A heartfelt thank you to everyone for their efforts. I would also like to extend our gratitude to our patrons. Despite the challenges, we've seen a wonderful turnout this year, and on behalf of the Fraser Lake Public Library, we truly value and appreciate it.



-Nikki Sauv , Library Director

Board Chair Report

This was the first full year with our library director, Nikki Sauv . I have enjoyed working with Nikki and appreciate the work she has done as board secretary. Nikki introduced a few changes to our board agendas, including the Board Member Reports section at our January Board of Trustees Meeting. It's been a helpful place where the trustees and village representative can share information with the board. The other agenda changes have made it easier to understand our agenda.



On April 28th & 29th, Jo Fiske, Nikki, and I attended the North Central Library Federation Annual General Meeting and professional development workshops in Prince George. It was my first time at a federation meeting, and I found it informative. In May, we had a visit from our NCLF director, Thom Knutson, who explained the important role of the federation and the exciting opportunities it provides. Our trustees have been attending the British Columbia Library Trustee Association webinars and Trustee Circles throughout the year. They were hosted on Zoom (a videotelephony software program).

I would like to thank my fellow trustees for sitting on various committees. These committees help our board move forward in making decisions for our library. This was our second year in our four-year Strategic Plan. At our monthly meetings, the library director keeps us informed on the five strategic directions progress.

There were three trustees who resigned this year, Judy Bergman, Laszlo Sikli, and Randi Parsons. Thank you for your service.

- Evelyn Daniels, Board Chair

2024 Board of Trustees

Evelyn Daniels

Chair

Jo-Anne Fiske

Trustee

Randi Parsons

Vice Chair (Jan 01 -Apr 30, 2024)

Pat Roubicek

Trustee

Amber Garnett

Vice Chair

Judy Bergman

Trustee (Jan 01 - Jan 30, 2024)

Don Reyden

Treasurer

Laszlo Sikli

Trustee (Jan 01 - Feb 27, 2024)

Jolene Webb

Village Representative

2024 Library Staff

Nikki Sauve

Library Director

Teri Poncia

Library Assistant

Irene Greenlees

Library Assistant

Tani Khadijatal Khobra

Summer Reading Club Coordinator

2024 Library Volunteers

Sofi Sikli

Jan - Jun, 2024

Scott Reeves

Sep - Dec, 2024

2024 Financials

Revenue	
Village of Fraser Lake	\$64,945
Regional District Bulkley Nechako	\$50,000
Provincial Funding	\$38,544
Grants/Donations	\$15,138
Library Revenue	\$3,406
Federation Funding	\$2,636
Total Revenue	\$174,669

Expenses	
Personnel Costs	\$121,157
Operational Costs	\$13,338
Library Collection Costs	\$10,352
Technology Costs	\$7,070
Training & Development Costs	\$6,113
Other Asset Costs	\$5,454
Program & Outreach Costs	\$4,331
Office Supplies Costs	\$3,486
Total Expenses	\$171,301

EXCESS REVENUE FOR THE YEAR	\$3,368
NET ASSETS AT BEGINNING OF THE YEAR	\$315,949
NET ASSETS AT END OF THE YEAR	\$319,317

Gratitude

We gratefully acknowledge the people and organizations who have financially contributed to the many successes of the Fraser Lake Public Library last year.

Sustained Support:

- Village of Fraser Lake
- Regional District Bulkley-Nechako
- Province of British Columbia
- North Central Library Federation

Grants:

- Public Health Association of BC & Food Banks BC
- Nechako Literacy Society
- Canfor
- LawMatters
- BCLTA Learn & Share Program

Community Partnerships:



Silver Birch Lodge
Safe affordable housing for seniors



STELLAT'EN FIRST NATION

A member of the Carrier Sekani Tribal Council in Fraser Lake BC

Thank you

We're so grateful for all of our library users! Your passion for learning and growing together makes our community stronger. Thank you for being part of our library family!

FRASER LAKE PUBLIC LIBRARY ASSOCIATION

Compiled Financial Information

December 31, 2024



CHARTERED PROFESSIONAL ACCOUNTANTS

COMPILATION ENGAGEMENT REPORT

February 7, 2025

To Management of Fraser Lake Public Library Association

On the basis of information provided by management, we have compiled the statement of financial position of Fraser Lake Public Library Association as at December 31, 2024, the statement of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Beswick Hildebrandt Lund

Beswick Hildebrandt Lund
Chartered Professional Accountants
 Prince George, British Columbia

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
- Dane Soares CPA
- Taylor Turkington CPA

● Denotes professional corporation

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

FRASER LAKE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
For the year ended December 31, 2024

	<u>2024</u>	<u>2023</u>
GRANTS AND FUNDING		
Village of Fraser Lake	\$ 64,945	\$ 64,945
Regional District Bulkley Nechako	50,000	39,191
Miscellaneous Grants	14,900	7,001
BC Libraries Branch- Per Capita	11,078	11,078
BC Libraries Branch - Enhancement	8,354	137,635
BC Libraries Branch- BC OneCard	7,400	7,400
BC Libraries Branch - Literacy/Equi	6,900	6,900
BC Libraries Branch - Resource Shar	4,812	4,213
NCLF Annual Conference grant	1,000	1,178
NCLF Other Grants	632	-
NCLF Literacy Grant	604	1,792
NCLF Trustee Training	400	-
Donations	238	1,035
Canada - Student Grant - SRC	-	2,167
	<u>171,263</u>	<u>284,535</u>
SALES AND SERVICES		
Book sales old	1,916	1,640
Computer copies	876	1,125
Faxes	158	240
Lost and damaged books	158	64
Patron cards	104	75
Photocopies	95	132
Scanning	32	-
Room Rental	25	-
Laminating	22	-
Book Sales Historical Society	20	-
Fines	-	455
Computer fees	-	2
Book sales patron	-	82
	<u>3,406</u>	<u>3,815</u>
TOTAL REVENUE	<u>174,669</u>	<u>288,350</u>
EXPENDITURES		
Wages	121,157	117,348
Licenses, dues and fees	6,275	4,983
BC Library Conference	3,971	836
Repairs and maintenance	3,111	3,685
Postage	3,062	3,584
Professional fees	2,921	2,870
Telephone	2,914	2,427
Programs and training	2,703	5,000
Supplies	2,698	3,861
Food Friends Program	1,893	-
Insurance	1,584	1,530
Travel	1,239	6,546
Materials	859	1,262
Computer expenses	788	1,396
Staff and board appreciation	528	919
Penalties and interest	353	51
Capital Purchases	188	-
Advertising and promotion	110	71
Amortization	14,947	15,485
	<u>171,301</u>	<u>171,854</u>
EXCESS REVENUE FOR THE YEAR	<u>3,368</u>	<u>116,496</u>
NET ASSETS AT BEGINNING OF THE YEAR	<u>315,949</u>	<u>199,453</u>
NET ASSETS AT END OF THE YEAR	<u><u>\$ 319,317</u></u>	<u><u>\$ 315,949</u></u>

FRASER LAKE PUBLIC LIBRARY ASSOCIATION

STATEMENT OF FINANCIAL POSITION

December 31, 2024

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
Cash	\$ 210,084	\$ 202,892
Prepays	2,852	3,125
GST receivable	<u>559</u>	<u>621</u>
	<u>213,495</u>	<u>206,638</u>
PROPERTY PLANT AND EQUIPMENT		
Collection inventory	92,404	83,274
Shelving	50,000	50,000
Computer equipment	18,191	18,005
Office furniture and equipment	12,247	10,177
Computer software	3,000	3,000
Less: Accumulated amortization	<u>(66,887)</u>	<u>(51,940)</u>
	<u>108,955</u>	<u>112,516</u>
	<u><u>\$ 322,450</u></u>	<u><u>\$ 319,154</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	<u>\$ 3,133</u>	<u>\$ 3,205</u>

NET ASSETS

GENERAL FUND	210,362	203,433
CAPITAL FUND	<u>108,955</u>	<u>112,516</u>
	<u>319,317</u>	<u>315,949</u>
	<u><u>\$ 322,450</u></u>	<u><u>\$ 319,154</u></u>

Approved by the Directors:

_____ Director

_____ Director

FRASER LAKE PUBLIC LIBRARY ASSOCIATION**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2024****1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the balance sheet for Fraser Lake Public Library Association as at December 31 2024 and the income statement for the year then ended reflects cash transactions with the addition of:

- GST receivable
- Prepaid expenses as an advance for items that are expected to provide future use
- Property plant and equipment recorded at cost and amortized based on the assets useful life
- Accounts payable and accrued liabilities

NORTHERN SOCIETY FOR DOMESTIC PEACE
FINANCIAL STATEMENTS
MARCH 31, 2025

NORTHERN SOCIETY FOR DOMESTIC PEACE
FINANCIAL STATEMENTS
MARCH 31, 2025

	Page
Independent Auditor's Report	1-2
Statement of Financial Position	3
Statement of Changes to Fund Balances	4
Statement of Operations	5
Statement of Cash Flows	6
Schedule of Operations by Program	7
Notes to Financial Statements	8-15

EDMISON MEHR CHARTERED PROFESSIONAL ACCOUNTANTS

Box 969 1090 Main Street
Smithers, B.C. V0J 2N0
Tel (250)847-4325 Fax (250)847-3074
E-mail: info@edmisonmehr.ca

Partners:
BRIAN R. EDMISON, B.A., CPA, CA
MICHAEL B. MEHR, B.Comm, CPA, CA
JEANNE M. MACNEIL, B.Comm, CPA, CA

INDEPENDENT AUDITOR'S REPORT

To the Directors of
NORTHERN SOCIETY FOR DOMESTIC PEACE
Smithers, BC

Qualified Opinion

We have audited the accompanying financial statements of NORTHERN SOCIETY FOR DOMESTIC PEACE, which comprise the Statement of Financial Position as at March 31, 2025, and the Statements of Changes to Fund Balances, Operations and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2025, and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Entities.

Basis for Qualified 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 Society 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 qualified opinion.

In common with many not-for-profit organizations, the Society derives revenues from fundraising activities and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly our verification of these revenues was limited to the amounts recorded in the records of the Society and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenue over expenditures and fund balances.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Entities and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society'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 Society or to cease operations, or have no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Society'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 misstatements, 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 errors 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 auditing standards, we exercise professional judgement and maintain professional skepticism through 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 controls.
- 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 purposes of expressing an opinion on the effectiveness of the Society'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 Society'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 Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including disclosure, 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.

Report on Other Legal and Regulatory Requirement

As required by the British Columbia Societies Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Smithers, BC
June 27, 2025



Edmison Mehr

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2025**

	Operating Fund	Capital Fund	Reserve Funds	2025	2024
ASSETS					
CURRENT					
Cash	\$ 1,283,656	-	-	1,283,656	627,324
Cash - BC Gaming	32,987	-	-	32,987	32,943
Term deposit & accrued interest, Note 3	11,132	-	-	11,132	10,834
Accounts receivable	115,006	-	-	115,006	304,888
GST receivable	2,986	-	-	2,986	-
Prepaid expenses	<u>24,273</u>	<u>-</u>	<u>-</u>	<u>24,273</u>	<u>8,252</u>
	<u>1,470,040</u>	<u>-</u>	<u>-</u>	<u>1,470,040</u>	<u>984,241</u>
DUE FROM (TO) OTHER FUNDS	<u>(647,663)</u>	<u>-</u>	<u>647,663</u>	<u>-</u>	<u>-</u>
TANGIBLE CAPITAL ASSETS, Note 4	<u>-</u>	<u>775,767</u>	<u>-</u>	<u>775,767</u>	<u>812,196</u>
	<u>\$ 822,377</u>	<u>775,767</u>	<u>647,663</u>	<u>2,245,807</u>	<u>1,796,437</u>
LIABILITIES					
CURRENT					
Accounts payable	\$ 143,857	-	-	143,857	68,800
GST payable	-	-	-	-	1,922
Due to employees	4,041	-	-	4,041	3,991
Vacation pay payable	85,560	-	-	85,560	75,144
Payroll deductions and benefits payable	282	-	-	282	8,613
Damage deposits	6,493	-	-	6,493	7,125
Revenue in advance, Note 6	197,304	-	-	197,304	96,123
Accrued interest payable	1,535	-	-	1,535	1,610
Current portion of long term debt, Note 7	<u>-</u>	<u>17,253</u>	<u>-</u>	<u>17,253</u>	<u>16,176</u>
	<u>439,072</u>	<u>17,253</u>	<u>-</u>	<u>456,325</u>	<u>279,504</u>
LONG TERM DEBT, Note 7	<u>-</u>	<u>304,743</u>	<u>-</u>	<u>304,743</u>	<u>322,132</u>
FUND BALANCES					
OPERATING NET ASSETS	383,305	-	-	383,305	199,720
INVESTED IN CAPITAL ASSETS	-	453,771	-	453,771	473,890
RESTRICTED FUNDS, Note 8	<u>-</u>	<u>-</u>	<u>647,663</u>	<u>647,663</u>	<u>521,191</u>
	<u>383,305</u>	<u>453,771</u>	<u>647,663</u>	<u>1,484,739</u>	<u>1,194,801</u>
	<u>\$ 822,377</u>	<u>775,767</u>	<u>647,663</u>	<u>2,245,807</u>	<u>1,796,437</u>

APPROVAL OF THE BOARD:

 **BEN FORSYTH** TREASURER
Director

 **Michelle Larstone** Director

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF CHANGES TO FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 2025**

	Operating Fund	Capital Fund	Reserve Funds	2025	2024
Fund balance, beginning of year	\$ <u>199,720</u>	<u>473,890</u>	<u>521,191</u>	<u>1,194,801</u>	<u>1,108,879</u>
Change in fund balances during year:					
Repayment of surplus, Note 10	<u>(16,961)</u>	<u>-</u>	<u>-</u>	<u>(16,961)</u>	<u>(14,239)</u>
Excess (deficiency) of revenues over expenses for the year	<u>343,330</u>	<u>(36,431)</u>	<u>-</u>	<u>306,899</u>	<u>100,161</u>
Capital expenditures and transfer of fund balances:					
Transfers from restricted funds	<u>62,313</u>	<u>-</u>	<u>(62,313)</u>	<u>-</u>	<u>-</u>
Transfers to restricted funds	<u>(188,785)</u>	<u>-</u>	<u>188,785</u>	<u>-</u>	<u>-</u>
	<u>(126,472)</u>	<u>-</u>	<u>126,472</u>	<u>-</u>	<u>-</u>
Changes to invested in capital assets					
Purchase of tangible capital assets from Debt repayment in year	<u>(16,312)</u>	<u>16,312</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>(16,312)</u>	<u>16,312</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in fund balances during year	<u>183,585</u>	<u>(20,119)</u>	<u>126,472</u>	<u>289,938</u>	<u>85,922</u>
Fund balance, end of year	\$ <u><u>383,305</u></u>	<u><u>453,771</u></u>	<u><u>647,663</u></u>	<u><u>1,484,739</u></u>	<u><u>1,194,801</u></u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2025**

	Operating Fund	Capital Fund	Reserve Funds	2025	2024
REVENUE					
Government funding, Note 11	\$ 3,484,351	-	-	3,484,351	3,196,365
Grants - foundations, other	416,115	-	-	416,115	329,829
Rental	171,124	-	-	171,124	80,424
Fee for service	5,488	-	-	5,488	8,200
Donations and memberships	110,584	-	-	110,584	58,982
Interest	3,056	-	-	3,056	1,495
Other	835	-	-	835	3,725
	<u>4,191,553</u>	<u>-</u>	<u>-</u>	<u>4,191,553</u>	<u>3,679,020</u>
EXPENSES					
Wages and benefits	2,818,779	-	-	2,818,779	2,416,902
Advertising and promotion	456	-	-	456	1,822
Amortization	-	36,431	-	36,431	49,161
Bad debts	1,390	-	-	1,390	-
Bank charges and interest	156	-	-	156	253
Client costs	74,449	-	-	74,449	66,489
Fundraising	699	-	-	699	3,372
Honorariums	600	-	-	600	4,450
Insurance	18,658	-	-	18,658	17,563
Interest - long term	21,670	-	-	21,670	22,812
Licenses, dues and fees	12,389	-	-	12,389	21,742
Office	17,526	-	-	17,526	13,309
Professional fees	120,317	-	-	120,317	43,532
Program supplies	80,524	-	-	80,524	213,650
Property taxes	30,871	-	-	30,871	21,750
Rent	9,447	-	-	9,447	10,117
Repairs and maintenance	205,235	-	-	205,235	275,094
Subcontract and clinical supervision	210,749	-	-	210,749	192,146
Telephone and internet	40,842	-	-	40,842	44,481
Travel, training, workshops, projects	104,152	-	-	104,152	90,701
Utilities	79,314	-	-	79,314	69,513
	<u>3,848,223</u>	<u>36,431</u>	<u>-</u>	<u>3,884,654</u>	<u>3,578,859</u>
Excess (deficiency) of revenues over expenses for the year	<u>\$ 343,330</u>	<u>(36,431)</u>	<u>-</u>	<u>306,899</u>	<u>100,161</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2025**

	2025	2024
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses for the year	\$ 306,899	100,161
Add: Items not involving cash		
Amortization	36,431	49,161
Capital asset contribution - donation	-	-
	<u>343,330</u>	<u>149,322</u>
Net change in non-cash working capital		
Net (increase) decrease in:		
Accounts receivable	189,882	(184,421)
GST receivable	(4,909)	13,983
Due from employees	50	3,168
Prepaid expenses	(16,020)	(1,776)
Net increase (decrease) in:		
Accounts payable	75,057	(20,944)
Vacation pay payable	10,416	20,068
Payroll deductions and benefits payable	(8,331)	7,091
Damage deposits	(633)	5,868
Revenue in advance	101,180	(203,360)
Accrued interest payable	(75)	(71)
	<u>346,617</u>	<u>(360,394)</u>
	<u>689,947</u>	<u>(211,072)</u>
FINANCING ACTIVITIES		
Repayment of long term debt	(16,312)	(15,417)
Repayment of prior year surplus	(16,961)	(14,239)
	<u>(33,273)</u>	<u>(29,656)</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	-	(8,346)
Redemption (purchase) of term deposits	(298)	(11)
	<u>(298)</u>	<u>(8,357)</u>
INCREASE (DECREASE) IN CASH	656,376	(249,085)
CASH, beginning of year	660,267	909,352
CASH, end of year	<u>\$ 1,316,643</u>	<u>660,267</u>
CASH CONSISTS OF:		
Cash	\$ 1,283,656	627,324
Cash - BC Gaming	32,987	32,943
	<u>\$ 1,316,643</u>	<u>660,267</u>
ADDITIONAL CASH FLOW INFORMATION:		
Interest paid	<u>\$ 21,746</u>	<u>\$ 22,883</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
SCHEDULE OF OPERATIONS BY PROGRAM
FOR THE YEAR ENDED MARCH 31, 2025**

	REVENUE	EXPENSES	ADMINISTRATION	EXCESS OF REVENUES FOR YEAR	CAPITAL EXPENDITURES AND TRANSFERS	CHANGE IN FUND BALANCES IN YEAR
	\$			111,406	-	111,406
01 - Administration	4,475	265,549	372,480	111,406	-	111,406
02 - Passage House	643,966	583,761	(53,536)	6,669	-	6,669
On Her Way House	276,215	207,551	(26,190)	42,474	-	42,474
03 - Third Stage	35,868	38,272	(2,760)	(5,164)	-	(5,164)
05 - Sexual Abuse Intervention	259,337	221,116	(25,934)	12,287	-	12,287
Peace Program Smithers	137,697	114,777	(12,713)	10,207	(9,967)	240
07 - Domestic Peace Project	76,700	95,043	(9,081)	(27,424)	27,424	-
08 - Fundraising	100,885	12,257	-	88,628	(88,628)	-
10 - V.S. Police Based	107,484	100,566	(9,022)	(2,104)	-	(2,104)
11 - VA - Community Based	88,492	80,193	(8,131)	168	-	168
12 - Pregnancy Outreach	136,683	128,833	(7,850)	-	-	-
14 - Youth Forensics	54,401	39,321	(5,200)	9,880	(9,880)	-
15 - Stopping the Violence	148,155	134,735	(13,739)	(319)	-	(319)
04 - Cedar Rose	577,145	532,540	(52,928)	(8,323)	2,500	(5,823)
38 - Seven Sisters	175,955	156,369	(18,287)	1,299	-	1,299
39-Sexual Assault Service (Hazelton)	103,144	91,227	(10,154)	1,763	(1,763)	-
Buildings	29,736	6,086	-	23,650	(16,309)	7,341
IFOT Training	182,173	188,623	(21,177)	(27,627)	24,500	(3,127)
Peace Program Houston	69,508	56,072	(6,566)	6,870	(5,010)	1,860
23 - Houston STV	71,477	63,933	(6,097)	1,447	(1,447)	-
25 - Outreach Services	63,169	53,026	(5,857)	4,286	(4,286)	-
26 - Strengthening Families	72,831	55,485	(7,133)	10,213	(10,000)	213
40 -Safe Supports	130,000	87,525	(13,000)	29,475	(29,475)	-
Capacity Building WAGE	188,454	147,396	(34,386)	6,672	(7,081)	(409)
24 ~ Critical Incident Stress Management	722	2,279	-	(1,557)	1,557	-
Emergency Sexual Assault Services	101,539	99,998	(10,154)	(8,613)	6,330	(2,283)
36 ~ Short Term Projects - ITFL	33,206	28,984	(4,131)	91	-	91
09 ~ VS Hazelton	91,921	78,996	(8,454)	4,471	(4,000)	471
29 ~ Short Term Projects	12,800	4,215	-	8,585	-	8,585
31 ~ Loans for Life	37,500	5,436	-	32,064	(32,064)	-
Short term Projects - Camp	15,494	13,348	-	2,146	(2,146)	-
Property Development	110,392	100,682	-	9,710	-	9,710
41-Community Housing Development	54,029	54,029	-	-	-	-
	<u>\$ 4,191,553</u>	<u>3,848,223</u>	<u>-</u>	<u>343,330</u>	<u>(159,745)</u>	<u>183,585</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

1. PURPOSE

The purpose of the Society is to develop, deliver and support programs that provide opportunities for individuals and families to strengthen their relationships and the quality of their lives by fostering respect, challenging violence and promoting health and self-determination.

The Northern Society for Domestic Peace was incorporated under the Society Act on February 2, 1993 and is a registered charitable organization whose activities are exempt from taxation.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Fund Accounting

The Society follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for the Society's program delivery and administrative activities.

The Capital Asset Fund reports the ownership, financing and equity related to the Society's tangible capital assets.

The Reserve Fund reports the assets, liabilities, revenues and expenses related to the reserves established to fund future expenditures.

Cash

Cash consists of cash and cash equivalents that are defined as highly-liquid investments with maturities of three months or less at the acquisition date.

Term deposits and accrued interest

Term deposits are initially recognized and subsequently measured at fair value plus accrued interest, determined using market information. Transaction costs and net gains and losses arising from changes in fair value are immediately recognized in operations.

Tangible Capital Assets

All property and equipment assets are recorded at cost in the capital fund. Amortization is recorded in the capital fund for building and leasehold improvements on the straight-line basis and furniture and equipment and computer equipment on the declining balance basis, each at the following annual rates:

Buildings - Second Step/1st Avenue	- 2.5%
Leasehold improvements - Transition House	- 6.67%
Leasehold improvements - Pregnancy Outreach	- 20%
Leasehold improvements - Office	- 20%
Equipment and furniture	- 30%
Computer equipment	- 40%
Vehicle	- 30%

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

Revenue

Restricted contributions related to expenses for future periods are deferred and are recognized as revenue in the Operating Fund in the same period or periods as the related expenses are recognized.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Donated Materials and Services

It is the Society's policy to record the value of donated materials and services when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased.

Financial Instruments

Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

The society subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, short term investments, accounts receivable, and GST receivable.

Financial liabilities measured at amortized cost include accounts payable, wages payable, vacation payable, payroll deductions payable and current portion of long-term debt.

The society's financial assets measured at fair value include quoted shares.

Impairment

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

Transactions costs

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

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results could differ from those estimates.

3. TERM DEPOSITS

<u>Term Deposit</u>	<u>2025</u>	<u>2024</u>	<u>Maturity Date</u>	<u>Details</u>
BVCU 704	\$ <u>11,132</u>	\$ <u>10,834</u>	05/07/25	3.45% interest

4. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net</u>
2025:			
Buildings:			
Second Step	\$ 331,460	265,757	65,703
1st Avenue	521,377	180,717	340,660
Transition House	534,262	534,262	-
Equipment and furniture	66,486	56,632	9,854
Computer equipment	36,684	26,033	10,651
Vehicle	<u>80,633</u>	<u>58,784</u>	<u>21,849</u>
	1,570,902	1,122,185	448,717
Land			
Second Step	60,000	-	60,000
1st Avenue	187,050	-	187,050
Transition House	<u>80,000</u>	<u>-</u>	<u>80,000</u>
	<u>\$ 1,897,952</u>	<u>1,122,185</u>	<u>775,767</u>
2024:			
Buildings:			
Second Step	\$ 331,460	257,545	73,915
1st Avenue	521,377	167,337	354,040
Transition House	534,262	533,010	1,252
Equipment and furniture	66,485	52,410	14,075
Computer equipment	36,684	26,033	10,651
Vehicle	<u>80,633</u>	<u>49,420</u>	<u>31,213</u>
	1,570,901	1,085,755	485,146
Land			
Second Step	60,000	-	60,000
1st Avenue	187,050	-	187,050
Transition House	<u>80,000</u>	<u>-</u>	<u>80,000</u>
	<u>\$ 1,897,951</u>	<u>1,085,755</u>	<u>812,196</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

5. LINE OF CREDIT

The Society has available a line of credit of \$10,000. The line of credit is secured by a general security agreement covering all assets of the Society. The line of credit has not been utilized in 2025 or 2024.

6. REVENUE IN ADVANCE

Revenue in advance consists of the following amounts:

	<u>2025</u>	<u>2024</u>
Pregnancy Outreach	\$ 879	\$ 2,009
Prenatal	9,005	9,005
BC Gaming Commission	32,500	32,500
Partners in Sex Violence	1,815	1,815
Justice Bowl	-	720
Family Support	9,244	9,244
ITFL/IFOT	121,075	15,000
Loans for life - Smithers	1,677	1,677
Loan for life - Houston	1,673	1,673
Northern Health revenue in advance	-	14,490
Sexual Assault Intervention	11,733	-
Other	<u>7,703</u>	<u>7,990</u>
	<u>\$ 197,304</u>	<u>96,123</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

7. LONG TERM DEBT

Long term debt consists of the following mortgages:

	<u>2025</u>	<u>2024</u>
Bulkley Valley Credit Union, commercial loan due in monthly payments of \$2,257 principal and interest combined, bearing interest at 6.76%, maturing February 27, 2027 and secured by land and building	\$ 282,644	\$ 290,629
Bulkley Valley Credit Union, commercial loan due in monthly payments of \$935 principal and interest combined, bearing interest at 6.19%, maturing February 27, 2027 and secured by land and building	<u>39,352</u>	<u>47,679</u>
	321,996	338,308
Current portion of long term debt	<u>17,253</u>	<u>16,176</u>
	<u>\$ 304,743</u>	<u>322,132</u>

Principal payments in each of the next 5 years assuming the mortgages are renewed at similar terms are as follows:

2026	\$ 17,253
2027	18,401
2028	19,626
2029	20,483
2030	10,743
Thereafter	<u>235,490</u>
	<u>\$ 321,996</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

8. RESERVE FUNDS

The Society has established reserve fund balances intended for contingency purposes and to fund specific future expenditures. The reserve amounts consist of the following:

	<u>2025</u>	<u>2024</u>
Passage House - Surplus	\$ 24,444	\$ 24,444
Seven Sisters - Surplus	38,000	38,000
On Her Way - Surplus	7,500	7,500
Mens Group	66,269	43,694
Short term Projects	-	6,330
Transition House	12,314	12,314
Fundraising	129,824	96,196
Critical incident response team	20,211	21,769
Sexual Assault Services Hazelton	36,262	37,000
Contingency	17,061	17,061
Pregnancy Outreach	2,998	2,998
OnHerWay House/Seven Sisters	23,112	23,112
SAIP	6,500	6,500
Strengthening Families	10,000	-
Ministry of Public Safety & Solicitor General-enhancement	38,950	38,950
Safe Support Family Law	79,214	49,739
Recruitment and training	39,200	63,700
Campus Security	34,030	31,884
Hazelton vehicle	5,000	-
Loans for life	32,064	-
NGBVAP	20,710	-
Victim Services Hazelton	<u>4,000</u>	<u>-</u>
	<u>\$ 647,663</u>	<u>521,191</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

9. FINANCIAL ASSETS AND LIABILITIES

The Society is not exposed to significant foreign currency risk. The significant financial risks to which the Society is exposed include the following:

Credit risk

Credit risk is the risk of loss associated with counterparty's inability to fulfil its payment obligations. Financial instruments that potentially subject the Society to a concentration of credit risk consist primarily of cash, term deposits and accounts receivable. The Society limits its exposure to credit loss by placing its cash and term deposits with major Canadian financial institutions and by monitoring accounts receivable balances on an ongoing basis. The Society's maximum exposure to credit risk for cash, term deposits and accounts receivable is the amounts disclosed in the Statement of Financial Position. Management believes that credit risk for financial instruments is minimal.

Fair value

The Society estimates the fair value of its financial instruments based on current interest rates, market value and pricing of financial instruments with comparable terms. Unless otherwise indicated, the carrying value of these financial instruments approximates their fair market value because of the near maturity of those instruments. Management believes that the fair value risk is minimal.

Liquidity Risk

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they fall due. The Society's approach to managing liquidity is to evaluate current and expected liquidity requirements under both normal and stressed conditions to ensure that it maintains sufficient reserves of cash or have an available credit facility to meet its liquidity requirements in the short and long term.

As at March 31, 2025, the Society had unrestricted cash and term deposits of \$1,283,656 (March 31, 2024 - \$627,324) to settle current liabilities of \$456,325 (March 31, 2024 - 279,504). Management believes that liquidity risk for financial instruments is minimal.

Market risk

Market risk incorporates a range of risks. Movement in risk factors, such as market price risk and currency risk, affect the fair values of financial assets and liabilities. The Society is potentially exposed to these risks. The Society mitigates these risks by currently retaining its funds in Canadian bank accounts and term deposits.

Interest rate risk

The Society is exposed to interest rate risk to the extent that the cash maintained is subject to a floating rate of interest. The interest rate risk on cash and money market funds is not considered significant.

10. REMUNERATION PAID TO DIRECTORS, EMPLOYEES AND CONTRACTORS

In accordance with the Societies Act the Society discloses all remuneration paid to directors and also discloses annual payments to employees and contractors that individually exceed \$75,000. The Society has not paid any remuneration to any directors for the year. The Society has eight employees and no contractors that were paid in excess of the \$75,000 disclosure amount for the year. The remuneration for the fiscal year for the seven employees averages \$96,020 and ranges from \$76,157 to \$117,967.

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

11. GOVERNMENT FUNDING

The operating government funding for the year is as follows:

	<u>2025</u>	<u>2024</u>
Federal/Provincial:		
BC Housing	\$ 1,713,929	\$ 1,659,660
Attorney General	-	115,000
Children and Families	385,070	345,855
Northern Health Authority	124,778	98,440
Canada Mortgage and Housing Corp	30,014	1,986
Health Canada	14,000	15,400
Public Safety and Solicitor General	1,139,139	883,095
BC Gaming Commission	<u>32,500</u>	<u>32,000</u>
	3,439,430	3,151,436
Local Government:		
V.S. Police Based-Regional District of Bulkley Nechako	<u>44,921</u>	<u>44,929</u>
	<u>\$ 3,484,351</u>	<u>3,196,365</u>

12. ECONOMIC DEPENDENCE

The Society is dependent upon continuing to secure adequate government funding if it is to maintain its current programs.

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Compiled Financial Information

For the year ended August 31, 2024

(With comparative figures for 2023)

Matilda D'Silva Ltd

Chartered Professional Accountant

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Burns Lake, BC, V0J 1E2

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COMPILATION ENGAGEMENT REPORT

To the Members of Burns Lake & District Rebroadcasting Society

On the basis of information provided by management, I have compiled the statement of financial position of Burns Lake & District Rebroadcasting Society as at August 31, 2024, and the statements of operations and fund balances for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.


MATILDA D'SILVA LTD
Chartered Professional Accountant

Burns Lake, British Columbia
February 10, 2025

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Statement of Financial Position

August 31, 2024

(With comparative figures for 2023)

ASSETS

	2024	2023
Current assets:		
Cash	\$ 75,795	\$ 91,090
Public service bodies rebate receivable	740	745
Prepaid expenses	<u>1,815</u>	<u>1,756</u>
	78,350	93,591
Broadcasting Towers & Equipment (note 5)	60,219	72,370
Refundable deposits	<u>1,000</u>	<u>1,000</u>
	<u>\$ 139,569</u>	<u>\$ 166,961</u>

LIABILITIES AND FUND BALANCES

Current liabilities:

Accounts payable	\$ <u>2,492</u>	\$ <u>2,491</u>
------------------	-----------------	-----------------

Net assets:

Invested in capital assets	60,218	72,370
Unrestricted net assets	<u>76,859</u>	<u>92,100</u>
	<u>137,077</u>	<u>164,470</u>
	<u>\$ 139,569</u>	<u>\$ 166,961</u>

Approved by the directors:

Director, Doug F. CampbellDirector, Fred Givie

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Statement of Operations and Changes in Fund Balances

For the year ended August 31, 2024

(With comparative figures for 2023)

	2024	2023
Revenue:		
Regional District of Bulkley- Nechako	\$ 32,500	\$ 32,500
User fees received	<u>500</u>	<u>500</u>
	<u>33,000</u>	<u>33,000</u>
Expenditures:		
Accounting	2,434	2,434
Amortization	12,152	12,152
Bank charges & interest	44	42
Broadcasting Tower maintenance	37,361	18,010
Insurance	1,921	1,884
Office and general	303	666
Program fees -Shaw cable	2,653	2,648
Travel & accommodation	976	1,345
Utilities	<u>2,549</u>	<u>2,588</u>
	<u>60,393</u>	<u>41,769</u>
Excess (deficit) of revenues over expenditures	\$ (27,393)	\$ (8,769)
Unrestricted Fund balances, beginning of year	\$ 92,100	\$ 88,717
Add: Amortization	12,152	12,152
Less: Capital equipment purchased	<u>-</u>	<u>-</u>
Balance end of year	<u>\$ 76,859</u>	<u>\$ 92,100</u>
Invested in capital assets, beginning of the year	\$ 72,370	\$ 84,522
Less: Amortization	<u>(12,152)</u>	<u>(12,152)</u>
Balance end of year	<u>\$ 60,218</u>	<u>\$ 72,370</u>

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Date	Description	Amount
1871	To Balance	100.00
1872	By Balance	100.00
1873	By Balance	100.00
1874	By Balance	100.00
1875	By Balance	100.00
1876	By Balance	100.00
1877	By Balance	100.00
1878	By Balance	100.00
1879	By Balance	100.00
1880	By Balance	100.00
1881	By Balance	100.00
1882	By Balance	100.00
1883	By Balance	100.00
1884	By Balance	100.00
1885	By Balance	100.00
1886	By Balance	100.00
1887	By Balance	100.00
1888	By Balance	100.00
1889	By Balance	100.00
1890	By Balance	100.00
1891	By Balance	100.00
1892	By Balance	100.00
1893	By Balance	100.00
1894	By Balance	100.00
1895	By Balance	100.00
1896	By Balance	100.00
1897	By Balance	100.00

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Notes to Compiled Financial Information

August 31, 2024

1. Description of Society:

The Burns Lake & District Rebroadcasting Society is a registered society under the Income tax and is exempt from tax. It was registered on August 24, 1977 to promote, foster and develop community spirit by the establishment, maintenance and operation of a television rebroadcasting service for the community of the Village of Burns Lake.

2. Basis of Accounting

The basis of accounting applied in the preparation of the statement of financial position of Burns Lake & District Rebroadcasting Society as at August 31, 2023, and the statement of operations and changes in fund balances for the year then ended is on historical cost basis and reflects cash transactions with the addition of:

- investments recorded at cost
- property plant & equipment amortized accounts over its useful life
- accounts payable and accrued liabilities

3. Summary of significant accounting policies :

Property plant & equipment:

Property, Plant and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its useful life on a straight line basis:

Broadcasting equipment	10 years
------------------------	----------

The society regularly reviews its property, plant and machinery to eliminate obsolete items. Government grants are treated as reduction in property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use

4. Refundable deposits:

The Ministry of Lands requires a safekeeping deposit for the Verdun mountain site. A money order of \$500 is placed with CIBC for this purpose and with the Ministry of Finance for \$500.

5. Capital assets:

	Cost	Acc. Amortization	Net Value 2024	Net value 2023
Broadcasting equipment	\$ <u>522,289</u>	\$ <u>462,069</u>	\$ <u>60,219</u>	\$ <u>72,370</u>
	\$ <u>522,289</u>	\$ <u>462,069</u>	\$ <u>60,219</u>	\$ <u>72,370</u>

**FRASER LAKE & DISTRICT REBROADCASTING
SOCIETY**

Financial Statements

December 31, 2024



CHARTERED PROFESSIONAL ACCOUNTANTS

April 8, 2025

Independent Practitioner's Review Engagement Report

To the Board of Directors of Fraser Lake & District Rebroadcasting Society

Report on the financial statements

We have reviewed the accompanying financial statements of Fraser Lake & District Rebroadcasting Society that comprise the statement of financial position as at December 31, 2024 and the statements of operations and changes in net assets and cash flows for the year then ended, and the related notes, which comprise a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these 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.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Fraser Lake & District Rebroadcasting Society as at December 31, 2024 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Beswick Hildebrandt Lund

Chartered Professional Accountants

Prince George, British Columbia

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
- Dane Soares CPA
- Taylor Turkington CPA

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FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

STATEMENT OF FINANCIAL POSITION

December 31, 2024

ASSETS

	General Fund	Capital Fund	2024	2023
CURRENT ASSETS				
Cash	\$ 42,872	\$ -	\$ 42,872	\$ 99,141
Accounts receivable	2,017	-	2,017	-
GST receivable	2,691	-	2,691	807
Prepaid expenses	8,302	-	8,302	-
	55,882	-	55,882	99,948
TANGIBLE CAPITAL ASSETS (Note 4)	-	158,866	158,866	107,206
	<u>\$ 55,882</u>	<u>\$ 158,866</u>	<u>\$ 214,748</u>	<u>\$ 207,154</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES				
Accounts payable and accrued liabilities	\$ 50	\$ -	\$ 50	\$ 1,515
NET ASSETS				
Operating Fund - Unrestricted	55,832	-	55,832	98,433
Capital Fund	-	158,866	158,866	107,206
	55,832	158,866	214,698	205,639
	<u>\$ 55,882</u>	<u>\$ 158,866</u>	<u>\$ 214,748</u>	<u>\$ 207,154</u>

Approved by the Board:

Director_____
Director

See notes to the financial statements.

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
For the year ended December 31, 2024

	Operating Fund	Capital Fund	2024 Total	2023 Total
REVENUE				
Regional District of Bulkley-Nechako	\$ 90,000	\$ -	\$ 90,000	\$ 83,750
Rent	14,504	-	14,504	15,947
In kind donation	-	-	-	2,089
	<u>104,504</u>	<u>-</u>	<u>104,504</u>	<u>101,786</u>
EXPENSES				
Repairs & maintenance	21,127	-	21,127	13,858
License fees	16,544	-	16,544	22,513
Insurance	8,263	-	8,263	6,255
Accounting	4,940	-	4,940	4,733
Utilities	4,706	-	4,706	4,313
Property taxes	1,206	-	1,206	1,224
Consulting and Inspection fees	680	-	680	-
Office Expenses	230	-	230	140
Interest & bank charges	169	-	169	23
Freight	123	-	123	476
In kind donation expense	-	-	-	2,089
Vehicle	-	-	-	1,283
Miscellaneous	-	-	-	146
Amortization of tangible capital assets	-	37,457	37,457	24,252
	<u>57,988</u>	<u>37,457</u>	<u>95,445</u>	<u>81,305</u>
EXCESS REVENUE (EXPENSES) FOR THE YEAR	46,516	(37,457)	9,059	20,481
NET ASSETS AT BEGINNING OF THE YEAR	98,433	107,206	205,639	185,158
INTERFUND TRANSFERS				
Purchase of tangible capital assets	(89,117)	89,117	-	-
NET ASSETS AT END OF THE YEAR	<u>\$ 55,832</u>	<u>\$ 158,866</u>	<u>\$ 214,698</u>	<u>\$ 205,639</u>

See notes to the financial statements.

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

STATEMENT OF CASH FLOWS

For the year ended December 31, 2024

	<u>2024</u>	<u>2023</u>
OPERATING ACTIVITIES		
Excess revenue for the year	\$ 9,059	\$ 20,481
Item not affecting cash:		
Amortization of tangible capital assets	<u>37,457</u>	<u>24,252</u>
	46,516	44,733
Change in non-cash working capital items:		
Accounts receivable	(2,017)	-
GST receivable	(1,884)	615
Prepaid expenses	(8,302)	5,330
Accounts payable and accrued liabilities	<u>(1,465)</u>	<u>911</u>
Cash provided from operations	32,848	51,589
INVESTING ACTIVITIES		
Purchase of tangible capital assets	<u>(89,117)</u>	<u>(4,088)</u>
(DECREASE) INCREASE IN CASH DURING THE YEAR	(56,269)	47,501
CASH AND EQUIVALENTS AT BEGINNING OF THE YEAR	<u>99,141</u>	<u>51,640</u>
CASH AND EQUIVALENTS AT END OF THE YEAR	<u><u>\$ 42,872</u></u>	<u><u>\$ 99,141</u></u>

See notes to the financial statements.

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

1. PURPOSE

The Fraser Lake & District Rebroadcasting Society is a registered society under the Income tax and is exempt from tax. It was incorporated on March 8, 1976 to provide television and internet transmission service for the community of the Village of Fraser Lake.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following accounting policies:

Accounting

The organization follows the deferral fund method of accounting for contributions.

The General Fund reports revenue and expenses related to offerings, charitable activities and administration.

The Capital Fund accounts for the acquisition, disposal and amortization of tangible capital assets.

Cash

Cash includes cash on hand, cash on deposit net of cheques issued and outstanding at the reporting date, and short-term deposits with maturity dates of less than 3 months.

Revenue recognition

The Society uses the deferral method of accounting for contributions whereby restricted contributions are recognized as revenue of the appropriate fund in the years in which the related expenses are incurred. Restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses occur.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Tangible Capital Assets and Amortization

Tangible capital assets are recorded at cost. Amortization is based on the useful lives of tangible capital assets using the following methods and rates:

	<u>Method</u>	<u>Rate</u>
Building	Declining balance	4%
General equipment	Declining balance	20%

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

2. SIGNIFICANT ACCOUNTING POLICIES, continuedNet Assets

Net assets consist of unrestricted and internally restricted net assets. Transfers between unrestricted and internally restricted net assets are based on the Society's operating reserve policy and approved by the Board of Directors (the "Board").

Measurement Uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from management's best estimates as additional information becomes available in the future. Estimates include useful life of capital assets.

Financial Instruments*Measurement of financial instruments*

The Society initially measures its financial assets and liabilities at fair value.

The Society subsequently measures all its financial assets and financial liabilities at cost.

Financial assets measured at cost include cash and accounts receivable.

Financial liabilities measured at cost include accounts payable and accrued liabilities.

Impairment

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

Transaction costs

The Society's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period occurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value is adjusted for transaction costs directly attributable to the origination, issuance or assumption of these instruments.

Contributed Material and Services

Contributions of materials and services by donors and volunteers are not recorded in these financial statements due to the difficulty of determining their fair market value.

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

3. FINANCIAL INSTRUMENTSRisks and Concentrations

The Society is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Society's risk exposure as at December 31, 2024:

Credit risk

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 Society's main credit risks relates to its accounts receivable. The Society rarely provides credit to its clients in the normal course of its operations and the majority of its receivables are from government agencies. Management considers credit risk to be minimal.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. Management considers liquidity risk to be minimal.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. Management considers these risks to be minimal.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Interest rate risk is minimal.

4. TANGIBLE CAPITAL ASSETS

	2024		2023
	Cost	Accumulated Amortization	Net Book Value
Building	\$ 465,185	\$ 455,805	\$ 9,380
General equipment	499,084	349,598	149,486
	<u>\$ 964,269</u>	<u>\$ 805,403</u>	<u>\$ 158,866</u>
			<u>\$ 107,206</u>

5. ECONOMIC DEPENDENCE

In 2024, \$90,000 (2023 - \$83,750) of the Society's total operating fund revenue of \$104,504 (2023 - \$101,786) was comprised of government funding. The Society's ability to continue operations is dependent upon the continuation of such funding.



CHARTERED PROFESSIONAL ACCOUNTANTS

AGREED-UPON PROCEDURES REPORT ON COMPLIANCE WITH FUNDING AGREEMENT POLICIES

To Houston-Smithers Rebroadcasting Society,

Purpose of this Agreed-Upon Procedures Report

Our report is solely for the purpose of assisting Houston-Smithers Rebroadcasting Society in determining whether the funding received from the Regional District of Bulkley Nechako is compliant with the funding agreement policies and may not be suitable for another purpose.

Responsibilities of the Engaging Party and the Responsible Party

Houston-Smithers Rebroadcasting Society has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

Regional District of Bulkley Nechako, as identified by Houston-Smithers Rebroadcasting Society, is responsible for the subject matter on which the agreed-upon procedures are performed.

Practitioner's Responsibilities

We have conducted the agreed-upon procedures engagement in accordance with the Canadian Standard on Related Services (CSRS) 4400, *Agreed-Upon Procedures Engagements*. An agreed-upon procedures engagement involves our performing the procedures that have been agreed with Houston-Smithers Rebroadcasting Society, and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Professional Ethics

We have complied with the ethical requirements in the International Ethics Standards Board for Accountants' International Code of Ethics for Professional Accountants (including International Independence Standards). For the purpose of this engagement, there are no independence requirements with which we are required to comply.

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
- Dane Soares CPA
- Taylor Turkington CPA

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Procedures and Findings

We have performed the procedures described below, which were agreed upon with Houston-Smithers Rebroadcasting Society, on the funding received from the Regional District of Bulkley Nechako is compliant with the funding agreement policies.

Procedures	Findings
Verification of the beginning and ending year cash accounts for Houston-Smithers Rebroadcasting Society with the bank or credit union.	We inspected the records for January 1, 2024 and December 31, 2024 and compared them to the bank statements for January 1, 2024 and December 31, 2024. The bank statements for both dates agreed to the accounting records.
Verification of the monthly bank reconciliations	We compared the monthly bank balances to the accounting records and found no issues.
Ensure proper accounting for all prepaid expenses.	We obtained the prepaid expenses listing and compared it to supporting documentation, recalculated the balances and viewed expenses to ensure amounts were correctly recorded. No issues were found.
Ensure proper accounting for all accrued liabilities.	We obtained the accounts payable listing and compared it to supporting documentation, recalculated the balances and viewed expenses to ensure amounts were correctly recorded. No issues were found.
Verification that all designated "restricted" accounts are externally restricted only.	Per review of the accounting records there is a General Fund and Capital Fund. No internally restricted accounts.

Beswick Hildebrandt Lund

Beswick Hildebrandt Lund Chartered Professional Accountants
Prince George, BC
October 1, 2025

Houston-Smithers Rebroadcasting Society

Compiled Financial Information

December 31, 2024

COMPILATION ENGAGEMENT REPORT

September 29, 2025

To Management of Houston-Smithers Rebroadcasting Society

On the basis of information provided by management, we have compiled the balance sheet of Houston-Smithers Rebroadcasting Society as at December 31, 2024, the statement of operations and net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Beswick Hildebrandt Lund

Beswick Hildebrandt Lund
Chartered Professional Accountants
 Prince George, British Columbia

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
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Houston-Smithers Rebroadcasting Society

STATEMENT OF OPERATIONS

For the year ended December 31, 2024

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total 2024</u>	<u>Total 2023</u>
REVENUE				
Regional District Bulkley-Nechako	\$ 60,000	\$ -	\$ 60,000	\$ 60,000
Interest Income	120	-	120	107
	<u>60,120</u>	<u>-</u>	<u>60,120</u>	<u>60,107</u>
EXPENSES				
Site rental	13,224	-	13,224	12,839
Insurance, Licences and Fees	10,771	-	10,771	10,169
Accounting and legal	8,912	-	8,912	6,170
Casual Wages	6,945	-	6,945	7,012
Satellite Service	5,687	-	5,687	5,007
Utilities	5,519	-	5,519	6,717
Telephone	2,168	-	2,168	1,997
Materials and Supplies	1,841	-	1,841	2,022
Repairs and Maintenance	1,654	-	1,654	-
Travel and Accomodation	883	-	883	1,123
Bank Charges and Interest	218	-	218	180
Freight	195	-	195	-
Office	152	-	152	265
Advertising and promotion	104	-	104	-
Professional fees	104	-	104	-
Rent	100	-	100	100
Worksafe BC	17	-	17	19
Amortization	-	2,334	2,334	2,888
	<u>58,494</u>	<u>2,334</u>	<u>60,828</u>	<u>56,508</u>
EXCESS LOSS (REVENUE) FOR THE YEAR	1,626	(2,334)	(708)	3,599
NET ASSETS AT BEGINNING OF THE YEAR	53,375	10,295	63,670	60,071
INTERFUND TRANSFERS				
Acquisition of tangible capital assets	-	-	-	-
NET ASSETS AT END OF THE YEAR	<u>\$ 55,001</u>	<u>\$ 7,961</u>	<u>\$ 62,962</u>	<u>\$ 63,670</u>

Houston-Smithers Rebroadcasting Society

BALANCE SHEET

December 31, 2024

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
Cash	\$ 72,349	\$ 55,971
Accounts receivable	10,176	8,960
Prepaid Expenses	<u>8,089</u>	<u>7,689</u>
	90,614	72,620
CAPITAL ASSETS	<u>7,961</u>	<u>10,295</u>
	<u><u>\$ 98,575</u></u>	<u><u>\$ 82,915</u></u>

LIABILITIES

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	<u>\$ 35,613</u>	<u>\$ 19,245</u>

NET ASSETS

GENERAL FUND	55,001	53,375
CAPITAL FUND	<u>7,961</u>	<u>10,295</u>
	<u>62,962</u>	<u>63,670</u>
	<u><u>\$ 98,575</u></u>	<u><u>\$ 82,915</u></u>

HOUSTON-SMITHERS REBROADCASTING SOCIETY
NOTES TO THE COMPILED FINANCIAL INFORMATION
For the year ended December 31, 2024

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the balance sheet for Houston-Smithers Rebroadcasting Society as at December 31, 2024, and the statement of operations and net assets for the year then ended reflects cash transactions with the addition of:

- Accounts receivable (less allowance for doubtful accounts)
- Prepaid expenses as an advance for items that are expected to provide future use
- Property plant and equipment recorded at cost and amortized using the declining balance method based on the following rates:

	<u>Rate</u>
General equipment	10%

- Accounts payable and accrued liabilities



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: John Illes, CFO

Date: November 20, 2025

Subject: **October 31 Directors Travel and Remuneration Summary**

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

Receive

BACKGROUND

Attached is the summary of Directors Remuneration and Travel Expenses from January 1st until the end of October. This chart now includes all the expenses related to UBCM attendance. For Electoral Area Directors this summary does not include expenses relating to such things as home internet and vehicle insurance reimbursement.

In previous summaries, the budgeted amount for the two Vanderhoof Area Directors were miscalculated. This error has now been corrected.

ATTACHMENTS:

Summary of Directors Remuneration and Expenses

STRATEGIC PLAN ALIGNMENT:

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

GENERAL GOVERNMENT

REMUNERATION	Acutal		Budget	
	10 Months	12 Months		
Director's Remuneration - "A"	\$ 16,225	\$ 20,544		79%
Director's Remuneration - "B"	\$ 16,460	\$ 20,811		79%
Director's Remuneration - "C" *	\$ 22,919	\$ 26,622		86%
Director's Remuneration - "D"	\$ 38,326	\$ 54,819		70%
Director's Remuneration - "E"	\$ 14,648	\$ 19,119		77%
Director's Remuneration - "F"	\$ 15,640	\$ 19,569		80%
Director's Remuneration - "G"	\$ 15,766	\$ 19,569		81%
Director's Remuneration - SMITHERS	\$ 16,985	\$ 20,544		83%
Director's Remuneration - TELKWA	\$ 14,068	\$ 20,319		69%
Director's Remuneration - HOUSTON	\$ 22,015	\$ 28,080		78%
Director's Remuneration - GRANISLE	\$ 15,988	\$ 19,869		80%
Director's Remuneration - BURNS LAKE	\$ 16,176	\$ 20,061		81%
Director's Remuneration - FRASER LAKE	\$ 14,376	\$ 19,494		74%
Director's Remuneration - FORT ST. J	\$ 16,761	\$ 21,182		79%
Director's Remuneration - VANDERHOOF	\$ 15,585	\$ 19,644		79%
ALTERNATE Director's Remuneration	\$ 2,119	\$ -		
Total	\$ 274,058	\$ 350,246		78%

TRAVEL	Acutal		Budget	
	10 Months	12 Months		
Electoral Area "A" Travel	\$ 3,328	\$ 5,075		66%
Electoral Area "B" Travel	\$ 1,978	\$ 1,750		113%
Electoral Area "C" Travel	\$ 3,210	\$ 6,125		52%
Electoral Area "D" Travel	\$ 3,360	\$ 15,450		22%
Electoral Area "E" Travel	\$ 1,771	\$ 1,750		101%
Electoral Area "F" Travel	\$ 2,611	\$ 5,600		47%
Electoral Area "G" Travel	\$ 2,226	\$ 2,800		80%
SMITHERS Travel	\$ 3,905	\$ 5,075		77%
TELKWA Travel	\$ 2,300	\$ 4,550		51%
HOUSTON Travel	\$ 1,799	\$ 2,975		60%
GRANISLE Travel	\$ 2,331	\$ 3,500		67%
BURNS LAKE Travel	\$ -	\$ -		
FRASER LAKE Travel	\$ 1,057	\$ 2,625		40%
FORT ST. J Travel	\$ 2,400	\$ 6,563		37%
VANDERHOOF Travel	\$ 3,171	\$ 5,950		53%
ALTERNATE TRAVEL	\$ 736			
Total	\$ 36,184	\$ 69,788		52%

RURAL GOVERNMENT

REMUNERATION	Acutal		Budget	
	10 Months		12 Months	
Director's Remuneration - "A"	\$ 10,754	\$	17,070	63%
Director's Remuneration - "B"	\$ 14,486	\$	19,360	75%
Director's Remuneration - "C"	\$ 11,982	\$	13,199	91%
Director's Remuneration - "D"	\$ 10,416	\$	13,260	79%
Director's Remuneration - "E"	\$ 10,620	\$	13,381	79%
Director's Remuneration - "F"	\$ 13,625	\$	15,461	88%
Director's Remuneration - "G"	\$ 10,628	\$	12,679	84%
Total	\$ 82,511	\$	104,410	79%

TRAVEL	Acutal		Budget	
	10 Months		Full Year	
Electoral Area "A" Travel	\$ 2,551	\$	12,000	21%
Electoral Area "B" Travel	\$ 4,738	\$	12,000	39%
Electoral Area "C" Travel*	\$ 10,320	\$	14,000	74%
Electoral Area "D" Travel	\$ 5,893	\$	12,000	49%
Electoral Area "E" Travel	\$ 5,656	\$	12,000	47%
Electoral Area "F" Travel	\$ 9,117	\$	12,000	76%
Electoral Area "G" Travel	\$ 10,222	\$	12,000	85%
Total	\$ 48,496	\$	86,000	56%

* includes a \$2,000 allowance for SNRHD travel



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services November
Date: 20, 2025
Subject: **Letters re: Health and Restoration of the Nechako River**

RECOMMENDATION: (all/directors/majority)

Receive

BACKGROUND

The RDBN, together with Stellat'en First Nation, Saik'uz First Nation, Nadleh Whut'en, Cheslatta Carrier Nation, and the District of Vanderhoof wrote letters to Premier Eby and Prime Minister Carney requesting support of both governments for feasibility studies of the Kenney Dam Release Facility and Tahtsa Narrows Dredge projects.

The RDBN also wrote a letter to Ministers Kahlon, Ma, and Chandra Herbert referencing Bill 15 and Bill C-5 and requesting the Province's support to advance these projects.

The letters are attached for the Board's information.

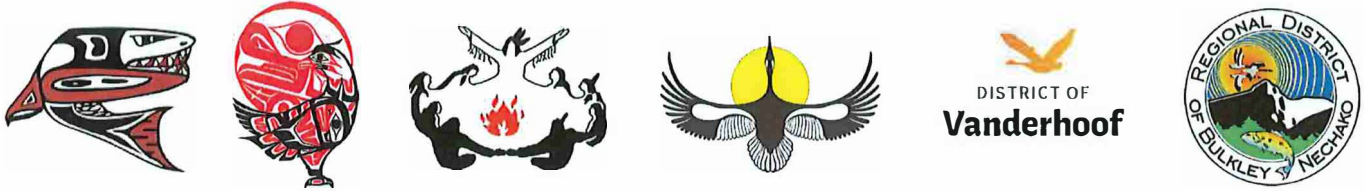
ATTACHMENTS:

1. Letter to Premier Eby
2. Letter to Prime Minister Carney
3. Letter to Ministers Kahlon, Ma, and Chandra Herbert

STRATEGIC PLAN ALIGNMENT:

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

1. Relationships with First Nations
2. Advocacy with the Province



October 29, 2025

Honourable David Eby
Premier of British Columbia
Office of the Premier
PO Box 9044 STN GOVT
Victoria, BC V8W 9E2

RE: Joint Call for Provincial Leadership in Nechako River Restoration and Indigenous-Led Stewardship

Dear Premier Eby:

We are writing to you jointly as the leadership of the Regional District of Bulkley-Nechako, the Nechako First Nations; Stellat'en First Nation, Saik'uz First Nation, and Nadleh Whut'en, along with the Cheslatta Carrier Nation and the District of Vanderhoof. Collectively we wish to express our unified and urgent concern regarding the state of the Nechako River and to request meaningful provincial engagement and support.

The Nechako River has long been central to our cultures, economies, and ways of life. The construction and ongoing operation of the Kenney Dam and Nechako Reservoir, however, has had devastating and long-lasting effects on the watershed and the species that rely on it. Nechako White Sturgeon are critically endangered. Chinook and Sockeye salmon populations have declined so severely that our Nations have been unable to meaningfully exercise our constitutionally protected right to fish for nearly a decade.

In 2024, we met with British Columbia Ministers Nathan Cullen, Water, Land and Resource Stewardship, and Murray Rankin, Indigenous Relations and Reconciliation to express our concerns and initiate discussions toward a co-developed Water Sustainability Plan under the Water Sustainability Act. On November 18, 2024, Chiefs from Saik'uz First Nation, Stellat'en First Nation, Nadleh Whut'en, and Cheslatta Carrier Nation, along with the Mayor of Vanderhoof and Chair of the Regional District of Bulkley-Nechako gathered to sign the renewed Nechako River Memorandum of Understanding. This document upholds the standards set by B.C's Declaration on the Rights of Indigenous Peoples Act (DRIPA) and supports the long-term stewardship and restoration of the watershed.

Earlier this year an agreement was reached between Rio Tinto and the Nations to improve the health of the Nechako River and rehabilitate the Cheslatta Lake systems. The RDBN and the District of Vanderhoof support the work that the Nations and Rio Tinto have been doing together to better

understand the current state of the Nechako River and to explore long-term solutions to improve its capacity and to support ecological functions, cultural practices and economic activity. We look forward to the feasibility studies of the Kenney Dam Release Facility and the Tahtsa Narrows dredge projects in the Nechako watershed that can support these objectives. To ensure these projects succeed, support and participation of the provincial and federal governments is needed.

Collectively, as leaders within our region, we are seeking a firm provincial commitment to engage in this work with us, to provide the necessary resources and support for Indigenous-led governance and restoration, and to ensure that provincial processes and laws are aligned with your obligations under the Constitution and the United Nations Declaration on the Rights of Indigenous Peoples.

We have waited long enough. The survival of endangered species, the exercise of First Nations rights, and the integrity of the Nechako River depend on bold, coordinated action. We urge you to stand with us and support a new path forward rooted in restoration, justice, and respect for Indigenous self-determination.

We are seeking the support of both the provincial and federal governments, and we would appreciate the opportunity to discuss these matters with you or your staff to identify a constructive path forward.

Sincerely,



Chief Priscilla Mueller
Saik'uz First Nation



Chief Robert Michell
Stellat'en First Nation



Chief Beverly Ketlo
Nadleh Whut'en



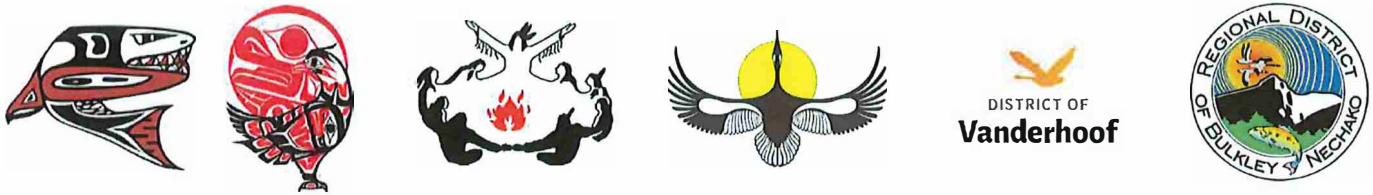
Chief Janet Whitford
Cheslatta Carrier Nation



Mayor Kevin Moutray
District of Vanderhoof



Chair Mark Parker
RDBN



October 29, 2025

Right Honourable Mark Carney
Prime Minister of Canada
House of Commons
Ottawa, ON K1A 0A6

RE: Urgent Call for Federal Partnership in Nechako River Restoration and Indigenous-Led Governance

Dear Prime Minister Carney:

We are writing to you jointly as the leadership of the Regional District of Bulkley-Nechako, the Nechako First Nations; Stellat'en First Nation, Saik'uz First Nation, and Nadleh Whut'en, along with the Cheslatta Carrier Nation and the District of Vanderhoof. Collectively we wish to express our unified and urgent concern regarding the state of the Nechako River and to request meaningful federal engagement and support.

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In 2024, we met with British Columbia Ministers Nathan Cullen, Water, Land and Resource Stewardship, and Murray Rankin, Indigenous Relations and Reconciliation to express our concerns and initiate discussions toward a co-developed Water Sustainability Plan under the Water Sustainability Act. On November 18, 2024, Chiefs from Saik'uz First Nation, Stellat'en First Nation, Nadleh Whut'en, and Cheslatta Carrier Nation, along with the Mayor of Vanderhoof and Chair of the Regional District of Bulkley-Nechako gathered to sign the renewed Nechako River Memorandum of Understanding. This document upholds the standards set by B. C.'s Declaration on the Rights of Indigenous Peoples Act (DRIPA) and supports the long-term stewardship and restoration of the watershed.

Earlier this year an agreement was reached between Rio Tinto and the Nations to improve the health of the Nechako River and rehabilitate the Cheslatta Lake systems. The RDBN and the District of Vanderhoof support the work that the Nations and Rio Tinto have been doing together to better understand the current state of the Nechako River and to explore long-term solutions to improve its

capacity and to support ecological functions, cultural practices and economic activity. We look forward to the feasibility studies of the Kenney Dam Release Facility and the Tahtsa Narrows dredge projects in the Nechako watershed that can support these objectives. To ensure these projects succeed, support and participation of the provincial and federal governments is needed.

Collectively, as leaders within our region, we are seeking a firm federal commitment to engage in this work with us, to provide the necessary resources and support for Indigenous-led governance and restoration, and to ensure that federal processes and laws are aligned with your obligations under the Constitution and the United Nations Declaration on the Rights of Indigenous Peoples.

We have waited long enough. The survival of endangered species, the exercise of First Nation rights, and the integrity of the Nechako River depend on bold, coordinated action. We urge you to stand with us and support a new path forward rooted in restoration, justice, and respect for Indigenous self-determination.

We are seeking the support of both the provincial and federal governments, and we would appreciate the opportunity to discuss these matters with you or your staff to identify a constructive path forward.

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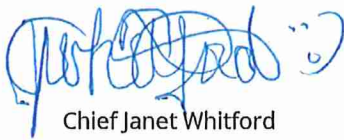
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Cheslatta Carrier Nation



Mayor Kevin Moutray
District of Vanderhoof



Chair Mark Parker
RDBN

Cc: Honourable Rebecca Alty, Minister of Crown-Indigenous Relations (rebecca.alty@parl.gc.ca)
Hounourable Mandy Gull-Masty, Minister of Indigenous Services (mandy.gull-masty@parl.gc.ca)
Hounourable Joanne Thompson, Minister of Fisheries (DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)



November 6, 2025

The Honourable Ravi Kahlon
Minister of Jobs, Economic Development and Innovation
JEDI.Minister@gov.bc.ca

The Honourable Bowinn Ma
Minister of Infrastructure
INF.Minister@gov.bc.ca

The Honourable Spencer Chandra Herbert
Minister of Indigenous Relations and Reconciliation
MIRR.Minister@gov.bc.ca

Dear Ministers Kahlon, Ma and Chandra Herbert:

Re: Support for the Health and Restoration of the Nechako River

The Regional District of Bulkley-Nechako, jointly with Saik'uz First Nation, Stelat'en First Nation, Nadleh Whut'en, Cheslatta Carrier Nation, and the District of Vanderhoof, wrote letters to Premier Eby and Prime Minister Carney regarding the urgent concern regarding the state of the Nechako River and to request meaningful provincial and federal engagement and support.

An agreement was reached between Rio Tinto and the Nations to improve the health of the Nechako River and rehabilitate the Cheslatta Lake systems with two proposed projects – the Kenney Dam Release Facility and Tahtsa Narrows dredging. These projects align closely with the intent of Bill 15 and Bill C-5.

Bill 15 prioritizes provincially significant infrastructure that delivers social, environmental, and economic benefits, while emphasizing water security and Indigenous partnership. Bill C-5 highlights resilience, economic and social benefit, Indigenous engagement, and environmental outcomes. The proposed Nechako River projects meet these criteria by improving cold-water flows, restoring salmon and sturgeon habitat, and supporting Indigenous-led governance. The commitment of industry partners to fund a portion of these projects further strengthens their feasibility and likelihood of success.

We respectfully request the Province's support to advance these projects, ensuring the long-term health of the Nechako River and the ecological, cultural, and economic benefits it provides.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Mark Parker', with a stylized, sweeping flourish at the end.

Mark Parker
Chair

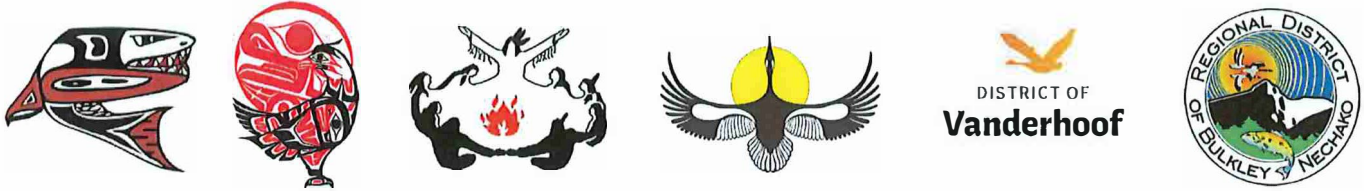
Attachments (2)

Letter to Premier Eby

Letter to Prime Minister Carney

MOU

cc: The Honourable David Eby, Premier
 The Honourable Brittny Anderson, Minister of State for Local Government and Rural
 Communities



October 29, 2025

Honourable David Eby
Premier of British Columbia
Office of the Premier
PO Box 9044 STN GOVT
Victoria, BC V8W 9E2

RE: Joint Call for Provincial Leadership in Nechako River Restoration and Indigenous-Led Stewardship

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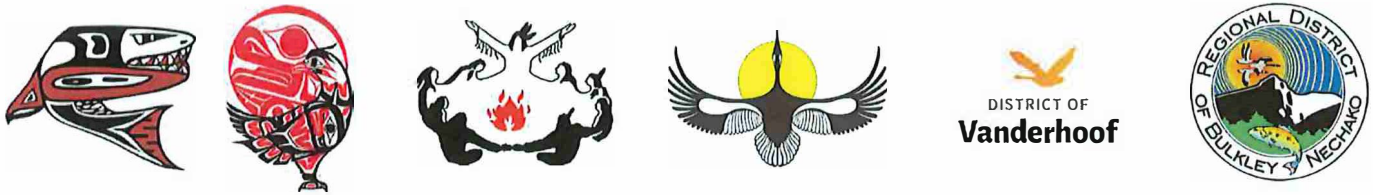
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Chair Mark Parker
RDBN



October 29, 2025

Right Honourable Mark Carney
Prime Minister of Canada
House of Commons
Ottawa, ON K1A 0A6

RE: Urgent Call for Federal Partnership in Nechako River Restoration and Indigenous-Led Governance

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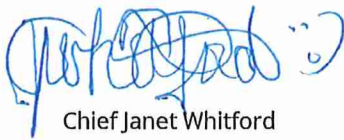
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Cc: Honourable Rebecca Alty, Minister of Crown-Indigenous Relations (rebecca.alty@parl.gc.ca)
Hounourable Mandy Gull-Masty, Minister of Indigenous Services (mandy.gull-masty@parl.gc.ca)
Hounourable Joanne Thompson, Minister of Fisheries (DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is dated as of November 18, 2024.

B E T W E E N :

NADLEH WHUTEN, as represented by its Chief and Council

(**“Nadleh”**)

- and -

SAIK’UZ FIRST NATION, as represented by its Chief and Council

(**“Saik’uz”**)

- and –

STELLAT’EN FIRST NATION, as represented by its Chief and Council

(**“Stellat’en”**, and together with Nadleh and Saik’uz are hereinafter referred to as the **“Nechako First Nations”**)

- and –

CHESLATTA CARRIER NATION, as represented by its Chief and Council

(**“Cheslatta”**)

- and –

THE DISTRICT OF VANDERHOOF, as represented by its Mayor and Council

(**“Vanderhoof”**)

- and –

THE REGIONAL DISTRICT OF BULKLEY-NECHAKO, as represented by the Board of Directors

(the **“Regional District”**, and collectively with the Nechako First Nations, Cheslatta, and Vanderhoof are hereinafter referred to as, the **“Parties”** and each, a **“Party”**)

CONTEXT:

- A. The purpose of this Memorandum of Understanding ("**MOU**") is to renew, with certain amendments and additions, the original MOU dated September 29, 2021 between the Nechako First Nations and the Regional District of Bulkley-Nechako.
- B. In 1949, the Legislative Assembly of British Columbia enacted the *Industrial Development Act* (the "**IDA**") which provided the Province with authority to grant a water licence to any person who proposed to establish an aluminum industry in British Columbia. The Province granted a conditional water licence to the Aluminum Company of Canada ("**Alcan**") in 1950, authorizing Alcan to store, divert, and use water from the Nechako and Nanika River watersheds which led to the construction and operation of the Kenney Dam, the Nechako Reservoir, and the Skins Lake Spillway. Alcan is the corporate predecessor of Rio Tinto Alcan Inc. ("**RTA**").
- C. Due to the construction and operation of the Kenney Dam and related infrastructure, the Nechako River has experienced unnatural and non-seasonal water flows and temperatures, causing major and ongoing damage to the health of the River, and the River's ecosystem functioning and processes.
- D. First Nations communities along the Nechako Watershed are particularly affected by the declining health of the Nechako River. Sockeye and Chinook Salmon populations in the River are so low that First Nations communities have not been able to harvest them in any meaningful way for the past six to seven years. The Nechako White Sturgeon is on the precipice of extinction. Unnatural water flows and temperatures in the Nechako River are also negatively affecting other fish, aquatic, and land species that are dependent on the Watershed. The urgency of addressing the declining state of the Nechako River is compounded by the negative effects climate change is visiting upon the River.
- E. The parties recognize and affirm relevant legislation, including but not limited to Section 35 of the *Constitution Act*, the *Declaration on the Rights of Indigenous Peoples Act*, and the *Water Sustainability Act*.
- F. The Parties have a mutual interest in developing and implementing new flow and temperature regimes and undertaking a collaborative approach to stewarding the Nechako River and its tributaries to restore the health of the Nechako River for the mutual benefit of the First Nations communities and other non-Indigenous residents of the Nechako Watershed.
- G. Other ecological functions in the Nechako Watershed have been, and continue to be, adversely affected by decisions made by provincial statutory decision-makers. The Parties have a mutual interest in exploring and implementing measures to avoid, and where that is not reasonably possible, to mitigate and offset such impacts.
- H. The board of the Regional District adopted a resolution dated February 25, 2021, pursuant to which the Regional District:

- i. recognized the need for a balance between the economic benefits and the environmental and ecosystem impacts as a result of the Nechako Reservoir;
 - ii. considered it desirable to explore a new governance mechanism involving the Nechako First Nations, other impacted First Nations, and local governments within the Nechako Watershed, to collectively represent the Nechako Watershed Region in a new adaptive co-management regime to ensure the achievement of functional flows, and to respect the constitutionally protected rights of the Nechako First Nations and other impacted First Nations within the Nechako Watershed; and
 - iii. resolved to urge Canada, the Province of British Columbia (the "**Province**"), and RTA to do all things necessary to support the efforts of the Nechako First Nations to restore the ecosystem functioning of the Nechako River and its affected tributaries.
- I. The Parties believe that working together to restore the health of the Nechako River will strengthen the relationship between them, and will benefit the communities and residents within the Nechako Watershed.
 - J. The Parties wish to set out the basic terms upon which they will work together to restore the health of the Nechako River in this memorandum of understanding (the "**MOU**").

NOW THEREFORE, the Parties agree as follows:

1. The Parties will work together to improve the health of the Nechako River, its affected tributaries, and the fish populations that live in or use the River, with a particular focus on sturgeon and salmon populations that are critically imperiled, of conservation status or declining in abundance.
2. The Parties agree that in order to achieve the objectives set out in Section 1, the 1987 Settlement Agreement needs to be replaced with a new, multi-lateral agreement that will:
 - a) establish a new government-to-government governance regime, including an adaptive co-management framework, for the Nechako River and Reservoir. This new regime will include a robust engagement process with, and be co-developed by, local stakeholders;
 - b) develop a water sustainability plan to identify environmental flow needs and risks to aquatic ecosystem health, and further to determine restoration measures for the damaged ecosystems of the Nechako Watershed. Specifically, to deliver a new flow to the Nechako River, which mimics the shape of the natural hydrograph and seeks to address other critical seasonal deficiencies in the Summer Temperature Management Program.
 - c) require the parties to the new, multi-lateral agreement to carry out stewardship projects to:
 - i. enhance the health of the Nechako River and its affected tributaries;

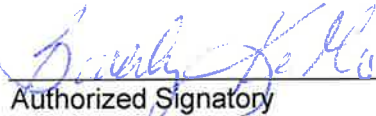
- ii. help restore robust fish populations, with a particular focus on the sturgeon and salmon populations that are on the precipice of extinction;
 - iii. restore the health of the River, including biodiversity and fish populations, to enable the Nechako First Nations' River-based traditional livelihoods and ceremonies; and
 - iv. increase opportunities for non-Indigenous peoples to enjoy the benefits of a healthy Nechako River and robust fish populations within the Nechako River and downstream.
- 3. The Parties will take the following steps to carry out and discharge their reciprocal commitments as set in out Sections 1 and 2:
 - a) exchange all necessary information that may be relevant to their efforts to restore the health of the Nechako River;
 - b) work together to seek out and develop solutions to problems arising from time-to-time that may present barriers to the Parties' efforts to restore the health of the Nechako River;
 - c) use reasonable efforts to convene discussions with stakeholder groups and other levels of government to share information and expand the support for restoring the health of the Nechako River;
 - d) collaboratively develop a work plan to outline how the Parties will seek to implement the objectives set forth in this MOU, which, once finalized by the Parties in writing, will be appended to and will form a part of this MOU; and
 - e) the Parties will meet biannually, or at such other interval as they may decide, to discuss, refine, and carry out their commitments as set out in this MOU.
- 4. The Parties agree that all information provided by one Party to another Party relating to the matters contemplated by this MOU, and that is marked or otherwise identified in writing as being confidential, will be considered "confidential information" (the "**Confidential Information**"). The Parties will maintain all such Confidential Information in confidence and will not disclose the Confidential Information received from another Party to any third party without the prior written consent of the Party who provided the Confidential Information, except that a Party may disclose Confidential Information to those within its organization who need to know such information.
- 5. The Parties agree that all documents created pursuant to this MOU, including drawings, plans, field data, notes, test data, reports, photographs, surveys, calculations, and other documents (the "**Joint Documents**") are the joint property of the Parties. A Party may not use, rely on, disclose, or share the Joint Documents for a purpose other than the matters contemplated by this MOU, without the express written consent of the other Parties.

6. The provisions of Sections 4 and 5 will survive the expiration or termination of this MOU.
7. The term of this MOU will commence upon execution and continue in force until December 31, 2026 (the "**Term**") unless otherwise terminated by a Party upon providing written notice to the other Parties. The Parties may extend the Term by agreement in writing.
8. The provisions of Sections 4 and 5 are legally binding on the Parties and will survive the expiration of the Term. The remaining provisions of this MOU are intended to outline the broad terms and next steps upon which the Parties agree to proceed in relation to the subject matter herein, and do not constitute any binding obligations between the Parties, nor impose liability on any one or more of them.
9. This MOU will be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable in that Province.
10. This MOU may be executed and delivered in any number of counterparts, and may be delivered by facsimile or electronic mail, each of which when executed and delivered is an original but all of which taken together shall constitute one and the same instrument.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date noted on the first page.

NADLEH WHUTEN on its own behalf and on behalf of its members

Per: 
Authorized Signatory

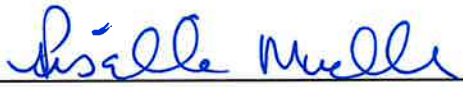
Name: Chief Beverly Ketlo

CHESLATTA CARRIER NATION on its own behalf and on behalf of its members

Per: 
Authorized Signatory

Name: Chief Corrina Leween

SAIK'UZ FIRST NATION on its own behalf and on behalf of its members

Per: 
Authorized Signatory

Name: Chief Priscilla Mueller

THE DISTRICT OF VANDERHOOF, as represented by the Mayor

Per: 
Authorized Signatory

Name: Mayor Kevin Moutray

STELLAT'EN FIRST NATION on its own behalf and on behalf of its members

Per: 
Authorized Signatory

Name: Chief Robert Michell

THE REGIONAL DISTRICT OF BULKLEY-NECHAKO, as represented by the Chair

Per: 
Authorized Signatory

Name: Chair Mark Parker



RECEIVED
OCT 29 2025
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

October 22, 2025

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

Dear Chair Parker:

Re: Provincial Response to 2024 Resolutions

UBCM has received the Province's response to your Board resolution(s) from 2024. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Resolutions & Policy.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

With gratitude,

A handwritten signature in black ink, appearing to read "Cori Ramsay", is positioned above the printed name of the signatory.

Councillor Cori Ramsay
UBCM President

Enclosure

2024 EB11 Healthcare Worker Shortage - Reducing Barriers to Training

Bulkley-Nechako RD

Whereas there is a shortfall of qualified staff to provide healthcare services, particularly in rural and remote communities, across the province;

And whereas some of the training requirements for healthcare workers pose significant barriers in terms of time, cost, and accessibility, thereby hindering the potential influx of qualified individuals into the healthcare workforce;

And whereas reducing unnecessary barriers and streamlining training opportunities for healthcare workers would promote professional growth, enhance healthcare delivery, and ultimately benefit the residents of our communities:

Therefore be it resolved that UBCM advocate to the Province and relevant authorities to put in place the necessary framework, tools and incentives to address the shortfall of qualified healthcare workers and reduce the barriers for healthcare training opportunities.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Health

In 2022, the Ministry of Health (Health) announced a comprehensive Health Human Resource (HHR) Strategy aimed at optimizing the health system, expanding training and improving recruitment and retention. Under Actions 36 and 37 respectively, this strategy includes Return of Service bursary programs aimed at increasing the number of Internationally Educated Nurses and Allied Health Professionals (IEAHPs), into the province, to reduce critical healthcare professional shortages. These bursaries offset the cost of assessment and transitional education in exchange for service commitments to work in qualifying positions after attaining licensure in BC.

In addition to these bursaries, the Province also issued a series of training bursaries to attract students to priority health education programs, reduce financial barriers to training, and ultimately fill key workforce gaps. These bursaries include:

- 1. Access to Practical Nursing Bursary of \$10,000 per recipient to support Health Care Assistants (HCAs) to advance their careers and develop new skills by training to become Licensed Practical Nurses (LPNs).*
- 2. Priority Program Bursary (Action 57 of the HHR Strategy) - Student Recruitment and Retention Bursary of \$2,000 per program year; and*
- 3. Priority Program Bursary (Action 57 of the HHR Strategy) - Indigenous Student Recruitment Bursary of \$5,000 per program year.*
- 4. Nursing Tuition Grant to support minimum Nurse to Patient Ratios:*
 - a. Nursing students in Bachelor of Science in nursing (BSN), Bachelor of Psychiatric Nursing, and Practical Nursing programs receive \$2,000 per program year.*
 - b. Indigenous students in BSN programs will receive an additional \$5,000 per program year.*
- 5. Return to Practice Nurse Bursary for nurses who are interested in returning to practice in BC covering costs like tuition, assessment fees, and travel.*

On March 11, 2025, Health also announced a plan to recruit doctors, nurses, and allied health professionals from the United States highlighting new fast-track credential recognition pathways for nurses and doctors (additional information available through BCHealth Careers).

The BC College of Nurses and Midwives (BCCNM) has fully implemented their fast-track pathway for US nurses leveraging similarities in education, practice, and registration. The recent changes build upon improvements made in 2023/24 which allowed US nurses to bypass the Inspire application process and apply directly to the BCCNM. In the new fast-track process, BCCNM will use the US' national nurse-licensure and disciplinary database, NURSUS to obtain information about a nursing applicants' education and registration history directly, without the need for an independent credential review, allowing them to focus on obtaining more details on an applicant's practice history only when necessary. US nurses will now be able to obtain a registration decision even faster than before.

In the case of physicians, Health is working with the College of Physicians and Surgeons of BC on a direct

process to enable US-trained doctors, who hold certification from the American Board of Medical Specialties, to become fully licensed in BC without the need for further assessment, examination or training. The proposed bylaw changes are open to public consultation until May 7th.

To address credentialing barriers for IEAHPs, Health provided funding to regulatory colleges, including the Association of Canadian Occupational Therapy Regulatory Organizations for an integrated management information system to better prepare applicants for the competency assessment. The Canadian Alliance of Physiotherapy Regulators also received funding to introduce an expedited credentialing pathway that reduces assessment times from 16 weeks to two weeks. The Pre-Approved Credentialing Pathway simplifies applications from certain jurisdictions including Australia, Hong Kong, Ireland, New Zealand, South Africa, the United Kingdom, and the US.

The Ministry of Post-Secondary Education and Future Skills also offers the BC Student Loan Forgiveness Program (BCLFP). Recent graduates in select in-demand occupations can have their BC student loans forgiven by agreeing to work at publicly-funded facilities in underserved rural and remote communities in BC. The Ministry of Health continues to work with Student Aid BC and the Ministry of Post-Secondary Education and Future Skills to ensure the BCLFP is responsive to health system priorities and plans.

With regards to provincial medical staff supply, below are some targeted HHR actions aimed at reducing training barriers and increasing supply:

1. New to Practice Incentive Program (Action 43): new contract rate, clinical overhead contribution, one-time signing bonus, and one-time medical education debt relief grant for family physicians.
2. Associate Physician Deployment Expansion (Action 23): enables international medical graduates who are not eligible for independent licensure to practice under the supervision of an attending physician.
3. Undergraduate Medical Education Expansion (Action 63): At UBC, 40 new undergraduate medical education (UGME) seats have been added over two years: 18 in 2023 and 22 in 2024, for a total of 328 seats.
4. New Medical School at SFU (Action 60): The School of Medicine at SFU will welcome its first incoming class of 48 undergraduate medical school students by summer 2026.
5. Postgraduate Medical Education Expansion (Action 64): To address the critical need for more physicians, UBC's Postgraduate Medical Education (PGME) programs will increase by over 160 positions between 2022 and 2028.
6. Practice Ready Assessment-BC expansion (Action 41): increases annual seats from 32 to 96 (by 2024), providing a pathway to licensure for internationally trained family physicians in exchange for a practice commitment in a health authority identified community in need in BC.

Lastly, Health has expanded GoHealth BC (Action 34), a travel staffing program which supports short-term deployments to high-need rural and remote communities to prevent service interruptions and diversions. Currently, GoHealth BC nurses are working in 34 different communities across Interior Health, Northern Health, and Island Health. The program is further expanding to support high priorities sites in rural and remote communities in those areas.

The initiatives noted above highlights the work underway to reduce and offset the costs and barriers associated with training. The broader HHR strategy is built around four cornerstones (retain, redesign, recruit, and train), aiming to support a healthy and productive workforce and a better health care system for everyone in BC. The initiatives in the HHR Strategy will work towards creating a more equitable system across the province to ensure all BC residents have access to health care in their community.

2024 EB19 Housing Support in Northern and Small Communities**Bulkley-Nechako RD**

Whereas there is a housing crisis throughout BC requiring a range of solutions that address housing affordability issues in large and small communities;

And whereas the Province's Homes for People's plan focuses on addressing housing supply issues in larger communities in high growth areas of the province:

Therefore be it resolved that UBCM ask the Province to engage with small and northern communities to identify housing solutions outside of high growth areas.

Convention Decision: Endorsed

Provincial Response**Ministry of Housing and Municipal Affairs**

The Province is committed to supporting local governments in their efforts to bring affordable housing to small, rural, and remote communities and address their long-term housing needs. Rural communities are eligible to apply for support developing new affordable housing units through a range of BC Housing programs, including BC Builds, the Community Housing Fund, and the Indigenous Housing Fund.

As part of the Homes for People plan, the Province passed a suite of legislation in fall 2023 that changed the local government land use planning framework to enable local governments to deliver more homes for people, faster, in every part of BC. Informed by consultation with a wide range of interested parties, including representatives from rural, small, and northern local governments, the legislation is structured to help address housing supply challenges in communities of all sizes.

For example, the Small-Scale Multi-Unit Housing framework requires local governments to allow secondary suites or detached accessory dwelling units in all single-detached and duplex residential zones across BC, from large cities to small communities. This will help unlock opportunities to add housing in smaller and more remote communities. The accompanying guidance includes specific recommended provincial site standards (recommended zoning bylaw regulations) for lands within regional district electoral areas or small communities (municipalities with populations less than 5,000) that are not within urban containment boundaries.

Recent funding programs, including the Growing Communities Fund and the Local Government Housing Initiatives Capacity Fund, have also supported every local government in BC in preparing for increased density and upgrading key infrastructure in their communities.

Additionally, through the Rural Economic Diversification and Infrastructure Program, the Province is supporting projects in rural communities that promote economic diversification, resilience, clean growth opportunities, and infrastructure development – including workforce housing.

2024 EB44 Enhancing the Environmental Assessment Process**Bulkley-Nechako RD**

Whereas the environmental assessment review and permitting process for major projects does not adequately identify, consider and proactively address the cumulative social, economic, and infrastructure impacts of these projects on communities;

And whereas the environmental assessment process defers consideration of community issues to the management planning and permitting stage where the issues that arise are inadequately addressed in a reactive manner during project implementation:

Therefore be it resolved that UBCM urge the Province to ensure that the environmental assessment review process ensures the proactive identification and mitigation of cumulative community impacts in a proactive manner based on an inclusive and collaborative review process with impacted communities.

Convention Decision: Endorsed

Provincial Response**Ministry of Environment and Parks**

The Environmental Assessment Office (EAO) recognizes the importance of proactively identifying and mitigating cumulative community impacts in major project assessments. Environmental assessments must consider environmental, social, economic, health and cultural effects. Local governments play a key role in the environmental assessment process through the Technical Advisory Committee, ensuring community issues are integrated into the assessment as well as assessment reports and mitigation measures.

Management plans are an essential tool to allow projects to adapt to future uncertainties and ensure ongoing community involvement throughout the life of a project. During the environmental assessment process, local governments can request to be consulted on the plans. The EAO also emphasizes the importance of legally binding conditions, particularly for concerns like gender and cultural safety plans for worker accommodations, infrastructure strain, and community well-being, that may affect local communities the most.

The EAO is committed to continued collaboration with UBCM and local governments to enhance local community involvement in environmental assessments. By identifying potential community impacts early, refining the proposed mitigation measures, and strengthening engagement, the EAO aims to mitigate project effects more effectively while maximizing long-term community benefits.

2024 EB96 Industry Shutdown - Timber Rights**Bulkley-Nechako RD**

Whereas the closure of sawmills in the region has caused significant economic distress within local communities that has led to a decline in local employment opportunities which negatively impacts the livelihoods of residents and local businesses;

And whereas recent shutdowns provide a concern that wood harvested in one area will be transported to another for processing, thus jeopardizing the local economic value for communities most impacted:

Therefore be it resolved that UBCM requests that the Province considers policy to ensure that timber rights that can reasonably be considered "attached" to a sawmill that is being closed, or that were originally provided to the company (or companies) that owned that sawmill, be transferred to local and/or Indigenous governments upon closure in order to foster economic diversification and community resilience.

Convention Decision: Endorsed

Provincial Response**Ministry of Forests**

The government is interested in improving the social licence involved with holding forest tenures to ensure sustainable, equitable and lasting benefits to First Nations, communities and workers.

Currently, BC Timber Sales (BCTS) Review is underway to ensure the forestry sector is continually evolving to overcome challenges and create a vision for a stronger and more resilient future. This review will provide recommendations, including but not limited to, how BCTS can:

- create forestry-sector growth, competition and diversification,*
- provide predictable market access to fibre,*
- diversify access to fibre for the secondary manufacturing sector,*
- strengthen partnership with First Nations and local communities, and*
- create more jobs for contractors, workers and communities.*

In 2019, the Forest Act was amended to introduce a requirement that all transfers of forest tenures must be approved by the ministry. The approval process includes an assessment of the marketing of fibre and the public interest. A substantial amount of tenure has changed hands on a willing-buyer/willing-seller basis.

In the fall of 2021, the government introduced legislation to authorize the ministry to take back forest tenures for redistribution. Supporting regulations are in place, providing the government with additional powers to support communities, First Nations and BC Timber Sales.

Any further changes will be implemented with careful consideration of the declining timber supply and global market volatility.

2024 EB97 Expansion of Community Forests for Increased Access to Fiber

Bulkley-Nechako RD

Whereas community forests play a vital role in supporting local economies, fostering community resilience, and promoting sustainable forest management practices;

And whereas mill closures, curtailing operations, and significant job losses have devastated rural communities, resulting in severe economic decline, decreased community stability, and limited opportunities for economic recovery;

And whereas there is an urgent need to expand the size of community forests and increase access to land and fiber around communities to enhance economic opportunities, promote resilience, and support sustainable development, alongside fostering improved collaboration in FireSmart initiatives and the effective implementation of wildfire mitigation measures:

Therefore be it resolved that UBCM urges the Province of BC to support the expansion of community forests, facilitating increased access to land and fiber resources and streamlining regulatory process to promote sustainable development and economic growth in rural and Indigenous communities across British Columbia.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Forests / Ministry of Jobs, Economic Development and Innovation

The Ministry of Forests is working with the BC Community Forest Association to promote growth of Community Forests by encouraging partnerships (Indigenous and non-Indigenous) for new Community Forest Agreements (CFAs) and expansion of existing tenures. Growth of the program is limited given the lack of available volume in the timber supply areas and government priorities to advance reconciliation with First Nations. Ministry of Forests staff are currently undertaking a review of BC Timber Sales (BCTS) which will evaluate the potential for improved partnerships with communities to support expansion of the program, as committed to by government.

One of the objectives of the BCTS review is to promote partnership with communities to provide more jobs for workers, contractors, and the communities they reside in. BCTS, together with communities working in partnership, can promote sustainable development and economic growth in rural and Indigenous communities across British Columbia.

The Ministry of Jobs, Economic Development and Innovation (JEDI) works with rural and Indigenous communities to support economic development. JEDI has specialized staff on-the-ground throughout BC to provide free and accessible economic development services to local governments, Indigenous communities, businesses and economic development agencies. JEDI also ensures supports are in place for workers and communities after a community transition event, such as a mill closure. JEDI staff are available to provide expertise and facilitate resources for advancing economic development projects such as community forests.

2024 NR38 Search and Rescue - Capability Approval Process**Bulkley-Nechako RD**

Whereas the current response capability approval process for individual ground search and rescue (SAR) teams is hindering the ability of teams to respond to known hazards and utilize local capabilities and innovative technology;

And whereas while the Province is responsible for administration of the SAR Program, local SAR expertise, community needs, and local authorities and agencies input must be a greater part of the capability approval process;

And whereas capability decisions must not include call volume, as saving one life makes the investment of time and money worthwhile, and strengthens the overall SAR capacity to assist our counterparts across the region and province when called upon:

Therefore be it resolved that UBCM lobby the provincial government to change the search and rescue capability approval process from the Emergency Management and Climate Readiness Search and Rescue (EMCR SAR) Unit, to a collaborative process involving the ground search and rescue team, local authorities, and the EMCR SAR Unit.

Convention Decision: Endorsed

Provincial Response**Ministry of Emergency Management and Climate Readiness**

Ground Search and Rescue (GSAR) volunteers in British Columbia are among the best in the world, and the Province is committed to supporting their invaluable work and dedication to helping keep people safe.

The Province continues to provide predictable and ongoing funding of approximately \$6 million annually to support the Ground Search and Rescue volunteers' provision of service across British Columbia—the only agreement of its kind in Canada. This annual contribution is in addition to approximately \$8 million of funding that the Province provides annually to reimburse GSAR groups' operational costs for search and rescue deployments, training, and equipment.

The Search and Rescue Advisory Committee, and six standing working groups under this Committee, are meeting on a regular basis. The intent of the Search and Rescue Advisory Committee is to provide a forum for collaborating with requesting agencies (RCMP, BC Emergency Health Services, etc.) and volunteers.

The Ministry of Emergency Management and Climate Readiness believes that the wider Search and Rescue community, as represented by the Search and Rescue Advisory Committee, should have more influence on the process around how groups achieve capabilities, and how these capabilities are maintained. These questions will be addressed by the Search and Rescue Advisory Committee and the applicable working groups, with the intent of finding an appropriate path forward for all parties and lifting the pause on capabilities.

**2024 NR55 Provincial Funding for Accessible and Transparent
Natural Resources Data**

Bulkley-Nechako RD

Whereas accurate understanding and management of British Columbia's natural resources are essential for informed decision-making;

And whereas there is a need for an updated and objective data on natural resources such as aquifers, lakes, rivers, streams and timber, for various aspects of the Province's natural resource management and for sustainable development and environmental stewardship:

Therefore be it resolved that UBCM requests the Province of BC allocate funding to ensure that objective data on natural resources is easily accessible by all stakeholders, ensuring transparency, inclusivity, and ongoing maintenance.

Convention Decision: Endorsed

Provincial Response

Ministry of Water, Land and Resource Stewardship / Ministry of Environment and Parks

The Province of British Columbia is committed to improving decision-making, increasing transparency, and ensuring equitable access to government data. Central to this is the Open Information and Open Data Policy, which promotes consistent, non-discriminatory access to data across all Ministries. This policy encourages public use, adaptation, and redistribution of government data to foster transparency, innovation, and public engagement.

To support this, the Province has made significant investments in the collection and maintenance of high-quality, objective data—especially in the natural resource sector. Programs such as the Together for Wildlife Strategy, Caribou Recovery Program, and Climate Action Plan reflect a multi-million-dollar commitment to building robust data infrastructure. In 2023, the government also committed to acquiring and publishing lidar data across all of B.C. within six years, with enhanced mapping products made available under the Open Government License (OGL) as they are developed.

The Geospatial Strategy, adopted in 2021, furthers these efforts by reducing barriers to access and encouraging the open sharing of foundational spatial data. Hundreds of datasets are available through the British Columbia Data Catalogue and BC Government Warehouse, though some data remain restricted due to privacy, ownership, or protection concerns. Clear policies are in place to ensure sensitive data is managed responsibly.

In particular, the Ministry of Environment and Parks (ENV) mandate includes setting environmental data standards and overseeing the collection, storage, and analysis of environmental information. ENV ensures data quality through regulations, training, and Quality Assurance programs, while also leading extensive environmental monitoring networks in partnership with other governments and agencies—including Indigenous governments.

These networks collect data on groundwater, surface water, air quality, snow, and climate. Through platforms such as the BC Environmental Monitoring System, the Real-Time Water Data Tool, and Environmental Reporting BC, ENV makes this information publicly accessible, helping to support climate adaptation, environmental stewardship, and evidence-based decision-making.